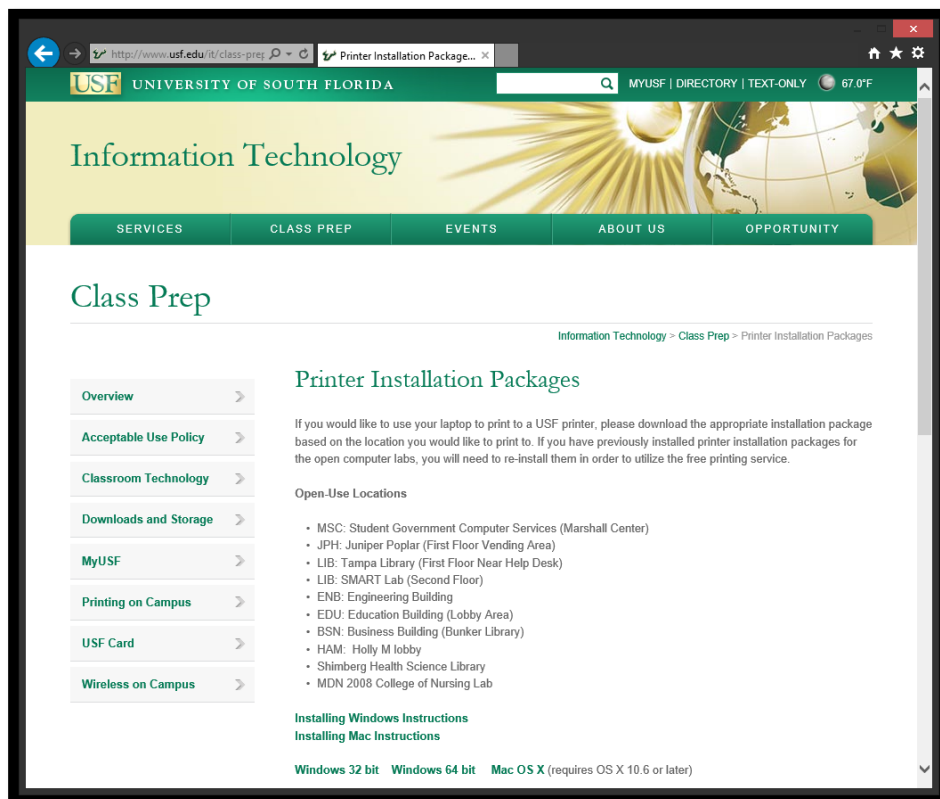




Windows Instructions

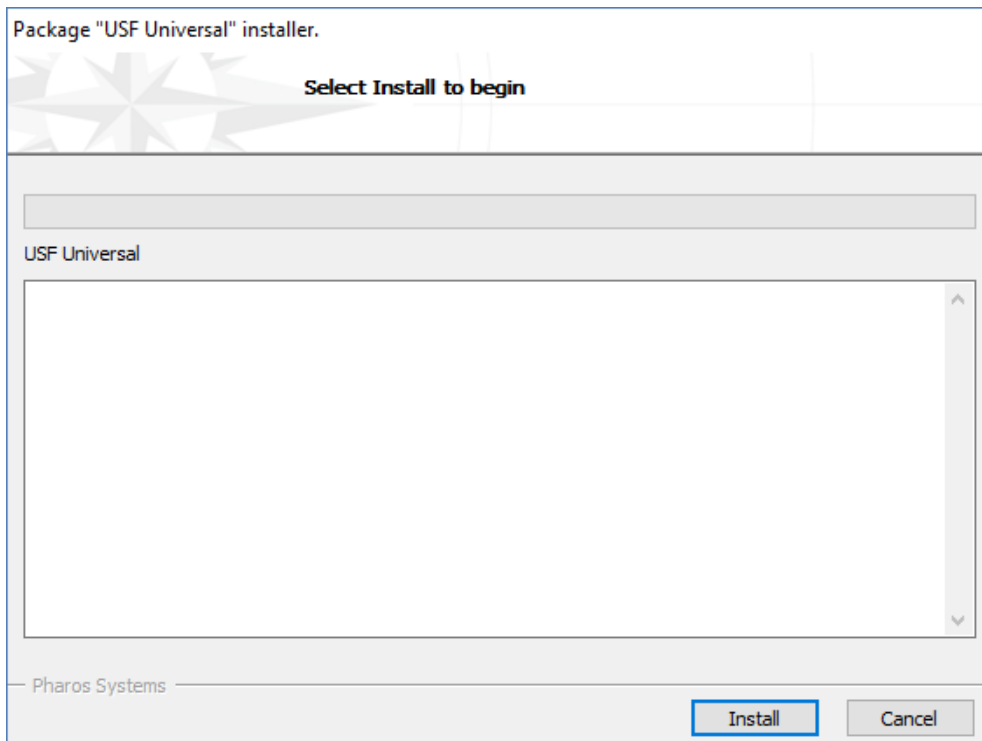
Before you can begin using the USF Free Printing system, you must first install the "USF_Ricoh_Universal" printer on your machine.

Open a browser and navigate to <http://www.usf.edu/itprinting>

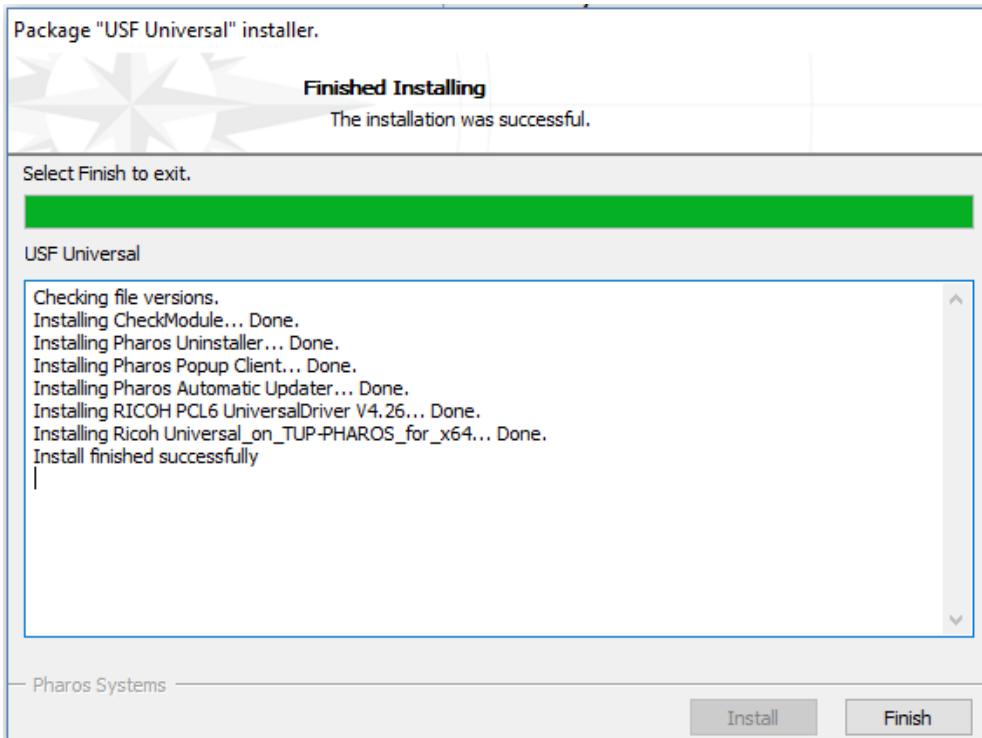
A screenshot of a web browser displaying the USF Information Technology website. The page is titled "Class Prep" and "Printer Installation Packages". It includes a navigation menu with "SERVICES", "CLASS PREP", "EVENTS", "ABOUT US", and "OPPORTUNITY". The main content area has a sidebar with links like "Overview", "Acceptable Use Policy", "Classroom Technology", "Downloads and Storage", "MyUSF", "Printing on Campus", "USF Card", and "Wireless on Campus". The main text explains that users need to download an installation package based on their location. A list of "Open-Use Locations" includes MSC, JPH, LIB, ENB, EDU, BSN, HAM, and MDN. At the bottom, there are links for "Installing Windows Instructions" and "Installing Mac Instructions", with "Windows 64 bit" highlighted as the selected option.

Click on Printer Installation Packages. Select Windows 64 bit" to download the printer setup package. When prompted to Run or Save, select "Run".

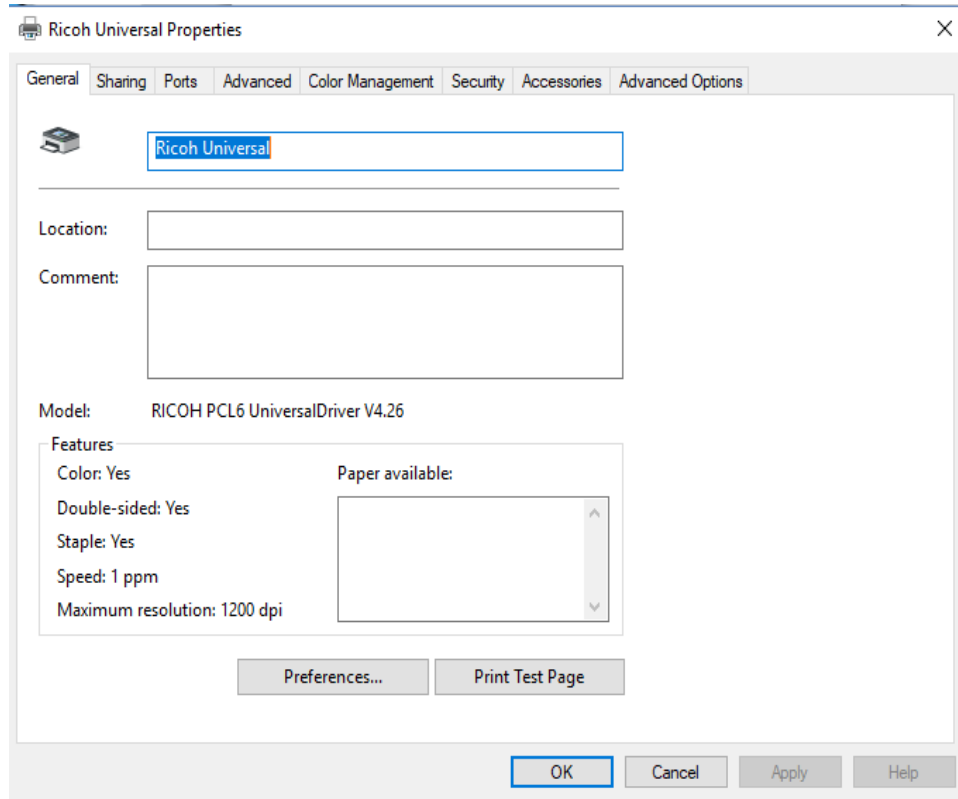
An installer window will appear. Select "Install" to begin the installation.



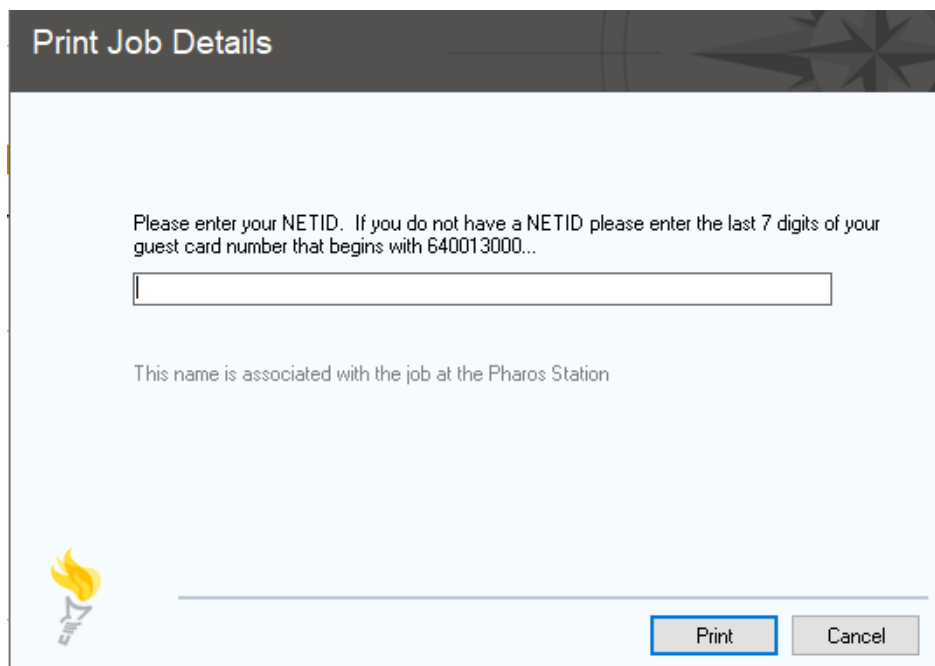
When the installation is complete, select "Finish".



When printing a document, select “Ricoh Universal” from your printer list and select “Print” .
*By default, documents are set to singled-sided, black and white. Click “Preferences” to make changes.



The following window will appear and prompt you to enter your NETID. Enter your NETID and select “Print” .



Your document will be submitted to the USF Central Print Server and can then be released at any of the USF Open-Use Printing locations

If you have any questions, please contact the IT Help Desk at (813) 974-1222 or help@usf.edu.