**Ricoh large format printing on Personal PC or Apple Mac**

You must be connected to the LTU network to install these drivers or printer once installed: using VPN, or wireless using eduroam or LTUWireless2

**PC**

1. Press the Windows and R keys to launch the run command
2. In the Run box type `\\ltuprint02.ltu.edu.au` and hit the enter key or click the OK button
3. When prompted enter your La Trobe University username and password, and check Remember my credentials
4. Double click the Large-Format-BW or Large-Format-Colour to install the black and white or colour print drivers respectively

**Apple Mac**

1. Download and install the Ricoh printer drivers
2. In Finder, click the Apple menu and select System Preferences
3. Click Printers & Scanners and click Add (plus-sign) to add a new printer
4. If you already have an Advanced icon in the toolbar, skip to step 7
5. Right-click the toolbar next to the Default icon (or any other icon on the toolbar) and select Customize Toolbar
6. Drag the Advanced (gear-wheel icon) onto the toolbar and click Done
7. Click Advanced and click the Type drop-down list and select Windows printer via spools
8. In the URL field, enter: `smb://USERNAME@ltuprint02.ltu.edu.au/Large-Format-BW` replacing USERNAME with your La Trobe student username e.g. `smb://123456789@ltuprint02.ltu.edu.au/Large-Format-BW`
9. Click the Use drop-down list and select RICOH MP CW2200SP PS (or Generic Postscript) and click Add
10. To install the colour driver repeat steps 8 and 9 above replacing Large-Format-BW with Large-Format-Colour
11. The first time you use the printer you will be prompted to input your La Trobe username and password.