

SP C250SF/SP C252SF Color Multifunction Printers Getting Started Guide

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Ricoh Help Desk: 1-800-RICOH38 (742-6438), Option #1



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Preface

This guide explains how to connect the RICOH SP C252SF Color Multifunction Printer (hereinafter called "printer") to your computer, install supplied software, and perform basic scanning operations. For detailed information on other supported features, such as copying, printing and faxing, please refer to the *Operating Instructions*.

Guides for This Solution

The following guides are available for the RICOH SP C252SF:

- Getting Started Guide (this document).
- **Operating Instructions** This comprehensive guide (on CD) explains how to use the machine, for example, how to configure system settings, and how to copy, print, scan and fax. The guide also contains trouble-shooting, such as those related to printing and paper misfeeds, and important information about types of paper and replacing consumables.
- Quick Installation Guide This reference explains how to unpack and install the printer.
- Wi-Fi Settings Guide This reference explains how to configure the printer for communication with a wireless router (access point).
- Initial Guide for Fax This reference describes the installation and basic operation of the fax function.
- Control Panel Diagram This reference identifies function keys on the printer's control panel.
- Safety Information This guide contains instructions and notes on the safe operation of the machine.

How to Read This Guide

The following conventions are used in this guide.

Convention	Description
Important:	Indicates key information.
Note:	Indicates supplementary information.
Bold Face	Indicates specific item, e.g., screen title or document name.
[Button Name]	Indicates button/tab on printer control panel or computer screen.



Acronym Reference

Acronym	Full Name
AES	Advanced Encryption Standard
ADF	Automatic Document Feeder
AP	Access Point (Wi-Fi Router)
DHCP	Dynamic Host Configuration Protocol
dpi	dots per inch
IP	Internet Protocol
JPEG	Joint Photographic Experts Group
LAN	Local Area Network
MFP	Multifunction Printer
PBC	Push Button Connect
PDF	Portable Document Format
PIN	Product Identification Number
PSK	Pre-shared Key
SSID	Service Set Identifier
TIFF	Tagged Image File Format
ТКІР	Temporal Key Integrity Protocol
URL	Uniform Resource Locator
USB	Universal Serial Bus
WEP	Wired Equivalent Privacy
Wi-Fi	Wireless Fidelity
WPA	Wi-Fi Protected Access
WPS	Wi-Fi Protected Setup



STEP 1 Before You Begin

Before proceeding, please review **1.1 – 1.3**.

1.1 Unpack Machine

This guide assumes that the printer has been unpacked. For details, see the *Quick Installation Guide* included with the machine. We also recommend that you copy the *Operating Instructions* from the supplied CD to a folder on your computer, for easy reference.

1.2 Choose Setup Method

There are three ways to set up (connect) the printer to your computer. Choose the method that best meets your configuration requirements.

Interface Type	Connection	Requirements
USB Cable	Local – Printer is connected directly to your computer via a USB cable.	User-supplied USB 2.0 cable (Type B) Note : A USB cable consists of one square plug and one rectangular plug.
2 Network Cable	Wired – Printer is connected to your computer (e.g., on the business/home network) via a network (Ethernet) cable.	User-supplied network cable (10Base-T or 100Base-TX)
Wireless Network	Wireless – Printer is equipped with an internal wireless LAN interface that enables cable-free connection to your computer.	User-supplied Wi-Fi router (access point)

1.3 Navigate Printer Settings

Instructions in this guide will require you to select various network and interface settings through the printer's control panel. Keys that you will use most frequently are outlined below.



Item	Кеу	Description
1.	[User Tools]	Press to display all printer system and network settings.
2.	Scroll [▲] [▼][◀] [▶]	Press to scroll the screen up or down, left or right, to display settings or to adjust values. <i>Note:</i> When entering text, via the alphanumeric keypad, use the left scroll key [◀] to erase characters from right to left.
3.	[OK]	Press to select a highlighted setting.
4.	[Escape]	Press to return to previous screen or exit screen.
5.	Selection [Press key directly below the text to execute a function.

Note: For further information on control panel keys, please refer to the *Operating Instructions*, p24.



STEP 2 Connect Printer

This section explains how to connect the printer to your computer based on the setup method you selected in <u>1.2 Choose Setup Method</u>.

2.1 USB Connection

A <u>USB cable</u> directly connects the printer to your computer. Even if the computer that you are connecting to is networked, you can still connect the printer according to the procedures outlined below.

To make a USB connection, proceed as follows:

- 1. Turn printer power switch Off.
- 2. Insert USB cable (rectangular plug) firmly into computer's USB port.
- <u>Before</u> inserting the USB cable (square plug) into the printer's USB port, install the USB Printer/Scanner drivers. See <u>3.1 USB Quick Install</u>. Note: During software installation, you will be prompted to connect the USB cable (square plug) to your printer, and turn the printer on.



2.2 Network Connection

Network connections include wired and wireless...

2.2.1 Wired (Ethernet) Connection

In a wired configuration, a network (Ethernet) cable connects the printer to your network hub (router) or switch.

Important: The printer cannot connect to a wired (Ethernet) network and wireless LAN simultaneously.

To make a wired connection, proceed as follows:

- 1. Confirm that printer's power switch is Off.
- 2. Plug network cable into printer's Ethernet port.
- 3. Turn printer power switch On.
- 4. Next, install the Network Printer/Scanner drivers. See <u>3.2 Network Quick Install</u>.





lows Security

and pas

The server www.routerlogin.net at NETGEAR R6200v2 requires a userna

OK Cancel

Warning: This server is requesting that your username and passw sent in an insecure manner (basic authentication without a secure

2.2.2 Wireless Connection

There are three setup methods used to wirelessly network the printer to your computer, using a Wi-Fi router – two *Easy Setup* methods and one *Manual Setup* method. Which method you use depends on the router being used, specifically, whether or not it has a Wi-Fi Protected Setup[™] (WPS) button, a feature that simplifies configuration.

Easy Setup:

- <u>PBC (WPS) Method</u>: The Push Button Connect (PBC) method is recommended, as it enables fast setup when using a router that supports WPS.
- <u>PIN Method</u>: If your router supports WPS, but does not have a dedicated WPS button, use this method.

Manual Setup:

• <u>Manual Method</u>: If your router does not support WPS, follow the Manual Method instructions.

Important:

- If using the PIN Method or Manual Method, you will need information about your Wi-Fi router (listed below). During configuration, this information will be necessary to enable the printer to communicate with your router. If you do not have this information available, please ask your Wi-Fi installer, corporate Help Desk or router manufacturer before proceeding.
 - SSID (e.g., NETGEAR30)
 - Security Option (e.g., WPA2)
 - Network Key / Passphrase (e.g., WPA2 password)
- To access your router's web page, you must have login credentials (username and password).

N E T G E A I R6200v2	₹ ge	nie		Logout Firmware Version
BASIC		ADVANCED	A router firmware upgrade is available.	Auto
Home	•)	Wireless Setup		
nternet	•)		Apply X Cancel	
Vireless	•			
Attached Devices	•)	Region Selection Region:		
Parental Controls	•	North America		
ReadySHARE	•)	Wireless Network (2.4GHz b/	y/n)	
Guest Network	•)	Enable SSID Broadcast Name (SSID):	NETGEAR30	=
		Channel:	Auto 💌	
		Mode:	Up to 145 Mbps 💌	
		Security Options O None WPA-PSK [TKIP]		
		WPA2-PSK [AES]		
		WPA-PSK [TKIP] + WPA2-	PSK [AES]	
		WPA/WPA2 Enterprise		

Sample Router Web Page





Enable Wi-Fi Settings

Ensure that the printer's Wi-Fi function is enabled, as follows:

- 1. Press [User Tools].
- 2. Scroll [▼] to [Network Settings], and press [OK].

Note: If prompted for password, enter via numeric keypad, and press [OK].

- 3. Scroll [▼] to [Wi-Fi Configuration], and press [OK].
- 4. Select [Wi-Fi], and press [OK].
- 5. Select [Active], and press [OK].
- 6. To exit, press [User Tools]. Display reads, Please Restart Machine.
- 7. Turn printer power switch Off. Wait a moment, and then turn On.
- 8. Continue with **2**.

2 Configure IP Address Settings

Choose automatic or manual method for configuring the printer's IP address.

Automatic

- 1. Press [User Tools].
- Scroll [▼] to [Network Settings], and press [OK].
 Note: If prompted for password, enter via numeric keypad, and press [OK].
- 3. Scroll [▼] to [IPv4 Configuration], and press [OK].
- 4. Select [DHCP], and press [OK].
- 5. Scroll [▼] to [Active], and press [OK].
- 6. Press [User Tools] to exit. Display reads, *Please Restart Machine*.
- 7. Turn printer power switch Off. Wait a moment, and then turn On.
- 8. Continue with **I**.

Manual

- 1. Press [User Tools].
- Scroll [▼] to [Network Settings], and press [OK].
 Note: If prompted for password, enter via numeric keypad, and press [OK].
- 3. Scroll [▼] to [IPv4 Configuration], and press [OK].
- 4. Scroll [▼] to [IP Address], and press [OK].
- Enter IP address via numeric keypad, and press [OK].
 Note: Press [▶] or [◄] to move between fields.
- 6. Select [Subnet Mask], and press [OK].
- 7. Enter Subnet Mask via numeric keypad, and press [OK].
- 8. Repeat steps 6-7 for [Gateway Address].
- 9. Press [User Tools] to exit. Display reads, Please Restart Machine.
- 10. Turn printer power switch Off. Wait a moment, and then turn On.
- 11. Continue with $\boldsymbol{\Theta}$.



B Select Wireless Configuration Method

PBC (WPS) Method

PIN Method

Manual Method

PBC (WPS) Method

Again, this method is recommended when your router has a WPS button. When using this method, optimum security for the devices is automatically configured, based on the connection environment. As such, it cannot be assumed that the configured security setting is the most secure.



To connect using the PBC (WPS) Method, proceed as follows:

- 1. Press [User Tools].
- Scroll [▼] to [Network Settings], and press [OK].
 Note: If prompted for password, enter via numeric keypad, and press [OK].
- 3. Scroll [▼] to [Wi-Fi Configuration], and press [OK].
- 4. Scroll [▼] to [WPS], and press [OK].
- Select [PBC], and press [OK].
 Display reads, "Connect in PBC?"
- 6. Press [Yes].

Display reads, *Please push the [AP] within 2 minutes* (WPS button on the router). After you press the WPS button, display then reads, *PBC Executing...*.

- 7. Firmly press the router's [WPS], within two minutes *Note*:
 - **Connection succeeded**: Display reads: Connection to AP has Succeeded. Press [Exit] ► [User Tools].
 - **Connection failed**: Display reads: *Connection to AP has Failed*, press [Exit]. Restart the machine, check that the router is working properly, and then try again. If the problem persists, contact 1-800-RICOH38 (742-6438), option #1.
 - Check wireless connection status: Press [User Tools] ▶ [Network Settings] ▶ [Wi-Fi Configuration] ▶ [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Clear/Stop]. *Note*: Also see <u>Appendix A: Check Wi-Fi Connection Status</u>.
 - Confirm printer's IP address: Press [User Tools] ▶ [Network Settings] ▶ [IPv4 Configuration] ▶ [IP Address]. Write the IP address down. To exit, press [Clear/Stop]. The printer's IP address is also on the Configuration Report. See <u>Appendix B: Print Configuration Report</u>.
- 8. Next, install Network Printer/Scanner Drivers. See <u>3.2 Network Quick Install</u>.



PIN Method

You can enable wireless communication by registering the device's PIN through the router's web page. This method is used when the wireless router supports WPS, but does not have a dedicated WPS button. In order to successfully connect using this method, you need the device's PIN (instructions below) and the router's URL/IP address. You'll need to log in to the router's web page, so have your user name and password ready. Once logged in, you can enter the device's PIN, thus establishing the printer as a client on your wireless LAN.

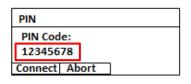
Important:

- For assistance with the router web page URL/IP address and login credentials, please contact your Wi-Fi installer, corporate Help Desk or router manufacturer.
- NETGEAR'S router web page is used for illustration purposes.

To connect using the PIN Method, proceed as follows:

- 1. Confirm that there is **no network cable** connected to the printer.
- *Note:* If you have just removed the cable, restart the machine.
- 2.Get PIN
 - a. Press [User Tools].
 - b. Scroll [▼] to [Network Settings], and press [OK].
 Note: If prompted for password, enter via numeric keypad, and press [OK].
 - c. Scroll [▼] to [Wi-Fi Configuration], and press [OK].
 - d. Scroll [▼] to [WPS], and press [OK].
 - e. Scroll [▼] to [PIN], and press [OK].
 - f. Write down [PIN]. Do not exit screen.
- 2. Enter PIN via Router Web Page
 - a. Launch web browser from computer connected to router.
 - b. Enter router URL/IP address, e.g., http://www.routerlogin.net.
 - c. Enter User Name.
 - d. Enter Password.
 - e. Press [**OK**].

Note: For NETGEAR routers, adding a WPS client (such as a printer) is performed through the [**ADVANCED**] tab ► [**WPS Wizard**], as shown below.



The server www and password		: R6200v2 requires a username
	server is requesting that your is cure manner (basic authentica	
14		
	Remember my credenti	alle

NETGEAR G	enie ⁻		Logout Firmware Version V1.0.1.14_1.0.14
BASIC	ADVANCED	A router firmware upgrade is available.	Auto
ADVANCED Home	Add WPS Client		
Setup Wizard	New and easy way to co	nect to the wireless router using Wi-Fi Protected Setup (WPS)	
WPS Wizard		port the WPS function if you want to use this wizard to add the client to your WPS-enabled wire	eless router
▶ Setup	Please check the user ma	ual and gift box of your wireless client to see whether it supports the WPS function. not support the WPS function, you have to configure your wireless client manually so that it has	
USB Storage	as this router.	not support the VP-S function, you have to conligure your wireless client manually so that it has	s the same 3510 and whereas security settings
Security			
Administration		Next	
Advanced Setup			



f. Follow screen prompts to enter Client's (printer's) PIN, i.e., number you wrote down in step 1f.

NETGEAR G	enie	Logo
R6200v2		Firmware Ve V1.0.1.14_1
BASIC	ADVANCED (1 A router firmware upgrade is available.	Auto
ADVANCED Home	Add WPS Client	
Setup Wizard	Select a setup method.:	
WPS Wizard	Push Button (recommended)	
• Setup	PIN Number	
• USB Storage	This is the security PIN of the WPS client. While connecting, WPS-enabled adapters provide a randomly-generated secur	rity PIN.
Security	Enter Client's PIN: 12345678	Next
Administration		
Advanced Setup		

- 3. Click [Next], if necessary.
- 4. On printer control panel, press [Connect].
- 5. When printer display reads, Connection to AP has Succeeded, press [Exit] ► [Clear/Stop].
 Note:

PIN		
PIN Cod	e:	
123456		
Connect	Abort	7

- If the connection succeeds, an IP address has been assigned to the printer. To confirm, see <u>Appendix B: Print Configuration Report</u>.
- If the connection fails, *Connection to AP has Failed* appears on the display, press [Exit] and repeat from step 1. If the problem persists, contact 1-800-RICOH38 (742-6438), option #1.
- 6. Router web page should indicate, for example, "*The wireless client [xyz] has been added to the network successfully*." Click [Logout].
- 7. Turn **printer power switch** <u>Off</u>. Wait a moment, and then turn <u>On</u>.
- Check wireless connection status. Press [User Tools] ► [Network Settings] ► [Wi-Fi Configuration] ► [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Clear/Stop].
 Note: Also see <u>Appendix A: Check Wi-Fi Connection Status</u>.
- 9. Next, install Network Printer/Scanner Drivers. See <u>3.2 Network Quick Install</u>.

Manual Method

If your router doesn't support WPS, for instance some older routers don't, there are two ways to manually configure wireless LAN settings, using the embedded <u>Web Image Monitor</u> utility (via your computer) or <u>Infrastructure Mode</u> (via the printer's control panel).

Important: You will need to know the security method being used, e.g., if the authentication method is WPA2-PSK, you'll need the Passphrase. This can be determined by accessing your <u>router's web page</u> or consulting with your corporate Help Desk.

Using Web Image Monitor

Web Image Monitor (WIM) is a utility built into the printer, which enables authorized users to easily view, program or change printer settings via a web browser. For instance, if you would like to program wireless settings manually, and you cannot use PBC or PIN methods – WIM simplifies the process. Furthermore, if you have a long or complex passphrase, entry via WIM is easier than via the printer's control panel.

Before proceeding, please check the following:

- Printer power switch is <u>On</u>.
- Printer is connected to network (via Ethernet cable).
- Printer's <u>IP Address</u> is available. *Note:* From printer's control panel, press [User Tools] ▶ [Network Settings] ▶ [IPv4 Configuration] ▶ [IP Address]. Write the IP address down. To exit, press [Clear/Stop].

To configure wireless settings manually, using Web Image Monitor, proceed as follows:

- 1. Open web browser.
- 2. In address bar, enter printer's IP Address.

Home page displays...

RICOH SP C252S	E Web image monitor					EAQs/Knowledge.Base
Home	Home			Language English	• Ø Refresh	
oystem bettings						
Quick Dial Destination	Status Counter Machine Information					
Scan Destination Fax Speed Dial Destination						
	Model Name SP C252SF		1			
Special Sender Restrict Available Functions	Location :					
Network Settings	Contact			A LOUGH TO LOUGH		
Print List/Report	Host Name C252SF-970E4D		-			
Administrator Tools	Device Status Ready					
	Toner		s 80 .			
	Black	ш		_	Remaining Level 5	
	Magenta	64			Remaining Level 5	
	Yellow	Liai I			Remaining Level 5	
	Cyan	6			Remaining Level 5	
	Waste Toner Bottle	L	-		Status OK	
	Intermediate Transfer Unit	U			Status OK	
	Fusing Unit	W		- 10 10	Status OK	
	Transfer Roller	W	E.		Status OK	
	Paper Tray					
	Tray 1	W.	Status OK	8 1/2 x 11 💭	Middle Thick Paper (75-90g/m2)	
	Bypass Tray		Out of Paper	8 1/2 x 11	Middle Thick Paper (75-90g/m2)	



3. On navigation pane, click [Network Settings] ► [Wireless].

tem Settings ck Dial Destination n Destination Speed Dial Destination	Network Status Pv6 Configura	tion Network Application DNS	-				9	Refrest
n Destination Speed Dial Destination	Network Status Pv6 Configura	tion Network Application DNS	CONTRACTOR CONTRACTOR					
Speed Dial Destination			Auto E-mail Notification	SNMP SMTP	POP3	Internet Fax Wireless	1	
							•	
	Wireless LAN Status							
cial Sender	Wreless LAN Status	Connected (Please remove	the Ethernet cable and restart	to make wireless as	tive 1			
trict Available Functions	MAC Address	00 1C 78 DF F5 25			2001			
vork Settings	Communication Mode	Infrastructure						
List/Report	SSID	NETGEAR30						
Administrator Tools	Wireless Signal Status	100% (Good)						
	Wreless	Active 🔿 Inactive						
	 swretess 	Active 🕐 Inactive						
	Wireless LAN Settings							
	 \$\$10 	NETGEAR30	Scan List					
	Communication Mode	Infrastructure *						
	Ad-Hoc Channel							
	Authentication	WPA2-PSK	5					
	Encryption	CCMP(AES) ·						
	WPA Passphrase							
	 WEP Key Length 	: BROTH *						
	WEP Transmit Key ID	EII -						
	WEP Key Format	firstreamd *						
	WEP Key	******						
	Please enter Administrator Passwor							
	Prease enter Auministrator Passaro	u						
	OK Canc	el						

4. Adjust Wireless LAN Settings to match those of your Wi-Fi router, as outlined below.

Setting	Description
SSID	The available access point is displayed. To see additional access points, click [Scan List].
Communication Mode	If necessary, select [Infrastructure].
Ad Hoc Channel	Please see note on <u>next page</u> .
Authentication	Select Authentication method: • Open System • Shared Key • WPA2-PSK • Mixed Mode WPA/WPA2
Encryption	 Select Encryption method based on chosen Authentication method. Open System: Set [None] or [WEP] <i>Note</i>: If Encryption method is set to [None], go to 5. Shared Key: [WEP] only WPA2-PSK: Set [CCMP (AES)] Mixed Mode WPA/WPA2: Set [TKIP/EAS]
WPA Passphrase	If [WEP] is selected for Encryption method, enter enabled fields. If [WPA2-PSK] or [Mixed Mode WPA/WPS2] is selected for Authentication, enter enabled fields.
WEP Key Length	Select 64 bits or 128 bits for the length of the WEP Encryption key.
WEP Transmit Key ID	Select an ID number to identify each WEP key in case multiple WEP connections are configured.



WEP Key Format	Select a format for entering the WEP key.
WEP Key	 Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key, as follows: WEP key length: [64bits], Format: [Hexadecimal] WEP key max length: 10 characters (0-9, A-F, a-f) WEP key length: [64bits], Format: [ASCII] WEP key max length: 5 characters (ASCII characters) WEP key length: [128bits], Format: [Hexadecimal] WEP key max length: 26 characters (0-9, A-F, a-f) WEP key length: [128bits], Format: [ASCII] WEP key length: [128bits], Format: [ASCII] WEP key max length: 13 characters (ASCII characters)

- 5. When finished, click [OK] to save changes.
- 6. Close web browser.
- 7. Check that Wi-Fi is set to "Active." Press [User Tools] ▶ [Network Settings] ▶ [Wi-Fi Configuration]
 ▶ [Wi-Fi] ▶ [Active] ▶ [User Tools].
- 8. Disconnect **Ethernet cable**.
- 9. Turn printer power switch Off. Wait a moment, and turn On.
- 10. Next, install Network Printer/Scanner Drivers. See <u>3.2 Network Quick Install</u>.

Note: For further information on Web Image Monitor, please refer to the Operating Instructions, p233.

Using Infrastructure Mode

Infrastructure mode is the printer's default communication mode, as most Wi-Fi networks function in this mode. This enables you to connect the device for communication through a single access point, i.e., your wireless router.

Note: Ad-Hoc mode, also known as "peer-to-peer" mode, is also supported. Ad-Hoc networks do not require a centralized access point. Instead, devices on the wireless network connect directly to each other. For instance, if you set up the two laptops in Ad-Hoc wireless mode, they would connect directly to each other, without the need for a centralized access point. This would be useful for a temporary connection, e.g., you're away from the office/home and need to connect two devices via a Wi-Fi connection to exchange files or other information when there is no other Wi-Fi network to connect both devices to.

To configure Infrastructure mode, proceed as follows:

- 1. Press [User Tools].
- 2. Scroll [▼] to [Network Settings], and press [OK].
- 3. Scroll [▼] to [Wi-Fi Configuration], and press [OK].
- 4. Scroll [▼] to [Setup Wizard], and press [OK].
- 5. Select [Infrastructure], and press [Next]. Display reads, Searching Scan List...
- 6. Select discovered router Network Name, e.g., *NETGEAR30* or select [Input SSID] and enter/edit manually via alphanumeric keys.



- 7. Press [Next].
- 8. Scroll [▼] to, for example, [Mixed Mode WPA2/WPA], and press [Next].
- 9. Enter case-sensitive **Passphrase** via alphanumeric keypad, and press [**Connect**]. Display reads, *Are you sure to connect*?
- 10. Press [Yes]. Display reads, Executing....
- 11. After display returns to Setup Wizard, press [User Tools] to exit.
- 12. Turn printer power switch Off. Wait a moment, and turn On.
- Check wireless connection status. Press [User Tools] ► [Network Settings] ► [Wi-Fi Configuration] ► [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Clear/Stop]. *Note:* Also see <u>Appendix A: Check Wi-Fi Connection Status</u>.
- 14. Next, install Network Printer/Scanner Drivers, as outlined in <u>3.2 Network Quick Install</u>.

STEP 3

Install Printer/Scanner Drivers

The supplied *Printer/Scanner Drivers and Utilities* CD contains the software that enables the printer and computer to communicate. Printer drivers, for example, are programs that control print output on the device, so when you print a document, the driver sends the data to the printer using the correct commands.

Important: If you do not have the printer's software CD, you can download the files from Ricoh's website (www.ricoh-usa.com/downloads). Also see <u>Appendix C: Printer Driver Download</u>.

3.1 USB Quick Install

If you have a local connection to your computer, using a <u>USB cable</u>, you must install the USB drivers.

Note:

- The following drivers will be installed:
 - USB TWAIN (scanner) driver
 - USB PCL 6 printer driver
- Close all applications currently running, and ensure that no documents are in the print queue.

To install USB drivers, proceed as follows:

 Confirm that USB cable (rectangular plug) is connected to your computer, and printer power switch is <u>Off</u>. If necessary, see <u>2.1 USB Connection</u>.
 Note: During software installation, you will connect the USB cable (square plug) to your printer, and

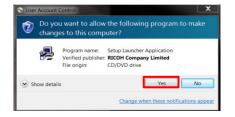
turn the printer <u>On</u>.

- 2. Insert the supplied **Printer/Scanner Drivers and Utilities** CD into the CD-ROM drive.
- 3. Click [Run SETUP.EXE].

Note: The installer launches automatically. If not, double-click *SETUP.EXE* from the CD's root directory.

4. If User Account Control message displays, click [Yes].







- 5. If necessary, **select a language**, and click **[OK]**.
- × Printer/Scanner Drivers and Utilities Printer/Scanner Drivers and Utilities Select a language. English OK Cancel Printer/Scanner Drivers and Utilities X Printer/Scanner Drivers and Utilities Installs the following together: -USB TWAIN driver -USB PCL 6 printer driver **USB Quick Install** Network Quick Install Select Language PCL Printer Driver Browse This CD-ROM PostScript 3 Printer Driver Readme Driver Installation Guide LAN-Fax Driver Network TWAIN Driver Exit X Add Printer and Utility Wizard License Agreement T. Do you accept the terms of the License Agreement? se read the following License Agreement. To continue the installation, you must accept the agreement. SOFTWARE LICENSE AGREEMENT Ξ ----YOU, THE END USER, SHALL USE THIS SOFTWARE("THE SOFTWARE") ACCORDING TO THE TERMS OF THIS AGREEMENT. BY LOADING THE SOFTWARE INTO AINY COMPUTER, YOU ARE AGREEING TO BE BOUND BY THESE TERMS. JF YOU DO NOT ACCEPT THE TERMS OF THIS AGREEMENT, YOU MAY NOT LOAD THIS SOFTWARE INTO AINY COMPUTER. Grant of License The Software is licensed for use by you for the equipment packaged with the I accept the agreement. I don't accept the agreement. Next > Cancel SP C250SF/C252SF USB - InstallShield Wizard Setup Status The InstallShield Wizard is installing SP C250SF/C252SF USB Installing Cancel

6. Click [USB Quick Install].

7. Read License Agreement, select [I accept the agreement], and click [Next >].

Software installation begins...



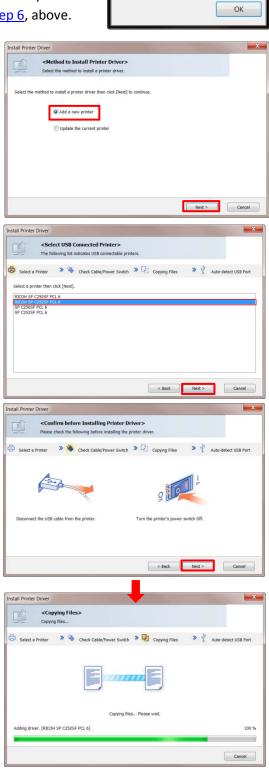
Note: If a print job is pending (in queue), a warning message appears: *There is a job printing now*. Click [OK] to close window. Click [Report] to view Printer Driver Installation Log, or click [Finish]. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel the document(s) in queue, and repeat from <u>step 6</u>, above.



8. With [Add a new printer] selected, click [Next >].

9. Select [RICOH SP C252SF PCL 6], and click [Next >].

- 10. Confirm that USB cable is disconnected from the printer and printer power switch is <u>Off</u>.
- 11. Click [Next >].





12. Now, connect the USB cable (square plug) to the printer, and turn the printer power switch <u>On</u>.

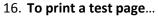
Note: Please wait a moment while the computer detects the printer.

- To make this device your default printer, click [Yes].
 Otherwise, click [No].
- 14. Click [Finish].

15. Click [Exit].

USB driver installation is complete!

Install Printer Driver	
<auto-detect port="" usb=""> Waiting for a printer recognition</auto-detect>	
🖨 Select a Printer 🛛 🔌 Check Cable/Power Switch	» 😳 Copying Files » 🌵 Auto-detect US8 Port
	2 1
Connect the USB cable to your computer.	Turn the power switch On.
The computer should detect a printer automatically. Please w. It may take some time to detect a printer. When you connect via LAN or to a printer port manually, click Confirm that [Found New Hardware Wizzard] is not in use. When it is in use, close [Found New Hardware Wizzard] and th	alt. ^ [Stop Auto-detecting]. is dialog box, then start over the installation. ~
UDD Waiting for a connection.	Stop Auto-detecting
Install Printer Driver	
👔 Do you want t	o use this printer as the default printer?
	Yes No
dd Printer and Utility Wizard	No.
Installation completion. Software installation is completed. To refer to the instal	Sed result click (Report)
Software installation is completed.	*
	-
	Report Finish
Printer/Scanner Drivers and Utilities	X
Printer/Scanner Drivers	and Oundes
USB Quick Install	Please make a selection.
USD QUICK Install	This product does not support Windows 2000.
Network Quick Install	
PCL Printer Driver	C Select Language
PostScript 3 Printer Driver	Browse This CD-ROM Beadme
UAN-Fex Driver	Driver Instellation Guide
Network TWAIN Driver	
	Ext
25 V	Windows



 Click [Start] ▶ [Devices and Printers], right-click [RICOH SP C252SF PCL 6]. Select [Printer properties] ▶ [Print Test Page].





3.2 Network Quick Install

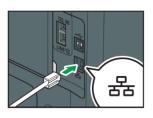
If you have a network connection from the printer to a network hub, using a wired (Ethernet) or wireless connection, you must install the network drivers.

Note:

- This procedure installs the following components:
 - Network TWAIN (scanner) driver
 - Network PCL 6 printer driver
- Close all applications currently running, and ensure that no documents are in the print queue.

To install Network Printer/Scanner Drivers, proceed as follows:

<u>Wired Connection</u>: Confirm that the network cable is plugged into the printer's Ethernet port, and printer power switch is <u>On</u>.
 <u>Wireless Connection</u>: Network cable <u>is not</u> required. However, confirm that the printer power switch is <u>On</u>, and that you have made a successful connection. See <u>Appendix A: Check Wi-Fi Connection Status</u>.

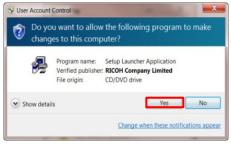


- 2. Insert the supplied Printer/Scanner Drivers and Utilities CD into your CD-ROM drive.
- 3. Click [Run SETUP.EXE].

Note: The installer launches automatically. If not, doubleclick *SETUP.EXE* from the CD's root directory.

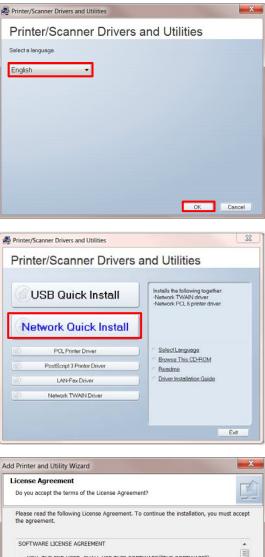
4. If User Account Control window displays, click [Yes].







5. If necessary, **select a language**, and click **[OK]**.



icense Agreement		
Do you accept the terms of the License	e Agreement?	1
Please read the following License Agree the agreement.	eement. To continue the installation, you must	accept
SOFTWARE LICENSE AGREEMENT		*
	THIS SOFTWARE("THE SOFTWARE")	H
ACCORDING TO THE TERMS OF THIS	AGREEMENT. NY COMPUTER, YOU ARE AGREEING TO BE	
BOUND BY THESE TERMS. IF YOU DO		
AGREEMENT, YOU MAY NOT LOAD TH	HIS SOFTWARE INTO ANY COMPUTER.	
Grant of License		
The Software is licensed for use by y	ou for the equipment packaged with the	~
	I don't accept the agreement.	

6. Click [Network Quick Install].

7. Read the License Agreement, select [I accept the agreement], and click [Next >].

Setup Status

Installing

Install Printer Driver

<Method to Install Printer Driver>

Select the method to install a printer dri Select the method to install a printer driver then click [Next] to continue Add a new printer O Update the current printer

SP C250SF/C252SF LAN - InstallShield Wizard

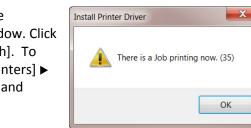
The InstallShield Wizard is installing SP C250SF/C252SF LAN

Note: If a print job is pending (in queue), a warning message appears: There is a job printing now. Click [OK] to close window. Click [Report] to view *Printer driver installation log*, or click [Finish]. To cancel the print job in queue, click [Start] ▶ [Devices and Printers] ▶ double-click printer icon. Cancel the document(s) in queue, and repeat from step 6, above.

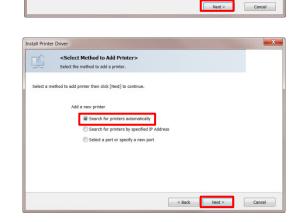
8. With [Add a new printer] selected, click [Next >].

Software Installation begins...

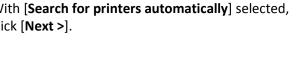
9. With [Search for printers automatically] selected, click [Next >].



Cancel





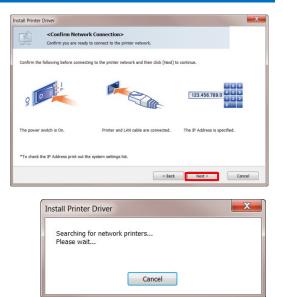


 Wired Connection: Again, confirm that the network (Ethernet) cable is connected and printer power switch is <u>On</u>.
 Wireless Connection: Network cable is <u>not</u> required, but printer power switch must be <u>On</u>.

11. Click [Next >].

Important: If *Cannot detect any network printers* error message appears, confirm that you have completed step 2 <u>Configure IP Address Settings</u>. Then, click [OK] to close error pop-up. Repeat from step 9.

12. If necessary, select [SP C252SF], and click [Next >].



hinter Address Explanation			and the second se
elect a printer then click [liexd] to continue. Frinter Address Explanation			
hinter Address Explanation	The fo	llowing list indicates printers fou	nd.
	elect a printer then	dick [Next] to continue.	
	frietlar	Advess	Evolution
	SP C2525F		RICOH SP C252SF V1.00g / RICOH Network Printer C model/RICOH Ne
2 SP C252SF 192.168.1.5 R0C0H SP C252SF V1.00g / R0C0H Network Printer C model/R0C0H N	 se cosose 	192.168.1.5	RECORDER C2525E V1.050 / RECORDERANCE Printer C. model/RECORDER
< Each. Meet > Cancel			

13. Click [Continue].

	ver 📃 🗾
Select and set Pri	nter.
Comment Driver : RI Port : <ip ☑ Default ☑ Shared</ip 	
Change settings	for `Printer Name`
RICOH SP C252	25F PCL 6_2
Restore Defau	ults Resets settings to the initial status.
	Continue Cancel
Install Pri	nter Driver
Status	Setting Default Printer.

		Add Printer and Ublity Wizard
14.	Click [Finish].	Installation completion. Software installation is completed. To refer to the installed result, click [Report]
	<i>Note</i> : The <i>Printer Driver Installation Complete</i> screen may include a <i>Restart</i> confirmation.	Software installation is completed
		Confirm restant. You must shut down and restart your computer to use the new software. Do you want to restart your computer now? @ Yes. Restart right now @ No. Restart later.
		Report
		Add Printer and Utility Wizard
15.	Click [Finish].	Installation completion. Software installation is completed. To refer to the installed result, click [Report].
		Software installation is completed.
		Report
16.	If necessary, click [Exit].	Printer/Scanner Drivers and Utilities
		Printer/Scanner Drivers and Otilities
	Network driver installation is complete!	USB Quick Install Network Quick Install PCL Printer Driver Select Language POSScript 3 Printer Driver Browse This CD-PDM LANF@x Driver Driver Installation Guide Network TWAIN Driver Driver Installation Guide
17.	 To print a test page Click [Start] ▶ [Devices and Printers], right-click [RICOH S C252SF PCL 6]. Select [Printer properties] ▶ [Print Test Page 10, 10, 10, 10, 10, 10, 10, 10, 10, 10,	



3.3 Presto! PageManager Install

Presto! PageManager supports local and network scanning from the printer's ADF or platen glass to your computer. Using this software, you can easily scan, share and organize your photos and documents. This application also gives you the ability to create PDF files.

To install Presto! PageManager, proceed as follows:

- 1. Insert the **Presto! PageManager** CD into your CD-ROM drive.
- 2. Click [Run Setup.exe].

Note:

- The installer launches automatically. If not, double-click "Setup.exe" from the CD's root directory.
- If User Account Control window appears, click [Yes].



InstallShield Wizard	
	Vlanager 9 Setup is preparing the InstallShield Wizard, le you through the rest of the setup process. Please wait.
	Cancel
Presto! PageManager 9 Setup	
	Welcome to the InstallShield Wizard for Prestol PageManager 9 The InstallShield Wizard will install Prestol PageManager 9 on your computer. To continue, click Next.
	Kenter Kenter Cancel

3. Click [Next >].



- 4. Read the License Agreement, and click [Yes].
- Prestol PageManager 9 Setup
 Image: Comparison of the following license agreement contaily.

 License Agreement
 Press the PAGE DOWN key to see the rest of the agreement.

 Press the PAGE DOWN key to see the rest of the agreement.
 Image: Comparison of the agreement.

 MPORTANT PLEASE READ CAREFULLY BEFORE INSTALLING
 Image: Comparison of the comp

Choose Destination Location	and the second sec
Select folder where setup will install files.	
Setup will install Prestol PageManager 9 in the following folder.	
To install to this folder, click Next, To install to a different folder, click Bro folder.	wse and select another
Destination Folder	
Destination Folder C:Program Files;WewSott(Prestol PageManager 9.33	Browse .

Prestol PageManager 9 Setup

Setuca Program Folder:

Please select a program folder:

Setup will add program icons to the Program Folder listed below: You may type a new folder name,
or select on tom the existing folders list. Click Next to continue.

Program Folder:

Program Folder:
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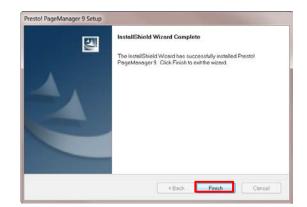
5. Select **Destination Location**, if necessary, and click [**Next >**].

6. Select Program Folder, and click [Next >].



7. Click [Finish].

8. Go to Step 4: Scan a Document...





STEP 4

Scan a Document

The RICOH SP C252SF supports local and network scanning. This enables you to capture hardcopy documents, e.g., invoices, contracts and photos, in digital form – making file archival and sharing easy.

Local scanning, also called "pull scanning," is used when the printer and computer are connected via a USB cable. A document placed on the printer ADF or platen glass is "pulled" using the supplied Presto! PageManager software or TWAIN-compliant software, such as Windows Fax and Scan.

Network scanning, also called "push scanning," is used when the printer and computer are connected to the network, either using a network (Ethernet) cable or wireless LAN. The document is "pushed" from the printer control panel, via the [Scanner] key, and routed to a preset shared network folder.

4.1 Local Scanning

Again, local scanning is supported when the printer is directly connected to your computer via a USB cable. The TWAIN driver and Presto! PageManager software must be installed first. Documents can then be "pulled" from the printer's ADF or platen glass to a target folder on your computer.

Important: Scanning is initiated from the Presto! PageManager software, not the printer control panel, i.e., you cannot press the [Scanner] and [Start] buttons on the printer. That operation is reserved for network scanning only. For assistance with network scanning, please contact your corporate Help Desk.

After you have <u>connected the printer</u>, <u>installed the TWAIN drivers</u> and <u>Presto! PageManager</u> software, you're ready to scan...

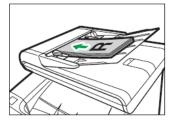
 Launch Presto! PageManager. Click [Start] ► [All Programs] ► [Scan Central].

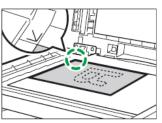
Note: You can also access the **Presto! PageManager User's Manual**, which was automatically installed along with the software. Adobe Acrobat or Adobe Reader is required to view this document.

down 🕨



2. Place document face up on ADF or face down on platen glass.

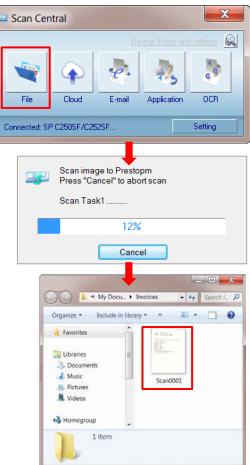




3. To begin scanning, click [File].

Note: If you wish to first adjust scan settings, such as destination folder, file format or source (ADF or platen), see below.

Scanner captures image...



File displays within target folder...

4. To view file, double-click document thumbnail.

Important: If you're scanning from the ADF, and the system scans from the platen glass instead, go to **Scan Central**, click [**Setting**], and select *Enable Document Feeder* checkbox, click [**OK**] and retry.

Scan Settings

To adjust scan settings, such as target folder, file format or source (document feeder or platen), proceed as follows:

1. Open <u>Scan Central</u>, if necessary, and then click [Setting].





2. Select File icon, if necessary.

Important:

- If "No Target Device!!" message displays, click [OK] ▶ [Select Source] ▶ [SP C250SF/C252SF USB] ▶ [OK] ▶ [OK].
- By default, Scan Central saves scanned documents in BMP file format, and then saves them to the Documents Folder. Color mode is also a default setting.
- To change these common scan settings, and others, proceed as follows:
 - a. To change file format, click [Save as Type] drop-down [♥]. Select desired format, e.g., PDF.

Note: To change Scan-to-Email file format, click the Email 🖑 icon, and follow the same directions.

Scan Central Settings			×				
Properties Scan Bu	utton for Scanner						
Scan Central							
A	Name:	File					
	Use Default Icon						
	Scan to:	C:\Users\Tech-Write\Docum	Property				
\mathbf{A}	Save as Type:	Bitmap(*.bmp) 🔹	Property				
	Suppress TWAIN User Interface						
2	Document Type:	Magazine (Text and Picture)	▼				
	Scan Mode:	Color	-				
	Scan Size:	Letter 8.5 x 11 inches	•				
~	Resolution:	300 dpi	•				
	Enable Document Feeder	Align-Center	-				
~ 7	Enable Duplex Scanning						
	Continuous Scan						
	Descreen						
	Cropping:	BizCard	-				
	Match the orientation of the front and back images						
	Brightness, Contrast, and Threshold						
	÷¢ ·		0 1				
	0		0 4				
-	Start Scan Central when Windows starts	Se	lect Source				
		ОК	Cancel				

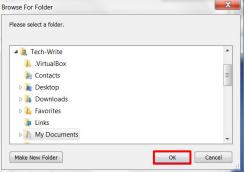
- b. To change **target folder**, click **Scan to** [**Property**] button.
- c. Click [Browse].
- d. Browse For Folder or Make New Folder.
- e. Click [**OK**] ► [**OK**].
- f. Click [Scan Mode] drop-down [▼] and, for example, select Black and White, Gray or Color.

Important: To reduce file size, and ensure optimum image clarity, scan all documents in black and white, if color is not required.

- g. Click [OK] to save changes.
- h. Begin scanning.







4.2 Network Scanning

This section explains how to perform a basic **Network Scan to Folder** operation. First, you'll create a new folder on your computer, and within that folder's Properties screen, share the folder. This enables the printer (serving as a scan device) to route the electronic file to that folder. Lastly, you will add that folder as a Scan Destination to the printer's Address Book, so the printer and computer can communicate. Once configured, you can easily perform Network Scan to Folder. For details on Scan to Email and Scan to FTP, please refer to the *Operating Instructions*, p129.

4.2.1 Create New Folder and Share

 Create a New Folder, where scanned documents will go. For example, to have a folder easily accessible, you can create one on your desktop. Right-click and select [New] ▶ [New Folder]. Name the folder, e.g., Invoices.



2. Right-click Folder name, and select [Properties].



3. Click [Sharing] tab.

4. Click [Advanced Sharing...].

Note: If User Account Control message displays, click [Yes].

5. Select [Share this folder] checkbox.

- 6. Click [Permissions].
- 7. Select [Everyone].
- 8. For [Full Control], select [Allow] checkboxes.
- 9. Click [**OK**] ► [**OK**] ► [**Close**].

], Invoices Properties
Genera Sharing Security Previous Versions Customize
Network File and Folder Sharing
Invoices
Shared
Network Path: \\TECH-WRITE-PC\Users\Tech-Write\Desktop\Invoices
Share
A desired Observe
Advanced Sharing Set custom permissions, create multiple shares, and set other
advanced sharing options.
Advanced Sharing
Travancea onaning
OK Cancel Apply
Cancer Apply
Advanced Sharing
✓ Share this folder
Settings
Share
Invoices
Add Remove
Limit the number of simultaneous users to: 20
Comments:
comments.
Permissions Caching
OK Cancel Apply
Permissions for Invoices
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Share Permissions
Group or user names:
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Group or user names: Everyone Add Permissions for Everyone Allow Deny
Group or user names: Everyone Add Remove Permissions for Everyone Allow Deny Full Control
Group or user names:
Group or user names: Everyone Add Remove Permissions for Everyone Allow Deny Full Control
Group or user names:
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Group or user names:

OK Cancel Apply



4.2.2 Register Scan Destination (via Web Image Monitor)

Next, you need to register the network share folder (created in previous section) as a Scan Destination in the printer's Address Book, using <u>Web Image Monitor</u>. Scan Destinations cannot be registered using the printer's control panel.

Important: Access to Web Image Monitor is possible when the printer is network-connected (wired or wireless), but not via USB-only connection.

To register a scan destination, proceed as follows:

- 1. Open web browser.
- 2. In address bar, enter printer's <u>IP Address</u>, e.g., http://<u>123.45.6.7</u>.
 - *Note*: If Web Image Monitor Home page does not display, restart the printer and try again.
- 3. Click [Scan Destination].

RICOH SP C252SI						FAQs/Knowledge Base 1
lome						
	Home		Langua	ige English	 Befresh 	
ystem Settings						
uick Dial Destination	Status Counter Machine Information					
can Destination						
x Speed Dial Destination	Model Name SP C252SF					
ecial Sender	Location					
estrict Available Functions	Contact :					
etwork Settings	Host Name :C252SF-970E4D		1 mm 7	-		
int List/Report	Device Status Energy Saver Mode 2					
Iministrator Tools						
				1000		
	Toner					
		0	50 100			
	Black	6			Remaining Level 5	
	Magenta	6			Remaining Level 5	
	Yellow	64			Remaining Level 5	
	Cyan	6			Remaining Level 5	
	Waste Toner Bottle	L			Status OK	
	Intermediate Transfer Unit				Status OK	
	Fusing Unit				Status OK	
	Transfer Roller	۳			Status OK	
	Paper Tray					
	Tray 1	8	Status OK 8	1/2 x 11 🗍	Middle Thick Paper (75-90g/m2)	
	Bypass Tray	0	Out of Paper 8	1/2 x 11 💭	Middle Thick Paper (75-90g/m2)	

4. Click [**Destination Type**] drop-down [**▼**], and select [**Folder**].

				EAQs/Knowledge Base i
RICOH SP C2525	F Web image monitor			
Home	Scan Destination			Refresh
System Settings				
Quick Dial Destination	Program New Destination			
Scan Destination				
Fax Speed Dial Destination	Destination Type Please selec	5		
Special Sender				
Restrict Available Functions	E-mail Address FTP	Folder		
Network Settings				
Print List/Report	Change 👩 Delete			
Administrator Tools				
	Name	Туре	Address	



5. Program and/or change Folder Destination Settings, as outlined below.

Home			
System Settings	Program/Change Folder De	estination	
Quick Dial Destination			
Scan Destination	Quick Dial Number		
Fax Speed Dial Destination	Name (Required)	Invoices	
Special Sender	Service Name (Required)	W 192.168.1.5 V Invoices	
Restrict Available Functions	 Service Hanne (required) 	A second s	
Network Settings		· Computer_name_or_IPGname_Folder	
Print List/Report	Domain (Optional)		
Administrator Tools	Login User Name (Optional)	abc-corp	
	Login Password (Optional)		
	Directory (Optional)	a contraction of the second	
	Notification E-mail Address (Optional)		
	File Format (Color/Gray Scale)	PDF -	
	File Format (Black & White)	TFF -	
	Scan Size	8 1/2 × 11 ×	
	Resolution	: 300 x 300dpi 💌	
	Density		

Folder Destination Setting	Required/ Optional	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name ¹	Required	Name of the destination. The name you specify here will be displayed on the printer screen when you select a scan destination via the Address Book.
Service Name	Required	 Path to the directory where scanned files will be stored. Consists of the IP address/name³ of the destination computer, and name of the shared folder². Note: To determine your computer's IP address or name, click [Start]. In [Search Programs and Files] field, type cmd, and press [Enter]. Next, type ipconfig, and press [Enter]. Example: C:\Users\abcccorp\ipconfig.The IPv4 address is at the top of the screen. Enter this address in the Service Name field. In the [Share_Folder] field, enter the name of the folder you created in Step 4.3.1.



	Required/	
Setting	Optional	Description
Domain ¹	Optional	Specify the name of the domain to which the computer belongs.
Login User Name ² Login Password ²	Optional	 User name and password for logging into the destination computer. Important: If you are required to log into your computer, those same credentials <u>must</u> be entered as your Login User Name (e.g., <i>abc-corp</i>) and Login Password, otherwise Scan to Folder will fail. If you do not have to log into your computer, credentials <u>are not</u> required.
Directory ³	Optional	Directory within the shared folder for storing scanned files.
Notification E-mail Address	Optional	E-mail address ³ to which a notification is sent after transmission.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size.
Resolution	Optional	Select the scan resolution form 100 x 100, 150 x 150, 200 x 200, 300 x 300, 400 x 400, or 600 x 600.
Density	Optional	Specify the image density by clicking the right or left buttons. Lightest

¹ Can contain up to 16 characters. ² Can contain up to 32 characters. ³ Can contain up to 64 characters.

6. When finished, click [Apply].

RICOH SP C252SE				
SP C252SF	Web image monitor			
Home	Scan Destination			
System Settings				
Quick Dial Destination	Program New Destination			
Scan Destination	· · · · · · · · · · · · · · · · · · ·			
Fax Speed Dial Destination	Destination Type Please select	. •		
Special Sender				
Restrict Available Functions	E-mail Address FTP F	older		
Network Settings				
Print List/Report	📝 Change 👩 Delete			
Administrator Tools				
	Name	Туре	Address	Directory
	Invoices	Folder	\\192.168.1.5	

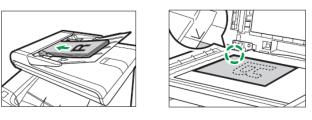
7. Close Web Image Monitor [X].



4.2.3 Perform Network Scan to Folder

You are now ready to scan a document...

- 1. Place original face up on ADF or face down on platen glass.
- 2. Press [Scanner].





3. If necessary, select Scan Settings, resolution, scan size, etc.

Important:

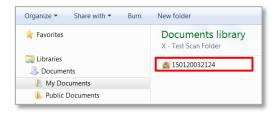
- For details on specifying scan settings, please refer to the Operating Instructions, p136.
- The default file format, e.g., PDF, is selected via Web Image Monitor, not via the printer's control panel. If necessary, see <u>4.2.2 Register Scan Destination</u>.
- 4. Proceed with (a) or (b).
 - (a) Quick Dial If the scan destination (folder) was pre-programmed as a Quick Dial, simply press that key, e.g., 01, and continue with step 8.
 - (b) Search If you wish to search the Address Book for scan destinations, continue with step 5.
- 5. Press [Address Book].
- 6. Press [OK] to Search Address Book.

Note: If you want to search for a specific entry by name, enter the first letters of the name using the numeric keypad, and then press [OK].

- Select Scan Destination (Folder), e.g., *Invoices*, and press [OK].
 Note: If necessary, press [♥] or [▲].
- 8. Press [Start].

Note:

- To view the scanned file, navigate to the folder, and double-click the filename.
- The steps outlined above also apply if Email and FTP locations are added to Scan Destinations. For details, please refer to the *Operating Instructions*, p129.



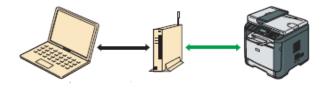


Appendix A

Check Wi-Fi Connection Status

To ensure that there is communica-

tion between the printer and wireless router (access point), proceed as follows:



- 1. Press [User Tools].
- 2. Scroll down [▼] to [Network Settings], and press [OK].
- 3. Select [Wi-Fi Configuration], and press [OK].
- 4. Scroll to [Wi-Fi Status], and press [OK].

Note:

- Display should read *Connected*. If not, check that you have successfully completed <u>2.2.2 Wireless</u> <u>Connection</u>.
- If the display reads *Disconnected*, restart the machine and repeat.
- 5. To exit, press [Clear/Stop].



Appendix B

Print Configuration Report

The Configuration Report provides detailed information about your printer settings, e.g., IP address, network interface type, etc. To check the IP address on the printer's display, see *Note* below.

To print the Configuration Report, proceed as follows:

- 1. Press [User Tools].
- 2. Scroll down [▼] to [Print List/Report], and press [OK].
- 3. Select [Configuration Page], and press [Yes]. The printer's IP address is on Page 3/4.

Note: To check the IP address via the printer's control panel, press [User Tools] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Clear/Stop].

Network Settings Ethernet MAC Address	:00:26:73:97:0E:4D	IPv6 Configuration IPv6	:Active	
Set Ethernet Speed Active Interface	:Auto Select :Wireless	DHCP IP Address (DHCP)	:Inacti :	ve
TCP/IP		Stateless Address		
IP Address Subnet Mask	:192.168.1.5 :255.255.255.0	Stateless Addr. 1	:	
Default Gateway	:192.168.1.1	Stateless Addr. 2	:	
DHCP (IPv4) IP Address Mode	:Active :Auto-Obtain (DHCP)	Stateless Addr. 3	:	
DNS Method DNS Server 1 DNS Server 2	:Auto-Obtain (DHCP) :192.168.1.1 :0.0.0.0	Stateless Addr. 4	:	
Domain Name Host Name mDNS	: :C252SF-970E4D :Active	Link-local Address fe80::21c:7bff:fedf:f525 Manual Address	:	
Printer Name RICOH SP C252SF (970 LPD Raw Socket	:Active :Port 9100:Active		:0 :Auto :	
IPP FTP	:Active :Active	Secondary DNS Server	:	
SNMP		Domain Name	:	
SNMP Trap	:Active :Inactive	Default Gateway	:	
Read Community	:	Gateway (Manual Addr.)		
Trap Address 1	:			
Trap Address 2		Internet Fax (T.37) SMTP Server Address		:
System Location	:	E-mail Address		:
System Contact	1	POP Server Address		:
E-mail	1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 2017 (1 - 20	POP Account		:
E-mail SMTP Server	:Active	Admin. E-mail Address		:
Authentication Time Zone	:Anonymous :(GMT)+0:00	Automatic POP POP Interval Auth.(Internet Fax TX)		:Active :15 min.
E-mail Address 1	:	Anonymous		
E-mail Notification 1	r.	Auth.(Internet Fax RX) Internet Fax TX Error Notification E-mai POP Server: E-mail Recer No	l bt.Set.	
E-mail Address 2	:	Insert System-fixed Text		:Yes
E-mail Notification 2	5			

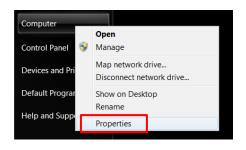


Appendix C

Printer Driver Download

Printer drivers are programs that control print output on the device, so when you print a document, the driver sends the data to the printer using the correct commands. If you do not have the *Printer/Scanner Drivers and Utilities* software CD, you can download the printer driver from the Ricoh website, as follows:

- 1. Check for 32-bit or 64-bit computer operating system...
 - a. Click [Start].
 - b. Right-click [Computer].
 - c. Select [Properties].
 - d. Make note of System type, 32-bit or 64-bit.
 - e. Click [X] to close window.



Manufacturer:	Dell
Model:	Latitude E6430
Rating:	5.9 Windows Experience Index
Processor:	Intel(R) Core(TM) i5-3380M CPU @ 2.90GHz 2.90 GH
Installed memory (RAM):	16.0 GB
System type:	64-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

2. Download printer driver...

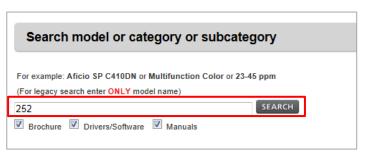
- a. Open web browser.
- b. Enter www.ricoh-usa.com.
- c. Click [Downloads].



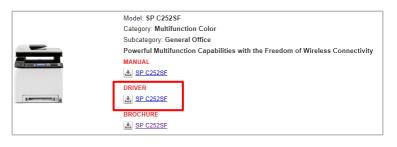
d. In SEARCH field, type: 252.

Note: To narrow search, deselect Brochure and Manuals checkboxes.

e. Click [SEARCH].



f. Under Model SP C252SF, DRIVER category, click SP C252SF. Scroll down, if necessary. *Important:* If no results are returned, try using another web browser, e.g., Chrome or Firefox.



- g. Read the licensing agreement, and click [I AGREE].
- h. Select your computer's Operating System.

Note:

- Selection must match System type (x64 = 64-bit). If necessary, see step 1.
- Operating Systems that *are not* identified as "x64" are for 32-bit OS. Scroll down, if necessary.
- i. Click [PCL 6 Driver] Download link.

Microsoft Windows 7 (x64)					
Description		Version	Update	File size	D <u>ownloa</u> d
PCL 6 Driver		Ver.1.00	03/10/2014	1,140 KB	1
PCL 5c Driver		Ver.1.00	03/10/2014	1,112 KB	*
PCL6 Driver for Universal Print	New!	Ver.4.6.0.0	02/18/2015	18,636 KB	*

- j. Select [Save], and save to a folder or the desktop.
- k. After download, navigate to folder where file has been saved.
- I. Double-click on file.
- m. Click [Browse], and select same folder file was saved in.
- n. Click [Unzip], and then [OK].

VinZip Self-Extractor - z65407en.exe	×		WinZip Self-Extractor
To unzip all files in z65407en exe to the specified folder press the Unzip button. Unzip to folder:	Unzip Run WinZip Close	-	10 file(s) unzipped successfully
Overwrite files without prompting	About Help		ок
			¢

- n. Click [X] to close Winzip, and any other open windows.
- o. On your desktop, you will see the new [DISK1] folder...





📃 Desk			
Desk	lop		
		ОК	Cancel

- 3. Continue with printer driver installation.
 - a. Click [Start] ► [Devices and Printers] ► [Add a printer] ► [Add a network, wireless...].

🌀 🖶 Add Printer
What type of printer do you want to install?
Add a local printer Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)
Add a network, wireless or Bluetooth printer Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
Next
🚱 🖶 Add Printer
Searching for available printers
Printer Name Address
Stop The printer that I want isn't listed
Next
G 📾 Add Printer
Find a printer by name or TCP/IP address
Select a shared printer by name
Browse
Example: \\computername\printername or http://computername/printers/printername/printer Add a printer using a TCP/IP address or hostname
Next
🚱 📾 Add Printer
Type a printer hostname or IP address
Device type: Autodetect • Hostname or IP address: 1234567.8
Port name: 12345.67.8
Query the printer and automatically select the driver to use
Next Cancel

b. Click [The printer that I want isn't listed].

c. Select [Add a printer using a TCP/IP address or hostname], and click [Next].

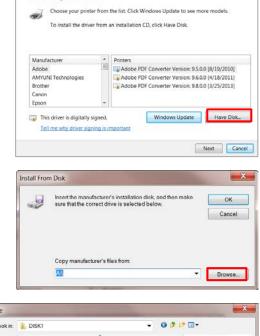
d. Enter [Hostname or IP address].

C 📾 Add Printer

Install the printer driver

- e. If necessary, **deselect** the checkmark from [Query the printer...], and click [Next].
- f. Click [Have Disk ...].

g. Click [Browse], and select, e.g., [Desktop].



h. Select printer driver folder [DISK1], and click [Open].

Look in:	L DISK1	-	🗿 🦸 🔛 🔟 🔻	
Que.	Name	*	Date mod	ified
-	O) PCL6		10/18/201	3 4:35 PM
ecent Places				
Desktop				
1000				
-				
Libraries				
Computer				
0				
W		10		
Network				
	File name:	PCL6	•	Open
	Files of type:	Setup Information (* inf)	*	Cancel

Install From Disk

i. Click [**OK**].

j. Select [RICOH SP C252SF PCL 6], and click [Next].	Add Printer Install the printer driver Choose your printer from the list. Click Windows Update to see more models. To install the driver from an installation CD, click Have Disk. Manufacturer RICOH SP Printers RICOH SP C250SF PCL 6 RICOH SP C252SF PCL 6
	This driver is digitally signed. Tell me why driver signing is important Next Cancel Add Printer
k. Click [Next].	
<i>Note:</i> If <i>User Account Control</i> message displays, click [Yes].	Type a printer name Printer name: RICOH SP C252SF PCL 6 This printer will be installed with the RICOH SP C252SF PCL 6 driver.
	Next Cancel
l. With [Do not share this printer] selected, click [Next].	Add Printer Printer Sharing If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users. Do not share this printer Share this printer Share this printer Comment: Comment: Comment: Comment: Share this printer Comment: Comment: Comment: Comment: Share this printer Comment: Share this printer Comment: Comment: Comment: Share this printer Comment: Comment: Share this printer Comment: Share this printer Sh
m Print test nage if you wish	Next
m. Print test page , if you wish.	
m. Print test page , if you wish. n. If necessary, close test page window.	Add Printer You've successfully added RICOH SP C252SF PCL 6
	💮 🖶 Add Printer
n. If necessary, close test page window.	Add Printer You've successfully added RICOH SP C252SF PCL 6 To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.



Appendix D

Add New Port

If you would like to bypass the install wizard and have more control over printer port creation, the steps for manually adding a port are outlined below.

Add a device

Adobe PDF

5

Add a printer

AficioSG31

10SFNw

(FAX)

See what's printing

DELL

2007WFP

DELL

2007FP

Print server properties

Fax

R

Dell USB

Entry

Keyboard

1

Remove device

Microsoft

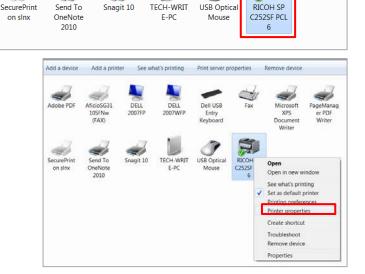
XPS

Document Writer

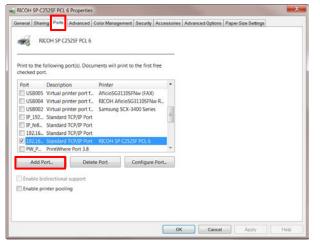
Before proceeding, please check the following:

- Printer power switch is On.
- Network is connected and configured.
- Printer's IP address is available. If necessary, see Appendix B: Print Configuration Report.
- 1. Click [Start] ► [Devices and Printers].
- 2. Right-click [RICOH SP C252SF PCL 6] icon.

3. Select [Printer properties].



- 4. Select [Ports] tab.
- 5. Click [Add Port...].





- 6. Select [Standard TCP/IP Port].
- 7. Click [New Port...].

8. Click [Next >].

9. In [Printer Name or IP Address] field, enter printer's IP address.

Note: Port Name field populates automatically.

10. Click [Next >].

Printer Ports			
Available port type	25:		
Adobe PDF Port N	Ionitor		
Local Port PrintWhere Port 3			
Standard TCP/IP P			
New Port Type.	New Port Cancel		
Add Standard TCP/IP Printer Port Wizard	1		
	elcome to the Add Standard P/IP Printer Port Wizard		
This	wizard helps you add a port for a network printer.		
	re continuing be sure that:		
	ne device is turned on. ne network is connected and configured.		
	2		
To c	ontinue, click Next.		
100	Jinnue, eikk Next.		
	<back next=""> Cancel</back>		
Add Standard TCP/IP Printer Port Wizard			
Add port For which device do you want to add	a port?		
Enter the Printer Name or IP address, and a port name for the desired device.			
Printer Name or IP Address:	123.45.6.7		
Port Name:	123.45.6.7		
	<back next=""> Cancel</back>		

dd Standard TCP/IP Printer Port Wizard					
Detecting TCP/IP port Windows is detecting the	CP/IP port and will move to	the next page when finished.			
Detecting the TCP/IP Windows will automa		page when the detection is done.			
		<back next=""> Cancel</back>			
dd Standard TCP/IP Printer P	ort Witnerd				
	Completing	the Add Standard nter Port Wizard			
	You have selected a characteristics.	port with the following			
	SNMP:	Yes			
	Protocol:	RAW, Port 9100			
	Device:	192.168.1.5			
	Port Name:	192.168.1.5_2			
	Adapter Type:	RICOH SP C252SF (970e4d)			
	To complete this w	izard, click Finish.			
< Back Finish Cancel					

11. Click [Finish].

Port setting is complete!

12. Click [X] to close open windows.

Note:

 To print a test page...
 Click [Start] ▶ [Devices and Printers], right-click [RICOH SP C252SF PCL 6]. Select [Printer properties] ▶ [Print Test Page].

	Windows
Windows	Printer Test Page
Congratulations	1
If you can read C252SF PCL 6 on	this information, you have correctly installed your RICOH SP TECH-WRITE-PC.
The information	below describes your printer driver and port settings.
Computer name: Printer name: Printer model: Color support: Port name(s): Data format: Location: Comment: Driver name: Data file: Config file:	RICOH SP C3525 PCL 6 RICOH SP C3525 PCL 6 1922_168_1.5_2 RAM GXE65AD_DLL GXE65AD_DLL GXE65AD_DLL GXE65AD_DLL GXE65AD_DLL GXE65AD_DLL GXE65AD_DLL
C:\windows\svs	s used by this driver: tem32\spoo\\DRIVERS\W32X86\3\GXE65AR.DLL (1, 1, 0, 1) tem32\spoo\\DRIVERS\W32X86\3\GXE65D8G.ini
This is the end	of the printer test page.



Appendix E

Specifications

Printer		
Configuration	Desktop	
Imaging Process	Laser Beam Scanning, Color Electrophotography Printing with Monocomponent Toner Development, 4-drum Tandem Method	
Print Speed (Letter)	21 ppm B&W and Full-Color; 12 ppm Duplex	
CPU Speed	400MHz	
RAM Memory	256MB Standard/Maximum	
Print Resolution	600 x 600 dpi (Default) (Speed Mode) 1200 x 600 dpi Equivalent (Standard Mode) 2400 x 600 dpi Equivalent (Fine Mode)	
Fonts	80 PCL/PS	
Printer Drivers/Languages	PCL 5c, PCL 6, PostScript 3 Emulation	
Standard Interfaces	USB 2.0; 10/100Base-TX Ethernet; USB Host Interface for PictBridge; IEEE 802.11 b/g/n Wireless LAN (wired and wireless network connections cannot be active simultaneously)	
Network Protocols	TCP/IP (IPv4, IPv6), IPP, Bonjour	
Supported Environments	Windows XP/Vista/7/8/Server 2003/2003R2/2008/2008R2/ 2012 (32 bit/64 bit) and later; Mac OS X 10.6 and later; Citrix Metaframe	

Scanner			
Scanner Modes	Full-Color, B&W, Grayscale		
Scanning Features	Image Density (adjustable in 5 steps), TWAIN/WIA, Scan-to- Email/Folder/FTP/USB		
File Formats	TIFF (Single-/Multi-Page), PDF (Single-/Multi-Page), JPG (Single- Page)		
Scan Resolution	Up to 1200 x 1200 dpi (optical) Up to 19200 x 19200 dpi (interpolated)		
Scan Speed	B&W: Less than 3 Seconds Per Page Grayscale: Less than 3 Seconds Per Page Full-Color: Less than 10 Seconds Per Page		
Scan Interface	USB 2.0; 10/100Base-TX Ethernet; IEEE 802.11 b/g/n		
Utilities and Drivers	TWAIN Driver, Presto! PageManager Version 9.33		

Note: For additional information, including copier and facsimile specifications, download the *Ricoh SP C250SF or SP C252SF brochure* and/or *Operating Instructions, Specifications of the Machine*, p357.



Notes:	



www.ricoh-usa.com

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