# How to Install the Ricoh MP C3503 as a Printer

## How to Download a Driver

On a web browser enter https://www.ricoh.ca select Downloads. Then search for the photocopier below.

## MP C3503

Direct link to the drivers:

http://support.ricoh.com/bb/html/dr ut e/rc2/model/mpc3003/mpc3003en.htm

- 1. Select your Operating System
- 2. Download and run Device Software manager

Device Software Manager Web Installer	Y Setup - Device Software Manager	🔹 Setup - Device Software Manager
Carsted Agreement	Welcome to the Device Software Manager Setup Wizard This will instal Druke Software Manager 1.0.6.0 on your computer. It is recommended that you close all other applications before continuing. Click [Next] to continue, or [Cancel] to exit Setup.	License Agreement     Image: Control of the Software Continuing.       Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.     Software Control of the Image: Contrel of the Image: Control of the Image: Control of the
About Cancel	Next > Cancel	< Beck Next > Cancel
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Accept the agreement and Install

Choose next

Accept and Next



Default and Next

Next, check mark beside Create a desktop icon

Install







X

Search again

22

Checkmark beside Run Driver Installer and click Finish

#### Agree and Next





Specify device IP address, Next

Type IP Address, 128.100.71.125, Search Ensure Printer is found, Next



Installing

Finish

## Start, Devices and Printers

## Right Click on printer, Select Printing Preferences



Change Job type to Locked Print



Insert UserID and Password Ex. Firstname Last Initial...JohnD and password is the accounting code 1234

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Next Tab, Detailed Setting..Select Job Setup in Menu



Under User code enter your accounting Code