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DENVER PUBLIC SCHOOLS & RICOH USA, INC.



Equitrac Client Installation Guide

Follow these steps to print from your Mac at the Emily Griffith Campus. The Equitrac Client must be installed.

Go Window Help	
Back	¥[
Forward	¥]
Select Startup Disk on Desktop	☆第↑
🗏 All My Files	仓 第F
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Recent Folders	►
Go to Folder	企業G
Connect to Server	ЖK

Connect to Server						
Server Address:						
smb://dpsnas01/softwaredepot/mac/ricoh + @ •						
Favorite Servers:						
smb://dpsnas01/service_center						
? Remove Browse Connect						
Enter your name and password for the server						
"dpsnas01.dpsk12.org".						
Connect As: O Guest						
Registered User						
News						
Name: dpsuser\username						
Password:						
Remember this password in my keychain						
Cancel Connect						

Ricoh

10.9 driver

EE-MacClient.zip

Equitrac Expres...ac OS Yosemite

Ricoh_Printer_Drivers_MAC

- 1. From the desktop of the Mac, go to the menu bar and select Go.
- 2. Select Connect to Server.

- 3. **Type:** smb://dpsnas01/softwaredepot/mac/ricoh
- 4. Click Connect.
- 5. Enter the Name and Password. These are the same credentials used to access email.
- 6. The username needs to be formatted as: dpsuser\username



- 7. Select the uninstall file for Equitrac and then run it. (Use the Yosemite folder for OSX 9 or earlier.) Equitrac Express Mac OS 10
 - Then, select the Ricoh Printer Drivers MAC folder.



- About This Mac System Preferences... App Store... 4 updates Recent Items Force Quit Finder て分報の Sleep Restart... Shut Down... Log Out SWAT... 分解Q
- 11. From the desktop of the Mac, go the menu bar and select the **Apple logo.**
- 12. Select System Preferences.

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Mission Control	Language & Region	Security & Privacy	Spotlight	Notifications	1
Mouse	Trackpad	Printers & Scanners	Sound	Startup Disk	
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13. Select Printers & Scanners.

14. Select the + in the lower left corner.

- 15. Select **IP** from the menu bar.
- 16. Address: Enter IP Address (164.92.2.85)
 Protocol: Select Line Printer Daemon LPD
 Queue: Type Mac Follow You Print
 Name: Type Mac Follow You Print
 Location: Leave Blank
 Use: May auto select, if not Select Software.
 Choose the appropriate printer from the list.

Click Add.

- 17. Printer will be added to your Printers & Scanners list.
- 8. The login credentials for the MAC's needs to be the same as their login credentials for the DPS network.

Equitrac Printing - Printing documents with the Mac client.



- 1. When the document is ready to be printed, go to the menu bar and select **File.**
- 2. Select Print.

3. Select **Mac Follow You Print** from the Printer drop down list.

Click Print.

Retrieve the print job at a Ricoh copy machine



 Go to the printer and enter your User ID (9 digit employee ID or 5 digit phone extension.)

2. Select Follow-You from the printer's display screen.

3. Select the print job(s) on the display screen. Press Print or the green Start button.

4. Once done printing, press the Logout button from the upper right hand corner of the display screen.