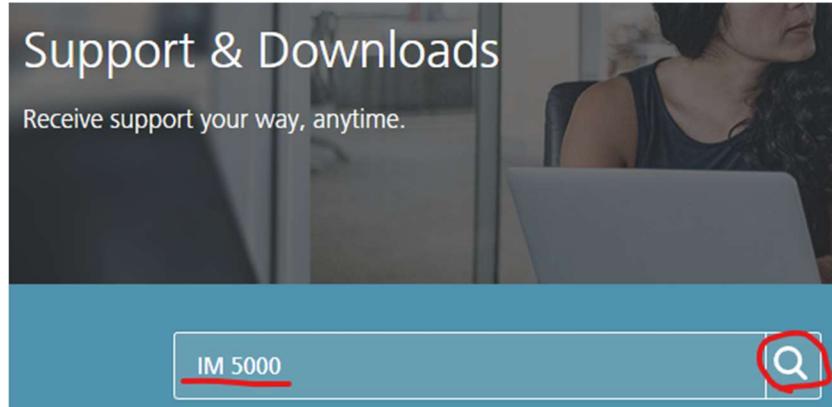




1. Install the drivers for the Ricoh IM 5000 printer.
  - a. Open a web browser and go to <https://www.ricoh-usa.com/en/support-and-download>
  - b. Under “Search for downloads” type in: IM 5000



and click the search icon.

- c. Just under the search bar some icons will appear, click on “IM 5000” under “Drivers”



- d. The Driver screen will load. Click on “Choose other OS”

## IM 2500/2500A/3000/3000A/3500/3500A/ 4000/4000A

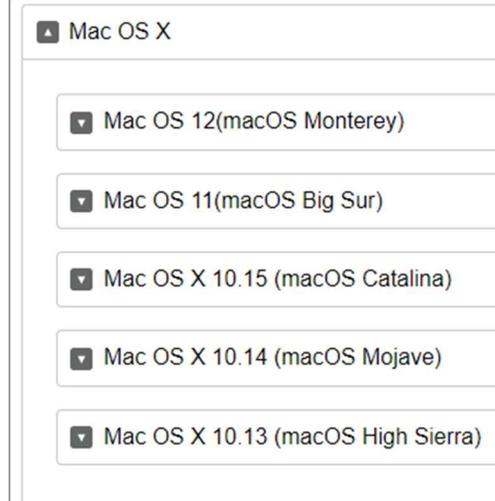
Important Notice **important**

Your OS

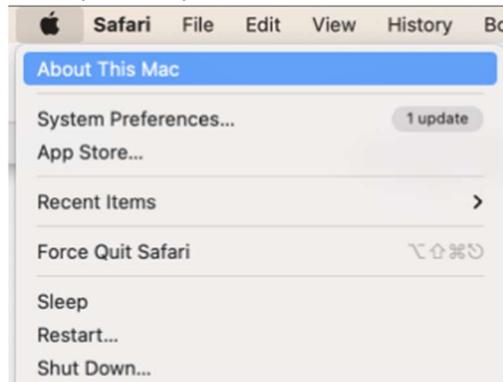
Microsoft Windows 10 (64-bit)

Choose other OS

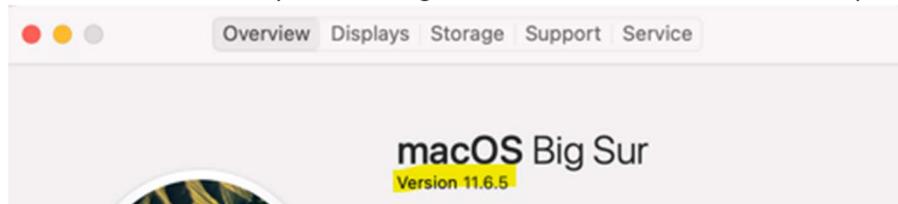
- e. Expand “Mac OS X” and select the version of Mac OS you are using.



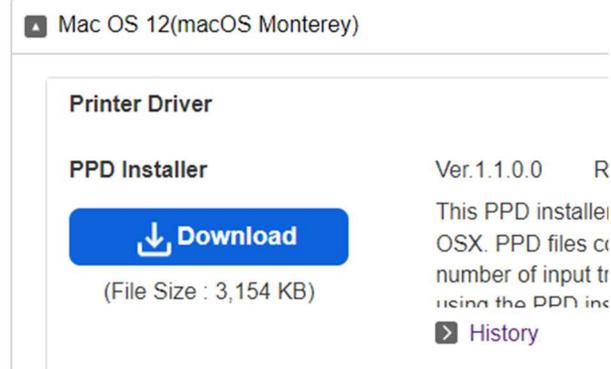
- i. To find the version of MacOS you are using, click the Apple logo in the menu at the top left of your screen, and select ‘About this Mac’



The version of MacOS you are using will be shown in the window that opens.



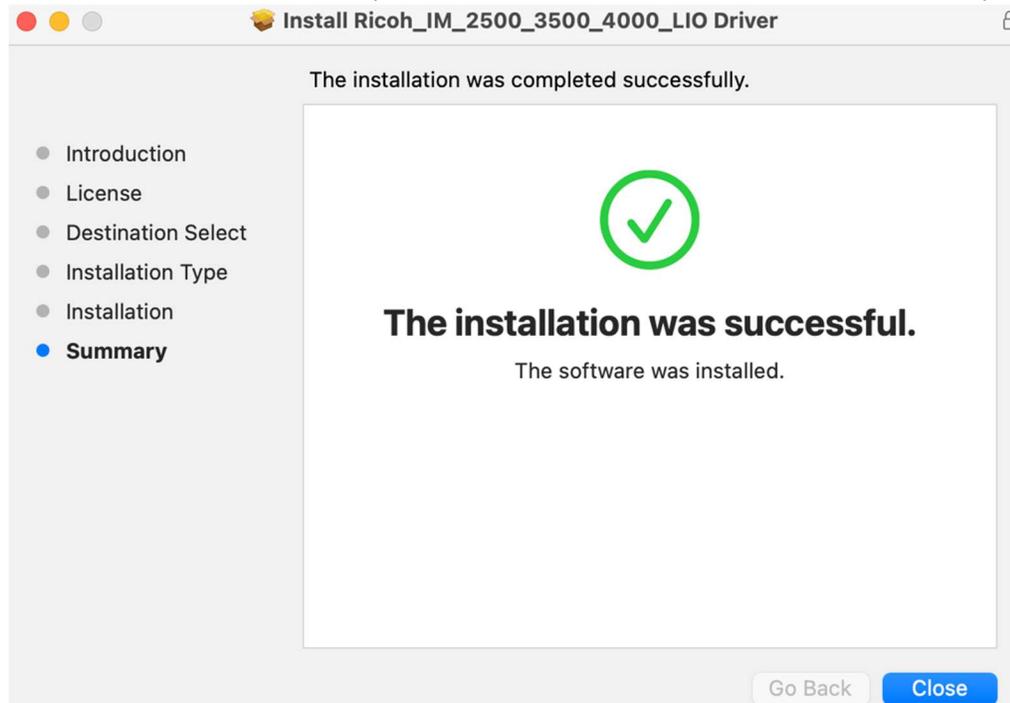
- f. After selecting your OS version, click on “download” to download the driver.



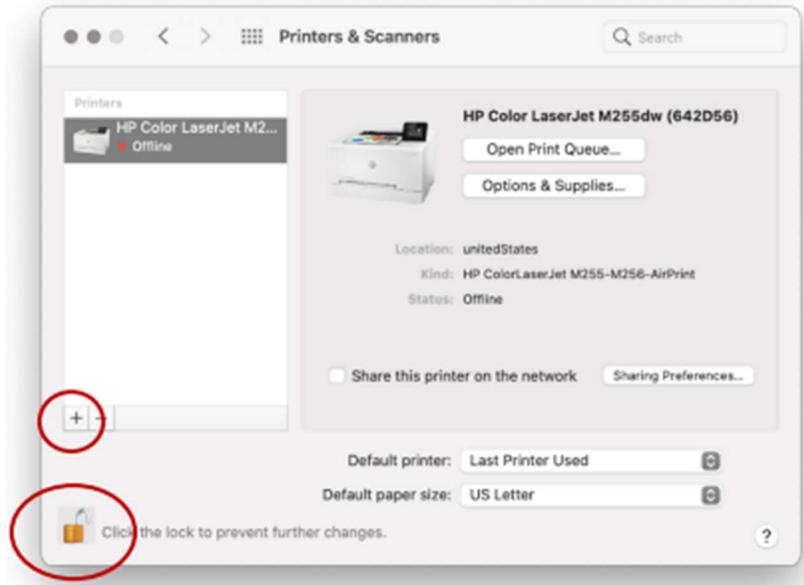
- g. Open the downloads folder on your Mac and click the downloaded file.  
h. Click on the installation package to install the drivers. Follow the instructions in the installation package to step through driver installation.



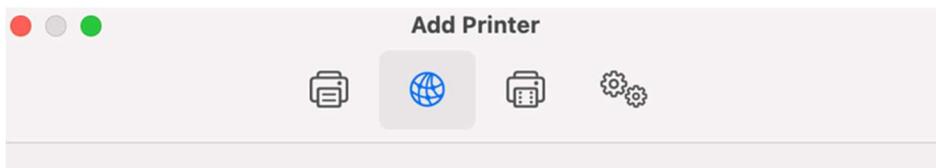
- i. Once the drivers are installed, you will see this screen. You are now done with step 1.



2. Connect to the student print queue.
  - a. Open “System Preferences” on your Mac and select “Printers and Scanners”
  - b. Click on the “+” icon to add a printer.



- c. Click on IP Print icon



- d. Enter the first part of your SJCL account email address (usually firstname.lastname) in the address field, followed by @192.168.1.212.  
Address: firstname.lastname@192.168.1.212

- e. Select “Line Printer Daemon – LPD:” under Protocol.



- f. Enter "SJCLPrintersPS" in the Queue and Name fields.

Queue:

Name:

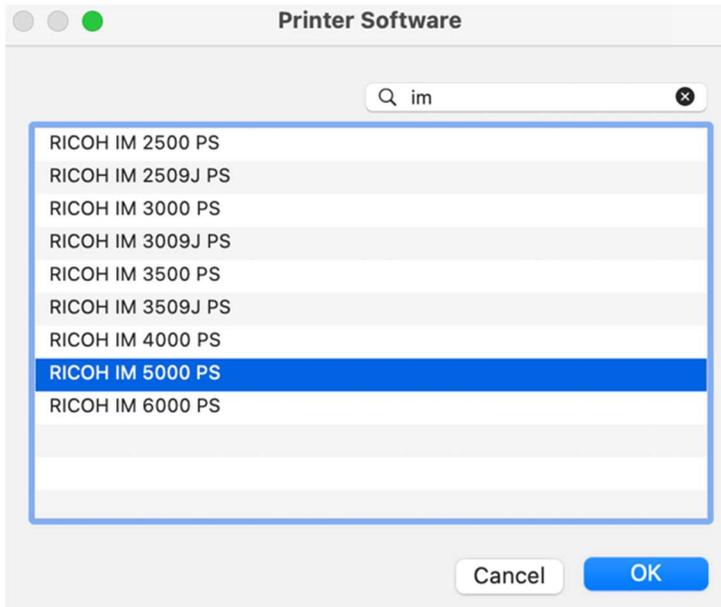
- g. Select the "Ricoh IM 5000 PS" driver for the Use field.

Use:

- i. If the driver isn't listed, choose "select software"

Auto Select  
✓ Generic PostScript Printer  
Generic PCL Printer  
**Select Software...**

- ii. In the search box, type IM to filter the list of drives, find "Ricoh IM 5000 PS" and select it.



Printer Software

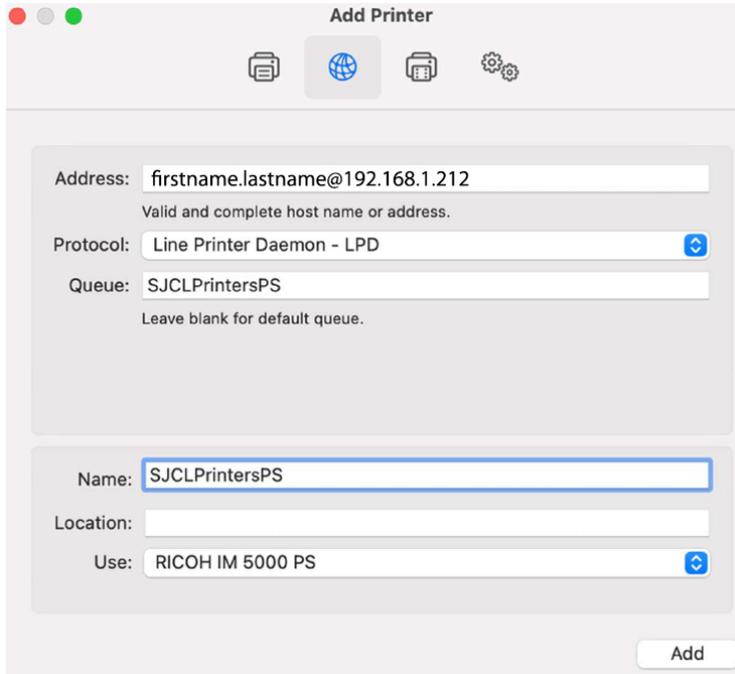
Q im

- RICOH IM 2500 PS
- RICOH IM 2509J PS
- RICOH IM 3000 PS
- RICOH IM 3009J PS
- RICOH IM 3500 PS
- RICOH IM 3509J PS
- RICOH IM 4000 PS
- RICOH IM 5000 PS**
- RICOH IM 6000 PS

Cancel OK

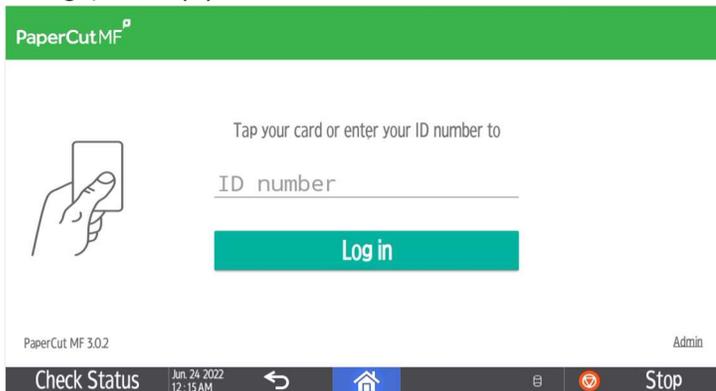
Click ok.

- h. When all the settings have been entered, the screen should look something like this:

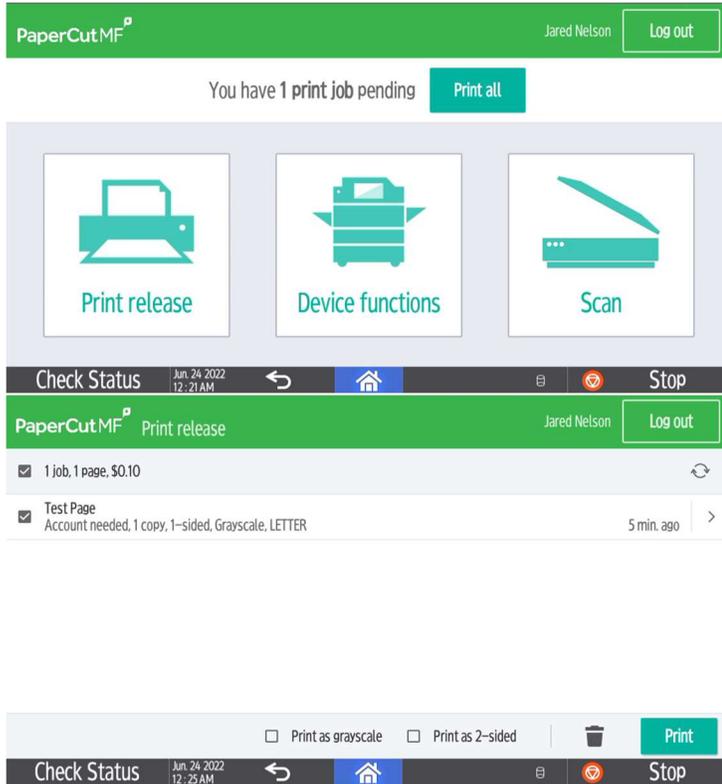


Make sure your account name is part of the address. Click “Add” to add the printer.

- i. The first time you connect it will ask for a password. The password is your SJCL account password/pin.
3. When printing, select “SJCLPrintersPS” as the printer to send your job to the papercut queue.
4. To release your print job, go to the printer where you want your job to print (Library or Student Lounge) and tap your SJCL Student ID to the card reader on the printer to log in to the machine.



- Once logged in you can release your print jobs by tapping 'Print all' near the top of the screen, or tap on 'Print release' to see a list of jobs that can be released one at a time.



- Your account will not be charged until a job is released for printing. Once your print job is released your account will be charged for the pages required to print the job.
- When finished, tap your card again or tap the 'Log out' button on the machine to log out.