
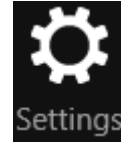



Connecting to a Wireless Printer

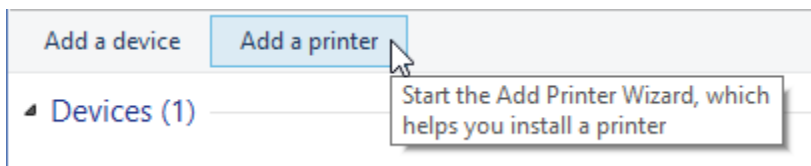
Windows 8/8.1

[Download Drivers](#)

1. At the desktop, press the Windows logo key  on your keyboard and the letter C at the same time.
2. A menu will appear on the right hand side of your screen, click on the **Settings** button at the bottom of the menu.



3. Click on **Control Panel**, find  **Devices and Printers** and double click it.
4. In the upper left hand corner there is an **Add a Printer** link. Click that link.



5. A New Printer Wizard window should appear. Click **Next**.
6. The Add Printer window will display a list of options. Select **Add a printer using a TCP/IP address or hostname**.

Find a printer by other options

- Select a shared printer by name

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

- Add a printer using a TCP/IP address or hostname
- Add a Bluetooth, wireless or network discoverable printer
- Add a local printer or network printer with manual settings

7. Click **Next**.
8. Click on the *Device type* drop down menu and select **TCP/IP Device**.

Device type:



9. In the *Hostname or IP address* field, enter the IP address of the printer you wish to connect to. (The Port name field will automatically fill in)

IP address for TNH 3.119 Ricoh MP3300: **172.16.152.58**

Hostname or IP address:

Port name:

10. Click **Next**.

11. When the following appears, click **Next** or you may give it a more descriptive name.

Type a printer name

Printer name:

This printer will be installed with the RICOH Class Driver driver.

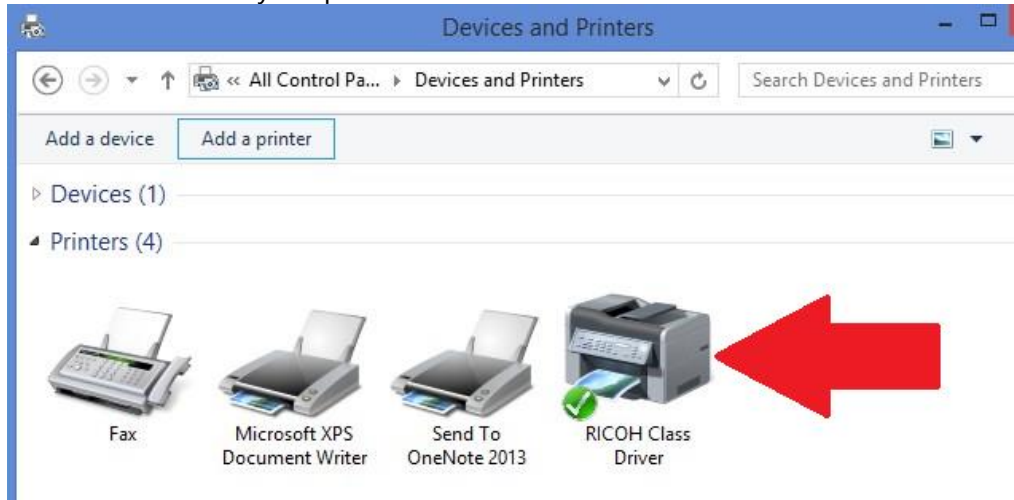
12. Print a test page to make sure you are successfully connected.

You've successfully added RICOH Class Driver

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

13. Click **Finish**.

14. You should see your printer in the Devices and Printers window.



PRINTERS

IP ADDRESS

PRINTER NAME	IP ADDRESS	ROOM NUMBER
RICOH Aficio MP 2851	172.016.152.020	3.102
RICOH Aficio MP C400	172.16.152.56	3.119M
RICOH Aficio MP C400 / Color	172.16.152.57	3.118
RICOH Aficio MP 3351	172.016.152.043	3.118A
RICOH Aficio MP 2851	172.016.152.074	5.269
RICOH Aficio MP 5001	172.016.152.073	5.269
RICOH Aficio MP 3351	172.016.152.077	5.284
RICOH Aficio MP 8001	172.16.152.66	5.284
RICOH Aficio MP 2851	172.016.152.079	6.284
RICOH Aficio MP 8001	172.16.152.78	6.284
RICOH Aficio MP 2851	172.016.152.076	6.269
RICOH Aficio MP C5502	172.16.152.75	6.269