

UWRL Printer Setup Instructions – Windows

Ricoh C4503 (2nd floor, Rm 214): IP Address **172.17.9.9**

HP LaserJet Pro M402dn (Mezzanine Rm 235): IP Address **172.17.9.46**

HP Color LaserJet Pro MFP M283fdw (3rd Floor, Rm 316A): IP Address **172.17.9.38**

1. DOWNLOAD SOFTWARE AND DRIVERS

a. **HP PRINTERS:**

- i. Go to <http://123.hp.com> or search for HP Smart on your browser.
- ii. **Enter Printer model** (e.g., Color LaserJet Pro MFP M283fdw) in the product name field and click **Next**.
- iii. **Install** HP Smart on your computer.
- iv. Click **Open** in the left column under the HP Smart app icon. You may need to manage your security options (or allow all).
- v. In HP Smart, click **Set Up a New Printer** (you can set up an HP Smart account if you like). If the printer does not show up after the program scans for printers, enter the **printer IP address** (above). The printer should show up after a few seconds. If not, click **Search Again**

b. **RICOH PRINTER:**

- i. http://support.ricoh.com/bb/html/dr_ut_e/apc/model/mpc4503/mpc4503.htm?lang=en
- ii. Select your download (likely the top result) and install on your computer.

2. ADD PRINTER TO YOUR COMPUTER

- a. Go to **Settings > Devices > Printers & scanners** and click **Add Device** or **(+)** to add a new printer
- b. If the printer does not appear in the list after the computer searches, click **The printer that I want isn't listed**.
- c. Click **add a printer using an IP address or hostname** and **Next** then enter the **IP address** (above) in the **Hostname or IP address** line and click **Next** again.
- d. Click **Add** after the computer locates the IP address. You should see the message, **"You've successfully added [printer name]."** Click **Finish** and close the window.
- e. Re-open **Settings > Devices > Printers & scanners**. The printer should now appear in your list of available printers. You can rename the printer if desired.

3. SET PRINTER PROPERTIES TO SAVE MONEY, INK, AND PAPER

- f. Click on the printer name in **Settings > Devices > Printers & scanners**
- g. Navigate to the **Printer Properties** and then **Preferences**
- h. Set printer to **Print on Both Sides** and print in **Black & White / greyscale**
- i. **Apply** changes



UWRL Printer Setup Instructions – Mac OS

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HP Color LaserJet Pro MFP M283fdw (3rd Floor, Rm 316A): IP Address **172.17.9.38**

1. DOWNLOAD SOFTWARE AND DRIVERS

HP PRINTERS:

- a. Go to <http://123.hp.com> or search for HP Smart on your browser.
- b. **Enter Printer model** (e.g., Color LaserJet Pro MFP M283fdw) in the product name field and click **Next**.
- c. **Install** HP Smart on your computer.
- d. Click **Open**.
- e. In HP Smart, click **Set Up a New Printer** (you can set up an HP Smart account if you like). If the printer does not show up after the program scans for printers, enter the **printer IP address** (above). The printer should show up after a few seconds. If not, click **Search Again**.

RICOH PRINTER:

- a. Go to: http://support.ricoh.com/bb/html/dr_ut_e/apc/model/mpc4503/mpc4503.htm?lang=en
- b. Select your download and install on your computer.

2. ADD PRINTER TO YOUR COMPUTER

- a. Go to **System Preferences** and click **(+)** [Monterey OS 12] or **Add Printer, Scanner, or Fax** [Ventura OS 13] to add a new printer.
- b. In the globe tab at the top of the window, enter the **IP address (above)** in the **Address** line. Click **Add** after the computer locates the IP address (takes a few seconds).
- c. If a pop-up appears, Click the box for **Duplex Printing Unit** then click **OK**.
- d. The printer should now appear in your list of available printers as **the IP address**. You can rename the printer if desired.

4. SET PRINTER PRESET PROPERTIES TO SAVE MONEY, INK, AND PAPER

- a. Open a Word document you want to print. Go to **File > Print**.
- b. (Ventura) Make sure the box next to **Black & White** (Ventura) and toggle **Double-sided** to **On**
- c. (Monterey) Select **Layout** in the dropdown and set your **Two-Sided** preferences then select **Printer Features** in the dropdown and toggle the **Color Mode** to **Black and White**.
- d. Select **Save Current Settings as Preset** in the **Presets** dropdown, name the new preset, and make that preset your default setting or change the Default printer settings.
- e. If you have trouble printing from other applications, you can usually choose to use Printer settings to print with your saved preset.

