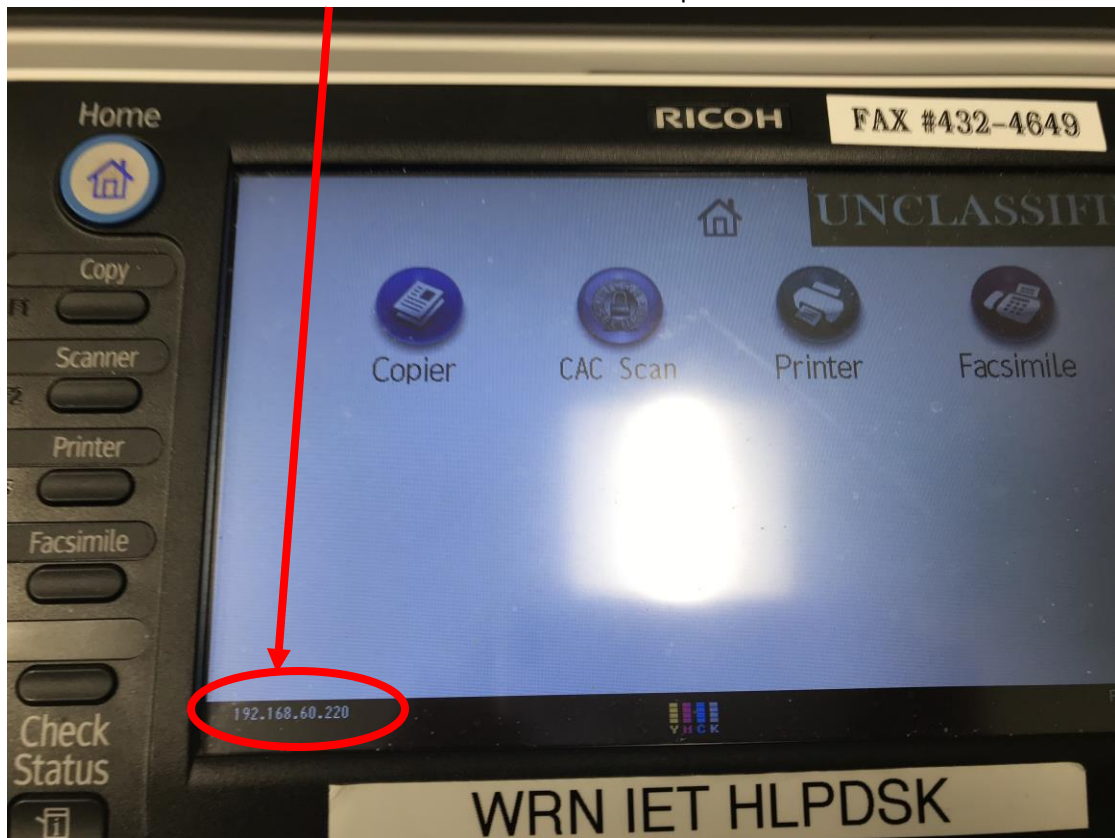
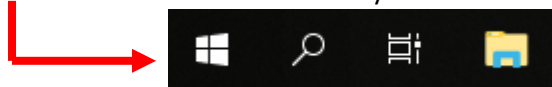


How to install a printer manually:

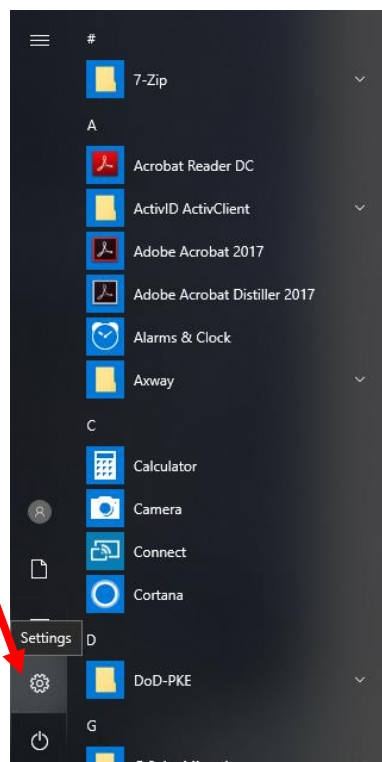
- Go to printer and find the printers **IP address**, also **notate the version of printer** you have, (ie. RICOH MP C3003) you can find this in the bottom left hand side of the screen on the printer:



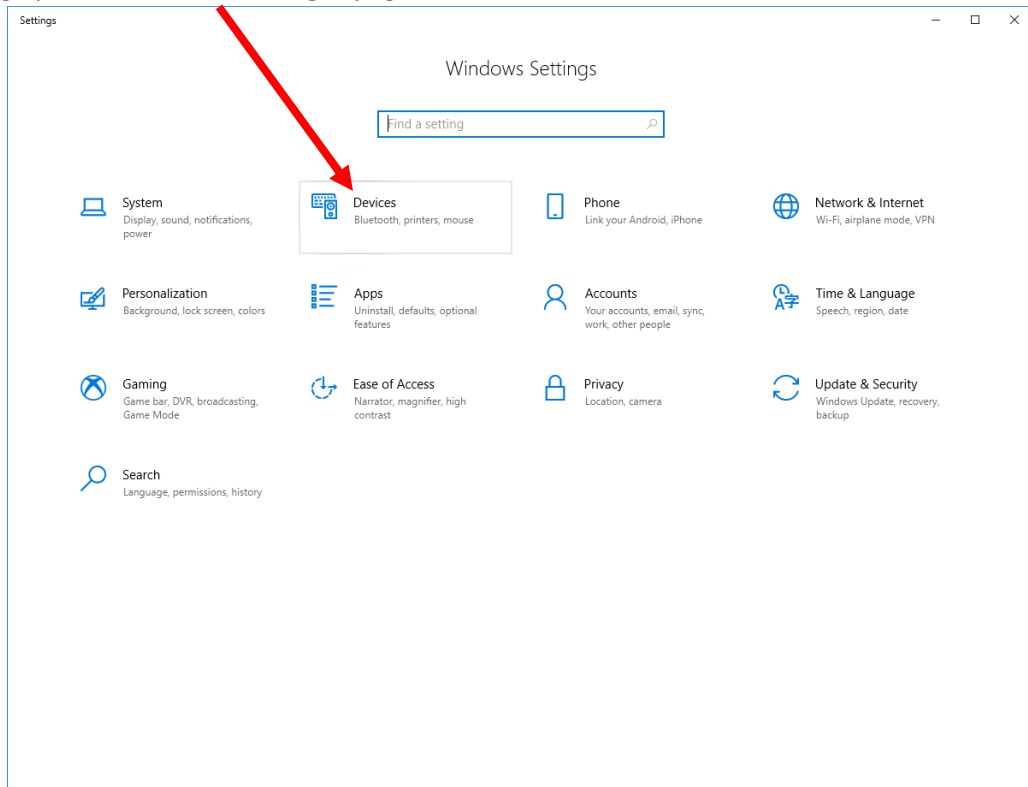
- Go back to your laptop, click on the **window button** at the bottom of your screen



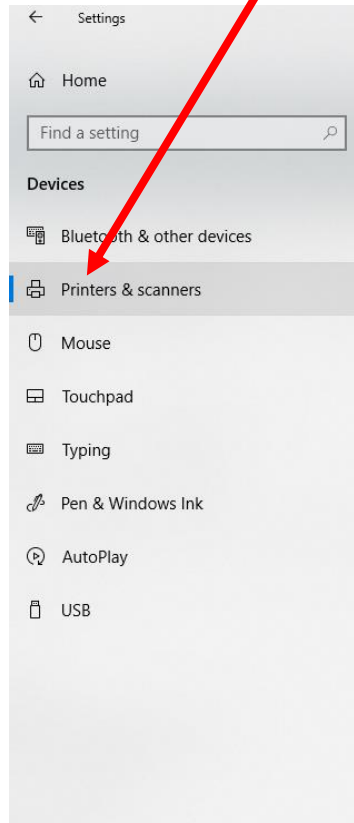
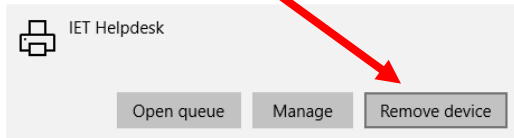
- Then click on the **settings button**:



- This will bring up the **“Windows Settings”** page, from here click on **“Devices”**



- This will bring up the **“Bluetooth & other devices”**, select **“Printers & Scanners”**.
- Find your printer and **double click** and click **“Remove device”**



Printers & scanners

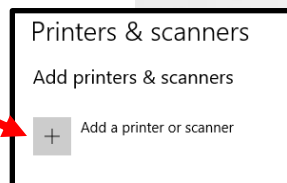
Add printers & scanners

+ Add a printer or scanner

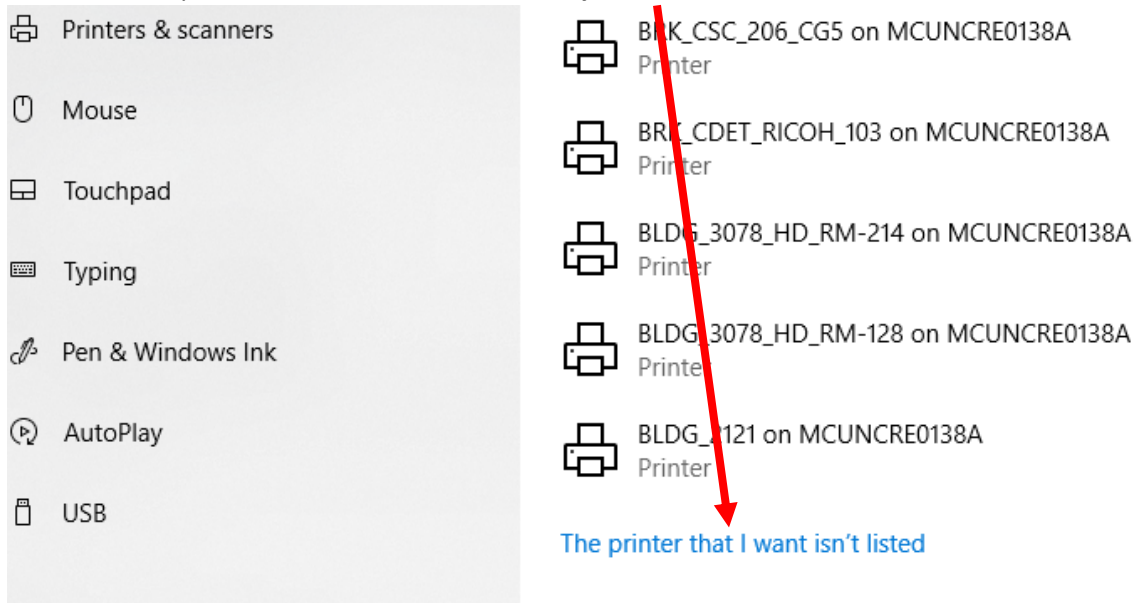
Printers & scanners

- Adobe PDF
- EWS Rm 111
- Fax
- IET Helpdesk
- IET Helpdesk(RICOH MP C3003 PCL 6)
- Microsoft Print to PDF
App available for this device
- Microsoft XPS Document Writer
- Send To OneNote 2013

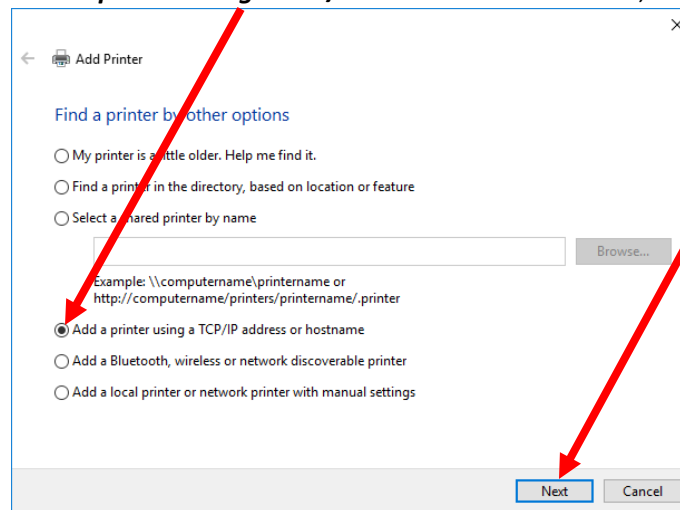
- Click **“Add a printer or scanner”**



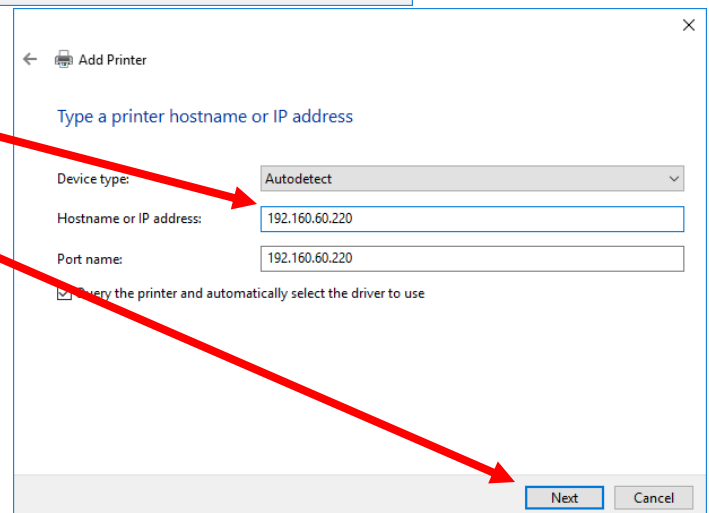
- At this point it will start **“Searching for printers and Scanners”** after it has cycled through, scroll down to the bottom of the printer list, click on the blue **“The printer that I want isn’t listed”**



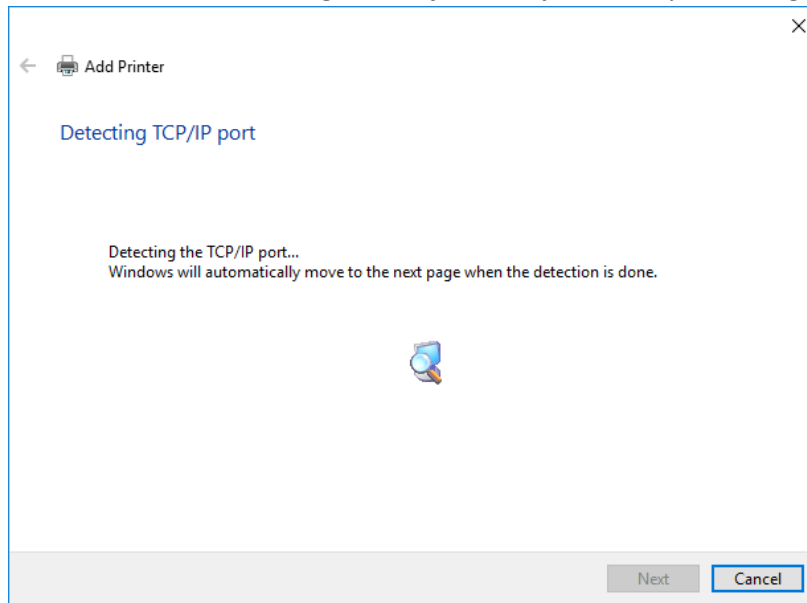
- On the next screen click on **“Add a printer using a TCP/IP address or hostname”**, then select **“Next”**



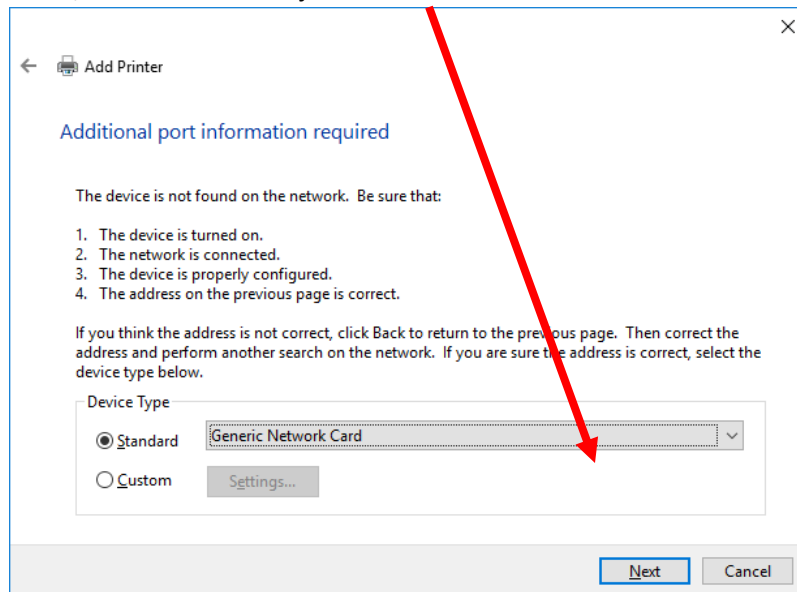
- Input the **“IP address”** you previously got from your printer and hit **“Next”**



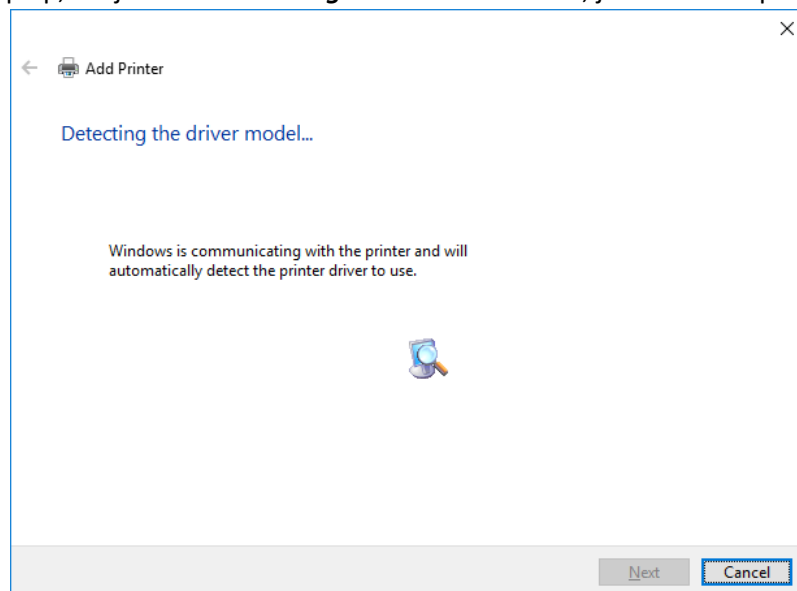
- This may take a few minutes while it is **“Detecting TCP/IP port”**, so just let it cycle through.



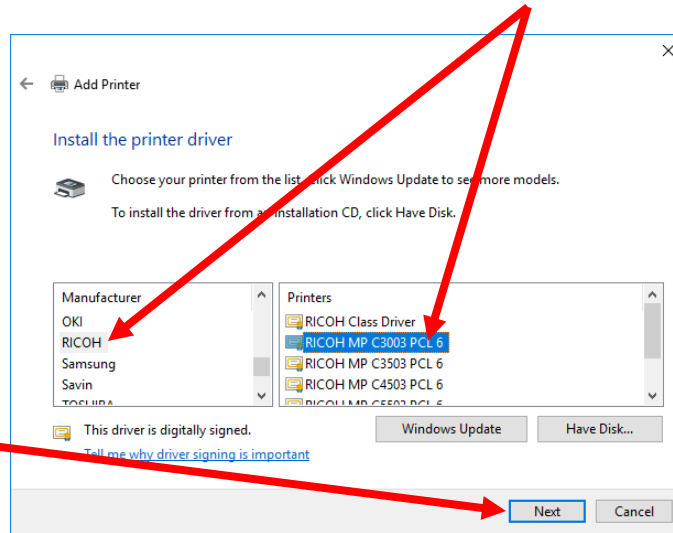
- Next you will see this screen, so leave as is and just hit **“Next”**



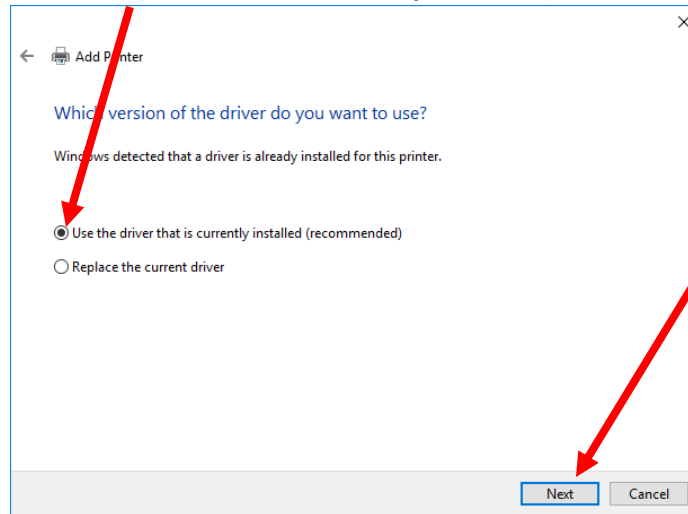
- Another screen will pop up, it's just the **“Detecting the driver model...”**, just let it complete



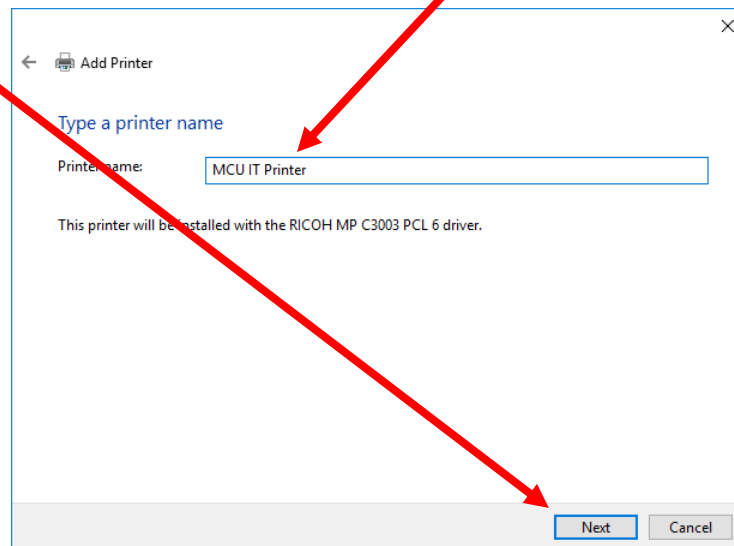
- The next screen will appear **“Install the printer driver”**, select your Manufacturer most cases **“RICOH”** and then you will be required to select which printer which is **the version** we had you note in the beginning and then hit **“Next”**



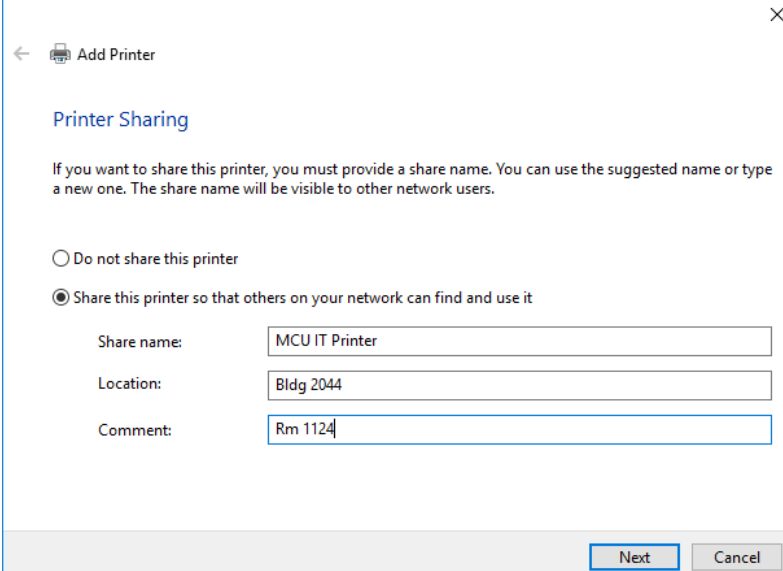
- For the next screen leave it as **“Use the driver that is currently installed (recommended)”** and hit **“Next”**



- The next screen will be **“Type a printer name”**, here you can put whatever name you would like to call it for easy recall, then **“Next”**

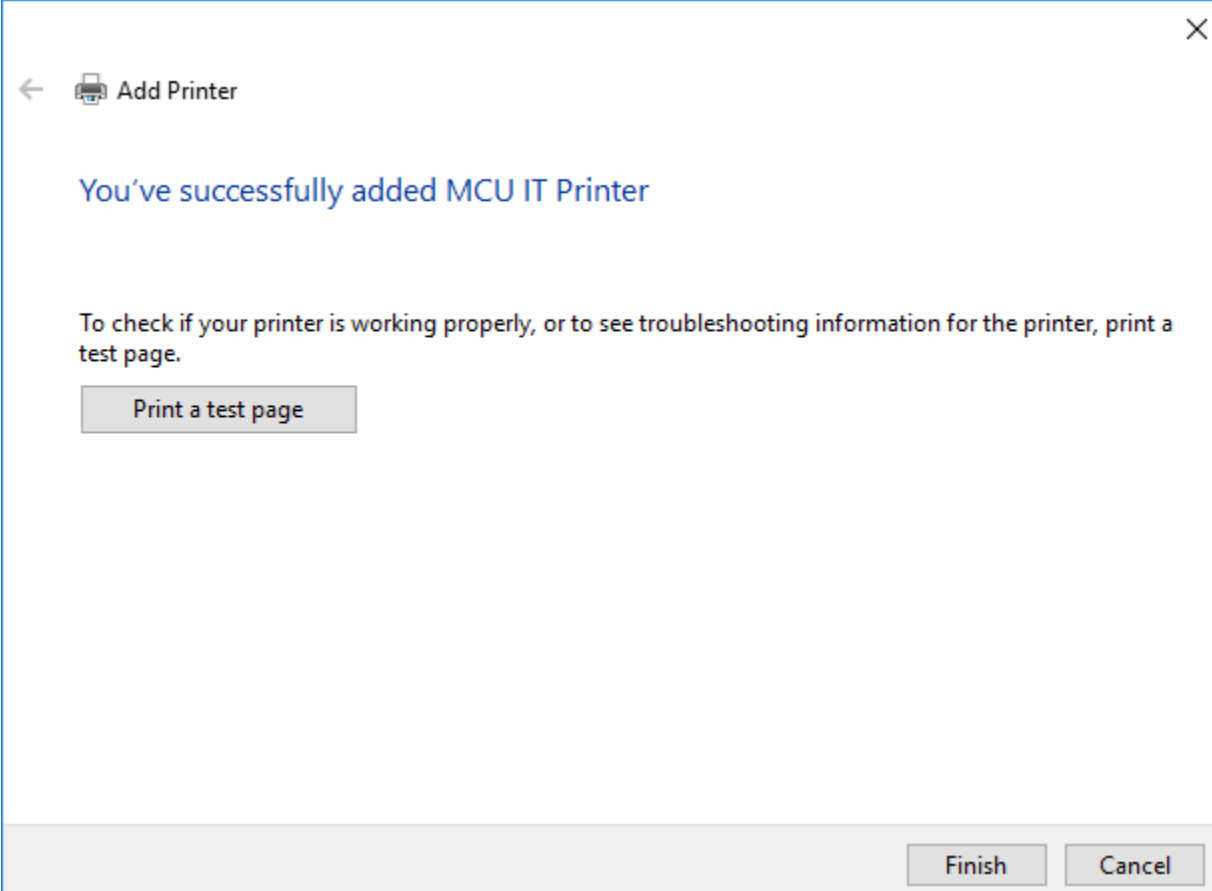


- The next screen you can put, your **Building number and room number** to be more descriptive, as seen below then hit **“Next”**



The screenshot shows a Windows 'Add Printer' dialog box. At the top left, there is a back arrow and a printer icon followed by the text 'Add Printer'. Below this is the heading 'Printer Sharing'. A paragraph of text reads: 'If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.' There are two radio button options: 'Do not share this printer' (which is unselected) and 'Share this printer so that others on your network can find and use it' (which is selected). Below these are three text input fields: 'Share name:' with the value 'MCU IT Printer', 'Location:' with the value 'Bldg 2044', and 'Comment:' with the value 'Rm 1124'. At the bottom right, there are two buttons: 'Next' (highlighted in blue) and 'Cancel'.

- The last screen will be **“You’ve successfully added MCU IT Printer”** screen and it will give you the option to print a test page, and then hit **“Finish”** and you are done.



The screenshot shows the final step of the 'Add Printer' process. At the top left, there is a back arrow and a printer icon followed by the text 'Add Printer'. The main heading is 'You’ve successfully added MCU IT Printer'. Below this is a paragraph of text: 'To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.' There is a button labeled 'Print a test page'. At the bottom right, there are two buttons: 'Finish' and 'Cancel'.

After you have added your printer, you should be back on track again.