

Ricoh Printer Driver Installation for Windows XP

1. Items to get ready:
 - a. The appropriate printer driver (can download from support.ricoh.com by typing in your printer model in Google)
 - b. ip address of your printer
2. Go to control panel → printer & faxes
3. Click “Add a printer” from the left menu
4. Select “local printer attached to this computer” → click Next
5. At the “Select a Printer Port” screen, select “Create a New Port”
6. Choose “Standard TCP/IP Port ” from the drop down list → click Next 2 times
7. At “Printer Name or IP Address”, key in the IP address of the Ricoh Printer → click Next
8. At the “Install Printer Software” screen, click “Have Disk”
9. Browse to the folder which you saved the downloaded driver, then open the folder until you see a “.ini” extension file
10. Select the file and click “Open”
11. Choose your printer model from the list then click “Next”
 - a. Choose default printer – your choice
 - b. Sharing – DO NOT share
 - c. Print a test page – choose “NO”
12. The rest is click “Next” until you complete the installation
13. Then right click on the printer icon that you have just installed and choose “property”
14. Go to “Device Settings” or “Accessories” tab and update the machine accessories such as tray 3 & 4, duplex unit, bypass unit, etc. – whichever applies to your machine
15. Go to “Advanced” tab → “Printing Defaults” and double check the paper size. Make sure they are set to “A4” size and NOT “Letter” → click “Apply” then “OK”
16. Go to “General” tab → “Printing Preferences”, do the same thing.
17. Now you can send a test page.
18. Voilà !!!