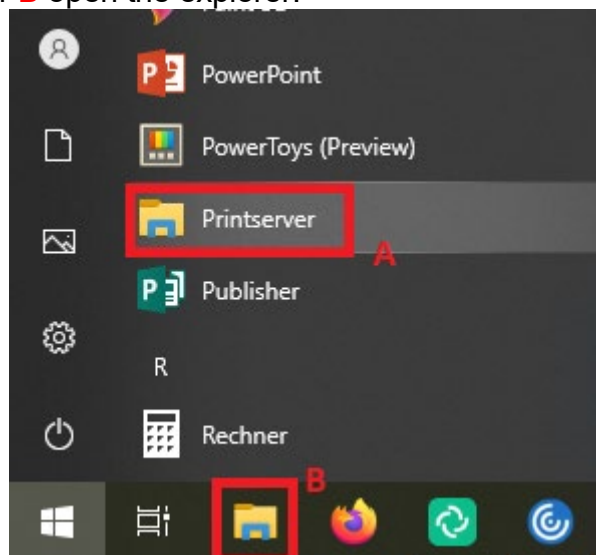


Connect to the central *Ricoh* printers via Windows 10

05.10.2021

1. Open the overview of printers

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



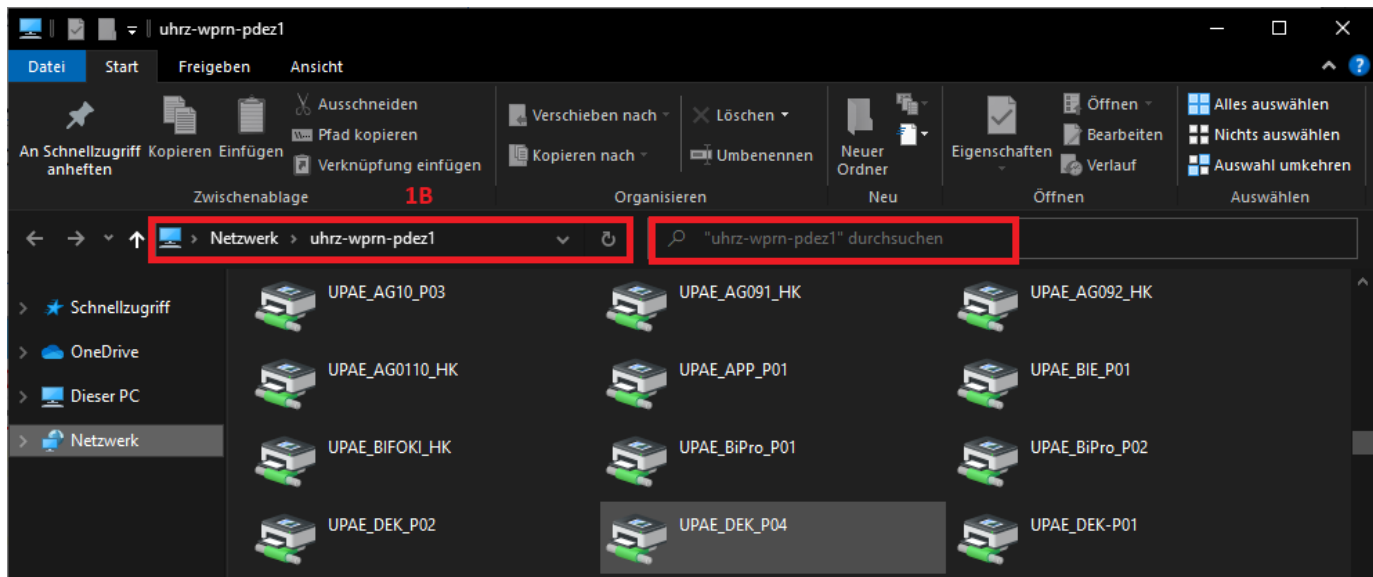
IT-Department
IT-Support

Room Building Z, Z1-101
Telephone +49 521 106-67776
edv-support.ew@uni-bielefeld.de
www.uni-bielefeld.de/ew/edv

Bielefeld University
Universitätsstraße 25
33615 Bielefeld
Germany

2. Select printer and configure the authentication

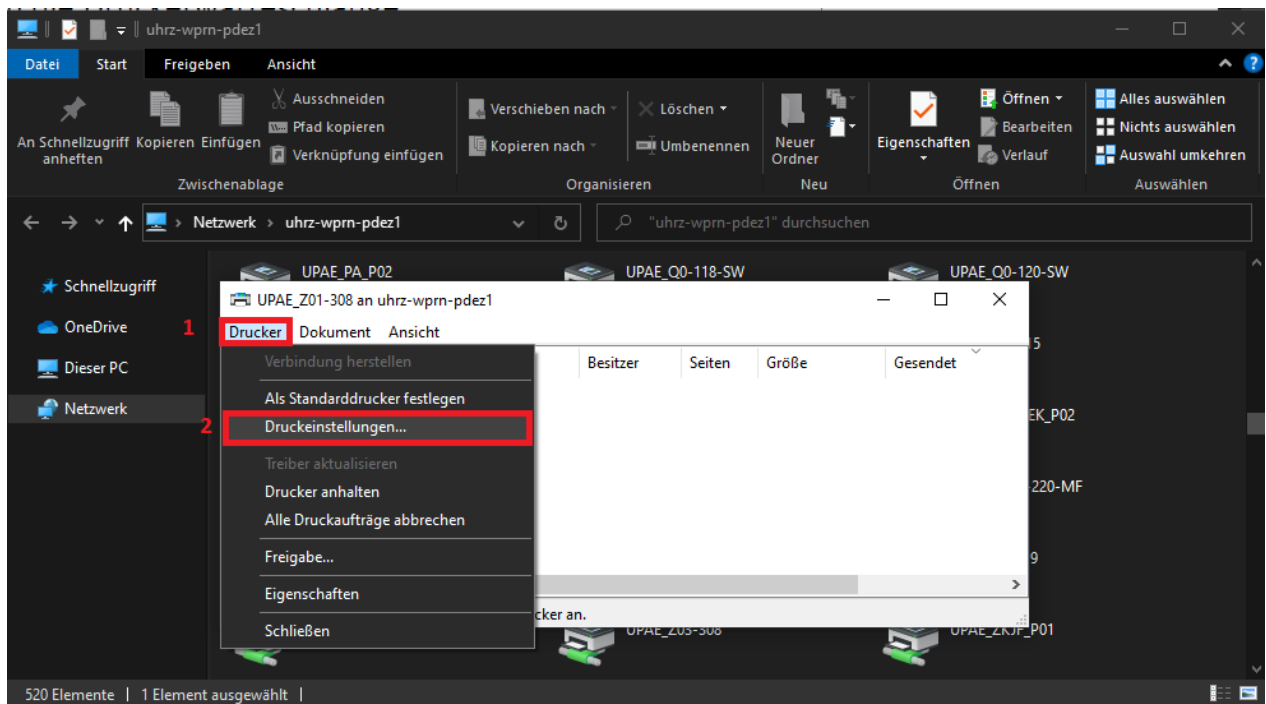
If you've chosen B in step 1 you'll have to enter „\\uhrz-wprn-pdez1“ in the address bar to get to this view. You can now search for the printer in the search bar to the right of the address bar.



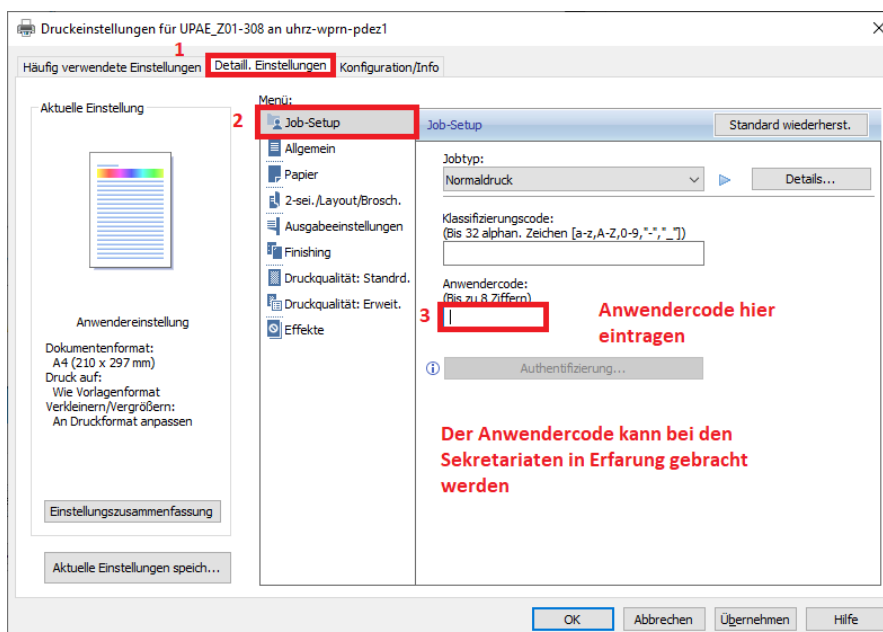
With a double click on the printer, the driver will be installed on your pc. Afterwards, the printer queue will open

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.

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

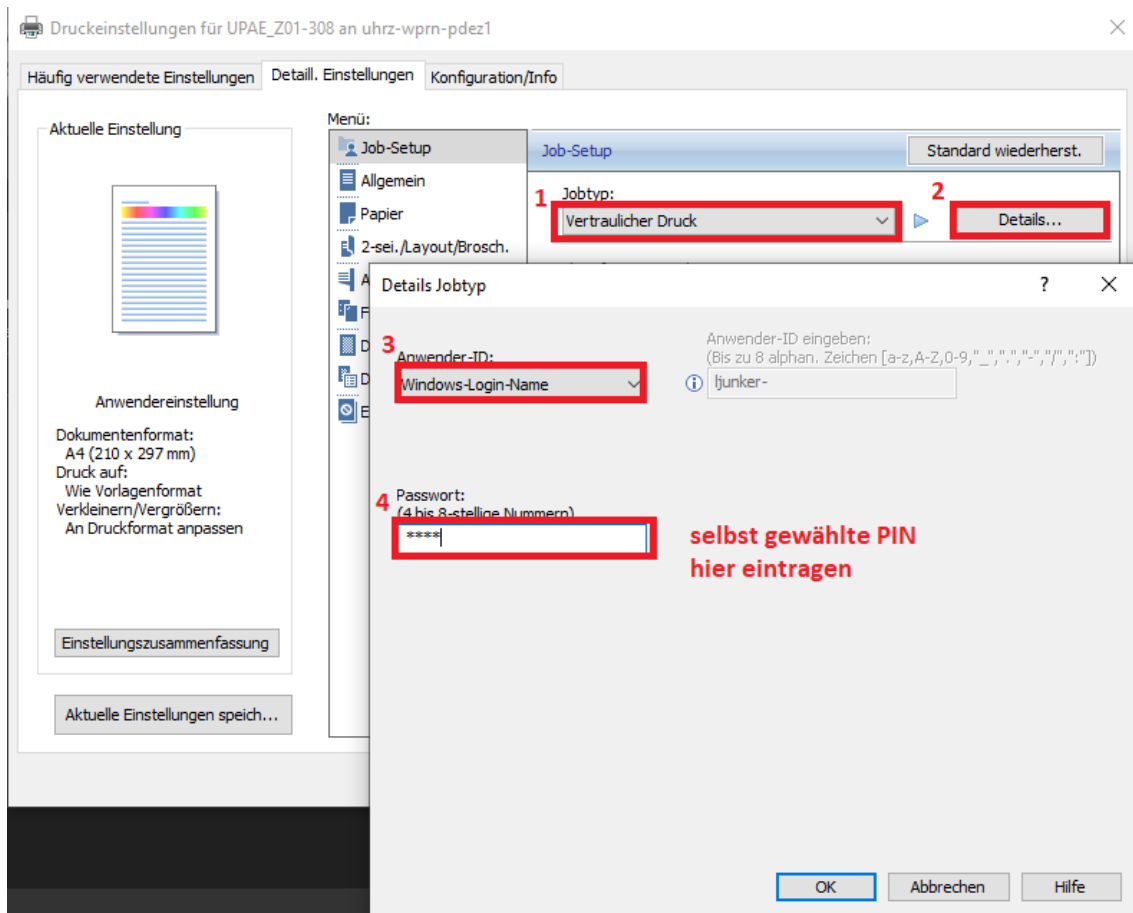


In the settings, click on *Detaill. Einstellungen* and under *Job-Setup*, you can enter the Printer-password in the marked field. You can ask for the password in your secretary's office.



3. Set up confidential print job

Under *Jobtyp*, select *Vertraulicher Druck* and click *Details*.



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.