

On Your Computer:

1. Determine your new IP scheme:

- a. While holding down the Windows () key (between Ctrl and Alt- left of spacebar), press the R key,
- b. In the “Open” window, type cmd, then enter. This will open a black screen,
- c. Type ipconfig/all
- d. If your PC is connected with a network cable, look for the section labelled “Ethernet adapter Ethernet”
- e. Note the following (the ones with 4 sets of numbers separated by dots, not colons):
 - i. IPv4 Address (example: 192.168.1.25),
 - ii. Subnet Mask (usually 255.255.255.0),
 - iii. Default Gateway,
 - iv. DNS Servers (up to 3)

2. Find an open IP address on your new network:

- a. Using the first three sets of numbers in your IPv4 address, determine an IP address you would like to test:
(ex) IPv4 Address is 192.168.1.20, try 192.168.1.(choose a number between 220 and 245),
- b. While still in the black screen, type ping 192.168.1.(245, or whatever number you want to try) and enter,
- c. If you get either “Timed Out” or “Destination Host Unreachable”-

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Pinging 192.168.1.224 with 32 bytes of data:
Reply from 172.20.64.1: Destination host unreachable.

Ping statistics for 192.168.1.224:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
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you can use that IPv4 address for your copier.

If you get 4 replies-

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Pinging 192.168.1.20 with 32 bytes of data:
Reply from 192.168.1.20: bytes=32 time=1ms TTL=127

Ping statistics for 192.168.1.20:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 1ms, Maximum = 1ms, Average = 1ms
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that IP address is taken- try another one.

At the copier:

3. Choose “User Tools” (could be a physical button) or “Settings”. Look for a grid icon on the right side of the Home Screen). Then choose “System Settings” (may have to choose “Machine Features” first). Choose “Interface Settings”. This is where you will enter the IPv4 Address you found in step 2c, and the other settings in step 1e.
4. Exit the User Tools. After a minute, your copier should now be back on your network.

On Your Computer:

5. Access your Printers list:

- a. Windows+R (from step 1a) and enter shell:printersfolder (no spaces, all lower-case) and press enter,
- b. Right-click on your Ricoh printer and choose “Printer Properties” (halfway down the list- not all computers have this). If not there, choose “Properties” at the bottom of the list.

- c. Choose the "Ports" tab,
- d. Click "Add Port...", choose "Standard TCP/IP Port", and click "New Port...",
- e. Click "Next>" to start the wizard,
- f. Enter the IPv4 Address from step 2c in the top field (the bottom field will auto-fill), and click next,
- g. Click "Finish", then click on "Configure Port" and uncheck "SNMP Status Enabled". Click "Apply".
- h. Your PC is now configured to print on the new network.

If this does not resolve your issue please contact your network support provider. Metro Sales can offer onsite billable network reinstall at our hourly billable rate.