

Connect to the central *Ricoh* printers via Windows 10

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1. Open the overview of printers

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A. Open the start menu and navigate to the letter P to open the Printserver or B open the explorer.



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2. Select printer and configure the authentication

If you've chosen B in step 1 you'll have to enter "\\uhrz-wprnpdez1" in the address bar to get to this view. You can now search for the printer in the search bar to the right of the address bar.



With a double click on the printer, the driver will be installed on your pc. Afterwards, the printer queue will open

Attention! You won't be able to print on the central printer yet, you'll have to enter the AG-specific Printer-password in the printer settings.



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To access the printer settings, navigate to *Drucker* and then *Druckeinstellungen*



In the settings, click on *Detaill. Einstellungen* and under *Job-Setup*, you can enter the Printer-password in the marked field. You can ask for the password in your secretary's office.





3. Set up confidential print job

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Under Jobtyp, select Vertraulicher Druck and click Details.

Haufig verwendete Einstellungen Detai	Menü:	
Aktuelle Einstellung	Job-Setup Job-Se	tup Standard wiederhers
	Allgemein Papier 2-sei./Layout/Brosch.	raulicher Druck 2 Details
	Cetails Jobtyp	?
	D 3 Anwender-ID:	Anwender-ID eingeben: (Bis zu 8 alphan. Zeichen [a-z,A-Z,0-9,"_",",",",",",",",",",",",",",",",",",
Anwendereinstellung Dokumentenformat: A4 (210 x 297 mm) Druck auf: Wie Vorlagenformat Verkleinern/Vergrößern:	Passwort: (4 bis 8-stelline Nummern)	
An Druckformat anpassen	****	selbst gewählte PIN hier eintragen
Einstellungszusammenfassung		
Aktuelle Einstellungen speich		

You can now specify an ID and Password which you'll be prompted to enter if you want to print a document on a central Ricoh printer.

Click OK to save all settings. The printer can now be used.