RA & Moot Court Printing – MAC

Law_Staffque Printer (behind Circulation Desk)

1. Click the Apple logo
2. Click System Preferences
3. Click Print & Fax
4. Click the + sign
5. At the top of the window click the IP tab
6. In the Protocol: Line Printer Daemon
7. In the Address bar type 172.20.167.14
8. The Print Using bar should read RICOH Aficio SP 9100DN PS*
9. Click Add
10. Click Continue
11. When printing make sure to select the 172.20.167.14 printer

Law_Moot Printer (in Preston Hall Student Lounge)

1. Click the Apple logo
2. Click System Preferences
3. Click Print & Fax
4. Click the + sign
5. At the top of the window click the IP tab
6. In the Protocol: Line Printer Daemon
7. In the Address bar type 172.20.167.13
8. The Print Using bar should read RICOH Aficio SP 9100DN PS*
9. Click Add
10. Click Continue
11. When printing make sure to select the 172.20.167.13 printer

If RICOH Aficio SP 9100D PS is not listed please follow the steps below:

1. Click Go
2. Click Connect to Server
3. Type smb://chloe/raprinters
4. Open Mac folder
5. Open MAC OSX folder
6. Open folder that corresponds to OS version (if you are running Mac OS X 10-5 open OSX-5 folder)
   a. If you’re not sure what version you have click the **Apple** button
   b. Click **About This Mac**
   c. The version will be just below **Mac OS X**

7. Run .DMG file

8. Repeat first set of instructions above