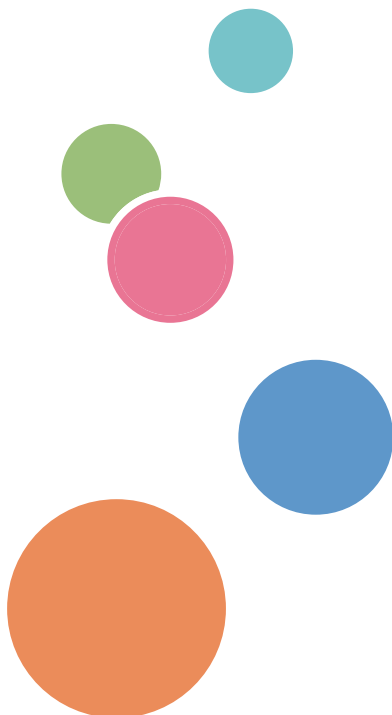




# User's Guide

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5. Scan
6. Copy
7. Fax
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12. iPrint&Scan for Mac
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## Before You Use Your Machine

- [Definitions of Notes](#)
- [Trademarks](#)
- [Important Note](#)

## Definitions of Notes

We use the following symbols and conventions throughout this User's Guide:

 <b>WARNING</b>	WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.
 <b>CAUTION</b>	CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.
<b>IMPORTANT</b>	IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.
<b>NOTE</b>	NOTE specifies the operating environment, conditions for installation, or special conditions of use.
	Tips icons indicate helpful hints and supplementary information.
	Electrical Hazard icons alert you to possible electrical shock.
	Fire Hazard icons alert you to the possibility of a fire.
	Hot Surface icons warn you not to touch hot machine parts.
	Keep out of reach of children.
	Do not use the cleaner.
	Do not throw into the fire.
	Do not touch.
	Do not use flammable substances or any type of spray.
	Do not use flammable liquids.
<b>Bold</b>	Bold style identifies buttons on the machine's control panel or computer screen.
<i>Italics</i>	Italicised style emphasises an important point or refers you to a related topic.
Courier New	Courier New font identifies messages shown on the machine's LCD.



### Related Information

- [Before You Use Your Machine](#)

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### Related Information

- [Before You Use Your Machine](#)

## Important Note

- Do not use this product outside the country of purchase as it may violate the wireless telecommunication and power regulations of that country.
- Windows® 10 in this document represents Windows® 10 Home, Windows® 10 Pro, Windows® 10 Education and Windows® 10 Enterprise.
- Windows Server® 2008 in this document represents Windows Server® 2008 and Windows Server® 2008 R2.
- The screens in this User's Guide are for illustration purposes only and may differ from the actual screens.
- Unless otherwise specified, the screens in this manual are from Windows® 7 and macOS v10.11.x. Screens on your computer may vary depending on your operating system.
- The contents of this guide and the specifications of this product are subject to change without notice.
- Not all features are available in countries subject to applicable export restrictions.



### Related Information

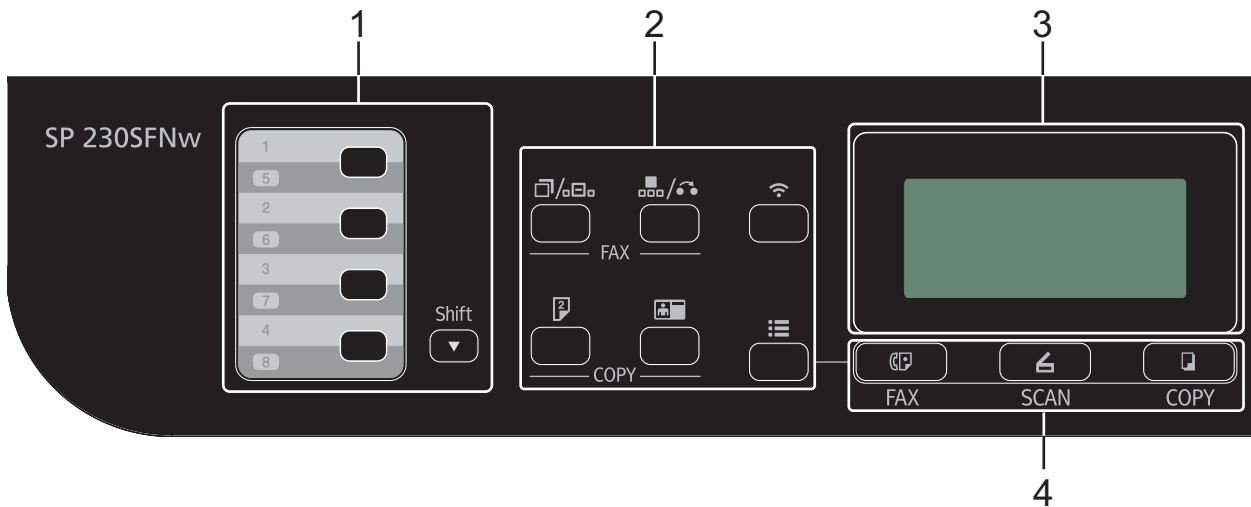
- [Before You Use Your Machine](#)
-

## Introduction to Your Machine

- [Control Panel Overview](#)
- [Access RICOH Utilities \(Windows®\)](#)

## Control Panel Overview

The control panel may vary depending on your model.



### 1. One Touch Buttons

Store and recall up to eight fax and telephone numbers.

To access stored One Touch fax and telephone numbers 1-4, press the One Touch button assigned to that number. To access stored One Touch fax and telephone numbers 5-8, press and hold **Shift** as you press the button.

### 2. Function Buttons

#### Redial/Pause

Press to dial the last number you called. This button also inserts a pause when programming quick dial numbers or when dialling a number manually.

#### Hook (mainly Asia and Oceania)

Press **Hook** before dialing to ensure a fax machine answers, and then press **Start**.

If the machine is in Fax/Tel (F/T) Mode and you pick up the handset of an external telephone during the F/T ring (pseudo double-rings), press **Hook** to talk.

#### Tel/R (mainly Europe)

Press **Tel/R** to have a telephone conversation after picking up the external handset during the F/T fast double-ring.

When connected to a PBX, use this button to gain access to an outside line, to recall an operator, or to transfer a call to another extension.

#### WiFi

Press the **WiFi** button and launch the wireless installer on your computer. Follow the on-screen instructions to set up a wireless connection between your machine and your network.

When the **WiFi** light is on, your machine is connected to a wireless access point. When the **WiFi** light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

#### 2 in 1 (ID) Copy

Press to copy both sides of an identification card onto a single page.

#### 2-sided

Press to copy on both sides of a sheet of paper.



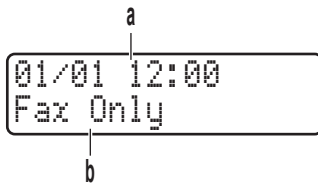
## Options

Press to access temporary settings for faxing, scanning, or copying.

### 3. Liquid Crystal Display (LCD)

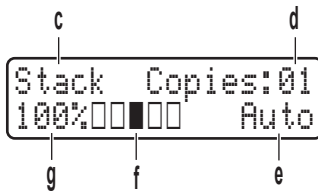
Displays messages to help you set up and use the machine.

If the machine is in Fax Mode, the LCD displays:



- a. Date & Time
- b. Receive Mode

When you press **COPY**, the LCD displays:



- c. Type of copy
- d. Number of copies
- e. Quality
- f. Contrast
- g. Copy ratio

### 4. Mode Buttons

#### FAX

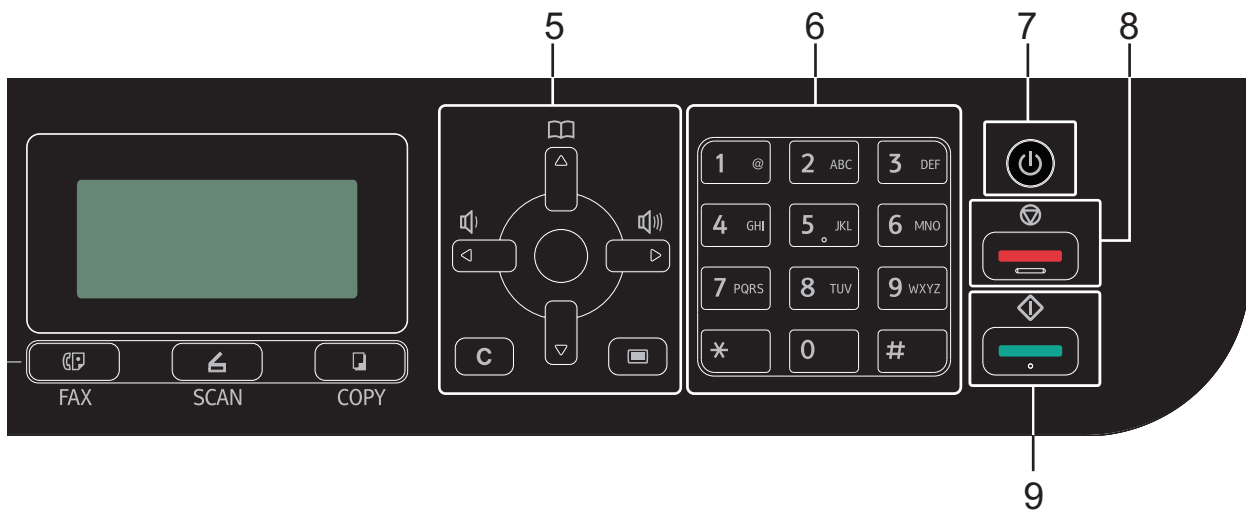
Press to switch the machine to Fax Mode.

#### SCAN

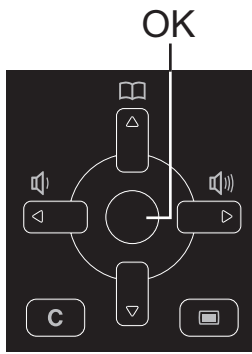
Press to switch the machine to Scan Mode.

#### COPY

Press to switch the machine to Copy Mode.



## 5. Menu Buttons



### **Clear**

Press to delete entered data or cancel the current setting.

### **Menu**

Press to access the Menu for programming your machine settings.

### **OK**

Press to store your machine settings.


### **◀ or ▶**

Press to scroll back or forward through menu selections.

### **▲ or ▼**

- Press to scroll up or down through menus and options.
- Press to change the resolution in Fax Mode.





Press  to access speed dial numbers.

## 6. Dial Pad

- Use to dial fax and telephone numbers.
- Use as a keyboard to enter text or characters.

## 7. **Power On/Off**

- Turn the machine on by pressing .
- Turn the machine off by pressing and holding . The LCD displays [Shutting Down] and stays on for a few seconds before turning off. If you have an external telephone or TAD connected, it is always available.

## 8. **Stop/Exit**

- Press to stop an operation.
- Press to exit from a menu.

## 9. **Start**

- Press to start sending faxes.
- Press to start copying.
- Press to start scanning documents.

## **Related Information**

- [Introduction to Your Machine](#)

## Access RICOH Utilities (Windows®)


**RICOH Utilities** is an application launcher that offers convenient access to all applications of this product installed on your computer.


1. Do one of the following:

- (Windows® 7)


Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

- (Windows® 8.1)

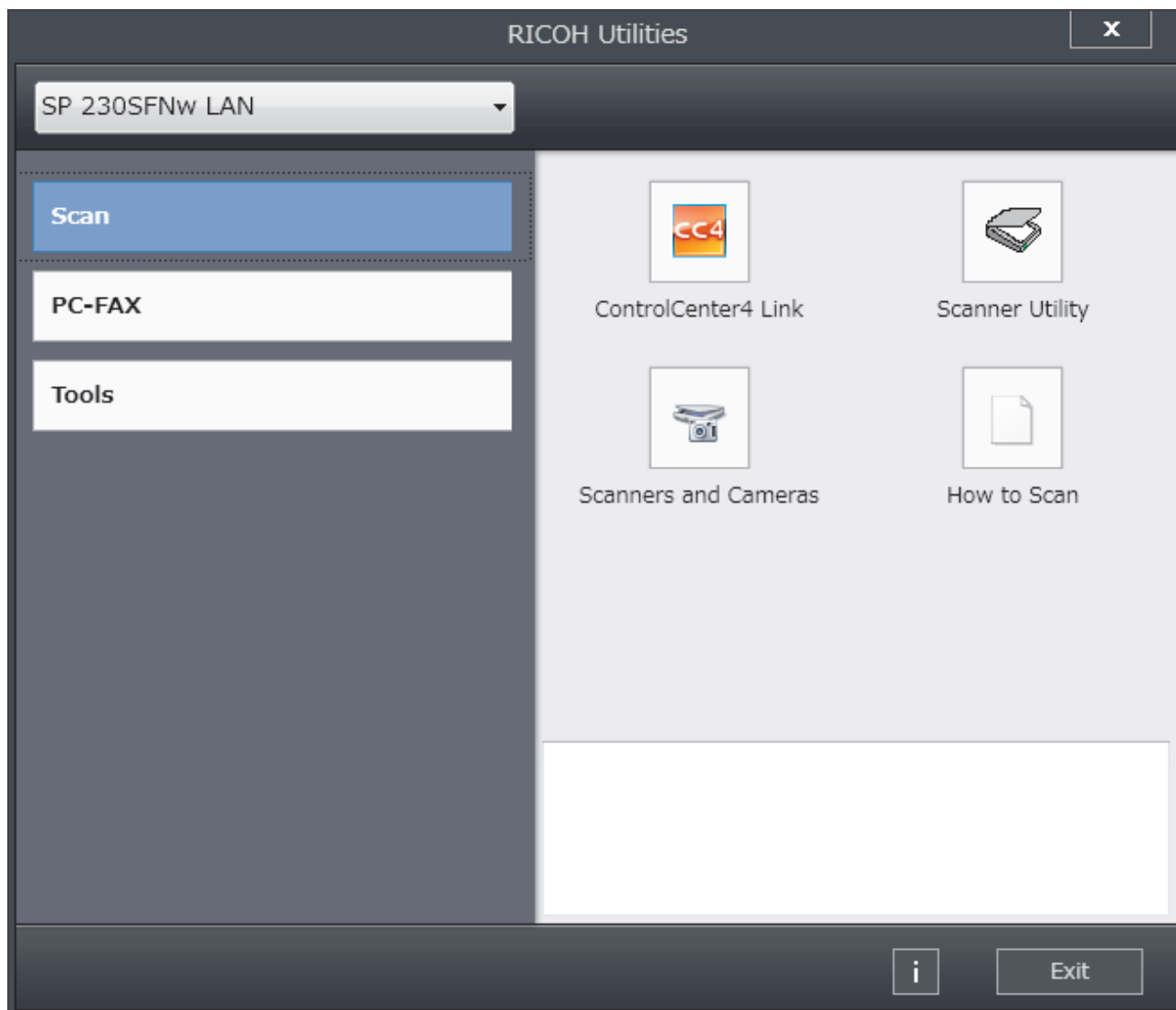
Move your mouse to the lower left corner of the **Start** screen and click  (if you are using a touch-based device, swipe up from the bottom of the **Start** screen to bring up the **Apps** screen).

When the **Apps** screen appears, tap or click  (**RICOH Utilities**).

- (Windows® 10)

Click  > **RICOH** > **RICOH Utilities**.

2. Select your machine.



3. Choose the operation you want to use.



## Related Information

- [Introduction to Your Machine](#)
  - [Uninstall the Software and Drivers \(Windows®\)](#)
-


## Uninstall the Software and Drivers (Windows®)


1. Do one of the following:

- (Windows® 7)


Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

- (Windows® 8.1)

Move your mouse to the lower left corner of the **Start** screen and click  (if you are using a touch-based device, swipe up from the bottom of the **Start** screen to bring up the **Apps** screen).

When the **Apps** screen appears, tap or click  (**RICOH Utilities**).

- (Windows® 10)

Click  > **RICOH** > **RICOH Utilities**.

2. Click the drop-down list, and then select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Uninstall**.

Follow the instructions in the dialog box to uninstall the software and drivers.



### Related Information

- [Access RICOH Utilities \(Windows®\)](#)

## Paper Handling

- [Load Paper](#)
- [Paper Settings](#)
- [Supported Paper](#)
- [Load Documents](#)
- [Unscannable and Unprintable Areas](#)
- [Using Special Paper](#)

## Load Paper

- [Load and Print Using the Paper Tray](#)
- [Load and Print Paper in the Manual Feed Slot](#)

## Load and Print Using the Paper Tray

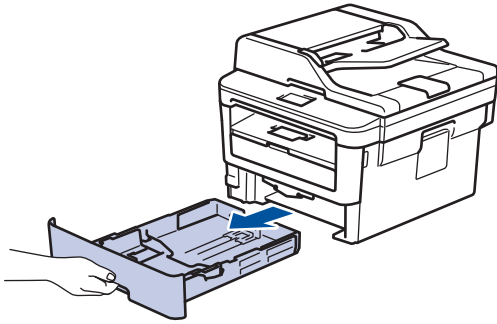
- [Load Paper in the Paper Tray](#)



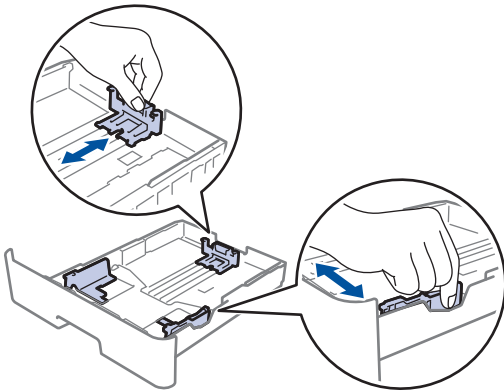
## Load Paper in the Paper Tray

- If the Check Size setting is set to On and you pull the paper tray out of the machine, a message appears on the LCD asking if you want to change the paper size and paper type. Change the paper size and paper type settings if needed, following the LCD instructions.
- When you load a different size and type of paper in the tray, you must also change the Paper Size and Paper Type settings in the machine, or on your computer.

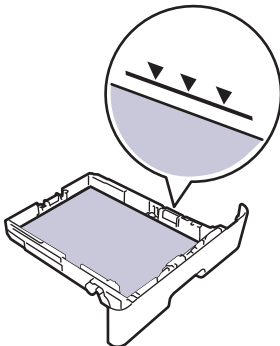
1. Pull the paper tray completely out of the machine.



2. Press and slide the paper guides to fit the paper.  
Press the release levers to slide the paper guides.



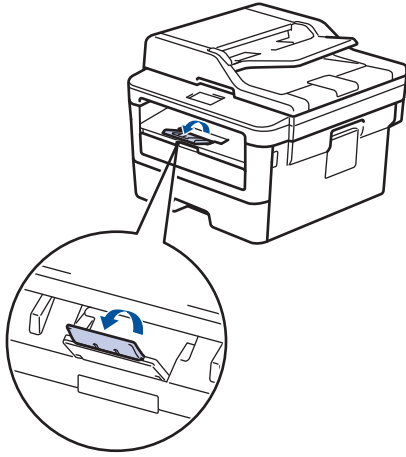
3. Fan the stack of paper well.
4. Load paper in the paper tray with the printing surface *face down*.
5. Make sure the paper is below the maximum paper mark (▼▼▼).  
Overfilling the paper tray will cause paper jams.



6. Slowly push the paper tray completely into the machine.

---

7. Lift the support flap to prevent paper from sliding off the output tray.



### Related Information

- [Load and Print Using the Paper Tray](#)

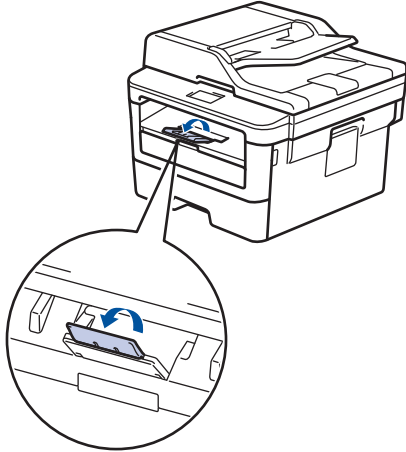
## Load and Print Paper in the Manual Feed Slot

- [Load and Print Plain Paper, Thin Paper, Recycled Paper and Bond Paper in the Manual Feed Slot](#)
- [Load and Print on Thick Paper and Labels in the Manual Feed Slot](#)
- [Load and Print on Envelopes in the Manual Feed Slot](#)

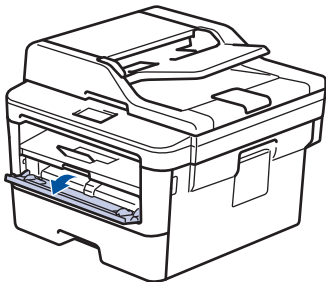
## Load and Print Plain Paper, Thin Paper, Recycled Paper and Bond Paper in the Manual Feed Slot

When you load a different paper size in the tray, you must change the Paper Size setting in the machine or on your computer at the same time.

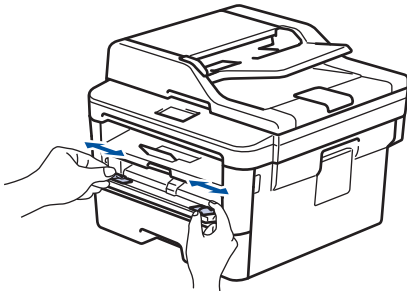
1. Lift the support flap to prevent paper from sliding off the face down output tray.



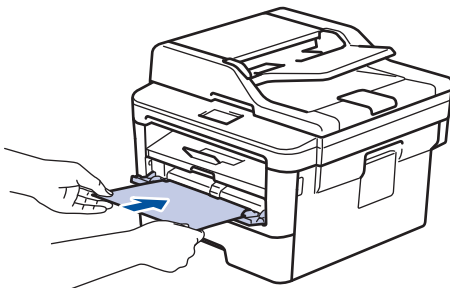
2. Open the manual feed slot cover.



3. Use both hands to slide the manual feed slot paper guides to fit the width of the paper you are using.

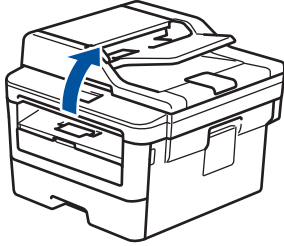


4. Using both hands, put one full sheet of paper in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull it in, let go.

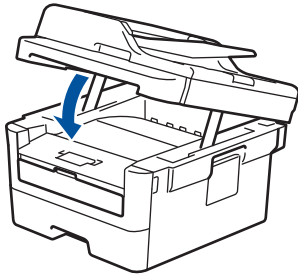




- Load paper into the manual feed slot with the printing surface facing up.
- Make sure the paper is straight and in the correct position in the manual feed slot. If it is not, the paper may not be fed correctly, resulting in a skewed printout or a paper jam.
- To remove a small printout from the output tray, use both hands to lift up the scanner cover.



- You can still use the machine while the scanner cover is up. To close the scanner cover, push it down with both hands.



5. Send your print job to the machine.



Change your print preferences in the Print screen before sending the print job from your computer.

6. After the printed page comes out from the machine, load the next sheet of paper in the manual feed slot. Repeat for each page that you want to print.



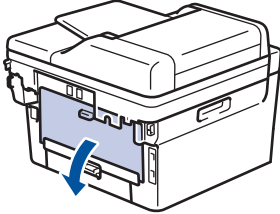
### Related Information


- [Load and Print Paper in the Manual Feed Slot](#)

## Load and Print on Thick Paper and Labels in the Manual Feed Slot

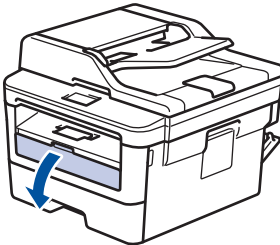
When you load a different paper size in the tray, you must change the Paper Size setting in the machine or on your computer at the same time.

1. Open the machine's back cover (the face up output tray).

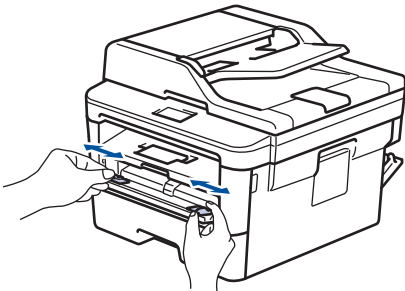


 The machine automatically turns on Manual Feed mode when you load paper in the manual feed slot.

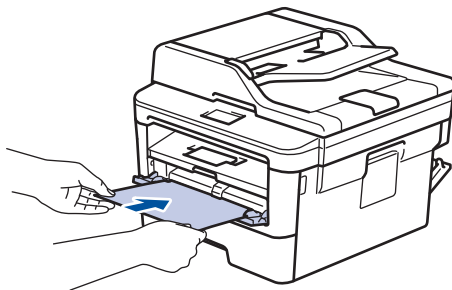
2. On the front of the machine, open the manual feed slot cover.




3. Use both hands to slide the manual feed slot paper guides to fit the width of the paper that you are using.



4. Using both hands, put one full sheet of paper in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull it in, let go.



- 
- Load paper into the manual feed slot with the printing surface facing up.
  - Pull the paper out completely if you must reload the paper into the manual feed slot.
  - Do not put more than one sheet of paper in the manual feed slot at one time, as it may cause a jam.
  - Make sure the paper is straight and in the correct position in the manual feed slot. If it is not, the paper may not be fed correctly, resulting in a skewed printout or a paper jam.

5. Send your print job to the machine.



Change your print preferences in the Print screen before sending the print job from your computer.

6. After the printed page comes out from the back of the machine, load the next sheet of paper in the manual feed slot. Repeat for each page that you want to print.
7. Close the back cover (the face up output tray) until it locks in the closed position.



### **Related Information**

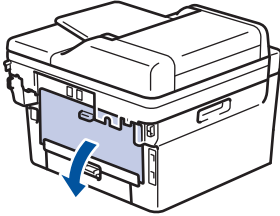
- [Load and Print Paper in the Manual Feed Slot](#)
-


## Load and Print on Envelopes in the Manual Feed Slot

Before loading, press the corners and sides of the envelopes to make them as flat as possible.

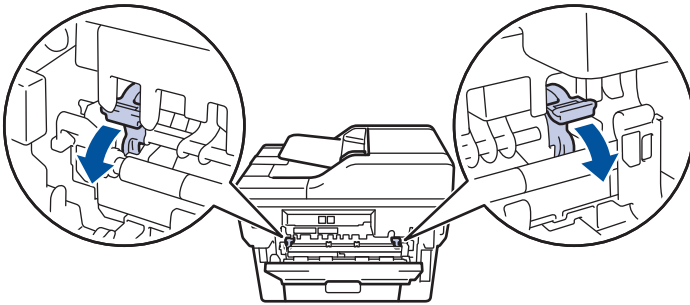
When you load a different paper size in the tray, you must change the Paper Size setting in the machine or on your computer at the same time.

1. Open the machine's back cover (the face up output tray).

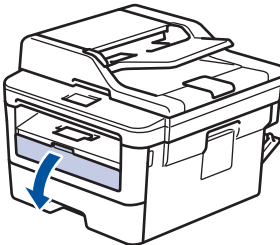


 The machine automatically turns on Manual Feed mode when you load paper in the manual feed slot.

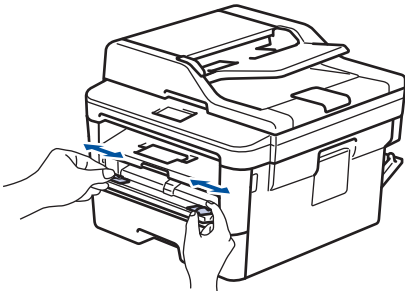
2. Pull down the two levers, one on the left side and one on the right side, as shown in the illustration.



3. On the front of the machine, open the manual feed slot cover.

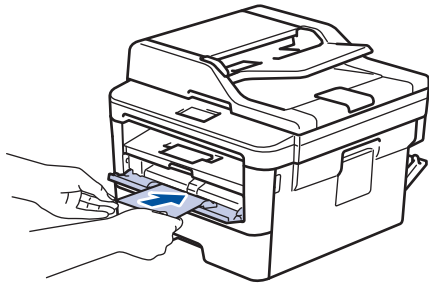


4. Use both hands to slide the manual feed slot paper guides to fit the width of the paper that you are using.




5. Using both hands, put one envelope in the manual feed slot until the front edge touches the paper feed roller. When you feel the machine pull it in, let go.





- 
- Load the envelope into the manual feed slot with the printing surface facing up.
  - Pull the envelope out completely when you reload the envelope into the manual feed slot.
  - Do not put more than one envelope in the manual feed slot at one time, as it may cause a jam.
  - Make sure the envelope is straight and in the correct position on the manual feed slot. If it is not, the envelope may not be fed correctly, resulting in a skewed printout or a paper jam.
- 
6. Send your print job to the machine.

 Change your print preferences in the Print dialog box before sending the print job from your computer.

---

Settings	Options for Envelopes
Paper Size	Com-10 DL C5 Monarch
Media Type	Envelopes Env. Thick Env. Thin

7. After the printed envelope comes out of the machine, put in the next envelope. Repeat for each envelope that you want to print.
8. When you have finished printing, return the two levers you adjusted in the earlier step back to their original positions.
9. Close the back cover (the face up output tray) until it locks in the closed position.

### Related Information

- [Load and Print Paper in the Manual Feed Slot](#)
-

## Paper Settings

- [Change the Paper Size and Paper Type](#)
- [Change the Check Paper Size Setting](#)

## Change the Paper Size and Paper Type

When you change the size and type of the paper you load in the tray, you must change the Paper Size and Paper Type settings on the LCD at the same time.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Tray Setting] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Paper Type] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Thin Paper], [Plain Paper], [Thick Paper], or [Recycled Paper] option, and then press **OK**.
6. Press **▲** or **▼** to display the [Paper Size] option, and then press **OK**.
7. Press **▲** or **▼** to select the paper size you want, and then press **OK**.
8. Press **Stop/Exit**.



### Related Information

- [Paper Settings](#)

## Change the Check Paper Size Setting

When you turn on your machine's Check Size setting, the machine displays a message when you remove a paper tray, asking if you changed the paper size and paper type.

The default setting is On.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Tray Setting] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Check Size] option, and then press **OK**.
5. Press **▲** or **▼** to select the [On] or [Off] option, and then press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [Paper Settings](#)

## Supported Paper

When loading custom size paper, specify the width and length using the control panel and the printer driver.

- [Specifications of Paper Sizes](#)
- [Specifications of Paper Types](#)
- [Non-Recommended Paper Types](#)
- [Paper Storage](#)

## Specifications of Paper Sizes

	Size
Printable from Paper Tray	A4, Letter, Executive, A5, A5 (Long Edge), A6
Printable from Manual Feed Slot	A4, Letter, Legal, Executive, A5, A5 (Long Edge), A6, B5 (ISO), Folio, Mexico Legal, India Legal, 3 x 5
Printable from Manual Feed Slot (Envelope)	Com-10, DL, C5, Monarch
Printable from Manual Feed Slot (Custom Size)	Custom size: 76.2 to 216 mm in width, 127 to 355.6 mm in length



### Related Information

- [Supported Paper](#)

## Specifications of Paper Types

The following tables describe the types of paper that can be used with this machine.

- Depending on the paper type, the toner may take a while to dry. Before handling printed sheets, make sure that they have fully dried. Otherwise, the toner may smudge.
- Print quality can be guaranteed only if recommended paper is used. For more information about the recommended paper, contact your sales or service representative.

Type	Paper Thickness (Weight)	Supported paper tray	Supported Duplex
Plain Paper	75 to 105 g/m <sup>2</sup>	Paper Tray and Manual Feed Slot	Duplex Print
Thin Paper	60 to 75 g/m <sup>2</sup>	Paper Tray and Manual Feed Slot	Duplex Print
Thick Paper	105 to 163 g/m <sup>2</sup>	Paper Tray and Manual Feed Slot	N/A
Thicker Paper	163 to 230 g/m <sup>2</sup>	Manual Feed Slot	N/A
Recycled		Paper Tray and Manual Feed Slot	Duplex Print
Bond Paper		Manual Feed Slot	N/A
Label		Manual Feed Slot	N/A
Envelope		Manual Feed Slot	N/A
Env.Thick		Manual Feed Slot	N/A
Env.Thin		Manual Feed Slot	N/A



### Related Information

- [Supported Paper](#)

## Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper. Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and colour copiers, ink-jet printers, etc.)
- 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
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples
- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.



### Related Information

- [Supported Paper](#)



## Paper Storage

Store paper appropriately. If the paper is stored incorrectly, misfeeds, lower printing quality, or malfunctions may result.

When storing paper:

- Do not store paper in a humid place.
- Do not store paper in direct sunlight.
- Do not stand paper on its edge.
- Store any leftover paper in a wrapping or box supplied with the paper.



### Related Information

- [Supported Paper](#)
-

## Load Documents

You can send a fax, make copies and scan from the Automatic Document Feeder (ADF) and from the scanner glass.

- [Load Documents in the Automatic Document Feeder \(ADF\)](#)
- [Load Documents on the Scanner Glass](#)

## Load Documents in the Automatic Document Feeder (ADF)

Use the ADF when copying or scanning multiple-page, standard-sized documents.

- The ADF can hold up to 50 pages and feed each sheet individually.
- Use standard 80 g/m<sup>2</sup> paper.
- Make sure documents with correction fluid or written in ink are completely dry.

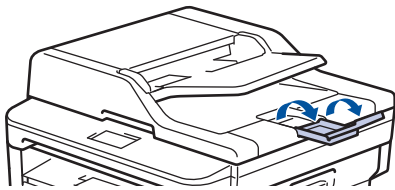
### IMPORTANT

- DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paper-clipped, pasted, or taped.
- DO NOT use cardboard, newspaper, or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

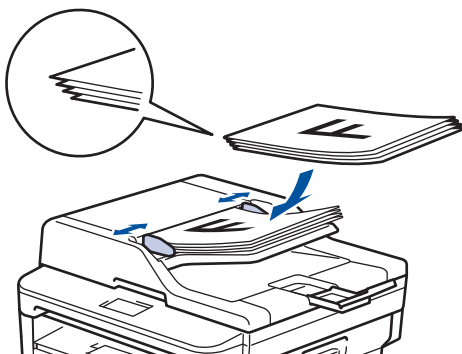
### Document Sizes Supported

Length:	147.3 to 355.6 mm
Width:	105 to 215.9 mm
Weight:	60 to 105 g/m <sup>2</sup>

1. Unfold the ADF document output support flap.



2. Fan the pages well.
3. Stagger the pages of your document and load it *face up* and *top edge first*, into the ADF as shown in the illustration.



4. Adjust the paper guides to fit the width of your document.



### Related Information

- [Load Documents](#)

## Load Documents on the Scanner Glass

Use the scanner glass to fax, copy, or scan one page at a time.

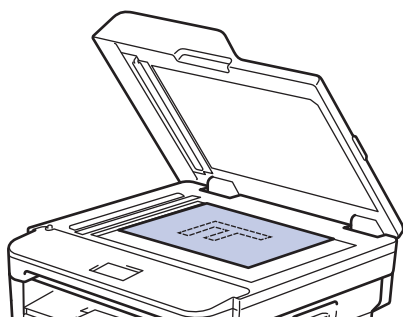
### Document Sizes Supported

Length:	Up to 300 mm
Width:	Up to 215.9 mm
Weight:	Up to 2 kg

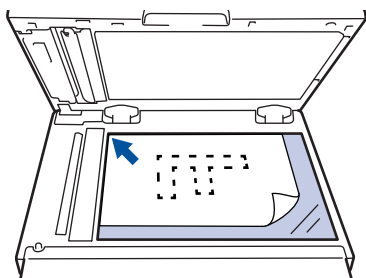


To use the scanner glass, the ADF must be empty.

1. Lift the document cover.
2. Place the document on the scanner glass *face down*.



3. Place the corner of the page in the upper left corner of the scanner glass.



4. Close the document cover.  
If the document is a book or is thick, gently press on the document cover.

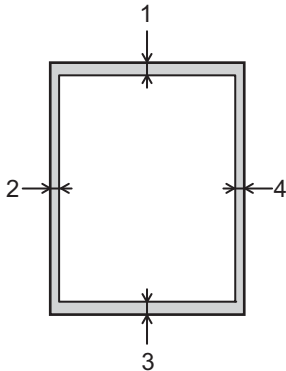


### Related Information

- [Load Documents](#)

## Unscannable and Unprintable Areas

The measurements in the table below show maximum unscannable and unprintable areas from the edges of the most commonly-used paper sizes. These measurements may vary depending on the paper size or settings in the application you are using.



Do not attempt to scan, copy, or print into these areas; your output will not reflect anything in these areas.

Usage	Document Size	Top (1) Bottom (3)	Left (2) Right (4)
Fax (Sending)	Letter, Legal	3 mm	4 mm
	A4	3 mm	(ADF) 1 mm (Scanner Glass) 3 mm
Copy <sup>1</sup>	Letter, Legal	3 mm	4 mm
	A4	3 mm	3 mm
Scan	Letter	3 mm	3 mm
	A4	3 mm	3 mm
	Legal	3 mm	3 mm
Print	Letter, Legal	4.2 mm	4.2 mm
	A4	4.2 mm	4.2 mm

<sup>1</sup> a 1 in 1 copy and 100% document size copy



### Related Information

- [Paper Handling](#)

## Using Special Paper

Always test paper samples before purchasing them to ensure desirable performance.

- DO NOT use inkjet paper; it may cause a paper jam or damage your machine.
- If you use bond paper, paper with a rough surface, or paper that is wrinkled or creased, the paper may exhibit degraded performance.

Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

### IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- that is highly textured
- that is extremely smooth or shiny
- that is curled or warped
- that is coated or has a chemical finish
- that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- that is designed for inkjet printing

If you use any of the types of paper listed above, they may damage your machine. This damage is not covered under any warranty or service agreement.



### Related Information

- [Paper Handling](#)

## Print

- [Print from Your Computer \(Windows®\)](#)
- [Print from Your Computer \(Mac\)](#)
- [Cancel a Print Job](#)
- [Test Print](#)

## **Print from Your Computer (Windows®)**

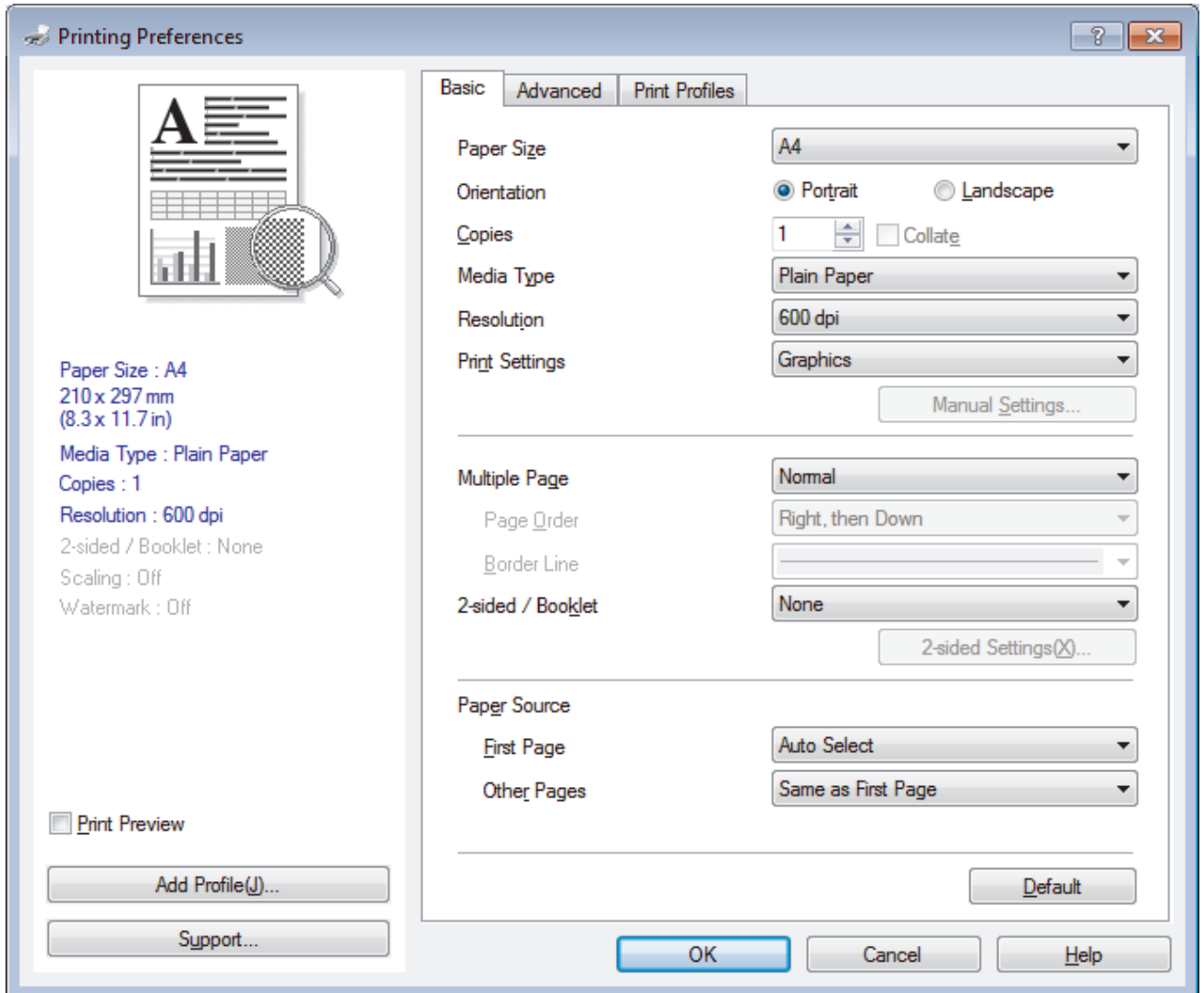
- [Print a Document \(Windows®\)](#)
- [Print Settings \(Windows®\)](#)
- [Change the Default Print Settings \(Windows®\)](#)
- [Monitor the Status of the Machine from Your Computer \(Windows®\)](#)



## Print a Document (Windows®)

1. Select the print command in your application.
2. Select **RICOH SP 230SFNw**, and then click the printing properties or preferences button.

The printer driver window appears.



3. Make sure you have loaded the correct size paper in the paper tray.
4. Click the **Paper Size** drop-down list, and then select your paper size.
5. In the **Orientation** field, select the **Portrait** or **Landscape** option to set the orientation of your printout.



If your application contains a similar setting, we recommend that you set the orientation using the application.

6. Type the number of copies (1-999) you want in the **Copies** field.
7. Click the **Media Type** drop-down list, and then select the type of paper you are using.
8. To print multiple pages on a single sheet of paper or print one page of your document on multiple sheets, click the **Multiple Page** drop-down list, and then select your options.
9. Change other printer settings if needed.
10. Click **OK**.
11. Complete your print operation.



## Related Information

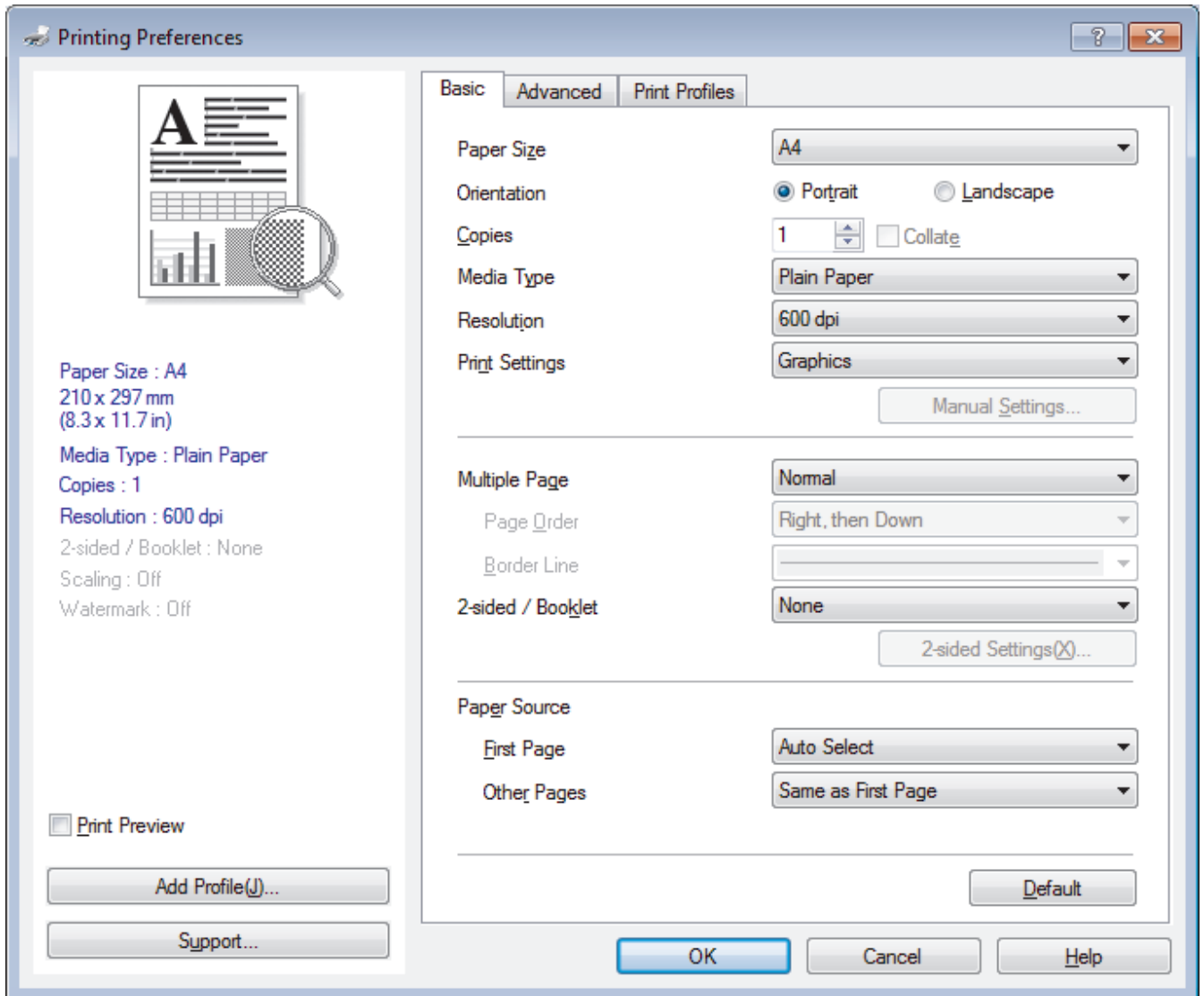
- [Print from Your Computer \(Windows®\)](#)

### Related Topics

- [Print Settings \(Windows®\)](#)
-

## Print Settings (Windows®)

### Basic Tab



#### 1. Paper Size

Select the size of the paper you want to use. You can either choose from standard paper sizes or create a custom paper size.

#### 2. Orientation

Select the orientation (portrait or landscape) of your printout.

If your application contains a similar setting, we recommend that you set the orientation using the application.

#### 3. Copies

Type the number of copies (1-999) that you want to print in this field.

#### Collate

Select this option to print sets of multi-page documents in the original page order. When this option is selected, one complete copy of your document will print, and then reprint according to the number of copies you choose. If this option is not selected, then each page will print according to the number of copies chosen before the next page of the document is printed.

#### 4. Media Type

Select the type of media you want to use. To achieve the best print results, the machine automatically adjusts its print settings according to the selected media type.

---

## 5. Resolution

Select the print resolution. As print resolution and speed are related, the higher the resolution, the longer it will take to print the document.

## 6. Print Settings

Select the type of document you want to print.

### Manual Settings...

Specify advanced settings such as brightness, contrast, and other settings.

### Graphics

#### Use Printer Halftone

Select this option to use the printer driver to express halftones.

#### Brightness

Specify the brightness.

#### Contrast

Specify the contrast.

#### Graphics Quality

Select either Graphics or Text for the best print quality, based on the type of document you are printing.

#### Improve Grey Printing

Select this option to improve the image quality of shaded areas.

#### Improve Pattern Printing

Select this option to improve the pattern printing if printed fills and patterns are different from the fills and patterns you see on your computer screen.

#### Improve Thin Line

Select this option to improve the image quality of thin lines.

#### Use System Halftone

Select this option to use Windows® to express halftones.

## 7. Multiple Page

Select this option to print multiple pages on a single sheet of paper or print one page of your document on multiple sheets.

### Page Order

Select the page order when printing multiple pages on a single sheet of paper.

### Border Line

Select the type of border to use when printing multiple pages on a single sheet of paper.

## 8. 2-sided / Booklet

Select this option to print on both sides of the paper or print a document in booklet format using 2-sided printing.

### 2-sided Settings button

Click this button to select the type of 2-sided binding. Four types of 2-sided bindings are available for each orientation.

## 9. Paper Source

Select the paper source setting according to your print conditions or purpose.

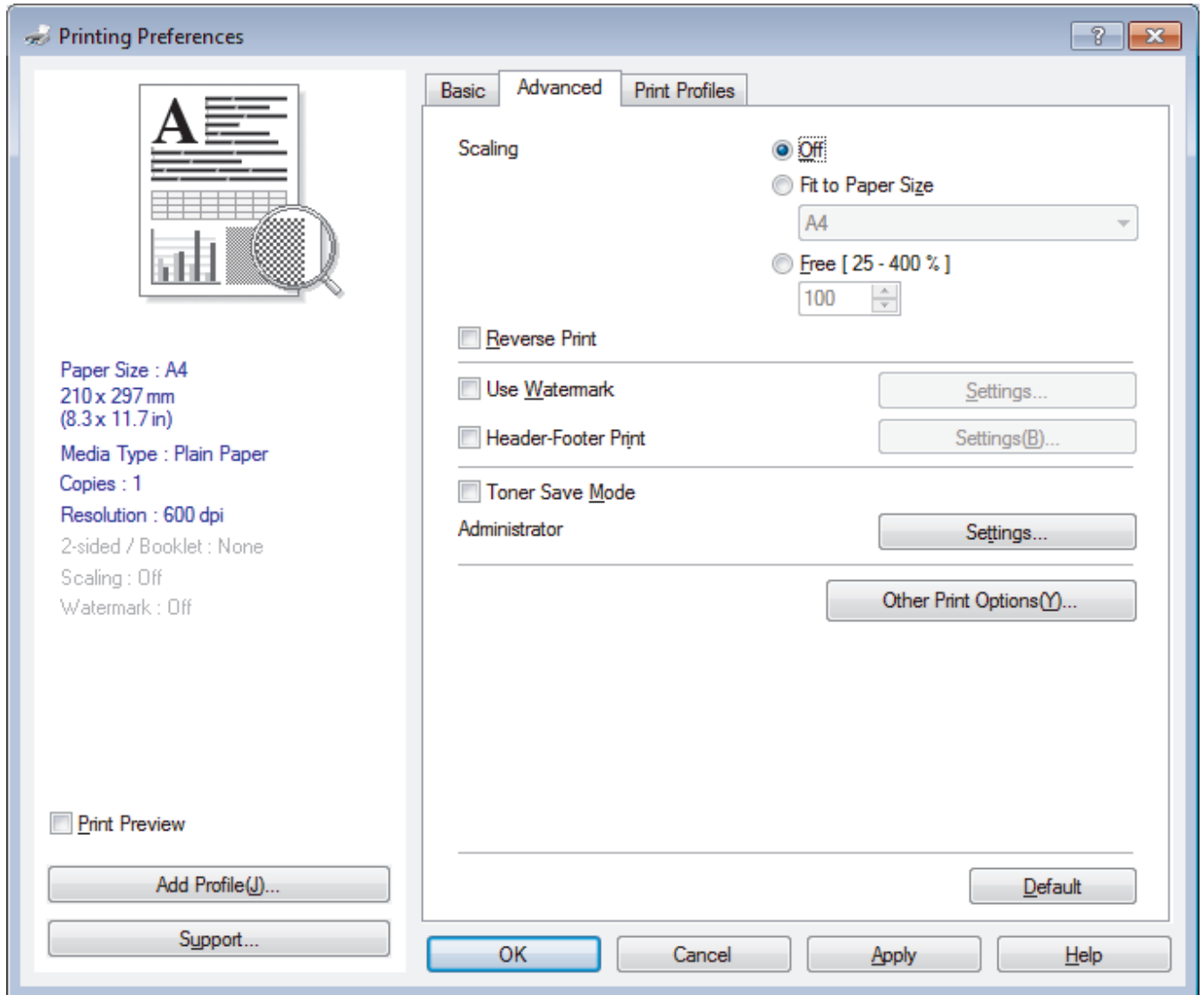
### First Page

Select the paper source to use for printing the first page.

## Other Pages

Select the paper source to use for printing the second and subsequent pages.

### Advanced Tab



#### 1. Scaling

Select these options to enlarge or reduce the size of the pages in your document.

##### Fit to Paper Size

Select this option to enlarge or reduce the document pages to fit a specified paper size. When you select this option, select the paper size you want from the drop-down list.

##### Free [25 - 400%]

Select this option to enlarge or reduce the document pages manually. When you select this option, type a value into the field.

#### 2. Reverse Print

Select this option to rotate the printed image 180 degrees.

#### 3. Use Watermark

Select this option to print a logo or text on your document as a watermark. Select one of the preset watermarks, add a new watermark, or use an image file you have created.

#### 4. Header-Footer Print

Select this option to print the date, time and PC login user name on the document.

#### 5. Toner Save Mode

Select this feature to conserve toner by using less toner to print documents; printouts appear lighter, but are still legible.

---

## 6. Administrator

This feature allows you to change the administrator password and restrict various printing functions.

## 7. Other Print Options button

### Sleep Time

Select this option to set the machine to enter sleep mode immediately after printing.

### Density Adjustment

Specify the print density.

### Improve Print Output

Select this option to reduce the amount of paper curling and improve the toner fixing.

### Skip Blank Page

Select this option to allow the printer driver to automatically detect blank pages and exclude them from printing.

### Print Text in Black

Select this option when you want to print colour text in black.

### Print Archive

Select this option to save the print data as a PDF file to your computer.

### Eco settings

Select this option to reduce printing noise.



## Related Information





- [Print from Your Computer \(Windows®\)](#)

### Related Topics

- [Print a Document \(Windows®\)](#)
-

## Change the Default Print Settings (Windows®)

When you change an application's print settings, the changes only apply to documents printed with that application. To change print settings for all Windows® applications, you must configure the printer driver properties.

- Do one of the following:
  - For Windows Server® 2008  
Click  (**Start**) > **Control Panel** > **Hardware and Sound** > **Printers**.
  - For Windows® 7 and Windows Server® 2008 R2  
Click  (**Start**) > **Devices and Printers**.
  - For Windows® 8.1  
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
  - For Windows® 10 and Windows Server® 2016  
Click  > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.
  - For Windows Server® 2012  
Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware** group, click **View devices and printers**.
  - For Windows Server® 2012 R2  
Click **Control Panel** on the **Start** screen. In the **Hardware** group, click **View devices and printers**.
- Right-click the **RICOH SP 230SFNw** icon, and then select **Printer properties**. If printer driver options appear, select your printer driver.
- Click the **General** tab, and then click the **Printing Preferences...** or **Preferences...** button.  
The printer driver dialog box appears.
  -  To configure the tray settings, click the **Device Settings** tab(Available only for certain models).
  - To change the printer port, click the **Ports** tab.
- Select the print settings you want to use as defaults for all of your Windows® programs.
- Click **OK**.
- Close the printer properties dialog box.

### Related Information

- [Print from Your Computer \(Windows®\)](#)

## Monitor the Status of the Machine from Your Computer (Windows®)

The Status Monitor utility is a configurable software tool for monitoring the status of one or more devices, allowing you to get immediate notification of errors.

- Do one of the following:



- Double-click the  icon in the task tray.

- (Windows® 7)


Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**.

- (Windows® 8.1)

Move your mouse to the lower left corner of the **Start** screen and click  (if you are using a touch-based device, swipe up from bottom of the **Start** screen to bring up the **Apps** screen). When the **Apps** screen appears, tap or click  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**.

- (Windows® 10)

Click  > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Status Monitor**.



### Related Information

- [Print from Your Computer \(Windows®\)](#)

### Related Topics

- [Printing Problems](#)



## **Print from Your Computer (Mac)**

- [Print a Document \(Mac\)](#)
- [Print Options \(Mac\)](#)
- [Monitor the Status of the Machine from Your Computer \(Mac\)](#)

## Print a Document (Mac)

1. Make sure you have loaded the correct size paper in the paper tray.
2. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.
3. Select **RICOH SP 230SFNw**.



For more page setup options, click the **Show Details** button.

4. Type the number of copies you want in the **Copies** field.
5. Click the **Paper Size** pop-up menu, and then select your paper size.
6. Select the **Orientation** option that matches the way you want the document to print.
7. Click the application pop-up menu, and then select **Print Settings**.  
The **Print Settings** options appear.
8. Click the **Media Type** pop-up menu, and then select the type of paper you are using.
9. Change other printer settings, if needed.
10. Click **Print**.



### Related Information

- [Print from Your Computer \(Mac\)](#)

### Related Topics

- [Print Options \(Mac\)](#)



## Print Options (Mac)

### Page Setup

Page Attributes

Format For: RICOH SP 230SFNw  
RICOH SP 230SFNw CUPS

Paper Size: A4  
210 by 297 mm

Orientation:  

Scale: 100 %

?

Cancel OK

#### 1. Paper Size

Select the size of the paper you want to use. You can either choose from standard paper sizes or create a custom paper size.

#### 2. Orientation

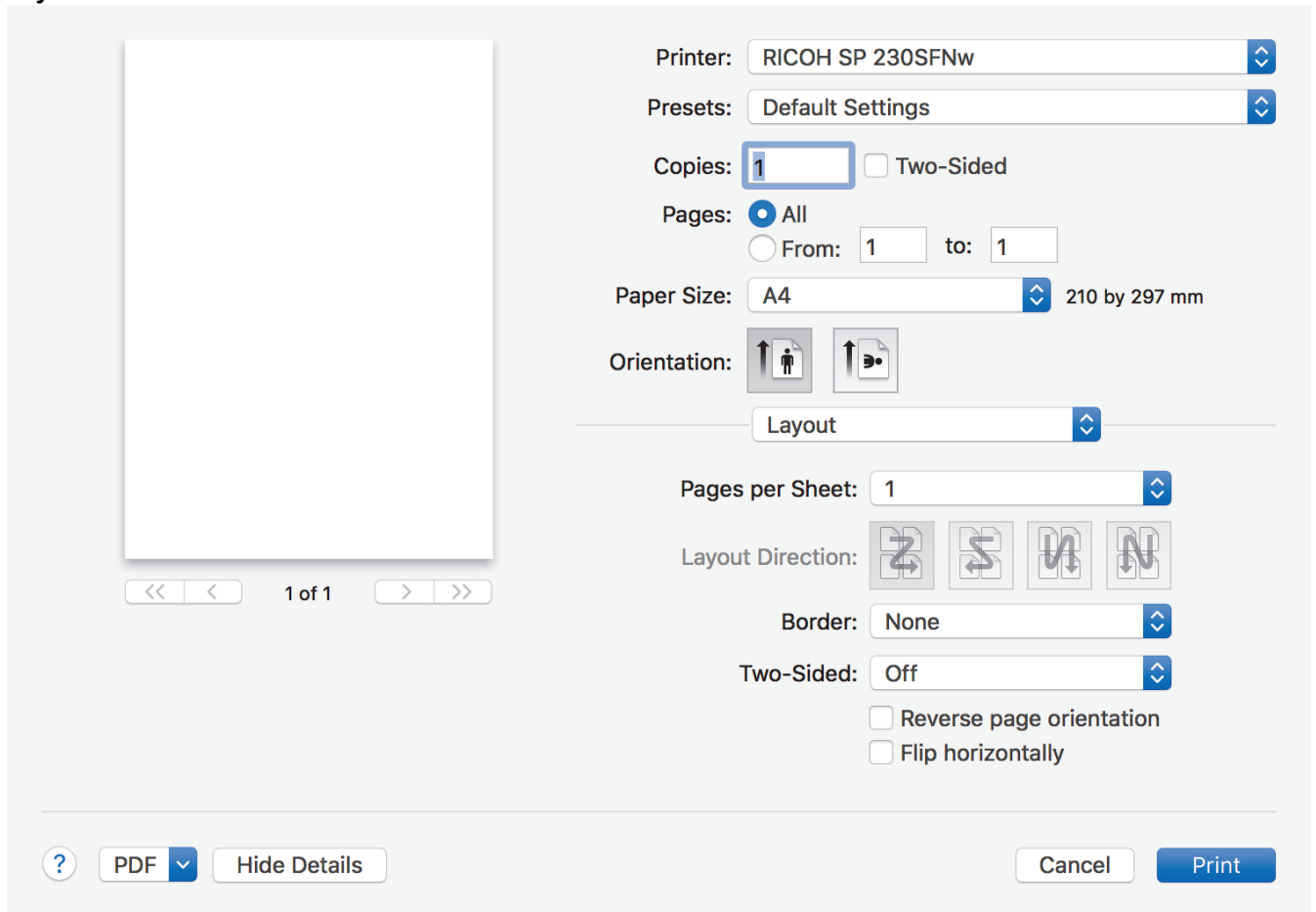
Select the orientation (portrait or landscape) of your printout.

If your application contains a similar setting, we recommend that you set the orientation using the application.

#### 3. Scale

Type a value into the field to enlarge or reduce the pages in your document to fit the selected paper size.

## Layout





Printer: RICOH SP 230SFNw

Presets: Default Settings

Copies: 1  Two-Sided





Pages:  All  
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:  

Layout

Pages per Sheet: 1

Layout Direction:    

Border: None

Two-Sided: Off

Reverse page orientation  
 Flip horizontally

? PDF Hide Details Cancel Print

### 1. Pages per Sheet

Select the number of pages to print on a single sheet of paper.

### 2. Layout Direction

Select the page order when printing multiple pages on a single sheet of paper.

### 3. Border

Select the type of border to use when printing multiple pages on a single sheet of paper.

### 4. Two-Sided

Select whether to print on both sides of the paper.

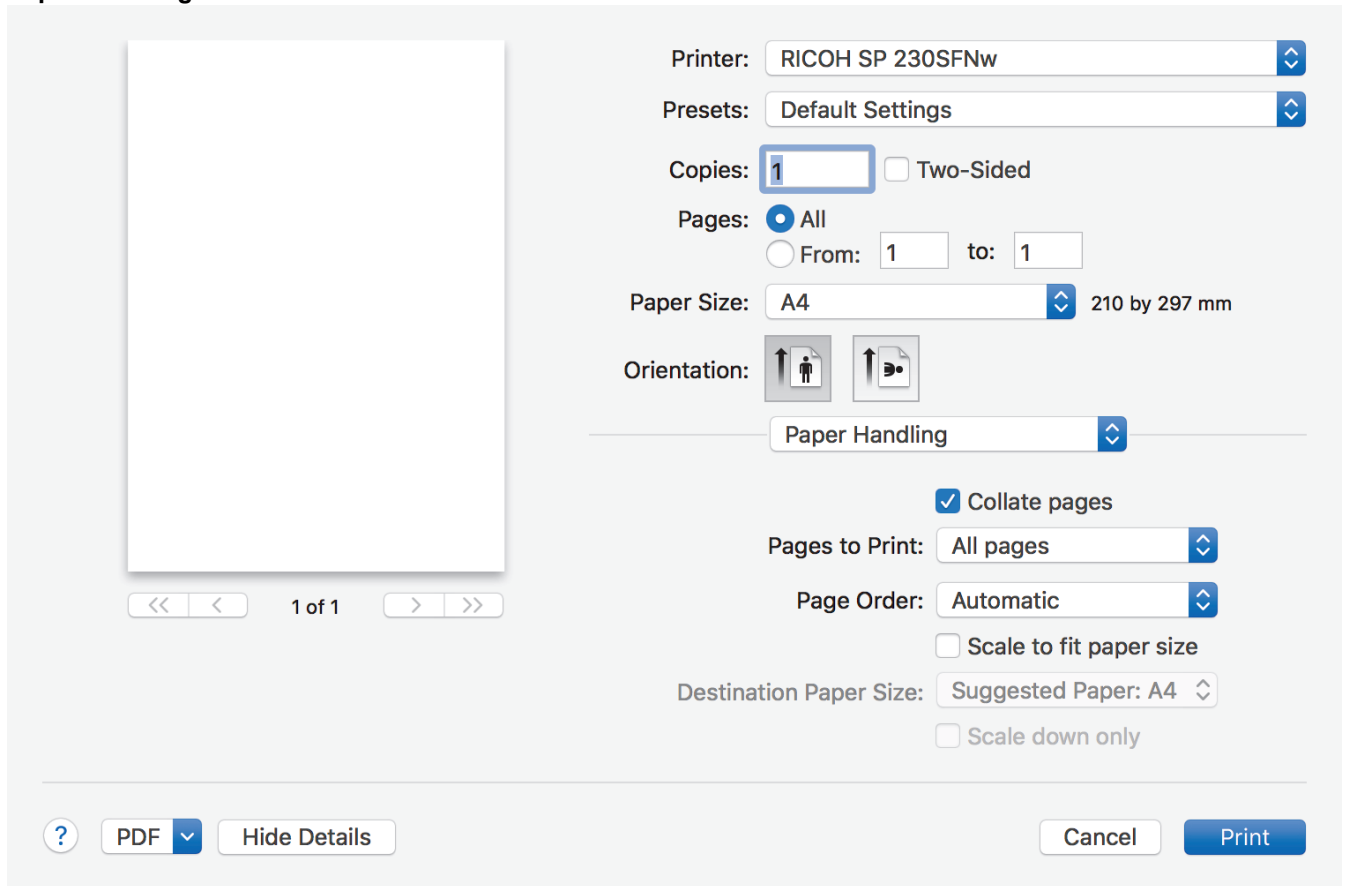
### 5. Reverse page orientation

Select this option to rotate the printed image 180 degrees.

### 6. Flip horizontally

Select this option to reverse the printed image on the page horizontally from left to right.

## Paper Handling





Printer: RICOH SP 230SFNw

Presets: Default Settings

Copies: 1  Two-Sided

Pages:  All  
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:  

Paper Handling

Collate pages

Pages to Print: All pages

Page Order: Automatic

Scale to fit paper size

Destination Paper Size: Suggested Paper: A4

Scale down only

<< < 1 of 1 > >>

? PDF Hide Details Cancel Print

### 1. Collate pages

Select this option to print sets of multi-page documents in the original page order. When this option is selected, one complete copy of your document will print, and then reprint according to the number of copies you choose. If this option is not selected, then each page will print according to the number of copies chosen before the next page of the document is printed.

### 2. Pages to Print

Select which pages you want to print (even pages or odd pages).

### 3. Page Order

Select the page order.

### 4. Scale to fit paper size

Select this option to enlarge or reduce the pages in your document to fit the selected paper size.

### 5. Destination Paper Size

Select the paper size to print on.

### 6. Scale down only

Select this option if you want to reduce the pages in your document when they are too large for the selected paper size. If this option is selected and the document is formatted for a paper size that is smaller than the paper size you are using, the document will be printed at its original size.

## Print Settings



Printer: RICOH SP 230SFNw

Presets: Default Settings

Copies: 1  Two-Sided

Pages:  All  
 From: 1 to: 1

Paper Size: A4 210 by 297 mm

Orientation:  

Print Settings

Media Type: Plain Paper

Print Quality: 600 dpi

Paper Source: Auto Select

1 of 1

Advanced

? PDF Hide Details Cancel Print

### 1. Media Type

Select the type of media you want to use. To achieve the best print results, the machine automatically adjusts its print settings according to the selected media type.

### 2. Print Quality

Select the print resolution you want. Because print quality and speed are related, the higher the quality, the longer it will take to print the document.

### 3. Paper Source

Select the paper source setting according to your print conditions or purpose.

### 4. Advanced

#### Toner Save Mode

Select this feature to conserve toner by using less toner to print documents; printouts appear lighter, but are still legible.

#### Graphics Quality

Select either Graphics or Text for the best print quality, based on the type of document you are printing.

#### Improve Print Output

Select this option to reduce the amount of paper curling and improve the toner fixing.

#### Density Adjustment

Specify the print density.

#### Quiet Mode

Select this option to reduce printing noise.

#### Other Print Options

##### Skip Blank Page

Select this option to allow the printer driver to automatically detect blank pages and exclude them from printing.



## Related Information

- [Print from Your Computer \(Mac\)](#)

### Related Topics

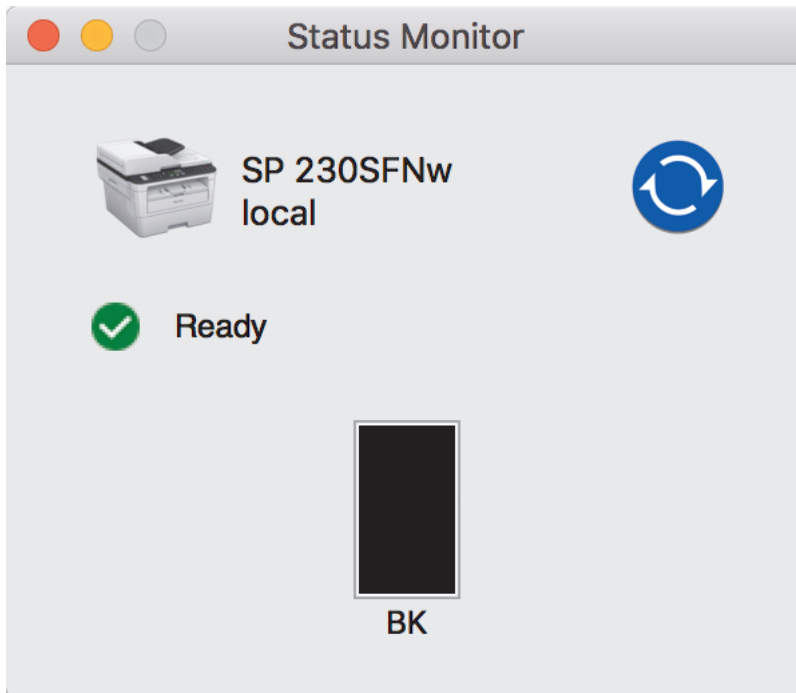
- [Print a Document \(Mac\)](#)
-

## Monitor the Status of the Machine from Your Computer (Mac)


The Status Monitor utility is a configurable software tool for monitoring the status of a device, allowing you to get immediate notification of error messages, such as paper empty or paper jam, at preset update intervals. You can also access Web Based Management.

1. Click the **System Preferences** menu, select **Print & Scan** or **Printers & Scanners**, and then select your machine.
2. Click the **Options & Supplies** button.
3. Click the **Utility** tab, and then click the **Open Printer Utility** button.

Status Monitor starts.



### Updating the machine's status

To view the latest machine status while the **Status Monitor** window is open, click the  icon. You can set the interval at which the software updates machine status information. Click **Status Monitor** in the menu bar, and then select **Preferences**.

### Web Based Management (Network Connection Only)

Access the Web Based Management System by clicking the machine icon on the **Status Monitor** screen. You can use a standard Web Browser to manage your machine using HTTP (Hyper Text Transfer Protocol).

## ✓ Related Information

- [Print from Your Computer \(Mac\)](#)

### Related Topics

- [Printing Problems](#)



## Cancel a Print Job

1. Press **Stop/Exit**.



To cancel multiple print jobs, press and hold **Stop/Exit** for four seconds.



### Related Information

- [Print](#)

#### Related Topics

- [Printing Problems](#)
-

## Test Print

If there are problems with print quality, follow these instructions to do a test print:

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Printer] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Print Options] option, and then press **OK**.
4. Press the [Test Print] option, and then press **OK**.
5. Press **Start**.  
The machine prints a Test Print page.
6. Press **Stop/Exit**.



### Related Information

- [Print](#)

### Related Topics

- [Improve the Print Quality](#)
-

## Scan

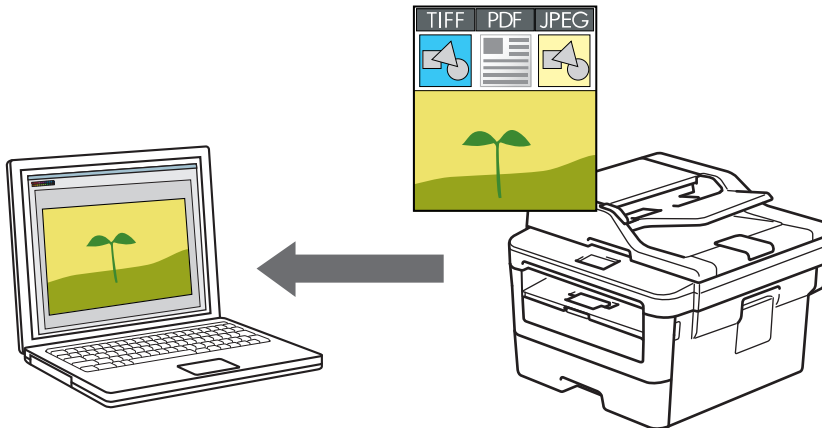
- [Scan Using the Scan Button on Your Machine](#)
- [Scan from Your Computer \(Windows®\)](#)
- [Scan from Your Computer \(Mac\)](#)
- [Configure Scan Settings Using Web Based Management](#)

## Scan Using the Scan Button on Your Machine


- [Scan Photos and Graphics](#)
- [Save Scanned Data to a Folder as a PDF File](#)
- [Scan to an Editable Text File \(OCR\)](#)
- [Scan to Email Attachment](#)
- [Web Services for Scanning on Your Network \(Windows® 7, Windows® 8.1 and Windows® 10\)](#)
- [Change Scan Button Settings from ControlCenter4 \(Windows®\)](#)
- [Change Scan Button Settings from iPrint&Scan \(Mac\)](#)
- [Disable Scanning from Your Computer](#)

## Scan Photos and Graphics

Send scanned photos or graphics directly to your computer.



Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use ControlCenter software (Windows®) or iPrint&Scan (Mac).

1. Load your document.
2. Press  (**SCAN**).
3. Press **▲** or **▼** to select the [Scan to PC] option, and then press **OK**.
4. Press **▲** or **▼** to select the [Image] option, and then press **OK**.
5. If the machine is connected over the network, press **▲** or **▼** to select the destination computer.
6. Press **OK**.



If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
  - To change the scan settings for this document, press **Options** and then go to the next step.
  - To use the default scan settings, press **Start**.

The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



- In order to change scan settings, ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
  - [Scan Type]
  - [Resolution]
  - [File Type]
  - [Document Size]
  - [ADF Auto Deskew]
  - [Remove Bkg Clr]  
(available only for the [Colour] and [Grey] options.)
9. Press **OK**.
10. Press **Start**.

---

The machine starts scanning. If using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



## Related Information

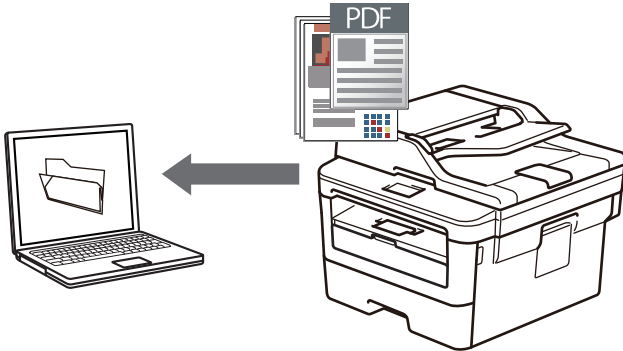
- [Scan Using the Scan Button on Your Machine](#)

### Related Topics


- [Change Scan Button Settings from ControlCenter4 \(Windows®\)](#)
  - [Change Scan Button Settings from iPrint&Scan \(Mac\)](#)
-

## Save Scanned Data to a Folder as a PDF File

Scan documents and save them to a folder on your computer as PDF files.



Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use ControlCenter software (Windows®) or iPrint&Scan (Mac).

1. Load your document.
2. Press  (**SCAN**).
3. Press **▲** or **▼** to select the [Scan to PC] option, and then press **OK**.
4. Press **▲** or **▼** to select the [File] option, and then press **OK**.
5. If the machine is connected over the network, press **▲** or **▼** to select the destination computer.
6. Press **OK**.



If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
  - To change the scan settings for this document, press **Options** and then go to the next step.
  - To use the default scan settings, press **Start**.The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



In order to change scan settings, ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
  - [Scan Type]
  - [Resolution]
  - [File Type]
  - [Document Size]
  - [ADF Auto Deskew]
  - [Remove Bkg Clr]  
(available only for the [Colour] and [Grey] options.)
9. Press **OK**.
10. Press **Start**.

The machine starts scanning. If using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



## Related Information

- [Scan Using the Scan Button on Your Machine](#)

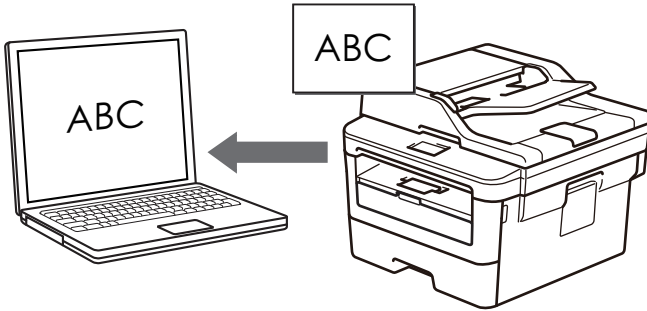
### Related Topics

- [Change Scan Button Settings from ControlCenter4 \(Windows®\)](#)
  - [Change Scan Button Settings from iPrint&Scan \(Mac\)](#)
-




## Scan to an Editable Text File (OCR)

Your machine can convert characters in a scanned document to text using optical character recognition (OCR) technology. You can edit this text using your preferred text-editing application.



- The Scan to OCR feature is available for certain languages.
- Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use ControlCenter software.

1. Load your document.
2. Press  (**SCAN**).
3. Press **▲** or **▼** to select the [Scan to PC] option, and then press **OK**.
4. Press **▲** or **▼** to select the [OCR] option, and then press **OK**.
5. If the machine is connected over the network, press **▲** or **▼** to select the destination computer.
6. Press **OK**.



If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
  - To change the scan settings for this document, press **Options** and then go to the next step.
  - To use the default scan settings, press **Start**.The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



In order to change scan settings, ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
  - [Scan Type]
  - [Resolution]
  - [File Type]
  - [Document Size]
  - [ADF Auto Deskew]
  - [Remove Bkg Clr](available only for the [Colour] and [Grey] options.)
9. Press **OK**.
10. Press **Start**.

The machine scans the document, converts it to editable text, and then sends it to your default word processing application.



## Related Information

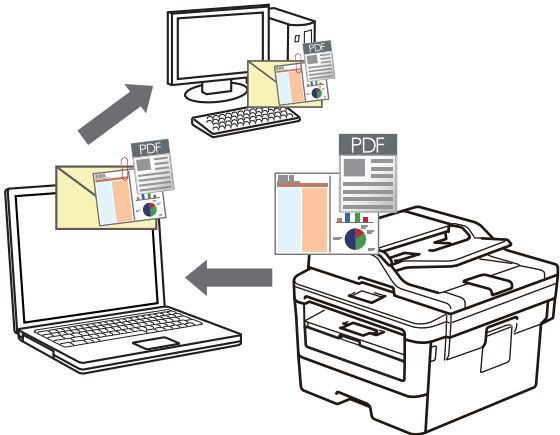
- [Scan Using the Scan Button on Your Machine](#)

### Related Topics

- [Change Scan Button Settings from ControlCenter4 \(Windows®\)](#)
  - [Change Scan Button Settings from iPrint&Scan \(Mac\)](#)
-

## Scan to Email Attachment


Send a scanned document as an email attachment.



- Use the Scan button on the machine to make temporary changes to the scan settings. To make permanent changes, use ControlCenter software (Windows®) or iPrint&Scan (Mac).
- The Scan to Email feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or a picture, and then attach the scanned file to an email message.



The machine scans to your default email client.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to select the [Scan to PC] option, and then press **OK**.
4. Press ▲ or ▼ to select the [E-mail] option, and then press **OK**.
5. If the machine is connected over the network, press ▲ or ▼ to select the destination computer.
6. Press **OK**.



If the LCD prompts you to enter a PIN, enter the four digit PIN for the destination computer on the LCD and then press **OK**.

7. Do one of the following:
  - To change the scan settings for this document, press **Options** and then go to the next step.
  - To use the default scan settings, press **Start**.The machine starts scanning. If you are using the machine's scanner glass, follow the LCD instructions to complete the scanning job.



In order to change scan settings, ControlCenter software must be installed on a computer connected to the machine.

8. Select the scan settings you want to change:
  - [Scan Type]
  - [Resolution]
  - [File Type]
  - [Document Size]
  - [ADF Auto Deskew]
  - [Remove Bkg Clr](available only for the [Colour] and [Grey] options.)

---

9. Press **OK**.

10. Press **Start**.

The machine scans the document and saves it as a file attachment. It then launches your email application and opens a new, blank email message with the scanned file attached.



### **Related Information**

- [Scan Using the Scan Button on Your Machine](#)

#### **Related Topics**

- [Change Scan Button Settings from ControlCenter4 \(Windows®\)](#)
  - [Change Scan Button Settings from iPrint&Scan \(Mac\)](#)
-

## Web Services for Scanning on Your Network (Windows® 7, Windows® 8.1 and Windows® 10)

The Web Services protocol enables Windows® 7, Windows® 8.1 and Windows® 10 users to scan using your machine on the network. You must install the driver via Web Services.

- [Use Web Services to Install Drivers Used for Scanning \(Windows® 7, Windows® 8.1 and Windows® 10\)](#)
- [Scan Using Web Services from the Machine \(Windows® 7, Windows® 8.1 and Windows® 10\)](#)
- [Configure Scan Settings for Web Services](#)

## Use Web Services to Install Drivers Used for Scanning (Windows® 7, Windows® 8.1 and Windows® 10)

Use Web Services to monitor printers on the network.

- Make sure you have installed the software and drivers.
- Verify that the host computer and the machine are on the same subnet, or that the router is correctly configured to pass data between the two devices.
- You must configure the IP address on your machine before you configure this setting.

1. Do one of the following:

- Windows® 7

Click  (**Start**) > **Control Panel** > **Network and Internet** > **View network computers and devices**.

The machine's Web Services Name appears with the printer icon.


Right-click the machine you want to install.

- Windows® 8.1

Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings** > **Change PC settings** > **PC and devices** > **Devices** > **Add a device**.

The machine's Web Services Name appears.

- Windows® 10

Click  > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **Add a device**.



- The Web Services Name for the machine is your model name and the MAC Address (Ethernet Address) of your machine.
- Windows® 8.1/Windows® 10  
Move your mouse over the machine name to display the machine's information.

2. Do one of the following:

- Windows® 7

Click **Install** in the displayed menu.

- Windows® 8.1/Windows® 10

Select the machine you want to install, and then follow the on-screen instructions.



To uninstall drivers, click **Uninstall** or  (**Remove device**).




### Related Information

- [Web Services for Scanning on Your Network \(Windows® 7, Windows® 8.1 and Windows® 10\)](#)

## Scan Using Web Services from the Machine (Windows® 7, Windows® 8.1 and Windows® 10)

If you have installed the driver for scanning via Web Services, you can access the Web Services scanning menu on your machine's LCD.

Certain characters in the messages displayed on the LCD may be replaced with spaces if the language settings of your OS and your machine are different.

1. Load your document.
2. Press  (**SCAN**).
3. Press ▲ or ▼ to select the [Web Service] option, and then press **OK**.
4. Press ▲ or ▼ to select the type of scan you want to do, and then press **OK**.
5. Press ▲ or ▼ to select the destination computer where you want to send the scan, and then press **OK**.
6. Press **Start**.  
The machine starts scanning.



### Related Information

- [Web Services for Scanning on Your Network \(Windows® 7, Windows® 8.1 and Windows® 10\)](#)

## Configure Scan Settings for Web Services

1. Do one of the following:


- Windows® 7

Click  (**Start**) > **Devices and Printers**.

- Windows® 8.1

Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings**, and then click **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.

- Windows® 10

Click  > **Windows System** > **Control Panel**. In the **Hardware and Sound** group, click **View devices and printers**.

2. Right-click the machine icon, and then select **Scan profiles....** The **Scan Profiles** dialog box appears.

3. Select the scan profile you want to use.

4. Make sure the scanner selected in the **Scanner** list is a machine that supports Web Services for scanning, and then click the **Set as Default** button.

5. Click **Edit...**

The **Edit Default Profile** dialog box appears.

6. Select the **Source**, **Paper size**, **Color format**, **File type**, **Resolution (DPI)**, **Brightness** and **Contrast** settings.

7. Click the **Save Profile** button.

These settings will be applied when you scan using the Web Services protocol.

If you are requested to select a scanning application, select Windows® Fax and Scan from the list.




### Related Information

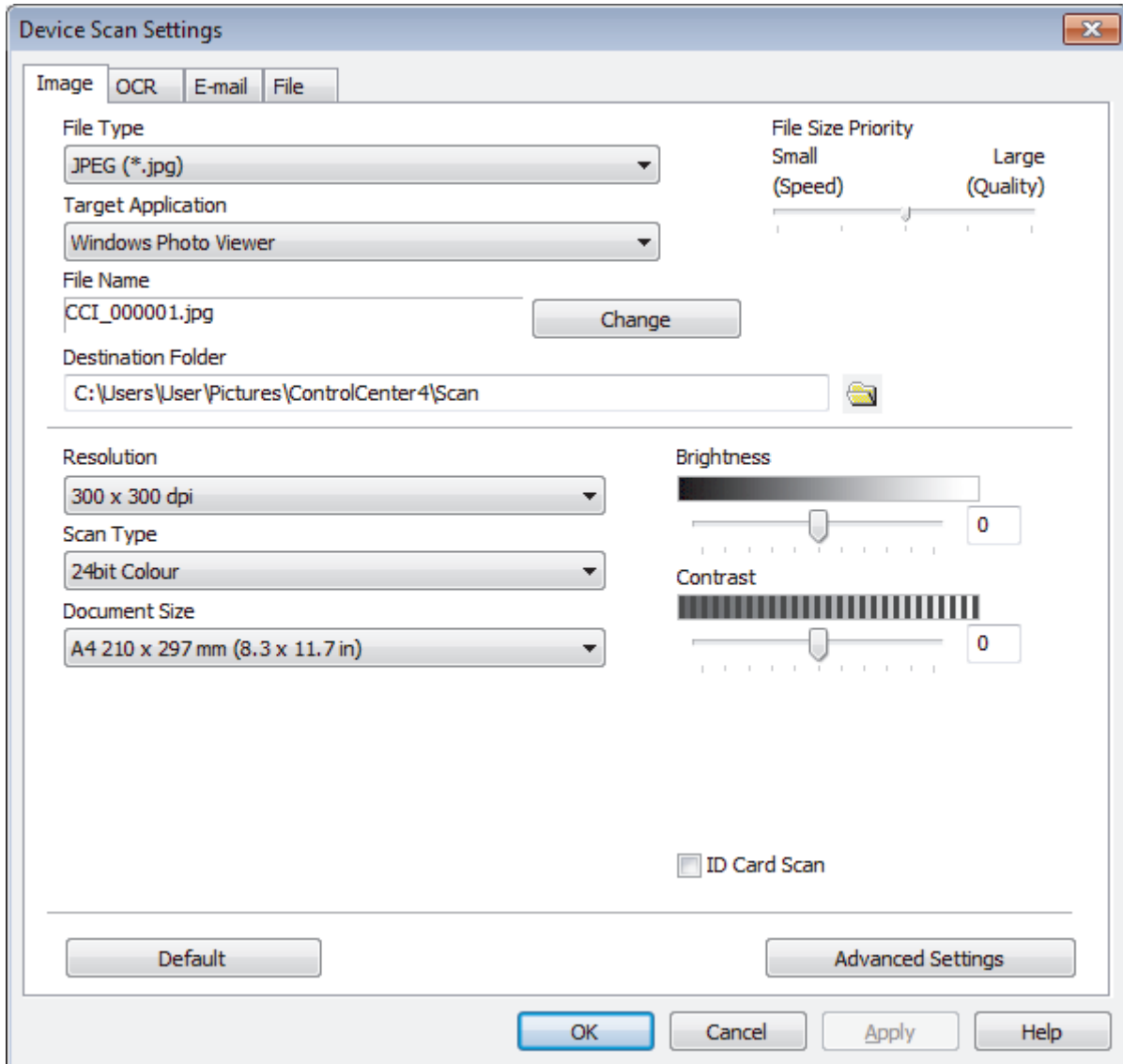
- [Web Services for Scanning on Your Network \(Windows® 7, Windows® 8.1 and Windows® 10\)](#)



## Change Scan Button Settings from ControlCenter4 (Windows®)

1. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Device Scan Settings** button.

The **Device Scan Settings** dialog box appears.



4. Click the tab for the Scan to action you want to change (**Image**, **OCR**, **E-mail**, or **File**).
5. Change the settings as needed.
6. Click **OK**.



Each tab represents one of the scanning destinations, as outlined in the table below.

Change your Scan to settings by clicking on the corresponding tab and customising the setting you want.

Tab Name	Corresponding Feature
Image	Scan to Image
OCR	Scan to OCR
E-mail	Scan to Email
File	Scan to File

Settings	Applicable Features			
	Image	OCR	E-mail	File
<b>File Type</b>	Yes	Yes	Yes	Yes
<b>Target Application</b>	Yes	Yes	-	-
<b>OCR Language</b>	-	Yes	-	-
<b>File Name</b>	Yes	Yes	Yes	Yes
<b>Destination Folder or Scan Location</b>	Yes	Yes	Yes	Yes
<b>Show Save As Window</b>	-	-	-	Yes
<b>Show Folder</b>	-	-	-	Yes
<b>File Size Priority</b>	Yes	-	Yes	Yes
<b>Resolution</b>	Yes	Yes	Yes	Yes
<b>Scan Type</b>	Yes	Yes	Yes	Yes
<b>Document Size</b>	Yes	Yes	Yes	Yes
<b>Brightness</b>	Yes	Yes	Yes	Yes
<b>Contrast</b>	Yes	Yes	Yes	Yes
<b>ID Card Scan</b>	Yes	Yes	Yes	Yes
<b>Advanced Settings</b>	Yes	Yes	Yes	Yes
<b>Default</b>	Yes	Yes	Yes	Yes

### File Type

Select the file type you want to use for the scanned data.

### Target Application

Select the destination application from the drop-down list.

### OCR Language

Set the OCR language to match the language of the scanned document's text.

### File Name

Click **Change** to change the file name's prefix.

### Destination Folder

Click the folder icon to browse and select the folder where you want to save your scanned documents.

### Scan Location

Select the **Folder** or **SharePoint** radio button to specify the destination where you want to save your scanned documents.

### Show Save As Window

Select this option to specify the scanned image's destination every time you scan.

---

## Show Folder

Select this option to automatically display the destination folder after scanning.

## File Size Priority

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File Size Priority** slider to the right or left.

## Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

## Scan Type

Select from a range of scan colour depths.

- **Auto**  
Use for any type of document. This mode automatically picks an appropriate colour depth for the document.
- **Black & White**  
Use for text or line art images.
- **Grey (Error Diffusion)**  
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)
- **True Grey**  
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.
- **24bit Colour**  
Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours to scan the image, but it requires the most memory and has the longest transfer time.

## Document Size

Select the exact size of your document from the **Document Size** drop-down list.

- If you select the **1 to 2 (A4)** option, the scanned image will be divided into two A5-size documents.

## Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value into the field to set the **Brightness** level.

## Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value into the field to set the **Contrast** level.

## ID Card Scan

Select this check box to scan both sides of an identification card onto one page.

## Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the Scan Settings dialog box.

- **Remove Bleed-through / Pattern**  
**Remove Background Colour**  
Remove the base colour of documents to make the scanned data more legible.
- **Rotate Image**  
Rotate the scanned image.
- **Skip Blank Page**  
Remove the document's blank pages from the scanning results.

---

- **Display Scanning Results**

Show the numbers of total pages saved and blank pages skipped on your computer screen.

- **ADF Auto Deskew**

When scanning the document from the ADF, the machine corrects skewing of the document automatically.

**Default**

Select this option to restore all settings to their factory setting values.



## **Related Information**

- [Scan Using the Scan Button on Your Machine](#)

### **Related Topics**

- [Scan Photos and Graphics](#)
  - [Save Scanned Data to a Folder as a PDF File](#)
  - [Scan to an Editable Text File \(OCR\)](#)
  - [Scan to Email Attachment](#)
-

## Change Scan Button Settings from iPrint&Scan (Mac)

1. In the **Finder** menu bar, click **Go > Applications > RICOH**, and then double-click the iPrint&Scan icon. The iPrint&Scan screen appears.
2. If your machine is not selected, click the **Select your Machine** button, and then follow the on-screen instructions to select your machine.
3. Click the **Machine Scan Settings** button, and then follow the on-screen instructions to change the scan settings.



### Related Information

- [Scan Using the Scan Button on Your Machine](#)

#### Related Topics


- [Scan Using iPrint&Scan \(Mac\)](#)
- [Scan Photos and Graphics](#)
- [Save Scanned Data to a Folder as a PDF File](#)
- [Scan to an Editable Text File \(OCR\)](#)
- [Scan to Email Attachment](#)

## Disable Scanning from Your Computer

You can disable the ability to scan from your computer. Set the pull scan setting using Web Based Management.

1. Start your web browser.

Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the IP address of the machine or the print server name). For example: http://192.168.1.2

Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.

2. Click the **Scan** tab.
3. Click the **Scan from PC** menu in the left navigation bar.
4. In the **Pull Scan** field, click **Disabled**.
5. Click **Submit**.



### Related Information

- [Scan Using the Scan Button on Your Machine](#)
-

## Scan from Your Computer (Windows®)

There are several ways you can use your computer to scan photos and documents on your machine. Use the software applications provided by us, or use your favourite scanning application.

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Using Nuance™ PaperPort™ 14SE or Other Windows® Applications](#)
- [Scan Using Windows® Fax and Scan](#)

## Scan Using ControlCenter4 Home Mode (Windows®)


Use ControlCenter4 Home Mode to access your machine's main features.

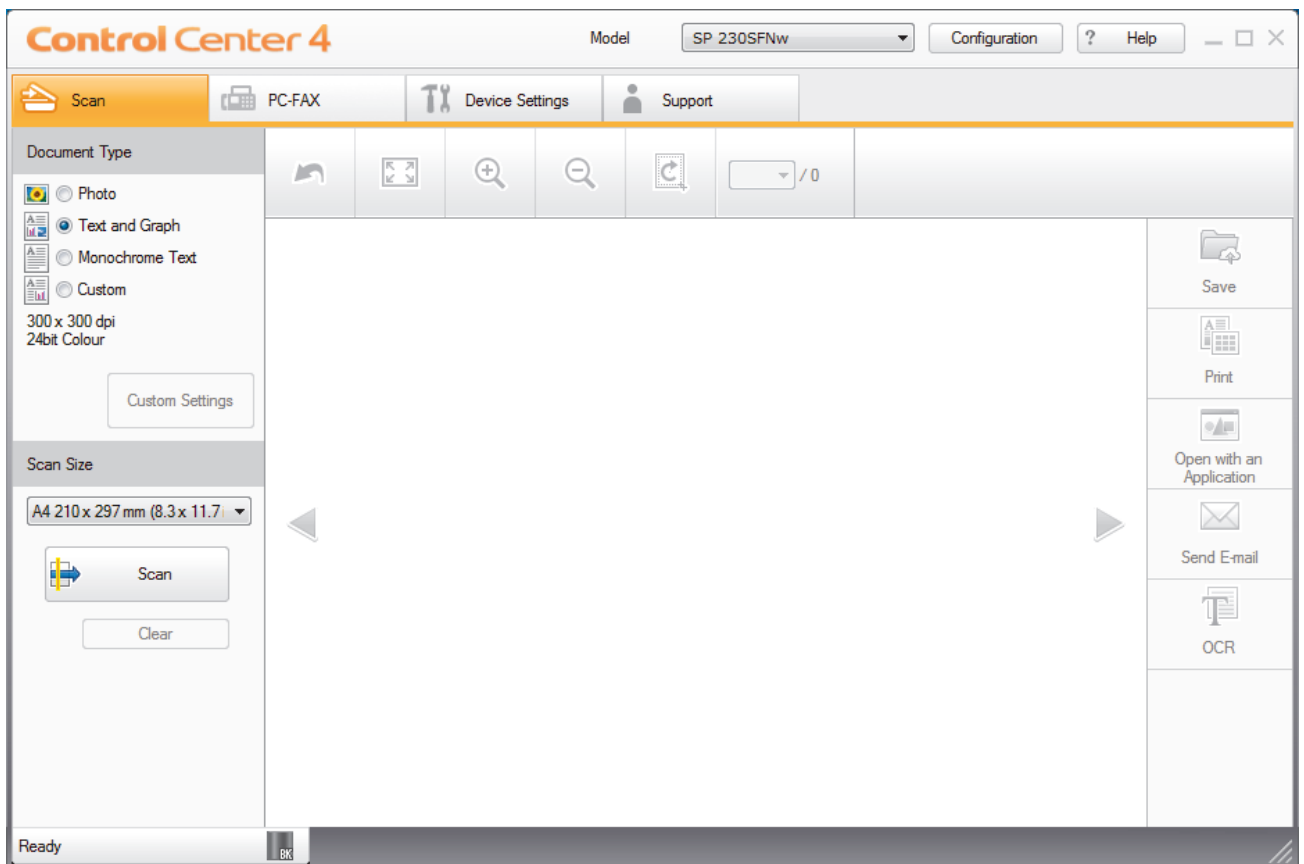
- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Home Mode \(Windows®\)](#)




## Scan Using ControlCenter4 Home Mode (Windows®)






Select **Home Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Select the **Document Type**.
5. Change the document's **Scan Size**, if needed.
6. Click  (**Scan**).

The machine starts scanning, and the scanned image appears in the image viewer.

7. Click the left or right arrow buttons to preview each scanned page.
8. Crop the scanned image, if needed.
9. Do one of the following:
  - Click  (**Save**) to save scanned data.
  - Click  (**Print**) to print scanned data.
  - Click  (**Open with an Application**) to open scanned data in another application.
  - Click  (**Send E-mail**) to attach scanned data to an email.
  - Click  (**OCR**) to convert your scanned document to an editable text file. (available only for certain models)



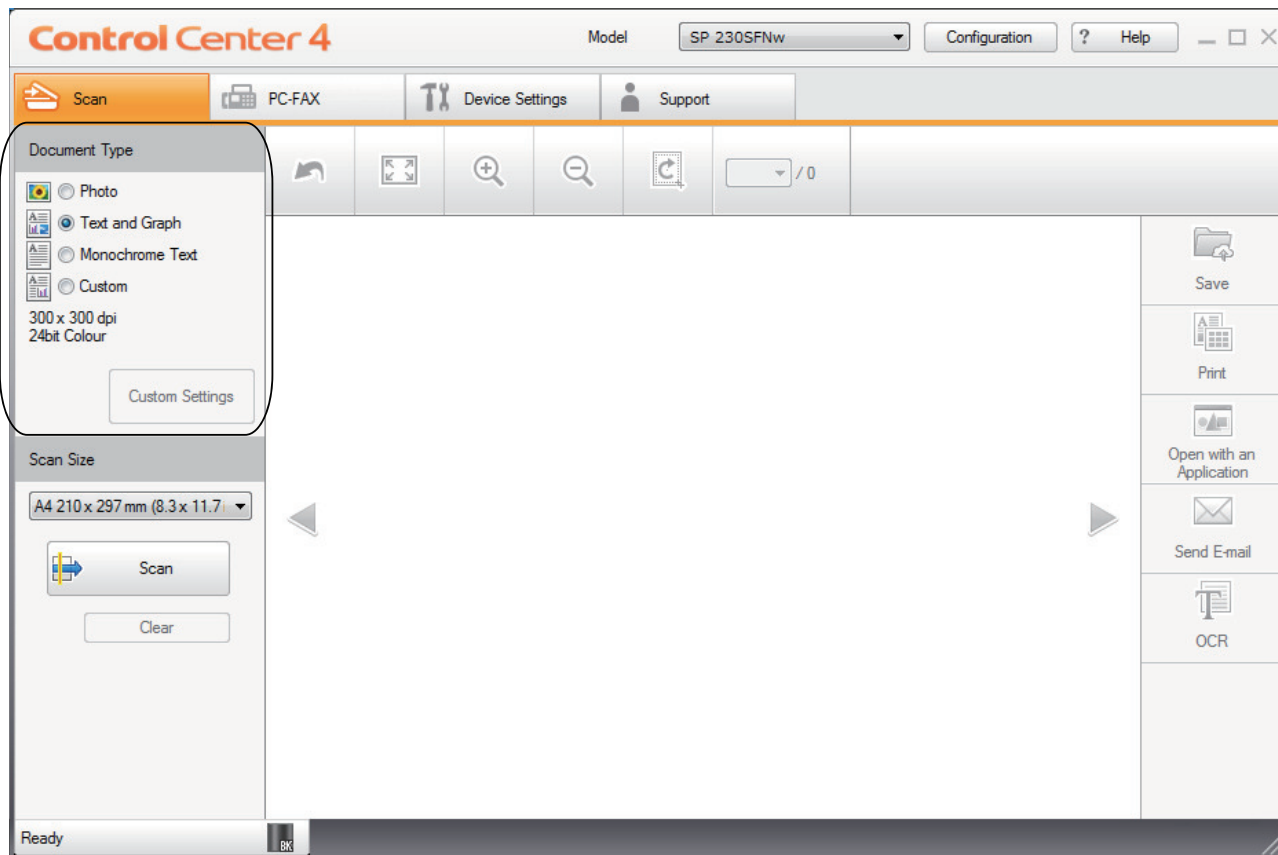
## Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
  - [Select Document Type Using ControlCenter4 Home Mode \(Windows®\)](#)
  - [Change Scan Size Using ControlCenter4 Home Mode \(Windows®\)](#)
  - [Crop a Scanned Image Using ControlCenter4 Home Mode \(Windows®\)](#)
  - [Print Scanned Data Using ControlCenter4 Home Mode \(Windows®\)](#)
  - [Scan to an Application Using ControlCenter4 Home Mode \(Windows®\)](#)

Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Select Document Type Using ControlCenter4 Home Mode (Windows®)

## Select Document Type Using ControlCenter4 Home Mode (Windows®)

- Select the **Document Type** option that matches the type of original you want to scan.



Option	Description
Photo	600 x 600 dpi 24bit Colour
Text and Graph	300 x 300 dpi 24bit Colour
Monochrome Text	200 x 200 dpi Black & White
Custom	300 x 300 dpi (24bit Colour as default) Select the scan settings you want from the <b>Custom Settings</b> button.



### Related Information

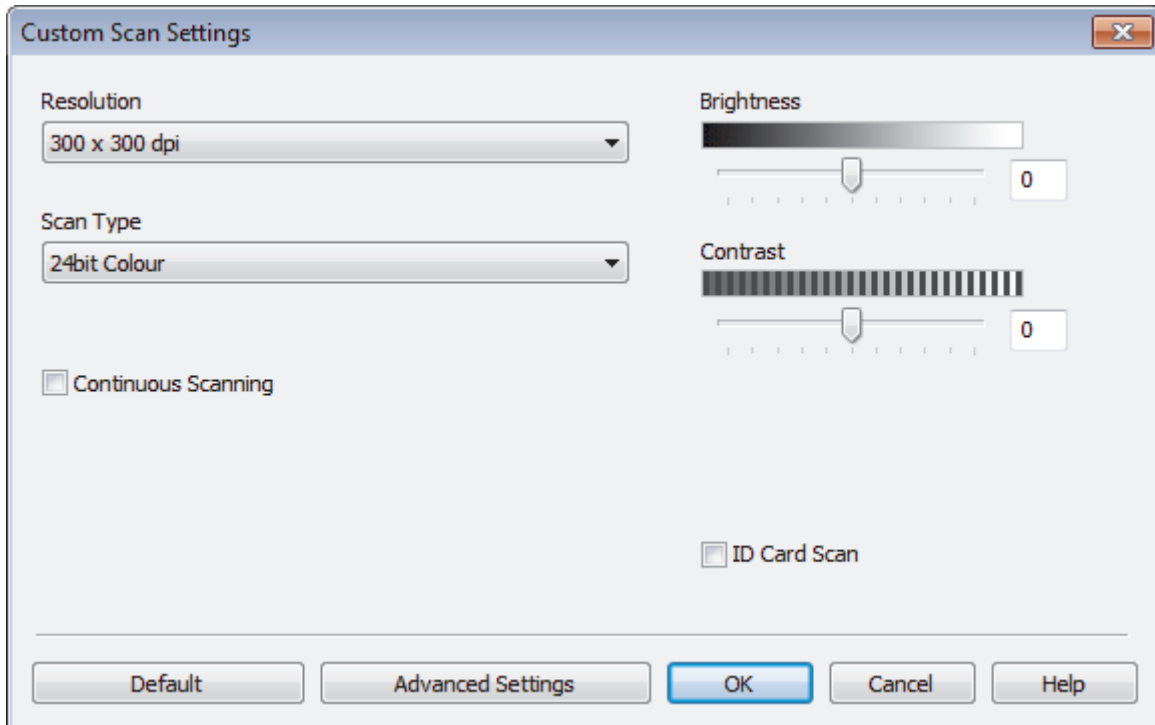
- Scan Using ControlCenter4 Home Mode (Windows®)
  - Custom Scan Settings (Windows®)

## Custom Scan Settings (Windows®)

Select **Custom** in the **Document Type** list to change advanced scan settings.

- Select **Custom**, and then click the **Custom Settings** button.

The **Custom Scan Settings** dialog box appears.



You can change the following settings:

### Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

### Scan Type

Select from a range of scan colour depths.

#### - Auto

Use for any type of document. This mode automatically picks an appropriate colour depth for the document.

#### - Black & White

Use for text or line art images.

#### - Grey (Error Diffusion)

Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

#### - True Grey

Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.

#### - 24bit Colour

Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours to scan the image, but it requires the most memory and has the longest transfer time.

---

## Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value into the field to set the **Brightness** level.

## Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value into the field to set the **Contrast** level.

## Continuous Scanning

Select this option to scan multiple pages. After a page is scanned, select either continue scanning or finish.

## ID Card Scan

Select this check box to scan both sides of an identification card onto one page.

## Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the Scan Settings dialog box.

- **Remove Bleed-through / Pattern**
  - **Remove Background Colour**

Remove the base colour of documents to make the scanned data more legible.
- **Rotate Image**

Rotate the scanned image.
- **Skip Blank Page**

Remove the document's blank pages from the scanning results.
- **Display Scanning Results**

Show the numbers of total pages saved and blank pages skipped on your computer screen.
- **ADF Auto Deskew**

When scanning the document from the ADF, the machine corrects skewing of the document automatically.



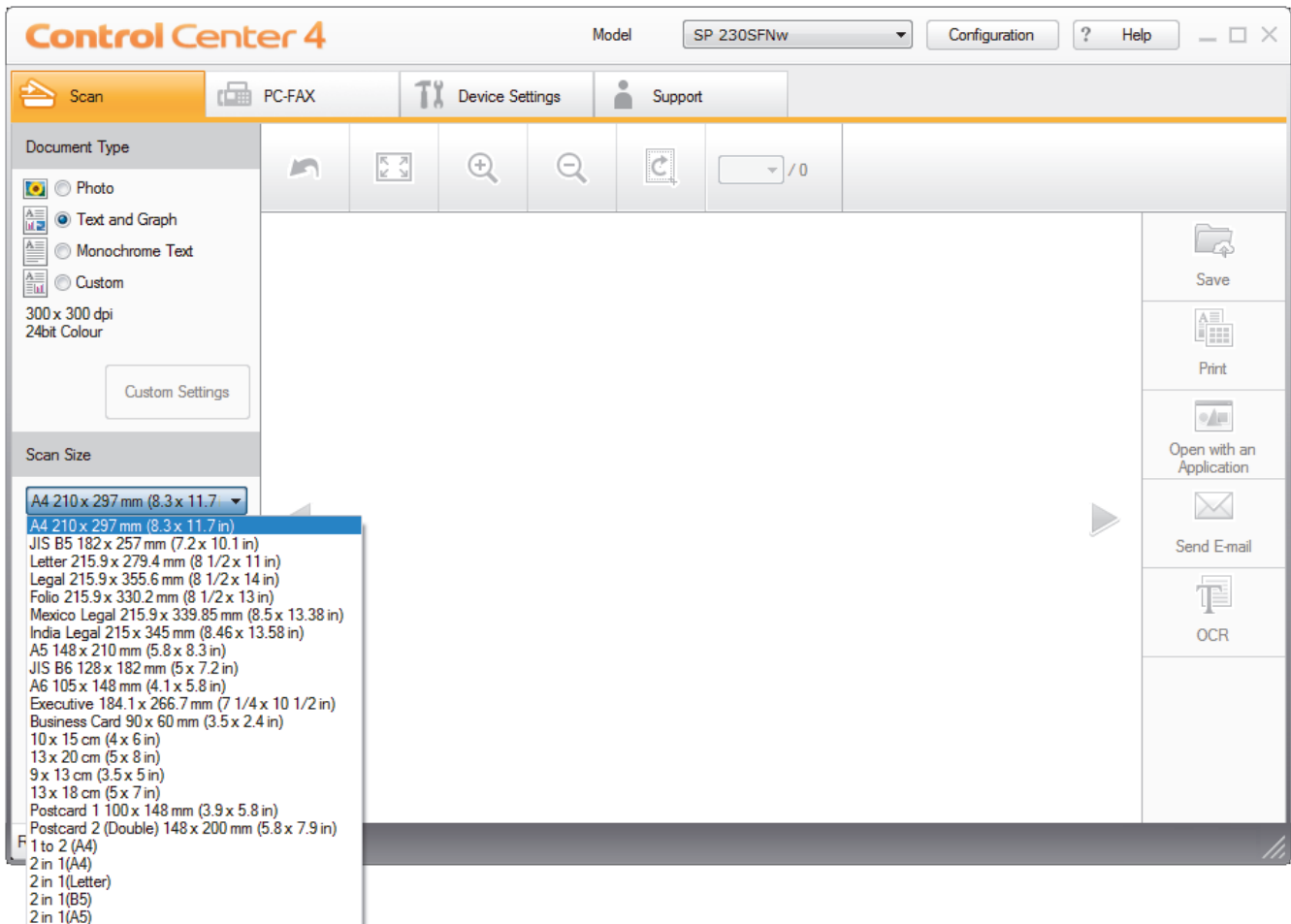
## Related Information

- [Select Document Type Using ControlCenter4 Home Mode \(Windows®\)](#)
-

Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Change Scan Size Using ControlCenter4 Home Mode (Windows®)

## Change Scan Size Using ControlCenter4 Home Mode (Windows®)

For faster scan speeds, select the exact size of your document from the **Scan Size** drop-down menu.



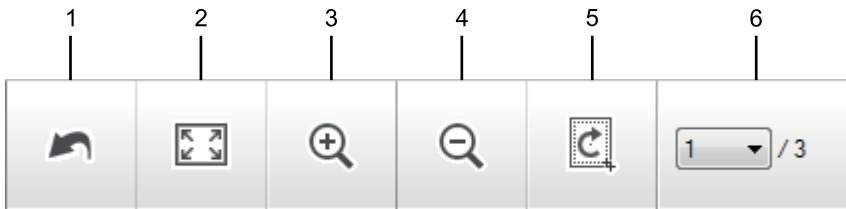
### ✓ Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

## Crop a Scanned Image Using ControlCenter4 Home Mode (Windows®)

The crop tool on the Image Editing Toolbar lets you trim unwanted areas from your scanned image. Use the **Zoom In** and **Zoom Out** tools to help view the image to be cropped.

### Image Editing Toolbar



#### 1. Restart

Cancels all the edits applied to the selected image. The edited image returns to its original state.

#### 2. Fit to Window

Displays the scanned image so that the entire image fits in the window.

#### 3. Zoom In

Zooms in on the scanned image.

#### 4. Zoom Out

Zooms out of the scanned image.

#### 5. Crop and Edit

Removes the outer parts of the image. Click the **Crop and Edit** button, and then change the frame to contain the area you want to keep after cropping.

#### 6. Page Counter

Indicates the page number of the scanned page currently shown in the image viewer. To display a different page, select the desired page number from the drop-down page number list.

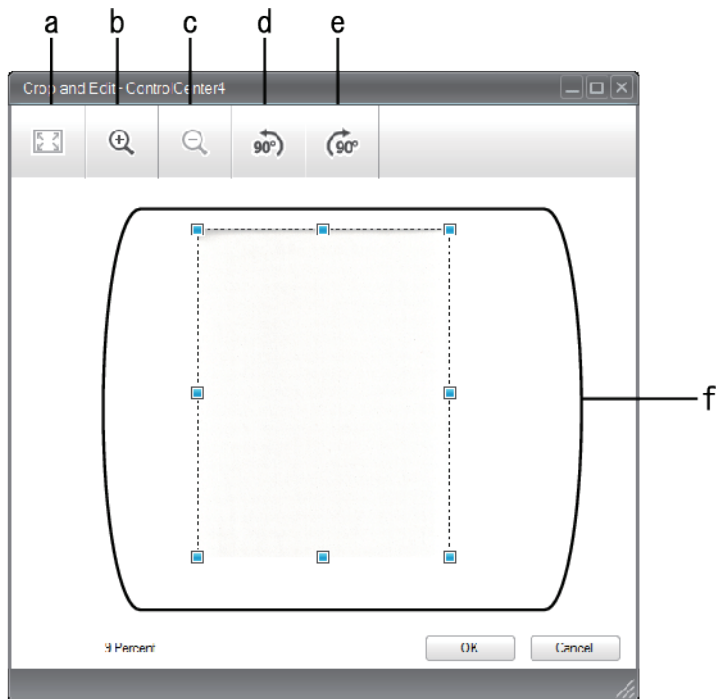


If you have scanned multiple pages, you can see the next or previous scanned page by clicking the left or right arrow buttons in the preview window.

1. Scan a document.

2. Click  (**Crop and Edit**) to edit the scanned image.

The **Crop and Edit - ControlCenter4** window appears.



- a. Expands the scanned image so that the entire image fits in the window.
  - b. Zooms in on the image.
  - c. Zooms out of the image.
  - d. Rotates the image counter-clockwise 90 degrees.
  - e. Rotates the image clockwise 90 degrees.
  - f. Click and drag the frame to adjust the area to be cropped.
3. Click **OK**.
- The edited image appears in the image viewer.

### Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

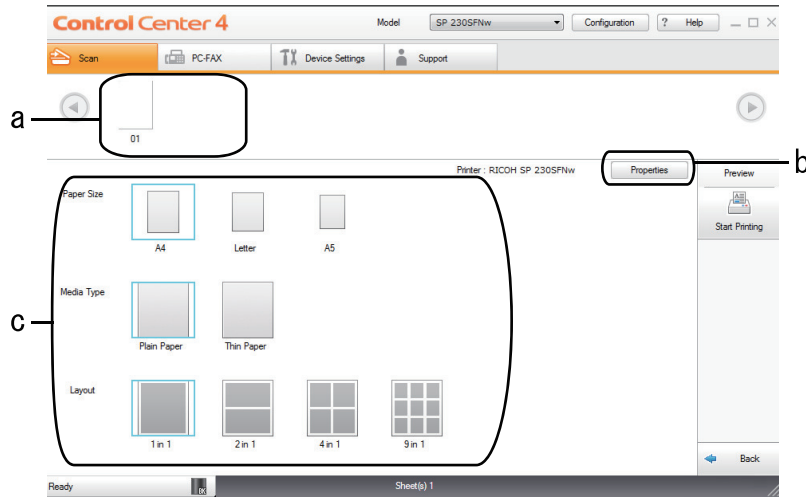


Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Print Scanned Data Using ControlCenter4 Home Mode (Windows®)

## Print Scanned Data Using ControlCenter4 Home Mode (Windows®)

Scan a document on your machine, and then print copies using the printer driver features that are available in ControlCenter4.

1. Scan a document.
2. Click **Print**.



- a. Shows which images are currently selected.
  - b. Click the **Properties** button to change specific printer settings.
  - c. Select the **Paper Size**, **Media Type** and **Layout** options. The current settings are enclosed in a blue square.
3. Configure the print settings, and then click the **Start Printing** button.

### ✓ Related Information


- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

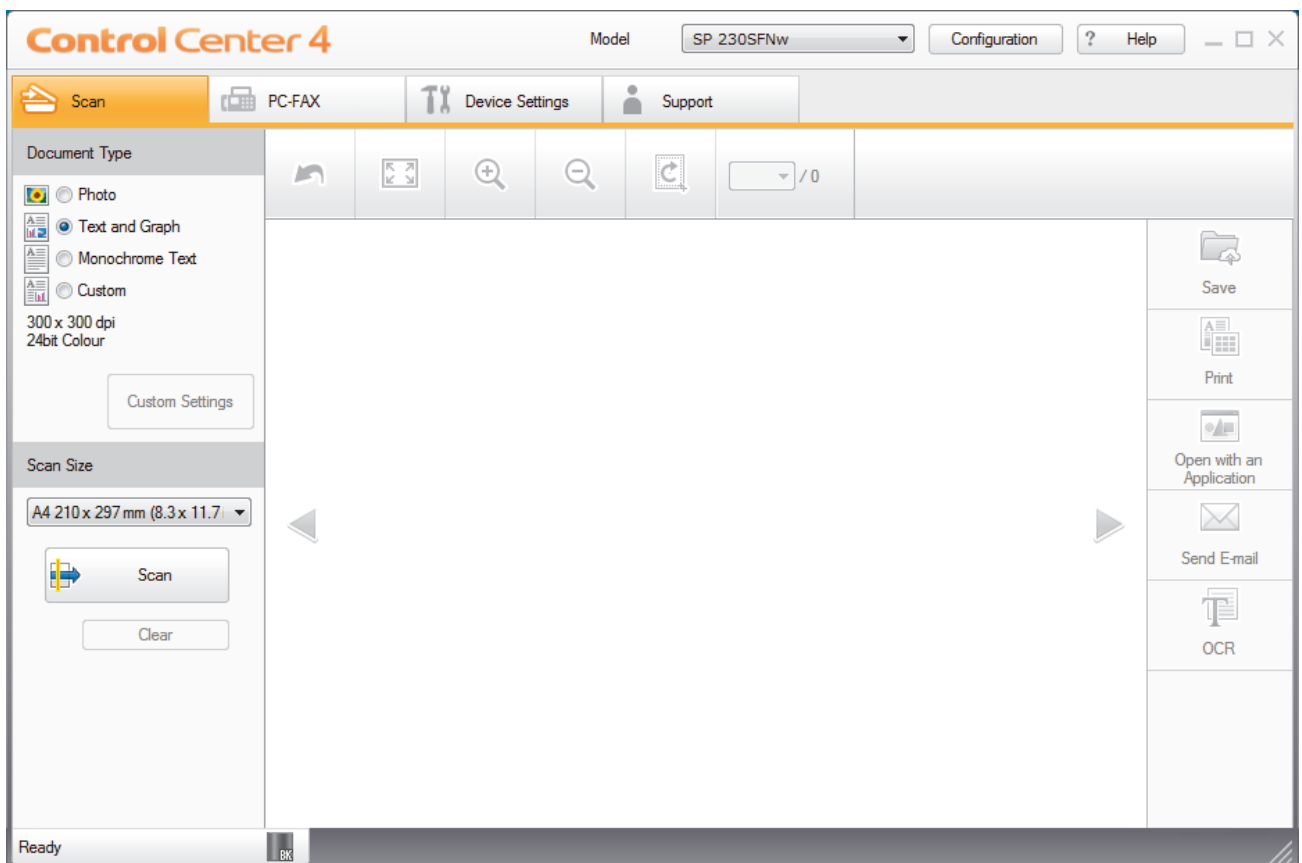
Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan Using ControlCenter4 Home Mode (Windows®) > Scan to an Application Using ControlCenter4 Home Mode (Windows®)


## Scan to an Application Using ControlCenter4 Home Mode (Windows®)

The **Open with an Application** button lets you scan an image directly into your graphics application for editing.

Select **Home Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.




4. Select the **Document Type**.
  5. Change the size of your document, if needed.
  6. Click  (**Scan**).
- The machine starts scanning, and the scanned image appears in the image viewer.
7. Click the left or right arrow buttons to preview each scanned page.
  8. Crop the scanned image, if needed.
  9. Click the **Open with an Application** button.
  10. Select the application from the drop-down list, and then click **OK**.
- The image opens in the application you have selected.

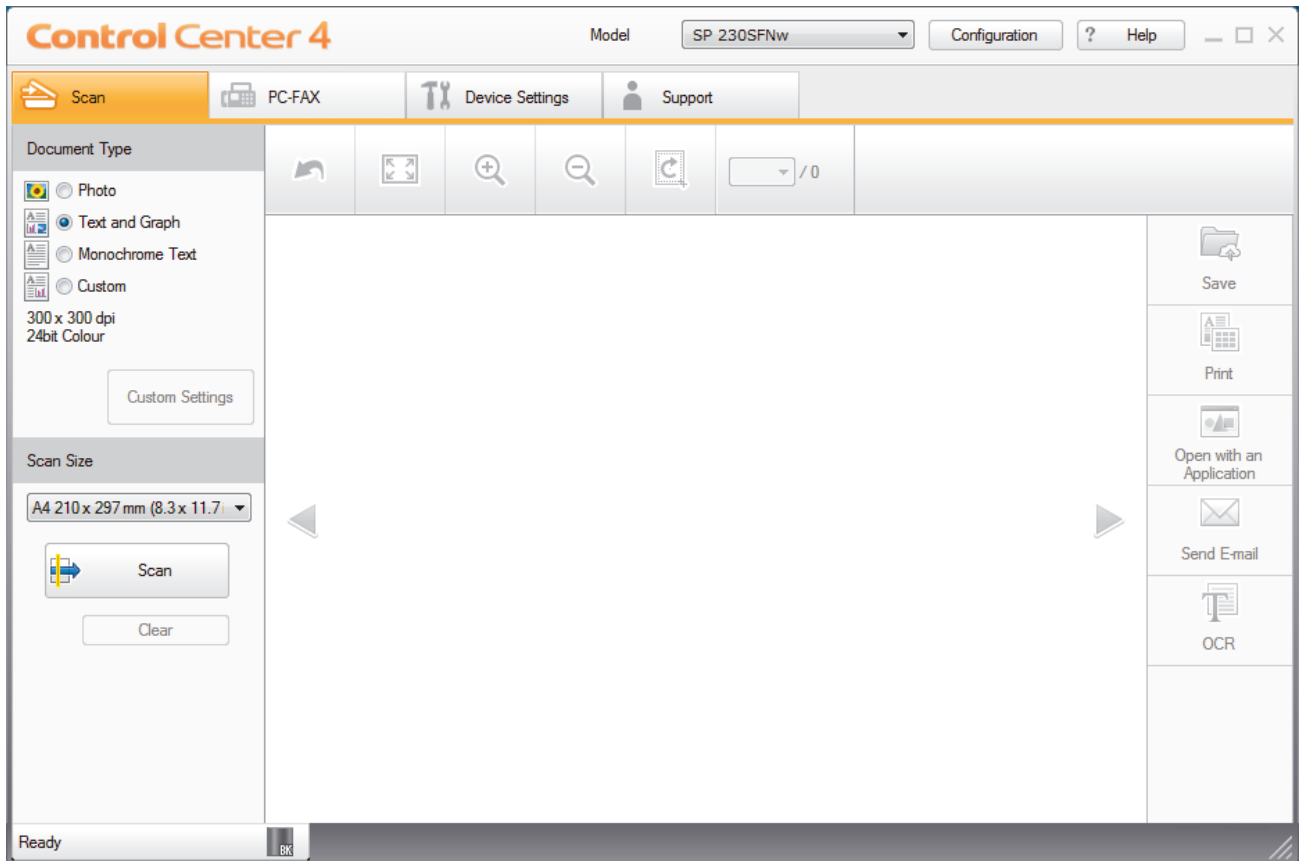
### ✓ Related Information


- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

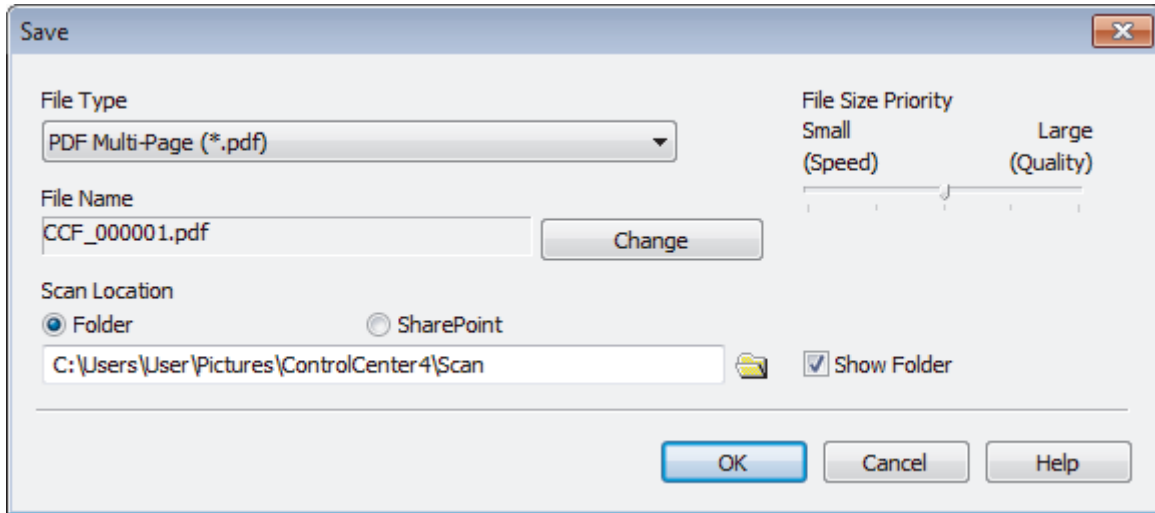
## Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Home Mode (Windows®)



Select **Home Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Select the **Document Type**.
5. Change the size of your document, if needed.
6. Click  (**Scan**).  
The machine starts scanning, and the scanned image appears in the image viewer.
7. Click the left or right arrow buttons to preview each scanned page.
8. Click **Save**.  
The **Save** dialog box appears.
9. Click the **File Type** drop-down list, and then select a PDF file.



 To save the document as a password-protected PDF, select **Secure PDF Single-Page (\*.pdf)** or **Secure PDF Multi-Page (\*.pdf)** from the **File Type** drop-down list, click , and then type the password.

10. To change the file name, click the **Change** button, if needed.
11. Click the folder icon to browse and select the folder where you want to save your scanned documents.
12. Click **OK**.

The scanned document is saved to the destination folder as a PDF.

### **Related Information**

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

## Scan Settings for ControlCenter4 Home Mode (Windows®)

Settings	Applicable Features			
	Open with an Application	OCR	Send E-mail	Save
File Type	-	Yes	Yes	Yes
Target Application	Yes	Yes	-	-
OCR Language	-	Yes	-	-
File Name	-	-	-	Yes
Scan Location	-	-	-	Yes
Show Folder	-	-	-	Yes
File Size Priority	-	-	Yes	Yes

### File Type

Select the file type you want to use for the scanned data.

#### For Send E-mail and Save

- **Windows Bitmap (\*.bmp)**
- **JPEG (\*.jpg)** (recommended for most users when scanning pictures)
- **TIFF Single-Page (\*.tif)**
- **TIFF Multi-Page (\*.tif)**
- **Portable Network Graphics (\*.png)**
- **PDF Single-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **PDF Multi-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **PDF/A Single-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **PDF/A Multi-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **High Compression PDF Single-Page (\*.pdf)**
- **High Compression PDF Multi-Page (\*.pdf)**
- **Secure PDF Single-Page (\*.pdf)**
- **Secure PDF Multi-Page (\*.pdf)**
- **Searchable PDF Single-Page (\*.pdf)**
- **Searchable PDF Multi-Page (\*.pdf)**
- **XML Paper Specification (\*.xps)** (the XML Paper Specification is available for Windows® 7, Windows® 8.1 and Windows® 10, and when using applications that support XML Paper Specification files)

#### For OCR

- **HTML 3.2 (\*.htm)**
- **HTML 4.0 (\*.htm)**
- **Microsoft Excel 2003, XP (\*.xls)**
- **RTF Word 2000 (\*.rtf)**
- **WordPad (\*.rtf)**
- **WordPerfect 9, 10 (\*.wpd)**
- **Text (\*.txt)**
- **Searchable PDF Single-Page (\*.pdf)**
- **Searchable PDF Multi-Page (\*.pdf)**

### Target Application

Select the destination application from the drop-down list.

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### OCR Language

Set the optical character recognition (OCR) language to match the language of the scanned document's text.

### File Name

Click **Change** to change the file name's prefix.

### Scan Location

Select the **Folder** or **SharePoint** radio button to specify the destination where you want to save your scanned documents.

### Show Folder

Select this option to automatically display the destination folder after scanning.

### File Size Priority

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File Size Priority** slider to the right or left.

### Custom Settings

Select the **Custom** option, click the **Custom Settings** button, and then change settings.

### Scan Size

Select the exact size of your document from the **Scan Size** drop-down menu.



### Related Information

- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)

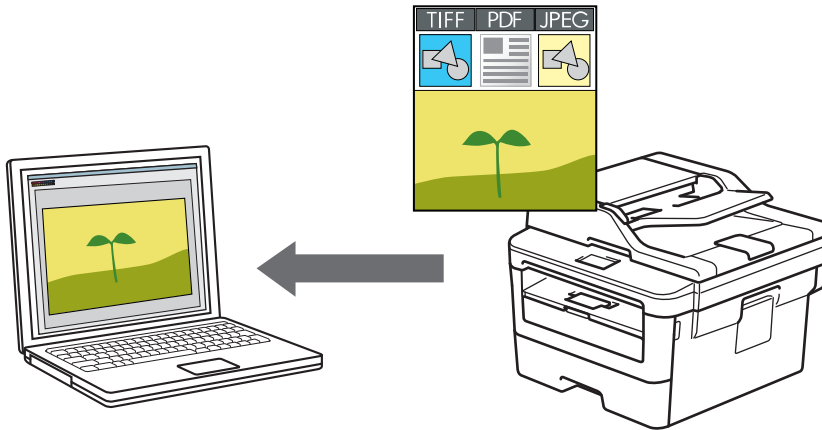
## Scan Using ControlCenter4 Advanced Mode (Windows®)

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customise one-button scan actions.


- [Scan Photos and Graphics Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to Email Attachment Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to an Editable Text File \(OCR\) Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Advanced Mode \(Windows®\)](#)

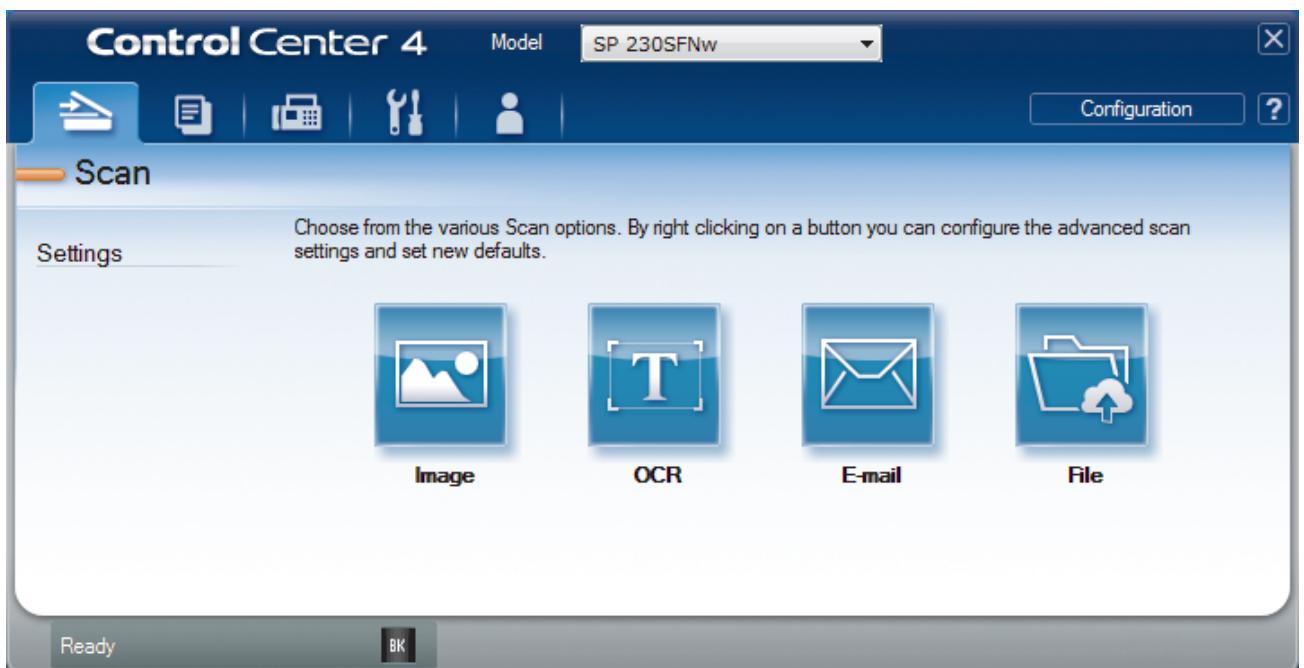
## Scan Photos and Graphics Using ControlCenter4 Advanced Mode (Windows®)

Send scanned photos or graphics directly to your computer.



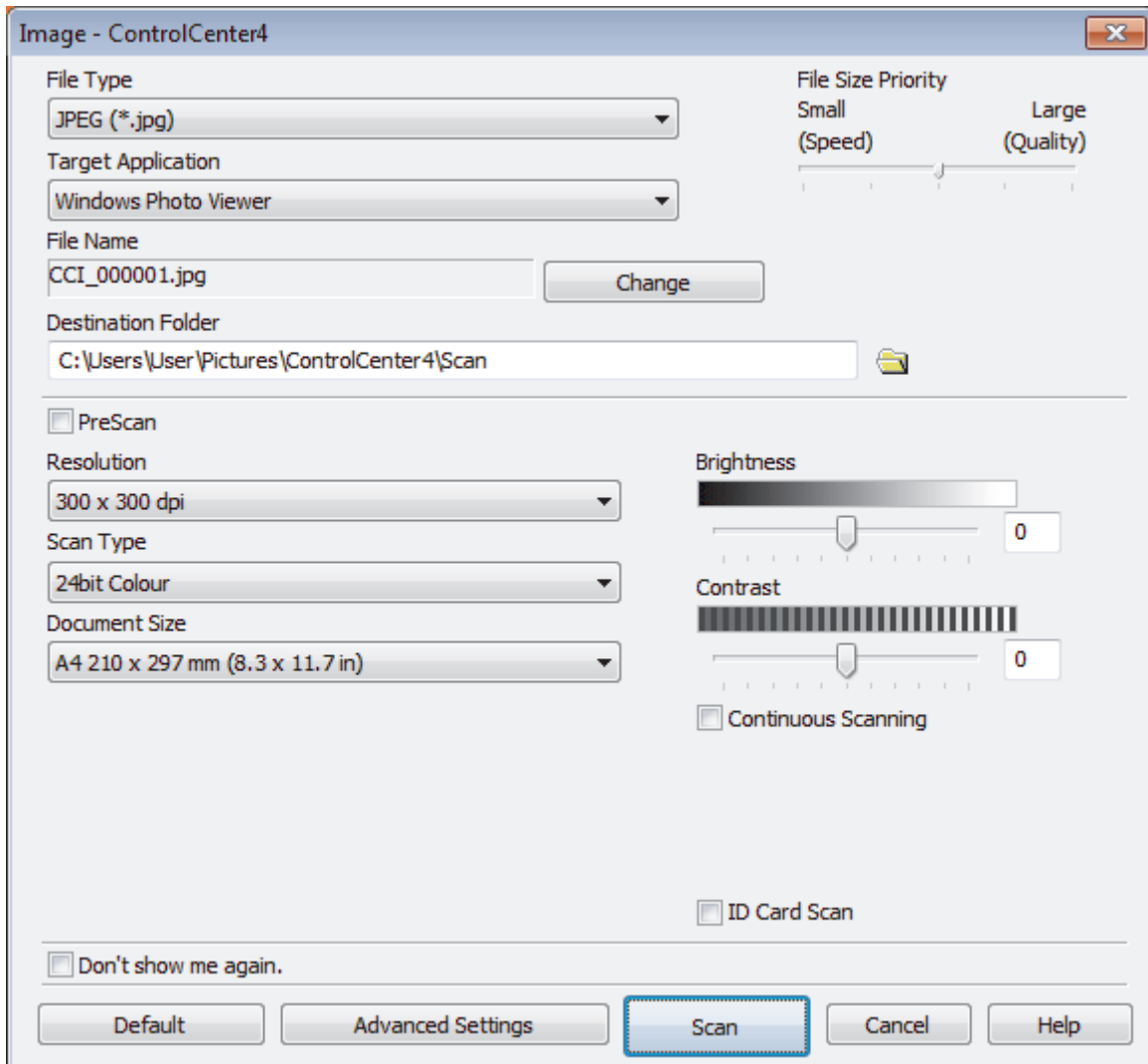
Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **Image** button.  
The scan settings dialog box appears.





5. Change the scan settings, such as file format, file name, destination folder, resolution and colour, if needed.



- To change the file name, click **Change**.
- To change **Destination Folder**, click the folder icon.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

The machine starts scanning. The image opens in the application you have selected.



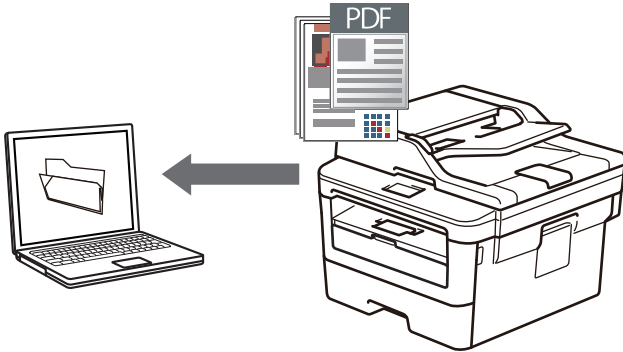
### Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)


Home > Scan > Scan from Your Computer (Windows®) > Scan Using ControlCenter4 Advanced Mode (Windows®) > Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows®)

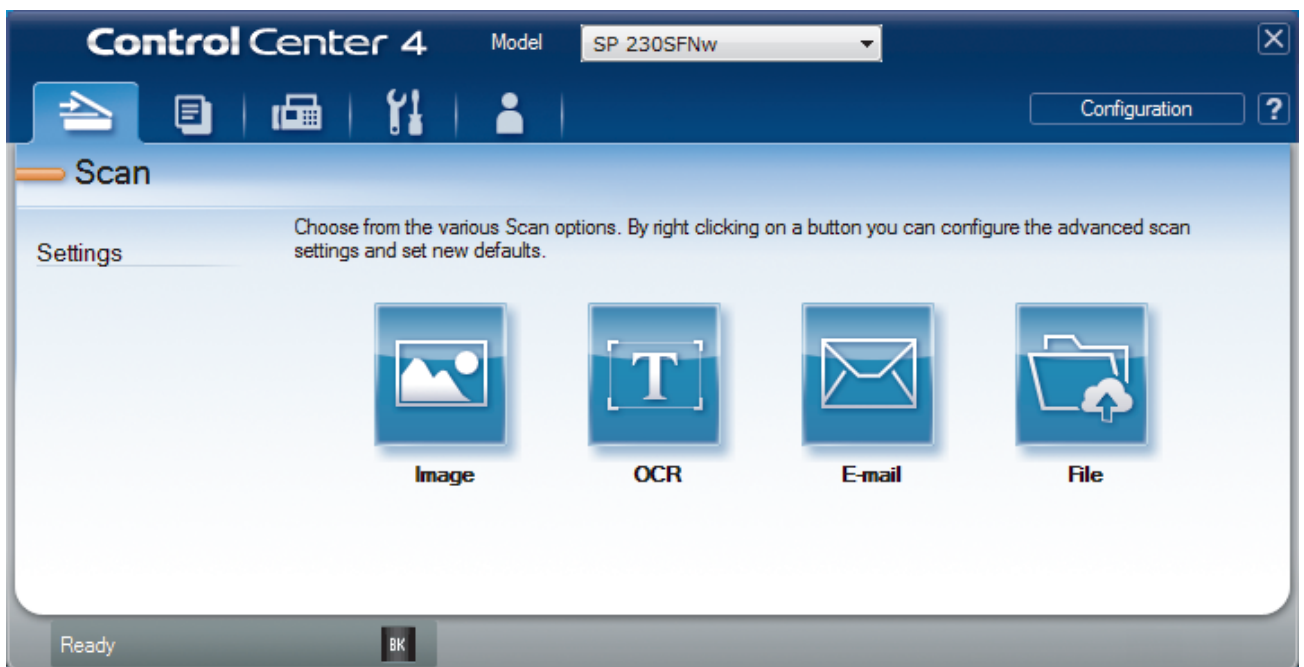
## Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode (Windows®)

Scan documents and save them to a folder on your computer as PDF files.



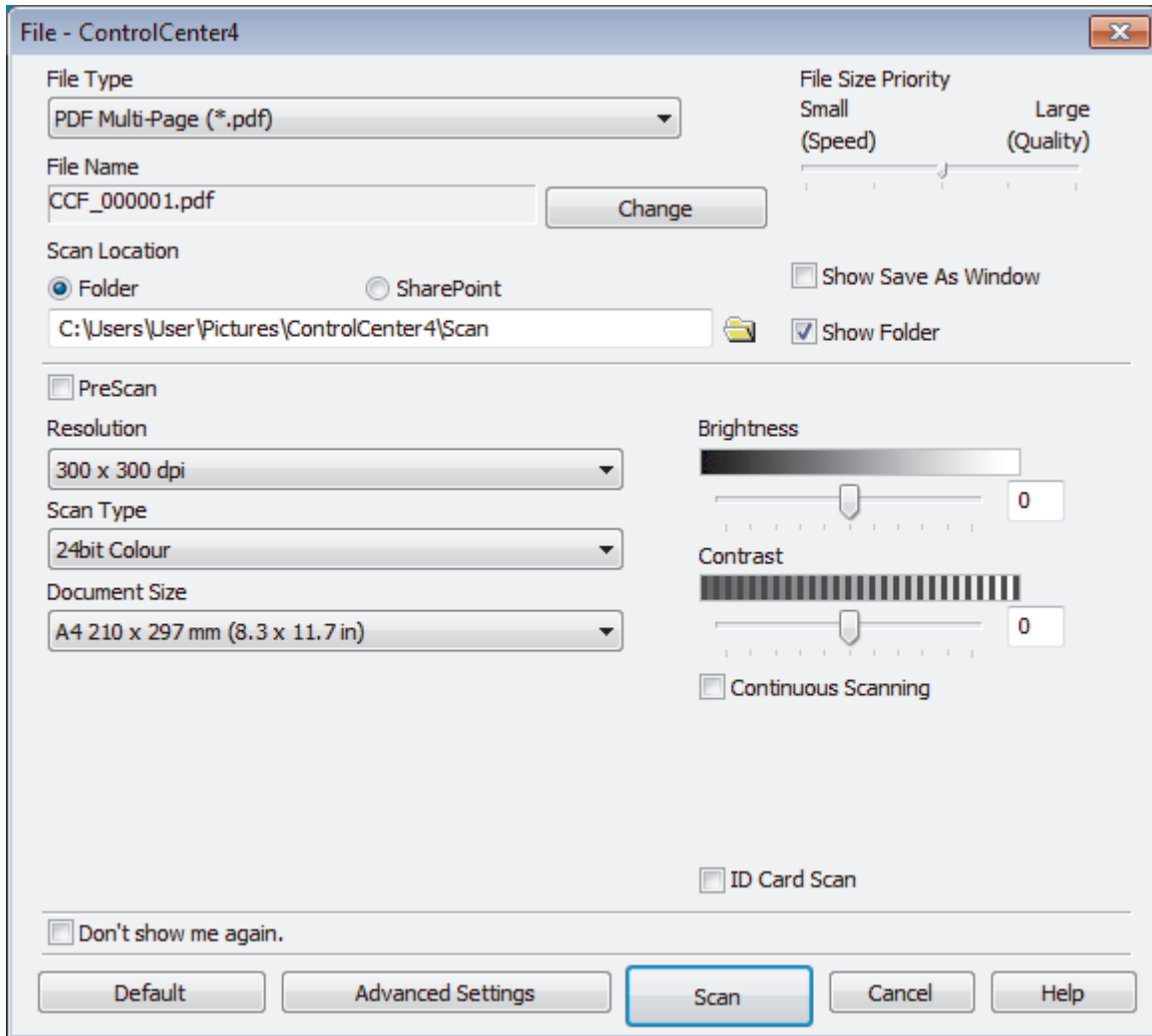
Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.




4. Click the **File** button.

The scan settings dialog box appears.



5. Click the **File Type** drop-down list, and then select a PDF file.



To save the document as a password-protected PDF, select **Secure PDF Single-Page (\*.pdf)** or **Secure PDF Multi-Page (\*.pdf)** from the **File Type** drop-down list, click , and then type the password.

6. Click the folder icon to browse and select the folder where you want to save your scanned documents.
7. Change the scan settings, such as file format, file name, resolution and colour, if needed.



To preview and configure the scanned image, select the **PreScan** check box.

8. Click **Scan**.

The machine starts scanning. The file is saved in the folder you selected.




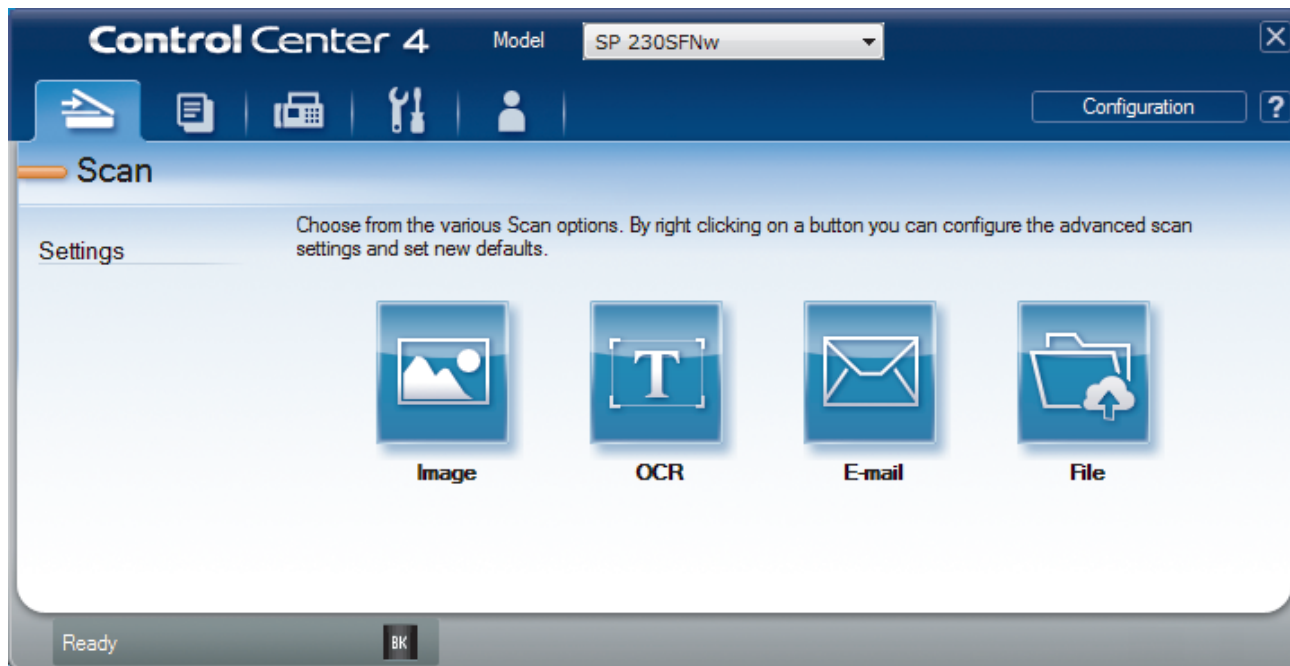
## Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

## Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode (Windows®)

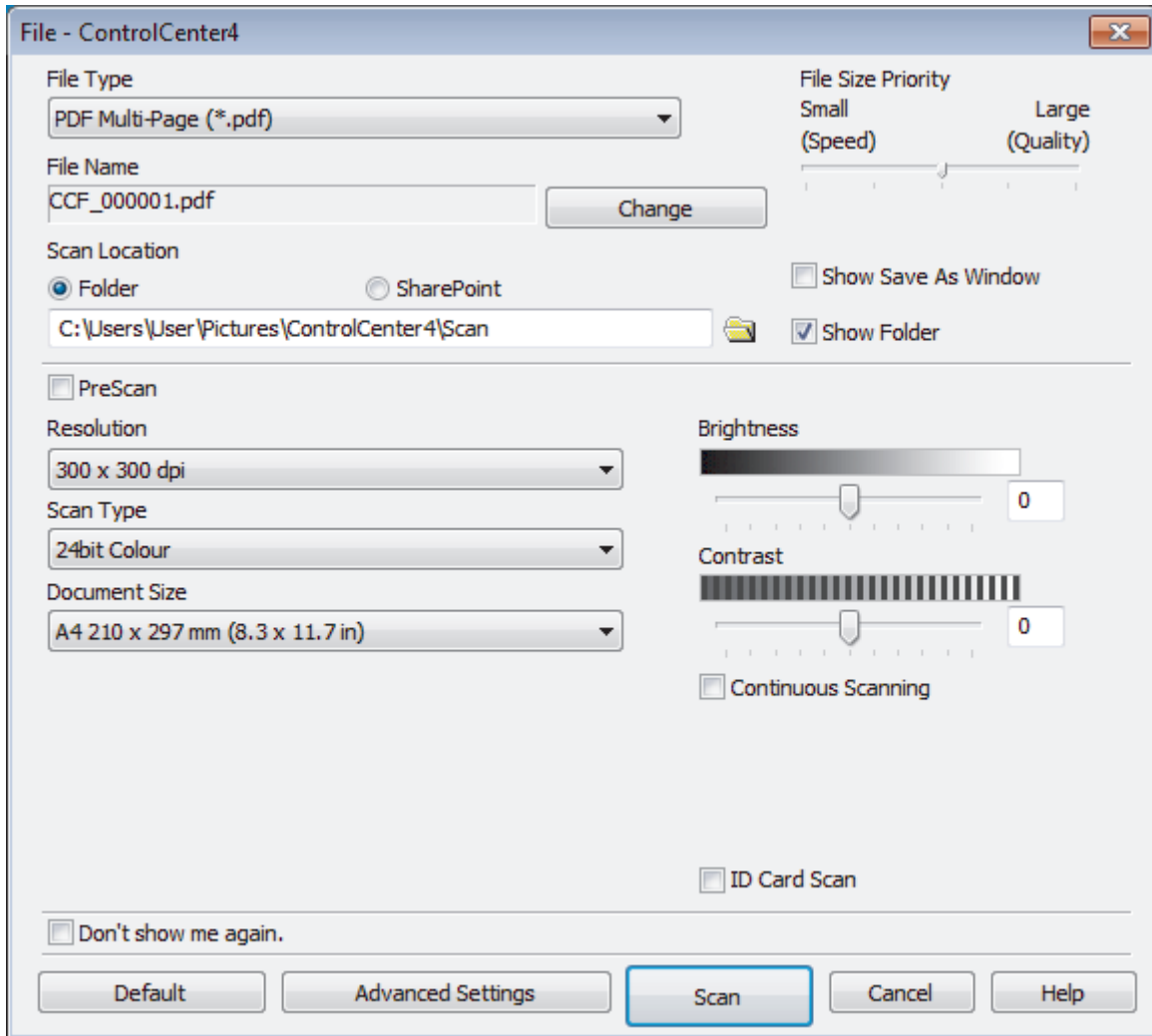
Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Place an ID card on the scanner glass.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



- Click the **File** button.

The scan settings dialog box appears.



- Select the **ID Card Scan** check box.

The instruction dialog box appears.

- Read the instructions on the screen, and then click **OK**.
- Change the scan settings, such as file format, file name, scan location, resolution and colour, if needed.
- Click **Scan**.

The machine starts scanning one side of the identification card.

- After the machine has scanned one side, turn over the identification card, and then click **Continue** to scan the other side.
- Click **Finish**.

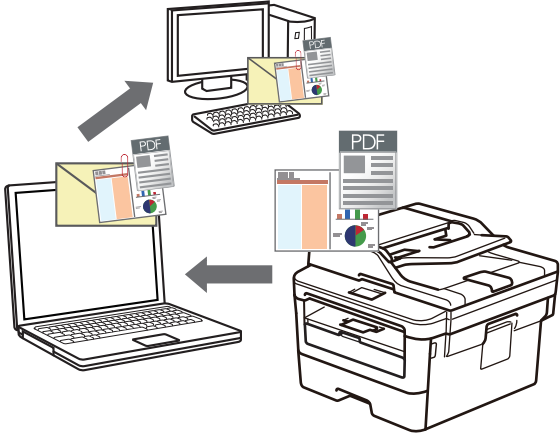


## Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

## Scan to Email Attachment Using ControlCenter4 Advanced Mode (Windows®)


Send a scanned document as an email attachment.

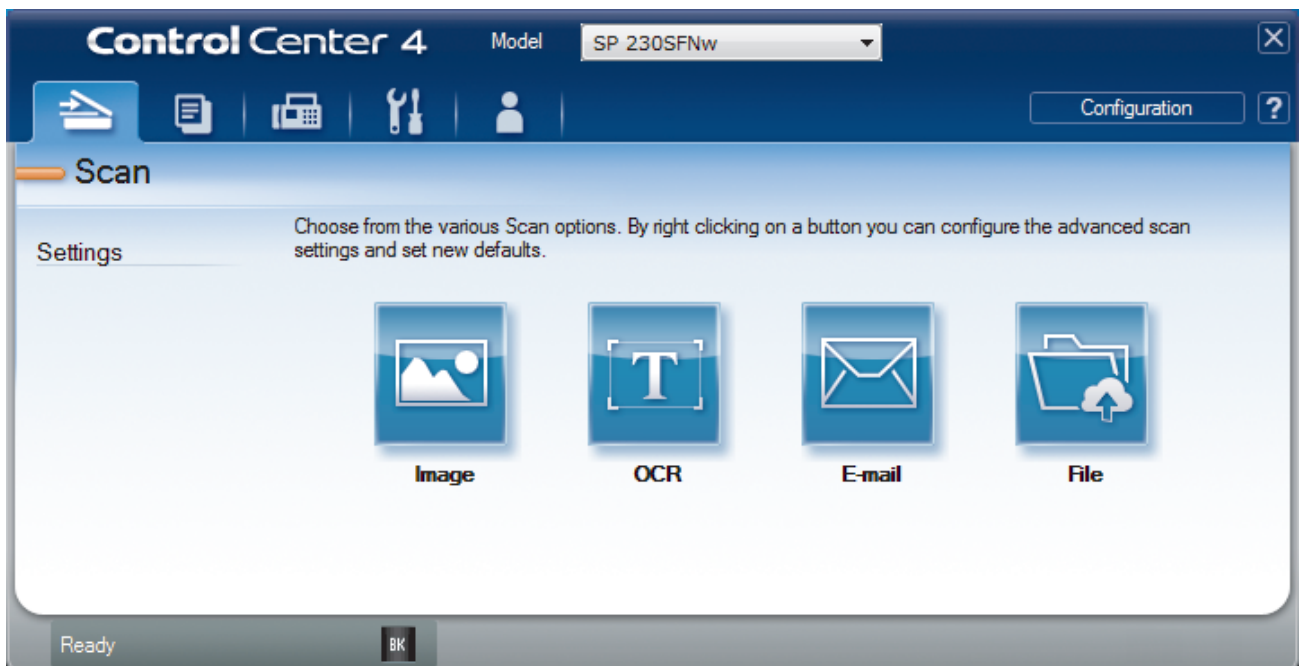


- Select **Advanced Mode** as the mode setting for ControlCenter4.
- The Scan to Email feature does not support Webmail services. Use the Scan to Image or Scan to File feature to scan a document or a picture, and then attach the scanned file to an email message.

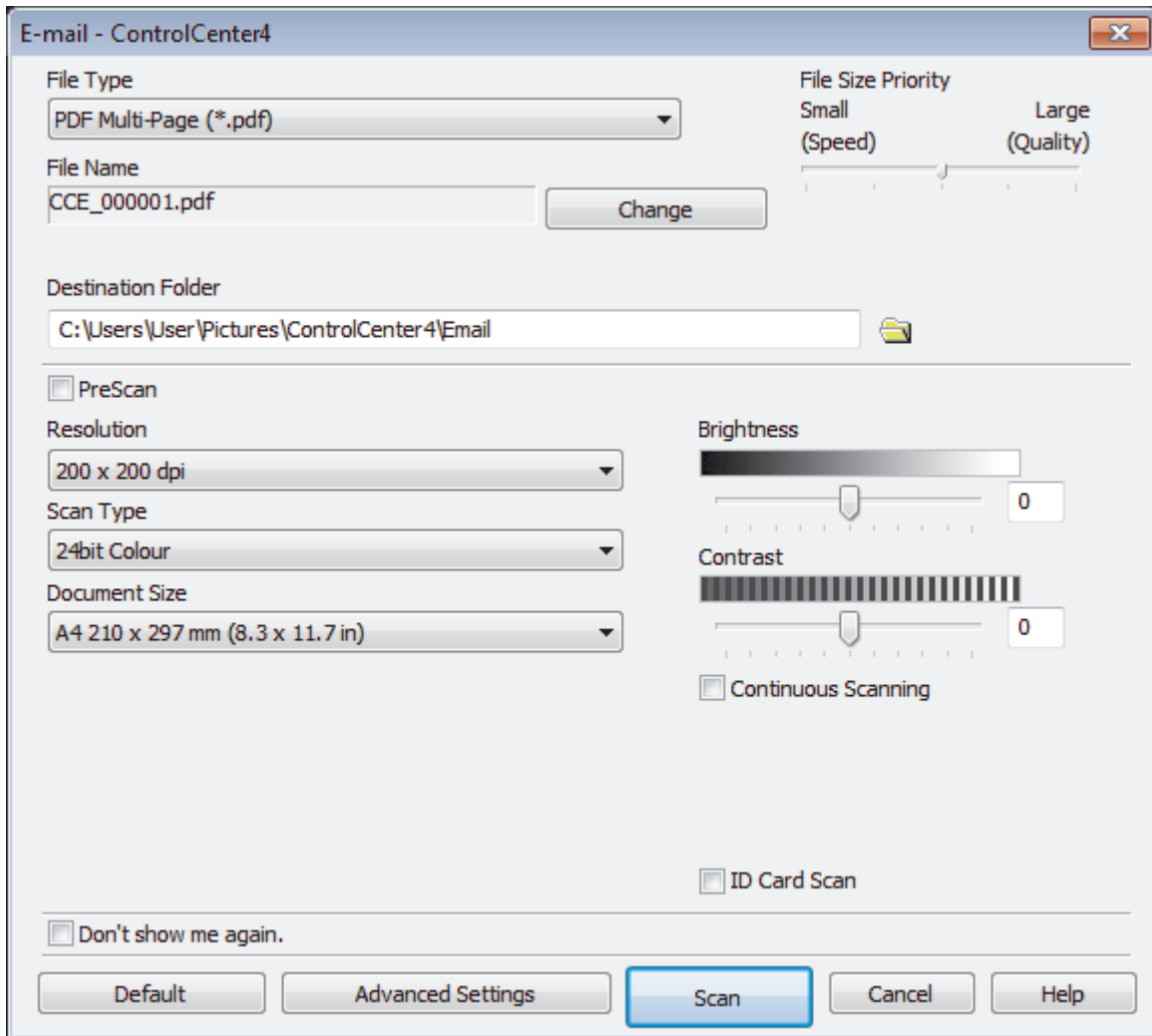


The machine scans to your default email client.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **E-mail** button.  
The scan settings dialog box appears.



5. Change the scan settings, such as file format, file name, destination folder, resolution and colour, if needed.



- To change the file name, click **Change**.
- To change **Destination Folder**, click the folder icon.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

The machine starts scanning. Your default email application opens and the scanned image is attached to a new, blank email message.

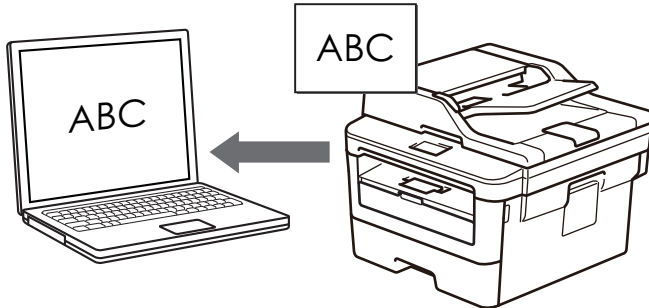


### Related Information


- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

## Scan to an Editable Text File (OCR) Using ControlCenter4 Advanced Mode (Windows®)

Your machine can convert characters in a scanned document to text using optical character recognition (OCR) technology. You can edit this text using your preferred text-editing application.



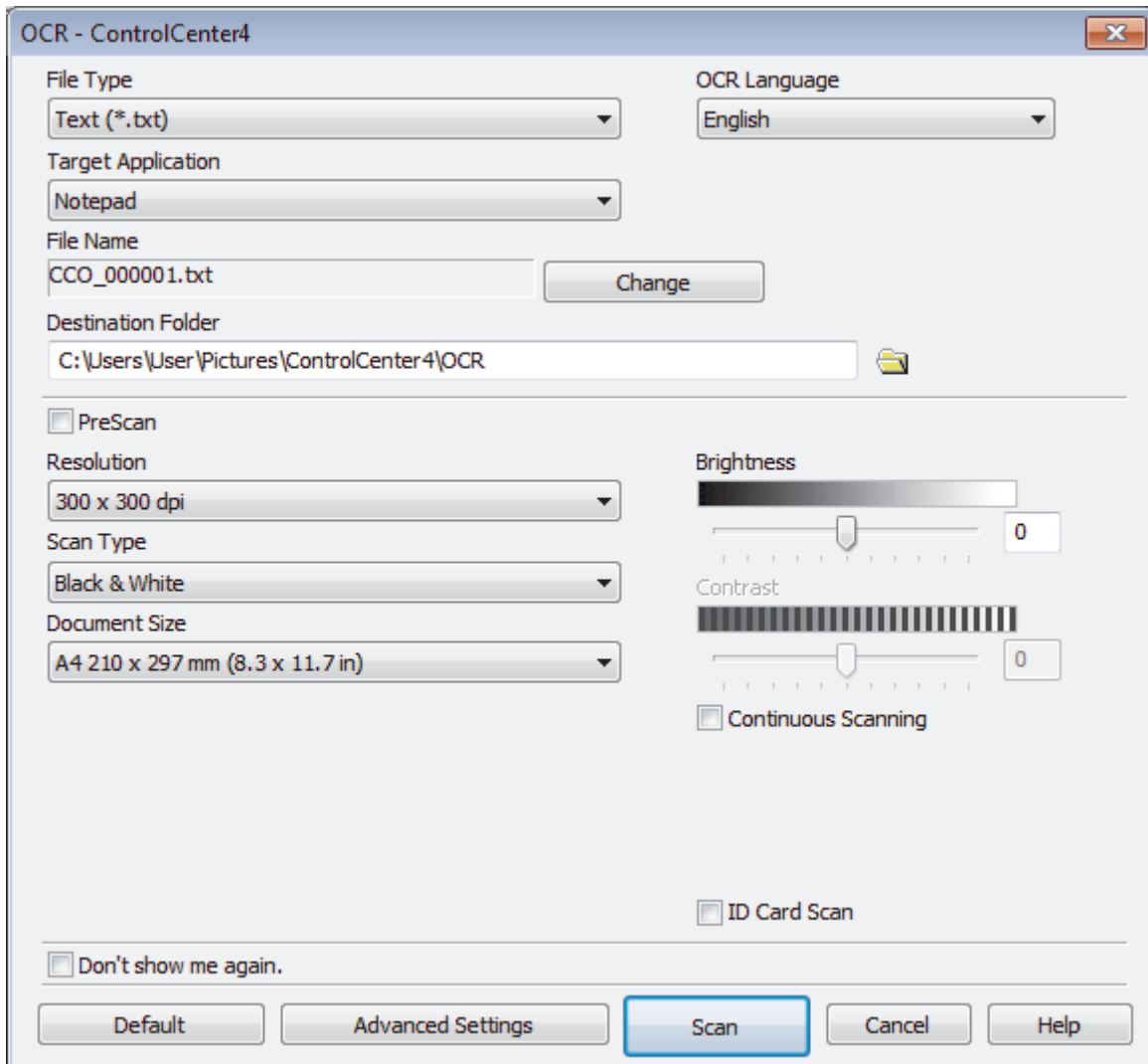
- Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Load your document.
2. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
3. Click the **Scan** tab.



4. Click the **OCR** button.  
The scan settings dialog box appears.





5. Change the scan settings, such as file format, file name, destination folder, resolution and colour, if needed.



- To change the file name, click **Change**.
- To change **Destination Folder**, click the folder icon.
- To preview and configure the scanned image, select the **PreScan** check box.

6. Click **Scan**.

The machine scans the document, converts it to editable text, and then sends it to your default word processing application.



### Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)

## Scan Settings for ControlCenter4 Advanced Mode (Windows®)

Settings	Applicable Features			
	Image	OCR	E-mail	File
File Type	Yes	Yes	Yes	Yes
Target Application	Yes	Yes	-	-
OCR Language	-	Yes	-	-
File Name	Yes	Yes	Yes	Yes
Scan Location or Destination Folder	Yes	Yes	Yes	Yes
Show Folder	-	-	-	Yes
Show Save As Window	-	-	-	Yes
File Size Priority	Yes	-	Yes	Yes
PreScan	Yes	Yes	Yes	Yes
Resolution	Yes	Yes	Yes	Yes
Scan Type	Yes	Yes	Yes	Yes
Document Size	Yes	Yes	Yes	Yes
Brightness	Yes	Yes	Yes	Yes
Contrast	Yes	Yes	Yes	Yes
Continuous Scanning	Yes	Yes	Yes	Yes
ID Card Scan	Yes	Yes	Yes	Yes
Advanced Settings	Yes	Yes	Yes	Yes
Default	Yes	Yes	Yes	Yes

### File Type

Select the file type you want to use for the scanned data.

#### For Image, Email and File

- **Windows Bitmap (\*.bmp)**
- **JPEG (\*.jpg)** (recommended for most users when scanning pictures)
- **TIFF Single-Page (\*.tif)**
- **TIFF Multi-Page (\*.tif)**
- **Portable Network Graphics (\*.png)**
- **PDF Single-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **PDF Multi-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **PDF/A Single-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **PDF/A Multi-Page (\*.pdf)** (recommended for scanning and sharing documents)
- **High Compression PDF Single-Page (\*.pdf)**
- **High Compression PDF Multi-Page (\*.pdf)**
- **Secure PDF Single-Page (\*.pdf)**
- **Secure PDF Multi-Page (\*.pdf)**
- **Searchable PDF Single-Page (\*.pdf)**
- **Searchable PDF Multi-Page (\*.pdf)**
- **XML Paper Specification (\*.xps)** (the XML Paper Specification is available for Windows® 7, Windows® 8.1 and Windows® 10, and when using applications that support XML Paper Specification files)

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## For Email and File

### For OCR

- **HTML 3.2 (\*.htm)**
- **HTML 4.0 (\*.htm)**
- **Microsoft Excel 2003, XP (\*.xls)**
- **RTF Word 2000 (\*.rtf)**
- **WordPad (\*.rtf)**
- **WordPerfect 9, 10 (\*.wpd)**
- **Text (\*.txt)**
- **Searchable PDF Single-Page (\*.pdf)**
- **Searchable PDF Multi-Page (\*.pdf)**

### Target Application

Select the destination application from the drop-down list.

### OCR Language

Set the OCR language to match the language of the scanned document's text.

### File Name

Click **Change** to change the file name's prefix.

### Scan Location

Select the **Folder** or **SharePoint** radio button to specify the destination where you want to save your scanned documents.

### Destination Folder

Click the folder icon to browse and select the folder where you want to save your scanned documents.

### Show Folder

Select this option to automatically display the destination folder after scanning.

### Show Save As Window

Select this option to specify the scanned image's destination every time you scan.

### File Size Priority

Adjust the data compression ratio of the scanned image. Change the file size by moving the **File Size Priority** slider to the right or left.

### PreScan

Select **PreScan** to preview your image and crop unwanted portions before scanning.

### Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

### Scan Type

Select from a range of scan colour depths.

- **Auto**  
Use for any type of document. This mode automatically picks an appropriate colour depth for the document.
- **Black & White**  
Use for text or line art images.
- **Grey (Error Diffusion)**  
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

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- **True Grey**

Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.

- **24bit Colour**

Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours to scan the image, but it requires the most memory and has the longest transfer time.

### Document Size

Select the exact size of your document from the **Document Size** drop-down list.

- If you select the **1 to 2 (A4)** option, the scanned image will be divided into two A5-size documents.

### Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value into the field to set the **Brightness** level.

### Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value into the field to set the **Contrast** level.

### Continuous Scanning

Select this option to scan multiple pages. After a page is scanned, select either continue scanning or finish.

### ID Card Scan

Select this check box to scan both sides of an identification card onto one page.

### Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the Scan Settings dialog box.

- **Remove Bleed-through / Pattern**

- **Remove Background Colour**

- Remove the base colour of documents to make the scanned data more legible.

- **Rotate Image**

- Rotate the scanned image.

- **Skip Blank Page**

- Remove the document's blank pages from the scanning results.

- **Display Scanning Results**

- Show the numbers of total pages saved and blank pages skipped on your computer screen.

- **ADF Auto Deskew**

- When scanning the document from the ADF, the machine corrects skewing of the document automatically.

### Default

Select this option to restore all settings to their factory setting values.



### Related Information

- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
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## Scan Using Nuance™ PaperPort™ 14SE or Other Windows® Applications

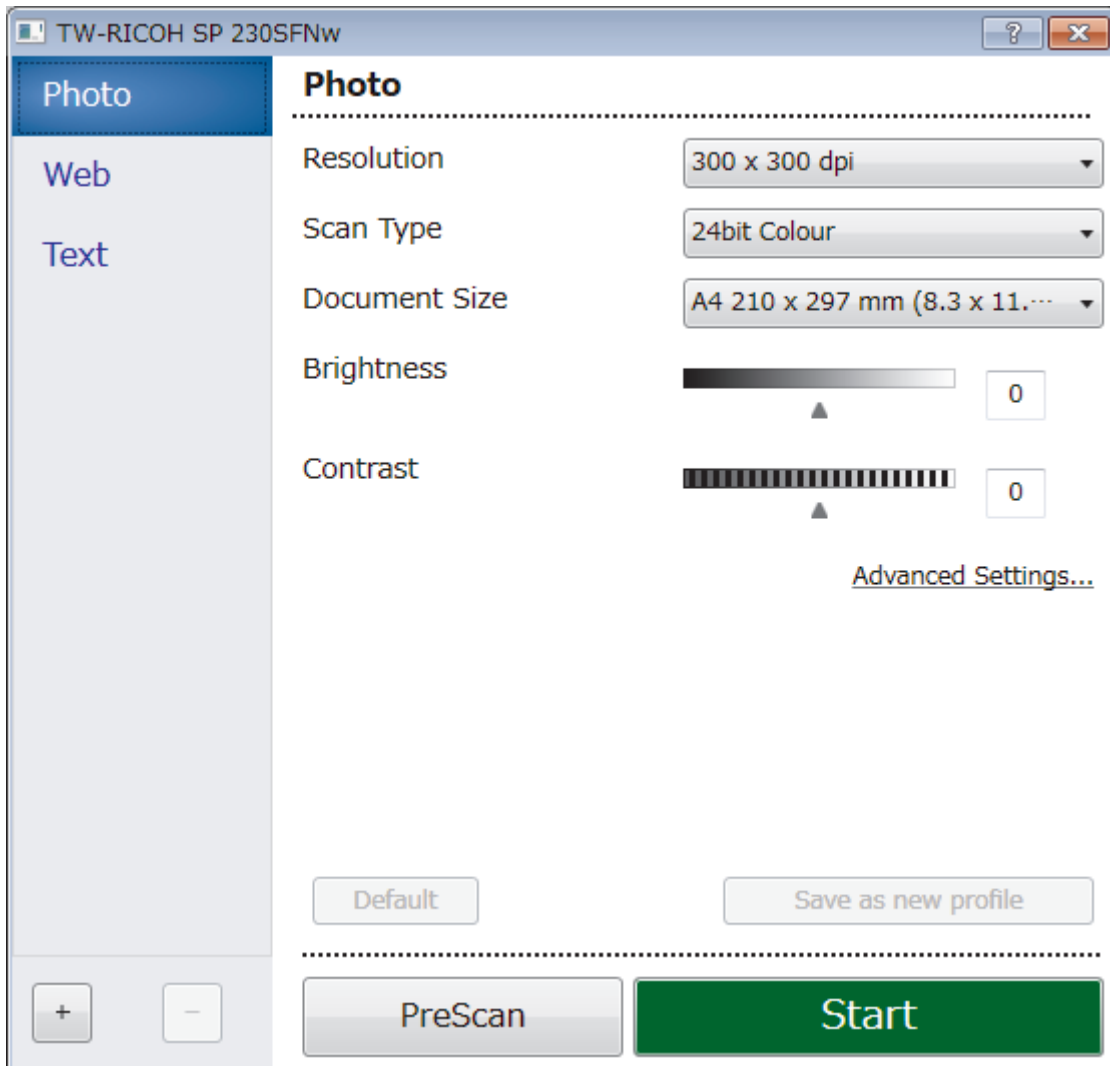
You can use the Nuance™ PaperPort™ 14SE application for scanning.

- To install the Nuance™ PaperPort™ 14SE application, launch the installation disc, click **Install** in the **Additional Software** section.
- Nuance™ PaperPort™ 14SE supports Windows® 7, Windows® 8.1 and Windows® 10.
- For detailed instructions on using each application, click the application's **Help** menu, and then click **Getting Started Guide** in the **Help** ribbon.



The instructions for scanning in these steps are for PaperPort™ 14SE. For other Windows® applications, the steps will be similar. PaperPort™ 14SE supports both TWAIN and Windows Image Acquisition (WIA) drivers; the TWAIN driver (recommended) is used in these steps.

1. Load your document.
2. Start PaperPort™ 14SE.  
Do one of the following:
  - Windows® 7  
Using your computer, click  (**Start**) > **All Programs** > **Nuance PaperPort 14** > **PaperPort**.
  - Windows® 8.1  
Click  (**PaperPort**).
  - Windows® 10  
Click  **Nuance PaperPort 14** > **PaperPort**.
3. Click the **Desktop** menu, and then click **Scan Settings** in the **Desktop** ribbon.  
The **Scan or Get Photo** panel appears on the left side of the screen.
4. From the available Scanners list, select **TWAIN: TW-RICOH SP 230SFNw** or **TWAIN: TW-RICOH SP 230SFNw LAN**. To use the Windows Image Acquisition (WIA) driver, select the driver that has "Windows Image Acquisition (WIA)" as the prefix.
5. Select the **Display scanner dialog box** check box in the **Scan or Get Photo** panel.
6. Click **Scan**.  
The Scanner Setup dialog box appears.



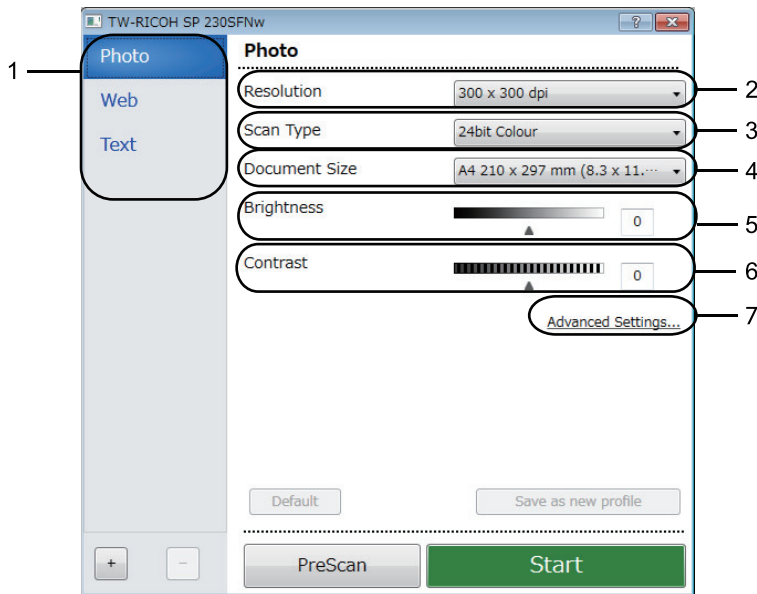
7. Adjust the settings in the Scanner Setup dialog box, if needed.
8. Click the **Document Size** drop-down list, and then select your document size.
9. Click **PreScan** if you want to preview your image and crop unwanted portions before scanning.
10. Click **Start**.

The machine starts scanning.

### ✓ Related Information

- [Scan from Your Computer \(Windows®\)](#)
  - [TWAIN Driver Settings \(Windows®\)](#)

## TWAIN Driver Settings (Windows®)



- Note that the item names and assignable values will vary depending on the machine.
- The **Contrast** option is available only when selecting the **Grey (Error Diffusion)**, **True Grey**, or **24bit Colour** options from the **Scan Type** settings.

### 1. Scan

Select the **Photo**, **Web**, or **Text** option depending on the type of document you want to scan.

Scan (Image Type)		Resolution	Scan Type
<b>Photo</b>	Use for scanning photo images.	300 x 300 dpi	<b>24bit Colour</b>
<b>Web</b>	Use for attaching the scanned image to web pages.	100 x 100 dpi	<b>24bit Colour</b>
<b>Text</b>	Use for scanning text documents.	200 x 200 dpi	<b>Black &amp; White</b>

### 2. Resolution

Select a scanning resolution from the **Resolution** drop-down list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

### 3. Scan Type

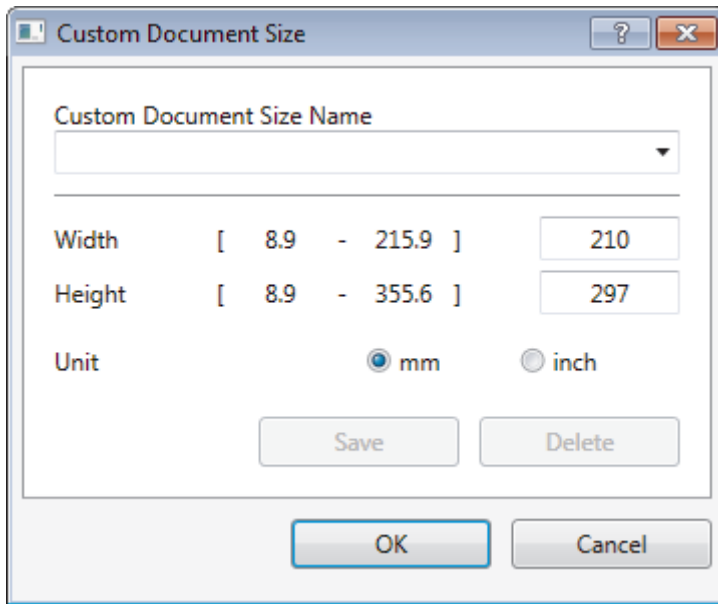
Select from a range of scan colour depths.

- **Black & White**  
Use for text or line art images.
- **Grey (Error Diffusion)**  
Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)
- **True Grey**  
Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.
- **24bit Colour**  
Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours to scan the image, but it requires the most memory and has the longest transfer time.

#### 4. Document Size

Select the exact size of your document from a selection of preset scan sizes.

If you select **Custom**, the **Custom Document Size** dialog box appears and you can specify the document size.



#### 5. Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value in the field to set the brightness level.

#### 6. Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value in the field to set the contrast level.

#### 7. Advanced Settings

Configure advanced settings by clicking the **Advanced Settings** button in the Scan Settings dialog box.

- **Paper**

- **Auto Deskew**

Set the machine to correct document skewing automatically as the pages are scanned from the ADF.

- **Rotate Image**

Rotate the scanned image.

- **Enhancement**

- **Background Processing**

- **Remove Bleed-through / Pattern**

Prevent bleed-through.

- **Remove Background Colour**

Remove the base colour of documents to make the scanned data more legible.

- **Colour Drop**

Select a colour to remove from the scanned image.

- **Boldface Formatting**

Emphasise the characters of the original by making them bold.

- **Blurred Character Correction**

Correct the broken or incomplete characters of the original to make them easier to read.

- **Edge Emphasis**

Make the characters of the original sharper.



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- **Reduce Noise**

Improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** option is available when selecting the **24bit Colour** option and the **300 x 300 dpi**, **400 x 400 dpi**, or **600 x 600 dpi** scan resolution.

- **Paper Handling**

- **Edge Fill**

Fill in the edges on four sides of the scanned image using the selected colour and range.

- **Continuous Scan**

Select this option to scan multiple pages. After a page is scanned, select either continue scanning or finish.



## Related Information

- [Scan Using Nuance™ PaperPort™ 14SE or Other Windows® Applications](#)
-

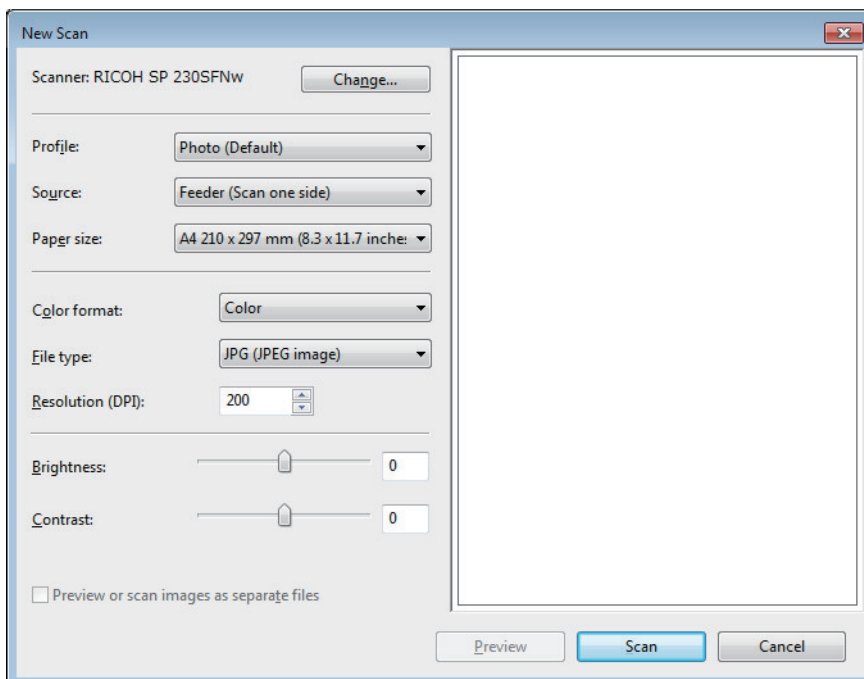
## Scan Using Windows® Fax and Scan

Windows® Fax and Scan application is another option that you can use for scanning.

- Windows® Fax and Scan uses the Windows Image Acquisition (WIA) scanner driver.
- If you want to crop a portion of a page after pre-scanning the document, you must scan using the scanner glass (also called the flatbed).

1. Load your document.
2. Launch Windows® Fax and Scan.
3. Click **File > New > Scan**.
4. Select the scanner you want to use.
5. Click **Import** or **OK**.

The **New Scan** dialog box appears.

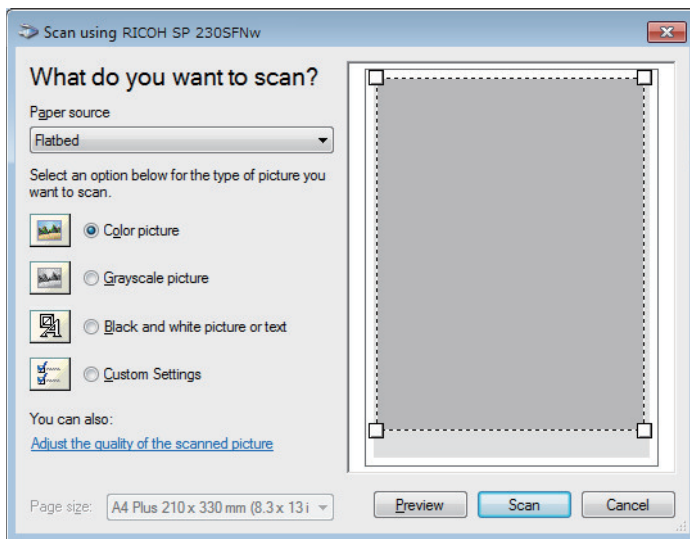


6. Adjust the settings in the Scanner Setup dialog box, if needed.  
The scanner resolution can be set to a maximum of 1200 dpi. If you want to scan at higher resolutions, use the **Scanner Utility** software of **RICOH Utilities**.
7. Click **Scan**.  
The machine starts scanning the document.

### ✓ Related Information

- [Scan from Your Computer \(Windows®\)](#)
  - [Windows Image Acquisition \(WIA\) Driver Settings \(Windows®\)](#)

## Windows Image Acquisition (WIA) Driver Settings (Windows®)



### Paper source

Select the **Document Feeder** or **Flatbed** option from the drop-down list.

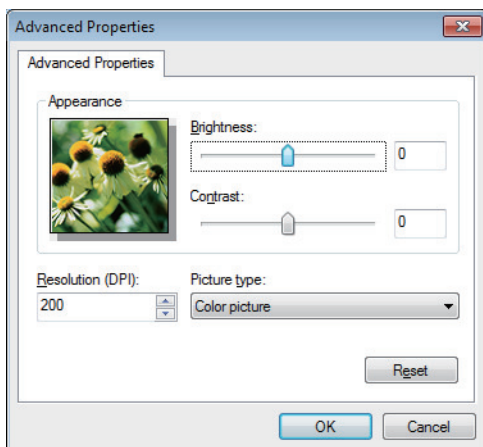
### Picture Type (Image Type)

Select **Color picture**, **Grayscale picture**, **Black and white picture or text**, or **Custom Settings** for the type of document you want to scan.

To change advanced settings, click the **Adjust the quality of the scanned picture** link.

### Page size

The **Page size** option is available if you select the **Document Feeder** as the **Paper source** option.



### Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again.

### Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value in the field to set the contrast level.

### Resolution (DPI)

Select a scanning resolution from the **Resolution (DPI)** list. Higher resolutions take more memory and transfer time, but produce a finer scanned image.



## Related Information

- [Scan Using Windows® Fax and Scan](#)

## Scan from Your Computer (Mac)

There are several ways you can use your Mac to scan photos and documents on your machine. Use the software applications provided by us or your favourite scanning application.

- [Scan Using iPrint&Scan \(Mac\)](#)
- [Scan Using TWAIN-Compliant Applications \(Mac\)](#)
- [Scan Using AirPrint](#)

## Scan Using iPrint&Scan (Mac)

1. In the **Finder** menu bar, click **Go > Applications > RICOH**, and then double-click the iPrint&Scan icon. The iPrint&Scan screen appears.
2. If your machine is not selected, click the **Select your Machine** button, and then follow the on-screen instructions to select your machine.
3. Click the **Scan** icon, and then follow the on-screen instructions to scan your documents.



### Related Information

- [Scan from Your Computer \(Mac\)](#)

### Related Topics

- [iPrint&Scan for Mac](#)
  - [Change Scan Button Settings from iPrint&Scan \(Mac\)](#)
-

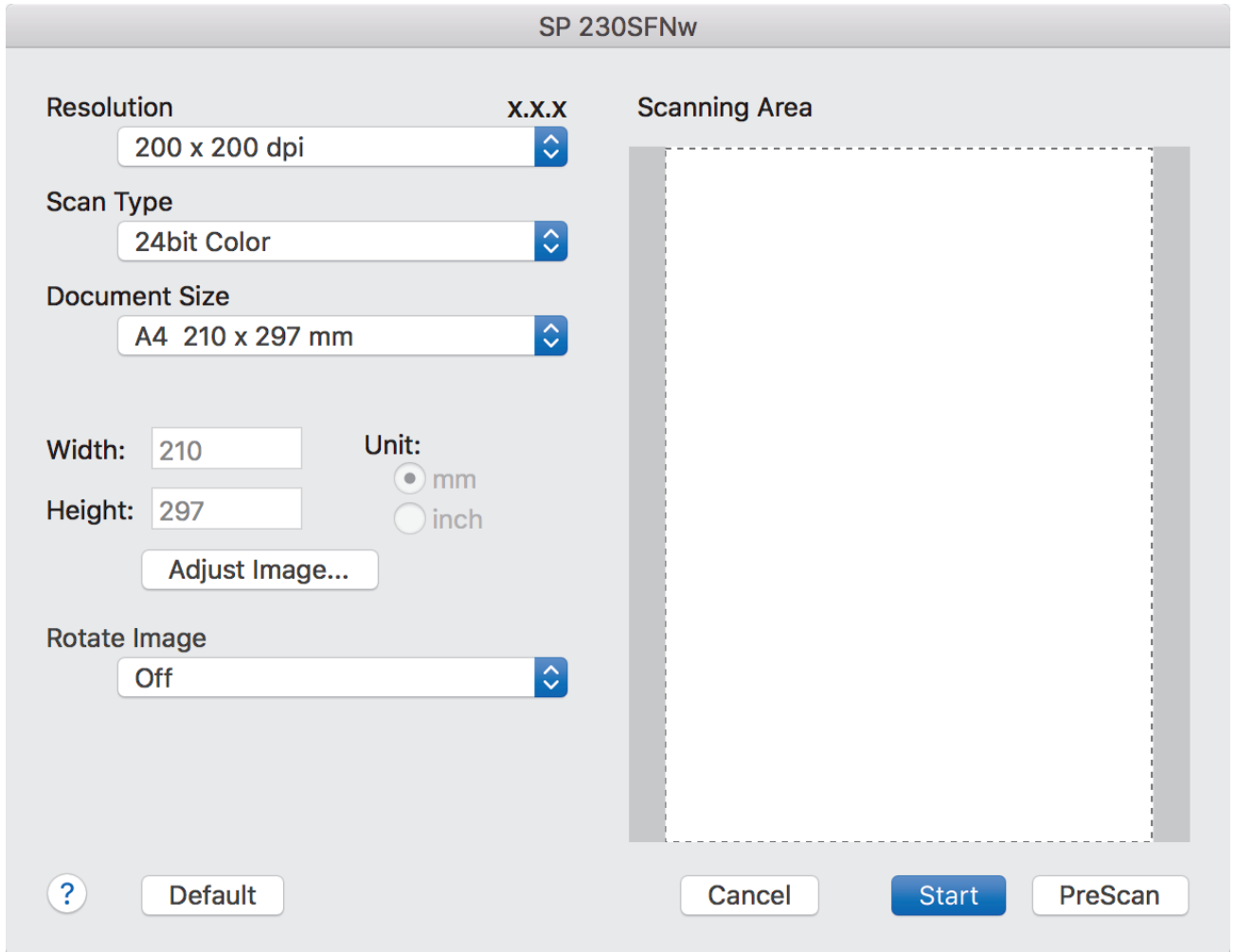
## Scan Using TWAIN-Compliant Applications (Mac)

You can also scan using TWAIN-compliant applications. For more information about the scanning procedure, see the manual for your application.

To use TWAIN Driver, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/) and download **Scanner Driver**.

1. Start your graphics application, and then select the scan operation.

The scanner setup dialog box appears.



2. Change the scan settings, such as **Resolution**, **Scan Type**, or **Adjust Image**, if needed.
3. Click the **Document Size** pop-up menu, and then select your document size.
4. Click the **PreScan** option to preview your image and crop unwanted portions before scanning.



- After you select a document size, adjust the scanning area by holding down the mouse button and dragging your mouse pointer over the portion you want to scan.

5. Click **Start**.

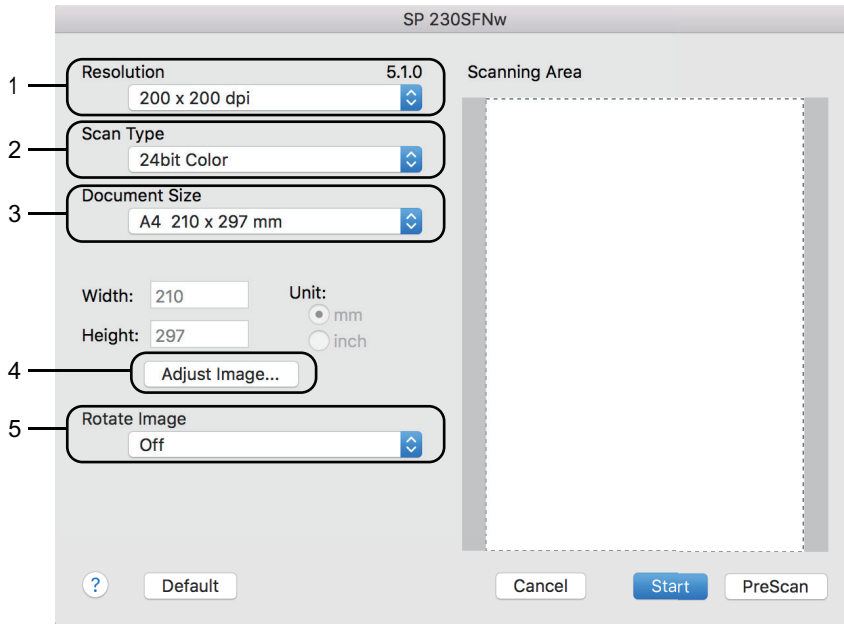
The machine starts scanning.



### Related Information

- [Scan from Your Computer \(Mac\)](#)
- [TWAIN Driver Settings \(Mac\)](#)

## TWAIN Driver Settings (Mac)



- Item names and assignable values will vary depending on the machine.
- The **Contrast** setting is available only when selecting **Gray (Error Diffusion)**, **True Gray**, or **24bit Color** from the **Scan Type** options.

### 1. Resolution

Select a scanning resolution from the **Resolution** pop-up menu. Higher resolutions take more memory and transfer time, but produce a finer scanned image.

### 2. Scan Type

Select from a range of scan colour depths.

- **Black & White**

Use for text or line art images.

- **Gray (Error Diffusion)**

Use for photographic images or graphics. (Error Diffusion is a method for creating simulated grey images without using true grey dots. Black dots are put in a specific pattern to give a grey appearance.)

- **True Gray**

Use for photographic images or graphics. This mode is more accurate because it uses up to 256 shades of grey.

- **24bit Color**

Use to create an image with the most accurate colour reproduction. This mode uses up to 16.8 million colours to scan the image, but it requires the most memory and has the longest transfer time.

### 3. Document Size

Select the exact size of your document from a selection of preset scan sizes.

- If you select **Custom**, you can specify the document size.



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#### 4. Adjust Image

Click the **Adjust Image** button to adjust other image qualities.

The screenshot shows a dialog box for adjusting image quality. It has a 'Custom' radio button selected. Under 'Custom', there are two sliders: 'Brightness' and 'Contrast', both set to 0. Below these are 'ColorSync' options: 'Intent' set to 'Perceptual (Images)' and 'Scanner Profile' set to 'sRGB Scanner'. There is an unchecked 'Reduce Noise' checkbox. At the bottom are 'Cancel' and 'OK' buttons.

##### Brightness

Set the **Brightness** level by dragging the slider to the right or left to lighten or darken the image. If the scanned image is too light, set a lower brightness level and scan the document again. If the image is too dark, set a higher brightness level and scan the document again. You can also type a value in the box to set the brightness.

##### Contrast

Increase or decrease the **Contrast** level by moving the slider to the right or left. An increase emphasises dark and light areas of the image, while a decrease reveals more details in grey areas. You can also type a value in the box to set the contrast.

##### Reduce Noise

Improve and enhance the quality of your scanned images with this selection. The **Reduce Noise** option is available when selecting the **24bit Color** option and the **300 x 300 dpi**, **400 x 400 dpi**, or **600 x 600 dpi** scan resolutions.

#### 5. Rotate Image

Rotate the scanned image.

### ✓ Related Information

- [Scan Using TWAIN-Compliant Applications \(Mac\)](#)

## **Configure Scan Settings Using Web Based Management**


- [Set the Scan File Name Using Web Based Management](#)

## Set the Scan File Name Using Web Based Management

Set up a file name for scanned data using Web Based Management.

1. Start your web browser.

Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the IP address of the machine or the print server name). For example: http://192.168.1.2

Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.

2. Click the **Scan** tab.
3. Click the **Scan File Name** menu in the left navigation bar.
4. Select the **File Name Style** from the drop-down list.
5. If you selected the option to include the date in **File Name Style** field, select the **Date** format from the drop-down list.
6. In the **Time** fields, select **On** to include the time information in the file name.
7. In the **Counter** field, select **Continuous** or **Reset after each job**.



When you select **Reset after each job**, duplication of file names may occur.

8. If you want to create a user-defined file name prefix, type a file name in the user-defined fields of each scan function.



Using the following characters: ?, /, \, or \* may cause a sending error.

9. Click **Submit**.



### Related Information

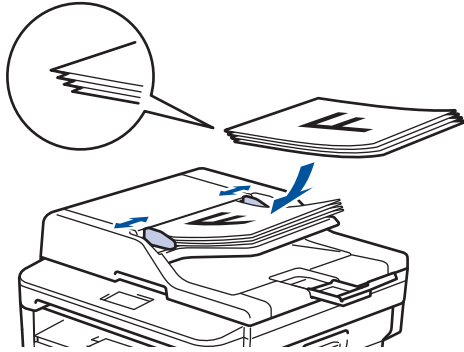
- [Configure Scan Settings Using Web Based Management](#)

## Copy

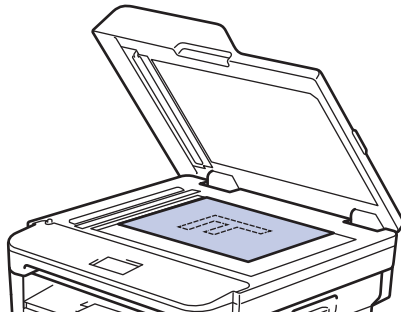
- [Copy a Document](#)
- [Enlarge or Reduce Copied Images](#)
- [Make N in 1 Copies Using the Page Layout Feature](#)
- [Sort Copies](#)
- [Copy an ID Card](#)
- [Copy on Both Sides of the Paper \(2-sided Copy\)](#)
- [Copy Options](#)

## Copy a Document

1. Make sure you have loaded the correct size paper in the paper tray.
2. Do one of the following:
  - Place the document *face up* in the ADF. (available only for certain models)  
(If you are copying multiple pages, we recommend using the ADF.)



- Place the document *face down* on the scanner glass.



3. Press  (**COPY**).

Use the dial pad to enter the number of copies you want.

The LCD displays:

```
Stack Copies:01
100%■■■■ Auto
```

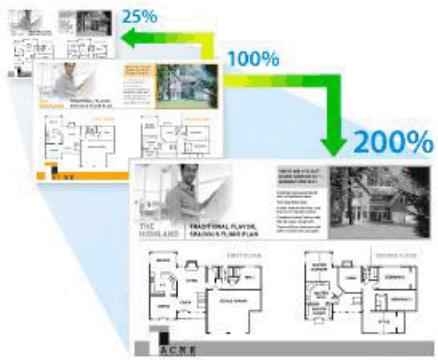
4. Press **Start**.


### ✓ Related Information

- [Copy](#)

## Enlarge or Reduce Copied Images

Select an enlargement or reduction ratio to resize your copied data.



1. Load your document.
2. Press  (**COPY**).  
Use the dial pad to enter the number of copies you want.
3. Press **Options**.
4. Press **▲** or **▼** to select [Enlarge/Reduce], and then press **OK**.
5. Press **▲** or **▼** to select the enlargement or reduction ratio you want, and then press **OK**.
  - If you select [Custom (25–400%)], use the dial pad, or press **▲** or **▼** to enter an enlargement or reduction ratio from [25%] to [400%] and then press **OK**.
6. Press **Start**.



- [Auto] sets the machine to calculate the reduction ratio that best fits the size of paper.
- [Auto] is only available when using the ADF.




### Related Information

- [Copy](#)

## Make N in 1 Copies Using the Page Layout Feature

The N in 1 copy feature saves paper by copying two or four pages of your document onto one page of the copy.



1. Load your document.
2. Press  (**COPY**).  
Use the dial pad to enter the number of copies you want.
3. Press **Options**.
4. Press **▲** or **▼** to select [Page Layout], and then press **OK**.
5. Press **▲** or **▼** to select [Off(1 in 1)], [2 in 1 (P)], [2 in 1 (L)], [4 in 1 (P)] or [4 in 1 (L)], and then press **OK**.
6. Press **Start**.  
If you placed the document in the ADF, the machine scans the pages and starts printing.  
**If you are using the scanner glass, go to the next step.**
7. Repeat the following steps for each page of the layout:
  - a. After the machine scans the page, press **▲** to scan the next page.
  - b. Place the next page on the scanner glass, and then press **OK** to scan the page.
8. After scanning all the pages, press **▼** to select the [No] option.




### Related Information

- [Copy](#)

## Sort Copies

Sort multiple copies. Pages will be stacked in the order they are fed, that is: 1, 2, 3, and so on.

1. Load your document.
2. Press  (**COPY**).  
Use the dial pad to enter the number of copies you want.
3. Press **Options**.
4. Press ▲ or ▼ to select [Stack/Sort], and then press **OK**.
5. Press ▲ or ▼ to select [Sort], and then press **OK**.
6. Press **Start**.  
If you placed the document in the ADF, the machine scans the pages and starts printing.  
**If you are using the scanner glass, go to the next step.**
7. Repeat the following steps for each page:
  - a. After the machine scans the page, press ▲ to scan the next page.
  - b. Place the next page on the scanner glass, and then press **OK** to scan the page.
8. After scanning all the pages, press ▼ to select the [No] option.

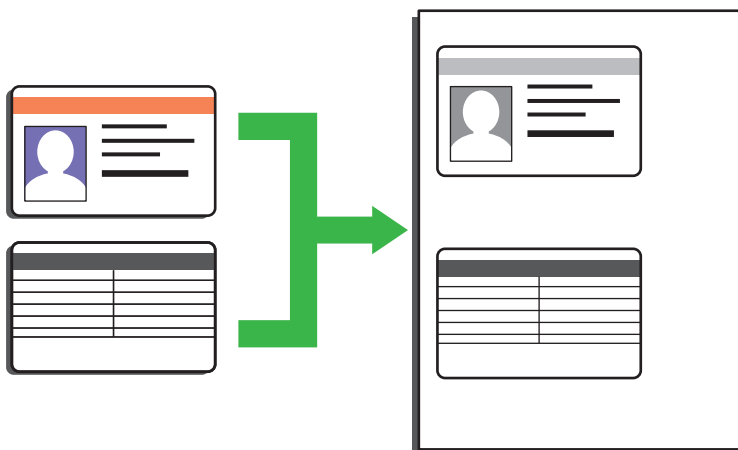


### Related Information


- [Copy](#)

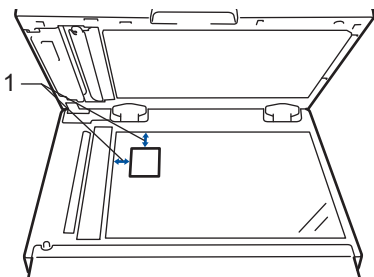


## Copy an ID Card



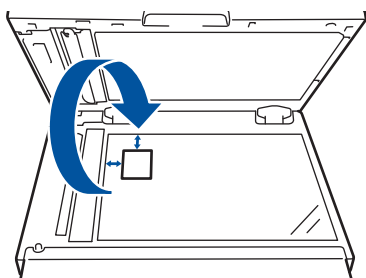
- You may copy an identification card only to the extent permitted under applicable laws.

- Press  (**COPY**).
- Place an identification card *face down* near the upper left corner of the scanner glass.



1 4.0 mm or greater (top, left)

- Press **2 in 1 (ID) Copy**.
- Use the dial pad to enter the number of copies you want.
- Press **Start**.  
The machine scans one side of the identification card.
- After the machine has scanned the first side, turn over the identification card.



- Press **Start** to scan the other side.

### Related Information

- [Copy](#)

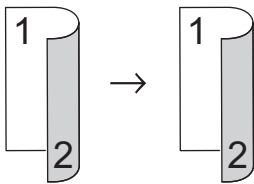
## Copy on Both Sides of the Paper (2-sided Copy)

Reduce the amount of paper you use by copying onto both sides of the paper.

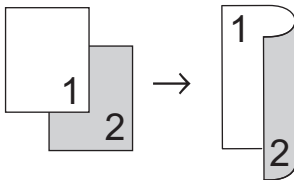
- You must choose a 2-sided copy layout from the following options before you can start 2-sided copying.
- The layout of your original document determines which 2-sided copy layout you should choose.
- When you manually make 2 sided copies from a 2-sided document, use the scanner glass.
- Select A4 sized paper when using the 2-sided copy option.

### Portrait

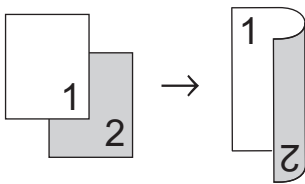
#### 2-sided to 2-sided



#### 1-sided to 2-sided (Long Edge Flip)

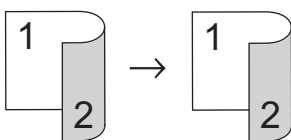


#### 1-sided to 2-sided (Short Edge Flip)

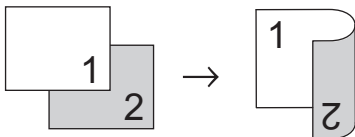


### Landscape

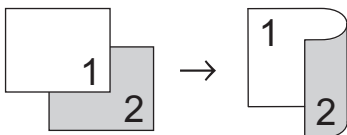
#### 2-sided to 2-sided




#### 1-sided to 2-sided (Long Edge Flip)



#### 1-sided to 2-sided (Short Edge Flip)



1. Load your document.
2. Press  (COPY).  
Use the dial pad to enter the number of copies you want.
3. Do one of the following:
  - Press **2-sided**.

- 
- Press **Options**.

Press ▲ or ▼ to select [2-sided], and then press **OK**.

4. Press ▲ or ▼ to display [Layout Long] or [Layout Short], and then press **OK**.
5. Select flip on long edge or flip on short edge.
6. Press ▲ or ▼ to display [2sided → 2sided] or [1sided → 2sided], and then press **OK**.
7. Press **Start**.

If you placed the document in the ADF, the machine scans the pages and starts printing.

**If you are using the scanner glass, go to the next step.**

8. Repeat the following steps for each page of the layout:
  - a. After the machine scans the page, press ▲ to scan the next page.
  - b. Place the next page on the scanner glass, and then press **OK** to scan the page.
9. Press ▼ to select the [No] option.

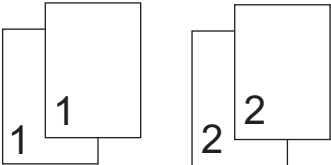
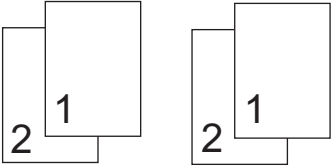
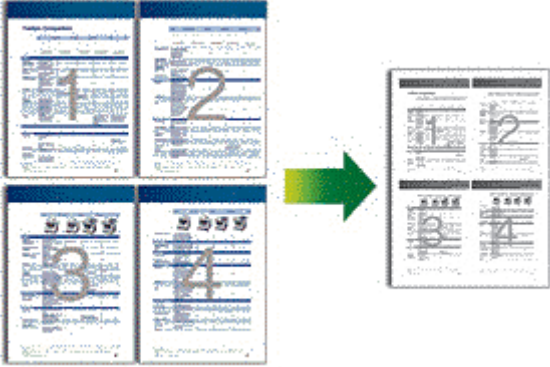


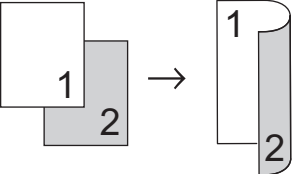
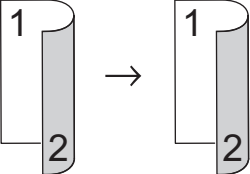
## Related Information


- [Copy](#)
-

# Copy Options

To change Copy settings, press the **Options** button.

Menu selections	Options
<b>Quality</b>	Select the copy quality for your type of document.
<b>Stack/Sort</b>	<p>Select to stack or sort multiple copies.</p> <p><b>Stack</b></p>  <p><b>Sort</b></p> 
<b>Density</b>	<p>Increase the brightness to make the text lighter.</p> <p>Decrease the brightness to make the text darker.</p>
<b>Contrast</b>	<p>Increase the contrast to make an image clearer.</p> <p>Decrease the contrast to make an image more subdued.</p>
<b>Enlarge/Reduce</b>	<p>Select an enlargement or reduction ratio for the next copy.</p> <ul style="list-style-type: none"> <li>• <b>Auto</b> sets the machine to calculate the reduction ratio that best fits the size of paper.</li> <li>• If you select <b>Custom (25-400%)</b>, use the dial pad, or press a or b to enter an enlargement or reduction ratio.</li> </ul>
<b>Page Layout</b>	<p>Make N in 1 copies.</p> <p><b>4 in1</b></p> 

Menu selections	Options
2-sided	<p>Select to copy on both sides of the paper.</p> <p><b>1-sided → 2-sided</b></p>  <p><b>2-sided → 2-sided</b></p> 

 **Related Information**

- [Copy](#)


## Fax

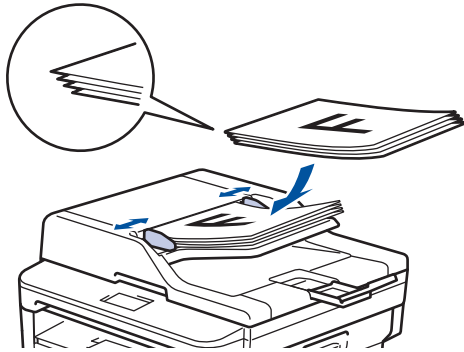
- [Send a Fax](#)
- [Receive a Fax](#)
- [Voice Operations and Fax Numbers](#)
- [Telephone Services and External Devices](#)
- [Fax Reports](#)
- [PC-FAX](#)

## Send a Fax

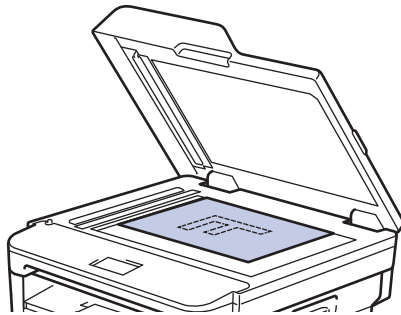
- [Send a Fax](#)
- [Send a Fax Manually](#)
- [Send a Fax at the End of a Conversation](#)
- [Send the Same Fax to More than One Recipient \(Broadcasting\)](#)
- [Send a Fax in Real Time](#)
- [Send a Fax at a Specified Time \(Delayed Fax\)](#)
- [Add a Cover Page to Your Fax](#)
- [Cancel a Fax in Progress](#)
- [Check and Cancel a Pending Fax](#)
- [Fax Options](#)

## Send a Fax

1. Press  (FAX).
2. Do one of the following:
  - Place the document *face up* in the ADF.  
(If you are faxing multiple pages, we recommend using the ADF.)



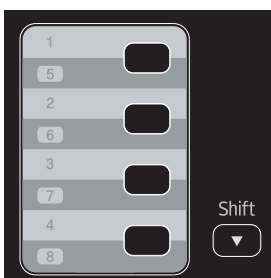
- Place the document *face down* on the scanner glass.




3. Enter the fax number.
  - **Using the dial pad**  
Enter the fax number using the dial pad.



- **Using the One Touch Buttons**  
Choose a contact stored on a One Touch button.



- **Using the Speed Dial Codes**  
Enter the fax number by pressing  twice, and then enter the three-digit Speed Dial code.



---

4. Press **Start**.

The machine scans and sends the document.

**If you placed the document on the scanner glass, follow the instructions in the table:**

Option	Description
Yes	To scan the next page, press ▲ to select the <i>Yes</i> option, and then place the next page on the scanner glass. Press <b>OK</b> to scan the page.
No (Send)	When you have scanned the last page, press ▼ to select the <i>No (Send)</i> option (or press <b>Start</b> again). The machine sends the document.

- To stop faxing, press **Stop/Exit**.



### Related Information

- [Send a Fax](#)
-


## Send a Fax Manually

Manual fax transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.


>> [Mainly Europe](#)

>> [Mainly Asia and Oceania](#)

### Mainly Europe

1. Press  (**FAX**).
2. Load your document.
3. Pick up the handset of the external telephone.
4. Dial the fax number you want to call.
5. When you hear the fax tone, press **Start**.
  - If you are using the scanner glass, press ▲.
6. Replace the handset of the external telephone.

### Mainly Asia and Oceania

1. Press  (**FAX**).
2. Load your document.
3. Press **Hook** and listen for a dial tone.
4. Dial the fax number you want to call.
5. When you hear the fax tone, press **Start**.
  - If you are using the scanner glass, press ▲.



### Related Information

- [Send a Fax](#)

## Send a Fax at the End of a Conversation

At the end of a conversation, you can send a fax to the other party before you both hang up.

1. Ask the other party to wait for fax tones (beeps) and then to press the Start button before hanging up.
2. Load your document.
3. Press **Start**.
  - If you are using the scanner glass, press ▲.
4. Replace the handset of the external telephone.



### Related Information

- [Send a Fax](#)
-

## Send the Same Fax to More than One Recipient (Broadcasting)

Use the Broadcasting feature to send the same fax to multiple fax numbers at the same time.

- The same broadcast can include Groups, Address Book numbers (One Touch Dial numbers and Speed Dial numbers in some models) and up to 50 manually dialed numbers.
- If you did not use any of the One Touch Dial numbers and the Speed Dial numbers for Groups, you can broadcast faxes to as many as 258 different numbers.
- Address Book numbers (One Touch Dial numbers and Speed Dial numbers in some models) must be stored in the machine's memory before they can be used in a broadcast.
- Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored Address Book numbers (One Touch Dial numbers and Speed Dial numbers in some models) for easier dialling.

1. Press  (**FAX**).

2. Load your document.

3. Enter a number, and press **OK**.

You can use One Touch Dial, Speed Dial, Group numbers and numbers manually entered using the dial pad.

Repeat this step to enter the all the numbers you want to broadcast to.

4. Press **Start**.

### Related Information

- [Send a Fax](#)
  - [Cancel a Broadcast in Progress](#)

## Cancel a Broadcast in Progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast job.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Remaining Jobs] option, and then press **OK**.  
The LCD will display the Broadcast job number followed by the fax number being dialled (for example, [#001123456789]) and the broadcast job number (for example, [Broadcast#001]).
4. Press **▲** or **▼** to display the fax number being dialled or the broadcast job number, and then press **OK**.
5. Press the option shown in the table to cancel or exit the cancel process.

Option	Description
▲	The machine cancels the fax currently being sent.
▼	The machine exits from the cancel process without cancelling.

If you cancelled the fax currently being sent, the LCD will ask you if you want to cancel the broadcast job.

6. Press the option shown in the table to cancel the broadcast job or exit the cancel process.

Option	Description
▲	The machine cancels the broadcast job.
▼	The machine exits from the cancel process without cancelling.

7. Press **Stop/Exit**.


### ✓ Related Information

- [Send the Same Fax to More than One Recipient \(Broadcasting\)](#)

## Send a Fax in Real Time

When sending a fax, the machine scans the document into the memory before sending it. As soon as the telephone line is free, the machine starts dialling and sending. If you want to send an important document immediately without waiting for the machine to retrieve the scan from its memory, turn on [Real Time TX].

- If the memory is full and you are sending a fax from the ADF, the machine sends the document in real time (even if [Real Time TX] is set to [Off]). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.
- If [Real Time TX] is set to on, the option to scan 2-sided documents is not available.


1. Press  (FAX).
2. Load your document.
3. Press **Menu**.
4. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Setup Send] option, and then press **OK**.
6. Press ▲ or ▼ to display the [Real Time TX] option, and then press **OK**.
7. Press ▲ or ▼ to display the [On] option, and then press **OK**.
8. When finished, press **Stop/Exit**.
9. Enter the fax number.
10. Press **Start**.

### Related Information

- [Send a Fax](#)

## Send a Fax at a Specified Time (Delayed Fax)

You can store up to 50 faxes in the machine's memory to be sent within the next twenty-four hour period.

1. Press  (**FAX**).
2. Load your document.
3. Press **Options**.
4. Press **▲** or **▼** to display the [Delayed Fax] option, and then press **OK**.
5. Enter the time you want the fax to be sent.
  - If you set [12h Clock] in the [Date&Time] setting, enter the time in 12-hour format, and then press **OK**.  
Press **▲** or **▼** to display the [AM] or [PM] option, and then press **OK**.
  - If you set [24h Clock] in the [Date&Time] setting, enter the time in 24-hour format, and then press **OK**.  
(For example, enter 19:45 for 7:45 PM.)
6. Enter the fax number.
7. Press **Start**.



- The number of pages you can scan into the memory depends on the amount of data printed on each page.




### Related Information

- [Send a Fax](#)

## Add a Cover Page to Your Fax

You can add a cover page to the next fax or every outgoing fax.

- This feature will not work unless you have programmed your Station ID.
- Your cover page includes your Station ID, a comment, and the name stored in the Address Book, One Touch Dial, or Speed Dial (in some models).

1. Press  (FAX).
2. Load your document.
3. Press **Menu**.
4. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Setup Send] option, and then press **OK**.
6. Press **▲** or **▼** to display the [Coverpage] option, and then press **OK**.
7. Press **▲** or **▼** to display the [Setup] option, and then press **OK**.
8. Press **▲** or **▼** to display a option in the table, and then press **OK**.

Option	Description
On	Select this option to add a cover page to outgoing fax.
Off	Select this option if you do not want to add a cover page to outgoing faxes.

9. If you selected [On], press **▲** or **▼** to display comment options, and then press **OK**.
10. Enter the number of total pages using the dial pad, and then press **OK**.
11. When finished, press **Stop/Exit**.
12. Enter the fax number.
13. Press **Start**.


### Related Information

- [Send a Fax](#)
  - [Compose Your Own Comments](#)



## Compose Your Own Comments

You can set up two comments of your own.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Setup Send] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Coverpage] option, and then press **OK**.
6. Press ▲ or ▼ to display the [Note] option, and then press **OK**.
7. Press ▲ or ▼ to display the [5] or [6] option to store your own comment, and then press **OK**.
8. Enter your own comment using the dial pad, and then press **OK**.
9. Press **Stop/Exit**.



### Related Information

- [Add a Cover Page to Your Fax](#)

## Cancel a Fax in Progress

1. Press **Stop/Exit** while the machine is dialling or sending a fax.
2. Press an option in the table to cancel or continue the fax job in progress.


Option	Description
▲	The machine cancels sending the fax job.
▼	The machine exits from the process without cancelling the fax job.

### Related Information

- [Send a Fax](#)
-

## Check and Cancel a Pending Fax

You can cancel a fax job before it is sent, by cancelling the fax job while it is stored and waiting in the memory.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Remaining Jobs] option, and then press **OK**.  
The LCD displays the number of jobs waiting in the memory to be sent.
5. Press **▲** or **▼** to display the job you want to cancel, and then press **OK**.
6. Press the options in the following table to cancel or exit the cancel process.

Option	Description
▲	The machine cancels the job.
▼	The machine exits from the cancel process without cancelling.

7. Press **Stop/Exit**.

### Related Information

- [Send a Fax](#)

## Fax Options

To change fax-sending settings, press the [Options] button.

Option	Description
Fax Resolution	Set the resolution for outgoing faxes. The fax quality often can be improved by changing the Fax Resolution.
Contrast	Adjust the contrast. If your document is very light or very dark, changing the contrast may improve the fax quality.
Glass ScanSize	Adjust the scan area of the scanner glass to the size of the document.
Delayed Fax	Set the time of day the delayed faxes will be sent.
Real Time TX	Send a fax immediately without waiting for the machine to retrieve the scan from its memory.
Coverpage	Set the machine to automatically send a cover page that you have pre-programmed.
Overseas Mode	Set to On if you have difficulty sending faxes overseas.

### Related Information

- [Send a Fax](#)

## Receive a Fax

- [Receive Mode Settings](#)
- [Memory Receive Options](#)
- [Remote Fax Retrieval](#)

## Receive Mode Settings

- [Receive Modes Overview](#)
- [Choose the Correct Receive Mode](#)
- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
- [Set the F/T Ring Time \(Fast Double-ring\)](#)
- [Set Fax Detect](#)
- [Shrink Page Size of an Oversized Incoming Fax](#)
- [Set the 2-sided Printing for Received Faxes](#)
- [Set the Fax Receive Stamp](#)
- [Receive a Fax at the End of a Telephone Conversation](#)
- [Register a Number in the Blocked List](#)

## Receive Modes Overview

Some receive modes answer automatically (Fax Only Mode and Fax/Tel Mode). You may want to change the Ring Delay before using these modes.

### Fax Only Mode

([Fax Only] in the machine's menu)

Fax Only Mode automatically answers every call as a fax.

### Fax/Tel Mode

([Fax/Tel] in the machine's menu)

Fax/Tel Mode helps you manage incoming calls, by recognising whether they are fax or voice calls and handling them in the following ways:

- Faxes will be received automatically.
- Voice calls will start the F/T ring to tell you to pick up the call. The F/T ring is a fast pseudo/double-ring made by your machine.

### Manual Mode

([Manual] in the machine's menu)

#### (mainly Asia and Oceania)

Manual Mode turns off all automatic answering operations unless you are using the Distinctive Ring Receive feature.

FaxAbility is equivalent to the Distinctive Ring Receive feature in New Zealand.

To receive a fax in Manual Mode, lift the handset of the external telephone connected to the machine or press the button in the table.

Applicable Models	Alternate way to lift the handset
SP 230SFNw	Hook

#### (mainly Europe)

Manual Mode turns off all automatic answering operations unless you are using the BT Call Sign feature. (For U.K.)

To receive a fax in Manual Mode lift the handset of the external telephone connected to the machine.

When you hear fax tones (short repeating beeps), press the buttons in the table to receive a fax. Use the Fax Detect feature to receive faxes when you have lifted a handset on the same line as the machine.

Applicable Models	To receive the fax
SP 230SFNw	Start and then ▼

### External TAD Mode

([External TAD] in the machine's menu)

External TAD Mode lets an external answering device manage your incoming calls.

Incoming calls will be handled in the following ways:

- Faxes will be received automatically.
- Voice callers can record a message on the external TAD.



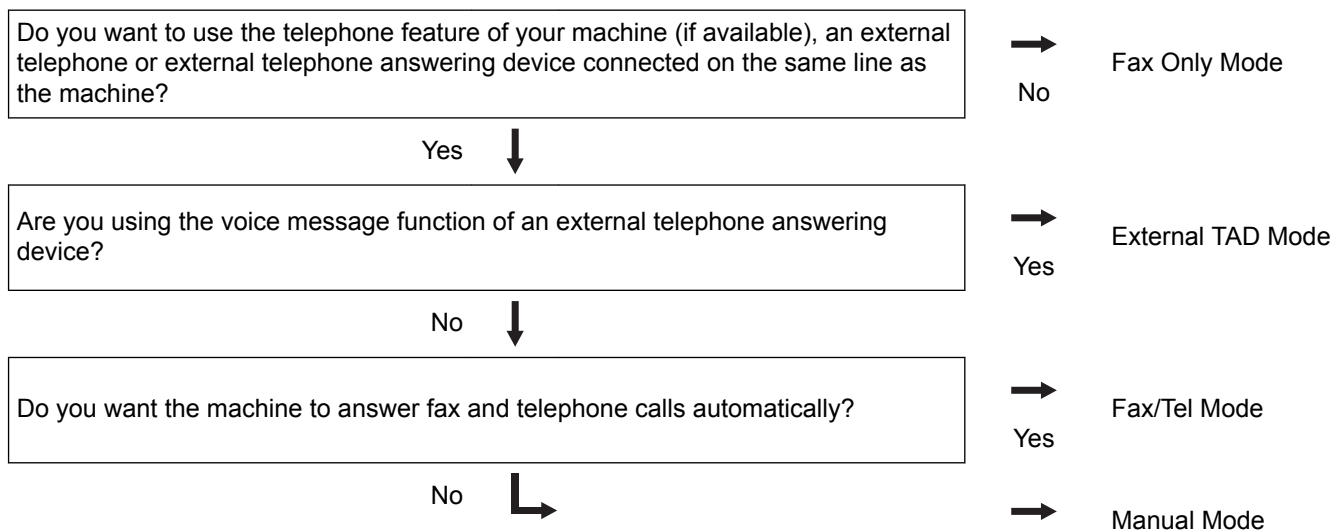
### Related Information


- [Receive Mode Settings](#)

## Choose the Correct Receive Mode


You must choose a Receive Mode depending on the external devices and telephone services you have on your line.

By default, your machine will automatically receive any faxes that are sent to it. The diagram below will help you select the correct mode.



1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Setup Receive] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Receive Mode] option, and then press **OK**.

 (U.K. only) If you cannot change the [Receive Mode], make sure the BT Call Sign feature is set to Off.

 (mainly Asia and Oceania) If you cannot change the [Receive Mode], make sure the Distinctive Ring <sup>1</sup> feature is set to Off.

6. Press ▲ or ▼ to select the [Fax Only], [Fax/Tel], [External TAD], or [Manual] option, and then press **OK**.
7. Press **Stop/Exit**.

### Related Information

- [Receive Mode Settings](#)

#### Related Topics

- [Telephone and Fax Problems](#)


<sup>1</sup> Fax Ability in New Zealand.



## Set the Number of Rings Before the Machine Answers (Ring Delay)

When somebody calls your machine, you will hear the normal telephone ring sound. The number of rings is set in the Ring Delay option.

- The Ring Delay setting sets the number of times the machine rings before it answers in the Fax Only and Fax/Tel Modes.
- If you have external or extension telephones on the same line as the machine, choose the maximum number of rings.

1. Press  (FAX).
2. Press **Menu**.
3. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Setup Receive] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Ring Delay] option, and then press **OK**.
6. Press **▲** or **▼** to select the number of rings you want the line to ring before the machine answers, and then press **OK**.
7. Press **Stop/Exit**.



If you select [00], the machine will answer immediately and the line will not ring at all (available only for some countries).



### Related Information

- [Receive Mode Settings](#)

### Related Topics


- [Telephone and Fax Problems](#)

## Set the F/T Ring Time (Fast Double-ring)

When you set the Receive Mode to Fax/Tel Mode, if the call is a fax, your machine will automatically receive it. However, if it is a voice call, the machine will sound the F/T ring (fast double-ring) for the time you set in the F/T Ring Time option. When you hear the F/T ring, it means that a voice caller is on the line.

- The F/T Ring Time feature works when you set Fax/Tel Mode as the Receive Mode.

Because the F/T ring is made by the machine, extension and external telephones will not ring; however, you can still answer the call on any telephone.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Setup Receive] option, and then press **OK**.
5. Press **▲** or **▼** to display the [F/T Ring Time] option, and then press **OK**.
6. Press **▲** or **▼** to display how long the machine will ring to alert you that you have a voice call, and then press **OK**.
7. Press **Stop/Exit**.



Even if the caller hangs up during the pseudo/double-ringing, the machine will continue to ring for the set time.



### Related Information

- [Receive Mode Settings](#)

## Set Fax Detect


**If Fax Detect is On:** The machine receives a fax call automatically, even if you answer the call. When you see [Receiving] on the LCD or when you hear “chirps” through the handset you are using, just replace the handset. Your machine will do the rest.

**If Fax Detect is Off:** If you are at the machine and answer a fax call by lifting the handset, press the buttons in the following table to receive the fax. If you answered at an extension or external telephone, press \*51 (\*91 for New Zealand).

Applicable Models	To receive the fax
SP 230SFNw	Start and then ▼



- If this feature is set to [On], but your machine does not connect a fax call when you lift an extension or external telephone handset, press the remote activation code \*51 (\*91 for New Zealand).
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to [Off].

1. Press  (FAX).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Setup Receive] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Fax Detect] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] (or [Off]) option, and then press **OK**.
7. Press **Stop/Exit**.




### Related Information

- [Receive Mode Settings](#)

## Shrink Page Size of an Oversized Incoming Fax

If you enable the auto reduction function, the machine reduces each page of an incoming fax to fit on your paper. The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Setup Receive] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Auto Reduction] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] (or [Off]) option, and then press **OK**.
7. Press **Stop/Exit**.


### Related Information

- [Receive Mode Settings](#)

## Set the 2-sided Printing for Received Faxes

Your machine prints received faxes on both sides of the paper when [2-sided] is set to [On].

- Use A4 size paper (60 to 105 g/m<sup>2</sup>) for this function.
- When 2-sided printing is enabled, incoming faxes are automatically reduced to fit the paper in the paper tray.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Setup Receive] option, and then press **OK**.
5. Press ▲ or ▼ to display the [2-sided] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] (or [Off]) option, and then press **OK**.
7. Press **Stop/Exit**.




### Related Information

- [Receive Mode Settings](#)

## Set the Fax Receive Stamp

You can set the machine to print the received date and time at the top centre of each received fax page.

- Make sure you have set the current date and time on the machine.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Setup Receive] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Fax Rx Stamp] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] (or [Off]) option, and then press **OK**.
7. Press **Stop/Exit**.



### Related Information

- [Receive Mode Settings](#)

## Receive a Fax at the End of a Telephone Conversation

If you are speaking on the telephone connected to your machine and the other party is also speaking on a telephone connected to his fax machine, at the end of the conversation, the other party can send you a fax before you both hang up.

Your machine's ADF must be empty.

1. Ask the other party to place the document in their machine and to press the Start or Send button.
2. When you hear the CNG tones (slowly repeating beeps), press **Start**.
3. Press ▼ to receive a fax.
4. Replace the external handset.



### Related Information


- [Receive Mode Settings](#)

## Register a Number in the Blocked List

If you do not want to receive faxes or calls from specific numbers, register the numbers to your list of blocked callers. The machine can register up to 100 fax or telephone numbers from the caller ID memory.

- You must apply for the Caller ID service at your local telephone company.
- The number you want to register must be stored in the caller ID memory.

The Caller ID feature is not available in some countries.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Anti-Junk Fax] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Register] option, and then press **OK**.

The machine displays the numbers in the caller ID memory.



- To delete the number, press **▲** and then press **OK**.
- To print the blocked list, select [Print Report] and then press **OK**. Follow the on-screen menus.

6. Press **▲** or **▼** to display the number you want, and then press **OK**.
7. Press **▲** to register the number.



To go back without registering the number, press **▼**.

8. Press **Stop/Exit**.



### Related Information

- [Receive Mode Settings](#)



## Memory Receive Options

Use Memory Receive options to direct incoming faxes while you are away from the machine. You can use only one Memory Receive option at a time.

Memory Receive can be set to:


- Fax Forwarding
  - Fax Storage
  - PC-Fax Receive
  - Off
- 
- [Forward Incoming Faxes to Another Machine](#)
  - [Store Incoming Faxes in the Machine's Memory](#)
  - [Change Memory Receive Options](#)
  - [Turn Off Memory Receive](#)
  - [Print a Fax Stored in the Machine's Memory](#)
  - [Use PC-Fax Receive to Transfer Received Faxes to Your Computer \(Windows® only\)](#)

## Forward Incoming Faxes to Another Machine

Use the Fax Forwarding feature to automatically forward your incoming faxes to another machine.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Memory Receive] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Forward/Store] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Fax Forward] option, and then press **OK**.

The LCD will ask you to enter the fax number you want your faxes to be forwarded to.

6. Enter the forwarding number using the dial pad (up to 20 digits), a One Touch button, or  and the three-digit code, and then press **OK**.



- If you stored a Group on a One Touch key or in a Speed Dial code, the faxes will be forwarded to multiple fax numbers.

7. Press **▲** or **▼** to select on or off for the Backup Print setting.
8. Press **Stop/Exit**.



### Related Information

- [Memory Receive Options](#)

## Store Incoming Faxes in the Machine's Memory

Use the Fax Storage feature to store incoming faxes in the machine's memory. Retrieve your stored fax messages from your fax machine when you are at another location using the Remote Retrieval commands. Your machine will print a backup copy of each stored fax.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Memory Receive] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Forward/Store] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Fax Storage] option, and then press **OK**.
6. Press **Stop/Exit**.

### ✓ Related Information

- [Memory Receive Options](#)

## Change Memory Receive Options

If there are faxes in your machine's memory when you change any Memory Receive option, the LCD displays one of the following questions:

**If received faxes have already been printed, the LCD displays [Erase all doc?]**

- Do one of the following:
  - If you press ▲, faxes in the memory will be erased before the setting changes.
  - If you press ▼, faxes in the memory will not be erased and the setting will be unchanged.

**If unprinted faxes are in the memory, the LCD displays [Print all faxes?]**

- Do one of the following:
  - If you press ▲, faxes in the memory will be printed before the setting changes. If a backup copy has already been printed, it will not be printed again.
  - If you press ▼, faxes in the memory will not be printed and the setting will be unchanged.

**If received faxes are left in the machine's memory when you change to [PC Fax Receive] from another option (such as [Fax Forward], or [Fax Storage]).**

- Select [<USB>] or the name of the computer if you are on a network, and then press **OK**.

The LCD displays:

[Send Fax to PC?]

- If you press ▲, faxes in the memory will be sent to your computer before the setting changes. You will be asked if you want to turn on Backup Print.
- If you press ▼, faxes in the memory will not be erased and the setting will be unchanged.



### Related Information

- [Memory Receive Options](#)

## Turn Off Memory Receive

Turn off Memory Receive if you do not want the machine to save or transfer incoming faxes.

1. Press **Menu**.
2. Press **▲** or **▼** to display the `[Fax]` option, and then press **OK**.
3. Press **▲** or **▼** to display the `[Memory Receive]` option, and then press **OK**.
4. Press **▲** or **▼** to display the `[Forward/Store]` option, and then press **OK**.
5. Press **▲** or **▼** to display the `[Off]` option, and then press **OK**.



The LCD displays options if there are received faxes still in your machine's memory.

6. Press **Stop/Exit**.



### Related Information

- [Memory Receive Options](#)

## Print a Fax Stored in the Machine's Memory

If you select [Fax Storage], you can still print a fax from the memory when you are at your machine.

1. Press **Menu**.
2. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
3. Press ▲ or ▼ to display the [Memory Receive] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Print Document] option, and then press **OK**.
5. Press **Start**.
6. Press **Stop/Exit**.



### Related Information

- [Memory Receive Options](#)

### Related Topics

- [Error and Maintenance Messages](#)
-

## Use PC-Fax Receive to Transfer Received Faxes to Your Computer (Windows® only)


Turn on the PC-Fax Receive feature, automatically store incoming faxes to your machine's memory, and then send them to your computer. Use your computer to view and store these faxes.

To transfer the received faxes to your computer you must have the PC-FAX Receiving software running on your computer.

Even if you have turned off your computer (at night or on the weekend, for example), your machine will receive and store your faxes in its memory.

When you start your computer and the PC-FAX Receiving software runs, your machine transfers your faxes to your computer automatically.

If you selected [Backup Print: On], the machine will also print the fax.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Memory Receive] option, and then press **OK**.
5. Press ▲ or ▼ to display the [PC Fax Receive] option, and then press **OK**.



- PC-Fax Receive is not available for the Mac operating systems.
- If you get an error message and the machine cannot print the faxes in the memory, you can use this setting to transfer your faxes to your computer.

6. Press ▲ or ▼ to display [On], and then press **OK**.
7. Press **OK**.
8. Press ▲ or ▼ to display [<USB>] or your computer name, and then press **OK**.
9. Press ▲ or ▼ to display [On] or [Off] for the Backup Print setting, and then press **OK**.
10. Press **Stop/Exit**.



### Related Information

- [Memory Receive Options](#)

## Remote Fax Retrieval

Use Remote Retrieval to call your machine from any touch-tone telephone or fax machine, and use a remote access code and remote commands to retrieve fax messages.

- [Set a Remote Access Code](#)
- [Use Your Remote Access Code](#)
- [Remote Retrieval Commands](#)
- [Forward Faxes Remotely](#)
- [Change the Fax Forwarding Number](#)



## Set a Remote Access Code

Set a Remote Access Code to access and control your machine even when you are away from it.

Before you can use the remote access and retrieval features, you must set up your own code. The factory default code is the inactive code (---\*).

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Memory Receive] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Remote Access] option, and then press **OK**.
5. Enter a three-digit code using the numbers **0** to **9**, **\*** or **#** using the dial pad, and then press **OK**.



- To make your code inactive, press **Clear** to delete the three-digit code in this step. Then press **OK**.
- You cannot change the preset \*.
- DO NOT use the same code used for your Remote Activation Code (\*51) (\*91 for New Zealand) or Remote Deactivation Code (#51) (#91 for New Zealand) .

6. Press **Stop/Exit**.



### Related Information

- [Remote Fax Retrieval](#)

## Use Your Remote Access Code

1. Dial your fax number from a telephone or another fax machine using touch tone.
2. When your machine answers, immediately enter your Remote Access Code (three digits followed by \*).
3. The machine signals if it has received messages:
  - One long beep -- Fax messages
  - No beeps -- No messages
4. When the machine gives two short beeps, enter a command.
  - The machine will hang up if you wait longer than 30 seconds to enter a command.
  - The machine will beep three times if you enter an invalid command.
5. Press 9 0 to reset the machine when you are finished.
6. Hang up.
  - This function may not be available in some countries or supported by your local telephone company.



### Related Information

- [Remote Fax Retrieval](#)

## Remote Retrieval Commands

Use the Remote Commands in this table to access fax commands and options when you are away from your machine. When you call the machine and enter your remote access code (three digits followed by \*), the system will sound two short beeps and you must enter a Remote Command (column 1), followed by one of the options (column 2) for that command.

Remote commands	Options	Operation details
95	<b>Change the Fax Forwarding, or Fax Storage settings</b>	
	1 OFF	You can select <i>Off</i> after you retrieve or erase all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot make a change because something has not been set up (for example, a Fax Forwarding number has not been registered). You can register your Fax Forwarding number by entering 4. After you register the number, Fax Forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	<b>Retrieve a fax</b>	
	2 Retrieve all faxes	Enter the fax number of a remote fax machine to receive stored fax messages.
	3 Erase faxes from memory	If you hear one long beep, fax messages have been erased from memory.
97	<b>Check the receiving status</b>	
	1 Fax	Check whether your machine has received any faxes. If yes, you will hear one long beep. If not, you will hear three short beeps.
98	<b>Change the Receive Mode</b>	
	1 External TAD	One long beep means the change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	<b>Exit</b>	Press <b>9 0</b> to stop remote retrieval. Wait for the long beep, then hang up.



### Related Information

- [Remote Fax Retrieval](#)

## Forward Faxes Remotely

Call your machine from any touch-tone telephone or fax machine to forward incoming faxes to another machine.

You must turn on Fax Storage to use this feature.

1. Dial your fax number.
2. When your machine answers, enter your Remote Access Code (three digits followed by \*). If you hear one long beep, you have messages.
3. When you hear two short beeps, press 9 6 2.
4. Wait for the long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by # # (up to 20 digits).



You cannot use \* and # as dial numbers. However, press # if you want to create a pause.

5. Hang up after you hear your machine beep. Your machine will call the other fax machine, which will then print your fax messages.



### Related Information

- [Remote Fax Retrieval](#)

## Change the Fax Forwarding Number

You can change your fax forwarding number from another touch-tone telephone or fax machine.

1. Dial your fax number.
2. When your machine answers, enter your Remote Access Code (three digits followed by \*). If you hear one long beep, you have messages.
3. When you hear two short beeps, press 9 5 4.
4. Wait for the long beep, enter the new number (up to 20 digits) of the remote fax machine you want your fax messages forwarded to using the dial pad, then enter # #.

You will hear one long beep.



You cannot use \* and # as dial numbers. However, press # if you want to create a pause.

5. When you hear two short beeps, press 9 0 to stop Remote Access when you have finished.
6. Hang up after you hear your machine beep.



### Related Information

- [Remote Fax Retrieval](#)

## Voice Operations and Fax Numbers

- [Voice Operations](#)
- [Dial a Number Using One Touch Dial](#)
- [Dial a Number Using Speed Dial](#)
- [Set up Groups for Broadcasting](#)
- [Combine Address Book Numbers](#)


## Voice Operations

- Send Tone Signals (mainly Asia and Oceania)
- Pick up a Voice Call in Fax/Tel Receive Mode

## Send Tone Signals (mainly Asia and Oceania)

If you have a Pulse dialling service, but must send Tone signals (for example, for telephone banking), follow these steps. If you have a Touch Tone service, you will not need this feature to send tone signals. (This feature is not available in New Zealand.)

This feature is not available in some countries.

1. Press  (**FAX**).
2. Press **Hook** .
3. Press **#** on the machine's control panel.  
Any digits dialled after this will send tone signals.

When you are finished with the call, the machine will return to the Pulse dialling service.

### Related Information

- [Voice Operations](#)



## Pick up a Voice Call in Fax/Tel Receive Mode

When the machine is in Fax/Tel mode, it will use the F/T Ring (fast double-ring) to alert you to pick up a voice call.

If you are at the machine, lift the external telephone's handset, and then press the button in the following table to answer:


Applicable Models	To pick up voice call
SP 230SFNw	<b>Hook</b> (mainly Asia and Oceania) <b>Tel/R</b> (mainly Europe)

If you are at an extension telephone, lift the handset during the F/T Ring, and then press #51 (#91 for New Zealand) between the fast double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing \*51 (\*91 for New Zealand).

### Related Information

- [Voice Operations](#)

## Dial a Number Using One Touch Dial

1. Press  (FAX).
2. Load your document.
3. Press the One Touch button assigned to the fax or telephone number you want to dial.



To dial One Touch numbers 1 to 4, press the One Touch button. To dial One Touch numbers 5 to 8, hold down **Shift** as you press the One Touch button.

4. Press **Start**.




### Related Information

- [Voice Operations and Fax Numbers](#)
  - [Store One Touch Dial Numbers](#)
  - [Change or Delete One Touch Dial Numbers](#)

## Store One Touch Dial Numbers

You can store eight One Touch Dial numbers on the four One Touch buttons. To access One Touch Dial Numbers 5 to 8, hold down **Shift** as you press the One Touch button.


1. Press  (**FAX**).
2. Press the One Touch button where you want to store the number.  
If a number is not stored there, the LCD displays [Register Now?].
3. Press ▲ to select [Yes].
4. Enter the telephone or fax number (up to 20 digits), and then press **OK**.
5. Do one of the following:
  - Enter the name using the dial pad (up to 16 characters), and then press **OK**.
  - To store the number without a name, press **OK**.



### Related Information

- [Dial a Number Using One Touch Dial](#)

## Change or Delete One Touch Dial Numbers

1. Press  (FAX).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the [One Touch Dial] option, and then press **OK**.
4. Press the One Touch button you want to change or delete.
5. Do one of the following:
  - To change the stored name and number:
    - a. Press ▲.
    - b. Edit the name and number:

To edit the stored name or number, press ◀ or ▶ to move the cursor to the character you want to change, and then press **Clear**.






Enter the correct character, and then press **OK**.
  - To delete the stored name and number:
    - a. Press ▼.
    - b. Press ▲ to confirm.
  - To exit without making a change, press **Stop/Exit**.
6. Press **Stop/Exit**.



### Related Information

- [Dial a Number Using One Touch Dial](#)

## Dial a Number Using Speed Dial

1. Press  (**FAX**).
2. Load your document.
3. Do one of the following:
  - Press  twice and enter the three-digit Speed Dial code.
  - Press .  
Press the dial pad buttons for the first few letters of the name, and then press **OK**.  
Press  or  to scroll until you find the name you are looking for, and then press **OK**.
4. Press **OK**.
5. Press **Start**.






### Related Information

- [Voice Operations and Fax Numbers](#)
  - [Store Speed Dial Numbers](#)
  - [Change or Delete Speed Dial Numbers](#)

## Store Speed Dial Numbers

Use the Speed Dial numbers to store up to 200 numbers with a name.

1. Press  (**FAX**).
2. Press  twice and enter a three-digit Speed Dial code (001 - 200). Press **OK**.  
If a number is not stored there, the LCD displays [Register Now?].
3. Press  to select [Yes].
4. Enter the telephone or fax number (up to 20 digits), and then press **OK**.
5. Do one of the following:
  - Enter the name using the dial pad (up to 16 characters), and then press **OK**.
  - To store the number without a name, press **OK**.




### Related Information

- [Dial a Number Using Speed Dial](#)

## Change or Delete Speed Dial Numbers

You can change or delete Speed Dial Codes.

1. Press  (FAX).
2. Press ▲ three times.
3. Press ▲ or ▼ to display the [Speed Dial] option, and then press **OK**.
4. Enter the Speed Dial code you want to change or delete, and then press **OK**.
5. Do one of the following:
  - To change the stored fax or telephone number and name:
    - a. Press ▲.
    - b. Edit the number and name:

To edit the stored number or name, press ◀ or ▶ to move the cursor to the character you want to change, and then press **Clear**.

Enter the correct character, and then press **OK**.
  - To delete the stored fax or telephone number and name:
    - a. Press ▼.
    - b. Press ▲ to confirm.
  - To exit without making a change, press **Stop/Exit**.
6. Press **Stop/Exit**.



### Related Information




- [Dial a Number Using Speed Dial](#)

## Set up Groups for Broadcasting

A Group, which can be stored in the Address Book (One Touch Dial or Speed Dial in some models) allows you to send the same fax message to many fax numbers.

First, you must store each fax number in the Address Book. Then you can include them as numbers in the Group. Each Group uses up an Address Book (a One Touch Dial, or a Speed Dial in some models) number.

Applicable Models	Maximum number of Group	Maximum numbers in a large Group
SP 230SFNw	20 groups	207 numbers

1. Press  (**FAX**).
2. Press **▲** three times.
3. Press **▲** or **▼** to display the [Setup Groups] option, and then press **OK**.
4. Do one of the following:
  - To store a Group in a Speed Dial location  
Press  and then enter the three-digit Speed Dial location, and then press **OK**.
  - To store a Group in a One Touch Dial location  
Press a One Touch button.
5. Use the dial pad to enter a Group number (01 to 20), and then press **OK**.
6. Add numbers to the Group:
  - To add Speed Dial Numbers  
Press  and then enter the three-digit Speed Dial location.
  - To add one Touch Dial Numbers  
press the One Touch keys one after the other.

The LCD will display selected Speed Dial numbers with a # and One Touch Dial numbers with a \* (for example \*006, #009).
7. Press **OK** when you finish adding numbers.
8. Enter the Group name using the dial pad (up to 16 characters).
9. Press **OK**.
10. Press **Stop/Exit**.





### Related Information

- [Voice Operations and Fax Numbers](#)
  - [Change a Broadcasting Group Name](#)
  - [Delete a Broadcasting Group](#)
  - [Add or Delete a Broadcasting Group Member](#)



## Change a Broadcasting Group Name



1. Press  (**FAX**).
2. Press **▲** three times.
3. Press **▲** or **▼** to display the [Setup Groups] option, and then press **OK**.
4. Do one of the following:
  - To change the Group name of a Group stored in a Speed Dial location  
Press  and then enter the three-digit Speed Dial location, and then press **OK**.
  - To change the Group name of a Group stored in a One Touch Dial location  
Press a One Touch button.
5. Press **▲** to change the stored Group information.
6. Press **OK**.
7. To edit the name, press **◀** or **▶** position the cursor under the character you want to change. Then press **Clear** to delete it, and enter the correct character using the dial pad.  
When you are finished editing, press **OK**.
8. Press **Stop/Exit**.



### Related Information

- [Set up Groups for Broadcasting](#)




## Delete a Broadcasting Group

1. Press  (**FAX**).
2. Press **▲** three times.
3. Press **▲** or **▼** to display the [Setup Groups] option, and then press **OK**.
4. Do one of the following:
  - To delete a Group stored in a Speed Dial location  
Press  and then enter the three-digit Speed Dial location, and then press **OK**.
  - To delete a Group stored in a One Touch Dial location  
Press a One Touch button.
5. Press **▼** to delete the Group.
6. Press **▲** to confirm.
7. Press **Stop/Exit**.

### Related Information

- [Set up Groups for Broadcasting](#)

## Add or Delete a Broadcasting Group Member

1. Press  (FAX).
  2. Press ▲ three times.
  3. Press ▲ or ▼ to display the [Setup Groups] option, and then press **OK**.
  4. Do one of the following:
    - To change the numbers of a Group stored in a Speed Dial location  
Press  and then enter the three-digit Speed Dial location, and then press **OK**.
    - To change the numbers of a Group stored in a One Touch Dial location  
Press a One Touch button.
  5. Press ▲ to change the numbers stored in the Group.
  6. Add or delete One Touch or Speed Dial numbers
    - To add One Touch numbers  
Press ◀ or ▶ to position the cursor just after the last number.  
Then press the One Touch button of the number you want to add.
    - To add Speed Dial numbers  
Press ◀ or ▶ to position the cursor just after the last number.  
Then press  and then enter the three-digit Speed Dial location of the number you want to add.
    - To delete One Touch or Speed Dial numbers, press ◀ or ▶ to position the cursor under the number you want to delete, and then press **Clear**.
- When you are finished editing, press **OK**.
7. Press **OK**.
  8. Press **Stop/Exit**.



### Related Information

- [Set up Groups for Broadcasting](#)

## Combine Address Book Numbers




Sometimes you may want to choose from several long-distance carriers when you send a fax. Rates may vary depending on the time and destination. To take advantage of low rates, you can store the access codes of long-distance carriers and credit card numbers as Address Book numbers.

You can store these long dialling sequences by dividing them and setting them up as separate Address Book numbers in any combination. You can even include manual dialling using the dial pad.

For example: You might have stored '01632' and '960555' in your machine as shown in the following table.

Applicable Models	'01632' stored in	'960555' stored in
SP 230SFNw	Quick Dial: 003	Quick Dial: 002

You can use them both to dial '01632-960555' by using the following procedure.

1. Press  (FAX).
2. Press  twice, 003.
3. Press **OK**.
4. Press  twice, 002.
5. Press **OK**.
6. Press **Start**.

The machine will dial '01632-960555'.

To temporarily change a number, you can substitute part of the number by pressing it using the dial pad. For example, to change the number to '01632-960556', you could enter the number (01632) using Quick Dial 003, and then press 960556 using the dial pad.



If you must wait for another dial tone or signal at any point in the dialling sequence, create a pause in the number by pressing **Redial/Pause**.



### Related Information

- [Voice Operations and Fax Numbers](#)

## Telephone Services and External Devices

- [Distinctive Ring \(mainly Asia and Oceania\)](#)
- [FaxAbility \(mainly Asia and Oceania\)](#)
- [Use BT Call Sign](#)
- [Caller ID](#)
- [Set the Telephone Line Type](#)
- [External TAD \(Telephone Answering Device\)](#)
- [External and Extension Telephones](#)
- [Multi-line Connections](#)

## Distinctive Ring (mainly Asia and Oceania)



This feature is available only for some countries.

### For Australia

Distinctive Ring is a function of your machine that allows a person with one line to receive fax and voice calls through two different phone numbers on that one line. We use the term “Distinctive Ring”, but telephone companies market the service under a variety of names. This service establishes a second telephone number on the same line as your existing telephone number, and each number has its own ring pattern. Typically, the original number rings with the standard ring pattern and is used for receiving voice calls, and the second number rings with a different ring pattern and is used for receiving faxes. Only one call can be answered (or made) at any one time and while this call is in progress, incoming calls to either number will be presented with a busy tone.

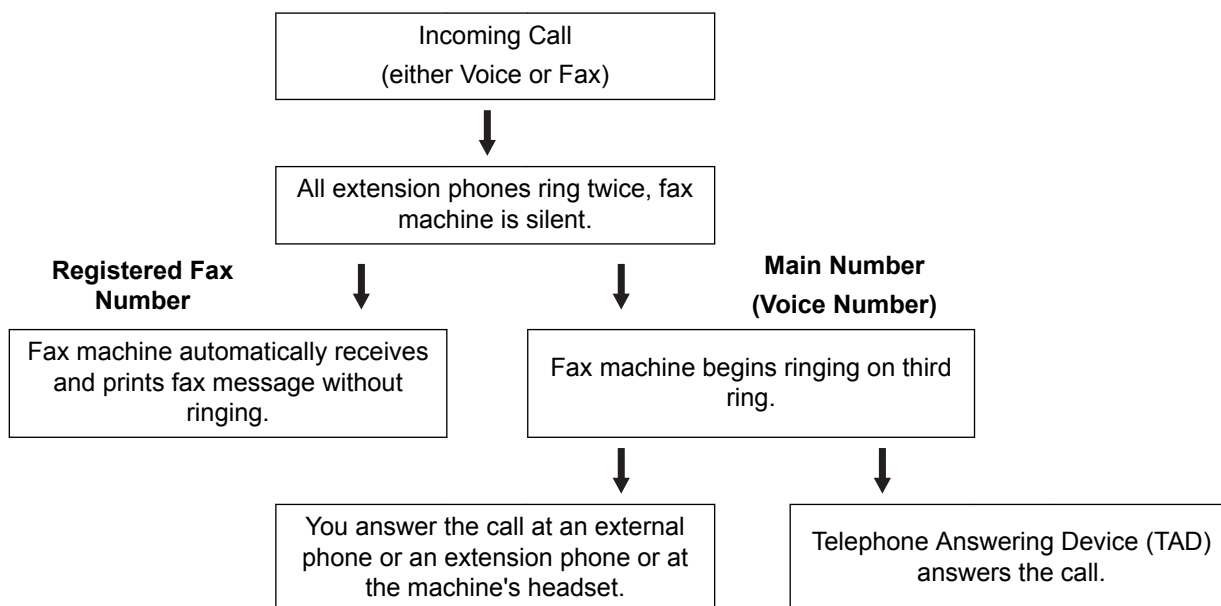


- Contact your Telephone Service Provider to determine Distinctive Ring availability and any other related details.
- After you have set the Distinctive Ring feature to On, the receive mode is set to [Manual] automatically. Your Distinctive Ring Number does not allow Voice calls - only Faxes. You can not change the receive mode from [Manual] mode while the Distinctive Ring is set to on.

### How does your telephone company’s ‘Distinctive Ring’ service work?

Using “Distinctive Ring” service of your telephone company is the most efficient way to receive both fax and telephone calls on the same line. When the voice call comes in, all phones (extension and external) and the fax machine will ring to alert you to pick it up. If a fax call comes in, the fax machine will answer automatically without ringing, whereas the extension and external phones will ring twice with a Distinctive Ring pattern. It is also a more efficient way of operating a Fax machine with an extension phone as you do not have to use the remote activation codes. It gives you two independent numbers without the higher cost of a second line.

### Flowchart Sequence of Incoming call



### What does ‘Distinctive Ring’ do?

The machine has a Distinctive Ring feature that allows you to use your machine to take full advantage of the telephone company’s Distinctive Ring service. The new telephone number on your line can just receive faxes.

### For Singapore and Hong Kong

This machine feature lets you use the Distinctive Ring subscriber service offered by some telephone companies, which allows you to have several telephone numbers on one phone line. Each phone number has its own

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Distinctive Ring pattern, so you will know which phone number is ringing. This is one way you can have a separate phone number for your machine.

Your machine has a Distinctive Ring function, allowing you to dedicate one phone number just for receiving faxes. You will need to set Distinctive Ring to On.



- You can switch it off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function.
  - The machine will answer only calls to the Distinctive Ring number.
- 



### **Related Information**

- [Telephone Services and External Devices](#)
    - [Turn On Distinctive Ring \(mainly Asia and Oceania\)](#)
    - [Turn Off Distinctive Ring \(mainly Asia and Oceania\)](#)
-

## Turn On Distinctive Ring (mainly Asia and Oceania)

This feature is not available in some countries.

### For Australia


After you set the Distinctive Ring feature to [On], the receive mode is automatically set to [Manual]. Your Distinctive Ring Number does not allow Voice calls - only Faxes. You cannot change the receive mode to another mode while the Distinctive Ring is set to on.

### For Singapore and Hong Kong

After you set the Distinctive Ring feature to [On], the receive mode is automatically set to [Manual]. Unless you have a TAD or Voice Mail set up on the Distinctive Ring number, Manual mode means you must answer all the calls yourself. You cannot change the receive mode to another mode while the Distinctive Ring is set to on.



When Distinctive Ring is on, the LCD will display [D/R] as the Receive Mode.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Miscellaneous] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Distinctive] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] option, and then press **OK**.
7. Press **Stop/Exit**.




### Related Information

- [Distinctive Ring \(mainly Asia and Oceania\)](#)



## Turn Off Distinctive Ring (mainly Asia and Oceania)

This feature is not available in some countries.

1. Press  (FAX).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Miscellaneous] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Distinctive] option, and then press **OK**.
6. Press ▲ or ▼ to display the [Off] option, and then press **OK**.
7. Press **Stop/Exit**.

If you turn off Distinctive Ring, the machine will stay in Manual Mode. You must set the Receive Mode again.



### Related Information

- [Distinctive Ring \(mainly Asia and Oceania\)](#)

## FaxAbility (mainly Asia and Oceania)

This feature is available only in New Zealand.

FaxAbility is a service offered by Telecom that allows you to have an additional number on one phone line, with its own distinctive ring pattern. This way, when you get an incoming call, you can identify the number being called by its ring.

### How Will the Fax Machine Treat All Other Numbers?

FaxAbility mode ensures that the machine will answer calls to the FaxAbility (secondary) number. When a call comes in to your main number, all the phones will ring. You can set an external answering device (TAD) to answer calls on the other number(s). (See the chart below.)

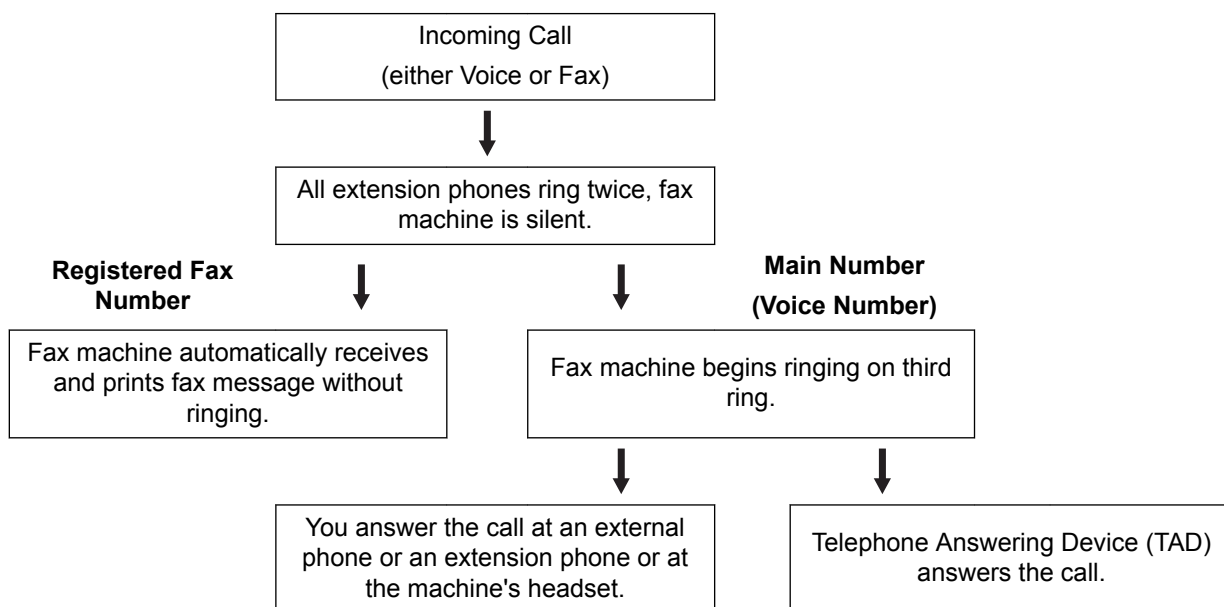
### What is the Advantage of Using the FaxAbility Function?

Using FaxAbility is the most efficient way to receive both fax and telephone calls on the same line. It is much easier for your callers who dial manually. The fax machine will answer with receiving tones so they will not have to press an activation code. And the people who call to talk on your main number will not have to talk to your fax machine. Basically, it gives you two independent numbers without the higher cost of a second line.

### How Does FaxAbility Work?

For example, Your telephone number will have the standard ring pattern of long, long tone, while the new number will have a ring pattern of long, silence, long. When FaxAbility is On, you will not hear the first ring of all incoming calls on the fax machine. Extension phones will ring as usual. If the fax machine recognises the ring pattern, all ringing will stop and the fax machine will answer and automatically receive the fax message. Otherwise, you will hear the extension phones and the fax machine continue to ring. The fax machine always listens to the ring pattern before it answers, so do not pick up the phone during that time. You will quickly learn to recognise the ring pattern for faxes, so you will not be tempted to answer that number. Either you or a telephone answering device can answer the main number(s).

### Flowchart Sequence of Incoming call



After you have set the FaxAbility feature to on, the receive mode is set to [Manual] automatically. Unless you have a TAD or Voice Mail set up on the FaxAbility number, Manual mode means you must answer all the call yourself. You can not change the receive mode to the other mode while the FaxAbility is set to on. When FaxAbility is on, the LCD will show [D/R] as the Receive Mode.



## Related Information


- Telephone Services and External Devices
    - Turn FaxAbility On or Off (mainly Asia and Oceania)
-

## Turn FaxAbility On or Off (mainly Asia and Oceania)

This feature is available only in New Zealand.

The FaxAbility function is designed to accommodate the FaxAbility service provided by Telecom.

Call Waiting beeps caused by incoming calls on your main number can affect fax transmissions. If you have FaxAbility Service but don't have Call Waiting, you need do nothing at this stage. If you do have Call Waiting as well as FaxAbility, set the Call Waiting menu option to On.

1. Press  (FAX).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Miscellaneous] option, and then press **OK**.
5. Press ▲ or ▼ to display the [Faxability] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] (or [Off]) option, and then press **OK**.



- If you have FaxAbility service, select [On].
- To turn off FaxAbility, select [Off].

7. Press ▲ or ▼ to set the [Call Waiting] option to [On] or [Off], and then press **OK**.



- If you have Call Waiting service, select [On] to avoid the trouble caused by Call Waiting.
- To turn off Call Waiting, select [Off].

8. Press **Stop/Exit**.



### Related Information

- [FaxAbility \(mainly Asia and Oceania\)](#)

## Use BT Call Sign

This feature of the machine lets you use the BT Call Sign subscriber service which allows you to have at least two separate telephone numbers on one telephone line. Each telephone number has its own distinctive ringing pattern, so you know which telephone number is ringing. This is one way you can have a separate telephone number for your machine.

Your machine has a BT Call Sign compatible distinctive ringing function, allowing you to dedicate a second telephone number (on the same telephone line) just for receiving faxes.



- This feature is available only in the U.K.
- You can switch BT Call Sign Off temporarily, then turn it back on. When you get a new fax number, make sure you reset this function. This machine will automatically answer incoming calls that use your new fax number.
- When you set the BT Call Sign feature to On, the receive mode is set to [Manual] automatically. [Manual] mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern.




### Related Information

- [Telephone Services and External Devices](#)
  - [Enable the Machine to Work with BT Call Sign](#)

## Enable the Machine to Work with BT Call Sign

- This feature is available only in the U.K.
- This feature will only work with your external phone.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press ▲ or ▼ to display the [Fax] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Miscellaneous] option, and then press **OK**.
5. Press ▲ or ▼ to display the [BT Call Sign] option, and then press **OK**.
6. Press ▲ or ▼ to display the [On] (or [Off]) option, and then press **OK**.
7. Press **Stop/Exit**.

If you turn off BT Call Sign, the receive mode stays in Manual mode. You will need to set the receive mode again.



### Related Information

- [Use BT Call Sign](#)

## Caller ID

The Caller ID feature lets you use the Caller ID subscriber service offered by many local telephone companies. This service displays the telephone number, or name if it is available, of your caller as the line rings.

- The [ID Unknown] message means the call originated outside your Caller ID service area.
- The [ID Withheld] message means the caller has intentionally blocked transmission of Caller ID information.

Call your telephone company for more information.

Once you answer a call, the Caller ID information disappears from the LCD and is stored in Caller ID memory.

View the list or select a number and add it to the Address Book (the Speed Dial or One the Touch Dial in some models), or delete it from the history.

You can print a list of the Caller ID information received by your machine.



- This feature is not available in some countries.
- The Caller ID service varies with different carriers. Contact your local telephone company to learn about the service available in your area.



### Related Information

- [Telephone Services and External Devices](#)
  - [Set Caller ID to On](#)

## Set Caller ID to On

This feature is not available in some countries.

If you subscribe to the Caller ID service on your phone line, set Caller ID to On to display the caller's telephone number on the LCD as the telephone rings.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Miscellaneous] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Caller ID] option, and then press **OK**.
5. Press **▲** or **▼** to display the [On] (or [Off]) option, and then press **OK**.



- To print the Caller ID list, select the [Print Report] option in this step. (Available only for some countries.)

6. Press **Stop/Exit**.



### Related Information

- [Caller ID](#)



## Set the Telephone Line Type

This feature is not available in some countries.

If you are connecting the machine to a line that features PBX or ISDN to send and receive faxes, you must select a Telephone Line Type that matches your line's features.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Phone Line Set] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Normal], [PBX], or [ISDN] option, and then press **OK**.
5. If you selected [PBX], do one of the following:
  - If you want to change the current prefix number, press **▲**.  
Enter the prefix number (up to 5 digits) on the dial pad, and then press **OK**.  
Press **▲** or **▼** to display the [On] or [Always] option, and then press **OK**.
  - If you do not want to change the current prefix number, press **▲** and then **OK**.  
Press **▲** or **▼** to display the [On] or [Always] option, and then press **OK**.



- Use the numbers 0 to 9, #, \* and ! for the prefix number. (Press **Tel/R** to display "!".)
- If you select [On], the machine dials a prefix number before the fax number only when **Tel/R** is pressed.
- If you select [Always], the machine always dials a prefix number before the fax number.

6. Press **Stop/Exit**.



### Related Information

- [Telephone Services and External Devices](#)
  - [PBX and TRANSFER](#)

## PBX and TRANSFER

This feature is not available in some countries.

The machine's [Phone Line Set] default setting is [Normal], which lets the machine connect to a standard Public Switched Telephone Network (PSTN) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. To use this feature, press the button in the table.

Applicable Models	To use the machine's recall feature
SP 230SFNw	Tel/R



Program a press of the button in the table as part of a number stored in the Address Book (One Touch Dial and Speed Dial in some models). When programming the Address Book number (One Touch Dial number and Speed Dial number in some models), press the button first (the LCD displays '!'), then enter the telephone number. This avoids having to press the button each time before you dial from the Address Book (One Touch Dial or Speed Dial). Your Telephone Line Type must be set to PBX on the machine to use this programming.



### Related Information

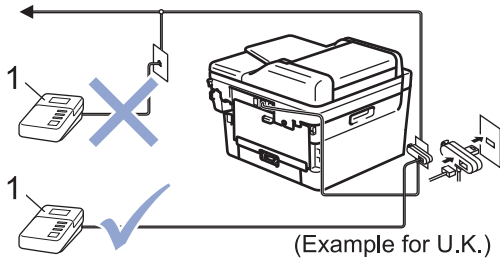
- [Set the Telephone Line Type](#)

## External TAD (Telephone Answering Device)

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will “listen” for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the LCD will show [Telephone].

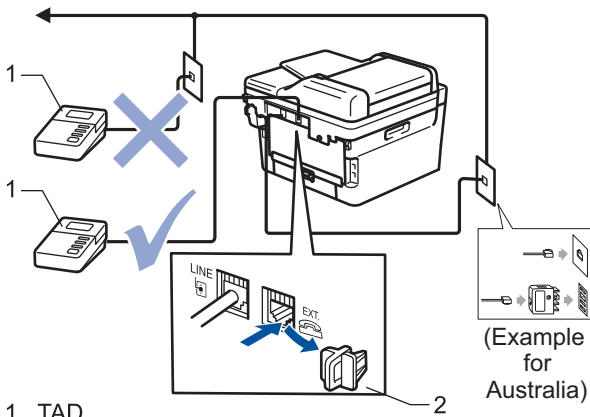
The external TAD must answer within four rings (we recommend setting it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.

(mainly Europe)



1 TAD

(mainly Asia and Oceania)



1 TAD

2 Protective Cap

### IMPORTANT

DO NOT connect a TAD elsewhere on the same telephone line.



If you have problems receiving faxes, reduce the Ring Delay setting on your external TAD.



### Related Information

- [Telephone Services and External Devices](#)
  - [Connect an External TAD](#)
  - [Record an Outgoing Message \(OGM\) on the External TAD](#)

## Connect an External TAD

1. Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
2. Record an outgoing message on your external TAD.
3. Set the TAD to answer calls.
4. Set the Receive Mode on your machine to [External TAD].



### Related Information

- [External TAD \(Telephone Answering Device\)](#)
-

## Record an Outgoing Message (OGM) on the External TAD

1. Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
2. Limit your speaking to 20 seconds.
3. End your 20-second message by giving your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or press \*51 and Start to send a fax."

### NOTE

We recommend beginning your OGM with an initial 5 second silence because the machine cannot hear fax tones over a loud voice. You may try leaving out this pause, but if your machine has trouble receiving faxes, then you should re-record the OGM to include it.



### Related Information

- [External TAD \(Telephone Answering Device\)](#)

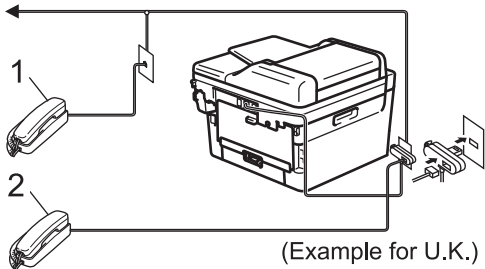
## External and Extension Telephones

- [Connect an External or Extension Telephone](#)
- [Operation from External and Extension Telephones](#)
- [Use Extension Telephones](#)
- [If You Use a Non-Genuine Cordless External Handset](#)
- [Use the Remote Codes](#)

## Connect an External or Extension Telephone

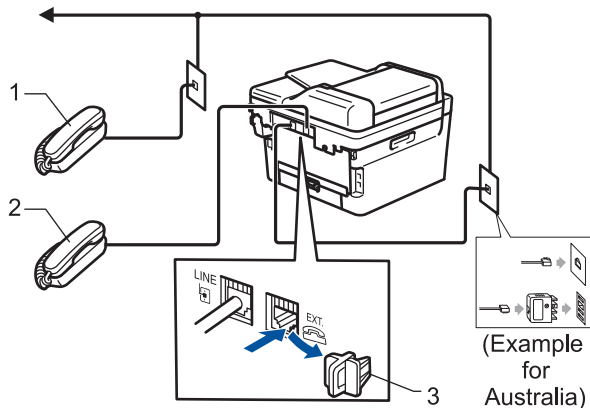
You can connect a separate telephone to your machine as shown in the diagram below.

(mainly Europe)



- 1 Extension telephone
- 2 External telephone

(mainly Asia and Oceania)



- 1 Extension telephone
- 2 External telephone
- 3 Protective Cap



(mainly Europe) Please make sure you use an external telephone with a cable no more than three metres long.



### Related Information

- [External and Extension Telephones](#)

## Operation from External and Extension Telephones

If you answer a fax call at an extension or an external telephone, you can make your machine take the call by using the Remote Activation Code. When you press the Remote Activation Code **\*51** (**\*91** for New Zealand), the machine starts to receive the fax.

If the machine answers a voice call and pseudo/double-rings for you to take over, you can take the call at an extension telephone by pressing the Remote Deactivation Code **#51** (**#91** for New Zealand).

### If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press **\*51** (**\*91** for New Zealand) and wait for the chirp or until the LCD displays [Receiving], and then hang up.



You can also use the Fax Detect feature to make your machine automatically take the call.



### Related Information

- [External and Extension Telephones](#)



## Use Extension Telephones

Your premises may already be wired with parallel extension telephones, or you may plan to add extension telephones to your line, as well as your machine. While the simplest arrangement is a straightforward parallel connection, there are some problems with this. The most obvious is inadvertent interruption of a fax transmission caused by someone picking up an extension telephone to make an outgoing call. Also, the remote activation code feature may not operate reliably in such a simple configuration.

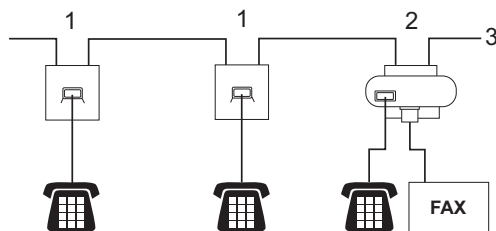
This machine may also be set to make a delayed transmission (i.e. a transmission at a preset time). This preset job may coincide with someone picking up an extension handset.

These problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected “downstream” of your machine in a master/slave configuration (see figure 2). In this configuration the machine can always detect whether a telephone is in use. Thus it will not attempt to seize the line during that time. This is known as “telephone off-hook detection.”

The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in figure 2.

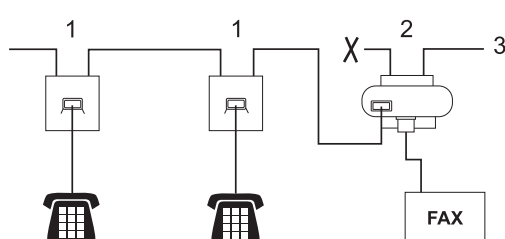
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be put into the modular socket of the white “T”-shaped connector provided as part of the line cord assembly.

### Inadvisable connection of extension sockets (Figure 1.)



1. Extension socket
2. Master socket
3. Incoming line

### Recommended connection of extension sockets (Figure 2.)



1. Extension socket
2. Master socket
3. Incoming line

The fax machine must be plugged into the master socket.



These telephones are now connected as external devices, because they are connected to the fax machine via the T-connector.

### ✓ Related Information

- [External and Extension Telephones](#)

## If You Use a Non-Genuine Cordless External Handset

If your non-genuine cordless telephone is connected to the telephone line cord and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

### (mainly Europe)

If you let the machine answer first, you must go to the machine so you can press [Pickup] or **Tei/R** to transfer the call to the cordless handset.

### (mainly Asia and Oceania)

If you let the machine answer first, you must go to the machine so you can press [Pickup] or **Hook** to transfer the call to the cordless handset.



### Related Information

- [External and Extension Telephones](#)

## Use the Remote Codes

### Remote Activation Code

If you answer a fax call on an extension or external telephone, you can tell your machine to receive it by pressing the Remote Activation Code **\*51** (**\*91** for New Zealand). Wait for the chirping sounds, and then replace the handset.

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing the buttons in the following table:

Applicable Models	To make the machine receive the fax
SP 230SFNw	<b>Start</b> and then ▼

### Remote Deactivation Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T ring (fast double-ring) after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing **#51** (**#91** for New Zealand) (make sure you press this between the rings).

If the machine answers a voice call and fast double-rings for you to take over, you can take the call at the external telephone by pressing the button in the following table:

Applicable Models	To pick up voice call
SP 230SFNw	<b>Hook</b> (mainly Asia and Oceania) <b>Tel/R</b> (mainly Europe)




### Related Information

- [External and Extension Telephones](#)
- [Change the Remote Codes](#)

## Change the Remote Codes

The preset Remote Activation Code is **\*51** (\*91 for New Zealand). The preset Remote Deactivation Code is **#51** (#91 for New Zealand). If you are always disconnected when accessing your External TAD remotely, try changing the three-digit remote codes using the numbers 0-9, \*, #.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Setup Receive] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Remote Codes] option, and then press **OK**.
6. Press **▲** or **▼** to display the [On] option, and then press **OK**.



- To turn off Remote Codes, select the [Off] option.

7. Enter the new Remote Activation Code, and then press **OK**.
8. Enter the new Remote Deactivation Code, and then press **OK**.
9. Press **Stop/Exit**.



### Related Information

- [Use the Remote Codes](#)

## Multi-line Connections

### PBX (mainly Europe)

We suggest you ask the company that installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend setting the Receive Mode to [\[Manual\]](#).

We cannot guarantee that your machine will operate correctly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company that handles your PBX.

### PABX (mainly Asia and Oceania)

Most offices use a central telephone system.

We recommend that all our machines be connected to a discreet (dedicated) line. Although a particular PABX may appear to work with a particular model of fax machine, we cannot guarantee that the unit will operate correctly.

While it is often relatively simple to connect a fax machine to a PABX, (Private Automatic Branch Exchange), we suggest that you contact the company that installed your telephone system and ask them to connect the fax machine for you.

We do not recommend the use of a PABX line. PABX limitations in general can cause some functions of the fax machine not to work correctly.



### Related Information

- [Telephone Services and External Devices](#)

## Fax Reports

The Transmission Verification Report and the Fax Journal are available to confirm the results of fax transmission.

- [Print a Transmission Verification Report](#)
- [Print a Fax Journal](#)

## Print a Transmission Verification Report

You can use the Transmission Verification Report as proof that you sent a fax. This report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

On	Prints a report after every fax you send.
On (+Image)	Prints a report after every fax you send. A portion of the fax's first page appears on the report.
Error only	Prints a report if your fax is unsuccessful due to a transmission error. Error only is the factory setting.
Error only (+Image)	Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.
Off	Your machine does not print any reports after sending faxes.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Report Setting] option, and then press **OK**.
4. Press **▲** or **▼** to display the [XMIT Report] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Error Only], [ErrorOnly+Image], [Off], [On (+Image)], or [On (+Image)] option, and press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [Fax Reports](#)

## Print a Fax Journal

You can set the machine to print a Fax Journal at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days).

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Report Setting] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Journal Period] option, and then press **OK**.
5. Press **▲** or **▼** to display the [Every 50Faxes], [Every 6Hours], [Every 12Hours], [Every 24Hours], [Every 2Days], [Every 7Days], or [Off] option, and then press **OK**.
  - 6, 12, 24 hours, 2 or 7 days  
The machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you selected has passed, the machine will print the Journal early and then erase all jobs from the memory. If you want an extra report before it is due to print, you can print it without erasing the jobs from the memory.
  - Every 50 Faxes  
The machine will print the Journal when the machine has stored 50 jobs.
6. If you chose Every 7 Days, press **▲** or **▼** to display the [Every Monday], [Every Tuesday], [Every Wednesday], [Every Thursday], [Every Friday], [Every Saturday] or [Every Sunday] option, and then press **OK**.
7. If you selected 6, 12, 24 hours, 2 or 7 days, do one of the following to enter the time to start printing:
  - If you selected [12h Clock] in the Date&Time setting, enter the time in 12-hour format, and then press **OK**.  
Press **▲** or **▼** to display the [AM] or [PM] option, and then press **OK**.
  - If you selected [24h Clock] in the Date&Time setting, enter the time in 24-hour format, and then press **OK**.  
(For example, enter 19:45 for 7:45 PM.)
8. Press **Stop/Exit**.



### Related Information

- [Fax Reports](#)



## PC-FAX

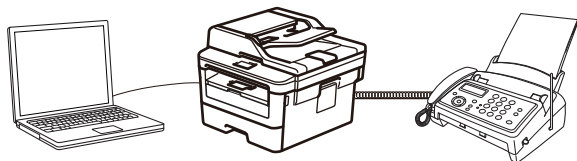
- [PC-FAX for Windows®](#)
- [PC-FAX for Mac](#)

## PC-FAX for Windows®

- [PC-FAX Overview \(Windows®\)](#)
- [Send a Fax Using PC-FAX \(Windows®\)](#)
- [Receive Faxes on Your Computer \(Windows®\)](#)

## PC-FAX Overview (Windows®)

Reduce paper consumption and save time by using PC-FAX software to send faxes directly from your machine.



- [Configure PC-FAX \(Windows®\)](#)
- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Configure PC-FAX (Windows®)

Before sending faxes using PC-FAX, personalise the send options in each tab of the **PC-FAX Setup** dialog box.


1. Do one of the following:

- Windows® 7

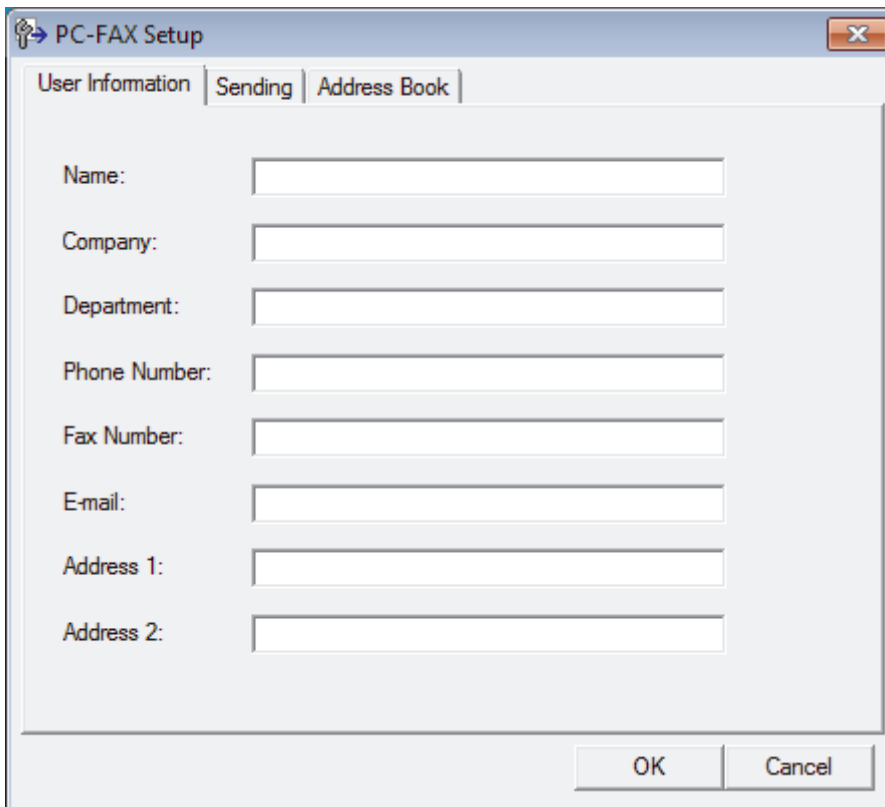
Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Setup Sending**.

- Windows® 8.1 and Windows® 10

Launch  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Setup Sending**.

The **PC-FAX Setup** dialog box appears.



2. Do one of the following:

- Click the **User Information** tab, and then type your user information in the fields.



Each Microsoft® account can have its own customised **User Information** screen for custom fax headers and cover pages.

- Click the **Sending** tab, and then type the number needed to access an outside line (if needed) in the **Outside line access** field. Select the **Include header** check box to include the header information.
- Click the **Address Book** tab, and then select the address book you want to use for PC-FAX from the **Select Address Book** drop-down list.

3. Click **OK**.

### Related Information

- [PC-FAX Overview \(Windows®\)](#)

## Configure your PC-Fax Address Book (Windows®)

Add, edit and delete members and groups to personalise your **Address Book**.

- [Add a Member to your PC-FAX Address Book \(Windows®\)](#)
- [Create a Group in your PC-FAX Address Book \(Windows®\)](#)
- [Edit Member or Group Information in your PC-FAX Address Book \(Windows®\)](#)
- [Delete a Member or Group in your PC-FAX Address Book \(Windows®\)](#)
- [Export your PC-FAX Address Book \(Windows®\)](#)
- [Import Information to your PC-FAX Address Book \(Windows®\)](#)

## Add a Member to your PC-FAX Address Book (Windows®)

Add new people and their fax information to the PC-Fax Address Book if you want to send a fax using PC-FAX software.


1. Do one of the following:

- Windows® 7

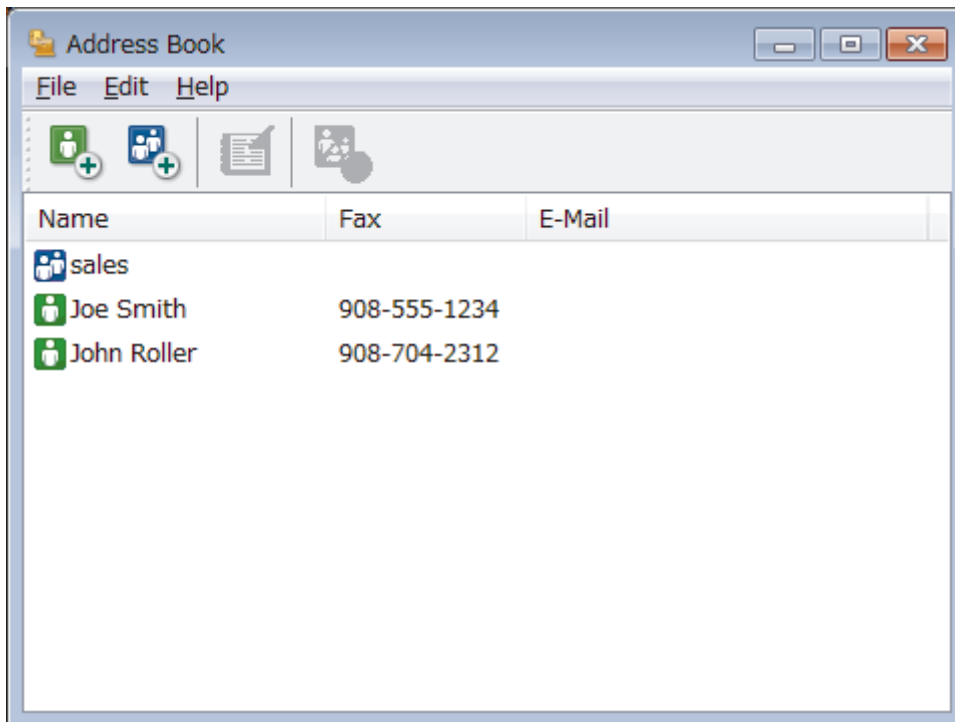
Click  (Start) > All Programs > RICOH > RICOH Utilities.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8.1 and Windows® 10

Launch  (RICOH Utilities), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click .

The **Address Book Member Setup** dialog box appears.

Address Book Member Setup

Name:  Title:

Company:

Department:  Job Title:

Street Address:

City:  State/Province:

Zip Code/Post Code:  Country/Region:

Business Phone:  Home Phone:

Fax:  Mobile Phone:

E-Mail:

OK Cancel

3. Type the member's information in the corresponding fields. Only the **Name** field is required.
4. Click **OK**.



### Related Information


- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Create a Group in your PC-FAX Address Book (Windows®)

Create a group to broadcast the same PC-FAX to several recipients at one time.


1. Do one of the following:

- Windows® 7

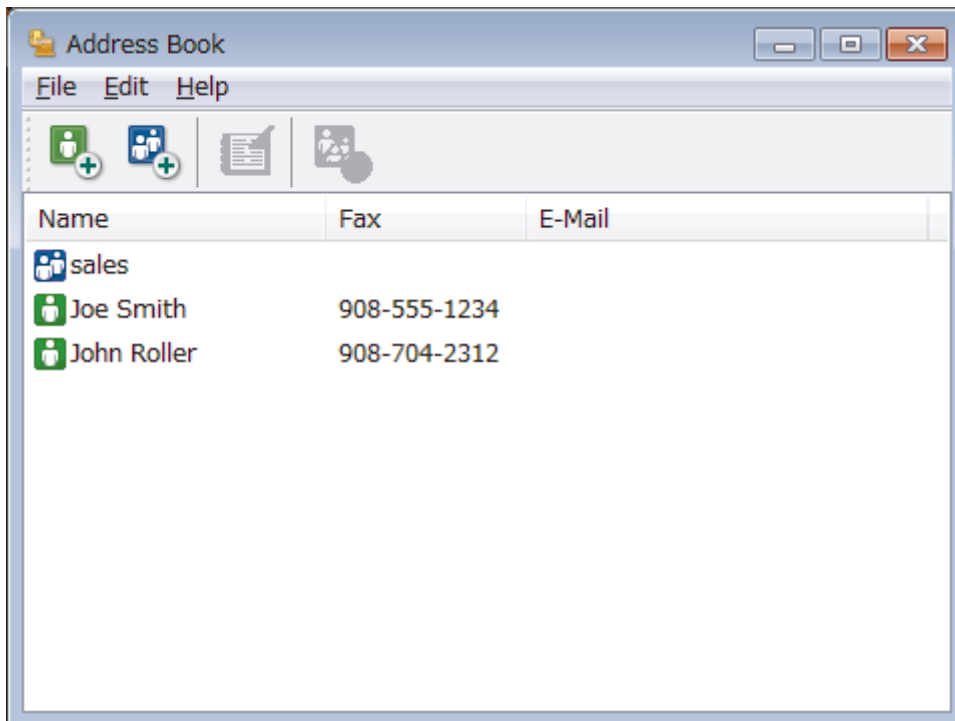
Click  (Start) > All Programs > RICOH > RICOH Utilities.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8.1 and Windows® 10

Launch  (RICOH Utilities), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

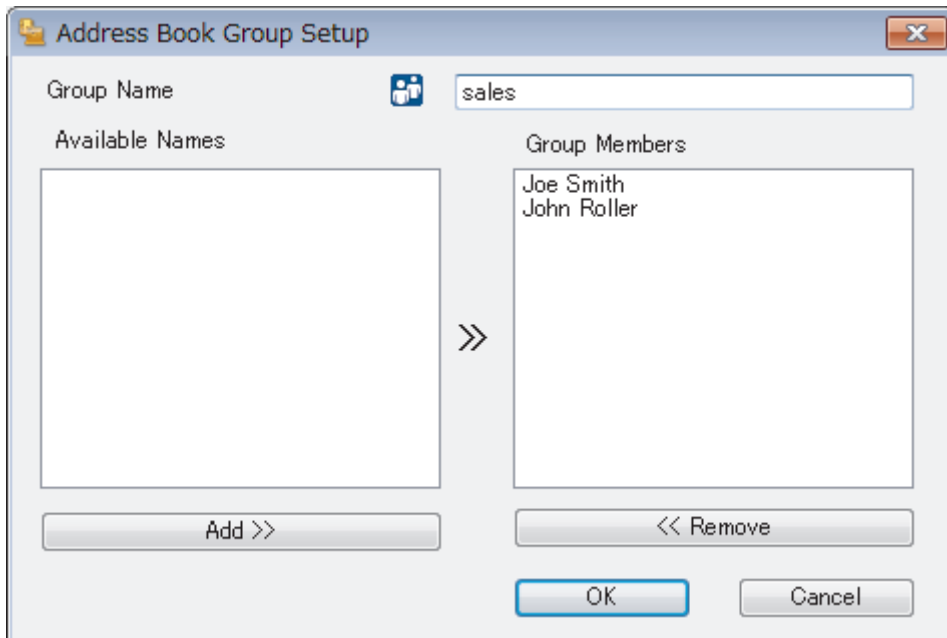
The **Address Book** dialog box appears.



2. Click .

The **Address Book Group Setup** dialog box appears.





3. Type the name of the new group in the **Group Name** field.
4. In the **Available Names** field, select each name you want to include in the group, and then click **Add >>**. Members added to the group appear in the **Group Members** box.
5. When finished, click **OK**.



Each group can contain up to 50 members.



### Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Edit Member or Group Information in your PC-FAX Address Book (Windows®)


1. Do one of the following:

- Windows® 7

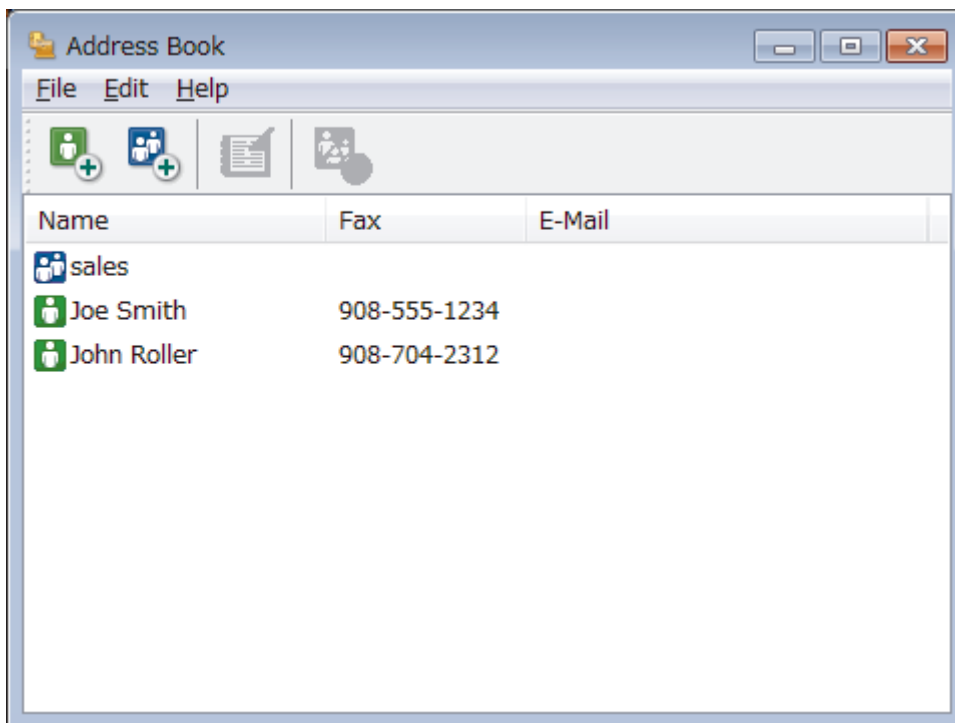
Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.


Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8.1 and Windows® 10

Launch  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Select the member or group you want to edit.
3. Click  (**Properties**).
4. Change the member or group information.
5. Click **OK**.


### Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Delete a Member or Group in your PC-FAX Address Book (Windows®)


1. Do one of the following:

- Windows® 7

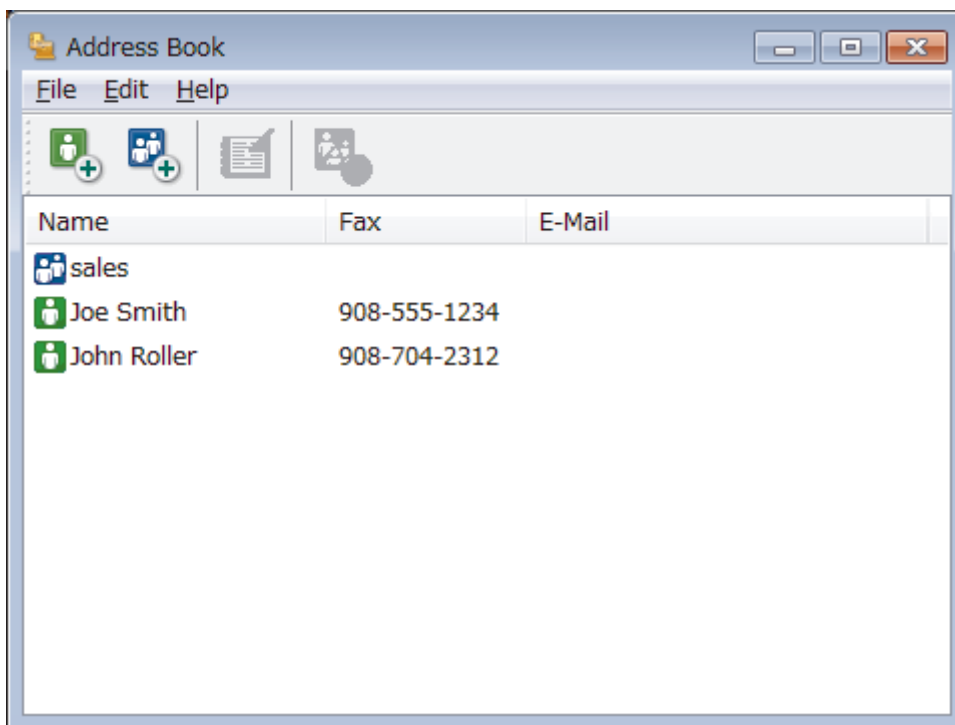
Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8.1 and Windows® 10

Launch  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Select the member or group you want to delete.

3. Click  (**Delete**).

4. When the confirmation dialog box appears, click **OK**.

### Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Export your PC-FAX Address Book (Windows®)

You can export the Address Book as an ASCII text file (\*.csv), a vCard (an electronic business card), or **Remote Setup Dial Data** and save it on your computer.

- You cannot export the group settings when you export the **Address Book** data.


1. Do one of the following:

- Windows® 7

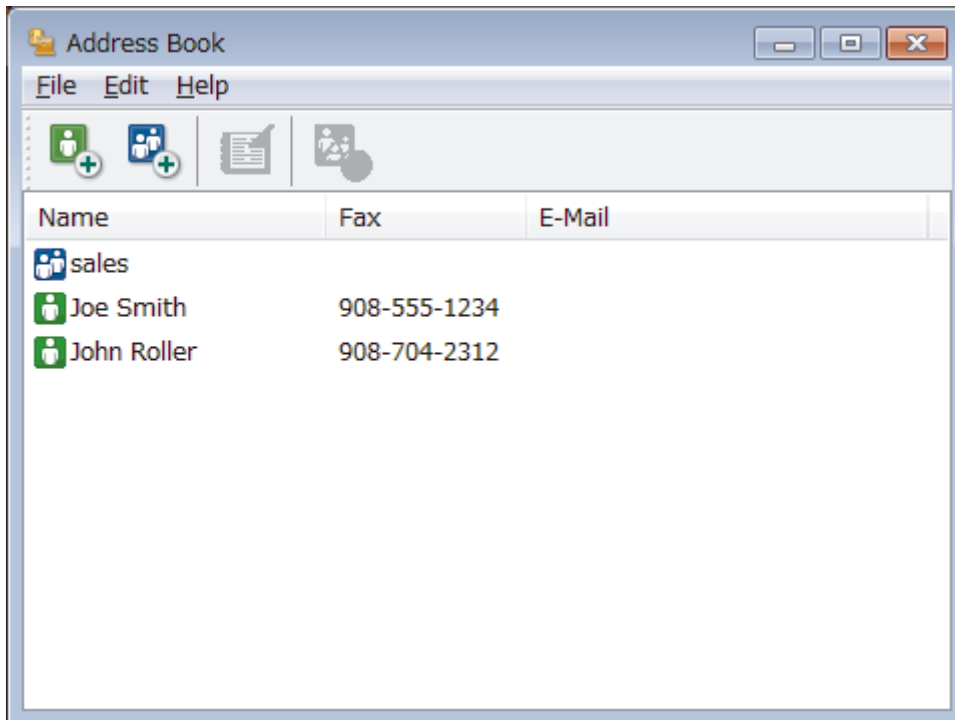
Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8.1 and Windows® 10

Launch  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click the **File** menu, and then select **Export**.

3. Select one of the following:

- Text**

The **Select Items** dialog box appears. Go to step 4.

- vCard**

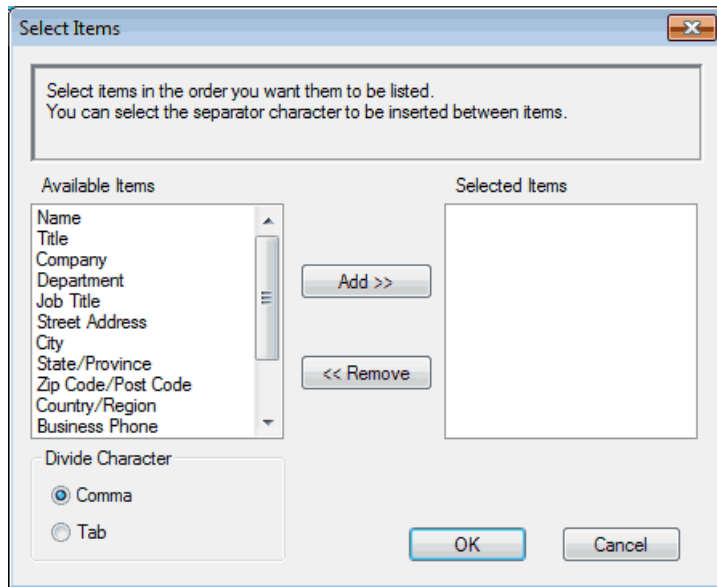
You must select the member you want to export from your address book before selecting this option.

Browse to the folder where you want to save the vCard, type the vCard name in the **File name** field, and then click **Save**.

- Remote Setup Dial Data**

Browse to the folder where you want to save the data, type the file name in the **File name** field, and then click **Save**.

4. In the **Available Items** field, select the data you want to export, and then click **Add >>**.



Select and add the items in the order you want them listed.

5. If you are exporting to an ASCII file, under the **Divide Character** section, select the **Tab** or **Comma** option to separate the data fields.
6. Click **OK**.
7. Browse to the folder on your computer where you want to save the data, type the file name, and then click **Save**.



### Related Information

- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Import Information to your PC-FAX Address Book (Windows®)

You can import ASCII text files (\*.csv), vCards (electronic business cards), or **Remote Setup Dial Data** into your Address Book.


1. Do one of the following:

- Windows® 7

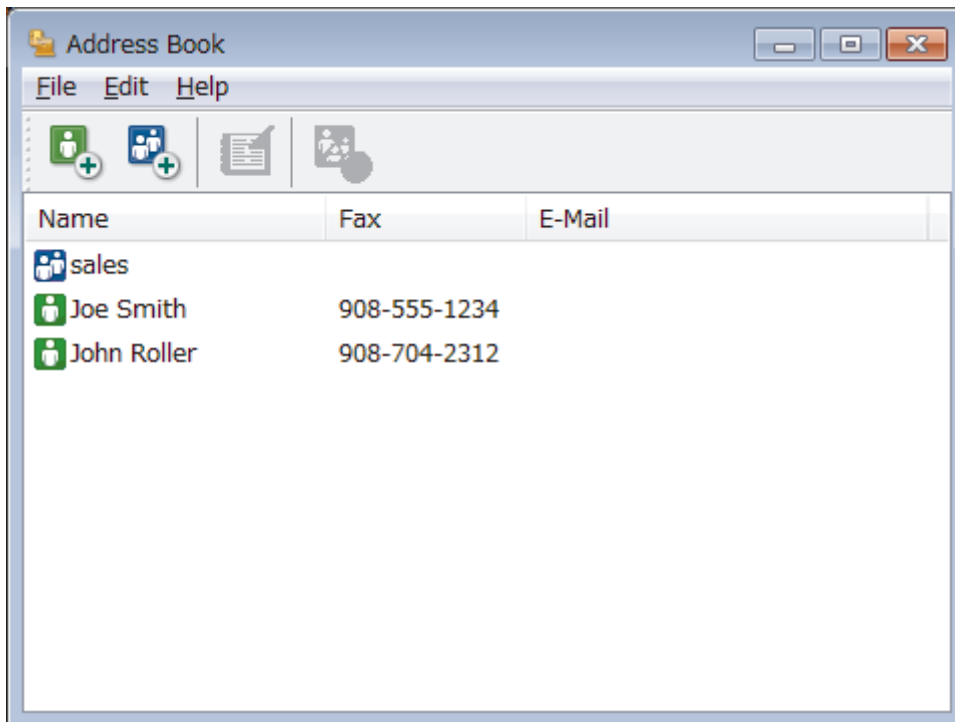
Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

- Windows® 8.1 and Windows® 10

Launch  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Address Book (Send)**.

The **Address Book** dialog box appears.



2. Click the **File** menu, and then select **Import**.

3. Select one of the following:

- Text**

The **Select Items** dialog box appears. Go to step 4.

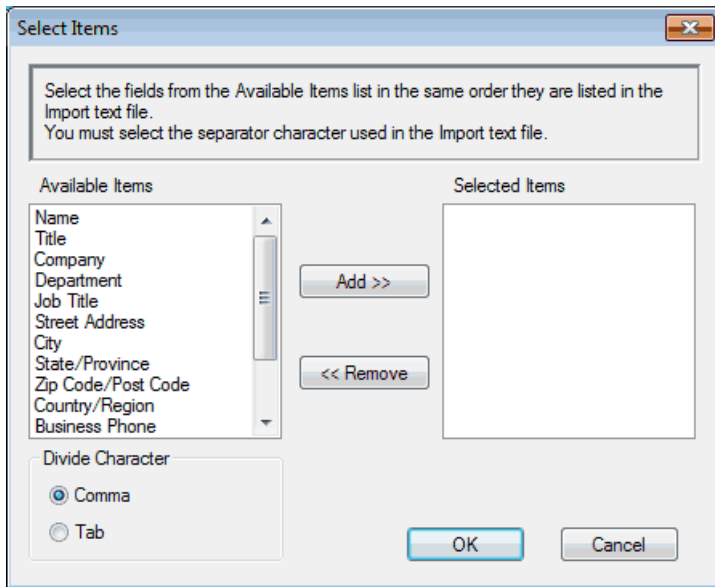
- vCard**

Go to step 7.

- Remote Setup Dial Data**

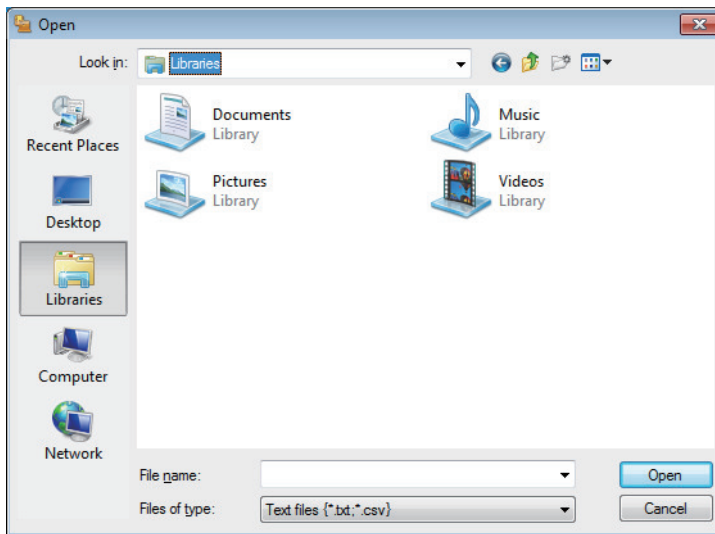
Go to step 7.

4. In the **Available Items** field, select the data you want to import, and then click **Add >>**.



You must select and add fields from the **Available Items** list in the same order they are listed in the import text file.

5. If you are importing an ASCII file, under the **Divide Character** section, select the **Tab** or **Comma** option to separate the data fields.
6. Click **OK**.
7. Browse to the folder where you want to import the data, type the file name, and then click **Open**.



## Related Information

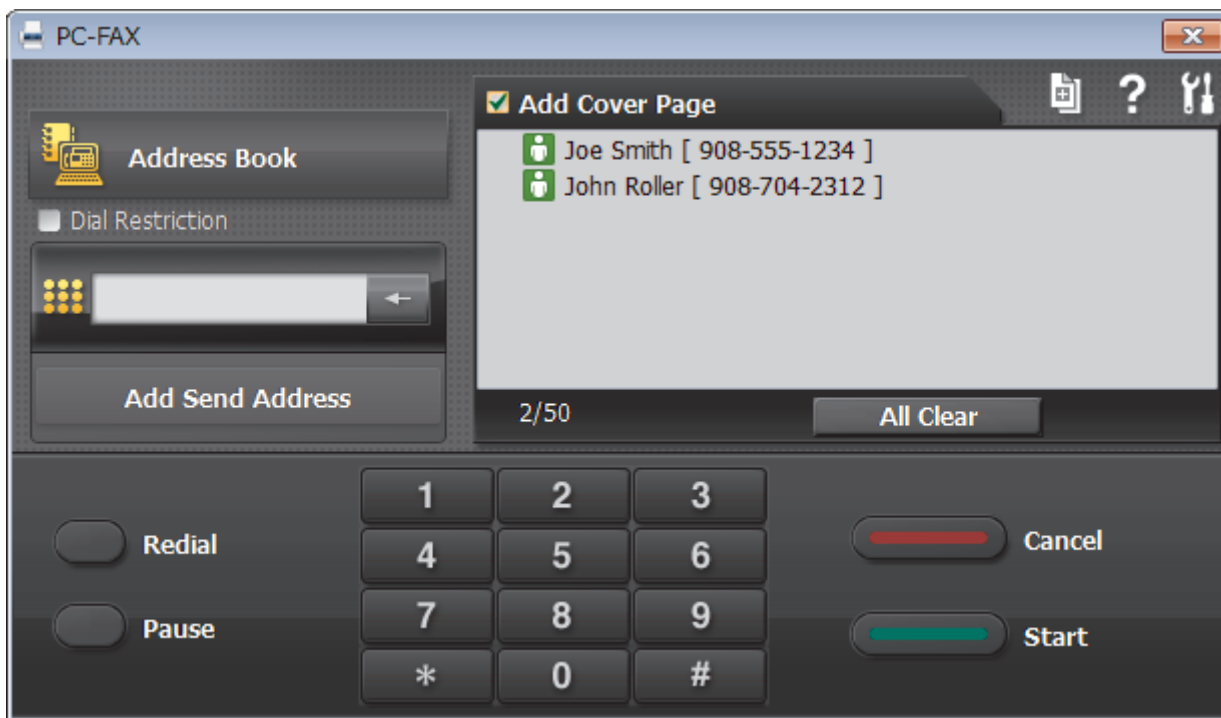
- [Configure your PC-Fax Address Book \(Windows®\)](#)

## Send a Fax Using PC-FAX (Windows®)


PC-FAX supports only monochrome faxes. A monochrome fax will be sent even if the original data is colour and the receiving fax machine supports colour faxes.

1. Create a file in any application on your computer.
2. Select the print command in your application.
3. Select **PC-FAX RICOH SP 230SFNw** as your printer, and then complete your print operation.

The **PC-FAX** dialog box appears.




4. Type a fax number using one of the following methods:
  - Click the numbers on the dial pad to type the number, and then click **Add Send Address**.

 If you select the **Dial Restriction** check box, a confirmation dialog box will appear for you to re-type the fax number using the keyboard. This feature helps to prevent transmissions to the wrong destination.

- Click the **Address Book** button, and then select a member or group from the Address Book.

 If you make a mistake, click **All Clear** to delete all entries.

5. To include a cover page, select the **Add Cover Page** check box. You can also click  to create or edit a cover page.
6. Click **Start** to send the fax.

- To cancel the fax, click **Cancel**.
- To redial a number, click **Redial** to show the last five fax numbers, select a number, and then click **Start**.

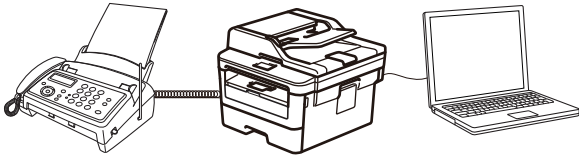
### Related Information

- [PC-FAX for Windows®](#)



## Receive Faxes on Your Computer (Windows®)

Use PC-FAX software to receive faxes on your computer, screen them and print only those faxes you want.



- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)

## Receive Faxes Using PC-FAX Receive (Windows®)

PC-FAX Receive software lets you view and store faxes on your computer. It is automatically installed when you install the software and drivers and works on locally- or network-connected machines.

- [PC-FAX Receive supports only monochrome faxes.](#)

When you turn off your computer, your machine will continue to receive and store faxes in your machine's memory. The machine's LCD will display the number of stored faxes received. When you start this application, the software will transfer all received faxes to your computer at once. You can enable the Backup Print option if you want the machine to print a copy of the fax before the fax is sent to your computer, or before the computer is switched off. You can configure the Backup Print settings from your machine.

### Related Information

- [Receive Faxes on Your Computer \(Windows®\)](#)
  - [Run PC-FAX Receive on Your Computer \(Windows®\)](#)
  - [View Received PC-FAX Messages \(Windows®\)](#)

## Run PC-FAX Receive on Your Computer (Windows®)



We recommend selecting the **Start PC-FAX Receive on computer startup** check box so that the software runs automatically and can transfer any faxes upon computer startup.


1. Do one of the following:

- Windows® 7

Click  (**Start**) > **All Programs** > **RICOH** > **RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

- Windows® 8.1 and Windows® 10

Launch  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

2. Confirm the message and click **Yes**.


The **PC-FAX Receive** window appears. The  (**PC-Fax Receive (Ready)**) icon also appears in your computer task tray.



### Related Information

- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)
  - [Set Up Your Computer for PC-FAX Receiving \(Windows®\)](#)
  - [Add Your Machine to PC-FAX Receiving \(Windows®\)](#)

## Set Up Your Computer for PC-FAX Receiving (Windows®)

1. Double-click the  (PC-Fax Receive (Ready)) icon in your computer task tray.

The **PC-FAX Receive** window appears.

2. Click **Settings**.
3. Configure these options as needed:

### Preferences

Configure to start PC-FAX Receive automatically when you start Windows®.

### Save

Configure the path to save PC-FAX files and select the received document format.

### Upload to

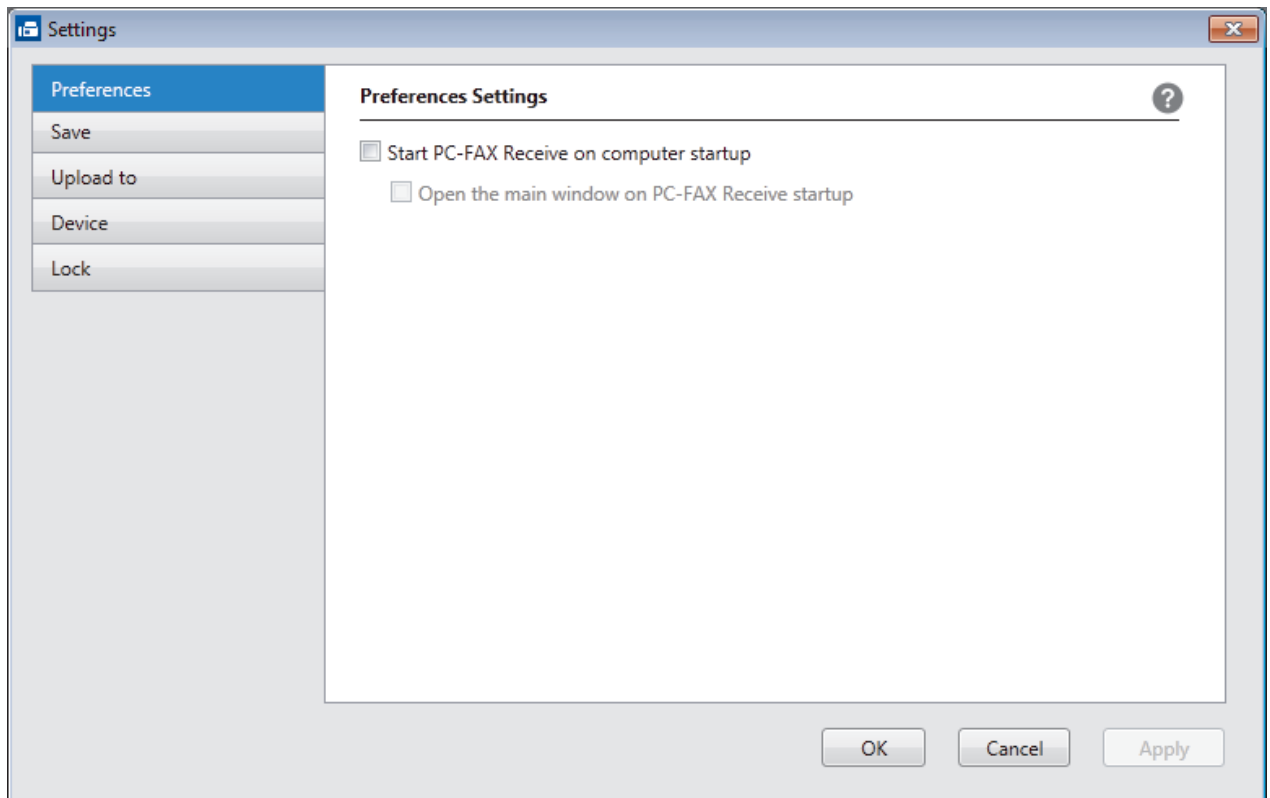
Configure the path to the SharePoint® server and select the option to upload automatically or manually (available only for Administrators).

### Device

Select the machine that you want to receive PC-FAX.

### Lock (available only for Administrators)

Restrict users who do not have administrator privileges from configuring the settings options shown above.




4. Click **OK**.

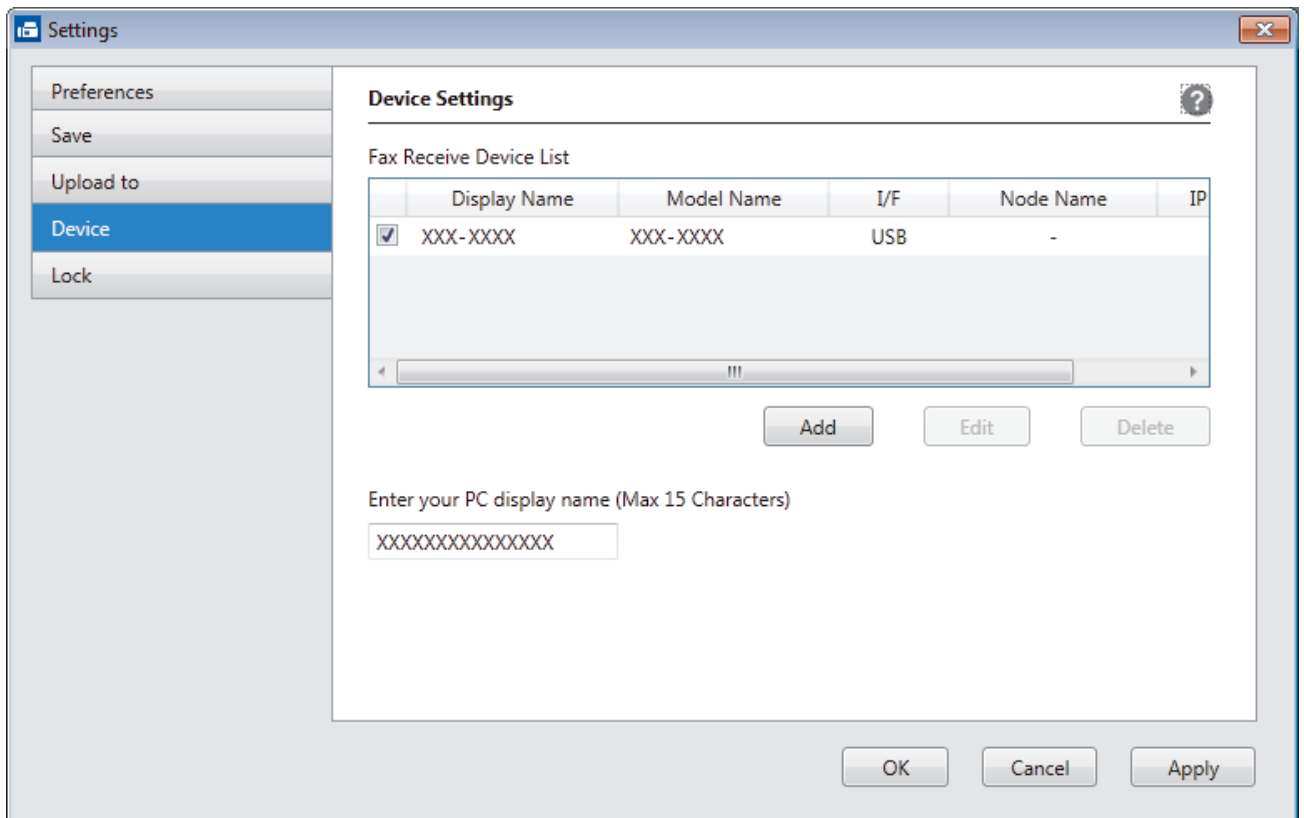
### Related Information

- [Run PC-FAX Receive on Your Computer \(Windows®\)](#)

## Add Your Machine to PC-FAX Receiving (Windows®)

- If you installed the machine following the instructions for a network user, then the machine should already be configured for your network.

- Double-click the  (**PC-Fax Receive (Ready)**) icon in your computer task tray.  
The **PC-FAX Receive** window appears.
- Click **Settings**.
- Click **Device > Add**.



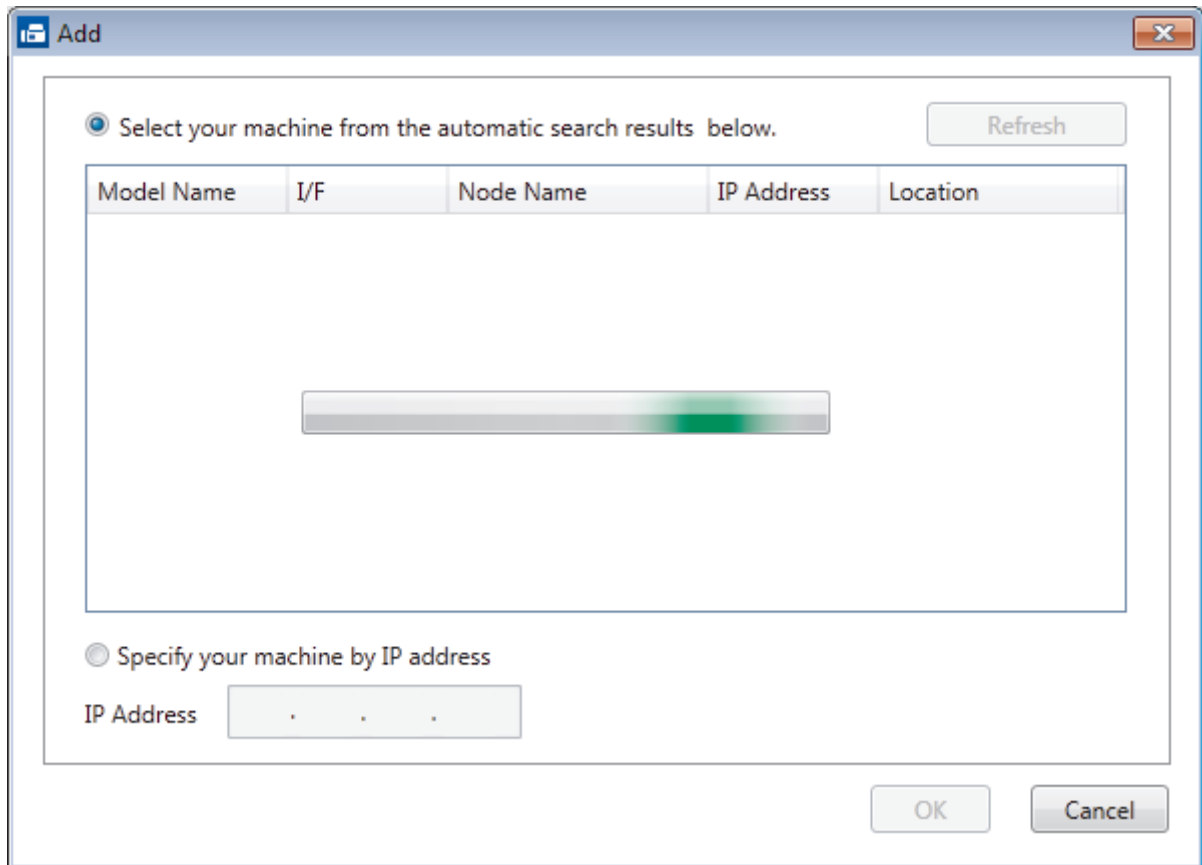
- Select the appropriate connection method.

### Select your machine from the automatic search results below.

Connected machines will be displayed. Select a device from the list. Click **OK**.

### Specify your machine by IP address

Type the machine's IP address in the **IP Address** field, and then click **OK**.






5. To change the computer name that will appear on the machine's LCD, type the new name in the **Enter your PC display name (Max 15 Characters)** field.
6. Click **OK**.

### **Related Information**

- [Run PC-FAX Receive on Your Computer \(Windows®\)](#)

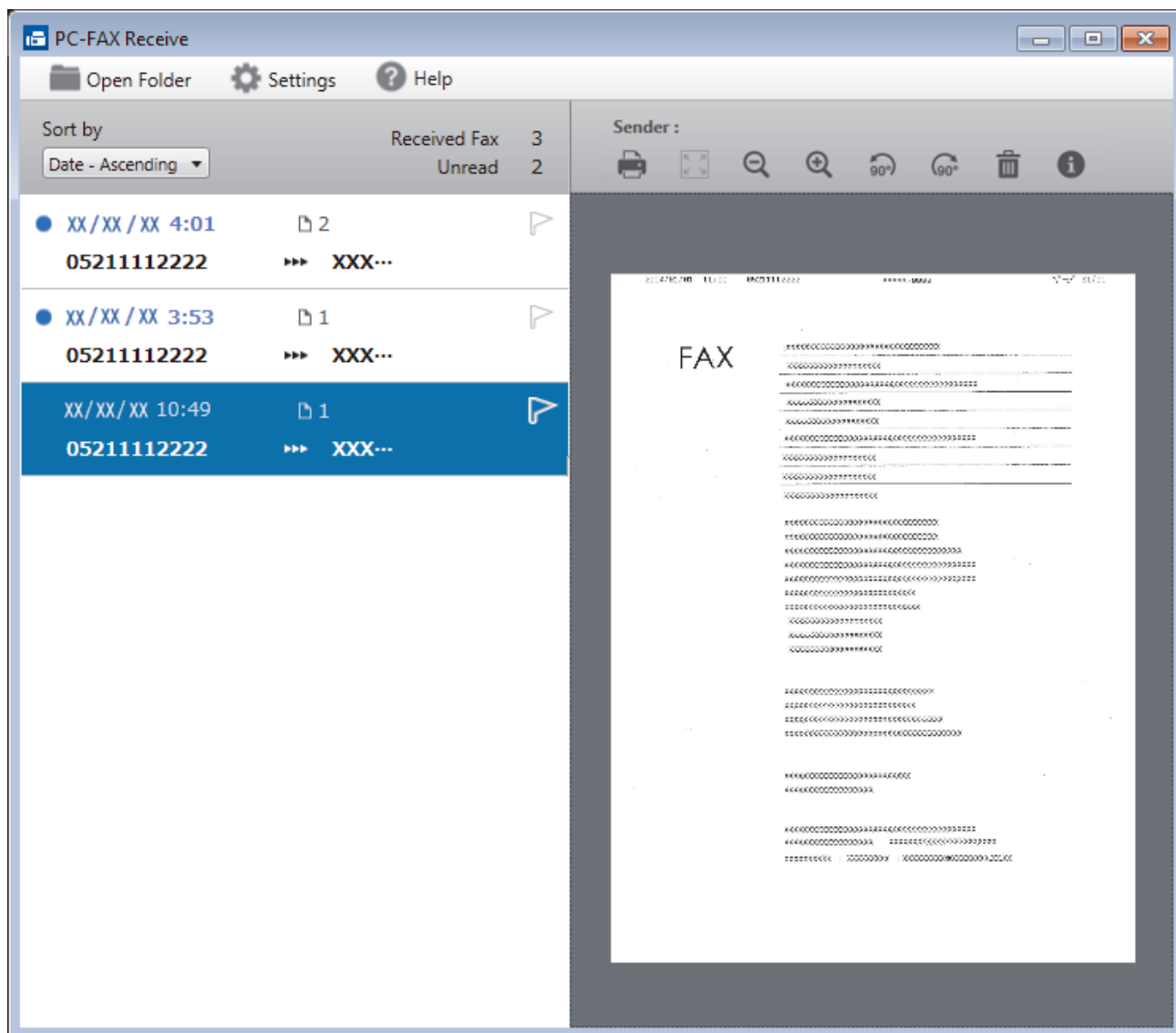
## View Received PC-FAX Messages (Windows®)


### Receiving Status

Icon	Indicated Status
	Standby mode No unread messages
	Receiving messages
	Messages received Unread messages


1. Double-click the  (PC-Fax Receive (Ready)) icon in your computer task tray.

The **PC-FAX Receive** window appears.



2. Click any faxes in the list to view them.
3. When finished, click  in the right top corner of the window to close it.



Even after closing the window, PC-FAX Receive is active and the  (PC-Fax Receive (Ready) ) icon will remain in your computer task tray. To close PC-FAX Receive, click the icon in the computer task tray and click **Close**.

---



### Related Information

- [Receive Faxes Using PC-FAX Receive \(Windows®\)](#)
-



## PC-FAX for Mac

Use PC-FAX software to send faxes directly from your Mac without printing them. This feature helps reduce your paper consumption and save time.

- [Send Faxes from Your Application \(Mac\)](#)

## Send Faxes from Your Application (Mac)

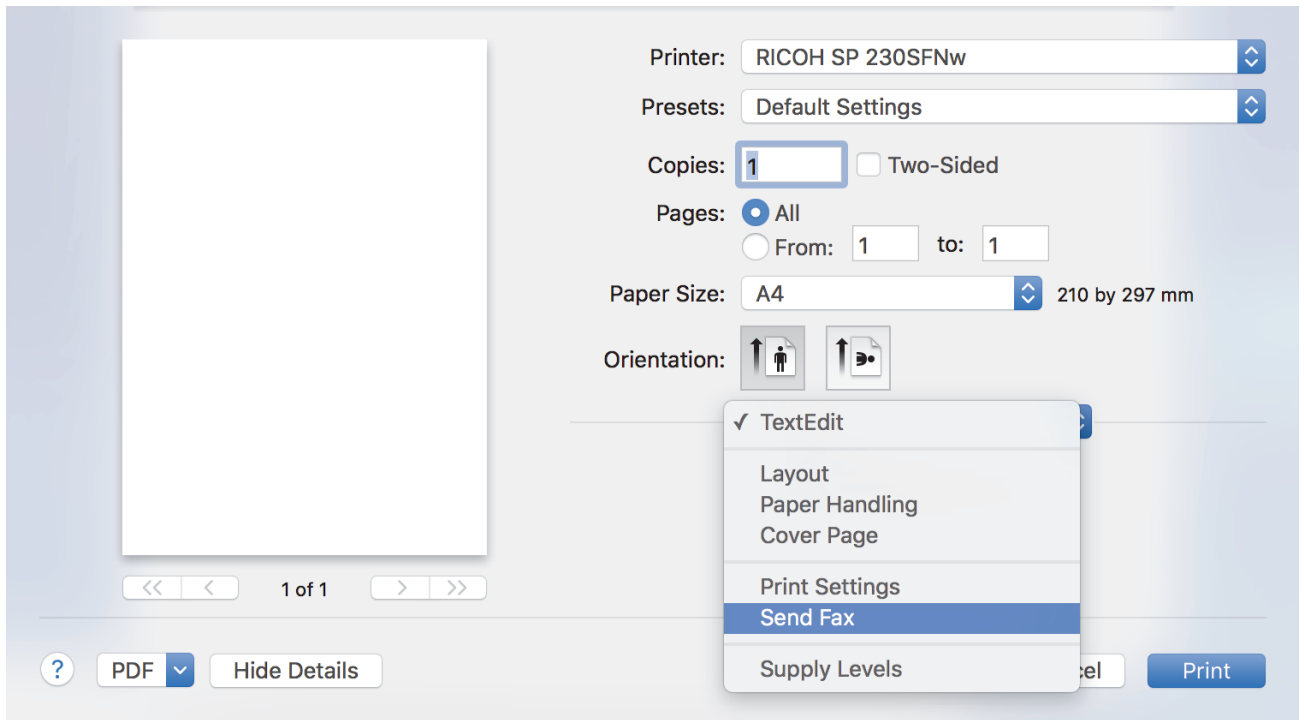
PC-FAX supports only monochrome faxes. A monochrome fax will be sent even if the original data is colour and the receiving fax machine supports colour faxes.

1. Create a document in a Mac application.
2. From an application, such as Apple TextEdit, click the **File** menu, and then select **Print**.

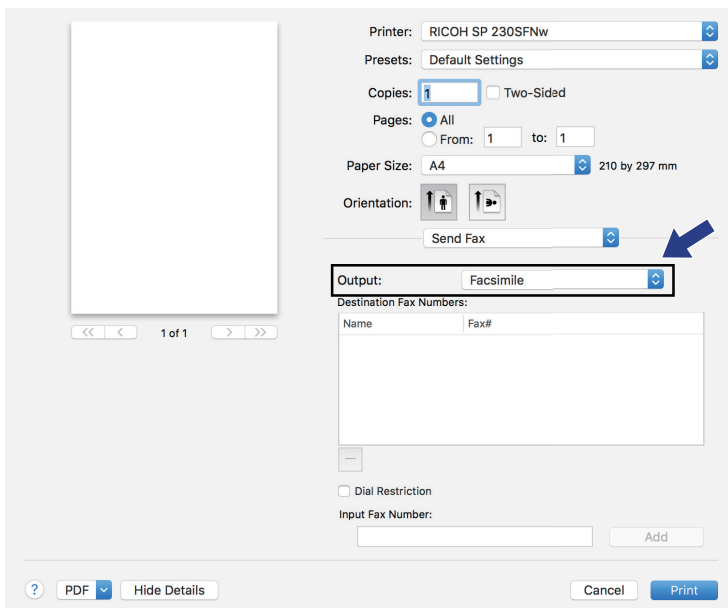


For more page setup options, click the **Show Details** button.

3. Click the application pop-up menu, and then select the **Send Fax** option.



4. Click the **Output** pop-up menu, and then select the **Facsimile** option.



5. Type a fax number in the **Input Fax Number** field, and then click **Add**.  
The fax number is displayed in the **Destination Fax Numbers** field.



To send a fax to more than one number, click the **Add** button after entering the first fax number and type the next fax number. The destination fax numbers will be listed in the **Destination Fax Numbers** field.

Printer: RICOH SP 230SFNw  
Presets: Default Settings  
Copies: 1  Two-Sided  
Pages:  All  
 From: 1 to: 1  
Paper Size: A4 210 by 297 mm  
Orientation:  Portrait  Landscape  
Send Fax  
Output: Facsimile  
Destination Fax Numbers:  
Name Fax#  
222-111-3333  
 Dial Restriction  
Input Fax Number:

6. Click **Print** to send the fax.



## Related Information

- [PC-FAX for Mac](#)

## Network

- [Supported Basic Network Features](#)
- [Network Management Software and Utilities](#)
- [Additional Methods of Configuring Your Machine for a Wireless Network](#)
- [Advanced Network Features](#)
- [Technical Information for Advanced Users](#)

## Supported Basic Network Features

The print server supports various features depending on the operating system. Use this table to see which network features and connections are supported by each operating system.

Operating Systems	Windows® 7 Windows® 8.1 Windows® 10	Windows Server® 2008/2008 R2/2012/2012 R2/2016	macOS v10.11.x macOS v10.12.x macOS v10.13.x
Printing	Yes	Yes	Yes
Scanning	Yes		Yes
PC Fax Send	Yes		Yes
PC Fax Receive	Yes		
BRAdmin Light	Yes	Yes	
Web Based Management	Yes	Yes	Yes
Remote Setup	Yes		
Status Monitor	Yes		Yes
Vertical Pairing	Yes		



- To download the latest version of BRAdmin Light, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



### Related Information

- [Network](#)

## Network Management Software and Utilities

Configure and change your machine's network settings using a management utility.

- [Learn about Network Management Software and Utilities](#)
- [Change Machine Settings from Your Computer](#)
- [Change Machine Settings Using Web Based Management](#)

## Learn about Network Management Software and Utilities

### Web Based Management

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS). Type your machine's IP address into your web browser to access and change your print server settings.

### BRAdmin Light (Windows®)

BRAdmin Light is a utility for the initial setup of network-connected devices. This utility can search for our products on your network, view the status and configure the basic network settings, such as IP address.

To download the BRAdmin Light, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



- If using Windows® Firewall, or the firewall function of an anti-spyware or antivirus application, temporarily disable them. When you are sure you can print, configure the software settings following the instructions.

### Remote Setup (Windows® and Mac)

Remote Setup is a program for configuring many machine and network settings from either a Windows® or a Mac application. When you start this application, the settings on your machine are automatically downloaded to your computer and displayed on your computer screen. If you change the settings, you can upload them directly to the machine.



(Windows®)

This utility can be used with either a USB or a network connection.

(Mac)

- To download the Remote Setup, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).
- This utility can be used with a USB connection.



### Related Information

- [Network Management Software and Utilities](#)

## Additional Methods of Configuring Your Machine for a Wireless Network

To connect your machine to your wireless network, we recommend using the installation disc.

- [Before Configuring Your Machine for a Wireless Network](#)
- [Configure Your Machine for a Wireless Network](#)
- [Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard](#)
- [Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast](#)
- [Use Wi-Fi Direct®](#)



## Before Configuring Your Machine for a Wireless Network

Before attempting to configure a wireless network, confirm the following:

- To achieve optimum results with normal everyday document printing, place the machine as close to the wireless LAN access point/router as possible with minimal obstructions. Large objects and walls between the two devices and interference from other electronic devices can affect the data transfer speed of your documents.

Due to these factors, wireless may not be the best method of connection for all types of documents and applications. If you are printing large files, such as multi-page documents with mixed text and large graphics, you may want to consider selecting wired Ethernet for faster data transfer (supported models only), or USB for the fastest throughput speed.

- Although the machine can be used in both a wired and wireless network, only one connection method can be used at a time. However, a wireless network connection and Wi-Fi Direct<sup>®</sup> connection, or a wired network connection and Wi-Fi Direct<sup>®</sup> connection can be used at the same time.



If you do not know the security information, please consult the router manufacturer, your system administrator, or your Internet provider.



### Related Information


- [Additional Methods of Configuring Your Machine for a Wireless Network](#)

## Configure Your Machine for a Wireless Network

1. Turn on your computer and insert the installation disc into your computer.
  - For Windows®, follow these instructions:
  - For Mac, click **Driver Download** to go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/). Follow the on-screen instructions to install printer drivers.
2. The opening screen appears automatically.  
Choose your language, and then follow the on-screen instructions.



If the opening screen does not appear, do the following:

- (Windows® 7)  
Go to **Computer**. Double-click the CD/DVD icon, and then double-click **start.exe**.
- (Windows® 8.1 and Windows® 10)  
Click the  (**File Explorer**) icon on the taskbar, and then go to **Computer (This PC)**. Double-click the CD/DVD icon, and then double-click **start.exe**.
- If the **User Account Control** screen appears, click **Yes**.

3. Choose **Wireless Network Connection (Wi-Fi)**, and then click **Next**.
4. Follow the on-screen instructions.

You have completed the wireless network setup. To install **Full Driver & Software Package** necessary for operating your device, insert the installation disc into your computer or go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



### Related Information

- [Additional Methods of Configuring Your Machine for a Wireless Network](#)

## Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ (WPS)

If your wireless access point/router supports WPS (PBC: Push Button Configuration), you can use WPS from your machine's control panel menu to configure your wireless network settings.



Routers or access points that support WPS are marked with this symbol:



1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [WLAN] option, and then press **OK**.
4. Press **▲** or **▼** to select the [WPS] option, and then press **OK**.
5. When [WLAN Enable?] appears, enable the wireless network.  
This will start the wireless setup wizard.
6. When the LCD displays [Press Key on rtr], press the WPS button on your wireless access point/router. Then press **OK** on your machine. Your machine will automatically detect your wireless access point/router and try to connect to your wireless network.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install **Full Driver & Software Package** necessary for operating your device, insert the installation disc into your computer or go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



### Related Information

- [Additional Methods of Configuring Your Machine for a Wireless Network](#)

### Related Topics

- [Wireless LAN Report Error Codes](#)

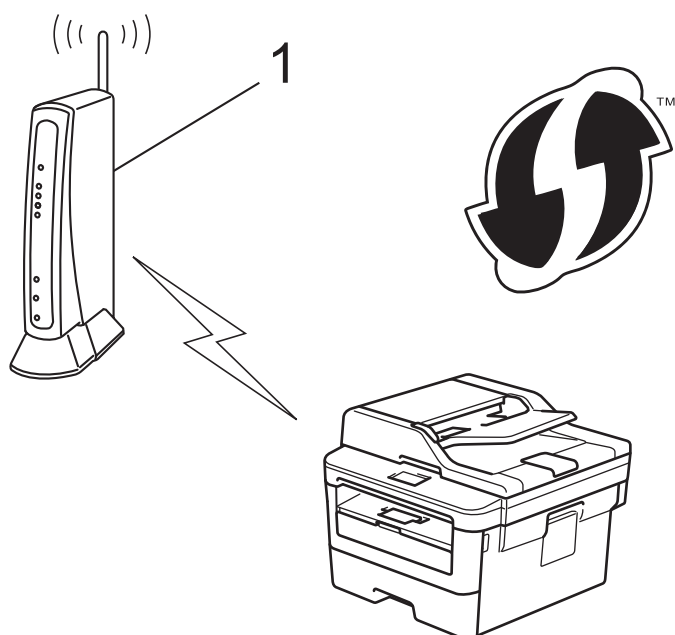
## Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

If your wireless LAN access point/router supports WPS, you can use the Personal Identification Number (PIN) Method to configure your wireless network settings.

The PIN Method is one of the connection methods developed by the Wi-Fi Alliance®. By submitting a PIN created by an Enrollee (your machine) to the Registrar (a device that manages the wireless LAN), you can set up the wireless network and security settings. For more information on how to access WPS mode, see the instructions provided with your wireless access point/router.

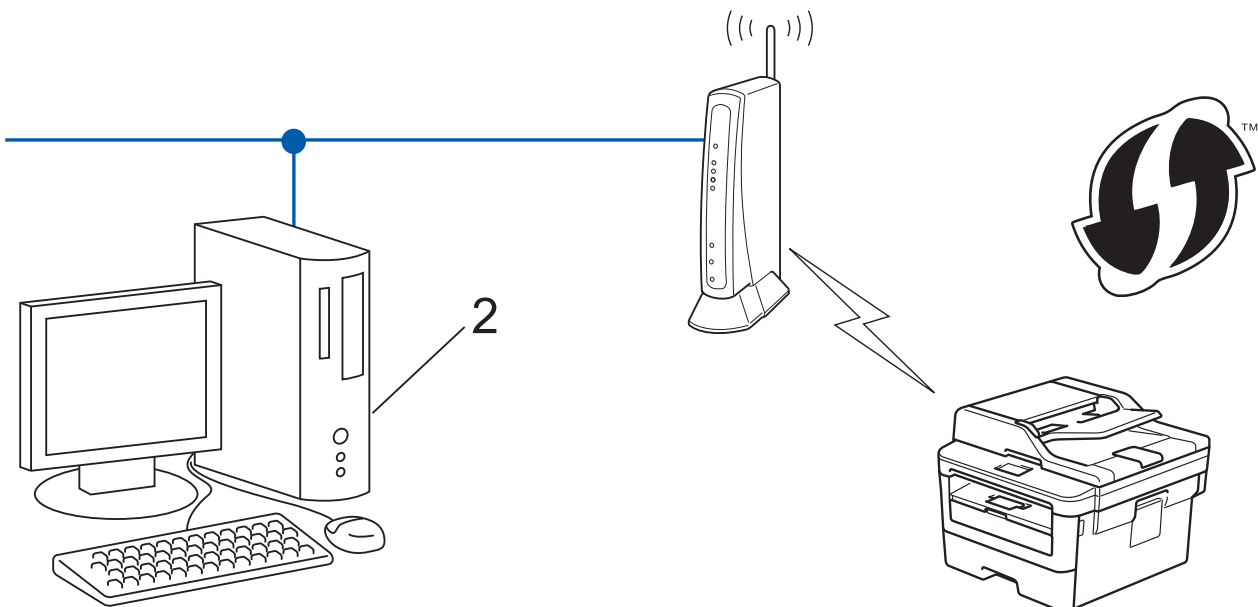
### Type A


Connection when the wireless LAN access point/router (1) doubles as the Registrar:



### Type B


Connection when another device (2), such as a computer, is used as the Registrar:




 Routers or access points that support WPS are marked with this symbol:



1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [WLAN] option, and then press **OK**.
4. Press **▲** or **▼** to select the [WPS w/PIN Code] option, and then press **OK**.
5. When [WLAN Enable?] appears, enable the wireless network.  
This will start the wireless setup wizard.
6. The LCD displays an eight-digit PIN and the machine starts searching for a wireless LAN access point/router.
7. Using a computer connected to the network, in your browser's address bar, type the IP address of the device you are using as the Registrar. (For example: <http://192.168.1.2>)
8. Go to the WPS settings page and type the PIN, and then follow the on-screen instructions.

- 
- The Registrar is usually the wireless LAN access point/router.
  - The settings page will differ depending on the brand of wireless LAN access point/router. For more information, see the instructions supplied with your wireless LAN access point/router.


**If you are using a Windows® 7, Windows® 8.1, or Windows® 10 computer as a Registrar, complete the following steps:**

9. Do one of the following:
  - Windows® 7  
Click  (**Start**) > **Devices and Printers** > **Add a device**.
  - Windows® 8.1

---

Move your mouse to the lower right corner of your desktop. When the menu bar appears, click **Settings > Control Panel > Hardware and Sound > View devices and printers > Add a device**.

- Windows® 10

Click  > **Windows System > Control Panel**. In the **Hardware and Sound** group, click **Add a device**.



- To use a Windows® 7, Windows® 8.1, or Windows® 10 computer as a Registrar, you must register it to your network in advance. For more information, see the instructions supplied with your wireless LAN access point/router.
- If you use Windows® 7, Windows® 8.1, or Windows® 10 as a Registrar, you can install the printer driver after the wireless configuration by following the on-screen instructions. To install the full driver and software package, use the installation disc.

---

10. Select your machine and click **Next**.

11. Type the PIN displayed on the machine's LCD, and then click **Next**.

12. (Windows® 7) Select your network, and then click **Next**.

13. Click **Close**.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install **Full Driver & Software Package** necessary for operating your device, insert the installation disc into your computer or go to the website at [www.rioh.com/support/](http://www.rioh.com/support/).



## Related Information

- [Additional Methods of Configuring Your Machine for a Wireless Network](#)

### Related Topics

- [Wireless LAN Report Error Codes](#)
-

## Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard

Before configuring your machine, we recommend writing down your wireless network settings. You will need this information before you continue with the configuration.

1. Check and record the current wireless network settings of the computer to which you are connecting.

Network Name (SSID)

Network Key

For example:

Network Name (SSID)
HELLO

Network Key
12345



- Your access point/router may support the use of multiple WEP keys, however your machine supports the use of the first WEP key only.
- If you need assistance during setup and want to contact your service representative, make sure you have your SSID (Network Name) and Network Key ready. We cannot assist you in locating this information.
- If you do not know this information (SSID and Network Key), you cannot continue the wireless setup.

### How can I find this information?

- Check the documentation provided with your wireless access point/router.
- The initial SSID could be the manufacturer's name or the model name.
- If you do not know the security information, please consult the router manufacturer, your system administrator, or your Internet provider.

2. Press **Menu**.
3. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
4. Press **▲** or **▼** to select the [WLAN] option, and then press **OK**.
5. Press **▲** or **▼** to select the [Setup Wizard] option, and then press **OK**.
6. When [WLAN Enable?] appears, enable the wireless network.  
This will start the wireless setup wizard.
7. The machine will search for your network and display a list of available SSIDs. When a list of SSIDs appears, press **▲** or **▼** to select the SSID you want.
8. Press **OK**.
9. Do one of the following:
  - If you are using an authentication and encryption method that requires a Network Key, enter the Network Key you wrote down in the first step.  
Enter the WEP key, and then press **OK** to apply your settings.  
To apply the settings, select [Yes]. To cancel, select [No].
  - If your authentication method is Open System and your encryption mode is None, go to the next step.

- 
- If your WLAN access point/router supports WPS, [WPS is available] appears. To connect your machine using the automatic wireless mode, press ▲. (If you choose [No], enter the Network Key you wrote down in the first step.) When [Press WPS on rtr] appears, press the WPS button on your WLAN access point/router, and then press ▲ twice.

10. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install **Full Driver & Software Package** necessary for operating your device, insert the installation disc into your computer or go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



## Related Information

- [Additional Methods of Configuring Your Machine for a Wireless Network](#)

### Related Topics

- [How to Enter Text on Your Machine](#)
  - [Wireless LAN Report Error Codes](#)
-



## Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast

Before configuring your machine, we recommend writing down your wireless network settings. You will need this information before you continue with the configuration.

1. Check and write down the current wireless network settings.

Network Name (SSID)				
Communication Mode	Authentication Method	Encryption Mode	Network Key	
Infrastructure	Open System	NONE	-	
		WEP		
	Shared Key	WEP		
		WPA/WPA2-PSK	AES	
			TKIP	

For example:

Network Name (SSID)			
HELLO			
Communication Mode	Authentication Method	Encryption Mode	Network Key
Infrastructure	WPA2-PSK	AES	12345678



If your router uses WEP encryption, enter the key used as the first WEP key. Your machine supports the use of the first WEP key only.

2. Press **Menu**.
3. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
4. Press **▲** or **▼** to select the [WLAN] option, and then press **OK**.
5. Press **▲** or **▼** to select the [Setup Wizard] option, and then press **OK**.
6. When [WLAN Enable?] appears, enable the wireless network.  
This will start the wireless setup wizard.
7. The machine will search for your network and display a list of available SSIDs. Press **▲** or **▼** to select the [<New SSID>] option, and then press **OK**.
8. Enter the SSID name, and then press **OK**.
9. Press **▲** or **▼** to select the [Infrastructure] option, and then press **OK**.
10. Press **▲** or **▼** to select the Authentication Method you want, and then press **OK**.
11. Do one of the following:
  - If you selected the [Open System] option, press **▲** or **▼** to select the Encryption Type [None] or [WEP], and then press **OK**.  
If you selected the [WEP] option for Encryption Type, enter the WEP key, and then press **OK**.
  - If you selected the [Shared Key] option, enter the WEP key, and then press **OK**.
  - If you selected the [WPA/WPA2-PSK] option, press **▲** or **▼** to select the Encryption Type [TKIP + AES] or [AES], and then press **OK**.  
Enter the WPA™ key, and then press **OK**.



---

Your machine supports the use of the first WEP key only.

12. To apply the settings, select [Yes]. To cancel, select [No].

13. The machine attempts to connect to the wireless device you have selected.

If your wireless device is connected successfully, the machine's LCD displays [Connected].

You have completed the wireless network setup. To install **Full Driver & Software Package** necessary for operating your device, insert the installation disc into your computer or go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



## Related Information

- [Additional Methods of Configuring Your Machine for a Wireless Network](#)

### Related Topics

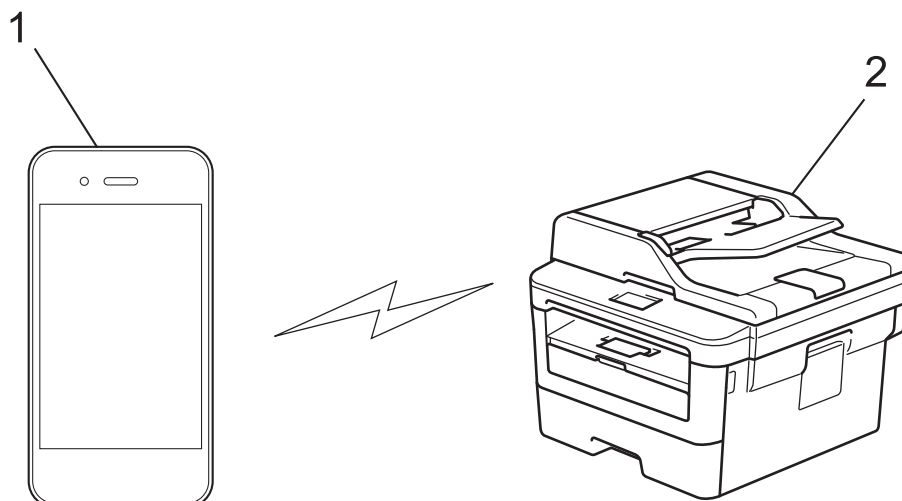
- [I Cannot Complete the Wireless Network Setup Configuration](#)
  - [How to Enter Text on Your Machine](#)
  - [Wireless LAN Report Error Codes](#)
-

## Use Wi-Fi Direct®

- [Print or Scan from Your Mobile Device Using Wi-Fi Direct®](#)
- [Configure Your Wi-Fi Direct® Network](#)
- [I Cannot Complete the Wireless Network Setup Configuration](#)

## Print or Scan from Your Mobile Device Using Wi-Fi Direct®

Wi-Fi Direct® is one of the wireless configuration methods developed by the Wi-Fi Alliance®. It allows you to configure a secured wireless network between your machine and a mobile device, such as an Android™ device, Windows® device, iPhone, iPod touch, or iPad, without using an access point. Wi-Fi Direct® supports wireless network configuration using the one-push or PIN Method of Wi-Fi Protected Setup™ (WPS). You can also configure a wireless network by manually setting an SSID and password. Your machine's Wi-Fi Direct® feature supports WPA2™ security with AES encryption.



1. Mobile device
2. Your machine



- Although the machine can be used in both a wired and wireless network, only one connection method can be used at a time. However, a wireless network connection and Wi-Fi Direct® connection, or a wired network connection and Wi-Fi Direct® connection can be used at the same time.
- The Wi-Fi Direct®-supported device can become a Group Owner (G/O). When configuring the Wi-Fi Direct® network, the G/O serves as an access point.



### Related Information

- [Use Wi-Fi Direct®](#)

## Configure Your Wi-Fi Direct® Network

Configure your Wi-Fi Direct® network settings from your machine's control panel.

- [Wi-Fi Direct® Network Configuration Overview](#)
- [Configure Your Wi-Fi Direct® Network Using the One-Push Method](#)
- [Configure Your Wi-Fi Direct® Network Using the One-Push Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Wi-Fi Direct® Network Using the PIN Method](#)
- [Configure Your Wi-Fi Direct® Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Wi-Fi Direct® Network Manually](#)

## Wi-Fi Direct® Network Configuration Overview

The following instructions offer five methods for configuring your machine in a wireless network environment. Select the method you prefer for your environment:

Check your mobile device for configuration.

1. Does your mobile device support Wi-Fi Direct®?

Option	Description
Yes	Go to Step 2
No	Go to Step 3

2. Does your mobile device support one-push configuration for Wi-Fi Direct®?

Option	Description
Yes	See <i>Related Information: Configure Your Wi-Fi Direct® Network Using the One-Push Method.</i>
No	See <i>Related Information: Configure Your Wi-Fi Direct® Network Using the PIN Method.</i>

3. Does your mobile device support Wi-Fi Protected Setup™ (WPS)?

Option	Description
Yes	Go to Step 4
No	See <i>Related Information: Configure Your Wi-Fi Direct® Network Manually.</i>

4. Does your mobile device support one-push configuration for Wi-Fi Protected Setup™ (WPS)?

Option	Description
Yes	See <i>Related Information: Configure Your Wi-Fi Direct® Network Using the One-Push Method of Wi-Fi Protected Setup™ (WPS).</i>
No	See <i>Related Information: Configure Your Wi-Fi Direct® Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS).</i>

To use iPrint&Scan functionality in a Wi-Fi Direct® network configured by one-push configuration using Wi-Fi Direct® or by PIN Method configuration using Wi-Fi Direct®, the device you use to configure Wi-Fi Direct® must be running Android™ 4.0 or greater.



### Related Information

- [Configure Your Wi-Fi Direct® Network](#)

### Related Topics

- [Configure Your Wi-Fi Direct® Network Using the One-Push Method](#)
- [Configure Your Wi-Fi Direct® Network Using the One-Push Method of Wi-Fi Protected Setup™ \(WPS\)](#)
- [Configure Your Wi-Fi Direct® Network Using the PIN Method](#)
- [Configure Your Wi-Fi Direct® Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)

- 
- [Configure Your Wi-Fi Direct® Network Manually](#)
-

## Configure Your Wi-Fi Direct® Network Using the One-Push Method

If your mobile device supports Wi-Fi Direct®, follow these steps to configure a Wi-Fi Direct® network:

1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [Wi-Fi Direct] option, and then press **OK**.
4. Press **▲** or **▼** to select the [Push Button] option, and then press **OK**.
5. When [Wi-Fi Direct On?] appears, enable the Wi-Fi Direct® network.
6. Activate Wi-Fi Direct® on your mobile device (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device and press OK.] appears on the machine's LCD. Press **OK** on your machine.  
This will start the Wi-Fi Direct® setup. To cancel, press **Clear**.
7. Do one of the following:
  - When your machine is the Group Owner (G/O), connect your mobile device to the machine directly.
  - When your machine is not the G/O, it will display available device names with which to configure a Wi-Fi Direct® network. Press **▲** or **▼** to select the mobile device you want to connect to and press **OK**. Search for available devices again by pressing [Rescan].
8. If your mobile device connects successfully, the machine's LCD displays [Connected]. You have completed the Wi-Fi Direct® network setup.



### Related Information

- [Configure Your Wi-Fi Direct® Network](#)

#### Related Topics

- [Wi-Fi Direct® Network Configuration Overview](#)



## Configure Your Wi-Fi Direct® Network Using the One-Push Method of Wi-Fi Protected Setup™ (WPS)

If your mobile device supports WPS (PBC: Push Button Configuration), follow these steps to configure a Wi-Fi Direct® network:

1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [Wi-Fi Direct] option, and then press **OK**.
4. Press **▲** or **▼** to select the [Group Owner] option, and then press **OK**.
5. Press **▲** or **▼** to select the [On] option, and then press **OK**.
6. Press **▲** or **▼** to select the [Push Button] option, and then press **OK**.
7. When [Wi-Fi Direct On?] appears, enable the Wi-Fi Direct® network.
8. Activate your mobile device's WPS one-push configuration method (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device and press OK.] appears on the machine's LCD. Press **OK** on your machine.

This will start the Wi-Fi Direct® setup. To cancel, press **Clear**.

9. If your mobile device connects successfully, the machine's LCD displays [Connected]. You have completed the Wi-Fi Direct® network setup.



### Related Information

- [Configure Your Wi-Fi Direct® Network](#)

### Related Topics

- [Wi-Fi Direct® Network Configuration Overview](#)

## Configure Your Wi-Fi Direct® Network Using the PIN Method

If your mobile device supports the PIN Method of Wi-Fi Direct®, follow these steps to configure a Wi-Fi Direct® network:

1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [Wi-Fi Direct] option, and then press **OK**.
4. Press **▲** or **▼** to select the [PIN Code] option, and then press **OK**.
5. When [Wi-Fi Direct On?] appears, enable the Wi-Fi Direct® network.
6. Activate Wi-Fi Direct® on your mobile device (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device and press OK.] appears on the machine's LCD. Press **OK** on your machine.  
This will start the Wi-Fi Direct® setup. To cancel, press **Clear**.
7. Do one of the following:
  - When your machine is the Group Owner (G/O), it will wait for a connection request from your mobile device. When [Input PIN Code] appears, enter the PIN displayed on your mobile device in your machine. Press **OK** to complete the setup.  
If the PIN is displayed on your machine, enter the PIN in your mobile device.
  - When your machine is not the G/O, it will display available device names with which to configure a Wi-Fi Direct® network. Press **▲** or **▼** to select the mobile device you want to connect to and press **OK**. Search for available devices again by pressing [Rescan].
8. Do one of the following:
  - Follow the machine's instruction to display the PIN on your machine, enter the PIN in your mobile device, and then go to the next step.
  - Follow the machine's instruction to enter the PIN displayed by your mobile device in your machine. Press **OK**, and then go to the next step.  
If your mobile device does not display a PIN, press **Stop/Exit** on your machine. Go back to the first step and try again.
9. If your mobile device connects successfully, the machine's LCD displays [Connected]. You have completed the Wi-Fi Direct® network setup.



### Related Information

- [Configure Your Wi-Fi Direct® Network](#)

### Related Topics

- [Wi-Fi Direct® Network Configuration Overview](#)

## Configure Your Wi-Fi Direct® Network Using the PIN Method of Wi-Fi Protected Setup™ (WPS)

If your mobile device supports the PIN Method of Wi-Fi Protected Setup™ (WPS), follow these steps to configure a Wi-Fi Direct® network:

1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [Wi-Fi Direct] option, and then press **OK**.
4. Press **▲** or **▼** to select the [Group Owner] option, and then press **OK**.
5. Press **▲** or **▼** to select the [On] option, and then press **OK**.
6. Press **▲** or **▼** to select the [PIN Code] option, and then press **OK**.
7. When [Wi-Fi Direct On?] appears, enable the Wi-Fi Direct® network.
8. Activate your mobile device's WPS PIN configuration method (see your mobile device's user's guide for instructions) when [Activate Wi-Fi Direct on other device and press OK.] appears on the machine's LCD. Press **OK** on your machine.  
This will start the Wi-Fi Direct® setup. To cancel, press **Clear**.
9. The machine will wait for a connection request from your mobile device. When [Input PIN Code] appears, enter the PIN displayed on your mobile device in the machine.
10. Press **OK**.
11. If your mobile device connects successfully, the machine's LCD displays [Connected]. You have completed the Wi-Fi Direct® network setup.



### Related Information

- [Configure Your Wi-Fi Direct® Network](#)

#### Related Topics

- [Wi-Fi Direct® Network Configuration Overview](#)

## Configure Your Wi-Fi Direct® Network Manually

If your mobile device does not support Wi-Fi Direct® or WPS, you must configure a Wi-Fi Direct® network manually.

1. Press **Menu**.
2. Press **▲** or **▼** to select the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to select the [Wi-Fi Direct] option, and then press **OK**.
4. Press **▲** or **▼** to select the [Manual] option, and then press **OK**.
5. When [Wi-Fi Direct On?] appears, enable the Wi-Fi Direct® network.
6. The machine will display the SSID name and Password for two minutes. Go to your mobile device's wireless network settings screen, select the SSID name, and then enter the password.
7. If your mobile device connects successfully, the machine's LCD displays [Connected]. You have completed the Wi-Fi Direct® network setup.



### Related Information

- [Configure Your Wi-Fi Direct® Network](#)

#### Related Topics

- [Wi-Fi Direct® Network Configuration Overview](#)

## Advanced Network Features

- [Print the Network Configuration Report](#)
- [Print the WLAN Report](#)
- [Synchronize Time with the SNTP Server Using Web Based Management](#)

## Print the Network Configuration Report

The Network Configuration Report lists the network configuration, including the network print server settings.



- **Node Name:** The Node Name appears on the current Network Configuration Report. The default Node Name is "RINxxxxxxxxxxxx" for a wired network or "RIWxxxxxxxxxxxx" for a wireless network (where "xxxxxxxxxxxx" is your machine's MAC Address / Ethernet Address.)
- If the [IP Address] on the Network Configuration Report shows 0.0.0.0, wait for one minute and try printing it again.
- You can find your machine's settings, such as the IP address, subnet mask, node name, and MAC Address on the report, for example:
  - IP address: 192.168.0.5
  - Subnet mask: 255.255.255.0
  - Node name: RIN000ca0000499
  - MAC Address: 00-0c-a0-00-04-99

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Print Reports] option, and then press **OK**.
3. Press **▲** or **▼** to select the [Network Config] option, and then press **OK**.
4. Press **Start**.



### Related Information

- [Advanced Network Features](#)

#### Related Topics

- [Where Can I Find My Machine's Network Settings?](#)
- [I Want to Check that My Network Devices are Working Correctly](#)
- [Access Web Based Management](#)

## Print the WLAN Report

The WLAN Report reflects your machine's wireless status. If the wireless connection fails, check the error code on the printed report.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Print Reports] option, and then press **OK**.
3. Press **▲** or **▼** to select the [WLAN Report] option, and then press **OK**.
4. Press **Start**.

The machine will print the WLAN Report.



### Related Information

- [Advanced Network Features](#)
  - [Wireless LAN Report Error Codes](#)

### Related Topics

- [My Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
  - [I Want to Check that My Network Devices are Working Correctly](#)
-

## Wireless LAN Report Error Codes

If the Wireless LAN Report shows that the connection failed, check the error code on the printed report and see the corresponding instructions in the table:

Error Code	Problem and Recommended Solutions
TS-01	<p>The wireless setting is not activated, change the wireless setting to ON.</p> <p>If a network cable is connected to your machine, disconnect it and change the wireless setting of your machine to ON.</p>
TS-02	<p>The wireless access point/router cannot be detected.</p> <ol style="list-style-type: none"><li>1. Check the following two points:<ul style="list-style-type: none"><li>• Unplug the power to your wireless access point/router, wait for 10 seconds, and then plug it back in.</li><li>• If your WLAN access point/router is using MAC address filtering, confirm that the MAC address of the machine is allowed in the filter.</li></ul></li><li>2. If you manually entered the SSID and security information (SSID/authentication method/encryption method/Network Key), the information may be incorrect. Reconfirm the SSID and security information and re-enter the correct information as necessary. This device does not support a 5 GHz SSID/ESSID and you must select a 2.4 GHz SSID/ESSID. Make sure the access point/router is set to 2.4 GHz or 2.4 GHz/5 GHz mixed mode.</li></ol>
TS-04	<p>The Authentication/Encryption methods used by the selected wireless access point/router are not supported by your machine.</p> <p>Change the authentication and encryption method of the wireless access point/router. Your machine supports the following authentication methods:</p> <ul style="list-style-type: none"><li>• WPA-Personal TKIP or AES</li><li>• WPA2-Personal TKIP or AES</li><li>• Open WEP or None (without encryption)</li><li>• Shared key WEP</li></ul> <p>If your problem is not solved, the SSID or network settings you entered may be incorrect. Confirm the wireless network settings.</p>
TS-05	<p>The security information (SSID/Network Key) is incorrect.</p> <p>Confirm the wireless security information (Authentication method/Encryption method/Network Key).</p>
TS-06	<p>The machine cannot detect a WLAN access point/router that has WPS enabled.</p> <p>Confirm the wireless security information (Authentication method/Encryption method/Network Key).</p>
TS-07	<p>The machine cannot detect a WLAN access point/router that has WPS enabled.</p> <p>If you want to connect with WPS, you must operate both your machine and the WLAN access point/router. Confirm the connection method for WPS on WLAN access point/router and try starting again.</p> <p>If you do not know how to operate your WLAN access point/router using WPS, see the documentation provided with your WLAN access point/router, ask the manufacturer of your WLAN access point/router or ask your network administrator.</p>



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Error Code	Problem and Recommended Solutions
TS-08	Two or more WLAN access points that have WPS enabled are detected. <ul style="list-style-type: none"><li>• Confirm that only one WLAN access point/router within range has the WPS method active and try again.</li><li>• Try starting again after few minutes in order to avoid effects from other access points.</li></ul>



## Related Information

- [Print the WLAN Report](#)

### Related Topics

- [My Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
  - [I Want to Check that My Network Devices are Working Correctly](#)
  - [Configure Your Machine for a Wireless Network Using the One Push Method of Wi-Fi Protected Setup™ \(WPS\)](#)
  - [Configure Your Machine for a Wireless Network Using the PIN Method of Wi-Fi Protected Setup™ \(WPS\)](#)
  - [Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard](#)
  - [Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast](#)
-

## **Synchronize Time with the SNTP Server Using Web Based Management**


The Simple Network Time Protocol (SNTP) is used to synchronize the time used by the machine for authentication with the SNTP time server. (This is not the time displayed on the machine's LCD.) You can automatically or manually synchronize the machine's time with the Coordinated Universal Time (UTC) provided by the SNTP time server.

- [Configure Date and Time Using Web Based Management](#)
- [Configure the SNTP Protocol Using Web Based Management](#)

## Configure Date and Time Using Web Based Management

Configure date and time to synchronize the time used by the machine with the SNTP time server.

This feature is not available in some countries.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).  
For example:  
http://192.168.1.2
3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Administrator** tab.
5. Click **Date&Time** in the left navigation bar.

### Date&Time

<b>Date</b>	<input type="text" value="xx"/> / <input type="text" value="xx"/> / <input type="text" value="20xx"/>
<b>Clock Type</b>	<input checked="" type="radio"/> 12h Clock <input type="radio"/> 24h Clock
<b>Time</b>	<input type="text" value="xx"/> : <input type="text" value="xx"/> <input type="text" value="AM"/>
<b>Time Zone</b>	<input type="text" value="UTC+09:00"/>
<b>Auto Daylight</b>	<input checked="" type="radio"/> Off <input type="radio"/> On
<input type="checkbox"/> <b>Synchronize with SNTP server</b>	
To synchronize the "Date&Time" with your SNTP server, you must configure the SNTP server settings.	
<a href="#">SNTP&gt;&gt;</a>	



Select the time difference between your location and UTC from the **Time Zone** drop-down list. For example, the time zone for Eastern Time in the USA and Canada is UTC-05:00.

6. Verify the **Time Zone** settings.
7. Select the **Synchronize with SNTP server** check box.
8. Click **Submit**.



### Related Information

- [Synchronize Time with the SNTP Server Using Web Based Management](#)


## Configure the SNTP Protocol Using Web Based Management

Configure the SNTP protocol to synchronize the time the machine uses for authentication with the time kept by the SNTP time server.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Protocol** menu in the left navigation bar.
6. Select the **SNTP** check box to activate the settings.
7. Click **Submit**.
8. Restart your machine to activate the configuration.
9. Next to the SNTP check box, click **Advanced Settings** and follow the instructions below:

### SNTP

**Status** Enabled

**Synchronization Status** Succeeded

---

**SNTP Server Method**

**Primary SNTP Server Address**

**Primary SNTP Server Port**

**Secondary SNTP Server Address**

**Secondary SNTP Server Port**

**Synchronization Interval**  hour(s)

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[Date&Time>>](#)

Option	Description
<b>Status</b>	Displays whether the SNTP protocol is enabled or disabled.
<b>Synchronization Status</b>	Confirm the latest synchronization status.
<b>SNTP Server Method</b>	Select <b>AUTO</b> or <b>STATIC</b> . <ul style="list-style-type: none"><li>• <b>AUTO</b> If you have a DHCP server in your network, the SNTP server will obtain the address from that server automatically.</li><li>• <b>STATIC</b> Type the address you want to use.</li></ul>

---

Option	Description
<b>Primary SNTP Server Address</b>	Type the server address (up to 64 characters).
<b>Secondary SNTP Server Address</b>	The secondary SNTP server address is used as a backup to the primary SNTP server address. If the primary server is unavailable, the machine will contact the secondary SNTP server.
<b>Primary SNTP Server Port</b>	Type the port number (1-65535).
<b>Secondary SNTP Server Port</b>	The secondary SNTP server port is used as a backup to the primary SNTP server port. If the primary port is unavailable, the machine will contact the secondary SNTP port.
<b>Synchronization Interval</b>	Type the number of hours between server synchronization attempts (1-168 hours).

10. Click **Submit**.



### Related Information

- [Synchronize Time with the SNTP Server Using Web Based Management](#)
-

## Technical Information for Advanced Users

- [Reset the Network Settings to the Factory Settings](#)

## Reset the Network Settings to the Factory Settings

You can use your machine's control panel to reset the print server to its default factory settings. This resets all information, such as the password and IP address.



- This feature restores all wired (supported models only) and wireless network settings to the factory settings.
- You can also reset the print server to its factory settings using BRAdmin Light or Web Based Management.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Network] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Network Reset] option, and then press **OK**.
4. Follow the machine's instruction to reset the network settings.  
The machine will restart.



### Related Information

- [Technical Information for Advanced Users](#)

## Security

- [Lock the Machine Settings](#)
- [Network Security Features](#)



## Lock the Machine Settings

Before turning on the machine's Access Lock, make a careful note of your password. If you forget the password, you must reset all passwords stored in the machine by contacting your administrator or service representative.

- [Setting Lock Overview](#)

## Setting Lock Overview

Use the Setting Lock feature to block unauthorised access to machine settings.

When Setting Lock is set to On, you cannot access the machine settings without entering the password.

- [Set the Setting Lock Password](#)
- [Change the Setting Lock Password](#)
- [Turn Setting Lock On](#)

## Set the Setting Lock Password

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Security] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Setting Lock] option, and then press **OK**.
5. Enter a four-digit number for the password.
6. Press **OK**.
7. When the LCD displays [Verify:], re-enter the password.
8. Press **OK**.
9. Press **Stop/Exit**.



### Related Information

- [Setting Lock Overview](#)

## Change the Setting Lock Password

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Security] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Setting Lock] option, and then press **OK**.
5. Press **▲** or **▼** to select the [Set Password] option, and then press **OK**.
6. Enter the current four-digit password.
7. Press **OK**.
8. Enter a new four-digit password.
9. Press **OK**.
10. When the LCD displays [Verify:], re-enter the password.
11. Press **OK**.
12. Press **Stop/Exit**.



### Related Information

- [Setting Lock Overview](#)

## Turn Setting Lock On

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Security] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Setting Lock] option, and then press **OK**.
5. Press **OK** when the LCD displays [On].
6. Enter the current four-digit password.
7. Press **OK**.
8. Press **Stop/Exit**.



To turn Setting Lock off, current four-digit password, and then press **OK**.



### Related Information

- [Setting Lock Overview](#)

## Network Security Features

- [Before Using Network Security Features](#)
- [Manage Your Network Machine Securely Using SSL/TLS](#)
- [Send an Email Securely](#)

## Before Using Network Security Features

Your machine employs some of the latest network security and encryption protocols available today. These network features can be integrated into your overall network security plan to help protect your data and prevent unauthorised access to the machine.



---

We recommend disabling the FTP server and TFTP protocols. Accessing the machine using these protocols is not secure.

---



### Related Information

- [Network Security Features](#)
-

## Manage Your Network Machine Securely Using SSL/TLS

- [Introduction to SSL/TLS](#)
- [Certificates and Web Based Management](#)
- [Manage Your Network Machine Securely Using Web Based Management](#)
- [Print Documents Securely Using SSL/TLS](#)



## Introduction to SSL/TLS

Secure Socket Layer (SSL) or Transport Layer Security (TLS) is an effective method of protecting data sent over a local or wide area network (LAN or WAN). It works by encrypting data, such as a print job, sent over a network, so anyone trying to capture it will not be able to read it.

SSL/TLS can be configured on both wired and wireless networks and will work with other forms of security such as WPA keys and firewalls.

### Related Information

- [Manage Your Network Machine Securely Using SSL/TLS](#)
    - [Brief History of SSL/TLS](#)
    - [Benefits of Using SSL/TLS](#)
-

## Brief History of SSL/TLS

SSL/TLS was originally created to secure web traffic information, particularly data sent between web browsers and servers. For example, when you use Internet Explorer® for Internet Banking and you see https:// and the little padlock icon in the web browser, you are using SSL. SSL grew to work with additional applications, such as Telnet, printer, and FTP software, in order to become a universal solution for online security. Its original design intentions are still being used today by many online retailers and banks to secure sensitive data, such as credit card numbers, customer records, etc.

SSL/TLS uses extremely high levels of encryption and is trusted by banks all over the world.



### Related Information

- [Introduction to SSL/TLS](#)

## Benefits of Using SSL/TLS

The primary benefit of using SSL/TLS on your machines is to guarantee secure printing over an IP network by restricting unauthorised users from reading data sent to the machine. SSL's key selling point is that it can be used to print confidential data securely. For example, an HR department in a large company may be printing wage slips on a regular basis. Without encryption, the data contained on these wages slips can be read by other network users. However, with SSL/TLS, anyone trying to capture the data will see a confusing page of code and not the actual wage slip.



### Related Information

- [Introduction to SSL/TLS](#)
-

## Certificates and Web Based Management

You must configure a certificate to manage your networked machine securely using SSL/TLS. You must use Web Based Management to configure a certificate.

- [Supported Security Certificate Features](#)
- [Create and Install a Certificate](#)
- [Manage Multiple Certificates](#)

## Supported Security Certificate Features

Your machine supports the use of multiple security certificates, which allows secure management, authentication, and communication with the machine. The following security certificate features can be used with the machine:

- SSL/TLS communication
- SSL communication for SMTP

Your machine supports the following:

- Pre-installed certificate

Your machine has a pre-installed self-signed certificate. This certificate enables you to use SSL/TLS communication without creating or installing a different certificate.



The pre-installed self-signed certificate cannot protect your communication from being compromised. We recommend using a certificate that is issued by a trusted organisation for better security.

- Self-signed certificate

This print server issues its own certificate. Using this certificate, you can easily use the SSL/TLS communication without creating or installing a different certificate from a CA.

- Certificate from a Certificate Authority (CA)

There are two methods for installing a certificate from a CA. If you already have a certificate from a CA or if you want to use a certificate from an external trusted CA:

- When using a Certificate Signing Request (CSR) from this print server.
- When importing a certificate and a private key.

- Certificate Authority (CA) Certificate

To use a CA certificate that identifies the CA and owns its private key, you must import that CA certificate from the CA before configuring the security features of the Network.



- If you are going to use SSL/TLS communication, we recommend contacting your system administrator first.
- When you reset the print server back to its default factory settings, the certificate and the private key that are installed will be deleted. If you want to keep the same certificate and the private key after resetting the print server, export them before resetting, and then reinstall them.



### Related Information

- [Certificates and Web Based Management](#)

## **Create and Install a Certificate**

- [Step by Step Guide for Creating and Installing a Certificate](#)
- [Create and Install a Self-signed Certificate](#)
- [Create and Install a Certificate from a Certificate Authority \(CA\)](#)
- [Import and Export a CA Certificate](#)

## Step by Step Guide for Creating and Installing a Certificate

There are two options when choosing a security certificate: use a self-signed certificate or use a certificate from a Certificate Authority (CA).

These are a brief summary of the actions required, based on the option you choose.

### Option 1

#### Self-Signed Certificate

1. Create a self-signed certificate using Web Based Management.
2. Install the self-signed certificate on your computer.

### Option 2

#### Certificate from a CA

1. Create a Certificate Signing Request (CSR) using Web Based Management.
2. Install the certificate issued by the CA on your machine using Web Based Management.
3. Install the certificate on your computer.



#### Related Information

- [Create and Install a Certificate](#)

## Create and Install a Self-signed Certificate

- [Create a Self-signed Certificate](#)
- [Install the Self-signed Certificate for Windows® users with Administrator Rights](#)
- [Import and Export the Self-signed Certificate on your Machine](#)



## Create a Self-signed Certificate

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Create Self-Signed Certificate**.
8. Enter a **Common Name** and a **Valid Date**.
  - The length of the **Common Name** is less than 64 bytes. Enter an identifier, such as an IP address, node name, or domain name to use when accessing this machine through SSL/TLS communication. The node name is displayed by default.
  - A warning will appear if you use the IPPS or HTTPS protocol and enter a different name in the URL than the **Common Name** that was used for the self-signed certificate.
9. Select your setting from the **Public Key Algorithm** drop-down list. The default setting is **RSA(2048bit)**.
10. Select your setting from the **Digest Algorithm** drop-down list. The default setting is **SHA256**.
11. Click **Submit**.
12. Click **Network**.
13. Click **Protocol**.
14. Click **HTTP Server Settings**.
15. Select the certificate you want to configure from the **Select the Certificate** drop-down list.
16. Click **Submit**.

The following screen appears.

## HTTP Server Settings

---

The setting for high security in communication was done.

---

To activate your new settings, this Device needs to restart.

Note: Any jobs in progress will be aborted.

To activate other protocols that have secure settings after restarting, check the box below.

Activate other protocols that have secure settings.

Would you like to restart immediately?

---

Yes

No

17. Click **Yes** to restart your print server.

The self-signed certificate is created and saved in your machine's memory.

To use SSL/TLS communication, the self-signed certificate must be installed on your computer.








### Related Information

- [Create and Install a Self-signed Certificate](#)

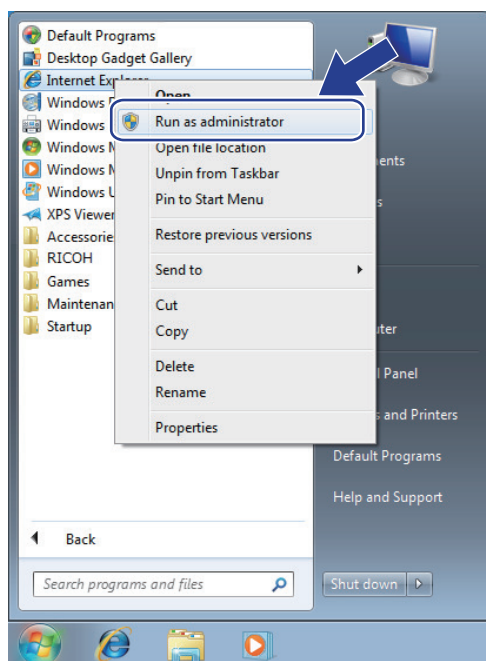
## Install the Self-signed Certificate for Windows® users with Administrator Rights

The following steps are for Microsoft® Internet Explorer®. If you use another web browser, consult the documentation for your web browser to get help with installing certificates.

1. Do one of the following:
  - (Windows® 7 and Windows Server® 2008)  
Click  (**Start**) > **All Programs**.
  - (Windows® 8.1 )  
Right-click the  (**Internet Explorer**) icon on the taskbar.
  - (Windows® 10 and Windows Server® 2016)  
Click  > **Windows Accessories**.
  - (Windows Server® 2012 and Windows Server® 2012 R2)  
Click  (**Internet Explorer**), and then right-click the  (**Internet Explorer**) icon that appears on the taskbar.
2. Right-click **Internet Explorer**, and then click **Run as administrator**.

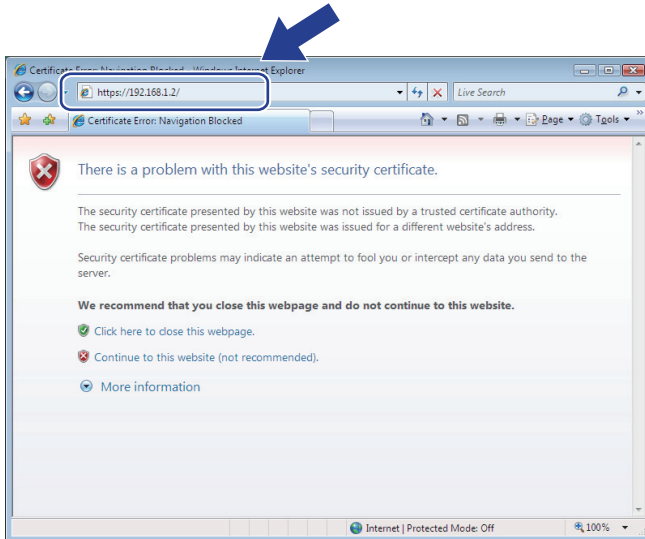


If the **More** option appears, click **More**.

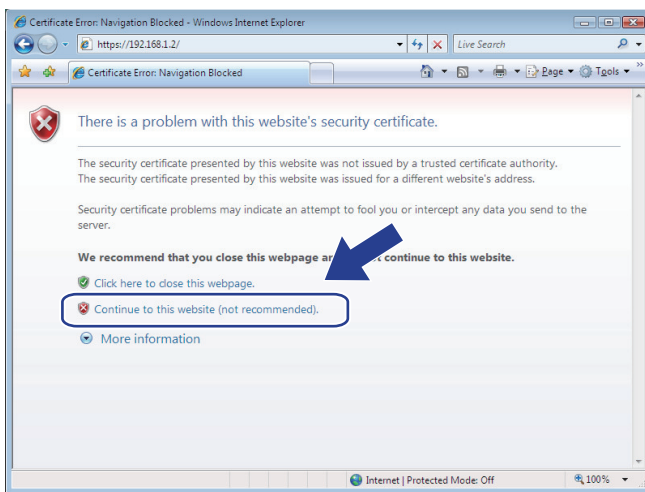


If the **User Account Control** screen appears, click **Yes**.

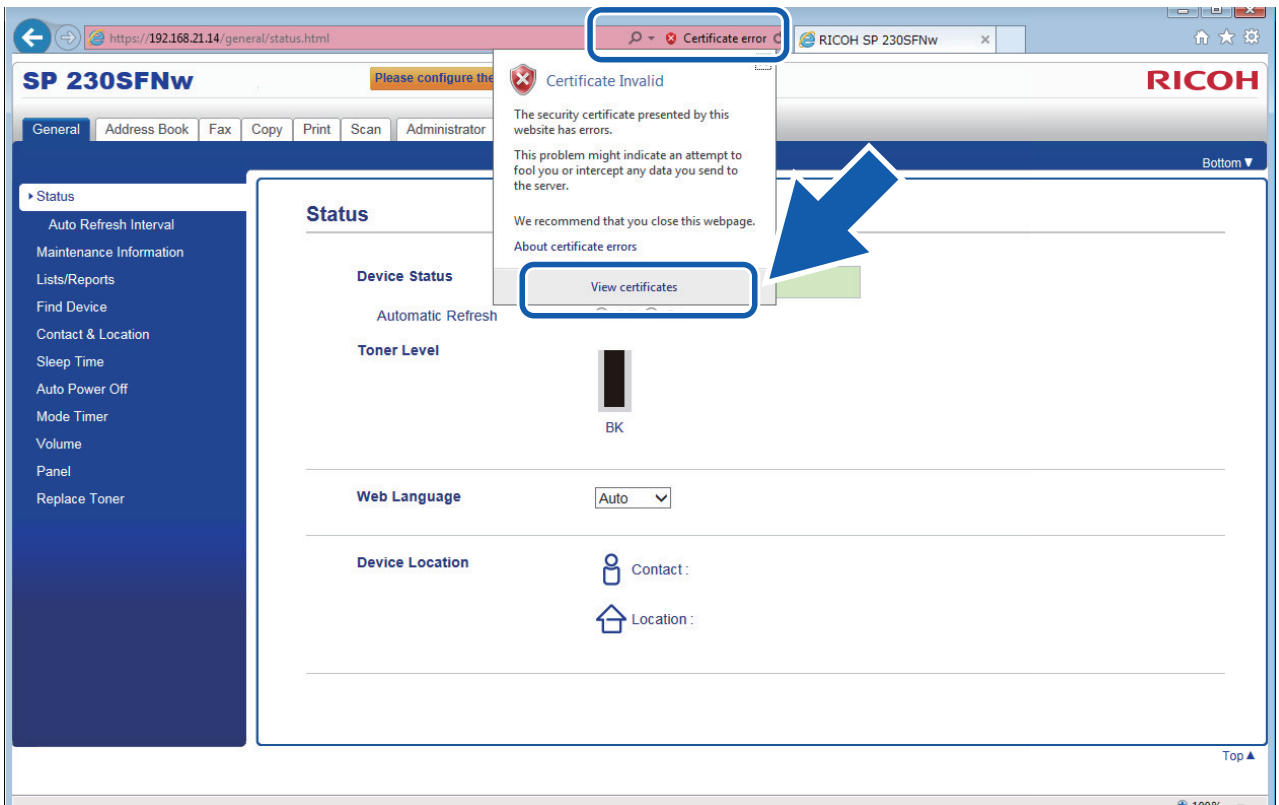
3. Type "https://machine's IP address" in your browser's address bar to access your machine (where "machine's IP address" is the machine's IP address or the node name that you assigned for the certificate).



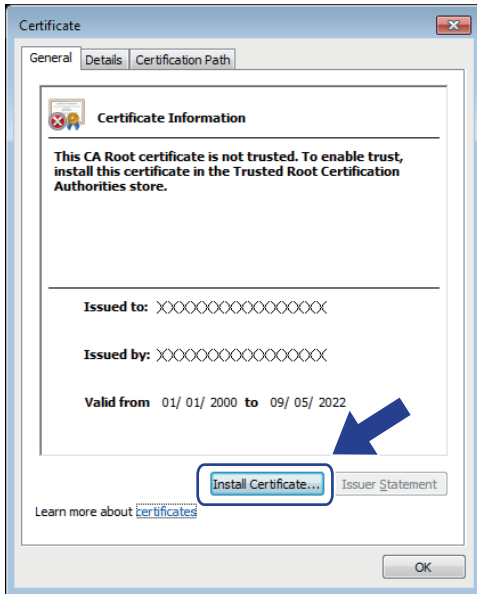
4. Click **Continue to this website (not recommended)**.



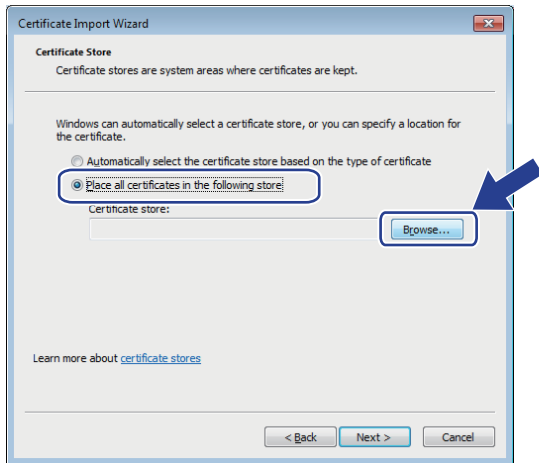
5. Click **Certificate error**, and then click **View certificates**.



6. Click **Install Certificate...**



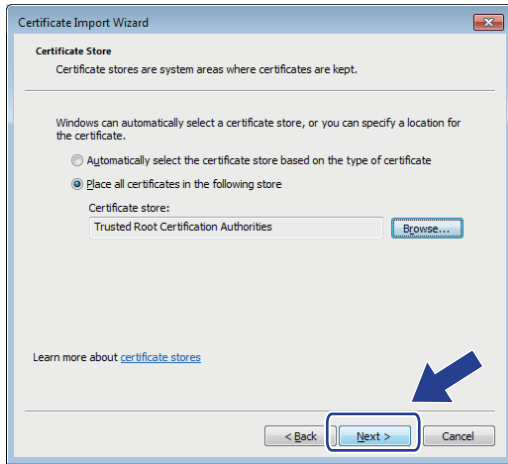
7. When the **Certificate Import Wizard** appears, click **Next**.
8. Select **Place all certificates in the following store**, and then click **Browse....**



9. Select **Trusted Root Certification Authorities**, and then click **OK**.

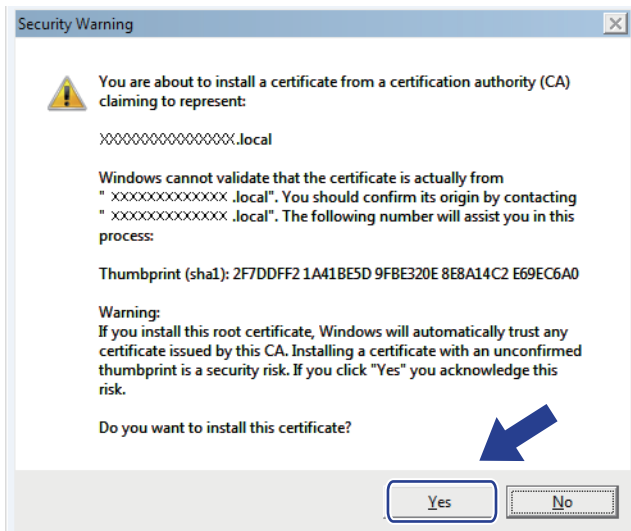


10. Click **Next**.



11. Click **Finish**.

12. Click **Yes**, if the fingerprint (thumbprint) is correct.



The fingerprint (thumbprint) is printed on the Network Configuration Report.

13. Click **OK**.

The self-signed certificate is now installed on your computer, and SSL/TLS communication is available.



## Related Information

- [Create and Install a Self-signed Certificate](#)

## **Import and Export the Self-signed Certificate on your Machine**

You can store the self-signed certificates on your machine and manage them by importing and exporting.

- [Import the Self-signed Certificate](#)
- [Export the Self-signed Certificate](#)

## Import the Self-signed Certificate

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Import Certificate and Private Key**.
8. Browse to the file you want to import.
9. Type the password if the file is encrypted, and then click **Submit**.

The self-signed certificate is imported to your machine.

To use SSL/TLS communication, the self-signed certificate must also be installed on your computer. Contact your network administrator.



### Related Information

- [Import and Export the Self-signed Certificate on your Machine](#)



## Export the Self-signed Certificate

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Export** shown with **Certificate List**.
8. If you want to encrypt the file, type a password in the **Enter password** field.  
If the **Enter password** field is blank, your output file will not be encrypted.
9. Type the password again in the **Retype password** field, and then click **Submit**.
10. Click **Save**.
11. Specify the location where you want to save the file.

The self-signed certificate is exported to your computer.

You can also import the self-signed certificate to your computer.



### Related Information

- [Import and Export the Self-signed Certificate on your Machine](#)

## Create and Install a Certificate from a Certificate Authority (CA)

If you already have a certificate from an external trusted CA, you can store the certificate and private key on the machine and manage them by importing and exporting. If you do not have a certificate from an external trusted CA, create a Certificate Signing Request (CSR), send it to a CA for authentication, and install the returned certificate on your machine.

- [Create a Certificate Signing Request \(CSR\)](#)
- [Install a Certificate on Your Machine](#)
- [Import and Export the Certificate and Private Key](#)

## Create a Certificate Signing Request (CSR)

A Certificate Signing Request (CSR) is a request sent to a Certificate Authority (CA) to authenticate the credentials contained within the certificate.

We recommend installing a Root Certificate from the CA on your computer before creating the CSR.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Create CSR**.
8. Type a **Common Name** (required) and add other information about your **Organization** (optional).



- Your company details are required so that a CA can confirm your identity and verify it to the outside world.
- The length of the **Common Name** must be less than 64 bytes. Enter an identifier, such as an IP address, node name, or domain name to use when accessing this printer through SSL/TLS communication. The node name is displayed by default. The **Common Name** is required.
- A warning will appear if you type a different name in the URL than the Common Name that was used for the certificate.
- The length of the **Organization**, the **Organization Unit**, the **City/Locality** and the **State/Province** must be less than 64 bytes.
- The **Country/Region** should be a two character ISO 3166 country code.
- If you are configuring an X.509v3 certificate extension, select the **Configure extended partition** check box, and then select **Auto (Register IPv4)** or **Manual**.

9. Select your setting from the **Public Key Algorithm** drop-down list. The default setting is **RSA(2048bit)**.
10. Select your setting from the **Digest Algorithm** drop-down list. The default setting is **SHA256**.
11. Click **Submit**.

---

The CSR appears on your screen. Save the CSR as a file or copy and paste it into an online CSR form offered by a Certificate Authority.

12. Click **Save**.



- 
- Follow your CA's policy regarding the method to send a CSR to your CA.
  - If you are using the Enterprise root CA of Windows Server® 2008/2012/2012 R2/2016, we recommend using the Web Server for the certificate template to securely create the Client Certificate.
- 



### **Related Information**

- [Create and Install a Certificate from a Certificate Authority \(CA\)](#)
-

## Install a Certificate on Your Machine

When you receive a certificate from a CA, follow the steps below to install it into the print server:

Only a certificate issued with your machine's CSR can be installed onto the machine. When you want to create another CSR, make sure that the certificate is installed before creating another CSR. Create another CSR only after installing the certificate on the machine. If you do not, the CSR you create before installing will be invalid.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Install Certificate**.
8. Browse to the file that contains the certificate issued by the CA, and then click **Submit**.

The certificate has been created successfully and saved in your machine's memory successfully.

To use SSL/TLS communication, the Root Certificate from the CA must be installed on your computer. Contact your network administrator.



### Related Information

- [Create and Install a Certificate from a Certificate Authority \(CA\)](#)

## **Import and Export the Certificate and Private Key**

Store the certificate and private key on your machine and manage them by importing and exporting them.

- [Import a Certificate and Private Key](#)
- [Export the Certificate and Private Key](#)

## Import a Certificate and Private Key

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Import Certificate and Private Key**.
8. Browse to the file you want to import.
9. Type the password if the file is encrypted, and then click **Submit**.

The certificate and private key are imported to your machine.

To use SSL/TLS communication, the Root Certificate from the CA must also be installed on your computer. Contact your network administrator.



### Related Information

- [Import and Export the Certificate and Private Key](#)

## Export the Certificate and Private Key

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **Certificate**.
7. Click **Export** shown with **Certificate List**.
8. Enter the password if you want to encrypt the file.  
If a blank password is used, the output is not encrypted.
9. Enter the password again for confirmation, and then click **Submit**.
10. Click **Save**.
11. Specify the location where you want to save the file.

The certificate and private key are exported to your computer.

You can also import the certificate to your computer.



### Related Information

- [Import and Export the Certificate and Private Key](#)



## Import and Export a CA Certificate

You can import, export and store CA certificates on your machine.

- [Import a CA Certificate](#)
- [Export a CA Certificate](#)

## Import a CA Certificate

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **CA Certificate**.
7. Click **Import CA Certificate**.
8. Browse to the file you want to import.
9. Click **Submit**.



### Related Information

- [Import and Export a CA Certificate](#)

## Export a CA Certificate

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Security** tab.
6. Click **CA Certificate**.
7. Select the certificate you want to export and click **Export**.
8. Click **Submit**.
9. Click **Save**.
10. Specify where on your computer you want to save the exported certificate, and save it.



### Related Information

- [Import and Export a CA Certificate](#)

## Manage Multiple Certificates

The multiple certificate feature allows you to use Web Based Management to manage each certificate installed on your machine. In Web Based Management, navigate to the **Certificate** or **CA Certificate** screen to view certificate content, delete, or export your certificates.

	Maximum Number of Certificates Stored UP on Your Machine
Self-signed Certificate or Certificate Issued by a CA	5
CA Certificate	5

You can store up to 5 Certificate Authority (CA) certificates using SMTP over SSL (only available for certain models).

We recommend storing one less certificate than allowed, reserving an empty spot in case of certificate expiration. When a certificate expires, import a new certificate into the reserved spot, and then delete the expired certificate. This ensures that you avoid configuration failure.



- When you use SSL for SMTP communications, you do not have to choose the certificate. The necessary certificate will be chosen automatically.



### Related Information

- [Certificates and Web Based Management](#)


## Manage Your Network Machine Securely Using Web Based Management

To manage your network machine securely, you must use management utilities with security protocols.

We recommend using the HTTPS protocol for secure management. To use this protocol, HTTPS must be enabled on your machine.



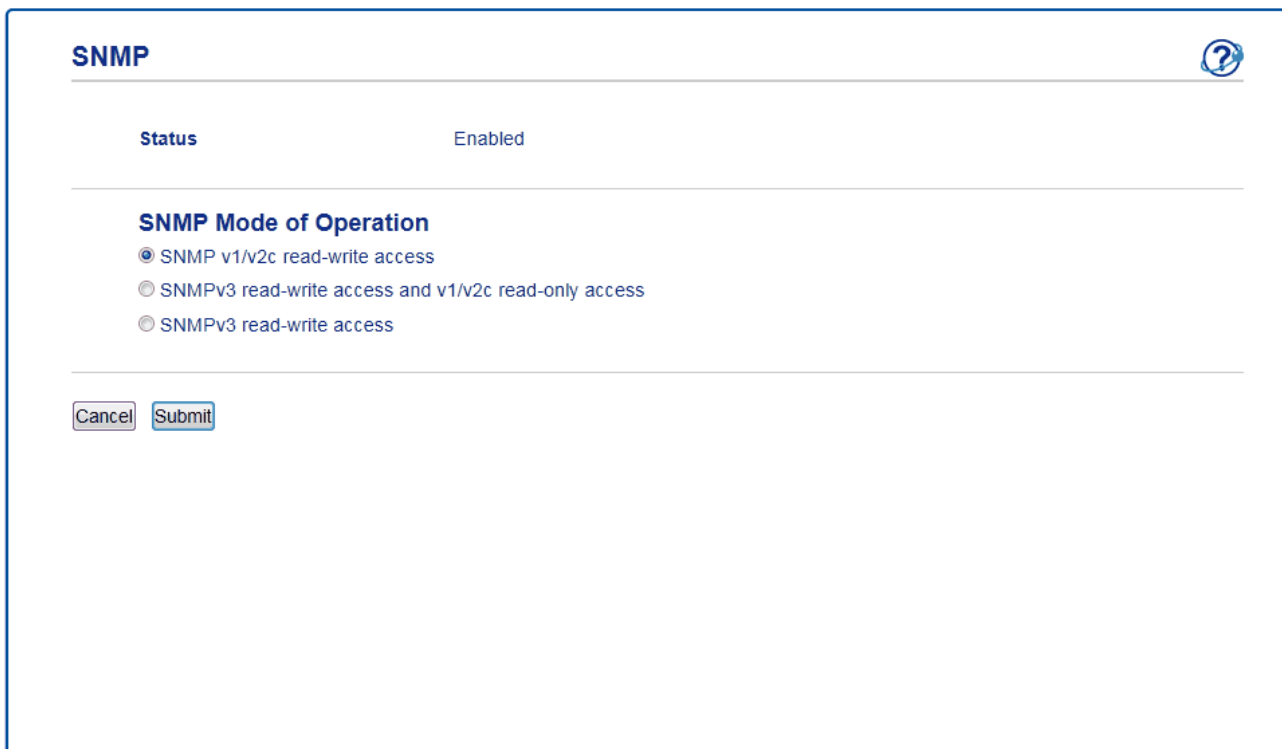
- The HTTPS protocol is enabled by default.
- You can change the HTTPS protocol settings using the Web Based Management screen.


1. Start your web browser.
2. Type "https://Common Name" in your browser's address bar (where "Common Name" is the Common Name that you assigned to the certificate; this could be your IP address, node name, or domain name).
3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. You can now access the machine using HTTPS.



- If you use the SNMPv3 protocol, follow the steps below.

5. Click the **Network** tab.
6. Click **Protocol**.
7. Make sure the **SNMP** setting is enabled, and then click **Advanced Settings**.
8. Configure the SNMP settings.



**SNMP** 

Status Enabled

**SNMP Mode of Operation**

SNMP v1/v2c read-write access

SNMPv3 read-write access and v1/v2c read-only access

SNMPv3 read-write access

Cancel Submit

There are three options for **SNMP Mode of Operation**.

- **SNMP v1/v2c read-write access**  
In this mode, the print server uses version 1 and version 2c of the SNMP protocol. You can use all applications in this mode. However, it is not secure since it will not authenticate the user, and data will not be encrypted.
- **SNMPv3 read-write access and v1/v2c read-only access**

---

In this mode, the print server uses the read-write access of version 3 and the read-only access of version 1 and version 2c of the SNMP protocol.



---

When you use **SNMPv3 read-write access and v1/v2c read-only access** mode, some applications (such as BRAdmin Light) that access the print server do not work correctly since they authorise the read-only access of version 1 and version 2c. If you want to use all applications, we recommend using **SNMP v1/v2c read-write access** mode.

---

- **SNMPv3 read-write access**

In this mode, the print server uses version 3 of the SNMP protocol. If you want to manage the print server securely, use this mode.



---

When you use **SNMPv3 read-write access** mode, note the following:

- You can use only Web Based Management to manage the print server.
- All applications that use SNMPv1/v2c will be restricted. To allow the use of SNMPv1/v2c applications, use **SNMPv3 read-write access and v1/v2c read-only access** or **SNMP v1/v2c read-write access** mode.

---

9. Click **Submit**.



### Related Information

- [Manage Your Network Machine Securely Using SSL/TLS](#)

## Print Documents Securely Using SSL/TLS

To print documents securely with IPP protocol, use the IPPS protocol.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click **Protocol**. Make sure the **IPP** check box is selected.



- If the **IPP** check box is not selected, select the **IPP** check box, and then click **Submit**.

Restart your machine to activate the configuration.

After the machine restarts, return to the machine's web page, click the **Network** tab, and then click **Protocol**.

6. Click **HTTP Server Settings**.
7. Select the **HTTPS(Port 443)** check box in the **IPP**, and then click **Submit**.
8. Restart your machine to activate the configuration.

Communication using IPPS cannot prevent unauthorised access to the print server.



### Related Information

- [Manage Your Network Machine Securely Using SSL/TLS](#)


## Send an Email Securely

- [Configure Email Sending Using Web Based Management](#)
- [Send an Email with User Authentication](#)
- [Send an Email Securely Using SSL/TLS](#)



## Configure Email Sending Using Web Based Management

We recommend using Web Based Management to configure secured email sending with user authentication, or email sending using SSL/TLS.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).  
For example:  
http://192.168.1.2
3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Protocol** menu in the left navigation bar.
6. In the **SMTP** field, click **Advanced Settings** and make sure the status of **SMTP** is **Enabled**.
7. Configure the **SMTP** settings.
  - Confirm that the email settings are correct after configuration by sending a test email.
  - If you do not know the SMTP server settings, contact your network administrator or Internet Service Provider (ISP).
8. When finished, click **Submit**.  
The **Test Send E-mail Configuration** dialog box appears.
9. Follow the instructions in the dialog box to test the current settings.



### Related Information

- [Send an Email Securely](#)

## Send an Email with User Authentication

Your machine supports the SMTP-AUTH method to send email via an email server that requires user authentication. This method prevents unauthorised users from accessing the email server.

You can use SMTP-AUTH for email notification and email reports (available for certain models).



---

We recommend using Web Based Management to configure the SMTP authentication.

---

### Email Server Settings

You must configure your machine's SMTP authentication method to match the method used by your email server. For details about your email server settings, contact your network administrator or Internet Service Provider (ISP).



---

To enable SMTP server authentication: in the Web Based Management **SMTP** screen, under **Server Authentication Method**, you must select **SMTP-AUTH**.

---



### Related Information

- [Send an Email Securely](#)
-

## Send an Email Securely Using SSL/TLS

Your machine supports SSL/TLS methods to send an email via an email server that requires secure SSL/TLS communication. To send email via an email server that is using SSL/TLS communication, you must configure SMTP over SSL/TLS.



We recommend using Web Based Management to configure SSL/TLS.

### Verify Server Certificate

Under **SSL/TLS**, if you choose **SSL** or **TLS**, the **Verify Server Certificate** check box will be selected automatically.

#### SMTP

Status Enabled

---

#### Send E-mail Settings(SMTP)

**Server Address**

**Port**

**Server Authentication Method**  None  SMTP-AUTH

**SMTP-AUTH Account Name**

**SMTP-AUTH Account Password**

Enter password

Retype password

**SSL/TLS**  None  SSL  TLS  Verify Server Certificate

**Device E-mail Address**

---

[CA Certificate>>](#)

[E-mail report>>](#)

[Notification>>](#)

---



- Before you verify the server certificate, you must import the CA certificate issued by the CA that signed the server certificate. Contact your network administrator or your Internet Service Provider (ISP) to confirm if importing a CA certificate is necessary.
- If you do not need to verify the server certificate, clear the **Verify Server Certificate** check box.

### Port Number

If you select **SSL**, the **Port** value will be changed to match the protocol. To change the port number manually, type the port number after you choose **SSL/TLS**.

---

You must configure your machine's SMTP communication method to match the method used by your email server. For details about your email server settings, contact your network administrator or your ISP.

In most cases, the secured webmail services require the following settings:

SMTP	<b>Port</b>	25
	<b>Server Authentication Method</b>	<b>SMTP-AUTH</b>
	<b>SSL/TLS</b>	<b>TLS</b>



### Related Information

- [Send an Email Securely](#)

## Mobile

- [Google Cloud Print](#)
- [AirPrint](#)
- [Mobile Printing for Windows®](#)
- [Mopria® Print Service](#)

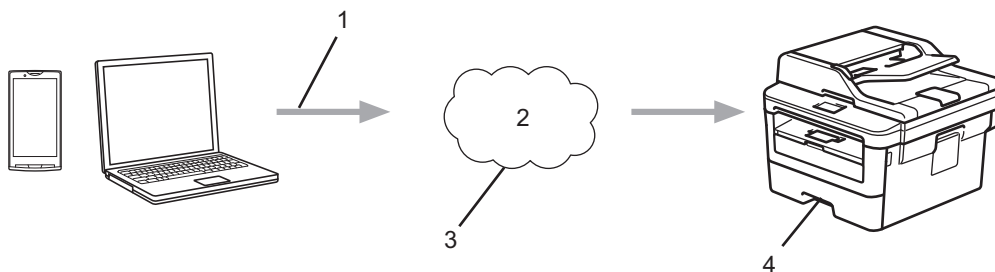
## Google Cloud Print

- [Google Cloud Print Overview](#)
- [Before Using Google Cloud Print](#)
- [Print from Google Chrome™ or Chrome OS™](#)
- [Print from Google Drive™ for Mobile](#)
- [Print from Gmail™ Webmail Service for Mobile](#)

## Google Cloud Print Overview

Google Cloud Print™ is a Google service that allows you to print to a printer registered to your Google account using a network-compatible device (such as a mobile phone or computer) without installing the printer driver on the device.

Printing from Android™ apps requires installing the Google Cloud Print™ app from the Google Play™ Store.



1. Print request
2. Internet
3. Google Cloud Print™
4. Printing

### ✓ Related Information

- [Google Cloud Print](#)

## Before Using Google Cloud Print

- [Network Settings for Using Google Cloud Print](#)
- [Register Your Machine with Google Cloud Print Using Google Chrome™](#)
- [Register Your Machine with Google Cloud Print Using Web Based Management](#)



## Network Settings for Using Google Cloud Print

In order to use Google Cloud Print™, your machine must be connected to a network that has access to the Internet, either through a wired or wireless connection. To connect and configure your machine correctly, see the *Setup Guide* or related topics in this guide.



### Related Information

- [Before Using Google Cloud Print](#)

### Related Topics

- [Google Cloud Print Problems](#)
-

## Register Your Machine with Google Cloud Print Using Google Chrome™

Make sure you have already created a Google Account. If you do not have an account, use a computer or mobile device to access the Google website (<https://accounts.google.com/signup>) and create an account. Make sure your machine is idle before starting the registration process.



The steps in this section are examples for Windows® users.

Screens on your computer may vary depending on your operating system and environment.

You may be required to access an external server for updating the certificate.

1. Open Google Chrome™ on your computer.
2. Sign in to your Google Account.
3. Click the Google Chrome™ menu icon, and then **Settings > Show advanced settings....**
4. In the **Google Cloud Print** section, click **Manage**.
5. Follow the on-screen instructions to register your machine.
6. When a confirmation message appears on your machine, press the [OK] button.



If the confirmation message does not appear on your machine's LCD, repeat these steps.

7. When your machine is successfully registered, it will appear in the **My devices** field.



### Related Information


- [Before Using Google Cloud Print](#)

## Register Your Machine with Google Cloud Print Using Web Based Management

Make sure you have already created a Google Account. If you do not have an account, use a computer or mobile device to access the Google website (<https://accounts.google.com/signup>) and create an account.

Make sure your machine is idle before starting the registration process.

Before you begin to register your machine, confirm that the correct date and time are set on the machine.

1. Confirm that your machine is connected to the same network as your computer or mobile device.
2. Start your web browser.
3. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).  
For example:  
http://192.168.1.2
4. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
5. Click the **Network** tab.
6. Click the **Protocol** menu in the left navigation bar.
7. Make sure that **Google Cloud Print** is selected, and then click **Advanced Settings**.
8. Make sure that **Status** is set to **Enabled**. Click **Register**.
9. Follow the on-screen instructions to register your machine.
10. When a confirmation message appears on your machine, press the OK button.



If the confirmation message does not appear on your machine's LCD, repeat these steps.

11. Click **Google**.
12. The sign-in screen for Google Cloud Print™ appears. Sign in with your Google Account and follow the on-screen instructions to register your machine.
13. When you have finished registering your machine, return to the Web Based Management screen and make sure that **Registration Status** is set to **Registered**.



### Related Information

- [Before Using Google Cloud Print](#)

## Print from Google Chrome™ or Chrome OS™


1. Make sure your machine is turned on.
2. Open the web page that you want to print.
3. Click the Google Chrome™ menu icon.
4. Click **Print**.
5. Select your machine from the printer list.
6. Change print options, if needed.
7. Click **Print**.



### Related Information

- [Google Cloud Print](#)

## Print from Google Drive™ for Mobile

1. Make sure your machine is turned on.
2. Access Google Drive™ from your Android™ or iOS device's web browser.
3. Open the document that you want to print.
4. Tap the menu icon.
5. Tap **Print**.
6. Select your machine from the printer list.
7. Change print options, if needed.
8. Tap  or **Print**.



### Related Information


- [Google Cloud Print](#)
-

## Print from Gmail™ Webmail Service for Mobile

1. Make sure your machine is turned on.
2. Access the Gmail™ webmail service from your Android™ or iOS device's web browser.
3. Open the email that you want to print.
4. Tap the menu icon.



If **Print** appears beside the attachment name, you can also print the attachment. Tap **Print**, and then follow the instructions on your mobile device.

5. Tap **Print**.
6. Select your machine from the printer list.
7. Change print options, if needed.
8. Tap  or **Print**.



### Related Information

- [Google Cloud Print](#)

## AirPrint

- [AirPrint Overview](#)
- [Before Using AirPrint](#)
- [Print Using AirPrint](#)
- [Scan Using AirPrint](#)
- [Send a Fax Using AirPrint](#)

## AirPrint Overview

AirPrint is a printing solution for Apple operating systems that allows you to wirelessly print photos, email, web pages and documents from your iPad, iPhone, iPod touch and Mac computer without the need to install a driver.

AirPrint also lets you send faxes directly from your Mac computer without printing them and lets you scan documents to your Mac computer.

For more information, visit Apple's website.



### Related Information

- [AirPrint](#)

#### Related Topics

- [AirPrint Problems](#)
-




## Before Using AirPrint

- [Network Settings for Using AirPrint](#)
- [Disable and Enable AirPrint Using Web Based Management \(Web Browser\)](#)

## Network Settings for Using AirPrint

In order to use AirPrint, your mobile device must connect to the wireless network to which your machine is connected. AirPrint supports wireless connections that use infrastructure mode or Wi-Fi Direct®.

To configure your mobile device for a wireless network, refer to your mobile device's user's guide. A link to your mobile device's user's guide on Apple's website can be found by tapping  in Safari.

To configure your machine for a wireless network, see the *Setup Guide* or related topics in this guide. If your machine supports a wired network, you can use a network cable to connect to the wireless access point/router.


If your machine supports Wi-Fi Direct® and you want to configure your machine for a Wi-Fi Direct® network, see related topics in this User's Guide.

### Related Information

- [Before Using AirPrint](#)

## Disable and Enable AirPrint Using Web Based Management (Web Browser)

Confirm that your machine is connected to the same network as your computer.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).  
For example:  
http://192.168.1.2
3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Network** tab.
5. Click the **Protocol** menu in the left navigation bar.
6. To disable AirPrint, clear the **AirPrint** check box. To enable AirPrint, select the **AirPrint** check box.



By default, AirPrint is enabled.

7. Click **Submit**.
8. Restart your machine to activate the configuration.



### Related Information



- [Before Using AirPrint](#)

## Print Using AirPrint

- [Print from iPad, iPhone, or iPod Touch](#)
- [Before Using AirPrint \(macOS\)](#)
- [Print Using AirPrint \(macOS\)](#)

## Print from iPad, iPhone, or iPod Touch

The procedure used to print may vary by application. Safari is used in the example below.

1. Make sure your machine is turned on.
2. Use Safari to open the page that you want to print.
3. Tap  or .
4. Tap **Print**.
5. Make sure your machine is selected.
6. If a different machine (or no printer) is selected, tap **Printer**.  
A list of available machines appears.
7. Tap your machine's name in the list.
8. Select the desired options, such as the number of pages to print and 2-sided printing (if supported by your machine).
9. Tap **Print**.



### Related Information

- [Print Using AirPrint](#)

## Before Using AirPrint (macOS)

Before printing using macOS, add your machine to the printer list on your Mac computer.

1. Select **System Preferences** from the Apple Menu.
2. Click **Printers & Scanners**.
3. Click the + icon below the Printers pane on the left.
4. Click **Add Printer or Scanner....** The **Add** screen appears.
5. Select your machine, and then select **AirPrint** from the **Use** pop-up menu.
6. Click **Add**.



### Related Information

- [Print Using AirPrint](#)
-

## Print Using AirPrint (macOS)

The procedure used to print may vary by application. Safari is used in the example below. Before printing, make sure your machine is in the printer list on your Mac computer.

1. Make sure your machine is turned on.
2. On your Mac computer, use Safari to open the page that you want to print.
3. Click the **File** menu, and then select **Print**.
4. Make sure your machine is selected. If a different machine (or no printer) is selected, click the **Printer** pop-up menu, and then select your machine.
5. Select the desired options, such as the number of pages to print and 2-sided printing (if supported by your machine).
6. Click **Print**.



### Related Information

- [Print Using AirPrint](#)

## Scan Using AirPrint

- [Before Scanning Using AirPrint \(macOS\)](#)
- [Scan Using AirPrint \(macOS\)](#)
- [Scan from Your Computer \(Mac\)](#)



## Before Scanning Using AirPrint (macOS)

Before scanning using macOS, add your machine to the scanner list on your Mac computer.

1. Select **System Preferences** from the Apple Menu.
2. Click **Printers & Scanners**.
3. Click the + icon below the Scanners pane on the left.
4. Click **Add Printer or Scanner....**  
The **Add** screen appears.
5. Select your machine, and then select **AirPrint** from the **Use** pop-up menu.
6. Click **Add**.



### Related Information

- [Scan Using AirPrint](#)

## Scan Using AirPrint (macOS)

Before scanning, make sure your machine is in the scanner list on your Mac computer.

1. Load your document.
2. Select **System Preferences** from the Apple Menu.
3. Click **Printers & Scanners**.
4. Select your machine from the scanner list.
5. Click the **Scan** tab, and then click the **Open Scanner...** button.  
The Scanner screen appears.
6. If you place the document in the ADF, select **Use Document Feeder** check box, and then select the size of your document from the scan size setting pop-up menu.
7. Select the destination folder or destination application from the destination setting pop-up menu.
8. Click **Show Details** to change the scanning settings if needed.  
You can crop the image manually by dragging the mouse pointer over the portion you want to scan when scanning from the scanner glass.
9. Click **Scan**.



### Related Information

- [Scan Using AirPrint](#)

## Send a Fax Using AirPrint

- [Before Sending a Fax Using AirPrint \(macOS\)](#)
- [Send a Fax Using AirPrint \(macOS\)](#)

## Before Sending a Fax Using AirPrint (macOS)

Before sending a fax, add your machine to the printer list on your Mac computer. Make sure your machine is connected to the telephone line and works correctly.

1. Select **System Preferences** from the Apple Menu.
2. Click **Printers & Scanners**.
3. Click the + icon below the Printers pane on the left.
4. Click **Add Printer or Scanner....** The **Add** screen appears.
5. Select your machine, and then select **AirPrint** from the **Use** pop-up menu.
6. Click **Add**.



### Related Information

- [Send a Fax Using AirPrint](#)

## Send a Fax Using AirPrint (macOS)

Make sure your machine is in the printer list on your Mac computer. Apple TextEdit is used in the example below.



- AirPrint supports only monochrome fax documents.

1. Make sure your machine is turned on.
2. On your Mac computer, open the file that you want to send as a fax.
3. Click the **File** menu, and then select **Print**.
4. Click the **Printer** pop-up menu, and then select **RICOH SP 230SFNw - Fax**.
5. Type the fax recipient information.
6. Click **Fax**.

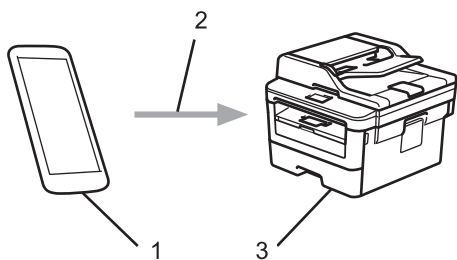


### Related Information

- [Send a Fax Using AirPrint](#)

## Mobile Printing for Windows®

Mobile printing for Windows® is a function to print wirelessly from your Windows® mobile device. You can connect to the same network that your machine is connected to and print without installing the printer driver on the device. Many Windows® apps support this function.



1. Windows® mobile device (Windows® 10 Mobile or later)
2. Wi-Fi® connection
3. Your machine

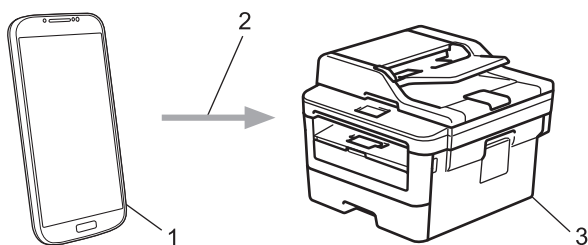


### Related Information

- [Mobile](#)

## Mopria® Print Service

Mopria® Print Service is a print feature on Android™ mobile devices (Android™ version 4.4 or later) developed by the Mopria® Alliance. With this service, you can connect to the same network as your machine and print without additional setup. Many native Android™ apps support printing.



1. Android™ 4.4 or later
2. Wi-Fi® Connection
3. Your machine

You must download the Mopria® Print Service from the Google Play™ Store and install it on your Android™ device. Before using this service, you must turn it on.

### ✓ Related Information

- [Mobile](#)

## ControlCenter

Use ControlCenter software utility to quickly access your frequently-used applications. Using ControlCenter gives you direct access to specific applications.

- [ControlCenter4 \(Windows®\)](#)



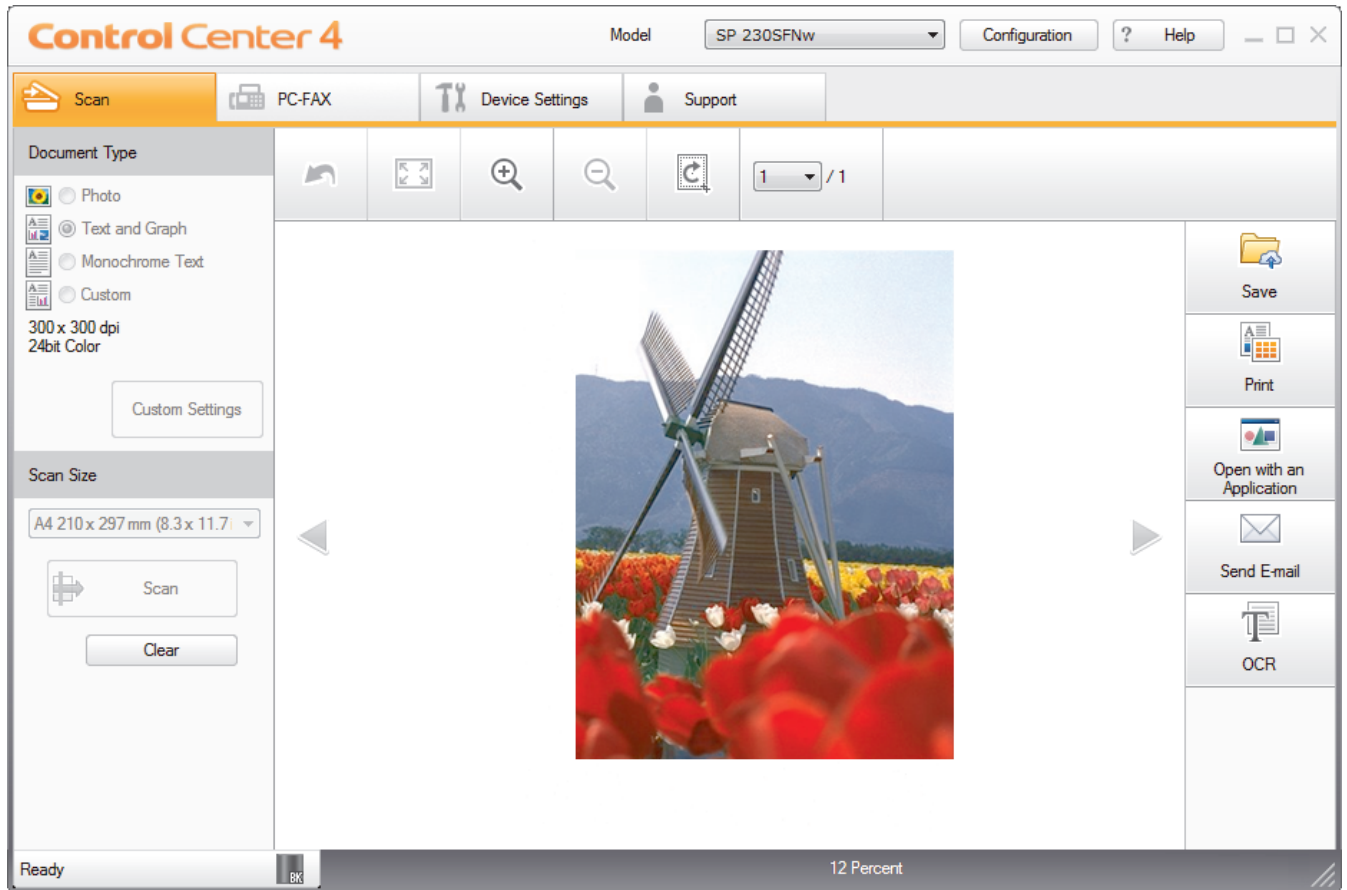
## ControlCenter4 (Windows®)

- [Change the Operation Mode in ControlCenter4 \(Windows®\)](#)
- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Set Up the Machine Using ControlCenter4 \(Windows®\)](#)
- [Create a Custom Tab Using ControlCenter4 Advanced Mode \(Windows®\)](#)

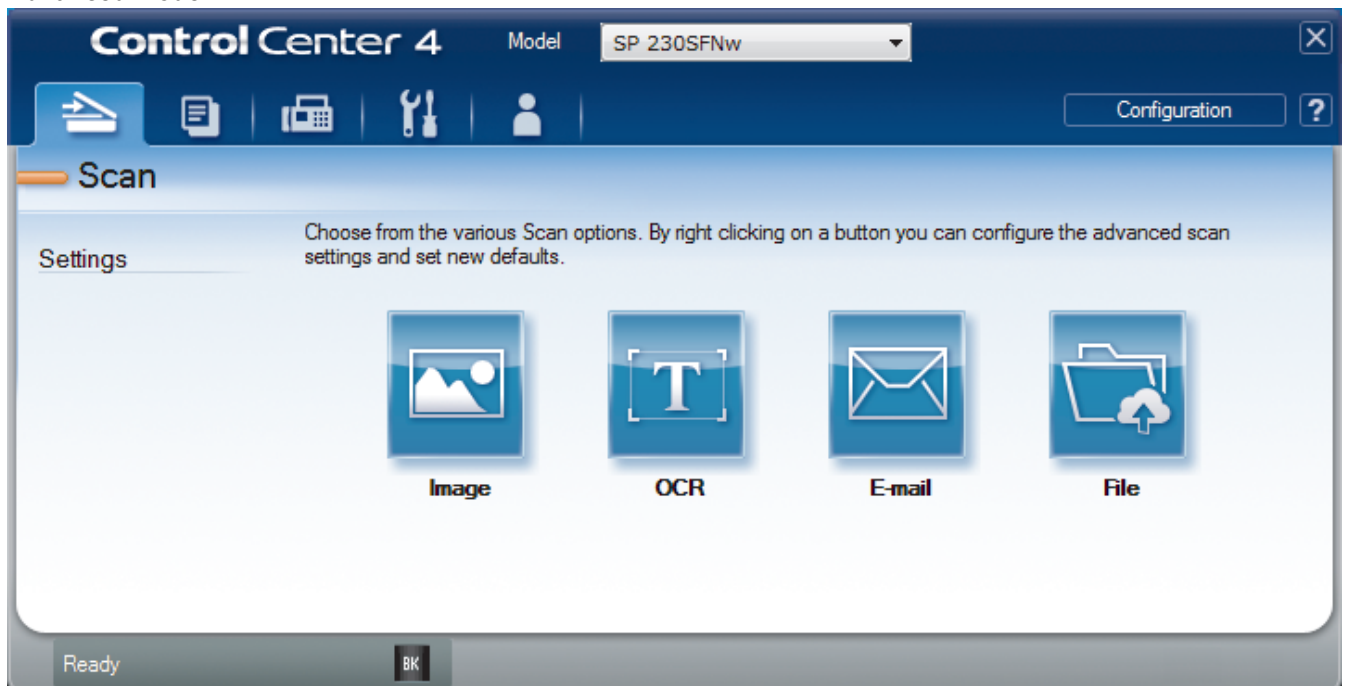
## Change the Operation Mode in ControlCenter4 (Windows®)

ControlCenter4 has two operation modes: **Home Mode** and **Advanced Mode**. You can change modes at any time.

### Home Mode



### Advanced Mode




- **Home Mode**

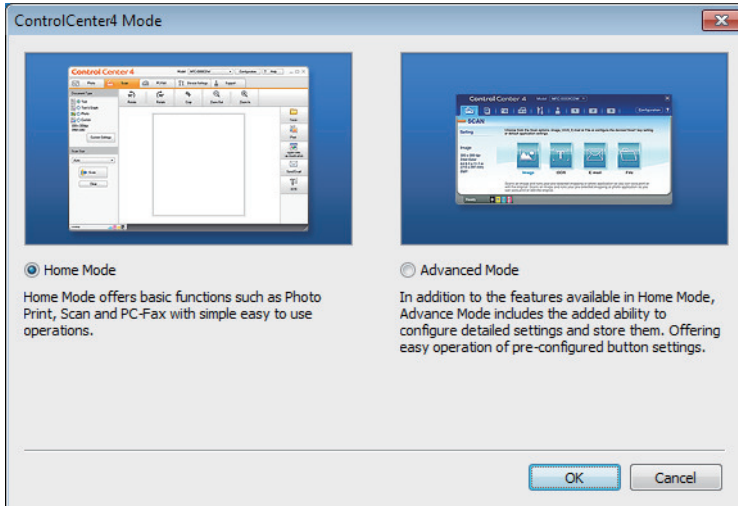
ControlCenter4 Home Mode lets you access your machine's main features easily.

- **Advanced Mode**

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customise one-button scan actions.

To change operation mode:

1. Click the  (**ControlCenter4**) icon in the task tray, and then select **Open**.
2. Click the **Configuration** button, and then select **Mode Select**.
3. The mode selection dialog box appears. Select either the **Home Mode** or **Advanced Mode** option.



4. Click **OK**.



## Related Information

- [ControlCenter4 \(Windows®\)](#)

## Scan Using ControlCenter4 Home Mode (Windows®)

Use ControlCenter4 Home Mode to access your machine's main features.


- [Scan Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Home Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Home Mode \(Windows®\)](#)

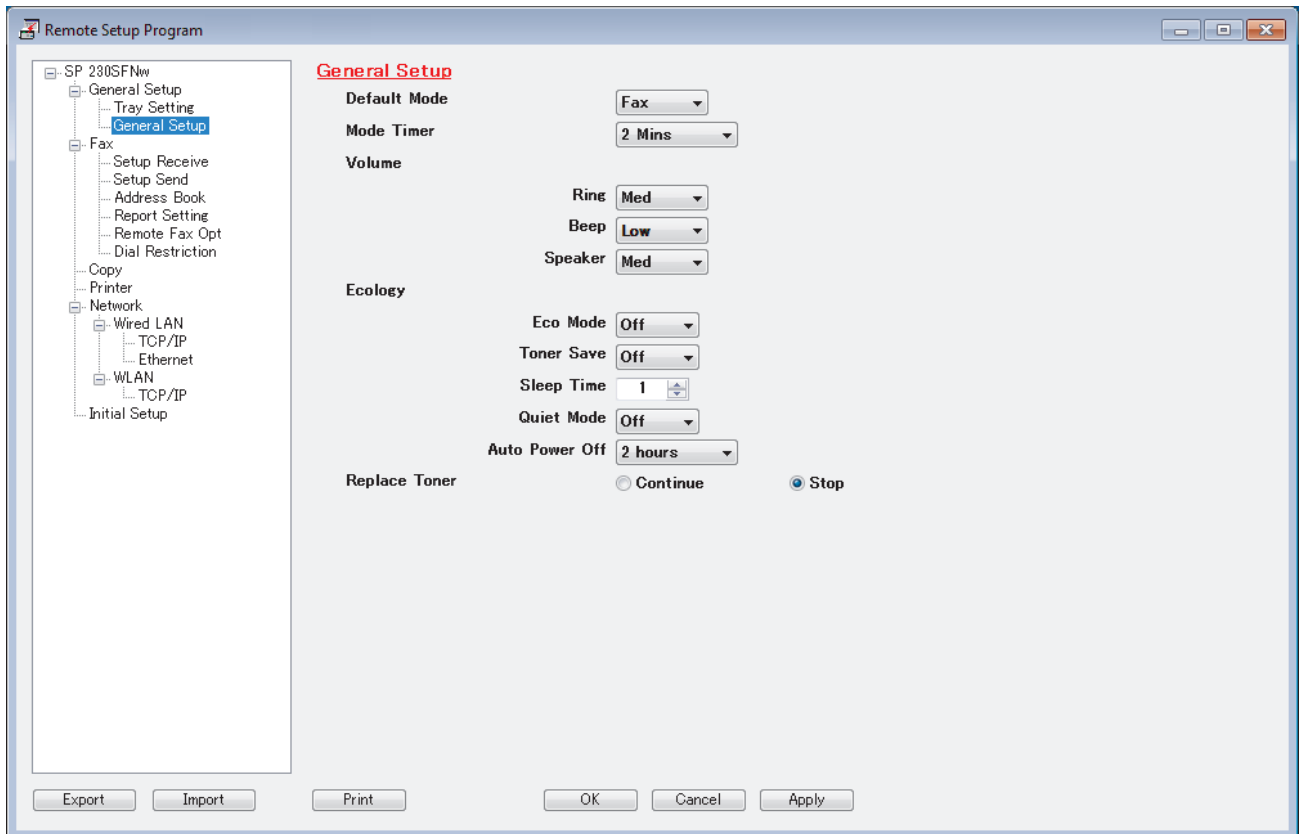
## Scan Using ControlCenter4 Advanced Mode (Windows®)

ControlCenter4 Advanced Mode gives you more control over the details of your machine's features and allows you to customise one-button scan actions.

- [Scan Photos and Graphics Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Save Scanned Data to a Folder as a PDF File Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Both Sides of an ID Card Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to Email Attachment Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan to an Editable Text File \(OCR\) Using ControlCenter4 Advanced Mode \(Windows®\)](#)
- [Scan Settings for ControlCenter4 Advanced Mode \(Windows®\)](#)

## Set Up the Machine Using ControlCenter4 (Windows®)

1. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Remote Setup** button.
4. Configure the settings as needed.



### Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

### Import

Click to import a file and read its settings.

### Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

### OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, confirm that your data is correct, and then click **OK**.

### Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

### Apply

Click to upload data to the machine without exiting the Remote Setup Program.

5. Click **OK**.

- 
- If your computer is protected by a firewall and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port numbers 137 and 161.
  - If you are using Windows® Firewall and you installed the software and drivers from the installation disc, the necessary firewall settings have already been set.




### **Related Information**

- [ControlCenter4 \(Windows®\)](#)
  - [Remote Setup \(Windows®\)](#)
-

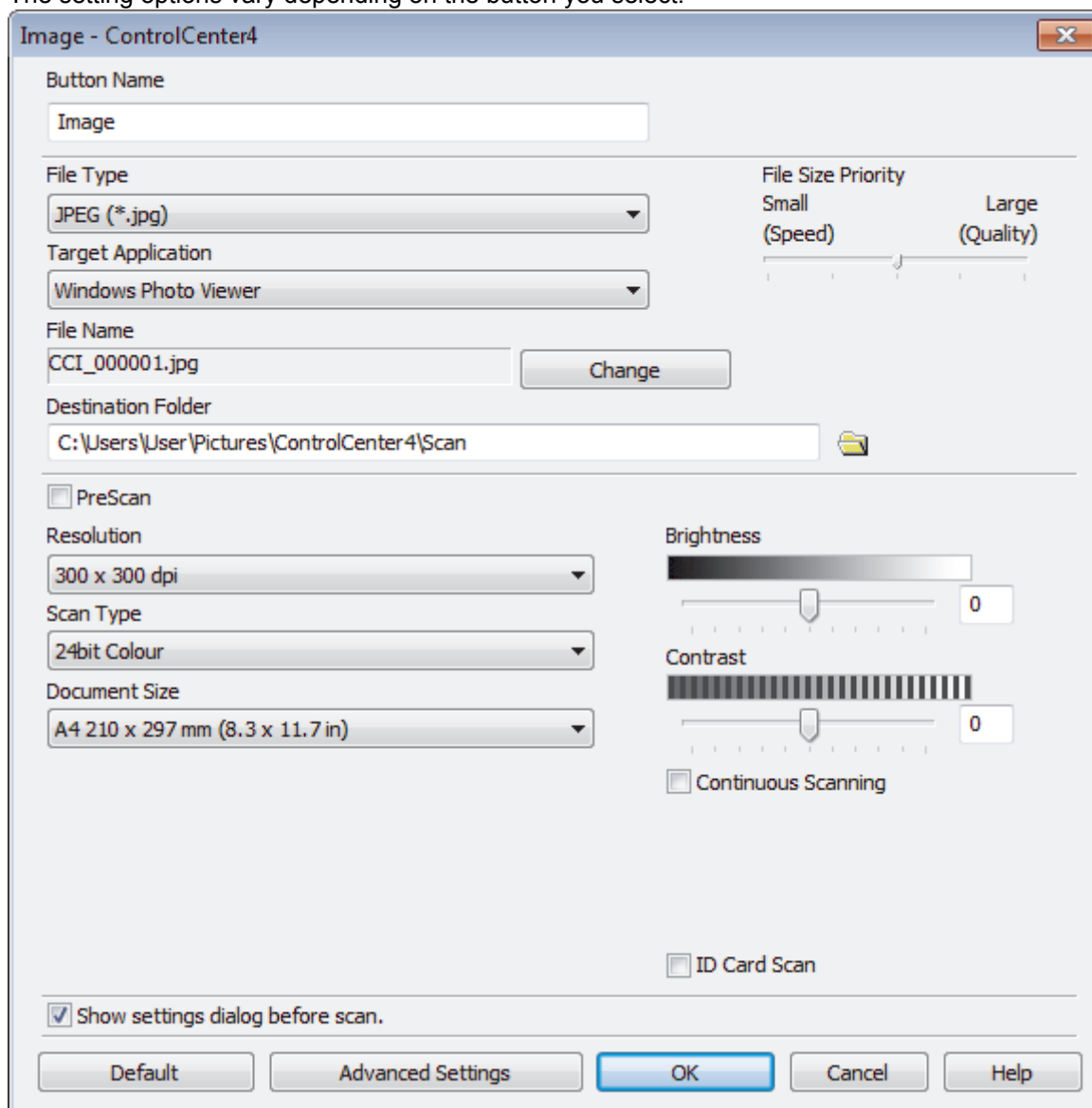
## Create a Custom Tab Using ControlCenter4 Advanced Mode (Windows®)

You can create up to three customised tabs, each including up to five customised buttons, with your preferred settings.

Select **Advanced Mode** as the mode setting for ControlCenter4.

1. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
2. Click the **Configuration** button, and then select **Create custom tab**.  
A custom tab is created.
3. To change the name of a custom tab, right-click the custom tab, and then select **Rename custom tab**.
4. Click the **Configuration** button, select **Create custom button**, and then select the button you want to create.  
The settings dialog box appears.
5. Type the button name, and then change the settings, if needed. Click **OK**.

The setting options vary depending on the button you select.







You can change or remove the created tab, button, or settings. Click the **Configuration** button, and then follow the menu.

---



## Related Information

- [ControlCenter4 \(Windows®\)](#)
-

## iPrint&Scan for Mac

- [iPrint&Scan Overview](#)
- [Scan Using iPrint&Scan \(Mac\)](#)

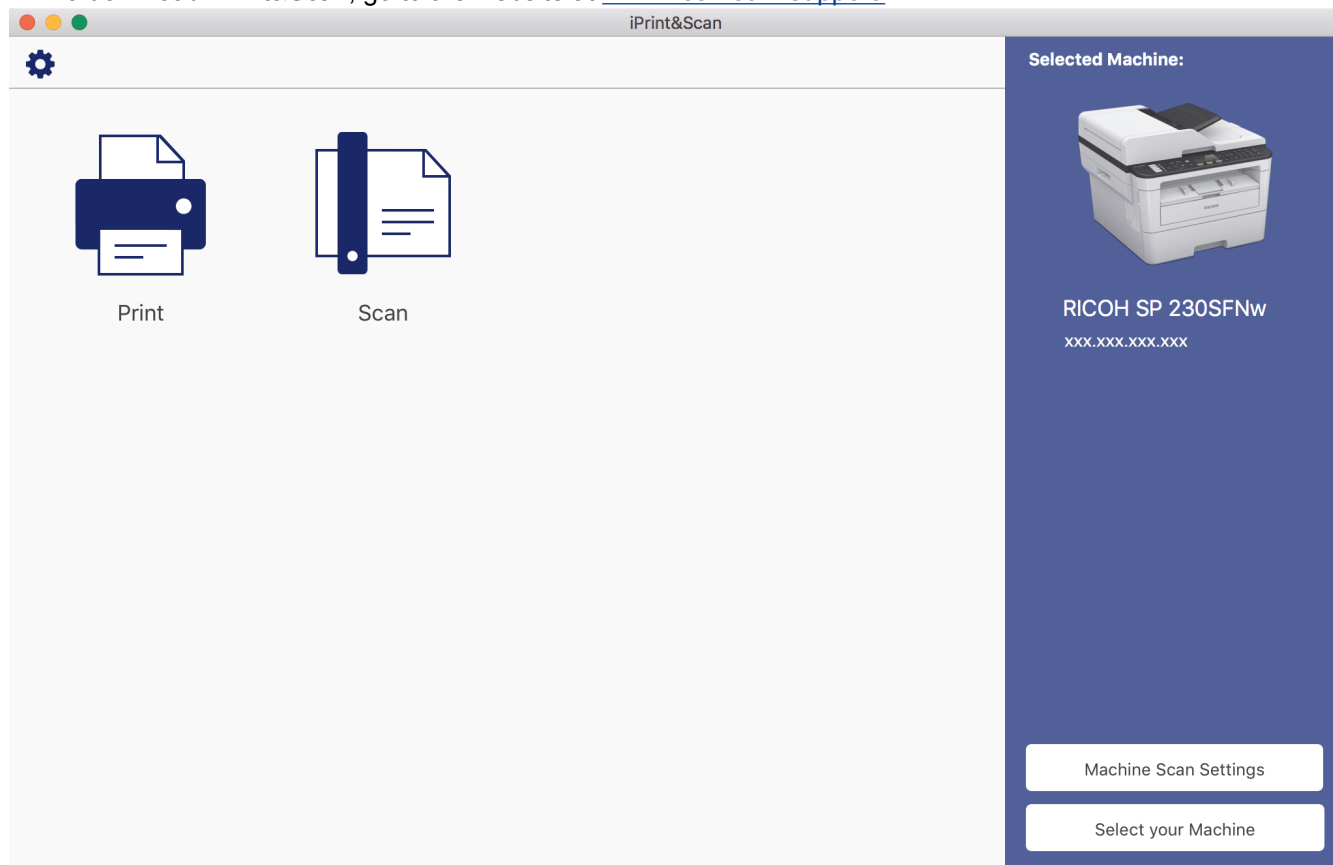
## iPrint&Scan Overview

Use iPrint&Scan for Mac to print and scan from your computer.

The following screen shows an example of iPrint&Scan. The actual screen may differ depending on the version of the application.

- For Mac

To download iPrint&Scan, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



### ✓ Related Information

- [iPrint&Scan for Mac](#)

## Troubleshooting

Use this section to resolve typical problems you may encounter when using your machine. You can correct most problems yourself.

### IMPORTANT

For technical help, you must call your local dealer or service representative.

Using non-genuine supplies may affect the print quality, hardware performance, and machine reliability.

To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.

First, check the following:

- The machine's power cord is connected correctly and the machine's power is on. See the *Setup Guide*.
- All of the protective materials have been removed. See the *Setup Guide*.
- Paper is loaded correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer, or the wireless connection is set up on both the machine and your computer.
- Error and maintenance messages

If you did not solve the problem with the checks, identify the problem and then see *Related Information*.



### Related Information

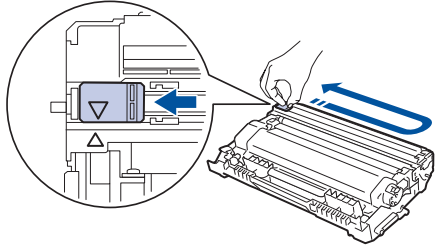
- [Error and Maintenance Messages](#)
- [Document Jams](#)
- [Paper Jams](#)
- [Printing Problems](#)
- [Improve the Print Quality](#)
- [Telephone and Fax Problems](#)
- [Network Problems](#)
- [Google Cloud Print Problems](#)
- [AirPrint Problems](#)
- [Other Problems](#)
- [Transfer Your Faxes or Fax Journal Report](#)
- [Machine Information](#)



## Error and Maintenance Messages


As with any sophisticated office product, errors may occur and supply items may have to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown in the table.

You can correct most errors and perform routine maintenance by yourself.

Error Message	Cause	Action
2-sided Disabled	The back cover of the machine is not closed completely.	Close the back cover of the machine until it locks in the closed position.
	The 2-sided tray is not installed completely.	Install the 2-sided tray firmly in the machine.
BT Call Sign On	The BT Call Sign setting is on. You cannot change the Receive Mode from Manual to another mode.	Set the BT Call Sign setting to off.
Cartridge Error Put the Black (BK) Toner Cartridge back in. Put the Toner Cartridge back in.	The toner cartridge is not installed correctly.	Pull out the drum unit and toner cartridge assembly, take out the toner cartridge, and put it back in the drum unit again. Put the drum unit and toner cartridge assembly back in the machine. If the problem continues, contact your local dealer or service representative.
Comm.Error	Poor telephone line quality caused a communication error.	Send the fax again or connect the machine to another telephone line. If the problem continues, contact the telephone company and ask them to check your telephone line.
Cover is Open	The front cover is not completely closed.	Open and then firmly close the front cover of the machine.
	The fusing unit cover is not completely closed or paper was jammed in the back of the machine when you turned on the power.	Close the fusing unit cover located inside the back cover of the machine.
	The ADF cover is not completely closed.	Close the ADF cover. If the error message remains, press <b>Stop/Exit</b> .
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again. If calls are stopped repeatedly and you are using a VoIP (Voice over IP) system, try changing the Compatibility to Basic (for VoIP).
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	Remove the jammed paper from the ADF unit. Clear any debris or scraps of paper from the ADF unit paper path. Press <b>Stop/Exit</b> .
DR Mode in Use	The machine is set to Distinctive Ring mode. You cannot change the Receive Mode from Manual to another mode.	Set Distinctive Ring to <b>Off</b> .
Drum !	The corona wire on the drum unit must be cleaned.	Clean the corona wire on the drum unit.

Error Message	Cause	Action
		
	The drum unit or the toner cartridge and drum unit assembly is not installed correctly.	Put the toner cartridge in the drum unit. Then reinstall the toner cartridge and drum unit assembly in the machine.
Drum End Soon	The drum unit is near the end of its life.	Order a new drum unit before you get the <b>Replace Drum</b> message.
Faxability On	The machine is set to Faxability mode. You can not change the Receive Mode from Manual to another mode.	Set FaxAbility to <b>Off</b> .
Jam 2-sided	The paper is jammed in the 2-sided paper tray.	Pull the paper tray and the 2-sided tray out completely, open the back cover and then remove all jammed paper. Close the back cover, and put the paper tray and the 2-sided tray firmly back in the machine.
Jam Inside	The paper is jammed inside the machine.	Open the front cover and remove the toner cartridge and drum unit assembly. Pull out all jammed paper. Close the front cover. If the error message remains, press <b>Start</b> .
Jam Rear	The paper is jammed in the back of the machine.	Open the fusing unit cover and remove all jammed paper. Close the fusing unit cover. If the error message remains, press <b>Start</b> .
Jam Tray	The paper is jammed in the indicated paper tray.	Pull the paper tray out completely and remove all jammed paper. Put the paper tray firmly back in the machine.
Manual Feed	<b>Manual</b> was selected as the paper source in the printer driver, but there is no paper in the manual feed slot.	Place paper in the manual feed slot.
No Caller ID	There is no incoming call history. You did not receive calls or you have not subscribed to the Caller ID service from your telephone company.	If you want to use the Caller ID feature, call your telephone company.
No Paper	The machine is out of paper, or paper is not loaded correctly in the paper tray.	<ul style="list-style-type: none"> <li>• Refill paper in the paper tray. Make sure the paper guides are set to the correct size.</li> <li>• If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.</li> <li>• Do not overfill the paper tray.</li> </ul>
No Response/Busy	The number you dialed does not answer or is busy.	Verify the number and try again.
No Toner	The toner cartridge or the toner cartridge and drum unit assembly is not installed correctly.	Remove the toner cartridge and drum unit assembly. Remove the toner cartridge from the drum unit, and reinstall the toner cartridge back in

Error Message	Cause	Action
		the drum unit. Reinstall the toner cartridge and drum unit assembly back in the machine. If the problem continues, replace the toner cartridge with a new one.
Out of Memory	The machine's memory is full.	<p><b>If a fax-sending or copy operation is in process</b></p> <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Press <b>Start</b> to send or copy the scanned pages.</li> <li>• Press <b>Stop/Exit</b> and wait until the other operations in progress finish, and then try again.</li> <li>• Print the faxes that are in the memory.</li> <li>• Clear the data in the memory. To gain extra memory, you can turn off Memory Receive.</li> </ul> <p><b>If a print operation is in process</b></p> <p>Do one of the following:</p> <ul style="list-style-type: none"> <li>• Reduce the Resolution.</li> <li>• Clear faxes from the memory.</li> </ul>
Print Unable XX	The machine has a mechanical problem.	<ul style="list-style-type: none"> <li>• To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.</li> <li>• Press and hold  to turn the machine off, wait a few minutes, and then turn it on again.</li> <li>• If the problem continues, contact your service representative.</li> </ul>
Replace Drum	It is time to replace the drum unit. The drum unit counter was not reset when a new drum was installed.	Replace the drum unit. Reset the drum unit counter.
Replace Toner	The toner cartridge is at the end of its life. The machine stops all print operations. While memory is available, faxes are stored in the memory.	Replace the toner cartridge with a new one.
Scan Unable XX	The machine has a mechanical problem.	<ul style="list-style-type: none"> <li>• To prevent you from losing the received fax data in the machine's memory, transfer the data to another Fax machine or to your computer before turning off the machine.</li> <li>• Press and hold  to turn the machine off, and then turn it on again.</li> <li>• If the problem continues, contact your service representative.</li> </ul>
Self-Diagnostic	The temperature of the fusing unit does not rise to a specified temperature within the specified time.	<ul style="list-style-type: none"> <li>• To prevent you from losing the received fax data in the machine's memory, transfer the data to</li> </ul>

Error Message	Cause	Action
	The fusing unit is too hot.	<p>another Fax machine or to your computer before turning off the machine.</p> <ul style="list-style-type: none"> <li>Press and hold  to turn the machine off, wait a few seconds, and then turn it on again. Leave the machine idle for 15 minutes with the power on.</li> </ul>
Size Error DX	The paper size specified in the printer driver and the machine's paper size setting are not available for automatic 2-sided printing.	<p>Press <b>Stop/Exit</b>. Choose a paper size supported by 2-sided printing. Paper size available for automatic 2-sided printing is A4.</p>
	The paper in the tray is not the correct size and is not available for automatic 2-sided printing.	<p>Load the correct size of paper in the tray and set the tray for that paper size. Paper size available for automatic 2-sided printing is A4.</p>
Size Mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the size of paper to the tray.
Toner Ended	The toner cartridge is at the end of its life. The machine stops all print operations.	Replace the toner cartridge with a new one.
Toner Low	If the LCD displays this message, you can still print. The toner cartridge is near the end of its life.	Order a new toner cartridge now so a replacement toner cartridge is available when the LCD displays <code>Replace Toner</code> .
Wait for a while	The temperature of the inside of the machine is too hot. The machine will pause its current print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD displays <code>Wait for a while</code> .	<p>Wait until the machine has finished cooling down. Make sure all vents on the machine are clear of obstructions. When the machine has cooled down, the machine will resume printing.</p> <p>If the fan is not spinning, disconnect the machine from the power for several minutes, then reconnect it.</p>



## Related Information

- [Troubleshooting](#)

### Related Topics

- [Replace Supplies](#)
- [Replace the Drum Unit](#)
- [Clean the Corona Wire](#)
- [Print a Fax Stored in the Machine's Memory](#)

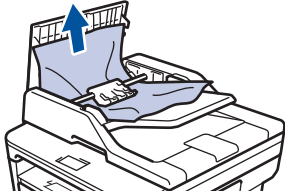


## Document Jams

- [Document is Jammed in the Top of the ADF Unit](#)
- [Document is Jammed under the Document Cover](#)
- [Remove Small Scraps of Paper Jammed in the ADF](#)

## Document is Jammed in the Top of the ADF Unit

1. Remove any paper from the ADF that is not jammed.
2. Open the ADF cover.
3. Pull the jammed document out to the left. If the document rips or tears, be sure you remove any debris or scraps to prevent future jams.



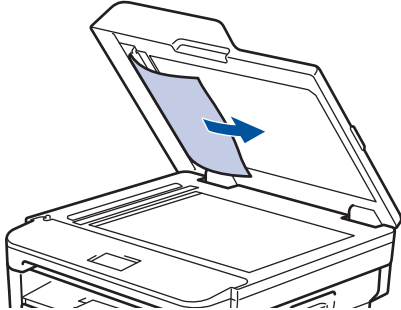
4. Close the ADF cover.
5. Press **Stop/Exit**.

### ✓ Related Information

- [Document Jams](#)

## Document is Jammed under the Document Cover

1. Remove any paper from the ADF that is not jammed.
2. Lift the document cover.
3. Pull the jammed document out to the right. If the document rips or tears, be sure you remove any debris or scraps to prevent future jams.



4. Close the document cover.
5. Press **Stop/Exit**.

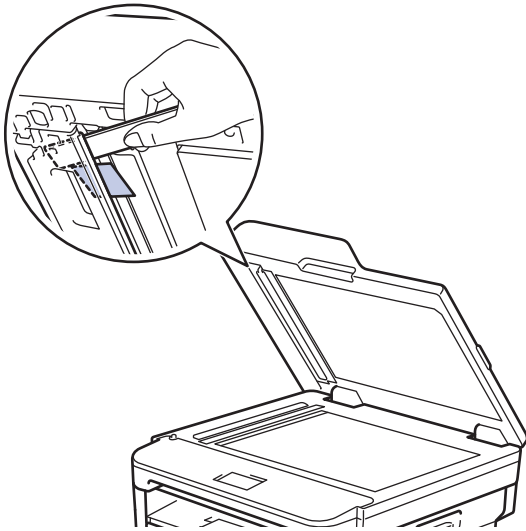


### Related Information

- [Document Jams](#)

## Remove Small Scraps of Paper Jammed in the ADF

1. Lift the document cover.
2. Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



3. Close the document cover.
4. Press **Stop/Exit**.



### Related Information

- [Document Jams](#)

## Paper Jams

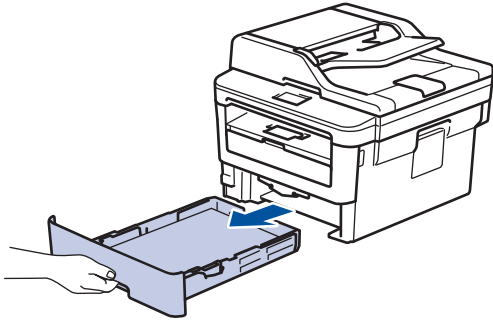
Always remove the remaining paper from the paper tray and straighten the stack when you are adding new paper. This helps prevent multiple sheets of paper from feeding through the machine at one time and prevents paper jams.

- [Paper is Jammed in the Paper Tray](#)
- [Paper is Jammed in the Output Paper Tray](#)
- [Paper is Jammed in the Back of the Machine](#)
- [Paper is Jammed inside the Machine](#)
- [Paper is Jammed in the 2-sided Tray](#)

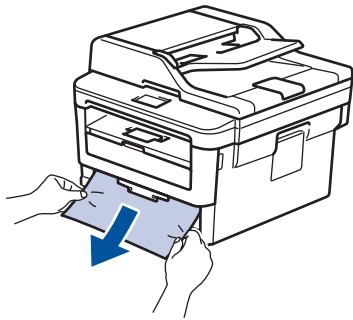
## Paper is Jammed in the Paper Tray


If the machine's control panel or the Status Monitor indicates that there is a jam in the paper tray, follow these steps:

1. Pull the paper tray completely out of the machine.

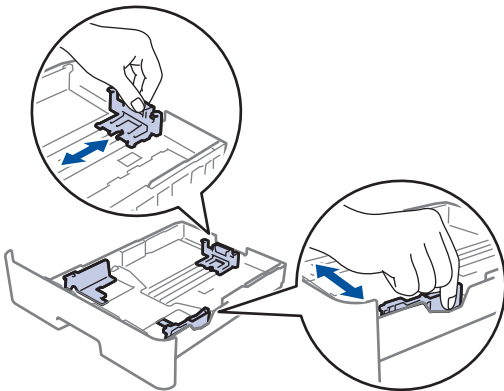


2. Slowly pull out the jammed paper.

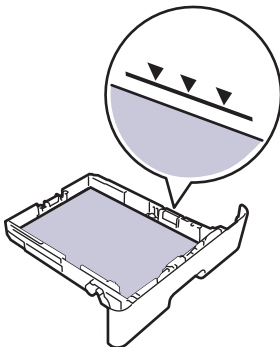


 Pulling the jammed paper downward using both hands allows you to remove the paper more easily.

3. Fan the stack of paper to prevent further jams, and slide the paper guides to fit the paper size.



4. Make sure the paper is below the maximum paper mark (▼▼▼).



5. Put the paper tray firmly back in the machine.



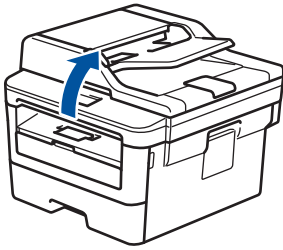
## Related Information

- [Paper Jams](#)
-

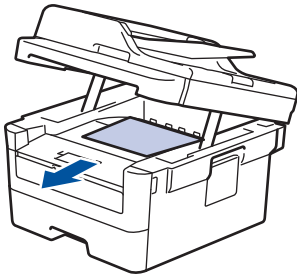
## Paper is Jammed in the Output Paper Tray

When the paper is jammed in the output paper tray, follow these steps:

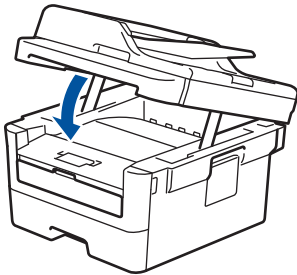
1. Use both hands to open the scanner.



2. Remove the paper.



3. Push the scanner down with both hands to close it.



### ✓ Related Information

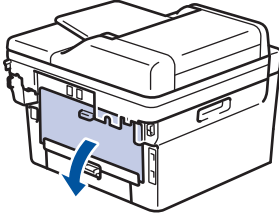
- [Paper Jams](#)



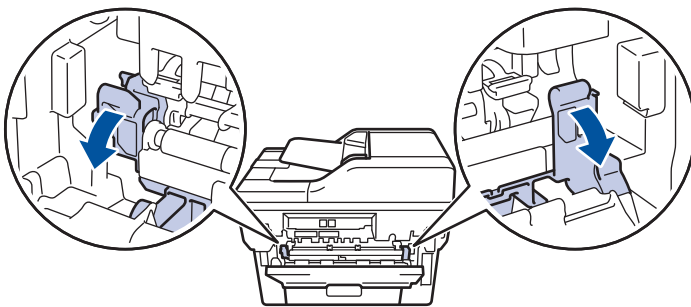
## Paper is Jammed in the Back of the Machine

If the machine's control panel or the Status Monitor indicates that there is a jam in the back (Rear) of the machine, follow these steps:

1. Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
2. Open the back cover.



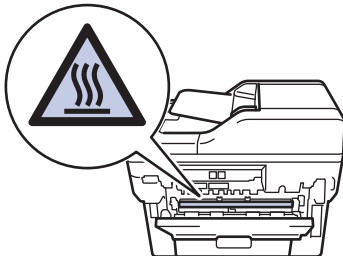
3. Pull the tabs at the left and right sides toward you to release the fusing unit cover.



### **⚠ WARNING**

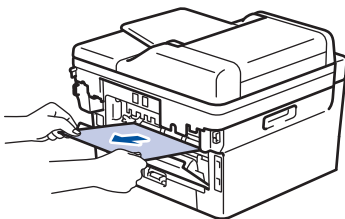
#### HOT SURFACE

The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.



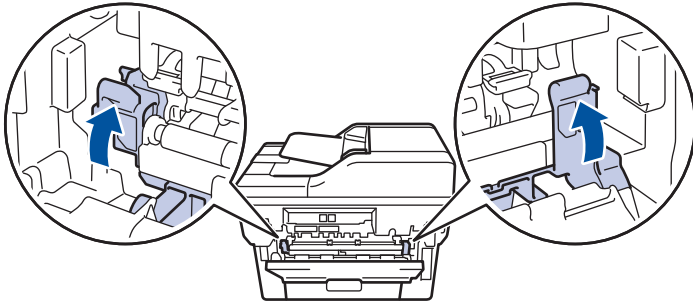
If the envelope levers inside the back cover are pulled down to the envelope position, lift these levers to the original position before pulling the tabs down.

4. Use both hands to gently pull the jammed paper out of the fusing unit.



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5. Close the fusing unit cover.



If you print on envelopes, pull down the envelope levers to the envelope position again before closing the back cover.

6. Close the back cover until it locks in the closed position.



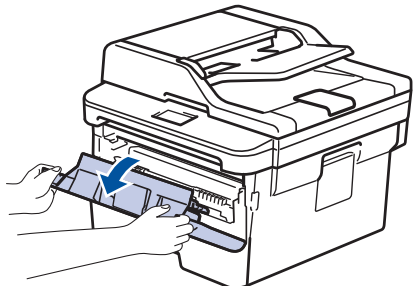
### Related Information

- [Paper Jams](#)

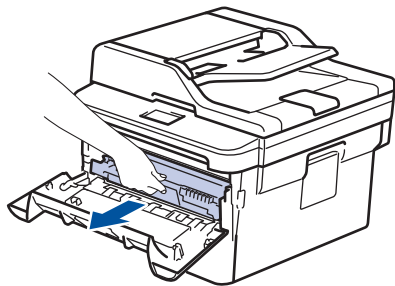
## Paper is Jammed inside the Machine

If the machine's control panel or the Status Monitor indicates that there is a jam inside the machine, follow these steps:

1. Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
2. Open the front cover.



3. Remove the toner cartridge and drum unit assembly.



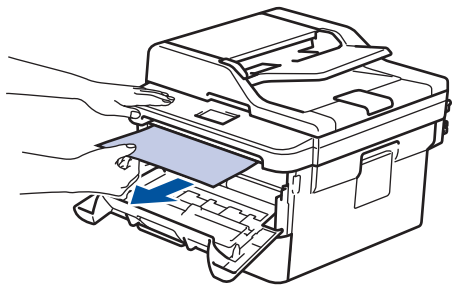
### WARNING

#### HOT SURFACE

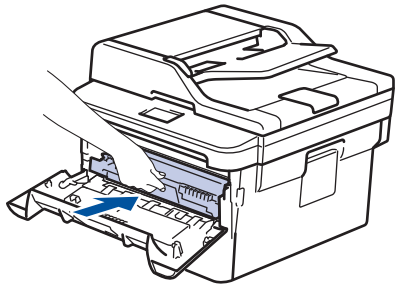
The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.



4. Pull out the jammed paper slowly.



5. Install the toner cartridge and drum unit assembly into the machine.



6. Close the front cover.



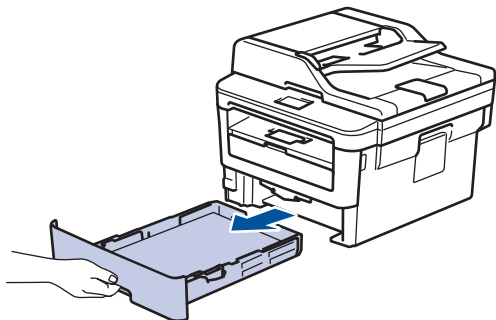
## Related Information

- [Paper Jams](#)
-

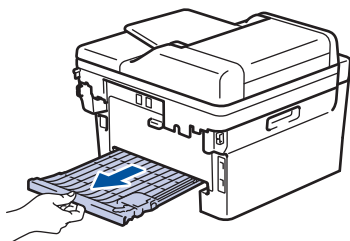
## Paper is Jammed in the 2-sided Tray

If the machine's control panel or the Status Monitor indicates that there is a jam in the 2-sided paper tray, follow these steps:

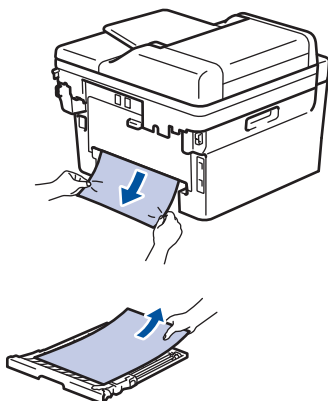
1. Leave the machine turned on for 10 minutes for the internal fan to cool the extremely hot parts inside the machine.
2. Pull the paper tray completely out of the machine.



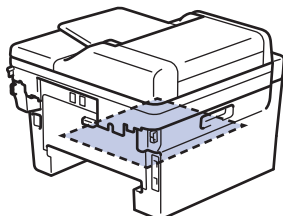
3. At the back of the machine, pull the 2-sided tray completely out of the machine.



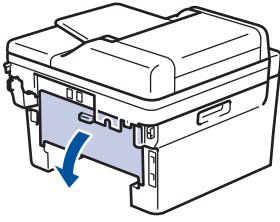
4. Pull the jammed paper out of the machine or out of the 2-sided tray.



5. Remove paper that may have jammed under the machine due to static electricity.



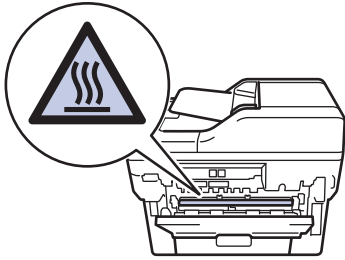
- 
6. If paper is not caught inside the 2-sided tray, open the back cover.



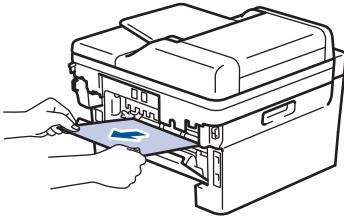
## **WARNING**

### HOT SURFACE

The machine's internal parts will be extremely hot. Wait for the machine to cool down before touching them.



- 
7. Use both hands to gently pull the jammed paper out of the back of the machine.









8. Close the back cover until it locks in the closed position.  
9. Put the 2-sided tray firmly back in the rear of the machine.  
10. Put the paper tray firmly back in the front of the machine.

## **Related Information**

- [Paper Jams](#)

## Printing Problems

Difficulties	Suggestions
No printout	<p>Check the machine is not in Power Off mode.</p> <p>If the machine is in Power Off mode, press  on the control panel, and then send the print data again.</p> <p>Check that the correct printer driver has been installed and selected.</p> <p>Check to see if the Status Monitor or the machine's control panel displays an error status.</p> <p>Check that the machine is online:</p> <ul style="list-style-type: none"> <li>• Windows® 7 and Windows Server® 2008 R2 Click  (Start) &gt; <b>Devices and Printers</b> . Right-click <b>RICOH SP 230SFNw</b> and click <b>See what's printing</b>. Click <b>Printer</b> in the menu bar. Make sure <b>Use Printer Offline</b> is not selected.</li> <li>• Windows Server® 2008 Click  (Start) &gt; <b>Control Panel</b> &gt; <b>Hardware and Sound</b> &gt; <b>Printers</b>. Right-click <b>RICOH SP 230SFNw</b>. Make sure <b>Use Printer Online</b> is not listed. If it is listed, click this option to set the driver Online.</li> <li>• Windows® 8.1 and Windows Server® 2012 Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings</b> &gt; <b>Control Panel</b>. In the <b>Hardware and Sound</b> group, click <b>View devices and printers</b>. Right-click the <b>RICOH SP 230SFNw</b>. Click <b>See what's printing</b>. If printer driver options appear, select your printer driver. Click <b>Printer</b> in the menu bar and make sure that <b>Use Printer Offline</b> is not selected.</li> <li>• Windows® 10 and Windows Server® 2016 Click  &gt; <b>Windows System</b> &gt; <b>Control Panel</b>. In the <b>Hardware and Sound</b> group, click <b>View devices and printers</b>. Right-click the <b>RICOH SP 230SFNw</b>. Click <b>See what's printing</b>. If printer driver options appear, select your printer driver. Click <b>Printer</b> in the menu bar and make sure that <b>Use Printer Offline</b> is not selected.</li> <li>• Windows Server® 2012 R2 Click <b>Control Panel</b> on the <b>Start</b> screen. In the <b>Hardware</b> group, click <b>View devices and printers</b>. Right-click the <b>RICOH SP 230SFNw</b>. Click <b>See what's printing</b>. If printer driver options appear, select your printer driver. Click <b>Printer</b> in the menu bar and make sure <b>Use Printer Offline</b> is not selected.</li> <li>• Mac Click the <b>System Preferences</b> menu, and then select the <b>Printers &amp; Scanners</b> option. When the machine is offline, delete it using the  button, and then add it using the  button.</li> </ul>

Difficulties	Suggestions
The machine is not printing or has stopped printing.	Cancel the print job and clear it from the machine's memory. The printout may be incomplete. Send the print data again. <i>See Related Information:Cancel a Print Job.</i>
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this.
The machine prints unexpectedly or it prints garbage.	Cancel the print job and clear it from the machine's memory. The printout may be incomplete. Send the print data again. <i>See Related Information:Cancel a Print Job.</i>
	Check the settings in your application to make sure they are set up to work with your machine.
	Confirm that the printer driver is selected in your application's Print window.
The machine prints the first couple of pages correctly, then some pages have missing text.	Check the settings in your application to make sure they are set up to work with your machine.
	Your machine is not receiving all of the data sent from the computer. Make sure you connected the interface cable correctly.
The machine does not print on both sides of the paper even though the printer driver setting is 2-sided and the machine supports automatic 2-sided printing.	Check the paper size setting in the printer driver. You must select A4 paper that is 60 to 105 g/m <sup>2</sup> .
Print speed is too slow.	Try changing the printer driver setting. The highest resolution needs longer data processing, sending and printing time.
	If you have enabled the Quiet Mode, disable the Quiet Mode on the printer driver or the machine's menu setting.
The machine does not feed paper.	If there is paper in the paper tray, make sure it is straight. If the paper is curled, straighten it. Sometimes it is helpful to remove the paper, turn the stack over and place it back in the paper tray.
	Reduce the amount of paper in the paper tray, and then try again.
	Make sure <b>Manual</b> is not selected for <b>Paper Source</b> in the printer driver.
	Clean the paper pick-up rollers.
The machine does not feed paper from the Manual feed slot.	Use both hands to push one sheet of paper firmly into the manual feed slot until the top edge of the paper presses against the paper feed rollers. Continue pressing the paper against the rollers until the machine grabs the paper and pulls it in further.
	Put only one sheet of paper in the manual feed slot.
	Make sure <b>Manual</b> is selected as <b>Paper Source</b> in the printer driver.
The machine does not feed envelopes.	Load one envelope at a time in the manual feed slot. Your application must be set to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application.

## Related Information

- [Troubleshooting](#)



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## **Related Topics**

- [Monitor the Status of the Machine from Your Computer \(Windows®\)](#)
  - [Monitor the Status of the Machine from Your Computer \(Mac\)](#)
  - [Cancel a Print Job](#)
  - [Clean the Paper Pick-up Rollers](#)
-



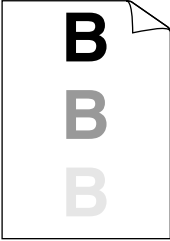
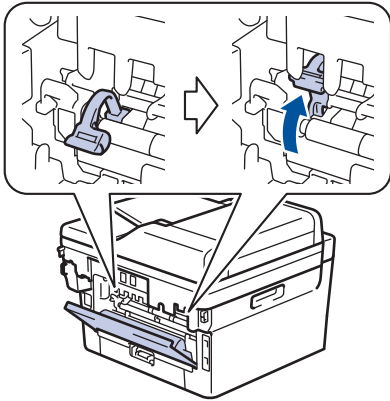
## Improve the Print Quality

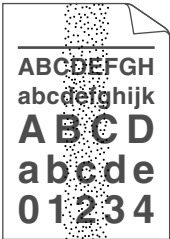
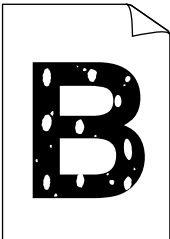
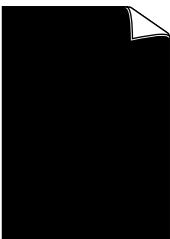
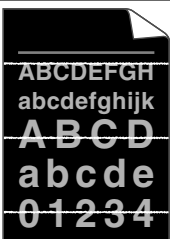
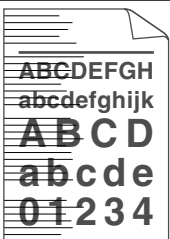

If you have a print quality problem, print a test page first. If the printout looks good, the problem is probably not the machine. Check the interface cable connections and try printing a different document. If the printout or test page printed from the machine has a quality problem, check the examples of poor print quality and follow the recommendations in the table.

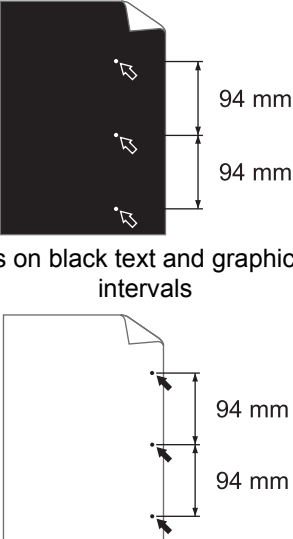
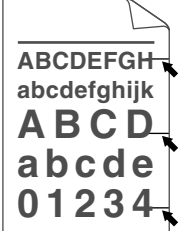
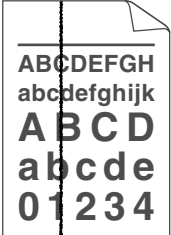
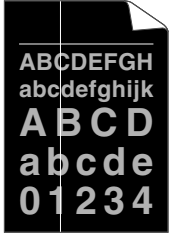
### IMPORTANT


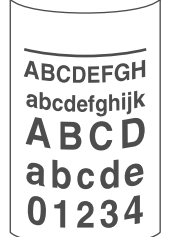
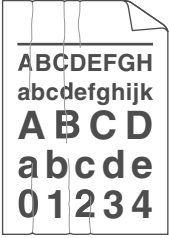
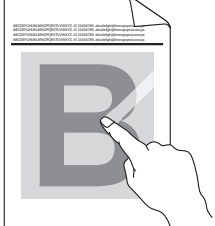
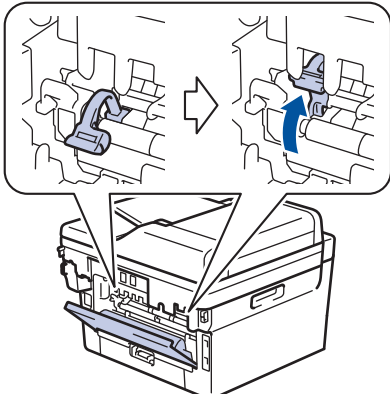
Using non-genuine supplies may affect the print quality, hardware performance, and machine reliability.


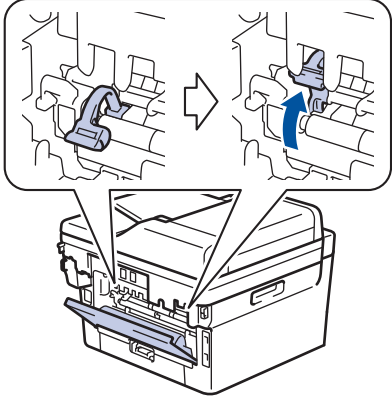
1. To get the best print quality, we suggest using recommended print media. Make sure you use paper that meets our specifications.
2. Check that the toner cartridge and drum unit are installed correctly.

Examples of poor print quality	Recommendation
 <p>ABCDEF GH                      abcdefghijk                      ABCD                      abcde                      01234</p> <p>Faint</p>	<ul style="list-style-type: none"> <li>• If the machine indicates Replace Toner status, install a new toner cartridge.</li> <li>• Check the machine's environment. Conditions such as humidity, high temperatures, and so on, may cause this print fault.</li> <li>• If the whole page is too light, Toner Save may be turned on. Turn off Toner Save mode in the machine's menu settings or the printer driver.</li> <li>• Clean the drum unit.</li> <li>• Clean the corona wire on the drum unit.</li> <li>• Replace the toner cartridge with a new toner cartridge.</li> <li>• Replace the drum unit with a new drum unit.</li> </ul>
 <p>ABCDEF GH                      abcdefghijk                      ABCD                      abcde                      01234</p> <p>Grey background</p>	<ul style="list-style-type: none"> <li>• Check the machine's environment. Conditions such as high temperatures and high humidity can increase the amount of background shading.</li> <li>• Clean the drum unit.</li> <li>• Replace the toner cartridge with a new toner cartridge.</li> <li>• Replace the drum unit with a new drum unit.</li> </ul>
 <p>B                      B                      B</p> <p>Ghosting images</p>	<ul style="list-style-type: none"> <li>• Check the machine's environment. Conditions such as low humidity and low temperatures may cause this print quality problem.</li> <li>• Select the appropriate media type in the printer driver.</li> <li>• Make sure the two levers inside the back cover are in the up position. Pull up the two levers until they stop.</li> </ul>  <ul style="list-style-type: none"> <li>• Clean the drum unit.</li> </ul>

Examples of poor print quality	Recommendation
	<ul style="list-style-type: none"> <li>• Replace the drum unit with a new drum unit.</li> <li>• Replace the toner cartridge with a new toner cartridge.</li> <li>• The fusing unit may be contaminated. Contact your service representative.</li> </ul>
 <p data-bbox="400 568 550 600">Toner specks</p>	<ul style="list-style-type: none"> <li>• Make sure the media type setting in the driver matches the type of paper you are using.</li> <li>• Clean the drum unit.</li> <li>• The toner cartridge may be damaged. Replace the toner cartridge with a new toner cartridge.</li> <li>• The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> <li>• The fusing unit may be contaminated. Contact your service representative.</li> </ul>
 <p data-bbox="405 920 545 952">Hollow print</p>	<ul style="list-style-type: none"> <li>• Select <b>Thick Paper</b> mode in the printer driver or use thinner paper than you are currently using.</li> <li>• Select the appropriate media type in the menu setting.</li> <li>• Check the machine's environment. Conditions such as high humidity can cause hollow print.</li> <li>• The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>
 <p data-bbox="424 1202 526 1234">All black</p>	<ul style="list-style-type: none"> <li>• Clean the corona wire inside the drum unit.</li> <li>• The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>
 <p data-bbox="317 1485 633 1516">White lines across the page</p>	<ul style="list-style-type: none"> <li>• Select the appropriate media type in the printer driver.</li> <li>• Select the appropriate media type in the menu setting.</li> <li>• The problem may disappear by itself. Print multiple blank pages to clear this problem, especially if the machine has not been used for a long time.</li> <li>• Clean the drum unit.</li> <li>• The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>
 <p data-bbox="349 1789 601 1821">Lines across the page</p>	<ul style="list-style-type: none"> <li>• Clean the drum unit.</li> <li>• The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>
 <p data-bbox="218 2072 732 2103">White lines, bands or ribbing across the page</p>	<ul style="list-style-type: none"> <li>• Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem.</li> <li>• Clean the drum unit.</li> <li>• If the problem is not solved after printing a few pages, replace the drum unit with a new drum unit.</li> </ul>

Examples of poor print quality	Recommendation
 <p>White Spots on black text and graphics at 94 mm intervals</p> <p>Black spots at 94 mm intervals</p>	<ul style="list-style-type: none"> <li>Make 10-15 copies of a blank, white sheet of paper. If the problem is not solved after printing the blank pages, the drum unit may have foreign material, such as glue from a label, stuck on the drum. Clean the drum unit. <i>See Related Information: Clean the Drum Unit Using Drum Dot Print.</i></li> <li>The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>
 <p>Black toner marks across the page</p>	<ul style="list-style-type: none"> <li>If you use label sheets for laser printers, the glue from the sheets may sometimes stick to the drum surface. Clean the drum unit. <i>See Related Information: Clean the Drum Unit Using Drum Dot Print.</i></li> <li>If you used paper that has clips or staples, the drum unit may be damaged.</li> <li>If the unpacked drum unit is in direct sunlight (or room light for long periods of time), the unit may be damaged.</li> <li>Clean the drum unit.</li> <li>The toner cartridge may be damaged. Replace the toner cartridge with a new toner cartridge.</li> <li>The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>
 <p>Black lines down the page</p> <p>Printed pages have toner stains down the page</p>	<ul style="list-style-type: none"> <li>Clean the corona wire inside the drum unit by sliding the tab. Make sure that the tab on the drum unit is in the Home position.</li> <li>The toner cartridge may be damaged. Replace the toner cartridge with a new toner cartridge.</li> <li>The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> <li>The fusing unit may be contaminated. Contact your service representative.</li> </ul>
 <p>White lines down the page</p>	<ul style="list-style-type: none"> <li>Make sure foreign material such as a torn piece of paper, sticky notes or dust is not inside the machine and around the toner cartridge and drum unit.</li> <li>The toner cartridge may be damaged. Replace the toner cartridge with a new toner cartridge.</li> <li>The drum unit may be damaged. Replace the drum unit with a new drum unit.</li> </ul>

Examples of poor print quality	Recommendation
 <p data-bbox="392 398 560 427">Image skewed</p>	<ul data-bbox="818 170 1474 674" style="list-style-type: none"> <li>• Set the document correctly in the ADF or on the scanner glass if the skew only occurs when making copies.</li> <li>• Make sure the paper or other print media is loaded correctly in the paper tray and the guides are not too tight or too loose against the paper stack.</li> <li>• Set the paper guides correctly.</li> <li>• The paper tray may be too full.</li> <li>• Check the paper type and quality.</li> <li>• Check for loose objects such as torn paper inside the machine.</li> <li>• If the problem only occurs during automatic 2-sided printing, check for torn paper in the 2-sided tray. Verify the 2-sided tray is inserted completely and the back cover is closed completely.</li> </ul>
 <p data-bbox="352 936 600 965">Curled or wavy image</p>	<ul data-bbox="818 696 1474 1050" style="list-style-type: none"> <li>• Check the paper type and quality. High temperatures and high humidity will cause paper to curl.</li> <li>• If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack, and then rotate the paper 180° in the paper tray.</li> <li>• Open the back cover (face up output tray) to let the printed paper exit onto the face up output tray.</li> <li>• Choose <b>Reduce Paper Curl</b> mode in the printer driver when you do not use our recommended print media.</li> </ul>
 <p data-bbox="360 1312 592 1341">Wrinkles or creases</p>	<ul data-bbox="818 1072 1474 1211" style="list-style-type: none"> <li>• Make sure paper is loaded correctly.</li> <li>• Check the paper type and quality.</li> <li>• Turn over the stack of paper in the tray or rotate the paper 180° in the input tray.</li> </ul>
 <p data-bbox="411 1585 541 1615">Poor fixing</p>	<ul data-bbox="818 1357 1474 1413" style="list-style-type: none"> <li>• Make sure the two levers inside the back cover are in the up position. Pull up the two levers until they stop.</li> </ul>  <ul data-bbox="818 1827 1474 1951" style="list-style-type: none"> <li>• Make sure the media type setting in the printer driver matches the type of paper you are using.</li> <li>• Choose <b>Improve Toner Fixing</b> mode in the printer driver.</li> </ul> <p data-bbox="858 1962 1474 2054">If this selection does not provide enough improvement, change the printer driver setting in <b>Media Type</b> to a thick setting. If you are printing an</p>

Examples of poor print quality	Recommendation
 <p data-bbox="375 584 576 613">Envelope creases</p>	<p data-bbox="855 170 1393 230">envelope, choose <b>Env. Thick</b> in the media type setting.</p> <ul data-bbox="818 248 1465 398" style="list-style-type: none"> <li>• Make sure the two levers inside the back cover are pulled down to the envelope position when you print envelopes. After you have finished printing, reset the levers back to their original position. Pull up the levers until they stop.</li> </ul>  <ul data-bbox="818 815 1465 981" style="list-style-type: none"> <li>• Make sure envelopes are printed with the back cover (face up output tray) opened.</li> <li>• (For models with Manual Feed Slot) Make sure envelopes are fed only from the manual feed slot.</li> </ul>



### Related Information

- [Troubleshooting](#)

#### Related Topics

- [Test Print](#)
- [Clean the Drum Unit Using Drum Dot Print](#)
- [Reduce Toner Consumption](#)
- [Replace the Toner Cartridge](#)
- [Replace the Drum Unit](#)

## Telephone and Fax Problems

### Telephone Line or Connections

Difficulties	Suggestions
Dialling does not work. (No dial tone)	<p>Check all line cord connections.</p> <ul style="list-style-type: none"> <li>• Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine.</li> <li>• (mainly Asia and Oceania) Make sure your machine has a dial tone by pressing the Hook button in Fax mode.</li> <li>• If you subscribe to DSL or VoIP services, contact your service provider for connection instructions.</li> </ul>
	<p>(Available only for some countries.)</p> <p>Change the Tone/Pulse setting.</p>
	<p>(mainly Asia and Oceania)</p> <p>Send a manual fax by pressing Hook button, and dialing the number. Wait to hear fax-receiving tones before pressing Start button.</p> <p>(mainly Europe)</p> <p>If an external phone is connected to the machine, send a manual fax by lifting the handset of the external telephone and dialling the number using the external telephone. Wait to hear the fax receiving tones before sending fax.</p>
	<p>If there is no dial tone, connect a known working telephone and telephone line cord to the socket. Then lift the external telephone's handset and listen for a dial tone. If there is still no dial tone, ask your telephone company to check the line and/or wall socket.</p>
The machine does not answer when called.	<p>Make sure the machine is in the correct receive mode for your setup.</p> <ul style="list-style-type: none"> <li>• Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check that the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine.</li> <li>• (mainly Asia and Oceania) Make sure your machine has a dial tone by pressing the Hook button in Fax mode.</li> <li>• If there is no ringing when you call your machine, ask your telephone company to check the line.</li> </ul>

### Handling Incoming Calls

Difficulties	Suggestions
Sending a Fax Call to the machine.	<p>If you answered on an extension or external telephone, press your Remote Activation Code (the factory setting is *51 (*91 for New Zealand)). If you answered on the external telephone, press the Start button to receive the fax.</p> <p>When your machine answers, hang up.</p>
Custom features on a single line.	<p>If you have Call Waiting, Call Waiting/Caller ID, Caller ID, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.</p>

Difficulties	Suggestions
	<p><b>For Example:</b> If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. ECM (Error Correction Mode) feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, we recommend using a separate telephone line with no custom features.</p>

## Receiving Faxes

Difficulties	Suggestions
<p>Cannot receive a fax.</p>	<p>Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine. If you subscribe to DSL or VoIP services, contact your service provider for connection instructions. If you are using a VoIP system, try changing the VoIP setting to <i>Basic (for VoIP)</i>. This will lower modem speed and turn off Error Correction Mode (ECM).</p> <p>(mainly Asia and Oceania)</p> <p>Make sure your machine has a dial tone by pressing the Hook button in Fax mode. If you hear static or interference on your fax line, contact your local telephone provider.</p> <p>Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the machine.</p> <ul style="list-style-type: none"> <li>• If you have a dedicated fax line and want your machine to automatically answer all incoming faxes, you should select Fax only mode.</li> <li>• If your machine shares a line with an external answering machine, you should select the External TAD mode. In External TAD mode, your machine will receive incoming faxes automatically and voice callers will be able to leave a message on your answering machine.</li> <li>• If your machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the Fax/Tel mode. In Fax/Tel mode, your machine will receive faxes automatically and produce a pseudo/double-ring to alert you to answer voice calls.</li> <li>• If you do not want your machine to answer any incoming faxes automatically, you should select the Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes.</li> </ul> <p>Another device or service at your location may be answering the call before your machine answers. To test this, lower the Ring Delay setting:</p> <ul style="list-style-type: none"> <li>• If the Receive Mode is set to Fax Only or Fax/Tel, reduce the Ring Delay to one ring.</li> </ul> <p><i>See Related Information: Set the Number of Rings Before the Machine Answers (Ring Delay).</i></p>




Difficulties	Suggestions
	<ul style="list-style-type: none"> <li>• If the Receive Mode is set to External TAD, reduce the number of rings programmed on your answering machine to two.</li> <li>• If the Receive Mode is set to Manual, DO NOT adjust the Ring Delay setting.</li> </ul> <p>Have someone send you a test fax:</p> <ul style="list-style-type: none"> <li>• If you received the test fax successfully, your machine is operating correctly. Remember to reset your Ring Delay or answering machine setting back to your original setting. If receiving problems recur after resetting the Ring Delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer.</li> <li>• If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.</li> </ul> <p>If you are using a telephone answering machine (External TAD mode) on the same line as the machine, make sure your answering machine is set up correctly.</p> <ol style="list-style-type: none"> <li>1. Set your answering machine to answer in one or two rings.</li> <li>2. Record the outgoing message on your answering machine. <ul style="list-style-type: none"> <li>• Record five seconds of silence at the beginning of your outgoing message.</li> <li>• Limit your speaking to 20 seconds.</li> <li>• End your outgoing message with your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 (*91 for New Zealand) and Start to send a fax."</li> </ul> </li> <li>3. Set your answering machine to answer calls.</li> <li>4. Set your machine's Receive Mode to External TAD. See <i>Related Information: Choose the Correct Receive Mode</i>.</li> </ol> <p>Make sure your machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you answered the call on an external or extension telephone.</p> <p>If you often get transmission errors due to possible interference on the telephone line or if you are using a VoIP system, try changing the Compatibility setting to <i>Basic(for VoIP)</i>.</p>

## Sending Faxes

Difficulties	Suggestions
Cannot send a fax.	<p>Check all line cord connections.</p> <ul style="list-style-type: none"> <li>• Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine.</li> <li>• (mainly Asia and Oceania) Make sure your machine has a dial tone by pressing the Hook button in Fax mode.</li> <li>• If you subscribe to DSL or VoIP services, contact your service provider for connection instructions.</li> </ul>

Difficulties	Suggestions
	<p>Make sure you pressed Fax and the machine is in Fax mode.</p> <p>Print the Transmission Verification Report and check for an error.</p> <p>Ask the other party to check that the receiving machine has paper.</p>
Poor sending quality.	Try changing your resolution to Fine or S.Fine. Make a copy to check your machine's scanner operation. If the copy quality is poor, clean the scanner.
Transmission Verification Report says RESULT:ERROR.	<p>There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get RESULT:ERROR on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off Fax Storage, print fax messages in memory or cancel a delayed fax. If the problem continues, ask the telephone company to check your telephone line.</p> <p>If you often get transmission errors due to possible interference on the telephone line or if you are using a VoIP system, try changing the Compatibility setting to Basic(for VoIP).</p>
Sent faxes are blank.	Make sure you are loading the document correctly. When using the ADF, the document should be face up. When using the scanner glass, the document should be face down.
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. Clean the glass strip.

## Printing received faxes

Difficulties	Suggestions
<ul style="list-style-type: none"> <li>Condensed print</li> <li>Horizontal streaks</li> <li>Top and bottom sentences are cut off</li> <li>Missing lines</li> </ul> 	<p>This is usually caused by a poor telephone connection. Make a copy; if your copy looks good, you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.</p>
Vertical black lines when receiving	<p>The corona wire for printing may be dirty. Clean the corona wire in the drum unit.</p> <p>The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.</p>
Received faxes appear as split or blank pages.	<p>Left and right margins are cut off or a single page is printed on two pages.</p> <p>Turn on Auto Reduction.</p>



### Related Information

- [Troubleshooting](#)

- 
- [Set Dial Tone Detection](#)
  - [Set Telephone Line Compatibility for Interference and VoIP Systems](#)

**Related Topics**

- [Set the Number of Rings Before the Machine Answers \(Ring Delay\)](#)
  - [Choose the Correct Receive Mode](#)
-

## Set Dial Tone Detection

Setting the Dial Tone to [Detection] will shorten the Dial Tone detect pause.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Dial Tone] option, and then press **OK**.
4. Press **▲** or **▼** to choose the [Detection] or [No Detection], and then press **OK**.
5. Press **Stop/Exit**.



### Related Information

- [Telephone and Fax Problems](#)
-

## Set Telephone Line Compatibility for Interference and VoIP Systems

Problems sending and receiving faxes due to possible interference on the telephone line may be solved by reducing the modem speed to minimise errors in fax transmission. If you are using a Voice over IP (VoIP) service, we recommend changing the compatibility to Basic (for VoIP).



- VoIP is a type of phone system that uses an Internet connection, rather than a traditional phone line.
- Telephone providers frequently bundle VoIP together with Internet and cable services.
- (mainly Asia and Oceania) We do not recommend the use of a VoIP line. VoIP limitations in general can cause some functions of the fax machine not to work correctly.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Compatibility] option, and then press **OK**.
4. Press **▲** or **▼** to display the [High], [Normal], or [Basic (for VoIP)] option, and then press **OK**.

Option	Description
High	Select <b>High</b> to set the modem speed at 33600 bps.
Normal	Select <b>Normal</b> to set the modem speed at 14400 bps.
Basic (for VoIP)	Select <b>Basic (for VoIP)</b> to reduce the modem speed to 9600 bps and turn off Error Correction Mode (ECM). Unless interference is a recurring problem on your telephone line, you may prefer to use it only when needed.  To improve compatibility with most VoIP services, we recommend changing the compatibility setting to <b>Basic (for VoIP)</b> .

5. Press **Stop/Exit**.



### Related Information

- [Telephone and Fax Problems](#)

## Network Problems

- [Error Messages for Network Problems](#)
- [Where Can I Find My Machine's Network Settings?](#)
- [I Cannot Complete the Wireless Network Setup Configuration](#)
- [My Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)
- [I Want to Check that My Network Devices are Working Correctly](#)

## Error Messages for Network Problems

Your machine will display an error message if an error occurs. The most common error messages are shown in the chart.

Error Messages	Cause	Action
Cannot Connect A device is already connected.	Two mobile devices are already connected to the Wi-Fi Direct® network when the machine is the Group Owner (G/O).	After the current connection between your machine and another mobile device has shut down, try to configure the Wi-Fi Direct® settings again. You can confirm the connection status by printing the Network Configuration Report.
Connection Error	Other devices are trying to connect to the Wi-Fi Direct® network at the same time.	Make sure there are no other devices trying to connect to the Wi-Fi Direct® network, and then try to configure the Wi-Fi Direct® settings again.
Connection Fail	Your machine and the mobile device cannot communicate during the Wi-Fi Direct® network configuration.	<ul style="list-style-type: none"> <li>• Move the mobile device closer to your machine.</li> <li>• Move your machine and the mobile device to an obstruction-free area.</li> <li>• If you are using the PIN Method of WPS, make sure you have entered the correct PIN.</li> </ul>
No Device	When configuring the Wi-Fi Direct® network, the machine cannot find your mobile device.	<ul style="list-style-type: none"> <li>• Make sure your machine and mobile device are in the Wi-Fi Direct® mode.</li> <li>• Move the mobile device closer to your machine.</li> <li>• Move your machine and the mobile device to an obstruction-free area.</li> <li>• If you are manually configuring the Wi-Fi Direct® network, make sure you have entered the correct password.</li> <li>• If your mobile device has a configuration page for how to obtain an IP address, make sure the IP address of your mobile device has been configured via DHCP.</li> </ul>



### Related Information

- [Network Problems](#)

## Where Can I Find My Machine's Network Settings?

- [Print the Network Configuration Report](#)
- [Change Machine Settings from Your Computer](#)



## I Cannot Complete the Wireless Network Setup Configuration

Turn your wireless router off and back on. Then try to configure the wireless settings again. If you are unable to resolve the problem, follow the instructions below:

Investigate the problem using the WLAN Report.

Cause	Action	Interface
Your security settings (SSID/ Network Key) are not correct.	<ul style="list-style-type: none"> <li>• Select and confirm that you are using the correct security settings.</li> <li>- See the instructions supplied with your wireless LAN access point/router for information on how to find the security settings.</li> <li>- The manufacturer's name or model number of the wireless LAN access point/router may be used as the default security settings.</li> <li>- Consult with the access point/router manufacturer, your Internet provider, or network administrator.</li> </ul>	Wireless
Your machine's MAC address is not allowed.	Confirm that the machine's MAC Address is allowed in the filter. You can find the MAC Address on your machine's control panel.	Wireless
Your wireless LAN access point/router is in stealth mode (not broadcasting the SSID).	<ul style="list-style-type: none"> <li>• Enter the correct SSID name or Network Key manually.</li> <li>• Check the SSID name or the Network Key in the instructions supplied with your wireless LAN access point/router and reconfigure the wireless network setup.</li> </ul>	Wireless
Your security settings (SSID/ password) are not correct.	<ul style="list-style-type: none"> <li>• Confirm the SSID and password.</li> <li>- When you are configuring the network manually, the SSID and password are displayed on your machine. If your mobile device supports the manual configuration, the SSID and password will be displayed on your mobile device's screen.</li> </ul>	Wi-Fi Direct®
You are using Android™ 4.0.	If your mobile device disconnects (approximately six minutes after using Wi-Fi Direct®), try the one-push configuration using WPS (recommended) and set the machine as a G/O.	Wi-Fi Direct®
Your machine is placed too far from your mobile device.	Move your machine within about 3.3 feet (1 metre) of the mobile device when you configure the Wi-Fi Direct® network settings.	Wi-Fi Direct®
There are some obstructions (walls or furniture, for example) between your machine and the mobile device.	Move your machine to an obstruction-free area.	Wi-Fi Direct®
There is a wireless computer, Bluetooth®-supported device, microwave oven, or digital cordless phone near the machine or the mobile device.	Move other devices away from the machine or the mobile device.	Wi-Fi Direct®
If you have checked and tried all of the above, but still cannot complete the Wi-Fi Direct® configuration, do the following:	<ul style="list-style-type: none"> <li>• Turn your machine off and back on. Then try to configure the Wi-Fi Direct® settings again.</li> <li>• If you are using your machine as a client, confirm how many devices are allowed in the current Wi-Fi Direct® network, and then check how many devices are connected.</li> </ul>	Wi-Fi Direct®

### For Windows®

If your wireless connection has been interrupted, and you have checked and tried all of the above, we recommend using the Network Connection Repair Tool.



## Related Information



- [Network Problems](#)

### Related Topics

- [Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast](#)
  - [Use Wi-Fi Direct®](#)
-

## My Machine Cannot Print, Scan, or PC-FAX Receive over the Network

Cause	Action	Interface
Your security software blocks your machine's access to the network. (The Network scanning feature does not work. )	<ul style="list-style-type: none"> <li>• Windows® Configure the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, type the information below:                             <ul style="list-style-type: none"> <li>- In <b>Name</b>: Type any description, for example NetScan.</li> <li>- In <b>Port number</b>: Type 54925.</li> <li>- In <b>Protocol</b>: UDP is selected.</li> </ul>                             See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.                         </li> <li>• Mac (iPrint&amp;Scan) In the <b>Finder</b> menu bar, click <b>Go &gt; Applications &gt; RICOH</b>, and then double-click the iPrint&amp;Scan icon. The iPrint&amp;Scan window appears. Click the <b>Select your Machine</b> button, and then follow the on-screen instructions to reselect your network machine. (TWAIN driver) In the <b>Finder</b> menu bar, click <b>Go &gt; Applications &gt; RICOH &gt; TWAIN Driver Utility</b>, and then double-click the Device Selector icon. The Device Selector window appears. Reselect your network machine, make sure <b>Status</b> is <b>idle</b>, and then click <b>OK</b>.</li> </ul>	Wired/Wireless
Your security software blocks your machine's access to the network. (The network PC-Fax Receive feature does not work.) (Windows®)	<p>Set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, type the information below:</p> <ul style="list-style-type: none"> <li>• In <b>Name</b>: Type any description, for example PC-FAX Rx.</li> <li>• In <b>Port number</b>: Type 54926.</li> <li>• In <b>Protocol</b>: UDP is selected.</li> </ul> <p>See the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.</p>	Wired/Wireless
Your security software blocks your machine's access to the network.	<p>Some security software might block access without showing a security alert dialog box even after successful installation.</p> <p>To allow access, see the instructions for your security software or ask the software manufacturer.</p>	Wired/Wireless
Your machine was not assigned an available IP address.	<ul style="list-style-type: none"> <li>• Confirm the IP address and the Subnet Mask. Verify that both the IP addresses and Subnet Masks of your computer and the machine are correct and located on the same network. For more information about how to verify the IP address and the Subnet Mask, ask your network administrator.</li> <li>• Windows® Confirm the IP address and the Subnet Mask using the Network Connection Repair Tool.</li> </ul>	Wired/Wireless

Cause	Action	Interface
<p>The failed print job is still in your computer's print queue.</p>	<ul style="list-style-type: none"> <li>• If the failed print job is still in your computer's print queue, delete it.</li> <li>• Otherwise, double-click the printer icon in the following folder and cancel all documents:               <ul style="list-style-type: none"> <li>- Windows® 7                   <p>Click  (Start) &gt; <b>Devices and Printers &gt; Printers and Faxes.</b></p> </li> <li>- Windows® 8.1                   <p>Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings &gt; Control Panel.</b> In the <b>Hardware and Sound</b> group, click <b>View devices and printers &gt; Printers.</b></p> </li> <li>- Windows® 10 and Windows Server® 2016                   <p>Click  &gt; <b>Windows System &gt; Control Panel.</b> In the <b>Hardware and Sound</b> group, click <b>View devices and printers &gt; Printers.</b></p> </li> <li>- Windows Server® 2008                   <p>Click <b>Start &gt; Control Panel &gt; Printers.</b></p> </li> <li>- Windows Server® 2012                   <p>Move your mouse to the lower right corner of your desktop. When the menu bar appears, click <b>Settings &gt; Control Panel.</b> In the <b>Hardware</b> group, click <b>View devices and printers &gt; Printers.</b></p> </li> <li>- Windows Server® 2012 R2                   <p>Click <b>Control Panel</b> on the <b>Start</b> screen. In the <b>Hardware</b> group, click <b>View devices and printers.</b></p> </li> <li>- macOS v10.11.x, v10.12.x, v10.13.x                   <p>Click <b>System Preferences &gt; Printers &amp; Scanners.</b></p> </li> </ul> </li> </ul>	<p>Wired/Wireless</p>
<p>Your machine is not connected to the wireless network.</p>	<p>Print the WLAN Report to check the error code on the printed report.</p>	<p>Wireless</p>

If you have checked and tried all of the above, but your machine still cannot print and scan, uninstall the software and drivers and reinstall them.



## Related Information

- [Network Problems](#)

### Related Topics

- [Print the WLAN Report](#)
- [Wireless LAN Report Error Codes](#)
- [I Want to Check that My Network Devices are Working Correctly](#)

## I Want to Check that My Network Devices are Working Correctly

Check	Action	Interface
Check that your machine, access point/router, or network hub is turned on.	<p><b>Check the following:</b></p> <ul style="list-style-type: none"> <li>The power cord is connected correctly and the machine is turned on.</li> <li>The access point/router or hub is turned on and its link button is blinking.</li> <li>All protective packaging has been removed from the machine.</li> <li>The toner cartridge and drum unit are installed correctly.</li> <li>The front and back covers are fully closed.</li> <li>Paper is inserted correctly in the paper tray.</li> <li>(For wired networks) A network cable is securely connected to the machine and to the router or hub.</li> </ul>	Wired/Wireless
Check the <b>Link Status</b> in the Network Configuration Report or the Printer Settings page.	Print the Network Configuration Report and check that <b>Ethernet Link Status</b> or <b>Wireless Link Status</b> is <b>Link OK</b> .	Wired/Wireless
Check that you can "ping" the machine from your computer.	<p>Ping the machine from your computer using the IP address or the node name in the Windows® command prompt or Mac Terminal application: ping &lt;ipaddress&gt; or &lt;nodename&gt;.</p> <ul style="list-style-type: none"> <li>Successful: Your machine is working correctly and connected to the same network as your computer.</li> <li>Unsuccessful: Your machine is not connected to the same network as your computer.</li> </ul> <p>(Windows®) Ask the network administrator and use the Network Connection Repair Tool to fix the IP address and the subnet mask.</p> <p>(Mac) Confirm that the IP address and the Subnet Mask are set correctly.</p>	Wired/Wireless
Check that your machine is connected to the wireless network.	Print the WLAN Report to check the error code on the printed report.	Wireless

If you have checked and tried all of the above but you are still having problems, see the instructions supplied with your wireless LAN access point/router to find the SSID and the Network Key information and set them correctly.



### Related Information

- [Network Problems](#)

#### Related Topics

- [Print the Network Configuration Report](#)
- [Print the WLAN Report](#)
- [Wireless LAN Report Error Codes](#)
- [My Machine Cannot Print, Scan, or PC-FAX Receive over the Network](#)

## Google Cloud Print Problems

Difficulty	Suggestions
My machine is not displayed in the printer list.	Make sure your machine is turned on.
	Confirm that Google Cloud Print™ is enabled.
	Confirm that your machine is registered with Google Cloud Print™. If it is not registered, try to register again.
I cannot print.	Make sure your machine is turned on.
	Confirm your network settings. See <i>Related Information</i> .
	Certain files may not be printable, or may not appear exactly as they are displayed.
I cannot register my Machine with Google Cloud Print™.	Make sure your machine is connected to a network with Internet access.
	Verify that the date and time are set correctly on your machine.
I do not see a confirmation message on my Machine when I try to register with Google Cloud Print™, even after repeating the registration steps.	Make sure your machine is idle while you are registering with Google Cloud Print™.



### Related Information

- [Troubleshooting](#)

#### Related Topics

- [Network Settings for Using Google Cloud Print](#)

## AirPrint Problems

Difficulty	Suggestions
My machine is not displayed in the printer list.	Make sure your machine is turned on.
	Confirm the network settings. See <i>Related Information</i> .
	Move the mobile device closer to the wireless access point/router, or to your machine.
I cannot print.	Make sure your machine is turned on.
	Confirm the network settings. See <i>Related Information</i> .
I am trying to print a multiple-page document from an iOS device, but ONLY the first page is printing.	Make sure you are running the latest OS version. Refer to the following Apple support article for more information about AirPrint: <a href="https://support.apple.com/kb/HT4356">support.apple.com/kb/HT4356</a> .




### Related Information

- [Troubleshooting](#)

#### Related Topics

- [AirPrint Overview](#)

## Other Problems

Difficulties	Suggestions
The machine will not turn on.	<p>Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Unplug the power cord. Wait for ten minutes, then plug in the power cord and press  to turn on the machine.</p> <p>If the problem is not solved and you are using a power breaker, disconnect it to make sure it is not the problem. Plug the machine's power cord directly into a different known working wall electrical socket. If there is still no power, try a different power cable.</p>
The software cannot be installed.	<p><b>(Windows®)</b></p> <p>If the Security Software warning appears on the computer screen during the installation, change the Security Software settings to permit the product setup program or other program to run.</p> <p><b>(Mac)</b></p> <p>If you are using a firewall function of anti-spyware or antivirus security software, temporarily disable it and then install the software.</p>

### Copying difficulties

Difficulties	Suggestions
Cannot make a copy.	Make sure you pressed Copy and the machine is in Copy mode.
Vertical black line appears in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip, or the corona wire is dirty. Clean the glass strip and scanner glass and the white bar and white plastic above them.
Copies are blank.	Make sure you are loading the document correctly.

### Scanning difficulties

Difficulties	Suggestions
TWAIN or Windows Image Acquisition (WIA) errors appear when starting to scan. (Windows®)	Make sure the TWAIN or Windows Image Acquisition (WIA) driver is selected as the primary source in your scanning application. For example, in Nuance™ PaperPort™ 14SE, click <b>Desktop &gt; Scan Settings &gt; Select</b> to choose the TWAIN/Windows Image Acquisition (WIA) driver.
TWAIN or ICA errors appear when starting to scan. (Mac)	<p>Make sure the TWAIN driver is selected as the primary source.</p> <p>You can also scan documents using the ICA Scanner Driver.</p>
OCR does not work.	Try increasing the scanning resolution.

### Software difficulties

Difficulties	Suggestions
Cannot install software or print.	<p>(Windows® )</p> <p>Run the install program again. This program will repair and reinstall the software.</p>





## Related Information

- [Troubleshooting](#)
-

## Transfer Your Faxes or Fax Journal Report

If the LCD displays:

- [Print Unable] ##
- [Scan Unable] ##

We recommend transferring your faxes to another fax machine or to your computer.

You can also transfer the Fax Journal report to see if there are any faxes you must transfer.



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If there is an error message on the LCD after you transfer the faxes, disconnect your machine from the power source for several minutes, and then reconnect it.

---



### Related Information

- [Troubleshooting](#)
    - [Transfer Faxes to Another Fax Machine](#)
    - [Transfer Faxes to Your Computer](#)
    - [Transfer the Fax Journal Report to Another Fax Machine](#)
-

## Transfer Faxes to Another Fax Machine

If you have not set up your Station ID, you cannot enter Fax Transfer mode.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Service] option, and then press **OK**.
3. Press **OK** to select [Data Transfer].
4. Press **▲** or **▼** to display the [Fax Transfer] option, and then press **OK**.
5. Do one of the following:
  - If the LCD shows [No Data], there are no faxes left in the machine's memory. Press **Stop/Exit**.
  - Enter the fax number to which faxes will be forwarded. Press **Start**.



### Related Information

- [Transfer Your Faxes or Fax Journal Report](#)

#### Related Topics

- [Set Your Station ID](#)

## Transfer Faxes to Your Computer

1. Make sure you have installed the software and drivers on your computer, and then turn on **PC-FAX Receive** on the computer.


Do one of the following:

- (Windows® 7)

From the  (**Start**) menu, select **All Programs > RICOH > RICOH Utilities**.

Click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

- (Windows® 8.1 and Windows® 10)

Click  (**RICOH Utilities**), and then click the drop-down list and select your model name (if not already selected). Click **PC-FAX** in the left navigation bar, and then click **Receive**.

2. Make sure you have set [PC Fax Receive] on the machine.

If faxes are in the machine's memory when you set up PC-Fax Receive, the LCD displays [Send Fax to PC?].

3. Press the options in the following table to transfer the fax to your computer.

Option	Description
▲	Select On or Off for the Backup print setting. The machine transfers all faxes to your computer.
▼	Select On or Off for the Backup print setting. The PC-Fax setting turns On.

4. Press **Stop/Exit**.



### Related Information

- [Transfer Your Faxes or Fax Journal Report](#)

## Transfer the Fax Journal Report to Another Fax Machine

If you have not set up your Station ID, you cannot enter fax transfer mode.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Service] option, and then press **OK**.
3. Press **OK** to select [Data Transfer].
4. Press **▲** or **▼** to display the [Report Trans.] option, and then press **OK**.
5. Enter the destination fax number for the Fax Journal.
6. Press **Start**.



### Related Information

- [Transfer Your Faxes or Fax Journal Report](#)

### Related Topics

- [Set Your Station ID](#)

## Machine Information

- [Check the Serial Number](#)
- [Check the Firmware Version](#)
- [Reset Functions Overview](#)
- [Reset Your Machine](#)

## Check the Serial Number

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Machine Info.] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Serial No.] option, and then press **OK**.  
The machine displays the serial number on the LCD.
4. Press **Stop/Exit**.



### Related Information

- [Machine Information](#)
-

## Check the Firmware Version

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Machine Info.] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Version] option, and then press **OK**.  
The machine displays the firmware version on the LCD.
4. Press **Stop/Exit**.



### Related Information

- [Machine Information](#)
-



## Reset Functions Overview

The following reset functions are available:



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Unplug the interface cable before you choose Network Settings Reset function, All Settings Reset function or Factory Reset function.

---



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Subdivided reset functions are not available for some models.

---

### 1. Machine Reset

This function resets the following settings:

- Programmed fax jobs in the memory  
(Delayed Fax, Batch TX)
- Coverpage Message
- Remote Fax Options  
(Remote Access Code, Fax Storage, Fax Forwarding, PC-Fax Send, and PC-Fax Receive (Windows® only))
- Setting Lock
- Language Setting

### 2. Network Settings Reset

Reset the print server back to its default factory settings (includes Password and IP Address information).

### 3. Address Book and Fax Settings Reset

This function resets the following settings:

- Address Book  
(One Touch Dial / Speed Dial / Setup Groups)
- Programmed fax jobs in the memory
- Station ID  
(name and number)
- Coverpage Message
- Remote Fax Options  
(Remote Access Code, Fax Storage, Fax Forwarding, and PC-Fax Receive (Windows® only))
- Report  
(Transmission Verification Report/ Tel Index List/Fax Journal)
- Setting Lock password

### 4. All Settings Reset

You can reset all the machine's settings back to the settings that were set at the factory.

All Settings Reset takes less time than Factory Reset.

### 5. Factory Reset

Use the Settings Reset function to reset all machine's settings to the settings originally set at the factory.

Factory Reset takes more time than All Settings Reset.

We strongly recommend you perform this operation when you dispose of the machine.



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Unplug the interface cable before you choose Network Settings Reset function, All Settings Reset function or Factory Reset function.

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## Related Information

- [Machine Information](#)
-

## Reset Your Machine

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Reset] option, and then press **OK**.
4. Press **▲** or **▼** to choose the type of reset you want to perform, and then press **OK**.



Subdivided reset functions are not available for some models.

5. Press the option in the table to reset the machine or to exit the process.

Option	Description
▲	Reset the machine.
▼	The machine will exit and cancel the reset menu.

The LCD displays [Reboot OK?].

6. Press the option in the table to reboot the machine or to exit the process.

Option	Description
▲	Reboot the machine. The machine will begin the reset.
▼	The machine will exit without rebooting.



If you do not reboot your machine, the reset process will not finish and your settings will remain unchanged.



### Related Information

- [Machine Information](#)

## **Routine Maintenance**

- [Replace Supplies](#)
- [Clean the Machine](#)
- [Check the Remaining Part Life](#)

## Replace Supplies

You must replace supplies when the machine indicates that the life of the supply is over.

Using non-genuine supplies may affect the print quality, hardware performance, and machine reliability. The toner cartridge and drum unit are two separate supplies. Make sure both are installed as an assembly. The model name of supplies may vary depending on the country.

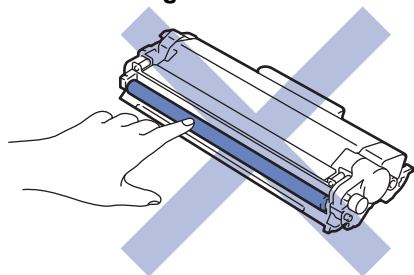
### NOTE

- Availability of toner cartridges differs from one country to another. Contact your local dealer or service representative for further details.
- Be sure to seal up the used supplies tightly in a bag so that toner powder does not spill out of the cartridge.
- (mainly Europe) Visit [www.ricoh-return.com](http://www.ricoh-return.com) for instructions on how to return your used supplies to our collection and recycling program. If you choose not to return your used supply, discard the used supply according to local regulations, keeping it separate from domestic waste. If you have questions, contact your local waste disposal office.
- Discard used consumable items according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. Be sure to reseal the consumable items tightly so that the material inside does not spill.
- We recommend placing used and new supplies on a piece of paper to prevent accidentally spilling or scattering the material inside.
- If you use paper that is not a direct equivalent for the recommended print media, the life of supplies and machine parts may be reduced.
- The projected life for each of the toner cartridges is based on ISO/IEC 19752. Frequency of replacement will vary depending on the print volume, percentage of coverage, types of media used, and powering on/off the machine.
- Frequency of replacing supplies except toner cartridges will vary depending on the print volume, types of media used, and powering on/off the machine.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, immediately wipe or wash it off with cold water.

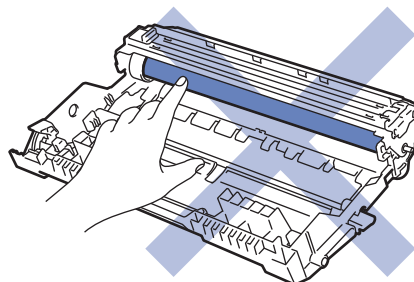
### IMPORTANT

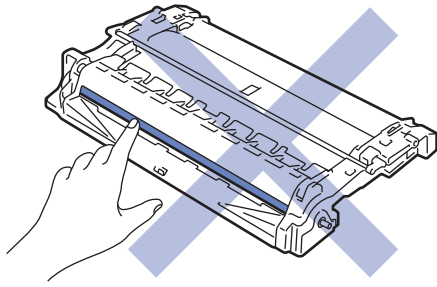
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

#### Toner cartridge



#### Drum unit





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## ✓ Related Information

- Routine Maintenance
  - Replace the Toner Cartridge
  - Replace the Drum Unit

### Related Topics

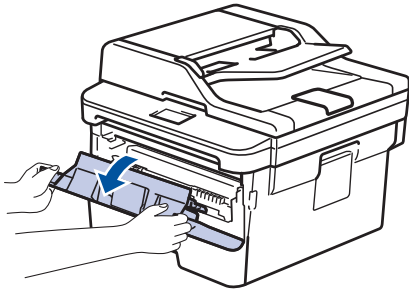
- Error and Maintenance Messages
  - Supplies
-

## Replace the Toner Cartridge

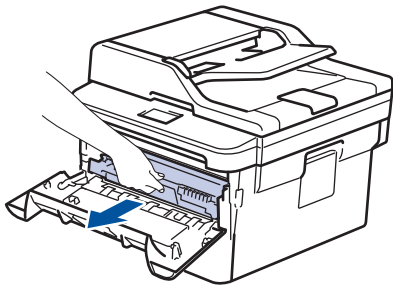
### **WARNING**



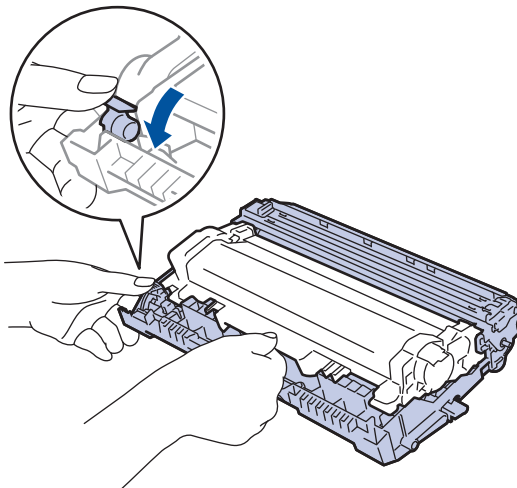
1. Make sure the machine is turned on.
2. Open the front cover.



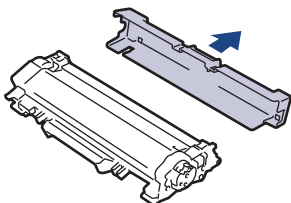
3. Remove the toner cartridge and drum unit assembly from the machine.



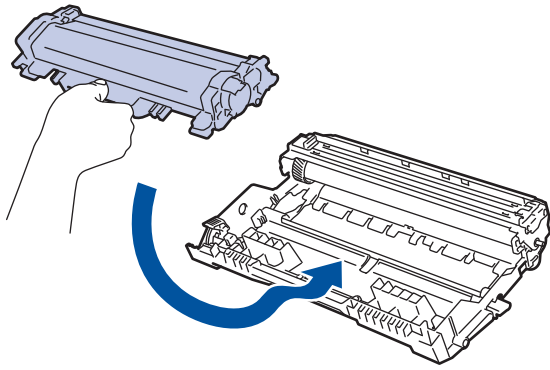
4. Push down the lock lever and take the toner cartridge out of the drum unit.



5. Unpack the new toner cartridge.
6. Remove the protective cover.

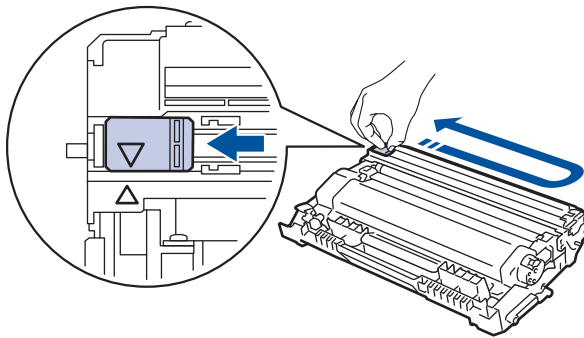


7. Push the new toner cartridge firmly into the drum unit until you hear it lock into place.



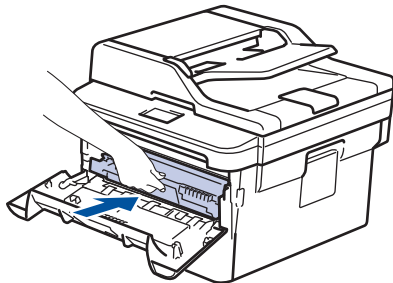
Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

- Clean the corona wire inside the drum unit by gently sliding the tab from left to right and right to left several times.



Be sure to return the tab to the Home position (▲). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

- Install the toner cartridge and drum unit assembly back into the machine.



- Close the front cover of the machine.



- After replacing a toner cartridge, DO NOT turn off the machine or open the front cover until the machine's display returns to Ready Mode.
  - The toner cartridge that comes with your machine is a Inbox toner cartridge.
  - It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.
  - To ensure high quality printing, we recommend using only genuine toner cartridges. When you want to buy toner cartridges, contact your local dealer.
  - DO NOT unpack the new toner cartridge until you are ready to install it.
  - If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
  - We strongly recommend you DO NOT refill the toner cartridge provided with your machine. We also strongly recommend you continue to use only genuine replacement toner cartridges. Use or attempted use of third party toner and/or cartridges in the machine may cause damage to the machine and/or may result in unsatisfactory print quality. Our limited warranty coverage does not apply to any problem that is caused by the use of third party toner and/or cartridges. To protect your investment and obtain premium performance from the machine, we strongly recommend the use of genuine supplies.
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## Related Information

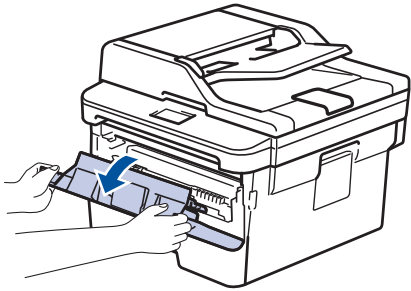
- [Replace Supplies](#)

### Related Topics

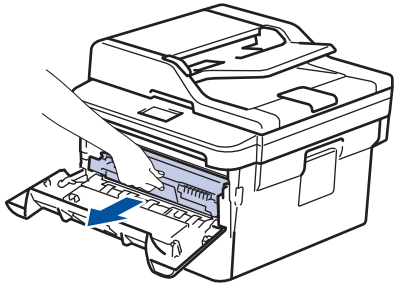
- [Improve the Print Quality](#)
-

## Replace the Drum Unit

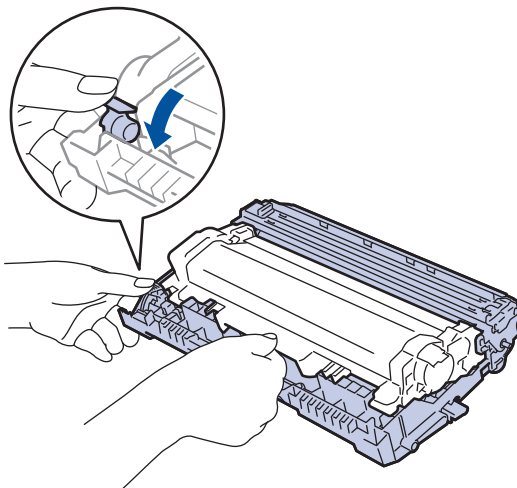
1. Make sure the machine is turned on.
2. Open the front cover.



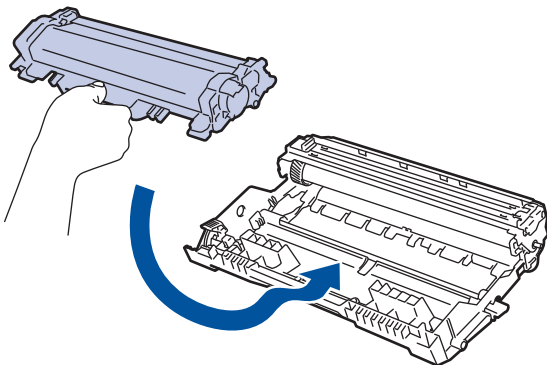
3. Remove the toner cartridge and drum unit assembly from the machine.




4. Push down the lock lever and take the toner cartridge out of the drum unit.

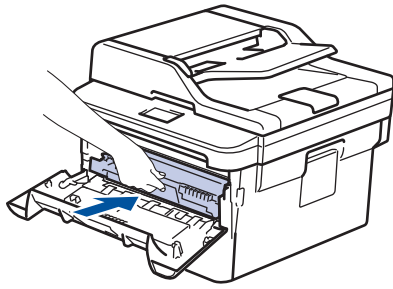


5. Unpack the new drum unit.
6. Push the toner cartridge firmly into the new drum unit until you hear it lock into place.



 **Make sure you put the toner cartridge in correctly or it may separate from the drum unit.**

7. Install the toner cartridge and drum unit assembly back into the machine.



8. Close the front cover of the machine.

## NOTE

- Drum wear and tear occurs due to use and rotation of the drum and interaction with paper, toner and other materials in the paper path. In designing this product, we decided to use the number of rotations of the drum as a reasonable determinant of the drum life. When a drum reaches the factory-established rotation limit corresponding to the rated page yield, the product's LCD will advise you to replace the drum. The product will continue to function; however, print quality may not be optimal.
- If an unpacked drum unit is placed in direct sunlight (or room light for long periods of time), the unit may be damaged.
- There are many factors that determine the actual drum life, such as the temperature, humidity, type of paper, type of toner used and so on. Under ideal conditions, the average drum life is estimated at approximately 12,000 pages (based on 1 page per job [A4/Letter single-sided pages]). The number of pages may be affected due to a variety of factors including but not limited to media type and media size. Because we have no control over the many factors that determine the actual drum life, we cannot guarantee a minimum number of pages that will be printed by your drum.
- For best performance, use only genuine toner.
- The machine should be used only in a clean, dust-free environment with adequate ventilation.
- Printing with a non-genuine drum unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage does not apply to problems caused by the use of a non-genuine drum unit.



### Related Information

- [Replace Supplies](#)

#### Related Topics

- [Error and Maintenance Messages](#)
  - [Improve the Print Quality](#)
-

## Clean the Machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth.

When you replace the toner cartridge or the drum unit, make sure you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

### ⚠ WARNING

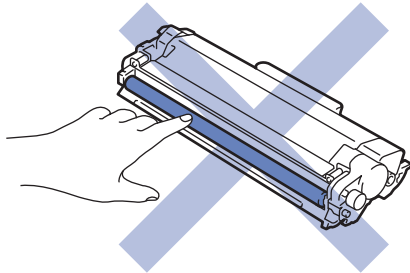
- DO NOT use flammable substances, any type of spray, or an organic solvent/liquid containing alcohol or ammonia to clean the inside or outside of the product. Doing so could cause a fire. Instead, use only a dry, lint-free cloth.



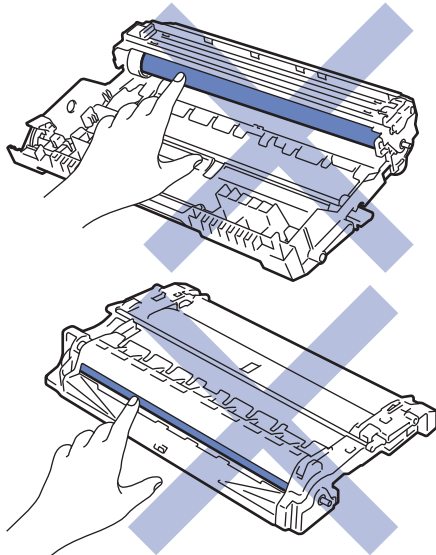
### IMPORTANT

- DO NOT use isopropyl alcohol to remove dirt from the control panel. It may crack the panel.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

#### Toner cartridge



#### Drum unit




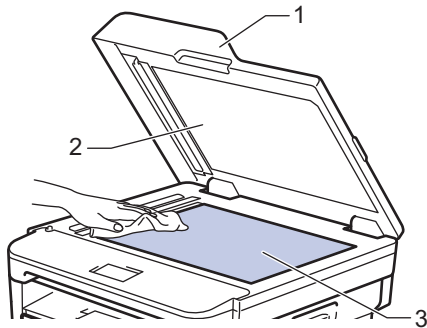
### ✓ Related Information

- [Routine Maintenance](#)
  - [Clean the Scanner](#)
  - [Clean the Corona Wire](#)

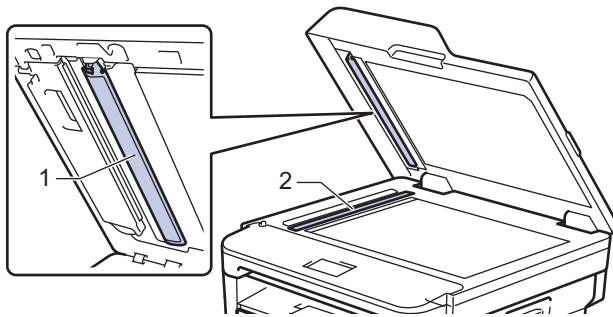
- 
- Clean the Drum Unit Using Drum Dot Print
  - Clean the Paper Pick-up Rollers
-


## Clean the Scanner

1. Press and hold  to turn the machine off.
2. Lift the document cover (1). Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



3. In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth moistened with water.



4. Close the document cover.
5. Press  to turn the machine on.



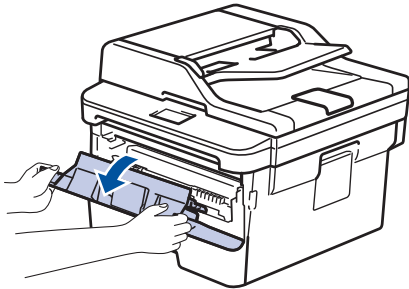
### Related Information

- [Clean the Machine](#)

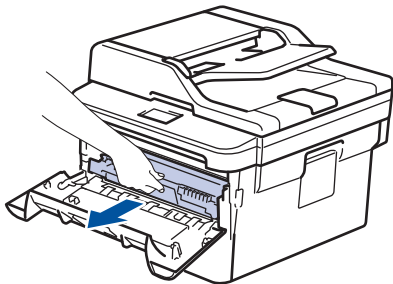
## Clean the Corona Wire

If you have print quality problems or the control panel displays [Drum !] status, clean the corona wire.

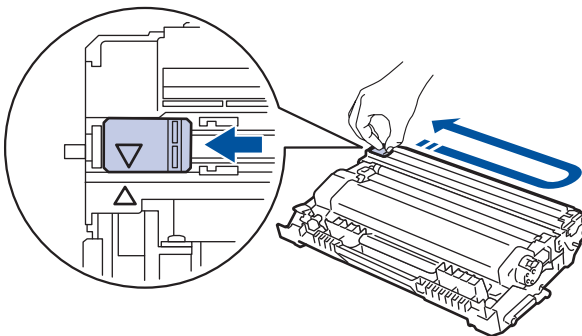
1. Open the front cover.



2. Remove the toner cartridge and drum unit assembly from the machine.

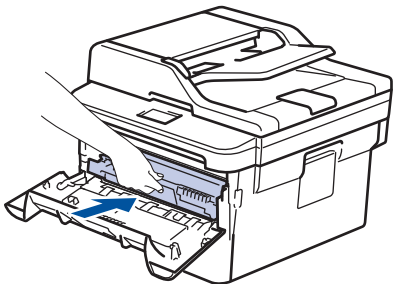


3. Clean the corona wire inside the drum unit by gently sliding the tab from left to right and right to left several times.



Be sure to return the tab to the Home position (▲). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

4. Install the toner cartridge and drum unit assembly back into the machine.



5. Close the front cover of the machine.



### Related Information

- [Clean the Machine](#)

### Related Topics


- [Error and Maintenance Messages](#)

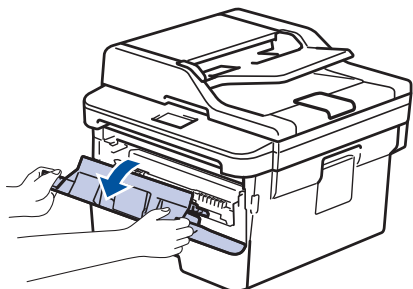
## Clean the Drum Unit Using Drum Dot Print

If your printout has dots or other repeating marks at 94 mm intervals, the drum may have foreign material, such as glue from a label, stuck on the drum surface.

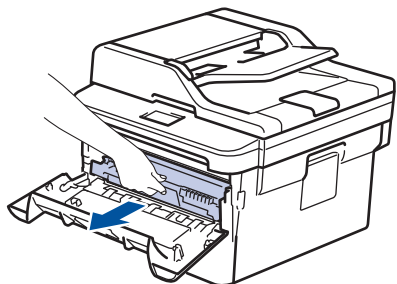
1. Make sure the machine is in Ready mode.
2. Press ▲ or ▼ to display the [Print Reports] option, and then press **OK**.
3. Press ▲ or ▼ to select the [Drum Dot Print] option.
4. Press **Start**.

The machine prints the Drum Dot Check Sheet.

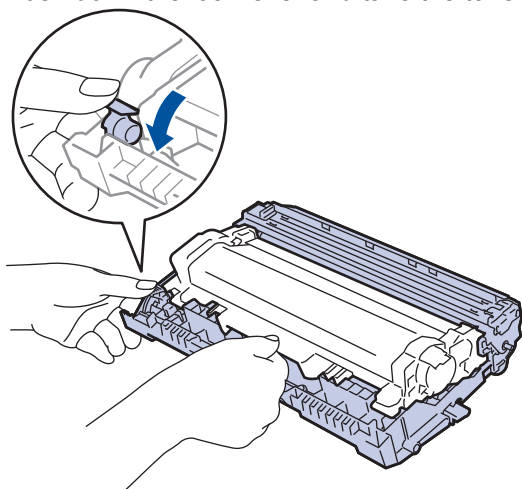
5. Press and hold  to turn the machine off.
6. Open the front cover.



7. Remove the toner cartridge and drum unit assembly from the machine.

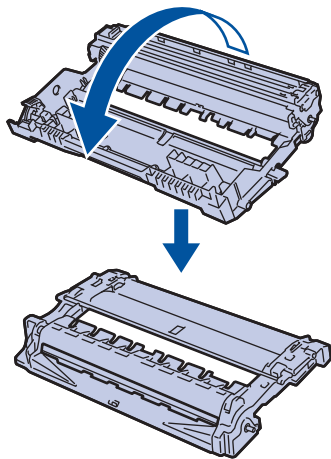


8. Push down the lock lever and take the toner cartridge out of the drum unit.

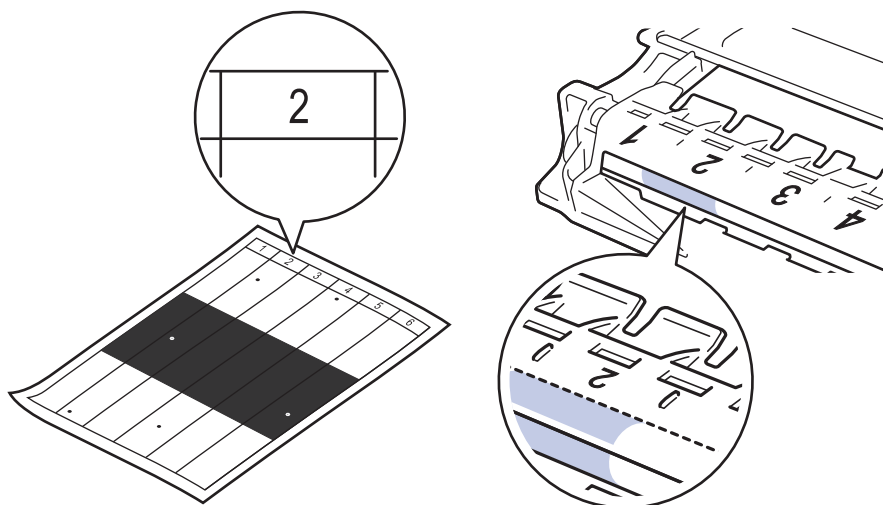


9. Turn the drum unit as shown in the illustration. Make sure that the drum unit gear is on the left side.

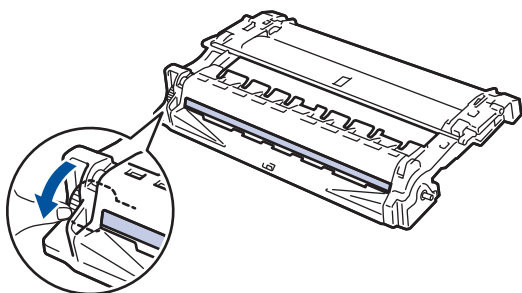




10. Use the numbered markers next to the drum roller to find the mark on the drum. For example, a dot in column 2 on the check sheet means that there is a mark in drum region “2”.



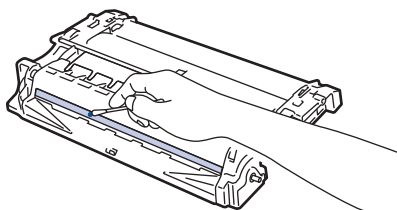
11. Turn the edge of the drum unit towards you while looking at the drum surface to find the mark.



## IMPORTANT

- To avoid print quality problems, DO NOT touch the surface of the drum unit, only the wheel on the end.

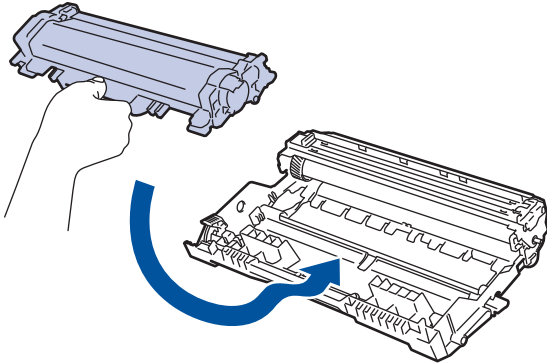
12. Wipe the surface of the drum gently with a dry cotton swab until the mark or foreign material on the surface comes off.



## NOTE

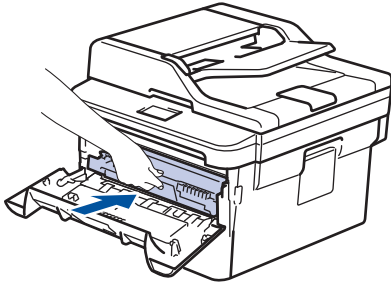
DO NOT clean the surface of the photosensitive drum with a sharp object or any liquids.

13. Push the toner cartridge firmly into the drum unit until you hear it lock into place.




Make sure you put the toner cartridge in correctly or it may separate from the drum unit.

14. Install the toner cartridge and drum unit assembly back into the machine.



15. Close the front cover of the machine.

16. Press  to turn the machine on.



### Related Information

- [Clean the Machine](#)


### Related Topics

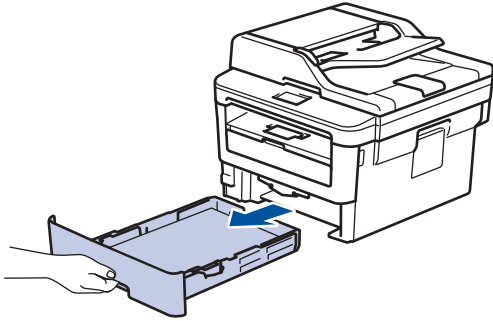
- [Improve the Print Quality](#)

## Clean the Paper Pick-up Rollers

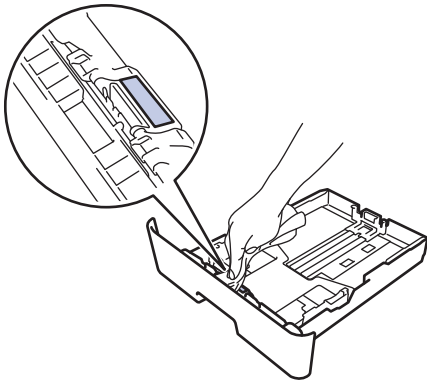
Cleaning the paper pick-up rollers periodically may prevent paper jams by ensuring that paper feeds properly.

If you have paper feed problems, clean the pick-up rollers as follows:

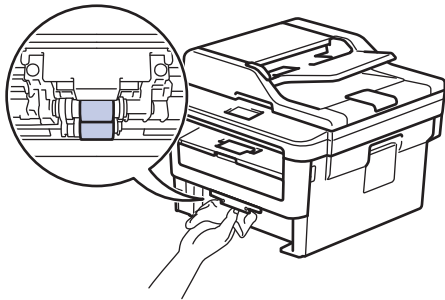
1. Press and hold  to turn the machine off.
2. Pull the paper tray completely out of the machine.




3. If paper is loaded or something is stuck inside in the paper tray, remove it.
4. Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad on the paper tray to remove dust.



5. Wipe the two pick-up rollers inside the machine to remove dust.



6. Reload the paper and put the paper tray firmly back in the machine.
7. Press  to turn the machine on.

### Related Information

- [Clean the Machine](#)

#### Related Topics

- [Printing Problems](#)

## Check the Remaining Part Life

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Machine Info.] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Parts Life] option, and then press **OK**.
4. Press **▲** or **▼** to select the [Toner] or [Drum] option, and then press **OK**.  
The LCD displays the approximate remaining toner or drum life.
5. Press **Stop/Exit**.



### Related Information

- [Routine Maintenance](#)
-

## Machine Settings

Customise settings and features, create shortcuts, and work with options displayed on the machine's LCD to make your machine a more efficient work tool.

- [Change Machine Settings from the Control Panel](#)
- [Change Machine Settings from Your Computer](#)

## Change Machine Settings from the Control Panel

- [In the Event of Power Failure \(Memory Storage\)](#)
- [General Settings](#)
- [Print Reports](#)
- [Settings and Features Tables](#)

## In the Event of Power Failure (Memory Storage)

Your menu settings are stored permanently, and in the event of a power failure will not be lost. Temporary settings (for example, Contrast, Overseas Mode) will be lost.

- During a power failure, the machine will retain the date and time for approximately two hours. The fax jobs in the machine's memory will be lost.



### Related Information

- [Change Machine Settings from the Control Panel](#)
-

## General Settings

- [Change the Default Mode](#)
- [Set the Mode Timer](#)
- [Adjust the Machine's Volume](#)
- [Change for Daylight Saving Time Automatically](#)
- [Set Sleep Mode Countdown](#)
- [About Deep Sleep Mode](#)
- [Set Auto Power Off Mode](#)
- [Set the Date and Time](#)
- [Set the Time Zone](#)
- [Set Your Station ID](#)
- [Set Tone or Pulse Dialling Mode](#)
- [Reduce Toner Consumption](#)
- [Set the Continue Mode](#)
- [Learn About Receiving Faxes in Continue Mode](#)
- [Add a Prefix to Every Fax Number \(mainly Asia and Oceania\)](#)
- [Prevent Dialling a Wrong Number \(Dial Restriction\)](#)
- [Reduce Printing Noise](#)
- [Change the Language on the LCD](#)



## Change the Default Mode

When the machine is idle or you press **Stop/Exit**, the machine will return to the mode you set.

- The machine has Fax, Scan and Copy modes. The default mode is Fax.

1. Press **Menu**.
2. Press ▲ or ▼ to display the [General Setup] option, and then press **OK**.
3. Press ▲ or ▼ to display the [Default Mode] option, and then press **OK**.
4. Press ▲ or ▼ to display the [Fax], [Copy], or [Scan] option, and then press **OK**.
5. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Set the Mode Timer

The machine returns to the default mode after use of the machine in a mode other than the default mode. The Mode Timer setting defines how much time the machine takes after the last operation to return to the default mode. If you choose [Off], the machine will stay in the mode you used last.

- The machine has three mode buttons on the control panel: FAX, SCAN and COPY.

1. Press **Menu**.
2. Press ▲ or ▼ to display the [General Setup] option, and then press **OK**.
3. Press ▲ or ▼ to display the [Mode Timer] option, and then press **OK**.
4. Press ▲ or ▼ to display the [5Mins], [2Mins], [1Min], [30Secs], [0Sec], or [Off] option, and then press **OK**.
5. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Adjust the Machine's Volume

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Volume] option, and then press **OK**.
4. Press **▲** or **▼** to select one of the following options:

Option	Description
Ring	Adjust the ring volume.
Beep	Adjust the volume when you press a button, make a mistake, or after you send or receive a fax.
Speaker	Adjust the speaker volume.

5. Press **OK**.
6. Press **▲** or **▼** to display the [High], [Med], [Low], or [Off] option, and then press **OK**.
7. Press **Stop/Exit**.



(mainly Asia and Oceania) You can also adjust the speaker volume by pressing **Hook** . Press **◀** or **▶**. Each button press decreases or increases the volume. When finished, press **Hook** .



### Related Information

- [General Settings](#)

## Change for Daylight Saving Time Automatically

You can program the machine to change automatically for Daylight Saving Time.

It will reset itself forward one hour in the spring, and backward one hour in the autumn. Make sure you have set the correct date and time in the Date & Time setting.

This feature is not available in some countries.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Date&Time] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Auto Daylight] option, and then press **OK**.
5. Press **▲** or **▼** to display the [On] or [Off] option, and then press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Set Sleep Mode Countdown

The Sleep Mode (or Power Save Mode) setting can reduce power consumption. When the machine is in Sleep Mode, it acts as though it is turned off. The machine will wake up and start printing when it receives a print job or a fax. Use these instructions to set a time delay (countdown) before the machine enters Sleep Mode.

- You can choose how long the machine must be idle before it goes into Sleep Mode.
- The timer will restart if any operation is carried out on the machine, such as receiving a print job.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Ecology] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Sleep Time] option, and then press **OK**.
5. Using the dial pad, enter the length of time the machine (maximum 50 minutes) is idle before entering Sleep Mode, and then press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

### Related Topics

- [Energy Saving Functions](#)

## About Deep Sleep Mode

If the machine is in Sleep mode and does not receive any jobs for certain length of time, the machine will automatically enter Deep Sleep mode. The length of time is based on your specific model and settings.

Deep Sleep mode uses less power than Sleep mode.

Applicable Models	Machine's Control Panel in Deep Sleep Mode	Conditions That Will Wake the Machine
SP 230SFNw	The LCD displays <code>Deep Sleep</code> .	<ul style="list-style-type: none"><li>The machine receives a job.</li><li>Someone presses a button on the control panel.</li></ul>




### Related Information

- [General Settings](#)

## Set Auto Power Off Mode

If the machine is in Deep Sleep Mode for certain length of time, based on your model and settings, the machine will go into Power Off Mode automatically. The machine does not go into Power Off Mode when the machine is connected to a network.

- To start printing, press  on the control panel and then send a print job.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Ecology] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Auto Power Off] option, and then press **OK**.
5. Press **▲** or **▼** to display the [8hours], [4hours], [2hours], [1hour], or [Off] option, and then press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Set the Date and Time

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Date&Time] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Date&Time] option, and then press **OK**.
5. Enter the last two digits of the year using the dial pad, and then press **OK**.
6. Enter the two digits for the month using the dial pad, and then press **OK**.
7. Enter the two digits for the day using the dial pad, and then press **OK**.
8. Press **▲** or **▼** to display the [12h Clock] or [24h Clock] option, and then press **OK**.
9. Do one of the following:
  - If you selected [12h Clock] as the format in the [Date&Time] setting, enter the time (in 12-hour format) using the dial pad.  
Press **OK**.  
Press **▲** or **▼** to display the [AM] or [PM] option, and then press **OK**.
  - If you selected [24h Clock] as the format in the [Date&Time] setting, enter the time (in 24-hour format) using the dial pad.  
Press **OK**.  
(For example: enter 19:45 for 7:45 PM.)
10. Press **Stop/Exit**.



### Related Information

- [General Settings](#)



## Set the Time Zone

Set the time zone for your location on the machine.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Date&Time] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Time Zone] option, and then press **OK**.
5. Press **▲** or **▼** to choose the time zone. Press **OK**.
6. Press **Stop/Exit**.




### Related Information

- [General Settings](#)

## Set Your Station ID

Set the machine to print your Station ID and the fax's date and time at the top of each fax you send.

1. Press  (**FAX**).
2. Press **Menu**.
3. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Station ID] option, and then press **OK**.
5. Enter your fax number (up to 20 digits) using the dial pad, and then press **OK**.
6. Enter your telephone number (up to 20 digits) using the dial pad, and then press **OK**.  
If your telephone number and fax number are the same, enter the same number again.
7. Use the dial pad to enter your name (up to 20 characters), and then press **OK**.



- To enter text on your machine, see *Related Information: How to Enter Text on Your Machine*.

8. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

#### Related Topics

- [How to Enter Text on Your Machine](#)
- [Transfer Faxes to Another Fax Machine](#)
- [Transfer the Fax Journal Report to Another Fax Machine](#)

## Set Tone or Pulse Dialling Mode

Your machine is set for a Tone dialling service. If you have a Pulse dialling (rotary) service, you must change the dialling mode.

This feature is not available in some countries.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Tone/Pulse] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Tone] or [Pulse] option, and then press **OK**.
5. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Reduce Toner Consumption

Using the Toner Save feature may reduce toner consumption. When Toner Save is set to on, the print on your documents appears lighter.

We DO NOT recommend using the Toner Save feature for printing photo or greyscale images.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Ecology] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Toner Save] option, and then press **OK**.
5. Press **▲** or **▼** to display the [On] or [Off] option, and then press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

#### Related Topics

- [Improve the Print Quality](#)

## Set the Continue Mode

The Continue Mode forces the machine to continue printing after the control panel displays Replace Toner.

The machine will continue printing until the LCD displays Toner Ended.

The factory setting is Stop.



- When the control panel indicates an error, you cannot change the mode.
- If you continue printing in the Continue Mode, we cannot guarantee the print quality.
- While using Continue Mode the print may appear faint.
- After replacing the toner cartridge with a new one, the Continue Mode will go back to the default setting (Stop).

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Replace Toner] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Continue] or [Stop] option, and then press **OK**.
5. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Learn About Receiving Faxes in Continue Mode

The machine can store received faxes in the memory if you choose the Continue Mode when the LCD displays Replace Toner.

When received faxes are printed in Continue Mode the LCD will ask if the print quality of the fax is OK.

If the quality is not good, choose No. The machine will keep the faxes stored in the memory so you can reprint them after you replace the toner cartridge with a new one. If the print quality is good, choose Yes. The LCD will ask if you want to delete the printed faxes from the memory.

If you choose not to delete them, you will be asked again after you replace the toner cartridge with a new one.



- The machine can store up to 400 faxes in memory.
- If you turn off the power switch faxes in memory will be lost.
- The machine will keep faxes stored in Continue Mode even if you change the Continue setting to Stop.
- If you install a new toner cartridge when the LCD displays Toner Ended, the machine will ask if you want to print the stored faxes. Choose Print to print stored faxes.

### Toner End in Continue Mode

When the LCD displays Toner Ended, the machine will stop printing. If the memory is full and you want to continue receiving faxes, you must install a new toner cartridge.



#### Related Information

- [General Settings](#)

## Add a Prefix to Every Fax Number (mainly Asia and Oceania)

The Dial Prefix setting will automatically dial a predefined number before every fax number you dial. For example: If your telephone system requires a 9 to dial an outside number, use this setting to automatically dial 9 for every fax you send.



- This feature is not available in some countries.
- Use the numbers and symbols from 0 to 9, #, and \*. (You cannot use ! with any other numbers or symbols.)
- If your telephone system requires a time break recall (hookflash), press ! on the LCD.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Dial Prefix] option, and then press **OK**.
4. Do one of the following:
  - If the machine does not have a stored prefix number, enter a number (up to 5 digits) using the dial pad, and then press **OK**.
  - If the machine has a stored prefix number and you want to change it, press **▲** to edit the number.  
Press **Clear** to delete each digit of the existing number and enter a new number using the dial pad, and then press **OK**.



To turn off the dial prefix feature, delete the stored prefix number and then press **OK**.

5. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Prevent Dialling a Wrong Number (Dial Restriction)

This feature prevents users from sending a fax or call to the wrong number by mistake. You can set the machine to restrict dialling when you use the dial pad, Address Book and Shortcuts.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Fax] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Dial Restrict.] option, and then press **OK**.
4. Press **▲** or **▼** to display your preferred option, and then press **OK**.
  - [Dial Pad]
  - [One Touch Dial]
  - [Speed Dial]
5. Press **▲** or **▼** to select one of the following options, and then press **OK**.

Option	Description
Enter # Twice	The machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialling. If you re-enter the wrong number, the LCD will display an error message.
On	The machine will restrict all fax sending and outbound calls for that dialling method.
Off	The machine does not restrict the dialling method.

- (mainly Europe) The [Enter # Twice] setting will not work if you use an external phone before entering the number. You will not be asked to re-enter the number.
- (mainly Asia and Oceania) The [Enter # Twice] setting will not work if you use an external phone or press **Hook** before entering the number. You will not be asked to re-enter the number.
- If you choose [On] or [Enter # Twice], you cannot use the Broadcasting feature.

6. Press **Stop/Exit**.



### Related Information

- [General Settings](#)



## Reduce Printing Noise

The Quiet Mode setting can reduce printing noise. When Quiet Mode is turned on, the print speed becomes slower. The factory setting is off.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [General Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Ecology] option, and then press **OK**.
4. Press **▲** or **▼** to display the [Quiet Mode] option, and then press **OK**.
5. Press **▲** or **▼** to display the [On] or [Off] option, and then press **OK**.
6. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Change the Language on the LCD

Change the LCD language if needed.

This feature is not available in some countries.

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Initial Setup] option, and then press **OK**.
3. Press **▲** or **▼** to display the [Local Language] option, and then press **OK**.
4. Press **▲** or **▼** to display your language, and then press **OK**.
5. Press **Stop/Exit**.



### Related Information

- [General Settings](#)

## Print Reports

- [Reports](#)
- [Print a Report](#)

## Reports

The following reports are available:

### **XMIT Verify**

The XMIT Verify report prints a Transmission Verification Report of your last transmission.

### **Address Book**

The Address Book report prints an alphabetical list of names and numbers stored in the Address Book memory.

### **Fax Journal**

The Fax Journal prints a list of information about your last 200 incoming and outgoing faxes. (TX means Transmit, RX means Receive)

### **User Settings**

The User Settings report prints a list of your current settings.

### **Printer Settings**

The Printer Settings report prints a list of your current printer settings.

### **Network Configuration**

The Network Configuration report prints a list of your current network settings.

### **Drum Dot Print**

The Drum Dot Print prints the drum dot sheet, which helps when it is time to clean the drum unit.

### **WLAN Report**

The WLAN Report prints the wireless LAN connectivity diagnosis.

### **Caller ID history**

The Caller ID history report prints a list of the available Caller ID information for the last 30 received faxes and telephone calls. (Only available for some countries.)



## **Related Information**

- [Print Reports](#)

## Print a Report

1. Press **Menu**.
2. Press **▲** or **▼** to display the [Print Reports] option, and then press **OK**.
3. Press **▲** or **▼** to display the report you want to print, and then press **OK**.
4. Do one of the following:
  - If you choose [XMIT Verify], do one of the following:
    - To view the Transmission Verification Report, press **▲** or **▼** to display the [View on LCD], and then press **OK**.
    - To print the Transmission Verification Report, press **▲** or **▼** to display the [Print Report], and then press **OK**.  
Press **Start**.
  - If you choose other reports, Press **Start**.
5. Press **Stop/Exit**.



### Related Information

- [Print Reports](#)

## Settings and Features Tables

The Settings tables will help you understand the menu selections and options that are found in the machine's programs.

- [Settings Tables](#)

## Settings Tables

### [General Setup]

Level 1	Level 2	Level 3	Descriptions
Default Mode	-	-	Select the default mode.
Mode Timer	-	-	Set the idle time before the machine returns to the default mode.
Tray Setting	Paper Type	-	Set the type of paper in the paper tray.
	Paper Size	-	Set the size of paper in the paper tray.
	Check Size	-	Select whether to display a message telling you to check that the size and type of the paper in the machine and the machine's Paper Size and Paper Type settings match.
Volume	Ring	-	Adjust the ring volume.
	Beep	-	Adjust the beeper volume.
	Speaker	-	Adjust the speaker volume.
Ecology	Eco Mode	-	Turn the following machine settings on at the same time. <ul style="list-style-type: none"> <li>2-sided Print:Long Edge (Available only for certain models)</li> <li>Sleep Time:0Min</li> </ul>
	Toner Save	-	Increase the page yield of the toner cartridge.
	Sleep Time	-	Set the number of minutes before the machine enters Sleep mode.
	Quiet Mode	-	Decrease printing noise.
	Auto Power Off	-	Set the number of hours that the machine will remain in Deep Sleep mode before going into Power Off mode.
LCD Contrast	-	-	Adjust the LCD contrast.
Security	TX Lock	-	Prohibit most operations except receiving faxes.
	Setting Lock	-	Restrict unauthorised users from changing the machine's settings.
Replace Toner	-	-	Set the machine to continue printing after the LCD displays <b>Replace Toner</b> .

### [Fax]

Level 1	Level 2	Level 3	Descriptions
Setup Receive	Receive Mode	-	Select the receive mode that best suits your needs.
	Ring Delay	-	Set the number of rings before the machine answers in Fax or Fax/Tel mode.
	F/T Ring Time	-	Set the length of the pseudo/double-ring time in Fax/Tel mode.
	Fax Detect	-	Receive fax messages automatically when you answer a call and hear fax tones.
	Remote Codes	-	Answer calls at an extension or external telephone and use codes to turn the Remote Codes on or off. You can personalise the codes.
	Auto Reduction	-	Reduce the size of incoming faxes.
	Fax Rx Stamp	-	Print the received time and date on the top of received faxes.
	2-sided	-	Print received faxes on both sides of the paper.

Level 1	Level 2	Level 3	Descriptions	
Setup Send	Fax Resolution	-	Change the lightness or darkness of faxes you send.	
	Contrast	-	Set the default resolution for outgoing faxes.	
	Glass ScanSize	-	Adjust the scan area of the scanner glass to the size of the document.	
	Real Time TX	-	Send a fax without using the memory.	
	Coverpage	Setup	-	Set up your own comments for the fax cover page.
		Note		
	Overseas Mode	-	If you are having difficulty sending faxes overseas, set this to On.	
	Auto Redial	-	Set the machine to redial the last fax number after five minutes, if the fax did not go through because the line was busy.	
Destination	-	Set the machine to display the destination information on the LCD during fax dialling.		
Anti-Junk Fax (Available only for some countries.)	Register	-	Register specific fax numbers to the blocked list to avoid receiving faxes from the numbers.	
	Delete	-	Delete the number from the blocked list.	
	Print Report	-	You can print a list of registered fax numbers in the blocked list.	
Report Setting	XMIT Report	-	Select the initial setup for the Transmission Verification Report.	
	Journal Period	-	Set the interval for automatic printing of the Fax Journal. If you select an option other than Off and Every 50 Faxes, you can set the time for the option. If you select Every 7 Days, you can set the day of the week.	
Memory Receive	Forward/Store	-	Set the machine to forward fax messages or to store incoming faxes in the memory (so you can retrieve them while you are away from your machine).	
	PC Fax Receive	-	Set the machine to send faxes to your PC.	
	Remote Access	-	Set your own code for Remote Retrieval.	
	Print Document	-	Print received faxes stored in the machine's memory.	
Dial Restrict.	Dial Pad	-	Set the machine to restrict dialling when using the dial pad.	
	One Touch Dial	-	Set the machine to restrict the dialling of One Touch numbers.	
	Speed Dial	-	Set the machine to restrict the dialling of Speed Dial numbers.	
Remaining Jobs	-	-	Check which scheduled jobs are in the machine's memory and cancel selected jobs.	
Miscellaneous	BT Call Sign (For U.K.)	-	Use with BT Call Sign.	
	Distinctive (Available only for some countries.)	-	Turn on the telephone company's Distinctive Ring subscriber service to register your new ring pattern on the machine.	
	Faxability (For New Zealand.)	-	If you have FaxAbility from Telecom, you can use this function to store the ringing pattern of your fax number. And if you set in to ON, you should use the registered number only.	



Level 1	Level 2	Level 3	Descriptions
Miscellaneous	Call Waiting (For New Zealand.)	-	If you have Call Waiting service, you can use this function to answer second call when you are on the phone and someone rings you.
	Caller ID (Available only for some countries.)	-	Enable or disable to see the number (or name) of the party calling you.

### [Copy]

Level 1	Level 2	Descriptions
Density	-	Adjust the density.
Quality	-	Choose the Copy resolution for your type of document.
Contrast	-	Adjust the contrast for copies.
ID Copy	Density	Adjust the density.
	Quality	Choose the Copy resolution for your type of document.
	Contrast	Adjust the contrast for copies.
	2in1/1in1	Make 2 in 1 ID copies.

### [Printer]

Level 1	Level 2	Descriptions
Test Print	-	Print a test page.
2-sided	2-sided Print	Turn 2-sided printing off or on and select flip on long edge or short edge.
	Single Image	
Auto Continue	-	Select this setting if you want the machine to clear paper size errors, and to use the paper in the tray.
Reset Printer	-	Restore the printer settings to the factory settings.

### [Network]

Level 1	Level 2	Level 3	Descriptions
Wired LAN	TCP/IP	Boot Method	Select the Boot method that best suits your needs.
		IP Address	Enter the IP address.
		Subnet Mask	Enter the Subnet mask.
		Gateway	Enter the Gateway address.
		Node Name	Enter the Node name. (Up to 32 characters)
		WINS Config	Select the WINS configuration mode.
		WINS Server	Specify the IP address of the primary or secondary WINS server.
		DNS Server	Specify the IP address of the primary or secondary DNS server.
		APIPA	Set the machine to allocate the IP address from the link-local address range automatically.
		IPv6	Turn the IPv6 protocol on or off.
	Ethernet	-	Select the Ethernet link mode.
	Wired Status	-	View the current wired status.
	MAC Address	-	View the machine's MAC address.

Level 1	Level 2	Level 3	Descriptions
Wired LAN	Set to Default	-	Restore the wired network settings to the factory settings.
	Wired Enable	-	Turn the Wired LAN interface on or off manually.
WLAN	TCP/IP	Boot Method	Select the Boot method that best suits your needs.
		IP Address	Enter the IP address.
		Subnet Mask	Enter the Subnet mask.
		Gateway	Enter the Gateway address.
		Node Name	Enter the Node name. (Up to 32 characters)
		WINS Config	Select the WINS configuration mode.
		WINS Server	Specify the IP address of the primary or secondary WINS server.
		DNS Server	Specify the IP address of the primary or secondary DNS server.
		APIPA	Set the machine to allocate the IP address from the link-local address range automatically.
		IPv6	Turn the IPv6 protocol on or off.
	Setup Wizard	-	Configure your wireless network settings manually.
	WLAN Assistant	-	Configure your wireless network settings using the installation disc.
	WPS	-	Configure your wireless network settings using the one-button push method.
	WPS w/PIN Code	-	Configure your wireless network settings using WPS with a PIN.
	WLAN Status	Status	View the current wireless network status.
		Signal	View the current wireless network signal strength.
		Channel	View the current wireless network channel.
		Speed	View the current wireless network speed.
		SSID	View the current SSID.
		Comm. Mode	View the current Communication mode.
MAC Address	-	View the machine's MAC address.	
Set to Default	-	Restore the wireless network settings to the factory settings.	
WLAN Enable	-	Turn the WLAN on or off manually.	
Wi-Fi Direct	Push Button	-	Configure your Wi-Fi Direct® network settings using the one-button push method.
	PIN Code	-	Configure your Wi-Fi Direct® network settings using WPS with a PIN code.
	Manual	-	Configure your Wi-Fi Direct® network settings manually.
	Group Owner	-	Set your machine as the Group Owner.
	Device Info.	Device Name	View your machine's device name.
		SSID	View the Group Owner's SSID. When the machine is not connected, the LCD displays Not Connected.
		IP Address	View your machine's current IP Address.
	Status Info.	Status	View the current Wi-Fi Direct® network status.
		Signal	View the current Wi-Fi Direct® network signal strength.

Level 1	Level 2	Level 3	Descriptions
Wi-Fi Direct	Status Info.		When your machine acts as Group Owner, the LCD always indicates a strong signal.
		Channel	View the current Wi-Fi Direct® network channel.
		Speed	View the current Wi-Fi Direct® network speed.
	I/F Enable	-	Turn the Wi-Fi Direct® connection on or off.
Network Reset	-	-	Restore all network settings back to the factory settings.

### [Print Reports]

Level 1	Level 2	Descriptions
XMIT Verify	View on LCD	Display a Transmission Verification Report of your last transmission.
	Print Report	Print a Transmission Verification Report of your last transmission.
Address Book	Numeric	Print a list of names and numbers stored in the Address Book, in numerical order.
	Alphabetic	Print a list of names and numbers stored in the Address Book, in alphabetical order.
Fax Journal	-	Print a list of information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)
User Settings	-	Print a list of your settings.
Print Settings	-	Print a list of your Printer settings.
Network Config	-	Print a list of your Network settings.
Drum Dot Print	-	Print the Drum Dot Check Sheet.
WLAN Report	-	Print the wireless LAN connection results.
Caller ID (Available only for some countries.)	-	Enable or disable to see the number (or name) of the party calling you.

### [Machine Info.]

Level 1	Level 2	Descriptions
Serial No.	-	Check your machine's serial number.
Version	-	Check your machine's firmware version.
Page Counter	Total	Check the total number of pages the machine has printed during its life.
	Fax	
	Copy	
	Print	
	Other	
Parts Life	Toner	View the approximate remaining toner life.
	Drum	You can check the percentage of Drum life that remains available.

### [Initial Setup]

Level 1	Level 2	Descriptions
Date&Time	Date&Time	Add the date and time on the screen and in the headings of the faxes you send.

Level 1	Level 2	Descriptions
<b>Date&amp;Time</b>	<b>Auto Daylight</b> (Available only for some countries.)	Set the machine to change automatically for Daylight Saving Time.
	<b>Time Zone</b>	Set your time zone.
<b>Station ID</b>	-	Enter your name and fax number so it appears on each page you fax.
<b>Tone/Pulse</b> (Available only for some countries.)	-	Select the dialling mode.
<b>Dial Tone</b>	-	Shorten the dial tone detect pause.
<b>Dial Prefix</b> (Available only for some countries.)	-	Set a prefix number to be added before the fax number every time you dial.
<b>Phone Line Set</b> (Available only for some countries.)	-	Select the telephone line type.
<b>Compatibility</b>	-	Adjust the equalisation for transmission difficulties. VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, select Basic (for VoIP).
<b>Reset</b>	<b>Machine Reset</b>	Restore all the machine settings that you have changed.
	<b>Network Reset</b>	Restore all network settings back to the factory settings.
	<b>Address &amp; Fax</b>	Erase all stored phone numbers and fax settings.
	<b>All Settings</b>	Restore all the machine's settings back to the factory settings.
	<b>Factory Reset</b>	Restores all the machine's settings to the factory defaults. Perform this operation when you dispose of your machine.
<b>Local Language</b> (Available only for some countries.)	-	Change your LCD language.



## Related Information

- [Settings and Features Tables](#)

## **Change Machine Settings from Your Computer**

- [Change Machine Settings Using Web Based Management](#)
- [Change the Machine Settings Using Remote Setup](#)
- [Where Can I Find My Machine's Network Settings?](#)
- [Network Management Software and Utilities](#)

## Change Machine Settings Using Web Based Management

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS).

- [What is Web Based Management?](#)
- [Access Web Based Management](#)
- [Set a Login Password for Web Based Management](#)
- [Set Up Your Machine's Address Book Using Web Based Management](#)
- [Network Management Software and Utilities](#)

## What is Web Based Management?

Web Based Management is a utility that uses a standard web browser to manage your machine using the Hyper Text Transfer Protocol (HTTP) or Hyper Text Transfer Protocol over Secure Socket Layer (HTTPS). Type your machine's IP address into your web browser to access and change your print server settings.



- We recommend Microsoft® Internet Explorer® 11/Edge for Windows® and Safari 9/10/11 for Mac. Make sure that JavaScript and Cookies are always enabled in whichever browser you use.
- You must use the TCP/IP protocol on your network and have a valid IP address programmed into the print server and your computer.

The screenshot shows the Ricoh SP 230SFNw web-based management interface. The page title is "SP 230SFNw" and the Ricoh logo is in the top right. A navigation bar includes "General", "Address Book", "Fax", "Copy", "Print", "Scan", "Administrator", and "Network". A left sidebar lists various settings like "Status", "Auto Refresh Interval", "Maintenance Information", "Lists/Reports", "Find Device", "Contact & Location", "Sleep Time", "Auto Power Off", "Mode Timer", "Volume", "Panel", and "Replace Toner". The main content area is titled "Status" and shows:

- Device Status:** Ready
- Automatic Refresh:**  Off  On
- Toner Level:** BK (with a bar chart)
- Web Language:** Auto
- Device Location:** Contact: and Location: fields

- The actual screen may differ from the screen shown above.



### Related Information

- [Change Machine Settings Using Web Based Management](#)

## Access Web Based Management

- We recommend using the HTTPS security protocol when configuring settings using Web Based Management.
- When you use HTTPS for Web Based Management configuration, your browser will display a warning dialog box.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.

You can now change the print server settings.

If you change the protocol settings, you must restart the machine after clicking **Submit** to activate the configuration.



### Related Information

- [Change Machine Settings Using Web Based Management](#)

#### Related Topics

- [Print the Network Configuration Report](#)



## Set a Login Password for Web Based Management

We recommend setting a login password to prevent unauthorised access to Web Based Management.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.


- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click **Administrator**.
5. Type the password you want to use in the **Enter New Password** field (8 to 32 characters).
6. Retype the password in the **Confirm New Password** field.
7. Click **Submit**.

In the future, every time you access Web Based Management, type the password in the **Login** field, and then click .

After configuring the settings, log off by clicking .



- If you have not previously set a login password, you can also set a password by clicking the **Please configure the password** button on the machine's web page.



### Related Information

- [Change Machine Settings Using Web Based Management](#)

## Set Up Your Machine's Address Book Using Web Based Management

- We recommend using the HTTPS security protocol when configuring settings using Web Based Management.
- When you use HTTPS for Web Based Management configuration, your browser will display a warning dialog box.

1. Start your web browser.
2. Type "http://machine's IP address" in your browser's address bar (where "machine's IP address" is the machine's IP address).

For example:

http://192.168.1.2



- If you are using a Domain Name System or enable a NetBIOS name, you can type another name, such as "SharedPrinter" instead of the IP address.

- For example:

http://SharedPrinter


If you enable a NetBIOS name, you can also use the node name.

- For example:

http://rinxxxxxxxxxxxx

The NetBIOS name can be found in the Network Configuration Report.

- For Mac, access Web Based Management by clicking the machine's icon on the **Status Monitor** screen.

3. Type a password, and then click . The default password is "Admin". To ensure security, it is important you change the password.
4. Click the **Address Book** tab.
5. Add or update the Address Book information as needed.
6. Click **Submit**.



### Related Information

- [Change Machine Settings Using Web Based Management](#)

### Related Topics

- [Remote Setup \(Windows®\)](#)
- [Remote Setup \(Mac\)](#)

## Change the Machine Settings Using Remote Setup

The Remote Setup program lets you configure many of your machine's settings from your computer. When you start Remote Setup, the settings on your machine will be downloaded to your computer and displayed on your screen. If you change the settings on your computer, you can upload them directly to the machine.

- [Remote Setup \(Windows®\)](#)
- [Remote Setup \(Mac\)](#)


## Remote Setup (Windows®)

- [Set Up the Machine from Your Computer \(Windows®\)](#)
- [Set Up the Machine Using ControlCenter4 \(Windows®\)](#)
- [Set Up Your Machine's Address Book Using ControlCenter4 \(Windows®\)](#)
- [Set Up Your Machine's Address Book Using Web Based Management](#)

## Set Up the Machine from Your Computer (Windows®)


1. Do one of the following:

- Windows® 7

Click  (Start) > All Programs > RICOH > RICOH Utilities.

Click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Remote Setup**.

- Windows® 8.1 and Windows® 10

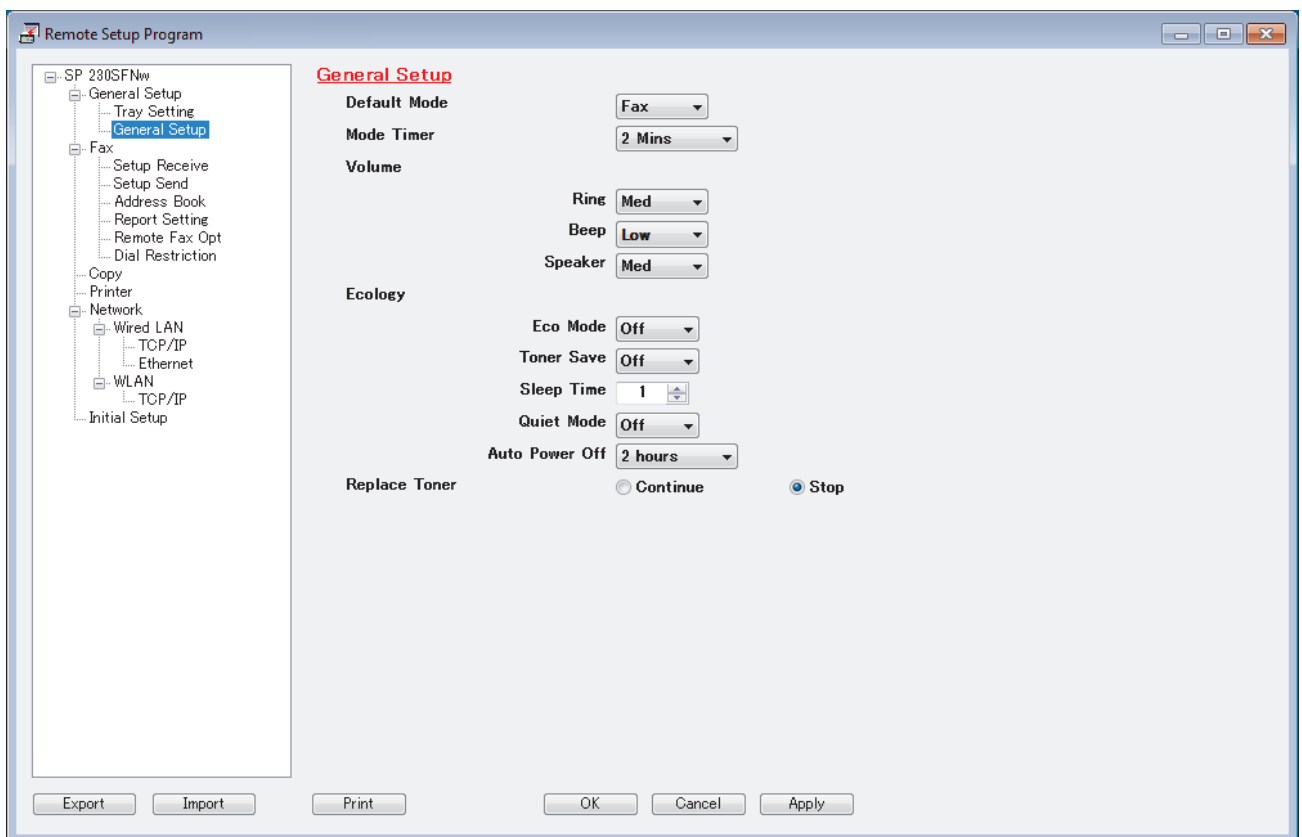
Launch  (RICOH Utilities), and then click the drop-down list and select your model name (if not already selected). Click **Tools** in the left navigation bar, and then click **Remote Setup**.

The Remote Setup Program window appears.



When your machine is connected via a Network, type the password if required.

2. Configure the settings as needed.



### Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

### Import

Click to import a file and read its settings.

### Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

---

**OK**

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, confirm that your data is correct, and then click **OK**.

**Cancel**

Click to exit the Remote Setup Program without uploading data to the machine.

**Apply**

Click to upload data to the machine without exiting the Remote Setup Program.


3. Click **OK**.

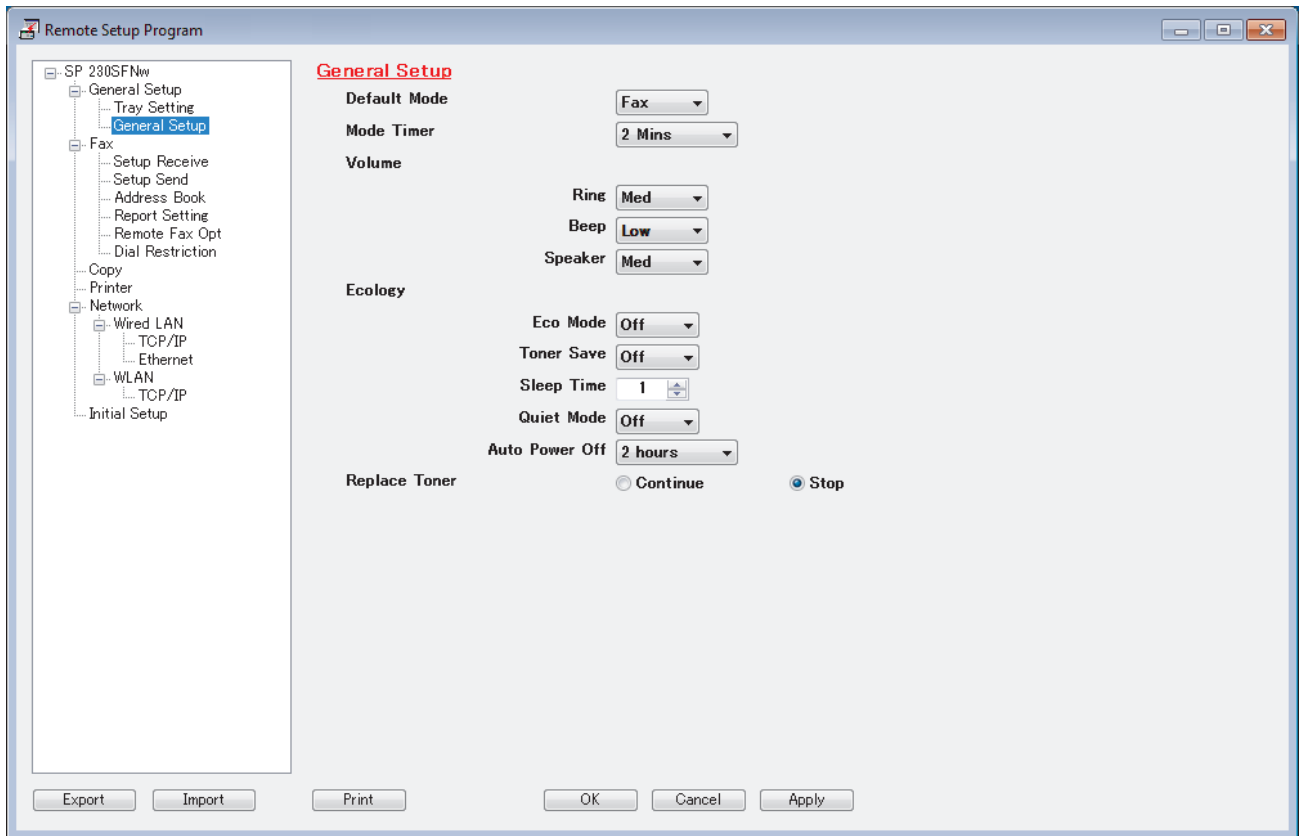
- If your computer is protected by a firewall and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port numbers 137 and 161.
- If you are using Windows® Firewall and you installed the software and drivers from the installation disc, the necessary firewall settings have already been set.

**Related Information**

- [Remote Setup \(Windows®\)](#)
-

## Set Up the Machine Using ControlCenter4 (Windows®)

1. Click the  (ControlCenter4) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Remote Setup** button.
4. Configure the settings as needed.



### Export

Click to save the current configuration settings to a file.



Click **Export** to save your address book or all settings for your machine.

### Import

Click to import a file and read its settings.

### Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

### OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, confirm that your data is correct, and then click **OK**.

### Cancel

Click to exit the Remote Setup Program without uploading data to the machine.

### Apply

Click to upload data to the machine without exiting the Remote Setup Program.

5. Click **OK**.

- 
- If your computer is protected by a firewall and is unable to use Remote Setup, you may need to configure the firewall settings to allow communication through port numbers 137 and 161.
  - If you are using Windows® Firewall and you installed the software and drivers from the installation disc, the necessary firewall settings have already been set.




### **Related Information**

- [ControlCenter4 \(Windows®\)](#)
  - [Remote Setup \(Windows®\)](#)
-



## Set Up Your Machine's Address Book Using ControlCenter4 (Windows®)

Use Remote Setup through CC4 to add or change Address Book numbers on your computer.

1. Click the  (**ControlCenter4**) icon in the task tray, and then click **Open**.
2. Click the **Device Settings** tab.
3. Click the **Address Book** button.  
The **Address Book** opens in a Remote Setup window.
4. Add or update the Address Book information as needed.
5. Click **OK**.



### Related Information

- [Remote Setup \(Windows®\)](#)

## Remote Setup (Mac)

- [Set Up the Machine with a USB Cable Connection \(Mac\)](#)
- [Set Up Your Machine's Address Book with a USB Cable Connection \(Mac\)](#)
- [Set Up Your Machine's Address Book Using Web Based Management](#)

## Set Up the Machine with a USB Cable Connection (Mac)

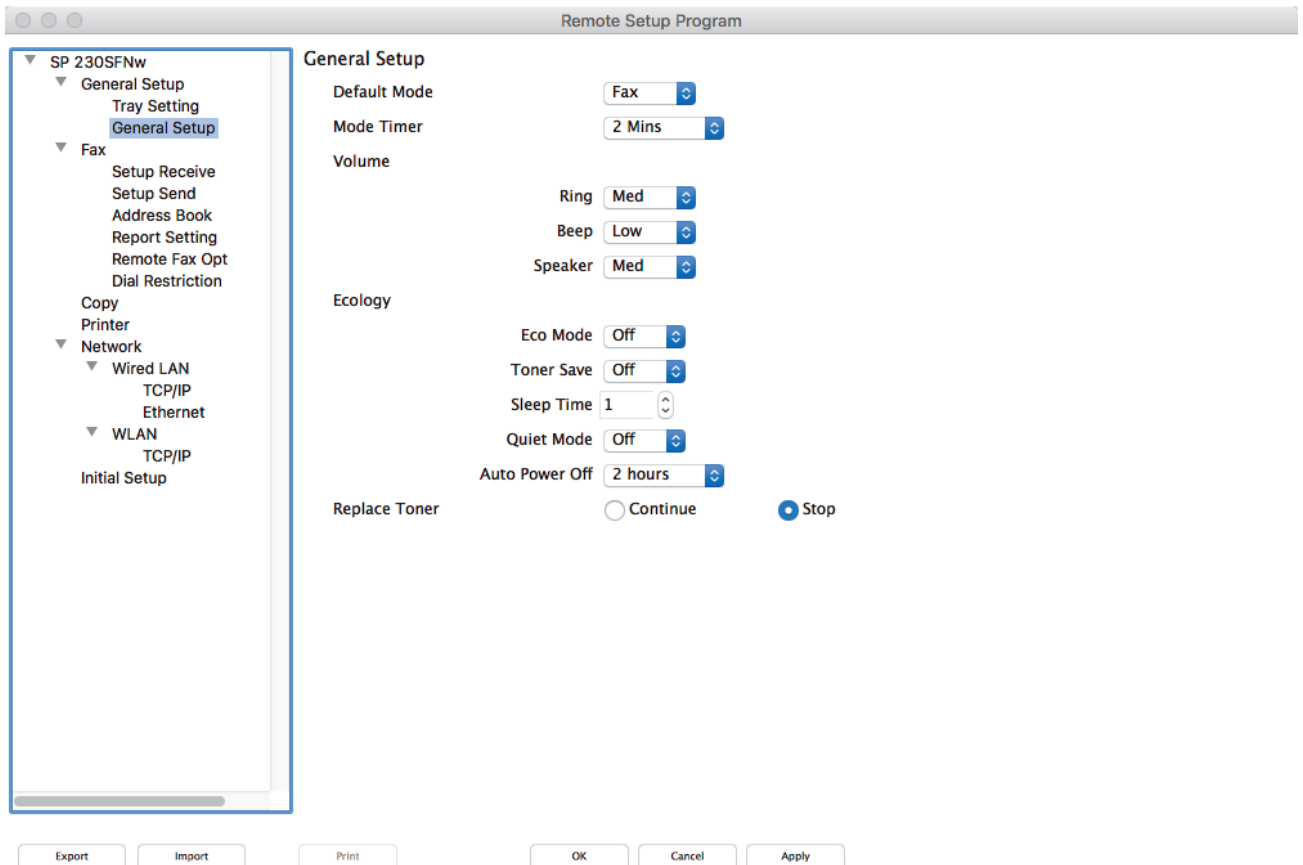
Use Remote Setup to set up your machine with a USB cable connection.

To use Remote Setup, go to the website at [www.rioh.com/support/](http://www.rioh.com/support/).



- Remote Setup for Mac supports USB connections only.

- In the **Finder** menu bar, click **Go > Applications > RICOH**, and then double-click the Remote Setup icon. The Remote Setup Program screen appears.



- Configure the settings as needed.

### Export

Click to save the current configuration settings to a file.



- Click **Export** to save your address book or all settings for your machine.

### Import

Click to import a file and read its settings.

### Print

Click to print the selected items on the machine. You cannot print the data until it is uploaded to the machine. Click **Apply** to upload the new data to the machine, and then click **Print**.

### OK

Click to start uploading data to the machine, and then exit the Remote Setup Program. If an error message appears, enter the correct data again, and then click **OK**.

---

**Cancel**

Click to exit the Remote Setup Program without uploading data to the machine.

**Apply**

Click to upload data to the machine without exiting the Remote Setup Program.

3. When finished, click **OK**.

**Related Information**

- [Remote Setup \(Mac\)](#)
-

## Set Up Your Machine's Address Book with a USB Cable Connection (Mac)

Use Remote Setup to add or change Address Book numbers on your computer with a USB cable connection.

To use Remote Setup, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).



- Remote Setup for Mac supports USB connections only.

1. In the **Finder** menu bar, click **Go > Applications > RICOH**, and then double-click the Remote Setup icon.  
The Remote Setup Program screen appears.
2. In the left menu, click **Address Book** in the **Fax**.
3. Add or update the Address Book information as needed.
4. When finished, click **OK**.



### Related Information

- [Remote Setup \(Mac\)](#)

## Information for This Machine

This chapter describes environmental precautions and regulations.

- [Information on Environmental Regulations](#)

## Information on Environmental Regulations

- [ENERGY STAR Program](#)
- [Energy Saving Functions](#)
- [User Information on Electrical and Electronic Equipment \(mainly Europe\)](#)
- [Note for the Battery and/or Accumulator Symbol \(For EU countries only\)](#)
- [Environmental Advice for Users \(mainly Europe\)](#)

## ENERGY STAR Program

### ENERGY STAR® Program Requirements for Imaging Equipment



This company is a participant in the ENERGY STAR® Program.

This machine is compliant with the regulations specified by the ENERGY STAR® Program.

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 multi-function devices. Energy Star standards and logos are internationally uniform.



### Related Information

- [Information on Environmental Regulations](#)

#### Related Topics

- [Energy Saving Functions](#)



## Energy Saving Functions

To reduce its power consumption, this machine has the following functions:

### Sleep mode

- If this machine remains idle for a specified period, it enters Sleep mode to further reduce its electrical consumption.
- The default delay time the machine waits before entering Sleep mode is 1 minute. This default time can be changed.
- The machine can print jobs from computers and receive faxes while in Sleep mode.

### Specification

Reduced electrical consumption in Sleep mode <sup>1</sup>	less than 6.2 W
Time of switch into Sleep mode	1 minute
Time of switch out from Sleep mode <sup>1</sup>	9 seconds
Duplex Function <sup>2</sup>	Standard

<sup>1</sup> The time it takes to switch out from energy saving functions and electrical consumption may differ depending on the conditions and environment of the machine.

<sup>2</sup> Achieves ENERGY STAR energy savings; product fully qualifies when packaged with (or used with) a duplex tray and the duplex function is enabled as an option.

## NOTE

- Specifications can vary depending on which options are installed on the machine.
- For details about how to change the default interval, see Related Information: Set Sleep Mode Countdown.
- Depending on which embedded software application is installed on it, the machine might take longer than indicated to enter Sleep mode.

### ✓ Related Information

- [Information on Environmental Regulations](#)

### Related Topics

- [ENERGY STAR Program](#)
- [Set Sleep Mode Countdown](#)

## User Information on Electrical and Electronic Equipment (mainly Europe)

### 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 including components, consumables, parts and spares complies with the "India E-waste Rule" 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 the Rule.



### Related Information

- [Information on Environmental Regulations](#)

## Note for the Battery and/or Accumulator Symbol (For EU countries only)



In accordance with the Battery Directive 2006/66/EC Article 20 Information for end-users Annex II, the above symbol is printed on batteries and accumulators.

This symbol means that in the European Union, used batteries and accumulators should be disposed of separately from your household waste.

In the EU, there are separate collection systems for not only used electrical and electronic products but also batteries and accumulators.

Please dispose of them correctly at your local community waste collection/recycling centre.

Contact your sales or service representative to change the battery.



### Related Information

- [Information on Environmental Regulations](#)

## Environmental Advice for Users (mainly Europe)

### 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 64 g/m<sup>2</sup> 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.

[www.rioh-return.com](http://www.rioh-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.



### Related Information

- [Information on Environmental Regulations](#)

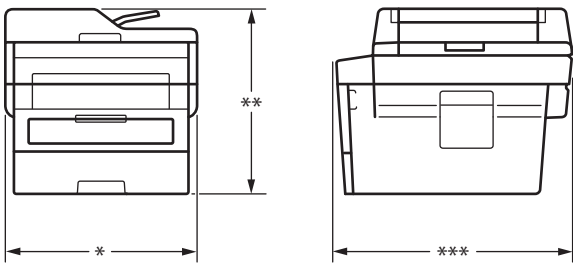
## Appendix

- [Specifications](#)
- [How to Enter Text on Your Machine](#)
- [Supplies](#)
- [Information Regarding Recycled Paper \(mainly Europe\)](#)
- [Contacting Us](#)

## Specifications

- >> General Specifications
- >> Document Size Specification
- >> Print Media Specifications
- >> Fax Specifications
- >> Copy Specification
- >> Scanner Specifications
- >> Printer Specifications
- >> Interface Specifications
- >> Supported Protocols and Security Features
- >> Computer Requirements Specifications

### General Specifications

<b>Printer Type</b>		<ul style="list-style-type: none"> <li>• Laser</li> </ul>
<b>Print Method</b>		<ul style="list-style-type: none"> <li>• Electrophotographic Laser Printer</li> </ul>
<b>Memory Capacity</b>	<b>Standard</b>	<ul style="list-style-type: none"> <li>• 256 MB</li> </ul>
<b>LCD (Liquid Crystal Display)</b>		<ul style="list-style-type: none"> <li>• 16 characters x 2 lines</li> </ul>
<b>Power Source</b>		<ul style="list-style-type: none"> <li>• 220 to 240 V AC 50/60 Hz</li> </ul>
<b>Power Consumption</b> (Average)	<b>Peak</b>	<ul style="list-style-type: none"> <li>• Approximately 1104 W</li> </ul>
	<b>Printing<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 440 W at 25 °C</li> </ul>
	<b>Printing (Quiet Mode)<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 260 W at 25 °C</li> </ul>
	<b>Copying<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 455 W at 25 °C</li> </ul>
	<b>Copying (Quiet Mode)<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 260 W at 25 °C</li> </ul>
	<b>Ready<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 42 W at 25 °C</li> </ul>
	<b>Sleep<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 6.2 W</li> </ul>
	<b>Deep Sleep<sup>2</sup></b>	<ul style="list-style-type: none"> <li>• Approximately 0.9 W</li> </ul>
<b>Power Off<sup>2 3 4</sup></b>		<ul style="list-style-type: none"> <li>• Approximately 0.03 W</li> </ul>
<b>Dimensions</b> (Typical outline view) 		Unit: mm <ul style="list-style-type: none"> <li>• * : 410</li> <li>• ** : 318.5</li> <li>• *** : 398.5</li> </ul>
<b>Weights (with supplies)</b>		<ul style="list-style-type: none"> <li>• 11.8 kg</li> </ul>

<b>Noise Level</b>	<b>Sound Pressure</b>	<b>Printing</b>	• LpAm = 48 dB (A)
		<b>Printing (Quiet Mode)</b>	• LpAm = 44 dB (A)
		<b>Ready</b>	• LpAm = 30 dB (A)
	<b>Sound Power</b>	<b>Printing<sup>5</sup></b>	• LWAd = 7.103 B (A)
		<b>Printing (Quiet Mode)</b>	• LWAd = 6.743 B (A)
		<b>Ready<sup>5</sup></b>	• LWAd = 4.55 B (A)
<b>Temperature</b>	<b>Operating</b>	• 10 to 32.5 °C	
	<b>Storage</b>	• 0 to 40 °C	
<b>Humidity</b>	<b>Operating</b>	• 20 to 80% (without condensation)	
	<b>Storage</b>	• 35 to 85% (without condensation)	
<b>ADF (automatic document feeder)</b>			<ul style="list-style-type: none"> <li>• Up to 50 sheets</li> </ul> For best results we recommend: <ul style="list-style-type: none"> <li>• Temperature: 20 to 30 °C</li> <li>• Humidity: 50 to 70%</li> <li>• Paper: 80 g/m<sup>2</sup></li> </ul>

1 Measured diagonally

2 USB connections to computer

3 Measured according to IEC 62301 Edition 2.0.

4 Power consumption varies slightly depending on the usage environment.

5 Measured in accordance with the method described in RAL-UZ205.

## Document Size Specification

<b>Document Size</b>	<b>ADF Width</b>	• 105 to 215.9 mm
	<b>ADF Length</b>	• 147.3 to 355.6 mm
	<b>Scanner Glass Width</b>	• Maximum 215.9 mm
	<b>Scanner Glass Length</b>	• Maximum 300 mm

## Print Media Specifications

<b>Paper Input</b>	<b>Paper Tray (Standard)</b>	<b>Paper Type</b>	• Plain Paper, Thin Paper, Recycled Paper, Thick Paper
		<b>Paper Size</b>	• A4, Letter, A5, A5 (Long Edge), A6, Executive
		<b>Paper Weight</b>	• 60 to 163 g/m <sup>2</sup>
		<b>Maximum Paper Capacity</b>	• Up to 250 sheets of 80 g/m <sup>2</sup> Plain Paper
	<b>Manual Feed Slot</b>	<b>Paper Type</b>	• Plain Paper, Thin Paper, Thick Paper, Thicker Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env.Thick
		<b>Paper Size</b>	<ul style="list-style-type: none"> <li>• Width: 76.2 to 216 mm</li> <li>• Length: 127 to 355.6 mm</li> <li>• Envelope: COM-10, DL, C5, Monarch</li> </ul>
		<b>Paper Weight</b>	• 60 to 230 g/m <sup>2</sup>

<b>Paper Input</b>	<b>Manual Feed Slot</b>	<b>Maximum Paper Capacity</b>	<ul style="list-style-type: none"> <li>One sheet at a time</li> </ul>
<b>Paper Output</b> <sup>1</sup>	<b>Face Down Output Tray</b>		<ul style="list-style-type: none"> <li>Up to 120 Sheets (face down delivery to the face down output paper tray) <sup>2</sup></li> </ul>
	<b>Face Up Output Tray</b>		<ul style="list-style-type: none"> <li>One sheet (face up delivery to the face up output tray)</li> </ul>
<b>2-sided</b>	<b>Automatic 2-sided Printing</b>	<b>Paper Type</b>	<ul style="list-style-type: none"> <li>Plain Paper, Thin Paper, Recycled Paper</li> </ul>
		<b>Paper Size</b>	<ul style="list-style-type: none"> <li>A4</li> </ul>
		<b>Paper Weight</b>	<ul style="list-style-type: none"> <li>60 to 105 g/m<sup>2</sup></li> </ul>

<sup>1</sup> For labels, we recommend removing the printed sheets from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

<sup>2</sup> Calculated with 80 g/m<sup>2</sup> in a temperate, non humid environment.

## Fax Specifications

<b>Compatibility</b>	<ul style="list-style-type: none"> <li>ITU-T Super Group 3</li> </ul>	
<b>Coding System</b>	<ul style="list-style-type: none"> <li>MH / MR / MMR / JBIG</li> </ul>	
<b>Modem Speed</b>	<ul style="list-style-type: none"> <li>33,600 bps (with Automatic Fallback)</li> </ul>	
<b>2-sided Print Receiving</b>	<ul style="list-style-type: none"> <li>Yes</li> </ul>	
<b>Scanning Width</b>	<ul style="list-style-type: none"> <li>Maximum 208 mm</li> </ul>	
<b>Printing Width</b>	<ul style="list-style-type: none"> <li>Maximum 208 mm</li> </ul>	
<b>Greyscale</b>	<ul style="list-style-type: none"> <li>8 bit / 256 levels</li> </ul>	
<b>Resolution</b>	<b>Horizontal</b>	<ul style="list-style-type: none"> <li>203 dpi</li> </ul>
	<b>Vertical</b>	<ul style="list-style-type: none"> <li>Standard: 98 dpi</li> <li>Fine: 196 dpi</li> <li>Photo: 196 dpi</li> </ul>
<b>Address Book</b>	<ul style="list-style-type: none"> <li>200 Locations</li> </ul>	
<b>One Touch Dial</b>	<ul style="list-style-type: none"> <li>8 (4 x 2) locations</li> </ul>	
<b>Groups</b>	<ul style="list-style-type: none"> <li>Up to 20</li> </ul>	
<b>Broadcasting</b>	<ul style="list-style-type: none"> <li>258 Locations</li> </ul>	
<b>Automatic Redial</b>	<ul style="list-style-type: none"> <li>3 times at 5 minutes intervals</li> </ul>	
<b>Memory Transmission</b>	<ul style="list-style-type: none"> <li>Up to 400 pages <sup>1</sup></li> </ul>	
<b>Out of Paper Reception</b>	<ul style="list-style-type: none"> <li>Up to 400 pages <sup>1</sup></li> </ul>	

<sup>1</sup> 'Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, JBIG code).

## Copy Specification

<b>Copy Width</b>	<ul style="list-style-type: none"> <li>Maximum 210 mm</li> </ul>
<b>Sort Copy</b>	<ul style="list-style-type: none"> <li>Yes</li> </ul>
<b>Stack Copy</b>	<ul style="list-style-type: none"> <li>Up to 99 pages</li> </ul>
<b>Enlarge/Reduce</b>	<ul style="list-style-type: none"> <li>25 to 400% (in increments of 1%)</li> </ul>
<b>Resolution</b>	<ul style="list-style-type: none"> <li>Maximum 600 x 600 dpi</li> </ul>
<b>First Copy Out Time</b> <sup>1</sup>	<ul style="list-style-type: none"> <li>Less than 10 seconds at 23 °C / 230 V</li> </ul>

<sup>1</sup> From Ready Mode and standard tray



## Scanner Specifications

<b>Colour / Black</b>	<ul style="list-style-type: none"> <li>• Yes / Yes</li> </ul>
<b>TWAIN Compliant</b>	<ul style="list-style-type: none"> <li>• Yes (Windows® 7 SP1 / Windows® 8.1 / Windows® 10) (macOS v10.11.x, v10.12.x, v10.13.x)</li> </ul>
<b>Windows Image Acquisition (WIA) Compliant</b>	<ul style="list-style-type: none"> <li>• Yes (Windows® 7 SP1 / Windows® 8.1 / Windows® 10)</li> </ul>
<b>AirPrint Compliant</b>	<ul style="list-style-type: none"> <li>• Yes (macOS v10.11.x, v10.12.x, v10.13.x)</li> </ul>
<b>Colour Depth</b>	<ul style="list-style-type: none"> <li>• 30 bit colour Processing (Input)</li> <li>• 24 bit colour Processing (Output)</li> </ul>
<b>Grey Scale</b>	<ul style="list-style-type: none"> <li>• 10 bit colour Processing (Input)</li> <li>• 8 bit colour Processing (Output)</li> </ul>
<b>Resolution <sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Up to 19200 x 19200 dpi (interpolated)</li> <li>• Up to 1200 x 1200 dpi (from Scanner Glass)</li> <li>• Up to 600 x 600 dpi (from ADF)</li> </ul>
<b>Scanning Width</b>	<ul style="list-style-type: none"> <li>• Maximum 210 mm</li> </ul>

<sup>1</sup> Maximum 1200 × 1200 dpi scanning with the Windows Image Acquisition (WIA) driver in Windows® 7, Windows® 8.1 and Windows® 10 (resolution up to 19200 × 19200 dpi can be selected by using the scanner utility)

## Printer Specifications

<b>Automatic 2-sided Print</b>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	
<b>Resolution</b>	<ul style="list-style-type: none"> <li>• 600 x 600 dpi, HQ1200 (2400 x 600 dpi) quality, 1200 x 1200 dpi</li> </ul>	
<b>Print Speed <sup>1 2</sup></b>	<b>1-sided print</b>	<ul style="list-style-type: none"> <li>• Up to 30 pages/minute (A4 or Letter size)</li> </ul>
	<b>2-sided Print</b>	<ul style="list-style-type: none"> <li>• Up to 15 sides/minute (Up to 7.5 sheets/minute) (Letter or A4 size)</li> </ul>
<b>First Print Time <sup>3</sup></b>	<ul style="list-style-type: none"> <li>• Less than 8.5 seconds at 23 °C / 230 V</li> </ul>	

<sup>1</sup> The print speed may change depending on the type of document you print.

<sup>2</sup> Print speed may be slower when the machine is connected by wireless LAN.

<sup>3</sup> From Ready mode and standard tray

## Interface Specifications

<b>USB <sup>1 2</sup></b>	<ul style="list-style-type: none"> <li>• Hi-Speed USB 2.0 Use a USB 2.0 interface cable that is no more than 2.0 metres long.</li> </ul>
<b>LAN</b>	<ul style="list-style-type: none"> <li>• 10Base-T/100Base-TX <sup>3</sup></li> </ul>
<b>Wireless LAN</b>	<ul style="list-style-type: none"> <li>• IEEE 802.11b/g/n (Infrastructure Mode) IEEE 802.11g/n (Wi-Fi Direct®)</li> </ul>

<sup>1</sup> Your machine has a USB 2.0 Hi-Speed interface. The machine can also be connected to a computer that has a USB 1.1 interface.

<sup>2</sup> Third party USB ports are not supported.

<sup>3</sup> Use a straight-through Category 5 (or greater) twisted-pair cable.

## Supported Protocols and Security Features

### Ethernet

10Base-T/100Base-TX

## Wireless LAN

IEEE 802.11b/g/n (Infrastructure Mode), IEEE 802.11g/n (Wi-Fi Direct®)

## Protocols (IPv4)

ARP, RARP, BOOTP, DHCP, APIPA(Auto IP), WINS/NetBIOS name resolution, DNS Resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, SMTP Client, IPP/IPPS, FTP Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMP, Web Services (Print/Scan), SNTTP Client

## Protocols (IPv6)

NDP, RA, DNS resolver, mDNS, LLMNR responder, LPR/LPD, Custom Raw Port/Port9100, IPP/IPPS, SMTP Client, FTP Server, SNMPv1/v2c/v3, HTTP/HTTPS server, TFTP client and server, ICMPv6, SNTTP Client, Web Services (Print/Scan)

## Network Security (Wired)

SMTP-AUTH, SSL/TLS (SMTP, HTTP, IPP), SNMP v3

## Network Security (Wireless)

SMTP-AUTH, SSL/TLS (SMTP, HTTP, IPP), SNMP v3

## Wireless Network Security

WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (TKIP/AES)(Wi-Fi Direct® supports WPA2-PSK (AES) only)

## Wireless Certification

Wi-Fi Certification Mark License (WPA™/WPA2™ - Personal), Wi-Fi Protected Setup (WPS) Identifier Mark License, Wi-Fi CERTIFIED™ Wi-Fi Direct®

## Computer Requirements Specifications

Supported Operating Systems And Software Functions

Computer Platform & Operating System Version		PC Interface				Processor	For Drivers	Hard Disk Space to Install
		Parallel (IEEE1284)	USB <sup>1</sup>	10Base-T/100Base-TX (Ethernet)	Wireless 802.11b/g/n			
Windows® Operating System	Windows® 7 SP1 / 8.1 <sup>2 3</sup>	N/A	Printing PC Fax <sup>4</sup>		32 bit (x86) or 64 bit (x64) processor	650 MB	1.2 GB	
	Windows® 10 Home / 10 Pro / 10 Education / 10 Enterprise <sup>2 3</sup>		Scanning					
	Windows Server® 2008	N/A	Printing		64 bit (x64) processor	50 MB	N/A	
	Windows Server® 2008 R2							
	Windows Server® 2012							
	Windows Server® 2012 R2							
	Windows Server® 2016							
Mac Operating System	macOS v10.11.x	Printing			Intel® Processor	80 MB	400 MB	
	macOS v10.12.x	PC-Fax (Send) <sup>4</sup>						

- 1 Third party USB ports are not supported.
- 2 For Windows Image Acquisition (WIA), 1200x1200 resolution. Scanner Utility enables resolutions up to 19200 x 19200 dpi.
- 3 PaperPort™ 14SE supports Windows® 7, Windows® 8.1 and Windows® 10.
- 4 PC-Fax supports black and white only.

For the latest driver updates, go to the website at [www.ricoh.com/support/](http://www.ricoh.com/support/).

All trademarks, brand and product names are the property of their respective companies.



## Related Information

- [Appendix](#)

## How to Enter Text on Your Machine

When text is required, enter characters on the machine. The characters that are available may differ depending on the operation you perform.

The buttons 0, # and \* are used for special characters.

(For Cyrillic letters) The buttons # and \* are used for special characters.

- Press the appropriate dial pad button the number of times shown in this reference table to access the character you want.

Press button	One time	Two times	Three times	Four times	Five times	Six times	Seven times	Eight times	Nine times
1	@	.	/	1	@	.	/	1	@
2	a	b	c	A	B	C	2	a	b
3	d	e	f	D	E	F	3	d	e
4	g	h	i	G	H	I	4	g	h
5	j	k	l	J	K	L	5	j	k
6	m	n	o	M	N	O	6	m	n
7	p	q	r	s	P	Q	R	S	7
8	t	u	v	T	U	V	8	t	u
9	w	x	y	z	W	X	Y	Z	9

For options that do not allow lower case characters, use the following table:

Press button	One time	Two times	Three times	Four times	Five times
2	A	B	C	2	A
3	D	E	F	3	D
4	G	H	I	4	G
5	J	K	L	5	J
6	M	N	O	6	M
7	P	Q	R	7	P
8	T	U	V	8	T
9	W	X	Y	9	W

(For Cyrillic letters)

Press button	One time	Two times	Three times	Four times	Five times	Six times	Seven times	Eight times	Nine times
2	A	B	C	A	Б	В	Г	2	A
3	D	E	F	Д	Е	Ё	Ж	3	D
4	G	H	I	З	И	Й	К	4	G
5	J	K	L	Л	М	Н	О	5	J
6	M	N	O	П	Р	С	Т	6	M
7	P	Q	R	С	У	Ф	Х	Ц	7
8	T	U	V	Ч	Ш	Щ	Ъ	Ы	8
9	W	X	Y	Z	Ь	Э	Ю	Я	9

- **Inserting spaces**  
To enter a space in a fax number, press ► once between numbers. To enter a space in a name, press ► twice between characters.
- **Making corrections**  
If you entered a character incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.
- **Repeating letters**  
To enter a letter on the same button as the previous letter, press ► to move the cursor right before pressing the button again.
- **Special symbols and characters**  
Press \*, # or 0, then press ◀ or ▶ to move the cursor to the symbol or character you want. Press **OK** to select it. The symbols and characters that are available on dial pad buttons are shown in the table.

Press *	(space) ! " # \$ % & ' ( ) * + , - . / €
Press #	: ; < = > ? @ [ ] ^ _ \ ~ '   { }
Press 0 (Not available for Cyrillic letters)	Ä È Ö Ü À Ç È É 0

## ✓ Related Information

- [Appendix](#)

### Related Topics

- [Configure Your Machine for a Wireless Network Using the Machine's Control Panel Setup Wizard](#)
- [Configure Your Machine for a Wireless Network When the SSID Is Not Broadcast](#)
- [Set Your Station ID](#)

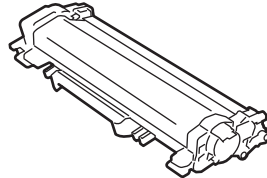
# Supplies

When the time comes to replace supplies, such as the toner or drum, an error message will appear on your machine's control panel or in the Status Monitor.



- The Supply Model Name will vary depending on your country and region.

## Toner Cartridge



Standard Toner:		
Supply Model Name	Approximate Life (Page Yield)	Applicable Models
Print Cartridge SP 230L	Approximately 1,200 pages <sup>1 2</sup>	SP 230SFNw

<sup>1</sup> Approximate cartridge yield is declared in accordance with ISO/IEC 19752.

<sup>2</sup> A4/Letter single-sided pages

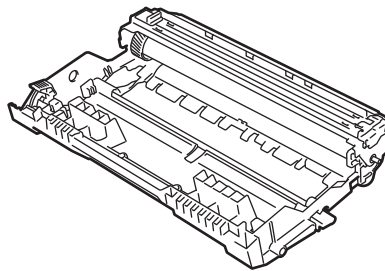
High Yield Toner:		
Supply Model Name	Approximate Life (Page Yield)	Applicable Models
Print Cartridge SP 230H	Approximately 3,000 pages <sup>1 2</sup>	SP 230SFNw

<sup>1</sup> Approximate cartridge yield is declared in accordance with ISO/IEC 19752.

<sup>2</sup> A4/Letter single-sided pages

The average inbox toner life is estimated at Approximately 700 pages based on 1 page per job [A4 or Letter size single-sided pages].

## Drum Unit



Supply Model Name	Approximate Life (Page Yield)	Applicable Models
Drum Unit SP 230	Approximately 12,000 pages <sup>1</sup>	SP 230SFNw

<sup>1</sup> Approximately 12,000 pages based on 1 page per job [A4/Letter single-sided pages]. The number of pages may be affected due to a variety of factors including but not limited to media type and media size.



## Related Information

- [Appendix](#)

### Related Topics

- [Replace Supplies](#)

## Information Regarding Recycled Paper (mainly Europe)

- Recycled paper is of the same quality as paper made from original forest sources. Standards governing modern recycled paper ensure that it meets the highest quality requirements for different printing processes. The imaging equipment supplied by the VA signatories is suitable for using with recycled paper meeting the EN 12281:2002 standard.
- Purchasing recycled paper saves natural resources and promotes the circular economy. Paper is made using cellulose fibres from wood. Collecting and recycling paper extends the life of fibres over multiple life cycles, making the best use of the resources.
- The recycled paper production process is shorter. The fibres have already been processed, so less water and energy, and fewer chemicals are used.
- Paper recycling has the benefit of saving carbon by diverting paper products from alternative disposal routes such as landfill and incineration. Landfill waste emits methane gas, which has a powerful greenhouse effect.



### Related Information

- [Appendix](#)
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## Contacting Us

### IMPORTANT

For technical help, you must contact your local dealer or service representative.

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### Customer Service

Visit [www.ricoh.com/support/](http://www.ricoh.com/support/) for contact information on your local office.



### Related Information

- [Appendix](#)
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