

# Northwestern | Economics

## **PRINTING TO THE DEPARTMENT'S COPY MACHINES**

*Last updated August 3, 2017*

1. Updating your existing settings when the copiers on move to the new building on March 16
  - a. For Windows 7 ..... 2
  - b. For Windows 10 ..... 5
  - c. For Macs it is better to do a new installation (see 2c)
  
2. New installation
  - a. For Windows 7 ..... 8
  - b. For Windows 10 .....18
  - c. For Macs ..... 30

## 1a. Update Existing Installation for Windows 7

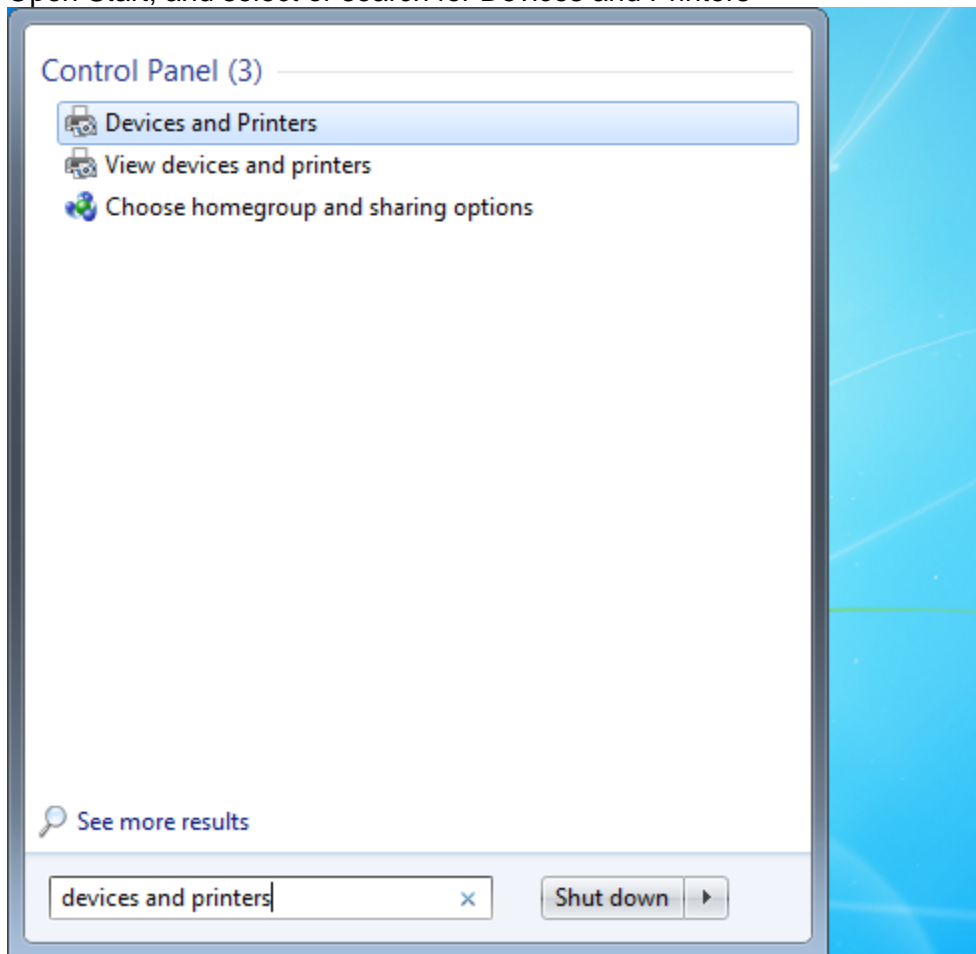
Ricoh Pro 8100S

- Hostname: econcopier.econ.northwestern.edu
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/8100s/8100s.htm?lang=en](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/8100s/8100s.htm?lang=en)

Ricoh Aficio MP 7502

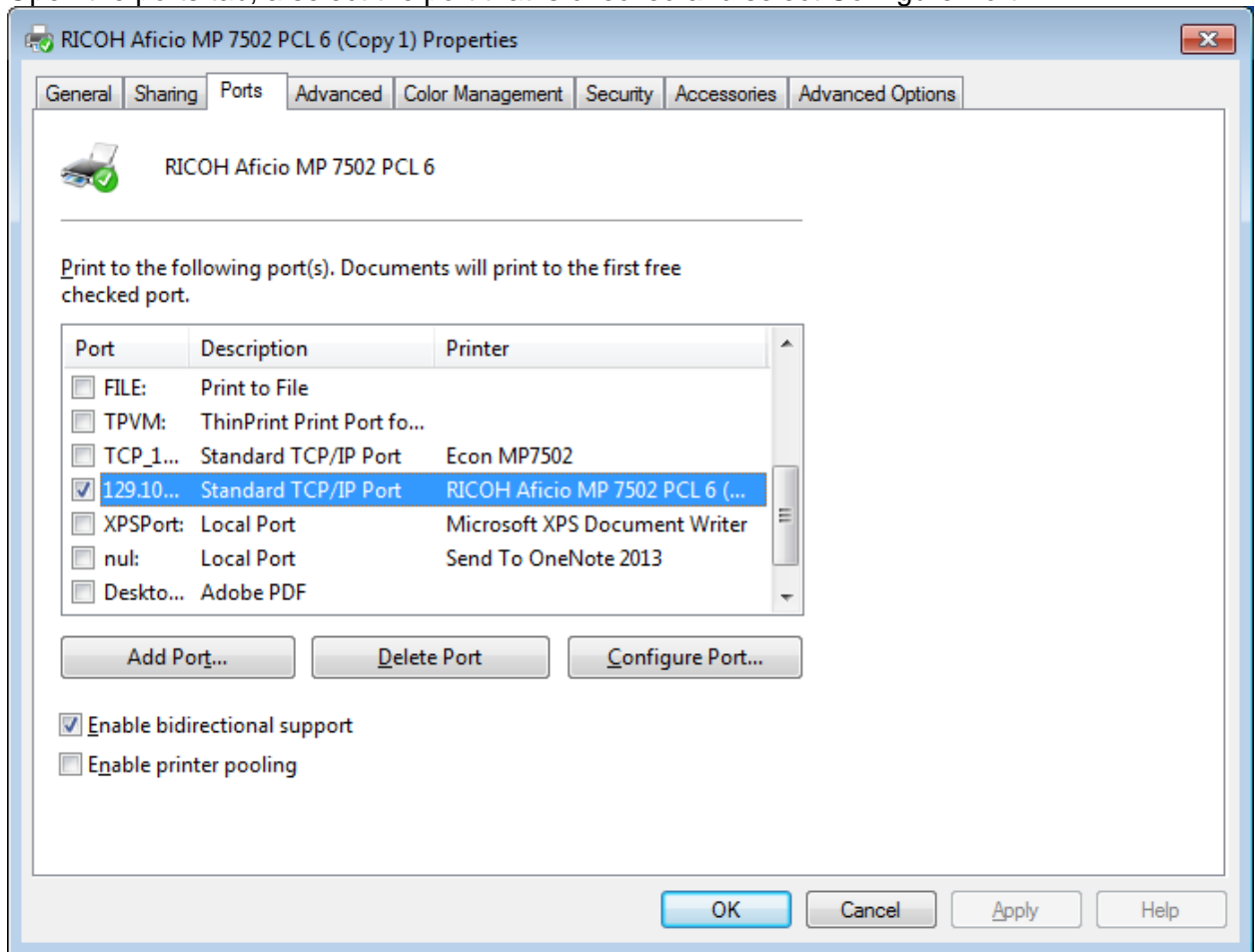
- Hostname: econcopier1.econ.northwestern.edu
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp6002\\_7502\\_9002/mp6002\\_7502\\_9002.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6002_7502_9002/mp6002_7502_9002.htm)

1. Open Start, and select or search for Devices and Printers



2. Right click on the printer you want to modify and select Printer Properties

3. Open the ports tab, a select the port that is checked and select Configure Port



Configure Standard TCP/IP Port Monitor

Port Settings

Port Name: 129.105.62.21

Printer Name or IP Address: 129.105.62.21

Protocol

Raw  LPR

Raw Settings

Port Number: 9100

LPR Settings

Queue Name:

LPR Byte Counting Enabled

SNMP Status Enabled

Community Name: public

SNMP Device Index: 1

OK Cancel

- 4.
5. Click OK
6. Click Close
7. The setup is complete. Please double check that everything worked by printing a test page

## 1b. Update Existing Installation for Windows 10

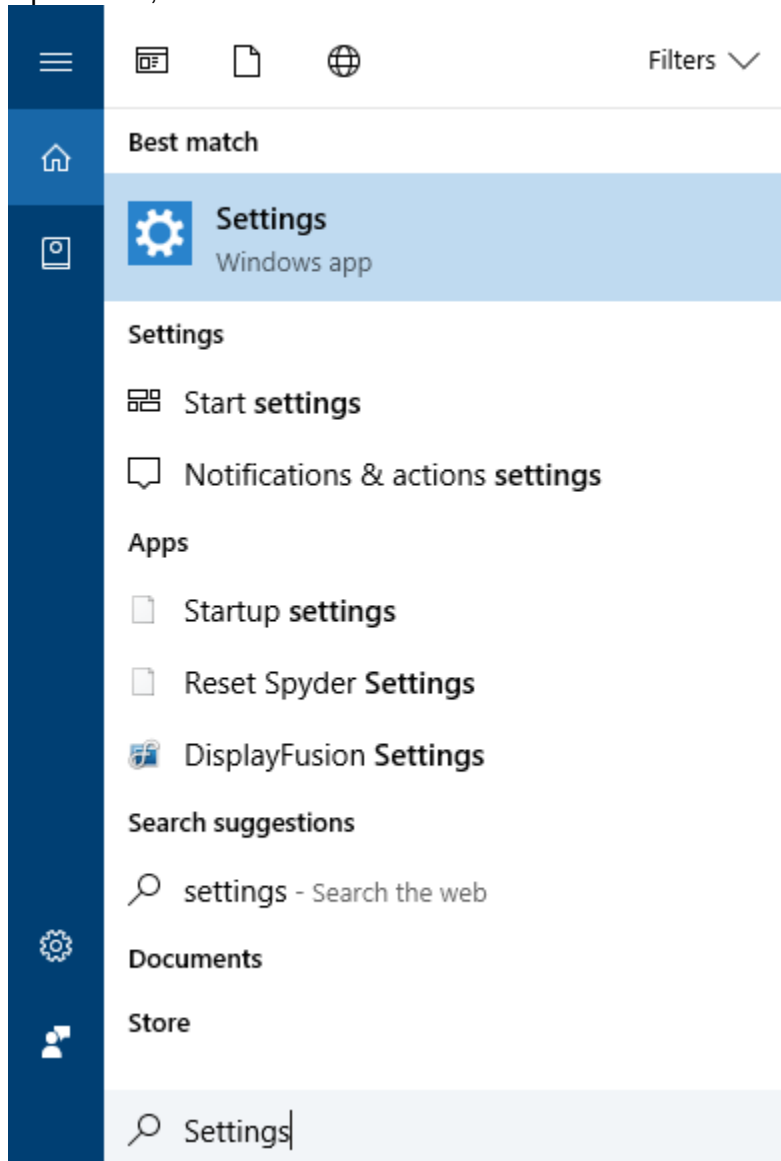
Ricoh Pro 8100S

- Hostname/IP Address: 129.105.62.20
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/8100s/8100s.htm?lang=en](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/8100s/8100s.htm?lang=en)

Ricoh Aficio MP 7502

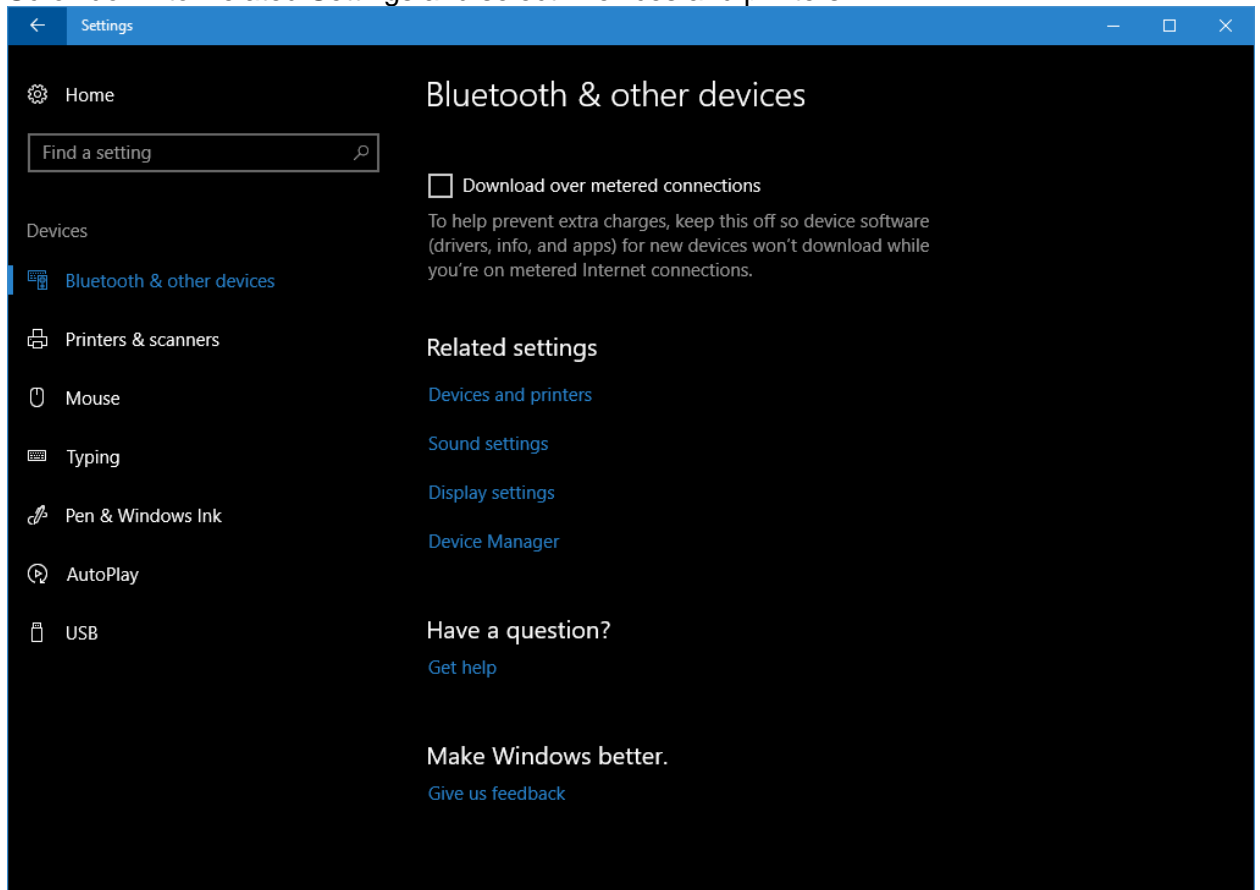
- Hostname/IP Address: 129.105.62.21
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp6002\\_7502\\_9002/mp6002\\_7502\\_9002.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6002_7502_9002/mp6002_7502_9002.htm)

1. Open Start, and select or search for Devices and Printers



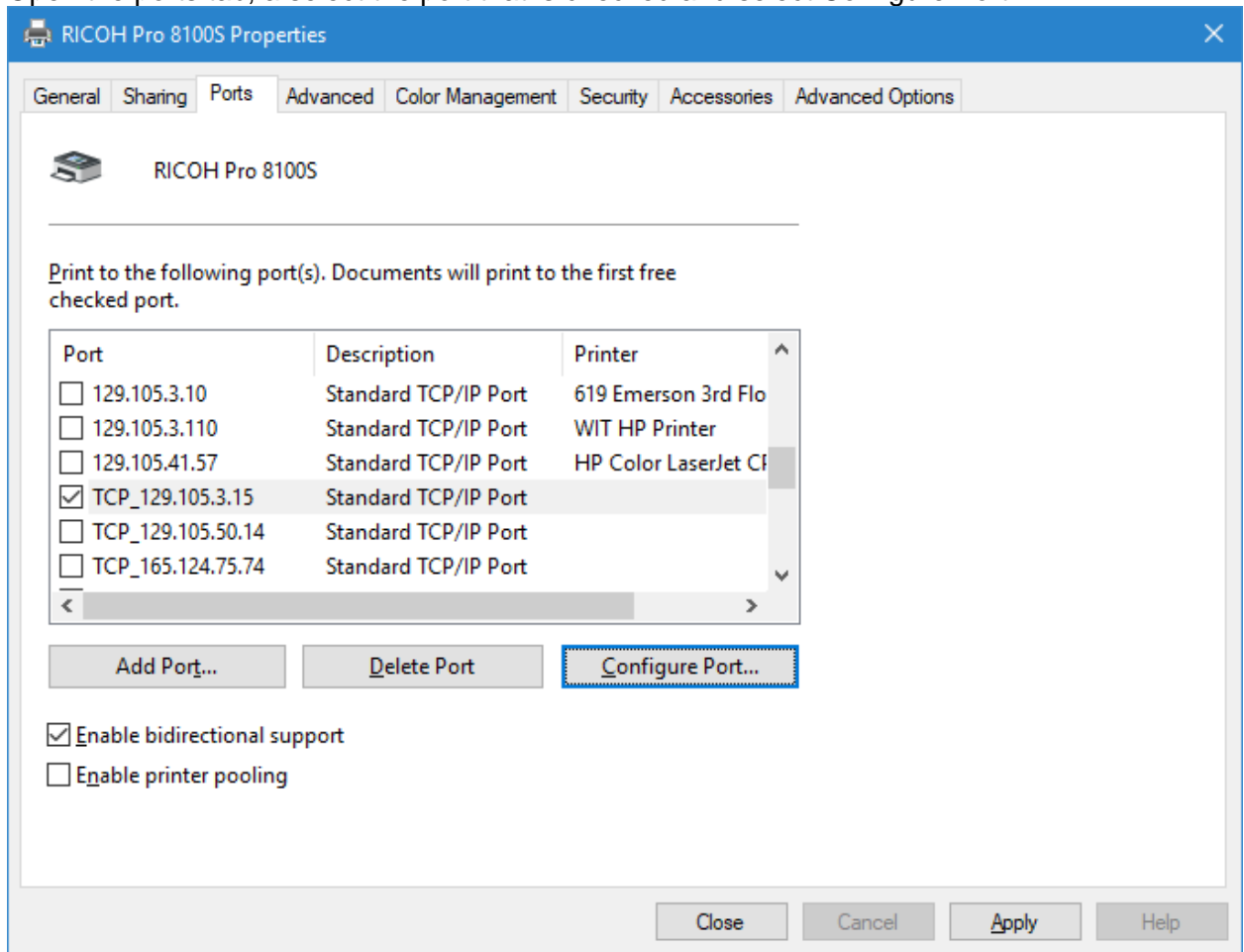
2. Select Devices

3. Scroll down to Related Settings and select “Devices and printers”



4. Right click on the printer you want to modify and select Printer Properties

5. Open the ports tab, a select the port that is checked and select Configure Port



6. Replace the IP address with the hostname
7. Click OK
8. Click Apply
9. Click Close
10. The setup is complete. Please double check that everything worked by printing a test page

## 2a. New Installation for Windows 7

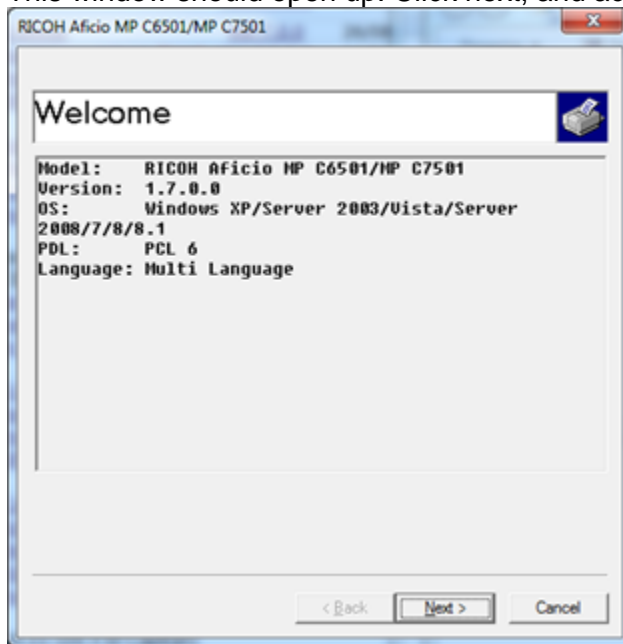
Ricoh Pro 8100S

- Hostname/IP Address: 129.105.62.20
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/8100s/8100s.htm?lang=en](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/8100s/8100s.htm?lang=en)

Ricoh Aficio MP 7502

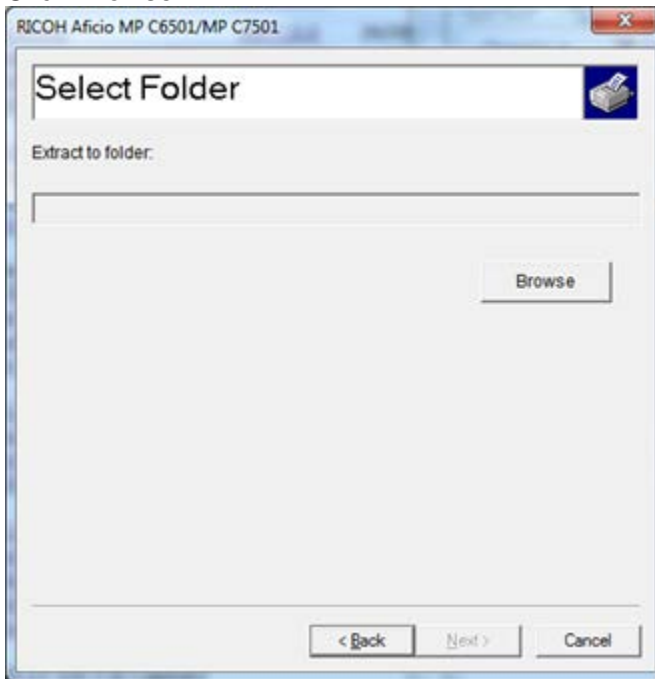
- Hostname/IP Address: 129.105.62.21
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp6002\\_7502\\_9002/mp6002\\_7502\\_9002.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6002_7502_9002/mp6002_7502_9002.htm)

1. Download the appropriate driver for the printer from the Ricoh website using the links above.
2. Double click on the downloaded .exe file and run it.
3. This window should open up. Click next, and accept the agreement

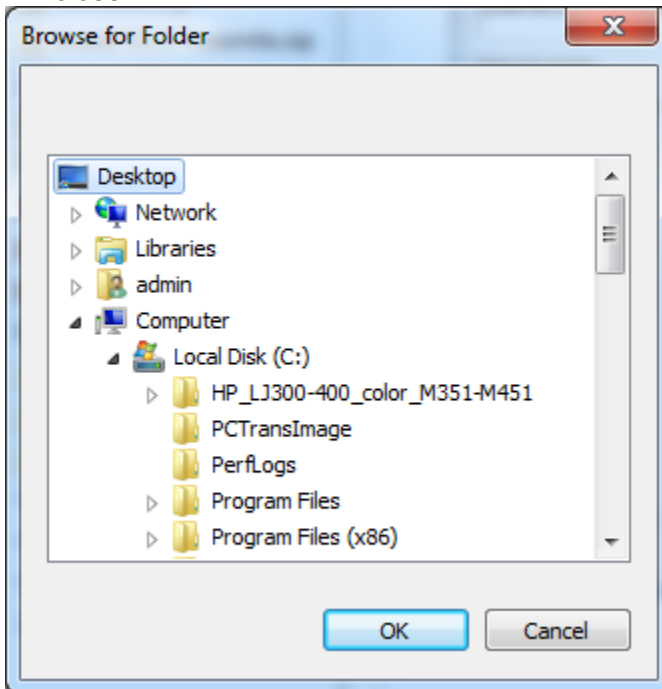




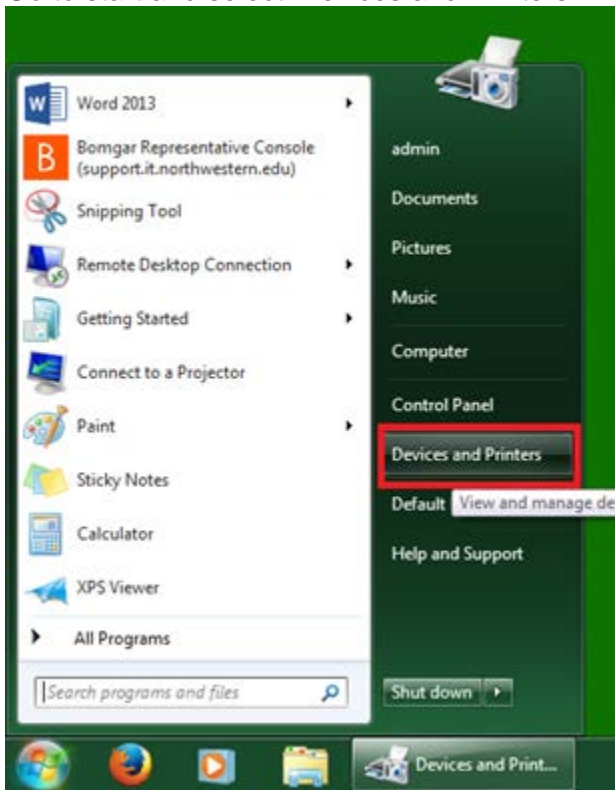
4. Click Browse



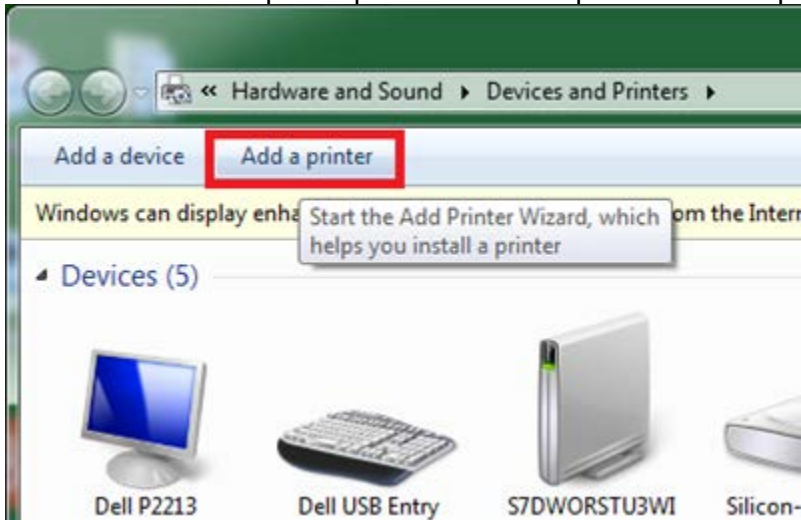
5. In the window that will pop up, select the desktop, and click OK. Then click Next. This will extract the driver files to your desktop. Once the extraction completes, the window will close.



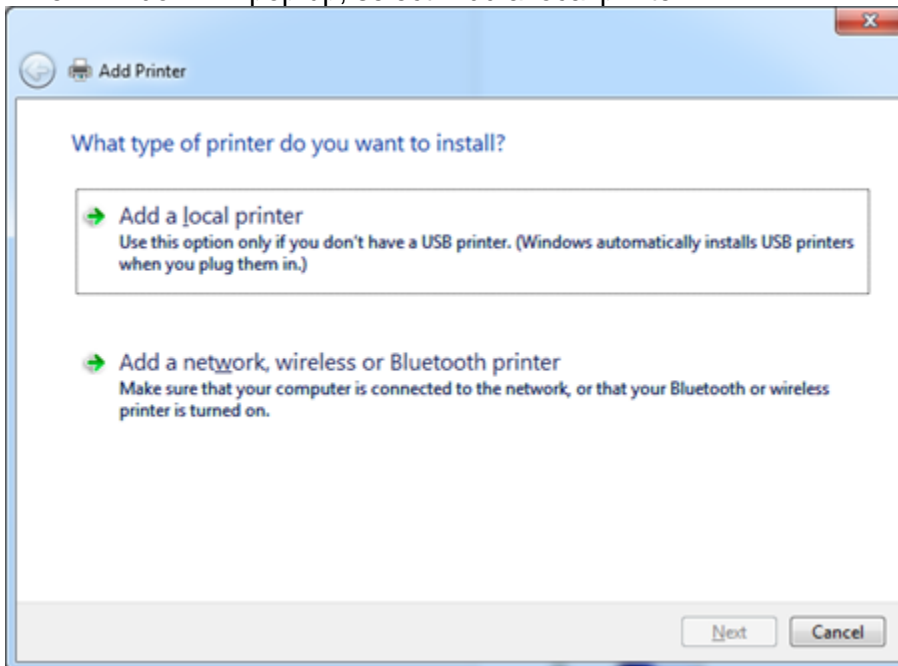
6. Go to start and select 'Devices and Printers'



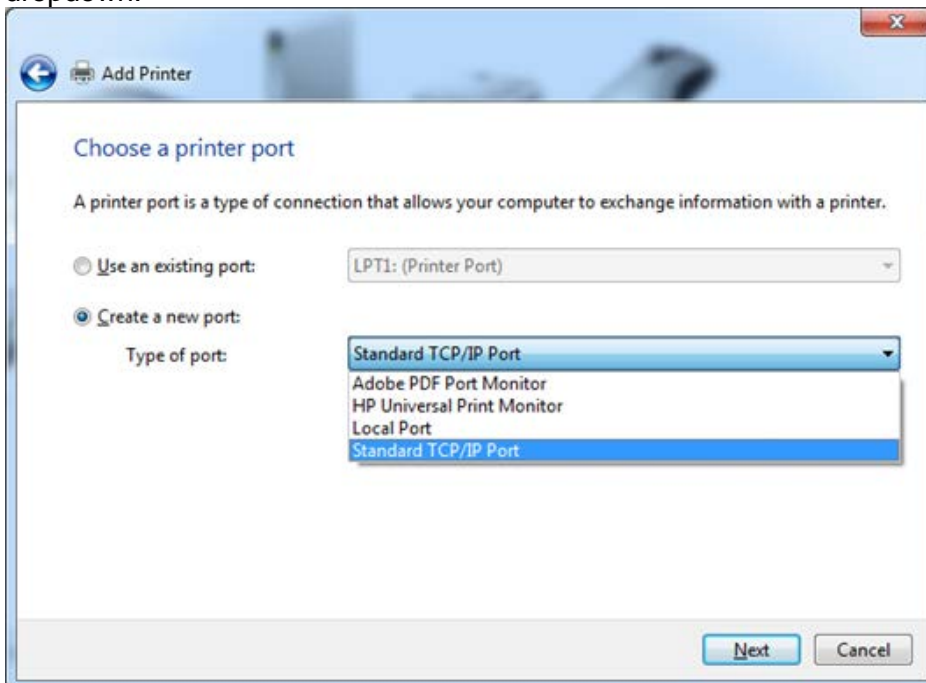
7. Select Devices and Printers
8. In the window that opens up click on 'Add a printer' in the top left corner.



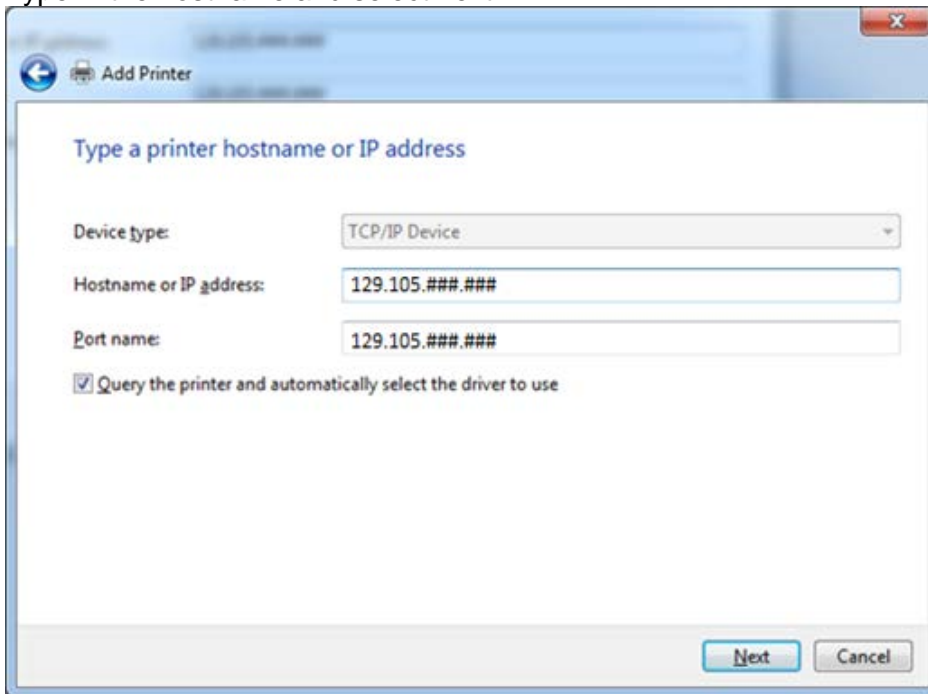
9. A new window will pop up, select 'Add a local printer'



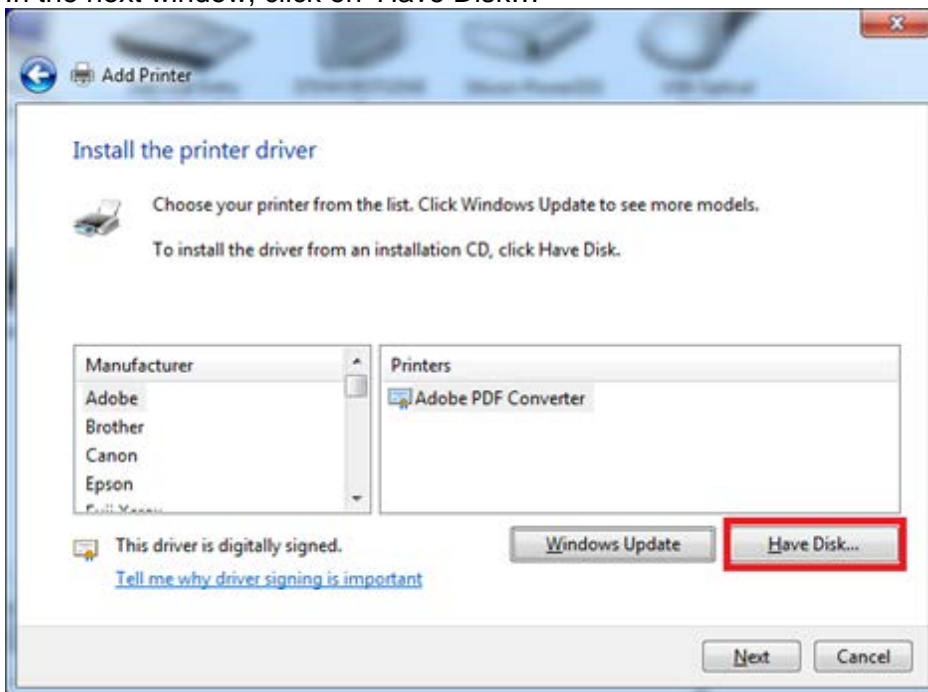
10. Select the 'Create a new port' button and select "Standard TCP/IP Port" from the dropdown.



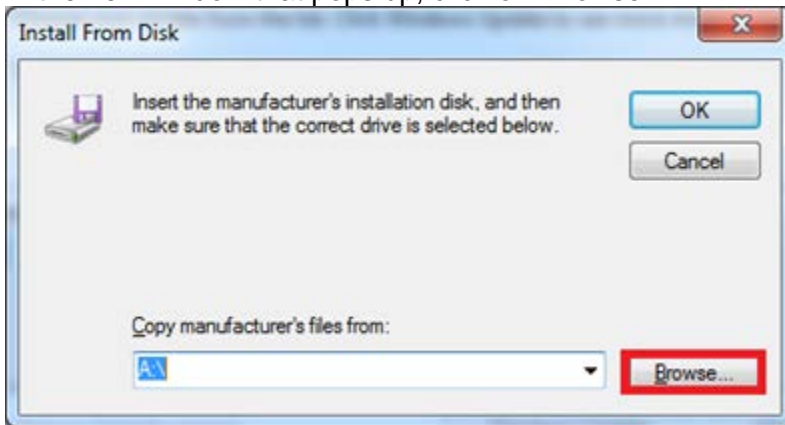
11. Type in the hostname and select next.



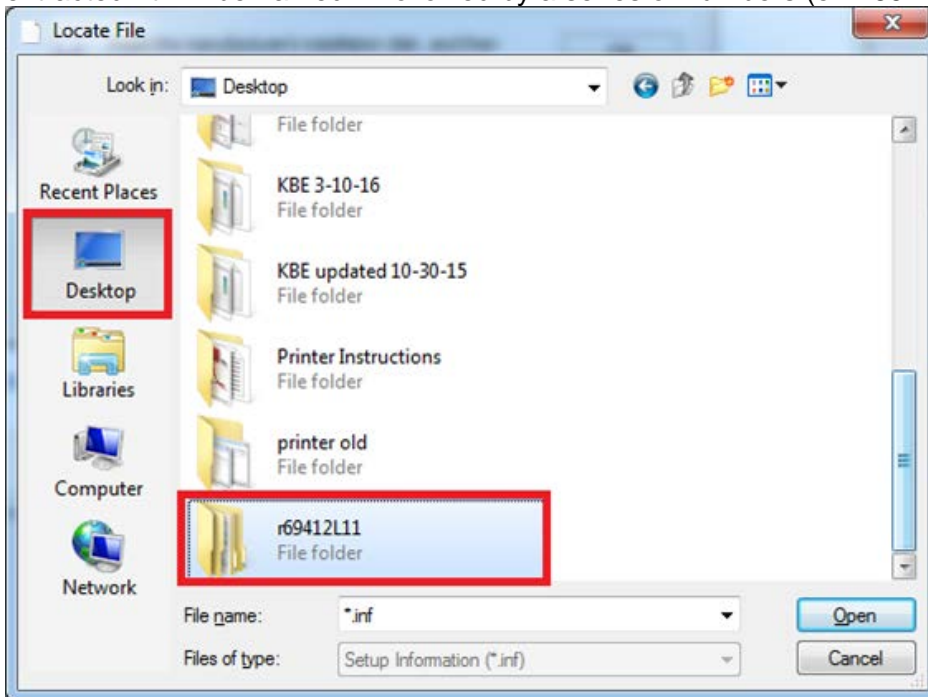
12. In the next window, click on 'Have Disk...'



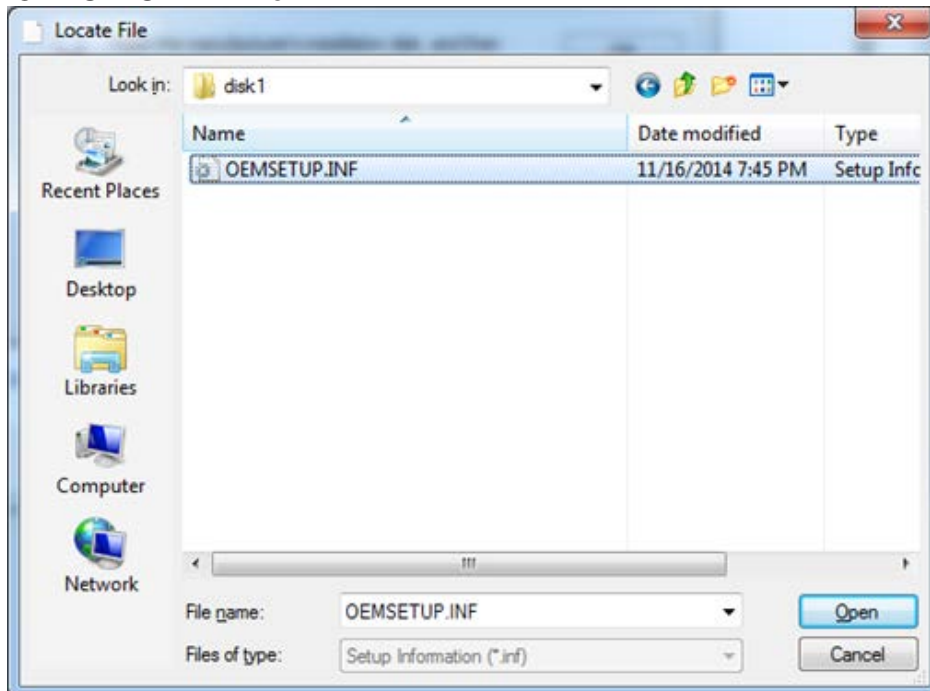
13. In the new window that pops up, click on 'Browse...'



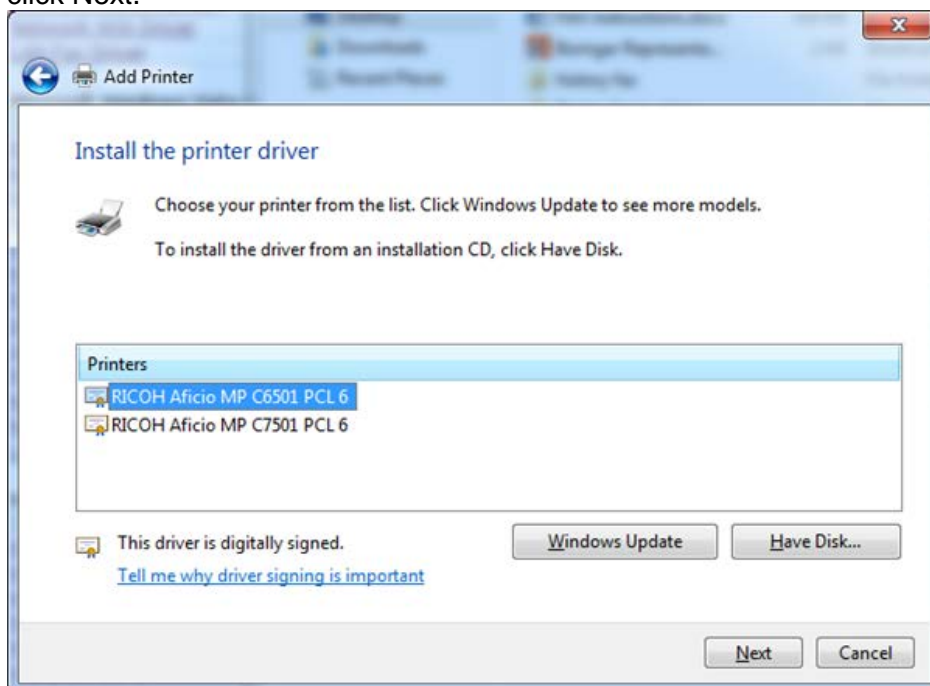
14. In the window, browse to desktop, and find the driver folder that was previously extracted. It will be named 'r' followed by a series of numbers (ex. r69412L11)



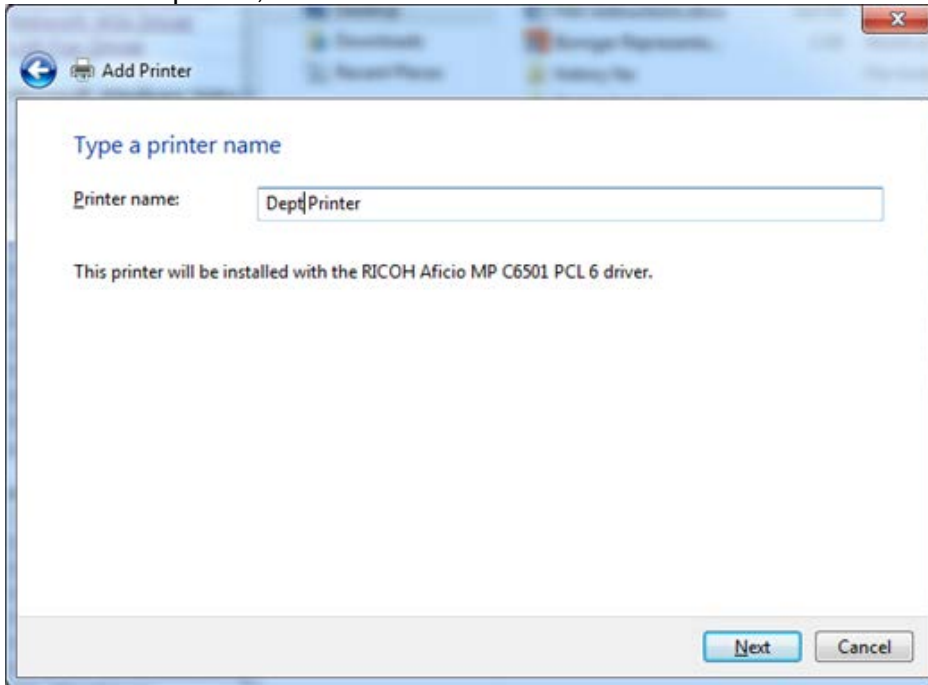
15. Open the folder, next open a folder within it (disk1), and finally, open the 'OEMSETUP.INF' file



16. Click OK, once the window closes, make sure to select the correct printer name and click Next.

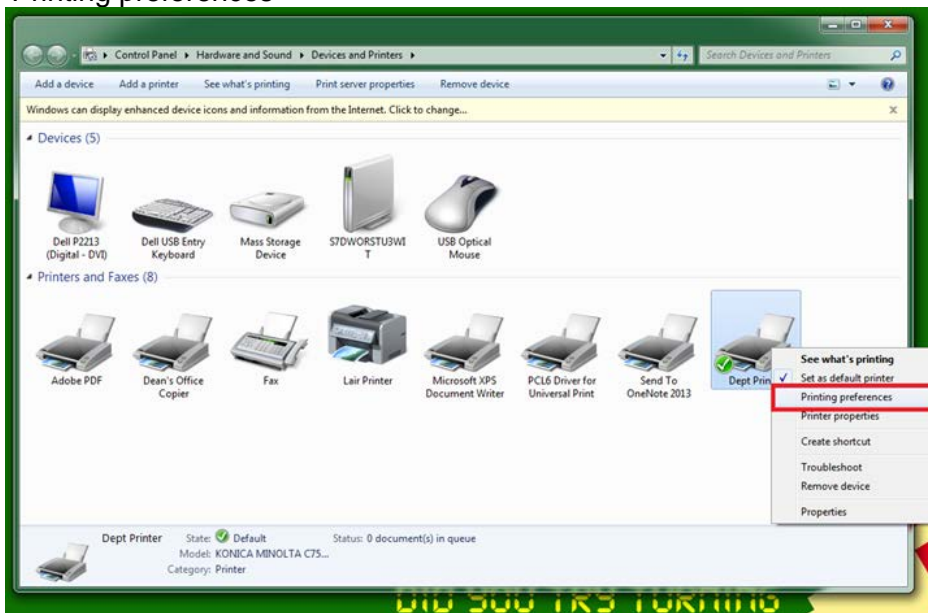


17. Rename the printer, if desired and click next. Click finish and the window will close.

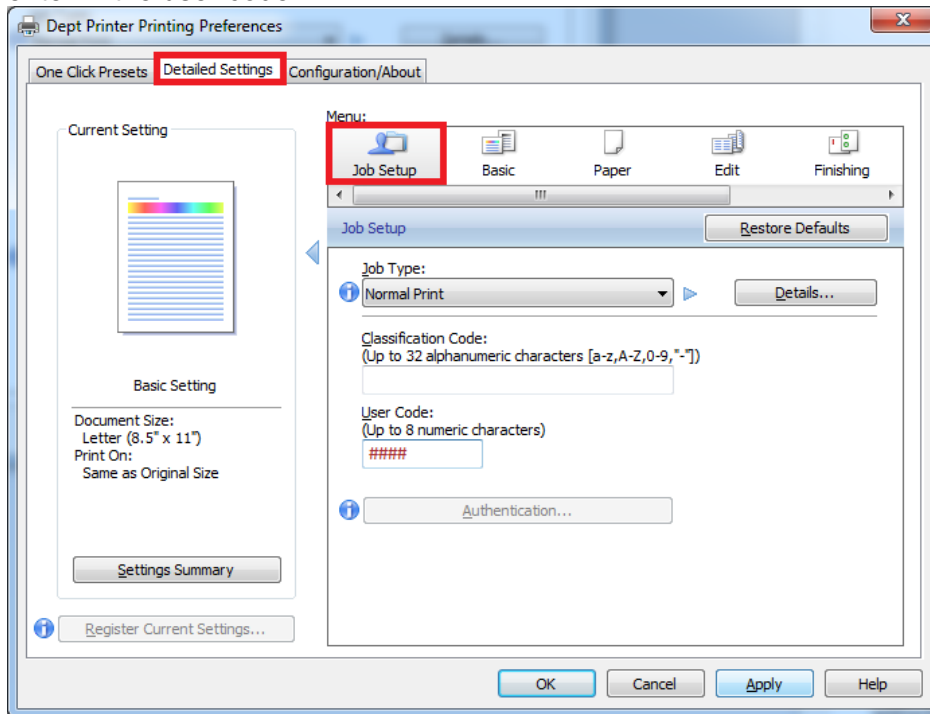


**If the department does not use a printing code, please stop here. If a printing code is used, please proceed.**

18. Go back to the 'Devices and Printers,' right click on the newly installed printer and select 'Printing preferences'



19. A new window will open up, go to the 'Detailed Settings' then select 'Job Setup' and enter in the user code.





20. Change the Job Type to Locked Print and then click on details. Enter your desired password (can be the same as your user code)

Job Type Details



User ID:

Create Own ID

Enter User ID:

(Up to 8 alphanumerics [a-z,A-Z,0-9,"\_",".","-","/"," ":"])

Password:

(4 to 8 digit numbers)

\*\*\*\*

OK

Cancel

Help

21. Click OK  
22. Click on OK. The setup is complete. Please double check that everything worked by printing a test page

## 2b. New Installation for Windows 10

### Printer Information:

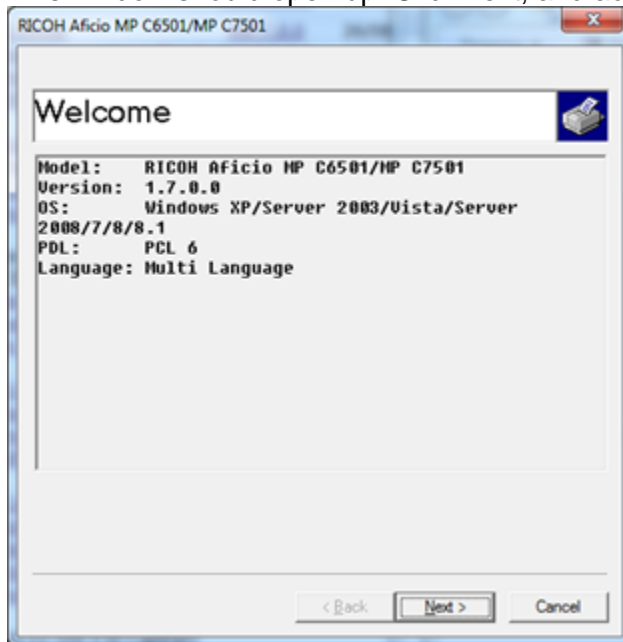
Ricoh Pro 8100S

- Hostname/IP Address: 129.105.62.20
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/8100s/8100s.htm?lang=en](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/8100s/8100s.htm?lang=en)

Ricoh Aficio MP 7502

- Hostname/IP Address 129.105.62.21
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp6002\\_7502\\_9002/mp6002\\_7502\\_9002.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6002_7502_9002/mp6002_7502_9002.htm)

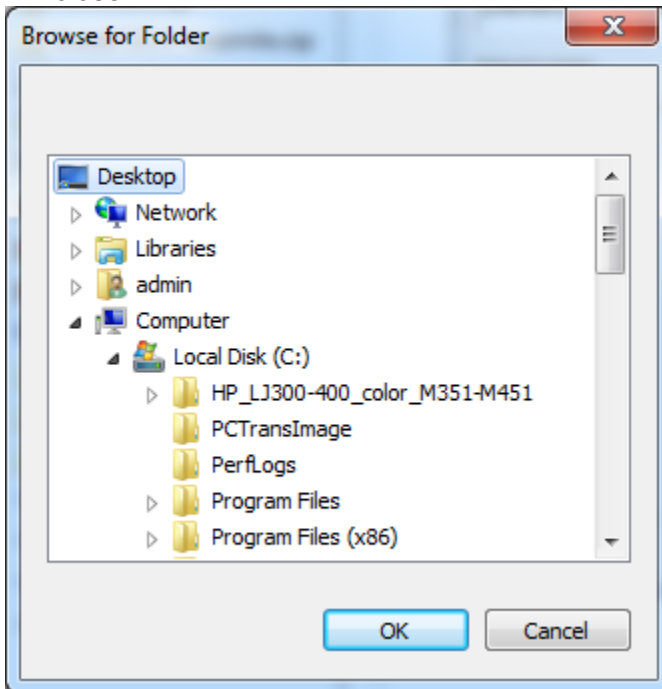
1. Download the appropriate driver for the printer from the Ricoh website using the links above.
2. Double click on the downloaded .exe file and run it.
3. This window should open up. Click next, and accept the agreement



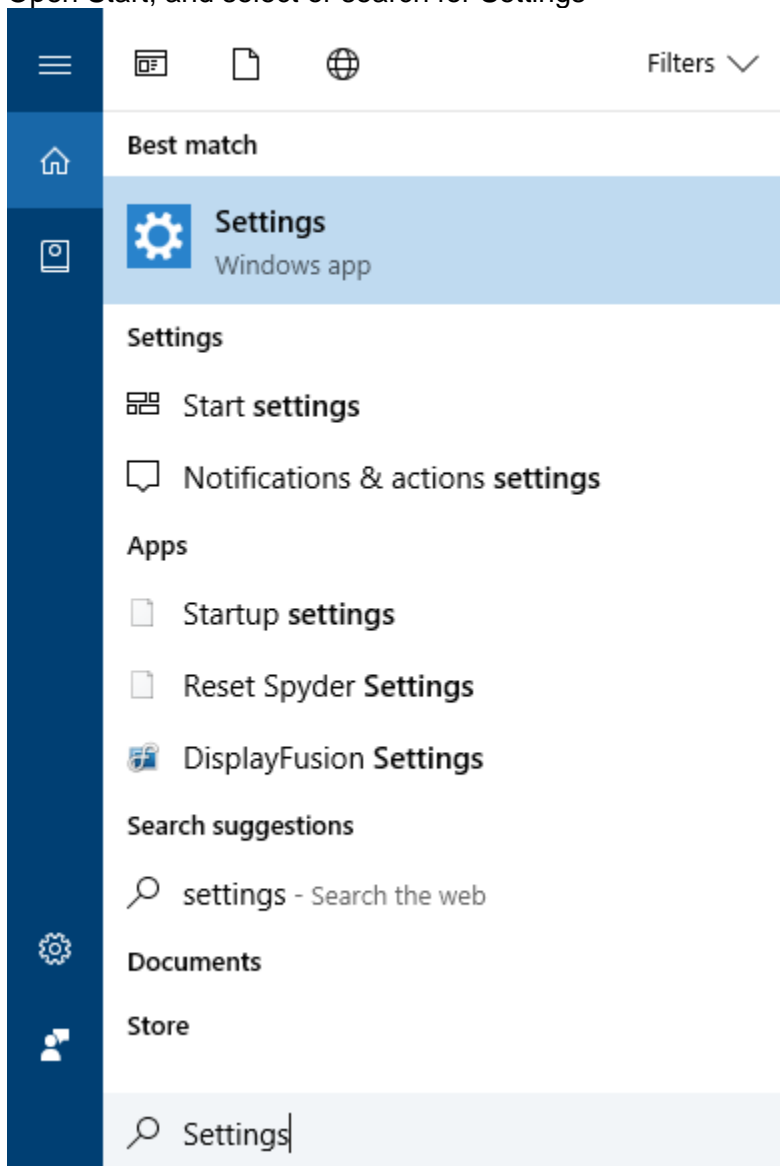
4. Click Browse



5. In the window that will pop up, select the desktop, and click OK. Then click Next. This will extract the driver files to your desktop. Once the extraction completes, the window will close.

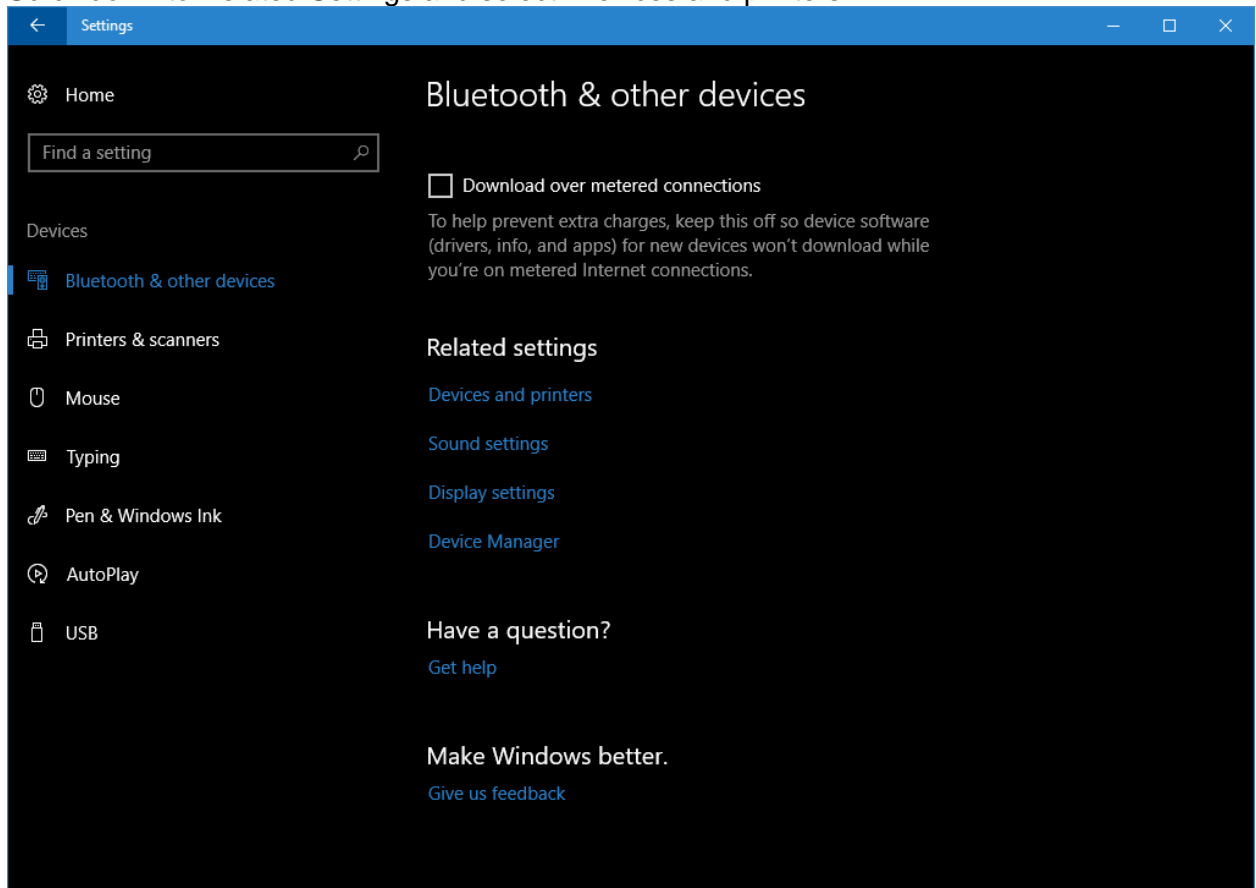


6. Open Start, and select or search for Settings

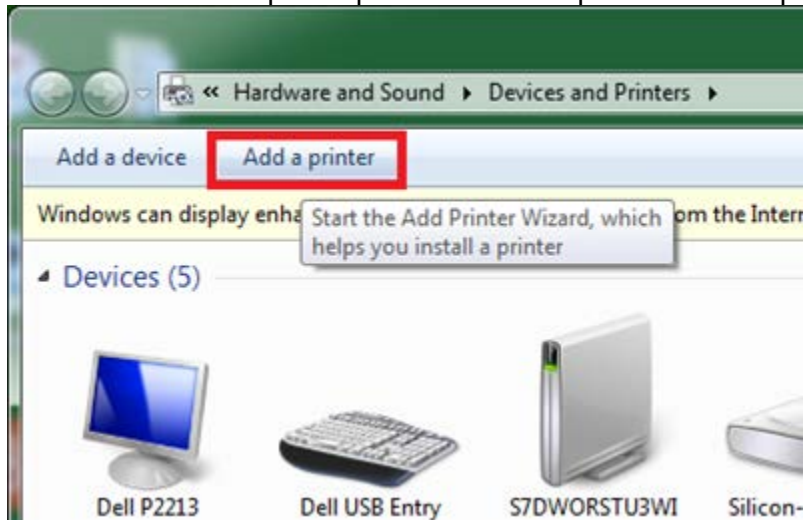


7. Select Devices

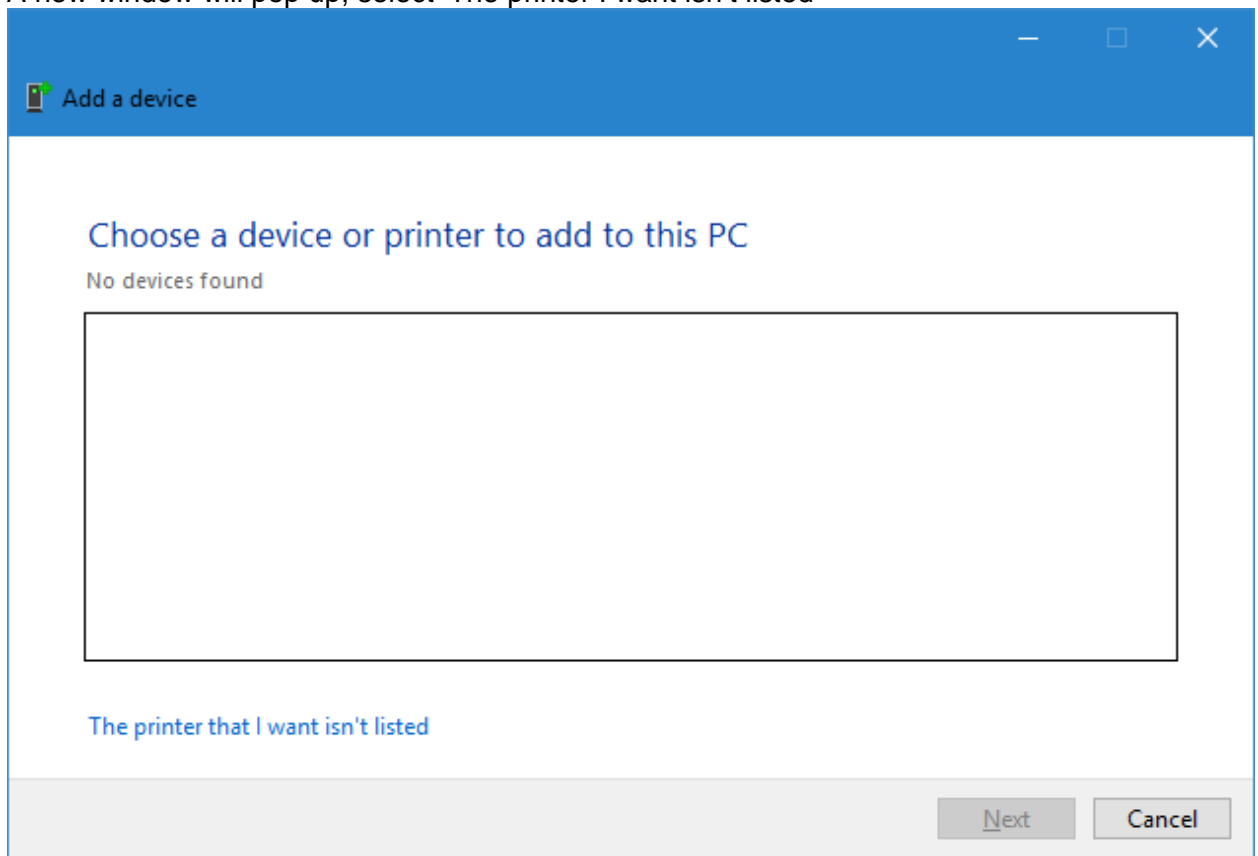
8. Scroll down to Related Settings and select “Devices and printers”



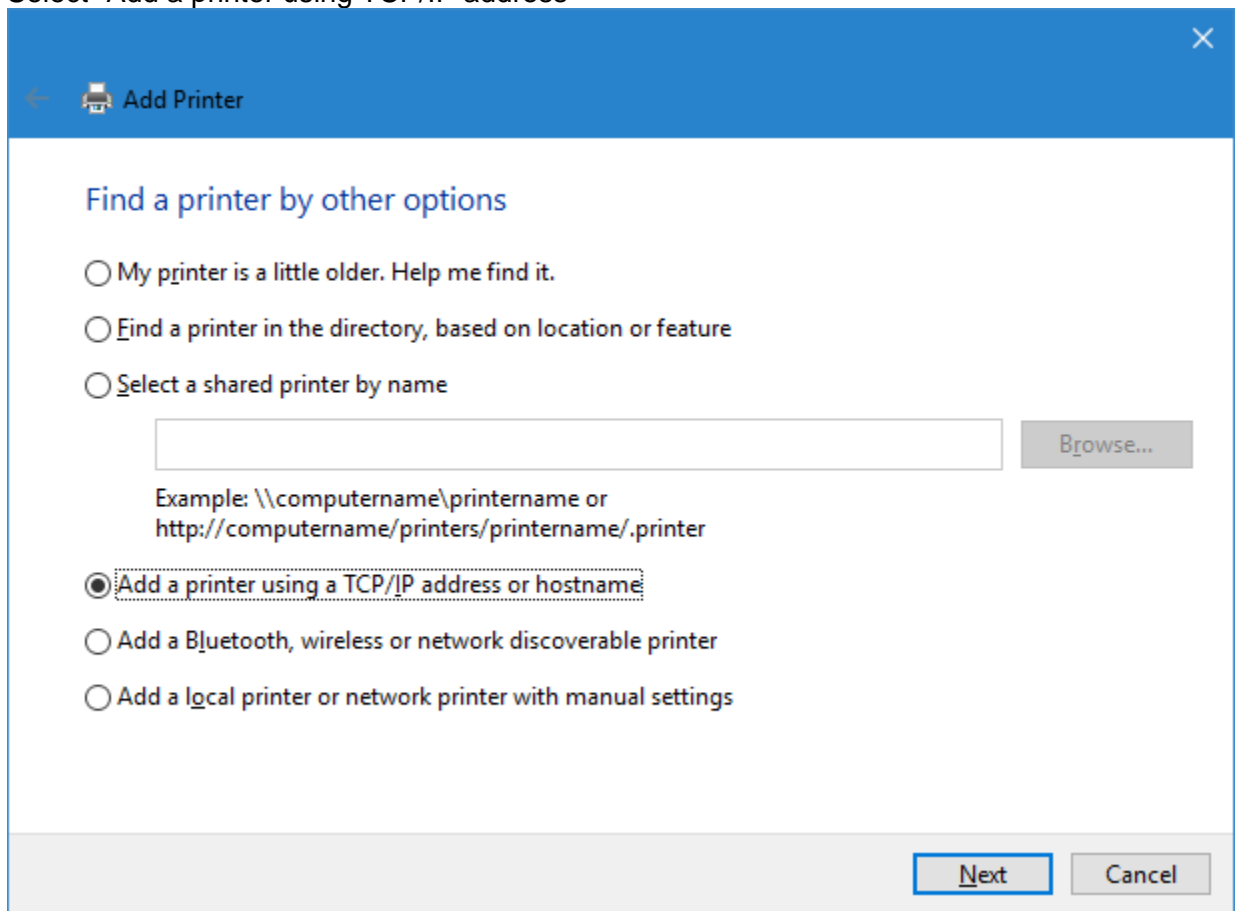
9. In the window that opens up click on 'Add a printer' in the top left corner.



10. A new window will pop up, select 'The printer I want isn't listed'



11. Select "Add a printer using TCP/IP address"



12. Enter the IP Address for the printer

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 129.105.62.xx

Port name: 129.105.62.xx

Query the printer and automatically select the driver to use

Next Cancel

13. In the next window, click on 'Have Disk...'

← Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.  
To install the driver from an installation CD, click Have Disk.

Manufacturer	Printers
Adobe	Adobe PDF Converter
Brother	
Canon	
Epson	

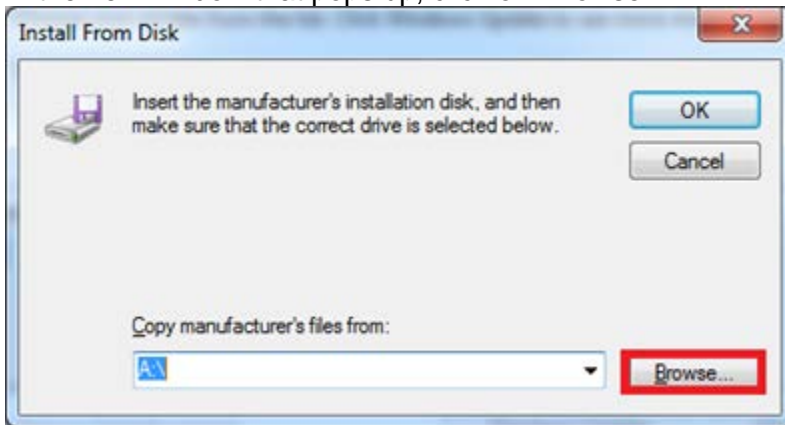
This driver is digitally signed. [Tell me why driver signing is important](#)

Windows Update Have Disk...

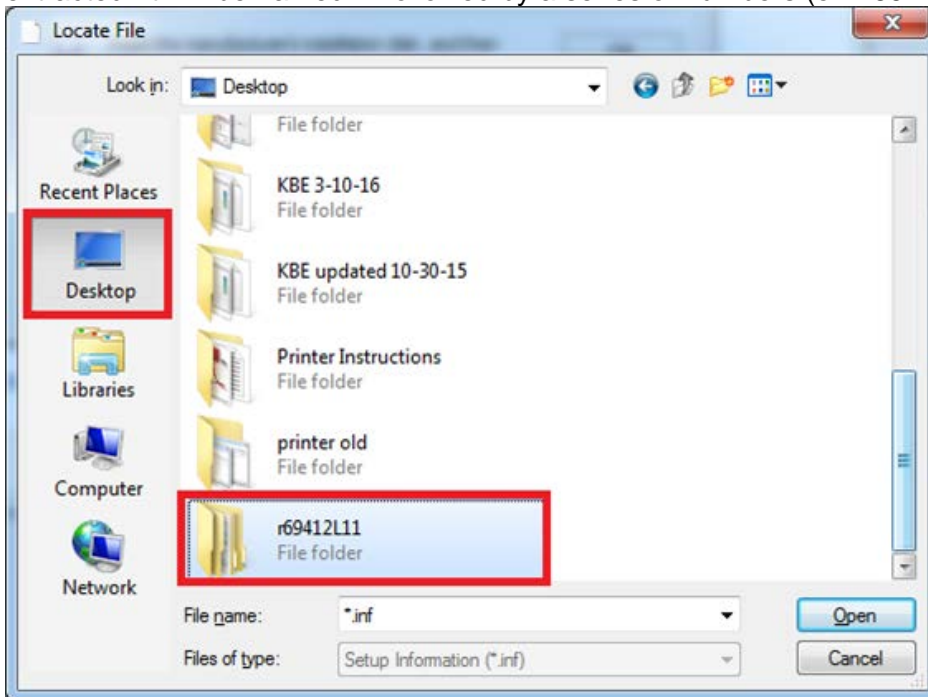
Next Cancel



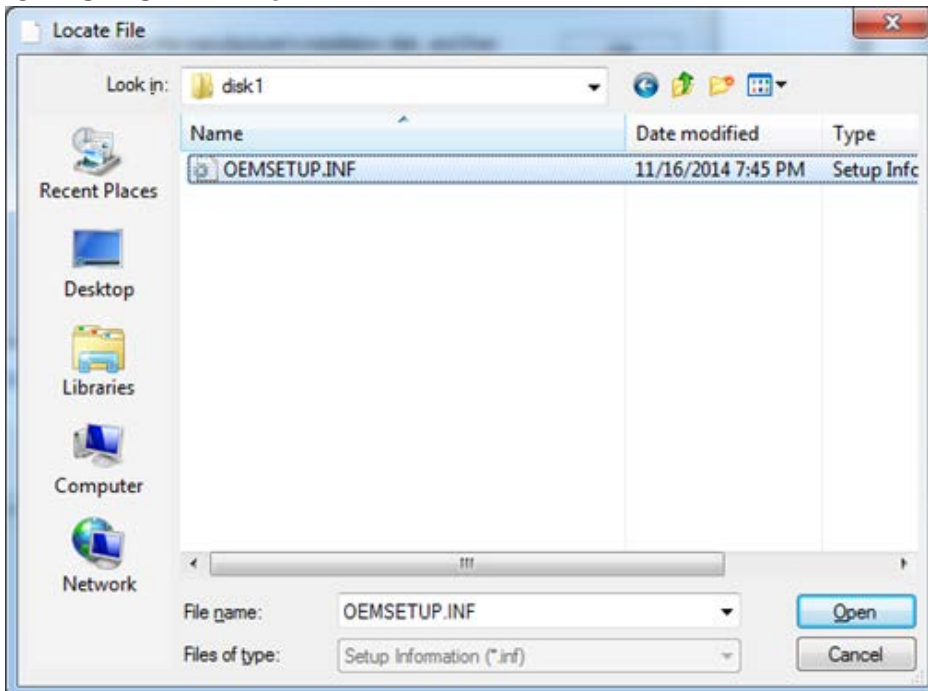
14. In the new window that pops up, click on 'Browse...'



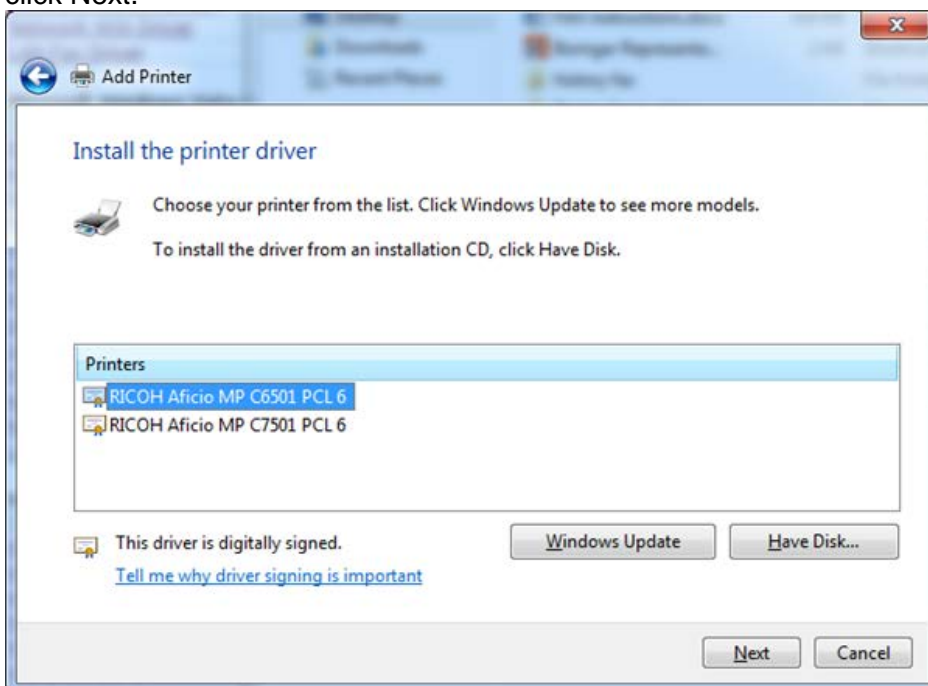
15. In the window, browse to desktop, and find the driver folder that was previously extracted. It will be named 'r' followed by a series of numbers (ex. r69412L11)



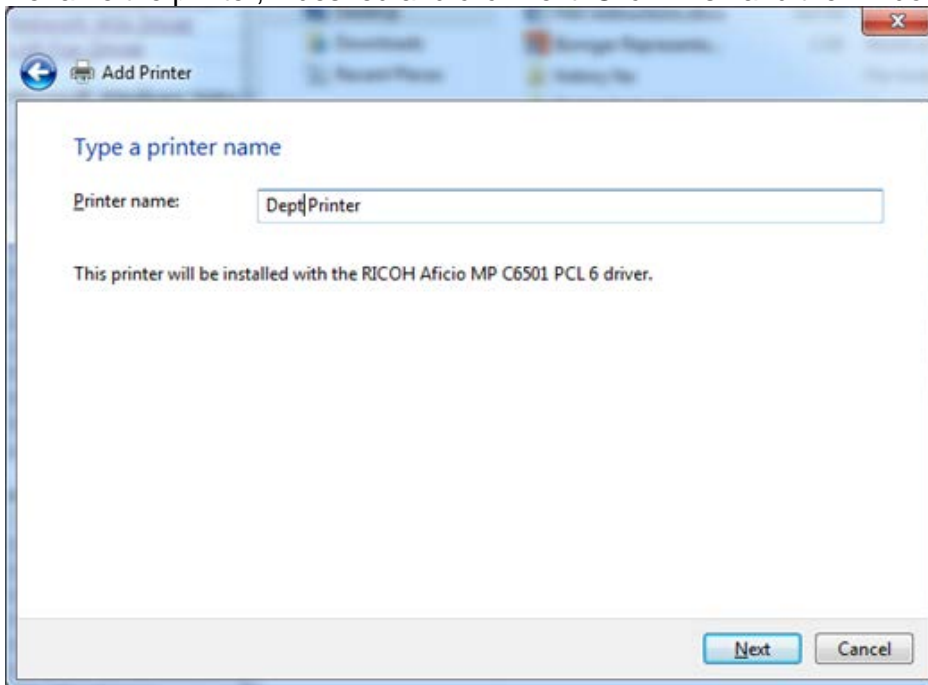
16. Open the folder, next open a folder within it (disk1), and finally, open the 'OEMSETUP.INF' file



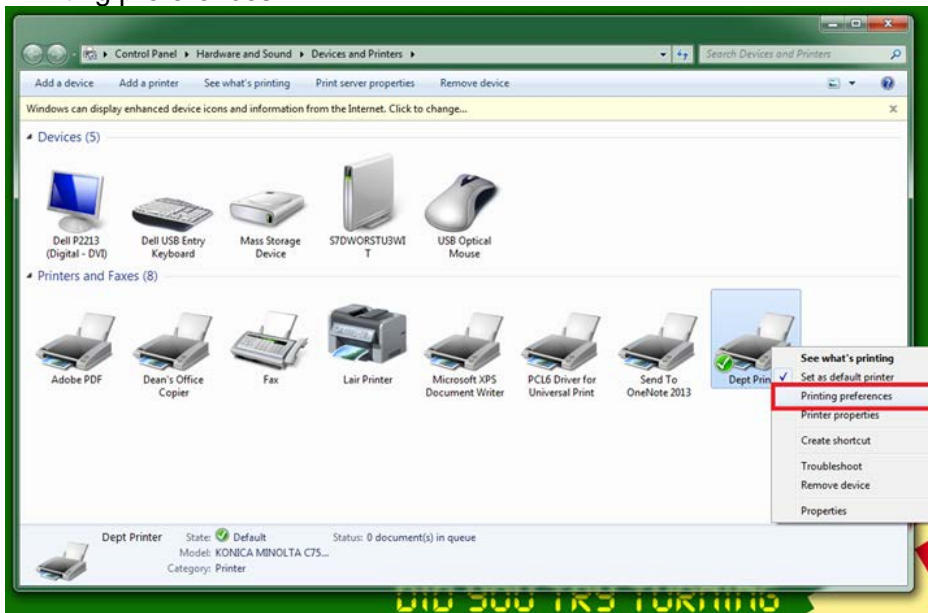
17. Click OK, once the window closes, make sure to select the correct printer name and click Next.



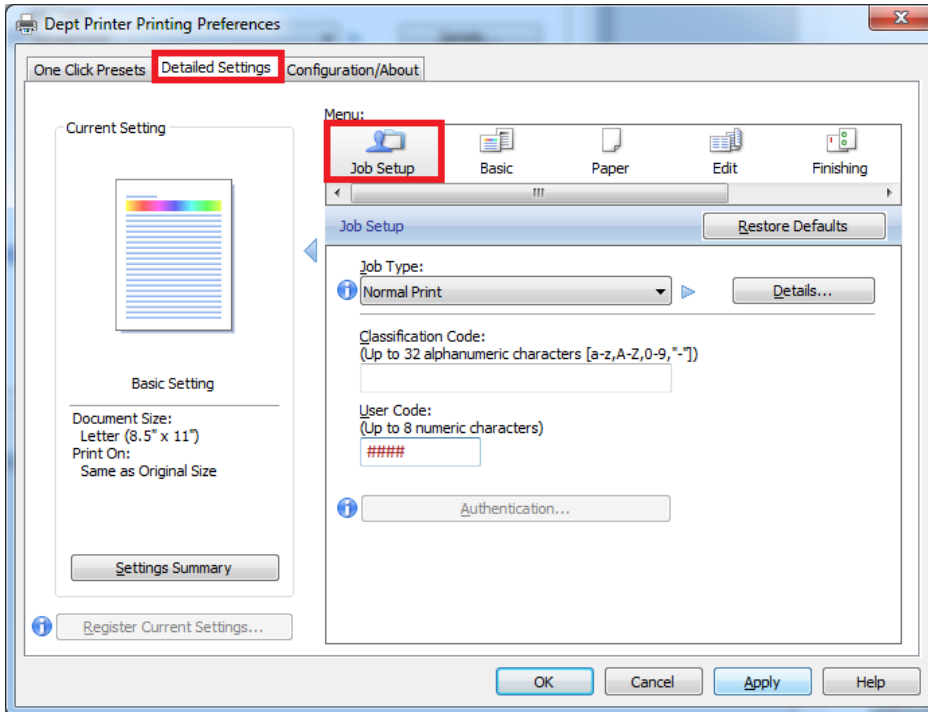
18. Rename the printer, if desired and click next. Click finish and the window will close.



19. Go back to the 'Devices and Printers,' right click on the newly installed printer and select 'Printing preferences'



20. A new window will open up, go to the 'Detailed Settings' then select 'Job Setup' and enter in the user code.



21. Change the Job Type to Locked Print and then click on details. Enter your desired password (can be the same as your user code)

Job Type Details



User ID:

Enter User ID:

(Up to 8 alphanumerics [a-z,A-Z,0-9,"\_",".","-","/"," ":"])

Password:

(4 to 8 digit numbers)

OK

Cancel

Help

22. Click OK
23. Click on OK. The setup is complete. Please double check that everything worked by printing a test page

## 2c. New Installation for Macs

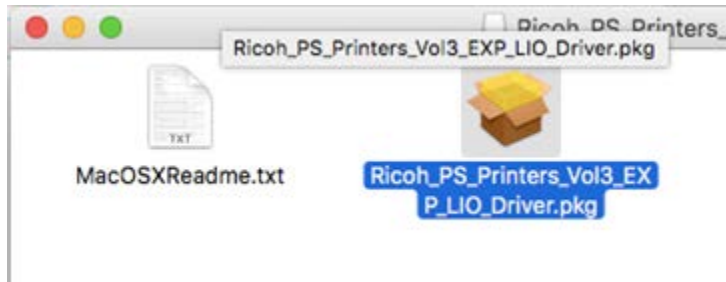
Ricoh Pro 8100S

- Hostname/IP Address: 129.105.62.20
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/8100s/8100s.htm?lang=en](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/8100s/8100s.htm?lang=en)

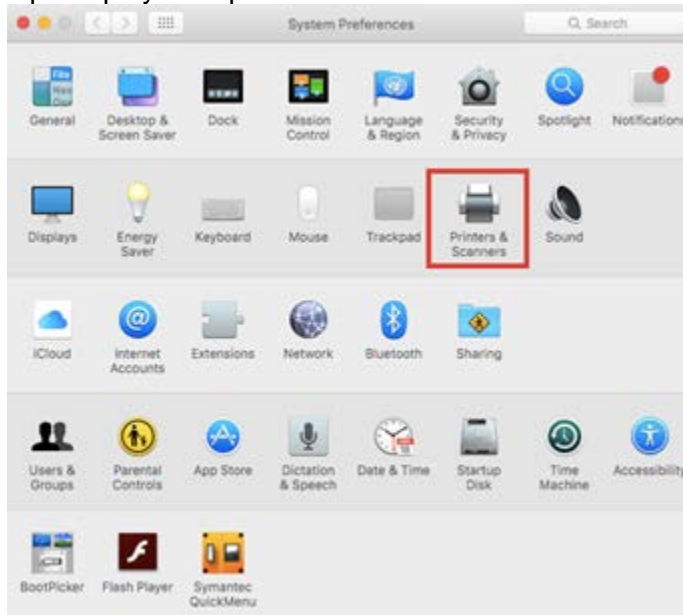
Ricoh Aficio MP 7502

- Hostname/IP Address: 129.105.62.21
- Driver: [http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp6002\\_7502\\_9002/mp6002\\_7502\\_9002.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6002_7502_9002/mp6002_7502_9002.htm)

1. Download the appropriate driver for the printer from the Ricoh website using the links above.
2. Once the download completes, open up the .pkg file and click through the installation instructions



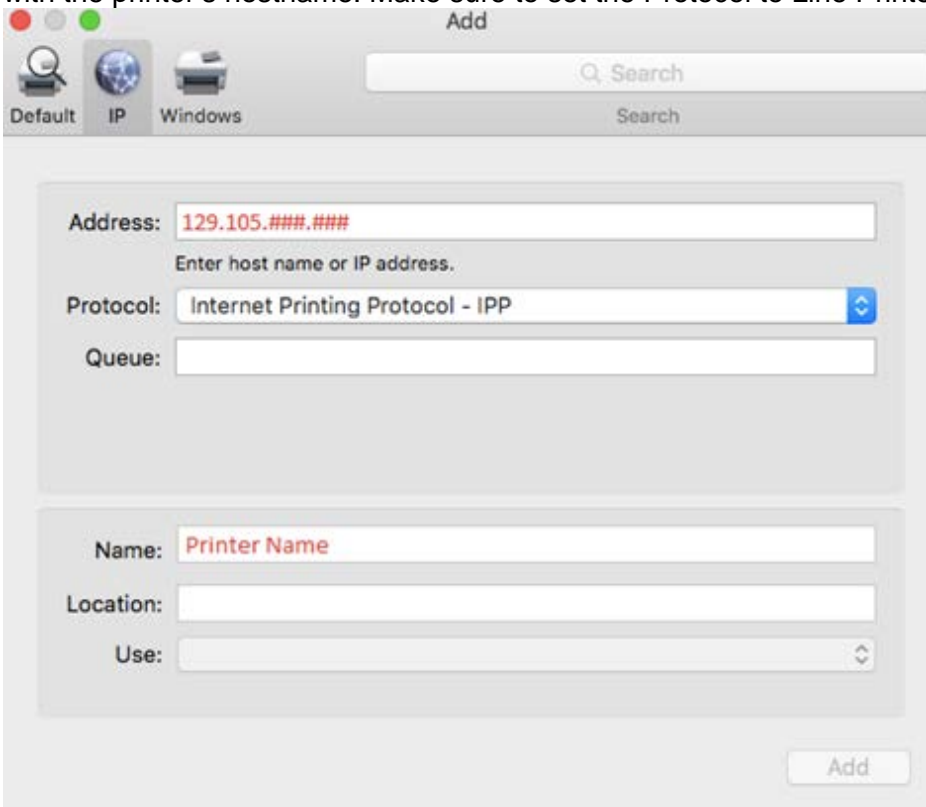
3. Open up system preferences and select Printers & Scanners



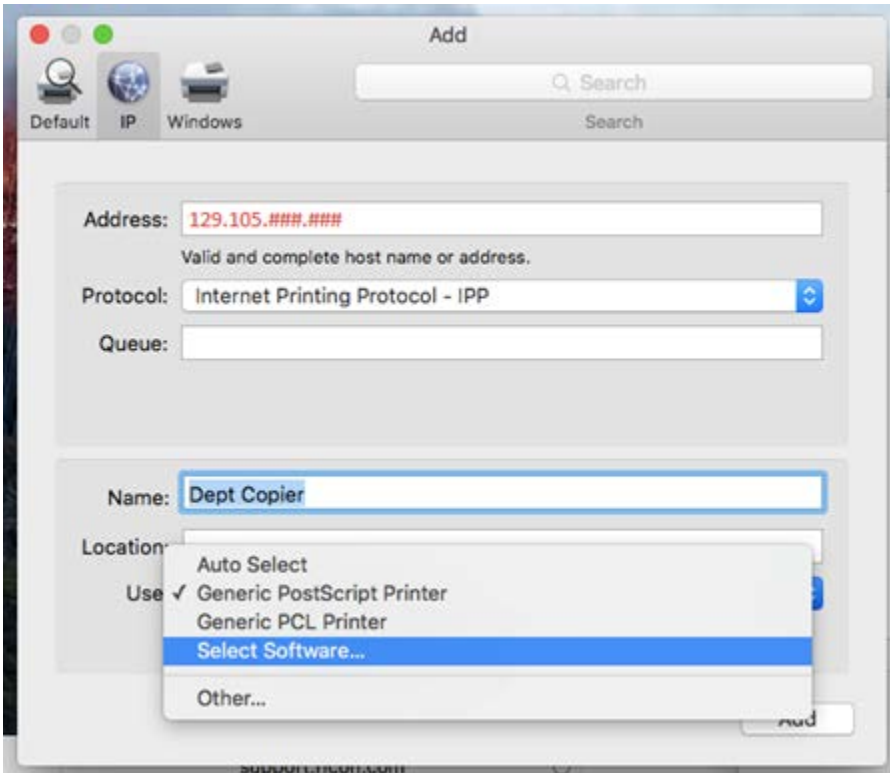
4. Click the plus sign on the bottom left of the window.



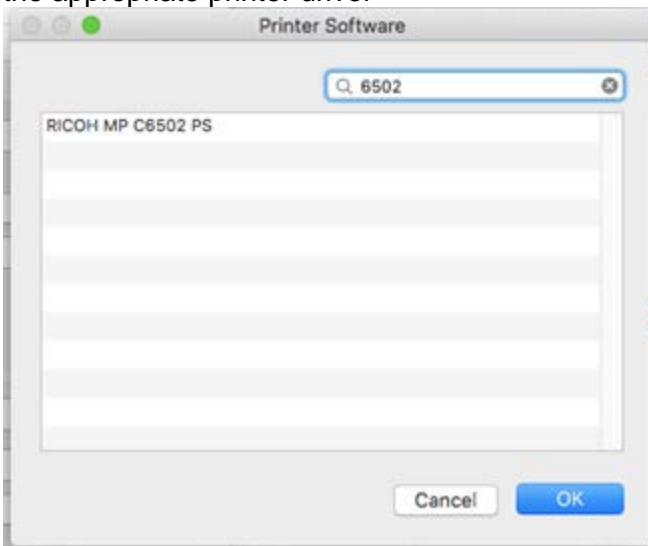
5. A new window will open up. Select the IP tab near the top and fill out the Address box with the printer's hostname. Make sure to set the Protocol to Line Printer Daemon - LPD.



6. Once the information is filled out, click on the 'Use' dropdown menu and 'Select Software...'



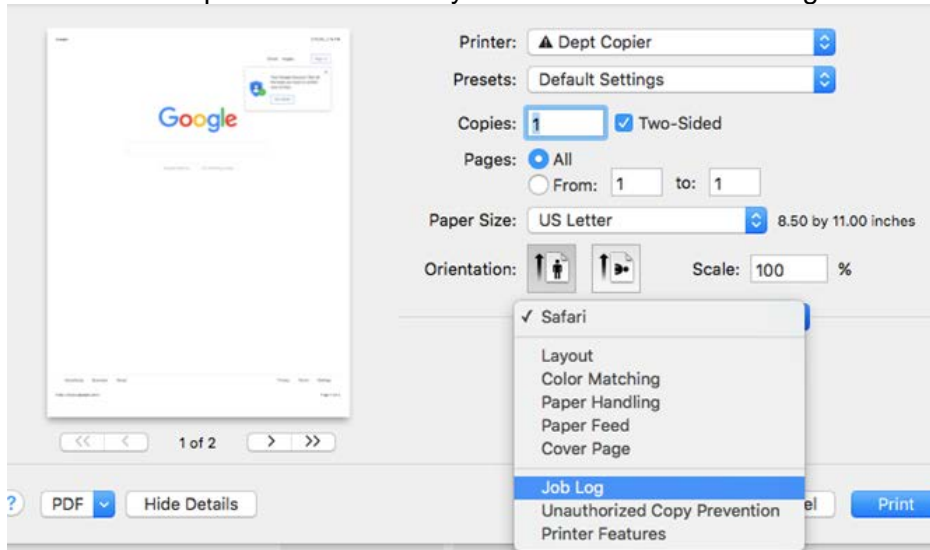
7. A new window will open up, type in a part of the printer name into the search and select the appropriate printer driver



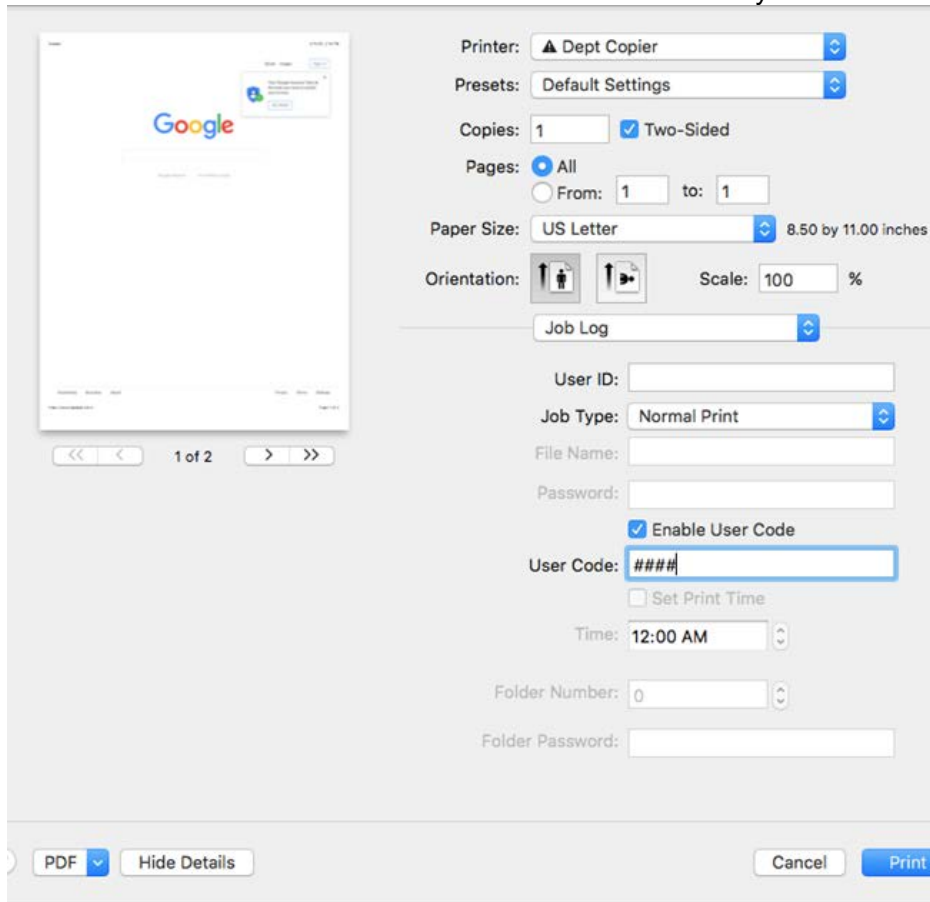
8. Click OK and Add. The printer has been connected to the computer.
9. To enter the copy code, open any application that can print. (ex. Safari, Word, the screenshots in this guide are from Safari) and go to File -> Print



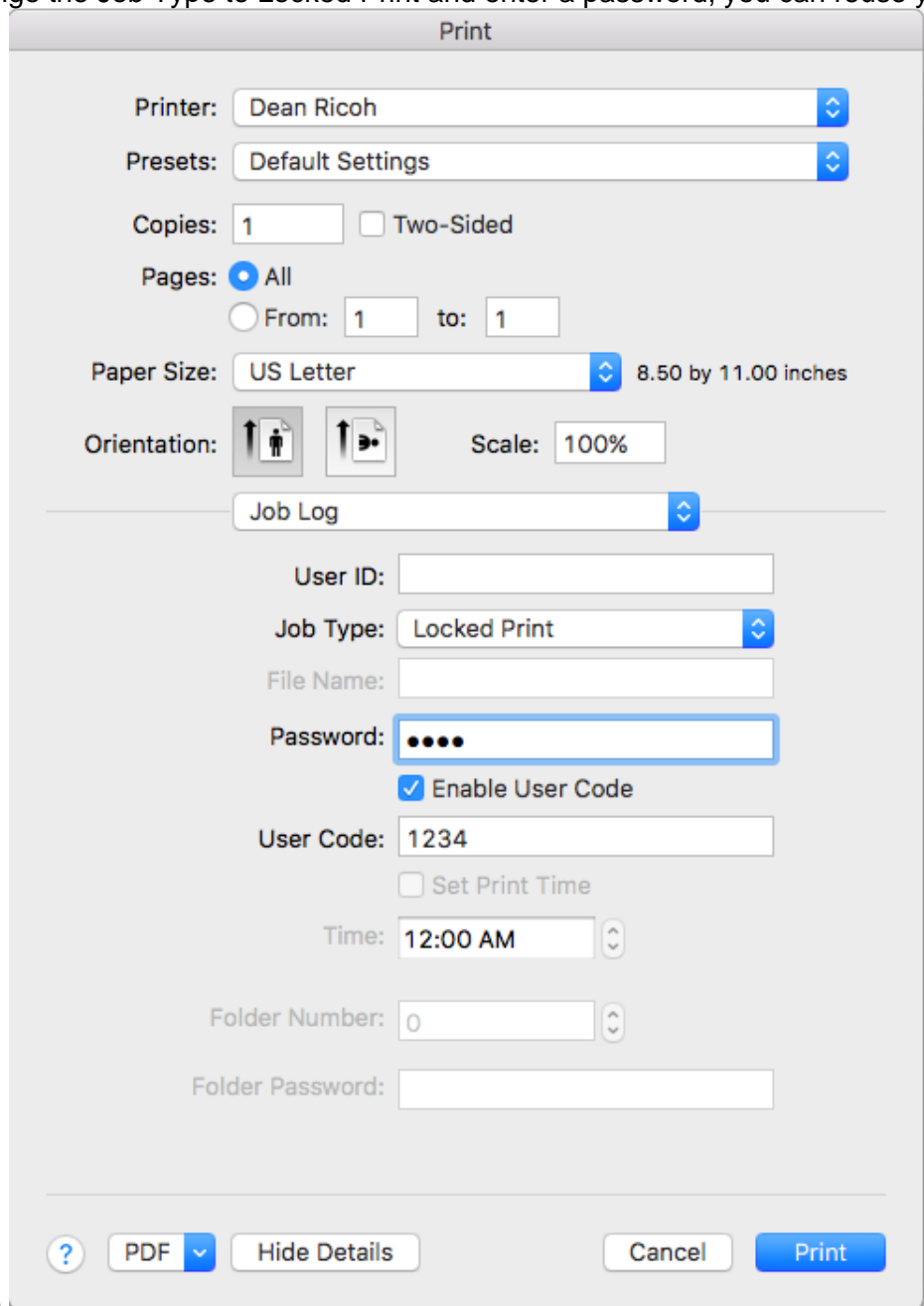
10. In the box that pops up, make sure the printer previously set up is the selected one, then click on the drop down box that says 'Safari' and click 'Job Log'



11. Check the box next to 'Enable User Code.' This will allow you to enter in the user code.

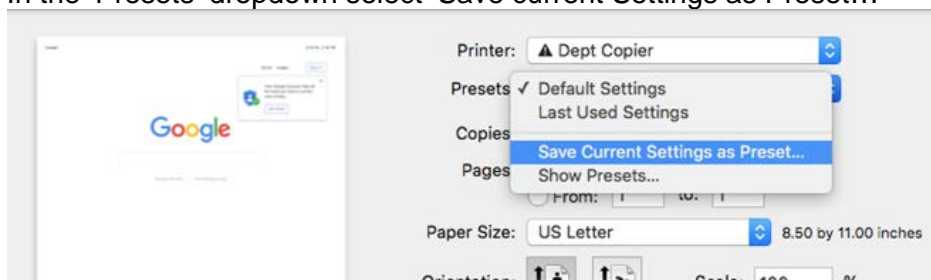


12. Change the Job Type to Locked Print and enter a password, you can reuse your user

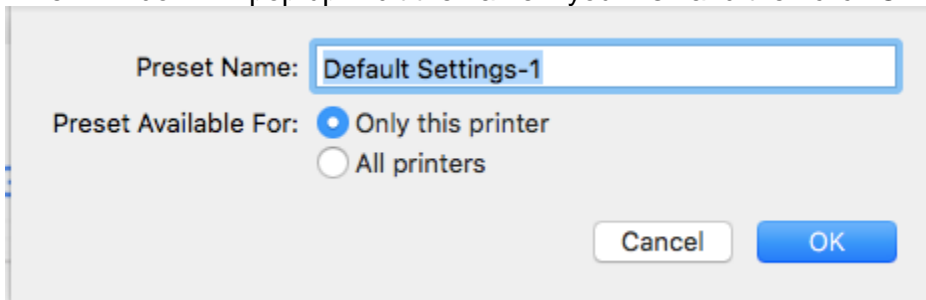


code

13. In the 'Presets' dropdown select 'Save current Settings as Preset...'



14. A new window will pop up. Edit the name if you wish and then click OK



The image shows a dialog box for configuring a printer preset. It has a light gray background and a thin border. At the top, there is a label "Preset Name:" followed by a text input field containing "Default Settings-1". Below this, there is a label "Preset Available For:" followed by two radio button options: "Only this printer" (which is selected) and "All printers". At the bottom right, there are two buttons: "Cancel" and "OK".

15. Print to make sure everything worked.