M C250FW/C250FWB

Setup Guide

Setting Up the Machine 1

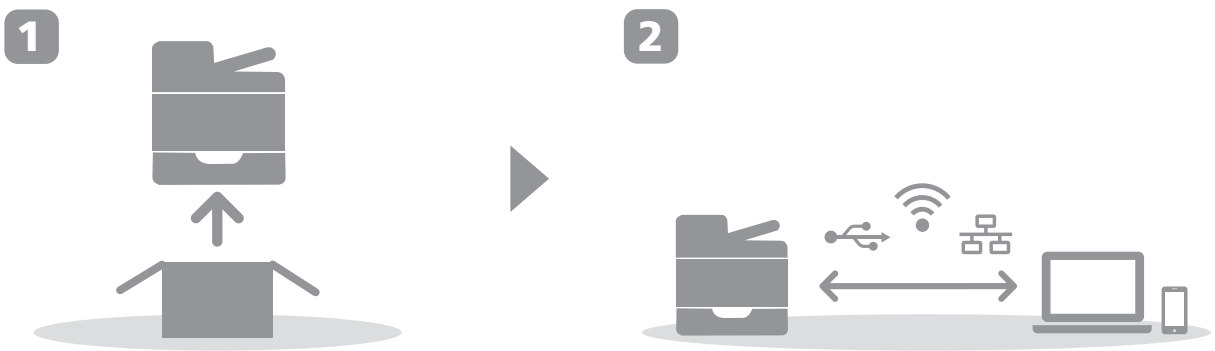
Configuring the Network Setting 2

Fax Settings 3

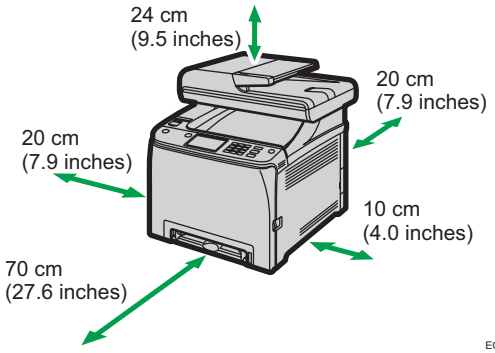
Installing the Printer Driver 4

Scan Settings

Control Panel Sheet



1. Setting Up the Machine



ECC011





ECC007

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

1



ECC012

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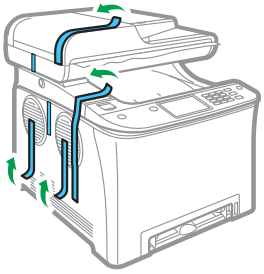

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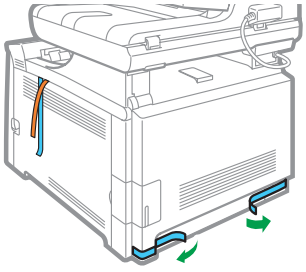

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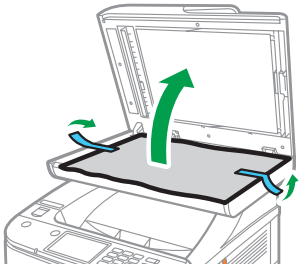

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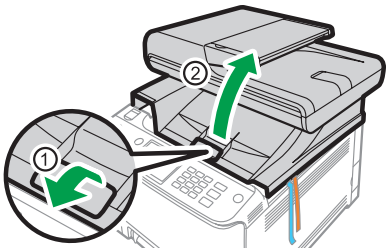

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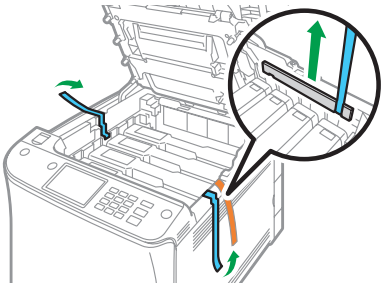

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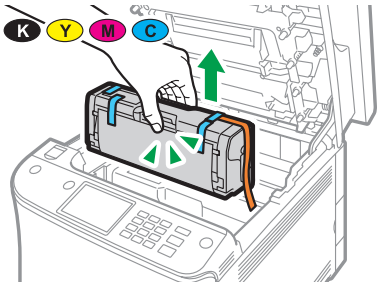

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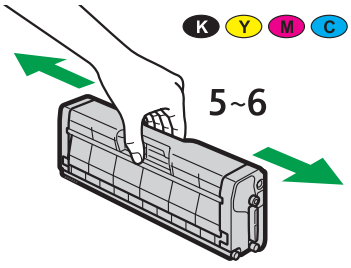

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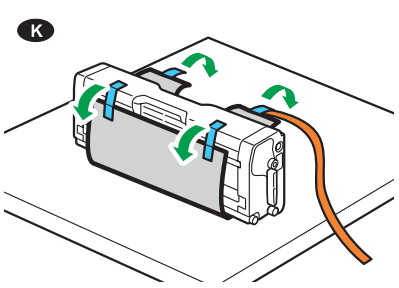

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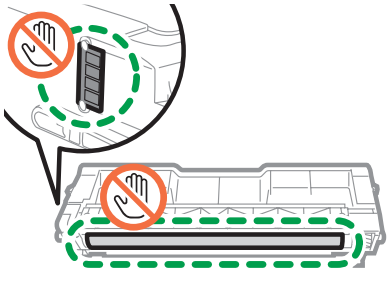

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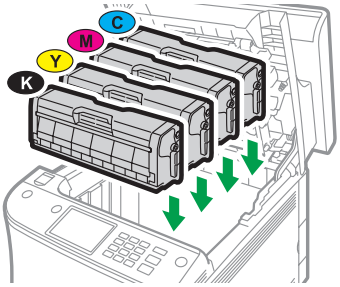

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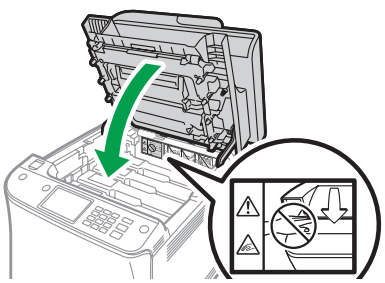

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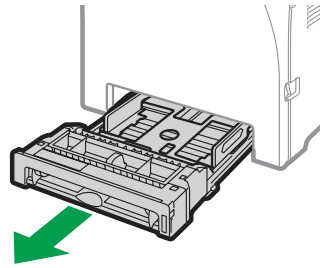

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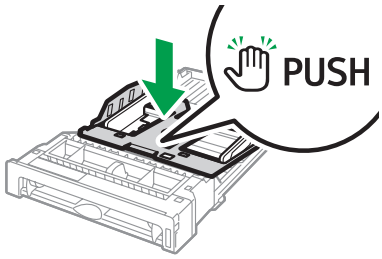

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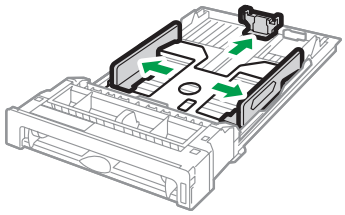

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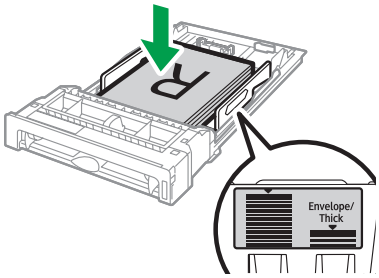

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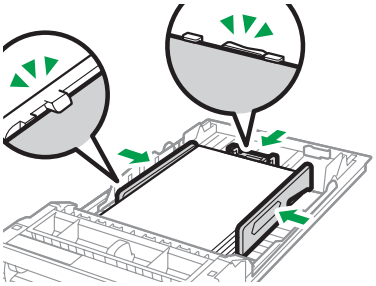

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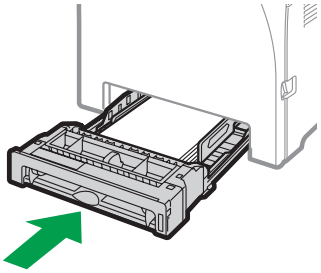

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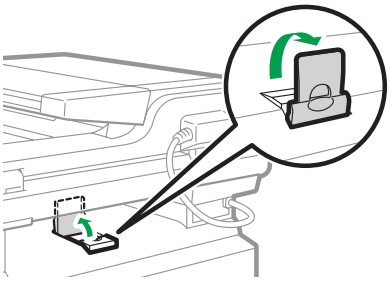

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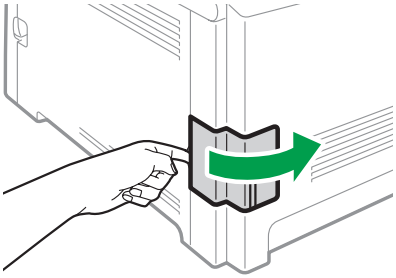

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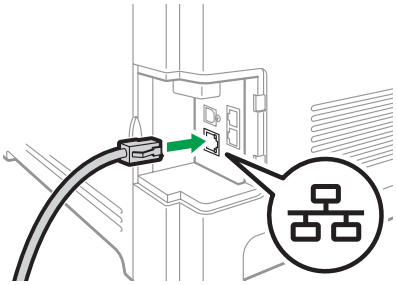

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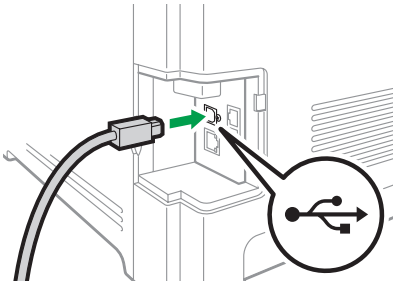

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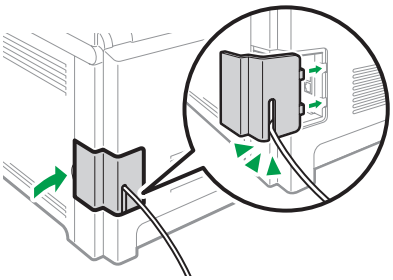

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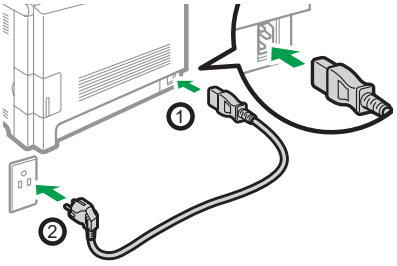

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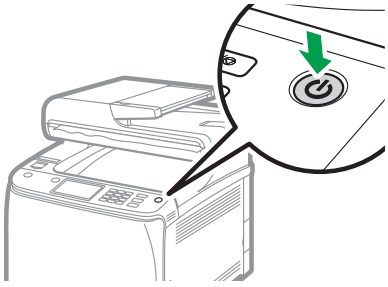

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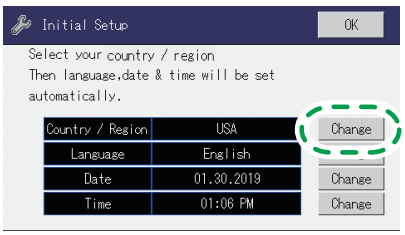

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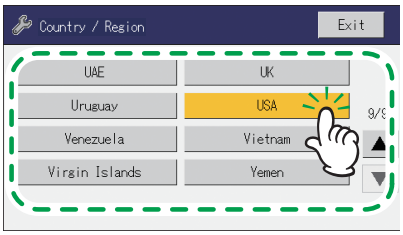

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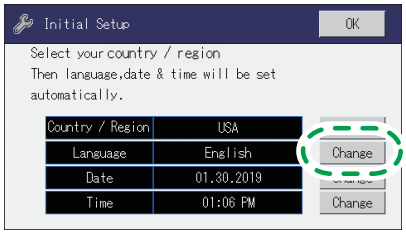

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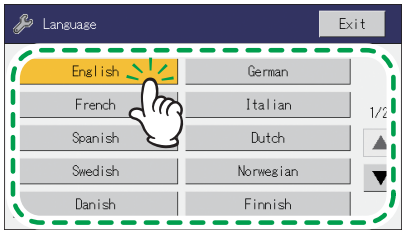

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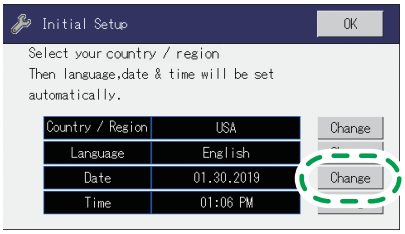

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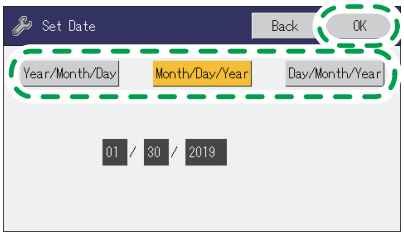

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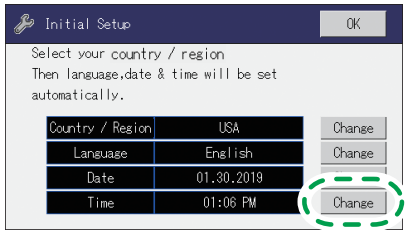

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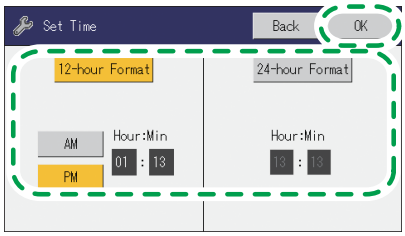

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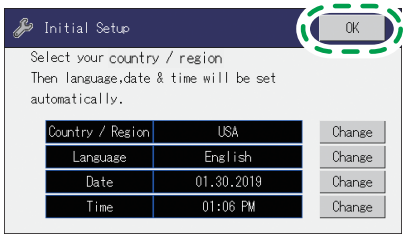

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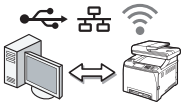


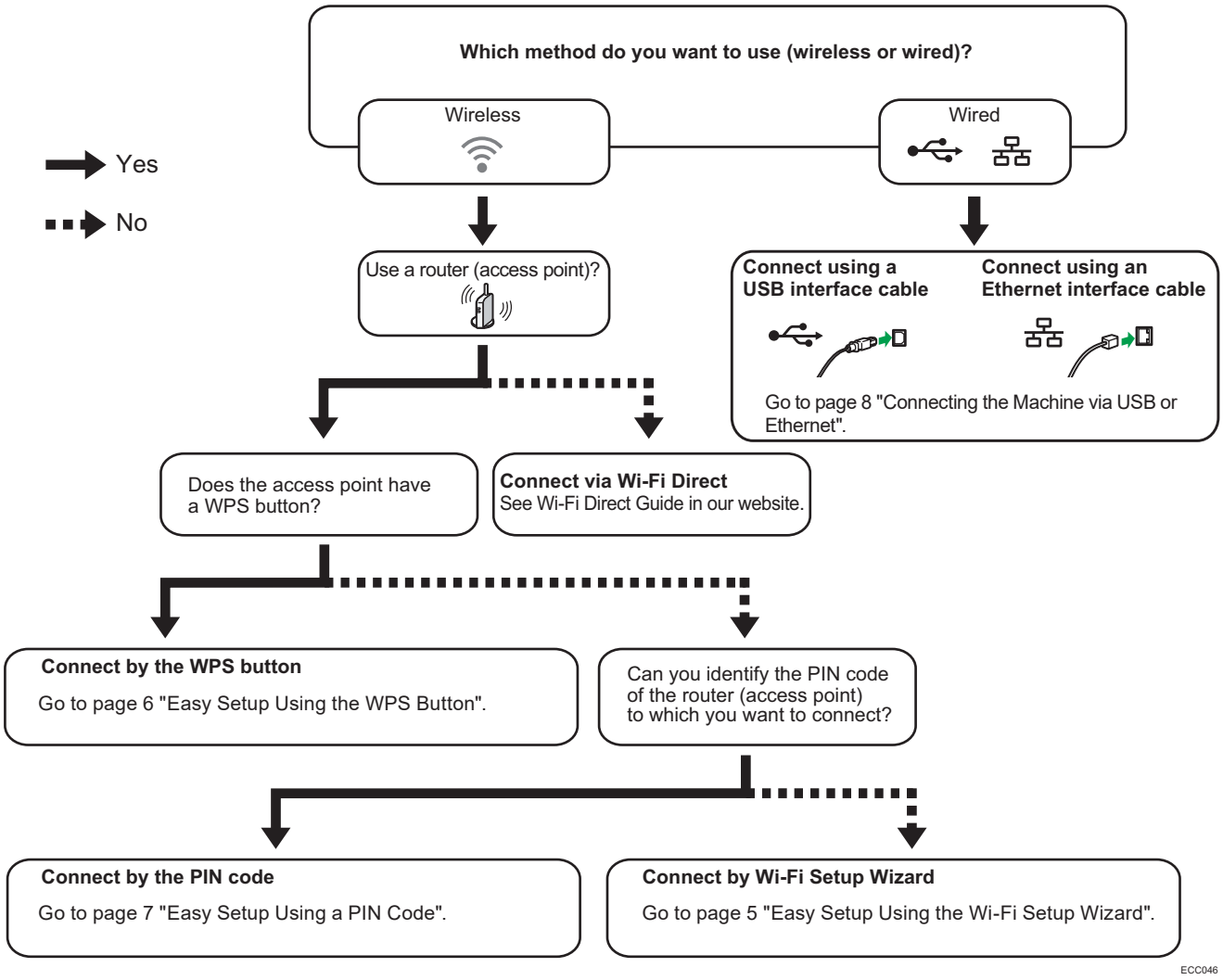
Configure the network setting.

Go to page 4 “2. Configuring the Network Setting”.

2. Configuring the Network Setting

Check How the Computer Is Connected

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



- To connect using the WPS button, go to page 6 “Easy Setup Using the WPS Button”.
- To connect using a PIN code, go to page 7 “Easy Setup Using a PIN Code”.
- To set up manually, see User’s Guide in the provided CD-ROM or our website.
- When the Wi-Fi Direct function is enabled, a Wi-Fi Direct compliant device is recognized as a router (access point), and direct communication among Wi-Fi Direct-compliant devices becomes possible.
  When communicating using the Wi-Fi Direct function, you cannot connect to the Internet at the same time.

Use the Machine from a Smart Device Android iOS

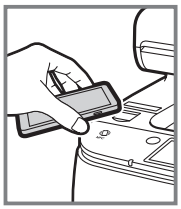


■How to use the machine from a smart device

From smart device applications, you can use the following functions of the machine:

- Sending scanned images or documents from the machine to the smart device
- Printing photographs and documents stored on a smart device

After scanning the following QR code with your smart device, search for the "RICOH Smart Device Connector" application and download it from the site that appears.



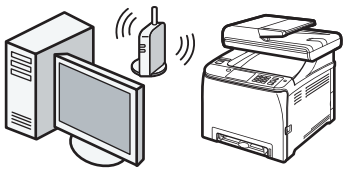
■How to use the NFC (Android smart devices only)

1. **Configure the network connection of the machine. For details, see page 5 "Connecting the Machine via Wi-Fi".**
2. **After scanning the following QR code with your smart device, search for the "RICOH Smart Device Connector" application and download it from the site that appears.**
3. **Start "RICOH Smart Device Connector", and write the machine's network information on the NFC using the application.**
4. **Perform printing by touching the NFC from "RICOH Smart Device Connector".**

Android

iOS

Connecting the Machine via Wi-Fi



DUE038

Easy Setup Using the Wi-Fi Setup Wizard

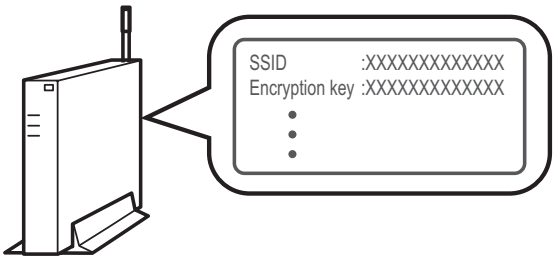
From the control panel of this machine, you can also configure the wireless LAN settings for the machine.

Note

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

Checking the SSID and Encryption key

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



DSG099

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

SSID:

Encryption key:

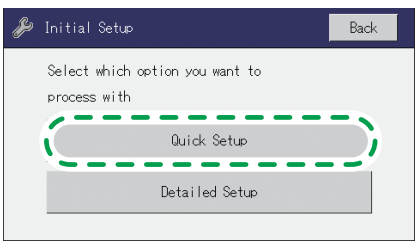
Configuring Settings Using the Control Panel

Important

- **Make sure the Ethernet cable is not connected to the machine.**

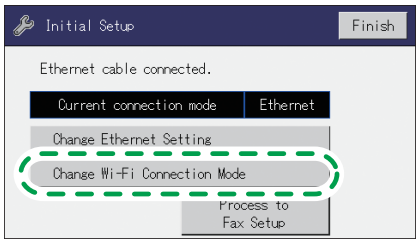
1. **Check that the router (access point) is working correctly.**
2. **Press [Quick Setup].**

   For details about [Detailed Setup], see User's Guide.



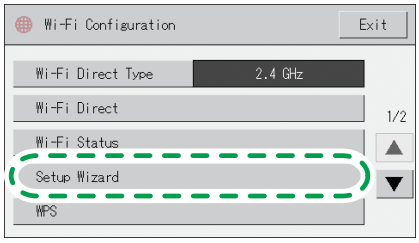
ECC292

3. **Press [Change Wi-Fi Connection Mode].**



ECC293

4. **Press [Setup Wizard].**



ECC294

5. **Press the SSID of the router (access point) from the searched SSID list.**

6. **Enter the encryption and Shared Key using the number keys, and then press [Connect].**
   - As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).
   - For details about checking the encryption key, see “Checking the SSID and Encryption key”.

7. **Check the result.**

   Connection has succeeded:
   “Connected to access point.” is displayed.

   Connection has failed:
   “Failed to connect to access point.” is displayed.

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

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

To use the fax function, configure the settings on page 9 “3. Fax Settings”.

Easy Setup Using the WPS Button

Important

- **Make sure the Ethernet cable is not connected to the machine.**
- **In Steps 6 to 8, configure each setting within two minutes.**

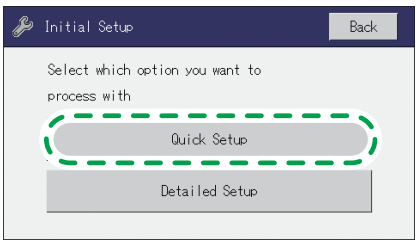
Note

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

1. **Check that the router (access point) is working correctly.**

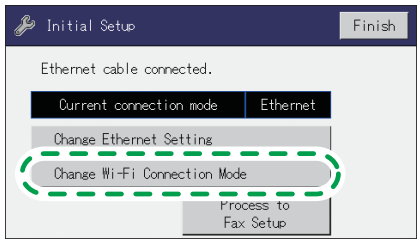
2. **Press [Quick Setup].**

   For details about [Detailed Setup], see User's Guide.



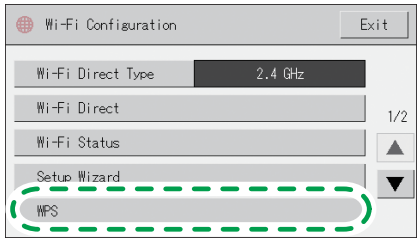
ECC292

3. **Press [Change Wi-Fi Connection Mode].**



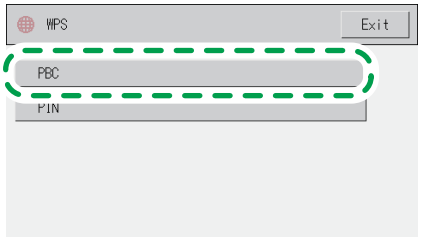
ECC293

4. **Press [WPS].**



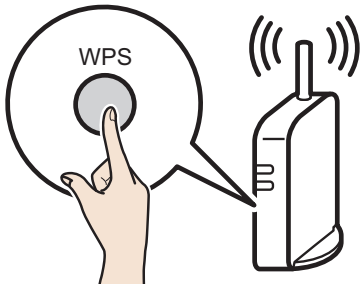
ECC295

5. **Press [PBC].**



6. **Press [Connect].**

7. **After "Please wait for 2 minutes" appears, 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).

8. **Check the result.**

   Connection has succeeded:
   "Connected to access point." is displayed.

   Press [OK] to return to the screen displayed in Step 5, and then press the [Home] key to return to the initial screen.

   Connection has failed:
   "Failed to connect to access point." is displayed.

   Press [OK] to return to the screen displayed in Step 5. Check the configuration for the router (access point), then try the connection again.

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

To use the fax function, configure the settings on page 9 “3. Fax Settings”.

Easy Setup Using a PIN Code

Important

- **Make sure the Ethernet cable is not connected to the machine.**
- **In Steps 8 to 11, configure each setting within two minutes.**

Note

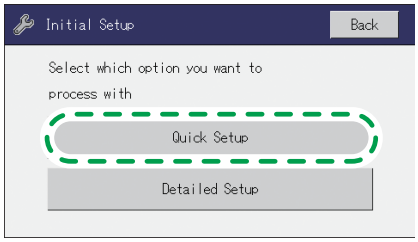
- **To establish a connection using the PIN code, use a computer that is connected to the router (access point).**
- **The following item is necessary to set up a wireless connection.**
  - **Router (access point)**

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.**



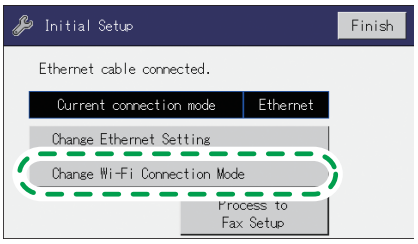
3. **Press [Quick Setup].**

   For details about [Detailed Setup], see User's Guide.



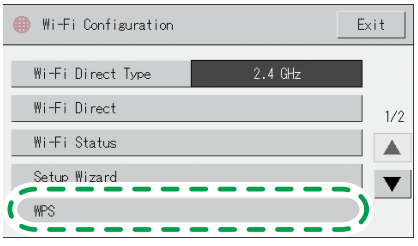
ECC292

4. **Press [Change Wi-Fi Connection Mode].**



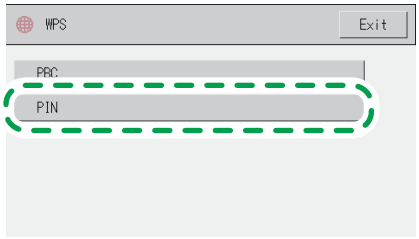
ECC293

5. **Press [WPS].**



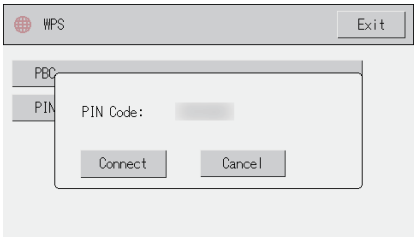
ECC295

6. **Press [PIN].**



7. **Check the PIN code.**

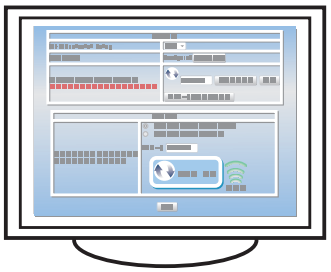
   Be sure not to press [Connect]. Write down the PIN code in case you might forget it.



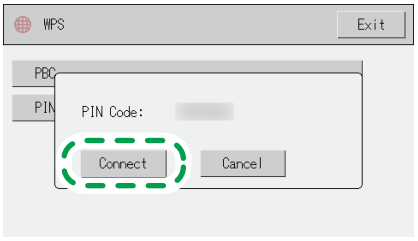
8. **Enter the machine's PIN code (8 digits) on the router (access point)'s web page (The web page accessed in Step 2).**



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



10. **Press [Connect].**



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

11. **Check the result.**

Connection has succeeded:
"Connected to access point." is displayed.

Press [OK] to return to the screen displayed in Step 6, and then press the [Home] key to return to the initial screen.

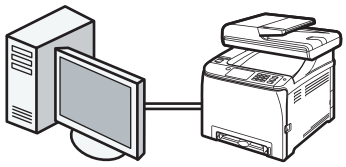
Connection has failed:
"Failed to connect to access point." is displayed.

Press [OK] to return to the screen displayed in Step 6. Check the configuration for the router (access point), then try the connection again.

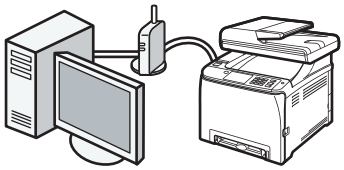
12. **Configuring the Wi-Fi settings is complete.**

To use the fax function, configure the settings on page 9 "3. Fax Settings".

Connecting the Machine via USB or Ethernet



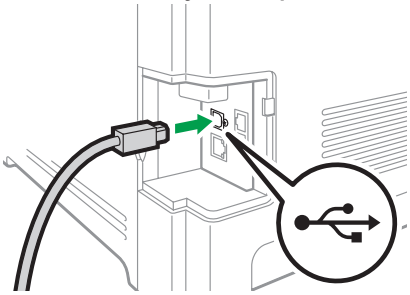
DUE036



DUE037

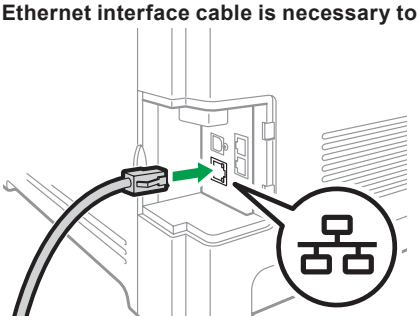
Note

- **For details about IPv4 or IPv6 settings manually, see User's Guide.**
- **When connecting the machine via USB, USB interface cable is necessary to set up.**



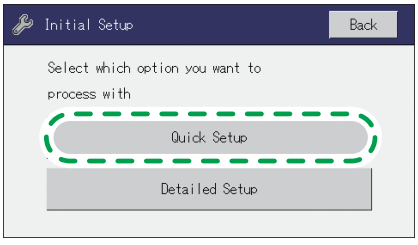
ECC037

- **When connecting the machine via the Ethernet, the Ethernet interface cable is necessary to set up.**



ECC036

1. **Press [Quick Setup].**
   For details about [Detailed Setup], see User's Guide.



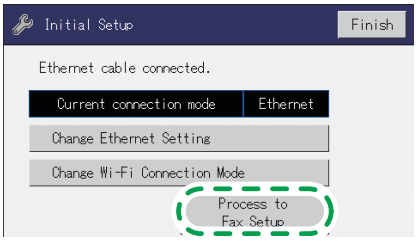
ECC292

To use the fax function, configure the settings on page 9 “3. Fax Settings”.

3. Fax Settings

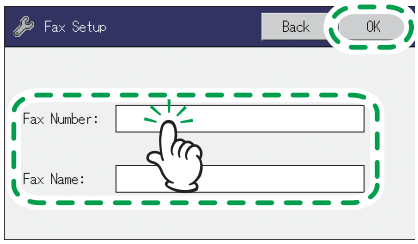
Fax Setup

1. **Press [Process to Fax Setup].**



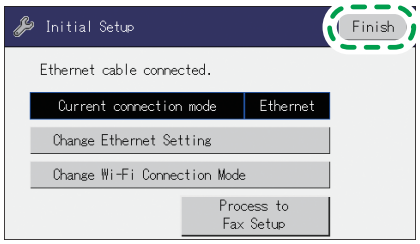
ECC298

2. **Enter [Fax Number:] and [Fax Name:], and then press [OK].**



ECC299

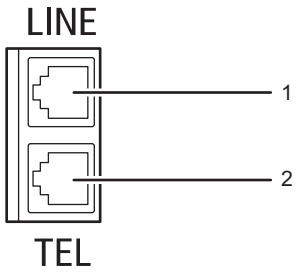
3. **Press [Finish].**



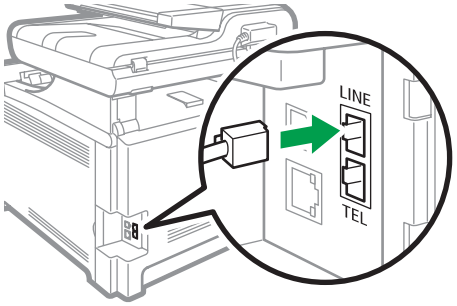
ECC300

Connection

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



DUE040



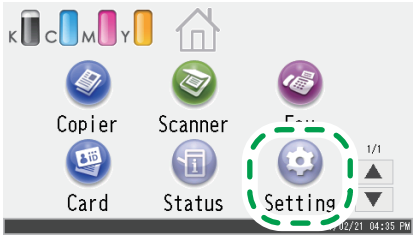
ECC041

1. Port For LINE

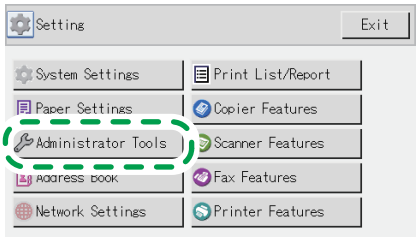
2. Port For External Telephone

Selecting the Telephone Line Type and Telephone Network Connection Type

1. **Press [Setting].**



2. **Press [Administrator Tools].**

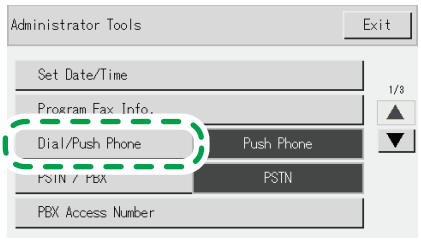


3. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

   You can display the software keyboard by double tapping the entry area on the display.

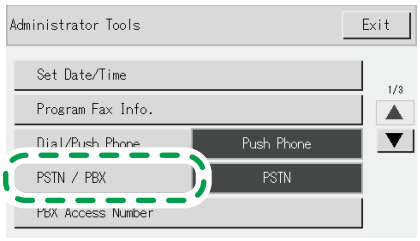
   A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

4. **Press [Dial/Push Phone].**



5. **Press the telephone line type appropriate for your telephone service.**

6. **Press [PSTN / PBX].**



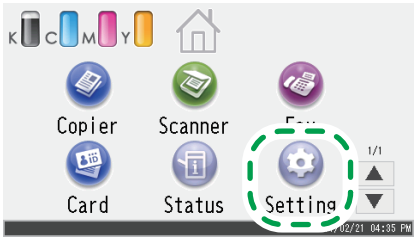
7. **Press [PSTN] or [PBX].**

8. **Press the [Home] key to return the initial screen.**

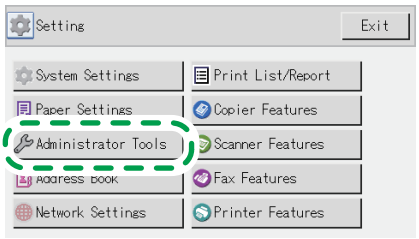
Setting the Outside Line Access Number

If you have selected PBX, use the following procedure.

1. **Press [Setting].**



2. **Press [Administrator Tools].**

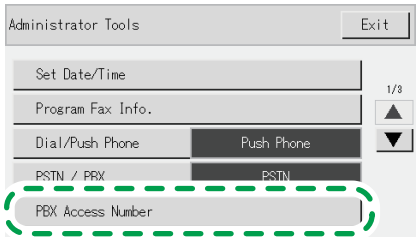


3. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

   You can display the software keyboard by double tapping the entry area on the display.

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

4. **Press [PBX Access Number].**

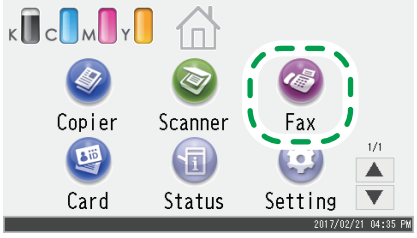


5. **Enter the outside line access number using the number keys, and then press [OK].**

6. **Press the [Home] key to return the initial screen.**

Basic Operation for Sending a Fax

1. **Press [Fax].**



2. **Enter the fax number using the number keys, and then press [OK].**

3. **Press the [B&W Start] key.**

   Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the fax number. Enter the fax number within 60 seconds. If the fax numbers do not match, go back to step 2.

4. **If you place the original on the exposure glass and have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK].**
   Repeat this step until all originals are scanned.

5. **When all originals have been scanned, press [No] to start sending the fax.**

To use the printer driver, install the printer driver according to the procedure on page 11 "4. Installing the Printer Driver".

4. Installing the Printer Driver

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**

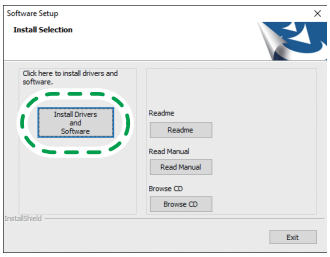
For Windows

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

   If your computer does not have a CD-ROM drive, download a setup file from our website.

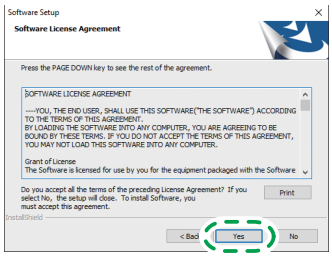


3. **Click [Install Drivers and Software].**



ECC043

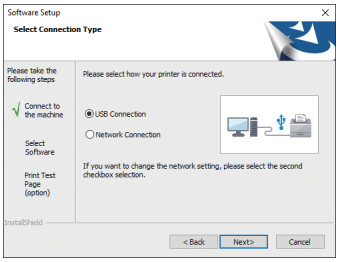
4. **The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].**



ECC044

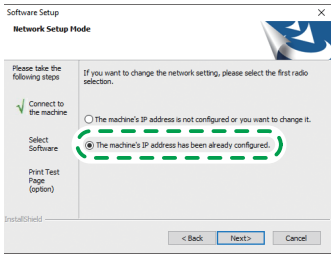
5. **Select [USB Connection] or [Network Connection] according to communication environment or your device.**

   If you already completed the Wi-Fi setting, select [Network Connection].



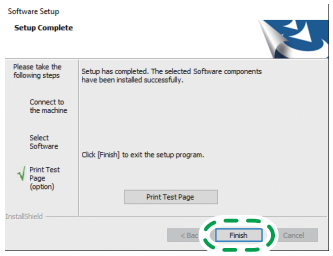
6. **Follow the instructions in the setup wizard.**

   If you already completed the Wi-Fi setting, click [The machine's IP address has been already configured.].



ECC048

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



ECC045

Setup is completed.

For macOS or OS X

The following procedure is explained using macOS 10.13 as an example.

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

   If your computer does not have a CD-ROM drive, download a setup file from our website.

3. **Double-click the CD-ROM drive icon.**
4. **Double-click the [macOS] folder.**
5. **Double-click the folder of driver you want to install.**
6. **Follow the instructions in the setup wizard.**
7. **Click [Close] in the [Summary] dialog box.**
8. **Start System Preferences.**
9. **Click [Printers & Scanners].**

   Check that the machine automatically recognized by plug-and-play appears in the printers list.

10. **Click the [+] button.**
11. **Click [Default].**
12. **When using the USB, select the printer that has "USB" indicated in the [Kind] column. When using the Ethernet cable, select the printer that has "Bonjour" indicated in the [Kind] column.**

    If the printer name is not displayed, select the icon that corresponds to your network environment (TCP/IP, etc.).

13. **Select the printer you are using from the [Use:] pop-up menu.**
14. **Click [Add].**
15. **Select [Installed] or [Not Installed] for [Tray 2], and then click [OK].**
16. **Quit System Preferences.**

Setup is completed.

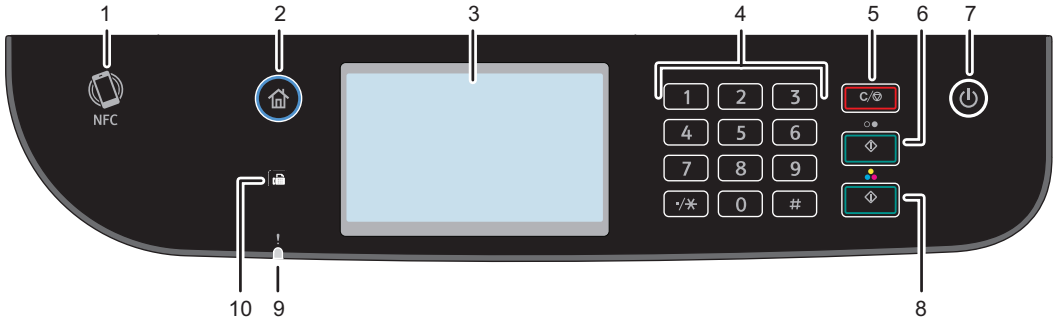
Scan Settings



■For those using the scanner features for the first time

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

Control Panel Sheet



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

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