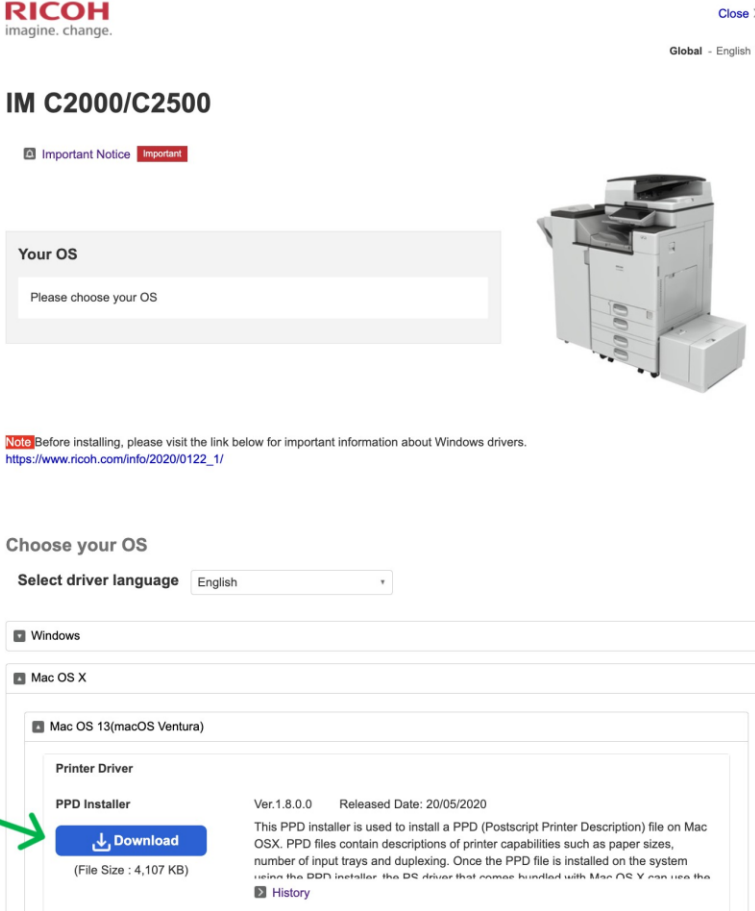**Macbook Printing Instructions – Ed Wing Printer**

First, make sure that you have the latest version of Mac OS installed on your computer. (This can be found by going to "System Settings", "General", then "System Update".)

Then, head open this link to take you to the Savin driver webpage: http://support.ricoh.com/bb/html/dr_ut_e/apc/model/imc2000/imc2000.htm

Once you get there, scroll down to "Mac OS X" and select your operating system from the dropdown menu:

Install the driver by clicking the download button under "PPD Installer".

Open the file after it is downloaded to your computer and run the installer by opening the .pkg file:
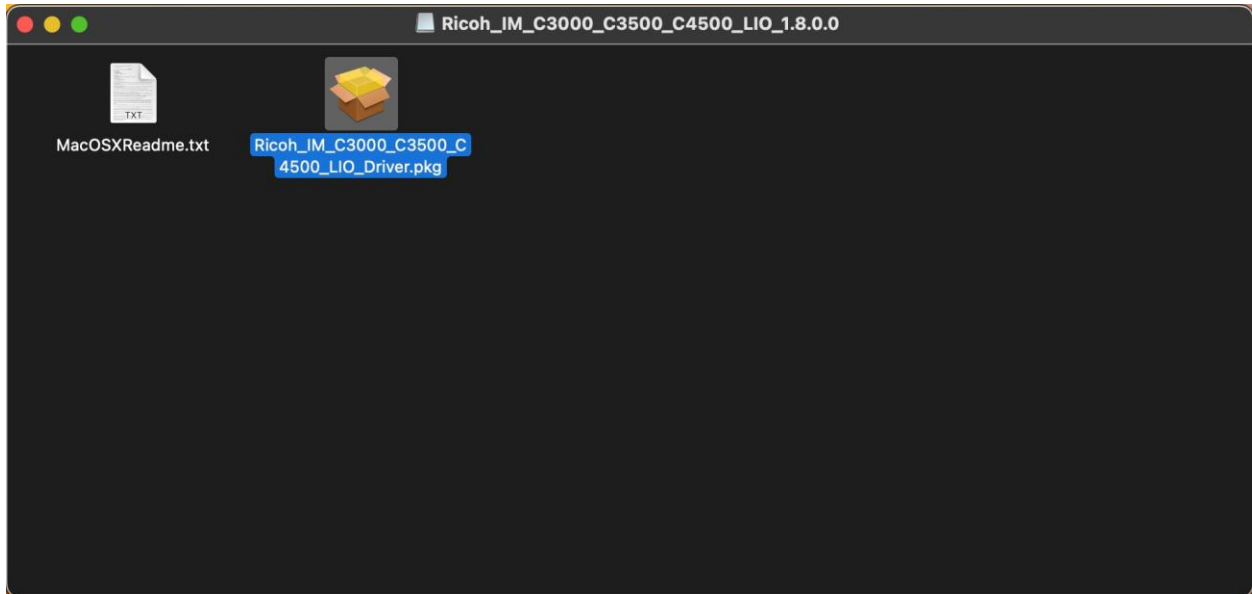

Follow the instructions given by the installer until the installation is complete.

Next, open your settings and scroll down to the bottom of the menu and open the "Printers & Scanners" settings. Click "Add Printer, Scanner, or Fax…"
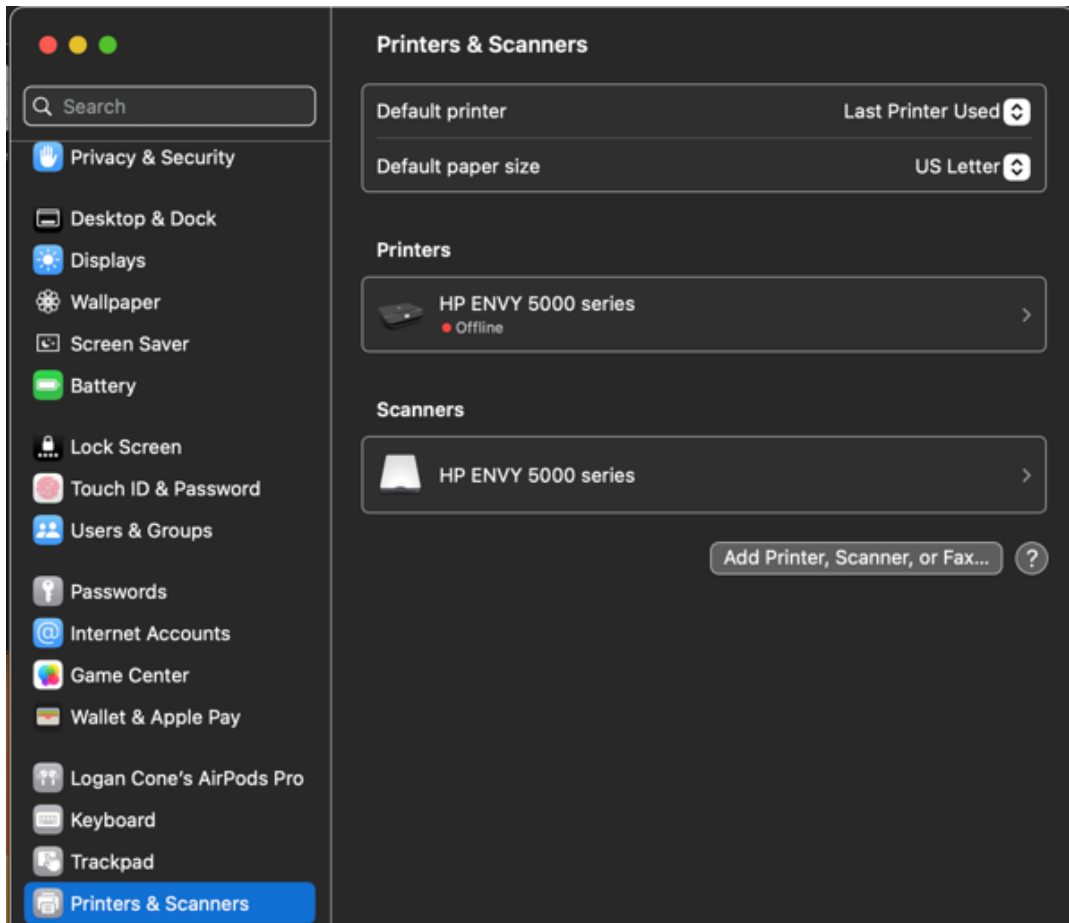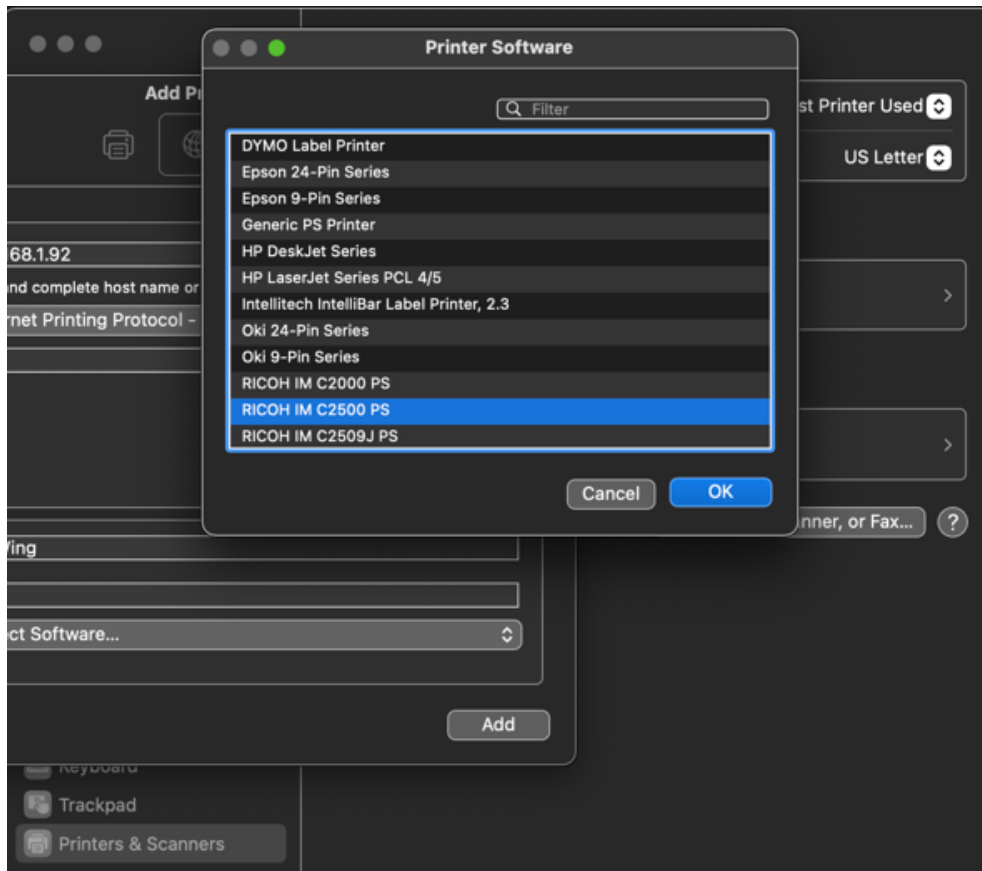
Click the globe icon on the top of the window and enter the IP address of the printer in the "Address" bar. Name the printer in the "Name" bar.
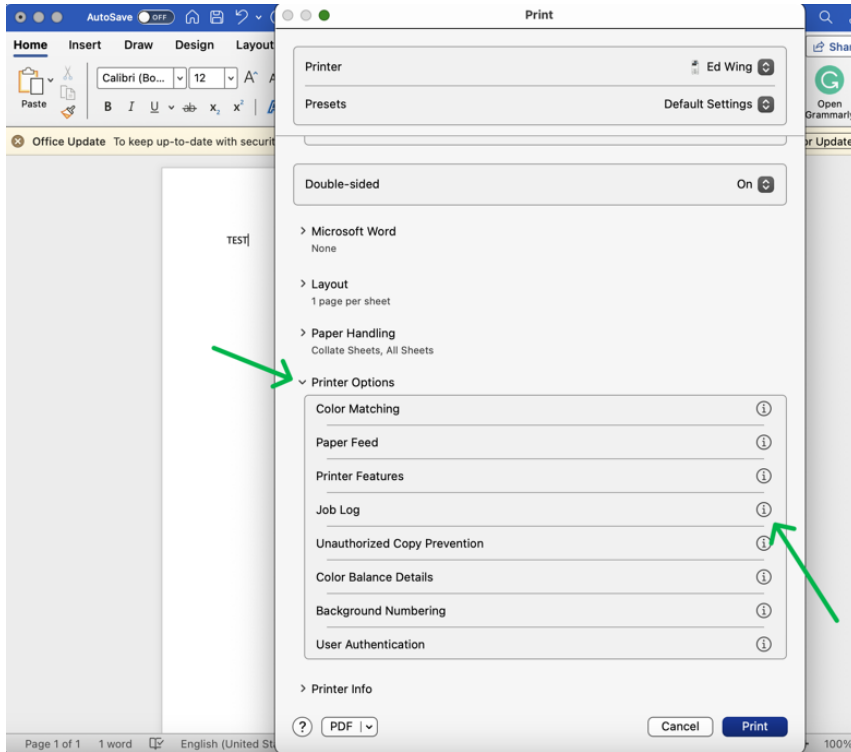
(Ed Wing is: 192.168.1.92)
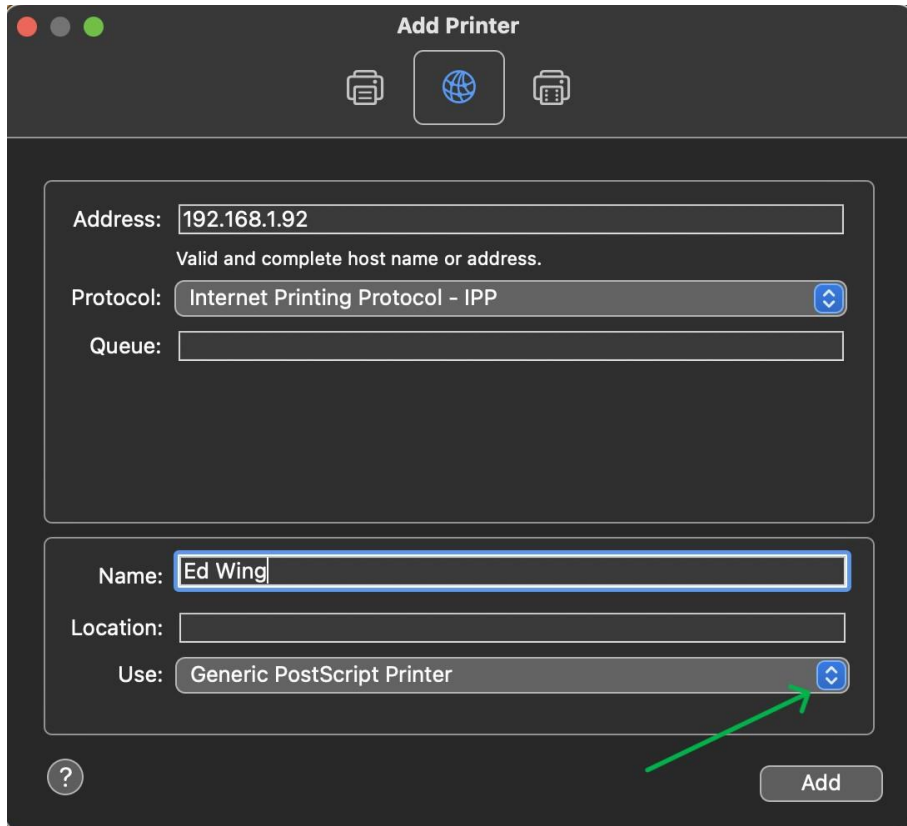
Click the dropdown button in the "Use" row, then click "Select Software". A window like this should appear:
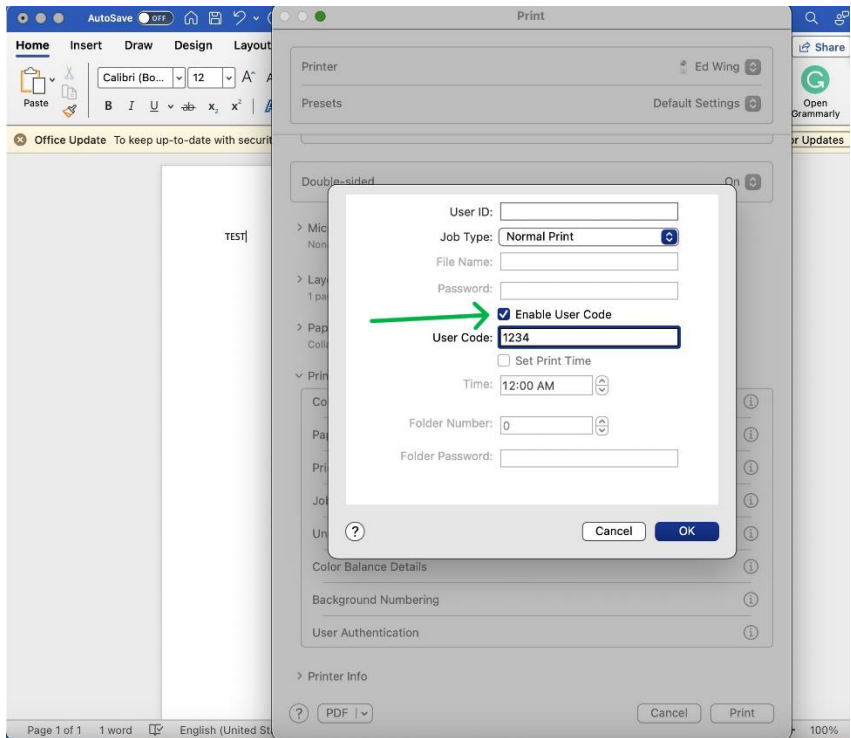
Search for "RICOH IM C2500 PS", select it, then click "OK".

Next, open up a program such as Microsoft Word and click the print button.

In the printing window, scroll down and select "Printer Options" then click the "i" next to "Job Log".

Finally, select "Enable User Code" and type in your FH ID into the "User Code" bar. Hit "OK" and you're done!

If printing from a web browser, make sure you print using the system dialog, by clicking "Print using system dialog..." and following the previous directions for setting up the user code.