Northwestern | Economics

PRINTING TO THE DEPARTMENT'S COPY MACHINES

Last updated October 15, 2018

1. New installation

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A. New Installation for Windows 7

Ricoh MP 9003 SP - Left "Keynes"

- Hostname: econcopier.econ.northwestern.edu
- IP Address: 129.105.62.21

Ricoh MP 9003 SP - Right "Friedman"

- Hostname: econcopier1.econ.northwestern.edu
- IP Address: 129.105.62.20

Driver (same for both copiers): http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6503/mp6503.htm

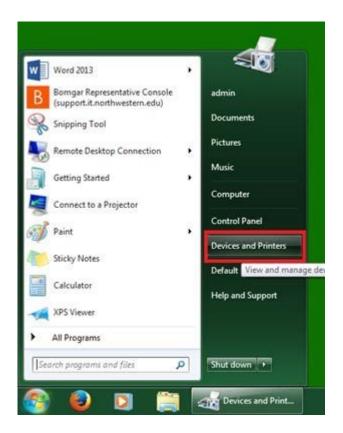
- 1. Create a new folder on your desktop. Call it something appropriate.
- 2. Download the appropriate driver for the printer from the Ricoh website using the links above. Windows 7 users should download the PCL 6 driver for Windows 7.
- 3. Double click on the downloaded .exe file and run it.
- 4. A window similar to this should open up.

WinZip Self-Extractor - z79059L16(2).exe	×
To unzip all files in z79059L16(2).exe to the specified folder press the Unzip button.	Unzip
Unzip to folder:	Run WinZip
c:\temp\z79059L16 Browse	Close
Overwrite files without prompting	About
	Help

- 5. Click Browse
- 6. Browse to the folder you created on your desktop and unzip the file.

Browse for Folde	er	×
Unzip to Folder:		
🗸 📃 De	sktop	^
>	26699	
>	7502 MP driver	
>	8100s	
	9003 driver	
	9003 images	
>	9003SP	
>	9003SPa	
>	AdobeCC-Serializer-Mac	
>	AdobeCC-Serializer-Windows	~
<		>
	OK	Cancel
WinZip Self-Extra	ctor - z79059L16(2).exe	×
specified folder pro	z79059L16(2).exe to the ess the Unzip button.	Unzip Run WinZip
Unzip to folder:		
C:\Users\schrade	er\Desktop\900 Browse	Close
Overwrite files	without prompting	About
		Help

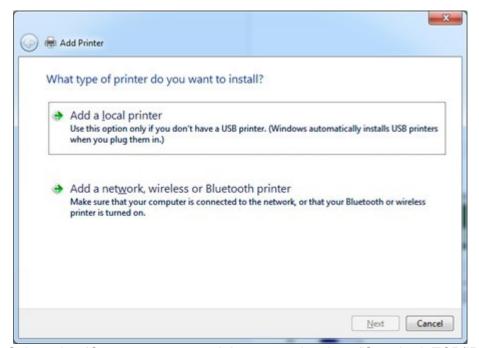
7. Go to Start and select 'Devices and Printers'



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 network, wireless or Bluetooth printer".



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

🕒 🖶 Add Printer	
Choose a printer port A printer port is a type of con	nnection that allows your computer to exchange information with a printer.
 Use an existing port: Greate a new port: 	LPT1: (Printer Port) *
Type of port:	Standard TCP/IP Port Adobe PDF Port Monitor HP Universal Print Monitor Local Port Standard TCP/IP Port
	Standard in CP/IP Porc
	Next Cancel

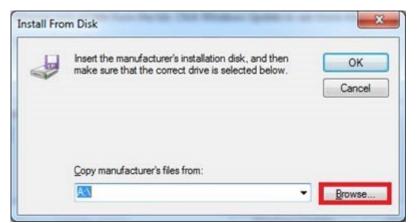
11. Type in the hostname or IP address for the printer and select Next.

Type a printer hostnam	ne or IP address
Device type:	TCP/IP Device
Hostname or IP address:	129.105.###.###
Port name:	129.105.###.###
Query the printer and auto	omatically select the driver to use
Query the printer and auto	omatically select the driver to use
Query the printer and auto	omatically select the driver to use

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

nstall the printer dr		ick Windows Update to see more	models.
To install the dri	ver from an installat	ion CD, click Have Disk.	
Manufacturer	^ Printe	rs	
Adobe	Ad	obe PDF Converter	
Brother Canon			
Epson			
Pull Maran		[1
This driver is digitally	signed.	Windows Update	Have Disk.

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



14. In the window, browse to the desktop and find the folder that you created.

Look in:	🧱 Desktop		-	G 🗊 📁 🛄	•
œ.	File f	folder			
Recent Places		3-10-16 folder			
Desktop		updated 10-30-15 folder			
Libraries		ter Instructions folder			Π
Computer		t er old folder	_		=
		12L11 folder			
Network	File <u>n</u> ame:	*.inf		•	Open
	Files of type:	Setup Information (*.inf)			Cancel

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

Look in:	🍌 disk 1		•	🎯 🤌 📂 🛄 🔻	
(Pa)	Name	*		Date modified	Туре
Recent Places	OEMSETU	P.INF		11/16/2014 7:45 PM	Setup Inf
Desktop					
Libraries					
Computer					
		111			,
Network	File name:	OEMSETUP.INF		•	Open
	Files of type:	Setup Information (".ir	÷Ð		Cancel

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

🕒 🖶 Add Printer	A Transferrer	Renau Ranarda.	×
		indows Update to see more mo D, click Have Disk.	dels.
Printers			
This driver is digitally <u>Tell me why driver si</u>		<u>W</u> indows Update	Have Disk
			Next Cancel

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

🕝 🖶 Add Printer	A factoria Composition and a second s	3
Type a printe	name	
Printer name:	Dept	
This printer will t	installed with the RICOH Aficio MP C6501 PCL 6 driver.	
	Next Cancel	

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

	Add a printer See y enhanced device icor		Print server properties om the Internet. Click					E •	 X
Devices (5) Deli P223 (Gigtal - DVI) Printers and Fa	Del USE Entry Keyboard exes (8) Dean's Office Copier	Mass Storage Device	STDWORSTUSWI T	USB Optical USB Optical Wouse	PCL6 Driver for Universal Print	Send To OneNote 2013	Dept Prin 1	See what's pri Set as default printing prefer Printing prefer Printer propert Create shortcu Troubleshoot Remove device Properties	ences ies t
Dep		Default ONICA MINOLTA C7 rinter	Status: 0 docume 5	nt(s) in queue					_

19. A new window will open up, go to the 'Detailed Settings' then select 'Job Setup' and enter in your user (copy) code. For grad students, this is your student ID.

ne Click Presets Detailed Settings	Configuration/About	
Current Setting	Menu: Job Setup Basic Paper	Edit Finishing
	Job Setup	Restore Defaults
	2ob Type: Normal Print Classification Code:	▼ ▶ <u>D</u> etails
Basic Setting Document Size: Letter (8.5" x 11") Print On: Same as Original Size	(Up to 32 alphanumeric characters [a-z,A-Z,0 User Code: (Up to 8 numeric characters) #####	- <u>9-</u> ,"-])
	<u>A</u> uthentication	
Settings Summary		
Register Current Settings		
	ОК Саг	ncel Apply Help

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

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

21. Click OK

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

OK

Cancel

Help

B. New Installation for Windows 10

Printer Information:

Ricoh MP 9003 SP - Left "Keynes"

- Hostname: econcopier.econ.northwestern.edu
- IP Address: 129.105.62.21

Ricoh MP 9003 SP - Right "Friedman"

- Hostname: econcopier1.econ.northwestern.edu
- IP Address 129.105.62.20

Driver (same for both copiers): http://support.ricoh.com/bb/html/dr ut e/rc3/model/mp6503/mp6503.htm

- 1. Create a new folder on your desktop. Call it something appropriate.
- 2. Download the appropriate driver for the printer from the Ricoh website using the links above. Windows 10 users should download the PCL 6 driver for Windows 10.
- 3. Double click on the downloaded .exe file and run it.
- 4. This window should open up.

WinZip Self-Extractor - z79059L16(2).exe	×
To unzip all files in z79059L16(2).exe to the specified folder press the Unzip button.	Unzip
Unzip to folder:	Run WinZip
c:\temp\z79059L16 Browse	Close
Overwrite files without prompting	About
	Help

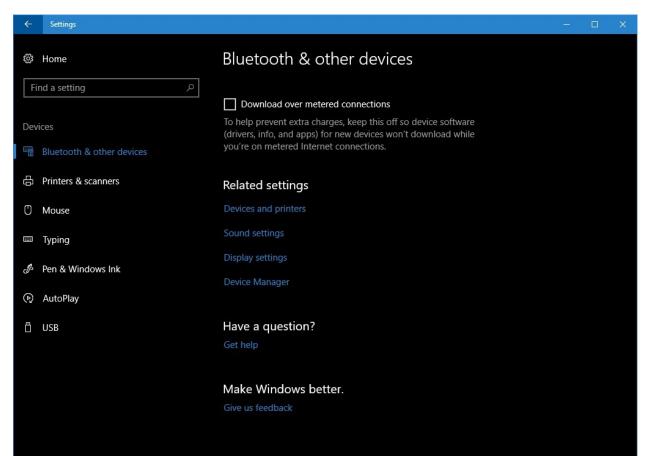
- 5. Click Browse
- 6. Browse to the folder you created on your desktop and unzip the file.

Br	ow	se for Fo	olde	r			\times
ι	Jnzi	p to Fold	ler:				
		× _	De	sktop			^
		>		26699			
		>		7502 MP dri	iver		
		>		8100s			
				9003 driver			
				9003 image	s		
		>		9003SP			
		>		9003SPa			
		>		AdobeCC-S	erializer-Mac		
		>		AdobeCC-S	erializer-Windows		×
	<					>	
					ОК	Cancel	
Vinž	Zip	Self-Ext	ract	or - z790591		Cancel	
Τοι	unzi	p all files	in z	or - z79059L 79059L16(2) s the Unzip b	.16(2).exe .exe to the	Un	zip
To u spe	unzi cifie	p all files	in z	79059L16(2)	.16(2).exe .exe to the		zip
To u spec	unzi cifie zip to	p all files d folder o folder:	in z pres	79059L16(2)	.16(2).exe .exe to the utton.	Un	zip /inZip
To u spec Unz C:\	unzi cifie zip to	p all files d folder o folder: ers\schra	in z pres	79059L16(2) s the Unzip b	.16(2).exe .exe to the utton. Browse	Un: Run W	zip /inZip se
To u spec Unz C:\	unzi cifie zip to	p all files d folder o folder: ers\schra	in z pres	79059L16(2) s the Unzip b .Desktop \90	.16(2).exe .exe to the utton. Browse	Un: Run W Clos	zip /inZip se put
To u spec Unz C:\	unzi cifie zip to	p all files d folder o folder: ers\schra	in z pres	79059L16(2) s the Unzip b .Desktop \90	.16(2).exe .exe to the utton. Browse	Un: Run W Clos	zip /inZip se put

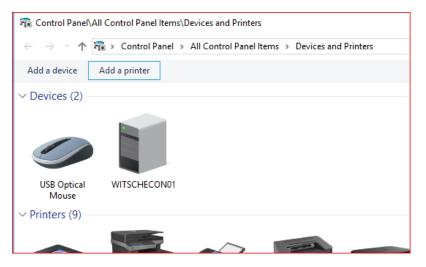
7. Open Start, and select or search for Settings.

		Filters \checkmark
ŵ	Best match	
0	Settings Windows app	
	Settings	
	器 Start settings	
	Notifications & actions settings	
	Apps	
	Startup settings	
	Reset Spyder Settings	
	DisplayFusion Settings	
	Search suggestions	
	℅ settings - Search the web	
ø	Documents	
2	Store	
	∽ Settings	

- 8. Select Settings, then select Devices
 9. Under "Related Settings", 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"

Chance a devic	a ar printer to add to this DC		
No devices found	e or printer to add to this PC		

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

🚔 Add Printer

Find a printer by other options	
○ My p <u>r</u> inter is a little older. Help me find it.	
\bigcirc Eind a printer in the directory, based on location or feature	
○ Select a shared printer by name	
	B <u>r</u> owse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using a TCP/IP address or hostname	
O Add a Bluetooth, wireless or network discoverable printer	
○ Add a local printer or network printer with manual settings	
	Next Cancel

12. Enter the IP Address for the printer. BE SURE TO UNCHECK "QUERY THE PRINTER...".

÷	🖶 Add Printer		
	Type a printer hostn	ame or IP address	
	Device type:	Autodetect	~
	Hostname or IP address:	129.105.62.xx	1
	Port name:	129.105.62.xx	
	Query the printer and a	utomatically select the driver to use	
			Next Cancel
In th	ne next window, click or	n 'Have Disk…'	
G	🖶 Add Printer	220	
		the list. Click Windows Update to see more models. In installation CD, click Have Disk.	
	Choose your printer from		
	Choose your printer from	an installation CD, click Have Disk.	

14. In the next window, browse to the desktop and find the folder that you created.

Epson

This driver is digitally signed.

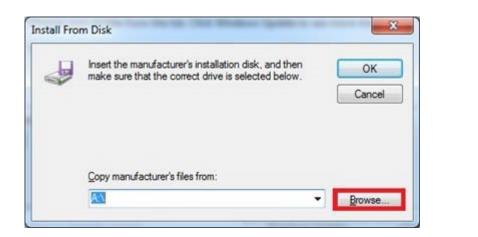
Tell me why driver signing is important

Windows Update

Have Disk.

Cancel

Next



💕 Locate File					×
Look in:	Desktop		~	G 🌶 📂 🖽	
Quick access	Box Box			OneDrive	
Desktop	Greg	Schrader		This PC	
	Libra	ries	Ś	Network	
Libraries	9003		Ì	kbe	
This PC					
Network	File name:	*.inf		~ Of	ben
	Files of type:	Setup Information (*.inf)		∨ Ca	ncel

15. Open the folder you created, and then open the folder within it (disk1). Highlight on the 'OEMSETUP.INF' file

💕 Locate File			×
L	3 🤌 📂 🛄 🗸		
Name	Date modified	Туре	Size
🔊 oemsetup.inf	1/4/2017 10:46 AM	Setup Information	
<			>
File name: oemsetup.inf		✓ Oper	
Jensee pan			
Files of type: Setup Information (*.inf)		 Canc 	el:

16. Click Open and then OK, Make sure to select the correct printer name and click Next.

				×	
÷	🖶 Add	Printer			
	Install	the printer driver			
	3	Choose your printer fro	m th	e list. Click Windows Update to see more models.	
		To install the driver from	n an	installation CD, click Have Disk.	
	Manuf	acturer	^	Printers	
	LANIE	2		RICOH MP 6503 PCL 6	
	NRG			RICOH MP 7503 PCL 6	
	Ricoh			RICOH MP 9003 PCL 6	
	SAVIN		~		
	📮 Thi	s driver is digitally signed		Windows Update Have Disk	
	<u>Tel</u>	I me why driver signing is	imp	ortant	
				Next Cancel	

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

		\times
~	🖶 Add Printer	
	Type a printer name	
	Printer name: RICOH MP 9003 PCL 6	
	This printer will be installed with the RICOH MP 9003 PCL 6 driver.	
	Next Cano	el

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

							- 0	
🔾 💮 - 🖄 + Control Panel + 1	Hardware and Sound 🕨 🕻	Devices and Printers			• 47	Search Devices an	d Printers	م
Add a device Add a printer	See what's printing	Print server properties	Remove device				<u>~</u> •	
Windows can display enhanced device	e icons and information fr	om the Internet. Click t	o change					×
Devices (5)								
Deil P2213 (Digitał - OVI) Printers and Faxes (8)	Mass Storage Device	S7DWORSTU3WI T	USB Optical Mouse					
		-						
Adobe PDF Dean's Offic Copier	Fax	Lair Printer	Microsoft XPS Document Writer	PCL6 Driver for Universal Print	Send To OneNote 2013	Dept Prin V	See what's pri Set as default p Printing prefer Printer propert Create shortcu Troubleshoot	ences ies
							Remove device	
							Properties	
Mo	ite: 🔮 Default del: KONICA MINOLTA C7 iry: Printer	Status: 0 documer 5	nt(s) in queue					

19. A new window will open up, go to the 'Detailed Settings' then select 'Job Setup' and enter in your user (copy) code. For grad students, this is your student ID from your WildCard.

🖶 RICOH MP 9003 PCL 6 Printing Prefere	nces		>
Frequently Used Settings Detailed Settings	Configuration/About		
User Setting	enu: Job Setup Basic Paper Cover/Slp/Designate 2 Sided/Layout/Booklet Imposition Output Settings Print Quality:Standard Print Quality:Standard Print Quality:Advanced Effects	Job Setup Job Type: (1) Locked Print Classification Code: (Up to 32 alphanumeric characters [a-2,A-Z,0-9,*] User Code: (Up to 8 digits) 1234 (1) Authentication	Restore Defaults Details
Settings Summary Register Current Settings			
		OK Cancel	Apply Help

20. Change the Job Type to Locked Print and then click on details.

Job Type Details	? ×
User ID: Create Own ID V	Enter User ID: (Up to 8 alphanumerics [a-z,A-Z,0-9,"_",",",",",",",","]) Schrader
Password: (4 to 8 digit numbers) ****	
	OK Cancel Help

- 21. Enter your netID and your desired password (can be the same as your user code).
- 22. Click OK
- 23. Click OK again. The setup is complete. Check that everything worked by printing a test page

C. New Installation for Macs

Ricoh MP 9003 SP - Left "Keynes"

- Hostname: econcopier.econ.northwestern.edu
- IP Address: 129.105.62.21

Ricoh MP 9003 SP - Right "Friedman"

- Hostname: econcopier1.econ.northwestern.edu
- IP Address: 129.105.62.20

Driver (same for both copiers): http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6503/mp6503.htm

- 1. Download the appropriate driver based on your Mac OS from the Ricoh website using the link above.
- 2. Once the download completes, double click on the downloaded file. 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 in the Address box with the printer's hostname or IP address. Make sure to set the Protocol to Line Printer Daemon - LPD.

	_	Add
🔒 🍕		Q Search
Default IP	Windows	Search
Addre	ess:	
	Enter host name	e or IP address.
Proto	col: Line Printer I	Daemon - LPD 📀
Que	eue:	
	Leave blank for	default queue.
Na	ime:	
Locat	tion:	
	Jse:	\$
		×)
		Add

6. Fill in the Name box with the appropriate printer name. Make sure the appropriate printer driver shows up in the Use box.

•			Add	
9		-	Q Search	
Defa	ult IP	Windows	Search	
	Address	s: 129.105.62.20		
		Valid and complete h	ost name or address.	
	Protoco	I: Line Printer Daer	mon - LPD ᅌ	
	Queue	e:		
		Leave blank for defau	ult queue.	
	Nam	e: 129.105.62.20		
	Locatio	n:		
	Us		PS 📀	
	03			
			bbA	

7. If not, click on the 'Use' dropdown menu and 'Select Software...'

	Add
Q 🛞 🚔	Q Search
Default IP Windows	Search
Address: 129.105.62.2	20
Valid and comp	plete host name or address.
Protocol: Line Printer	Daemon - LPD
Queue:	
Leave blank for	r default queue.
Name: 129.105.62.	20
Location:	
Use: Select Soft	ware 🗘
	Add

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

000	Printer Software	
	Q 9003	8
RICOH MP 9003 PS		
	Cancel	ОК

- 9. Click OK and Add. The printer has been connected to the computer.
- 10. To enter your copy code, open an application that can print. (ex. These screenshots are from Preview) and go to File -> Print
- 11. 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 'Preview' and click 'Job Log'

	Printer: MP 9003 right
Date of the second s	Presets: Default Settings
Collection Spontyr > Spontyr >	Copies: 1 🗸 Two-Sided
Banka Bank	Pages: O All From: 1 to: 1
Interests Altigram Interest In	
System for Mission	Paper Size: US Letter \$\$ 8.50 by 11.00 inches
Restant And Stare	Orientation:
Constraints of the second seco	Job Log
Concert Concer	User ID:
	Job Type: Normal Print
	File Name:
	Password:
	Enable User Code
	User Code:
	Set Print Time
	Time: 12:00 AM
	Folder Number: 0
	Folder Password:
PDF V Hide Details	Cancel Print

12. Change the Job Type to Locked Print and enter your netID for the user ID and a password (You can reuse your user code). Check Enable User Code and enter your copy code (grad students: use your student ID from your Wildcard).

	Printer: MP 9003 right
Barrus Barrus	Presets: Default Settings
linerola beneda bened Develop	Copies: 1 Vo-Sided
	Pages: • All
a Recently a constant	From: 1 to: 1
n) Profeserences L'hydrogeneticas n Tractuas n Trac	Paper Size: US Letter \$\$ 8.50 by 11.00 inches
System Metanov Metanov do do do do do do do do do do do do do	Orientation:
A App Store	
C () () () () () () () () () (Job Log
Closed A	User ID: schrader
	Job Type: Locked Print
<pre></pre>	File Name:
	Password:
	C Enable User Code
	User Code: 1234
	Set Print Time
	Time: 12:00 AM
	Folder Number: 0
	Folder Password:
? PDF V Hide Details	Cancel Print

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

					Printer: MP 9003 right	0
	•111 I				Presets ✓ Default Settings Last Used Settings	3
Q. Jaarch	G state	S and	۵. ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰		Copies Default Settings-1	- 1.13
		1	Terrain and	0	Pages Save Current Settings as Pres	et
references	A huger	The part of the second		International Active Contraction	Show Presets	
System P	Mission Control	Mone		Se and		8.50 by 11.00 inches
	Dock	Keyboard	3	O :	Orientation:	
		D	01	()	Job Log	

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

Preset Name:	Default Settings-1	
Preset Available For:	Only this printer	
		_

15. Print a test page to make sure everything worked.