Knowledgebase > Print > For Microsoft Windows: Adding New Ricoh Printer MP C3004, MP C8003 and MP C6503 in EOSM 113 and ESB 2027 (Windows)

For Microsoft Windows: Adding New Ricoh Printer MP C3004, MP C8003 and MP C6503 in EOSM 113 and ESB 2027 (Windows)

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Overview

The following steps explain how to set up print for the Ricoh Aficio MP C6503P printer in the ESB Building room 2027 and Ricoh Aficio MP C8003 Main room 113, for Microsoft Windows computers. If you require assistance with any of these steps, please submit a new ticket by emailing helpdesk@eoas.ubc.ca or by going to the https://helpdesk.eoas.ubc.ca web site and clicking the **New Ticket** button to fill out a request.

NOTE: You will need five digit user code from your supervisor.

Driver Download and Extraction
The latest Ricoh Aficio MP C8003/MP C6503 driver installation executable can be downloaded from Ricoh's support
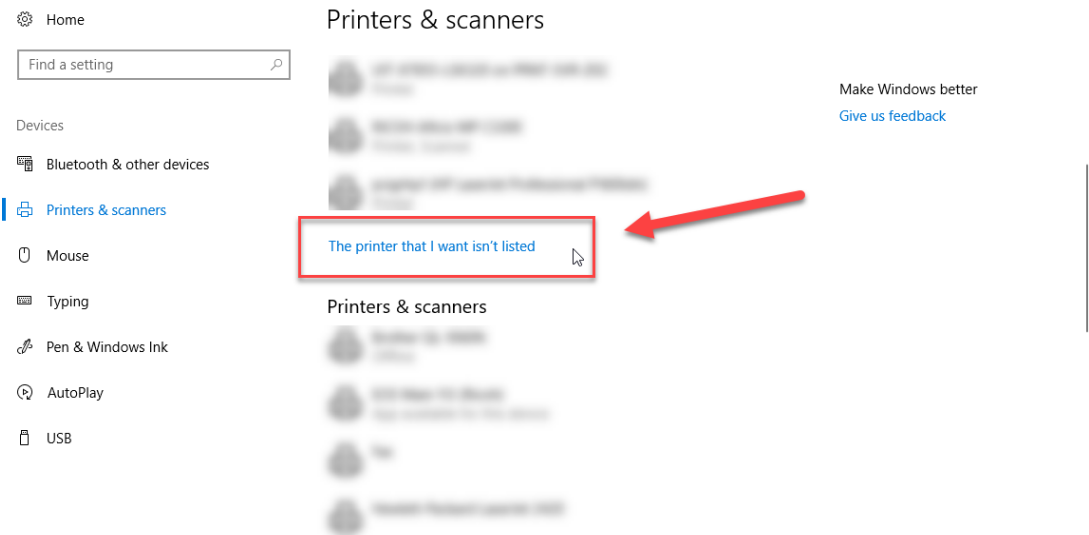
web site:

Location	Printer Model	Driver Link
EOSM 326D	Ricoh MP C3004	http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mpc3004/mpc3004.htm
ESB 2027	Ricoh MP C6503	http://support.ricoh.com/bb/html/dr_ut_e/re1/model/c8003/c8003.htm
EOS Main 113	Ricoh MP C8003	http://support.ricoh.com/bb/html/dr_ut_e/re1/model/c8003/c8003.htm

We recommend using the PCL 6 driver.

Download the executable file and **before** you run the executable, create a temporary folder; the executable file will extract and place the print files in a folder that you specify. Once the executable is downloaded to your computer, run the program to extract the installation files to the folder you created. When complete, the folder you created will contain a new folder, inside that folder will be another folder named *disk1* and inside that folder are the print driver files.

Add the Ricoh Aficio Driver

For Windows 10, to add the printer to your computer, begin by following the instructions at https://support.microsoft.com/en-ca/help/17155/add-a-printer. Scroll down the list of printers discovered on the network until you find the link **The printer that I want isn't listed**, click that link.

In the **Add Printer** dialogue, click the **Add a printer using a TCP/IP address or hostname** and click the **Next** button. In the **Hostname or IP address** box, enter the printer's IP address from the table below and click the **Next** button.

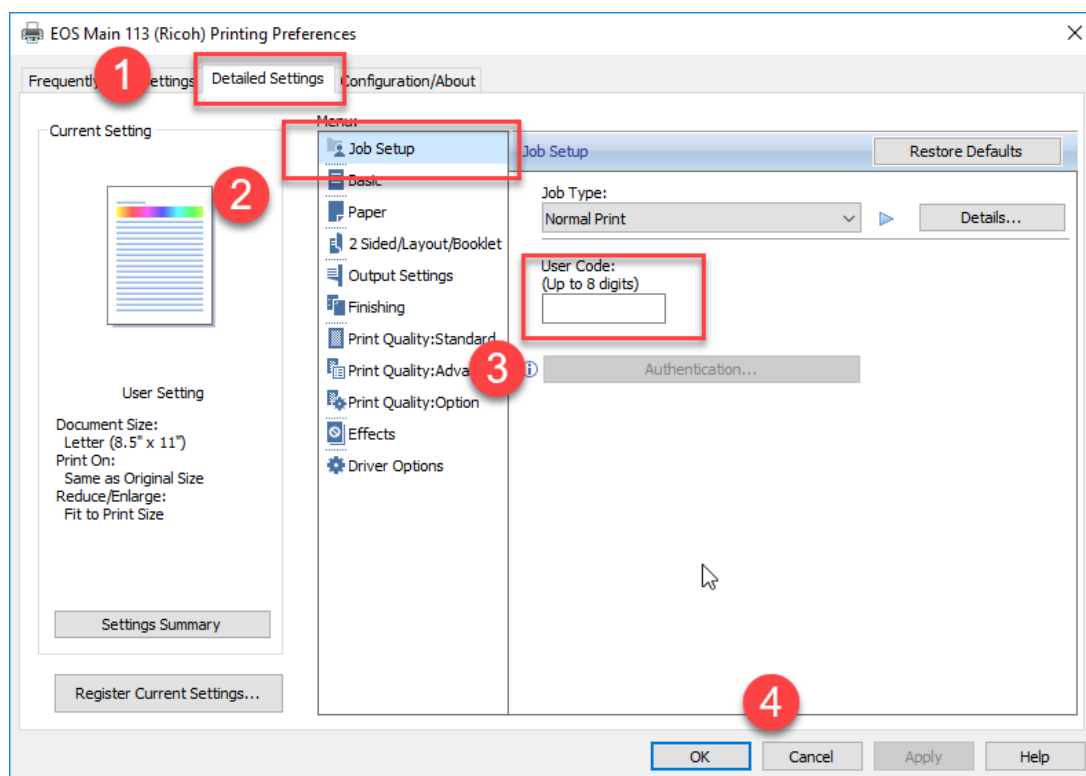| LocationPrinter	ModelPrinter	IP Address
EOSM 113A	Ricoh MP C8003	142.103.250.5
ESB2027	Ricoh MP C6503	137.82.139.20
EOSM 326D	Ricoh MP C3004	137.82.49.244

Be sure to unselect:

Query the printer and automatically select the driver to use

then:

Select the location from the **Driver Download and Extraction** section of this article.

Entering the User Code

1. For Windows 10, click the Windows Start button, type in **Printers & Scanners** and select the top menu item from the search result.
2. Once in the **Printers & scanners** dialogue, click the printer's icon and select the **Manage** button.
3. On the left of the window, select **Printing Preferences**.
4. Select the **Detailed Settings** tab.
5. Select **Job Setup** from the list of **Menu** items.
6. Enter your **User Code** in the input box, then click OK.

Using wireless or from off-campus :

Our printers are behind a firewall

If you are using a wired ethernet connection in eoas, you should be able to print. (please disconnect from Cisco Anyconnect, the myvpn.ubc.ca vpn software)

Off campus or using UBC wireless a connection through myvpn.ubc.ca is required.

In addition your Campus Wide Login name (cwlname) must be registered in our firewall

Please send a ticket or email requesting printer firewall enrollmnet with your Campus Wide Login name

Then usage of myvpn.ubc.ca requires logging in with CWLname with appended .eos (CWLname.eos) and the usiual CWL passowrd

to check your networks connection

use a browser to visit the printer website

http://142.103.250.5 or

http://137.82.139.20