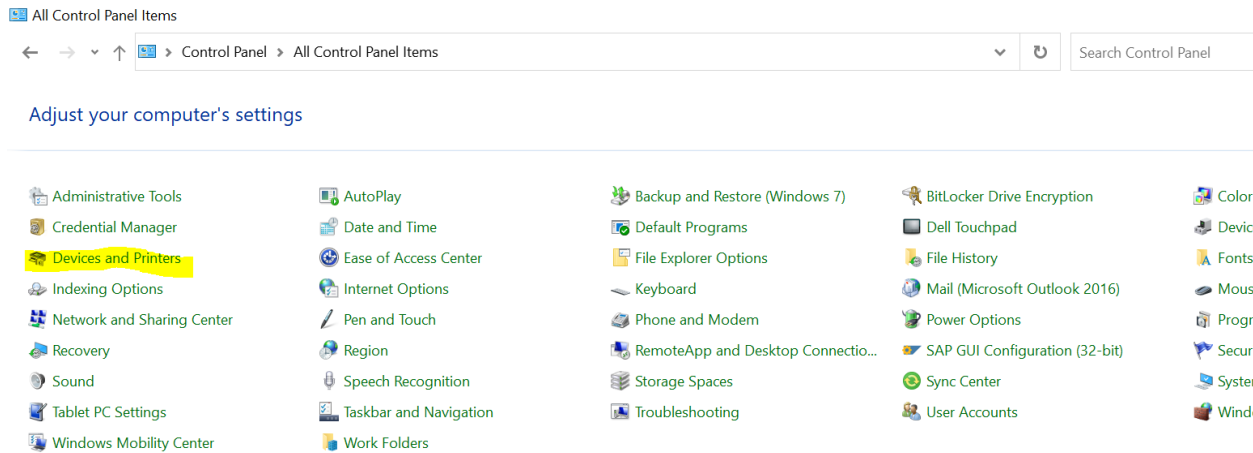
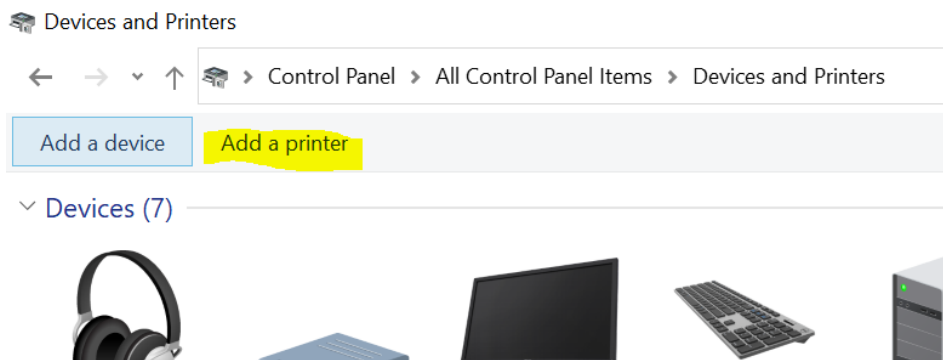


Adding Clinic Printers

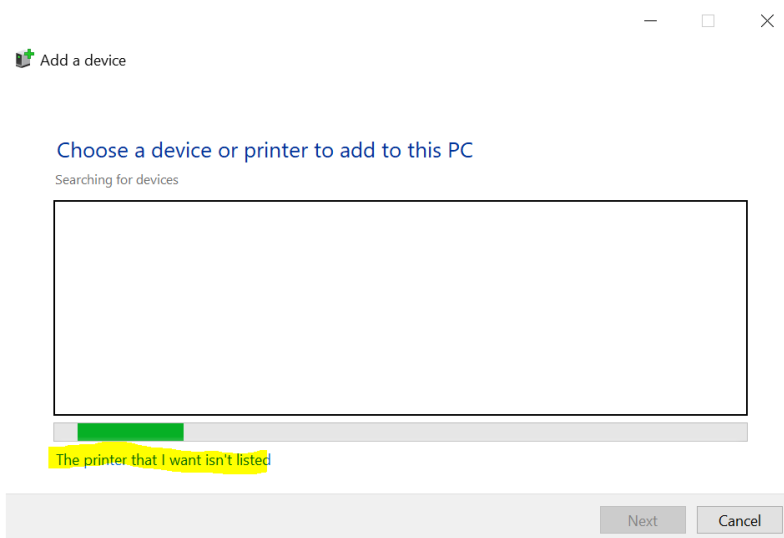
1. Sign out of VM desktop.
2. Select **“Start”** and type **“control panel”** in the search box.
3. From the control panel menu click on **“Devices and Printers”**



4. Click **“Add a printer”**



5. Click **“The printer that I want isn't listed”**



6. Click **“Add printer using TCP/IP”**

×

← Add Printer

Find a printer by other options

My printer is a little older. Help me find it.

Find a printer in the directory, based on location or feature

Select a shared printer by name

Browse...

Example: \\computename\printername or
http://computename/printers/printername/printer

Add a printer using a TCP/IP address or hostname

Add a Bluetooth, wireless or network discoverable printer

Add a local printer or network printer with manual settings

Next Cancel

7. For IP address enter:

192.168.149.37 for Area 027 Printer

10.125.67.142 for Vault Area Printer

10.125.67.116 for Area 035 Printer

×

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 192.168.149.37


Port name: 192.168.149.37

Query the printer and automatically select the driver to use

Next Cancel

8. Name the printer.

×

←  Add Printer


You've successfully added RICOH MP 6055

Printer name:

This printer has been installed with the PCL6 V4 Driver for Universal Print driver.

9. Do not share.

×

←  Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

10. Log back into VM desktop and clinic printers should now appear as an option when printing.