

# **Add the Ricoh Colour Printer**

VERSION: 1.0

Friday January 29, 2021

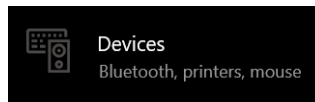
## Purpose:

This document provides instructions on how to add the Ricoh Colour printer queue to your Windows profile. This printer should already appear in your list of printers as **RicohColour on PRD-PRT01**. If it does not appear, follow the steps below to manually add the printer.

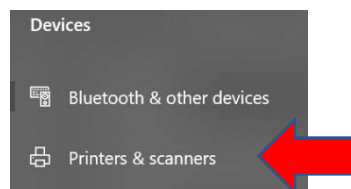
## Procedure:

1. In Windows, click Start  → Settings (gear icon) 

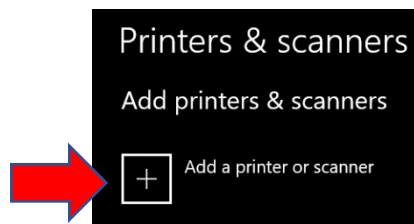
2. Click **Devices**



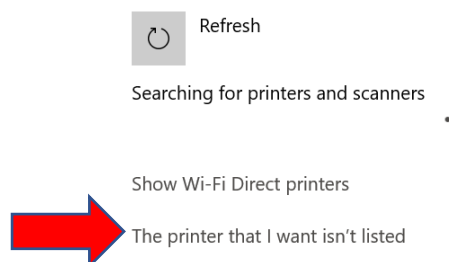
3. On the left panel, click **Printers & Scanners**



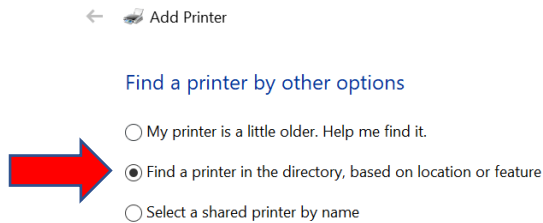
4. In Printers & Scanners, click the '+' next to **Add a printer or scanner**



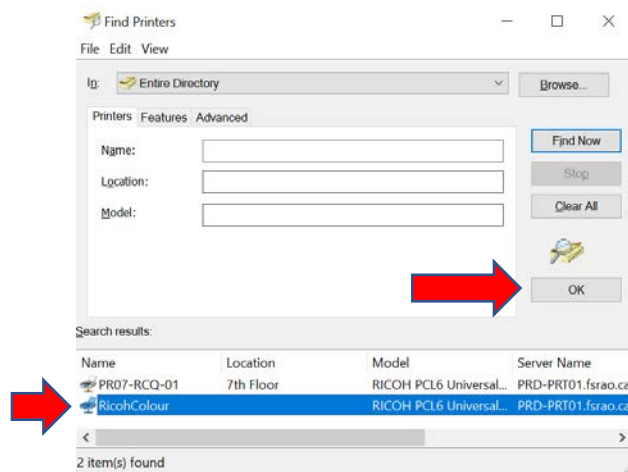
5. Wait a couple seconds for the link **"The printer that I want isn't listed"**, then click the link



- In the Add Printer dialog box, select **Find a printer in the directory, based on location or feature**. Then click **Next**



- You should see a list of available printers. Click to select **RicohColour**, then click **OK**



- The printer will be added and the driver installed. This will take a couple minutes. Once complete, you will receive a message saying the printer was added successfully. Click **Next**, then **Finished**, to close the message box. The RicohColour printer should now appear in your list of printers.



You've successfully added RicohColour on PRD-PRT01.fsrao.ca

Printer name:

RicohColour on PRD-PRT01.fsrao.ca

This printer has been installed with the RICOH PCL6 UniversalDriver V4.30 driver.