

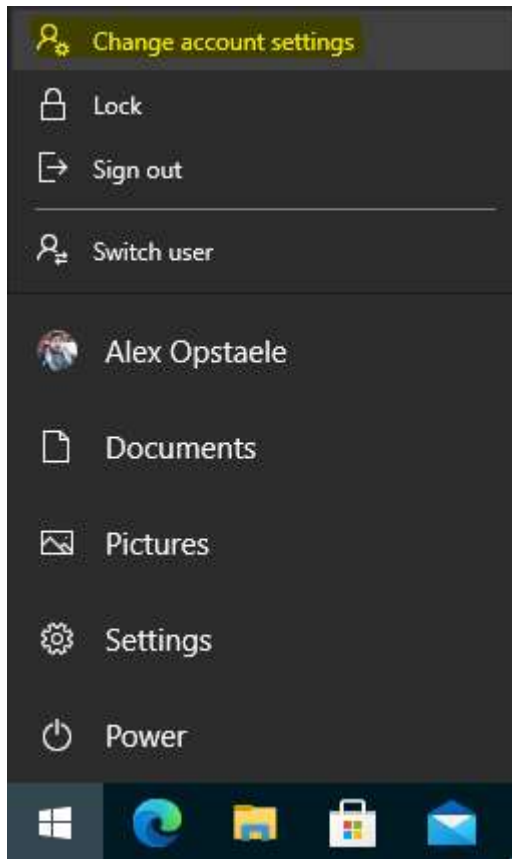
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Info manual

This manual is intended for devices that are not connected to the Ugent AD.

You can check this by clicking on the start menu followed by right clicking on your logged in profile and clicking on "change account settings".



There you click on “Access to work or school” and on this page you can see whether or not you are connected with the Ugent AD.

Toegang tot werk of school

Krijg toegang tot bronnen als e-mail, apps en het netwerk. Wanneer u verbinding maakt, past uw organisatie of school mogelijk bepaald beleid toe op uw apparaat waardoor u bijvoorbeeld niet meer alle instellingen kunt wijzigen. Neem contact op met de systeembeheerder voor meer informatie.



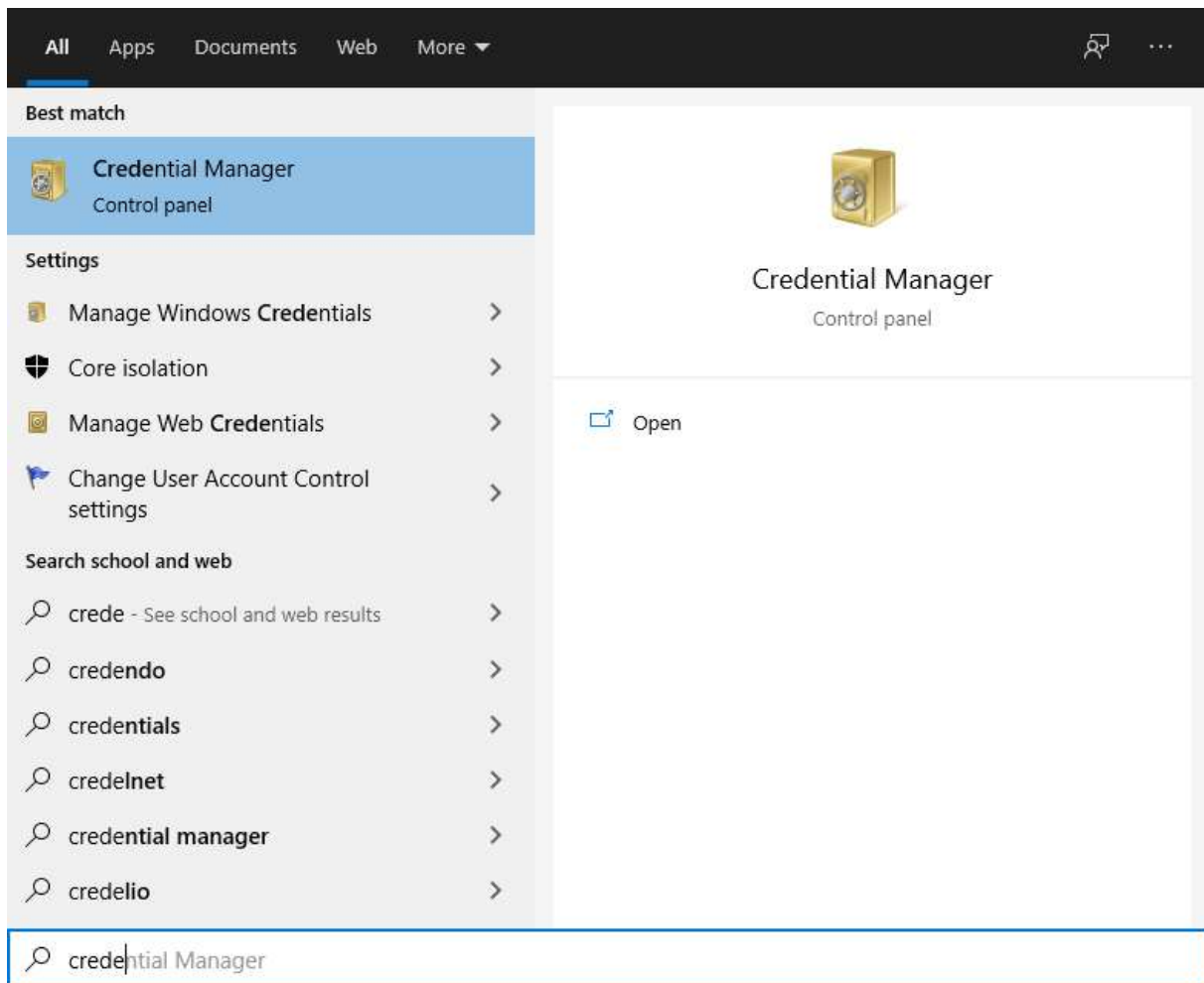
Please follow the other manual if it says “Connected to AD domain of UGENT”.

Ricoh printers on private device

Credential Manager

If you want to add the UGent Ricoh printer on a private device, you must first add your UGent references to your computer.

Open Credential Manager



Klik op Windows-referenties en voeg volgende referentie toe



Web Credentials



Windows Credentials

[Back up Credentials](#) [Restore Credentials](#)

Windows Credentials

Add a Windows credential

Specify the following

internet or network address: ricohpr1.ugent.be

* you can also choose ricohpr2 or ricohpr3

User name: ugent.be\YourUGentUserName

Password: your Ugent-Password

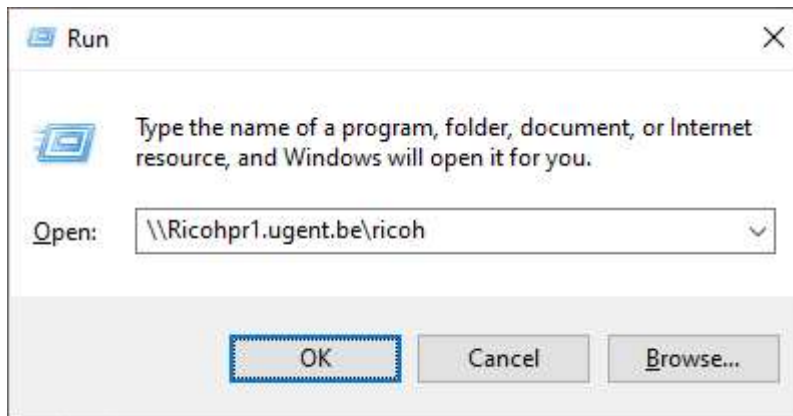
Type the address of the website or network location and your credentials

Make sure that the user name and password that you type can be used to access the location.

Internet or network address (e.g. myserver, server.company.com):	<input type="text" value="ricohpr1.ugent.be"/>
User name:	<input type="text" value="ugent.be\apostael"/>
Password:	<input type="password" value="••••••"/>

Adding the Ricoh printer

You can add the Ricoh printer by pressing the “Windows button” +R, in the newly opened window (run) enter “\\ricohpr1.ugent.be\ricoh”* and press ok.



This will add the Ricoh printer to your Windows device.

If this should not work, please read and follow the entire manual.

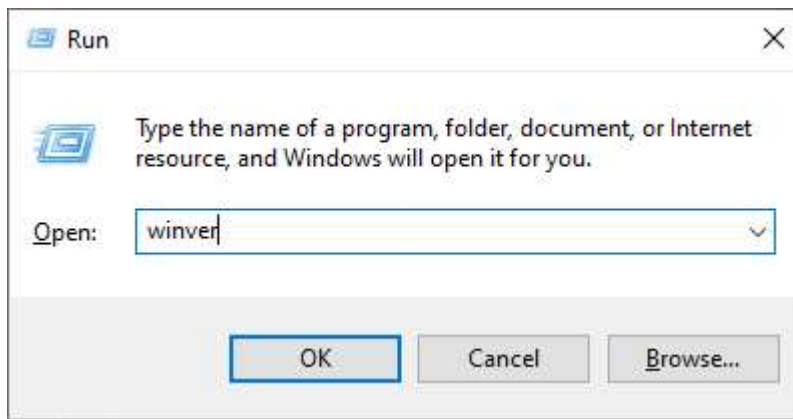
*You can also use ricohpr2 or ricohpr3

Windows version

Check Windows version

If you have problems adding the Ricoh printer to your device, we recommend that you update your Windows device.

You can easily check this by pressing the “Windows button” + R, in the newly opened window (run) enter “winver” and press ok.



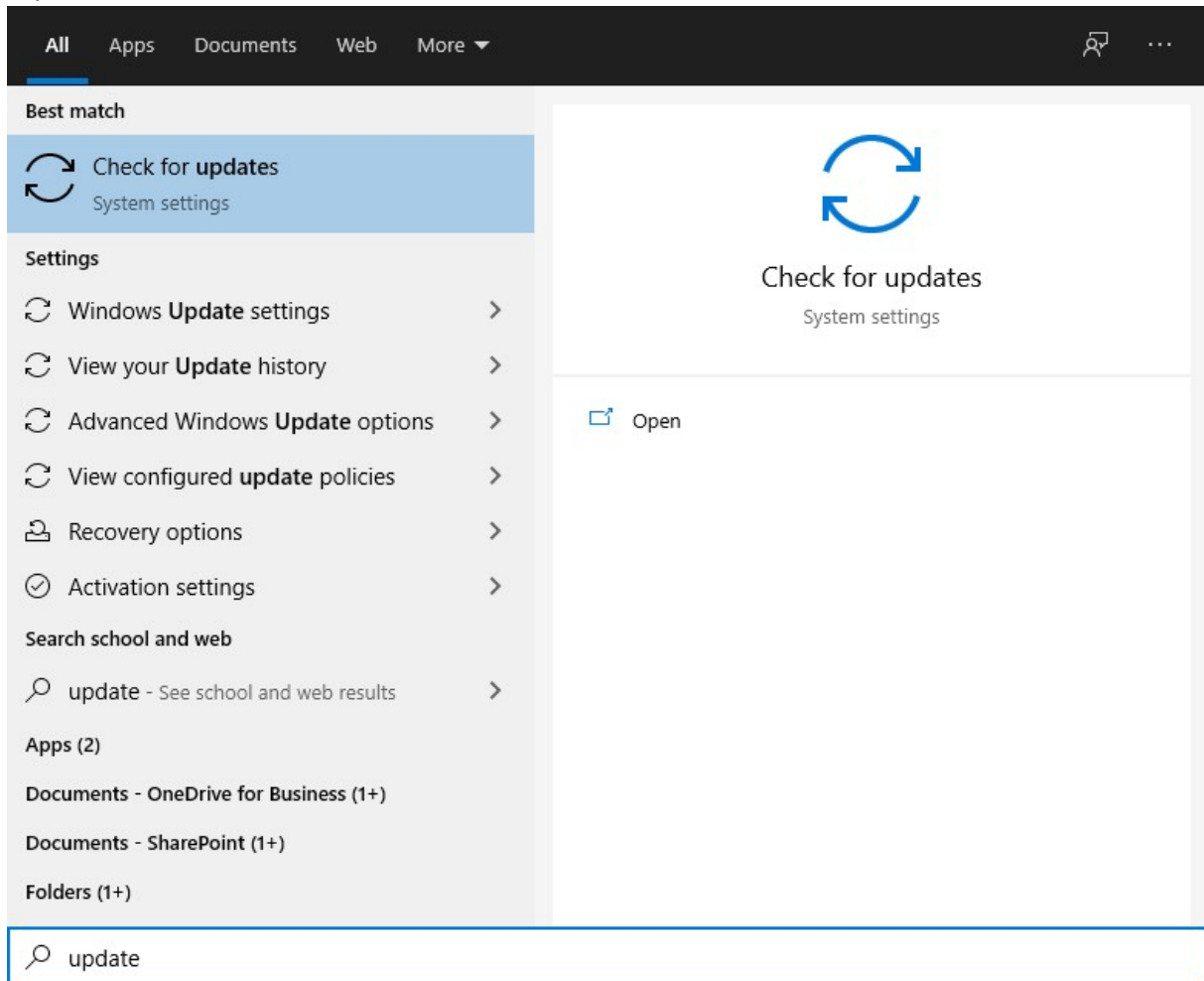
A new window will appear "About Windows" where you can check your version.

You need at least Windows 10, Version 21H1, Build 19043.1288.



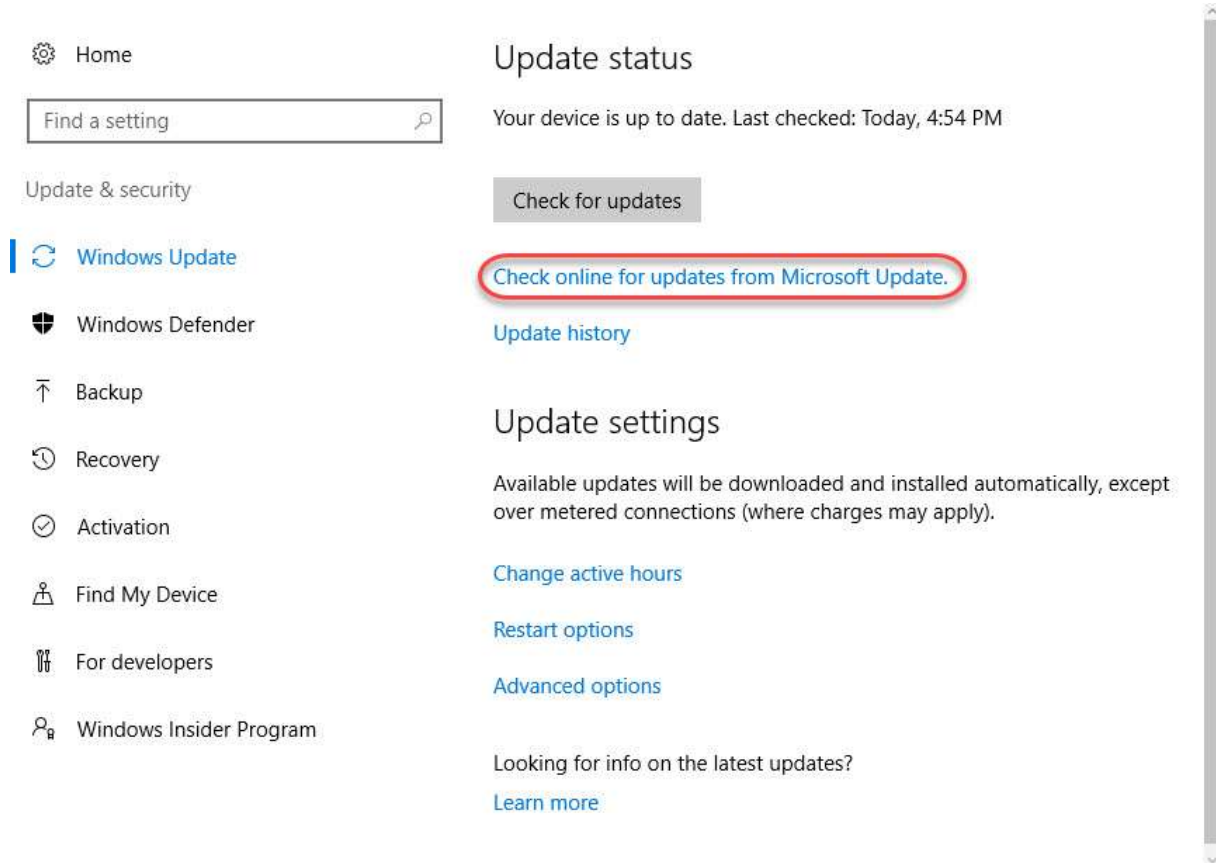
Update Windows

You can update your device yourself by pressing the “Windows button” and immediately typing “update”.



In this Windows update window you can search for and install updates. (note some updates require you to reboot your device)

Don't forget to also check Online if available.



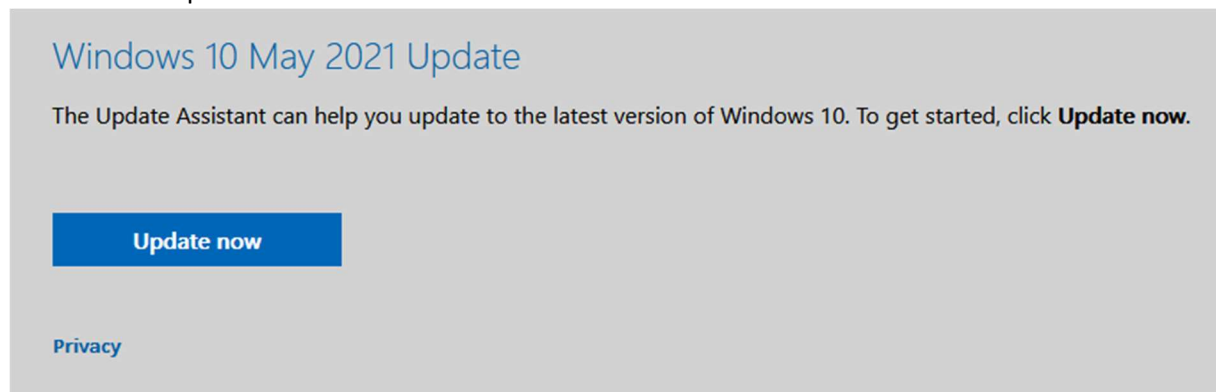
The screenshot shows the Windows Update settings page. On the left is a navigation pane with 'Home' at the top, followed by a search bar 'Find a setting'. Below that is 'Update & security', and then 'Windows Update' which is selected. Other options in the list include Windows Defender, Backup, Recovery, Activation, Find My Device, For developers, and Windows Insider Program. The main content area is titled 'Update status' and shows 'Your device is up to date. Last checked: Today, 4:54 PM'. There is a 'Check for updates' button. Below it, a link 'Check online for updates from Microsoft Update.' is circled in red. Other links include 'Update history'. The section 'Update settings' follows, with a note: 'Available updates will be downloaded and installed automatically, except over metered connections (where charges may apply)'. Links for 'Change active hours', 'Restart options', and 'Advanced options' are present. At the bottom, there is a link 'Learn more' under the heading 'Looking for info on the latest updates?'.

Windows update assistant

If Windows update does not show any available updates and your device does not meet the minimum version, you can try to install the updates with the Windows 10 update assistant

You can download it on this [Microsoft-pagina](#).

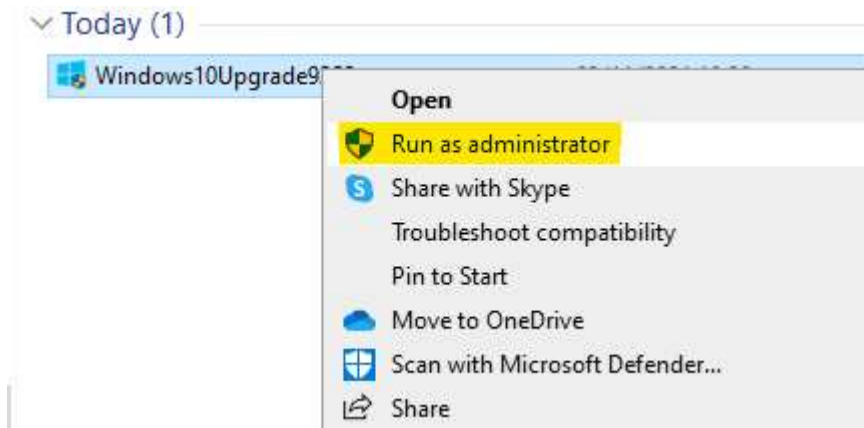
Click on the "Update now" button.



The screenshot shows the Windows 10 May 2021 Update Assistant window. The title bar reads 'Windows 10 May 2021 Update'. The main text says: 'The Update Assistant can help you update to the latest version of Windows 10. To get started, click **Update now**.' Below this text is a large blue button with the text 'Update now'. At the bottom left, there is a link for 'Privacy'.

Once this updater has been downloaded, you must run it with administrator rights.

You can do this by clicking on the file with the right mouse button and choosing "Run as administrator"



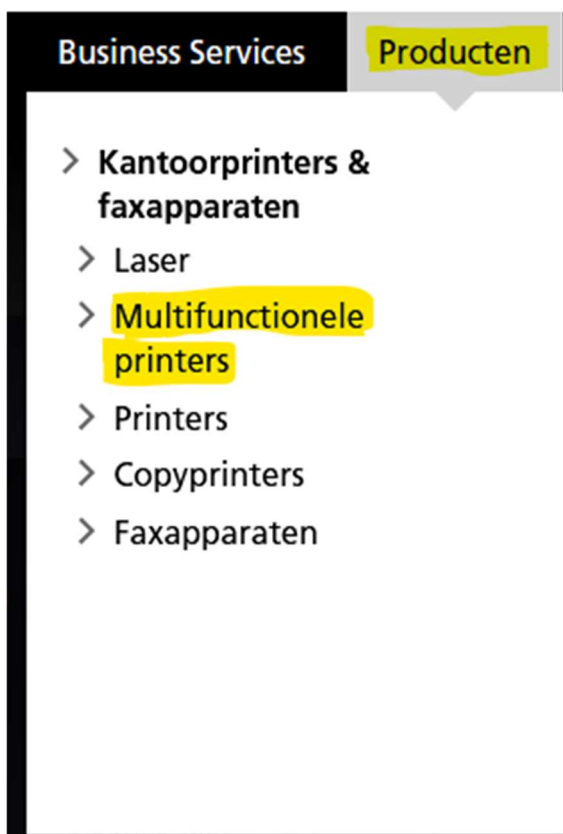
You will need the administrator rights to “run as administrator”.

Ricoh Driver Download

Print driver download

If you experience problems with adding the Ricoh printer to your device, you can download the print driver yourself from <http://www.Ricoh.be>

Choose products, followed by Multifunction printers



On this page at the top you can search for “IM c6000”.

Belgium Nederlands [French](#) | [Wijzig taal](#) 

im c6000



IM C6000 - Alles-in-1 printer | Ricoh België

<https://www.ricoh.be/nl/producten/kantoorprinters-fax/multifunctionele-printers/im-c6000>

De IM C6000 alles-in-1 kleurenprinter met een printsnelheid van 60 pagina's per minuut stroomlijnt documentprocessen.

If you have found the device in the list, you can click through to "Support"

 [Download datasheet](#)


 [Download brochure](#)

[> Ondersteuning](#)

[> Registreer garantie](#)

Here you choose "Drivers and Firmware"

Drivers & Firmware

 [Drivers en Firmware](#)

Bijkomende ondersteuning

 [FAQs](#)

 [Handleidingen](#)

[> Veiligheid, gezondheid en milieu](#)

On this page you can download the "PLC6 Driver for Universal Print Ver.4.32.0.0"

PCL6 Driver for Universal Print

Ver.4.32.0.0

Released Date: 23/05/2021

 [Download](#)

(File Size : 29,909 KB)

PCL 6 driver to offer full functions for Universal Printing.

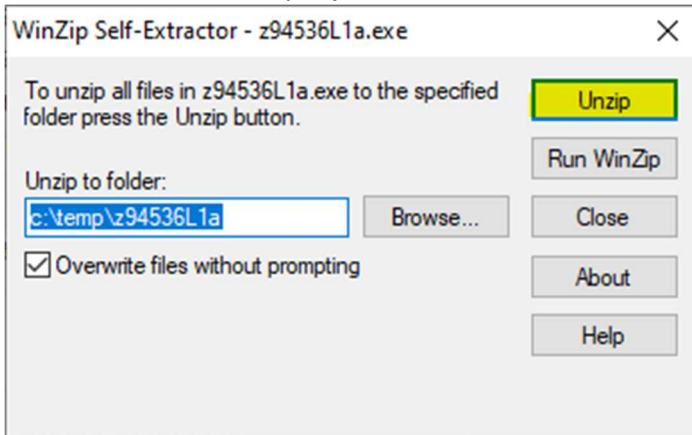
This driver enables users to use various printing devices.

The availability of functions will vary by connected printer model.

 [History](#)

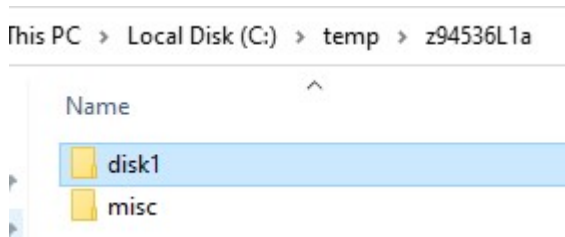
Installing the Printer driver

Double click on the file you just downloaded and choose "Unzip"

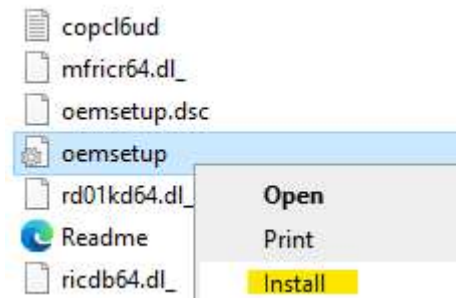


Then go in Windows explorer to the folder where the files were unzipped (default c:\temp\z94536L1a)

In this folder go to folder "disk1"



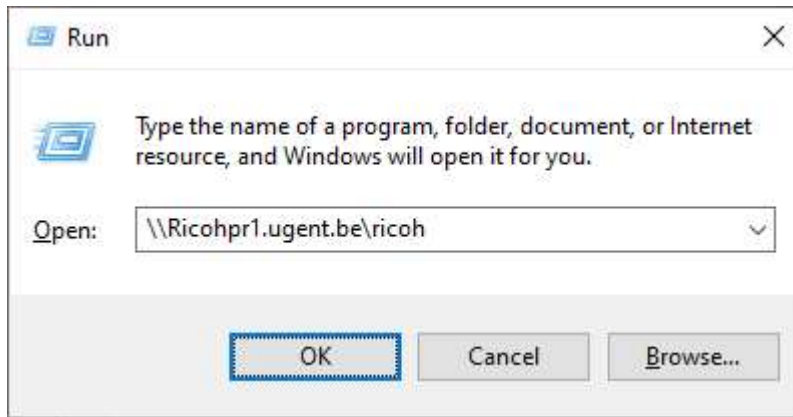
Here you can right click on the file "oemsetup.inf" and choose "Install"



You will need the administrator rights to "run as administrator".

Adding the Ricoh printer

You can add the Ricoh printer by pressing the "Windows button" +R, in the newly opened window (run) enter "\\ricohpr1.ugent.be\ricoh"* and press ok.



This will add the Ricoh printer to your Windows device.

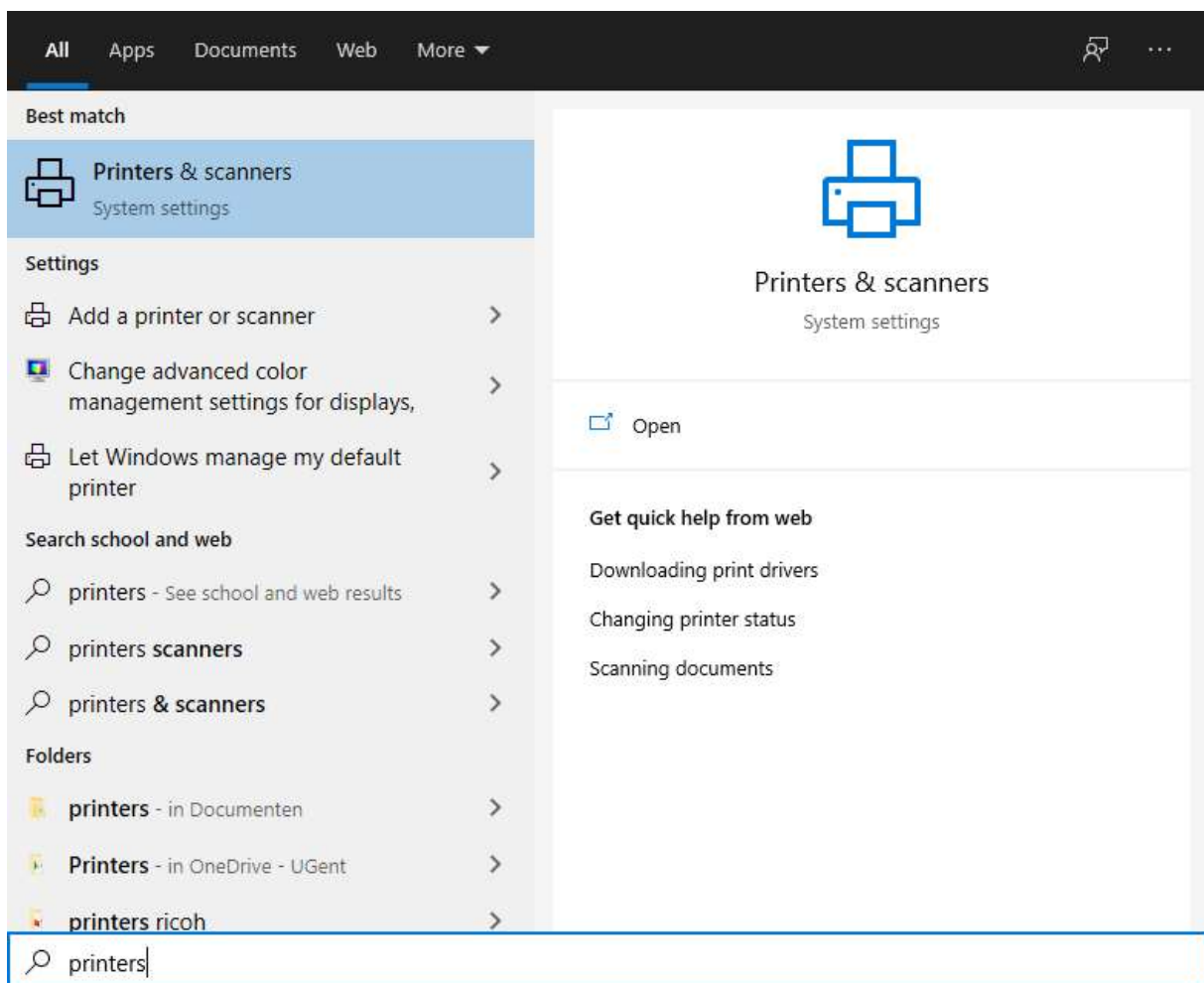
If this should not work, please read and follow the entire manual.

**You can also use ricohpr2 or ricohpr3*

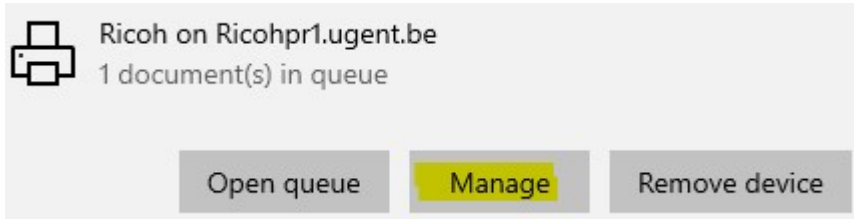
First-time printer settings

After you have added the printer, you still need to add your Ugent username to the printer settings.

Search for “printers” in the start menu



There you select the Ricoh printer and click on “Manage”



Followed by “Printing Preferences”

[Print a test page](#)

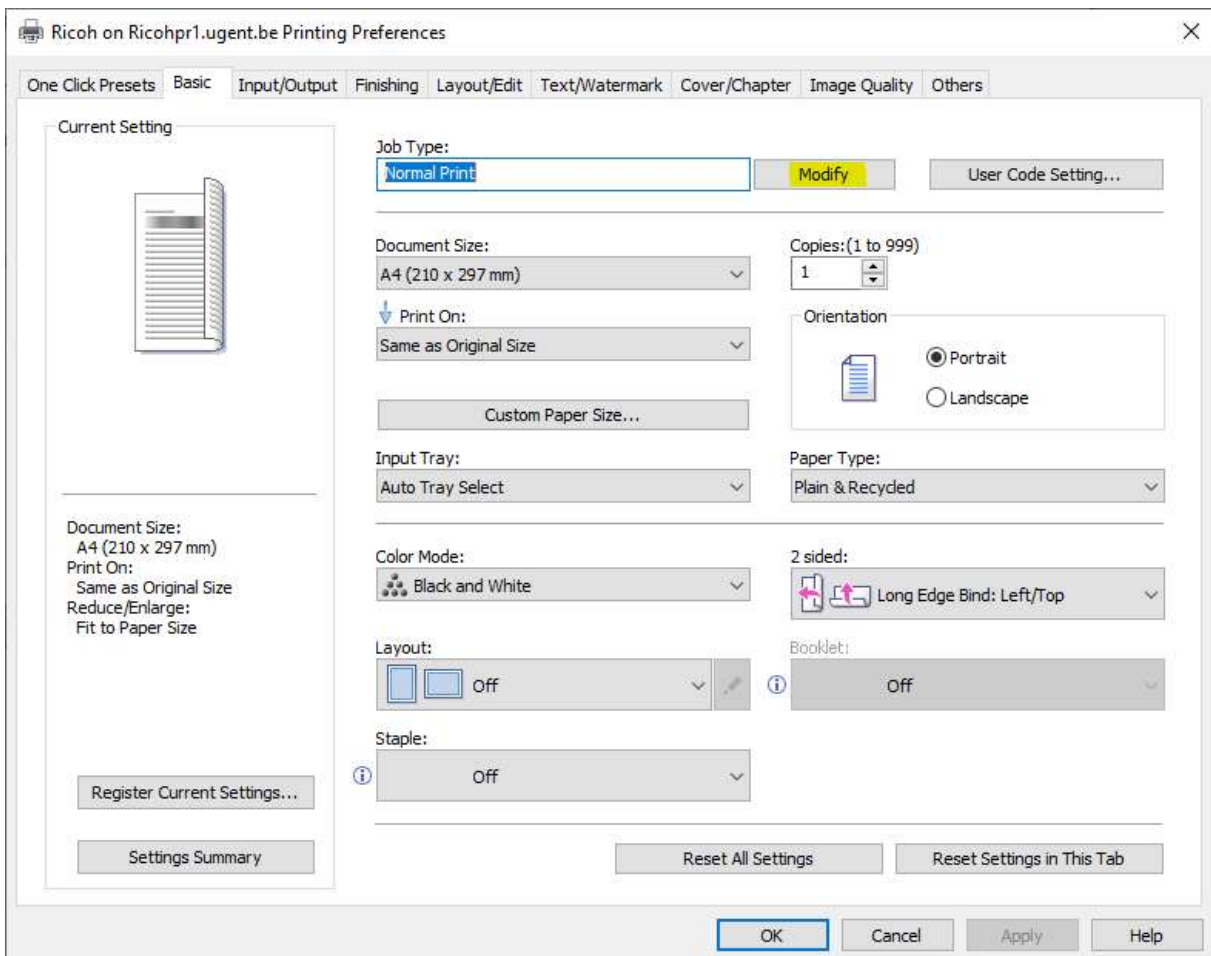
[Run the troubleshooter](#)

[Printer properties](#)

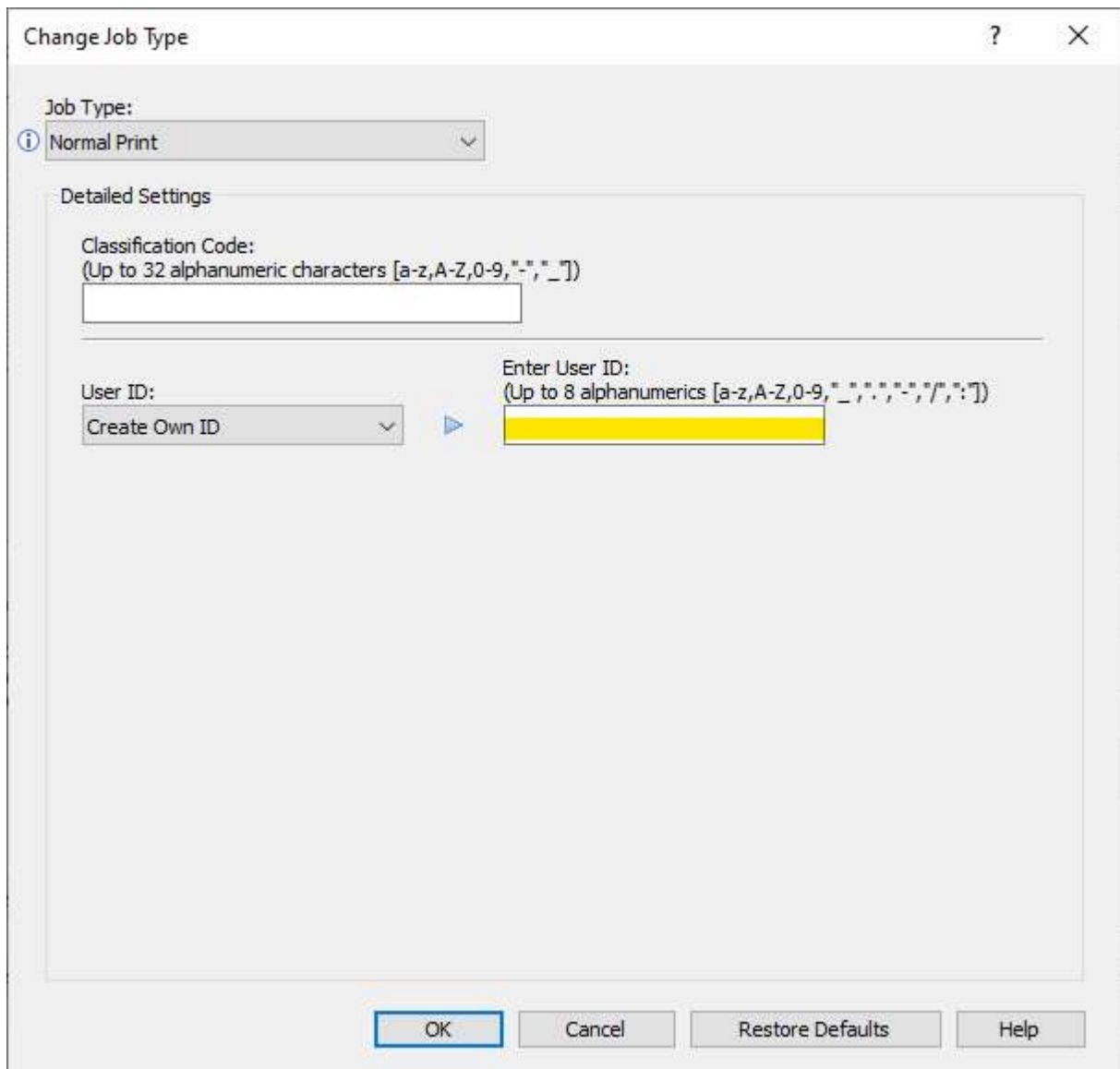
[Printing preferences](#)

[Hardware properties](#)

In the newly opened window click on “Modify” (make sure you are on the “Basic” tab)



Enter your Ugent username here



The image shows a 'Change Job Type' dialog box with the following elements:

- Title Bar:** 'Change Job Type' with a help icon (?) and a close icon (X).
- Job Type:** A dropdown menu currently set to 'Normal Print'.
- Detailed Settings:** A section containing:
 - Classification Code:** A text input field with a placeholder '(Up to 32 alphanumeric characters [a-z,A-Z,0-9, "-", "_'])'.
 - User ID:** A dropdown menu set to 'Create Own ID' with a right-pointing arrow.
 - Enter User ID:** A text input field with a placeholder '(Up to 8 alphanumeric [a-z,A-Z,0-9, "-", "_", ";", ":", "/", ":"])'.
- Buttons:** 'OK', 'Cancel', 'Restore Defaults', and 'Help' at the bottom.

Click on "ok" to close all windows and you are done.