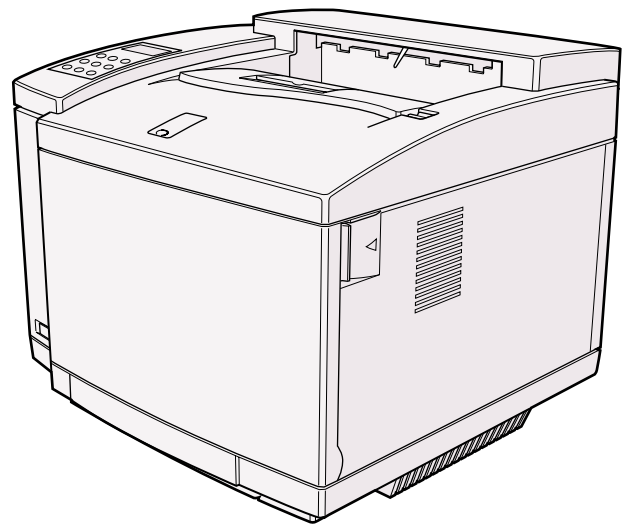


Setup Guide



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

The name of the applications do not appear in the following pages. Confirm which applications you will be using before reading this manual.

Descriptions in this manual	Application
PRINTER MANAGER FOR ADMINISTRATOR	Aficio Manager for Admin
	Net Vision for Admin
PRINTER MANAGER FOR CLIENT	Aficio Manager for Client
	Net Vision for Client

Power Source

120 V, 50/60 Hz, 11 A or more

Please be sure to connect the power cord to a power source as above.

Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/ EDP use. The machine contains 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Caution:

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

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine supplier's parts in your supplier's office product.

For good copy quality, supplier recommends that you use genuine supplier's toner.

Trademarks

RICOH-SCRIPT2[®] is a registered trademark of Ricoh Company.

Microsoft[®], Windows[®] and Windows NT[®] are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe[®], PostScript[®] and Acrobat[®] are registered trademarks of Adobe Systems Incorporated.

Ethernet[®] is a registered trademark of Xerox Corporation.

AppleTalk, Apple and Macintosh are registered trademarks of Apple Computer, Incorporated.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Notes:

The proper names of the Windows operating systems are as follows:

- Microsoft[®] Windows[®] 95 operating system
- Microsoft[®] Windows[®] 98 operating system
- Microsoft[®] Windows[®] Millennium Edition (Windows Me)
- Microsoft[®] Windows[®] 2000 Professional
- Microsoft[®] Windows[®] 2000 Server
- Microsoft[®] Windows NT[®] Server operating system Version 4.0
- Microsoft[®] Windows NT[®] Workstation operating system Version 4.0

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

- | |
|--|
| <p>⚠ WARNING:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p>⚠ CAUTION:
<i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

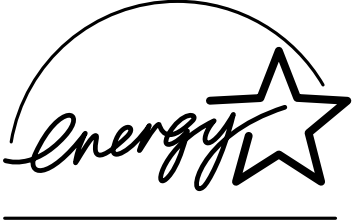
⚠ WARNING:

- | |
|---|
| <ul style="list-style-type: none">• Connect the power cord directly into a wall outlet and never use an extension cord.• Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.• Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or 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 conditions exist:<ul style="list-style-type: none">• You spill something into the equipment.• You suspect that your equipment needs service or repair.• Your equipment's cover has been damaged.• Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.• Disposal should take place at an authorized dealer or appropriate collection site.• If you dispose of the used toner containers yourself, dispose of them according to local regulations. |
|---|

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *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 equipment.*
- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner cartridge out of reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supplies at a household waste collection point. Disposal should take place at an authorized dealer or an appropriate collection site.*
- *Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.*
- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating a “hot surface”. Touching a “hot surface” could result in a burn injury. (⚠: means “hot surface”).*
- *Symbols ⚠ means a situation that requires you take care.*
- *When removing misfed paper, do not touch the fusing section because it could be very hot.*
- *If you use this printer in a cold area, leave the printer on. Otherwise, severe cold might damage sensitive components inside the printer.*

Energy Star Program

<p>ENERGY STAR®</p> 	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

❖ Low-power mode (Energy Saver mode)

This printer automatically lowers its power consumption 60 minutes after the last operation has been completed when the Energy Level is set to level 1. To exit Low-power (Energy Saver) mode, press any key on the operation panel. To change the setting of the Energy Saver mode, see “Using the Operation Panel” in the “Printer Reference” included as a PDF file on the CD-ROM.

❖ Specifications

Lower-power mode (Energy Saver mode)	Power Consumption	35 W or less
	Default Time	30 minutes

.....

💡 Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly. Please contact your sales representative for recommended paper.

.....

Manuals for This Printer

There are six manuals that separately describe the procedures for the installation of a printer and for the operation and maintenance of the printer and its optional equipment.

To enhance safe and efficient operation of the printer, all users should read and follow the instructions contained in the following manuals.

❖ **Quick Installation Guide**

Describes the procedures for installing the printer.

❖ **Setup Guide**

Describes the procedures and provides necessary information about setting up the printer and its options (this manual).

❖ **Printer Reference**

Describes the procedures and provides necessary information about using the printer and its options. The manual is included as a PDF file on the CD-ROM.

❖ **RICOH-SCRIPT2 Operating Instructions**

Describes the menus and features you can set using the RICOH-SCRIPT2 printer driver. The manual is provided as a PDF file which is included on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **Network Interface Board Operating Instructions**

Describes the procedures and provides necessary information about setting up and using the printer in a network environment. The manual is provided as a PDF file which is included on the CD-ROM labeled "Printer Drivers and Utilities".

❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. This manual is included as a PDF file on the CD-ROM labeled "Printer Drivers and Utilities".

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

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

* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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1. Getting Started

Features of This Printer

This printer is designed especially for office workgroups, both for shared usage within a network environment, and for one-to-one usage by being connected directly to a computer.

❖ High quality photo image printing

With the 1200 × 600 dpi equivalent resolution, this printer provides you high quality color printing.

This is particularly effective when printing photographic images, such as images produced by a digital camera and scanner as well as when printing text and graphics. Using this printer, photo images are rendered more smoothly and with higher detail.

❖ High performance

This printer provides the high-speed printing.

- Color Printing: 6 ppm (A4, 8 1/2" × 11", simplex)
- Monochrome Printing: 24 ppm (A4, 8 1/2" × 11", simplex)

❖ Duplex printing

With the optional paper feed unit and duplex unit installed, this printer provides auto duplex printing.

❖ Network connectivity

This printer is network ready with the optional Network Interface Board.

❖ Network utility

PRINTER MANAGER, software consisting of ADMINISTRATOR and CLIENT versions, is provided. With this software, multiple print devices can be utilized effectively together on a network. This software offers several convenient functions such as parallel printing and recovery printing.

❖ PostScript capabilities

Using RICOH-SCRIPT2 provides the printer with PostScript capabilities. You can use the printer in the Windows or Macintosh environments.

❖ Easy handling for administration

You can set up User Codes for individuals or as a unit of a department. This allows you to keep records of the printing done for each User Code. You can also set up a User ID for each print job. To print a job log or a statistics report shows you color category, result and status of printing per each User Code and User ID. Viewing the contents of a job log or a statistics report through the PRINTER MANAGER FOR ADMINISTRATOR is available. Maximum 100 User Codes and 64 User IDs can be set.

◆ Major specifications

Printing Speed ^{*1}	24 ppm ^{*2} 6 ppm ^{*3}
Maximum Print Quality	1200 × 600 dpi resolutions
Emulation	IPDL-C, RICOH-SCRIPT2
Maximum Paper Size	Paper Tray: Custom size ^{*4} , length 356mm, width 216mm Paper feed unit: A4, 210 × 297 mm
Standard Memory Size	32 MB
Maximum Memory Size with Optional Memory	256 MB

^{*1} A4 

^{*2} Monochrome printing

^{*3} Full color printing

^{*4} When the optional Paper Cassette Type204 (Legal) is installed.

Printer Drivers for This Printer

Printing requires installation of a printer driver appropriate to the operating system. The following drivers are included on the CD-ROM that comes with this printer.

Operating System	Printer Language	
	IPDL-C	RICOH-SCRIPT2
Windows 95 *1	√	√
Windows 98 *2	√	√
Windows Me *3	√	√
Windows 2000 *4	√	√
Windows NT 4.0 *5	√	√
Macintosh *6		√

*1 Microsoft Windows 95 operating system

*2 Microsoft Windows 98 operating system

*3 Microsoft Windows Millennium Edition (Windows Me)

*4 Microsoft Windows 2000 Professional, Microsoft Windows 2000 Server

*5 Microsoft Windows NT Server operating system Version 4.0, Microsoft Windows NT Workstation operating system Version 4.0 in a computer using a x86 processor

*6 Macintosh OS with LaserWriter 8

Limitation

- ❑ The printer drivers supplied with this printer do not support operation under a system running Windows NT with a RISC based processor (MIPS R Series, Alpha AXP, Power PC).

❖ IPDL-C printer drivers

The IPDL-C printer drivers are included on the CD-ROM that comes with this printer. The IPDL-C printer drivers allow the computer to communicate with the printer via a printer language.

⇒ P.38 *“Windows 95/98/Me - Installing the IPDL-C Printer Driver”*

⇒ P.39 *“Windows 2000 - Installing the IPDL-C Printer Driver”*

⇒ P.40 *“Windows NT 4.0 - Installing the IPDL-C Printer Driver”*

❖ RICOH-SCRIPT2 printer drivers and PPD (PostScript printer description) files

The RICOH-SCRIPT2 printer drivers and the PPD files are included on the CD-ROM that comes with this printer. The RICOH-SCRIPT2 printer drivers allow the computer to communicate with the printer via a printer language. The PPD files allow the printer driver to enable printer specific functions.

⇒ P.42 *“Windows 95/98/Me - Installing the RICOH-SCRIPT2 Printer Driver”*

⇒ P.45 *“Windows 2000 - Installing the RICOH-SCRIPT2 Printer Driver”*

⇒ P.48 *“Windows NT 4.0 - Installing the RICOH-SCRIPT2 Printer Driver”*

⇒ P.52 *“Macintosh”*

Software and Utilities Included on the CD-ROM

1

❖ **PRINTER MANAGER FOR ADMINISTRATOR**

A utility for the system administrator to manage printers on the network.

Reference

For the name of PRINTER MANAGER FOR ADMINISTRATOR you use, see the inside of front cover of this manual.

For more information about using PRINTER MANAGER FOR ADMINISTRATOR, see PRINTER MANAGER FOR ADMINISTRATOR Help.

❖ **PRINTER MANAGER FOR CLIENT**

A utility for users to manage their own print jobs on the network.

Reference

For the name of PRINTER MANAGER FOR CLIENT you use, see the inside of front cover of this manual.

For more information about using PRINTER MANAGER FOR CLIENT, see PRINTER MANAGER FOR CLIENT Help.

❖ **Multidirect Print**

A utility for printing on a "Peer-to-Peer" network.

Reference

For more information about using Multidirect Print, see the "Operating Instructions" for the optional Network Interface Board included as a PDF file on the CD-ROM.

❖ **PortNavi**

A utility that helps you to use network printers effectively. It is useful in environments where two or more network printers are used.

Reference

For more information about PortNavi, see the "Operating Instructions" for the optional Network Interface Board included as a PDF file on the CD-ROM.

❖ **Acrobat Reader**

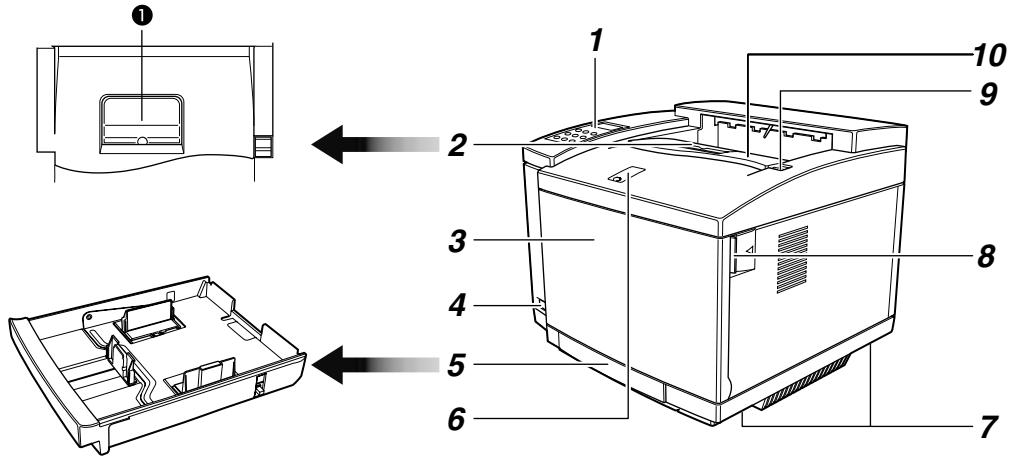
A utility that allows you to read PDF (Portable Document Format).

Note

- Documentation about using the printer is included on the CD-ROM in a PDF format.

Guide to the Printer

Exterior-Front View



ZDHH010E

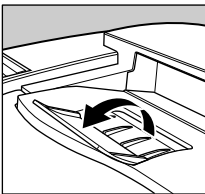
1. Operation Panel

Contains keys for printer operation and a panel display that shows the printer status.

2. Top Cover

Open this cover when replacing consumables or when removing misfed paper.

❶ Paper Stopper A: Raise this paper stopper so that printed pages are aligned better on the output tray. Raising this paper stopper also keeps printed pages from falling from the output tray.



ZDGH020J

4. Power Switch

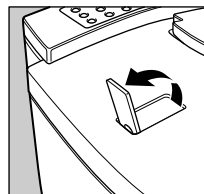
This switch enables you to turn the printer power on and off while the main power switch on the rear is turned on.

5. Paper Tray

Load paper into this tray for printing.

6. Paper Stopper B

Raise this stopper to keep printed pages from falling from the output tray.



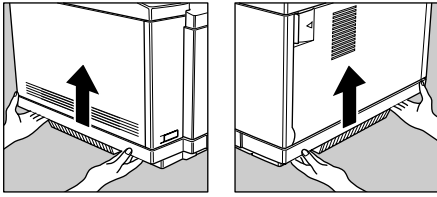
ZDGH030J

3. Front Cover

Open this cover when replacing toner cartridges or the waste toner bottle, or when removing misfed paper.

7. Inset Grips

Use these grips to lift the printer. There are four grips, two on the left side and two on the right side of the printer.



ZDGH040J

8. Front Cover Open Lever

Press this lever to open the front cover.

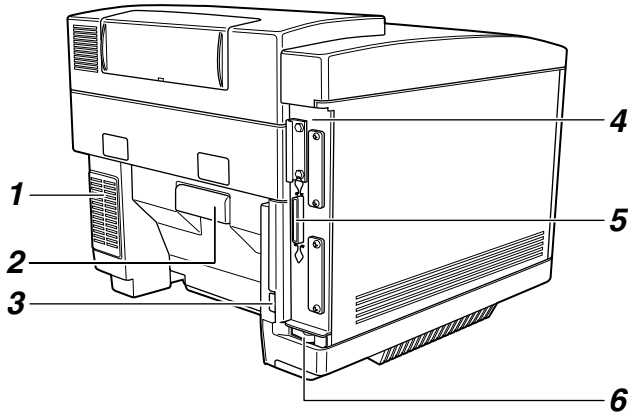
9. Top Cover Open Lever

Press this lever to open the top cover.

10. Output Tray

Printed pages are stacked here.

Exterior-Rear View



ZDHH020E

1. Ventilator

Allows air to be discharged, preventing components inside the printer from overheating. Remove this cover when replacing the ozone filter.

 **Note**

- Do not leave the ventilator obstructed or blocked. Doing so creates the danger of malfunction due to overheating.

2. Rear Cover

Open this cover when removing misfed paper.

3. Power Connector

Connect the power cord to this connector.

4. Printer Board

Remove to install optional memory unit or network interface board.

5. Parallel Interface Connector

Plug the parallel cable that connects the printer to the computer into this connector.

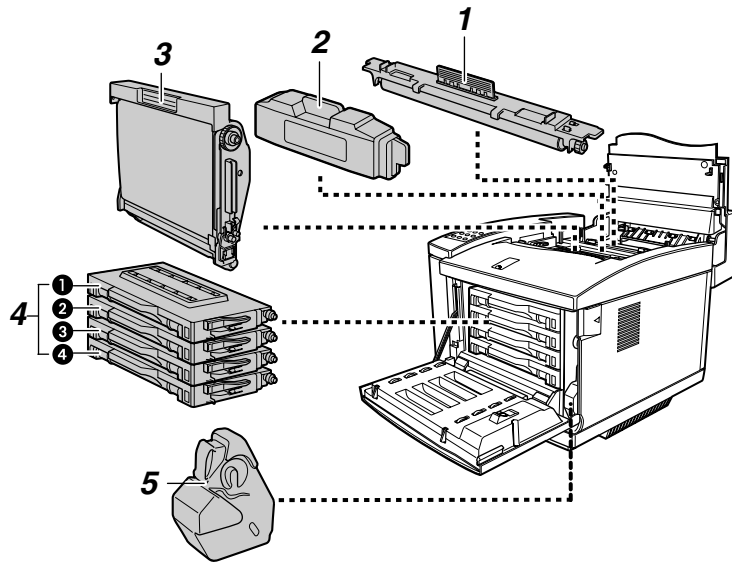
6. Main Power Switch

First turn on the main power switch, and use the power switch on the front panel to turn the printer on or off.

Normally, keep the main power switch turned on.

Turn off the main power switch when the printer is not to be used for a long period of time or when moving the printer.

Interior



ZDGH060J

1. Fuser Cleaner

This cleans unnecessary toner from the fuser roller.

2. Fuser Oil Bottle

This bottle holds oil used for fusing toner to the paper.

3. Photoconductor Unit

This unit is used to compose the image being printed.

Note

- Be careful to prevent the green film in the photoconductor unit from becoming dirty or damaged, and do not touch the black belt in the unit. The condition of these components directly affects output quality.

4. Toner Cartridges

- ① K: black toner
- ② Y: yellow toner
- ③ M: magenta toner
- ④ C: cyan toner

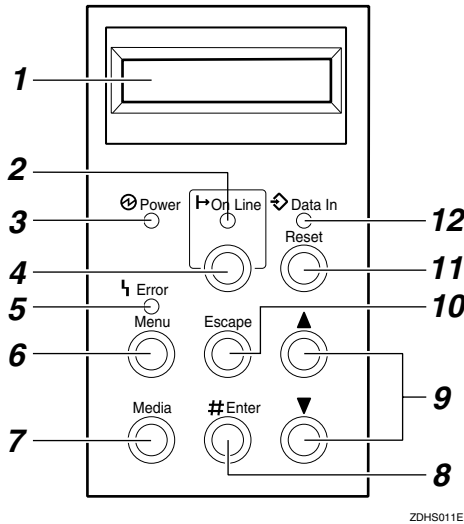
5. Waste Toner Bottle

This bottle is a receptacle for waste toner generated during the printing process.

Operation Panel

Important

- ❑ Never press any operation panel key while the **Data In** indicator on the operation panel is lit or blinking.



1. Panel Display

The display shows the current status of the printer and error messages. ⇒ "Error & Status Messages on the Operation Panel" in the "Printer Reference" included as a PDF file on the CD-ROM

2. On Line indicator

Tells you whether the printer is online or offline.

Stays on while the printer is online (a state in which the printer can receive data from the computer).

Stays off when the printer is offline (a state in which printer cannot receive data).

3. Power indicator

Stays on while the printer power is on. Stays off when the power is turned off or while the printer is in the Energy Saver mode.

4. [On Line] key

Press this key to switch the printer between online and offline.

5. Error indicator

Lights up whenever any printer error occurs. A message describing the cause of the error also appears on the panel display. ⇒ "Error & Status Messages on the Operation Panel" in the "Printer Reference" included as a PDF file on the CD-ROM

6. [Menu] key

Press this key to make and check the printer settings.

7. [Media] key

Use this key to select a tray, change the paper size, and to make other settings for printing.

8. [#Enter] key

Press this key to execute menu items selected on the panel display.

9. [▲][▼] keys

Use these keys to scroll through the selected items and to adjust values on the panel display when making settings.

10. [Escape] key

Press this key to return to the previous menu without changing any data.

11. [Reset] key

Pressing this key while offline resets the printer to its power on default settings. Pressing this key while online cancels the ongoing print job.

12. Data In indicator

Blinks while the printer is receiving data from a computer.

Stays on if there is data to be printed.

Turning the Printer On and Off

Turning on the printer

Note

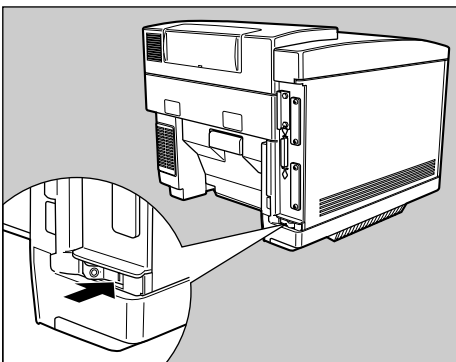
- This printer has two power switches; the main power switch on the rear and the power switch on the front panel. Normally, keep the main power switch turned on and use the power switch on the front panel to turn the printer on and off.

Important

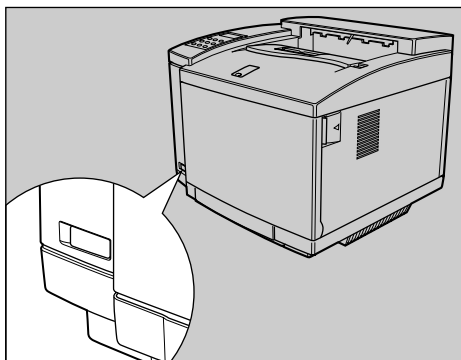
- If the printer will not to be used for a long period of time, first turn off the printer by the power switch on the front panel. Then turn the main power switch off, or disconnect the power plug from the wall outlet.

1 Confirm that the power cord is securely plugged into the outlet and the printer.

2 Set the printer's main power switch to the On position.



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3 Depress the printer's power switch to turn the printer on.

ZDGH080J

After the printer is turned on, it takes about four minutes to warm up before being able to print. The following message appears on the operation panel.

```
IPDL-C  
Warming UP
```

When the printer is turned on, the **Power** indicator will blink repeatedly. Once it stops blinking and remains on, you will be able to send data from a computer to the printer. When the following message appears on the operation panel, the printer will be able to begin printing.

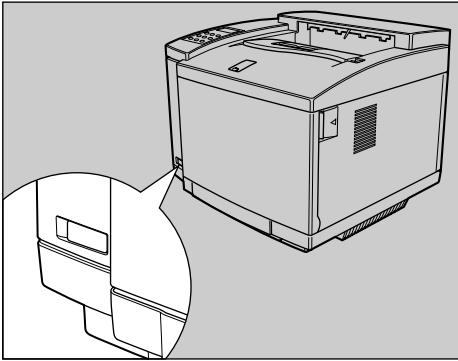
```
IPDL-C  
Ready
```

Turning off the printer

1 Confirm that the Data In and Error indicators are off.**Note**

- The **Data In** indicator stays on when printing and blinks while receiving data from the computer. Do not turn off the printer while it is printing or receiving data.
- When the **Error** indicator lights up, a printer error has occurred. Confirm the message that appears on the operation panel and troubleshoot the problem. ⇒ "Error & Status Messages on the Operation Panel" in the "Printer Reference" included as a PDF file on the CD-ROM

-
- 2** Press the printer's power switch so that it is unlocked from the depressed position.



ZDGH080J

The **Power** indicator turns off.

2. Installing Options

⚠ CAUTION:

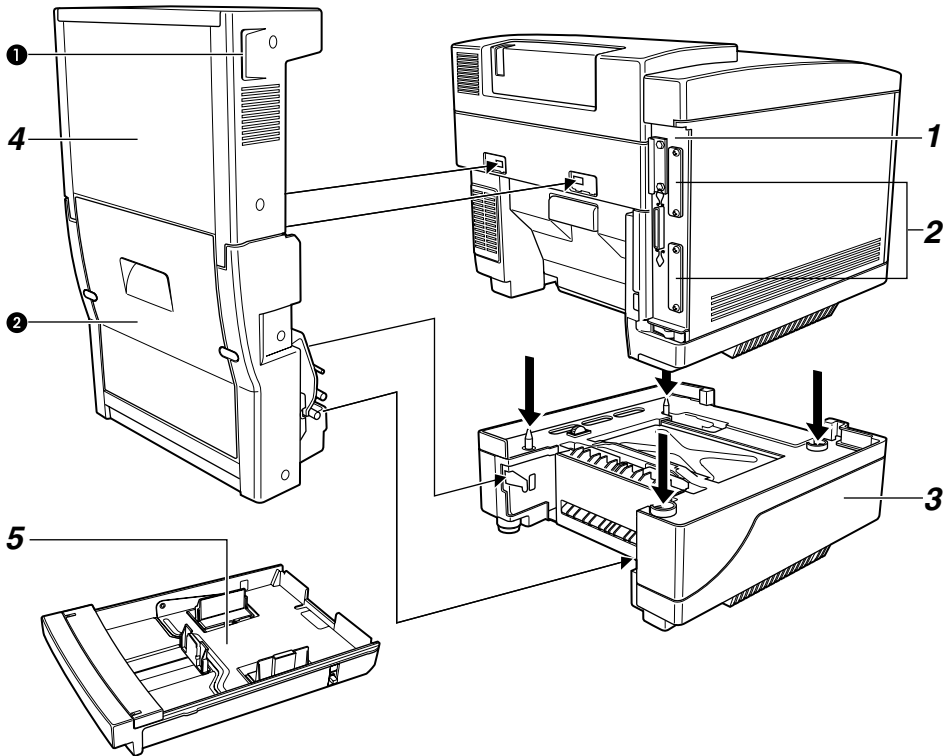
- *Before installing options, the machine should be turned off and unplugged for at least thirty minutes. Components inside the machine become very hot, and can cause a burn injury if touched.*
- *Before moving the machine, unplug the power cord from the outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.*
- *When lifting the machine, use the inset grips on both sides. The machine could break or cause an injury if dropped.*
- *It is recommended that at least two persons are used to lift the printer. Otherwise, the printer might fall and cause personal injury.*

Available Options

You can increase the functionality of the printer by adding options. The following options can be installed on the printer.

Reference

For more information about the options, see "Options" in the "Printer Reference" included as a PDF file on the CD-ROM. Do not use options other than those specified in this manual.



ZDHH030E

1. Memory Unit ⇒ P.15 *"Installing the Memory Unit"*

- Memory Unit Type B (32MB)
- Memory Unit Type B (64MB)
- Memory Unit Type B (128MB)

2. Network Interface Board Type306 ⇒ P.17 *"Installing the Network Interface Board Type306"*

3. PAPER FEED UNIT Type206 ⇒ P.21 *"Installing the PAPER FEED UNIT Type206"*

4. AD390 (duplex unit) ⇒ P.25 *"Installing the AD390 (Duplex Unit)"*

5. Paper Cassette Type204 (Legal) ⇒ P.20 *"Installing the Paper Cassette Type204 (Legal)"*

Installing the Memory Unit

⚠ CAUTION:

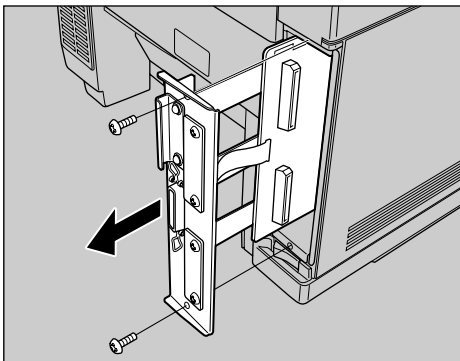
- Before installing options, the machine should be turned off and unplugged for at least thirty minutes. Components inside the machine become very hot, and can cause a burn injury if touched.

⚡ Important

- ❑ The memory unit can be damaged by small amounts of static electricity. Before touching it, you should touch some metal to remove static electricity from your body.

1 Turn off the printer's power switch and remove all cables and cords from the printer.

2 Remove both screws and remove the printer board from the printer as shown in the illustration.

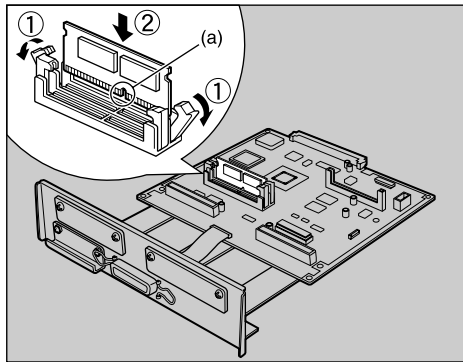


ZDGP010J

🔧 Note

- ❑ A coin can be used to remove the screws.

3 Open the two levers on the slot (①), insert the memory unit by aligning its notch (a) with the guide on the connector, and push it downward so that the two levers close to lock the memory unit (②).

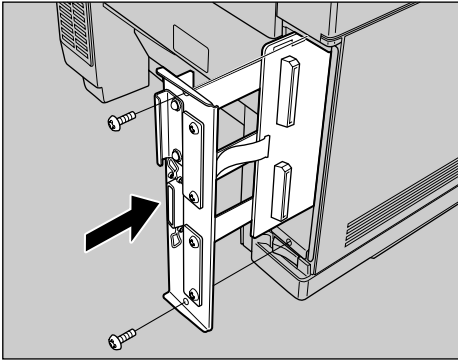


ZDGP170J

🔧 Note

- ❑ There are two slots for the memory units. When installing only one memory unit, be sure to insert it into the slot as shown in the above illustration.
- ❑ To remove the memory unit, open the two levers so that the memory unit is released, then pull it up gently.

4 Insert the printer board into the printer. Fasten both screws.



ZDGP020J

Note

- A coin can be used to fasten the screws.

5 Connect all cables removed in step 1.

6 Plug the printer's power cord back into the printer and the outlet. Turn on the printer's power switch.

7 Print a configuration page to confirm that the memory unit is properly installed.

Reference

⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

Note

- If the memory unit is not properly installed, follow the above procedure to reinstall it. If you fail again, contact your sales or service representative.

Important

- To make the printer recognize the installed option properly, you must set up the option with the printer driver.

Installing the Network Interface Board Type306

⚠ CAUTION:

- Before installing options, the machine should be turned off and unplugged for at least thirty minutes. Components inside the machine become very hot, and can cause a burn injury if touched.

⚠ Important

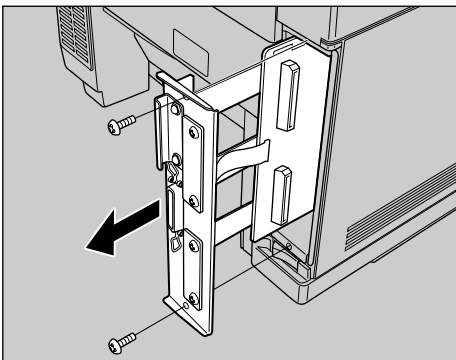
- Use a shielded twisted-pair (STP) network cable.

📌 Note

- There are two connectors on the printer board. You can install the network interface board in either.
- Two network interface boards cannot be installed at a time.

1 Turn off the printer's power switch and remove all cables and cords from the printer.

2 Remove both screws and remove the printer board from the printer as shown in the illustration.

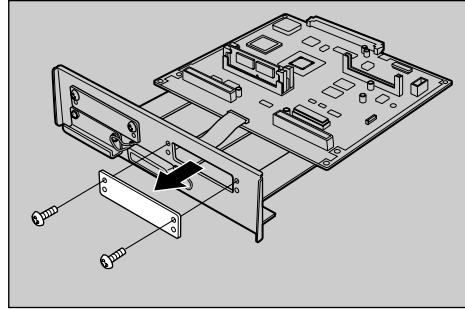


ZDGP010J

📌 Note

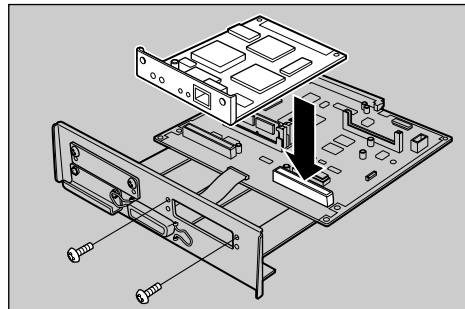
- A coin can be used to remove the screws.

3 Remove both screws and the metal plate from the printer board.



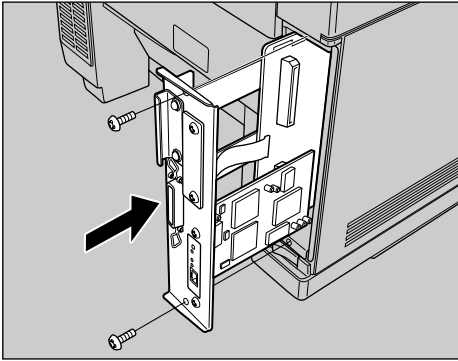
ZDGP190J

4 Insert the network interface board into the slot and fasten it with both screws that were removed in step 3, as shown in the illustration.



ZDGP200J

- 5** Insert the printer board into the printer. Fasten both screws.



ZDGP040J

- 6** Connect all cables removed in step **1**.
- 7** Plug the printer's power cord back into the printer and the outlet. Turn on the printer's power switch.
- 8** Print a configuration page to confirm that the network interface board is properly installed.

Reference

⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

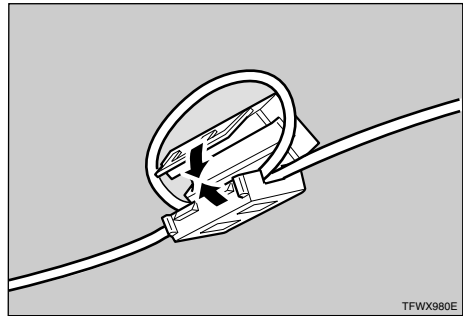
Note

- If the network interface board is not properly installed, follow the above procedure to reinstall it. If you fail again, contact your sales or service representative.

Connecting the Printer to the Network

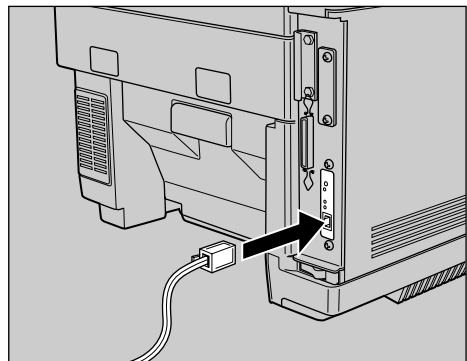
Follow these steps to connect the printer to the network.

- 1** Confirm that you have the correct network cable.
- 2** Confirm that the printer's power switch is turned off. If it is on, turn it off.
- 3** Loop the network cable. The loop should be about 15 cm (6 inch) from the end of the cable on the end closest to the connector.
- 4** Attach the ferrite core to the loop.



TFWX980E

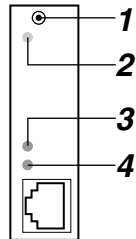
- 5** Attach the network cable to the 10BASE-T/100BASE-TX port of the printer.



ZDGP050J

- 6** Connect the other end of the cable into the network.

Buttons and Indicators on the Network Interface Board



ZDGN010E

1. Button

Hold down this button for more than two seconds to print the network configuration page. Hold down this button for more than five seconds to print system log information.

2. Indicator (orange)

Stays on while the network interface board is working.

3. Indicator (green)

Stays on while 100BASE-TX is working. Stays off while 10BASE-T is working.

4. Indicator (green)

Stays on while the printer is in a network environment.

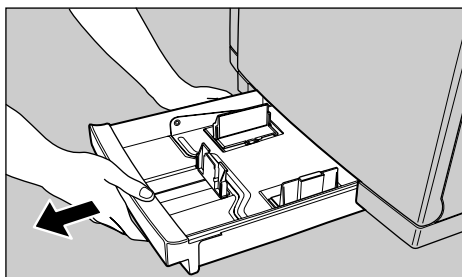
Installing the Paper Cassette Type204 (Legal)

2

⚠ CAUTION:

- *The paper tray does not have a stopper. When pulling out, be careful not to pull it strongly. If you do, the tray might fall and cause personal injury.*

1 Carefully pull the paper tray (tray 1) out of the printer and place it on a flat surface.

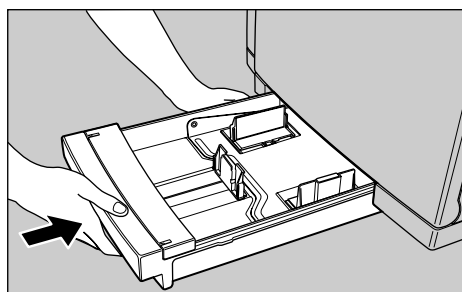


ZDGY010J

📌 Note

- Keep the paper tray with paper in a cool and dark place.

2 Slide the Paper Cassette Type204 completely into the printer.



ZDHP010E

Installing the PAPER FEED UNIT Type206

⚠ CAUTION:

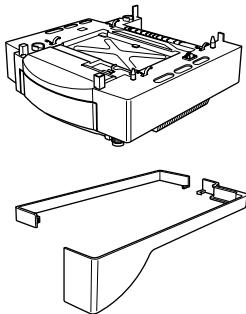
- It is recommended that at least two persons are used to lift the printer. Otherwise, the machine might fall and cause personal injury.
- When lifting the machine, use the inset grips on both sides of the machine. Otherwise, the machine might fall and cause personal injury.

🔧 Note

- ❑ To install the optional duplex unit, it is necessary to install the paper feed unit first.

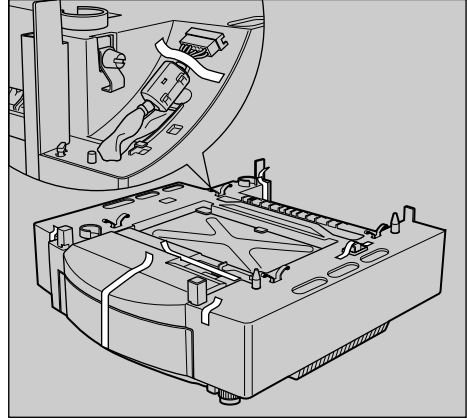
1 Check the contents of the box for the following items.

- Paper feed unit (1 pc)
- Left side cover (1 pc)
- Right side cover (1 pc)



ZDHP020E

2 Remove the adhesive tape.

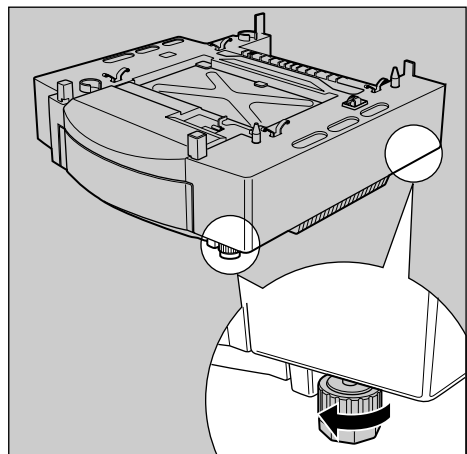


ZDGP070J

3 Adjust the level adjusters located under the paper feed unit, if necessary.

You can raise up the right side of the paper feed unit (and the printer) by adjusting the level adjusters as illustrated. This will keep the printer level, even if the location for the printer is slightly inclined, for example.

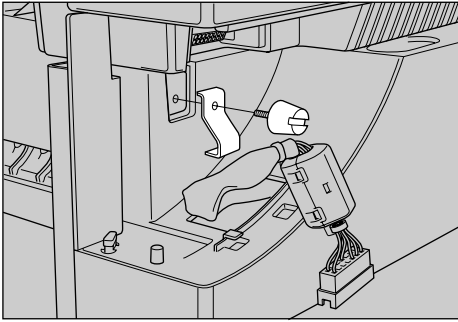
If adjusting the level adjusters is not necessary, go to step 4.



ZDGP080J

2

- 4 Remove the screw and securing bracket from the paper feed unit.

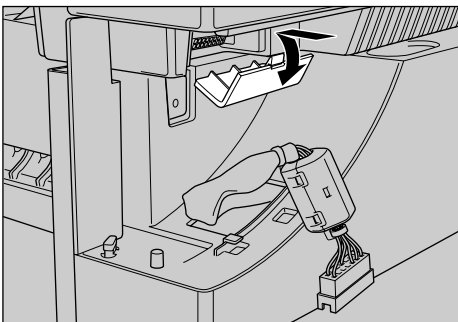


ZDGP090J

- 5 Turn off the printer's power switch and remove all cables and cords from the printer.

- 6 Remove the paper cassette from the printer.

- 7 Remove the connector cover from the printer.

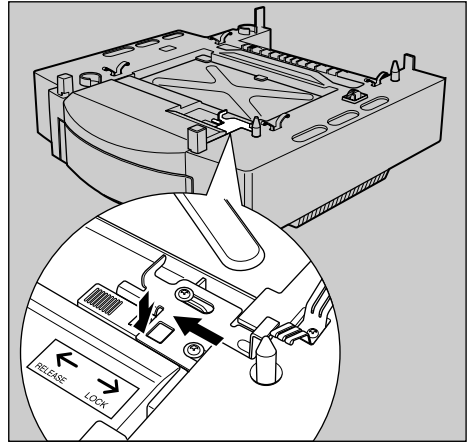


ZDGP100J

Note

- Keep the removed connector cover. When you detach the paper feed unit, re-attach the connector cover to the printer.

- 8 Set the locking plate on the paper feed unit to the "RELEASE" position.

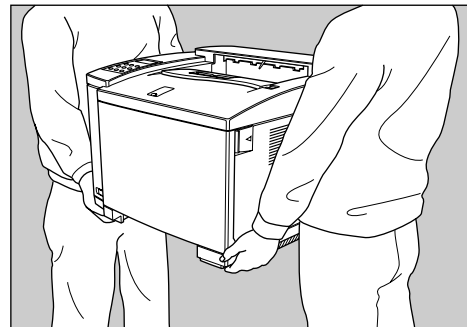


ZDGP110J

Important

- Be sure to set the locking plate to the "RELEASE" position. If you place the printer on the paper feed unit with the locking plate set to the "LOCK" position, the printer or the paper feed unit may be damaged.

- 9 Lift the printer using the inset grips on both sides of the printer.

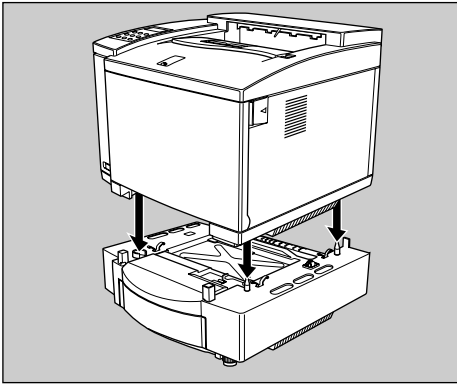


ZDGP120J

Important

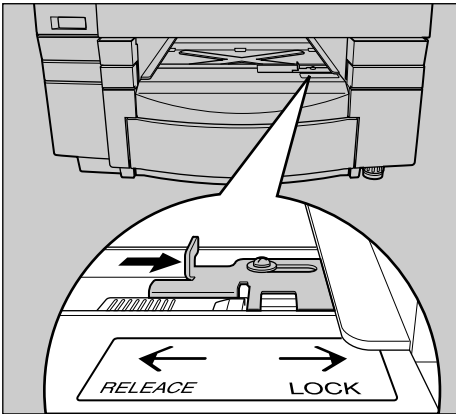
- It is recommended that at least two persons are used to lift the printer.

- 10** Align the printer onto the 2 upright pins on the paper feed unit and then lower it gently.



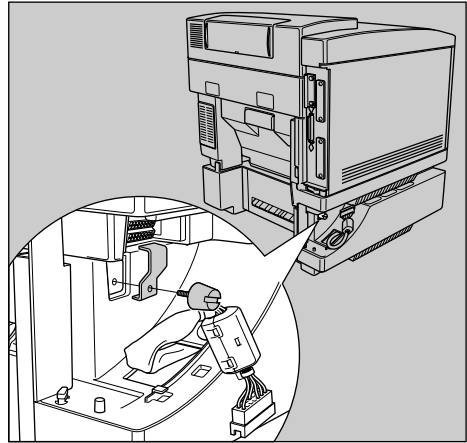
ZDGP130J

- 11** Set the locking plate, which was moved to the "RELEASE" position in step 8, to the "LOCK" position again.



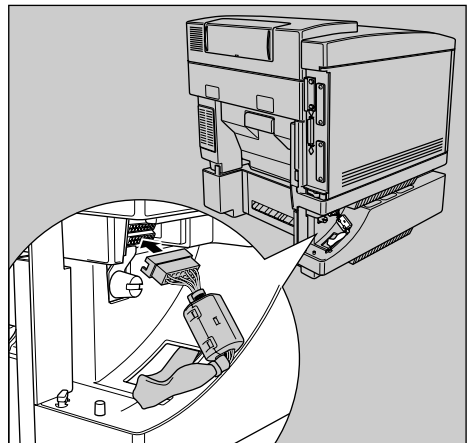
ZDGP510J

- 12** Insert the securing bracket removed in step 4 into the groove under the printer, and secure the bracket using the screw removed in step 4.



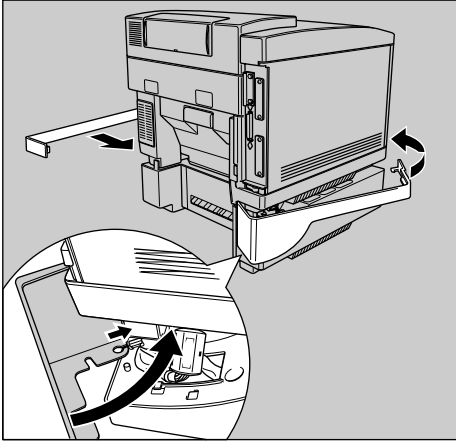
ZDGP140J

- 13** Connect the paper feed unit cable to the lower socket inside the printer securely. Make sure the protruding part of the cable connector is facing downward.



ZDGP150J

- 14** Attach the right and left side covers.



ZDGP160J

- 15** Install the paper cassette removed in step 6 to the printer.
- 16** Connect all cables removed in step 5.
- 17** Plug the printer's power cord back into the printer and the outlet. Turn on the printer's power switch.
- 18** Print a configuration page to confirm that the paper feed unit is properly installed.

Reference

⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

Note

- If the paper feed unit is properly installed, you can see "Tray 2" under the "Printer Information" of the configuration page.
- If the paper feed unit does not work, follow the above procedure to reinstall it. If it still does not work, contact your sales or service representative.

- The tray which is selected when the printer is turned on can be changed to the paper feed unit using the Operation Panel. ⇒ "Using the Operation Panel" in the "Printer Reference" included as a PDF file on the CD-ROM

Important

- To make the printer recognize the installed option properly, you must set up the option with the printer driver.

Installing the AD390 (Duplex Unit)

⚠ CAUTION:

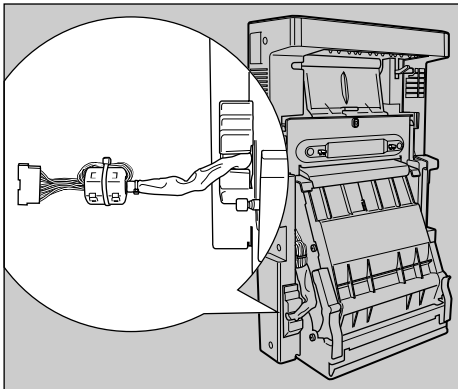
- Before installing options, the machine should be turned off and unplugged for at least thirty minutes. Components inside the machine become very hot, and can cause a burn injury if touched.

🔧 Note

- ❑ To install the duplex unit, you need to install the optional paper feed unit first.
- ❑ Once the duplex unit is installed on the printer, it is necessary to open the upper portion of the duplex unit before you can open the top cover of the printer.

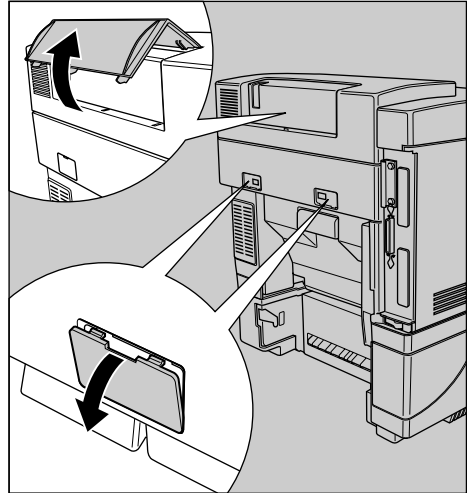
1 Turn off the printer's power switch and remove all cables and cords from the printer.

2 Take out the duplex unit cable as shown in the illustration.



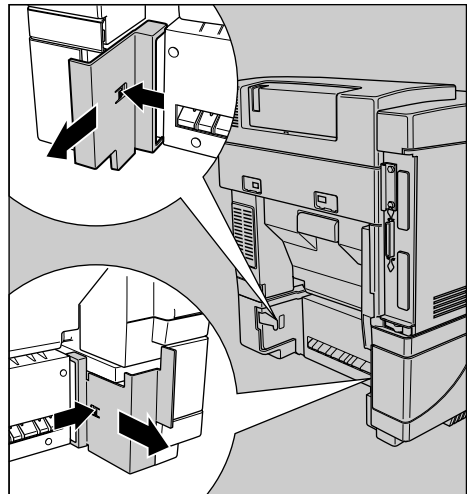
ZDGP270J

3 Remove the three covers from the printer as shown in the illustration.



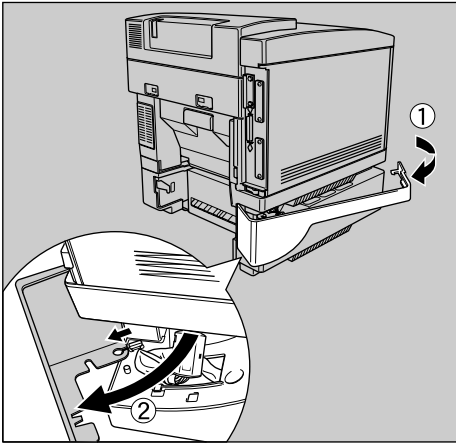
ZDGP400J

4 Remove the two covers from the paper feed unit as shown in the illustration.



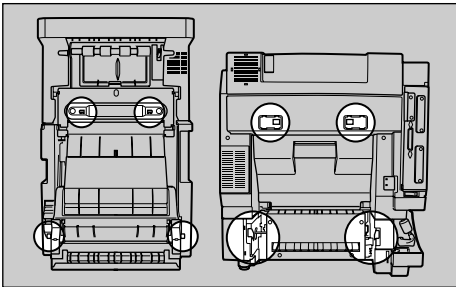
ZDGP410J

5 Remove the left side cover.



ZDGP420J

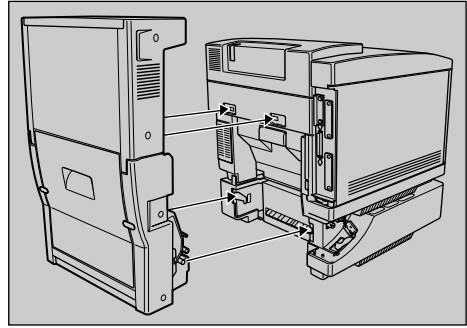
6 Confirm the location of the two guide pins and two hooks on the duplex unit, as well as the corresponding cutouts and holes on the paper feed unit and the printer.



ZDGP430J

7 Attach the duplex unit to the printer.

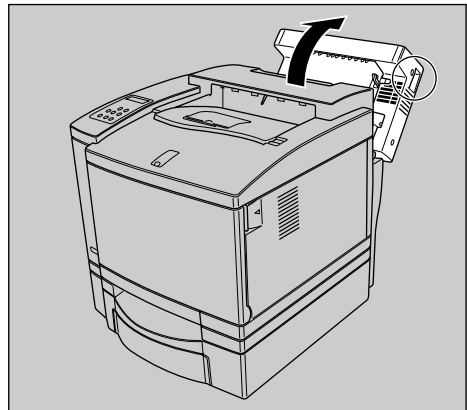
Insert the two guide pins on the duplex unit to the cutouts on the paper feed unit, and insert the hooks on the duplex unit to the holes on the printer while slightly lifting up the duplex unit. Then push in the duplex unit against the printer.



ZDGP440J

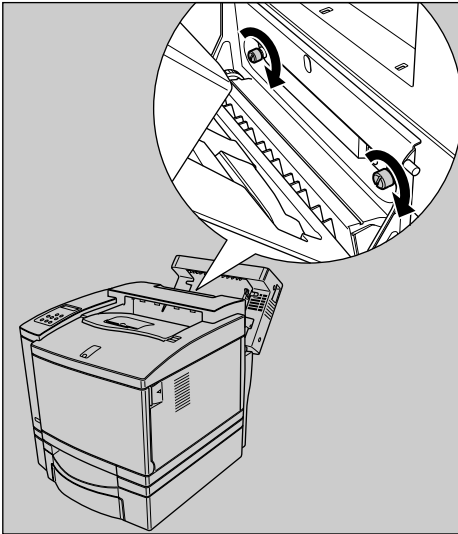
8 Open the upper portion of the duplex unit.

Gently open the upper portion using the left and right inset grips.



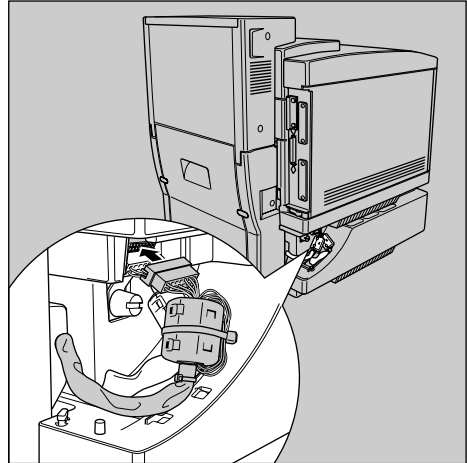
ZDGP450J

- 9** Secure the duplex unit with the two screws, as shown in the illustration.



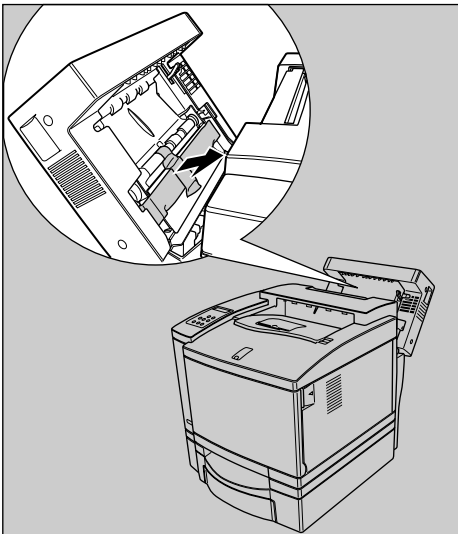
ZDGP460J

- 12** Connect the duplex unit cable to the upper socket inside the printer securely. Make sure the protruding part of the cable connector is facing downward.



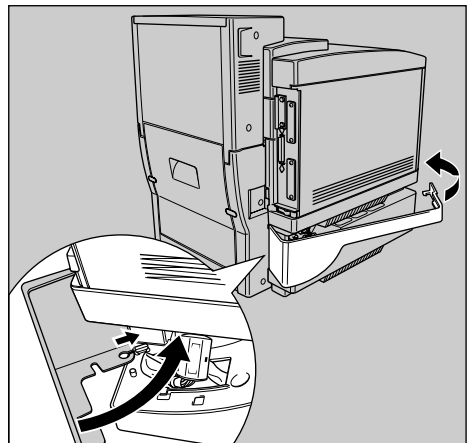
ZDGP480J

- 10** Remove the adhesive tape and the packing material.



ZDGP470J

- 13** Attach the left side cover.



ZDGP490J

- 11** Close the upper portion of the duplex unit.

- 14** Connect all cables removed in step 1.

- 15** Plug the printer's power cord back into the printer and the outlet. Turn on the printer's power switch.

16 Print a configuration page to confirm that the duplex unit is properly installed.

 **Reference**

⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

 **Note**

- If the duplex unit is properly installed, you can see ":Dx.x" at the end of the Firmware Version section of the configuration page.
- If the duplex unit does not work, follow the above procedure to reinstall it. If it still does not work, contact your sales or service representative.

 **Important**

- To make the printer recognize the installed option properly, you must set up the option with the printer driver.

3. Configuring the Printer for the Network

Configuring the Printer for the Network with the Operation Panel

After installing the optional Network Interface Board, configure it for the network using the printer's operation panel.

The following table shows the operation panel settings and their defaults. These are included in the "System Menu".

Setting name	Default value
32 IP Address	011.022.033.044
33 Subnet Mask	000.000.000.000
34 Gateway Add (Gateway Address)	000.000.000.000
35 Access CTL. (Access Control Address)	000.000.000.000
36 Access Mask (Access Control Mask)	000.000.000.000
37 Net Boot (Network Boot)	None
38 Frame NW (Frame type NetWare)	Auto Select
39 Active PTL. (Active Protocol)	All Active

1 Press [Menu].

2 Press [▼] to display the following message.

```

<Menu>      ▲
System Menu  ▼
  
```

3 Press [#Enter].

4 Use the following table to select the menu item appropriate for the network.

Menu item on the panel display	Active Protocol			
	TCP ^{*1}	NW ^{*2}	ET ^{*3}	NB ^{*4}
All Active (Default Setting)	✓	✓	✓	✓
None				
TCP/IP Only	✓			
NetWare Only		✓		
TCP & NetWare	✓	✓		
EtherTalk Only			✓	
TCP& EtherTalk	✓		✓	
NetW&EtherTalk		✓	✓	
TCP&NW&EtherTK	✓	✓	✓	
NetBEUI Only				✓
TCP & NetBEUI	✓			✓
NetW& NetBEUI		✓		✓
TCP & NW & NB	✓	✓		✓
Etalk&NetBEUI			✓	✓
TCP& ETK& NB	✓		✓	✓
NW & ETK & NB		✓	✓	✓

- ✓ means that this protocol is active.
- A blank cell means that this protocol is not active.

*1 TCP/IP
 *2 NetWare
 *3 EtherTalk
 *4 NetBEUI

Note

- You should not select protocols that are not used on the network.
- When using Pure IP in NetWare 5, select TCP/IP to be active.

1 Press [▼] or [▲] until the following message appears.

```
<System Menu> ▲
39.Active PTL. ▼
```

2 Press [#Enter].

The current setting appears on the panel display.

```
<Active PTL.> ▲
*All Active ▼
```

3 Press [▲] or [▼] until the protocol you want to use appears.

4 Press [#Enter].

The actual procedure may differ depending on the protocol you use. Follow the appropriate procedure below.

TCP/IP	5 ▶ 6 ▶ 7 ▶ 8 ▶ 9 ▶ 10 ▶ 11
NetWare	8 ▶ 9 ▶ 10 ▶ 11
AppleTalk	9 ▶ 10 ▶ 11
NetBEUI	9 ▶ 10 ▶ 11

5 If you use TCP/IP, you should assign the IP Address to the printer.

Note

- To get an IP address for the printer, contact your network administrator.
- If you use TCP/IP, you should assign the IP address to the printer.

1 Press [▲] or [▼] until the following message appears.

```
<System Menu> ▲
32.IP Address ▼
```

2 Press [#Enter].

The current IP address appears on the panel display.

```
011.022.033.044
▲ ▲▼/#
```

3 Press [▲] or [▼] to specify the leftmost digit of the IP address.

```
111.022.033.044
▲ ▲▼/#
```

4 Press [#Enter].

The pointer (▲) moves to the next digit as shown.

```
111.022.033.044
▲ ▲▼/#
```

Note

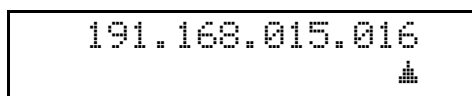
- You can return the pointer (▲) to the previous (left) digit by pressing [Escape].
- If you press [Escape] when the pointer (▲) is on the leftmost position, the specified IP address is reset.

5 Press [▲] or [▼] to specify the second digit of the IP address.

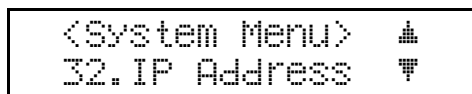
```
191.022.033.044
▲ ▲▼/#
```

6 Press [#Enter].

- 7** Repeat steps **5** and **6** to specify the remaining digit of the IP address.



Check if the pointer (▲) is at the rightmost digit, press **[#Enter]** to register the IP address you specified.



- 6** If you use TCP/IP, you should assign "33.Subnet Mask", "34.Gateway Add", "35.Access CTL." and "36.Access Mask" using the same procedure for specifying the IP address. ⇒ P.32 "Address"

- 7** If you use TCP/IP, you can make settings for "Network Boot".

You can select how to assign the printer's address using the computer. Select one of the items on the following table.

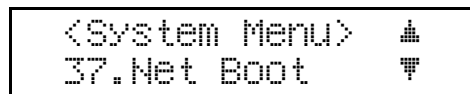
Menu item on the panel display	Available methods			
	AR *1	RA *2	BO *3	DH *4
ARP+PING	✓			
ARP & RARP	✓	✓		
ARP & BOOTP	✓		✓	
ARP&RARP&BOOTP	✓	✓	✓	
None (Default Setting)				
RARP+TFTP		✓		
BOOTP			✓	
RARP & BOOTP		✓	✓	
DHCP				✓

*1 ARP+PING
 *2 RARP+TFTP
 *3 BOOTP
 *4 DHCP

Note

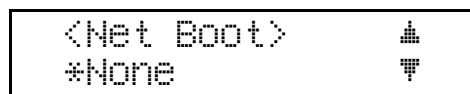
- You should set up the server, if you want to use "RARP+TFTP", "BOOTP" or "DHCP".

- 1** Press **[▼]** or **[▲]** until the following message appears.



- 2** Press **[#Enter]**.

The current setting appears on the panel display.



- 3** Press **[▲]** or **[▼]** until the method you want to use appears.

- 4** Press **[#Enter]**.

- 8** If you use NetWare, select the NetWare frame type.

Select one of the items below if necessary.

- Auto Select (Default)
- Ethernet 802.3
- Ethernet 802.2
- Ethernet 2
- Ethernet SNAP

Note

- In most situations, use the default setting ("Auto Select"). When you select "Auto Select", the frame type first detected by the printer is adopted. If the network can use more than two frame types, the printer may fail to select the correct frame type if "Auto Select" is selected. In this case, select the appropriate frame type.

- 1 Press [▼] or [▲] until the following message appears.



- 2 Press [#Enter].
The current setting appears on the panel display.



- 3 Press [▲] or [▼] until the frame type you want to use appears.
- 4 Press [#Enter].
- 9 Press [On Line].

The following message appears on the panel display.



- 10 Press [On Line].
The On Line indicator turns off and the printer is offline.
- 11 Press [Reset].
The printer is reset and the settings are available.
- 12 Print the configuration page to check settings you have made.
 - 1 Press [Menu].
 - 2 Press [▼] or [▲] until the "List Print" appears.
 - 3 After confirming that "Config.Page" is on the display, press [#Enter].

- 4 Press [#Enter].
The configuration page is now printed. Check the contents of the configuration page.
- 5 Press [On Line].
The "Ready" message appears on the panel display.

 **Address**

❖ **Subnet Mask**
A number used to mathematically "mask" or hide the IP addresses on the network by eliminating those parts of the address that are alike for all the machines on the network.

❖ **Gateway Address**
A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

 **Note**

- To get the above two addresses, contact your network administrator.
- If you do not know the addresses, please use the default settings.

❖ **Access Control Address and Access Control Mask**

Access Control Address and Access Control Mask are used to control the IP addresses that have access to the computer used for printing, with the IP address. If it is not necessary for you to control the access rights, select "0.0.0.0".

Note

- ❑ When the Access Control Address settings coincide with the masked result of the IP address of the computer, print jobs from that IP address can be accepted by the Network Interface Board.
- ❑ For example, if you assign 192.168.15.16 as the Access Control Address to the Network Interface Board, the combination of the Access Control Mask and IP address that can have access are as follows.

Access Control Mask	IP addresses that have access
0. 0. 0. 0	xxx.xxx.xxx.xxx
255. 0. 0. 0	192.xxx.xxx.xxx
255.255. 0. 0	192.168.xxx.xxx
255.255.255. 0	192.168. 15.xxx
255.255.255.255	192.168. 15. 16

Limitation

- ❑ These settings control only printing requests.



4. Installing the Printer Driver and Software

This manual assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Installation Method

The following table shows how to install the printer drivers and software.

	Auto Run ^{*1}			Add Printer Wizard
	Typical ^{*2}	Network ^{*3}	Custom ^{*4}	
IPDL-C printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
RICOH-SCRIPT2 printer driver				<input type="radio"/>
PRINTER MANAGER FOR ADMINISTRATOR			<input type="radio"/>	
PRINTER MANAGER FOR CLIENT		<input type="radio"/>	<input type="radio"/>	
PortNavi		<input type="radio"/>	<input type="radio"/>	
Multidirect Print			<input type="radio"/>	
Acrobat Reader			<input type="radio"/>	

^{*1} Available operating systems are as follows: Windows 95/98/Me, Windows 2000, Windows NT 4.0

^{*2} Recommended for most users.

^{*3} Recommended for network printing users.

^{*4} Recommended for expert users.

Reference

For more information about the printer drivers, see P.3 “Printer Drivers for This Printer”. For installing the printer drivers, see P.38 “Installing the IPDL-C Printer Driver” or P.42 “Installing the RICOH-SCRIPT2 Printer Driver”.

For more information about the software and utilities, see P.4 “Software and Utilities Included on the CD-ROM”.

Important

- Before starting this installation, close all documents and applications. In a network environment, confirm that users who are logged on are disconnected. Be sure to do this when it will create the least interference with other users.
- After installing a printer driver, you must restart the computer.

 **Note**

- ❑ If the "plug and play" function is started, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of the Windows 95/98/Me or Windows 2000.
- ❑ The appropriate language name is used for the CD-ROM folder: ENGLISH (English), DEUTSCH (German), FRANCAIS (French), ITALIANO (Italian), ESPANOL (Spanish), NEDRLNDS (Dutch), NORSK (Norwegian), DANSK (Danish), SVENSKA (Swedish)

❖ **User Codes**

User Codes are eight digit codes that allow you to keep track of printing done under each code. To use this feature, the network administrator should assign User Codes and inform users of them before they install the printer driver.

- With the IPDL-C printer driver, if you want to set a User Code, you must do it when installing the printer driver.
- With the RICOH-SCRIPT2 printer driver, only **[Off]** or **[On]** can be selected. The numerical value cannot be changed. If **[On]** is selected, "99999999" is automatically set as a default. So if you want to distinguish between the RICOH-SCRIPT2 and IPDL-C printer drivers, set the different User Code in the IPDL-C printer driver.
- In Windows 95/98/Me, if you want to change the User Code, reinstalling the printer driver is required.
- In Windows 95/98/Me, changing the printer name makes the User Code ineffective. If you want to set the User Code again, reinstalling the printer driver is required.

4

 **Using the Shared Printer on Windows 2000 or Windows NT 4.0 for Windows 95/98/Me Client**

If you want to share the printer on Windows 2000 or Windows NT 4.0, install the printer driver for Windows 95/98/Me for an alternate driver.

 **Note**

- ❑ When using the alternate driver function with the Windows NT 4.0, use the Windows NT 4.0 Service Pack 4 or later.

For more information about installing the printer driver as an alternate driver, see P.39 "Windows 2000 - Installing the IPDL-C Printer Driver" or P.40 "Windows NT 4.0 - Installing the IPDL-C Printer Driver".

Installing by Auto Run

You can install the IPDL-C printer driver and software, and set them up easily by using Auto Run.

Follow these steps to install the IPDL-C printer driver and software on Windows 95/98/Me, Windows 2000, Windows NT 4.0.

Limitation

- If your system is Windows 2000 or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "INSTTOOL.EXE" located on the CD-ROM root directory.
- If you want to cancel Auto Run, hold down the **[SHIFT]** key (when your system is Windows 2000, hold down the left **[SHIFT]** key) while inserting the CD-ROM. Keep the **[SHIFT]** key held down until the computer has finished accessing the CD-ROM.

- 1** Close all applications that are running.
- 2** Insert the CD-ROM into the CD-ROM drive.
- 3** Follow the instructions on the screen.
- 4** Restart the computer after installation is complete.
- 5** Set up the options with the printer driver.

Installing the IPDL-C Printer Driver

Windows 95/98/Me - Installing the IPDL-C Printer Driver

Installing the printer driver

Install the driver in accordance with the steps explained. ⇒ P.37 "Installing by Auto Run"

Setting up options

4

 **Note**

- When setting up options, you should access the Printer Properties from Windows. You cannot access the Printer Properties from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Setup]** tab, and then click **[Installable Options]**.

The **[Installable Options]** dialog box appears.

4 From the **[Option Tray:]** and **[Total Printer Memory:]** boxes, select any options you have installed.

Selecting the wrong tray here will make it impossible to use the tray correctly.

Selecting the wrong amount of memory here may cause printing problems.

Be sure to change this setting whenever you add more memory.

 **Note**

- If the optional paper feed unit and the optional duplex unit are installed, simply check the **[Duplex]** check box, and the paper feed unit will automatically be selected in the **[Option Tray:]** box. Automatic duplex printing becomes possible with the printer.

 **Reference**

You can confirm how much memory the printer is currently equipped with by printing a configuration page. ⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

5 Click **[OK]**.

6 Click **[OK]**.

Windows 2000 - Installing the IPDL-C Printer Driver

Installing the printer driver

Install the driver in accordance with the steps explained.⇒ P.37 “Installing by Auto Run”

 **Note**

- During installation, the **[Digital Signature Not Found]** dialog box might appear. In this case, click **[Yes]** to continue the installation.

If you want to share the printer on Windows NT 2000, use the **[Sharing]** tab in the Printer Properties to specify the alternate printer driver. For details, see the instructions manual of the Windows 2000.

When prompted for the Windows 95/98/Me alternate printer driver location, select the following folder in the CD-ROM.

```
\DRIVERS\IPDL-C\WIN9X_ME\DISK1\
```

Setting up options

 **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

 **Note**

- When setting up options, you should access the Printer Properties from Windows. You cannot access the Printer Properties from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Installable Options]** tab.

- 4** From the [Option Tray:] and [Total Printer Memory:] boxes, select any options you have installed.

Selecting the wrong tray here will make it impossible to use the tray correctly.

Selecting the wrong amount of memory here may cause printing problems.

Be sure to change this setting whenever you add more memory.

 **Note**

- If the optional paper feed unit and the optional duplex unit are installed, simply check the [Duplex] check box, and the paper feed unit will automatically be selected in the [Option Tray:] box. Automatic duplex printing becomes possible with the printer.

 **Reference**

You can confirm how much memory the printer is currently equipped with by printing a configuration page. ⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

- 5** Click [OK].

Windows NT 4.0 - Installing the IPDL-C Printer Driver

Installing the printer driver

Install the driver in accordance with the steps explained. ⇒ P.37 "Installing by Auto Run"

If you want to share the printer on Windows NT 4.0, use the [Sharing] tab in the Printer Properties to specify the alternate printer driver. (For details, refer to the instructions manual of the Windows 4.0.)

When prompted for the Windows 95/98/Me alternate driver location, select the following folder in the CD-ROM.

`\DRIVERS\IPDL-C\WIN9X_ME\DISK1\`

Setting up options

 **Limitation**

- Changing the printer settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.

 **Note**

- When setting up options, you should access the Printer Properties from Windows. You cannot access the Printer Properties from an application.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 2** Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.
- 3** Click the **[Installable Options]** tab.
- 4** From the **[Option Tray:]** and **[Total Printer Memory:]** boxes, select any options you have installed.

Selecting the wrong tray here will make it impossible to use the tray correctly. Selecting the wrong amount of memory here may cause printing problems. Be sure to change this setting whenever you add more memory.

 **Note**

- If the optional paper feed unit and the optional duplex unit are installed, simply check the **[Duplex]** check box, and the paper feed unit will automatically be selected in the **[Option Tray:]** box. Automatic duplex printing becomes possible with the printer.

 **Reference**

You can confirm how much memory the printer is currently equipped with by printing a configuration page. ⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

- 5** Click **[OK]**.

Installing the RICOH-SCRIPT2 Printer Driver

Windows 95/98/Me - Installing the RICOH-SCRIPT2 Printer Driver

With Windows 95/98/Me, you should install both the Windows 95/98/Me PostScript printer driver and the PPD file.

Note

- Be sure to install the PPD file for Windows 95/98/Me. Do not accidentally install the PPD file for Windows 2000 or Windows NT 4.0.

Installing the printer driver

Preparation

The Windows 95/98 operating system CD-ROM or diskettes are required for installing the printer driver.

The following procedure describes installation when the printer is connected to the computer via a parallel interface.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Double-click the **[Add Printer]** icon.
[Add Printer Wizard] starts.
- 4** Click **[Next]**.
- 5** Click **[Local printer]**, and then click **[Next]**.
A dialog box for selecting the printer manufacturer and model name appears.
- 6** Click **[Have Disk]**.
A dialog box for installing a driver from a disk appears.
- 7** Press the **[SHIFT]** key and insert the CD-ROM into the CD-ROM drive. Keep the **[SHIFT]** key pressed until the computer has finished accessing the CD-ROM.
If the Auto Run program starts, click **[Cancel]**.

8 Click **[Browse]**. **Note**

- The Windows 95/98/Me printer driver is in the following folder in the CD-ROM:

`\DRIVERS\RPS2\WIN9X_ME\ (Language) \`

9 In the box, double-click **[DRIVERS]**, **[RPS2]** and **[WIN9X_ME]**. Then double-click the folder of the appropriate language. Finally, click **[OK]**.**10** Click **[OK]**.

A dialog box for selecting the printer model appears.

11 Click the name of the printer you want to install, and then click **[Next]**.

A dialog box for selecting the printer port appears.

12 From the **[Available ports:]** box, select the printer port, and then click **[Next]**.**13** Change the name of the printer if you want, and then click **[Next]**.**14** In the next dialog box asking if you want to print a test page, select **[No]** and then click **[Finish]**.

The installer copies the printer driver files from the CD-ROM to the computer's hard disk.

 **Note**

- Print a test page after completing installation and restarting Windows.

15 If you are asked to insert the Windows 95/98 system disk, insert it in the computer, and then click **[OK]**.**16** If you are asked to provide the location of the required file for Windows 95/98, do the following:

- Select the **[WIN95]** or **[WIN98]** folder on the system disk.
- Navigate to the folder where Windows is installed. Then, select the appropriate folder. The location of the appropriate folder may differ depending on the version of your operating system. The following are examples:
`\WINDOWS\SYSTEM\OPTION\CABS`
`\WINDOWS\OPTION\CABS`

17 Restart the computer.**18** Set up any options with the printer driver.

Setting up options

Note

- When setting up options, you should access the Printer Properties from Windows. You cannot set up options when accessing the Printer Properties from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Device Options]** tab.

4 From the **[Installable options]** box, select the options you have installed.

The current settings are displayed in the **[Change settings for:]** list box.

Note

- The following items are available here: **[Option Tray]**, **[VMOption]**.

5 Use the **[Change settings for:]** list box to select the appropriate setting for the selected option.

6 Click **[Apply]** to apply the settings you made.

7 After making all settings you want, click **[OK]**.

Reference

You can confirm that how much memory the printer is currently equipped with by printing a configuration page. ⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

Windows 2000 - Installing the RICOH-SCRIPT2 Printer Driver

With Windows 2000, you should install both the Windows 2000 PostScript driver and the PPD file.

Limitation

- Installing a printer driver requires Manage Printers permission. Members of the Administrators, and Power Users groups have Manage Printers permission by default. When you install a printer driver, log on using an account that has Manage Printers permission.
- Be sure to install the PPD file for Windows 2000. Do not accidentally install the PPD file for Windows 95/98/Me or Windows NT 4.0.

Installing the printer driver

Preparation

The following procedure describes installation when the printer is connected to the computer via a parallel interface.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Double-click the **[Add Printer]** icon.
[Add Printer Wizard] starts.
- 4** Click **[Next]**.
- 5** Click **[Local printer]**, clear the **[Automatically detect and install my Plug and Play printer]** check box, and then click **[Next]**.
A dialog box for selecting the printer port appears.
- 6** Click the port you want to use, and then click **[Next]**.
A dialog box for selecting the printer manufacturer and model name appears.
- 7** Click **[Have Disk]**.
A dialog box for installing a driver from a disk appears.
- 8** Press the left **[SHIFT]** key and insert the CD-ROM into the CD-ROM drive. Keep the left **[SHIFT]** key pressed until the computer has finished accessing the CD-ROM.
If the Auto Run program starts, click **[Cancel]**.

9 Click **[Browse]**.

 **Note**

- The Windows 2000 printer driver is in the following folder in the CD-ROM:

`\DRIVERS\RPS2\WIN2000\ (Language) \`

10 In the box, double-click **[DRIVERS]**, **[RPS2]** and **[WIN2000]**. Then double-click the folder of the appropriate language for the operating system. Finally, click **[Open]**.

11 Click **[OK]**.

A dialog box for selecting the printer model appears.

12 Click the name of the printer you want to install, and then click **[Next]**.

A dialog box for changing the printer name appears.

13 Change the name of the printer if you want, and then click **[Next]**.

14 Click **[Next]**.

15 In the next dialog box asking if you want to print a test page, select **[No]** and then click **[Next]**.

A confirmation dialog box appears.

 **Note**

- Print a test page after completing installation and restarting Windows.

16 Confirm the settings you have set, and then click **[Finish]**.

The installer copies the printer driver files from the CD-ROM to the computer's hard disk.

 **Note**

- If the **[Digital Signature Not Found]** dialog box appears, click **[Yes]** to continue the installation.

17 Restart the computer after installation is complete.

18 Set up any options with the printer driver.

Setting up options

Limitation

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

Note

- When setting up options, you should access the Printer Properties from Windows. You cannot set up options when accessing the Printer Properties from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Device Settings]** tab.

4 From the **[Installable Options]** list, select the options you have installed.

Note

- The following items are available here: **[Total Printer Memory:]**, **[Option Tray:]**, and **[Duplex Unit:]**.

5 Click **[Apply]** to apply the settings you made.

6 After making all settings you want, click **[OK]**.

Reference

You can confirm that how much the printer is currently equipped with by printing a configuration page. ⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

Windows NT 4.0 - Installing the RICOH-SCRIPT2 Printer Driver

With Windows NT 4.0, you should install both the Windows NT 4.0 PostScript driver and the PPD file.

Limitation

- Installing a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.
- We recommend that you upgrade your Windows NT 4.0 operating system to the latest version before installing the printer driver. Contact your Windows retailer for details about the latest version available.
- Be sure to install the PPD file for Windows NT 4.0. Do not accidentally install the PPD file for Windows 95/98/Me or Windows 2000.

Installing the printer driver

Preparation

The CD-ROM containing the Windows NT Server operating system version 4.0, or the Windows NT Workstation operating system is required for installing the printer driver.

The following procedure describes installation when the printer is connected to the computer via a parallel interface.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.
The **[Printers]** window appears.
- 3** Double-click the **[Add Printer]** icon.
[Add Printer Wizard] starts.
- 4** After confirming that the **[My Computer]** option is selected, click **[Next]**.
A dialog box for selecting the printer port appears.
- 5** Click the check box of the printer port you want to use, and then click **[Next]**.
A dialog box for selecting the printer manufacturer and model name appears.
- 6** Click **[Have Disk]**.
A dialog box for installing a driver from a disk appears.
- 7** Press the **[SHIFT]** key and insert the CD-ROM into the CD-ROM drive. Keep the **[SHIFT]** key pressed until the computer has finished accessing the CD-ROM.
If the Auto Run program starts, click **[Cancel]**.

8 Click **[Browse]**.

 **Note**

- The Windows NT 4.0 printer driver is in the following folder in the CD-ROM:

`\DRIVERS\RPS2\NT4\ (Language) \`

9 In the box, double-click **[DRIVERS]**, **[RPS2]** and **[NT4]**. Then double-click the folder of the appropriate language. Finally, click **[Open]**.

10 Click **[OK]**.

A printer model selection dialog box appears.

11 Click the name of the printer you want to install, and then click **[Next]**.

A dialog box for changing the printer name appears.

12 Change the name of the printer if you want, and then click **[Next]**.

13 Click **[Next]**.

14 In the next dialog box asking if you want to print a test page, select **[No]** and then click **[Finish]**.

The installer copies the printer driver files from the CD-ROM to the computer's hard disk.

 **Note**

- Print a test page after completing installation and restarting Windows.

15 If you are asked to insert the Windows NT 4.0 system disk, insert it in the computer, and then click **[OK]**.

16 If you are asked to provide the drive of the system disk, use the drive containing the Windows NT 4.0 system disk.

17 If you are asked to provide the location of the required file, select the appropriate folder. The location of the appropriate folder may differ depending on the version of your operating system. The following is an example:

- Folder named **[i386]** on the Windows NT 4.0 system disk.

18 Restart the computer after installation is complete.

19 Set up any options with the printer driver.

Setting up options

Limitation

- Changing the printer settings requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on under Full Control permission.

Note

- When setting up options, you should access the Printer Properties from Windows. You cannot set up options when accessing the Printer Properties from an application.

1 Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

2 Click the icon of the printer you want to use. On the **[File]** menu, click **[Properties]**.

3 Click the **[Device Settings]** tab.

4 From the **[Installable Options]** list, select the options you have installed.

Note

- The following items are available here: **[Total Printer Memory:]**, **[Option Tray:]**, and **[Duplex Unit:]**.

5 Click **[Apply]** to apply the settings you made.

6 After making all settings you want, click **[OK]**.

Reference

You can confirm that how much memory the printer is currently equipped with by printing a configuration page. ⇒ "Printing the Configuration Page" in the "Printer Reference" included as a PDF file on the CD-ROM

Using Adobe PageMaker Version 6.0 or 6.5

You should install the PPD file for PostScript printing with Adobe PageMaker.

Installing the PPD files

- 1** Close Adobe PageMaker if it is currently running.
- 2** Press the **[SHIFT]** key and insert the CD-ROM into the CD-ROM drive. Keep the **[SHIFT]** key press until the computer has finished accessing the CD-ROM.

If the Auto Run program starts, click **[Cancel]**.

- 3** Select the CD-ROM drive.
- 4** In the box, double-click **[DRIVERS]**, **[RPS2]** and **[PM6]**. Then double-click the folder of the appropriate language.

You can see the PPD file.

- 5** Copy the PPD file into the appropriate folder. The location of the appropriate folder may differ depending on the version of software or how you installed the software on your operating system. The following are examples:
 - Adobe PageMaker version 6.0: PM6\RSRC\PPD4
 - Adobe PageMaker version 6.5: PM65\RSRC\<(Language)\PPD4

Selecting the PPD files

- 1** Launch Adobe PageMaker.
- 2** On the **[File]** menu, click **[Print]**.

The **[Print Document]** dialog box appears.
- 3** From the **[Printers]** list box, select the printer you want to use.

 **Note**

- Confirm that "RPS" is shown after the printer name.

- 4** In the **[PPD]** list box, select the printer you want to use.

Macintosh

Use the Macintosh LaserWriter 8 driver that comes with your operating system.

Important

- For more information about the functions of the LaserWriter 8 printer driver, see the documentation that comes with your operating system.
- The PPD file is not compatible with QuickDrawGX.
- The LaserWriter printer driver for a Macintosh does not come with this printer. Use the appropriate printer driver that comes with the Macintosh operating system you are using.

Reference

This manual describes only the settings specific to this printer. Settings actually may differ depending on the version of the LaserWriter driver you are using. For more information about the LaserWriter functions, see the documentation that comes with the Macintosh.

Note

- The versions of the LaserWriter driver are separated into two categories. "LaserWriter 8.3x or earlier" refers to the LaserWriter 8.3x driver and all drivers before that. "LaserWriter 8.4x or later" refers to LaserWriter 8.4x, 8.6x and 8.7. LaserWriter 8.6x was used to make this manual. The settings may differ depending on the version of the LaserWriter driver being used.

Installing the PPD files

Limitation

- Be sure to install the PPD file correctly. If not installed correctly, you cannot use it, even though it is physically installed on the printer.

1 Start the Macintosh.

2 Double-click the hard disk icon, and then double-click the [Extensions] folder inside the [System Folder].

3 Insert the CD-ROM into the CD-ROM drive.

4 Double-click the CD-ROM icon.

The contents of the CD-ROM appear.

5 Double-click the [PRINTER DESCRIPTIONS] folder in the CD-ROM, and then double-click the folder having the appropriate language name.

6 Select the appropriate PPD file for the printer.

7 Copy the PPD file in the [Printer Descriptions] folder located inside the [Extensions] folder.

The PPD file is installed.

Installing the ColorSync profiles

ColorSync profiles make it possible for the printer to print colors of similar intensity to those that appear on the computer display. You must install the ColorSync profiles to use this feature.

Note

- The ColorSync profiles conform with the color characteristics defined by the International Color Consortium (ICC).
- Some computer displays may require particular settings to be controlled by ColorSync. For more information, see the documentation that comes with your display.

The following profiles are provided for the printer.

❖ Transparency

Adjusts the image density to optimize the output for overhead projectors. This profile is selected automatically whenever **[OHP Transparency]** is selected as the paper type.

❖ Presentation

Enhances the reproduction of documents that contain text and graphics. This profile is best for printing charts, colored graphs, presentation materials and so on.

❖ Photograph

Use this profile to enhance the reproduction of photos and graphics that include midtones.

❖ Solid Color

Use this profile for printing specific colors, logos and so on.

The following procedure describes how to install the ColorSync Profiles.

1 Start the Macintosh.

2 Double-click the hard disk icon, and then open the appropriate folder for installing the ColorSync profiles.

Note

- The location of the appropriate folder may differ depending on the version of the operating system. The following are examples:
 - System: Preferences: ColorSync Profiles
 - System: ColorSync Profiles

3 Insert the CD-ROM into the CD-ROM drive.

The icon of the CD-ROM appears.

4 Double-click the CD-ROM icon.

The contents of the CD-ROM appear.

5 Double-click the **[ColorSync™ Profiles]** folder in the CD-ROM.

6 Copy all four files in the **[ColorSync™ Profiles]** folder.

The ColorSync profiles are installed.

Setting up the PPD file

Preparation

Confirm that the printer is connected to an AppleTalk network before performing the following procedure.

1 On the Apple menu, select **[Chooser]**.

2 Click the **[LaserWriter 8]** icon.

3 In the **[Select a PostScript Printer]** list, click the name of the printer you want to use, and then click **[Create]**.

Note

If your network has multiple zones, click the name of the zone the printer belongs to in the **[AppleTalk Zones]** list in the lower left side of the **[Chooser]** dialog box.

4 Click the name of the printer, and then click **[Select]**.

Note

Be sure to select the PPD file correctly. If the correct PPD file is not selected, certain options may not be available.

The PPD file is set up and the LaserWriter 8 icon appears at the left of the printer name in the list. Next, follow the procedure on P.54 “*Setting up options*” to make the option settings, or to close the **[Chooser]** dialog box.

Setting up options

1 On the Apple menu, select **[Chooser]**.

2 Click the **[LaserWriter 8]** icon.

3 In the **[Select a PostScript Printer]** list, click the name of the printer you want to use, and then click **[Setup]**.

Note

If your network has multiple zones, click the name of the zone the printer belongs to in the **[AppleTalk Zones]** list in the lower left side of the **[Chooser]** dialog box.

4 Click **[Configure]**.

A list of options appears.

5 Select the option you want to set up and the appropriate settings for it. **Note**

- If the option you want to set up does not appear, the PPD file has not been set up correctly. Check the name of the PPD file shown in the dialog box.

 **Reference**

For more information about setting up options, see the “Operating Instructions” for RICOH-SCRIPT2 included as a PDF file on the CD-ROM.

6 Click [OK].

The list of options closes.

7 Click [OK].

The [Chooser] dialog box appears.

Installing screen fonts

The screen fonts described below can be found in the CD-ROM, in the folder named [Fonts].

Screen fonts are 10, 12, 14, 18 and 24 point bitmap fonts. Other sizes make characters appear with ragged edges on the computer screen but they print with smooth edges.

 **Note**

- The screen fonts included on the CD-ROM are as follows: AG-Ricoh, HN-Ricoh, CS-Ricoh, BM-Ricoh, ZC-Ricoh, ZD-Ricoh.

1 Start the Macintosh.**2** Insert the CD-ROM into the CD-ROM drive.

The CD-ROM icon appears.

3 Double-click the CD-ROM icon.

The contents of the CD-ROM appear.

4 Copy the fonts you want to install in the [System] folder.

A confirmation dialog box appears.

5 Click [OK].


The fonts are installed.

6 Restart the Macintosh. **Note**

- The names of the fonts you have installed appear in the pull-down menu when you select fonts with applications.


 **Screen Fonts**

Screen fonts are bitmap fonts, which are formed by grouping dots together. Because of this, screen fonts appear jagged on your computer screen when you enlarge or reduce them. It is recommended that you install as many different sizes as possible for each font to avoid such jagged appearances. Screen fonts are provided for this printer in 10, 12, 14, 18 and 24 point sizes.



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Note to users in the United States of America

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.

Warning

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

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Printer

Model Number: AP206/SLP6c/C7006

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Properly shielded cables must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Network interface cable with ferrite core must be used for RF interference suppression.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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

I means POWER ON.

O means POWER OFF.

