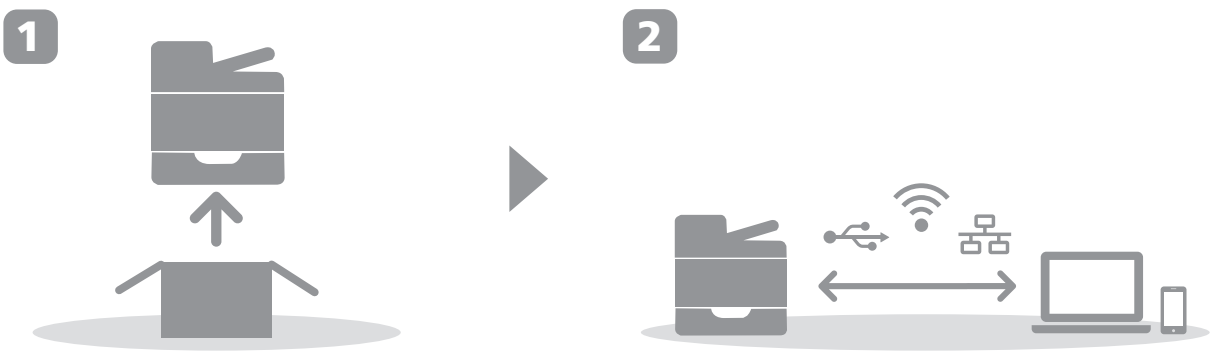
# Setup Guide

Setting Up the Machine 1

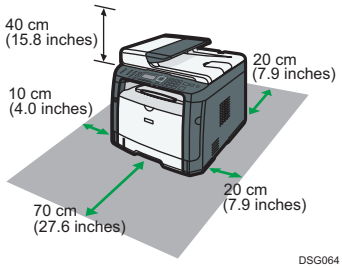
Installing the Software 2

Scan/FAX and other settings



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

# 1. Setting Up the Machine



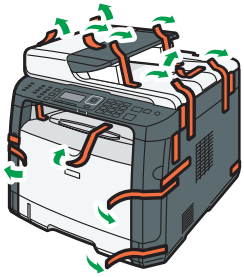

DSG064




Power Source / Stromquelle / Source d'alimentation / Alimentazione / Strømkilde / Fuente de alimentación / Stroombron / Strømkilde / Fonte de alimentação / Fonte de energia / Virtalähde / Strömkälla / Zdroj napájení / Áramforrás / Źródło zasilania / Güç Kaynağı / Источник питания / Қуат көзі / مصدر الطاقة

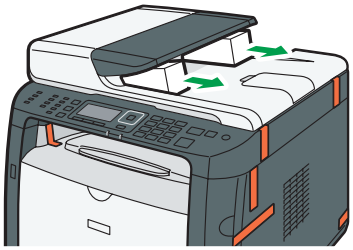
120 - 127 V, 60 Hz, 7 A
220 - 240 V, 50/60 Hz, 4A

**1**



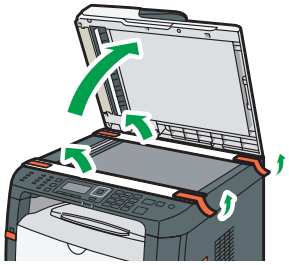
DSG003

**2**



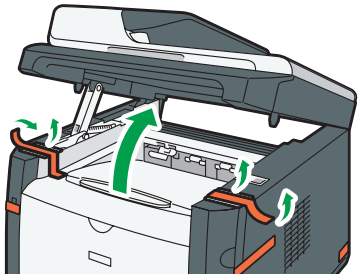
DSG004

**3**



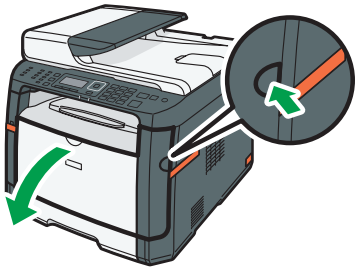
DSG005

**4**



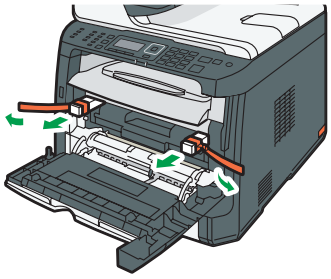
DSG006

**5**



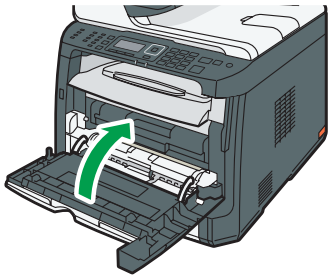
DSG007

**6**



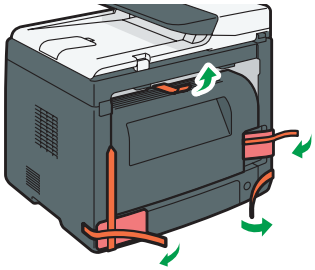
DSG008

**7**



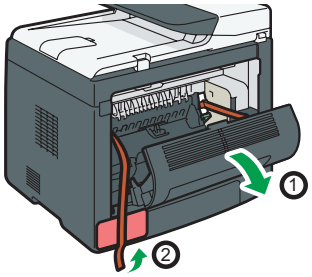
DSG009

**8**



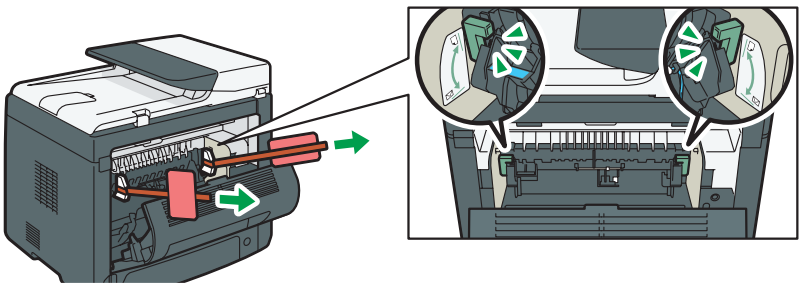
DSG010

**9**



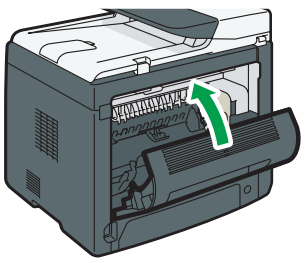

DSG011

**10**



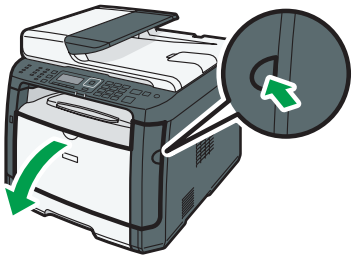
DSG012

**11**



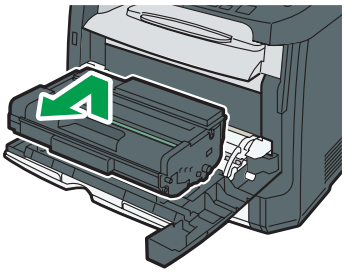
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12



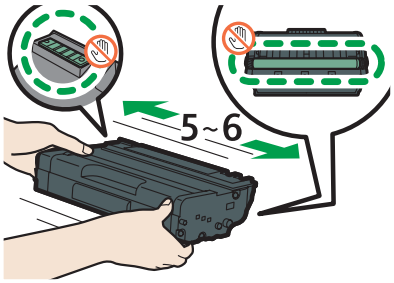
DSG015

13



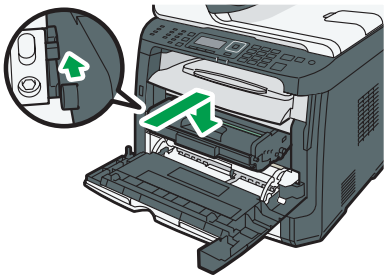
DSG016

14



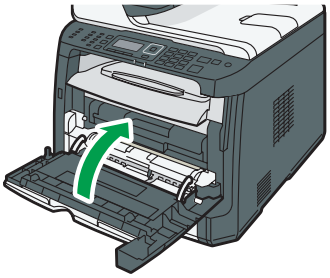

DSG017

15



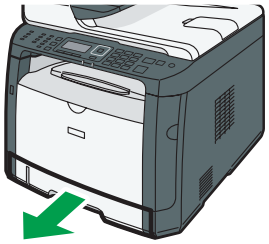
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16



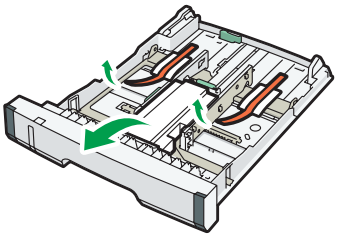
DSG019

17



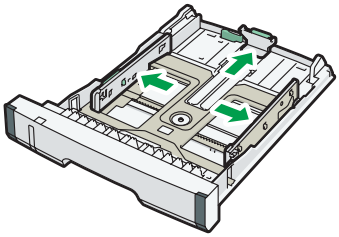
DSG020

18



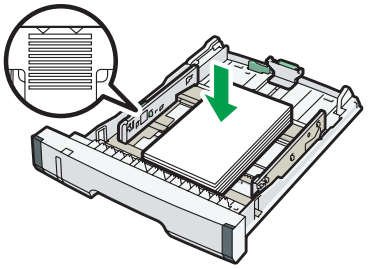
DSG021

19



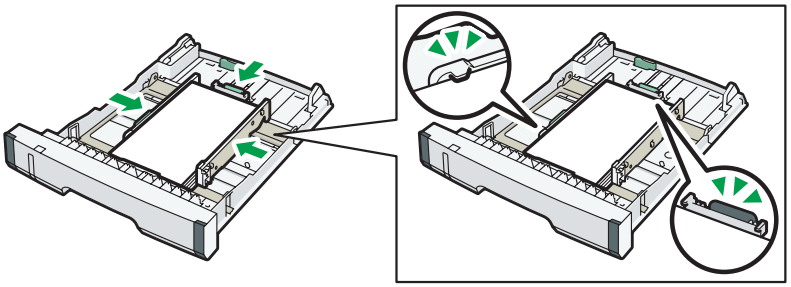
DSG022

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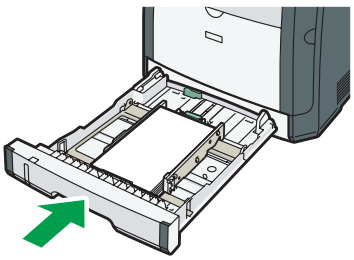
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21



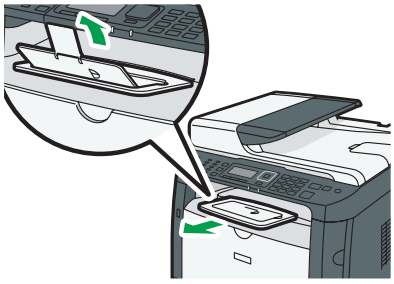
DSG013

22



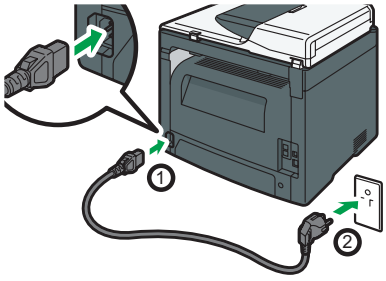
DSG026

23



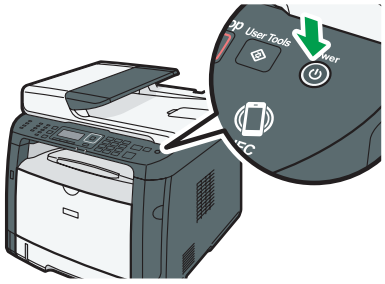
DSG027

24



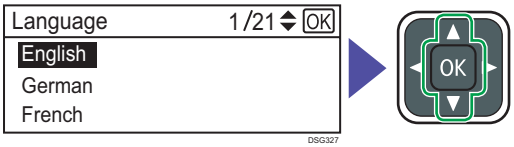

DSG032

25

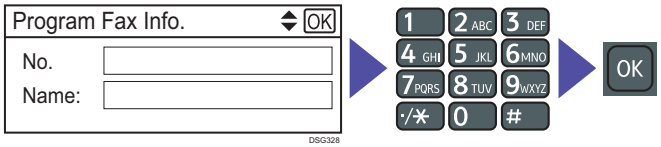



DSG033

**26**

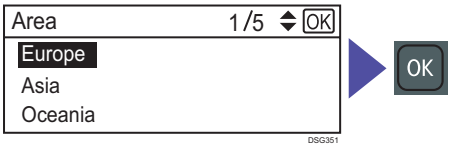



**27**



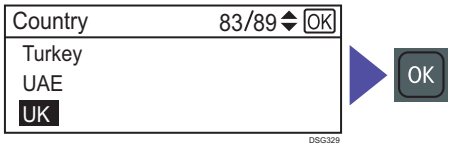

* This screen is not displayed in SP 377SNwX.

**28**

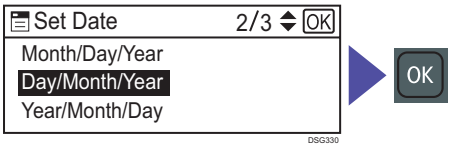



* This screen is not displayed in some models.

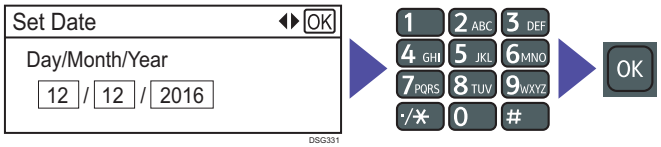
**29**



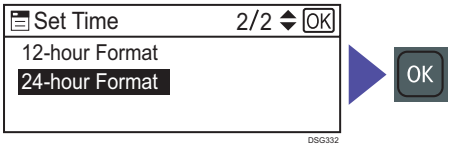

**30**



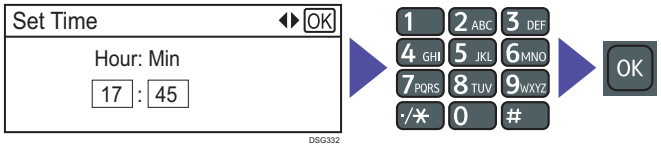

**31**




**32**




**33**





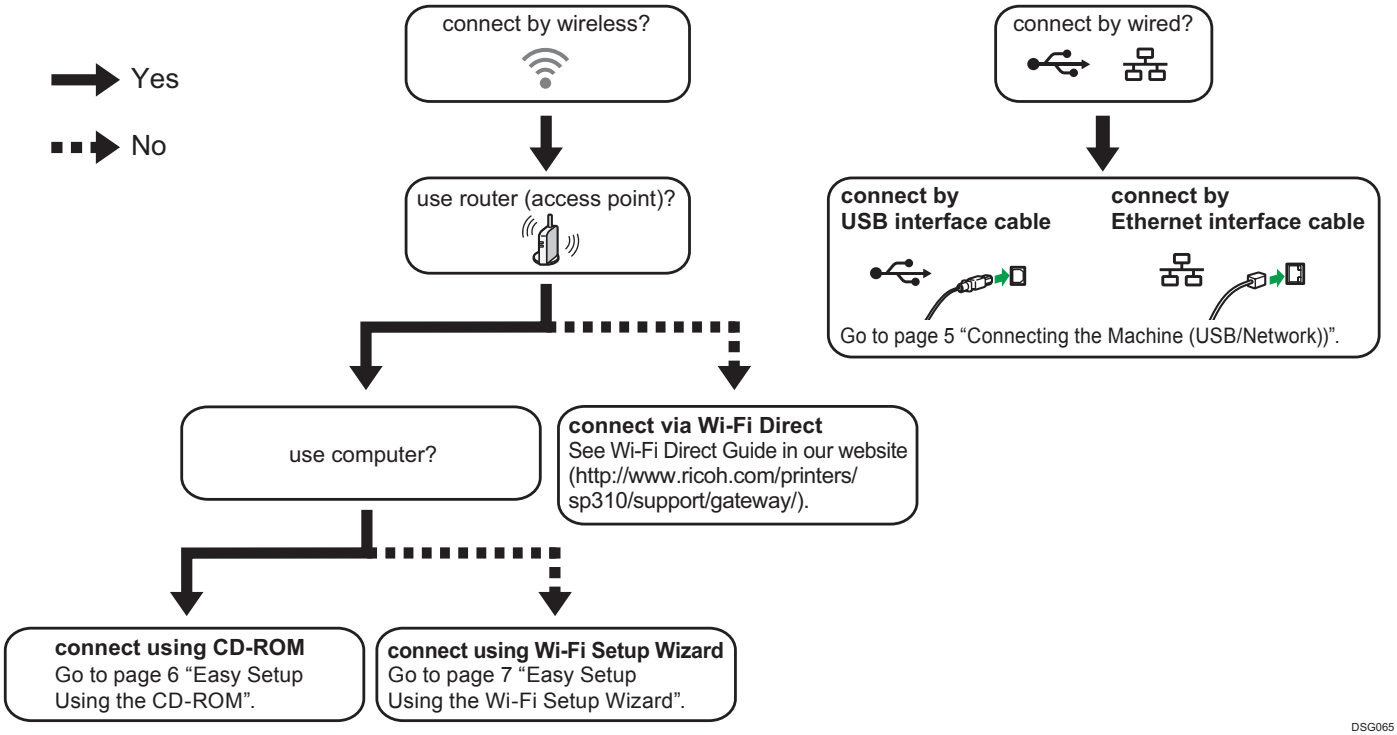

**Install the software to use the machine.**

**Go to page 4 “Installing the Software”. For OS X, see User’s Guide in the provided CD-ROM or our website (http://www.ricoh.com/printers/sp310/support/gateway/).**

# 2. Installing the Software

## Check how the computer is connected

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




DSG065

- To connect using the WPS button, go to page 8 “Easy Setup Using the WPS Button”.
- To connect using a PIN code, go to page 9 “Easy Setup Using a PIN Code”.
- To set up manually, see User’s Guide in the provided CD-ROM or our website (http://www.ricoh.com/printers/sp310/support/gateway/).
- When the Wi-Fi Direct function is enabled, a Wi-Fi Direct compliant device is recognized as a router (access point), and direct communication among Wi-Fi Direct-compliant devices becomes possible.
  When communicating using the Wi-Fi Direct function, you cannot connect to the Internet at the same time.

## Use the machine from a smart device Android iOS



### ■How to use the machine from a smart device

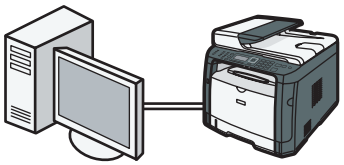
For information about using the machine from a smart device, see the following website or scan the following QR code from your smart device.



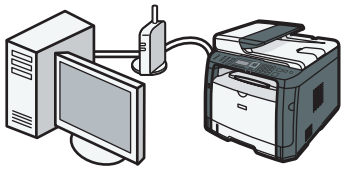
### ■How to use the NFC tag (Android smart devices only)

When using Android smart devices, download and install the RICOH SP 300 series SOM from the following website or QR code, and then touch the NFC tag on the machine with the device.

**http://www.ricoh.com/printers/sp310/support/gateway/**



dsg066



dsg067

**Note**

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

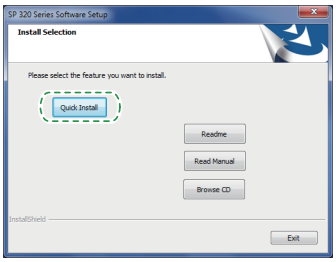
- USB interface cable or Ethernet interface cable
- CD-ROM supplied with the machine

1. **Turn on your computer.**
2. **Insert the provided CD-ROM into the CD-ROM drive of the computer.**

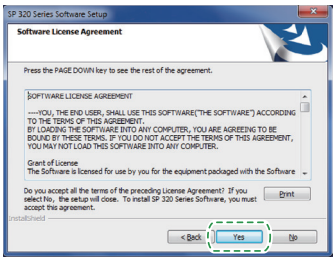
   If your computer does not have a CD-ROM drive, download a setup file from our website (http://www.ricoh.com/printers/sp310/support/gateway/).



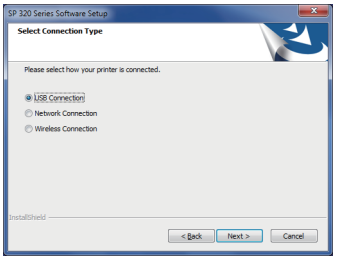

3. **Click [Quick Install].**



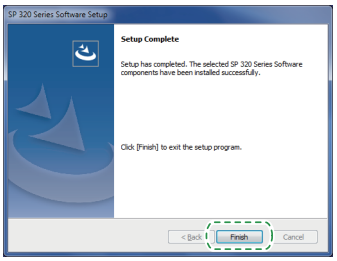

4. **The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].**



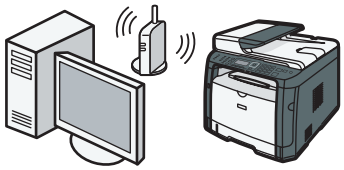

5. **Select [USB Connection] or [Network Connection] according to communication environment or your device.**




6. **Follow the instructions in the setup wizard.**
7. **Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.**




**Setup is completed.**



dsg068

## Easy Setup Using the CD-ROM

**Note**

The following items are necessary to set up a wireless connection.

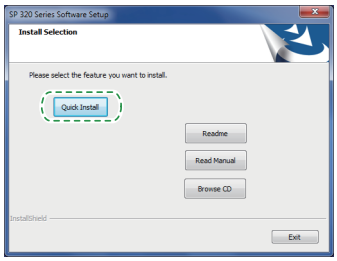
- USB interface cable or Ethernet interface cable
- Router (access point)
- CD-ROM supplied with the machine

1. **Turn on your computer.**
2. **Insert the provided CD-ROM into the CD-ROM drive of the computer.**

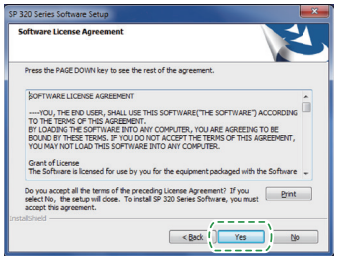
   If your computer does not have a CD-ROM drive, download a setup file from our website (http://www.ricoh.com/printers/sp310/support/gateway/).



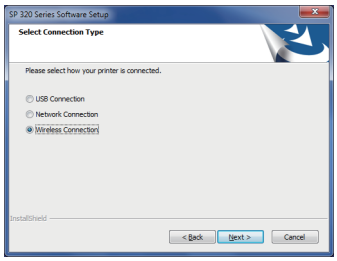

3. **Click [Quick Install].**



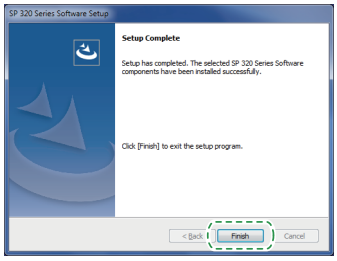

4. **The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].**




5. **Select [Wireless Connection].**




6. **Follow the instructions in the setup wizard.**
7. **Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.**




**Setup is completed.**

**To connect using the Wi-Fi Setup Wizard, go to page 7 “Easy Setup Using the Wi-Fi Setup Wizard”.**

**To connect using the WPS button, go to page 8 “Easy Setup Using the WPS Button”.**

**To connect using a PIN Code, go to page 9 “Easy Setup Using a PIN Code”.**

**To connect using Wi-Fi Direct, see Wi-Fi Direct Guide in our website (http://www.ricoh.com/printers/sp310/support/gateway/).**

# Easy Setup Using the Wi-Fi Setup Wizard

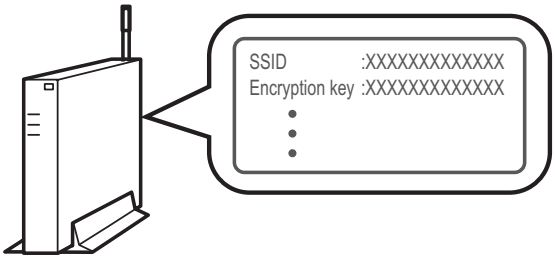
**Note**

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

- **Router (access point)**

## Checking the SSID and Encryption key

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




DSG099

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

SSID:

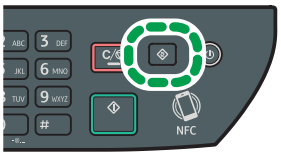
Encryption key:

## Configuring Settings Using the Control Panel

**Important**

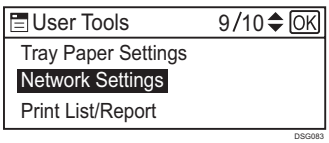
- **Before doing the following procedure, install the printer driver according to the procedure on page 5 "Connecting the Machine (USB/Network)".**
- **Make sure the Ethernet cable is not connected to the machine.**

1. **Check that the router (access point) is working correctly.**
2. **Press the [User Tools] key.**




DSG126

3. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

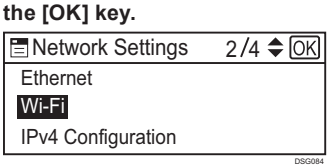



DSG083

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

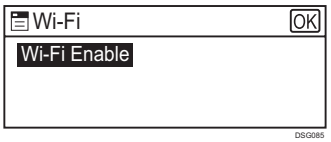
   A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

5. **Press the [▼] or [▲] key to select [Wi-Fi], and then press the [OK] key.**



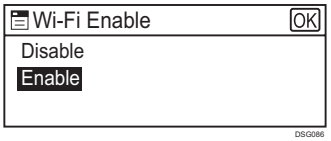

DSG084

6. **Select [Wi-Fi Enable], and then press the [OK] key.**



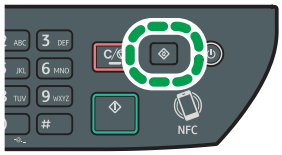

DSG085

7. **Press the [▼] or [▲] key to select [Enable], and then press the [OK] key.**



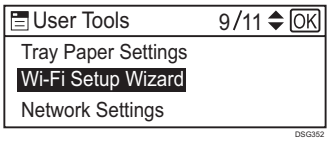

DSG086

8. **Press the [User Tools] key to return to the Initial screen.**
9. **Wait until the machine restarts.**
10. **Press the [User Tools] key.**




DSG126

11. **Press the [▼] or [▲] key to select [Wi-Fi Setup Wizard], and then press the [OK] key.**

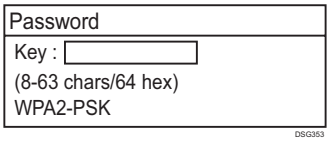



DSG352

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

    A password for accessing the [Wi-Fi Setup Wizard] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

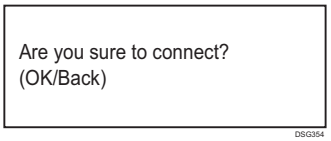
13. **Press the [▼] or [▲] key to select SSID of the router (access point) from the searched SSID list, and then press the [OK] key.**
14. **Enter the encryption key using the number keys, and then press the [OK] key.**




DSG353

- As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).
- For details about checking the encryption key, see “Checking the SSID and Encryption key”.

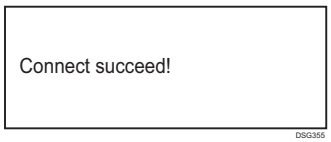
15. **Press the [OK] key.**




DSG354

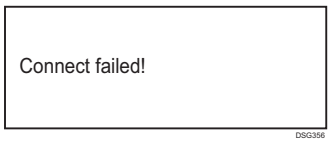
16. **Check the result.**

Connection has succeeded:




DSG355

Connection has failed:




DSG356

- Check the configuration for the router (access point), and then try the connection again.

17. **Configuring the Wi-Fi settings is complete.**

## Easy Setup Using the WPS Button

**Important**

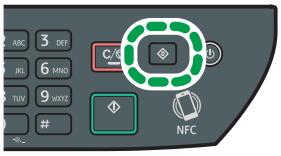
- **Before doing the following procedure, install the printer driver according to the procedure on page 5 "Connecting the Machine (USB/Network)".**
- **Make sure the Ethernet cable is not connected to the machine.**
- **In Steps 16 to 17, configure each setting within two minutes.**

**Note**

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

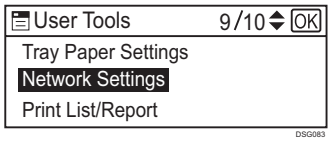
- **Router (access point)**

1. **Check that the router (access point) is working correctly.**
2. **Press the [User Tools] key.**



DSG126

3. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

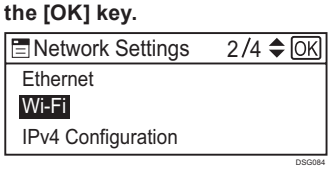



DSG083

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

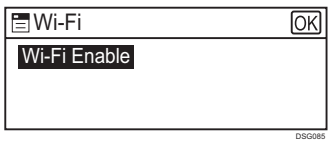
A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

5. **Press the [▼] or [▲] key to select [Wi-Fi], and then press the [OK] key.**



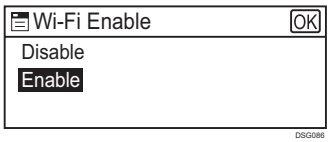

DSG084

6. **Select [Wi-Fi Enable], and then press the [OK] key.**



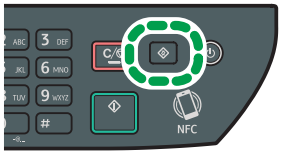

DSG085

7. **Press the [▼] or [▲] key to select [Enable], and then press the [OK] key.**



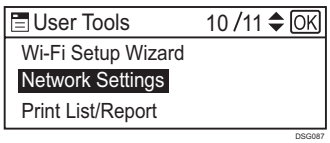

DSG086

8. **Press the [User Tools] key to return to the Initial screen.**
9. **Wait until the machine restarts.**
10. **Press the [User Tools] key.**



DSG126

11. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

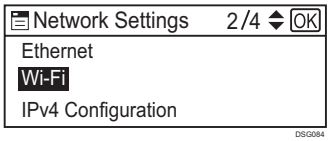



DSG087

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

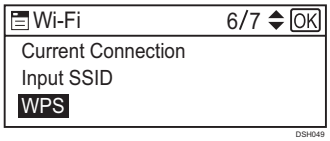
A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

13. **Press the [▼] or [▲] key to select [Wi-Fi], and then press the [OK] key.**



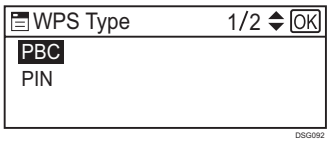

DSG084

14. **Press the [▼] or [▲] key to select [WPS], and then press the [OK] key.**



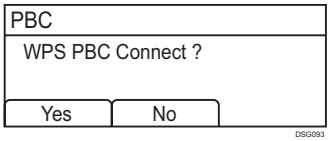

DSH049

15. **Press the [▼] or [▲] key to select [PBC], and then press the [OK] key.**




DSG092

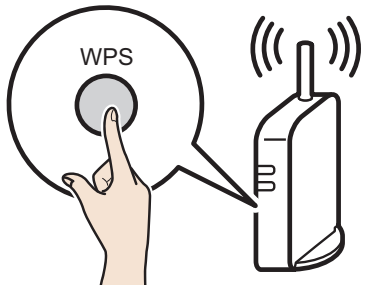
16. **Press [Yes].**




DSG093

"Please push the [AP] within 2 minutes" appears, and the machine starts to connect in PBC method.

17. **Press the WPS button on the router (access point) within two minutes.**

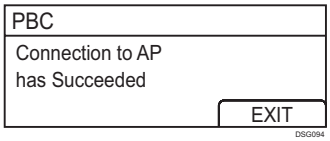



CHV607

- For details about how to use the WPS button, refer to the manuals for the router (access point).

18. **Check the result.**

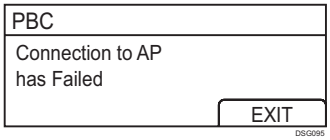
Connection has succeeded:




DSG094

- Press [EXIT] to return to the screen displayed in Step 15, and then press the [User Tools] key to return to the initial screen.

Connection has failed:




DSG095

- Press [EXIT] to return to the screen displayed in Step 15. Check the configuration for the router (access point), then try the connection again.

19. **Configuring the Wi-Fi settings is complete.**

## Easy Setup Using a PIN Code

**Important**

- **Before doing the following procedure, install the printer driver according to the procedure on page 5 "Connecting the Machine (USB/Network)".**
- **Make sure the Ethernet cable is not connected to the machine.**
- **In Steps 18 to 20, configure each setting within two minutes.**

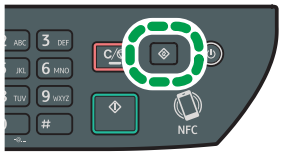
**Note**

- **To establish a connection using the PIN code, use a computer that is connected to the router (access point).**
- **The following item is necessary to set up a wireless connection.**
  - **Router (access point)**

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

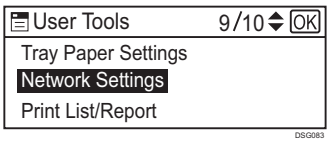


3. **Press the [User Tools] key.**




DSG126

4. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

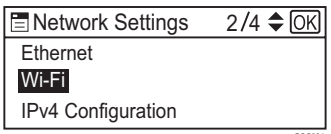



DSG083

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

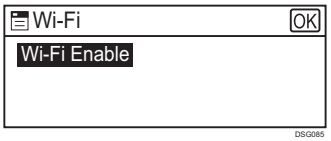
A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

6. **Press the [▼] or [▲] key to select [Wi-Fi], and then press the [OK] key.**



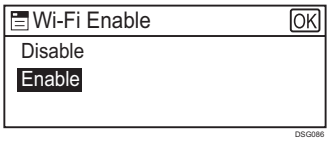

DSG084

7. **Select [Wi-Fi Enable], and then press the [OK] key.**



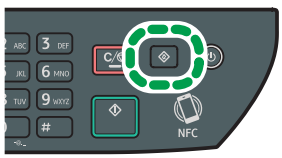

DSG085

8. **Press the [▼] or [▲] key to select [Enable], and then press the [OK] key.**



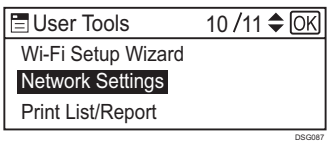

DSG086

9. **Press the [User Tools] key to return to the Initial screen.**
10. **Wait until the machine restarts.**
11. **Press the [User Tools] key.**




DSG126

12. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

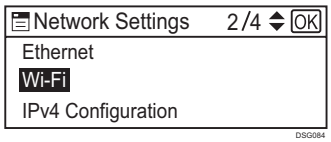



DSG087

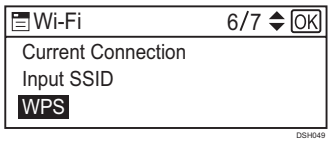
13. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

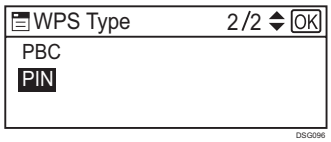
14. **Press the [▼] or [▲] key to select [Wi-Fi], and then press the [OK] key.**



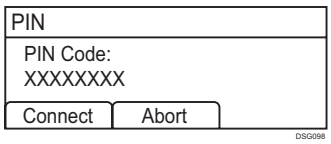

15. **Press the [▼] or [▲] key to select [WPS], and then press the [OK] key.**




16. **Press the [▼] or [▲] key to select [PIN], and then press the [OK] key.**




17. **Check the PIN code.**

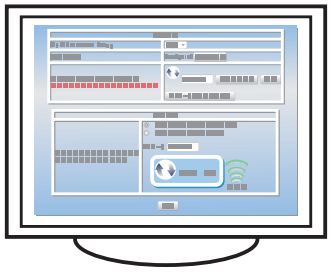



Write down the PIN code in case you might forget it.

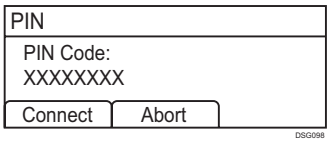
18. **Enter the machine's PIN code (8 digits) on the router (access point)'s web page.(The web page accessed in Step 2)**



19. **Execute WPS (PIN system) from the router (access point)'s web page.**



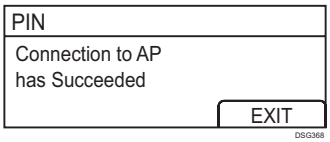
20. **Press [Connect].**




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

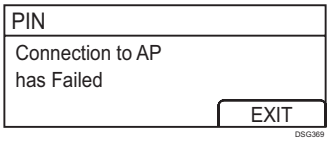
21. **Check the result.**

Connection has succeeded:




- Press [EXIT] to return to the screen displayed in Step 16, and then press the [User Tools] key to return to the initial screen.

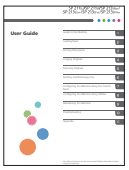
Connection has failed:




- Press [EXIT] to return to the screen displayed in Step 16. Check the configuration for the router (access point), then try the connection again.

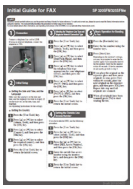
22. **Configuring the Wi-Fi settings is complete.**

# 3. Scan/FAX and other settings



## ■For those using the scanner features for the first time

For information about specifying the initial scan settings, see “What You Can Do with the Scanner Function”, User’s Guide in the provided CD-ROM or our website (http://www.ricoh.com/printers/sp310/support/gateway/).



## ■For those using the fax features for the first time

For information about specifying the initial fax settings, see “Initial Setup”, Initial Guide for FAX.

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- **Manual**
- **Software**
  Win Mac iOS Android
- **Linux driver**



**http://www.ricoh.com/printers/sp310/support/gateway/**