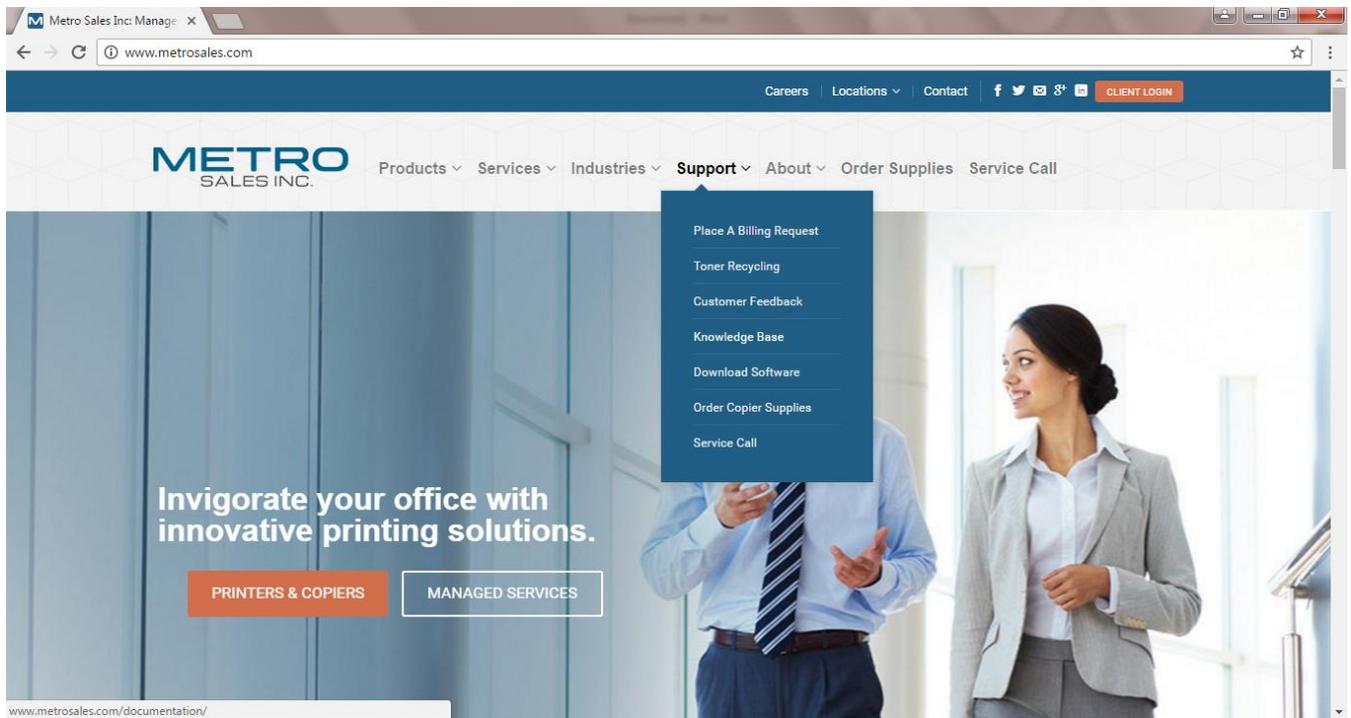


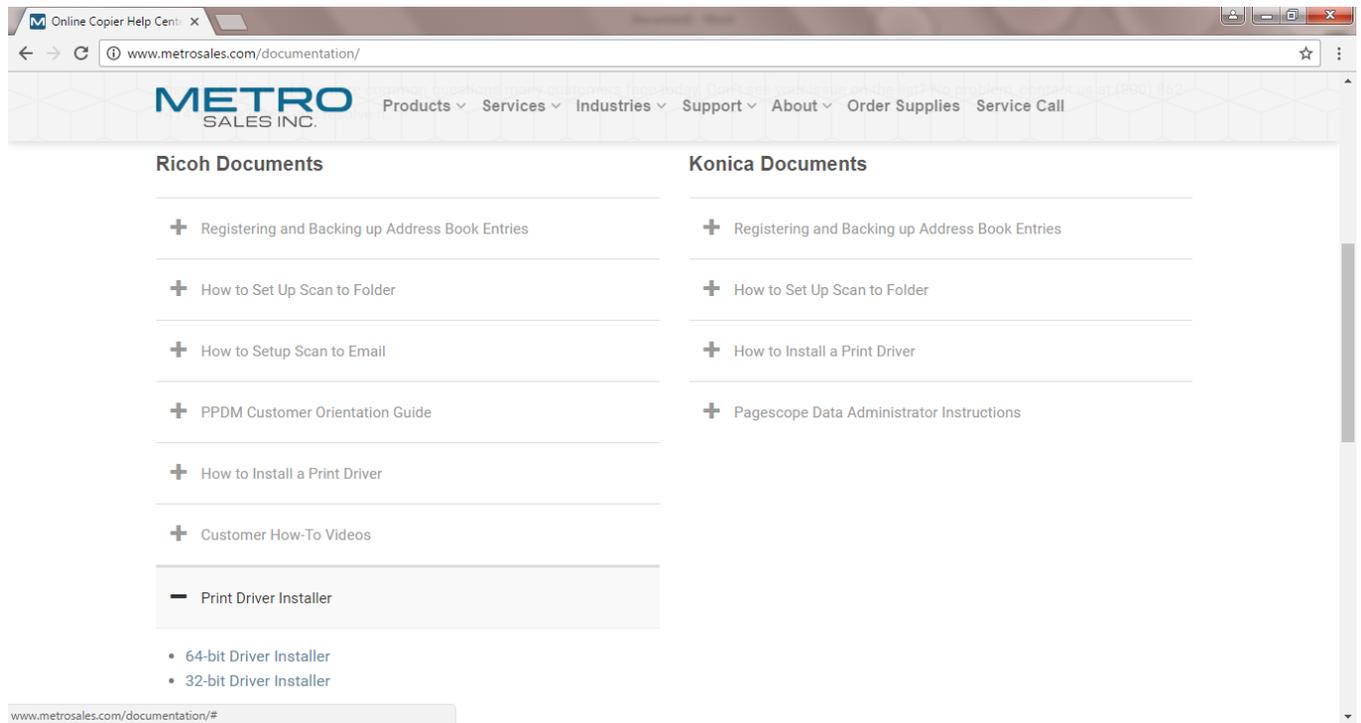
How to Access and Install Print Driver Installer

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



How to Access and Install Print Driver Installer

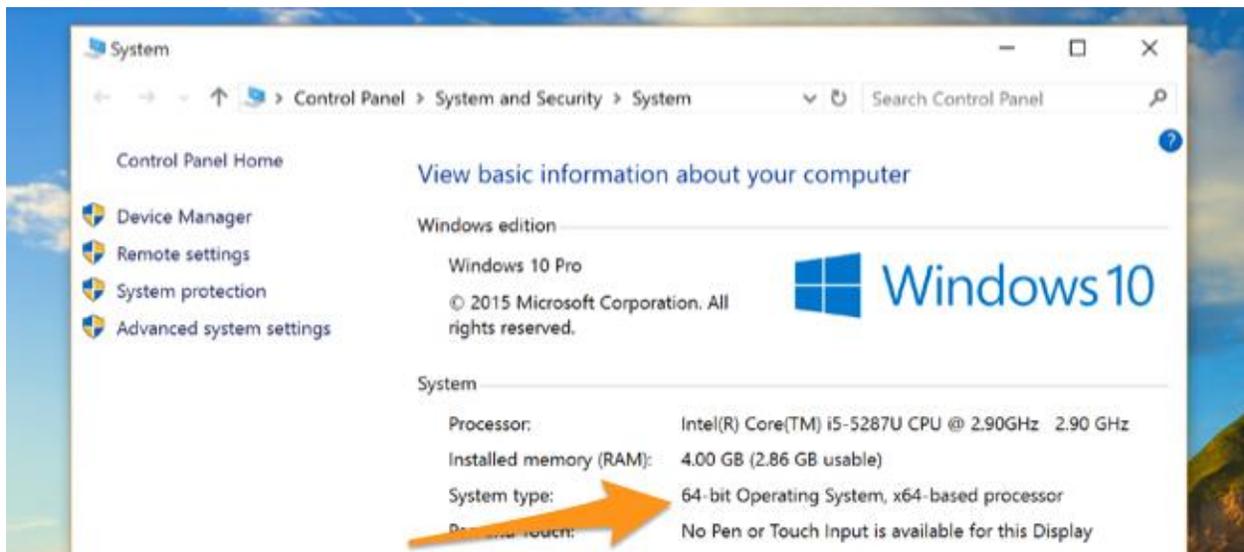
- Under Ricoh Documents Select Print Driver Installer



- Your options are 64bit and 32bit.

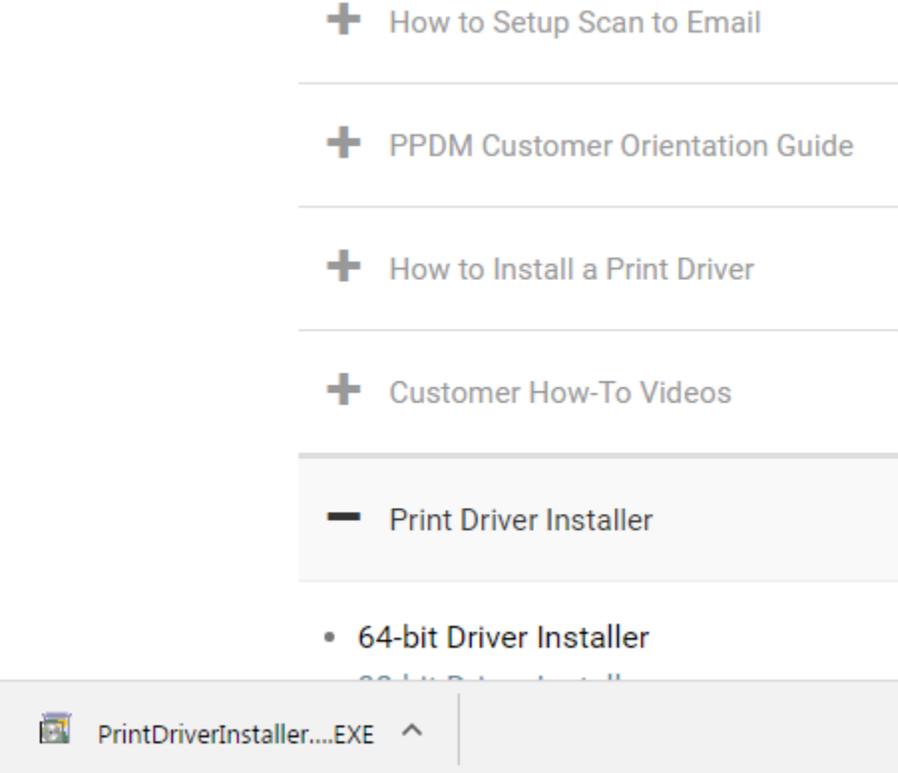
How to Access and Install Print Driver Installer

- If you are unsure which OS version you have, here is a ways to check.
- For Windows 10, Windows 8, and Windows 7, go to control panel, system and security, system, view to the right of system type.



How to Access and Install Print Driver Installer

- Once you have the appropriate download complete, it may open on its own, or you may have to click on download (lower left)



How to Access and Install Print Driver Installer

- You may or may not get a security warning, if you do select yes and then select Run.

+ PPDM Customer Orientation Guide

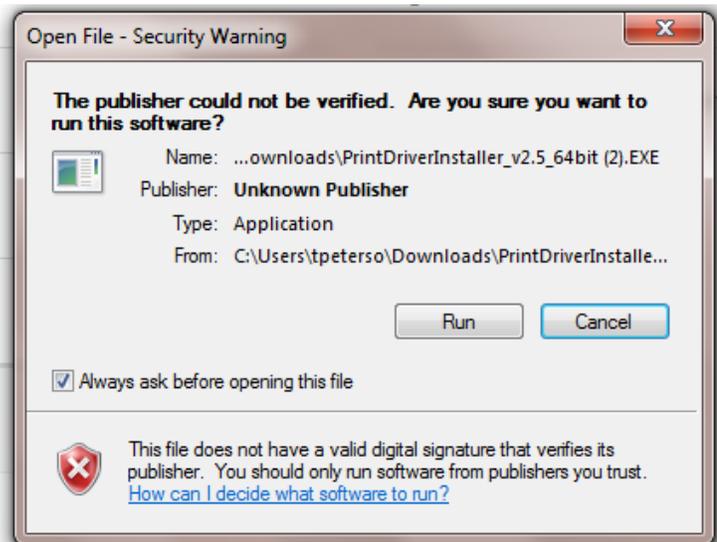
+ How to Install a Print Driver

+ Customer How-To Videos

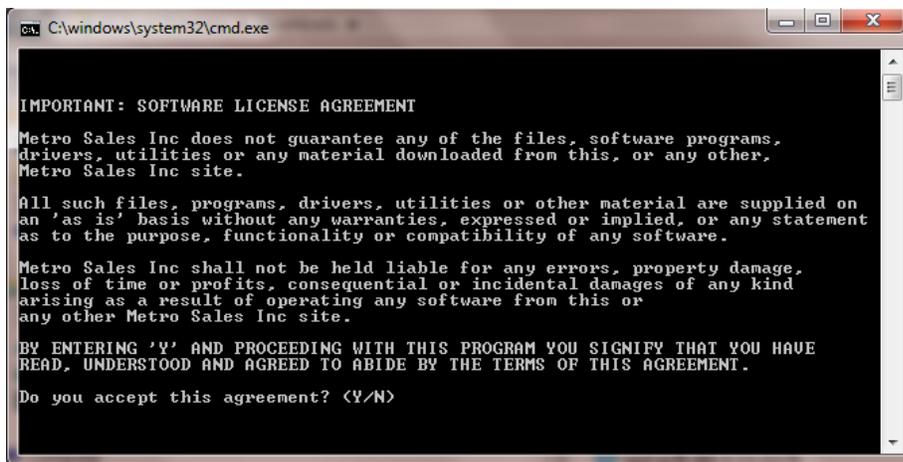
- Print Driver Installer

• 64-bit Driver Installer

• 32-bit Driver Installer



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



How to Access and Install Print Driver Installer

- Next the installer will ask for the ip address of your copier, example 192.168.3.29, if you do not have this, you will need to go to copier and print a configuration page. Depending on what model copier you have this process will be different. Android based panel, swipe left to user tools, machine features, printer features, configuration page, here is an example of an android based screen:

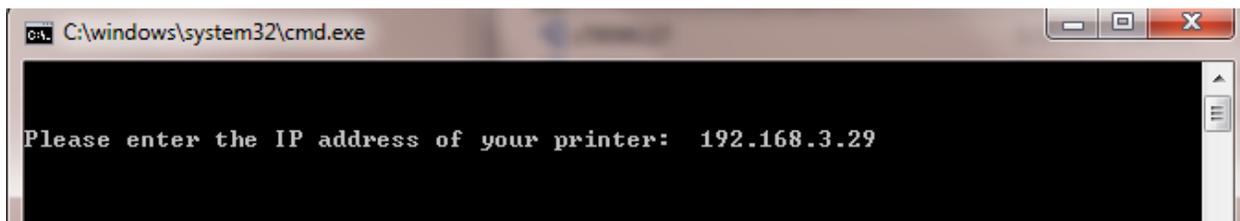


- On the non-android based displays, displays that do not allow you to swipe left or right, user tools, printer features, and configuration page.

How to Access and Install Print Driver Installer

PDF Menu			
Reverse Order Printing	Off	Resolution	600 dpi (Standard)
Toner Saving	Off	Color Setting	Super Fine
Color Profile	Auto	Process Color Model	Color
Orientation Auto Detect	On		
Host Interface			
IO Buffer	128 KB	IO Timeout	15 seconds
DHCP	*Off	IPv4 Address	192.168. 3. 29
Sub-net Mask	255.255. 0. 0	IPv4 Gateway Address	192.168. 1. 13
IPv6 Stateless Setting	Active	IPv4	Active
IPv6	Inactive	SMB	Active
Ethernet Speed	Auto Select: Disable 1Gbps	Fixed USB Port	Off
Interface Information			
MAC Address	00.26.73.bf.3.18	Host Name	TrainingRight
Workgroups Name (SMB)	WORKGROUP	Network Path Name (SMB)	WRNP002673BFF318MPC3004
Invalid Interface	Not Detected		

IP Address
←

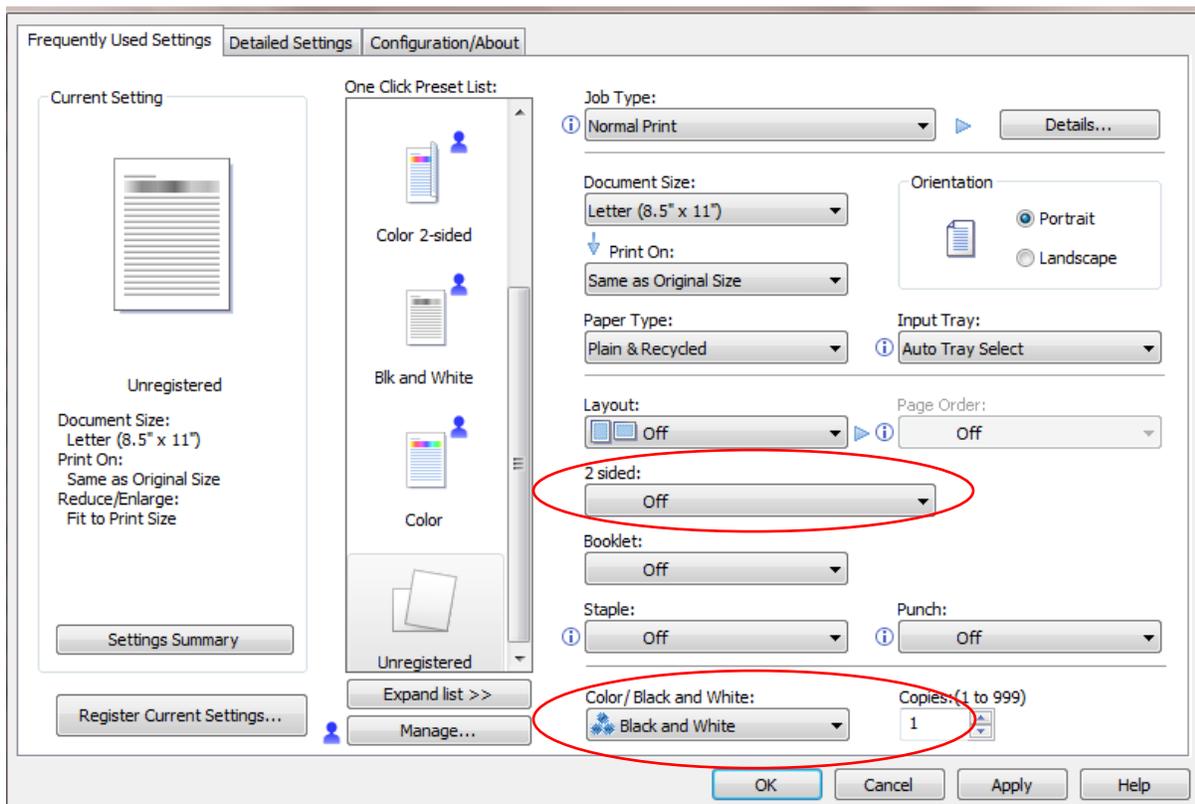


- You will then be asked to enter a printer name, this is up to you; example, Ricoh Printer, MPC 3004, etc.....
- Printer will install and then ask you if you want as your default printer y/n
- Next you will get a message printer has been installed and you can close window.

How to Access and Install Print Driver Installer

We typically change two settings in the driver as default, 2-sided to 1-side and Color to Black and white.

- If you go to your devices and printers, and right click on the printer icon, select **printer** properties win7, just **properties** on Win8, and Win10
- Go to the advanced tab and change 2-sided to off, and Color to Black and White, Apply and OK.



How to Access and Install Print Driver Installer



Congratulations you can now print!