

## CSL RICOH Manual 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) Now go 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 or by pasting "Control Panel\All Control Panel Items\Devices and Printers" into the path in an open folder window. Now click on "Add a printer" and then click on the link "The printer that I want isn't listed. Select "Add a printer using a TCP/IP address or hostname and click "Next" to continue. Enter the IP address for the printer that you want to set up in the "Hostname or IP address" field and make sure that "Query the printer and automatically select the driver to use" is unchecked. Click "Next" to continue. Click on the "Have Disk" button, then paste the path copied from the self-extracting zip file in to the "Copy manufacturer's files from" field in the new window, and then click on the "Browse..." button. Now go into the disk1 folder and select the file "oemsetup.inf" and then click "Open". Back on the have disk window click "OK" and then and then select "Ricoh" from the left column of manufactures. Next find and select the model of the printer that you are installing in the right column and click "Next" to continue. If you are asked which driver to use then choosing "Replace the driver" will install the driver selected but if you have already gone through these steps with this same driver you can choose "Use the driver that is already installed for this printer" and it won't need to copy the files again. Next it will allow you to adjust the name of the printer. "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. Click "Next" to continue. Select "Do not share this printer" and click "Next" and then Finish to complete the install.
- 3) The copy code will need to be set up on the printer before you will be able to print to the copiers. To set the Copy Code. Right click on the printer in the "Devices and Printers" window 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 window that comes up the very top option on the "General" tab is the printer name and it can be adjusted.