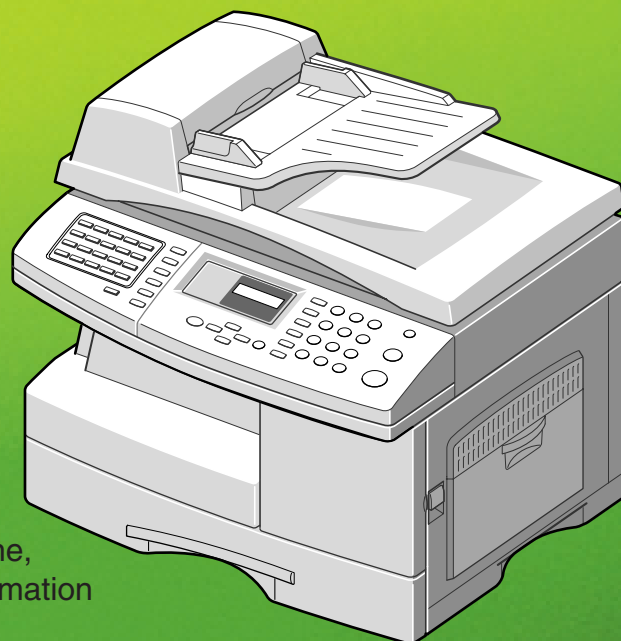


## Quick Guide

AC204  
AC016d  
DSm515pfd



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

# Quick Guide

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

# Safety Information

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

## Safety During Operation

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.**

**⚠ CAUTION:**

- 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:****For North America****CDRH Regulations**

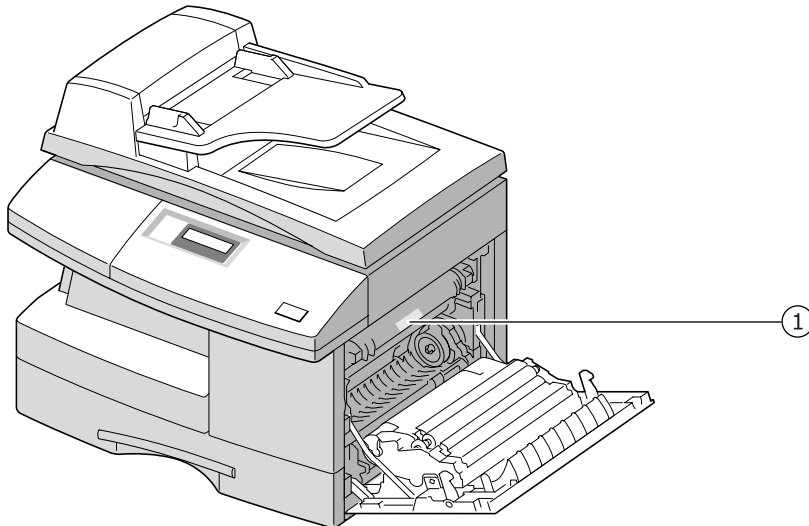
This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760–800 nanometer wavelength, GaAIAs laser diode. This equipment does not emit hazardous radiation, since the beam is totally enclosed during all customer modes of operation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

## 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.



①



180°C  
356°F

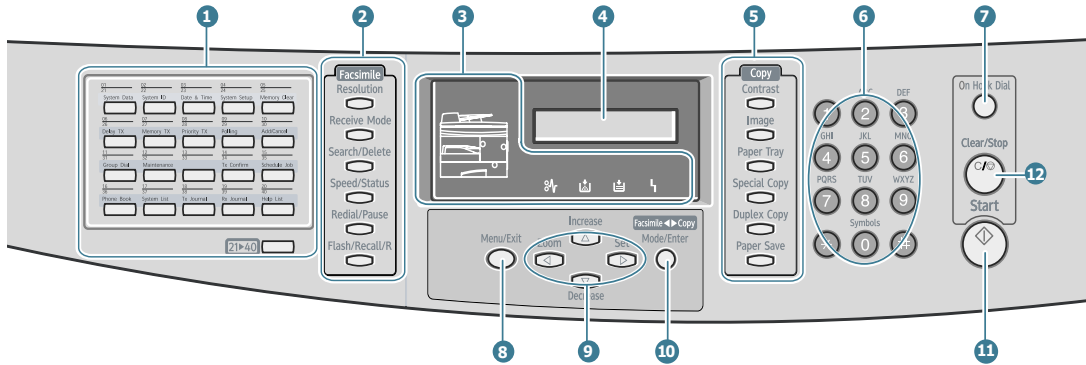
The inside of the machine could be very hot.  
Do not touch the parts with a label indicating the "hot surface".  
Otherwise it could cause a personal burn.

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

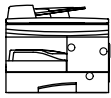
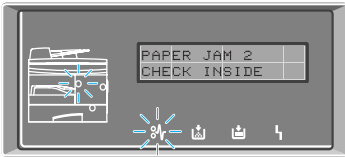












| means POWER ON.





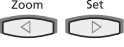



○ means POWER OFF.

# Control Panel Functions



1		Used to store frequently dialed fax numbers and dial them with the touch of one button. Also use in conjunction with the <b>Menu/Exit</b> button to access the corresponding menu function.
		Allows you to  one-touch buttons to the locations 21 through 40.
2 <b>F</b> <b>a</b> <b>c</b> <b>s</b> <b>i</b> <b>m</b> <b>i</b> <b>e</b>		Adjusts the resolution of the current fax job documents.
		Used to choose the receive mode. The selected mode is displayed in Standby mode.
		Used to search for a number in the memory. Also used to delete digits in editing mode.
		Used to store frequently dialed fax numbers and dial them using the associated 2-digit speed dial number. Also used to alternately display alternately the currently active job and any pending jobs.
		Redials the last number in Standby mode or inserts a pause into a fax number in the edit mode.
		Used to perform a hook-switch operation, such as call waiting.

3	 <p>(status map)</p>	<p>When an error occurs, the lamp in the corresponding location on the Status map turns on, as well as the error indicator, and the error message appears on the display so that you can locate the error. For details on the meaning of error messages, refer to the products Operating Instruction.</p>  <p>▲ ex) The paper is jammed in the exit area.</p>
	 <p>(Error indicators)</p>	 Turns on when a paper jam occurs.
		 Turns on when the toner or drum has almost run out.
		 Turns on when the input tray you are using is empty.
 Turns on when an error occurs on the system.		
4		Displays the current status and prompts during operation.
5 C O P Y		Used to adjust the contrast of the current copy or fax job.
		Used to select the text type for the current copy job or fax job.
		Used to specify the paper tray you want to use in Fax or Copy mode.
		Used to set up special copy features, such as AutoFit, Clone, and Collation.
		The current copy job will use both sides of the paper when printed.
		Allows you to save paper by printing 2 pages on a single sheet of paper (available in the Copy mode only).

6		Used to dial a number or enter alphanumeric characters.
7		Engages the telephone line.
8		Enters the menu functions in conjunction with the one-touch buttons. Also backs you up to the previous menu level or exits the menu.
9*		Scrolls through the menu items. When you set the copy size or the copy page number, they can be used to change the number.
		Scrolls through the options available for the selected menu item. In the Copy mode, ◀ allows you to change the zoom rate and ▶ to change the number of copies.
10		Selects the mode to activate: FAX or COPY. Also, confirms the selection on the display.
11		Used to start a job.
12		Used to stop an operation at any time. Also, used to clear/cancel the copy options such as the zoom rate and multi copy pages in Copy mode.

\* Navigation buttons



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## Changing the Display Language

To change the language that is displayed on the LCD display, take the following steps:

- 1** Press **Menu/Exit** and then **System Setup** from the one-touch dial keypad.
- 2** Press  $\triangle$  or  $\nabla$  until "SELECT LANGUAGE" appears on the top line of the display. The current setting appears on the bottom line of the display.
- 3** Press  $\triangleleft$  or  $\triangleright$  until you see the language you want on the display.
- 4** Press **Mode/Enter** to save the selection.
- 5** 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:

- The software for this machine
- Operating Instructions
- Adobe Acrobat Reader

The CD-ROM provides you with the following software:

### **MFP Driver**

To use your machine as a printer and scanner in Windows, you must install the MFP driver. For information about installing the MFP driver in Windows, see page .7.

### **Remote Control Panel**

It is automatically installed when you install the MFP 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 4.01.

## 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/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.
-

## Installing the Software



### 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.

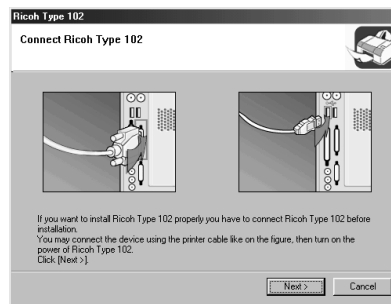
- 1 Insert the supplied CD-ROM into your CD-ROM drive.

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

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

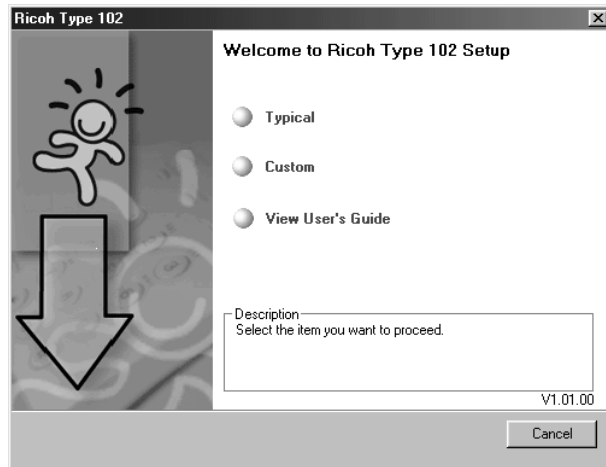


**NOTE:** If your machine is not connected to the computer, the following window will appear.

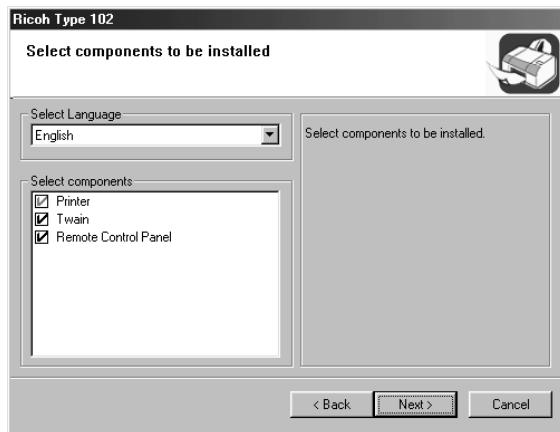


- After connecting the machine, click **Next**.
- If you want to skip the connection status, click Next, and No to the following screen. Then the installation will start and the test page will not be printed at the end of the installation.

## 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 User's Guide:** Allows you to view this User's Guide. 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**.

## 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** → **Ricoh Type 102** → **Maintenance**.

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

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

If the installation 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**.

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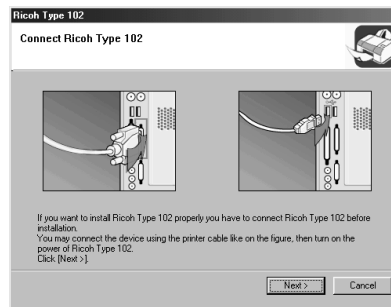
## Viewing the User's Guide

The following User's Guide, 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 User's Guide**.

Adobe Acrobat automatically runs and then the User's Guide opens.



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

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