Setting-up Network Printing on the Aficio 3025 for Windows PCs

The Ricoh Aficio 3025 printer is located on the first-floor of the Walter Besant Building, near to the lift.

Important : you will need to have "Administrator" or "Power User"-level access to your PC in order to install the printer drivers.

Downloading the Drivers

1. Goto **http://www.ricoh-support.com/enduser/downloads/**
2. Under "**Multifunctional Products**", select the **Aficio 3025** and click on **GO** button.
3. Select the **Download file from external website** link.
4. Select the relevant operating system
5. Choose the **PCL5e driver** and click on the Download link (the small downward arrow on right-hand side of page).
6. Save the .exe file to a folder on your PC
7. Extract the driver files by going to the folder and by running the .exe file.

Installing the Driver (under Windows XP)

1. Click on the **Start Menu**
2. Click on the **Printers & Faxes** option (possibly under the *Settings* option)
3. Select **Add a Printer**
4. Select **Local Printer** but de-select the "Automatically detect ....." option; click on *Next*
5. Select **Create a New Port** ; then select **Standard TCP/IP** ; click on *Next*
6. When prompted, enter the following IP address **138.37.52.125** (leave the Port Name as the suggested value); click on *Next* ; click on *Finish* .
7. Wait for a while (~ 30 s) whilst it detects the printer. If it fails to detect the printer then simply click on *Custom* and then click on *Next*.
8. When the *Install Printer Software* window appears, click on **Have Disk**,
    a) Browse to the folder that the driver has been extracted to.
    b) Select the "DISK1" directory.
    c) Click Open and then click on OK
    d) Select **RICOH Aficio 3025 PCL 5e** ; click on *Next*
9. Accept the suggested Printer Name; decide if you wish to use this as your default printer. Click on *Next*.
10. Do <u>not</u> print a test page at this stage.

Setting the Printer Properties and Printing Preferences

1. Goto to the Aficio 3025 printer icon in the *Printers & Faxes* control panel.
2. **Right-click on the icon** and select **Properties**.
3. Click on the **Accessories** tab
    Select **Tray 3 (LCT)** and **Finisher 500** (and leave the other unchecked)
    Click *Apply*

4. Click on the **Advanced** tab (<u>not</u> Advanced Options)
   Select **Start printing after last page is spooled**
   Click on **Printing Defaults**
   Check Paper Size is set to **A4** ; click OK
   Click *Apply*
5. Click on the **General** tab
   Click on **Printing Preferences**
   Select the **Valid Access** tab
   Enter your PIN number
   Click *Apply* ; click OK
   Select **Print Test Page** (hopefully it will work; the output appears under the scanner).
   Click on OK twice to finish.

General Use of the Printer

When you select to Print a document from a Windows application this brings-up the *Print* dialog box. Before printing click on the **Properties** button and check the following:
- on the **Setup** tab, you can select the desired output format
   - use **Layout** for printing multiple pages on each A4 sheet
   - use **Duplex** for double-sided and booklet printing
   - set the **Staple** setting as desired
- check that the correct PIN number (usercode) is entered on the **Valid Access** tab

(Note - the PIN number is not always remembered from job-to-job, and may need to be re-entered)