# **INSTALLATION GUIDE**

This instruction guide is for setting up **Ricoh** copier in Windows 1011 64bit PC. To begin, we need to install the device driver. Please install the customized driver in http://me.hku.hk/eform/HW737B\_Ricoh.zip. After you extract this zip file, you will see an exe file and a txt file as below. Please run the executable.

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File Home Share View				~ 🕐
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 📕 $\Rightarrow$ This PC $\Rightarrow$ Data (D:) $\Rightarrow$ Ricoh $\Rightarrow$ Ricoh	~ U	Search Ricoh		٩
Name	Date modified	Туре	Size	
PICOH_IMC600_CPL6-TCP_IP-RICOH_IM_C6000_PCL_6-64Bit-for64bitOS-1.1.0.exe	6/12/2019 4:24 PM	Application	28,955 KB	
RICOH_IMC600_CPL6-TCP_IP-RICOH_IM_C6000_PCL_6-64Bit-for64bitOS-1.1.0.txt	5/12/2019 4:24 PM	Text Document	3 KB	
2 items	Execute t	he * ex		
Hare Assessed Control				
Do you want to allow this and to make				
changes to your device?				
PINSTCMD	-			
Verified publisher: RICOH COMPANY,LTD.	Yes"			
File origin: Hard drive on this computer				
Show more details				
Yes No				

Then, the driver installation and the network registration should be done automatically. Next is to check the presence of the Ricoh copier and to configure the user authentication. Please go to "Windows Settings".





IMC600 CPL6" in "Printers & scanners" list.





🚔 RICOH IMC600 CPL6 Properties			×
General Sharing Ports Advanced	Color Management Security Access	es Advanced Options	
Location:			
<u>C</u> omment:			
	Cli	c <mark>k "Advance</mark>	ed option" tab
Model: RICOH IM C6000 PCL	. 6		
Color: Yes	Paper available:		
Double-sided: Yes Staple: Yes Speed: 60 ppm Maximum resolution: 1200 dpi	A4 (210 x 297 mm) SRA3 (320 x 450 mm)		
Pr <u>e</u> fe	Print <u>T</u> est Page		
	ОК	Cancel Apply	Hélp



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General Staring Ports Advance	ad Color Management Security Accessories Advanced Options
RICOH IMC600 C	Back to "General" tab
Location:	
Comment:	
Model: RICOH IM C6000	PCL 6
Features	
Color: Yes	Paper available:
Double-sided: Yes	A4 (210 x 297 mm)
Staple: Yes	SRA3 (320 x 450 mm)
Speed: 60 ppm	Click to "Preferences"
Maximum resolution: 1200 dp	si
P	references Print Test Page
	OK Cancel Apply Help

## It will pop up "RICOH IMC600 CPL6 Printing Preferences".

equently Used Settings Detailed Set	ettings Configuration/About	
Current Setting	One Click Preset List:	20b Type:
	Factory Default	Document Size: A4 (210 x 297 mm) Custom Paper Size Orientation
	1 sided	Print On:     Same as Original Size     Paper Type:     Iput Tray:     Auto Tray Select
	1-2	Layout: Off v b 0 off Click "Detai
A4 (210 x 297 mm) Print On: Same as Original Size Reduce/Enlarge: Fit to Print Size	2 on 1 (2 sided)	2 sided: Long Edge Bind(Open to Left/Top)
	B & W (2 sided)	Off     Staple: <u>Punch:</u>
Settings Summary	Expand list >> <u>Manage</u>	Color/ Black and White: Color/ Black and White: Copies:(1 to 999)



#### Back to "RICOH IMC600 CPL6 Printing Preferences".

🖶 RICOH IMC600 CPL6 Printing Pref	erences		×
Frequently Used Set 195 Detailed Setting	gs Configuratic /About		
Current Setting	gne meset List:	<u>l</u> ob Type:	
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Document Size:	<u>1→2</u>		
A4 (210 x 297 mm)	2 on 1 (2 sided)	2 sided:	~
Same as Original Size			
Fit to Print Size		Booklet;	
		D Off ~	
	B & W (2 sided)	Staple:	Punch:
Settings Summary		D Off v	Off ~
	Expand list >>	2 	2
Register Current Settings	Manago	Color/ Black and White:	Copies:(1 to 999)
	manage	The older diff white	
		ОК	Cancel Apply Help



Authentication	?	×
Login User Name: Enter Login User Name:		
Defined User ID V ScottChan		
Login Password:		
****		
Confirmation Password:		
OK Cancel <u>R</u> estore Defaults	Help	p

## Please input your "User Name" :

## and "Login Password":

The following shows how to register your staff ID card. This is necessary when you wipe your staff ID card for the first time. If you need help, please contact our GO staff. If you choose not to register your staff ID card, you may manually input your username and password.



## Scanning document to an email address





Wipe your staff card here.

#### If login is successful, you will see the following screen



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#### Your email address is in the send list automatically.



Click "Start" to scan/send

