



Trademarks

- Microsoft and Windows are registered trademarks of Microsoft Corporation in the U.S. and other countries.
- The names of companies and products mentioned herein may be either trademarks or registered trademarks of their respective owners.

Disclaimers

- To the maximum extent permitted by applicable law:
 - The supplier shall not be liable for the result of operation of this software or the use of this document.
 - The supplier shall not be liable to you for damages or loss of any document or data produced by using this software.
 - The supplier shall not be liable to you for any consequential, incidental or indirect damages (including, but not limited to, damages for loss of profits, business interruption or loss of business information, and the like) caused by failure of this software or loss of documents or data, nor for any other damages arising out of the use of this software, if the supplier has been advised of the possibility of such damages.
- Some illustrations or explanations in this guide may differ from your product due to enhancement or change in the product.
- The content in this document is for information only, and is subject to change without notice. While reasonable efforts have been made in the preparation of this document to assure its accuracy, Ricoh Americas Corporation, its contractors and partners, assume no liability resulting from errors or omissions in this document or from the use of the information contained herein.
- No part of this document may be duplicated, replicated, reproduced in any form, modified or quoted without prior consent of the supplier.
- It is possible that any document or data stored in the computer will be damaged or lost by user error during operation or software error. Be sure to back up all important data beforehand. Important documents and data should always be copied or backed up. Documents and data can be lost because of malfunction or human error. Furthermore, the customer is responsible for protection measures against computer viruses, worms, and other harmful software.
- We are not liable for any damage caused by a failure of this product, or for any damage as a result of loss of data, or for any other damages arising out of the use or inability to use this software or manual unless liability is imposed by statute.

Revision History

Version	Source	Document Version
Ver. 1.00	Ricoh Americas Corporation	Rev. 1 (May, 2015)

Adobe Acrobat or Adobe Reader is required to view PDF documents. **Helpful Hint**: When using internal hyperlinks in this PDF document, press [Alt] + [\leftarrow] to return to the page you were on.

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



Contents

Preface5	;
Guides for This Solution	;
How to Read This Guide	;
Acronym Reference6	5
STEP 1: Before You Begin	,
1.1 Unpack Machine	1
1.2 Choose Setup Method	1
1.3 Navigate Printer Settings	3
STEP 2: Connect Printer)
2.1 USB Connection)
2.2 Network Connection)
2.2.1 Wired (Ethernet) Connection)
2.2.2 Wireless (Wi-Fi) Connection)
Enable Wi-Fi Settings)
Configure IP Address Settings)
Select Wireless Configuration Method	Ĺ
STEP 3: Install Printer Driver 13	\$
3.1 USB Printer Driver Install	3
3.2 Network Printer Driver Install	3
STEP 4: Print Test Page 22	2

APPENDIX

A. Print Configuration Report	23
B. Check Connection Status	24
C. Printer Driver Download	26
D. Add New Port	31
E. Other Wireless Setup Methods	34
PIN Method	34
Manual Method	36
F. Printer Specifications	40



Preface

This guide explains how to connect the network-ready RICOH SP C250DN/SP C252DN Color Laser Printer (hereinafter called "printer") to your computer, install provided software, and perform basic print operations. For detailed information on supported printing features, please refer to the *Operating Instructions*.

Guides for This Solution

The following guides are available for the RICOH SP C250DN/SP C252DN:

- Getting Started Guide (this document).
- Operating Instructions This comprehensive guide (on CD) explains how to use the machine, for example, how to configure settings and print documents. It also explains how to modify or view printer settings with the Web Image Monitor utility. The guide also contains troubleshooting, 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).
- 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
AP	Access Point (Wi-Fi Router)
DHCP	Dynamic Host Configuration Protocol
dpi	dots per inch
IP	Internet Protocol
LAN	Local Area Network
PBC	Push Button Connect
PDF	Portable Document Format
PIN	Product Identification Number
PSK	Pre-shared Key
SSID	Service Set Identifier
TKIP	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 – 1.2**.

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	<u>Wireless</u> – 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 settings through the printer's control panel. Keys that you will use most frequently are outlined below.



Item	Кеу	Description
1.	[Menu]	Press to configure or check machine settings. Press the [Menu] key again to return to the Home screen.
2.	Scroll [▲] [▼]	Press to scroll the screen up or down to display settings or to adjust values.
3.	[Escape]	Press to cancel an operation or to return to the previous screen.
4.	[ОК]	Press to confirm settings and setting values, or move to the next menu level.

Note: For further information on control panel keys, please refer to the *Operating Instructions*, p21.



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 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 (rectangular plug) into the computer's USB port, install the USB Printer Driver and Utility. See <u>3.1 USB Printer Driver Install</u>. *Note:* During software installation, you will be prompted to connect the USB cable (square plug) to your printer, and turn the printer <u>On</u>.



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 Driver. See 3.2 Network Printer Driver Install.

2.2.2 Wireless (Wi-Fi) Connection

Your new printer supports Wi-Fi Protected Setup (WPS), a network security standard that allows Wi-Fi routers, e.g., Linksys, NETGEAR, etc., to easily connect, allowing you to print to the device wirelessly. Also called Push Button Control, PBC simply means that you can "Push 'n' Connect" two devices that support WPS; you don't need to know the wireless network's security key/passphrase. So if you wish to







wirelessly print, for example, from your laptop or tablet, it is recommended that you use the PBC (WPS) Method outlined below. To use this method, your router must support Wi-Fi Protected Setup, and have a dedicated WPS button.

- Note:
- Depending on the Wi-Fi router, the WPS button may have another name. For details, refer to the wireless router manual.
- 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.
- If your router does not have a dedicated WPS button, see <u>Appendix E: Other Wireless Setup Methods</u>.

Before proceeding, please check the following:

- Wireless router is working correctly, i.e., you can wirelessly connect to the Internet from your laptop.
- Printer power switch is On.
- Network cable *is not* connected to the printer.

Enable Wi-Fi Settings

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

- 1. Press [Menu].
- 2. Scroll [▼] to [Host Interface], and press [OK].
- 3. Scroll [▼] to [Network Settings], and press [OK].
- 4. Scroll [▼] to [Wi-Fi Config.], and press [OK].
- 5. Select [Wi-Fi], and press [OK].
- 6. Scroll [▼] to [Active], and press [OK].

Note: Alert LED lights.

- 7. Press [Menu] to exit. Display reads, Please Restart Machine.
- 8. Turn printer power switch Off. Wait a moment, and then turn On.
- 9. Continue with **2**.

2 Configure IP Address Settings

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

Automatic

- 1. Press [Menu].
- 2. Scroll [▼] to [Host Interface], and press [OK].
- 3. Scroll [▼] to [Network Settings], and press [OK].
- 4. Scroll [▼] to [IPv4 Config.], and press [OK].
- 5. Select [DHCP], and press [OK].
- Scroll [▼] to [Active], and press [OK].
 Note: Alert LED lights.



- 7. Press [Menu] to exit. Display reads, Please Restart Machine.
- 8. Turn **printer power switch** <u>Off</u>. Wait a moment, and then turn <u>On</u>.
- 9. Continue with **B**.

Manual

- 1. Press [Menu].
- 2. Scroll [▼] to [Host Interface], and press [OK].
- 3. Scroll [▼] to [Network Settings], and press [OK].
- 4. Scroll [▼] to [IPv4 Config.], and press [OK].
- 5. Select [DHCP], and press [OK].
- 6. Select [Inactive] to manually specify the IP address, and press [OK].
- 7. Select [IP Address], and press [OK].
- Enter the printer's IPv4 address using the [▲] or [▼] keys.
 Note:
 - To go to the next field, and press [OK].
 - To return to the previous field, press [Escape].
- 10. When finished entering IP address, press [OK].
- 11. Select [Subnet Mask], and press [OK].
- 12. Enter Subnet Mask using the [▲] or [▼] keys.*Note:*
 - To go to the next field, press [OK].
 - To return to the previous field, press [Escape].
- 13. When finished entering Subnet Mask, press [OK].
- 14. Repeat steps 11-13 for [Gateway Address].
- 15. Press [Menu] to exit. Display reads, Please Restart Machine.
- 15. Turn printer power switch Off. Wait a moment, and then turn On.
- 16. Continue with **9**.

B Select Wireless Configuration Method

PBC (WPS) Method

PIN Method

Manual Method

PBC (WPS) Method

The following operations are only performed when connecting a <u>new printer</u> to your Wi-Fi router for the first time. Once a WPS connection is configured, the Web Image Monitor utility can be used to view or change wireless settings.

1. Press [Menu].

- 2. Scroll [▼] to [Host Interface], and press [OK].
- 3. Scroll [▼] to [Network Settings], and press [OK].
- 4. Scroll [▼] to [Wi-Fi Config.], and press [OK].





- 5. Scroll [▼] to [WPS], and press [OK].
- 6. Select [PBC], and press [OK].
- Firmly press the router's [WPS] button, within two minutes.
 Note:
 - Connection succeeded: Display reads: PBC Connection Succeeded.
 - **Connection failed**: Display reads: *PBC Connection Failed*. 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 [Menu] ▶ [Host Interface] ▶ [Network Settings] ▶ [Wi-Fi Config.] ▶ [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Menu]. *Note*: Also see Appendix B: Check Connection Status.
- Confirm printer's IP address: Press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Menu]. The printer's IP address is also on the Configuration Report. See <u>Appendix B: Print Configuration Report</u>.
- 8. Next, install Network Printer Driver. See <u>3.2 Network Printer Driver Install</u>.

STEP 3

Install Printer Driver

The supplied *Printer Drivers and Utilities* CD contains the software that enables the printer and computer to communicate. 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.

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

3.1 USB Printer Driver Install

If you have a local connection to your computer, using a USB cable, you must install the printer driver.

Note:

- The following components can be installed:
 - PCL 6 Printer Driver
 - PCL 5c Printer Driver
 - PostScript 3 Printer Driver
- Close all applications currently running, and ensure that no documents are in the print queue.
- The procedures in this section are based on Windows 7. The actual procedures may vary depending on the computer operating system in use.

To install the USB printer driver, proceed as follows:

1. Confirm that the **USB cable (rectangular plug) is connected to your computer**, and the **square plug to printer is disconnected**. Also make sure the printer **power switch is** <u>Off</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 Drivers and Utilities** CD into 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 language, and click [OK].

6. Select the Printer Driver you wish to install, e.g., PCL 6.

7. Read the License Agreement, select [I accept the

agreement], and click [Next >].

Install Printer Driver

I accept the agreement. I don't accept the agreement.

s].	Do you want to allow the following program to make
	Changes to this computer? Program name: Setup Launcher Application Verified publisher: RICOH Company Limited
	File origin: CD/DVD drive
	Show details Yes No Change when these notifications appear
	Printer/Scanner Drivers and Utilities
	Printer/Scanner Drivers and Utilities
	Select a language.
	English
	OK. Cancel
	Printer Drivers and Utilities
CL 6.	Printer Drivers and Litilities
	PCL 6 Printer Driver Please make a selection.
	PCL 5c Printer Driver This product does not support Windows 2000.
	Posicip 3 Primer Driver
	© Select Language
	Browse This CD-ROM Readme
	Driver Installation Guide
	Exit
stall Printer Driver	
<license< th=""><th>Agreement></th></license<>	Agreement>
Do you accep	t the terms of the License Agreement?
Please read the following Li installation.	cense Agreement carefully. If you accept the agreement, click the [Agree] button to continue the
SOFTWARE LICENSE AGRE	EMENT
YOU, THE END USER, S AGREEMENT. BY LOADING THE SOFTWA ACCEPT THE TERMS OF T	HALL USE THIS SOFTWARE("THE SOFTWARE") ACCORDING TO THE TERMS OF THIS RE INTO ANY COMPUTER, YOU ARE AGREEING TO BE BOUND BY THESE TERMS. IF YOU DO NOT HIS AGREEMENT, YOU MAY NOT LOAD THIS SOFTWARE INTO ANY COMPUTER.
Grant of License The Software is licensed fr equipment"). You are perm You are not permitted to re	or use by you for the equipment packaged with the Software or designated by its supplier ("the vitted to use the Software on any computer which permits electronic access to the equipment, ant or lease the Software or to transfer your rights under this license to a third party.

Cancel

Next >

Note: If a print job is pending (in queue), a warning message appears: There is a job printing now. Click [OK] twice, and then [Finish] to close windows. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel any document(s) in queue, and repeat from step 6, above.



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

9. Select [Connect USB Cable], and click [Next >].

10. Select [RICOH SP C250DN PCL 6], and click [Next >].

Install Printer Driver	×
Compared to Install Printer Driver> Select the method to install a printer driver.	
Select the method to install a printer driver then click [Next] to continue.	
O Update the current printer	
Next >	Cancel
	~
install Printer Driver	
Select Method to Add Printer> Select the method to add a printer.	
Select a method to add printer then click [Next] to continue.	
Connect to a printer port or LAN	
Search for printers automatically	
Search for printers by specified IP Address	
Select a port or specify a new port	
< Back Next >	Cancel
Install Printer Driver	×
Select USB Connected Printer> The following list indicates USB connectable printers.	
🖶 Select a Printer 🔹 🔌 Check Cable/Power Switch 🎽 🖓 Copying Files 🔹 🔌 🖞 Auto-detec	t USB Port
Select a printer then click [Next].	



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



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

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

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

16. Click [Exit].

USB Printer Driver installation is complete!

17. Go to Step 4: Print Test Page.





3.2 Network Printer Driver 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 printer driver software from the supplied CD. If you do not have the CD, the software can be downloaded from the Ricoh website (<u>www.ricoh-usa.com</u>). Also see <u>Appendix C: Printer</u> <u>Driver Download</u>.

Note:

- The following components can be installed:
 - PCL 6 Printer Driver
 - PCL 5c Printer Driver
 - PostScript 3 Printer Driver
- Close all applications currently running, and ensure that no documents are in the print queue.
- The procedures in this section are based on Windows 7. The actual procedures may vary depending on the computer operating system in use.

To install the printer driver, proceed as follows:

- Wired Connection: Confirm that the network cable is plugged into the printer's Ethernet port, and turn printer power switch <u>On</u>.
 Wireless Connection: Network cable <u>is not</u> required. However, confirm that the printer power switch is <u>On</u>, and that you have made a <u>successful connection</u> between the printer and Wi-Fi router.
- 2. Insert the supplied **Printer 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 language, and click [OK].



x all a X

J AutoPlay



Printer Drivers and Utilities

Printer Drivers and Utilities

6. Select the **Printer Driver** you wish to install, e.g., **PCL 6**.

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



Note: If a print job is pending (in queue), a warning message appears: *There is a job printing now*. Click [OK] twice, and then [Finish] to close windows. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel any document(s) in queue, and repeat from step 6, above.



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





stall Printer Dri <Select Method to Add Printer> 3. With [Connect to a printer port or LAN] and [Search for Select the method to add a pri printers automatically] selected, click [Next >]. Select a method to add printer then click [Next] to continue Connect to a printer port or LAN Search for printers automatically Search for printers by specified IP A Select a port or specify a new port 🖞 🔘 Connect USB cable < Back Next > Cancel Install Printer Driver 4. Wired Connection: Confirm that the network <Confirm Network Connection> Confirm you are ready to connect to the printer (Ethernet) cable is connected and printer power g before connecting to the printer network and then click [Next] to cont switch is On. Wireless Connection: Network cable is not required, 123.456.789.0 4 5 6 but printer power switch must be On. Ca The power switch is On Printer and LAN cable are connected. The IP Address is specified 5. Click [Next >]. *To check the IP Address print out the system settings list < Back Next > Cancel X Install Printer Driver Searching for network printers... Please wait... Cancel × er Driver 6. If necessary, select [SP C250DN], and click [Next >]. <Printer List> Select a printer then click [Next] to continue < Back Next > Cancel 7. Click [Continue]. X Install Printer Driver Select and set Printer. 🖃 🗹 Printer Na Printer Name : <RICOH SP C250DN PCL 6_3> Comment : <RICOH SP C250DN V1.00c / RICOH Network Printer C model> · Driver : RICOH SP C250DN VCL 6 · Port : <IP_169.254.2.194> · ☑ Default Printer - Shared Share Name : <RICOHSPC> Change settings for `Printer Name` RICOH SP C250DN PCL 6 3 Restore Defaults Resets settings to the initial status. Continue Cancel



	Install Printer Driver
Software installation begins	Status Updating Printer. RICOH SP C2500N PCL 6
8. Click [Finish].	Install Ponter Driver
<i>Note:</i> The <i>Printer Driver Installation Complete</i> screen may include a <i>Restart</i> confirmation.	The prefer driver installation log Refer to the following report. Prefer driver installation log Market and the installation log Refer to the following report. Big Staff Diversition in the installation log Market and the installation log Confirm Restart You must restart your computer los use the new proteir driver, Do you want to restart your computer now? Was, restart lober. Was, restart lober. Presch
9. If necessary, click [Exit].	Printer Drivers and Utilities Printer Drivers and Utilities PCL 8 Printer Driver Please make a selection.
Network Printer Driver installation is complete!	PCL Sc Printer Driver PostScript 3 Printer Driver Select Language Browser This CD-ROM Readine Driver Installation Guide

10. Go to Step 4: Print Test Page ...



Exit

Add a device Add a printer See what's printing Print server properties Remove device

STEP 4

Print Test Page

This final step confirms that your computer and printer are communicating. Do so by printing a *Test Page* (via Windows).

Devices (5)

Note: If a wired (Ethernet) or wireless connection was made, the print out will include the device's IP address, e.g., 192.168.1.9.

To print a Test Page, proceed as follows:

- 1. Click [Start] ► [Devices and Printers].
- 2. Right-click [RICOH SP C250DN PCL 6] icon.

- 3. Select [Printer properties].
- Dell USB Entry TECH-WRITE-PC DELL 2007FP DELL 2007WFP USB Optic Keyboard Printers and Faxes (4) RICOH SP C252SF SecurePrint or RICOH SP C250DN PCL 6 PCI 6 State: 🥑 Default RICOH SP C250DN PCL 6 Status: 0 document(s) in queue Model: BICOH SP C250DN PCI 6 Category: Printer Add a device Print server properties Remo Add a printer See what's printing ve device Devices (5) DELL 2007FF DELL 2007WFP Dell USB Entry TECH-WRITE-PC Keyboard Printers and Faxes (4) RICOH SP C252SF RICOH SP See what's printing Set as default printe V PCL 6_2 State: 🧭 Default Status: 0 document(s) in queue Printing preferences Model: RICOH SP C250DN PCL 6 Category: Printer Create shortcut Troubleshoot Remove device Properties RICOH SP C250DN PCL 6 Proper ing Ports Advanced Color Management Security Accessories Advanced Options Paper Size Settings -Location Comment RICOH SP C250DN V1.00c / RICOH Network Printer O Model: RICOH SP C250DN PCL 6 Features Color: Yes Paper available Double-sided: Yes Staple: No Speed: 20 ppm Maximum resolution: 600 dpi Preferences... Print Test Page

- 4. Click [Test Print Page].
- 5. Click [Close].
- 6. Click [X] to close open windows.



OK Cancel Apply

Appendix A

Print Configuration Report

After establishing a wired (Ethernet) or wireless connection, print the Configuration Report (via the printer's control panel) to determine the device's IP address (outlined in red below).

To print the Configuration Report, proceed as follows...

- 1. Press [Menu]
- 2. Press [▼].
- 2. 11055 [].
- 3. Press [**OK**].
- 4. Press [OK].



Configuration Pages prints...

System Reference	V0210100008			
Machine ID	X084P400998			
Terminant Version	Bootloader[V1.00] Firms	wardV100k1 En	rine[01.00.1	
histor I anomine	PCI SerVI 00e1 PCI XI	IVI.00cl Adobe	PostSeriet WVL00c1	
Arached Fouriement	recollenoor, record	decouple comes	transfer of the set	
Foner Status	Black	s	Yellow	S
	Mapenta	s	Cyan	S
Supplies Status	Waste Toner Bottle		and the second	
	Intermediate Transfer Unit	-	and the second	
	Fusing Unit		and the second state	
	Transfer Roller	and the second se		
Paper Input				
They Priority	Tray I			
Bypass Tray Priority	Machine Setting(s)		Life Thick Desce (77 Oct.)	-7)
nypass i ray	A track to	551	non constraints of the constraints	141
Tray I Priority	Machine Setting(s)	4.47	Ide Thick Dance 175 mars	-2)
Tray 1	0.1(4.8.11	MI	and rank raper(/5-90g/t	14/
Tray 2				
System	0.00			1.1
Auto Continue	Off	Loj	nes	007
Sub Paper Size	Off	Dq	page	Off
Blank Page Print	Oa	En	rgy Saver Mode 1	Off
Energy Saver Mode 2	On	Em	rgy saver 2 Timer	1 minute
B&W Page Detect	Oil .	Phi	it Error Report	Off
Denuit Paper Site	SP C250 C252	ba	w run roomy	0ii
PCE0 MIDDE	or call call			
Host Interface	and the second sec	-		diff and and a
Timeout (USB)	60 seconds		tenut (Network)	bo seconds
DRUP	255 255 0.0	0.0	Autoress Address	160 254 2 104
Summer Mask	05	1De	contry realizes	Inacting
Autor Interfere	Ethomat	105	oc .	Indenive
ACTIVE INTERNACE	Latter Des			
PCL Menu		725	100	1.1
Orientation	Portrait	For	m Lines	00
Font Number	0	Poi	nt Size	12.00
Font Pitch	10.00	Syn	nnoi Set	12-8
Counter Font	Program -	Exi	cau /u+ wach	00-000-00
Append CR to LF	Off	Re	KNUDOR.	Bixtebioupi Thit
PS Menu				
Resolution	600x600dpi 1bit	Cel	lor Profile	Solid Color
Ethernet Information				
MAC Address	00-26-73-69-29-97	Ho	st Name	C250DN-692997
Counter List				
Total Counter	11	B&	W Counter	4
Color Counter	7	Du	plex Counter	0
Economy Color Prints (Color)	0			
Error Log				

	(/	
IPv6 Configuration		
IPv6	Active	
DNS Method	Auto-Obtain (DHCP)	
Primary DNS Server		
Secondary DNS Server		
Domain Name		
DHCP	Inactive	
IP Address (DHCP)		
Default Gateway Address		
Link-local Address	fe80::226:73ff fe69:2997	
Stateless Address No.1		
Stateless Address No.2		
Stateless Address No.3		
Stateless Address No.4		
Manual Configuration Address		
Prefix Length		
Gateway Address		
HT I A		
WIPPees Status	Provide a second s	
Status	Inactive	
MAC Address	Unevaliable	
Communication Mode	Infrastructure	
SSID	CONTRACTOR OF A DECISION OF A DECISIONO OF A	
Wireless Signal	0%(Unavailable)	
Mixed Mode Indication		
Wireless Configuration		
3310		
Communication Mode	Intrastructure	
Automotion	Open system	
Encryption.	None	



Appendix B

Check Connection Status

You can confirm that the connection to your printer is working properly from the printer's control panel or by using Web Image Monitor (WIM). WIM is a utility built into the printer,

which enables authorized users to easily view, program or change printer settings via a web browser

Printer Control Panel

- 1. Press [Menu].
- 2. Scroll [▼] to [Host Interface], and press [OK].
- 3. Scroll [▼] to [Network Settings], and press [OK].
- 4. Scroll [▼] to [Wi-Fi Config.], and press [OK].
- 5. Scroll **[▼]** to **[Wi-Fi Status]**, and press **[OK]**.

Wi-Fi Status: Connected

Web Image Monitor

Before proceeding, please check the following:

- Printer power switch is On.
- Printer is connected to network (via Ethernet cable).
- Printer's <u>IP Address</u> is available.

Note: To view IP address from the control panel, press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Menu].

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

Home page displays...

RICOH SP C250	ODN Web image monitor			EAQs/Knowledge.Base 1
Home System Settings Network Settings Print ListReport Administrator Tools	Home Status Counter Machine Int Model Name SP C250DN E Contacton Contact	nation	Language English • 🕲 Refresh	
	Toner Toner			
	Black		Remaining Level 5	
	Magenta	6	Remaining Level 5	
	Yellow	6	Remaining Level 5	
		141	Remaining Level 5	
	Cyan			
	Cyan Waste Toner Bottle		Status OK	
	Cyan Waste Toner Bottle Paper Tray		Status OK	
	Cyan Waste Toner Bottle Paper Tray Tray 1	Li Status OK	Status OK 8 1/2 x 11 Middle Thick Paper (75-90g/m2)	



3. Click [Network Settings].

Ethernet Connection Status[Network Status Tab]

tome	Network Settings		Refrest
ietwork Settings Print List/Report	Network Status IPy6 Con	figuration Network Application DHS Auto E-mail Notification SNMP SMTP POP3 Wireless	
dministrator Tools	General Status		
	Ethernet Speed	: 100 Mbps Full Duplex	
	IPP Printer Name	RICOH SP C250DN (692997)	
	Network Version	0.33	
	Ethernet MAC Address	: 00:26 73:69:29:97	
	Active Interface	Elbernet	
	TCP/IP Status		
	E DHCP	: e Active (Inactive	
	IP Address	· Form . Portuge . There	
	Subnet Mask	- Recommendation - Recommendation	
	Gateway	2004 Date 100 100 100 100 100 100 100 100 100 10	
	Please enter Administrator Pass	word.	

Wireless LAN Connection Status [Wireless tab)

RICOH SP C2	50DN Web image monitor		EAQs/Knowledge.Base 1
Home System Settings	Network Settings		C Refresh
Network Settings Print List/Record	Network Status IPv6 Configu	tion Network Application DNS Auto E-mail Notification SNMP SMTP POP	Wireless
Administrator Tools	Wireless LAN Status		
	Wireless LAN Status	Connected	
	MAC Address	00.1C.7B.DD.20.83	
	Communication Mode	Infrastructure	
	SSID	NETGEAR30	
	Wireless Signal Status	: 100% (Good)	
	Wireless	* Active hactive	
	Wireless LAN Settings		
	SSID	NETGEAR30 Scan List	
	Communication Mode	Infrastructure 👻	
	Ad-Hoc Channel	(III *	
	Authentication	WPA2-PSK ·	
	Encryption	CCMP(AES) ·	
	WPA Passphrase		
	WEP Key Length		
	WEP Transmit Key ID	(80 -	
	WEP Key Format	1 Hexadesimit -	
	WEP Key		
	Please enter Administrator Passwo	1	

4. When finished, click **[X]** to close browser.

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 Driver and Utilities* software CD, you can download the printer driver from the Ricoh website, as follows:

Note: Check that you have connected the printer to your computer. See <u>STEP 2: Connect</u> <u>Printer</u>.

- 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- or 64-bit.
 - e. Click [X] to close window.
- 2. Download printer driver...
 - a. Open web browser.
 - b. Enter <u>www.ricoh-usa.com</u>.
 - c. Click [Downloads].







d. In Search field, enter: 250DN.

*Note: T*o narrow search, deselect Brochure and Manuals checkboxes.

e. Click [SEARCH].



f. Under **DRIVER** category, click [**SP C250DN**]. Scroll down, if necessary.

Important: If no results are returned, try using another web browser, e.g., Chrome or Firefox.

- g. Read 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] button.
- Microsoft Windows 7 (x64) Version Description Undate File size Download PCL 6 Driver 03/12/2014 1,140 KB Ver.1.00 Ł PCL 5c Driver Ver.1.00 03/12/2014 1,112 KB ± PCL6 Driver for Universal New! Ver.4.6.0.0 02/18/2015 18,636 KB ± Print PostScript3 Driver Ver.1.00 03/12/2014 260 KB ł ICM files 02/06/2014 192 KB Ł Ver.1.0.0 PrinterSwitcher New! Ver.1.0.2.0 02/18/2015 1,252 KB 4 📧 Page Top

X

OK

WinZip Self-Extractor

10 file(s) unzipped successfully

j. Select [Save], and save to a folder or desktop.

WinZip Self-Extractor - z65324en.exe

V Overwrite files without prompting

- k. After download, navigate to folder where file was saved.
- I. Double-click on file.

RICOH

- m. Click [Browse], and select the same folder file was saved in.
- n. Click [Unzip], and then [OK].

Unzip to folder: C:\Users\Tech-Write\Desktop

o. Click [X] to close Winzip, and any other open windows.

To unzip all files in z65324en.exe to the specified folder Unzip press the Unzip button.

Run WinZip

About

Help

Browse... Close







- p. On your desktop, you will see the new [DISK1] folder...
- 3. Continue with printer driver installation.
 - a. Click [Start] ► [Devices and Printers] ► [Add a printer] ► [Add a network, wireless...].



b. The SP C250DN should appear in the list. If not, click [The printer that I want isn't listed] and continue.

SP C410DN PCL 6 on TECH \\TECH-WRITE-PC\R	ECH \\TECH-WRITE-PC\RICOH Aficio	WRITE-PC\RICOH Aficio SP C4
_		
_		
		Stop
	and the second se	
all a financial and the first of the		
er that I want isn't listed	listed	
er that I want isn't listed	listed	

c. Either browse for the printer or select [Add a printer using a TCP/IP address or hostname], and click [Next].

ind a printer by name or TCP/IP address	
Browse for a printer	
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	



- d. Enter [Hostname or IP address].
 Note: If you do not know your printer's IP address, press [Menu] ▶ [Host Interface] ▶ [Network Settings] ▶ [IPv4 Configuration] ▶ [IP Address]. Write the IP address down. To exit, press [Menu].
- e. If necessary, deselect checkmark from [Query the printer...], and click [Next].
- f. Click [Have Disk ...].

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

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

0	🖶 Add Prin	ter						×
1	Type a prir	nter hostna	ame o	r IP addres	s			
	Device type:		Au	todetect				•
	server open			a us ca d				
	Hostname or I	IP address:	12	3.45.67.8				
P	Port name:		12	3.45.67.8				
	Query the p	orinter and au	tomatic	cally select the	e driver to u	ise		
							Nex	ct Cancel
	_							X
G	Add Print	ter						
	To in	stall the drive	er from a	an installation	CD, click H	lave Disk.		
	Ricoh	r		Printers AficioSG	3110SFNw	(FAX)		
	Samsung			PCL6 Dri	ver for Unit	versal Print		
	Savin Sharp		Ξ	Ricoh Af	icio MP 110 icio MP 110	00 PCL 00 PCL6		
	Sony		-	Ricoh Af	icio MP 11	DO PS		-
0	This drive	er is digitally s	igned.		Wind	lows Upda	te	Have Disk
	Tell me w	why driver sign	ning is in	mportant				
							Nex	ct Cancel
	Install From	n Disk					Nex	ct Cancel
	Install From	Insert the masure that the	anufact e correc	turer's installa ct drive is sele	ation disk, a	ind then m	Nex	d Cancel
	Install From	n Disk Insert the m sure that the	anufact e correc	turer's installa ct drive is sele	tion disk, a	ind then m	Nex	Cancel
	Install From	Disk Insert the m sure that the Copy manu	anufact e correc	turer's installa ct drive is sele r's files from:	ntion disk, a	ind then m	Nex	Cancel
	Install From	Insert the m sure that the Copy manu A:	anufact a correc	turer's installa t drive is sele r's files from:	tion disk, a	and then m	Nex	Cancel
	Install From	Disk Insert the m sure that the Copy manu A(anufacture	turer's installa ct drive is self	tion disk, a	ind then m	Nex	t Cancel
le	Install From	Disk Insert the m sure that the Copy manu A:\	anufact e correc	turer's installa ct drive is sele r's files from:	tion disk, a	and then m w.	ake	t Cancel
lle	Install From	Disk Insert the m sure that the Copy manu A1	anufact e correc	turer's installa tt drive is self r's files from:	tion disk, a scted below	and then m w.	Nex ake	t Cancel
lee e.cook in:	Install From	Disk Insert the m sure that the Copy manu A1	anufacture	turer's installa tt drive is self r's files from:	tion disk, a cted belor	and then m w.		t Cancel OK Cancel Browse Cancel c
le aces	Install From	n Disk Insert the m sure that the Copy manu A	anufacture:	turer's installa t drive is sele r's files from:	ation disk, a	and then m w.	Nex ake	t Cancel OK OK Cancel Browse Erowse Odified OI3 4:35 PM
lie saces	Install From	n Disk Insert the m sure that the Copy manu A	anufact e correc	turer's installa t drive is sele r's files from:	tion disk, a	and then m W.	Nex ake	t Cancel OK Cancel Browse Browse Odified 013 4:35 PM
elle aces	Install From	n Disk Insert the m sure that the Copy manu A	anufacture	turer's installa t drive is sele r's files from:	tion disk, a	and then m w.	Nex ake	t Cancel OK Cancel Browse Ddified D13 4.35 PM
le ookin:	Install From	n Disk Insert the m sure that the Copy manu A\	anufacture facture	turer's installa t drive is sele r's files from:	tion disk, a	and then m w.	Nex ake	t Cancel OK Cancel Browse Cancel c
es	Install From	n Disk Insert the m sure that the Copy manu A(anufact e correc	turer's installa t drive is sele r's files from:	•	and then m w.	Nex ake	t Cancel
lie cook in: caces	Install From	n Disk Insert the m sure that the Copy manu A1	anufact e correc	turer's installa t drive is sele r's files from:	•	e 3 2	Nex	t Cancel Cancel OK Cancel Browse
lee acces pp ees ter	Install From	Disk Insert the m sure that the Copy manu A\	anufacture a correct	turer's installa tt drive is sele r's files from:	•	e g g	Nex ake	t Cancel
le ookin: aces p p es ter	Install From	Disk Insert the m sure that the Copy manu A1	anufacture a correct	turer's installa tt drive is sele	•	e g g	Nex ake	t Cancel
lee ook in: acces p b leer rk	Install From	Disk Insert the m sure that the Copy manu A(anufact e correct	turer's installa tt drive is sele r's files from:	Non disk, s	e ? C	Nex ake	t Cancel
es Inter Inter	Install From DISK1 Name PCL6	Disk Insert the m sure that the Copy manu A(anufact e correo	turer's installa t drive is sele r's files from:	tion disk, s	and then m w	Nex ake	t Cancel OK Cancel Browse_ Browse_ Cancel t to the test of

nstall From Disk

Insert the manufacturer's installation disk, and then mal sure that the correct drive is selected below

Copy manufacturer's files from: C:\Users\Tech-Writ\Desktop\DISK

i. Click [**OK**].

OK

Browse...

j. Select [RICOH SP C250DN 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 uniter mont an installation CC, CICK Hare Disk.
	Manufacturer Printers
	SP C2500N PCLO
	This driver is digitally signed.
	Next Cancel
h Click [Nast]	
K. CIICK [Next].	S 🗟 Add Printer
Note: If User Account Control message displays,	Type a printer name
click [Yes].	Printer name: RICOH SP C250DN PCL 6
	This printer will be installed with the RICOH SP C250DN PCL 6 driver.
	Net Cond
L With [De not show this winter] colored	
i. With Do not share this printer (selected,	
click [Novt]	💿 🖶 Add Printer
click [Next].	Add Printer Printer Sharing
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.
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.
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 so that others on your network can find and use it
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. O not share this printer To have this printer so that others on your network can find and use it Share name RECOM SP 311DNW PCL 6
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. O not share this printer Share this printer so that others on your network can find and use it Share name: RICOH SP 311DNw PCL 6 Location: Comment:
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 Do not share this printer so nyour network can find and use it Share name: RECOM SP 311DNw PCL 6 Location: Comment:
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. O not share this printer O not share this printer Share his printer so that others on your network can find and use it Share name: RCOH SP 311DNw PCL 6 Location: Comment:
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. On not share this printer Share this printer so that others on your network can find and use it Share name: RICOH SP 311DNw PCL 6 Location: Comment: Next Cancel
m. Click [Finish].	Add Printer
m. Click [Finish].	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 so that others on your network can find and use it Share this printer name: RCOH SP 311DNw PCL 6 Location: Comment: Next Cancel Vou've successfully added RICOH SP C250DN PCL 6
m. Click [Finish].	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. Image: Do not share this printer Image: Do not share this printer on your network can find and use it Image: Do not share this printer Image: Do not share this printer on your network can find and use it Image: Do not share this printer Image: Do not share
n. Click [Finish].	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. Image: Do not share this printer Image: Do not share this printer <
m. Click [Finish].	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. Image: Do not share this printer Image: Do not share this printer on your network can find and use it Image: Share this printer on your network can find and use it Image: Share name: RECOM SP 311DNw PCL 6 Location: Comment: Printer You've successfully added RICOM SP C250DN PCL 6 To check if your printer is working properly, or to see troubleshooting information for the printer just a test page Print a test page
<pre>click [Next]. m. Click [Finish]. Network driver installation is complete! Note:</pre>	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. Image: Do not share this printer Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer Im
<pre>click [Next]. m. Click [Finish]. Network driver installation is complete! Note: • To manually add a new printer port, see Appendix E: Add New Port</pre>	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. Image: Do not share this printer Image: Do not share this printer compare the printer co
<pre>click [Next]. m. Click [Finish]. Network driver installation is complete! Note: • To manually add a new printer port, see Appendix E: Add New Port.</pre>	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. Image: Do not share this printer Image: Do not share this printer Image: Share this printer so that others on your network can find and use it Image: Share this printer Image: Share this printer so that others on your network can find and use it Image: Share this printer Image: Comment
<pre>click [Next]. m. Click [Finish]. Network driver installation is complete! Note: • To manually add a new printer port, see <u>Appendix E: Add New Port</u>.</pre>	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. Image: Do not share this printer Image: Do not share this printer so upour network can find and use it Image: Share name: RECOM SP 311DNw PCL 6 Image: Do not share this printer so that others on your network can find and use it Image: Comment: Recomment: Recomment of the state of the state name. You can use the suggested name of the state name: Recomment of the state name. Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network can find and use it Image: Do not share this printer so that others on your network (an find and use it is the name: Recomment) Image: Do not share this printer so that others on your network (an find and use it is constant) Image: Do not share this printer is user (an example of the state name) Image: Do not share this printer is user (an example of the state name) Image: Do not share this printer is user (an example of the state name) Image: Do not share this printer is user (an example of the state name) Image: Do not share this printer is user (an example of the state name) Image: Do not share this printer is user (an example of the state name)



Appendix E

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.

Before proceeding, please check the following:

- Printer power switch is On.
- Network is connected and configured.
- Printer's IP address is available. If the printer was previously configured, with IP address assigned, the Configuration Report shows the address. See <u>Appendix B: Print Configuration Report</u>. You can also view the IP address on the printer's control panel. Press [Menu] ▶ [Host Interface] ▶ [Network Settings] ▶ [IPv4 Configuration] ▶ [IP Address]. Write the IP address down. To exit, press [Menu].

To add a new printer port, proceed as follows:

- 1. Click [Start] ► [Devices and Printers].
- 2. Right-click [RICOH SP C250DN 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 >].

	~
RICOH SP C250DN PCL 6 Properties General Sharin Ports kdvanced Color Management Security Accessories Advanced Options Paper Size Settings	
RICOH SP C250DN PCL 6	
Print to the following port(s). Documents will print to the first free	
checked port. Port Description Printer	
USB001 Virtual printer port f RICOH SP C252SF PCL 6 169.25 Standard TCP/IP Port RICOH SP C250DN PCL 6 2	
=	
*	
Add Port Delete Port Configure Port	
Enable bidirectional support Enable printer pooling	
OK Cancel Apply	Help
Printer Ports	X
Available port types:	
Local Port Standard TCP/IP Port	
New Port Tune New Port	Cancel
New Politippe	cancer
Add Standard TCP/IP Printer Port Wizard	
Welcome to the Add Standard	
TCP/IP Printer Port Wizard	
This wizard helps you add a port for a network printe	er.
Before continuing be sure that:	
2. The network is connected and configured.	
To continue, click Next.	
<back next=""></back>	Cancel
Add Standard TCD/ID Printer Port Wizard	
Add port	
For which device do you want to add a port?	
Enter the Drinter Name or ID address and a port name for the desired device	
Enter the Printer Name of the address, and a port name for the desired device.	
Printer Name or IP Address: 123.45.6.7	7
12345.6.7	
- Sectoring	
]
<back next=""></back>	Cancel



o the next page when the detection is done.
2
<back next=""> Cancel</back>

You have selected a port with the following characteristics.

To complete this wizard, click Finish.

No RAW, Port 9100

123.45.6.7 123.45.6.7

Generic Network Card

<Back Finish Cancel

SNMP:

Protocol:

Device:

Port Name: Adapter Type:

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 C250DN PCL 6]. Select [Printer properties] ▶ [Print Test Page].



Appendix E

Other Wireless Setup Methods

There are other methods used to wirelessly network the printer to your computer using a Wi-Fi router – PIN Method and Manual Method. These methods can be an alternative to the <u>PBC (WPS) Method</u> if a Wi-Fi router does not support WPS or does not have a dedicated WPS button.

PIN Method

You can enable wireless communication by registering the device's PIN through the router's web page. 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 into 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.

Before proceeding, please check the following:

- Wireless router is working correctly, e.g., you can wirelessly connect to the Internet from your laptop.
- Wi-Fi (Wireless LAN) and IP Address (DHCP) settings are enabled ("Active"). See p10, steps **0** and **2**.
- A cable (USB or Ethernet) is not connected to the printer.
- Printer power switch is On.

To connect using the PIN Method, proceed as follows:

- 1. Launch **web browser** from computer connected to router.
 - a. Enter router URL/IP address, e.g., <u>www.routerlogin.net</u>.
 - b. Enter User Name and Password.
 - c. 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.



R6200v2	cilic	Firmware Ve
BASIC	ADVANCED (A router firmware upgrade is available.	Auto
ADVANCED Home	Add WPS Client	
etup Wizard	New and easy way to connect to the wireless router using Wi-Fi Protected Setup (WPS)	
VPS Wizard	A wireless client has to support the WPS function if you want to use this wizard to add the client to y	your WPS-enabled wireless router
Setup	Please check the user manual and gift box of your wireless client to see whether it supports the WP If your wireless client does not surport the WPS function, you have to configure your wireless client	S function.
USB Storage	as this router.	manually so that it has the same costs and micross secarity sharings
Security		
Administration	Next	
Advanced Setun		



d. Follow prompts to open screen with Client PIN entry field.

	genie [.]	Ecopout Firmware Version V1.0.1.20_1.0.18
BASIC	ADVANCED	English
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 security PIN.	
+ Security	Enter Client's PIN	
Administration		
Advanced Setup		

- 3. On printer control panel, access PIN Code...
 - a. Press [Menu].
 - b. Scroll **[▼]** to **[Host Interface]**, and press **[OK]**.
 - c. Scroll [▼] to [Network Settings], and press [OK].
 - d. Scroll [▼] to [Wi-Fi Config.], and press [OK].
 - e. Scroll [▼] to [WPS], and press [OK].
 - f. Scroll [▼] to [PIN], and press [OK].

Note: If PIN Connection Failed displays, be sure that there is no network cable connected to the printer. Restart the printer and try again. If the connection fails again, be sure that Wi-Fi and IP Address functions are enabled ("Active"). See <u>p10</u>, steps **0** and **2**.

g. Write down displayed **PIN Code**.



4. On router web page, enter PIN Code.

	Add WPS Client
<i>Important</i> : You must enter PIN code on router web page within two minutes or control panel will indicate "Failed."	Select a setup method.: Push Button (recommended) Image: Pin Number This is the security PIN of the WPS client. While connecting, WPS-enabled adapters provide a randomly-generated security PIN. Enter Client's PIN:
	Connecting to New Wireless Client
	X Cancel
	The client's PIN is 12345678 . Please click the software button on the client to start the WPS process
L	+
	Success
	The wireless client 00:10:7B:DF:28:86 has been added to the network successfully.
	Click OK to go back to the Wi-Fi Protected Setup screen



Note:

- Connection Succeeded: Display reads: *PIN Connection Succeeded*. Press [Menu] to return to main screen.
- **Connection Failed**: Display reads: *PIN Connection Failed*. Check that the router is working properly and try again.
- 5. Next, install Network Printer Driver. See <u>3.2 Network Printer Driver 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 <u>Infrastructure Mode</u> (via control panel) *or* using the embedded <u>Web</u> <u>Image Monitor</u> utility (via your computer).

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 in to 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*: To view IP Address on printer control panel, press [Menu] ▶ [Host Interface] ▶ [Network Settings] ▶ [IPv4 Configuration] ▶ [IP Address]. To exit, press [Menu].

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 C25	ODN Web image monitor		FAQs/Knowledge Base i
Home System Settings	Home	Language English 🔹 🧭 Refresh	
letwork Settings Print List/Report	Status Counter Machine Information		
dministrator Tools	Model Name SP C250DN Location : Contact : Host Name C250DN-682997 Devce Status Energy Saver 2		



- 3. Click [Network Settings], and then select [Wireless] tab.
- 4. Set [Wireless] to [Active].

	Network Settings		C Refres/
stem Settings			
stwork Settings	Network Status IPv6 Configu	ation Network Application DNS Auto E-mail Notification SNMP SMTP POP3 V	Vireless
int List/Report			
Iministrator Tools	Wireless LAN Status		
	Wireless LAN Status	. Not Configure	
	MAC Address	00.1C.7B.DD.20.83	
	Communication Mode	Infrastructure	
	SSID		
	Wireless Signal Status	: 0% (Unavailable)	
	Wireless	Active Inactive	
	Wireless LAN Settings	and the second se	
	SSID	Scan List	
	Communication Mode	Infrastructure 👻	
	Ad-Hoc Channel	· · · · · · · · · · · · · · · · · · ·	
	Authentication	Open System 👻	
	Encryption	None 🕶	
	WPA Passphrase		
	WEP Key Length		
	WEP Transmit Key ID		
	WEP Key Format	Deservation -	

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

Setting	Description
SSID	Click [Scan List] to see available access points, if necessary. Select the destination SSID and configure associated settings.
Communication Mode	Select [Infrastructure], if necessary.
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	Select an ID number to identify each WEP key in case multiple WEP connections
Key ID	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 max length: 13 characters (ASCII characters)

- 6. When finished, click [**OK**] to save changes.
- 7. Close web browser.
- 8. Disconnect Ethernet cable.
- 9. Turn printer power switch Off. Wait a moment, and turn On.
- 10. Next, install Network Printer Driver. See <u>3.2 Network Printer Driver Install</u>.

Note: For further information on Web Image Monitor, please refer to the *Operating Instructions*, p101.

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. Check that the wireless router is working correctly.
- 2. Press [Menu].
- 3. Scroll [▼] to [Host Interface], and press [OK].
- 4. Scroll [▼] to [Network Settings], and press [OK].
- 5. Scroll [▼] to [Wi-Fi Config.], and press [OK].
- 6. Scroll [▼] to [Setup Wizard], and press [OK].
- 7. Select [Infrastructure], and press [OK].



8. Search SSID to display the list, select the destination SSID, and press [OK].

Note:

If you cannot find the destination SSID, configure the SSID according to the following procedure.

- a. When entering the SSID, select [Input SSID], and press [OK].
- b. Enter the SSID using the $[\mathbf{\nabla}]$ and $[\mathbf{A}]$ keys.
 - To go to the next character, press [OK].
 - Press [Escape] to clear all characters.
- c. When finished, press [OK].
- 9. Select **Authentication Method**, and press **[OK]**. The next step differs depending on the selected method. Proceed to associated Step 10, below.

Authentication Method	Procedure
WPA2-PSK or Mix	10. Enter the Encryption Key (Passphrase) using the $[oldsymbol{ abla}]$ and $[oldsymbol{\Delta}]$ keys, and
Mode WPA2/WPA	press [OK].
	 As the Passphrase, you can enter 8 – 64 hexadecimal digits (0-9, A-F,
	a-f).
	 To go to the next character, press [OK].
	 Press [Escape] to clear all characters.
	11. Press [OK]. Display reads: Connect? Yes/No. After connecting to the
	network, the Wi-Fi screen displays.
	12. Select [Wi-Fi-Status] and press [OK].
	 When Connected is displayed, the connection has been established.
	 When Disconnected is displayed, the connection has not been
	established. Start again from the beginning.
	Turn printer power switch <u>Off</u>. Wait a moment, and turn <u>On</u>.
	14. Next, install Network Printer Driver. See <u>3.2 Network Printer Driver</u>
	Install.
Open System or	11. Enter the Encryption Key using the using the [$igstyle T$] and [$igstyle A$] keys, and
Shared Key	press [OK].
	• The maximum number of characters that can be entered in the
	Encryption Key field depends on the encryption method settings. For
	details about configuring these settings, see Using Web Image
	Monitor.
	 To go to the next character, press [OK].
	 Press [Escape] to clear all characters.
	 Enter the ID using the [▼] and [▲] keys, and press [OK].
	 The ID is used for identifying the encryption key. You can register four
	encryption keys (ID 1 to 4).
	13. Press [OK].
	14. Select [Wi-Fi-Status] and press [OK].
	 When Connected is displayed, the connection has been established.
	 When Disconnected is displayed, the connection has not been
	established. Start again from the beginning.
	15. Turn printer power switch <u>Off</u>. Wait a moment, and turn On .
	16. Next, install Network Printer Driver . See <u>3.2 Network Printer Driver</u>
	Install.



Appendix F

Printer Specifications

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	350MHz
RAM Memory	128MB 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

Note: For additional information, see the *Ricoh SP C250DN or SP C252DN brochure* and/or *Operating Instructions, Specifications of the Machine*, p190.

Notes:



www.ricoh-usa.com

Ricoh Americas Corporation, 70 Valley Stream Parkway, Malvern, PA 19355, 1-800-63-RICOH Ricoh* and the Ricoh Logo are registered trademarks of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. 62015 Ricoh Americas Corporation. All Rights Reserved. The content of this document, and the appearance, features and specifications of Ricoh products and services are subject to change from time to time without notice. Products are shown with optional features. While care has been taken to ensure the accuracy of this information, Ricoh makes no representation or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or orrissions in these materials. Actual results will vary depending upon use of the products and services, and the conditions and factors affecting performance. The only warranties for Ricoh products and services are as set forth in the express warranty statements accompanying them.