

Ricoh MP C4504ex Setup Guide (Windows)

Installation Time: 10-15 minutes

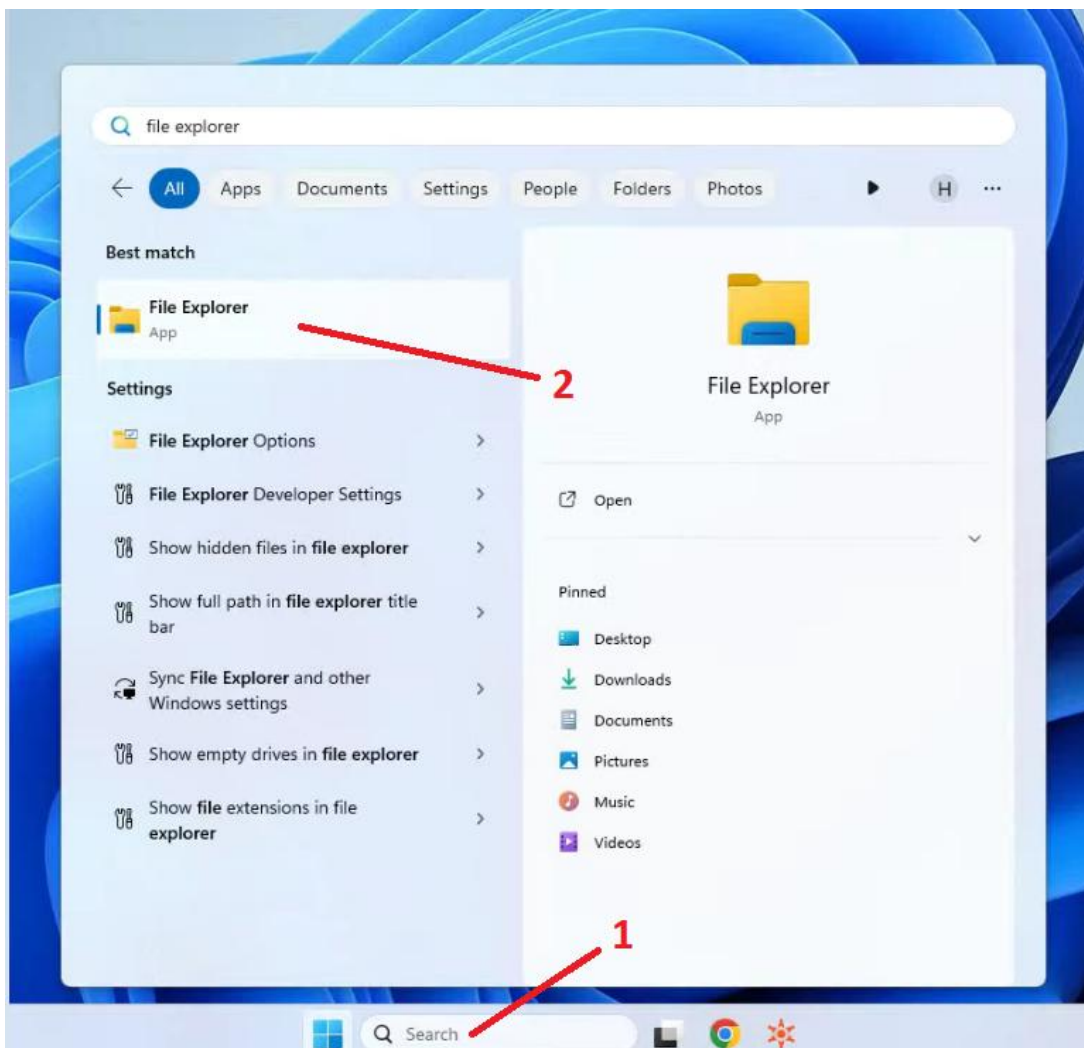
Requirements

- Have your Printer Info Sheet on hand. It contains information required for this guide
- You must be connected to the center's Internet. You cannot connect to the printer through your own mobile hotspot or ISP
- You must know basic operations of your computer such as how to get to your files, settings, applications, use a web browser, and how to restart your computer
- If your computer is IT-managed, you will need to get your IT involved especially if your computer uses a VPN, Antivirus, or Firewall. If you follow these instructions correctly and you still cannot print, there may be a restriction on your computer preventing the printing from occurring. At that point, your IT will need to get involved or they'll need to do the installation for you.**
- VPNs and Antiviruses (such as Norton, McAfee, ESET, Bitdefender) may prevent you from connecting to the printer. You may have to disable them temporarily during the installation and anytime you print
- If you're utilizing a Firewall (physical or software), you'll need Port 9100 (TCP), Port 161 (UDP), and Port 162 (UDP) to be open. This will need to be handled by your IT
- If you're utilizing a Public IP, that means your network is isolated from Premier's and you'll need to bring in your own printing solution
- Make sure there are no pending Windows updates during the printer driver installation or while printing in general. More info on that here: <https://support.microsoft.com/en-us/windows/deployment/updates-lifecycle/install-windows-updates>
- Snapdragon processors are not supported. You need a PC equipped with either an AMD or Intel processor

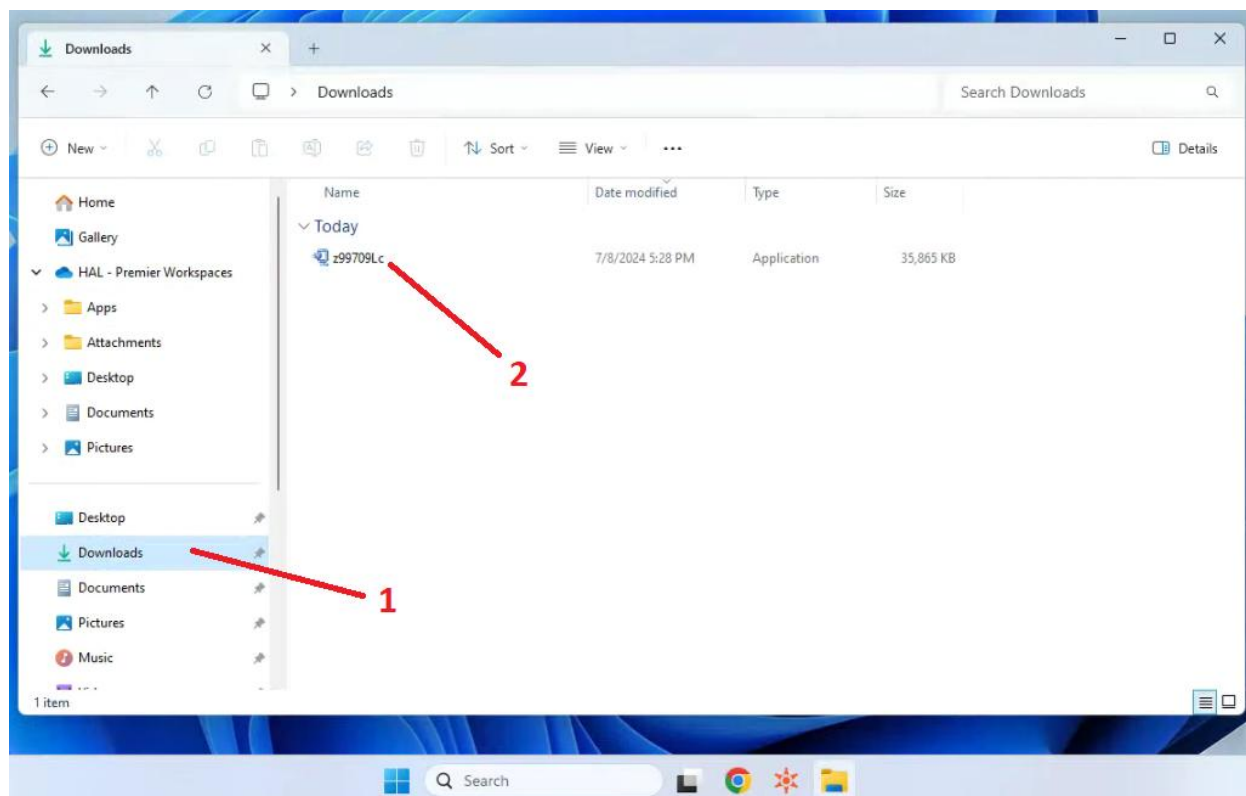
Step 1: Download the printer driver using this link:

https://support.ricoh.com/bb/pub_e/dr_ut_e/0001333/0001333394/V1500/z99709Lc.exe
(if this link is broken, please notify staff so they can notify IT)

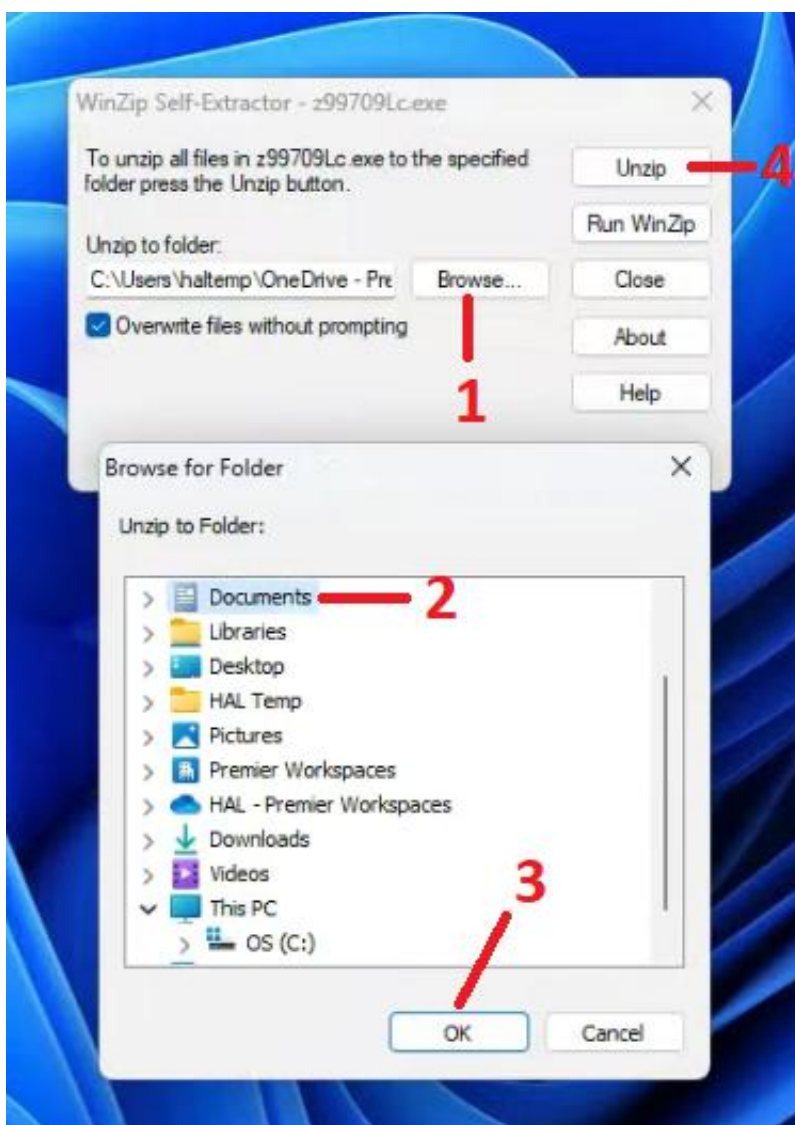
Step 2: Search for **File Explorer** from your taskbar and click on the app



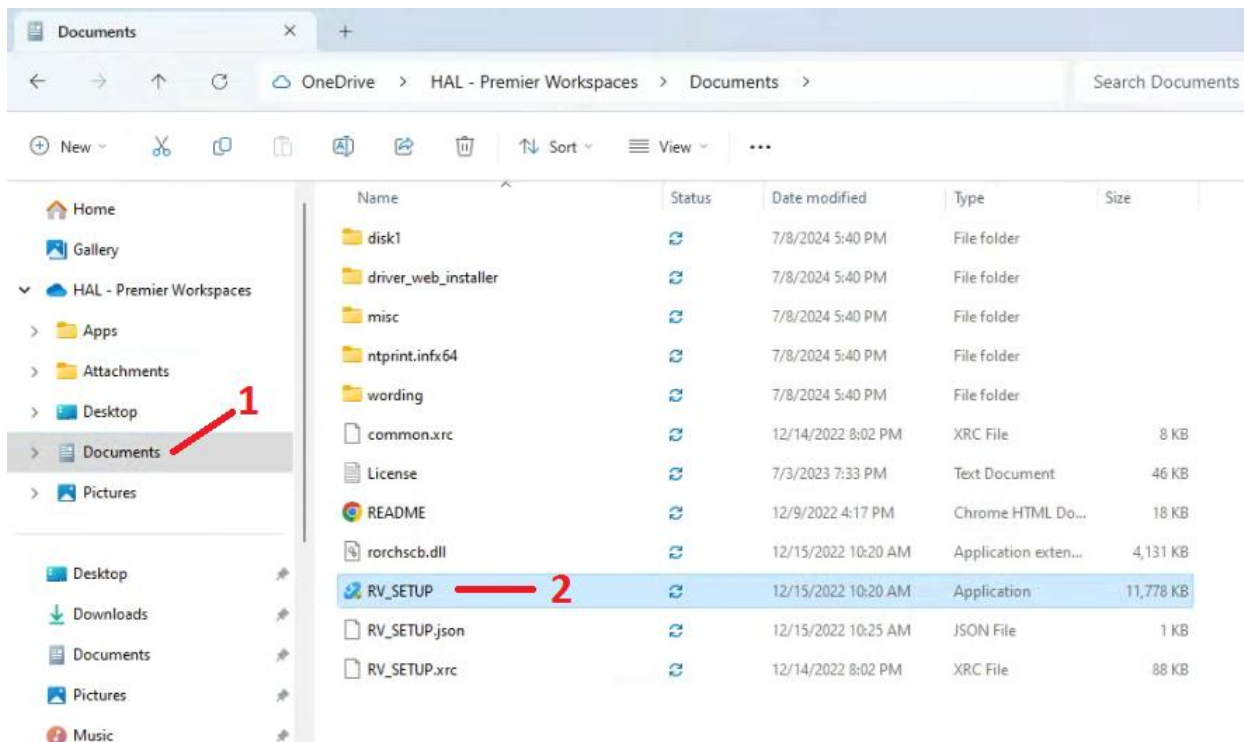
Step 3: Go to your **Downloads** folder and double-click on the driver installer that you just downloaded. The file name should be **z99709Lc**



Step 4: Click on the **Browse** button and select whichever folder you want to save the printer driver files to. For this example, I am selecting the **Documents** folder. Click **OK** and then click **Unzip**



Step 5: Go to the folder where you saved the printer driver files. Then double-click on the file called **RV_SETUP**



Step 6: The driver installer will now open. Click **Agree and go to Next**. Then click **Next**. You will then get a Network Connection Error (press **OK** when that appears). Then click on **Click if you cannot find the device** button. Then click **Next**. Enter the **IP address** (as shown below) and then click **Search**. Click on the **MP C4504ex** under **Device Name** and then click **Next** at the bottom. Then click **Finish**.

Driver Installer

Install Steps

- End User License Agreement
- Select a setup method
- Devices and Drivers Settings
- Select a device**
- Select a device driver
- Printer Preference
- Install/Update
- Complete

Search by IP address

Please enter the device's IP address and click (Search).
For how to check the device's IP address, please refer to the User Guide.

IP address:

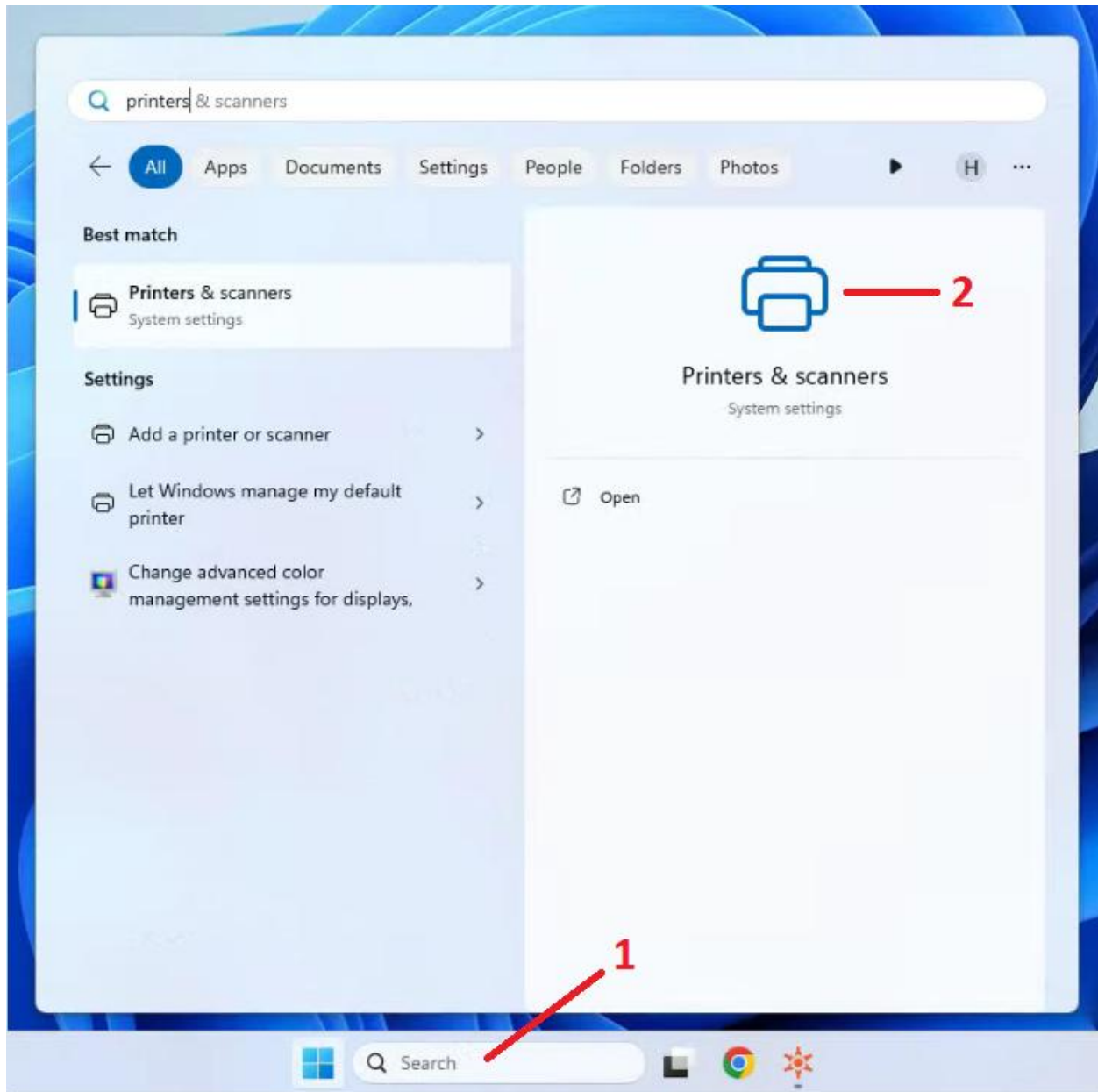
Searching completed.

Device Name	IP Address	Comment
MP C4504ex	10.01.50.50	

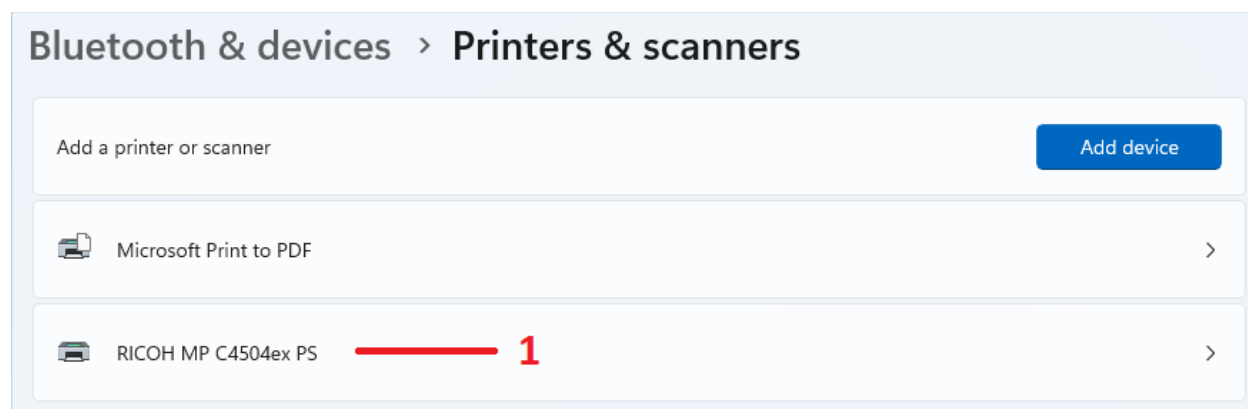
☐ Manually enter the settings

Back Next Cancel

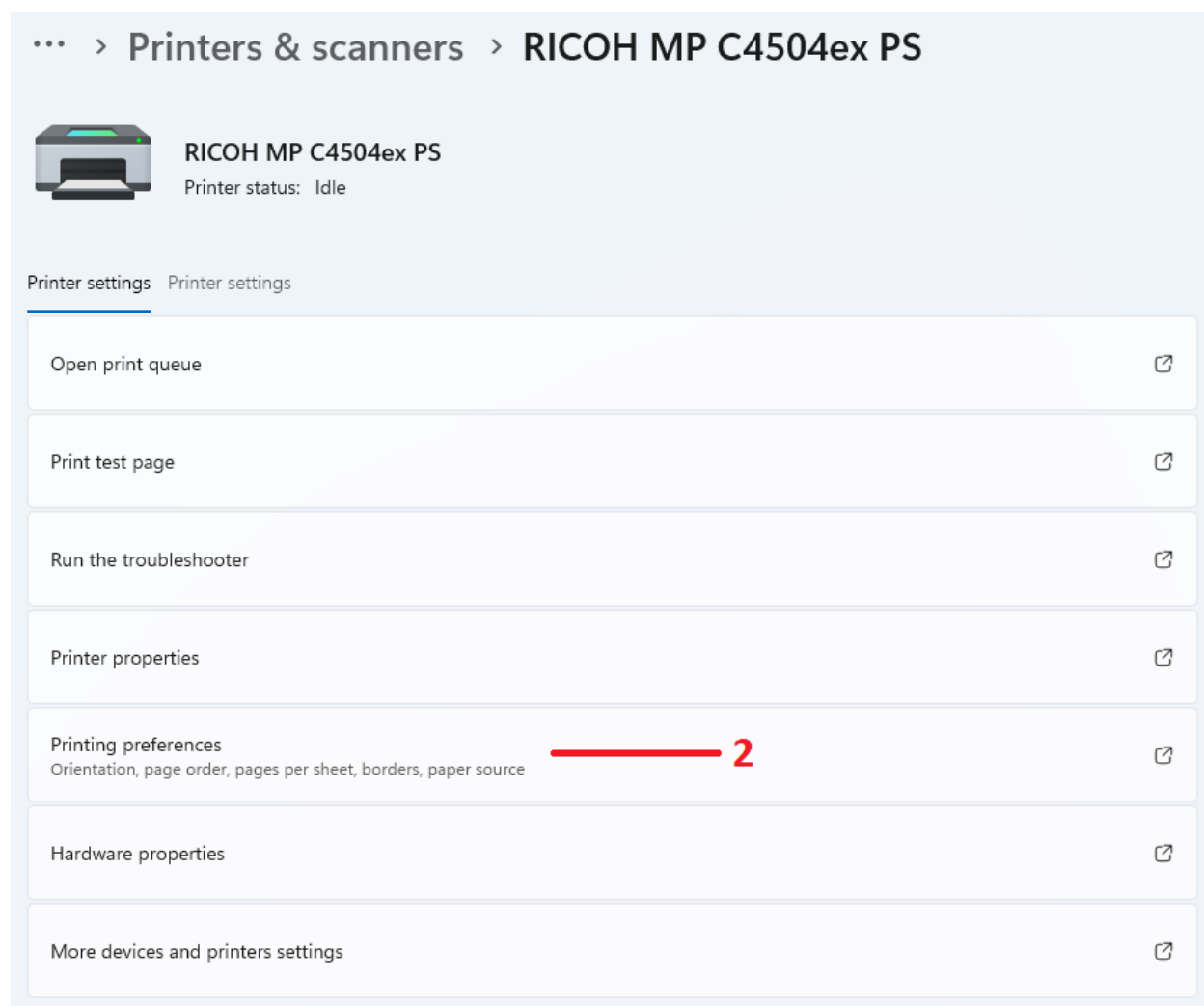
Step 7: Search for **Printers & scanners** from your taskbar and click on the app



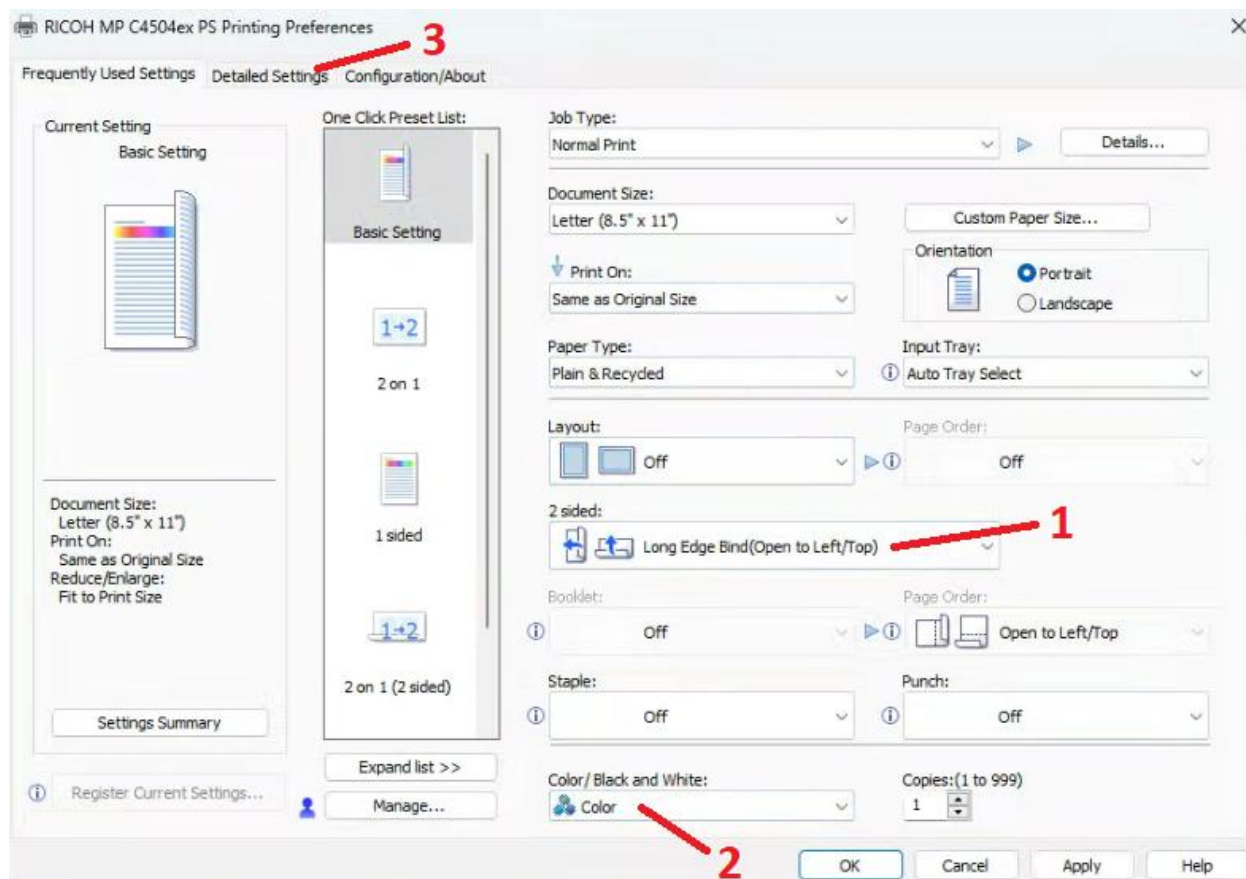
Step 8: In the list of printers, click on the named **Ricoh MP C4504ex PS**



Then click on **Printing preferences**



Step 9: At this time, decide if you want 1-sided or 2-sided printing. Also, decide if you want Color printing or Black and White at the bottom. Once you've selected your options, click on the **Detailed Settings** tab at the top



Step 10: From the menu, click on **Job Setup**. Enter your **User Code** (found on your Printer Info doc). Then click **Apply** at the bottom. Then click **OK**. You are now finished and can print!

