Printer Set Up Instructions – Microsoft Based Computers

Office Printers	Name	IP Address	Type
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**
   b.
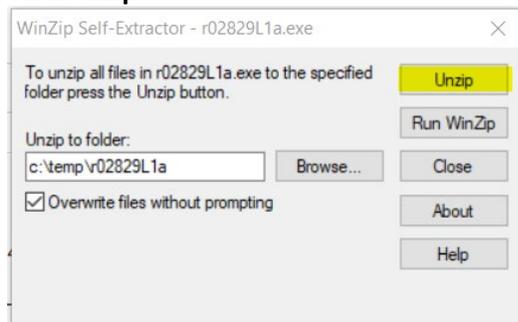
   c. Message will pop up saying files have been successfully unzipped. Click Ok.
4. Go to **settings** on the computer.
5. Go to **Printers & Scanners**
6. Click **+ Add Printer or Scanner**
7. Wait until it stops searching
8. Select **The printer that I want isn't listed**
9. Select **Add a printer using IP address or hostname**
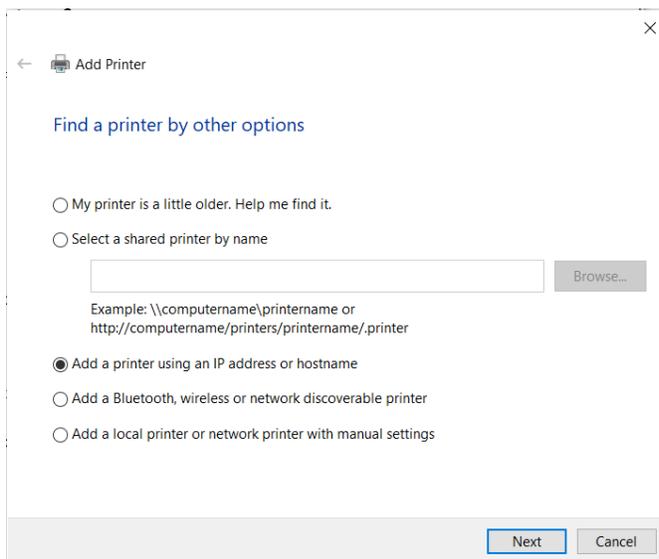
10. Click **Next**
11. Change device type to **TCP/IP Device**
12. Type in **IP address** in the Hostname or IP Address field.
    a. Note: For Green Bay Office - we only add Color Printer and Black and White printer to agent's computers.

← 🖨 Add Printer   ✕

Type a printer hostname or IP address

Device type:	TCP/IP Device ⌄
Hostname or IP address:	192.168.1.208
Port name:	192.168.1.208_2

☐ Query the printer and automatically select the driver to use

Autodetect detects WSD and TCP/IP printers.
To search for IPP printers, please select IPP from the drop down box

Next   Cancel

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.
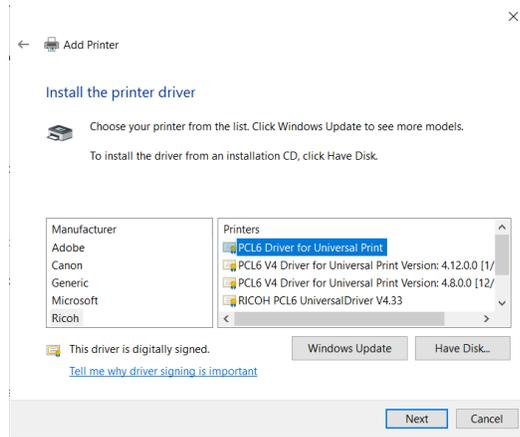
a.

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
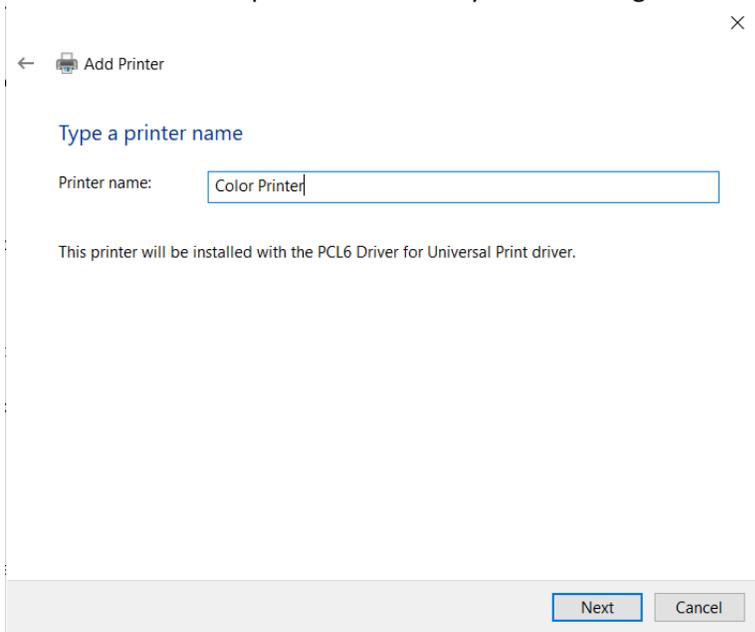
30. Click **Next**
31. Click **Do Not Share This Printer**
32. Click **Next**
33. Click **Finish**
34. Close Printer & Scanners window.
35. Go back into Printer & Scanners window. You should now see the new printer. If the printer is not listed, click add printer and the list should refresh itself.
36. 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.