

**Procedure for Setting Up the Virtual Machine Unit  
for TotalFlow Print Server Type S9 Option**

These materials describe the various settings that are set when installing the Virtual Machine Unit for TotalFlow Print Server Type S9 option. The procedures described in these materials are implemented by the user.

Do the three following settings, 1 to 3: Number 4 is included as a reference.

1. Settings procedure for the Configuration Wizard
2. Activation procedure for the Windows license
3. Procedure to backup Windows
4. Procedure to restore Windows

1. Settings procedure for the Configuration Wizard

A screen appears to do the following settings for Windows the first time that Windows is started after Ricoh VM is installed. (Note: The Ricoh VM installation and changes to the motherboard settings are done by a Ricoh service technician.)

- Windows display language
- Network settings
- User password settings
- Domain settings
- Prep license settings

The above items are explained here.

(1) **Settings screen for the Windows display language**

Set the language that is displayed in Windows on this screen.

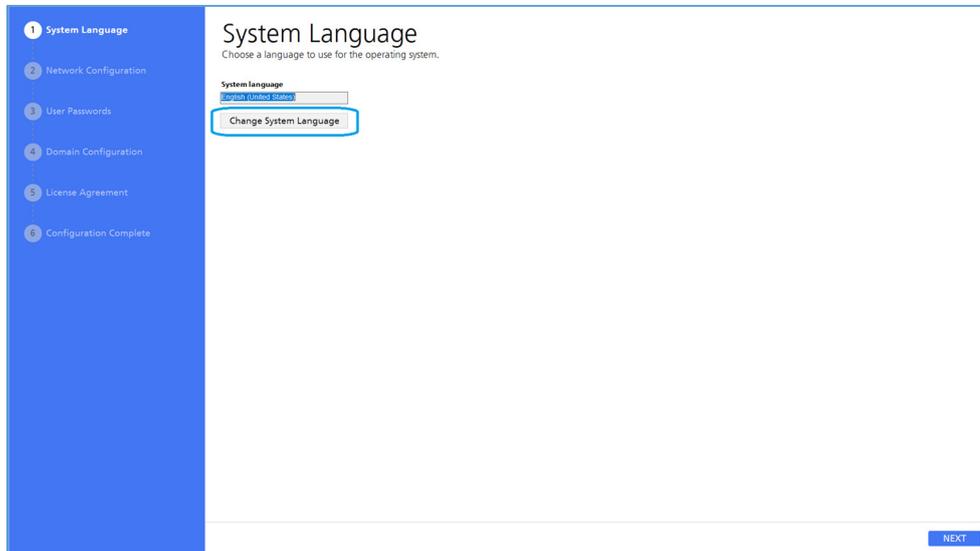


Diagram 1. Language settings

The setting procedure starts by pressing the [Change System Language] button. After that, the [Add languages] screen shown below opens. In this screen, select a language to change, and then press the [Add] button.

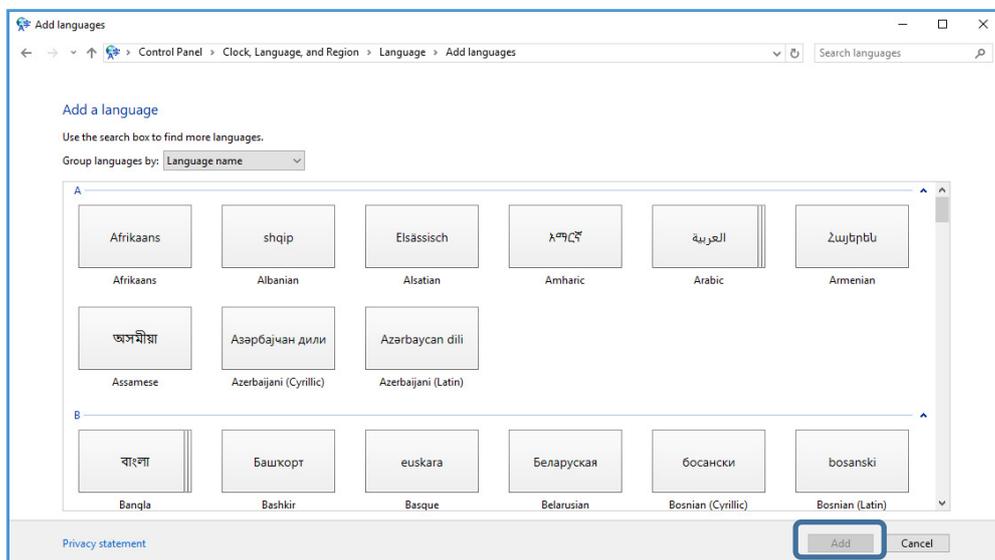


Diagram 2. Add language screen

Next, the [Language] screen shown below opens. Select the language you added, and then press the [Move up] button.

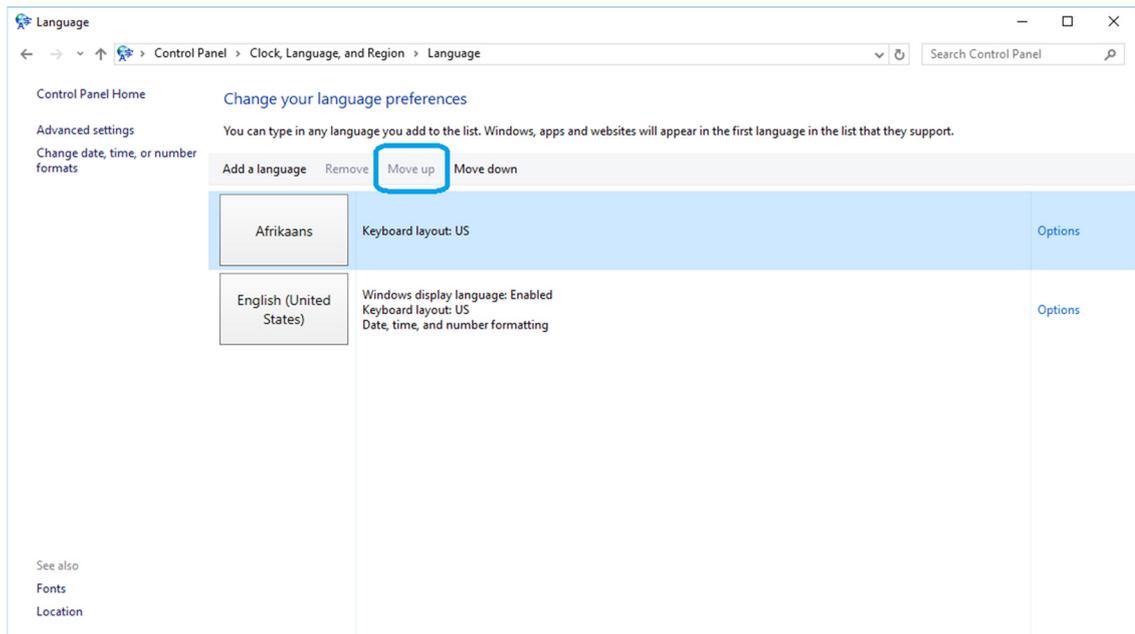


Diagram 3. Language screen

After that, press the [x] button in the upper right, and when the screen in diagram 2 appears, press the [NEXT] button.

(2) Network configuration screen

On the language settings screen, press the [NEXT] button to open the [Network Configuration] screen shown below.

**System Language** (checked)

**2 Network Configuration** (active)

3 User Passwords

4 Domain Configuration

5 License Agreement

6 Configuration Complete

## Network Configuration

Verify the network settings. To change any of the value, click Change Settings to open the Windows Network Connections dialog. For more information, refer to Windows documentation.

Mode: DHCP

IPv4 address: 169.254.71.54

Subnet mask: 255.255.0.0

Gateway address:

DNS server:

**Change Settings**

BACK NEXT

Diagram 4. Network configuration screen

Do the network settings for Windows in this screen. The external network settings for Windows are the network settings that are done in this screen.

Press the [Change Settings] button to open the [Network Connections] screen shown in diagram 5, so you can do the network settings. Do the settings for the Xen PV Network Device #0.

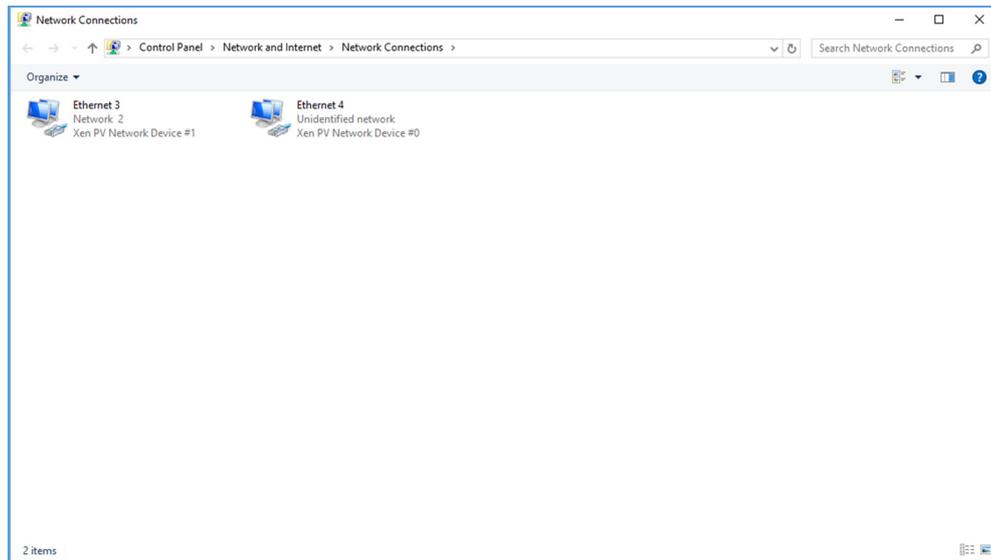
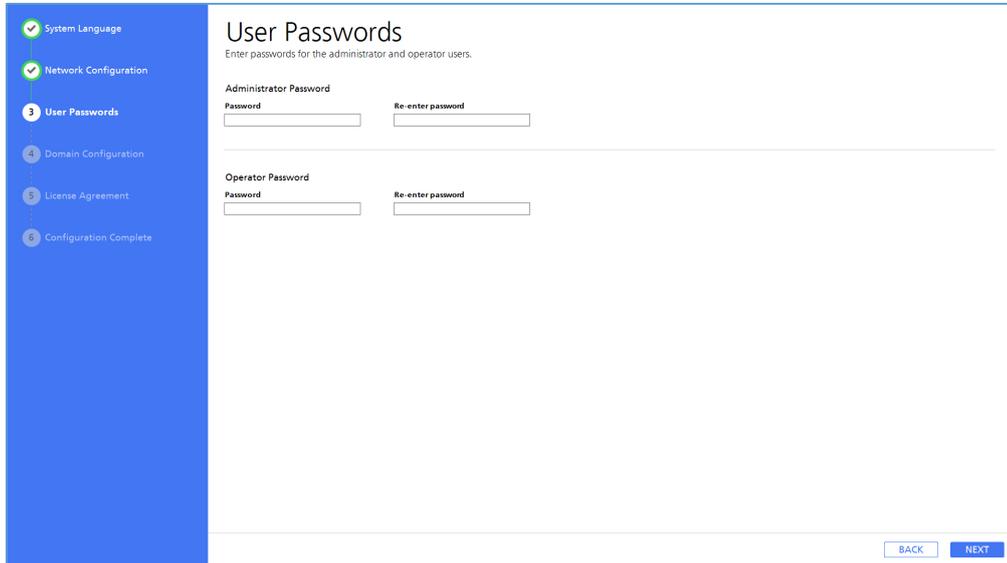


Diagram 5. Network connections

Confirm the network settings with your IT administrator, and then input and set the necessary information.

(3) User password settings

Do the user password settings for Windows in this screen. An administrator and regular user are registered in the default state.



The screenshot shows the 'User Passwords' configuration window. On the left is a blue sidebar with a progress indicator showing six steps: 1. System Language (checked), 2. Network Configuration (checked), 3. User Passwords (active), 4. Domain Configuration, 5. License Agreement, and 6. Configuration Complete. The main area is titled 'User Passwords' with the instruction 'Enter passwords for the administrator and operator users.' It contains two sections: 'Administrator Password' and 'Operator Password'. Each section has a 'Password' field and a 'Re-enter password' field. At the bottom right, there are 'BACK' and 'NEXT' buttons.

Diagram 6. User password settings

If you forget your password in the future, this software must be reinstalled. You should be very careful not to lose this password.

(4) Domain settings screen

Do the domain settings for Windows in this screen.

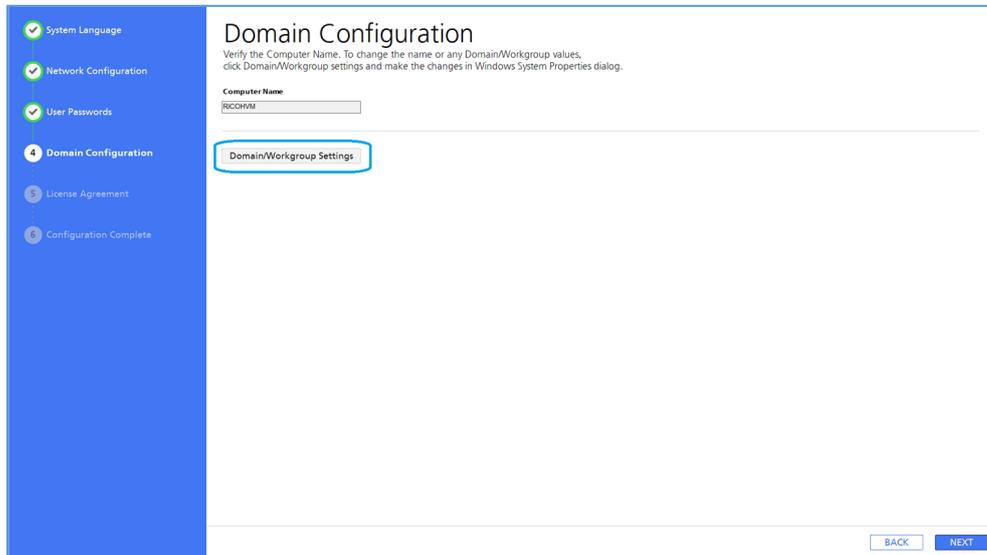


Diagram 7. Domain configuration settings

Press [Advanced Settings] to open the screen shown below.

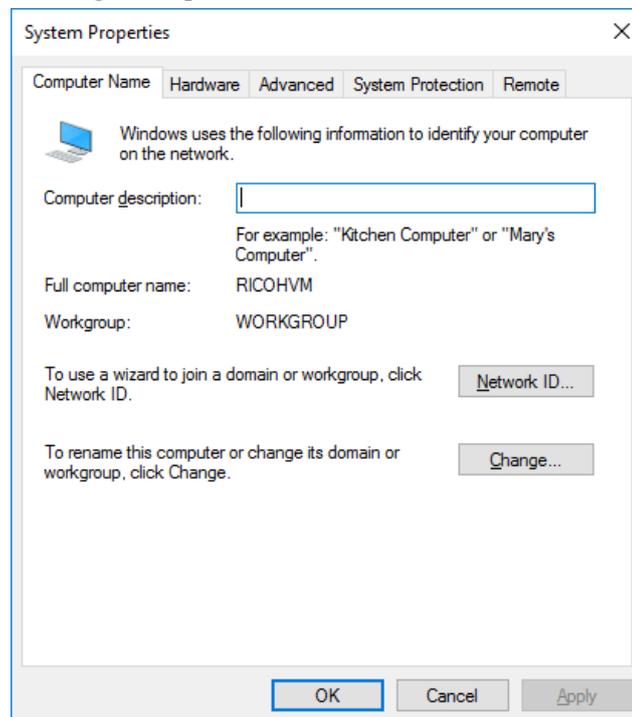


Diagram 8. System properties screen

Confirm the domain settings with your IT administrator, and then input and set the necessary information according to your environment.

(5) TotalFlow Prep trial version settings screen

Do the settings for the trial version of TotalFlow Prep in this screen. If you will be using the trial version of TotalFlow Prep, select [I accept the terms of the Ricoh Software License Agreement] and select [Enable TotalFlow Prep 60-day Trial]. You can now use TotalFlow Prep free for 60 days.

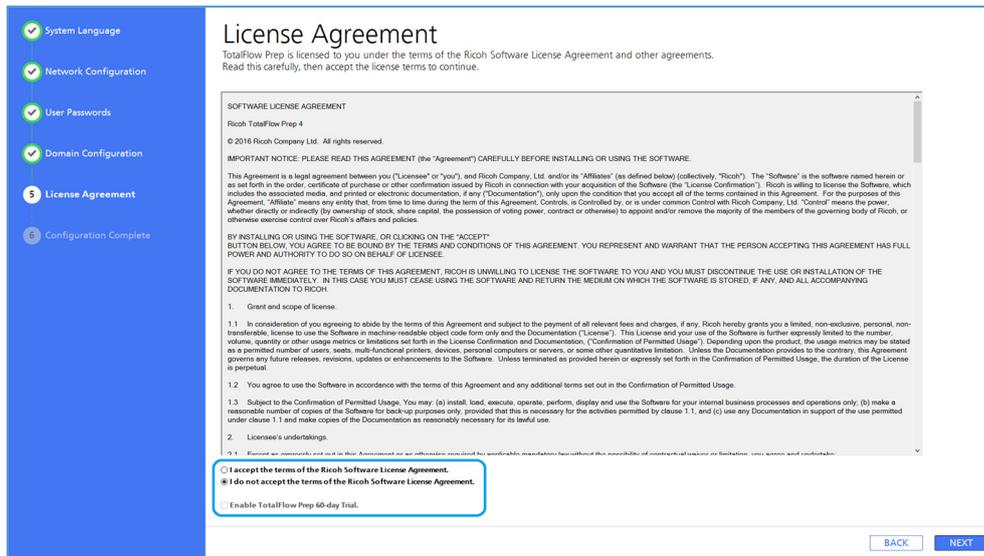


Diagram 9. License agreement

(6) Settings complete screen

When this screen appears, the settings are complete.

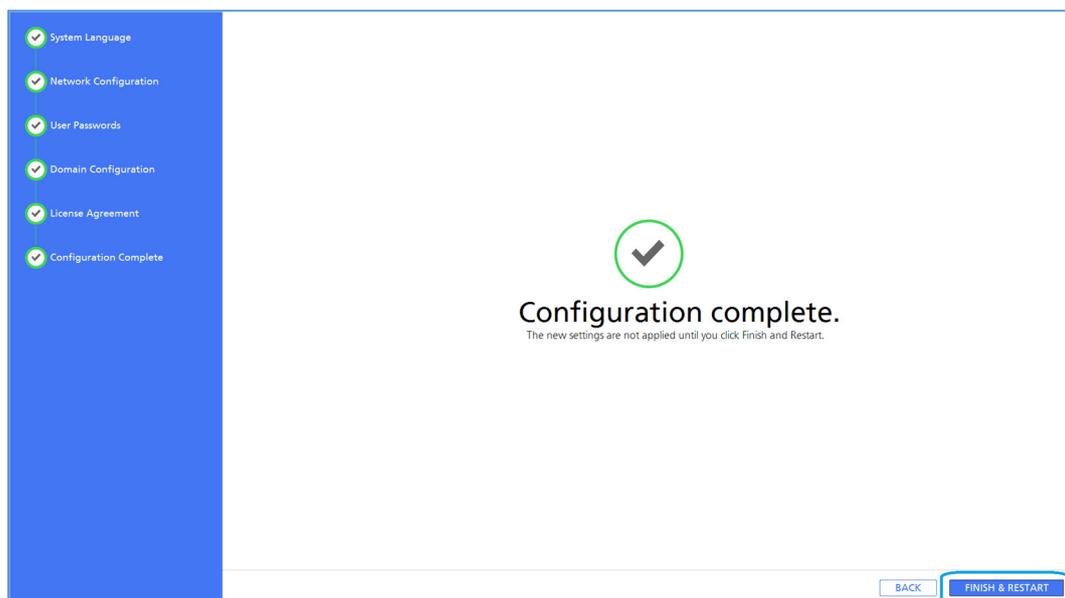


Diagram 10. Setup complete screen

Press the [FINISH & RESTART] button to restart Windows.

## 2. Activation procedure for the Windows license

- (1) After starting up Windows, log on with administrator's rights when the screen for logging on appears.
- (2) Open the [Settings] screen from the Windows menu and select [Update & security].

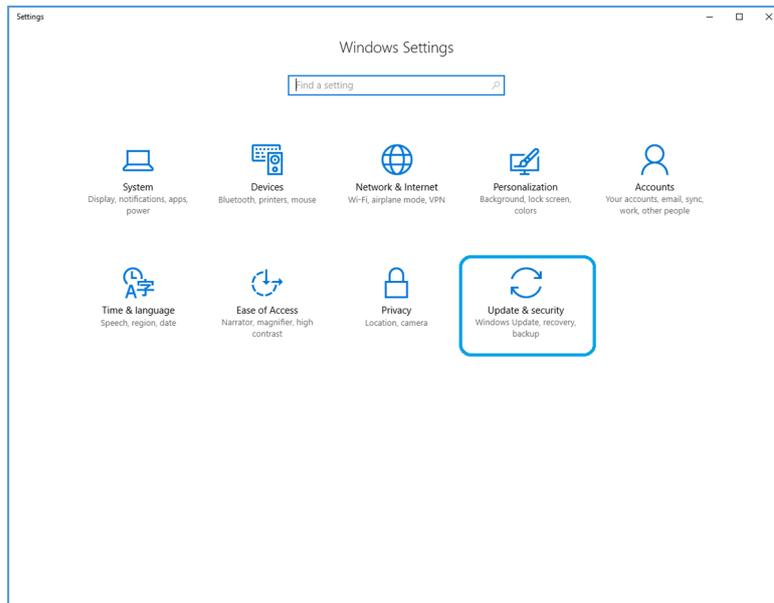


Diagram 11. Setup screen

- (3) Select [Activation] from the list of menus on the left.

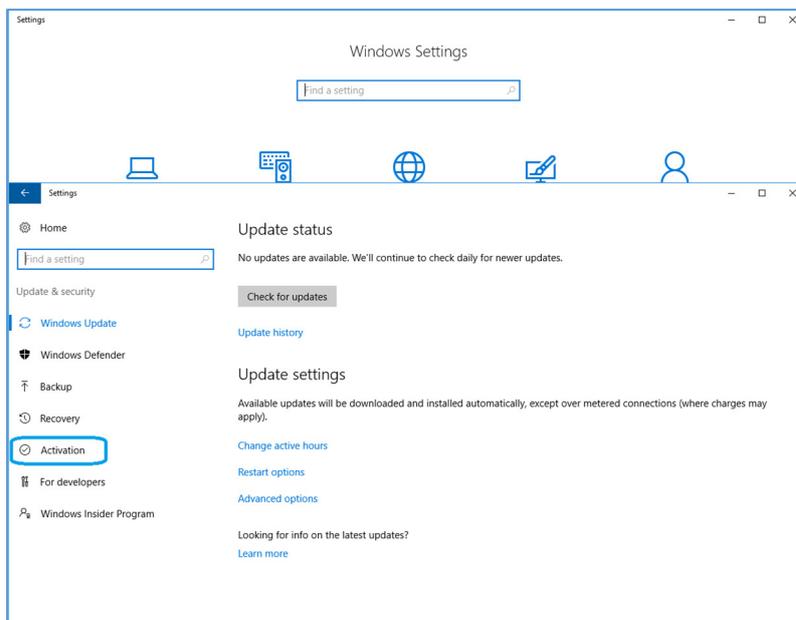


Diagram 12. Update and security screen

- (4) On the screen shown below, press [Change product key] in [To install a new product key, select change product key] in [Activate Windows Now].

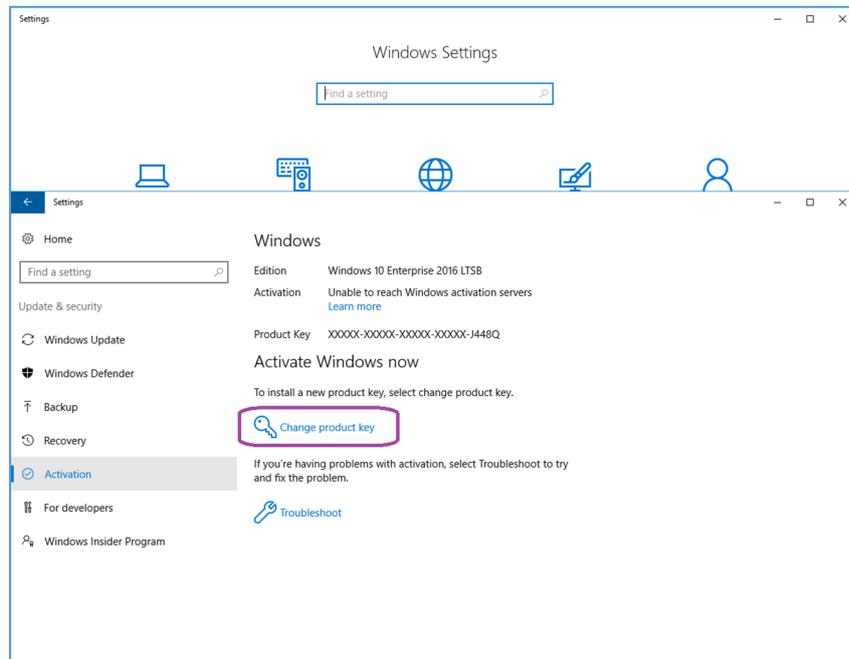


Diagram 13. Activation screen

- (5) The Certificate of Authenticity (CoA) sticker is affixed to the cover of the printed version of this manual. Confirm the product key.

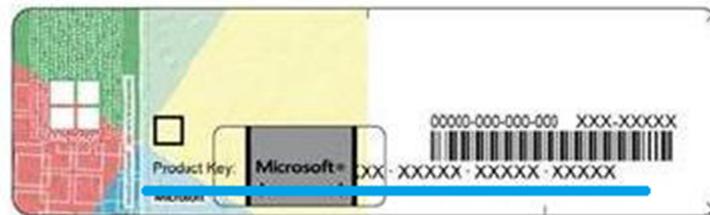


Diagram 14. Location where product key is noted

- (6) Type in the product key.

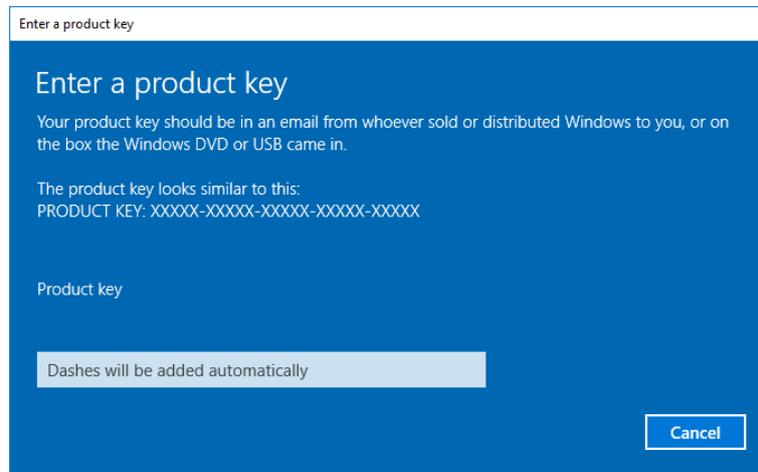


Diagram 15. Enter a product key screen

- (7) The screen shown above automatically changes to the screen shown below. Press [Read the Microsoft Software License Terms] and confirm the terms of the license. After you confirm them, press the [Next] button.

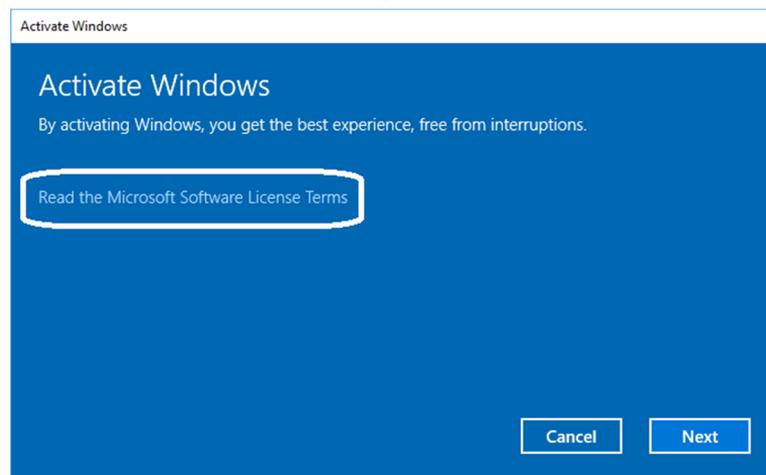


Diagram 16. Activate Windows screen

(8) When the following screen appears, the license activation is complete.

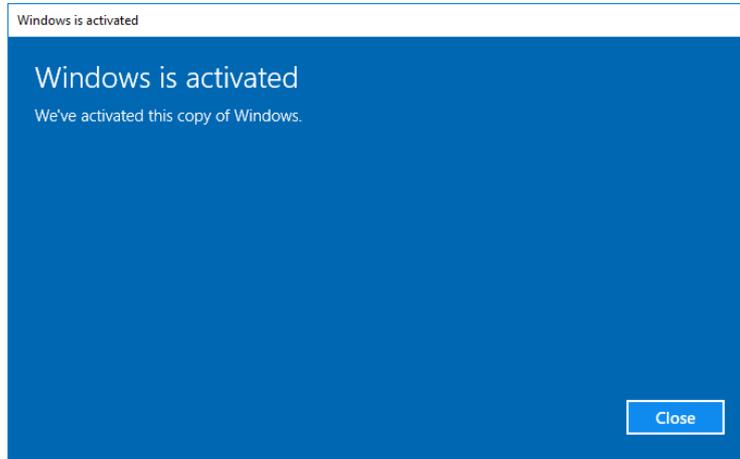


Diagram 17. Windows is activated screen

If you cannot connect to the internet due to network settings, the screen shown below opens. Press [Close] to close the screen, and then confirm the network settings for Windows. Also, if this screen opens, have your network administrator check the network settings.

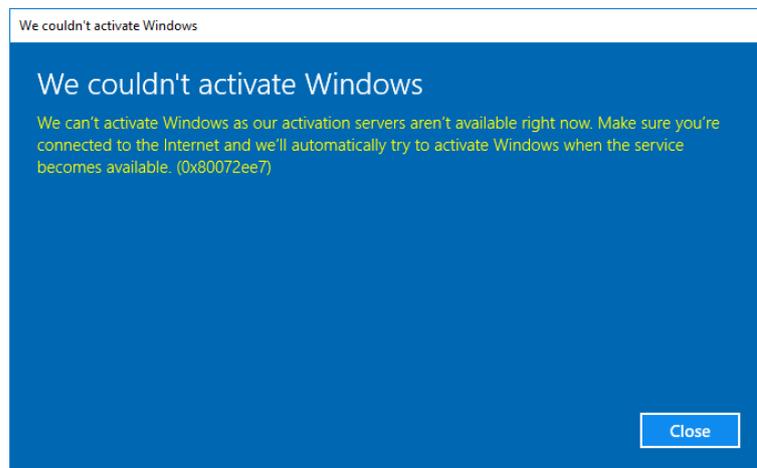


Diagram 18. License activation failed screen

3. Procedure to backup Windows

- (1) Insert a USB memory device into the USB port on the front of the DFE unit.  
Also, use a USB memory device that has a capacity of 64 GB to 1 TB. The size of the backup varies depending on how Windows is used.
- (2) Open the following screen on the printer's operator control panel (OCP).

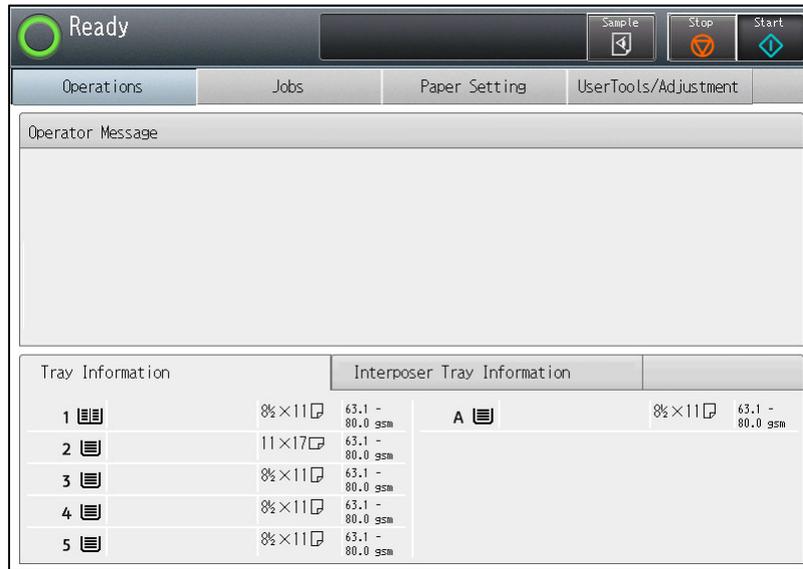


Diagram 19. Operator panel screen

- (3) Press the [Stop] button.
- (4) Press the [UserTools/Adjustment] button to open the screen shown in the diagram below.

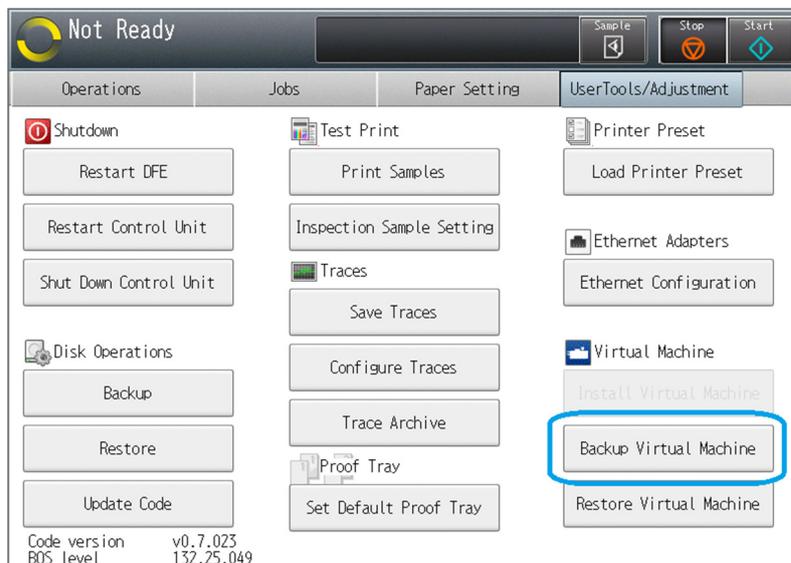


Diagram 20. UserTools/Adjustment screen

- (5) Press the [Backup Virtual Machine] button on the screen shown above.

- (6) When the screen shown below appears, press the [OK] button.

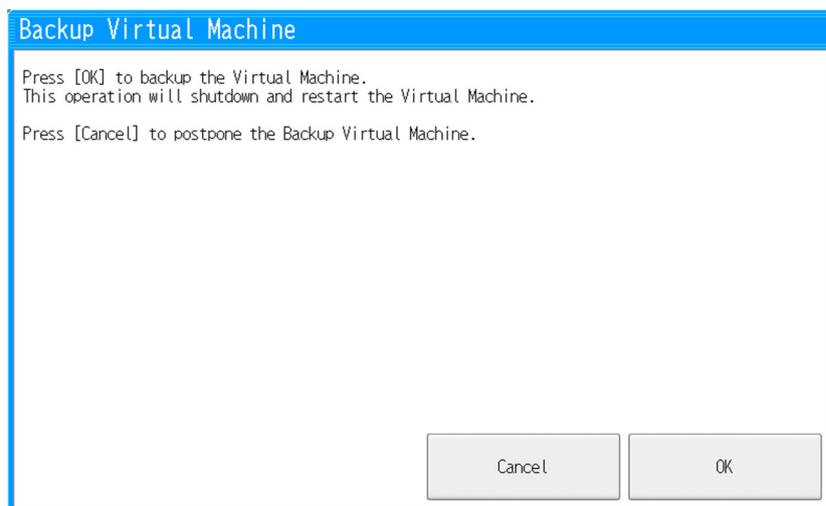


Diagram 21. Backup Virtual Machine screen

- (7) Pressing the [OK] button on the screen shown above starts the backup.

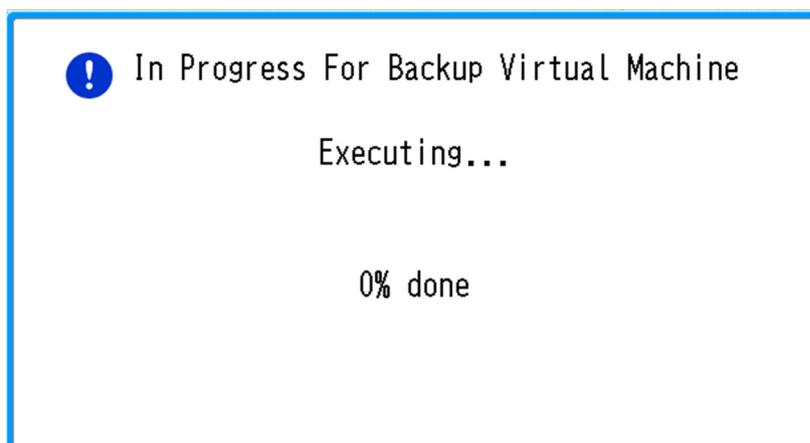


Diagram 22. Backup execution screen

- (8) When the backup is complete, Windows automatically starts up.

4. Procedure to restore Windows

- (1) Insert the USB memory device, on which the backup image is stored, into the USB port on the front of the DFE unit.
- (2) Open the following screen on the printer's operator control panel (OCP).

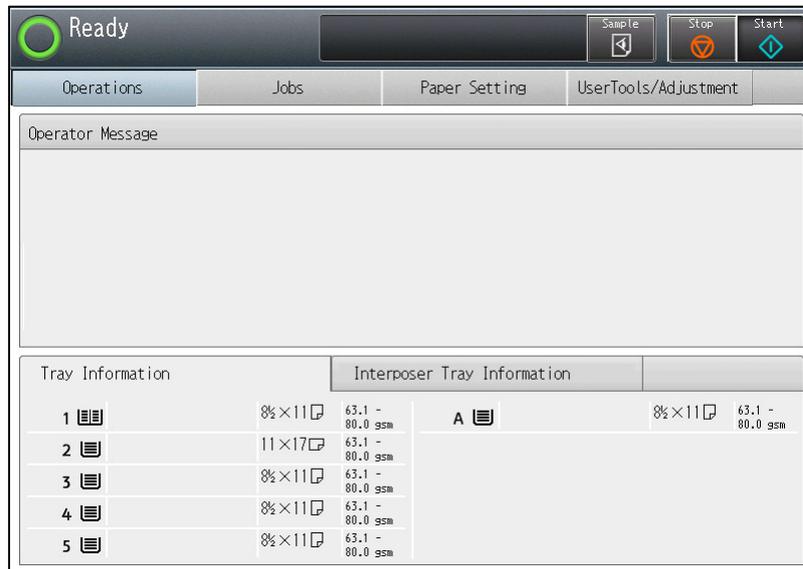


Diagram 23. Operator panel screen

- (3) Press the [Stop] button.
- (4) Press the [UserTools/Adjustment] button to open the screen shown in the diagram below.

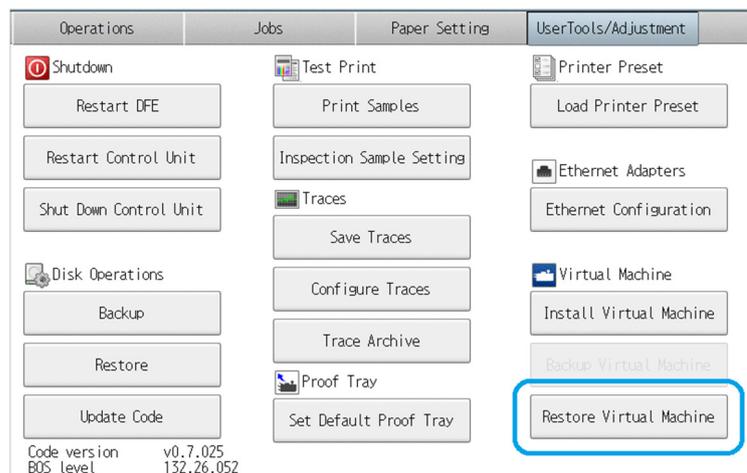


Diagram 24. UserTools/Adjustment screen

- (5) Press the [Restore Virtual Machine] button on the screen shown above.

- (6) When the screen shown below appears, press the [OK] button.

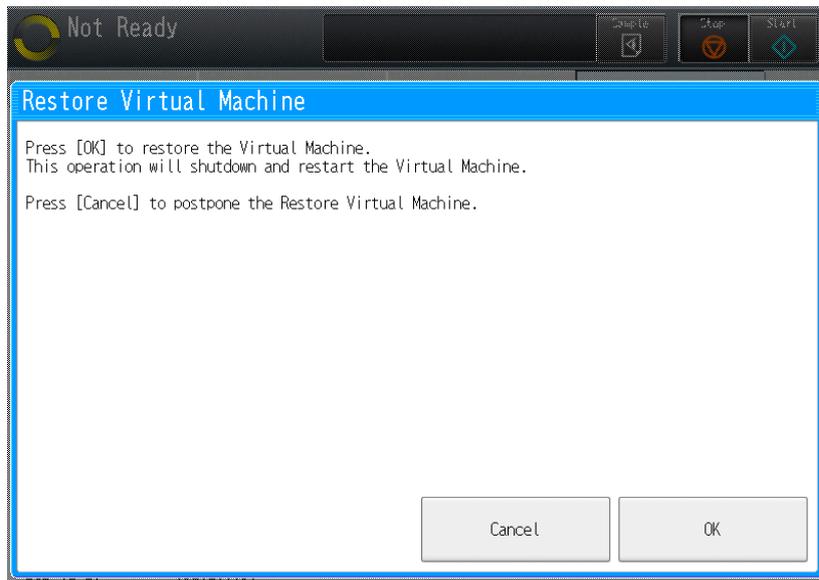


Diagram 25. Restore Virtual Machine screen

- (7) Pressing the [OK] button on the screen shown above starts the restoration.

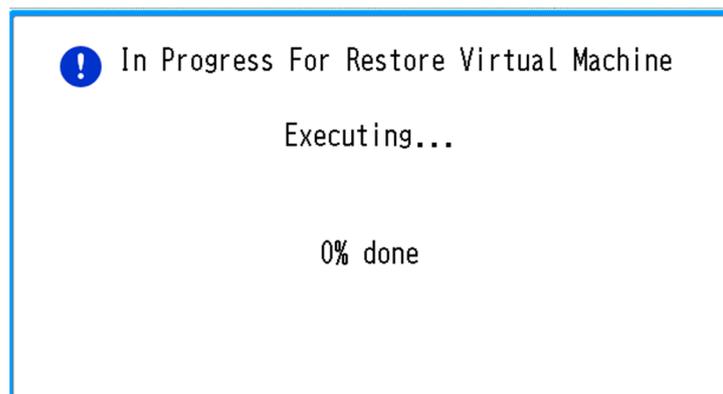


Diagram 26. Restore execution screen

- (8) When the restoration is complete, Windows automatically starts up.