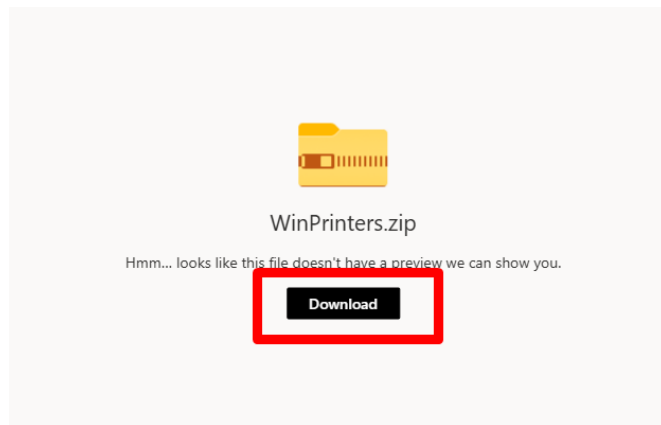


Windows Print Management Driver Installation

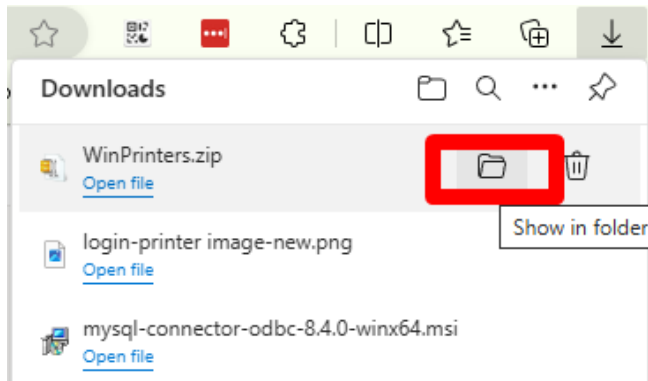
1. Download the **WinPrinters.zip** file by visiting here:

<https://bhhsfloridaproperties.sharepoint.com/sites/ServiceDesk/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FServiceDesk%2FShared%20Documents%2FCompany%20Resources%2FRicoh%20Printers%2FWinPrinters%2Ezip&viewid=34dc1328%2Dc97a%2D4008%2D98f0%2D6d54a0deff69&parent=%2Fsites%2FServiceDesk%2FShared%20Documents%2FCompany%20Resources%2FRicoh%20Printers>

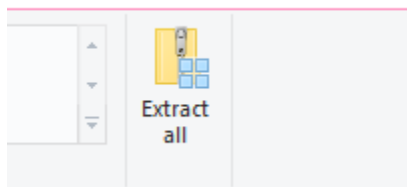
2. Click on the download button to download the file.



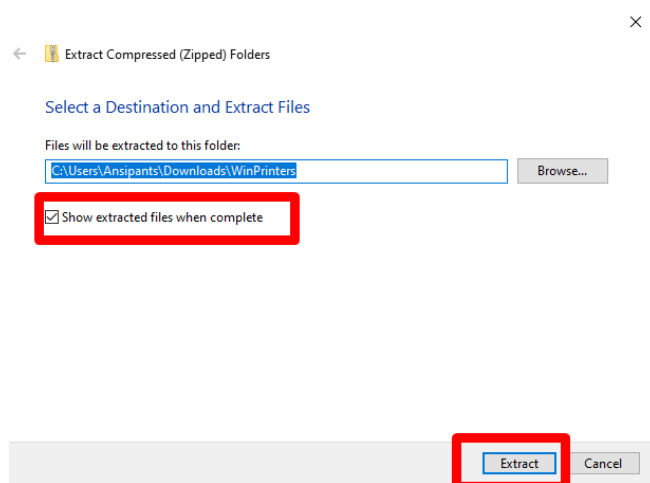
3. Once the file is downloaded, click on the folder icon to the right of the file name under the downloads section in your browser to take you to the file.



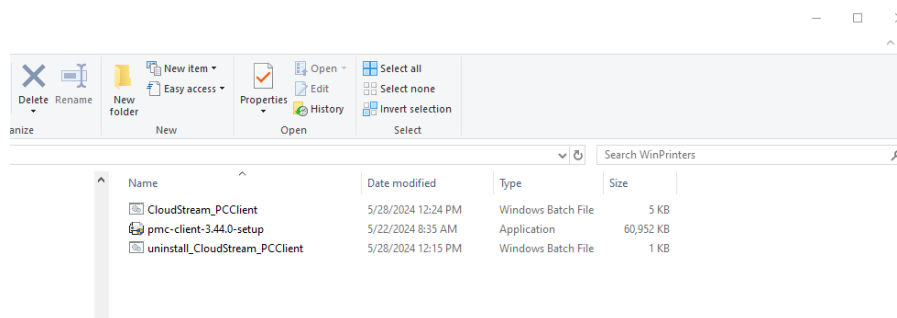
4. Double click the file. At the top of your file explorer, you should see an option that says Extract All. Double click with your left mouse button.



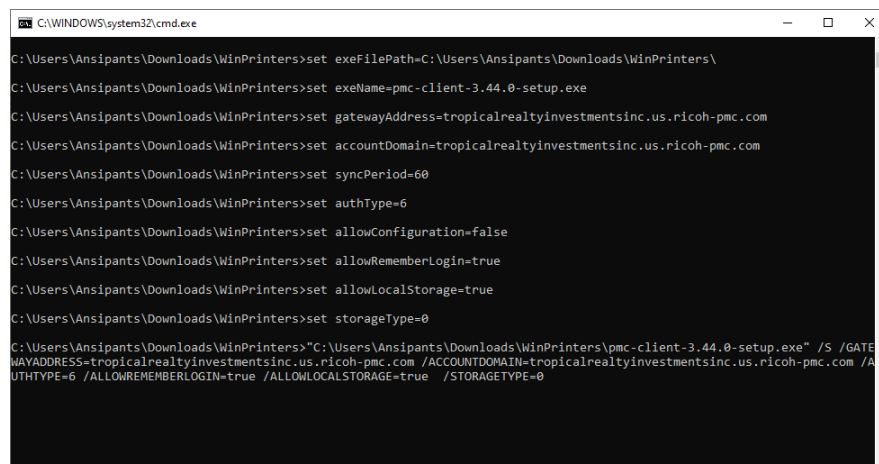
- The Extract Compressed Folders window should appear. Choose the location you would like to extract the folders. Leave the option at default, it will open a separate explorer window with all the files when it is done. Be sure that “Show extracted files when complete” is checked off, then hit extract.



- A new File Explorer window should open with all the files.

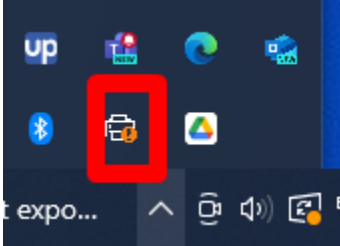


- Double-click the **CloudStream_PCClient.bat** file. A black command line box will appear. Let the script run.

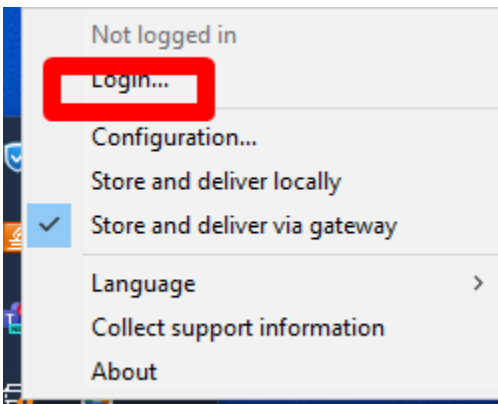


- You may get a prompt asking to install the PCM Client from Windows User account control. Click yes if you see this.

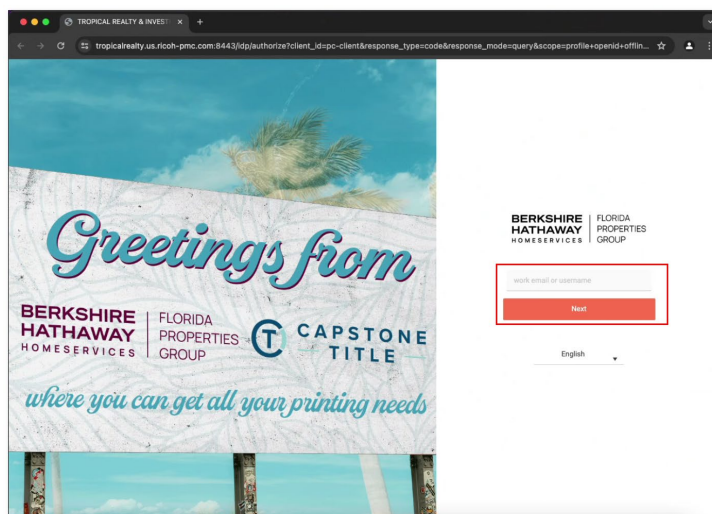
9. In the bottom right of your task bar next to your clock, you should now have a new icon that looks like a small printer.



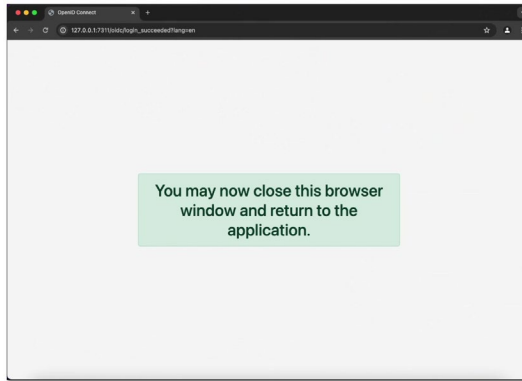
10. Right Click and select login.



11. Your default browser should open and bring you to the company login page for the cloud services application. Bookmark this page for future use and then enter your company email. Click Next.



12. After you successfully authenticate you should get this screen. You may now close your browser.



13. You should now have a new printer named BHHS Printers on your printer list.

