## Instruction on how to add a Follow Me RICHO printer on MacOS

To be able to do the FollowMe installation you must use the local admin on the MacOS.
Download the PPD Installer
Open the Download folder and double click on the "Ricoh_IM_C3000_C3500_C4500_LIO_1.2.0.0.dmg" disk image file.

## Ricoh_IM_C3000_C3500_C4500_LIO_1.2.0.0

MacOSXReadme.txt

To run the installation package double click on the "pkg" icon

## Install Ricoh_IM_C3000_C3500_C4500_LIO Driver

Welcome to the Ricoh_IM_C3000_C3500_C4500_LIO Driver Installer

- Introduction

Licence
Destination Select
Installation Type
Installation
Summary

This installer installs the following printer driver.

- RICOH IM C2000 PS
- RICOH IM C2500 PS
- RICOH IM C3000 PS
- RICOH IM C3500 PS
- RICOH IM C4500 PS
- RICOH IM C5500 PS
- RICOH IM C6000 PS

To finish the installation, press the "Continue" button.

Open the "System Preferences" under the Apple sign.
Select the "Printers \& Scanners" and press the " + " sign to add a printer. Open the Finder application


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On the top of the screen press "Go".


Connect to the server: meb-print01.meb.ki.se, type smb://meb-print01.meb.ki.se

## Connect to Server

## smb://meb-print01.meb.ki.se

Favourite Servers:
$\square$
$+$
 ?

Type your login credentials, MEB User name, and the AD password.
M9. Enter your name and password for the server "mebprint01.meb.ki.se".
Connect As:
Guest

- Registered User
Name: $\square$
Password:
Remember this password in my keychain


Double click on the text "PCClient"

linux

mac

Double click on the icon "mac" to open the folder.


Double click on the icon "client-local-install" to start the installation of the PaperCut application.

## Install PCClient into the Applications Folder?

## Yes

$\square$

When the installation is done you must once again type the MEB login credentials.

| Login |  |
| :---: | :---: |
| Your login credentials are required for printer access. | papercut.com |

Please log in using your network username and password to confirm your identity.
Username:
Password:
$\square$
$\square$
Remember my identity

Next open the System Preferences and click on the icon "Printers \& Scanners".


Press the " + " sign to add the Follow Me printer.

Click on the tab "IP" and type the Address "meb-print01.meb.ki.se" Type "Follow Me Client" as a Queue: name and the same as Name:


Use: Select Software
And choose RICOHIM C5500PS

RICOH IM C2000 PS
RICOH IM C2500 PS
RICOH IM C3000 PS
RICOH IM C3500 PS
RICOH IM C4500 PS
RICOH IM C5500 PS
RICOH IM C6000 PS

Cancel
OK

The last to do is to press the "Add" button..


Double click on the printer: "Follow Me Client" and press Settings and select the tab "Options"


Option Tray: "Lower Paper Trays"
Finisher: Finisher SR3270
PostScript: PostScript Emulation.

To have the PCClient to start automatically add the application, first open "System Preferences"


Select "Users \& Groups" and select the tab "Login Items".

```
Password Login Items
```

These items will open automatically when you log in:

| Item | Kind | Hide |
| :--- | :--- | :--- | :--- |
|  |  |  |
|  |  |  |

To hide an application when you log in, select the tickbox in the Hide column next to the application.

```
+ -
```

Press the " + " sign to add the application "PCClient" to start automatically.


## Password Login Items

These items will open automatically when you log in:

| Item | Kind | Hide |
| :--- | :--- | :--- |
| PCClient | Application |  |
|  |  |  |

To hide an application when you $\log$ in, select the tickbox in the Hide column next to the application.


