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HOW TO INSTALL PCL DRIVER IN YOUR PC

Prepared by BIZCOPIER IT TEAM

FOR OTHER MODEL, PLEASE CUSTOMIZE WITH
YOUR PC OPERATING SYSTEM

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CONTENT

- IP ADDRESS
- CONNECTION
- OS PC
- DOWNLOAD PRINTER DRIVER
- INSTALL PRINTER
- SETTING PAPER/SIZE
- PRINT TEST PAGE
- SCAN SERVER (FTP)
- SETTING SCANNER
- SCANNER SHORTCUT
- Q&A

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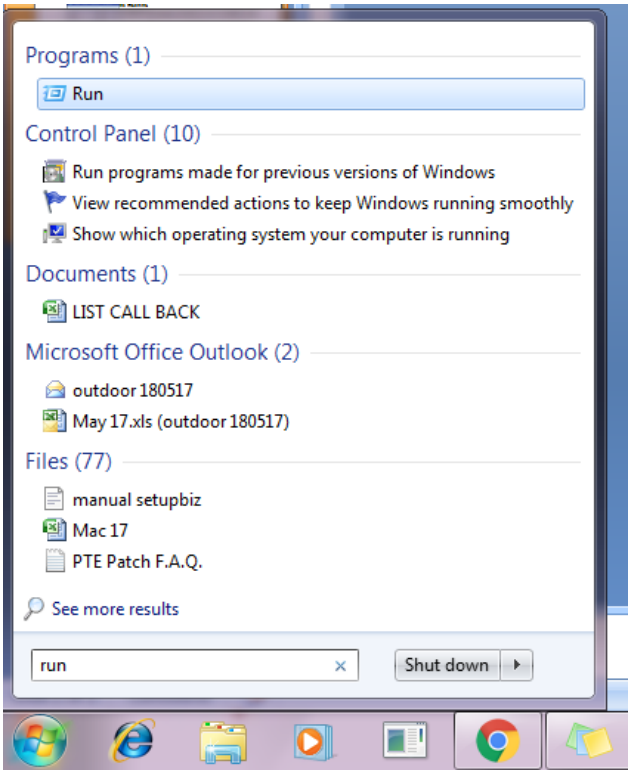
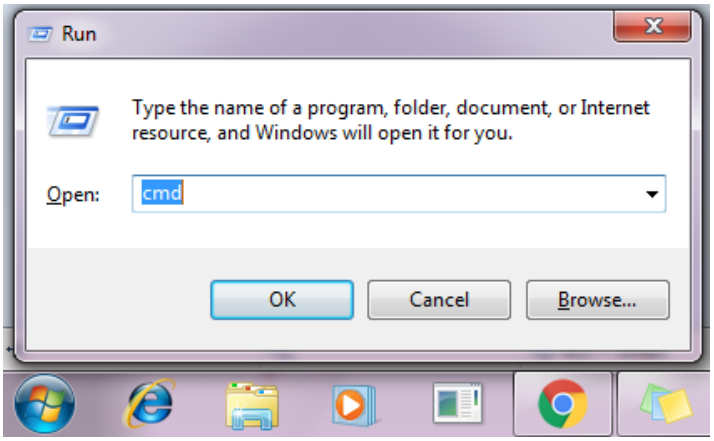
IP ADDRESS

- Check IP every PC
- Start > Run > type cmd > type ipconfig > result is IP Address





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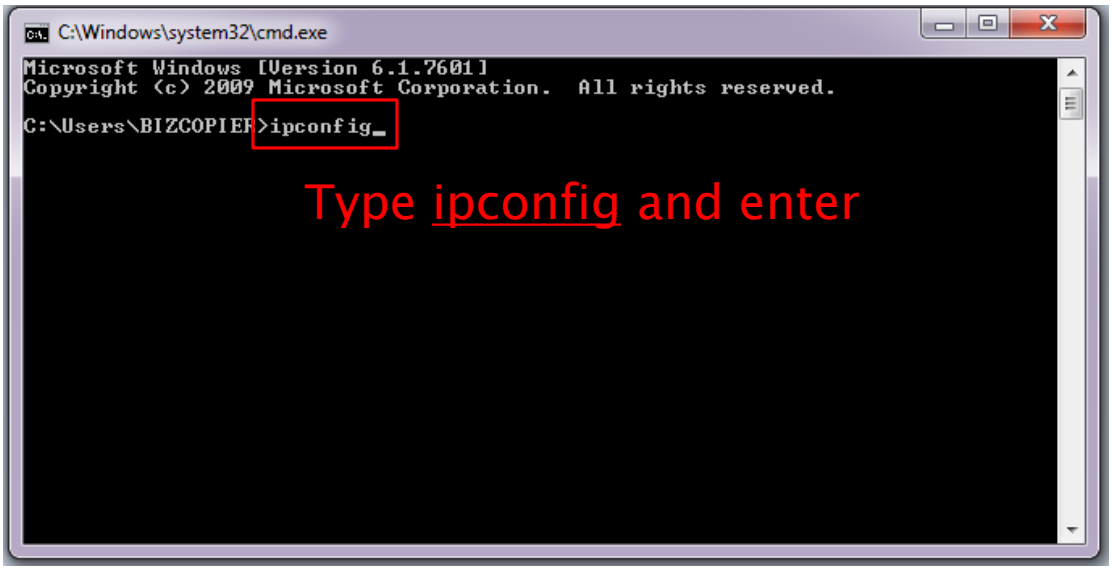
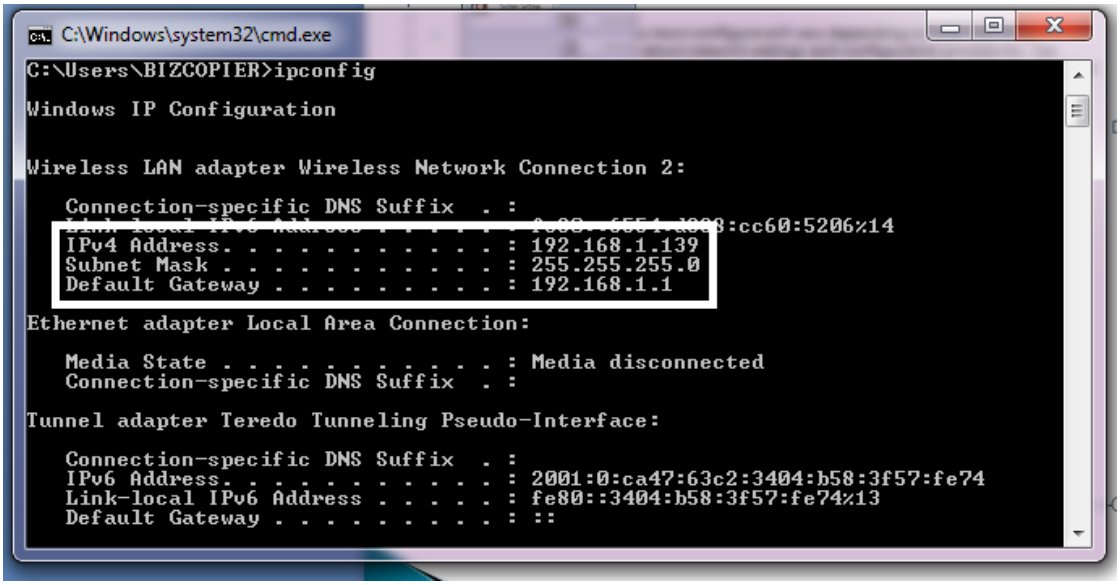
IP ADDRESS





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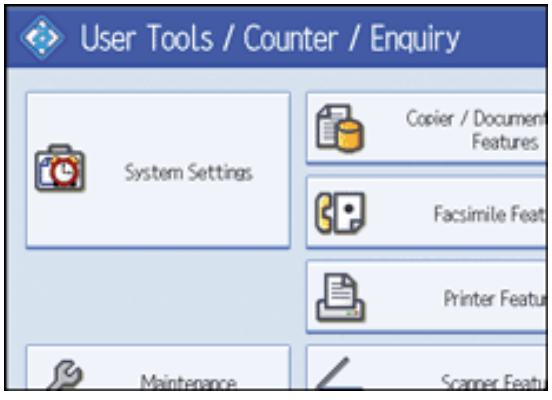
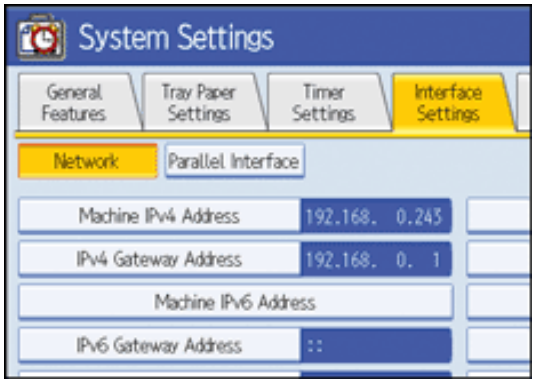
IP ADDRESS

- **Configuring the network settings in [System Settings]**
- Configure the network settings in [System Settings] according to your environment and how you will be using the machine.
- The following procedure explains connecting this machine to an IPv4 network using Ethernet cable.
- Note that the settings you must configure will vary depending on your operating environment. For details about network settings and configuration procedures, see "Network Settings Required to Use Scan to Folder Function", Network and System Settings Guide.

- **Press the [User Tools/Counter] key, and then press [System Settings].**



- The System Settings screen appears.
- **Press the [Interface Settings] tab.**



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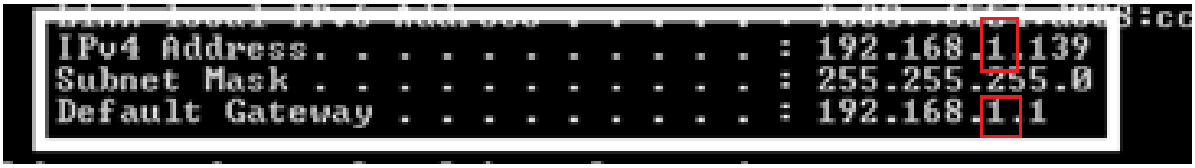
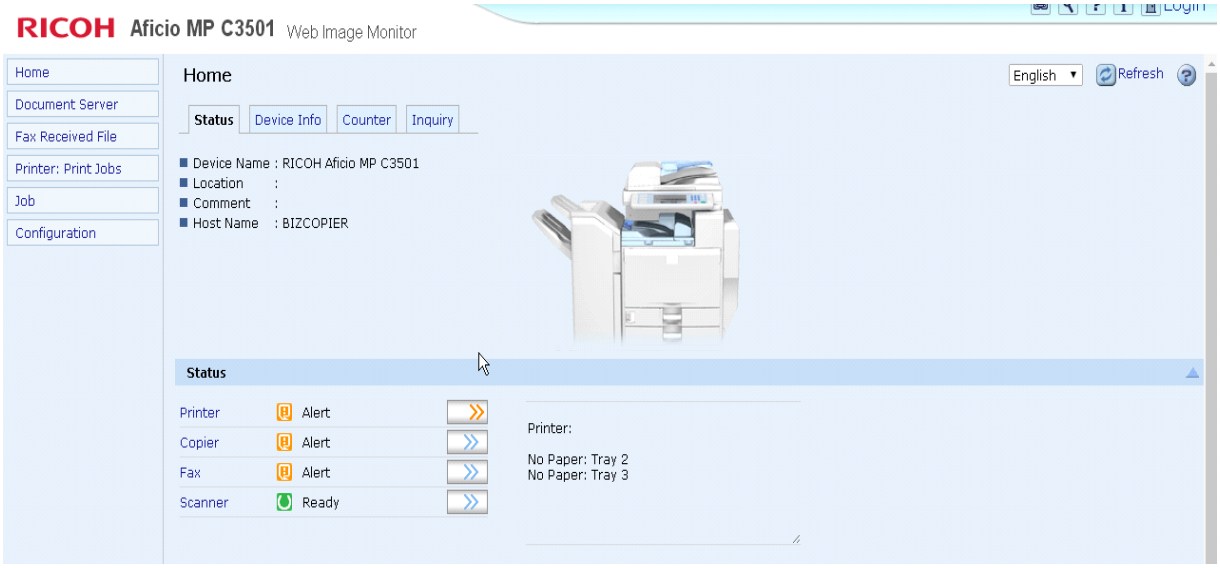
CONNECTION

- **Check connection PC and Machine**
- On PC
- Open Internet explorer> *192.168.1.88 (photocopier machine ip address) >login>username: admin> password (no need) > enter*
- *#IP address depends on your internet provider*

- if appear Web image monitor of model machine, connection is good.





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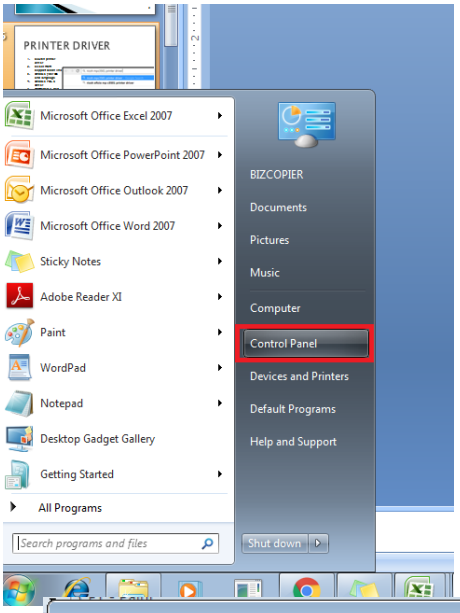
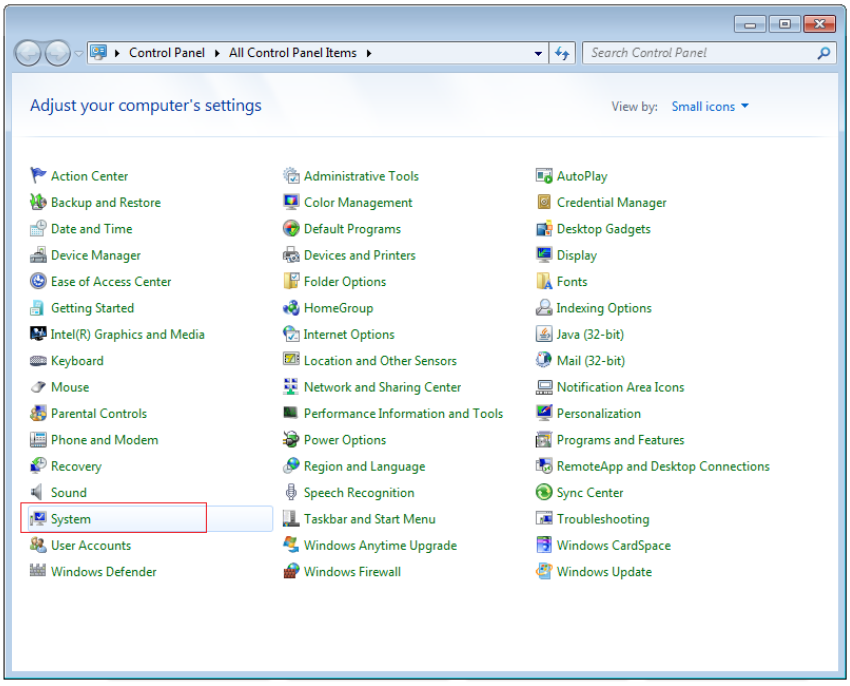
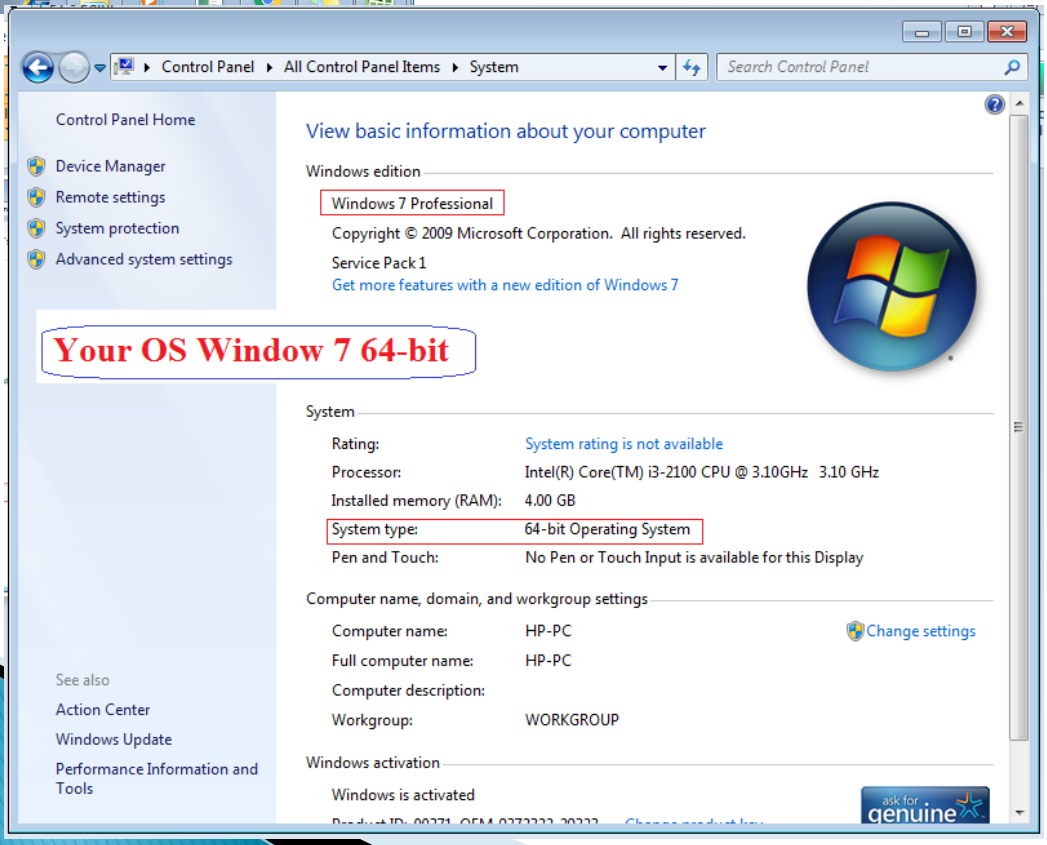
CHECK YOUR PC OS (Operating System)







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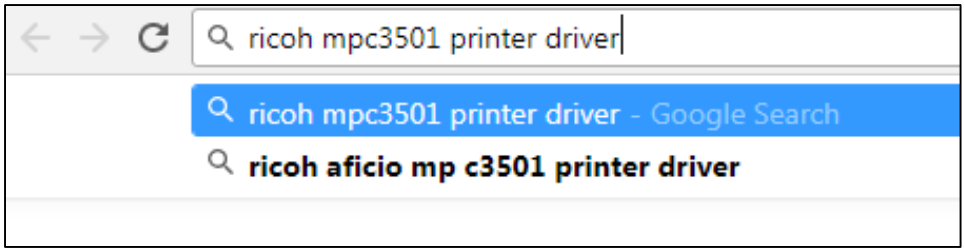
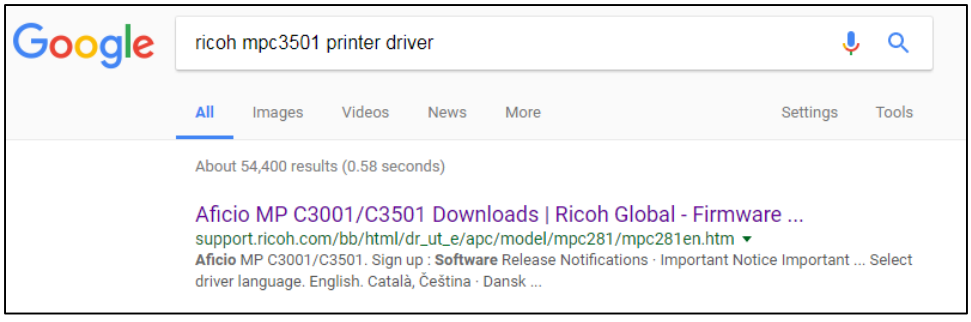
PRINTER DRIVER

Download driver (on PC)
Internet explorer> type RICOH MPC3501 printer driver >
choose link support.ricoh.com/.....





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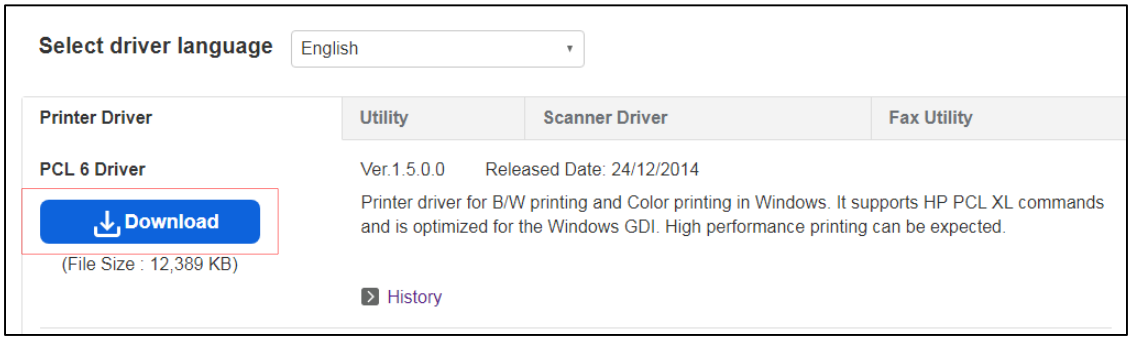
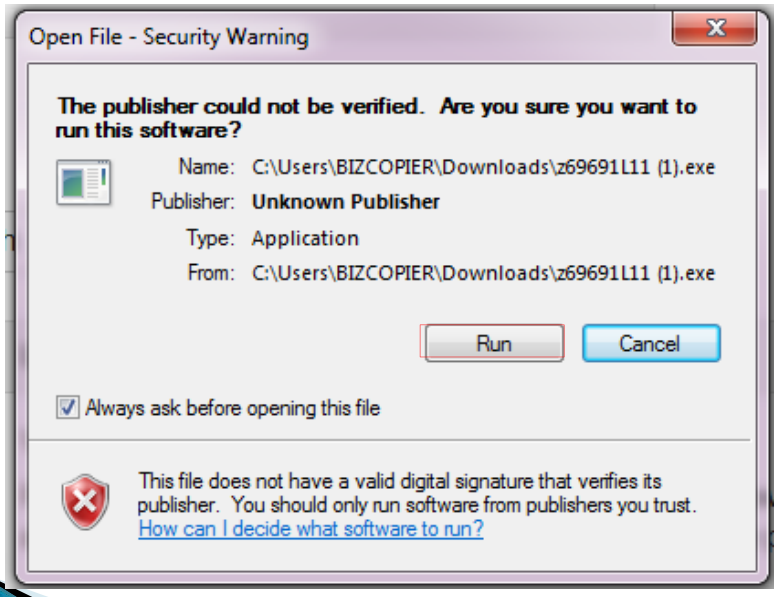
DOWNLOAD PRINTER DRIVER

save on desktop> run file
** for windows xp, please download driver for windows 7 (32 bit)





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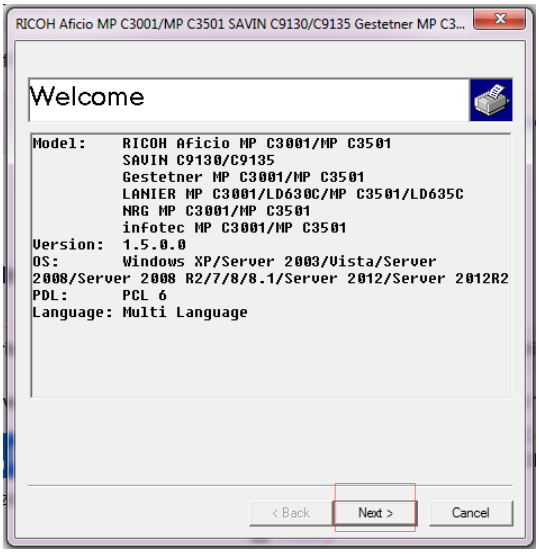
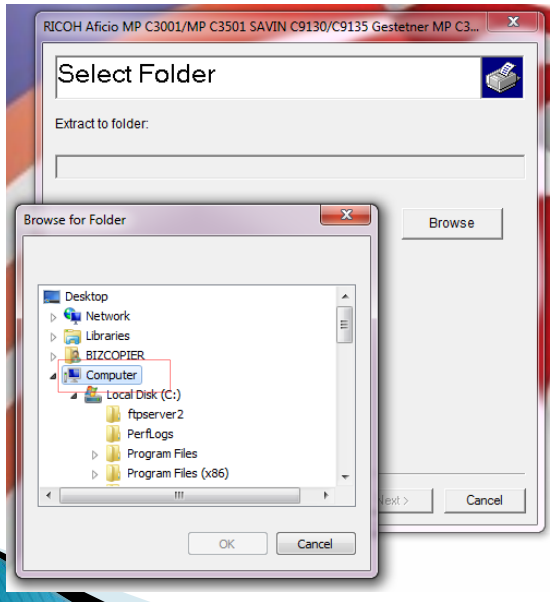
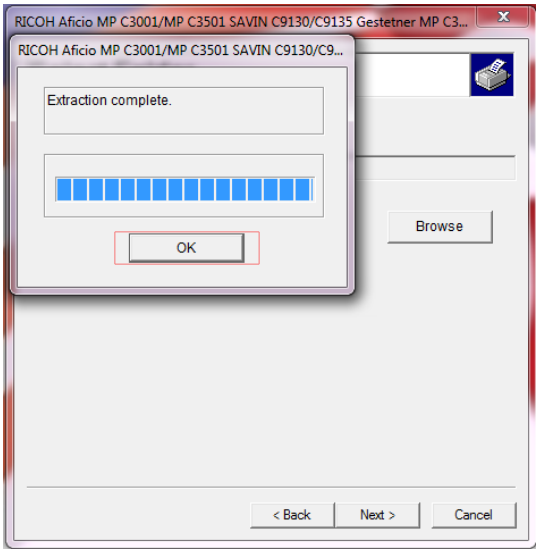
PRINTER DRIVER

6. Next
7. Agree & Next
8. Browse Dekstop
9. OK







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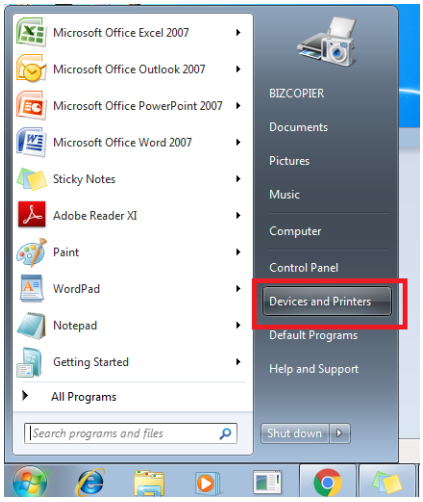
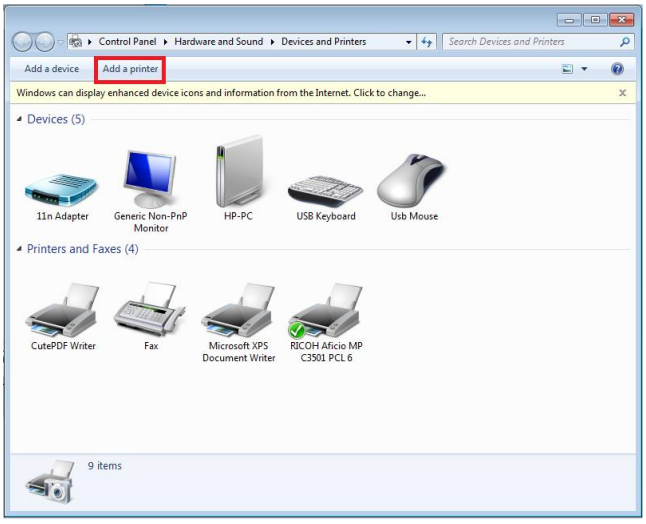
ADD PRINTER

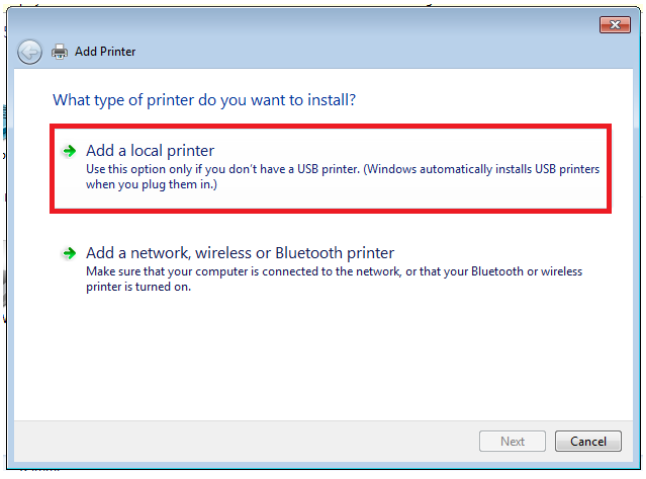


Add Printer (on PC)
Control Panel> Device & Printer> Add printer> add a local printer(untick) > create new port> standard TCP/IP Port> next> 192.168.0.88 (photocopier machine IP address)> choose RICOH> have a disk> browse dekstop> search file printer driver (that has been extracted)> disk1>OEMsetup> choose RICOH again> choose MPC3501> next> do not share printer> set as default printer> finish



Set printer (Paper & color) (on PC)
Control panel> Device & Printer > Choose MPC3501 (if other model, click that particular model name)> right click> printer properties> preference> choose A4>black& white/monochrome> apply> ok

Print test page(on PC)
Control Panel> Device & Printer> Choose MPC3501 > right click > printer properties > preference > Print Test Page



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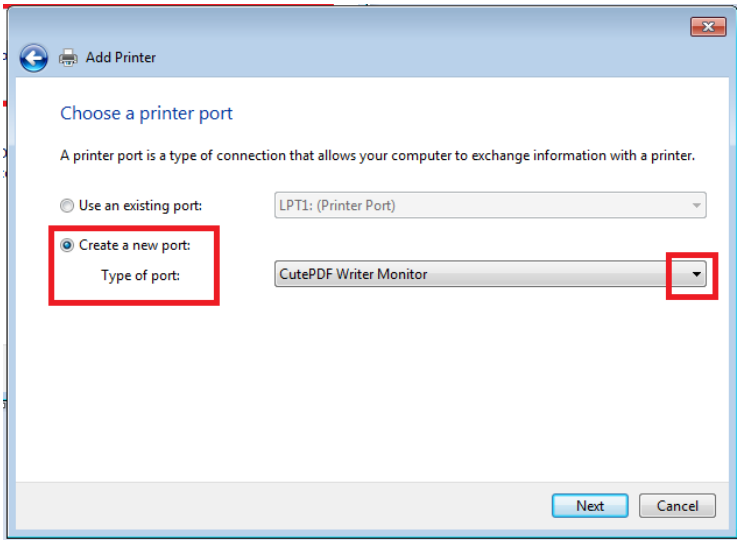
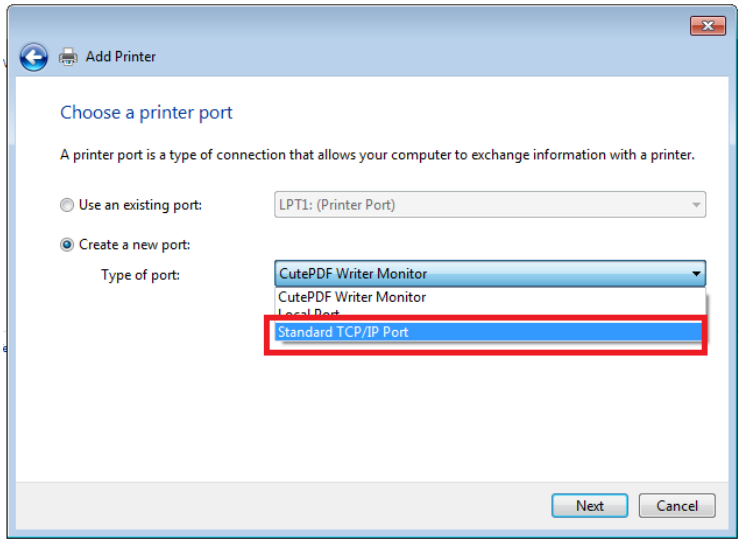
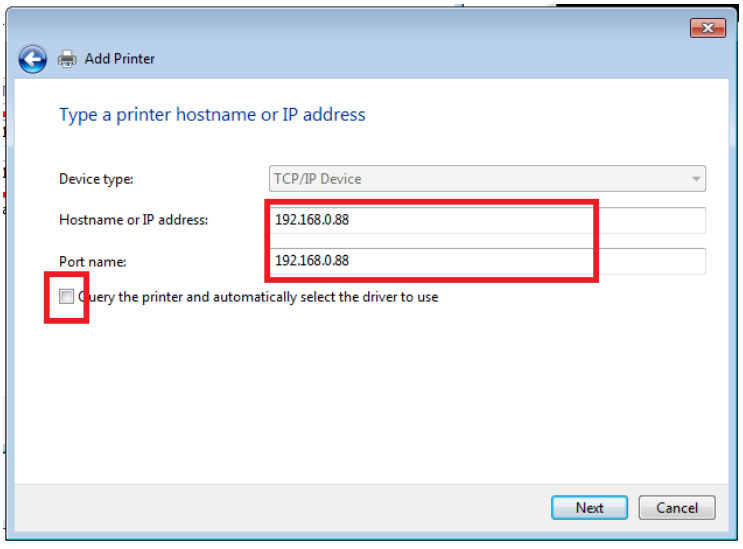
ADD PRINTER

- create new port
- standard TCP/IP Port
- next
- E.g: 192.168.0.88
- Untick – Query the printer and automatically select driver to use







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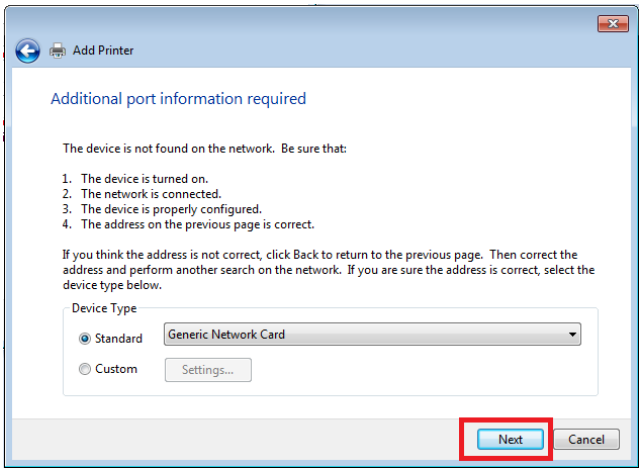
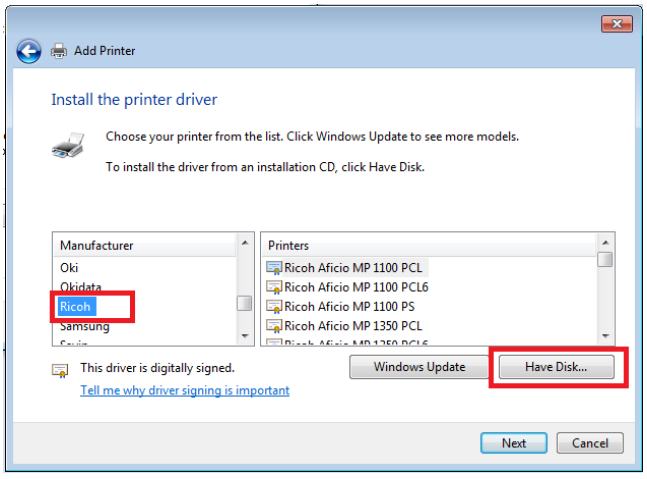
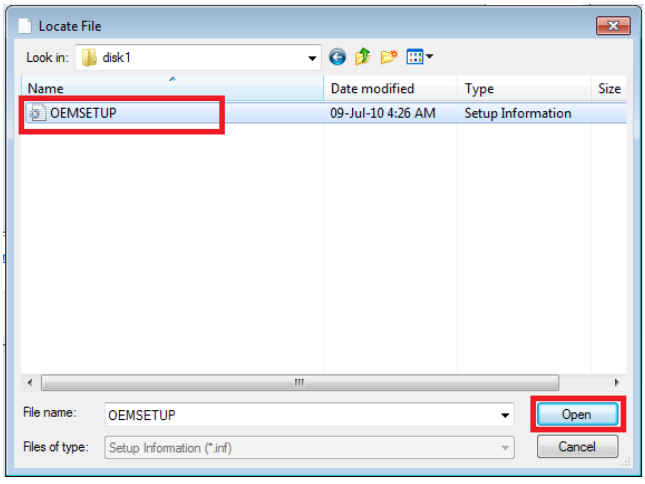
ADD PRINTER

- choose RICOH
- have a disk
- browse dekstop
- search file printer
- Disk1
- OEMsetup







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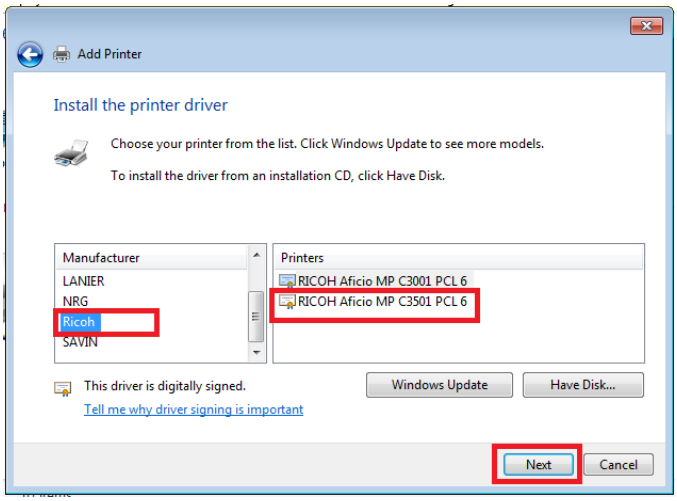
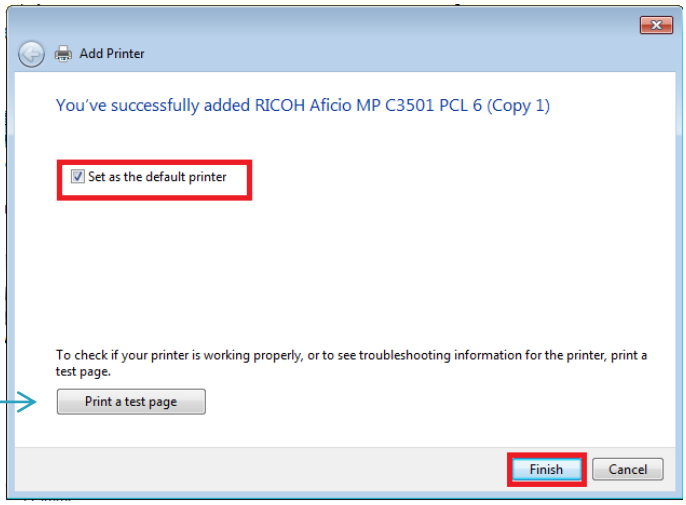
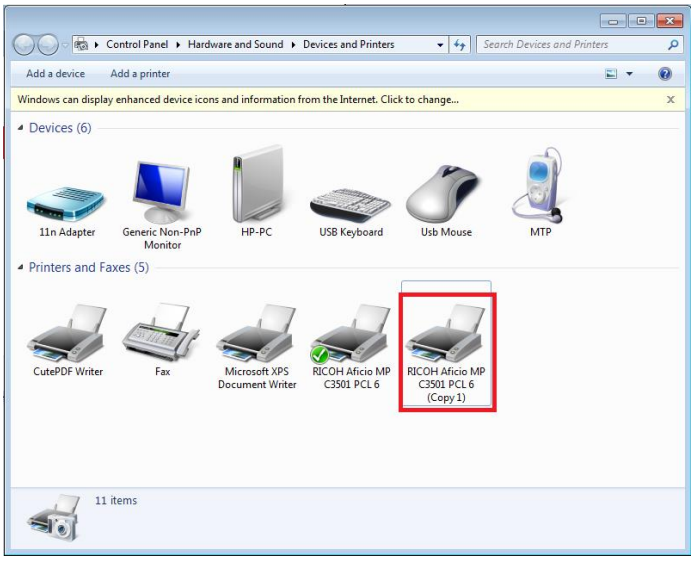
ADD PRINTER

- choose RICOH again
- Choose MPC3501
- Next
- Do not share printer
- Set as default printer
- Finish

DO NOT TEST PRINT YET







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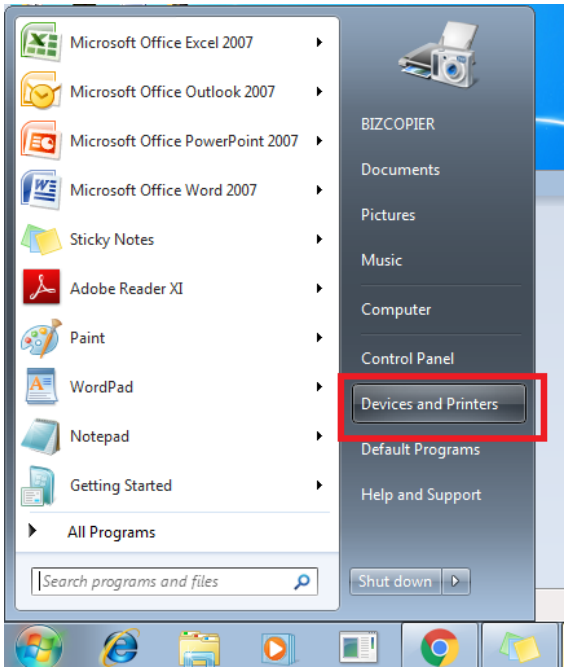
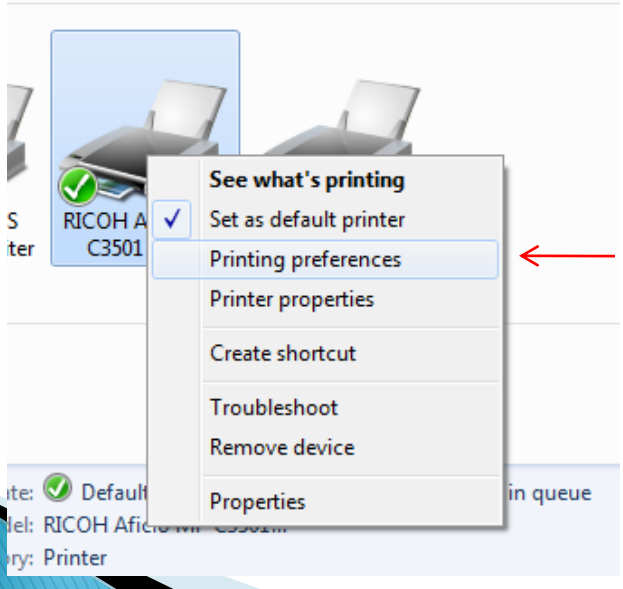
SET PRINTER PAPER SIZE & ETC





Right click on printer MPC3501

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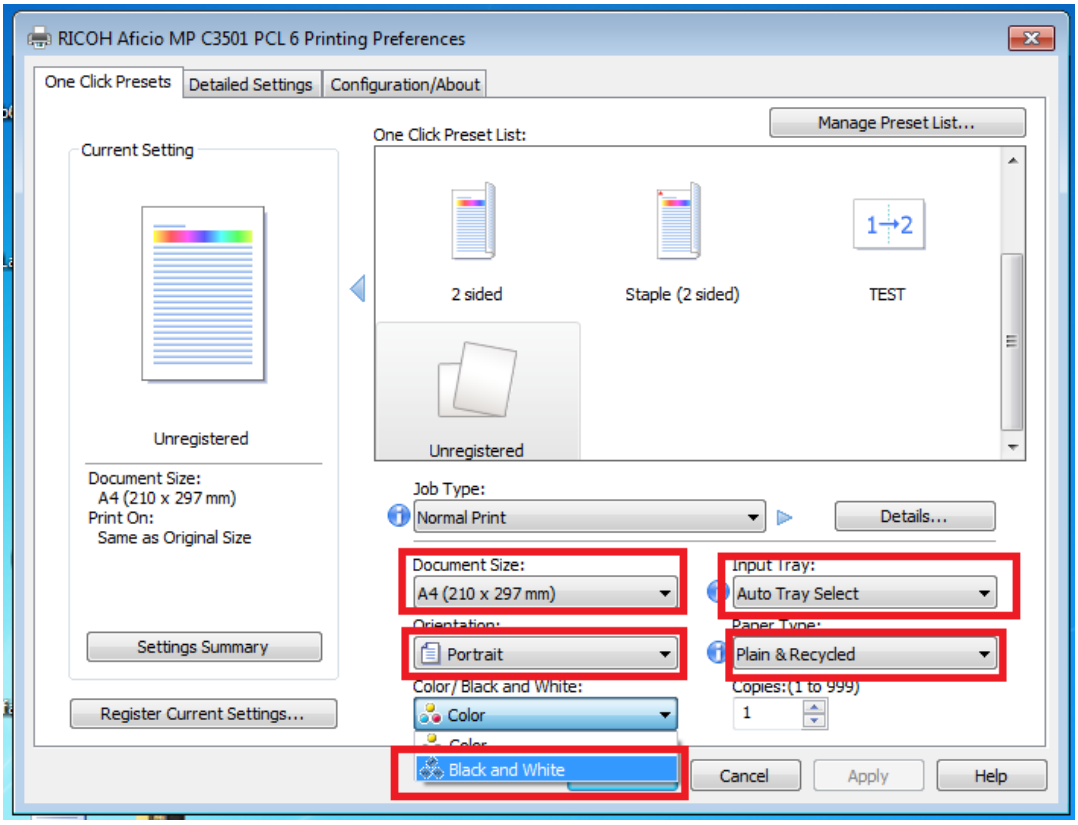
SET PRINTER PAPER SIZE & ETC



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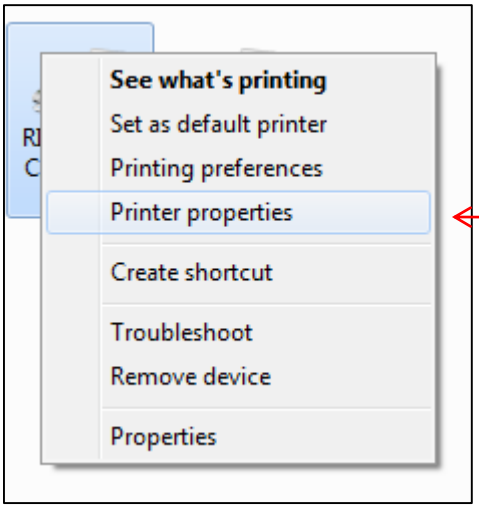
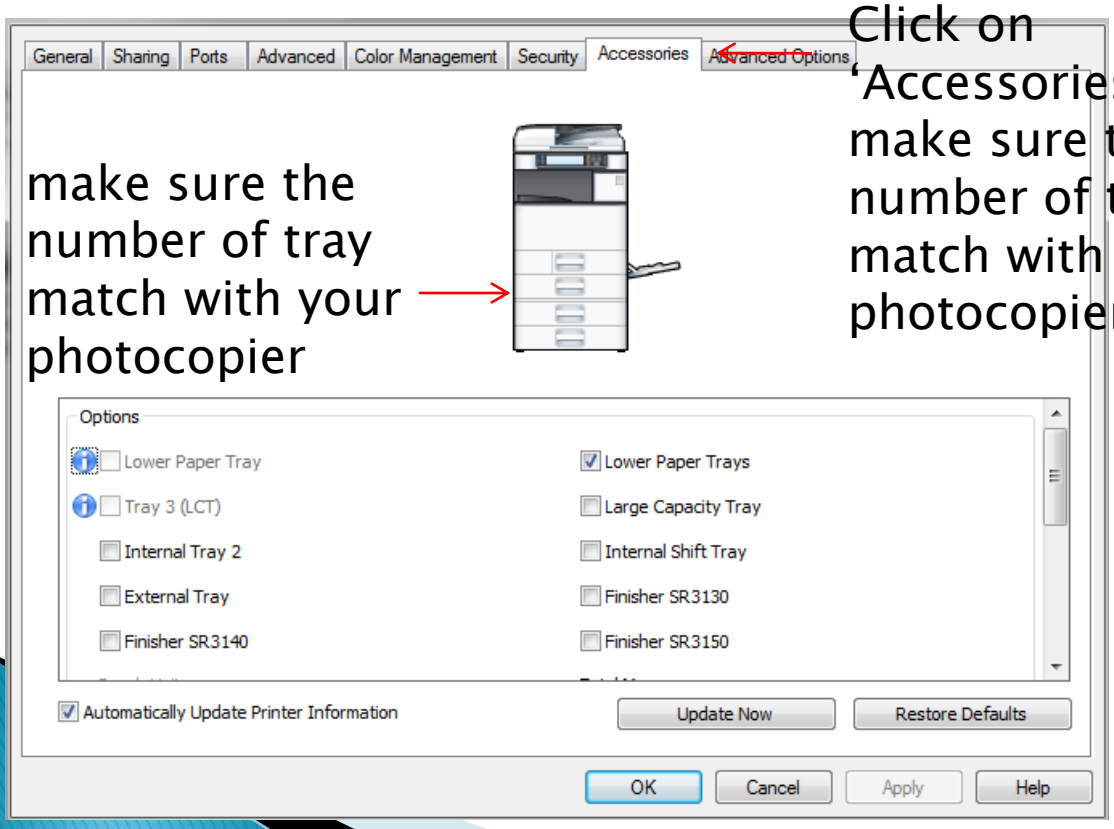
SET PRINTER ACCESSORIES & PRINT TEST PAGE



Right click on printer and choose 'printer properties'

Click on 'Accessories' and make sure the number of tray match with your photocopier

make sure the number of tray match with your photocopier



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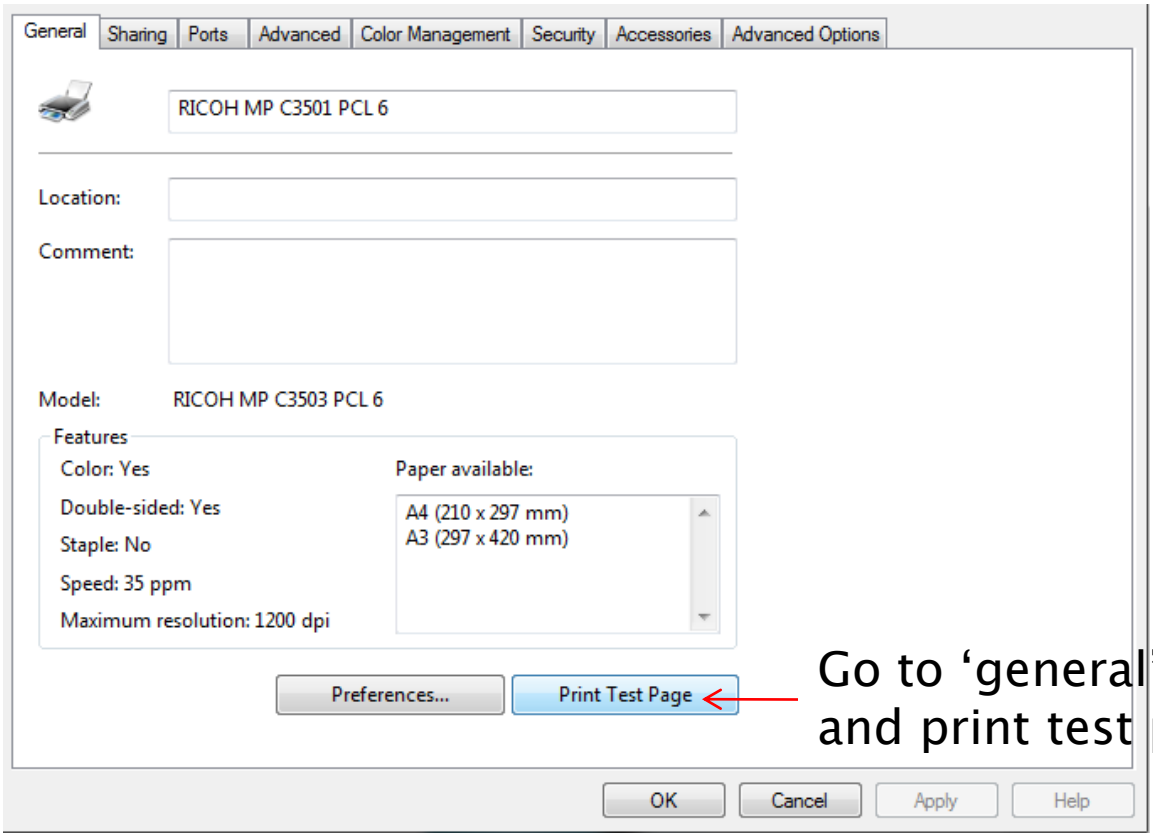
SET PRINTER ACCESSORIES & PRINT TEST PAGE



Go to ‘general’ tab and print test page

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Q&A

1. Fail to scan?

> system setting> admin>address book management> folder name> FTP > server name (make sure server name same with PC IP address)

2. stop report for fax

> fax > initial> parameter> 03

3. Connection fail?

Double click wireless network connection/local area connection

General> Properties> Internet protocol (TCP/IP) > key in IP address and details> ok

4. Fax setup

> Fascimile features> initial settings > Program Fax Information

Fax Header > First Name: Bizcopier Solutions Sdn Bhd > Secondname: ask@bizcopier.com.my

Own Name> BIZCOPIER

Own Fax Number > for G3-1 > +60333596296

5. Fax & Telephone use one line

Button C (yellow)>107 > hold button C (red)

Fax > 2103 # >arrow V (scroll down)> 7 >change to 3 # > exit > exit

6. Lock IP PC for scanner

Click on Internet Connection Properties> Untick Ipv6 > Ipv4 (tick) > properties > key in IP address

192.168.1.136

255.255.255.0

192.168.1.1

8.8.8.8

8.8.4.4

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Q&A

- 7. Add Code (on PC)
- Control Panel> Device & Printer> Choose MPC3501 > right click > printer properties > preference > Details Settings> Job setup > User code > key in code staff

- 8. Block colour (on machine)
- > system setting > administration tools> Next > User Code Auth. > Single > Next > Colour > Simple (All)

- 9. By Folder
- > system setting > administration tools > address book management > Choose Folder > Auth. Info > Key in number > Next > Next > Full Colour > Full colour/Auto Colour Selection > Colour/Black&White