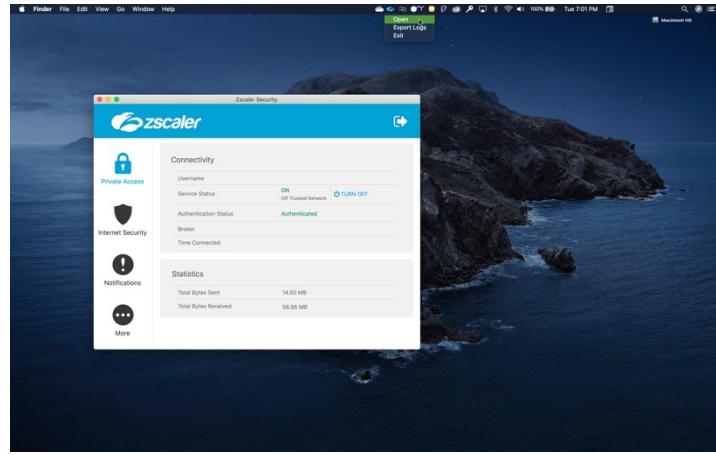


How to Add a Ricoh 5100/5200 Printer to macOS

sure you are connected to VPN

If you do not have VPN or if your password is already expired, see the second part of this document

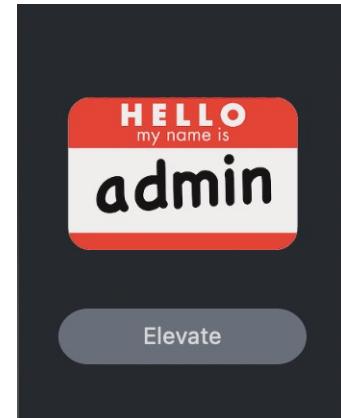


Open Self Service and search for "Elevate" then run

Here is a link to access the guide:

[How To "Elevate"](#)

You may also click the image to the right >>



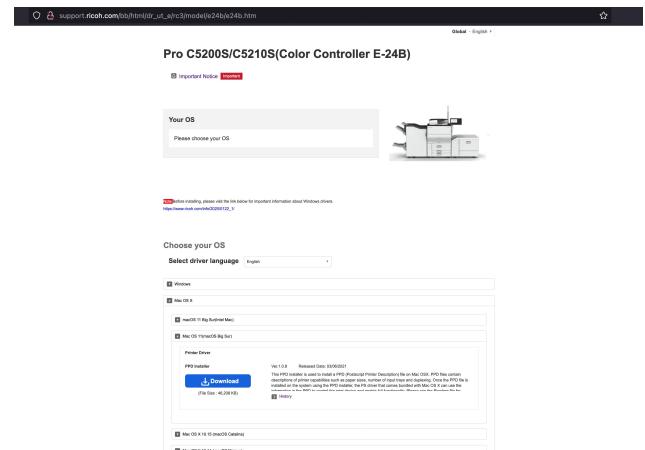
Open your browser and go to this website:

[Ricoh 5100/5200 Printer Drivers](#)

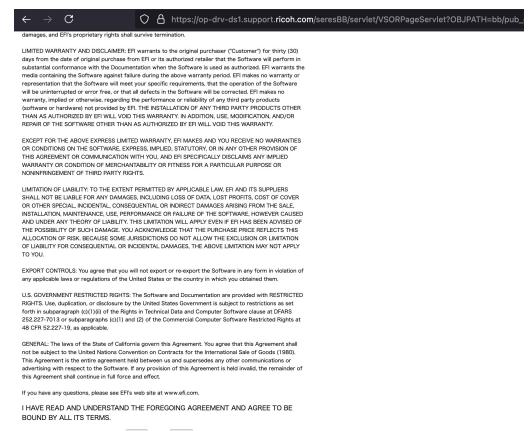
Choose this option

"Mac OS 11 (macOS Big Sur)"

Then click
download"



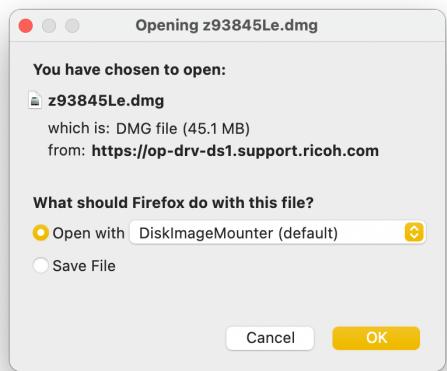
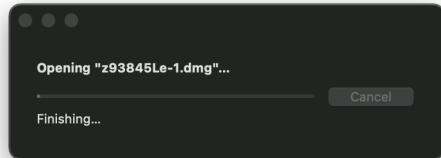
Click
accept"



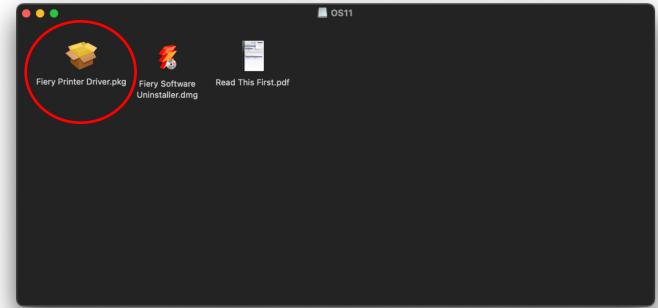
ck

K"

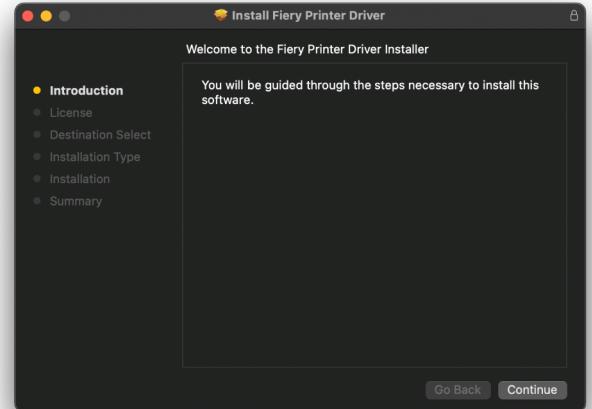
is will show next...



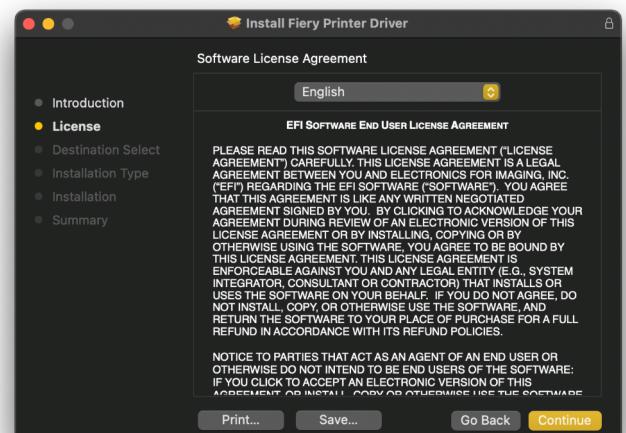
ouble-click the
ery Printer Driver.pkg”



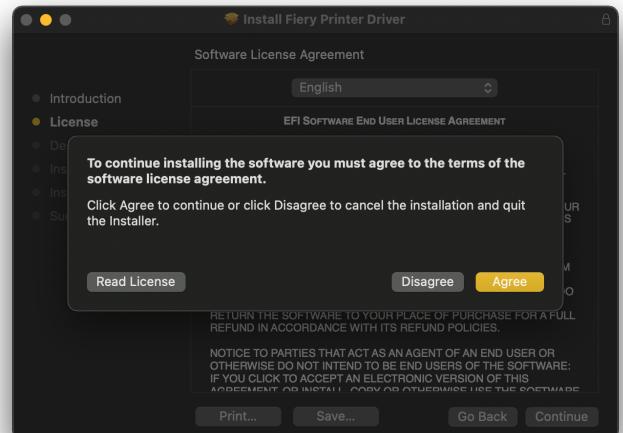
ck
ontinue”



ck
ontinue”

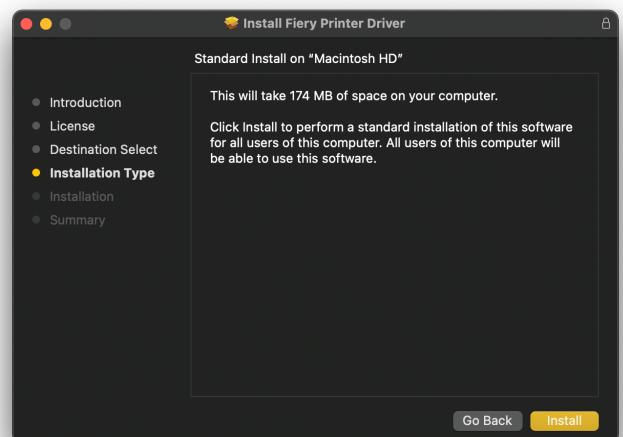


gree”



ck

install”

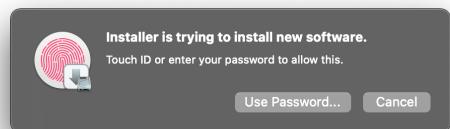


ace finger on fingerprint scanner or
e Password

ername: Full Name or Network ID

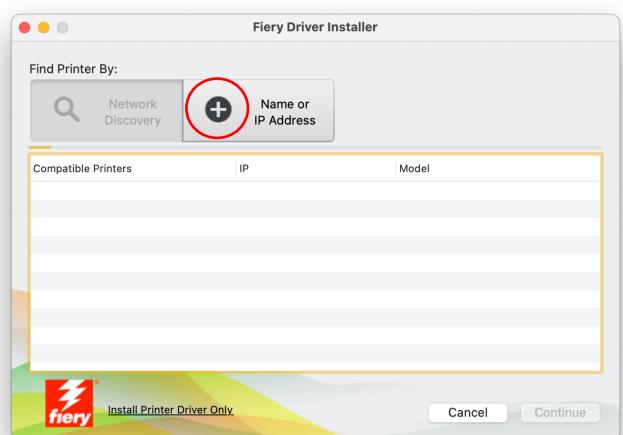
ssword: Network ID password

Take sure you are elevated

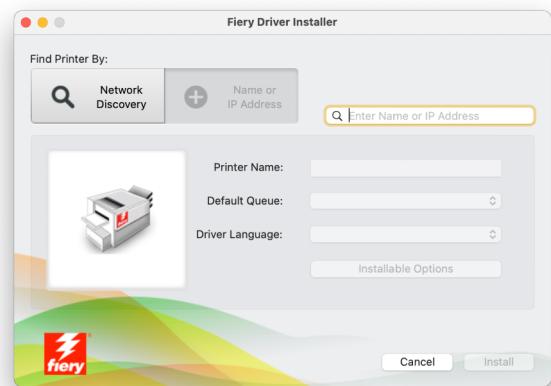


ck on

ame or IP Address”



inter you want to add

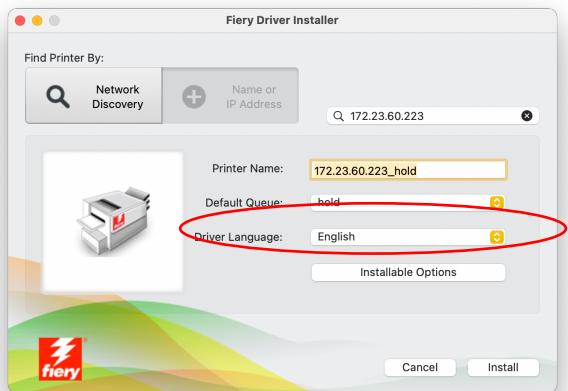


ice found (it may take a
oment to populate) you will
e this in the window

re you may choose to hold in

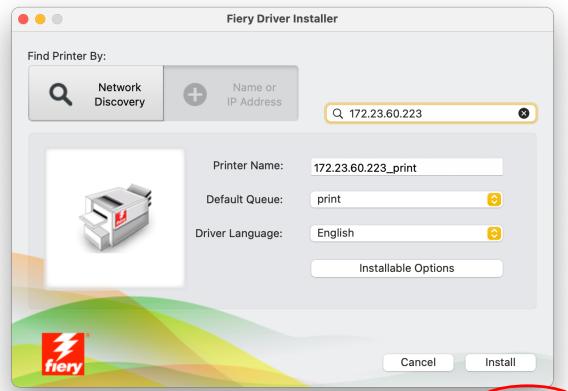
- ✓ print
- direct
- hold

Default Queue: drop down
menu

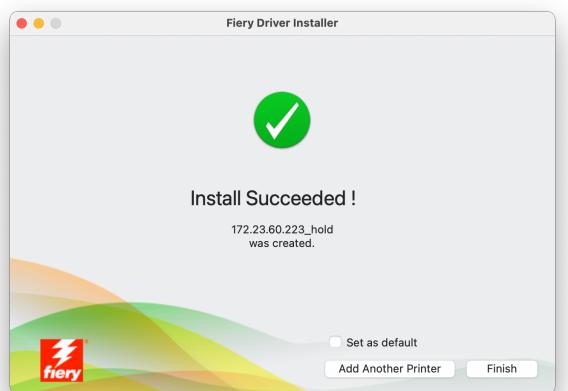


ice you are ready to add the
inter you may click
install"

the bottom right corner of
e window



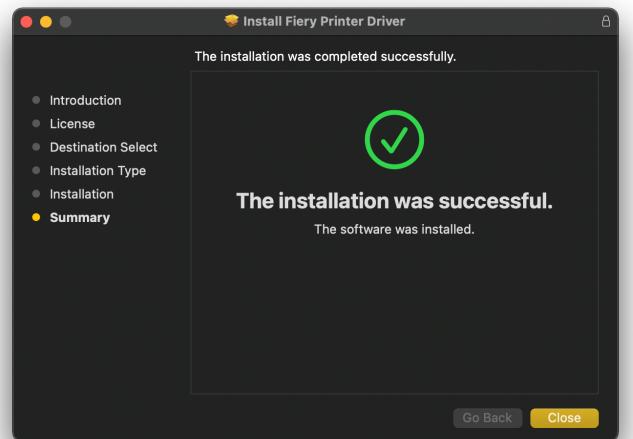
ice Installed, you may choose



set as default"

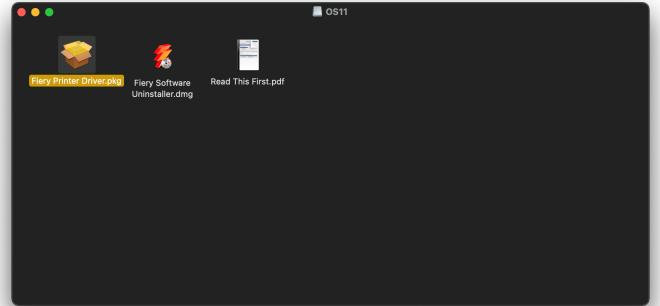
nish" to close

ck
lose"



ck the RED circle on the top left to exit and delete the installer if prompted and you are done with the set up!

hen you go to Printers & Scanners in your System Preferences
u will see this printer as an option



NO FURTHER STEPS REQUIRED