Steps to setup printer driver

1.Download and install printer driver from Ricoh website

1. Click on this link https://www.ricoh-ap.com/downloads

Downloads

Download Drivers	search for your printer model and download and install the printer driver	Download Brochures
Search drivers by model na	ame	
Q For example, to search the d	river for Africio SP C4100DN", enter part of the name such as "C4100".	
Search results		

2. Go to [Control Panel] -> [Devices & Printers]



2.1 Cont

🗋 Add a device	- □ ×	
Choose a device or printer to add to this PC Searching for devices	 Add Printer 	×
1. Click [The printer that I want isn't listed] The printer that I want isn't listed	 Find a printer by other options My printer is a little older. Help me find it. Select a sha 2. Choose [Add a printer using a TCP/IP address or hostname true. 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 	B <u>r</u> owse
		3. [Next] Next Cancel

2.2 go to copier machine click [User Tools]→[Machine Features]* →[System Settings] →[Interface Settings]

Copier (Classic) Scanner (Classic) ID Card Scan and Co	ору	? (*Skip to next \rightarrow if it doesn't apply to	
🔹 System Settings		Reset 🔅	your machine	
General Tray Paper Timer Interface Features Settings Settings Settings [Printer's IP Address]	ce File Administra gs Transfer Tools	Print List	← 🛱 Add Printer	×
Machine IPv4 Address 192.168. 0.200 IPv4 Gateway Address 192.168. 0. 1	DNS Configuration	Specify Active	Type a printer hostnan	ne or IP address 1. Change to [TCP/IP Device]
Machine IPv6 Address	IPsec	Inactive	Device type:	TCP/IP Device ~
IPv6 Gateway Address ::	Domain Name		Hostname or IP <u>a</u> ddress:	
IPv6 Stateless Address Autoconfiguration Active	WINS Configuration	On	Port name:	2. Enter Printer's IP Address here
DHCPv6 Configuration	Effective Prote	ocol	Query the printer and auto	omatically select the driver to use
	1/2 🔺	Previous 🔽 Next	3. Untick	
Check Status	≡			4. Next
				<u>N</u> ext Cancel

2.3 Locate your downloaded printer driver



2.4 Choose your printer from the list



3. Set printing default to B&W printing

- > • ^	💼 « All Contro	I Panel Items > Devices	s and Printers	~ ē	,⊳ si	earch Devic	es and Print	ers
e Edit View	v Tools							
Add a device	Add a printer	See what's printing	Print server properti	ies Rer	nove devic	e	-	?
		1	Keyboard					^
USB Receiver	方糖R(48:	E9)						
Printers (10)								
							2	
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🖶 RICOH IM	C2000 PC	CL 6 Proper	ties					×
General Sharin	g Ports	Advanced	Color Management	Security	Accessories	Advanced Opt	ions	
Always av	ailable							
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Priorit <u>y</u> :	1	▲ ▼						
Dri <u>v</u> er:	RICOH II	M C2000 PCI	L 6	~	Ne <u>w</u> Driver			
© Start p © Start p O Print <u>d</u> irec	rinting aff rinting <u>i</u> m tly to the natched d	ter last page mediately printer	is spooled					
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					ОК	Cancel	Apply	Help

3.1 Change to B&W

🖶 RICOH IM C2000 PCL 6 Printing Defaults



×

If print using password/user code

🖶 RICOH IM C2000 PCL 6 Printing	Defaults	×
Frequently Used Settings Detailed Setti	ngs Configuration/About	
Current Setting User Setting	Settings Configuration/About	Job T 1. Go to [Detailed Settings] →[Job Setup] and key in your printing password/user Classi (Up to User Code: (Up to 8 digits) 1234
Document Size: A4 (210 x 297 mm) Print On: Same as Original Size Reduce/Enlarge: Fit to Print Size	Triver Options	
Settings Summary <u>R</u> egister Current Settings		2. Click [Ok] and done.
		OK Cancel <u>Apply</u> Help



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