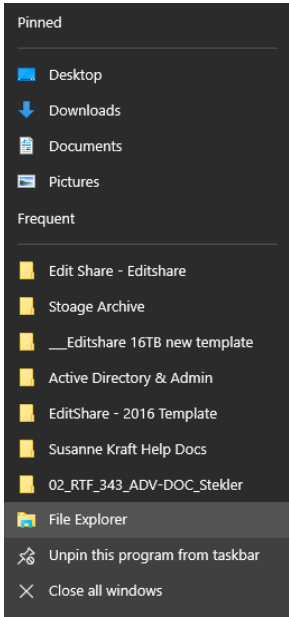
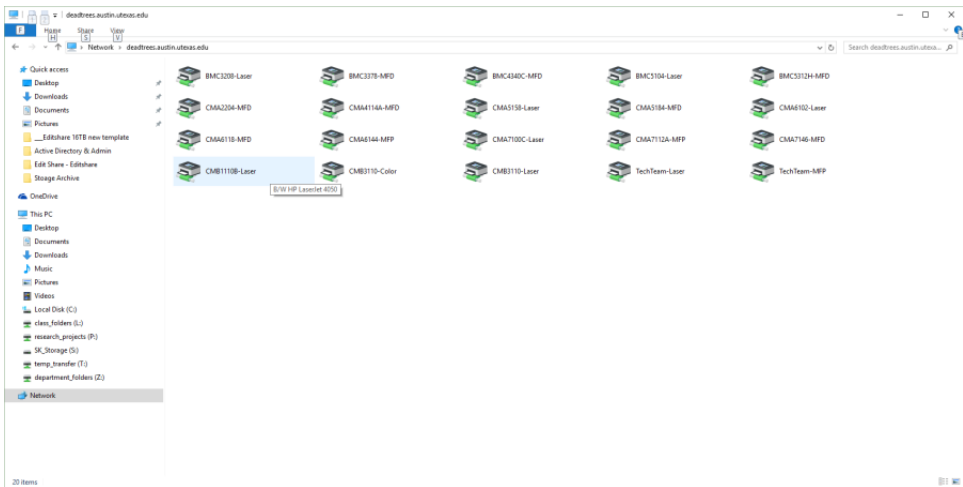


Printer Setup - Ricoh - Tech Team - Deadtrees

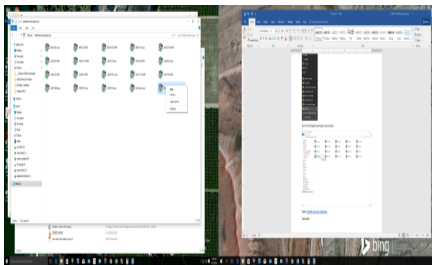
Go to the File Explorer and open a new window



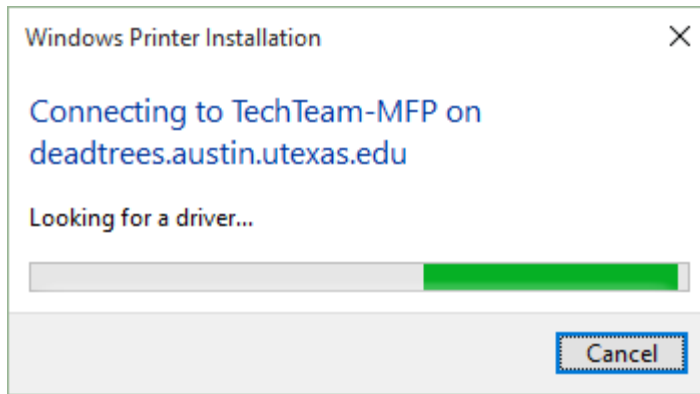
Type in \\deadtree.s.austin.utexas.edu



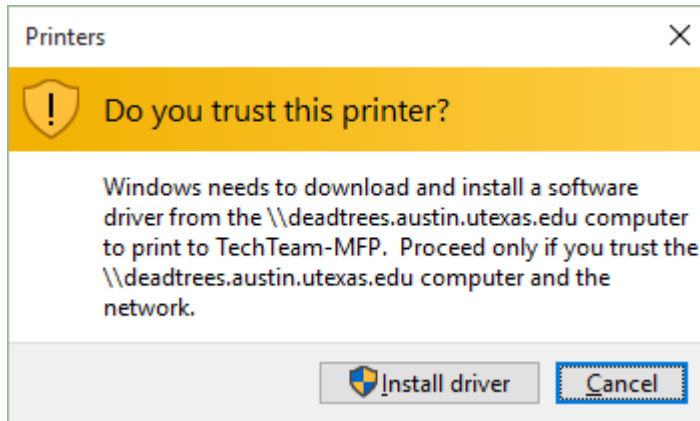
Choose the TechTeam-MFP and right click and choose Connect



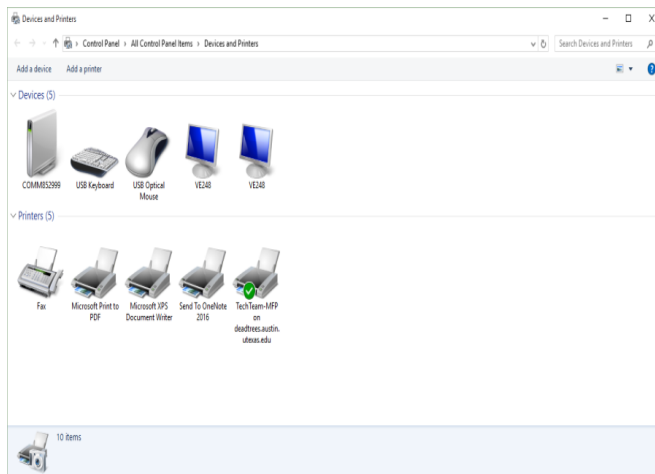
You will see the connecti on status



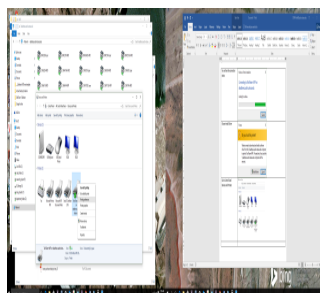
Choose Install Driver



Go to Control Panel Devices and Printers



Right click on the TechTea m-MFP and choose Printer Properties



Go to the Advanced Tab and make sure the RICOH Aficio MP C4501 PCL 6 Driver is selected

Click OK

The screenshot shows the 'Advanced' tab of the printer properties window. The 'Always available' radio button is selected. The 'Available from' and 'To' fields both show '12:00 AM'. The 'Priority' is set to '1'. The 'Driver' dropdown is set to 'RICOH Aficio MP C4501 PCL 6'. Below these, there are several options: 'Spool print documents so program finishes printing faster' (selected), 'Start printing after last page is spooled' (unselected), 'Start printing immediately' (selected), 'Print directly to the printer' (unselected), 'Hold mismatched documents' (unselected), 'Print spooled documents first' (checked), 'Keep printed documents' (unselected), and 'Enable advanced printing features' (checked). At the bottom, there are buttons for 'Printing Defaults...', 'Print Processor...', 'Separator Page...', 'OK', 'Cancel', 'Apply', and 'Help'.

Finally, right click on the printer and make sure it is set as your Default Printer

All set you should be able to print now

