**Installing Ricoh IM C4500 Printer – Windows 10 Instructions**

**Download the printer driver:**

* Download the **PCL** driver from the web:
<https://support.ricoh.com/bb/html/dr_ut_e/rc3/model/imc4500/imc4500.htm>
* Select **PCL 6 Driver** and Download. After the download completes, browse out to C:\Downloads and open **z96867L18.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\z96867L18.exe

**To add the printer:**

* Next to the **Start** menu, search for, and select **Control Panel**
* Click **Devices and Printers**, then **Add a printer** (along the top menu bar)
* Click on **the printer that I want isn’t listed**
* Click **Add a printer using TCP/IP address or hostname**
* Click **Next**
* For Device Type, select **TCP/IP Device**, for Hostname or IP address, type: **129.105.102.76** and **un-check** “Query the printer and automatically select the driver to use”. Click **Next**
* Click the **Have Disk...** button.
* Click ***Browse...***and navigate to where you extracted the printer driver files, for example: C:\temp\z96867L18\disk1.
* Double-click folders in succession (downloaded folder location 🡪 z96867L18 🡪 disk1 until you see **oemsetup.inf** and double-click this file – then click **OK**
* Select the **Ricoh IM C4500 PCL 6** and click **Next**
* *Recommended:* Modify the name to better identify this printer, *e.g,*: **Ricoh IM C4500 PCL 6** (whatever best describes the printer to you)**. Click** **Next**
* Select the **Do not share this printer** radio button and click **Next**
* ***UN****CHECK* **Set as the default printer** if it is checked.
* Click **Finish**.