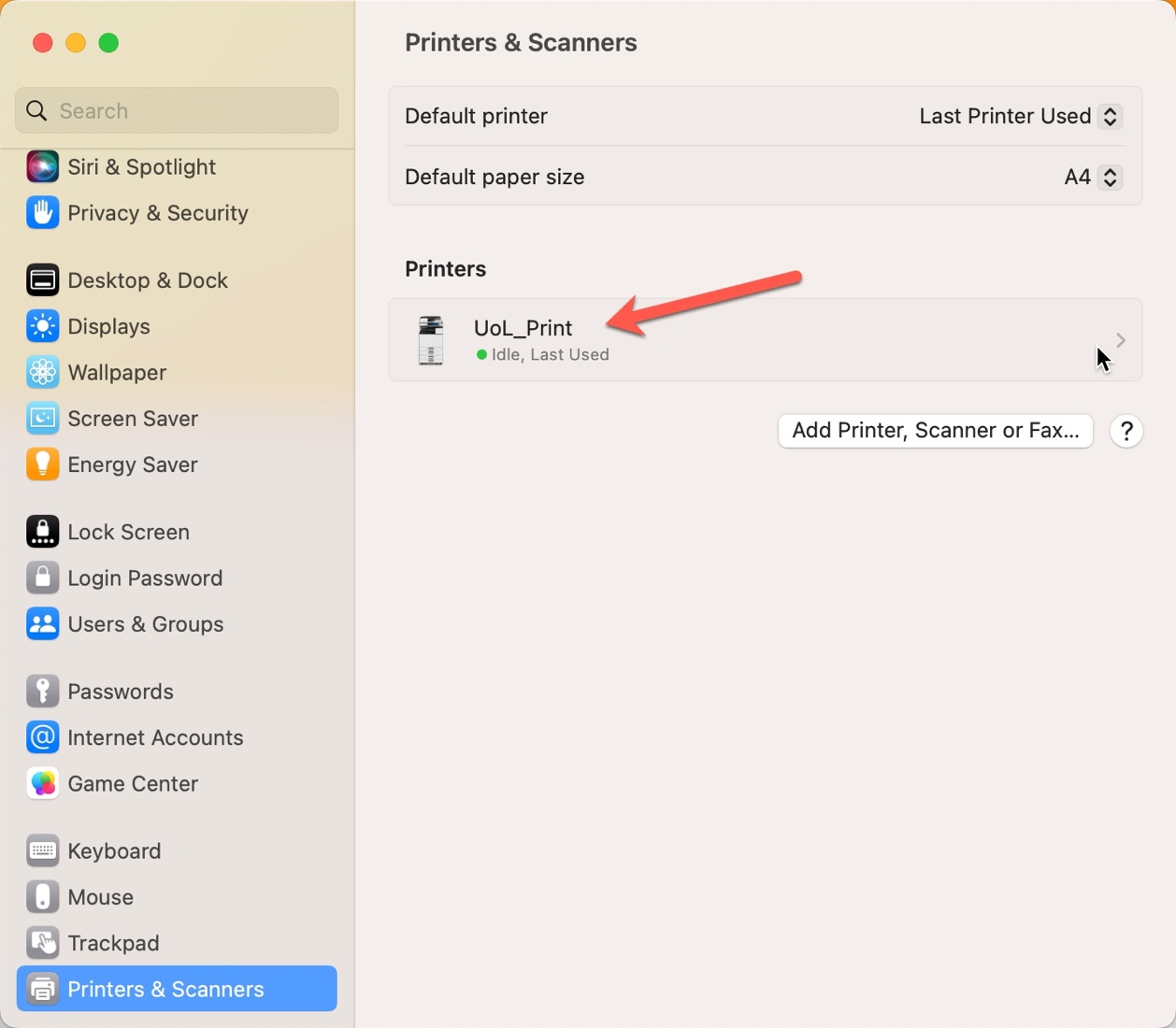
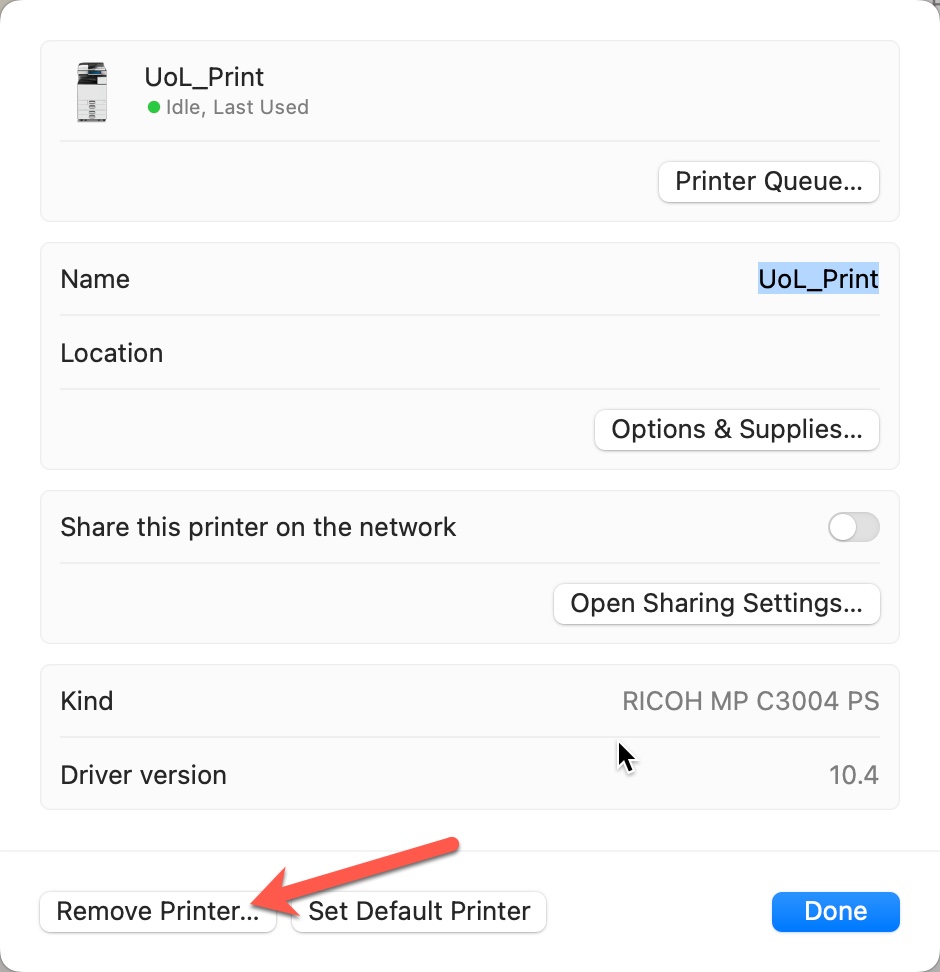
# How to setup University Printing on macOS Ventura

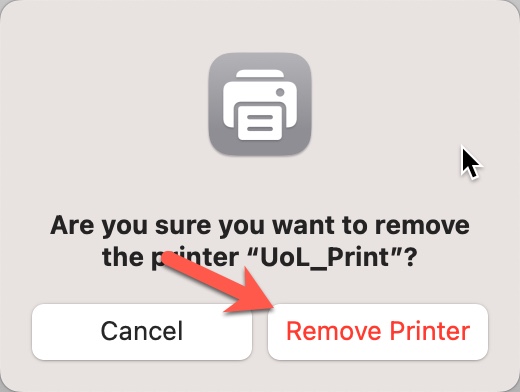
1. Check if you have a previous UoL printer installed and delete it. Navigate to System Setting > Printer & Scanners > Select the UoL Print Queue



1. Select Remove Printer



1. Remove Printer



1. Carefully enter (or cut and paste) of the following in an Internet browser: <http://pcwww.liv.ac.uk/csd/macprinting/Ricoh_PS_Printers_Vol4_EXP_LIO_4.0.0.0.dmg>

Download and install the latest print drivers

1. Navigate to Go > Utilities > Terminal

* Enter the following text:
* **cupsctl WebInterface=yes**
* Press **Enter**

Graphical user interface, text, application

Description automatically generated

Note: You might be prompted to enter your local Admin password

1. Open Safari > in the URL type.

* localhost:631

Graphical user interface, text, application, chat or text message

Description automatically generated

**Note: You might be prompted to authenticate your Mac using your local account**

1. Click **Administration** > **Add Printer**

Graphical user interface, text, application, email

Description automatically generated

1. Select **Internet Printing Protocol (https)** >click **Continue**

**Table

Description automatically generated with medium confidence**

1. In the **Connection** box carefully enter (or cut and paste) of the following: <https://webprint.liverpool.ac.uk/printers/UOL-PS-Queue/.printer>

Graphical user interface, application

Description automatically generated

1. Give the printer a name. It is good practice to name the printer after the queue name you are connecting to **UOL-PS-Queue** you can leave the other 2 fields blank Click **Continue.**

Graphical user interface, text, application

Description automatically generated

1. Select **RICOH** > Select **Continue**

Graphical user interface, text, application

Description automatically generated

1. In the list select **Ricoh MP C4504ex PS** > **Add Printer**

Graphical user interface, text, application

Description automatically generated

1. Select the **Options Installed** > **Finisher SR3210**



1. Select the **General** tab > **Media Size** Change to **A4 (210 x 297 mm) > Duplex** to **Long Edge**

Graphical user interface, text, application, email

Description automatically generated

1. Select the **Basic** tab > **Color Mode >** Set to **Color**
2. **Set Defaults Options**

Graphical user interface, text, application

Description automatically generated

1. Print set successfully
2. Open your document and click print. You should see the printer appear at the bottom of your screen > Click the Printer icon

A picture containing text, orange

Description automatically generated

1. The print will be “Hold for Authentication” > Click the circular arrow

Graphical user interface, application, Teams

Description automatically generated

1. Enter your MWS username and Password as

Graphical user interface, application

Description automatically generated

Swipe your staff card or log in to your nearest printer.