

# 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
- MEBCopier1-Color
- MEB107SharedPrinter

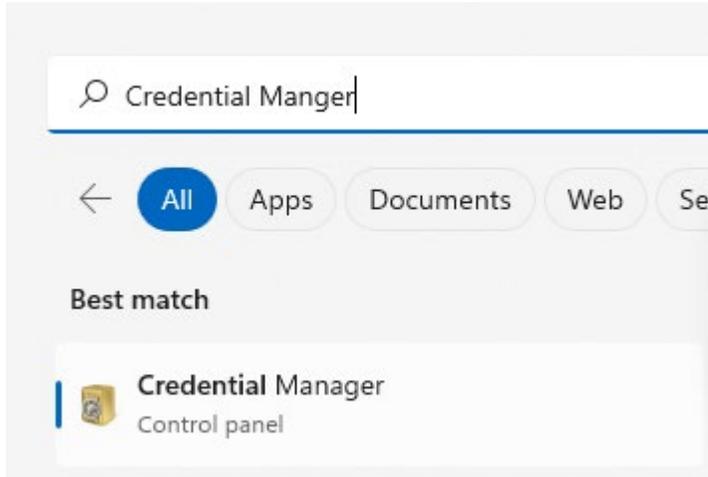
## Printer Names (Faculty/Staff Only)

- MEB143SharedPrinter
- MEB143SharedPrinter-Color
- MEB217SharedPrinter
- MEB330SharedPrinter

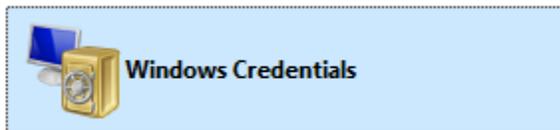
You will need these printer names in the instructions below. You will need to add the “-Color” printer to print in color on either of the copiers. Even though there are two printer names for each copier, jobs sent to either printer name will be sent to the same copier.

## Setting up ME Printers on Windows

1. Search Windows for “Credential Manager” and open the app.



2. In the window that opens, click on



3. Then further down, click on the “Add a Windows credential” link.

- In the window that 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.

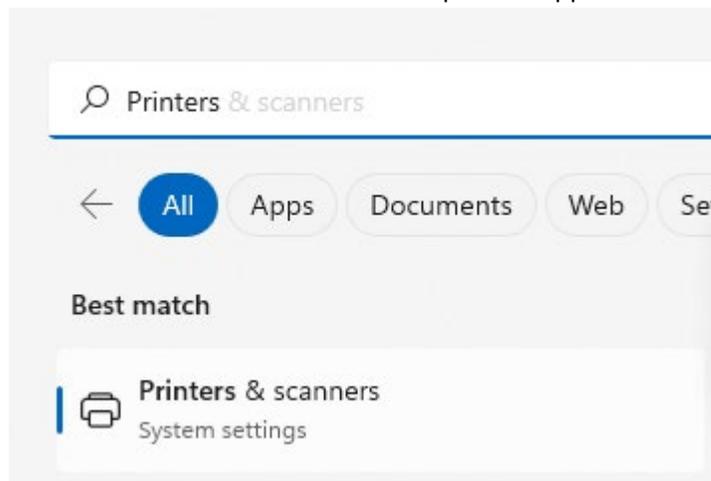
Internet or network address  
(e.g. myserver, server.company.com):

User name:

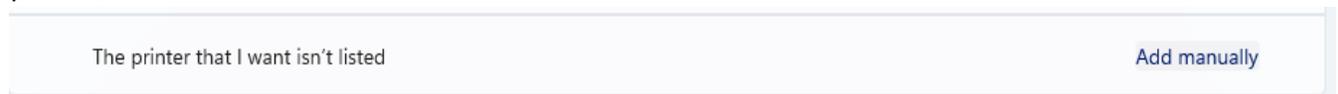
Password:

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

- Search Windows for "Printers" and open the app.



- In the window that opens, near the top, click on "Add a printer" or "Add device" depending on your version of Windows.
- Windows will search for available printers and after a while will provide a "The printer that I want isn't listed" option after any found printers. Click the link or "Add manually" depending on your version of Windows.



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: \\computername\printername or  
http://computername/printers/printername/.printer

Add a printer using an 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

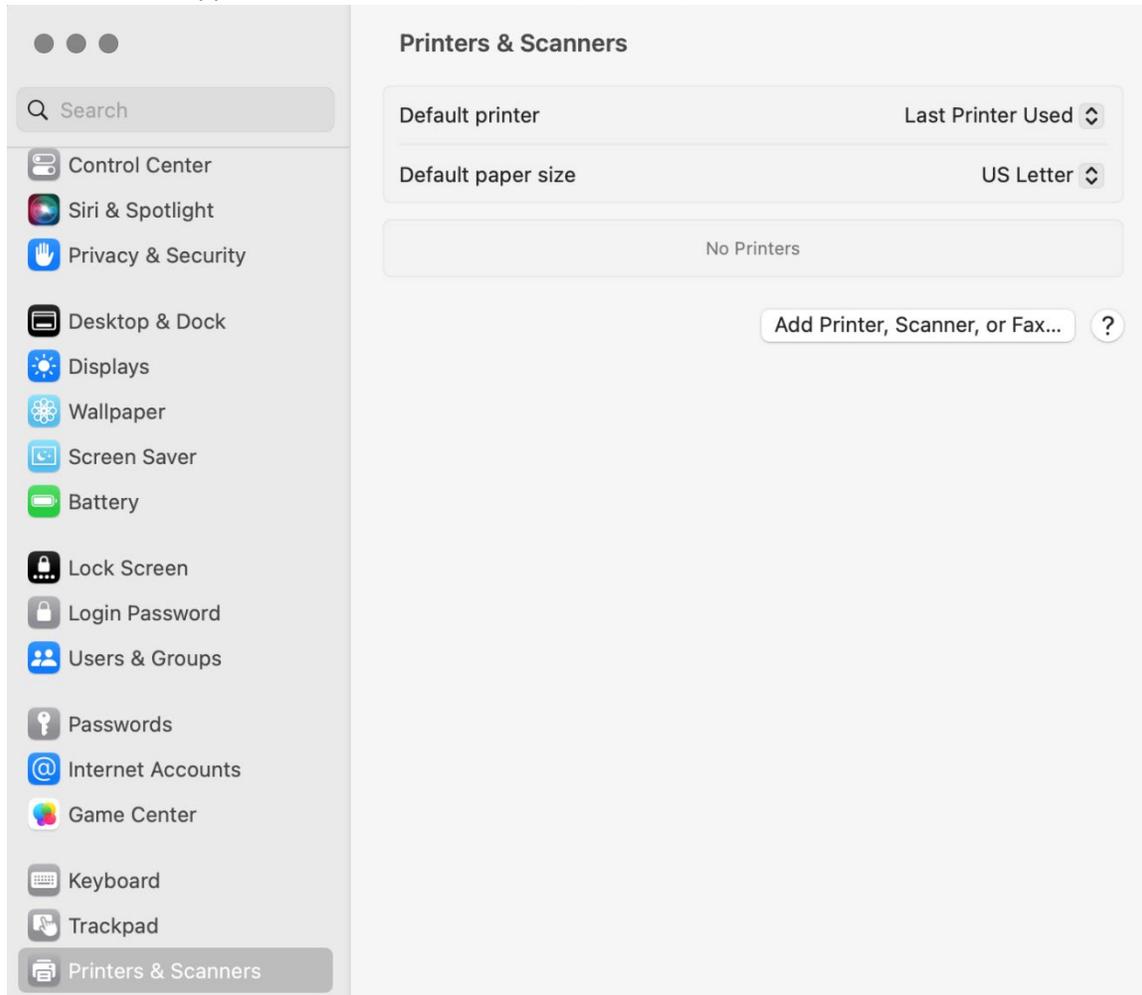
1. Download and install the Ricoh Drivers for the appropriate printer. Note that the printers can be installed using most Ricoh drivers, however, when printing PDFs to the Small Multifunction Shared Printers, a PostScript Adobe Font error can occur if the correct software and settings are not applied (***please be sure to set the option specified in Step 14***).

Links and models are as follows:

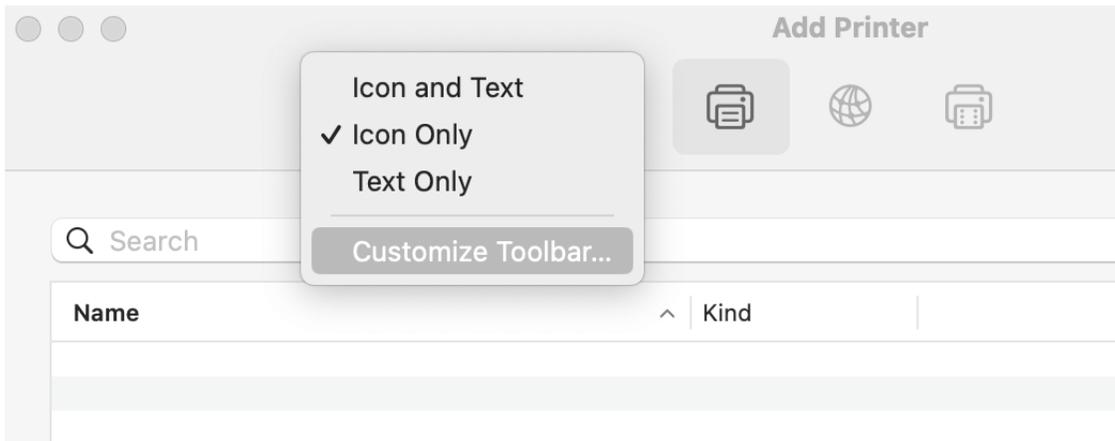
- MEBCopier1 – Ricoh IM C4500 PS  
[https://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/imc4500/imc4500.htm](https://support.ricoh.com/bb/html/dr_ut_e/rc3/model/imc4500/imc4500.htm)
- MEB107SharedPrinter – Ricoh P 501 PS  
MEB217SharedPrinter & MEB330SharedPrinter – Ricoh IM 350 PS  
[https://support.ricoh.com/bb/html/dr\\_ut\\_e/re2/model/im430f/im430f.htm](https://support.ricoh.com/bb/html/dr_ut_e/re2/model/im430f/im430f.htm)
- MEB143SharedPrinter – Ricoh IM C300 PS  
[https://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/imc300/imc300.htm](https://support.ricoh.com/bb/html/dr_ut_e/rc3/model/imc300/imc300.htm)

2. In the “System Settings” window, click on the “Printers & Scanners” link.

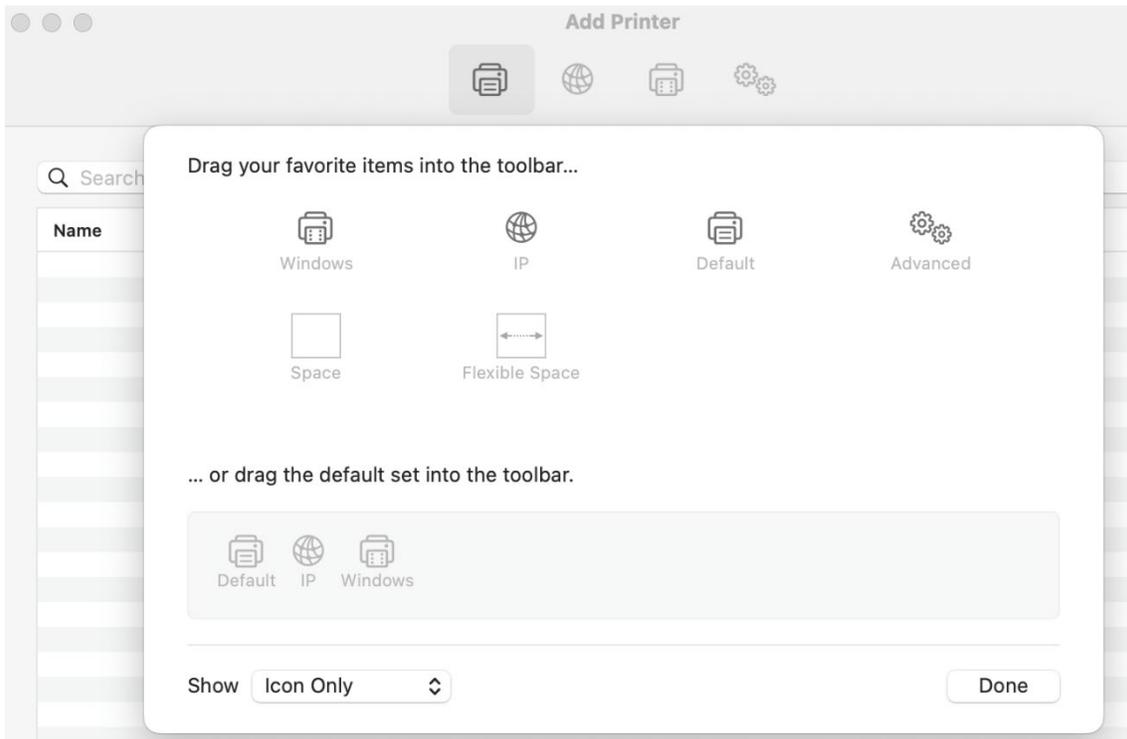
3. In the window appears, click on the “Add Printer, Scanner, or Fax...” button.



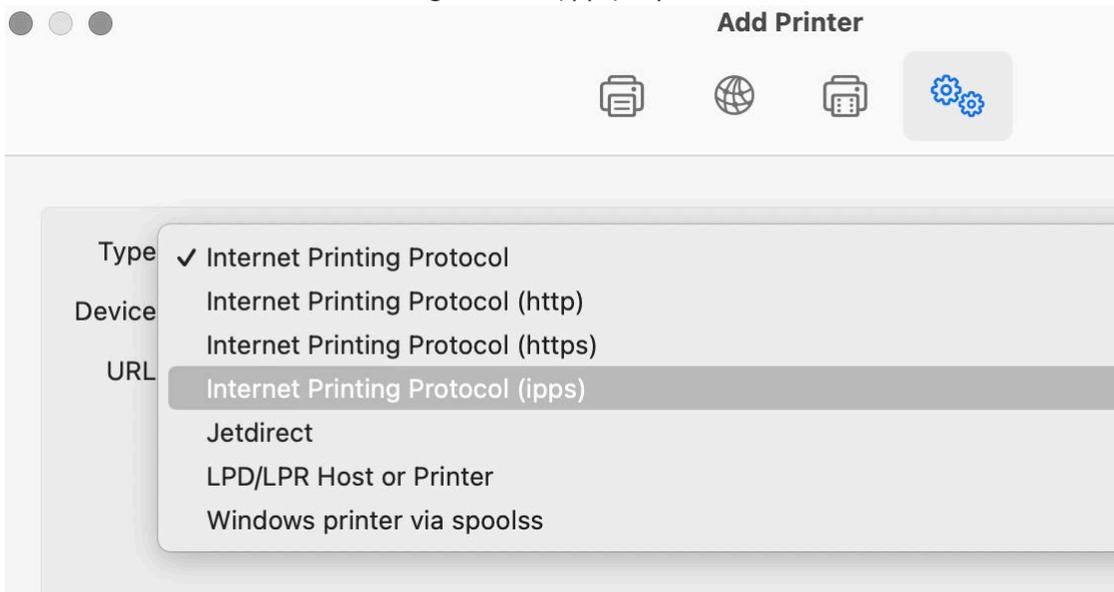
4. In the window that comes up next, right click in the empty space next to an icon near the top of the window and click the “Customize Toolbar...” link.



5. In the window that comes up next, drag the “Advanced” button so that it appears next to the other icons in the toolbar and click Done.



6. Click on the “Advanced” button and after it’s done searching for printers, click on the “Type” menu and click the “Internet Printing Protocol (ipps)” option.



7. In the other fields, enter in information as follows and replace **MEBCopier1** with the 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. The URL is:

ipp://me-print.me.washington.edu:9164/printers/**MEBCopier1**

**Add Printer**

Printers, Network, Add Printer, Settings

Type: Internet Printing Protocol (ipp) ▾

Device: Another Device ▾

URL: ipp://me-print.me.washington.edu:9164/printers/MEBCopier1

Name: MEB Copier 1

Location: MEB 264

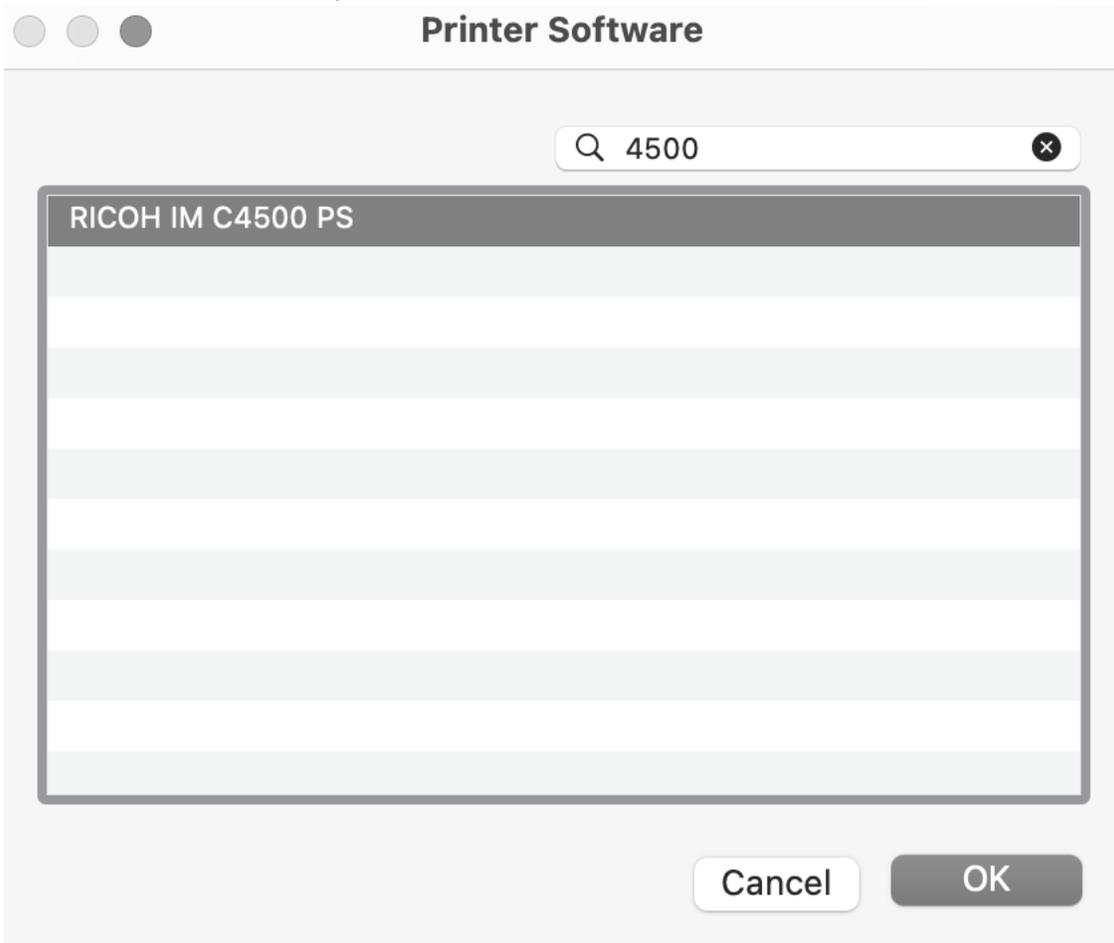
Use: RICOH IM C4500 PS ▾

?

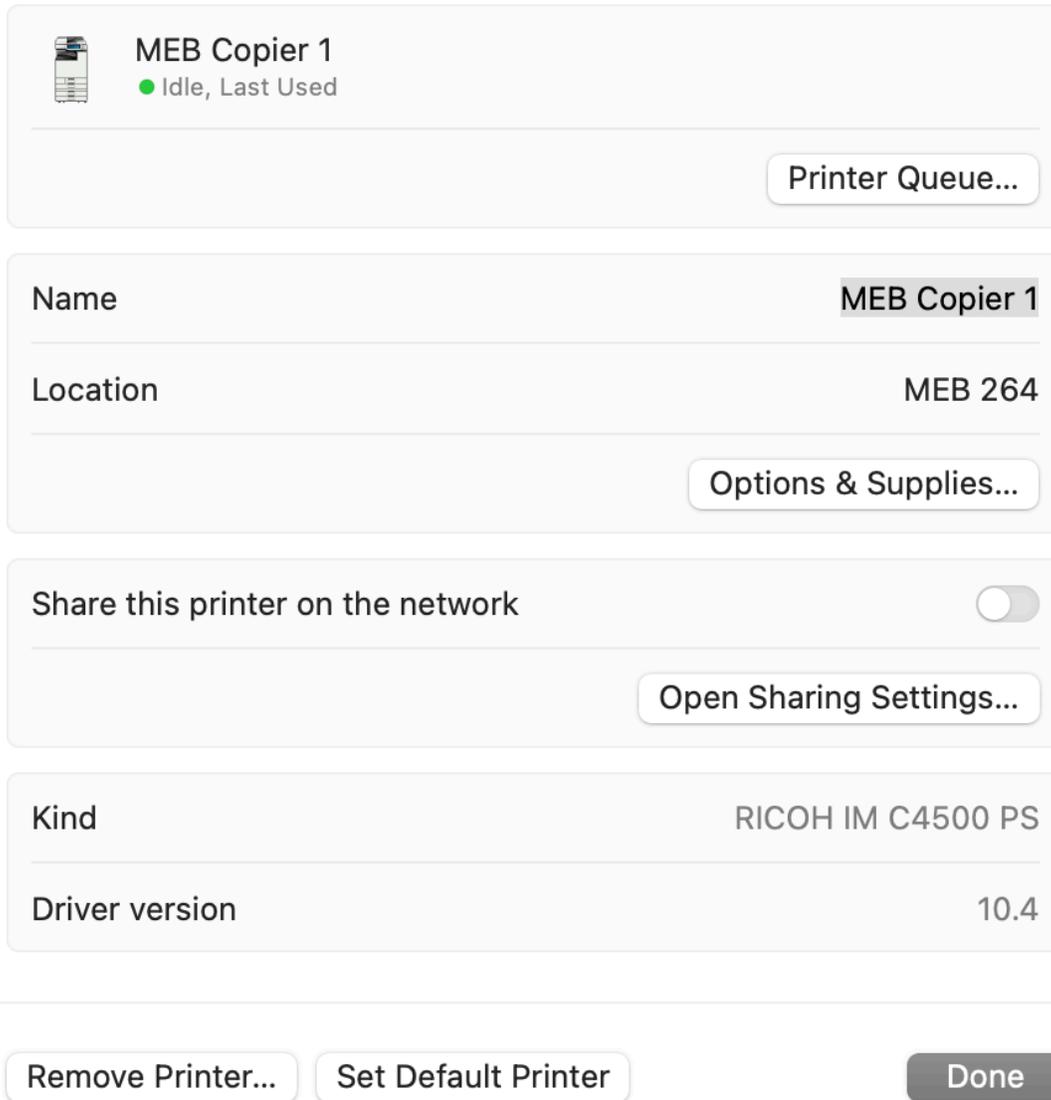
Add

8. In the "Use" menu, click "Choose a driver" and then click "Select Software". In the window that comes up, search for the printer model you're installing from the list in Step 1, click "OK"

and then click "Add" on the previous window.



You should now see the printer on in the list on the main printer window. Click on it and then click the “Printer Queue...” button.



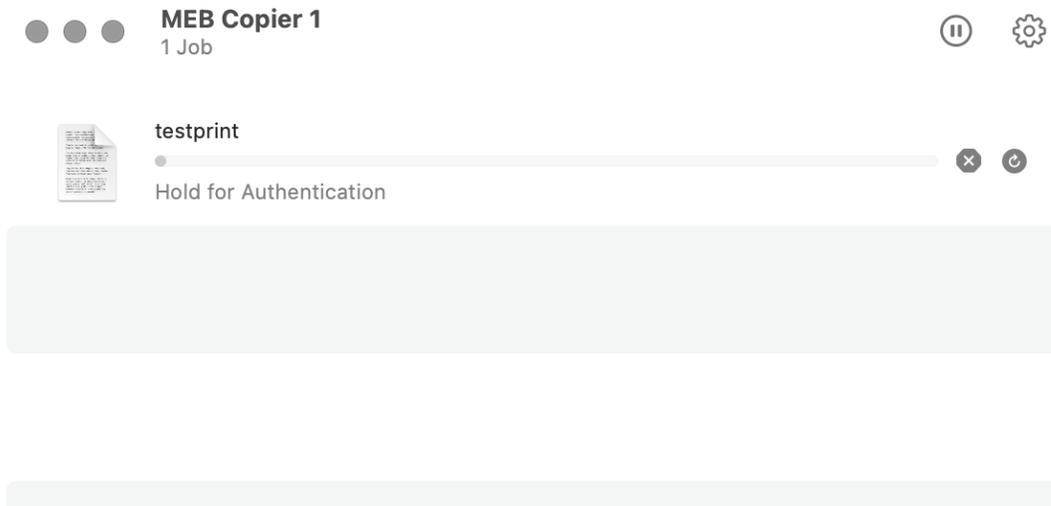
The screenshot shows a printer management interface for a device named "MEB Copier 1". At the top left, there is a printer icon and the text "MEB Copier 1" with a green dot and "Idle, Last Used" below it. A "Printer Queue..." button is located in the top right of this section. Below this is a table with two rows: "Name" with value "MEB Copier 1" and "Location" with value "MEB 264". An "Options & Supplies..." button is at the bottom right of this table. The next section has a toggle switch for "Share this printer on the network" which is currently turned off, with an "Open Sharing Settings..." button below it. The final section is another table with two rows: "Kind" with value "RICOH IM C4500 PS" and "Driver version" with value "10.4". At the bottom of the window are three buttons: "Remove Printer...", "Set Default Printer", and "Done".

Name	MEB Copier 1
Location	MEB 264

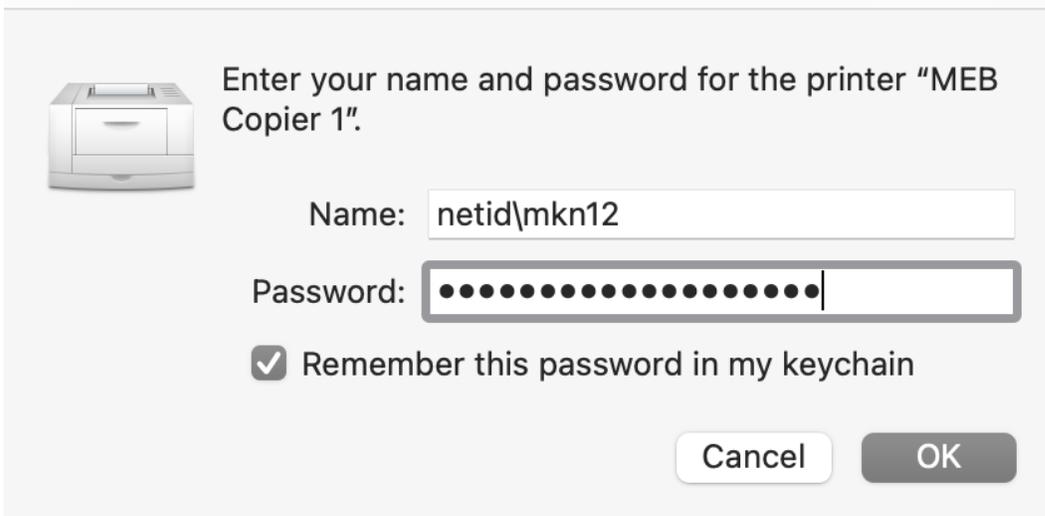
Kind	RICOH IM C4500 PS
Driver version	10.4

9. After the window is displayed, in the “Printer” menu at the top of the page, click “Print Test Page”.  
The first print job in the queue may stop with a message of “Hold for Authentication”. If that is

the case, click the circle icon on the far right as seen below.



10. 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 is desired so that you are not prompted for a password at every print job.



11. Click "OK" and back at the printer list window, click on the printer in the list and click the "Options & Supplies..." button.
12. In the window that is displayed, click the "Options" button and enter in the following configuration for the copier or small printers respectively. **IMPORTANT:** Please note that that for the Small Multifunction Printers, the "PostScript" option must be set to "PostScript Emulation" or an error may occur that will need to be resolved on the printer itself.

For MEBCopier1

General Options Supply Levels

To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation.

Option Tray: Tray 3 (LCT) ▾

Large Capacity Tray: Not Installed ▾

Internal Tray 2: Installed ▾

Internal Shift Tray: Not Installed ▾

External Tray: Not Installed ▾

Finisher: Finisher SR3260 ▾

Folding Unit: Not Installed ▾

PostScript: PostScript Emulation ▾

Cancel OK

For Multifunction Printers

General Options Supply Levels

To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation.

Option Tray: Not Installed ▾

Internal Tray 2: Not Installed ▾

PostScript: PostScript Emulation ▾

Cancel OK

13. Click "OK" and then you are ready for printing.

14. In order to use the finishing options such as Stapling and Punching, when printing, scroll down, expand the “Printer Options” list and select the “Printer Features” menu.

Printer  MEB Copier 1 (MEB 264) 

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Presets None 

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Orientation   Portrait   Landscape

▼ Preview

Auto Rotate  Show Notes

Scale:

Scale to Fit:  Print Entire Image

Fill Entire Paper

Copies per page:  

> Layout  
1 page per sheet

> Paper Handling  
Collate Sheets, All Sheets

▼ Printer Options

Color Matching 

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Paper Feed 

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Printer Features 

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Job Log 

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 PDF  Cancel Print

15. From the “Feature Sets” drop-down menu, select “Finishing” and select desired options as seen below.

Feature Sets: **Finishing** ▾

Orientation Override:	Off	▾
Collate Type:	Collate	▾
Staple:	Top left	▾
Punch:	3 at left	▾
Z-fold:	Off	▾
Fold Type:	Off	▾
Multi-sheet Fold:	Off	▾
Booklet:	Off	▾
Booklet - Paper Size:	Printer Default	▾



Cancel

OK

16. 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.
17. 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.
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19. Finally, note that printing is only available when connected to the on-campus UW Network or by using the [Husky OnNet VPN](#) Service.