**PRINTING – ADVANCED PRINT JOB SETUP**

**Developed For: LHS**

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**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.