Printer set up for Union Student Printers

Set-up Overview

To print to the union student printers you will need to do the following:

1. Connect to the Union College Public Wi-Fi
2. Download and Install the printer drivers for your Operating System
3. Add the printers to your computer

The set-up procedure will differ between differing operating systems and versions.

This document will show you how to complete these actions on both Windows 10 and Mac OS operating systems. If you use any other operating systems such as Linux, iOS or Android refer to the manufacturer's instructions to set up the printer on your computer.

The network Hostnames for the printers needed are: printer1.union.ac.uk & printer2.union.ac.uk.

Obtaining Printer Drivers

The drivers for the student printers can be obtained at the following web page:

http://support.ricoh.com/bb/html/dr_ut_e/apc/model/mpc300/mpc300.htm

If your Operating System is Windows 10 you will need the "PCL6 V4 Driver for Universal Print". Run the downloaded file and unzip the contents to an easy to find location (like your desktop for example). You will end up with a folder called "disk1".
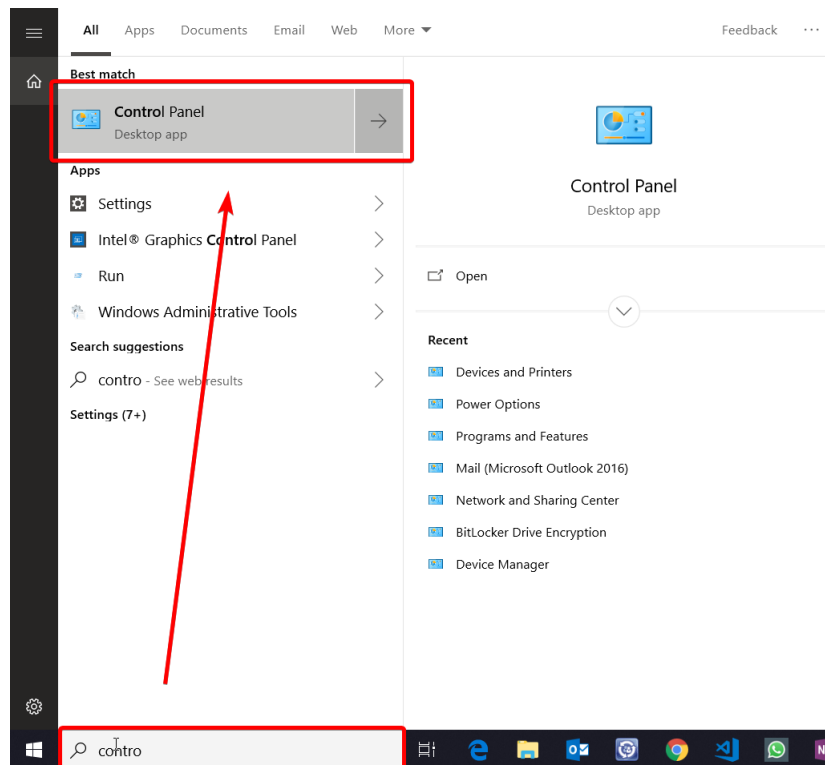
If you are using Mac OS you will need the "PPD Installer" that matches your version of Mac OS. Download and mount the .DMG file and run the .PKG file within.
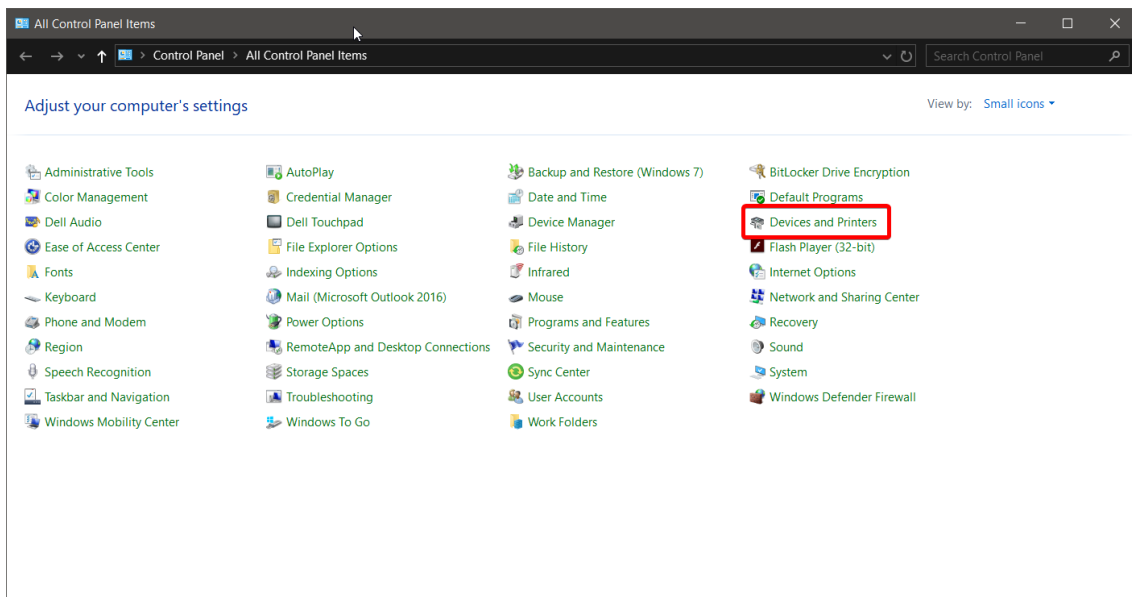
Adding the Printers (Windows 10)

Follow the below step to add printer1 to your computer. To install printer2 simply repeat the steps substituting "printer1" for "printer2".

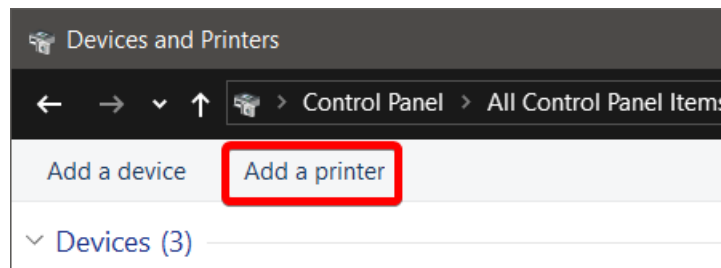If at any stage the setup wizard prompts you to allow it "to make changes to your device" select yes.

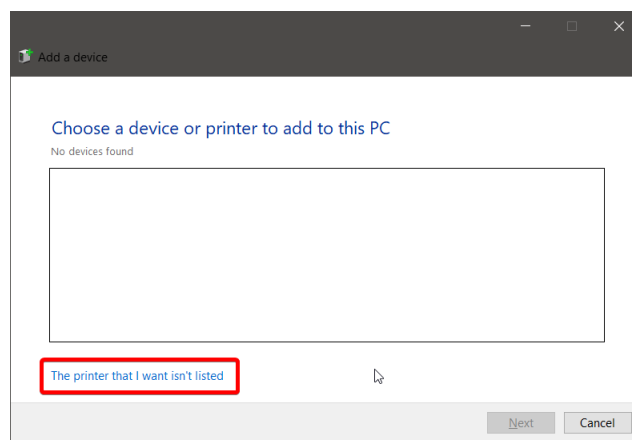Open control panel by any method, such as using the search bar.

Select "Devices and Printers" you may need to change the window view to "Small Icons" to see it.
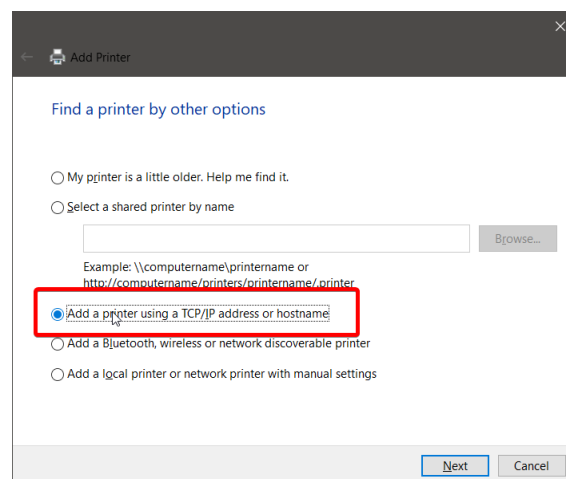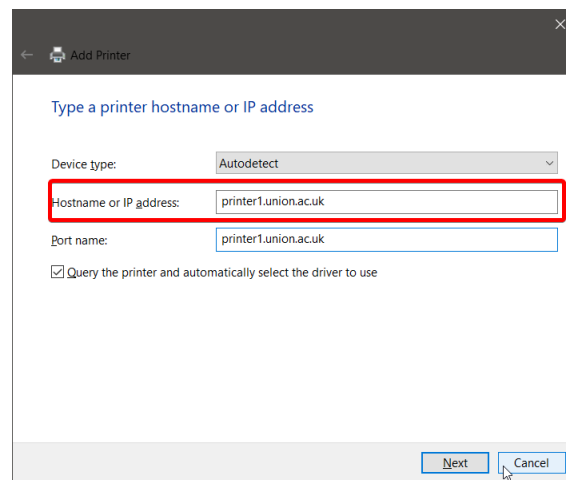
Select "Add a Printer" on the action bar.

If your PC as found the printer you may select is and move on, if not select "The printer that I want isn't listed" as below.

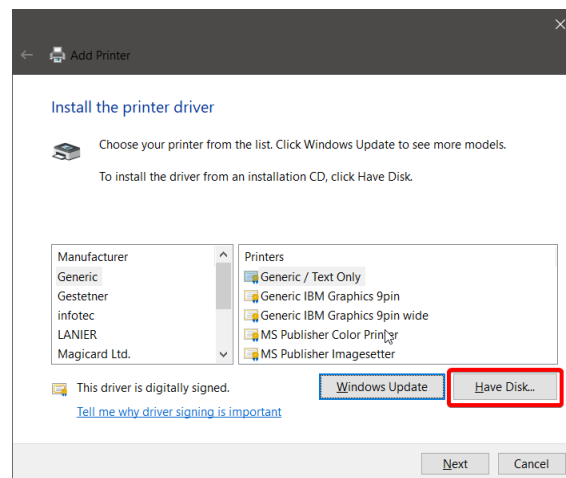

Select "Add a printer using a TCP/IP address or hostname.

In the "Hostname or IP Address" box enter "printer1.union.ac.uk" for printer1 or "printer2.union.ac.uk" for printer2. Click "Next" to advance.
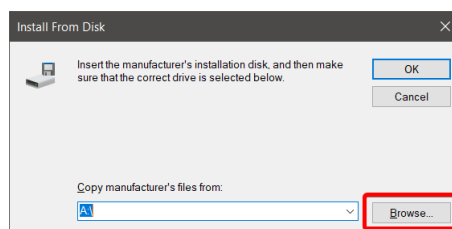

At this point Windows will ask you to select a printer driver. If this is the first time you are adding this printer we will need to provide it. If you have added printer1 and are now adding printer2 windows will prompt you to use the existing driver.
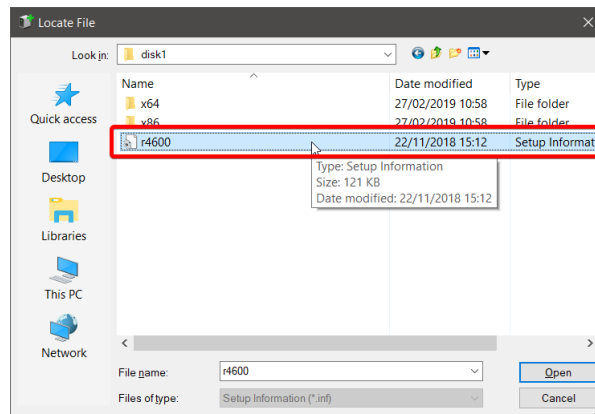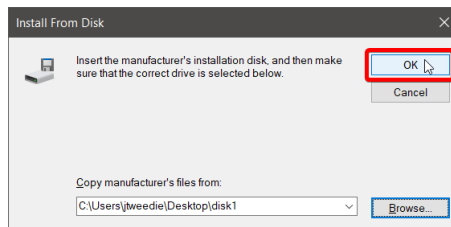
Select "Have disk"

When the "Install from Disk" prompt appears click the browse button (as we are not actually installing from a disk).

Navigate to the "disk1" folder your extracted from the driver download earlier and select the .inf file inside (At the time of writing the file was called r4600.inf). Windows identifies this file as being of type "Setup Information"
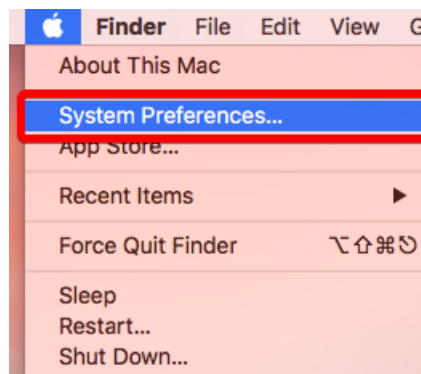

Back in the "Install from Disk" window click "OK".

From here simply keep clicking "Next" to finish the wizard. You may print a test page on the last screen to check if everything is working as it should be. Repeat this process to set up printer2.
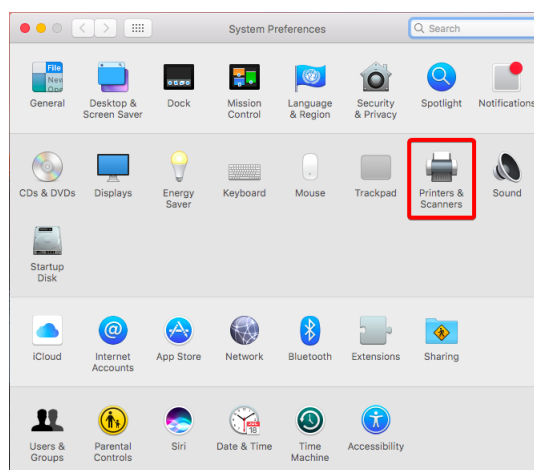
Adding the Printers (Mac OS)

Follow the below step to add printer1 to your computer. To install printer2 simply repeat the steps substituting "printer1" for "printer2".

If at any stage the setup wizard prompts you to enter your password to elevate please do so.
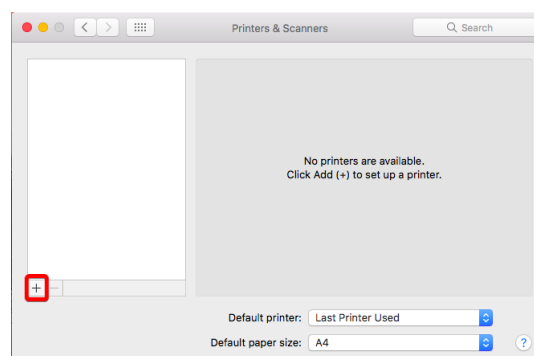
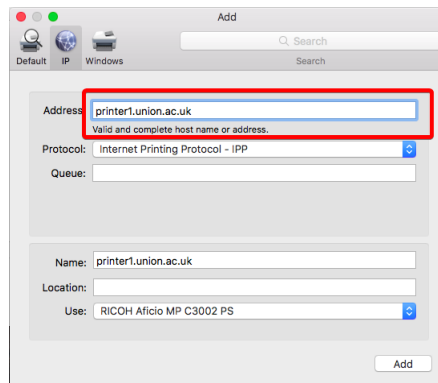Open System Preferences by any method, such as using the Apple Menu.

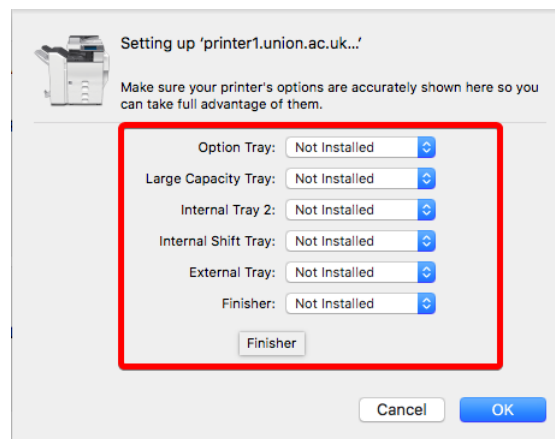In the System Preferences Panel select "Printers and Scanners"

In the printers and Scanners window click the Plus symbol to add a new printer.

Select the "IP" tab. In the "Address" box enter "printer1.union.ac.uk" for printer1 or "printer2.union.ac.uk" for printer2. If the "Use" dropdown has not selected "Ricoh Aficio MP C3002 PS" automatically you will need to select it manually.

If Mac OS prompts you to select the printer options available simply leave all options set at "Not Installed" and click OK.

Repeat this process to set up printer2.