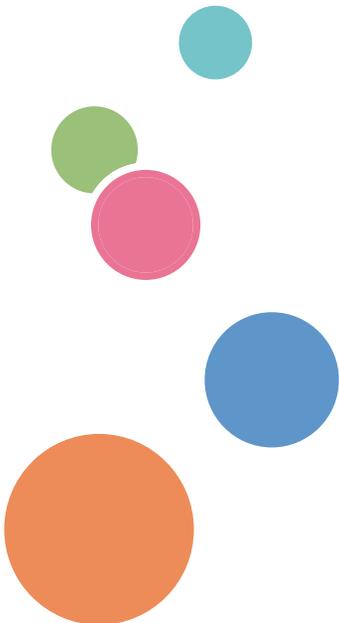


SP C360/C361 series



Operating Instructions

Setup Guide



For safe and correct use, be sure to read the Safety Information in Read This First before using the machine.

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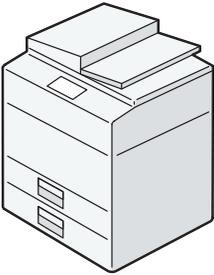
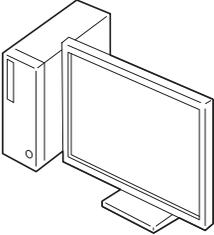
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1. Before Using the Machine

This manual describes the settings required to prepare the machine for use and the procedure for installing the driver.

Setting Up Operations

Operation target	Things to do
<p>The machine that is turned on for the first time</p>  <p>DUP369</p>	<p>The Installation Settings Wizard starts when the machine is turned on for the first time. Proceed with the wizard to configure the machine for use. The settings you can configure in the wizard are as follows:</p> <ul style="list-style-type: none">• Basic Settings• Network Settings• Fax Settings (for SP C360SFNw and SP C361SFNw) <p>For details, see page 7 "Configuring the Initial Settings of the Machine".</p>
<p>Your computer that is connected to the same network as the machine</p>  <p>DUP368</p>	<p>Use the CD-ROM provided with the machine to install the driver to your computer.</p> <p>For details, see page 23 "Installing the Driver".</p>

Note

- You can also download the driver from the manufacturer's website and install it to your computer. For details, see the manufacturer's website.

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

[]

Indicates the names of keys on the machine's display or control panels.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Notes

Contents of this manual are subject to change without prior notice.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Some illustrations in this manual might be slightly different from the machine.

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

2. Configuring the Initial Settings of the Machine

This chapter describes how to set up the machine using Installation Settings Wizard.

Workflow for Initial Settings

When turning on the machine for the first time, you can configure the settings required for the operation of the machine using the wizard.

The configuration flow is as follows:

- 1. Select the display language.



- 2. Specify the machine administrator information if necessary.



- 3. Configure the machine settings under the Installation Settings Wizard.



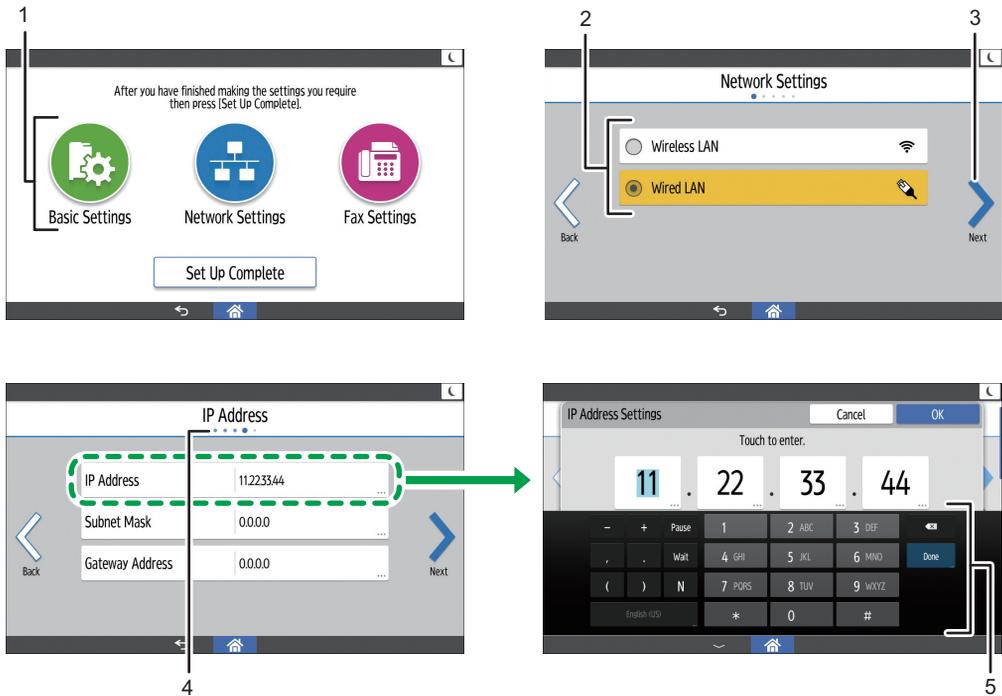
- 4. Print a test page.

Procedure	Description	Reference
1	Specify the display language setting of the control panel. Displayed only when the machine is turned on for the first time.	page 10 "Selecting the Display Language and Registering the Administrator Account"
2	Register the machine administrator account. Displayed only when the machine is turned on for the first time.	page 10 "Selecting the Display Language and Registering the Administrator Account"

Procedure	Description	Reference
3	<p>Configure the date, time, network settings, and other settings on the machine. The categories that can be configured are as follows:</p> <ul style="list-style-type: none"> • Basic Settings • Network Settings • Fax Settings (for SP C360SFNw/SP C361SFNw) 	page 11 "Configuring the Machine Settings Using the Installation Settings Wizard"
4	Print a configuration page, and check that the settings are correct.	page 21 "Test Printing"

Operations on the Installation Settings Wizard screen

Perform the following operations on the Installation Settings Wizard screen:



DUP367

1. Select a category

Select the category of the item to be configured. You can select only Basic Settings when using the Installation Settings Wizard for the first time.

2. Select an item

When you select an item in the list, the item is indicated by a mark (●).

Drag the screen up or down to scroll through the list when the items do not fit on a single screen.

3. Confirm the setting and continue (↵)

Press [↵] to confirm the current setting and continue to the next setting.

4. Monitor your progress during the setup procedure

You can view the total number of items to be configured to complete the setup process and check your current position.

5. Use the keyboard to enter characters and numbers

Press the input box to display the keyboard.

The displayed keyboard differs depending on the character type that can be entered.

↓ Note

- For details about operating the control panel, see Start Guide.

Selecting the Display Language and Registering the Administrator Account

When turning on the power of the machine for the first time, you can specify the display language setting of the control panel and register the machine administrator account.

1. Make sure the power cord is firmly plugged into the wall outlet.

2. Press the main power switch.

Wait a while until the machine starts up.

3. Select the display language, and then press [Next].

4. Specify whether or not to register the machine administrator account at this time, and then press [Next].

To prevent unauthorized access via the network, it is recommended to register the machine administrator account at this time.

5. When you select [Set Up Now], register the administrator name and password, and then press [OK].

6. Press [Exit].

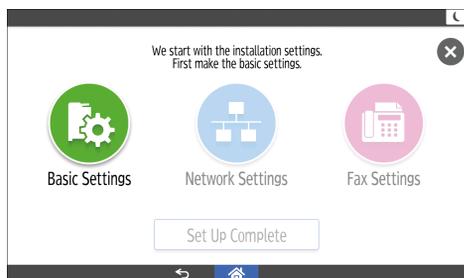
The Installation Settings menu screen is displayed when the configuration is completed.

7. Start Installation Settings.

For details, see page 11 "Configuring the Machine Settings Using the Installation Settings Wizard".

Configuring the Machine Settings Using the Installation Settings Wizard

On the Installation Settings screen, specify the date and time and configure the network and other settings using the wizard.



Basic Settings

Specify the date and time on the machine.

For details, see page 11 "Basic Settings".

Network Settings

Configure the machine to connect to the network.

Configure Network Settings after completing Basic Settings.

For details, see page 14 "Network Settings".

Fax Settings (For SP C360SFNw/SP C361SFNw)

Configure the settings required to use the fax function.

Configure Fax Settings after completing Basic Settings.

For details, see page 17 "Fax Settings (For SP C360SFNw/SP C361SFNw)".

Note

- When you press [Set Up Complete] after completing Basic Settings, the Installation Settings Wizard ends and the machine restarts.
- First complete Basic Settings before configuring Network Settings and Fax Settings, and then resume the Installation Settings Wizard manually. For details about using the Installation Settings Wizard at a specific time, see page 19 "How to Restart the Installation Settings Wizard".

Basic Settings

Press [Basic Settings] on the Installation Settings screen to configure the date and time on the machine using the wizard.

Basic Settings workflow

1. Select the Country Code (for SP C360SFNw/SP C361SFNw)



2. Select the Time Zone.



3. Configure the Day Setting.



4. Configure the Time Setting.



5. Specify whether or not to use the Daylight Saving Time.



6. Configure the Daylight Saving Time: Settings if necessary.

For details about the procedures, see the following table:

Procedure	Description
1	<p>Country Code</p> <p>Specify the country in which the machine is used. The country code you specify determines the time and date display format and the default values of the fax transmission-related settings.</p> <p>Make sure to specify the correct country code. Otherwise, problems may occur with fax transmissions. For details, see page 13 "List of country codes".</p> <p>Note</p> <ul style="list-style-type: none"> You cannot change the country code during transmission or when received documents are stored on the machine.
2	<p>Time Zone</p> <p>Specify the standard time in your region. The values are between -12:00 and +13:00.</p>
3	<p>Day Setting</p> <p>Sets the date of the machine's internal clock.</p> <p>Press the screen on the area where the numerical date is displayed and enter using the numeric keypad, or press the calendar icon and select a date.</p>

Procedure	Description
4	<p>Time Setting</p> <p>Sets the time of the machine's internal clock.</p> <p>Press the screen on the area where the numerical time is displayed and enter using the numeric keypad, or press [-] or [+] to adjust the number.</p> <p> Note</p> <ul style="list-style-type: none"> Press and hold [-] or [+] to decrease or increase the number in increments of 10.
5	<p>Daylight Saving Time</p> <p>Specify whether or not to set the daylight saving time.</p>
6	<p>Daylight Saving Time: Settings</p> <ul style="list-style-type: none"> Start Time Specify the month, week, day of the week, and time the daylight saving time starts. End Time Specify the month, week, day of the week, and time the daylight saving time ends. Offset Specify the time difference from the standard time.

List of country codes

See the following table for the available country codes.

Country code			
FRANCE	GERMANY	UK	ITALY
AUSTRIA	BELGIUM	DENMARK	FINLAND
IRELAND	NORWAY	SWEDEN	SWITZERLAND
PORTUGAL	NETHERLANDS	SPAIN	ISRAEL
USA	ASIA	HONG KONG	SOUTH AFRICA
AUSTRALIA	NEW ZEALAND	SINGAPORE	MALAYSIA
CHINA	TAIWAN	KOREA	BRAZIL

Country code			
TURKEY	GREECE	HUNGARY	CZECH REPUBLIC
POLAND			

Note

- If the country name you want to select is not listed in the table, press [Next] without changing the default setting, or select a setting from the following according to the region where you are using the machine.
 -  **Region A** (mainly Europe)
UK
 -  **Region A** (mainly Asia)
ASIA
 -  **Region B** (mainly North America)
USA
 - Other region
UK

Network Settings

Press [Network Settings] on the Installation Settings screen to use the wizard to configure the settings for connecting the machine to the network.

Depending on whether to use a wireless LAN or wired LAN, the network settings workflow varies as follows:

Network Settings workflow (Wireless LAN)

1. Select [Wireless LAN].



2. Select the connection method.



3. Specify whether or not to allow a direct connection from a smart device to the machine.
-

For details about the procedures, see the following table:

Procedure	Description
1	<p>Network Settings</p> <ul style="list-style-type: none"> • Wireless LAN Press this when connecting the machine to a wireless LAN. • Wired LAN Press this when connecting the machine to a wired LAN.
2	<p>Select Method to Connect</p> <ul style="list-style-type: none"> • Network Search for a wireless LAN and select a router (access point) from the list. To select a router (access point) indicated with a key icon, enter the password specified for the router (access point). Press [Manual Setting] to specify the network settings such as [Network Name], [Encryption Method], and [Password] manually. • Push Button Use the push button method to connect to a router (access point). Push and hold the push button on a router (access point) until a connection with the machine is established. • PIN Code Use the PIN Code method to connect to a router (access point). Enter the PIN Code displayed on the screen of the machine into a router (access point).
3	<p>Direct Connection Settings</p> <ul style="list-style-type: none"> • Active Select [Active] to allow a smart device to connect to the machine via a wireless LAN to operate and use the machine functions. • Inactive Select [Inactive] to prohibit smart devices from connecting to the machine. <p> Note</p> <ul style="list-style-type: none"> • To use this function, install RICOH Smart Device Connector on your smart device from Google Play or the App Store.

Network Settings workflow (Wired LAN)

1. Select [Wired LAN].



2. Connect the LAN cable to the machine.



3. Specify whether to obtain the IP address automatically or assign the address manually.



4. To configure the IP address manually, specify the settings such as the IP address and subnet mask.



5. Specify whether or not to allow a direct connection from a smart device to the machine.

2

For details about the procedures, see the following table:

Procedure	Description
1	<p>Network Settings</p> <ul style="list-style-type: none"> Wireless LAN Press this when connecting the machine to a wireless LAN. Wired LAN Press this when connecting the machine to a wired LAN.
2	<p>Wired LAN</p> <p>Connect a LAN cable to the Ethernet port of the machine.</p> <p> Note</p> <ul style="list-style-type: none"> This machine supports Gigabit Ethernet.
3	<p>Network Settings</p> <ul style="list-style-type: none"> Auto-Obtain (DHCP) Sets the machine to receive an IPv4 address, subnet mask, and default gateway address automatically from a DHCP server. Manual Setting Press this to configure the machine's IP address, subnet mask, default gateway address.

Procedure	Description
4	<p>IP Address</p> <ul style="list-style-type: none"> • IP Address Specifies the machine's IPv4 address when DHCP is not used. • Subnet Mask Specifies the machine's subnet mask when DHCP is not used. • Gateway Address Specifies the machine's default gateway address when DHCP is not used.
5	<p>Direct Connection Settings</p> <ul style="list-style-type: none"> • Active Select [Active] to allow smart devices to connect to the machine via a wireless LAN to operate and use the machine functions. • Inactive Select [Inactive] to prohibit smart devices from connecting to the machine. <p>Note</p> <ul style="list-style-type: none"> • To use this function, install RICOH Smart Device Connector on your smart device from Google Play or the App Store.

Note

- The default value of the machine's Ethernet speed is set to [Auto Select: Disable 1 Gbps]. To connect the machine to a network at 1 Gbps, change the Ethernet speed after exiting the Installation Setting Wizard. For details, see Connecting the Machine/ System Settings.

Fax Settings (For SP C360SFNw/SP C361SFNw)

Press [Fax Settings] on the Installation Settings screen to use the wizard to configure the settings for using the fax function.

Fax Settings workflow

1. Connect a phone cable to the machine's Line port.



2. Select the Line Type.



3. Select the Reception Mode.



4. Enter the Fax Header.



5. Enter the Own Fax Number.

For details about the procedures, see the following table:

Procedure	Description
1	<p>Connect Line</p> <p>Connect a phone cable to the machine's Line port. For details, see Initial Guide for Fax.</p>
2	<p>Line Type</p> <ul style="list-style-type: none"> • Push Button Phone Press this when using a standard tone dialing line. • Dial Phone (1OPPS) Press this when using a pulse dialing line. <p>Note</p> <ul style="list-style-type: none"> • To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting a wrong setting may cause problems with fax transmissions.
3	<p>Reception Mode</p> <ul style="list-style-type: none"> • Fax (Auto Reception) In this mode, the machine receives faxes automatically when a fax calling tone is detected from an incoming call. • Fax/Telephone (Manual Switch) In this mode, answer calls with the handset or an external telephone. If a call is a fax call, start the fax reception manually.
4	<p>Fax Header</p> <ul style="list-style-type: none"> • Fax Header The fax header is printed as the header for every fax you send. Include your name in the fax header.

Procedure	Description
5	<p>Own Fax Number</p> <ul style="list-style-type: none"> • Own Fax Number <p>Your fax number is sent to the other party when you send a fax.</p>

Basic operation for sending a fax

This section describes the basic procedures for transmitting documents with the facsimile function.

1. Press [Home]  at the bottom of the screen in the center.
2. Press the [Fax] icon.
3. Place the original on the exposure glass or in the ADF.
4. Press [Specify destination(s)].
5. Press [Enter No. Manually].
6. Enter the fax number using the number keys.
7. Press [Finished].
8. Press [Start].

When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.

9. If you have more originals to scan, place the next original on the exposure glass within 60 seconds, and then press [Start]. Repeat this step until all originals are scanned.
10. When all originals have been scanned, press [Finish Scn] to start sending the fax.

How to Restart the Installation Settings Wizard

This section describes how to start Installation Settings manually. You can start Installation Settings manually and reconfigure the machine such as when exiting Installation Settings after completing Basic Settings or when relocating the machine to a different installation environment.

1. Press [Home]  at the bottom center of the screen.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Basic Settings When Installing].
4. Press [Installation Settings].

5. Depending on the type of settings you want to configure, press [Basic Settings], [Network Settings], or [Fax Settings].

Setting type	Reference
Basic Settings	page 11 "Basic Settings"
Network Settings	page 14 "Network Settings"
Fax Settings (for SP C360SFNw/SP C361SFNw)	page 17 "Fax Settings (For SP C360SFNw/SP C361SFNw)"

6. Press [Set Up Complete] when the setting is completed.

The home screen is displayed when you exit the Installation Settings Wizard after modifying [Network Settings] or [Fax Settings].

The machine restarts when you exit the Installation Settings Wizard after modifying [Basic Settings].

Test Printing

After configuring installation settings, print the configuration page to confirm the settings.

★ Important

- The configuration page is printed on A4 or Letter (8¹/₂" × 11") size paper. If no A4 or Letter paper is loaded in the paper trays, the configuration page is printed on the paper fed from the tray with priority.

1. Press [Home]  at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [User Tools] icon .
3. Press [Machine Features].
4. Press [Printer Features].
5. Press [List / Test Print].
6. Press [Configuration Page].
7. Press [User Tools] .
8. Press [Home]  at the bottom of the screen in the center.

3. Installing the Driver

This chapter explains the software included in the supplied CD-ROM.

Start Installer

To connect this machine to a client computer and use its printer, scanner, and fax functions, install the software included in the supplied CD-ROM to the client computer.

The installer starts automatically when you insert the provided CD-ROM into the CD-ROM drive of a client computer running under Windows or Windows Server. You can then install the various software included in the CD-ROM.

The contents (display items) of the installer are as follows:

Install from Disk

The screen for selecting [Network Printer(s)] or [USB printer(s)] appears.

While installing the PCL 6 printer driver, also configure the connection settings appropriate for the selected connection type.

For details, see page 30 "Quick Installation via a Network" or page 30 "Quick Installation via a USB Connection".

Install Online

Installs the Device Software Manager.

Use Driver Installer in the Device Software Manager to download and install the latest version of the PCL 6 printer driver that supports the device and the operating system you are using.

For details, see page 49 "Installing the Device Software Manager".

PCL Printer Driver

Installs the PCL 6 and/or PCL 5c printer drivers.

For details about installing the driver, see page 32 "Installing the Printer Driver for a Network Connection" or page 39 "Installing the Printer Driver for a Local Connection".

PostScript 3 Printer Driver

Installs the PostScript 3 printer driver.

For details about installing the driver, see page 32 "Installing the Printer Driver for a Network Connection" or page 39 "Installing the Printer Driver for a Local Connection".

Setup Guide

This guide is for initial settings for the printer and installing the driver to your computer.

LAN-Fax Driver

This software enables you to send faxes directly from your computer. Address Book, LAN-Fax Cover Sheet Editor, and MFP Address Book Downloader will also be installed.

For details about installing the driver, see page 46 "Installing the LAN-Fax Driver".

Network TWAIN Driver

This software enables you to utilize image data from other TWAIN-compliant applications.

For details about installing the driver, see page 45 "Installing the TWAIN/WIA Driver".

USB TWAIN/ USB WIA Driver

This software enables you to utilize image data from other TWAIN/WIA-compliant applications.

For details about installing the driver, see page 45 "Installing the TWAIN/WIA Driver".

3

Select Language and Model Name

Changes the interface language and model name of the machine.

Browse This Disk

Browses the contents of this disk.

Readme

Read this first.

Install/Print Manuals

Allows you to install or print manuals.

Exit

Allows you to exit the Installer.

↓ Note

- Manage Printers permission is required to install the driver. Log on as an Administrators group member.
- Auto Run might not work automatically with certain operating system settings. If this is the case, double-click "Setup.exe" located in the CD-ROM root directory or click [Run SETUP.EXE] in the [AutoPlay] dialog box.

Software and Utilities Included on the CD-ROM

This section explains the software and utilities CD-ROM provided with this machine.

Note

- For the latest information on the corresponding operating system, see "Readme.txt" file, located on the CD-ROM root directory.
- For the latest information on Windows Terminal Service, Citrix XenDesktop, and Citrix XenApp, see the manufacturer's website.

3

Printer Drivers

Printing requires installation of a printer driver for your operating system. The following drivers are included on the CD-ROM.

Operating System ^{*1}	Printer Drivers			
	PCL 5c	PCL 6	PostScript 3	Device Software Manager
Windows Vista ^{*2}	○	○	○	○
Windows 7 ^{*3}	○	○	○	○
Windows 8.1 ^{*4}	○	○	○	○
Windows 10 ^{*5}	○	○	○	○
Windows Server 2008 ^{*6}	○	○	○	○
Windows Server 2012 ^{*7}	○	○	○	○
Windows Server 2016 ^{*8}	○	○	○	○
OS X and macOS ^{*9}	—	—	○	—

○: Supported

*1 Printer drivers support both 32-bit and 64-bit Windows.

*2 Microsoft Windows Vista Ultimate/Microsoft Windows Vista Enterprise/Microsoft Windows Vista Business/Microsoft Windows Vista Home Premium/Microsoft Windows Vista Home Basic

*3 Microsoft Windows 7 Home Premium/Microsoft Windows 7 Professional/Microsoft Windows 7 Ultimate/Microsoft Windows 7 Enterprise

*4 Microsoft Windows 8.1/Microsoft Windows 8.1 Pro/Microsoft Windows 8.1 Enterprise

- *5 Microsoft Windows 10 Home/Microsoft Windows 10 Pro/Microsoft Windows 10 Enterprise/Microsoft Windows 10 Education
- *6 Microsoft Windows Server 2008 Standard/Microsoft Windows Server 2008 Enterprise/Microsoft Windows Server 2008 R2 Standard/Microsoft Windows Server 2008 R2 Enterprise
- *7 Microsoft Windows Server 2012 Foundation/Microsoft Windows Server 2012 Essentials/Microsoft Windows Server 2012 Standard/Microsoft Windows Server 2012 R2 Foundation/Microsoft Windows Server 2012 R2 Essentials/Microsoft Windows Server 2012 R2 Standard
- *8 Microsoft Windows Server 2016 Standard/Microsoft Windows Server 2016 Essentials
- *9 OS X 10.9, OS X 10.10, OS X 10.11, macOS 10.12

PCL printer drivers

PCL 5c and PCL 6 printer drivers are included. A computer installed with these drivers can communicate with this printer.

PostScript 3 printer driver

A computer installed with PostScript 3 printer driver can communicate with the printer.

PPD files

If the PostScript 3 printer driver is used, PPD files enable printer functions using PostScript 3 printer language.

Note

- The PCL 5c printer driver needs to be installed for some applications. In this case, you can install PCL 5c without having to install PCL 6.

Supported languages

The languages supported in each printer driver are as follow:

Supported languages	Printer Drivers			
	PCL 5c ^{*1}	PCL 6 ^{*2}	PostScript 3 ^{*2}	Device Software Manager
English	○	○	○	○
German	○	○	○	○
French	○	○	○	○
Italian	○	○	○	○
Spanish	○	○	○	○
Dutch	○	○	○	○

Supported languages	Printer Drivers			
	PCL 5c ^{*1}	PCL 6 ^{*2}	PostScript 3 ^{*2}	Device Software Manager
Swedish	○	○	○	○
Norwegian	○	○	○	○
Danish	○	○	○	○
Finnish	○	○	△	○
Hungarian	○	○	△	○
Czech	○	○	△	○
Polish	○	○	△	○
Portuguese	○	○	△	○
Russian	○	○	△	○
Catalan	○	○	△	○
Turkish	○	○	△	○
Brazilian Portuguese	△	○	△	○
Greek	△	○	△	○
Simplified Chinese	—	○	○	○
Traditional Chinese	—	○	○	○

○: Supported

△: You can install the printer driver, but the printer driver is displayed in English

—: Not supported

*1 The PCL 5c printer driver does not support Brazilian Portuguese and Greek. Use the English version of the driver.

*2 The PCL 6 and PostScript 3 printer drivers use the same interface language as the one specified by your operating system. However, the PostScript 3 printer driver will be displayed in English if your operating system uses one of the following languages: Finnish, Hungarian, Czech, Polish, Portuguese, Russian, Catalan, Turkish, Brazilian Portuguese, and Greek.

TWAIN/WIA Driver

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

File path

The driver is included in the following folder on the CD-ROM:

- Network TWAIN driver
 \X86\DRIVERS\NetworkTWAIN
- USB TWAIN/ USB WIA driver
 \X86\DRIVERS\USBTWAIN

Supported Operating System ^{*1}

Windows Vista/7/8.1/10

Windows Server 2008/2008 R2/2012/2012 R2/2016

- *1 TWAIN scanner runs on a 64-bit operating system, but is not compatible with 64-bit applications. Use it with 32-bit applications.

Supported languages

The TWAIN/WIA driver uses the same interface language as the one specified by your operating system.

Note

- For details about installing the driver, see page 45 "Installing the TWAIN/WIA Driver".

LAN-Fax Driver

This driver is required to use LAN-Fax functions.

File path

The driver is included in the following folder on the CD-ROM:

- 32-bit driver
 \X86\DRIVERS\LAN-FAX\X86\DISK1
- 64-bit driver
 \X64\DRIVERS\LAN-FAX\X64\DISK1

Supported Operating System

Windows Vista/7/8.1/10

Windows Server 2008/2008 R2/2012/2012 R2/2016

Supported languages

The interface language is supported in the language specified when installing driver.

Note

- For details about installing the driver, see page 46 "Installing the LAN-Fax Driver".

Quick Installation

This section explains how to install the PCL 6 printer driver and configure the settings to use the printer via a network or USB connection easily.

Quick Installation via a Network

3

Quick installation via a network allows you to install the PCL 6 printer driver via a network connection and configure the settings to use the printer in a network.

1. Click **[Install from Disk]** on the installer screen.
2. Click **[Network Printer(s)]** on the installer screen.
3. The software license agreement appears in the **[License Agreement]** dialog box. After reading the agreement, click **[I accept the agreement.]**, and then click **[Next >]**.
4. Click **[Next >]**.
5. Select the machine model you want to use in the **[Select Printer]** dialog box.
6. Click **[Install]**.
7. When the port setting screen appears, specify a port.
8. Configure the user code, default printer, and shared printer as necessary.
9. Click **[Continue]**.

The installation starts.

10. Click **[Finish]**.

When you are prompted to restart your computer, restart it by following the instructions that appear.

11. Click **[Exit]** in the first window of the installer, and then remove the CD-ROM.

Quick Installation via a USB Connection

Quick installation via a USB connection allows you to install the PCL 6 printer driver via a USB connection and configure the settings to connect the printer to a computer.

1. Click **[Install from Disk]** on the installer screen.
2. Click **[USB Printer(s)]** on the installer screen.
3. The software license agreement appears in the **[License Agreement]** dialog box. After reading the agreement, click **[I accept the agreement.]**, and then click **[Next >]**.
4. Select the method to install a printer driver, and then click **[Next >]**.
5. Select the machine model you want to use, and then click **[Next >]**.

- 6. Make sure the machine is turned off and not connected to the computer, and then click [Next >].**

Wait for a moment until file copying is completed and the [<Auto-detect USB Port>] screen appears.

- 7. Connect the machine and the computer with a USB cable, and then turn on the machine.**

Connect the USB cable firmly.

Auto-detection starts.

- 8. In the confirmation dialog box, select [Yes] if you want to use the machine as your default printer.**

- 9. Click [Finish].**

When you are prompted to restart your computer, restart it by following the instructions that appear.

- 10. Click [Exit] in the first window of the installer, and then remove the CD-ROM.**

Installing the Printer Driver for a Network Connection

This section describes the installation procedure of the printer drivers for network connection.

Installing the Printer Driver for the Selected Port

3

This section explains how to install printer drivers using printer ports. See the following installation procedure for the printer port you use.

Ports	Reference
Standard TCP/IP port	page 32 "Using the Standard TCP/IP port"
IPP port	page 33 "Using the IPP port"
LPR port	page 34 "Using the LPR port"
WSD port	page 34 "Using the WSD port"

Using the Standard TCP/IP port

1. Click [PCL Printer Drivers] or [PostScript 3 Printer Driver] on the installer screen.
2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].
3. Select a printer driver you want to use, and then click [Next].
4. Select [Specify a new port], and then click [Next].
5. Select [Standard TCP/IP Port], and then click [Next].
6. Click [Next].
7. Enter the printer name or IP address, and then click [Next].
When the device type selection appears, select "RICOH Network Printer C model".
8. Click [Finish].
9. Select the [Printer Name] check box of the printer model you want to use.
10. Specify the user code, default printer, and shared printer as necessary.
11. Click [Continue].
12. Follow the instructions on the screen.

Using the IPP port

★ Important

- Installing certificates is required for users who want to print via IPP-SSL from Windows. For details, contact your administrator.
- If a certificate authority issues a certificate that must be authenticated by an intermediate certificate authority, and the certificate is installed on this printer, an intermediate certificate must be installed on the client computer. Otherwise, validation by the certificate authority will not be performed correctly.
- If validation cannot be performed properly, a warning message informing you that installation is not possible might appear when you try to add a printer using IPP-SSL under Windows. To enable authentication from the client computer, install the intermediate certificate on the client computer, and then reestablish connection.

1. On the [Start] menu, click [Devices and Printers].

If you are using a computer that is running Windows 8.1 or Windows Server 2012/2012 R2, click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

If you are using a computer that is running Windows 10 or Windows Server 2016, right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Click [Add a printer].

If you are using a computer that is running Windows 8.1/10 or Windows Server 2012/2012 R2/2016, proceed to Step 4.

3. Click [Add a network, wireless or Bluetooth printer].

4. Click [The printer that I want isn't listed].

5. In the [Select a shared printer by name] box, enter "http://(printer's IP address or host name)/printer (or ipp)" as the printer's address, and then click [Next].

6. Click [Have Disk...].

7. Insert the provided CD-ROM into the computer's CD-ROM drive.

If the [AutoPlay] dialog box appears, click [Close].

8. Click [Browse...], and then specify a location for the INF file.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5c
 - 32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
 - 32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1

64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1

- PostScript 3

32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1

64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported by the printer drivers, see page 26 "Supported languages".

9. Click [Open].

10. Click [OK] to close the [Install From Disk] window.

11. Select the manufacturer and model name of the printer you want to use, and then click [OK].

12. Follow the instructions on the screen.

Using the LPR port

1. Click [PCL Printer Drivers] or [PostScript 3 Printer Driver] on the installer screen.

2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].

3. Select the printer driver you want to use, and then click [Next].

4. Select [Specify a new port], and then click [Next].

5. Select [LPR Port], and then click [Next].

6. Enter the printer name or IP address in the [Name or address of server providing lpd:] box.

7. Enter "lp" in the [Name of printer or print queue on that server:] box, and then click [OK].

8. Select the [Printer Name] check box of the printer model you want to use.

9. Specify the user code, default printer, and shared printer as necessary.

10. Click [Continue].

11. Follow the instructions on the screen.

Using the WSD port

Important

- You can connect to the printer only if both the printer and computer are on the same network segment, or "Network discovery" is enabled. For details, see Windows Help.

Windows Vista, Windows Server 2008

1. On the [Start] menu, click [Network].

2. Right-click the printer's icon, and then click [Install].
3. Click [Locate and install driver software (recommended)].
4. Click [Browse my computer for driver software (advanced)].
5. Insert the provided CD-ROM into the computer's CD-ROM drive.

If the [AutoPlay] dialog box appears, click [Close].

6. Click [Browse...], and then specify the location of the INF file.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5c
 - 32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
 - 32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1
- PostScript 3
 - 32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
 - 64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported in the printer drivers, see page 26 "Supported languages".

7. Click [Next].
8. Click [Close].

If installation is complete, the icon of the printer connected to the WSD port will appear in the window for configuring printers.

Note

- The port name that follows "WSD" uses random character strings. It cannot be changed freely.
- To stop the installation, click [Cancel] before the installation is complete. To install the WSD Port again, right-click the printer's icon in the [Network] window, and then click [Uninstall].

Windows 7, Windows Server 2008 R2

1. On the [Start] menu, click [Computer].
2. Click [Network].
3. Right-click the printer's icon, and then click [Install].
4. On the [Start] menu, click [Devices and Printers].
5. Click [Add a printer].
6. Click [Add a local printer].

7. Select **[Use an existing port:]**, and then select **WSD port**.
8. Click **[Next]**.
9. Click **[Have Disk...]**.
10. Click **[Browse...]**, and then specify the location of the INF file.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5c
32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1
- PostScript 3
32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported in the printer drivers, see page 26 "Supported languages".

11. Click **[OK]** to close the **[Install From Disk]** window.
12. Select the manufacturer and model name of the printer you want to use, and then click **[Next]**.
13. Follow the instructions that appear. Modify settings such as printer name, default printer, and printer sharing configuration, as necessary. You can also print a test page.
14. Click **[Finish]**.

If installation is successful, the icon of the printer connected to the WSD port will appear in the window for configuring printers.

Note

- To stop installation of the selected driver, click **[Cancel]** before the installation is complete. When re-installing the WSD Port, right-click the printer's icon in the **[Network]** window, and then click **[Uninstall]**.

Windows 8.1/10, Windows Server 2012/2012 R2/2016

1. Click **[Settings]** on the Charm Bar, and then click **[Control Panel]**. When the **[Control Panel]** window appears, click **[View devices and printers]**.

If you are using a computer that is running Windows 10 or Windows Server 2016, right-click the **[Start]** button on the desktop, and then click **[Control Panel]**. When the **[Control Panel]** window appears, click **[View devices and printers]**.

2. Click any printer icon, and then click **[Print server properties]**.

3. Click the [Drivers] tab, and then click [Add].
4. Click [Next].
5. Check the [x64] (64 bit) or [X86] (32 bit) check box, and then click [Next].
6. Click [Have Disk...].
7. Click [Browse...], and then select the printer driver location.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5c
 - 32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
 - 32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1
- PostScript 3
 - 32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
 - 64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported in the printer drivers, see page 26 "Supported languages".

8. Click [OK].
9. Select the manufacturer and model name of the printer you want to use, and then click [Next].
10. Click [Finish].
11. Click [Close] to close the print server properties window.
12. Click [Add a Printer] on the [Devices and Printers] window.
13. Click [The printer that I want isn't listed].
14. Click [Next].
15. Select the printer you want to use, and then click [Next].

Note

- To cancel the installation of the selected driver, click [Cancel] before the installation is complete. To install the WSD Port again, right-click the printer's icon in the [Network] window, and then click [Uninstall].

Using Windows Print Server

1. Click [PCL Printer Drivers] or [PostScript 3 Printer Driver] on the installer screen.

2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement.], and then click [Next].

If installing the PostScript 3 printer driver, proceed to Step 4.

3. Select the printer driver you want to use, and then click [Next].
4. Select [Specify a new port], and then click [Next].
5. Select [Network Printer], and then click [Next].
6. Double-click the computer name you want to use as a print server in the [Browse for Printer] window.
7. Select the printer you want to use, and then click [OK].
8. Select the [Printer Name] check box of the printer model you want to use.
9. Specify the user code, default printer, and shared printer as necessary.
10. Click [Continue].
11. Follow the instructions on the screen.

Installing the Printer Driver for a Local Connection

This section describes the installation procedure of the printer drivers for USB connection.

Windows Vista, Windows Server 2008

3

1. Check that the power of the printer is off.

2. Connect the printer and the computer using a USB cable.

Connect the USB cable firmly.

3. Turn on the power of the printer.

Found New Hardware Wizard starts, and USB Printing Support is installed automatically.

4. In the [Found New Hardware] window, click [Locate and install driver software (recommended)].

5. Insert the provided CD-ROM into the computer's CD-ROM drive.

If the [AutoPlay] dialog box appears, click [Close].

6. Select the name of the printer whose driver you want to install.

Check where the source files of the printer driver are stored.

If the CD-ROM drive is D, the source files are stored in the following locations:

- PCL 5c
 - 32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
 - 32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1
 - 64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1
- PostScript 3
 - 32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
 - 64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported in the printer drivers, see page 26 "Supported languages".

7. Click [Next].

The installation starts.

8. Click [Close].

If the printer driver has already been installed and plug and play is enabled, the icon of the printer connected to the "USB001" port is added to the [Printers], [Printers and Faxes], or [Devices and Printers] window.

The number after "USB" varies depending on the number of the printers connected.

Windows 7/8.1/10, Windows Server 2008 R2/2012/2012 R2/2016

3

1. Open the [Devices and Printers] window.

- Windows 7, Windows Server 2008 R2:
On the [Start] menu, select [Devices and Printers].
- Windows 8.1, Windows Server 2012/2012 R2:
Click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].
- Windows 10, Windows Server 2016
Right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Click any printer icon, and then click [Print server properties].

3. Click the [Drivers] tab, and then click [Add].

4. Click [Next].

5. Check the [x64] (64 bit) or [X86] (32 bit) check box, and then click [Next].

6. Click [Have Disk...].

7. Click [Browse...], and then select the printer driver location.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5c
32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1
- PostScript 3
32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported in the printer drivers, see page 26 "Supported languages".

8. Click [OK].
9. Select the manufacturer and model name of the printer you want to use, and then click [Next].
10. Click [Finish].
11. Click [Close] to close the print server properties window.
12. Check that the power of the printer is off.
13. Connect the printer and the computer using a USB cable.
Connect the USB cable firmly.
14. Turn on the power of the printer.

Installing the Printer Driver Under OS X and macOS

This section explains how to install and configure the printer drivers for use on the OS X and the macOS operating system.

3

Installing the PPD Files

To print using the printer specific features under OS X and macOS, install PPD files.

★ Important

- You need an administrator name and a password or passphrase. For details, contact your network administrator.
1. Double-click the [macOS] folder.
 2. Double-click the [(brand name)] folder.
 3. Double-click the [macOS PPD Installer] folder.
 4. Double-click the package file icon.
 5. Follow the instructions on the screen.

↓ Note

- The PPD files will be automatically installed in the following location:
\\Library\Printers\PPDs\Contents\Resources\

Registering the Printer

To use the printer, the printer must be registered in the printer list.

Make sure the printer and computer are connected and turned on, and perform the following procedure.

↓ Note

- When printing with a USB connection to a Macintosh computer, the printer language does not change automatically. Use the control panel on the printer to change the printer language to [Auto Detect] or [PS] before printing.
- The operating procedure differs depending on the version of the operating system. Check the procedure described in this manual, and configure the necessary settings according to the manual for each version.
- Setting procedures using OS X 10.11 are shown as an example. The actual procedure may differ depending on the version of the operating system you are using.

USB Connection

★ Important

- Make sure the computer and the printer are connected using the USB cable, and the power of the devices has been turned on.

1. Start System Preferences.

2. Click [Printers & Scanners].

3. Click the [+] button.

If [Add Printer or Scanner...] appears, click it.

4. Click [Default].

5. Select the printer that has "USB" indicated in the [Kind] column.

6. Select the printer you are using from the [Use:] pop-up menu.

If the printer you are using is not selected in [Use:], select its manufacturer in the [Select Software...] pop-up menu, and then select the PPD file of the printer. For the location of the PPD files, see page 42 "Installing the PPD Files".

7. Click [Add].

If option settings need to be configured, click [Configure...] in the dialog box that appears, and then configure the option settings.

8. Quit System Preferences.

Network Connection

1. Start System Preferences.

2. Click [Printers & Scanners].

3. Click the [+] button.

If [Add Printer or Scanner...] appears, click it.

4. Click [Default].

5. Select the printer that has "Bonjour" indicated in the [Kind] column.

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

6. Select the printer you are using from the [Use:] pop-up menu.

If the printer you are using is not selected in [Use:], select its manufacturer in the [Select Software...] pop-up menu, and then select the PPD file of the printer. For the location of the PPD files, see page 42 "Installing the PPD Files".

7. Click [Add].

If option settings need to be configured, click [Configure...] in the dialog box that appears, and then configure the option settings.

8. Quit System Preferences.

Configuring Option Settings for the Printer Under OS X and macOS

3

1. Start System Preferences.

2. Click [Printers & Scanners].

3. Select the printer you are using, and then click [Options & Supplies...].

4. Click [Options], and then configure the settings as necessary.

5. Click [OK].

6. Quit System Preferences.

Note

- If the option you want to select is not displayed, PPD files may not be set up correctly. To complete the configuration, check the name of the PPD file displayed in the dialog box.
- Setting procedures using OS X 10.11 are shown as an example. The actual procedure may differ depending on the version you are using.

Installing the TWAIN/WIA Driver

TWAIN/WIA driver must be installed on your computer to scan documents in an application that supports TWAIN/WIA.

★ Important

- To use this machine as a network TWAIN scanner, a TWAIN-compliant application must be installed on the client computer.
- You can scan a document in WIA format only when the machine is connected to your computer via USB.

1. Click [Network TWAIN Driver] or [USB TWAIN/ USB WIA Driver] on the installer screen.
2. The installer of the TWAIN Driver starts. Follow the instructions.

↓ Note

- Before you start the installation, check the system requirements for the TWAIN Driver. For details about the system requirements, see page 25 "Software and Utilities Included on the CD-ROM".
- When the installation is complete, a message about restarting the client computer may appear. In this case, restart the client computer.
- After the installation is complete, a folder with the name of the machine in use is added in [Programs], [All Programs], [Apps], or [All apps] on the [Start] menu. Help can be displayed from here.
- Notes on using the network TWAIN scanner are provided in "Readme.txt". Be sure to read them before use.

Installing the LAN-Fax Driver

Address Book, LAN-Fax Cover Sheet Editor, and MFP Address Book Downloader are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets. MFP Address Book Downloader allows you to save the address book registered in the machine as a CSV file on your computer.

★ Important

- **Manage Printers permission is required to install the drivers. Log on as an Administrators group member.**
- **In an IPv6 environment, you cannot use the Standard TCP/IP port.**

Specifying the Same Port as the Printer Driver

If a port name that is the same as one that is already in use by the existing driver is specified, the LAN-Fax Driver installation may fail. If the printer driver is already installed, make sure that the port numbers of the LAN-Fax Driver and the printer driver match.

1. Click **[LAN-Fax Driver]** on the installer screen.
2. The software license agreement appears in the **[License Agreement]** dialog box. After reading the agreement, click **[I accept the agreement.]**, and then click **[Next >]**.
3. Click **[Next >]**.
4. Select the same port as the one selected in the printer driver from the **[Select from the port list]**, and then click **[Next >]**.
5. Configure the user code, default printer, and shared printer as necessary.
6. Click **[Continue]**.
The installation starts.
7. Click **[Finish]**.

↓ Note

- If the **[User Account Control]** dialog box appears in driver installation procedure, click **[Yes]** or **[Continue]**.
- If the **[Windows Security]** dialog box appears in driver installation procedure, click **[Install this driver software anyway]**.

Specifying the Port When Installing the LAN-Fax Driver

To specify a port that is different from the printer driver when installing the LAN-Fax Driver, see the installation procedure of the printer driver.

If places where the procedure or description differs depending on the driver to be installed, replace the corresponding procedure or description accordingly, and install the driver.

Installation procedures	Corresponding items to replace
page 32 "Using the Standard TCP/IP port"	1, 2
page 33 "Using the IPP port"	3
page 34 "Using the LPR port"	1, 2

List of Items to Replace

No.	Items to be replaced	Procedure/description in the printer driver	Procedure/description in the LAN-Fax Driver
1	The name of the button that starts the installation procedure	Click [PCL Printer Driver] or [PostScript 3 Printer Driver].	Click [LAN-Fax Driver].
2	The procedures in the [Install Printer Driver] dialog box	Select the check box of the machine model you want to use.	Select [Printer Name: <LAN-Fax Generic>].
3	The destination folder in which the driver files are stored	The destination folder is written in the description.	The LAN-Fax Driver is installed in the following folder: <ul style="list-style-type: none"> • 32-bit driver X86\DRIVERS\LAN-FAX \X86\DISK1 • 64-bit driver X64\DRIVERS\LAN-FAX \X64\DISK1

4. Installing the Latest Driver via an Internet

This chapter provides the overview of Device Software Manager and describes how to install the software.

Installing the Device Software Manager

Click [Install Online] in the installer screen to install Device Software Manager for downloading and installing the latest driver.

The following software is included in Device Software Manager:

Driver Installer

Allows you to download, install, and update the latest version of the driver that supports your operating system and the connected printer.

Manager

Allows you to update [Driver Installer] to the latest version.

For the operating systems and languages supported by Device Software Manager, see page 25 "Software and Utilities Included on the CD-ROM".

1. Click [Install Online] on the installer screen.
2. The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Install].
Device Software Manager setup begins.
3. The terms appears in the [Quality Improvement Program] dialog box. After reading these terms, select [I will participate in the Quality Improvement Program] or [I will not participate in the Quality Improvement Program], and then click [Next].
The installation starts. Wait a while.
4. On the "Driver Installer" screen, select [Network] or [USB], and then click [Next].
To update the driver, click [Update Driver].
5. Follow the instructions on the screen.

Uninstalling Device Software Manager

1. On the [Start] menu, select [Control Panel].
If you are using a computer that is running Windows 8.1 or Windows Server 2012/2012 R2, click [Settings] on the Charm Bar, and then click [Control Panel].

If you are using a computer that is running Windows 10 or Windows Server 2016, right-click the [Start] button on the desktop, and then click [Control Panel].

2. Click [Programs and Features] or click [Uninstall a program].
3. Select [Device Software Manager], and then click [Uninstall].
4. Follow the instructions on the screen.

 **Note**

- For details about uninstalling the driver, see page 60 "Deleting the Driver".

5. Appendix

This chapter describes how to handle the messages that may appear while you are installing the printer driver, and how to resolve a problem when a USB connection cannot be correctly established. It also describes how to update or delete a driver.

Messages Displayed When Installing the Printer Driver

This section describes what to do if a message appears when installing the printer driver.

Message number 58 or 34 indicates that the printer driver cannot be installed using Auto Run. Install the printer driver using Add Printer Wizard.

Message number 58 appears if there is a newer version of the printer driver already installed.

1. On the [Start] menu, select [Devices and Printers].

- Windows Vista, Windows Server 2008:
On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
- Windows 8.1, Windows Server 2012/2012 R2:
Click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].
- Windows 10, Windows Server 2016:
Right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Click [Add a printer].

3. Follow the instructions in Add Printer Wizard.

If the CD-ROM drive is D, the source files of the printer driver are stored in the following locations:

- PCL 5c
32-bit driver D:\X86\DRIVERS\PCL5C\X86\Language\DISK1
64-bit driver D:\X64\DRIVERS\PCL5C\X64\Language\DISK1
- PCL 6
32-bit driver D:\X86\DRIVERS\PCL6\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PCL6\X64\MUI\DISK1
- PostScript 3
32-bit driver D:\X86\DRIVERS\PS\X86\MUI\DISK1
64-bit driver D:\X64\DRIVERS\PS\X64\MUI\DISK1

For details about the languages supported in the printer drivers, see page 26 "Supported languages".

4. Specify a port.

If USB Connection Fails

This section describes how to troubleshoot a problem related to USB connections.

Problem	Causes	Solutions
The machine is not automatically recognized.	The USB cable is not connected properly.	Disconnect the USB cable from the computer, and then turn off the main power switch. Turn on the main power switch again. When the machine has fully booted up, reconnect the USB cable.
The machine does not recognize the USB connection even when a USB cable is inserted.	Windows has already configured the USB settings.	Check whether the computer has identified the machine as an unsupported device. Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices have a [!] or [?] icon by them. Take care not to accidentally remove required devices. For details, see Windows Help.
The machine does not recognize the USB connection even when a USB cable is inserted.	If the USB cable is connected while the machine is off, the machine might not recognize the USB connection.	Press the operation switch, and then disconnect the USB cable from the computer. When the machine has returned to the ready condition, reconnect the USB cable.

Configuring Option Settings for the Printer

When bidirectional communication works correctly, your computer obtains information about option, paper size and paper feed direction settings from the machine automatically. Bidirectional communication also allows you to monitor machine status.

When bidirectional communication is disabled, you have to set up option, paper size and paper feed direction settings on your computer manually.

★ Important

- **Manage Printers permission is required to enable bidirectional communication or to configure the option settings. Log on as an Administrators group member.**

Conditions for Bidirectional Communication

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To support bidirectional communication, the following conditions must be met:

When connected with the network

- The Standard TCP/IP port must be used.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

When connected with USB

- The machine must be connected to the computer's USB port using the USB interface cable.
- The computer must support bidirectional communication.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

↓ Note

- The PCL 6 and PostScript 3 printer drivers support bidirectional communication and automatic printer status updates.
- To obtain printer information automatically using the bidirectional communication function of the PCL 6 or PostScript 3 printer driver, you must select the [Automatically Update Printer Information] check box on the [Accessories] tab in the printer driver's properties window.
- The PCL 5c printer driver supports bidirectional communication. You can update the printer status manually.

If Bidirectional Communication is Disabled

This section describes how to set up option, paper size and paper feed direction settings on your computer manually.

1. On the [Start] menu, select [Devices and Printers].
2. Right-click the printer's icon, and then click [Printer properties].
3. Click the [Accessories] tab.

If options in the [Accessories] tab are disabled, bidirectional connection is enabled. In this case, no change is necessary for option settings.
4. Select options installed from the [Options] area, and then configure the necessary settings.
5. Click [Change Input Tray Settings...].
6. In [Input Tray:], specify which trays to use. Following this, in [Paper Size:], specify the size of the paper that you want to load in each tray.

Click [Modify Input Tray/Paper Size] to apply the setting for each tray.
7. Click [OK].
8. Click [OK] to close the printer's properties window.

Note

- For details about making option settings for the machine using OS X and macOS, see page 44 "Configuring Option Settings for the Printer Under OS X and macOS".

Setting LAN-Fax Driver Properties

Note

- Manage Printers permission is required to set the properties for the LAN-Fax Driver. Log on as an Administrators group member.
- The method for selecting the LAN-Fax Driver will vary according to your operating system. For details, see Windows Help.

Setting Print Properties

This section explains how to make settings such as paper size or resolution.

1. Open the printer window.

- Windows Vista, Windows Server 2008:
On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
- Windows 7, Windows Server 2008 R2:
On the [Start] menu, select [Devices and Printers].
- Windows 8.1, Windows Server 2012/2012 R2:
Click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].
- Windows 10, Windows Server 2016:
Right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Open the printer properties dialog box.

- Windows Vista, Windows Server 2008:
Right-click the [LAN-Fax Generic] icon, and then click [Properties].
- Windows 7/8.1/10, Windows Server 2008 R2/2012/2012 R2/2016:
Right-click the [LAN-Fax Generic] icon, and then click [Printing preferences].

3. To set the following properties.

- Orientation:
- Input Tray:
- Resolution:
- Spool Data in EMF Format

4. Click [Apply].

5. Click [OK].

Configuring Option Settings for the Facsimile

1. Open the printer windows.

- Windows Vista, Windows Server 2008:
On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
- Windows 7, Windows Server 2008 R2:
On the [Start] menu, select [Devices and Printers].
- Windows 8.1, Windows Server 2012/2012 R2:
Click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].
- Windows 10, Windows Server 2016:
Right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Open the printer properties dialog box.

- Windows Vista, Windows Server 2008:
Right-click the [LAN-Fax Generic] icon, and then click [Properties].
- Windows 7/8.1/10, Windows Server 2008 R2/2012/2012 R2/2016:
Right-click the [LAN-Fax Generic] icon, and then click [Printer properties].

3. Click the [Accessories] tab, and then make the settings for the option configuration.

4. Select the check boxes for the installed optional units.

5. Click [Apply].

Option configuration settings are complete.

6. Click [OK].

[Accessories] tab

The [Accessories] tab contains the following items besides option configuration items.

Misc

- Enable Email
Check this when using Internet Fax with the LAN-Fax function.

Note

- The Internet Fax function cannot be used on this machine.

- Prohibit manual destination entry
Select this check box when manual destination entry is set as prohibited from the machine.
- No. of Entries to Fix Destination
Specify the number of entries to fix the destinations when to enter destinations directly. You can enter a value between 1 and 15.
- Check Destination
Select the check box to confirm the destinations before sending.

IP-Fax

To use IP-Fax, select the [Enable IP-Fax] check box, and then specify the protocol in [Valid protocol:].

Note

- If the options on this machine are not configured as instructed, LAN-Fax functions may fail.
- If this machine is connected to a network, configuration of each option installed on the machine will be performed automatically. If the settings do not match the installed optional units, click [Update Now].

Updating or Deleting the Driver

★ Important

- Administrator permission is required to update or delete the driver in use. Log on as an Administrators group member.
- For driver updates, select a driver that is compatible with the printer and driver type you are using. An error may result if you select a driver that is not compatible with the printer and driver type.

↓ Note

- If the [User Account Control] dialog box appears, click [Yes] or [Continue].
- If the [Windows Security] dialog box appears, click [Install this driver software anyway].

Updating the Driver

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Updating the printer/LAN-Fax driver on a Windows

You can download the most recent version of the driver from the manufacturer's Web site. Download the latest driver, and then perform as follows:

1. On the [Start] menu, select [Devices and Printers].
2. Right-click the printer's icon, and then click [Printer properties].
3. Click the [Advanced] tab.
4. Click [New Driver...], and then click [Next].
5. Click [Have Disk...].
6. Click [Browse...], and then select the driver location.
7. Click [OK].
8. Select the printer model, and then click [Next].
The driver update starts.
9. Click [Finish].
10. Click [OK] to close the printer properties window.
11. Restart the computer.

↓ Note

- You can update the driver using Driver Installer including Device Software Manager. For details about Device Software Manager, see page 49 "Installing the Latest Driver via an Internet".

Updating the PPD files on an OS X or macOS

Download the latest version of the PPD files from the manufacturer's website. For details about the procedure for installing the PPD files, see page 42 "Installing the PPD Files".

After finishing the installation, delete the old version of the printer driver from the printer list, and then register the latest printer driver. For details about how to delete the printer driver, see page 61 "Deleting the driver from an OS X or macOS". For details about how to register the printer driver, see page 42 "Registering the Printer".

Updating the TWAIN/WIA driver

You can download the most recent version of the drivers from the manufacturer's website.

Delete the old version of the driver first, and then install the new driver. For details about how to delete the driver, see page 60 "Deleting the Driver".

Deleting the Driver

Deleting the printer/LAN-Fax driver from a Windows

Windows Vista, Windows Server 2008

1. On the [Start] menu, select [Control Panel], and then click [Printers] in [Hardware and Sound] category.
2. Right-click the icon of the machine you want to delete, and then click [Delete].
3. On the [File] menu, point to [Run as administrator], and then click [Server Properties...].
4. Click the [Drivers] tab.
5. Select the driver you want to delete, and then click [Remove...].
6. Select [Remove driver and driver package.], and then click [OK].
7. Click [Yes].
8. Click [Delete].
9. Click [OK].
10. Click [Close] to close the print server properties window.

Windows 7/8.1/10, Windows Server 2008 R2/2012/2012 R2/2016

1. On the [Start] menu, click [Devices and Printers].

If you are using a computer that is running Windows 8.1 or Windows Server 2012/2012 R2, click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

If you are using a computer that is running Windows 10 or Windows Server 2016, right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [View devices and printers].

2. Right-click the icon of the machine you want to delete, and then click [Remove device].
3. Click [Yes].
4. Click any machine icon, and then click [Print server properties].
5. Click the [Drivers] tab.
6. Click the [Change Driver Settings] button if it is displayed.
7. Select the driver you want to delete, and then click [Remove...].
8. Select [Remove driver and driver package.], and then click [OK].
9. Click [Yes].
10. Click [Delete].
11. Click [OK].
12. Click [Close] to close the print server properties window.

Deleting the driver from an OS X or macOS

1. Start System Preferences.
2. Click [Printers & Scanners].
3. Select the printer you want to delete, click the [−] button.
4. Click [Delete Printer].

Deleting the TWAIN/WIA driver

1. Start uninstaller.
 - Windows Vista/7, Windows Server 2008/2008 R2:
On the [Start] menu, select [Control Panel], and then click [Uninstall a program].
 - Windows 8.1, Windows Server 2012/2012 R2:
Click [Settings] on the Charm Bar, and then click [Control Panel]. When the [Control Panel] window appears, click [Uninstall a program].
 - Windows 10, Windows Server 2016
Right-click the [Start] button on the desktop, and then click [Control Panel]. When the [Control Panel] window appears, click [Uninstall a program].
2. Remove the TWAIN/WIA driver.
 - Windows Vista/7/8.1/10, Windows Server 2008/2008 R2 /2012/2012 R2/2016:

1. Select the driver you want to delete.
2. Click [Uninstall/Change] or [Uninstall].
3. Follow the instructions that appear.

3. Quit uninstaller.

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