DOWNLOADING RICOH PRINTER DRIVERS

1. Download Ricoh printer drivers from <https://www.ricoh.ca/en-CA>

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1. On the top row options:
   1. Click on **Support & Downloads**
   2. On the left side of the Windows. Click on **Support**

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1. After clicking on Support. Click **Drivers & Software**

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1. In the search box on the left side of the window
   1. Input(Type) the model number of the printer e.g. IM 5000 or IM C400F
   2. Click the search magnifying glass or press the Enter/Return button on the keyboard

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1. On the next screen under **the Drivers tab.** Click on the printer **model number** e.g. **IM 5000**

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1. On the next screen, accept the software license agreement. Click on **I Agree**

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1. Choose your computer Operating System (OS) either **Windows** or **Mac OS X**

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1. Under title heading labelled **Choose your OS** Click on the **arrow** on the left side **of** theOS either Windows or **Mac OS X**
   1. **Select the appropriate OS version**

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1. After selecting the appropriate OS version
   1. Click on the **Dropdown Arrow** on the left side of the OS version

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1. The printer driver will be available**.** Click on **Download**

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1. **Save the driver on your computer. Somewhere you can access the downloaded file.**

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