



# Setup Guide

Setting Up the Machine

1

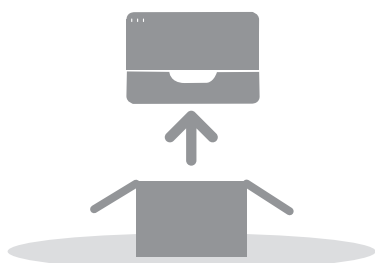


Installing the Software

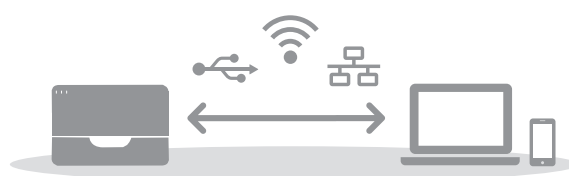
2

LED Status

1

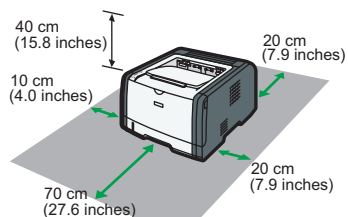


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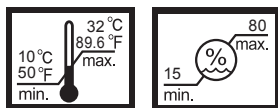




# 1. Setting Up the Machine

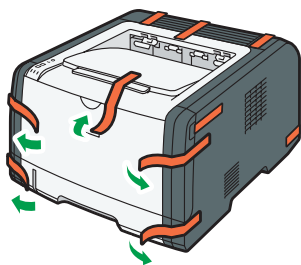


DSG077



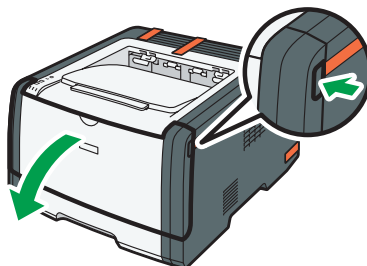
Power Source / Stromquelle / Source d'alimentation / Alimentazione / Strømkilde / Fuente de alimentación / Stroombron / Strømkilde / Fonte de alimentação / Fonte de energia / Virtalähde / Strömkälla / Zdroj napájení / Áramforrás / Zródło zasilania / Güç Kaynağı / Источник питания / Қуат көзі / مصدر الطاقة  
120 - 127 V, 60 Hz, 7 A  
220 - 240 V, 50/60 Hz, 4A

1



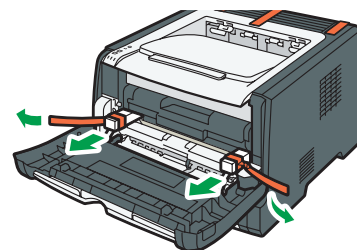
DSG036

2



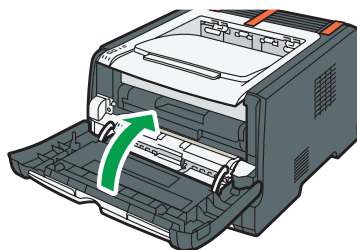
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3



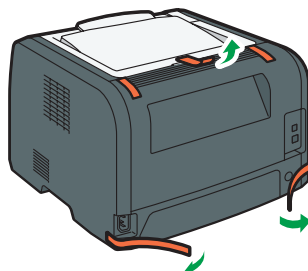
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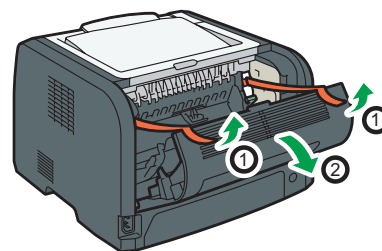
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5



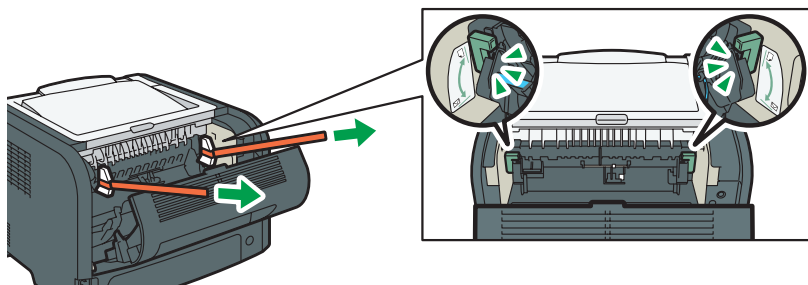
DSG040

6



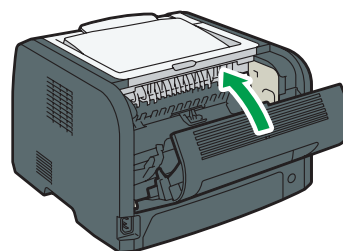
DSG041

7



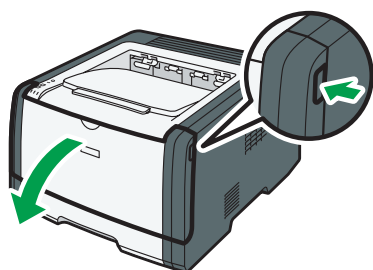
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8



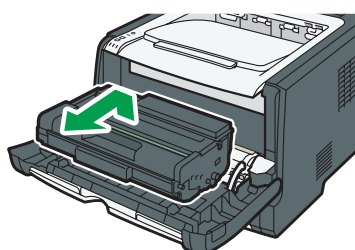
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9



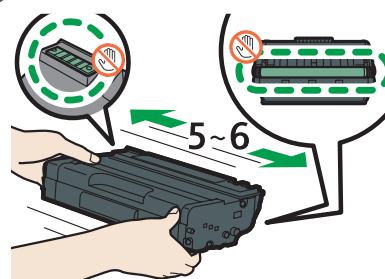
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10



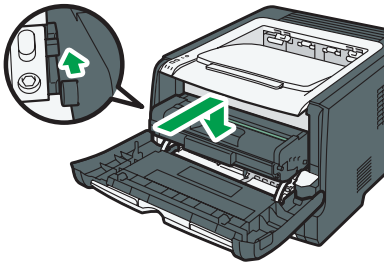
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11



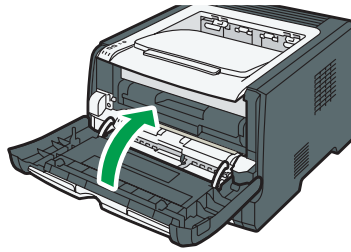
DSG017

12



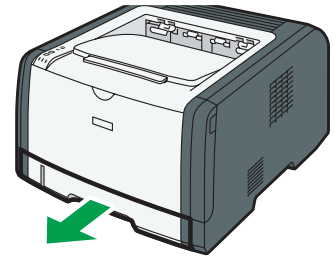
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13



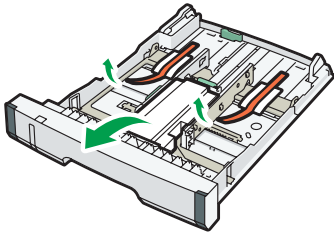
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14



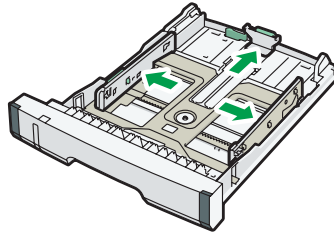
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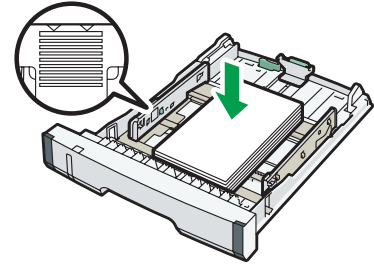
DSG021

16



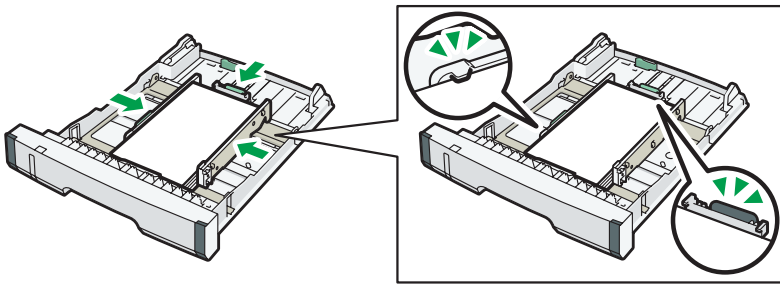
DSG022

17



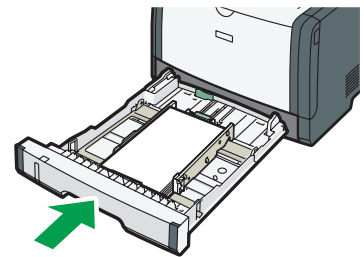
DSG023

18



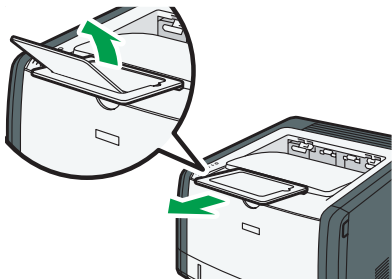
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19



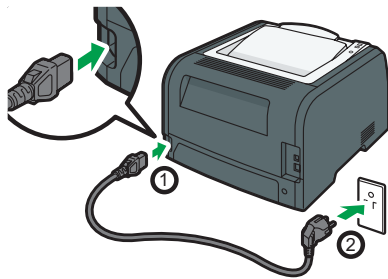
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20



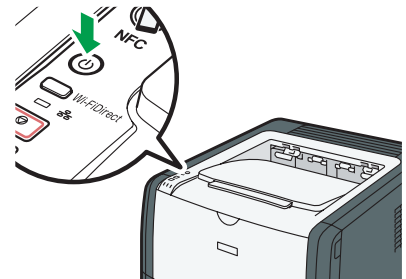
DSG052

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DSG057

22



DSG058



Install the software to use the machine.

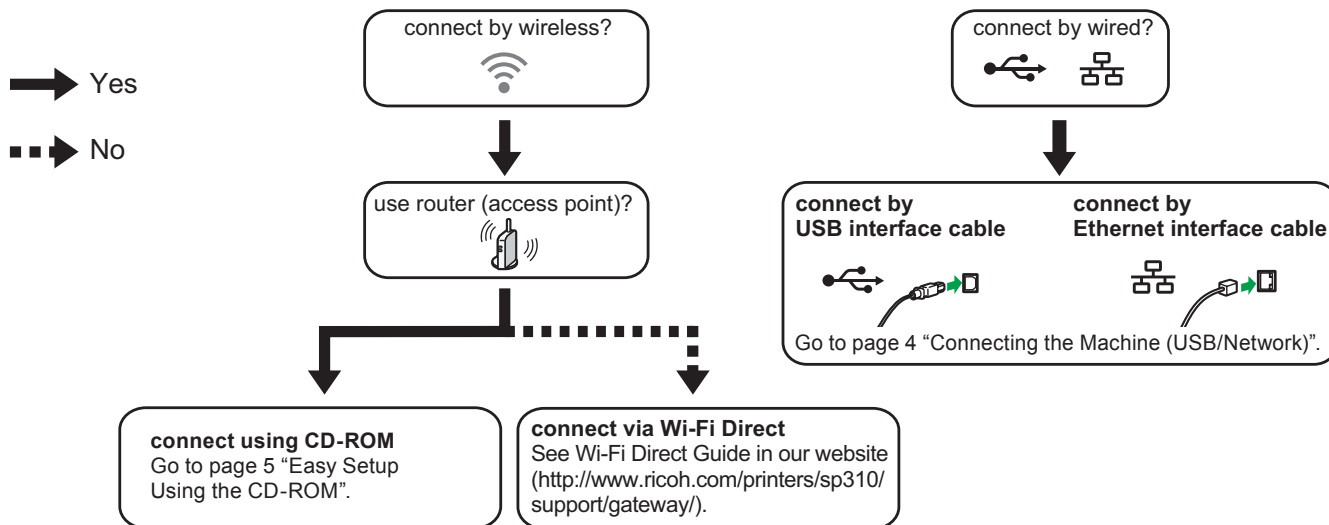


Go to page 3 "Installing the Software". For OS X, see User's Guide in the provided CD-ROM or our website (<http://www.ricoh.com/printers/sp310/support/gateway/>).

## 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.



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- 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 (<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.

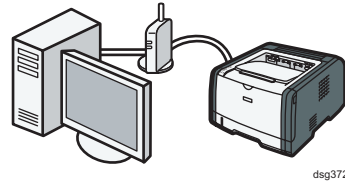
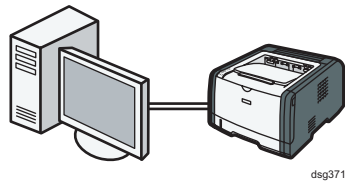


#### ■ How to use the NFC tag (Android smart devices only)

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/>





## Note

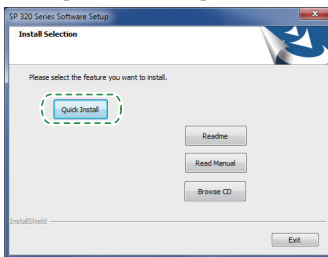
The following items are necessary to set up a wired connection.

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

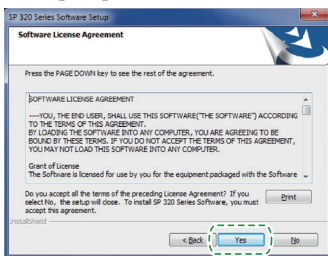
1. Turn on your computer..
2. Insert the provided CD-ROM into the CD-ROM drive of the computer.  
If your computer does not have a CD-ROM drive, download a setup file from our website (<http://www.ricoh.com/printers/sp310/support/gateway/>).



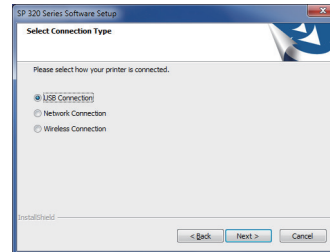
3. Click [Quick Install].



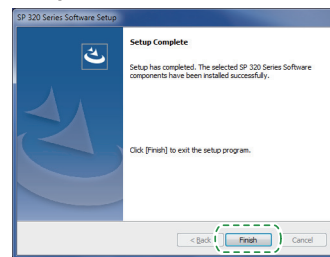
4. The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].



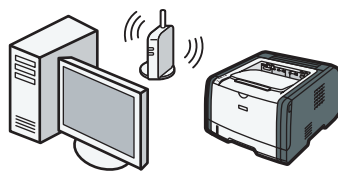
5. Select [USB Connection] or [Network Connection] according to communication environment or your device.



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.



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## Easy Setup Using the CD-ROM

### Note

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

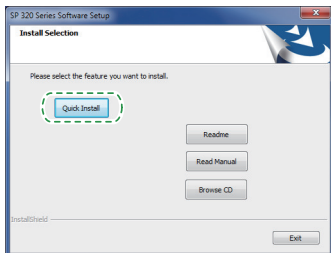
- USB interface cable or Ethernet interface cable
- Router (access point)
- CD-ROM supplied with the machine

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

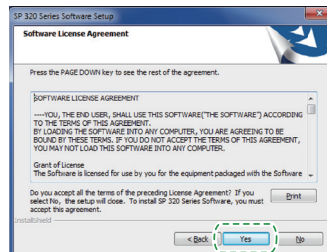
If your computer does not have a CD-ROM drive, download a setup file from our website (<http://www.ricoh.com/printers/sp310/support/gateway/>).



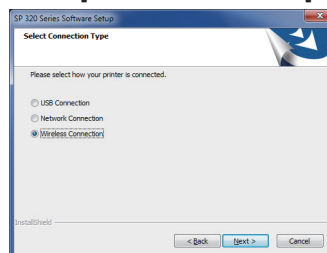
3. Click [Quick Install].



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

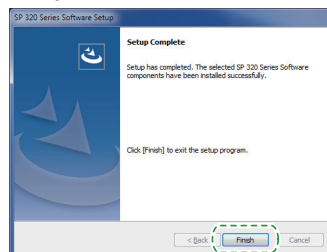


5. Select [Wireless Connection].



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 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 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 WPS Button

### ★ Important

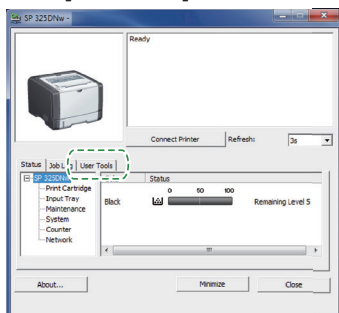
- Before doing the following procedure, install the printer driver according to the procedure on page 4 "Connecting the Machine (USB/Network)".
- Make sure the Ethernet cable is not connected to the machine.
- In Steps 10 to 11, configure each setting within two minutes.

### ↓ Note

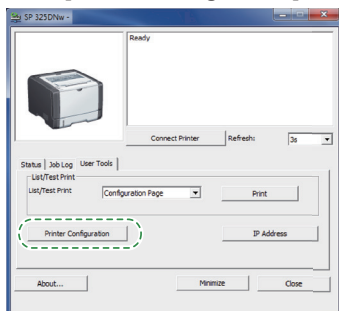
The following item is necessary to set up a wireless connection.

- Router (access point)

1. Check that the router (access point) is working correctly.
2. On the [Start] menu in your computer, point to [All Programs], click [SP 320 Series Software Utilities], and then click [Smart Organizing Monitor for SP 320 Series].
3. Click [User Tools] tab.

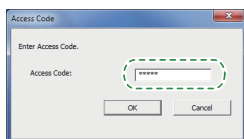


4. Click [Printer Configuration].

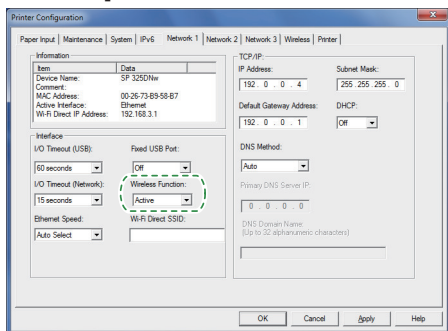


5. Enter the access code, and then click [OK].

The default access code is "Admin".



6. On the [Network 1] tab, select [Active] for [Wireless Function:].

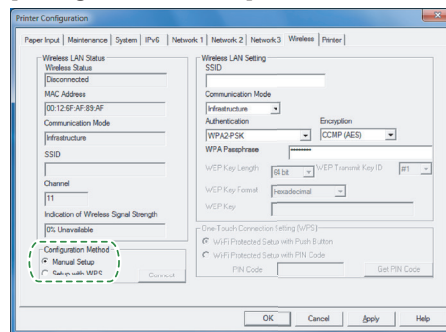


7. Click [Apply], and then click [OK].

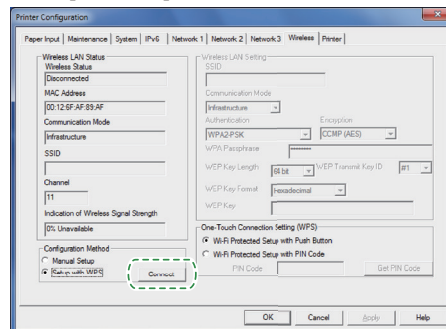
The machine restarts.

8. Repeat steps 3 to 5 to open the [Printer Configuration] screen.

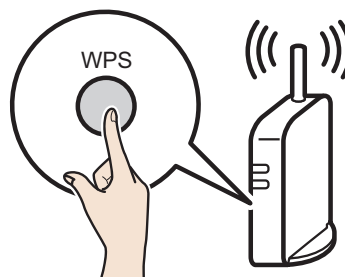
9. On the [Wireless] tab, select [Setup with WPS] for [Configuration Method].



10. Click [Connect].



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



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

12. Check the result.

Connection has succeeded:

➡ The Power indicator lights up.

Connection has failed:

➡ All the indicators start to flash simultaneously, and after 30 seconds, only the Power indicator lights up. Try the connection again.

13. 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 4 "Connecting the Machine (USB/Network)".
- Make sure the Ethernet cable is not connected to the machine.
- In Steps 12 to 15, configure each setting within two minutes.

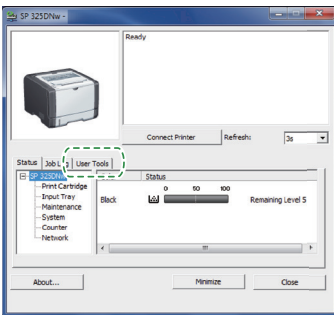
### Note

- 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)

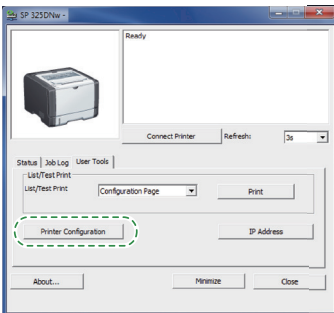
- Check that the router (access point) is working correctly.
- Open the PIN code configuration window (web page) for the router (access point) on your computer.



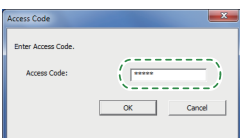
- On the [Start] menu in your computer, point to [All Programs], click [SP 320 Series Software Utilities], and then click [Smart Organizing Monitor for SP 320 Series].
- Click [User Tools] tab.



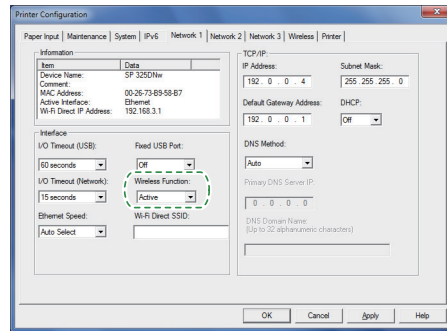
- Click [Printer Configuration].



- Enter the access code, and then click [OK].  
The default access code is "Admin".



- On the [Network 1] tab, select [Active] for [Wireless Function:].

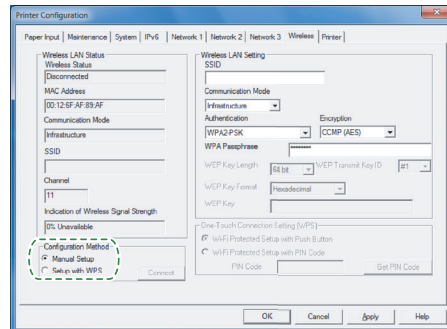


- Click [Apply], and then click [OK].

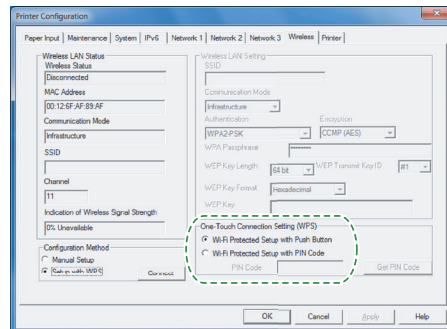
The machine restarts.

- Repeat steps 4 to 6 to open the [Printer Configuration] screen.

- On the [Wireless] tab, select [Setup with WPS] for [Configuration Method].

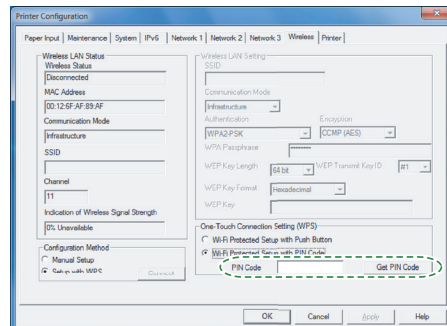


- Select [Wi-Fi Protected Setup with PIN Code] for [One-Touch Connection Setting (WPS)].



- Click [Get PIN Code] and check the PIN code.

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



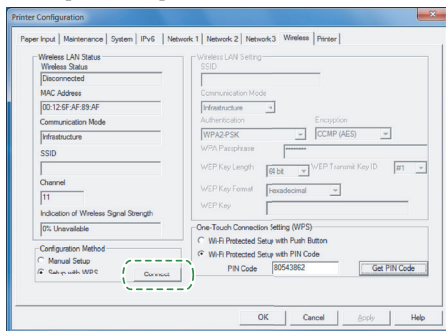
13. Enter the machine's PIN code (8 digits) on the router (access point)'s web page.(The web page accessed in Step 2)



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



15. Click [Connect].



16. Check the result.

Connection has succeeded:



**The Power indicator lights up.**

Connection has failed:



**All the indicators start to flash simultaneously, and after 30 seconds, only the Power indicator lights up. Try the connection again.**

17. Configuring the Wi-Fi settings is complete.

# LED Status

● : On

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

LED			Status	Solution
Power	Alarm	Toner / Paper End		
●	-	-	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.
●	-	●	<ul style="list-style-type: none"> <li>The print cartridge is empty.</li> <li>The print cartridge is not set correctly.</li> <li>The tray has run out of paper.</li> </ul>	<ul style="list-style-type: none"> <li>Replace the print cartridge.</li> <li>Set the print cartridge again correctly.</li> <li>Load paper into the tray.</li> </ul>
●	✱	-	A paper jam has occurred in the machine.	Use Web Image Monitor or Smart Organizing Monitor to determine where the paper jam is, and then remove the jammed paper.
●	●	-	<ul style="list-style-type: none"> <li>The size of paper to print on and the size of the paper loaded in the tray do not match.</li> <li>A cover is open.</li> </ul>	<ul style="list-style-type: none"> <li>Use Web Image Monitor or 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.</li> <li>Confirm that all the covers are closed completely.</li> </ul>
●	●	-	Another type of error has occurred.	Use Web Image Monitor or 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.

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



[http://www.ricoh.com/printers/  
sp310/support/gateway/](http://www.ricoh.com/printers/sp310/support/gateway/)