# **AIR Printer Setup Guide**

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# **General Information**

This guide is intended for AIR personnel and walks through setting up the driver and authentication process for printing to the Ricoh IM C2510 located in ENR2 N584.

## **Requesting Printer Access**

To get access to the AIR printer located in the ENR2 5<sup>th</sup> floor mailroom (ENR2 N584), you must first submit a request to the AIR Operations team through the following form: https://forms.microsoft.com/r/rcZKFp4cQY

Once submitted, the AIR Operations team will create an account for you and send you a confirmation email once complete. You can continue setting up the printer using the other sections in this guide, but keep in mind you won't have access to print until the account is created.

# **Requesting Additional Help**

If you run into any problems or need help with any of the sections in this guide, feel free to reach out to the AIR Support email address: <a href="mailto:airsupport@list.arizona.edu">airsupport@list.arizona.edu</a>

## macOS

#### Installing the printer driver

The printer driver should be deployed through our management system for Apple devices, and as such you should see it automatically appear once the policy is added to your machine. If you are unable to find the new printer on your machine, please reach out to us through the AIR Support list: airsupport@list.arizona.edu

## Configuring the Ricoh printer driver for user authentication

For a video walkthrough of these steps, see the following YouTube link: <a href="https://youtu.be/HnnkiGODl68">https://youtu.be/HnnkiGODl68</a>

When printing, you will need to add a username and password for the printer into the printer options before the job is sent, otherwise the job will be cancelled automatically on the printer's end. To do so, follow the steps below:

- 1. Get the document you're wanting to print ready and click the print button like normal to bring up the print preview window.
- On the Print window, ensure the new printer is selected, then scroll down and look for a Printer Options drop down item, click it to expand (see note below if you don't see this). If you are on an older version of macOS, you may see this as a dropdown menu rather than a list of expandable menus (see right screenshot below).

**Note:** Some applications may handle the print preview themselves (e.g., Adobe Acrobat), and as such you may need to find a **Printer Options, Printer...** or **Adjust Printer Settings** option to find the main **macOS** print screen (see screenshot below for an example).

	Paper Handling Collate Sheets - All Sheets		Paper Size: Orientation:	US Letter 8.50 by 11.00 inches	0
	Printer Options	2		✓ TextEdit	1
	Color Matching	( <u>i</u> )			í .
	Paper Feed	í		Layout	
	Printer Features	í	_	Color Matching Paper Handling	
	Job Log	<u>(</u> )	PDF 🔽	Paper Feed Cover Page	el Print
	Unauthorized Copy Prevention	í		Job Log	
	Color Balance Details	í		Unauthorized Copy Prevention	
	Background Numbering	í		Color Balance Details Background Numbering	
	Adjust Image Position	í		Adjust Image Position User Authentication	
	User Authentication	í		Printer Features	
>	Printer Info			Supply Levels	

Print	
Printer: ENR2 N584 (Ricoh IM C2510) S Advanced Copies: 1 0 Print in grayscale (black	Help (?)
Pages to Print       • All     • Current     • Pages     1 - 12       • More Options	Scale: 96% 8.5 x 11 Inches
Page Sizing & Handling ()       Size       Poster       Multiple       Booklet         Image: Shrink oversized pages       Custom Scale:       100       %         Choose paper source by PDF page size	ARE Protein Schup Guide Training Constraining Constraini
<ul> <li>Print on both sides of paper</li> <li>Orientation:</li> <li>Auto Portrait Landscape</li> </ul>	
Comments & Forms Document and Markups Summarize Comments	Page 1 of 12
Page Setup Printer	Cancel Print

Click the ① icon next to User Authentication to bring up the login window (or select it from the dropdown menu if using an older OS version). Check the box for User Authentication, leave the Login User Name sent to Defined User ID, and then fill in the Enter Login User Name field with your printer username, then fill both the Login Password and Confirmation Password fields with your printer password.

**Note:** By default, your username is set to your NetID, and the password is submitted when requesting printer access.

	SUser Authentication
	Login User Name: Defined User ID
	Enter Login User Name: username
	Login Password:
	Confirmation Password:
	Driver Encryption Key
	Driver Encryption Key:
	Reenter the Confirmation Key:
	Restore Defaults
?	Cancel

4. Click the **OK** button to close the window (ignore this if using an older OS that doesn't bring up a pop-up window), then you can proceed to print like normal. Proceed to the next step if

you want to save these credentials using a printer preset.

5. (Optional) To save the credentials for the printer within a preset, click the **Presets** dropdown (likely set to **Default Settings**) and then choose the option for **Save Current Settings as a Preset...** 



6. (Optional) Once selected, a popup window should appear allowing you to name the preset. It's recommended to use "Authenticated" or something similar to indicate that this particular preset has the login credentials. The other two options can remain the default (the selected printer, and Job Preset).

Preset Name:	Authenticated
Available For:	<ul> <li>ENR2 N584 (Ricoh IM C2510)</li> <li>All printers</li> </ul>
Туре:	<ul> <li>Custom Preset</li> <li>Print Job Preset</li> </ul>
	Cancel OK

# Windows 10/11

## Installing the printer driver

For a video walkthrough of these steps, see the following YouTube link: <u>https://youtu.be/Hg1yE45Ne-0</u>

1. Navigate to the following link and download the Ricoh IM C2510 driver for Windows: https://arizona.box.com/v/airprinterdriver

This preview didn't load because the file type is	s unsupported. Please try to open or download the file to view.

**Note:** You may be prompted with a security notice when clicking the link from this document. Ensure the link matches the one above and click Yes.

Microsoft Word Security Notice	?	×
Microsoft Office has identified a potential	security c	oncern.
Hyperlinks can be harmful to your computer and da important that this file is from a trustworthy source	ita. It is	
https://arizona.box.com/v/airprinterdriver		
Clicking yes will enable all hyperlinks to this domain session.	, for this	
Do you want to continue?		
<u>Y</u> es	1	<u>lo</u>

2. Open the downloaded executable and click the **Install** button (you may be prompted to allow the app to run by Windows).

😨 WinRAR self-extr	racting archive	_		×
	[Software Name] (64bit) Ver. Press <b>Install</b> button to start extraction. Use <b>Browse</b> button to select the destination for the folders tree. It can be also entered manuall If the destination folder does not exist, it will be automatically before extraction.	older ly. e cre	from ated	< >
	Destination folder           2025-02-27-16-06-14-676         ~           Installation progress		Browse	
	Install		Cancel	

3. On the next pop-up window, agree to the terms (top screenshot) and select **Network** when prompted for a setup method, then click **Next** (bottom screenshot).



🥑 Driver Installer		×
Install Steps	Select a setup method	
End User License Agreement	Please select a device interface and then click [Next]. If you want to update the driver on your computer, click [Update Driver].	
Select a setup method	O Network	
Devices and Drivers Settings	Make a selection when the PC and the device are connected by the network.	
Install/Update Complete		
	$\bigcirc$ USB Select when the PC and the device are directly connected by a USB cable.	
	Update Driver Updates the driver that is installed on your computer.	_
	Back Next Cancel	

4. The installer will attempt to find the printer on the network, but will fail after a few seconds (network discovery is disabled for the campus network). This will bring up an error prompt (top screenshot), click OK to close, then click the button labelled "**Click if you cannot find the device**" (bottom screenshot) and proceed to the next step.



🤌 Driver Installer					Х
Install Steps	Select a device				
End User License Agreement	Select the device to use from the Click [Click if you cannot find the	e list and click [Next]. : device] when specifying the device's	IP address.		
Select a setup method	Searching completed.				
Devices and Drivers Settings				Search again	
Select a device	Device Name	IP Address	Comment		
Select a device driver					
Printer Preference					
Install/Update					
Complete					
	Click if you cann	not find the device			
	Manually enter the settings	0			
		Back	Next	Cancel	

5. Select the **Specify device IP address** option and click the **Next** button.

🥑 Driver Installer	×
Install Steps	Select a search method
End User License Agreement	Please select a search method and click [Next].
Select a setup method	Specify device IP address
Devices and Drivers Settings	
Select a device	
Select a device driver	
Printer Preference	O Specify device name
Install/Update	
Complete	
	Back Next Cancel

6. Type in the printer's IP address (**10.192.200.10**) into the field and click the **Search** button. The printer should show up in the results. Select it and click the **Next** button.

🤌 Driver Installer				>
Install Steps	Search by IP addres	s		
End User License Agreement	Please enter the device's IP address For how to check the device's IP add	s and click [Search]. dress, please refer to the User G	Guide.	
Select a setup method	IP address:	10 . 192 . 200 . 10	Search	
Devices and Drivers Settings	Searching completed.			
Select a device				
Select a device driver	Device Name	IP Address	Comment	
Printer Preference	IM C2510	10.192.200.10		
Install/Update	Manually askes the astrians			
Complete				
		Back	Next	Cancel

7. The driver will begin installing, and the printer should be added to your list of printers. You will be prompted on the next screen to install the **Device Software Manager**, decline by leaving the box unchecked and continuing (this software isn't needed).

🥑 Driver Installer	, ,
Install Steps	Install Device Software Manager
End User License Agreement	Easily install and update the latest drivers for your Ricoh Multifunction Products (MFP) and Printers. The Device Software Manager automatically detects the applicable MFPs and Device Device Software and an automatically detects the applicable MFPs and Device Device Software and a second seco
Select a setup method	and Printers on your network or connected to your PC via USB.
Devices and Drivers Settings	Device Software Manager will be installed after Driver Installer has finished. The files in the driver package are used for installation. Please do not delete the files in the driver package.
Install/Update	
Complete	
	Install Device Software Manager
	Next

8. The final screen will confirm that the new driver was installed, and the printer was successfully added. Proceed to the next section to set up the driver for use with your login credentials.

**Note:** Attempting to print a test page at this point will fail due to the authentication requirements of the printer, so feel free to ignore it.

🥑 Driver Installer		×
Install Steps	Complete	
End User License Agreement	Add device has succeeded.	
Select a setup method	Report:	
Devices and Drivers Settings	AICOH IM C2510 PCL 6: Success Add device has succeeded.	
Install/Update	[Successfully Added Device(s)] RICOH IM C2510 PCL 6	
Complete	-Default Printer:On -Driver:RICOH IM C2510 PCL 6 -Version: 1.3.0.0	
	-Port Name:IP_10.192.200.10 -Comment:PCL6 Driver (For Windows)	
7	-Shared Printer:Off -Added Driver:Not installed	
	Successfully Installed Device(s) :	
	RICOH IM C2510 PCL 6 V	
	Print Test Page	
	Check/Change Print Settings	
	Finish	

#### Configuring the Ricoh printer driver for user authentication

For a video walkthrough of these steps, see the following YouTube link (starting at 2:25): https://youtu.be/Hg1yE45Ne-0?t=145

1. Navigate to the settings menu in Windows and select the Bluetooth & devices tab. From there, click the Printers & scanners button. Finally, click the newly added printer (RICOH IM C2510 PCL 6).

Bluetooth & devices > Printers & scanners > RICOH IM C2510	PCL 6
RICOH IM C2510 PCL 6	Remove
RICOH IM C2510 PCL 6 settings	
Open print queue	Ø
Print test page	Ø
Printer properties	Ø
Printing preferences Orientation, page order, pages per sheet, borders, paper source	ଓ
Additional printer settings Rename your printer, pause printing	
Hardware properties	ß
More devices and printers settings	ß

2. Click the **Printer properties** button and navigate to the **Advanced Options** tab on the popup window that appears.

RICOH IM C2510 PCL 6 Properties	×
General Sharing Ports Advanced Color Management Security Accessories Advanced Options	
Manage One Click Presets	
Manage Do not Allow User to Register Preset	
Do not allow changing the display order in One Click Preset List	
User Authentication Job Type/Code Dialog Settings	
Shared Folder Settings Security Settings	
Increase Auto-keep Settings for Applications	
Register Custom Paper Size Restore Default	ts
OK Cancel Apply	Help

3. Click the User Authentication... button and set User Authentication to On. Afterward, check the box next to Display [Authentication] Dialog Before Printing and select the Always option in the Condition to Display [Authentication] Dialog dropdown. Click the OK button to close the window. Click Apply on the properties window to save the settings and then OK to close.

er Authentication				î	?	>
User Authentication	<b>O</b> On (	⊃off				
Display [Authentication]	Dialog Before Printing					
Condition to Display [Au	thentication] Dialog					
Always			~			
Display [Authentication]	Dialog Before Printing for Wind	dows Credentials				
Display [Authentication]	Dialog Before Printing for Wind	dows Credentials				
Display [Authentication] Driver Encryption Key Driver Encryption Key: Reenter the Confirmation	Dialog Before Printing for Wind	dows Credentials				
Display [Authentication] Driver Encryption Key Driver Encryption Key Reenter the Confirmatio	Dialog Before Printing for Wind	dows Credentials				

4. (Optional Step) On the printer properties window, select the General tab and replace the printer name (see highlighted text in screenshot below) with something more clear (e.g., ENR2 5th Floor Mailroom).

🖶 RICOH IM CZ	2510 PCL 6	Properties						×
General Sharing	Ports	Advanced	Color Management	Security	Accessories	Advanced Options		
	RICOHIN	/I C2510 PCI	. 6			_		
Location:								
Comment:	PCL6 Driv	ver (For Win	dows)					
Model:	RICOH IN	1 C2510 PCL	6			_		
Features Color: Yes			Paper available	e:				
Double-side	ed: Yes		Letter (8.5" x 12" x 18"	11")				
Speed: 25 p	pm							
Maximum r	esolution:	1200 dpi			-			
		Pre	ferences	Print	Test Page			
					ОК	Cancel	Apply	Help

The printer is now set up and ready to use. When you attempt to print, you will be prompted with an authentication window requiring you to enter your printer username and password (sometimes this prompt will appear below the application you're trying to print from, so you may need to drag that window to the side):

Login User Name:		Enter Login User N	lame:	
Defined User ID	~	username		
Login Password:				
*******				
Confirmation Password:				
******				
			_	

**Note:** By default, your username is set to your NetID, and the password is submitted when requesting printer access.