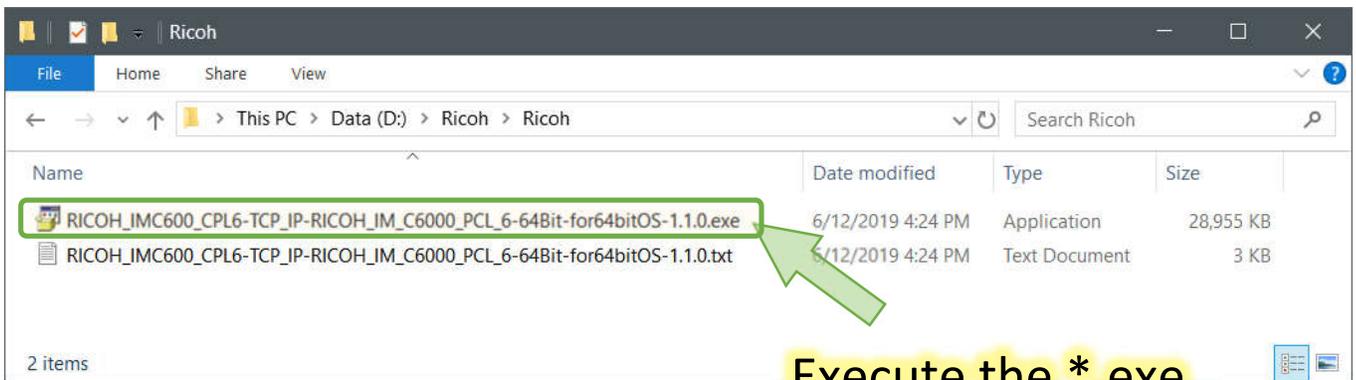
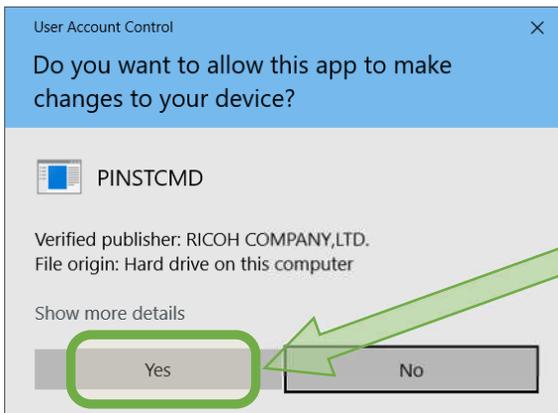


# INSTALLATION GUIDE

This instruction guide is for setting up **Ricoh** copier in Windows 10 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](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.

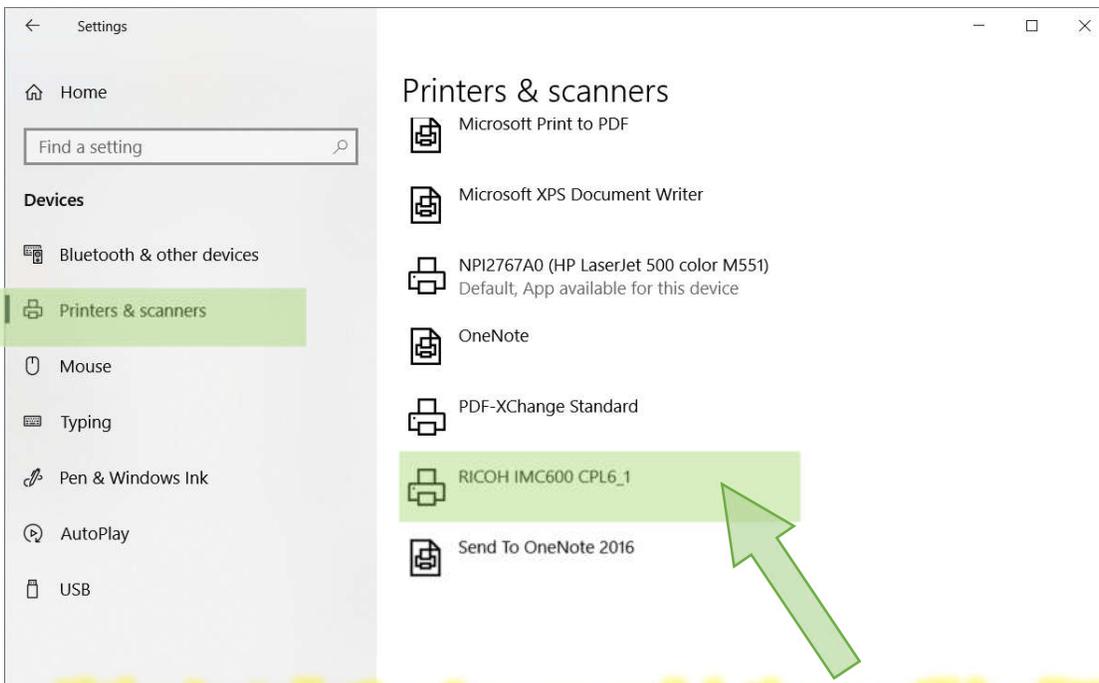
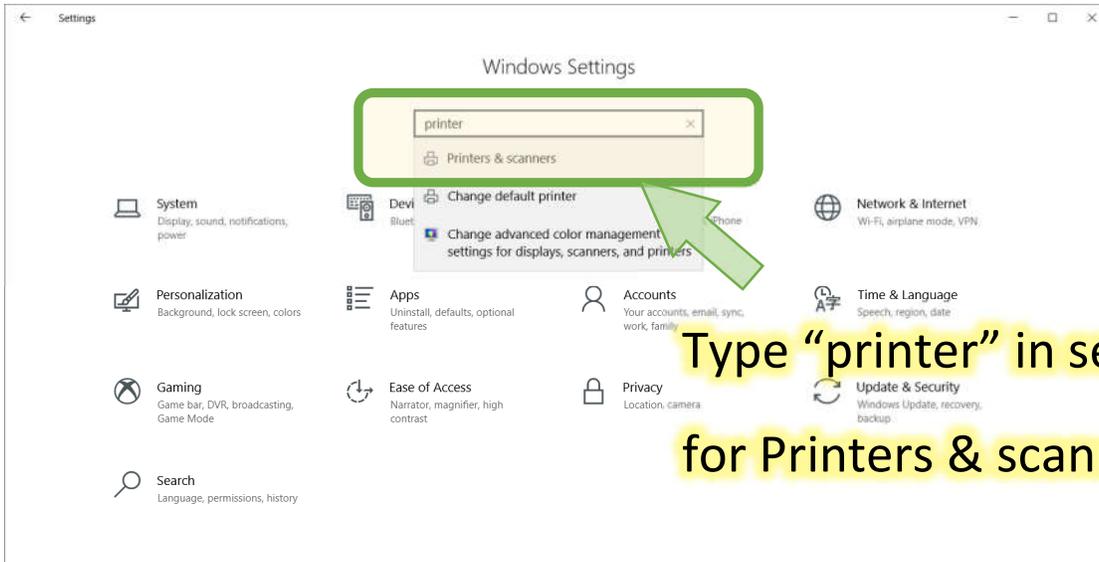


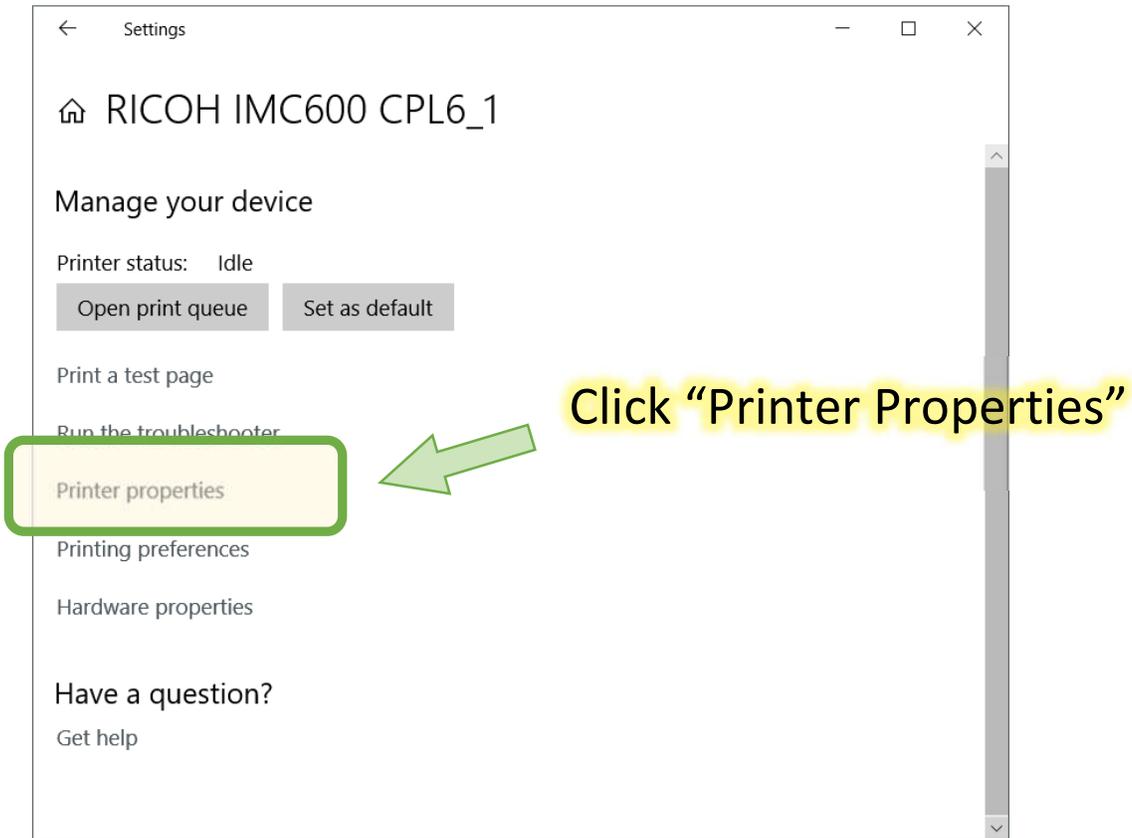
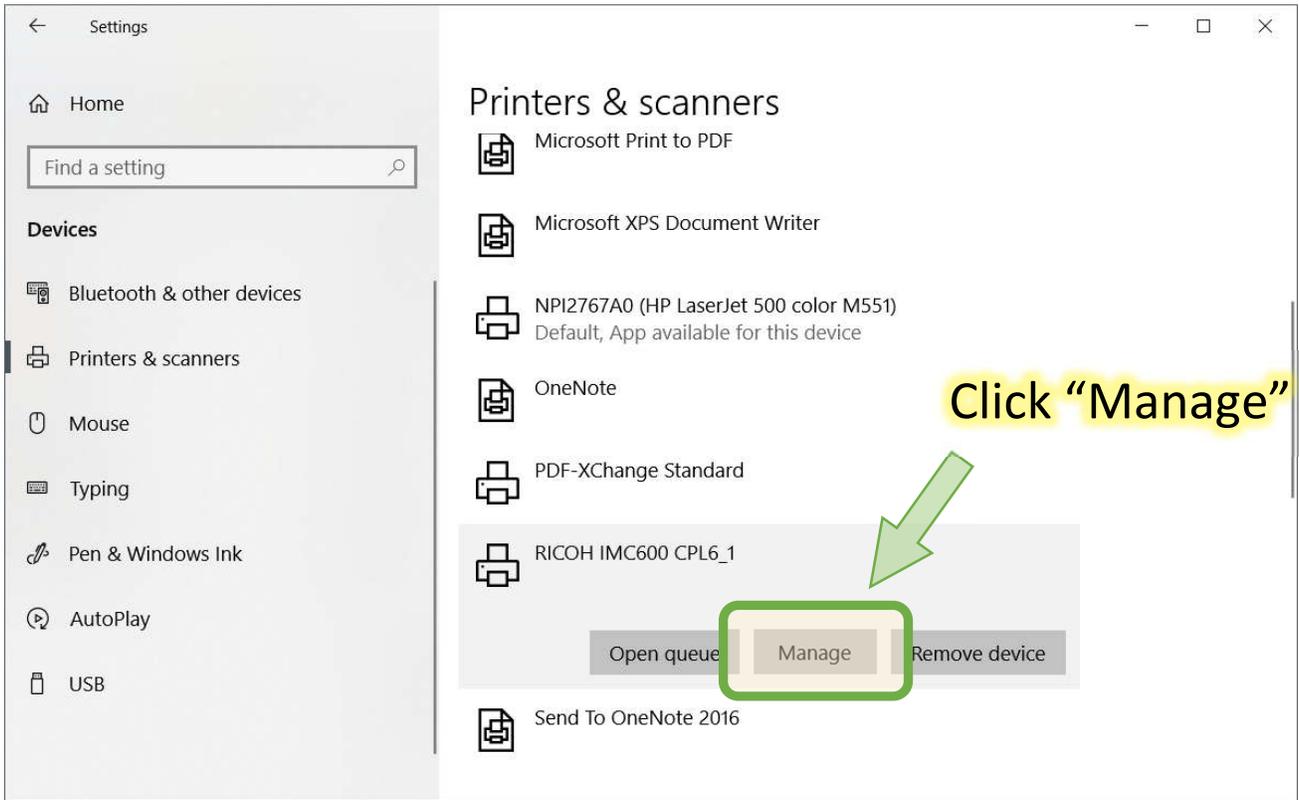
Execute the \*.exe

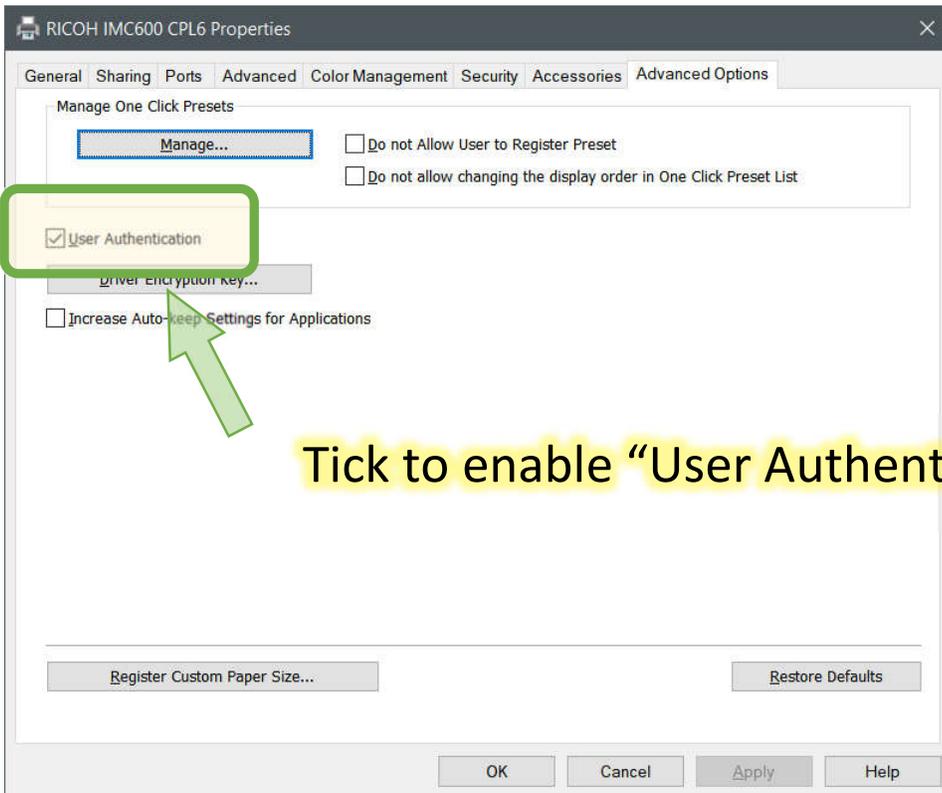
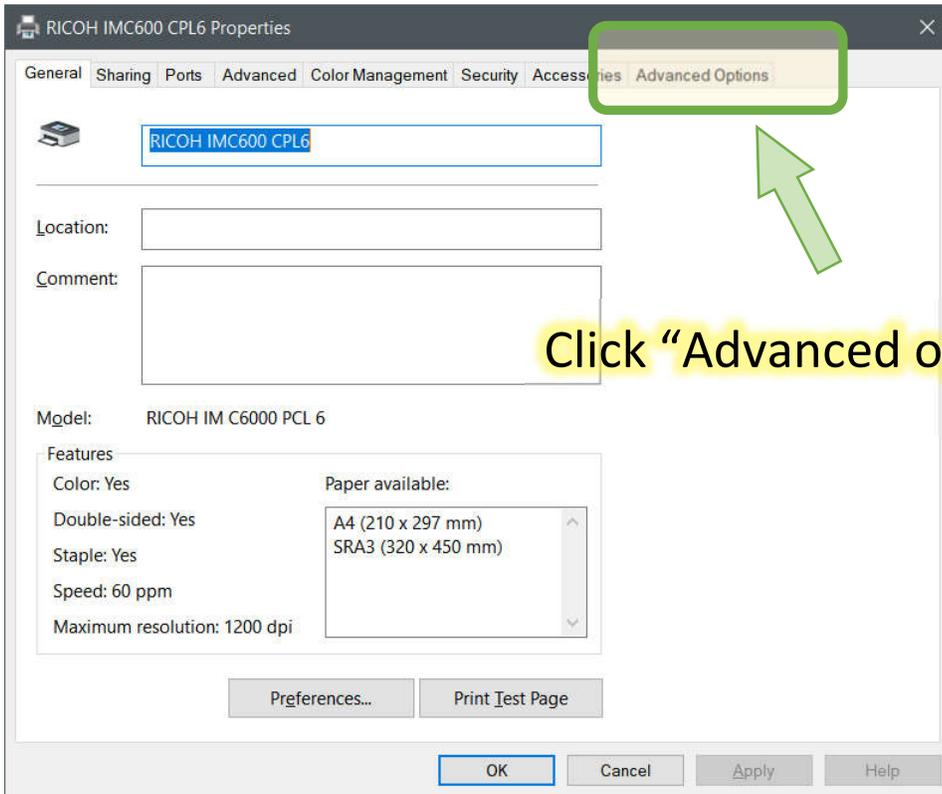


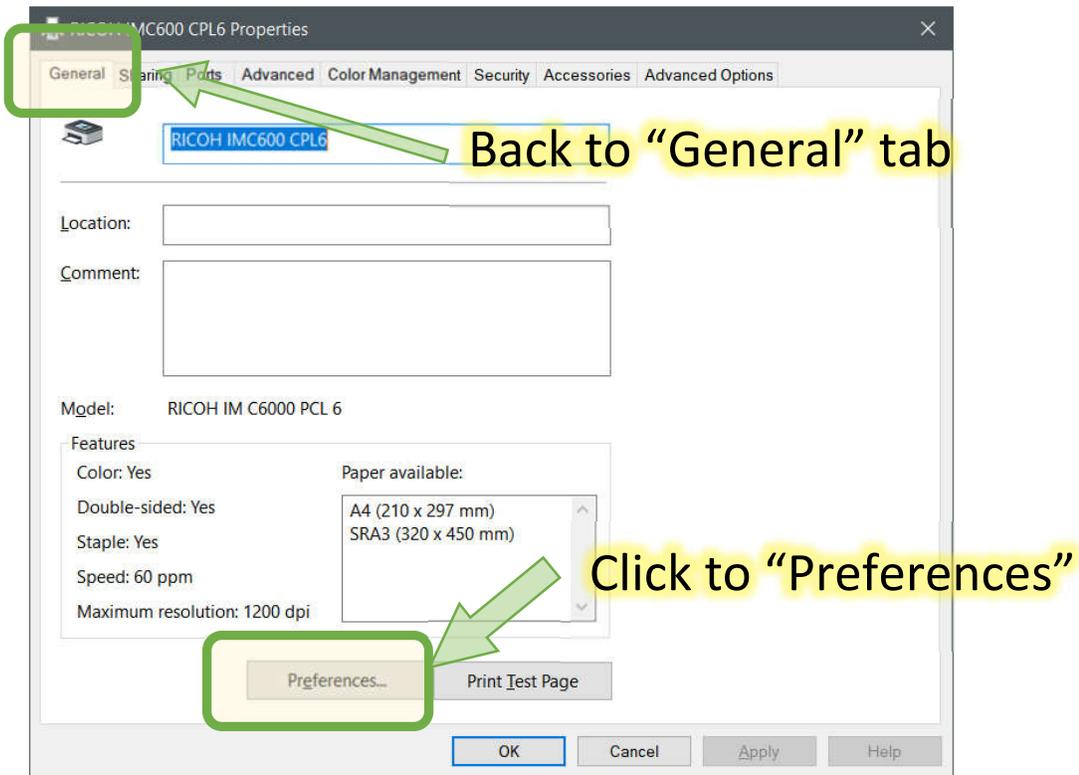
Click "Yes"

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”.

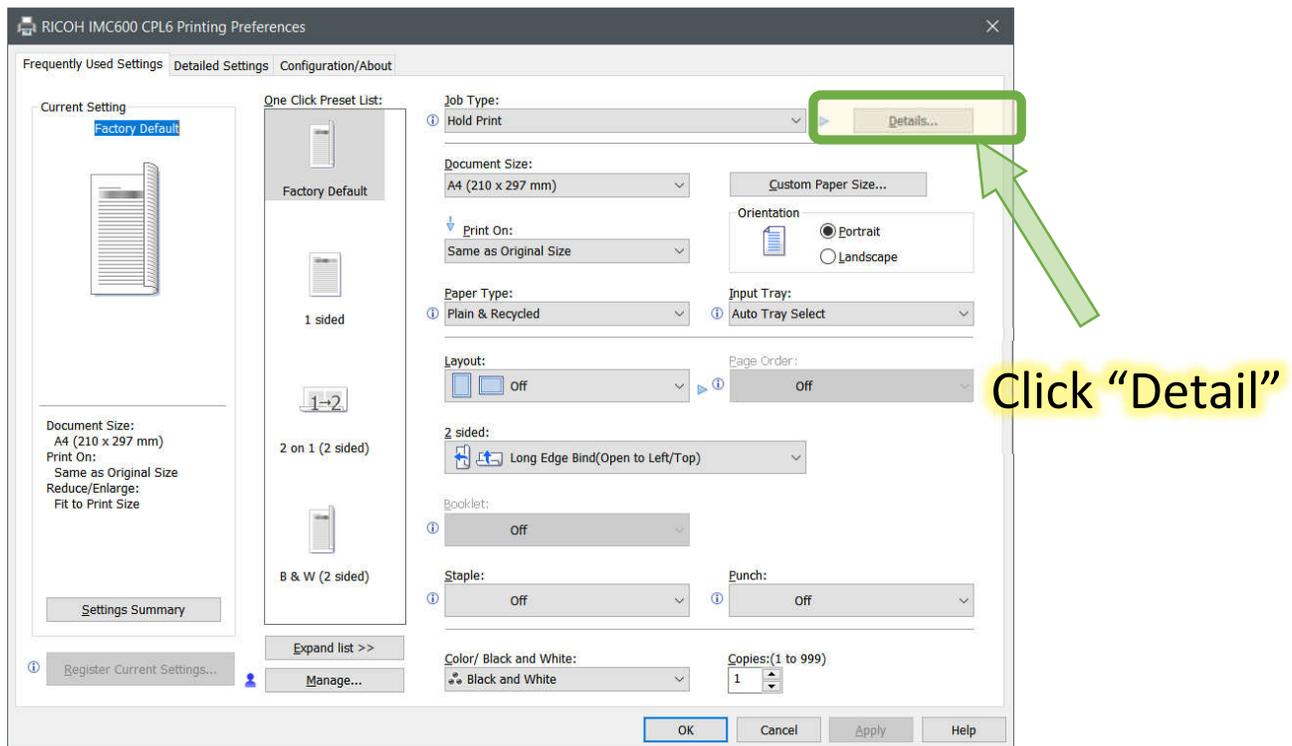


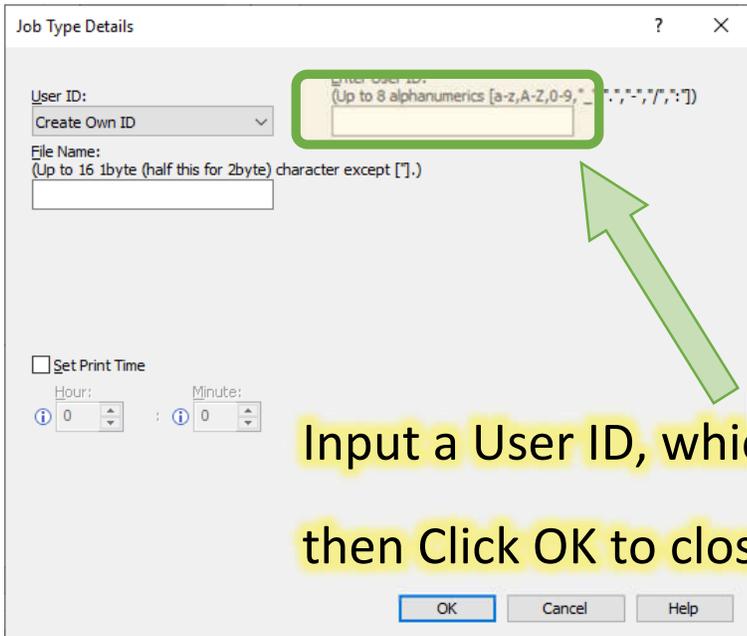






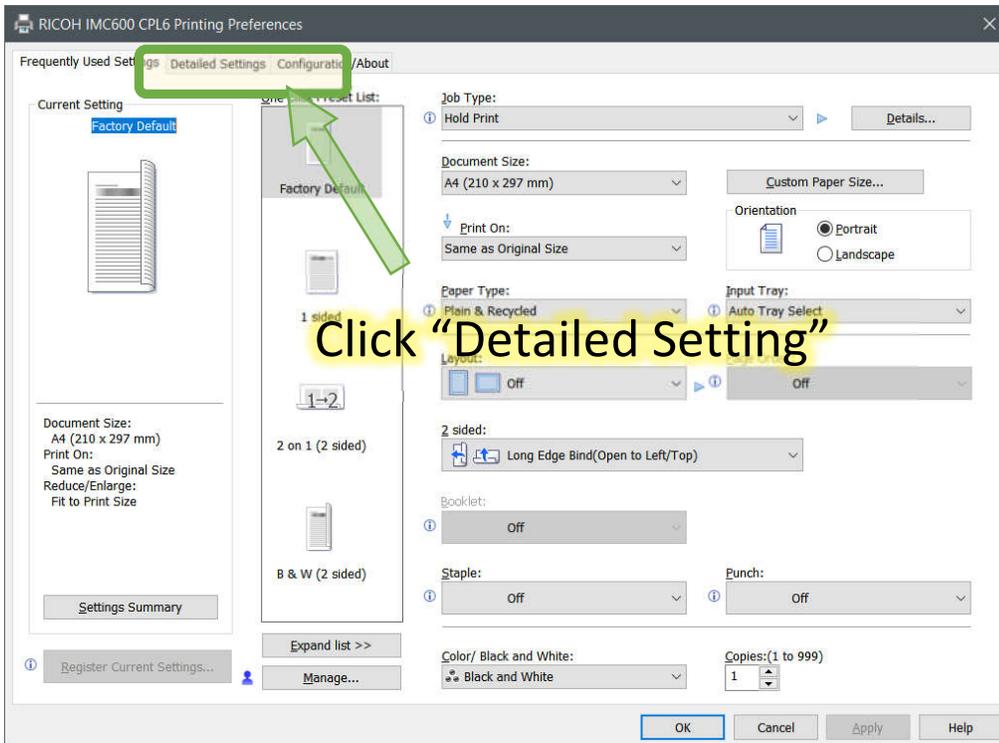
It will pop up "RICOH IMC600 CPL6 Printing Preferences".



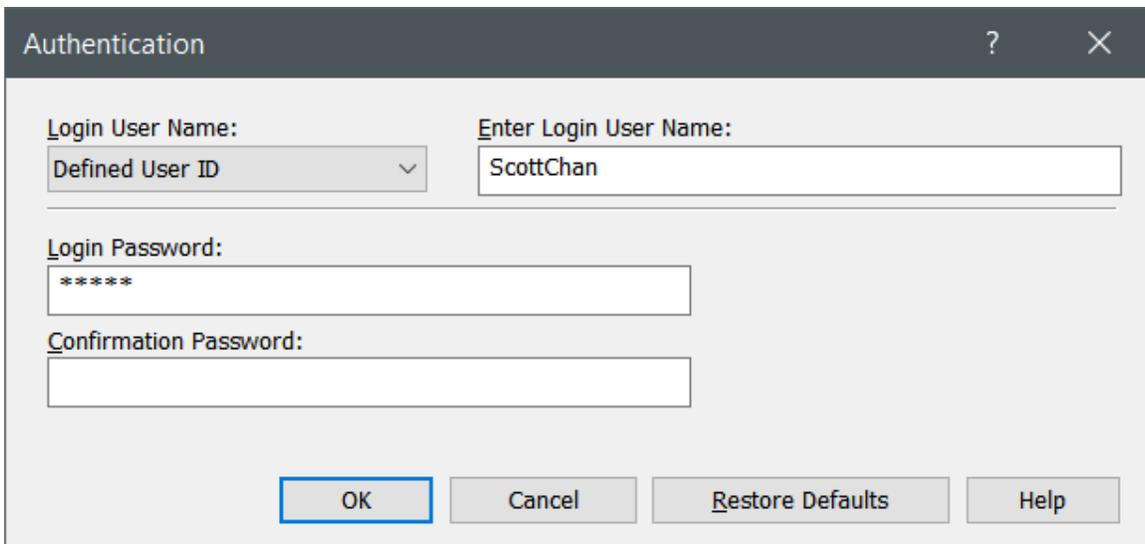
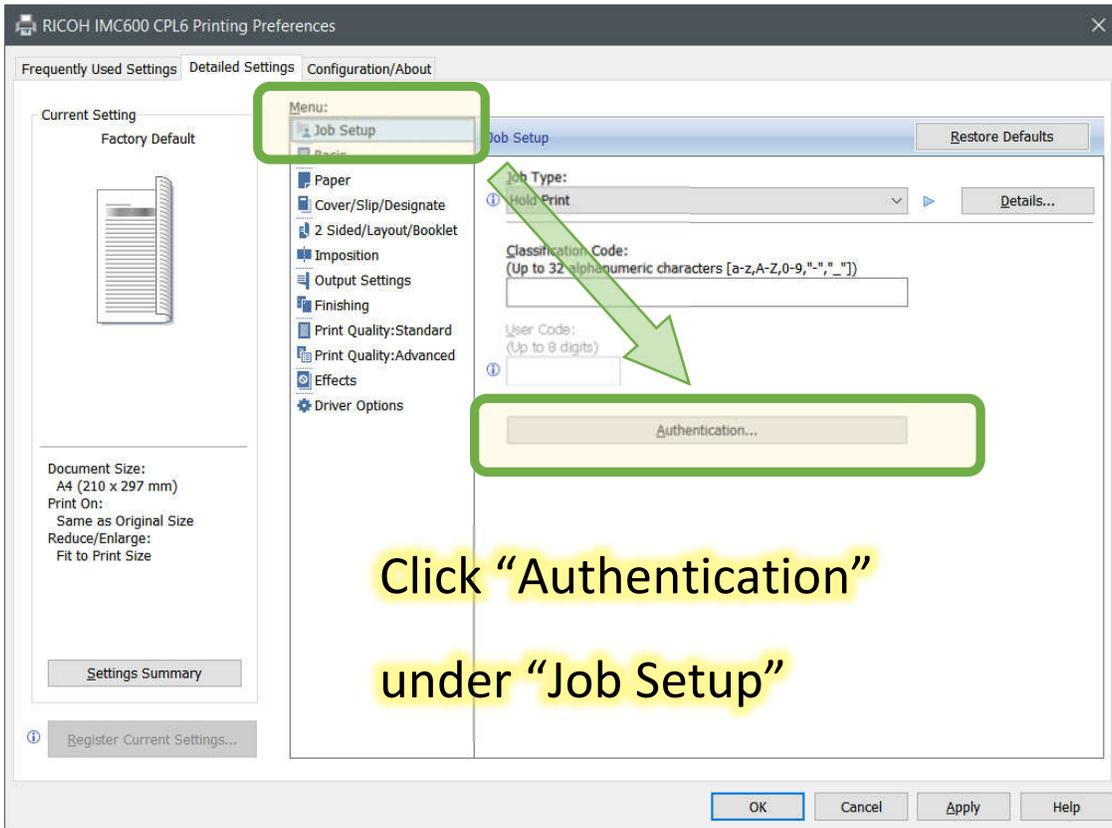


Input a User ID, which can be anything and then Click OK to close

Back to “RICOH IMC600 CPL6 Printing Preferences”.



Click “Detailed Setting”



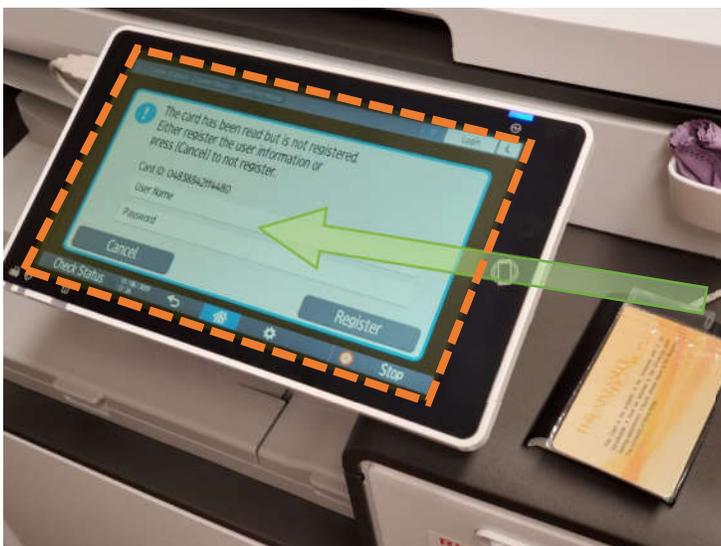
Please input your "User Name" :

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.



Place your staff card here.

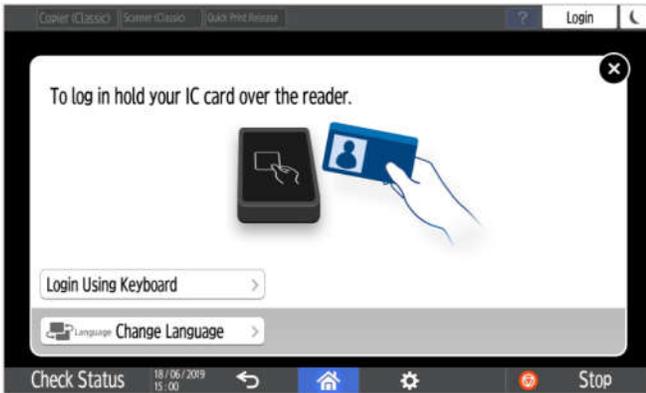


Input your

"User Name" :

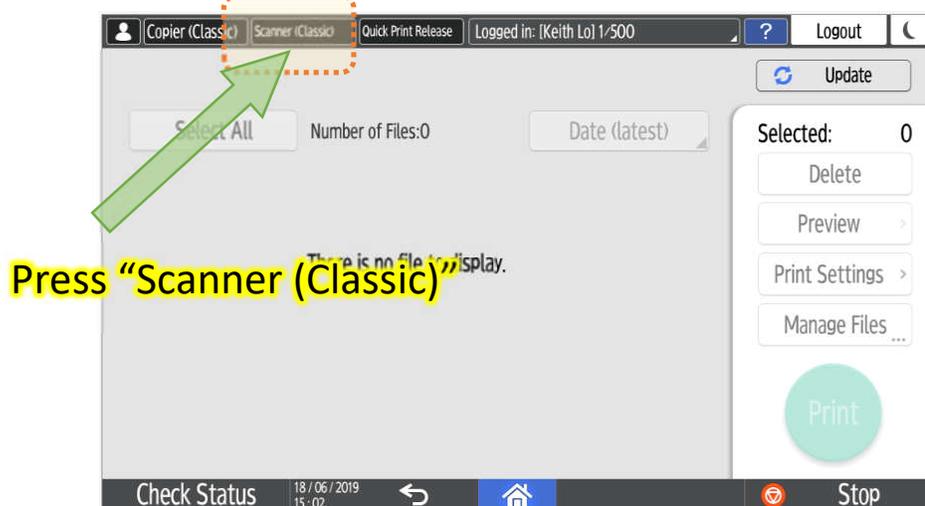
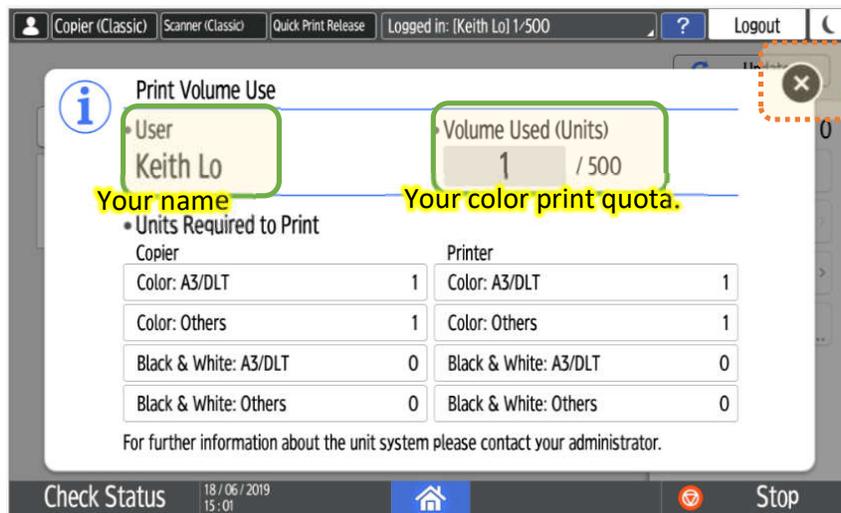
"Login Password":

# Scanning document to an email address

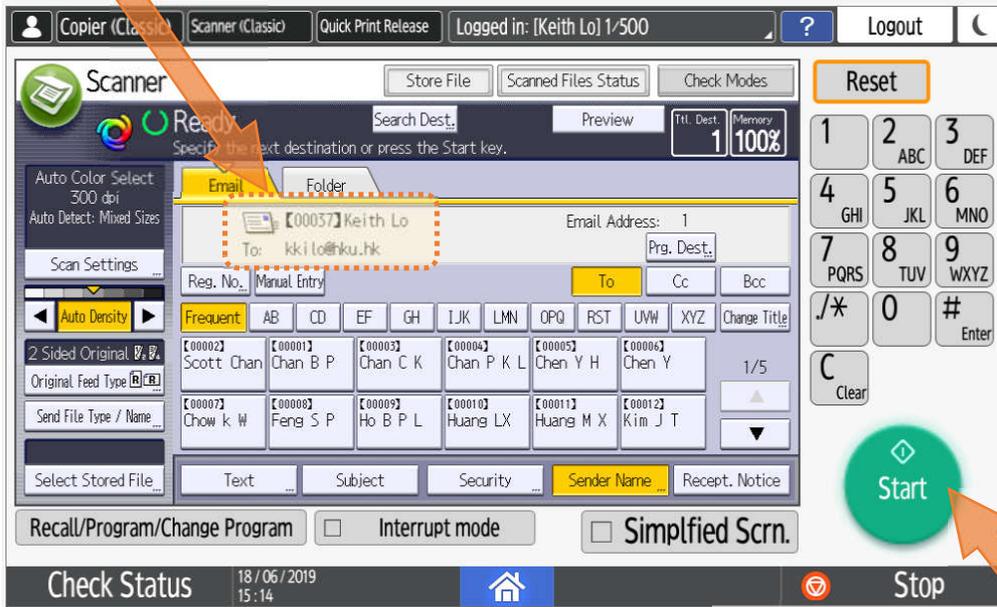


Wipe your staff card here.

If login is successful, you will see the following screen



Your email address is in the send list automatically.



Click "Start" to scan/send

Alternatively, you may go back to Home Page

