

RICOH

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SP C250SF/SP C252SF **Color Multifunction Printers** **Getting Started** **Guide**

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Preface

This guide explains how to connect the RICOH SP C252SF Color Multifunction Printer (hereinafter called “printer”) to your computer, install supplied software, and perform basic scanning operations. For detailed information on other supported features, such as copying, printing and faxing, please refer to the *Operating Instructions*.

Guides for This Solution

The following guides are available for the RICOH SP C252SF:

- **Getting Started Guide** (this document).
- **Operating Instructions** – This comprehensive guide (on CD) explains how to use the machine, for example, how to configure system settings, and how to copy, print, scan and fax. 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.
- **Wi-Fi Settings Guide** – This reference explains how to configure the printer for communication with a wireless router (access point).
- **Initial Guide for Fax** – This reference describes the installation and basic operation of the fax function.
- **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
ADF	Automatic Document Feeder
AP	Access Point (Wi-Fi Router)
DHCP	Dynamic Host Configuration Protocol
dpi	dots per inch
IP	Internet Protocol
JPEG	Joint Photographic Experts Group
LAN	Local Area Network
MFP	Multifunction Printer
PBC	Push Button Connect
PDF	Portable Document Format
PIN	Product Identification Number
PSK	Pre-shared Key
SSID	Service Set Identifier
TIFF	Tagged Image File Format
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

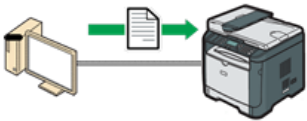

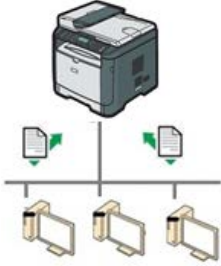



Before proceeding, please review **1.1 – 1.3**.

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 *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 network and interface settings through the printer's control panel. Keys that you will use most frequently are outlined below.



Item	Key	Description
1.	[User Tools]	Press to display all printer system and network settings.
2.	Scroll [▲] [▼][◀] [▶]	Press to scroll the screen up or down, left or right, to display settings or to adjust values. Note: When entering text, via the alphanumeric keypad, use the left scroll key [◀] to erase characters from right to left.
3.	[OK]	Press to select a highlighted setting.
4.	[Escape]	Press to return to previous screen or exit screen.
5.	Selection [☐]	Press key directly below the text to execute a function.

Note: For further information on control panel keys, please refer to the *Operating Instructions*, p24.

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 to 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.

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/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.

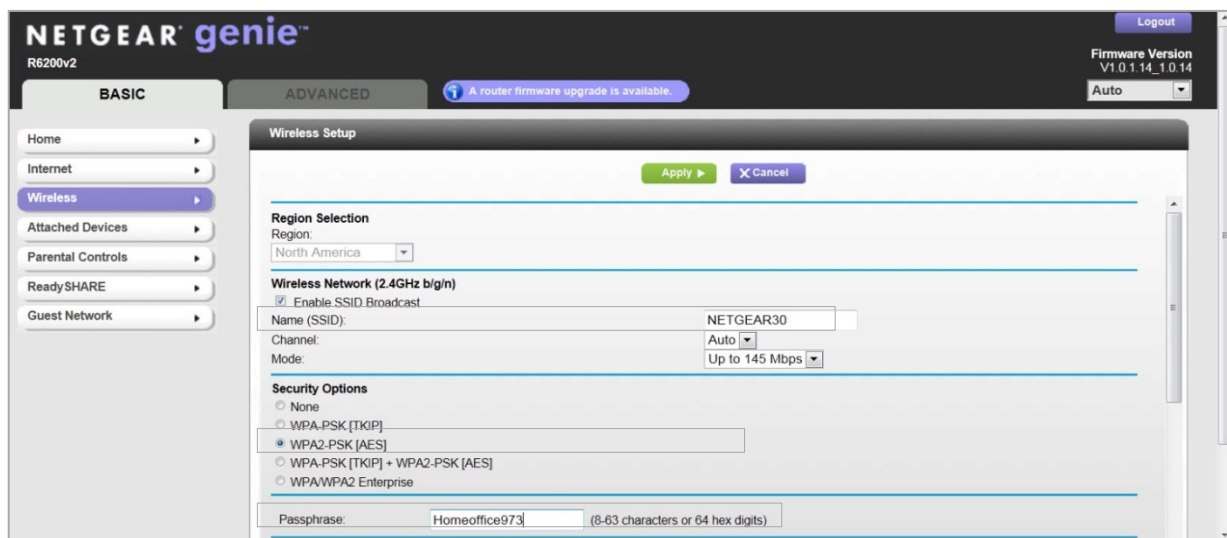


Manual Setup:

- [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).



Sample Router Web Page

① Enable Wi-Fi Settings

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

1. Press [**User Tools**].
2. Scroll [▼] to [**Network Settings**], and press [**OK**].
Note: If prompted for password, enter via numeric keypad, and press [**OK**].
3. Scroll [▼] to [**Wi-Fi Configuration**], and press [**OK**].
4. Select [**Wi-Fi**], and press [**OK**].
5. Select [**Active**], and press [**OK**].
6. To exit, press [**User Tools**]. Display reads, *Please Restart Machine*.
7. Turn **printer power switch Off**. Wait a moment, and then turn **On**.
8. Continue with ②.

② Configure IP Address Settings

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

Automatic

1. Press [**User Tools**].
2. Scroll [▼] to [**Network Settings**], and press [**OK**].
Note: If prompted for password, enter via numeric keypad, and press [**OK**].
3. Scroll [▼] to [**IPv4 Configuration**], and press [**OK**].
4. Select [**DHCP**], and press [**OK**].
5. Scroll [▼] to [**Active**], and press [**OK**].
6. Press [**User Tools**] to exit. Display reads, *Please Restart Machine*.
7. Turn **printer power switch Off**. Wait a moment, and then turn **On**.
8. Continue with ③.

Manual

1. Press [**User Tools**].
2. Scroll [▼] to [**Network Settings**], and press [**OK**].
Note: If prompted for password, enter via numeric keypad, and press [**OK**].
3. Scroll [▼] to [**IPv4 Configuration**], and press [**OK**].
4. Scroll [▼] to [**IP Address**], and press [**OK**].
5. Enter **IP address** via numeric keypad, and press [**OK**].
Note: Press [▶] or [◀] to move between fields.
6. Select [**Subnet Mask**], and press [**OK**].
7. Enter **Subnet Mask** via numeric keypad, and press [**OK**].
8. Repeat steps 6-7 for [**Gateway Address**].
9. Press [**User Tools**] to exit. Display reads, *Please Restart Machine*.
10. Turn **printer power switch Off**. Wait a moment, and then turn **On**.
11. Continue with ③.

3 Select Wireless Configuration Method

PBC (WPS) Method

[PIN Method](#)

[Manual Method](#)

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 (WPS) Method, proceed as follows:

1. Press [User Tools].
2. Scroll [▼] to [Network Settings], and press [OK].

Note: If prompted for password, enter via numeric keypad, and press [OK].

3. Scroll [▼] to [Wi-Fi Configuration], and press [OK].
4. Scroll [▼] to [WPS], and press [OK].
5. Select [PBC], and press [OK].

Display reads, "Connect in PBC?"

6. Press [Yes].

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

7. Firmly press the router's [WPS], within two minutes

Note:

- **Connection succeeded:** Display reads: Connection to AP has Succeeded. Press [Exit] ► [User Tools].
 - **Connection failed:** Display reads: *Connection to AP has Failed*, press [Exit]. 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 [User Tools] ► [Network Settings] ► [Wi-Fi Configuration] ► [Wi-Fi Status]. Display should read, *Connected*. To exit, press [Clear/Stop]. **Note:** Also see [Appendix A: Check Wi-Fi Connection Status](#).
 - **Confirm printer's IP address:** Press [User Tools] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Clear/Stop]. The printer's IP address is also on the Configuration Report. See [Appendix B: Print Configuration Report](#).
8. 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 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.

To connect using the PIN Method, proceed as follows:

1. Confirm that there is **no network cable** connected to the printer.

Note: If you have just removed the cable, restart the machine.

2. **Get PIN**

- a. Press [User Tools].
- b. Scroll [▼] to [Network Settings], and press [OK].

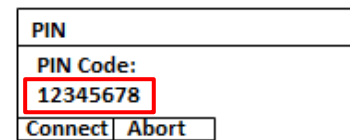
Note: If prompted for password, enter via numeric keypad, and press [OK].

- c. Scroll [▼] to [Wi-Fi Configuration], and press [OK].
- d. Scroll [▼] to [WPS], and press [OK].
- e. Scroll [▼] to [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.



PIN
PIN Code:
12345678
Connect Abort



NETGEAR genie

R6200v2

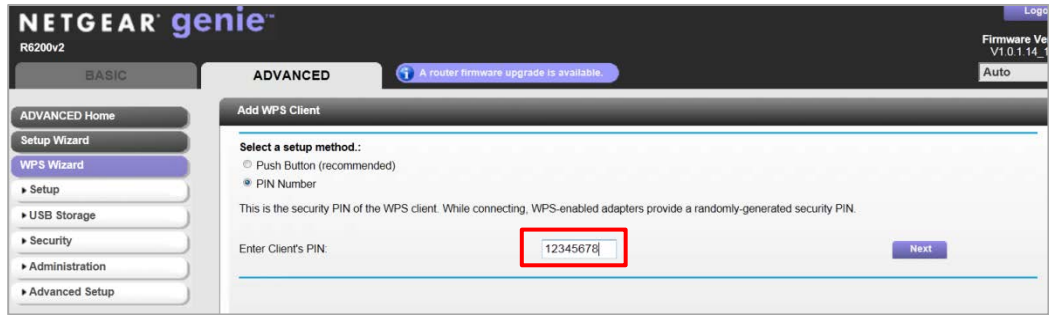
ADVANCED

WPS Wizard

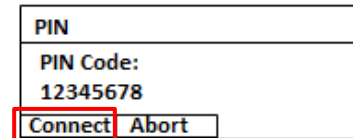
Add WPS Client

Next

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



3. Click [**Next**], if necessary.
4. On printer control panel, press [**Connect**].
5. 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.
6. Router web page should indicate, for example, "*The wireless client [xyz] has been added to the network successfully.*" Click [**Logout**].

7. Turn **printer power switch Off**. Wait a moment, and then turn **On**.
8. Check **wireless connection status**. Press [**User Tools**] ► [**Network Settings**] ► [**Wi-Fi Configuration**] ► [**Wi-Fi Status**]. Display should read, **Connected**. To exit, press [**Clear/Stop**].

Note: Also see [Appendix A: Check Wi-Fi Connection Status](#).

9. Next, **install Network Printer/Scanner Drivers**. See [3.2 Network Quick 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 the embedded [Web Image Monitor](#) utility (via your computer) or [Infrastructure Mode](#) (via the printer's control panel).

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 into 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.

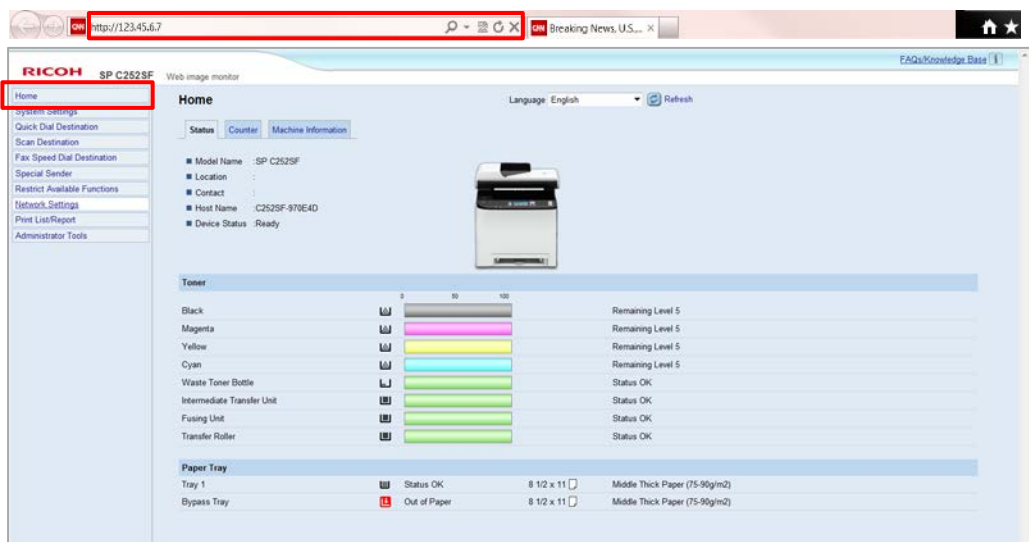
Before proceeding, please check the following:

- Printer power switch is On.
- Printer is connected to network (via Ethernet cable).
- Printer's [IP Address](#) is available. **Note:** From printer's control panel, press [User Tools] ► [Network Settings] ► [IPv4 Configuration] ► [IP Address]. Write the IP address down. To exit, press [Clear/Stop].

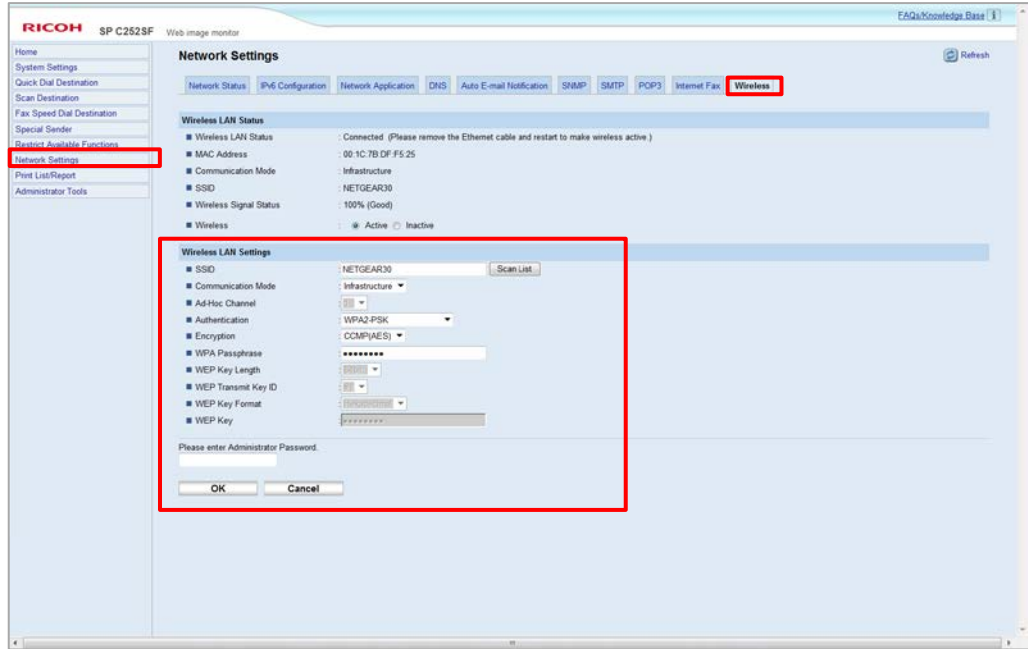
To configure wireless settings manually, using Web Image Monitor, proceed as follows:

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

Home page displays...



3. On navigation pane, click [Network Settings] ► [Wireless].



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

Setting	Description
SSID	The available access point is displayed. To see additional access points, click [Scan List].
Communication Mode	If necessary, select [Infrastructure].
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] Note: If Encryption method is set to [None], go to 5. • Shared Key: [WEP] only • WPA2-PSK: Set [CCMP (AES)] • Mixed Mode WPA/WPA2: Set [TKIP/EAS]
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	<p>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:</p> <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)

5. When finished, click **[OK]** to save changes.
6. Close **web browser**.
7. Check that **Wi-Fi is set to "Active."** Press **[User Tools] ► [Network Settings] ► [Wi-Fi Configuration] ► [Wi-Fi] ► [Active] ► [User Tools]**.
8. Disconnect **Ethernet cable**.
9. Turn **printer power switch Off**. Wait a moment, and turn **On**.
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 *Operating Instructions*, p233.

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. Press **[User Tools]**.
2. Scroll **[▼]** to **[Network Settings]**, and press **[OK]**.
3. Scroll **[▼]** to **[Wi-Fi Configuration]**, 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 [▼] 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....*
11. After display returns to **Setup Wizard**, press [**User Tools**] to exit.
12. Turn **printer power switch Off**. Wait a moment, and turn **On**.
13. Check **wireless connection status**. Press [**User Tools**] ▶ [**Network Settings**] ▶ [**Wi-Fi Configuration**] ▶ [**Wi-Fi Status**]. Display should read, **Connected**. To exit, press [**Clear/Stop**]. **Note:** Also see [Appendix A: Check Wi-Fi Connection Status](#).
14. Next, **install Network Printer/Scanner Drivers**, as outlined in [3.2 Network Quick Install](#).

STEP 3

Install Printer/Scanner Drivers

The supplied *Printer/Scanner Drivers and Utilities* 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/downloads). 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.

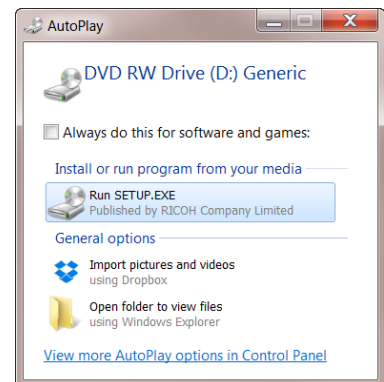
To install USB drivers, proceed as follows:

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](#).

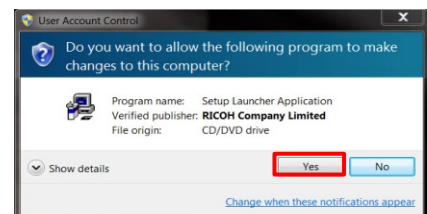
Note: During software installation, you will connect the USB cable (square plug) to your printer, and turn the printer On.

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

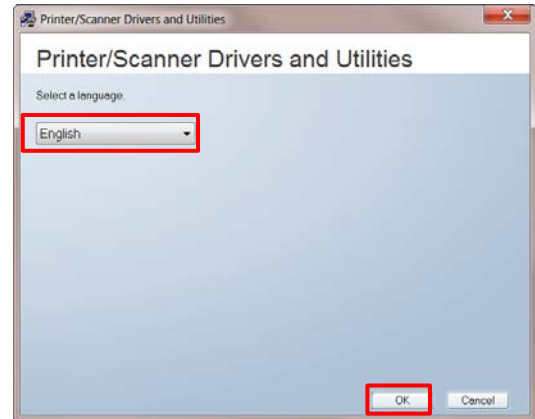
Note: The installer launches automatically. If not, double-click *SETUP.EXE* from the CD's root directory.



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



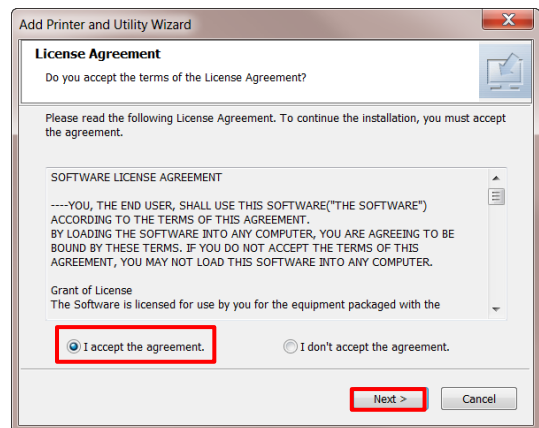
5. If necessary, **select a language**, and click **[OK]**.



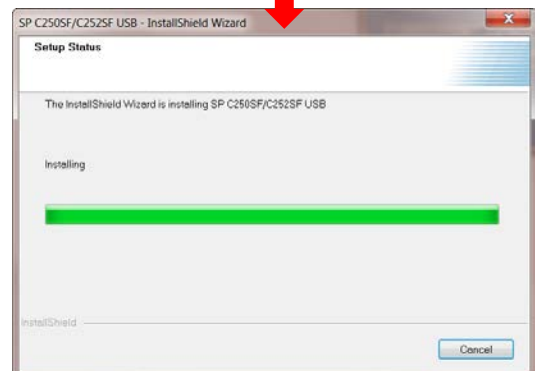
6. Click **[USB Quick Install]**.



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



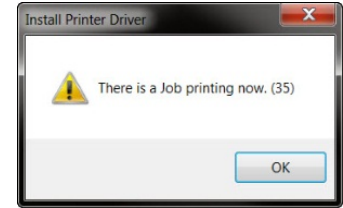
Software installation begins...



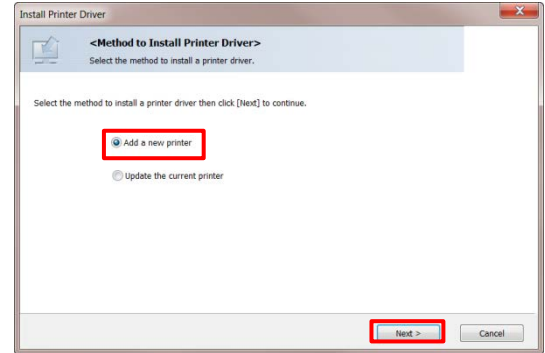
RICOH SP C250SF/SP C252SF Color Multifunction Printers

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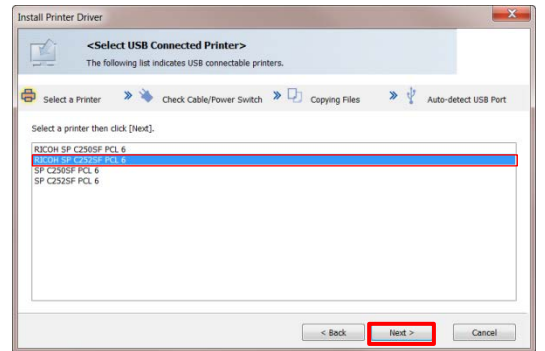
Note: If a print job is pending (in queue), a warning message appears: *There is a job printing now.* Click [OK] to close window. Click [Report] to view Printer Driver Installation Log, or click [Finish]. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer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



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

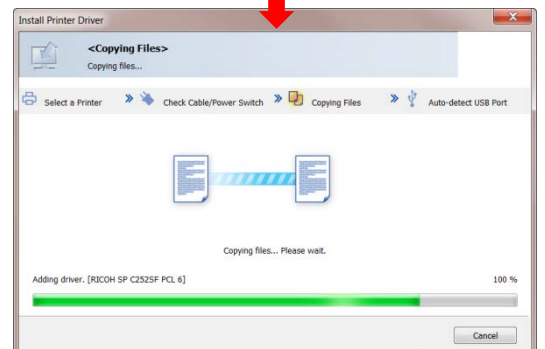
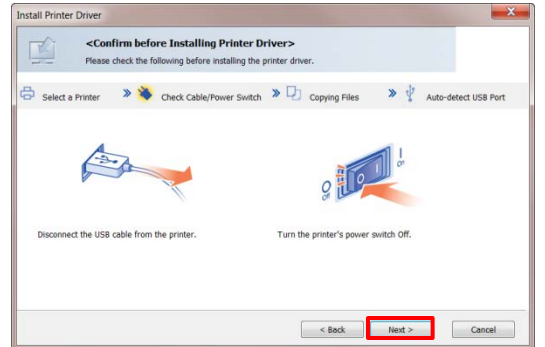


9. Select [RICOH SP C252SF PCL 6], and click [Next >].



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

11. Click [Next >].



3.2 Network Quick Install

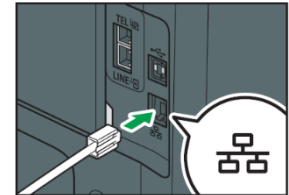
If you have a network connection from the printer to a network hub, using a wired (Ethernet) or wireless connection, you must install the network drivers.

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.

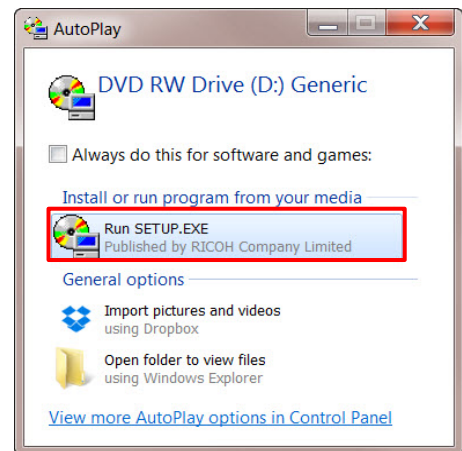
To install Network Printer/Scanner Drivers, proceed as follows:

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](#).

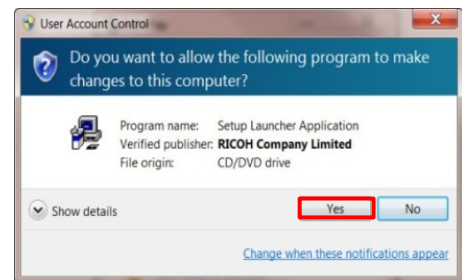


2. Insert the supplied **Printer/Scanner Drivers and Utilities** CD into your CD-ROM drive.
3. Click [**Run SETUP.EXE**].

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



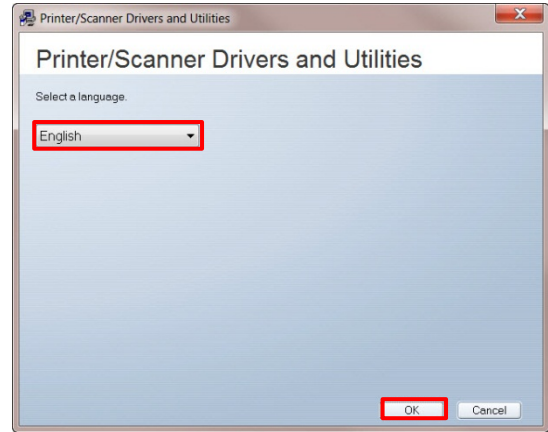
4. If **User Account Control** window displays, click [**Yes**].



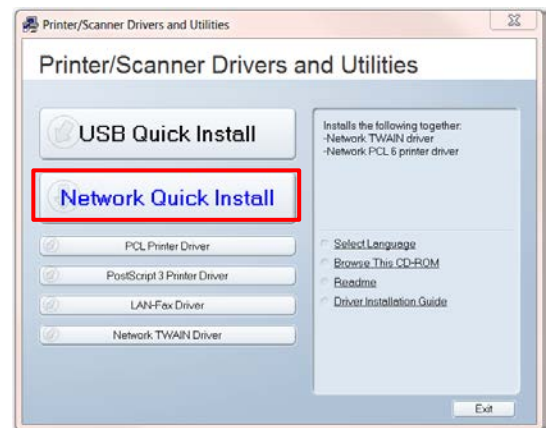
RICOH SP C250SF/SP C252SF Color Multifunction Printers

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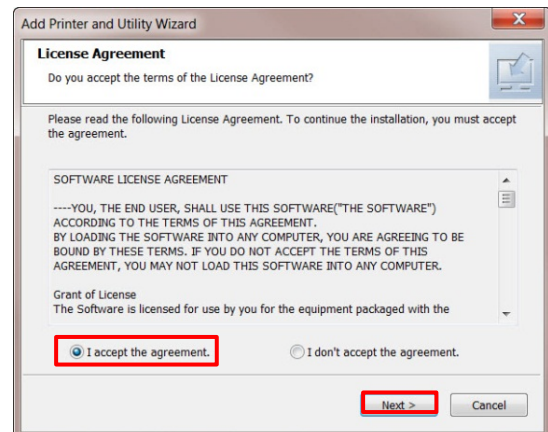
5. If necessary, **select a language**, and click **[OK]**.



6. Click **[Network Quick Install]**.

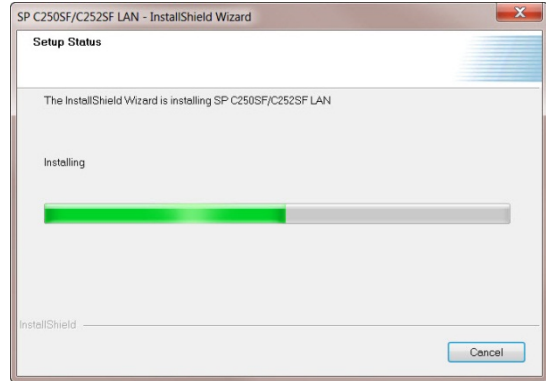


7. Read the **License Agreement**, select **[I accept the agreement]**, and click **[Next >]**.

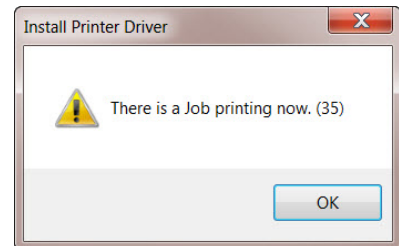


RICOH SP C250SF/SP C252SF Color Multifunction Printers Getting Started Guide

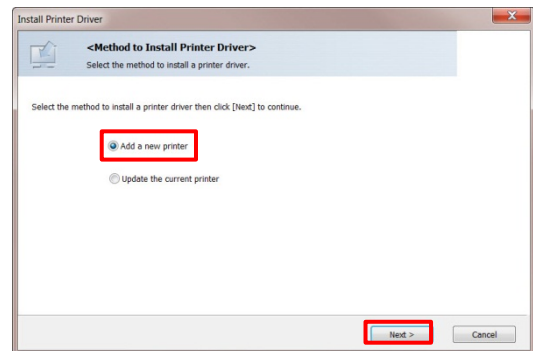
Software Installation begins...



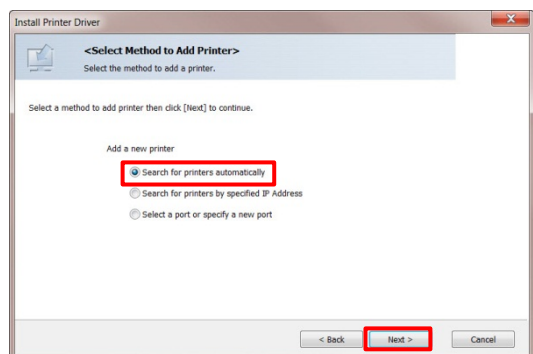
Note: If a print job is pending (in queue), a warning message appears: *There is a job printing now*. Click [OK] to close window. Click [Report] to view *Printer driver installation log*, or click [Finish]. To cancel the print job in queue, click [Start] ► [Devices and Printers] ► double-click printer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



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10. **Wired Connection:** Again, confirm that the network (Ethernet) cable is connected and printer power switch is On.

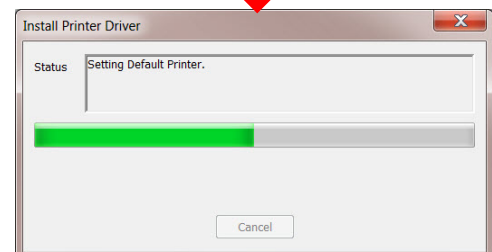
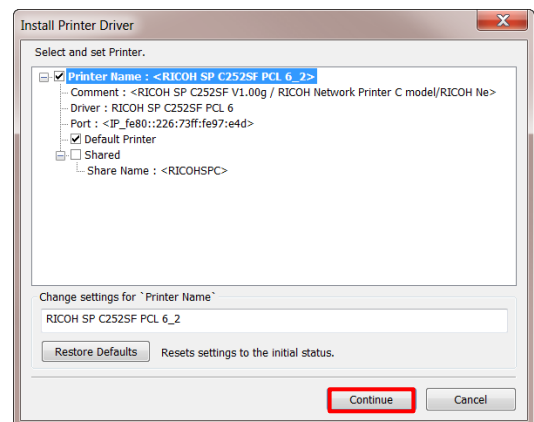
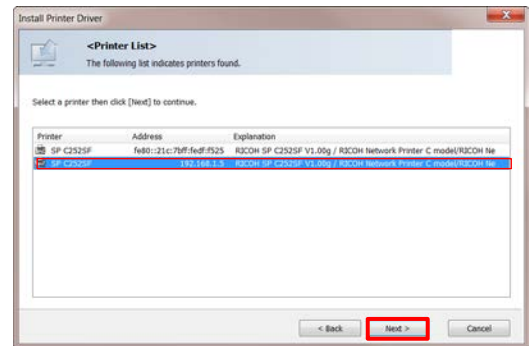
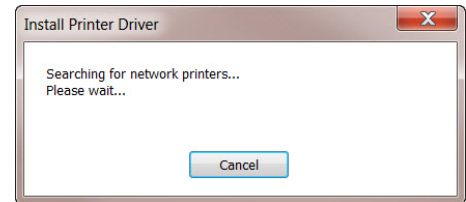
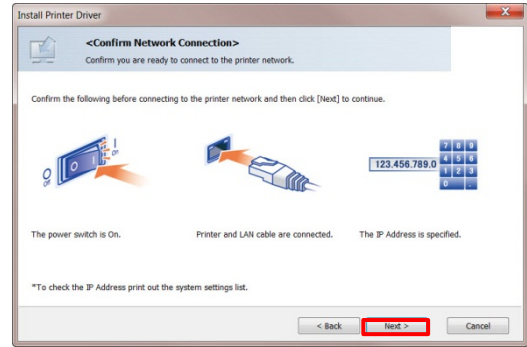
Wireless Connection: Network cable is not required, but printer power switch must be On.

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

Important: If *Cannot detect any network printers* error message appears, confirm that you have completed step ② [Configure IP Address Settings](#). Then, click [OK] to close error pop-up. Repeat from step 9.

12. If necessary, select [**SP C252SF**], and click [**Next >**].

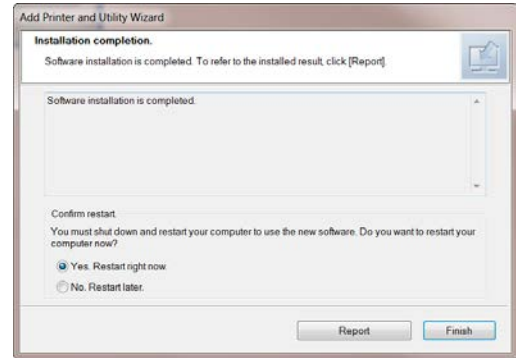
13. Click [**Continue**].



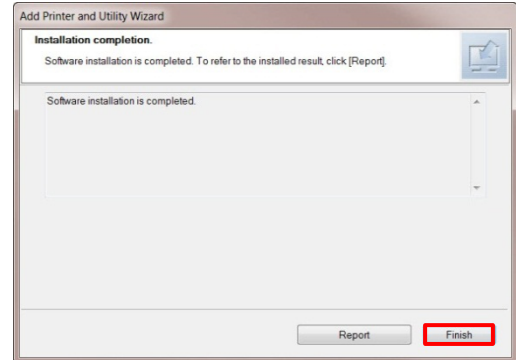
RICOH SP C250SF/SP C252SF Color Multifunction Printers Getting Started Guide

14. Click **[Finish]**.

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

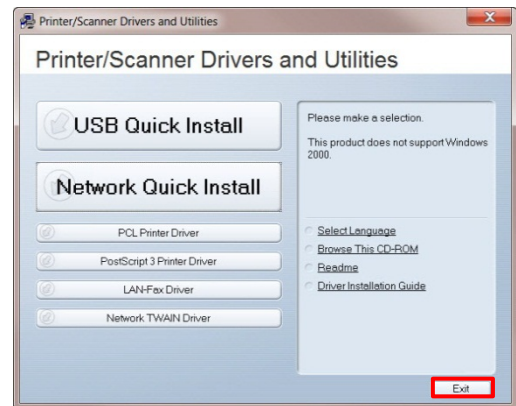


15. Click **[Finish]**.



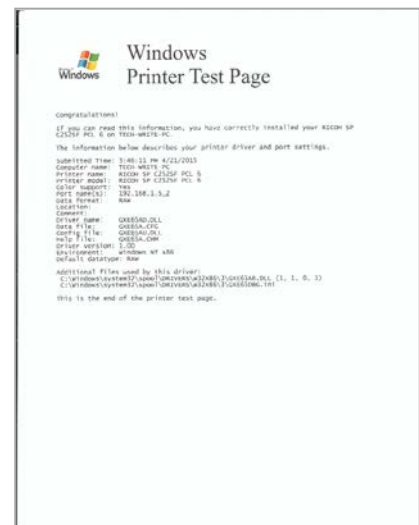
16. If necessary, click **[Exit]**.

Network driver installation is complete!



17. To print a test page...

- Click **[Start]** ► **[Devices and Printers]**, right-click **[RICOH SP C252SF PCL 6]**. Select **[Printer properties]** ► **[Print Test Page]**.



3.3 Presto! PageManager Install

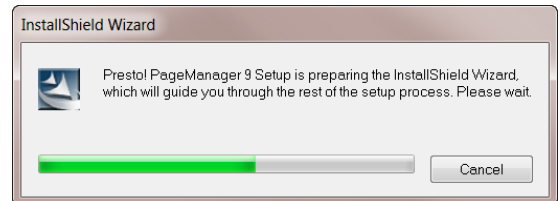
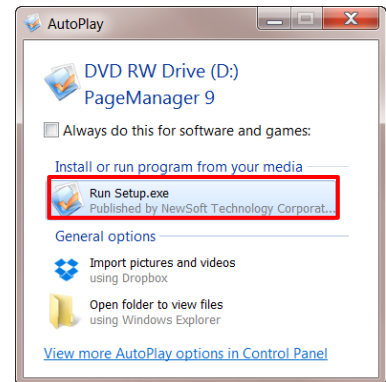
Presto! PageManager supports local and network scanning from the printer's ADF or platen glass to your computer. Using this software, you can easily scan, share and organize your photos and documents. This application also gives you the ability to create PDF files.

To install Presto! PageManager, proceed as follows:

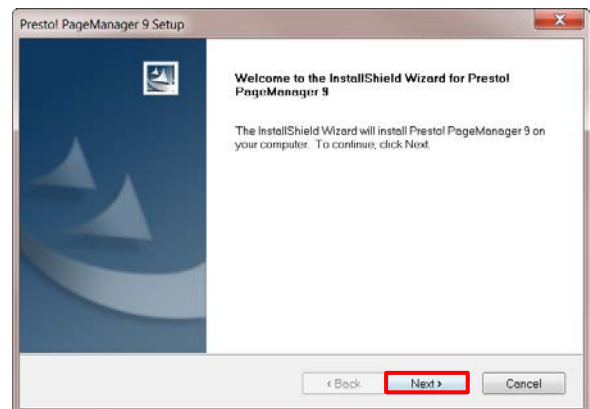
1. Insert the **Presto! PageManager** CD into your CD-ROM drive.
2. Click **[Run Setup.exe]**.

Note:

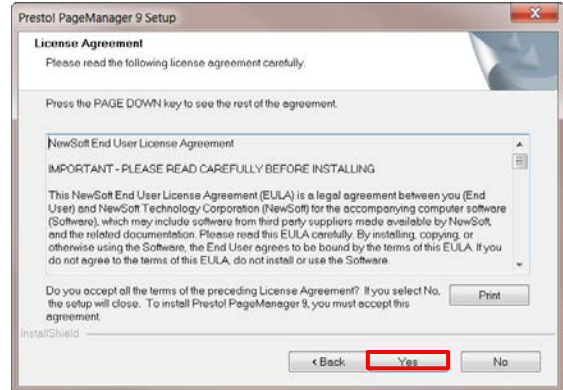
- The installer launches automatically. If not, double-click "Setup.exe" from the CD's root directory.
- If **User Account Control** window appears, click **[Yes]**.



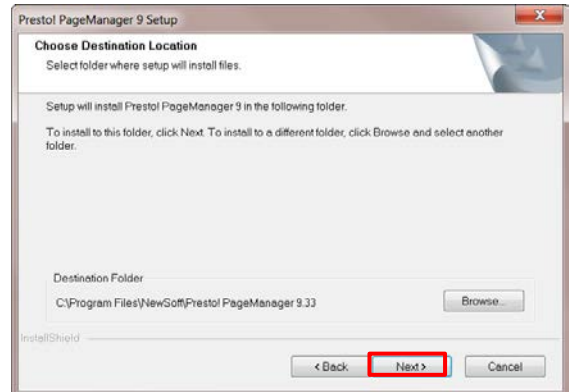
3. Click **[Next >]**.



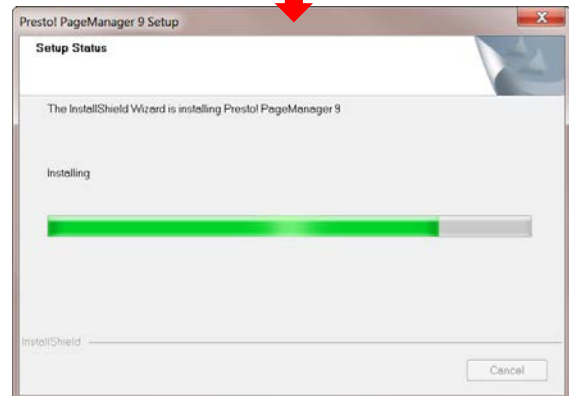
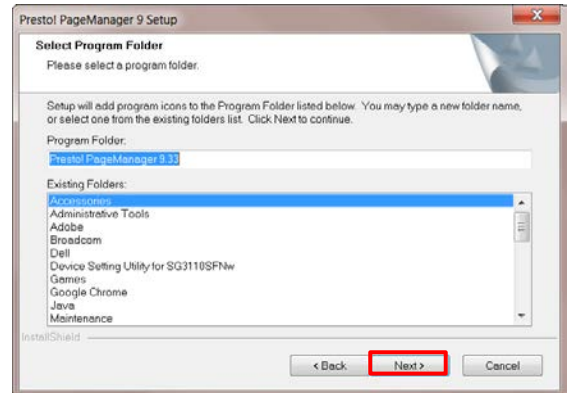
4. Read the **License Agreement**, and click [**Yes**].



5. Select **Destination Location**, if necessary, and click [**Next >**].

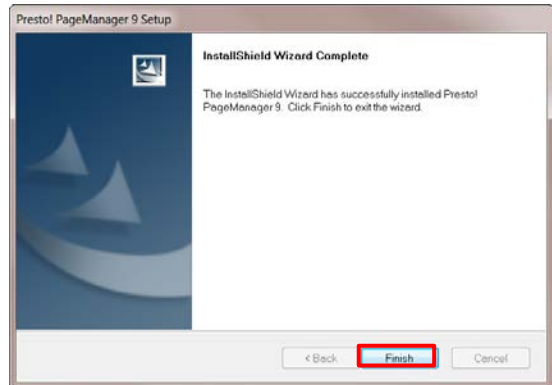


6. Select **Program Folder**, and click [**Next >**].



7. Click **[Finish]**.

8. Go to [Step 4: Scan a Document...](#)



STEP 4

Scan a Document

The RICOH SP C252SF 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 the supplied Presto! PageManager software or TWAIN-compliant software, such as Windows Fax and Scan.

Network scanning, also called “push scanning,” is used when the printer and computer are 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 pre-set shared network folder.

4.1 Local Scanning

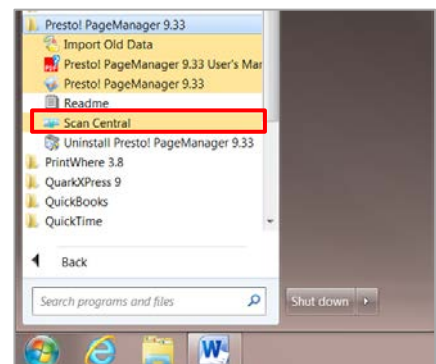
Again, local scanning is supported when the printer is directly connected to your computer via a USB cable. The TWAIN driver and Presto! PageManager software must be installed first. Documents can then be “pulled” from the printer’s ADF or platen glass to a target folder on your computer.

Important: Scanning is initiated from the Presto! PageManager software, not the printer control panel, i.e., you cannot press the [Scanner] and [Start] buttons on the printer. That operation is reserved for network scanning only. For assistance with network scanning, please contact your corporate Help Desk.

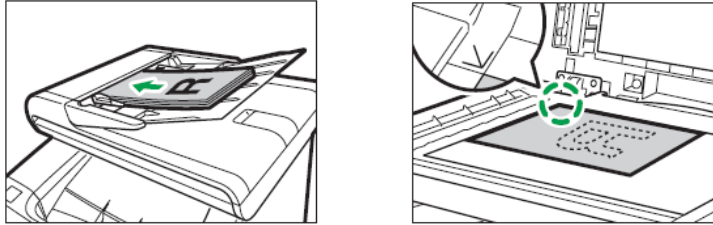
After you have [connected the printer](#), [installed the TWAIN drivers](#) and [Presto! PageManager](#) software, you’re ready to scan...

1. Launch **Presto! PageManager**. Click [Start] ► [All Programs] ► [Scan Central].

Note: You can also access the **Presto! PageManager User’s Manual**, which was automatically installed along with the software. Adobe Acrobat or Adobe Reader is required to view this document.



- Place document **face up on ADF** or **face down on platen glass**.



- To begin scanning, click **[File]**.

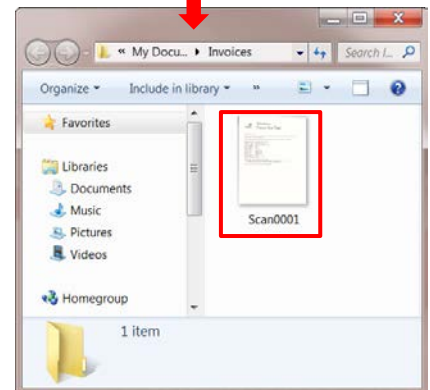
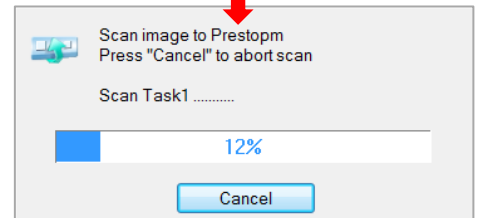
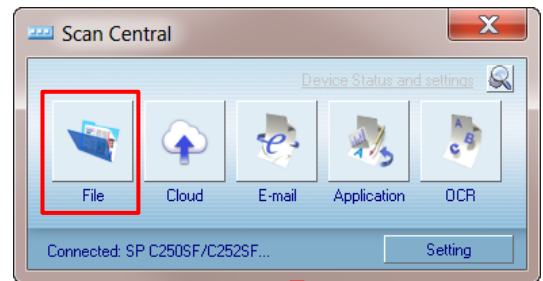
Note: If you wish to first adjust scan settings, such as destination folder, file format or source (ADF or platen), see below.

Scanner captures image...

File displays within target folder...

- To view file, double-click document thumbnail.

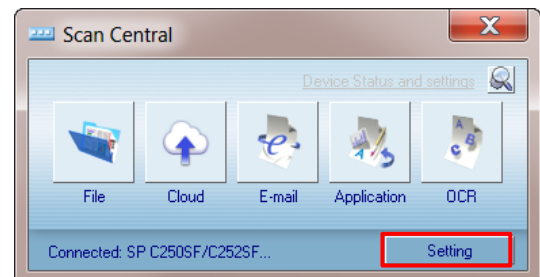
Important: If you're scanning from the ADF, and the system scans from the platen glass instead, go to **Scan Central**, click **[Setting]**, and select **Enable Document Feeder** checkbox, click **[OK]** and retry.



Scan Settings

To adjust scan settings, such as target folder, file format or source (document feeder or platen), proceed as follows:

- Open [Scan Central](#), if necessary, and then click **[Setting]**.



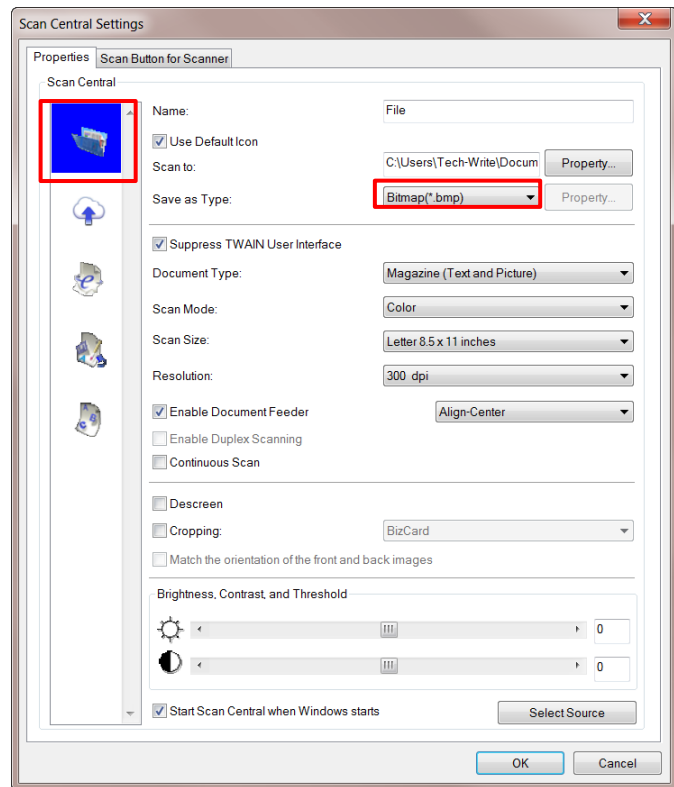
2. Select **File** icon, if necessary.

Important:

- If “**No Target Device!!**” message displays, click [OK] ► [Select Source] ► [SP C250SF/C252SF USB] ► [OK] ► [OK].
- By default, **Scan Central** saves scanned documents in **BMP** file format, and then saves them to the **Documents** Folder. **Color** mode is also a default setting.
- To change these common scan settings, and others, proceed as follows:

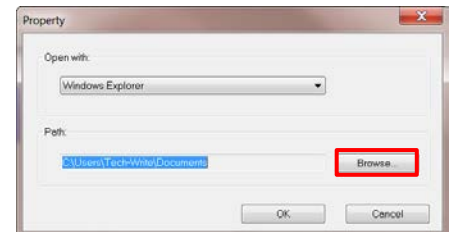
- a. To change **file format**, click [Save as Type] drop-down [▼]. Select desired format, e.g., *PDF*.

Note: To change Scan-to-Email file format, click the Email icon, and follow the same directions.



- b. To change **target folder**, click **Scan to** [Property] button.

- c. Click [Browse].

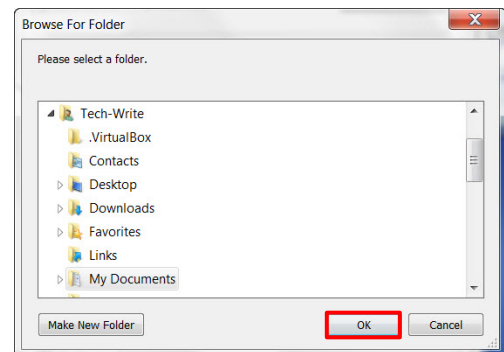


- d. **Browse For Folder** or **Make New Folder**.

- e. Click [OK] ► [OK].

- f. Click [Scan Mode] drop-down [▼] and, for example, select **Black and White**, **Gray** or **Color**.

Important: To reduce file size, and ensure optimum image clarity, scan all documents in black and white, if color is not required.



- g. Click [OK] to save changes.

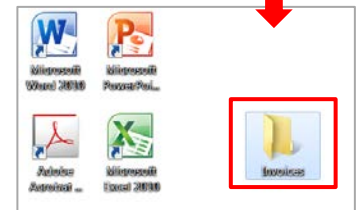
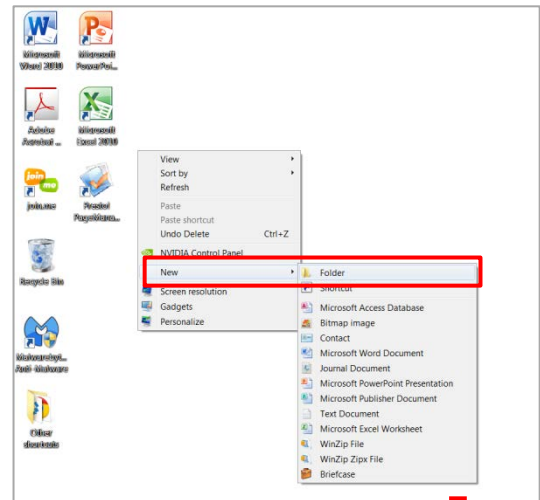
- h. [Begin scanning](#).

4.2 Network Scanning

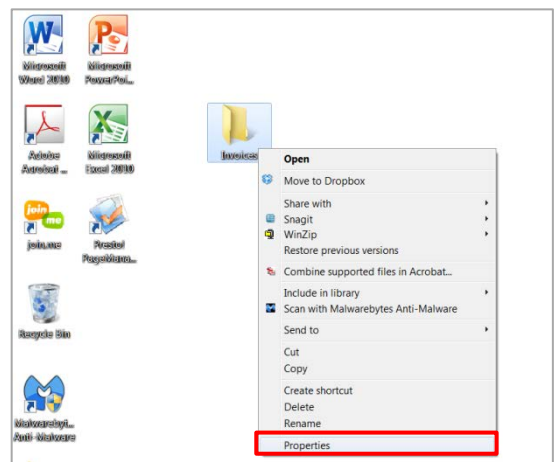
This section explains how to perform a basic **Network Scan to Folder** operation. First, you'll create a new folder on your computer, and within that folder's Properties screen, share the folder. This enables the printer (serving as a scan device) to route the electronic file to that folder. Lastly, 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 perform Network Scan to Folder. For details on Scan to Email and Scan to FTP, please refer to the *Operating Instructions*, p129.

4.2.1 Create New Folder and Share

1. Create a **New Folder**, where scanned documents will go. For example, to have a folder easily accessible, you can create one on your desktop. Right-click and select **[New] ► [New Folder]**. Name the folder, e.g., Invoices.



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



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3. Click **[Sharing]** tab.

4. Click **[Advanced Sharing...]**.

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

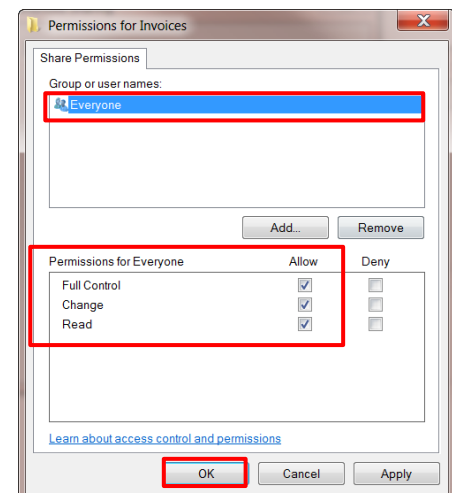
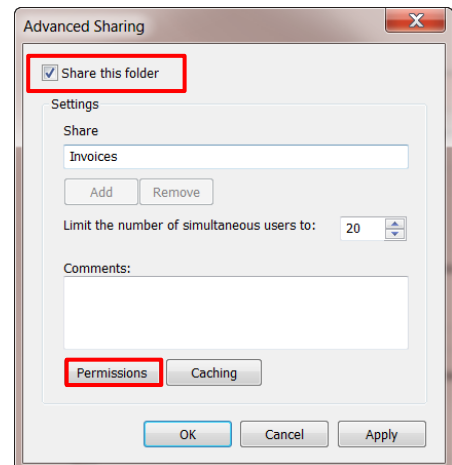
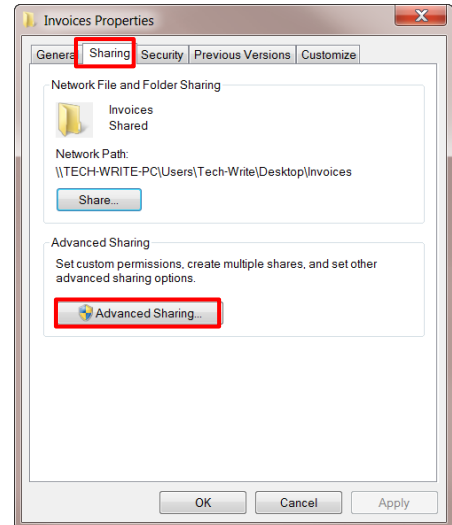
5. Select **[Share this folder]** checkbox.

6. Click **[Permissions]**.

7. Select **[Everyone]**.

8. For **[Full Control]**, select **[Allow]** checkboxes.

9. Click **[OK]** ► **[OK]** ► **[Close]**.



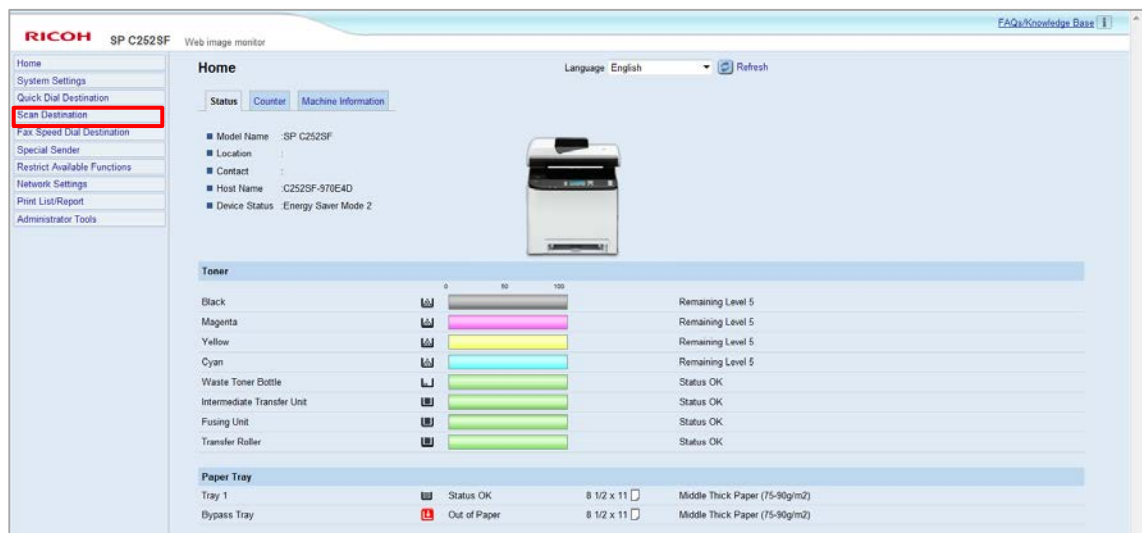
4.2.2 Register Scan Destination (via Web Image Monitor)

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.

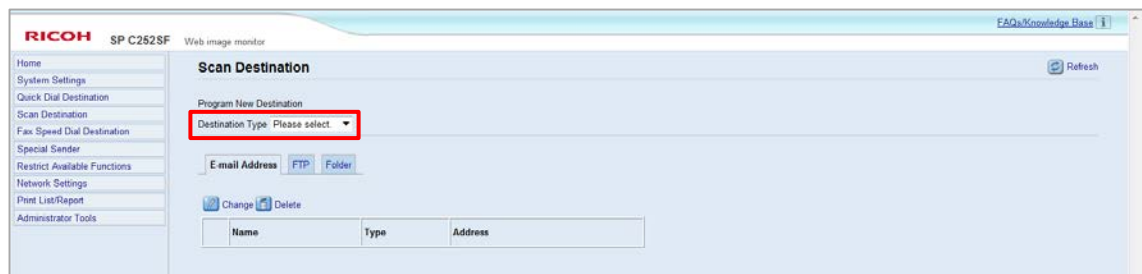
Important: Access to Web Image Monitor is possible when the printer is network-connected (wired or wireless), but not via USB-only connection.

To register a scan destination, proceed as follows:

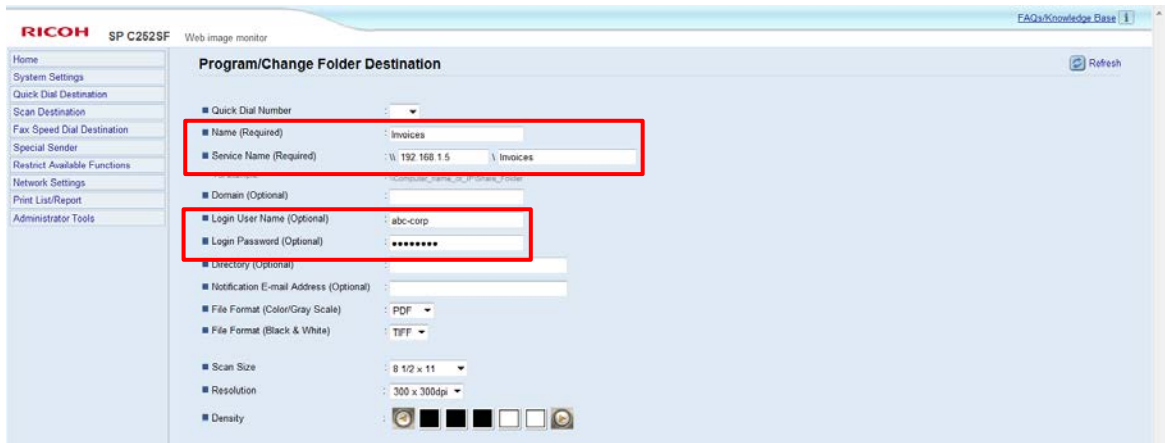
1. Open **web browser**.
2. In address bar, **enter printer's IP Address**, e.g., <http://123.45.6.7>.
Note: If Web Image Monitor Home page does not display, restart the printer and try again.
3. Click [**Scan Destination**].



4. Click [**Destination Type**] drop-down [▼], and select [**Folder**].



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





Folder Destination Setting	Required/Optional	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name¹	Required	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.
Service Name	Required	<p>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 folder².</p> <p>Note:</p> <ul style="list-style-type: none"> To determine your computer's IP address or name, click [Start]. In [Search Programs and Files] field, type <code>cmd</code>, and press [Enter]. Next, type <code>ipconfig</code>, and press [Enter]. Example: <code>C:\Users\abc-corp\ipconfig</code>. The <i>IPv4 address</i> 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 4.3.1.

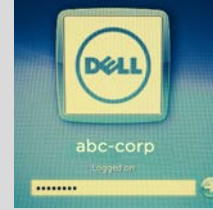
```

C:\Windows\system32\cmd.exe
Connection-specific DNS Suffix . : 
Link-local IPv6 Address . . . . . : fe80::7d82:31e0:30ad:6c96%10
IPv4 Address. . . . . : 192.168.1.3
Subnet Mask . . . . . : 255.255.255.0
Default Gateway . . . . . : 192.168.1.1
    
```

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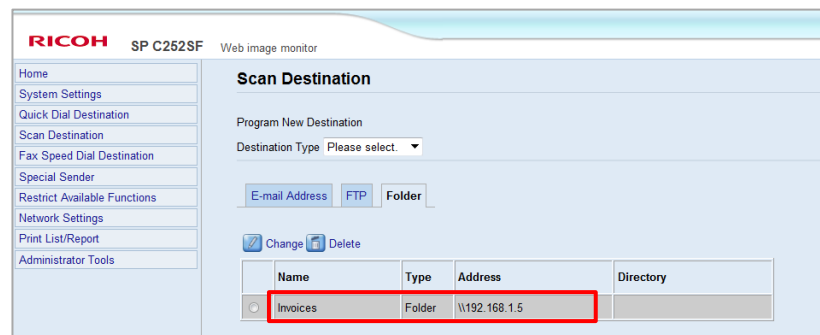
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Setting	Required/ Optional	Description
Domain ¹	Optional	Specify the name of the domain to which the computer belongs.
Login User Name ²	Optional	User name and password for logging into the destination computer.
Login Password ²		<p>Important:</p> <ul style="list-style-type: none"> If you are required to log into your computer, those same credentials <u>must</u> be entered as your Login User Name (e.g., <i>abc-corp</i>) and Login Password, otherwise Scan to Folder will fail. If you do not have to log into your computer, credentials <u>are not</u> required.
Directory ³	Optional	Directory within the shared folder for storing scanned files.
Notification E-mail Address	Optional	E-mail address ³ to which a notification is sent after transmission.
File Format (Color/Gray Scale)	Required	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.
File Format (Black & White)	Required	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.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, Executive, Half Letter, Letter, Legal, or custom size.
Resolution	Optional	Select the scan resolution form 100 x 100, 150 x 150, 200 x 200, 300 x 300, 400 x 400, or 600 x 600.
Density	Optional	Specify the image density by clicking the right or left buttons. Lightest  Darkest 



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]**.

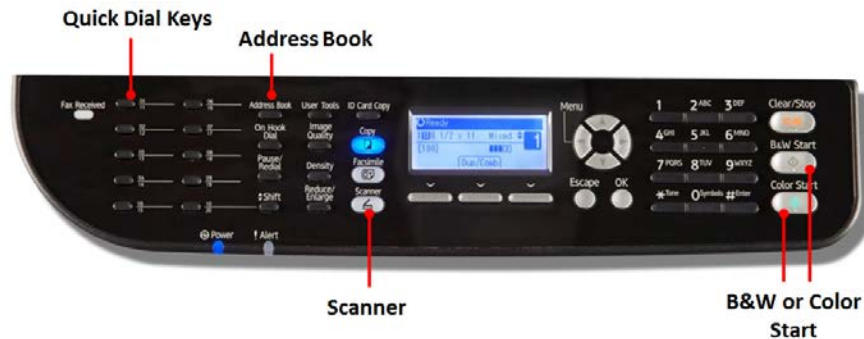
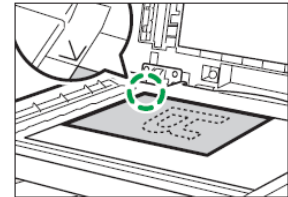
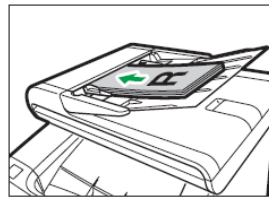


7. Close **Web Image Monitor [X]**.

4.2.3 Perform Network Scan to Folder

You are 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 *Operating Instructions*, p136.
- The default file format, e.g., PDF, is selected via Web Image Monitor, not via the printer's control panel. If necessary, see [4.2.2 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**].

6. Press [**OK**] to **Search 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].

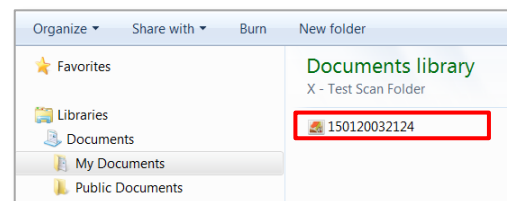
7. Select **Scan Destination (Folder)**, e.g., *Invoices*, and press [**OK**].

Note: If necessary, press [▼] or [▲].

8. Press [**Start**].

Note:

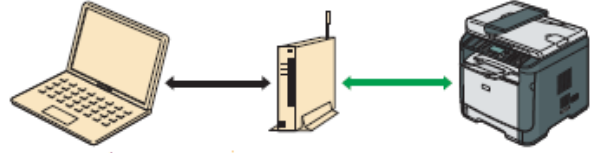
- To view the scanned file, navigate to the folder, and double-click the filename.
- The steps outlined above also apply if Email and FTP locations are added to Scan Destinations. For details, please refer to the *Operating Instructions*, p129.



Appendix A

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 Configuration**], 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 3/4.

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

Configuration Page 3/4		RICOH SP C252SF	
Network Settings		IPv6 Configuration	
Ethernet MAC Address	:00:26:73:97:0E:4D	IPv6	:Active
Set Ethernet Speed	:Auto Select	DHCP	:Inactive
Active Interface	:Wireless	IP Address (DHCP)	:
TCP/IP		- - - Stateless Address	
IP Address	:192.168.1.5	Stateless Addr. 1	:
Subnet Mask	:255.255.255.0	Stateless Addr. 2	:
Default Gateway	:192.168.1.1	Stateless Addr. 3	:
DHCP (IPv4)	:Active	Stateless Addr. 4	:
IP Address Mode	:Auto-Obtain (DHCP)	Link-local Address	:
DNS Method	:Auto-Obtain (DHCP)	fe80::21c:7bff:fedf:f525	
DNS Server 1	:192.168.1.1	Manual Address	:
DNS Server 2	:0.0.0.0	Prefix Length	:0
Domain Name	:	DNS Method	:Auto
Host Name	:C252SF-970E4D	Primary DNS Server	:
mDNS	:Active	Secondary DNS Server	:
Printer Name	:	Domain Name	:
RICOH SP C252SF (970e4d)		Default Gateway	:
LPD	:Active	Gateway (Manual Addr.)	:
Raw Socket	:Port 9100:Active	Internet Fax (T.37)	
IPP	:Active	SMTP Server Address	:
FTP	:Active	E-mail Address	:
- - - SNMP		POP Server Address	:
SNMP	:Active	POP Account	:
Trap	:Inactive	Admin. E-mail Address	:
Read Community	:public	Automatic POP	:Active
Trap Address 1	:	POP Interval	:15 min.
Trap Address 2	:	Auth.(Internet Fax TX)	:
System Location	:	Anonymous	
System Contact	:	Auth.(Internet Fax RX)	:No
- - - E-mail		Internet Fax TX	:On
E-mail	:Active	Error Notification E-mail	:No
SMTP Server	:	POP Server: E-mail Recept.Set.	:
Authentication	:Anonymous	No	
Time Zone	:(GMT)+0:00	Insert System-fixed Text	:Yes
E-mail Address 1	:		
E-mail Notification 1	:		
E-mail Address 2	:		
E-mail Notification 2	:		

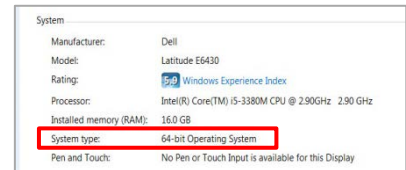
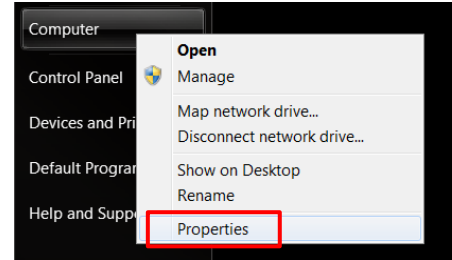
Appendix C

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

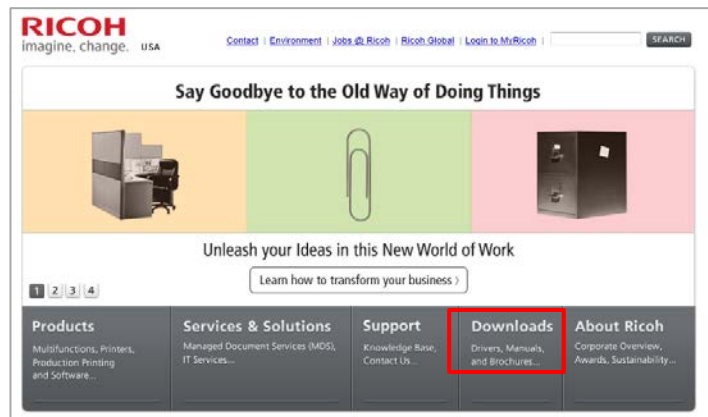
1. Check for 32-bit or 64-bit computer operating system...

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



2. Download printer driver...

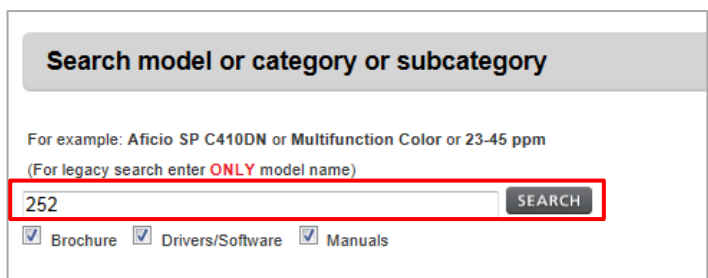
- a. Open **web browser**.
- b. Enter www.ricoh-usa.com.
- c. Click [Downloads].



- d. In **SEARCH** field, type: **252**.

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

- e. Click [SEARCH].

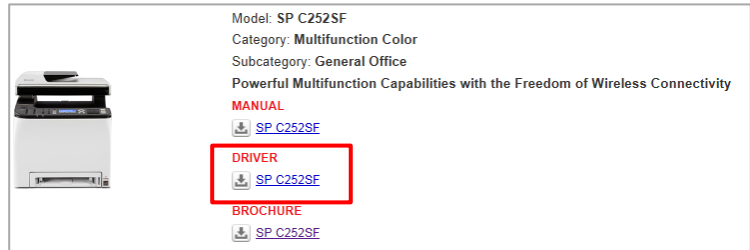


RICOH SP C250SF/SP C252SF Color Multifunction Printers

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f. Under Model **SP C252SF**, **DRIVER** category, click [SP C252SF](#). Scroll down, if necessary.

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



g. Read the **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.

Microsoft Windows 7 (x64)					
Description	Version	Update	File size	Download	
PCL 6 Driver	Ver.1.00	03/10/2014	1,140 KB		
PCL 5c Driver	Ver.1.00	03/10/2014	1,112 KB		
PCL6 Driver for Universal Print	New! Ver.4.6.0.0	02/18/2015	18,636 KB		

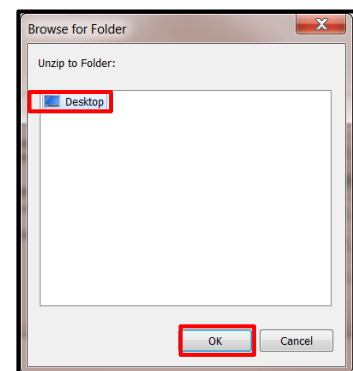
j. Select [**Save**], and save to a folder or the desktop.

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**].



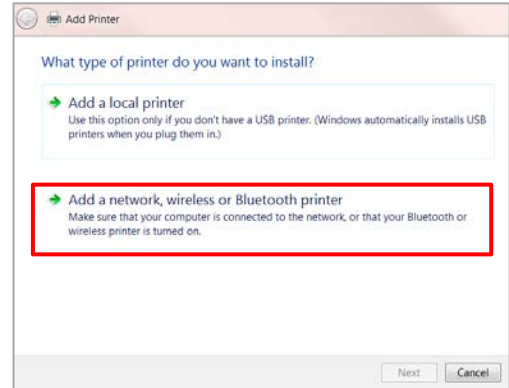
n. Click [**X**] to close **Winzip**, and any other open windows.

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

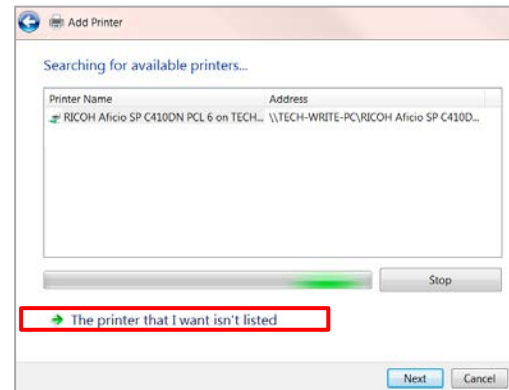


3. Continue with printer driver installation.

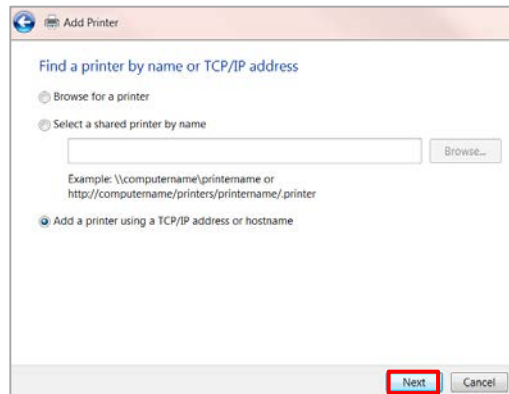
- a. Click [Start] ► [Devices and Printers] ► [Add a printer] ► [Add a network, wireless...].



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

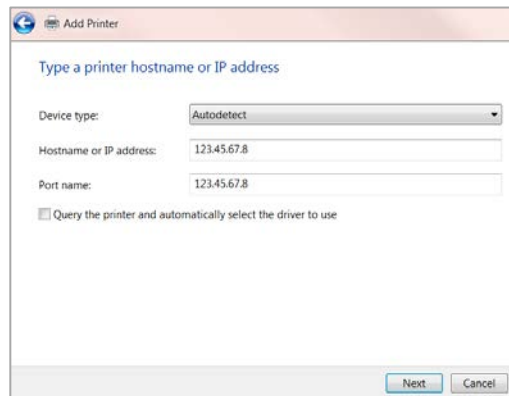


- c. Select [Add a printer using a TCP/IP address or hostname], and click [Next].



- 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].

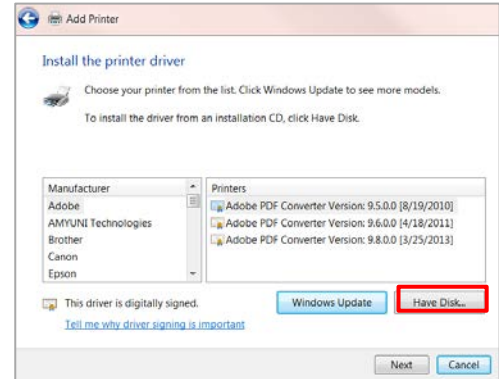


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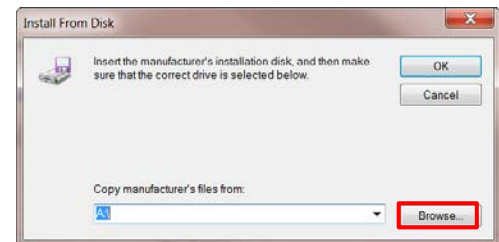
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e. If necessary, **deselect** the checkmark from **[Query the printer...]**, and click **[Next]**.

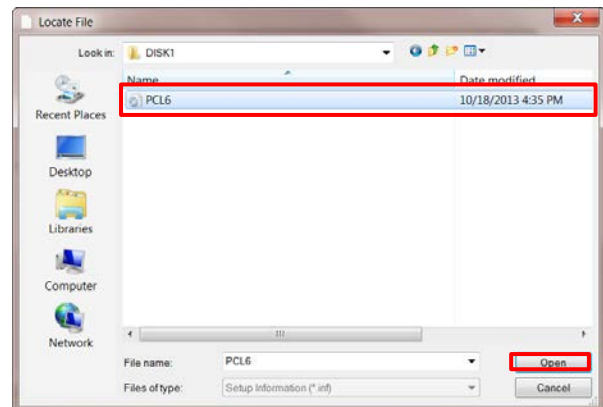
f. Click **[Have Disk...]**.



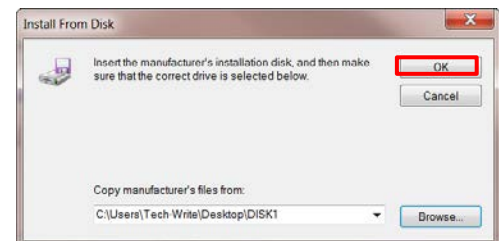
g. Click **[Browse]**, and select, e.g., **[Desktop]**.



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



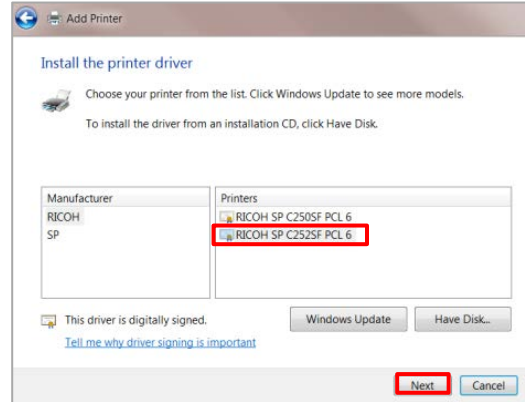
i. Click **[OK]**.



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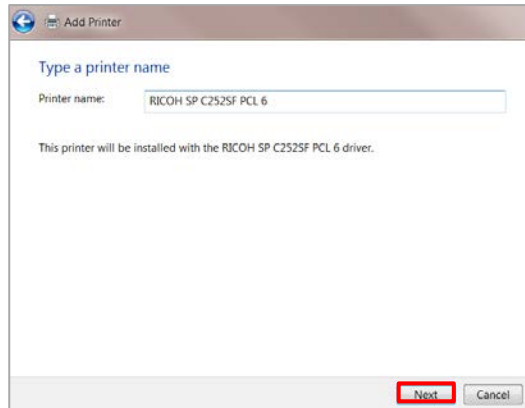
Getting Started Guide

j. Select [RICOH SP C252SF PCL 6], and click [Next].

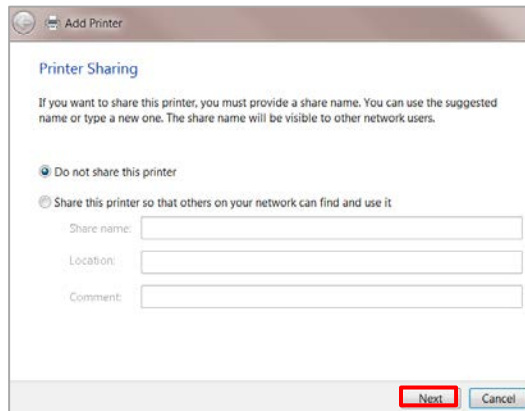


k. Click [Next].

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



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

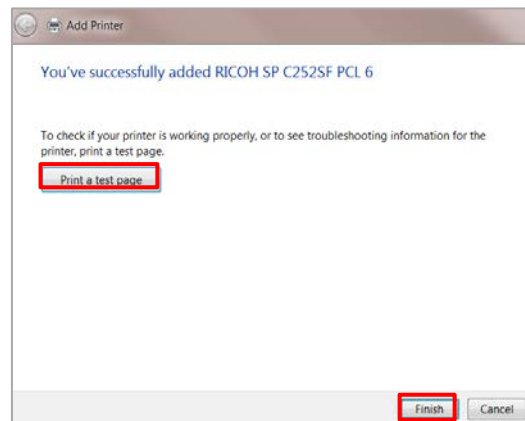


m. Print **test page**, if you wish.

n. If necessary, close **test page** window.

o. Click [Finish].

Network driver installation is complete!



Appendix D

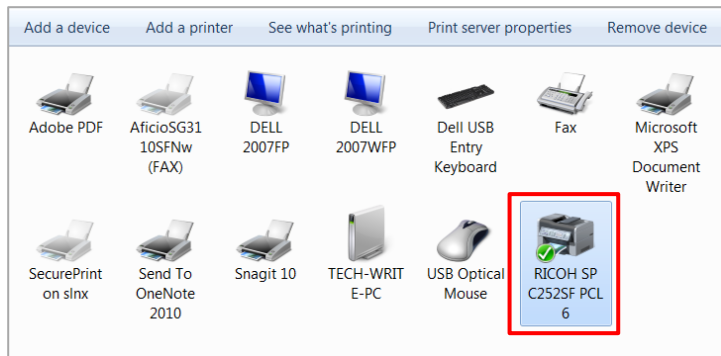
Add New Port

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.

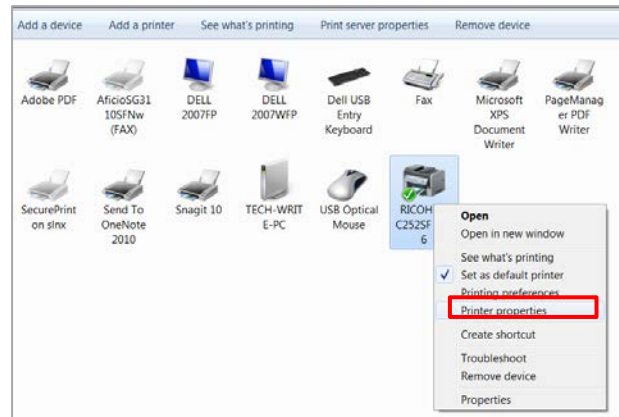
Before proceeding, please check the following:

- Printer power switch is On.
- Network is connected and configured.
- Printer's IP address is available. If necessary, see [Appendix B: Print Configuration Report](#).

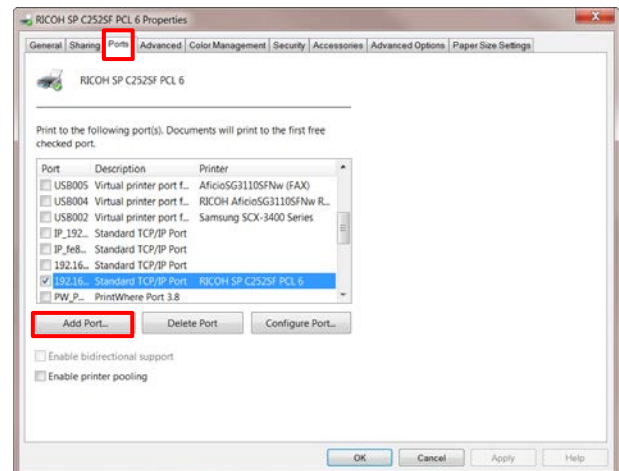
1. Click **[Start]** ► **[Devices and Printers]**.
2. Right-click **[RICOH SP C252SF PCL 6]** icon.



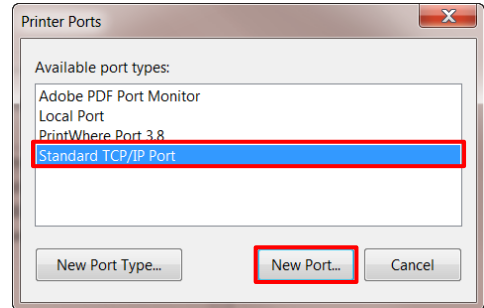
3. Select **[Printer properties]**.



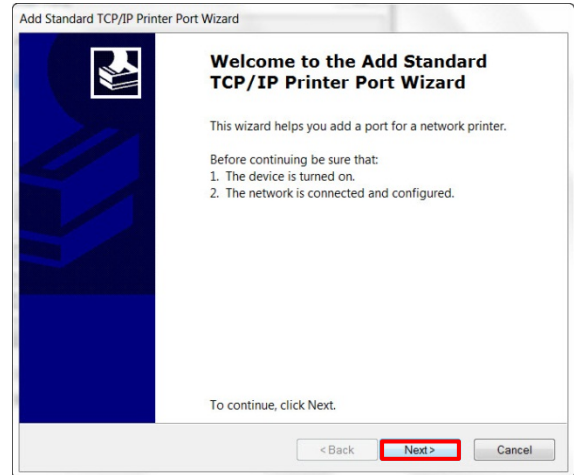
4. Select **[Ports]** tab.
5. Click **[Add Port...]**.



6. Select [Standard TCP/IP Port].
7. Click [New Port...].



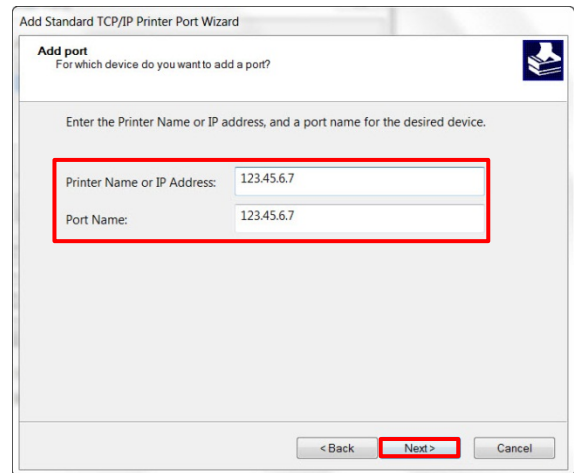
8. Click [Next >].



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

Note: Port Name field populates automatically.

10. Click [Next >].



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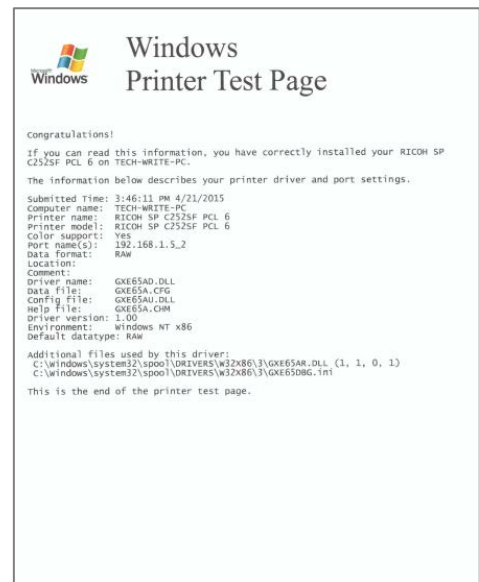
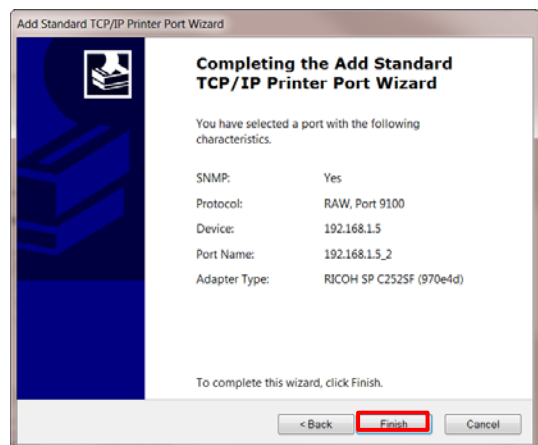
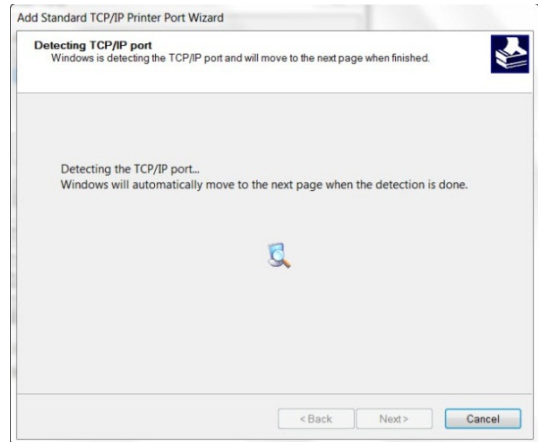
11. Click [Finish].

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 C252SF PCL 6]. Select [Printer properties] ► [Print Test Page].



Appendix E

Specifications

Printer	
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	400MHz
RAM Memory	256MB 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

Scanner	
Scanner Modes	Full-Color, B&W, Grayscale
Scanning Features	Image Density (adjustable in 5 steps), TWAIN/WIA, Scan-to-Email/Folder/FTP/USB
File Formats	TIFF (Single-/Multi-Page), PDF (Single-/Multi-Page), JPG (Single-Page)
Scan Resolution	Up to 1200 x 1200 dpi (optical) Up to 19200 x 19200 dpi (interpolated)
Scan Speed	B&W: Less than 3 Seconds Per Page Grayscale: Less than 3 Seconds Per Page Full-Color: Less than 10 Seconds Per Page
Scan Interface	USB 2.0; 10/100Base-TX Ethernet; IEEE 802.11 b/g/n
Utilities and Drivers	TWAIN Driver, Presto! PageManager Version 9.33

Note: For additional information, including copier and facsimile specifications, download the *Ricoh SP C250SF or SP C252SF brochure* and/or *Operating Instructions, Specifications of the Machine*, p357.

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