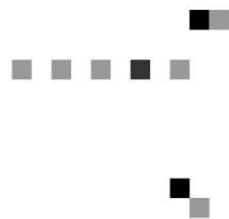




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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 3245C. You'll find the answers to all your questions on the RICOH AFICIO 3245C in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO 3245C
User guide RICOH AFICIO 3245C
Operating instructions RICOH AFICIO 3245C
Instructions for use RICOH AFICIO 3245C
Instruction manual RICOH AFICIO 3245C



Operating Instructions
Printer Reference



- 1 Getting Started
- 2 Preparing the Machine
- 3 Setting Up the Printer Driver
- 4 Other Print Operations
- 5 Printer Features
- 6 Using the Document Server
- 7 The Functions and Settings of the Machine
- 8 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in the "General Settings Guide" before using the machine.



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Manual abstract:

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The proper names of the Windows operating systems are as follows: · The product name of Windows® 95 is Microsoft® Windows® 95 · The product name of Windows® 98 is Microsoft® Windows® 98 · The product name of Windows® Me is Microsoft® Windows® Millennium Edition (Windows Me) · The product name of Windows® 2000 are as follows: Microsoft® Windows® 2000 Professional Microsoft® Windows® 2000 Server Microsoft® Windows® 2000 Advanced Server · The product name of Windows® XP are as follows: Microsoft® Windows® XP Home Edition Microsoft® Windows® XP Professional · The product names of Windows Server™ 2003 are as follows: Microsoft® Windows Server™ 2003 Standard Edition Microsoft® Windows Server™ 2003 Enterprise Edition Microsoft® Windows Server™ 2003 Web Edition · The product name of Windows NT® 4.0 are as follows: Microsoft® Windows NT® Workstation 4.0 Microsoft® Windows NT® Server 4.0 Notes Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer. TABLE OF CONTENTS Manuals for This Machine

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Adobe Acrobat Reader/Adobe Reader is necessary to view the manuals as a PDF file.



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Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions" · CD-ROM 2 "Scanner Driver and Document Management Utility" General Settings Guide Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Security Reference This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication. Network Guide (PDF file - CD-ROM1) Provides information about configuring and operating the printer in a network environment or using software. This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model. Copy Reference Describes operations, functions, and troubleshooting for the machine's copier function.

Facsimile Reference <Basic Features> Describes operations, functions, and troubleshooting for the machine's facsimile function. Facsimile Reference <Advanced Features> Describes advanced facsimile functions such as line settings and procedures for registering IDs. Printer Reference (this manual) Describes system settings, operations, functions, and troubleshooting for the machine's printer function. 1 Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. Manuals for DeskTopBinder Lite DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility". · DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the [Setup] dialog box when DeskTopBinder Lite is installed. · DeskTopBinder Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. · Auto Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. Other manuals · PostScript 3 Supplement (PDF file - CD-ROM1) · UNIX Supplement (available from an authorized dealer, or as a PDF file on our Web site) 2 How to Read This Manual Symbols In this manual, the following symbols are used: R WARNING: This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury. R CAUTION: This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury, or damage to property. * The statements above are notes for your safety. Important If this instruction is not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read this. Preparation This symbol indicates prior knowledge or preparation is required before operation. Note This symbol indicates precautions for operation, or actions to take after mal-operation. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used. Reference This symbol indicates a reference.

[] Keys and buttons that appear on the computer's display. Keys that appear on the machine's display panel. { } Keys built into the machine's control panel. Keys on the computer's keyboard. 3 4 1. Getting Started Control Panel AEU034S 1. Indicators Displays errors and machine status. d: Add Staples indicator D: Add Toner indicator B: Load Paper indicator L: Service Call indicator M: Open Cover indicator x: Misfeed indicator See "Control Panel", General Settings Guide. 4. {Energy Saver} key } Press to switch to and from Energy Saver Mode. Note This key is ineffective during System Settings (User Tools) operations. 5. Main power indicator This indicator lights when the main power switch is turned on. 2. {User Tools/Counter} key } · User Tools Press to change default settings and conditions to your requirements. · Counter Press to display or print the total number of copies made. Important Do not turn off the main power switch while the On indicator is lit or blinking. Doing so may damage the hard disk. 6. On indicator This indicator lights when the operation switch is turned on. 3. Display panel Displays operation status, error messages, and function menus. See p.7 "Display Panel". 7. Operation switch Press this switch to turn the power on (the On indicator goes on). To turn the power off, press this switch again (the On indicator goes off). 5 Getting Started 8. {Clear/Stop} key } Press to cancel the entered data. 9.

{#} key } 1 Press after entering a value. 10. Number keys Press to enter a value for various settings. 11. Function keys Press to switch between the "Copy", "Document Server", "Fax", "Printer", and "Scanner" screens. The indicator for the selected function lights. 12. Function status indicators These show the status of the above functions: · Green: the function is active. · Red: the function has been interrupted. 13. m: Data In indicator The Data In indicator shows the status of data reception from a computer. · This indicator blinks when data is being received. · This indicator lights when there is data remaining to be printed. 6 Control Panel Display Panel This section describes configuration using the display panel when the printer function is selected. Important The machine switches to offline when you make settings when the machine is online. After you complete the setting, the machine switches to online automatically. 1 If you make a setting when the machine is offline, it will stay offline afterward. The function items displayed serve as selector keys. You can select or specify an item by pressing it lightly. When you select or specify an item on the display panel, it becomes highlighted. Keys dimmed (for example,) cannot be used. AEU039S 1. Operational status or messages Displays current machine status, such as "Ready", "Offline", and "Printing...". Information about the print job (user ID and document name) appears in this section. 3. [Form Feed] key Press to print all the data left in the machine's input buffer.



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Note When the machine is online, the status appears dimly.

This function is not available with the RPCS printer language. 2. [f Online] key / [Offline] key f When you press these keys, the machine switches between online and offline. When the machine is online, it can receive data from the computer. When the machine is offline, it cannot receive data from the computer.

4. [Job Reset] key Press to cancel the current print job. If you press it when the machine is offline and Hex Dump is selected, Hex Dump is canceled. 7 Getting Started 5. [Locked & Sample Print Job List] Press to display Locked/Sample Print jobs sent from a computer.

7. [Spooling Job List] Press to display spooled jobs. 1 6. [Error Log] Press to display the error logs, such as Locked/Sample Print jobs sent from a computer.

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[VPaper Tray Status] key V The paper tray settings appear. Note When the power is turned on, the copier display is shown. This is a factory default. This initial setting can be changed. See "User Tools (System Settings)", General Settings Guide.

8 User Authentication User Authentication When user authentication (User Code Authentication, Basic Authentication, Windows Authentication, or LDAP Authentication) is set, the authentication screen is displayed. Unless a valid user name and password are entered, operations are not possible with the machine. Log on to operate the machine, and log off when you are finished operations. Be sure to log off to prevent unauthorized users from using the machine. Note Consult the User Administrator about your login user name, password, and user code. For details about the various types of user authentication, consult the appropriate administrators. User Code Authentication (Using a Printer Driver) When user authentication is set, specify the user code in the printer properties of a printer driver. For details, see the printer driver Help. 1 Login (Using the Control Panel) Follow the procedure below to log in when Basic Authentication, Windows Authentication, or LDAP Authentication is set. A Press [Enter] for [Login User Name].

For user code authentication, enter a number that is registered in the Address Book as a login user name as the user code. B Enter a login user name, and then press [OK]. User Code Authentication (Using the Control Panel) When user authentication is set, the following screen appears. C Press [Enter] for [Login Password]. D Enter a login password, and then press [OK]. E Press [Login]. When the user is authenticated, the screen for the function you are using appears. Enter a user code (eight digit), and then press [#]. 9 Getting Started Logoff (Using the Control Panel) 1 Follow the procedure below to log off when Basic Authentication, Windows Authentication, or LDAP Authentication is set. A Press {User Tools/Counter} key.

} B Press [Logout]. C Press [Yes]. D Press {User Tools/Counter} key. } Login (Using a Printer Driver) When Basic Authentication, Windows Authentication, or LDAP Authentication is set, make encryption settings in the printer properties of a printer driver, and then specify a login user name and password. For details, see the printer driver Help.

Note When logged on using a printer driver, logging off is not required. 10 Connecting the Machine Reference For information about connection using Ethernet and wireless LAN, see "Confirming the Connection", Network Guide. A Connect the USB 2.0 interface cable to the USB port on the right side of the machine. 1 For information about connection using Bluetooth, see the manual that comes with the optional Bluetooth interface unit. Requirements Before using this machine, make sure all environmental and electrical requirements are met. Connect the machine to the host computer using the parallel port, network interface unit, or both. Make sure all cables, connectors, and electrical outlets necessary to attach the machine to the host computer or network are at hand. AEU001S B Connect the other end to the USB port on the host computer. Note The USB 2.0 interface board is supported by Windows 98 SE/Me/2000/XP, Windows Server 2003, Mac OS X v10.3 or higher. For Windows 98 SE/Me: Make sure to install "USB Printing Support". If USB 2.0 is used with Windows 98 SE/Me, only a speed equal to that of USB 1.

1 is possible. For Mac OS: Mac OS supports only the standard USB port. If USB 2.0 is used with a Mac OS, only a speed equal to that of USB 1.1 is possible. Connecting the machine to the host using a USB cable You can connect the machine to the host computer using a USB interface cable. This machine does not come with a USB interface cable. Make sure you purchase the appropriate cable for the machine and your computer. Follow the procedure below to connect the machine to the host computer using a USB interface cable. 11 Getting Started 1 Connecting the Machine to the host using the parallel cable/IEEE 1394 (SCSI print) cable Connect the machine to the host computer using the optional parallel board or optional IEEE 1394 interface board.

This machine does not come with a parallel cable to connect the machine to the host computer. The machine's parallel interface is a standard bidirectional interface. It requires a standard IEEE 1284 compliant 36-pin parallel cable and a parallel port on the host computer. Make sure you purchase the appropriate cable for the machine and your computer. Note Do not use a parallel cable that is longer than 3 meters (10 feet).

Rating voltage of the interface connector: Max. DC 5V Follow the procedure below to connect the machine to the host computer using a parallel cable or IEEE 1394 interface cable. Important Before connecting the machine and a computer using an interface cable, make sure the machine is not operating, and then turn off the main power switches of the machine and computer. Be sure to use a specified interface cable. Other cables may cause radio interference.

A Turn off the main power switches of the machine and computer. Important Before turning off the main power switch, see "Turning Off the Power", General Settings Guide. B Plug the cable into the connector on the machine's interface. Parallel Connection AEU002S IEEE 1394 (SCSI print) Connection AEU003S C Plug the other end of the cable into the connector on the computer's interface. er switch. D Turn on the machine's main pow- 12 Connecting the Machine E Turn on the computer. Note When using Windows 95/98/ Me/2000/XP and Windows Server 2003, a printer driver installation screen might appear when the computer is turned on. If this happens, click [Cancel] on the screen. For more information, see p.19 "Preparing the Machine".

The machine and computer are now connected. The printer driver must be installed next. For information about how to install the printer driver, see p.



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19 "Preparing the Machine". B Turn off the main power switch. Important Make sure the main power is off. See "Turning On the Power", General Settings Guide. 1 C Connect the Ethernet cable to the 10 BASE-T / 100 BASE-TX port. AEU040S Connecting to the Ethernet Interface The network interface board supports 10 BASE-T or 100 BASE-TX connections. Important Before making the connection, touch the metallic part to ground yourself.

D Turn on the main power switch. ZKRH050E AA 1. Indicator (green) Remains green when the machine is properly connected to the network. core for the Ethernet cable is supplied with this machine. The Ethernet cable loop should be about 15 cm (6 in.

) (A) from the A machine end of the cable. 2. Indicator (yellow) Turns yellow when 100 BASE-TX is operating. Turns off when 10 BASE-T is operating.

AEV047S 13 Getting Started Setting Paper on the Bypass Tray 1 This section gives instructions for setting paper on the bypass tray.

Use the bypass tray to print onto OHP transparencies, labels, thick paper, and envelopes that cannot be loaded in the paper tray. Reference For details about setting paper in the regular paper tray, see General Settings Guide. Note When loading letterhead paper, pay attention to its orientation. See "Orientation-Fixed Paper or TwoSided Paper", General Settings Guide. Paper within the following dimensions can be set in the bypass tray: · Vertical: 90 - 305 mm (3.6 - 12.1 in.) · Horizontal: 148 - 600 mm (5.9 23.7 in.

) Be sure to set the paper with the side you want to print facing down in the bypass tray. When loading OHP transparencies or thick paper in the bypass tray, make the paper setting using the control panel or printer driver. The number of sheets that can be loaded in the bypass tray depends on the paper type. Paper sizes fed from the bypass tray are output first sheet down, print side-up. Limitation The following functions are disabled when printing from the bypass tray: ·

Duplex printing · Auto Tray Select · Auto Tray Switching · Rotating Collate · Staple (when the optional unit is installed) · Punch (when the optional unit is installed) Important When printing using the printer function, original images are always rotated by 180 degrees (the orientation of images to be printed is opposite to that of the copier function). When printing onto paper with specific orientation requirements, such as envelopes and letterheads, make sure to rotate the paper feed orientation to 180 degrees. Be sure to set the paper size using the printer driver when printing data from the computer. The paper size set using the printer driver has priority over the one set using the display panel. A Open the bypass tray. AEU004S 14 Setting Paper on the Bypass Tray B Adjust the paper guides to the paper size.

Important If the paper guides are not flush against the paper, skewing and misfeeds might occur. D Select the paper size. Note You can set paper size using the printer driver. The following procedures are not necessary when setting paper size using the printer driver. The paper size set using the printer driver has priority over that set using the display panel.

When the printer driver is not used, make settings using the display panel. Thick paper and OHP transparencies are delivered face up on the top of the preceding page; therefore, the prints need to be rearranged into the correct order. To avoid this, select [Reverse order print] in the RPCS printer driver settings to deliver the prints in the correct page order. Reference For printer driver settings, see the printer driver Help. 1 C Gently insert paper face up into the bypass tray until the beeper sounds.

AEU011S 1. Extender 2. Paper guides Note The beeper will not sound if it is turned off. Gently insert paper until it stops. Do not stack paper over the limit mark, otherwise a skewed image or misfeeds might occur. Open out the extender to support paper sizes larger than A4 L, 8 1/2"×11" L. Fan the paper to get air between the sheets to avoid a multi-sheet feed. When setting an OHP transparency, make sure that its front and back sides are properly positioned. Select paper type when printing onto OHP transparencies or thick paper (over 127.9 g/m2).

For details, see p.17 "Setting thick paper or OHP transparencies". For details about setting custom sizes, see p.16 "Setting custom size paper". A Press the {User Tools/Counter} } key on the control panel. AEU035S B Press [System Settings]. 15 Getting Started C Press the [Tray Paper Settings] tab. A Press the {User Tools/Counter} key } on the control panel. 1 D Press [TNext] to scroll through T the list. E Press [Printer Bypass Paper Size].

F Select the paper size. Note Press [UPrevious] or [TNext] U T to scroll through the list. When printing onto thick paper or OHP transparencies, select paper type. For details, see p.17 "Setting thick paper or OHP transparencies".

G Press [OK]. H Press the {User Tools/Counter} } key. B Press [System Settings]. C Press the [Tray Paper Settings] tab. D Press [TNext] to scroll through the T list.

E Press [Printer Bypass Paper Size]. F Press [Custom Size]. If a custom size is already set, press [Change Size] . G Press [Vertical]. H Enter the vertical size of the paper using the number keys, and then press [#]. Setting custom size paper Note Custom sizes can also be set using the printer driver. The following procedures are not necessary when setting custom sizes using the printer driver. Custom size settings set using the printer driver have priority over those set using the machine's display panel. When the printer driver is not used, make settings using the display panel. Reference For printer driver settings, see the printer driver Help.

I Press [Horizontal]. J Enter the horizontal K Press [OK]. size of the paper using the number keys, and then press [#]. The paper sizes entered are displayed. L Press [OK]. M Press the {User Tools/Counter} key. } 16 Setting Paper on the Bypass Tray Setting thick paper or OHP transparencies Note Paper settings can also be set using the printer driver. The following procedures are not necessary when setting paper sizes using the printer driver. Paper size settings set using the printer driver have priority over those set using the machine's display panel. When the printer driver is not used, make settings using the display panel.

Reference For printer driver settings, see the printer driver Help. A Press the {User Tools/Counter} key } on the control panel. B Press [System Settings]. C Press the [Tray Paper Settings] tab. D Press [TNext] to scroll through the T list.

1 E Press [Paper Type: Bypass tray]. F Select [OHP] or [Thick Paper] G Press [OK]. The paper type selected is displayed. H Press the {User Tools/Counter} key. } Note The settings made will remain valid until they are reset again.



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After printing on OHP transparencies or thick paper, make sure to clear settings for the next user. 17 Getting Started 1 18 2. Preparing the Machine Quick Install Windows 95/98/Me/2000/XP, Windows Server 2003, and Windows NT 4.0 users can easily install this software using the CD-ROM provided. Using Quick Install, the PCL printer driver and/or RPCS printer driver and SmartDeviceMonitor for Client is installed under network environment, and TCP/IP port will be set. Important To install printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator. The Quick Install is not available when using this printer under USB connection. If you connect using USB, refer to p.

43 "Installing the Printer Driver Using USB". A Quit all applications currently running. B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [Quick Install]. The software license agreement appears in the [License Agreement] dialog box. E After reading the agreement, click [I accept the agreement], and then click [Next >]. F Select the machine model you want to use in the [Select Printer] dialog box. For network connection via TCP/IP, select the machine whose IP address is displayed in [Connect To]. For parallel connection, select the machine whose printer port is displayed in [Connect To]. G Click [Install]. The printer driver installation starts. 19 Preparing the Machine H Click [Finish] A message about restarting the computer may appear. Restart the computer to complete installation. I Click [Exit] in the first dialog box of the installer, and then take out the CDROM. 2 Note To stop installation of the selected software, click [Cancel] before installation is complete. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. Select a machine to whose IP address is displayed in [Connect To] to install SmartDeviceMonitor for Client when using TCP/IP. Reference Quick Install is not available unless bidirectional communication between the machine and computer is enabled via parallel connection. See p.60 "If Bidirectional Communication is Disabled" for details about bidirectional communication between machine and computer. 20 Confirming the Connection Method Confirming the Connection Method This machine supports network and local connection. Before installing the printer driver, check how the machine is connected.

Follow the driver installation procedure that is appropriate to the connection method. Network Connection This machine can be used as a Windows printing port or network printer. 2 Using this machine as the Windows printing port Network connections can be established through Ethernet, IEEE 802.11b, and IEEE 1394 (IP over 1394). Available ports are determined based on the combination of Windows operating system version and connection method used. ZZZ004S Windows 95/98 Connection Method Ethernet/ IEEE 802.11b IEEE 1394 (IP over 1394) Available Ports SmartDeviceMonitor for Client port None Windows Me Connection Method Ethernet/ IEEE 802.11b IEEE 1394 (IP over 1394) Available Ports SmartDeviceMonitor for Client port SmartDeviceMonitor for Client port 21 Preparing the Machine Windows 2000 Connection Method Ethernet/ IEEE 802.11b Available Ports SmartDeviceMonitor for Client port Standard TCP/IP LPR port IEEE 1394 (IP over 1394) None 2 Windows XP Connection Method Ethernet/ IEEE 802.11b Available Ports SmartDeviceMonitor for Client port Standard TCP/IP LPR port IEEE 1394 (IP over 1394) SmartDeviceMonitor for Client port Standard TCP/IP Windows Server 2003 Connection Method Ethernet/ IEEE 802.11b Available Ports SmartDeviceMonitor for Client port Standard TCP/IP LPR port IEEE 1394 (IP over 1394) SmartDeviceMonitor for Client port LPR port None Reference See the explanation of how to install the printer driver for each type of port. For the SmartDeviceMonitor for Client port, see p.25 "Using the SmartDeviceMonitor for Client Port". For the Standard TCP/IP port, see p.34 "Using the Standard TCP/IP Port". For the LPR port, see p.36 "Using the LPR Port". 22 Confirming the Connection Method Using as a network printer This machine can be used as the Windows network printer, the NetWare print server, or the NetWare remote printer. 2 ZZZ003S Reference See the explanation of how to install the printer driver for each type of network printer. For the Windows network printer, see p.38 "Using as the Windows Network Printer". For the NetWare print server and remote printer, see p.40 "Using as the NetWare Print Server/Remote Printer". 23 Preparing the Machine Local Connection Local connections can be established via parallel, USB, IEEE 1394 (SCSI print), and Bluetooth connections. Windows operating system version determines the available connection methods. · Windows 95: · Parallel connections · Windows 98: · Parallel connections · Windows 98 SE/Me: · USB, Parallel, and Bluetooth connections · Windows 2000: · USB, Parallel, IEEE 1394 (SCSI print), and Bluetooth connections · Windows XP: · USB, Parallel, IEEE 1394 (SCSI print), and Bluetooth connections · Windows Server 2003: · USB, Parallel, IEEE 1394 (SCSI print), and Bluetooth connections · Windows NT 4.0: · Parallel connections Reference See the explanation of how to install the printer driver for each method of connection. 2 For the USB connection, see p.

43 "Installing the Printer Driver Using USB". For the parallel connection, see p.48 "Printing with Parallel Connection". For the IEEE 1394 (SCSI print) connection, see p.50 "Installing the Printer Driver Using IEEE 1394 (SCSI print)". For the Bluetooth connection, see p.54 "Printing with Bluetooth Connection". 24 Using the SmartDeviceMonitor for Client Port Using the SmartDeviceMonitor for Client Port Installing SmartDeviceMonitor for Client Important To install SmartDeviceMonitor for Client under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator. Install SmartDeviceMonitor for Client before installing the printer driver when using the SmartDeviceMonitor for Client port. 2 A Quit all applications currently running.



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B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [SmartDeviceMonitor for Client/Admin].

E The SmartDeviceMonitor for Client installer starts. F The software license agreement appears in the [License Agreement] dialog box. After reading through its contents, click [I accept the agreement], and then click [Next >]. G Click [SmartDeviceMonitor for Client], and then click [Next >]. The SmartDeviceMonitor for Client installer starts. H Follow the instructions on the display to install SmartDeviceMonitor for Client. I Click [Finish]. If you are required to restart the computer after installing SmartDeviceMonitor for Client, restart the computer. Note To stop installation of the selected software, click [Cancel] before installation is complete. 25 Preparing the Machine Installing the PCL or RPCS Printer Driver (TCP/IP) Important To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.

0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member. 2 A Quit all applications currently running. B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [PCL/RPCS Printer Drivers]. E The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Next]. F Select the printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers.

G Select the machine model you want to use. The printer name can be changed in the [Change settings for 'Printer Name'] box. H Double-click the printer name to display the printer settings. Note The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. I Click [Port:], and then click [Add].

J Click [SmartDeviceMonitor], and then click [New Port...]. K Click [TCP/IP], and then click [Search]. A list of printers using TCP/IP appears. 26 Using the SmartDeviceMonitor for Client Port L Select the printer you want to use, and then click [OK]. Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the IP address or host name of the machine. Under Windows 95/98/Me, you cannot add an IP address partially similar to the one already used.

For example, if "192.168.0.2" is in use, "192.168.0.2xx" cannot be used. Similarly, if "192.168.0.20" is in use, "192.168.0.2" cannot be used. 2 M Check that the port of the selected printer is displayed in [Port:].

N Set a user code, if necessary. This allows a SmartDeviceMonitor for Admin user to display and check statistics about the number of sheets which each user prints. For details, see SmartDeviceMonitor for Admin Help. Up to 8 numeric characters can be entered. Neither alphabetic characters nor symbols are available.

O Select the [Default Printer] check box to configure the printer as default. P Click [Finish]. Installation starts. Q Click [Finish] in the installation completion dialog box. A message about restarting the computer may appear. Restart the computer to complete installation Reference A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, install use [Add Printer]. See p.57 "If a Message Appears during Installation".

27 Preparing the Machine Installing the PCL or RPCS Printer Driver (NetBEUI) Important To install this printer driver under Windows 2000, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member. Windows XP and Windows Server 2003 do not support NetBEUI. You cannot print using printers beyond routers. 2 A Quit all applications currently running. B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [PCL/RPCS Printer Drivers]. E The software license agreement appears in the [License Agreement] dialog box.

After reading the agreement, click [I accept the agreement], and then click [Next]. F Select the printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers. G Select the machine model you want to use. The printer name can be changed in the [Change settings for 'Printer Name'] box.

H Double-click the printer name to display the printer settings. Note The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. I Click [Port:], and then click [Add]. J Click [SmartDeviceMonitor], and then click [New Port...]. K Click [NetBEUI], and then click [Search]. A list of printers using NetBEUI appears. 28 Using the SmartDeviceMonitor for Client Port L Select the printer you want to use, and then click [OK].

Only printers that respond to a broadcast from the computer appear. To use a machine not listed here, click [Specify Address], and then enter the NetBEUI address. The NetBEUI address can be checked with the configuration page. For information about printing a configuration page, see p.113 "Printing the configuration page". The NetBEUI address appears in the format of "\\RNP:xxx\xxx" on the configuration page. Enter the machine's network path in the format of "%Computer name\Share name". Use "\" instead of "%%" at the beginning. 2 M Check that the port of the selected printer is displayed in [Port:]. N Set a user code, if necessary.

This allows a SmartDeviceMonitor for Admin user to display and check statistics about the number of sheets which each user prints. For details, see SmartDeviceMonitor for Admin Help. Up to 8 numeric characters can be entered. Neither alphabetic characters nor symbols are available. O Select the [Default Printer] check box to configure the printer as default.

P Click [Finish]. The printer driver installation starts. Q Click [Finish] in the installation completion dialog box. A message about restarting the computer may appear. Restart the computer to complete installation.



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Note The protocol is set to inactive as default. Enable it using Web Image Monitor or Telnet To stop installation of the selected software, click [Cancel] before installation is complete. Reference A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See p.57 "If a Message Appears during Installation". 29 Preparing the Machine Installing the PCL or RPCS Printer Driver (IPP) Important To install printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. For this, log on as an Administrators or Power Users group member.

2 A Quit all applications currently running. B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [PCL/RPCS Printer Drivers]. E The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Next]. F Select a printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers. G Select the machine model you want to use. The printer name can be changed in the [Change settings for 'Printer Name'] box.

H Double-click the printer name to display the printer settings. Note The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. I Click [Port:], and then click [Add]. J Click [SmartDeviceMonitor], and then click [New Port..]. K Click [IPP]. 30 Using the SmartDeviceMonitor for Client Port L In the [Printer URL] box, enter "http://printer's address/printer" as the printer's address. If the server authentication is issued, to enable SSL (a protocol for encrypted communication), enter "https://printer's address/printer" (Internet Explorer 5.01, or a higher version must be installed). (example IP address: 192.168.15.16) http://192.

168.15.16/printer https://192.168.15.16/printer You can enter "http://printer's address/ipp" as the printer's address. 2 M Enter a name for identifying the printer in [IPP Port Name]. Use a name different from the one of any existing port. SmartDeviceMonitor for Client Help. ferent from the one of any existing port.

If a name is not specified here, the address entered in the [Printer URL] box becomes the IPP port name. O Check that the port of the selected printer is displayed in [Port:]. P Set a user code, if necessary. This allows a SmartDeviceMonitor for Admin user to display and check the number of sheets each user prints. For details, see SmartDeviceMonitor for Admin Help.

Up to 8 numeric characters can be entered. No alphabetic characters or symbols can be entered. Q Select the [Default Printer] check box to configure the printer as default. R Click [Finish]. Installation starts.

S Click [Finish] in the installation completion dialog box. A message about restarting the computer may appear. Restart the computer to complete installation Note To stop installation of the selected software, click [Cancel] before installation is complete. Reference A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use[Add Printer]. See p.57 "If a Message Appears during Installation". 31 Preparing the Machine Changing the Port Settings for SmartDeviceMonitor for Client Follow the procedure below to change the SmartDeviceMonitor for Client settings, such as TCP/IP timeout, recovery/parallel printing, and printer groups. Note There are no settings for NetBEUI protocol.

2 Windows 95/98: A Open [Printers] window from [Start] menu. . B In the [Printers] window, click the icon of the printer you want to use. On the [File] menu, click [Properties]. C Click the [Details] tab, and then click [Configure Port]. The [Port Settings] dialog box appears. Windows 2000 / Windows NT 4.0: A Open [Printers] window from [Start] menu. . B In the [Printers] window, click the icon of the printer you want to use.

On the [File] menu, click [Properties]. C On the [Ports] tab, click [Configure Port]. The [Port Settings] dialog box appears. 32 Using the SmartDeviceMonitor for Client Port Windows XP, Windows Server 2003: A Open the [Printers and Faxes] window from the [Start] menu. The [Printers and Faxes] window appears.

B Click the icon of the machine you want to use. On the [File] menu, click [Properties]. The printer properties appear. C Click the [Ports] tab, and then click [Configure Port]. The [Port Configuration] dialog box appears.

For TCP/IP, timeout setting can be configured. Note If no settings on the [Recovery/Parallel Printing] tab are available, follow the procedure below. A Click [Cancel] to close the [Port Configuration:] dialog box. B Start SmartDeviceMonitor for Client, and then right-click the SmartDeviceMonitor for Client icon on the taskbar. C Click [Extended Features Settings], and then select the [Set Recovery/Parallel Printing for each port] check box. D Click [OK] to close the [Extended Features Settings] dialog box · User, proxy, and timeout settings can be configured for IPP. Reference For information about these settings, see "Using SmartDeviceMonitor for Client", Network Guide, or SmartDeviceMonitor for Client Help. 2 33 Preparing the Machine Using the Standard TCP/IP Port Installing the PCL or RPCS Printer Driver 2 Important To install printer driver under Windows 2000/XP Professional, and Windows Server 2003, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member. A Quit all applications currently running.

B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [PCL/RPCS Printer Drivers]. E The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Next].

F Select a printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers. G Select the machine model you want to use. The printer name can be changed in the [Change settings for 'Printer Name'] box.



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H Double-click the printer name to display the printer settings.

Note The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. I Click [Port:], and then click [Add]. J Click [Standard TCP/IP], and then click [New Port...]

J. Configure the Standard TCP/IP port settings, and then see Windows Help if [Standard TCP/IP Port] does not appear. K Click [Next] in the [Add Standard TCP/IP Printer Port Wizard] dialog box. 34 Using the Standard TCP/IP Port L Enter the printer name or IP address in the [Printer Name or IP Address] box. The [Port Name] text box automatically obtains a port name. Change this name if necessary. When screen for Device selection appears, select "RICOH NetworkPrinter Driver C Model". M Click [Finish] in the [Add Standard TCP/IP Printer Port Wizard] dialog box. The installation start dialog box reappears. 2 N Check that the port of the selected printer is displayed in [Port:].

O Configure the default printer as necessary. P Click [Finish]. The printer driver installation starts. Q Click [Finish] in the installation completion dialog box. A message about restarting the computer may appear. Restart the computer to complete installation. Note To stop installation of the selected software, click [Cancel] before installation is complete. Reference A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer].

See p.57 "If a Message Appears during Installation". 35 Preparing the Machine Using the LPR Port Installing the PCL or RPCS Printer Driver 2 Important To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrators or Power Users group member.

A Quit all applications currently running. B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.

exe" on the CD-ROM root directory. C Select an interface language, and then click [OK]. The default interface language is English. D Click [PCL/RPCS Printer Drivers]. E The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Next]. F Select a printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers. G Select the machine model you want to use. The printer name can be changed in the [Change settings for 'Printer Name'] box.

H Double-click the printer name to display the printer settings. Note The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. I Click [Port:], and then click [Add]. J Click [LPR Port], and then click [New Port...]. If [LPR Port] does not appear, see Windows Help and install it. K Enter the printer's IP address in the [Name or address of server providing lpd] box. 36 Using the LPR Port L Enter "lp" in the [Name of printer or print queue on that server] box, and then click [OK].

The port is added. M Check that the port of the selected printer is displayed in [Port:]. N Configure the default printer as necessary. O Click [Finish]. The printer driver installation starts 2 P Click [Finish] in the installation completion dialog box.

A message about restarting the computer may appear. Restart the computer to complete installation. Reference A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer].

See p.57 "If a Message Appears during Installation". 37 Preparing the Machine Using as the Windows Network Printer Installing the PCL or RPCS Printer Driver 2 To use the print server, install the printer driver by selecting "Network printer server", and then select the Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 shared printer. This section assumes that the client has already been configured to communicate with a Windows 2000/XP, Windows Server 2003, or Windows NT 4.0 print server. Do not begin the following procedure before the client is set up and configured correctly. Important To install printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. For this, log on as an Administrators or Power Users group member.

If you print with a print server connected to the printer using the SmartDeviceMonitor port, Recovery Printing and Parallel Printing cannot be used from the client. If you print with a Windows XP or Windows Server 2003 print server, notification functions of SmartDeviceMonitor may not be used with the client. If you print with a Windows NT 4.0 print server, install the printer driver before you connect the print server to the printer. A Quit all applications currently running. B Insert the CD-ROM into the CD-ROM drive. The installer starts. Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory.

C Select an interface language, and then click [OK]. The default interface language is English. D Click [PCL/RPCS Printer Drivers]. E The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Next].

F Select a printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers. 38 Using as the Windows Network Printer G Select the [Printer Name] check box to select the printer models you want to use. The printer name can be changed in the [Change settings for 'Printer Name'] box. H Double-click the printer name to display the printer settings.

The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. I Click [Port:], and then click [Add]. J Click [Network Printer], and then click [OK]. K Double-click the computer name you want to use as a print server in the [Browse for Printer] window. 2 L Select the printer you want to use, and then click [OK]. M Check that the port of the selected printer is displayed in [Port:]. N Configure the user code as necessary. For an RPCS printer driver, a user code can be set after the printer driver installation. For information about user code, see the printer driver Help. O Select the [Default Printer] check box to configure the printer as default.

P Click [Finish]. The printer driver installation starts. Q Click [Finish] in the installation completion dialog box.



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A message about restarting the computer may appear. Restart the computer to complete installation. Reference A message appears if there is a newer version of the printer driver already installed. If there is, you cannot install the printer driver using Auto Run. If you still want to install the printer driver, use [Add Printer]. See p.57 "If a Message Appears during Installation".

39 Preparing the Machine Using as the NetWare Print Server/Remote Printer This explains how to set up the Windows computer used as the NetWare client. Important To install this printer driver under Windows 2000/XP Professional, Windows Server 2003, and Windows NT 4.0, you must have an account that has Manage Printers permission. Log on as an Administrator or Power Users group member. The following explanation assumes NetWare Client is installed on the client computer and the NetWare server environment is correctly set up.

Install all necessary client applications before following this procedure. Set up the printer driver while logging on to the NetWare file server. The following values are used in the example: · Operating system: Windows 98 · NetWare version: 4.1 · File server name: CAREE · Queue name: R-QUEUE 2 A Insert the CD-ROM into the CD-ROM drive. The installer starts.

Auto Run may not work with certain operating system settings. If this happens, launch "Setup.exe" on the CD-ROM root directory B Select an interface language, and then click [OK]. The default interface language is English. C Click [PCL/RPCS Printer Drivers]. D The software license agreement appears in the [License Agreement] dialog box. After reading the agreement, click [I accept the agreement], and then click [Next]. E Select the printer driver you want to use in the [Select Program] dialog box. You can select several printer drivers. F Select the [Printer Name] check box to select the printer models you want to use.

The printer name can be changed in the [Change settings for 'Printer Name'] box. G Double-click the printer name to display the printer settings. The details shown in [Comment:], [Driver:], and [Port:] vary depending on the operating system, printer model, and port. 40 Using as the NetWare Print Server/Remote Printer H Click [Port:], and then click [Add]. I Click [Network Printer], and then click [OK]. J Double-click the name of the NetWare file server on the network tree. The created queue is displayed. K Select the print queue, and then click [OK]. L Check that the port of the selected printer is displayed in [Port:]. M Click [Finish].

The printer driver installation starts. 2 N Click [Finish] in the [Component selection] dialog box. O Click [Finish] in the [Introduction complete] dialog box. P In the [Printers] window, open the printer properties. Under Windows XP or Windows Server 2003, open the printer properties from the [Printers and Faxes] window.

Q On the [Printer Settings] tab, clear the [Form Feed] and [Enable Banner] check boxes. Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, click the [NetWare setting] tab. Do not select these check boxes since they are automatically selected by the printer driver. If you select the check boxes, the printer may not print correctly.

R Click [OK] to close the printer properties dialog box. Note The protocol is set to inactive as default. Enable it using Web Image Monitor or Telnet 41 Preparing the Machine Form Feed Do not use NetWare to configure form feed. Form feed is controlled by the printer driver on Windows. If NetWare form feed is configured, the printer may not print properly. Follow the procedure below to disable form feed according to the operating system used: · Under Windows 95/98/Me, clear the [Form feed] check box on the [Printer Settings] tab in the printer properties dialog box. · Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, clear the [Form feed] check box on the [NetWare Settings] tab in the printer properties dialog box. 2 Banner Page Do not use NetWare to configure a banner page. Follow the procedure below to disable banner pages according to the operating system used: · Under Windows 95/98/Me, clear the [Enable banner] check box on the [Printer Settings] tab in the printer properties dialog box.

· Under Windows 2000/XP, Windows Server 2003, or Windows NT 4.0, clear the [Enable banner] check box on the [NetWare Settings] tab in the printer properties dialog box. Printing after Resetting the Printer Printer to print server connection requires 30 - 40 seconds to resume after the printer is reset. During this period, jobs may be accepted (depending on NetWare specifications) but not printed. To print after resetting the printer as the remote printer, check on the print server that the remote printer is disconnected, or wait for two minutes before trying to print. 42 Installing the Printer Driver Using USB Installing the Printer Driver Using USB This section explains how to install printer drivers using USB. Before installing, check that only the operating system is running on the computer and no print jobs are in progress. The printer drivers can be installed from the CD-ROM provided with this machine. Windows 98 SE/Me - USB Important Installation via USB is not possible under Windows 95/98. Upgrade to Windows 98 SE/Me.

When USB is first used, the plug and play function starts and the [New Hardware Found], [Device Driver Wizard], or [Add New Hardware Wizard] dialog box appears, depending on the operating system. If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB" port is added to the [Printers] window. 2 A Turn off the power of the machine. B Connect the machine with the computer via USB cable. Connect the USB cable firmly.

C Turn on the power of the computer. D Click [Next>]. E Click [Search for the best driver for your device. {Recommended}.], and then click [Next>]. F Select the [Specify a location:] check box, and then click [Browse...]. The [Browse for Folder] dialog box appears. G Insert the CD-ROM into the CD-ROM drive. Note When Auto Run starts, click [Exit]. To disable Auto Run, press the {Shift} key when inserting the CD-ROM into the drive and keep it pressed until the computer finishes reading from the CD-ROM. H Specify the location where USB Printing Support is located, and then click [Next>]. If the CD-ROM drive is D, the source files of USB Printing Support are stored in the following location: D:\DRIVERS\USBPRINT\WIN98ME USB Printing Support is installed.

I Check the location, and then click [Next]. 43 Preparing the Machine J Click [Finish]. If the printer driver has already been installed, plug and play is enabled, and the icon of the printer connected to the "USB001" port is added to the [Printers] window. 2 K Click [Next>]. L Click [Search for the best driver for your device].



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