

## Quick Guide

AC104  
AC017  
DSm516pf



B173-8610

**For safe and correct use of this machine, please be sure to read the Safety Information in this Guide before you use it.**

# Quick Guide

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# Safety Information

When using this machine, the following safety precautions should always be followed.

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## Safety During Operation

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In this manual, the following important symbols are used:

**⚠ WARNING:**

*Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.*

**⚠ CAUTION:**

*Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

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**⚠ WARNING:**

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- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
  - **You spill something into the machine.**
  - **You suspect that your machine needs service or repair.**
  - **The external housing of your machine has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer.**
- **Dispose of the used toner bottle in accordance with the local regulations.**

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**⚠ CAUTION:**


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- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *Be careful not to cut yourself on any sharp edges when you reach inside the product to remove misfed sheets of paper or masters.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.*

### **Power Supply**

The socket-outlet shall be installed near the product and shall be easily accessible.

### **Ozone Safety (if applicable)**

Some product (see specification in the Operating Instructions) generates ozone during operation.

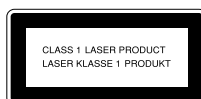
Normally, the ozone level is safe for operators. If ozone odor may appear, ventilate the room.

### **For Fax or Telephone**

Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning. Do not use a telephone in the vicinity of a gas leak to report the leak.

### **Laser Safety:**

This product (see specification in the Operating Instructions) is considered a class 1 laser device. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator. The following label is attached to the back of European and Asian specification machines only.



### **For North America**

#### **CDRH Regulations**

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760–800 nanometer wavelength, AlGaAs laser diode. This equipment does not emit hazardous radiation, since the beam is totally enclosed during all customer modes of operation and maintenance.

#### **Caution:**

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.



Declaration of Conformity

### Notice to Users in EEA Countries

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

### Notice to Users Accessing Analog PSTN in EEA Countries

This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

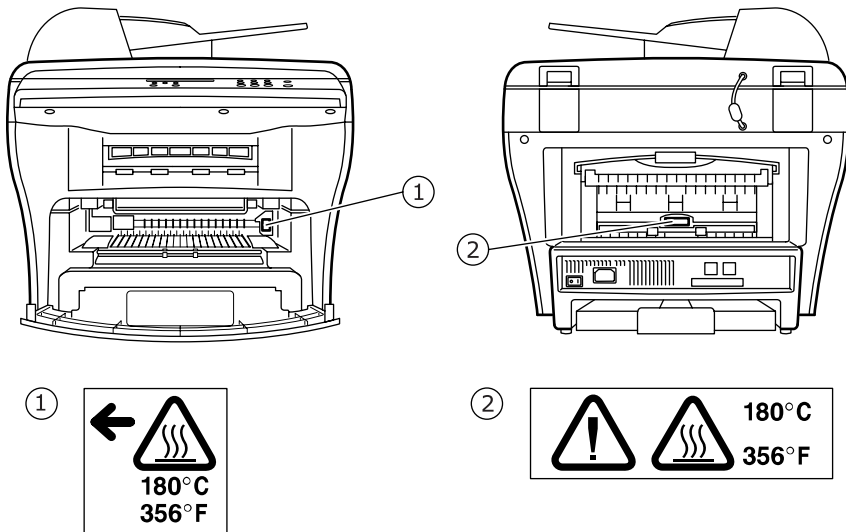
**DSm516pf/AC016/Aficio FX16** : The CE declaration of Conformity is available on the Internet at URL : [http://www.ricoh.co.jp/fax/ce\\_doc](http://www.ricoh.co.jp/fax/ce_doc)

**IS 2016** : The CE declaration of Conformity is available on the Internet at URL : <http://jboard.danka.de/jboard/produkte/index.html>

## Positions of Labels and Hallmarks for

### ⚠ WARNING and ⚠ CAUTION Labels

This machine has labels for ⚠ WARNING and ⚠ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- | means POWER ON.
- means POWER OFF.

## NOTICE

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### Note to users in the United States of America

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#### Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

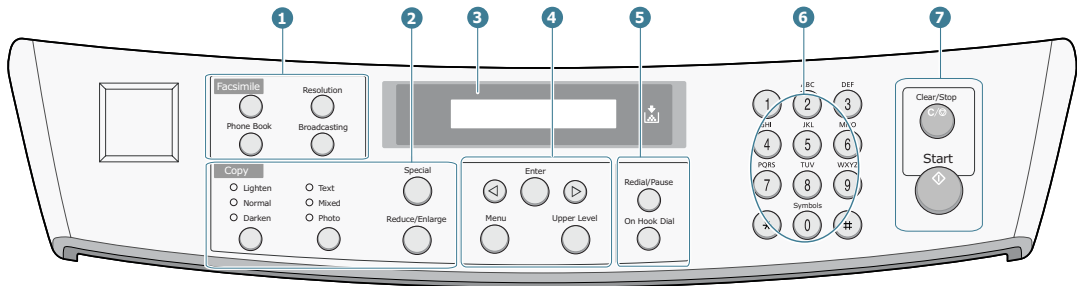
- Reorient or relocate the receiving antenna.
  - Increase the separation between the equipment and receiver.
  - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
  - Consult the dealer or an experienced radio /TV technician for help.
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#### Caution







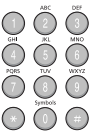


Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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# Control Panel Functions



<b>1</b> <b>F</b> <b>A</b> <b>C</b> <b>S</b> <b>I</b> <b>M</b> <b>I</b> <b>L</b> <b>E</b>		Allows you to enter fax number, and shows memory status and fax reception mode.
		Adjusts the resolution of the documents for the current fax job.
		Allows you to send a fax to multiple destinations.
		<ul style="list-style-type: none"> <li>Allows you to store frequently-dialed fax numbers using a one or two-digit speed dial or group number for automatic dialling and edit the stored numbers.</li> <li>Allows you to print a Phonebook list.</li> </ul>
<b>2</b> <b>C</b> <b>O</b> <b>P</b> <b>Y</b>	 <sup>*1</sup>	Adjusts the brightness of the documents for the current copy job. <sup>*1</sup> This button is called "Contrast" in this manual.
	 <sup>*2</sup>	Selects the document type for the current copy job. <sup>*2</sup> This button is called "Image" in this manual.
		Allows you to use special copy features, such as Clone, Collation, Auto fit, 2-side, N-up (multiple pages on a sheet) and Poster copying.
		Makes a copy smaller or larger than the original.
<b>3</b>		Displays the current status and prompts during an operation.
		Turns on when the toner cartridge is empty.

4		Scrolls through the options available for the selected menu item.
		Confirms the selection on the display.
		Enters Menu Mode and scrolls through the menus available.
		Sends you back to the upper menu level.
5		Redials the last number in Standby Mode or inserts a pause into a fax number in edit mode.
		Engages the telephone line.
6		Dials a number or enters alphanumeric characters.
7		Stops an operation at any time. In Standby Mode, clears/cancels the copy options, such as the contrast, the image setting, the copy size and the number of copies.
		Starts a job.

## Changing the Display Language

To change the language that displays on the display of the control panel, follow these steps:

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2 Press the scroll button ( ◀ or ▶ ) until "Language" appears on the bottom line of the display.
- 3 Press **Enter**. The current setting appears on the bottom line of the display.
- 4 Press the scroll button ( ◀ or ▶ ) until the language you want appears on the display.
- 5 Press **Enter** to save the selection.
- 6 To return to Standby Mode, press **Clear/Stop**.



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## About the Software

You must install software using the supplied CD-ROM after you have set up your machine and connected it to your computer.

The CD-ROM includes:

- Type 101 Software
- Operating Instructions
- Adobe Acrobat Reader

The CD-ROM provides you with the following software:

### **Type 101 Driver**

To use your machine as a printer and scanner in Windows, you must install the Type 101 driver. For information about installing the Type 101 driver in Windows, see page 5.

### **Remote Control Panel**

It is automatically installed when you install the Type 101 driver. For information about using the program, refer to the Facsimile Reference.

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## System Requirements

Before you begin, ensure that your system meets the minimum requirements.

### Supported Operating System

- Windows 95 OSR2
- Windows 98/Windows 98 SE
- Windows Me
- Windows NT 4 Workstation or Server with Service Pack 3
- Windows 2000 Professional or Advanced Server
- Windows XP Home edition or Professional.

### Minimal Requirements

- Disk space: 120 MB for installation
- Memory: 64 MB
- CPU: Pentium II 233 or higher
- Required software: Internet Explorer 5.0

### Recommended

- Disk space: 220 MB for installation
- Memory: 128 MB
- CPU: Pentium II 400 or higher
- Required software: Internet Explorer 5.5



### NOTES:

- For Windows NT 4.0/2000/XP, the system administrator should install the software.
  - Windows 95 versions prior to OSR2 are not recommended due to incompatibility with OLE/COM libraries.
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# Installing Software in Windows



## NOTES:

- Cancel the "New Hardware Found" window when your computer boots up.
- Make sure that your machine is plugged in and connected to your computer's parallel port or USB port **before installing software**. Windows 95 and Windows NT 4.0 do not support the USB connection.
- For details about installation problems, see "Repairing Software" on page 2.8, Copy/Print/Scanner Reference.

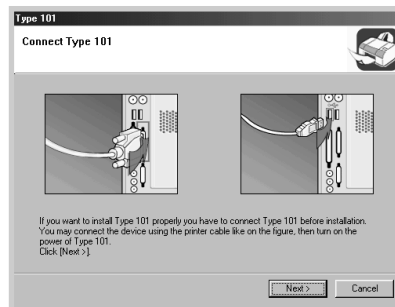
- 1 Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run and an maintenance window appears.

If the maintenance window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter of your drive and click **OK**.

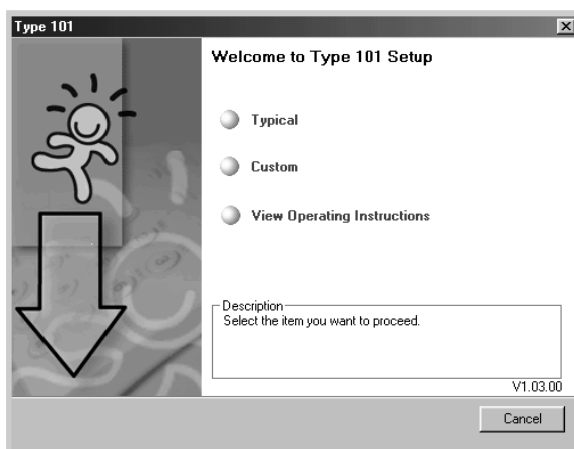


**NOTE:** If your machine is not connected to the computer, the following window will appear.

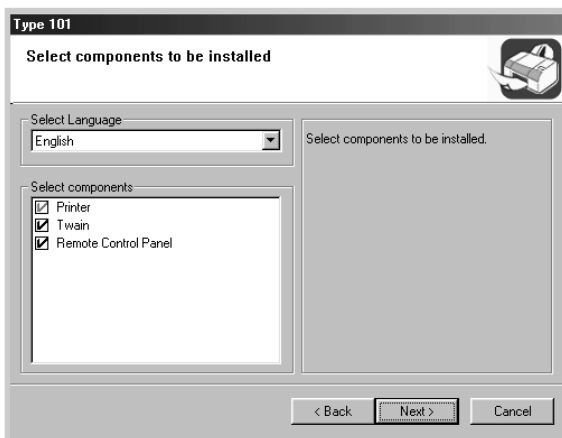


- After connecting the machine, click **Next**.
- If you want to skip the connection status, click **Next**, and **No** to the following screen. Then the installation will start and the test page will not be printed at the end of the installation.

## 2 Choose the installation type.



- **Typical:** Installs the common software for your printer, such as printer driver, Twain driver, Remote Control Panel. This is recommended for most users.
- **Custom:** Allows you to choose the language of the software and the components you want to install. After selecting the language and the component(s), click **Next**.



- **View Operating Instructions:** Allows you to view this Operating Instructions. If your computer doesn't have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat for you.

- 3 After the installation is finished, the window asking you to print a test page appears. If you choose to print a test page, select the check box and click **Next**.
- 4 When the test page prints out correctly, click **Yes**.  
If not, click **No** to reprint it.
- 5 Click **Finish**.
- 6 The message box recommends you restart your computer. Click **OK**, then restart Windows.

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# Removing Software

Uninstall is required if you are upgrading the software or if your installation fails. You can uninstall all software of this machine, using the CD-ROM or uninstall the desired item using the Windows unInstallShield.

- 1 You can select **Start** → **Programs** → **Type 101** → **Maintenance**.

Otherwise, insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run and an maintenance window appears.

If the maintenance window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "X" with the letter of your drive and click **OK**.

- 2 Click **Remove**.

Then you will see a component list so that you can remove any of them individually.

If you want to uninstall the printer driver, check **Printer**.

If you want to uninstall the Twain driver, check **Twain**.

If you want to uninstall the Remote Control Panel, check **Remote Control Panel**.

- 3 After selecting items you wish to remove, click **Next**.

- 4 When your computer asks you to confirm your selection, click **Yes**.

The selected driver and all of its components are removed from your computer.

- 5 When the uninstallation is done, click **Finish**.

- 6 The message box recommends you restart your computer. Click **OK**, then restart Windows.

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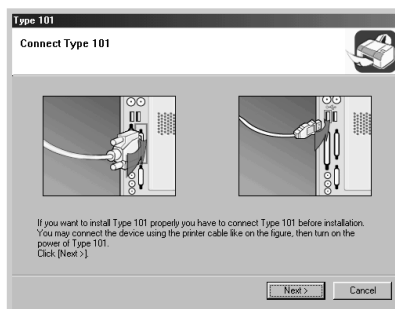
## Viewing the Operating Instructions

The following Operating Instructions, which is in Adobe Acrobat PDF format, come with your machine in the supplied CD-ROM.

- 1 Place the CD-ROM in the CD-ROM drive.



**NOTE:** If your machine is not connected to the computer, the following window will appear.



- After connecting the machine, click **Next**.
- If you want to skip the connection status, click **Next**, and **No** to the following screen.

- 2 Select **View Operating Instructions**.

Adobe Acrobat automatically runs and then the Operating Instructions opens.



**NOTE:** If your computer doesn't have Adobe Acrobat, selecting the **View Operating Instructions** option automatically installs Adobe Acrobat for you. After installing is complete, repeat step 1 and 2.

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# MEMO

