

Printing on a Mac, for CUSSD users

Frequently Asked Questions

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How Do I Add a Printer On a Mac?

1. Adding an HP printer
 - a. Click the Apple icon in the upper left corner of the screen, and select "System Preferences".
 - b. Click on "Printers & Scanners".
 - c. In the Lower left, click the + sign, then click "Add a Printer or Scanner".
 - d. Select a Printer.
 - e. In the "Use" field, choose the "Generic Postscript Printer"
2. Adding a Ricoh Printer
 - a. Click the Apple icon in the upper left corner of the screen, and select "System Preferences".
 - b. Click on "Printers & Scanners".
 - c. In the Lower left, click the + sign, then click "Add a Printer or Scanner".
 - d. In the window that opens, click on the round icon at the top labeled "IP".
 - e. In the "Address" field, type in the **full printer name** (usually found on a label on the front of the printer). After it fills in the printer information, click "Add".
 - f. If adding a Ricoh printer, find your printer in the list below, and note which options are available (take special care to note singular or plural: for example "Lower Paper **Trays**" vs. "Lower Paper **Tray**"). Configure the installed features appropriately in the printer setup screen, leaving all other fields set to "not Installed", then click "OK".

What Are the Configurations for the Ricoh Printers?

- 003-RicohMP7502
 - Finisher: Finisher SR4060
- 107-RicohMP7001SP
 - Large Capacity Tray: Installed
 - Finisher: Finisher SR4030
- 118-RicohMPC3501
 - Option Tray: Lower Paper Trays
 - Finisher: SR3000
- 119-RicohMPC3501
 - Option Tray: Lower Paper Trays
 - Finisher: Finisher SR790
- 120-RicohMPC5501
 - Option Tray: Lower Paper Trays
 - Finisher: Finisher SR3030
- 121-RicohMPC5501
 - Option Tray: Lower Paper Trays
 - Finisher: Finisher SR3030
- 122-RicohMPC2551
 - Option Tray: Lower Paper Trays (**note plural**)
 - Finisher: Finisher
- 123-RicohMPC2551
 - Option Tray: Lower Paper Trays (**note plural**)
 - Finisher: Finisher
- 134-RicohMPC6501
 - Finisher: Finisher SR40

How Do I Change the Print Settings?

1. While viewing the document or file you want to print, go to the “File” menu, and select “Print”.
2. For color printing:
 - a. Click “Copies & Pages”.
 - b. Click “Color/Quality”.
 - c. Uncheck the box next to “Print Color as Gray”.
3. For duplex printing:
 - a. Click “Copies & Pages”.
 - b. Click “Layout”.
 - c. Click the button next to “Two-Sided”, and make a selection (normally, you would choose “Long-Edge binding”).
4. To select an alternate paper tray:
 - a. Click “Copies & Pages”.
 - b. Click “Paper Feed”.
 - c. Select the tray(s) as appropriate.
5. For booklet printing
 - a. Turn on duplex printing (see above).
 - b. Go to the “Booklet Printing” menu, and set as appropriate.