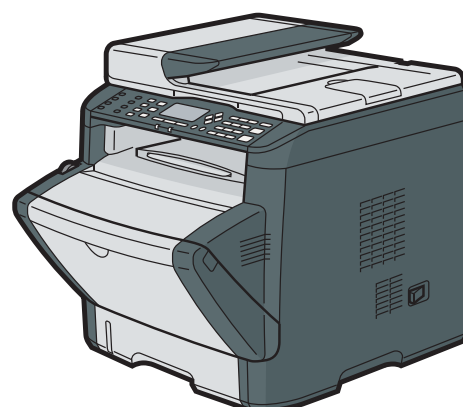




Setup Guide

You cannot use the machine unless you perform the following:

- 1 **Setting Up the Machine** P.2
▼
- 2 **Installing the Software** P.8
▼
- 3 **PaaS (Printer as a Service) Settings** P.32
- Troubleshooting** P.36
- Terminology** P.37



How to Read This Manual

★ Important

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

Introduction

This product requires special network settings.

What Can be Done with this Machine

The rental model is a printing equipment management system using a cloud service. Using the rental model, you can receive the following service:

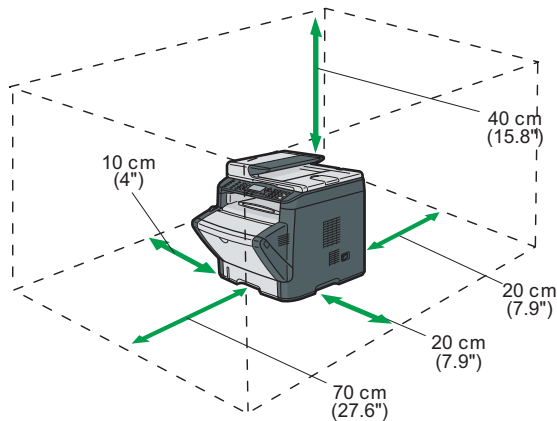
- Preventing Equipment Failure
By periodic inspection according to the machine's condition, you can prevent equipment failure.
- Minimizing downtime by prompt action
You can minimize the device downtime at the time of failure by such means as automatic notification, checking the status, promptly calling the customer engineer, and simplifying the procedure for requesting repair.
- Maintaining print quality
You can secure an environment in which genuine toner is always available according to use. Thus, you can prevent consumable shortage and specify where to buy consumables.
- Supporting device management
Using the web browser, you can check the use counter and operational status of the device.

1. Setting Up the Machine

Place to Install

Space Required for Installation

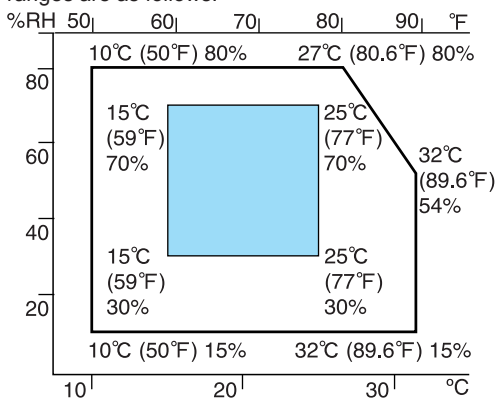
The recommended (or minimum) space requirements are as follows:



DPH057

Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



CER119

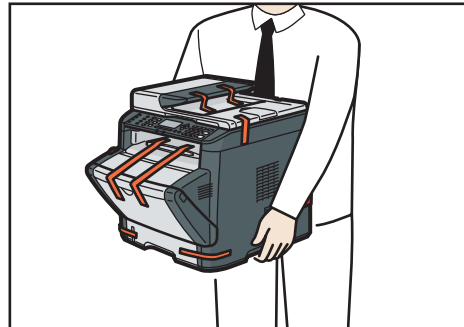
- White area: Permissible Range
- Blue area: Recommended Range

To avoid possible build-up of ozone, locate this machine in large well ventilated room that has an air turnover of more than 30m³/hr/person.

Unpacking

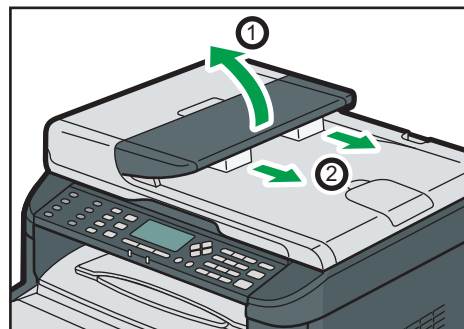
- 1 Take the machine out of the box and then out of the plastic bag.

2



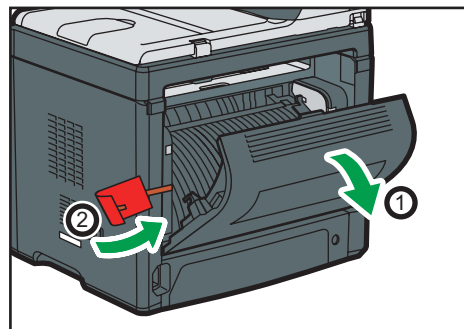
DPH027

3



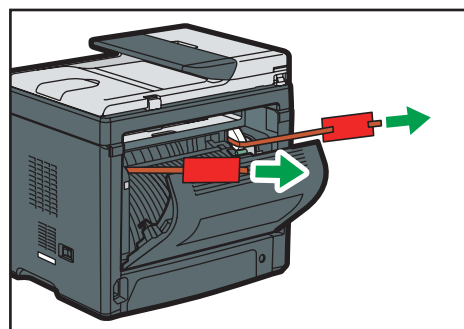
DPH028

4



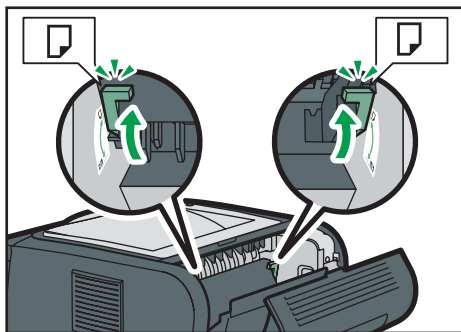
DPH007

5



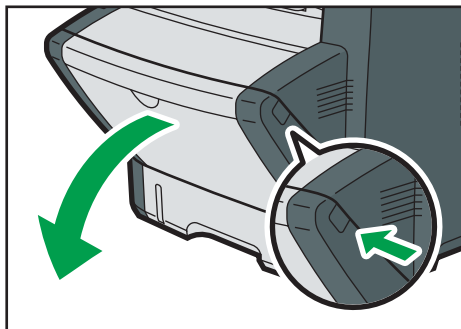
DPH008

6



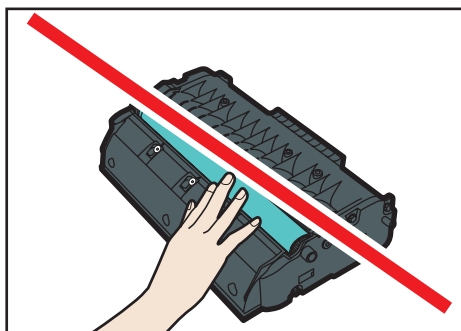
DPH009

7

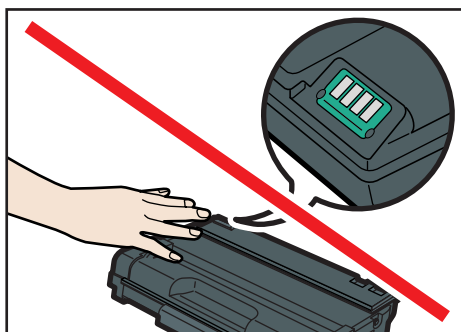


DPH035

8 Take the toner out of the box.

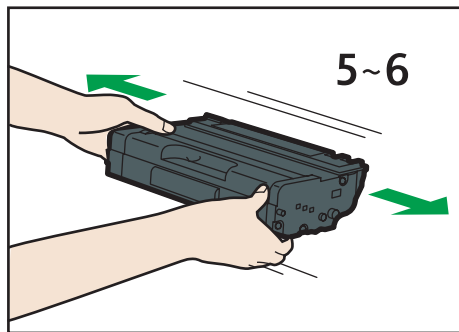


DPH068



CMC014

9



DPH045

10



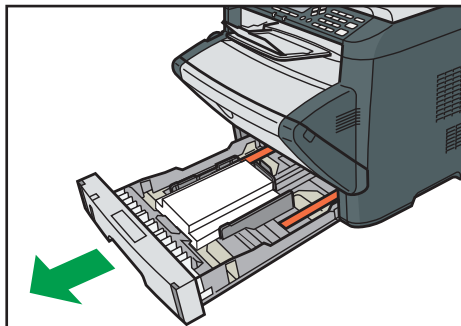
DPH052

11 Close the cover.

Loading Paper

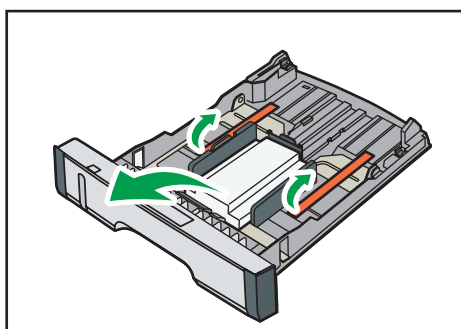
Loading Paper into Tray 1

1



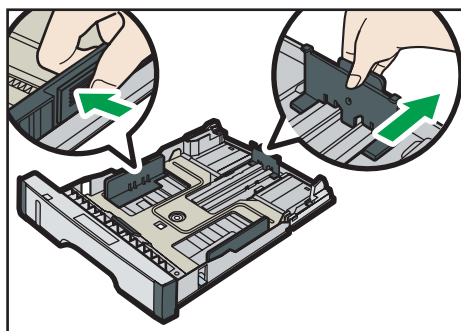
DPH059

2



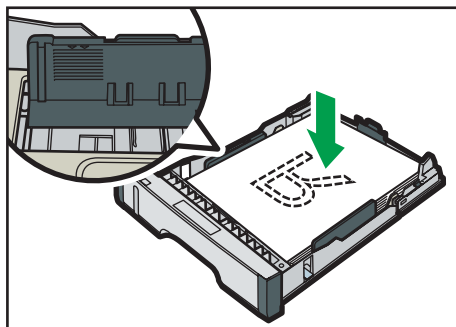
CVW519

3

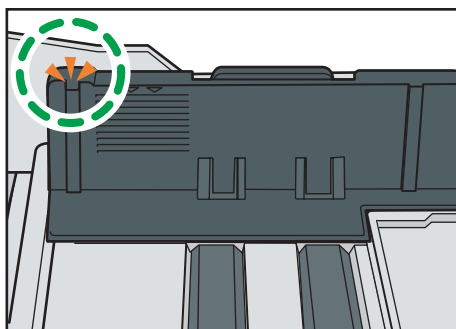


CVW522

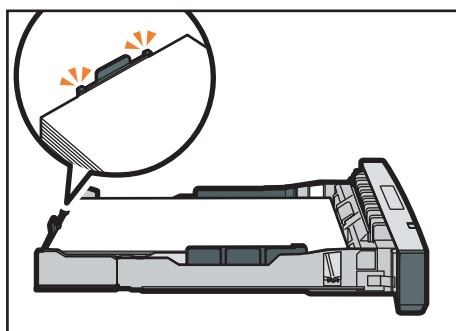
4



CVW047

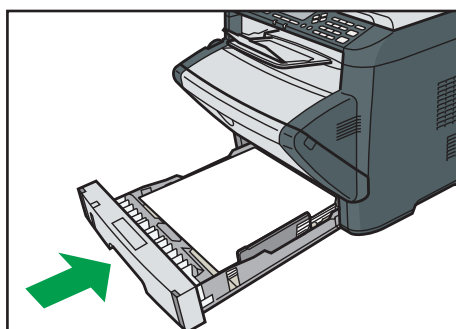


CVW032



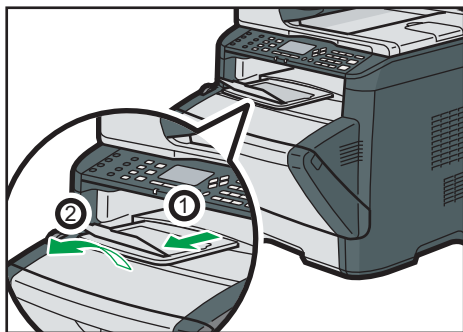
CVW033

5



DPH039

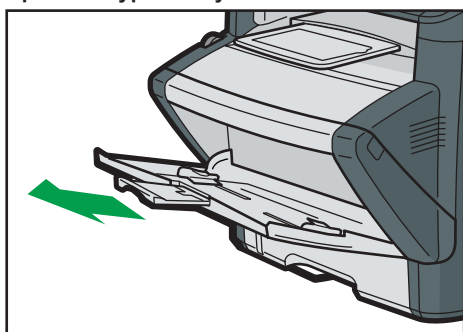
6



DPH040

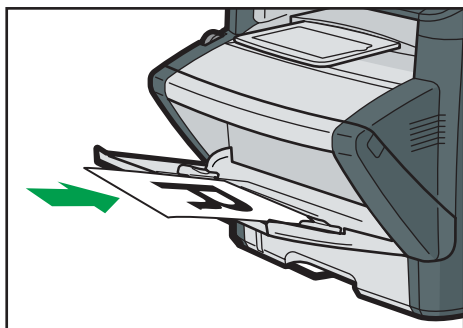
Loading Paper into Bypass Tray

- 1 Open the bypass tray.



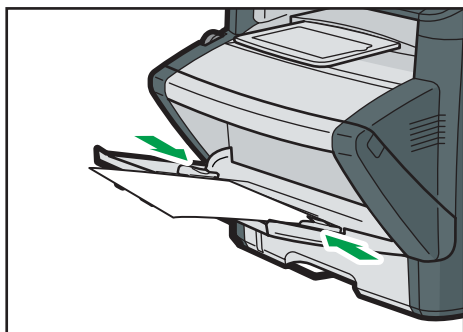
DPH041

- 2 Slide the side guides outward, then load paper with the print side up, and push in until it stops against the machine.



DPH042

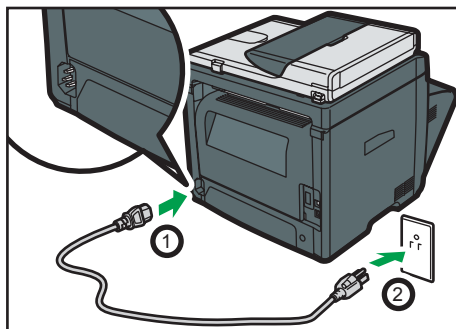
- 3 Adjust the side guides to the paper width.



DPH043

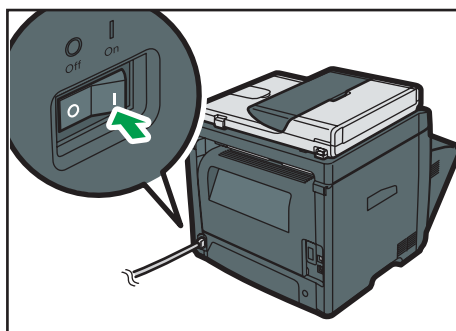
Connection

1



DPH015

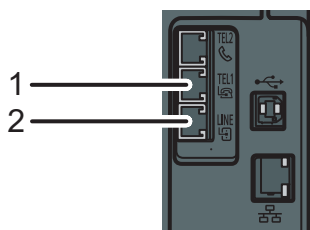
2



DPH016

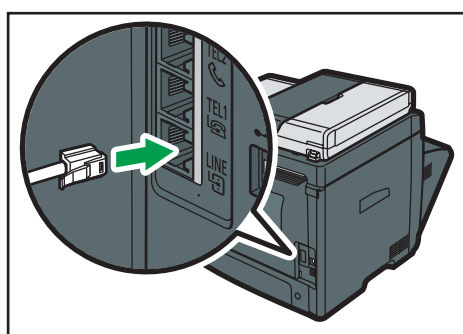
Using the Fax Function

Connection



DPH077

1. External Telephone Connector
2. G3 (analog) Line Interface Connector



DPH012

Initial Setup

When you turn this machine on for the first time, you must set the following items. Select each setting using the [▲], [▼] or number keys, and then press the [OK] key.

- [Language]
- [Program Fax Info]
- [Country]
- [Set Date]
- [Set Time]

Selecting the Telephone Line Type and Telephone Network Connection Type

- 1 Press the [User Tools] key.



cw104

- 2 Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
- 3 Press the [▲] or [▼] key to select [Dial/Push Phone], and then press the [OK] key.
- 4 Press the [▲] or [▼] key to select the telephone line type appropriate for your telephone service, and then press the [OK] key.
- 5 Press the [▲] or [▼] key to select [PSTN / PBX], and then press the [OK] key.
- 6 Press the [▲] or [▼] key to select [PSTN] or [PBX], and then press the [OK] key.
- 7 Press the [User Tools] key to return to the initial screen.

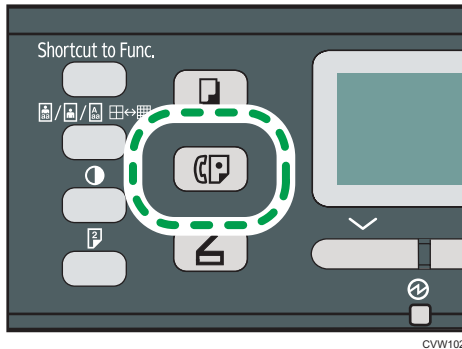
Setting the Outside Line Access Number

If you have selected PBX, use the following procedure.

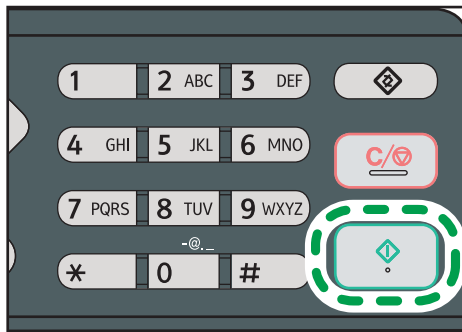
- 1 Press the [User Tools] key.
- 2 Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
- 3 Press the [▲] or [▼] key to select [PBX Access Number], and then press the [OK] key.
- 4 Enter the outside line access number using the number keys, and then press the [OK] key.
- 5 Press the [User Tools] key to return to the initial screen.

Basic Operation for Sending a Fax

- 1 Press the [Facsimile] key.



- 2 Place the original on the exposure glass or in the ADF.
- 3 Enter the fax number using the number keys.
- 4 Press the [Start] key.



Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. In this case, re-enter the fax number within 60 seconds, press [OK], and then press the [Start] key. If the fax numbers do not match, go back to step 3.

- 5 If you 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.
- 6 When all originals have been scanned, press [No] to start sending the fax.

Using the Scan Function

When using the scan function, configure the following settings:

◆ When using the machine in a network environment

When using the machine in a network, specify the machine's IP address.

For details about specifying the IP address, see page 21 "Wire LAN Settings".

◆ When using the machine as a scanner

Install the TWAIN driver.

- Installation procedure:

See page 9 "Connecting the Machine via USB".

See page 12 "Quick Install for Network".



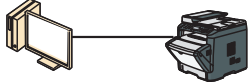
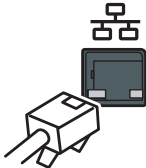
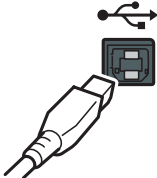
- Operation procedure:

"Scanning from a Computer", User Guide

2. Installing the Software

Select the available connection

Select the connection method in (1), Internet environment in (2), and then follow the procedure described in the sections referred to in (3).

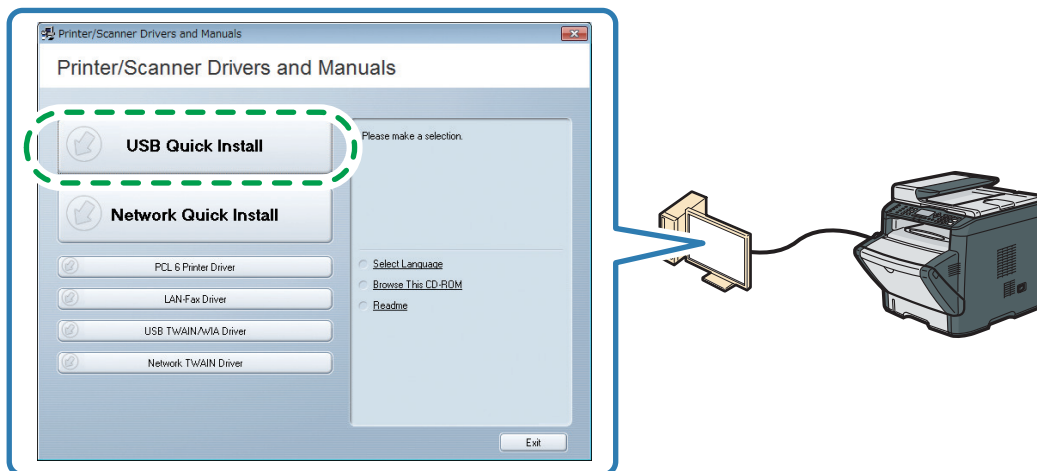
1	2	3
<p>Want to use it wireless</p> 	<p>Can you press the router button?</p> <p>Yes → See page 11, 14 “Connecting the Machine via Network” “Quick and Easy Setup Using the WPS Button”</p> <p>No → Want to use the PIN code See page 11, 16 “Connecting the Machine via Network” “Quick and Easy Setup Using the PIN Code”</p> <p>No → Want to set manually See page 11, 18 “Connecting the Machine via Network” “Manual Settings (Confirm the SSID and Encryption key)”</p>	
	<p>Ad-hoc Mode</p> 	<p>“Connecting the Machine via Network” , User Guide</p>
<p>Want to use it wired</p> 	<p>Ethernet</p> 	<p>See page 11 “Connecting the Machine via Network”</p> <p>See page 21 “Wire LAN Settings”</p>
	<p>USB</p> 	<p>See page 9 “Connecting the Machine via USB”</p>

Note

- This machine must be connected to the Internet. Even when printing via a USB connection, use the network cable for connection. For details, see page 32 “3. PaaS (Printer as a Service) Settings”.

Connecting the Machine via USB

This section explains how to connect the machine to a computer using a USB cable.



DPH029

Perform the setup according to the following procedures.

1. Quick Install for USB (See page 9)

2. Connecting the Computer and Machine (See page 10)

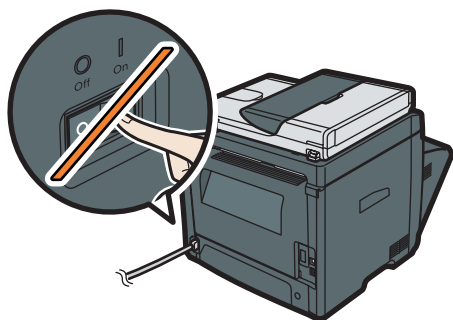


DPH030

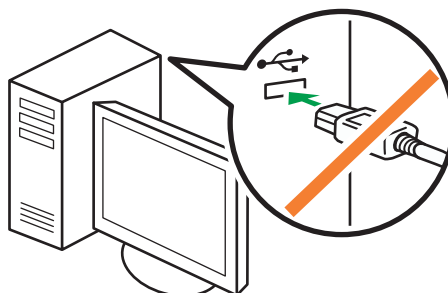
1. Quick Install for USB

★ Important

- Do not turn the machine on until prompted to do so in the installer window.
- Do not connect the USB cable to the machine until prompted to do so in the installer window.



DPH013



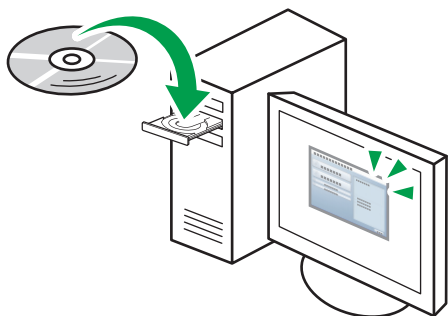
CXP122

1 Make sure the machine is off.

2 Turn on the power of the computer.

3 Insert the CD-ROM into the CD-ROM drive.

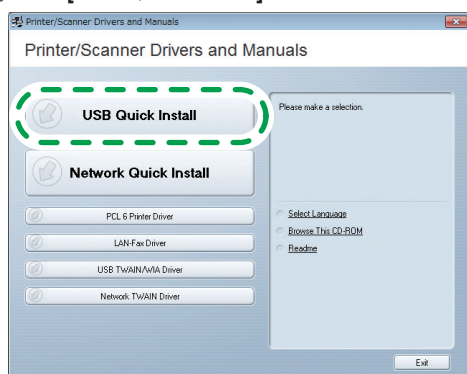
If the CD-ROM cannot be used, see page 28 "Installing the Software without Using the CD-ROM".



CXP066

4 Select a language and product for the interface, and then click [OK].

5 Click [USB Quick Install].



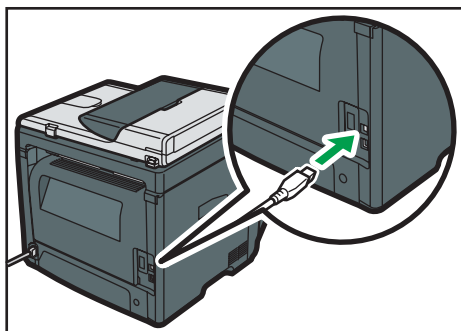
DPH036

6 Follow the instructions in the installation wizard.

If a message to turn on the power and connect the USB cable appears, do the following.

2. Connecting the Computer and Machine

1 Connect the machine and computer with a USB cable.



DPH014

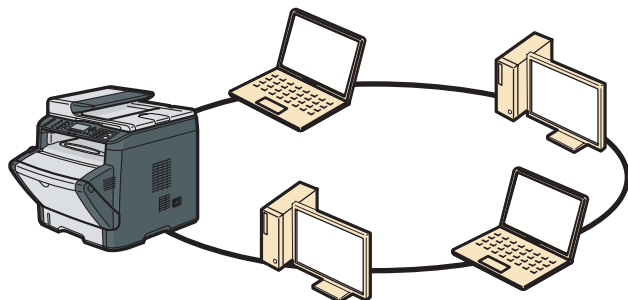
2 Plug the other end of the cable into a network device, such as a hub.

Note

- If it is necessary to specify the subnet mask, gateway, DNS server, or proxy server, see page 30 "How to Specify the Subnet, Gateway, DNS Server, and Proxy Server".

Connecting the Machine via Network

This section explains how to connect the machine to a computer using a network cable or wireless LAN.



DPH031

Perform the setup according to the following procedures.

1. Checking the IP Address Settings (See page 11)

2. Printing the Configuration Page (See page 12)

3. Quick Install for Network (See page 12)

4. Wire LAN Settings (See page 21)

Connecting the Computer and Machine (See page 22)

Configuring network settings (See page 22)

- IPv4
- IPv6

5. Wi-Fi Settings (See page 14)

- Quick and Easy Setup Using the WPS Button (See page 14)
- Quick and Easy Setup Using the PIN Code (See page 16)
- Manual Settings (Confirm the SSID and Encryption key) (See page 18)

Note

- If using the Ethernet cable, proceed to step 4. If using Wi-Fi connection, proceed to step 5.

1. Checking the IP Address Settings

Confirm the network environment you want to use. Perform the following procedure using a computer on the network to which the printer will be connected. The following procedure uses Windows 7 as an example.

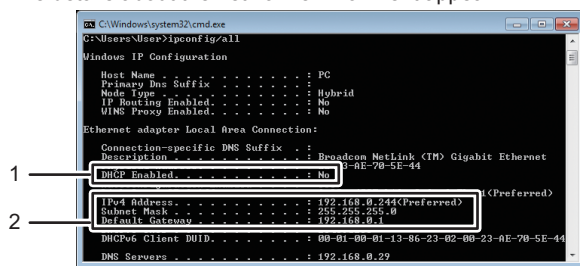
1 Click the [Start] menu.

2 Enter "cmd" in the [Search programs and files] field, and then press the [Enter] key.

3 The command prompt appears.

4 Enter "ipconfig /all", and then press the [Enter] key.

The details about the network environment appear.



CVW601

1. DHCP Enabled

"Yes" is displayed if the addresses on the screen were assigned by DHCP. The network settings can be automatically configured.

"No" is displayed if the addresses on the screen were not assigned by DHCP.

2. IP address, subnet mask, and default gateway

The IP address, subnet mask, and default gateway that have been assigned to the computer are displayed.

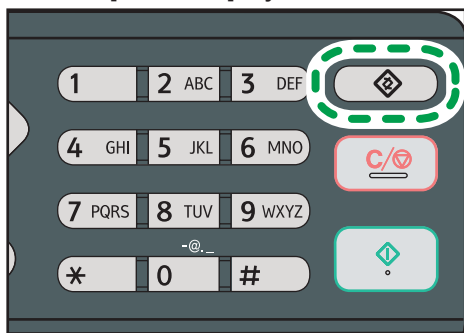
For manual configuration, use the same values as displayed here.

Note

- To manually specify the setting using Ethernet connection, make a note of the checked IP address.

2. Printing the Configuration Page

- 1 Press the [User Tools] key.

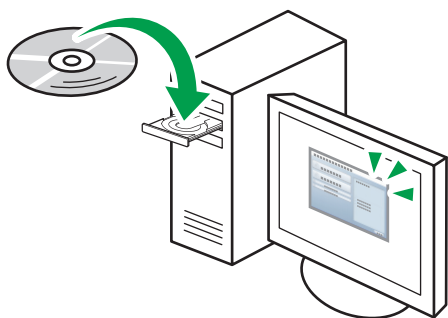


cvw104

- 2 Press the [▼] or [▲] key to select [Print List/Report], and then press the [OK] key.
- 3 Press the [▼] or [▲] key to select [Configuration Page], and then press the [OK] key.
- 4 Press [Yes] in the confirmation screen.

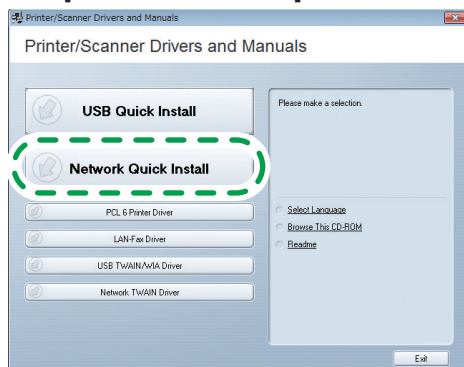
3. Quick Install for Network

- 1 Turn on the power of the computer.
Quit all applications currently running.
- 2 Insert the CD-ROM into the CD-ROM drive.
If the CD-ROM cannot be used, see page 28 "Installing the Software without Using the CD-ROM".



CXP066

- 3 Select a language and product for the interface, and then click [OK].
- 4 Click [Network Quick Install].



DPH037

- 5 Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- 6 Select [Add a new printer], and then click [Next>].

7 Select the printer detection method, and then click [Next>].

- If DHCP is On:
Search for printers automatically, select [Search for printers automatically].
- If DHCP is Off:
To search for a printer by its IP address, select [Search for printers by specified IP Address].
- If the two settings stated above cannot be configured:
To select a port or specify a new port, select [Select a port or specify a new port]. If a dialog box for selecting the port type appears, it is recommended to select the standard TCP/IP port.

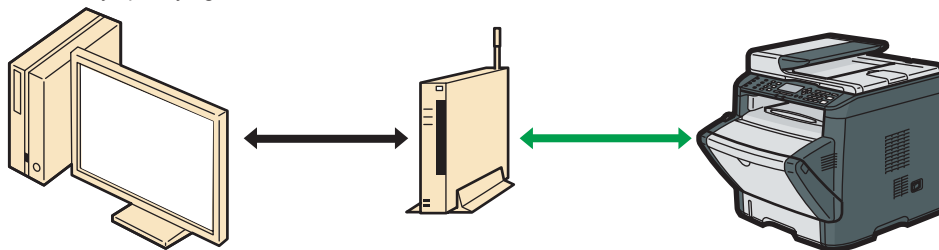
8 Follow the instructions in the installation wizard.

Wi-Fi Settings

Wireless LAN has two modes: infrastructure mode for connection through an access point and ad-hoc mode for establishing direct connection with a wireless LAN-capable device (such as a laptop). For details about specifying Ad-hoc mode, see User Guide.

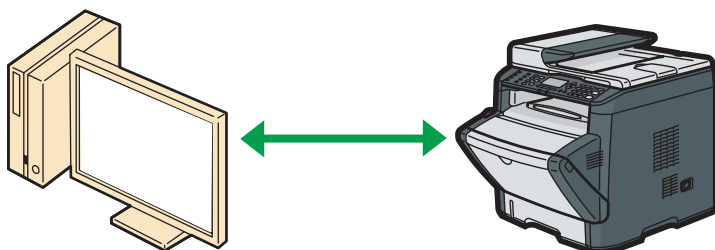
◆ Infrastructure mode

Infrastructure mode can be specified by either of the following three methods: specifying the PIN code, pressing the WPS button, or manually specifying the mode when the WPS button is unavailable.



◆ Ad-hoc mode

To connect directly to a device that has a wireless LAN such as laptop, you need to configure the settings manually.



Quick and Easy Setup Using the WPS Button

★ Important

- First, follow the procedure described on page 11, "Connecting the Machine via Network".

◆ About the WPS button and connection using a PIN code

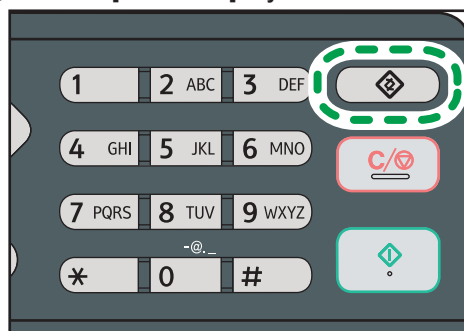
- Depending on the access point (router) used, setup may be possible using either the WPS button, a PIN code, or both methods.
- To establish a connection using a PIN code, the configuration screen of the access point (router) must be displayed on the computer.

◆ About WPS connection security

- The encryption method for the devices is automatically configured by WPS.
- Security settings depend on the connection environment. Accordingly, it cannot be assumed that the configured security setting is the most secure.

1 Check that the wireless LAN router and the access point are working correctly.

2 Press the [User Tools] key.



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

User Tools	2/3	OK
Fax Features		
Print List/Report		
Network Settings		

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

Network Settings	1/2	OK
Ethernet		
Wi-Fi		
IPv4 Configuration		

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

Wi-Fi	2/2	OK
Current Connection		
Setup Wizard		
WPS		

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

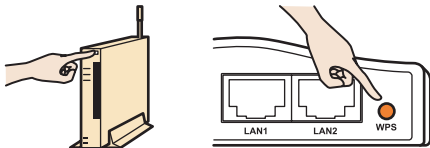
WPS Type	OK
PBC	
PIN	

- 7 Press [Yes].

PBC	
WPS PBC Connect ?	
Yes	No

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

- 8 Press the WPS button on the access point within two minutes.



- For details about how to use the WPS button, refer to the manuals for the wireless LAN router and access point.
- The name of the button may vary depending on the device you are using.

- 9 Check the result.

◆ Connection has succeeded:

PBC
Connection to AP has Succeeded
EXIT

Press the [EXIT] key to return to the screen displayed in Step 6, and then press the [User Tools] key to return to the initial screen.

◆ Connection has failed:

PBC
Connection to AP has Failed
EXIT

↓ Note

- If it is necessary to specify the subnet mask, gateway, DNS server, or proxy server, see page 30 "How to Specify the Subnet, Gateway, DNS Server, and Proxy Server".

Quick and Easy Setup Using the PIN Code

★ Important

- First, follow the procedure described on page 11, "Connecting the Machine via Network".

◆ About the WPS button and connection using a PIN code

- Depending on the access point (router) used, setup may be possible using either the WPS button, a PIN code, or both methods.
- To establish a connection using a PIN code, the configuration screen of the access point (router) must be displayed on the computer.

1 Check that the wireless LAN router and the access point are working correctly.

2 Open the PIN code configuration screen for the wireless LAN access point (router) on your computer.

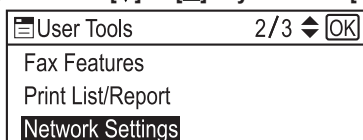


3 Press the [User Tools] key.

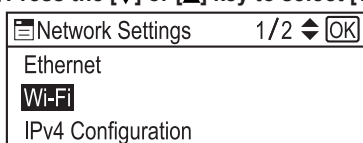


cvw104

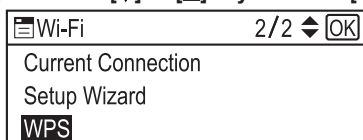
4 Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.



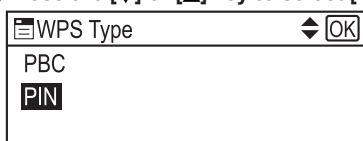
5 Press the [▼] or [▲] key to select [Wi-Fi], and then press the [OK] key.



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



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



8 Check the PIN code.

PIN	
PIN Code: XXXXXXXX	
Connect	Abort

9 Enter the machine's PIN code (8 digits) on the access point's web page.



10 Execute WPS (PIN system) from the access point's web page.



11 Press [Connect].

PIN	
PIN Code: XXXXXXXX	
Connect	Abort

12 Check the result.

◆ **Connection has succeeded:**

PIN	
Connection to AP has Succeeded	
EXIT	

◆ **Connection has failed:**

PIN	
Connection to AP has Failed	
EXIT	

Note

- If it is necessary to specify the subnet mask, gateway, DNS server, or proxy server, see page 30 "How to Specify the Subnet, Gateway, DNS Server, and Proxy Server".

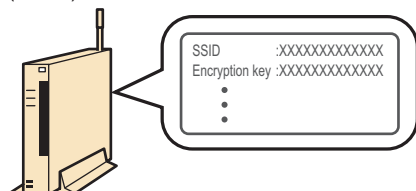
Manual Settings (Confirm the SSID and Encryption key)

★ Important

- First, follow the procedure described on page 11, "Connecting the Machine via Network".

◆ Checking the SSID and encryption key

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



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Check the SSID and encryption key, and write them down on the blank space as shown.

SSID

Encryption key

◆ Encryption type

Authentication	Encryption
Open System	None
	WEP
Shared Key	WEP
WPA2-PSK	CCMP(AES)
Mix Mode WPA2/WPA ^{*1}	TKIP ^{*2}
	CCMP (AES) ^{*2}

^{*1} Supported authentication methods are as follows:

- WPA2-PSK
- WPA-PSK
- WPA2/WPA mixed mode

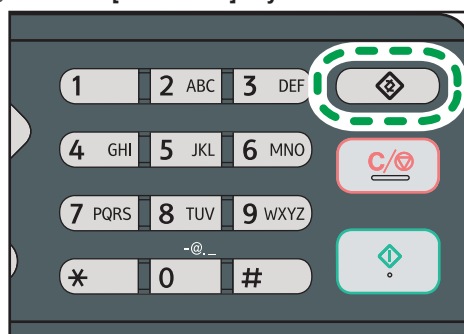
^{*2} According to the connected device, either method is automatically selected.

↓ Note

- The encryption level becomes increasingly stronger in the following order:
[None] ▶ [WEP] ▶ [TKIP] ▶ [CCMP(AES)]

1 Check that the wireless LAN router and the access point are working correctly.

2 Press the [User Tools] key.



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

User Tools	2/3	OK
Fax Features		
Print List/Report		
Network Settings		

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

Network Settings	1/2	OK
Ethernet		
Wi-Fi		
IPv4 Configuration		

- 5** Select [Setup Wizard], and then press the [OK] key.

Wi-Fi	2/2	OK
Current Connection		
Setup Wizard		
WPS		

- 6** Select [Infrastructure], and then press [Next].

Setup Wizard	OK
Infrastructure	
Ad-Hoc	
Next	

- 7** Search the SSID to display the list, select the destination SSID you have made a note of, and then press [Next].

Scan List	1/3	
Input SSID		
LAN router-001		
Previous	Next	

- 8** Select the authentication method, and then press [Next].

Authentication	2/2	
WPA2-PSK		
Mix Mode WPA2/WPA		
Previous	Next	

The next steps differ depending on the authentication method that you have selected. Proceed to Step 12 of the appropriate section.

◆ **Connecting to devices using the WPA2-PSK or Mix Mode WPA2/WPA authentication**

- 9** Enter the encryption key using the number keys, and then press [Connect].

WPA2 Passphrase	
Key :	
(8-63chars)	
Previous	Connect

- 10** Press [Yes].

Are you sure to connect?	
No	Yes

- 11** Select [Wi-Fi Status], and then press the [OK] key.

Wi-Fi Status	OK
Connected	

◆ Connecting to the devices using the Open System or Shared Key authentication

9 Select the encryption method, and then press [Next].

Encryption	1/2	◆
WEP 64 bit Hex		
WEP 64 bit ASCII		
Previous	Next	

10 Enter the encryption key and ID using the number keys, and then press [Connect].

WEP Key	
Key :	(10 chars)
ID :	(Input 1~4)
Previous	Connect

11 Press [Yes].

Are you sure to connect?	
No	Yes

12 Select [Wi-Fi Status], and then press the [OK] key.

↓ **Note**

- For details about Wi-Fi related terms, see page 37 "Terminology".
- If it is necessary to specify the subnet mask, gateway, DNS server, or proxy server, see page 30 "How to Specify the Subnet, Gateway, DNS Server, and Proxy Server".

Wire LAN Settings

★ Important

- First, follow the procedure described on page 11, "Connecting the Machine via Network".

This section explains how to connect the machine to a computer using a network cable.

Selecting the Type and Method of IP Address Configuration

◆ What is an IP address?

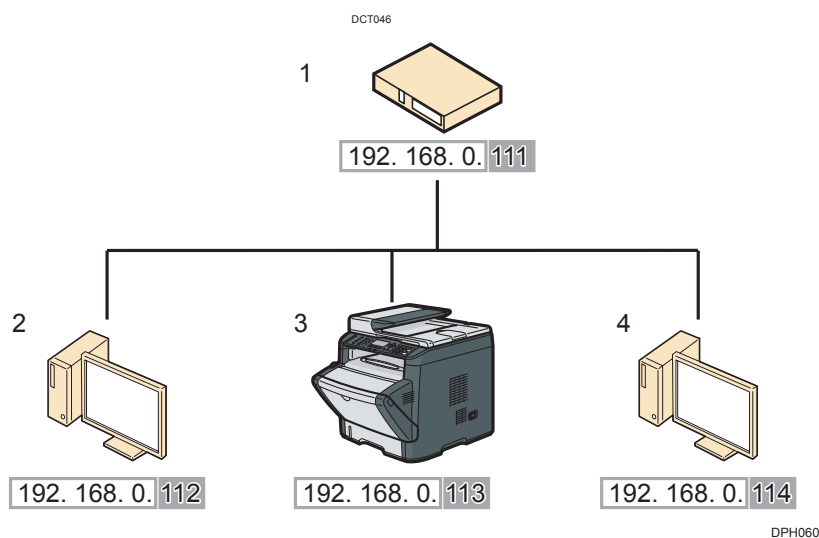
The IP address is an identification number allocated to computers and other devices connected to an IP network. An IP address is an address for use on a network. There are two types of IP address: IPv4 and IPv6.

- IPv4 address

The IPv4 address consists of four fields, such as "192.168.0.113".

The first three fields (192.168.0) are fixed, and the last one (113) is variable.

192. 168. 0. 113



1. Router
2. Another computer
3. Machine
4. Your computer

- IPv6 address

Because IPv4 addresses are running out as a result of the widespread use of the Internet, IPv6 has been developed as a next generation Internet protocol.

◆ Specifying the IP Address

You can specify the IP address as follows:

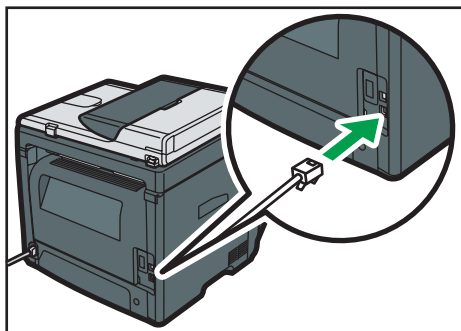
- Obtaining the IP address from the DHCP server
- Specifying a static IP address manually

◆ What is a DHCP?

DHCP is a networking protocol that automatically assigns an IP address and other information to the connected device. You can automatically obtain the IP address by enabling the machine's DHCP setting.

Connecting the Computer and Machine

- 1 Connect the network cable to the Ethernet port.



- 2 Plug the other end of the cable into a network device, such as a hub.

Configuring Network Settings

Network connection methods vary depending on the network environment and the machine type. Select the method from among the following that is most appropriate for your network environment, and then see the section for your machine type.

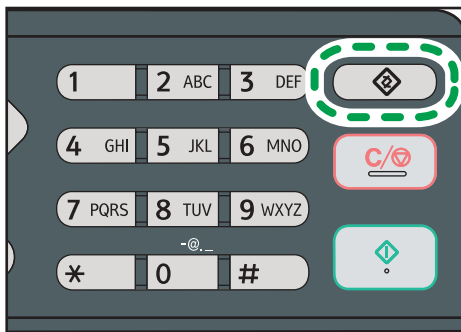
IPv4

Automatic Configuration (DHCP Enabled)

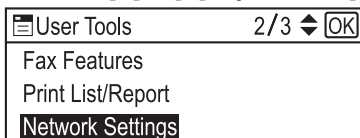
★ Important

- A router with DHCP functionality or a DHCP server is required.

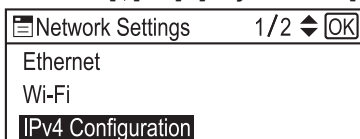
- 1 Connect the printer to the router or the hub using the Ethernet cable.
- 2 Turn on the printer.
- 3 Press the [User Tools] key.



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



- 5 Press the [▼] or [▲] key to select [IPv4 Configuration], and then press the [OK] key.



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

IPv4 Config.	1/2	OK
DHCP		
IP Address		
Subnet Mask		

- 7 Press the [▼] or [▲] key to select [Active], and then press the [OK] key.
- 8 Press the [User Tools] key to return to the initial screen.
- 9 If you are requested to restart the machine, turn off the machine, and then turn it back on.
- 10 The network settings are complete.

Manual Configuration (DHCP Disabled)

- 1 Connect the printer to the router or the hub using the Ethernet cable.
- 2 Turn on the printer.
- 3 Press the [User Tools] key.



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

User Tools	2/3	OK
Fax Features		
Print List/Report		
Network Settings		

- 5 Press the [▼] or [▲] key to select [IPv4 Configuration], and then press the [OK] key.

Network Settings	1/2	OK
Ethernet		
Wi-Fi		
IPv4 Configuration		

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

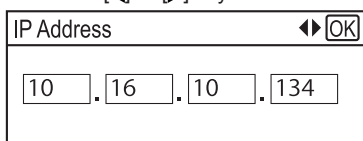
IPv4 Config.	1/2	OK
DHCP		
IP Address		
Subnet Mask		

- 7 Press the [▼] or [▲] key to select [Inactive], and then press the [OK] key.
- 8 Turn off the machine, and then turn it back on.
- 9 Press the [User Tools] key to return to the initial screen.
- 10 Press the [▼] or [▲] key to select [IP Address], and then press the [OK] key.

IPv4 Config.	1/2	OK
DHCP		
IP Address		
Subnet Mask		

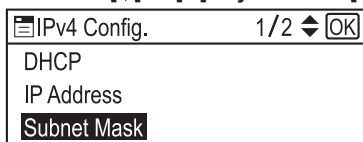
- 11** Enter the machine's IPv4 address using the number keys, and then press the [OK] key.

Press the [◀] or [▶] key to move between fields.

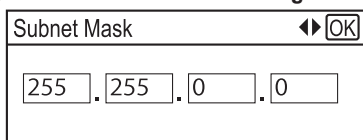


Change the IP address to the one you made a note of.

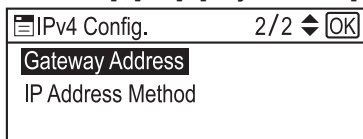
- 12** Press the [▼] or [▲] key to select [Subnet Mask], and then press the [OK] key.



- 13** Enter the subnet mask using the number keys, and then press the [OK] key.

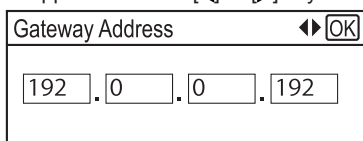


- 14** Press the [▼] or [▲] key to select [Gateway Address], and then press the [OK] key.



- 15** Enter the gateway address using the number keys, and then press the [OK] key.

<supple>Press the [◀] or [▶] key to move between fields.



- 16** Press the [User Tools] key to return to the initial screen.

- 17** If you are requested to restart the machine, turn off the machine, and then turn it back on.

- 18** The network settings are complete.

Note

- If it is necessary to specify the subnet mask, gateway, DNS server, or proxy server, see page 30 "How to Specify the Subnet, Gateway, DNS Server, and Proxy Server".

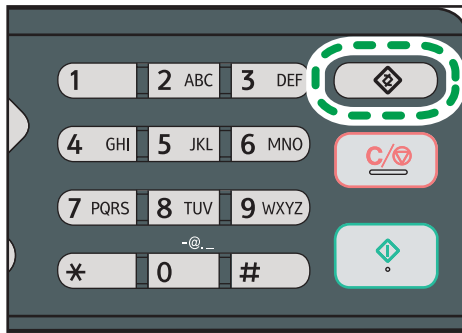
IPv6

★ Important

- A router with DHCP functionality or a DHCP server that is supported by IPv6 is required.

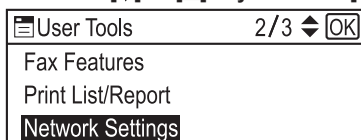
Automatic Configuration (DHCP Enabled)

- 1 Connect the printer to the router or the hub using the Ethernet cable.
- 2 Turn on the machine.
- 3 Press the [User Tools] key.

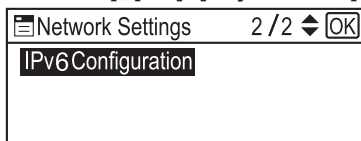


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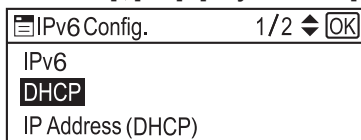
- 4 Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.



- 5 Press the [▼] or [▲] key to select [IPv6 Configuration], and then press the [OK] key.



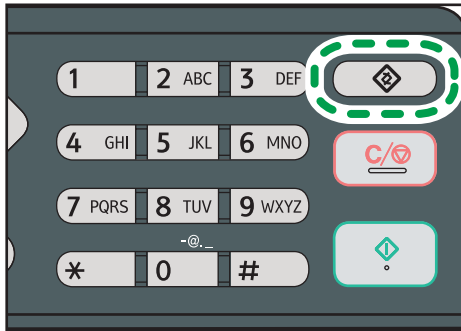
- 6 Press the [▼] or [▲] key to select [DHCP], and then press the [OK] key.



- 7 Press the [▼] or [▲] key to select [Active], and then press the [OK] key.
- 8 Press the [User Tools] key to return to the initial screen.
- 9 If you are requested to restart the machine, turn off the machine, and then turn it back on.
- 10 The network settings are complete.

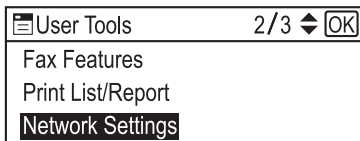
Manual Configuration (DHCP Disabled)

- 1 Connect the printer to the router or the hub using the Ethernet cable.
- 2 Turn on the machine.
- 3 Press the [User Tools] key.

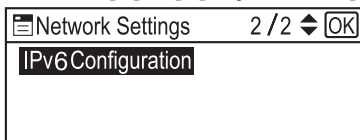


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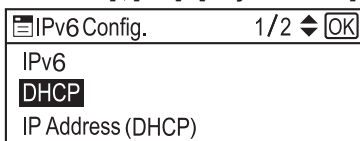
- 4 Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.



- 5 Press the [▼] or [▲] key to select [IPv6 Configuration], and then press the [OK] key.

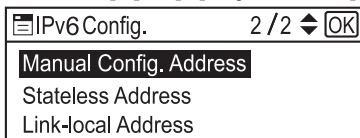


- 6 Press the [▼] or [▲] key to select [DHCP], and then press the [OK] key.



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

- 8 Press the [▼] or [▲] key to select [Manual Config. Address], and then press the [OK] key.

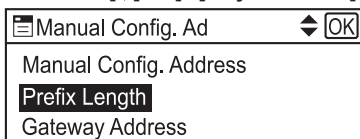


- 9 Press the [▼] or [▲] key to select [Manual Config. Address], and then press the [OK] key.



- 10 Enter the machine's IPv6 address using the number keys, and then press the [OK] key.

- 11 Press the [▼] or [▲] key to select [Prefix Length], and then press the [OK] key.



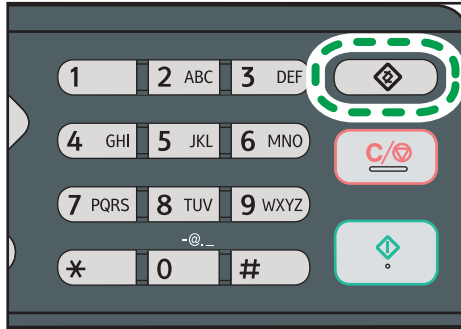
- 12 Enter the prefix length using the number keys, and then press the [OK] key.

13 Press the [▼] or [▲] key to select [Gateway Address], and then press the [OK] key.

Manual Config. Ad	◆	OK
Manual Config. Address		
Prefix Length		
Gateway Address		

14 Enter the gateway address using the number keys, and then press the [OK] key.

15 Press the [User Tools] key to return to the initial screen.



16 If you are requested to restart the machine, turn off the machine, and then turn it back on.

17 The network settings are complete.

Note

- If it is necessary to specify the subnet mask, gateway, DNS server, or proxy server, see page 30 "How to Specify the Subnet, Gateway, DNS Server, and Proxy Server".

Installing the Software without Using the CD-ROM

Installing the Driver

If you cannot install the driver using the supplied CD-ROM, access the website to install the driver.

- 1** Access to the website.
- 2** Download the file.
- 3** Double-click the file.
- 4** Follow the instructions in the installation wizard.

Installing the Smart Organizing Monitor

- 1** Access to the website.
- 2** Download the file.
- 3** Double-click the file.
- 4** Click the exe file.
- 5** Follow the instructions in the installation wizard.

Sharing the Printer on the Network

Set up the computer so that the printer can be used for all computers on the network.

Perform the following procedure using a computer on the network:

★ Important

- To change printer properties, you need access privileges for Printer Management. Log on using an account in the Administrator group.
- The following procedure is based on Windows 7. If you are using another operating system, the procedure might differ slightly.

- 1** On the [Start] menu, click [Devices and Printers].
- 2** Right-click the icon of the printer you want to use, and then click [Printer properties].
The printer properties window appears.
- 3** On the [Sharing] tab, click [Share this printer].
 - To share this printer with users using a different version of Windows, continue with this procedure.
 - If you installed an alternative driver by selecting [Share this printer] during the printer driver installation, proceed to Step 8.
- 4** Click [Additional Drivers...].
- 5** Select the version of Windows with which you want to share the printer, and then click [OK].
- 6** Click [Browse...], select the driver file, and then click [Open].
- 7** Click [OK].
- 8** On the [Advanced] tab, click the [Printing Defaults...] button. Specify the default values for the printer driver that will be distributed to client computers, and then click [OK].
- 9** Click [Apply].
- 10** Click [OK].

Change the IP address

Change the IP address

1 Check the computer's IP address.

1. Click the [Start] menu.
2. Enter "cmd" in the [Search programs and files] field, and then press the [Enter] key.
The command prompt appears.
3. Enter "ipconfig /all", and then press the [Enter] key.
The details about the network environment appear.

2 Select the environment to which you want to connect and follow the procedure given in "2.Installing the Software" on page 8.

How to Specify the Subnet, Gateway, DNS Server, and Proxy Server

• Subnet Mask

You can specify the subnet mask using [Network Settings] tab in [Network Settings] on the Web Image Monitor.

The screenshot shows the 'Network Settings' web interface. The 'Network Status' tab is selected. Under the 'General Status' section, the following information is displayed: Ethernet Speed (100 Mbps Full Duplex), IP Printer Name (RICOH SP 3100P/4000 (a02b00)), Network Version (0.00.000), Ethernet MAC Address (00:08:75:A0:2B:90), and Active Interface (Ethernet). Under the 'TCP/IP Status' section, the DHCP is set to 'Active'. The IP Address, Subnet Mask, and Gateway fields are all empty, indicating they are manually configured. At the bottom, there is a field for 'Please enter Administrator Password' and 'OK' and 'Cancel' buttons.

• Gateway

You can specify the gate way using [Network Settings] tab in [Network Settings] on the Web Image Monitor.

This screenshot is identical to the one above, showing the 'Network Settings' web interface with the 'Network Status' tab selected. It displays the same general status and TCP/IP status information, including the empty IP Address, Subnet Mask, and Gateway fields, and the administrator password prompt at the bottom.

- DNS server

You can specify the DNS using [DNS] tab in [Network Settings] on the Web Image Monitor.

The screenshot shows the 'Network Settings' page with the 'DNS' tab selected. The page has a header with tabs: Network Status, IPv6 Configuration, Network Application, DNS, Auto E-mail Notification, SNMP, SMTP, POP3, and Wireless. The 'DNS' section contains the following settings:

- DNS Method:** Radio buttons for 'Auto-Obtain (DHCP)' (selected) and 'Specify'.
- Primary DNS Server:** A text input field.
- Secondary DNS Server:** A text input field.
- Domain Name:** A text input field.
- IPv6 DNS Method:** Radio buttons for 'Auto-Obtain (DHCP)' (selected) and 'Specify'.
- Primary IPv6 DNS Server:** A text input field.
- Secondary IPv6 DNS Server:** A text input field.
- IPv6 Domain Name:** A text input field.
- DNS Resolve Priority:** Radio buttons for 'IPv4' (selected) and 'IPv6'.
- DNS Timeout (seconds):** A text input field with the value '20'.
- Host Name:** A text input field.

- Proxy server

You can change this setting using [Proxy server] on the [Local Area Network (LAN) Settings] tab in [Internet Option]. For details about the necessary information for specifying this setting, contact the network administrator.

The screenshot shows the 'Local Area Network (LAN) Settings' dialog box. It has a title bar with a close button (X). The dialog is divided into two main sections:

- Automatic configuration:**
 - Text: 'Automatic configuration may override manual settings. To ensure the use of manual settings, disable automatic configuration.'
 - ☐ Automatically detect settings
 - ☒ Use automatic configuration script
 - Address:
- Proxy server:**
 - ☐ Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections).
 - Address: Port:
 - ☐ Bypass proxy server for local addresses

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

3. PaaS (Printer as a Service) Settings

Settings PaaS Server

This section explains settings for "PaaS (Printer as a Service) Settings" with Web Image Monitor. Proceed to "How to Specify the 3G Dongle" if you do not have a networked environment and proceed to "Settings for "PaaS (Printer as a Service) Settings" with Web Image Monitor" if you do.

How to Specify the 3G Dongle

If you do not have a networked environment, configure the network using the 3G dongle.

To use the 3G dongle, do as follows:

★ Important

- If you connect the 3G dongle with the power on, an error occurs. Be sure to turn off the power before connecting the 3G dongle. If an error message appears, contact your service representative.

1 Turn off the machine.

2 Connect the 3G dongle.



DPH061

3 Turn on the machine.

A connection is established automatically when you turn on the power.

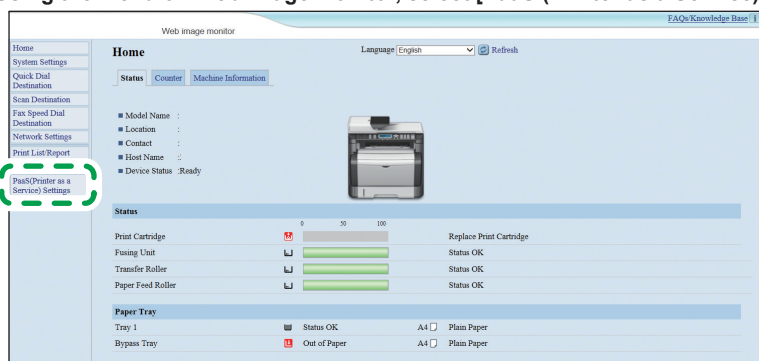
Specifying the PaaS (Printer as a Service) Setting with Web Image Monitor

After the machine's settings have been configured, perform the machine's PaaS server authentication.

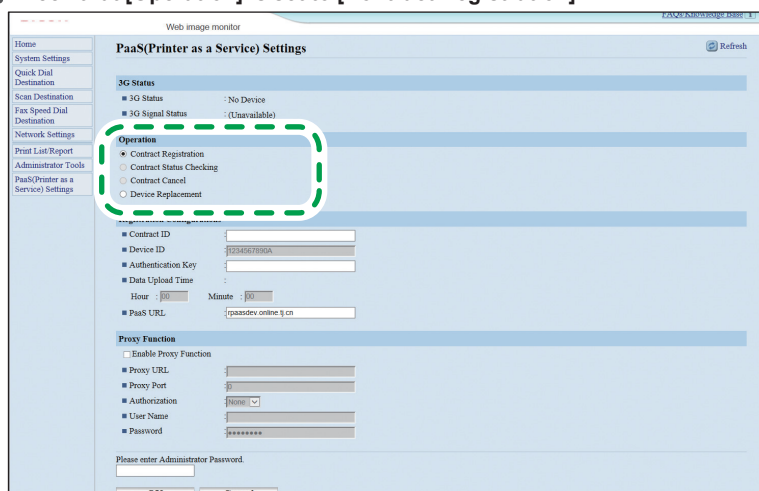
★ Important

- Authentication requires your user ID and authentication key, which are provided by the sales representative with whom you signed your contract.
- The machine will not operate unless this setting is configured.

- 1 Launch the Web browser.
- 2 In the web browser's address bar, enter "http://(machine's IP address)/" to access the machine.
- 3 Using the menu on Web Image Monitor, select [PaaS (Printer as a Service) Setting].



- 4 Check that [Operation] is set to [Contract Registration].



Operation

Item	Description
Contract Registration	Select this to enter the Contract ID and Authentication Key after registration.
Contract Status Checking	Select this if the machine stops operating. The machine inquires of the server about its registration status.
Contract Cancel	Select this to cancel the registration. To cancel the registration, first contact your sales or service representative.
Device Replacement	Select this to replace the machine you are using.

5 Check and enter [Contract ID], [Authentication Key], and [PaaS URL].

Registration Configurations

Item	Description
Contract ID*	Enter your Contract ID. Enter this only when you have selected Contract Registration for [Operation] above.
Authentication Key*	Enter your Authentication Key. Enter this only when you have selected Contract Registration for [Operation] above.
PaaS URL	If no PaaS URL is specified, enter your PaaS URL. Enter this only when you have selected Contract Registration for [Operation] above.

* The sales dealer you have made a contract with will provide you with your Contract ID and Authentication Key. Address any inquiries to the sales dealer.

6 After making the entries, click [OK].

7 If the message “Operation Successful” appears, authentication is complete. For other messages, check the following table:

Messages

Message	Description
Registration Configuration is not correct	The Contract ID or Authentication Key you have entered is either wrong or already used. Check that the entered Contract ID or Authentication Key is correct.
Operation failed, please contact service center (Code:xxx)	Please contact the service center.

For other settings, see the following table:

3G Status

Item	Description
3G Status	Displays the current connection status.
3G Signal Status	Displays the current 3G signal strength.

Proxy Function*

Item	Description
Enable Proxy Function	Check this to enable the proxy server.
Proxy URL	Set the proxy server address. The legal character can be input is: 0-9, A-Z, a-z,
Proxy Port Number	Enter the port number of proxy server. The range is 1-65535.
Authorization	Authorization method of link to proxy server. The options are: -None -Basic -Digest The default value is None. When the option of Basic or Digest is selected, the bellow items of User Name and Password are editable and the user name & password should not be NULL. When the option of None is selected, the bellow items of User Name and Password are read only.
User Name	Account to log in proxy server. The legal character can be input is: 0x20-0x7e. The max length is 32.
Password	Password for this user name to log in proxy server. The legal character can be input is: 0x20-0x7e. The max length is 32.

* In an environment using a proxy server, specify [Proxy Function].

4. Troubleshooting

USB Connection

■ **The plug-in launcher does not work.**

1. Check that the CD-ROM is inserted properly and is undamaged.
2. Check that the CD-ROM drive is working properly.

■ **When you cannot install properly.**

1. Check that the USB cable is connected properly and is undamaged.
2. Quit all other applications when installing software.
Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.
3. From Control Panel, open "Printers and Faxes", delete the machine's icon, then reinstall the driver.

Network Connection

■ **Is the printer turned on? Is the Ethernet cable connected properly?**

■ **Has the network environment changed? (For example, have you changed the printer's location?)**

- IPv4 automatic setting
 - Does your network device have DHCP functionality? Is the DHCP function enabled?
The DHCP functionality is required for automatic configuration.
If you are not sure whether the network has DHCP functionality, connect to the network manually.
- IPv4 manual setting
 - Does another IP address conflict with the printer's IP address?
If you have specified the same IP address as any of other computers' IP addresses, the connection will fail.
Specify another IP address and try again.

Wi-Fi Connection

■ **Are the settings for the wireless LAN router and the access point correctly configured?**

- Check that the WPS function is not set to "inactive" or "Off".
- Functions other than WPS may interfere with the WPS function depending on their settings. For details, refer to the manuals for the wireless LAN router and access point.

■ **Are the wireless LAN router and the access point placed in an area in which they can receive radio waves?**

- The area in which the devices can receive radio waves varies depending on the structure of the building. If the machine is away from the wireless LAN router or the access point, place it closer to either of them. Then connect the machine to the devices.

■ **Is the button you pressed the WPS button?**

- The WPS button has different names, pressing or holding times depending on the wireless LAN router or the access point you are using. For details about which button you need to press or hold for a specific period of time, refer to the manual.

■ **Is the PIN code configured correctly?**

- Configure the PIN code correctly according to the manuals for the wireless LAN router and access point.
- Check the PIN code when it is displayed or printed.

PaaS Server Connection

■ **Fails the machine authentication and PaaS server authentication.**

- The network cable is not connected properly.
- The 3G dongle is not connected properly.
- The user ID, authentication key or PaaS URL has not been entered correctly.
- DNS server setting is not specified correctly.

■ **The print job cannot be printed out.**

- Disconnected from the PaaS server. (Network communication has failed.)
- The 3G dongle may not be connected properly. Connect the dongle properly.
- The power is off.

5. Terminology

Terminology	Description
Broadband router	A device for connecting to the Internet, mainly used in home networks. It combines a DHCP function and a few Ethernet ports, which makes it possible to easily establish a LAN.
Hub	A device that contains multiple Ethernet ports and that can be used to establish a LAN. A hub does not usually contain DHCP functionality, but such functionality is available if the hub is connected to a router that has DHCP functionality or a DHCP server.
MAC address	A unique identifier assigned to each network communication device. MAC addresses are registered by the manufacturer, and it cannot be changed.
IP address	An identifier assigned to each device on the network or a LAN. An IP address is like a home address on the network.
IPv4/IPv6	There are two types of IP addresses: IPv4 and IPv6. The term "IP address" usually refers to an IPv4 address. An IPv6 address is referred to as an "IPv6 address". IPv6 addresses might not be available depending on the network environment.
DHCP	A protocol that assigns necessary information, such as an IP address, to devices on the network on a temporary basis. This type of functionality provides reliable and simple network configuration without user intervention. This function is convenient for users who are not familiar with network configuration.
LAN	A network that spans a relatively small area such as a single building. It enables connections between computers, printers, and other communication devices to interact with each other on the network.
Wi-Fi	Wi-Fi is a standard for the connection between devices that have a wireless LAN. The devices supporting this standard can be connected using a wireless LAN.
WPS (Wi-Fi Protected Setup)	WPS is a standard for encryption settings for connections between devices that support Wi-Fi. Devices that support this standard can be connected easily using a wireless LAN with encryption.
PBC	A WPS connection method using a push button.
PIN	A WPS connection method using a PIN code.
AP	An access point.
Ethernet cable	A LAN cable for establishing a network environment.

