

Setting up a connection to a Ricoh MFD

1. Go to your start menu.
2. If you are on Windows 7 skip to step 3. If you are on Windows XP (button says Start) you must click "Run" after start and then you can enter in the search box.
3. In the search box enter \\pria\ (Hit Enter and this should pull up the list of printers)
4. Double-Click on the printer name for your department. Example: Warf-IT-1 (the printer name will be on the front of your machine, it is your building-department-#) Your printer will install. You can now print to this printer.

Making the Ricoh Your Default Printer

1. Go to your start menu.
2. Click on "Devices and Printers".
3. Right-click your new printer.
4. Click "set as default printer".

Note: Please make sure your printer preferences on your computer are set to default to Black and White Printing.

Should you have any issues with these directions, please contact IT Client Services at x4357 (HELP).