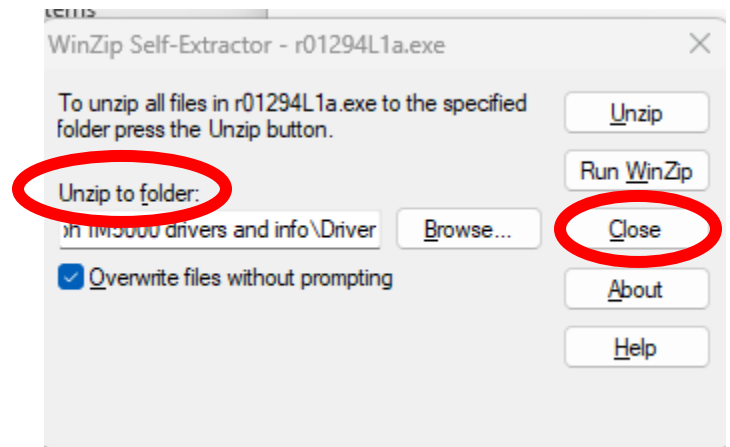


Instructions to install Windows drivers for Ricoh IM5000

- See Jeff to get an account set up for the Ricoh IM5000. Your name, email address, and a 4 or 5 digit number code is needed for the account.
- Download the drivers you need. We have a Ricoh IM 5000 http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/im2500/im2500.htm
 - Download the “PCL6 V4 Driver for Universal Print” (as of April 2024. If you do not see this check with Jeff. There might have been updates from Ricoh)

- The driver file is a compressed executable file. Double click the file you downloaded to run it and unzip the driver files. There will be a temporary folder created by default, or you can make your own folder. You do not need the folder after the driver is installed and it can be deleted.
- Click “Close” to close the Self-Extractor program.



- Find the folder where you unzipped the driver files, and run “RV_SETUP”
- Click “Agree and Go to Next” for the End User License Agreement

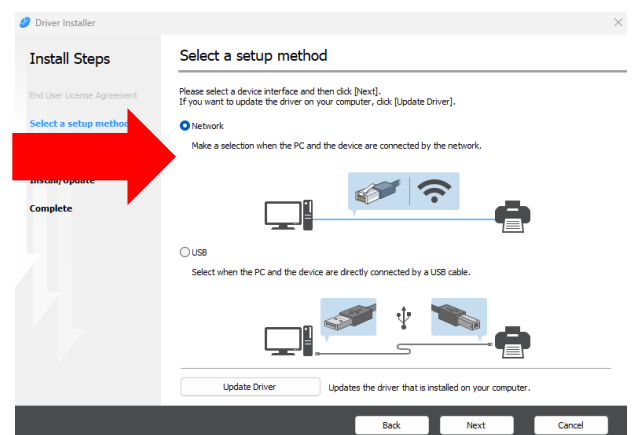
Click “Network” in the “Select a setup method screen”, regardless how you connect to the network. Click “Next”.

Follow the instructions in the **Wired Network Connection**

or

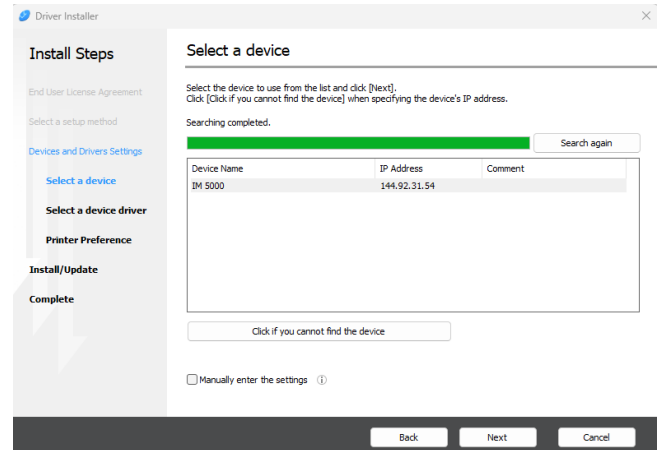
Wireless Network Connection

sections, depending on how you connect to the network.

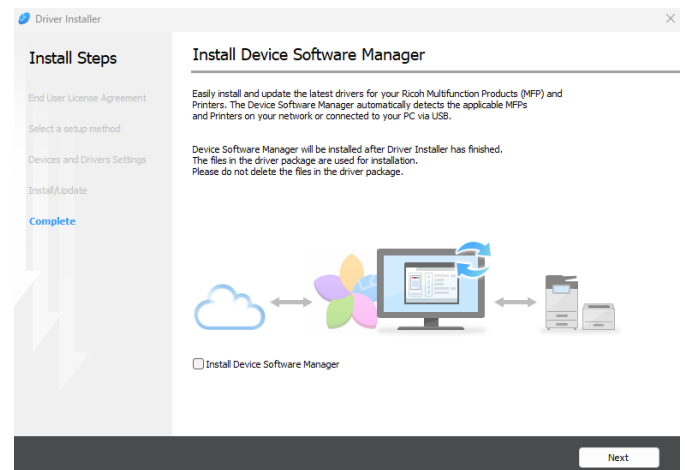


Wired Network Connection

- Windows should now search for available printers. Look for the “IM 5000”. It should have an IP address of 144.92.31.54. Click “Next”.

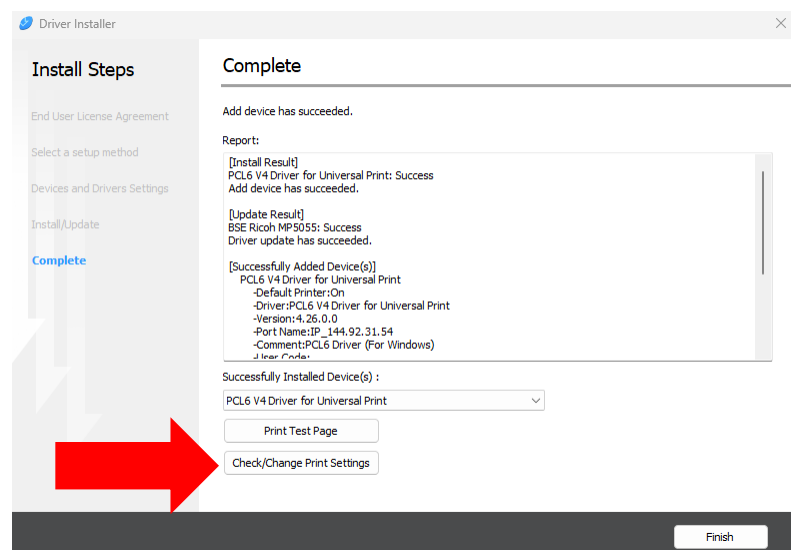


- The driver will install and you will see this screen when it is complete about installing the Device Software Manager. You do not need that. Leave the check box unchecked and click “Next”.



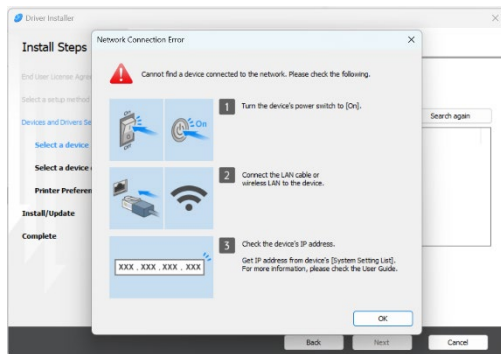
- Now we need to add your access code to the driver. DO NOT click “Print Test Page” – it will not work yet.
- Click “Check/Change Print Settings”

Skip to the **Adding your copier code to the printer driver** section to continue.

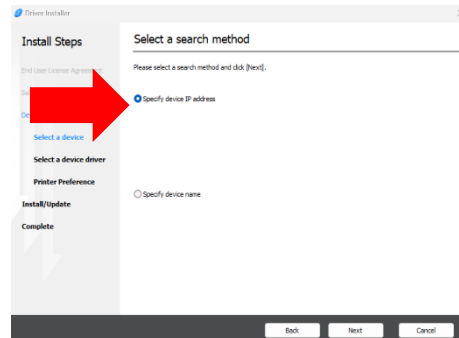


Wireless Network Connection

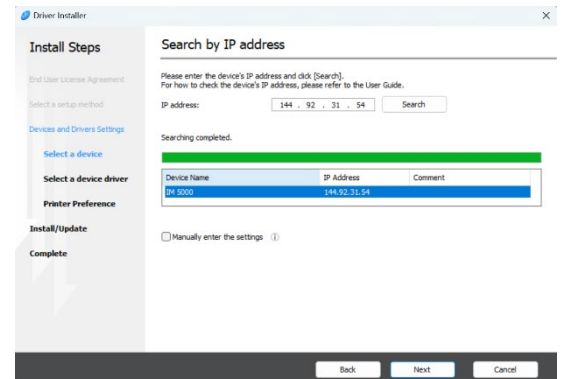
Windows will not find the printer automatically if you are on a wireless connection. You will get this error screen. Click “OK” to clear the error box.



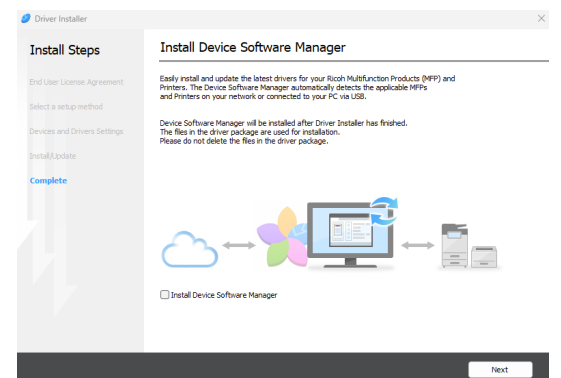
Select “Specify device IP address”. Click “Next”



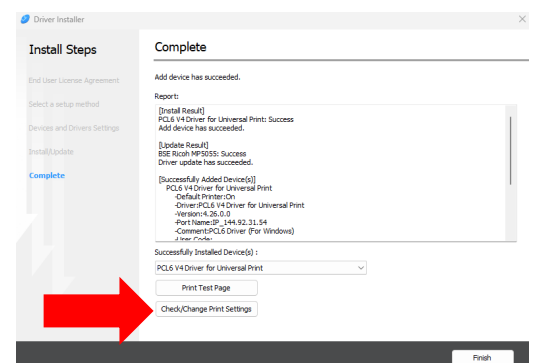
- Enter “144.92.31.54” for an IP address and click “Search”. You should see the IM 5000 in the list. Click “Next”



- The driver will install and you will see this screen when it is complete about installing the Device Software Manager. You do not need that. Leave the check box unchecked and click “Next”.

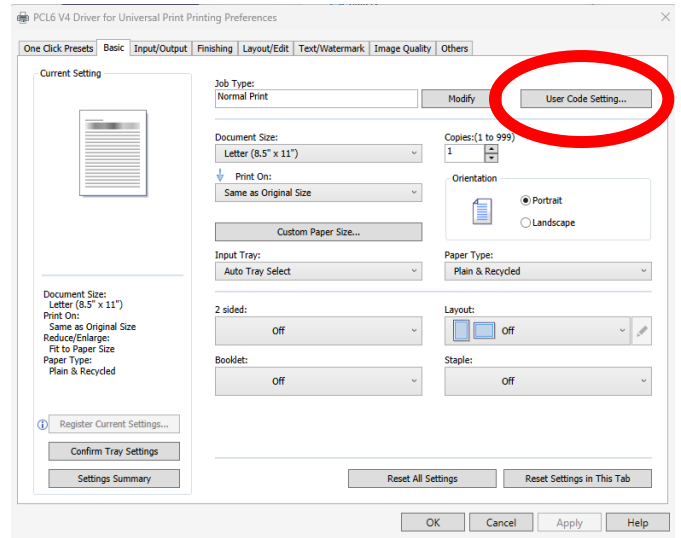


- Now we need to add your access code to the driver. DO NOT click “Print Test Page” – it will not work yet.
- Click “Check/Change Print Settings”



Adding your copier code to the printer driver

- When you click “Check/Change Print Settings”, this dialog box should appear. Click on “User Code Setting” and enter your code in the box. (This is in the “Basic” tab in case it is not showing properly)



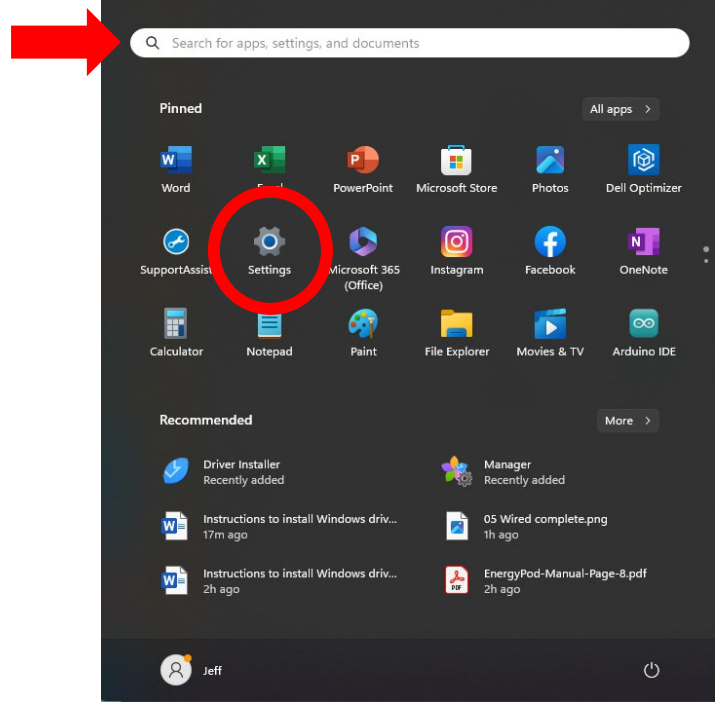
- Click “OK” to close the window.
- At this point you should be able to print.
Print something to test your settings!

Changing the name of the printer

The print driver installs with the name of the driver, so the IM 5000 shows up as “PCL6 V4 Driver for Universal Print”.

You can change that to something more descriptive.

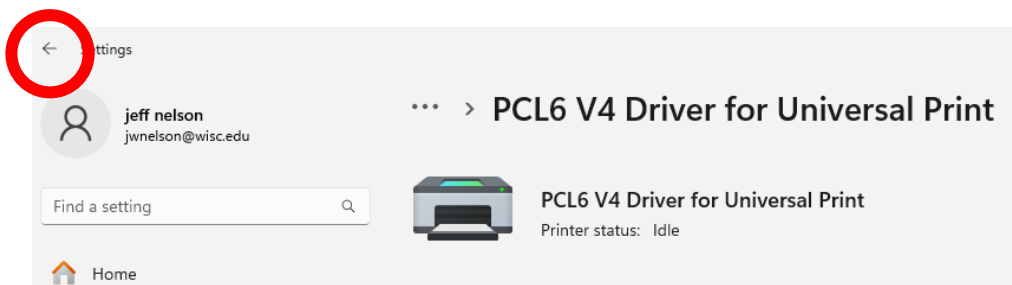
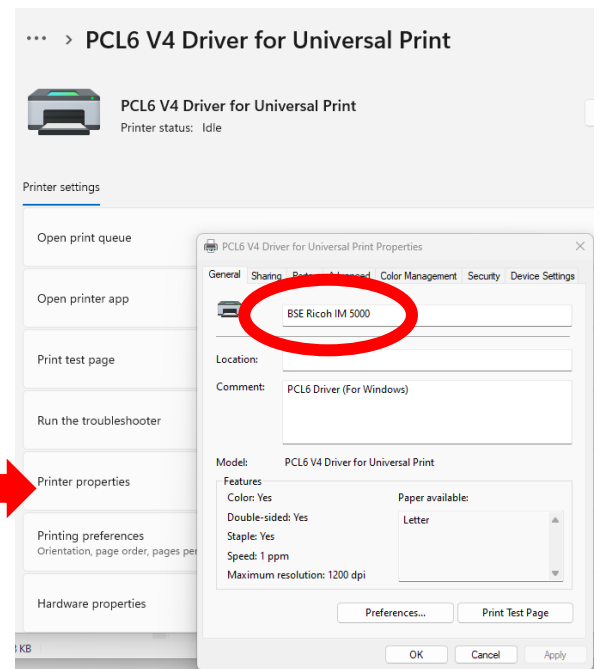
- Open the “Printers and Scanners” Settings.
 - Click the Start Button and click the Settings gear icon. Type “Printers” into the “Find a Setting” dialog
 - or
 - Click in the search bar at the top of the Start Menu and type “Printers” – the “Printers and Scanners” settings link will appear in the list of Best Matches.



- Select “Print properties”
In the dialog box that appears you can enter a new name for the printer.
Example: “BSE Ricoh IM 5000”

Click “OK” and you will be back at the settings page.

You will not see a change right away. You need to go back to the list of all your printers for the change to happen. Click the back arrow at the top of the window to go back to the printer list. The list will refresh and you will see the new name

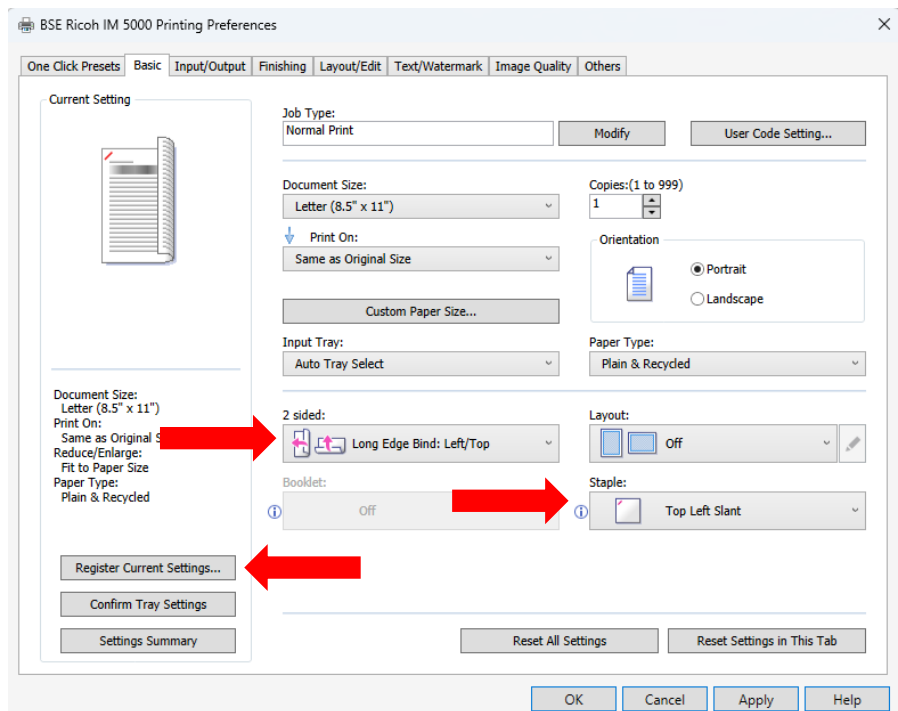


Creating One Click print settings

There are a number of functions on the printer and you can save settings to make selecting them quicker.

- From the “Printers and Scanners” settings page, pick the printer from the list.
- Click on the “Print Preferences” box. That will bring up the same screen you saw when you entered your access code.
- In the “Basic” tab, you will start with a single sided sheet of 8 ½ x 11 paper.
- There are some common settings you can select on this tab, or go to the other tabs for more options.

- EXAMPLE: I made a setting for double sided and stapled prints.
- In the “2 sided:” box pick which way the paper flips.
- In the “Staple:” box pick where you want the staple.
- In the “Current Setting” box you see a picture of what it looks like.



- When you are done, click the “Register Current Settings” button and give it a name.
- Now, when you pick “print preferences” from any program, you can click on the “One Click Presets” tab and select your layout.

If you want a particular setting to be the default page layout, once you made changes to the layout, click the “Apply” button. That should keep the settings as default.

EXAMPLE: change the layout to double sided and then click “Apply”. Then all pages from all programs should print double sided without any other action needed.