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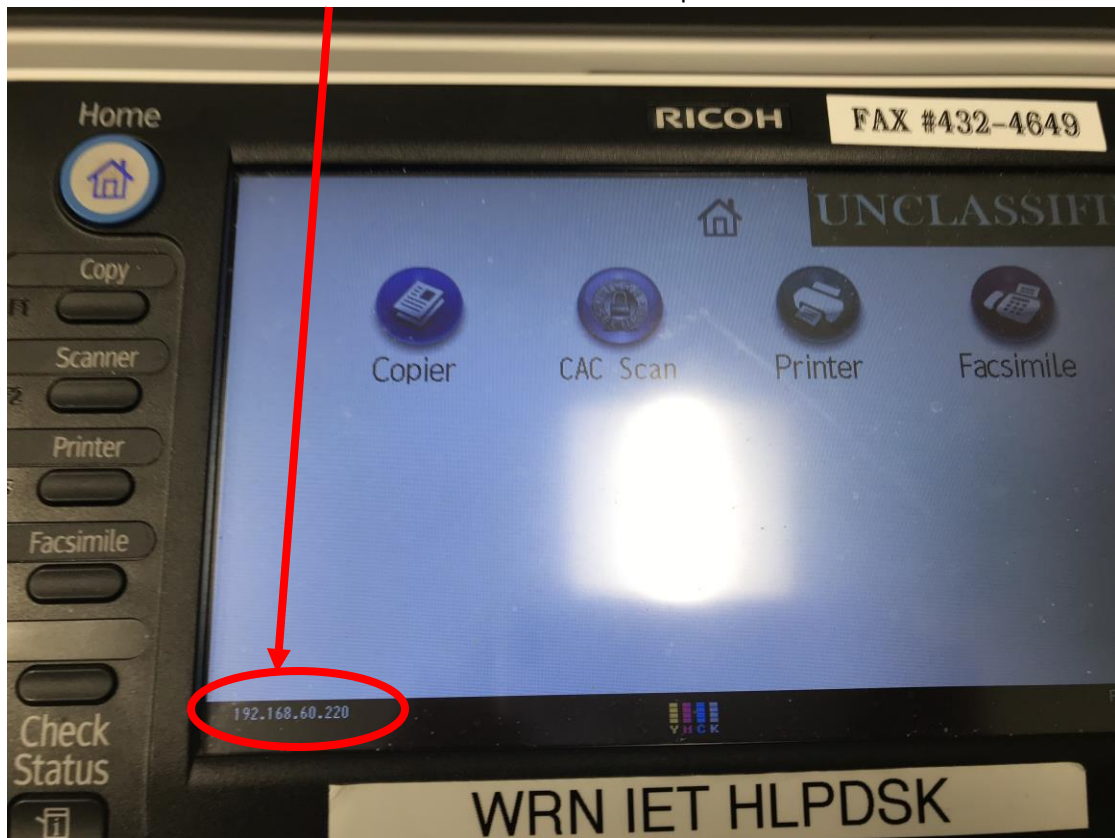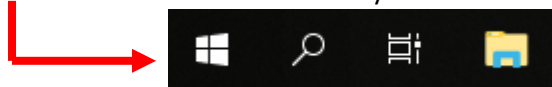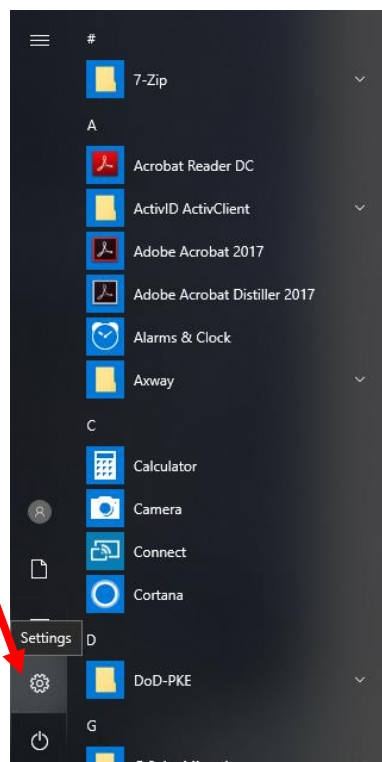
- Go to printer and find the printers *IP address*, also *notate the version of printer* you have, (ie. RICOH MP C3003) you can find this in the bottom left hand side of the screen on the printer:
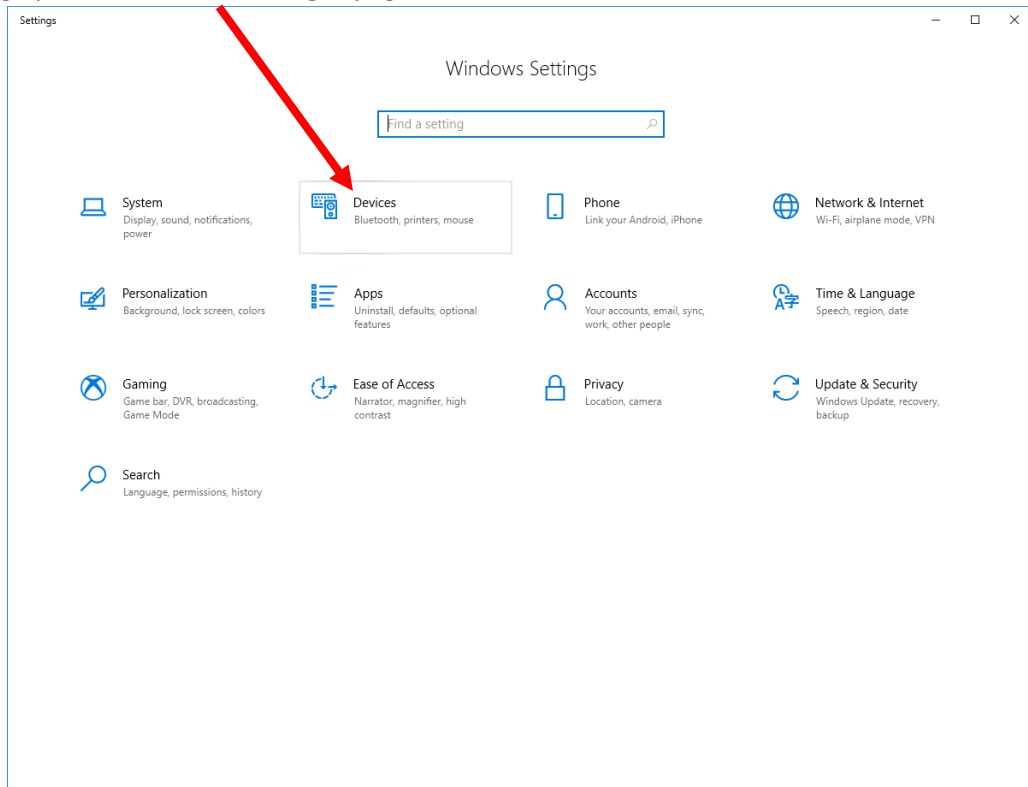

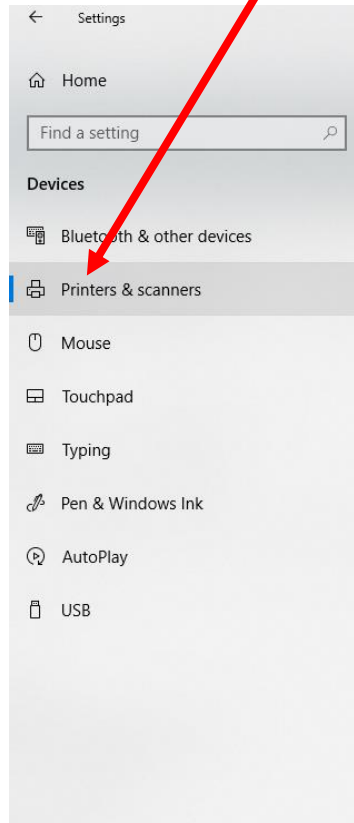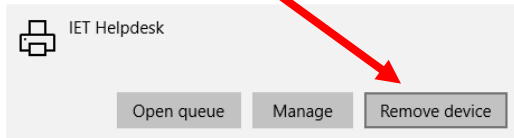- Go back to your laptop, click on the *window button* at the bottom of your screen

- 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**".
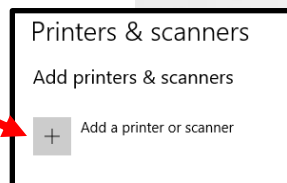- Find your printer and **double click** and click "**Remove device**"

- Click "Add a printer or scanner"

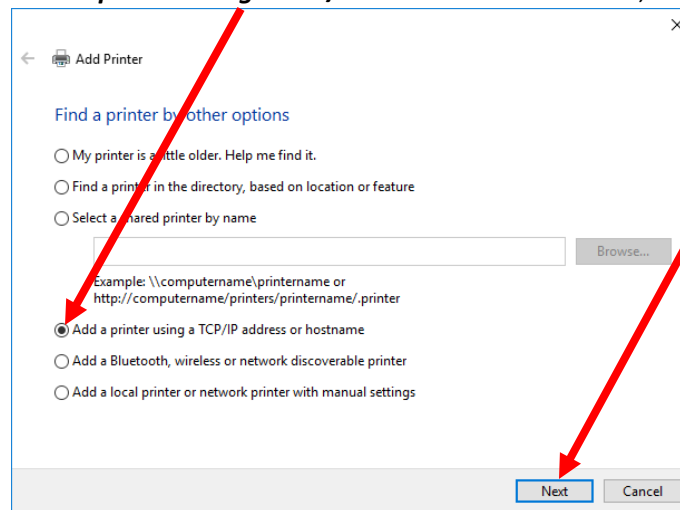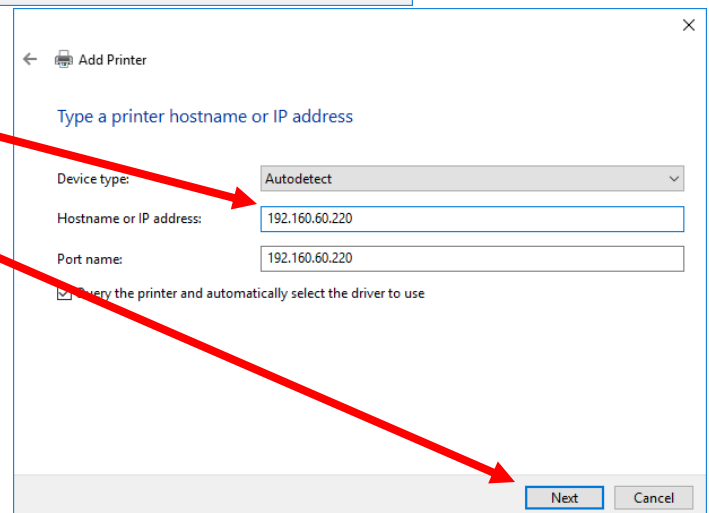- At this point it will start "**Searching for printers and Scanners**" after it has cycled through, scroll down to the bottom of the printer list, click on the blue "**The printer that I want isn't listed**"
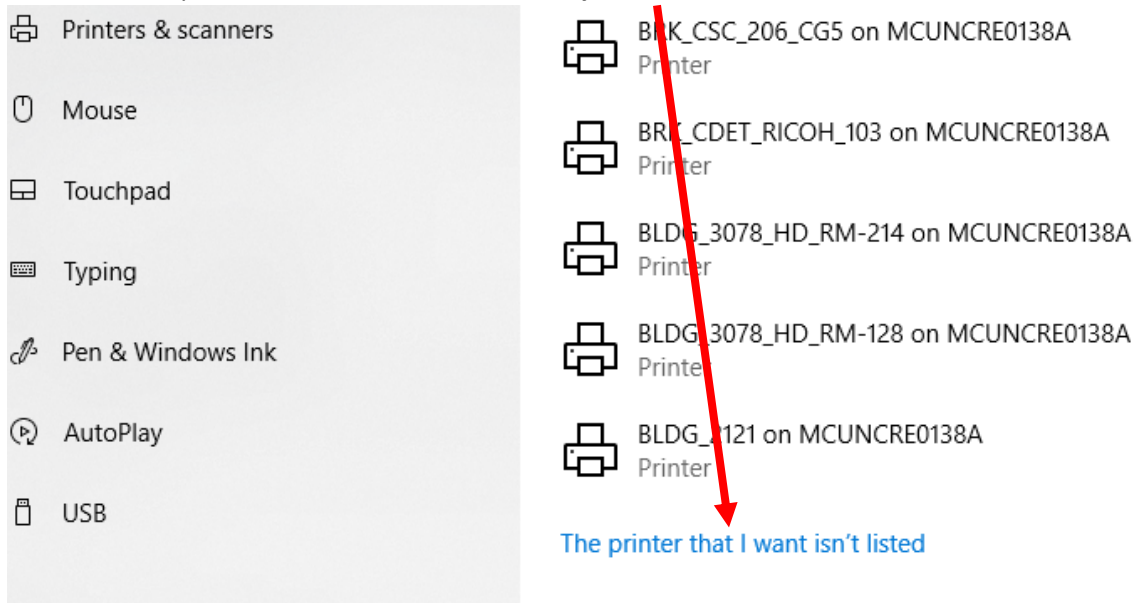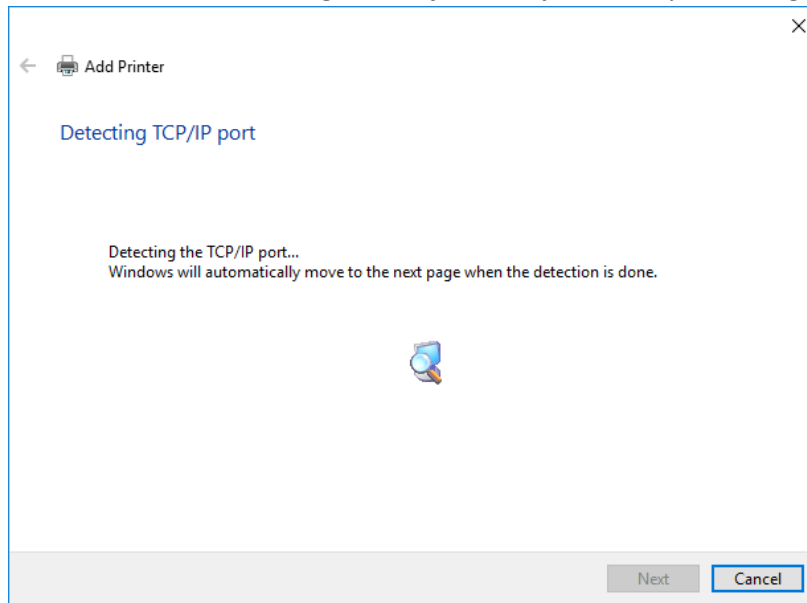

- On the next screen click on "**Add a printer using a TCP/IP address or hostname**", then select "**Next**"
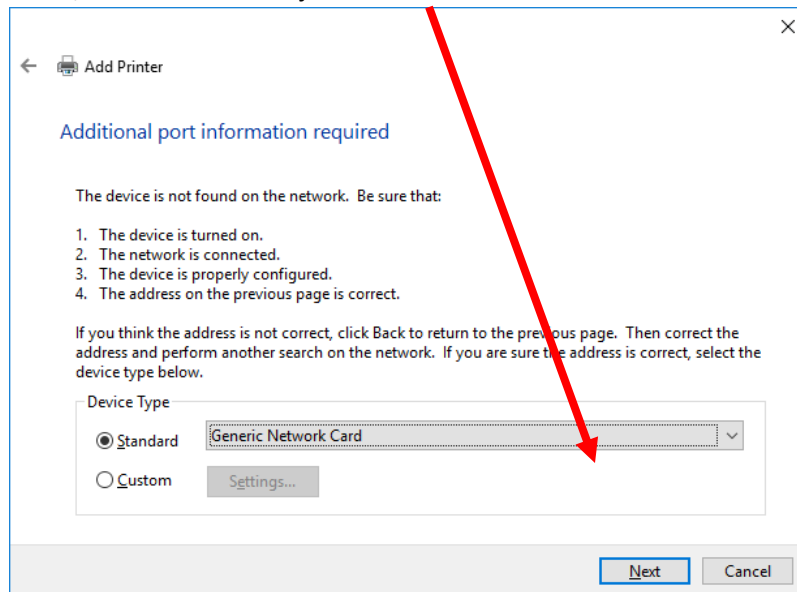

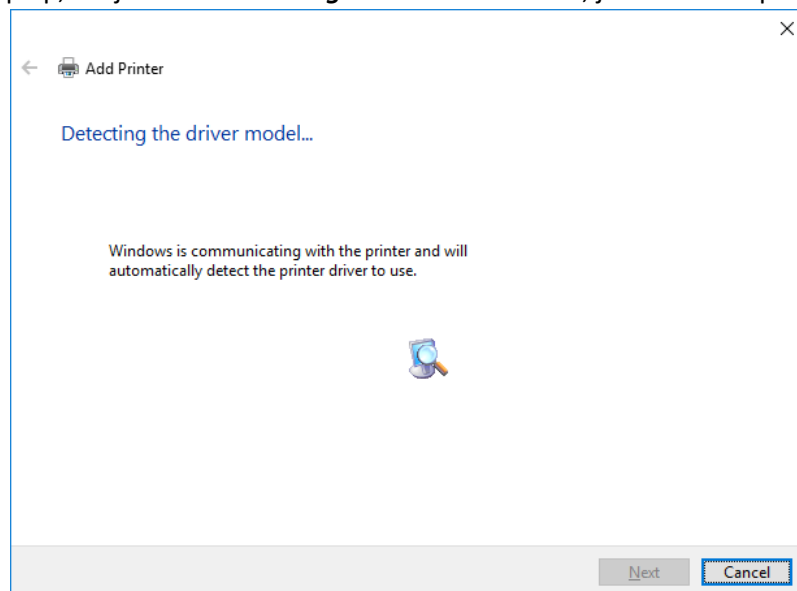- Input the "**IP address**" you previously got from your printer and hit "**Next**"

- 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***"
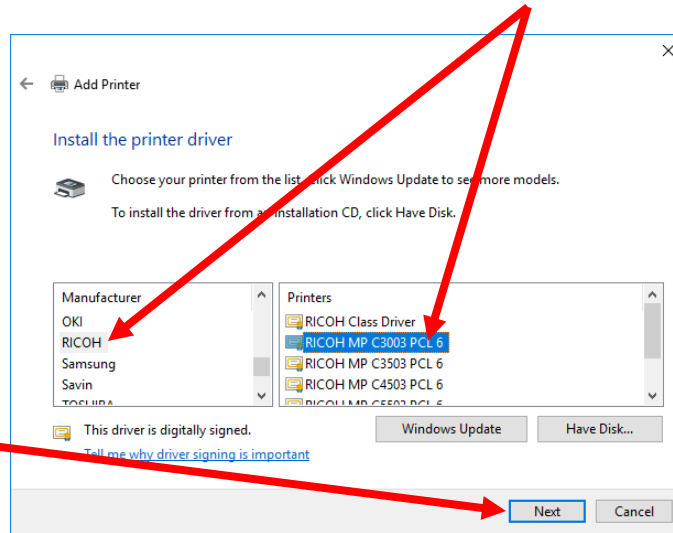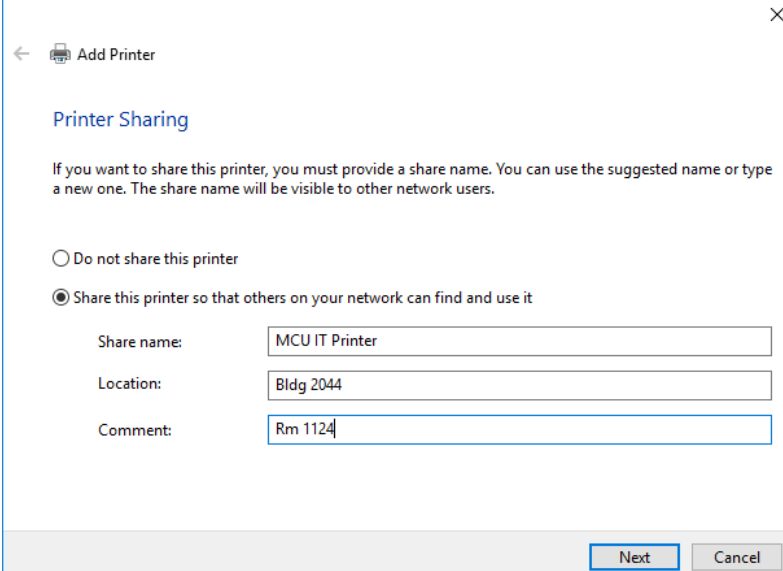

- For the next screen leave it as "***Use the driver that is currently installed (recommended)***" and hit "***Next***"
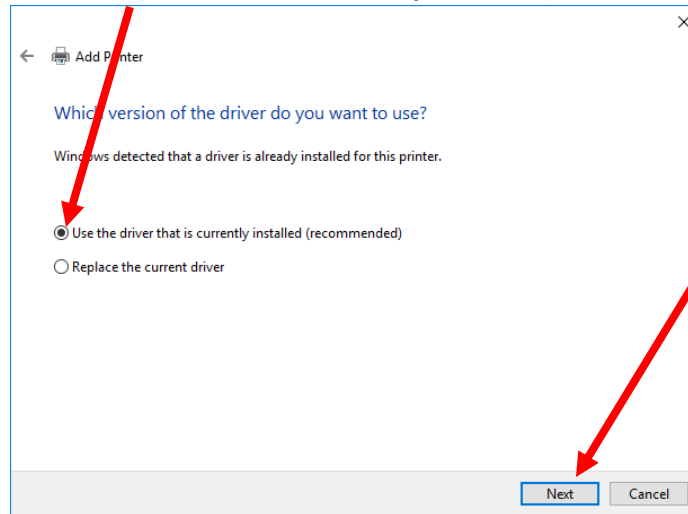
- The next screen will be "***Type a printer name***", here you can put whatever name you would like to call it for easy recall, then "***Next***"
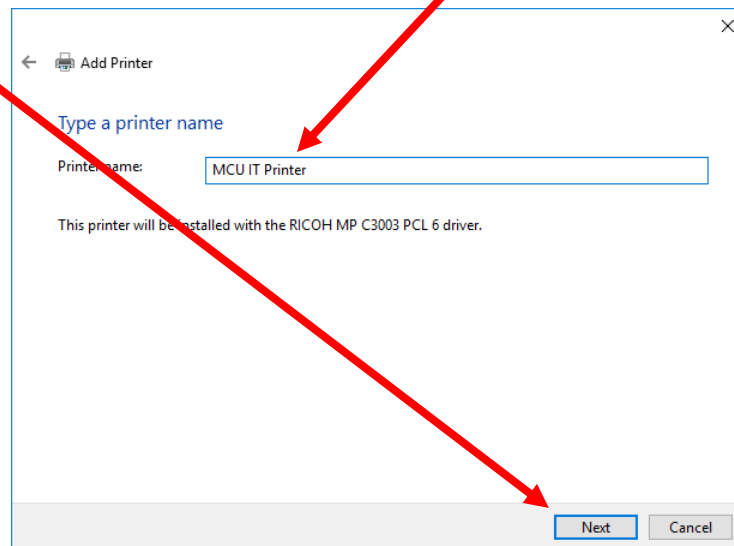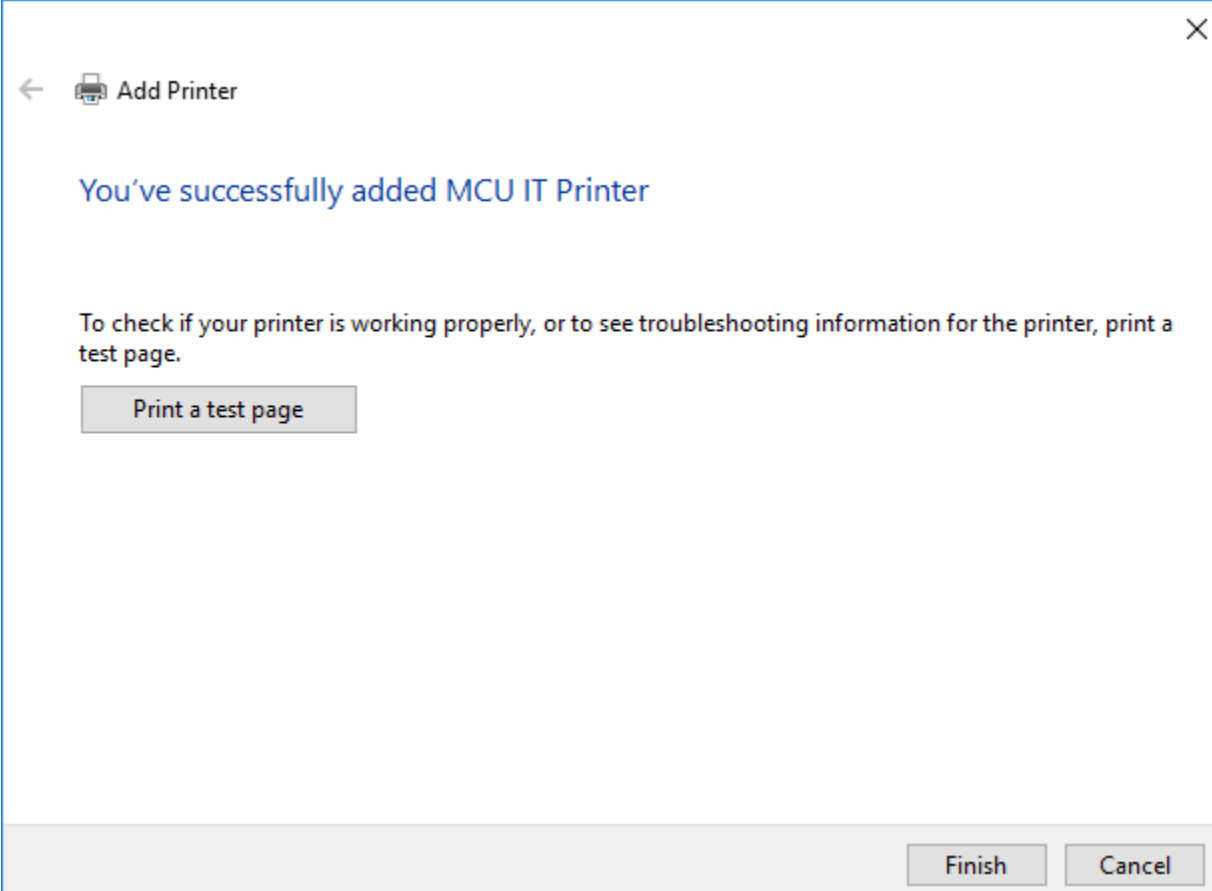
- The next screen you can put, your *Building number and room number* to be more descriptive, as seen below then hit "*Next*"

- The 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.

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