# Ricoh Instructions for Windows 7

If you also use a research code, you will need to set up a second ricoh printer using the same instructions below; be sure you rename this second ricoh to include "research" and that you use your research code for the locked print. I would recommend adding an "R" to your user name (does not have to be your exact net ID) to let you know which code you need to use when printing. (Ex: mah217 for regular prints and mah217R for research prints)

IMPORTANT: You should have received the driver in an email for faculty or through Teams for GAs. Save the driver to your desktop and unzip the file. You should now have a folder called MP6503 on your desktop.

1. Click on the Windows icon at the bottom left corner of your screen.
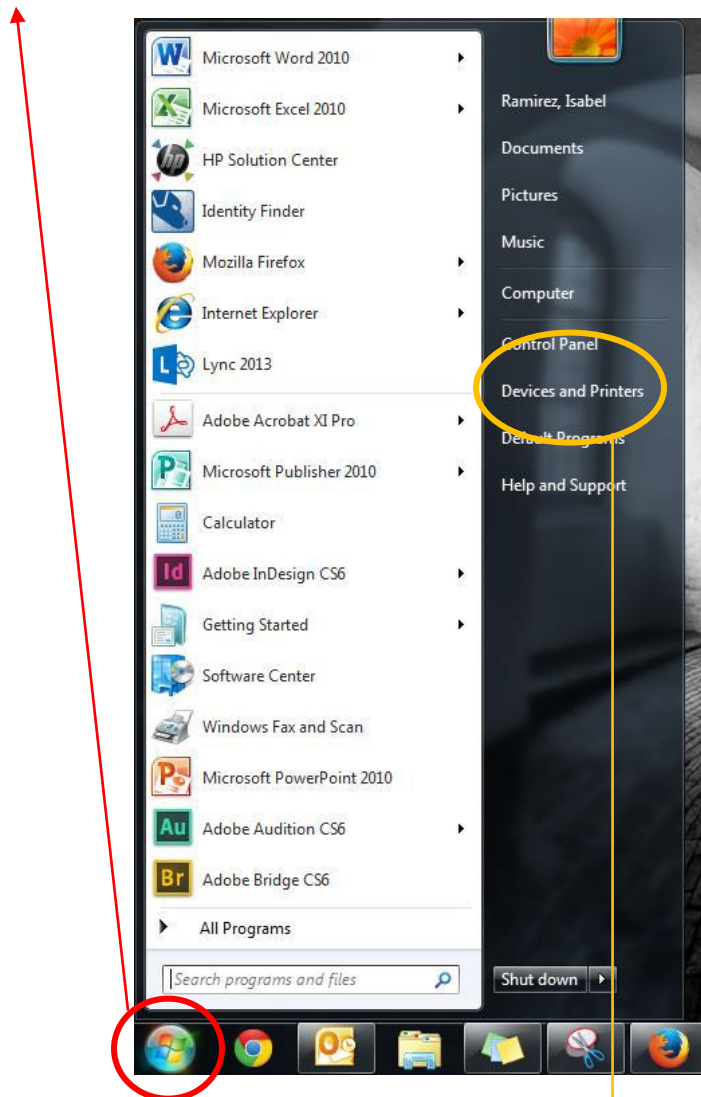
2. Click on "Devices and Printers."

3. This will bring up a window with all of your installed printers. **It is important that you delete old ricoh printers so that they do not interfere with the new download.** Right click on old printers and click "Remove device." When finished, click on "Add a printer" found at the top of this window.
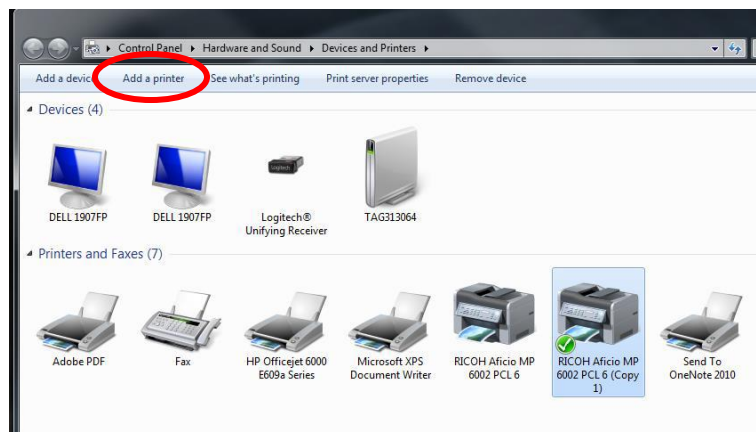
4. Then click on "Add a local printer."

→ Add a local printer
Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)

5. Select "Create a new port:" and then selection "Standard TCP/IP Port", then click "Next."

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

◯ Use an existing port: LPT1: (Printer Port)

◉ Create a new port:
Type of port: Standard TCP/IP Port

6. In the "Host Name or IP address" bar type "147.26.48.153." Be sure "Query the printer and automatically select the driver to use" is NOT checked. Then click "Next."

Device type: TCP/IP Device

Hostname or IP address: 147.26.48.153

Port name: 147.26.48.153

☐ Query the printer and automatically select the driver to use

7. Choose "Have Disk" and click "Next."

Manufacturer	Printers
Adobe	Adobe PDF Converter
Brother	
Canon	
Dell	

This driver is digitally signed.
Tell me why driver signing is important

Windows Update   Have Disk...

Next   Cancel

8. In the next screen, click "Browse" and locate where you saved the driver folder named "MP6503." (GAs can find the driver on Teams and faculty will be emailed a copy of the driver. Save it to the desktop for easy access during setup.) Double click "disk1". Double click "OEMSETUP.INF". When this is completed you will be back to this window and it will have a similar extension. Then click "Ok".
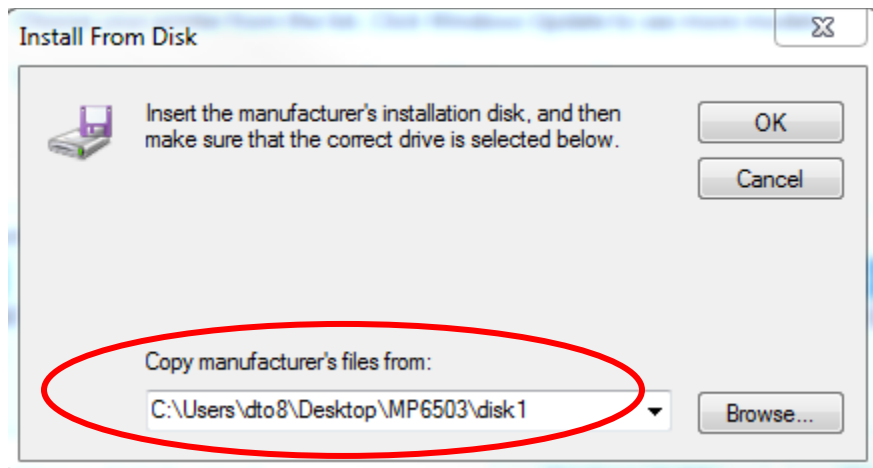
9. In the left column, select "Ricoh." In the right column, select "RICOH MP 6503 PCL 6." Then click "Next."
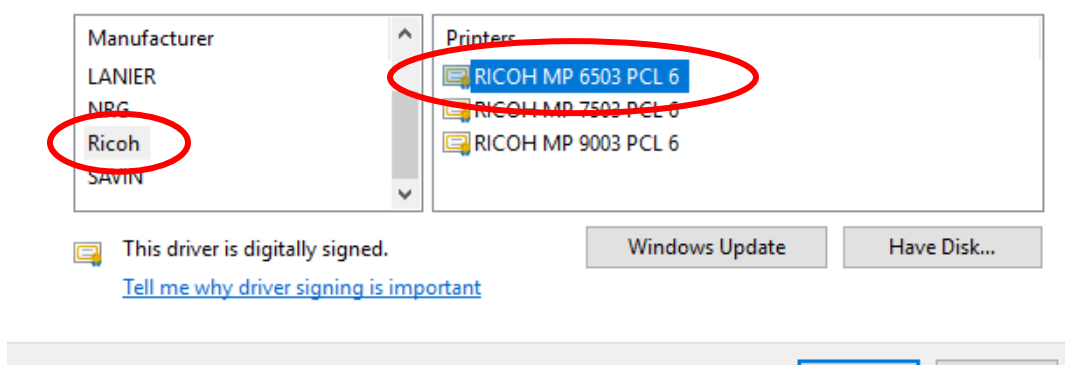
10. In the next window, please rename your printer. If it is a research printer, put research somewhere in the title.
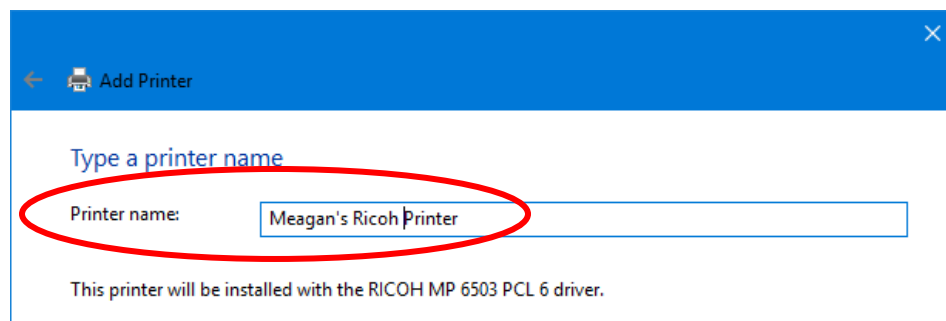
11. Click "Do not share this printer." Then click "Next."
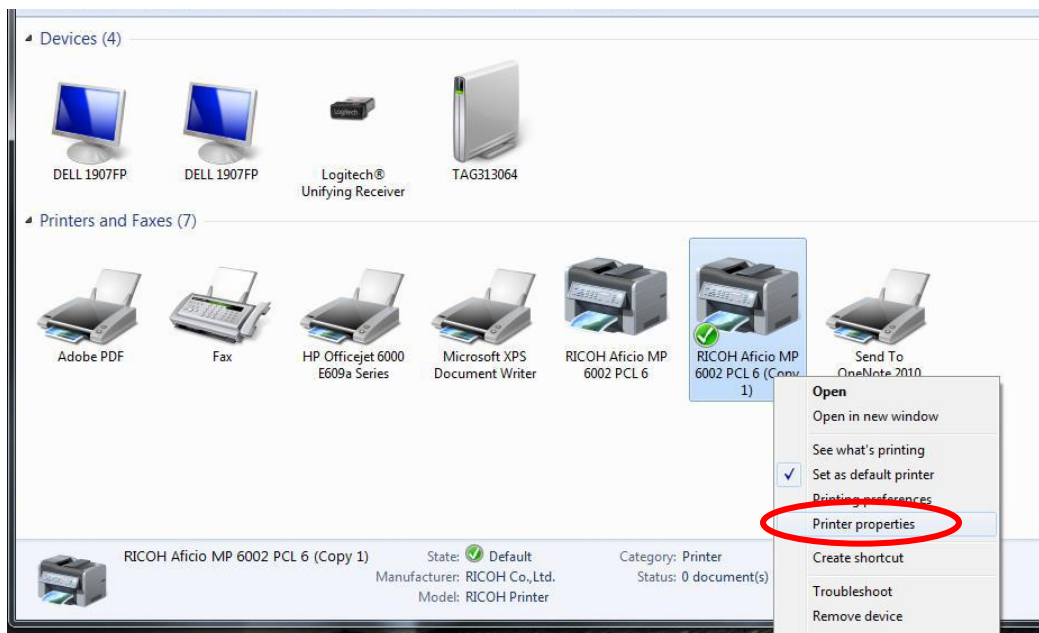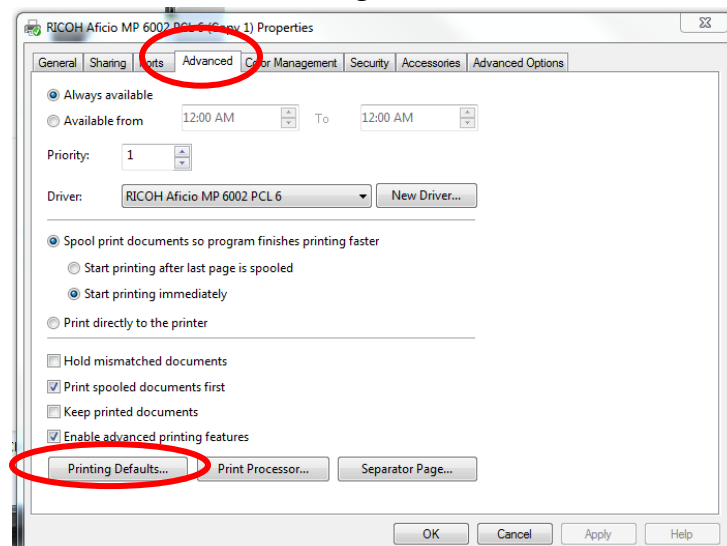

12. The next screen should verify that your printer was installed successfully. Set as default if needed and click finish **without** printing a test page—we need to set up the locked code first.
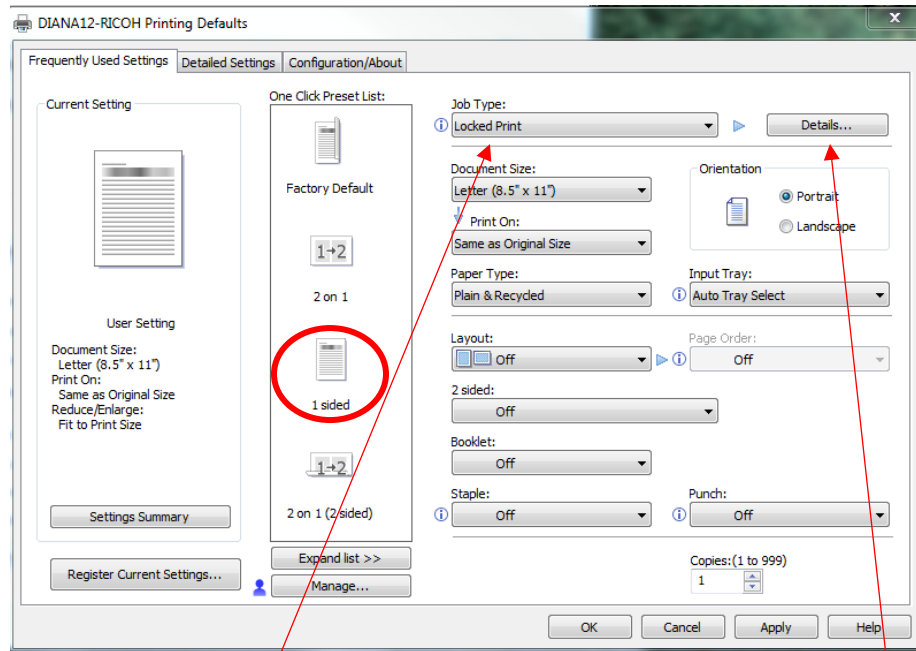
13. Right click on the printer you added and click "Printer properties."

14. Click on the "Advanced" tab, then click on "Printing Defaults."

15. In the "One Click Preset List" column, make sure "1 sided" is selected. (You will be able to change your settings for 2 sided when printing but setting this default now will prevent future issues.) Click "Apply."
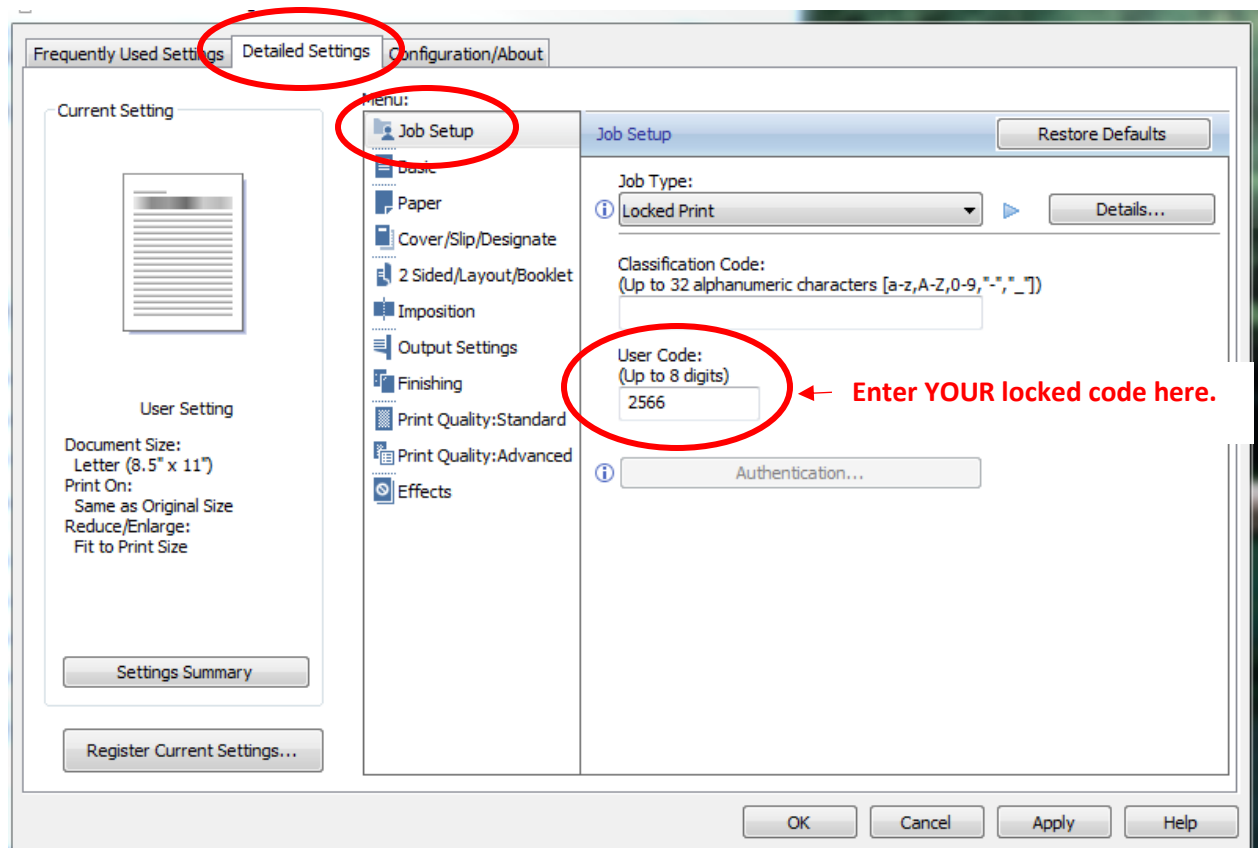
16. On the same screen, under "Job Type," click down to "Locked Print." Then click "Details…" next to it.

17. On the new screen, type in your Net ID or Net ID-R for a research printer. Then enter your print code or research print code. Click "OK."
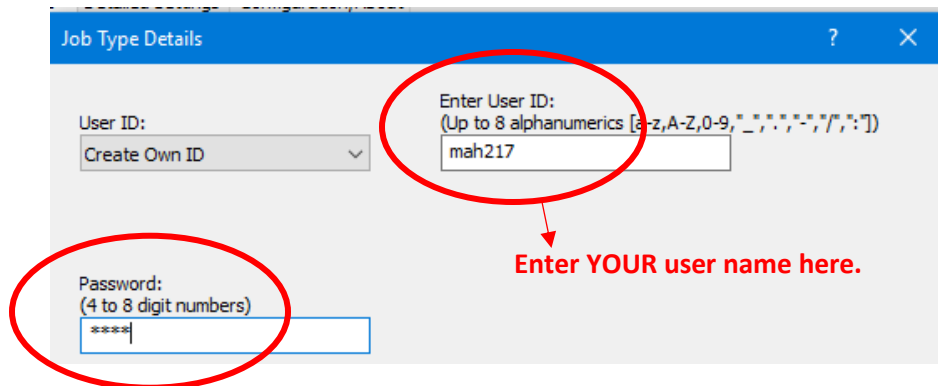
18. Click the "Detailed Settings" tab. Then click "Job Setup." Reenter your locked print code under "User Code." Click "Apply" then "OK."

19. Your printer(s) should be set up. Try printing a test page. Faculty can call the office and we can check if 1) your test print made it to the printer and 2) your locked print is working. Be sure to give your locked print over the phone so we know which code to use to verify.