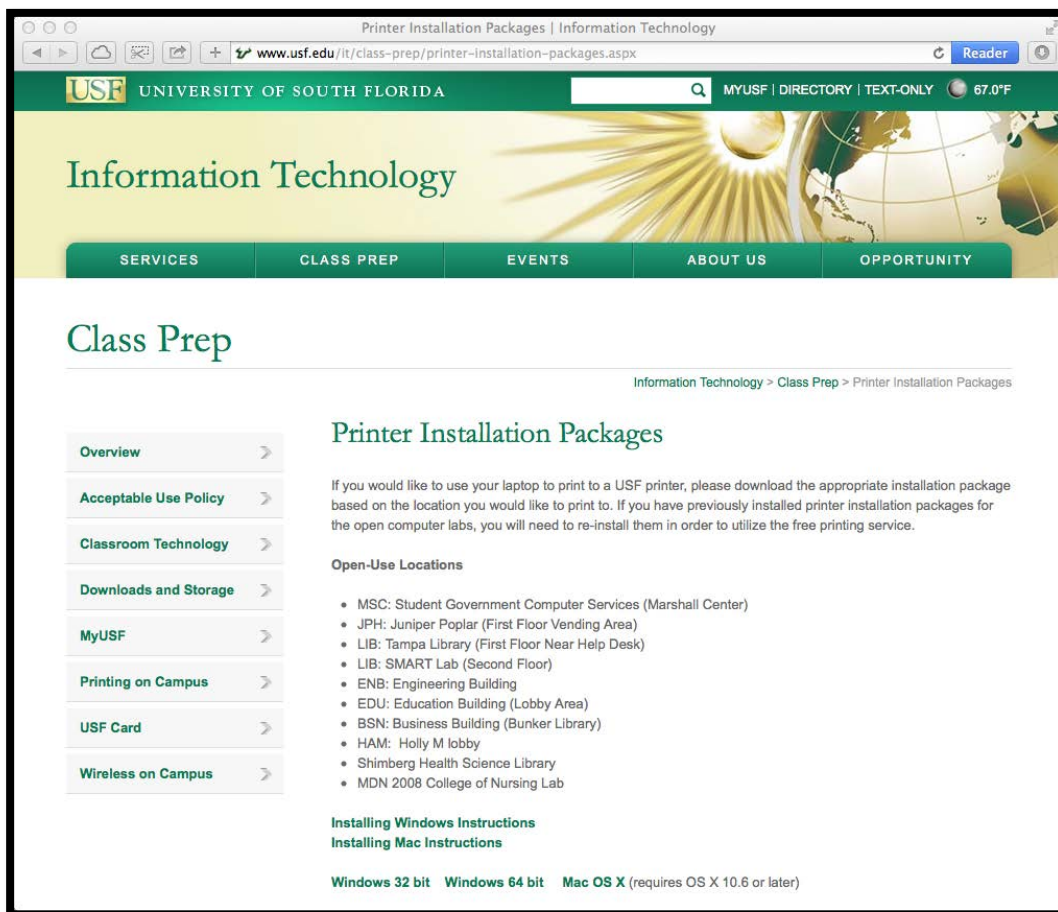




Mac OS X Instructions

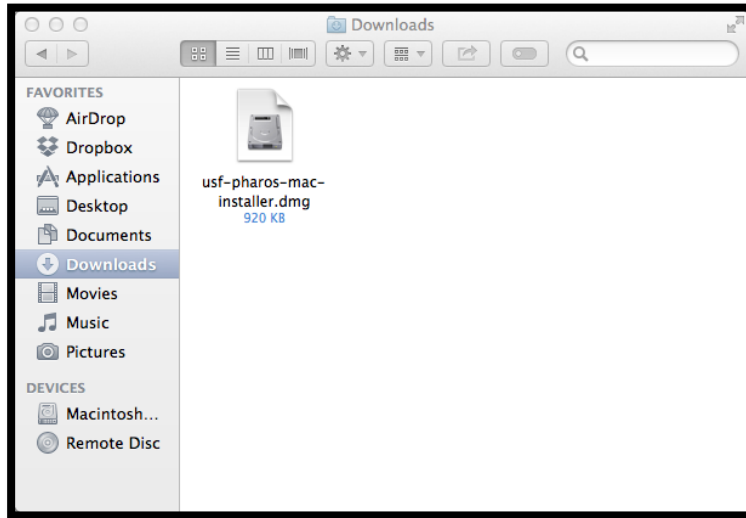
Before you can begin using the USF Free Printing system, you must first install the “USF Ricoh Universal” printer on your machine.

Open a browser and navigate to <http://www.usf.edu/itprinting>

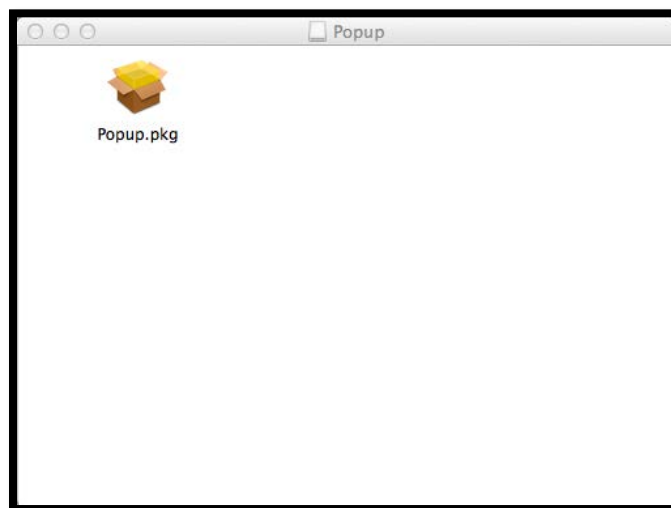
A screenshot of a web browser displaying the USF Information Technology website. The browser's address bar shows the URL www.usf.edu/it/class-prep/printer-installation-packages.aspx. The website header includes the USF logo and navigation links for MYUSF, DIRECTORY, TEXT-ONLY, and a temperature indicator of 67.0°F. The main content area is titled "Class Prep" and features a sidebar with links to Overview, Acceptable Use Policy, Classroom Technology, Downloads and Storage, MyUSF, Printing on Campus, USF Card, and Wireless on Campus. The main heading is "Printer Installation Packages", followed by a paragraph explaining the need for installation packages. Below this is a list of "Open-Use Locations" including MSC, JPH, LIB, ENB, EDU, BSN, HAM, Shimberg Health Science Library, and MDN. At the bottom, there are links for "Installing Windows Instructions" and "Installing Mac Instructions", with the latter being highlighted. The footer of the page lists download options for Windows 32 bit, Windows 64 bit, and Mac OS X (requires OS X 10.6 or later).

Select “Mac OS X” to download the “USF Ricoh Universal” printer setup package.

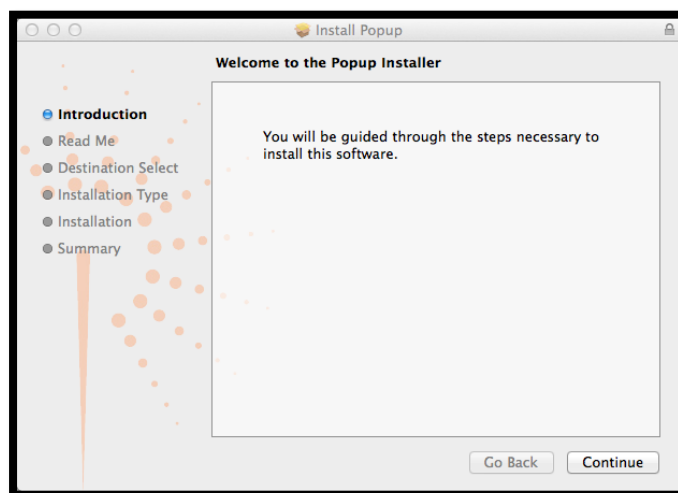
The disk image containing the setup package will appear in your “Downloads” directory. Double-click to open the file.



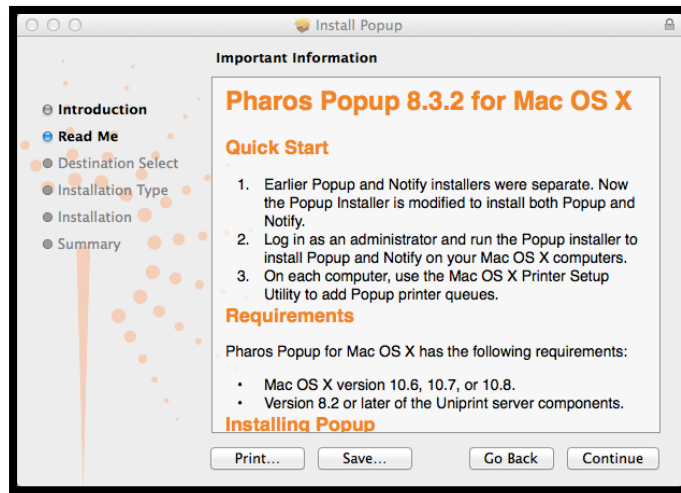
A new window labeled “Popup” should appear. Double-click “Popup.pkg”. If prompted, enter your username and password.



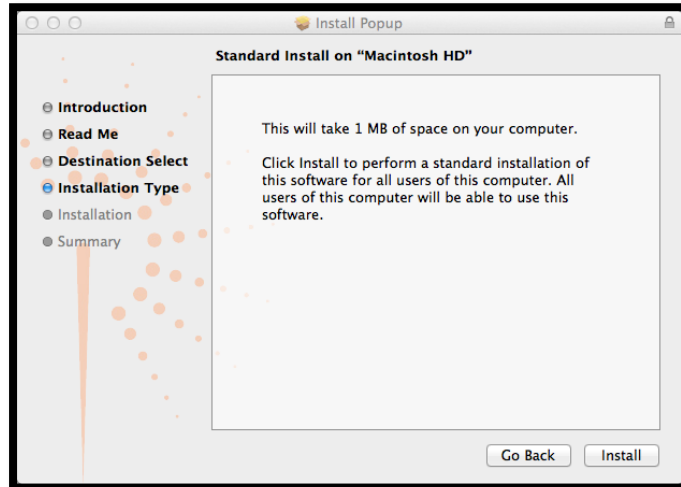
The “Popup Installer” window will now appear. Select “Continue”.



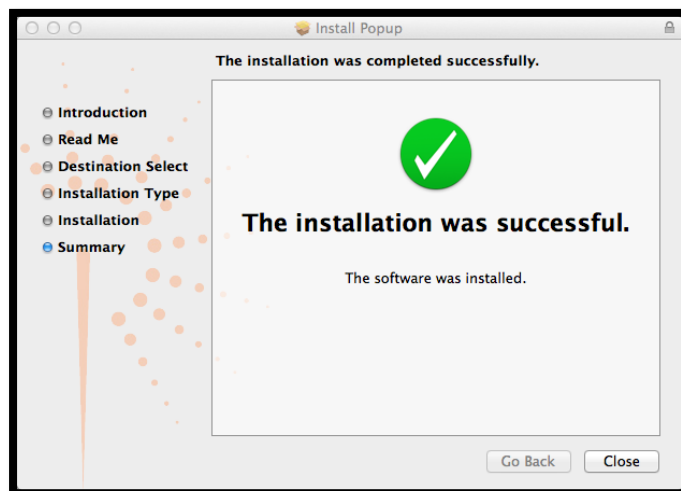
A window labeled "Important Information" will appear. Select "Continue" again.



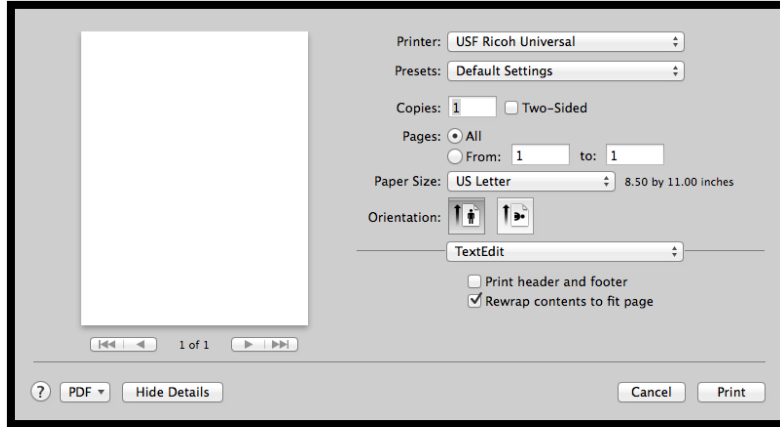
Another window labeled "Standard Install" will appear. Select "Continue" once more and the installation process will begin.



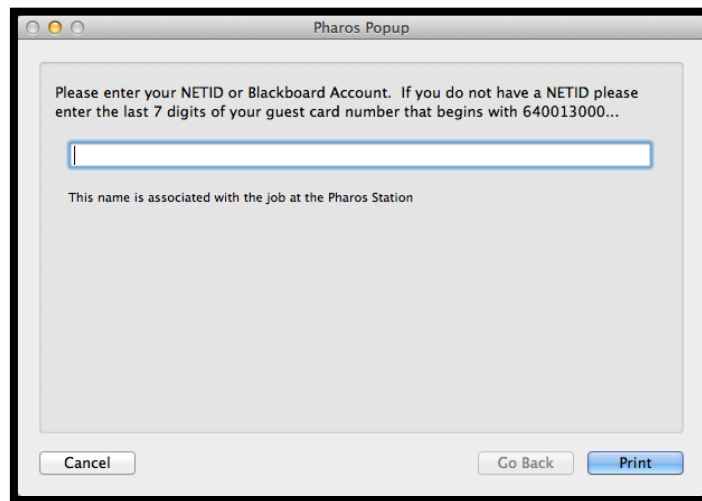
When the installation process is complete, select "Close".



When printing a document, select "USF Ricoh Universal" from your printer list and select "Print".
*By default, documents are set to singled-sided, black and white.



The following window will appear and prompt you to enter your NETID. Enter your NETID and select "Print".



Your document will be submitted to the USF Central Print Server and can then be released at any of the USF Open-Use Printing Locations.

If you have any questions, please contact the IT Help Desk at (813) 974-1222 or help@usf.edu.