# 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.

🗊 Add a device		-	•	×
Choose a device or printer to ac No devices found	dd to this PC			
The printer that I want isn't listed	G			
		Nex	t Ca	incel

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.

÷	🖨 Add Printer	×
	Type a printer hostnam	e or IP address
	Device type:	Autodetect ~
	Hostname or IP <u>a</u> ddress:	printer1.union.ac.uk
	<u>P</u> ort name:	printer1.union.ac.uk
	Query the printer and autor	natically select the driver to use
		Next

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"

←	🚔 Add				×
		the printer driver Choose your printer f	rom	the list. Click Windows Update to see more models. n installation CD, click Have Disk.	
	Generi Gestet infoteo LANIEI Magica	ner :		Printers Generic / Text Only Generic IBM Graphics 9pin Generic IBM Graphics 9pin wide MS Publisher Color Prints MS Publisher Imagesetter <u>Windows Update</u> <u>Have Disk</u> nportant	
				<u>N</u> ext Cancel	

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"

🗊 Locate File					×
Look <u>i</u> n:	📙 disk1		~	🤄 🧿 🥬 🛄 <del>-</del>	
Quick access	Name	^		Date modified 27/02/2019 10:58 27/02/2019 10:58	Type File folder File folder
	🔬 r4600		, <b>}</b>	22/11/2018 15:12	Setup Informati
Desktop Libraries This PC			Type: Setup In Size: 121 KB Date modified	formation d: 22/11/2018 15:12	
Network	<				>
	File <u>n</u> ame:	r4600		~	<u>O</u> pen
	Files of type:	Setup Information (*	.inf)	$\sim$	Cancel

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"

•••			System Pr	eferences		Q Search	
General	Desktop & Screen Saver	osso Dock	Mission Control	Language & Region	Security & Privacy	Q Spotlight	Notifications
CDs & DVDs	Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound
iCloud	Internet Accounts	App Store	Network	Bluetooth	Extensions	Sharing	
Users & Groups	Parental Controls	Siri	Date & Time	Time Machine	Accessibility		

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.

• • •	Add
🔒 🎯 📹	
Default IP Windows	Search
Address printer1.union.ac Valid and complete I Protocol: Internet Printing Queue:	host name or address.
Name: printer1.union.ac	.uk
Location:	
Use: RICOH Aficio MI	P C3002 PS
	Add

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

	Setting up 'printer1.union.ac.uk' Make sure your printer's options are accurately shown here so you can take full advantage of them.					
• <u>•</u>						
	Option Tray:	Not Installed				
	Large Capacity Tray:	Not Installed				
	Internal Tray 2:	Not Installed				
	Internal Shift Tray:	Not Installed				
	External Tray:	Not Installed				
	Finisher:	Not Installed				
	Finish	er				
		Cancel OK				

Repeat this process to set up printer2.