PRINTING – ADVANCED PRINT JOB SETUP
Developed For: LHS
Updated: 8/7/2017

GUIDE OVERVIEW: The purpose of this guide is to allow end users to take advantage of advanced printer features.

REQUIREMENTS:
1) MacOS 10.12

ENABLING ADVANCED PRINT OPTIONS:
1) Open System Preferences, then choose Printers & Scanners. Click on the printer you are wanting to print to.
2) Select Options & Supplies, Select Options, Configure the printer based on the below printer information. Once done select OK.

PRINTER NAME	FINISHER VERSION	LOWER PAPER	DRIVER
LHS Athletics Ricoh Copier	SR3130		RICOH MP 2554 PCL 6
LHS F011 Ricoh 5502	SR3120	✔	RICOH Aficio MP C5502 PCL 6
LHS J223 Ricoh Copier	SR4060		RICOH Aficio MP 6002 PCL 5e
LHS J238 Ricoh Copier	SR4060		RICOH Aficio MP 6002 PCL 5e
LHS Media Center Ricoh	SR3090	✔	Gestetner MP 4002 PCL 6
LHS Office Ricoh 6004	SR3210		RICOH MP C6004ex PCL 6
LHS Work E015 Ricoh 6002-Left	SR4060		RICOH Aficio MP 6002 PCL 6
LHS Work E015 Ricoh 6002-Right	SR4060		RICOH Aficio MP 6002 PCL 6

ACCESSING ADVANCED PRINT OPTIONS:
1) Open a document, then choose File > Print. Click Show Details.
2) Click on Copies & Pages, then choose Printer Features.

NOTE: Not all printers have advanced features. If you are unsure please fill out a help desk ticket and a support staff member will assist you.