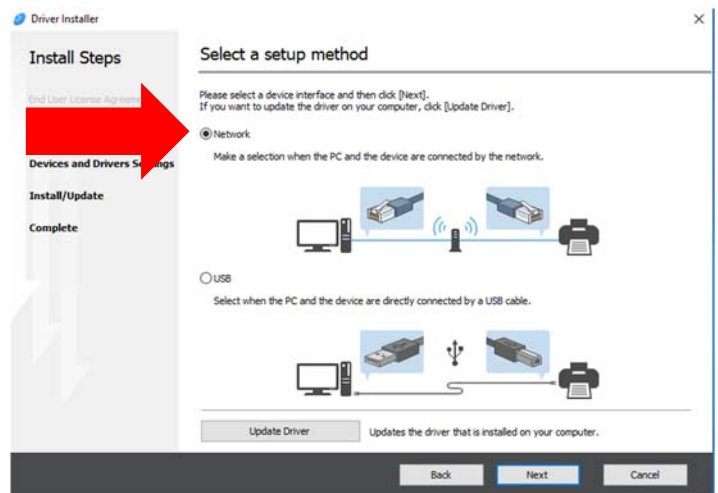
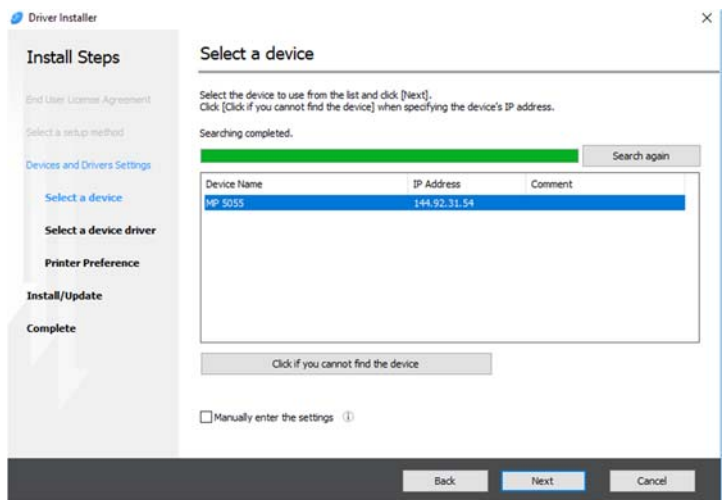


Instructions to install Windows drivers for Ricoh MP5055

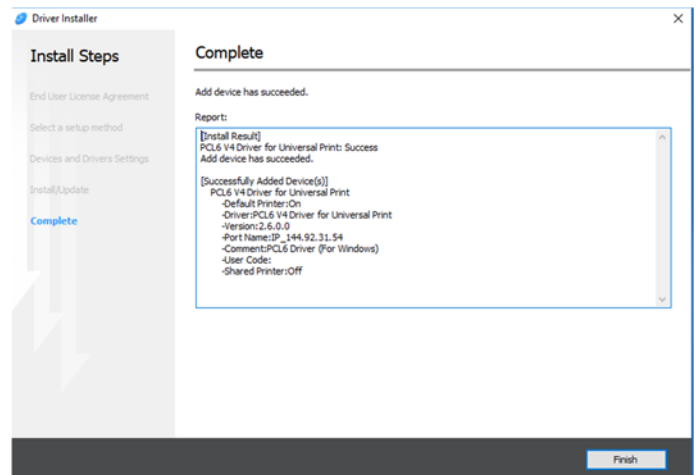
- See Jeff to get an account set up for the Ricoh MP5055. Your name, email address, and a 4 or 5 digit number code is needed for the account.
- Download the drivers you need. Links at the BSE website or below
<https://bse.wisc.edu/local-resources/#graphic-resources>
http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp2595/mp2595.htm
We have a Ricoh MP 5055
 - Download the “PCL6 V4 Driver for Universal Print”
- The driver file is an executable file. When you run it, it will unzip the driver files. Create a folder first, as there will be many files unzipped.
 - Double click the file you downloaded to run it. You will be prompted for a location to unzip the files to. Find the folder you created.
- Find the folder where you unzipped the driver files, and run “RV_SETUP”
- Click “Agree” for the End User License Agreement and click “Next”
- Click “Network” in the “Select a setup method screen”, regardless how you connect to the network. Click “Next”.



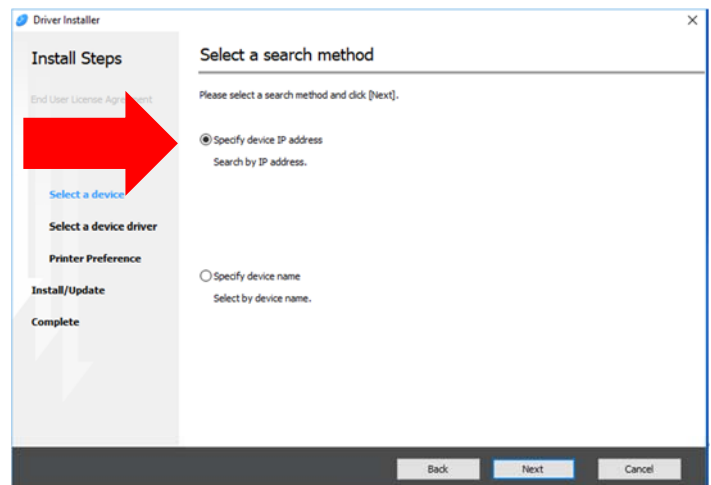
- [WIRED NETWORK CONNECTION] Windows should now search for available printers. Look for the “MP 5055”. It should have an IP address of 144.92.31.54 Click “Next”.



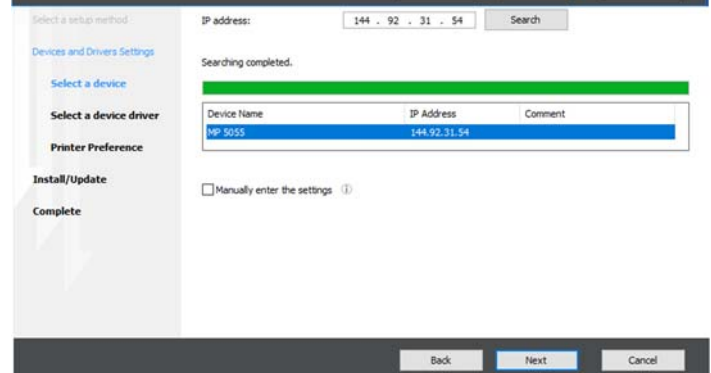
- The driver will install and you will see this screen when it is complete. Skip the [WIRELESS] steps and continue with “Adding your copier code to the printer driver”



- [WIRELESS NETWORK CONNECTION] Windows will not find the printer automatically if you are on a wireless connection. Select “Specify device IP address”. Click “Next”



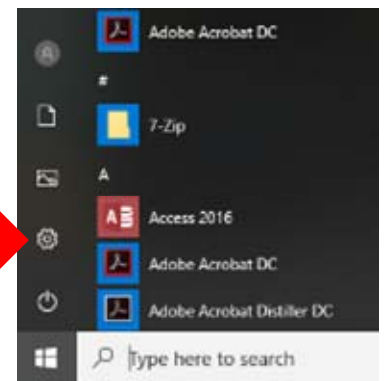
- [WIRELESS NETWORK CONNECTION] Enter “144.92.31.54” for an IP address and click “Search”. You should see the MP 5055 in the list. Click “Next”



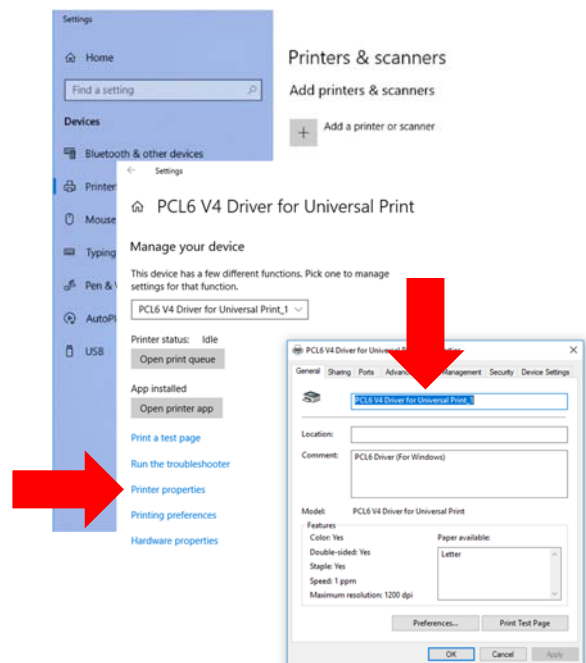
- The driver will install and you will see the “Complete” screen as seen above. Continue with adding your copier code to the driver.

Adding your copier code to the printer driver

- Your copier code must be added to the printer driver before you are able to print. Open the “Printers and Scanners” Settings. (Click the Start Button and click the Settings gear icon. Type “Printers” into the “Find a Setting” dialog)

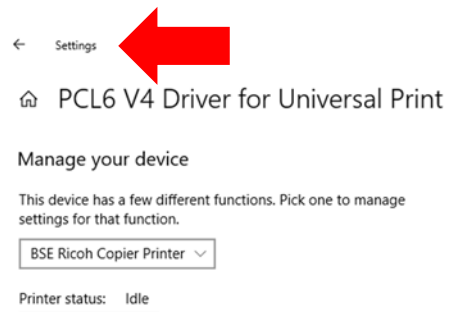


- Find the “PCL6 V4 Device for Universal Print” printer. Click it and click “Manage”

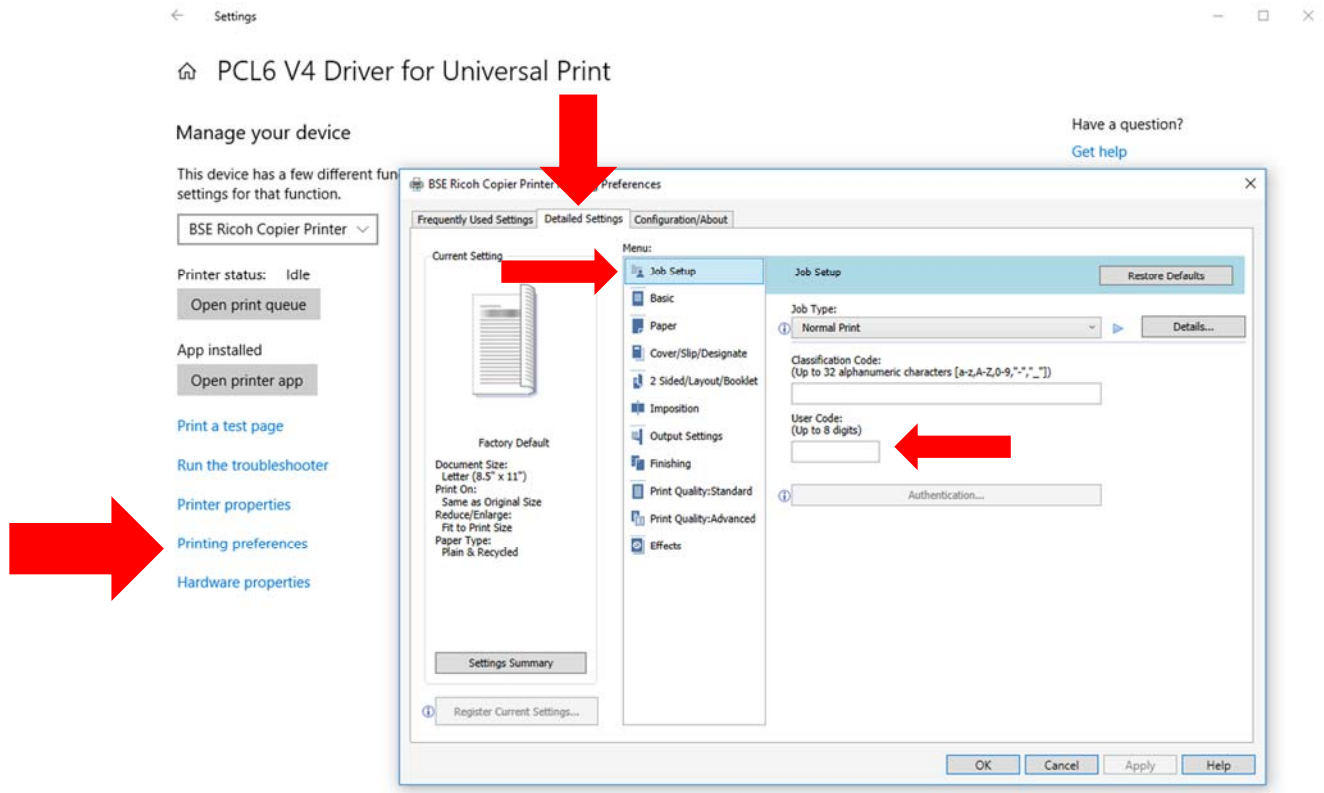


- Click “Printer properties”. In the dialog box that pops up, enter a more descriptive name if you want (you do not need to change the name).
 - Click “OK” if you change the name.
 - Click “Cancel” if you do not change the name”

- Click the back arrow in front of “Settings” to return to the Printer Settings dialog. Click on the name you gave the printer or on “PCL6 V4 Device for Universal Print” as you did above.



- Click on “Printing preferences”. In the Preferences dialog box, click on the “Detailed Settings” tab at the top of the screen, and then select “Job Setup” in the list. Enter your copier code in the “User Code” box. Click “OK”



Print something to test your settings!