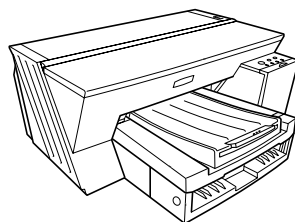


# Aficio™ G700

## Setup Guide



- 
- 1** Guide to Components
  - 2** Before Installation
  - 3** Installing Your Printer
  - 4** Getting Ready to Print
  - 5** Basic Printing
  - 6** Troubleshooting
  - 7** Using the User Guide

## Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

## Power Source

220-240V, 50/60Hz, 0.4A or more

Voltage must not fluctuate more than 10%.

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

## Important

Contents 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.

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

For good copy quality, Ricoh recommends that you use genuine Ricoh ink.

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- The product name of Windows® 95 is Microsoft® Windows® 95.
- The product name of Windows®98 is Microsoft® Windows® 98.
- The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  - Microsoft® Windows® 2000 Professional
  - Microsoft® Windows® 2000 Server
  - Microsoft® Windows® 2000 Advanced Server
- The product names of Windows® XP are as follows:
  - Microsoft® Windows® XP Home Edition
  - Microsoft® Windows® XP Professional
- The product names of Windows Server™ 2003 are as follows:
  - Microsoft® Windows Server™ 2003 Standard Edition
  - Microsoft® Windows Server™ 2003 Enterprise Edition
  - Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
  - Microsoft® Windows NT® Workstation 4.0
  - Microsoft® Windows NT® Server 4.0

Some illustrations in this manual might be slightly different from the machine.

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

---

# How to Read This Manual

## Symbols

The following set of symbols is used in this manual.

### **WARNING**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

### **CAUTION**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

\* 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 information or preparations required prior to operating.

### **Note**

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

### **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

[ ]

Keys on the computer's keyboard.

[ ]

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

---

# 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.

## Warning



### **WARNING**

- Enclosed set of power cord is only for the use with this product and should not be used with any other electronic equipment or appliances. Do not use any other power cord with this product. They could cause fire, electric shock or injury to persons.

---

 **WARNING**

- Only connect the machine to the power source described on the inside front cover of this manual.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.
- Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.
- To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual. When the machine needs to be checked, adjusted, or repaired, contact your service representative.
- Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight.
- If by any chance this machine falls over or a breakage occurs (e.g. the cover), turn off the main switch, unplug the power cable and contact your service representative. If you continue to use the machine in this state it could result in fire or electric shock.
- If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.
- Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.
- Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.
- Disposal can take place at our authorized dealer.
- Connect the power cord directly into a wall outlet and never use an extension cord.

---

## Caution

### CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

### CAUTION

- If you use the machine in a confined space, make sure there is a continuous air turnover.

### CAUTION

- 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 the machine will not be used for a long time, unplug the power cord.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- This machine has been tested for safety using the suppliers parts and consumables. We recommend you only use these specified supplies.
- Do not eat or swallow ink.
- Keep ink (used or unused) and ink containers out of reach of children.

### CAUTION

- Deliver to waste product collection areas. Do not dispose of via domestic refuse collection.

### CAUTION

- The machine weighs approximately 11 kg (24.3 lb.).

---

**⚠ CAUTION**

- When moving the machine, hold the machine by the bottom below the two indentations. Lift the machine slowly in order to avoid straining your body. Lifting the machine without sufficient strength or assistance or handling it roughly and dropping it could cause an injury.
- If your skin comes into contact with ink, immediately wash the affected area with water or soap and water.

**⚠ CAUTION**

- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.

**⚠ CAUTION**

- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

**★ Important**

- Rating voltage of the connector for option: Max. DC 37 V.

**↓ Note**

- When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend that you keep it well ventilated.

---

## User's Notes

- High temperatures inside the printer can cause a breakdown. Do not lean anything against the vent or block it in any way.
- Warm air from the vent is normal and not a cause for concern.
- Do not leave the top cover open. Doing so could cause an injury.
- During printing, do not move the printer or open its covers.
- During printing, do not pull out a paper tray (tray 1 or tray 2). Printing will stop and the paper will jam.
- Do not touch the feed belt.
- Take care not to let paper clips and other foreign objects fall inside the printer.
- During printing, do not turn off the power or unplug the power cord from the wall outlet.
- During printing, do not subject the printer to external shock such as that caused by tapping paper on it.
- When not using the printer, turn off the power.
- Do not place more than 5 kg (11.1 lb.) on the printer. (The outer surface of the printer can tolerate up to 20 kg (44.1 lb.)
- The operational life of this printer is estimated to be 5 years based on less than 2500 (A4) prints per month and 8 hours of normal daily usage. Exceeding these totals may reduce the operational lifespan of the printer. The operational lifespan is also affected by the environment in which the printer is operated.
- The printing yields of print cartridges are as follows: (The yields of the print cartridges packaged with the printer are lower than the yields described below.)
  - Black: approximately 1450 A4/Letter sheets (5% chart)
  - Cyan: approximately 1000 A4/Letter sheets (5% chart)
  - Magenta: approximately 1150 A4/Letter sheets (5% chart)
  - Yellow: approximately 1150 A4/Letter sheets (5% chart)
  - Black, large capacity type: approximately 2900 A4/Letter sheets (5% chart)
  - Cyan, large capacity type: approximately 2000 A4/Letter sheets (5% chart)
  - Magenta, large capacity type: approximately 2300 A4/Letter sheets (5% chart)
  - Yellow, large capacity type: approximately 2300 A4/Letter sheets (5% chart)

Printing yields vary depending on page content, paper type, paper size, and environmental conditions. Also, cartridges may need to be changed before the yields above have been reached due to deterioration over time. To maintain print quality, cartridges should be opened before their expiration date and used within six months of being opened.

- Color ink may be used even if you print all-black text or if you specify black and white printing. It may also be used for print head cleaning and refreshing, which are done to maintain printer performance.
- Print cartridges and supplies comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges and supplies.
- If you print a large number of pages in a day, for instance, hundreds of pages, the nozzles of the print-heads may be clogged the next day. If this happens, clean the print-heads.
- This printer performs regular automatic maintenance, after and during printing, to ensure consistent print quality. Maintenance is also performed when printing begins after a period of disuse.



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# Manuals for This Printer

This printer is provided with two manuals.

◆ **Setup Guide (this manual)**

Topics such as printer installation, connecting to a computer, and basic print operations are explained.

◆ **User Guide (CD-ROM)**

This is included on the provided "Drivers & Manual" CD-ROM. Topics such as advanced features, troubleshooting when printing does not start or is not performed as expected, dealing with paper jams, and information about paper are explained. We recommend that you install this manual on computers for your convenience.

⬇ **Note**

- Depending on the operating system and version used, actual procedures may differ from the procedures explained in these manuals.

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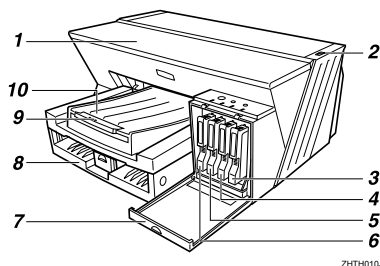
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# 1. Guide to Components

1

## Printer Body



### 1 Top cover

Keep this cover closed during printing. If you cannot locate paper jams, or jammed paper cannot be removed easily, you can check the condition of paper from the top of the printer.

### 2 Envelope selector

For envelopes, set the lever to the rear position ; for everything else, set the lever to the forward position .

### 3 Print cartridge (yellow)

### 4 Print cartridge (magenta)

### 5 Print cartridge (cyan)

### 6 Print cartridge (black)

### 7 Right front cover

Open to install or replace print cartridges.

### 8 Tray 1

Load paper here.

### 9 Output tray extension

Pull out when using paper larger than A4/Letter to keep the printed paper from falling.

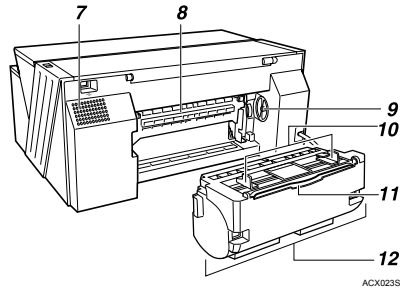
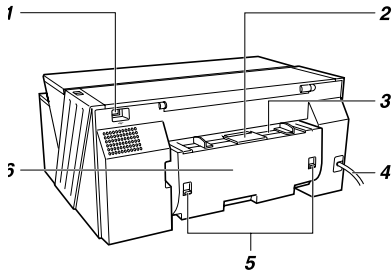
### 10 Output tray

Prints are delivered to this tray.

When using paper larger than A4/Letter, pull out the output tray extension.

# Printer Rear

1



**1 USB slot**

Connect the USB cable from the computer here.

**2 Duplex unit cover button**

Push to open the duplex unit cover.

**3 Bypass tray**

Insert paper by hand here.

Insert thick paper and label paper.

**4 Power cord**

Plug the power cord into a wall outlet.

**5 Duplex unit locks**

Use to lock or unlock the duplex unit when attaching or detaching it.

**6 Duplex unit cover**

Open to remove paper jammed inside the duplex unit.

**7 Vent**

Air is vented here to prevent the inside of the printer from getting too warm. Do not lean anything against the vent or block it in any way. If the inside of the printer gets too warm, a breakdown could occur.

**8 Guide board**

Open to remove paper jammed inside the printer.

**9 Paper feed wheel**

Use to wind out paper jammed around the guide board.

**10 Bypass tray guides**

Slide the left and right guides in to match the size of paper being used in the bypass tray.

**11 Bypass tray extension**

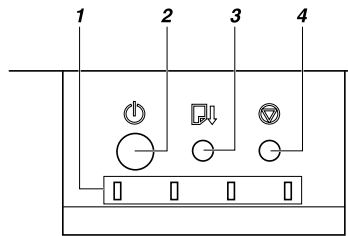
Pull this out when printing using the bypass tray.

## 12 Duplex unit

Turns the paper over when performing duplex printing.

# Control Panel

1




ZH7S010J

## 1 Cartridge replacement indicators

- The indicators correspond to the position of the print cartridges. From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.
- When an indicator is blinking, the corresponding print cartridge is empty. Printing can continue using the ink remaining in the printer, but the print cartridge should be replaced soon.
- When an indicator is lit, the ink of the corresponding color has completely run out. Printing cannot be performed. The print cartridge should be replaced immediately.
- If all the cartridge replacement indicators are lit, the print cartridges are not installed or are not installed correctly. Install the print cartridges correctly.

## 2 [Power] key

- Press to turn the power on and off.
- When turning the power on, press the key for one second until it lights.
- After the power is turned on, the [Power] key will blink until the printer is ready for printing. At this point, the key will stop blinking and stay lit.
- The [Power] key will also blink when the printer is processing data.
- When the power is turned off, the key will blink slowly until the printer has completely shut down at which point the key will be dark.
- When the power is off, while holding down the [Cancel] key and the [Test Paper Feed/Resume] key, press and hold down the [Power] key for over three seconds. The cartridge replacement indicators will light once and a print sample will be delivered.
-  means "standby".

## 3 [Test Paper Feed/Resume] key

- Press to resume printing after dealing with an error.
- This key lights or blinks when paper runs out or a paper jam or error occurs.
- When using the bypass tray, press this key to start printing after inserting paper.
- When the power is off, if the [Test Paper Feed/Resume] key is held down and the [Power] key is pressed and held down for over three seconds, the cartridge replacement indicators will light once and a blank sheet will be delivered.



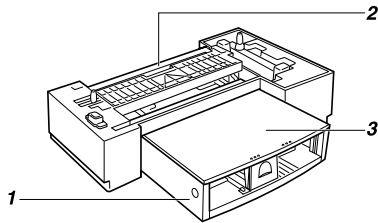
#### 4 [Cancel] key

- Press to cancel printing.
- If you hold this key down for over three seconds, the [Power] key starts blinking, and then the machine cleans all four print-heads.
- When the power is off, if the [Cancel] key is held down and the [Power] key is pressed and held down for over three seconds, the cartridge replacement indicators will light once and the nozzle blockage check test pattern will be printed.

# Option

## PAPER FEED UNIT TYPE700

1



ACX011S

**1 Tray 2**

Load plain paper here.

**2 Tray 2 rear cover**

Open to remove paper jammed in tray 2.

**3 Tray cover**

This is attached to tray 2.

Take this cover off when loading paper.

## 2. Before Installation

### Checking the Computer to be Connected

To use this printer, a computer must have an operating environment that meets the following specifications:

- MS-DOS/V compatible with USB interface
- Operating system: Windows 95/98/Me/2000/XP, Windows Server 2003, Windows NT 4.0
- 70 MB (minimum) available hard disk space

**! Limitation**

- For Windows 95 and Windows NT 4.0, IE 4.0 or later is required.
- Windows 95 and Windows NT 4.0 do not support USB connection with your printer. Connect your printer via a network in this case.
- USB connection is supported by Windows 98/Me/2000/XP and Windows Server 2003.
- USB connection speed under Windows 98/Me is USB 1.1 equivalent.

**↓ Note**

- To print at the highest quality, the following memory capacities are required.

Operating system	Required memory (minimum)
Windows 95/98/Me	64 MB
Windows 2000/XP	128 MB
Windows Server 2003	256 MB
Windows NT 4.0	64 MB * <sup>1</sup>

\*<sup>1</sup> We recommend at least 128 MB of memory for high quality printing on semi-gloss photo paper.

- For details about network printing, see "Sharing the Printer", the *User Guide*. For details about opening the User Guide, see P.69 "Using the User Guide".

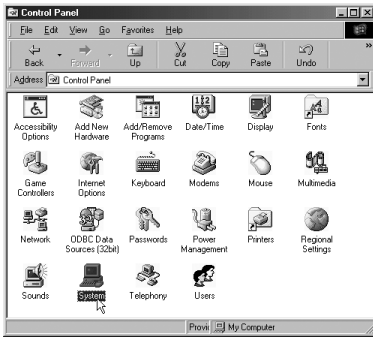
### Checking Your Operating System

**↓ Note**

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.

- 1 Open [My Computer].
- 2 Double-click [Control Panel], and then double-click [System].

2



**Note**

- Under Windows XP, click [My Computer] on the [Start] menu. Click [System Tasks](upper left), and then click [View system information].  
The [System Properties] dialog box appears.

- 3 On the [General] tab, check the operating system.



**Reference**

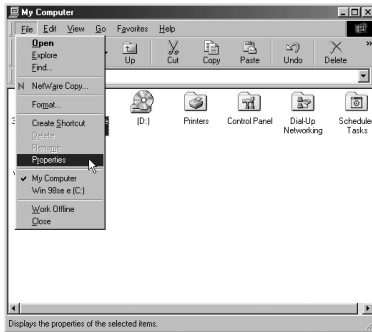
- For details, see Windows Help.

## Checking Available Hard Disk Space

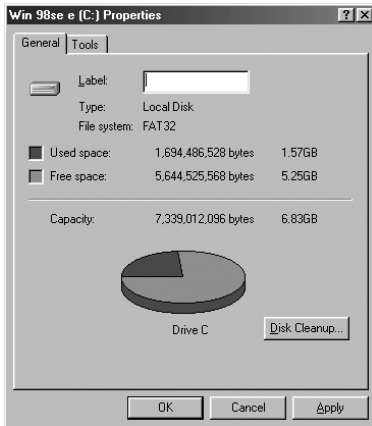
### Note

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.

- 1 Open [My Computer] or [Explorer].
- 2 Click the hard disk drive (HDD) icon, and then click [Properties] on the [File] menu.



- 3 In the [Properties] dialog box, check the available hard disk space.



### Reference

- For details, see Windows Help.



# 3. Installing Your Printer

## Installation Flow

When installing, refer to the following installation flow.

3. Installing Your Printer	Checking the Supplied Items (P.22) ▼	Open the box and check that all supplied items are present.
	Removing the Packaging (P.23) ▼	Remove the protective covering and packaging tape from the printer body.
	Checking the Installation Area (P.24) ▼	Check the environment and power outlets.
	Installing Option (P.27) ▼	Install tray 2.
	Installing the Print Cartridges (P.29) ▼	Install the four color print cartridges.
	Plugging in the Power Cord (P.31) ▼	Plug the power cord into a wall outlet.
	Connecting to a Computer (P.33) ▼	Connect the printer to a computer using a USB cable.
4. Getting Ready to Print	Quick Install for USB (P.35) ▼	Install the printer driver and the User Guide.
	Loading Paper (P.43) ▼	Load paper into tray 1 or tray 2.
	Test Print (P.48)	Print the test print.

**Note**

- If you have not purchased the option, go to "Installing the Print Cartridges" after "Checking the Installation Area".

## Checking the Supplied Items

Open the box and take out all supplied items.

Check that all the following items are present:

- Setup Guide (this manual)



3

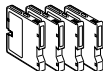
- "Drivers & Manual" CD-ROM  
The User Guide is included on this.



- USB cable



- Starter cartridge - Cyan
- Starter cartridge - Magenta
- Starter cartridge - Yellow
- Starter cartridge - Black



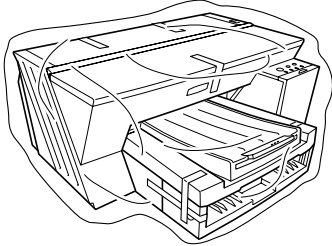
- Power Cord





# Removing the Packaging

- 1 Take off the protective covering.

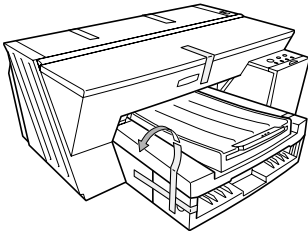


ZHT1670J

- 2 Remove the orange tape from the printer body.

**★ Important**

- Remove all the orange tape, except the tape around the power cord.



ACX003S

## Checking the Installation Area

### **WARNING**

- Only connected the machine to the power source described on the inside front cover of this manual.
- Avoid multi-wiring.
- Connect the power cord directly into a wall outlet and never use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

### **WARNING**

- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.

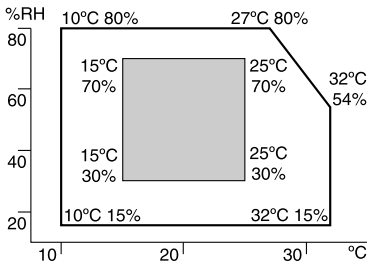
### **WARNING**

- Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.

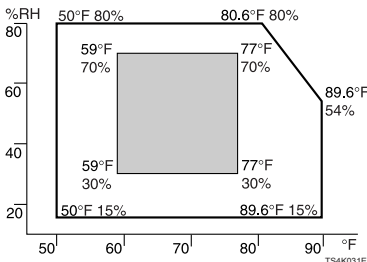
1 Check the area where the printer is to be placed.

Choose a flat, stable area to install the printer. Make sure that all four printer legs make firm contact with the surface beneath.

- The surface should be level within two degrees, left to right and front to back.
- To prevent condensation, install the printer in an area where temperature and humidity conditions do not exceed those indicated in the diagram below.
- The printer may cease to print if these limitations are exceeded.

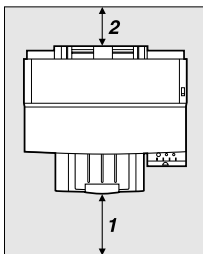


ZDJX006J



TS4K031E

- White area: Permissible Range
- Gray area: Recommended Range
- The diagram below shows the ideal clearance for loading paper, replacing print cartridges, and removing jammed paper.



ZHTH130J

1. At least 17 cm (6.7 inches)
2. At least 12 cm (4.8 inches)

**★ Important**

- To avoid malfunctions, position the printer away from the following:
  - direct sunlight
  - flow of air from air conditioners or heaters
  - radios, televisions, or other electronic devices
  - areas of high/low temperature and high/low moisture
  - humidifying appliances
  - oil stoves and ammonia-emitting appliances (such as diazo copiers)

**2** Check the power source.

The power requirements of this printer are as follows: 220-240V, 0.4A or more, 50/60Hz.

# Installing Option

## Note

- If you have not purchased the option, go to "Installing the Print Cartridges".

## CAUTION

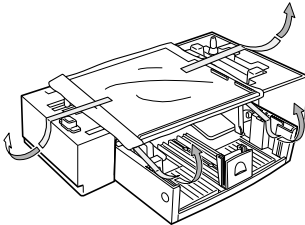
- The machine weighs approximately 11 kg (24.3 lb.).
- When moving the machine, hold it using the hand recesses at the bottom center of each side, and then lift it slowly and carefully. Lifting the machine carelessly or dropping it may cause injury.

3

## PAPER FEED UNIT TYPE700

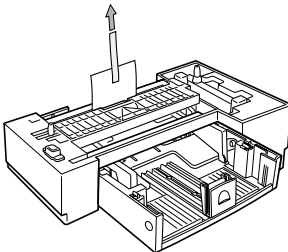
Follow the procedure below to install PAPER FEED UNIT TYPE700.

- 1 Check that the power cord of the printer is not plugged in.
- 2 Take the paper feed unit out of its box.
- 3 Position the paper feed unit close to the printer.
- 4 Remove the orange tape from tray 2.



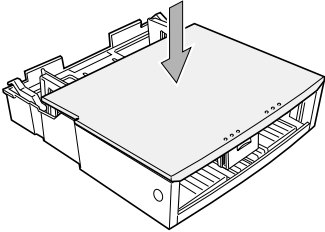
ACX012S

- 5 Remove the paper from the roller at the rear of tray 2 by pulling the attached orange tape.



ACX014S

- 6 Place the cover on tray 2.

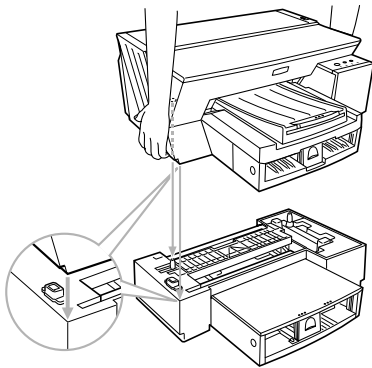


ACX016S

3

- 7 Align the connecting parts of the printer and paper feed unit, and then place the printer on top of the paper feed unit.

To position the printer, lift carefully with both hands using the indented sections on the sides' lower centers.



ACX013S

**Note**

- Align the paper feed unit and printer using their left-side corners.
- When the printer is placed on top of the paper feed unit, installation is complete.

# Installing the Print Cartridges

## ⚠ CAUTION

- If ink comes into contact with your eyes, rinse immediately in running water. For other symptoms, consult a doctor.

## ⚠ CAUTION

- If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

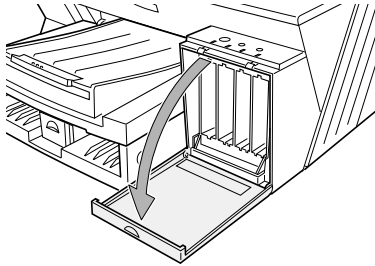
## ⚠ CAUTION

- If your skin comes into contact with ink, immediately wash the affected area with water or soap and water.
- Keep ink (used or unused) and ink containers out of reach of children.

## ★ Important

- Print cartridges and supplies comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges and supplies.

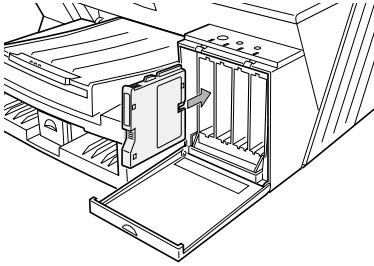
- 1 Remove the print cartridge's packaging.
- 2 Open the right front cover.



ACX0055

- 3 Check the cartridge's orientation, and then gently insert it.

Insert the cartridges in the following order, from left: black, cyan, magenta, yellow.

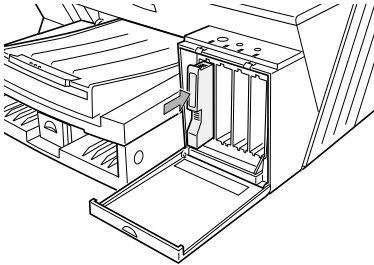


ACX006S

**★ Important**

- Take care to insert the colors in the right order.

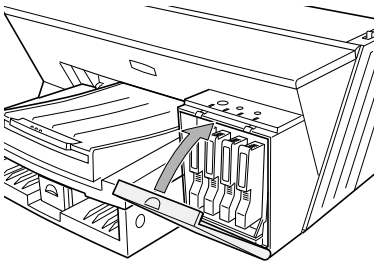
- 4 Push in the cartridge using the PUSH area.



ACX010S

- 5 Repeat steps 3 to 4 for all four cartridges.

- 6 Close the right front cover.



ACX007S



## Plugging in the Power Cord

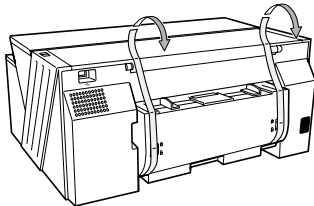
### **⚠ WARNING**

- Only connect the machine to the power source described on the inside front cover of this manual.
- Avoid multi-wiring.
- Connect the power cord directly into a wall outlet and never use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

### **⚠ WARNING**

- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.

- 1 Remove the orange tape..



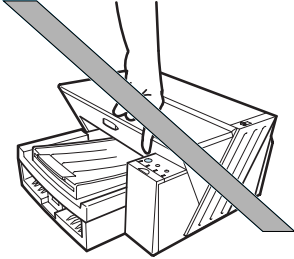
ACX001S

- 2 Plug the power cord firmly into the machine and the wall outlet.

- 3 Check that the power of the printer is off.

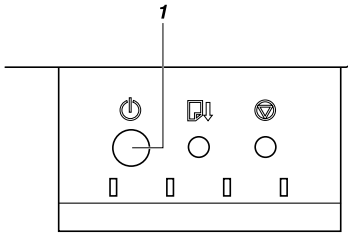
**★ Important**

- Do not turn on the power at this point.



AFL012S

- Check that the [Power] key is not lit or blinking.
- When you install the printer driver into the computer, you will be instructed to switch the printer's power on. If the power is switched on in advance, installation will fail. If installation fails, see P.63 "Troubleshooting".



ZHTS011J

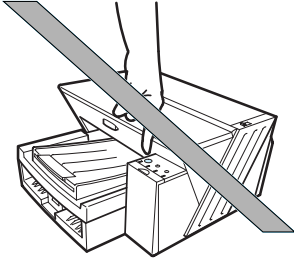
1 [Power] key

# Connecting to a Computer

- 1 Check that the power of the printer is off.

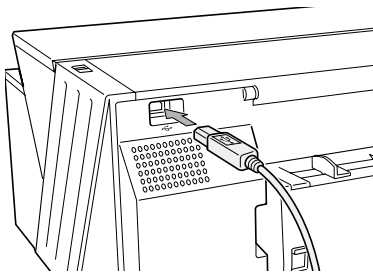
## ★ Important

- Do not turn on the power at this point.



AFL012S

- Check that the [Power] key is not lit or blinking.
  - When you install the printer driver into the computer, you will be instructed to switch the printer's power on. If the power is switched on in advance, installation will fail. If installation fails, see P.63 "Troubleshooting".
- 2 Turn on the power of the computer, and start Windows.
  - 3 Remove the seal on the USB slot located on the rear of the printer, and then insert the USB cable's hexagonal (series B) plug firmly into the slot.



ACX008S

## ↓ Note

- Make sure that the USB cable is fully inserted.

- 4 Insert the USB cable's rectangular (series A) plug firmly into the computer's USB slot.

**! Limitation**

- Windows 95 and Windows NT 4.0 do not support USB connection with the printer. Connect the printer via a network in this case.

**↓ Note**

- USB connection is supported by Windows 98/Me/2000/XP and Windows Server 2003.
- USB connection speed under Windows 98/Me is USB 1.1 equivalent.

# 4. Getting Ready to Print

## Quick Install for USB

Follow the procedure below to install the printer driver and the User Guide.

### ★ Important

- To install under Windows 2000/XP or Windows Server 2003, you must log on as a user with administrator rights.

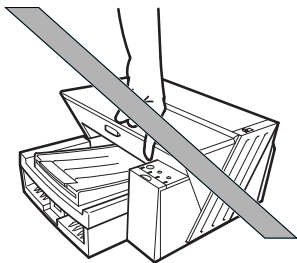
### ↓ Note

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.
- Windows 95 and Windows NT 4.0 do not support USB connection with your printer. Connect your printer via a network in this case.
- For details about driver installation under Windows 95 or Windows NT 4.0, see P.50 "Installing the Printer Driver".
- For details about using the printer as a shared network printer, see "Sharing the Printer", the *User Guide*.

- 1 Check that the power of the printer is off.

### ★ Important

- Do not turn on the power at this point.



AFL012S

- Check that the [Power] key is not lit or blinking.
- While you install the printer driver into the computer, switch the printer's power on. If the power is switched on in advance, installation will fail. If installation fails, see P.63 "Troubleshooting".

- 2 Start Windows, and insert the provided "Drivers & Manual" CD-ROM into the CD-ROM drive.

**Note**

- Quit all other applications currently running.
- When you start Windows, the Add New Hardware Wizard may appear. If this happens, click [Cancel]. Check again that the power is off, and then proceed to step 4.
- After inserting the CD-ROM, the [Drivers & Manual] dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [SETUP.EXE].

- 3 Select a language for the interface, and then click [OK].



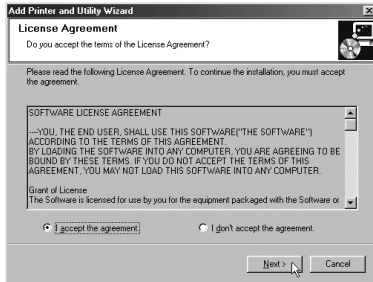
The following languages are available:

Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Nederlands (Dutch) The default interface language is English.

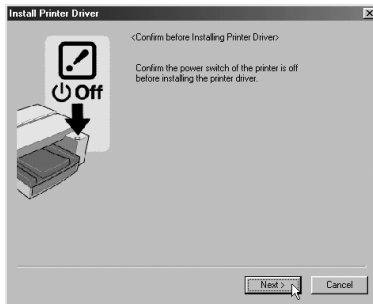
- 4 Click [Quick Install for USB].



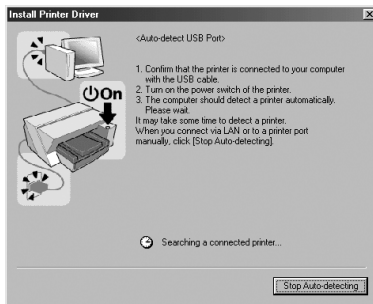
- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].



- 6 Check again that the power of the printer is off, and then click [Next >].



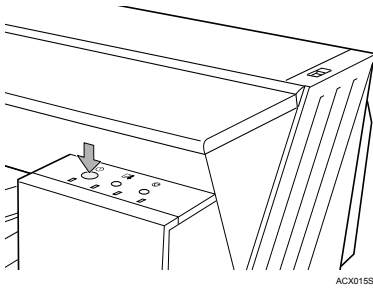
Check that the dialog box below appears.



#### ⬇ Note

- If the [Software Installation] dialog box appears, see P.41 "Notes on the Installation".

- 7 Make sure that the computer and printer are properly connected, and then press the [Power] key.



Installation starts.

The printer starts feeding ink into its print-heads (taking approximately nine minutes).

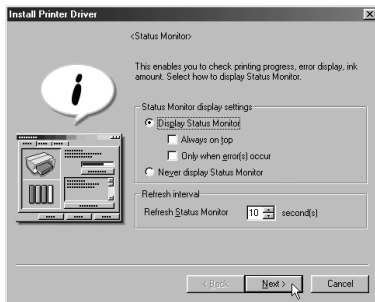
**★ Important**

- Do not switch off the power of the printer during this period. Take care that the plug is not unplugged from the wall outlet.

**↓ Note**

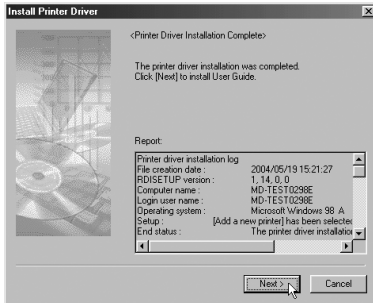
- If the connection to the computer was not confirmed, make the port settings again after installation is complete. See P.65 "The port connection is not properly set."
- When ink feed is complete, the [Power] key stops blinking and remains lit.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see P.41 "Notes on the Installation".

- 8 Select whether or not to open the Printer Status monitor automatically, and then click [Next >].





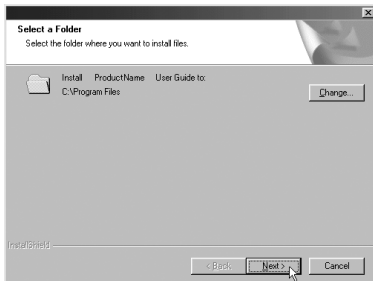
- 9 Confirm the installation result, and then click [Next >].



**Note**

- If the message prompting you to restart the computer appears, restart the computer.
- When the computer has restarted, insert the CD-ROM again, and install the User Guide. See P.35 "Getting Ready to Print".

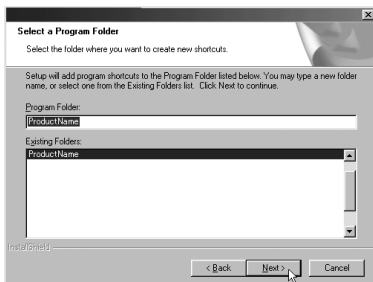
- 10 Confirm the location in which you want to install the printer driver and the User Guide, and then click [Next >].



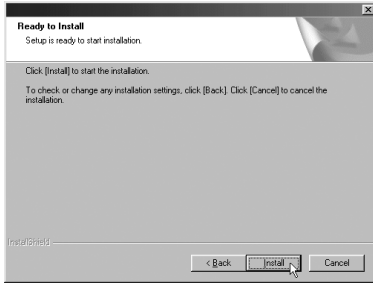
**Note**

- To change the installation location, click [Change...].

- 11 Confirm the program folder in which you want to install the printer driver and the User Guide, and then click [Next >].



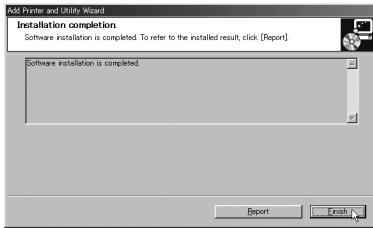
12 Click [Install].



Installation starts.

4

13 When finished, the [Installation completion] dialog box appears. Click [Finish].



The printer driver and the User Guide are now installed.

**Note**

- When installation is complete, the User Guide icon appears on your desktop.
- Confirm the printer driver is correctly installed by checking that the [Power] key of the printer is lit and performing a test print. See P.48 "Test Print".

14 Click [Exit].



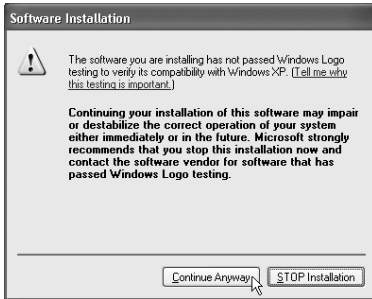
## Notes on the Installation

### Note

- The following procedures are explained using Windows XP dialog boxes. Procedures under other operating systems may differ.

#### ◆ If the message "Digital Signature Not Found" or the [Software Installation] or [Hardware Installation] dialog box appears

- Click [Yes] or [Continue Anyway] to continue the installation.

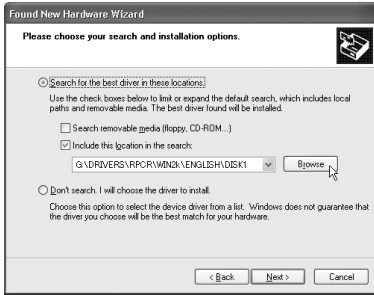


#### ◆ If the [Found New Hardware Wizard] dialog box appears

- Click [Install from a list or specific location (Advanced)], and then click [Next >].



- 2 Click [Include this location in the search], and then click [Browse].

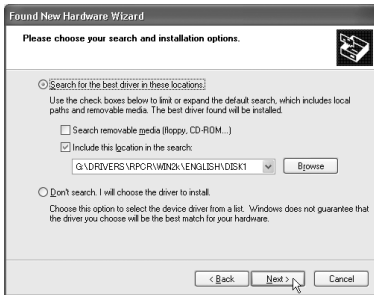


**★ Important**

- Be sure to clear the [Search remove media (floppy, CD-ROM...)] check box.

The [Browse For Folder] dialog box appears.

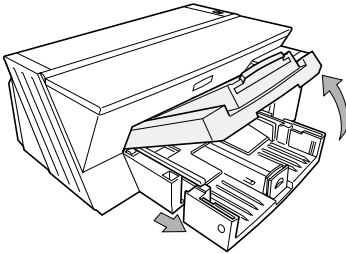
- 3 Browse to find "\\XXXXX\ENGLISH\DISK1" on the CD-ROM, and then click [OK].  
Select the folder appropriate for your operating system.
- 4 Click [Next >].



# Loading Paper

## Loading Paper in Tray 1

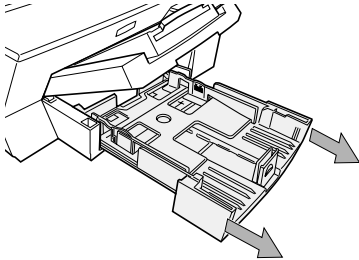
- 1 Lift the output tray.



ACW015S

When the output tray is lifted, tray 1 will pop out slightly.

- 2 Hold both sides of tray 1, and pull it toward you.

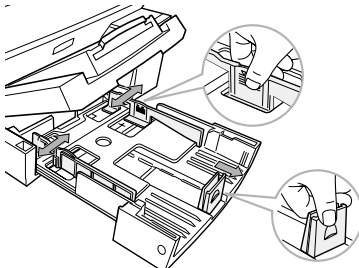


ACW016S

### Note

- Tray 1 cannot be detached. Do not pull it forcefully.

- 3 Squeeze the paper guide release, and then slide the side paper guides into position according to the paper size.

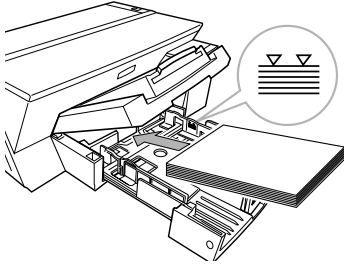


ACW017S

**Note**

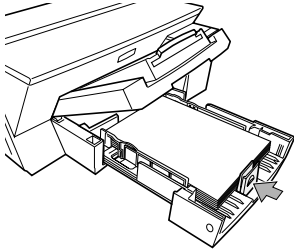
- Before loading paper, make sure to squeeze the front end paper guide and slide it to an open position.

4 Load paper with the print side face down but not over the limit mark.



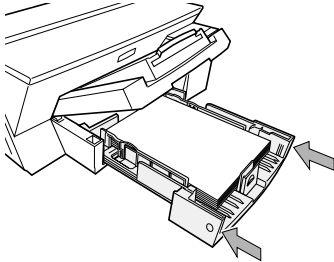
ACW018S

5 Squeeze the front end paper guide, and then slide it to meet the edge of the paper.



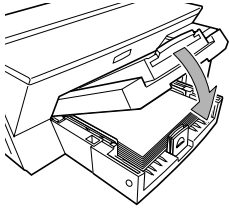
ACW019S

6 Hold both sides of tray 1, and push it gently in until it stops.



ACW021S

- 7 Lower the output tray.

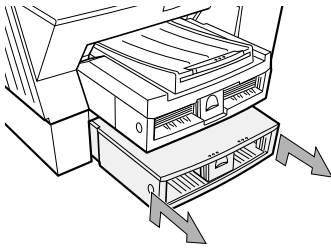


ACW020S

## Loading Paper in Tray 2

4

- 1 Hold both sides of tray 2, lift it slightly, and pull it toward you.

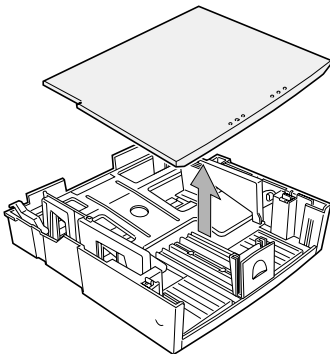


ACX017S

### Note

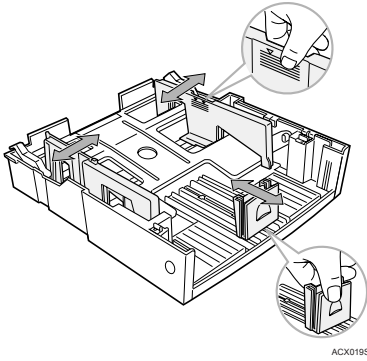
- Pull tray 2 completely out. Take care not to drop it.

- 2 Lift off the cover.

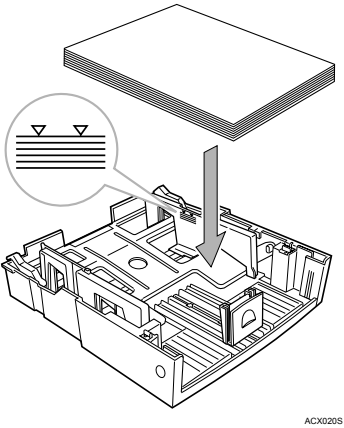


ACX018S

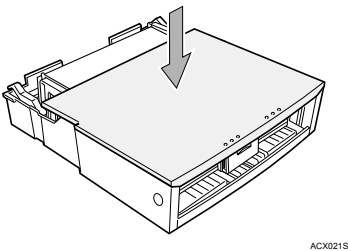
- 3 Squeeze the paper guide release, and then slide the paper guides into position according to the paper size.



- 4 Load paper with the print side face down but not over the limit mark.

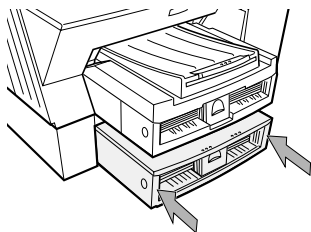


- 5 Re-attach the cover.





- 6 Hold both sides of tray 2, and push it gently in until it stops.



ACX022S

# Test Print

Follow the procedure below to print a test print page.

**Note**

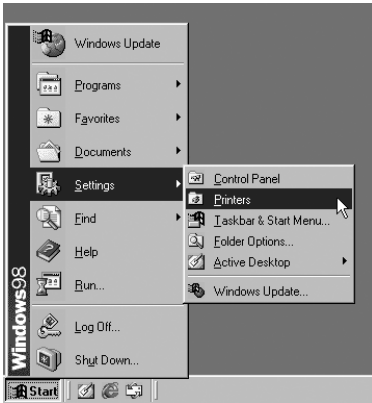
- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.

1 Check that A4/Letter size paper is loaded in tray 1.

**Reference**

- For details about loading paper, see P.43 "Loading Paper".

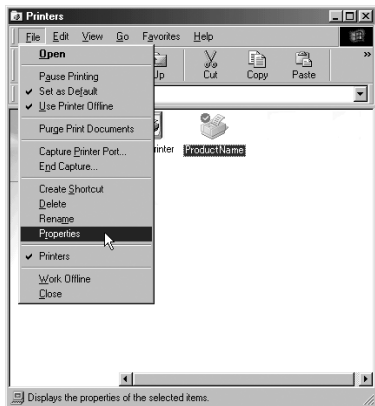
2 On the [Start] menu, point to [Settings], and then click [Printers].



**Note**

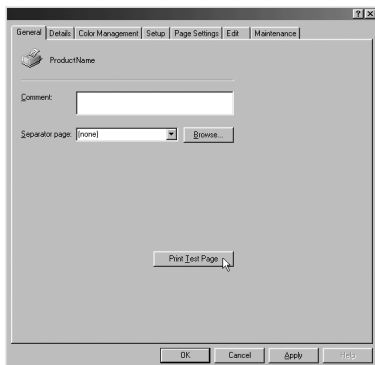
- Under Windows XP Professional, click [Printers and Faxes] on the [Start] menu.
- Under Windows XP Home Edition, click [Control Panel] on the [Start] menu. Click [Printers and Other Hardware], and then click [Printers and Faxes].

- 3 Click the icon of the printer, and then click [Properties] on the [File] menu.



#### Note

- If the confirmation message about printer configuration appears, click [OK]. In the [Accessories] dialog box, select the option installed.
- 4 Click the [General] tab, and then click [Print Test Page].



The test print page is printed.

- 5 Check that the test print page was printed correctly.

#### Reference

- If the test print page was printed incorrectly, see P.65 "If Test Print Fails".

## Installing the Printer Driver

Follow the procedure below to install the printer driver only.

If you installed the printer driver when performing Quick Install for USB, there is no need to install it again here.

To install the printer driver under Windows 2000/XP or Windows Server 2003, you must log on as a user with administrator rights.

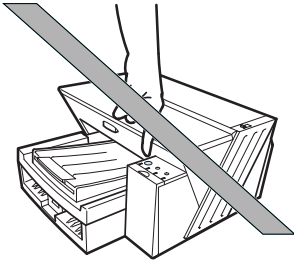
### ↓ Note

- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.

- 1 Check that the power of the printer is off.

### ★ Important

- Do not turn on the power at this point.



AFL012S

### ↓ Note

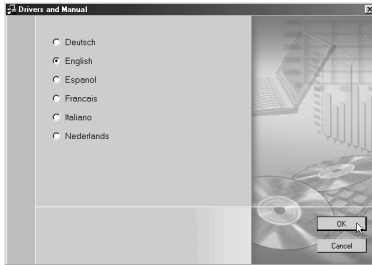
- Check that the [Power] key is not lit or blinking.

- 2 Start Windows, and insert the provided "Drivers & Manual" CD-ROM into the CD-ROM drive.

### ↓ Note

- Quit all other applications currently running.
- When you start Windows, the Add New Hardware Wizard may appear. If this happens, click [Cancel]. Check again that the power is off, and then proceed to step 4.
- After inserting the CD-ROM, the [Drivers & Manual] dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [SETUP.EXE].

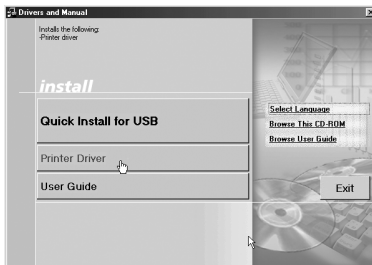
- 3 Select a language for the interface, and then click [OK].



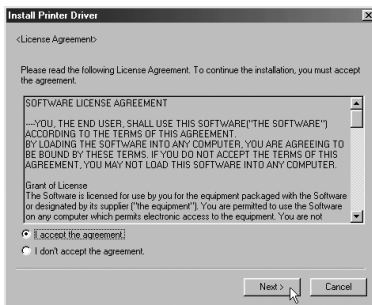
The following languages are available:

Deutsch (German), English (English), Espanol (Spanish), Francois (French), Italiano (Italian), Nederlands (Dutch) The default interface language is English.

- 4 Click [Printer Driver].



- 5 Read the license agreement, click [I accept the agreement.], and then click [Next >].



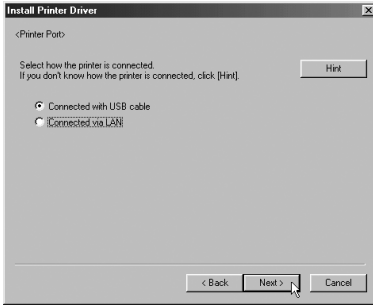
- 6 Select the computer-printer connection type, and then install the driver.

#### Note

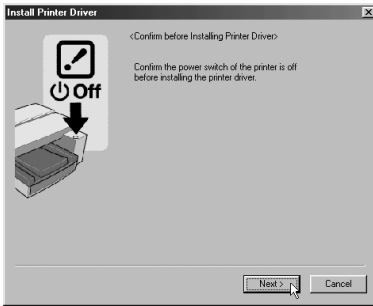
- You cannot select [Connected with USB cable] under Windows 95 or Windows NT 4.0.
- If the message "Digital Signature Not Found" or the [Found New Hardware Wizard] or [Hardware Installation] dialog box appears, see P.41 "Notes on the Installation".

■ Connecting using a USB cable

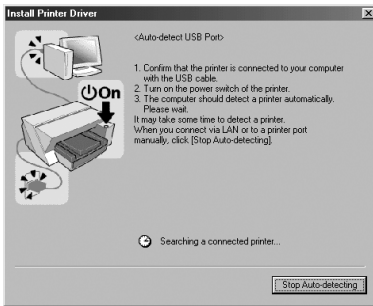
1 Click [Connected with USB cable], and then click [Next >].



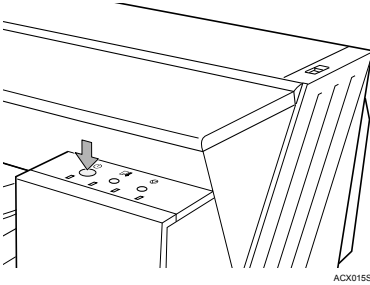
2 Check again that the power of the printer is off, and then click [Next >].



Check that the dialog box below appears.



- 3 Make sure that the computer and printer are properly connected, and then press the [Power] key.



ACK015S

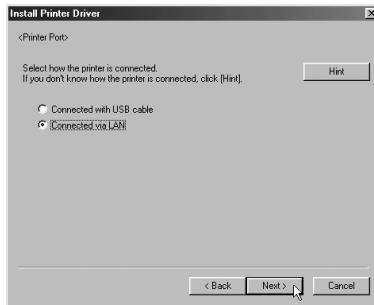
Installation starts.

Proceed to step 7.

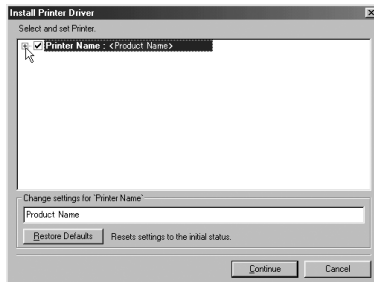
4

#### ■ Connecting via a network

- 1 Click [Connected via LAN], and then click [Next >].

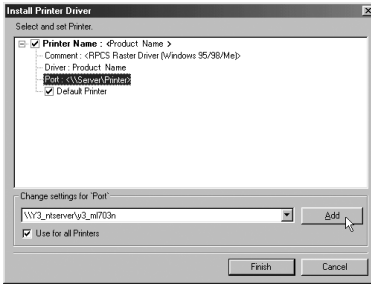


- 2 Click [+] next to the printer name.



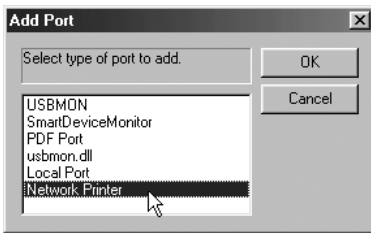
- 3 Click [Port:] under [Printer Name:].

4 Click [Add].

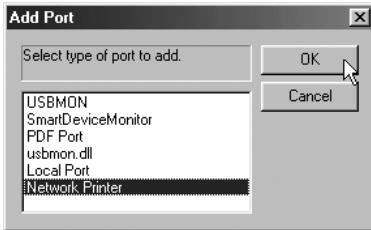


The [Add Port] dialog box appears.

5 Click [Network Printer].



6 Click [OK].



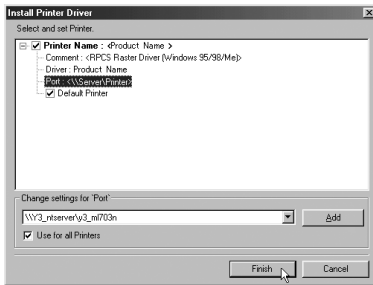
7 Select a shared printer.



- 8 Click [OK].

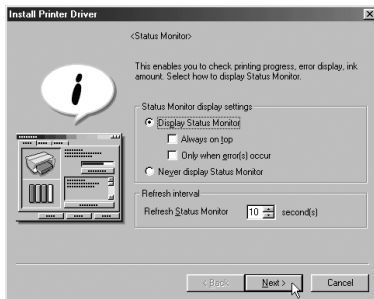


- 9 Check that [`<\servername\sharedprintername>`] appears after [Port:].  
10 Click [Finish].

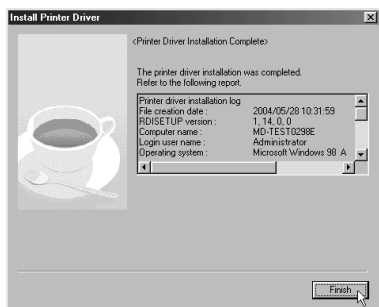


Installation starts.

- 7 Select whether or not to open the Printer Status monitor automatically, and then click [Next >].



8 Check the installation result, and then click [Finish].



4

↓ **Note**

- If the message prompting you to restart the computer appears, restart the computer.
- Confirm the printer driver is correctly installed by checking that the [Power] key of the printer is lit and performing a test print. See P.48 "Test Print".

☰ **Reference**

- For details about installing the User Guide only, see P.57 "Installing the User Guide".

# Installing the User Guide

Follow the procedure below to install the User Guide only.

If you installed the software when performing [Quick Install for USB], there is no need to install it again here.

## ↓ Note

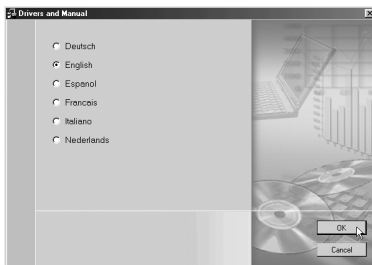
- The following explanation uses Windows 98 as an example. Procedures under other operating systems may differ.
- Screens vary according to the operating environment.

- 1 Start Windows, and insert the provided "Drivers & Manual" CD-ROM into the CD-ROM drive.

## ↓ Note

- Quit all other applications currently running.
- After inserting the CD-ROM, the [Drivers & Manual] dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [SETUP.EXE].

- 2 Select a language for the interface, and then click [OK].

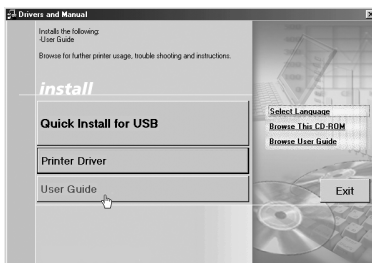


The following languages are available:

Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Nederlands (Dutch)

The default interface language is English.

- 3 Click [User Guide].

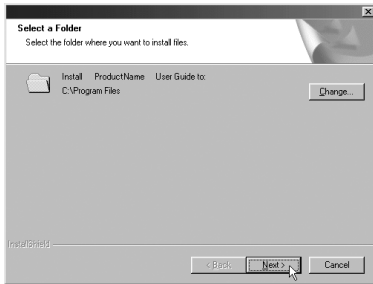


- 4 Read the license agreement, click [I accept the terms of the license agreement], and then click [Next >].



- 5 Confirm the location in which you want to install the User Guide, and then click [Next >].

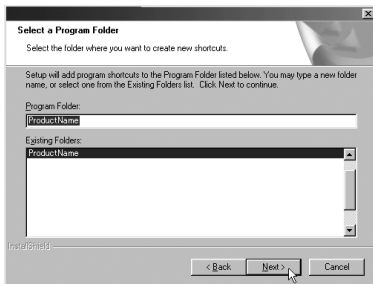
4



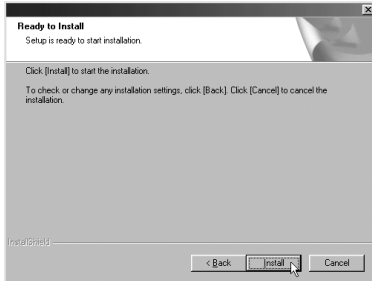
**Note**

- To change the installation location, click [Change...].

- 6 Confirm the program folder in which you want to install the User Guide, and then click [Next >].

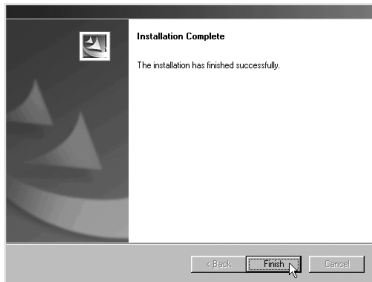


## 7 Click [Install].



Installation starts.

## 8 When installation is complete, click [Finish].



### Note

- When installation is complete, the User Guide icon appears on your desktop.
- To use the printer, the printer driver must be installed. See P.50 "Installing the Printer Driver".



# 5. Basic Printing

## Printing

- 1 Open the file you want to print from an application, and then check that paper of the correct size is loaded.

### ↓ Note

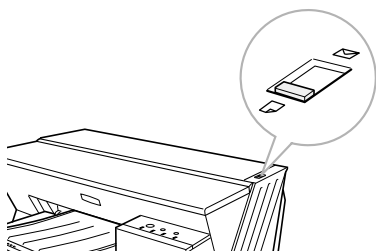
- The paper size is usually selected by clicking [Printing Preferences...] or [Page Setup...] on the [File] menu, but the method to select it may differ in some applications. Refer to the instructions of the application being used.

- 2 Load paper with the print side face down.

### ☰ Reference

- For details about loading paper, see P.43 "Loading Paper".
- For precautions about paper types, see the *User Guide*. For details about using the User Guide, see P.69 "Using the User Guide".

- 3 Slide the envelope selector to the forward position .



- 4 Make print settings in the printer properties dialog box.

### ↓ Note

- The printer properties dialog box is usually opened by clicking [Printing Preferences...], [Print...], or [Page Setup...] on the [File] menu, but the method to open it may differ in some applications. Refer to the instructions of the application being used.

### ☰ Reference

- For details about making printer properties settings, see "Printer Properties Settings", the *User Guide*. For details about opening the User Guide, see P.69 "Using the User Guide".

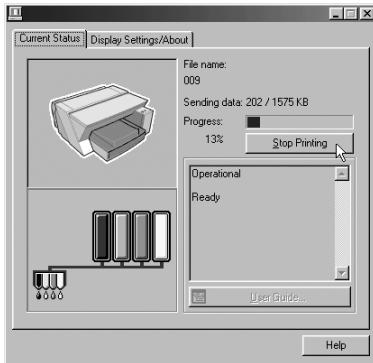
- 5 Make print settings, and then click [OK].

# Canceling Printing

This section explains how to cancel printing from the Printer Status monitor or the printer itself.

## ◆ Canceling printing from the Printer Status monitor

During printing, click [Stop Printing] in the Printer Status monitor dialog box.



### ↓ Note

- It will take a few moments for printing to stop.

## ◆ Canceling printing using the [Cancel] key of the printer

During printing, press the [Cancel] key. Not only the print job being printed but also the print jobs in queue will be canceled.

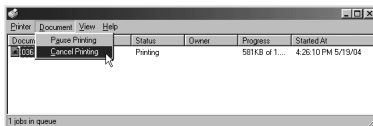
If you press the [Cancel] key while the printer is receiving print data for a print job (the [Power] key is blinking), that print job is also canceled.

### ↓ Note

- It will take a few moments for printing to stop.

## ◆ Canceling printing from the taskbar

Double-click the icon of the printer on the taskbar. Select the print job you want to cancel, and then click [Cancel Printing] (Windows 2000/XP, Windows Server 2003: [Cancel]) on the [Document] menu. The print job is canceled.





# 6. Troubleshooting

## Software Cannot Be Installed

### Checking Your Computer Environment

The CD-ROM may not be inserted properly.	Check that the "Drivers & Manual" CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.
The power cord or USB cable may not be properly connected.	Check that the power cord and USB cable are properly connected and not damaged.
The operating system is incompatible.	Check that the computer's operating system is fully compatible with this printer. See P.17 "Checking the Computer to be Connected".
There is insufficient hard disk space.	
USB connection is not possible.	You cannot connect via USB if your computer has no USB interface. Under Windows 95 or Windows NT 4.0, connect via a network.
Other applications are not closed.	When installing software, quit all other applications. Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.
The printer is turned on before installation.	If the printer is connected to the computer and it is turned on before printer driver installation is performed, Windows may automatically set up the USB connection. Since this connection may not work normally, delete it, and then install the printer driver. See P.64 "Restoring USB".
Windows 95 or Windows NT 4.0 is running.	<ul style="list-style-type: none"><li>• Windows 95 and NT 4.0 do not support USB connection with the printer. Connect the printer via a network in this case.</li><li>• [Quick Install for USB] is unavailable. See P.50 "Installing the Printer Driver".</li><li>• Configure the printer as a shared network printer. See P.50 "Installing the Printer Driver".</li><li>• For details about network printer settings, see the User Guide. For details about opening the User Guide, see P.69 "Using the User Guide".</li></ul>

## Confirming Installation

<p>Checking icons</p>	<p>When the printer driver is properly installed, the icon of the printer appears in the [Printers] folder (Windows XP, Windows Server 2003: the [Printers and Faxes] folder).</p> <p>When installation of the User Guide is complete, the User Guide icon appears on your desktop.</p> <p>If the icons do not appear, the software is not properly installed. In this case, you must repeat the installation procedure. See P.35 "Getting Ready to Print".</p>
<p>Checking ports</p>	<p>In the printer properties dialog box, check that USB connection or network printer is selected as a port. To check the connection, perform a test print. If the test print is not printed, see P.65 "If Test Print Fails".</p>

## Restoring USB

6

<p>Windows made USB settings automatically.</p>	<p>Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a yellow [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see Windows Help.</p>
---	---

If you cannot solve the problem, contact sales or service representative.

# If Test Print Fails

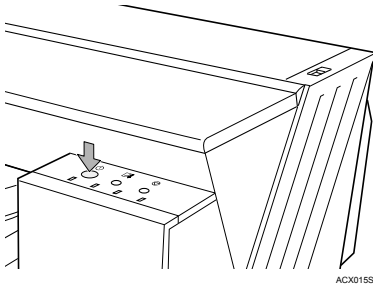
The power cord or USB cable is not properly connected.	Check that the power cord and USB cable are properly connected.
The port connection is not properly set.	<ol style="list-style-type: none"> <li>1) On the [Start] menu, point to [Settings], and then click [Printers].</li> </ol> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Under Windows XP Professional, click [Printers and Faxes] on the [Start] menu. Under Windows XP Home Edition, click [Control Panel] on the [Start] menu. Click [Printers and Other Hardware], and then click [Printers and Faxes].</li> </ul> <ol style="list-style-type: none"> <li>2) Click the icon of the printer, and then click [Properties] on the [File] menu.</li> <li>3) Click the [Details] tab (Windows 2000/XP, Windows Server 2003, Windows NT 4.0: the [Ports] tab), and then check the printer port.</li> </ol> <p><b>Note</b></p> <ul style="list-style-type: none"> <li>• Select USB or network printer in the list when the selected port connection is something other than USB or network printer.</li> <li>• To connect via USB when USB does not appear in the list, you must re-install the printer driver. See P.66 "Uninstalling".</li> </ul>
The Printer Status monitor displays an error message.	See the <i>User Guide</i> . See P.72 "Opening from Printer Status error messages".
Ink feed is incomplete.	<p>Ink begins automatically feeding into the print-heads when the power of the printer is first turned on or when a cartridge is replaced.</p> <p>Wait until ink feed is complete at which point the [Power] key stops blinking and remains lit.</p>

If you cannot solve the problem, contact sales or service representative.

# Uninstalling

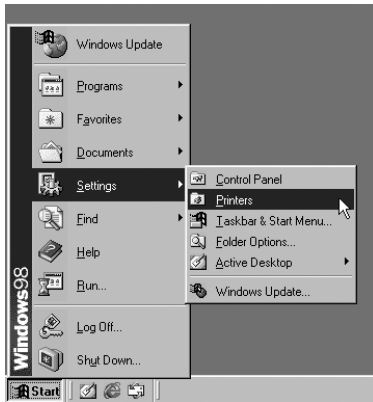
If installation fails or is incomplete, uninstall and repeat the installation procedure.

- 1 Press the [Power] key to turn off the power.



ACX0155

- 2 On the [Start] menu, point to [Settings], and then click [Printers].

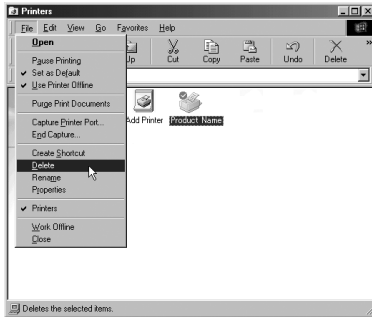


6

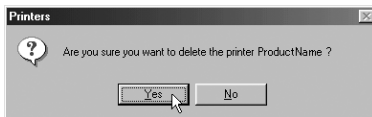
**Note**

- Under Windows XP Professional, click [Printers and Faxes] on the [Start] menu.
- Under Windows XP Home Edition, click [Control Panel] on the [Start] menu. Click [Printers and Other Hardware], and then click [Printers and Faxes].

- 3 Select the icon of the printer, and then click [Delete] on the [File] menu.



- 4 Click [Yes].

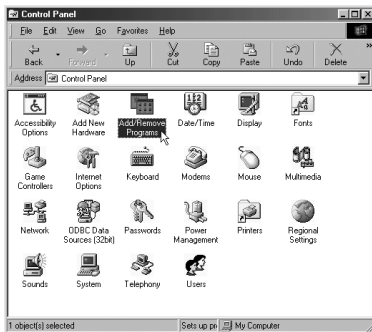


The printer driver is uninstalled.

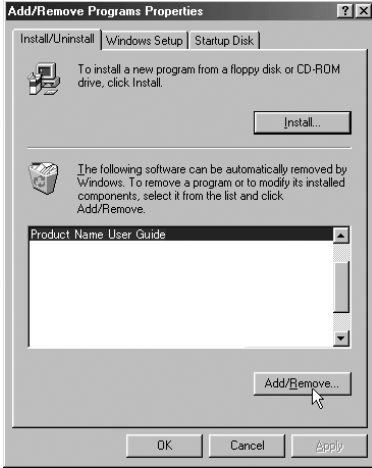
Next, uninstall the User Guide.

- 5 In the [My Computer] window, double-click [Control Panel].

- 6 Double-click [Add/Remove Programs].



7 Click [Product Name User Guide], and then click [Add/Remove...].



6

8 Follow the instructions that appear to remove the User Guide.

**Note**

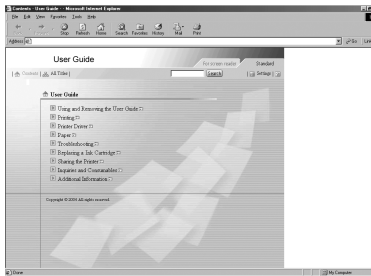
- If you want to reinstall the software, you must first restart the computer.

**Reference**

- For details about reinstalling, see P.35 "Getting Ready to Print".

# 7. Using the User Guide

The User Guide (on the provided CD-ROM) includes detailed information about this printer and a troubleshooting guide.



Use one of the browsers below to display the User Guide.

- Microsoft Internet Explorer Version 4.01 SP2 or later
- Netscape 6.2 or later

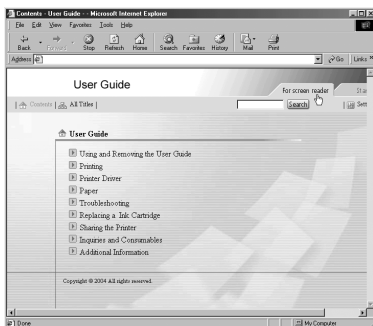
**Note**

- To view the video files of the User Guide, Macromedia Flash Player 6 plug-in is required.

**◆ When using screen reader software or when you cannot install Macromedia Flash Player plug-ins**

When using screen reader software to listen to the User Guide or when video files cannot be displayed because Flash plug-ins cannot be installed, click [For screen reader] to display the User Guide version optimized for screen reader software.

Use the button in the upper right window to change the screen.



◆ **When using a non-recommended browser**

When using Internet Explorer 3.02 or Netscape Navigator 4.05 or later versions, a simplified the User Guide is displayed.

↓ **Note**

- If the simplified the User Guide does not automatically appear, in the "Drivers & Manual" CD-ROM's [unv] folder, open index.htm.

## Opening the User Guide

■ **Opening from the icon**

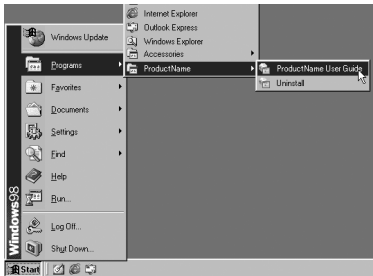
- 1 Double-click the [User Guide] icon on your desktop.



The browser opens, and then the User Guide appears.

■ **Opening from the [Start] menu**

- 1 On the [Start] menu, point to [Programs] (Windows XP: [All Programs]), point to [Product Name], and then click [Product Name User Guide].



The browser opens, and then the User Guide appears.

↓ **Note**

- Depending on the settings made during installation, menu folder names may differ.



## ■ Opening from the printer driver

- 1 In the printer properties dialog box, click [User Guide] on the [Setup] tab.



The browser opens, and then the User Guide appears.

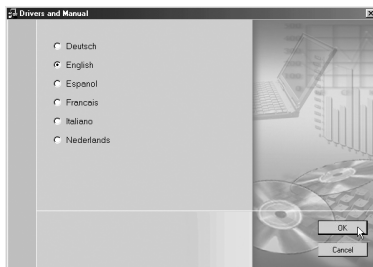
## ■ Opening from the CD-ROM

- 1 Start Windows, and insert the provided "Drivers & Manual" CD-ROM into the CD-ROM drive.

### ⬇ Note

- After inserting the CD-ROM, the [Drivers & Manual] dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [SETUP.EXE].

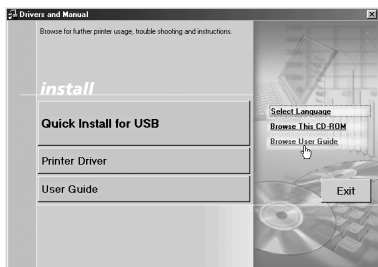
- 2 Select a language for the interface, and then click [OK].



The following languages are available:

Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Nederlands (Dutch) The default interface language is English.

3 Click [Browse User Guide].



The browser opens, and then the User Guide appears.

■ Opening from Printer Status error messages

1 The Printer Status monitor displays an error message if a problem occurs.

2 Click [User Guide].



The browser opens, and then the User Guide appears.

Open the User Guide from here if a problem occurs while using the printer.

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MEMO

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MEMO



Declaration of Conformity

“The Product complies with the requirements of the **EMC Directive 89/336/EEC** and its amending directives and the **Low Voltage Directive 73/23/EEC** and its amending directives.”

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

⏻ means STAND BY.



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Aficio G700  
Setup Guide

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