

Connecting to the Ontario Student Printers when online - Vista

To connect to the Ricoh 610N printer you need to:

- A. Download the printer driver from the Ricoh Web site
- B. Install a network printing port on your computer
- C. Configure the preferences on the printer

Downloading the printer driver

1. Ensure you're online (connected to the internet)
2. Go to the following website
http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/p610n/p610nen.htm
3. Download the appropriate driver for your operating system. The recommended driver is the "PCL5e Driver"
4. A dialog box will open – select "Run".
5. Select a file location on your hard disk where you can store the printer driver (and remember the location).
6. Select "Unzip" to extract the files.
7. "OK" then "Close".
8. All done...

Installing the printer port

9. You must be on the CSU_NETWORK wireless network to complete this installation
10. From Control panel select Printers.
11. Select 'Add a printer'
12. The Add printer wizard will start
13. Select "Add a local Printer".
14. Select "Create a new port"
15. Choose "Standard TCP/IP" port from the drop down list then "Next".
16. Enter <Refer to Ontario_Student_Printers_Advanced> for the IP address
17. The port name will be automatically filled in.
18. Untick "Query the printer and automatically select the driver to use". **Note: You can leave this option selected when installing additional printers.**
19. Click Next.
20. You now need to select the printer driver – Select Have disk
21. Browse to the location where you saved the printer driver previously (in step 6)
22. Look for the OEMSETUP.INF file (you may need to drill down a few more directories until you find this file) and select it
23. Press OK
24. Select the PCL5e Driver and press "Next".
25. Use the existing name or choose something you'd prefer
26. Select whether this is to be the your default printer
27. Don't do a test page just yet

Setting the printing preferences

28. In control panel select Printers.
29. Right click the printer you just configured
30. Select properties.
31. Change the below settings.
 - a. In the Device Settings TAB select tray 2 and duplex unit
 - b. Select Apply
 - c. Select the general tab
 - d. Select printing preferences
 - e. Select the paper tab
 - f. Select the letter paper size (if not already)
 - g. Click OK
32. Print a test page
33. Click "OK" and "OK" again

Second and third printers

34. Complete steps 11 to 33 again HOWEVER for step 22 use <Refer to Ontario_Student_Printers_Advanced>

Troubleshooting and hints.

The biggest problem that stops printing is having the wrong paper size set. Make sure in your printing preferences your paper is set to US Letter 8" x 11 1/2"

PDF printing can take a long time to process by the printer, particularly if there are lots of images. If you need to print lots of PDF try and do it in a time when the printer is not being used.

You can only print when you're in the building. It won't work from home.

To save paper and the environment try using the duplex (print on both sides) and use the layout for 2,4,6 etc pages to a sheet. This is good for draft printing.

If the printer goes crazy or you want to cancel a print job press the 'job reset' button on the printer.

See Jan at reception if you need paper.

Remember, the printer is YOUR printer. Don't abuse it. Don't waste paper.