

## Installing Ricoh IM C4500 Printer – Windows 11 Instructions

### Download the printer driver:

- Download the **PCL** driver from the web:  
[https://support.ricoh.com/bb/pub\\_e/dr\\_ut\\_e/0001336/0001336407/V42400/r99322L1a.exe](https://support.ricoh.com/bb/pub_e/dr_ut_e/0001336/0001336407/V42400/r99322L1a.exe)
- After the download completes, browse out to C:\Downloads and open **r99322L1a.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\ r99322L1a.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. Change the *Device Type* to **TCP/IP Device** in the drop-down menu.
7. Uncheck "**Query the printer...**"
8. Input **129.105.102.76** 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\ **r99322L1a** \disk1 ) by double-clicking folders in succession (downloaded folder location → r99322L1a → disk1 until you see **oemsetup.inf** and double-click this file – then click **OK**
11. *Recommended:* Modify the name to better identify this printer, e.g.,: **Church St. Ricoh** or **2<sup>nd</sup> Floor MSE Ricoh** (whatever best describes the printer to you). Click **Next**
12. Select the **Do not share this printer** radio button and click **Next**
13. Click **Finish**.