# RICOH RICOH Ri 100

Setup and Installation General Usage RICOH Design Software



# Outline

Getting familiar with the printer interface and controls.

Settings up printer for first time use.

Setting up the images for printing.

Printing.

Other features.

# How to Use This Manual



The manual is broken into multiple sections to make to make the document easier to read.

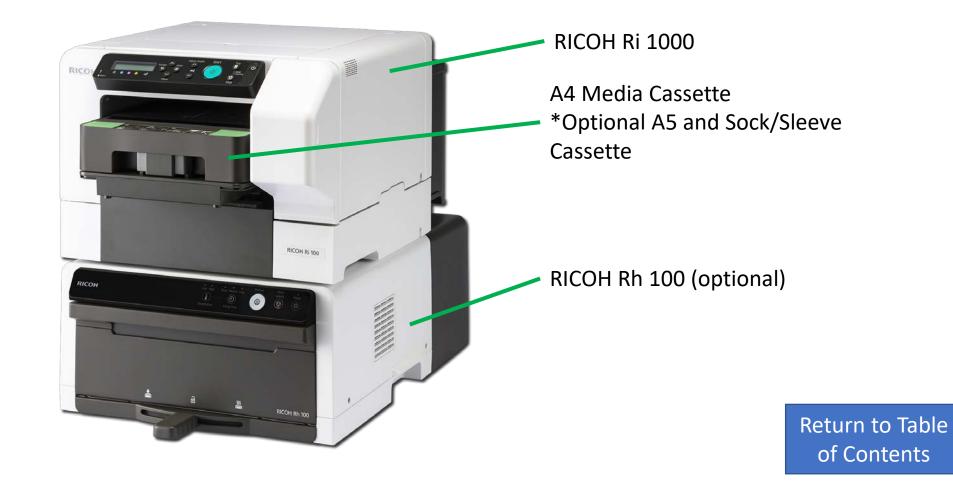
To navigate, click the links to navigate from section to section. At the end of each section topic you can follow the link to the next topic (if no link is present, proceed to the next slide) or return to the appendix/ table of contents.

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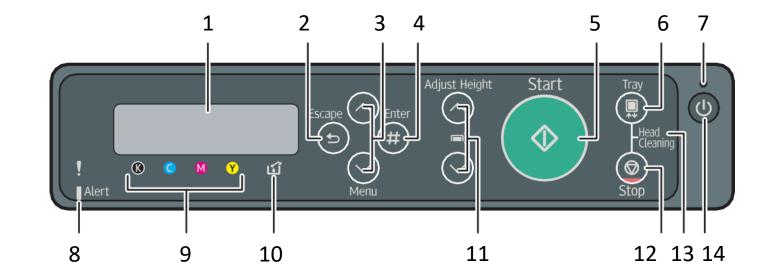
# What's Included



### Control– Panel Overview - Summary

- 1. Display
- 2. [Escape] key
- 3. [▲] [▼/Menu]
- 4. [#Enter] key
- 5. [Start] key
- 6. [Tray] key
- 7. Power Lamp
- 8. Alert Indicator
- 9. Cartridge Replacement indicator
- 10. Waste ink full indicator
- 11. [Auto Height •] [Auto Height •]
- 12. [Stop] Key
- 13. No-Fuss Head Cleaning
- 14. [Power] ley

This Section will cover the control panel interface. Familiarity with interface will be needed when setting up the printer



## Control Panel – Overview – Description - 1

#### 1. Display:

1. Displays the current machine status and messages.

### 2. [Escape] key

1. Press this key to return to the previous condition on the display.

### 3. [▲] [▼/Menu]

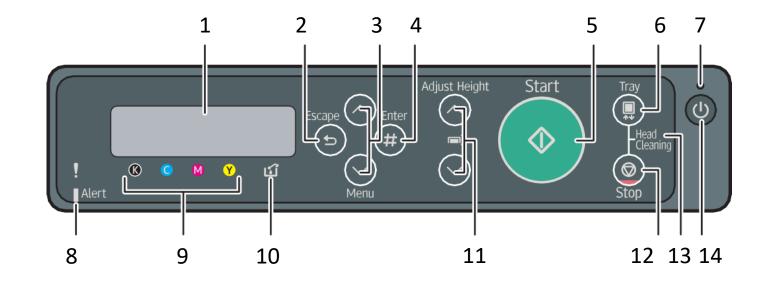
- 1. Use these keys to increase or decrease values on the display when making settings.
- 2. Keep the key pressed to quicken scrolling, and increase or decrease values on the display in units of 10. To apply this function: under [Maintenance], set [Key Repeat] to [On].

### 4. [#Enter] key

1. Press this key to execute menu items selected on the display.

### 5. [Start] key

1. Start printing. LED of the [Start] key lights up when the machine is ready to start printing and flashes when it is printing.



## Control Panel – Overview -Description - 2

### 6. [Tray] key

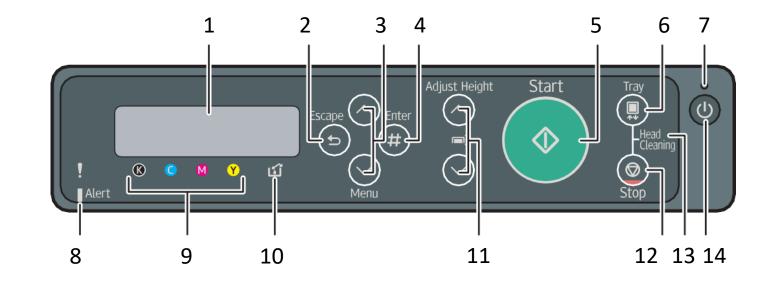
1. Press this key to move the tray forcibly to the front.

### 7. Power Lamp

- 1. Lights up when the power is on.
- 2. Flashes when the machine is receiving data from a computer or if there is data to be printed.

### 8. Alert Indicator

- 1. Lights up or blinks whenever a machine error occurs.
- 2. If the red light is on, follow the instructions that appear on the display.
- 9. Cartridge Replacement indicator
  - 1. Each color corresponds to an ink cartridge.
  - 2. K, C, M, and Y indicate black, cyan, magenta, and yellow, respectively.
  - 3. The amount of ink remaining in each ink cartridge is indicated on the six-level display.



## Control Panel – Overview -Description - 3

### 10. Waste ink full indicator

1. The amount of waste ink is indicated on the sixlevel display. A message appears when it is time to replace the ink collector unit.

### 11. [Auto Height •] [Auto Height •]

- 1. Move the height of the tray up and down to adjust the height.
- 2. Holding down the key, you can adjust the height of the tray quickly. To apply this function, set [Key Repeat] to [On]. See page 113 "Using the [Maintenance] Menu".

### 12. [Stop] Key

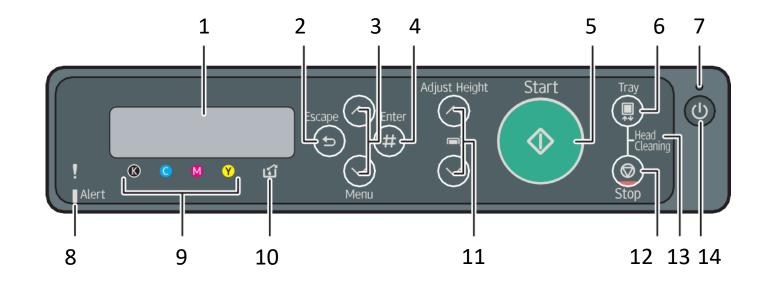
1. When the machine is online, press this key to cancel an ongoing print job.

### 13. No-Fuss Head Cleaning

1. When the machine is in standby mode, press the [Stop] and [Tray] keys at the same time to perform head cleaning for all colors.

### 14. [Power] ley

1. Press this key to turn the power on. To turn the power off, press and hold down this key for one second.





Listed are the various ways the printer can be connected for printing

- The Printer can connect to the PC using a <u>Wireless</u>, <u>Wired</u>, or <u>USB</u> Connection
- The printer can connect to an mobile apple OS or android mobile using a wireless connection

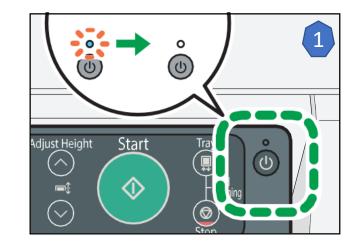
| Connection Types | Click Connection to see steps   |
|------------------|---|
| USB              | Connect the printer to the<br>computer via USB<br>↓<br>Install the driver   |
| Wired<br>문문      | Connect the printer to the<br>computer via an Ethernet cable<br>↓<br>Configure network settings<br>↓<br>Install the driver  |
| Wireless         | Connect the printer to the<br>computer via an Ethernet cable<br>(if needed)<br>↓<br>Configure network settings<br>↓<br>Configure wireless LAN settings<br>↓<br>Install the driver |

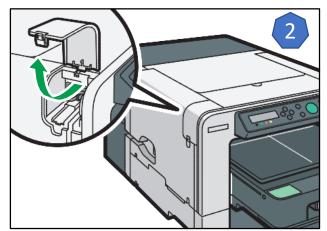
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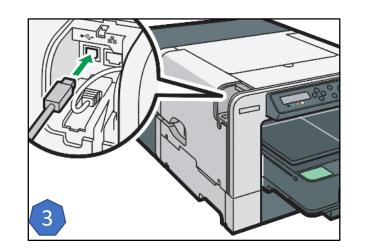
## Printer USB Connection

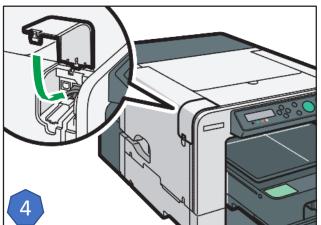
Procure to connect the USB cable

- 1. Turn off the printer
- 2. Open the port cover
- Insert the USB cable's hexagonal (type B) plug into the port
- 4. Close the port cover











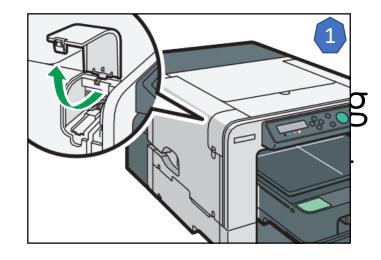
# Printer USB Connection - Operating System

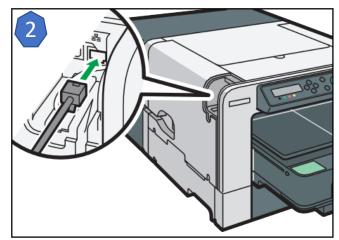
Click Icon to proceed to OS Driver Installation

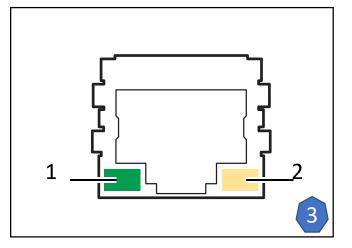
## Connecting printer via Ethernet

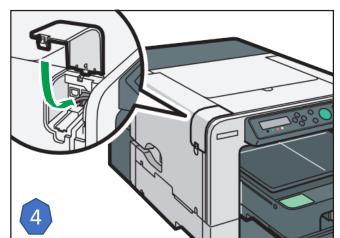
- 1. Open the port cover
- 2. Plug the Ethernet cable into the Port
- 3. Connect the other end of the cable to the printer's network, such as to a hub. Check the LEDs on the Ethernet port
  - 1. Indicator (green): Lights whenever the printer is properly connected to the network
  - 2. Indicator (yellow): Lights whenever the printer is sending or receiving data via the network
- 4. Close port cover

<u>\*If Static IP Address, click link for details</u>



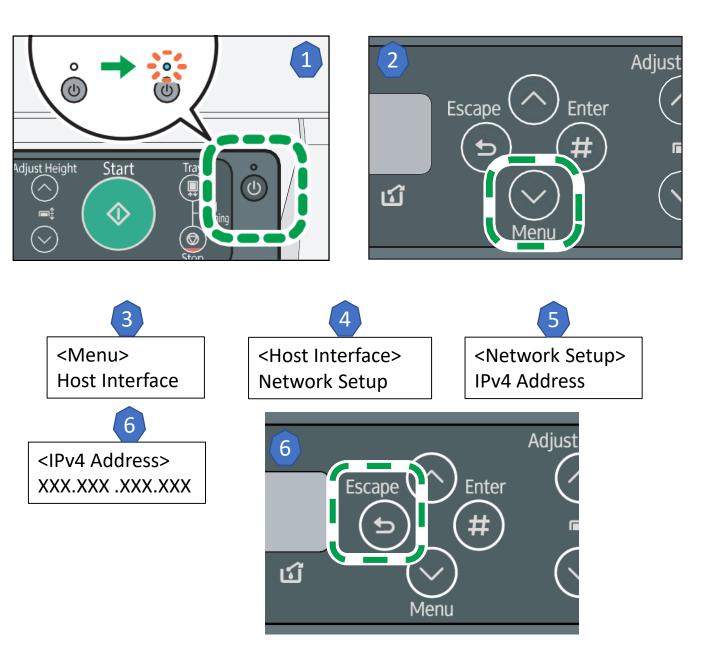






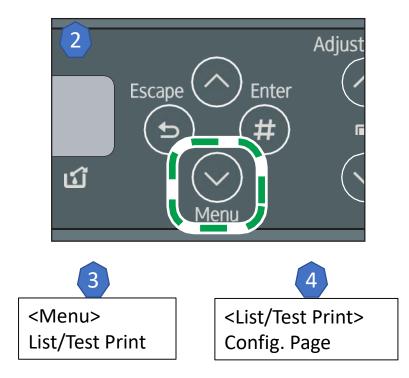
## Connecting Ethernet -Confirm the Printer's IP address

- 1. Press the [Power] key
- 2. Press the [▼/Menu] key
- 3. Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [IPv4 Address], and then press [#Enter] key
- 6. After you have recorded the IPv4 Address, press the [Escape] key
  - 1. This may be needed during driver installation

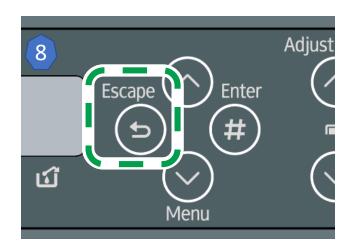


## Connecting Ethernet -Print Configuration page

- 1. Load print media (A4 or letter size paper) in the cassette
- 2. Press the [▼/Menu] key
- 3. Press the [▲] or [▼/Menu] key to display [List/Test Print], then press the [#Enter] key
- 4. Press the [▲] or [▼/Menu] key to display [Config. Page], and then press the [#Enter] key
- 5. Press the [Start] key. The Configuration page is printed
- 6. Set another print media
- 7. Print all configuration pages by repeating steps 5 and 6
- 8. Press the [Escape] key

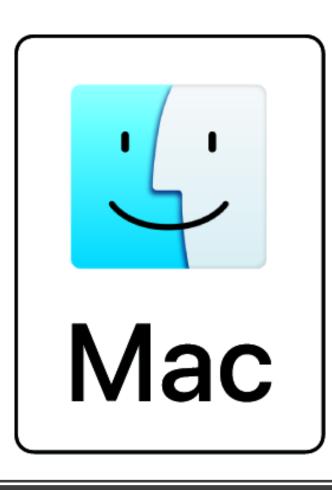












# Connecting Ethernet - Operating System

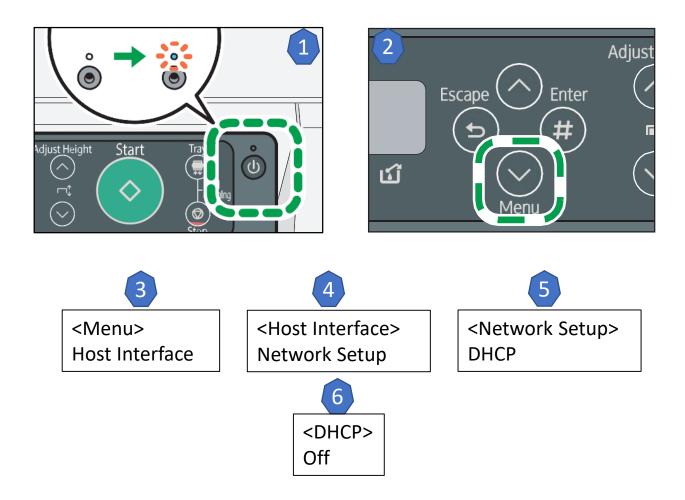
Click Icon to proceed to OS Driver Installation

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### Control Panel Network Setup -Static IPv4 - DHCP

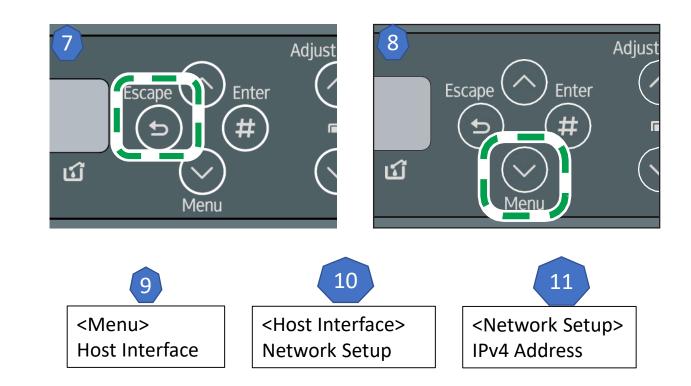
The following example explains how to allocate an IPv4 address.

- 1. Press the [Power] key
- 2. Press the [▼/Menu] key
- 3. Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [DHCP], and then press [#Enter] key
- 6. Press the [▲] or [▼/Menu] key to display [Off], and then press [#Enter] key
  - A. Off = Disable | On= Enable



Control Panel Network Setup - Static IPv4 - IPv4 Address - 1

- 7. Press the [Escape] key.
- 8. Press the [ /Menu] key
- Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [IPv4 Address], and then press [#Enter] key

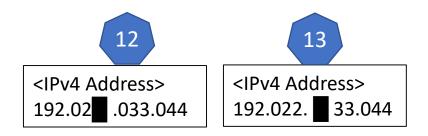


Control Panel Network Setup - Static IPv4 - IPv4 Address - 2

- Press the [▲] or [▼/Menu] key to enter the left most entry field of the IP address, and then press the [#Enter] key
  - A. To get an IP address for the printer, contact your network administrator.
  - B. The value moves by 10 if the [▲] or [▼ /Menu] key is kept pressed.

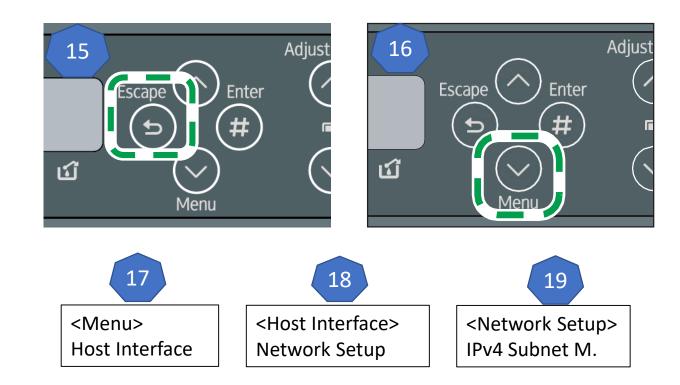
### 13. Press the [#Enter] key

- A. The entered value is confirmed, and the cursor moves to the next field
- B. To return to the previous field, press the [Escape] key.
- 14. Specify values in all fields, and then press the [#Enter] key.



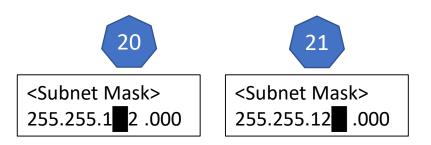
Control Panel Network Setup - Static IPv4 - IPv4 Subnet Mask - 1

- 15. Press the [Escape] key.
- 16. Press the [ /Menu] key
- Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [IPv4 Subnet M.], and then press [#Enter] key



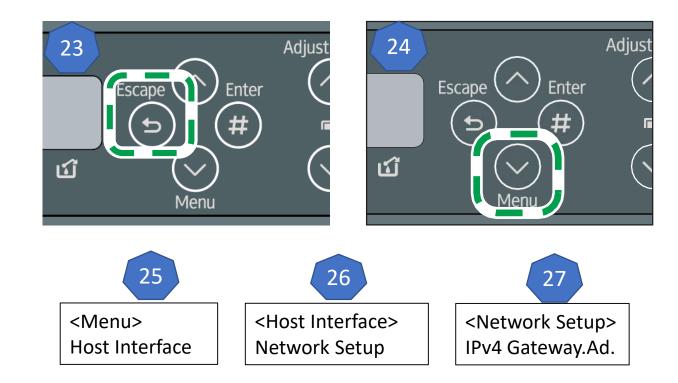
Control Panel Network Setup - Static IPv4 - IPv4 Subnet Mask - 2

- 20. Press the [▲] or [▼/Menu] key to enter the left most entry field of the Subnet Mask, and then press the [#Enter] key
  - A. To get an Subnet Mask Address for the printer, contact your network administrator.
  - B. The value moves by 10 if the [▲] or [▼ /Menu] key is kept pressed.
- 21. Press the [#Enter] key
  - A. The entered value is confirmed, and the cursor moves to the next field
  - B. To return to the previous field, press the [Escape] key.
- 22. Specify values in all fields, and then press the [#Enter] key.



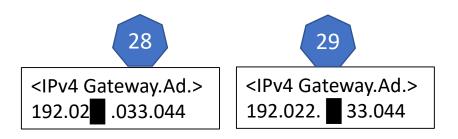
Control Panel Network Setup - Static IPv4 - IPv4 Gateway Address - 1

- 23. Press the [Escape] key.
- 24. Press the [ /Menu] key
- 25. Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- 26. Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- 27. Press the [▲] or [▼/Menu] key to display [IPv4 Gateway. Ad.], and then press [#Enter] key



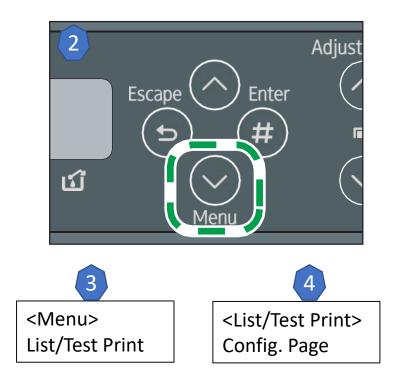
Control Panel Network Setup - Static IPv4 - IPv4 Gateway Address - 2

- Press the [▲] or [▼/Menu] key to enter the left most entry field of the IP address, and then press the [#Enter] key
  - A. To get an Gateway Address for the printer, contact your network administrator.
  - B. The value moves by 10 if the [▲] or [▼ /Menu] key is kept pressed.
- 2. Press the [#Enter] key
  - A. The entered value is confirmed, and the cursor moves to the next field
  - B. To return to the previous field, press the [Escape] key.
- 3. Specify values in all fields, and then press the [#Enter] key.
- 4. print the configuration page to confirm the specified settings.

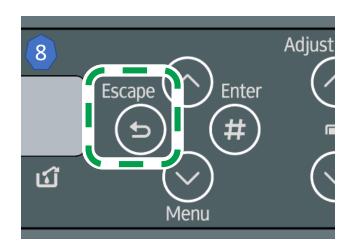


Control Panel Network Setup - Static IPv4 - Print Configuration page

- 1. Load print media in the cassette
- 2. Press the [▼/Menu] key
- Press the [▲] or [▼/Menu] key to display [List/Test Print], then press the [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Config. Page], and then press the [#Enter] key
- 5. Press the [Start] key. The Configuration page is printed
- 6. Set another print media
- 7. Print all configuration pages by repeating steps 5 and 6
- 8. Press the [Escape] key









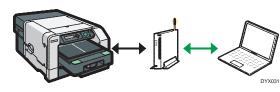
## Control Panel Network Setup - Static IPv4 - Operating System

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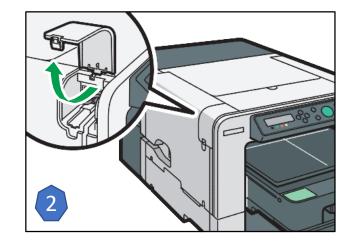
Click Icon to proceed to OS Driver Installation

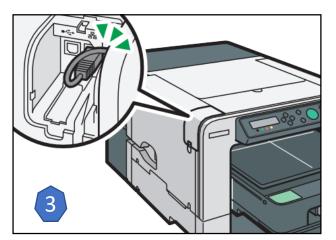
## Wireless Easy Setup Method

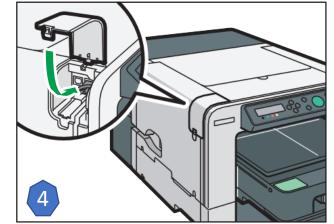
- 1. Check that the wireless access point/router is operating.
- 2. Open the Port Cover
- 3. Plug the wireless LAN cable into the Ethernet port before configuring the wireless LAN settings.
  - 1. It takes about 2 minutes to connect to the wireless access point/router.
  - 2. Wait for about 2 minutes after turning on the printer.
- 4. Close the port cover





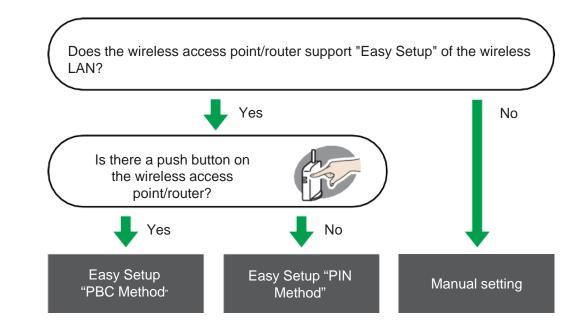






### Wireless Easy Setup Method

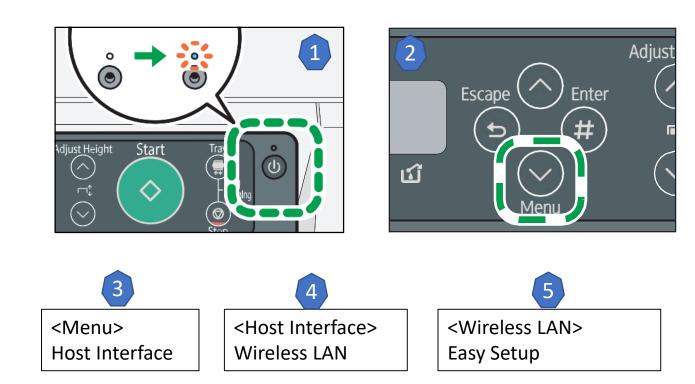
- The configuration method depends on the wireless access point/router being used.
- "Easy Setup" is a function for automatically configuring the wireless LAN settings. The actual name of the function may vary depending on the wireless access point/router being used. See the wireless access point/router manual.



### Click on the connection method that applies

## Wireless Easy Setup – PBC - 1

- 1. Press the [Power] key
- 2. Press the [ /Menu] key
- 3. Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Wireless Lan], and then press [#Enter] key
- 5. Press the [▲] or [▼/Menu] key to display [Easy Setup], and then press [#Enter] key
- 6. Press the WPS button on the wireless access point/router



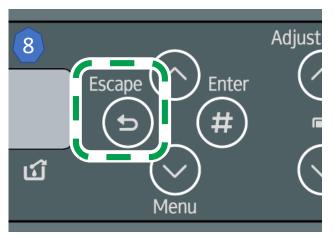


## Wireless Easy Setup – PBC - 2

- 7. Press the [▲] or [▼/Menu] key to display [PBC Method], and then press [#Enter] key
  - A. If the wireless access point/router cannot be detected within 120 seconds, the search session expires.
  - B. If the connection attempt has failed, press the [#Enter] key again. If the problem persists, check whether the wireless access point/router is working properly.
- 8. Configuration is complete when connection to the wireless access point/router is confirmed.
- 9. After you have made all the settings, press the [Escape] key.
- 10. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.

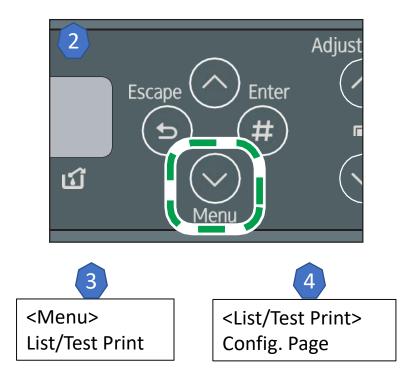




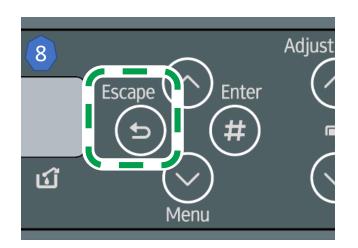


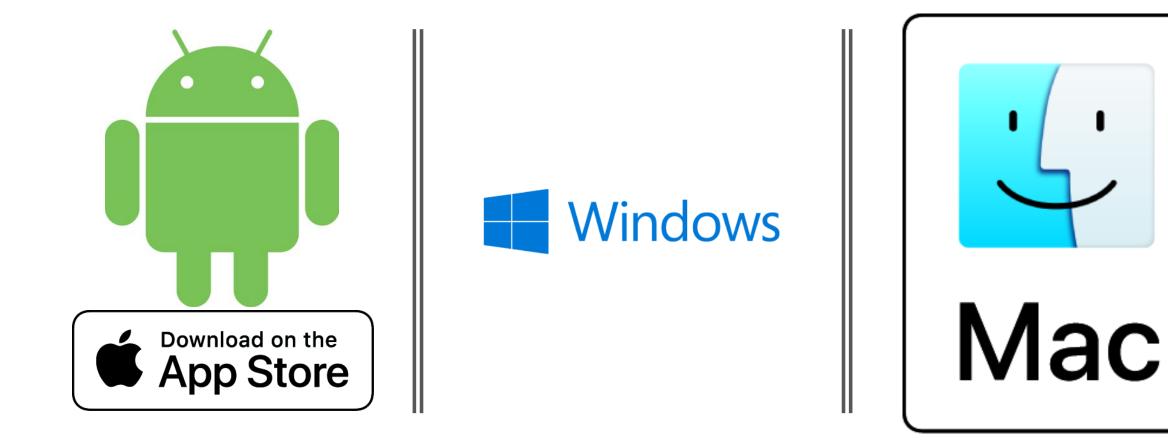
Wireless Easy Setup – PBC - Print Configuration page

- 1. Load print media (A4 or letter size paper) in the cassette
- 2. Press the [▼/Menu] key
- 3. Press the [▲] or [▼/Menu] key to display [List/Test Print], then press the [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Config. Page], and then press the [#Enter] key
- 5. Press the [Start] key. The Configuration page is printed
- 6. Set another print media
- 7. Print all configuration pages by repeating steps 5 and 6
- 8. Press the [Escape] key









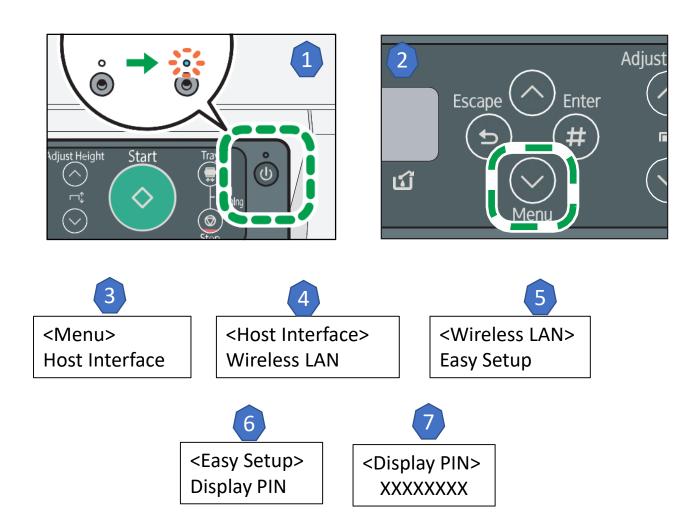
# Wireless Easy Setup – PBC- Operating System

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## Wireless Easy Setup – Pin Method - 1

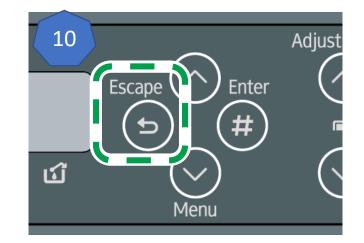
- 1. Press the [Power] key
- 2. Press the [ /Menu] key
- 3. Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Wireless Lan], and then press [#Enter] key
- 5. Press the [▲] or [▼/Menu] key to display [Easy Setup], and then press [#Enter] key
- 6. Press the [ ] or [ /Menu] key to display [Display PIN], and then press [#Enter] key
- 7. Check the Printer's PIN



## Wireless Easy Setup – Pin Method - 2

- 8. Enter the Printer's PIN on the wireless access point/router web page.
  - A. For details, see the manual supplied with the wireless LAN wireless access point/router.
- 9. Execute WPS (PIN system) from the wireless access point/router's web page.
- 10. Press the [Escape] key.
- Press the [▲] or [▼/Menu] key to display [PIN Method], and then press [#Enter] key
  - A. If the connection attempt has failed, press the [#Enter] key again. If the problem persists, check whether the wireless access point/router is working properly.
  - B. Configuration is complete when connection to the wireless access point/router is confirmed.

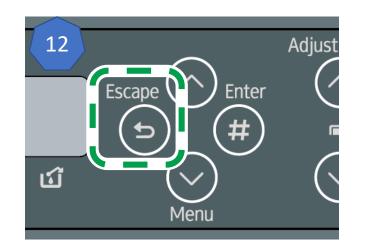






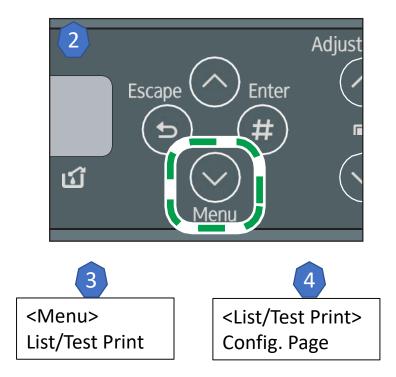
## Wireless Easy Setup – Pin Method - 3

- 12. After you have made all the settings, press the [Escape] key.
- 13. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.
- 14. Load the print media in the tray.
  - If the wireless LAN signal is reported as being unavailable (0%) on the configuration page, the printer is not connected to the wireless access point/router.

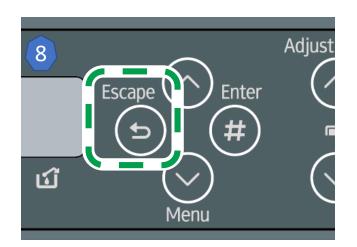


## Wireless Easy Setup – Pin Method - Print Configuration page

- 1. Load print media (A4 or letter size paper) in the cassette
- 2. Press the [▼/Menu] key
- 3. Press the [▲] or [▼/Menu] key to display [List/Test Print], then press the [#Enter] key
- 4. Press the [▲] or [▼/Menu] key to display [Config. Page], and then press the [#Enter] key
- 5. Press the [Start] key. The Configuration page is printed
- 6. Set another print media
- 7. Print all configuration pages by repeating steps 5 and 6
- 8. Press the [Escape] key









## Wireless Easy Setup – Pin Method - Operating System

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# Wireless Easy Setup – Pin Method - Operating System

Click Icon to proceed to OS Driver Installation

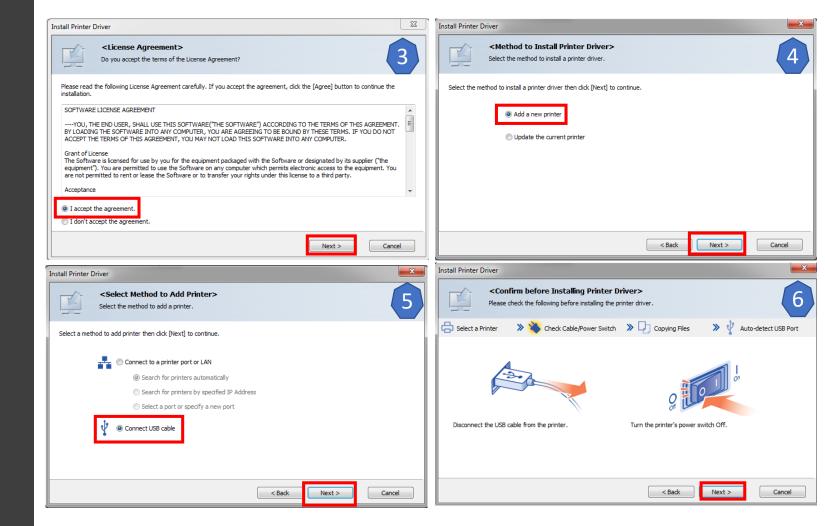
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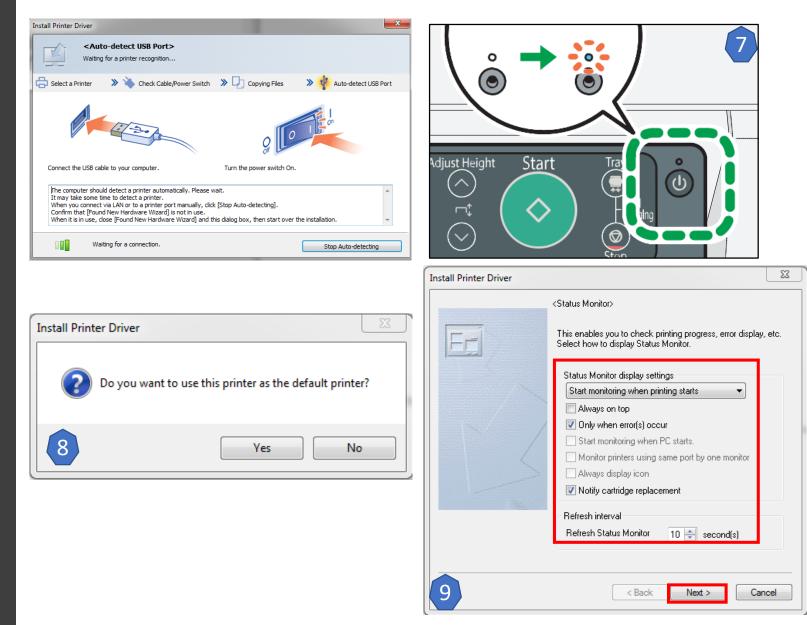
### Windows USB PC Driver Installation - 1

- 1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/ html/dr\_ut\_e/apc/model/ri1 00/ri100.htm
- 2. Load the driver installation package
- 3. Agree to the license agreement
- 4. Select Add a new printer press next
- 5. Select connect USB cable
- 6. Select next



# Windows USB PC Driver Installation - 2

- 7. While the application is scanning for USBs turn on the printer
- 8. Choose whether to make the RICOH Ri 100 your default printer
- 9. Configure the status monitor to user needs

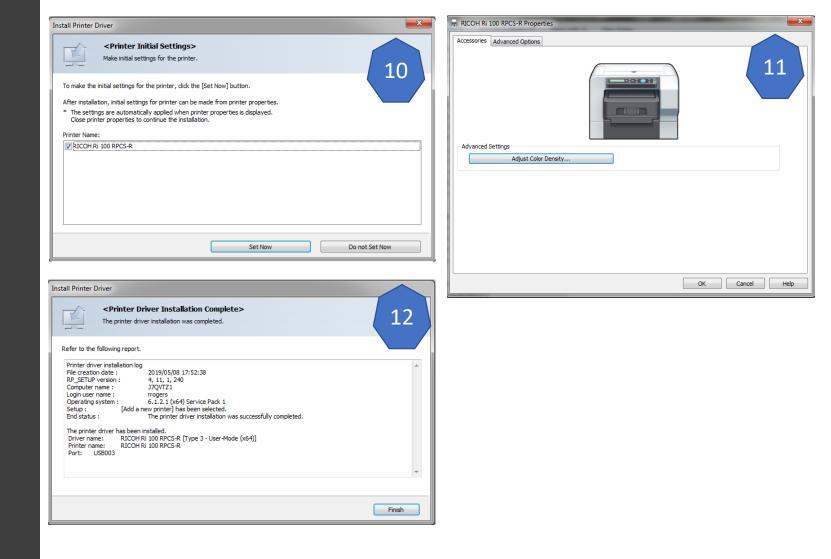


### Windows USB PC Driver Installation - 3

10. Decide whether to adjust printer properties. \*optional

11. Printer Properties adjustment \*optional

12. Select Finish





Windows USB PC - Printer Firmware Update – Windows OS & Browser

Click Icon to proceed to Printer Firmware Installation

# Windows USB PC - Print Application

# Click Icon to proceed to Choose Print Application

#### Print From Application



#### **RICOH Design Software**



### LAN/WLAN – PC Driver Installation – Search Automatically - 1

- 1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/html/dr\_u t\_e/apc/model/ri100/ri100.htm
- 2. Load the driver installation package
- 3. Accept License Agreement
- 4. Select "Add a new printer", press next
- 5. Select Search for printers Automatically, press next
  - A. <u>\*If printer is unable to be found try to</u> install the printer driver by IP Address
- 6. Press Next

| Install Printer Driver  | 23       | Install Printer Driver   |
|---|----------|--|
| Control Con | 3        | Select the method to install printer Driver> Select the method to install a printer driver.  |
| Please read the following License Agreement carefully. If you accept the agreement, click the [Agree] button to continue installation.  | e the    | Select the method to install a printer driver then click [Next] to continue.   |
| SOFTWARE LICENSE AGREEMENT  | NOT the  | Add a new printer     Update the current printer   |
| I don't accept the agreement.   | Cancel   | A state of the |
| Instant mitter priver   | <b>X</b> | Install Printer Driver   |
| Select Method to Add Printer>     Select the method to add a printer.   | 5        | Install Printer Driver               Confirm Network Connection>         Confirm you are ready to connect to the printer network.  |
| <select add="" method="" printer="" to=""></select>   |          | <pre>confirm Network Connection&gt;</pre>  |
| Select Method to Add Printer> Select the method to add a printer.  Select a method to add printer then click [Next] to continue.      Ornect to a printer port or LAN     Search for printers automatically     Search for printers by specified IP Address     Select a port or specify a new port   |          | Confirm Network Connection>       6         Confirm you are ready to connect to the printer network.       6         Confirm the following before connecting to the printer network and then dick [Next] to continue.       123.456.789.0         Image: Confirm the following before connecting to the printer network and then dick [Next] to continue.       123.456.789.0         Image: Confirm the following before connecting to the printer network and then dick [Next] to continue.       123.456.789.0  |
| Select Method to Add Printer>     Select the method to add a printer.  Select a method to add printer then click [Next] to continue.      @ Connect to a printer port or LAN     @ Search for printers automatically     © Search for printers by specified IP Address  |          | Confirm Network Connection> Confirm you are ready to connect to the printer network. Confirm the following before connecting to the printer network and then click [Next] to continue.   |
| Select Method to Add Printer> Select the method to add a printer.  Select a method to add printer then click [Next] to continue.      Ornect to a printer port or LAN     Search for printers automatically     Search for printers by specified IP Address     Select a port or specify a new port   |          | Confirm Network Connection>       6         Confirm you are ready to connect to the printer network.       6         Confirm the following before connecting to the printer network and then click [Next] to continue.       1         Q       1       1   |

LAN/WLAN – PC Driver Installation – Search Automatically - 2

- 7. Select additional settings to be applied to the printer press continue
- 8. Select "Do not Set Now"
  - A. Use Set Now when adjustments are needed for the Printer Properties
- 9. Configure the status monitor to user needs

| nstall Printer Driver  | Install Printer Driver   |
|--|--|
| Select and set Printer.  |  |
| Printer Name : <ricoh 100="" ri="" rpcs-r_3=""> Comment : <rpcs-r (for="" driver="" windows)=""> Driver : RICOH Ri 100 RPCS-R Port : <ip_192.168.4.195> User Code : &lt;&gt; Default Printer Shared Share Name : <ricohri1></ricohri1></ip_192.168.4.195></rpcs-r></ricoh>   | Status Adding Driver.<br>RICOH Ri 100 RPCS-R   |
| Explanation of `Shared`  |  |
| Check to share Printer.  |  |
| Continue Cancel  |  |
|  | Install Printer Driver   |
| all Printer Driver   | <status monitor=""></status>   |
| select a printer from the printer name list to make the initial settings, click [Set Now] button.<br>ore than one printer can be selected. Initial settings can be made later from printer properties.<br>The settings are automatically applied when printer properties is displayed.<br>Close printer properties to continue the installation. | This enables you to check printing progress, error display, etc.         Select how to display Status Monitor.         Status Monitor display settings         Start monitoring when printing starts   |
| Printer Name   | Always on top  |
| ▼RICOH Ri 100 RPCS-R_2   | Construction of the image is a start of the image is |
|  |  |
| 8  | Refresh interval<br>Refresh Status Monitor 10 🚔 second(s)  |
| 8  |  |
| 8<br>Set Now Do not Set Now  |  |

LAN/WLAN – PC Driver Installation – Search Automatically - 3

10. Restart the PC to finish installing the printer driver

|   | Driver Installation Complete>   | 10     |
|---|---|--------|
| Refer to the following report   |   |        |
| Printer driver installation log<br>File creation date :<br>RP_SETUP version :<br>Computer name :<br>Login user name :<br>Operating system :<br>Setup : [Add a<br>End status : | 2019/05/13 15:06:36<br>4, 11, 1, 240<br>J7QVTZ1<br>rrogers<br>6.1.2.1 (x64) Service Pack 1<br>new printer] has been selected.<br>The printer driver installation was successfully completed.<br>You must restart your computer. |        |
| Confirm Restart<br>You must restart your co<br>Yes, restart now<br>No, restart later  |   |        |
|   |   | Finish |



LAN/WLAN – PC Driver Auto – Printer Firmware Update – Windows OS & Browser

Click Icon to proceed to Printer Firmware Installation

# LAN/WLAN – PC Driver Auto – Print Application

# Click Icon to proceed to Choose Printer Application

#### Print From Application

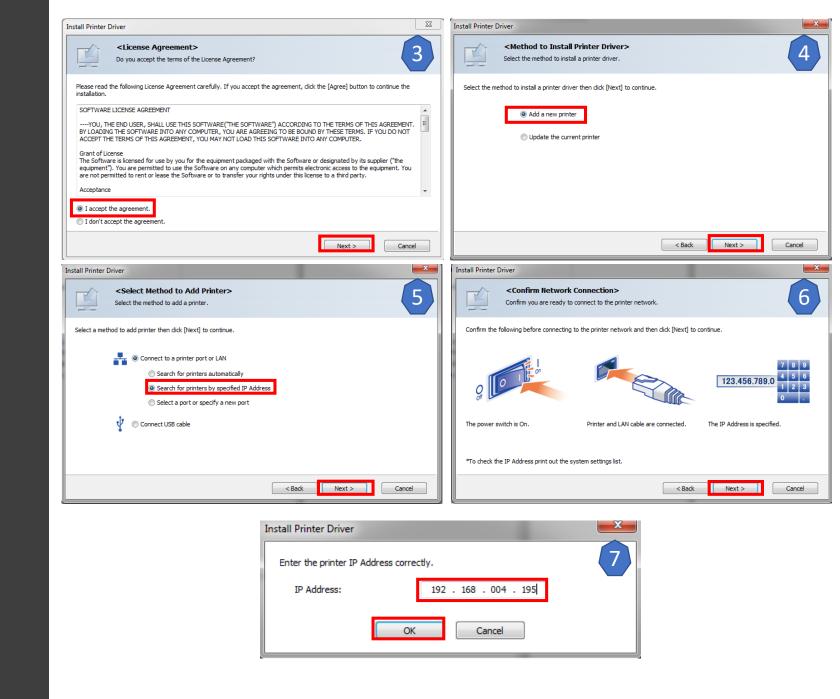


#### **RICOH Design Software**



### LAN/WLAN - PC Driver Installation - Search by IP Address - 1

- 1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/ht ml/dr ut e/apc/model/ri100/ri1 00.htm
- 2. Load the driver installation package
- 3. Accept License Agreement
- 4. Select "Add a new printer"
- 5. Select Search for printers by specified IP Address, select next
- 6. Select Next
- 7. Enter Printer's IP Address, Press OK



### LAN/WLAN - PC Driver Installation - Search by IP Address - 2

- 1. Select additional settings to be applied to the printer press continue
- 2. Select "Do not Set Now"
  - Use Set Now when adjustments are needed for the Printer Properties
- 3. Configure the status monitor to user needs

|  | Install Printer Driver   |
|--|--|
| Select and set Printer.  Printer Name : <ricoh 100="" ri="" rpcs-r_3="">  Comment : <rpcs-r (for="" driver="" windows)=""> Driver : RICOH Ri 100 RPCS-R Port : <ip_192.168.4.195> User Code : &lt;&gt; User Code : &lt;&gt; Default Printer  C Shared Shared Share Name : <ricohri1></ricohri1></ip_192.168.4.195></rpcs-r></ricoh>                  | Status Adding Driver.<br>RICOH Ri 100 RPCS-R   |
| Explanation of `Shared`<br>Check to share Printer.   | Cancel   |
| Continue Cancel  |  |
| all Printer Driver   | Install Printer Driver   |
| o select a printer from the printer name list to make the initial settings, click [Set Now] button.<br>ore than one printer can be selected. Initial settings can be made later from printer properties.   | <status monitor=""> This enables you to check printing progress, error display. Select how to display Status Monitor. Status Monitor display settings Start monitoring when printing starts</status> |
| o select a printer from the printer name list to make the initial settings, click [Set Now] button.<br>ore than one printer can be selected. Initial settings can be made later from printer properties.<br>* The settings are automatically applied when printer properties is displayed.<br>Close printer properties to continue the installation. | Status Monitor> This enables you to check printing progress, error display. Select how to display Status Monitor. Status Monitor display settings  |

LAN/WLAN - PC Driver Installation - Search by IP Address - 3

11. Restart the PC to finish installing the printer driver

12. Install Printer Firmware update

| M                                      | river Installation Complete> ver installation was completed.                    | 11 |
|--|---|----|
| Refer to the following report.         |   |    |
| Printer driver installation log        | 2019/05/13 15:06:36   |    |
| RP_SETUP version :                     |   |    |
| Computer name :                        | J7QVTZ1   |    |
| Login user name :                      | rrogers   |    |
| Operating system :<br>Setup : [Add a r | 6. 1. 2. 1 (x64) Service Pack 1<br>new printer] has been selected.              |    |
| End status :                           | The printer driver installation was successfully completed.                     |    |
|  | You must restart your computer.   |    |
| Confirm Restart                        |   |    |
| You must restart your cor              | nputer to use the new printer driver. Do you want to restart your computer now? |    |
| Yes, restart now.                      |   |    |
| No, restart later.                     |   |    |
| Unit restarciater.                     |   |    |



LAN/WLAN – PC Driver Manual – Printer Firmware Update – Windows OS & Browser

# Click Icon to proceed to Printer Firmware Installation

# LAN/WLAN – PC Driver Manual – Print Application

# Click Icon to proceed to Choose Printer Application

#### Print From Application



#### **RICOH Design Software**



### Mac OS Driver Installation (USB & WLAN/LAN) - 1

Download the latest driver from 1. the **RICOH** Website

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Introduction

Read Me

Destination Select

Installation Type

Installation

Summary

5

License

🥪 Install RICOH Software License Agr

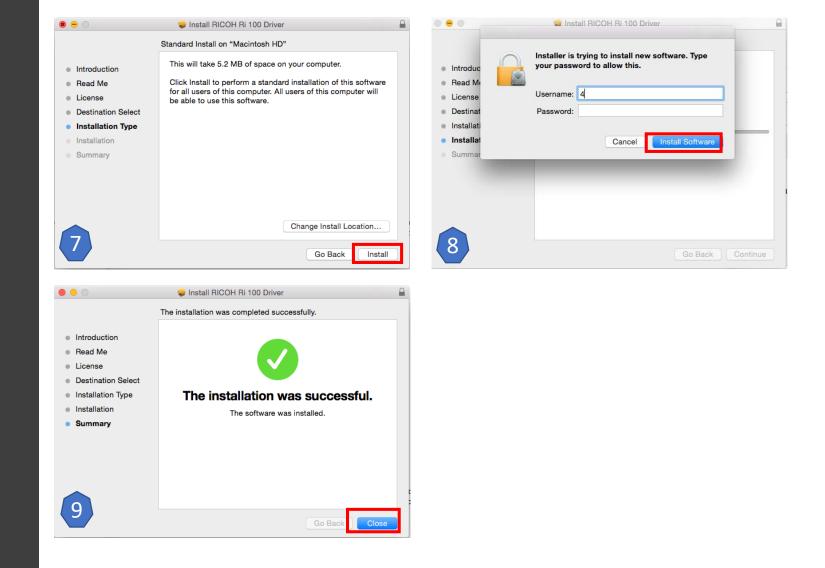
- Load the driver installation 2. package
- Press continue on Introduction 3. page
- Read the read section and 4. continue when done
- 5. Read the Software license agreement and press continue
- Accept the software license 6. agreement

| 8 - 0  | 🥪 Install RICOH Ri 100 Driver  | Install RICOH Ri 100 Driver   |                     |
|--|--|---|---------------------|
|  | Welcome to the RICOH Ri 100 Driver Installer   | Important Information   |                     |
| <ul><li>Introduction</li><li>Read Me</li></ul> | Welcome to the Ricoh Ri 100 Printer Driver Installation<br>program.<br>You will be guided through the steps necessary to install the<br>Ricoh Ri 100 printer driver. | Introduction     Read Me     CONTENTS   | Raster<br>is before |
| License  |  | License     I. System requirements  |                     |
| <ul> <li>Destination Select</li> </ul>         |  | <ul> <li>Destination Select</li> <li>Notes about installation</li> <li>Notes about usage</li> </ul>   |                     |
| Installation Type                              |  | Installation Type   |                     |
| Installation                                   |  | Installation     Installation     System requirements     OS X 10.11 or later   |                     |
| • Summary                                      |  | Summary     South of table     2. Notes about installation     (1) When you upgraded printer driver, please dele<br>printer from [System Preference]-[Printers & S<br>and add the printer again.     (2) Different version of printer drivers are not inst<br>the same time.     The Confirmation method of validity period     [1] Double click the driver package.     [2] Starting the installer, click the icon on th<br>of the installer guidance. | tallable at         |
|  | Go Back Continue   | Print Save Go Back  | Continue            |

| 😺 Install RICOH Ri 100 Driver  |   | Sinstall RICOH Ri 100 Driver   |
|--|---|--|
| Contract Con | the software     Intr     Click Agree to     Re. quit the Install     Lic | SE   |
| IT IS NECESSARY FOR YOU TO AGREE TO THE TERMS AND<br>CONDITIONS SET FORTH BELOW IN ORDER FOR YOU TO USE<br>THIS SOFTWARE.<br>BY USING THE SOFTWARE, YOU ARE DEEMED TO AGREE TO<br>ABIDE BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.   | Ins<br>Ins<br>Summary   | BY USING THE SOFTWARE, YOU ARE DEEMED TO AGREE TO<br>ABIDE BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.  |
| <ol> <li>You are granted a nonexclusive license to use the Software for the<br/>relevant products.</li> <li>The rights to the Software and copies thereof shall belong to the<br/>manufacturer of the Software ("Company").</li> </ol>   |   | <ol> <li>You are granted a nonexclusive license to use the Son ware for the<br/>relevant products.</li> <li>The rights to the Software and copies thereof shall belong to the<br/>manufacturer of the Software ("Company").</li> </ol> |
| 3. You may not amend, modify, translate, decompile, or disassemble the whole or any part of the Software.         Print       Save         Go Back       Continue  | 6   | 3. You may not amend, modify, translate, decompile, or disassemble the whole or any part of the Software.         Print       Save         Go Back       Continue  |

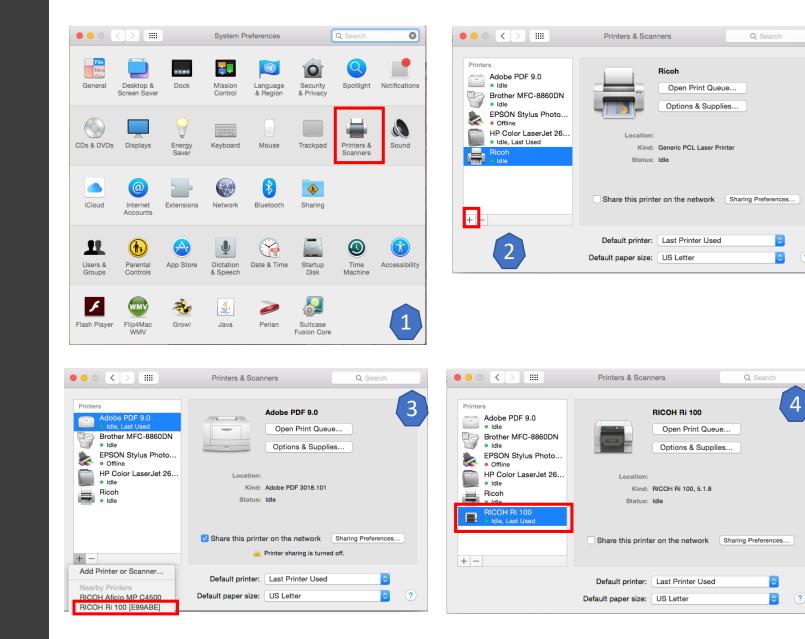
# Mac OS Driver Installation (USB & WLAN/LAN) - 2

- 7. Select the installation location and press install
- 8. Enter required username and password as required, proceed to install software
- 9. Close install window when finished



# Mac OS Driver Installation - Adding Printer

- 1. In the System Preferences Menu, go to Printers and Scanners
- 2. Click the Add Icon [+]
- 3. Select RICOH Ri 100
- 4. Verify RICOH Ri 100 has been added to the printer list



?

Click Icon to proceed to Printer Firmware Installation

Mac OS – Printer Firmware Update – Browser

# Mac OS – Print Application

# Click Icon to proceed to Choose Printer Application

#### Print From Application



#### **RICOH Design Software**



# Mobile Operating System Applications

#### RICOH Smart Device Connector



**RICOH Smart Device Connector** 



RICOH Design Software – Apple iPad

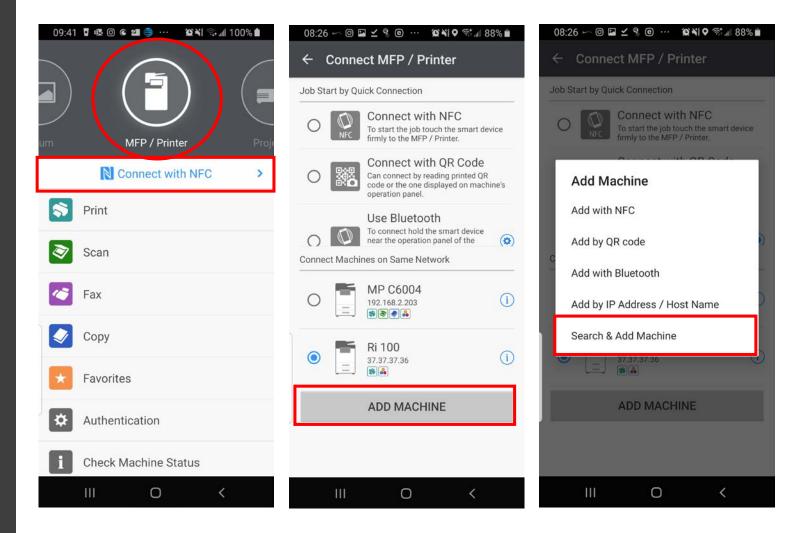


# RICOH Smart Device Connector – Search & Add Machine - 1

1. Download the RICOH Smart Device Connector from the Google Play Store or Apple App Store

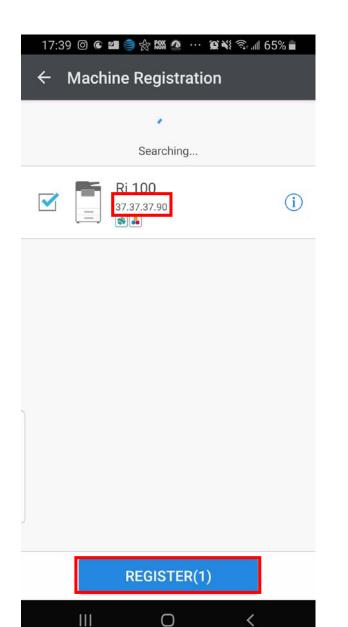
 ANDROID APP ON Google play

- 2. Swipe to the MFP/Printer menu
- 3. Select Connect with NFC
- 4. Select ADD MACHINE
- 5. Select Search & Add Machine



RICOH Smart Device Connector – Search & Add Machine - 2

- \*In the case of multiple printer, confirm the IP address matches the printer desired
- 6. Select [Register]

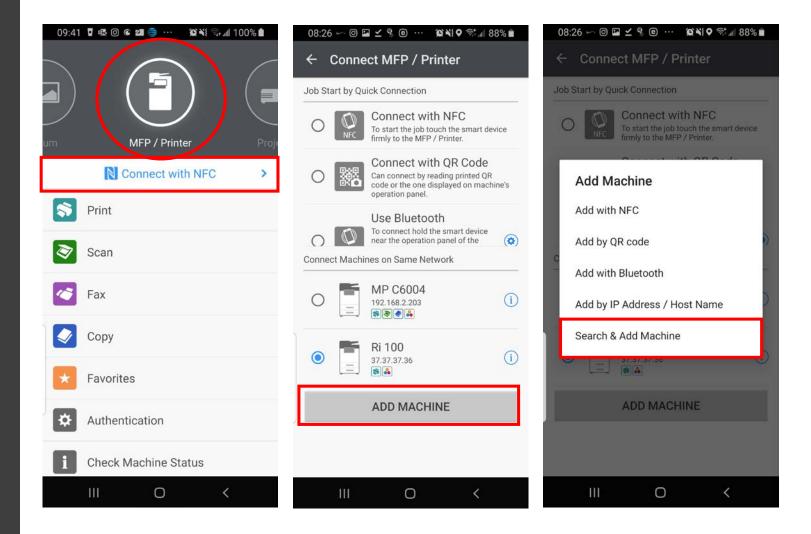


RICOH Smart Device Connector – Add by IP Address/Host Name - 1

1. Download the RICOH Smart Device Connector from the Google Play Store or Apple App Store

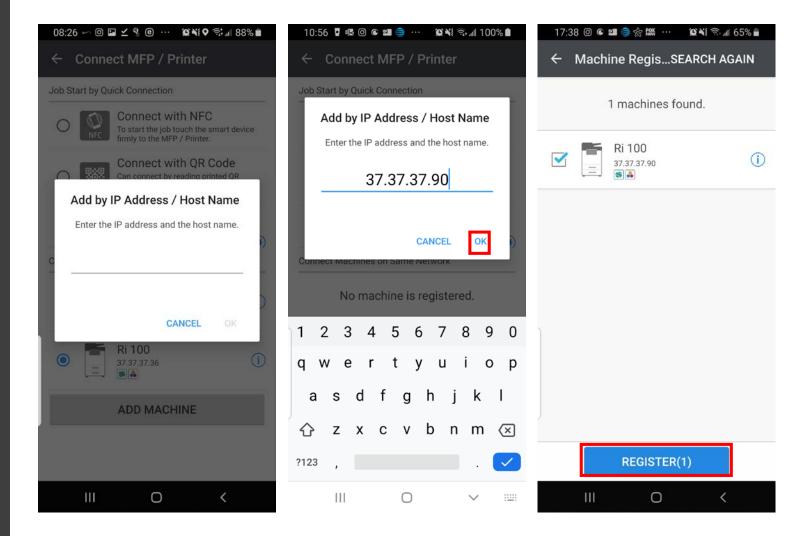
Available on the iPhone ANDROID APP ON Google play

- 2. Swipe to the [MFP/Printer] menu
- 3. Select [Connect with NFC]
- 4. Select [ADD MACHINE]
- 5. Select [Search & Add Machine]



RICOH Smart Device Connector – Add by IP Address/Host Name - 2

- 6. Enter Printer's IP address
- 7. Select [OK]
- 8. Select [Register]



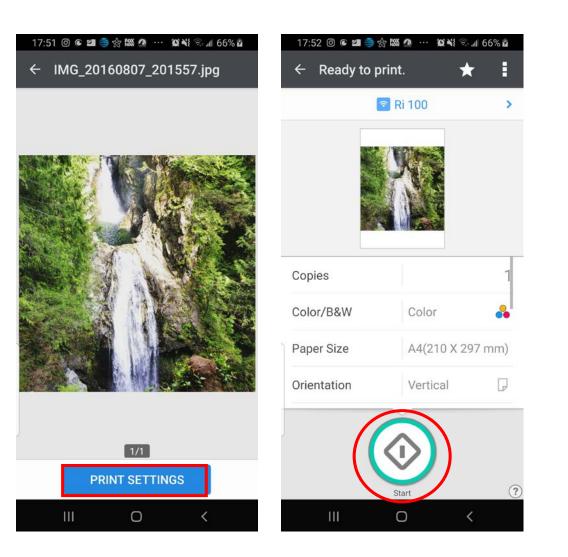
RICOH Smart Device Connector Printing-Job Transmission - 1

- Make sure the Ri 100 is Selected and press [Print]
- 2. Select Image Location
- 3. Select image and press [Apply]

| 08:26 | )∽©⊻%®ฅ∾ %¥\$Q\$*#88%∎ | 17:51 🞯 📽 🕮 🍣 🇞 🇱 🧟 … 🕱 🕷 🕤 📶 66% 🕯 | 17:51 @ 🛯 🕮 🥞 ☆ 🇱 🧟 … 🕱 💥 🕤 🗐 66% 🖄 |
|-------|------------------------|-------------------------------------|-------------------------------------|
|       | $\bigcirc$             | ← Print                             | ← Instagram (1)                     |
|       |                        | Album                               |                                     |
| um    | MFP / Printer Proje    | Local Folder                        |                                     |
|       | 🗟 Ri 100 🔶             | Coogle Drive                        |                                     |
| -     | Print                  | -                                   |                                     |
| *     | Favorites              | CneDrive                            |                                     |
|       |                        | Web Page                            |                                     |
| *     | Authentication         |                                     |                                     |
| i     | Check Machine Status   | Email                               |                                     |
|       | Print Server Settings  | Clipboard                           |                                     |
|       |                        |                                     |                                     |
|       |                        |                                     | APPLY(1)                            |
|       |                        |                                     |                                     |
|       | III O <                | III O <                             | III O <                             |

RICOH Smart Device Connector Printing-Job Transmission - 2

- 4. If the image is indeed correct, press [PRINT SETTINGS]
- 5. Adjust the settings of the print as needed and press [Start] when ready.
- 6. When the [Start] button on the printer control panel flashes blue, press the [Start] button

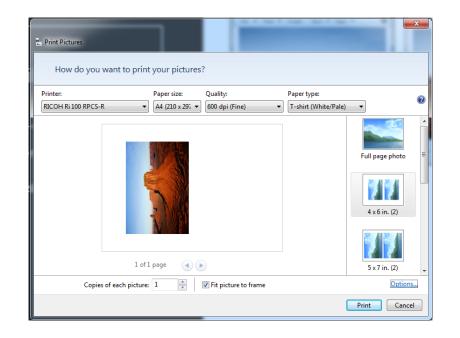




# File Print - PC

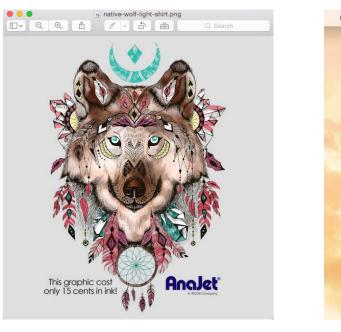
- 1. Load the Image in user software
- 2. Select [Print]
- 3. Select [RICOH Ri 100...]
- 4. Set Paper Size and Quality Mode
- 5. Select [Print]



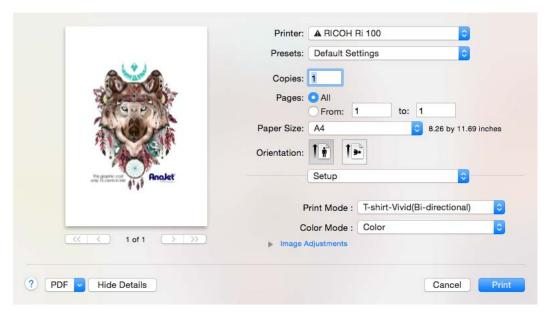


### File Print - Mac

- 1. Load the Image in user software
- 2. Select [Print]
- 3. Select [RICOH Ri 100...]
- 4. Set Paper Size and Print Mode
- 5. Select [Print]

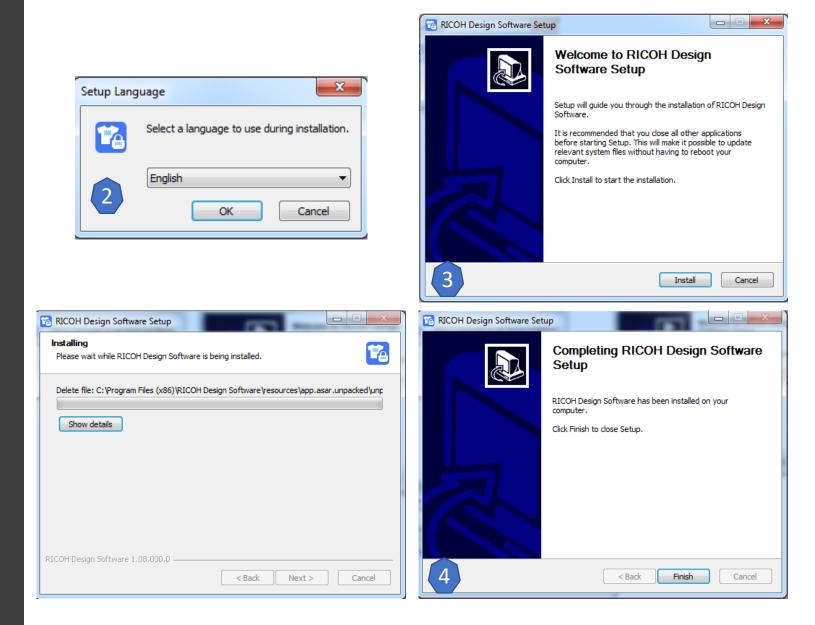


| Preview | File | Edit     | View     | Go   | Tools |
|---------|------|----------|----------|------|-------|
|         | Ne   | w from   | Clipbo   | ard  | ЖN    |
|         | Op   | en       |          |      | жo    |
|         | Op   | en Rec   | cent     |      | •     |
|         | Cic  | жw       |          |      |       |
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|         | Re   | name     |          |      |       |
|         | Mo   | ve To.   |          |      |       |
|         | Ex   | port     |          |      |       |
| 1.00    | Ex   | oort as  | PDF      |      |       |
| 1       | Re   | vert To  |          |      | •     |
|         | En   | ter Pas  | sword    |      |       |
|         | Im   | oort fro | m Cam    | era  |       |
|         | Im   | port fro | om Scar  | ner  |       |
|         | Tak  | e Scre   | en Sho   | t    | •     |
|         | Pri  | nt       |          |      | ЖP    |



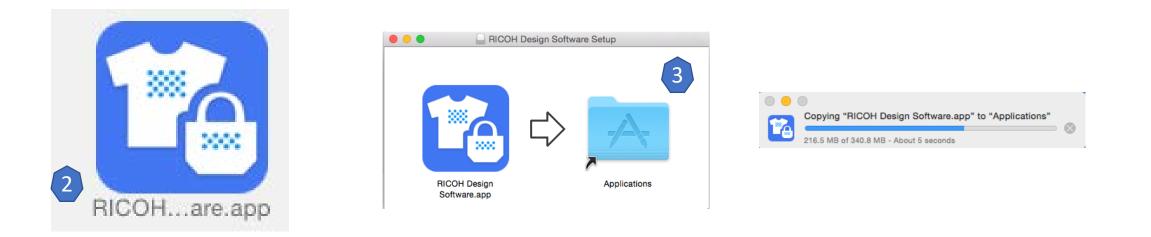
# RICOH Design Software Installation -PC

- Download the latest RICOH Design Software from the RICOH Website <u>http://support.ricoh.com/bb/</u> <u>html/dr\_ut\_e/apc/model/ri10</u> <u>0/ri100.htm</u>
- 2. Select the language to be displayed
- 3. Read "read me" information and press [Next] to proceed
- 4. Select [Finish] when done



Click on the Design software icon to learn more about how to use the application RICOH Design Software Installation – Using the software - PC





- Download the latest RICOH Design Software from the RICOH Website <u>http://support.ricoh.com/bb/html/dr\_ut\_e/apc/mo\_del/ri100/ri100.htm</u>
- 2. Once the DMG File is loaded, drag the RICOH Design Application file to the Applications folder
- 3. After the application is installed, the firmware can be loaded.
- \*for Apple iPad click the icon below for installation



RICOH Design Software Installation – Mac/iOS Click on the Design software icon to learn more about how to use the application RICOH Design Software Installation – Using the software - Mac

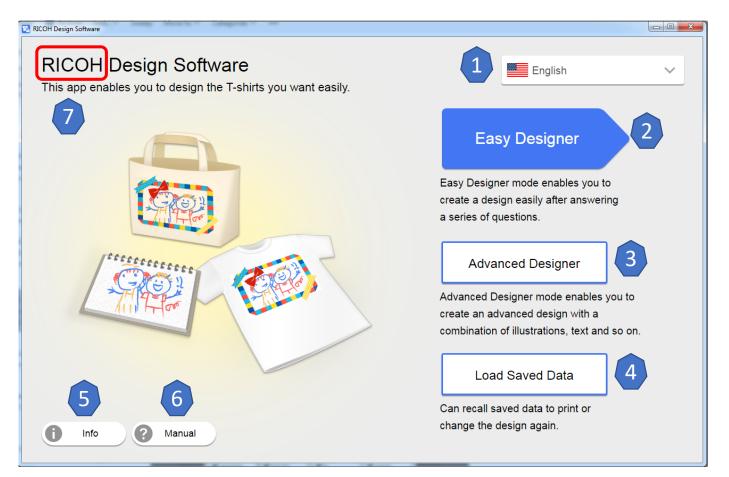


### RICOH Design Software – Top Page

This section describes the items displayed on the top screen.

- 1. Select Language function
- 2. Easy Designer
- 3. Advanced Designer
- 4. Load Saved Data
- 5. Software/ License Information
- 6. Software Manual
- 7. <u>Software Settings Menu (Hold Left</u> <u>Click)</u>
  - A. Must be in administrative move for PC PCs

\*Click on screen buttons to go explore a more in-depth overview\*

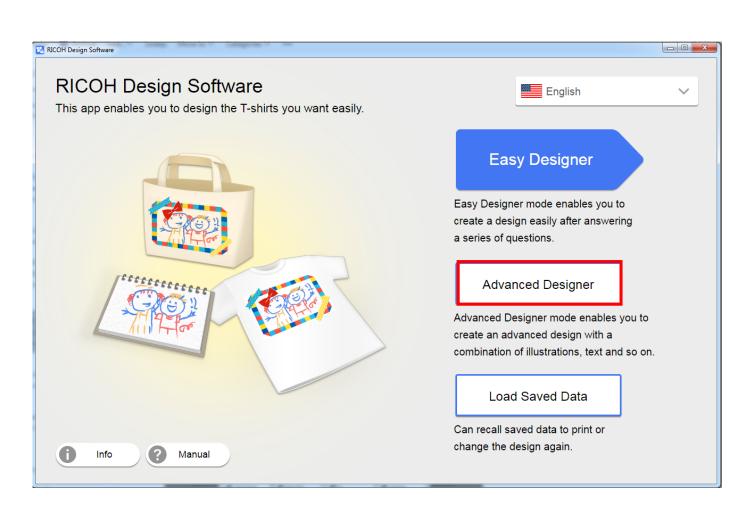


Proceed to the next slide to learn the basics of printing a file

RICOH Design Software – Printing A File (The Basics) - Top Page

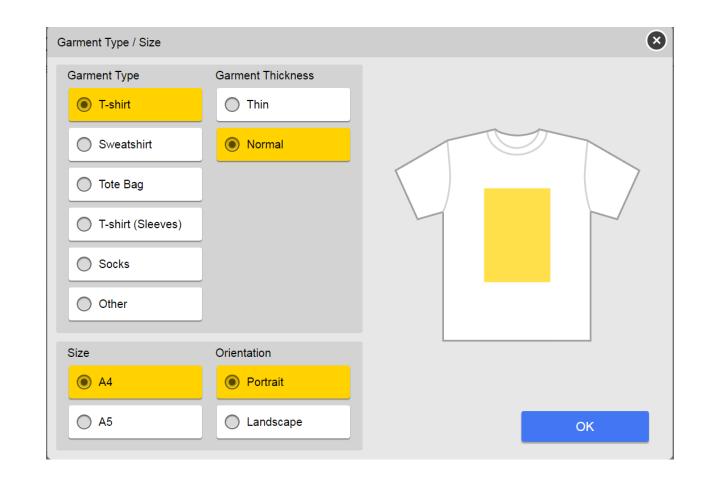
This guide describes basic printing steps with the RICOH Design Software

1. Select Advanced Designer

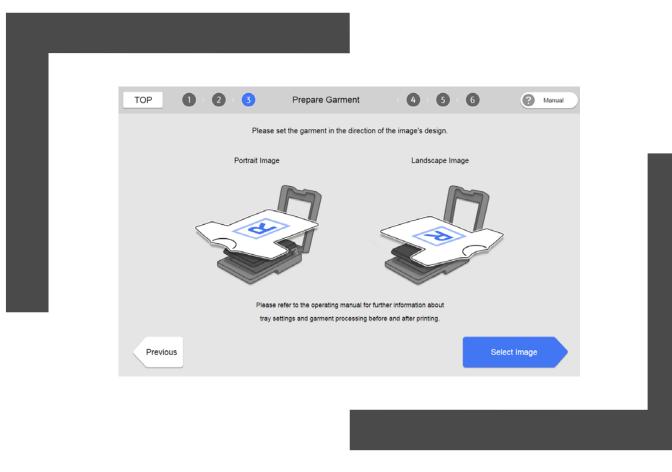


RICOH Design Software – Printing A File (The Basics) – Garment Selection

- Advanced Designer allows you to select functions flexibly by using the tool buttons on a single screen.
- We recommend using this mode particularly if you know how to edit software or want to print multiple images on the fabric.
- 2. Choose the Garment Type, Thickness, Cartridge Size, and print orientation for image to be printed.
- Advanced Mode has (6) Garment Types available: T-shirt, Sweatshirt, Tote Bag, Socks, T-Shirt (Sleeves), and Other
- Each Garment Type has different thickness options, drop size varies based on the garments thickness chosen.



### RICOH Design Software – Printing A File (The Basics)-Preparing Your Garment

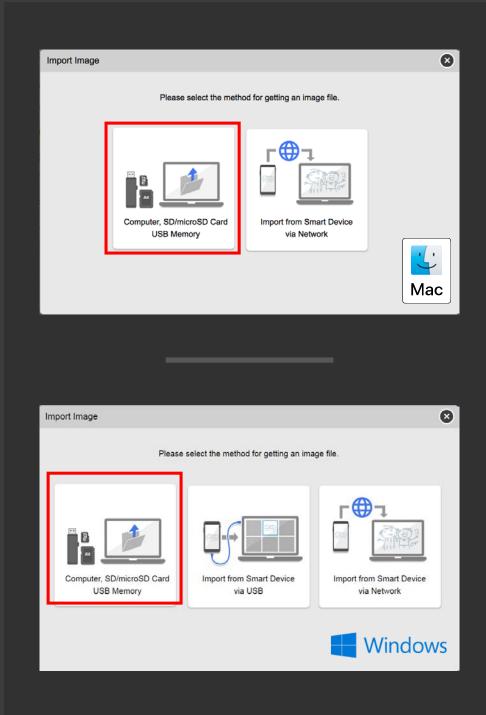


3. Set the Garment onto the tray according to the intended print direction

### RICOH Design Software – Printing A File (The Basics) – Importing Image

The Import Image Page provides options where a image can be imported from PC, External Drive, or Smart Device

4. Import images from a computer or data storage device.

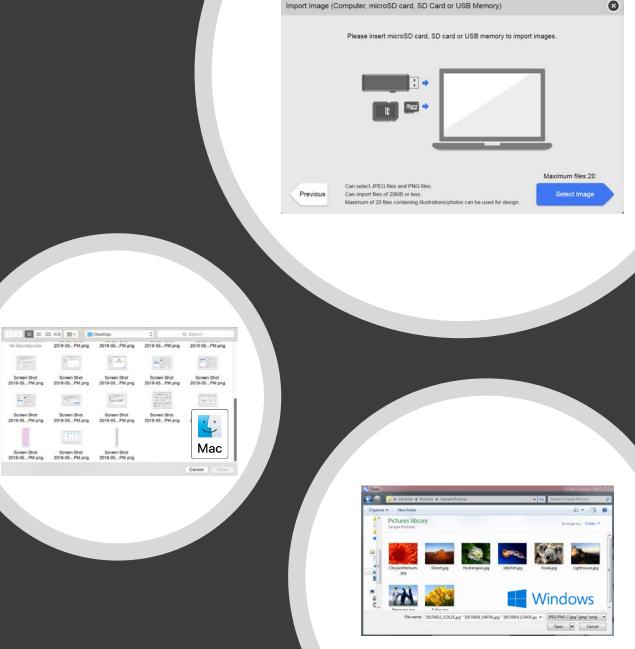


Import Image (Computer, microSD card, SD Card or USB Memory)

RICOH Design Software – Printing A File (The Basics) - Import Image (Computer, SD/microSD Card USB Memory)

Connect external devices to the computer and import data stored on the device: microSD card, SD card, USB memory

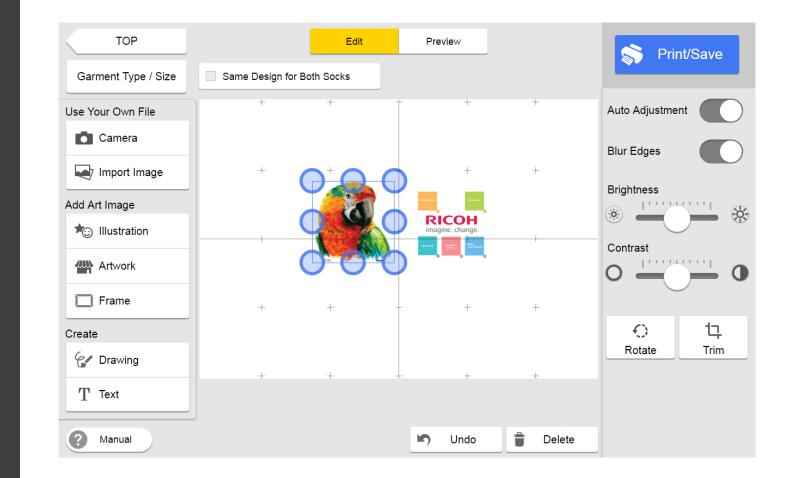
- 5. Press [Select Image]
- 6. Select the image to be uploaded



RICOH Design Software – Printing A File (The Basics) – Edit Screen

The Advance Image Editor Screen provides options to manipulate the image to be printed.

 Manipulate the graphic(s) to be printed as desired and press [Print/Save] when the output alternations are complete



| Print<br>Select Printer         | TOP 0 2 3 6 5 6 Print @ Manual                               | 1 2 3 2 5 6 Print (? Manual   |
|---------------------------------|--|---|
| RICOH RI 100 RPCS-R             | Start printing.<br>Please click (Start Printing) when ready. | Print data has been transmitted.<br>After printing please complete the init, fixation process according to the manual's instructions. |
| Print Quality Speed Fine Vivid  |  |   |
| Calculate Ink Cost Cancel Print | Previous Start Printing                                      | Print One More Back to TOP  |

- 8. Select the Print Quality mode
  - Options: Speed, Fine, Vivid
- 9. Select [Print]
- 10. Insert the tray
- 11. Press [Start] on the printer to initiate printing
- 12. Decide Whether to print another copy or return to the Top Screen
  - Returning to the Top Page will result in the current job being deleted
- 13. Printing Complete

Got to the <u>Table of Contents</u>, <u>Appendix</u>, <u>Helpful Links Page</u> or return to the <u>RICOH Design Software Top Page</u> to learn more about the RICOH Design Software Feature RICOH Design Software – Printing A File (The Basics) – Printing

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### Helpful Links

- Ri 100 Knowledge Base (online)
  - <u>https://ricoh-kb-</u> en.custhelp.com/app/answers/list/st/4/p/8289/page/1/p\_dps/1/region/us/brand /ricoh
- RICOH Design Software English Manual (local file with software)
  - PC
- file:///C:/Program%20Files%20(x86)/RICOH%20Design%20Software/res ources/app.asar.unpacked/unpacked/MANUAL\_HTML/LANG/en/booklis t/int/index\_book.htm
- Mac OS X
  - file:///Applications/RICOH%20Design%20Software.app/Contents/Resourc es/app.asar.unpacked/unpacked/MANUAL\_HTML/LANG/en/booklist/int/i ndex\_book.htm
- Ri 100 Web Management Manual (download file to local drive)
  - PC:
    - <u>http://support-</u> <u>download.com/services/device/webhlp/nb/gen/v603/wimhelp\_gen.ex</u> <u>e</u>
  - Mac OS X:
    - <u>http://support-</u> download.com/services/device/webhlp/nb/gen/v603/wimhelp\_gen.d mg
  - Linux:

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<u>http://support-</u> <u>download.com/services/device/webhlp/nb/gen/v603/wimhelp\_gen.tg</u> <u>Z</u>

## Appendix - 1

- 1. RICOH Design Software
  - I. Easy Designer
    - 1. <u>Select Garment Properties</u>
    - 2. <u>Prepare The Garment</u>
    - 3. Image Source Options
      - 1. <u>Taking a Photo</u>
      - 2. <u>Import Image From Smart</u> <u>Device via USB</u>
      - 3. <u>Import Image From Smart</u> <u>Device via Network</u>
    - 4. Editing Image
    - 5. <u>Prepare and Print</u>



- II. Advanced Designer
  - 3. Edit Screen Overview
    - 4. <u>Tools Button</u>
      - 1. <u>Taking A Photo</u>
      - 2. Image Source Options
        - 1. <u>Import Image From</u> <u>Memory</u>
        - 2. <u>Import Image From</u> <u>Smart Device via USB</u>
        - 3. <u>Import Image From</u> <u>Smart Device via</u> <u>Network</u>
      - 3. <u>Artwork</u>
      - 4. <u>Illustration</u>
        - 1. <u>Add/Remove</u> <u>Illustration</u>

# Appendix - 3

- II. Advanced Designer
  - 3. Edit Screen Overview
    - 4. <u>Tools Button</u>
      - 5. <u>Drawing</u>
      - 6. <u>Frame</u>
      - 7. <u>Add Text</u>
    - 5. <u>Print/Save</u>
      - 1. <u>Save</u>
      - 2. <u>Calculate Ink Cost</u>
    - 6. <u>Print Again</u>
    - 7. <u>Hide/Show Item Settings</u>

## Appendix - 4

- 2. Windows
  - 1. <u>Control Firmware Update</u>
  - 2. USB Printer Sharing
- 3. Web Image Monitor
  - 1. <u>Control Firmware Update</u>
  - 2. WLAN Firmware Update
  - 3. WLAN Settings Simple
  - 4. Static IPv4 Setup

RICOH Design Software – Easy Mode – Select Garment Type and Thickness

- Easy Designer simplifies the execution of multiple tasks from editing design data to printing it. To perform these tasks, follow the procedures that appear by clicking the button on the lower right of the screen.
- We recommend using this mode when you edit a single photo and print it or if you use Design Software for the first time.
- 1. Easy Mode has (4) Garment Types available: T-shirt, Sweatshirt, Tote Bag, and Other
- 2. Each Garment Type has different thickness options, drop size varies based on the garments thickness chosen.

| (        | 1 Select (           | Garment 2  | 3 × 4 × ( | 5 6 (    | ? Manual |
|----------|----------------------|------------|-----------|----------|----------|
| 1        | Select Garment Type  |            |           |          |          |
|          |                      |            |           |          |          |
|          | T-shirt              | Sweatshirt | Tote Bag  | Other    |          |
| 2        | Select Garment Thick | ness       |           |          |          |
|          | Thin                 | Normal     |           |          |          |
| Previous |                      |            |           | Select T | Tray     |

RICOH Design Software – Easy Mode – Select Tray Size and Orientation

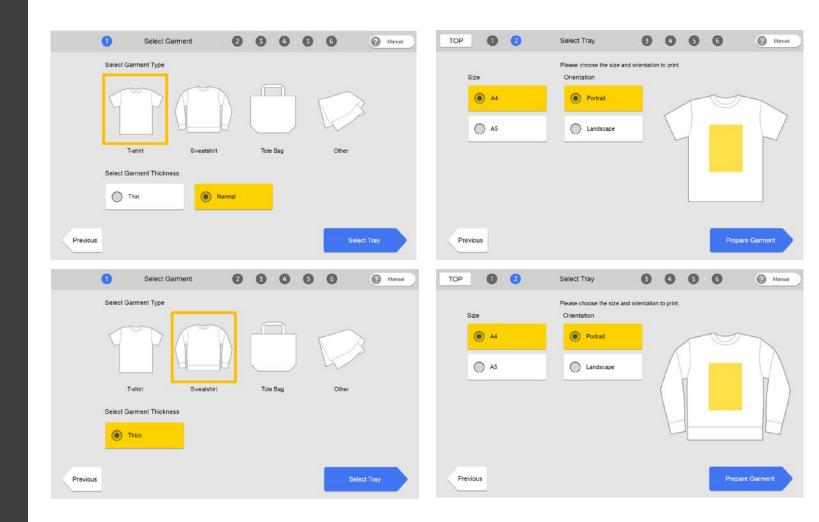
- Easy Mode only supports A4 and A5 trays, socks and sleeve platen is only supported in the advanced mode.
- 2. A4 and A5 platens support Portrait and Landscape Orientation

| тор 1 2   | Select Tray  | × 3 × 4 × 5 × 6             | ? Manual     |
|---|--|-----------------------------|--------------|
| Size   Image: Additional system   Image: Additional system   Image: Additional system   Image: Additional system   Image: Additional system | Please choose the size<br>Orientation<br>Portrait<br>Landscape | e and orientation to print. |              |
| Previous  |  | Pre                         | pare Garment |

RICOH Design Software – Easy Mode – Garment Options Shirts and Sweatshirt

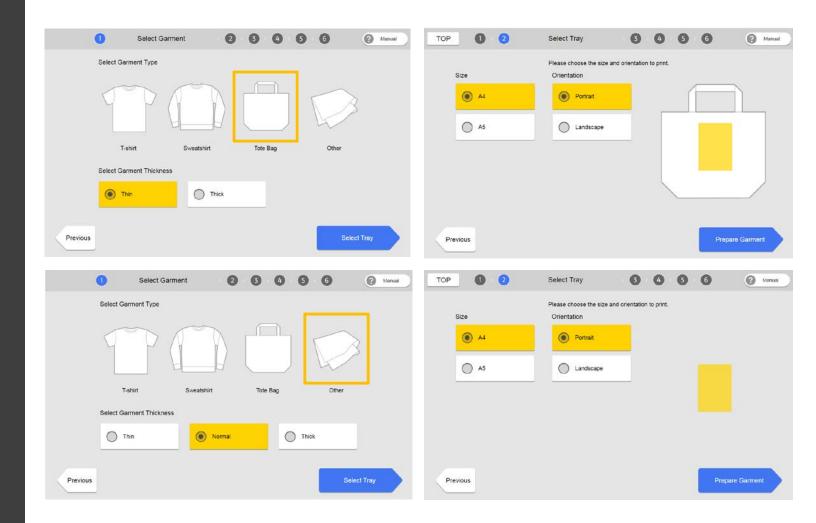
#### 1. T- Shirt

- 1. Thickness: Thin , Normal
- 2. Size: A4, A5
- 3. Orientation: Portrait, Landscape
- 2. Sweatshirt
  - 1. Thickness: Thick
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape



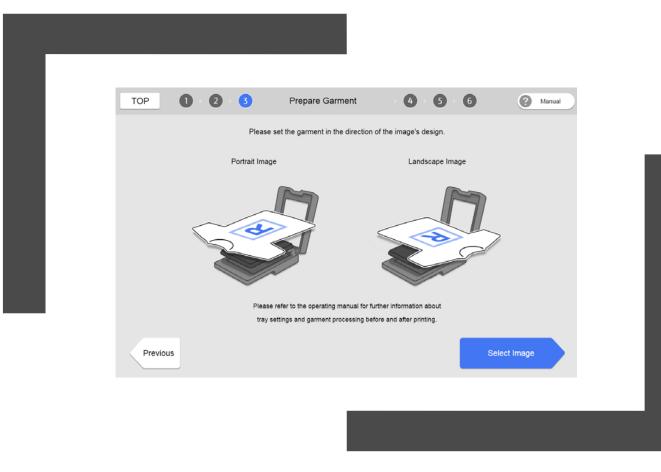
RICOH Design Software – Easy Mode – Garment Options Tote Bag and Other

- 1. Tote Bag
  - 1. Thickness: Thin , Thick
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape
- 2. Other
  - 1. Thickness: Thin, Normal, Thick
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape



Return to Appendix

# RICOH Design Software – Easy Design Software- Prepare Garment



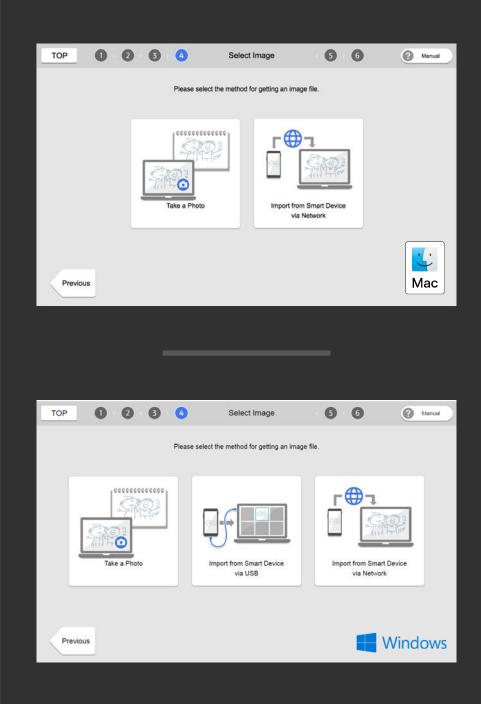
1. Set the Garment onto the tray according to the intended print direction

2. Press [Select Image]

Return to Appendix

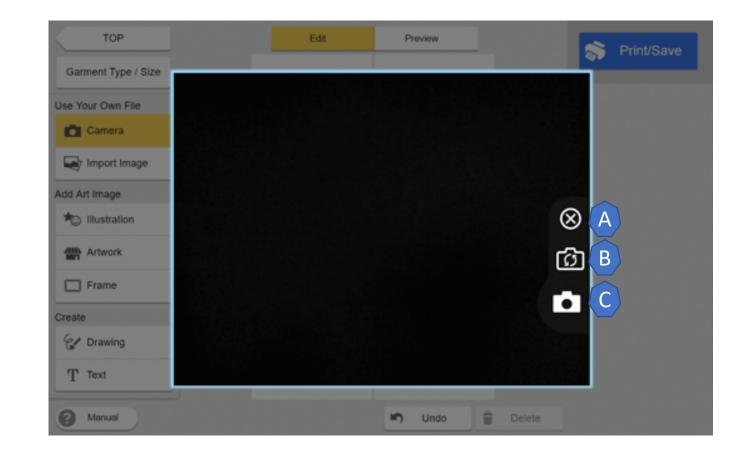
### RICOH Design Software – Easy Designer – Image Source Options

- 1. <u>Take a photo using the built-in camera, and feeds the photo</u> <u>into the canvas on the editing screen.</u>
- 2. <u>Connect a smart device to the tablet and import data stored</u> <u>on it.</u>
  - \*PC Only
- 3. <u>Upload the image stored on the smart device to Design</u> Software via the network and import it using Design Software.
  - \*Requires the computer and Smart Device to be on the same network



RICOH Design Software – Easy Designer – Taking a Photo

- A. Cancels the operation to take a photo
- B. Switches between the front facing camera and the rear facing camera
- C. Takes a photo using the built-in camera and feeds it into the canvas.
  - A. If you continue taking photos, they are fed into the canvas in the same position and at the same size. The latest photo is placed on top.
  - B. <u>Proceed to Easy Designer</u> <u>Image editor</u>



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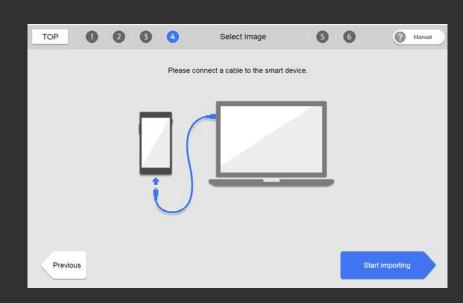
#### RICOH Design Software - Easy Designer – Import From Smart Device via USB

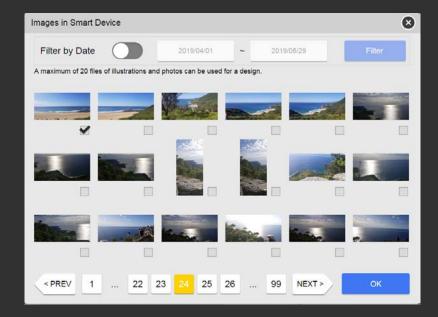
- 1. Connect a smart device to the tablet and import data stored on it.
- 2. Select [Start Importing]
- 3. Find and select Image(s) to be imported
- 4. Press [OK] to import
- 5. Proceed to edit screen

Supported operating systems and recommended version for smart device are as follows:

- Android<sup>®</sup>: Version 4.1 or later
- iOS<sup>®</sup>: Version 7.0 or later

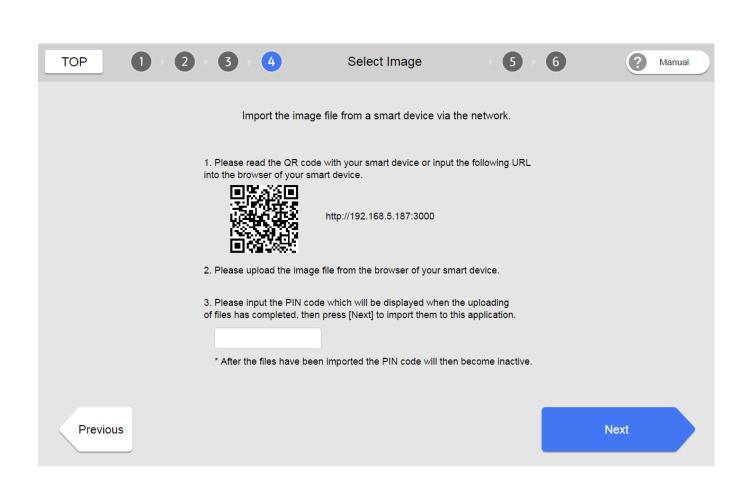
#### Return to Appendix



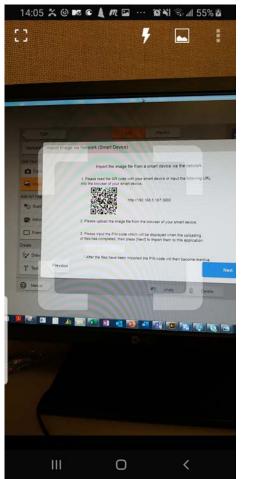


The page contains instructions on how to upload images from a smart device into the Design Software via the network. Steps are as follows

- 1. Scan the QR code
- 2. Upload the Image
- 3. Enter the PIN code generated



- 1. Use one of the following methods on the smart device to use a browser to access the image upload screen
  - A. Scan the QR code.
  - B. Input the URL address in the browser.
- \*Tap the setting icon on the upper right of the screen to select the language you want to use



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| 3 <b>7</b> 🖬 i   | Uploa              |
| 1 2 3 4 Select Image                                     | 1. Plea<br>upload  |
| Import the image file from a smart device                | 2. Plea<br>selecte |
|  | 3. Plea            |
| Open URL   |                    |
| http://192.168.5.187:3000                                |                    |
| of you<br>Cancel OK                                      | •                  |
| of files has completed, then press [Next] to import them |                    |
| * After the files have been imported the PIN code will   |                    |
| 3  | •                  |
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| Upload Images  | \$                                 |
| <ol> <li>Please select the i<br/>upload.</li> <li>Please confirm the<br/>selected images.</li> <li>Please press [uplo</li> </ol> | 日本語<br>简体中文<br>Čeština<br>Dansk    |
| 🚘 Select the   | Images                             |
| ⊕ Uploa  | ad                                 |
| <ul> <li>A maximum can be uploa once.</li> <li>JPEG and PN be used.</li> <li>A maximum file can be up</li> </ul>                 | ded at<br>NG files can<br>20MB per |
| 3  |                                    |

- Press [Select the Images] to find 2. images on the smart device
- Select the Image to upload 3.
  - Tap  $[\times]$  to delete all the selected images. •
  - Tap [×] on a selected image to delete it. •
- Tap [Upload] to upload the images 4. to Design Software.
  - The PIN code is displayed when the uploading is completed.

| Upload Images 🌼 🌣  | ☆ ▲ 37.37.37.71:3000 ☞ :                          | ▲ 37.37.37.71:3000 61   |
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| 1. Please select the images to upload.   | Upload Images 🌼                                   | Upload Images   |
| 2. Please confirm the preview of selected images.  | 1. Please select the images to upload.            | 1. Please select the images to upload.  |
| 3. Please press [upload].  | 2. Please confirm the preview of selected images. | 2. Please confirm the preview of selected images.   |
| 🚘 Select the Images  | 3. Please press [upload].                         | 3. Please press [upload].   |
| ⊙Upload  | 🕿 Select the Images                               | 🕿 Select the Images   |
| A maximum of 5 files   | ⊚Upload   | ⊛ Upload  |
| can be uploaded at<br>once.<br>• JPEG and PNG files can<br>be used.<br>• A maximum 20MB per<br>file can be uploaded. | ×   | Uploading has completed. Please<br>import the uploaded files by using<br>the PIN code 6455. |

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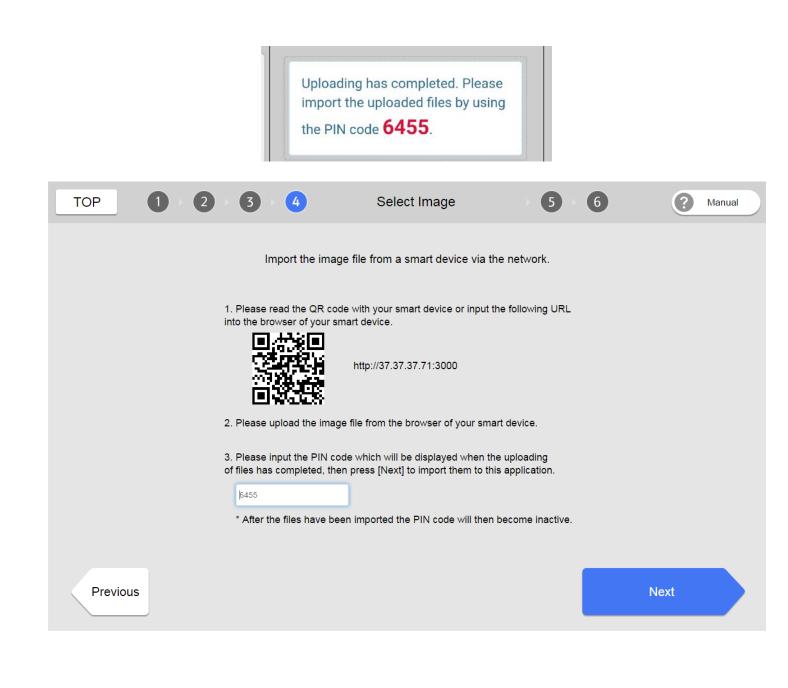
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5. Enter the PIN code, and click [Next] in Design Software.



- Select the image and press [OK] to import image to the design software
- 7. <u>Proceed to edit screen</u>

#### Uploaded Images

A maximum of 20 files of illustrations and photos can be used for a design.

X

NEXT >

OK

Return to

Appendix

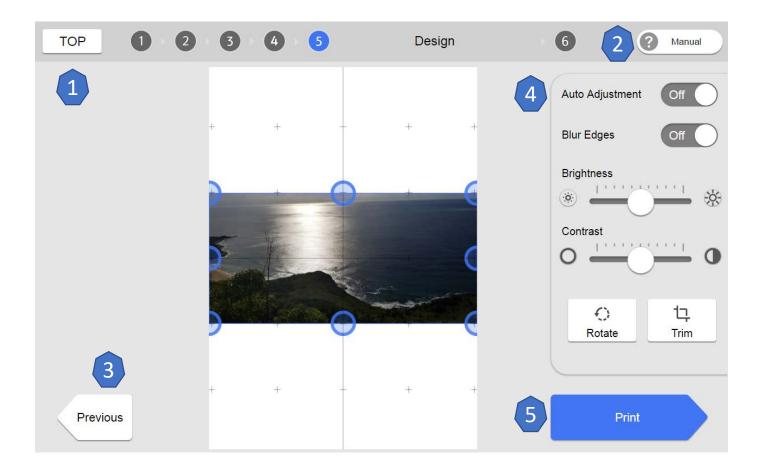


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#### RICOH Design Software – Easy Designer-Image Editor

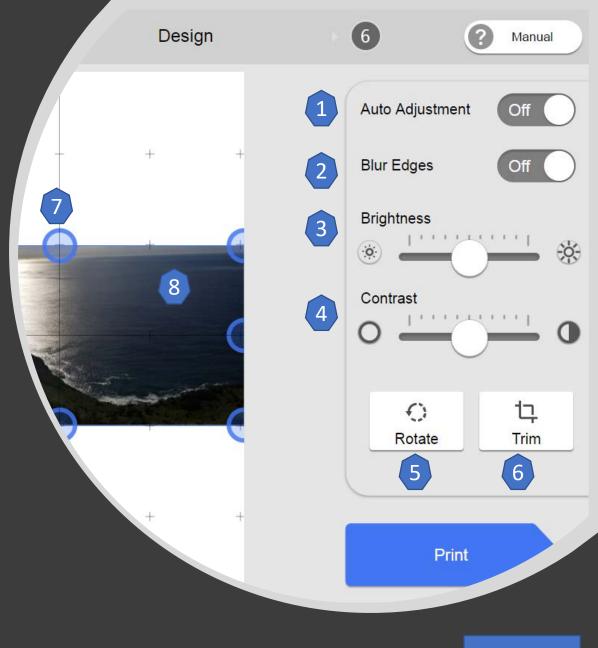
The Easy Design Image Editor Screen provides options to manipulate the image to be printed. The Screen options are defined below

- 1. Top: Returns to the top screen.
- 2. Manual: Loads to HTML Manual in the default browser
- 3. Previous: Returns to the select image page
- 4. Image Attribute Settings: Adjustment Features
- 5. Print: Transfers edited data to the printer



### RICOH Design Software – Easy Designer – Image Attribute Settings

- 1. Auto Adjustment: Adjusts the gamma setting automatically. This function also adjusts the brightness of the image by enabling this setting. Disable this setting if you do not adjust the color hue. The setting is disabled by default
- 2. Blur Edges: Blurs the corners and four sides of the image. The setting is disabled by default
- 3. Brightness: Adjust the brightness of the image by dragging the button to the left or right or clicking the right and left icons.
- 4. Contrast: Adjust the contrast of the image by dragging the button to the left or right or clicking the right and left icons.
- 5. Rotate: Rotates the image by 90 degree counterclockwise when clicked
- 6. Trim: Provides the option to crop the image size or crop a selective area. See Trim Slide for details
- 7. Change the size of the image: Pinch the image in or out, or drag any point on the frame that appears on the image to change the size of the image. The aspect ratio of the image remains the same..
- 8. Move the Image: Drag images to move them on the canvas.

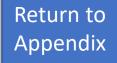


Return to Appendix



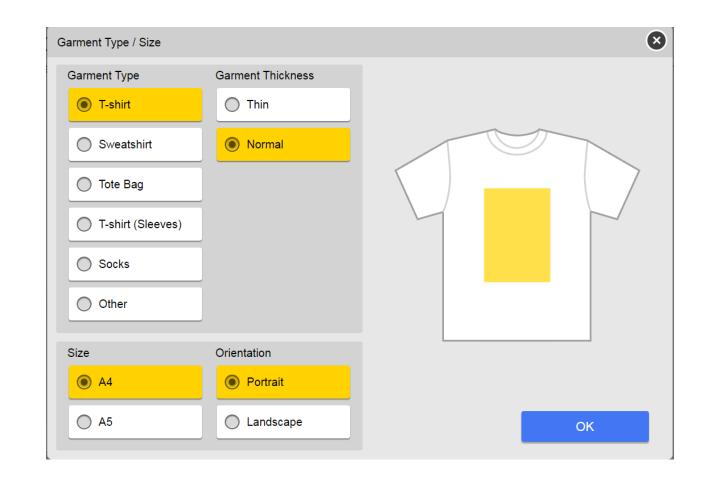
- 1. Select the Print Quality mode
  - Options: Speed, Fine, Vivid
- 2. Select [Print]
- 3. Insert the tray and select [Start Printing]
- 4. Press [Start] on the printer to initiate printing
- 5. Decide Whether to print another copy or return to the Top Screen

RICOH Design Software – Easy Designer -Print



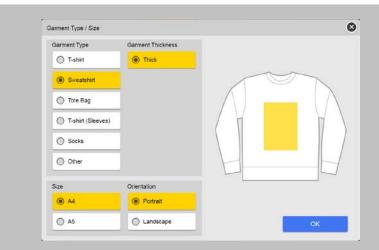
#### RICOH Design Software – Advanced Designer – Garment Options

- Advanced Designer allows you to select functions flexibly by using the tool buttons on a single screen.
- We recommend using this mode particularly if you know how to edit software or want to print multiple images on the fabric.
- 1. Advanced Mode has (6) Garment Types available: T-shirt, Sweatshirt, Tote Bag, Socks, T-Shirt (Sleeves), and Other
- 2. Each Garment Type has different thickness options, drop size varies based on the garments thickness chosen.



## RICOH Design Software – Advanced Designer-Garment Type- Shirts and Sweatshirt

- 1. T- Shirt
  - 1. Thickness: Thin , Normal
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape
- 2. Sweatshirt
  - 1. Thickness: Thick
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape





## RICOH Design Software – Advanced Designer-Garment Type- Tote and Other

Garment Type / Size

O T-shirt

Sweatshirt

Tote Bag T-shirt (Sleeves) O Socks Other

Size A4

O A5

Garment'

Norma

O Thick

Orientation

Portrait

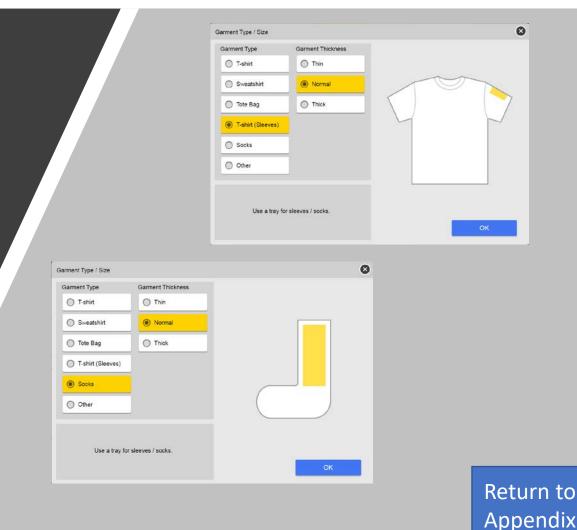
C Landscape

- 1. Tote Bag
  - 1. Thickness: Thin , Thick
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape
- 2. Other
  - 1. Thickness: Thin, Normal, Thick
  - 2. Size: A4, A5
  - 3. Orientation: Portrait, Landscape

|                | Garment Type / Size |                   | 0  |
|----------------|---------------------|-------------------|----|
|                | Garment Type        | Garment Thickness |    |
|                | O T-shirt           | Thin              |    |
|                | Sweatshirt          | O Thick           |    |
|                | Tote Bag            |                   |    |
|                | T-shirt (Sleeves)   |                   |    |
|                | Socks               |                   |    |
|                | O Other             |                   |    |
|                | Size                | Orientation       |    |
|                | A4                  | Portrait          |    |
|                | O A5                | O Landscape       | ок |
|                |                     |                   |    |
|                |                     | 8                 |    |
| nent Thickness |                     |                   |    |
| ) Thin         |                     |                   |    |

### RICOH Design Software – Advanced Designer-Garment Type- Socks and Sleeves

- 1. Socks
  - 1. Thickness: Thin , Thick
  - 2. Size: A4, A5
- 2. T-Shirt (Sleeves)
  - 1. Thickness: Thin, Normal, Thick
  - 2. Size: A4, A5

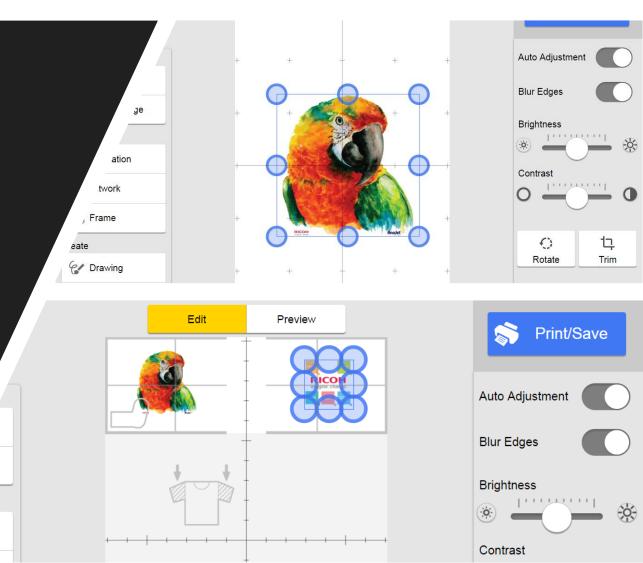


# RICOH Design Software – Advanced Designer – Edit Screen (T-Shirt, Tote, Sweatshirt, and other) and T-Shirt (Sleeve)

'de

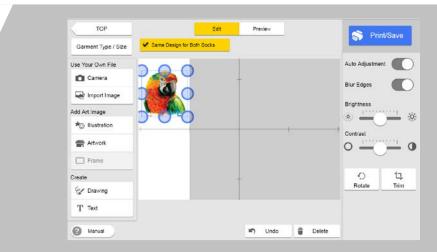
ration

- The size of the canvas changes according to the size and orientation specified in the [Garment Type / Size] screen. The sizes are as follows:
  - 1. A4 portrait, A4 landscape
  - 2. A5 portrait, A5 landscape
- 2. When editing on the [T-shirt (Sleeves)] canvas, create your designs within the white area.
  - 1. The printer can print images designed in the gray area, although the quality of the printed image is not guaranteed.



## RICOH Design Software – Advanced Designer – Edit Screen (Socks)

- 1. [Same Design for Both Socks] check box appears only when you have selected [Socks] in "Garment Type".
  - 1. When selected, only one canvas is available and you can print the same image on the left and right socks.
- 2. Create your designs within the white area
- 3. When editing on the [Socks] canvas, the printer cannot print images designed in the gray area.



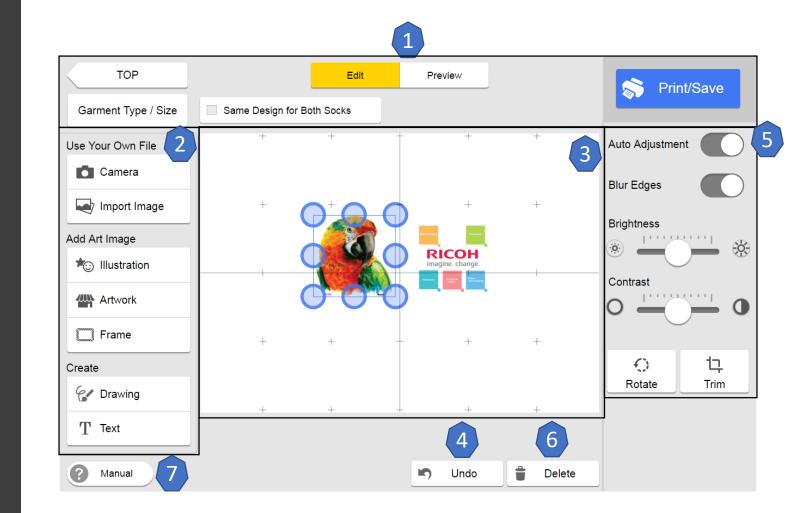


Return to Appendix

#### RICOH Design Software – Advanced Designer – Edit Screen

The Advance Image Editor Screen provides options to manipulate the image to be printed. The Screen options are defined below

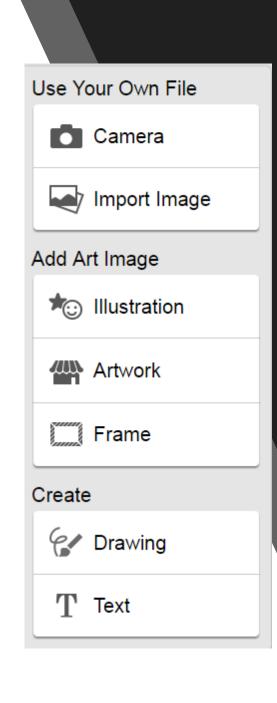
- 1. <u>Top Section: Buttons on top portion of the</u> <u>Edit Screen</u>
- 2. <u>Tools Buttons: Select an image, feed it into</u> the canvas, and edit it.
- 3. Canvas: This is the design area to edit images.
- 4. Undo: Undoes the previous editing operation.
- 5. <u>Image Attribute Settings: Adjustment</u> <u>Features</u>
- 6. Delete: Deletes the selected object on the canvas.
- 7. Manual: Loads to HTML Manual in the default browser



RICOH Design Software – Advanced Designer – Editor- Top Section

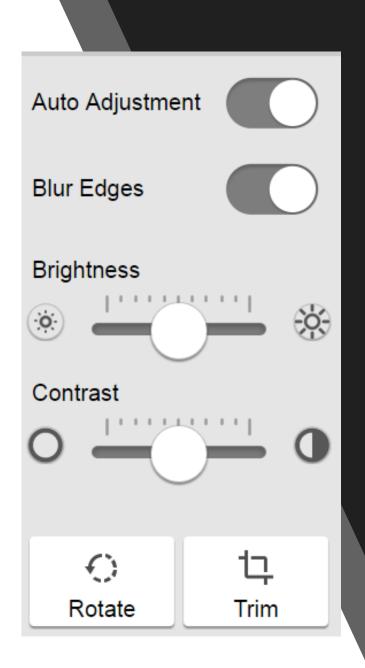
| ТОР                 |                            | Edit | Preview | ] | Print/Save |  |
|---------------------|----------------------------|------|---------|---|------------|--|
| Garment Type / Size | Same Design for Both Socks |      |         |   |            |  |
|                     |                            |      |         |   |            |  |

- 1. Top: Returns to the top screen.
- 2. Garment Type/Size: Opens the fabric selection screen.
- 3. Edit: Changes the mode of the canvas screen to edit mode. Edit mode is specified by default.
- 4. <u>Preview: Changes the mode of the canvas to the preview mode. The preview function is unavailable if [Other] was selected in "Garment Type"</u>
- 5. Print/Save: Transfers edited data to the printer or saves data that is being edited to your computer
- 6. Same Design for Both Socks: This check box appears only when you have selected [Socks] in "Garment Type".



### RICOH Design Software – Advanced Designer – Edit Screen- Tools Button

- 1. <u>Camera: Take a photo using the built-in camera, and feeds the photo into the canvas on the editing screen.</u>
- 2. <u>Import Image: Import Image front External and Internal PC</u> <u>Storage, and import image from a smart device</u>
- 3. Illustration: Import an image from the illustrations library
- 4. <u>Artwork: Import an image from the artwork library. Artwork</u> <u>color can be changed</u>
- 5. Frame: Add a frame to the canvas
- 6. Drawing: Draw on the canvas
- 7. Text: Add text to the canvas. Fonts are limited



## RICOH Design Software – Advanced Designer – Image Adjustment - 1

1. Auto Adjustment: Adjusts the gamma setting automatically. This function also adjusts the brightness of the image by enabling this setting. Disable this setting if you do not adjust the color hue. The setting is disabled by default

2. Blur Edges: Blurs the corners and four sides of the image. The setting is disabled by default

3. Brightness: Adjust the brightness of the image by dragging the button to the left or right or clicking the right and left icons.

4. Contrast: Adjust the contrast of the image by dragging the button to the left or right or clicking the right and left icons.

5. Rotate: Rotates the image by 90 degree counterclockwise when clicked

6. <u>Trim: Provides the option to crop the image size or crop a selective area.</u> <u>See Trim Slide for details</u> RICOH Design Software – Advanced Designer – Image Adjustment - 2

1. Change the size of the image: Pinch the image in or out, or drag any point on the frame that appears on the image to change the size of the image. The aspect ratio of the image remains the same..

2. Move the Image: Drag images to move them on the canvas.

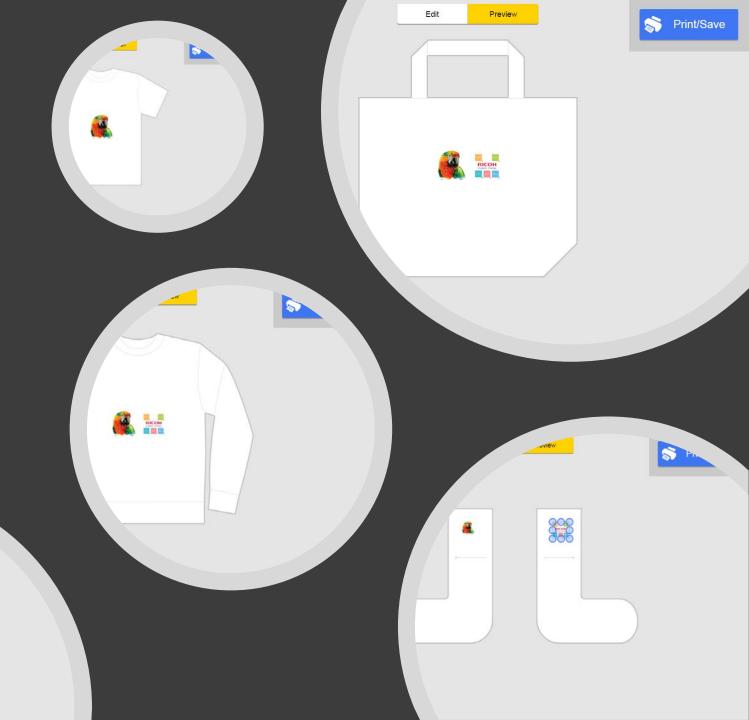


### RICOH Design Software – Advance Designer-Preview

- 1. Changes the mode of the canvas to the preview mode. The preview function is unavailable if [Other] was selected in "Garment Type".
- 2. [Other] Garment Type Does not have a preview

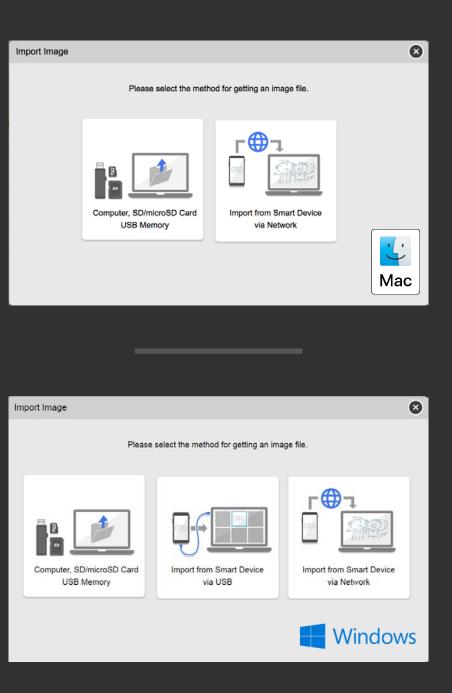
Return to

Appendix



### RICOH Design Software – Advanced Designer – Image Source Options

- 1. Import images from a computer or data storage device.
- 2. <u>Connect a smart device to the tablet and import data stored</u> <u>on it.</u>
  - \*PC only
- 3. <u>Upload the image stored on the smart device to Design</u> <u>Software via the network and import it using Design Software.</u>
  - \*Requires the computer and Smart Device to be on the same network



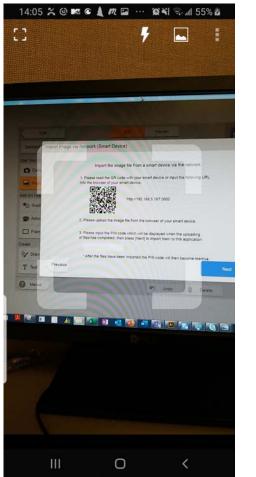
Impo

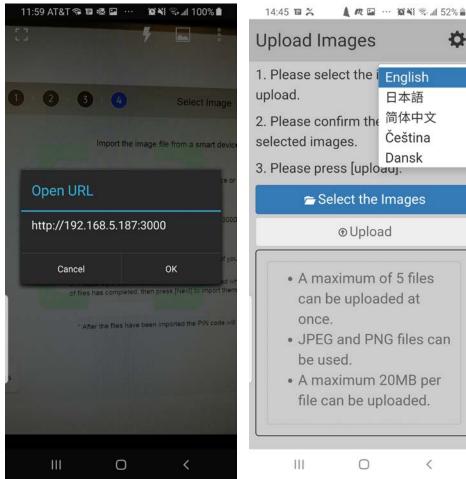
The page contains instructions on how to upload images from a smart device into the Design Software via the network. Steps are as follows

- 1. Scan the QR code
- 2. Upload the Image
- 3. Enter the PIN code generated

| ort Image via | Network (Smart Device)  |      | × |
|---------------|---|------|---|
|               | Import the image file from a smart device via the network.  |      |   |
|               | 1. Please read the QR code with your smart device or input the following URL into the browser of your smart device.                                   |      |   |
|               | http://192.168.5.187:3000   |      |   |
|               | 2. Please upload the image file from the browser of your smart device.  |      |   |
|               | 3. Please input the PIN code which will be displayed when the uploading of files has completed, then press [Next] to import them to this application. |      |   |
| Previous      | * After the files have been imported the PIN code will then become inactive.  | Next |   |

- Use one of the following methods 1. on the smart device to use a browser to access the image upload screen
  - Scan the QR code. Α.
  - Input the URL address in the browser. Β.
- \*Tap the setting icon on the upper • right of the screen to select the language you want to use





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| 🚘 Select the   | Images                             |
| ⊕ Uploa  | ad                                 |
| <ul> <li>A maximum of can be upload once.</li> <li>JPEG and PN be used.</li> <li>A maximum of file can be upped of the upp</li></ul> | ded at<br>IG files can<br>20MB per |

0

- Press [Select the Images] to find 2. images on the smart device
- Select the Image to upload 3.
  - Tap  $[\times]$  to delete all the selected images. •
  - Tap [×] on a selected image to delete it. •
- Tap [Upload] to upload the images 4. to Design Software.
  - The PIN code is displayed when the uploading is completed.

| Upload Images 🌼 🌣  | ☆ ▲ 37.37.37.71:3000 ☞ :                          | ▲ 37.37.37.71:3000 61   |
|--|---|---|
| 1. Please select the images to upload.   | Upload Images 🌼                                   | Upload Images   |
| 2. Please confirm the preview of selected images.  | 1. Please select the images to upload.            | 1. Please select the images to upload.  |
| 3. Please press [upload].  | 2. Please confirm the preview of selected images. | 2. Please confirm the preview of selected images.   |
| 🚘 Select the Images  | 3. Please press [upload].                         | 3. Please press [upload].   |
| ⊙Upload  | 🕿 Select the Images                               | 🕿 Select the Images   |
| A maximum of 5 files   | ⊚Upload   | ⊛ Upload  |
| can be uploaded at<br>once.<br>• JPEG and PNG files can<br>be used.<br>• A maximum 20MB per<br>file can be uploaded. | ×   | Uploading has completed. Please<br>import the uploaded files by using<br>the PIN code 6455. |

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5. Enter the PIN code, and click [Next] in Design Software.

Uploading has completed. Please import the uploaded files by using the PIN code **6455**.

Import Image via Network (Smart Device)

Import the image file from a smart device via the network.

1. Please read the QR code with your smart device or input the following URL into the browser of your smart device.



http://192.168.5.187:3000

2. Please upload the image file from the browser of your smart device.

3. Please input the PIN code which will be displayed when the uploading of files has completed, then press [Next] to import them to this application.

5445

\* After the files have been imported the PIN code will then become inactive.

Previous

( ×

- Select the image and press [OK] to import image to the design software
- 7. <u>Return to Advanced</u> <u>Designer Edit Screen</u>

#### Uploaded Images

A maximum of 20 files of illustrations and photos can be used for a design.



< PREV



OK

NEXT >

Return to Appendix

×

RICOH Design Software – Advanced Designer -Taking a Photo

- A. Cancels the operation to take a photo
- B. Switches between the front facing camera and the rear facing camera
- C. Takes a photo using the built-in camera and feeds it into the canvas.
  - A. If you continue taking photos, they are fed into the canvas in the same position and at the same size. The latest photo is placed on top.
  - B. <u>Return to Advanced Designer</u> <u>Edit Screen</u>



Import Image (Computer, microSD card, SD Card or USB Memory)

Please insert microSD card, SD card or USB memory to import images.

### RICOH Design Software – Advanced Designer- Import Image (Computer, SD/microSD Card USB Memory)

Connect external devices to the computer and import data stored on the device: microSD card, SD card, USB memory

- 1. Press [Select Image]
- 2. Select the image to be uploaded
- 3. <u>Return to Advanced Designer Edit Screen</u>

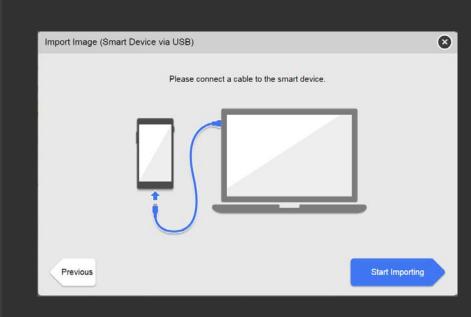


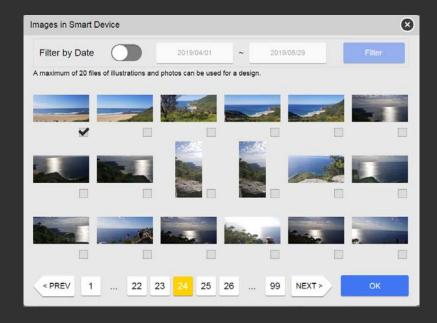
# RICOH Design Software-Advanced Designer – Import From Smart Device via USB

- 1. Connect a smart device to the tablet and import data stored on it.
- 2. Select [Start Importing]
- 3. Find and select Image(s) to be imported
- 4. Press [OK] to import
- 5. Return to Advanced Designer Edit Screen

Supported operating systems and recommended version for smart device are as follows:

- Android<sup>®</sup>: Version 4.1 or later
- iOS<sup>®</sup>: Version 7.0 or later

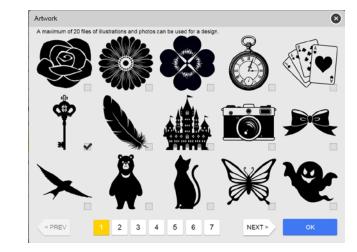




### RICOH Design Software – Advanced Designer – Artwork - 1

Artwork selection provides a library of prepared images that can be can be altered in color

- 1. Select the image you want to set from those displayed on screen.
  - 1. A check mark appears on the image that you click.
  - 2. You can select up to 20 images and feed them into the canvas.



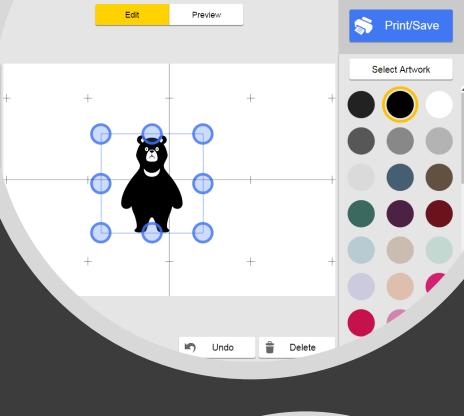
Select Artwork

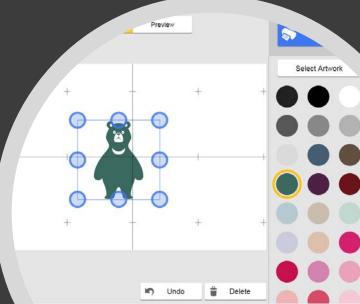
Return to

Appendix

## RICOH Design Software – Advanced Designer – Artwork - 2

- 2. Once the artwork image is imported, the color palate options will be available to alter the image on the left side of the editor
- 3. Return to Advanced Designer Edit Screen



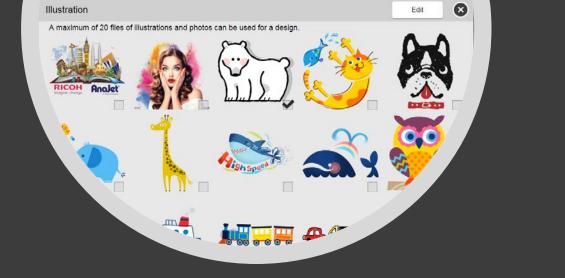


#### RICOH Design Software – Advance Designer – Illustration - 1

Artwork selection provides a library of prepared images that can be can be altered in color

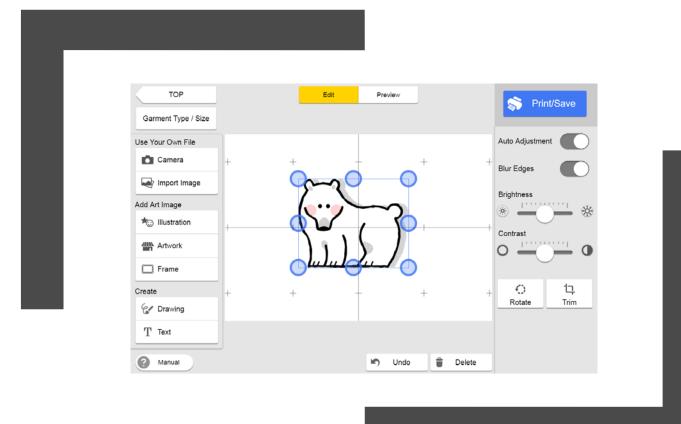
Images can be imported into the Illustration library (accessed by clicking the [edit] button) \*PC program must be in administrative mode

- 1. Select the image you want to set from those displayed on screen.
  - 1. A check mark appears on the image that you click.
  - 2. You can select up to 20 images and feed them into the canvas.
- 2. Select [OK] to import the image onto the canvas





### RICOH Design Software – Advance Designer – Illustration - 2

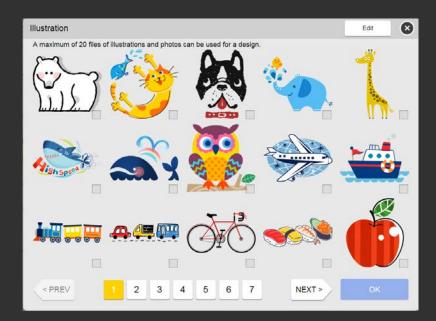


3. The Trimmed image will be displayed in the canvas

4. <u>Return to Advanced</u> <u>Designer Edit Screen</u>

# RICOH Design Software – Advanced Designer -Add/Remove Illustrations

- Images can be imported into the Illustration library (accessed by clicking the [edit] button)
  - \*PC program must be in administrative mode
- When using edit illustrations mode, Verify the [Add / Delete] button for illustrations in the [Hiding / Showing Item Setting] screen is enabled.
- 1. Clicking [Edit] in the [Illustration] screen displays [add], [delete], and [Select All].



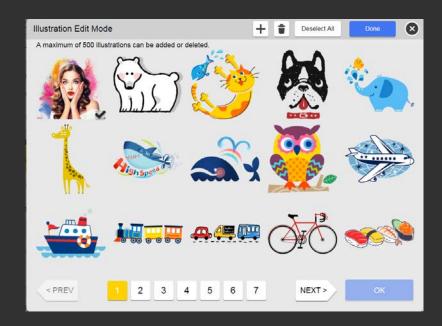


# RICOH Design Software – Advanced Designer - Add Illustrations

- 2. Select the [add] button to import the image from the computer.
  - The last added image appears at the top of the thumbnails.

Image files that can be added are as follows:

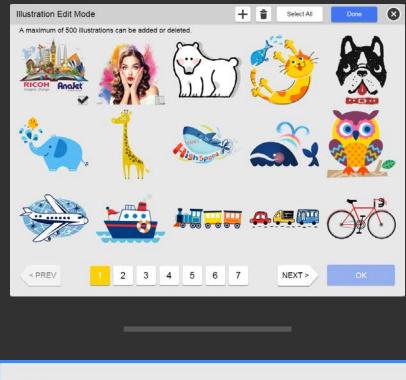
- Image type: jpeg, png
- Maximum number of images: 500





# RICOH Design Software – Advanced Designer - Remove Illustrations

- 3. Select the [delete] button to delete illustrations from the illustration library.
  - Only illustrations that have been added can be deleted.
- 4. Select [OK] to confirm the deletion of the select illustrations
- 5. Return to Advanced Designer Edit Screen



Return to Appendix Are you sure you want to delete the selected illustrations?

Cancel

# RICOH Design Software – Advanced Designer - Add/Remove Frame

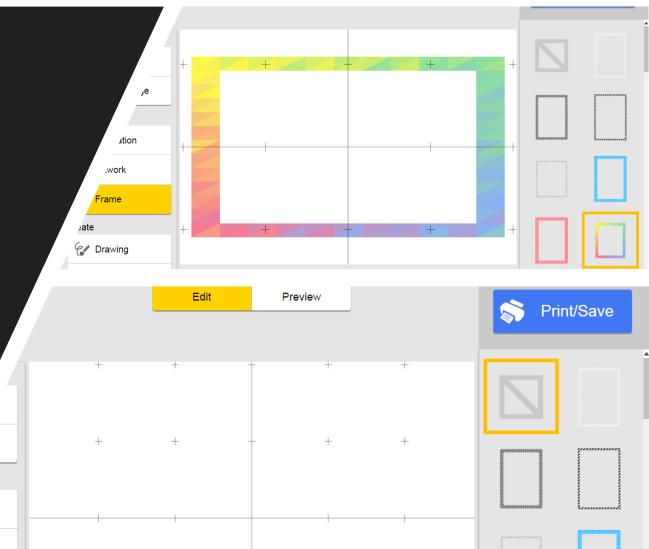
₄e

⊿tion

work

- A. Select Frame: Click the frame you want to add around the whole canvas.
- B. Delete added frame: Click the frameless icon [\] to delete the added frame.

Return to Advanced Designer Edit Screen



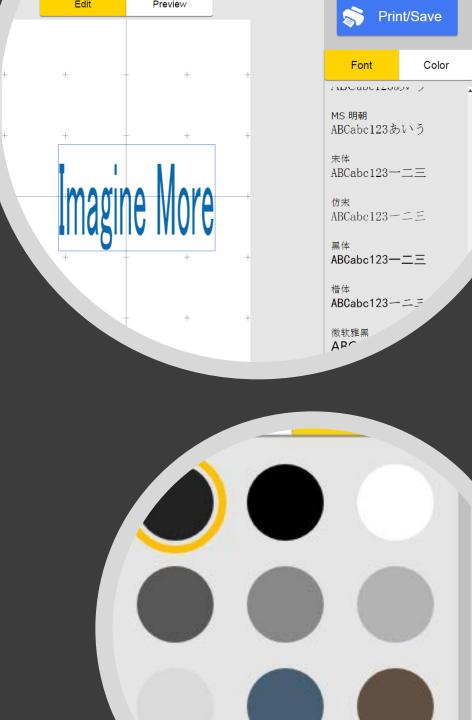
# RICOH Design Software – Advanced Designer – Add Text

- 1. Enter Text: Click the canvas and enter text using the hard keyboard on the device.
  - Enter text using the screen keyboard when using a tablet.
  - Double click and edit text after creating it.
  - You can enter a maximum of 20 characters.
- 2. Color: Click the Color button to change the color of the text
  - Black is selected by default.
- 3. Font: Click the Font button to change the font of the text.
  - Arial is selected by default.

Return to

Appendix

Return to Advanced Designer Edit Screen

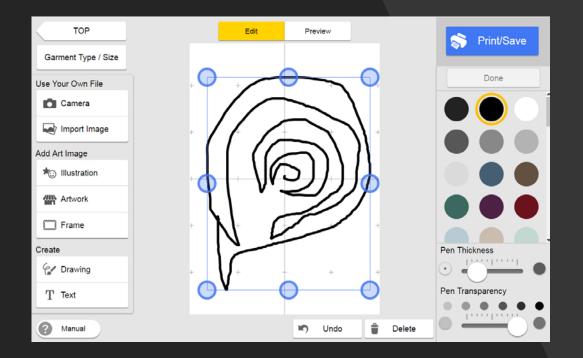


# RICOH Design Software – Advanced Designer-Drawing

Draw lines and figures on the canvas.

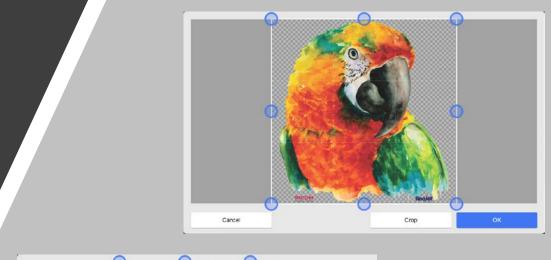
- 1. Draw: Click the canvas and draw lines and figures.
- 2. Pen color: Click the color button to change the color of the pen.
  - 1. Black is selected by default.
- 3. Pen Thickness: Clicking the right and left icons or drag the button to the left or right to change the thickness of the pen.
- 4. Pen Transparency: Clicking the right and left icons or drag the button to the left or right to change the transparency of the pen.
- 5. Done: Click [Done] to finish drawing. You can select the object after clicking [Done]

Return to Advanced Designer Edit Screen



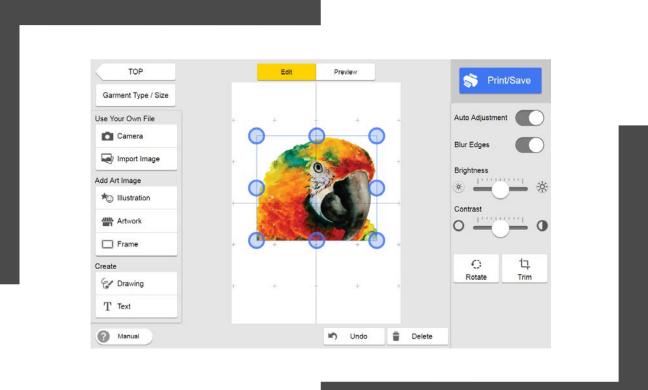
# RICOH Design Software – Trimmed Image - 1

- 1. Drag a point on the frame that appears on the image to crop the size of the image, and then click [OK].
- 2. Alternatively, Press [Crop] to draw cropped area





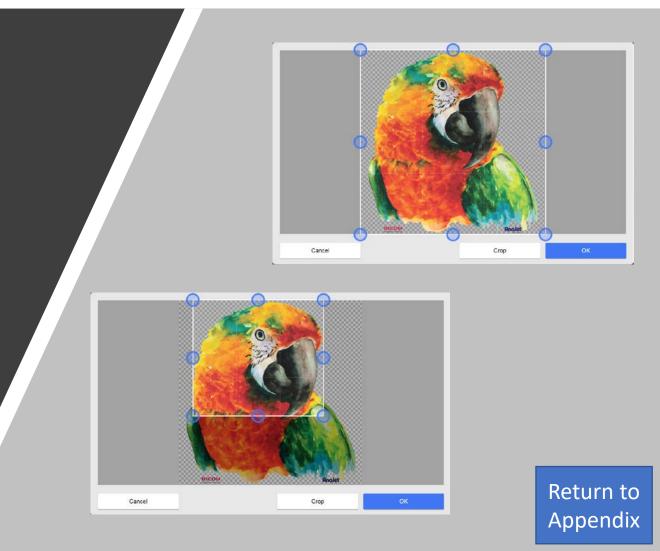
### RICOH Design Software – Trimmed Image - 2



The Trimmed image will be displayed in the canvas

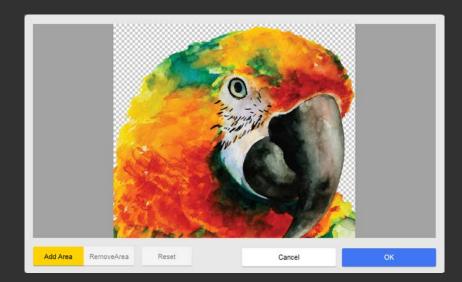
# RICOH Design Software – Trimmed Image - 3

- 1. Drag a point on the frame that appears on the image to crop the size of the image
- 2. Press [Crop] to draw cropped area



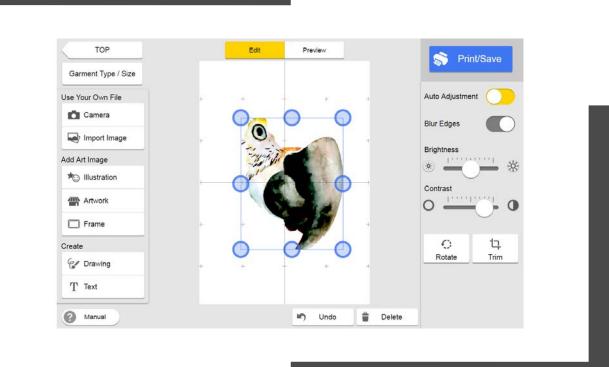
# RICOH Design Software – Select Crop

- 1. The [Trim] screen has a crop function. Drag the yellow line around the area you want to crop. When you connect the starting point and ending point, the line indicating the area to be cropped turns green.
- 2. You can change the area to be cropped by pressing [Add Area] or [Remove Area] to specify a target area.





# RICOH Design Software – Cropped Image



 The cropped image will be displayed in the canvas
 <u>Return to Advanced Designer</u> Edit Screen

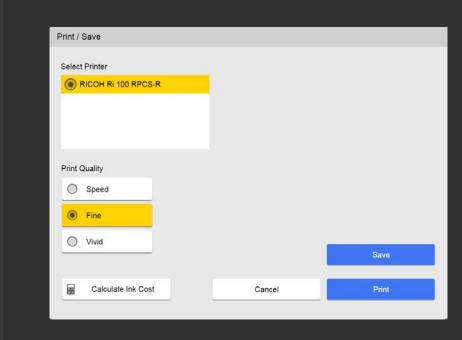
RICOH Design Software – Advanced Designer- Print/Save

- 1. Select Printer
- 2. Print Quality
- 3. Calculate Ink Cost
- 4. Cancel
- 5. Print
- 6. Save

| Print / Save        |        |       |
|---------------------|--------|-------|
| Select Printer      |        |       |
| RICOH RI 100 RPCS-R |        |       |
|                     |        |       |
|                     |        |       |
|                     |        |       |
| Print Quality       |        |       |
| Speed               |        |       |
| • Fine              |        |       |
| Vivid               |        |       |
|                     |        | Save  |
| Calculate Ink Cost  | Cancel | Print |
|                     |        |       |

# RICOH Design Software – Advanced Designer- Save

- 1. Click [Save].
- 2. Enter a file name.
- 3. Select a location on your computer, and then click [Save].
- 4. The edited data is saved.
- 5. <u>Return to the Print/Save page</u>



| 📸 Save As     |                                       | ×                             |
|---------------|---------------------------------------|-------------------------------|
| 🕘 🕞 - 🕌 « Da  | w 🕨 2019 Tradeshow Grid Grap 👻 🍫 🛛 Se | earch 2019 Tradeshow Grid G 🔎 |
| Organize 🔻 No | w folder                              | ⊾ - 0                         |
|               | No items match your search.           |                               |
| File name:    |                                       | •                             |
| Save as type: | DAT (".dat)                           | •                             |
| lide Folders  |                                       | Save Cancel                   |

Return to

Appendix

RICOH Design Software – Advanced Designer-Calculate Ink Cost - 1

You can calculate the cost of ink before you start printing. Click [Print/Save], and then click [Calculate Ink Cost]

This button is displayed only when you have selected the [Calculate Ink Cost] check box in the [Hiding / Showing Item Setting] screen.

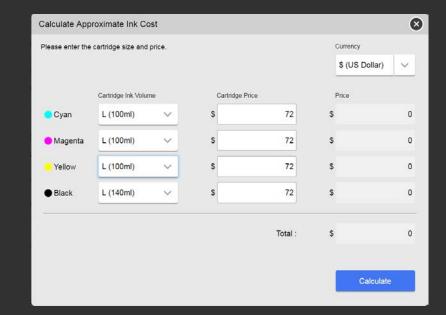
\*Mac Option Pending

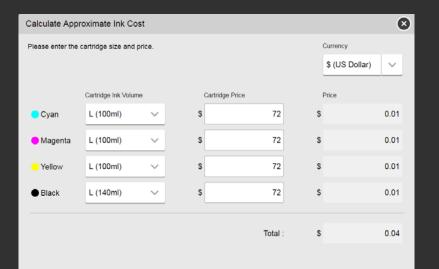
| Print / Save        |        |       |
|---------------------|--------|-------|
| Select Printer      |        |       |
| RICOH RI 100 RPCS-R |        |       |
|                     |        |       |
|                     |        |       |
|                     |        |       |
|                     |        |       |
| Print Quality       |        |       |
| Speed               |        |       |
| Fine                |        |       |
|                     |        |       |
| Vivid               |        | Save  |
|                     |        |       |
| Calculate Ink Cost  | Cancel | Print |
|                     |        |       |
|                     |        |       |

### RICOH Design Software – Advanced Designer- Calculate Ink Cost 2

- 1. Cartridge Ink Volume: Select the size of each color cartridge.
- 2. Cartridge Price: Enter the price of each color cartridge.
- 3. Currency: Select the currency in which you want to calculate the ink cost.
- 4. Price and Total: Click [Calculate] to calculate the price of each color from the ink used and the ink's unit price. This will also calculate the price of each color from the ink used and the ink's unit price

Return to <u>Print/Save Page</u>

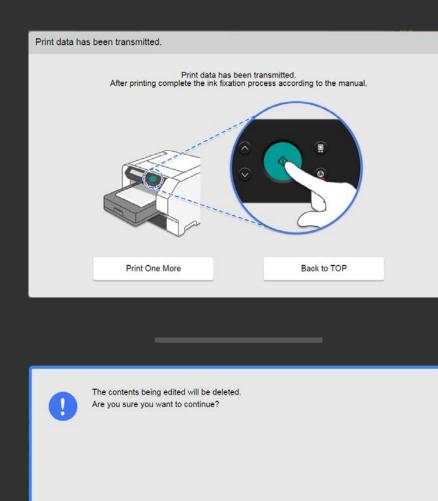




Calculate

# RICOH Design Software – Advanced Designer- Print Again

- After the Job is sent, user will be asked whether to print another copy or return to the Top Screen
- Returning to the Top Page will result in the current job being deleted

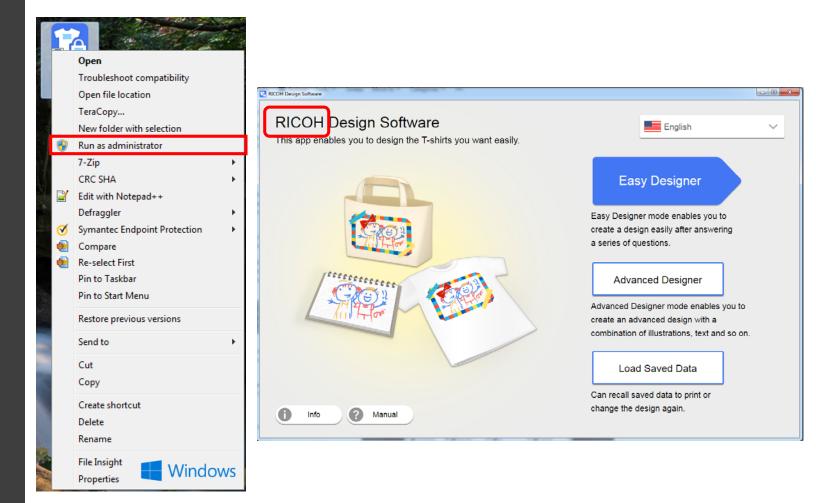


Return to Appendix

Cancel

#### RICOH Design Software – Hide/Showing Item Settings - 1

- 1. Press and hold the word RICOH in the upper left corner of the top screen for at least 5 seconds.
  - 1. For PCs, Run the RICOH Design Software in Administrative mode



# RICOH Design Software -Hide/Show Settings Page - 2

- 2. Change the settings to hide or show items.
- 3. Press the [OK] button.
- 4. Return to Top Page

| Hiding / Showing Item Se | etting                  |                   | •            |
|--------------------------|-------------------------|-------------------|--------------|
| Garment Type (Thickne    | ess)                    | Size              | Orientation  |
| Y-shirt (Thin)           | T-shirt(Sleeves)(Thick) | <b>₩</b> A4       | Portrait     |
| T-shirt (Normal)         | Socks (Thin)            | ✓ A5              | V Landscape  |
| Sweatshirt (Thick)       | Socks (Normal)          | Designer Mode     | Illustration |
| Tote Bag (Thin)          | Socks (Thick)           | Easy Designer     | Add / Delete |
| Tote Bag (Thick)         | Vother (Thin)           | Advanced Designer |              |
| T-shirt(Sleeves)(Thin)   | Vther (Normal)          |                   |              |
| Tshirt(Sleeves)(Normal)  | Mother (Thick)          |                   | Мас          |
|                          | Import Settings         | Export Settings   | ОК           |

| Garment Type (Thickne   | ess)                    | Size               | Orientation  |
|-------------------------|-------------------------|--------------------|--------------|
| T-shirt (Thin)          | T-shirt(Sleeves)(Thick) | ₩ A4               | Portrait     |
| T-shirt (Normal)        | Socks (Thin)            | ✓ A5               | M Landscape  |
| Sweatshirt (Thick)      | Socks (Normal)          | Designer Mode      | Illustration |
| ✔ Tote Bag (Thin)       | Socks (Thick)           | Easy Designer      | Add / Delete |
| Tote Bag (Thick)        | Vother (Thin)           | Advanced Designer  |              |
| T-shirt(Sleeves)(Thin)  | Other (Normal)          | Print              |              |
| Tshirt(Sleeves)(Normal) | Mother (Thick)          | Calculate Ink Cost | Windows      |
|                         | Import Settings         | Export Settings    | ОК           |

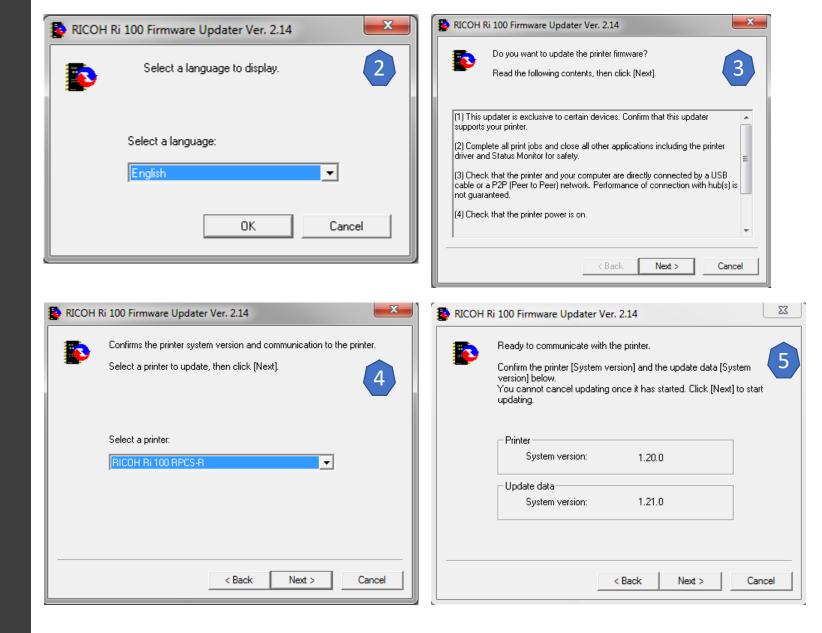


### Printer Firmware Update – Windows OS & Browser

Click Icon to proceed to Printer Firmware Installation

### Windows Printer Control Firmware Update – 1

- 1. Download the latest Firmware from the RICOH Website http://support.ricoh.com/bb/html/dr\_u t\_e/apc/model/ri100/ri100.htm
- 2. Select the language to be displayed
- 3. Read "read me" information and press [Next] to proceed
- 4. Select the printer to be updated and press [Next]
- 5. View the current printer firmware vs. the update to be installed
  - 1. If new Firmware is the same as current firmware, select [Finish]
  - 2. If new Firmware is older than current firmware, select [Next]



Windows Printer Control Firmware Update – 2

- 6. Wait for the firmware to install, Printer will restart at 0
- 7. Confirm the Printer Firmware Versions and Update Firmware Versions are the same, press [Finish] when done.
- 8. For WLAN Connections, update WLAN Firmware when new updates become available

| RICOH Ri 100 Firmware Updater Ver. 2.14   | RICOH Ri 100 Firmware Updater Ver. 2.14   | 3 |
|---|---|---|
| Sending the update header<br>Please wait. | The printer firmware update was successfully completed.<br>Confirm the printer [System version] and the update data [System version] below.   |   |
| Progress:                                 | Printer         System version:       1.21.0         Update data         System version:       1.21.0          System version:       1.21.0          Back       Finish       Cancel | _ |

# Windows Printer Control Firmware Update - Print Application

# Click Icon to proceed to Choose Print Application

#### Print From Application



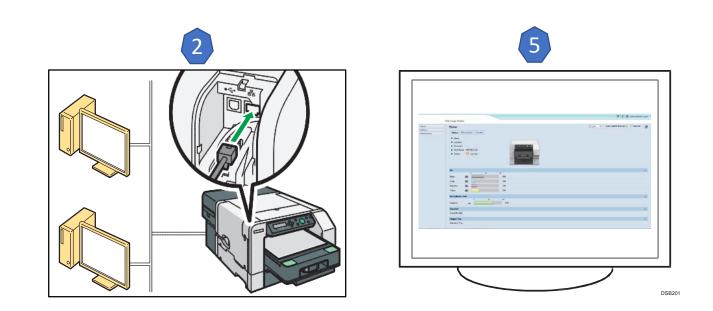
#### **RICOH Design Software**



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- 1. Download and extract the latest Firmware from the RICOH Website <u>http://support.ricoh.com/bb/ht</u> <u>ml/dr\_ut\_e/apc/model/ri100/ri1</u> <u>00.htm</u>
- 2. Connect the printer and computer with an Ethernet cable before configuring the settings.
- 3. Check the printer's IP address.
- 4. Launch a user preferred Web browser.
- 5. In the address bar, enter "http://(printer's IP address or host name)/".



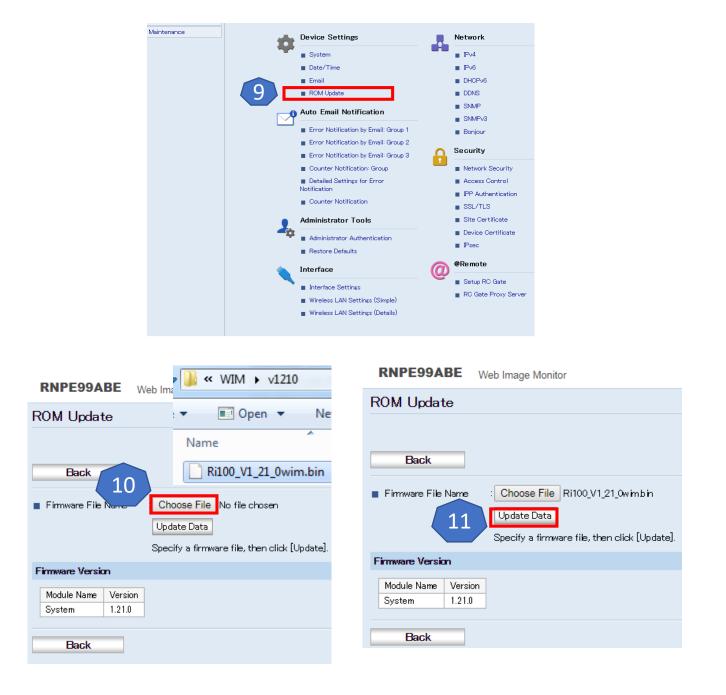
- 6. Click [Administrator Login].
- 7. Enter the user name and password, and then click [OK].
  - A. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
- 8. In the menu area, click [Settings].

| ← → ♂ ŵ                         | i 1   | 92.168.4.195/web/user/to            | opPage.cgi                      | ☑ ☆                  | 111\         |          | = |
|---------------------------------|---|-------------------------------------|---------------------------------|----------------------|--------------|----------|---|
| RNPE99ABE                       | Veb Image Monite  | or                                  |                                 | 6                    | Administrato | r Login  | 1 |
| Home<br>Settings<br>Maintenance | Home<br>Status<br>Name<br>Location<br>Comment                                       | Pevice Info Counter<br>RICOH Ri 100 |                                 | Auto Update Interval | 10 • seconds | ¢        |   |
|                                 | Ink   |                                     |                                 |                      |              |          |   |
|                                 | Black<br>Oyan<br>Magenta<br>Yellow<br>Ink Collecto<br>Capacity<br>Tray<br>Tray (A4) | 0 50                                | 100<br>72%<br>69%<br>64%<br>65% |                      |              | <b>A</b> |   |

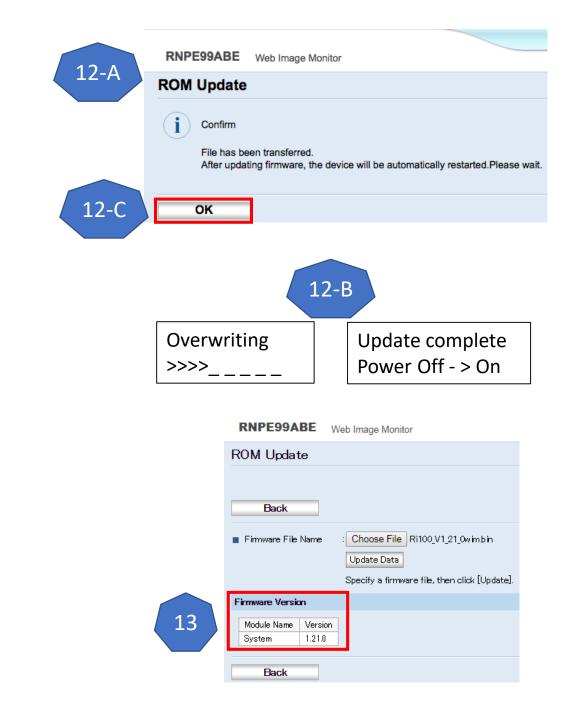
| [ | Authentication    | Required  |
|---|-------------------|---|
| 7 | (?)<br>User Name: | http://192.168.4.195 is requesting your username and password. The site says: "Ri 100"<br>admin |
|   | Password:         |   |
|   |                   | OK Cancel   |

- 9. Click [ROM Update].10. Select the update file (\*\*\*.bin)
  - Enter the path to the file in [Firmware File Name] or click [browse...] and select the file path

11. Click [Update Data]



- 12. Update Starts
- 13. When the update file transfer completes, do not operate the Web browser, computer, or the machine while updating.
  - A. During the update the printer will display (Overwriting) message and will restart when finished
  - B. Once printer has restarted [OK] may be pressed
  - C. Confirm the printer firmware version has been updated
- 14. For WLAN Connections, update WLAN Firmware when new updates become available



# Web Image Monitor - Printer Control Firmware Update -Print Application

# Click Icon to proceed to Choose Print Application

#### Print From Application



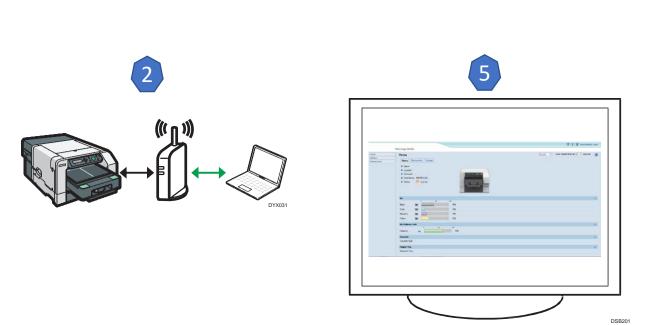
#### **RICOH Design Software**



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- 1. Download and extract the latest Firmware from the RICOH Website <u>http://support.ricoh.com/bb/ht</u> <u>ml/dr\_ut\_e/apc/model/ri100/ri1</u> <u>00.htm</u>
- 2. Printer must be connected the wireless access point/router
- 3. Check the printer's IP address.
- 4. Launch a pref Web browser.
- 5. In the address bar, enter "http://(printer's IP address or host name)/".

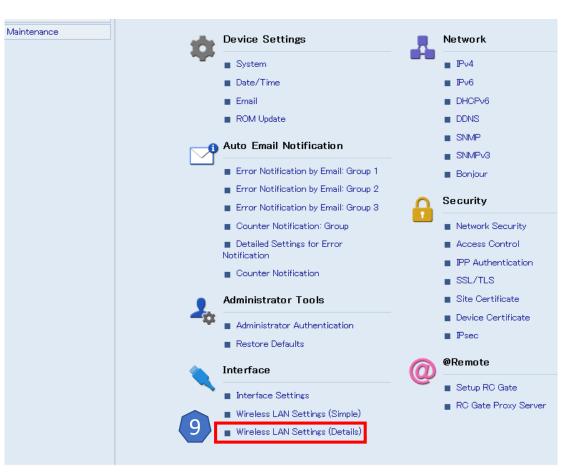


- 6. Click [Administrator Login].
- 7. Enter the user name and password, and then click [OK].
  - 1. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
- 8. In the menu area, click [Settings].

| ← → C û                         | 192.168.4.195/web/user/topPage.cgi   | i  | ເ ☆                    | III\ 🗊              |
|---------------------------------|--|--|------------------------|---------------------|
| RNPE99ABE V                     | Veb Image Monitor  |  | 61                     | Administrator Login |
| Home<br>Settings<br>Maintenance | Home<br>Status Device Info Counter<br>Name RICOH Ri 100<br>Location :<br>Comment :<br>Host Name RNPE99ABE<br>Status : Offline  | English •  | Auto Update Interval 1 | 0 🔹 seconds         |
|                                 | Ink 30 10   Black Image: Comparison of the second of the s | <sup>20</sup><br>72%<br>69%<br>64%<br>65%<br>61% |                        |                     |

|   | Authentication          | Required  |
|---|-------------------------|---|
| 7 | Oser Name:<br>Password: | http://192.168.4.195 is requesting your username and password. The site says: "Ri 100"<br>admin |
|   |                         | OK Cancel   |

9. Click [Wireless LAN Settings Details].



- 10. Select the update file (\*\*\*.bin)
  - 1. Enter the path to the file in [Firmware File Name] or click [browse...] and select the file path
- 11. Click [Update]
- 12. Confirm the (Version) stated under (Wireless LAN Settings)

| BNB500457                                   |  |          |  |  |  |
|---|--|----------|--|--|--|
| RNPF29AF7 Web Image W                       | lonitor                                    |          | Firmware Update  |  |  |
| Wireless LAN Settings (D                    | etails)                                    |          | Firmware File Name : Choose File Ri100_wlan_fw-1.53b h                               |  |  |
|   |  |          |  |  |  |
| OK Cancel                                   |  |          | Specify a firmware file, then click [Update].  |  |  |
|   |  |          |  |  |  |
|   | may not be able to connect to the network. |          |  |  |  |
| Wireless LAN Settings                       |  |          | OK Cancel  |  |  |
| <ul> <li>Network</li> </ul>                 | Active                                     |          |  |  |  |
| Version                                     | :153                                       |          | RNPF29AF7 Web Image Monitor  |  |  |
| MAC Address                                 | :00:26:73:C9:9C:1C                         |          | RNPF29AF/ Web Image Monitor  |  |  |
| 🔳 Wireless Signal Status                    | :Fair(46%)                                 |          |  |  |  |
| SSID  | test                                       |          | Wireless LAN Firmware Update   |  |  |
| Security Method                             | WPA V                                      |          |  |  |  |
| WEP Settings                                |  |          | (i) Confirm  |  |  |
| Password (WEP Key) Status                   | :Not Set                                   |          |  |  |  |
| New Password (WEP Key)                      | :  | 📃 App ly | File has been transferred. Please wait.  |  |  |
| Confirm Password (WEP Key)                  | :  |          |  |  |  |
| WPA Settings                                |  |          |  |  |  |
| WPA Encryption Method                       | : 🔵 TKIP 💿 AES (COMP)                      |          | OK   |  |  |
| WPA Authentication Method                   | WPA2 Personal (WPA2-PSK) 🔻                 |          |  |  |  |
| Password (PSK) Status                       | :Already Set                               |          | RNPF29AF7 Web Image Monitor  |  |  |
| <ul> <li>Password (PSK)</li> </ul>          |  | 📃 App ly |  |  |  |
| Confirm Password (PSK)                      |  |          | Wireless LAN Settings (Details)  |  |  |
| Authentication User Name                    |  |          |  |  |  |
| EAP Type                                    | EAP-TLS T                                  |          |  |  |  |
| WPA Client Certificate Status               | None                                       |          | OK Cancel  |  |  |
| Certificate Validity Period Error           | :Certificate validity period unknown.      |          |  |  |  |
| <ul> <li>Authentication Password</li> </ul> |  | 📄 App ly | [Note] If the settings are incorrect, you may not be able to connect to the network. |  |  |
| Confirm Authentication Password             |  |          | Wireless LAN Settings  |  |  |
| Firmware Update                             |  |          |  |  |  |
| Firmware File Name Choose F                 | ile No file chosen                         |          | Network Active 12  |  |  |
| Update                                      | TO   |          | ■ Version :153   |  |  |
| Specify a fir                               | mware file, then click [Update].           |          | MAC Address :00:26:73:C9:9C:1C   |  |  |
|   |  |          | 🔳 Wineless Signal Status :Fair(46%)  |  |  |
|   |  |          | SSID :anajet-eng   |  |  |
| OK Cancel                                   |  |          | Security Method : WPA V  |  |  |

- 13. Click [Cancel] to return to the Settings page
- 14. Click [Home] to return to the Home page.
- 15. Click [Device Info] to return to the Home page.
- 16. Confirm the Wireless LAN Version



RNPF29AF7 Web Image Monitor



# Web Image Monitor - WLAN Firmware (not the control firmware) - Print Application

# Click Icon to proceed to Choose Print Application

#### Print From Application



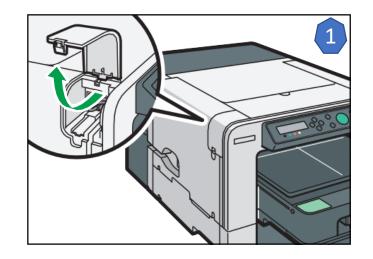
#### **RICOH Design Software**

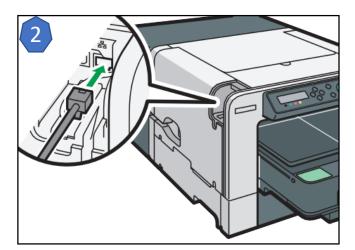


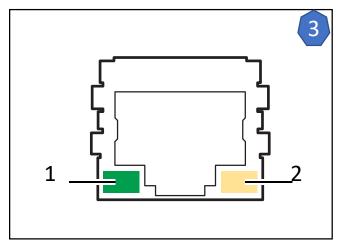
Return to Table of Contents

Return to Appendix Web Image Monitor -Configure WLAN -Connecting via Ethernet Interface

- 1. Open the port cover
- 2. Plug the Ethernet cable into the Port
- 3. Connect the other end of the cable to the printer's network, such as to a hub. Check the LEDs on the Ethernet port
  - 1. Indicator (green): Lights whenever he printer is properly connected to the network
  - 2. Indicator (yellow): Lights whenever the printer is sending or receiving data via the network

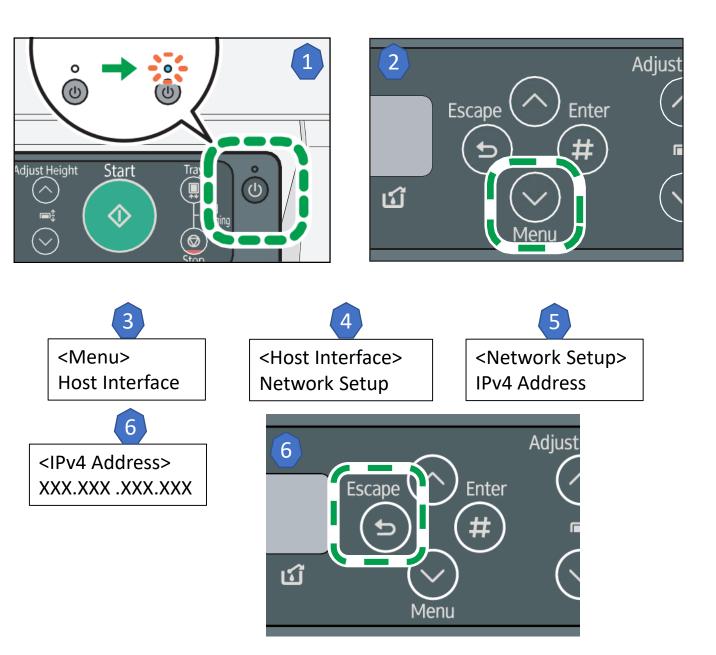




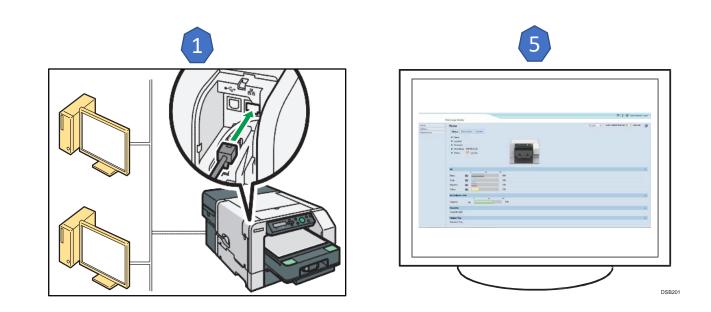


Web Image Monitor -Configure WLAN -Confirm the Printer's IP address

- 1. Press the [Power] key
- 2. Press the [▼/Menu] key
- Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [IPv4 Address], and then press [#Enter] key
- 6. After you have recorded the IPv4 Address, press the [Escape] key



- 1. Connect the printer and computer with an Ethernet cable before configuring the settings.
- 2. Check the security method (WEP/WPA2) employed by the wireless access point/router being used and have the wireless network name and password to be used later in the process.
- 3. Check the printer's IP address.
- 4. Launch any user preferred Web browser.
- 5. In the address bar, enter "http://(printer's IP address or host name)/".

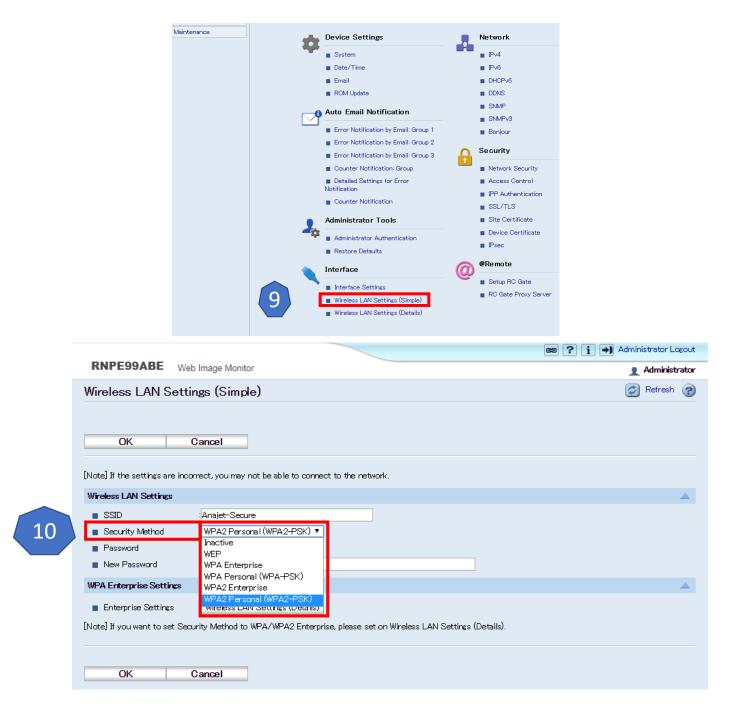


- 6. Click [Administrator Login].
- 7. Enter the user name and password, and then click [OK].
  - A. If this is the first time to log in, enter
     "admin" as the user name and leave the password blank.
- 8. In the menu area, click [Settings].

| ← → C' ŵ                        | <b>(i)</b> 1  | 92.168.4.195/web  | /user/topPage.cg | ji         | ⊌ ☆                  | lii\          |         |
|---------------------------------|---|---|------------------|------------|----------------------|---------------|---------|
| RNPE99ABE                       | Web Image Monito  | r   |                  |            | 6                    | Administrator | ' Login |
| Home<br>Settings<br>Maintenance | <ul> <li>Name</li> <li>Location</li> <li>Comment</li> </ul> | RICOH Ri 100<br>RICOH Ri 100<br>RICOH Ri 100<br>RNPE99ABE<br>Im Offline | ter              |            | Auto Update Interval | 10 • seconds  | 0       |
|                                 | Ink   | Ø   | 50 .             | 100        |                      |               |         |
|                                 | Black   | ا   | 30               | 72%        |                      |               |         |
|                                 | Cyan  | •   |                  | 69%        |                      |               |         |
|                                 | Magenta   | ١   |                  | 64%        |                      |               |         |
|                                 | Yellow  |   |                  | 65%        |                      |               |         |
|                                 | Ink Collecto  | r Unit  |                  |            |                      |               |         |
|                                 | Capacity  | ہ<br>س  | 50               | 100<br>61% |                      |               |         |
|                                 | Tray  |   |                  |            |                      |               | · 🔺     |
|                                 | Tray (A4)   |   |                  |            |                      |               |         |

| Authentication | Required   |
|----------------|--|
| ?              | http://192.168.4.195 is requesting your username and password. The site says: "Ri 100" |
| User Name:     | admin  |
| Password:      |  |
|                | OK Cancel  |
|                |  |

- 9. Click [Wireless LAN Settings (Simple)].
- 10. In the Security Method drop down list, select the security method used for the network settings
  - A. [Note] If you want to set Security Method to WEP/WPA2 Enterprise, please set on Wireless LAN Settings (Details)



- 11. Enter the wireless network name of the wireless access point/router.
- 12. Enter the wireless password for the wireless access point/router, and then select the [OK]

|          | RNPE99ABE Web                   | Image Monitor               |                          |                         |              |
|----------|---------------------------------|-----------------------------|--------------------------|-------------------------|--------------|
|          | Wireless LAN Sett               | ings (Simple)               |                          |                         |              |
|          |                                 |                             |                          |                         |              |
|          |                                 |                             |                          |                         |              |
|          | ОК С                            | ancel                       |                          |                         |              |
|          |                                 |                             |                          |                         |              |
|          | [Note] If the settings are inco | orrect, you may not be able | to connect to the netw   | vork.                   |              |
|          | Wireless LAN Settings           |                             |                          |                         |              |
| 1        | SSID                            | : Anajet University         |                          |                         |              |
| <b>–</b> | Security Method                 | : WPA2 Personal (WPA2-F     | PSK) 🗸                   |                         |              |
|          | Password                        | Already Set                 |                          |                         |              |
| 2        | New Password                    |                             |                          |                         |              |
|          | WPA Enterprise Settings         |                             |                          |                         |              |
|          | WFA Enterprise Setting:         | 5                           |                          |                         |              |
|          | Enterprise Settings             | : Wireless LAN Settings (I  | Details)                 |                         |              |
|          | [Note] If you want to set Sec   | urity Method to WPA/WPA     | 2 Enterprise, please set | on Wireless LAN Setting | s (Details). |
|          |                                 |                             |                          |                         |              |
|          |                                 |                             |                          |                         |              |
|          | ОК С                            | ancel                       |                          |                         |              |
|          |                                 |                             |                          |                         |              |

13. Wait for the Printerto restart and updateits settings

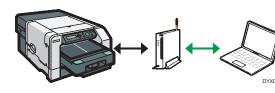
| RNPE99ABE | Web Image Monitor  |
|-----------|--|
| Updating  |  |
|           | e system is not currently possible due to configuration updating.<br>riefly until the device becomes online again, then click the link you want. |
| ОК        |  |

#### 12. Turn off the printer

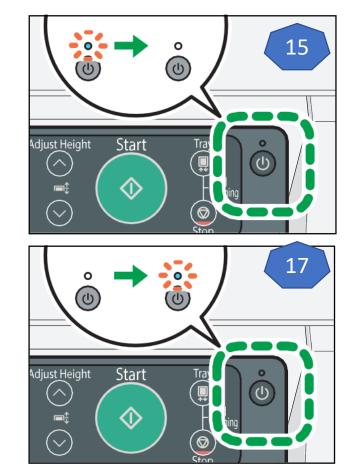
- 13. Check that the wireless access point/router is operating.
- 14. Remove the LAN cable and Plug the wireless LAN cable into the Ethernet port

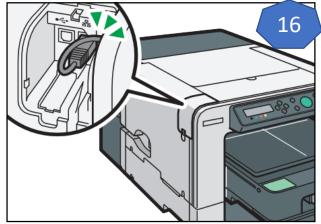
#### 15. Turn On the printer

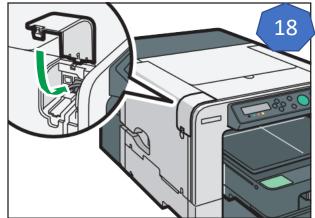
- A. It takes about 2 minutes to connect to the wireless access point/router.
- B. Wait for about 2 minutes after turning on the printer.
- 16. Close the port cover
- 17. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.
- 18. Load the print media in the tray.
  - A. If the wireless LAN signal is reported as being unavailable (0%) on the configuration page, the printer is not connected to the wireless access point/router.





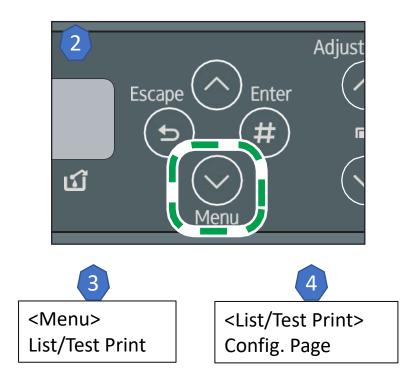




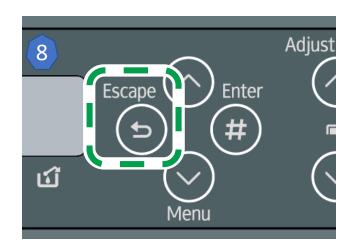


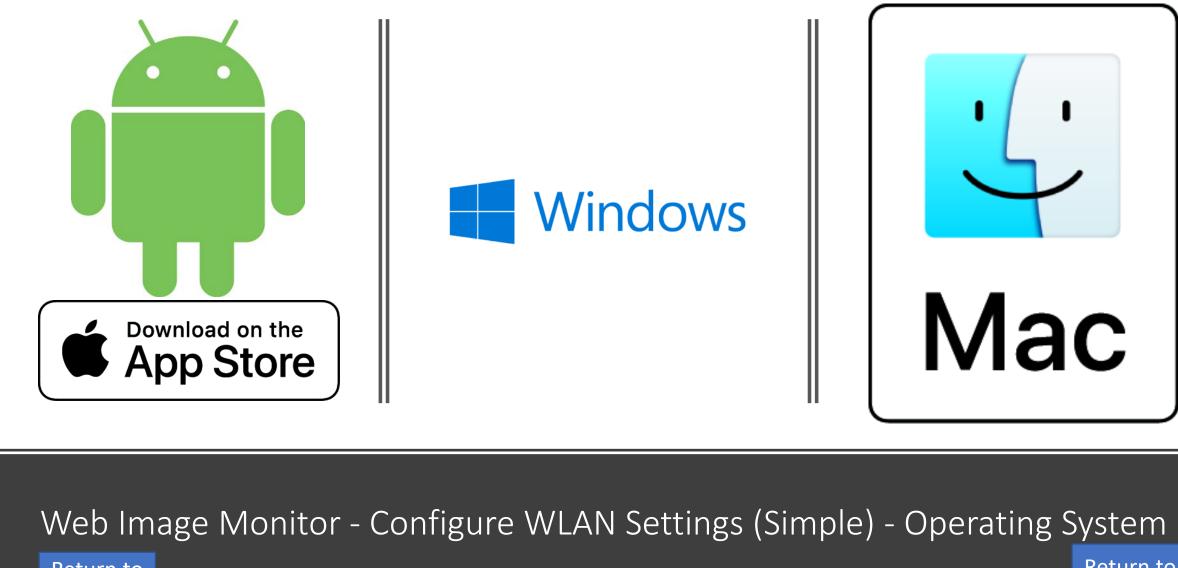
Web Image Monitor -Configure WLAN Settings (Simple) - Print Configuration page

- 1. Load print media in the cassette
- 2. Press the [▼/Menu] key
- Press the [▲] or [▼/Menu] key to display [List/Test Print], then press the [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Config. Page], and then press the [#Enter] key
- 5. Press the [Start] key. The Configuration page is printed
- 6. Set another print media
- 7. Print all configuration pages by repeating steps 5 and 6
- 8. Press the [Escape] key







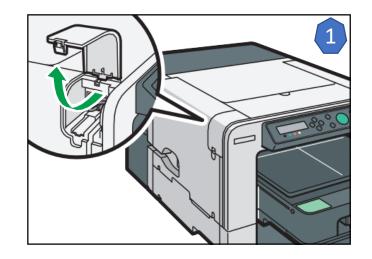


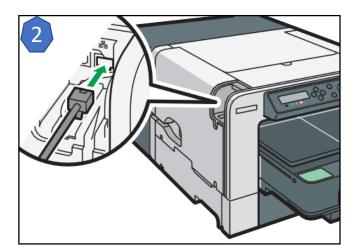
Return to Table of Contents

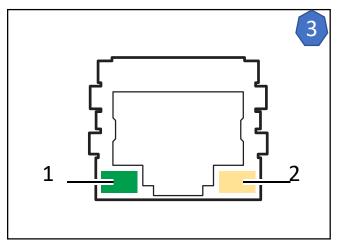
Click Icon to proceed to OS Driver Installation

Return to Table of Contents Web Image Monitor – Static IPv4 Setup -Connecting via Ethernet

- 1. Open the port cover
- 2. Plug the Ethernet cable into the Port
- 3. Connect the other end of the cable to the printer's network, such as to a hub. Check the LEDs on the Ethernet port
  - 1. Indicator (green): Lights whenever the printer is properly connected to the network
  - 2. Indicator (yellow): Lights whenever the printer is sending or receiving data via the network

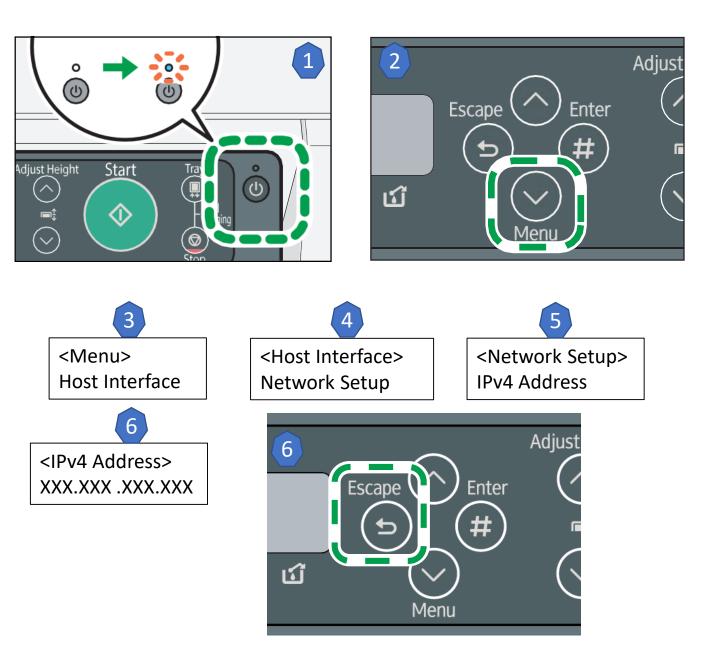




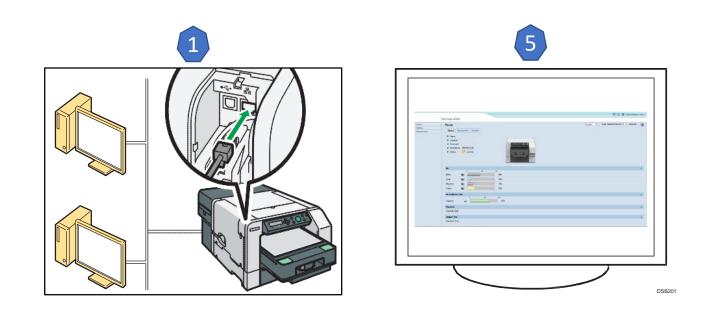


Web Image Monitor – Static IPv4 Setup -Confirm the Printer's IPv4 address

- 1. Press the [Power] key
- 2. Press the [ /Menu] key
- Press the [▲] or [▼/Menu] key to display the [Host Interface] menu, and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Network Setup], and then press [#Enter] key
- Press the [▲] or [▼/Menu] key to display [IPv4 Address], and then press [#Enter] key
- 6. After you have recorded the IPv4 Address, press the [Escape] key



- 1. Connect the printer and computer with an Ethernet cable before configuring the settings.
- 2. Check the security method employed by the wireless access point/router being used.
- 3. Check the printer's IP address.
- 4. Launch a customer preferred Web browser.
- 5. In the address bar, enter "http://(printer's IP address or host name)/".

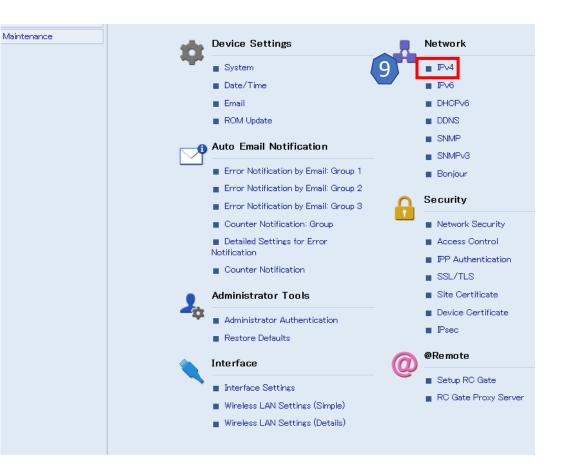


- 6. Click [Administrator Login].
- 7. Enter the user name and password, and then click [OK].
- 8. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
- 9. In the menu area, click [Settings].

| ← → C' ŵ                        | i 1   | 92.168.4.19 | 5/web/user/topPa | ige.cgi |           | ⊌ ☆                  | lii\          | •       |
|---------------------------------|---|-------------|------------------|---------|-----------|----------------------|---------------|---------|
| RNPE99ABE                       | Web Image Monite  | or          |                  |         |           | 6                    | Administrator | r Login |
| Home<br>Settings<br>Maintenance | Home<br>Status [<br>Name<br>Location<br>Comment<br>Host Nam<br>Status |             | ЗE               |         | English • | Auto Update Interval | 10 ▼ seconds  | 3       |
|                                 | Ink   | 0           | 50               | 100     |           |                      |               |         |
|                                 | Black   |             |                  | 72%     |           |                      |               |         |
|                                 | Cyan  | •           |                  | 69%     |           |                      |               |         |
|                                 | Magenta   |             |                  | 64%     |           |                      |               |         |
|                                 | Yellow  |             |                  | 65%     |           |                      |               |         |
|                                 | Ink Collecto  |             |                  |         |           |                      |               |         |
|                                 | Capacity  | ہ<br>س [    | 50               | 100 61% |           |                      |               |         |
|                                 | Tray  |             |                  |         |           |                      |               |         |
|                                 | Tray (A4)   |             |                  |         |           |                      |               |         |

| ĺ | Authentication    | Required  |
|---|-------------------|---|
| 7 | (?)<br>User Name: | http://192.168.4.195 is requesting your username and password. The site says: "Ri 100"<br>admin |
|   | Password:         |   |
|   |                   | OK Cancel   |

9. Click IPv4.



- 10. To use Static IP Address, DHCP will be switched to inactive
- 11. Enter the desired IP Address
  - To get an IP Address for the printer, contact your network administrator.
- Enter the desired Subnet Mask Address 12.
  - To get a Subnet Mask Address for the printer, contact your network administrator.
- Enter the desired Gateway Address 13.
  - To get a Gateway Address for the printer, contact your network administrator.
- Select OK to confirm the values entered 14.

| RNPE99ABE | Web Image Monitor  |
|-----------|--|
| IPv4      |  |
| OK        | Cancel   |
|           | icate that parameters obtained from DHCP server will take priority over the entry fields when DHCP is set to Active. |

Pv4 🗄 💿 Active 🛛 🔵 Inactive Ethemet + Wireless LAN (RNPE99ABE) Host Name \* RNPE99ABE 10 DHOP : 🔵 Active 💿 Inactive Notify Host Name to DHCP Server 🔅 💿 Active 🛛 🔵 Inactive DHOP Server :0.0.0.0 :0 second(s) Lease Time (anajet.local) Domain Name \* 11 📕 Use Domain Name 🖲 Active 🛛 🔵 Inactive : 192,168,4,195 (192.168.4.195) IPv4 Address \* (255,255,128.0) 🔳 Subnet Mask \* :255.255.128.0 12 AutoP 🔅 💿 Active 🛛 🔵 Inactive Details 13 (192.168.1.10) Default Gateway Address \* 192.168.1.10 (0.0.0.0)DNS Server1 \* (0.0.0.0)DNS Server2 \* DNS Protocol Priority 🖲 🕑 Pv4 🔵 🗗 🔘 LPR(515) 💿 Active 🛛 🔵 Inactive DIPRINT(9100) 🛛 💿 Active 🛛 🔵 Inactive PP(80/631) 🛛 💿 Active 🛛 🔵 Inactive WSD (Device) 🔅 💿 Active 🛛 🔵 Inactive WSD (Device) Port Number 53000 WSD (Printer) : 💿 Active 🛛 🔵 Inactive WSD (Printer) Port Number :53001 second(s) WSD (Printer) / IPP Timeout :900 LLTD 🗄 🔵 Active 🛛 💿 Inactive OK Cancel

14

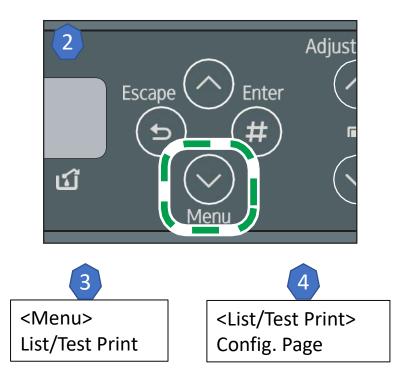
- 15. Wait for the Printer to restart and update its settings
- 16. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.



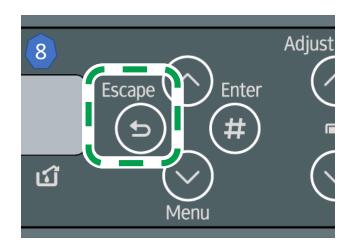
Web Image Monitor – Static IPv4 Setup - Print Configuration page

- 1. Load print media in the cassette
- 2. Press the [▼/Menu] key
- Press the [▲] or [▼/Menu] key to display [List/Test Print], then press the [#Enter] key
- Press the [▲] or [▼/Menu] key to display [Config. Page], and then press the [#Enter] key
- 5. Press the [Start] key. The Configuration page is printed
- 6. Set another print media
- 7. Print all configuration pages by repeating steps 5 and 6
- 8. Press the [Escape] key

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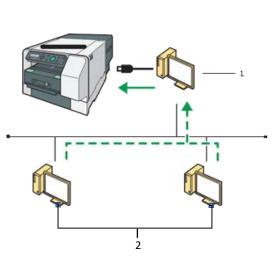


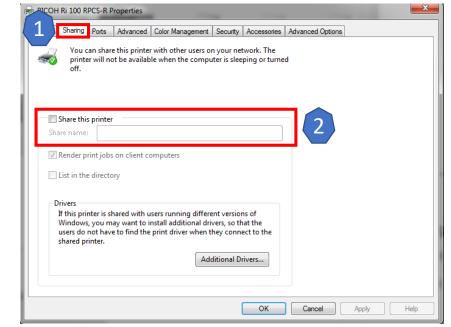


#### Return to Appendix

## Printer Sharing PC

- 1. To enable printer sharing, open printer properties and go to the sharing tab.
- 2. Click the printer
- 3. Enable additional functions as needed
- 4. Press OK to complete actions





| General  | Sharing   | Ports              | Advanced     | Color Management   | Security     | Accessories          | Advanced Options |  |
|----------|---|--------------------|--------------|--|--------------|----------------------|------------------|--|
|          |   |                    |              | r with other users o<br>le when the comp                               |              |                      | d                |  |
| Sha<br>🔽 | Share this<br>ire name:<br>Render pi<br>List in the | RIC                | OH Ri 100 RI |  |              |                      | 3                |  |
|          | Windows   | , you m<br>not hav | ay want to i | sers running differ<br>nstall additional dr<br>print driver when<br>Ad | ivers, so th | at the<br>ect to the |                  |  |
|          |   |                    |              |  |              |                      |                  |  |

Return to Appendix