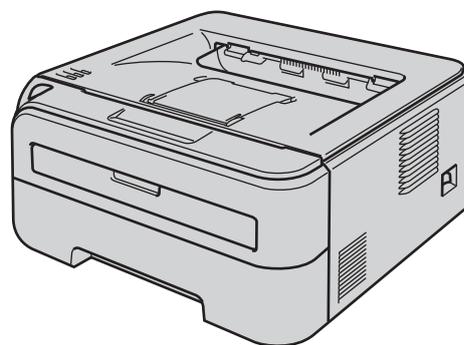


SP 1210N



Before you can use the printer, you must set up the hardware and install the driver. Please read this 'Quick Setup Guide' for proper set up and installation instructions.

STEP 1

Setting Up the Machine



STEP 2

Installing the Printer Driver

Setup is Complete!



How to use the printer, see the User's Guide on the CD-ROM.

Keep this 'Quick Setup Guide' and the supplied CD-ROM in a convenient place for quick and easy reference at all times.

Symbols used in this guide

 Warning	 Electrical Hazard	 Hot Surface	 Caution
<p>Warnings tell you what to do to prevent possible personal injury.</p>	<p>Electrical Hazard icons alert you to a possible electrical shock.</p>	<p>Hot Surface icons warn you not to touch machine parts that are hot.</p>	<p>Cautions specify procedures you must follow or avoid to prevent possible damage to the printer or other objects.</p>
 Improper Setup	 Note	 User's Guide Network User's Guide	
<p>Improper Setup icons alert you to devices and operations that are not compatible with the printer.</p>	<p>Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.</p>	<p>Indicates reference to the User's Guide or Network User's Guide which is on the CD-ROM we have supplied.</p>	

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Troubleshooting

 **Chapter 6 of the User's Guide on the CD-ROM**

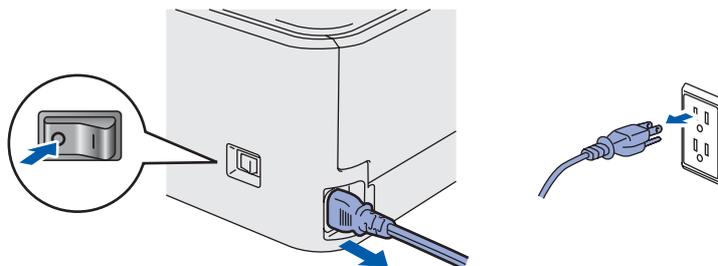
Safety Precautions

To Use the Printer Safely

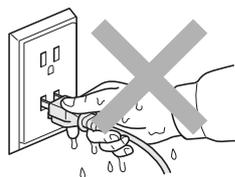
Warning



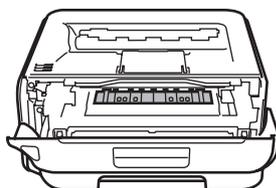
There are high voltage electrodes inside the printer. Before you clean the inside of the printer, make sure that you have turned off the power switch and unplugged the printer from the AC power outlet.



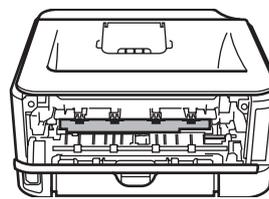
DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.



After you have just used the printer, some internal parts of the printer will be extremely hot. DO NOT touch the shaded parts shown in the illustration when you open the front or back cover of the printer.



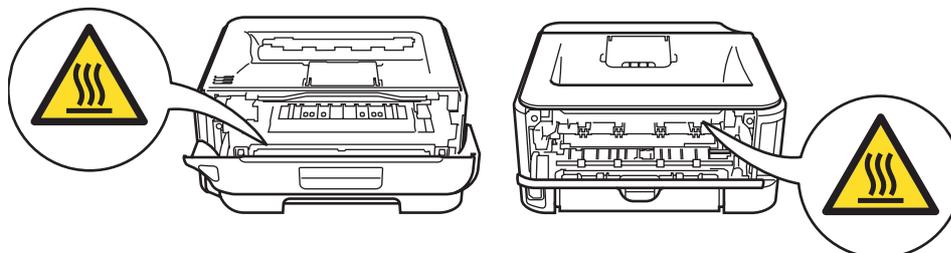
Inside the printer
(Front View)



Inside the printer
(Back View)



DO NOT remove or damage the caution labels located on or around the fuser.



DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free cloth and dispose of it according to local regulations.



DO NOT use flammable substances or any type of spray to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock. Refer to the User's Guide for how to clean the machine.



Caution

Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

Symbols for the main power switch

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

-  means POWER ON.
-  means POWER OFF.

Regulations

Federal Communications Commission (FCC) Declaration of Conformity (For USA)

Responsible Party: Ricoh Americas Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
USA
Telephone number: 973-882-2000

declares, that the products

Product Name: Laser Printer
Model Number: SP 1210N

comply with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Important

A shielded interface cable should be used in order to ensure compliance with the limits for a Class B digital device.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Industry Canada Compliance Statement (For Canada)

This Class B digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Radio interference (220-240 volt model only)

This printer follows EN55022 (CISPR Publication 22)/Class B.

International ENERGY STAR® Qualification Statement

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment. As an ENERGY STAR® Partner, Ricoh Company., Ltd. has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.



Laser Safety (110 to 120 volt Model Only)

This printer is certified as a Class 1 laser product as defined in IEC 60825-1+A2: 2001 specifications under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the printer does not produce hazardous laser radiation.

Since radiation emitted inside the printer is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

FDA Regulations (110 to 120 volt Model Only)

The U.S. Food and Drug Administration (FDA) has implemented regulations for laser products manufactured on and after August 2, 1976. Compliance is mandatory for products marketed in the United States. The following label on the back of the printer indicates compliance with the FDA regulations and must be attached to laser products marketed in the United States.

RICOH COMPANY LTD,
3-6, Naka-magome 1-Chome Ohta-ku, Tokyo 143-8555,
Japan
Complies with FDA performance standards for laser
products except for deviations pursuant to Laser Notice
No. 50, dated June 24, 2007.

! Caution

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous invisible radiation exposure.

IEC 60825-1 specification (220 to 240 volt model only)

This printer is a Class 1 laser product as defined in IEC 60825-1:2007 specifications. The label shown below is attached in countries where it is needed.



This printer has a Class 3B laser diode which produces invisible laser radiation in the laser unit. You should not open the laser unit under any circumstances.

! Caution

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

For Finland and Sweden
LUOKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

! Varoitus!

Laitteen käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

! Varning

Om apparaten används på annat sätt än i denna Bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Internal laser radiation

Maximum radiation power:	10 mW
Wave length:	780 - 800 nm
Laser class:	Class 3B

IMPORTANT - For Your Safety

To ensure safe operation, the supplied three-pin plug must be inserted only into a standard three-pin power outlet that is properly grounded through the normal household wiring.

Extension cords used with this printer must be three-pin plug type and correctly wired to provide proper grounding. Incorrectly wired extension cords may cause personal injury and equipment damage.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, call a qualified electrician.

This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source. If you are not sure, contact a qualified electrician.

Maschinenlärminformations- Verordnung 3.

GPSGV (For Germany only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Disconnect device

You must install this printer near a power outlet that is easily accessible. In case of an emergency, you must disconnect the power cord from the power outlet to shut off the power completely.

Caution for LAN connection

Connect this product to a LAN connection that is not subjected to over voltages.

IT power system (For Norway only)

This product is also designed for an IT power system with phase-to-phase voltage 230V.

Wiring information (for UK)

Important

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug that does not have a cover.

Warning - This printer must be earthed.

The wires in the mains lead are coloured in line with the following code:

Green and Yellow:	Earth
Blue:	Neutral
Brown:	Live

If in any doubt, call a qualified electrician.

Important Information for Australia

IMPORTANT-For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalities.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Important safety instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall socket before cleaning the outside of the machine and the scanner glass. DO NOT use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 DO NOT use this product near water.
- 6 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 7 Slots and openings in the casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.
- 8 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.
- 9 This product is equipped with a 3-wire grounded plug, a plug having a third (grounded) pin. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.
- 10 DO NOT place anything on top of the power cord including this machine. DO NOT allow the power cord to be stepped on.
- 11 DO NOT touch a document during printing.
- 12 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 13 DO NOT attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
- 14 Wait until pages have exited the machine before picking them up.
- 15 Unplug this product from the wall outlet and refer servicing to Authorised Service Personnel under the following conditions:
 - When the power cord is damaged or frayed.
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the product has been dropped or the casing has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.

Important Information for New Zealand

Important Safety Instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. DO NOT use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 DO NOT place this product on an unstable surface, stand, or table. The product may fall, causing serious damage to the product.
- 6 Slots and openings in the casing and the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should not be placed in a built-in installation unless proper ventilation is provided.
- 7 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.
- 8 This product is equipped with a 3-wire earthed plug. This plug will fit into only an earthed socket. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete socket. DO NOT defeat the purpose of an earthed plug.
- 9 DO NOT place anything on top of the power cord including this machine. DO NOT allow the power cord to be stepped on.
- 10 DO NOT touch a document during printing.
- 11 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in a risk of fire or electric shock. Never spill liquid of any kind on the product.
- 12 DO NOT attempt to service this product yourself, because opening or removing covers may expose you to dangerous voltage points and/or other risks. Refer all servicing to service personnel.
- 13 Unplug this product from the mains power, and refer servicing to qualified Service Personnel under the following conditions:
 - If the power cord is damaged or frayed.
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.

- If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.

IMPORTANT-For Your Safety

To ensure safe operation the three-pin plug supplied must be inserted only into a standard three-pin power point which is effectively grounded through the normal household wiring.

Extension cords used with the equipment must be three-conductor and be correctly wired to provide connection to ground. Incorrectly wired extension cords are a major cause of fatalities.

The fact that the equipment operates satisfactorily does not imply that the power is grounded and that the installation is completely safe. For your safety, if in any doubt about the effective grounding of the power, consult a qualified electrician.

Important Information for Some Countries

Important Safety Instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall outlet before cleaning the outside of the machine and the scanner glass. DO NOT use liquid or aerosol cleaners. Use a damp cloth for cleaning.
- 5 DO NOT place this product near water.
- 6 DO NOT place this product on an unstable cart, stand, or table. The product may drop, causing serious damage to the product.
- 7 Slots and openings in the casing at the back or bottom are provided for ventilation; to ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or on a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.
- 8 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.
- 9 This product is equipped with a 2-wire grounding type plug or a 3-wire grounding type plug (Only for Singapore, Malaysia, Hong Kong and India), a plug having two or three pins. This plug will only fit into only a grounding-type power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounding-type plug.
- 10 DO NOT place anything on top of the power cord including this machine. DO NOT allow the power cord to be stepped on.
- 11 If an extension cord is used with this product, make sure that the total ampere ratings on the products plugged into the extension cord DO NOT exceed the extension cord ampere rating.
- 12 DO NOT touch a document during printing.
- 13 Never push objects of any kind into this product through cabinet slots, since they may touch dangerous voltage points or short out parts resulting in the risk of fire or electric shock. Never spill liquid of any kind on the product.
- 14 DO NOT attempt to service this product yourself, as opening or removing covers may expose you to dangerous voltage points and/or other risks, and may void your warranty. Please refer all servicing to our Authorized Service Personnel.
- 15 Unplug this product from the wall outlet and refer servicing to Authorized Service Personnel under the following conditions:
 - If the power cord is damaged or frayed.
 - If the product has been spilled by liquid.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the product has been dropped or the casing has been damaged.
 - If the product exhibits a distinct change in performance, indicating a need for service.
- 16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).

Warning

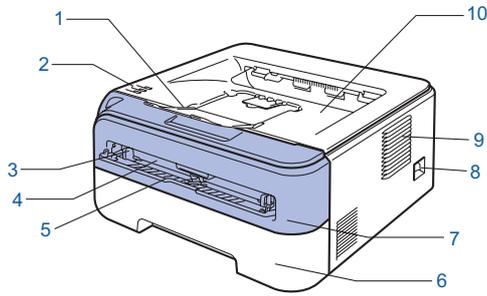
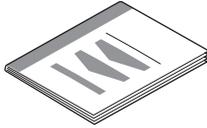
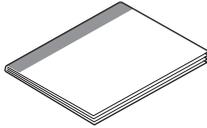
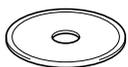
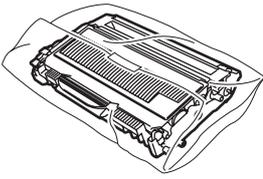
For protection against the risk of electrical shock, always disconnect all cables from the wall outlet before servicing, modifying or installing the equipment.

Ricoh cannot accept any financial or other responsibilities that may be the result of your use of this information, including direct, special or consequential damages. There are no warranties extended or granted by this document.

Carton Components

Carton components may vary from one country to another.

Save all packing materials and the printer carton in case for any reason you must ship your printer.

 <ol style="list-style-type: none"> 1. Face-down output tray support flap 1 (Support flap 1) 2. Control panel 3. Manual feed paper guide 4. Manual feed slot 5. Manual feed slot cover 6. Paper tray 7. Front cover 8. Power switch 9. Ventilation hole 10. Face-down output tray 	 <p>Quick Setup Guide (For North America, Asia)</p>	
	 <p>Quick Install Guide (For EU, North America)</p>	
 <p>CD-ROM (including Quick Setup Guide, User's Guide and Network User's Guide)</p>	 <p>Drum Unit Assembly (including Toner Cartridge)</p>	 <p>USB cable (For Asia only)</p>

The Network cable is not a standard accessory. Buy the appropriate cable for the interface you are going to use.

■ USB cable

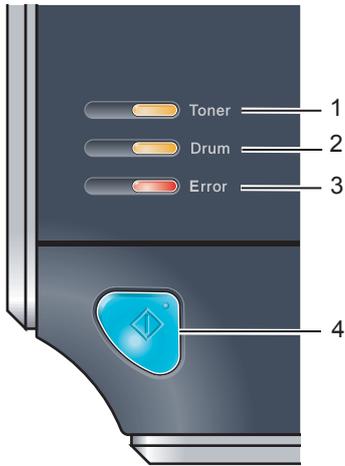
- Please make sure you use a USB 2.0 interface cable that is no longer than 6 feet (2 meters).
- Your printer has a USB interface that is compatible with the USB 2.0 specification. This interface is also compatible with Hi-Speed USB 2.0; however, maximum data transfer rate will be 12 Mbits/s. The printer can also be connected to a computer that has a USB 1.1 interface.
- DO NOT connect the interface cable at this time. Connecting the interface cable is done during the printer driver installation process.

When you use a USB cable, make sure you connect it to the USB port of your computer and not to a USB port on a keyboard or non-powered USB hub.

■ Network cable

- Use a straight-through Category 5 (or greater) twisted-pair cable for 10BASE-T or 100BASE-TX Fast Ethernet Network.

Control panel



- 1 Toner LED**
The Toner LED indicates when the toner is low or at the end of its life.
- 2 Drum LED**
The Drum LED indicates when the drum is nearing the end of its life.
- 3 Error LED**
The Error LED indicates when the printer is in one of the following states:
No paper / Paper jam / Cover open
- 4 Ready LED**
The Ready LED will flash depending on the printer status.
Go button
Wake-up / Error recovery / Form feed / Job Cancel / Reprint



For the details of the control panel, see Chapter 4 of the User's Guide on the CD-ROM.

Printer LED Indications



: Blinking



: ON



: OFF

Printer LED	OFF	Sleep	Warming up Cooling down ¹	Ready	Receiving data ²	Print Data remaining ²
Toner						
Drum						
Error						
Ready (Blue)						

Printer LED	Toner low ³	Toner life end	Drum near end of life ³	Cover open Paper jam ²	No paper	Drum Error ²	Service call ²
Toner (Yellow)							
Drum (Yellow)							
Error (Red)							
Ready (Blue)							
 User's Guide	Chapter 5	Chapter 5	Chapter 5	Chapter 6	Chapter 6	Chapter 4	Chapter 4

¹ The LED will blink in a pattern of ON for 1 second and then OFF for 1 second.

² The LED will blink in a pattern of ON for 0.5 seconds and then OFF for 0.5 seconds.

³ The LED will blink in a pattern of ON for 2 seconds and then OFF for 3 seconds.

Supplied CD-ROM

You can find a variety of information on the CD-ROM.

Windows®



Install Printer Driver

Install the printer driver.



Install Other Drivers or Utilities

Install Network management tools.



Documentation

View The Quick Setup Guide, the Printer User's Guide and Network User's Guide in PDF format.

The Quick Setup guide, the User's Guide and Network User's Guide in PDF format will be installed automatically when you install the driver. Click the

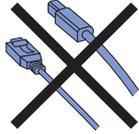
Start button, **All Programs**¹, your printer, and then **User's Guide in HTML format**. If you do not want to install the User's Guide, choose **Custom setup** from **Install Printer Driver**, and uncheck **User's Guides** when you install the driver.

¹ **Programs** for Windows® 2000 users

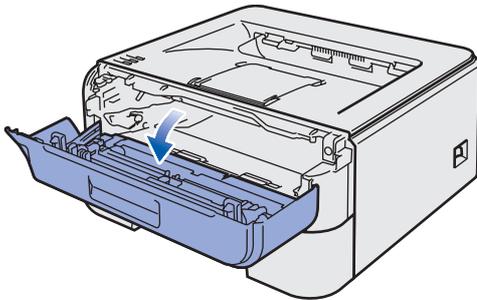
1 Installing the drum unit and toner cartridge assembly

⊘ Improper Setup

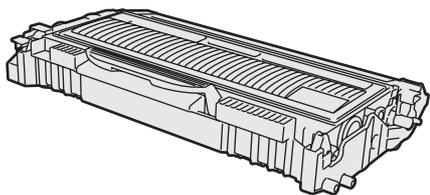
DO NOT connect the interface cable.
Connecting the interface cable is done when installing the driver.



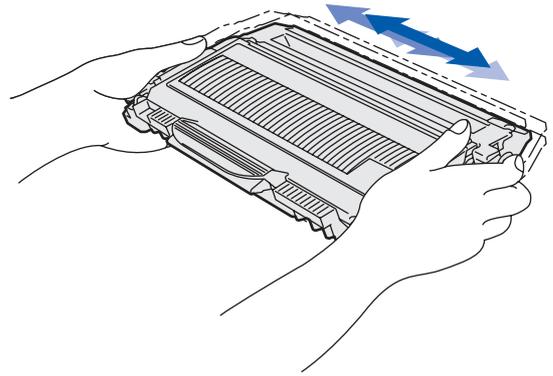
1 Open the front cover.



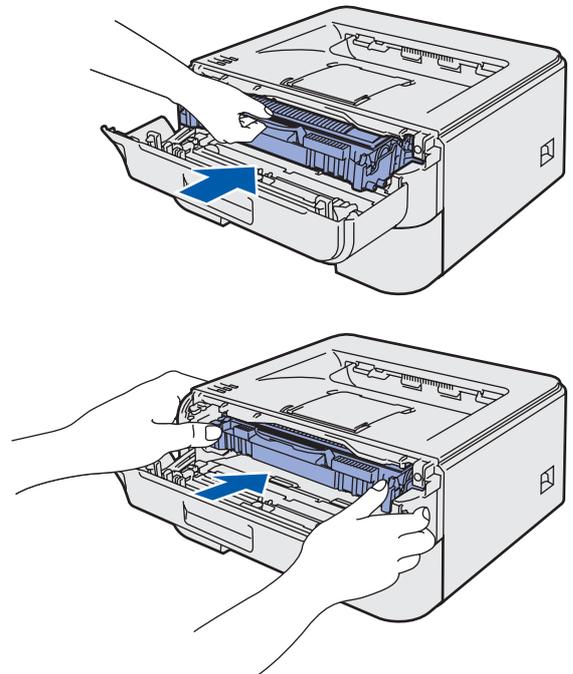
2 Unpack the drum unit and toner cartridge assembly.



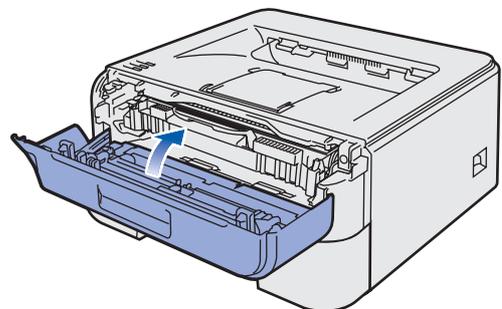
3 Rock it from side to side several times to distribute the toner evenly inside the assembly.



4 Put the drum unit and toner cartridge assembly into the printer.

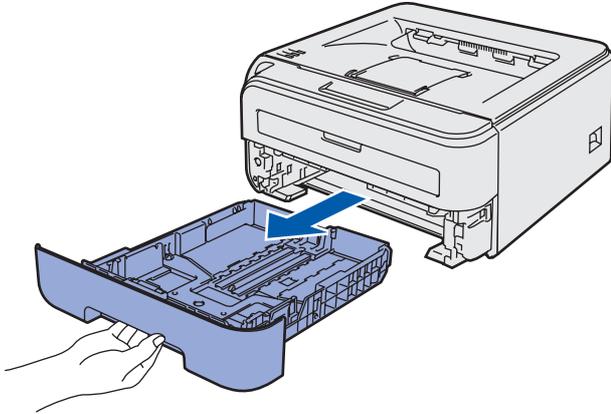


5 Close the front cover of the printer.

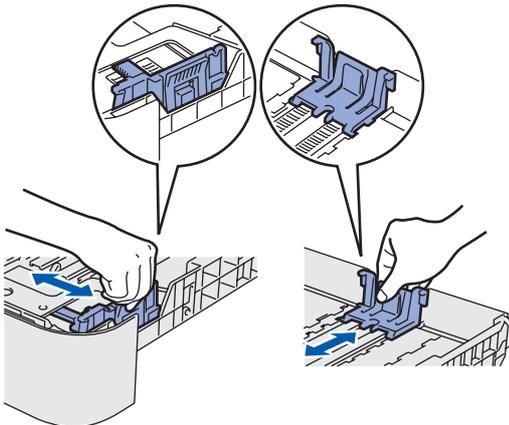


2 Loading paper in the paper tray

1 Pull the paper tray completely out of the printer.

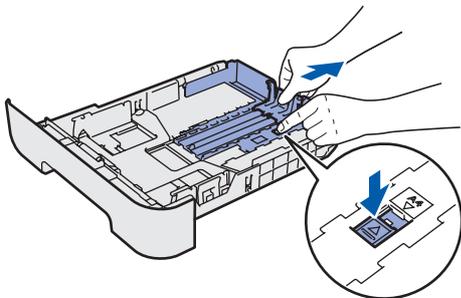


2 While pressing the green paper-guide release lever, slide the paper guides to fit the paper size you are using. Make sure that the guides are firmly in the slots.

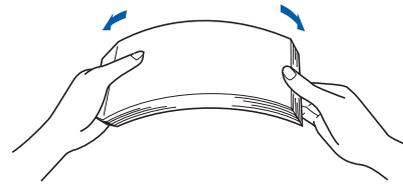


Note

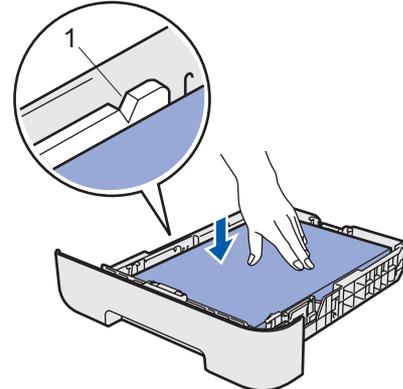
For Legal size paper, press the release button in the bottom of the paper tray and then pull out the back of the paper tray.



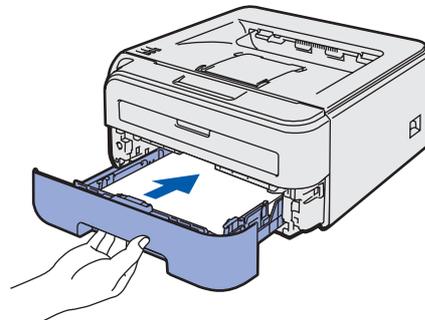
3 Fan the stack of paper well to avoid paper jams and misfeeds.



4 Put paper in the paper tray. Make sure that the paper is flat in the tray and below the maximum paper mark (1).



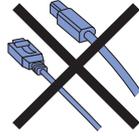
5 Put the paper tray firmly back into the printer. Make sure that it is completely inserted into the printer.



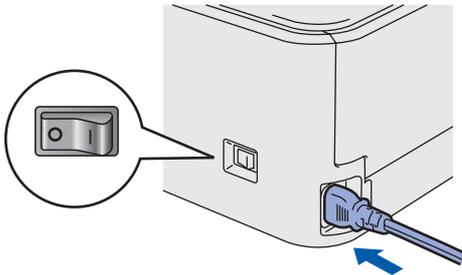
3 Printing a test page

⊘ Improper Setup

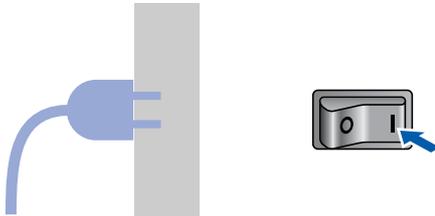
DO NOT connect the interface cable yet.



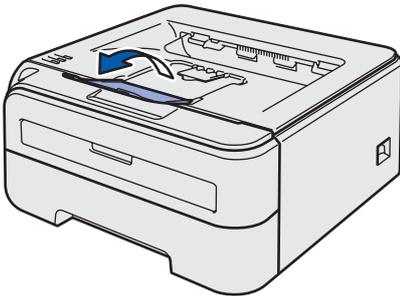
- 1 Make sure that the printer power switch is off. Connect the AC power cord to the printer.



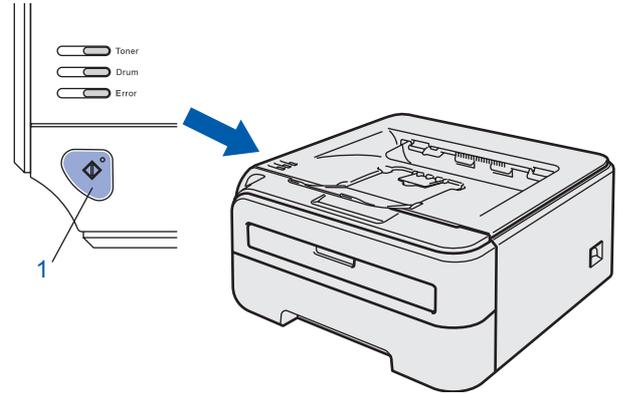
- 2 Plug the AC power cord into an AC power outlet. Turn on the printer power switch.



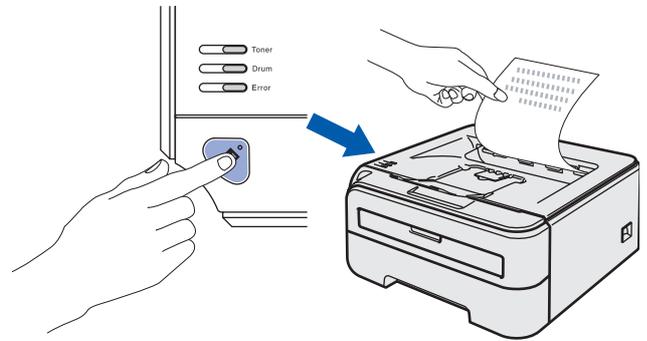
- 3 Unfold support flap 1.



- 4 After the printer has finished warming up, the **Ready LED / Go button** (1) stops blinking and stays blue.



- 5 Press the **Go** button. The printer prints a test page. Check that the test page has printed correctly.



📄 Note

This function will not be available after the first print job you send from your computer.

STEP 2

Installing the Printer Driver

Follow the instructions on this page for your operating system and interface.



For USB interface cable users..... 16



For network interface cable users 18

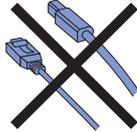
- For Peer-to-Peer network printer users 18
- For shared network printer users 20

The screens for Windows® in this Quick Setup Guide are based on Windows® XP.

For USB interface cable users

Improper Setup

DO NOT connect the interface cable yet.



Note

If the **Found New Hardware Wizard** appears on your computer, click **Cancel**.

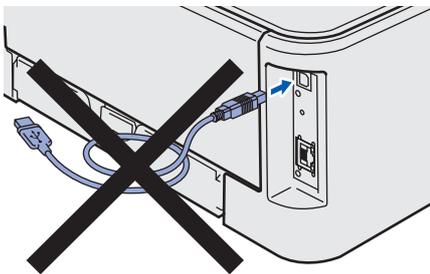


Installing the driver and connecting the printer to your computer

- 1 Turn off the printer power switch.

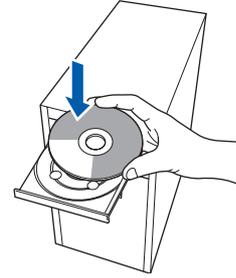


- 2 Make sure the USB interface cable is **NOT** connected to the printer, and then begin installing the driver. If you have already connected the cable, remove it.



- 3 Turn on your computer. (You must be logged on with Administrator rights.)

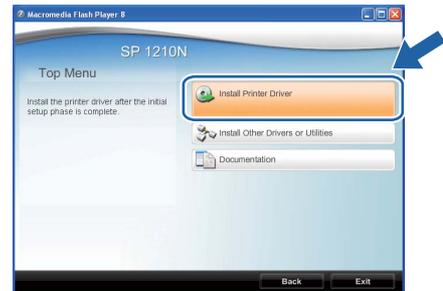
- 4 Put the supplied CD-ROM into your CD-ROM drive. The opening screen will appear automatically. Choose your printer model and the language.



Note

If the opening screen does not appear, use **Windows® Explorer** to run the **start.exe** program from the root folder of the CD-ROM.

- 5 Click **Install Printer Driver** on the menu screen.

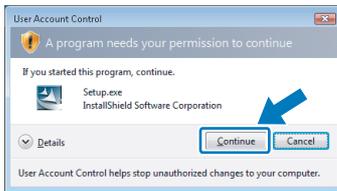


- 6 Click **USB cable users**.

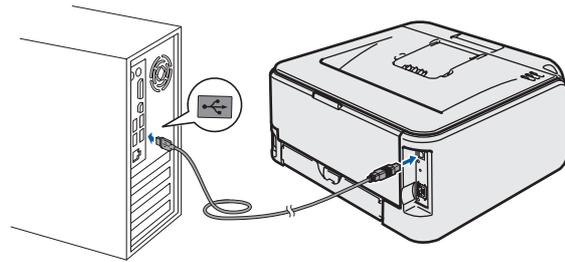
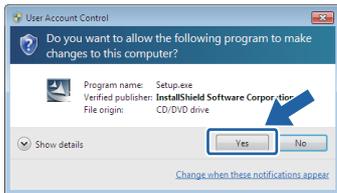


 **Note**

- For Windows Vista®, when the **User Account Control** screen appears, click **Continue**.

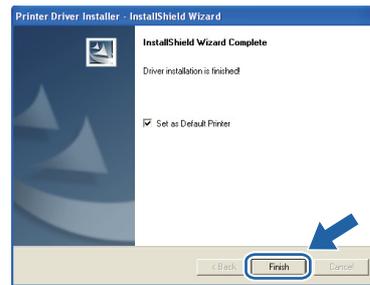


- For Windows® 7, when the **User Account Control** Dialog box appears on your computer, click **YES**.



Windows®
USB

9 Click **Finish**.



7 When the **License Agreement** window appears, click **Yes** if you agree to the License Agreement.



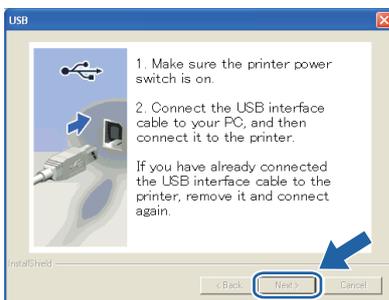
 **Note**

If you do not want to set your printer as **Default printer**, uncheck **Set as Default Printer**.



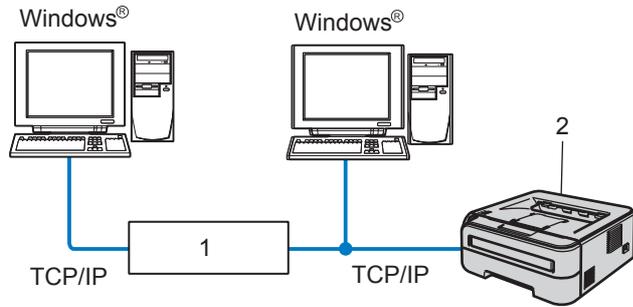
Setup is now complete.

8 When this screen appears, make sure the printer power switch is on. Connect the USB interface cable to your computer, and then connect it to the printer. Click **Next**.



For network interface cable users

For Peer-to-Peer network printer users



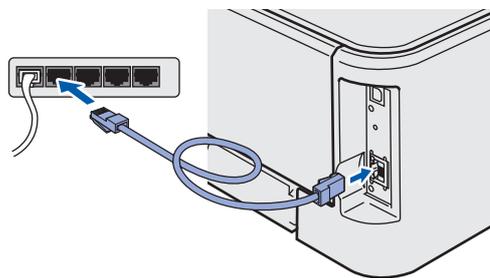
- 1 Router
- 2 Network printer

Note

- If you are going to connect the printer to your network, we recommend that you contact your system administrator prior to installation or see the Network User's Guide on the CD-ROM.
- If you are using Personal Firewall software (e.g. Windows Firewall), disable it. Once you are sure that you can print, restart your Personal Firewall software.

Connecting the printer to your network and installing the driver

- 1 Connect the network interface cable to the printer, and then connect it to a free port on your hub.

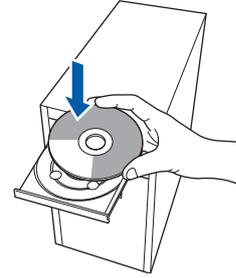


- 2 Make sure the printer power switch is on.



- 3 Turn on your computer. (You must be logged on with Administrator rights.)

- 4 Put the supplied CD-ROM into your CD-ROM drive. The opening screen will appear automatically. Choose your printer model and the language.



Note

If the opening screen does not appear, use Windows® Explorer to run the **start.exe** program from the root folder of the CD-ROM.

- 5 Click **Install Printer Driver** on the menu screen.



Note

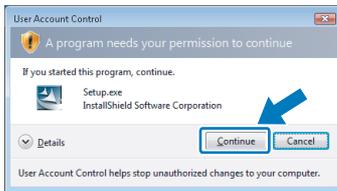
Choose the **Install Printer Driver** icon for your region.

- 6 Click **Network cable users**.

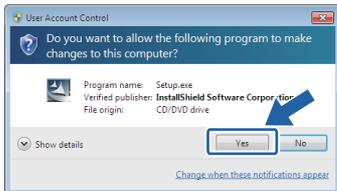


Note

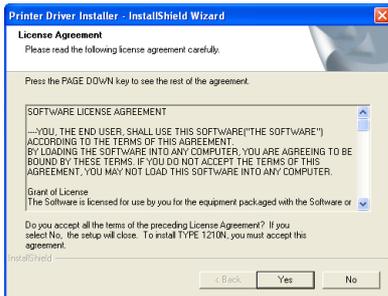
- For Windows Vista®, when the **User Account Control** screen appears, click **Continue**.



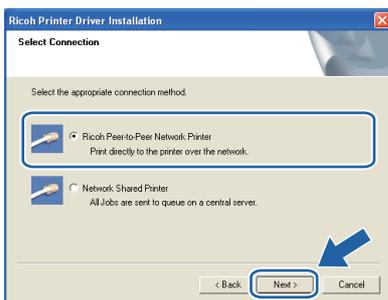
- For Windows® 7, when the **User Account Control Dialog** box appears on your computer, click **YES**.



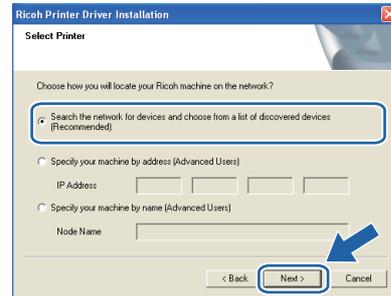
- 7** When the **License Agreement** window appears, click **Yes** if you agree to the License Agreement.



- 8** Choose **Ricoh Peer-to-Peer Network Printer**, and then click **Next**.



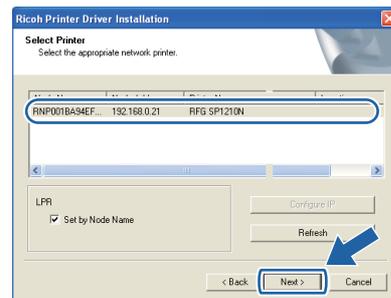
- 9** Choose **Search the network for devices and choose from a list of discovered devices (Recommended)**. Or enter your printer's IP address or its node name. Click **Next**.



Note

You can find your printer's IP address and the node name by printing out the **Printer Settings Page**. See **Print the Printer Settings Page** on page 23.

- 10** Choose your printer, and then click **Next**.



- 11** Click **Finish**.

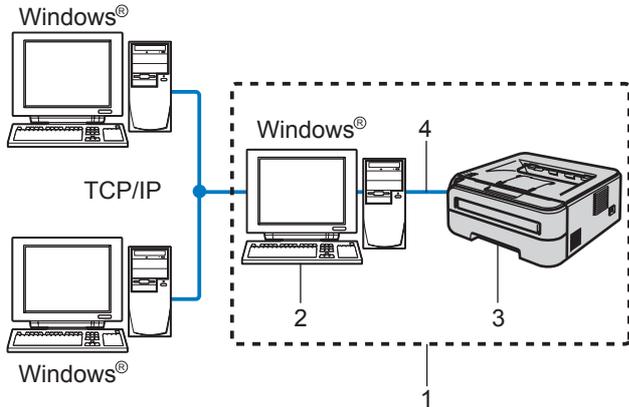


Note

If you do not want to set your printer as **Default printer**, uncheck **Set as Default Printer**.

- OK!** Setup is now complete.

For shared network printer users



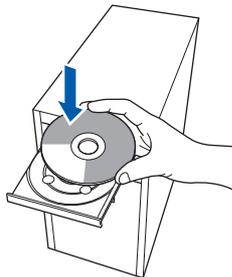
- 1 Network Shared
- 2 Also known as "Server" or "Printer server"
- 3 Printer
- 4 TCP/IP or USB

Note

If you are going to connect to a shared printer on your network, we recommend that you ask your system administrator about the queue or share name for the printer prior to installation.

Installing the driver and choosing the correct printer queue or share name

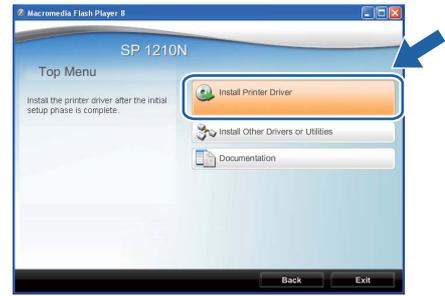
- 1 Turn on your computer. (You must be logged on with Administrator rights.)
- 2 Put the supplied CD-ROM into your CD-ROM drive. The opening screen will appear automatically. Choose your printer model and the language.



Note

If the opening screen does not appear, use Windows® Explorer to run the **start.exe** program from the root folder of the CD-ROM.

- 3 Click **Install Printer Driver** on the menu screen.

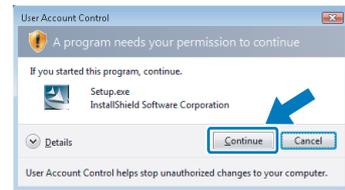


- 4 Click **Network cable users**.



Note

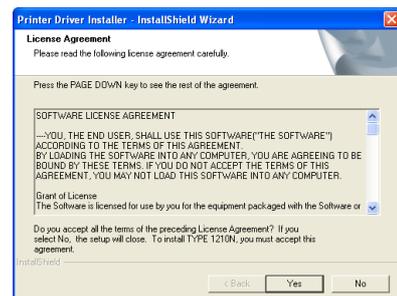
- For Windows Vista®, when the **User Account Control** screen appears, click **Continue**.



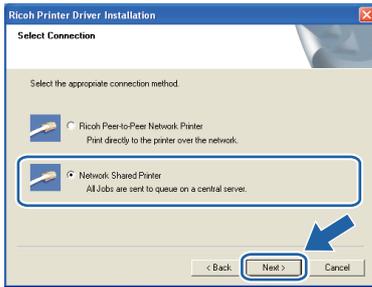
- For Windows® 7, when the **User Account Control** Dialog box appears on your computer, click **YES**.



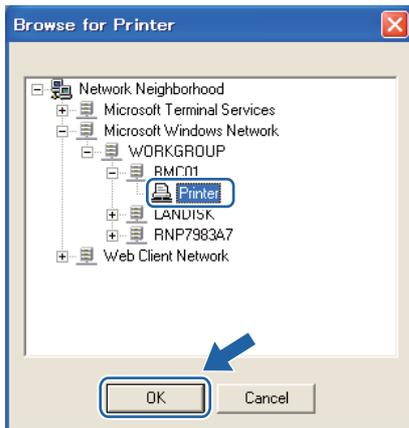
- 5 When the **License Agreement** window appears, click **Yes** if you agree to the License Agreement.



- 6** Choose **Network Shared Printer**, and then click **Next**.



- 7** Choose your printer's queue, and then click **OK**.



Note

Contact your administrator if you do not know the location or the name of the printer in the network.

- 8** Click **Finish**.



Note

If you do not want to set your printer as Default printer, uncheck **Set as Default Printer**.



Setup is now complete.

BRAdmin Light utility (For Windows® users)

The BRAdmin Light is a utility for initial setup of the network connected devices. It can also search for SP 1210N on your network, view the status and configure basic network settings, such as IP address. For more information on BRAdmin Light, see the network user guide in the CD-ROM.

Note

If you are using Personal Firewall software (e.g. Windows Firewall), BRAdmin Light may fail to detect the unconfigured device. In that case, disable your Personal Firewall software, try BRAdmin Light again. Re-start your Personal Firewall software after the address information is set.

Installing the BRAdmin Light configuration utility

Note

The default password for the print server is 'access'. You can use BRAdmin Light to change this password.

- 1 Click **Install Other Drivers or Utilities** on the menu screen.

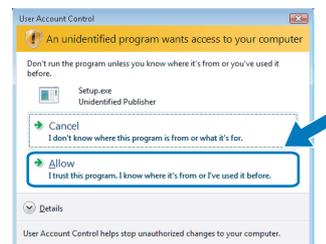


- 2 Click **BRAdmin Light** and follow the on-screen instructions.

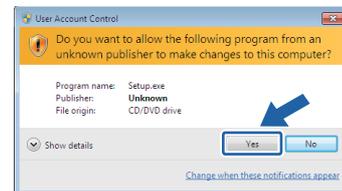


Note

- For Windows Vista®, when the **User Account Control** screen appears, click **Allow**.



- For Windows® 7, when the **User Account Control Dialog** box appears on your computer, click **YES**.



Setting your IP address, Subnet Mask and Gateway using BRAdmin Light

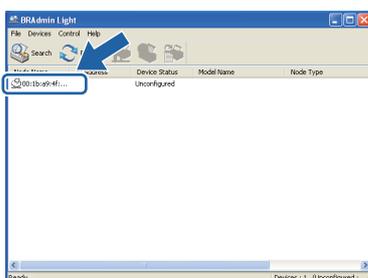
Note

If you have a DHCP/BOOTP/RARP server in your network, you don't have to do the following operation. Because the print server will automatically obtain its IP address.

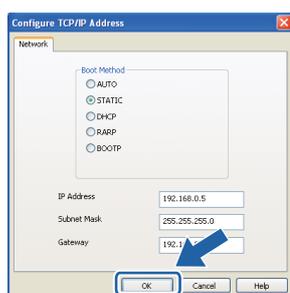
- 1 Start BRAdmin Light. It will search for new devices automatically.



- 2 Double-click the unconfigured device.



- 3 Choose **STATIC** for the **Boot Method**. Enter the **IP Address**, **Subnet Mask** and **Gateway**, and then click **OK**.



- 4 The address information will be saved to the printer.

Network default settings

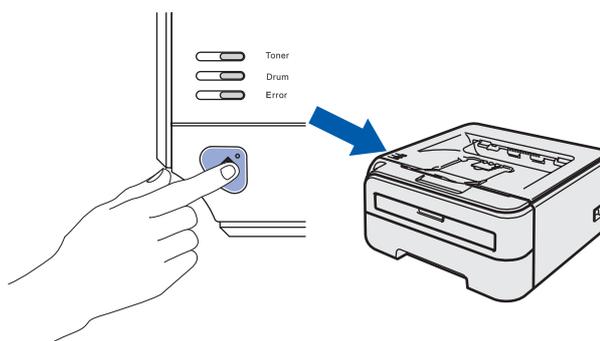
To restore all network settings of the internal print server to default, follow the steps below.

- 1 Turn off the printer.
- 2 Make sure that the front cover is closed and the power cord is plugged in.
- 3 Hold down the **Go** button as you turn on the power switch. Keep the **Go** button pressed down until the **Toner**, **Drum** and **Error** LEDs light up. Release the **Go** button. Make sure that all the LEDs turn off.
- 4 Press the **Go** button seven times. Make sure that all the LEDs light up when the print server has been reset to its default factory settings.

Print the Printer Settings Page

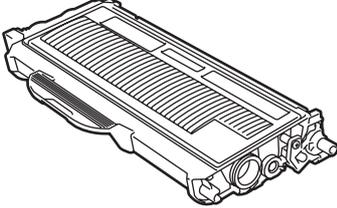
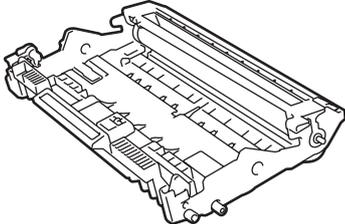
The Printer Settings Page lists all the current printer settings, including network settings. To print the printer settings page:

- 1 Make sure that the front cover is closed and the power cord is plugged in.
- 2 Turn on the printer and wait until the printer is in the Ready state.
- 3 Press the **Go** button three times within 2 seconds. The printer will print the current printer settings page.



Consumables

When the time comes to replace consumable items, an error will be indicated by the LED's on the control panel. For more information about the consumables for your printer, contact your sales or service representative.

Toner cartridge	Drum unit
	
<p>Print Cartridge SP 1200E (for Europe) Print Cartridge SP 1200A (USA and Canada) Print Cartridge SP 1200S (For Asia) (Approx. 2,600 pages A4/Letter pages)</p>	<p>Drum Unit SP 1200 (Approx. 12,000 pages A4/Letter pages)</p>

¹ Approx. cartridge yield is declared in accordance with ISO/IEC 19752.



See Chapter 5 of the User's Guide on the CD-ROM.

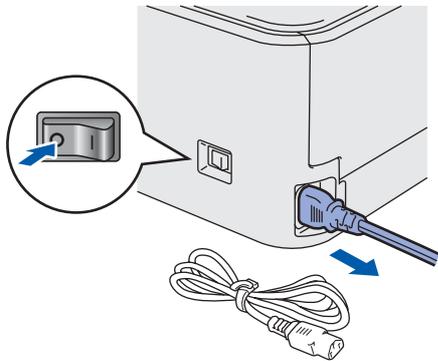
Shipment of the printer

If for any reason you must ship your printer, carefully package the printer to avoid any damage during transit. We recommend that you save and use the original packaging. The printer should also be adequately insured with the carrier.

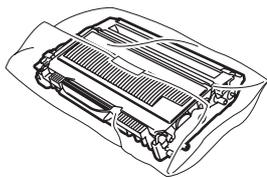
! Caution

When shipping the printer, the DRUM UNIT and TONER CARTRIDGE assembly must be removed from the printer and put in a plastic bag. Failure to remove the unit and put it in a plastic bag before shipping may cause severe damage to the printer and may VOID THE WARRANTY.

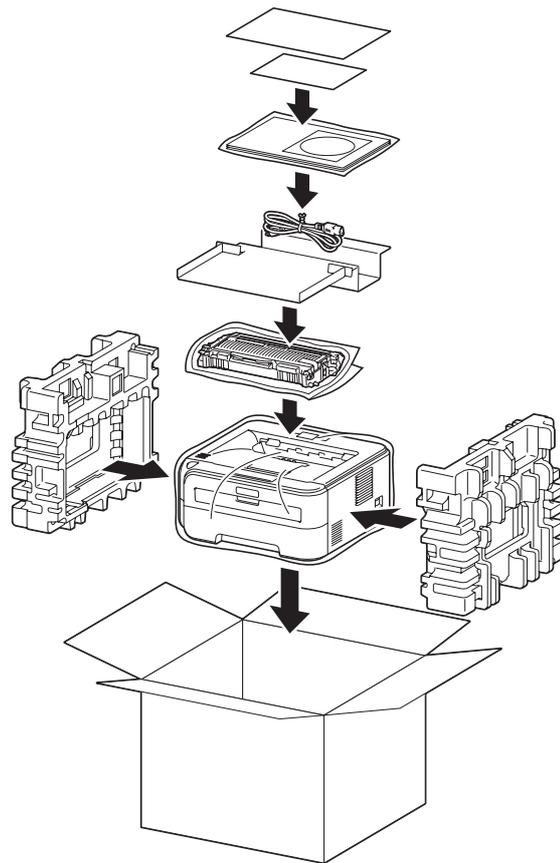
- 1 Turn off the printer power switch, and then unplug the AC power cord.



- 2 Remove the drum unit and toner cartridge assembly. Put it in a plastic bag and seal the bag completely.



- 3 Repack the printer.



Trademarks

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