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 \\ltu-print01.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
   http://support.ricoh.com/bb/html/dr_ut_e/apc/model/mpcw2201/mpcw2201.htm

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@ltu-print01.ltu.edu.au/Large-Format-BW** replacing USERNAME with your La Trobe username e.g. **smb://ccharles@ltu-print01.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.