

## How to Setup Direct Print from your computer to ME Printers

Note: For ME Staff and some ME Faculty with computers registered on the UW Network, these printers are added automatically

### Printer Names


- MEBCopier1
- MEBCopier2
- MEBCopier1-Color
- MEBCopier2-Color
- MEB107SharedPrinter

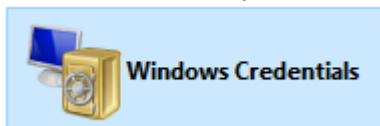
### Printer Names (Faculty/Staff Only)

- MEB143SharedPrinter
- MEB143SharedPrinter-Color
- MEB217SharedPrinter
- MEB330SharedPrinter

You will need these printer names in the instructions below. You will need to add the “-Color” printer to print in color on either of the copiers. Even though there are two printer names for each copier, jobs sent to either printer name will be sent to the same copier.

### Setting up ME Printers on Windows

1. In the Control Panel, click the  **Credential Manager** app
2. In the window that opens, click on



3. Then further down, click on [Add a Windows credential](#)
4. In the window the opens, enter in the information as follows:

Type the address of the website or network location and your credentials


Make sure that the user name and password that you type can be used to access the location.


Internet or network address  
(e.g. myserver, server.company.com):

User name:

Password:

Be sure to put the "NETID\" in front of your NETID as seen above. Click OK.

5. Back in the Control Panel, click on  [Devices and Printers](#)
6. In the window that opens, near the top, click on
7. In the window that opens, near the bottom, click on [The printer that I want isn't listed](#)
8. In the window that opens, enter in the information as follows:

←  Add Printer ×

Find a printer by other options

My printer is a little older. Help me find it.

Find a printer in the directory, based on location or feature

Select a shared printer by name

Example: \\computename\printername or  
http://computename/printers/printername/.printer

Add a printer using a TCP/IP address or hostname

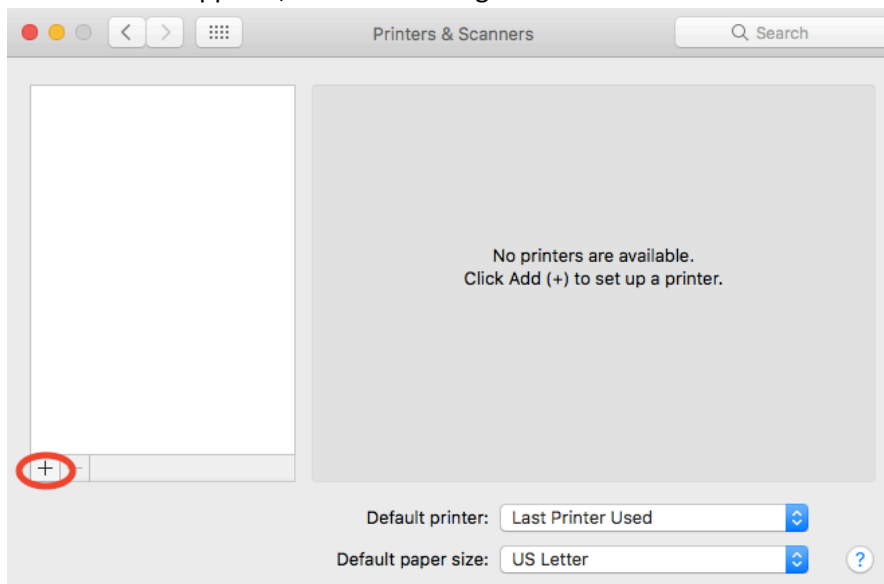
Add a Bluetooth, wireless or network discoverable printer

Add a local printer or network printer with manual settings

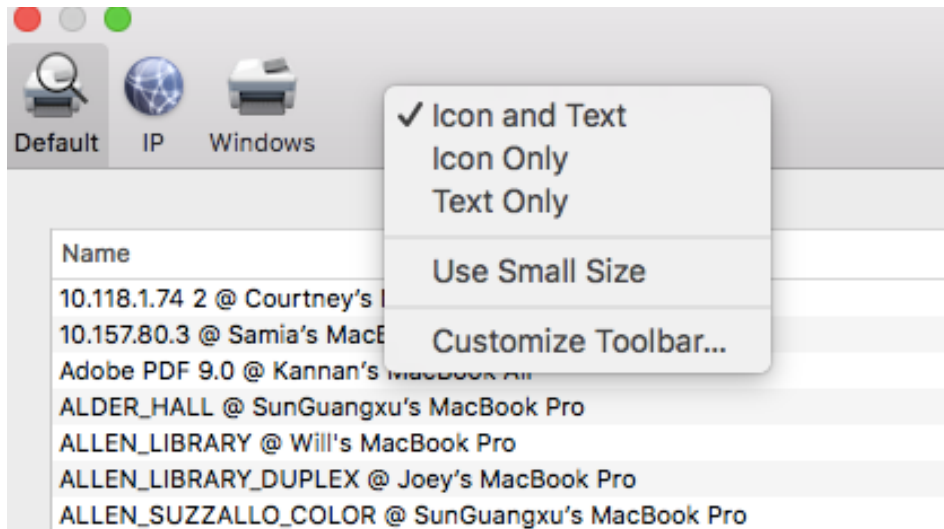
9. Replace **MEBCopier1** in the example above with the appropriate printer listed at the beginning of this document to add each printer individually. Again, just a reminder that you will need to add the “-Color” printers to be able to print in Color
10. Color printing is five times (5x) as expensive for the department as black and white printing. Please only use color printing if there is a specific need for it.
11. When printing from these printers, you can select further printing options such as Stapling and Punching from the “Printer Properties” window
12. If you need any further help with this setup, please contact ME Computer Support in MEB 261, by email at [mehelp@uw.edu](mailto:mehelp@uw.edu) or by phone at 206-616-1867
13. You are also welcome to use driverless printing at the Web Print Page at:  
<https://me-print.me.washington.edu>
14. Finally note that printing is only available when connected to the on-campus UW Network or by using the [Husky OnNet VPN](#) Service

### Setting Up ME Printers on MacOS

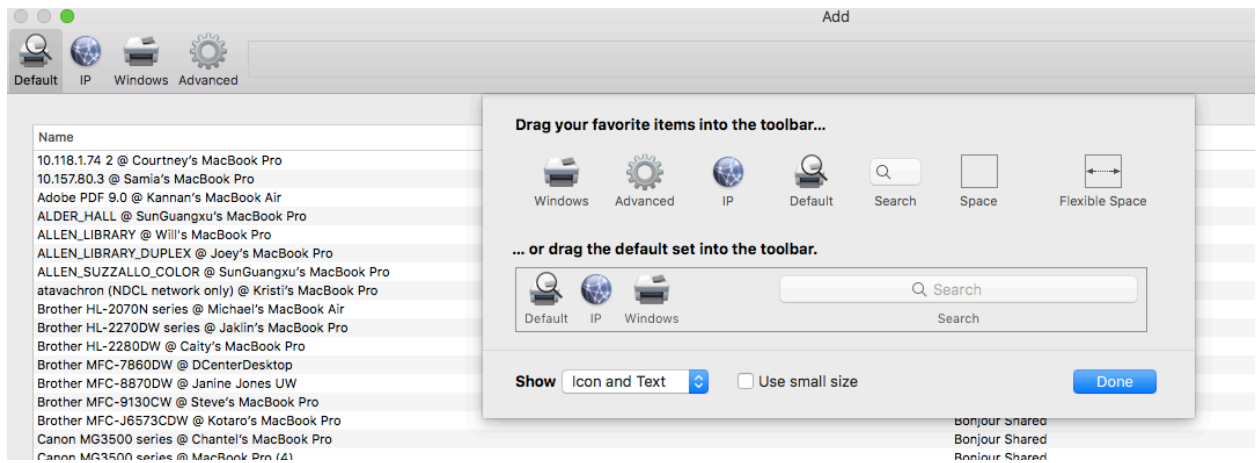
1. Download the Ricoh Drivers for the MP C4504 copier. Here is a link:  
[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mpc4504/mpc4504.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mpc4504/mpc4504.htm)
2. Be sure to download the “PS Driver for Universal Print” on the above page instead of the variety of other options available
3. In the “System Preferences” window, click on “Printers and Scanners”
4. In the window that appears, click on the + sign as seen below:



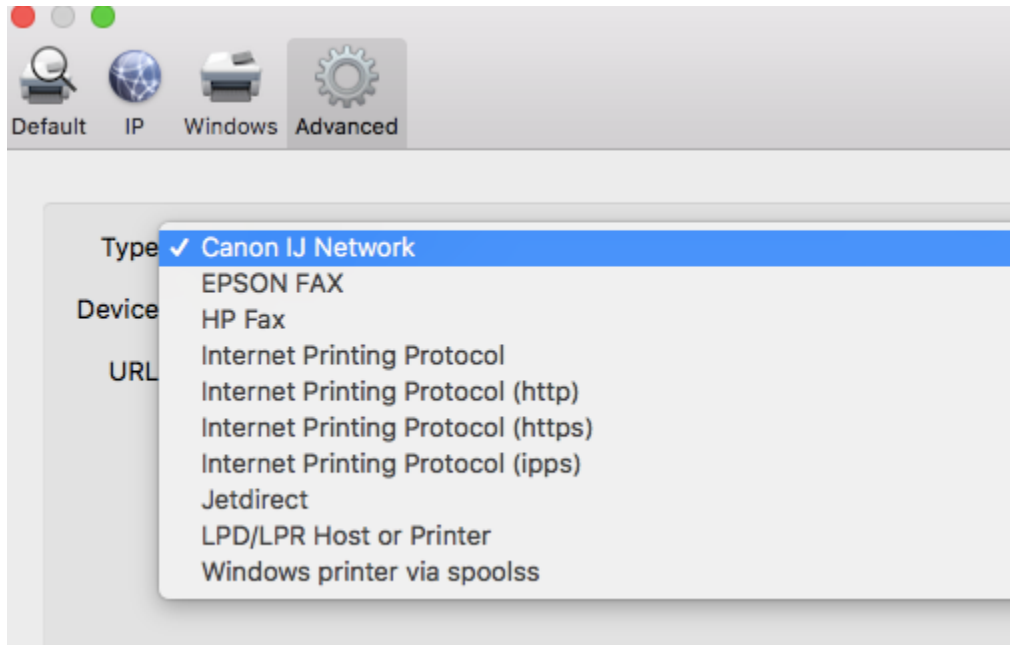
5. In the window that next comes up, right click in the grey space to the left of the Windows button near the top of the window and click “Customize Toolbar”



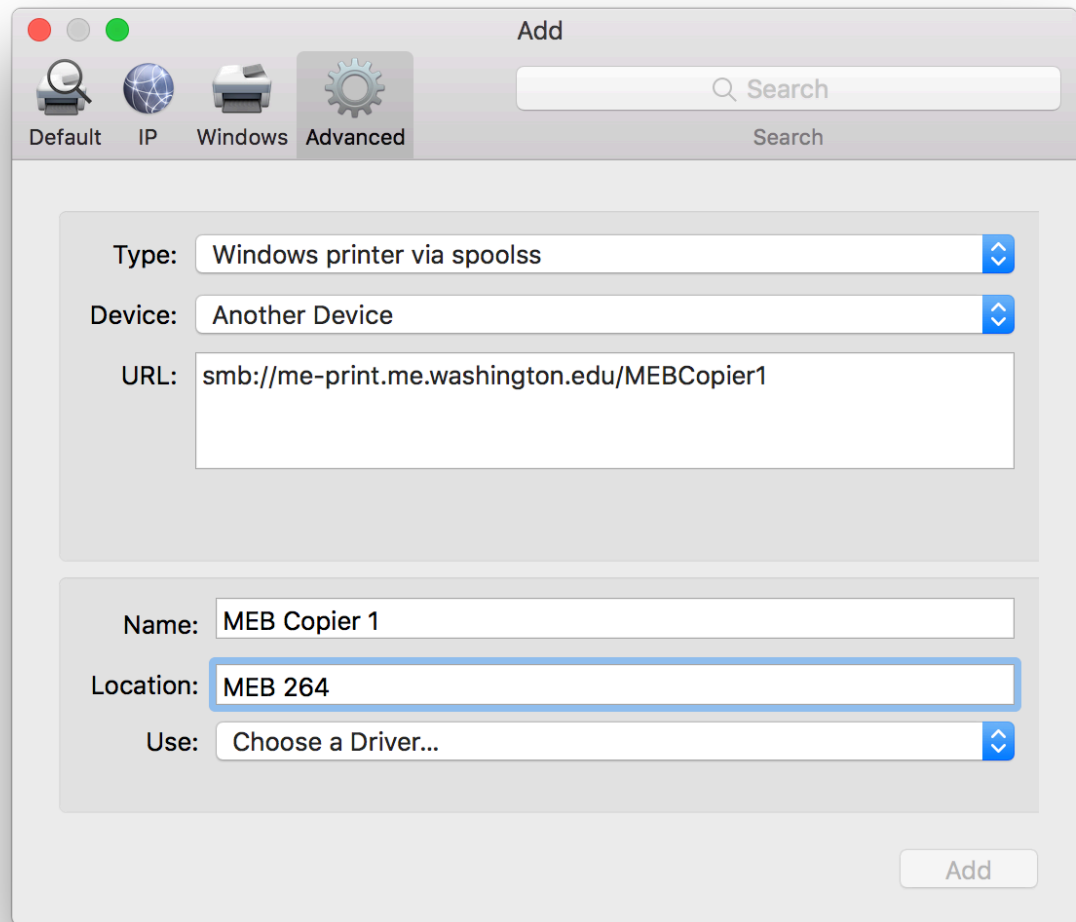
- In the Window that comes up next, drag the “Advanced” button so that it appears next to the Windows button and click done.



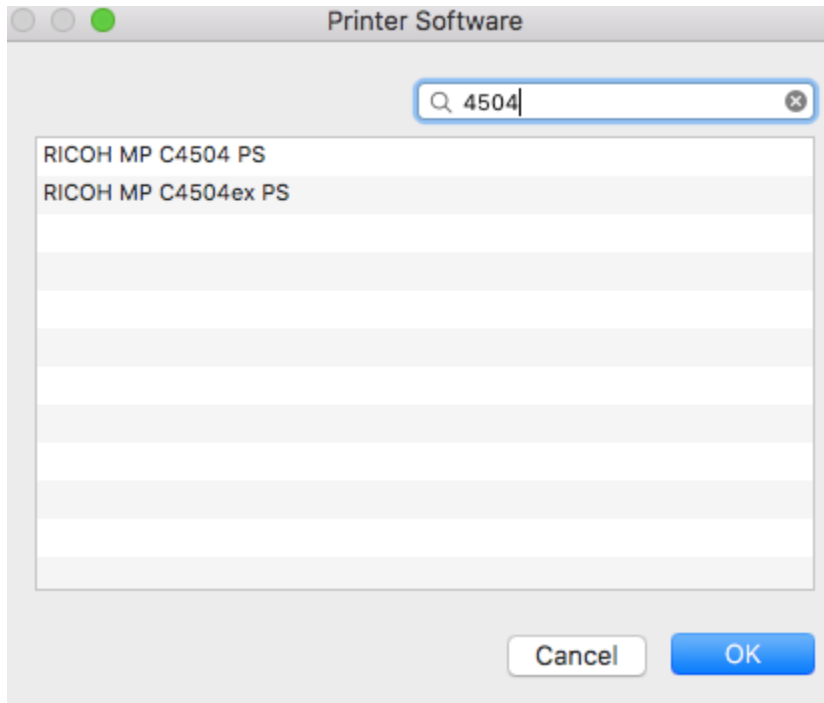
- Click on the “Advanced” button and after its done searching for printers, click on the “type” menu and click the “Windows Printer via spoolss” option



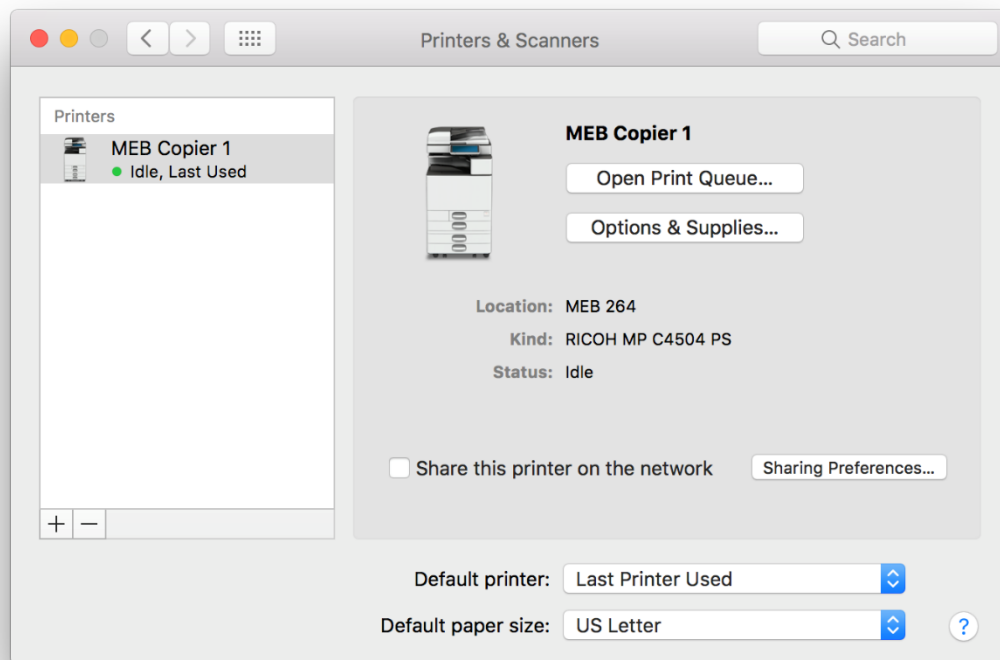
8. In the other fields, enter in information as follows, replace **MEBCopier1** with whatever printer you are trying to add according to the printer name list at the beginning of this document. You will need to follow the instructions in this document to add each printer individually



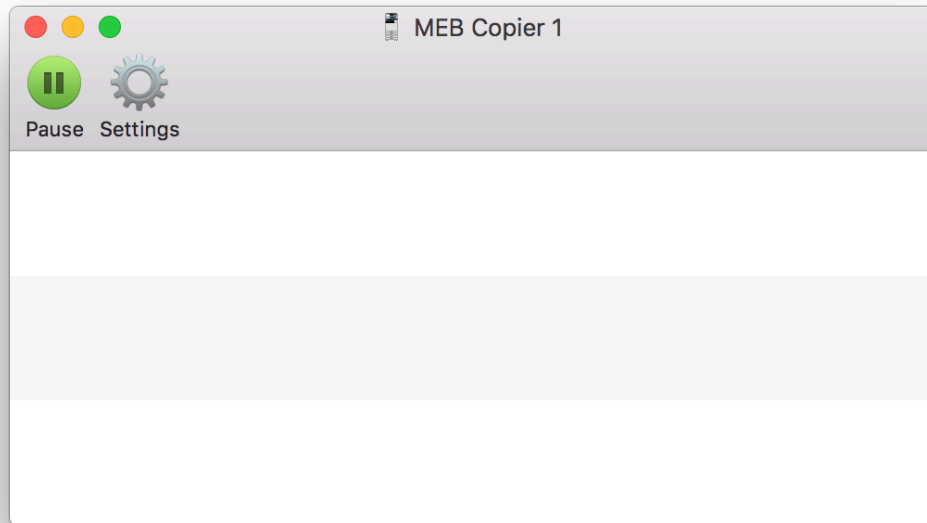
9. Click "Choose a driver" and then click "Select Software". In the window that comes up, enter in "4504" into the search box



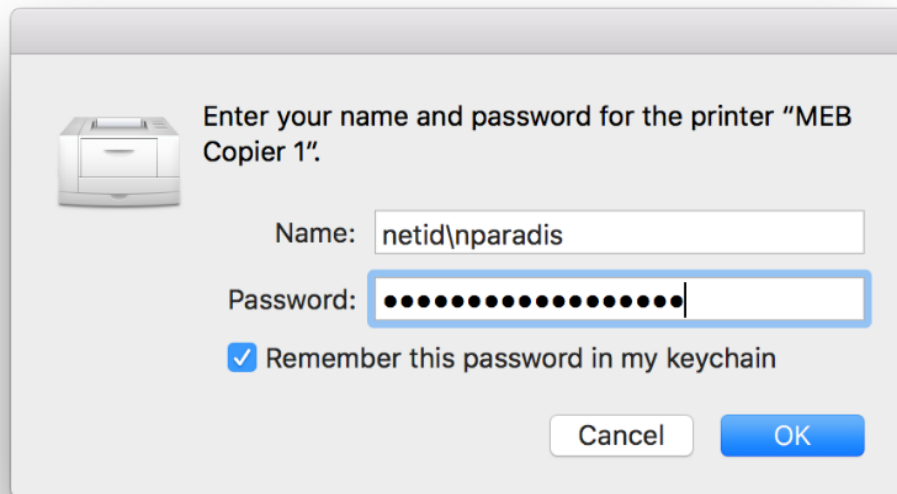
10. Select "Ricoh MP C4504 PS", click "OK" and then Click "Add" on the previous Window
11. You should now see the printer on the left hand side of the main printer window. Click on it and the click on "Open Print Queue"



12. After the window is displayed, in the "printer" menu at the top of the page, click "Print Test Page"

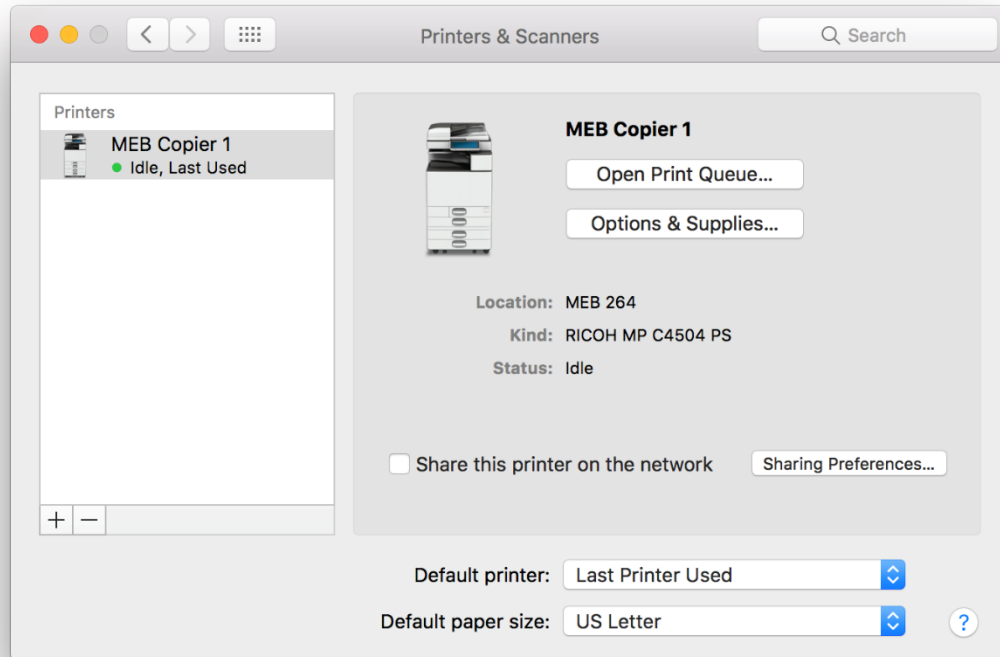


13. You will be prompted for a password. Enter in the information as follows making sure that your NETID is preceded by the string "NETID\" Check the "Remember this password in my keychain" box if desired so that you are not prompted for a password at every print job.

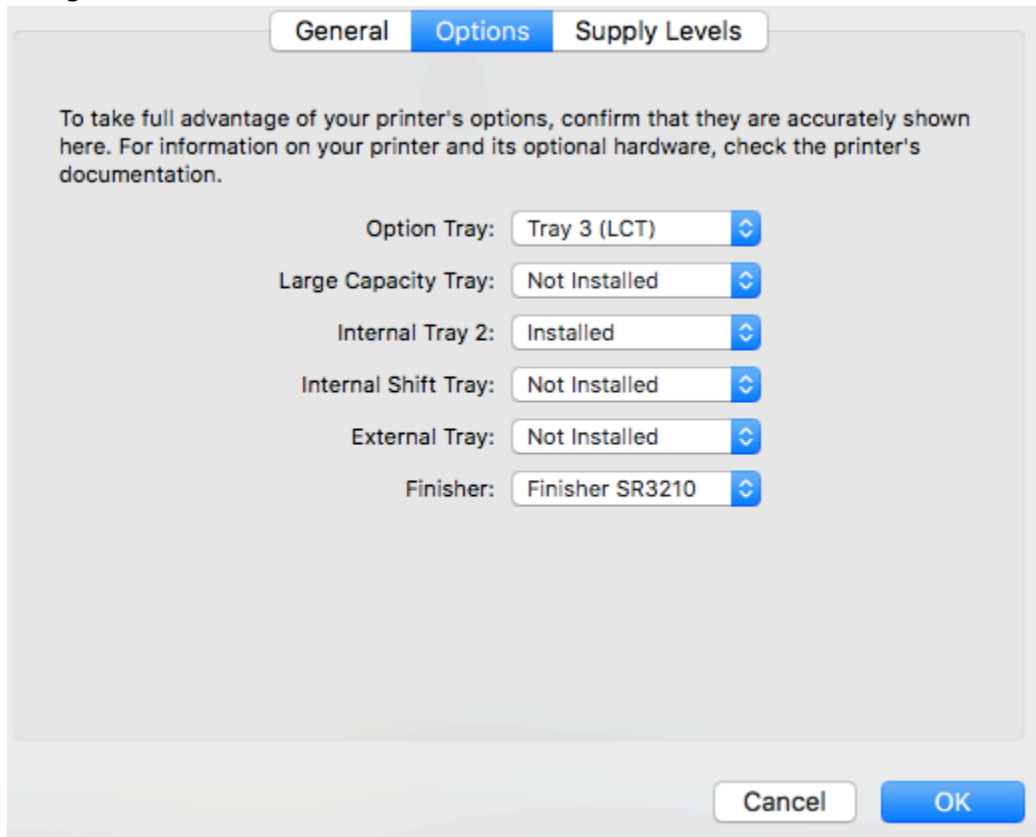




14. Click OK and back at the printer list window, click on the printer again listed on the left and click the “Options & Supplies” button

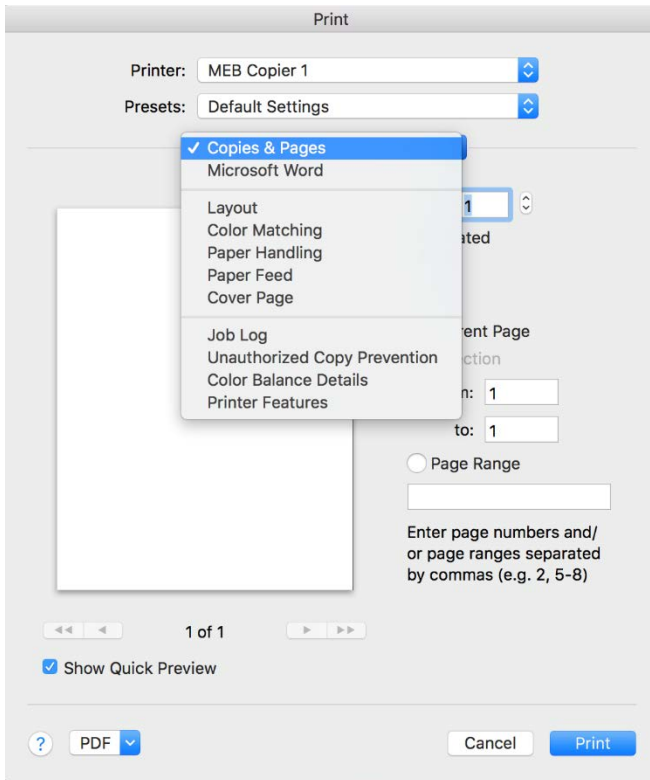


15. In the window that is displayed, click the “options” button and enter in the following configuration

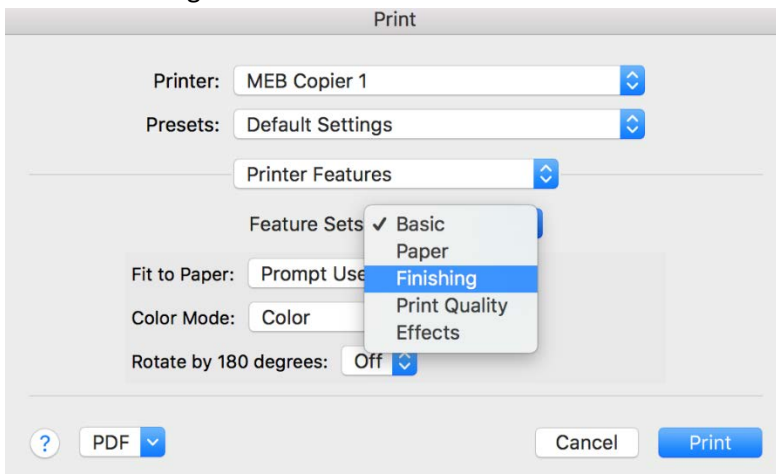


16. Click OK and then you are ready for printing

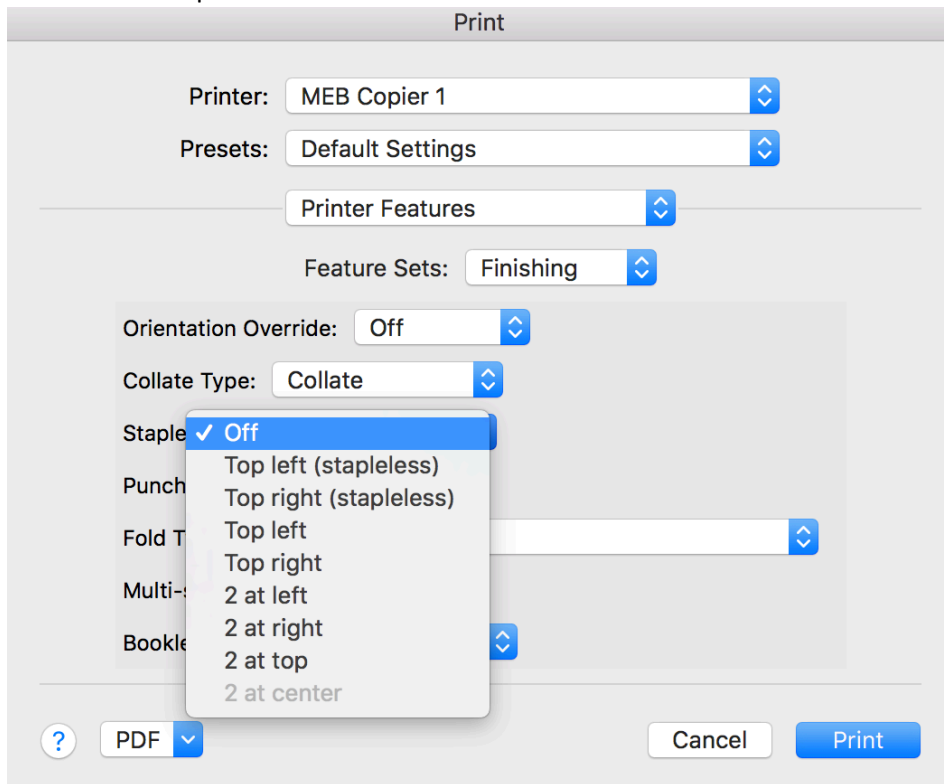
17. In order to use the finishing options such as Stapling and Punching, when printing, select the “Printer Features” menu as seen below



18. Select "Finishing" as seen below



19. Select desired options as seen below:



20. Color printing is five times (5x) as expensive for the department as black and white printing. Please only use color printing if there is a specific need for it.

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