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 `\ltuprint01.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@ltuprint01.ltu.edu.au/Large-Format-BW` replacing USERNAME with your La Trobe username e.g. `smb://ccharles@ltuprint01.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.