

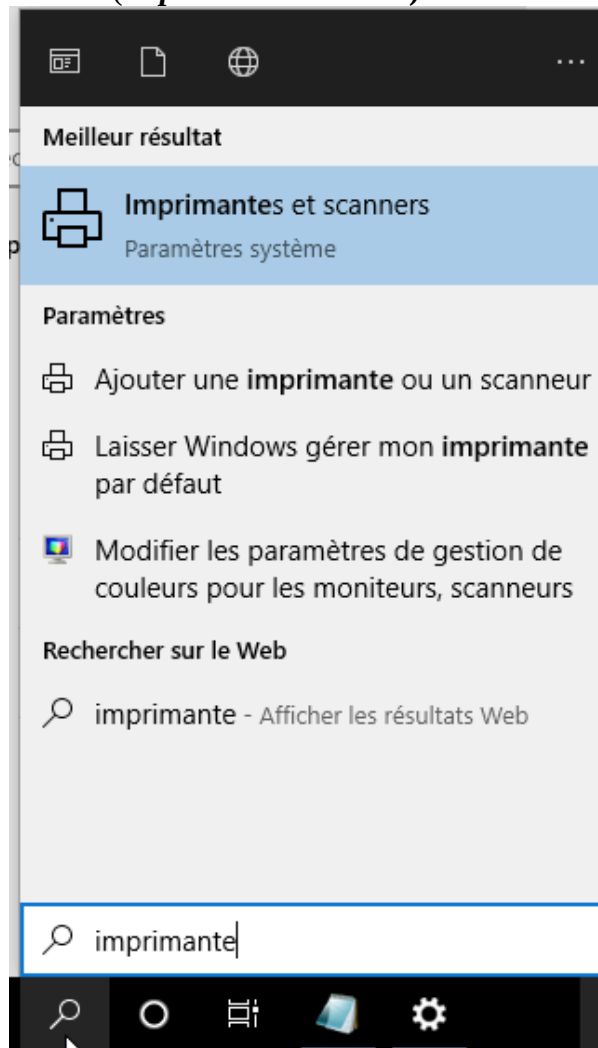
Library printing

The printer is located on the ground floor of the library:



I - Windows :

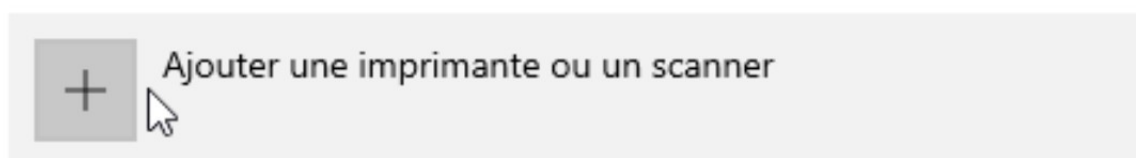
In the search bar, type « **Printer** » (**Imprimante** in French) and click on it:



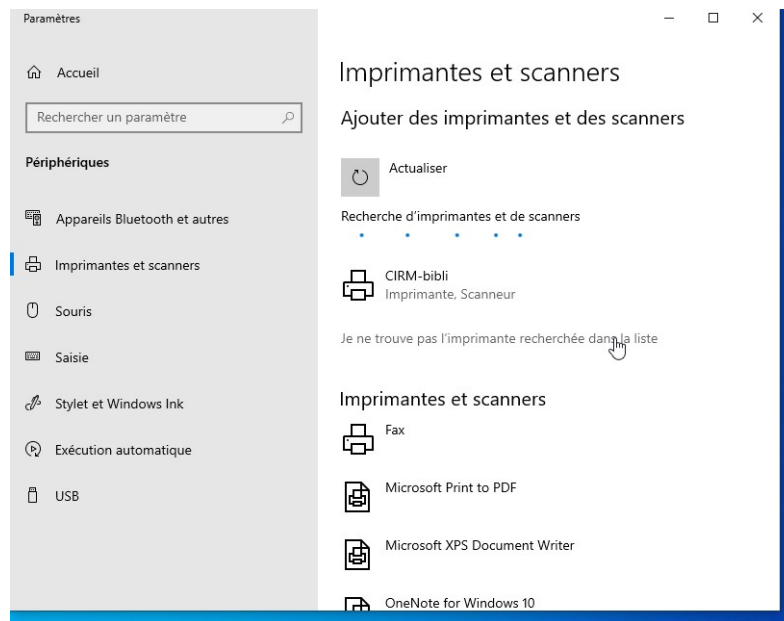
Click on « **add a printer or a scanner** » (**Ajouter une imprimante ou un scanner** in french)

Imprimantes et scanners

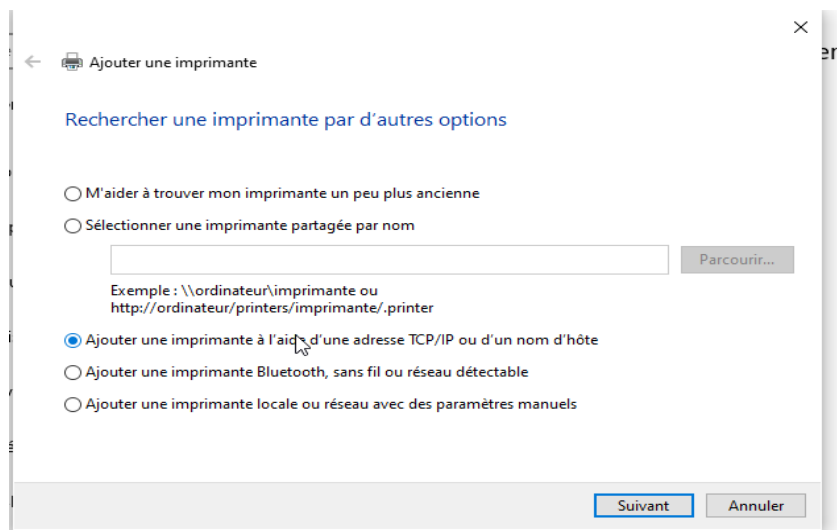
Ajouter des imprimantes et des scanners



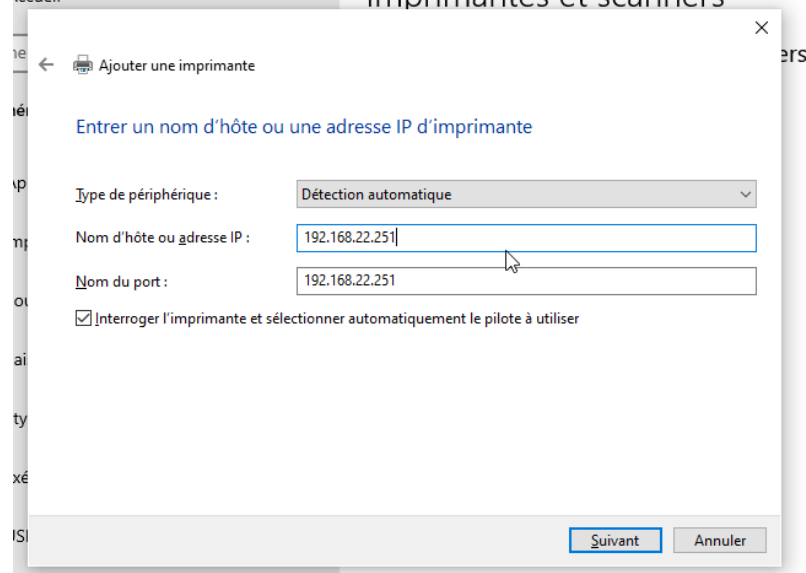
Then click on « I can't find the printer I'm looking for in the list ». :



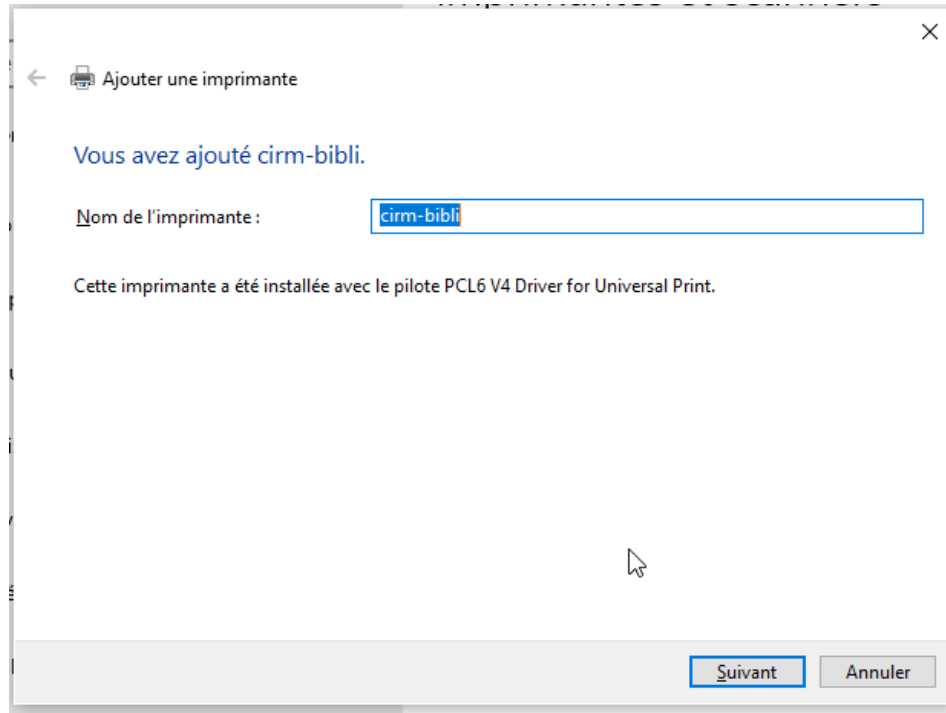
Then choose « Add a printer using a TCP/IP address or host name » ⇒ in French it's like the picture :



Let « automatic detection » in type of device and put the IP address : « 192.168.22.251 »



click on next button, and the printer have been successfully added :

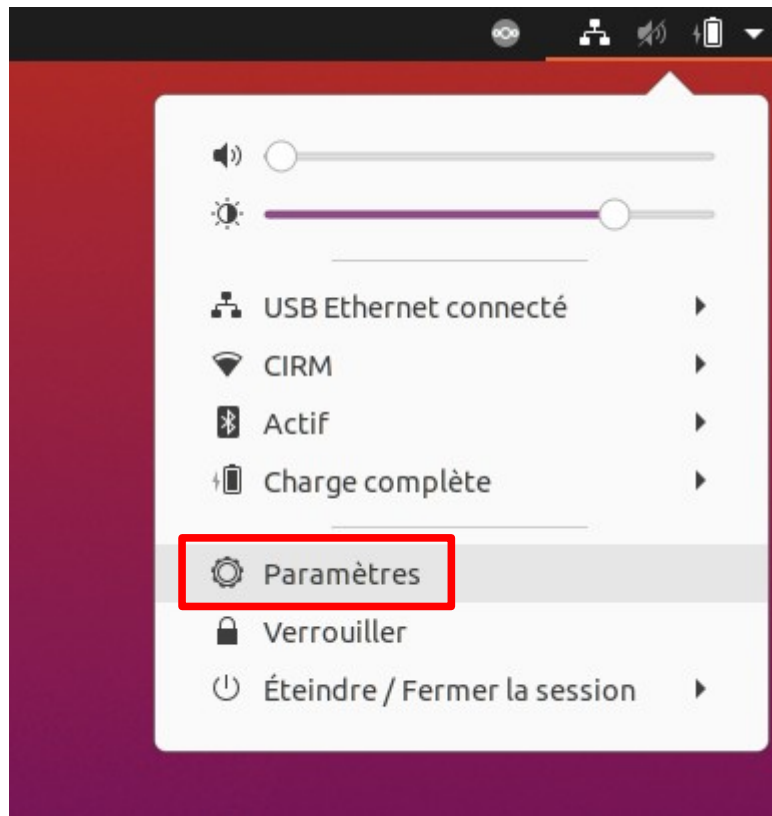


Let the default name « cirm-bibli ». This is the name of the printer you have to choose to print with our printer.

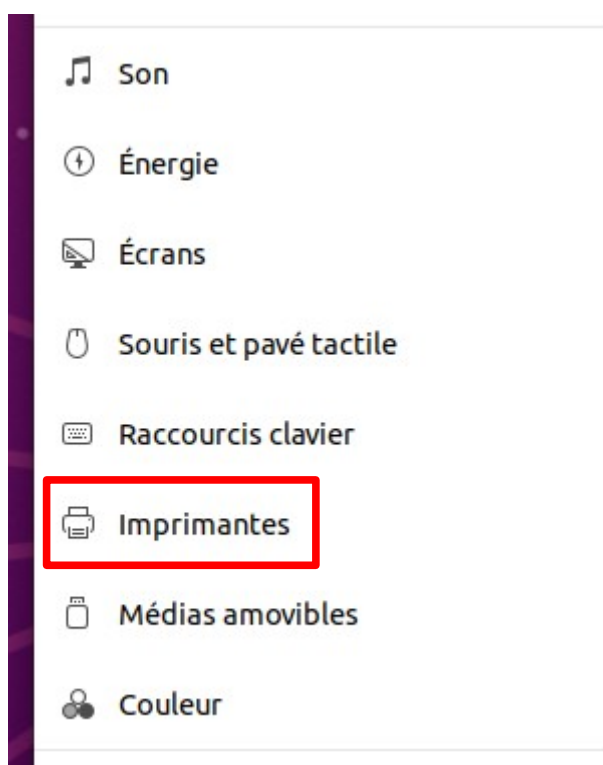
Pint your documents and go get them in the ground floor of the library (***See the first two pictures***)

II - Linux

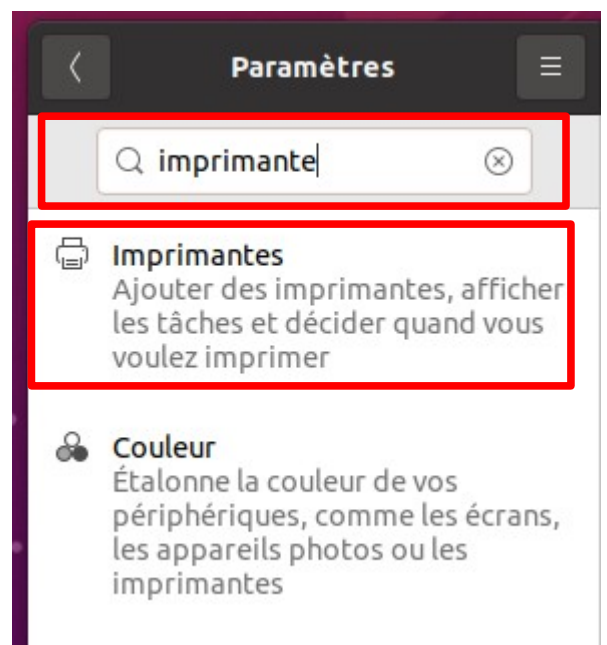
Go to « **Settings** » (*paramètres* in french) on your Linux Computer:



On the left of your screen look for « **Printer** » (*Imprimante* in french) and click on it:



Or in the search bar, type «**Printer**» (*Imprimante* in french) and click on it:



Ou

Click on the « **Add** » (**Ajouter** in french) button to add the printer of the library.



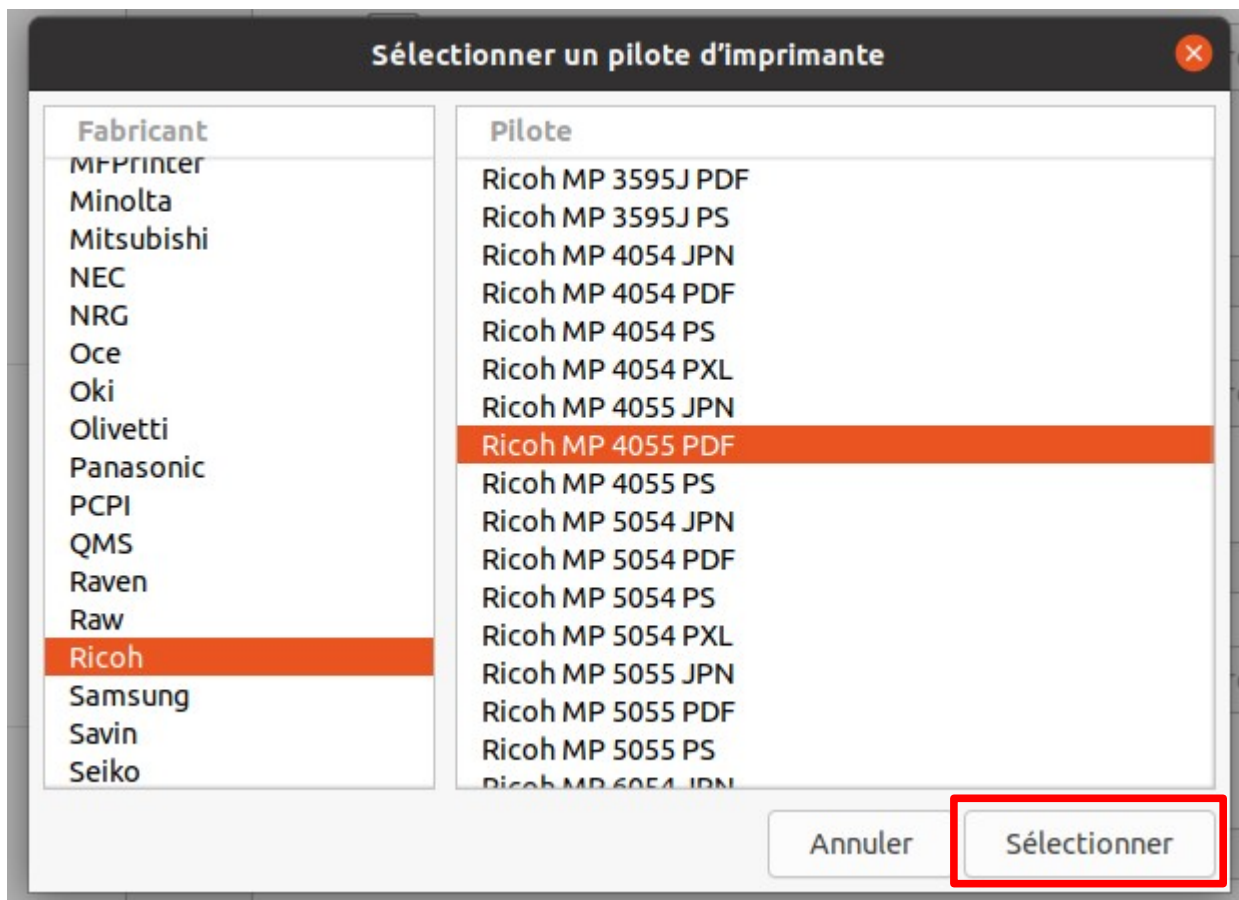
At the bottom of the search bar enter the following IP address: **192.168.22.251**

Then choose « **Imprimante-LPD** »



choose : **Ricoh** ⇒ **Ricoh MP 4055 PDF**

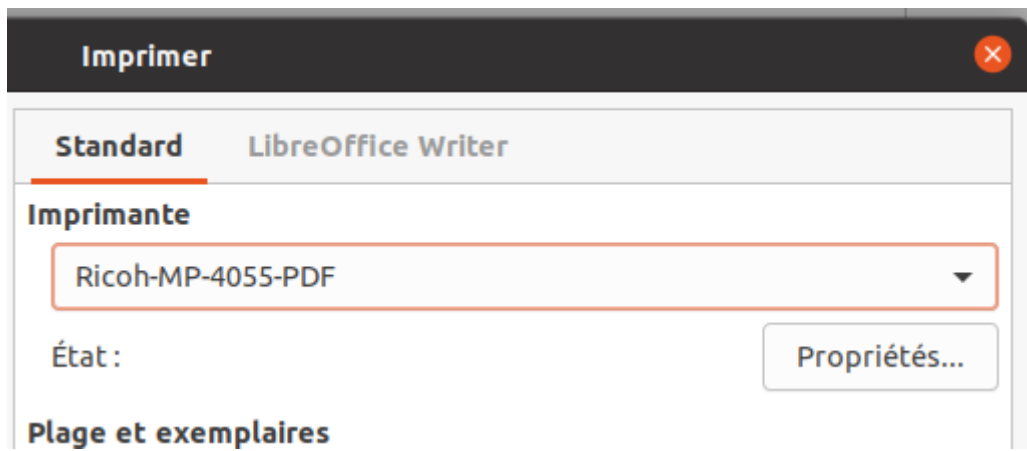
and click on « **select** » (**sélectionner** in french).



The printer has been added (see image below)



Before starting to print, you must choose the printer you have just added « ***Ricoh-MP-4055-PDF*** »

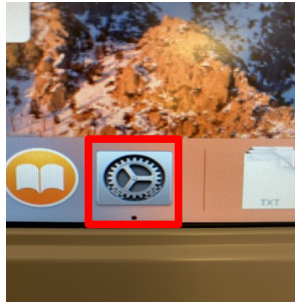


and click on « ***print*** » (*Imprimer* in french)

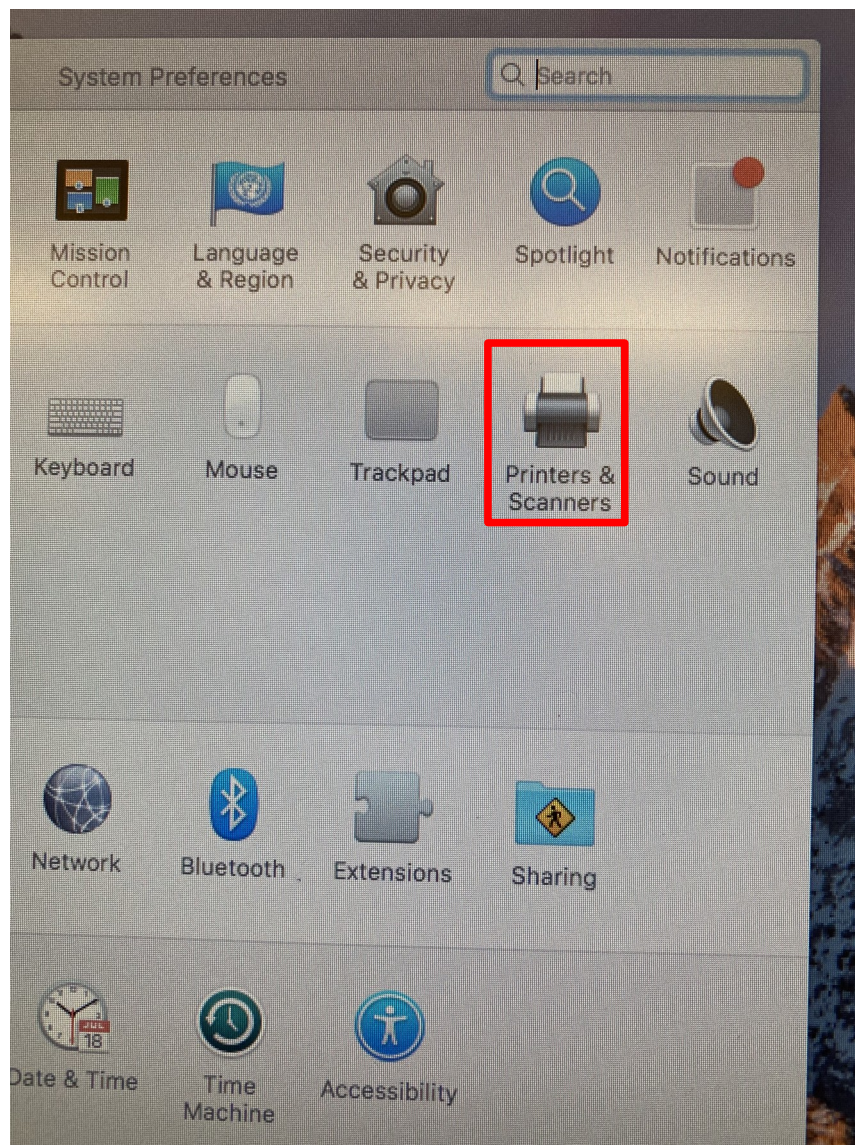
Print your documents and go get them in the ground floor of the library (*See the first two pictures*)

III - MAC :

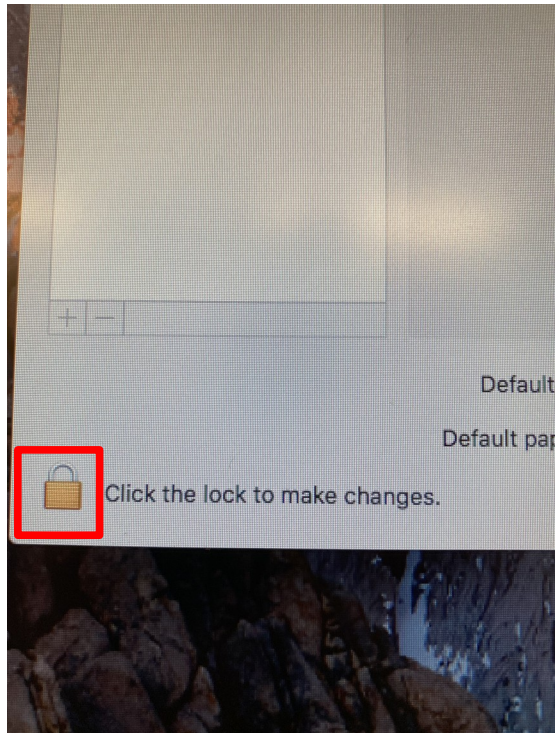
In the « *System Preferences* ».



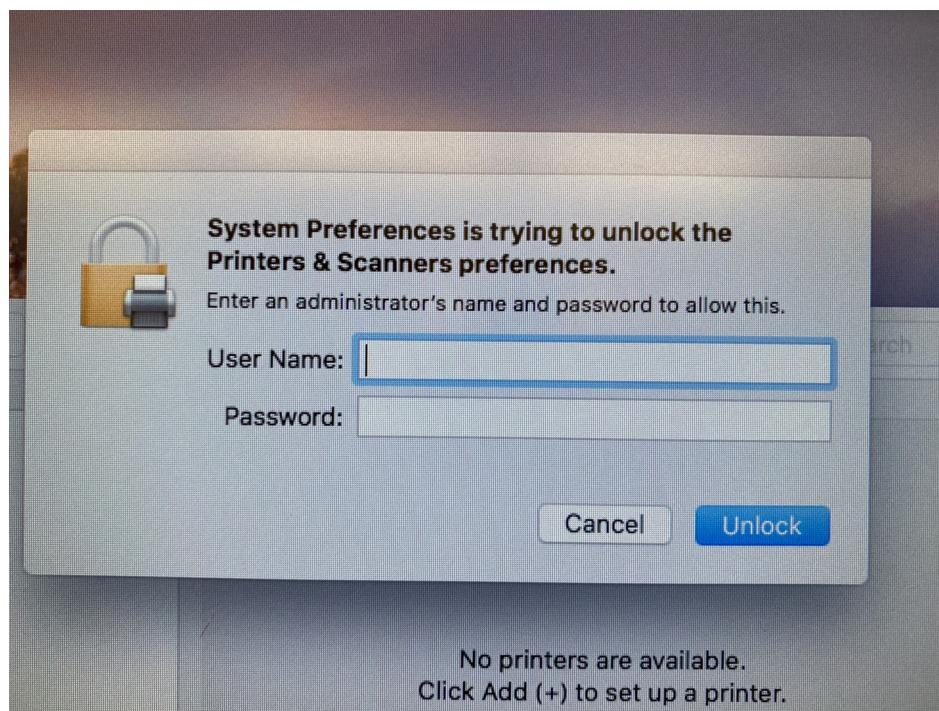
Access to « *Printers & Scanners* » :



To add a printer, click on the lock :

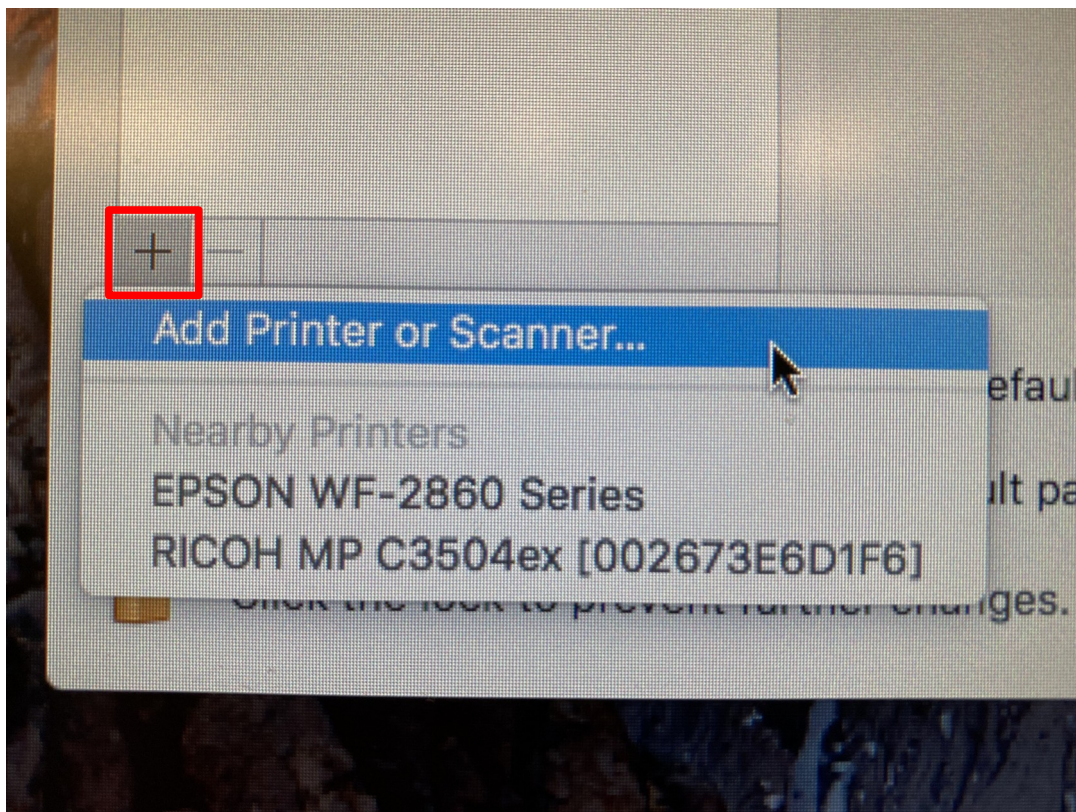


Identify yourself with your login and password:



The click on « **Unlock** »

Clique on : « + » ⇒ « *Add Printer or Scanner* »

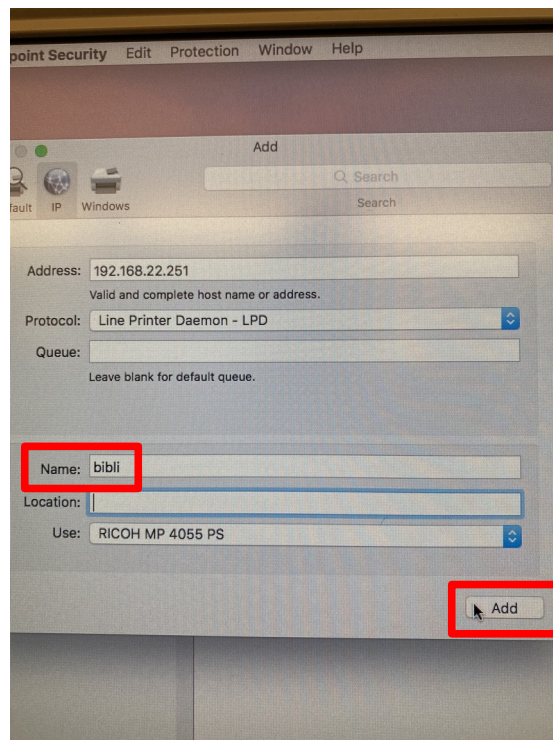


Enter the following information:

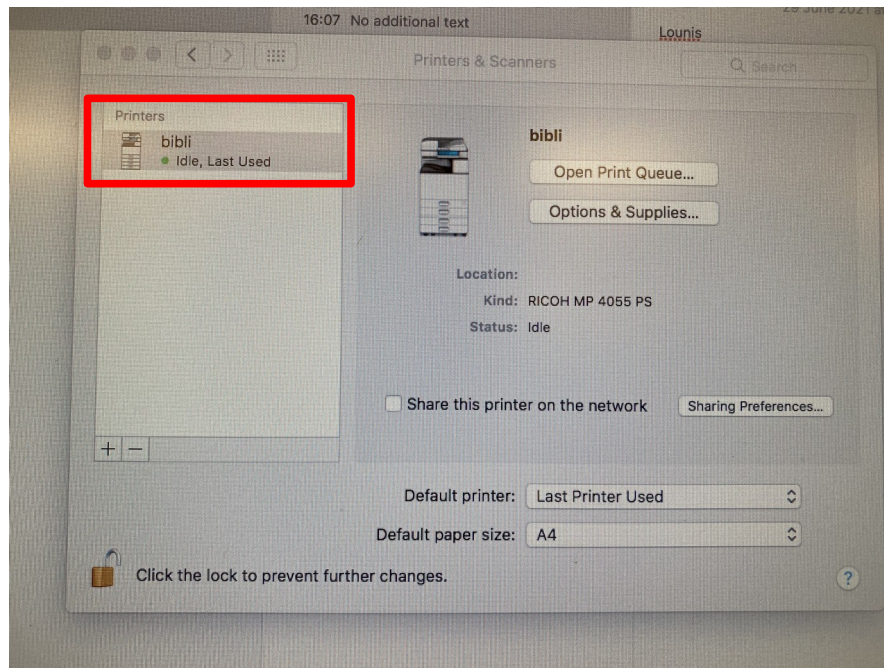
Address : **192.168.22.251**

Name : ***bibli***

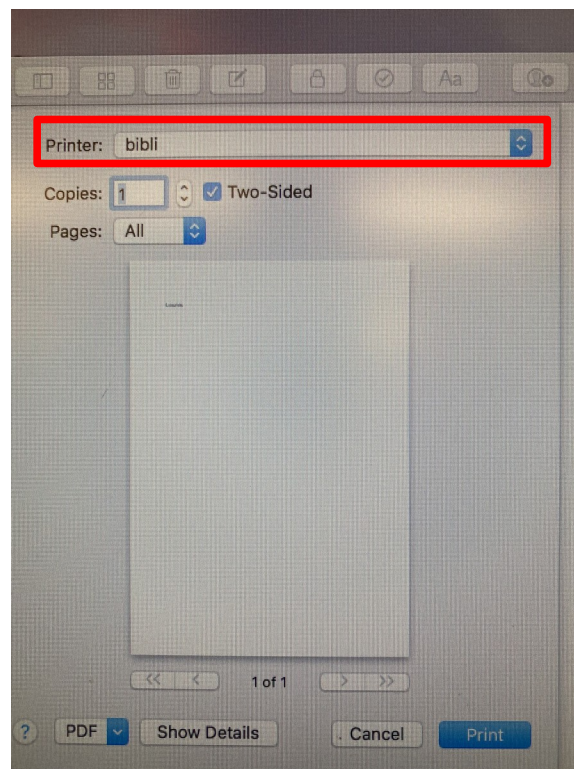
And click on « ***Add*** »



The printer has been added (see image below)



Before starting to print, you must choose the printer you have just added «***bibli***»



and click on « ***print*** »

Print your documents and go get them in the ground floor of the library (***See the first two pictures***)