Setup Guide

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3. FAX settings
   - Scan settings
   - Control Panel Sheet
1. Setting Up the Machine

2. Power Source

- 120 - 127 V, 60 Hz, 11 A
- 220 - 240 V, 50/60 Hz, 6 A

3. Dimensions

- 24 cm (9.5 inches)
- 20 cm (7.9 inches)
- 10 cm (4.0 inches)
- 70 cm (27.6 inches)

4. DUE001

5. DUE002

6. DUE003

7. DUE004

8. DUE005

9. DUE006

10. DUE007

11. DUE008

12. DUE009
Install the software to use the machine.

Go to page 4 “2. Installing the Software”. For OS X, see User’s Guide in the provided CD-ROM or our website.
2. Installing the Software

Check how the computer is connected

Specify how to connect to your computer according to the communication environment of your system.

Yes

No

use your computer for setup?

connect via Wi-Fi Direct

See Wi-Fi Direct Guide in our website.

use a router (access point)?

connect using a USB interface cable

go to page 5 “Connecting the Machine (USB/Network)”.

connect using an Ethernet interface cable

connect by wireless?

connect by wire?

• You can use both the CD-ROM and Wi-Fi Setup Wizard to configure the wireless settings for the machine.
• To connect using the WPS button, go to page 8 “Easy Setup Using the WPS Button”.
• To connect using a PIN code, go to page 9 “Easy Setup Using a PIN Code”.
• To set up manually, see User’s Guide in the provided CD-ROM or our website.
• When the Wi-Fi Direct function is enabled, a Wi-Fi Direct compliant device is recognized as a router (access point), and direct communication among Wi-Fi Direct-compliant devices becomes possible.
When communicating using the Wi-Fi Direct function, you cannot connect to the Internet at the same time.

Use the machine from a smart device

How to use the machine from a smart device
From smart device applications, you can use the following functions of the machine:
• Sending scanned images or documents from the machine to the smart device
• Printing photographs and documents stored on a smart device

After scanning the following QR code with your smart device, search for the “RICOH SP C260 series Scan” or “RICOH Smart Device Connector” application and download either of them from the site that appears.

How to use the NFC tag
(Android smart devices only)

1. Configure the network connection of the machine. For details, see page 6 “Connecting the Machine via Wi-Fi”.
2. After scanning the following QR code with your smart device, search for the “RICOH SP C260 series Scan” or “RICOH Smart Device Connector” application and download either of them from the site that appears.
3. Start “RICOH SP C260 series Scan” or “RICOH Smart Device Connector”, and write the machine’s network information on the NFC tag using the application.
4. Perform printing by touching the NFC tag from “RICOH Smart Device Connector” or perform scanning from “RICOH SP C260 series Scan”.

Android

iOS
The following items are necessary to set up a wired connection.

- USB interface cable or Ethernet interface cable
- CD-ROM supplied with the machine
- To install the software for network connection, quick installation and manual installation can be used. Using the manual installation, you can specify data to be installed as you prefer.

1. Turn on your computer.
2. Insert the provided CD-ROM into the CD-ROM drive of the computer.
   If your computer does not have a CD-ROM drive, download a setup file from our website.
3. Click [Quick Install].
4. The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].
5. Select [USB Connection] or [Network Connection] according to communication environment or your device.
6. Follow the instructions in the setup wizard.
7. Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.

Setup is completed.

To use the fax function, configure the settings on page 10 “3. FAX settings”.

Windows
Connecting the Machine via Wi-Fi

Easy Setup Using the CD-ROM
Using the CD-ROM supplied with this machine, you can install the driver from your computer and configure the wireless LAN settings for this machine.

Note
- The following items are necessary to set up a wireless connection.
- USB interface cable
  Using the USB cable is needed to update the settings of this machine when it is installed or the wireless LAN settings change in your environment. See Step 6 to connect your computer to this machine.
- Router (access point)
- CD-ROM supplied with the machine
- To install the software, quick installation and manual installation can be used. Using the manual installation, you can specify data to be installed as you prefer.

1. Turn on your computer.
2. Insert the provided CD-ROM into the CD-ROM drive of the computer.
   If your computer does not have a CD-ROM drive, download a setup file from our website.
   or
3. Click [Quick Install].
4. The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].
5. Select [Wireless Connection].
6. Select [Manually configure the printer network] when installing this machine.
   Connect your computer and this machine by using the USB cable.
   Select [Automatically configure the printer network] when configuring the wireless LAN settings for this machine is completed.
7. Follow the instructions in the setup wizard.
8. Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.

Setup is completed.

To connect using the Wi-Fi Setup Wizard, go to page 7 “Easy Setup Using the Wi-Fi Setup Wizard”.
To connect using the WPS button, go to page 8 “Easy Setup Using the WPS Button”.
To connect using a PIN Code, go to page 9 “Easy Setup Using a PIN Code”.
To connect using Wi-Fi Direct, see Wi-Fi Direct Guide in our website.
Easy Setup Using the Wi-Fi Setup Wizard

From the control panel of this machine, you can also configure the wireless LAN settings for the machine.

**Note**

The following item is necessary to set up a wireless connection.
- Router (access point)

Checking the SSID and Encryption key

The SSID and Encryption key for the router (access point) may be printed on a label affixed to the router (access point). For details about the SSID and Encryption key, refer to the router (access point) manual.

Confirm the SSID and Encryption key, and write them down on the blank space as shown below.

SSID:

Encryption key:

Configuring Settings Using the Control Panel

**Important**

- Before doing the following procedure, install the printer driver according to the procedure on page 5 “Connecting the Machine (USB/Network)”.
- Make sure the Ethernet cable is not connected to the machine.

1. Check that the router (access point) is working correctly.
2. Press [Setting].
3. Press [Network Settings].
4. If you are requested to enter a password, enter the password using the number keys, and then press [OK].

5. Press [Wi-Fi Enable].
6. Press [Enable].
7. Turn off the machine, and then turn it back on.
8. Press the wireless LAN icon.
9. Press [Setup Wizard].
10. If you are requested to enter a password, enter the password using the number keys, and then press [OK].
11. Press the SSID of the router (access point) from the searched SSID list.
12. Enter the encryption key using the number keys, and then press [Connect].
    • As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).
    • For details about checking the encryption key, see “Checking the SSID and Encryption key”.
13. Check the result.
    Connection has succeeded:
    “Connected to access point.” is displayed.
    Connection has failed:
    “Failed to connect to access point.” is displayed.
    Check the configuration for the router (access point), and then try the connection again.

14. Configuring the Wi-Fi settings is complete.
Easy Setup Using the WPS Button

Important
- Before doing the following procedure, install the printer driver according to the procedure on page 5 "Connecting the Machine (USB/Network)".
- Make sure the Ethernet cable is not connected to the machine.
- In Steps 12 to 14, configure each setting within two minutes.

Note
The following item is necessary to set up a wireless connection.
- Router (access point)

1. Check that the router (access point) is working correctly.
2. Press [Setting].
3. Press [Network Settings].
4. If you are requested to enter a password, enter the password using the number keys, and then press [OK].
5. Press [Wi-Fi Enable].
6. Press [Enable].
7. Turn off the machine, and then turn it back on.
8. Press the wireless LAN icon.
9. Press [WPS].
10. If you are requested to enter a password, enter the password using the number keys, and then press [OK].
11. Press [PBC].
12. Press [Connect].
   “Please wait for 2 minutes” appears, and the machine starts to connect in PBC method.
13. Press the WPS button on the router (access point) within two minutes.
14. Check the result.
   Connection has succeeded:
   “Connected to access point.” is displayed.
   Press [OK] to return to the screen displayed in Step 11, and then press the [Home] key to return to the initial screen.
   Connection has failed:
   “Failed to connect to access point.” is displayed.
   Press [OK] to return to the screen displayed in Step 11. Check the configuration for the router (access point), then try the connection again.
15. Configuring the Wi-Fi settings is complete.
Easy Setup Using a PIN Code

Important

- Before doing the following procedure, install the printer driver according to the procedure on page 5 “Connecting the Machine (USB/Network”).
- Make sure the Ethernet cable is not connected to the machine.
- In Steps 15 to 17, configure each setting within two minutes.

To establish a connection using the PIN code, use a computer that is connected to the router (access point).

The following item is necessary to set up a wireless connection.

Router (access point)

1. Check that the router (access point) is working correctly.
2. Open the PIN code configuration window (web page) for the router (access point) on your computer.

3. Press [Setting].

4. Press [Network Settings].

5. If you are requested to enter a password, enter the password using the number keys, and then press [OK].

6. Press [Wi-Fi Enable].

7. Press [Enable].

8. Turn off the machine, and then turn it back on.

9. Press the wireless LAN icon.

10. Press [WPS].

11. If you are requested to enter a password, enter the password using the number keys, and then press [OK].

12. Press [PIN].

13. Check the PIN code.

Write down the PIN code in case you might forget it.

14. Enter the machine’s PIN code (8 digits) on the router (access point)’s web page.(The web page accessed in Step 2)

15. Execute WPS (PIN system) from the router (access point)’s web page.
16. Press [Connect].

“Please wait for 2 minutes” appears and connecting with PIN method starts.

17. Check the result.

Connection has succeeded:
"Connected to access point." is displayed.
Press [OK] to return to the screen displayed in Step 12, and then press the [Home] key to return to the initial screen.

Connection has failed:
"Failed to connect to access point." is displayed.
Press [OK] to return to the screen displayed in Step 12. Check the configuration for the router (access point), then try the connection again.

18. Configuring the Wi-Fi settings is complete.

3. FAX settings

Connection

Connect a telephone line cord to LINE.
If using an external telephone, connect the telephone to TEL.

1. Port For LINE
2. Port For External Telephone

If you connect a modular cable to the G3 (analog) line interface connector, make a loop 3 cm (1.2 inches) (1) from the end of the modular cable (connection side to the machine) and attach the included ferrite core to the loops as shown.
Selecting the Telephone Line Type and Telephone Network Connection Type

1. Press [Setting].
2. Press [Administrator Tools].
3. If you are requested to enter a password, enter the password using the number keys, and then press [OK].
4. Press [Dial/Push Phone].
5. Press the telephone line type appropriate for your telephone service.
6. Press [PSTN / PBX].
7. Press [PSTN] or [PBX].
8. Press the [Home] key to return the initial screen.

Setting the Outside Line Access Number

If you have selected PBX, use the following procedure.

1. Press [Setting].
2. Press [Administrator Tools].
3. If you are requested to enter a password, enter the password using the number keys, and then press [OK].
4. Press [PBX Access Number]
5. Enter the outside line access number using the number keys, and then press [OK].
6. Press the [Home] key to return the initial screen.

Basic Operation for Sending a Fax

1. Press [Fax].
2. Enter the fax number using the number keys, and then press [OK].
   Depending on the machine’s settings, you may be prompted to enter the fax number again if you manually entered the fax number. Enter the fax number within 60 seconds. If the fax numbers do not match, go back to step 2.
4. If you place the original on the exposure glass and have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK].
   Repeat this step until all originals are scanned.
5. When all originals have been scanned, press [No] to start sending the fax.
Scan settings

- For those using the scanner features for the first time
  For information about specifying the initial scan settings, see “What You Can Do with the Scanner Function”, User’s Guide in the provided CD-ROM or our website.

Control Panel Sheet

| 1 NFC tag | 6 [B&W Start] key |
| 2 [Home] key | 7 [Power] key |
| 3 Display panel | 8 Fax indicator |
| 4 Number keys | 9 Alert indicator |
| 5 [Clear/Stop] key | 10 [Color Start] key |
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