

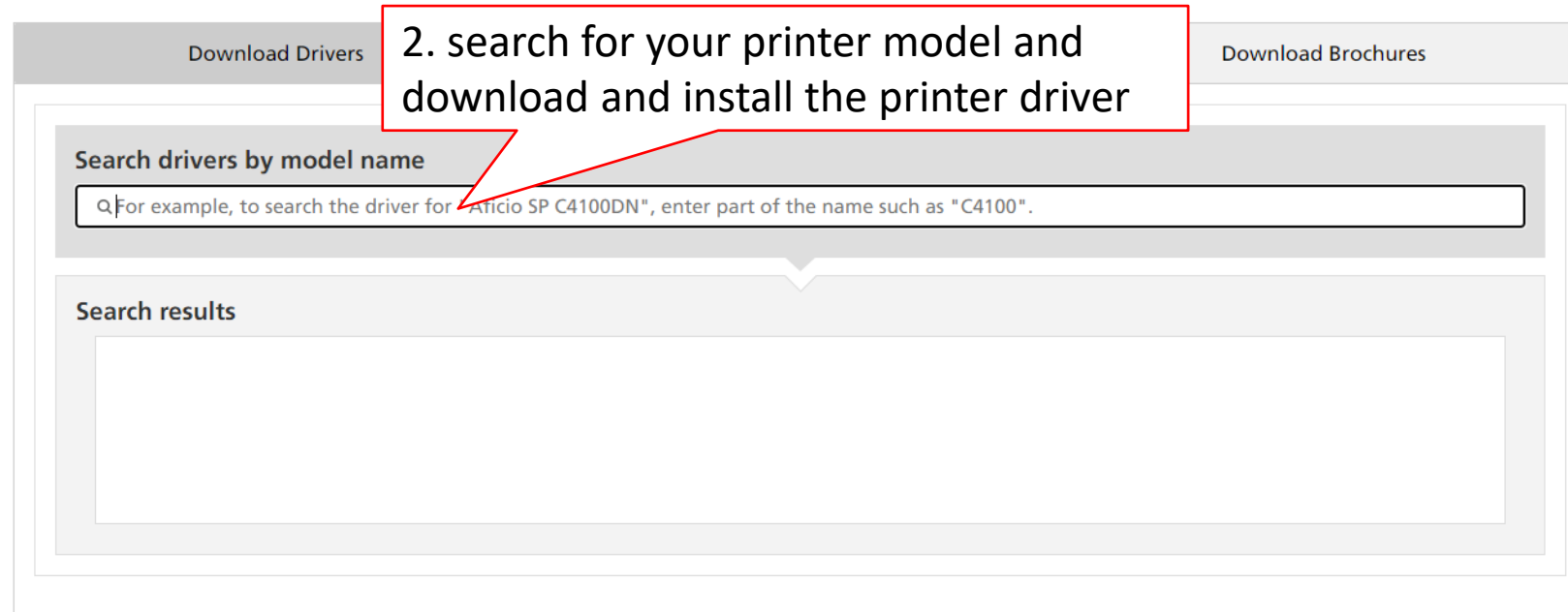
# Steps to setup printer driver

# 1. Download and install printer driver from Ricoh website

1. Click on this link

<https://www.ricoh-ap.com/downloads>

## Downloads



The screenshot shows the 'Downloads' page on the Ricoh website. It features a navigation bar with 'Download Drivers' and 'Download Brochures'. Below the navigation bar is a search section titled 'Search drivers by model name'. A search input field contains the text 'For example, to search the driver for "Aficio SP C4100DN", enter part of the name such as "C4100".'. Below the search field is a 'Search results' section, which is currently empty.

Download Drivers

Download Brochures

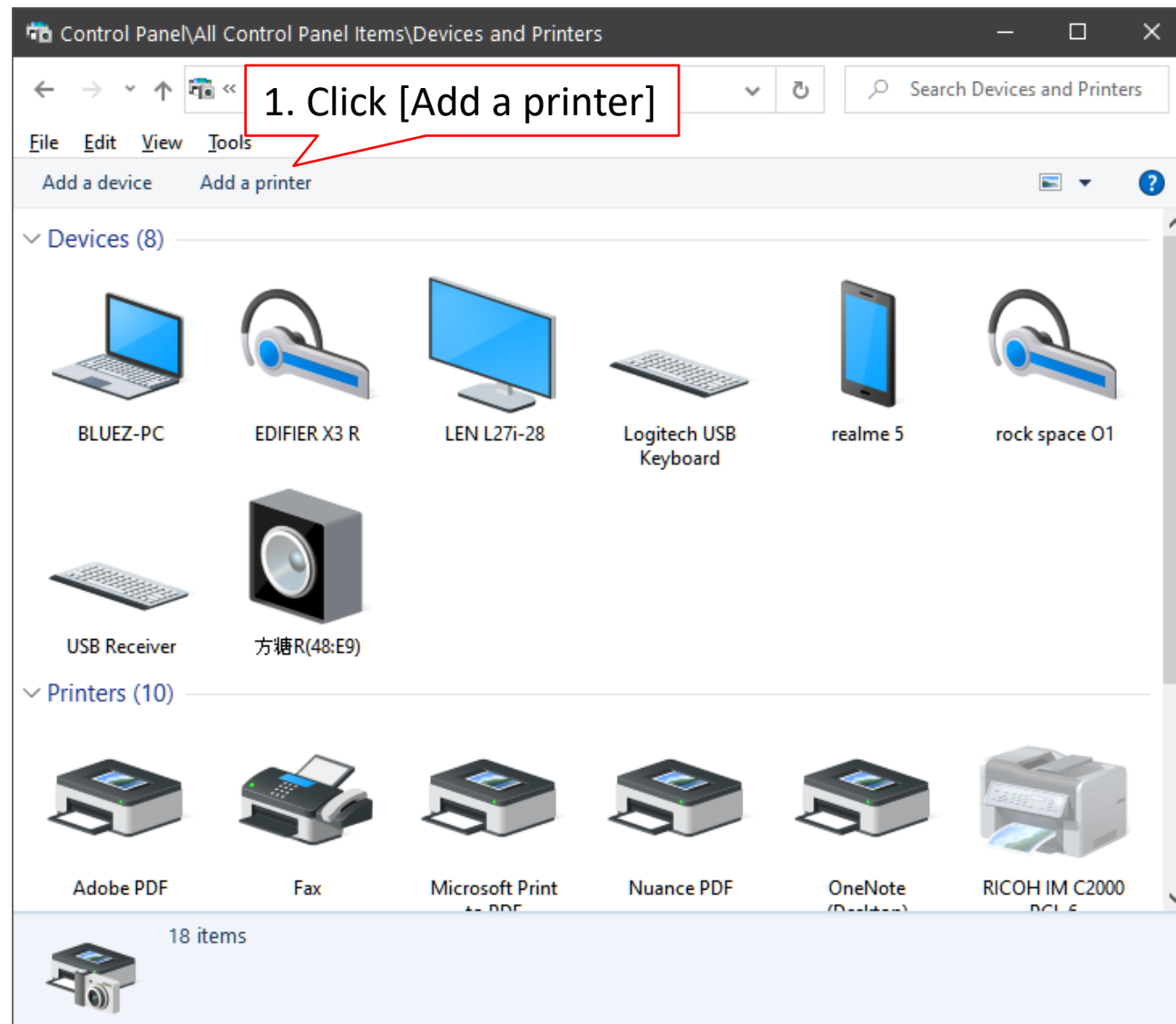
Search drivers by model name

For example, to search the driver for "Aficio SP C4100DN", enter part of the name such as "C4100".

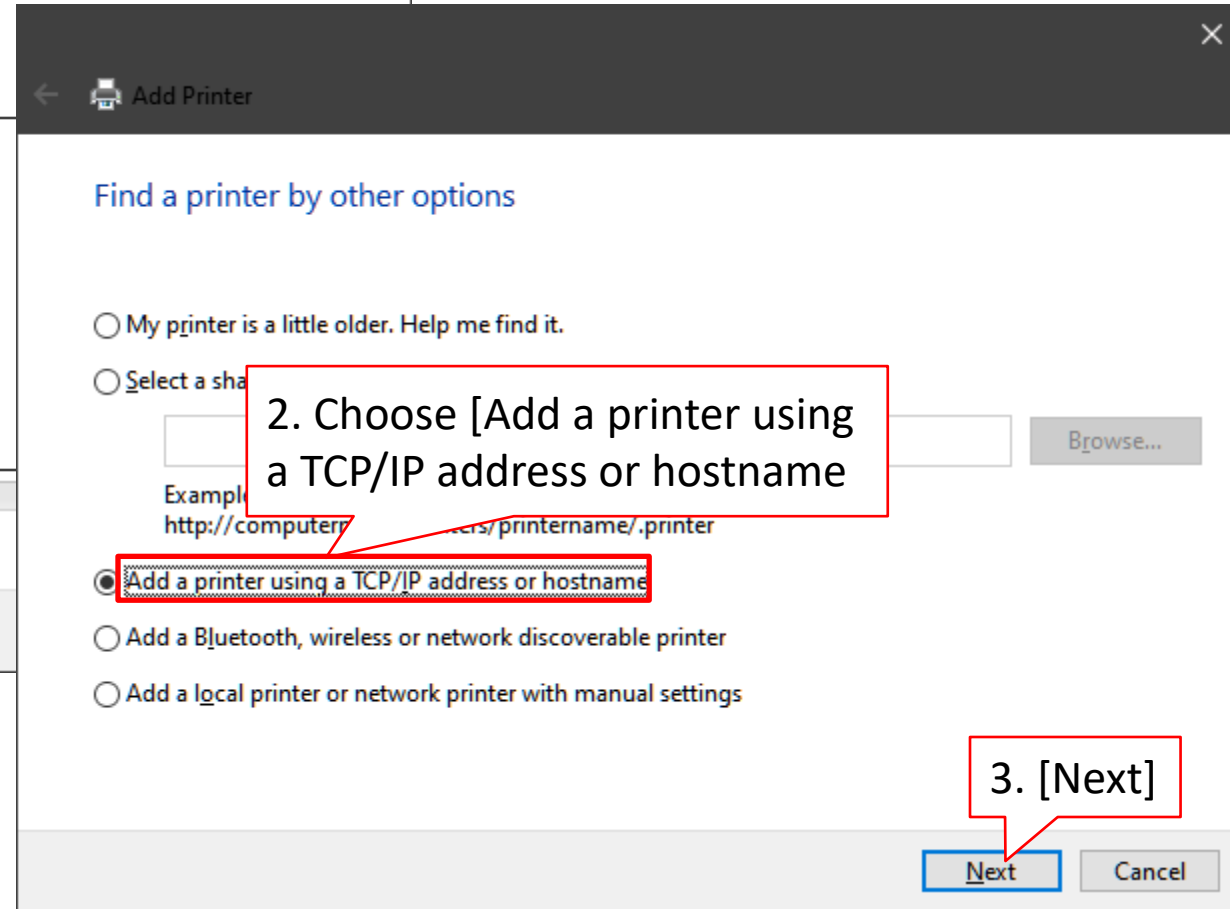
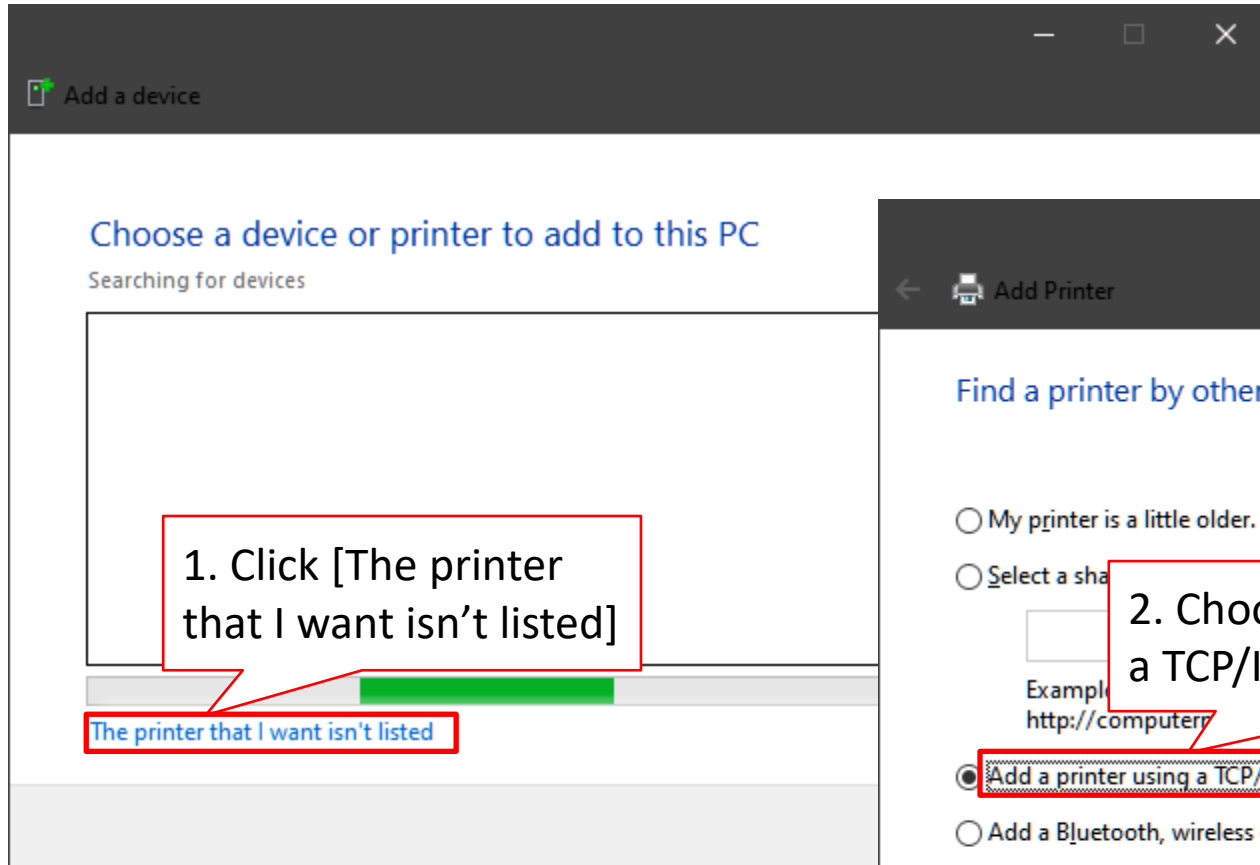
Search results

2. search for your printer model and download and install the printer driver

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

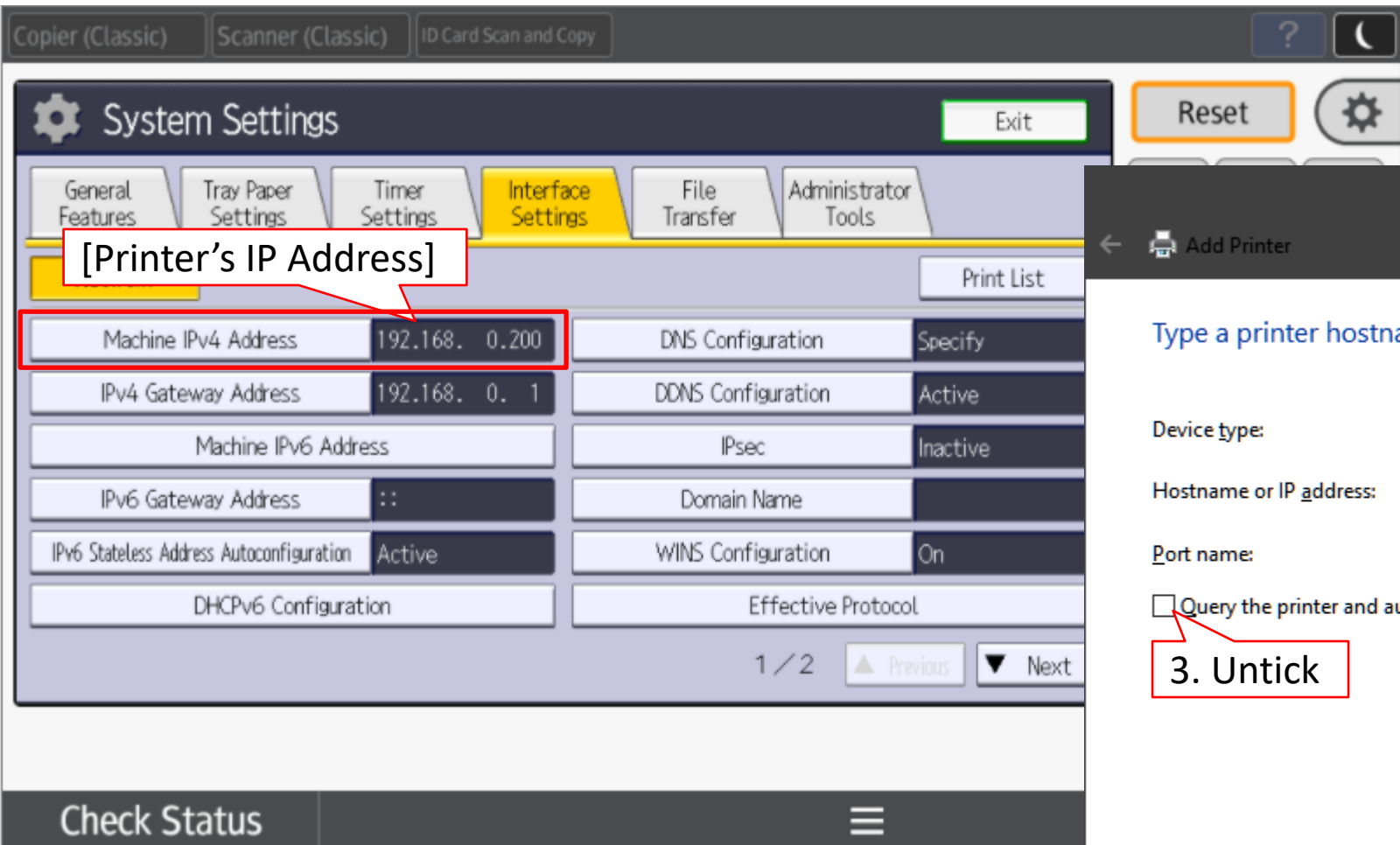


# 2.1 Cont

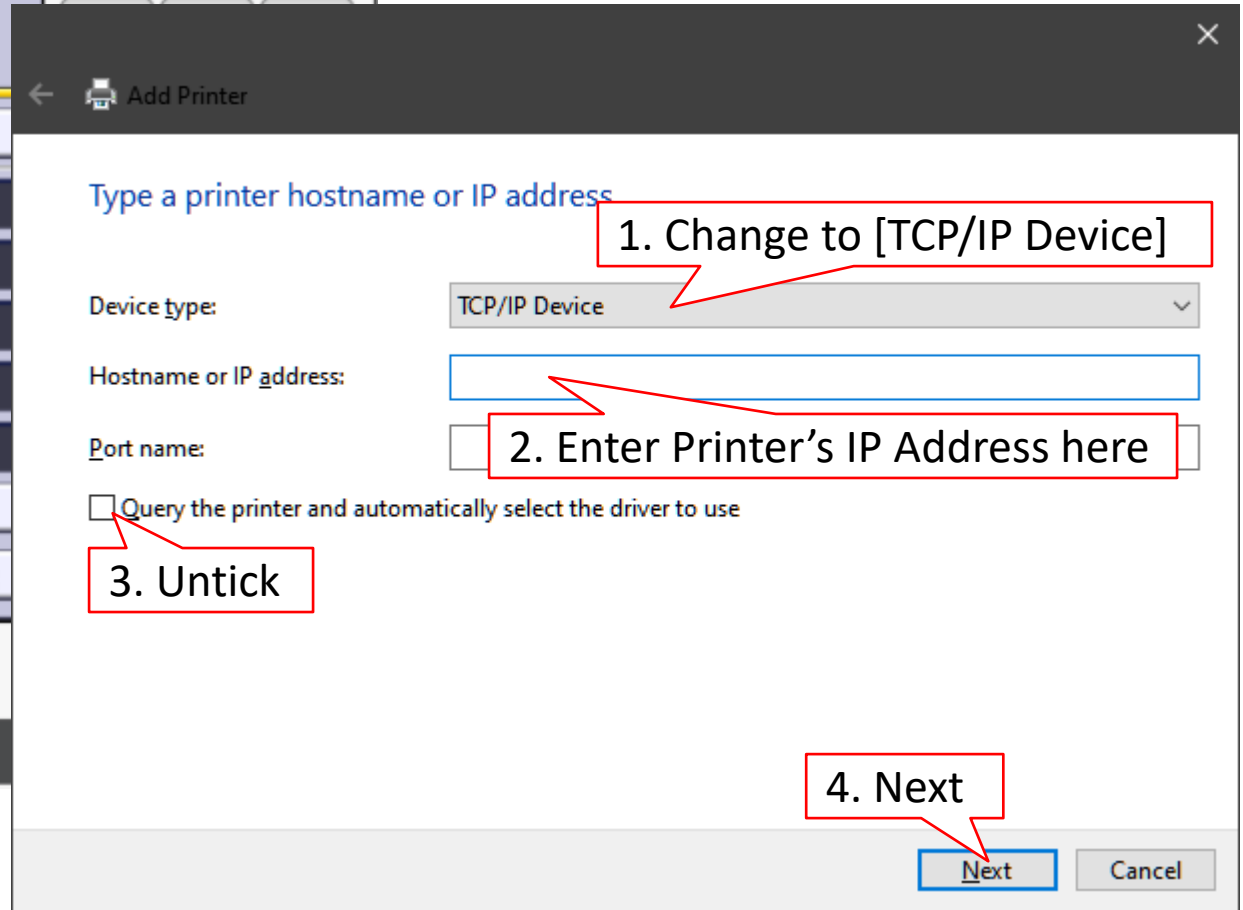


2.2 go to copier machine click [User Tools] → [Machine Features] \* → [System Settings] → [Interface Settings]

\*Skip to next → if it doesn't apply to your machine

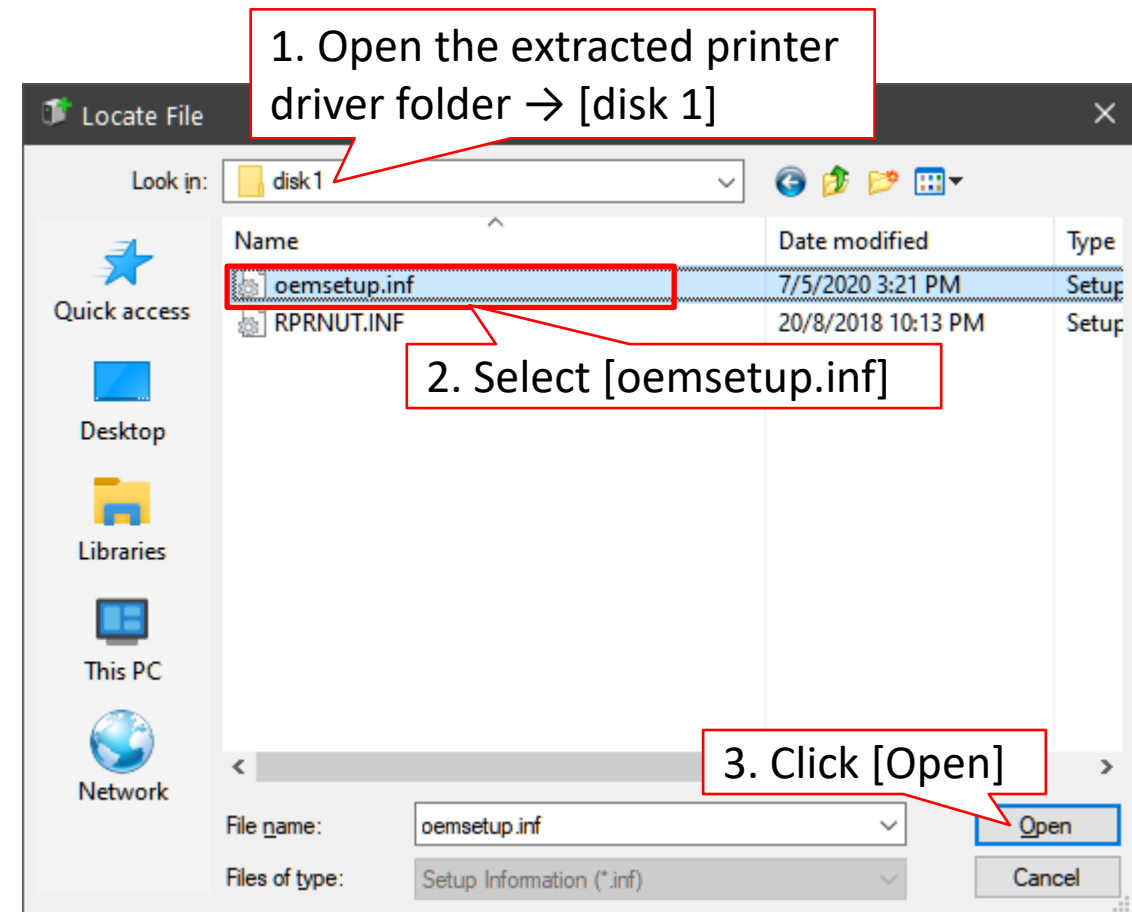
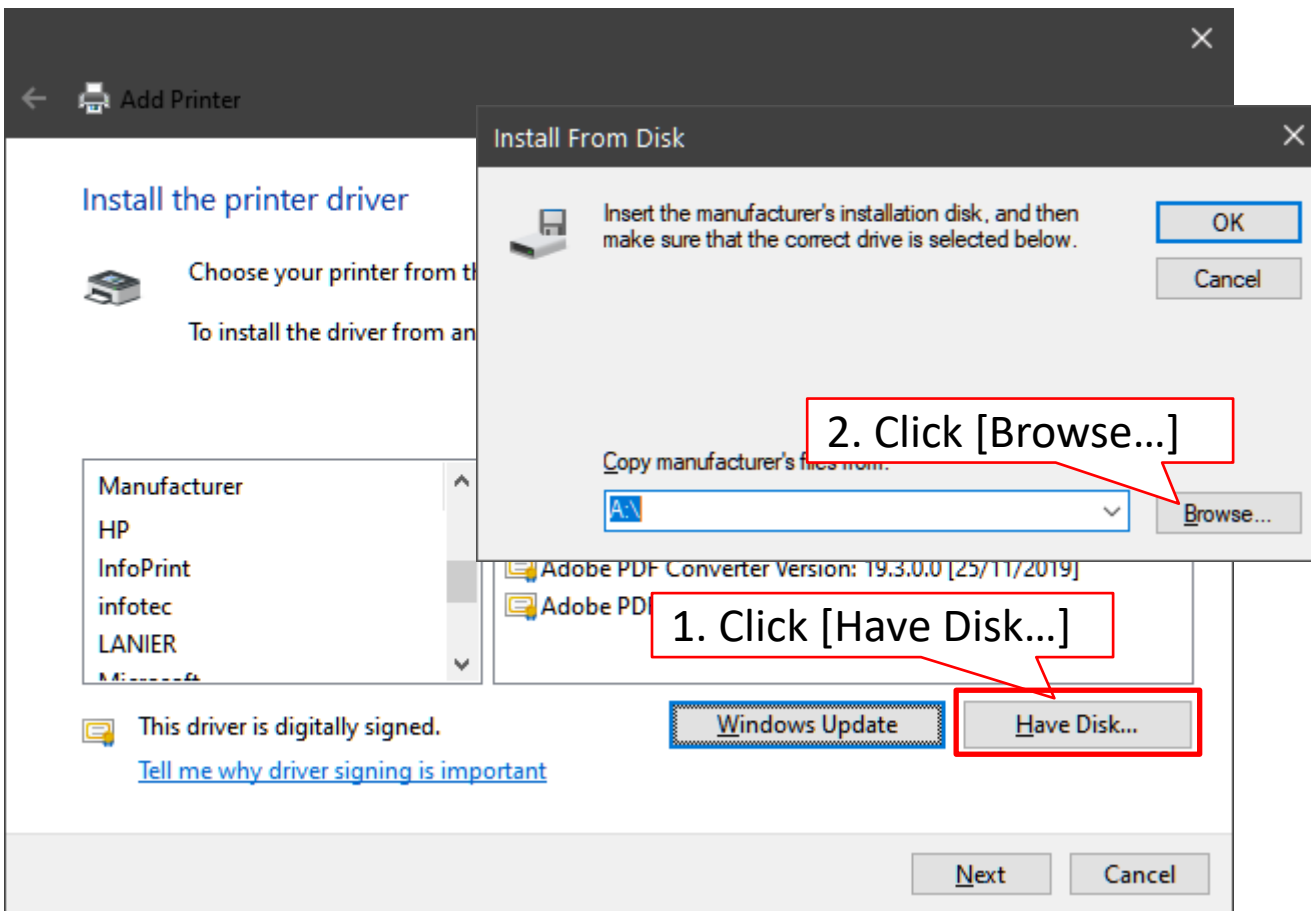


The screenshot shows the 'System Settings' application with the 'Interface Settings' tab selected. A red box highlights the 'Machine IPv4 Address' field, which contains the value '192.168. 0.200'. A callout box labeled '[Printer's IP Address]' points to this field. Other settings visible include IPv4 Gateway Address (192.168. 0. 1), Machine IPv6 Address, IPv6 Gateway Address (::), IPv6 Stateless Address Autoconfiguration (Active), and DHCPv6 Configuration. Navigation buttons for 'Previous' and 'Next' are at the bottom.

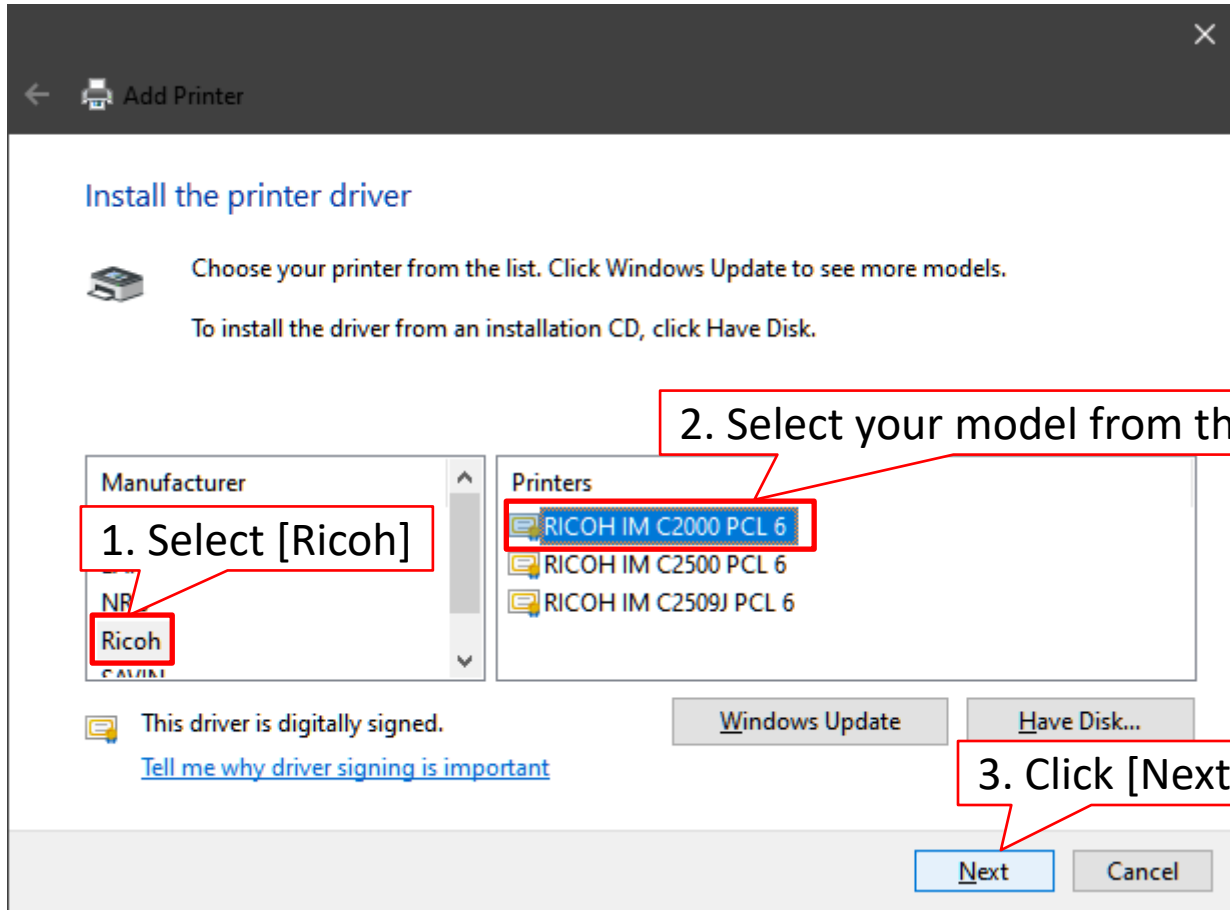


The screenshot shows the 'Add Printer' dialog box. The 'Device type' dropdown is set to 'TCP/IP Device'. The 'Hostname or IP address' field is empty. The 'Port name' field is also empty. A checkbox labeled 'Query the printer and automatically select the driver to use' is unchecked. At the bottom, there are 'Next' and 'Cancel' buttons. Red callout boxes provide instructions: '1. Change to [TCP/IP Device]' points to the dropdown, '2. Enter Printer's IP Address here' points to the IP address field, '3. Untick' points to the checkbox, and '4. Next' points to the Next button.

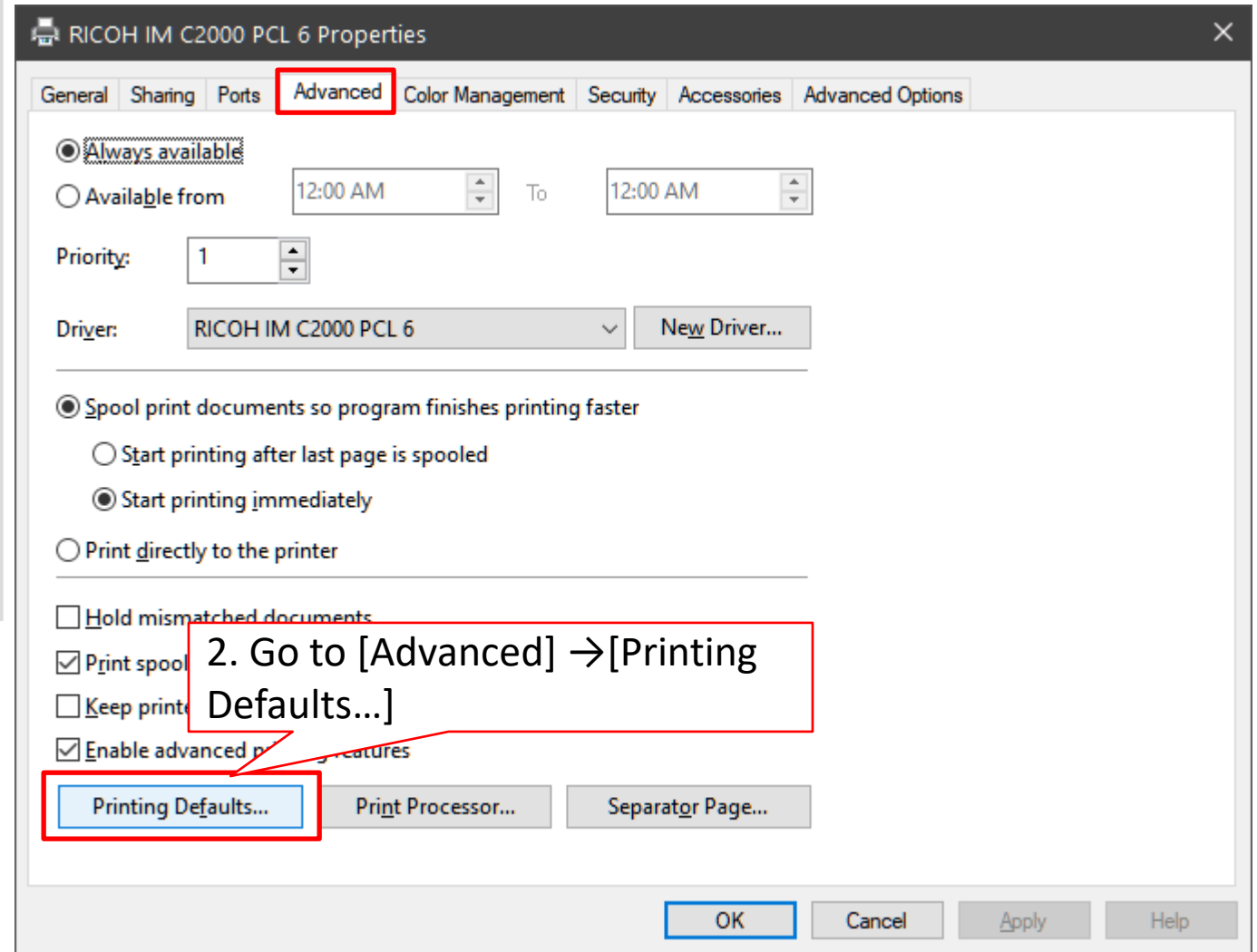
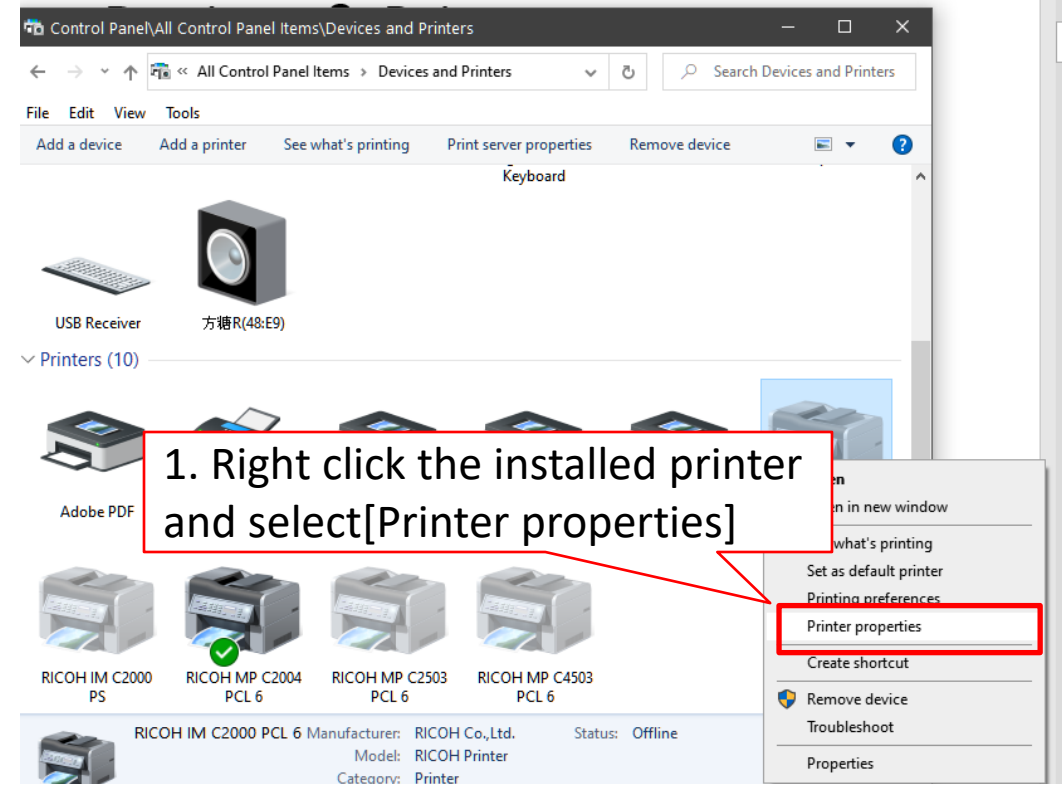
## 2.3 Locate your downloaded printer driver



## 2.4 Choose your printer from the list



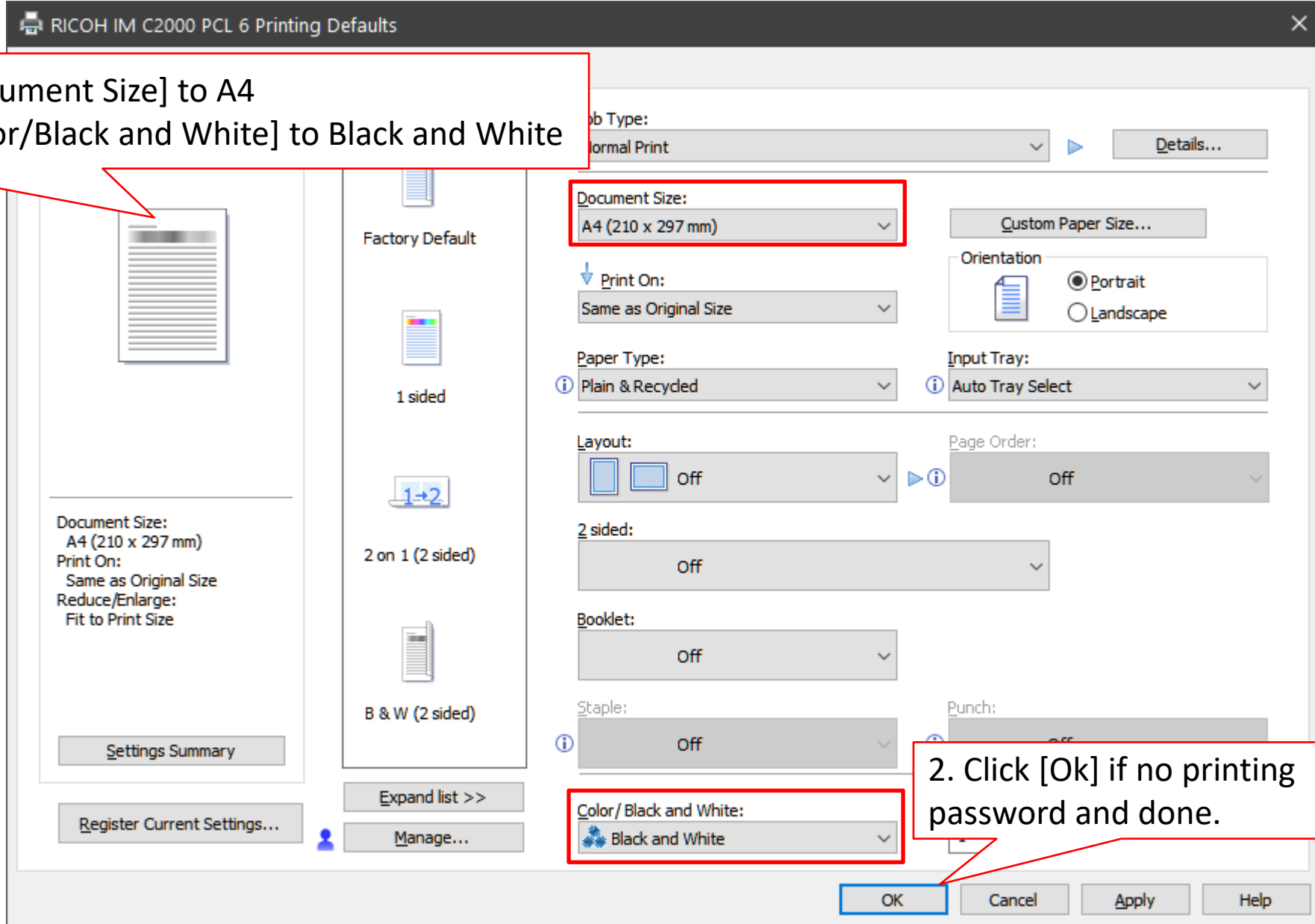
# 3. Set printing default to B&W printing





# 3.1 Change to B&W

- Change [Document Size] to A4
- Change [Color/Black and White] to Black and White



# If print using password/user code

RICOH IM C2000 PCL 6 Printing Defaults

Frequently Used Settings **Detailed Settings** Configuration/About

Current Setting  
User Setting

Menu:  
**Job Setup**  
Basic  
Paper  
Cover/Slip/Designate  
2 Sided/Layout/Booklet  
Imposition  
Output Settings  
Finishing  
Print Quality:Standard  
Print Quality:Advanced  
Effects  
Driver Options

Job Setup  
Job T...  
Norm...  
Classi...  
(Up to...  
User Code:  
(Up to 8 digits)  
1234

Authentication...

Settings Summary

Register Current Settings...


OK Cancel Apply Help

1. Go to [Detailed Settings] → [Job Setup] and key in your printing password/user code here

2. Click [Ok] and done.

# NEWSSCAN

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- Please do not hesitate to contact me if you have any doubts.
  - ✓ Office @ (SG)6634 1883 (MY)607 556 2889
  - ✓ Email @ [bluezliang@newscan.com.my](mailto:bluezliang@newscan.com.my)
  - ✓  @ [+60177021207](https://wa.me/60177021207) - Bluez Liang