

Ricoh MP C4504ex Setup Guide (Mac)

Approximate Installation Time: 10-15 minutes

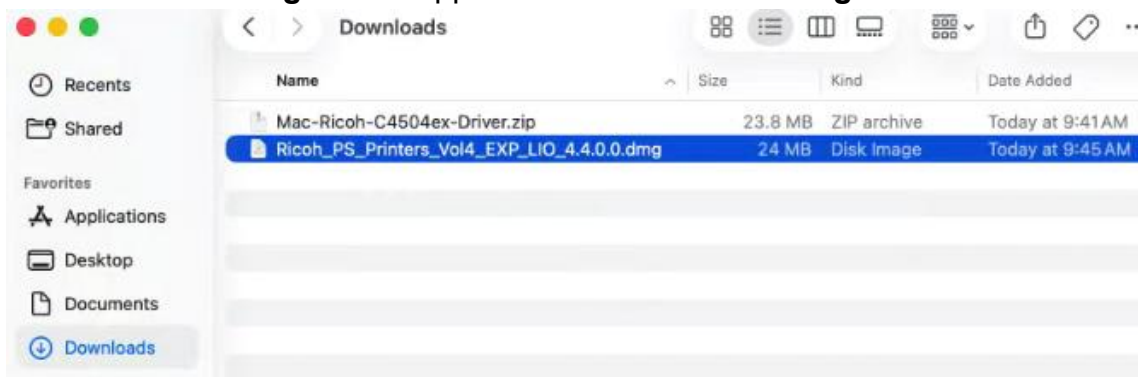
Requirements

- Have your Printer Info Sheet on hand. It contains information required for this guide
- You must be connected to the center's Internet. You cannot connect to the printer through your own mobile hotspot or ISP
- You must know basic operations of your computer such as how to get to your files, settings, applications, use a web browser, and how to restart your computer
- **If your computer is IT-managed, you will need to get your IT involved especially if your computer uses a VPN, Antivirus, or Firewall. If you follow these instructions correctly and you still cannot print, there may be a restriction on your computer preventing the printing from occurring. At that point, your IT will need to get involved or they'll need to do the installation for you.**
- VPNs and Antiviruses (such as Norton, McAfee, ESET, Bitdefender) may prevent you from connecting to the printer. You may have to disable them temporarily during the installation and anytime you print
- If you're utilizing a Firewall (physical or software), you'll need Port 9100 (TCP), Port 161 (UDP), and Port 162 (UDP) to be open. This will need to be handled by your IT
- If you're utilizing a Public IP, that means your network is isolated from Premier's and you'll need to bring in your own printing solution
- Your Mac must be on the latest macOS version, which is Tahoe. The link for that is here: <https://support.apple.com/en-us/122727>

Step 1: Download the printer driver using this link:

<https://premierworkspaces.support/wp-content/uploads/Mac-Ricoh-C4504ex-Driver.zip>

Step 2: In Finder, go to your **Downloads** folder. Double-click the zipped file you just downloaded. A **.dmg** file will appear. Double-click that **.dmg** file

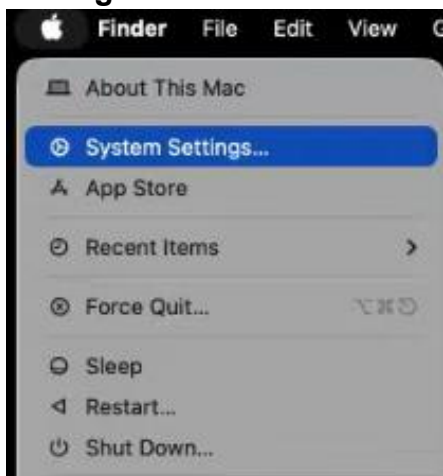


Step 3: Double-click the **.pkg** file

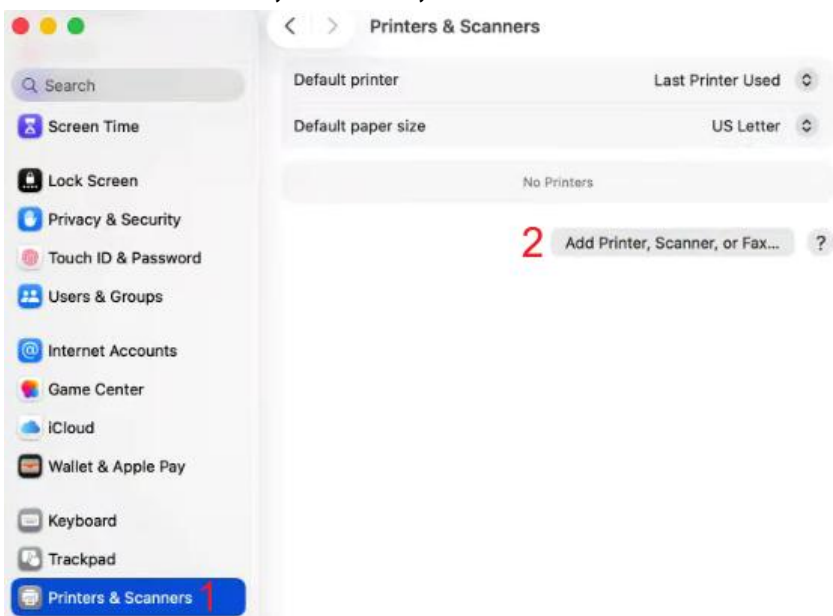


Step 4: Click **Continue** > **Continue** > **Agree** > **Install** > **Close** > **Move to Trash**

Step 5: At the top-left of your screen, click on the Apple logo and select **System Settings**



Step 6: On left menu, scroll down and select **Printers & Scanners**. On the right, click on the **Add Printer, Scanner, or Fax** button



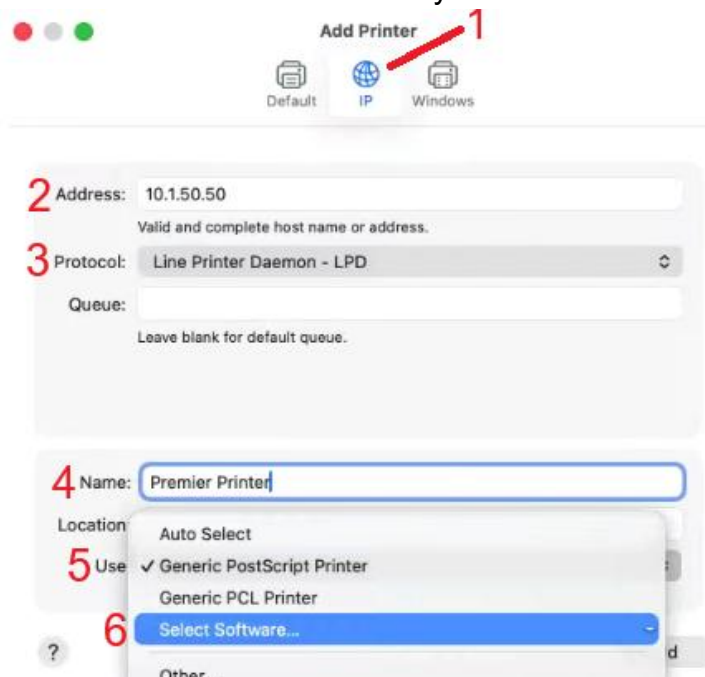
Step 7: At the top, click the **IP** tab and enter the following:

Address: 10.1.50.50

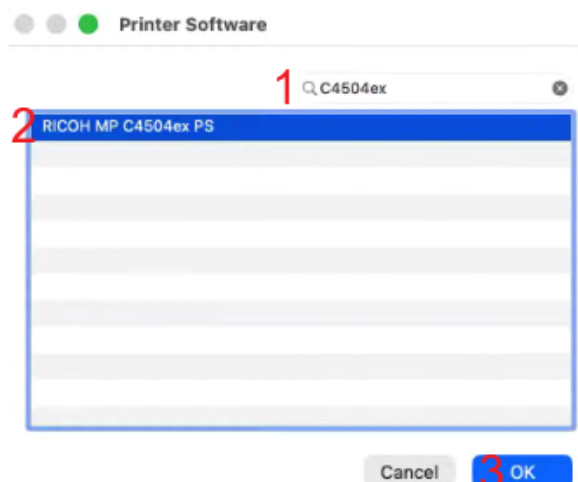
Protocol: Line Printer Daemon - LPD (should already be selected)

Name: Give your printer a name that distinguishes it from other printers

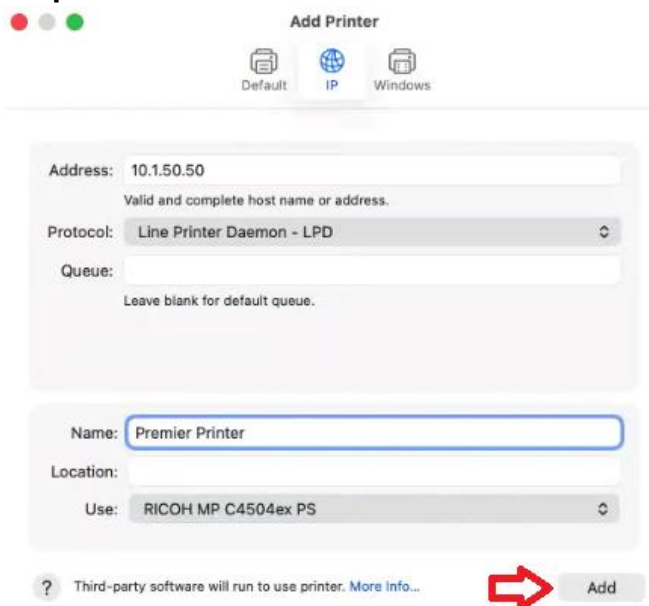
Use: Click whatever is currently selected and select **Select Software** instead



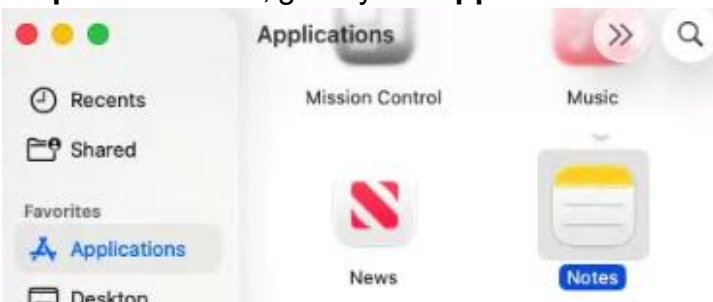
Step 8: In the search bar, type in **C4504ex** and click on **Ricoh MP C4504ex PS** and then click **OK** at the bottom-right



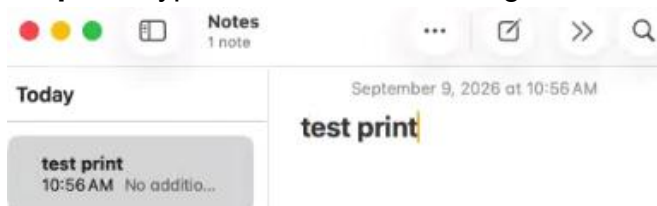
Step 9: Your window should now look like this. Click **Add** at the bottom-right



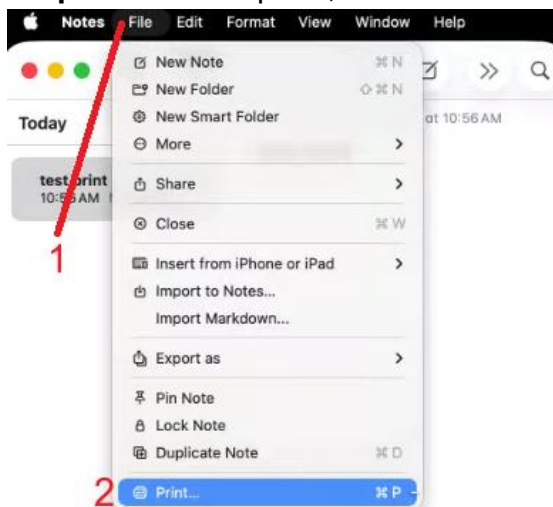
Step 10: In Finder, go to your **Applications** and double-click on **Notes** to open it



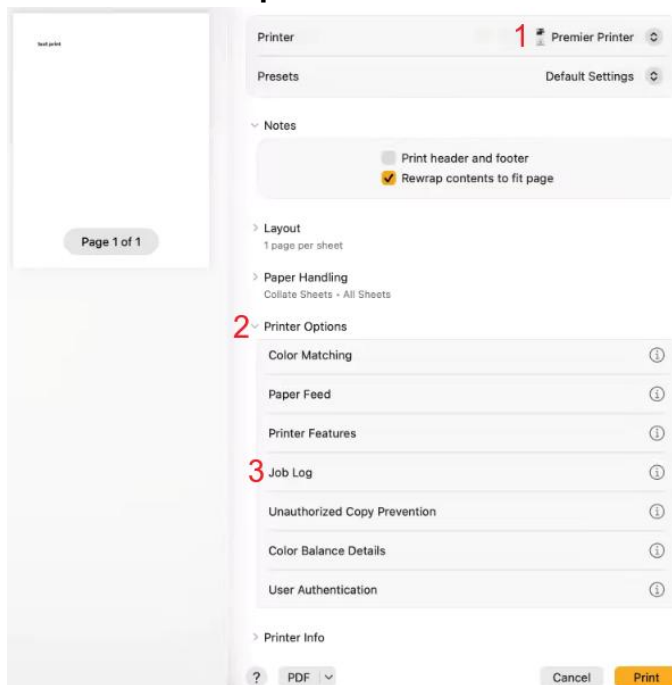
Step 11: Type in some text in the right column such as “test print”



Step 12: At the top-left, click **File > Print**



Step 13: Make sure you have the correct **Printer** selected. On the right, scroll down and click on **Printer Options** and then click on **Job Log**



Step 14: Check the **Enable User Code** checkbox. Enter your **User Code** (found on your Printer Info doc) and then click **OK** at the bottom-right

User ID:

Job Type: Normal Print

File Name:

Password:

1 ☒ Enable User Code

2 User Code:

☐ Set Print Time

Time: 12:00 AM

Folder Number: 0

Folder Password:

3

Step 15: For **Presets**, click on **Default Settings** and select **Save Current Settings as Preset** instead

Printer: Premier Printer

Presets: **1** ☒ Default Settings
Last Used Settings

Copies: **2**

Step 16: For **Preset Name**, give it a distinguishable name, and then click **OK**

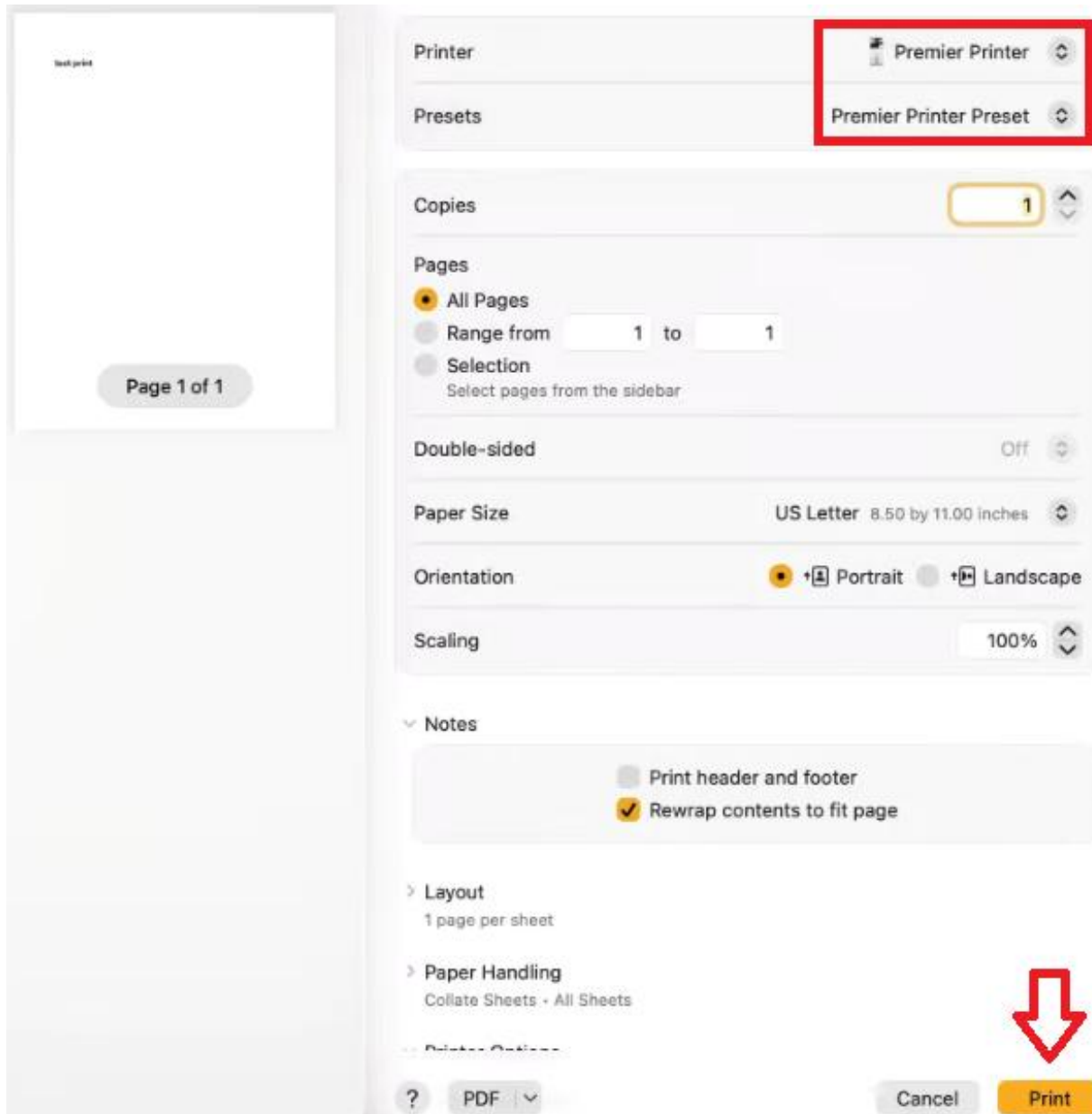
Preset Name:

Available For: ☒ Premier Printer ☐ All printers

Type: ☐ Custom Preset ☒ Print Job Preset

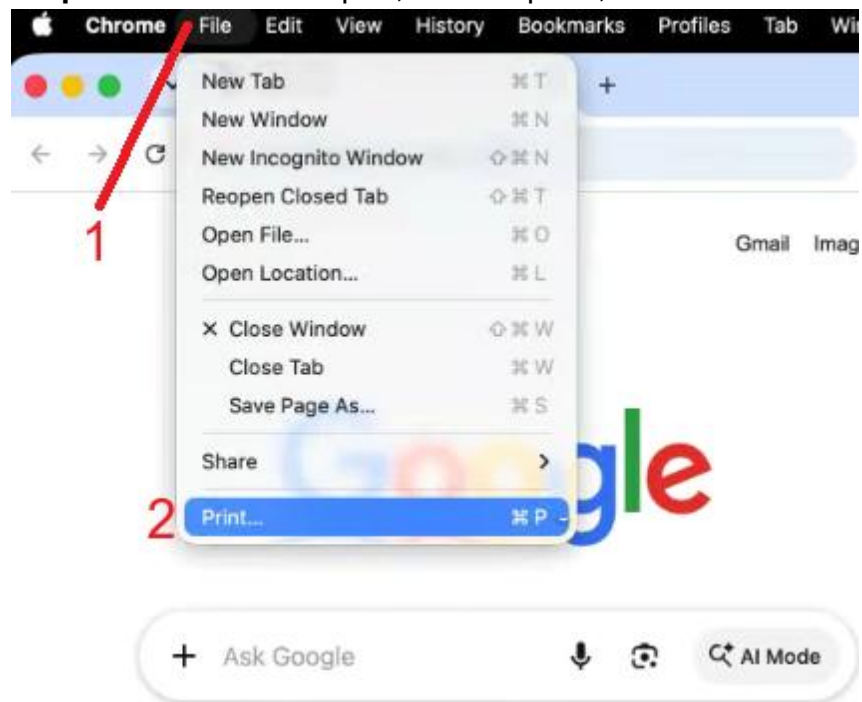
Step 17: Whenever you need to print, make sure you are selecting the correct **Printer** and the **Preset** that you created. If you forget to select your **Preset** alongside the **Printer**, your file will not print. Once you're done adjusting your print settings, click **Print** at the bottom-right and your file should now print out

NOTE: Most Mac programs will display this below when printing. There are two common exceptions, and they are Google Chrome and Adobe Acrobat. To print with those programs, continue onto the next pages

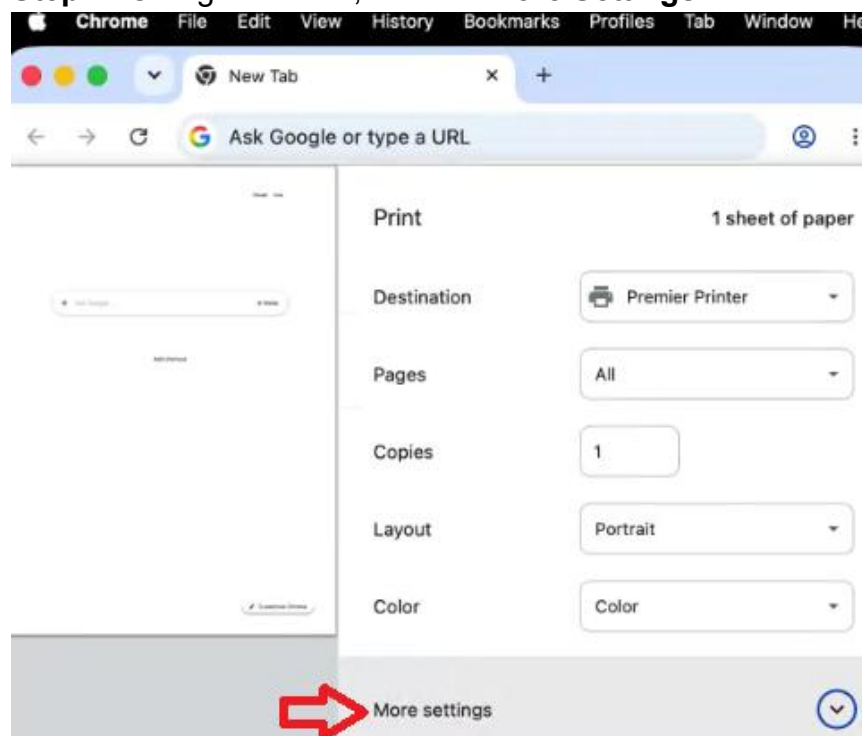


How to Print Using Google Chrome

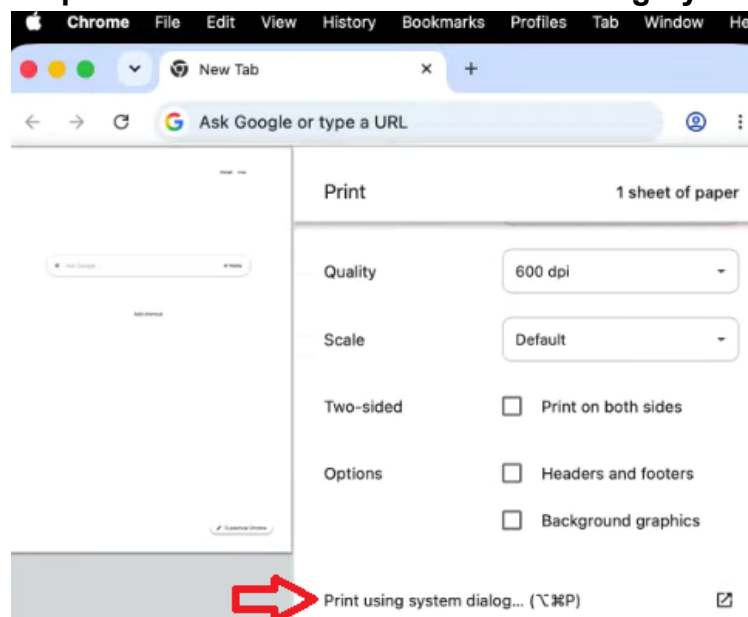
Step 1: With Chrome open, at the top-left, click **File > Print**



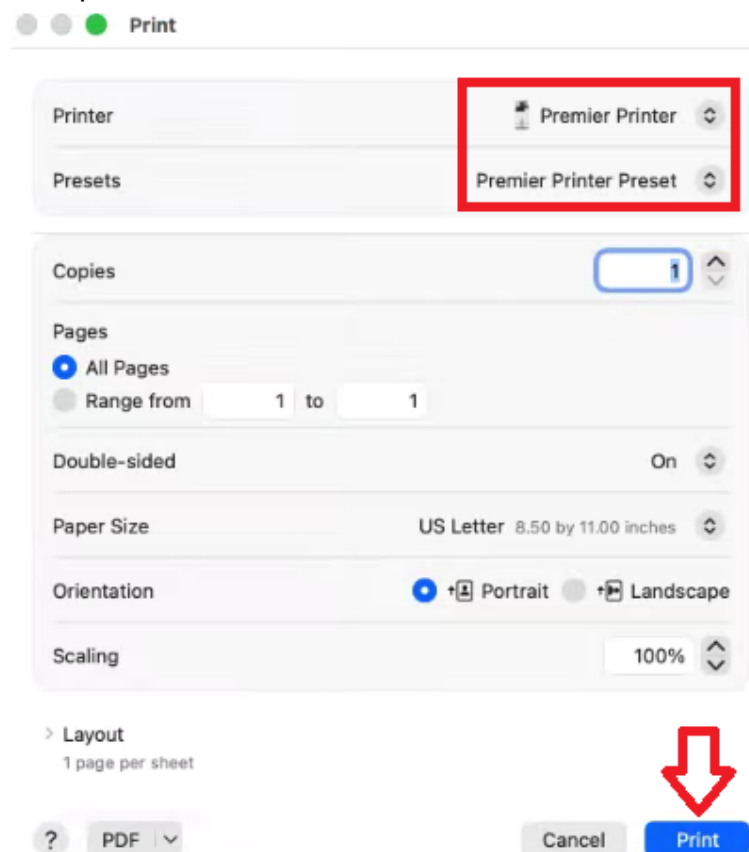
Step 2: On right column, click on **More Settings**



Step 3: Scroll down and click on **Print Using System Dialogue**

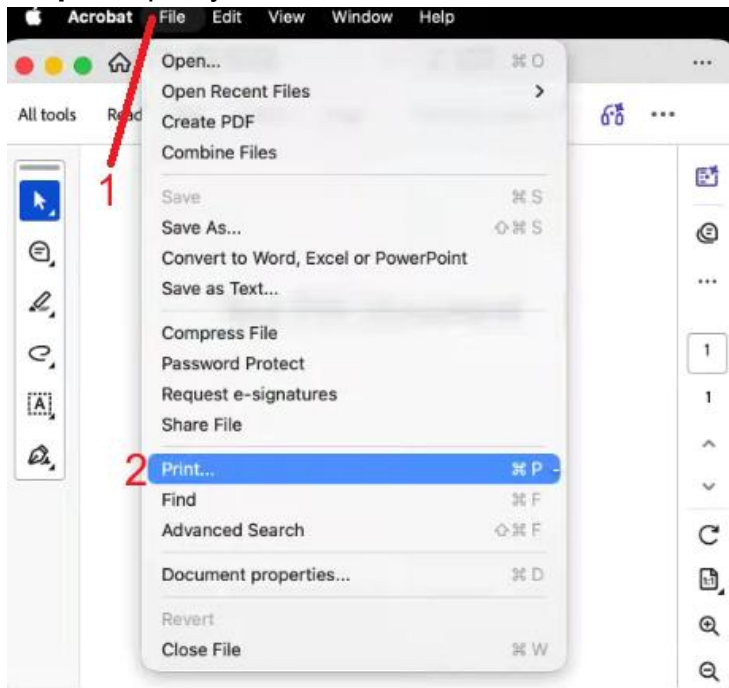


Step 4: Select the correct **Printer** and the **Preset** you created earlier. When you're done adjusting the print settings, then click **Print** at the bottom-right and your file should now print out

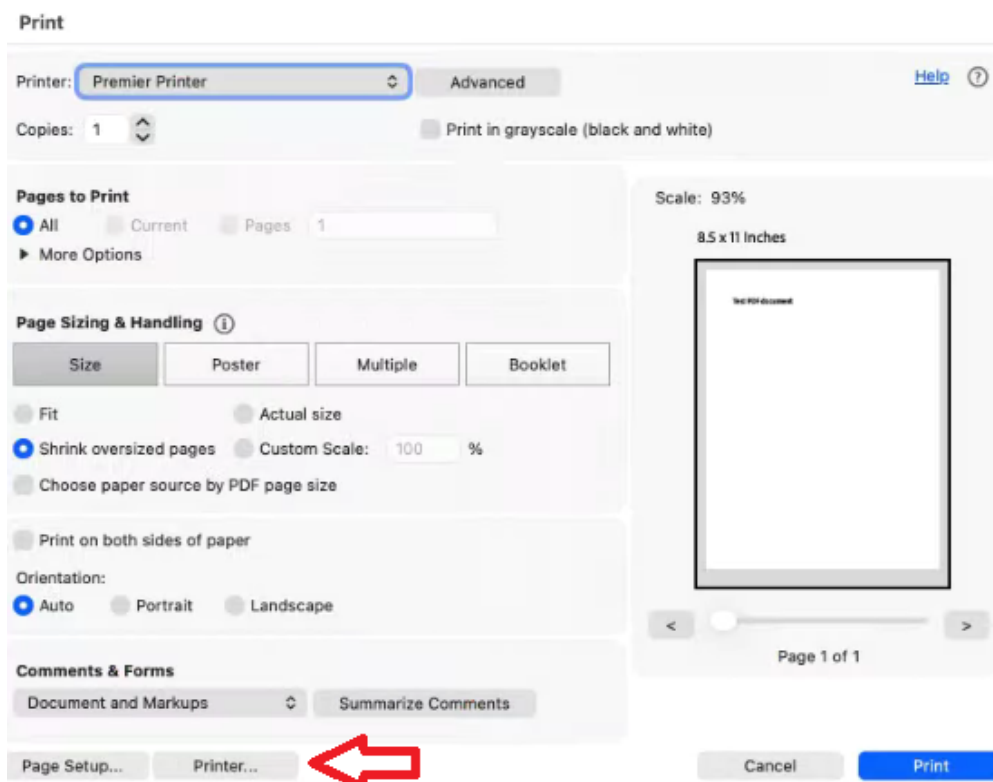


How to Print Using Adobe Acrobat

Step 1: Open your PDF file within Acrobat. At the top-left, click **File > Print**



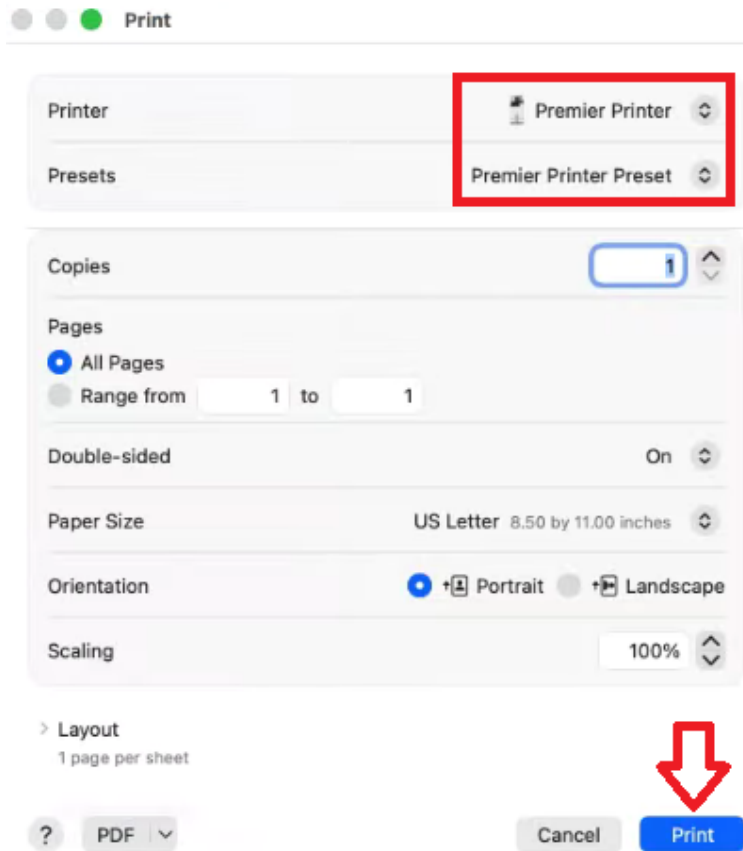
Step 2: At the bottom-left, click the **Printer** button



Step 3: If you get this pop-up, click **Allow**



Step 4: Select the correct **Printer** and the **Preset** you created earlier. When you're done adjusting the print settings, then click **Print** at the bottom-right. It won't print yet until the next step



Step 5: At the bottom-right, click the **Print** button and your file should print out now

