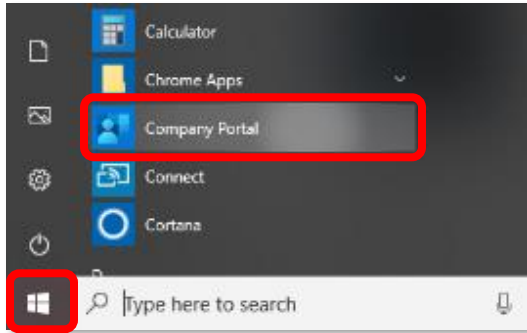


Installing Printers – Surface Pro

Install Print Assistant on a Surface Pro

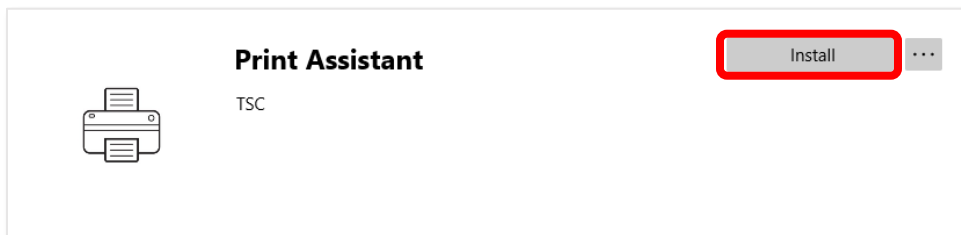
1. Click on the **Windows Start Menu** on the bottom left corner.
2. Open **Company Portal**



3. Click on **Print Assistant** as this program will perform your printer install

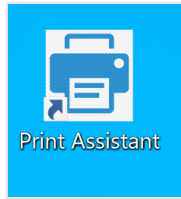


4. Click on the install button. (Installation will be 1-3 minutes)

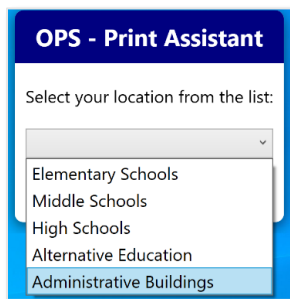


Installing Printers – Surface Pro

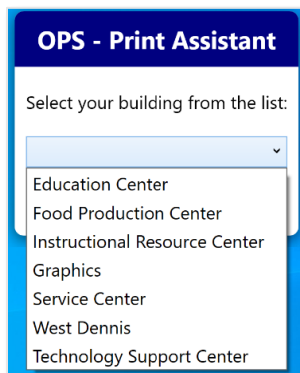
5. Launch **Print Assistant** from your desktop



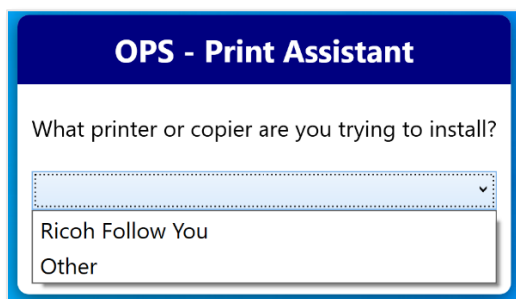
6. The screen will flash black then the program will launch. Select your location and click **OK**



7. Select your building and click **OK**

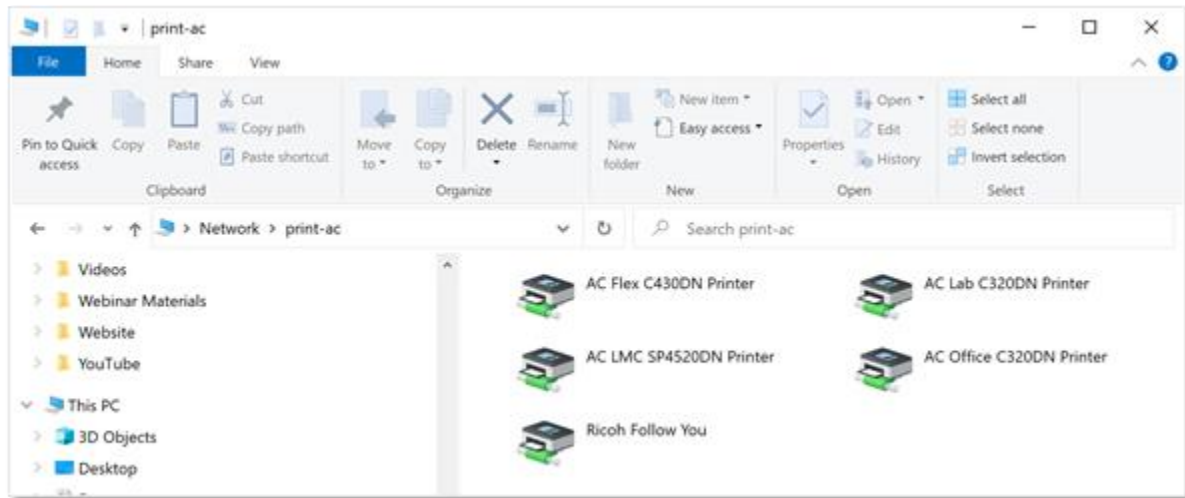


8. For copiers select "Ricoh Follow You" (You are done). For printers select other.



Installing Printers – Surface Pro

9. This will open a window that will display your building's printers.
10. Double click on the printer you want to install.



Installing Printers – Surface Pro

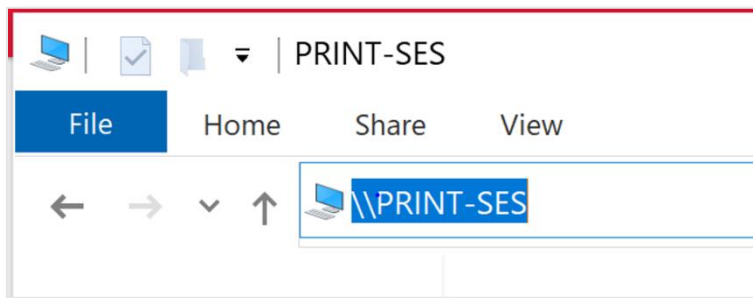
Alternative Install Method

1. Click on the **File Explorer** icon on your Taskbar to open a File Explorer window



2. Copy/paste or type in the corresponding link below that matches your building location in the address bar of the File Explorer window and hit Enter. See below for our printer directory.

For example, for Arbor Creek you would copy/paste or type in <\\PRINT-SES>.

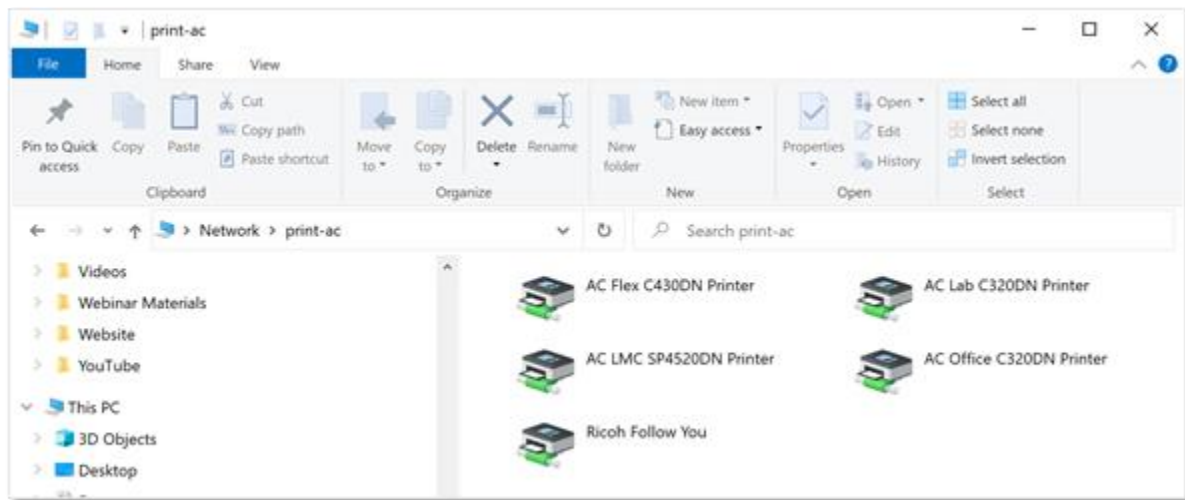


Please find the printer directory below to locate your printer.

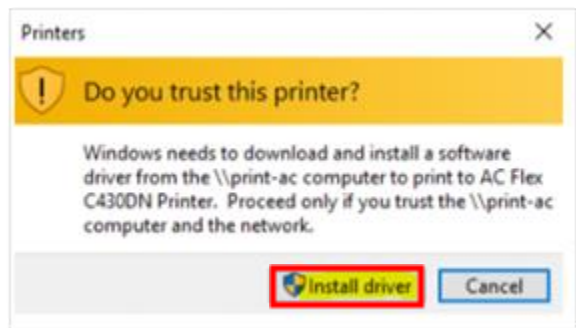
Arbor Creek \\print-ses	Forest View \\print-nes	Madison Place \\print-ses	Ravenwood \\print-nwes	Chisholm Trail \\print-sms	Olathe East \\print-e
Bentwood \\print-ees	Fairview \\print-nes	Meadow Lane \\print-nwes	Scarborough \\print-ses	California Trail \\print-ems	Olathe North \\print-n
Black Bob \\print-ses	Green Springs \\print-ses	Manchester Park \\print-wes	Sunnyside \\print-ses	Frontier Trail \\print-nms	Olathe Northwest \\print-nw
Briarwood \\print-wes	Havencroft \\print-ses	Northview \\print-nwes	Tomahawk \\print-ees	Indian Trail \\print-sms	Olathe South \\print-s
Brougham \\print-ses	Heatherstone \\print-ees	Pleasant Ridge \\print-ees	Walnut Grove \\print-ees	Mission Trail \\print-wms	Olathe West \\print-w
Cedar Creek \\print-wes	Heritage \\print-ses	Prairie Center \\print-nes	Washington \\print-nwes	Oregon Trail \\print-wms	EDC/FPC/IRC \\print-ec
Central \\print-ees	Indian Creek \\print-ees	Regency Place \\print-ees	Woodland \\print-nwes	Prairie Trail \\print-nwms	TSC \\print-tsc
Countryside \\print-ees	Mahaffie \\print-nwes	Ridgeview \\print-nes	Westview \\print-nes	Pioneer Trail \\print-ems	Mill Creek \\print-ae
Clearwater r Creek \\print-wes	Millbrooke \\print-nwes	Rolling Ridge \\print-nes		Santa Fe Trail \\print-nms	Campus \\print-ae
				Summit Trail \\print-nwms	HLC/HMC \\print-ae
					OSC/WD \\print-wd
					PLC \\print-ae

Installing Printers – Surface Pro

3. This will open a window that will display your building's printers.
4. Double click on the printer you want to install.



5. Click **Install Driver**
6. If you're prompted to allow "this device to make changes", click **Yes**.



7. The printer should now be installed and available to print.

