

	Name: C:\Users\msiegelwalla\Desktop\z46138L		
-	Publisher:	Unknown Publisher	
	Type:	Application	
	From:	C:\Users\msiegelwalla\Desktop\z4613816.exe	
		Run Cancel	
Abwe	nys ask before	opening this file	

If so click the Run button.

3. The file will open in one of a few different extracting programs, however the dialog box should look very similar to:

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To unzip all files in z46138L6 folder press the Unzip button	Unzip	
Unzip to folder:		Run WinZip
c:\temp\z46138L6	Browse	Close
Vorwrite files without pro	About	
		Help

4. Notice that the folder is listed as C:\temp\z46138L6. Remember the folder C:\temp\z46138L6\32bit or \64bit for 64bit users. You have completed step one.

STEP 2: INSTALLING THE PRINTER.

Note that this can ONLY be done after the new printer has been delivered and set up. Make sure you have fully completed step one before attempting.

1. First click the Start icon on the bottom left-hand corner of the screen, and then click Printers and Faxes. Click the Add a Printer button:

S Printers and France	
Pår Edit view Pavorites Tools Help	1
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See Also	
(g) The definition of proving (g) Set Trade-with proving	
Other Places	
Control Favel Scorege and Cameras To Proceeding To Procee	
Certails ()	

If you do not see Add a printer, click file in the upper left, and then click Add a Printer.

2. Click Next, and then select Add a Local Printer (I know you may be tempted to add a network printer but that is not how this is set up). I recommend un-checking the box that says automatically detect and install my Plug and Play printer, since this will only slow you down.

3. Select Create a new Port and in the drop down menu select Standard TCP/IP Port:

Add Printer Wizard	
Select a Printer Port Computers communicate wi	ith printers through ports.
Select the port you want yo new port.	ur printer to use. If the port is not listed, you can create a
OUse the following port:	LPT1: (Recommended Printer Port)
Note: Most computers u The connector for this p	ise the LPT1: port to communicate with a local printer. port should look something like this:
	A A A
 Create a new port: Type of port: 	Standard TCP/IP Port
	<pre></pre>

Click the next button.

4. Now for the first of two tough steps. You have to locate the name of your printer. This <u>page</u> should give you which printer name to use. Look through the table to find your department and location of printer. Then copy the entry in the *Host Name of Printer* column. Copy the printer name exactly as listed. For example if you are in the Math department you need to type Math-mfp.math.wesleyan.edu. If you have done this step correctly you should get a window with a finish button in the bottom right. When clicked it should bring you to this window:

The manufacturer and model	determine which printer software to use.
Select the manufacturer ar disk, click Have Disk. If yo compatible printer software Manufacturer	d model of your printer. If your printer came with an installation ur printer is not lifted, consult your printer documentation for Printers Adobe PDF Converter
Aps Apollo Apple This driver is digitally signed Tal manufacture signification in inc	Windows Update Have Disk

Now select Have Disk

If you got this window instead:

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Additional Port The device (Information Required ould not be identified.	/	
The device is not 1. The device is 2. The network 3. The device is 4. The address of the address and p ealert the device	found on the network. Be sue turned on. connected. properly configured. In the precision page is correct. dress is not correct, click Back erform another search on the ne ture behave.	that:	je. Then correct ddress is correct,
Device Type			
 Standard 	Generic Network Card		~
O Custom	Settings		

Click the back button and try typing in the name again. If you still are having issues first check with other users in your department to see if they are having similar issues, then check with your DSS to make sure that the name is correct.

5. Now the second tough part, navigating to the folder. Remember

C:\temp\z46138L6\32bit? If you didn't that's fine, I had to look it up myself. Copy and paste that line into the window like so:

Install F	rom Disk	
<u>–</u>	Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.	OK Cancel
	Copy manufacturer's files from: C:\temp\z46138L6\32bit	Browse

6. The last few steps are fairly straightforward. Click the OK button and then select PCL 6 Driver for Universal Print and click the Next button.

7. Name your printer, be sure to mention if it is black and white or color. If you have other Ricoh printers that you may be printing to, be sure to mention where the printer is.

- 8. The printer driver will then install, make sure not to share the printer when asked.
- 9. It is your choice whether to make the printer default or not. Congratulations you have completed step 2.

FINAL STEP (ADVANCED USERS ONLY): ACCESSORIES, USER CODES, AND TRAYS OH MY.

THIS IS A MUST FOR ALL DEPARTMENTS USING USER CODE RESTRICTIONS FOR PRINTING.

If you have never had to type in a number to print a document skip this step. Similarly, if you would like to utilize stapling, hole punching, or any of the other advanced features you will also need to do the last step.

1. Go back in to the devices and printers window where you went for in the first step of step 2. Right click on the printer you just installed and click properties. You will see a little window informing you the printer is updating your options. When it is finished you should be able to configure any extra options your printer allows you. You can also get to the same screen by going to the printer properties menu in your favorite program to print from (e.g. Microsoft Word).

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	Job Type:	Copies:
Morriella.	V Nomal Pint	1
	Detain	
	R Postad Rotate by 180 degree	ы
Paper Size	R 19 age per Sheet Q Draw Frame Border	
Letter (85" x 11") Input Auto Tray Select Plan 1 & Recycled	R C Right Hery Drawn	H.
Save	Planore Application Collate Planore Application Collate Planore Application Collate R	
Color/ Black and White		araton Sheet [] cope

2. To enable user code prints click on the valid access option and type in your User Code (WesID) in the User Code box. You may have to do this every time you print in color, although certain programs (Microsoft Word for example) will automatically fill in this box for you after your first successful print.



45 Wyllys Avenue Middletown, CT 06459 860-685-2000

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