How to add a ▉▉▉▉ Printer

▉▉▉▉ **Printing**

▉▉▉▉ printing is the ▉▉▉▉▉▉▉▉▉▉. It is based in ▉▉▉ systems and is adopted company wide.

By selecting you printer from the list by location, you'll take the name of the print server and use it during the setup. We'll be using ▉▉▉ as an example.

▉▉▉ printing allows you to go to the printer, scan you badge to retrieve your print jobs easily.

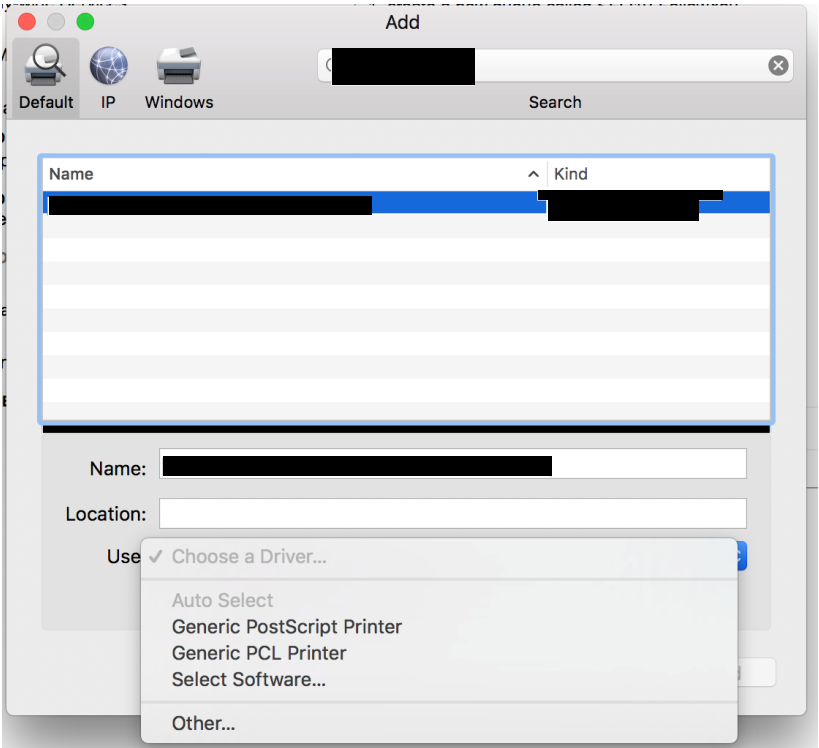These printers are only available using the ▉▉▉ network.

1 Answer

MacOS

Before you begin: connect your Mac to ▉▉▉

Note: These instructions use ▉▉▉ as the example, if you are not at ▉▉▉ please select the appropriate pritner name from this list:

1. Do a Spotlight Search [Command + Space], and type in *Printers*.
2. **Click on *Printers & Scanners***.
3. Click on the add button (**+**), if a menu appears, choose add printer or scanner.
4. In the search bar, type in ▉▉▉
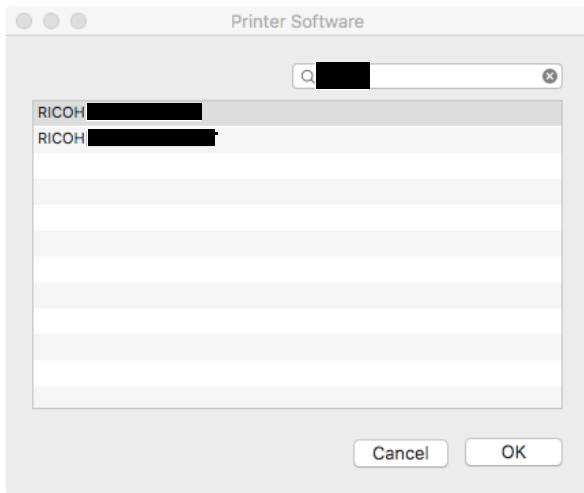5. After a *noticeable* amount of time, ▉▉▉▉▉▉▉▉▉ should appear. Go ahead and **click on it**.

6. In the drop down box at the bottom, named **Use**, you have two choices:

Choose `Generic PostScript Printer` for a quick install for only basic functions.

Or

For more **advanced functions**, such as **color**, duplex printing, stapling we'll install drivers specific to the copier.

7. Choose **Select Software...**
8. In the **search bar,** enter ████ |
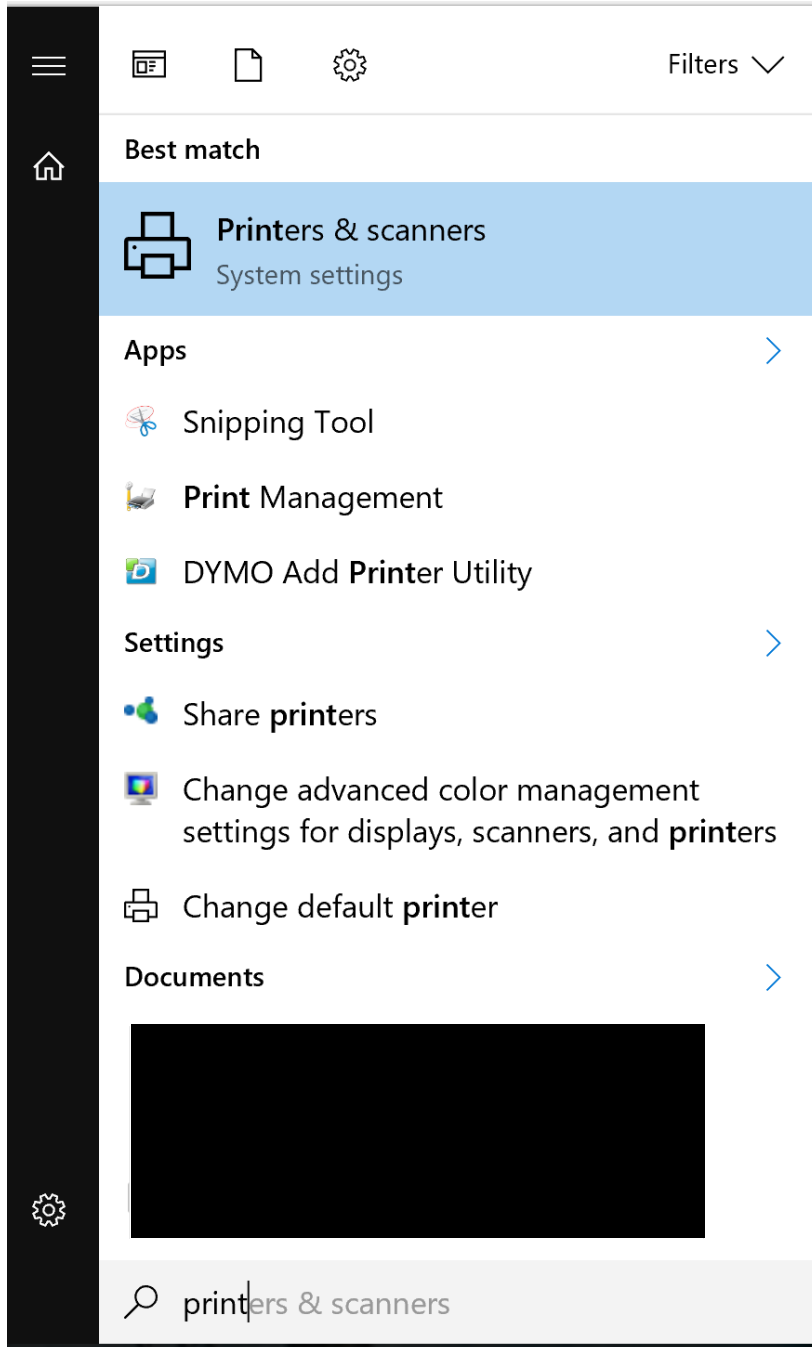9. Select RICOH ██████████████ and hit **OK**.

10. Click **Add** and wait for the installation to complete.
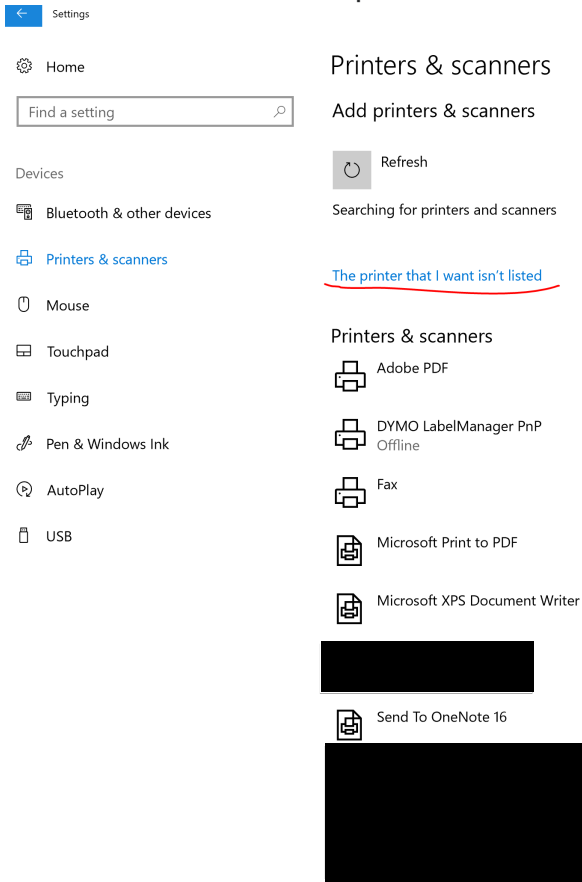
Windows

Before you Begin: make sure you are connected to ████

1. Click the **Start** button and type `printer` and then select **Printers & Scanners**.

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Best match

🖨 **Print**ers & scanners
System settings

Apps   ⟩

✂ Snipping Tool

Print Management

D DYMO Add **Print**er Utility

Settings   ⟩

Share **print**ers

Change advanced color management
settings for displays, scanners, and **print**ers

Change default **print**er

Documents   ⟩

⚙

🔍 | print|ers & scanners

2. Click the **+** button and wait for the **The printer that I want isn't listed** link to appear.

3. Select **Find a printer in the directory, based on location or feature.** and hit **next**

4. After the new window opens, click on the **Stop** buttton.

5. Enter ████ into the **Name:** field and click **Find Now**.

6. Select ██████████ and click OK.