

Northwestern | Economics

PRINTING TO THE DEPARTMENT'S COPY MACHINES

Last updated October 15, 2018

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A. New Installation for Windows 7

Ricoh MP 9003 SP – Left “Keynes”

- Hostname: econcopier.econ.northwestern.edu
- IP Address: 129.105.62.21

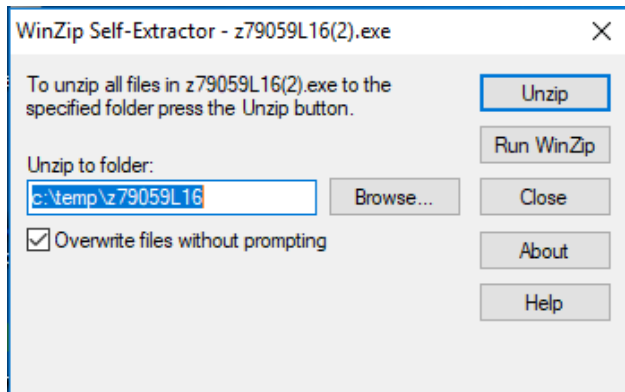
Ricoh MP 9003 SP – Right “Friedman”

- Hostname: econcopier1.econ.northwestern.edu
- IP Address: 129.105.62.20

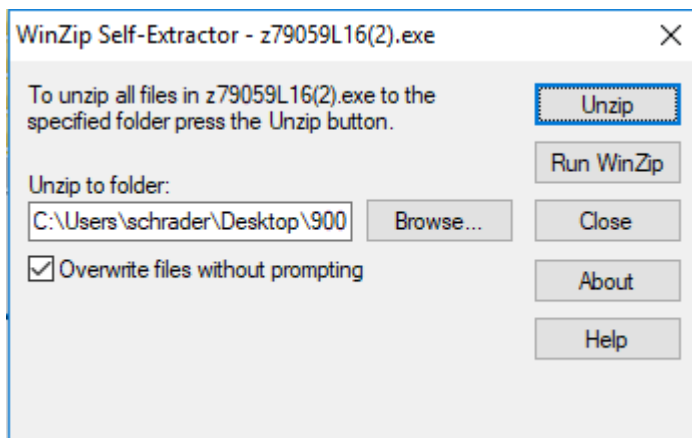
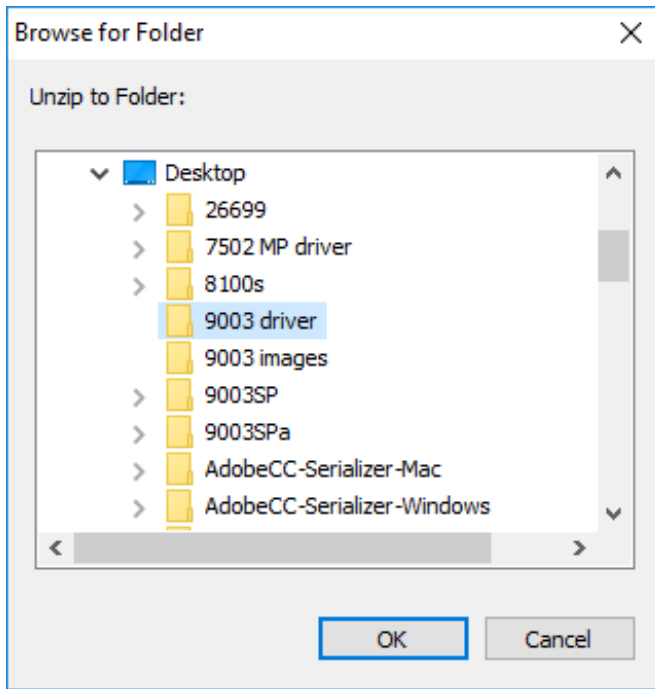
Driver (same for both copiers):

http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6503/mp6503.htm

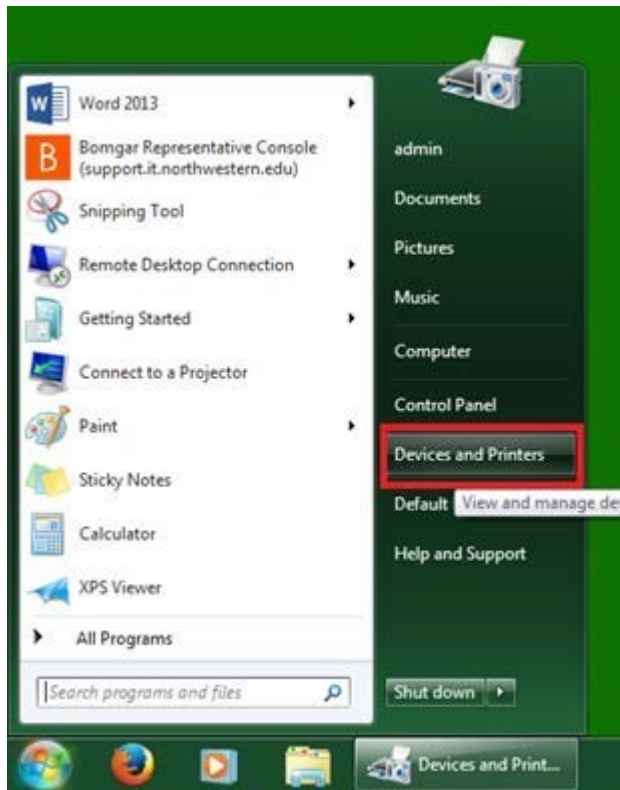
1. Create a new folder on your desktop. Call it something appropriate.
2. Download the appropriate driver for the printer from the Ricoh website using the links above. Windows 7 users should download the PCL 6 driver for Windows 7.
3. Double click on the downloaded .exe file and run it.
4. A window similar to this should open up.



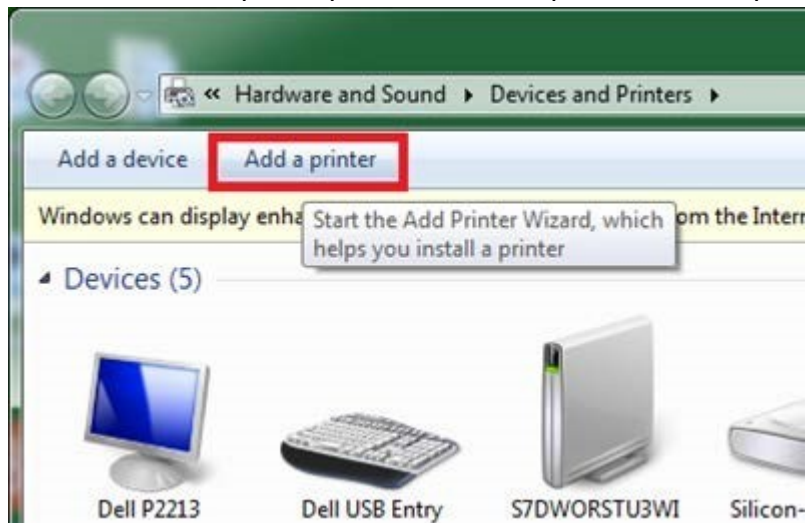
5. Click Browse
6. Browse to the folder you created on your desktop and unzip the file.



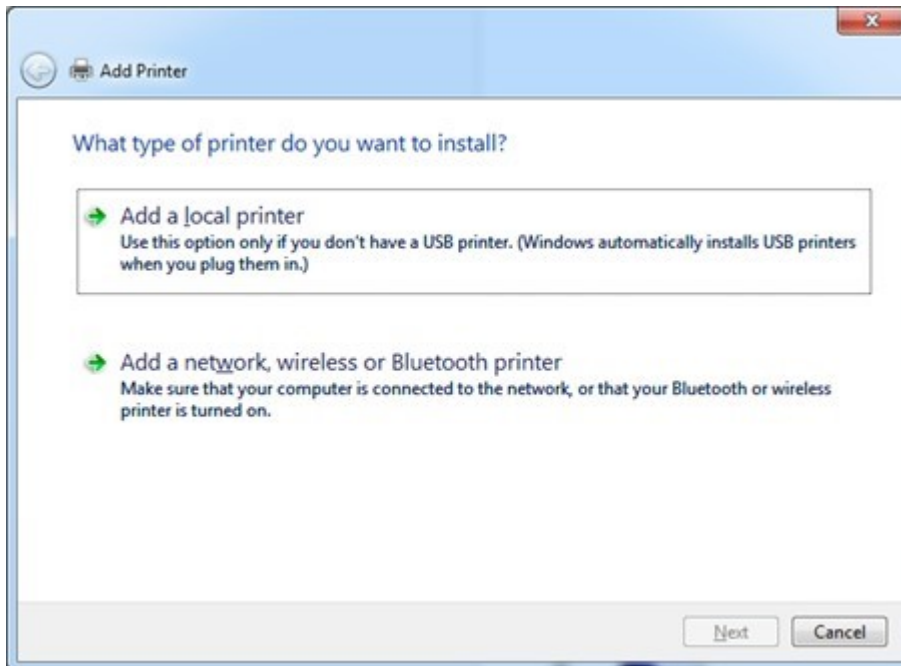
7. Go to Start and select 'Devices and Printers'



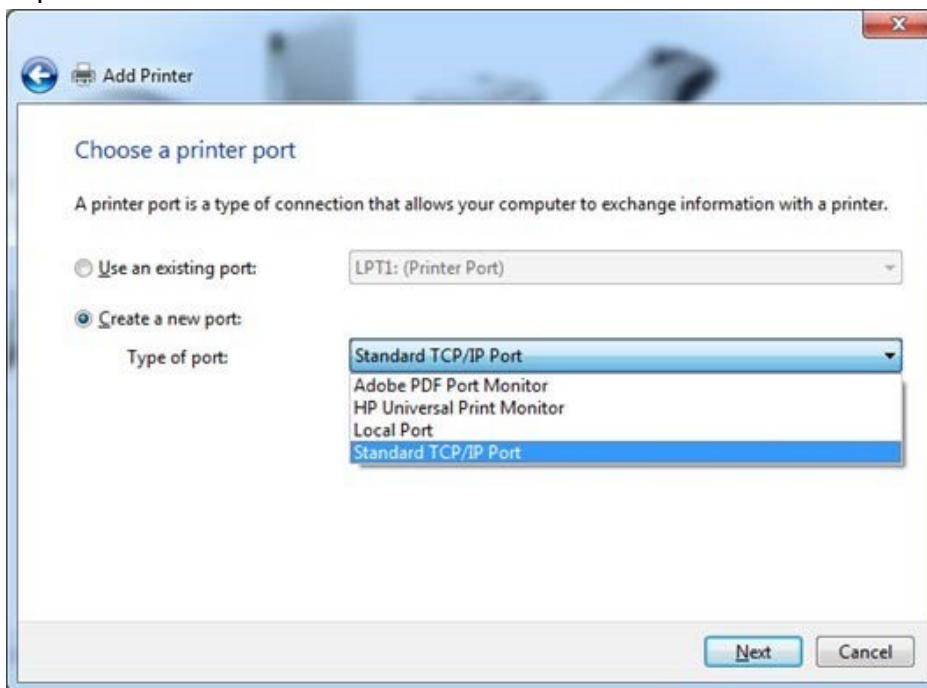
8. In the window that opens up click on 'Add a printer' in the top left corner.



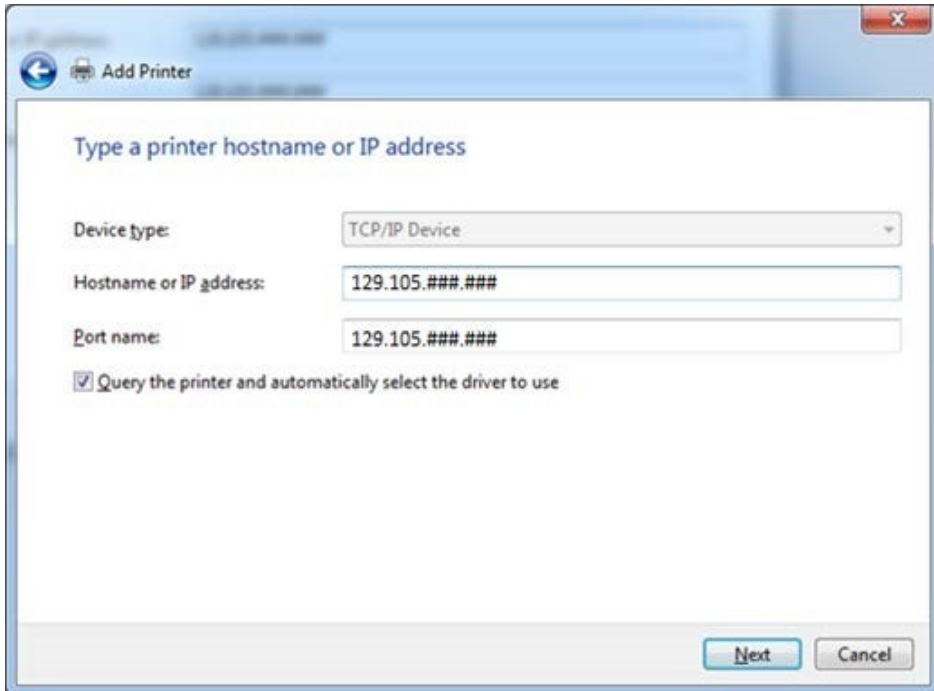
9. A new window will pop up, select "Add a network, wireless or Bluetooth printer".



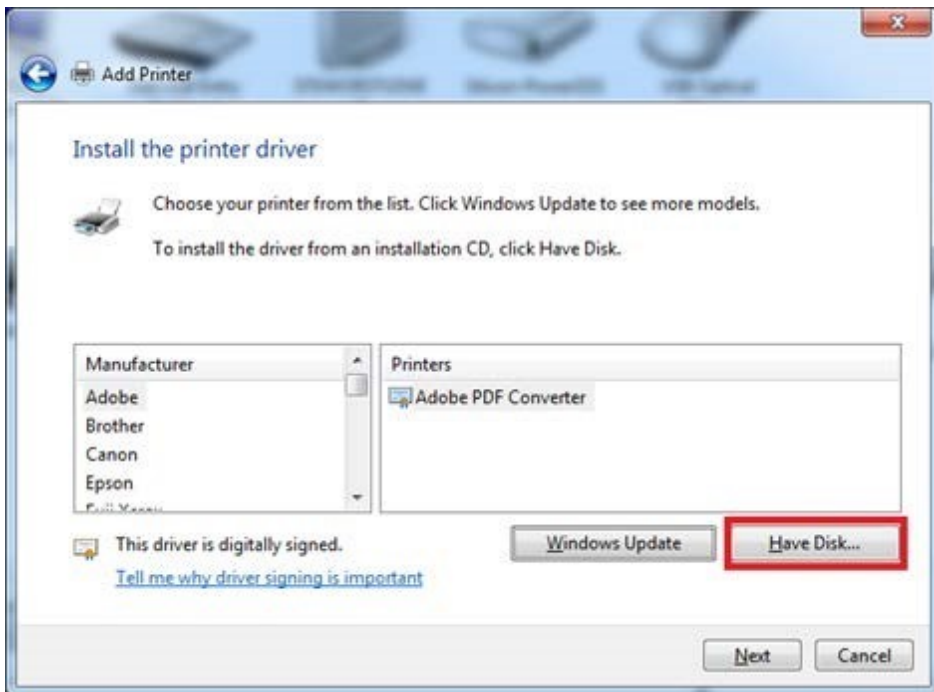
10. Select the 'Create a new port' button and select "Standard TCP/IP Port" from the dropdown.



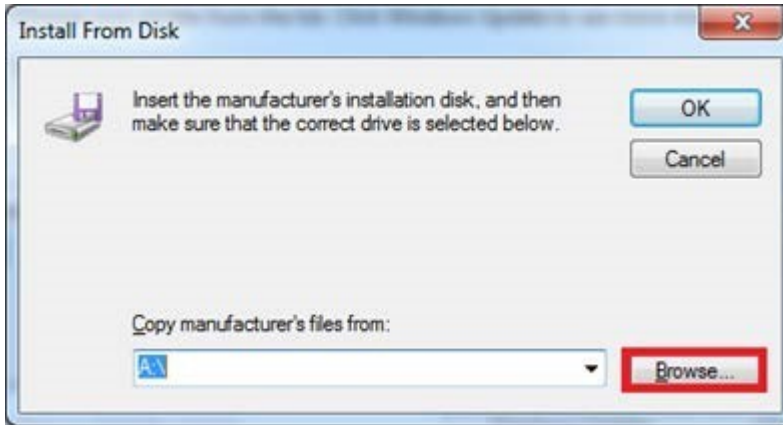
11. Type in the hostname or IP address for the printer and select Next.



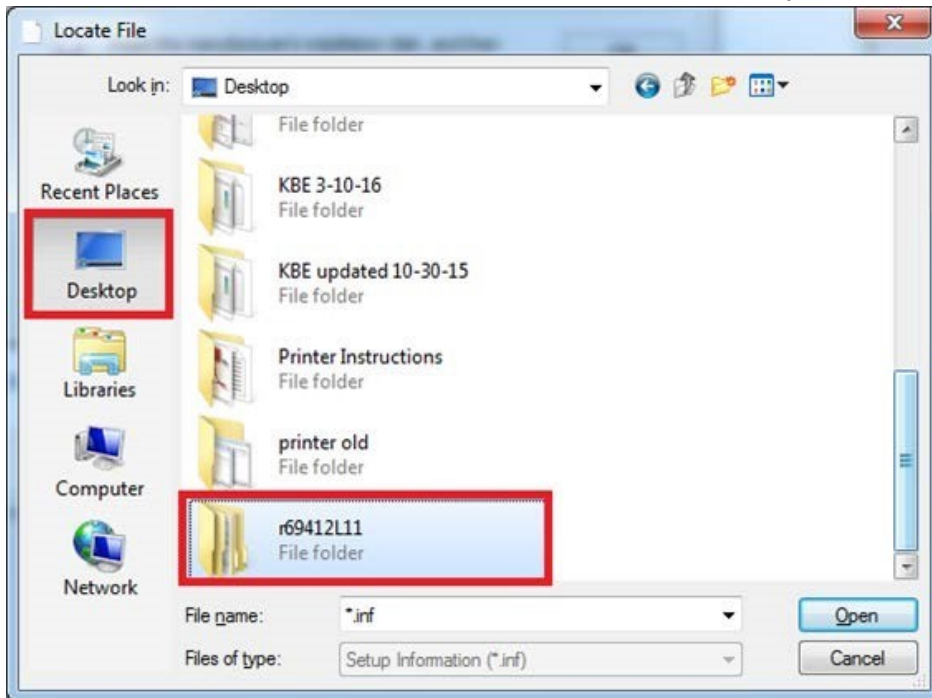
12. In the next window, click on 'Have Disk...'



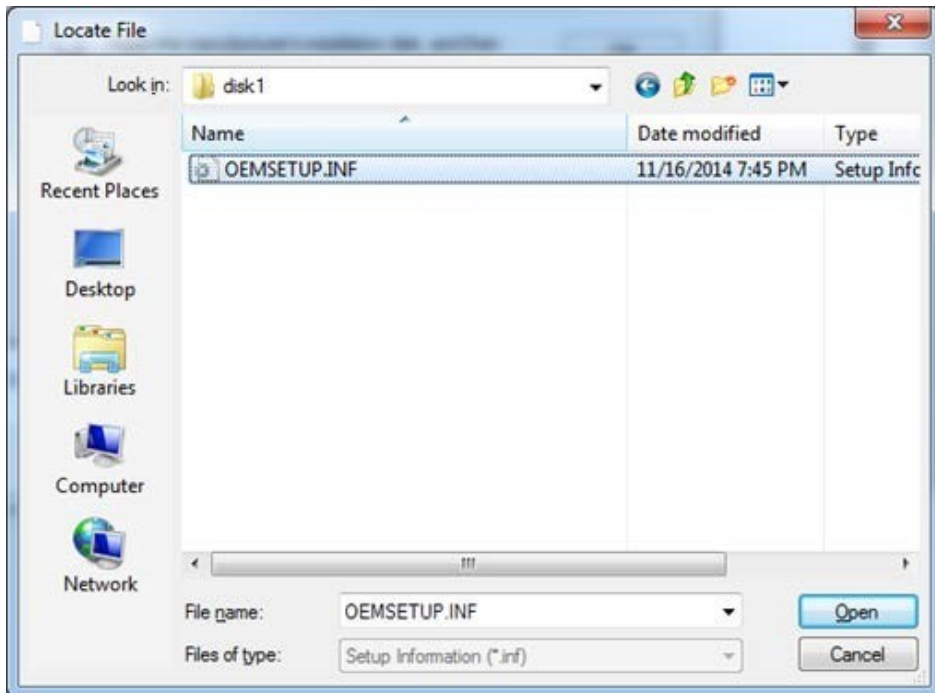
13. In the new window that pops up, click on 'Browse...'



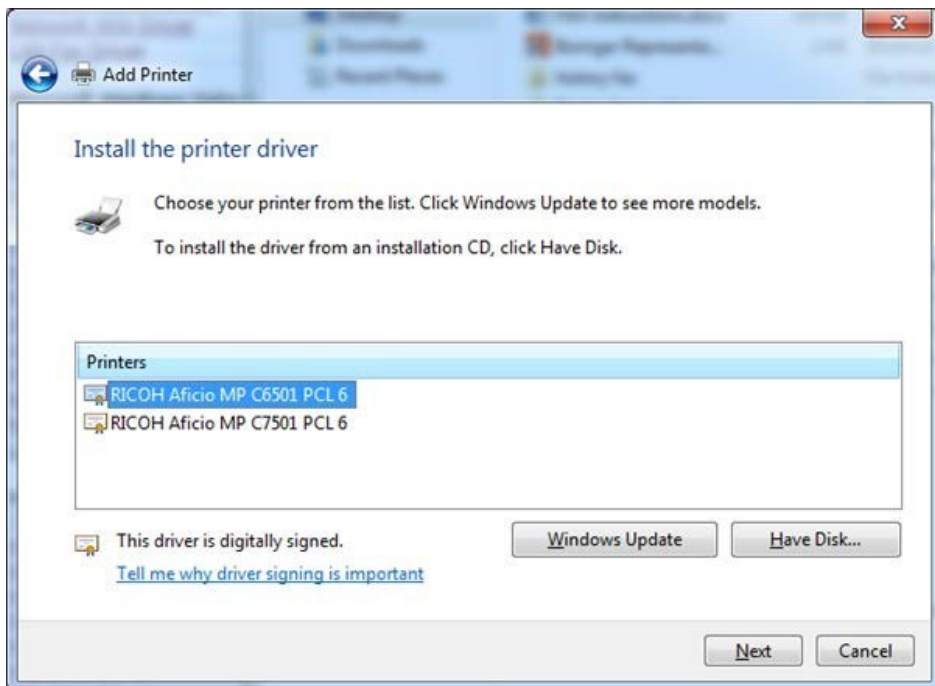
14. In the window, browse to the desktop and find the folder that you created.



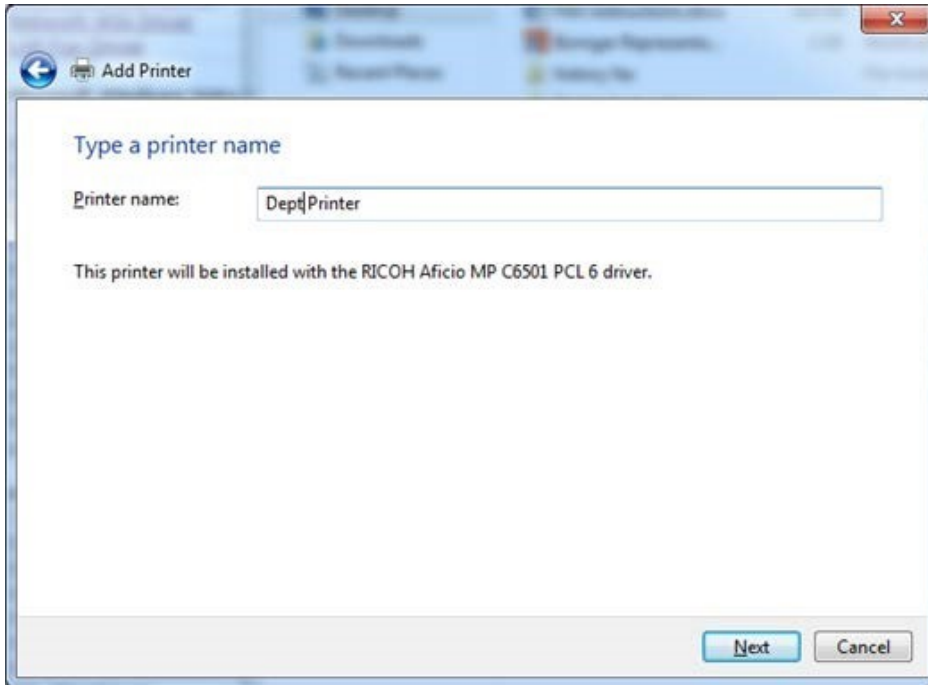
15. Open the folder, next open a folder within it (disk1), and finally, open the 'OEMSETUP.INF' file



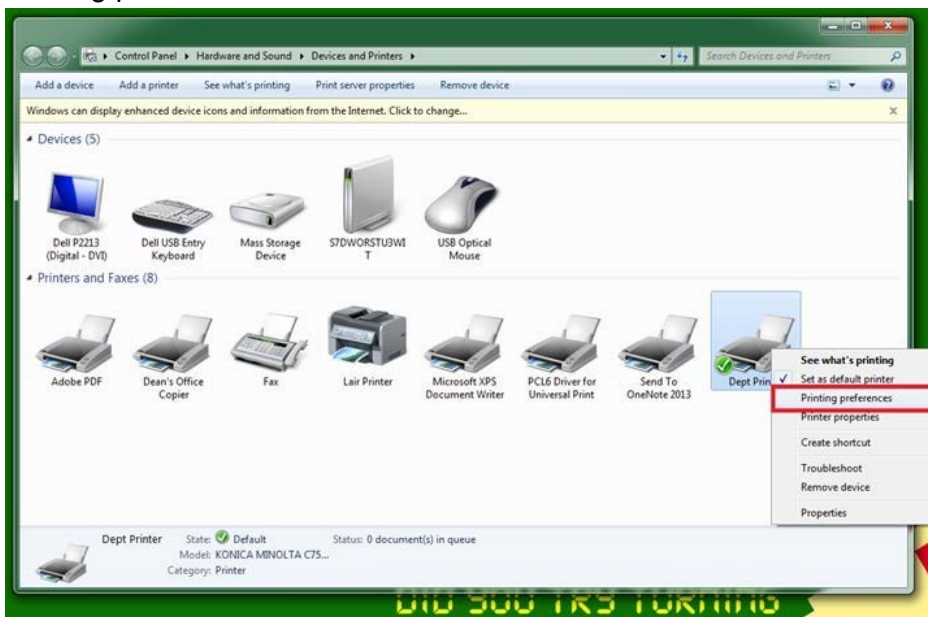
16. Click OK, once the window closes, make sure to select the correct printer name and click Next.



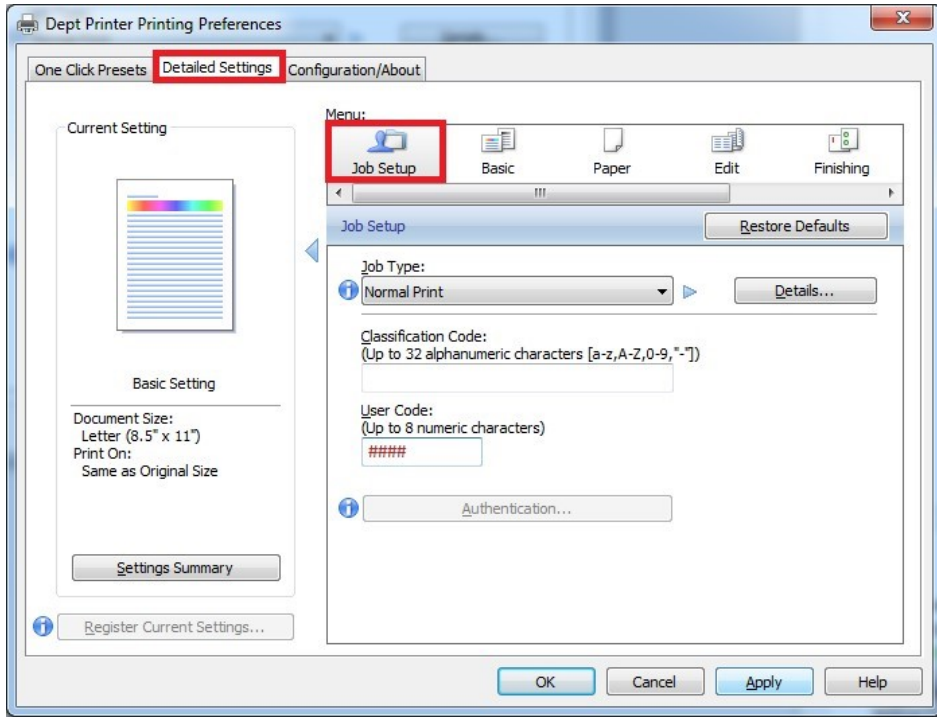
17. Rename the printer, if desired and click next. Click finish and the window will close.



18. Go back to the 'Devices and Printers,' right click on the newly installed printer and select 'Printing preferences'



19. A new window will open up, go to the 'Detailed Settings' then select 'Job Setup' and enter in your user (copy) code. For grad students, this is your student ID.



20. Change the Job Type to Locked Print and then click on Details. Enter your netID for the user ID and a desired password (can be the same as your user code).

Job Type Details

User ID:

Create Own ID

Enter User ID:

(Up to 8 alphanumerics [a-z,A-Z,0-9,"_",".","-","/"," ":"])

Password:

(4 to 8 digit numbers)

OK

Cancel

Help

21. Click OK

22. Click on OK. The setup is complete. Please double check that everything worked by printing a test page.

B. New Installation for Windows 10

Printer Information:

Ricoh MP 9003 SP – Left “Keynes”

- Hostname: econcopier.econ.northwestern.edu
- IP Address: 129.105.62.21

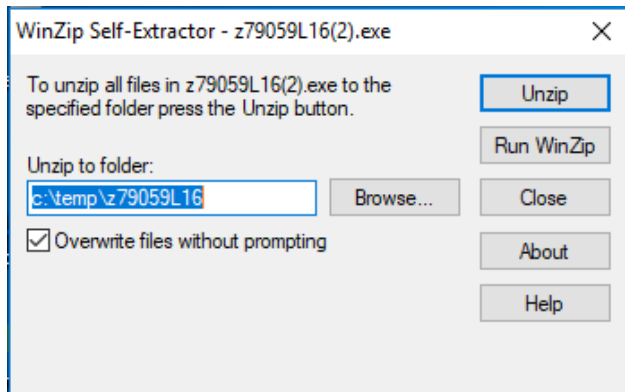
Ricoh MP 9003 SP – Right “Friedman”

- Hostname: econcopier1.econ.northwestern.edu
- IP Address 129.105.62.20

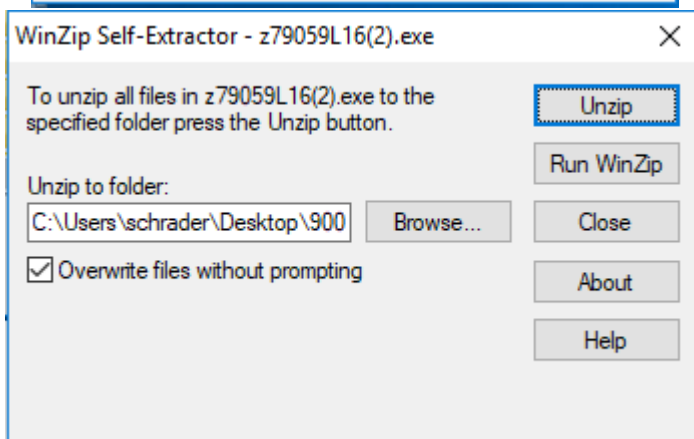
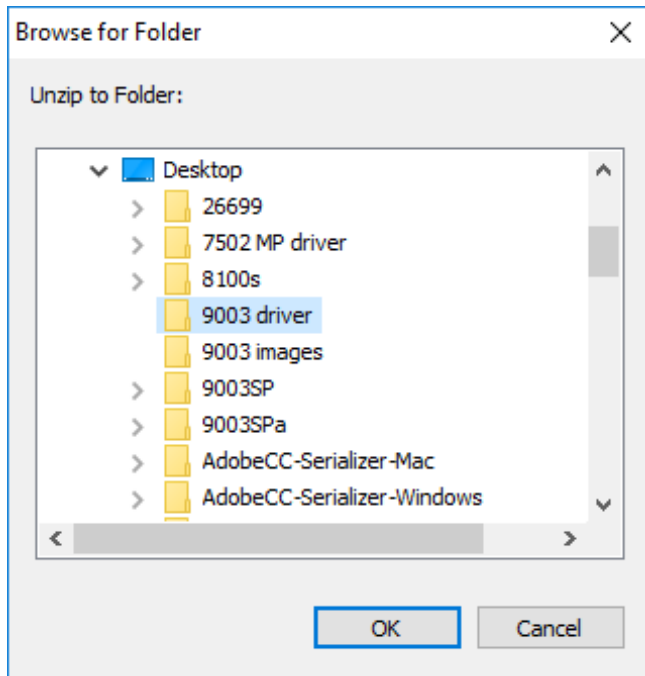
Driver (same for both copiers):

http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6503/mp6503.htm

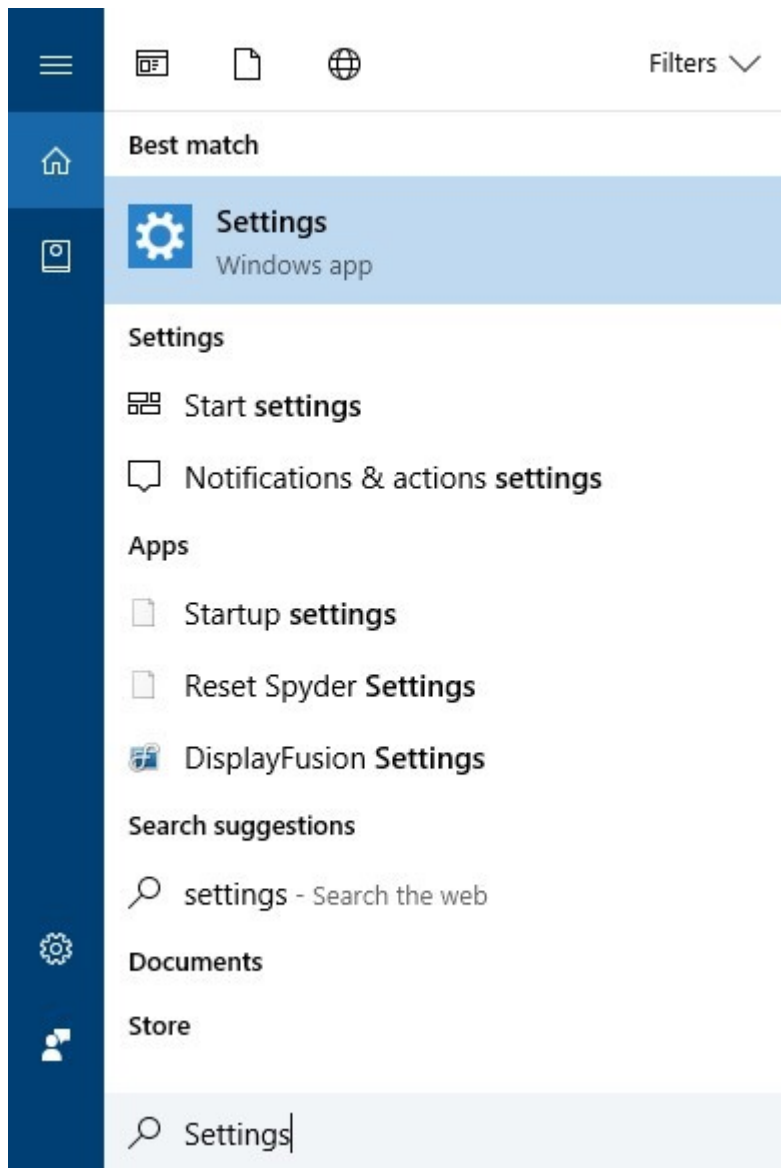
1. Create a new folder on your desktop. Call it something appropriate.
2. Download the appropriate driver for the printer from the Ricoh website using the links above. Windows 10 users should download the PCL 6 driver for Windows 10.
3. Double click on the downloaded .exe file and run it.
4. This window should open up.



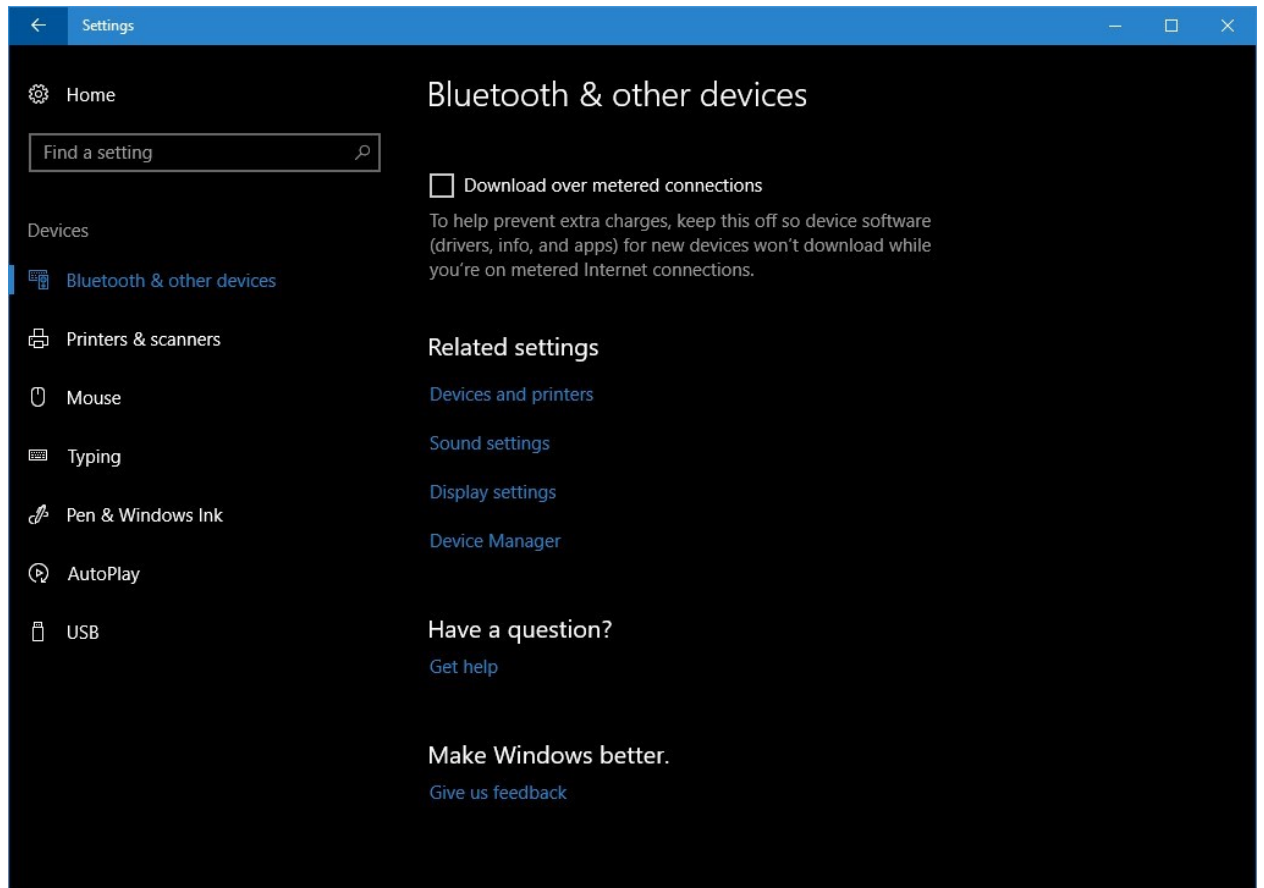
5. Click Browse
6. Browse to the folder you created on your desktop and unzip the file.



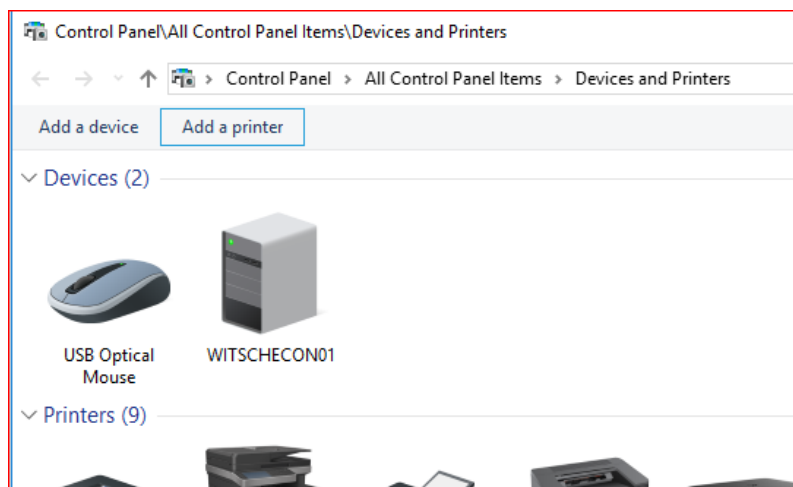
7. Open Start, and select or search for Settings.



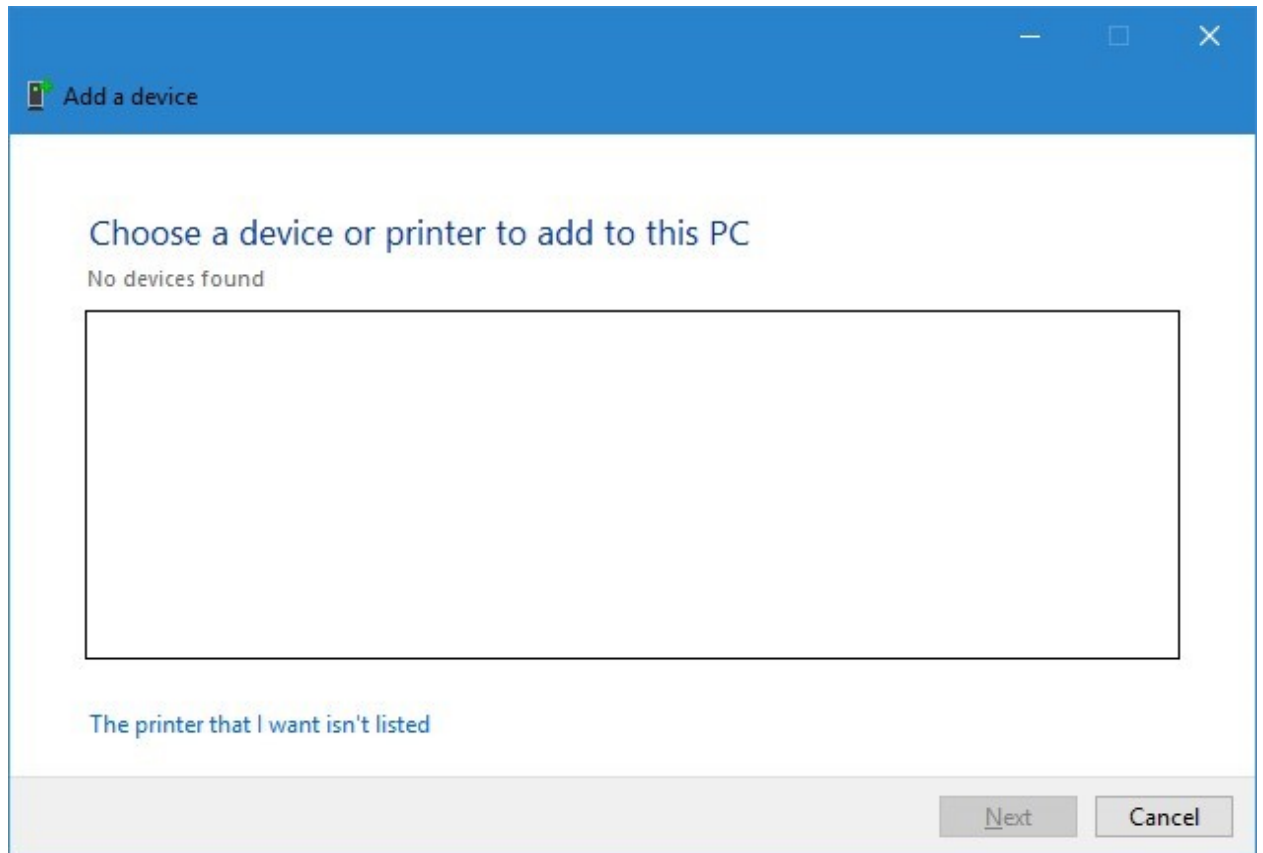
8. Select Settings, then select Devices
9. Under "Related Settings", select "Devices and printers"



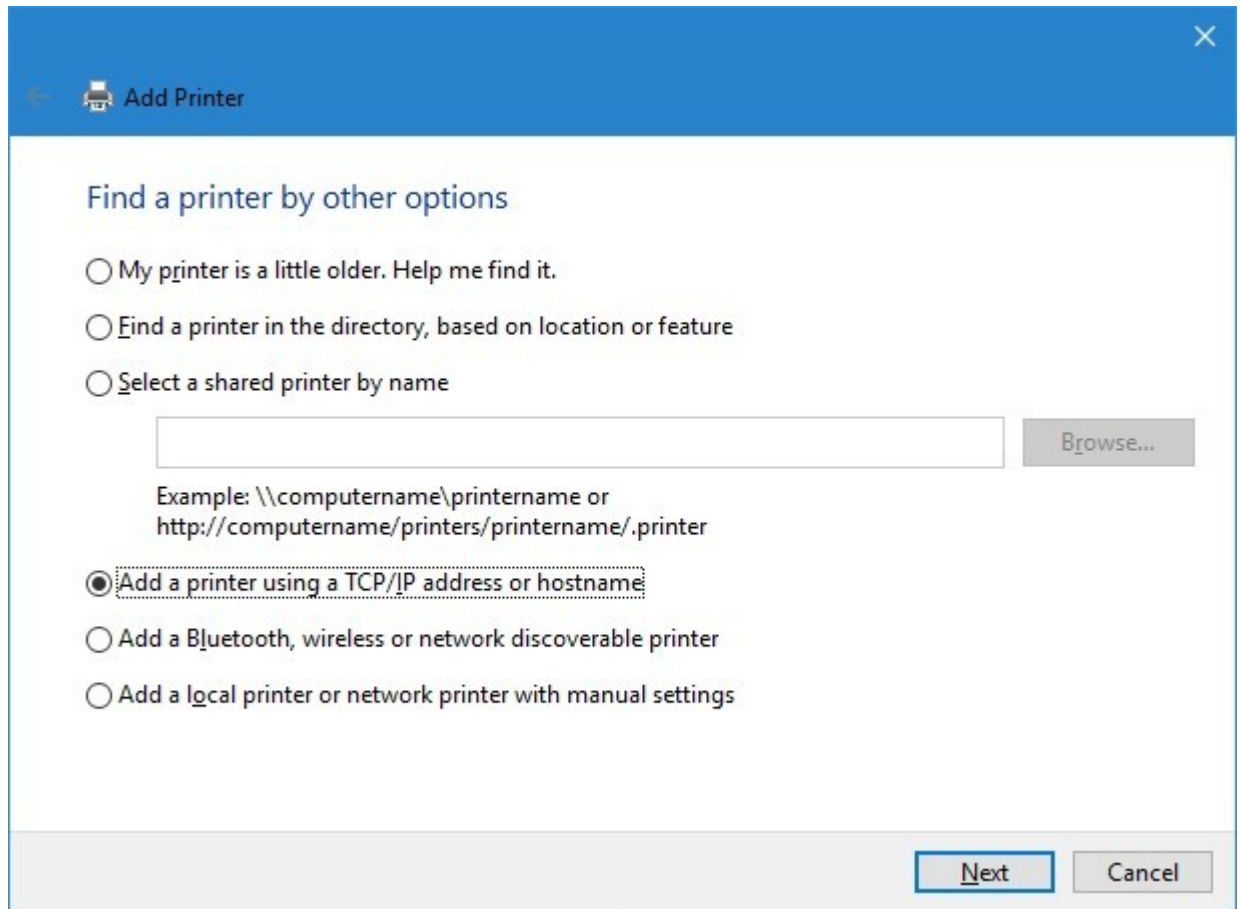
9. In the window that opens up click on 'Add a printer' in the top left corner.



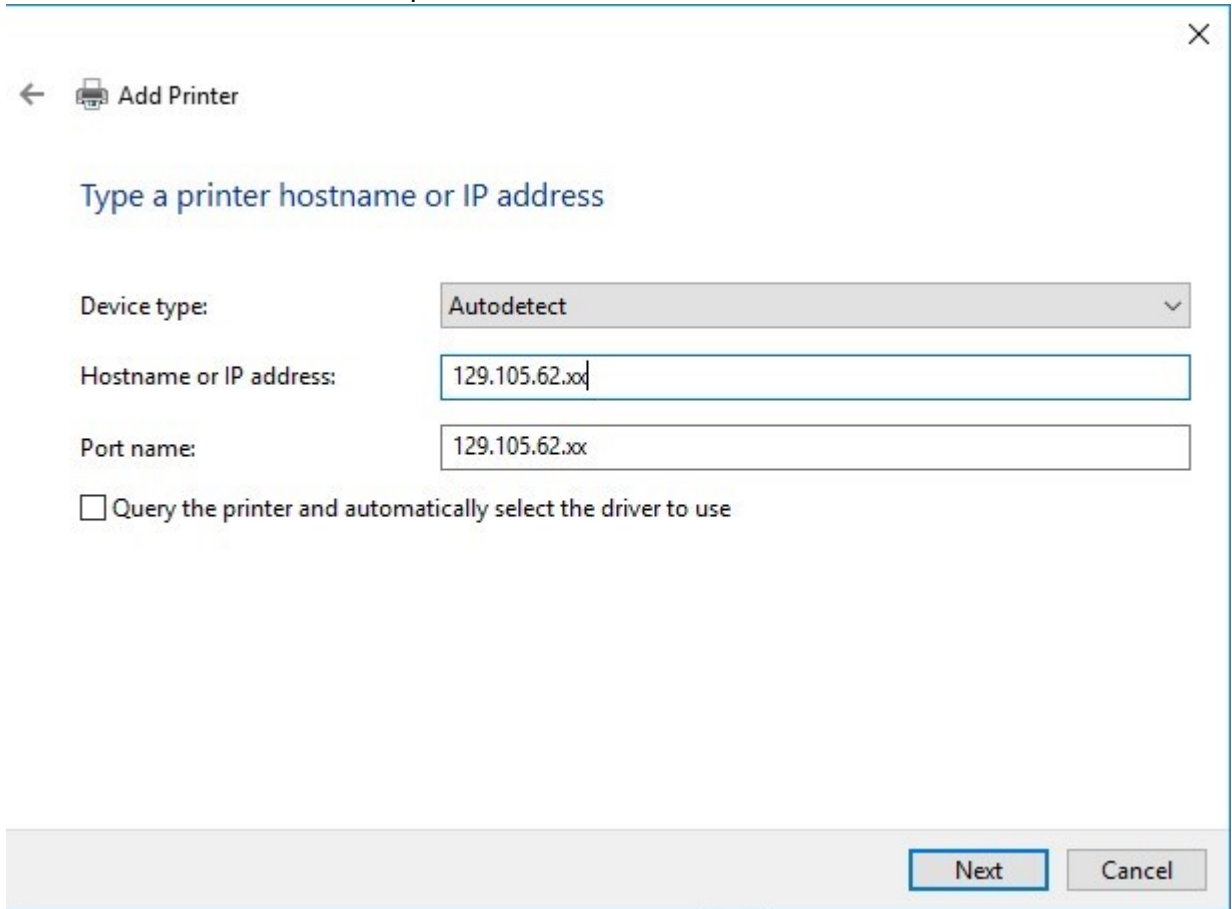
10. A new window will pop up, select 'The printer I want isn't listed'



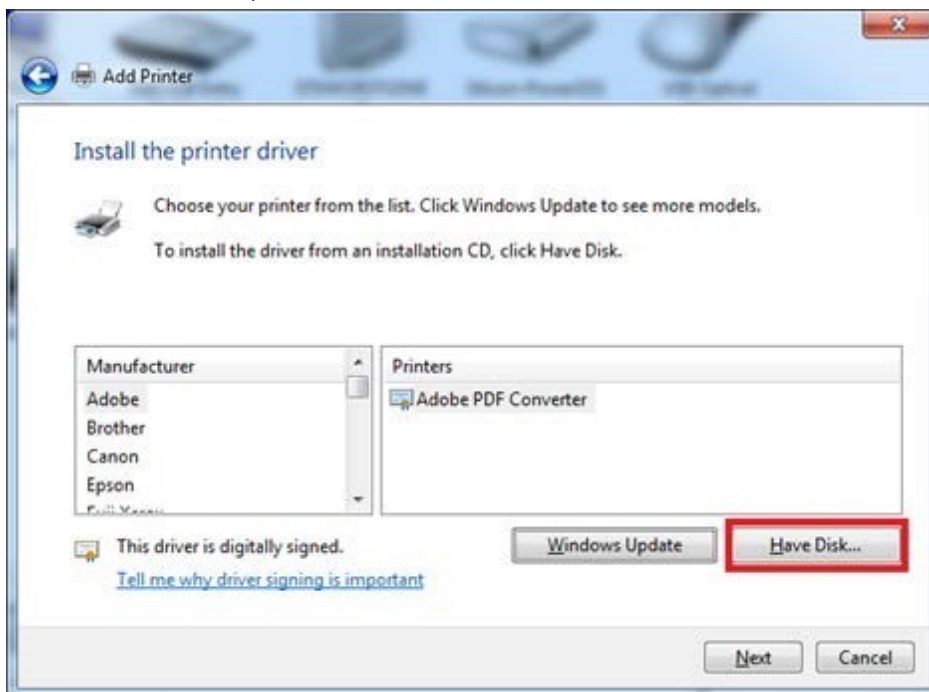
11. Select "Add a printer using a TCP/IP address or hostname". Click Next.



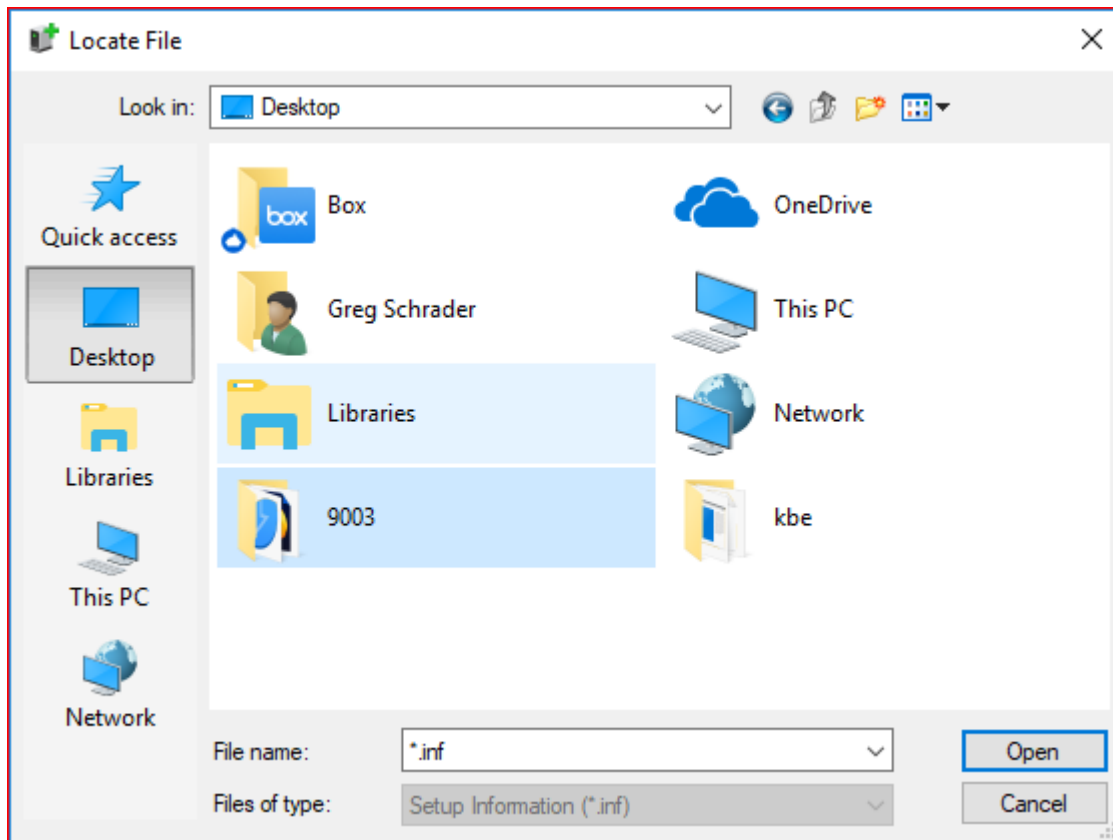
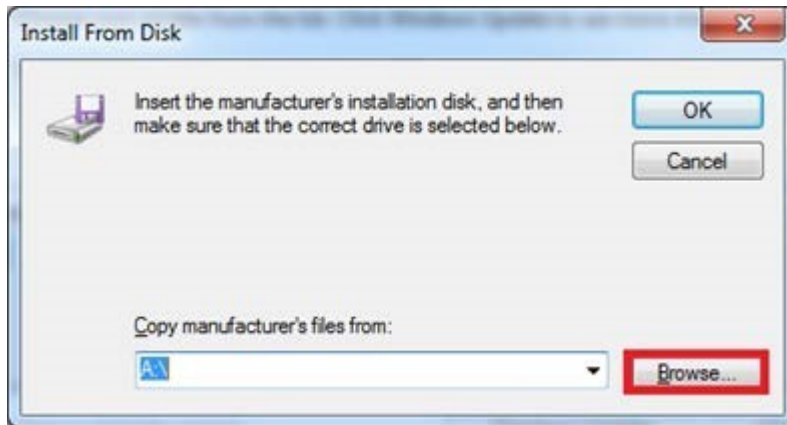
12. Enter the IP Address for the printer. BE SURE TO UNCHECK “QUERY THE PRINTER...”.



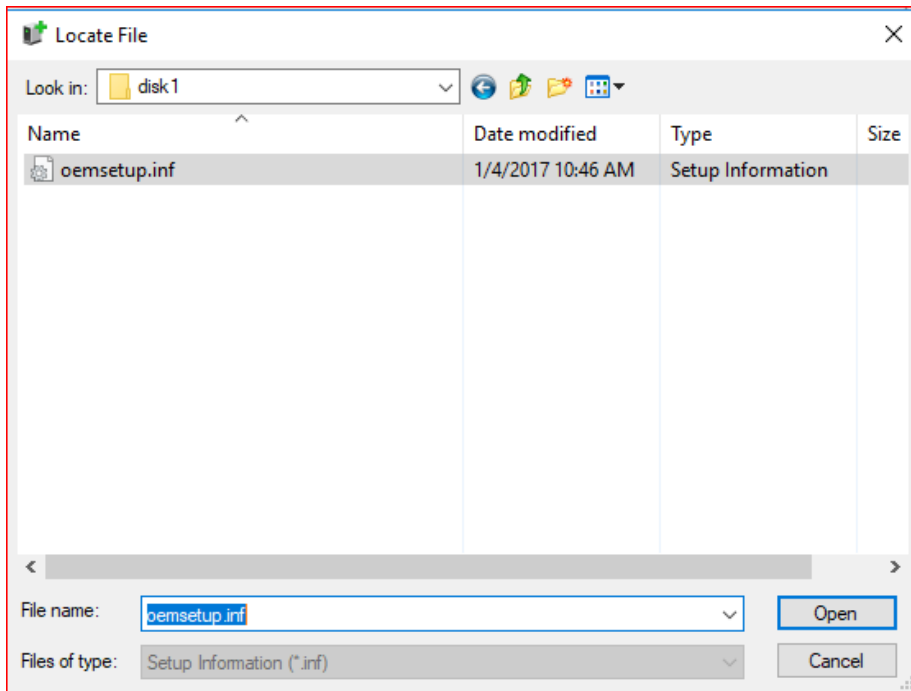
13. In the next window, click on 'Have Disk...'



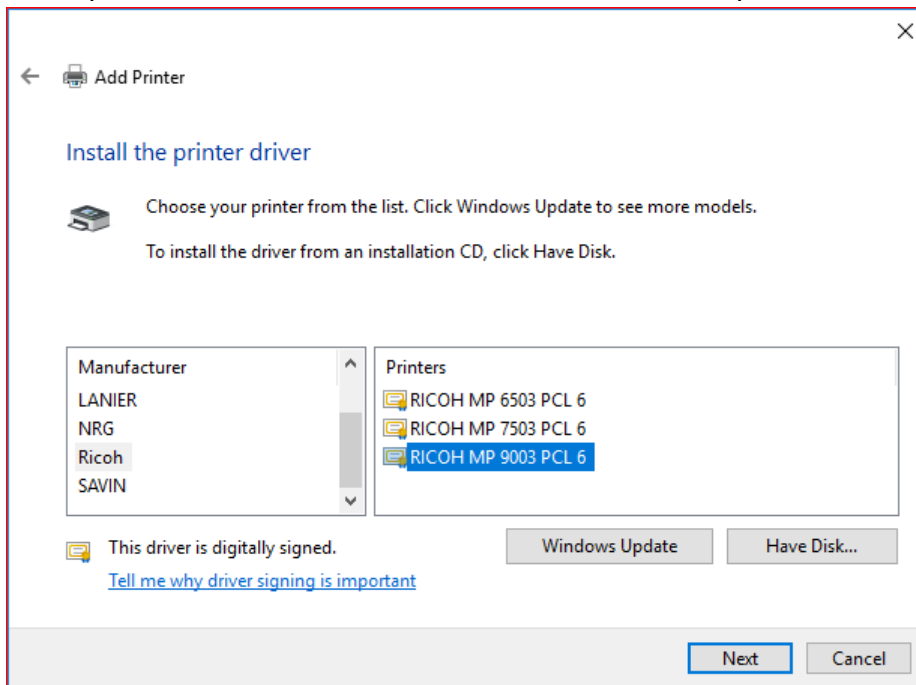
14. In the next window, browse to the desktop and find the folder that you created.



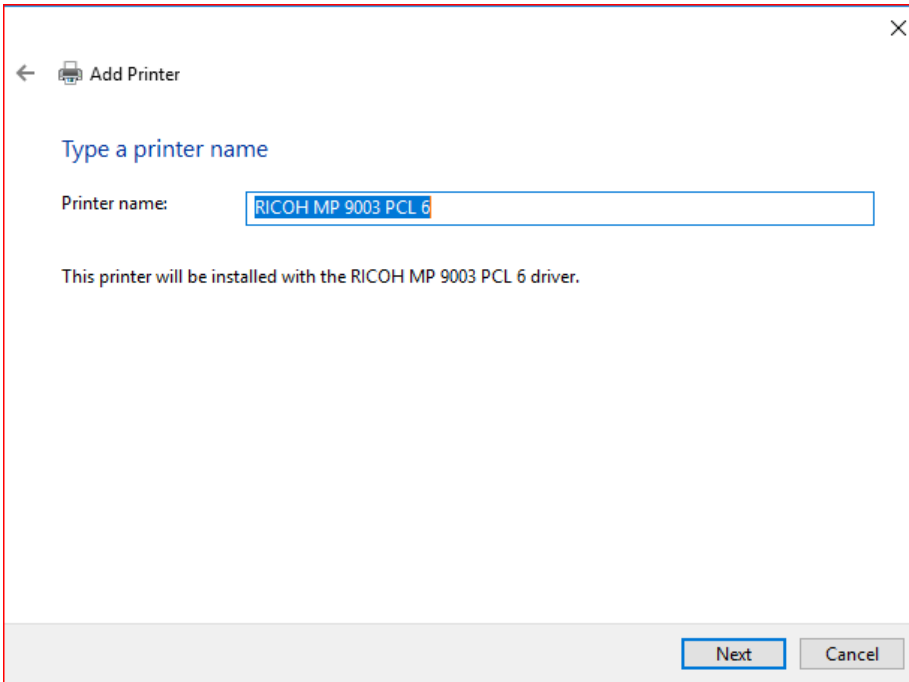
15. Open the folder you created, and then open the folder within it (disk1). Highlight on the 'OEMSETUP.INF' file



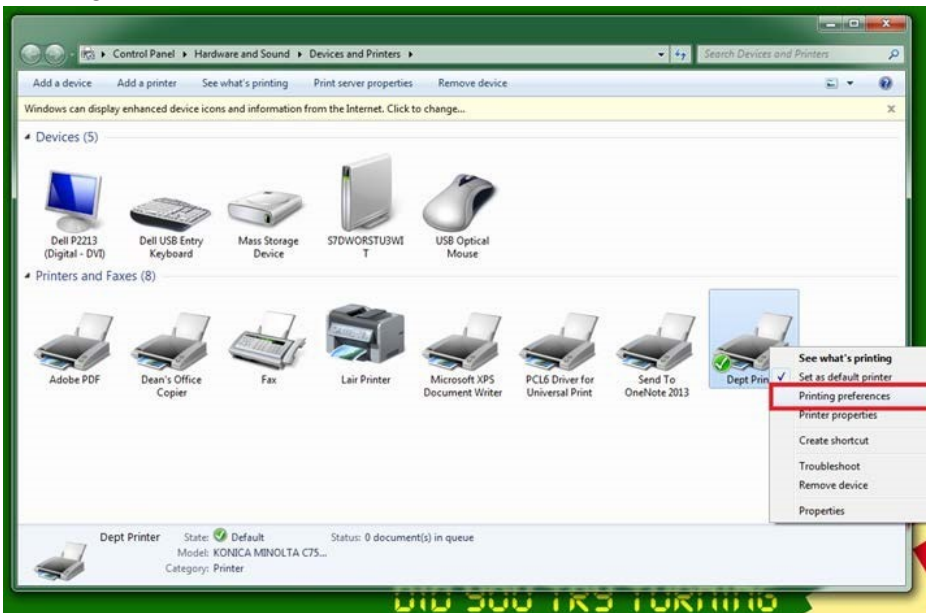
16. Click Open and then OK, Make sure to select the correct printer name and click Next.



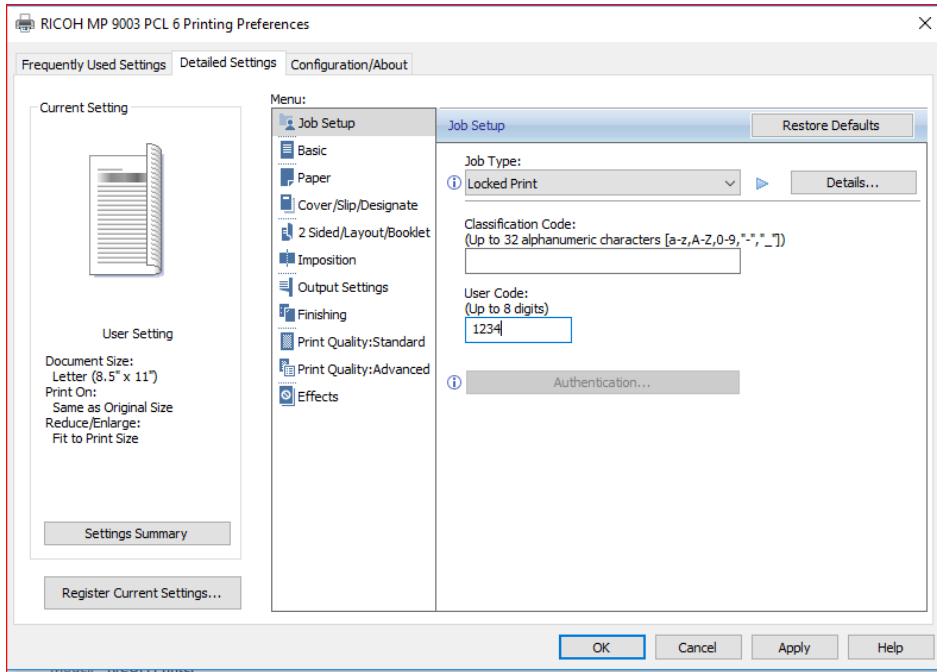
17. Rename the printer if desired and click next. Click Finish and the window will close.



18. Go back to the 'Devices and Printers,' right click on the newly installed printer and select 'Printing preferences'



19. A new window will open up, go to the 'Detailed Settings' then select 'Job Setup' and enter in your user (copy) code. For grad students, this is your student ID from your WildCard.



20. Change the Job Type to Locked Print and then click on details.

Job Type Details

User ID:
Create Own ID

Enter User ID:
(Up to 8 alphanumerics [a-z,A-Z,0-9,"_";:;'-;/,:'])
Schrader

Password:
(4 to 8 digit numbers)

OK Cancel Help

21. Enter your netID and your desired password (can be the same as your user code).

22. Click OK

23. Click OK again. The setup is complete. Check that everything worked by printing a test page

C. New Installation for Macs

Ricoh MP 9003 SP – Left “Keynes”

- Hostname: econcopier.econ.northwestern.edu
- IP Address: 129.105.62.21

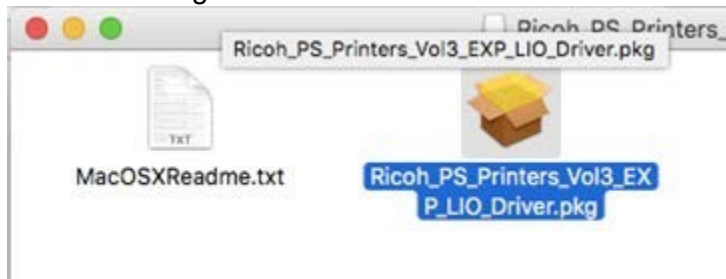
Ricoh MP 9003 SP – Right “Friedman”

- Hostname: econcopier1.econ.northwestern.edu
- IP Address: 129.105.62.20

Driver (same for both copiers):

http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp6503/mp6503.htm

1. Download the appropriate driver based on your Mac OS from the Ricoh website using the link above.
2. Once the download completes, double click on the downloaded file. Open up the .pkg file and click through the installation instructions.



3. Open up system preferences and select Printers & Scanners



4. Click the plus sign on the bottom left of the window.



5. A new window will open up. Select the IP tab near the top and fill in the Address box with the printer's hostname or IP address. Make sure to set the Protocol to Line Printer Daemon - LPD.

A screenshot of the 'Add' printer configuration window. The window title is 'Add'. At the top, there are three tabs: 'Default', 'IP', and 'Windows'. The 'IP' tab is selected and highlighted. To the right of the tabs is a search bar with a magnifying glass icon and the text 'Search'. Below the tabs, there are several input fields and a dropdown menu. The 'Address' field is the first one, with a placeholder text 'Enter host name or IP address.' Below it is the 'Protocol' dropdown menu, which is set to 'Line Printer Daemon - LPD'. Below that is the 'Queue' field with a placeholder text 'Leave blank for default queue.' At the bottom of the form, there are three more fields: 'Name', 'Location', and 'Use'. The 'Use' field is a dropdown menu. At the bottom right of the window, there is an 'Add' button.

6. Fill in the Name box with the appropriate printer name. Make sure the appropriate printer driver shows up in the Use box.

Address: 129.105.62.20
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

Queue:
Leave blank for default queue.

Name: 129.105.62.20

Location:
Use: RICOH MP 9003 PS

Add

7. If not, click on the 'Use' dropdown menu and 'Select Software...'

Address: 129.105.62.20
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

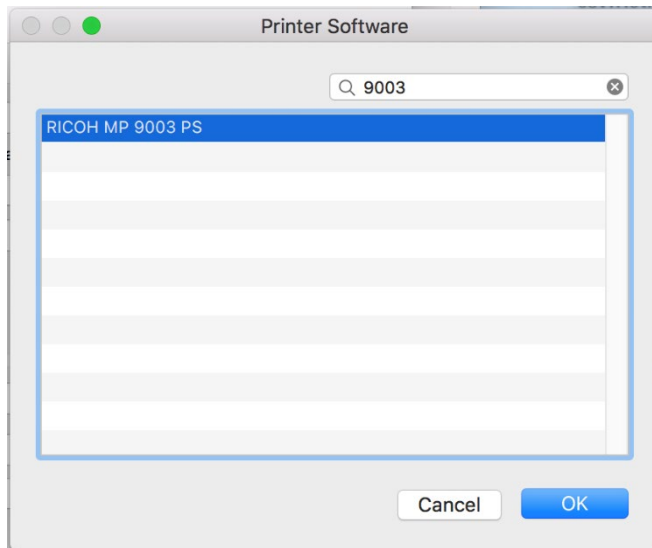
Queue:
Leave blank for default queue.

Name: 129.105.62.20

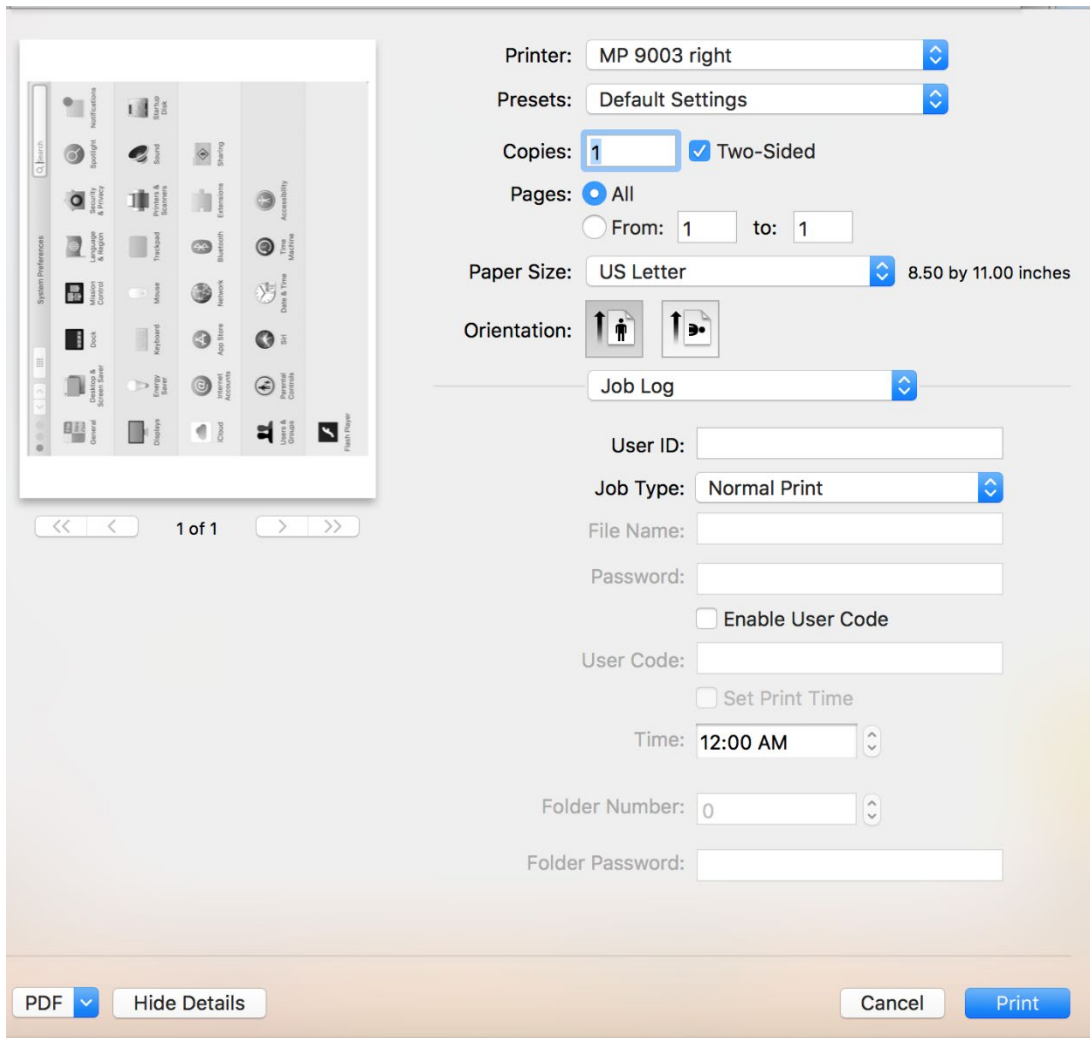
Location:
Use: Select Software...

Add

8. A new window will open up, type in a part of the printer name into the search and select the appropriate printer driver



9. Click OK and Add. The printer has been connected to the computer.
10. To enter your copy code, open an application that can print. (ex. These screenshots are from Preview) and go to File -> Print
11. In the box that pops up, make sure the printer previously set up is the selected one, then click on the drop down box that says 'Preview' and click 'Job Log'



12. Change the Job Type to Locked Print and enter your netID for the user ID and a password (You can reuse your user code). Check Enable User Code and enter your copy code (grad students: use your student ID from your Wildcard).



MP 9003 right

Default Settings

Copies: 1 Two-Sided

Pages: All
 From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation:  

Job Log

User ID: schrader

Job Type: Locked Print

File Name:

Password: ●●●●

Enable User Code

User Code: 1234

Set Print Time

Time: 12:00 AM

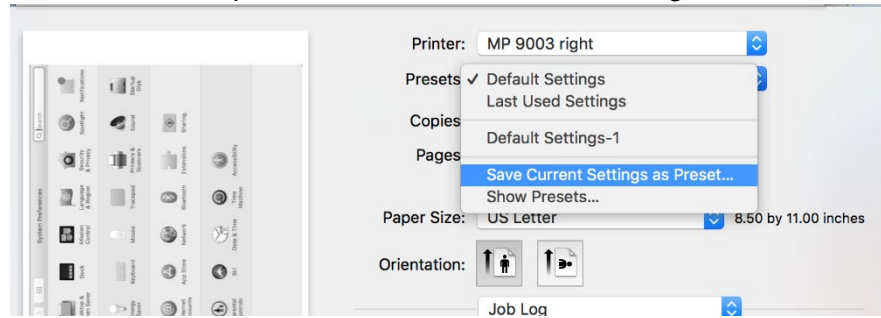
Folder Number: 0

Folder Password:

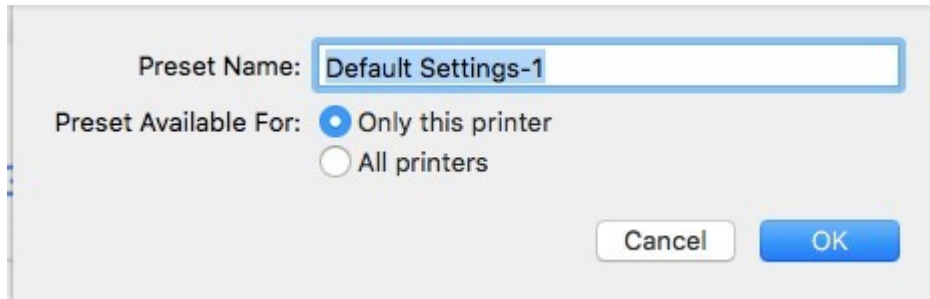
1 of 1

PDF Hide Details Cancel Print

13. In the 'Presets' dropdown select 'Save current Settings as Preset...'



14. A new window will pop up. Edit the name if you wish and then click OK



15. Print a test page to make sure everything worked.