PC Print Set Up Steps

1. First, what operating system are you using? (if you don't know, go to Start menu > then right click my computer and select properties, you should get a window that tells you what operating system you have and if it is a 64bit or 32bit.

2. Then go to [www.Ricoh.com](www.Ricoh.com)

3. Select support & download > America (under downloads)

4. Enter model number (ex: MP C3004)

5. Select your operating system, where it says "select OS"

6. Then click on windows drivers and download the driver create new folder on desktop

7. Hit run once it is downloaded and unzip window, hit browse and select your new folder and then hit unzip

8. Once it is done being unzipped, go Start > control Panel > Printers and fax or drivers and printers > add a printer > add a local printer > Create a new port hit down arrow and select standard TCP/IP Port> Next and then input the IP address > Install printer screen appears and click have disk > Click Brows and select desktop> find the folder that was unzipped and click on it > once in the folder, click on the inner folders until they get to the software and click any more  (Ex: driver, 32 bit, PCL 5, and then the get to the software)

9. Once software is selected, hit open then ok and select the model of their machine and hit next don't share and print test page, click finish

10. Done


If you still are unable to print, call our office for help