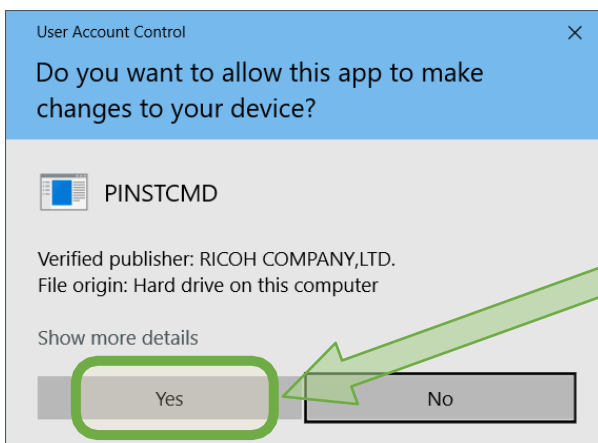
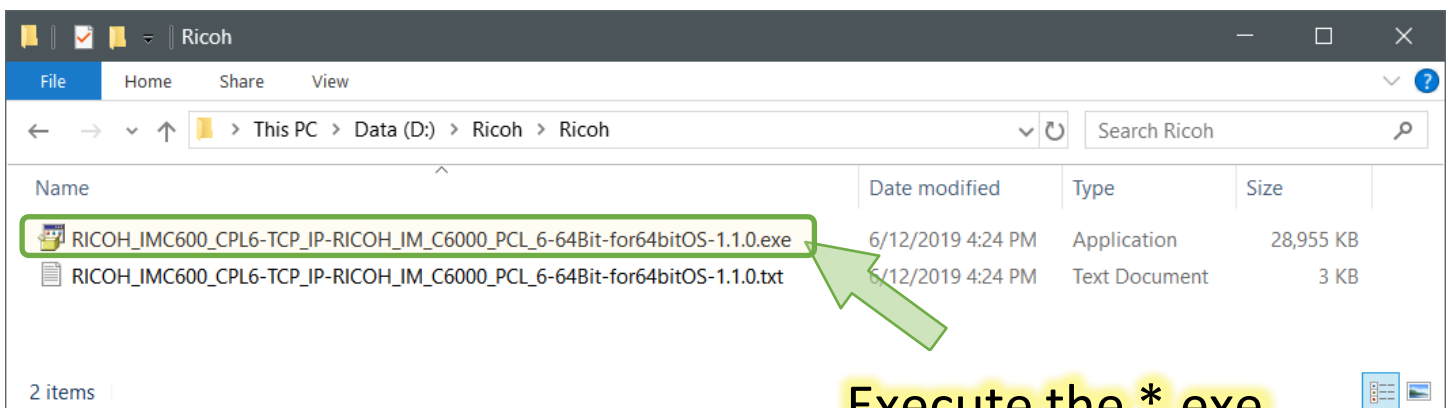


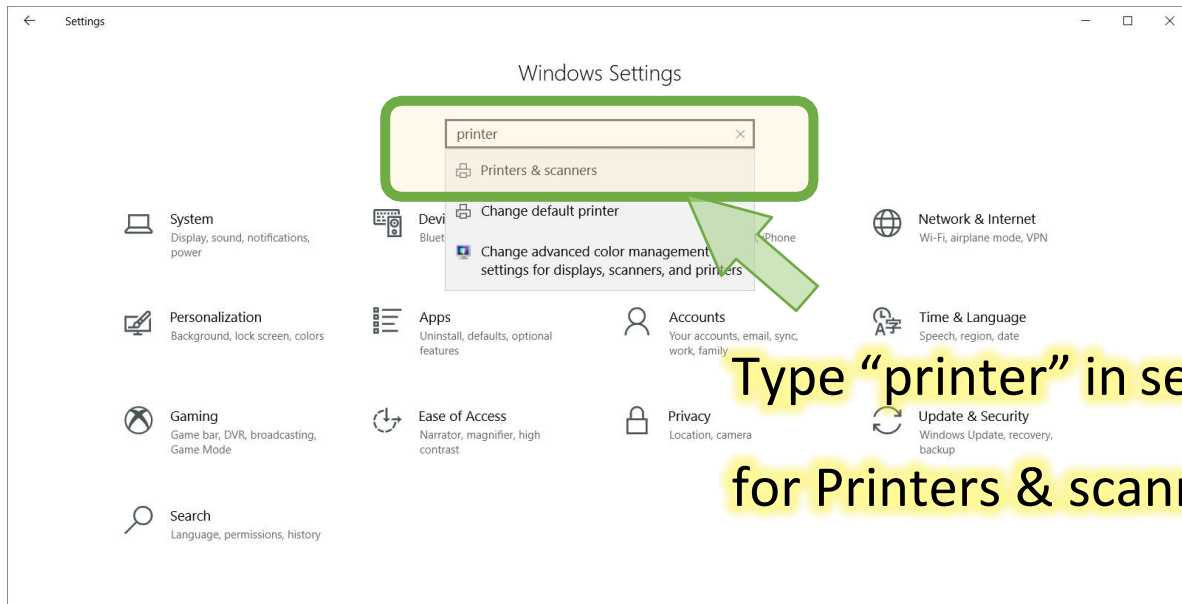
INSTALLATION GUIDE

This instruction guide is for setting up **Ricoh** copier in Windows 10 64bit PC. To begin, we need to install the device driver. Please install the customized driver in https://mech.hku.hk/hw737b_ricoh/.

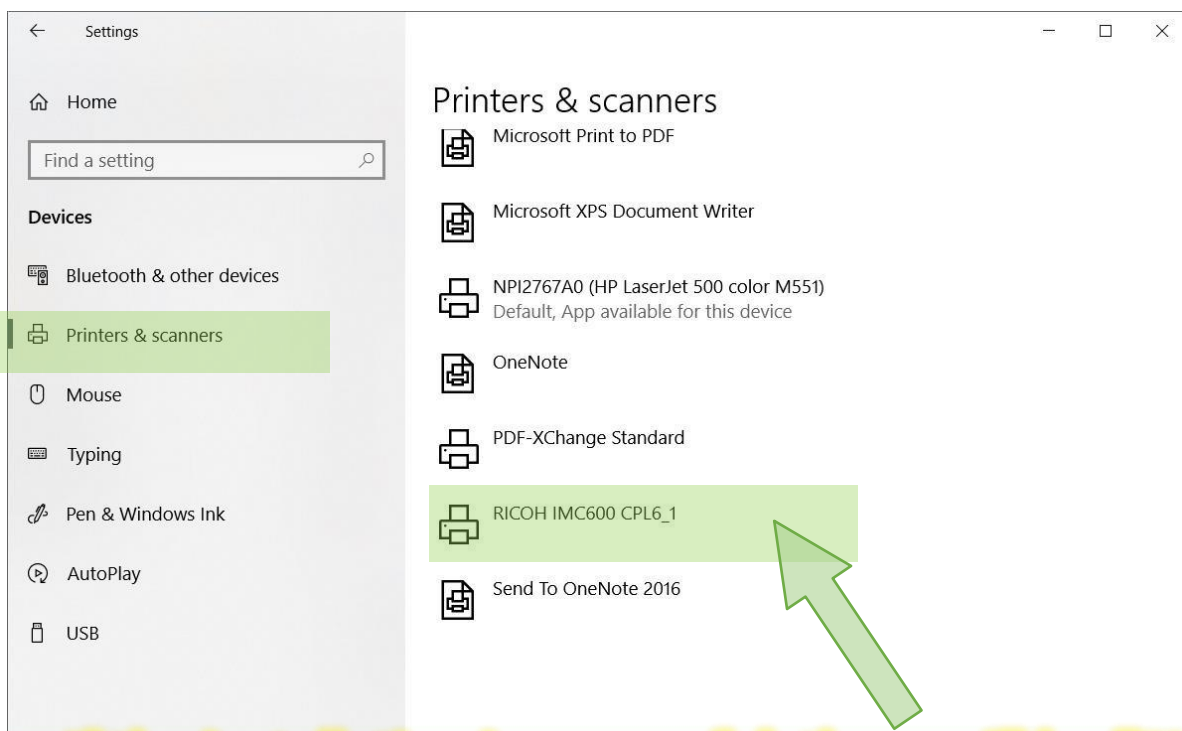
After you extract this zip file, you will see an exe file and a txt file as below. Please run the executable.



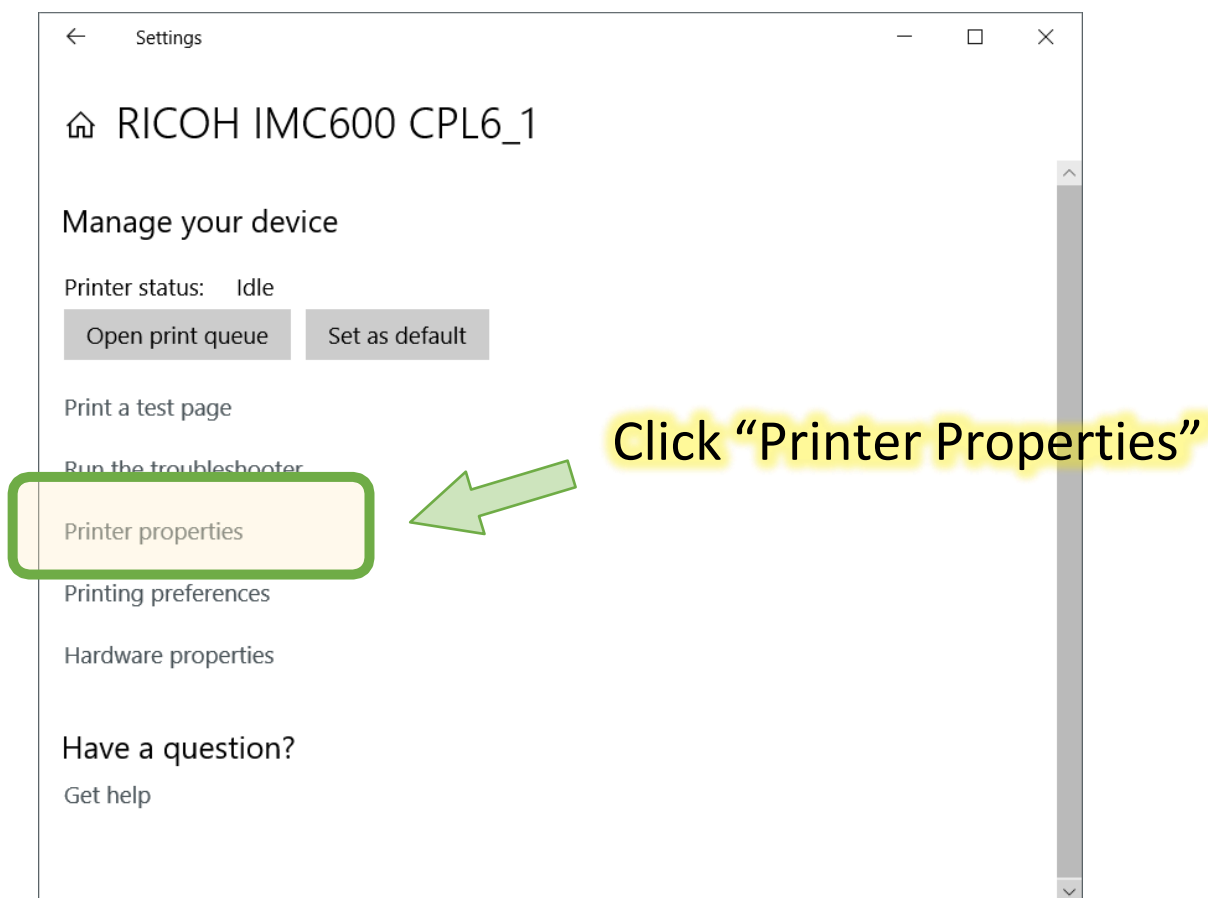
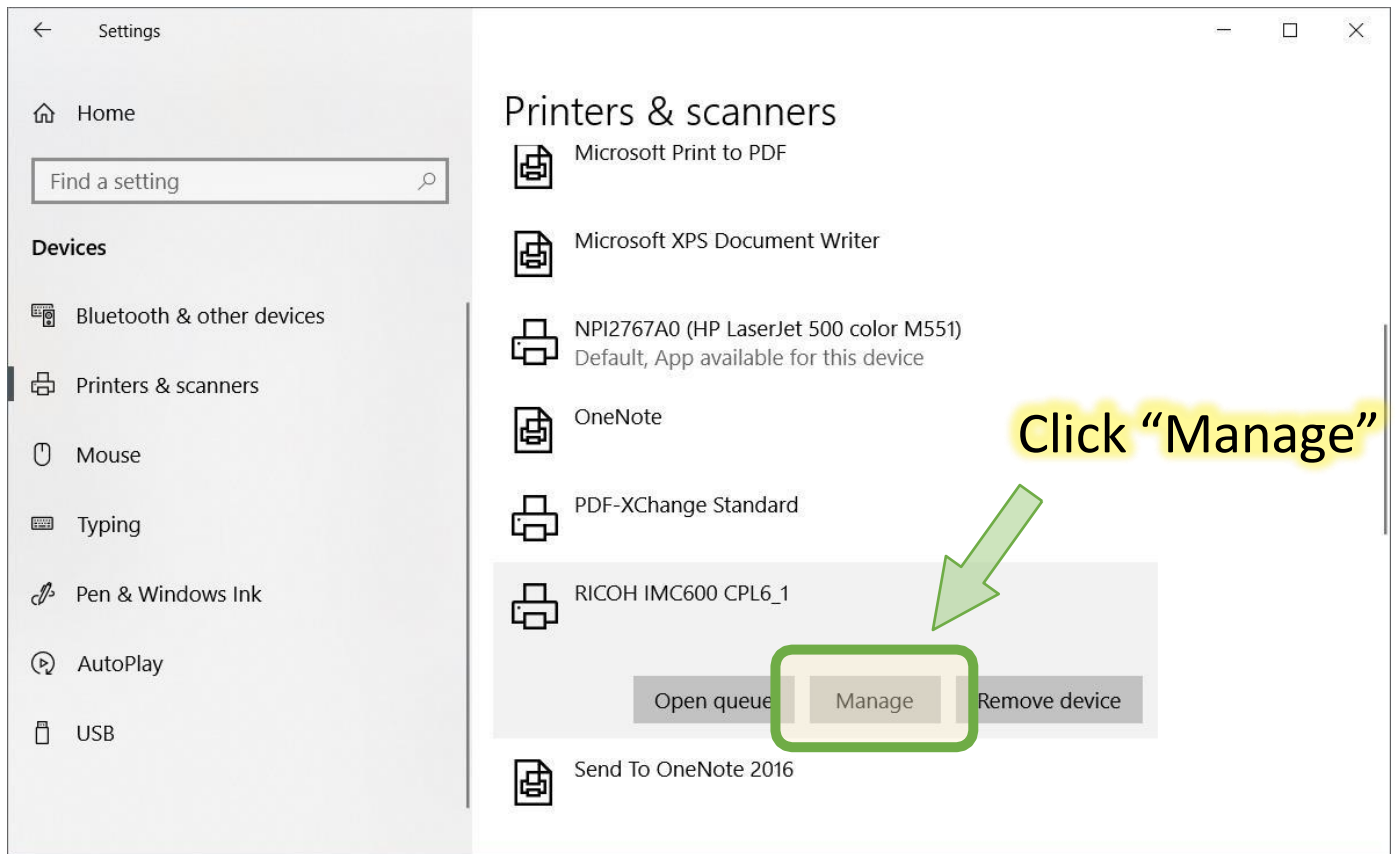
Then, the driver installation and the network registration should be done automatically. Next is to check the presence of the Ricoh copier and to configure the user authentication. Please go to “Windows Settings”.

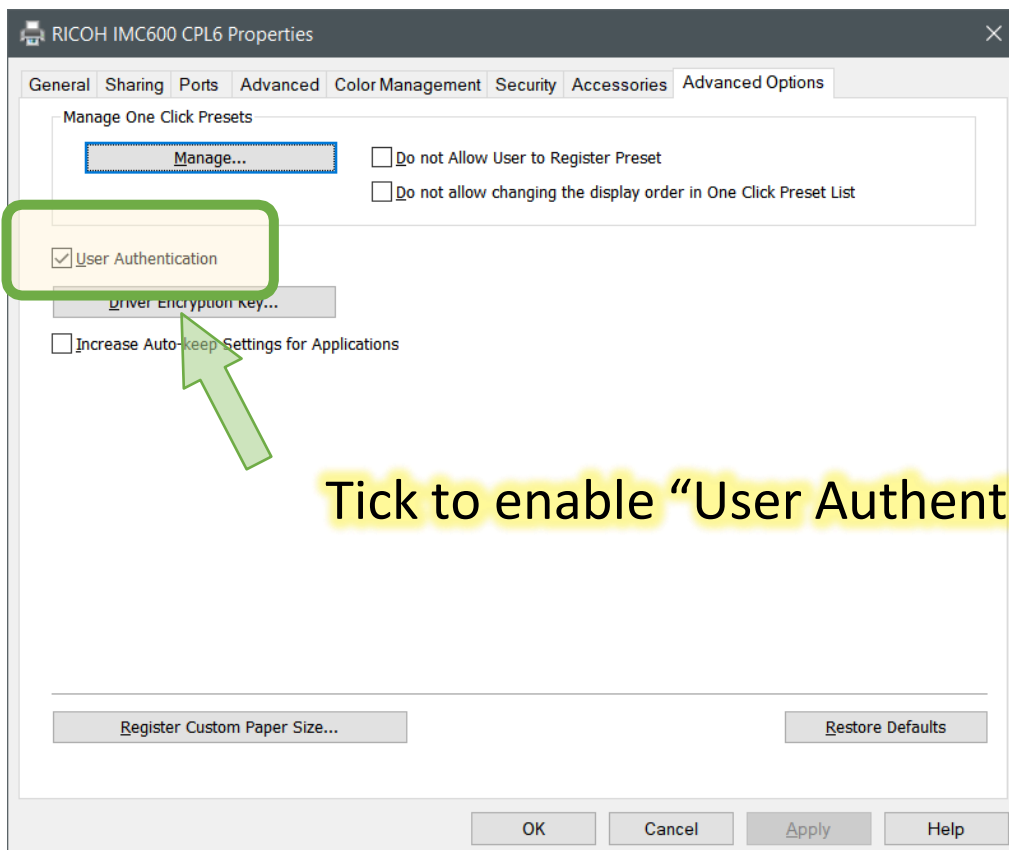
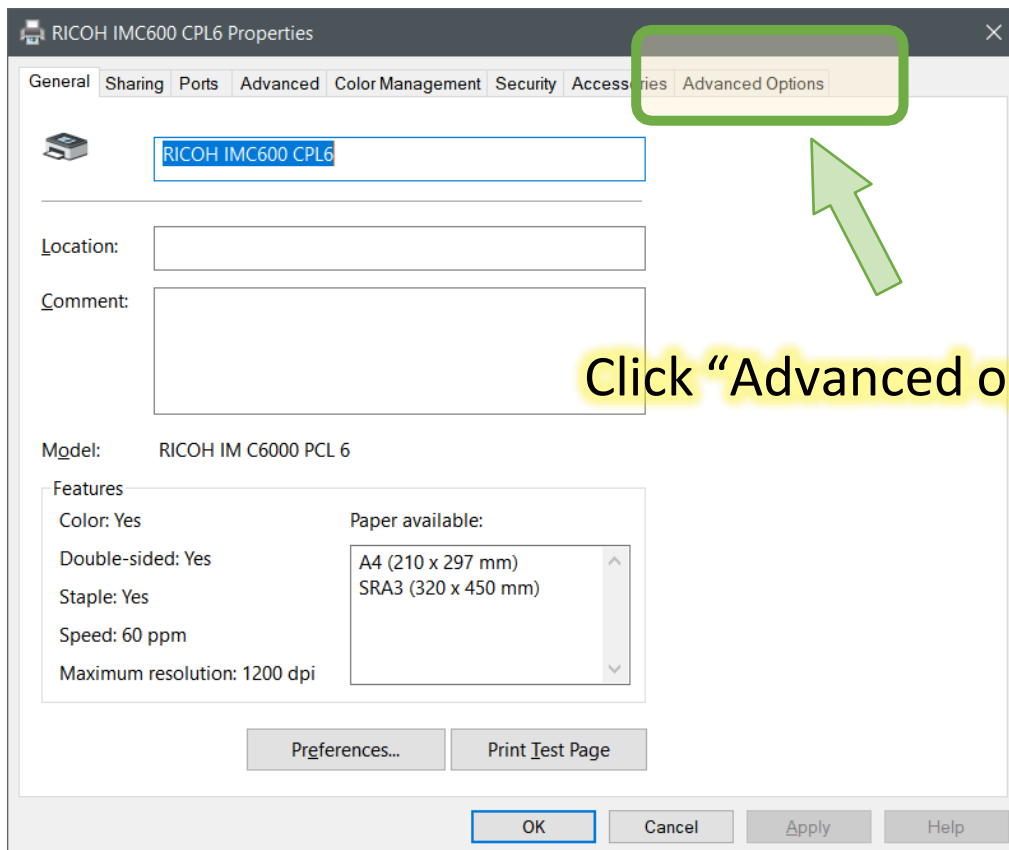


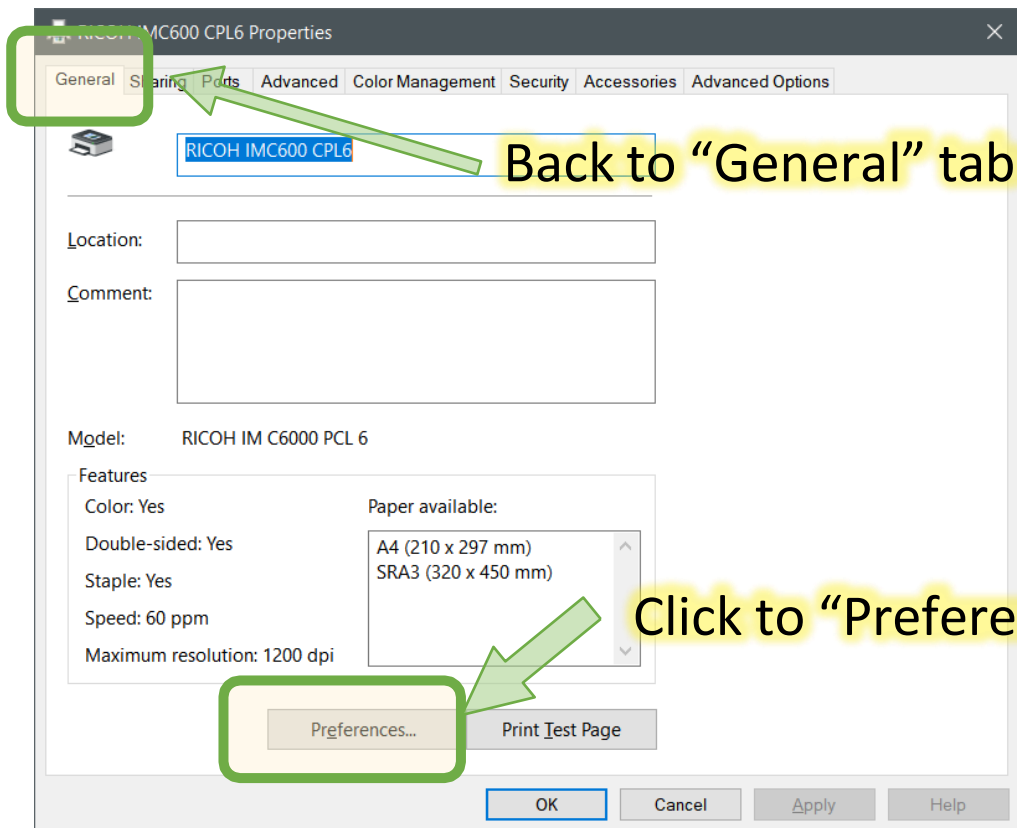
Type “printer” in searching
for Printers & scanners



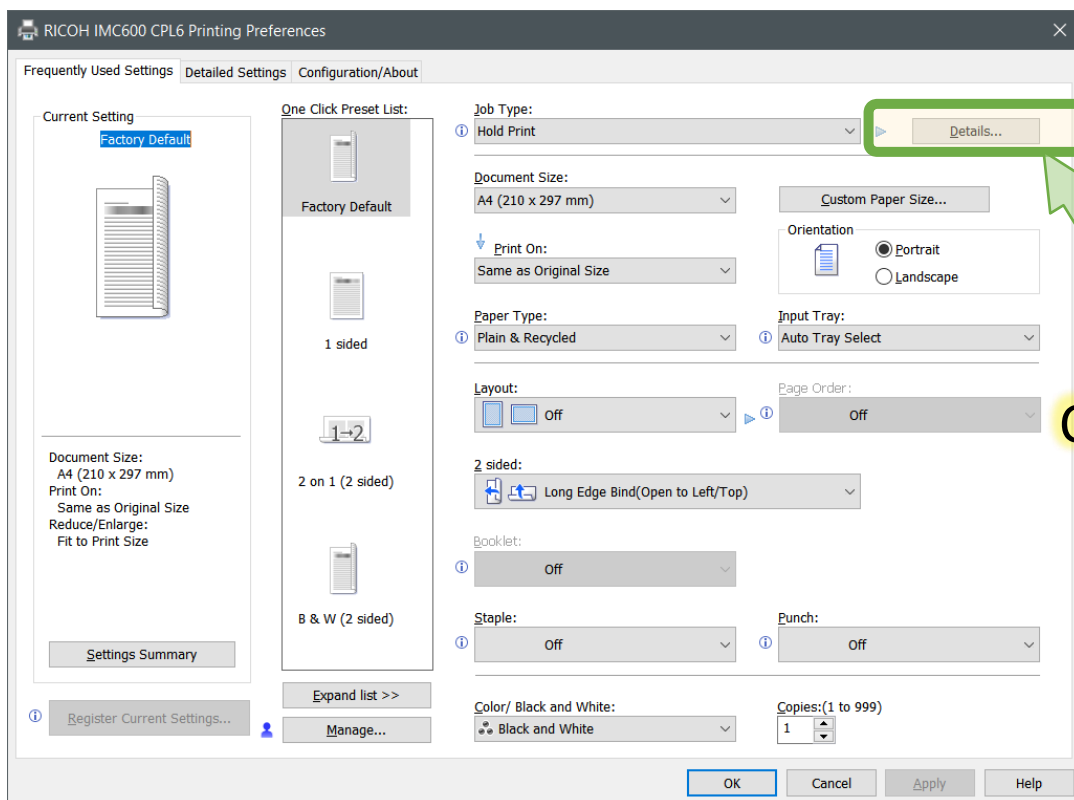
If the installation is successful, there will be “RICOH
IMC600 CPL6” in “Printers & scanners” list.







It will pop up “RICOH IMC600 CPL6 Printing Preferences”.



Job Type Details

User ID:
Create Own ID

File Name:
(Up to 16 1byte (half this for 2byte) character except [?].)

☐ Set Print Time
Hour: 0 Minute: 0

OK Cancel Help

Input a User ID, which can be anything and then Click OK to close

Back to “RICOH IMC600 CPL6 Printing Preferences”.

RICOH IMC600 CPL6 Printing Preferences

Frequently Used Settings Detailed Settings Configuration / About

Current Setting: Factory Default

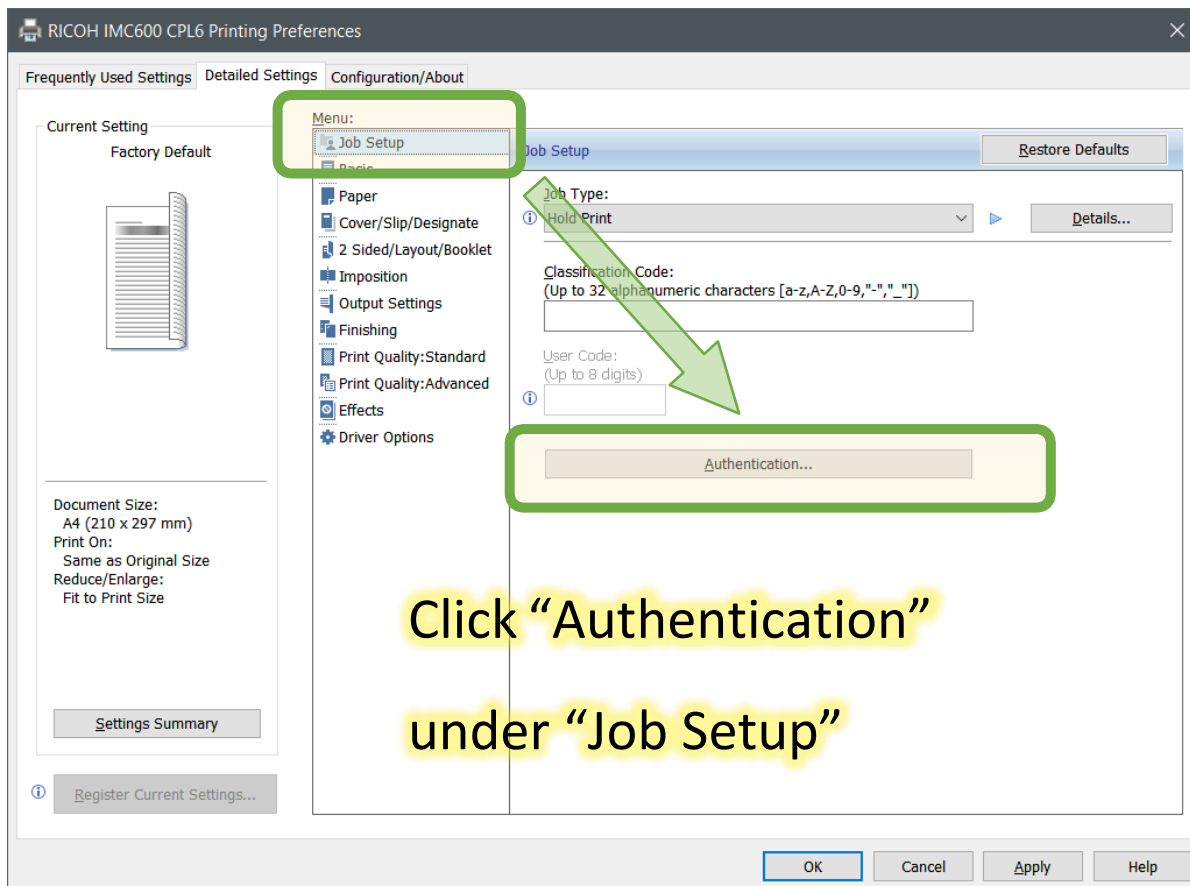
Document Size: A4 (210 x 297 mm)
Print On: Same as Original Size
Reduce/Enlarge: Fit to Print Size

Settings Summary

Register Current Settings... Expand list >> Manage...

Job Type: Hold Print
Document Size: A4 (210 x 297 mm)
Print On: Same as Original Size
Paper Type: Plain & Recycled
Layout: Off
2 sided: Long Edge Bind(Open to Left/Top)
Booklet: Off
Staple: Off
Punch: Off
Color/ Black and White: Black and White
Copies: 1 to 999

OK Cancel Apply Help



Authentication

Login User Name: Defined User ID

Enter Login User Name: ScottChan

Login Password: *****

Confirmation Password:

OK Cancel Restore Defaults Help

Please input your "User Name" :
and "Login Password":

The following shows how to register your staff ID card. This is necessary when you wipe your staff ID card for the first time. If you need help, please contact our GO staff. If you choose not to register your staff ID card, you may manually input your username and password.

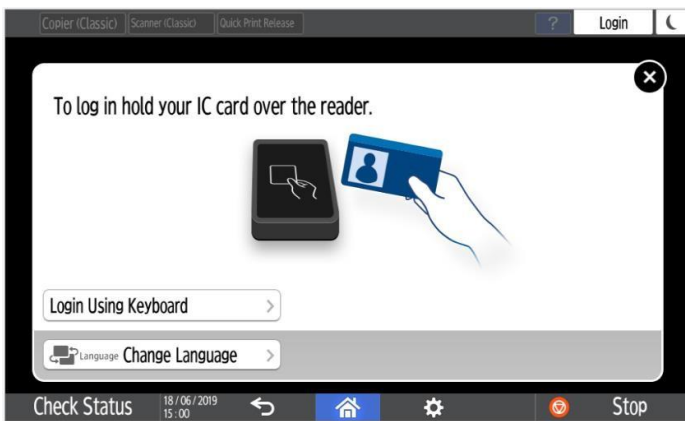


Place your staff card here.



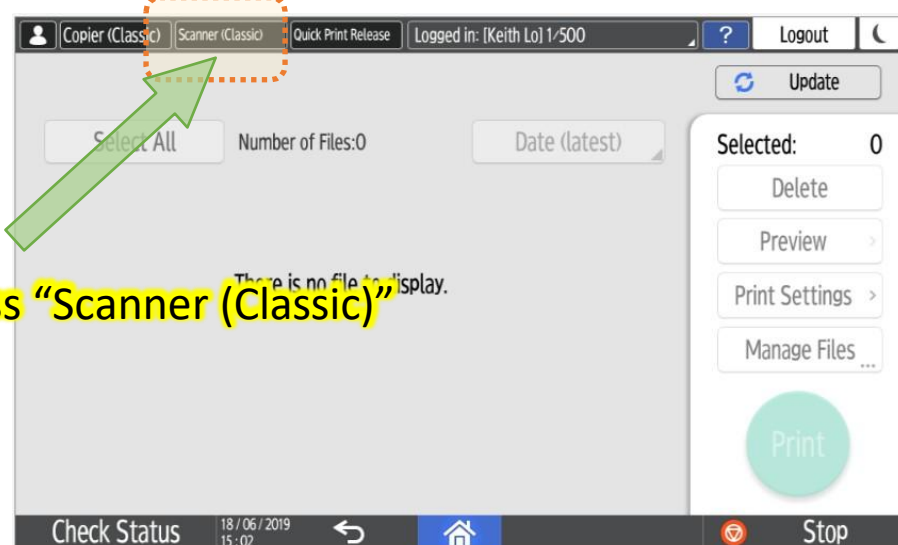
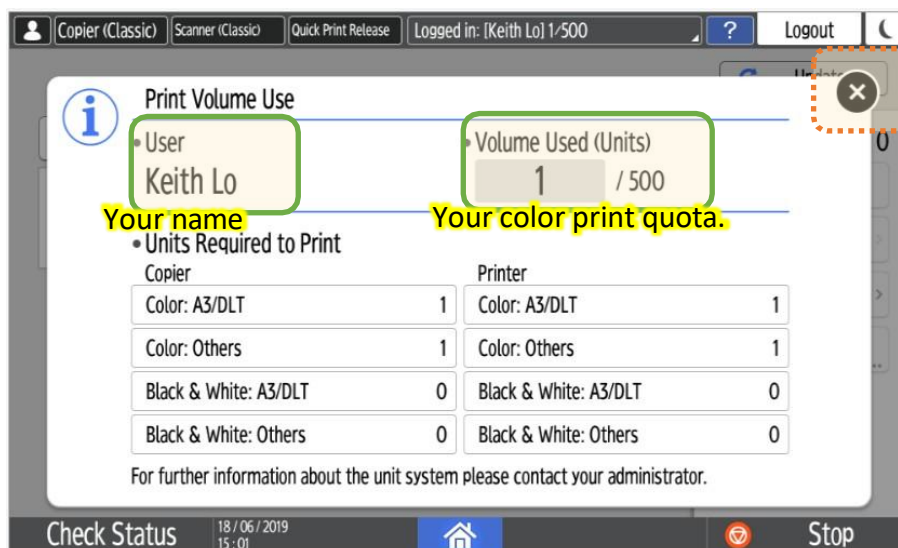
Input your
“User Name” :
“Login Password”:

Scanning document to an email address

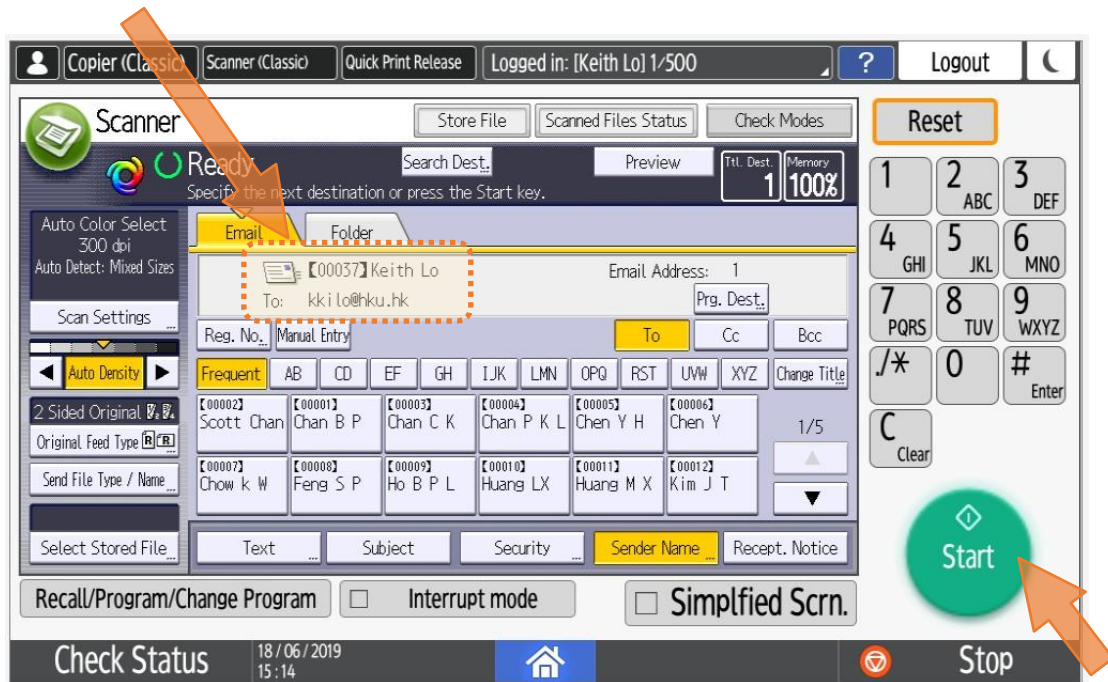


Wipe your staff card here.

If login is successful, you will see the following screen



Your email address is in the send list automatically.



Click "Start" to scan/send

Alternatively, you may go back to Home Page

