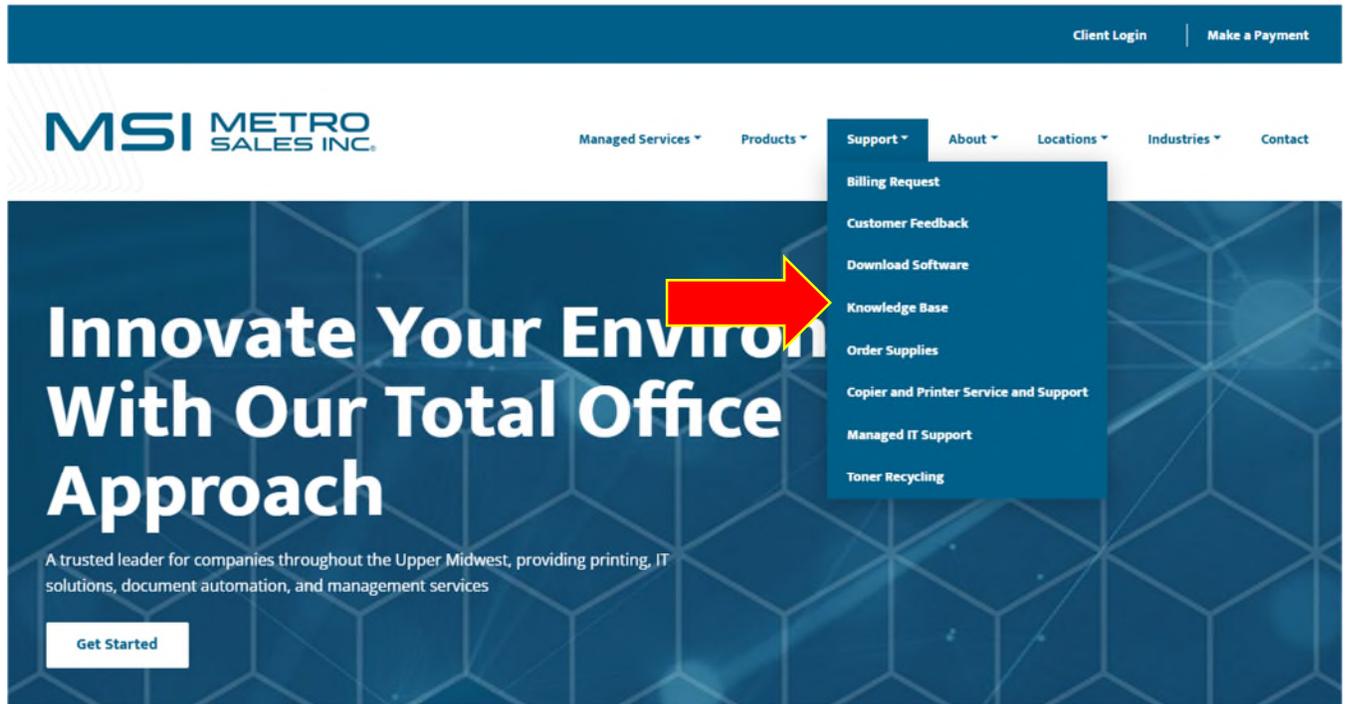
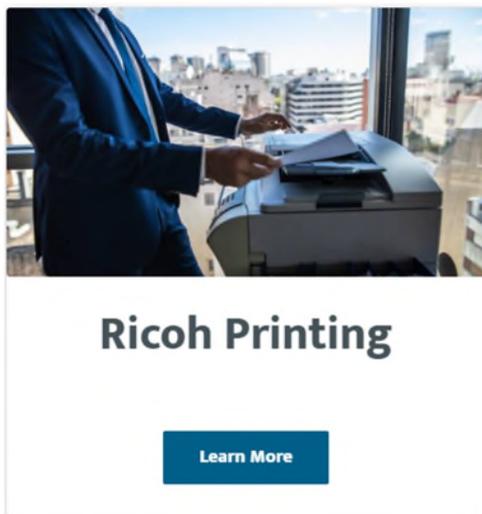


How To Access and Install Print Driver Installer

- Open up an internet browser and go to www.metrosales.com
- Move your cursor to Support, then click on Knowledge Base



- Click “Learn More” under Ricoh Printing



- Under Print Driver Installer, select 32 or 64-bit Driver Installer

How to Install a Printer Driver

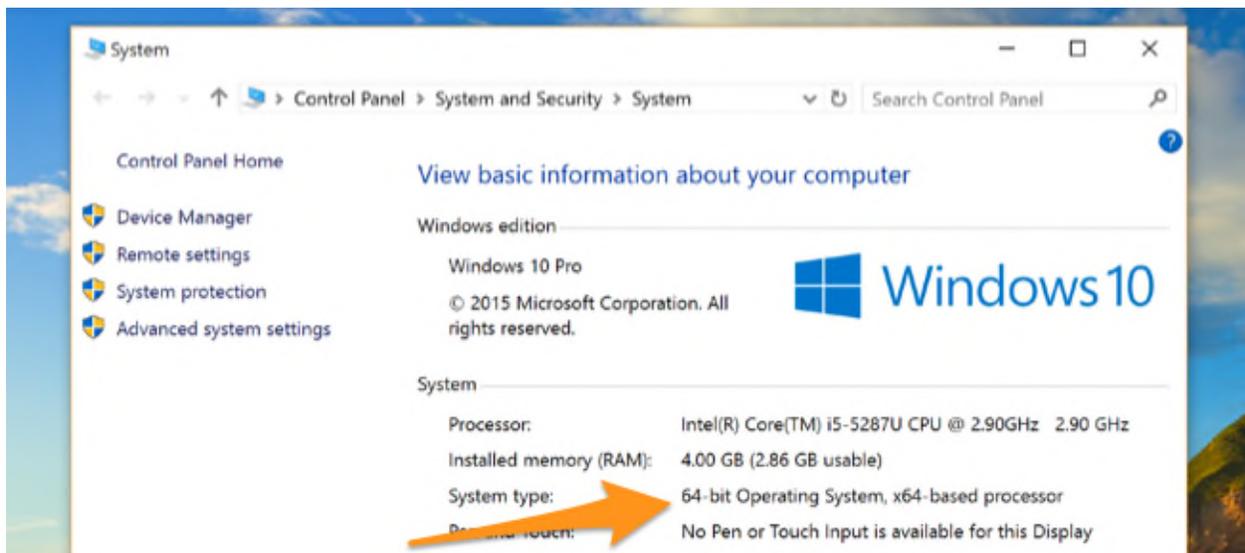
- [Install Printer Mac OS-X](#)
- [Install Printer Win 10](#)
- [Install Printer Win 8](#)
- [Install Printer Win 7](#)
- [Install Printer Win XP](#)
- [Install Printer Chromebook](#)

Print Driver Installer

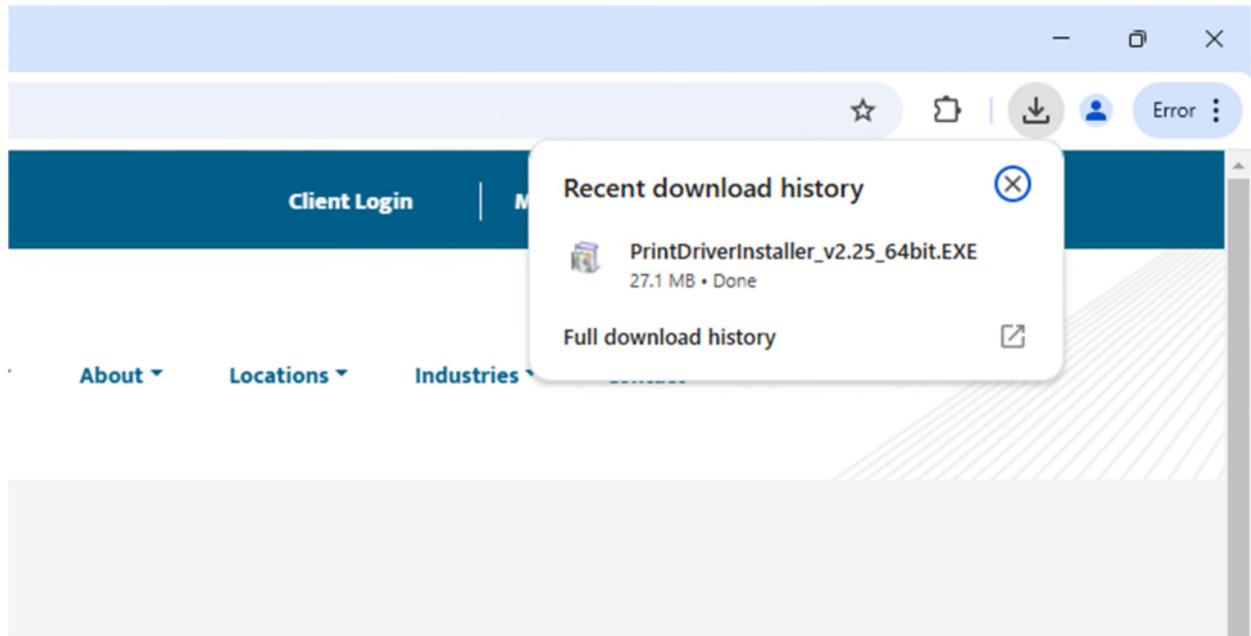
- [Installer Instructions](#)
- [64-bit Driver Installer](#)
- [32-bit Driver Installer](#)

Note: Print drivers installed on Windows 7 OS will default to color. Use the "Installer Instructions" to default to B&W.

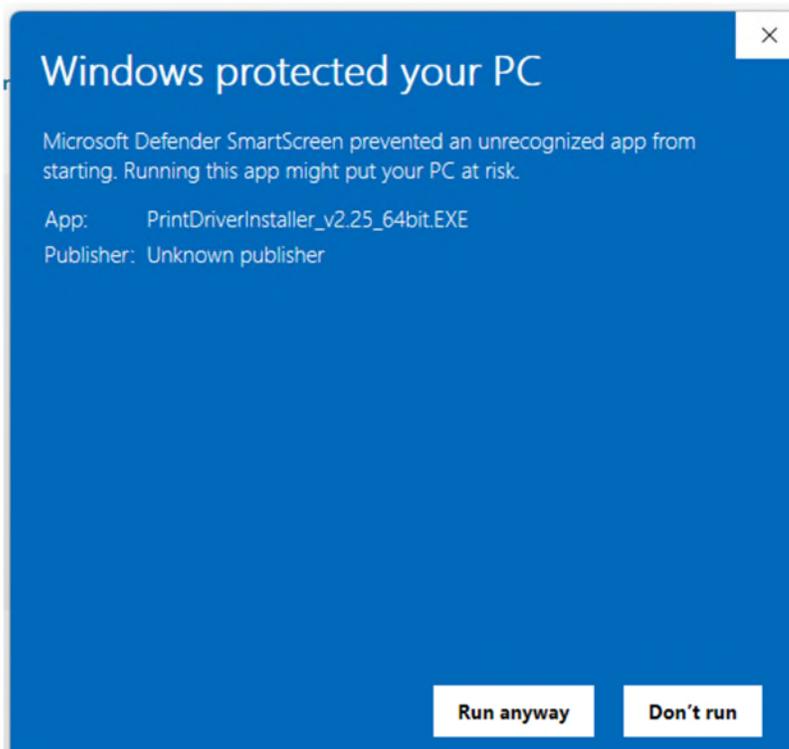
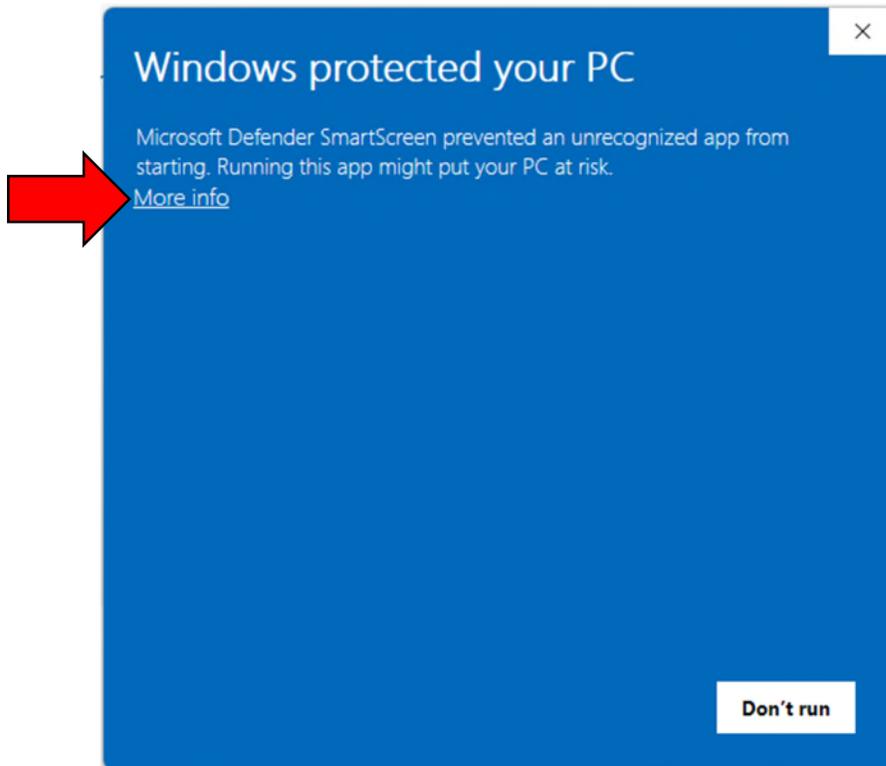
- If you are unsure which OS version you have
 - For Windows 11, select 64-bit.
 - Windows 10 and older, go to control panel, system and security, system, view to the right of system type.



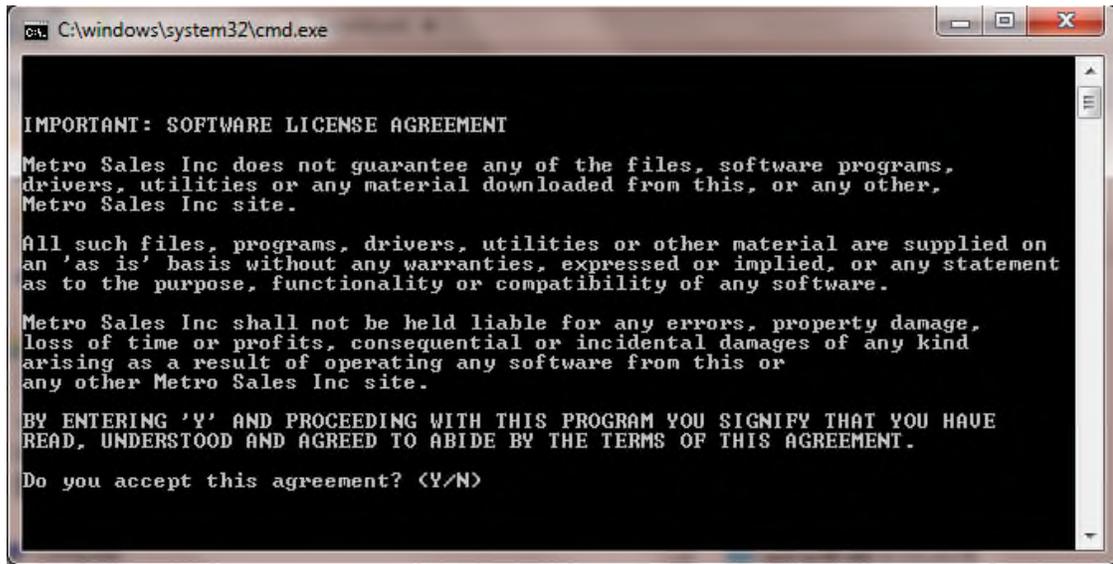
- Once you have the appropriate download completed, it may open on its own, otherwise you may have to open it from your downloads (upper right)



- You may get a security warning. If you do, select More info and select “Run anyway”



- You will get a black screen that pops with a license agreement y/n



```
C:\windows\system32\cmd.exe

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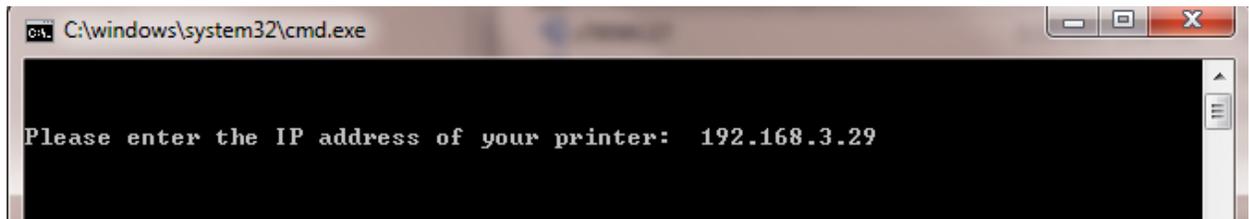
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READ, UNDERSTOOD AND AGREED TO ABIDE BY THE TERMS OF THIS AGREEMENT.

Do you accept this agreement? <Y/N>
```

- Next the installer will ask for the IP address of your copier:
example 192.168.3.29

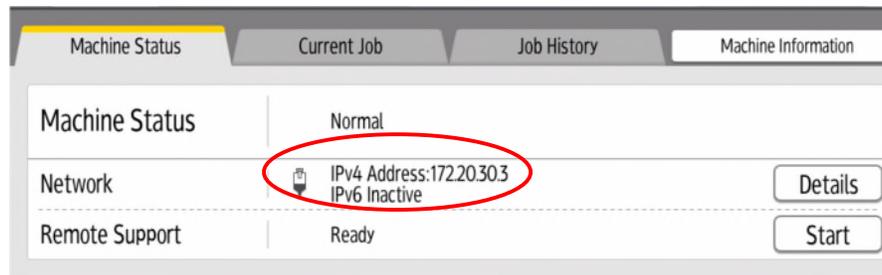
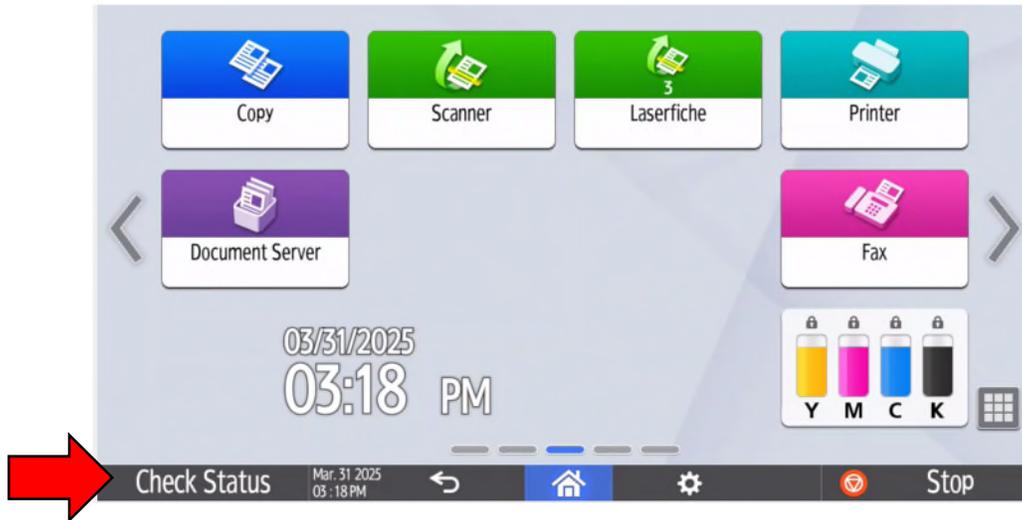


```
C:\windows\system32\cmd.exe

Please enter the IP address of your printer: 192.168.3.29
```

- If you do not know the IP address, you can get it on the copier.

- For newer Android devices with square icons, press Check Status on the bottom of the screen:



- For other Android based devices with round icons, print a configuration page by swiping left to user tools, machine features, printer features, configuration page.

- Example of round icon Android based screen:

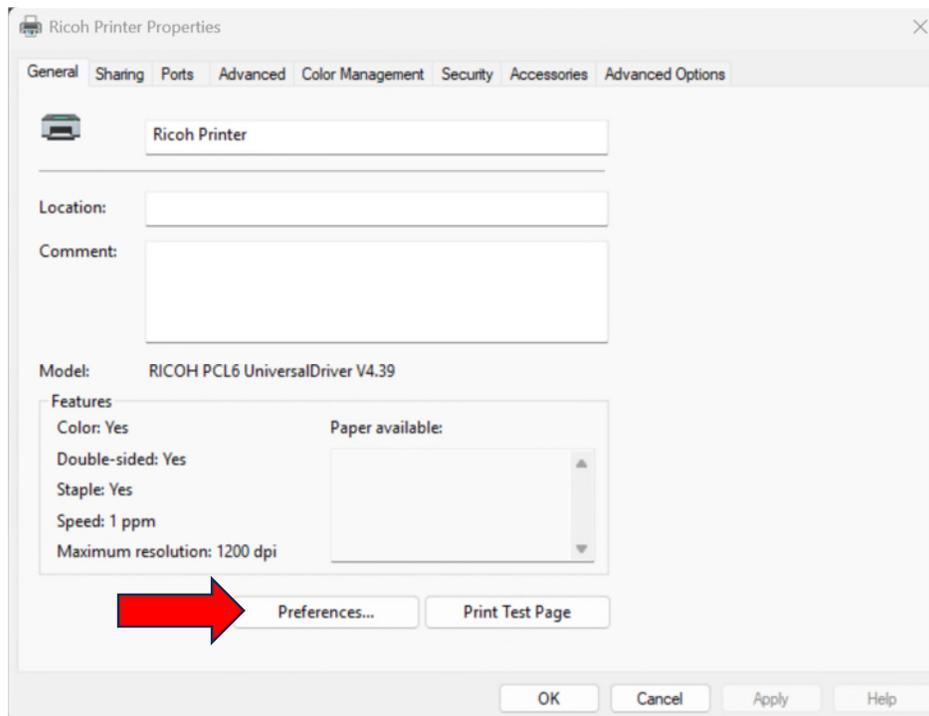


- On non-Android based displays that do not allow you to swipe left or right, press user tools, printer features, and configuration page.

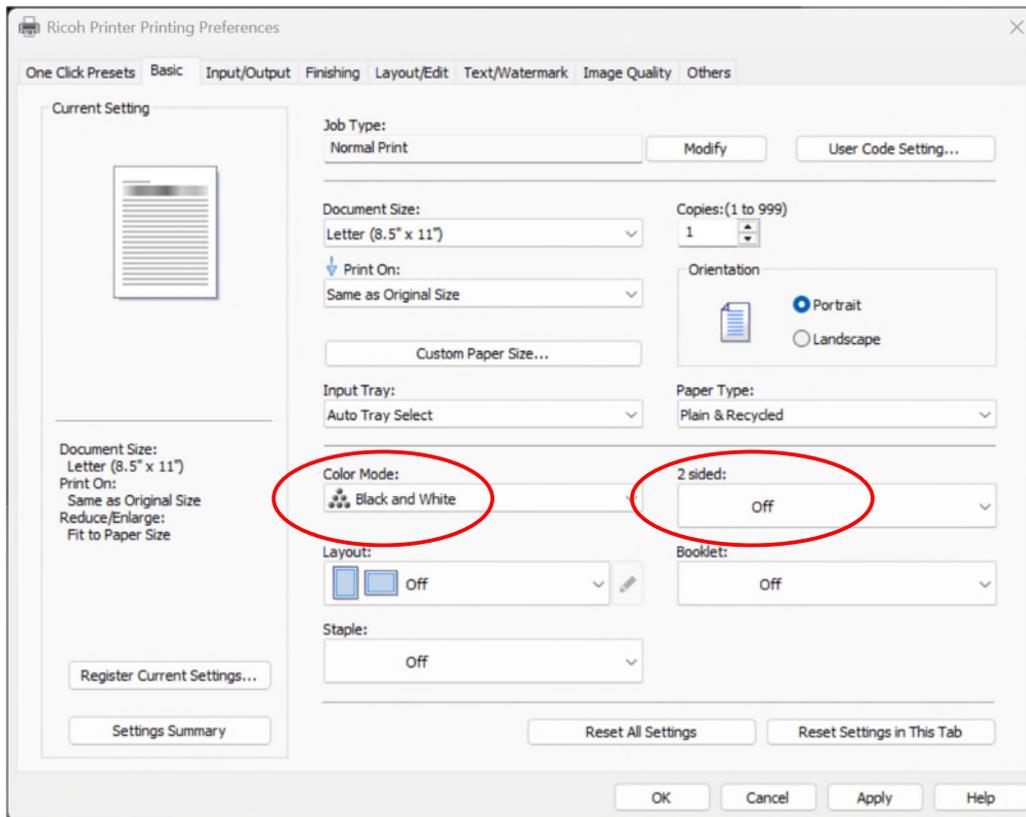
| | | | |
|-------------------------|----------------------------|----------------------|-------------------------|
| Toner Saving | Off | Color Setting | Super Fine |
| Color Profile | Auto | Process Color Model | Color |
| Orientation Auto Detect | On | Gray Reproduction | Black/Gray by K (Black) |
| PDF Menu | | | |
| Reverse Order Printing | Off | Resolution | 600 dpi (Fast) |
| Toner Saving | Off | Color Setting | Super Fine |
| Color Profile | Auto | Process Color Model | Color |
| Orientation Auto Detect | On | | |
| Host Interface | | | |
| I/O Buffer | 128 KB | I/O Timeout | 15 seconds |
| DHCP | *Off | IPV4 Address | 192.168. 3.240 |
| Sub-net Mask | 255.255.254. 0 | IPV4 Gateway Address | 192.168. 2. 1 |
| IPv6 Stateless Setting | *Inactive | IPV4 | Active |
| IPv6 | Inactive | SMB | *Inactive |
| Ethernet Speed | Auto Select: Disable 1Gbps | Fixed USB Port | Off |

- You will then be asked to enter a printer name. This can be any name of your choosing. For example, “Ricoh Printer”, “IM C6010”, etc.

- The printer will begin installing and pop up into Printer Properties. To change the defaults, click on Preferences



- Common changes are setting 2-sided to 1-sided and color to black and white.



- After changing preferences and clicking OK, you will be asked if you'd like to set it as your default printer
- Next you will get a message that the printer has been installed. You can close the window and you are now ready to print.