

NEW OFFICE PRINTER INSTALLATION

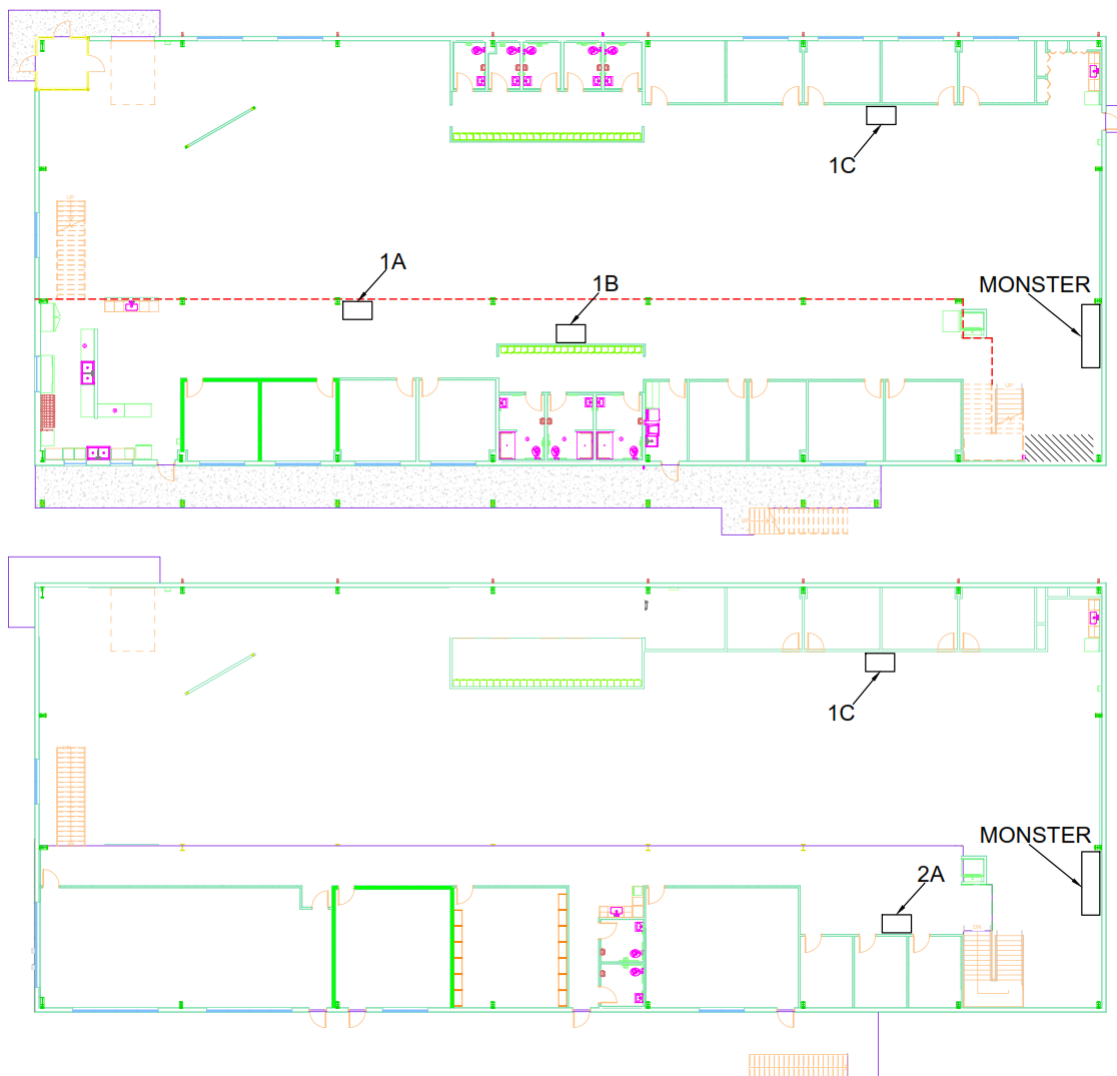
One Energy has 5 printers. Four downstairs and 1 upstairs. The ones downstairs are called OE Printer 1A, OE Printer 1B, OE Printer 1C and Monster. The one upstairs is called OE Printer 2A. Right now, only OE Printer 1A, OE Printer 1B, and OE Printer 1C are available. Monster is reserved for special use projects. If you need to use the Monster, please email it@oneenergyllc.com.

1A is on the southwest side of the office outside Katie and Steve's office.

1B is along the blue wall on the southside of the office (this is the wall that separates the middle from the showers).

1C is near the back of the office along the north wall (about half way down between the offices that are past the bathrooms.)

2A is upstairs between the small conference rooms near the elevator.



TO INSTALL 1A:

1. Open Control Panel
 - a. Search "Control Panel" in the circle in the bottom left corner of your screen next to the start button.
2. Click "View devices and printers"
3. Add a printer (in top left of task bar)
4. Click "The printer I want isn't listed" in blue
5. Click circle next to "Add a printer using a TCP/IP address or hostname"
6. Change "Device type:" to "TCP/IP Device"
7. "Hostname or IP address:" is 192.168.1.101 (This will auto-populate into the "Port name:" so you do not need to change that box")

**** IMPORTANT: Uncheck "Query the printer and automatically select the driver to use"

8. Have Disk
 - a. Browse: Dropbox (OEE)\IT - General\Software Installation\OE Printer Drivers\OE Printer 1A\Ricoh Drivers\X64\DRIVERS\PCL6\X64\MUI\disk1
 - b. OK

A screen will come up where you have to select the type of printer it is:

9. Manufacturer: Ricoh
10. Printers: RICOH MP C3003 PCL6
11. "Which version of the driver do you want to use?" Click circle next to "Use the driver that is currently installed (recommended)"
12. Printer Name: OE Printer 1A
13. NEXT
14. Prompt "Do you want to allow this app to make changes to your device?" click "Yes".
15. Do not share this printer
16. Set as default printer if it is the closest one to you.
17. Finish

To turn off two sided:

Right click on newly installed printer

Click "Printing preferences"

Click "Detailed Settings" tab along the top.

Click the "Edit" tab under the "Menu:" section

Turn the dropdown for "2 sided:" from "Long edge bind" to "Off"

TO INSTALL 1B:

1. Open Control Panel
 - a. Search "Control Panel" in the circle in the bottom left corner of your screen next to the start button.
2. Click "View devices and printers"
3. Add a printer (in top left of task bar)
4. Click "The printer I want isn't listed" in blue
5. Click circle next to "Add a printer using a TCP/IP address or hostname"
6. Change "Device type:" to "TCP/IP Device"
7. "Hostname or IP address:" is 192.168.1.102 (This will auto-populate into the "Port name:" so you do not need to change that box")

**** IMPORTANT: Uncheck "Query the printer and automatically select the driver to use"

8. Have Disk
 - a. Browse: Dropbox (OEE)\IT - General\Software Installation\OE Printer Drivers\OE Printer 1B&1C\z77379en\disk 1\OEMSETUP
 - b. OK

A screen will come up where you have to select the type of printer it is:

9. Manufacturer: Ricoh
10. Printers: RICOH MP C4504 PCL 5c
11. Printer Name: OE Printer 1B
12. NEXT
13. Prompt "Do you want to allow this app to make changes to your device?" click "Yes".
14. Do not share this printer
15. Set as default printer if it is the closest one to you.
16. Finish

To turn off two sided:

Right click on the printer (OE Printer 1B or OE Printer 1C)

Click "Printing Preferences"

On the first tab ("Setup") there will be a dropdown box under "Duplex" (about the 5th one down) click that and change it from "Open to left" to 'Off'.

TO INSTALL 1C:

1. Open Control Panel
 - a. Search "Control Panel" in the circle in the bottom left corner of your screen next to the start button.
2. Click "View devices and printers"
3. Add a printer (in top left of task bar)
4. Click "The printer I want isn't listed" in blue
5. Click circle next to "Add a printer using a TCP/IP address or hostname"
6. Change "Device type:" to "TCP/IP Device"
7. "Hostname or IP address:" is 192.168.1.103 (This will auto-populate into the "Port name:" so you do not need to change that box")

**** IMPORTANT: Uncheck "Query the printer and automatically select the driver to use"

8. Have Disk
 - a. Browse: Dropbox (OEE)\IT - General\Software Installation\OE Printer Drivers\OE Printer 1B&1C\z77379en\disk 1\OEMSETUP
 - b. OK

A screen will come up where you have to select the type of printer it is:

9. Manufacturer: Ricoh
10. Printers: RICOH MP C4504 PCL 5c
11. "Which version of the driver do you want to use?" Click circle next to "Use the driver that is currently installed (recommended)"
12. Printer Name: OE Printer 1C
13. NEXT
14. Prompt "Do you want to allow this app to make changes to your device?" click "Yes".
15. Do not share this printer
16. Set as default printer if it is the closest one to you.
17. Finish

To turn off two sided:

Right click on the printer (OE Printer 1B or OE Printer 1C)

Click "Printing Preferences"

On the first tab ("Setup") there will be a dropdown box under "Duplex" (about the 5th one down) click that and change it from "Open to left" to 'Off'.

TO INSTALL 2A:

1. Open Control Panel
 - a. Search "Control Panel" in the circle in the bottom left corner of your screen next to the start button.
2. Click "View devices and printers"
3. Add a printer (in top left of task bar)
4. Click "The printer I want isn't listed" in blue
5. Click circle next to "Add a printer using a TCP/IP address or hostname"
6. Change "Device type:" to "TCP/IP Device"
7. "Hostname or IP address:" is 192.168.1.201 (This will auto-populate into the "Port name:" so you do not need to change that box")

**** IMPORTANT: Uncheck "Query the printer and automatically select the driver to use"

8. Have Disk
 - a. Browse: Dropbox (OEE)\IT - General\ Software Installation\OE Printer Drivers\OE Printer 2A\c2051 drivers\64\disk1\OEMSETUP
 - b. OK

A screen will come up where you have to select the type of printer it is:

9. Manufacturer: Ricoh
10. Printers: RICOH MP C2051 PCL 5c
11. "Which version of the driver do you want to use?" Click circle next to "Use the driver that is currently installed (recommended)"
12. Printer Name: OE Printer 2A
13. NEXT
14. Prompt "Do you want to allow this app to make changes to your device?" click "Yes".
15. Do not share this printer
16. Set as default printer if it is the closest one to you.
17. Finish