

CityHive Printers

Set up and use of printers

The **upstairs** printer is for use by all tenants and permanent coworkers. It can do A3, A4, double-sided, B&W and colour (charges apply).

The **Downstairs** is more for drop-in use or use by the host. It can do A4, double-sided, B&W and colour (charges apply).

1. **BEFORE** you print anything, review the latest version of the **SERVICES POLICY** and understand the fair usage amounts and costs associated with printing. Please also consider using AppleTV, Samsung Share, Dropbox or other services that allow you to easily share your documents on the wall, on a screen or on other devices.
2. Ensure you are connected to the CityHive ethernet or wireless network
3. Determine the type and version of the operating system working on your computer. This can be found by right-clicking on "My Computer" and "About this computer" in Windows, or clicking on the apple in top LH corner of screen and "About this Mac" on Mac
4. Download and unzip / install the relevant "drivers" these are bits of software that help you use the full capability of the printers:
 1. **Downstairs is a Ricoh Aficio SP C232SF** and you can choose the driver from here based on your operating system: <http://www.ricoh.com.au/download-drivers> Product Drivers
 - 1.Windows will usually choose a "PCL 6" driver, Mac will choose a "PPD installer"
 2. Windows will then have to note the location of the file downloaded e.g. "temp" and unzip
 3. Mac will then have to note the location of the file downloaded e.g. "downloads" and install
 2. **Upstairs is a Ricoh Aficio MP2051 "Multifunction device"** and you can choose the driver from here based on your operating system: <http://www.ricoh.com.au/download-drivers>
 - 1.Windows will usually choose a "PCL 6" driver, Mac will choose a "PPD installer"
 2. Windows will then have to note the location of the file downloaded e.g. "temp" and unzip
 3. Mac will then have to note the location of the file downloaded e.g. "downloads" and install
5. Find and connect to the new network printer, and at the appropriate 'step' in the process, direct the computer to use the files you have unzipped / program you've installed in the previous step. ALL users will have to find the **upstairs** printer by its **network location: 192.168.20.50** while the downstairs printer should be findable by its name or its network location 192.168.20.51



1. Mac users should go to "Systems Preferences" app, then "Print & Fax" then use the Wizard to find the printer then select the appropriate driver. Further instructions can be found here: <http://www.youtube.com/watch?v=9jD2Gixt3Bs> or here: <http://www.apple.com/support/> or Google "steps to install network pinter on Mac OSxx.xx"
2. Windows users should
 1. Open Printers by clicking the Start button Picture of the Start button, clicking Control Panel, clicking Hardware and Sound, and then clicking Printers.
 2. Click Add a printer
 3. In the Add Printer Wizard, select Add a network, wireless or Bluetooth printer
 4. In the list of available printers, select the one you want to use, and then click Next. If your computer is connected to a network, only printers listed in Active Directory for your domain are displayed in the list
 5. If prompted, install the printer driver on your computer. Administrator permission required If you are prompted for an administrator password or confirmation, type the password or provide confirmation.
 6. Complete the additional steps in the wizard, and then click Finish
6. **WHEN** you print for the first time in any program (Word, PDF), review the settings and options and ensure the settings are default to **Black and White / Grayscale and double-sided**. This will minimise the ecological impact of printing, and potential cost should you accidentally print colour, or more than your allocation.
7. [Optional] Connect to Google Cloud Print. Review the FAQs before doing so: <https://support.google.com/cloudprint/?expand=shareprinter> This requires a Google Account (free) and Chrome Browser (free) but will allow you to use the printer from any device, anywhere on earth : Connecting to Google Cloud Print is easy: <https://support.google.com/cloudprint/answer/1686197?rd=1> after connecting, you may need to install the relevant app on your Android or Apple device (as per the FAQs).
 1. Alternatively, you can access Google Cloud Print through Andrew's computer (even less set up). Do NOT share these links publicly as anyone who has them can print from our printers!!!
 1. Link to connect to the Downstairs printer (one-click add, max. 50 pages per da): <https://www.google.com/cloudprint/addpublicprinter.html?printerid=31fable8-33f2-322a-73c4-8b546d2bc7a2&key=2759415495>
 2. Link to connect to the Upstairs printer (max. 50 pages per day): <https://www.google.com/cloudprint/addpublicprinter.html?printerid=56c4cdd2-d9fd-1115-3377-223743e86d29&key=845762188>
 3. **IF** you have any questions, please don't hesitate to ask our host.

