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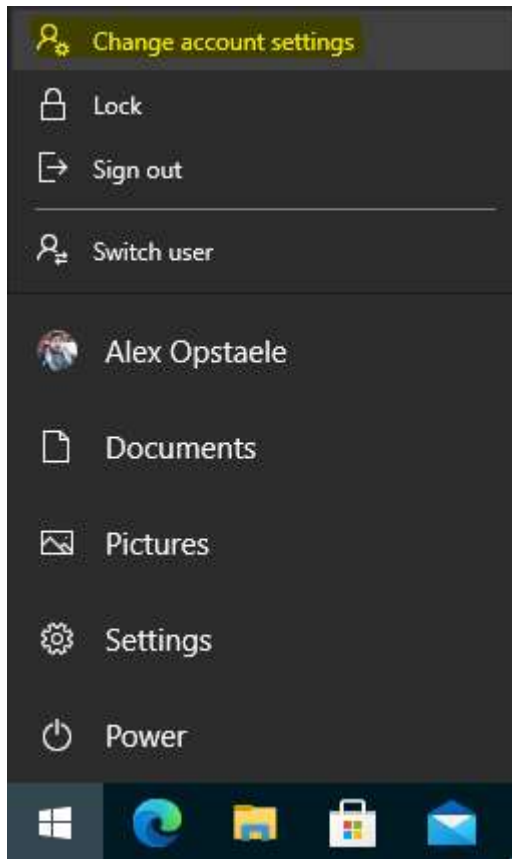
There you click on "Access to work or school" and on this page you can see whether or not you are connected with the Ugent AD.

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.
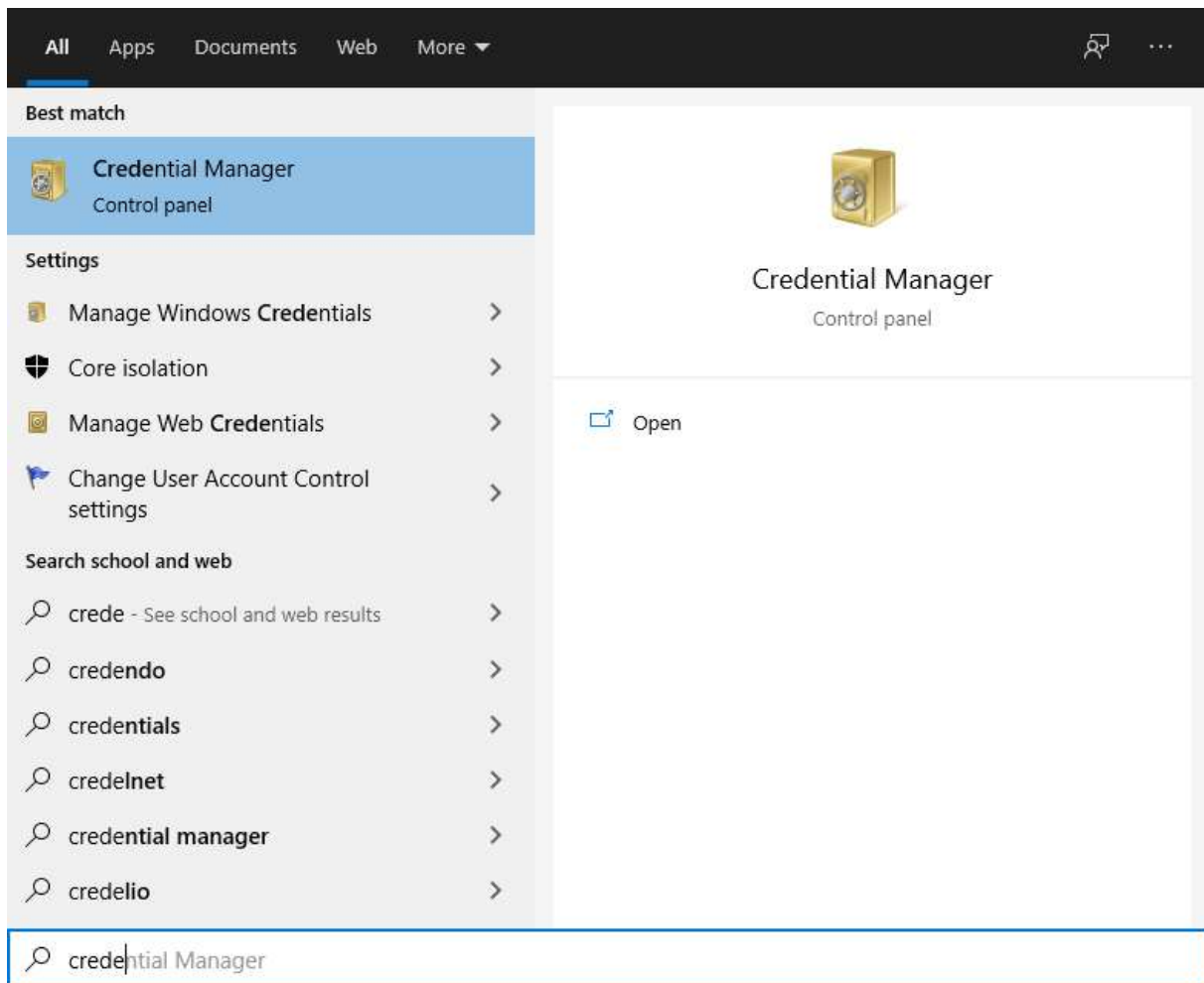
Verbinden

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

Specify the following

internet or network adress: 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):   ricohpr1.ugent.be

User name: ugent.be\aopstael

Password: ••••••••

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.
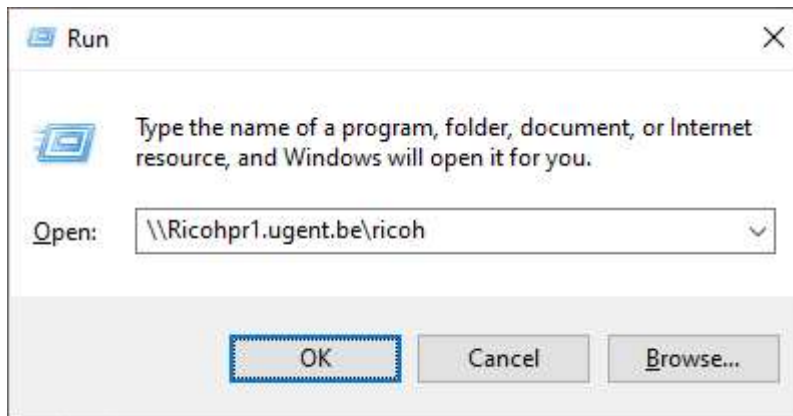
This will add the Ricoh printer to your Windows device.

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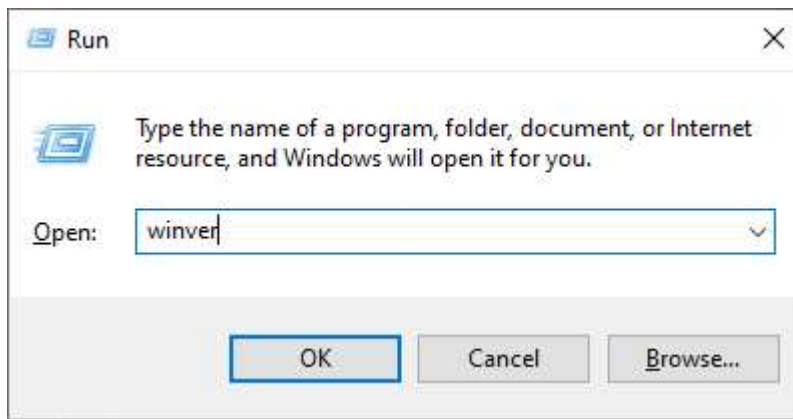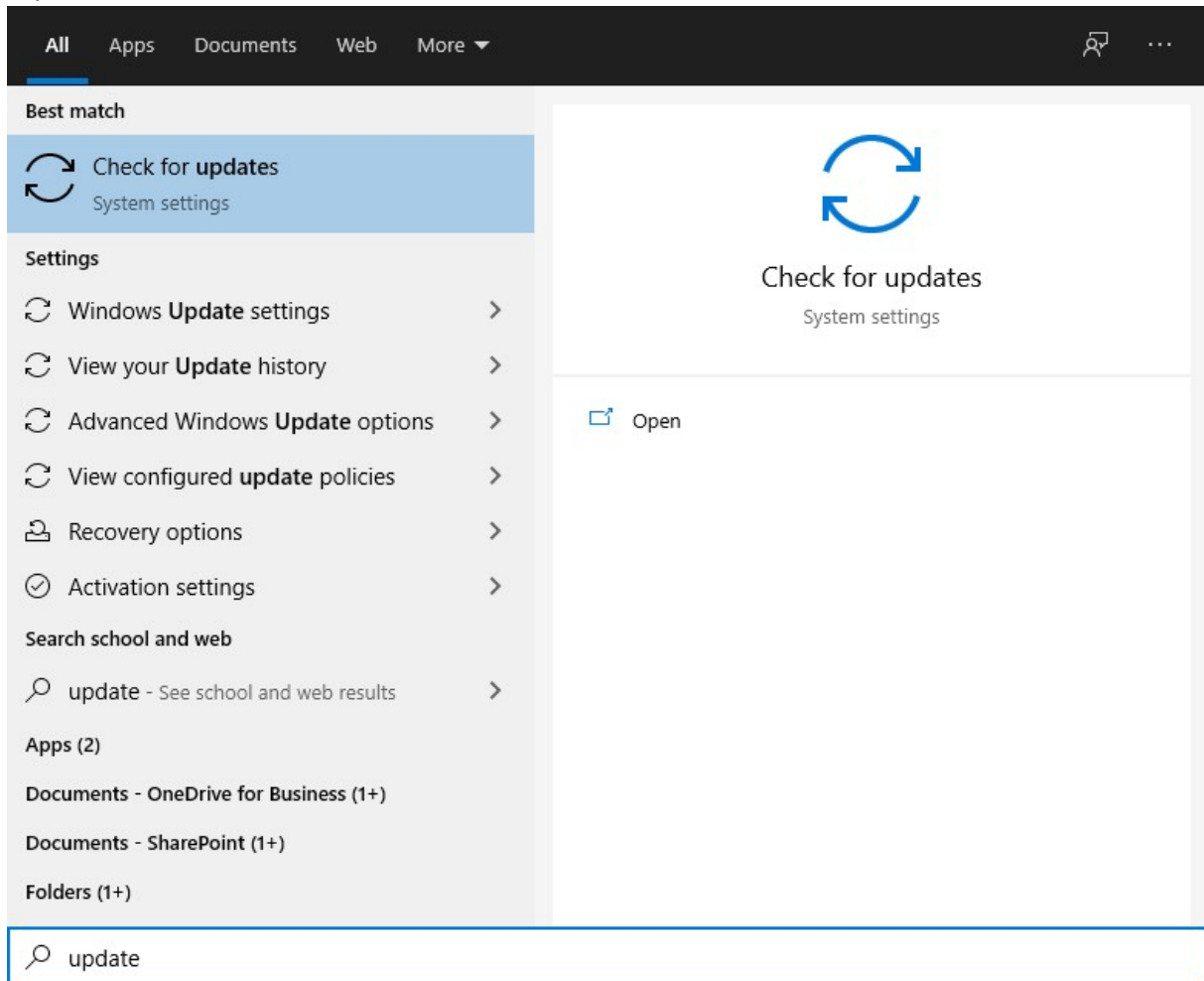
A new window will appear "About Windows" where you can check your version.

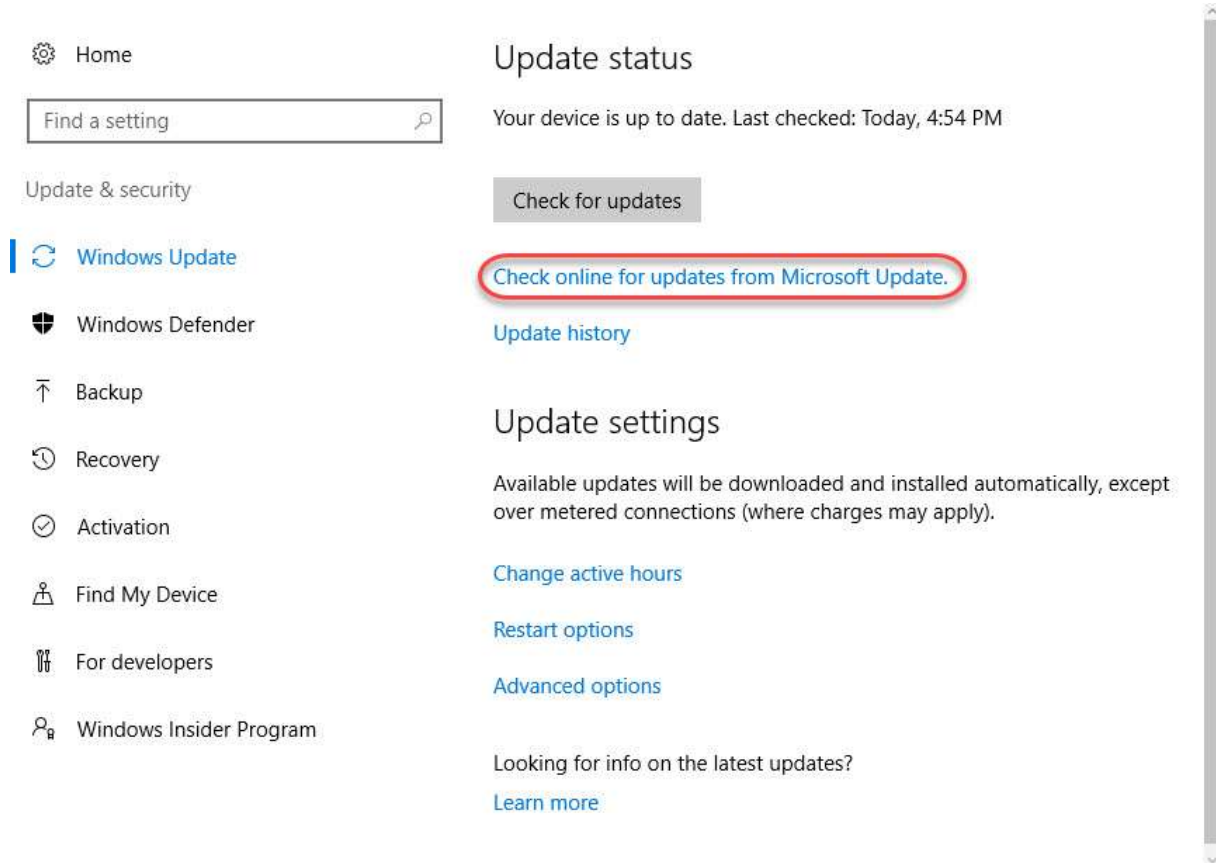You need at least Windows 10, Version 21H1, Build 19043.1288.

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)
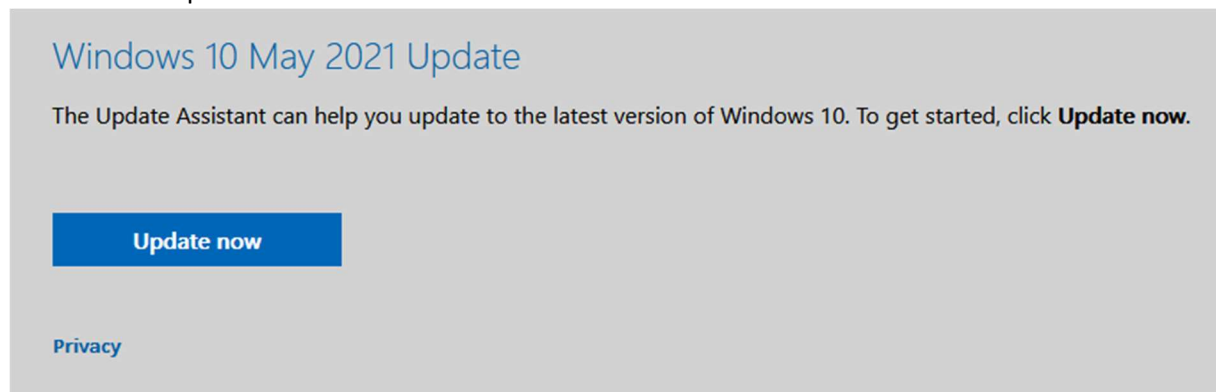
Don't forget to also check Online if available.

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
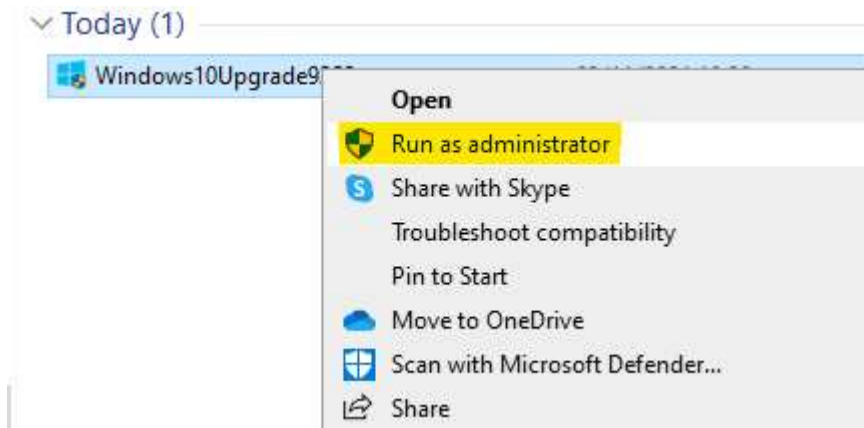
You can download it on this Microsoft-pagina.

Click on the "Update now" button.

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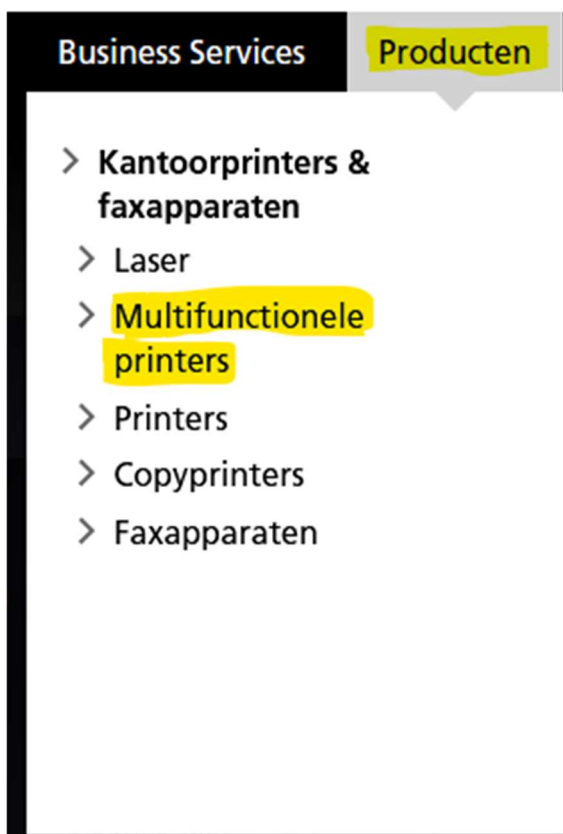
You will need the administrator rights to "run as administrator".

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 <u>French</u> | <u>Wijzig taal</u> 🌐

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)

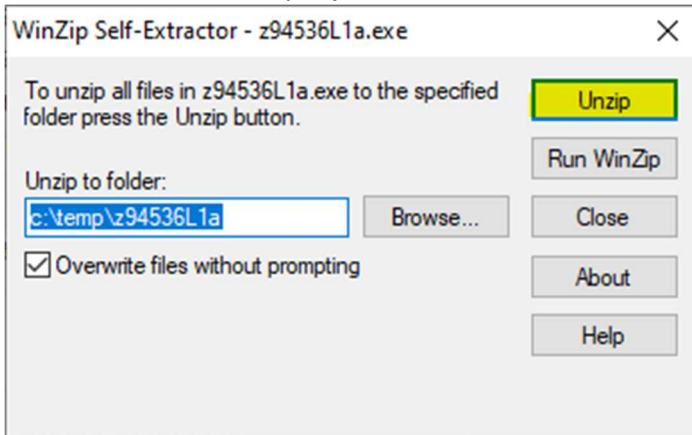PCL 6 driver to offer full functions for Universal Printing.
This driver enables users to use various printing devices.
The availability of functions will vary by connected printer model.
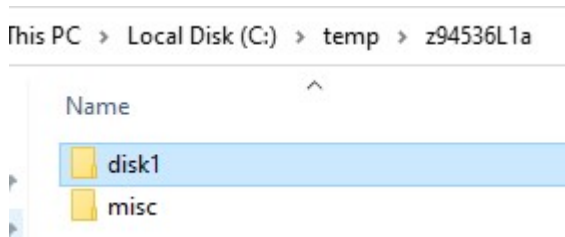
▶ History

Installing the Printer driver

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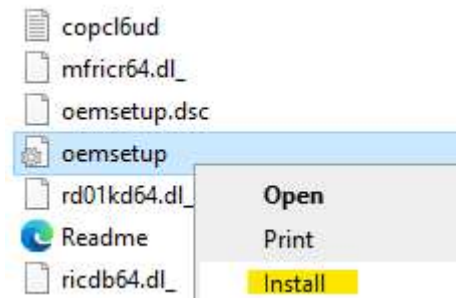

Then go in Windows explorer to the folder where the files were unzipped (default c:\temp\z94536L1a)
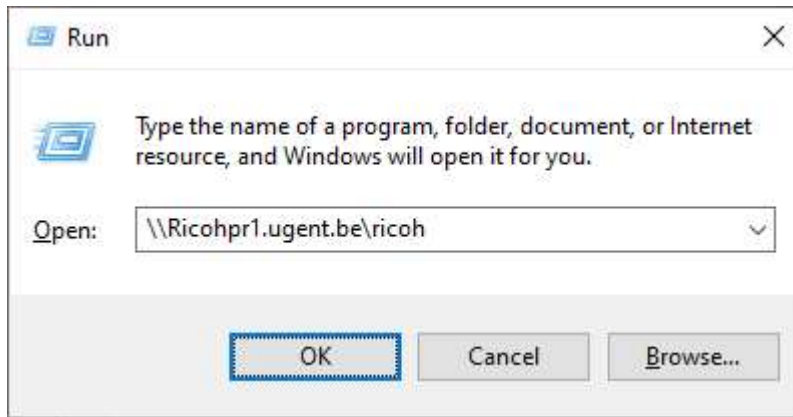
In this folder go to folder "disk1"

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.
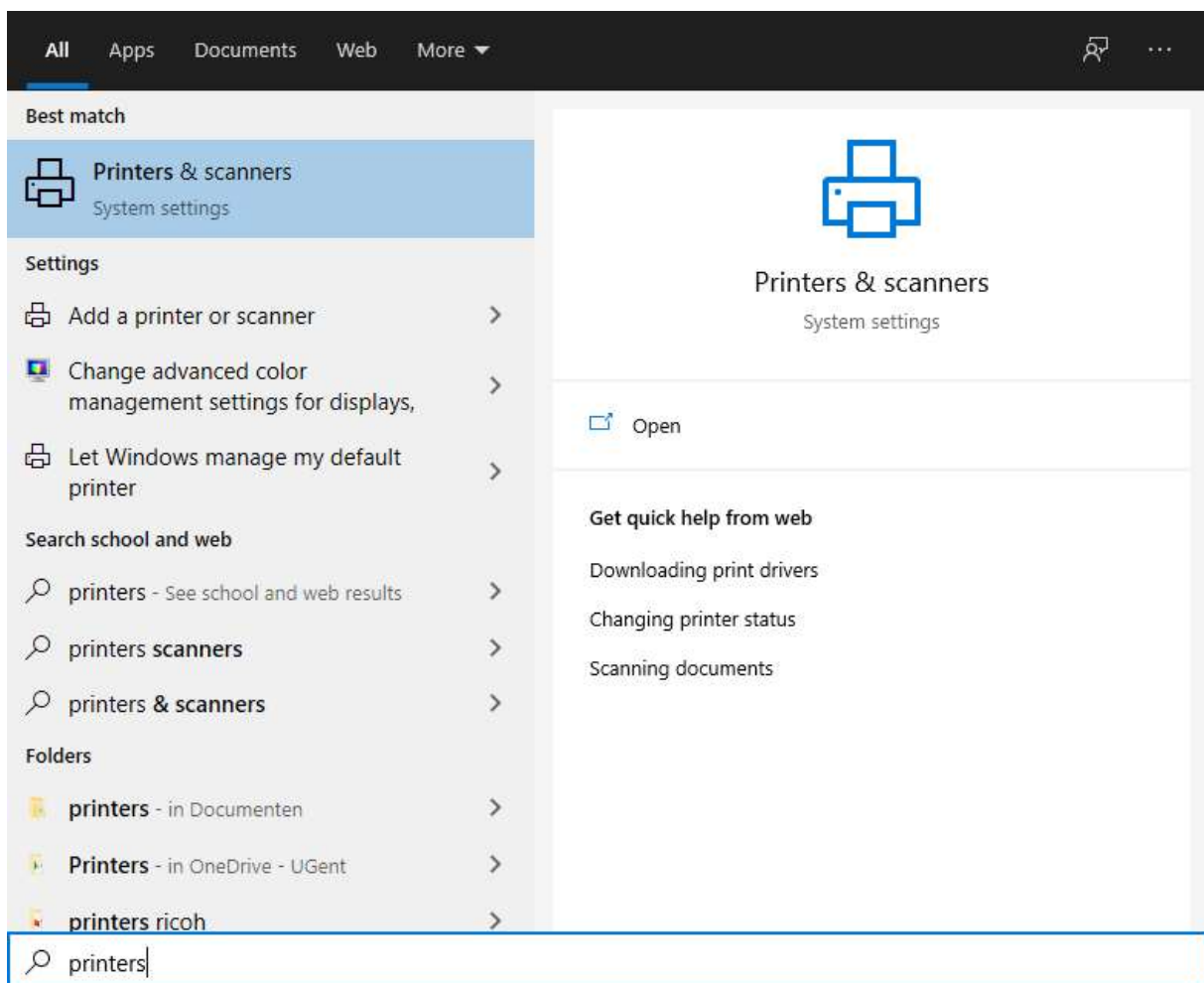
This will add the Ricoh printer to your Windows device.

If this should not work, please read and follow the entire manual.
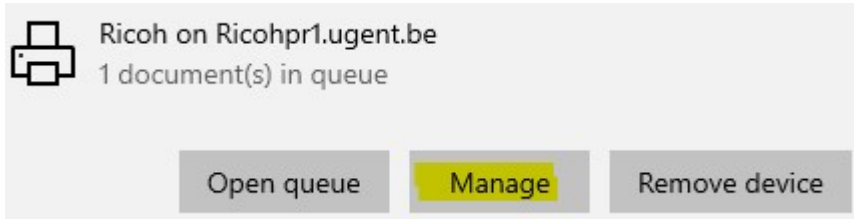
You can also use ricohpr2 or ricohpr3

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"

Ricoh on Ricohpr1.ugent.be
1 document(s) in queue

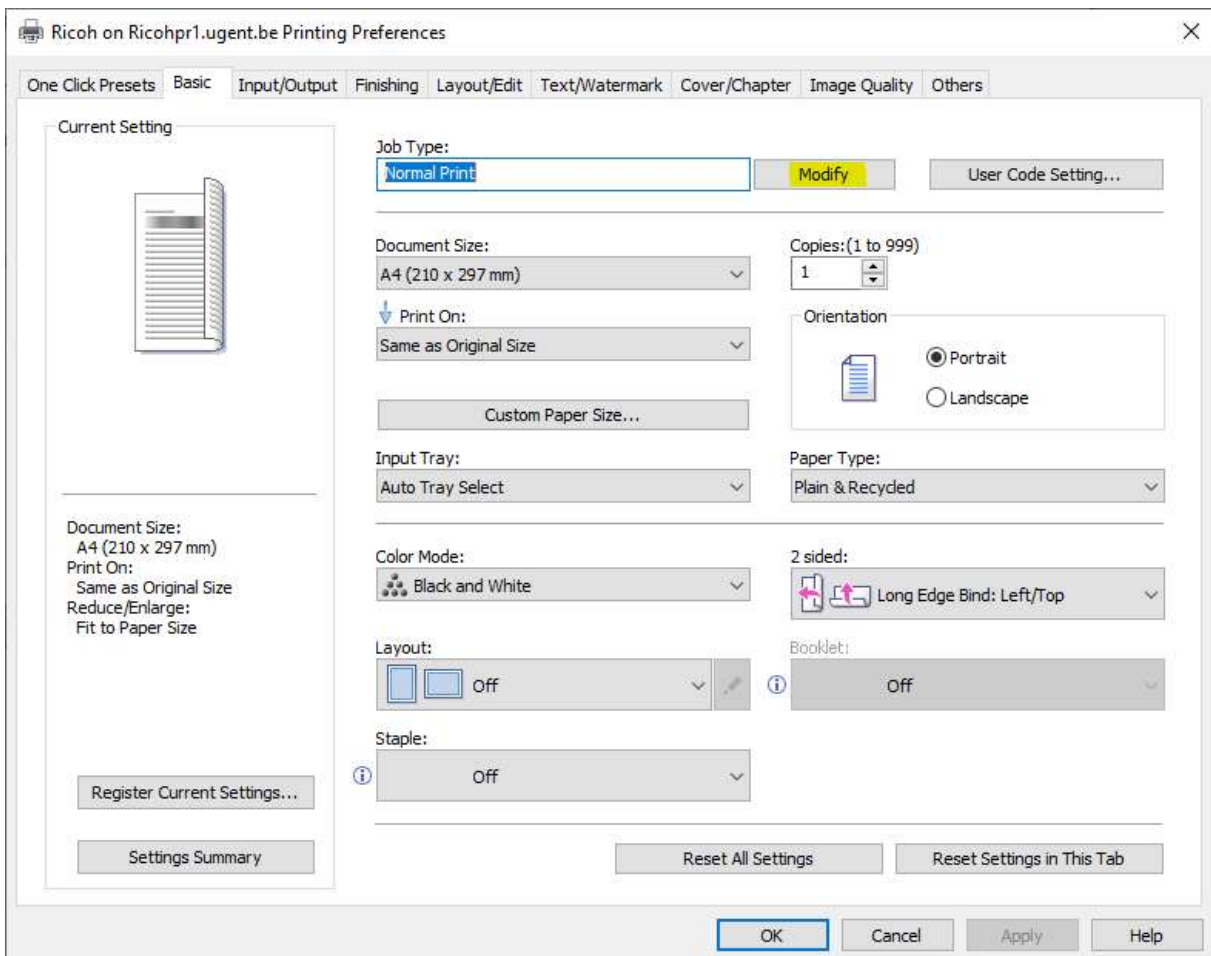Open queue Manage Remove device

Followed by "Printing Preferences"

Print a test page

Run the troubleshooter

Printer properties
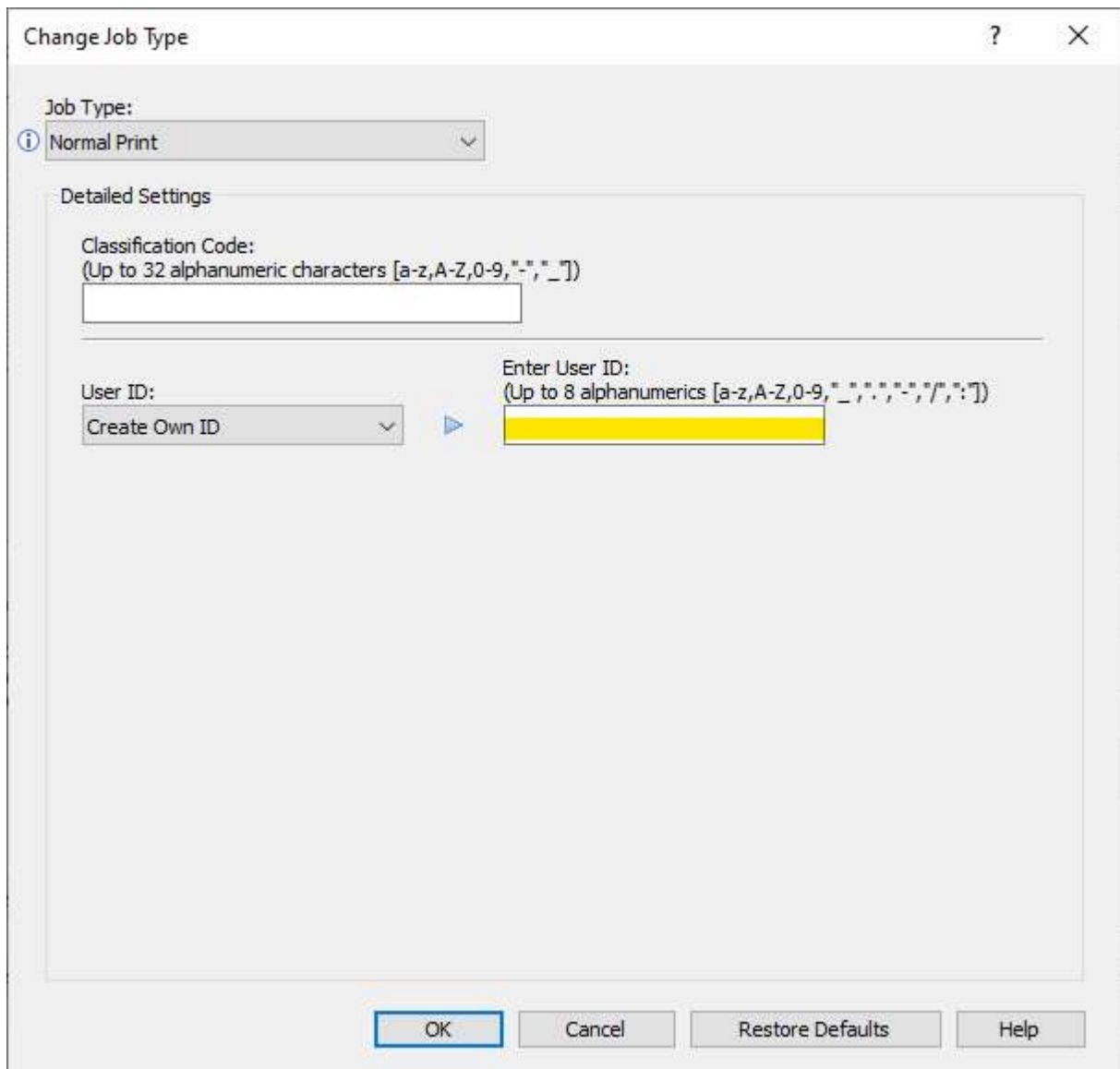
Printing preferences

Hardware properties

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

Enter your Ugent username here

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