HOW TO ADD RICOH PRINTER ON MAC

1. Open System preferences / System Settings depending on your Mac OS versiom
   1. On the left of the window. Click on the Apple icon
   2. Click on System Preferences / System Settings

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1. A new window will open
   1. Use the search field in Systems Settings to find **Printer & Scanner**

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* 1. Click on **Printer & Scanner**

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* 1. On the right side of the window. Click on **Add Printer, Scanner, or Fax..**

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* 1. A new **Add Printer** window will open
     1. Click on the Globe icon labelled - **IP**
     2. In the Address field: **Input the IP address** e.g. 172.19.5.126
     3. In the Use field: Click on the drop-down and choose **Select Software**

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* 1. A new Printer Software window will open
     1. Search for the printer software driver e.g. Ricoh
     2. Choose the correct driver from the list e.g. RICOH IM 5000 PS
     3. Click **OK**

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* 1. In the Add Printer window
     1. Click on **Add**

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1. Confirm the printer was successfully installed
   1. Return to the **Printer & Scanner** window
   2. The printer should be listed under Printers

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