Install Ricoh copier/printers.

a. Open the #All District Copy Machines folder located in the Teacher Shared drive > District Teacher Shared Folder.

b. Find a printer on the list you want to install.

c. Right click on the printer name. Select "Run as Administrator."

d. Click "yes" to allow changes.

e. Wait as printer is installed.
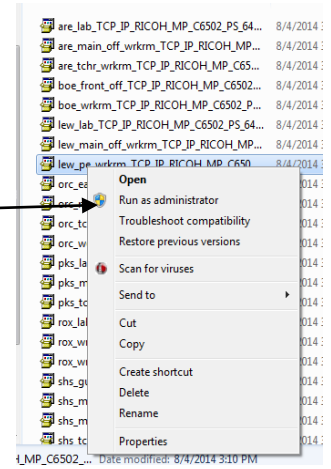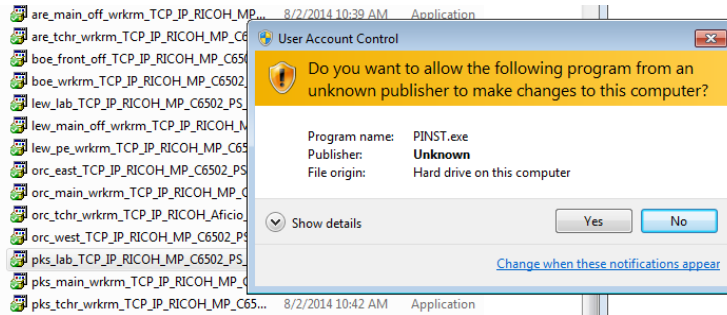
Repeat steps a-e to install additional printers. Each printer must be installed separately.

## Set a password for printing documents (Required)

a. Click on Start icon in bottom left hand corner.

b. Choose "Devices and Printers"

c. A window will show a list of the currently installed printers.

d. Right click on icon of printer to set password.

e. Select "printing preferences"

f. Click **Details** to the right of Locked Print.
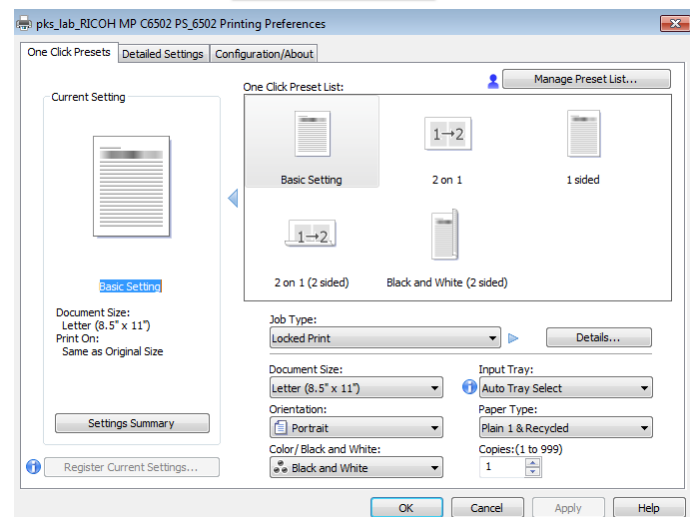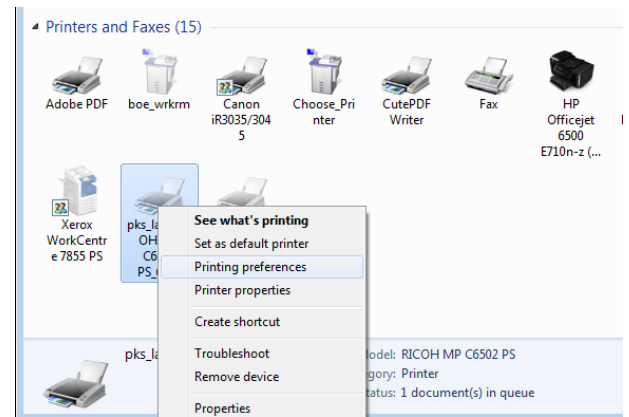
g. Type a user ID in the box. Use your first initial and up to 7 letters of your last name.

h. Type a numeric password in the password box. This password will be needed to retrieve your documents from the copier. Suggestion: use the 4 digits of your voicemail number.

Click Ok. On the next screen click APPLY and OK.
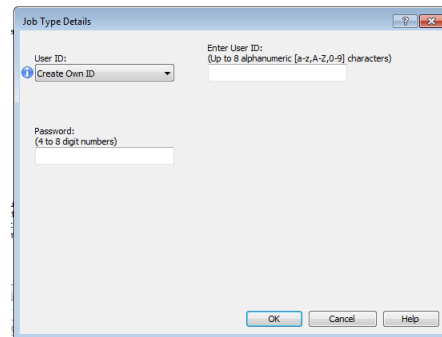
Repeat steps a-h to set a password for each printer you installed. Each printer password must be created separately.

Set a default printer

Select one printer to be your default printer. Right click on the printer name. Choose Set as default printer.