SP 311SFNw
B&W Multifunction
Network Laser Printer

Getting Started Guide
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Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Source</th>
<th>Document Version</th>
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<tbody>
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</tbody>
</table>

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**Ricoh Help Desk:** 1-800-RICOH38 (742-6438), Option #1
Contents

Preface .................................................................................................................................. 5
Guides for This Solution ........................................................................................................ 5
How to Read This Guide ........................................................................................................ 5
Acronym Reference .................................................................................................................. 6

STEP 1: Before You Begin ....................................................................................................... 7
1.1 Unpack Machine ................................................................................................................. 7
1.2 Choose Setup Method ......................................................................................................... 7
1.3 Navigate Printer Settings .................................................................................................... 8

STEP 2: Connect Printer ......................................................................................................... 9
2.1 USB Connection .................................................................................................................. 9
2.2 Network Connection .......................................................................................................... 9
   2.2.1 Wired (Ethernet) Connection ..................................................................................... 9
   2.2.2 Wireless Connection .................................................................................................. 10
      Enable Wi-Fi Setting ....................................................................................................... 11
      Select Wireless Configuration Method ........................................................................... 11
         PBC (WPS) Method ...................................................................................................... 11
         PIN Method .................................................................................................................. 12
         Manual Method .......................................................................................................... 14

STEP 3: Install Printer/Scanner Drivers ................................................................................. 18
3.1 USB Quick Install .............................................................................................................. 18
3.2 Network Quick Install ....................................................................................................... 23

STEP 4: Scan a Document ..................................................................................................... 28
4.1 Local Scanning .................................................................................................................. 28
4.2 Network Scanning ............................................................................................................. 30
   4.2.1 Create New Folder and Share .................................................................................... 30
   4.2.2 Register Scan Destination (via Web Image Monitor) .................................................. 31
   4.2.3 Scan Document ......................................................................................................... 34

APPENDIX
A. Check Wi-Fi Connection Status ........................................................................................ 35
B. Print Configuration Report ................................................................................................. 36
C. Printer Driver Download .................................................................................................... 37
D. Add New Port .................................................................................................................... 42
E. Specifications ....................................................................................................................... 45
   Printer ................................................................................................................................. 45
   Scanner ............................................................................................................................... 45
Preface

This guide explains how to connect the RICOH SP 311SFNw Black & White Multi-function Printer (hereinafter called “printer”) to your computer, install provided software, and perform basic scanning operations. For detailed information on other supported features, such as copying, printing and faxing, please refer to the User Guide.

Guides for This Solution

The following guides are available for the RICOH SP 311SFNw:

- **Getting Started Guide** (this document).
- **User Guide** – This comprehensive guide (on CD) explains how to use the machine, for example, how to configure network and driver settings. It also explains how to configure and check machine settings using a web browser. The guide also contains trouble-shooting, such as those related to printing and paper misfeeds, and important information about types of paper and replacing consumables.
- **Quick Installation Guide** – This reference explains how to unpack and install the printer.
- **Network Settings Guide** – This reference explains basic network settings, e.g., IP address configuration, sharing the printer, etc.
- **Wi-Fi Settings Guide** – This reference explains how to configure the printer for communication with a wireless router (access point).
- **Wi-Fi Manual Settings Guide** – This reference explains how to manually connect to a network via a wireless router, e.g., if the router does not support Wi-Fi Protected Setup (WPS).
- **Initial Guide for Fax** – This reference describes the installation and basic operation of the fax function.
- **Safety Information** – This guide contains instructions and notes on the safe operation of the machine.

How to Read This Guide

The following conventions are used in this guide.

<table>
<thead>
<tr>
<th>Convention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Important</strong>:</td>
<td>Indicates key information.</td>
</tr>
<tr>
<td><strong>Note</strong>:</td>
<td>Indicates supplementary information.</td>
</tr>
<tr>
<td><strong>Bold Face</strong></td>
<td>Indicates specific item, e.g., screen title or document name.</td>
</tr>
<tr>
<td>[Button Name]</td>
<td>Indicates button/tab on printer control panel or computer screen.</td>
</tr>
</tbody>
</table>
## Acronym Reference

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AES</td>
<td>Advanced Encryption Standard</td>
</tr>
<tr>
<td>ADF</td>
<td>Automatic Document Feeder</td>
</tr>
<tr>
<td>AP</td>
<td>Access Point (Wi-Fi Router)</td>
</tr>
<tr>
<td>DHCP</td>
<td>Dynamic Host Configuration Protocol</td>
</tr>
<tr>
<td>dpi</td>
<td>dots per inch</td>
</tr>
<tr>
<td>IP</td>
<td>Internet Protocol</td>
</tr>
<tr>
<td>JPEG</td>
<td>Joint Photographic Experts Group</td>
</tr>
<tr>
<td>LAN</td>
<td>Local Area Network</td>
</tr>
<tr>
<td>MFP</td>
<td>Multifunction Printer</td>
</tr>
<tr>
<td>PBC</td>
<td>Push Button Connect</td>
</tr>
<tr>
<td>PDF</td>
<td>Portable Document Format</td>
</tr>
<tr>
<td>PIN</td>
<td>Product Identification Number</td>
</tr>
<tr>
<td>PSK</td>
<td>Pre-shared Key</td>
</tr>
<tr>
<td>SSID</td>
<td>Service Set Identifier</td>
</tr>
<tr>
<td>TIFF</td>
<td>Tagged Image File Format</td>
</tr>
<tr>
<td>TKIP</td>
<td>Temporal Key Integrity Protocol</td>
</tr>
<tr>
<td>URL</td>
<td>Uniform Resource Locator</td>
</tr>
<tr>
<td>USB</td>
<td>Universal Serial Bus</td>
</tr>
<tr>
<td>WEP</td>
<td>Wired Equivalent Privacy</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>Wireless Fidelity</td>
</tr>
<tr>
<td>WPA</td>
<td>Wi-Fi Protected Access</td>
</tr>
<tr>
<td>WPS</td>
<td>Wi-Fi Protected Setup</td>
</tr>
</tbody>
</table>
STEP 1

Before You Begin

Before proceeding, please review 1.1 – 1.3.

1.1 Unpack Machine

This guide assumes that the printer has been unpacked. For details, see the Quick Installation Guide included with the machine. We also recommend that you copy the User Guide from the supplied CD to a folder on your computer, for easy reference.

1.2 Choose Setup Method

There are three ways to set up (connect) the printer to your computer. Choose the method that best meets your configuration requirements.

<table>
<thead>
<tr>
<th>Interface Type</th>
<th>Connection</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 USB Cable</td>
<td><strong>Local</strong> – Printer is connected directly to your computer via a USB cable.</td>
<td>User-supplied USB 2.0 cable (Type B)</td>
</tr>
<tr>
<td></td>
<td><em>Note</em>: A USB cable consists of one square plug and one rectangular plug.</td>
<td></td>
</tr>
<tr>
<td>2 Network Cable</td>
<td><strong>Wired</strong> – Printer is connected to your computer (e.g., on the business/home network) via a network (Ethernet) cable.</td>
<td>User-supplied network cable (10Base-T or 100Base-TX)</td>
</tr>
<tr>
<td>3 Wireless Network</td>
<td><strong>Wireless</strong> – Printer is equipped with an internal wireless LAN interface that enables cable-free connection to your computer.</td>
<td>User-supplied Wi-Fi router (access point)</td>
</tr>
</tbody>
</table>
### 1.3 Navigate Printer Settings

Instructions in this guide will require you to select various network and interface settings through the printer’s control panel. Keys that you will use most frequently are outlined below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>[User Tools]</td>
<td>Press to display all printer system and network settings.</td>
</tr>
</tbody>
</table>
| 2.   | Scroll [▲] [▼] [◄] [►] | Press to move the cursor up or down, left or right.  
**Note:**  
- When entering text, via the alphanumeric keypad, use the left scroll key [◄] to erase characters right to left. |
| 3.   | Selection [▼] | Press key directly below the text to execute a function. |
| 4.   | [Escape] | Press to return to previous screen or exit screen. |
| 5.   | [OK] | Press to select a highlighted setting. |

*Note:*  
- For further information on control panel keys, please refer to the *User Guide*, p21.
STEP 2

Connect Printer

This section explains how to connect the printer to your computer based on the setup method you selected in 1.2 Choose Setup Method.

2.1 USB Connection

A USB cable directly connects the printer to your computer. Even if the computer that you are connecting is networked, you can still connect the printer according to the procedures outlined below.

To make a USB connection, proceed as follows:

1. Turn printer power switch Off.
2. Insert USB cable (rectangular plug) firmly into computer’s USB port.
3. Before inserting the USB cable (square plug) into the printer’s USB port, install the USB Printer/Scanner drivers. See 3.1 USB Quick Install.

Note:
- During software installation, you will be prompted to connect the USB cable (square plug) to your printer, and turn the printer on.

2.2 Network Connection

Network connections include wired and wireless...

2.2.1 Wired (Ethernet) Connection

In a wired configuration, a network (Ethernet) cable connects the printer to your network hub (router) or switch.

To make a wired connection, proceed as follows:

1. Confirm that printer’s power switch is Off.
2. Plug network cable into printer’s Ethernet port.

Important:
- The printer cannot connect to a wired (Ethernet) network and wireless LAN network simultaneously.
3. Turn printer power switch On.
4. Next, install the Network Printer/Scanner drivers. See 3.2 Network Quick Install.
2.2.2 Wireless Connection

There are three setup methods used to wirelessly network the printer to your computer, using a Wi-Fi router – two Easy Setup methods and one Manual Setup method. Which method you use depends on the router being used, specifically, whether or not it has a Wi-Fi Protected Setup™ (WPS) button, a feature that simplifies configuration.

**Easy Setup:**
- **PBC (WPS) Method:** The Push Button Connect (PBC) method is recommended, as it enables fast setup when using a router that supports WPS.
- **PIN Method:** If your router supports WPS, but does not have a dedicated WPS button, use this method.

**Manual Setup:**
- **Manual Method:** If your router does not support WPS, follow the Manual Method instructions.

**Important:**
- If using the PIN Method or Manual Method, you will need information about your Wi-Fi router (listed below). During configuration, this information will be necessary to enable the printer to communicate with your router. If you do not have this information available, please ask your Wi-Fi installer, corporate Help Desk or router manufacturer before proceeding.
  - SSID (e.g., NETGEAR30)
  - Security Option (e.g., WPA2)
  - Network Key / Passphrase (e.g., WPA2 password)
- To access your router’s web page, you must have login credentials (username and password).
Enable Wi-Fi Setting

Before continuing, ensure that the printer’s Wi-Fi function is enabled, as follows:

1. If a network (Ethernet) cable is connected to the printer, disconnect.
   
   *Important:*
   
   - The printer cannot connect to a network cable (wired) and wireless LAN simultaneously.

2. Press [User Tools].

3. Scroll down [▼] to [Network Settings], and press [OK].

4. Select [Wi-Fi], and press [OK].

5. Select [Wi-Fi Enable], and press [OK].

6. If necessary, select [Enable], and press [OK].

7. To exit, press [Clear/Stop].

   Display reads, Please Restart Machine.

8. Turn printer power switch Off. Wait a moment, and then turn On.

Select Wireless Configuration Method

<table>
<thead>
<tr>
<th>PBC (WPS) Method</th>
<th>PIN Method</th>
<th>Manual Method</th>
</tr>
</thead>
</table>

**PBC (WPS) Method**

Again, this method is recommended when your router has a WPS button. When using this method, optimum security for the devices is automatically configured, based on the connection environment. As such, it cannot be assumed that the configured security setting is the most secure.

To connect using the PBC Method, proceed as follows:

1. Press [User Tools].

2. Scroll down [▼] to [Network Settings], and press [OK].

3. Select [Wi-Fi], and press [OK].

4. Select [WPS], and press [OK].

5. Select [PBC], and press [OK].

   Display reads, “WPS PBC Connect?”

6. Press [Yes].

   Display reads, Please push the [AP] within 2 minutes (WPS button on the router). Display then reads, PBC Executing....

7. When display reads, Connection to AP has Succeeded, press [Exit] ▶ [User Tools].

   **Note:**
   
   - If the connection fails, Connection to AP has Failed appears on the display, press [Exit]. Repeat from step 1, and make sure to firmly press the WPS button on the router after step 6. If the problem persists, contact 1-800-RICOH38 (742-6438), option #1.

8. Turn printer power switch Off. Wait a moment, and then turn On.
9. Confirm that an **IP address has been assigned** to the printer. Press [User Tools] ▶ [Network Settings] ▶ [IPv4 Configuration] ▶ [IP Address]. Write the **IP address** down. To exit, press [Escape] ▶ [User Tools].

   **Note:**
   • The printer’s IP address is also on the Configuration Report. See [Appendix B: Print Configuration Report].

10. Check **wireless connection status**. Press [User Tools] ▶ [Network Settings] ▶ [Wi-Fi] ▶ [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Clear/Stop].

   **Note:**
   • Also see [Appendix A: Check Wi-Fi Connection Status].

11. Next, **install Network Printer/Scanner Drivers**. See [3.2 Network Quick Install].

**PIN Method**

You can enable wireless communication by registering the device’s PIN through the router’s web page. This method is used when the wireless router supports WPS, but does not have a dedicated WPS button. In order to successfully connect using this method, you need the device’s PIN (instructions below) and the router’s URL/IP address. You’ll need to log in to the router’s web page, so have your user name and password ready. Once logged in, you can enter the device’s PIN, thus establish the printer as a client on your wireless LAN.

**Important:**
• For assistance with the router web page URL/IP address and login credentials, please contact your Wi-Fi installer, corporate Help Desk or router manufacturer.
• NETGEAR’S router web page is used for illustration purposes.

To connect using the **PBC Method**, proceed as follows:

1. **Get PIN**
   a. Press [User Tools].
   b. Scroll down [▼] to [Network Settings], and press [OK].
   c. Select [Wi-Fi], and press [OK].
   d. Select [WPS], and press [OK].
   e. Select [PIN], and press [OK].
   f. Write down [PIN]. **Do not** exit screen.

2. **Enter PIN via Router Web Page**
   a. Launch web browser from computer connected to router.
   b. Enter **router URL/IP address**, e.g., http://www.routerlogin.net.
   c. Enter **User Name**.
   d. Enter **Password**.
   e. Press [OK].
Note:
• For NETGEAR routers, adding a WPS client (such as a printer) is performed through the [ADVANCED] tab ➤ [WPS Wizard], as shown below.

f. Follow screen prompts to enter Client’s (printer’s) PIN, i.e., number you wrote down in step 1f.

3. On printer, press [Connect]. Display reads, PIN Executing....
4. When printer display reads, Connection to AP has Succeeded, press [Exit] ➤ [Clear/Stop].

Note:
• If the connection succeeds, an IP address has been assigned to the printer. To confirm, see Appendix B: Print Configuration Report.
• If the connection fails, Connection to AP has Failed appears on the display, press [Exit] and repeat from step 1. If the problem persists, contact 1-800-RICOH38 (742-6438), option #1.
5. Router web page should indicate, for example, “The wireless client [xyz] has been added to the network successfully.” Click [Logout].
6. Turn printer power switch Off. Wait a moment, and then turn On.
7. Check wireless connection status. Press [User Tools] ➤ [Network Settings] ➤ [Wi-Fi] ➤ [Wi-Fi Status]. Display should read, Connected. To exit, press [Clear/Stop].

Note:
• Also see Appendix A: Check Wi-Fi Connection Status.
8. Next, install Network Printer/Scanner Drivers. See 3.2 Network Quick Install.
Manual Method

If your router doesn’t support WPS, for instance older routers, there are two ways to manually configure wireless LAN settings, using **Infrastructure Mode** (via control panel) or using the embedded **Web Image Monitor** utility (via your computer).

**Important:**
- You will need to know the security method being used, e.g., if the authentication method is WPA2-PSK, you’ll need the Passphrase). This can be determined by accessing your router’s web page or consulting with your corporate Help Desk.

**Using Infrastructure Mode**

Infrastructure mode is the printer’s default communication mode, as most Wi-Fi networks function in this mode. This enables you to connect the device for communication through a single access point, i.e., your wireless router.

To configure Infrastructure mode, proceed as follows:
1. Press [User Tools].
2. Scroll down [▼] to [Network Settings], and press [OK].
3. Select [Wi-Fi], and press [OK].
4. Scroll to [Setup Wizard], and press [OK].
5. Select [Infrastructure], and press [Next].
   - Display reads, *Searching Scan List*...
6. Select discovered router Network Name, e.g., *NETGEAR30* or select [Input SSID] and enter/edit manually via alphanumeric keys.
7. Press [Next].
8. Scroll down to, for example, [Mixed Mode WPA2/WPA], and press [Next].
9. Enter case-sensitive **Passphrase** via alphanumeric keypad, and press [Connect].
   - Display reads, *Are you sure to connect?*
10. Press [Yes].
    - Display reads, *Executing*....
12. Turn printer power switch **Off**. Wait a moment, and turn **On**.
13. Check wireless connection status. Press [User Tools] ► [Network Settings] ► [Wi-Fi] ► [Wi-Fi Status].
   - Display should read, *Connected*. To exit, press [Clear/Stop].
**Note:**
- Also see Appendix A: Check Wi-Fi Connection Status.

*Ad-Hoc mode, also known as “peer-to-peer” mode, is also supported. Ad-Hoc networks do not require a centralized access point. Instead, devices on the wireless network connect directly to each other. For instance, if you set up the two laptops in Ad-Hoc wireless mode, they would connect directly to each*
other, without the need for a centralized access point. This would be useful for a temporary connection, e.g., you’re away from the office/home and need to connect two devices via a Wi-Fi connection to exchange files or other information when there is no other Wi-Fi network to connect both devices to.

**Using Web Image Monitor**

Web Image Monitor (WIM) is a utility built in to the printer, which enables authorized users to easily view, program or change printer settings via a web browser. For instance, if you would like to program wireless settings manually, and you cannot use PBC or PIN methods – WIM simplifies the process. Furthermore, if you have a long or complex passphrase, entry via WIM is easier than via the printer’s control panel.

**Before proceeding, please check the following:**

- Printer power switch is On.
- Printer is connected to network (via Ethernet cable).
- Printer’s IP Address is available.

To configure wireless settings manually, using Web Image Monitor, proceed as follows:

1. Open web browser.
2. In address bar, enter printer’s IP Address. Home page displays...
3. On navigation pane, click [Network Settings].

5. Adjust Wireless LAN Settings to match those of your Wi-Fi router, as outlined below.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSID</strong></td>
<td>The available access point is displayed. To see additional access points, click [Scan List].</td>
</tr>
<tr>
<td><strong>Communication Mode</strong></td>
<td>If necessary, select [Infrastructure].</td>
</tr>
<tr>
<td><strong>Ad Hoc Channel</strong></td>
<td>Please see note on page 14.</td>
</tr>
</tbody>
</table>
| **Authentication**      | Select authentication method:  
  • Open System  
  • Shared Key  
  • WPA2-PSK  
  • Mixed Mode WPA/WPA2 |
| **Encryption**          | Select encryption method based on chosen Authentication method.  
  • Open System: Choose [None] or [WEP]  
  • Shared Key: [WEP] only  
  • WPA2-PSK: Choose [CCMP (AES)] or [TKIP/EAS]  
  • Mixed Mode WPA/WPA2: Choose [CCMP (AES)] or [TKIP/EAS] |
| **WPA Passphrase**      | If [WEP] is selected for Encryption method, enter enabled fields. If [WPA2-PSK] or [Mixed Mode WPA/WPA2] is selected for Authentication, enter enabled fields. |
| **WEP Key Length**      | Select 64 bits or 128 bits for the length of the WEP encryption key. |
| **WEP Transmit Key ID** | Select an ID number to identify each WEP key in case multiple WEP connections are configured. |
| **WEP Key Format**      | Select a format for entering the WEP key. |
| **WEP Key**             | Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key, as follows:  
  • WEP key length: [64bits], Format: [Hexadecimal]  
    WEP key max length: 10 characters (0-9, A-F, a-f)  
  • WEP key length: [64bits], Format: [ASCII]  
    WEP key max length: 5 characters (ASCII characters)  
  • WEP key length: [128bits], Format: [Hexadecimal]  
    WEP key max length: 26 characters (0-9, A-F, a-f)  
  • WEP key length: [128bits], Format: [ASCII]  
    WEP key max length: 13 characters (ASCII characters) |

6. When finished, click [OK] to save changes.  
7. Close web browser.  
8. Disconnect Ethernet cable.  
10. Next, install Network Printer/Scanner Drivers. See 3.2 Network Quick Install.  

**Note:**  
- For further information on Web Image Monitor, please refer to the User Guide, p171.
STEP 3  Install Printer/Scanner Drivers

The supplied Printer/Scanner Drivers, Utilities and Manuals CD contains the software that enables the printer and computer to communicate. Printer drivers, for example, are programs that control print output on the device, so when you print a document, the driver sends the data to the printer using the correct commands.

**Important:**

- If you do not have the printer’s software CD, you can download the files from Ricoh’s website ([www.ricoh-usa.com](http://www.ricoh-usa.com)). Also see Appendix C: Printer Driver Download.

### 3.1 USB Quick Install

If you have a local connection to your computer, using a USB cable, you must install the USB drivers.

**Note:**

- The following drivers will be installed:
  - USB TWAIN (scanner) driver
  - USB PCL 6 printer driver
- Close all applications currently running, and ensure that no documents are in the print queue.

To install USB drivers, proceed as follows:

1. Confirm that **USB cable (rectangular plug) is connected to your computer**, and printer **power switch** is **Off**. If necessary, see 2.1 USB Connection.
   **Note:**
   - During software installation, you will connect the USB cable (square plug) to your printer, and turn the printer **On**.

2. Insert supplied **Printer/Scanner Drivers, Utilities and Manuals CD** into CD-ROM drive.

3. Click **[Run SETUP.EXE]**.
   **Note:**
   - The installer launches automatically. If not, double-click **SETUP.EXE** from the CD’s root directory.

4. If **User Account Control** message displays, click **[Yes]**.
5. If necessary, select a language, and click [OK].

6. Click [USB Quick Install].

7. Read License Agreement, select [I accept the agreement], and click [Next >].

Software installation begins...
**Note:**
- If a print job is pending (in queue), a warning message appears: *There is a job printing now*. Click [OK] to close window. Click [Report] to view Printer Driver Installation Log, or click [Finish]. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel the document(s) in queue, and repeat from step 6, above.

8. With [Add a new printer] selected, click [Next >].

9. Select [RICOH SP 311SFNw PCL 6], and click [Next >].

10. Confirm that **USB cable is disconnected from the printer and printer power switch is Off**.

11. Click [Next >].
12. Now, connect the USB cable (square plug) to printer, and turn printer power switch On.

*Note:*  
- Please wait a moment while the computer detects the printer.

13. To make this device your default printer, click [Yes]. Otherwise, click [No].

14. Click [Finish].

15. Click [Exit].

USB driver installation is complete!
16. To print a test page...
   - Click [Start] ► [Devices and Printers], right-click [RICOH SP 311SFNw PCL 6]. Select [Printer properties] ► [Print Test Page].
3.2 Network Quick Install

If you have a network connection from the printer to a network hub, using a wired (Ethernet) or wireless connection, you must install the network drivers.

*Note:*
- This procedure installs the following components:
  - Network TWAIN (scanner) driver
  - Network PCL 6 printer driver
- Close all applications currently running, and ensure that no documents are in the print queue.

To install Network Printer/Scanner Drivers, proceed as follows:

1. **Wired Connection:** Confirm that the network cable is plugged into the printer’s Ethernet port, and printer power switch is On.
   **Wireless Connection:** Network cable *is not* required. However, confirm that the printer power switch is On, and that you have made a successful connection. See Appendix A: Check Wi-Fi Connection Status.

2. Insert supplied Printer/Scanner Drivers, Utilities and Manuals CD into your CD-ROM drive.

3. Click [Run SETUP.EXE].
   
   *Note:*
   - The installer launches automatically. If not, double-click SETUP.EXE from the CD’s root directory.

4. If User Account Control window displays, click [Yes].
5. If necessary, select a language, and click [OK].

6. Click [Network Quick Install].

7. Read License Agreement, select [I accept the agreement], and click [Next >].
Software Installation begins...

**Note:**
- If a print job is pending (in queue), a warning message appears: *There is a job printing now.* Click [OK] to close window. Click [Report] to view *Printer driver installation log*, or click [Finish]. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel the document(s) in queue, and repeat from step 6, above.

8. With [Add a new printer] selected, click [Next >].

9. With [Search for printers automatically] selected, click [Next >].
10. **Wired Connection**: Again, confirm that the network (Ethernet) cable is connected and printer power switch is **On**.

**Wireless Connection**: Network cable is **not** required, but printer power switch must be **On**.

11. Click [**Next >**].

12. If necessary, select [**SP 311SFNw**].

13. Click [**Next >**]

14. Click [**Continue**].
15. Choose to **restart your computer now**, and then click [Finish].

   **Note:**
   - The installation complete screen will always appear. What may not appear is the prompt to restart the PC.

16. If necessary, click [Exit].

   **Network driver installation is complete!**

17. Go to **STEP 4: Scan a Document**.
Scan a Document

The RICOH SP 311SFNw supports local and network scanning. This enables you to capture hardcopy documents, e.g., invoices, contracts and photos, in digital form – making file archival and sharing easy. Local scanning, also called “pull scanning,” is used when the printer and computer are connected via a USB cable. A document placed on the printer ADF or platen glass is “pulled” using TWAIN-compliant software. Network scanning, also called “push scanning,” is used when the printer and computer is connected to the network, either using a network (Ethernet) cable or wireless LAN. The document is “pushed” from the printer control panel, via the [Scanner] key, and routed to a shared network folder.

4.1 Local Scanning

Again, local scanning is supported when the printer is directly connected to your computer via a USB cable. The USB TWAIN driver and TWAIN-compliant software must be installed first. Documents can then be “pulled” from the printer’s ADF or platen glass to your computer.

Important:
• Windows Fax and Scan utility is used for illustration purposes.
• Scanning is initiated from the software application, not the printer control panel, i.e., you cannot press [Scanner] ► [Start] buttons on the printer. That operation is reserved for network scanning only.

To perform a local scan, proceed as follows:
1. Place document face up on ADF or face down on platen glass.
2. Open scanning program, click [Start] ► [All Programs] ► [Windows Fax and Scan].
3. Click [New Scan].

4. Select scan settings, making sure to identify Source as Flatbed (platen glass) or Feeder (ADF).

5. Click [Scan].

6. View scanned image or double-click file name to open in Windows Photo Viewer.

   **Note:**
   - From the Viewer window, you can save the file to another location. Simply click [File] ▶ [Make a Copy...], and navigate to desired folder.

7. When finished, close window [X].
4.2 Network Scanning

This section explains how to perform a basic Scan to Folder operation. First, you’ll create a new folder on your computer, and within that folder’s Properties screen, share the folder. This enables the printer (serving as a scan device) to route the electronic file to that folder. Lastly, you will add that folder as a Scan Destination to the printer’s Address Book, so the printer and computer can communicate. Once configured, you can easily capture hardcopy in digital form.

Note:
- For details on Scan to Email and Scan to FTP, please refer to the User Guide, p81.

4.2.1 Create New Folder and Share

1. Create New Folder, where scanned documents will go.

2. Right-click Folder name, and select [Properties].

3. Click [Sharing] tab.

4. Click [Advanced Sharing...].

   Note:
   - If User Account Control message displays, click [Yes].

5. Select [Share this folder] checkbox.

6. Click [Permissions].
7. Select [Everyone].

8. For [Full Control], select [Allow] checkbox.

9. Click [OK] ► [OK] ► [Close].

4.2.2 Register Scan Destination (via Web Image Monitor)

Next, you need to register the network share folder (created in previous section) as a Scan Destination in the printer’s Address Book, using Web Image Monitor. Scan Destinations cannot be registered using the printer’s control panel.

Important:
- Access to Web Image Monitor is possible when the printer is network-connected (wired or wireless), not via USB-only connection.

To register a scan destination, proceed as follows:
1. Open web browser.
2. In address bar, enter printer’s IP Address, e.g., http://123.45.6.7.
   Note:
   - If Web Image Monitor Home page does not display, restart the printer and try again.
3. Click [Scan Destination].
4. Click [Destination Type] drop-down [▼], and select [Folder].

5. Program/change Folder Destination Settings, as outlined below.

<table>
<thead>
<tr>
<th>Folder Destination Setting</th>
<th>Required/Optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Dial Number</td>
<td>Optional</td>
<td>Select when setting the destination as a Quick Dial entry.</td>
</tr>
<tr>
<td>Name¹</td>
<td>Required</td>
<td>Name of the destination. The name you specify here will be displayed on the printer screen when you select a scan destination via the Address Book.</td>
</tr>
</tbody>
</table>
| Service Name                | Required          | Path to the directory where scanned files will be stored. Consists of the IP address/name³ of the destination computer, and name of the shared folder³. **Note:**
- To determine your computer’s IP address or name, click [Start]. In [Search Programs and Files] field, type cmd, and press [Enter]. Next, type ipconfig, and press [Enter]. Example: C:\Users\abc-corp\ipconfig. The IPv4 address is at the top of the screen. Enter this address in the Service Name field.
- In the [Share_Folder] field, enter the name of the folder you created in Step 4.2.1.
<table>
<thead>
<tr>
<th>Setting</th>
<th>Required/Optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domain</td>
<td>Optional</td>
<td>Specify the name of the domain to which the computer belongs.</td>
</tr>
<tr>
<td>Login User Name</td>
<td>Optional</td>
<td>User name and password for logging in to the destination computer.</td>
</tr>
<tr>
<td>Login Password</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Domain</td>
<td>Optional</td>
<td>Specify the name of the domain to which the computer belongs.</td>
</tr>
<tr>
<td>Login User Name</td>
<td>Optional</td>
<td>User name and password for logging in to the destination computer.</td>
</tr>
<tr>
<td>Login Password</td>
<td>Optional</td>
<td></td>
</tr>
<tr>
<td>Important</td>
<td></td>
<td>• If you are required to log into your computer, those same credentials must</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be entered as your Login User Name (e.g., abc-corp) and Login Password,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>otherwise Scan to Folder will fail.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If you do not have to log in to your computer, credentials are not required.</td>
</tr>
<tr>
<td>Directory</td>
<td>Optional</td>
<td>Directory within the shared folder for storing scanned files.</td>
</tr>
<tr>
<td>Notification E-mail</td>
<td>Optional</td>
<td>E-mail address to which a notification is sent after transmission.</td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Format (Color/Gray Scale)</td>
<td>Required</td>
<td>File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.</td>
</tr>
<tr>
<td>File Format (Black &amp; White)</td>
<td>Required</td>
<td>File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.</td>
</tr>
<tr>
<td>Scan Size</td>
<td>Optional</td>
<td>Select the scanning size for the original from A5, B5, A4, Executive,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Half Letter, Letter, Legal, or custom size.</td>
</tr>
<tr>
<td>Resolution</td>
<td>Optional</td>
<td>Select the scan resolution from 100 x 100, 150 x 150, 200 x 200, 300 x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>300, 400 x 400, or 600 x 600.</td>
</tr>
<tr>
<td>Density</td>
<td>Optional</td>
<td>Specify the image density by clicking the right or left buttons. Lightest</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Darkest</td>
</tr>
</tbody>
</table>

1 Can contain up to 16 characters. 2 Can contain up to 32 characters. 3 Can contain up to 64 characters.

6. When finished, click [Apply].

7. Close Web Image Monitor [X].
4.2.3 Scan Document

You’re now ready to scan a document...

1. Place original face up on ADF or face down on platen glass.
2. Press [Scanner].

3. If necessary, select Scan Settings, resolution, scan size, etc.

   **Important:**
   - For details on specifying scan settings, please refer to the User Guide, p93.
   - The default file format, e.g., PDF, is selected via Web Image Monitor, not via the printer’s control panel. If necessary, see 5.2.2 Register Scan Destination.

4. Proceed with (a) or (b).
   - (a) Quick Dial – If the scan destination (folder) was pre-programmed as a Quick Dial, simply press that key, e.g., 01, and continue with step 8.
   - (b) Search – If you wish to search the Address Book for scan destinations, continue with step 5.

5. Press [Address Book].


   **Note:**
   - If you want to search for a specific entry by name, enter the first letters of the name using the numeric keypad, and then press [OK].

7. Select Scan Destination (Folder), and press [OK].

   **Note:**
   - If necessary, press [▼] or [▲].

8. Press [Start].

   **Note:**
   - To view the document, navigate to the folder on your computer, and double-click filename.
   - The steps outlined above also apply if Email and FTP locations are added to Scan Destinations. For details, please refer to the User Guide, p81.
Check Wi-Fi Connection Status

To ensure that there is communication between the printer and wireless router (access point), proceed as follows:

1. Press [User Tools].
2. Scroll down [▼] to [Network Settings], and press [OK].
3. Select [Wi-Fi], and press [OK].
4. Scroll to [Wi-Fi Status], and press [OK].
   
   **Note:**
   
   - Display should read *Connected*. If not, check that you have successfully completed 2.2.2 Wireless Connection.
   - If the display reads *Disconnected*, restart the machine and repeat.

5. To exit, press [Clear/Stop].
Appendix B

Print Configuration Report

The Configuration Report provides detailed information about your printer settings, e.g., IP address, network interface type, etc. To check the IP address on the printer’s display, see Note below.

To print the Configuration Report, proceed as follows:

1. Press [User Tools].
2. Scroll down [▼] to [Print List/Report], and press [OK].
3. Select [Configuration Page], and press [Yes]. The printer’s IP address is on Page 3/3 (outlined in red, below).

Note:

- To check the IP address via the printer’s display, press [User Tools] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Clear/Stop].
Printer drivers are programs that control print output on the device, so when you print a document, the driver sends the data to the printer using the correct commands. If you do not have the Printer/Scanner Driver, Utilities and Manuals software CD, you can download the printer driver from the Ricoh website, as follows:

1. Check for 32-bit or 64-bit computer operating system...
   a. Click [Start].
   b. Right-click [Computer].
   c. Select [Properties].
   d. Make note of System type, 32- or 64-bit.
   e. Click [X] to close window.

2. Download printer driver...
   a. Open web browser.
   c. Click [Downloads].
   d. In SEARCH field, enter: 311.

   Note:
   • To narrow search, deselect Brochure and Manuals checkboxes.
   e. Click [SEARCH].
f. Under model **Ricoh SP 311SFNw**, **DRIVER** category, click **Ricoh SP311SFNw**. Scroll down, if necessary.

   **Important:**
   - If no results are returned, try using another web browser, e.g., Chrome or Firefox.

g. Read **licensing agreement**, and click [I AGREE].

h. Select your computer’s **Operating System**.

   **Note:**
   - Selection must match System type (x64 = 64-bit). If necessary, see **step 1**.
   - Operating Systems that are not identified as “x64” are for 32-bit OS. Scroll down, if necessary.

i. Click [**PCL 6 Driver**] Download link.

j. Select [Save], and save to a folder or the desktop.

k. After download, navigate to folder where file has been saved.

l. Double-click on file.

m. Click [Browse], and select same folder file was saved in.

n. Click [Unzip], and then [OK].

   n. Click [X] to close **Winzip**, and any other open windows.

   o. On your desktop, you will see the new [**DISK1**] folder...
3. Continue with printer driver installation.

   a. Click [Start] ► [Devices and Printers] ► [Add a printer] ► [Add a network, wireless...].

   b. Click [The printer that I want isn’t listed].

   c. Select [Add a printer using a TCP/IP address or hostname], and click [Next].

   d. Enter [Hostname or IP address].

   Note:
   - To check the IP address via the printer’s display, press [User Tools] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Clear/Stop].

   e. If necessary, deselect checkmark from [Query the printer...], and click [Next].
f. Click [Have Disk...].

![](image)

g. Click [Browse], and select, e.g., [Desktop].

![](image)

h. Select printer driver folder [DISK1], and click [Open].

![](image)

i. Click [OK].

![](image)

j. Select [RICOH SP 311SFNw PCL 6], and click [Next].

![](image)
k. Click [Next].

**Note:**
- If User Account Control message displays, click [Yes].

l. With [Do not share this printer] selected, click [Next].

m. Print test page, if you wish.

n. Click [Finish].

**Network driver installation is complete!**
Appendix D

Add New Port

If you would like to bypass the install wizard and have more control over printer port creation, the steps for manually adding a port are outlined below.

Before proceeding, please check the following:
- Printer power switch is On.
- Network is connected and configured.
- Printer’s IP address is available. If necessary, see Appendix B: Print Configuration Report.

1. Click [Start] ➤ [Devices and Printers].
2. Right-click [RICOH SP 311SFNw] icon.
3. Select [Printer properties].
5. Click [Add Port…].
6. Select [Standard TCP/IP Port].

7. Click [New Port…].

8. Click [Next >].

9. In [Printer Name or IP Address] field, enter printer’s IP address.

   **Note:**
   - Port Name field populates automatically.

10. Click [Next >].
11. Click [Finish].

**Port setting is complete!**

12. Click [X] to close open windows.

**Note:**
- To print a test page...
  Click [Start] ➤ [Devices and Printers], right-click [RICOH SP 311SFNw PCL 6]. Select [Printer properties] ➤ [Print Test Page].
## Specifications

### Printer

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Print Speed</td>
<td>30 Pages Per Minute (Letter)</td>
</tr>
<tr>
<td>Memory</td>
<td>128 MB RAM Std./Max.</td>
</tr>
<tr>
<td>Print Resolution</td>
<td>1200 x 600 dpi; 600 x 600 dpi</td>
</tr>
<tr>
<td>Fonts</td>
<td>80 PCL</td>
</tr>
<tr>
<td>Printer Drivers/Languages</td>
<td>PCL 6, PCL 5e¹</td>
</tr>
<tr>
<td>Standard Interfaces</td>
<td>IEEE 802.11 b/g/n Wireless LAN (Infrastructure &amp; Ad Hoc modes); 10/100Base-TX Ethernet; USB 2.0 Hi Speed Type B</td>
</tr>
<tr>
<td>Network Protocols</td>
<td>TCP/IP (IPv4, IPv6), IPP</td>
</tr>
<tr>
<td>Supported Environments</td>
<td>Windows XP, Vista, 7, 8, Server 2003/R2, Server 2008/R2, Server 2012; Citrix Presentation Server 4.0, 4.5; Citrix XenApp 5.0, 6.0</td>
</tr>
<tr>
<td>Software Utilities</td>
<td>Web Image Monitor</td>
</tr>
<tr>
<td></td>
<td>@Remote² (limited supported; requires optional @Remote Office Appliance)</td>
</tr>
</tbody>
</table>

### Scanner

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanner Type</td>
<td>Full-color &amp; Grayscale</td>
</tr>
<tr>
<td>Optical Scan Resolution</td>
<td>1200 x 1200 dpi</td>
</tr>
<tr>
<td>TWAIN/WIA Scan Resolution</td>
<td>Platen: 75/100/150/200/300/400/500/600/1200/2400/4800/9600/19200 dpi</td>
</tr>
<tr>
<td></td>
<td>ADF: 75/100/150/200/300/400/500/600 dpi</td>
</tr>
<tr>
<td>Scan-to Functions</td>
<td>Scan-to-Email, Scan-to-Folder, Scan-to-FTP, TWAIN/WIA Scanning</td>
</tr>
<tr>
<td>Scan-to Resolutions</td>
<td>100/150/200/300/400/600 dpi</td>
</tr>
<tr>
<td>Supported File Formats</td>
<td>TIFF, JPEG, PDF</td>
</tr>
<tr>
<td>Address Book Capacity</td>
<td>Up to 100 Scan Destinations (including 8 Quick Dial entries)</td>
</tr>
<tr>
<td>Original Size</td>
<td>5.5&quot; x 5.5&quot; to 8.5&quot; x 14&quot;</td>
</tr>
</tbody>
</table>

¹ PCL 5e does not ship with the product, but the controller can receive PCL 5e data from the host PC.
² Counter information only.

### Note:
- For additional information, including copier and facsimile specifications, see the [Ricoh SP 311SFNw Brochure](#) and/or [User Guide](#), p252, Specifications of the Machine.