User Guide

Guide to Components 1

Setting up the Printer 2

Print Media 3

Printing 4

Copying 5

Scanning 6

Drivers 7

Print Over Wi-Fi 8

Keys and Indicators 9

Machine Maintenance 10

Troubleshooting 11

Printer Configurations (WEB page) 12

Appendix 13

For safe and correct use, be sure to read Safety Information before using the machine.

TABLE OF CONTENTS

How to Read the Manual 3

Important Safety Instructions Region A 5

Important Safety Instructions Region B 8

ENERGY STAR Program 10

1. Guide to Components

2. Setting up the Printer

Opening the Paper Feed 13

Loading Paper 14

Connecting the Printer to a Power Socket 16

Starting the Printer 17

Installing Printer Drivers and "RICOH Printer" Software 18

Printing a Test Page 25

Printing a Configuration Page 26

3. Print Media

Supported Paper 27

Non-Recommended Paper Types 28

Print Area 29

4. Printing

Print Jobs 30

Canceling Print Jobs 32

5. Copying

Placing Originals 34

Basic Copying 36

Copying Both sides of an ID Card onto one side of Paper 38

Canceling a Copying 41

6. Scanning

Scanning with a PC 42

7. Drivers

Supported System Environment 48

Drivers Used in Windows 49
Drivers Used in Mac 62

8. Print Over Wi-Fi

Wi-Fi Configuration and Installation 66
Installation of Wireless Driver Program in Mac OS System 73
Print over Wi-Fi 78

9. Keys and Indicators

Introduction 79
LED Indicator and Status Description 80

10. Machine Maintenance

Maintaining the Toner Cartridge 85
Replacing the Toner Cartridge 87
Cleaning the Printer 89

11. Troubleshooting

FAQs 91
Paper Feed Problems 92
Removing Paper Jams 93
Print Quality Problems 101
Printing Problems 102
Scanning Problems 104
LED Indicator Status for Errors and Operation Guide 105

12. Printer Configurations (WEB page)

Overview 106

13. Appendix

Precautions about Toner 109
Moving and Transporting the Machine 110
Toner Cartridge 111
Specifications of the Machine 112
Trademark 115

How to Read the Manual

Symbols Used in the Manual

The symbols used in this manual have the following meanings.

Important

Indicates an explanation containing points to pay attention to when operating the software, restrictions, or other information. Be sure to read the explanation.

Note

Indicates an explanation containing information that is useful to know, a supplementary operating procedure, or other information.

Reference

Indicates reference information that may be helpful.

[ ]

Indicates a screen item or button name.

Region A (mainly Europe and Asia)

Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Disclaimer

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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

Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Important Safety Instructions Region A

User Information on Electrical & Electronic Equipment

Users in the countries where this symbol shown in this section has been specified in national law on collection and treatment of E-waste

Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below.

The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

For Users in India

This product complies with the "India E-waste Rule 2011" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for the exemptions set in Schedule 2 of the Rule.

For Turkey only

Üretici:
Ricoh Company, Ltd.
8-13-1 Ginza,
Chuo-ku, Tokyo 104-8222 Japan
+81-36278-2111(English only/Sadece İngilizce)

EEE Yönetmeliğine Uygundur.
Bu sistem sarf malzemeleri ve yedek parçaları da dahil olmak üzere EEE Yönetmeliğine Uygundur.

Environmental Advice for Users

Users in the EU, Switzerland and Norway

Consumables yield

Please refer to either the User's Manual for this information or the packaging of the consumable.

Recycled paper

The machine can use recycled paper which is produced in accordance with European standard EN 12281:2002 or DIN 19309. For products using EP printing technology, the machine can print on 64g/m^2 paper, which contains less raw materials and represents a significant resource reduction.

Duplex printing (if applicable)

Duplex printing enables both sides of a sheet of paper to be used. This saves paper and reduces the size of printed documents so that fewer sheets are used. We recommend that this feature is enabled whenever you print.

Toner and ink cartridge return program

Toner and ink cartridge for recycling will be accepted free of charge from users in accordance with local regulations.

For details about the return program, please refer to the Web page below or consult your service person.

https://www.ricoh-return.com/

Energy efficiency

The amount of electricity a machine consumes depends as much on its specifications as it does on the way you use it. The machine is designed to allow you to reduce electricity costs by switching to Ready mode after it prints the last page. If required, it can immediately print again from this mode.

If no additional prints are required and a specified period of time passes, the device switches to an energy saving mode.

In these modes, the machine consumes less power (watts). If the machine is to print again, it needs a little longer to return from an energy saving mode than from Ready mode.

For maximum energy savings, we recommend that the default setting for power management is used.

Products that comply with the Energy Star requirement are always energy efficient.

Important Safety Instructions Region B

Notes to Users in the State of California

Perchlorate Material - special handling may apply. See: www.dtsc.ca.gov/hazardouswaste/perchlorate

Notes to USA Users of FCC Requirements

Part 15 of the FCC Rules

Note

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

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

Caution

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

Country Code Statement

For product available in the USA/Canada market, only channel 1~11 can be operated. Selection of other channels is not possible.

CAUTION:

Any changes or modifications not expressly approved by the grantee of this device could void the user's authority to operate the equipment. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Federal Communication Commission (FCC) Radiation Exposure Statement

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines. This equipment has very low levels of RF energy that it deemed to comply without maximum permissive exposure evaluation (MPE). But it is desirable that it should be installed and operated keeping the radiator at least 20cm or more away from person's body (excluding extremities: hands, wrists, feet and ankles).

ENERGY STAR Program

ENERGY STAR® Program Requirements for Imaging Equipment

The ENERGY STAR® Program Requirements for Imaging Equipment encourage energy conservation by promoting energy efficient computers and other office equipment.

The program backs the development and dissemination of products that feature energy saving functions.

It is an open program in which manufacturers participate voluntarily.

Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform.

This machine is equipped with the following Energy Saver mode: The machine recovers from Energy Saver mode when it receives a print job or when any key is pressed.

This machine automatically enters Energy Saver mode about 60 seconds after the last operation is completed.

Specifications

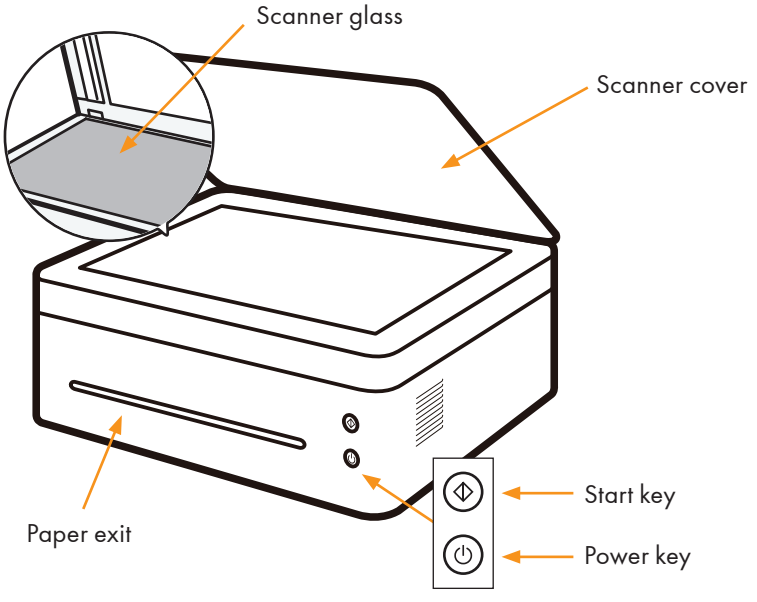
Energy Saver mode	Power Consumption*1	1.2 W or less
	Default Interval	60 seconds
	Recovery Time*1	25 seconds or less

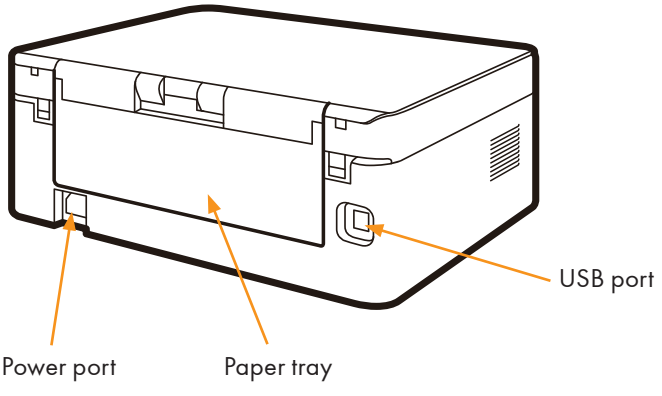
*1 Recovery time and power consumption may differ depending on the conditions and environment of the machine.

1. Guide to Components

This section introduces the names of the parts in front, at the back and inside the machine.

Exterior

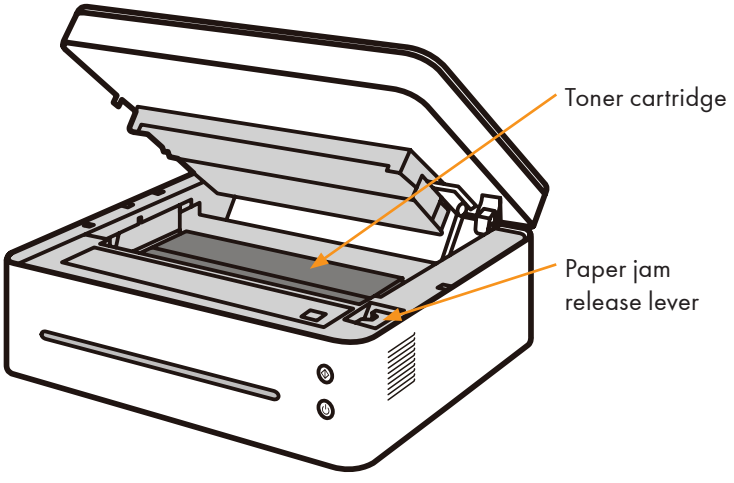




Note

- Please see "9. Keys and Indicators" for details of key functions and how indicators display the printer device status.

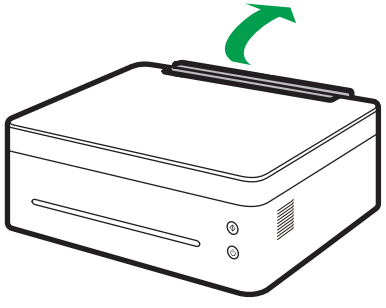
Interior



2. Setting up the Printer

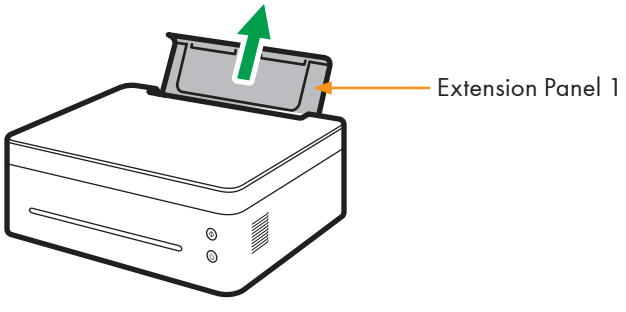
Opening the Paper Feed

1. **Open the feed tray.**



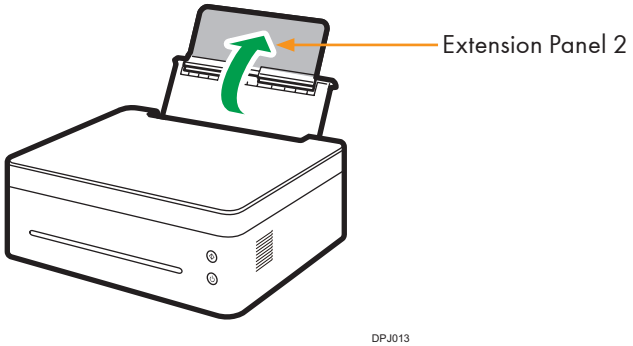
DPJ011

2. **Pull out the Extension Panel 1.**



DPJ012

3. **Flip open the Extension Panel 2.**



DPJ013

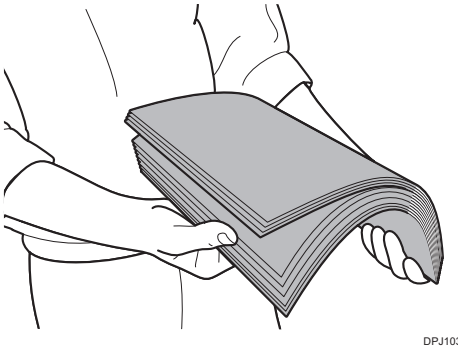
Loading Paper

This section explains how to load paper into the paper feed.

Note

- Please see "3. Print Media" for details of print media.

1. **Before loading the paper, bend the sheets back and forth and fan the stack.**
   Use a flat surface such as a desk to line up the edges of the sheets.

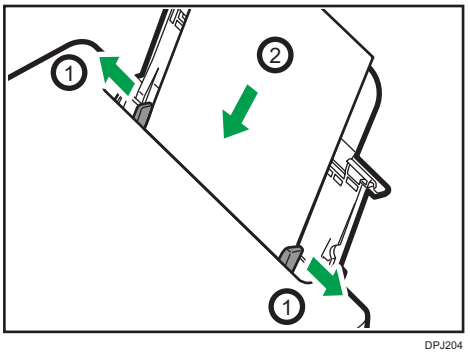


DPJ103

Note

- Doing this helps to prevent paper jams.

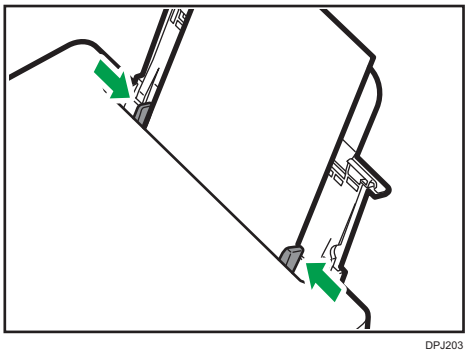
2. **Slide the paper guides outward, then load paper with the print side up.**



DPJ204

3. **Do not load too much paper at a time. The feed tray can hold 50 sheets (A4 70g/m²) maximum.**

4. **Pinch the paper guide clip and slide it to fit the paper size.**



DPJ203

Important

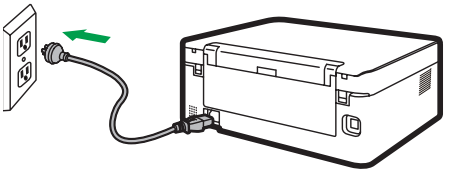
- Please make sure to set the paper size and type when loading paper. When printing, please specify the paper size and type in the printer driver so the settings can be used for printing the loaded paper.

Note

- Please see "3. Print Media" for how to specify the paper size and type in the printer driver.
- Curled paper may cause paper jams. Please flatten curled paper before loading it.
- Do not push the paper guide too far. This may cause the paper to bend.
- Failure to adjust the paper guide may cause a paper jam.
- If you need to add paper to the paper feed while printing, remove any remaining paper in the paper feed first and then add new paper. Adding new sheets to the feed tray while there is paper remaining may cause paper jams or concurrent feeding of multiple sheets.

Connecting the Printer to a Power Socket

1. **Plug the power cable into the power port at the back of the printer.**



DPJ010

2. **Plug the other end of the power cable into a properly grounded AC power supply socket.**

Starting the Printer

Hold the ⏻ power key for 0.5 seconds or longer to start the printer.

The indicator display shown below indicates that the printer is ready.

○	Start indicator is off.
●	Power indicator is green.

Note

- After the printer starts, the scanner will perform auto calibration. Please wait for the process to complete.

Installing Printer Drivers and “RICOH Printer” Software

Different Models

Some functions may not be available on all models or in all countries/regions.

Drivers and “RICOH Printer” software are listed below.

Drivers and “RICOH Printer” software	SP 150SU	SP 150SUw
Printer Driver	✔	✔
Scanner Driver	✔	✔
“RICOH Printer” (Windows & Mac)	✔	✔
“RICOH Printer” (Android & iOS)		✔

Three ways to install drivers

Quick Installation (USB)

Wi-Fi Configure and Installation

Network Installation

Installing “RICOH Printer” software

“RICOH Printer” software will be installed on your device by default when you choose Quick Install (USB), or Wi-Fi Configure and Installation.

Install “RICOH Printer” separately using the Software option when you choose Network Installation for installing a printer driver.

Reference

- Please see the User Guide for “RICOH Printer” for details.

Before installing printer drivers

Please confirm the following items:

- Your computer has 128MB or more of internal memory.
- Your computer has 200 MB or more free space available on the hard disk.
- Your computer has a Windows or Apple Mac operating system which supported by this printer.

Note

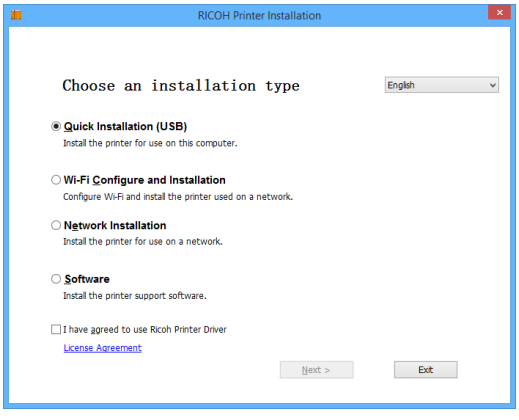
- Please see "7. Drivers" for more information about compatible operating systems.

Quick Installation (USB)

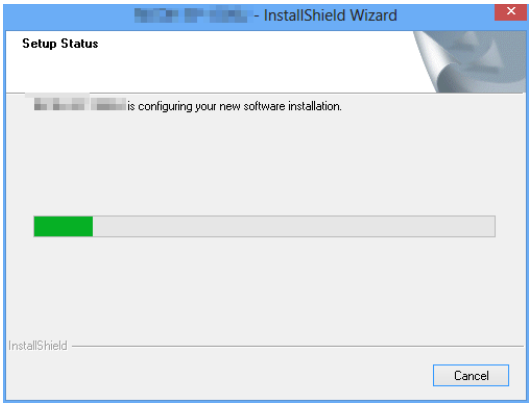
Installing drivers on Windows

Here the example is Windows 7. Your specific operating system decides the steps you will take.

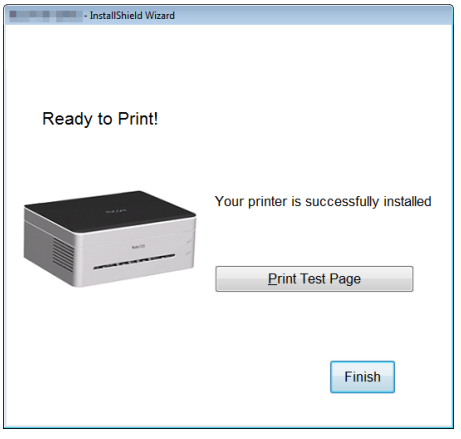
1. **Start the printer and connect the computer and printer with the USB cable.**
2. **Insert the CD-ROM supplied with this product into the computer's CD-ROM drive.**
3. **Select proper installation directory for your printer model. Click "setup.exe" to start the installation.**
4. **Select a language when the installation program interface comes up.**



5. **Click [Quick Installation (USB)]. Please study the Agreement. If you accept the agreement, please tick the box in front of [I have agreed...] and then click [Next].**
6. **The program will start installing automatically.**



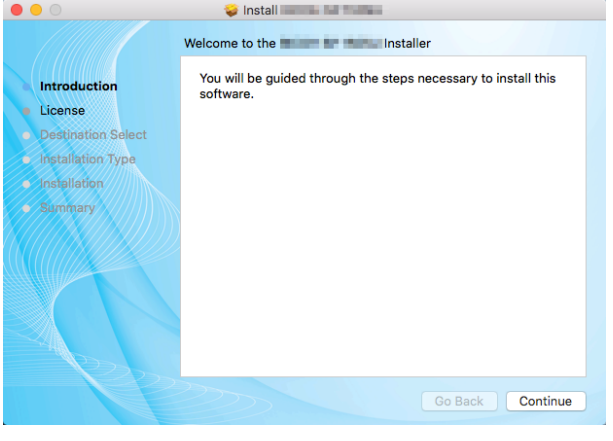
7. **Click [Finish] after the installation is completed.**



The printer is ready for use after the printer driver program is installed.

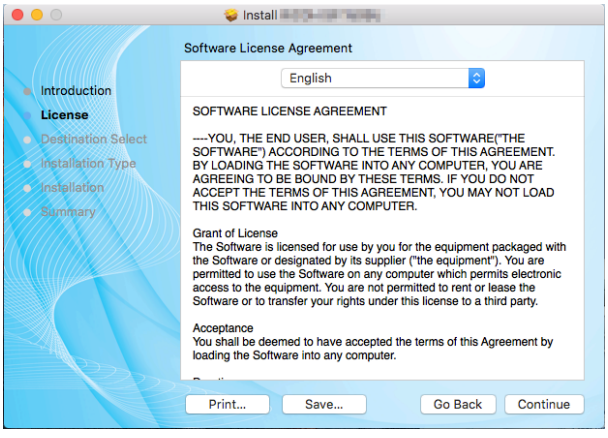
Installing drivers on Mac OS

1. **Start the printer and connect the computer and printer with the USB cable.**
2. **Insert the CD-ROM supplied with this product into the computer's CD-ROM drive.**
3. **Double click the CD disk icon on the computer desktop.**
4. **Double click the Install icon. A window will pop up as shown in the screenshot below.**

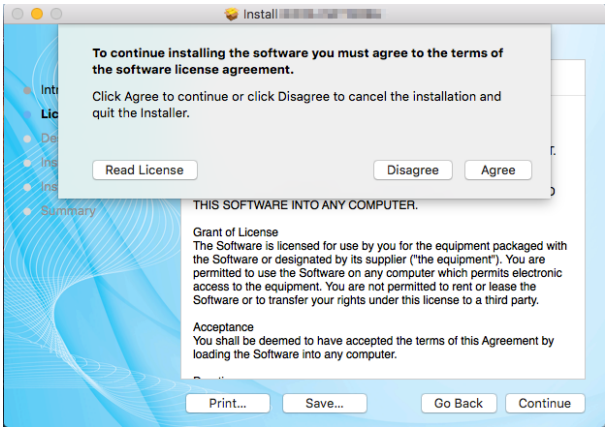


5. **Click [Continue] in the introduction window.**
6. **When the License Agreement interface appears, please select the required language.**

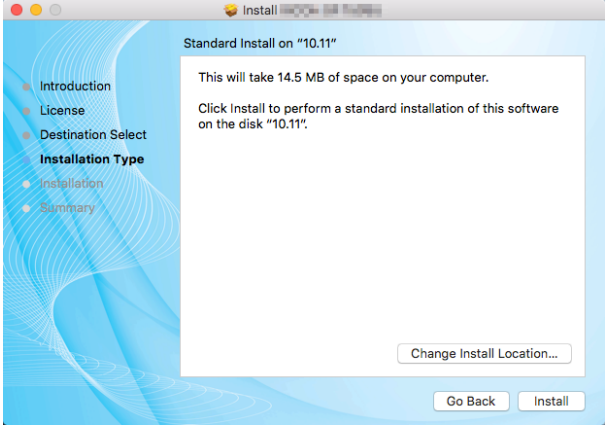
7. Please carefully read the software License Agreement, and click [Continue].



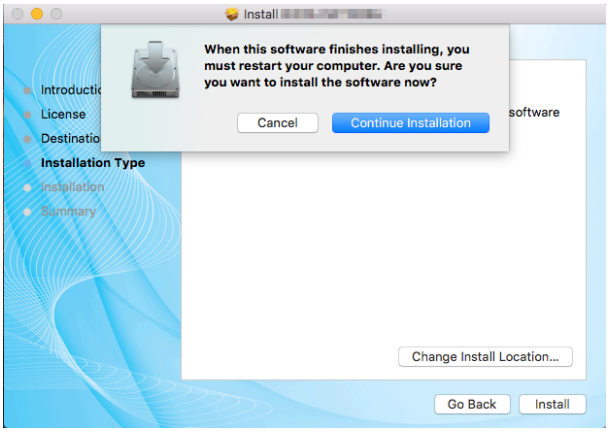
8. If you accept the terms of the license agreement, please click [Agree] to continue installation.



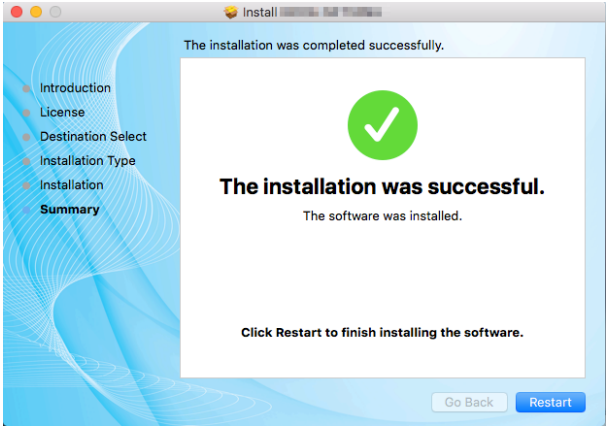
9. Click [Install], and the system will perform a default install of the software.



10. **For Mac OS X, enter the administrator name and password and click [Install Software].**
11. **Click [Continue Installation].**



12. **Click [Restart] to complete the installation.**



Wi-Fi Configure and Installation

If you want the wireless features when you use the printer for the first time, you need to set up the wireless configuration before you can operate the printer wirelessly.

Important

- Some features are unavailable to a certain model or in a certain country/region.
- Regarding specific configurations and features of a model, please see “Different Models”.
- Regarding the installation of the wireless printer driver, please see “8. Print Over Wi-Fi”.

Network Installation

Please install the wireless printer driver the first time you use a printer that already has wireless configuration.

Important

- Some functions and optional items may not be available on all models or in all countries/regions.
- Regarding specific configurations and features of a model, please see "Different Models".
- Regarding the installation of the wireless printer driver, please see "8. Print Over Wi-Fi".

Upgrading Printer Drivers

You can upgrade the installed printer driver by following the steps below.

1. **In the [Start] menu, click [Devices and Printers].**
   - Windows Server 2003/2003 R2:

     In the [Start] menu, select [Printers and Faxes].
   - Windows Vista, Windows Server 2008:

     In the [Start] menu, select [Control Panel] and click [Hardware and Sound]-[Printer]
   - Windows 8/8.1/10, Windows Server 2012/2012 R2:

     Click [Settings] on the charm bar, and then click [Control Panel].
     When the window pops up, click [View devices and printers].
2. **Right click the icon of the printer you want to modify, and click [Printer Properties].**
   - Windows Vista, Windows Server 2003/2008:

     Right click the icon, and click [Properties].
3. **Click the [Advanced] tab.**
4. **Click [New Driver...], and click [Next].**
5. **Click [Have Disk....].**
6. **Click [Browse...], and select the location of the printer driver.**
7. **Click [OK] and specify the printer model.**
8. **Click [Next].**
9. **Click [Finish].**
10. **Click [OK] to close Printer Properties window.**
11. **Restart the computer.**

Uninstalling Printer Drivers

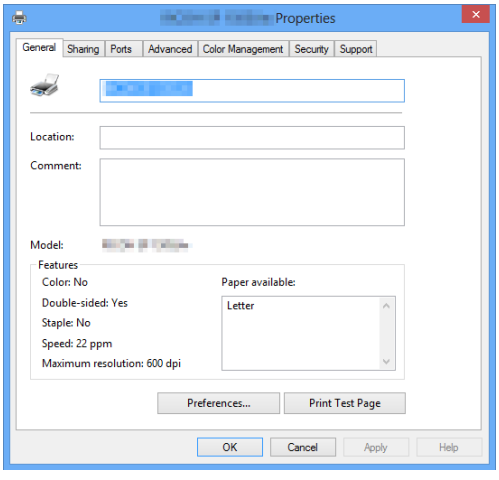
You can use the uninstall program also can uninstall the printer driver by following the steps below.

1. **In the [Start] menu, click [Devices and Printers].**
   - Windows Server 2003/2003 R2:
     In the [Start] menu, select [Printers and Faxes].
   - Windows Vista, Windows Server 2008:
     In the [Start] menu, select [Control Panel] and click [Hardware and Sound]-[Printer].
   - Windows 8/8.1/10, Windows Server 2012/2012 R2:
     Click [Settings] on the charm bar, and then click [Control Panel].
     When the window pops up, click [View devices and printers].
2. **Right click the icon of the printer you want to delete, and click [Remove Device].**
   - Windows Vista, Windows Server 2003/2003 R2/2008:
     Right click the icon you want to delete and click [Delete].
3. **Click [Yes].**
4. **Click any printer icon, and click [Print Server Properties].**
5. **Click the [Driver] tab.**
6. **If [Change Driver Settings] is displayed, please click it.**
7. **Select the type of printer that you want to delete, and then click Click [Delete].**
8. **Select [Remove Driver And Driver Package] and click [OK].**
9. **Click [Yes].**
10. **Click [Delete].**
11. **Click [OK].**
12. **Click [Close] to close the Print Server Properties window.**

Printing a Test Page

At the end of driver installation,there will be a print test page option,and you can also print the test page by the following.

1. **Click [Start], then [Devices and Printers]. Right click your printer and select [Printer Properties] to display the properties dialog box (As shown below).**



2. **Click [Print Test Page].**

   If the test page is successfully printed, the RICOH SP 150SU/SP 150SUw has been configured correctly.

Printing a Configuration Page

The configuration page shows your printer settings, such as printer model name, network parameters, name and password of Soft AP, Toner Volume, Waste Toner Box and Print Count.

When the printer is in the state of standby, quickly press the power key three times in 1.5 seconds and observe the indicator light.

○	Start indicator is off.
☼	Power indicator alternates between green and off every second.

3. Print Media

Supported Paper

Paper Sizes

- A4
- Letter 8½″ × 11
- Legal 8½″ × 14
- B5
- A5 LEF
- A5 SEF
- B6 LEF
- B6 SEF
- A6
- Executive 7¼″ × 10½
- 16K
- Custom Paper Size

  Custom Paper Size supports the following sizes:

  - Width Approx. 76.2-216mm (3-8.5 inches)
  - Length Approx. 116-355.6mm (4.57-14 inches)

Paper Types

- Plain Paper (70-90 g/m²)
- Recycled Paper (70-90 g/m²)
- Thick Paper (90-105 g/m²)
- Thin Paper (60-70 g/m²)

Paper Capacity

- Paper tray 50 sheets (70 g/m²)

Non-Recommended Paper Types

Do not use the following types of paper:

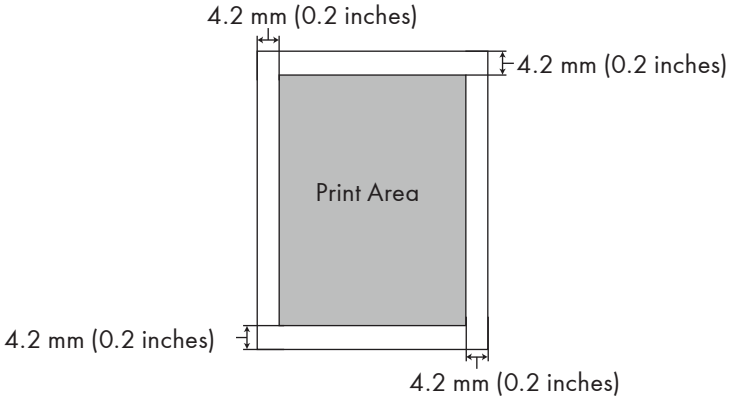
- Special paper for ink-jet printers
- Special paper for viscous inks
- Curled, folded or creased paper
- Twisted paper
- Corrugated paper
- Wet paper
- Dirty or torn paper
- Excessively dry paper that may produce static
- Printed paper except that with header/footer designs
- Paper printed by non-laser printers (e.g. monochrome or color copiers, ink-jet printers, etc) in particular may cause failures
- Special paper such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Paper with clips or staples
- Envelopes

Note

- Poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.
- Use of any of the paper types listed above may damage the product. Such damage is not covered by the warranty.

Print Area

The picture below shows the area of the paper that the machine can print on.



Note

- The print area may vary depending on the paper size and printer driver settings.

4. Printing

Print Jobs

This printer offers two options for handling printing:

- Printing with a Printer Driver
- Printing with "RICOH Printer"

Printing with a Printer Driver

This option allows you to print files on the computer using printer drivers.

The steps needed to print may be different for other software or environments.

Please see the software you are using to print for the actual steps you need to follow.

1. **Please confirm the printer is connected.**
2. **Open the file your want to print.**
3. **Select Print in the File menu.**

   The print dialog box is displayed. (Dialog box may be different for other software.)

   Select basic print settings in the print dialog box.

   The settings include number of copies, paper size and orientation.

   If no other print requirements are needed, click [Print] to start printing.

Note

- Click the [Properties] button in the print dialog box to display another dialog box with more printer settings.
- Any changes made will apply only to the software currently in use.
  If you want your printer to always use the settings, please follow the steps below:
  1. Click the Windows [Start] button.
  2. Select [Devices and Printers] to open the window.
  3. Select your printer, right click, and select [Printing Preferences].
  4. Configure the printer settings here and click [OK]. These settings will be effective for all printing on this computer.
- Please see "7. Drivers" about the printer settings.
- Please see "10. Machine Maintenance" for details of key functions and how indicators display the printer device status.

Printing with “RICOH Printer”

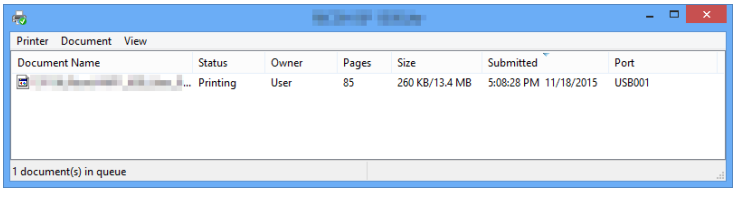
For details, see >> the section on Print in the User Guide for “RICOH Printer”.

Canceling Print Jobs

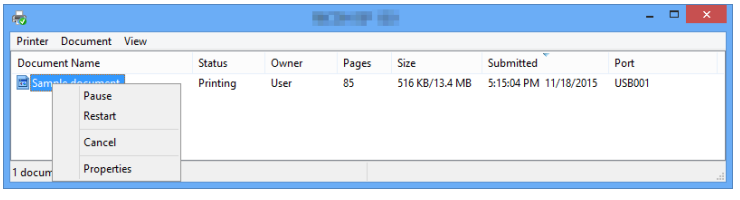
The steps for canceling a print job are different for jobs that are not yet printing or currently printing.

Canceling a Print Job before Printing has started

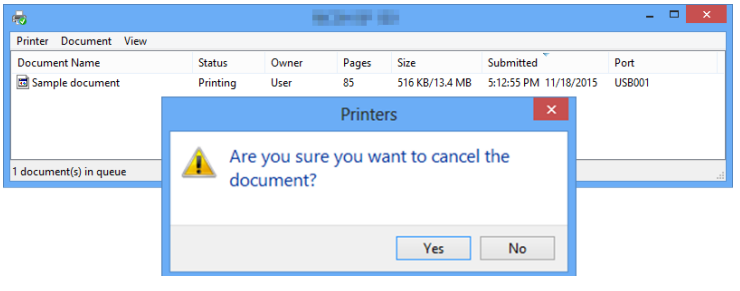
1. **Double click the printer icon on the taskbar at the bottom right of the computer desktop. The print queue is displayed.**



2. **Click the print task. Then right click it and click [Cancel].**



3. **Click [Yes] to cancel the task.**



Canceling a Print Job during Printing

Press and hold the ⏻ power key for one second or longer.

The LED indicator display shown below indicates the current task is being canceled.

○	Start indicator is off.
☼ <-> ☼	Power indicator alternates between red and green every 0.5 seconds.

Important

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel large print jobs.

5. Copying

Placing Originals

This section describes the types of originals you use set and how to place them.

About Originals

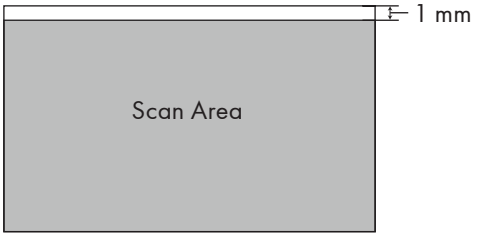
- Recommended size of originals

  Scanner glass: no wider than 216 mm (8.5 inches)
  no longer than 297 mm (11.7 inches)

- Unscannable image area

  Even if you correctly place originals,margins of a few millimeters on all four sides of the original may not be scanned.

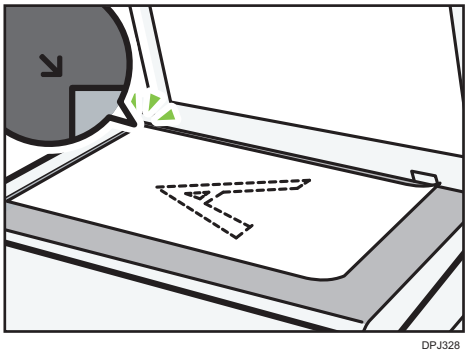
- Margins when using scanner glass.



Placing Originals on the Scanner Glass

1. **Raise the scanner cover.**
2. **Place the original face down on the scanner glass.**

   The original should be aligned to the rear left corner.



3. **Lower the scanner cover.**

Note

- Do not place originals until the toner has dried completely. Wet toner may leave marks on the scanner glass and cause smudges on the copies.
- For thick, folded or bound documents where the scanner cover will not close, please press and hold the scanner cover while scanning.

Basic Copying

This printer offers two ways of copying:

- Copying with Printer Keys
- Copying with "RICOH Printer"

Copying with Printer Keys

1. Place the original on the scanner glass.

Note

- Please see "Placing Originals" for details.

2. When the printer is in the state of standby, press the start key once to make one copy.

The LED indicator display will change to that shown below.

●	Start indicator is green.
☼	Power indicator alternates between green and off every second.

The printer is in copy/multiple copy mode.

Note

- The LED indicator display shown below indicates that the printer is in sleep mode.

○	Start indicator is off.
☼	Power indicator slowly flashes green.

Press any key to wake the printer. Please see "Keys and Indicators" for details.

Making Multiple Copies using Printer Keys

1. **Place the original on the scanner glass.**

Note

- Please see "Placing Originals" for details.

2. **When the printer is in the state of standby, press and hold the start key for 3 seconds or longer to make 5 copies.**

   The LED indicator display will change to that shown below.

●	Start indicator is green.
☼	Power indicator flash green and off for 1 second.

   The printer is in copy/multiple copy mode.

Note

- The LED indicator display shown below indicates that the printer is in sleep mode.

○	Start indicator is off.
☼	Power indicator flash green for 1 second and off for 3 seconds.

- Press any key to wake the printer. Please see "Keys and Indicators" for details.

Copying with "RICOH Printer"

You can copy with "RICOH Printer" for more advanced functionality. For details, see >> the section on Copy in the User Guide for "RICOH Printer".

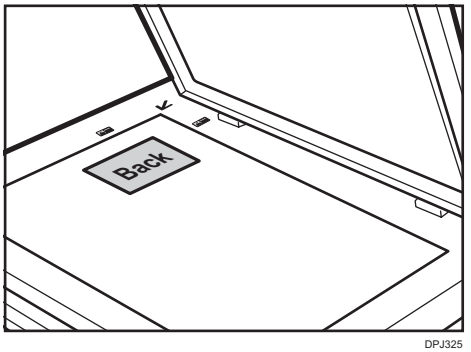
Copying Both sides of an ID Card onto one side of Paper

You can copy the two sides of an ID card onto one side of a sheet of paper.

Important

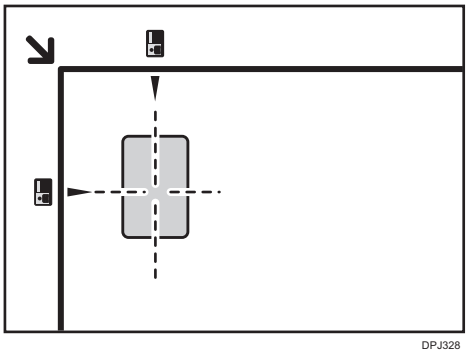
- To use this function, the paper size used for printing copies must be set to A4 or Letter.

1. Place the ID card front side down on the scanner glass.



DPJ325

Position the card so that it is centered at the intersection. (The same position applies to both the front and back of the ID card.)



DPJ328

Note

- The position where the marks intersect is only a rough guide for printing the images of the ID card near the center of the sheet of paper.

2. **When the printer is in the state of standby, press and hold the start key and power key for one second or longer.**

   The indicator display changes to that shown below.

●	Start indicator is green.
●	Power indicator is green.

   The printer is in ID card copy mode.

Note

- The printer will stay in this mode for one minute, then return to its ready to copy state unless you continue the operation.

3. **Scan the first side of the ID card.**

   The LED indicator display shown below indicates the current task is being processed.

●	Start indicator is green.
☼	Power indicator flashes green.

   The printer is in ID card copy mode.

4. **When the LED indicator display changes to that shown below, the printer is ready to scan the second side of the ID card.**

☼	Start indicator flashes green.
☼	Power indicator flashes green.

   Turn the ID card over and put it in the same position as before. Press the start key to scan the back side.

5. **The printer will automatically print both sides of the ID card onto one side of paper.**

Note

- After copying the both sides of the ID card, the printer will remain in double-sided copy mode for one minute. If no operation is performed within one minute, the printer will return to its ready to copy state.
- You can also cancel double-sided copy mode by pressing and holding the power key.

  The LED indicator display shown below indicates the current task is being canceled.

○	Start indicator is off.
	Power indicator alternates between red and green every 0.5 seconds.

- The LED indicator display shown below indicates that the printer is in sleep mode.

○	Start indicator is off.
	Power indicator flash green for 1 second and off for 3 seconds.

  Press any key to wake the printer. Please see "9. Keys and Indicators" for details.

Canceling a Copying

Press the power key for one second or longer to cancel all the current jobs.

The LED indicator display will change to that shown below.

○	Start indicator is off.
	Power indicator alternates between red and green every 0.5 seconds.

Important

- If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout.
- If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

6. Scanning

This printer offers two options for handling scanning:

- Scanning with a PC
- Scanning with "RICOH Printer"

Scanning with a PC

Scanning from a computer (TWAIN scanning, WIA scanning and ICA scanning) allows you to operate the machine from your computer and scan originals into your computer directly via USB connection.

Using TWAIN scanner

This section describes the preparation and procedure for using TWAIN scanner.

Note

- To use the TWAIN scanner, you must install the TWAIN driver, which is on the supplied CD-ROM.
- To use the TWAIN scanner, a TWAIN-compliant application must be installed.
- To use the machine as a TWAIN scanner, first do the following:
  - Install the TWAIN driver.
  - Install a TWAIN-compliant application.

Procedure for using TWAIN scanner

TWAIN scanning is available when the TWAIN-supported applications are run on the computer.

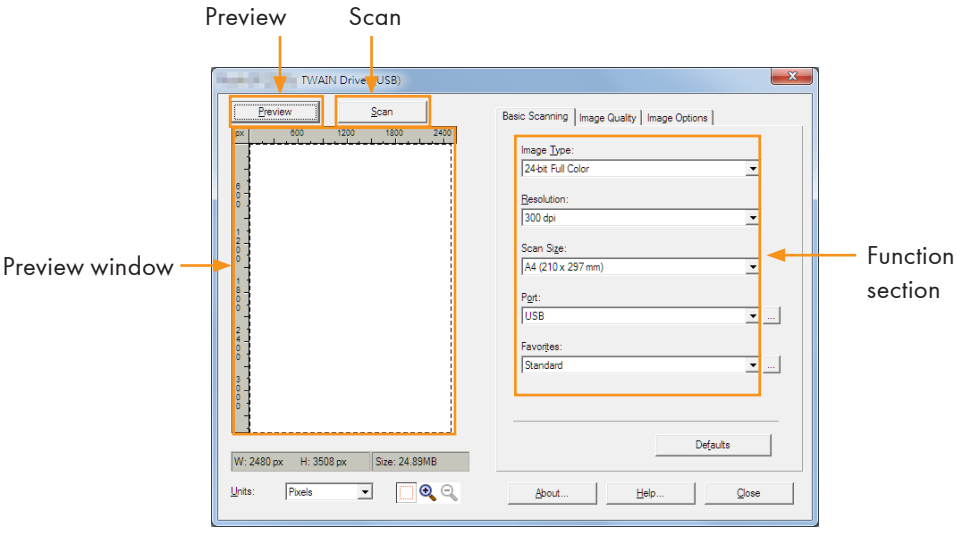
1. **Place the original on the scanner glass.**

Note

- See "Placing Originals" for details.

2. **Open the properties dialog box for this machine using a TWAIN-compatible application.**
3. **Configure the scan settings as required, and click [Scan].**

Main Page:



Preview:

Click [Preview] to display a preview image of the original to be scanned in the preview window.

Scan:

Click [Scan] to start scanning the original.

Basic Scanning tab:

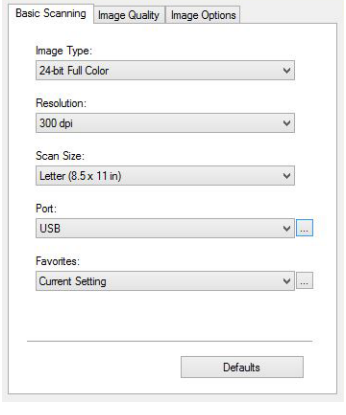


Image Type:

Black & White

8-bit Grayscale

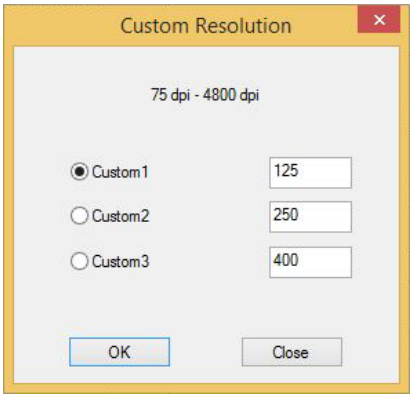
24-bit Full Color, default value.

Resolution:

75 dpi/100 dpi/150 dpi/200 dpi/300dpi/600 dpi/
1200 dpi/2400 dpi/4800dpi/Custom

Custom Resolution:

When the Custom option is selected, a dialog box will pop up to let you enter your preferred resolution.



Scan size:

A4 (210 x 297 mm), A5 (148 x 210 mm), B5 (182 x 257 mm)
Letter (8.5 x 11”), 4×6”

Port:

You can use this dialog to configure device connection settings.

6

Image Quality tab

You can adjust the quality of the scanned image in the Image Quality tab.

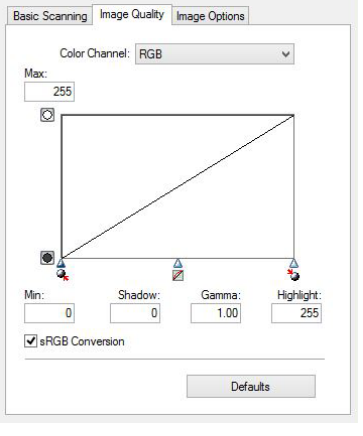
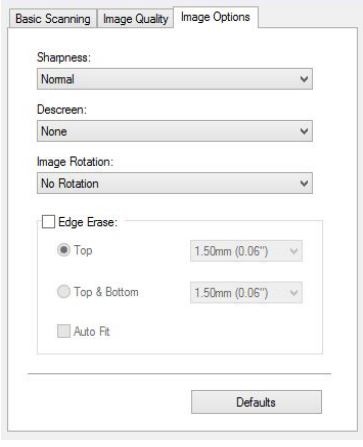


Image Options tab

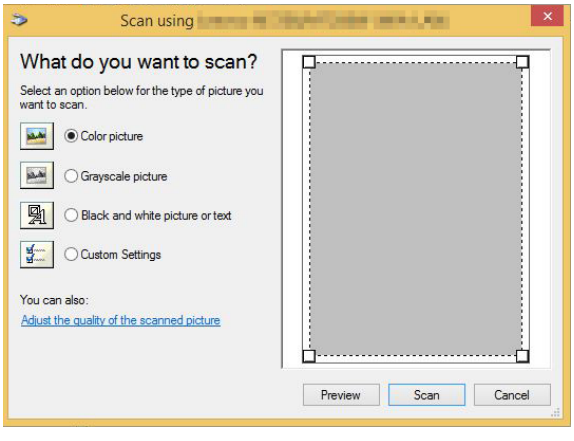
You can configure the image settings for the TWAIN scanner in the Image Options tab.



WIA Scanning (Windows)

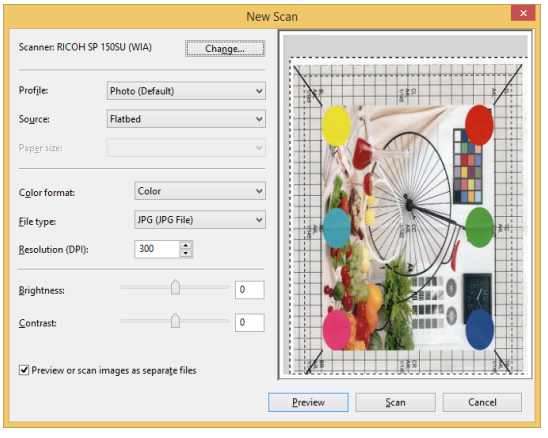
WIA 1.0 (Windows Server 2003)

- The WIA 1.0 provides default user interface for scan, as follows:



WIA 2.0 (Windows Vista/Windows Server 2008 or above)

- The WIA 2.0 provides default user interface for scan, as follows:



Procedure for using WIA scanner:

- Place the original document on the scanner glass.

Note

- Please see “Placing Originals” for details.

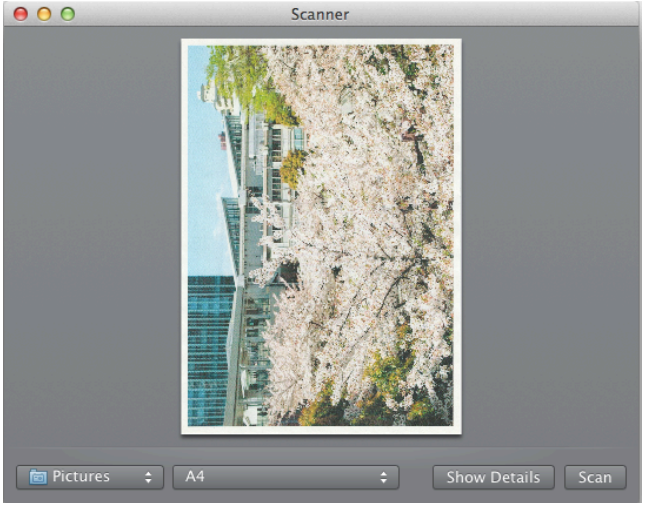
1. **In the [Start] menu, click [Devices and Printers].**
2. **Right click your printer’s icon, and click [Start scan].**
3. **Configure the scan settings as required, and click [Scan].**

Scanning with Mac ICA

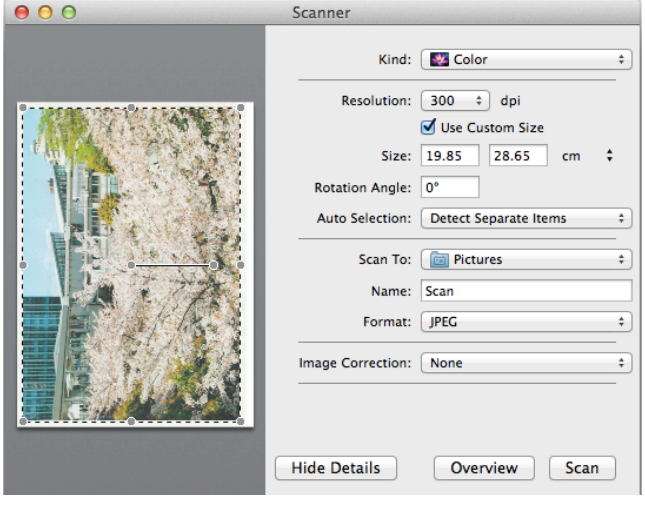
The ICA (Image Capture) scanner device module (driver) supports Mac OS X 10.8 and above, as well as USB scan drivers. The drivers are installed to: APP >> Image Capture >> Devices.

Mac provides both the Basic and Advanced interfaces for this driver.

Basic user interface:



Advanced user interface:



Color Kind:

Text (1-bit image), Black &White (8-bit Grayscale image), Color (24-bit Color image).

Resolution:

75dpi/100 dpi/ 150 dpi/ 200 dpi/ 300 dpi/ 600 dpi/ 1200 dpi/ 2400 dpi/ 4800 dpi.

Scan size:

A4, B5/JIS B5, US Letter, A5, US Executive.

Scanning with “RICOH Printer”

For details, see >> the section on Scan in the User Guide for “RICOH Printer”.

7. Drivers

This chapter describes the settings for printer drivers.

Supported System Environment

Windows Vista	Home Basic/Home Premium/Business/Enterprise/Ultimate
Windows 7	Home Basic/Home Premium/Professional/Enterprise/Ultimate
Windows Server 2003	Standard/Standard x64/Enterprise/Enterprise x64 (SP1 or later)
Windows Server 2003 R2	Standard/Standard x64/Enterprise/Enterprise x64
Windows Server 2008	Standard/Standard without Hyper-V/Enterprise/Enterprise x64 without Hyper-V
Windows Server 2008 R2	Standard/Enterprise
Windows 8	Windows 8
Windows 8.1	Windows 8.1
Windows Server 2012	Windows Server 2012
Windows Server 2012 R2	Windows Server 2012 R2
Windows 10	Home/Pro/Enterprise
Mac OS X 10.8-10.11	Mac OS X 10.8-10.11

Drivers Used in Windows

The example below illustrates printing with Windows 7.

The actual operation may differ depending on the software used.

To print documents from the computer using the printer drivers, do the following:

1. **Open the file your want to print.**
2. **Select Print in the File menu.**

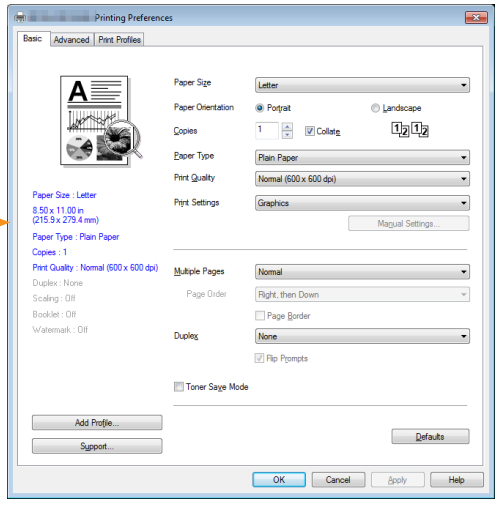
   The print dialog box will be displayed. (The dialog box may differ between software.)

   Select Basic Print Settings in the Print dialog box.

   The settings include number of copies, paper size and orientation.
3. **Click [Properties]. Edit the print settings in the Properties dialog box.**

Basic Tab

(1) Displays the current settings



1. **Select the options below to change the corresponding settings as required.**
   - Paper Size
   - Paper Orientation
   - Copies
   - Paper Type
   - Print Quality
   - Print Settings
   - Multiple Pages
   - Duplex
   - Toner Save Mode

2. **Check the selected settings displayed in Window (1).**
3. **Click to OK.**

   To restore default settings, please click Defaults followed by OK.

Paper Size

Select the required paper size from the drop-down list.

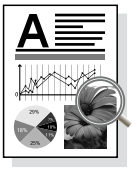
Supported paper sizes: Letter/A4/A5/A6/B5/B6/Executive/16K/A5(LEF)/B6(LEF)/Legal/Custom Paper Size/A3/B4/11x17in/5.5x8.5in/8K

Custom Paper Size supports the following range of paper sizes:

- Width Approx. 76.2-216mm (3-8.5 inches)
- Length Approx. 116-355.6mm (4.57-14 inches)

Paper Orientation

You can select the orientation of your document (Portrait or Landscape).

Portrait (vertical)	Landscape (horizontal)
	

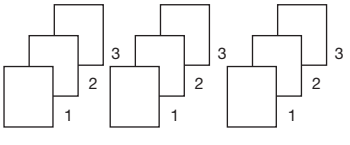
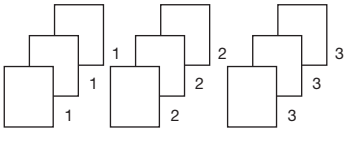
Copies

You can define the number of copies to be printed.

Collate

If the Collate check box is checked, one complete copy of your document will be printed and then repeated for the number of copies you selected.

If the Collate check box is not checked, then each page will be printed for the number of copies selected before the next document is printed.

Collate check box is selected	Collate check box is not selected
	

Paper Type

This machine supports the following types of printing media. For optimal print quality, select the correct printing media.

- Plain Paper
- Recycled Paper
- Thick Paper
- Thin Paper

Print Quality

You can select one of the following print quality options:

- Normal (600*600dpi)
- Fine (1200*600dpi)

Print Settings

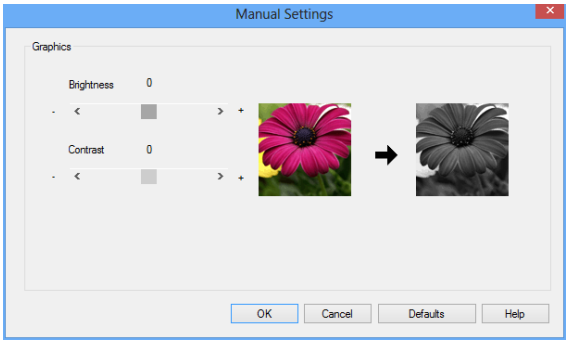
You can select one of the following print modes:

- Graphics

  The optimal print mode for graphic documents.
- Text

  The optimal print mode for text documents.
- Manual

  You can select Manual and click [Manual Settings] button to change the settings for Brightness and Contrast.



Multiple Pages

The Multiple Page selection can reduce the image size of a page, allowing multiple pages to be printed on one sheet of paper.

You can also enlarge the image size for printing one page on multiple sheets of paper.

Important

- When the N in 1 option is selected, the Scaling option in the Advanced tab will not be available.
- When the 1 in NxN Pages option is selected, the duplex will not be available. A warning message will pop up.

Page Order

When the N in 1 option is selected, you can select the desired page order from the drop-down list.

Page Border

When printing multiple pages on the same sheet, you can choose to add solid borders or to print without borders.

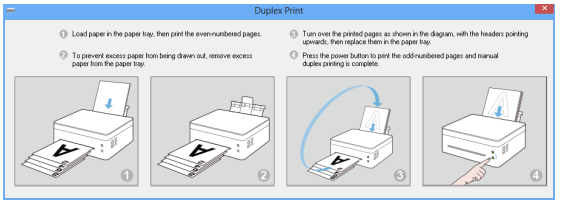
Print Crop Marks

When the 1 in NxN Pages option is selected, you can select the Print Crop Marks option to add fine crop marks to the print area.

Duplex

Select Duplex Printing to print on both sides of the paper.

1. **Select Long Edge or Short Edge.**
2. **Enabling Duplex displays a dialog box with the instructions for installing paper.**
   The dialog box is shown below:



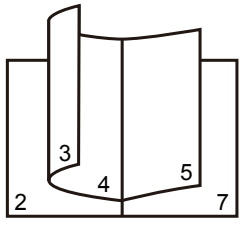
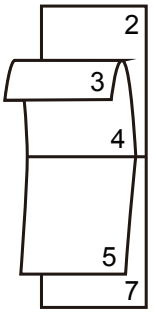
3. **After the first side is printed, according to the dialog box with the instructions, you will need to manually reload the paper to print the second side.**
4. **After reloading the paper, press the ⏻ Power key once, which should be flashing red.**
5. **The printer will continue to print the second side.**

Note

- If the [Reverse Print] is checked, even pages will be printed in reverse order (...,8, 6, 4, 2), followed by odd pages in reverse order (..., 7, 5, 3, 1). If the [Reverse Print] is unchecked, pages will be printed in the order or in normal order, instead of reverse order.
- If the total number of pages is odd, the last page of the printed document will be a blank page.

Two Ways of Binding

- None
- Long Edge
- Short Edge

Long Edge	Short Edge
	

Toner Save Mode

Activate the Toner Save Mode to reduce toner consumption.

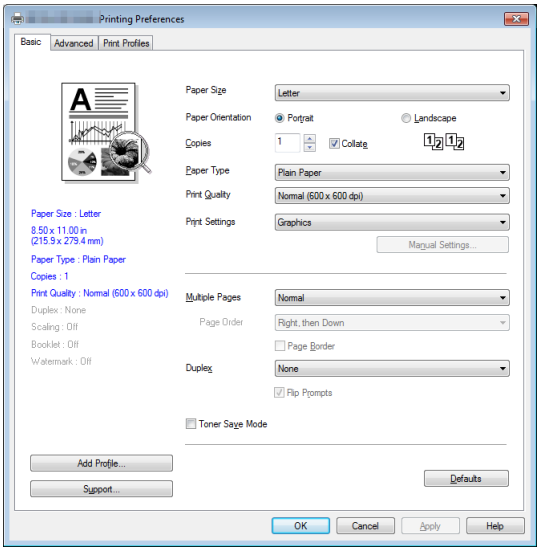
In Toner Save Mode, the printed document will be fainter, but print density remains the same.

This option is disabled by default.

Important

- The printing speed and memory usage will not be affected in the Toner Save Mode.

Advanced Tab



You can click the options below to change the corresponding settings:

- Scaling
- Booklet
- Use Watermark
- Header-Footer Print
- Density Adjustment
- Skip Blank Page
- Print Text in Black
- Reverse Print

Scaling

You can change the scaling of printed images.

- Off
- Fit to Paper Size
- Custom Resize [25-400%]

Important

- When Fit to Paper Size or Custom Resize is selected, Multiple Pages or [Booklet] options are unavailable.
- A warning message will pop up.

Booklet

Select this option to print a booklet with the duplex printing feature. The printer will automatically arrange the pages in the required order. You only have to fold the printed pages.

The following options are available on the Booklet dialog box.

Booklet Creation Settings

Left Binding

Right Binding

Booklet Printing Method

All Pages at Once

Divide into Sets

Select the Divide into Sets option to print a booklet as a set of smaller booklets.

The pages will be automatically ordered. You only have to fold the printed pages.

You can set the number of pages in each booklet set to between 1 to 15. This option is very useful when printing booklets with many pages.

Binding Offset

When Binding Offset is selected, you can assign a binding offset value in mm or inch.

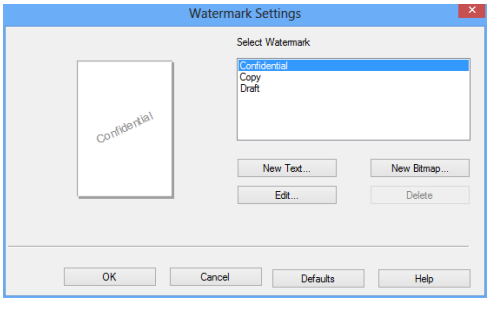
Important

- When Booklet print is selected, a warning dialog box will pop up, and the Long Edge feature will be activated.
- When Booklet print is selected, the Page Number function in the Header-Footer Print mode will not be available.

Use Watermark

You can add a logo or text into your documents as a watermark. You can choose to use a preset watermark or a text/image file you created. Check [Use Watermark] check box, and click [Settings].

Watermark Settings



Select Watermark

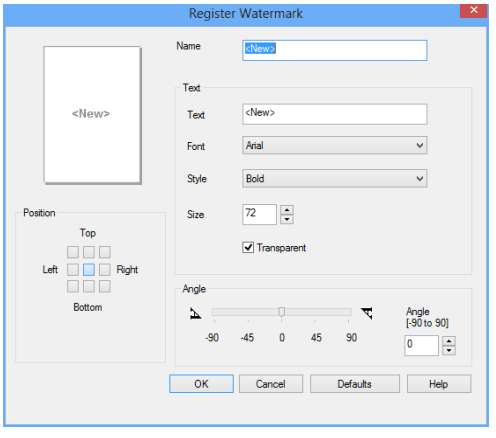
Select the required watermark.

Click New Text or New Bitmap to create a new watermark.

New Text

Watermark text can contain up to 30 characters.

Register Watermark



Name

Enter a proper title in the text box.

Text

Enter the watermark text in the text box, and select the Font, Style, and Size of the watermark, and select the required Transparent option.

Transparent

Check this check box to make the watermark transparent, such that the text or images below the watermark remain visible.

Leave this check box unchecked to make the watermark completely opaque, such that the text and images underneath it are completely covered.

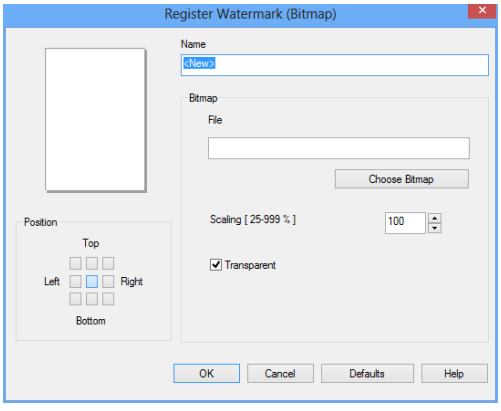
Angle

Define the angle at which the Watermark will be inclined.

Position

Define the position of the watermark on the page.

Register Watermark (Bitmap)



Name

Enter a proper title in the text box.

Bitmap

Select the name of the required image file.

Scaling

Change the size of the selected image.

Position

Define the position of the watermark on the page.

Transparent

Check this check box to make the watermark transparent, such that the text or images below the watermark remain visible.

Leave this check box unchecked to make the watermark completely opaque, such that the text and images underneath it are completely covered.

Click [OK] after creating a new text or bitmap, and the new watermark will be created.

Important

- When watermarks are used, the "1 in NxN Pages" option in [Multiple Pages] will not be available.

Edit

Select the watermark to be edited from the watermark list, and click [Edit] to call out either the [Edit Watermark] or [Edit Watermark (Bitmap)] dialog box.

Delete

Select the watermark to be deleted from the watermark list, and click [Delete]. Follow the instructions on the pop up dialog box to delete the watermark.

Note

- Standard watermarks cannot be edited or deleted.

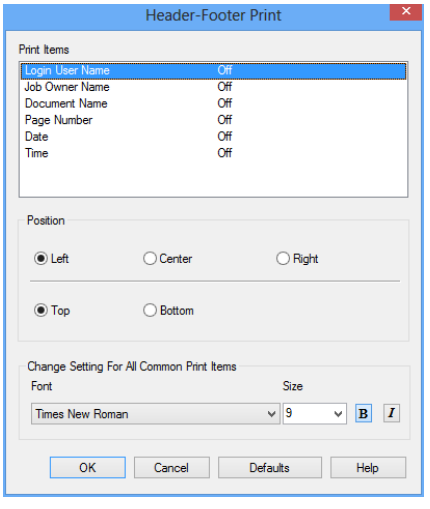
Header-Footer Print

Use this feature to add a header and footer to the document.

Check the Header-Footer Print check box, and click [Settings] to configure the settings.

The settings include:

- Login User Name
- Job Owner Name
- Document Name
- Page Number
- Date
- Time



Position

Use the Position settings to define the position of the header/footer on the page.

Three options are available in the horizontal direction: Left/Center/Right.

Two options are available in the vertical direction: Top/Bottom.

Font

You can set the text font.

Size

You can set the text size.

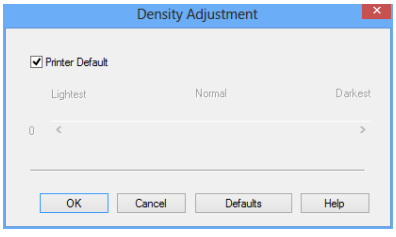
"B" button: bold.

"I" button: italic.

Density Adjustment

Use this option to increase or decrease print density.

To adjust print density, check the Density Adjustment check box, and click [Settings].



Skip Blank Page

If Skip Blank Page is checked, the printer driver automatically detects blank pages and excludes them from printing.

Important

- This option does not work when the following options are selected:
  - Use Watermark
  - Header-Footer Print
  - Multiple Pages
  - Duplex
  - Booklet

Print Text in Black

If this option is checked, all texts will be printed black except white texts.

Important

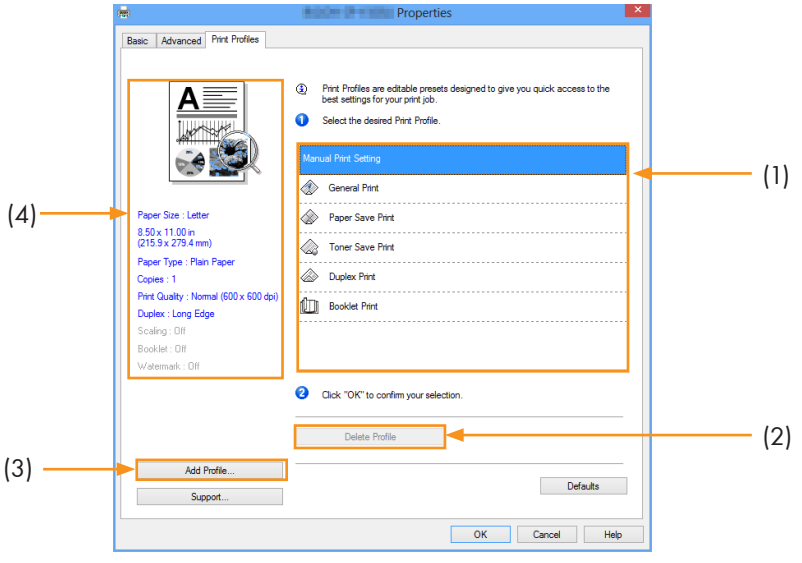
- Some characters may not show up properly under this option.

Reverse Print

If this option is selected, all pages will be printed in the reverse order.

Print Profile Tab

Profiles are editable presets designed to give you quick access to frequently used printing configurations.



- Profile Box (1)
- Delete Profile (2)
- Add Profile (3)
- Current Profile View (4)

1. **Select the required profile from the Profile Box.**
2. **Click [OK] to apply the selected profile.**

Add Profile

Click [Add Profile] to open the dialog box.

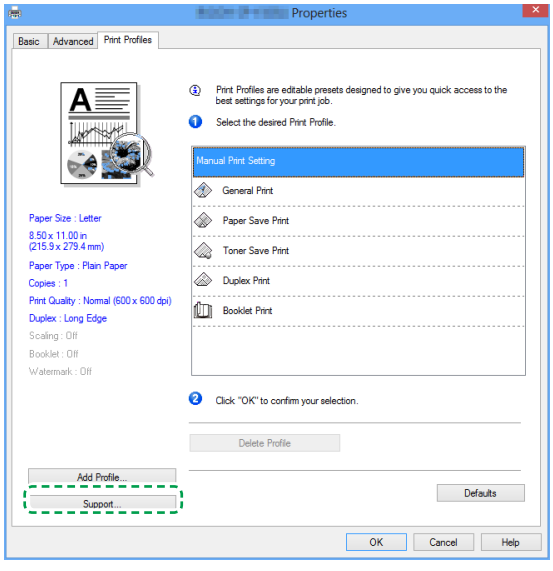
1. **Enter the name of the profile.**
2. **Select the icon you want to use from the icon list, and click [OK].**
3. **The selected settings is displayed on the left of the printer driver window.**

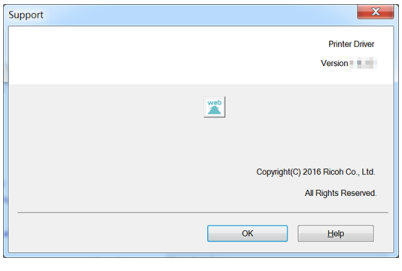
Delete Profile

Use this option to delete a profile.

1. **Select the profile to be deleted from the [Print Profile] list.**
2. **Click [Delete profile].**
3. **Click [OK].**
4. **The selected profile will be deleted.**

Support



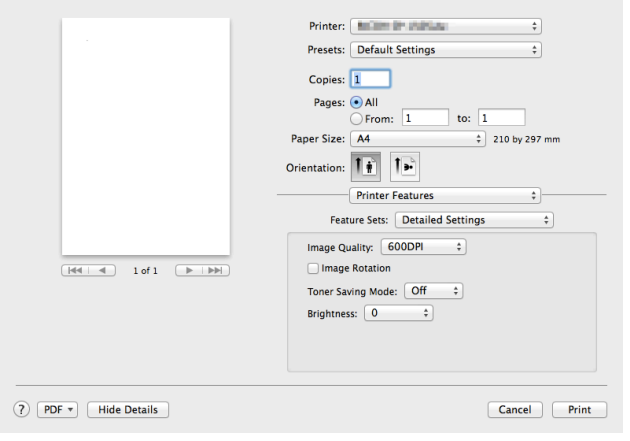


Version Number

The [Support] window provides version information of the installed printer driver.

Drivers Used in Mac

Basic



Select the options below to change the corresponding settings as required.

- Paper Size
- Orientation
- Copies
- Media Type
- Image Quality
- Print Settings
- Toner Save Mode

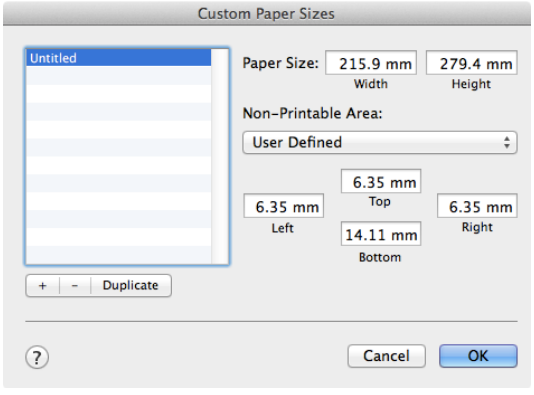
Check the selected settings displayed in the preview window.

Paper Size

Select the required paper size from the drop-down list.

Supported paper sizes: US Letter/A4/A5/A6/JIS B5/JIS B6/Executive/16K/Legal/Custom Paper Size

Manage Custom Sizes (System Build-in Function)



Create a Custom Paper Size

1. **Open the file to be printed;**
2. **Follow the steps below:**
   - Go to File >> Page Settings. In the Settings menu, select Page Properties, Then select Format followed by Any Printer. This will allow you to print documents on any printer that supports the paper size you have defined.
   - If the Page Settings is not available, select File >> Print. If the Print dialog box contains only two pop-up menus and some buttons at the bottom, click the triangle beside the pop-up menu.
3. **Select Custom Paper Size from the Paper Size pop-up menu.**
4. **Click the [+] button.**
5. **Double click the Paper Size Name and enter a new name.**

   Enter the required dimensions under Paper Size and Non-Printable Area and click [OK].

Note

- System Build-in Function: Built-in functions vary with the version of Mac OS X installed.

Orientation

You can select the orientation of your document (Portrait or Landscape).

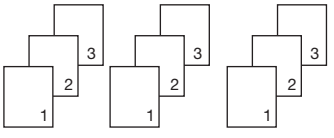
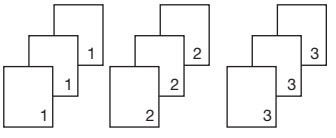
7

Copies

You can define the number of copies to be printed.

- Collate

  If the Collate check box is checked, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not checked, then each page will be printed for the number of copies selected before the next document is printed.

Collate check box is selected	Collate check box is not selected
	

Media Type

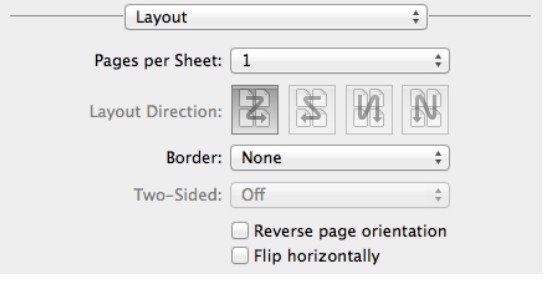
This machine supports the following types of printing media. For optimal print quality, select the correct printing media.

- Plain Paper
- Recycled Paper
- Thick Paper
- Thin Paper

Print Settings

Adjust Brightness: Brightness refers to the brightness or darkness of the image. At high brightness levels, the color will be almost white.

Multiple Page (Built-in Function)



With this function, you can print multiple pages on the same sheet.

Five options are offered: "1", "2", "4", "6", "9" and "16".

- Layout Direction (Built-in Function)

  When the N in 1 option is selected, you can select the layout direction and position of the pages on the same sheet.

- Border

  When printing multiple pages on the same sheet, you can choose to add borders.

Duplex

Select Duplex Printing to print on both sides of the paper.

Duplex printing Steps:

1. **Select to print using the Manual Duplex option.**
2. **Print the even pages (...8,6,4,2) on the first page.**
3. **After the first side is printed, you will need to manually reload the paper to print the second side.**
4. **After reloading the paper, press the ⏻ Power key once, which should be flashing red.**
5. **The printer will continue to print the second side.**

Color Balance

You can adjust the blackness of the printing by adjusting the toner density.

Toner Save Mode

In the Toner Save Mode, toner consumption is reduced and the printed document will be fainter.

Image Rotation

You can rotate the image 180 degrees before printing.

Brightness

You can adjust the brightness of the image from -100 to 100.

Skip Blank Pages

If Skip Blank Page is checked, the printer driver automatically detects blank pages and excludes them from printing.

Important

- This option does not work when the following options are selected:
  - Multiple Pages
  - Duplex

8. Print Over Wi-Fi

Wi-Fi Configuration and Installation

Wi-Fi Configure and Installation

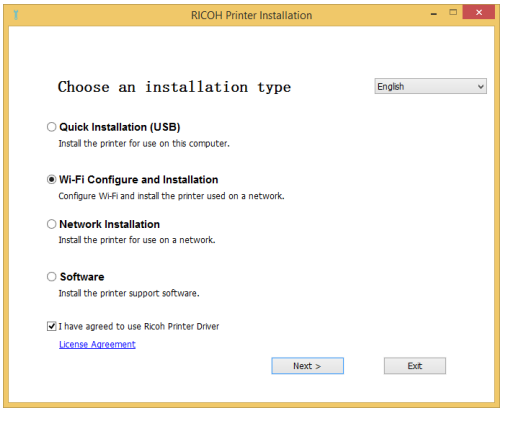
Before installation: Verify that your printer supports Wi-Fi connection. Not all models support Wi-Fi connections.

Note

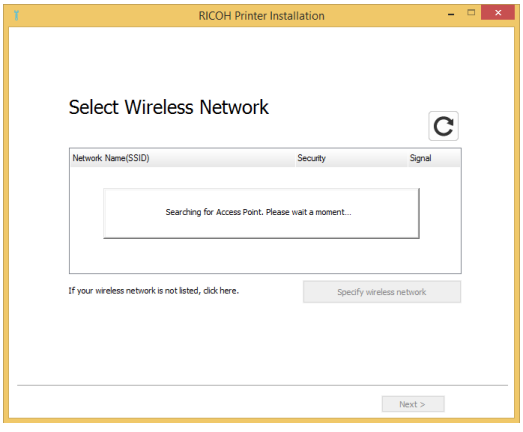
- For programs and software configurations for different printers, see “Installing Printer Drivers and “RICOH Printer” Software”.

Installation steps:

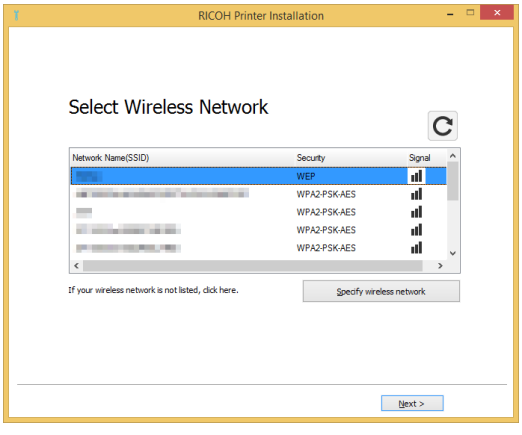
1. **Power on the printer, connect the computer to the Wi-Fi which will be connected to the printer.**
2. **Press and hold ⏻ power key for 1 second to enable Wi-Fi connection.**
3. **Insert the CD-ROM provided with this product into your computer’s CD-ROM drive.**
4. **Connect the Printer to the PC using a USB cable.**
5. **Select [Wi-Fi Configure and Installation], and read the license agreement carefully. If you accept the license agreement, check the box beside the [I have agreed...] statement, and click [Next].**



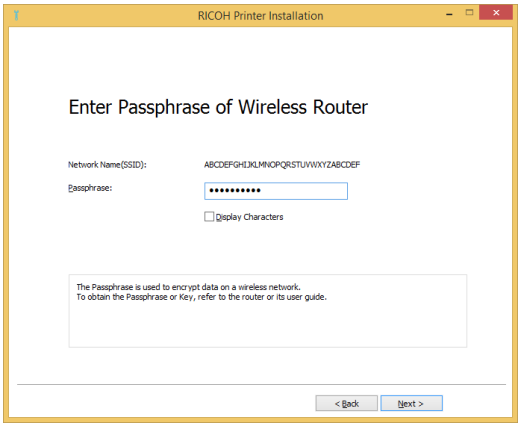
6. A dialog box will appear informing you that the system is searching for available networks. Please wait.



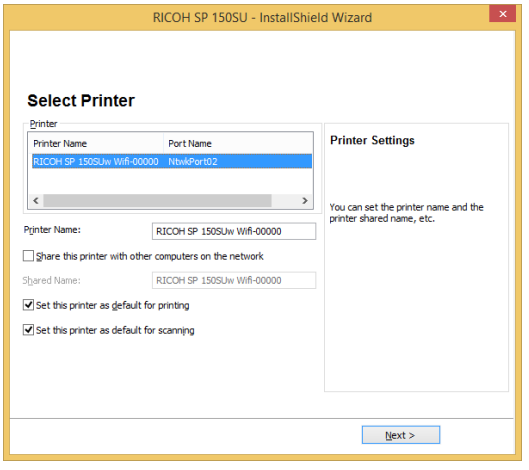
7. The list of available networks will appear. Select the desired network and click [Next].



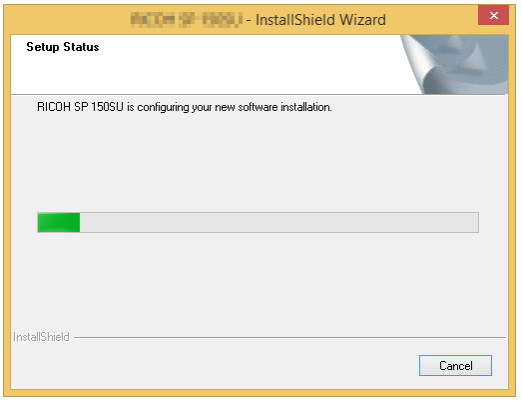
8. Enter the password and click [Next].



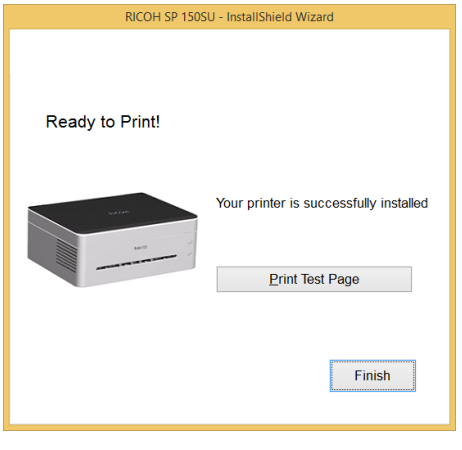
9. **The [Printer Settings] window will appear. Select your printer and click [Next].**



10. **Wait while the program is installed.**



11. **Setup is now complete. Select whether to restart your computer now and click [Finish].**

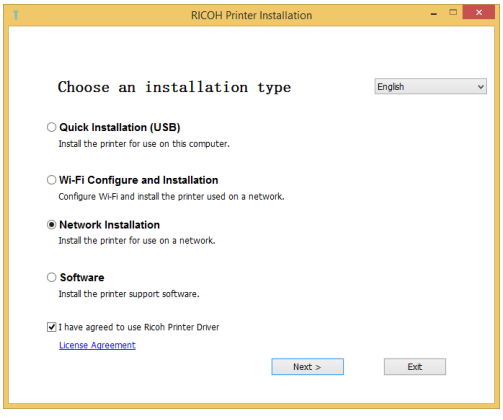


Wi-Fi configuration and installation is now complete. You can now print over Wi-Fi.

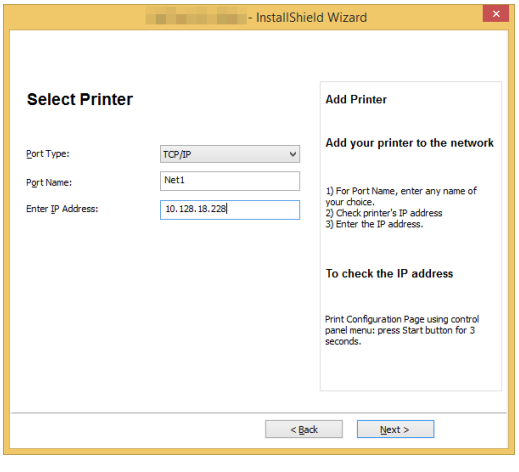
Network Installation

Verify that your printer has been Wi-Fi configured. Then Select Network Installation.

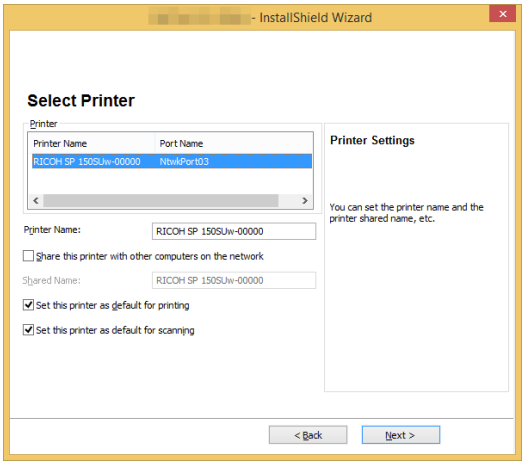
1. **Verify that the printer is powered on and Wi-Fi is enabled.**
2. **Insert the CD-ROM provided with this product into the CD-ROM drive.**
3. **Select [Network Installation], and read the license agreement carefully. If you accept the license agreement, check the box beside the [I have agreed...] statement, and click [Next].**



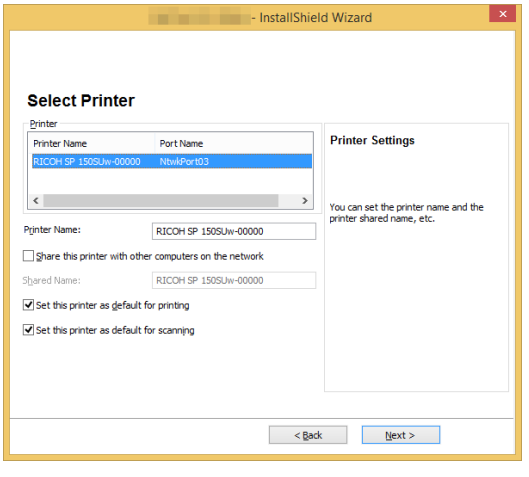
4. **A window will appear prompting you to select your printer. Click [Refresh].**
   - SP150SUw will appear on the list. Click [Next] and proceed to Step 6.
   - If the printer does not appear in the list after refreshing, proceed to Step 5.
5. **Click [Add Printer] and the window shown below will pop up. Enter "Port Name" and "IP Address", and then follow the instructions on screen. Click [Next].**



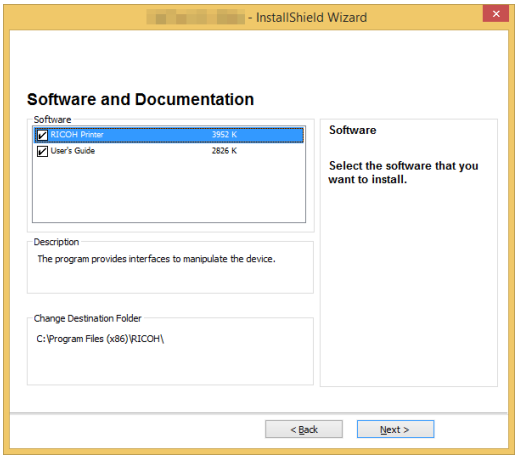
6. The [Printer Settings] window will appear. Select your printer from the [Printer] list.



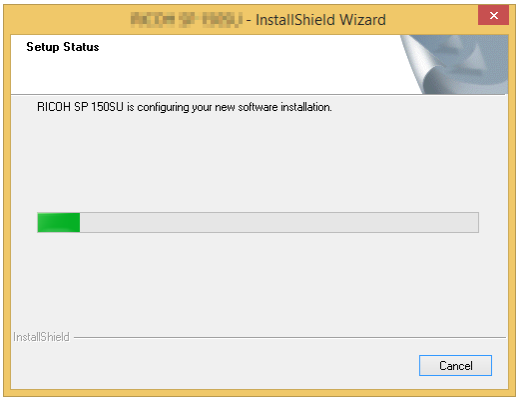
7. Enter the name and share name of your printer, click “Next”.



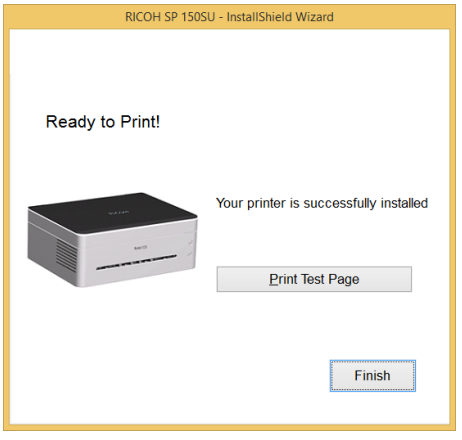
8. The [Software and Documentation] window will pop up. Select the software and file to be installed, and click “Next”.



9. Wait while the selected items are being installed.



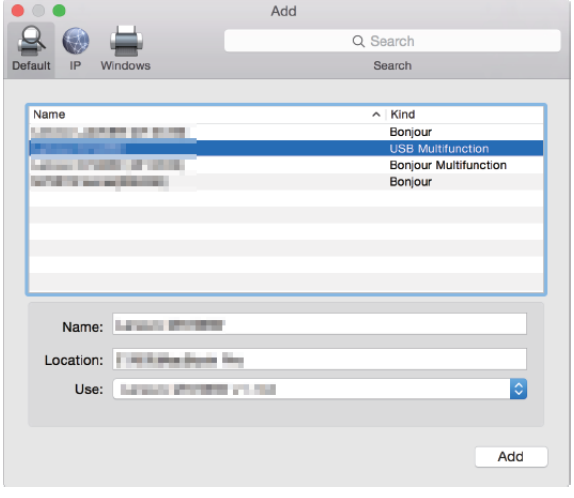
10. Installation is complete. For re-installations, a window will appear asking you if you wish to restart the computer. Select whether to restart the computer immediately, and then click "Finish".



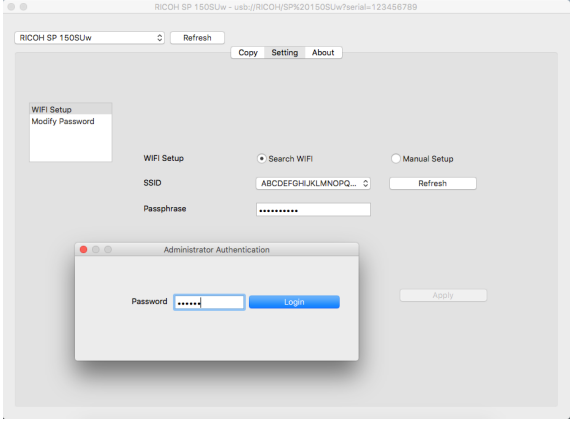
Wireless driver installation is complete. You can now print over Wi-Fi.

Installation of Wireless Driver Program in Mac OS System

1. Follow the instructions in “Installing Printer Drivers and “RICOH Printer” Software”.
2. Use a USB cable to connect the computer and the printer. Press ⏻ power button for a second to turn on the printer Wi-Fi. The power button indicator light will turn blue.
3. Add a USB printer into the “Printers and Scanners”.



4. Open the “RICOH Printer” software and select [Wi-Fi installation] in the [Settings].
5. Browse for Wi-Fi, select the network to connect to, and enter the password. The default password is “888888”.

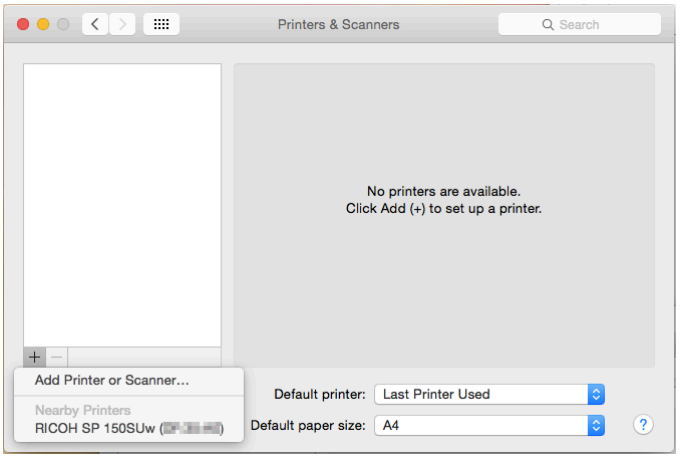


8

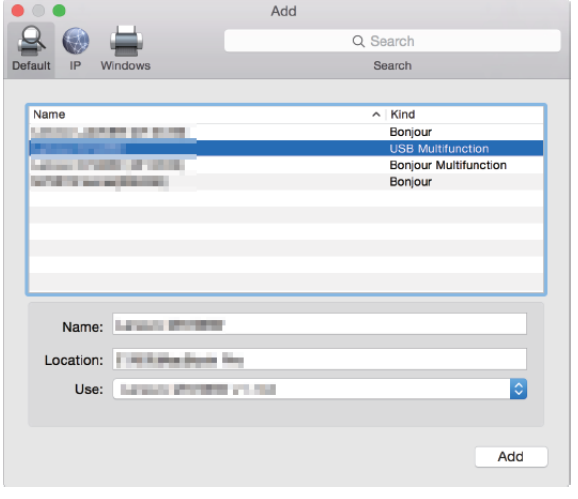
6. Add a network printer.

Method 1: Use Bonjour to add a network printer

1. Click “Add Printer or Scanner”.

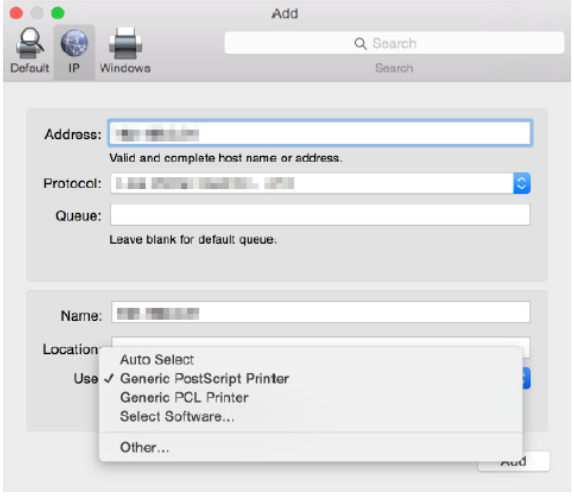


2. Select the printer to be installed and click “Add”.



Method 2: Use IP address to add a network printer

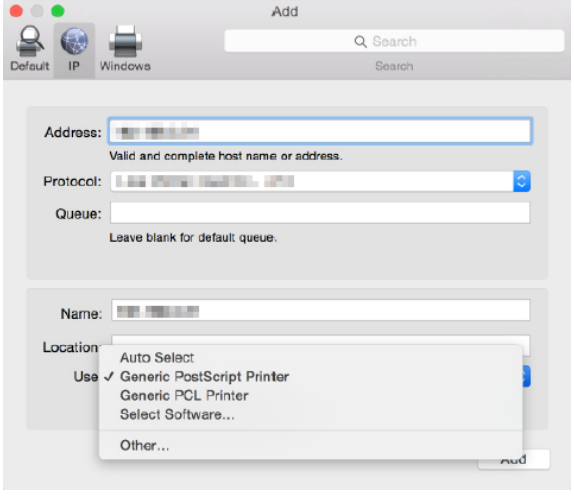
1. **Select “Add Printer or Scanner” in the “Printers and Scanners” and enter the address in the “[IP] Address”.**



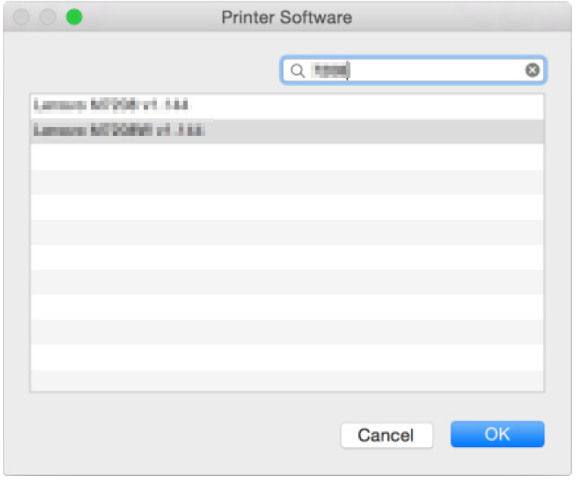
Note

- Press down the power button three times in a second when the printer is ready. The printer will print out the configuration information that includes the IP address.

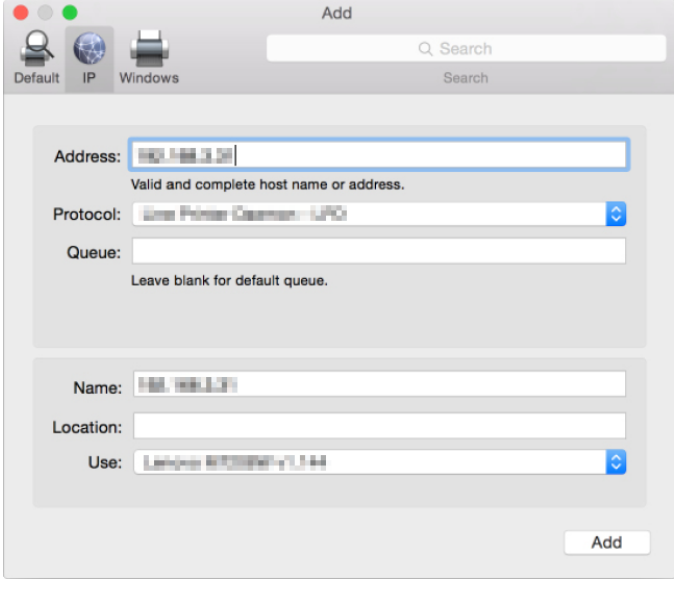
2. **Choose “Select Software” in “Use”.**



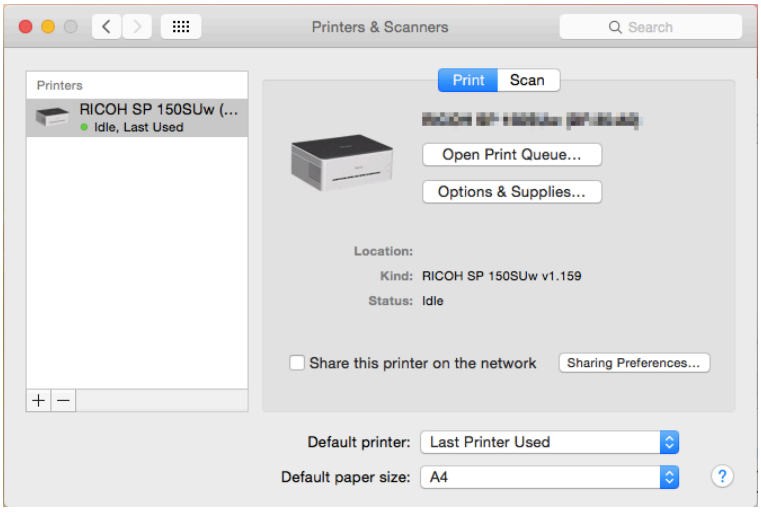
3. Browse for printer model “150” in the pop-up “Printer Software”. Select the printer to be installed from the list of installed printer drivers and click “OK”.



4. Click “Add” to complete the addition of a network printer.



5. Check whether the installed printer is on the list.



Print over Wi-Fi

Verify that the network driver has been installed.

Print

To print documents from the computer using the printer drivers, do the following:

The actual operation may differ depending on the software used.

Refer to the instructions from your printing software for the actual procedure.

1. **Verify that your printer is Wi-Fi enabled, your PC and printer are connected in the same network.**
2. **Open the file your want to print.**
3. **Select Print in the File menu.**

   The print dialog box will be displayed. (The dialog box may differ between software.)

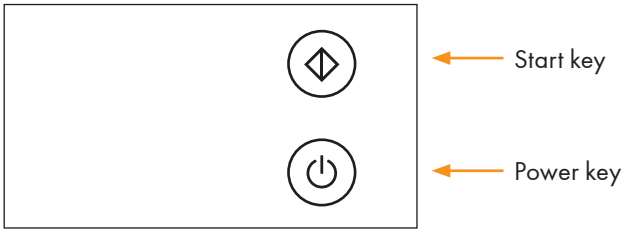
   Select Basic Print Settings in the Print dialog box.

   The settings include number of copies, paper size and orientation.

   If no other changes are necessary, click [Print] to start printing.

9. Keys and Indicators

Introduction



LED indicator has three colors.

- Start key: Green
- Power key: Red
  Blue
  Green

LED Indicator

LED indicator	Status
○	Off
●	On
☼	Flashing (on for one second and off for one second)
✲	Slow flash (on for one second and off for three seconds)
✺	Rapid flash (on for 0.5 seconds and off for 0.5 seconds)
★	Highly rapid flash (on for 0.25 seconds and off for 0.25 seconds)

LED Indicator and Status Description

General

System Status	LED	Description
Power off	○ ○	Start indicator is off. Power indicator is off.
Power on	○ ●	Start indicator is off. Power indicator is green.
Warming up	○ 	Start indicator is off. Power indicator flashes green.
Initializing/Standby/ Wi-Fi unavailable (Wi-Fi Model, Wi-Fi disconnected or unavailable)	○ ●	Start indicator is off. Power indicator is green.
Initializing/Standby/ Wi-Fi connected (Wi-Fi model, Wi-Fi connected)	○ ●	Start indicator is off. Power indicator is blue.
Firmware Update	○ 	Start indicator is off. Power indicator alternates between red and blue every 0.5 seconds.
Sleep Mode	○ 	Start indicator is off. Power indicator flashes green slowly.
Factory Reset	○ ●●	Start indicator is off. Power indicator flashes rapidly for 10 seconds, followed by the orange indicator being lit steadily.
Task in Progress	○ 	Start indicator is off. Power indicator flashes green.
Printing	○ 	Start indicator is off. Power indicator flashes green.
Canceling the Task	○ 	Start indicator is off. Power indicator flash red and green alternately for every 0.5 seconds.

System Status	LED	Description
Cover is open/ Toner cartridge is not installed/ Paper Jam/Decode Error/ PDL memory overflow/ Waste toner full/Toner end		Start indicator is off. Power indicator is red.
Out of Paper/ Machine cooling down/ Pending to print the reverse side in the manual duplex mode		Start indicator is off. Power indicator flashes red.
Toner Near End		Start indicator is off. Power indicator flashes red slowly.
Controller error		Start indicator is off. The red power indicator flashes once rapidly and the green indicator flashes once.
Fuser Unit Error		Start indicator is off. The red power indicator flashes rapidly twice and the green indicator flashes once.
Main Motor Fault		Start indicator is off. The red power indicator flashes twice rapidly and the green indicator flashes twice.
HVPS Unit Fault		Start indicator is off. The red power indicator flashes once rapidly and the blue indicator flashes once.
LVPS Fault		Start indicator is off. The red power indicator flashes twice rapidly and the blue indicator flashes once.
Fan Fault		Start indicator is off. The red power indicator flashes once rapidly and the blue indicator flashes twice.

Copying/Scanning

System Status	LED	Description
Copying/Resuming copy/ Scanning		Start indicator is green. Power indicator flashes green.
Starting ID Card Copy		Start indicator is green. Power indicator is green.
Pending the reverse side of the ID card		Start indicator flashes green. Power indicator flashes green.
Pending the next page in the N in1 mode		Start indicator flashes green. Power indicator flashes green.
Laser Scanning Unit Fault		Start indicator is off. The red power indicator flashes once rapidly and the green indicator flashes twice.
Scanning Head Not Reset		Start indicator is off. The red power indicator flashes twice rapidly and the blue indicator flashes twice.
Scanner Motor Fault		Start indicator is off. The green power indicator flashes once rapidly and the blue indicator flashes once.

Wi-Fi (Wi-Fi model)

System Status	LED	Description
Wi-Fi enabled		Start indicator is off. Power indicator is blue.
Enable SoftAP		Start indicator is off. The blue power indicator flashes twice highly rapidly.
Disable SoftAP		Start indicator is off. The blue power indicator flashes three times highly rapidly.
Searching for Wi-Fi or connecting to Wi-Fi		Start indicator is off. Power indicator flashes blue.
Wi-Fi connected		Start indicator is off. Power indicator is blue.

LED Indicator Status and Operation Guide

General

Printer Status	Operation	Key Steps
Power off	Power on	Press and hold power key for 0.5 second or longer.
Power off	Factory Reset	Open the cover, press and hold the power key for 10 seconds or longer. (Power indicator is orange.)
Standby	Power off	Press and hold the power key for 6 seconds or longer until all the indicators are off. Then release the key to power off the printer. (Power off is a mandatory operation and can be performed in any status.)
Standby	Print a Configuration Page	Press the power key three times within 1.5 seconds.
Task in Progress/Printing	Cancel the task	Press and hold power key for one second or longer.
Sleep	Wake up	Press any button or disconnect and reconnect the USB cable.
Paper Jam	Clear jam	Follow the steps of clearing jams in “11. Troubleshooting”.
Out of Paper	Continue printing	Load paper and click the power key once.
Pending to print the reverse side in the manual duplex mode	Continue printing	Press the power key once.

Copying/Scanning

Printer Status	Operation	Key Steps
Standby	Make one copy	Press the start key once.
Standby	Make five copies	Press and hold start key for three seconds or longer.
Standby	Enter ID card copy mode	Press start key and power key at the same time for one second and then release. The indicators of the start key and power key are both green.
ID card copy mode	Start ID card copy	Press the start key once.
ID card copy mode	Exit ID card copy	Press and hold power key for one second or longer.
Pending the reverse side of the ID card	Start copying the back side of the ID card	Press the start key once.
Pending the reverse side of the ID card	Cancel the task and exit ID card copy	Press and hold power key for one second or longer.
Pending the next page in the N in 1 mode	Start copying the next page	Press the start key once.

Wi-Fi (Wi-Fi model)

Printer Status	Operation	Key Steps
Standby and Wi-Fi is not enabled	Enable Wi-Fi	Press and hold power key for one second or longer.
Standby and Wi-Fi is enabled	Enable Soft AP	Press and hold power key for one second or longer.
Standby and Wi-Fi is enabled	Disable Soft AP	Press and hold power key for one second or longer.

10. Machine Maintenance

Maintaining the Toner Cartridge

Storage

To extend the life of toner cartridges, note the following:

- Only remove the cartridge from its packaging just before its installation.
- Do not refill printer cartridges.
- The printer's warranty is voided when refilled cartridges are used.
- Store the cartridge in an environment similar to where the printer is placed. The cartridge should be stored in the shade.
- To avoid damaging the cartridge, do not expose it to the sun for more than a few minutes.

Expected Life

The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.

- The average number of printable pages varies with the toner cartridge supplied with the printer:
  - 700 pages for Europe and North America models
  - 1,500 pages for the Asia model
- Using non-recommended paper can shorten the life of the cartridge and device parts.
- Frequency of cartridge replacement varies with the type of document printed, print media and print coverage.

Recycling the cartridge

- Separate used cartridges from household garbage and dispose them according to local laws and regulations.

  For more information, contact your local waste treatment agency. Reseal the cartridge before disposal to prevent accidental toner spills.
- Place used cartridges on clean paper to prevent accidental spilling or scattering of the toner.

Toner Save Mode

You can enable the Toner Save Mode in the Property Settings of the printer. The life of the cartridge can be extended by selecting this option.

The printing cost per page is reduced, but print quality is compromised.

Note

- When the toner is low, the LED indicators will light up as follows:

○	Start indicator is off.
⌑	Power indicator flashes red slowly.

  If the printed image turns lighter or blurred, we recommend that you use the "RICOH Printer" software that monitors the amount of toner remaining. Considering whether to replace the toner cartridge.

- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- For good print quality,we recommends that you use genuine toner from the RICOH.
- RICOH shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the RICOH with your office products.

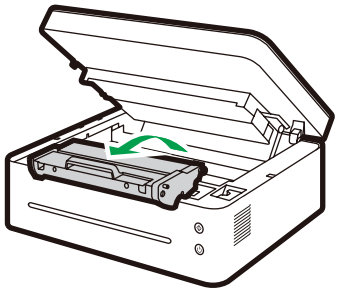
Replacing the Toner Cartridge

Important

- If the power indicator flashes red slowly, replace the print cartridge by following the procedure described below.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity.
- Toner quality degrades over time.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

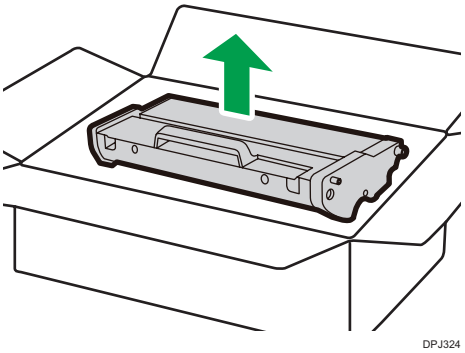
1. **Open the printer cover.**
2. **Hold the handle of the cartridge and lift the cartridge out of the printer.**

   ⚠ Beware of hot surfaces.



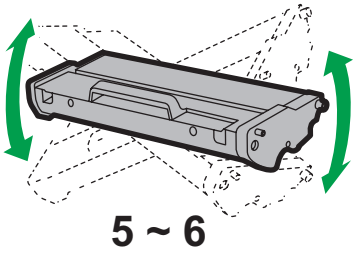
DPJ300

3. **Take the new toner cartridge out of box, and then take it out of the plastic bag.**



DPJ324

4. **Gently shake the cartridge five to six times horizontally to distribute the toner evenly within the cartridge.**

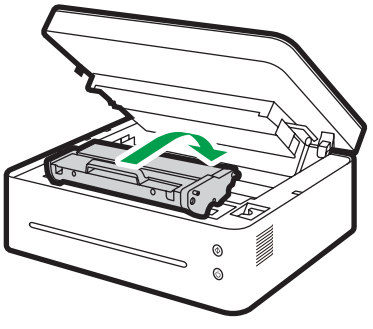


DPJ005

Important

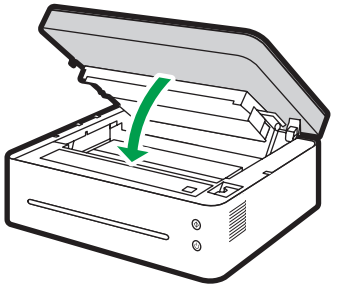
- Should your clothes be stained with toner, wipe with a clean cloth and wash with cold water. Hot water will set the toner into the fabric, making the stain difficult to remove.

5. **Insert the cartridge into the printer until it is locked into place.**



DPJ007

6. **Close the printer cover.**



DPJ302

Cleaning the Printer

To ensure the best print quality, clean the printer as instructed below whenever the toner cartridge is replaced or when you notice a decrease in print quality.

Do's and Don'ts

Clean the machine periodically to maintain high print quality.

- Wipe the printer surface with a soft dry cloth or a soft damp cloth where necessary.

  If the printer is still dirty, use a pH neutral detergent to avoid causing deformation, discoloration or damage to the printer.

  Do not use volatile cleaning agents (such as gasoline, solvents or insecticidal sprays) to wipe the machine.

  Wipe the printer repeatedly with a damp cloth until the stain is removed, then dry with a clean cloth.
- Do not touch the Transfer roller (under the toner cartridge) when cleaning the inside of the printer.

  Greasy hands may affect the print quality.
- Use a clean dry cloth to wipe off any dirt or stain inside the machine.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not drop clips, staples or other small articles into the printer.

Cleaning the Exterior of the Printer

Clean the exterior of the printer with a clean and dry lint-free cloth.

Cleaning the Inside of the Printer

During printing, paper scraps, toner and dust particles may fall into and accumulate inside the printer. As time goes by, the debris may result in poor print quality, such as toner spots, stains and paper jams. Cleaning the inside of the printer can eliminate or reduce such issues.

1. **Power off the printer and disconnect the power cord. Wait for the printer to cool.**
2. **Open the printer cover and remove the toner cartridge.**
3. **Wipe off the dust and toner on the cartridge and inside the printer with a dry lint-free cloth.**
4. **Re-install the cartridge and close the cover tightly.**
5. **Connect the power cord and turn on the printer.**

Note

- Do not expose the cartridge to the sun for more than a few minutes to avoid damaging it. Cover it with a piece of paper where necessary. Do not touch the transfer roll inside the printer.

Cleaning Scanner Glass

1. **Lift the scanner cover.**
2. **Clean the scanner glass with a soft wet cloth, and then dry with a clean cloth.**

11. Troubleshooting

FAQs

This section provides troubleshooting tips for commonly encountered problems.

Problems	Possible Causes	Solutions
Machine cannot be powered on.	The power cord is not correctly connected.	1. Make sure that the power plug is firmly inserted into the wall outlet. 2. Connect other devices to the same socket to verify that it is working.
Pages are not printed.	USB cable is not correctly connected.	Re-connect the USB cable.
Strange noises.	The toner cartridge is not installed correctly.	Check whether the toner cartridge is correctly installed.

Note

- If the problems persist, power off the machine, disconnect the power cord and contact your sales or service representatives.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problems	Solutions
Paper does not feed smoothly.	• Use only supported paper types. See "3. Print Media" for the supported paper types. • Load paper correctly, making sure that the paper guides are properly adjusted. See "2. Setting up the Printer" for Loading Paper. • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then,reverse the top and bottom of the paper, and put it in the tray.
Frequent jams.	• If there are gaps between the paper and paper guides, adjust the guides to remove the gaps. • Avoid printing on both sides of the paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use only supported paper types. See "3. Print Media" for the supported paper types. • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time.	• Fan the stack of paper well before loading it in the tray. Make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use only supported paper types. See "3. Print Media" for the supported paper types. • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Before adding new paper, remove the remaining paper from the feed tray and add them to new stack, fan the paper again ,then put it in the tray.
Paper gets wrinkles.	• Paper is damp. Use only paper that has been stored properly. • Paper is too thin. See "3. Print Media" for the supported paper types. • If there are gaps between the paper and the paper guide, adjust the paper guides to remove the gaps.
The printed paper is curled.	• Load the paper upside down in the feed tray. • Paper is damp. Use only paper that has been stored properly.
Images are printed diagonally to the pages.	• If there are gaps between the paper and the paper guide, adjust the paper guide to eliminate the gap.

Removing Paper Jams

Paper jams may occur during printing. When the print media is stuck, you will be notified by an error message from the "RICOH Printer" software and by the printer LED indicators.

Important

- When a paper jam occurs, the paper can be force fed. Perform one of the following procedures:
  - Open the cover and then close it again.
  - Turn the power off and then on again.

Reasons for Paper Jams

- The paper is not correctly loaded in the feed tray, or too much paper has been loaded.
- The cover is open during printing.
- The paper used does not comply with the required specifications.
  See "3. Print Media" for the supported paper types.
- The paper is too large or too small.

  See "3. Print Media" for the supported paper types.
- When paper is jammed, the LED indicator will light up as follows:

○	Start indicator is off.
●	Power indicator is red.

- If the area where the paper is jammed is not immediately visible, check the inside of the printer.

Note

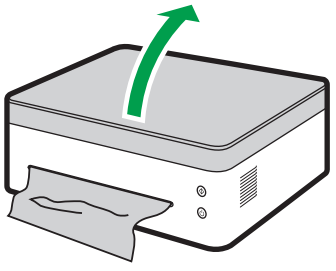
- If the paper runs out, replenish it, and then press the ⏻ power key to resume printing.

Paper Jams at the Paper Exit

Important

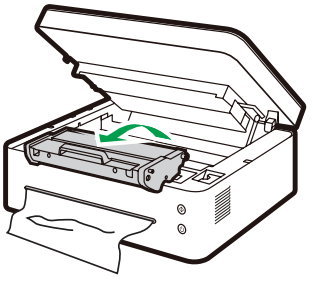
- If the paper is jammed here, it can cause the toner to spill onto the paper. If your clothes is stained with the toner, wash off the stain with cold water.
- Hot water will set the toner into the fabric, making the stain difficult to remove.

1. **Open the printer cover.**



DPJ304

2. **Remove the toner cartridge.**

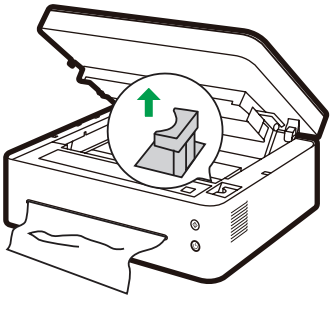


DPJ310

Important

- Do not expose the cartridge to the sun for more than a few minutes to avoid damaging it. Cover the cartridge with a sheet of paper after it has been removed from the printer.

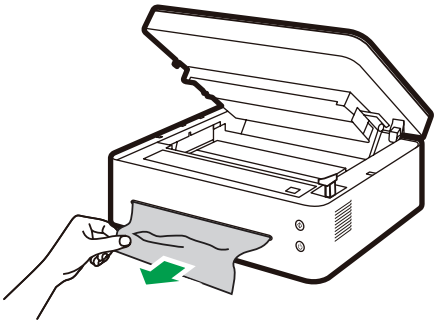
3. **Pull the release lever upwards.**



DPJ308

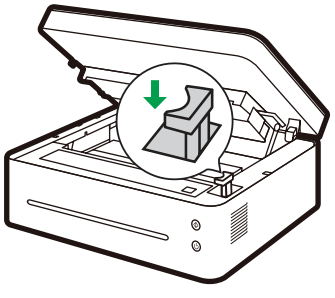
4. **Pull the jammed paper carefully out of the paper exit.**

   Be careful not to tear the paper.



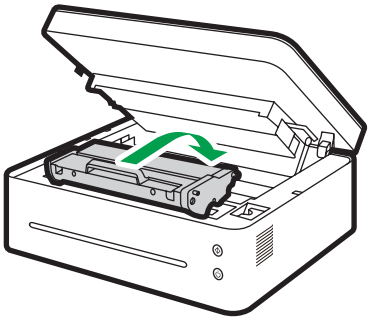
DPJ312

5. **Push the release lever back into position.**



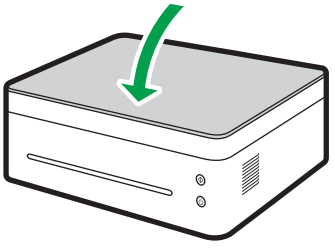
DPJ314

6. **Reinstall the toner cartridge.**



DPJ007

7. **Close the cover to resume printing.**



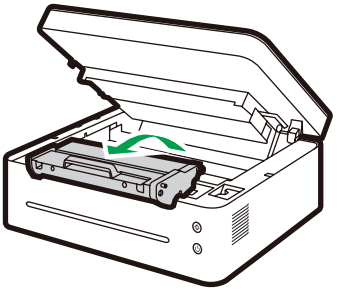
DPJ316

Paper Jams at the Feed Tray

Important

- If the paper has already entered the toner cartridge section, carry out the following steps.

1. **Open the printer cover, and then remove the toner cartridge.**



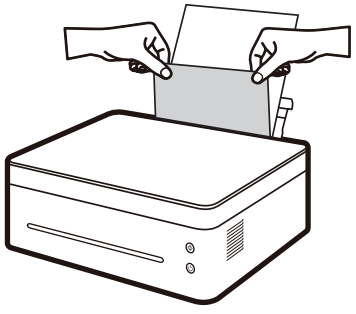
DPJ300

Important

- If the power indicator remains red, it indicates some paper is still stuck in the printer. Check the inside of the printer.
- Do not expose the cartridge to the sun for more than a few minutes to avoid damaging it. Cover the cartridge with a sheet of paper after it has been removed from the printer.

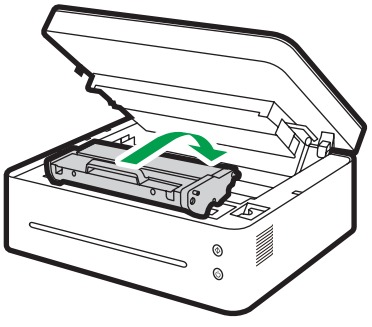
2. **Pull the jammed paper carefully out of the feed tray.**

   Be careful not to tear the paper.



DPJ318

3. **Replace the toner cartridge, and then close the cover.**



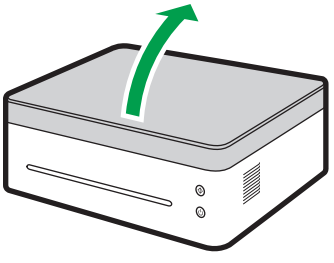
DPJ007

Paper Jams Inside the Printer

Important

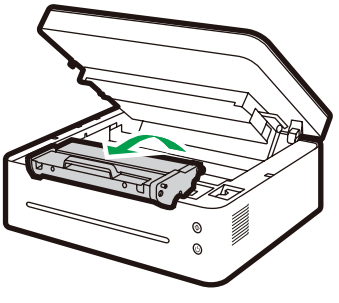
- If the paper jam occurs here, it can cause the toner to spill onto the paper. If your clothes is stained with the toner, wash off the stain with cold water. Hot water will set the toner into the fabric.

1. Open the printer cover.



DPJ320

2. Remove the toner cartridge.

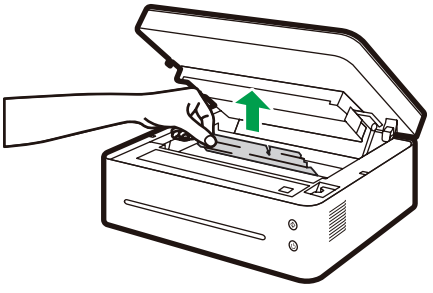


DPJ300

Important

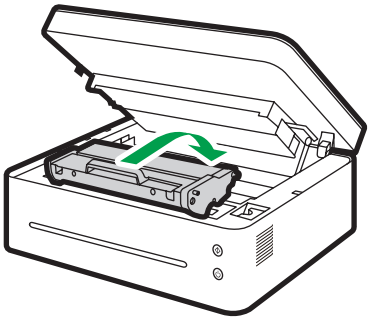
- Do not expose the cartridge to the sun for more than a few minutes to avoid damaging it. Cover the cartridge with a sheet of paper after it has been removed from the printer.

3. **Gently pull the paper out of the printer.**
   Make sure no paper is left inside the printer.



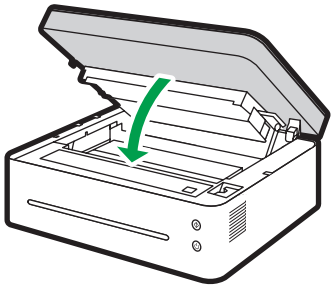
DPJ322

4. **Reinstall the toner cartridge.**



DPJ007

5. **Close the cover tightly.**
   The printer will resume printing.



DPJ302

Important

- If the power indicator remains red, it indicates that some paper is still stuck in the printer. Check the inside of the printer.

Tips to Avoid Paper Jams

- The occurrence of paper jams can be significantly reduced by using the recommended types of print media. In the event of paper jams, follow the instructions described in “Removing Paper Jams”.
- Load paper as instructed in the section on “Loading Paper”. Adjust the position of the paper guide properly.
- Do not overload the feed tray.
- Do not attempt to remove paper from the feed tray when the printer is printing.
- Bend the sheets back and forth, fan the stack and flatten the paper before loading it.
- Do not use corrugated, folded, wet or curled paper.
- Do not mix different types of paper in the same feed tray.
- Use only recommended print media. See “Loading Paper” in “Setting up the Printer”.
- Store the print media in a suitable environment.
- Choose the correct paper type from the printer driver.
- Do not remove the paper from the tray when printing.

Important

- The jammed sheet of paper will likely be covered with unused toner. Be careful not to get it on your hands or clothes.
- Toner on prints made immediately after removing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not force a jammed paper out of the printer as it may tear. Torn pieces left inside the machine will cause further jams and possibly damage the machine.
- Paper jams may lead to missing pages. Check whether there are any missing pages in the print job and, if yes, re-print the missing pages.
- Jammed paper may have floating toner. Be careful not to stain your clothes and hands when removing jammed paper.
- Do not pull out jammed paper strongly. Jammed paper may be torn and remain inside the machine.
- Try opening and closing the maintenance cover or switching the power on and off. The machine may eject the jammed paper automatically.

Print Quality Problems

If there is a problem with the quality of printing, first check the condition of the machine.

Problems	Solutions
The machine is not properly placed.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported paper types have been used.	Make sure that the paper being used is supported by the machine. See “3. Print Media” for the supported paper types.
Incorrect paper type settings.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See “Supported Paper”.
Non-genuine toner cartridge has been used.	Non-genuine toner cartridge has been used. The non-genuine toner cartridge may reduce the print quality and even cause malfunctions. Use genuine toner cartridges.
Old toner cartridge has been used.	Toner cartridges should be opened before their expiration date and used within six months of being opened.
Machine needs to be cleaned.	See “Cleaning the Printer” in “10. Machine Maintenance”. Clean the machine as required.

Printing Problems

Problems	Solutions
An printing error occurs.	If an error occurs during printing, change the computer settings and printer driver settings. Check whether there are other running applications. Close any other applications because they may interfere with the printing. If the problem is not resolved, close unneeded processes too. Check that the latest printer driver is being used.
There is considerable delay between the print start command and actual printing.	Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. To speed up printing, reduce the printing resolution using the printer driver program.
The whole printout is blurred.	Paper is damp. Use only paper that has been stored properly. See "3. Print Media" for the supported paper types. If you have enabled [Toner Save Mode], printing is generally less dense. Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has been acclimatized.
Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.	Change the print quality settings.
Old toner cartridge has been used.	Toner cartridges should be opened before their expiration date and used within six months of being opened.
Machine needs to be cleaned.	See "Cleaning the Printer" in "10. Machine Maintenance". Clean the machine as required.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Problems	Solutions
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.
The paper size settings does not match with the paper loaded.	Check whether the paper size specified on the printer driver matches that of the loaded paper.

Copying Problems

Problems	Solutions
Photocopied paper is blank.	The original was placed with the front and back reversed. See "5. Copying" for Loading Original.
Copied pages are too dark or too light.	Adjust the image density.
Copied pages do not look the same as the originals.	Select the correct scanning mode according to the type of original.
Black spots appear when photo-copying a photographic print.	The original may have stuck onto the scanner glass due to high humidity. Put the original on the scanner glass and place another two or three sheets of white paper on top of it. The cover of scanner glass is not closed when copying, put the scan-ner cover down.
A moire pattern is produced.	The original document probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Text/ Photo] may eliminate the moire pattern.
Photocopied paper is dirty.	The image density is too high. Adjust the image density. Toner on the printed surface of output is not dry. Do not touch the printed surface immediately after copying. Remove freshly printed sheets one by one, taking care not to touch the printed areas. The scanner glass is dirty, clean the scanner glass. See "10. Machine Maintenance" for Cleaning Scanner Glass. Make sure the toner or correction fluid is dry before the original is placed on the scanner glass.
When copying from the Scanner glass, the print area of the copy is out of alignment with the original.	Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the scanner glass.
The paper size settings are not match the paper loaded	Check whether the paper size specified on the machine matches that of the loaded paper.

Scanning Problems

Problems	Solutions
The scanned image is dirty	The scanner glass is dirty,clean the scanner glass. See “10. Machine Maintenance” for Cleaning Scanner Glass. Make sure the toner is dry before the original is placed on the scanner glass.
The scanned image is distorted or out of position.	The original was moved during the scanning process. Do not move the original during the scanning process.
The scanned image is upside down	The original was placed upside down. Load the original in the correct orientation. See “Placing Originals”.
The scanned image is blank	The original was placed with the front and back reversed.
The scanned image is too dark or too light.	Adjust the image density.
Machine needs to be cleaned	See “Cleaning the Printer” in “10. Machine Maintenance”. Clean the machine as required.

LED Indicator Status for Errors and Operation Guide

See “9. Keys and Indicators” for LED Indicator Status and Operation Guide.

12. Printer Configurations (WEB page)

Overview

You can use a network browser to obtain the following features or information from your network device:

- Check the device status information, remaining ink information, version information, and printing number information;
- Change and check the TCP/IP settings, Bonjour settings, wireless settings, printer hotspot settings, and administrator password settings;

You can also use the "Ricoh Print" software to set the printer up for more convenient uses.

1. Use the network browser to connect to the printer.

(1) Connect the printer and terminal device to the same wireless network.

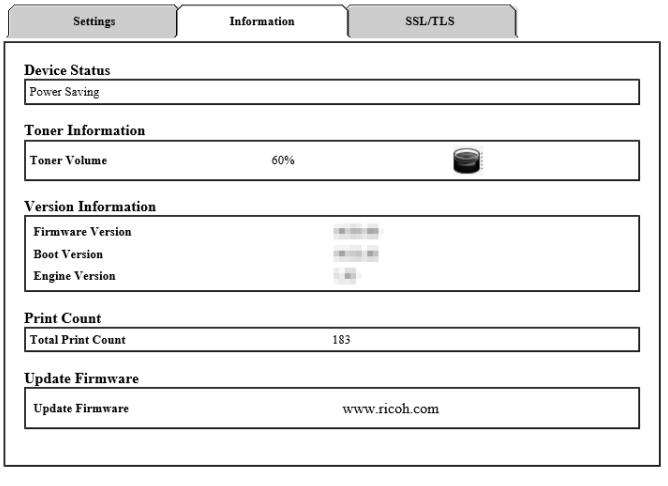
(2) Press down the power button three times in a second and the printer will print out the configuration information.

(3) Enter "http://device IP address/" into the network browser URL, for example, http://192.168.1.2/. If your computer is connected to the printer by wireless network, the "IP Address" in the "Network parameters" on the "System Settings" page will be the device IP address. If your computer is connected to the printer by Soft AP, the device IP address will be 192.168.5.1.

(4) No password is needed to open the printer network basic administrative system.

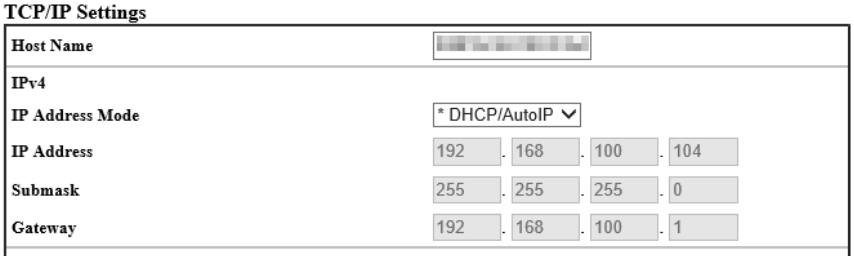
2. Check the printer information.

Click the "Information" tab to check the device status information, remaining ink information, version information, and printing number information.



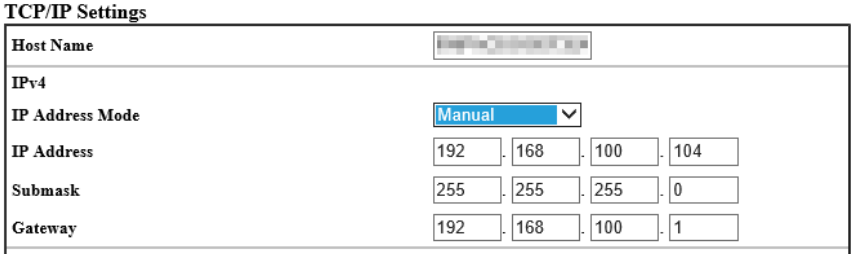
3. Check and change the TCP/IP settings.

Click the "Settings" tab to set up the hostname, IP mode, IP address, subnet mask, and gateway in the "TCP/IP settings". Click the "Apply" button to enable the changes of the printer settings.



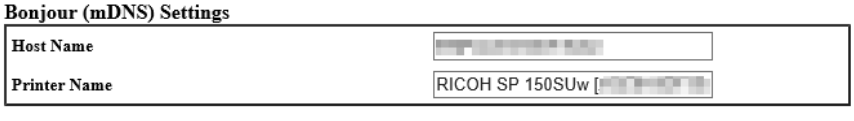
If you select "Automatically acquire IP address" for the IP mode, then the wireless network router will assign the IP address, subnet mask, and gateway. You cannot make changes.

If you select the manual option, then you can change the IP address, subnet mask, and gateway.



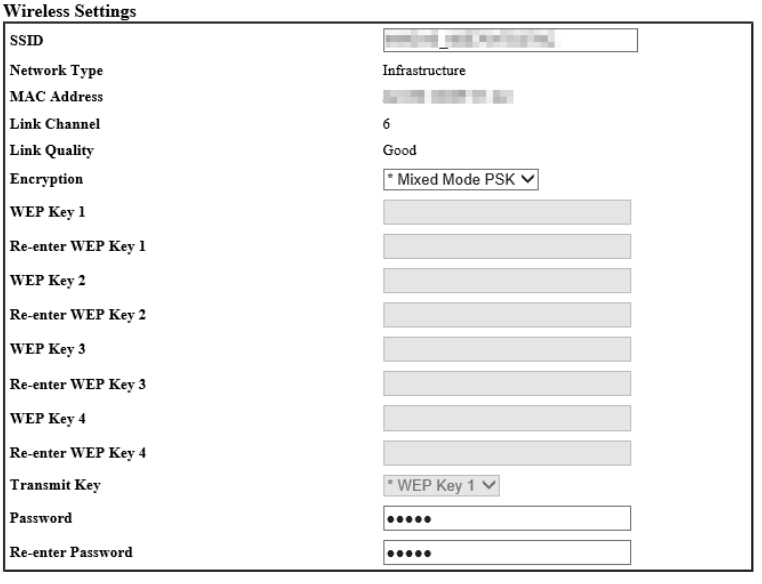
4. Check and change Bonjour (mDNS) settings.

Click the "Settings" tab to set up the hostname and the printer name in the "Bonjour (mDNS) settings". Click the "Apply" button to enable the changes of the printer settings.



5. Check and change wireless settings.

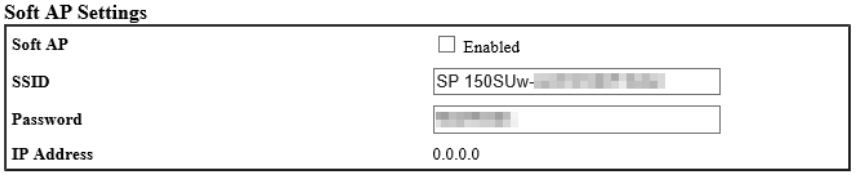
Click the “Settings” tab to set up the wireless parameters of the printer in the “Wireless settings”. Click the “Apply” button to enable the changes of the printer settings.



6. Check and change hotspot settings.

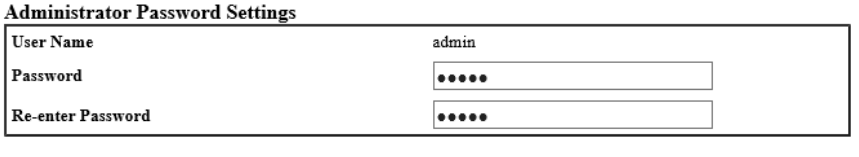
Click the “Settings” tab to set up the hotspot parameters of the printer in the “Soft AP Settings”. Click the “Apply” button to enable the changes of the printer settings.

You can turn on or turn off the printer hotspot by ticking the “Enabled” option. You can set up the SSID and connected network password of the printer hotspot.



7. Check and change administrator password settings.

Click the “Settings” tab to set up the administrator password in the “Administrator password settings”. Click the “Apply” button to enable the changes of the printer settings.



13. Appendix

Precautions about Toner

- The normal operation of the machine cannot be guaranteed if non-RICOH toner products are used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- If the printed image suddenly turns lighter or blurred, replace the toner cartridge.

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine for a long/short distance.

Repackage the machine with the original packing materials when you need to move the machine for a long distance.

- Be sure to disconnect all cables from the machine before transporting it.
- The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.
- Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.
- Do not take out the toner cartridge during the moving.
- Make sure to keep the machine upright when moving it. Move the machine carefully to prevent the toner from spilling.

  Make sure to follow the checklist below:

  - The power has been turned off.
  - The power cord is unplugged from the wall outlet.
  - All other cables have been disconnected from the machine.
- Repackage the machine properly if it needs to be transported for a long distance. Take care not to tip or tilt the machine during transit.
- When moving the machine, the toner may spill out into the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representatives.

Disposal

For information on correct disposal of the machine, contact your sales or service representatives.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

Toner Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	700 pages*2, 1500 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

*2 Available only in Europe

Note

- Unless a toner cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra toner cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- The quality of the cartridge will decrease with time. Hence, print cartridges may need to be replaced sooner than indicated above.
- Toner cartridges are not covered under the warranty. However, if problems arise, contact the store where they were purchased.

Specifications of the Machine

This section lists the specifications of the machine.

General Function Specifications

Configuration

Desktop

Maximum paper size for scanning using the scanner glass

216 mm × 297 mm (8.5 × 11.7 inches)

Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

Warm-up time

Less than 25 seconds (23 °C, 50%RH)

Paper sizes

A4, B5 JIS, A5 (SEF), B6 JIS (SEF), A6 (SEF), Letter, Legal, Executive, 16 K, Custom Paper Size

Custom Paper Size supports the following range of paper sizes:

- Width: 76.2-216mm
- Length: 116-355.6mm

Paper types

Plain Paper (70-90 g/m²)

Recycled Paper (70-90 g/m²)

Thick Paper (90-105 g/m²)

Thin Paper (60-70 g/m²)

Paper feed capacity

50 sheets (70 g/m², 19 lb.)

Memory

128 MB

Power requirements

Region A (mainly Europe and Asia): 220-240 V, 5 A, 50/60 Hz

Region B (mainly North America): 120V, 7A, 60Hz

Power consumption

Maximum

Region A (mainly Europe and Asia): 880 W

Region B (mainly North America): 850 W

Power Saving Mode 1: 1.2 W or less

The power level when the main switch is turned off and the power cord is plugged into an outlet : 1 W or less

Dimension (Width×Depth×Height)

350 x 275 x 137mm

Weight (Machine and toner cartridge)

Approx. 7.5 kg (16.5 pounds) or less

Printing Function Specifications

Printing speed

22 pages per minute (A4, SEF)

Resolution

600 × 600 dpi (Max: 1200 × 600 dpi)

First print speed

11 seconds or less (from data processing completion to output)

Interface

USB 2.0

Wi-Fi 802.11 b/g/n (Wi-Fi model only)

Printer language

GDI

Print Specifications

Maximum resolution (scanning and printing)

Scanning: 600 x 600 dpi

Printing: 600 x 600 dpi

Multi-page copy speed

22 pages per minute

Copy ratios

Preset ratios: 50%, 70%, 81%, 100%, 122%, 141%, 200%

Fine adjustment ratios: 25% to 400%

Number of copies (maximum number of copies per job)

99

Scan Specifications

Maximum scan area (horizontal × vertical)

A4/Letter

Maximum resolution when scanning from a computer (TWAIN)

4800 × 4800 dpi

Maximum resolution when scanning from a computer (WIA)

600 × 600 dpi

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  Microsoft® Windows Vista® Business
  Microsoft® Windows Vista® Home Premium
  Microsoft® Windows Vista® Home Basic
  Microsoft® Windows Vista® Enterprise
- Names of Windows 7 products are as follows:
  Microsoft® Windows® 7 Home Premium
  Microsoft® Windows® 7 Professional
  Microsoft® Windows® 7 Ultimate
  Microsoft® Windows® 7 Enterprise
- Names of Windows 8 products are as follows:
  Microsoft® Windows® 8
  Microsoft® Windows® 8 Pro
  Microsoft® Windows® 8 Enterprise
- Names of Windows 8.1 products are as follows:
  Microsoft® Windows® 8.1
  Microsoft® Windows® 8.1 Pro
  Microsoft® Windows® 8.1 Enterprise
- Names of Windows Server 2003 products are as follows:
  Microsoft® Windows Server® 2003 Standard Edition
  Microsoft® Windows Server® 2003 Enterprise Edition
- Names of Windows Server 2003 R2 products are as follows:
  Microsoft® Windows Server® 2003 R2 Standard Edition
  Microsoft® Windows Server® 2003 R2 Enterprise Edition

- Names of Windows Server 2008 products are as follows:
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  Microsoft® Windows Server® 2008 Enterprise
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  Microsoft® Windows Server® 2008 R2 Standard
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  Microsoft® Windows Server® 2012 Standard
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