# CSL RICOH Copier/Printer Driver Installation For Windows

1) Download the PCL6 driver for your specific operating system from the Ricoh web site (links below). Currently both models use the same driver so it doesn't matter which link you use.

> 3rd Floor CSL (RICOH MP 3555)
> http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp2595/mp2595.htm

> 2nd and 5th Floor CSL (RICOH MP 5055)
> http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp2595/mp2595.htm

> 2nd Floor CSL 2000A      Copier IP Address: 128.186.184.171
> 3rd Floor CSL 3000A      Copier IP Address: 128.186.184.170
> 5th Floor CSL 5001       Copier IP Address: 128.186.184.173

2) First, open the disk image (.dmg) file that was downloaded. Next, open the file ending in .pkg that is contained inside the disk image and it should start the installer. Click "Continue" when it displays the list of supported copiers/printers. Click "Continue" and then "Agree" to the license agreement. Now click "Install", enter the administrative password for your computer when prompted, and then click "Install Software" to begin installing the driver files. When it is finished click "Close" and then either "Move to Trash" or "Keep" depending on if you want to keep the driver installer.

3) Now open the "System Preferences" for your Mac and go to "Printers & Scanners". Click on the plus sign to launch the utility for adding a new printer. Click on the "IP" tab at the top of the window and then change the "Protocol" drop-down to LDP. Type the IP address for the copier/printer that you want to set up in the "Address" field and give it a second to auto detect the "Location" and "Use" fields. The "Name" field should be updated to reflect the printer's location so that you can quickly identify which copier/printer that you are printing to. I usually append "CSL" and then the floor number to the beginning of the existing name which is just the IP address by default. Click "Add" and then the printer should be listed.

4) To print to the copiers/printers you need to have your Copy Code entered before you print. Some print dialogs in Mac OS don't have all of the printer options so it is important to create a "Preset" with your copy code saved in it because the print dialogs usually have the preset drop-down when they don't have the full options for the printer. To create a preset, first we need to open a program that has a very specific print dialog. So far, the programs that have been the most consistent to have the needed print dialog have been Mozilla Firefox and Thunderbird. Other applications in which I have seen the needed print dialog have been Mac Mail and Microsoft Outlook Application (not the web version). Also, it is sometimes necessary to click "Show Details" to get the full print dialog window which is needed. So, in any of the previous mentioned programs, click on the drop-down menu which has the name of the application you are using selected. This drop-down should contain the options "Job Log", "User Authentication" and "Printer Features". If it doesn't have those option in the same drop-down then it isn't going to work. If it does have those options then you can proceed. First select "Job Log", enter anything in the "User ID" field (I usually enter my first name). Next, check the check box for "Enable User Code", and then type your Copy Code in the "User Code" field. Now change the dropdown from "Job Log" to "User Authentication". Check the box for "User

Authentication" and type the same thing you typed in the "User ID" field from earlier in the "Enter Login User Name" field.  Once this is done uncheck the box for "User Authentication" as it isn't used but it will complain if there isn't a value set in the "Enter Login User Name" field.  Now that those values have been set these settings can be saved as a preset by clicking on the "Presets" drop-down, choosing "Save Current Settings as Preset…", type the name you want it to be identified as in the field "Preset Name" and then click "OK" to finish.

5) Before printing to the copiers/printers ensure that you either select a preset that has the Copy Code saved or you enter it manually as described above.