

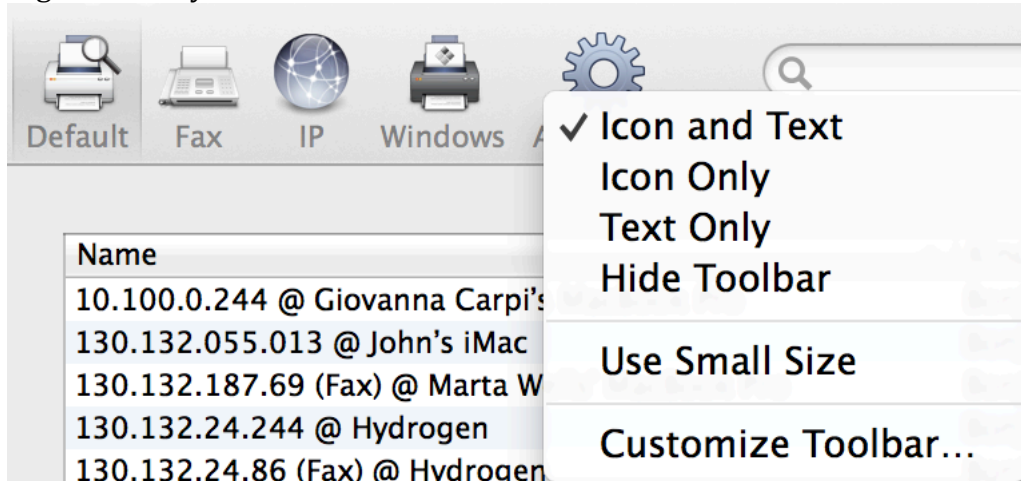
Installing the PaperCut ITSPrint queue on a Mac

Installing the Queue:

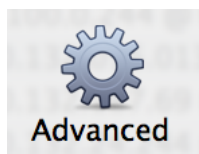
Click on System Preferences – Printers & Scanners

Click on the + button to add a new printer

Right click anywhere on the toolbar and select 'Customize Toolbar'

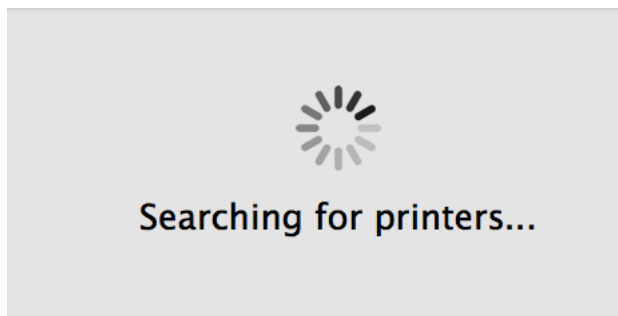


Drag the 'Advanced' button onto the toolbar and click 'Done'



Click on the 'Advanced' button on the toolbar

Wait for the 'Searching for Printers' to stop



Change the following settings

Type: Windows printer via spools

URL: smb://paperc-prd-ps1.yu.yale.edu/ITSPrint

Device: Another Device (default setting)

Name: ITSPrint (or anything descriptive)

Use: To use the finishing options you must install the Ricoh specific driver.

Once the driver is installed

Click the Drop Down and Choose 'Select Software'

Type 'RicoH MP C4503 PS' and select the driver with the matching name

Click OK

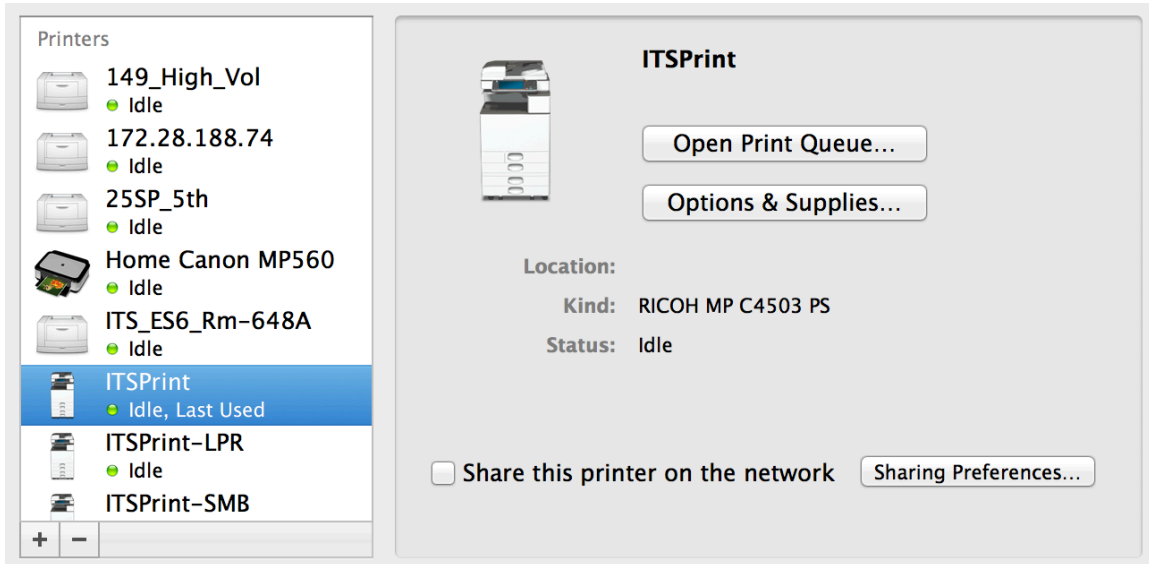
Click Add

The screenshot shows a Mac OS 'Add' printer dialog box. The title bar includes the word 'Add' and a search field. Below the title bar are five icons: 'Default' (printer), 'Fax' (fax machine), 'IP' (globe), 'Windows' (printer), and 'Advanced' (gear). The main area contains several fields: 'Type' is a dropdown menu set to 'Windows printer via spoolss'; 'Device' is a dropdown menu set to 'Another Device'; 'URL' is a text field containing 'smb://paperc-prd-ps1.yu.yale.edu/ITSPrint'; 'Name' is a text field containing 'ITSPrint'; 'Location' is an empty text field; 'Use' is a dropdown menu set to 'RICOH MP C4503 PS'. An 'Add' button is located at the bottom right of the dialog.

Next, enable the finishing options

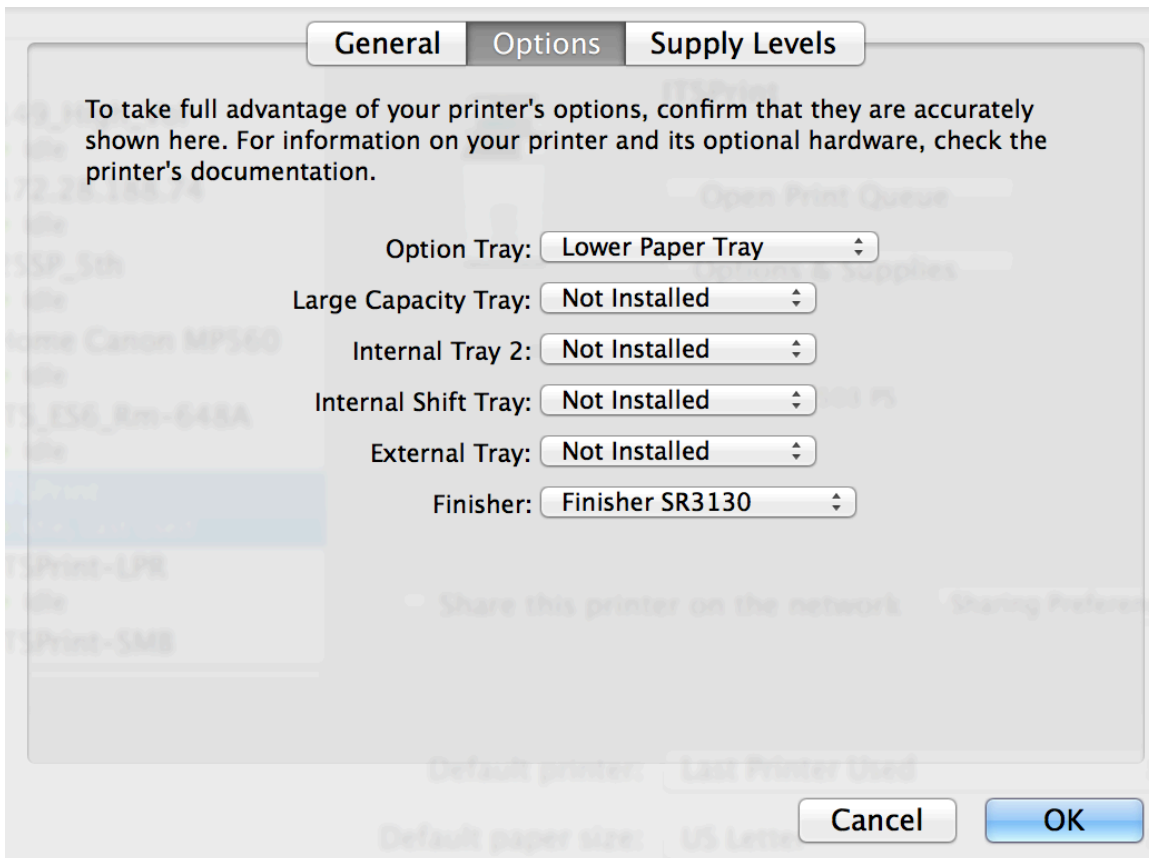
Highlight the printer in the printer list

Click on 'Options & Supplies'



Click on the 'Options' tab
Set the 'Option Tray: Lower Paper Tray'
'Finisher: Finisher SR3130'

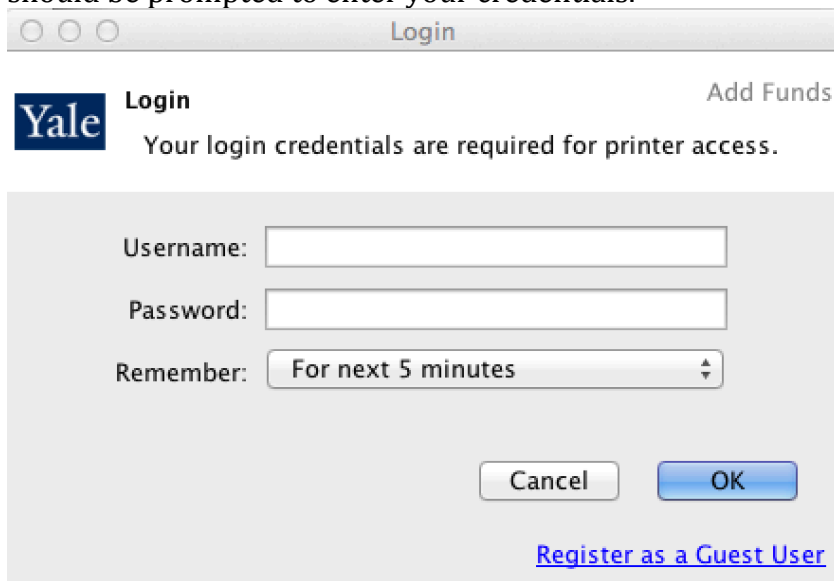
Click OK



Installing the client:

1. Download the PCClient-16.1.35678_Mac - 25SP.zip
2. Extract the .zip file
3. Copy the PCClient.app to your applications directory and double-click on the application to launch.
4. The PaperCut client must be running during job submission. Optionally, you can set the PCClient to run as a login item to ensure that the client is always running. To do this,
 - Go to Apple Menu - System Preferences - Users & Groups.
 - Click on the lock and enter your password if necessary.
 - Highlight your user account in the left pane. Select Login Items and click on the + sign. Browse to your application folder and choose the PCClient application
 - You should now see the PCClient application in your login items

After submitting the print job to the PaperCut print queue from your application you should be prompted to enter your credentials.



Yale Login Add Funds

Your login credentials are required for printer access.

Username:

Password:

Remember:

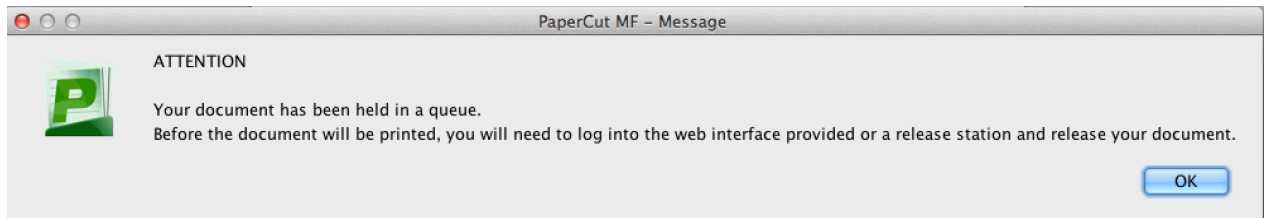
Cancel OK

[Register as a Guest User](#)

These credentials are saved based on the length on time you choose to remember them for.

- For next 1 minutes
- ✓ For next 5 minutes
- For next 15 minutes
- For next 30 minutes
- For next 60 minutes
- Until I logout
- Always

After seeing the last message below your job will be available for release at the printer.



Go to your printer and authenticate by either swiping your Yale badge at the prox card reader or entering your credentials on the screen keyboard at the device. Select the print job and choose print.