

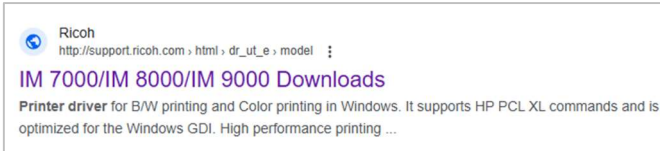
## INSTALLING PRINTER (MAC)

Chromebooks, Tablets and Phones are unable to be connected to the Printers.

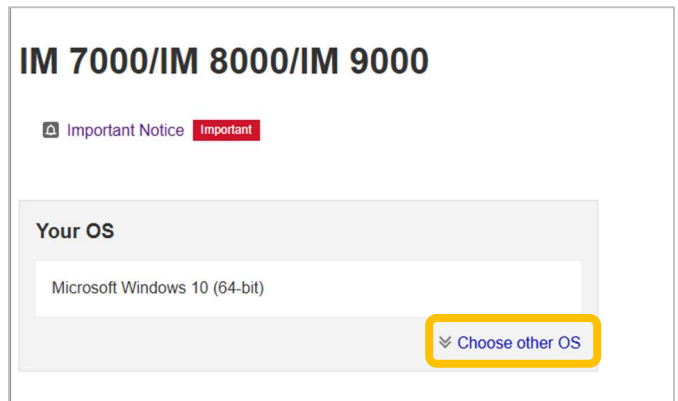
For the computer to recognize the printer it needs to be on the same Wi-Fi as the computer.

### DOWNLOAD PRINT DRIVER


1. Open Your Web browser
2. Search Ricoh Print Driver IM 8000



3. Select Operating System
4. Select Printer Driver: Click Download & Follow Instructions



### INSTALL INSTRUCTIONS (MAC)

1. Search for Printer
2. Select Printers & Scanners
3. Click +
4. Select the IP Icon 
5. Enter IP Address
6. Select IPP Protocol
7. Name Printer:
8. Click Use:
9. Click Select Software
10. Select Ricoh IM 8000
11. Click Add

#### IP ADDRESSES

<b>BEDFORD OFFICE</b> Front: 192.168.15.5 Back: 192.168.15.40	<b>LONDONDERRY OFFICE</b> 192.168.16.235
<b>CONCORD OFFICE</b> 10.1.10.112	<b>KEENE OFFICE</b> 192.168.50.5

### ADD PRINTER CODE (MAC)

1. Open up Browser
2. Click File
3. Select Print (Print Screen will Open Up)
4. Click More
5. Click Open PDF in Preview
  - a. Click on File
  - b. Select Print
  - c. Click on Job Log
  - d. Click enable User Code
  - e. Enter User Code (4 Digit Copier Code)
  - f. Save Current Settings Present (Name: KW Code)
  - g. Click Print