



Wi-Fi Settings Guide

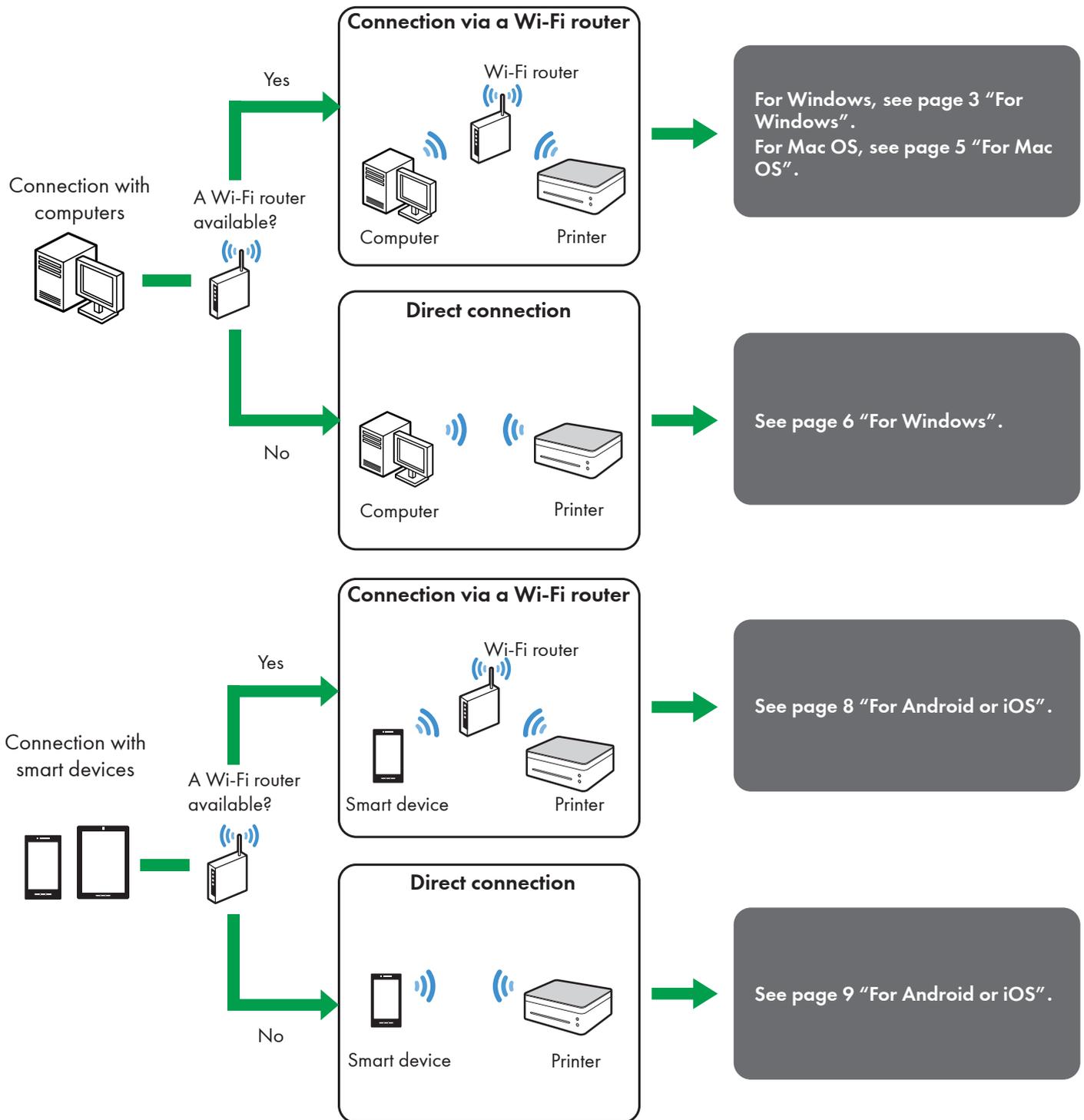
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1. Wi-Fi Connections with the Printer

You can connect your computer or smart device with the printer via a Wi-Fi router (access point), or directly connect them using Soft AP function.



Reference

- For details on using "RICOH Printer", see *User Guide for "RICOH Printer"* included in the CD-ROM or available on the RICOH official website at:

<http://www.ricoh.com/printers/sp150/support/gateway/>



2. Connecting with a Computer via a Wi-Fi Router



You can connect your computer with the printer via a Wi-Fi router (wireless access point).

Install the printer driver and "RICOH Printer" software on your computer first to use the printer via wireless network.

For Windows

Installing the Printer Driver and "RICOH Printer" Software

Prepare the following items for the installation.

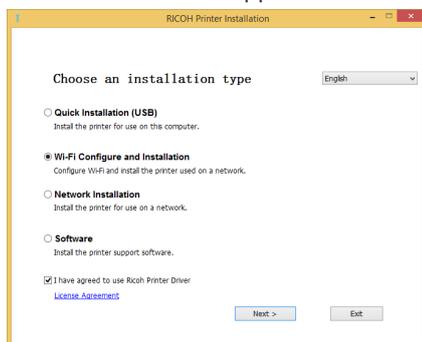
- CD-ROM provided with the printer*
 - USB cable
- * If your computer is not equipped with a CD-ROM drive, download the installer from the RICOH official website at: <http://www.ricoh.com/printers/sp150/support/gateway/>

1. Press and hold the  power key to turn on the printer.
2. Connect the computer to a Wi-Fi router.
3. Press and hold the  power key on the printer for 1 second or longer.

The power indicator turns blue and the Wi-Fi function is enabled on the printer.

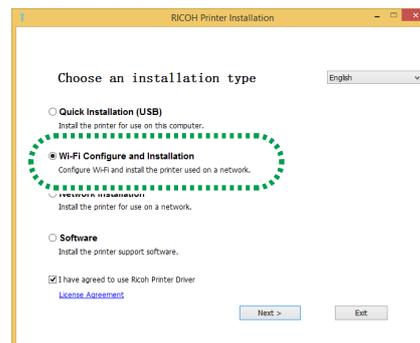
4. Insert the CD-ROM into the CD-ROM drive on the computer or start the downloaded installer from the RICOH official website.

The installation menu appears on the screen.



5. Connect the computer with the printer using a USB cable.

6. Select [Wi-Fi Configure and Installation] in the installation menu.

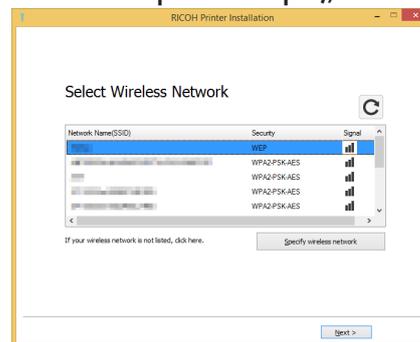


7. Click [License Agreement] and read the license agreement.
8. Click [Exit] to close the license agreement window.
9. If you accept the license agreement, select the check box of [I have agreed to use Ricoh Printer Driver], and click [Next].

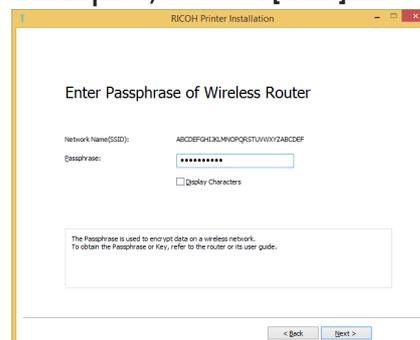
Available access points are searched for, and found access points are displayed in the list.

- You cannot proceed to the next step without accepting the license agreement.

10. Select the access point (the Wi-Fi router connected with the computer in step 2), and click [Next].

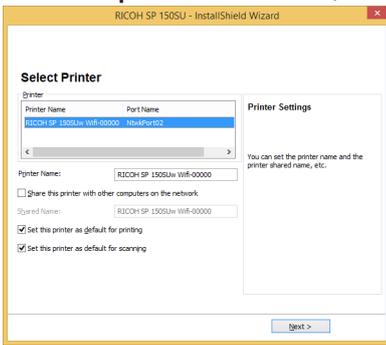


11. Enter the password to connect with the selected access point, and click [Next].



- If the [Key Index] setting is displayed, select the option corresponding to the SSID and entered password from the pull-down list.

12. Select the printer from the list, and click [Next].



The installation starts.

13. After the completion message appears, click [Finish].



The printer driver and "RICOH Printer" software are installed on the computer, and "RICOH Printer" icon is created on the desktop.

You can now print files on the computer from the printer via the Wi-Fi router by selecting "Print" from the "File" menu of applications or use the functions of "RICOH Printer".

Reference

- The Wi-Fi router set at the time of the installation can be changed using "RICOH Printer". For details, see page 4 "Setting an Access Point using "RICOH Printer"".

Setting an Access Point using "RICOH Printer"

You can set an access point (Wi-Fi router) to use for wireless connection with the printer using "RICOH Printer" on the computer.

Note

- Install "RICOH Printer" to your computer first. For details, see page 3 "Installing the Printer Driver and "RICOH Printer" Software".

1. Press and hold the  power key to turn on the printer.
2. Connect the computer with the printer using a USB cable, via a Wi-Fi router, or using the Soft AP function.
 - If the Wi-Fi setting has been set up, you can connect the computer with the printer via a Wi-Fi router. Enable the Wi-Fi connection by pressing and holding the  power key on the printer for 1 second or longer. The power indicator turns blue.
 - For the Soft AP connection, see page 6 "Connecting with a Computer Directly".

3. Click "RICOH Printer" icon on the desktop. The application is launched.



4. Click [Settings].



5. Click [Wi-Fi].



6. If the Wi-Fi setting is disabled, toggle the [WLAN] switch to enable the Wi-Fi function.



Available access points are searched for, and found access points are displayed in the list.

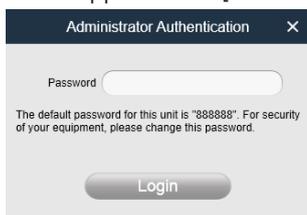
- Click [Manual Wi-Fi] to specify an access point by manually specifying SSID, encryption method, and password. After specifying an access point manually, click [Connect] to establish a connection.

7. Click an access point to use.

- Enter the password to connect with the selected access point, and click [Connect].



- If the [WEP KeyID] options are displayed, select the option corresponding to the SSID and entered password.
- If the setting is modified, the authentication password entry screen appears after [Connect] is clicked.



Enter the administrator password (default password is "888888". The password can be set from [Modify Password] in the [Settings] menu.), and click [Login].

Restart the printer to apply the modified setting to the printer.

- If the computer is connected with the printer via a Wi-Fi router, the connection is terminated after the access point change is applied to the printer. Connect the computer to the same access point to connect with the printer via the Wi-Fi router.

You can now print files on the computer from the printer via the Wi-Fi router by selecting "Print" from the "File" menu of applications or use the functions of "RICOH Printer".

For Mac OS

Installing the Printer Driver and "RICOH Printer" software

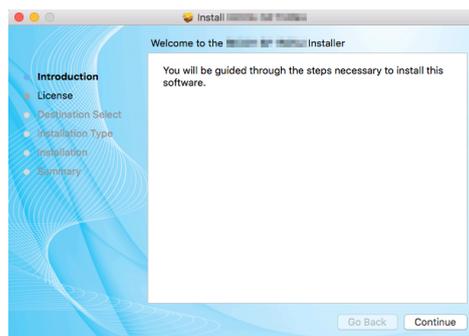
Prepare the following items for the installation.

- CD-ROM provided with the printer*
- USB cable
- * If your computer is not equipped with CD-ROM drive, download the installer from the RICOH official website at: <http://www.ricoh.com/printers/sp150/support/gateway/>

- Press and hold the power key to turn on the printer.
- Connect the computer with the printer using a USB cable.
- Insert the CD-ROM into the CD-ROM drive on the computer.
 - If the computer is not equipped with a CD-ROM drive, download the installer from the following site and start the installer. <http://www.ricoh.com/printers/sp150/support/gateway/>
- Double-click the CD-ROM icon on the desktop.

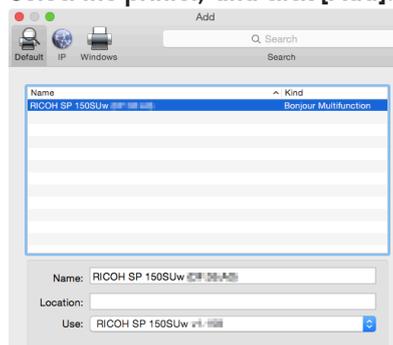
- Double-click the [Install] icon.

The installer is launched.



- Perform the installation by following the instructions on the screen.
- After the installation is completed, open "System Preferences" and then "Printers & Scanners" on the computer.
- Confirm that the connected printer is displayed in the list.
 - If the printer is not displayed in the list, add the printer as follows.

- Click "+".
- Click "Default".
- Select the printer, and click [Add].



Setting an Access Point using "RICOH Printer"

You can set an access point (Wi-Fi router) to use for wireless connection with the printer using "RICOH Printer" on the computer.

Note

- Install "RICOH Printer" to your computer first. For details, see page 5 "Installing the Printer Driver and "RICOH Printer" software".

- Press and hold the power key to turn on the printer.

2. Connect the computer with the printer using a USB cable or via a Wi-Fi router.

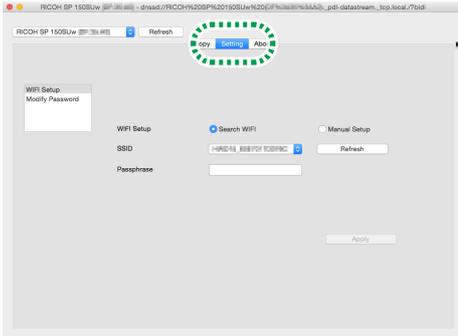
- When you set an access point for the printer for the first time, connect the computer with the printer using a USB cable.
- If the Wi-Fi setting has been set up, you can connect the computer with the printer via a Wi-Fi router.

3. Press and hold the  power key on the printer for 1 second or longer.

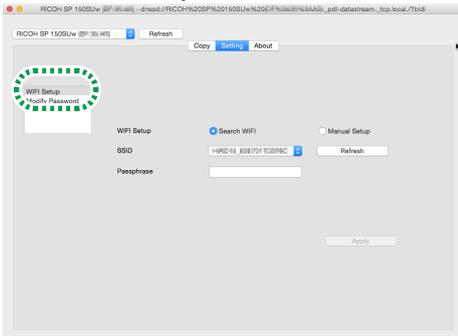
The power indicator turns blue and the Wi-Fi function is enabled on the printer.

4. Launch "RICOH Printer" on the computer.

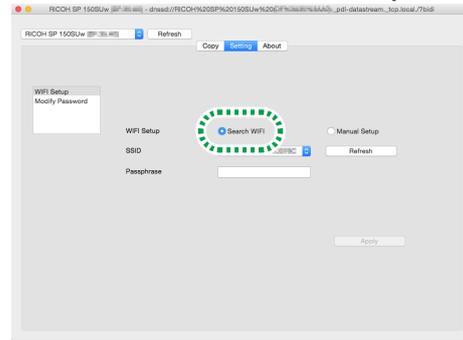
5. Click [Setting].



6. Click [WiFi Setup].



7. Select [Search WiFi] in [WiFi Setup].



- Select [Manual Setup] to specify an access point by manually specifying SSID, encryption method, and password. After specifying an access point manually, click [Apply] to establish a connection.

8. Select an access point from the pull-down list of [SSID].

9. Enter the password to connect with the selected access point, and click [Apply].

- If the [Key Index] setting is displayed, select the option corresponding to the SSID and entered password from the pull-down list.
- If the setting is modified, the authentication password entry screen appears after [Apply] is clicked.



Enter the administrator password (default password is "888888". The password can be set from [Modify Password] in the [Setting] menu.), and click [Login].

Restart the printer to apply the modified setting to the printer.

- If the computer is connected with the printer via a Wi-Fi router, the connection is terminated after the access point change is applied to the printer. Connect the computer to the same access point to connect with the printer via the Wi-Fi router.

You can now print files on the computer from the printer via the Wi-Fi router by selecting "Print" from the "File" menu of applications or use the functions of "RICOH Printer".

3. Connecting with a Computer Directly



The printer supports the Soft AP function that enables the printer to act as an access point (virtual router).

You can directly connect your computer with the printer (without using a Wi-Fi router) using the Soft AP function.

★ Important

- The Soft AP function is not supported for Mac OS.

For Windows

Enabling the Soft AP function using the Power Key on the Printer

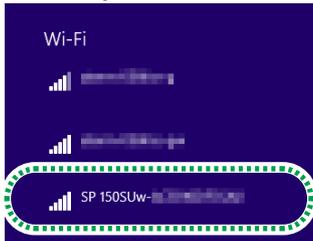
1. Press and hold the  power key to turn on the printer.

2. Press and hold the  power key for 1 second or longer.
The power indicator turns blue and the Wi-Fi function is enabled on the printer.
3. Press and hold the  power key for 1 second or longer.
The power indicator flashes twice and the Soft AP function is enabled on the printer.
4. Set papers on the printer.
5. Press the  power key three times successively.
The System Settings are printed out from the printer.
6. Confirm that the Soft AP function is enabled on the System Settings sheet.
 - [Enable] or [Disable] is displayed for [Soft AP] under the [Wireless Network] category.
If the Soft AP is not enabled, perform the procedure from 1 again to enable the function.
7. Click the wireless network icon on the task bar on the computer.



Available access points are searched for, and found access points are displayed in the list.

8. Click the printer in the list.



9. Enter the password for Soft AP, and click [Connect].

- You can find the password for Soft AP in [Passphrase] under [Soft AP] on the System Settings sheet.
- The SSID and password for Soft AP can be changed using "RICOH Printer".
For details, see page 7 "Enabling the Soft AP function using "RICOH Printer"".

- To disable the Soft AP function, press and hold the  power key for 1 second or longer. The power indicator flashes three times, and the function is disabled.

You can now print files on the computer via Wi-Fi network by selecting "Print" from the "File" menu of applications or use the functions of "RICOH Printer".

Enabling the Soft AP function using "RICOH Printer"

Note

- Install "RICOH Printer" to your computer first. For details, see page 3 "Installing the Printer Driver and "RICOH Printer" Software".

1. Press and hold the  power key to turn on the printer.

2. Connect the computer with the printer using a USB cable or via a Wi-Fi router.
 - For the Wi-Fi router connection, see page 3 "Connecting with a Computer via a Wi-Fi Router".
3. Click "RICOH Printer" icon on the desktop.
The application is launched.



4. Click [Settings].



5. Click [Soft AP].



- The SSID and password for the printer are set by default.
 - You can change the SSID and password for Soft AP. Click the text box of [SSID], and enter an SSID in 1 to 32 characters (specify with US ASCII characters). Click the text box of [Password], and enter a password in 8 to 63 characters.
6. Toggle the switch to "Open" position to enable the Soft AP function, and click [Apply].



- If the setting is modified, the authentication password entry screen appears after [Apply] is clicked.



Enter the administrator password (default password is "888888"). The password can be set from [Modify Password] in the [Settings] menu.), and click [Login].

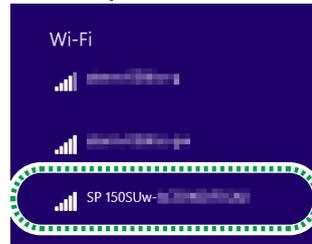
Restart the printer to apply the modified setting to the printer.

7. Click the wireless network icon on the task bar on the computer.



Available access points are searched for, and found access points are displayed in the list.

8. Click the printer in the list.

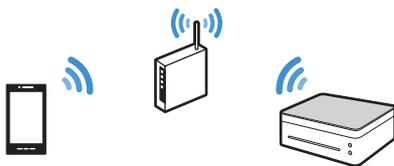


9. Enter the password for Soft AP, and click [Connect].

- You can find the password for Soft AP in [Passphrase] under [Soft AP] on the System Settings sheet.

You can now print files on the computer via Wi-Fi network by selecting "Print" from the "File" menu of applications or use the functions of "RICOH Printer".

4. Connecting with a Smart Device via a Wi-Fi Router



You can connect your smart devices (smartphone, iPhone, tablet, etc.) with the printer via a Wi-Fi router (wireless access point).

Install the "RICOH Printer" application to your smart device first to use the printer.

Note

- Some of the illustrations or descriptions in this manual may vary due to changes for improvement in this application or smart devices.

For Android or iOS

Setting an Access Point using "RICOH Printer"

When you set an access point (Wi-Fi router) for the printer for the first time, perform the following procedure from step 1.

If the Wi-Fi setting has been set up and the connection between the printer and smart device is established, perform the procedure from step 10 to change the access point to use.

1. Download the application from the RICOH official website at:

<http://www.ricoh.com/printers/sp150/support/gateway/>



2. Press and hold the power key to turn on the printer.

3. Press and hold the power key for 1 second or longer.

The power indicator turns blue and the Wi-Fi function is enabled on the printer.

4. Press and hold the power key for 1 second or longer.

The power indicator flashes twice and the Soft AP function is enabled on the printer.

5. Set papers on the printer.

6. Press the power key three times successively.

The System Settings are printed out from the printer.

7. Confirm that the Soft AP function is enabled on the System Settings sheet.

- [Enable] or [Disable] is displayed for [Soft AP] under the [Wireless Network] category.

If the Soft AP is not enabled, perform the procedure from 1 again to enable the function.

8. Enable the Wi-Fi function on the smart device.

Available access points are searched for, and found access points are displayed in the list.

9. Tap the printer in the list.



10. Enter the password for Soft AP, and click [Join].

- You can find the password for Soft AP in [Passphrase] under [Soft AP] on the System Settings sheet.

11. Tap the icon on the smart device.

The application is launched, and available RICOH printers are automatically searched for.

- An error message appears when Wi-Fi connection failed or RICOH printers are not found.

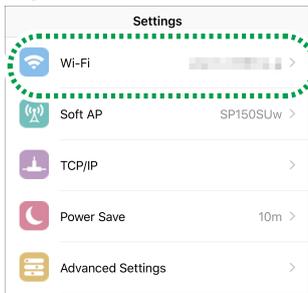
Printers are searched for again if clicking [OK].

Click [Cancel] to cancel the search and set up the Wi-Fi settings.

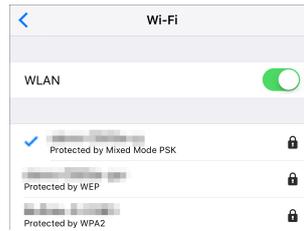
12. Tap [Settings].



13. Tap [Wi-Fi].



14. If the Wi-Fi setting is disabled, toggle the [WLAN] switch to enable the Wi-Fi function.



Available access points are searched for, and found access points are displayed in the list.

15. Tap an access point to use.

- Click [Manual Wi-Fi] to specify an access point by manually specifying SSID, encryption method, and password. After specifying an access point manually, click [Connect] to establish a connection.

16. Enter the password to connect with the selected access point, and tap [OK].

- If the "KeyID" setting is displayed, select the option corresponding to the SSID and entered password.
- If the setting is modified, the authentication password entry screen appears after [OK] is tapped.

Enter the administrator password (default password is "888888"). The password can be set from [Modify Password] in the [Settings] menu.), and tap [OK].

Restart the printer to apply the modified setting to the printer.

- If the smart device is connected with the printer via a Wi-Fi router, the connection is terminated after the access point change is applied to the printer. Connect the smart device to the same access point to connect with the printer via the Wi-Fi router.

If the connection is established, you can use the printer via the Wi-Fi router.

5. Connecting with a Smart Device Directly



The printer supports the Soft AP function that enables the printer to act as an access point (virtual router).

You can directly connect your smart device (smartphone, iPhone, tablet, etc.) with the printer (without using a Wi-Fi router) using the Soft AP function.

Install the "RICOH Printer" application to your smart device first to use the printer.

Note

- Some of the illustrations or descriptions in this manual may vary due to changes for improvement in this application, or smart devices.

For Android or iOS

Enabling the Soft AP function using the Power Key on the Printer

1. Download the application from the RICOH official website at:

<http://www.ricoh.com/printers/sp150/support/gateway/>



2. Press and hold the power key to turn on the printer.

3. Press and hold the power key for 1 second or longer.

The power indicator turns blue and the Wi-Fi function is enabled on the printer.

4. Press and hold the  power key for 1 second or longer.

The power indicator flashes twice and the Soft AP function is enabled on the printer.

5. Set papers on the printer.

6. Press the  power key three times successively.

The System Settings are printed out from the printer.

7. Confirm that the Soft AP function is enabled on the System Settings sheet.

- [Enable] or [Disable] is displayed for [Soft AP] under the [Wireless Network] category.

If the Soft AP is not enabled, perform the procedure from 1 again to enable the function.

8. Enable the Wi-Fi function on the smart device.

Available access points are searched for, and found access points are displayed in the list.

9. Tap the printer in the list.



10. Enter the password for Soft AP, and click [Join].

- You can find the password for Soft AP in [Passphrase] under [Soft AP] on the System Settings sheet.
- The SSID and password for Soft AP can be changed using "RICOH Printer".
For details, see page 10 "Enabling the Soft AP function using "RICOH Printer"".
- To disable the Soft AP function, press and hold the  power key for 1 second or longer. The power indicator flashes three times, and the function is disabled.

If the connection is established, you can use the printer via Wi-Fi network.

Enabling the Soft AP function using "RICOH Printer"

1. Connect the smart device with the printer via a Wi-Fi router.

- For the Wi-Fi router connection, see page 5 "Installing the Printer Driver and "RICOH Printer" software".

2. Tap the  icon on the smart device.

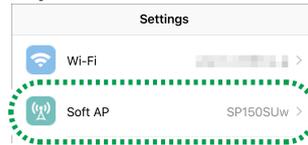
The application is launched, and available RICOH printers are automatically searched for.

- An error message appears when Wi-Fi connection failed or RICOH printers are not found.
Printers are searched for again if clicking [OK].
Click [Cancel] to cancel the search and set up the Soft AP settings.

3. Tap [Settings].

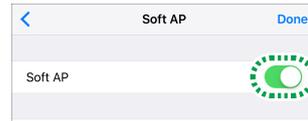


4. Tap [Soft AP].



- The SSID and password for the printer are set by default.
You can change the SSID and password for Soft AP. Tap the setting of [SSID], and enter an SSID in 1 to 32 characters (specify with US ASCII characters). Tap the setting of [Password], and enter a password in 8 to 63 characters.

5. Toggle the [Soft AP] switch to enable the Soft AP function.



6. Tap [Done].

- If the setting is modified, the authentication password entry screen appears after [Done] is tapped.
Enter the administrator password (default password is "888888"). The password can be set from [Modify Password] in the [Settings] menu.), and tap [OK].
Restart the printer to apply the modified setting to the printer.

7. Enable the Wi-Fi function on the smart device.

Available access points are searched for, and found access points are displayed in the list.

8. Tap the printer in the list.



9. Enter the password for Soft AP, and click [Join].

If the connection is established, you can use the printer via Wi-Fi network.

6. Appendix

Troubleshooting

Where can I find the instructions for use of "RICOH Printer"?

User Guide for "RICOH Printer" is included in the supplied CD-ROM or available on the RICOH official website at:

<http://www.ricoh.com/printers/sp150/support/gateway/>



Unable to connect to the printer via Wi-Fi network.

An error message appears on the "RICOH Printer" screen when a Wi-Fi connection with the printer cannot be established.

Computer screen:

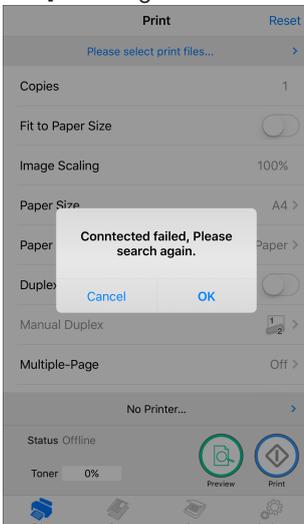
Click [Wi-Fi connection troubleshooting] on the screen, and follow the instructions on the screen to resolve the connection problem.



For configuring the Wi-Fi settings using "RICOH Printer", see page 3 "Connecting with a Computer via a Wi-Fi Router" or page 6 "Connecting with a Computer Directly".

Smart device screen:

Click [OK] on the screen to connect via Wi-Fi network again, or [Cancel] to configure the Wi-Fi settings using "RICOH Printer".



For configuring the Wi-Fi settings using "RICOH Printer", see page 8 "Connecting with a Smart Device via a Wi-Fi Router" or page 9 "Connecting with a Smart Device Directly".

System Requirements

Supported OS:

RICOH Printer Windows Version:

- Windows Vista Home SP1 or later (32bit/64bit)
- Windows Vista Business SP1 or later (32bit/64bit)
- Windows Vista Enterprise SP1 or later (32bit/64bit)
- Windows Vista Ultimate SP1 or later (32bit/64bit)
- Windows 7 Home Premium SP1 or later (32bit/64bit)
- Windows 7 Professional SP1 or later (32bit/64bit)
- Windows 7 Enterprise SP1 or later (32bit/64bit)
- Windows 7 Ultimate SP1 or later (32bit/64bit)
- Windows 8 (32bit/64bit)
- Windows 8 Pro (32bit/64bit)
- Windows 8 Enterprise (32bit/64bit)
- Windows 8.1 (32bit/64bit)
- Windows 8.1 Pro (32bit/64bit)
- Windows 8.1 Enterprise (32bit/64bit)
- Windows 10 Home (32bit/64bit)
- Windows 10 Pro (32bit/64bit)
- Windows 10 Enterprise (32bit/64bit)
- Windows 10 Education (32bit/64bit)
- Windows Server 2003 (32bit/64bit)
- Windows Server 2003 R2 (32bit/64bit)
- Windows Server 2008 (32bit/64bit)
- Windows Server 2008 R2 (32bit/64bit)
- Windows Server 2012 (32bit/64bit)
- Windows Server 2012 R2 (32bit/64bit)

RICOH Printer Mac Version:

- Mac OS X (10.8/10.9/10.10/10.11)

RICOH Printer Android Version:

- Android OS 4.0 to 6.0

RICOH Printer iOS Version:

- iOS 7.0.6 to 9.x

RICOH Printer Linux Version:

- Ubuntu 10.4 (x86/x64)
- Ubuntu 12.04 (x86/x64)
- Red Hat Enterprise Linux 5 (x86/x64)
- Red Hat Enterprise Linux 6 (x86/x64)
- OpenSUSE 13.0 (x86/x64)
- SUSE Enterprise 11 (x86/x64)

Internal memory:

128 MB or more (PC)

256 MB or more (Smart device)

Free space in memory:

200 MB or more (PC)

400 MB or more (Smart device)

Trademarks

Android is a trademark of Google Inc.

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