



## Mac: How to print to the new Ricoh printers in EOSM and ESB

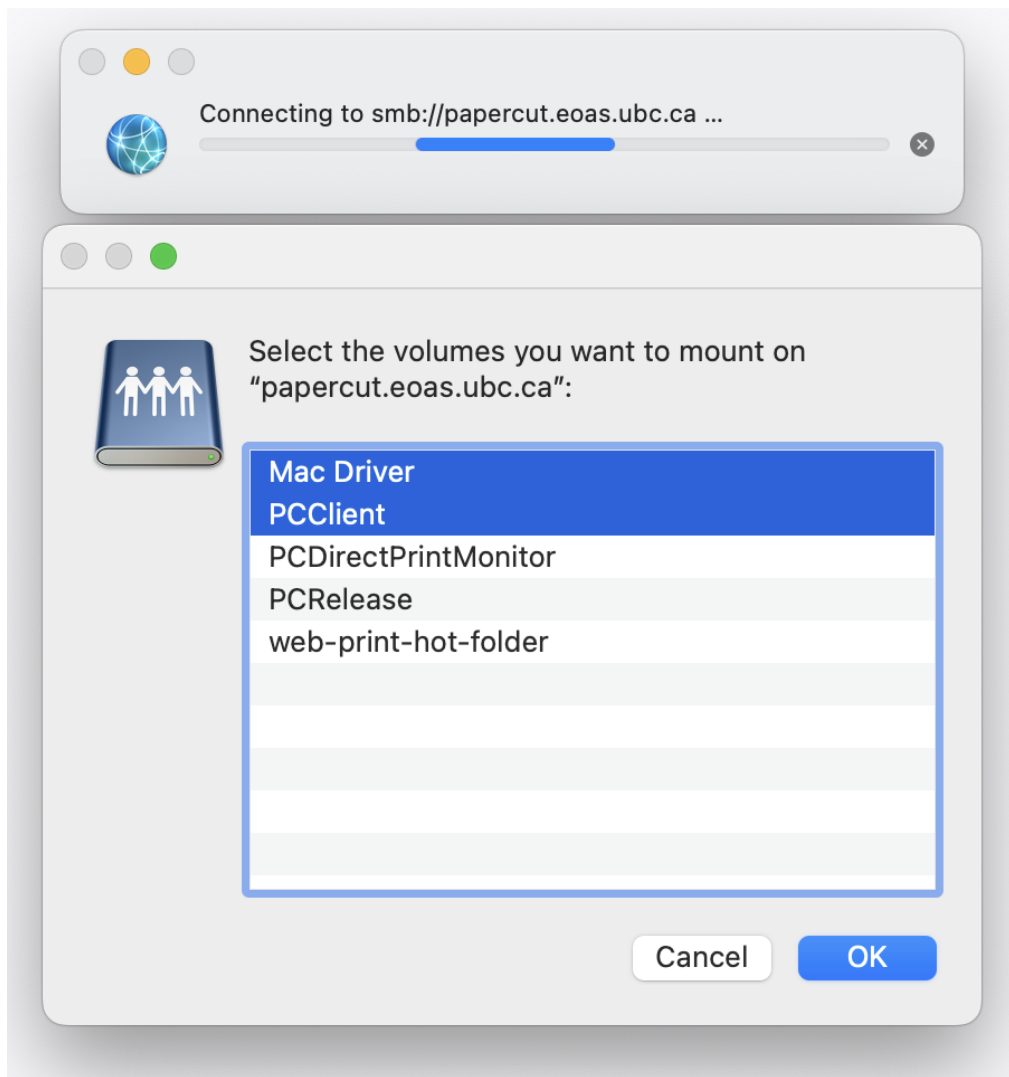
Vincent Wu - 2025-04-30 - Print

### There are a few ways to connect to the new printers

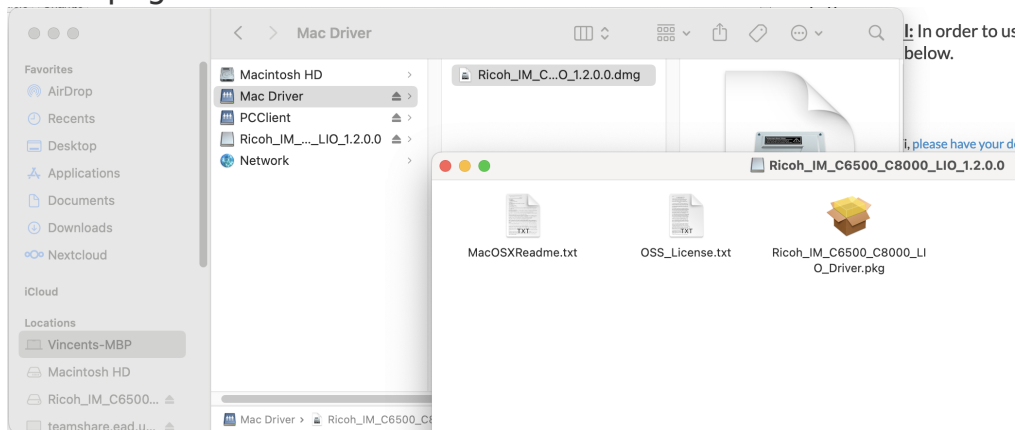
**WebPrint:** WebPrint allows you to connect quickly and is great for small jobs. It does not require you to install any drivers. Please see the bottom of the page for instructions.

**Complete Install:** In order to use all the functions of the printer, such as stapling and hole punching, you will need to install a few things. Please follow the instructions below.

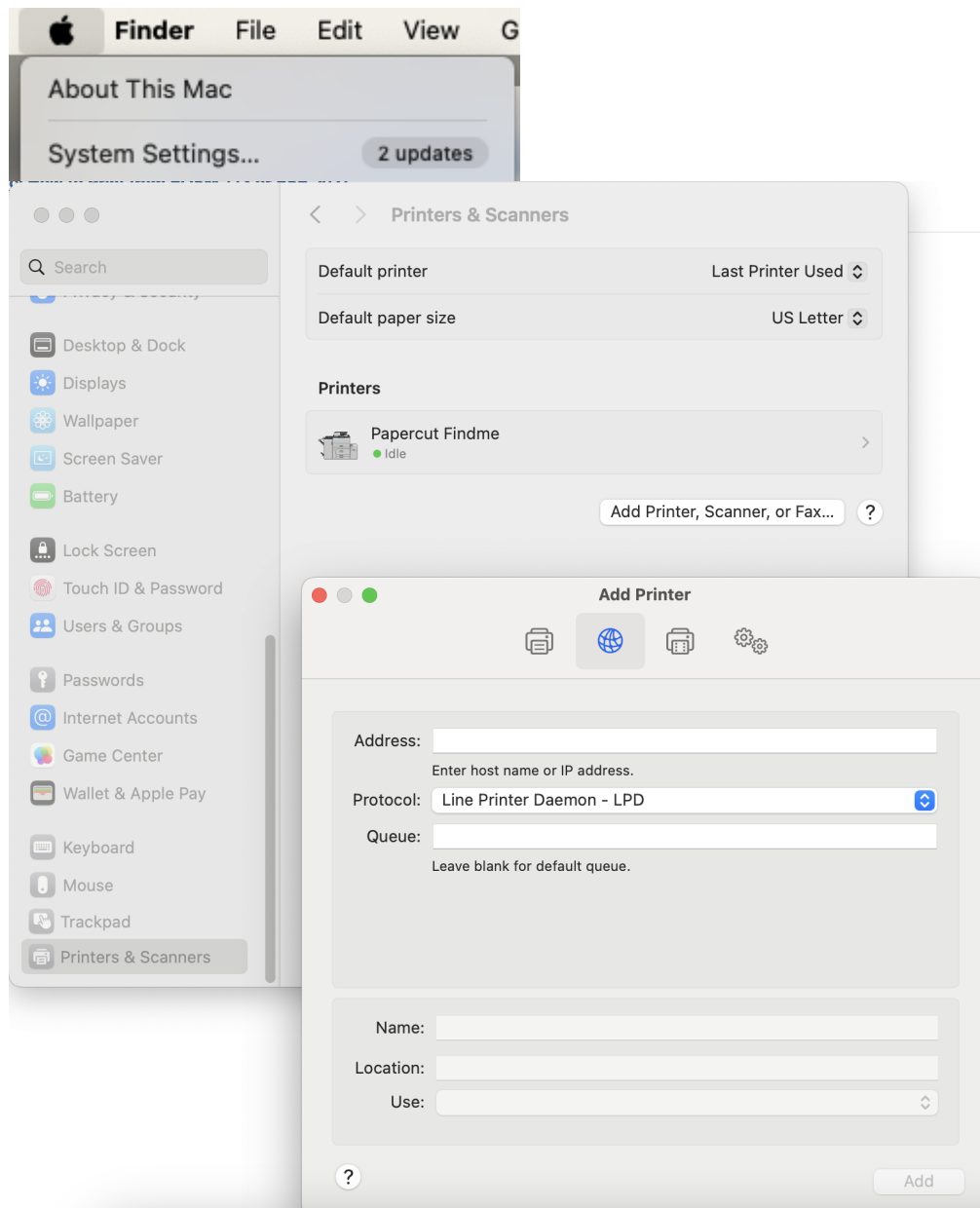
1. If you are on Wi-Fi, please have your device connected to the [UBC VPN](#) or [EOS VPN](#). If you are connected via wired Ethernet, please continue to the next step.
2. [Click here to download the drivers for Mac.](#)
3. In the login menu, select 'Registered user', then in the fields enter:  
Name: eoas\username **(Not your CWL)**  
Password: Your EOAS password **(Not your CWL)**  
Now, click 'Connect'
4. When you connect successfully, hold the Command (⌘) key and select both 'Mac Driver' and 'PCClient' folders, before clicking 'OK'.



5. Double-click on the Ricoh dmg file, then double-click on the Ricoh pkg file to install the driver.



6. Follow the installation steps to install the driver.
7. Now, the printer needs to be added. Click on the Apple icon on the top left of the screen and select System Settings => Printers & Scanners => Add Printer, Scanner, or Fax. Click on the globe icon in the window that has appeared.



8. Installing the Findme printer will allow you to release your print jobs at either printer.

Enter in the fields:

Address: `papercut.eoas.ubc.ca`

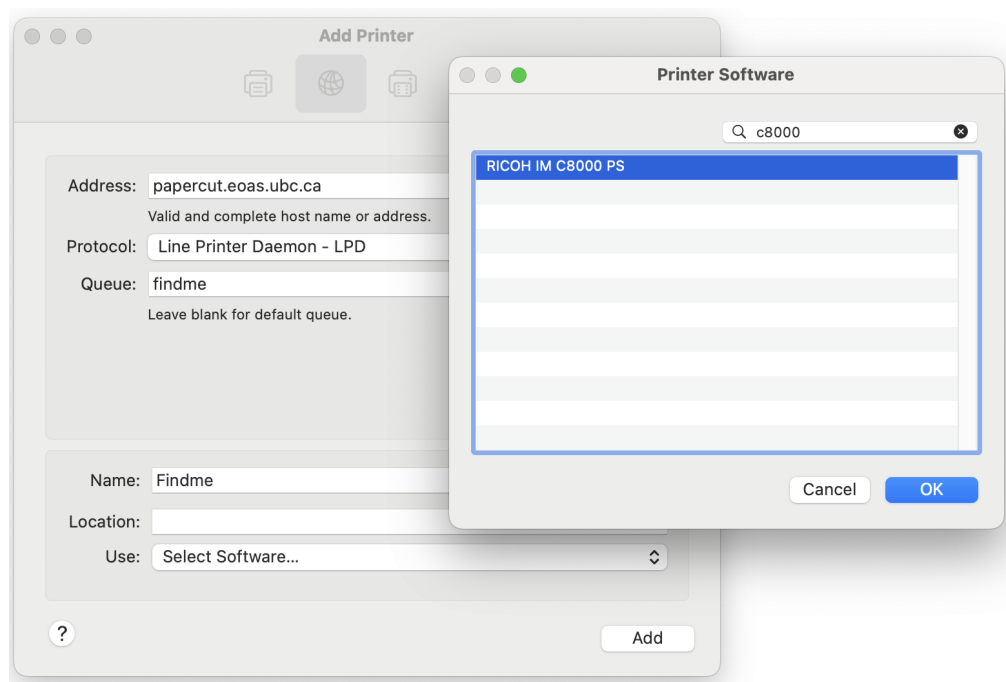
Protocol: LPD

Queue: findme

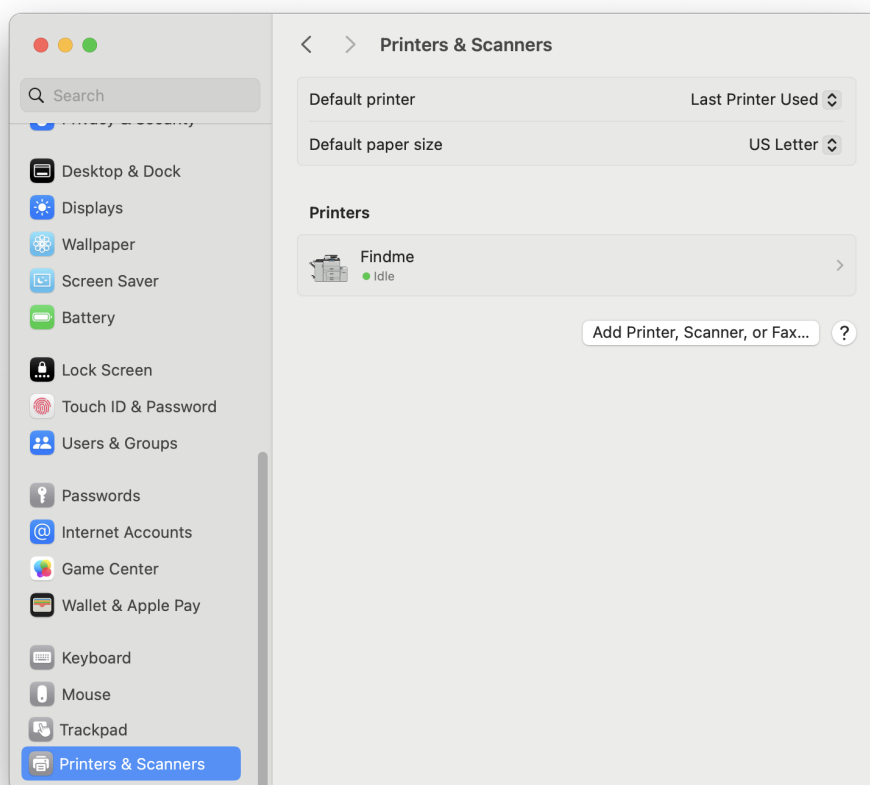
Name: Findme

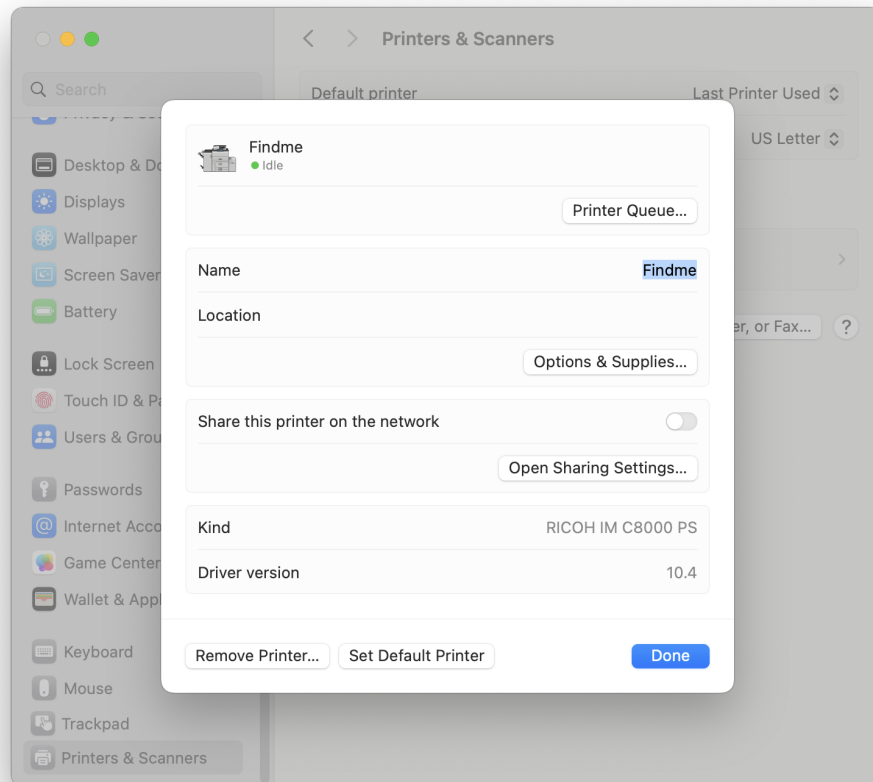
Use: Select Software => search and select C8000

Now, click 'OK', then 'Add'

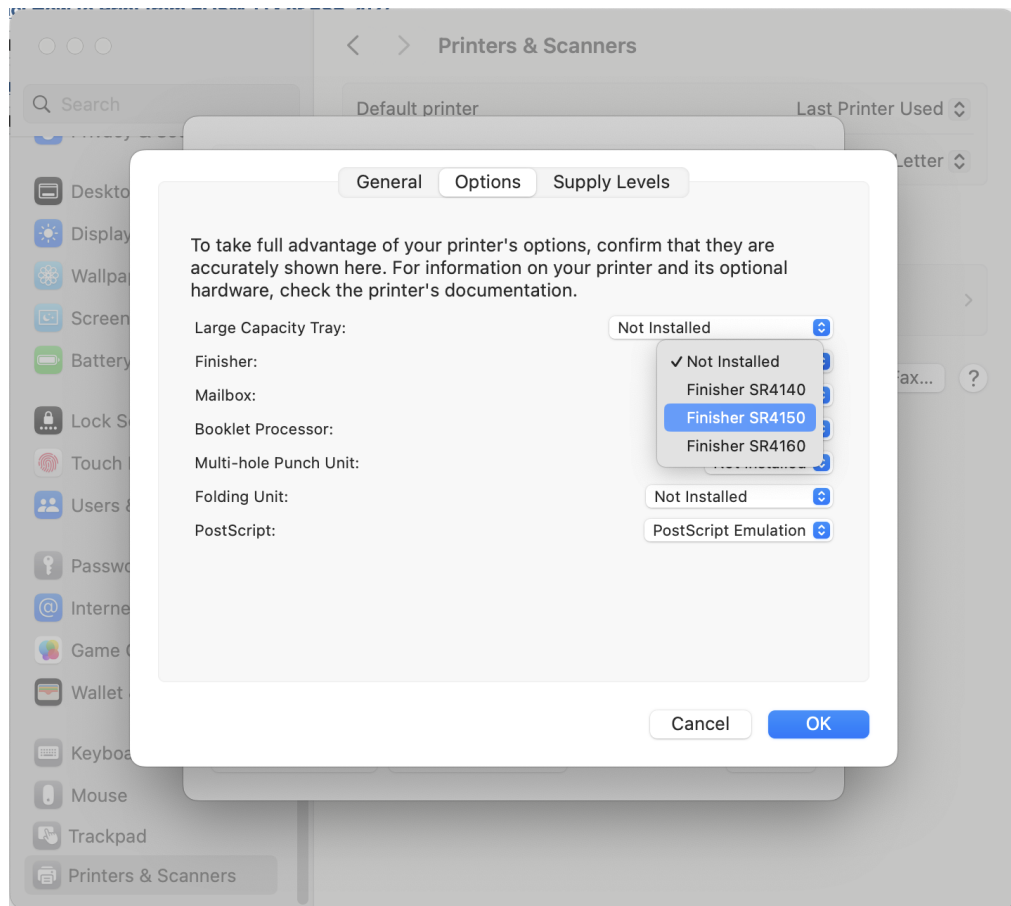


9. Click on the Findme printer, then 'Options & Supplies'.

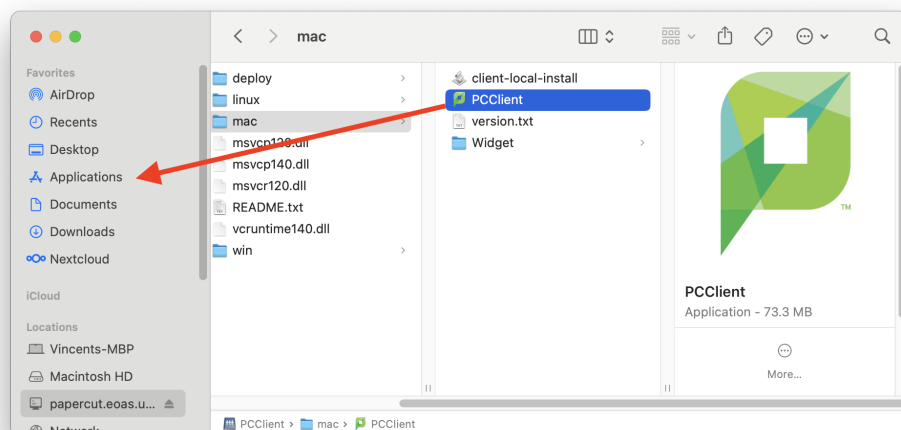




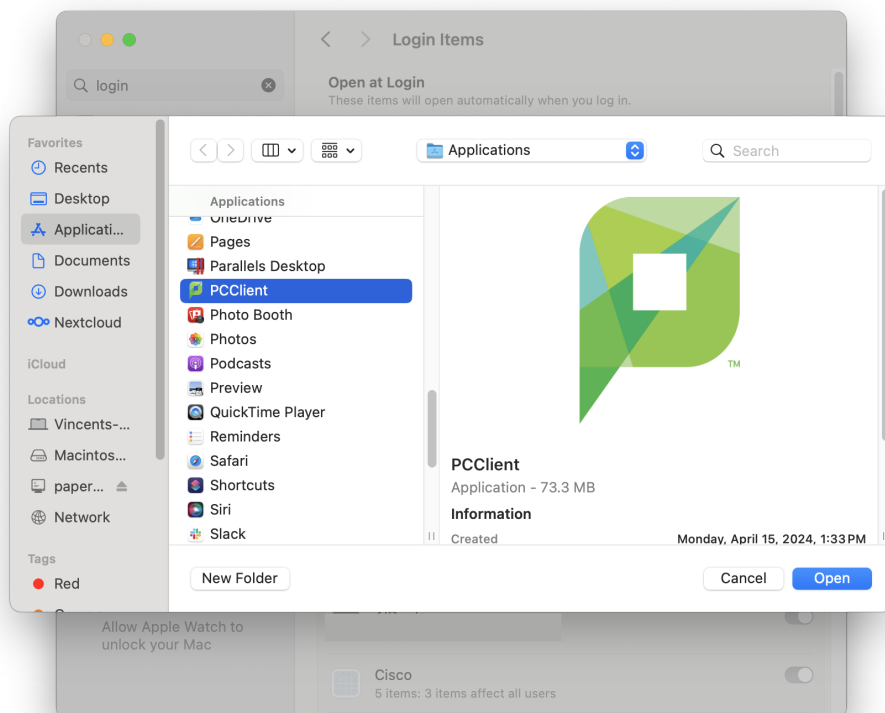
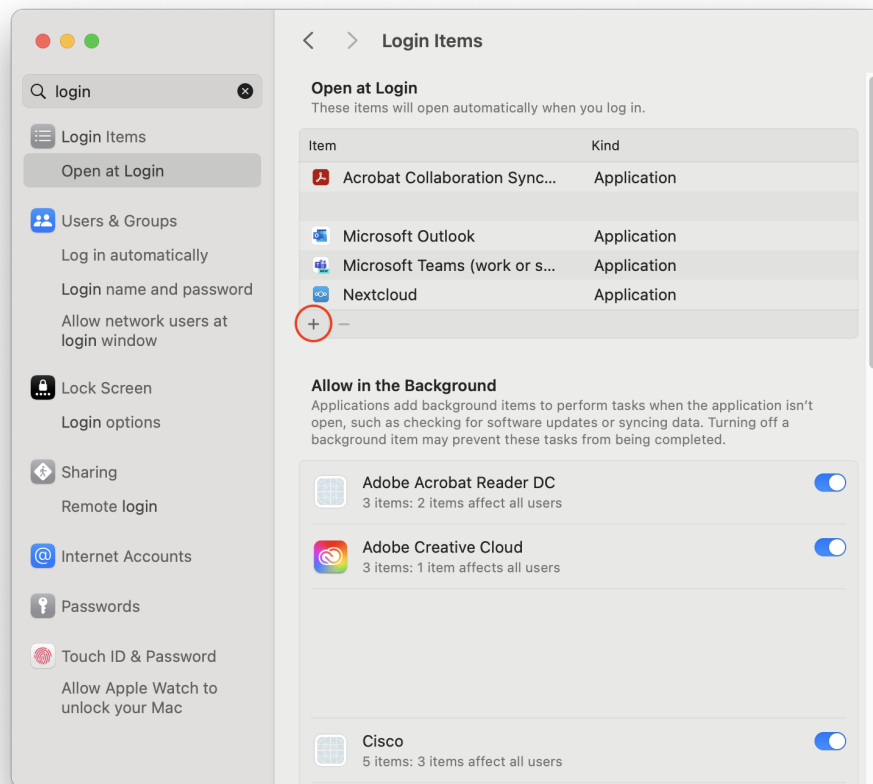
10. Now, click on 'Options' and select 'Finisher SR4150', then click 'OK' then 'Done'.



11. The PaperCut client is the next component that needs installation.
12. From step 4 of the mounted folders, navigate from the PCClient folder to the mac folder. Drag and drop or copy and paste PCClient to your Applications folder.

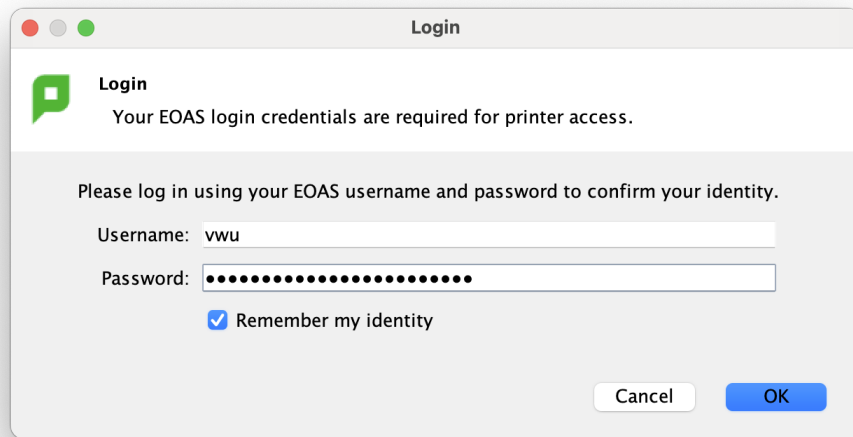


13. Now, we need to add the PaperCut client to launch on login of your Mac. From System Settings, search for login and select 'Open At Login'. Click the '+' and go to the Applications folder and select PCCClient, then 'Open'.

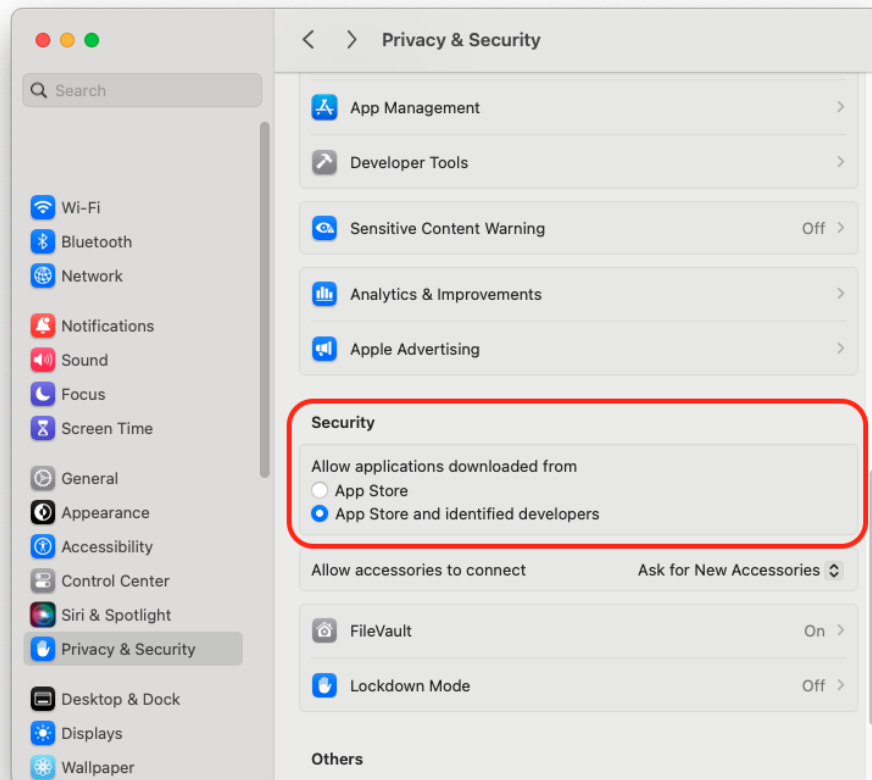


14. Launch the PCClient that you just copied to the Applications folder, see the next step if it cannot open. Login to the PaperCut client with your EOAS username and password, **not**

your CWL.



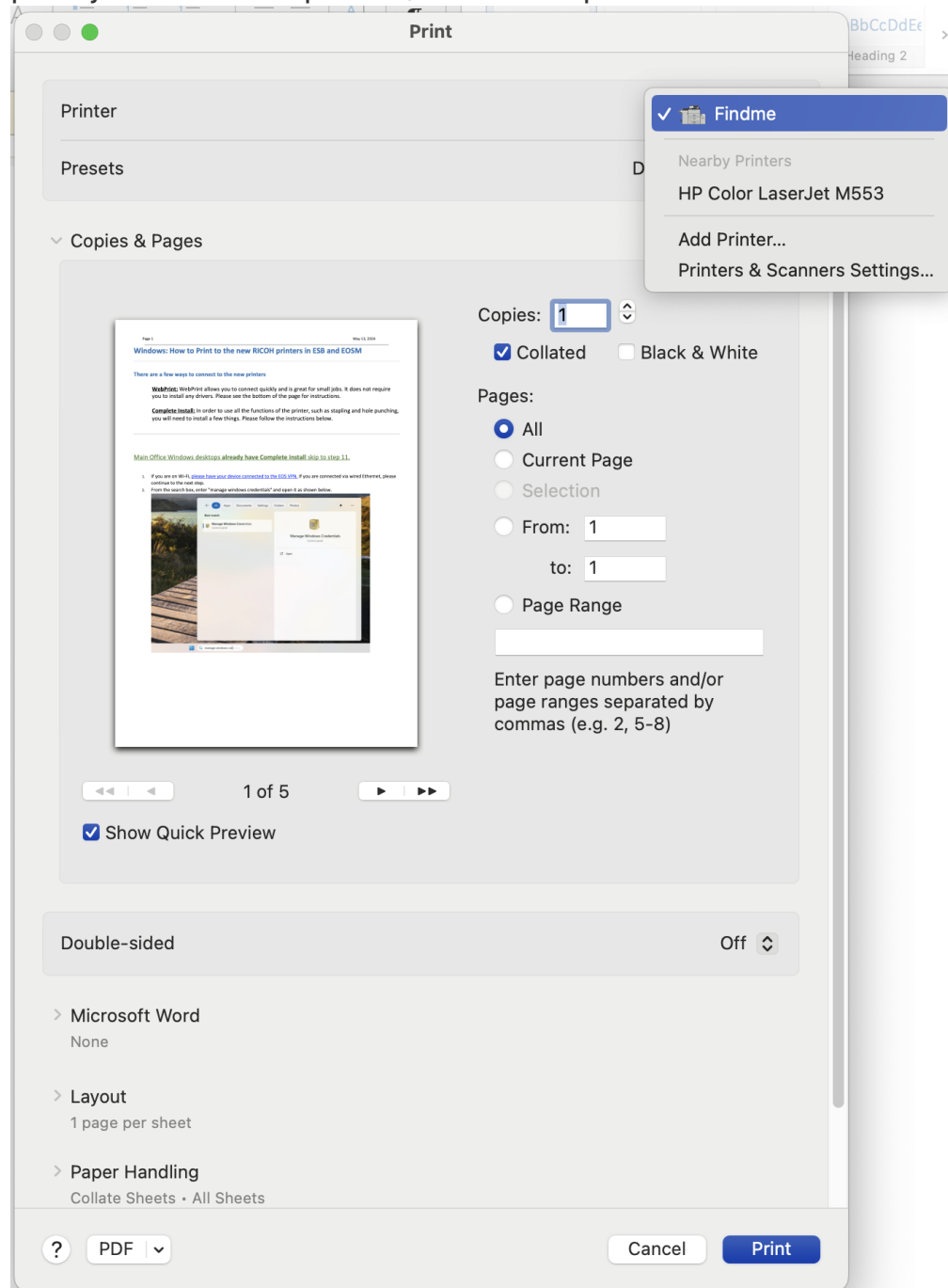
15. If you receive the message, *"PCClient" cannot be opened because the developer cannot be verified*, go to System Settings => Privacy & Security and scroll down. There will be a button in the red box below to override the message and allow PCClient to run.



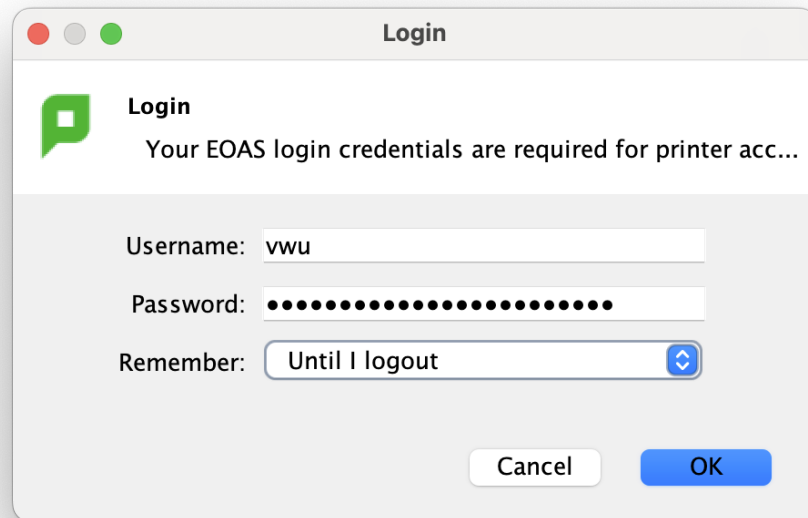
16. When you go to print your document, select the **Findme** printer. The Findme printer will allow you to release your



print jobs at either printer, then click print.



17. The PaperCut client may ask for your EOAS credentials (**not your CWL**) once again.



A macOS-style dialog box titled "Login". It features a green speech bubble icon with a white square inside. The text "Login" is bold, followed by "Your EOAS login credentials are required for printer acc...". Below this are three input fields: "Username:" with the text "vwu", "Password:" with a masked password of 20 dots, and "Remember:" with a dropdown menu showing "Until I logout". At the bottom right are "Cancel" and "OK" buttons.

**Login**

Your EOAS login credentials are required for printer acc...

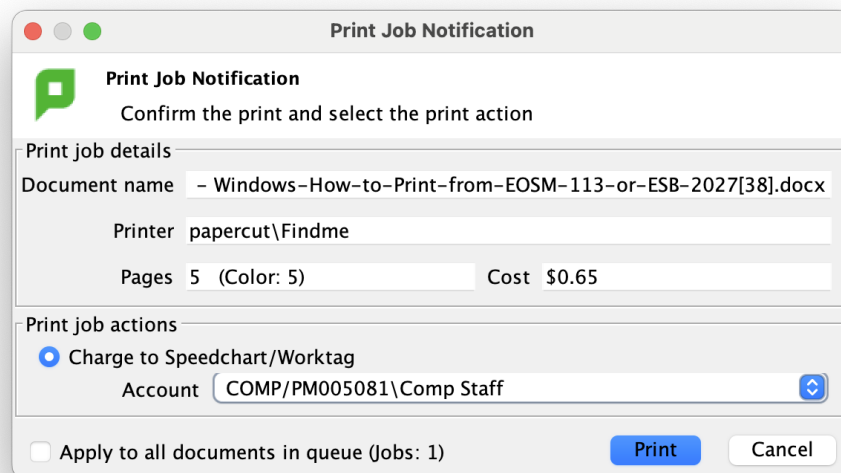
Username: vwu

Password: .....

Remember: Until I logout

Cancel OK

18. After authenticating, you will be presented with a screen detailing the amount of pages, cost, colour/black and white, and speedchart/worktag that will be charged.



A macOS-style dialog box titled "Print Job Notification". It features the same green speech bubble icon. The text "Print Job Notification" is bold, followed by "Confirm the print and select the print action". Below this is a section titled "Print job details" containing three rows: "Document name" with the text "- Windows-How-to-Print-from-EOSM-113-or-ESB-2027[38].docx", "Printer" with the text "papercut\Findme", and "Pages" with the text "5 (Color: 5)" and "Cost" with the text "\$0.65". Below this is a section titled "Print job actions" containing a radio button labeled "Charge to Speedchart/Worktag" which is selected, and an "Account" dropdown menu showing "COMP/PM005081\Comp Staff". At the bottom left is a checkbox labeled "Apply to all documents in queue (Jobs: 1)". At the bottom right are "Print" and "Cancel" buttons.

**Print Job Notification**

Confirm the print and select the print action

Print job details

Document name - Windows-How-to-Print-from-EOSM-113-or-ESB-2027[38].docx

Printer papercut\Findme

Pages 5 (Color: 5) Cost \$0.65

Print job actions

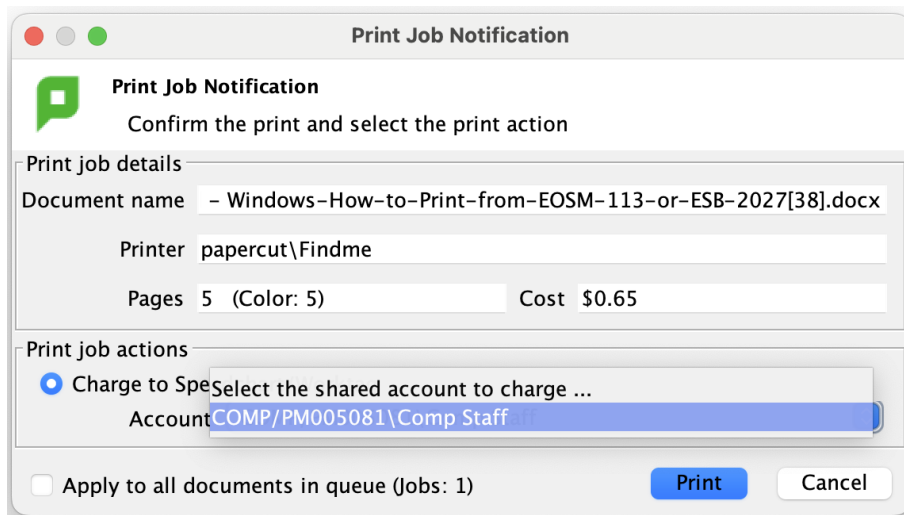
☒ Charge to Speedchart/Worktag

Account COMP/PM005081\Comp Staff

☐ Apply to all documents in queue (Jobs: 1)

Print Cancel

19. Change the speedchart/worktag if necessary.

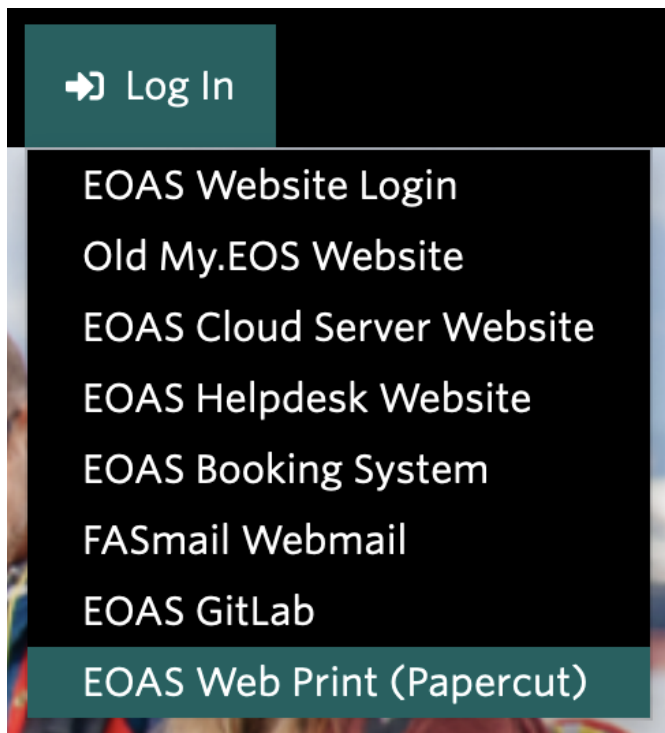


The image shows a 'Print Job Notification' dialog box. It has a title bar with standard macOS window controls (red, yellow, green buttons). Below the title bar is a green square icon with a white 'P' and the text 'Print Job Notification'. The main instruction is 'Confirm the print and select the print action'. The dialog is divided into two sections: 'Print job details' and 'Print job actions'. In the 'Print job details' section, there are three rows: 'Document name' with the value '- Windows-How-to-Print-from-EOSM-113-or-ESB-2027[38].docx', 'Printer' with the value 'papercut\Findme', and 'Pages' with the value '5 (Color: 5)' and 'Cost' with the value '\$0.65'. In the 'Print job actions' section, there is a radio button labeled 'Charge to Special Account' which is selected. To its right is a text field with the placeholder 'Select the shared account to charge ...'. Below this is a dropdown menu showing 'Account: COMP/PM005081\Comp Staff'. At the bottom of the dialog, there is a checkbox labeled 'Apply to all documents in queue (Jobs: 1)' which is unchecked. To the right of the checkbox are two buttons: 'Print' (blue) and 'Cancel' (white with a grey border).

20. Click Print.
21. Go to the printer you wish to release the job.
22. [Click here to continue for instructions at the printer.](#)

## Web Print

1. If you are on Wi-Fi, please have your device connected to the [UBC VPN](#) or [EOS VPN](#). If you are connected via wired Ethernet, please continue to the next step.
2. Head to <https://papercut.eoas.ubc.ca:9192/> and login with your **EOAS username and password**.  
It is also accessible under 'Log In' on our department website



3. Go to the **Web Print** tab located on the left.
4. Select the amount of copies and the account you want your job to be charged to.
5. Upload your document; see the supported file types below the white box.
6. Select Upload & Complete.
7. Go to the printer you wish to release the job.
8. [Click here to continue for instructions at the printer.](#)

### Limitations:

- No choice of selecting which pages to print
- No choice of staples, hole punching

## Troubleshooting

[See FAQs](#)