Printer Set Up Instructions – Microsoft Based Computers

Office Printers	Name	IP Address	Туре
Main Printer	Color Printer	192.168.1.208	Ricoh IMC6000
Main Printer	Black and White Printer	192.168.1.205	Ricoh Africo MP4002
Other Printer	Lombardi	192.168.1.100	
Other Printer	Holmgren	192.168.1.20	
Other Printer	McCarthy	192.168.1.21	

- 1. Download updated print driver from Ricoh's website.
 - a. Select Download the PCL6 Driver for Universal Print
 - b. https://support.ricoh.com/bb/html/dr_ut_e/rc3/model/p_i/p_i.htm?lang=en
- 2. Save to Downloads folder.
- 3. Double click on it and select **Run.**
 - a. Click Unzip

To unzip all files in r02829L1a.e. folder press the Unzip button.	xe to the specified	Unzip
Unzip to folder:		Run WinZip
c:\temp\r02829L1a	Browse	Close
Overwrite files without promp	oting	About
		Help

- c. Message will pop up saying files have been successfully unzipped. Click Ok.
- 4. Go to **settings** on the computer.
- 5. Go to Printers & Scanners
- 6. Click + Add Printer or Scanner
- 7. Wait until it stops searching
- 8. Select The printer that I want isn't listed
- 9. Select Add a printer using IP address or hostname

		>
🖶 Add Printer		
Find a printer by other options		
○ My printer is a little older. Help me find it.		
○ Select a shared printer by name		
		Browse
Example: \\computername\printername or http://computername/printers/printername/.printer		
Add a printer using an IP address or hostname		
\bigcirc Add a Bluetooth, wireless or network discoverable printer		
O Add a local printer or network printer with manual settings		
	Next	Cancel

10. Click Next

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- 11. Change device type to TCP/IP Device
- 12. Type in IP address in the Hostname or IP Address field.
 - a. Note: For Green Bay Office we only add Color Printer and Black and White printer to agent's computers.

(←	🖶 Add Printer			^
		Type a printer hostnam			
		Device type:	TCP/IP Device	~	<i>,</i>
2		Hostname or IP address:	192.168.1.208		
		Port name:	192.168.1.208_2		
2		Query the printer and autor			
c		Autodetect detects WSD and T To search for IPP printers, plea	TCP/IP printers. se select IPP from the drop down box		
				Next Can	ncel
		13. Click Next			
		14. Click Have Disk	(

- 15. Click Browse
- 16. Click This PC
- 17. Double click on Windows (C:) or OS (C:) (each computer has a slightly different name)
- 18. Double Click on Temp
- 19. Click on the download you just downloaded. Usually it's named something like r02829L1a or **oemsetup** something similar.
- 20. Click **Open**
- 21. Click disk1
- 22. Click icon with gear. Might be named r4600 or something similar. File Type is Setup Information.
- 23. Click Open
- 24. Click **Ok**
- 25. Select the print driver.

	Instal	ii the printer driv	rer		
		Choose your printe	r from the list. Click W	vindows Update to see mor	e models.
	GP.	To install the driver	from an installation (CD, click Have Disk	
1					
	Manu	facturer	Printers		-
	Adob	e	PCL6 Driv	er for Universal Print	
	Canor	n	PCL6 V4 E	Driver for Universal Print Ver	sion: 4.12.0.0 [1/
	Gener	ric	PCL6 V4 E	Driver for Universal Print Ver	sion: 4.8.0.0 [12/
	Micro	soft	RICOH PC	L6 UniversalDriver V4.33	· · · · · · · · · · · · · · · · · · ·
	Ricoh	i	<		>
	📑 Tr	nis driver is digitally si	gned.	Windows Update	Have Disk
	📑 Th	nis driver is digitally si	gned.	Windows Update	Have Di

- 26. Click Next
- 27. If you get the message "Which version of the driver do you want to use?" then click **Replace the current driver**
- 28. Click Next
- 29. Rename the printer to the one you are adding

÷	🖶 Add Printer		×		
	Type a printer name				
	Printer name:	Color Printer			
	This printer will be i	nstalled with the PCL6 Driver for Universal Print driver.			
		Next Cance			

- 30. Click Next
- 31. Click **Do Not Share This Printer**
- 32. Click Next
- 33. Click Finish
- 34. Close Printer & Scanners window.
- 35. Go back into Printer & Scanners window. You should now see the new printer. If the printer is not listed, click add printer and the list should refresh itself.
- 36. Click on printer you just added.
- 37. Click Manage
- 38. Click Printing Preferences
- 39. Under **Basic** tab
 - a. Job Type
 - i. Change to Hold Print

- ii. Enter Agent's name under User ID
- iii. Click Ok
- iv. Click Ok
- 40. If you need to add another printer, you can skip downloading the driver since it is already on the computer. For Step 24 it will already be on the list under **Ricoh.**
- 41. You can delete file in the downloads folder. You won't need it anymore.

Printer Set Up Instructions – Mac Computers

Mac computers do not have as much flexibility in settings as Microsoft Computers.

You can add printers via Air Print or directly added via IP Address. Test out both options. Depending on the age of the computer, it might require one method over the other.

Air Print Method

- 1. On the Mac, click the **Apple Icon**
- 2. Select System Preferences
- 3. Select Printers
- 4. Select (+) to add printer
- 5. Find color printer with a red bullseye icon next to it
- 6. Click Add
- 7. Repeat for the black and white printer.

IP Method

- 1. On the Mac, click the Apple Icon
- 2. Select System Preferences
- 3. Select **Printers**
- 4. Select (+) to add printer
- 5. Select IP
- 6. Enter IP address in the address field
- 7. Click **Add** button
- 8. Change the printer name
- 9. Repeat for the black and white printer.