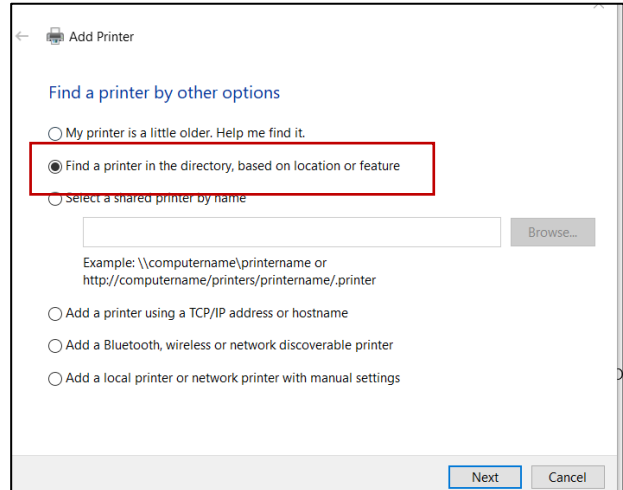


## Add a Printer or Copier to Your Computer

- In the search bar on bottom left type “printers”
- Click “Printers and Scanners”
- Click “Add a printer or scanner”
- Scroll down and click “the printer that I want isn’t listed”
- Click “find a printer in the directory”
- Click NEXT

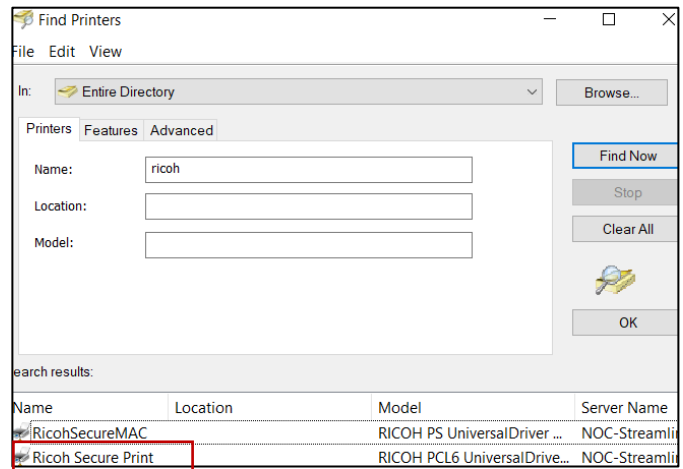


- **Add a Building Printer:**

- Name: type the school’s two letter abbreviation and room number where printer is located
- Click “Find Now”
- Scroll till you find the name of your printer and double click to load the printer
- Click “Next”
- Click “Finish”

- **Add the Ricoh Copier or Print Release Station:**

- Name: type Ricoh
- Click “Find Now”
- Click on “Ricoh Secure Print”
  - If you have a Mac – click Ricoh Secure MAC instead
- Click OK
- Click “Next”
- Click “Finish”



### Set Default Printer

- In the search bar on bottom left type “printers”
- Click “Printers and Scanners”
- Locate the printer you wish to set as default
- Click on the printer name
- Click “Manage”
- Select “Set as Default”

### Remove a Printer

- In the search bar on bottom left type “printers”
- Click “Printers and Scanners”
- Locate the printer you wish to remove
- Click the printer name
- Click “Remove Device”

