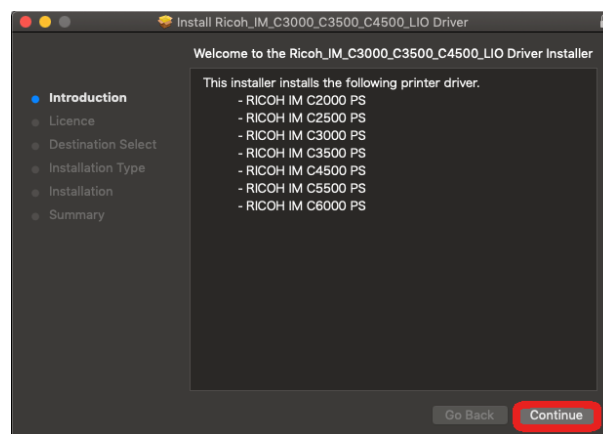


## Accessing network printers on Mac

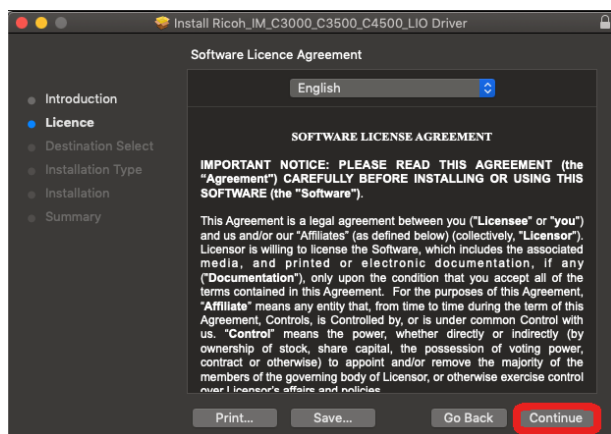
To add the printers successfully you must be connected to the eduroam network. Download the driver from <https://www.strath.ac.uk/professionalservices/is/help/indepth/print/>.



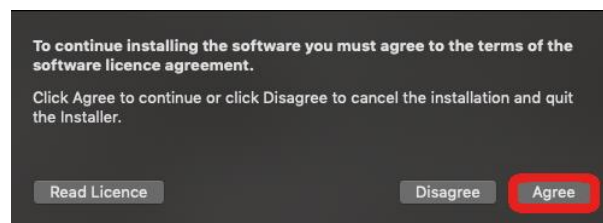
1. Once you have downloaded the driver, double-click on Ricoh\_IM\_C3000\_C3500\_C4500\_LIO\_Driver.pkg.



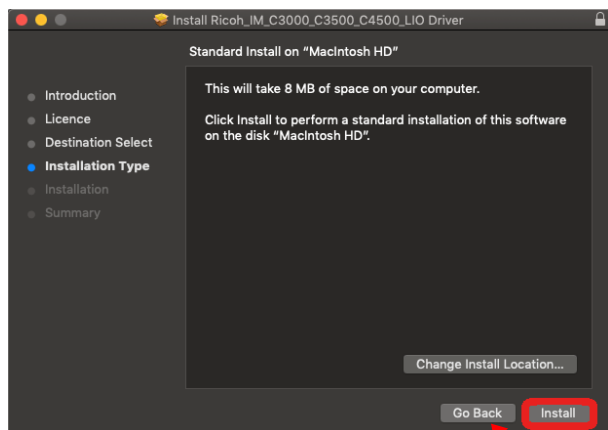
2. In the driver installation wizard, click on Continue.



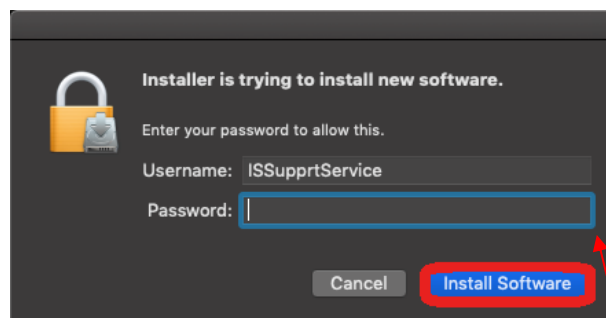
3. Click Continue.



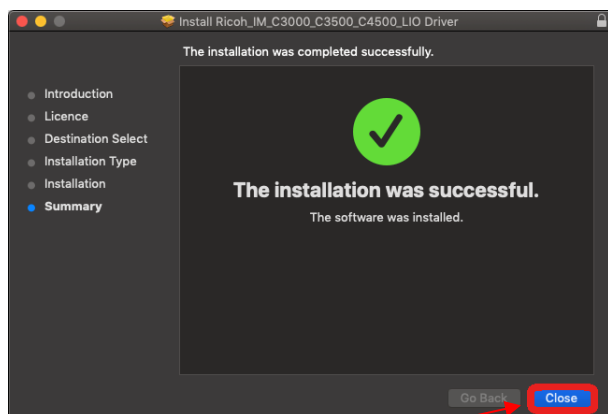
4. In the pop-up box that appears, click on Agree.



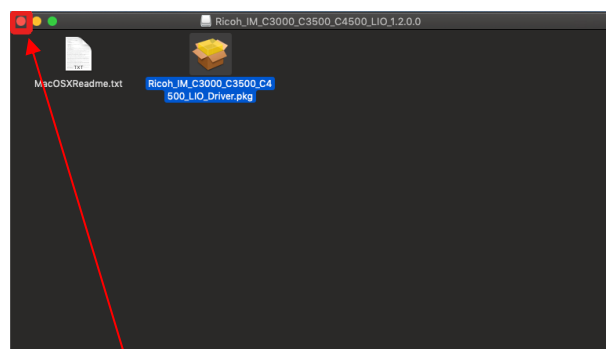
5. Click on Install.



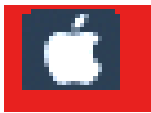
6. In the pop-up box that appears, enter your macbook username and password, then click Install Software.



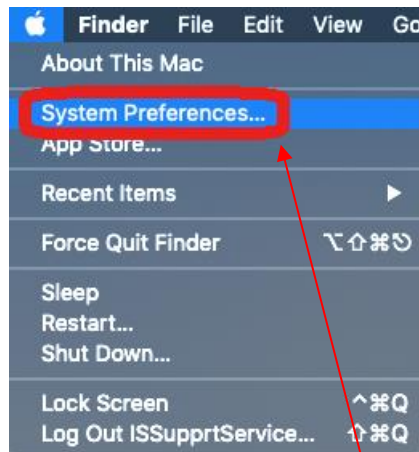
7. Click on Close.



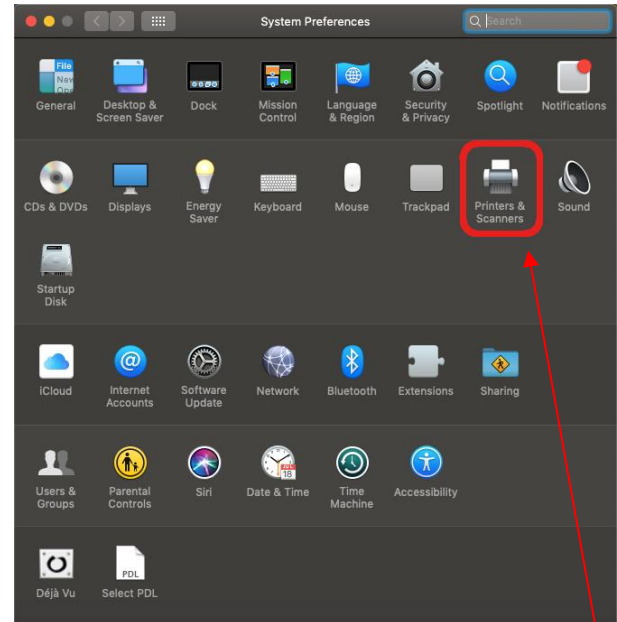
8. Close off the print driver folder.



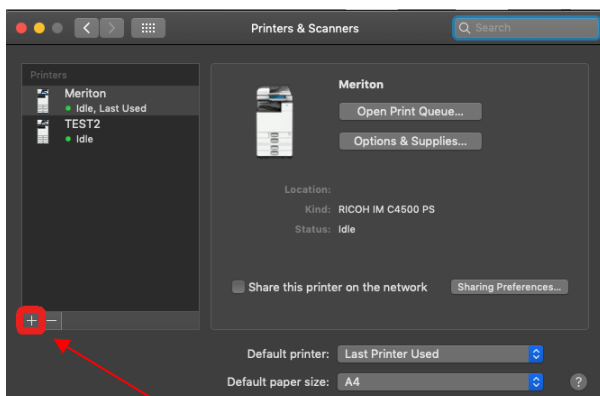
9. Click on the Apple icon.



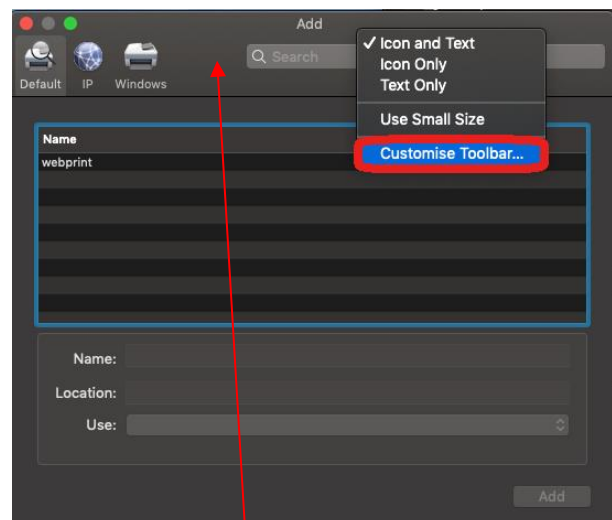
10. In the drop-down menu, click on System Preferences....



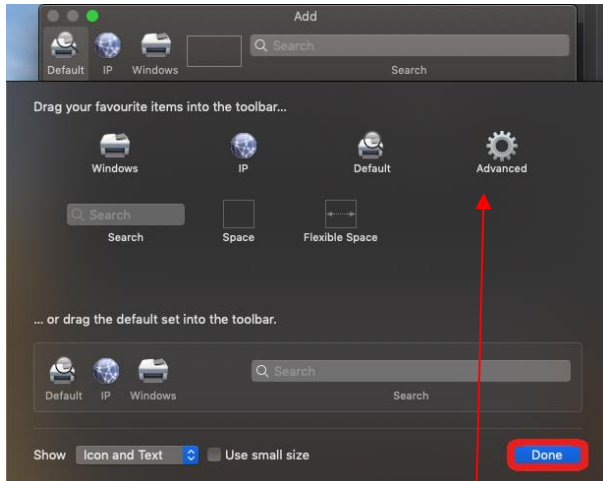
11. In the System Preferences window, click on Printers & Scanners.



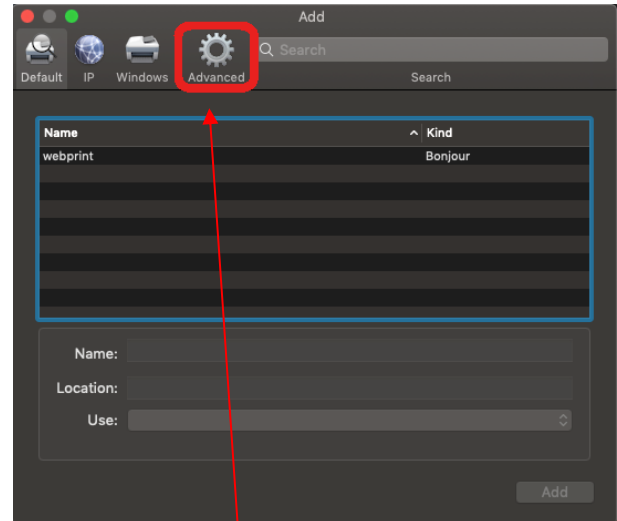
12. Click on the + icon.



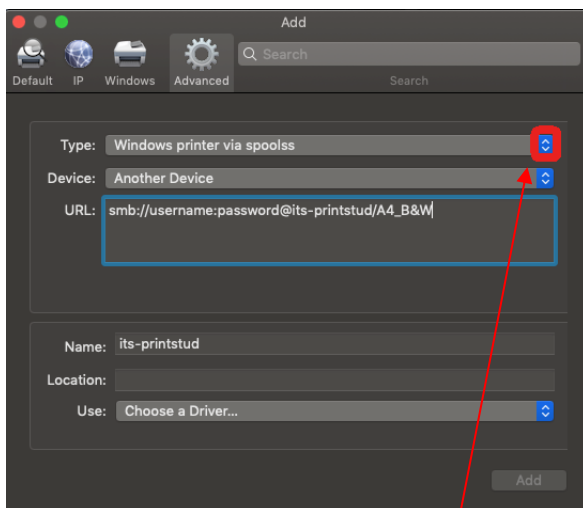
13. Right-click on the toolbar, then click on Customise Toolbar... in the drop-down menu.



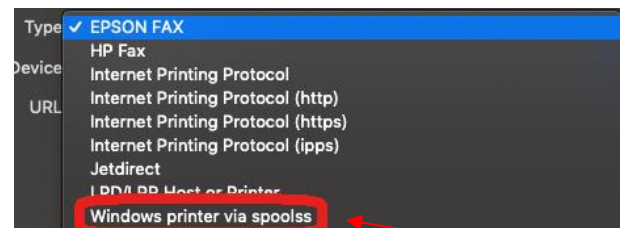
14. In the pop-up window that appears, drag the Advanced icon onto the toolbar. Then click on Done.



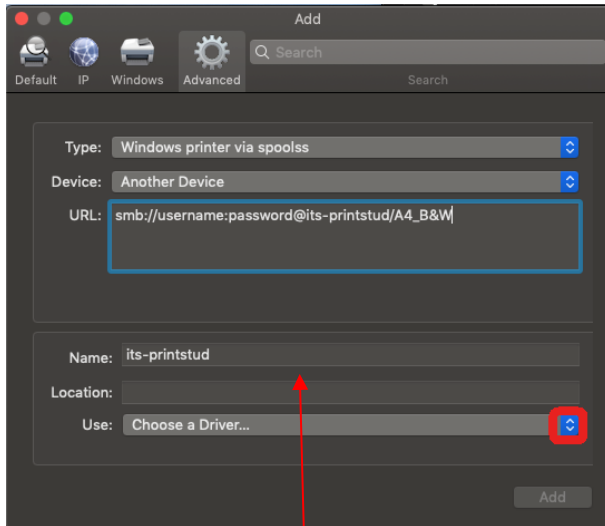
15. Click on Advanced.



16. Where it says Type, click on the drop-down button.



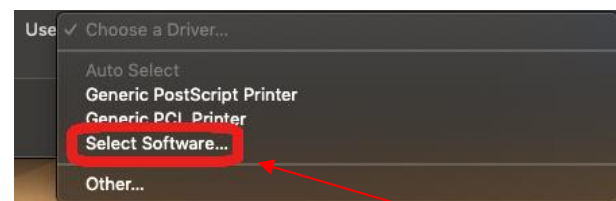
17. In the drop-down menu, click on Windows printer via spools.



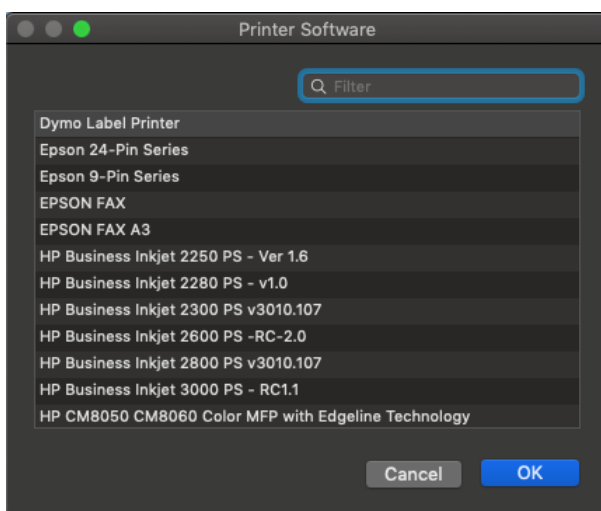
14. Where it says URL, enter  
smb://username:password@its-printstud/A4\_B&W.

Where it says Name, enter a name which will identify it  
to you as the university printers.

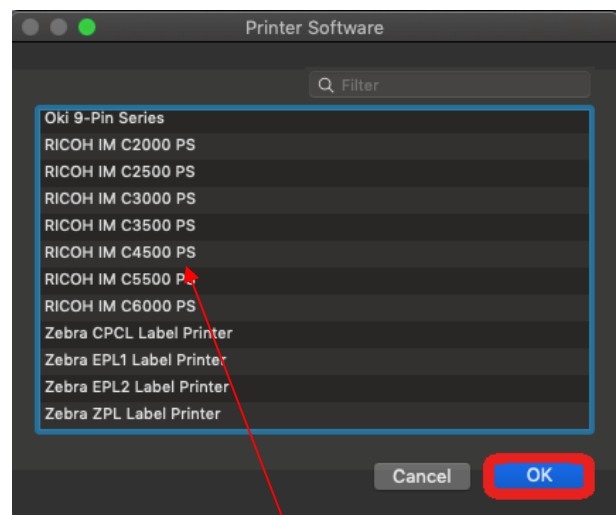
Where it says Use, click on the drop-down button.



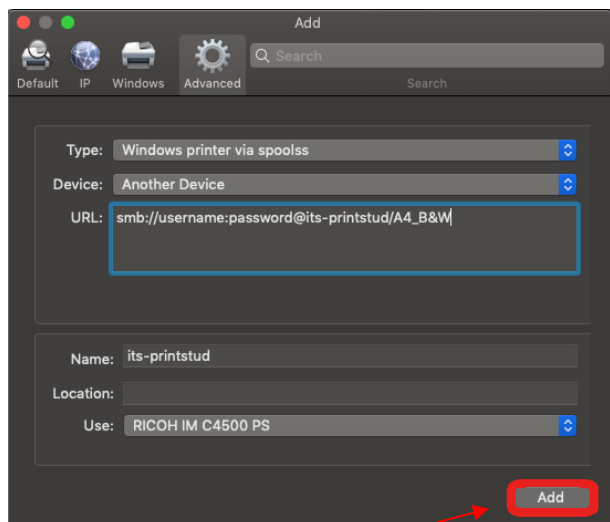
15. In the drop-down menu, click on Select Software....



16. In the pop-up box that appears, scroll down.



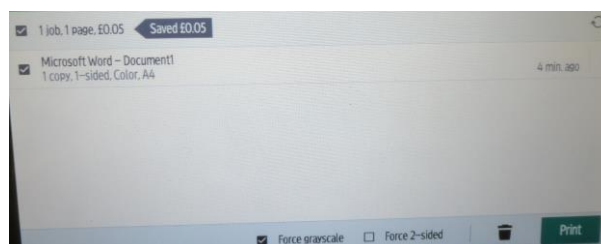
17. Select RICOH IM C4500  
PS, then click on OK.



18. Click on Add.

Prints will default to colour and one-sided. You can change this at the printer if you want.

The first time you send an item to print, you will be asked to enter your DS username and password. You be given the option to save this, so you don't need to log in every time you print.



19. If you want to change your print from colour to black-and-white, select Force grayscale.

If you want to change your print from one-sided to two-sided, select Force 2-sided.

Then select Print.

Was this information helpful?

#### CONTACT US

**Email:** [help@strath.ac.uk](mailto:help@strath.ac.uk) **Call:** 0141 548 4444

the place of useful learning

[www.strath.ac.uk](http://www.strath.ac.uk)

University of Strathclyde Glasgow G1 1XQ

The University of Strathclyde is a charitable body,  
registered in Scotland, with registration number SC015263

YOUR  
INFORMATION  
SERVICES  
YOUR  
RESOURCES...