

## CSL RICOH Copier/Printer Driver Installation For Windows

- 1) Download the PCL6 driver for your specific operating system from the Ricoh web site (links below). Currently both models use the same driver so it doesn't matter which link you use.

3<sup>rd</sup> Floor CSL (RICOH MP 3555)

[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp2595/mp2595.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp2595/mp2595.htm)

2<sup>nd</sup> and 5<sup>th</sup> Floor CSL (RICOH MP 5055)

[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp2595/mp2595.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp2595/mp2595.htm)

2 <sup>nd</sup> Floor CSL 2000A	Copier IP Address: 128.186.184.171
3 <sup>rd</sup> Floor CSL 3000A	Copier IP Address: 128.186.184.170
5 <sup>th</sup> Floor CSL 5001	Copier IP Address: 128.186.184.173

- 2) Run the WinZip Self-Extractor file that you downloaded but take note of the path that it is extracting the files to (I usually highlight the path and copy it). Now open a folder window and paste the path to where the extracted into the location and hit enter to go there. Now open/run the installer which is the file named "RV\_SETUP.exe". Keep the setup method as "Network" and click next to continue. Now it will try to autodetect the printers.
  - a) If you are connected to the network physically with a cable then it should find and list the three that are in located CSL. Select the IP address for the copier/printer that you want to setup, check the box for "Manually enter the settings" then click next to continue.
  - b) If you are on the building Wi-Fi or connected to the network in another Chemistry building then you will need manually specify the IP address for the copier/printer that you want to set up. Click on the button "Click if you cannot find the device". Keep the search method as "Specify by IP address" and click next to continue. Type the IP address for the copier/printer that you want to set up then click search. The printer should now be shown in the list below so select it if it isn't already selected, check the box for "Manually enter the settings" then click next to continue.

Next there are two fields that should be changed. "Printer Name" should be updated to reflect the printer's location so that you can quickly identify which copier/printer that you are printing to. I usually append "CSL" and then the floor number to the beginning of the existing name. Now enter your Copy Code in the "User Code" field and click next to continue. Lastly click on Finish and then you are done. Repeat these steps as necessary for each additional printer that you want to add.

### Note:

If you missed adding the Copy Code during installation or you need to change your copy code you can do so by going to the "Devices and Printers" section in the "Control Panel". You can get to this by clicking on "Settings", then "Devices", and then click the link "Devices and printers" under Related settings. You should now see a window with a list of the installed printers and other devices on your computer. To set the Copy Code. Right click on the printer and choose "Printing preferences". Now click on the

“Detailed Settings” tab and then “Job Setup” under the “Menu”. Finally enter your Copy Code in the field “User Code” and then click “OK” to finish. Also, if you want or need to change the name of the printer you can do that by right clicking on the printer and choosing “Printer Properties”. On the page that come up the very top option on the “General” tab is the printer name and it can be adjusted.