

How To Access and Install Print Driver Installer

- Open up an internet browser and go to <u>www.metrosales.com</u>
- 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.

.9	System			-		×		
	・ 个 S> Control Pane	I > System and Security > System	v Ö	Search Control Panel		P		
	Control Panel Home	View basic information about your computer						
•	Device Manager	Windows edition						
•	Remote settings	Windows 10 Pro						
•	System protection	© 2015 Microsoft Comporation All		Windows10				
•	Advanced system settings	rights reserved.						
		System						
		Processor: Intel(R)	Core(TM) i5-5	287U CPU @ 2.90GHz	2.90 GHz			
		Installed memory (RAM): 4.00 G	8 (2.86 GB usat	ole)				
		System type: 64-bit	Operating Syst	em, x64-based processo	or			
		Per une regen: No Per	or Touch Inpu	ut is available for this Di	splay			

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 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 <u>More info</u> and select "Run anyway"



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

C:\windows\system32\cmd.exe
IMPORTANT: SOFTWARE LICENSE AGREEMENT
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Do you accept this agreement? (Y/N)

• Next the installer will ask for the IP address of your copier:

example 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:

Сору	Canner Scanner	3 Laserfiche	Printer
C Document Server			Fax
05/5 03	v2025 :18 pm		Y M C K
Check Status Mar.	51 2025 ← ·	n 🕆	🥺 Stop
Machine Status	Current Job	Job History	Machine Information
Machine Status	Normal	_	
		0.70.7	
Network	IPv4 Address:172.2 IPv6 Inactive	0.50.5	Details

 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

01	aring	Ports	Advanced	Color Management	Security	Accessories	Advanced Options	8	
		Ricoh P	rinter						
Location:									
Comment	t								
Model:		RICOH	PCL6 Univers	alDriver V4.39					
Color: \	/es			Paper availabl	e:				
Double Staple:	-sided Yes	: Yes				^			
Speed: Maxim	1 ppm um re	olution	: 1200 dpi			Ŧ			
			Pr	eferences	Print	Test Page			
Speed: Maxim	1 ppm um re	olution	: 1200 dpi Pr	eferences	Print				

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

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e Click Presets Basic Input/Outpu	t Finishing Layout/Edit Text/Watermark Image Qual	ity Others	
Current Setting	Job Type:		
	Normal Print	Modify	User Code Setting
	Document Size:	Copies:(1 to 999)	
	Letter (8.5" x 11") ~	1 🛟	
	V Print On:	Orientation	
	Same as Original Size \lor	1	O Portrait
	Custom Paper Size		Landscape
	Input Tray:	Paper Type:	
	Auto Tray Select 🗸 🗸	Plain & Recycled	~
Document Size: Letter (8.5" x 11") Print On:	Color Mode:	2 sided:	
Same as Original Size Reduce/Enlarge: Fit to Paper Size	Black and White	Off	~
	off v	Off	~
	Staple:		
Register Current Settings	Off ~		
Settings Summary	Reset All Se	ettings	Reset Settings in This Tab

- 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.