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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO SP 100SU. You'll find the answers to all your questions on the RICOH AFICIO SP 100SU 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 SP 100SU
User guide RICOH AFICIO SP 100SU
Operating instructions RICOH AFICIO SP 100SU
Instructions for use RICOH AFICIO SP 100SU
Instruction manual RICOH AFICIO SP 100SU



SP 100SU

Operating Instructions
User Guide

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



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Manual abstract:

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.....49 8. @@@@ Keep this manual in a handy place for quick reference. Legal Prohibition Do not copy or print any item for which reproduction is prohibited by law. Copying or printing the following items is generally prohibited by local law: bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor. Disclaimer Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good output quality, the manufacturer recommends that you use genuine toner from the manufactware for this machine are: Windows XP/ Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2. The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using. • Be sure to disconnect the USB cable from the machine and turn the machine off before beginning the installation. Quick Install Use Quick Install to install the printer driver, TWAIN driver, and WIA driver from the CD-ROM.

1. Close all applications except this manual. 2. Insert the CD-ROM into the CD-ROM drive. 3. From the CD-ROM menu, click [USB Quick Install]. 4. Follow the instructions in the installation wizard. Upgrading or Deleting the Printer Driver Upgrading the printer driver 1. On the [Start] menu, click [Devices and Printers].

2. Right-click the icon of the printer model you want to modify, 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 printer driver location. 7.

Click [OK], and then specify the printer model. 8. Click [Next]. 9. Click [Finish]. 10. Click [OK] to close the printer properties window. 11 1. Guide to the Machine 11. Restart the computer.

Deleting the printer driver 1. On the [Start] menu, click [Devices and Printers]. 2. Right-click the icon of the printer you want to delete, and then click [Remove device]. 3. Click [Yes]. 4. Click any printer icon, and then click [Print server properties]. 5. Click the [Drivers] tab.

6. Click the [Change Driver Settings] button if it is displayed. 7. 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. Installing the Smart Organizing Monitor

Smart Organizing Monitor is a utility that allows you to modify the machine's settings or view the machine's status from your computer. For details, see p.

13 "What is Smart Organizing Monitor?". 1. Close all applications except this manual. 2. Insert the CD-ROM into the CD-ROM drive. 3. From the CD-ROM menu, click [Smart Organizing Monitor]. 4. Select a language for Smart Organizing Monitor. 5.

Follow the instructions in the installation wizard. 12 What is Smart Organizing Monitor? What is Smart Organizing Monitor? Install this utility on your computer from the included CD-ROM before using it. Smart Organizing Monitor provides the following functions: • Displays the status of the machine Displays paper jam messages and other error messages. • Paper size and type settings Displays the settings for paper sizes or types available on this machine.

• Print test and configuration pages Prints List/Report to check the list of settings for this machine and other information.

• Modify the system settings Use to change custom paper size settings and other settings on this machine. • Modify the printer settings Use to change print settings such as [Error Skip:] and [I/O Time Out:] on this machine. • Modify the copy settings Use to change to change copy settings such as [Document Type:] and [Reduce / Enlarge:] on this machine. For details about basic instructions on how to use Smart Organizing Monitor, see p.41 "Configuring the Machine Using Smart Organizing Monitor".

13 1. Guide to the Machine 14 2. Loading Paper Supported Paper Paper Size • A4 • 8 1/2 " × 11 " (Letter) • B5 • 5 1/2 " × 8 1/2 " (Half Letter) • 7 1/4 " × 10 1/2 " (Executive) • A5 • A6 • B6 • 16K (197 × 273 mm) • 16K (195 × 270 mm) • 16K (184 × 260 mm) • Custom Paper Size The following paper sizes are supported as custom paper sizes: • Approximately 90-216 mm (3.6-8.5 inches) in width • Approximately 148-297 mm (5.8-11.7 inches) in length Paper Type • Plain Paper (65-104 g/m2 (20-24 lb.)) • Recycled Paper (65-104 g/m2 (20-24 lb.)) • Thin Paper (60-64 g/m2 (16 lb.)) • Thick Paper (105 g/m2 (28 lb.

)) Paper Capacity 50 sheets (80 g/m2, 20 lb.) 15 2. Loading Paper Non-Recommended Paper Types Do not use the following types of paper: • Ink-jet printer paper • GelJet special paper • Bent, folded, or creased paper • Curled or twisted paper • Wrinkled paper • Damp paper • Dirty or damaged paper • Paper that is d. 22 Placing Originals 1. Lift the exposure glass cover. 2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner. CHZ009 3. Lower the exposure glass cover.

Hold down the cover with your hands when using thick, folded, or bound originals and when the cover cannot be lowered completely. 23 2. Loading Paper 24 3. Printing Documents Basic Operation Use the printer driver to print a document from your computer. 1.

After creating a document, open the [Printing Preferences] dialog box in the document's native application. 2. Change any print settings if necessary. The following print settings can be specified using the printer driver: • Printing multiple pages on a sheet • Splitting a single page across multiple sheets • Printing on both sides of sheets • Not having blank pages printed • Having prints sorted • Saving printer driver settings • Recalling and deleting saved printer properties settings • Printing on a custom size paper • Printing a large paper size document on smaller size paper • Reducing and enlarging a document size • Changing the print resolution • Saving on toner when printing • Changing the dithering pattern • Having text stamped on prints For details about each setting items, click [Help].



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Printing Documents 3. When setting changes are completed, click [OK]. 4. Print the document using the print function in the document's native application. • If a paper jam occurs, printing stops when the current page has printed. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing. Printing on Both Sides of Sheets 1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.

2. On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output. 3. After making any additional settings, click [OK]. 4. Start printing. The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over. 5. Take out all of the prints from the output tray and place them in the input tray. To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray.

Portrait CHZ921 26 Basic Operation Landscape CHZ922 6. Press the [Start] key. Canceling a Print Job You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job. Canceling a print job before printing has started 1. Double-click the printer icon on the task tray of your computer.

2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel]. • If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled. • It may take a while to cancel a large print job. 27 3.

Printing Documents Canceling a print job while printing 1. Press the [Clear/Stop] key. CHZ955 28 If a Paper Mismatch Occurs If a Paper Mismatch Occurs If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error: Continue printing using mismatched paper Use the form-feed function to ignore the error and print using mismatched paper. Reset the print job Cancel printing. Continuing Printing Using Mismatched Paper If the paper is too small for the print job, the printed image will be cropped. 1. If the error code is displayed, press the [Start] key. CHZ956 Resetting the Print Job 1. If the error code is displayed, press the [Clear/Stop] key.

CHZ955 29 3. Printing Documents 30 4. Copying Originals Basic Operation 1. Place the original on the exposure glass. 2. To print multiple copies, press the [Number of copies] key until the number of copies you want to print is displayed. CHZ952 Holding down the [Number of copies] key increases the number in increments of 10. 3. Press the [Start] key. CHZ956 • If a paper jam occurs, printing stops when the current page has printed.

Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing. 31 4. Copying Originals Canceling a Copy If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout.

If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out. 1. Press the [Clear/Stop] key. CHZ955 32 Making Enlarged or Reduced Copies Making Enlarged or Reduced Copies There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio. Preset ratio CES103 (mainly Europe and Asia) 50%, 71%, 82%, 93%, 122%, 141%, 200% (mainly North America) 50%, 65%, 78%, 93%, 129%, 155%, 200% Custom ratio CES106 25% to 400% in 1% increments.

Specifying Reduce/Enlarge Use this procedure to specify the reduction or enlargement ratio for the current job from Smart Organizing Monitor. The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using. 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 33 4.

Copying Originals 4. On the [User Tool] tab, click [Printer Configuration]. 5. On the [Copy] tab, select the ratio in the [Reduce / Enlarge:] list. If [Zoom: (25 to 400%)] has been selected, enter the ratio. 6. Click [OK]. 7. Click [Close]. 34 Copying Both Sides of an ID Card onto One Side of Paper Copying Both Sides of an ID Card onto One Side of Paper This section describes how to copy the front and back sides of an ID card or other small documents onto either side of a sheet of paper.

When copying onto A4 paper, you can copy documents that are smaller than A5. Likewise, when copying onto Letter size paper, you can copy documents that are smaller than Half Letter size. • To use this function, the paper size used for printing copies must be set to A4 or Letter. CES165 Copying an ID Card 1. Press the [ID Card Copy] key.

CHZ954 35 4. Copying Originals 2. To print multiple copies, press the [Number of copies] key until the number of copies you want is displayed. CHZ952 3. Place the original front side down with the top to the rear of the machine on the exposure glass.

Place the original in the center of the A5/Half Letter scan area. CHZ023 4. Press the [Start] key. CHZ956 5. Within 30 seconds, place the original back side down with the top to the rear of the machine on the exposure glass, and then press the [Start] key. 36 Specifying the Scan Settings Specifying the Scan Settings This section describes how to specify image density and scan quality for the current job. Adjusting Image Density There are three image density levels. The higher the density level, the darker the printout. 1. Press the [Density] key until the density level you want is displayed.

CHZ953 The print density is indicated by which segment is lit on this indicator. • Left: Lighter than normal • Middle: Normal density • Right: Darker than normal Selecting the Document Type According to Original There are three document types: Text Select this when the original contains only text and no photographs or images. Photo Select this when the original contains only photographs or images. Use this mode for the following types of original: • Photographs • Pages that are entirely or mainly composed of photographs or images, such as magazine pages. Text/Photo Select this when the original contains both text and photographs or images. 37 4. Copying Originals Specifying the Original Type Use this procedure to specify the original type for the current job from Smart Organizing Monitor. The procedure in this section is an example based on the Windows 7 OS. The actual procedure may vary depending on the operating system you are using. 1.

On the [Start] menu, click [All Programs].



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2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status].

4. On the [User Tool] tab, click [Printer Configuration]. 5. On the [Copy] tab, select the document type in the [Document Type:] list. 6. Click [OK]. 7. Click [Close]. 38 5. Scanning from a Computer Basic Operation Scanning from a computer (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly. TWAIN Scanning TWAIN scanning is possible if your computer is running a TWAIN-compatible application. 1. Place the original. 2. @ @ 3.

@ @ @ @ @ @ @ @ Original Scan Method Specify the method to scan originals. 3. Image Quality Adjustment You can adjust the image quality. @ @ @ @ When [Manual] is selected, all settings can be adjusted as required. 4. Original Size: Select the scanning size. @ @ 5. Resolution: Select a resolution from the list. @ @ 6. @ @ 7.

Select Mode Up to ten scan settings can be saved. @ @ Place the original. 2. On the [Start] menu, click [Devices and Printers]. 3. Right-click the icon of the printer model you want to use, and then click [Start scan]. 4. Configure the scan settings as required, and then click [Scan]. 5. Click [Import].

40 6. Configuring the Machine Using Smart Organizing Monitor Checking the System Information The state and status information of the machine can be checked using Smart Organizing Monitor. Checking the Status Information 1 3 2 CHZ971 1. Image area Displays the status of this machine with an icon. 2. Status area • Paper Size Displays the paper size configured on the machine. • Paper Type Displays the paper type configured on the machine. • Toner The remaining toner level is displayed in ten levels. • Counter Displays the number of pages that have been printed by the machine. 41 6.

Configuring the Machine Using Smart Organizing Monitor 3. Message area Displays the status of this machine with a message. @ @ On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. @ @ 5. @ @ 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status].

4. On the [User Tool] tab, click [Printer Configuration]. 5. Change the settings if necessary. 6. Click [OK]. 7. @ @ @ @ System tab • Register custom paper sizes. @ @ @ @ Update the machine firmware. @ @ @ @ Copy tab • Specify the type of originals to be scanned. • Configure toner-saving settings. • Configure scaling settings. 43 6. @ @ @ @ @ @ • Never disconnect the USB cable during a firmware update. @ @ @ @ • Download the firmware from the manufacturer's Web site.

@ @ 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [User Tool] tab, click [Printer Configuration]. 5. On the [System] tab, click [Printer Firmware Update. ..]. 6. Click [OK].

7. Specify the location of the DWN file, and then click [Open]. 8. @ @ @ @ • Store print cartridges in a cool dark place. @ @ Toner quality degrades over time. @ @ @ @ 1. Open the maintenance cover. 2. @ @ @ @ 4. Hold the print cartridge and shake it from side to side five or six times. Even distribution of toner within the bottle improves print quality. 45 7. Maintaining the Machine 5. Hold the grips of the print cartridge, and then insert it into the machine until it stops. CHZ017 6.

Close the maintenance cover. 46 Cautions When Cleaning Cautions When Cleaning Clean the machine periodically to maintain high print quality. Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry. • To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzene and thinner, or spray insecticide on the machine. • If there is dust or grime inside the machine, wipe with a clean, dry cloth. • You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.

• Do not allow paper clips, staples, or other small objects to fall inside the machine. 47 7. Maintaining the Machine Cleaning the Inside of the Machine 1. Open the maintenance cover. 2.

@ @ Using a cloth, wipe the inside of the machine. CHZ028 4. Hold the grips of the print cartridge, and then insert it into the machine until it stops. CHZ017 5. Close the maintenance cover.

48 Cleaning the Exposure Glass Cleaning the Exposure Glass 1. Lift the exposure glass cover. Be careful not to hold the input tray when lifting the exposure glass cover, for the tray might be damaged. 2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture. CHZ020 49 7. Maintaining the Machine 50 8. Troubleshooting Common Problems This section describes how to troubleshoot common problems that may occur while operating the machine. Problem Possible cause Solution • Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.

• Reconnect the USB cable. • Open the front cover and tray extension. @ @ @ @ @ @ Problem Solution • Use supported types of paper. See p.15 "Supported Paper". @ @ See p.19 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. @ @ @ @ @ @ • Use supported types of paper.

See p.15 "Supported Paper". @ @ • Fan the paper well before loading. @ @ • Make sure that the paper guides are in the right position. Multiple sheets of paper are fed at one time.

• Use supported types of paper. See p.15 "Supported Paper". @ @ @ @ Only add paper when there is none left in the tray. Paper does not feed smoothly. Paper jams occur frequently. 52 Paper Feed Problems Problem Solution • Paper is damp. Use paper that has been stored properly. See p.15 "Supported Paper". Paper gets wrinkles. • Paper is too thin. See p.15 "Supported Paper". @ @ • Load the paper upside down in the paper tray.

The printed paper is curled. • Paper is damp. Use paper that has been stored properly. See p.15 "Supported Paper". Images are printed diagonally to the pages. If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. CER091 Removing Printing Jams • Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes. • Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge.

Make test prints until smudges no longer appear.

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- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.

If paper jams inside the machine

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper. 53 8. Troubleshooting

1. Pull out the jammed paper carefully. CHZ024 If you cannot find the misfed paper, look inside the machine.
2. Open the maintenance cover. 3. Hold the grips of the print cartridge, and then pull it out of the machine. CHZ013 4. Pull out the misfed paper by holding both sides of paper. Be careful not to get toner dust on your hands or clothes. CHZ015 54 Paper Feed Problems CHZ025 5. If it is difficult to remove the jammed paper out of the main unit, remove the jammed paper from the output tray side. CHZ026 6.

Hold the grips of the print cartridge, and then insert it into the machine until it stops. CHZ017 7. Close the maintenance cover. 55 8. Troubleshooting Print Quality Problems Checking the Condition of the Machine If there is a problem with the quality of printing, first check the condition of the machine. Possible Cause There is a problem with the machine's location. Unsupported types of paper is used. Solution Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock. Make sure that the paper being used is supported by the machine.

See p.15 "Supported Paper". Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.15 "Supported Paper". Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See p. 65 "Consumables". Print cartridges should be opened before their expiration date and used within six months of being opened.

See p.45 "Maintaining the Machine", and clean the machine as required. The paper type setting is incorrect. A non-genuine print cartridges is being used. An old print cartridges is being used. The machine is dirty. 56 Printer Problems Printer Problems Problem Solution If an error occurs when printing, change the computer or printer driver settings.

- Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. An error occurs.

- Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too.
- Check that the latest printer driver is being used. A print job is canceled.
- Set I/O Timeout to a larger value than the current settings.
- Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while.
- To speed up printing, reduce the printing resolution using the printer driver.

- Paper is damp. Use paper that has been stored properly. See p.15 "Supported Paper". The whole printout is blurred.
- If you enable [Toner Saving], printing is generally less dense.
- Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized. Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.

There is considerable delay between the print start command and actual printing.

- Change the print quality settings. 57 8. Troubleshooting Print Positions Do Not Match Display Positions If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following. Possible Cause Page layout settings have not been configured. The paper size setting does not match the paper loaded. Solution Check that the page layout settings are properly configured in the application. Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. 58 Copier Problems Copier Problems Problem Photocopied paper is blank. Copied pages are too dark or too light.

Copied pages do not look the same as the originals. Solution The original was placed with the front and back reversed. See p.22 "Placing Originals". Adjust the image density. Select the correct scan mode according to the type of original. The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the exposure glass cover open when copying.

The original probably has heavily lined or dotted areas.

Switching the setting for image quality between [Photo] and [Text/Photo] may eliminate the moire pattern.

- Image density is too high. Adjust the image density.
- Toner on the printed surface is not dry. Photocopied paper is dirty.

Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas.

- The scanning part is dirty.
- Before placing originals on the exposure glass, make sure that toner or correction fluid is dry. When copying from the exposure glass, the print area of the copy is out of alignment with the original.

Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass. Black spots appear when photocopying a photographic print. A moire pattern is produced. 59 8. Troubleshooting Scanner Problems Problem Solution

- The scanning part is dirty. The scanned image is dirty.
- Before placing originals on the exposure glass, make sure that toner or correction fluid is dry. The original was moved during scanning. Do not move the original during scanning. The original was placed upside down.

Place the original in the correct orientation. See p.22 "Placing Originals". The original was placed with the front and back reversed. Adjust the image density. The scanned image is distorted or out of position. The scanned image is upside down. The scanned image is blank. The scanned image is too dark or too light. 60 Error and Status Indicate on the Control Panel Error and Status Indicate on the Control Panel Codes on the Screen Code E0 Causes Paper has been jammed in the machine.

Paper has been jammed in the paper tray. The input tray has run out of paper. E2 E3 E4 E5 E6 E7 E8 E9 P1 P2 The paper for making copies, printing faxes or Auto Report is not loaded. A maintenance cover is open. Front cover is closed.

An appropriate size paper for printing Report is not loaded. The print cartridge has not been installed. The machine has run out of the toner. The print cartridge is almost empty. An appropriate size paper for making copies is not loaded.

The paper size set for the document differs from the size of the paper. The paper type set for the document differs from the type of the paper.



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Solutions • Remove the jammed paper. See p.52 "Paper Feed Problems". • Remove the jammed paper. See p.52 "Paper Feed Problems". • Load paper to the input tray. See p.

19 "Loading Paper". Load the appropriate size paper. Close the maintenance cover completely. Open the front cover completely. Load A4 or Letter size paper in the input tray. Reinstall the print cartridge. See p.45 "Replacing the Print Cartridge". Replace the print cartridge. See p.

45 "Replacing the Print Cartridge". Prepare a new print cartridge. Load the appropriate size paper. Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job. Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.

E1 61 8. @@@ • The power of the machine is not turned ON. • The USB cable is not connected. Solutions • Check the printer power cord. • Check the printer power switch is on.

• Check the USB cable is properly connected. If paper is not loaded, load paper in the input tray. For details about loading paper, see p.19 "Loading Paper". If paper is jammed inside the machine, remove the jammed paper. @@@@ • For details about changing the paper type setting of the machine, see p.19 "Loading Paper". For details about changing the paper type setting in the printer driver, see the printer driver Help. Prepare a new print cartridge. Replace the print cartridge.

See p.45 "Replacing the Print Cartridge". Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help. Open the front cover completely. Printer Power Off (Communication Error) Out of Paper / Misfeed Paper is not loaded in the machine's input tray, or paper jam has occurred. Paper Size Mismatch The paper size specified on the machine and the size specified in the printer driver do not match. The paper type specified on the machine and the type specified in the printer driver do not match. The print cartridge is almost empty. The machine has run out of the toner.

The data is too large or complex to print. @@@@ • Repack the machine in its original packing materials when moving it a long distance. • Be sure to disconnect all cables from the machine before transporting it. • The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.

• Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs. • Do not remove the print cartridge when moving the machine. • Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.

1. Be sure to check the following points: • The power switch is turned off. • The power cord is unplugged from the wall outlet. • All other cables are unplugged from the machine. 2. Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it. • If you intend to move the machine over a long distance, you must pack it well. Take care not to tip or tilt the machine during transit. • Toner might spill inside the machine if the machine is not kept level during transit. • For more information about moving the machine, contact your sales or service representative.

Disposal Ask your sales or service representative for information about correct disposal of this machine. Where to Inquire Contact your sales or service representative for further information about the topics included in this manual or to inquire other topics not included in this manual. 64 Consumables

Consumables Print Cartridge Print cartridge Black Average printable number of pages per cartridge *1 2,000 pages *1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization. • Unless a print cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges. • The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity. • Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use. • Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.

• The supplied print cartridge can print approximately 500 pages. • This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality. 65 9. Appendix Specifications of the Machine This section lists the machine's specifications.

General Function Specifications Configuration Desktop Print process Laser electrostatic transfer Maximum paper size for scanning of exposure glass 216 mm × 297 mm (8.5 × 11.7 inches) Maximum paper size for printing 216 mm × 297 mm (8.5 × 11.7 inches) Warm-up time Less than 25 seconds (23 °C, 71.6 °F) Paper sizes A4, 8 1/2 " × 11 " (Letter), B5, 5 1/2 " × 8 1/2 " (Half Letter), 7 1/4 " × 10 1/2 " (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size • The following paper sizes are supported as custom paper sizes: • Approximately 90-216 mm (3.6-8.5 inches) in width • Approximately 148-297 mm (5.8-11.7 inches) in length Paper type Plain Paper (65-104 g/m2 (20-24 lb.)), Recycled Paper (65-104 g/m2 (20-24 lb.)), Thin Paper (60-64 g/m2 (16 lb.)), Thick Paper (105 g/m2 (28 lb.)) Paper output capacity 10 sheets (80 g/m2, 20 lb.) Paper input capacity 50 sheets (80 g/m2, 20 lb.)

) Memory 16 MB Power requirements (mainly Europe and Asia) 66 Specifications of the Machine 220-240 V, 4 A, 50/60 Hz (mainly North America) 120 V, 8 A, 60 Hz Power consumption • Maximum power consumption 70 W • Energy Saver mode 1 60 W or less • Energy Saver mode 2 5 W or less Machine dimensions (Width × Depth × Height) 402 × 368.5 × 163 mm (15.8 × 14.5 × 6.4 inches) Weight (machine body with consumables) Approximately 8.0 kg (17.7 lb.) or less Printer Function Specifications Printing speed 13 pages per minute (A4/Letter) Resolution 600 × 600 dpi (maximum: 1200 × 600 dpi) First print speed 13 seconds or less (From the start of data reception to the end of print delivery) Interface USB 2.0 Printer language DDST Copier Function Specifications Maximum resolution (scanning and printing) Scanning: 600 × 600 dpi Printing: 600 × 600 dpi 67 9. Appendix First copy speed (A4/Letter, at 23 °C, 71.



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6 °F) 32 seconds or less Multiple copy speed 13 pages per minute Reproduction ratio • Fixed ratio: (mainly Europe and Asia) 50%, 71%, 82%, 93%, 122%, 141%, 200% (mainly North America) 50%, 65%, 78%, 93%, 129%, 155%, 200% • Zoom ratio: 25% to 400% Copy quantity 99 Scanner Function Specifications Maximum scanning area (horizontal × vertical) 216 × 297 mm (8.5 × 11.7 inches) Maximum resolution when scanning from a computer (TWAIN) 4800 × 4800 dpi Maximum resolution when scanning from a computer (WIA) 600 × 600 dpi Scanning time Black and white: 3.9 seconds or less Color: 7.9 seconds or less (A4/200 dpi/Compressed) Not including transfer time.

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