

RICOH

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SP C250DN/SP C252DN
Color Laser Printers

Getting Started **Guide**

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Revision History

Version	Source	Document Version
Ver. 1.00	Ricoh Americas Corporation	Rev. 1 (May, 2015)

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

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Preface

This guide explains how to connect the network-ready RICOH SP C250DN/SP C252DN Color Laser Printer (hereinafter called “printer”) to your computer, install provided software, and perform basic print operations. For detailed information on supported printing features, please refer to the *Operating Instructions*.

Guides for This Solution

The following guides are available for the RICOH SP C250DN/SP C252DN:

- **Getting Started Guide** (this document).
- **Operating Instructions** – This comprehensive guide (on CD) explains how to use the machine, for example, how to configure settings and print documents. It also explains how to modify or view printer settings with the Web Image Monitor utility. The guide also contains troubleshooting, 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.
- **Wi-Fi Settings Guide** – This reference explains how to configure the printer for communication with a wireless router (access point).
- **Control Panel Diagram** – This reference identifies function keys on the printer’s control panel.
- **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.

Convention	Description
Important:	Indicates key information.
Note:	Indicates supplementary information.
Bold Face	Indicates specific item, e.g., screen title or document name.
[Button Name]	Indicates button/tab on printer control panel or computer screen.

Acronym Reference

Acronym	Full Name
AES	Advanced Encryption Standard
AP	Access Point (Wi-Fi Router)
DHCP	Dynamic Host Configuration Protocol
dpi	dots per inch
IP	Internet Protocol
LAN	Local Area Network
PBC	Push Button Connect
PDF	Portable Document Format
PIN	Product Identification Number
PSK	Pre-shared Key
SSID	Service Set Identifier
TKIP	Temporal Key Integrity Protocol
URL	Uniform Resource Locator
USB	Universal Serial Bus
WEP	Wired Equivalent Privacy
Wi-Fi	Wireless Fidelity
WPA	Wi-Fi Protected Access
WPS	Wi-Fi Protected Setup

STEP 1

Before You Begin

Before proceeding, please review **1.1 – 1.2**.

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 *Operating Instructions* from the supplied CD to a folder on your computer, for easy reference.

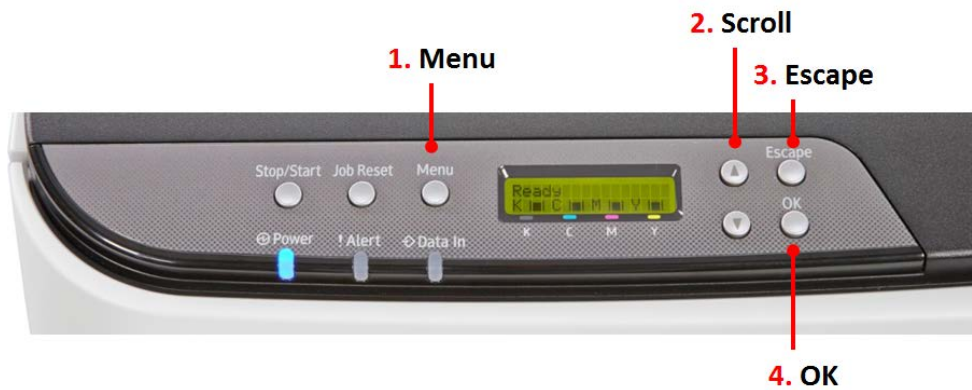
1.2 Choose Setup Method

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

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

1.3 Navigate Printer Settings

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



Item	Key	Description
1.	[Menu]	Press to configure or check machine settings. Press the [Menu] key again to return to the Home screen.
2.	Scroll [▲] [▼]	Press to scroll the screen up or down to display settings or to adjust values.
3.	[Escape]	Press to cancel an operation or to return to the previous screen.
4.	[OK]	Press to confirm settings and setting values, or move to the next menu level.

Note: For further information on control panel keys, please refer to the *Operating Instructions*, 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 (rectangular plug) into the computer's USB port, **install the USB Printer Driver and Utility**. See [3.1 USB Printer Driver 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.

Important: The printer cannot connect to a wired (Ethernet) network and wireless LAN simultaneously.

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**.
3. Turn **printer power switch On**.
4. Next, **install the Network Printer Driver**. See [3.2 Network Printer Driver Install](#).



2.2.2 Wireless (Wi-Fi) Connection

Your new printer supports Wi-Fi Protected Setup (WPS), a network security standard that allows Wi-Fi routers, e.g., Linksys, NETGEAR, etc., to easily connect, allowing you to print to the device wirelessly. Also called Push Button Control, PBC simply means that you can "Push 'n' Connect" two devices that support WPS; you don't need to know the wireless network's security key/passphrase. So if you wish to



wirelessly print, for example, from your laptop or tablet, it is recommended that you use the PBC (WPS) Method outlined below. To use this method, your router must support Wi-Fi Protected Setup, and have a dedicated WPS button.

Note:

- Depending on the Wi-Fi router, the WPS button may have another name. For details, refer to the wireless router manual.
- 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.
- If your router does not have a dedicated WPS button, see [Appendix E: Other Wireless Setup Methods](#).

Before proceeding, please check the following:

- Wireless router is working correctly, i.e., you can wirelessly connect to the Internet from your laptop.
- Printer power switch is On.
- Network cable *is not* connected to the printer.

1 Enable Wi-Fi Settings

Ensure that the printer's Wi-Fi function is enabled, as follows:

1. Press [Menu].
2. Scroll [▼] to [Host Interface], and press [OK].
3. Scroll [▼] to [Network Settings], and press [OK].
4. Scroll [▼] to [Wi-Fi Config.], and press [OK].
5. Select [Wi-Fi], and press [OK].
6. Scroll [▼] to [Active], and press [OK].
Note: Alert LED lights.
7. Press [Menu] to exit. Display reads, *Please Restart Machine*.
8. Turn **printer power switch Off**. Wait a moment, and then turn On.
9. Continue with 2.

2 Configure IP Address Settings

Choose automatic *or* manual method for setting the printer's IP address.

Automatic

1. Press [Menu].
2. Scroll [▼] to [Host Interface], and press [OK].
3. Scroll [▼] to [Network Settings], and press [OK].
4. Scroll [▼] to [IPv4 Config.], and press [OK].
5. Select [DHCP], and press [OK].
6. Scroll [▼] to [Active], and press [OK].

Note: Alert LED lights.

7. Press **[Menu]** to exit. Display reads, *Please Restart Machine.*
8. Turn **printer power switch Off**. Wait a moment, and then turn **On**.
9. Continue with ③.

Manual

1. Press **[Menu]**.
2. Scroll **[▼]** to **[Host Interface]**, and press **[OK]**.
3. Scroll **[▼]** to **[Network Settings]**, and press **[OK]**.
4. Scroll **[▼]** to **[IPv4 Config.]**, and press **[OK]**.
5. Select **[DHCP]**, and press **[OK]**.
6. Select **[Inactive]** to manually specify the IP address, and press **[OK]**.
7. Select **[IP Address]**, and press **[OK]**.
8. Enter the printer's IPv4 address using the **[▲]** or **[▼]** keys.

Note:

- To go to the next field, and press **[OK]**.
 - To return to the previous field, press **[Escape]**.
10. When finished entering IP address, press **[OK]**.
 11. Select **[Subnet Mask]**, and press **[OK]**.
 12. Enter **Subnet Mask** using the **[▲]** or **[▼]** keys.

Note:

- To go to the next field, press **[OK]**.
 - To return to the previous field, press **[Escape]**.
13. When finished entering Subnet Mask, press **[OK]**.
 14. Repeat steps 11-13 for **[Gateway Address]**.
 15. Press **[Menu]** to exit. Display reads, *Please Restart Machine.*
 15. Turn **printer power switch Off**. Wait a moment, and then turn **On**.
 16. Continue with ③.

③ Select Wireless Configuration Method

PBC (WPS) Method

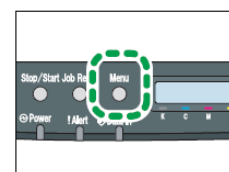
[PIN Method](#)

[Manual Method](#)

PBC (WPS) Method

The following operations are only performed when connecting a new printer to your Wi-Fi router for the first time. Once a WPS connection is configured, the Web Image Monitor utility can be used to view or change wireless settings.

1. Press **[Menu]**.
2. Scroll **[▼]** to **[Host Interface]**, and press **[OK]**.
3. Scroll **[▼]** to **[Network Settings]**, and press **[OK]**.
4. Scroll **[▼]** to **[Wi-Fi Config.]**, and press **[OK]**.



5. Scroll [▼] to [WPS], and press [OK].
6. Select [PBC], and press [OK].
7. Firmly press the router's [WPS] button, within two minutes.

Note:

- **Connection succeeded:** Display reads: *PBC Connection Succeeded*.
 - **Connection failed:** Display reads: *PBC Connection Failed*. Restart the machine, check that the router is working properly, and then try again. If the problem persists, contact 1-800-RICOH38 (742-6438), option #1.
 - **Check wireless connection status:** Press [Menu] ► [Host Interface] ► [Network Settings] ► [Wi-Fi Config.] ► [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Menu]. **Note:** Also see [Appendix B: Check Connection Status](#).
 - **Confirm printer's IP address:** Press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Menu]. The printer's IP address is also on the Configuration Report. See [Appendix B: Print Configuration Report](#).
8. Next, **install Network Printer Driver**. See [3.2 Network Printer Driver Install](#).



STEP 3

Install Printer Driver

The supplied *Printer Drivers and Utilities* CD contains the software that enables the printer and computer to communicate. 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.

Important: If you do not have the printer's software CD, you can download the files from Ricoh's website (<http://www.ricoh-usa.com/downloads>). Download instructions for the Printer Driver can be found in [Appendix C: Printer Driver Download](#).

3.1 USB Printer Driver Install

If you have a local connection to your computer, using a [USB cable](#), you must install the printer driver.

Note:

- The following components can be installed:
 - PCL 6 Printer Driver
 - PCL 5c Printer Driver
 - PostScript 3 Printer Driver
- Close all applications currently running, and ensure that no documents are in the [print queue](#).
- The procedures in this section are based on Windows 7. The actual procedures may vary depending on the computer operating system in use.

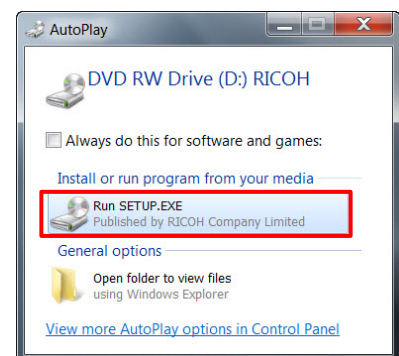
To install the USB printer driver, proceed as follows:

1. Confirm that the **USB cable (rectangular plug) is connected to your computer**, and the **square plug to printer is disconnected**. Also make sure the printer **power switch is Off**.

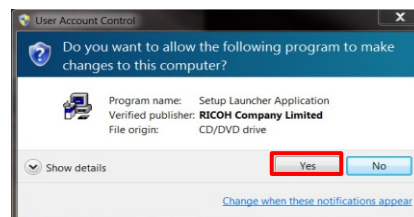
Note: During software installation, you will connect the USB cable (square plug) to your printer, and turn the printer On.

2. Insert the supplied **Printer Drivers and Utilities** CD into CD-ROM drive.
3. Click **[Run SETUP.EXE]**.

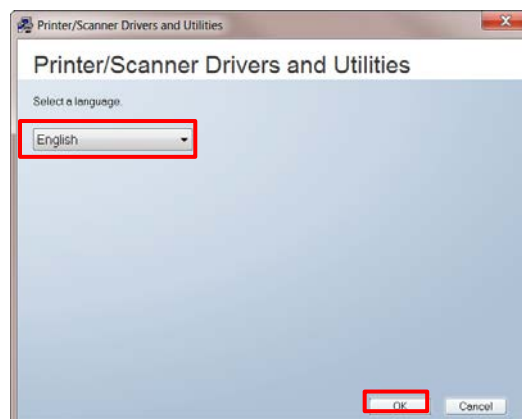
Note: The installer launches automatically. If not, double-click *SETUP.EXE* from the CD's root directory.



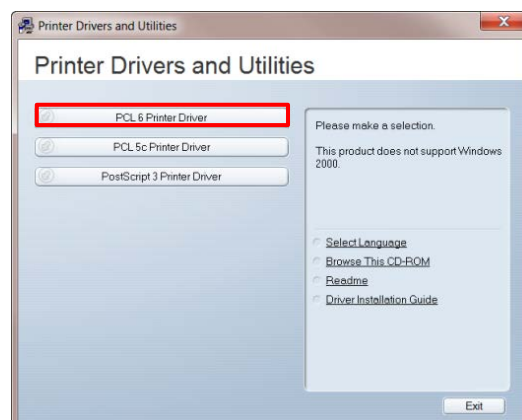
4. If **User Account Control** message displays, click [**Yes**].



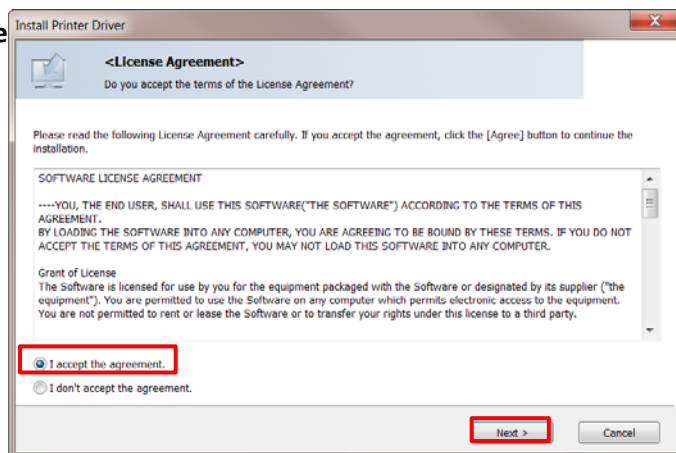
5. If necessary, **select language**, and click [**OK**].



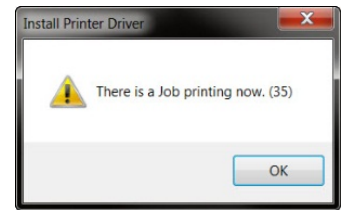
6. Select the **Printer Driver** you wish to install, e.g., **PCL 6**.



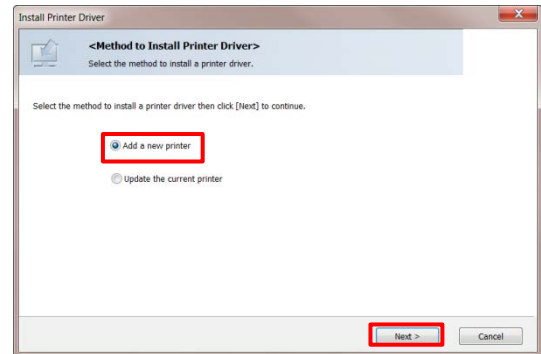
7. Read the **License Agreement**, select [**I accept the agreement**], and click [**Next >**].



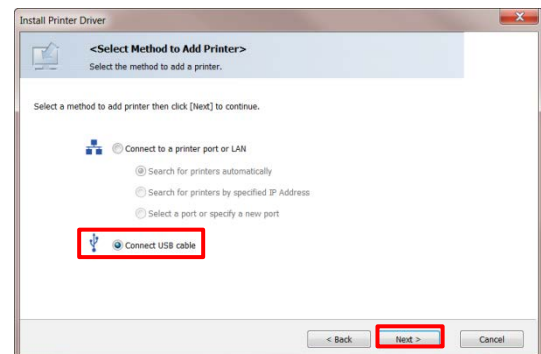
Note: If a print job is pending (in queue), a warning message appears: *There is a job printing now*. Click [OK] twice, and then [Finish] to close windows. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel any document(s) in queue, and repeat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



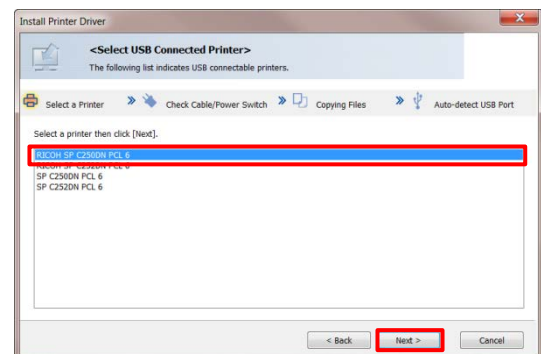
8. With [Add a new printer] selected, click [Next >].



9. Select [Connect USB Cable], and click [Next >].



10. Select [RICOH SP C250DN PCL 6], and click [Next >].

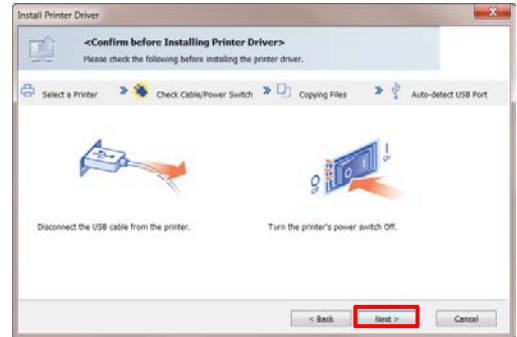


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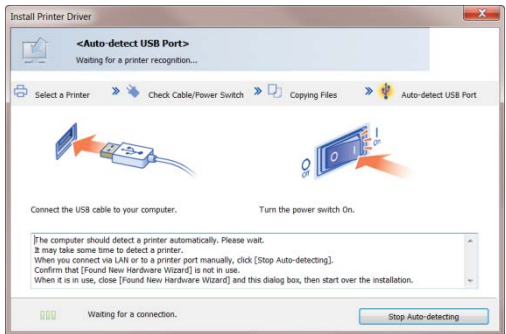
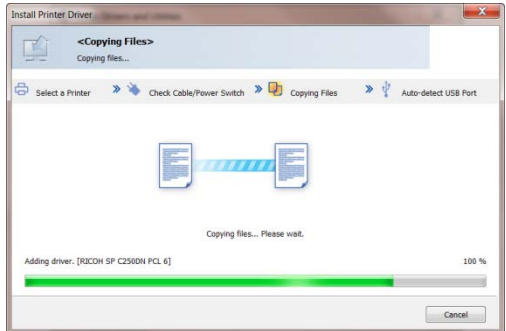
11. Confirm that the **USB cable is disconnected from the printer** and **printer power switch is Off**.

12. Click [**Next >**].

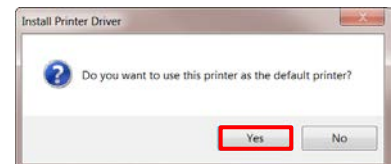


13. Now, **connect the USB cable (square plug) to the printer**, and turn **printer power switch On**.

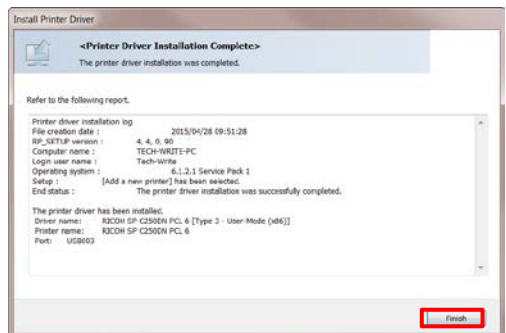
Note: Please wait a moment while the computer detects the printer.



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



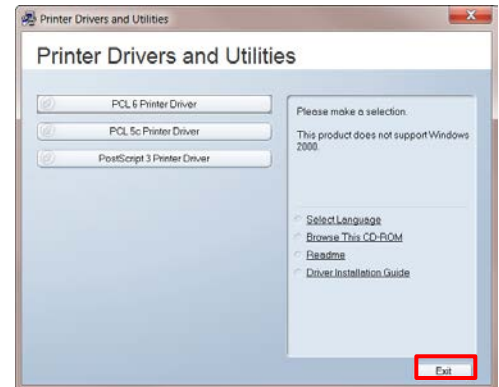
15. Click [**Finish**].



16. Click [Exit].

USB Printer Driver installation is complete!

17. Go to [Step 4: Print Test Page](#).



3.2 Network Printer Driver 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 printer driver software from the supplied CD. If you do not have the CD, the software can be downloaded from the Ricoh website (www.ricoh-usa.com). Also see [Appendix C: Printer Driver Download](#).

Note:

- The following components can be installed:
 - PCL 6 Printer Driver
 - PCL 5c Printer Driver
 - PostScript 3 Printer Driver
- Close all applications currently running, and ensure that no documents are in the [print queue](#).
- The procedures in this section are based on Windows 7. The actual procedures may vary depending on the computer operating system in use.

To install the printer driver, proceed as follows:

1. [Wired Connection](#): Confirm that the network cable is plugged into the printer's Ethernet port, and turn printer power switch **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](#) between the printer and Wi-Fi router.

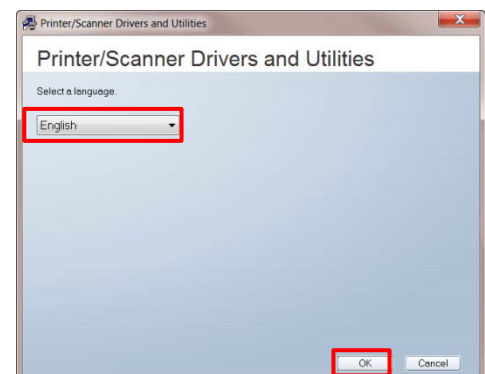
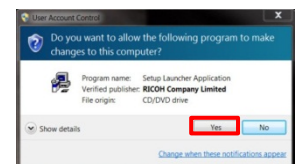
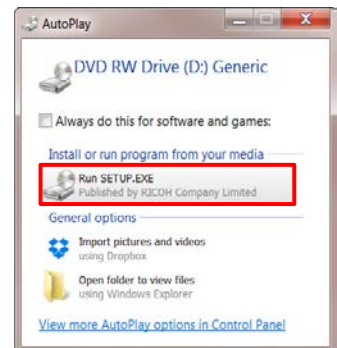
2. Insert the supplied **Printer Drivers and Utilities** CD into the CD-ROM drive.

3. Click [**Run SETUP.EXE**].

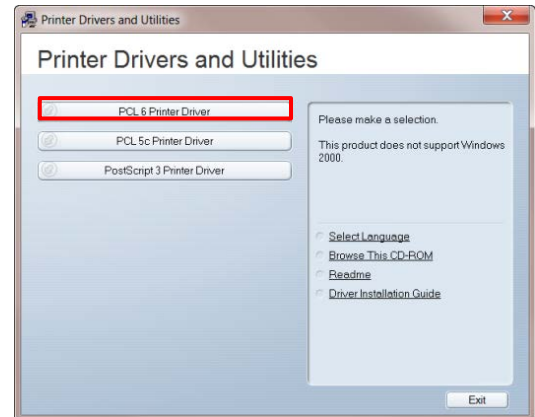
Note: The installer launches automatically. If not, double-click *SETUP.EXE* from the CD's root directory.

4. If **User Account Control** message displays, click [**Yes**].

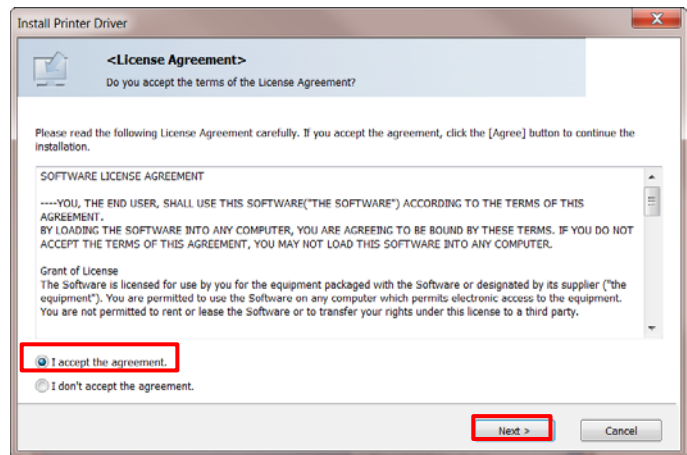
5. If necessary, **select language**, and click [**OK**].



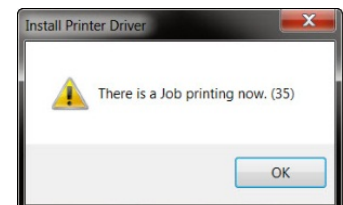
6. Select the **Printer Driver** you wish to install, e.g., **PCL 6**.



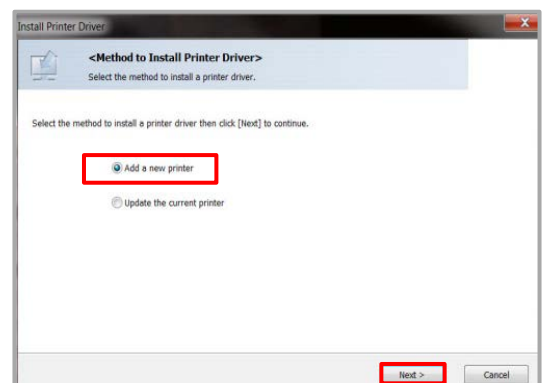
7. Read the **License Agreement**, select [**I accept the agreement**], and click [**Next >**].



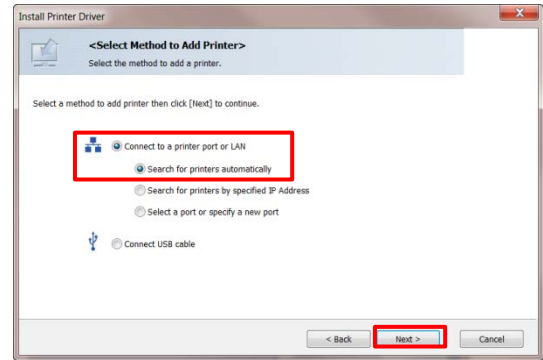
Note: If a print job is pending (in queue), a warning message appears: *There is a job printing now*. Click [OK] twice, and then [Finish] to close windows. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer icon. Cancel any document(s) in queue, and repeat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



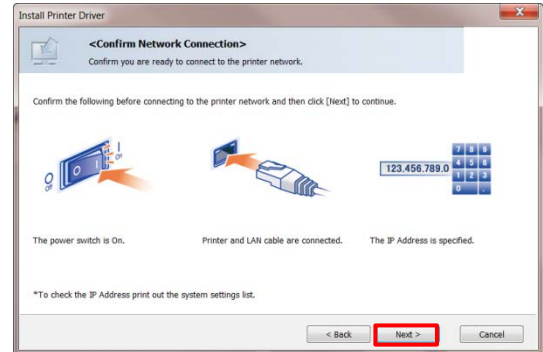
2. With [**Add a new printer**] selected, click [**Next >**].



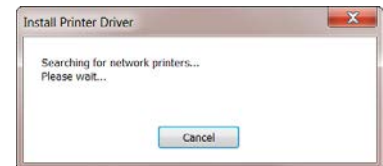
3. With [Connect to a printer port or LAN] and [Search for printers automatically] selected, click [Next >].



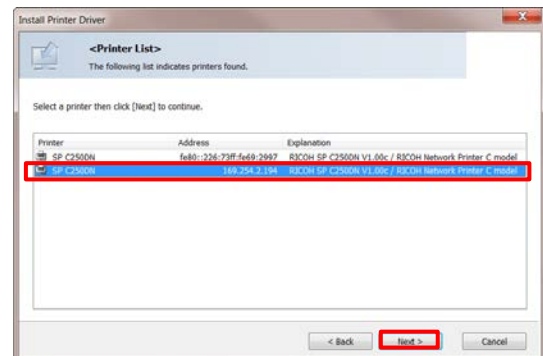
4. **Wired Connection:** Confirm that the network (Ethernet) cable is connected and printer power switch is On.
Wireless Connection: Network cable is not required, but printer power switch must be On.



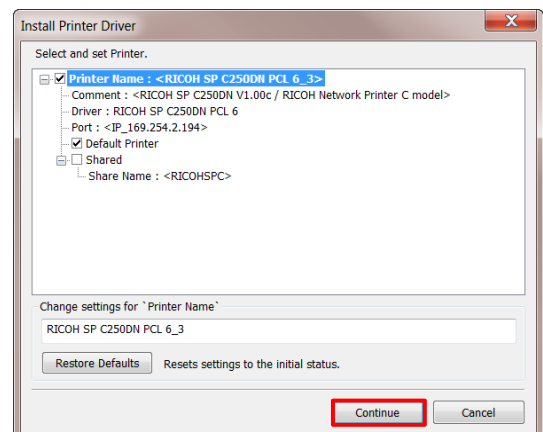
5. Click [Next >].



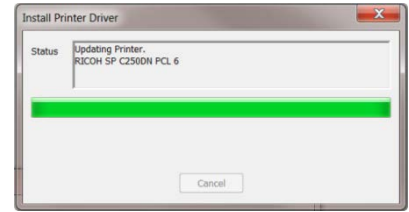
6. If necessary, select [SP C250DN], and click [Next >].



7. Click [Continue].

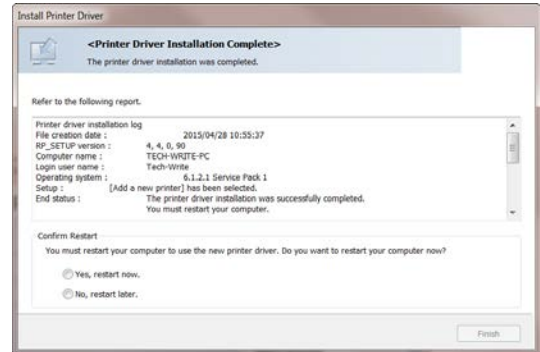


Software installation begins....



8. Click **[Finish]**.

Note: The *Printer Driver Installation Complete* screen may include a *Restart* confirmation.



9. If necessary, click **[Exit]**.

Network Printer Driver installation is complete!



10. Go to [Step 4: Print Test Page...](#)

STEP 4

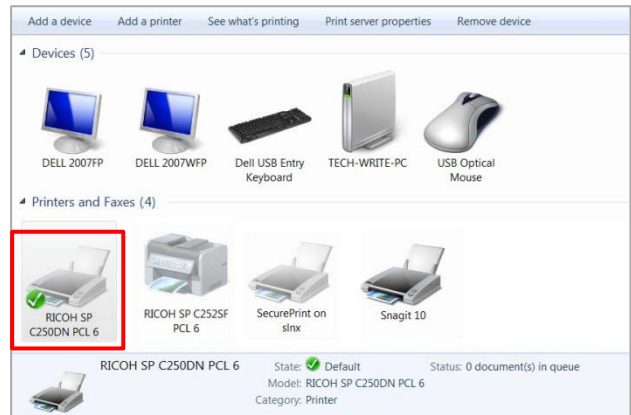
Print Test Page

This final step confirms that your computer and printer are communicating. Do so by printing a *Test Page* (via Windows).

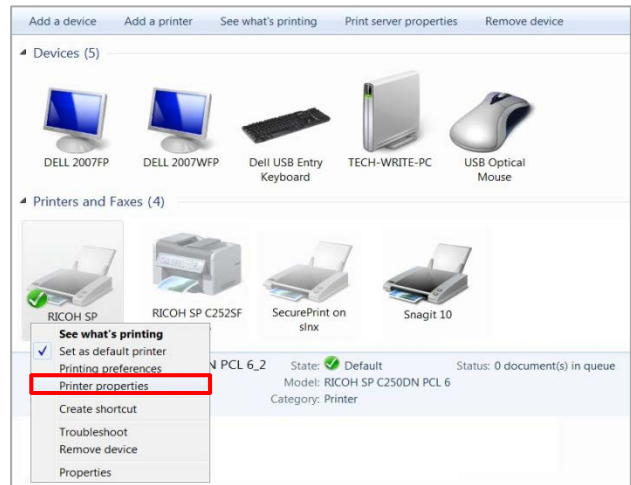
Note: If a wired (Ethernet) or wireless connection was made, the print out will include the device's IP address, e.g., 192.168.1.9.

To print a Test Page, proceed as follows:

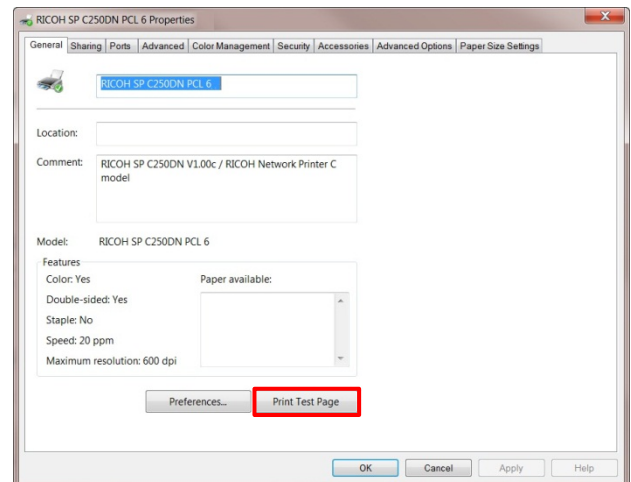
1. Click [Start] ► [Devices and Printers].
2. Right-click [RICOH SP C250DN PCL 6] icon.



3. Select [Printer properties].



4. Click [Test Print Page].
5. Click [Close].
6. Click [X] to close open windows.



Appendix A

Print Configuration Report

After establishing a wired (Ethernet) or wireless connection, print the Configuration Report (via the printer's control panel) to determine the device's IP address (outlined in red below).

To print the Configuration Report, proceed as follows...

1. Press [Menu] Menu:
Paper Input
2. Press [▼]. Menu:
List/Test Print
3. Press [OK]. List/Test Print:
Config. Page → Processing...
4. Press [OK].

Configuration Pages prints...

Configuration Page (1/2)		RICOH SP C250DN	
System Reference			
Machine ID	X084P00998		
Total Memory	128MB		
Firmware Version	Bootload[V1.00], Firmware[V1.00], Engine[V1.00]		
Printer Language	PCL 5[V1.00], PCL 3[V1.00], Adobe PostScript 3[V1.00]		
Attached Equipment	None		
Color Status			
Black	S	Yellow	S
Magenta	S	Cyan	S
Supply Status			
Waste Toner Bottle	Intermediate Transfer Unit		
Fusing Unit	Transfer Roller		
Paper Input			
Tray 1 Priority	Tray 1		
Bypass Tray Priority	Machine Setting(s)		
Bypass Tray	8 1/2 x 11 Middle Thick Paper (75-90g/m ²)		
Tray 1 Priority	Machine Setting(s)		
Tray 1	8 1/2 x 11 Middle Thick Paper (75-90g/m ²)		
Tray 2			
System			
Auto Continue	OFF	Copies	1
Sub Paper Size	OFF	Duplex	OFF
Blank Page Print	On	Energy Saver Mode 1	OFF
Energy Saver Mode 2	On	Energy Saver 2 Timer	1 minute
B&W Page Default	On	Print Error Report	OFF
Default Paper Size	8 1/2 x 11	B&W Print Priority	OFF
PCL 6 Mode	SP C250 C252		
Host Interface			
Timeout (E/SB)	60 seconds	Timeout (Network)	60 seconds
DHCP	Active	IP Address	169.254.2.194
Subnet Mask	255.255.0.0	Gateway Address	169.254.2.194
Fixed USB Port	OFF	IPv6	Inactive
Active Interface	Ethernet		
PCL Menu			
Orientation	Portrait	Form Lines	60
Font Number	0	Point Size	12.00
Font Pitch	10.00	Symbol Set	PC-8
Counter Font	Regular	Expand A&W Width	OFF
Append CR to LF	OFF	Resolution	600x600dpi 1bit
PS Menu			
Resolution	600x600dpi 1bit	Color Profile	Solid Color
Network Information			
MAC Address	06-26-75-69-28-97		
Host Name	C250DN-492987		
Counter List			
Total Counter	11	B&W Counter	4
Color Counter	7	Duplex Counter	0
Economy Color Print (Color)	0		
Error Log			
None			
0.0.0 / 0.0.0.0 / 11.0.0.0 0.0.0.0 / 0.0.0.0 / 0.0.0.0 / 1.1.1.1			

Configuration Page (2/2)		RICOH SP C250DN	
IPv6 Configuration			
IPv6	Active		
DNS Method	Auto/Static (DHCP)		
Primary DNS Server			
Secondary DNS Server			
Domain Name			
DHCP	Inactive		
IP Address (DHCP)			
Default Gateway Address			
Link Local Address	fe80::228:75ff:fe69:2987		
Station Address No.1			
Station Address No.2			
Station Address No.3			
Station Address No.4			
Manual Configuration Address			
Prefix Length			
Gateway Address			
Wireless Status			
Status	Inactive		
MAC Address	Unavailable		
Communication Mode	Infrastructure		
SSID	None		
Wireless Signal	IPS(Unavailable)		
Mixed Mode Indication	None		
Wireless Configuration			
SSID	None		
Communication Mode	Infrastructure		
Authentication	Open System		
Encryption	None		

Appendix B

Check Connection Status

You can confirm that the connection to your printer is working properly from the printer's control panel or by using Web Image Monitor (WIM). WIM is a utility built into the printer, which enables authorized users to easily view, program or change printer settings via a web browser

Printer Control Panel

1. Press [Menu].
2. Scroll [▼] to [Host Interface], and press [OK].
3. Scroll [▼] to [Network Settings], and press [OK].
4. Scroll [▼] to [Wi-Fi Config.], and press [OK].
5. Scroll [▼] to [Wi-Fi Status], and press [OK].

Wi-Fi Status:
Connected

Web Image Monitor

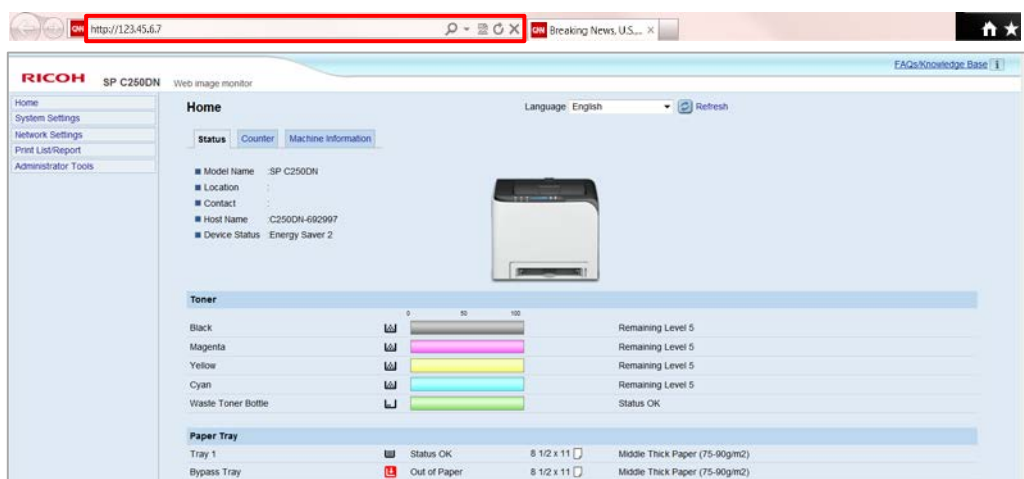
Before proceeding, please check the following:

- Printer power switch is On.
- Printer is connected to network (via Ethernet cable).
- Printer's [IP Address](#) is available.

Note: To view IP address from the control panel, press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Menu].

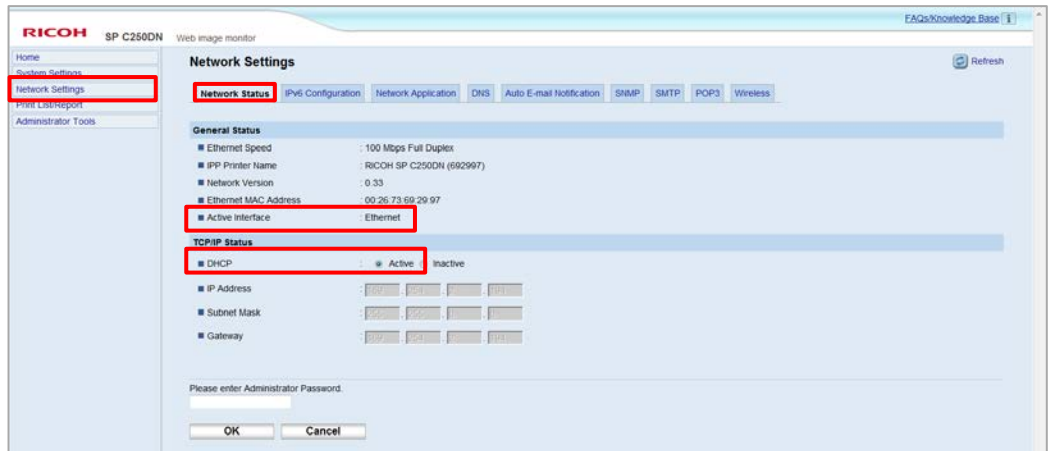
1. Open **web browser**.
2. In address bar, **enter printer's IP Address**.

Home page displays...

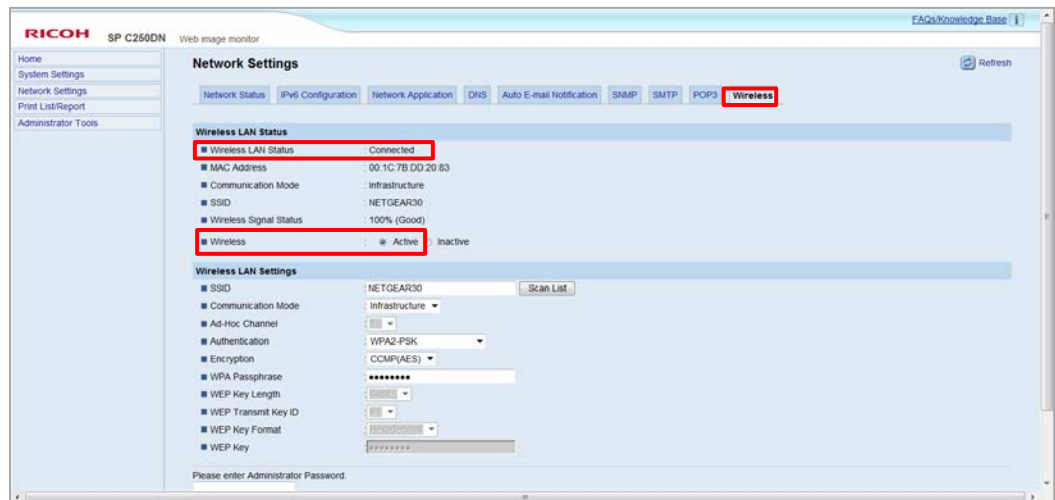


3. Click [Network Settings].

Ethernet Connection Status[Network Status Tab]



Wireless LAN Connection Status [Wireless tab]



4. When finished, click [X] to close browser.

Appendix C

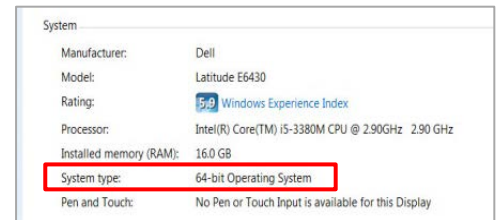
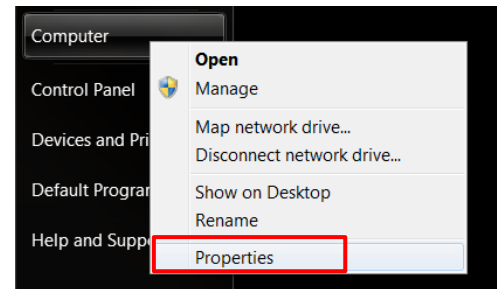
Printer Driver Download

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 Driver and Utilities* software CD, you can download the printer driver from the Ricoh website, as follows:

Note: Check that you have connected the printer to your computer. See [STEP 2: Connect Printer](#).

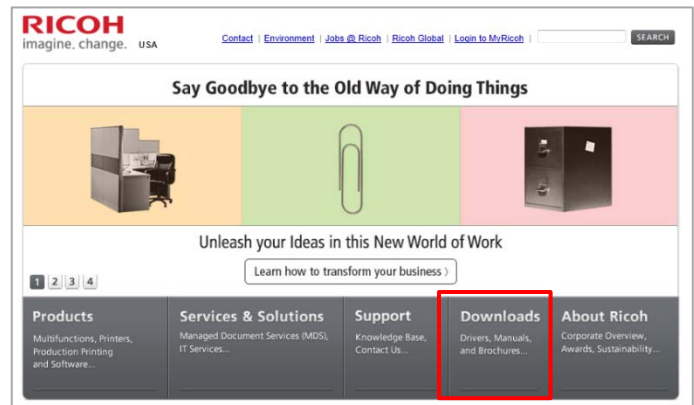
1. Check for 32-bit or 64-bit computer operating system...

- 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...

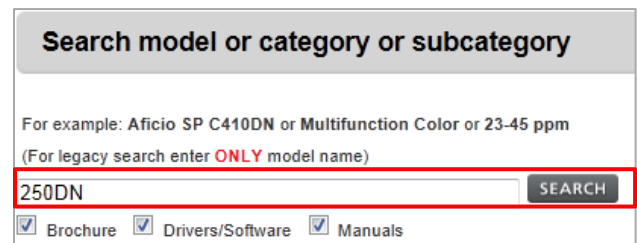
- a. Open **web browser**.
- b. Enter www.ricoh-usa.com.
- c. Click **[Downloads]**.



- d. In **Search** field, enter: **250DN**.

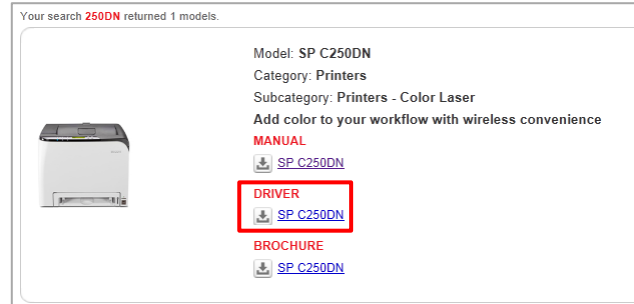
Note: To narrow search, deselect Brochure and Manuals checkboxes.

- e. Click **[SEARCH]**.



- f. Under **DRIVER** category, click [SP C250DN].
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]** button.

Microsoft Windows 7 (x64)				
Description	Version	Update	File size	Download
PCL 6 Driver	Ver.1.00	03/12/2014	1,140 KB	Download
PCL 5c Driver	Ver.1.00	03/12/2014	1,112 KB	Download
PCL6 Driver for Universal Print	New! Ver.4.6.0.0	02/18/2015	18,636 KB	Download
PostScript3 Driver	Ver.1.00	03/12/2014	260 KB	Download
ICM files	Ver.1.0.0	02/06/2014	192 KB	Download
PrinterSwitcher	New! Ver.1.0.2.0	02/18/2015	1,252 KB	Download

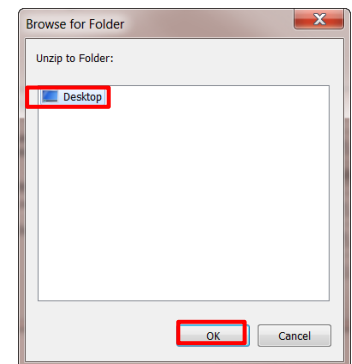
[Page Top](#)

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

- k. After download, **navigate to folder** where file was saved.

- l. Double-click on **file**.

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

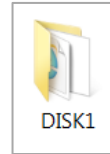


- n. Click [Unzip], and then [OK].



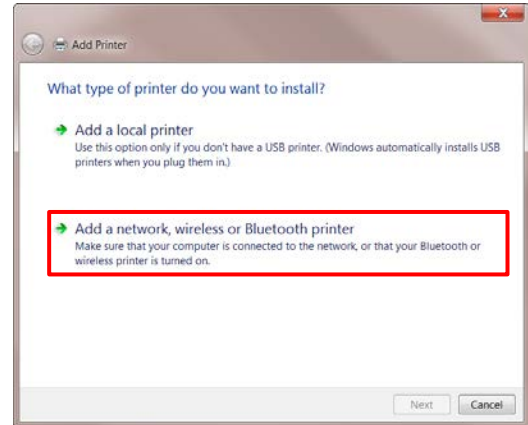
- o. Click [X] to close **Winzip**, and any other open windows.

p. On your desktop, you will see the new [DISK1] folder...

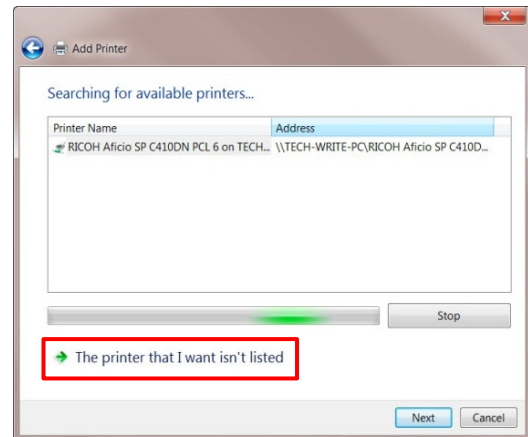


3. Continue with printer driver installation.

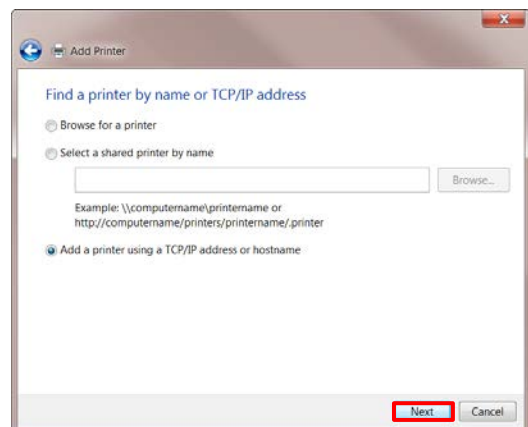
a. Click [Start] ► [Devices and Printers] ► [Add a printer] ► [Add a network, wireless...].



b. The SP C250DN should appear in the list. If not, click [The printer that I want isn't listed] and continue.



c. Either **browse for the printer** or select [Add a printer using a TCP/IP address or hostname], and click [Next].



d. Enter [Hostname or IP address].

Note: If you do not know your printer's IP address, press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Menu].

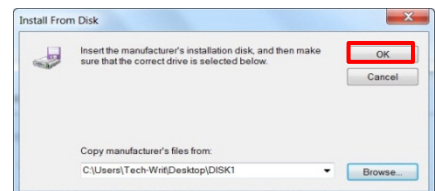
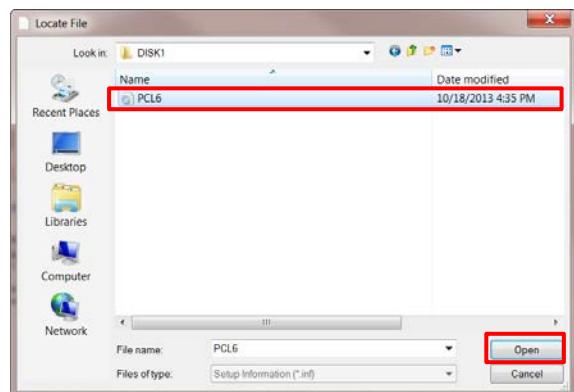
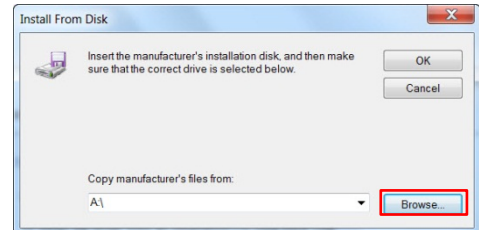
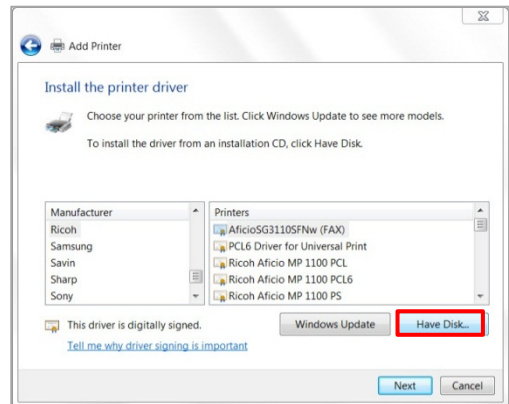
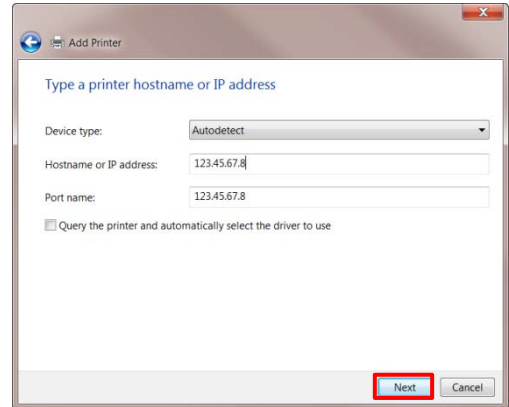
e. If necessary, deselect checkmark from [Query the printer...], and click [Next].

f. Click [Have Disk...].

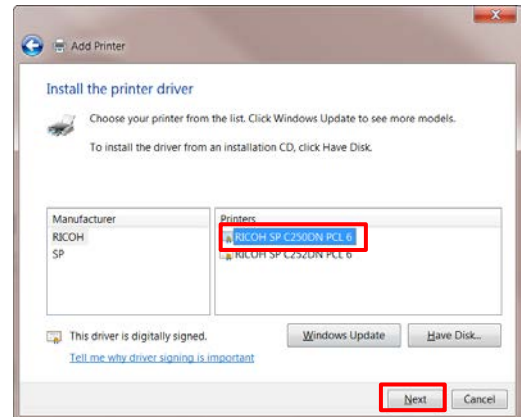
g. Click [Browse], and select [Desktop].

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

i. Click [OK].

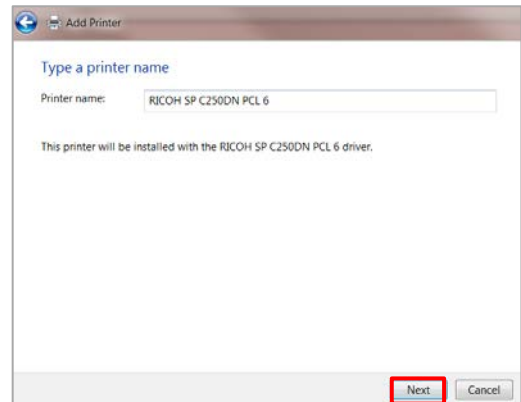


j. Select [RICOH SP C250DN PCL 6], and click [Next].

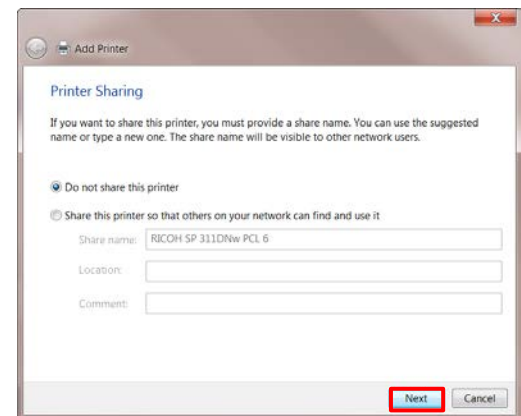


k. Click [Next].

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



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

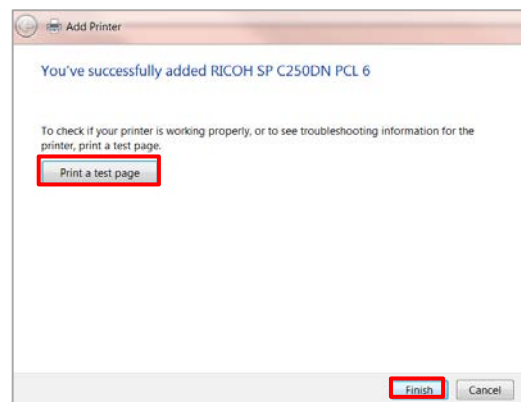


m. Click [Finish].

Network driver installation is complete!

Note:

- To manually add a new printer port, see [Appendix E: Add New Port](#).



Appendix E

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:

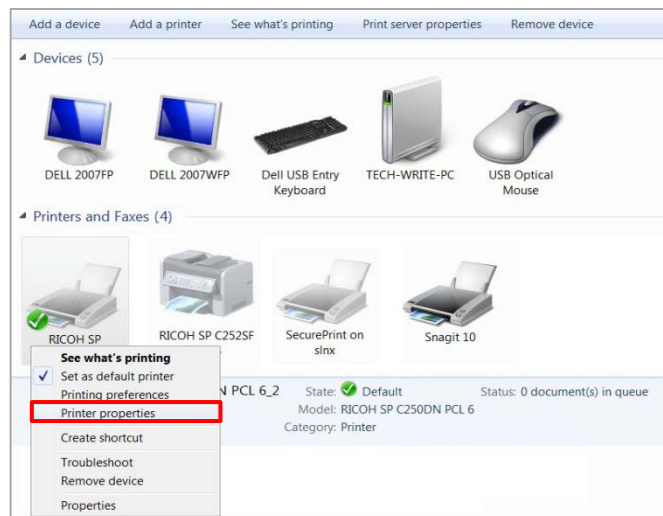
- Printer power switch is On.
- Network is connected and configured.
- Printer's IP address is available. If the printer was previously configured, with IP address assigned, the Configuration Report shows the address. See [Appendix B: Print Configuration Report](#). You can also view the IP address on the printer's control panel. Press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Menu].

To add a new printer port, proceed as follows:

1. Click [Start] ► [Devices and Printers].
2. Right-click [RICOH SP C250DN PCL 6] icon.



3. Select [Printer properties].

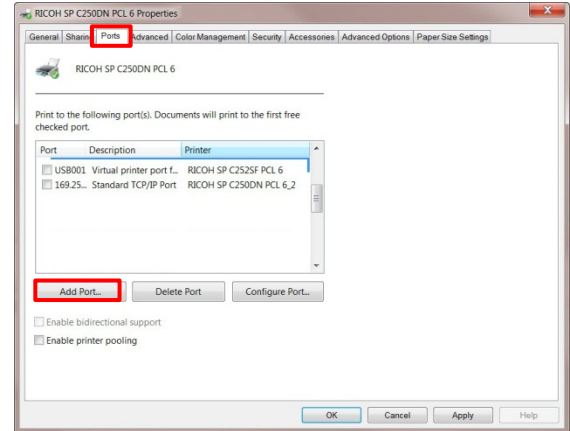


RICOH SP C250DN/SP C252DN Color Laser Printers

Getting Started Guide

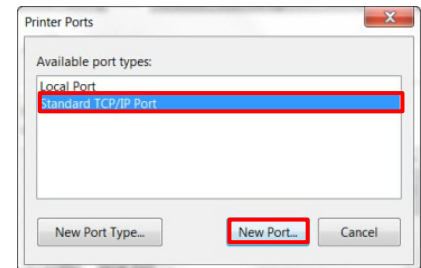
4. Select [**Ports**] tab.

5. Click [**Add Port...**].

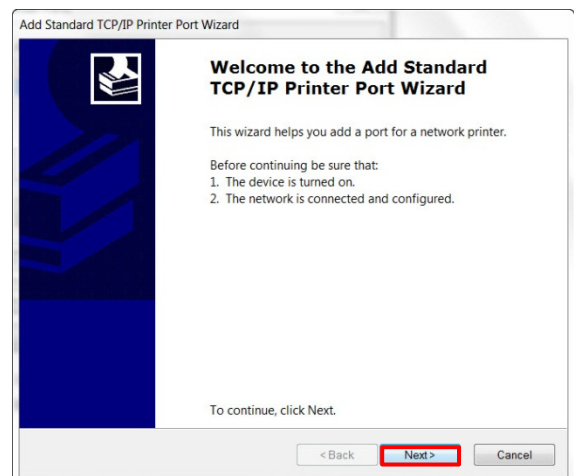


6. Select [**Standard TCP/IP Port**].

7. Click [**New Port...**].



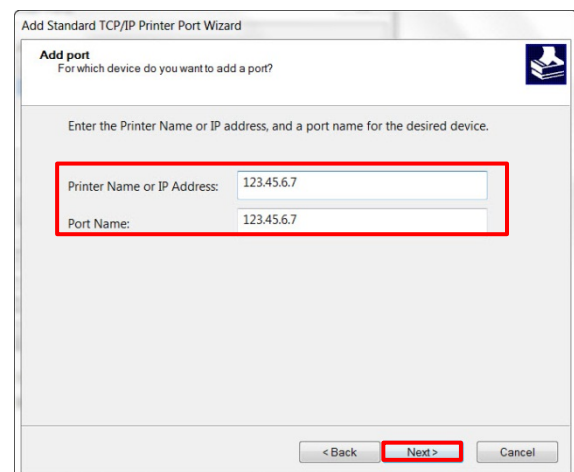
8. Click [**Next >**].

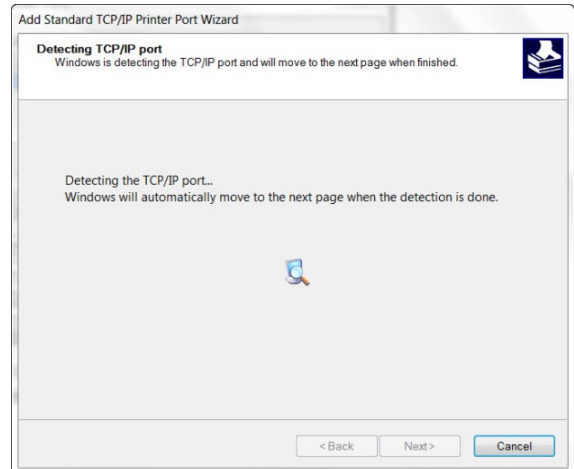


9. In [**Printer Name or IP Address**] field, enter **printer's IP address**.

Note: Port Name field populates automatically.

10. Click [**Next >**].





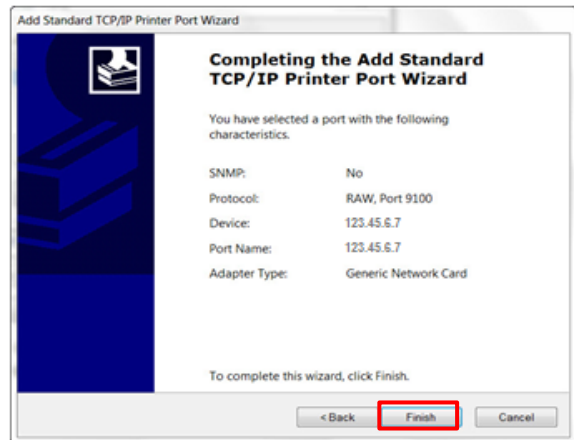
11. Click [**Finish**].

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 C250DN PCL 6]. Select [Printer properties] ► [Print Test Page].



Appendix E

Other Wireless Setup Methods

There are other methods used to wirelessly network the printer to your computer using a Wi-Fi router – PIN Method and Manual Method. These methods can be an alternative to the [PBC \(WPS\) Method](#) if a Wi-Fi router does not support WPS or does not have a dedicated WPS button.

PIN Method

You can enable wireless communication by registering the device’s PIN through the router’s web page. 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 into the router’s web page, so have your user name and password ready. Once logged in, you can enter the device’s PIN, thus establishing 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.

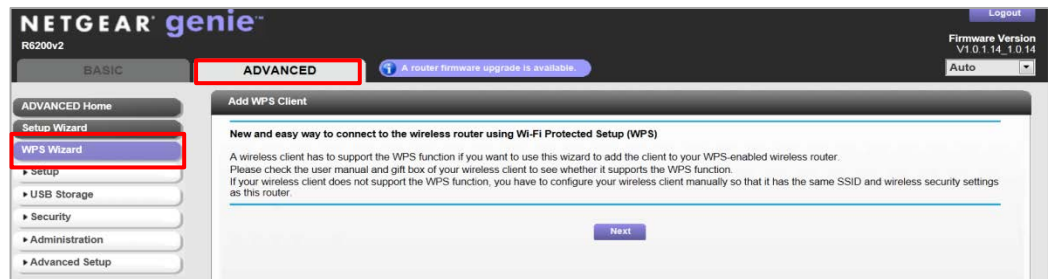
Before proceeding, please check the following:

- Wireless router is working correctly, e.g., you can wirelessly connect to the Internet from your laptop.
- [Wi-Fi \(Wireless LAN\)](#) and [IP Address \(DHCP\)](#) settings are enabled (“Active”). See [p10](#), steps ❶ and ❷.
- A cable (USB or Ethernet) is not connected to the printer.
- Printer power switch is On.

To connect using the PIN Method, proceed as follows:

1. Launch **web browser** from computer connected to router.
 - a. Enter **router URL/IP address**, e.g., www.routerlogin.net.
 - b. Enter **User Name** and **Password**.
 - c. 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.



- d. Follow prompts to open screen with Client PIN entry field.



3. On printer control panel, access **PIN Code...**
- Press [**Menu**].
 - Scroll [**▼**] to [**Host Interface**], and press [**OK**].
 - Scroll [**▼**] to [**Network Settings**], and press [**OK**].
 - Scroll [**▼**] to [**Wi-Fi Config.**], and press [**OK**].
 - Scroll [**▼**] to [**WPS**], and press [**OK**].
 - Scroll [**▼**] to [**PIN**], and press [**OK**].

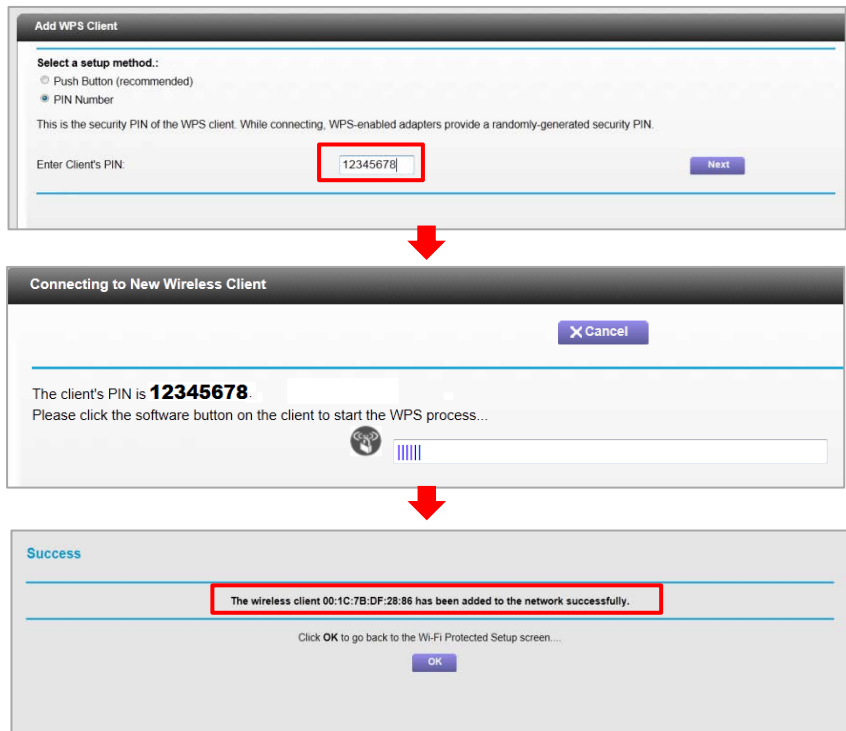
Note: If *PIN Connection Failed* displays, be sure that there is no network cable connected to the printer. Restart the printer and try again. If the connection fails again, be sure that [Wi-Fi](#) and [IP Address](#) functions are enabled (“Active”). See [p10](#), steps ❶ and ❷.

- g. Write down displayed **PIN Code**.

PIN: 12345678
Connecting...

4. On router web page, enter **PIN Code**.

Important: You must enter PIN code on router web page within two minutes or control panel will indicate “Failed.”



Note:

- **Connection Succeeded:** Display reads: *PIN Connection Succeeded*. Press [**Menu**] to return to main screen.
 - **Connection Failed:** Display reads: *PIN Connection Failed*. Check that the router is working properly and try again.
5. Next, **install Network Printer Driver**. See [3.2 Network Printer Driver Install](#).

Manual Method

If your router doesn't support WPS, for instance some older routers don't, 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 Web Image Monitor

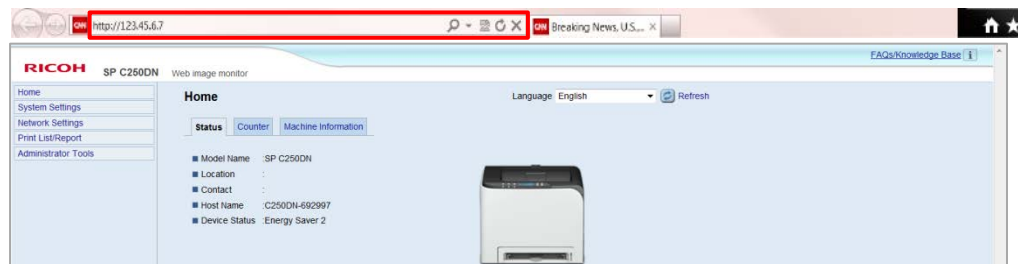
Web Image Monitor (WIM) is a utility built in to the printer, which enables authorized users to easily view, program or change printer settings via a web browser. For instance, if you would like to program wireless settings manually, and you cannot use PBC or PIN methods – WIM simplifies the process. 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:

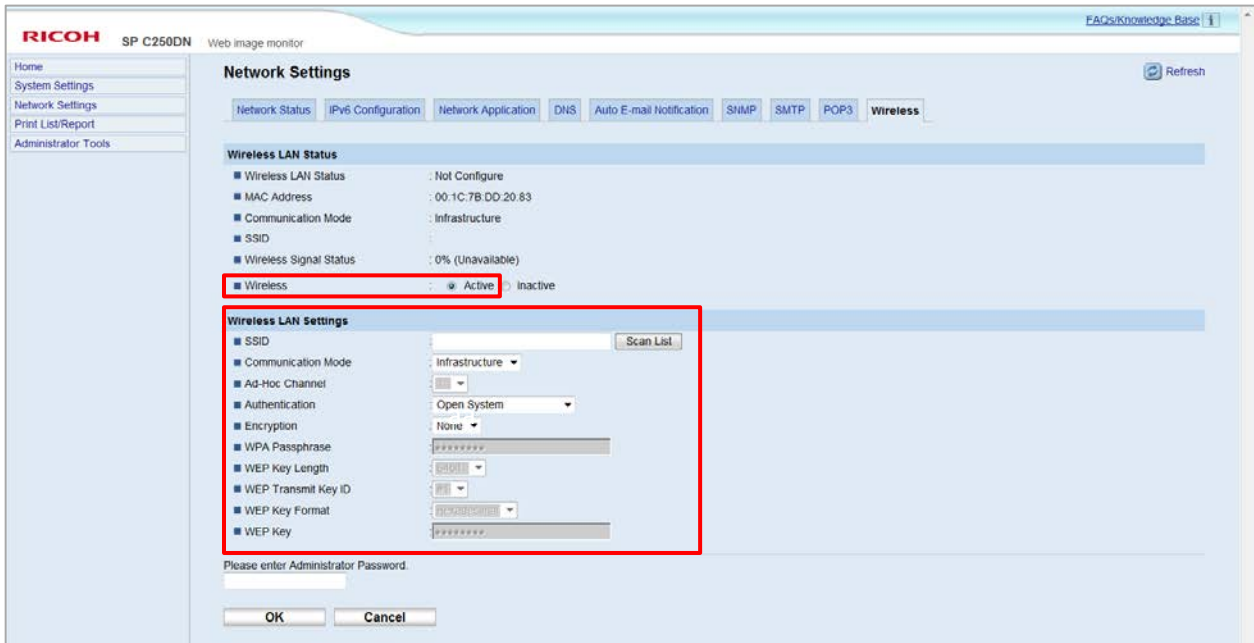
- Printer power switch is On.
- Printer is connected to network (via Ethernet cable).
- Printer's [IP Address](#) is available. **Note:** To view IP Address on printer control panel, press [Menu] ► [Host Interface] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. To exit, press [Menu].

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. Click [Network Settings], and then select [Wireless] tab.
4. Set [Wireless] to [Active].



5. Adjust **Wireless LAN Settings** to match those of your Wi-Fi router, as outlined below:

Setting	Description
SSID	Click [Scan List] to see available access points, if necessary. Select the destination SSID and configure associated settings.
Communication Mode	Select [Infrastructure], if necessary.
Ad Hoc Channel	Please see note on next page .
Authentication	Select Authentication method: <ul style="list-style-type: none"> • Open System • Shared Key • WPA2-PSK • Mixed Mode WPA/WPA2
Encryption	Select Encryption method based on chosen Authentication method. <ul style="list-style-type: none"> • Open System: Set [None] or [WEP] • Shared Key: [WEP] only • WPA2-PSK: Set [CCMP (AES)] • Mixed Mode WPA/WPA2: Set [TKIP/EAS] <p>Note: If Encryption method is set to [None], go to 5.</p>
WPA Passphrase	If [WEP] is selected for Encryption method, enter enabled fields. If [WPA2-PSK] or [Mixed Mode WPA/WPS2] 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: <ul style="list-style-type: none"> • 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**.
9. Turn **printer power switch Off**. Wait a moment, and turn **On**.
10. Next, **install Network Printer Driver**. See [3.2 Network Printer Driver Install](#).

Note: For further information on Web Image Monitor, please refer to the *Operating Instructions*, p101.

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.

Note: 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.

To configure Infrastructure mode, proceed as follows:

1. Check that the wireless router is working correctly.
2. Press **[Menu]**.
3. Scroll **[▼]** to **[Host Interface]**, and press **[OK]**.
4. Scroll **[▼]** to **[Network Settings]**, and press **[OK]**.
5. Scroll **[▼]** to **[Wi-Fi Config.]**, and press **[OK]**.
6. Scroll **[▼]** to **[Setup Wizard]**, and press **[OK]**.
7. Select **[Infrastructure]**, and press **[OK]**.

8. **Search SSID** to display the list, select the destination SSID, and press [**OK**].

Note:

If you cannot find the destination SSID, configure the SSID according to the following procedure.

- a. When entering the SSID, select [**Input SSID**], and press [**OK**].
 - b. Enter the SSID using the [**▼**] and [**▲**] keys.
 - To go to the next character, press [**OK**].
 - Press [**Escape**] to clear all characters.
 - c. When finished, press [**OK**].
9. Select **Authentication Method**, and press [**OK**]. The next step differs depending on the selected method.

Proceed to associated Step 10, below.

Authentication Method	Procedure
WPA2-PSK or Mix Mode WPA2/WPA	<ol style="list-style-type: none"> 10. Enter the Encryption Key (Passphrase) using the [▼] and [▲] keys, and press [OK]. <ul style="list-style-type: none"> • As the Passphrase, you can enter 8 – 64 hexadecimal digits (0-9, A-F, a-f). <ul style="list-style-type: none"> - To go to the next character, press [OK]. - Press [Escape] to clear all characters. 11. Press [OK]. Display reads: <i>Connect? Yes/No</i>. After connecting to the network, the Wi-Fi screen displays. 12. Select [Wi-Fi-Status] and press [OK]. <ul style="list-style-type: none"> • When <i>Connected</i> is displayed, the connection has been established. • When <i>Disconnected</i> is displayed, the connection has not been established. Start again from the beginning. 13. Turn printer power switch Off. Wait a moment, and turn On. 14. Next, install Network Printer Driver. See 3.2 Network Printer Driver Install.
Open System or Shared Key	<ol style="list-style-type: none"> 11. Enter the Encryption Key using the using the [▼] and [▲] keys, and press [OK]. <ul style="list-style-type: none"> • The maximum number of characters that can be entered in the Encryption Key field depends on the encryption method settings. For details about configuring these settings, see Using Web Image Monitor. • To go to the next character, press [OK]. • Press [Escape] to clear all characters. 12. Enter the ID using the [▼] and [▲] keys, and press [OK]. <ul style="list-style-type: none"> • The ID is used for identifying the encryption key. You can register four encryption keys (ID 1 to 4). 13. Press [OK]. 14. Select [Wi-Fi-Status] and press [OK]. <ul style="list-style-type: none"> • When <i>Connected</i> is displayed, the connection has been established. • When <i>Disconnected</i> is displayed, the connection has not been established. Start again from the beginning. 15. Turn printer power switch Off. Wait a moment, and turn On. 16. Next, install Network Printer Driver. See 3.2 Network Printer Driver Install.

Appendix F

Printer Specifications

Configuration	Desktop
Imaging Process	Laser Beam Scanning, Color Electrophotography Printing with Monocomponent Toner Development, 4-drum Tandem Method
Print Speed (Letter)	21 ppm B&W and Full-Color; 12 ppm Duplex
CPU Speed	350MHz
RAM Memory	128MB Standard/Maximum
Print Resolution	600 x 600 dpi (Default) (Speed Mode) 1200 x 600 dpi Equivalent (Standard Mode) 2400 x 600 dpi Equivalent (Fine Mode)
Fonts	80 PCL/PS
Printer Drivers/Languages	PCL 5c, PCL 6, PostScript 3 Emulation
Standard Interfaces	USB 2.0; 10/100Base-TX Ethernet; USB Host Interface for PictBridge; IEEE 802.11 b/g/n Wireless LAN (wired and wireless network connections cannot be active simultaneously)
Network Protocols	TCP/IP (IPv4, IPv6), IPP, Bonjour
Supported Environments	Windows XP/Vista/7/8/Server 2003/2003R2/2008/2008R2/2012 (32 bit/64 bit) and later; Mac OS X 10.6 and later; Citrix Metaframe

Note: For additional information, see the *Ricoh SP C250DN or SP C252DN brochure* and/or *Operating Instructions, Specifications of the Machine*, p190.

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