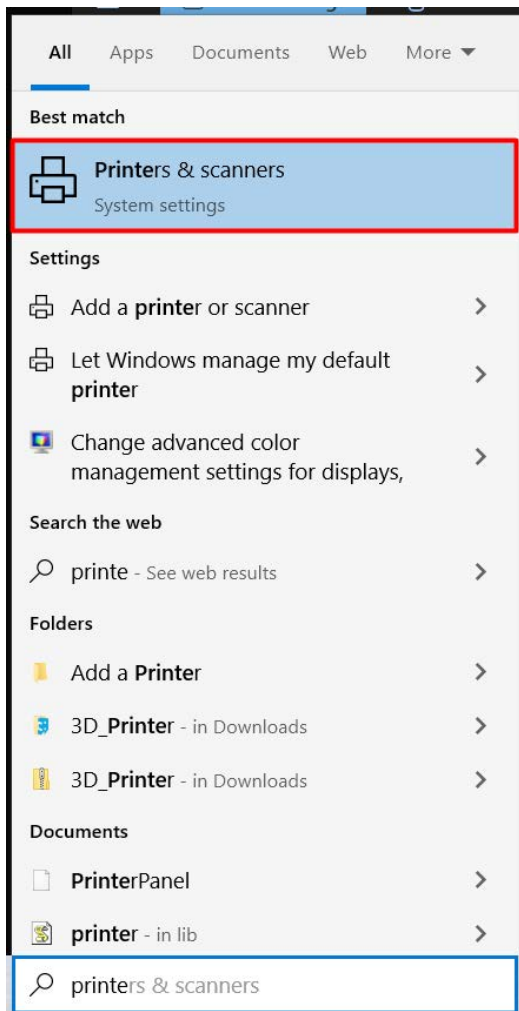


### Step 1: Search for printers and click 'Printers & Scanners'



### Step 2: Select 'Add a printer or scanner'

Printers & scanners

Add printers & scanners



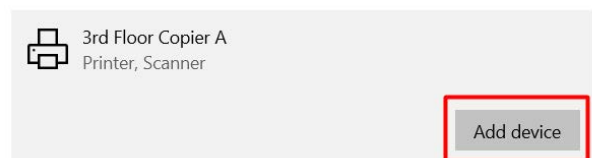
Printers & scanners

- Adobe PDF
- Fax
- Hewlett-Packard HP LaserJet P2035  
Offline
- Hewlett-Packard HP LaserJet P2035 (Copy 1)
- Microsoft Print to PDF
- Microsoft XPS Document Writer
- OneNote (Desktop)
- OneNote for Windows 10
- RICOH MP 5055 [58387933B521]  
Out of paper

### Step 3: Select the Printer You Want to Add

- RICOH MP 6055  
Printer, Scanner
- 3rd Floor Copier A  
Printer, Scanner
- 3rd Floor Copier B  
Printer, Scanner
- 2nd Floor Copier  
Printer, Scanner
- Main Office Copier B  
Printer, Scanner
- Main Office Copier A  
Printer, Scanner
- RICOH Aficio MP 171  
Printer, Scanner

### Step 4: Click 'Add device'



You should now see the added printer as an option when you print. It may have a different name. Something like: RICOH ... in that case just print to the RICOH device. It should be the right one.