**Installing Ricoh IM C4500 Printer – Windows 11 Instructions**

**Download the printer driver:**

* Download the **PCL** driver from the web:
<http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/p_i/p_i.htm?lang=en>
* After the download completes, browse out to C:\Downloads and open **z99286L1b.exe** Double-click on the file and **Unzip** to extract. Please make note of the folder location where it’s unzipping to: For example: C:\temp\z99286L1b.exe

**To add the printer:**

1. Press the Windows + I key combination to open **Settings**.
2. Select **Bluetooth & devices** and choose **Printers & scanners**
3. Click the **Add device** button.
4. Scroll down and click the **Add manually** link to bring up the wizard.
5. Select the **Add a printer** **using an IP address or hostname** option and click Next to view IP settings.
6. Click the **TCP/IP Device** option on the Device type drop-down menu.
7. Uncheck “**Query the printer…**”
8. Input **129.105.102.77** within the Hostname or IP address box, click **Next**
9. Click the **Have Disk...** button.
10. Click ***Browse...***and navigate to where you extracted the printer driver files, for example: C:\temp\ **z99286L1b\**disk1
11. Double-click folders in succession (downloaded folder location 🡪 z99286L1b 🡪 disk1 until you see **oemsetup.inf** and double-click this file – then click **OK**
12. *Recommended:* Modify the name to better identify this printer, *e.g,*: **Church St.** **Ricoh**(whatever best describes the printer to you)**. Click** **Next**
13. Select the **Do not share this printer** radio button and click **Next**
14. Click **Finish**.