# **Install Ricoh Photocopier on Windows**

**Copier models and IP addresses:** 

- Mechanical Building: Ricoh IM 8000
  - IP address: 128.100.49.102
- Rosebrugh Building: Ricoh IM 5000
  - IP address: 128.100.49.103
- Bahen Building: Ricoh Aficio IM 5000
  - IP address: 128.100.49.104

Download the corresponding Ricoh software driver from the Downloads section of the Ricoh website.

### http://www.ricoh.ca/

For example, for the Ricoh IM 8000 (MC Building)

http://support.ricoh.com/bb/html/dr\_ut\_e/re1/model/im7000/im7000.htm

For the Ricoh IM 5000 (RS, BA Buildings)

http://support.ricoh.com/bb/html/dr\_ut\_e/rc3/model/im2500/im2500.htm

Select your Operating System and driver type (PCL5e or PCL6).

The following instructions are the PCL 6 drivers

# IM 7000/IM 8000/IM 9000

Important Notice Important

/our OS	
Microsoft Windows 10 (64-bit)	

Note Before installing, please visit the link below for important information about Windows drivers. https://www.ricoh.com/info/2020/0122\_1/

Select driver languag	ge English	×				
Printer Driver	Utility	Scanner Driver	Fax Utility	Firmware		
PCL 6 Driver	Ver.1	3.0.0 Released Date: 22	2/11/2022 New!			
↓ Download	Printer driver for B/W printing and Color printing in Windows. It supports HP PCL XL commands and is optimized for the Windows GDI. High performance printing can be					
(File Size : 35,518 KB)	expec	cted.				
	D Hi	story				

Download the PCL6 drivers from Ricoh's website.

WinRAR self-extracting archive	_		×
Extracting files to E:\ folder			
Extracting z97878L18\wording\wording_replace_map.jso	n		
Installation progress			
Pause		Cancel	

Double-click the downloaded files to extract it to your local drive.

	IT YOU accept the terms, click (Adree and Go to Next) to continue the installation.	
lect a setup method		^
vices and Drivers Settings	SOFTWARE LICENSE AGREEMENTYOU, THE END USER, SHALL USE THIS SOFTWARE INCLUDING ANY FUTURE RELEASES, REVISIONS,	
stall/Update	UPDATES OR ENHANCEMENTS TO THE SOFTWARE (COLLECTIVELY, "THE SOFTWARE") ACCORDING TO THE TERMS OF THIS AGREEMENT ("THIS AGREEMENT"). BY INSTALLING OR USING THE SOFTWARE, OR CLICKING ON THE "ACCEPT"	ľ
mplete	BUTTON, YOU ARE AGREEING TO BE BOUND BY THESE TERMS. IF YOU DO NOT ACCEPT THE TERMS OF THIS AGREEMENT, YOU MAY NOT INSTALL THIS SOFTWARE INTO ANY COMPUTER.	
	<ol> <li>Grant of License         The Software is licensed for use by you for the equipment packaged with the Software or designated by its supplier or us ("the Equipment"). You are permitted to use the Software on any computer which permits electronic access to the Equipment. You are not permitted to rent or lease the Software or to transfer your rights under this license to a third party.     </li> </ol>	
	2. Duration The license of the Software under this Agreement is effective until terminated. The license of the Software under this Agreement will terminate where you fail to comply with the terms of this Agreement. Upon termination, you agree to destroy all copies of the Software and its documentation.	~

A new window will open, click Agree and Go to Next

#### Ø Driver Installer



### Click Network

🥑 Driver Installer					×
Install Steps	Select a device				
End User License Ägreement	Select the device to use from th Click [Click if you cannot find the	e list and click [Next]. e device] when specifying the device'	s IP address.		
Select a setup method	Searching completed.				
Devices and Drivers Settings				Search again	
Select a device	Device Name	IP Address	Comment		
Select a device driver					
Printer Preference					
Install/Update					
Complete					
	Click if you can	not find the device			
	Manually enter the settings	0			
		Back	Next	Cancel	
			- ACAC	Concer	-

Click Click if you cannot find the device

#### 🥑 Driver Installer

Install Steps	Select a search method
End User License Agreement	Please select a search method and dick [Next].
Select a setup method	Specify device IP address
Devices and Drivers Settings	
Select a device	
Select a device driver	
Printer Preference	
Install/Update	○ Specify device name
Complete	
	2
	2
	Back Next Cancel

×

Select Specify device IP address, click Next

🥑 Driver Installer Search by IP address Install Steps Please enter the device's IP address and click [Search]. For how to check the device's IP address, please refer to the User Guide. 1 Search IP address: 128 . 100 . 49 . 102 Devices and Drivers Settings Searching completed. Select a device IP Address Select a device driver Device Name Comment IM 8000 128.100.49.102 Printer Preference Install/Update Manually enter the settings (i) Complete 2 Back Next Cancel Enter the IP number 128.100.49.102 click Search

click Next



Drivers installing

#### Ø Driver Installer

Complete

# Install Steps

# Install Device Software Manager

Easily install and update the latest drivers for your Ricoh Multifunction Products (MFP) and Printers. The Device Software Manager automatically detects the applicable MFPs and Printers on your network or connected to your PC via USB.

Device Software Manager will be installed after Driver Installer has finished. The files in the driver package are used for installation. Please do not delete the files in the driver package.

Install Device Software Manager

Next

Click Next

### Ø Driver Installer

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			RICOH IM 8000 PCL 6	Print Test Page
			Successfully Installed Device(s) : RICOH IM 8000 PCL 6	Print Test Page

Click Finish

# How to Setup User Print Code



Open the Control Panel



open Device and Printers



Right click RICOH IM 8000 PCL 6, select Printer properties

### RICOH IM 8000 PCL 6 Properties

General Sharin	g Ports	Advanced	Color Management	Security	Accessories	Advanced Options		
50	RICOH	IM 8000 PCI	. 6					
Location:								
Comment:	PCL6 D	Driver (For Wi	ndows)					
Model: Features	RICOH	IM 8000 PCL	6					
Color: No	ladı Vas		Paper availabl	e:		1		
Staple: Yes	ieu: res				<u>^</u>			
Speed: 80 p	opm							
Maximum	resolution	n: 1200 dpi			Y			
		Pr	eferences	Print	Test Page			
					ОК	Cancel	Apply	Help

Click Preferences

## HC Photocopier Printing Preferences

Current Setting	Job Type:			
	Normal Print		Modify	User Code Setting
	Document Size:		Copies:(1 to 999)	
	Letter (8.5" x 11")	~	1	
	Print On:		Orientation	
5	Same as Original Size	~	f	Portrait
	Custom Paper Size			() Landscape
	Input Tray:		Paper Type:	
	Auto Tray Select	~ (i)	Plain & Recycled	×
Document Size: Letter (8.5" x 11") Print On: Same as Original Size Beduce/Enlarge:	2 sided:	~	Layout:	~ /
Fit to Paper Size	Booklet:		Staple:	
	Off	~ / 0	Off	×
D Register Current Settings				
Confirm Tray Settings	·			
Settings Summary		Reset All Setti	ngs	Reset Settings in This Tab

Under the **Basic** tab, click **User Code Setting** 

User Code Settin	g		?	×
User Code: (Up to 8 digits) 1234	1			
	2		<i>0</i> 1	
OK	Cancel	Restore Defaults	Help	

Enter your user code, click OK to save

#### 🖶 MC Photocopier Printing Preferences

e Click Presets	Dasic	Input/Output	Finishing	Layout/Edit	Text/Watermark	Cover/Cha	pter	Image Quality	Others	
Current Settin	g		Job Tvr	ne:						
			Norma	al Print			Ν	Modify	User Code	Setting
			Docume	ent Size: (8.5" x 11")		~	Co	opies:(1 to 999)		
			Vint On:				Orientation			
	_5		Same a	as Original Siz	e	~		Ē	Portrait	
				Custo	m Paper Size				OLandscape	
			Input T	ray:			Pa	aper Type:		
			Auto T	ray Select		~	① P	lain & Recycled		~
Document Siz Letter (8.5" Print On:	e: x 11")		2 sided	:			La	ayout:		
Same as Ori Reduce/Enlar Fit to Paper	ginal Size ge: Size	2	- <u>-</u>	t_ Long Edg	ge Bind: Left/Top	~		Off		~ /
			Booklet				St	taple:		
			1	Off		~ #	1	Off		~
B Register C	Current S	Settings								
Confirm	n Tray S	ettings	-							
Settings Summary		mary				Reset All S	Setting	js	Reset Settings i	n This Tab
								_		1
							OK	Cance	Apply	Help

Click OK