

Setup Guide





1. Setting Up the Machine





sp200/support/gateway/).

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

2. Installing the Software

Note

- The following items are necessary to set up a wired connection.
- CD-ROM supplied with the machine
- USB interface cable

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/sp200/ support/gateway/).



3. Click [Quick Install].



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



5. Select [USB 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.

LED Status

• : On

*: Flashing (on for one second and off for one second)

LED				
Power	Alarm	Toner / Paper End	Status	Solution
	-	-	The power is on.	The status is normal.
	-	-	Importing data.	The status is normal.
	-	÷	The print cartridge is almost empty.	Replace the print cartridge before it becomes empty.
•	-	•	 The print cartridge is empty. The print cartridge is not set correctly. The tray has run out of paper. 	 Replace the print cartridge. Set the print cartridge again correctly. Load paper into the tray.
•	:ē:	-	A paper jam has occurred in the machine.	Use Smart Organizing Monitor to determine where the paper jam is, and then remove the jammed paper.
•	•	-	 The size of paper to print on and the size of the paper loaded in the tray do not match. A cover is open. 	 Use Smart Organizing Monitor to check the paper size settings, and then change either the size of paper to print on or the size of paper loaded in the tray. Confirm that all the covers are closed completely.
•	•	-	Another type of error has occurred.	Use Smart Organizing Monitor to check the error, and then take appropriate measures.
	•	•	A malfunction has occurred.	Contact your sales or service representative.

For details, see "Error and Status Indicate on the Control Panel", User's Guide.

How to purchase the consumables

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



http://www.ricoh.com/printers/



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