

Installing A Ricoh Copier/Printer

Windows XP

Click Start > Printers and Faxes

In the **Address** line type: [\\equitrac](http://equitrac) and then click **Comments**. This will alphabetize the different departments. Scroll down until you find the desired Ricoh and left click on the **Name** to add it to your printer list. Once added to your Printer and Faxes list, if you want it to be your default then you need to right click on the Ricoh icon and scroll down until you find “Set As Default Printer” and left click. That’s it.

