

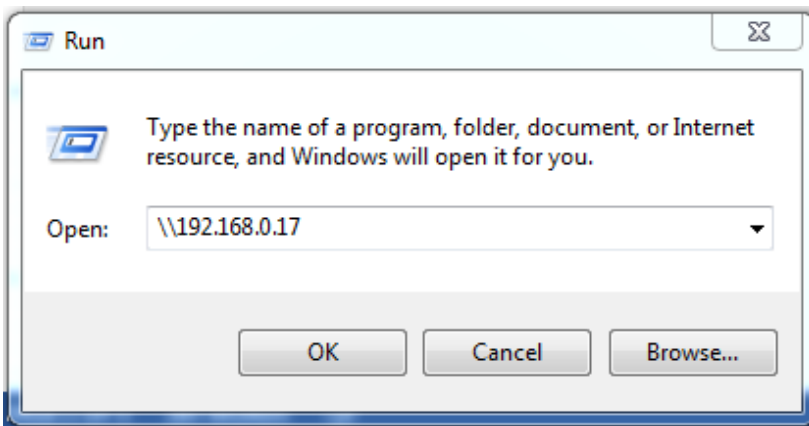
Easy Way to Install a Printer

It is very easy for anyone to install a network printer. Below steps will ensure that you can do it in one shot and hit the bulls eye.

Step 1



Run the "Run" Command ("Win" key + "R" key combined) and type [\\192.168.0.17](http://192.168.0.17)

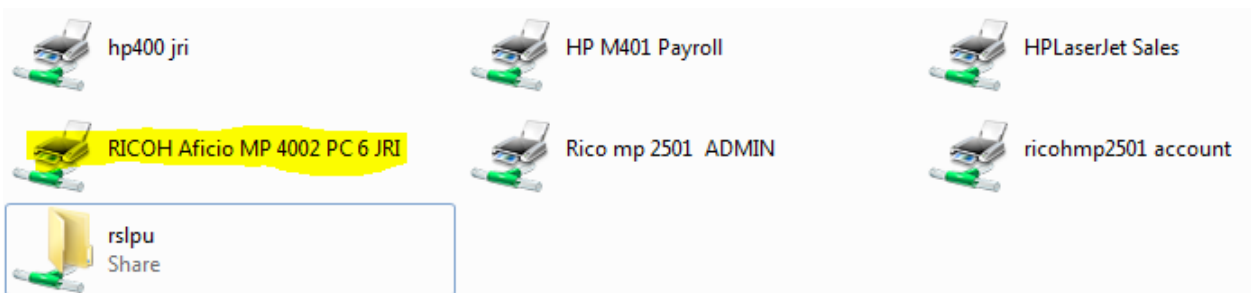


You may click on "OK" button or press "Enter" Key on your keyboard to proceed.

Step 2



From the below screen that comes up, select the printer that you intend to use for printing.

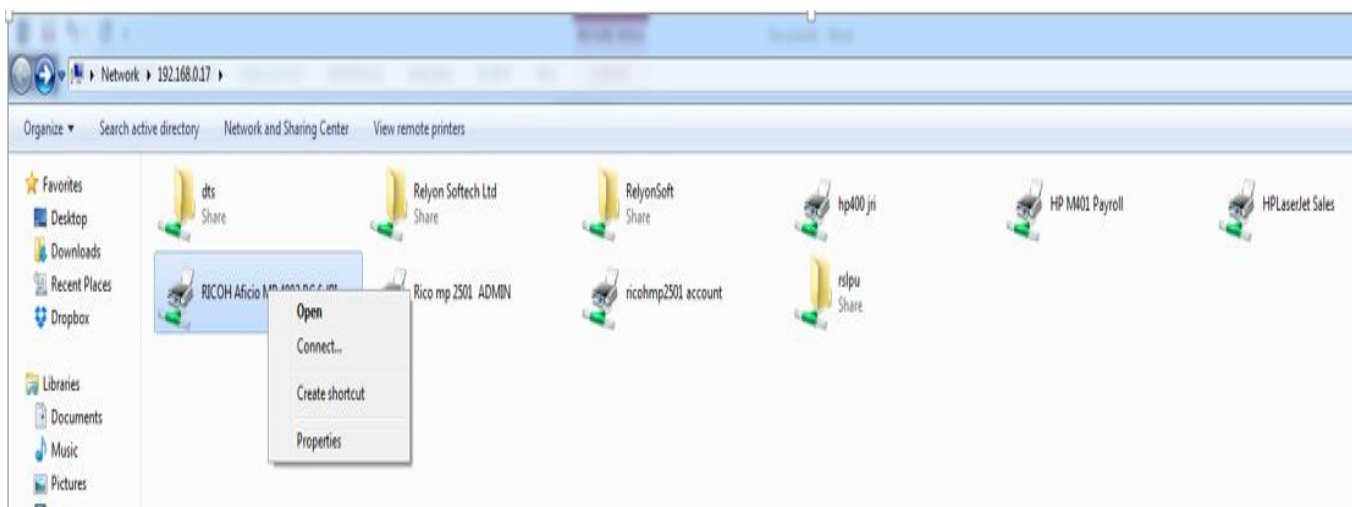


It is easier to select as the printer name ends with the <Department Name> it is installed in. So if you looking to install the printer which is in JRI department then the one you are looking for is "RICOH Aficio 4002 **JRI**". Easy! Isn't it?

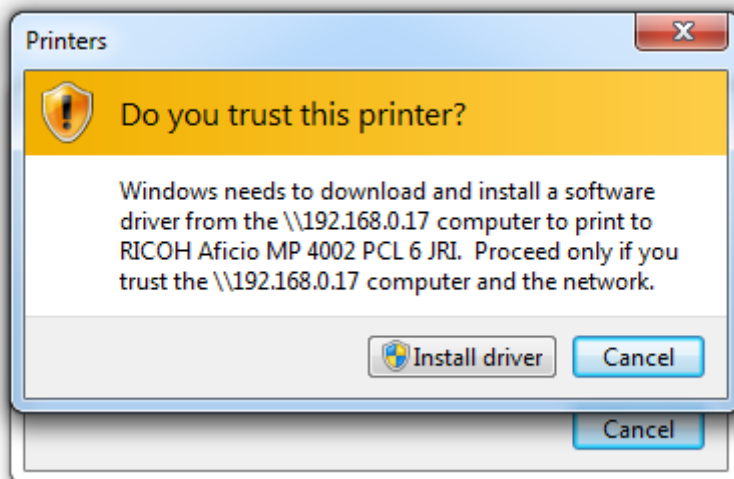
Step 3



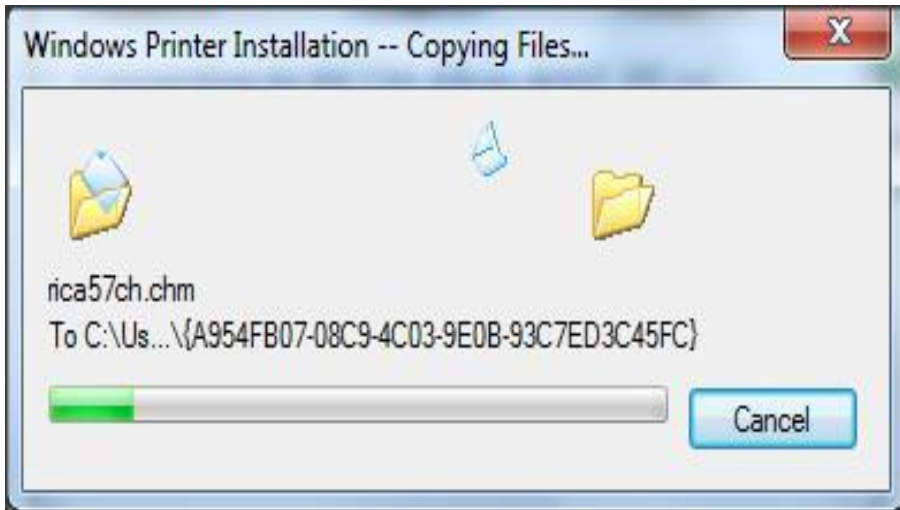
Right click on the required printer and select “Connect” from the menu that pops up.



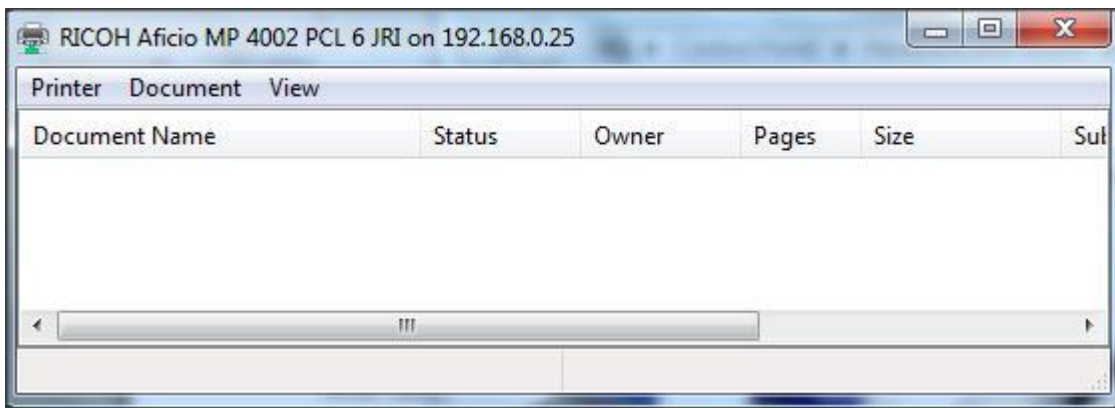
A prompt may come and you can simply click on “Install driver” to continue.



☞ A window may quickly come and disappear. Nothing is required on your side except patience.



☞ Voila! Your printer is now installed. You will be greeted by a window which actually is a list of running prints on that printer.



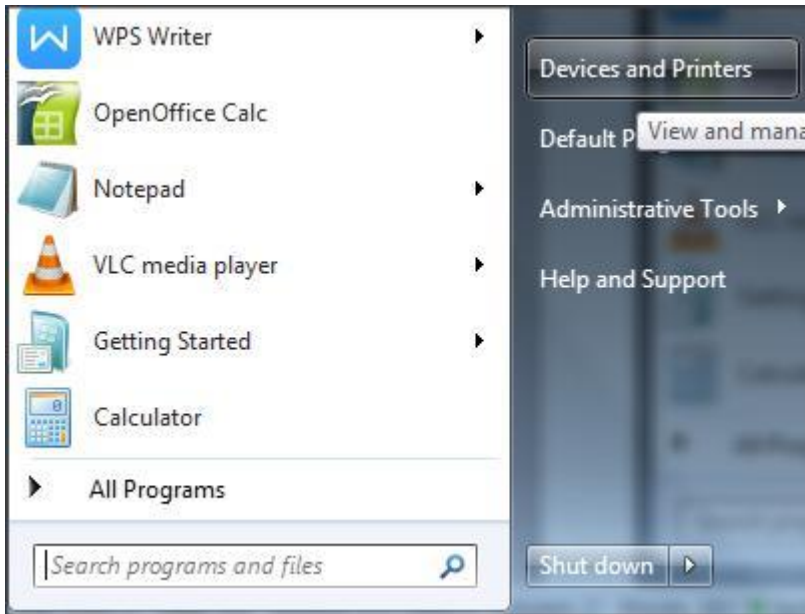
Wow! You just installed a Printer!
Congratulations !!!

How about making it the “Go To Printer” every time we print?

Step 1



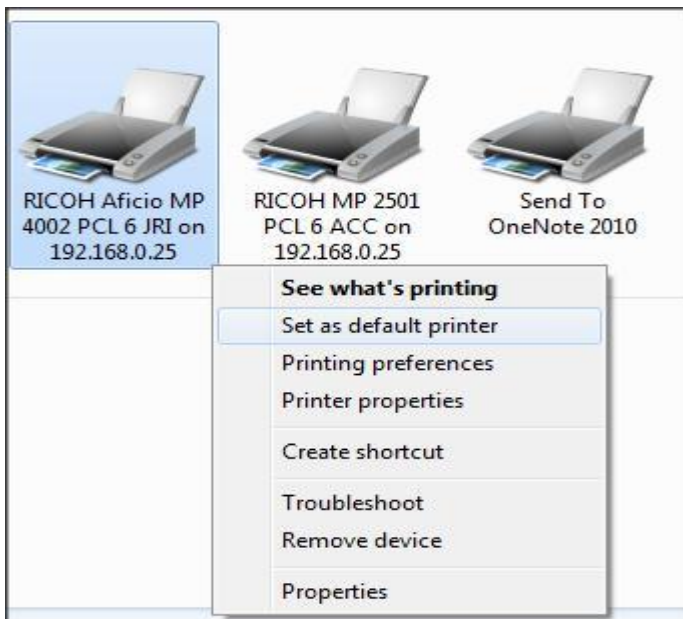
To make sure that your prints go to the newly installed printer only, go and click the “Start” button and select “Devices and Printers” from the menu.



Step 2

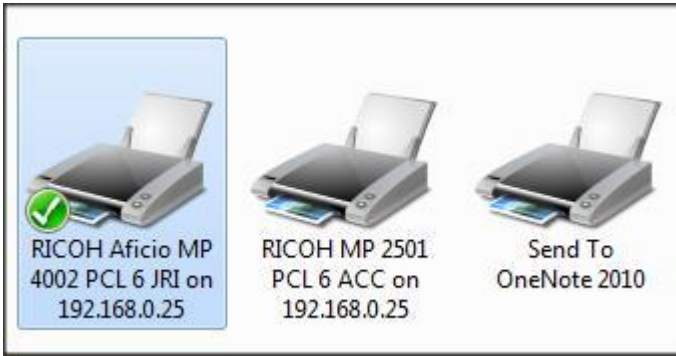


Right click on the printer that you need to be the default printer i.e. the one where all your prints will go. Choose option “Set as Default printer”





You can confirm the same by observing a "Tick Mark" on the printer icon.



Your Printer is now ready to rock!

Thanks for your efforts
Whole IT Team appreciates it