

Ricoh Network Printer Sharing

IMPORTANT: Before you begin, please ensure you have the Ricoh (OEM) printer driver installed. If you are using the PowerDriver method of colour management please ensure you have the Sawgrass PowerDriver-R or ChromaBlast-R Driver installed. For assistance with driver installation, please refer to the Installation Guide found on our website: www.sawgrasseurope.com

- 1.) Let's begin by first verifying the IP address of your printer. Ensure the network cable is connected to the printer and the printer is powered on. To find your IP address, press the menu button located on the control panel of the printer (see *FIGURE 1*)

NOTE: DHCP must be enabled in your network configuration.

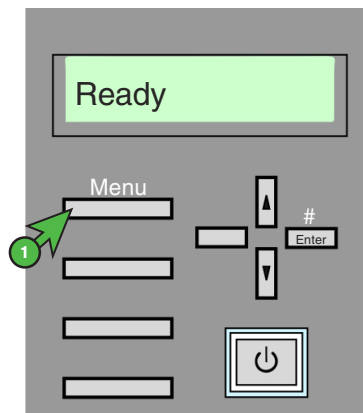


FIGURE 1

- 2.) Next, press the down button [v] to display **Host Interface** and press [# Enter]. Then, press the down button [v] to display **Network Setup** and press [# Enter]. Finally, press the down button [v] to display **IP Address** and press [# Enter]. The number showing on your printer's display is your IP Address. Write the number down for later use (see *FIGURE 2*).

NOTE: In a DHCP environment, the IP address may change periodically. As a result, this procedure will need to be repeated each time the IP address changes.

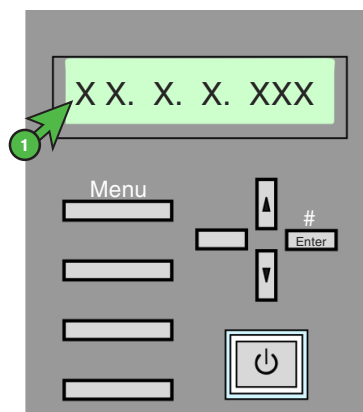


FIGURE 2

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- 3.) In the bottom left-hand corner of your desktop, click the **Start** icon and select **Devices and Printers** (see *FIGURE 3*).

NOTE: If you are using an older version of Windows OS, you will instead select **Printers and Faxes**.

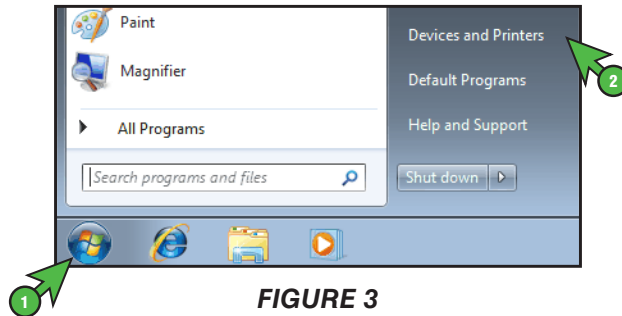


FIGURE 3

- 4.) In the Devices and Printers folder, right-click your **Ricoh GelSprinter** icon and select **Printer Properties** (see *FIGURE 4*). This will open the GelSprinter Properties window (see *FIGURE 5*).

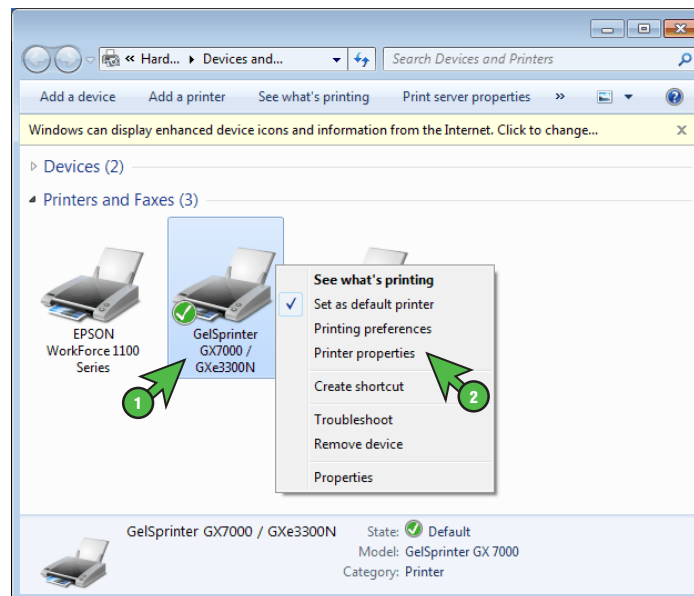


FIGURE 4

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- 5.) In the Properties window, click the **Ports** tab and click **Add Port...** (see *FIGURE 5*).

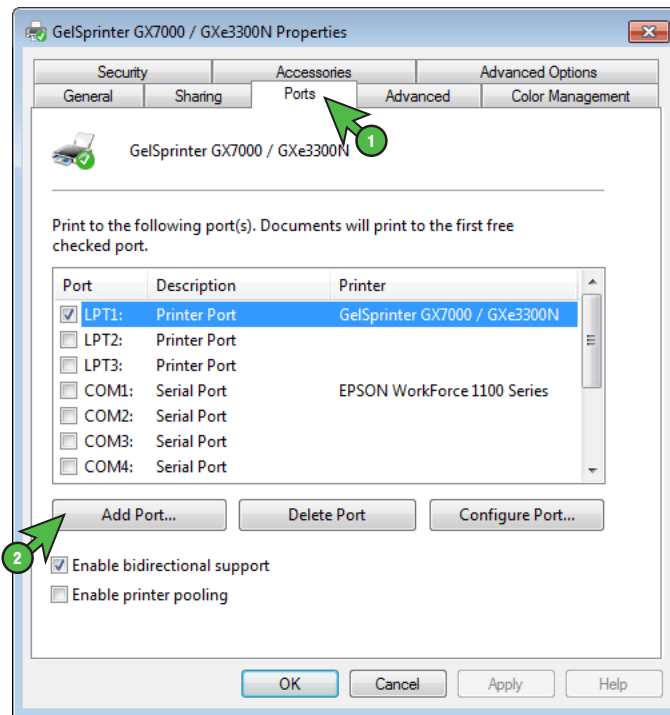


FIGURE 5

- 6.) In the Printer Ports window, select **Standard TCP/IP Port** and click **New Port...** (see *FIGURE 6*).

NOTE: When printing to multiple printers, simultaneously and from one work station, you will need to install PowerDriver-R or ChromaBlast-R Driver and assign a new "Local Port" for each printer.

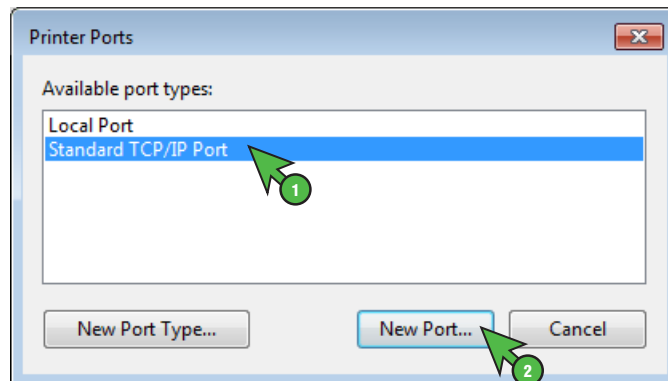


FIGURE 6

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- 7.) The following window will appear instructing you to power on the printer and ensure the network is connected and configured. Click **Next** to continue (see *FIGURE 7*).

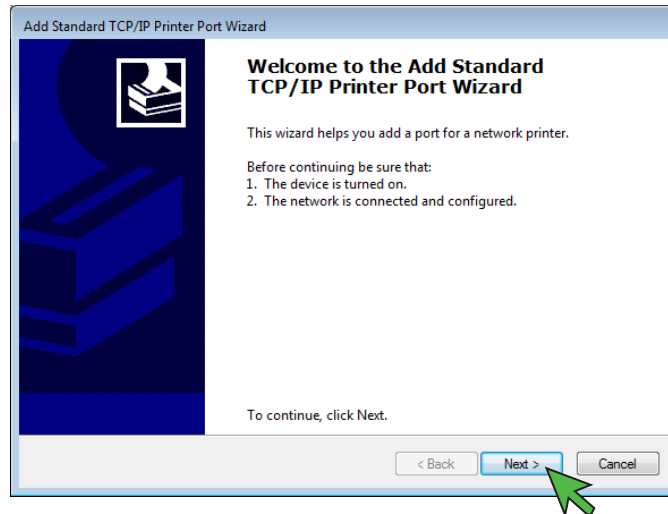


FIGURE 7

- 8.) In the **Printer Name or IP Address** field, type in your IP Address from Step 2. In the **Port Name** field, name your port for easy identification when printing. When finished, click **Next** to continue (see *FIGURE 8*).

NOTE: You will need to drop any preceding 0's from your IP address. For example, if your IP address is 010.000.000.073, you will need to enter 10.0.0.73 instead.

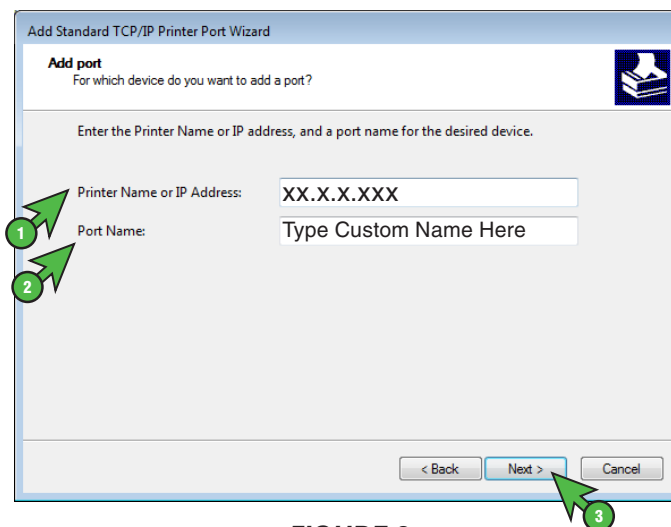


FIGURE 8

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9.) Click **Finish** to complete the setup (see *FIGURE 9*).

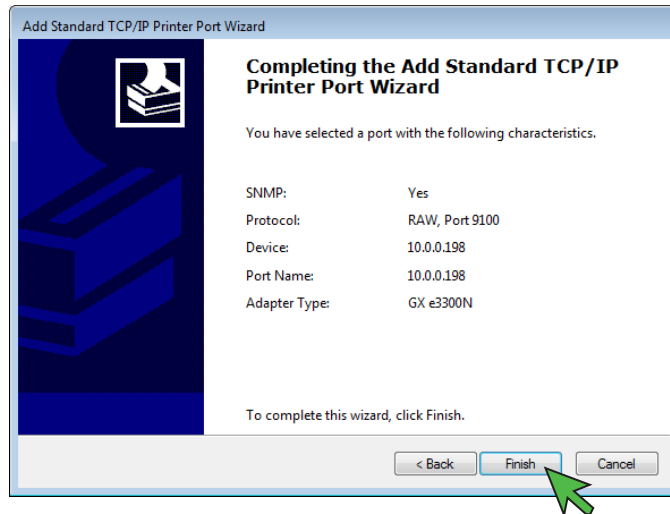


FIGURE 9

10.) Click **Close** to exit the Printer Ports wizard (see *FIGURE 10*).

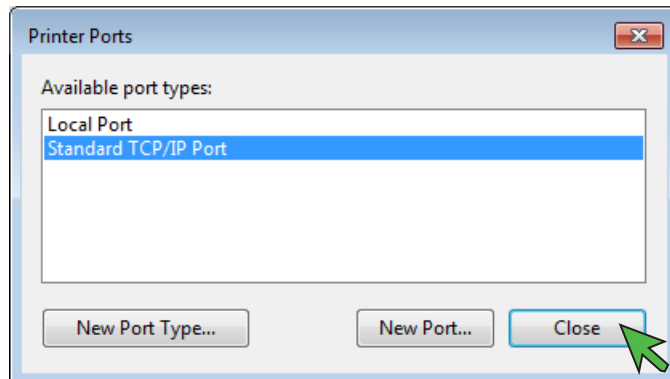


FIGURE 10

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11.) Click **Apply** to save your changes and click **Close** (see FIGURE 11).

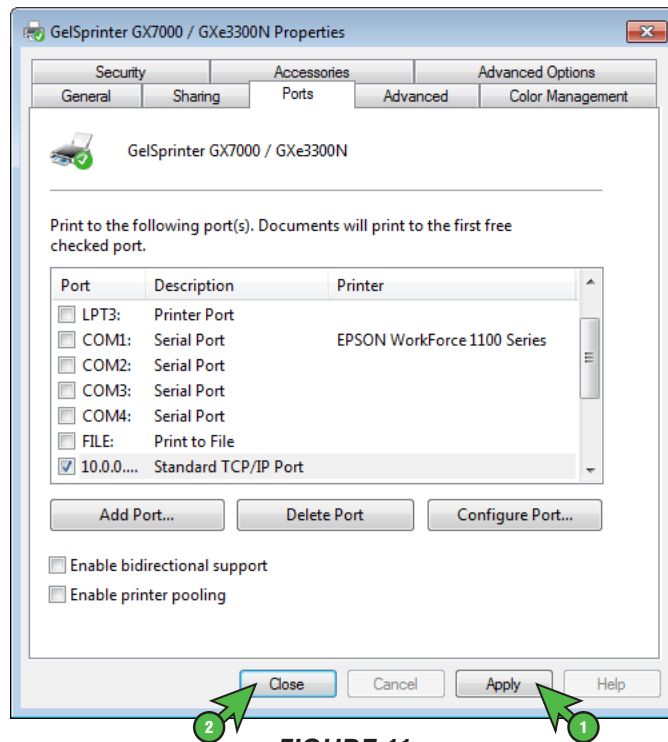


FIGURE 11

Congratulations! You have successfully configured your Ricoh printer driver for network printing.

For the absolute latest information and updates on all products, materials, processes and/or procedures relative to all offerings by or through Sawgrass Europe, please refer to our website: www.sawgrasseurope.com