

How to Install the Ricoh MP C3503 as a Printer

How to Download a Driver

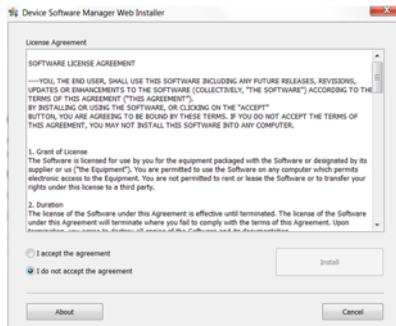
On a web browser enter <https://www.ricoh.ca> select **Downloads**. Then search for the photocopier below.

MP C3503

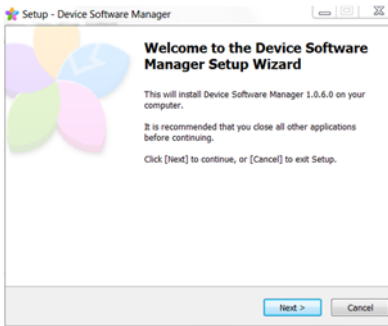
Direct link to the drivers:

http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/mpc3003/mpc3003en.htm

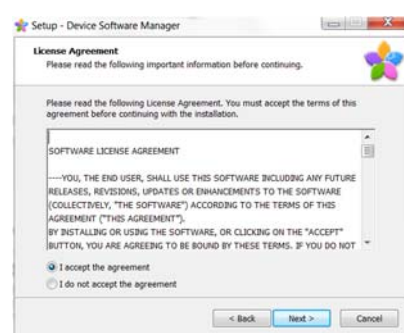
1. Select your Operating System
2. Download and run Device Software manager



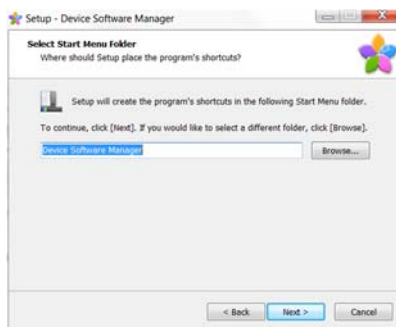
Accept the agreement and Install



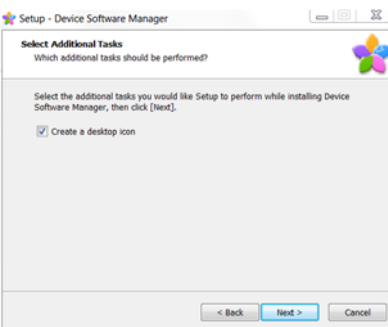
Choose next



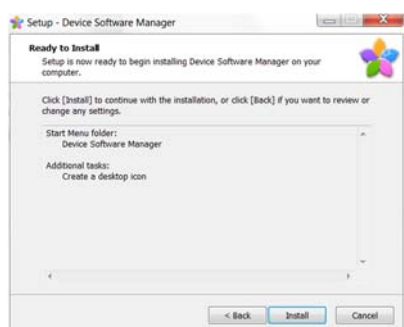
Accept and Next



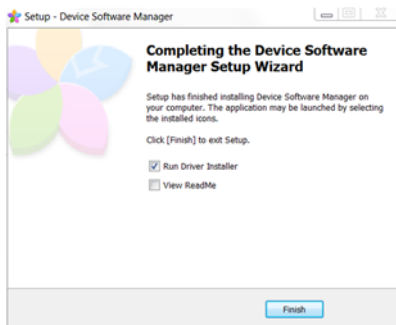
Default and Next



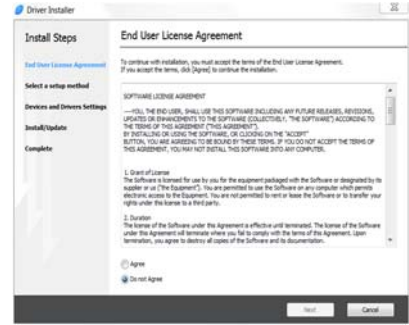
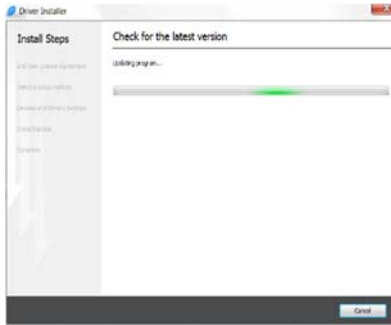
Next, check mark beside Create a desktop icon



Install



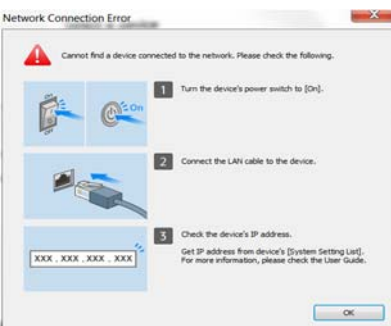
Checkmark beside Run Driver Installer and click Finish



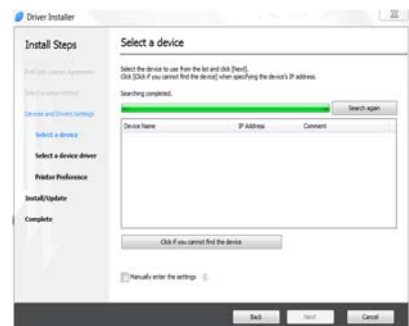
Agree and Next



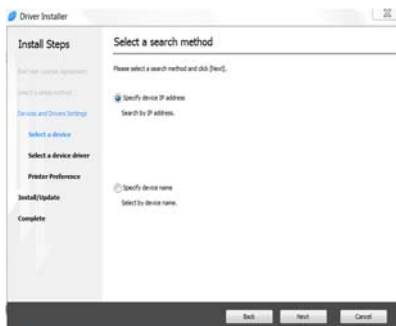
Network and Next



Okay



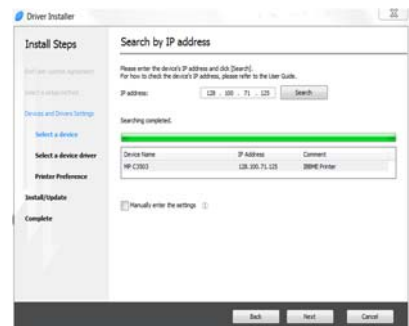
Click if you cannot find device



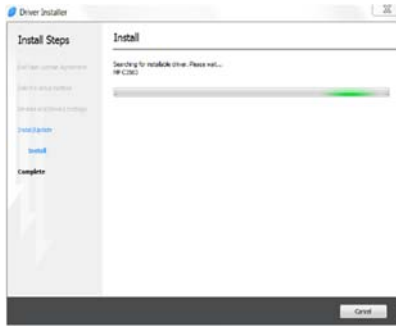
Specify device IP address, Next



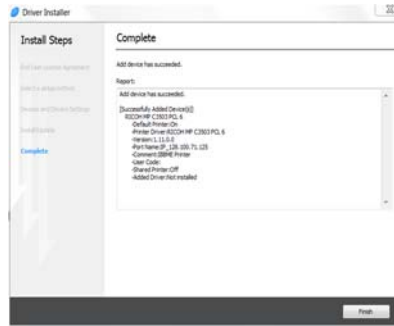
Type IP Address, 128.100.71.125, Search



Ensure Printer is found, Next



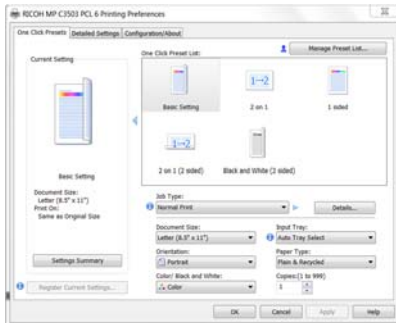
Installing



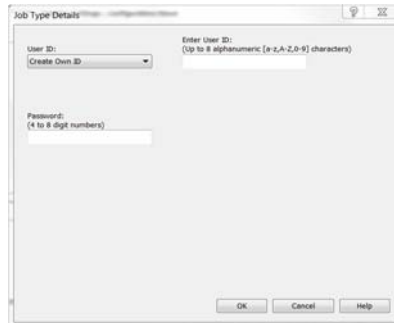
Finish

Start, Devices and Printers

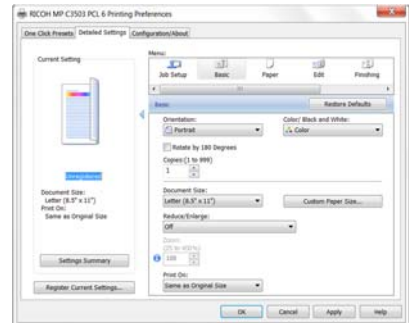
Right Click on printer, Select Printing Preferences



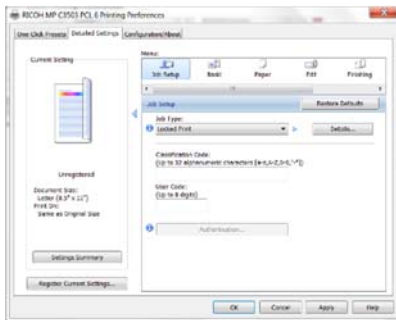
Change Job type to Locked Print



Insert UserID and Password Ex. Firstname Last Initial...JohnD and password is the accounting code 1234



Next Tab, Detailed Setting..Select Job Setup in Menu



Under User code enter your accounting Code