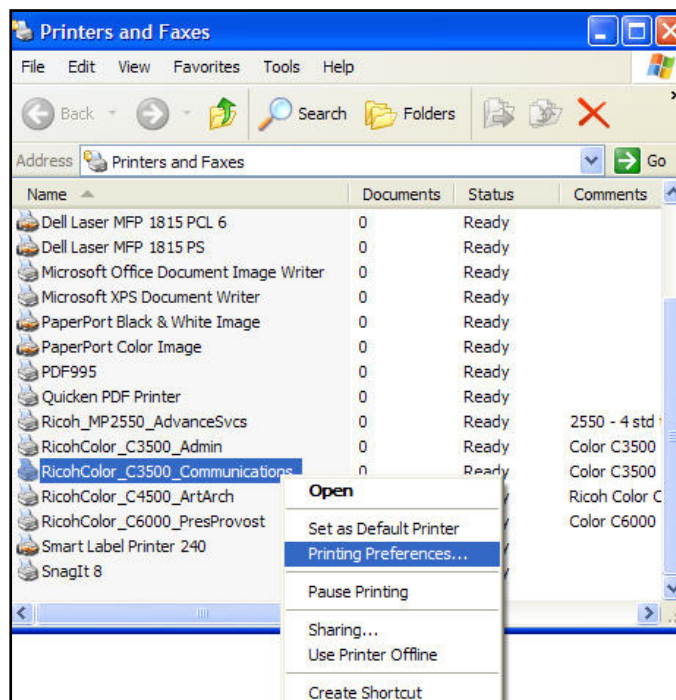


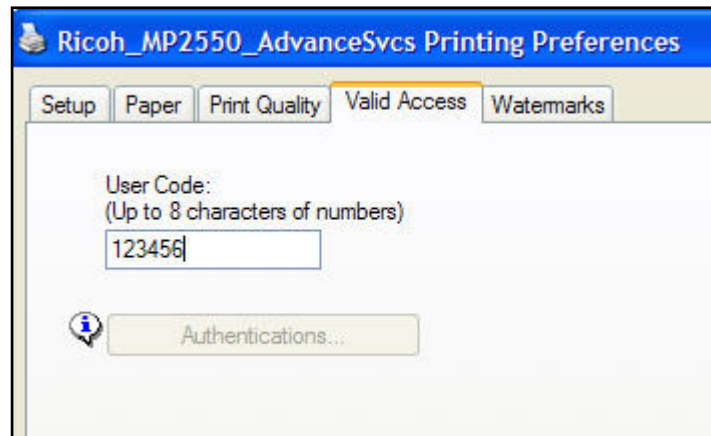
Ricoh Copier Print Driver Installation for Windows XP Users

Part I: Basic Installation Instructions

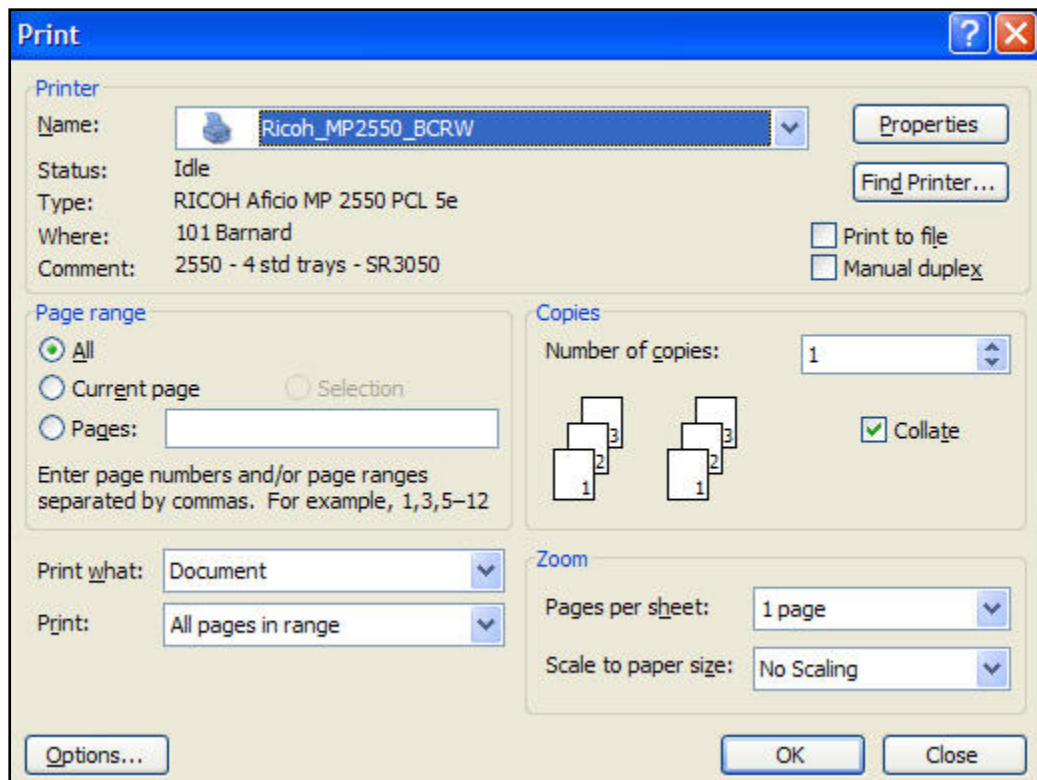
- I. Download and run the printer setup file
 - A. Close all programs except your web browser (usually Firefox or Internet Explorer).
 - B. Go to the WBDI home page http://seshat.barnard.edu/wbdi/apl/searchdb_bt.cgi to select the printer to install. (Note: if you are looking at these instructions on your computer, you can just click the link above to take you to the web page.)
 - C. On the above web page, either **Select** your Ricoh printer from the drop-down list of printer names and then click on the **Search** button **OR** click on **Advanced Search** to search by Printer Name, Location, Building, or BAR# (printed on the front of your copier and listed under the “City” header in the Advanced Search screen).
 - D. Click the **Install** button next to the printer you wish to install.
 1. Depending on your web browser, you will be asked to **Save** or **Run** a **setup.exe** application file.
 2. **Run** (or **Save** and then **Run**) the setup.exe file. Click **OK** to all the questions asked during installation (including security warnings), letting the installation program run to completion.
 3. **Be patient!** The program will take about 30-60 seconds to run, during which it may appear nothing is happening. Aside from clicking **OK** to prompts, **do nothing** until a message pops up stating “**Thank you for using WBDI,**” then click **OK**. If you do not get an error message (and you should not), this means your printer has been successfully created with all the correct accessories, paper tray, and communications settings preinstalled! It is now time to enable your printer.
- II. Enable your printer
 - A. Open the Printer window to see your list of printers. [**Start menu... Settings... Printers and Faxes**]
 - B. Your printer will be listed as Ricoh_“Printer Model”_“Dept or Location” (e.g., Ricoh_MP2550_Purchasing or Ricoh_MP5000_1309Altschul).
 - C. Right click on the printer and select **Printing Preferences**. [**screen shot below**]



- D. Click on the **Valid Access** tab and enter the **User Code** for your department without any spaces or hyphens—numbers only. This is the same User Code that you use to make copies at the Ricoh copier. **You cannot print unless this field is filled in with the correct code for your department.** [screen shot below]



- E. Click **Apply** and then **OK**
- F. Your print driver is now installed and ready to test. [Do **not** use the Print Test Page button for this test, as it does not always embed your User Code, leading to failure.]
1. Open any document or web page and go to Print [**File... Print**]
 2. Select your Ricoh printer from the drop down list [screen shot below] and click **OK** to print the document.



3. Go to the Ricoh printer and retrieve your printed document. If another print or copy job is in progress, you will have to wait until it completes.
 4. If the document failed to print, retrace the steps above. In particular, verify that you have entered the correct User Code for your department.
- G.** You may rename the printer if you wish. Open your list of printers, right-click on the Ricoh, and select **Rename**. Type in your new name for this printer.
- H.** You may install more than one printer on your computer. It makes sense to install drivers for both printers on a floor (where two exists) or on an adjacent floor. And many people might want to install one of the **color printers**, in addition to their main printer. These print in what is known as “office color” quality—suitable for small quantities of presentation charts or diagrams, for example. Be careful with color prints... they cost \$.15 each for letter size and \$.25 each for 11x17 versus \$.025 and \$.05 for black and white prints. **Better quality and large quantity color print jobs should always be submitted to Document Services, where we always use paper stocks more suitable for high quality color printing.**
- I.** Call the Help Desk at 4-7172 if you receive a message stating you do not have sufficient Windows permissions to install a printer.