



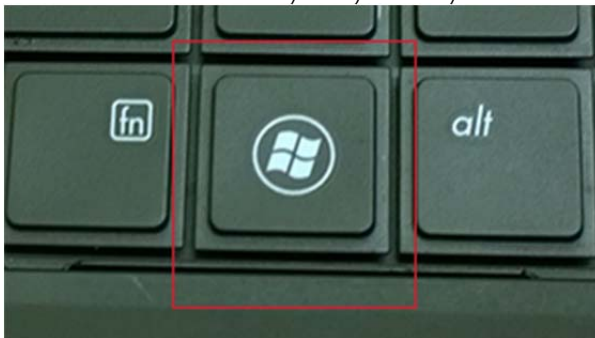
SOP – Configure Ricoh printer in Win7 for FBV

1 Preparations

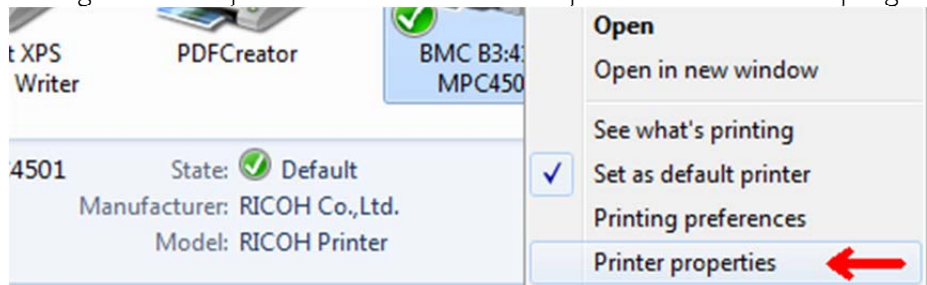
- 1.1 The printer needs to be installed using PrintGUI to ensure correct driver. See separate instruction if you need to run PrintGUI.

2 Set user code for the printer

- 2.1 Press the Windows-key on your keyboard and open "Devices and Printers".

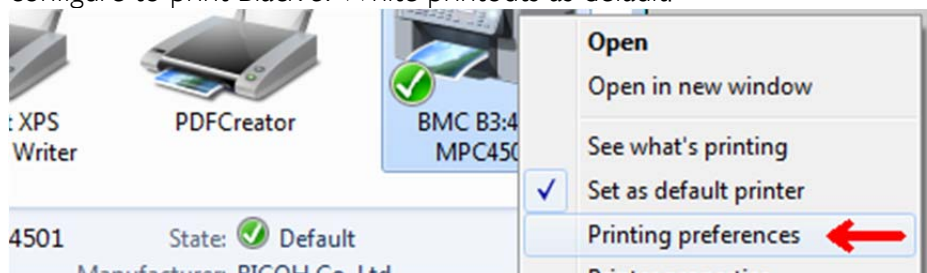


- 2.2 Right click on the printer and select "**Printer properties**". This will read current settings from the printer to determine if the printer can handle stapling and more.



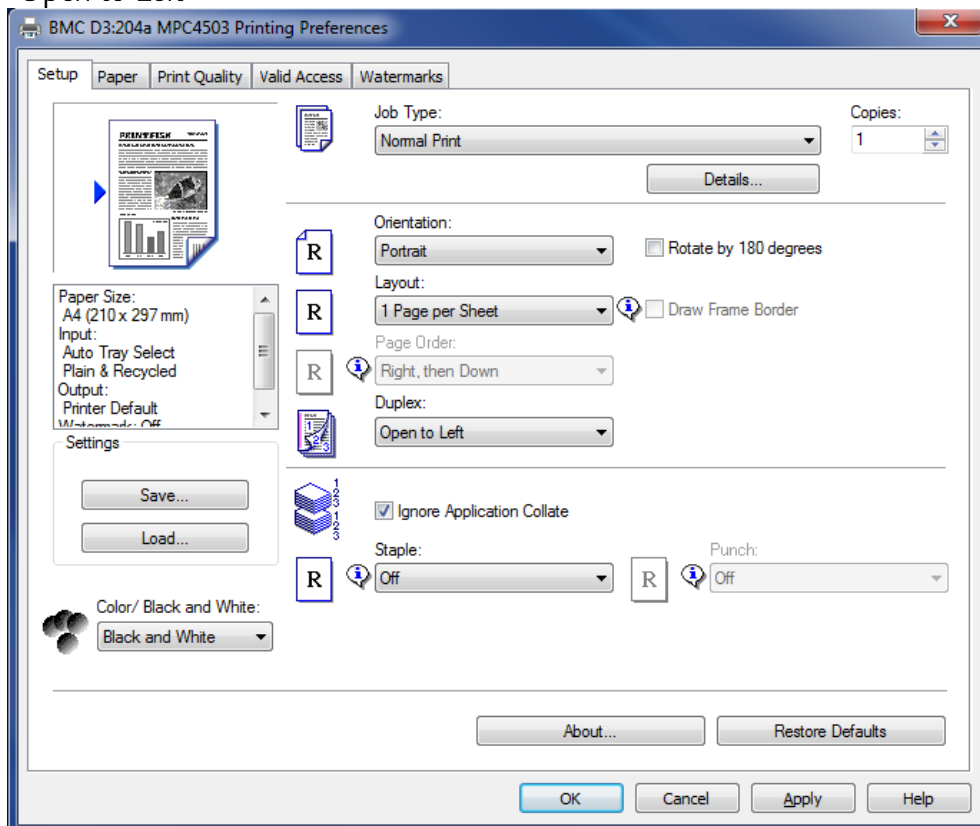
- 2.3 Press the "OK"-button to close the printer properties.

- 2.4 Right click on the printer and select "**Printing preferences**". Here you can configure to print Black & White printouts as default.

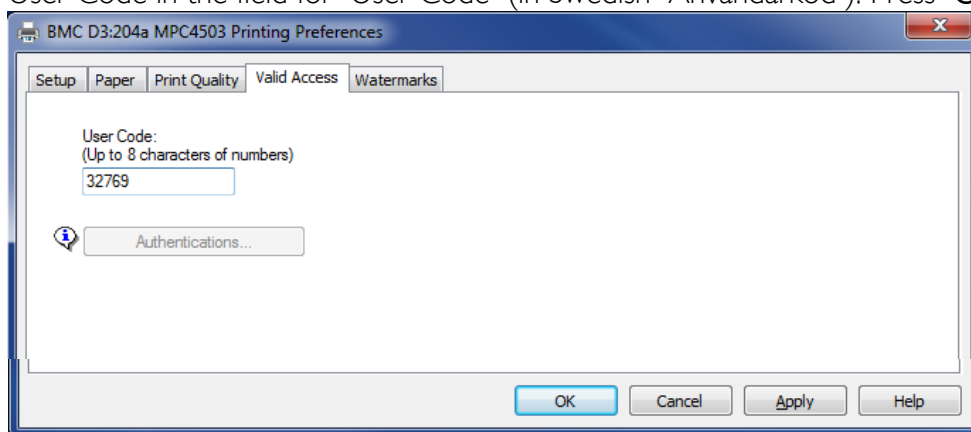




- 2.5 Set color to "Black and White" (or in Swedish "Svartvitt") and set Duplex to "Open to Left":



- 2.6 Click on the tab "Valid Access" (in Swedish "Detaljerade inst") and enter your User Code in the field for "User Code" (in Swedish "Användarkod"). Press "OK".



2.7

- 2.8 Test to print. You might first have to close the program you're trying to print from and reopen it for the program to read the new settings.