User Instruction

Botany Print Service – use Ricoh printer from Mac Computer

Prepared by: Botany IT

Mar 27, 2017

Table of Contents

Pre-Installation	2
Pre-check List	2
Ricoh printer locations	2
Cost	2
Installation	3
Overview	3
Download and Install PaperCut Client App	3
Add PaperCut client to your Login Items	6
Starting the PaperCut Client with Launchd	7
Download and install Ricoh MP C6004 driver	10
Add Ricoh MP C6004 Printer(s) as LPD/LPR printer(s)	13
Test the Printer(s)	17

Pre-Installation

Pre-check List

Network Connection:

To print to any of the four Ricoh printers, you need connect to the UBC networks. This includes any UBC building local area networks, ubcsecure wireless networks and ubcprivate wireless networks. If you are connected to non-UBC networks, you can turn on UBC myVPN, and then you will be able to print.

Please check <u>https://it.ubc.ca/services/email-voice-internet/myvpn</u> for more details about UBC myVPN connection.

Supported Mac Operating System Versions: Mac OS 10.7 or newer

Due to limitations with the Ricoh MP C6004 drivers, currently we can only offer printing support for Mac OS 10.7+. Check your OS version: <u>https://support.apple.com/en-ca/HT201260</u>

CWL Account registration and speedchart association

To print to any of the four Ricoh printers, you need have your CWL account registered with our PaperCut system, and have at least one speedchart associated with your account. Based on lists received from Botany and Zoology, we have registered most staff and faculty members in both departments with the PaperCut system. To register your account or verify your account status, please contact us by sending email to <u>helpdesk@botany.ubc.ca</u>.

Ricoh printer locations

- BioSci 3200 (outside of the Botany main office)
- BioSci 4213 (Zoology mailroom)
- Wesbrook 220A
- DH Copp 2604 (Biology Office)

Cost

- 7 cents per page for black and white print out
- 12 cents per page for color print out

Reference: <u>http://it.botany.ubc.ca/it-services-and-resources/print-services/</u>

Installation

Overview

The installation requires you to perform the following operations:

- 1. Download and install PaperCut Client App
- Add PaperCut client to your Login Items (easier, but not reliable) Or
 - Set the PaperCut client to start with Launchd (more complicate, but reliable)
- 3. Download and install Ricoh MP C6004 driver
- 4. Add the Ricoh printer(s) as LPD/LPR printer(s)
- 5. Test the printer(s).

Download and Install PaperCut Client App

- 1. Click an empty area on your Desktop to ensure you are viewing the Finder Menu at the top of your screen.
- 2. Click "Go" on the Finder Menu.
- 3. Click "Connect to Server ..." at the bottom of the drop down menu.

ú	Finder	File	Edit	View	Go	Window	Help	
No.	- 20-20	Res.	R		Ba	ck		₩[
		S.	Set 1	21	Fo	rward		第]
1	2 C	-	H		Se	lect Startup	Disk on Desktop	☆ 第↑
1	1	-	the second	4.		All My File	6	企業F
1	- Sur	1.24	*		Þ	Document	S	企業O
-	ani		k	31 / C		Desktop		☆業D
100	No.	TER	- 14	19/	0	Downloads	1	\C ₩L
. Als	AN -		Les.	6		Home		☆ ೫H
12	The second		231			Computer		☆業C
1- 5-	Star (33	A		0	AirDrop		企業R
1 de	Che-ull	18 C	JZ.		0	Network		企 ℋΚ
1 and	Strak-		Stel	No. 1	0	iCloud Driv	/e	☆第1
	の言語	2201	Re:		A	Application	ns	☆ ₩A
and a	10/201	5	1	- AN	×	Utilities		☆業U
RAS			1911 - 1 1911 - 1		Re	cent Folder	s	•
SA	12		- Y -	1000	Go	to Folder		企業G
SIL	1 and	13	Nº C		Co	onnect to Se	erver	ЖК

4. Type "smb://bota-sprnp1.ead.ubc.ca" without quotes under the "Server Address:" and click "Connect".

	Connect to berver
Server Address:	
smb://bota-sprnp1.ead.ub	c.ca + @~
Favorite Servers:	
📇 smb://AD;johnn@loca	lfile.botany.ubc.ca
📇 smb://AD;rsanders@r	sgenshare.ad.botany.ubc.ca/parfreylab
📇 smb://AD;grahamlab@	يrsgenshare.ad.botany.ubc.ca/
📇 smb://AD;morien@rsc	enshare.ad.botany.ubc.ca/parfreylab
? Remove	Browse Connect

5. You will be asked to login, please select "Connect As: Guest", then click "Connect".

<i>ħ</i> ħħ	Enter your name and password for the server "bota- sprnp1.ead.ubc.ca".
	Connect As: O Guest
	0
	Cancel Connect

6. In the next window, choose "PCClient" and click "OK" to mount the volume.

$\bigcirc \bigcirc \bigcirc$	
<i>ŤŤŤ</i>	Select the volumes you want to mount on "bota- sprnp1.ead.ubc.ca":
	PCClient
	PCDirectPrintMonitor
	PCRelease
	Cancel OK

7. In the mounted drive, open the "mac" folder.



Double-click the "client-local-install" script.

•	0	•	MacOSX
Na	me		 Date Modif
	\$	client-local-install	Feb 11, 20
►		legacy	Feb 11, 20
		pc-client-mac.command	Jan 18, 20
	P	PCClient	Feb 11, 20
		version.txt	Jan 18, 20
►		Widget	Feb 11, 20
	_	-	

When you see the popout window below, click "Yes" to install the **<u>PPClient</u>**. It may take a few seconds for the script to install the PaperCut client app to your Applications folder. Please wait patiently.

Install PCClient into the Applicatio	ns Folder?	
	Yes	Quit

Once the script completed the installation, you will notice two things:
 First, a black "P" icon will show on the Finder Menu bar close to your clock, as shown below.

🔞 📮 🤯 🤶 🗔 🗈 s	Sat 12:09 PM Q 🌏 😑
①	
mozilla	Macintosh HD

Second, a PaperCut client login window will pop out and ask you to enter your username and password. Please type in your CWL account username and password, and check "Remember my identity", then click "OK" to close the window for now. The PaperCut client app will prompt you to enter your CWL credential again when you print to our Ricoh printers.

0	D	Login	
p	Login Your login cre	dentials are required for printe	papercut.com
1	Please log in usin Username: Password:	g your network username and	password to confirm your identity.

If you see an error of "Invalid username or password", please try to enter your CWL ID and password again. If you keep getting this error, you may not have your CWL account registered with the PaperCut system. Please contact us at <u>helpdesk@botany.ubc.ca</u> to find out.



Add PaperCut client to your Login Items

Note: for Mac laptop users who keep switching networks at different locations, and do not regularly log off or reboot your laptop, we strongly suggest you to follow steps in the "Starting the PaperCut Client with Launchd" section. Adding Papercut client to your login items cannot guarantee the reliable connection between mobile users and our print server/printers.

1. Open System Preferences, click on Users & Groups.



- 2. Select your username, then click on "Login Items" tab.
- 3. and click the "+" at the bottom of the Login Items list

	Users &	Groups		Q Search
		Password	Login Items	
These	items will op	en automatic	ally when you l	og in:
Hide	Item	Kind		
	iTunesH	elper Applica	tion	
o hide olumn	an application next to the ap	when you log i plication.	n, select the cheo	ckbox in the Hide
+ -]			

- 4. Select the PPClient app from your Applications folder, then click "Add".
- 5. You should now see the PPClient in your Login Items list

	Users & Groups						Q Search
			Pas	sword	Login Items		
Th	ese	items will op	en au	utomatic	ally when you	log ir	ו:
H	lide	Item		Kind			
		🕖 iTunesHe	elper	Applica	tion		
		PCClient	:	Applica	tion		

6. In the end, reboot your Mac computer to verify that the Login Items is functioning as expected. You should see the black PaperCut client icon at the menu bar around the right-upper corner, as shown below. Please note that if this icon changes to grey color, it means the PaperCut client cannot connect to the print server. Please make sure you connect to UBC network (or turn on myVPN connection if connect from outside of UBC), and wait a few minutes for this icon to change back to black color, then you can print.



Starting the PaperCut Client with Launchd

Note: steps in this section can be challenging for some users. Please feel free to contact Botany IT at <u>helpdesk@botany.ubc.ca</u> if you need help.

If you don't turn off or log out of your Mac computer every day, rather than add the PCClient app to the "Login Items", we strongly suggest you to follow the steps below to make sure the PCClient app will run all the time.

- 1. Log in to the Mac computer as a user with Administrator access.
- 2. Open a web browser, type http://www.papercut.com/kb/Main/MacClientStartupWithLaunchd at the address bar then push "Enter".

🔹 🔹 Mozilla Firefox Start Page 🛛 +		- [•]
(b) www.papercut.com/kb/uploads/Main/PaperCut_LaunchD.zip		▽ →
	0	
	Q Search	>
	3.4	

When the web browser asks you what to do with this ZIP file, you can choose to "Open with archive utility (default)", or "Save File" then go to the "Downloads" folder and double click the file to unzip it.

	Opening PaperCut_LaunchD.zip
You have ch	nosen to open:
PaperCut	_LaunchD.zip
which is:	ZIP file (465 bytes)
from: http	o://www.papercut.com
What shou	ld Firefox do with this file?
Open v Save F	with Archive Utility (default)
Do this	s automatically for files like this from now on.
	Cancel OK

Either way will give you the "com.papercut.client.plist" file in the "Downloads" folder.

			Downl	oads		
< >		₩ ~ * ~	₫	0	\$~	Q Search
Favorites Dropbox AirDrop AirDrop All My Files Cicloud Drive Applications Desktop Documents Documents Downloads Seansh Devices SEAN's Ma Macintosh	com.papercut.cl	lient.plist	xml<br <1D0 "http:// cplii <dic< td=""><td>version="1.0" e CTYPE plist PUB st version="1.0 t> <key>Label<string>com.pap <key>ProgramArg <array> <string>/Ap JavaAppLauncher </string></array> <key>KeepAlive< <true> true> true> true> true Creat Modifie Last open</true></key></key></string></key></td><td>ncoding="UTF LIC "-//Appl /OTDs/Proper "> ercut.client uments plications/P /key> papercut.c property I ed Tuesday, J ed Tuesday, J add Tags.</td><td>-8"?> e//DTD PLIST 1.0//EN" tyList-1.0.dtd"> .agent CClient.app/Contents/ CClient.plist st - 458 bytes uly 29, 2014 at 2:06 PM uly 29, 2014 at 2:06 PM</td></dic<>	version="1.0" e CTYPE plist PUB st version="1.0 t> <key>Label<string>com.pap <key>ProgramArg <array> <string>/Ap JavaAppLauncher </string></array> <key>KeepAlive< <true> true> true> true> true Creat Modifie Last open</true></key></key></string></key>	ncoding="UTF LIC "-//Appl /OTDs/Proper "> ercut.client uments plications/P /key> papercut.c property I ed Tuesday, J ed Tuesday, J add Tags.	-8"?> e//DTD PLIST 1.0//EN" tyList-1.0.dtd"> .agent CClient.app/Contents/ CClient.plist st - 458 bytes uly 29, 2014 at 2:06 PM uly 29, 2014 at 2:06 PM

3. In the next several steps, we will do some command lines with Terminal.app. You can find it in your "Applications/Utilities" folder.

		🛅 Utilities	
< >	** ~ ** •	• 🚹 🖸 🗳 🗸	Q Search
Favorites Dropbox AirDrop AirDrop All My Files Cicloud Drive Applications Desktop Documents Downloads seansh Devices	 Microsoft ReDesktop.app Microsoft Silverlight Microsoft Vord.app Mission Control.app Notes.app Numbers.app Pecclient.app Photo Booth.app Photos.app Preview.app QuickTime Player.app Safari.app Siri.app Siri.app Siri.app Siri.app Siri.app Siri.app 	 Activity Monitor.app Adobe FlashManager.app AirPort Utility.app Audio MIDI Setup.app Bluetooth Filxchange.app Boot Camp Assistant.app ColorSync Utility.app ColorSync Utility.app Console.app Digital Color Meter.app Disk Utility.app Grab.app Grab.app Keychain Access.app Migration Assistant.app System Information.app 	Terminal.app Application - 10.3 Created Jul 31, 2016, 8:41 PM
SEAN's Ma	System Preferences.app	🛅 Terminal.app	Modified 2017-03-06
Macintosh	 TextEdit.app Time Machine.app Utilities 	VoiceOver Utility.app	Last opened Today, 2:00 PM Version 2.7.1 Add Tags
Ricoh 🔺	🔋 VirtualBox.app		

4. In the Terminal window, copy the com.papercut.client.plist file from the Downloads folder to /Library/LaunchAgents/ folder by type in commands below:

cd "Downloads"

sudo cp com.papercut.client.plist /Library/LaunchAgents/

Your computer will ask you to type in your password when you run "sudo..." above.

5. In the Terminal window, change folder to "/Library/LaunchAgents", then change the owner/group and permission of the com.papercut.client.plist file, by type in commands below:

cd /Library/LaunchAgents/

sudo chown root:wheel com.papercut.client.plist

sudo chmod 644 com.papercut.client.plist

6. Next we'll verify that the permissions for the file are correct by type in command:

ls -lah com.papercut.client.plist

The output should look like:

-rw-r--r--@ 1 root wheel 458B Jul 29 2014 com.papercut.client.plist

7. A screen shot of all commands a shown below.



8. In the end, reboot the Mac to verify that the launchd job is functioning as expected. After the reboot, you should see the black PaperCut client icon at the menu bar around the right-upper corner, as shown below. Please note that if this icon changes to grey color, it means the PaperCut client cannot connect to the print server. Please make sure you connect to UBC network (or turn on myVPN connection of connect from outside of UBC), and wait a few minutes for this icon to change back to black color, then you can print.



Download and install Ricoh MP C6004 driver

- 1. Open a web browser of your choice, such as Safari, FireFox, or Chrome.
- 2. Go to Ricoh Support & Downloads page at https://www.ricoh.ca/en/support-and-download Type in "MP C6004" then click the search button.

Support & Downloads Receive support your way, anytime		
MP C6004	Q	←
Find your downloads	Category	✓
Download drivers, software and manuals — just enter your product details to reach the resources you need.	Sub Category Model	 ✓ ✓

3. Under the search result, click "MP C6004" below "DRIVER".

Find your downloads	Category	~
Download drivers, software and manuals — just enter your product details to reach the resources	Sub Category	~
you need.	Model	~
How to install drivers >	Select Download	~
	Reset	Go

4. Please click "I AGREE" for the software license agreement to move forward to the next page for choosing your Mac OS.

RICOH magine, change.			× Close
MP C4504/C6004 se	ries		
Sign up : Software Release Notifications	Important Notice Important		
Your OS			
Please choose your OS		2	
Choose your OS			
Select driver language English	Ŧ		

5. Scroll down until you see the "Mac OS X" under "Choose your OS". Click the triangle drop down button to display the list of different Mac OS X versions.

Change OS	
Select driver language English +	
Windows	
Mac OS X	
Mac OS X 10.11 (OS X El Capitan)	
Mac OS X 10.10 (OS X Yosemite)	
Mac OS X 10.9 (OS X Mavericks)	
Mac OS X 10.8	
Mac OS X 10.7	
Windows Server	
Firmware / Other OS	

6. Select the OS version of your computer to expose the "Download" button, then click the "Download" button to download the PPD Installer.

Mac OS X 10.11 (OS X El Capitan)	
Printer Driver PPD Installer Ver.1.2.0.0 Roleased Date: 00/14/2016 New/ This PPD Installer is used to install a PPD (Productory Printer Description) life on Mac. Oxy PPD files control descriptions of other a cashibites such as paper sizes.	
(File Size : 1,460 KB) number of regult trays and duplexing. Once the PPD bits installed on the system uses the DPD interactive the DPC descer that ensure hundled with Mar (PQ V zero use the DPC History).	
Mac OS X 10.10 (OS X Yosemile) Mac OS X 10.0 (OS X Householder)	
Misc OS X 102 (US X harverks)	

7. Open the downloaded dmg file, then double click the pkg file and follow the instructions to install the printer driver.

• • •	Ricoh_MP_C3004_C3504_	_C4504_LIO_1.2.0.0	
×	2 items		-0
MacUSXReadme.txt	4504_LIO_Driver.pkg		

8. Installation was successful, click "Close" to close the installation window



Add Ricoh MP C6004 Printer(s) as LPD/LPR printer(s)

1. Open System Preferences, then click on Printers & Scanners.

	< >		System Pr	eferences		Q Se	arch
File		0530		1	0	Q	
General	Desktop & Screen Saver	Dock	Mission Control	Language & Region	Security & Privacy	Spotlight	Notification
						۵	
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound	Startup Disk
	@			*		٠	
iCloud	Internet Accounts	App Store	Network	Bluetooth	Extensions	Sharing	
11		5		۲			
Users &	Parental	Siri	Date & Time	Time Machine	Accessibility		

2. Click on the "+" at the bottom of the Printers list to add a new printer

rinters		we6400	
→ wc6400		WC0400	
 Idle, Last Used 		Open Print Que	ue
		Options & Suppl	ies
	Location: Hallway of	utside of Room 2231 (E	Biological Sciences Build
	Kind:	Xerox WorkCentre 64	00X, 3.90.0
	Status:	Idle	
	Share this printe	er on the network	Sharing Preferences
	Default printer:	Last Printer Used	

3. Since we suggest Mac users to install the Ricoh printers as LPD/LPR printer, you need to use the "Advanced" button to add this printer, which is not listed by default. To add the "Advanced" button, right Click (two fingers tap your trackpad, or hold down the "control" key when you left click) at the area between the "Windows" printer icon and the search bar. You will see a pop out menu as shown below. Click on the "Customize Toolbar..."

	(I have been different) Search	
	✓ Icon and Text	Search	
aut ip windows	Text Only	Search	
Name	Use Small Size	∧ Kind	
	Customize Toolbar		
Name:			
Name: Location:			
Name: Location: Use:			\$
Name: Location: Use:			\$

4. When you see the pop out window for extra toolbar items, drag and drop the "Advanced" gear icon onto the empty space between the Windows printer icon and search bar, then click "Done".

> .	000					Ade	ł					0.0
	9		÷.					QS	Search			>
	Default	IP 1	Windows	~				1	Search			rites
Dr	rag youi	r favori	ite item	into ti	ne too	lbar						
	Windows	s Adv	Q: vanced	IP		Default	Q Sear	ch	Space	Flexi	ble Space	
	or drag	the de	fault se	t into ti	ne too	ibar.						1
3	Q (÷					Q	Search			
C	Gefault	IP W	/indows					Q	Search Search			
Sh	Default	IP W	/indows Text	0	Use	small si	ze	Q	Search Search		Done	
Sh	Default	IP W on and Use:	/indows	0	Use	small si	ze	Q	Search Search		Done	he ne

5. Now you can click the Advanced icon, set the following settings for this new printer as shown below:

		Add	
Q		Q Search	
Default IP	Windows Advanced	Search	
	(
Type:	LPD/LPR Host or Prin	ter	
Device:	Another Device		
URL:	lpd://print.botany.ubc.	ca/botanyoffice	
			2
Name	Ricoh printer in Bota	ny office	
	1		
Location	Auto Select		
Use	✓ Generic PostScript	Printer	
	Generic PCL Printer	•	
	Select Software		
	Other		

- a. Type: LPD/LPR Host or Printer
- b. Device: Another Device
- c. URL: lpd://print.botany.ubc.ca/botanyoffice for the Ricoh printer outside Botany office lpd://print.botany.ubc.ca/zoologyoffice for the Ricoh printer in Zoology mail room, lpd://print.botany.ubc.ca/wesbrook220a for the Ricoh printer in WesBrook 220A, lpd://print.botany.ubc.ca/biologyoffice for the Ricoh printer in Biology office, Or lpd://print.botany.ubc.ca/holdrelease for the hold/release virtual printer.
- d. Use: Select Software ...

6. Once you choose "Select Software" from the last step, you will see the "Printer Software" pop out window, scroll down until you see Ricoh MP C6004 PS, select it and click OK

	· Printer Softv	vare	
		Q Filter	
RICOH MP C2504	PS		
RICOH MP C2594.	J PS		
RICOH MP C3004	PS		-
RICOH MP C3504	PS		
RICOH MP C4504	PS		
RICOH MP C5504	PS		
RICOH MP C6004	PS		
Xerox 700 Digital 0	Color Press, 3.90.0		
Xerox 770 Digital C	Color Press, 3.90.0		
Xerox Brenva HD P	roduction Inkjet Press,	3.90.0	
Xerox Color 1000i	Press, 3.90.0		
Xerox Color 550 FI	PS, 3.90.0		
		Cancel	K

7. Now you are back at the "Add" window. Verify your settings and click "Add". This should add your chosen Ricoh printer to your list of printers.

		Add				
2 🛞	÷ 0	Q Search				
fault IP	Windows Advanced	Search				
			-			
Type:	LPD/LPR Host or	Printer				
Device:	Another Device					
URL:	lpd://print.botany.	lpd://print.botany.ubc.ca/botanyoffice				
			10			
blomo	. Ricoh printer in (Rotany office				
Name	: Ricon printer in t	Botany onice				
Location	: 3200 Bio-Scienc	ce Building	_			
Location						
Use	RICOH MP C60	104 PS				
Use	RICOH MP C60	104 PS				
Use	RICOH MP C60	104 PS				

8. Now we need add two options for the installed Ricoh printer: large capacity paper tray and finisher. Select the installed Ricoh printer, then click "Options & Supplies..." as shown below.

Printers			
Ricoh printer in Botan		Ricon printer in Bo	tany office
i e Idle, Last Used		Open Print Queu	ie
• Idle	00 00	Options & Suppli	es
	Location:	3200 Bio-Science Buil	ding
	Kind:	RICOH MP C6004 PS	
	Status:	Idle	
	Share this printe	er on the network	Sharing Preferences
	Default printer:	Last Printer Used	0
	1.02012/02012/02012/02012	17772202	20

9. Under the "Options" tab, select "Tray 3 (LCT)" for "Option Tray:", select "Installed" for "Large Capacity Tray:", and select "Finisher SR3230" for "Finisher". As shown below. Click "OK" to close the window.

r: Installed 😒
Not Installed
r: Not Installed
r: Not Installed
r: Finisher SR3230 📀
2

10. You can repeat step 5 to 9 above to add other Ricoh printers. All Ricoh printers have exactly same settings except that they have different URL, as mentioned in step 5.

Test the Printer(s)

- 1. Open any document or web page.
- 2. Choose to print like you would normally do.
- 3. Select one of the Ricoh printers (botanyoffice, zoologyoffice, biologyoffice, wesbrook220a, or the holdrelease virtul printer)
- 4. Here you are able to change and/or save your Printing settings. If you have installed the extra options such as the finisher, you will be able to set the "Staple" and "Punch" under "Printer Features" as shown below.

Cambria (Hea	d т 14 т А т аве X ₂ X ²	- A- A- A- A	· = = =		+ ¶ Ar G Styles Style Pane
		Pi	rint		
	Printer: Presets:	Ricoh printer in Default Settings	Botany office		
	Orientation Ove Collate Type:	Feature Sets: erride: Off Collate	Finishing 🖸		
	Staple: Top I Punch: 3 at I	eft 📀	0	A	
	Multi-sheet Fold	d: Off 😒	0		vice flow chart
				Cancel Print	

5. If using Chrome or Adobe, we recommend using the "Print using system dialog" feature to view all of the available copier features, as shown below.

rint otal: 1 sheel	t of paper	3235317		New Tab	Gmail Images
estination	Cancel Print BioSci-Ricoh Botany O BioSci 3200 Botany Office Change		Google or typ	ogle Canada	
ages	 All e.g. 1-5, 8, 11-13 	¥ Logn - OTRS ITSM 3.:	🛞 UBC Learning videos -	http://konnect.ube.ca/	🔋 Blue Jeans Network 1
opies	1	ne Botany IT Botany IT L	Vielcome to Google Cf	Chrome Web Store	
ayout	Portrait 👻		(*************************************		
olor	Color				
ptions	✓ Two-sided				
More se	ttings				

6. Once print options are chosen, you may print your document. After clicking "Print", you will see a dialog pop-up within a few seconds, depending on the network speed and age of your computer.

📮 Login	
F Login Your	papercut.com
Username: Password:	your cwl
Remember:	Until I logout 🔹
	OK Cancel

This is the login window for PaperCut to authenticate and identify who you are. Enter your CWL username in the username field and your CWL password in the password field. Also you can choose the option for how long the system shall remember your CWL credentials. Select the option in the "Remember" field by clicking the drop down arrow.

7. Successful authentication will bring up a Print Job Notification pop-up. It shows the document name you are printing, which printer is the print job send to, the number of pages of the document and the cost of the print job. You select the account/speedchart you want for the print job by clicking the drop down arrow at the "Account" field. Then click "Print".

If you print to any of the four Ricoh printers, you can now walk over to it and pick up your printouts.

Print Job No	tification	×		
Prin	t Job Notification	papercut.com		
Co	onfirm the print and select the print action			
Print job details				
Document name	Microsoft Word - Papercut - Ricoh Copier - Quickstar	t Guide - MacOSX		
Printer bota-sprnp1\botanyoffice				
Pages	14 (Color: 14) Cost \$1.68			
Print job actions				
Ocharge to s	hared account			
Ac	count Botany\CMOC - Botany IT	-		
Apply to all d	locuments in queue (Jobs: 1)	t Cancel		

Note: steps below are only applicable if you print to the holdrelease virtual printer.

 If you print to the holdrelease virtual printer, an ATTENTION window will pop-up, as shown below. You need to walk over to any of the four Ricoh printers, login by tapping your UBC Card/entering your employee ID/entering your CWL ID & password, then release your print job.



Note: All print jobs to the holdrelease virtual printer will be held for 24 hours then cleared from the system. If you forgot to release your print job at any of the four Ricoh printers within 24 hours, you will have to print your document again. For details about how to login to our Ricoh printers, please read the <u>Ricoh Copy/Scan Quick</u> <u>Start Guide</u>.

9. Once you login to any of the four Ricoh printers, you will see the first screen as shown below. You can either touch the "Print all" button to release all hold jobs (circle 1), or touch the "Print release" button for more options (circle 2).



10. If you touch the "Print release" button in step above, you will see the second screen with a list of print jobs hold under your account. You need touch the check box in front of the job to select it (circle 1), then you can either print the selected job(s) (circle 2), or delete the selected job(s) (circle 3).



11. In the end, please pickup your printouts, then touch the "Log out" button.