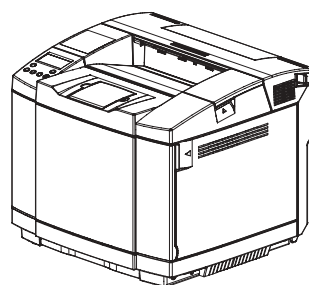




# Aficio SP C210

## Setup Guide



---

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

## **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.

## **Power Source**

120 V, 60 Hz, 11 A or more

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

## **Operator Safety:**

This printer is considered a class 1 (3B) laser device, safe for office/ EDP use. The printer contains 5 milliwatt, 770 – 795 nanometer wavelength, AlGaAs 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 Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. 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 or the optical subsystem is required.

## **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.

## **Caution:**

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

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.

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

## **Notes:**

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.

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

For good print quality, the supplier recommends that you use genuine toner, maintenance kits and parts from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

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## Trademarks

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Macintosh and Mac OS are registered trademarks of Apple Computer, Incorporated.

PowerPC is trademark of International Business Machines Corporation, used under license thereof.

Intel is trademark of Intel Corp. in the U.S. and other countries.

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.

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

- 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 Advanced Server  
Microsoft ® Windows ® 2000 Server  
Microsoft ® Windows ® 2000 Professional
- The product names of Windows ® XP are as follows:  
Microsoft ® Windows ® XP Professional  
Microsoft ® Windows ® XP Home Edition
- 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

# Safety Information

When using your printer, 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

- Do not handle the power cord or plug with wet hands. Doing so might cause an electrical shock.
- Plug and unplug the power cable with dry hands, or an electric shock could occur.
- Connect the power cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- Confirm the wall outlet is near the machine and freely accessible, so that in the event of emergency, it can be unplugged easily.
- Only connect the machine to the power source described in the manual.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord.
- Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.
- 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 exists:
  - 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 an appropriate collection site. If you dispose of the used toner containers yourself, dispose of them according to local regulations.
- Dispose of the used toner cartridge in accordance with the local regulation.
- 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 the machine has laser systems, there is a risk of serious eye damage.
- If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.
- Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.
- The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.



## CAUTION



- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Keep toner (used or unused) and the toner bottle out of reach of children.
- Do not put an object on the right cover when it is open.
- Protect the equipment from dampness or wet weather, such as rain, snow, and so on.
- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.
- Grip the plug, not the cord, when pulling the plug from the socket. Pulling the cord causes wear and tear that can result in fire or electric shock.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.
- For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.
- The inside of this printer becomes very hot. Do not touch parts labelled “” (indicating a hot surface). Touching these parts will result in burns.
- The fusing unit becomes very hot. When installing a new fusing unit, turn off the printer and wait at least an hour before replacing the old fusing unit. Not allowing the unit to cool may result in burns.
- Do not pull out the fusing unit forcefully. It may cause the unit to fall and result in an injury.
- When touching the fusing unit, do not touch any areas other than the handle as it may cause a burn.
- When removing misfed paper, do not touch the fusing unit because it could be very hot.
- To prevent an injury, this printer should be lifted by at least two people.
- The printer weighs about 29 kg (64 lb). When lifting the machine, use the inset grips on both sides, and lift slowly. Otherwise the printer could break or cause injury if dropped.
- Before installing options, the machine should be turned off and unplugged for at least half an hour. Components inside the machine become very hot, and can cause a burn if touched.
- When lifting the paper feed unit, hold the bottom of it, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.
- Do not touch the inside of the controller board compartment. It may cause a machine malfunction or a burn.



## CAUTION

- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.
- Place the machine on a strong and level surface. Otherwise, it might fall and injure someone.
- If you use the machine in a confined space, ensure there is continuous air circulation.
- When pulling the paper tray out, be careful not to pull it strongly. If you do, the tray might fall and cause an injury.
- Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.
- This product uses low frequency electromagnetic fields and may cause harmful interference to sensitive medical implant devices. If you have a cardiac pacemaker or implantable defibrillator, please consult your doctor for additional suggestion or advice.
- When moving the machine, hold the inset grips at both sides, and then lift the printer slowly. Lifting it carelessly or dropping it may cause an injury.
- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.
- Grip the plug, not the cord, when pulling the plug from the socket. Pulling the cord causes wear and tear that can result in fire or electric shock.
- When moving the printer after use, do not take out any of the Toners, Belt Cartridge, nor the Waste Toner Bottle to prevent toner spill inside the machine.
- When lifting the machine, use the grips on both sides. The machine could break or cause on injury if dropped.
- Before moving the machine, unplug the power cord from the wall outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.
- 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.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- Wait at least one hour after power off before replacing parts. Not allowing the printer to cool may result in burns.
- To prevent an injury, this printer should be lifted by at least two people.



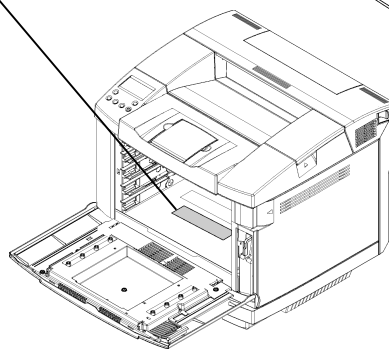
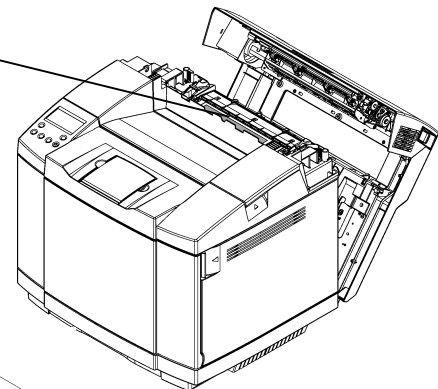
**This machine has labels for  WARNING and  CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.**

## Warning Labels

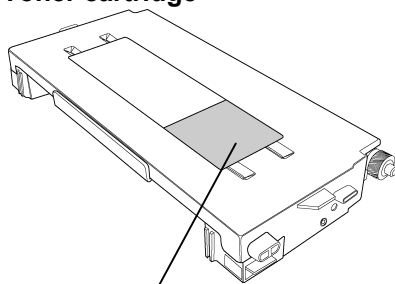
**The printer has warning labels in the following positions.**

**Should the warning label be damaged or peeled off, contact your dealer or service representative.**

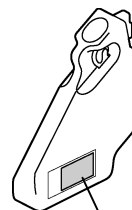
◆ **Printer body**



### ◆ Toner cartridge



◆ Waste toner pack (bottle)



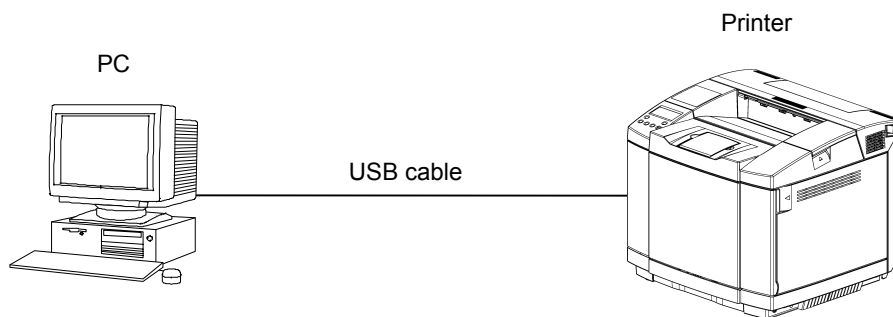


# Chapter 1 Before Using the Printer

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- 2. Names of Printer Components -----1-3

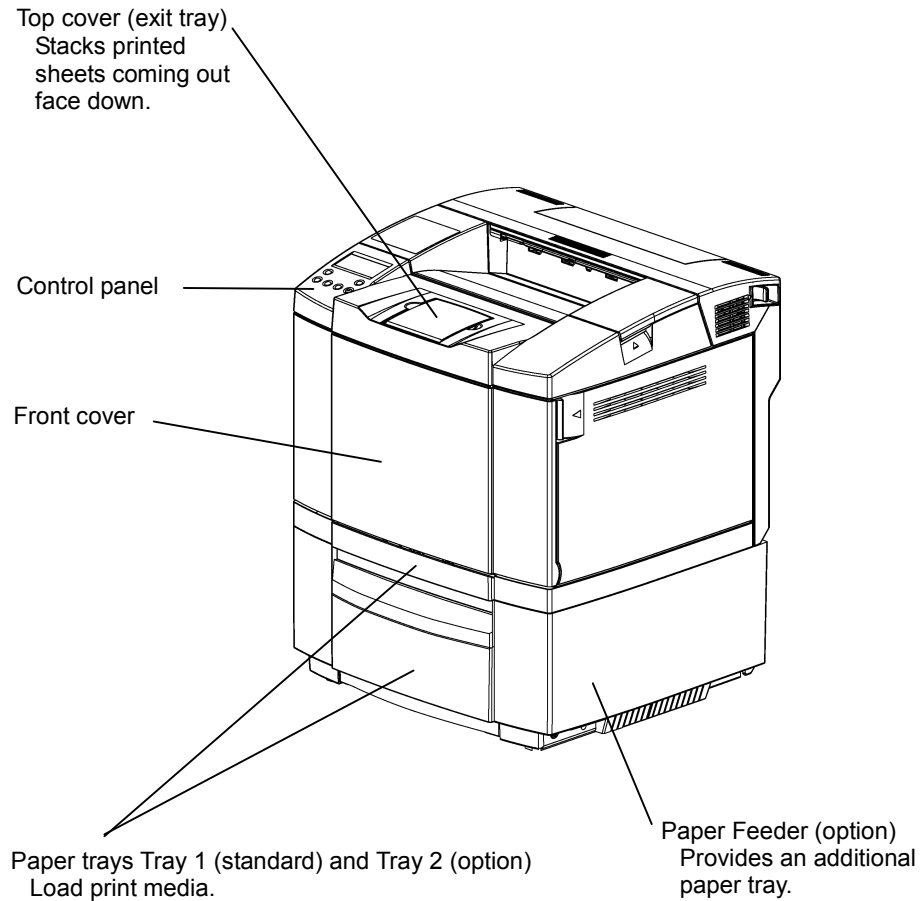
# 1. PC Connection

You can connect the printer directly to a PC using the USB interface supported in the standard configuration.

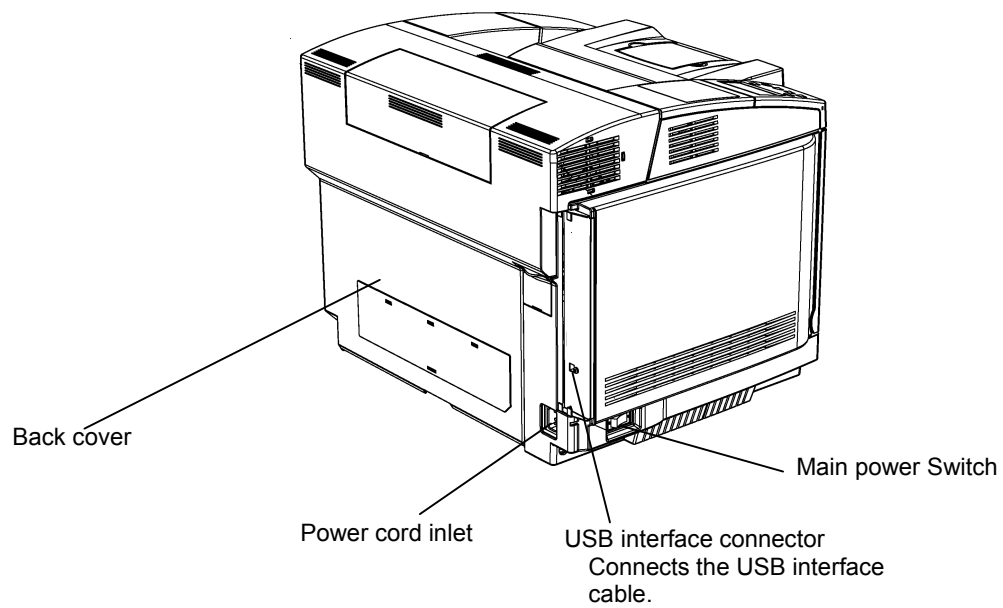


## 2. Names of Printer Components

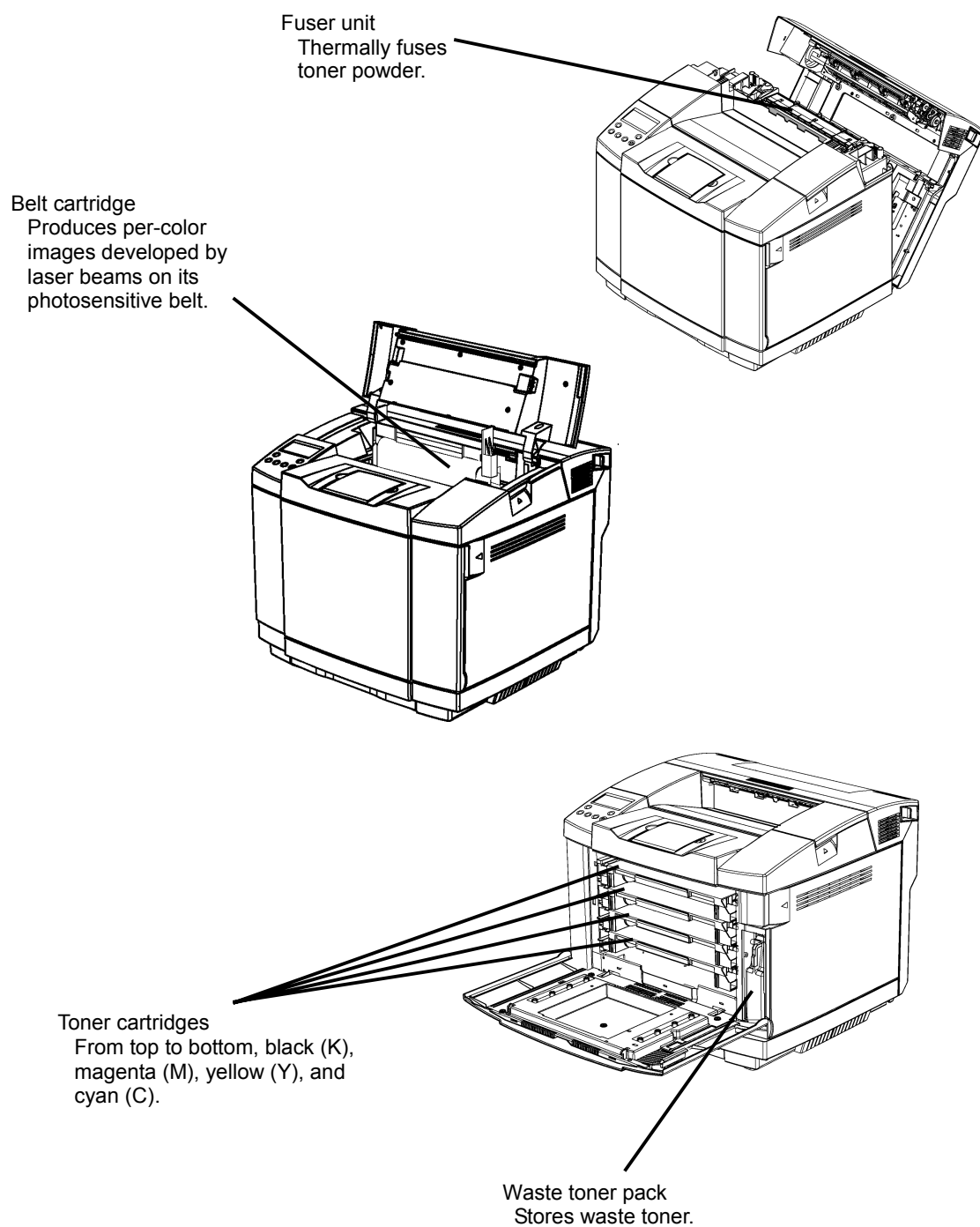
### 2.1 Front View with Full Options



## 2.2 Rear View



## 2.3 Internal View







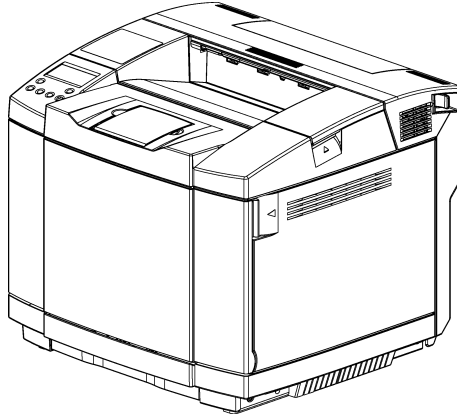
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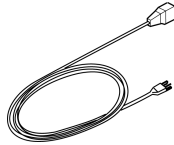
# 1. Checking Your Package

Before installing the printer, check that all the items are contained in the package. Should any components be missing or damaged, contact your dealer.

- **Printer**



- **Power cord**

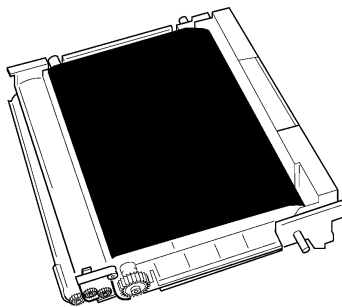


- **Accessory kit**

- Setup Guide (This manual)
- CD-ROM (Printer driver and Manuals)

- **Starter kit**

- Belt cartridge



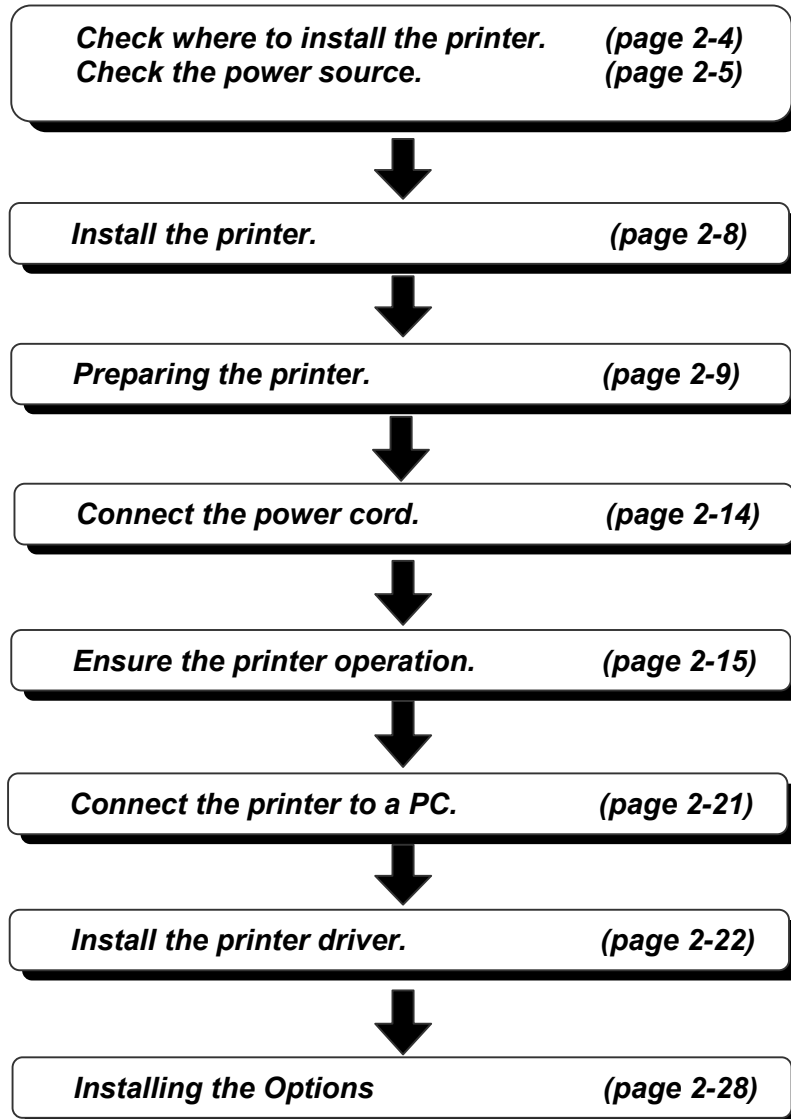
In this manual, the "Waste Toner Bottle SP C210" is called the "Waste toner pack".
--

### **Accessories and Consumables**

- The CD-ROM contains the printer drivers, Operating Instructions, Acrobat Reader, and other items.
- The printer includes toner cartridges K, M, Y and C (one of each) and a waste toner pack as consumables.
- The toner cartridge included in the starter kit has the capacity to print no more than 1000 pages. For details on when to replace consumables, see Operating Instructions attached to the CD-ROM.

## 2. Procedure for Installation

Follow the procedure below when you install the printer.

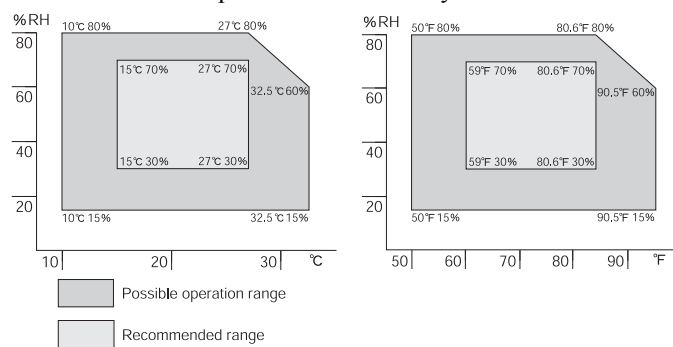


## 3. Checking Where to Install the Printer

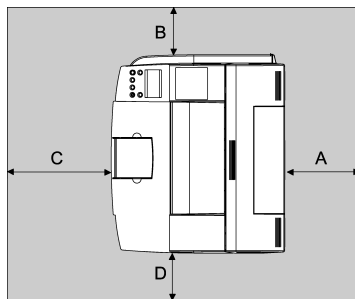
Before installing the printer, check the environment and space for the installation.

### 3.1 For Proper Operation

- Supplies and parts, including toner, and belt cartridge have been evaluated for quality based on a benchmark for recommended products. Use recommended supplies and parts to maintain this standard and achieve high quality results.
- Place this printer on a level, stable table that is not curved. Do not place across two tables. The machine must be level within 4.5 (mm)/0.2 (inch) front to rear, and left to right.
- Recommended temperature and humidity.



- To load paper, replace consumables, and resolve paper jams, etc., leave a clearance as shown below.



- A: more than 25 cm (10 inches)
- B: more than 20 cm (8 inches)
- C: more than 70 cm (28 inches)
- D: more than 50 cm (20 inches)

- When moving from a cold to warm location, or if the local temperature rises suddenly, condensation may occur inside. If this occurs, leave the machine unused for at least one hour to let it acclimatize.
- Extreme temperature rise inside the machine may cause malfunctions. Do not place anything in the immediate area of the exhaust and intake vents.
- Always keep all covers closed.
- During printing, do not open the cover of any parts, and do not move the printer.
- Do not pull out the paper tray during printing. Printing will stop and paper will jam.
- Prevent foreign objects, such as paper clips, etc., from falling inside the printer.

- During printing, do not switch the power off and do not unplug the power cable. Sudden power interruptions can cause malfunctions.
- While printing, protect the printer from external shocks, such as arranging papers on top of the printer.
- Depending on temperature and humidity, during printing a while steam may come from the printing paper when it leaves the printer.
- The paper exit and nearby parts may become hot during printing. This is normal and no reason for concern.
- This unit is designed and manufactured to have a life expectancy of 5 years based on a monthly printing volume of 500 sheets (A4 with a 1:1 ratio of color printing and monochrome printing) when the power is on for a total of 8 hours per day). If the monthly number of printed pages exceeds 20,000 sheets or if the time the power is on exceeds 8 hours a day, life expectancy shortens. The 5 years figure is also based on a ratio of 1:1 of color printing and monochrome printing. Should the number of sheets of color printing exceed this ratio, the total number decreases.

## 4. Checking the Power Source

Check the power source for the printer.

### Input Power Requirements

Supply voltage: 120 VAC

Frequency: 60 Hz  $\pm$ 2 Hz



### WARNING

- **Confirm that the wall outlet is near the printer and freely accessible, so that in event of an emergency, it can be unplugged easily.**
- **Only connect the printer to the power source described on this page.**
- **Avoid multi-wiring.**

### Power Consumption

The printer consumes a maximum power of 1300 W.

When determining the power source for the printer, consider its electric power capacity as well. Should the rated power capacity be exceeded, the circuit breaker may be shut down, affecting equipment sharing the power source.

## 5. Installing the Printer

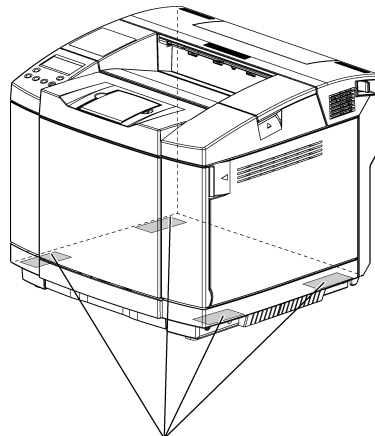


### CAUTION

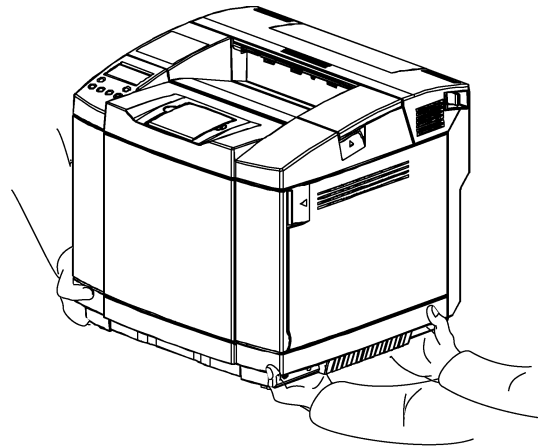
- The printer weights approximately 29 kg (64 lb). When moving the printer, use the inset grips on both sides, and lift slowly. The printer will break or cause injury if dropped.
- To prevent an injury, this printer should be lifted by at least two people.

### Installation procedure

- (a) Take out the printer from its packing box. You will find four grips at the bottom of the printer. Have two or more persons grasp these grips firmly to carry the printer.



Four grips



- (b) Install the printer in a suitable place.



## 6. Preparing the printer

Install the Starter kit into the printer.

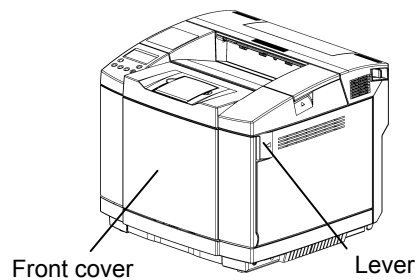
### 6.1 Toner Cartridges

Install the toner cartridges for all four colors into the printer.

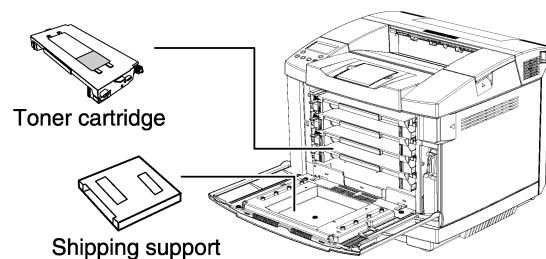
Note on handling the toner cartridge
Handle the toner cartridge with its label facing upward. Do not install the cartridge upside-down or reverse it.

Install the cyan (C), yellow (Y), magenta (M) and black (K) toner cartridges as shown below.

#### Installation procedure

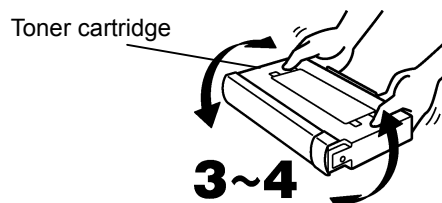


- (a) Unlock the lever on the front cover and open the front cover.

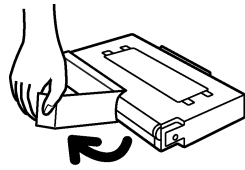


- (b) Remove the shipping support and four toner cartridges.

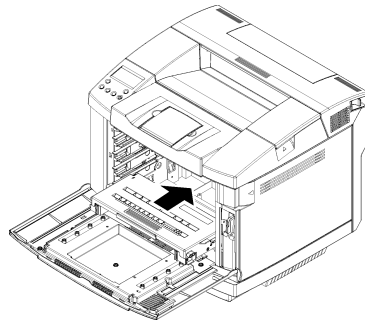
- (c) Pull out the orange tape to remove the protective paper.



- (d) Rock the toner cartridge three or four times in the direction of arrows to level out the toner inside the cartridge.

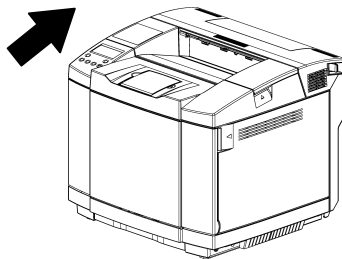


- (e) Peel off the shipping protect tape.



- (f) For each setting, softly force the toner cartridge along the guides in the printer.

From the bottom up, install the cyan (C), yellow (Y), magenta (M) and black (K) toner cartridges in that order.



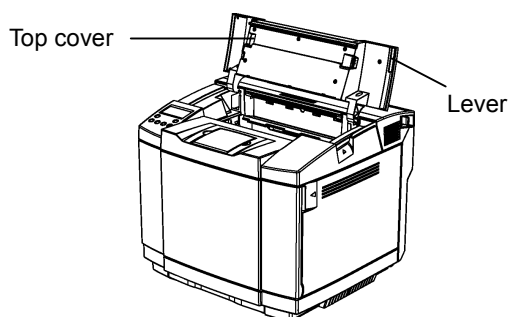
- (g) Close the front cover securely by pushing it until it locks.

## 6.2 Belt Cartridge

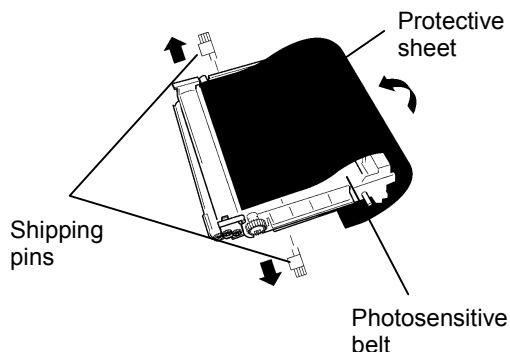
Install the belt cartridge in the printer as illustrated below. Pay attention to the following notes:

Notes on handling the belt cartridge	
<ul style="list-style-type: none"><li>• Do not touch the green surface of the belt cartridge with bare hands or gloves. This could damage the belt cartridge and reduce the print quality.</li><li>• A white powder has been intentionally adhered to the surface of the belt cartridge. Do not attempt to wipe it off. Removal will prevent normal printing.</li></ul>	

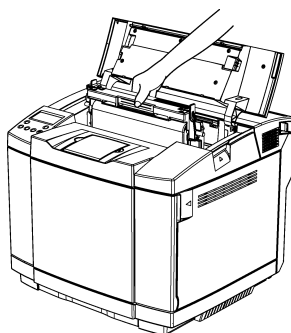
### Installation procedure



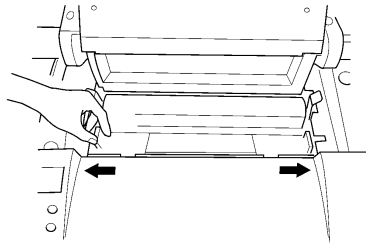
- (a) Pull up the lever on the top cover and open the top cover until it stops.
- **Keep the top cover fully open during the replacement work.**



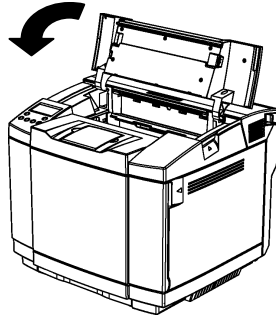
- (b) Remove the two shipping pins of a new belt cartridge.
- (c) Remove the protective sheet for the belt cartridge. Pay attention to the following:
- **Do not touch the photosensitive belt.**
  - **Do not wipe off any of the white powder adhering to the photosensitive belt.**



- (d) With the photosensitive belt facing front, slide the belt cartridge into the printer along the guide.



(e) Restore the lock levers .



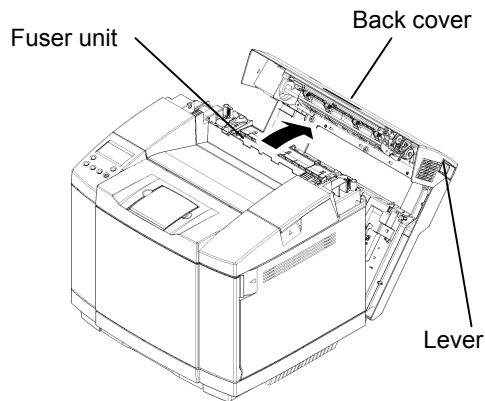
(f) Close the top cover by pushing it until it locks.

- **While closing, keep holding the top cover until you close it to the locked position.**

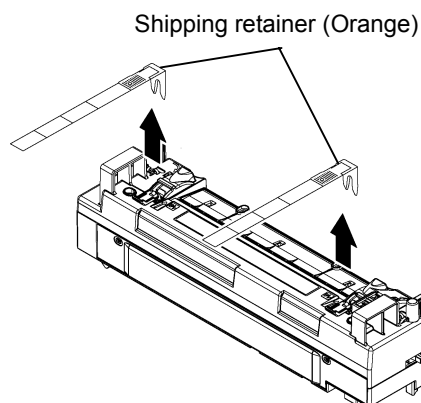
## 6.3 Shipping retainer of the Fuser unit

Remove the shipping retainer of the Fuser unit in the printer as illustrated below.

### Installation procedure




- (a) Pull the lever on the Back cover to unlock the back cover, and open the back cover until it stops.
  - **Keep the top cover fully open during the replacement work.**



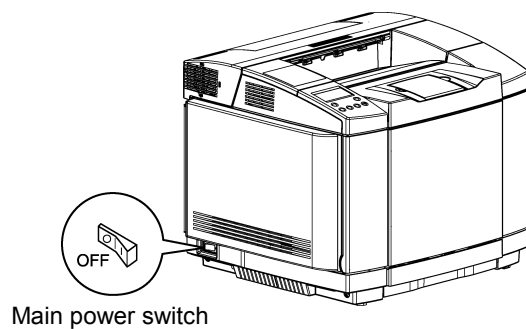
- (b) Pull out the shipping retainer (orange colored) provided at the left and right side of fuser unit
- (c) Close the back cover and push it until it locks.
  - **While closing, keep holding the back cover until you close it to the locked position.**

## 7. Connecting the Power Cord

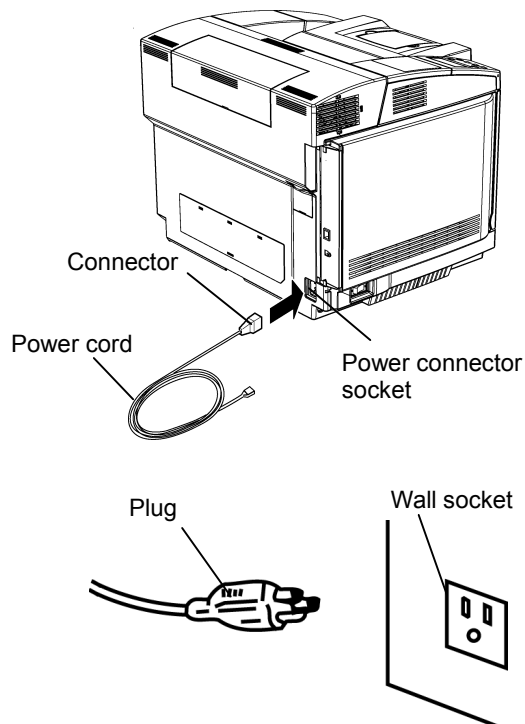
Connect the power cord to the printer as shown below.

 <b>WARNING</b>
<ul style="list-style-type: none"><li>• When you pull the plug out of the socket, grip the plug to avoid damaging the cord and causing a fire or an electric shock.</li><li>• It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.</li></ul>

### Procedure for connecting the power cord



- (a) Before connecting the power cord, check that the main power switch for the printer is placed in the OFF position.



- (b) Insert the connector of the power cord into the printer socket.

- (c) Insert the plug of the power cord into a grounded wall socket.

## 8. Ensuring the Printer Operation

Ensure the printer's operation according to the procedures shown below.

**Start ensuring the printer operation after the printer becomes accustomed to the room temperature, particularly in winter. Operating the printer not warm enough could cause a jam or trouble in printed images.**

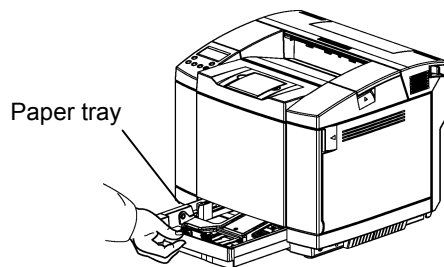
Each procedure assumes the use of standard, A4-size paper for the test print after the printer installation.

### 8.1 Supplying Paper

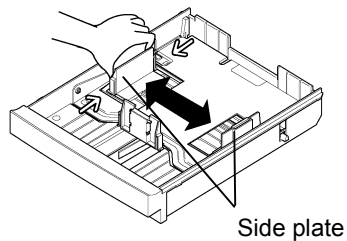
**Before turning on the printer, supply paper in the paper tray as shown below.**

For details of the printer driver setting for the paper, see Operating Instructions attached to the CD-ROM.

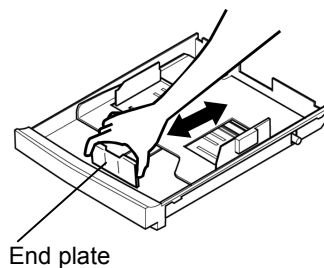
#### Procedure for supplying paper



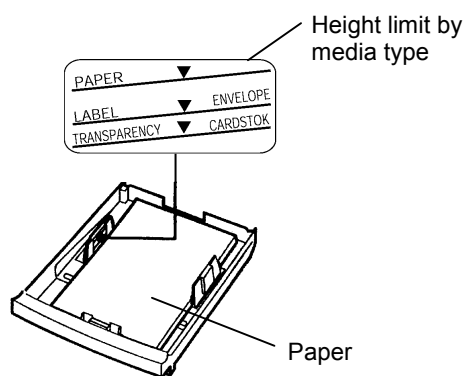
- (a) Draw out the paper tray from the printer.



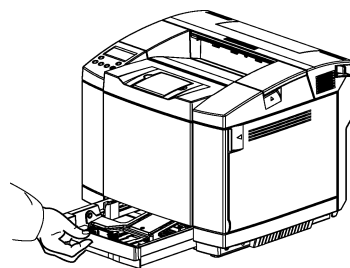
- (b) Hold the stopper on the pair of side plates, and adjust it to fit the width of the paper.



- (c) Hold the stopper on the end plate, and adjust it to fit the length of the paper.



- (d) Supply paper (A4-size plain paper in this example) in the paper tray. Pay attention to the following:
- **Check that the four corners of the paper are set firmly in the paper tray.**
  - **Supply an appropriate amount of paper so that it does not exceed its height limit.**



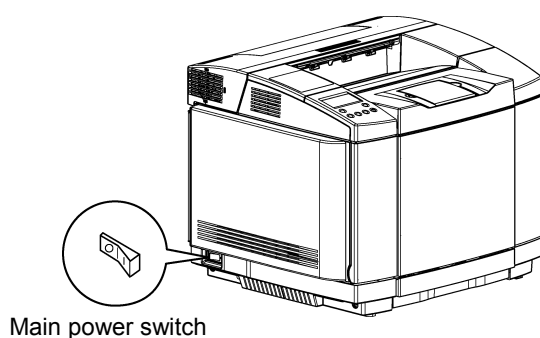
- (e) Re-mount the paper tray into the printer.



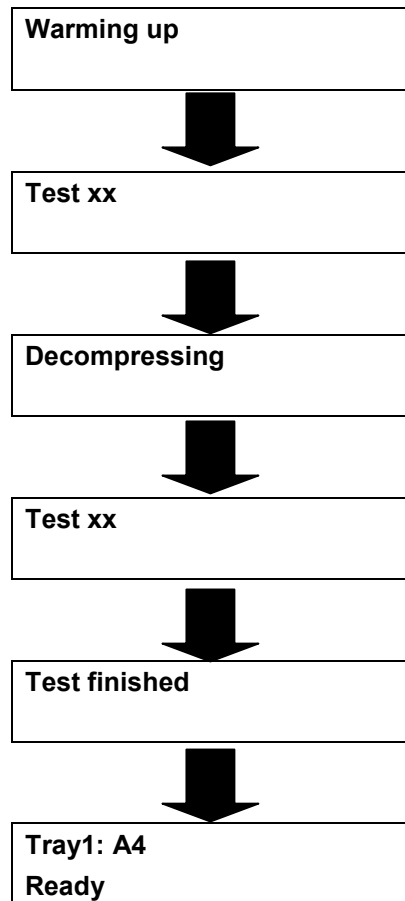
## 8.2 Turning On the Printer

Turn on the printer according to the procedure below.

### Procedure for turning on the printer



Main power switch



- (a) Press the main power switch of the printer to turn the printer power on.

- **If the printer power does not turn on, see Operating Instructions attached to the CD-ROM.**

When you turn on the printer, ensure that the LCD in the control panel displays the information shown left.

If a printer error is detected:

If a printer error is detected, the ERROR lamp in the control panel turns on, and the display provides an error message.

For details of error messages and actions to be taken, see Operating Instructions attached to the CD-ROM.

## 8.3 Selecting the Panel Display Language

Select the panel display language according to the procedure below. For details, see Operating Instructions attached to the CD-ROM.

- You can select one of the following languages: English, German, French, Spanish, Italian, Japanese. The default setting is English.
- If you want to use the English panel display, it is not necessary for you to do the following procedures.

### Procedure for selecting the panel display language

- (a) Ensure that the control panel is displaying Ready.

Tray 1: A4  
Ready

- (b) Press ONLINE key.

Tray 1: A4  
Not Ready

- (c) Press MENU key, and ◀ or ▶ key to select Config Menu.

Tray 1: A4  
Config Menu

- (d) Press ENTER key, and ◀ or ▶ key to select Display submenu.

Tray 1: A4  
Display

- (e) Press ENTER key, and the current setting appears with an asterisk.

Tray 1: A4  
Display = ENGLISH \*

- (f) Press ◀ or ▶ key to select the target setting option.

Tray 1: A4  
Display = FRENCH

- (g) Press ENTER key to save the selected option as the new setting for the printer, suffixed with an asterisk.

Tray 1: A4  
Display = FRENCH \*

- (h) Press ONLINE key.

Tray 1: A4  
Ready

## 8.4 Performing Test Print

Perform test print according to the procedure below. For details about performing test print, see Operating Instructions attached to the CD-ROM.

### Procedure for performing test print

- (a) Ensure that the control panel is displaying Ready.

Tray 1: A4  
Ready

- (b) Press ONLINE key.

Tray 1: A4  
Not Ready

- (c) Press MENU key. (First)

Tray 1: A4  
Test Menu

- (d) Press MENU key. (Second)

Tray 1: A4  
TestPrint

- (e) Press MENU key. (Third)

Test print starts and the display blinks while printing.

When test print ends, the printer enters offline mode.

Tray 1: A4  
TestPrint

- (f) Press ONLINE key.

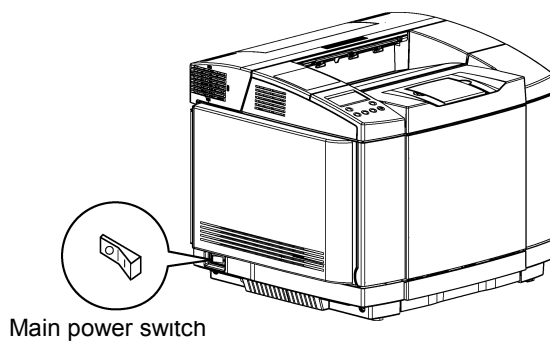
Tray 1: A4  
Ready

\_\_\_\_\_ If a printing error occurs: \_\_\_\_\_  
If you find an error in the printed test pattern, see Operating Instructions attached to the CD-ROM.

## 8.5 Turning Off the Printer

Turn off the printer according to the procedure below.

### Procedure for turning off the printer



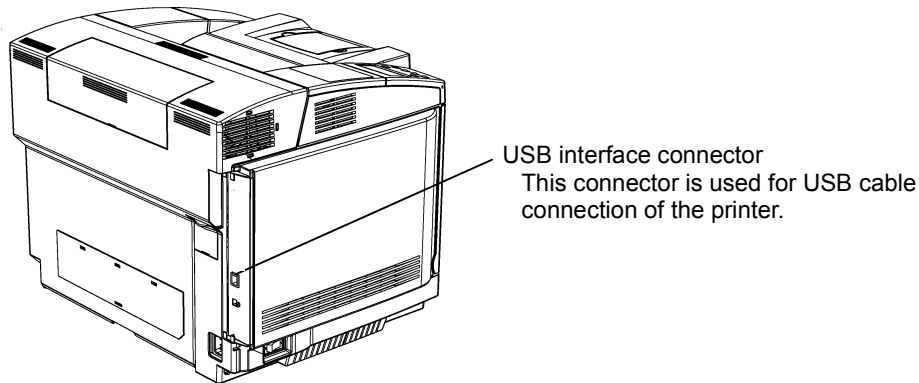
- (a) Check that the printer is not operating.  
After printing data or after closing the cover, wait for the operational noise to stop.
- (b) Turn off the main power switch of the printer.

## 9. Connecting the Printer to a PC

### Before connecting the printer to a PC

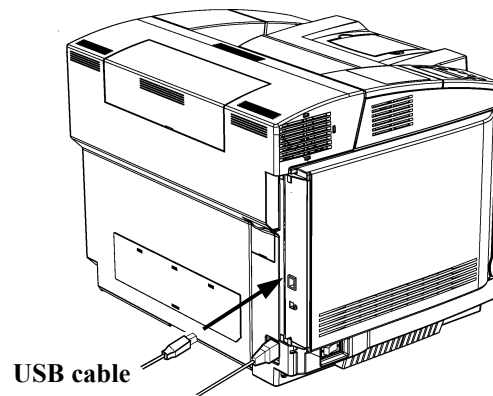
Before connecting the printer to the PC, check to make sure that the power to the printer main unit is switched off.

Connect the printer to the PC.



### 9.1 Setting the USB

(a) Connect a USB cable to the USB interface connector on the rear panel of the printer.



(b) Connect a USB cable to the PC.

Next, install the printer driver. The driver installation procedure varies depending on your PC's OS.

- Windows 98/Me: See page 2-24
- Windows 2000/XP/Server 2003: See page 2-26
- Mac OS 9: See Mac OS 9 Supplement
- Mac OS X: See Mac OS X Supplement

# 10. Installing the Printer Driver

You must install the printer-driver into your personal computer before you print the document of the application software (i.e. MS-Word). Please install the printer-driver as following operations.

**Note:** You need an authority of the administrator to install the printer-driver on Windows 2000, Windows XP, and Windows Server 2003.

## 10.1 System Environments

The printer driver can be used in the following system environment. The requirements of the following hardware components other than Operating System vary with an application used in conjunction with them.

### 10.1.1 Windows® PC

	USB port (Only Ver.1.1)
Operating system *1	Windows 98 Windows Me Windows 2000 Windows XP Windows Server 2003
Microprocessor *2	Pentium® (133 MHz) or higher (Pentium® (200 MHz) or higher is recommended.)
Memory	64 MB or more (128 MB or more is recommended.)
Hard disk space *3	100 MB or more (300 MB or more is recommended.)
Display	Video Graphics Array (VGA: 640 dots by 480 dots) minimum. 256 colors or more (65536 colors or more is recommended.)

\*1 I do not do limitation of hardware, in order that this printer driver may be dependent only on an operation system.

\*2 Windows 2000, Windows XP, and Windows Server 2003 printer driver can use only the X86 system CPU.

\*3 When printing by the lpr function of Windows 2000, Windows XP, or Windows Server 2003, it prints, after accumulating the data of a job in a spool. When you carry out extensive printing, please print, after an availability fully checks a certain thing.

### 10.1.2 Macintosh

- **Software environment (operating system)**

- Mac OS 9.x

- Mac OS X 10.2.x or later

- **Hardware environment (reference only)**

- Microprocessor

- PowerPC or Intel processor

- Memory

- 32MB or more (64 MB or more recommended)

- Free hard disk space

- 16 MB or more (100 MB or more recommended)

Note: The above requirements and recommendations are for reference only. They vary with installed applications.

## 10.2 Automatic Plug & Play Installation

You can install the printer driver on Windows machines easily using the Plug & Play automatic identification function.

**Note:** If the "Plug & Play" function is not started or the Device Driver Wizard dialog box is displayed, click the [Cancel] button and install the printer driver from add printer of printers folder

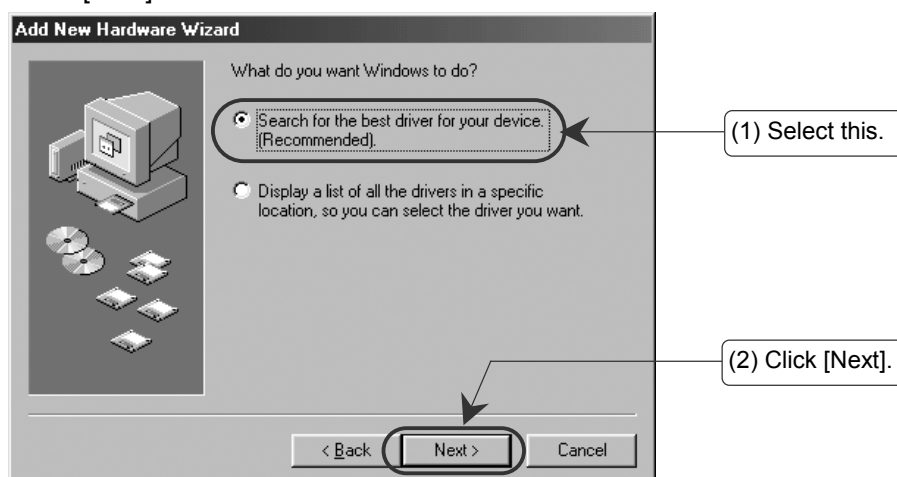
### 10.2.1 Windows 98/Me

There are some different operations according to the version of Operating System. Here, we show the operation in case of Windows 98 as follows.

#### Installation Steps

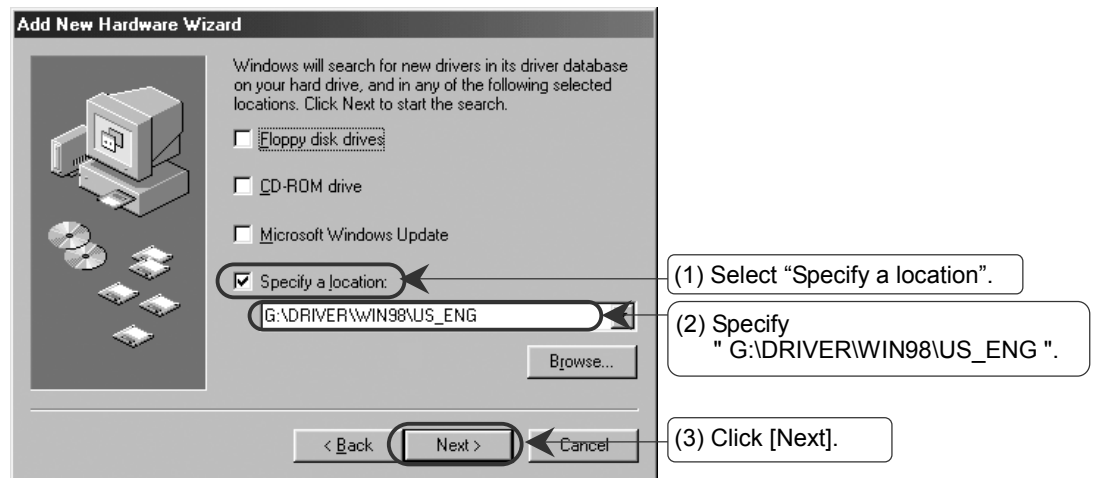
Before installation
Before starting to install the printer driver, check to make sure the following:
<ul style="list-style-type: none"><li>● Power to the printer main unit is off.</li><li>● The PC is on.</li><li>● The printer and the PC are properly connected through a USB cable.</li></ul>

- 1.** Turn on the power to the printer.  
Windows 98/Me recognizes new hardware and starts a wizard to set up the printer driver.
- 2.** When the "Add New Hardware Wizard" window appears, click the [Next] button.
- 3.** Select "Search for the best driver for your device. (Recommended)." And click the [Next] button.



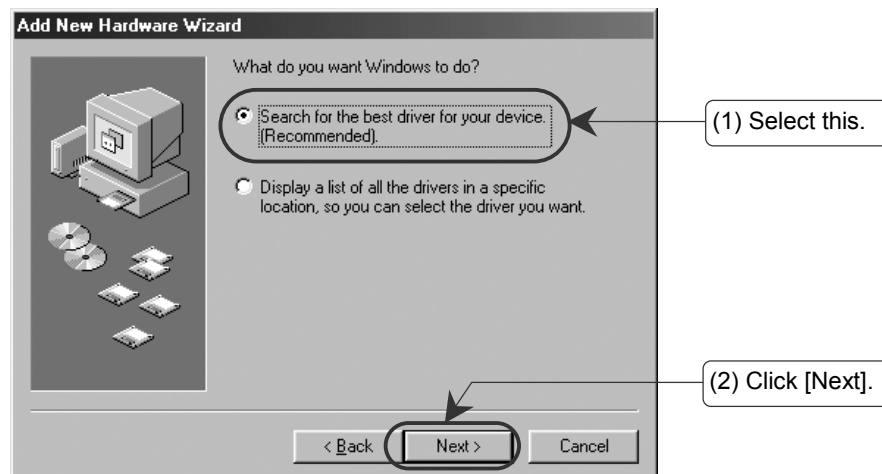


- 4.** Insert the CD-ROM (The explanation uses drive G as an example) and check the "Specify a location". Specify "G:\DRIVER\WIN98\US\_ENG" and Click the [Next] button. You may also specify the source by clicking the [Browse] button.



**If your OS is Windows Me, enter "G:\DRIVER\WINME\US\_ENG".**

- 5.** If your PC does not have USB Printing Support installed:  
The location of USB Printing Support will be displayed. Then, click the [Next] button.
- If you are using Windows Me or your PC has USB Printing Support installed already:  
The location of the printer driver will be displayed. Then, click the [Next] button, and go on to Step 12.
- 6.** When the USB Printing Support installation is complete, a message will appear. Then, click the [Finish] button.
- 7.** A message that indicates the start of the printer driver search wizard will appear. Then, click the [Next] button.
- 8.** Select "Search for the best driver for your device. (Recommended)." And click the [Next] button.



**9.** When the same window as that shown in Step 4 appears, click the [Next] button.

**10.** When the location of the printer driver is displayed, click the [Next] button.

**11.** Click the [Finish] button. The copy of the file begins.

**12.** Completing the "Add New Hardware Wizard". Click the [Finish] button.

The printer icon of the model name to be used in the printer window will be added.

## 10.2.2 Windows 2000/XP/Windows Server 2003

There are some different operations according to the version of Operating System. Here, we show the operation in case of Windows 2000/XP/Windows Server 2003 as follows.

### Installation Steps

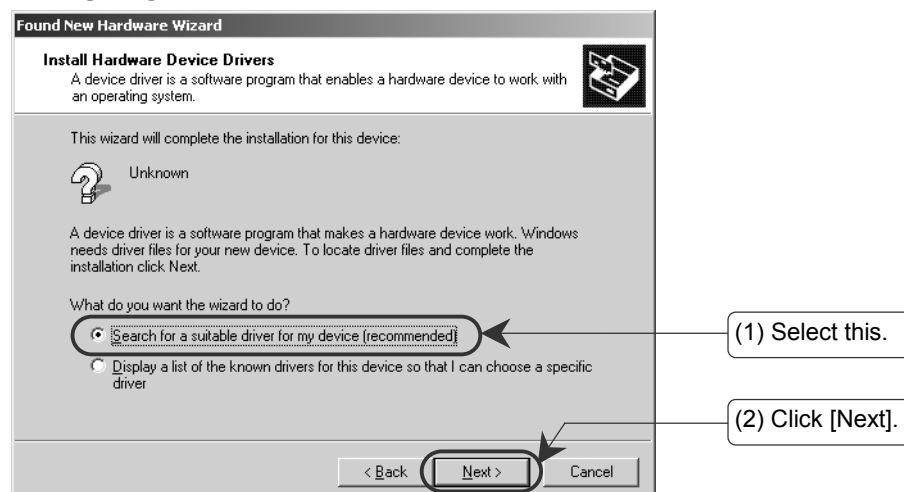
Before installation
Before starting to install the printer driver, check to make sure the following:
<ul style="list-style-type: none"><li>● Power to the printer main unit is off.</li><li>● The PC is on.</li><li>● The printer and the PC are properly connected through a USB cable.</li></ul>

**1.** Turn on the power to the printer.

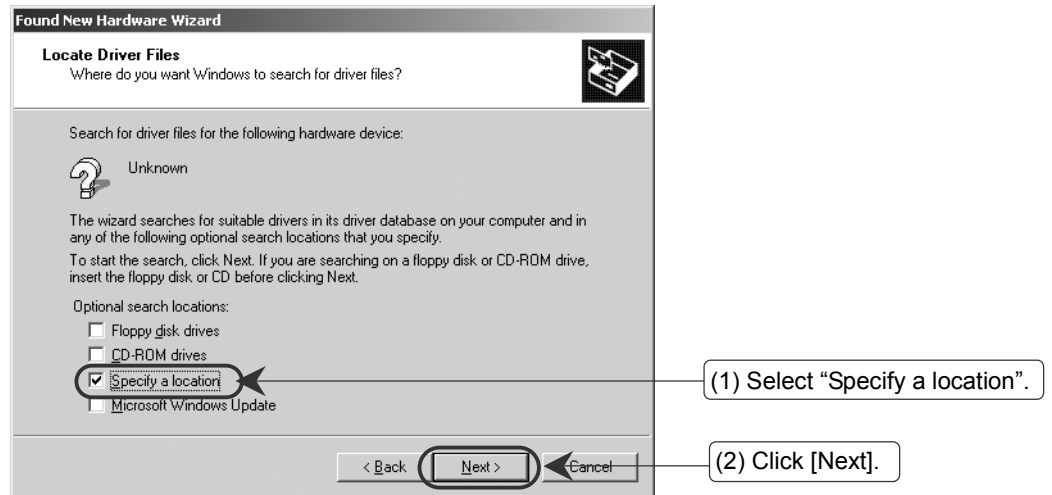
Windows 2000/XP/Server 2003 recognizes new hardware and starts a wizard to set up the printer driver.

**2.** When the "Welcome to the Found New Hardware Wizard" window appears, click the [Next] button.

**3.** Select "Search for a suitable driver for my device (recommended)." And click the [Next] button.



- 4.** Search for the best driver for your device. Check the "Specify a location" and click the [Next] button.



- 5.** Insert the CD-ROM (The explanation uses drive G as an example). Specify "G:\DRIVERS\WIN2K\_XP\US\_ENG" and click the [OK] button. You may also specify the source by clicking the [Browse] button.

- 6.** When the "Driver Files Search Results" window appears, click the [Next] button.

- 7.** If the "Digital Signature Not Found" window appears, click the [Yes] button. The copy of the file begins.

- 8.** When the "Completing the Found New Hardware Wizard" window appears, click the [Finish] button.

The printer icon of the model name to be used in the printer window will be added.

# 11. Installing the Options

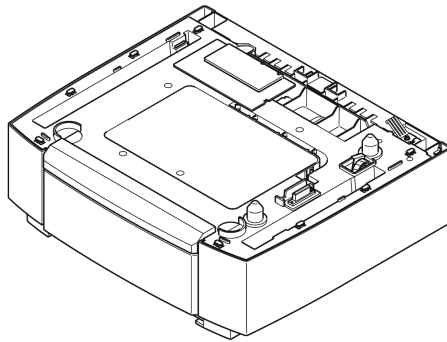
The printer has the following options.



## CAUTION

- Before installing options, the machine should be turned off and unplugged for at least an hour. Components inside the machine become very hot, and can cause a burn if touched.
- Before moving the machine, unplug the power cable from the outlet. If the cable is unplugged abruptly, it could become damaged. Damaged plugs or cables can cause an electrical or fire hazard.
- When lifting the machine, use the grips on both sides. The machine could break or cause an injury if dropped.

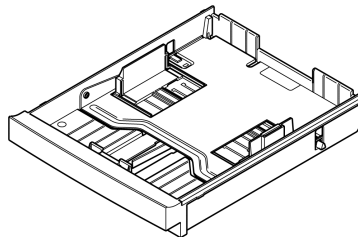
- **Paper Feeder**



This option holds and feeds up to 530 sheets of paper in addition to the standard tray for up to 250 sheets of media. As a result, the standard tray and the optional Paper Feeder can hold up to 780 sheets of media.

In this manual, the "Paper Feed Unit Type 1000" is called the "Paper Feeder".

- **Auxiliary Paper Tray for Tray1 Legal [250 sheets]**



This option, usable as an auxiliary paper tray for Tray1, loads up to 250 sheets of media in media sizes of up to Legal.

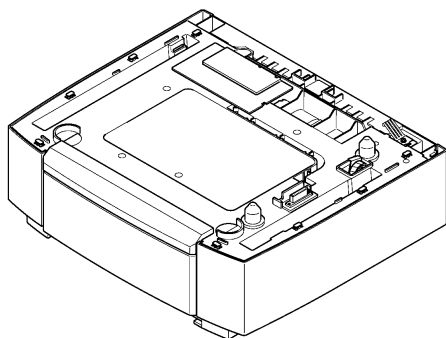
In this manual, the "Paper Cassette Type 1000" is called the "Auxiliary Paper Tray for Tray1 Legal".

## 11.1 Installing the Paper Feeder

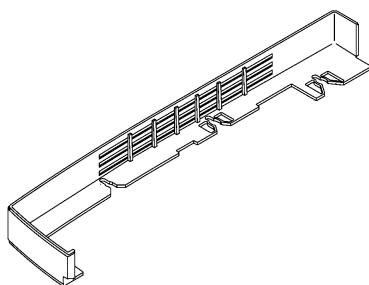
The following are packed for the supplies of the paper feeder.

If some of the supplies are missing or damaged, contact your sales representative.

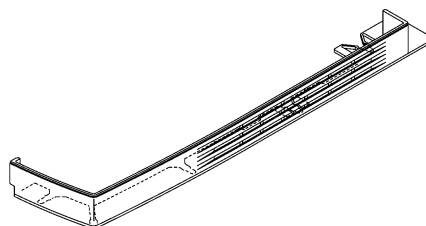
- Paper feeder unit (with Paper cassette)



- Left cover



- Right cover




- Two Metal stoppers

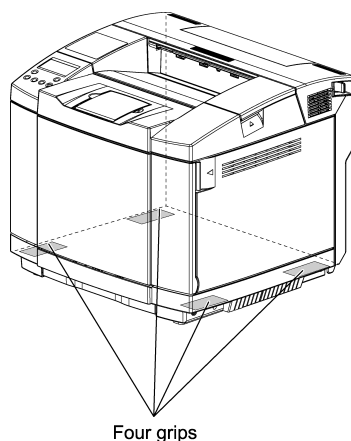


### 11.1.1 Before Installing to the Printer

Since the paper feeder is installed at the bottom of the printer, you must position the printer so that you are able to install the paper feeder in it.

 <b>CAUTION</b>
<ul style="list-style-type: none"><li>• The printer weights approximately 29 kg (64 lb). When moving the printer, use the inset grips on both sides, and lift slowly. The printer will break or cause injury if dropped.</li><li>• Lifting the paper feeder carelessly or dropping it may cause injury.</li><li>• To prevent an injury, this printer should be lifted by at least two people.</li></ul>

### Carrying the printer



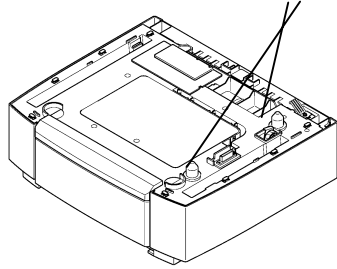
- (a) If power to the printer main unit is switched on, turn it off.
- (b) If either the power cord or the USB cable is connected, unplug them.
- (c) Grasp the handle firmly and have more than two persons to help carry the printer.

## 11.1.2 Installation

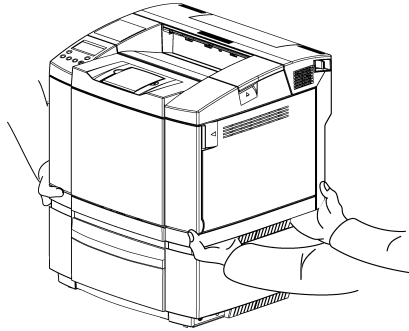
To install a paper feeder in the printer, follow the procedures below.

### Installing Procedure

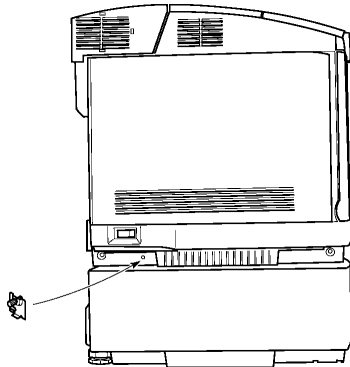
Guide pins



- (a) Install the paper feeder in place.



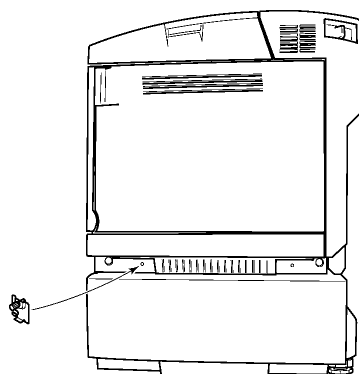
- (b) Place the printer on the paper feeder. Gently insert the right guide pin on the paper feeder into the pin hole at the bottom of the printer.



- (c) Tighten the thumb screw at the left back of the paper feeder.

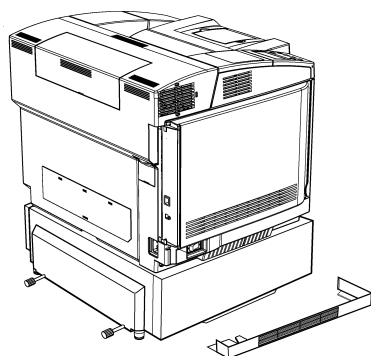
**Make sure that the tab has been placed into the printer and paper feeder.**

- (d) Tighten the thumb screw at the right front of the paper feeder.



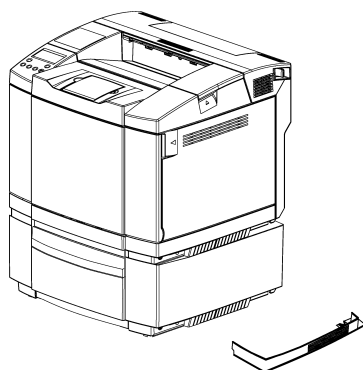
**Make sure that the tab has been placed into the printer and paper feeder.**

- (e) Install the left cover.



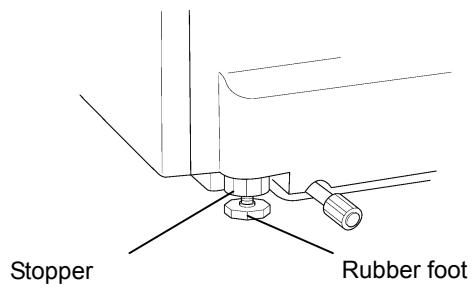
**Hook the pivot at the left back of the paper feeder and turn the left cover around the pivot and fit it on.**

- (f) Install the left cover.



**Hook the pivot at the left back of the paper feeder and turn the left cover around the pivot and fit it on.**





- (g) Turn the two rubber feet to lightly touch them to the installation.

**The rubber foot is located at the back of the paper feeder. When you turn it right, the rubber foot lowers.**

- (h) Secure the rubber foot with a stopper.

**When you turn the stopper left to lift it up, the rubber foot is secured.**

### 11.1.3 After Installation

If you have installed the paper feeder, check the operation by referring to "Adjusting Paper Feeder" in this manual.

## 11.2 Adjusting Paper Feeder

### 11.2.1 Adjusting Left and Right Margins

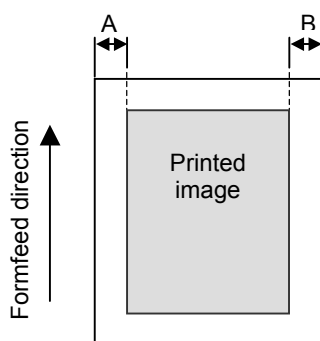
If the test printout is biased horizontally, adjust the left and right margins using the utility function of the control panel.

#### Procedure for adjusting the left and right margins

- (a) Perform test print. (See Operating Instructions attached to the CD-ROM.)

If you intend to adjust the paper tray of the Paper Feeder (tray2), perform test print in simplex print mode on plain paper fed from tray2.

- (b) Measure left margin A (mm) and right margin B (mm) on the printed test pattern.



- (c) Determine the setting according to the table below.

B-A (mm)	-3.5	-3	-2.5	-2	-1.5	-1	-0.5	0	+0.5	+1	+1.5	+2	+2.5	+3	+3.5
Setting	-35	-30	-25	-20	-15	-10	-5	0	+5	+10	+15	+20	+25	+30	+35

- (d) Ensure that “Ready” is displayed on the LCD.

Tray1: A4  
Ready

- (e) Press ONLINE key. The ONLINE lamp goes out when the printer enters offline mode.

Tray1: A4  
Not Ready

- (f) Press MENU key. Keep pressing MENU key for three seconds. Utility Menu appears after Test menu appeared.

Tray1: A4  
Utility Menu

- (g) Press ENTER key. Clear Belt CG submenu appears.

Utility Menu  
Clear Belt CG

- (h) Press ◀ or ▶ key the proper number of times to select the menu item as follows.

- When adjusting the left and right margins for tray2:

Utility Menu  
Tray2 Margin

The subsequent explanation assumes adjustment for tray 2.

(i) Press ENTER key, and the current setting appears.

<b>Tray2 Margin</b> 0
--------------------------

(j) Press ◀ or ▶ key proper times until the target setting option appears.

<b>Tray2 Margin</b> -5
---------------------------

(k) Press ENTER key to specify the selected option as the new setting for the printer, display new and old setting.

<b>Tray2 Margin</b> New : -5 Old : 0
---

(l) Press ENTER key to save the selected option as the new setting for the printer.

<b>Utility Menu</b> <b>Tray2 Margin</b>
--

(m) Press ONLINE key to finish the menu operation and cause the printer to enter online mode.

### 11.2.2 Confirming Left and Right Margins after Adjustment

After you adjust the left and right margins according to the procedure above, confirm the adjustment according to the procedure below.

#### Procedure for confirming the adjustment of margins

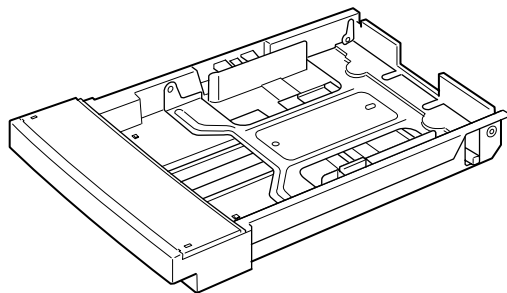
(a) Perform test print again, and ensure that the left and right margins are roughly equal. (See Operating Instructions attached to the CD-ROM.)

## 11.3 Installing the Auxiliary Paper Tray for Tray 1 Legal [250 Sheets]

The following are packed for the supplies of the auxiliary paper tray for Tray1 Legal [250 sheets].

If some of the supplies are missing or damaged, contact your sales representative.

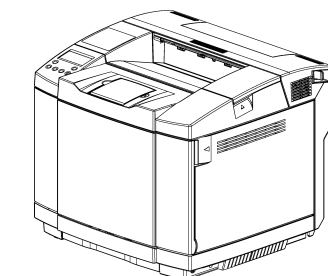
- Auxiliary Paper Tray for Tray1 Legal [250 sheets]



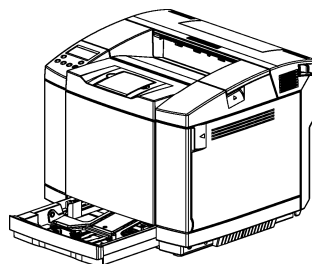
### 11.3.1 Installation

To install an auxiliary paper tray for Tray1 Legal [250 sheets] in the printer, follow the procedures below.

#### Installing Procedure



- (a) Pull the paper tray out slowly.



- (b) Install the Auxiliary Paper Tray for Tray1 Legal [250 sheets].

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

### **Notes:**

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.**

### **Caution:**

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

### **Declaration of Conformity**

Product Name: Laser Printer

Model Number: G162-17

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with Part 15 of the 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.**

**Pour empêcher que cet appareil cause du brouillage au service faisant l'objet d'une licence, il doit être utilisé à l'intérieur et devrait être placé loin des fenêtres afin de fournir un écran de blindage maximal. Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.**

## **Note to users in Canada**

### **Note:**

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

## **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 switch:

**I means POWER ON.**

**○ means POWER OFF.**

