Faculty and Staff Windows 10 Printing Through PaperCut

To install a direct print to a queue navigate to `\paperc-prd-ps2.yu.yale.edu`

To add the printer in 1261 (Charley's Place) use `\paperc-prd-ps3.yu.yale.edu` to find the correct printer. Authenticate with netid/password if prompted. Double click on the printer you want. Printers are identified by location.

Use this document to install SOMPrint-BW and SOMPrint-Color at SOM for those that need the specific features of Ricoh PCL6 for Universal Print driver. These queues will only work on SOM printers.

You will need to add a black and white printer and a color printer.

*Prerequisite: Install Papercut Client from [http://ypps.yale.edu/blueprint/papercut/client-downloads](http://ypps.yale.edu/blueprint/papercut/client-downloads) choose Windows for All Campus Locations and configured as follows:

### Black and White Printer: SOMPrint-BW

1. Select Devices and Printers
2. Choose Add a Printer
3. Select, "The printer that I want isn't listed"
4. Select, "Add a local printer or network printer with manual settings", Click Next
5. Select, "Create a new port"
   a. Type of port: Standard TCP/IP Port
   b. Click Next
6. In the "Type a printer or hostname or IP address" box:
   a. Hostname or IP address: paperc-prd-ps2.its.yale.edu
   b. Port Name: SOMPrint-BW (if you get an error on this step, refer to [Removing Printer Ports in Windows](http://example.com))
   c. Uncheck "Query the printer and automatically select the driver to use"
   d. Click Next
7. In the "Additional port information required" window:
   a. Under Device Type>Standard, choose Generic Network Card
   b. Click Next
8. In the "Install the printer driver" window
   a. Select "have disk"
   b. From here you will need to point to the Ricoh PCL6 for Universal Print, which can be found here: `\polaris\Software\Ricoh Print Driver` or `\bass\sompool\RicohUniversal` (For Staff, DO NOT DELETE)
   i. Copy the appropriate folder (64bit, Mac, etc) to the desktop, or documents
   c. Back in the Install Driver window, select Browse, go into the 64bit folder you copied to the Desktop and select the oemsetup file (the only file available) and click OK.
   d. Choose Ricoh PCL6 for Universal Print from the table and select OK.
9. In the "Type a Printer Name" window, in the Printer name box, type: SOMPrint-BW, Select Next, do not share the printer, Select Next
10. Once it is installed, click Finish.
11. Go to Devices and Printers
    a. Click on SOMPrint-BW
    b. Click Manage
    c. Click Printer Properties
12. In the Ports tab, select Configure Port
    a. Protocol>LPR
    b. In the LPR Settings sections
       i. Change Que Name to SOMPrint-BW
       ii. Check, LPR Byte Counting Enabled
    c. Click Ok
13. In the SOMPrint-BW window, select the General tab>Preferences
    a. Under, "Color / Black and White" select Black and White
    b. Under "2 sided" select Long Edge Bind from dropdown
    c. Click Apply
da. Click OK
c. Click Close

### Color Printer: SOMPrint-Color

1. Select Devices and Printers
2. Choose Add a Printer
3. Select, "The printer that I want isn't listed"
4. Select, "Add a local printer or network printer with manual settings", Click Next
5. Select, "Create a new port"
   a. Type of port: Standard TCP/IP Port
   b. Click Next
6. In the "Type a printer or hostname or IP address" box:
   a. Hostname or IP address: paperc-prd-ps2.its.yale.edu
   b. Port Name: SOMPrint-Color
   c. Uncheck "Query the printer and automatically select the driver to use"
   d. Click Next
7. In the "Additional port information required" window
   a. Under Device Type>Standard, choose Generic Network Card
8. In the "Install the printer driver" window
   a. Select "have disk"
   b. From here you will need to point to the Ricoh PCL6 for Universal Print, which can be found here: \polaris\Software\Ricoh Print Driver or at \bass\sompool\RicohUniversal (For Staff, DO NOT DELETE)
   i. Copy the appropriate folder (64bit, Mac, etc) to the desktop, or documents
   c. Back in the Install Driver window, select Browse, and choose Ricoh PCL6 for Universal Print, select OK>Next
   d. A pop up with "Which version of hte driver to you want to use" appears, click "Use the drive that is currently installed (recommended)"
   e. Click Next
9. In the "Type a Printer Name" window, in the Printer name box, type: SOMPrint-Color, Select Next, Do not share the printer, Select Next
10. Once it is installed, click Finish.
11. Go to Devices and Printers
   a. Click on SOMPrint-Color
   b. Click Manage
   c. Click Printer Properties
12. In the Ports tab, select Configure Port
   a. Protocol>LPR
   b. In the LPR Settings sections
      i. Change Que Name to SOMPrint-Color
      ii. Check, LPR Byte Counting Enabled
   c. Click OK
13. In the SOMPrint-Color window, select the General tab>Preferences
   a. Under, "Color / Black and White" select Color
   b. Under "2 sided" select Long Edge Bind from dropdown
   c. Click Apply
   d. Click OK