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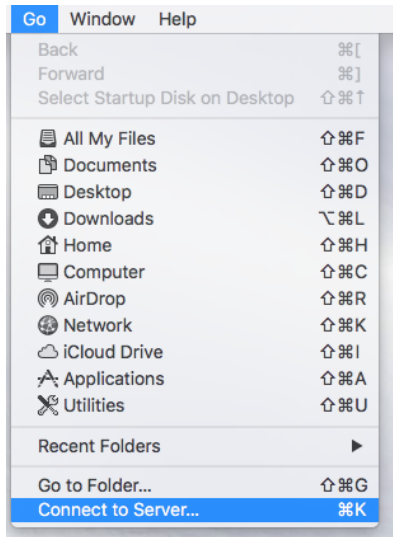
MAC

Equitrac Client Installation Guide

RICOH

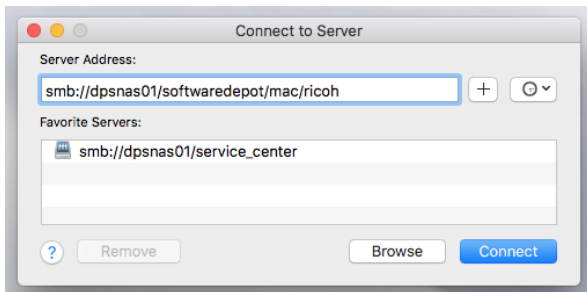
2018

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



1. From the desktop of the Mac, go to the menu bar and select **Go**.

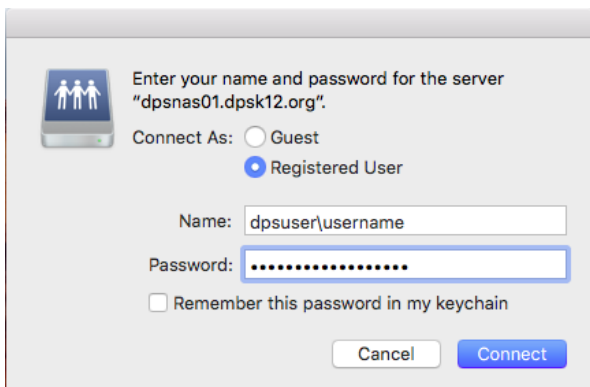
2. Select **Connect to Server**.



3. **Type:**

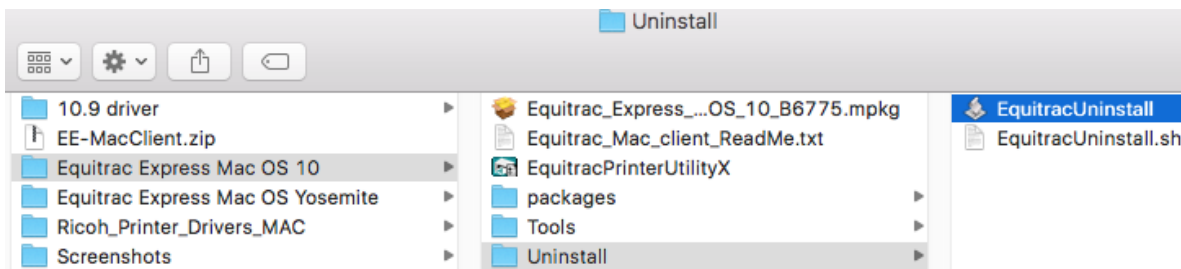
smb://dpsnas01/softwaredepot/mac/ricoh

4. Click **Connect**.

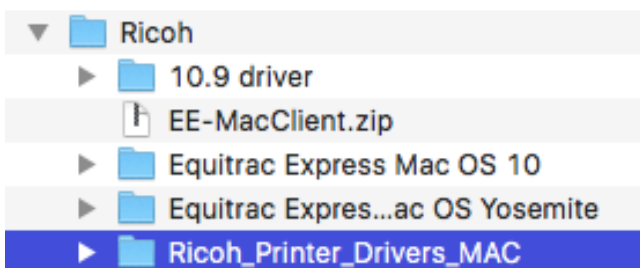


5. Enter the **Name** and **Password**. *These are the same credentials used to access email.*

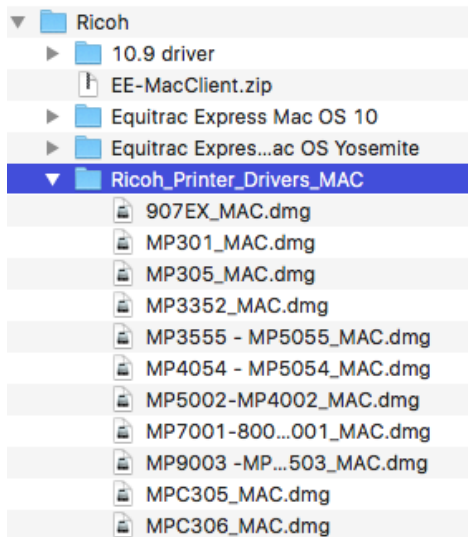
6. The username needs to be formatted as: **dpsuser\username**



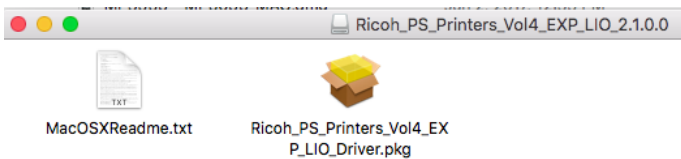
7. **Select** the uninstall file for Equitrac and then run it. (Use the Yosemite folder for OSX 9 or earlier.)



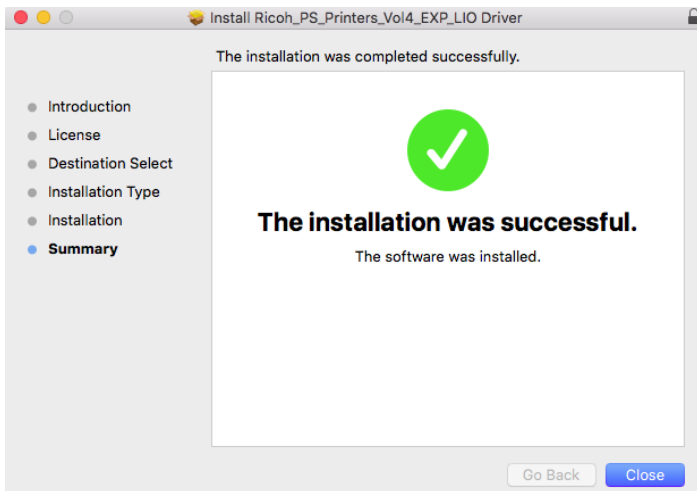
Then, select the **Ricoh_Printer_Drivers_MAC** folder.



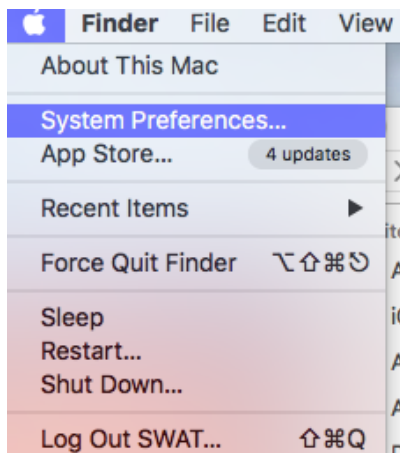
8. Double click the correct .dmg file for your printer



9. Double click the .pkg file to start install.

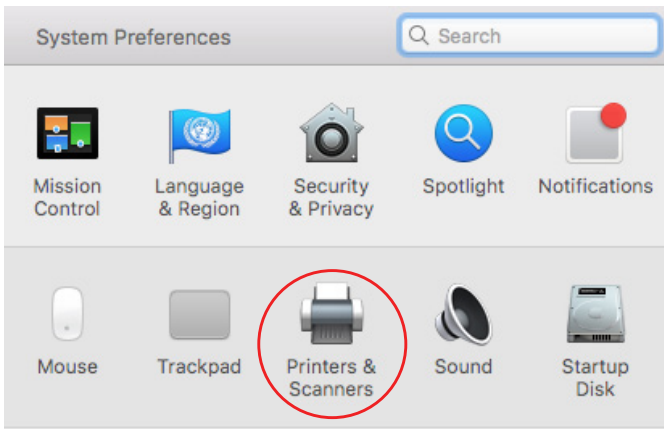


10. Follow the on screen prompts until you reach Install Successful. Click **Close** to exit install.

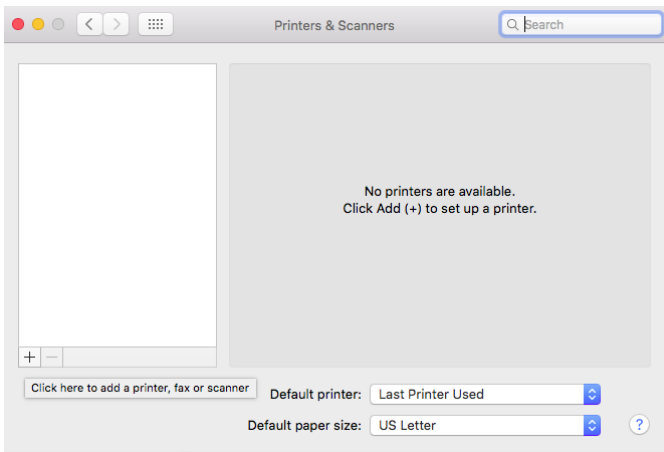


11. From the desktop of the Mac, go the menu bar and select the **Apple logo**.

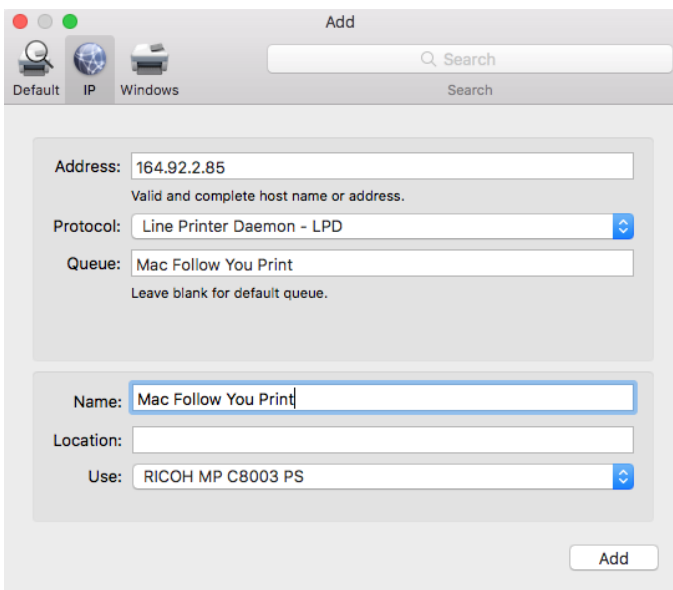
12. Select **System Preferences**.



13. Select **Printers & Scanners**.



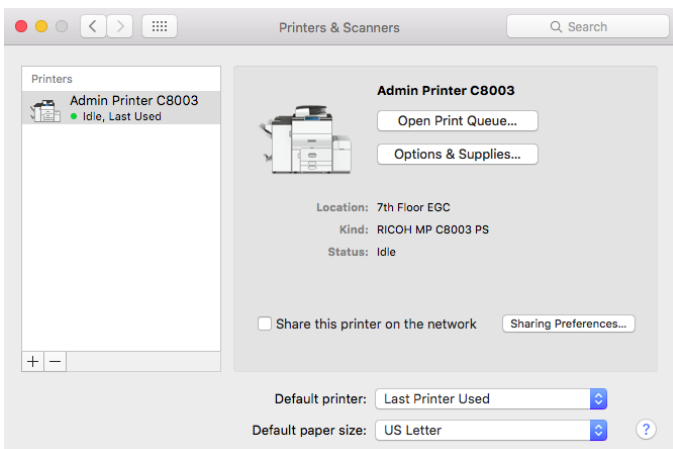
14. Select the **+** in the lower left corner.



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.

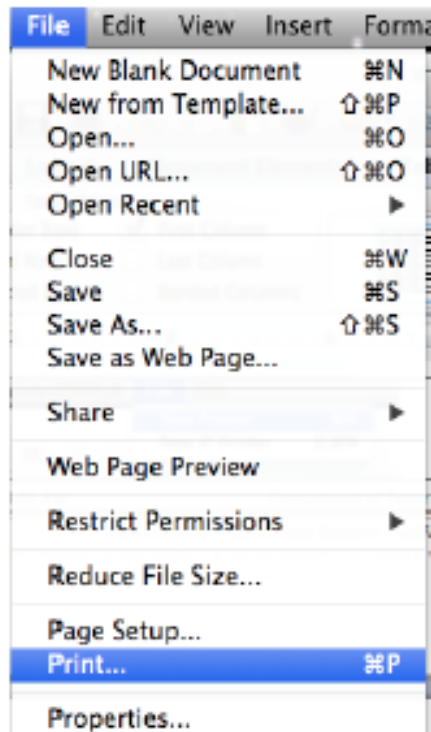
Click **Add**.



17. Printer will be added to your Printers & Scanners list.

18. **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**.

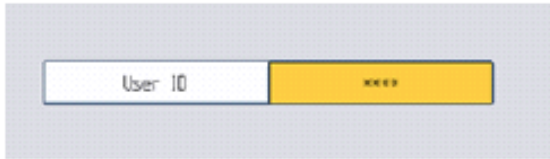
2. Select **Print**.



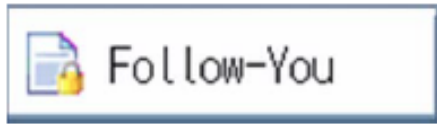
3. Select **Mac Follow You Print** from the Printer drop down list.

Click **Print**.

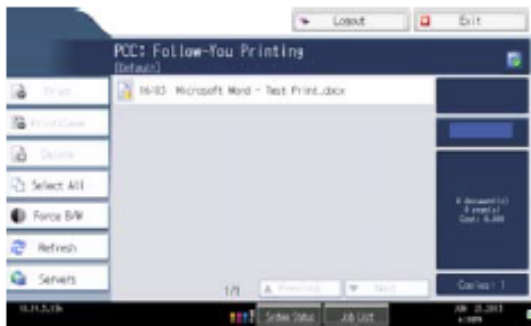
Retrieve the print job at a Ricoh copy machine



1. 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.