

## Setup Guide

Setting Up the Machine

1



Configuring the Network Setting

2

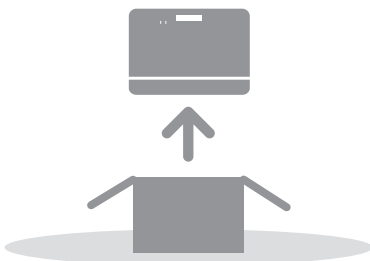


Installing the Printer Driver

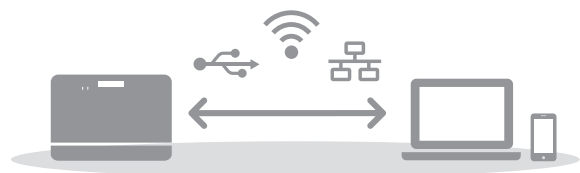
3

Control Panel Sheet

1



2





# 1. Setting Up the Machine

33 cm (13 inches)  
20 cm (7.9 inches)  
20 cm (7.9 inches)  
70 cm (27.6 inches)  
10 cm (4.0 inches)

10°C min. / 50°F min. / 32°C max. / 89.6°F max.

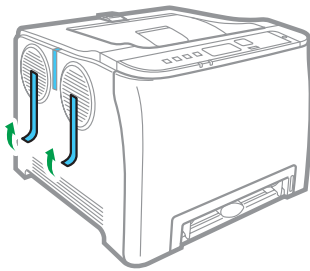
15 min. / 80% max.

25kg/56lb

Power Source  
120 - 127 V, 60 Hz, 11 A  
220 - 240 V, 50/60 Hz, 6 A

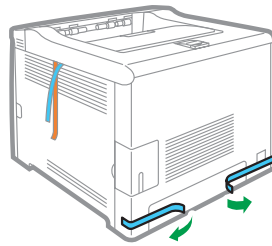
ECB011

1



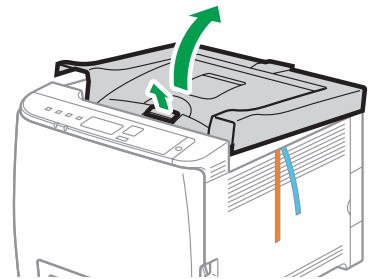
ECB012

2



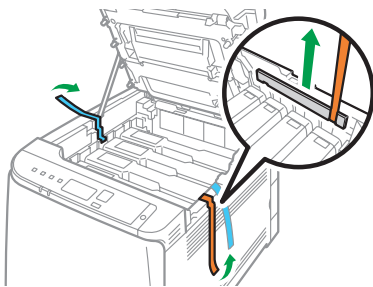
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3



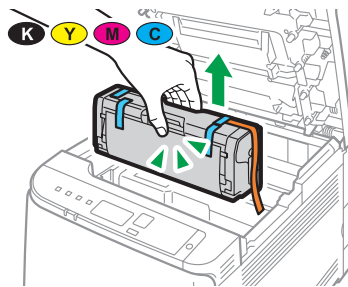
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4



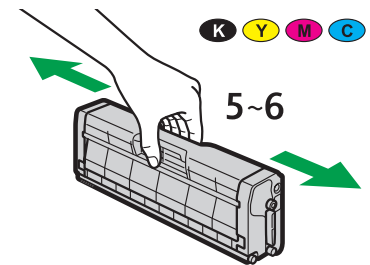
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5



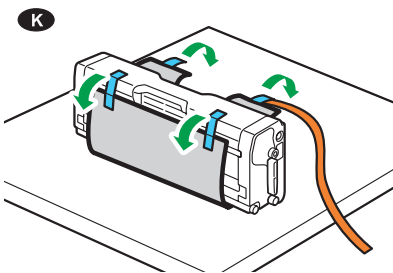
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6

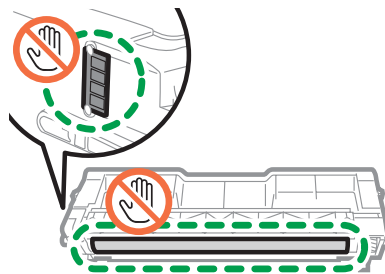


ECC023

7

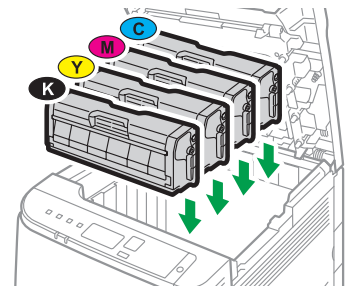


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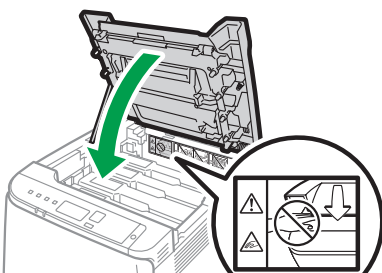
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8



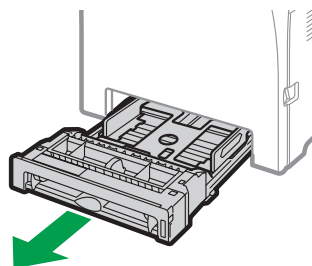
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9



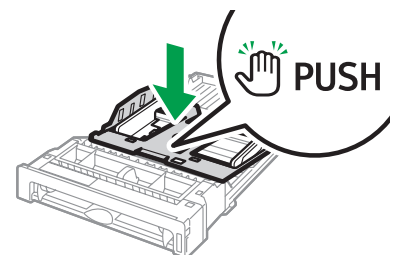
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10



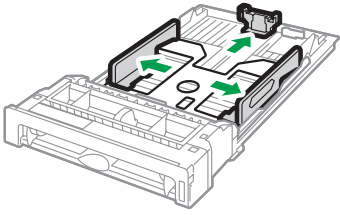
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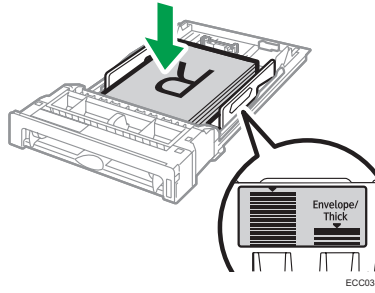
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12



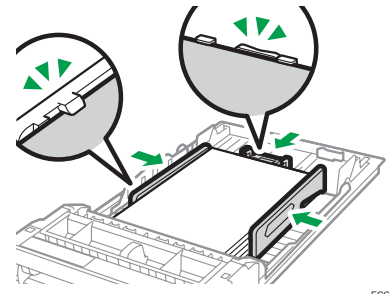
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13



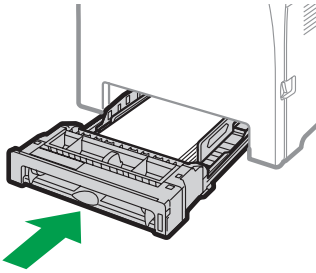
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14



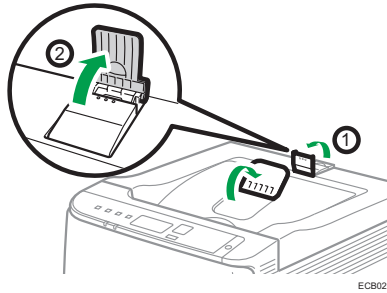
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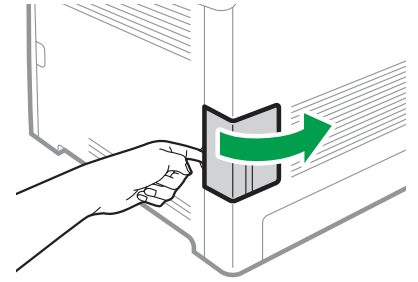
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16



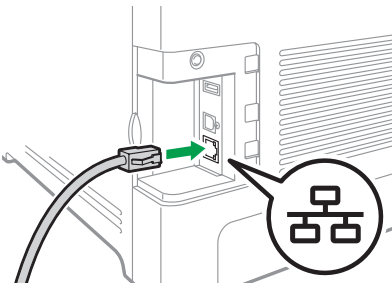
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17



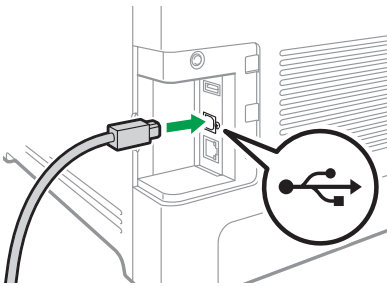
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18



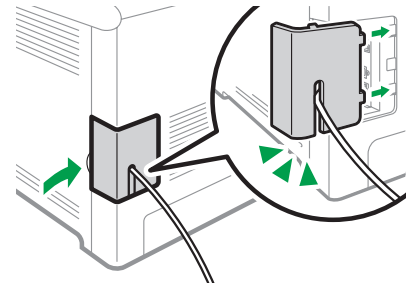
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19



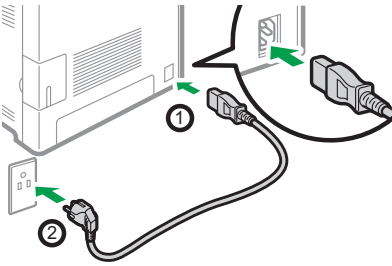
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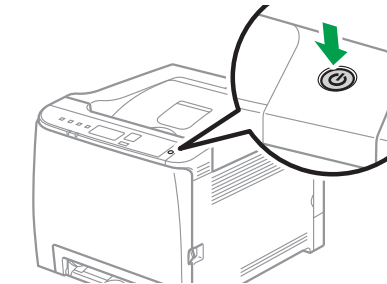
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21



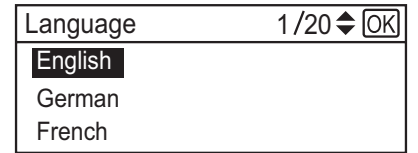
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22



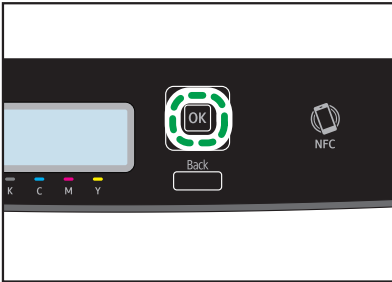
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23

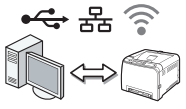


ECB231

24



ECB205



Configure the network setting.

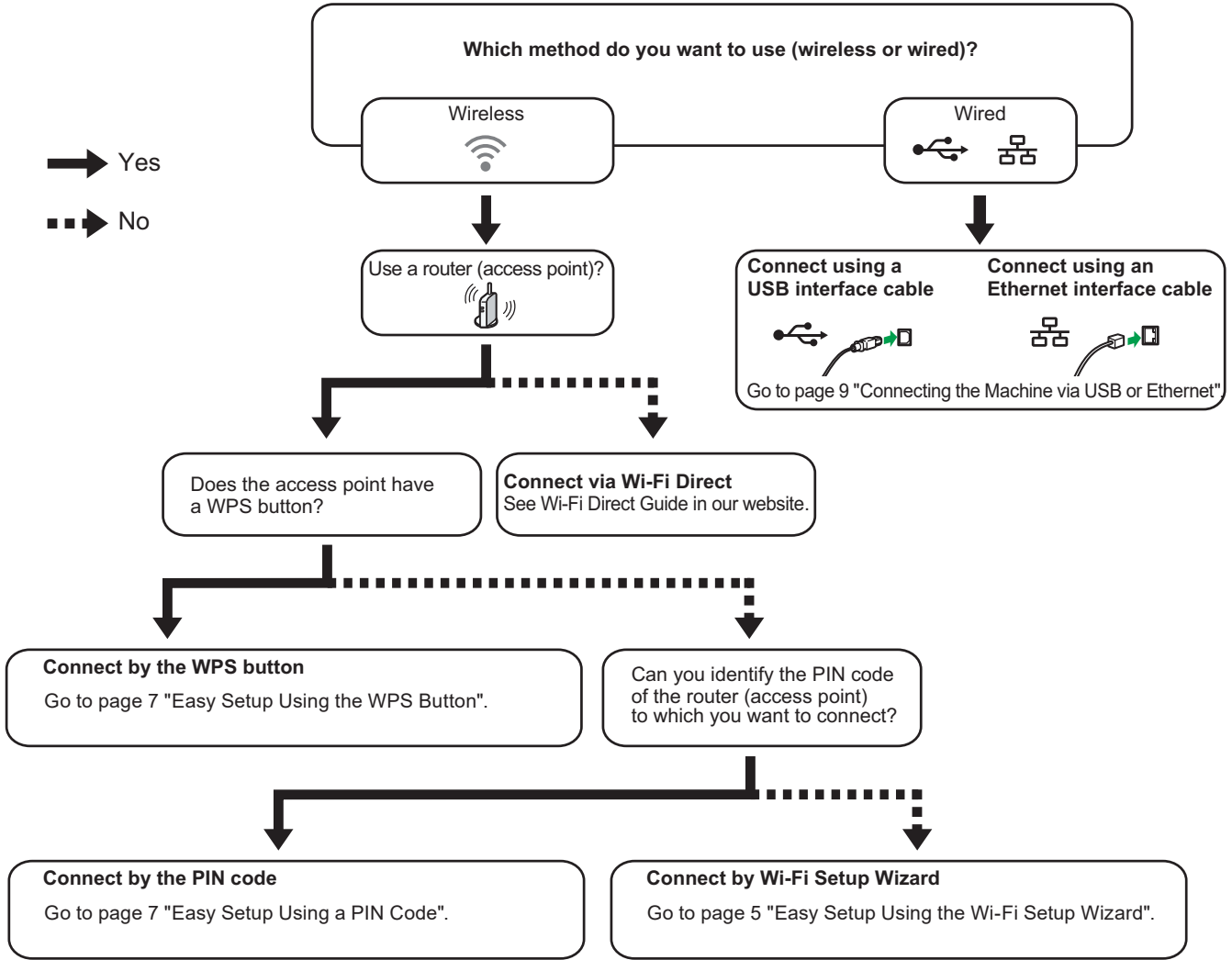


Go to page 4 "2. Configuring the Network Setting".

## 2. Configuring the Network Setting

### Check How the Computer Is Connected

Specify how to connect to your computer according to the communication environment of your system.



ECC046

- To connect using the WPS button, go to page 7 "Easy Setup Using the WPS Button".
- To connect using a PIN code, go to page 7 "Easy Setup Using a PIN Code".
- To set up manually, see User's Guide in the provided CD-ROM or our website.
- When the Wi-Fi Direct function is enabled, a Wi-Fi Direct compliant device is recognized as a router (access point), and direct communication among Wi-Fi Direct-compliant devices becomes possible.  
When communicating using the Wi-Fi Direct function, you cannot connect to the Internet at the same time.

# Use the Machine from a Smart Device Android iOS

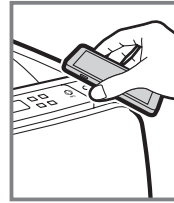


## How to use the machine from a smart device

From a smart device application, you can use the following function of the machine:

- Printing photographs and documents stored on a smart device

After scanning the following QR code with your smart device, search for the "RICOH Smart Device Connector" application and download it from the site that appears.



## How to use the NFC (Android smart devices only)

1. Configure the network connection of the machine. For details, see page 5 "Connecting the Machine via Wi-Fi".
2. After scanning the following QR code with your smart device, search for the "RICOH Smart Device Connector" application and download it from the site that appears.
3. Start "RICOH Smart Device Connector", and write the machine's network information on the NFC using the application.
4. Perform printing by touching the NFC from "RICOH Smart Device Connector".

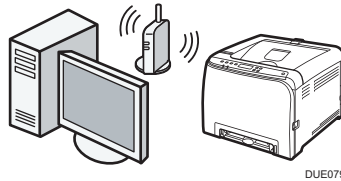
### Android



### iOS



## Connecting the Machine via Wi-Fi



### Easy Setup Using the Wi-Fi Setup Wizard

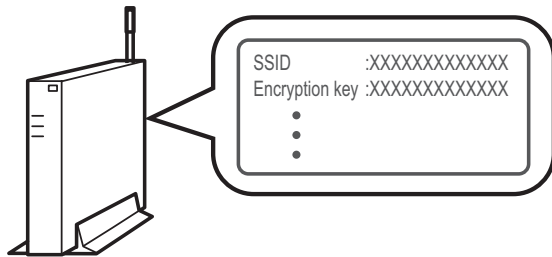
From the control panel of this machine, you can also configure the wireless LAN settings for the machine.

#### Note

- The following item is necessary to set up a wireless connection.
- Router (access point)

#### Checking the SSID and Encryption key

The SSID and Encryption key for the router (access point) may be printed on a label affixed to the router (access point). For details about the SSID and Encryption key, refer to the router (access point) manual.



DSG099

Confirm the SSID and Encryption key, and write them down on the blank space as shown below.

SSID:

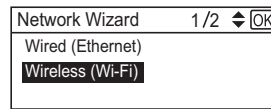
Encryption key:

### Configuring Settings Using the Control Panel

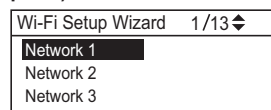
#### Important

- Make sure the Ethernet cable is not connected to the machine.

1. Check that the router (access point) is working correctly.
2. Press the [▼] or [▲] key to select [Wireless (Wi-Fi)], and then the [OK] key.



3. Press the [▼] or [▲] key to select SSID of the router (access point) from the searched SSID list, and then press the [OK] key.



4. Press the [▼] or [▲] key to select the authentication method, and then press the [OK] key.

The next steps differ depending on the authentication method that you have selected. Proceed to Step 5 of the appropriate section.

- If the authentication method is set to [WPA2-PSK] or [Mixed Mode WPA2/WPA] ▶ **A**
- If the authentication method is set to [Open system] or [Shared Key] ▶ **B**

## A Connecting to devices using the WPA2-PSK or Mix Mode WPA2/WPA authentication

5. Enter the encryption key using the [▼] or [▲] key, and then press the [OK] key.

As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).

For details about checking the encryption key, see "Checking the SSID and Encryption key".

6. Press the [OK] key.

7. Check the result.

Connection has succeeded:

Connection has failed:

8. Press the [▼] or [▲] key to select [Quit Setup], and then the [OK] key.

9. Configuring the Wi-Fi settings is complete.



To use the printer driver, install the printer driver according to the procedure on page 10 "3. Installing the Printer Driver".

## B Connecting to the devices using the Open system or Shared Key authentication

5. Press the [▼] or [▲] key to select the encryption method, and then press the [OK] key.

The maximum number of characters that can be entered in the encryption key field depends on the encryption method settings.

### Note

- Do not select [None] except in special circumstances. If selected, the security system will not work.

6. Enter the encryption key using the [▼] or [▲] key, and then press the [OK] key.

For details about checking the encryption key, see "Checking the SSID and Encryption key".

7. Enter the ID using the [▼] or [▲] key, and then press the [OK] key.

The ID is used for identifying the encryption key. You can register four encryption keys (ID 1 to 4).

8. Enter the password.

9. Press the [OK] key.

10. Check the result.

Connection has succeeded:

Connection has failed:

11. Press the [▼] or [▲] key to select [Quit Setup], and then the [OK] key.

12. Configuring the Wi-Fi settings is complete.



To use the printer driver, install the printer driver according to the procedure on page 10 "3. Installing the Printer Driver".



## Easy Setup Using the WPS Button

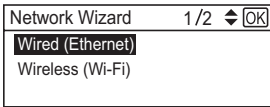
### ★ Important

- Make sure the Ethernet cable is not connected to the machine.
- In Steps 10 to 12, configure each setting within two minutes.

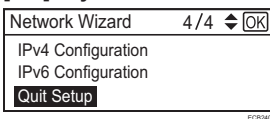
### ↓ Note

- The following item is necessary to set up a wireless connection.
  - Router (access point)

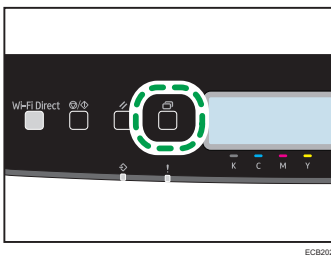
1. Check that the router (access point) is working correctly.
2. Press the [▼] or [▲] key to select [Wired (Ethernet)], and then the [OK] key.



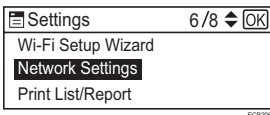
3. Press the [▼] or [▲] key to select [Quit Setup], and then the [OK] key.



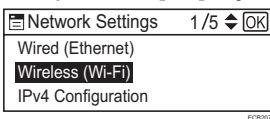
4. Press the [Menu] key.



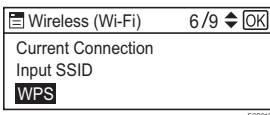
5. Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.



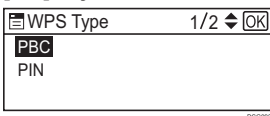
6. Press the [▼] or [▲] key to select [Wireless (Wi-Fi)], and then press the [OK] key.



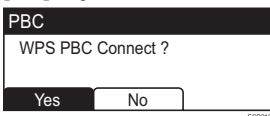
7. Press the [▼] or [▲] key to select [WPS], and then press the [OK] key.



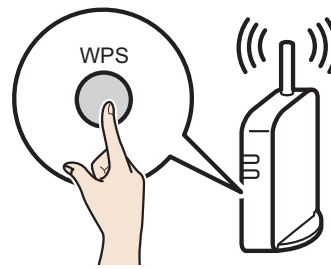
8. Press the [▼] or [▲] key to select [PBC], and then press the [OK] key.



9. Press the [◀] or [▶] key to select [Yes], and then press the [OK] key.



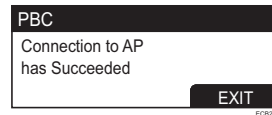
10. After "Connecting..." appears, press the WPS button on the router (access point) within two minutes.



- For details about how to use the WPS button, refer to the manuals for the router (access point).

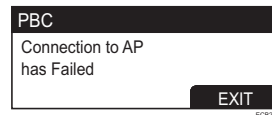
11. Check the result.

Connection has succeeded:



- Press the [OK] key to return to the screen displayed in Step 6, and then press the [Menu] key to return to the initial screen.

Connection has failed:



- Press the [OK] key to return to the screen displayed in Step 6. Check the configuration for the router (access point), then try the connection again.

12. Configuring the Wi-Fi settings is complete.

➔ To use the printer driver, install the printer driver according to the procedure on page 10 "3. Installing the Printer Driver".

## Easy Setup Using a PIN Code

### ★ Important

- Make sure the Ethernet cable is not connected to the machine.
- In Steps 11 to 13, configure each setting within two minutes.

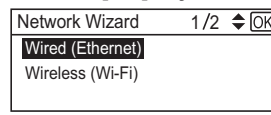
### ↓ Note

- To establish a connection using the PIN code, use a computer that is connected to the router (access point).
- The following item is necessary to set up a wireless connection.
  - Router (access point)

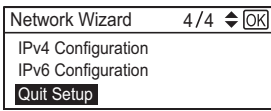
1. Check that the router (access point) is working correctly.
2. Open the PIN code configuration window (web page) for the router (access point) on your computer.



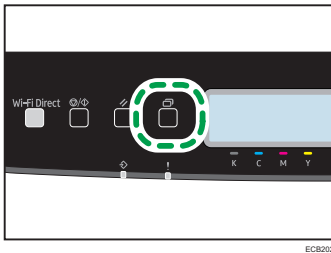
3. Press the [▼] or [▲] key to select [Wired (Ethernet)], and then the [OK] key.



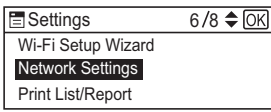
4. Press the [▼] or [▲] key to select [Quit Setup], and then the [OK] key.



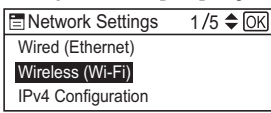
5. Press the [Menu] key.



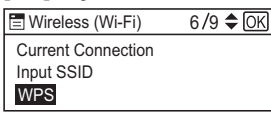
6. Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.



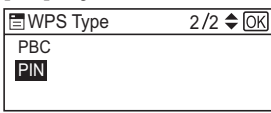
7. Press the [▼] or [▲] key to select [Wireless (Wi-Fi)], and then press the [OK] key.



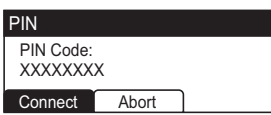
8. Press the [▼] or [▲] key to select [WPS], and then press the [OK] key.



9. Press the [▼] or [▲] key to select [PIN], and then press the [OK] key.



10. Check the PIN code.



Write down the PIN code in case you might forget it.

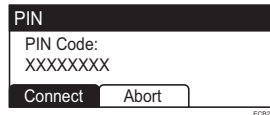
11. Enter the machine's PIN code (8 digits) on the router (access point)'s web page (The web page accessed in Step 2).



12. Execute WPS (PIN system) from the router (access point)'s web page.



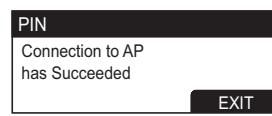
13. Press the [◀] or [▶] key to select [Connect], and then press the [OK] key.



"Please wait for 2 minutes" appears and connecting with PIN method starts.

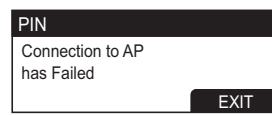
14. Check the result.

Connection has succeeded:



- Press the [OK] key to return to the screen displayed in Step 6, and then press the [Menu] key to return to the initial screen.

Connection has failed:

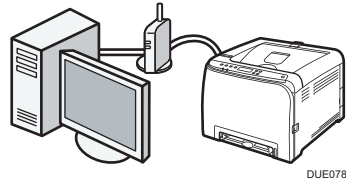
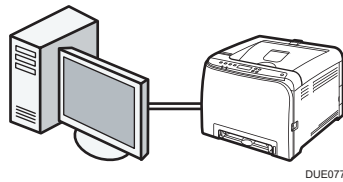


- Press the [OK] key to return to the screen displayed in Step 6. Check the configuration for the router (access point), then try the connection again.

15. Configuring the Wi-Fi settings is complete.

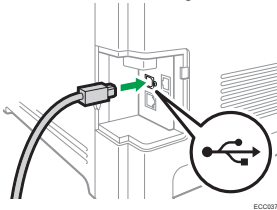
➡ To use the printer driver, install the printer driver according to the procedure on page 10 "3. Installing the Printer Driver".

## Connecting the Machine via USB or Ethernet

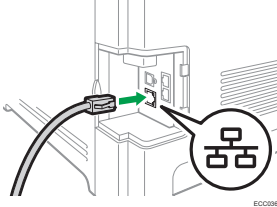


### Note

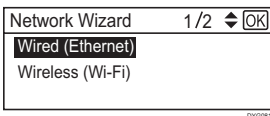
- For details about IPv4 or IPv6 settings manually, see User's Guide.
- When connecting the machine via USB, USB interface cable is necessary to set up.



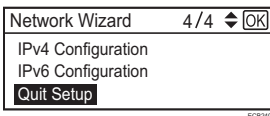
- When connecting the machine via the Ethernet, the Ethernet interface cable is necessary to set up.



1. Press the [▼] or [▲] key to select [Wired (Ethernet)], and then the [OK] key.



2. Press the [▼] or [▲] key to select [Quit Setup], and then the [OK] key.



➡ To use the printer driver, install the printer driver according to the procedure on page 10 "3. Installing the Printer Driver".

# 3. Installing the Printer Driver

## Note

- The following items are necessary to set up a wired connection.
- USB interface cable or Ethernet interface cable
- CD-ROM supplied with the machine

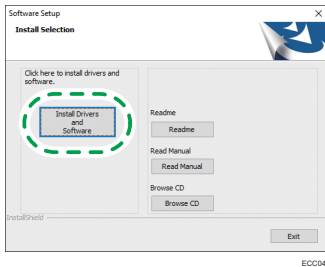
## For Windows

1. Turn on your computer.
2. Insert the provided CD-ROM into the CD-ROM drive of the computer.

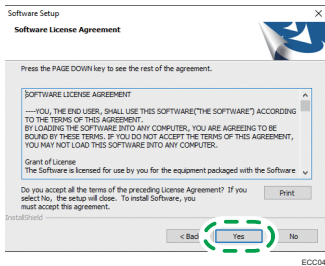
If your computer does not have a CD-ROM drive, download a setup file from our website.



3. Click [Install Drivers and Software].

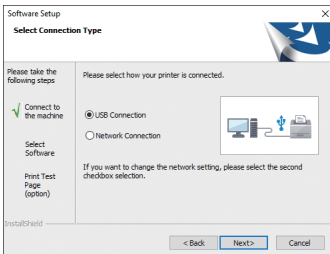


4. The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].



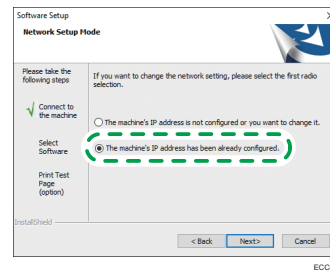
5. Select [USB Connection] or [Network Connection] according to communication environment or your device.

If you already completed the Wi-Fi setting, select [Network Connection].

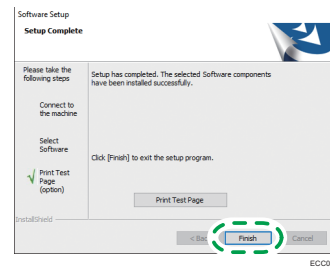


6. Follow the instructions in the setup wizard.

If you already completed the Wi-Fi setting, click [The machine's IP address has been already configured.].



7. Click [Finish] in the [Setup Complete] dialog box. If the installer prompts you to restart Windows, reboot your computer.



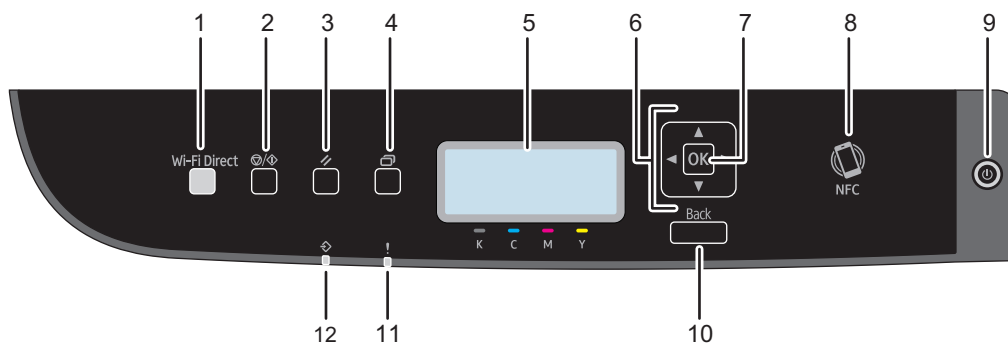
Setup is completed.

## For macOS or OS X

The following procedure is explained using macOS 10.13 as an example.

1. Turn on your computer.
2. Insert the provided CD-ROM into the CD-ROM drive of the computer.  
If your computer does not have a CD-ROM drive, download a setup file from our website.
3. Double-click the CD-ROM drive icon.
4. Double-click the [macOS] folder.
5. Double-click the folder of driver you want to install.
6. Follow the instructions in the setup wizard.
7. Click [Close] in the [Summary] dialog box.
8. Start System Preferences.
9. Click [Printers & Scanners].  
Check that the machine automatically recognized by plug-and-play appears in the printers list.
10. Click the [+] button.
11. Click [Default].
12. When using the USB, select the printer that has "USB" indicated in the [Kind] column. When using the Ethernet cable, select the printer that has "Bonjour" indicated in the [Kind] column.  
If the printer name is not displayed, select the icon that corresponds to your network environment (TCP/IP, etc.).
13. Select the printer you are using from the [Use:] pop-up menu.
14. Click [Add].
15. Select [Installed] or [Not Installed] for [Tray 2], and then click [OK].
16. Quit System Preferences.  
Setup is completed.

# Control Panel Sheet



ECB201

1	[Wi-Fi Direct] key	7	[OK] key
2	[Stop/Start] key	8	NFC
3	[Job Reset] key	9	[Power] key
4	[Menu] key	10	[Back] key
5	Display	11	Alert Indicator
6	Scroll Keys	12	Data In Indicator



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