

Driver installation:

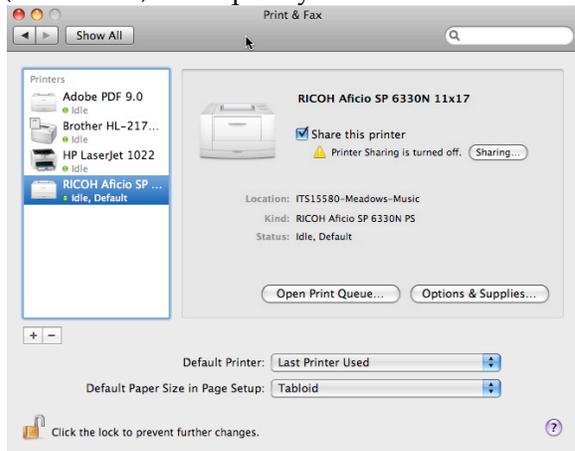
- 1) Download/install Printer driver for Ricoh 6330N
(Link on my faculty page: <http://faculty.smu.edu/robfrank/printer.html>)
- 2) Install driver (following instructions as per your computer)

For all operating systems other than the following, skip now to page 2.

To set up Macintosh 10.5.7 or 10.5.8 only (other versions and OS systems work fine as-is): follow these steps, using your exact username (what you log in to on your Mac) to replace the red, underlined text:

1. **Log in as an administrator account.**
2. **Open Terminal, which is found in the Utilities folder, in the Applications folder.**
3. **Type this command *exactly* on a single line, only replace "username" with the shortname of the affected user account:**
`dseditgroup -o edit -p -username -t user _lpadmin`
4. **If done correctly, the Mac will ask: "Please enter user password:" Now enter your password for logging in on your Mac.**
5. **Press Return.**
6. **Quit Terminal**

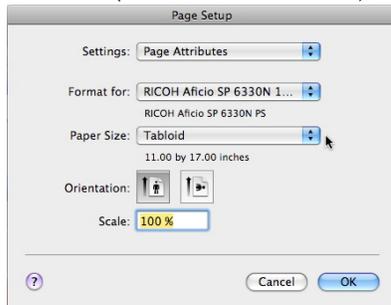
- 4) Under the Apple Menu, or from your dock, open "System Preferences"
- 5) Double Click "Print and Fax"
- 6) Make sure that the size "Tabloid" comes up under "Default Paper Size in Page Setup"
(See below) then quit System Preferences.



Now, your Mac should be ready to print 11 x 17!

To set up the document to print:

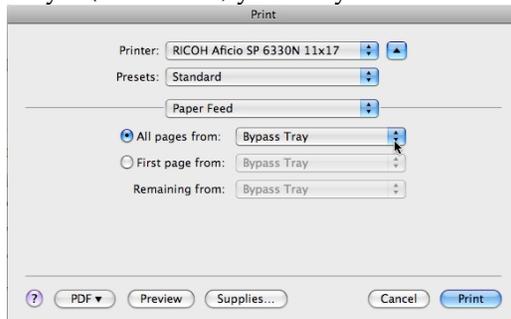
1) Under the File Menu, select "Page Setup", and set the Format and Paper Size as follows: (Mac screen shown, Windows has similar fields.)



2) Click "OK"

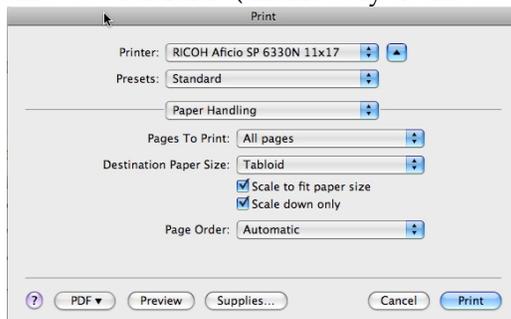
3) Under the File Menu select "Print" (shortcut: [command+P])

4) Set the printer to "Ricoh Aficio SP 6330N" and Select "Paper Feed" and set to Bypass Tray": (Windows, you may need to first click "Properties" to get to this info)



5) Now be sure there is 11 x 17 paper in the manual tray on the printer. Also be sure the extension paper holders are all the way out on both the Bypass Tray and on top in the Output Tray area.

6) Under "Paper Handling" click "Scale to fit paper size" and set the destination Paper Size" to "Tabloid" (all the way at the bottom of the list):



To print single-sided pages:

Click "Print"

To print double sided:

- 1) set "Pages to Print" to "Odd Only" and "Page Order" to "Reverse" and click "Print"
- 2) then, take the printed pages, place them print-side down, top first into the Bypass Tray
- 3) Select File -> Print, and under "Paper Handling" set "Pages to Print" to "Even Only" and Page Order to "Normal" then click "Print"

(When in doubt, try printing only the first page as a test....)

Hints:

Printing from a PDF file is much faster than from Finale or Sibelius (the postscript code is already done). If you can save as a PDF then use Preview on Mac (or Adobe Acrobat Reader on Windows).

Be sure that your Page Range is set correctly.

"Fan" the paper to remove any static cling before printing.

For Booklet printing (Sibelius):

- 1) Print and in the Sibelius Options, select "Outward"
- 2) Set "Paper Feed" to "Bypass Tray"
- 3) Set Paper Handling" to "All Pages" and "**Normal**" page order, then print.
- 4) Take pages out of the Output Tray and *without rotating or changing order* place them in the Bypass Tray
- 5) Print and in the Sibelius Options, select "Inward"
- 6) Set "Paper Feed" to "Bypass Tray"
- 7) Set Paper Handling" to "All Pages" and "**Reverse**" page order, then print.

There it is!