



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO SP 3200SF. You'll find the answers to all your questions on the RICOH AFICIO SP 3200SF 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 3200SF**  
**User guide RICOH AFICIO SP 3200SF**  
**Operating instructions RICOH AFICIO SP 3200SF**  
**Instructions for use RICOH AFICIO SP 3200SF**  
**Instruction manual RICOH AFICIO SP 3200SF**



## **Laser MFP** User's Guide



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



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>



.....  
.....

.....  
.....  
.....

.....  
.....

*.. 1.4 Finding more information ..*

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*.... 1.4 Selecting a location .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*1.5 2. System setup Menu overview .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.... 2.1 Changing the display language .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.. 2.2 Setting the date and time ..

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 2.

2 Changing the default mode .....

.....  
.....  
.....

.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
*... 2.2 Setting sounds .*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*. 2.3 Entering characters using the number keypad ...*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*. 2.3 Using the save modes .....*

.....  
.....  
.....

.....  
.....  
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*... 2.4 Setting print job timeout .....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*.. 2.4.3. Software overview Supplied software .*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

*.. 3.1 Printer driver features ..*

.....

.....



.....  
.....

..... 4.1 Supported operating systems ..

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

.. 4.1 Configuring TCP/IP ..

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....

... 4.1 Configuring EtherTalk .

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....



.....  
.....  
.....  
.....

..... 4.2 Setting Ethernet speed .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 4.2 Restoring the network configuration ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 4.2 Printing a network configuration page ..

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....

.....  
.....

..... 4.2 5. Loading originals and print media Loading originals ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 5.1 Selecting print media ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

5.2 Loading paper .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....

.....

.....

.....

.....

.....

.....

.....

... 5.5 Setting the paper size and type .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 5.8 Selecting an output location .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

5.8.6. Copying Selecting the paper tray ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 6.1 Copying .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 6.

1 Changing the settings for each copy .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 6.

1 Changing the default copy settings .....

.....  
.....  
.....  
.....

.....  
.....











.....  
.....  
.....  
.....

..... 9.

*1 Adjusting the document settings .....*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*9.1 Sending a fax automatically ....*

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 9.2 Sending a fax manually .*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....



.....  
.....  
.....

.. 9.3 Selecting the paper tray ..

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 9.3 Changing receiving modes ...

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

. 9.3 Receiving automatically in Fax mode .....

.....  
.....  
.....

.....  
.....  
.....

.....

.....  
.....  
.....

*9.4 Receiving manually in Tel mode .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 9.4 Receiving manually using an extension telephone ...*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*.... 9.4 Receiving automatically in Ans/Fax mode .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 9.4 Receiving faxes using DRPD mode ....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... *9.4 Receiving in secure receiving mode ...*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... *9.5 Receiving faxes in memory ...*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*9.5 Printing received faxes on both sides of paper ....*

.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.... 9.6 Sending a fax to multiple destinations .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.. 9.6 Sending a delayed fax .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
..... 9.

7 Sending a priority fax .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....



.....  
.....  
.....  
.....

..... *10.2 Printing sent fax report automatically ...*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... *10.2 Change the dial tone detection settings .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... *10.2 Setting up Phone Book ...*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....



.... 10.

3 11. Using USB flash memory About USB memory ....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 11.1 Plugging in a USB memory device .

.....

.....

.....

.....s or wet weather, such as rain and snow.

*Safety During Operation* In this manual, the following important symbols are used: **WARNING:** · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. · Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard. · When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

· To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock. · For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays. · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

· Keep toner (used or unused) and toner containers out of reach of children. · For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer. · The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur. · The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper. · Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

· Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur. · Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure. · Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily. · Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion. · If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary. · If toner or used toner gets into your eyes, flush immediately with large amounts of water.

Consult a doctor if necessary. · If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary. Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury. Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

**CAUTION: WARNING:** · Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged. · To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine. · You suspect that your machine needs service or repair. · The external housing of your machine has been damaged.

· Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of used toner containers in accordance with local regulations. · Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur. · Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord. · Do not damage, break or make any modifications to the power cord.



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>

Do not place heavy objects on it.

Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire. · If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire. **CAUTION:** · Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water. · If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible. · Do not look into the lamp - it can damage your eyes.

· When loading paper, take care not to trap or injure your fingers. · During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the rollers during operation. An injury might occur.

· Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior. · If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section.

Doing so can cause the optional paper tray unit to detach, possibly resulting in injury. **Caution:** Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

**For North America CDRH Regulations** This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 15 milliwatt, 775-800 nanometer wavelength, AlGaAs laser diode. This equipment does not emit hazardous radiation, since the beam is totally enclosed during all customer modes of operation and maintenance. **Caution:** Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. **Notes for Users LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.** **Power Supply** The socket-outlet shall be installed near the product and shall be easily accessible. **Ozone Safety** This product generates ozone during operation. Normally, the ozone level is safe for operators. If ozone odor may appear, ventilate the room. **For Fax or Telephone** When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following: Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.

Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning. Do not use a telephone in the vicinity of a gas leak to report the leak. Use only No. 26 AWG or larger telecommunication line cord. **SAVE THESE INSTRUCTIONS** **Laser Safety:** This equipment is considered a class 1 laser device. This equipment contains a 15 milliwatt, 775-800 nanometer wavelength, AlGaAs laser diode. The following marking is attached on the back of the equipment. **ii Positions of Labels and Hallmarks for WARNING and CAUTION Labels** Declaration of Conformity This machine has labels for WARNING and CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

**Notice to Users in EEA Countries** This product complies with the essential requirements and provisions of Directive 1999/ 5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. **Notice to Users Accessing Analog PSTN in EEA Countries** This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

**Aficio SP 3200SF/SP 3200SF :** The CE declaration of Conformity is available on the Internet at URL : [http://www.rioh.co.jp/fax/ce\\_doc](http://www.rioh.co.jp/fax/ce_doc) **CE Marking Traceability Information (For EU Countries Only)** **Manufacturer: Ricoh Co., Ltd.**

3-6 Nakamagome 1-chome, Ohta-ku, Tokyo, 143-8555 Japan \*This label is stuck to hot surfaces. Be careful not to touch these areas. In accordance with IEC 60417, this machine uses the following symbols for the main power switch: **POWER ON.** means **POWER OFF.** Authorized representative: **RICOH EUROPE B.V. Prof. W.H. Keesomlaan 1, 1183 DJ Amstelveen The Netherlands ENERGY STAR® Program User Information on Electrical & Electronic Equipment Users in the EU, Switzerland and Norway** Our Products contain high quality components and are designed to facilitate recycling.

Our products or product packaging are marked with the symbol below. The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment. For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives. The **ENERGY STAR®** Program encourages energy conservation by promoting energy efficient computers and other office equipment. The program backs the development and dissemination of products that feature energy saving functions. It is an open program in which manufacturers participate voluntarily. Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices.

**Energy Star standards and logos are internationally uniform.** **iii NOTICE** Note to users in the United States of America **USA FCC Requirements 1.** This equipment complies with Part 68 of the FCC rules and requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format **US:AAEQ##TXXXXX.** If requested, this number must be provided to the telephone company. This equipment uses the **RJ11C USOC** jack. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product.



[You're reading an excerpt. Click here to read official RICOH AFICIO](#)

[SP 3200SF user guide](#)

<http://yourpdfguides.com/dref/3177612>

*It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.*

*The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).*

*If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this equipment, for repair or warranty information, please contact Ricoh Americas Corporation. CUSTOMER SUPPORT DEPT. at 1800-FASTFIX. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.*

*Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. Notice: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.*

*However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures: · Reorient or relocate the receiving antenna. · Increase the separation between the equipment and receiver. · Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. · Consult the dealer or an experienced radio /TV technician for help.*

*5. 2. 3. 4. Caution Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. 6. Notice about the Telephone Consumer Protection Act (Valid in USA only). The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your FAX machine, refer to "Setting the Machine ID" in this manual.*

*Follow the steps provided there to enter the business identification and telephone number of the terminal or business. This information is transmitted with your document by the FAX HEADER feature. In addition to the information, be sure to program the date and time into your machine. 7. 8. 9. 10. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS: 1.*

*2. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up. Perform such activities in the off-peak hours, such as early morning hours or late evenings. iv CANADA This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface.*

*The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. v 1 Introduction Thank you for purchasing this multifunctional product. Your machine provides printing, copying, scanning, and faxing functions.*

*This chapter includes: · · · · Special features Printer overview Understanding the Status LED Finding more information Selecting a location Expand your machine's capacity · Your machine has 96 MB of memory which can be expanded to 320 MB. · You can add a 250-sheet optional tray 2 to your machine. This tray lets you add paper to the machine less often. · Zoran IPS Emulation\* compatible with PostScript 3 (PS) enables PS printing. \* Zoran IPS Emulation compatible with PostScript 3 · © Copyright 1995-2005, Zoran Corporation. All rights reserved. Zoran, the Zoran logo, IPS/PS3, and OneImage are trademarks of Zoran Corporation. \* 136 PS3 fonts Contains UFST and MicroType from Monotype Imaging Inc. Print in various environments · You can print with Windows 98/Me/NT 4.0/2000/XP/2003/Vista. · Your machine is compatible with a variety of Macintosh systems. · Your machine comes with both USB and Parallel interfaces.*

*Use USB flash memory devices If you have a USB memory device, you can use it in various ways with your machine. · You can scan documents and save them to the device. · You can directly print data stored to the device. · You can back up data and restore backup files to the machine's memory. Special features Your new machine is equipped with special features that improve print quality. You can: Print with excellent quality and speed · You can print with a resolution of up to 1200 dpi [Best].*



[You're reading an excerpt. Click here to read official RICOH AFICIO](http://yourpdfguides.com/dref/3177612)

[SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)

<http://yourpdfguides.com/dref/3177612>

See the Software section. · Your machine prints A4-sized paper at up to 28 ppm and letter-sized paper at up to 30 ppm. · For duplex printing, your machine prints A4-sized paper at up to 19 ipm and letter-sized paper at up to 21 ipm. Handle paper flexibly · The multi-purpose tray supports letterhead, envelopes, labels, transparencies, custom-sized media, postcards, and heavy paper.

The multipurpose tray holds up to 50 sheets of plain paper. · The 250-sheet tray 1 and 250-sheet optional tray 2 support plain paper in various sizes. 250 Create professional documents · Print Watermarks. You can customize your documents with words, such as "Confidential". See the Software section. · Print Posters. The text and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster. See the Software section. Save time and money · You can print multiple pages on one single sheet of paper to save paper. · You can use preprinted forms and letterhead with plain paper.

See the Software section. · This machine automatically conserves electricity by substantially reducing power consumption when not in use. a. pages per minute b. images per minute 1.1 <Introduction> Printer overview These are the main components of your machine: Front view Rear view 1 1 2 3 4 5 6 7 8 9 ADF (automatic document feeder) 1 document width guides document input tray scanner lid document output tray control panel output tray front cover paper level indicator 10 11 12 13 14 15 16 17 18 tray 1 optional tray 2 multi-purpose tray output support USB memory port multi-purpose tray extension multi-purpose tray paper width guides scanner glass toner cartridge 2 3 4 5 6 control board cover network port USB port parallel port optional tray 2 cable connector telephone line socket (LINE) 7 8 9 10 11 extension telephone socket (EXT) duplex unit power receptacle power switch rear cover 1. Automatic document feeder is used as ADF in this user's guide. 1.2 <Introduction> Control panel overview 1 Speed buttons: Allows you to store frequently-dialed fax numbers and email addresses and enter them with the touch of a few buttons. Shift: Allows you to shift the speed buttons to access numbers 16 through 30.

Address Book: Allows you to store frequently used fax numbers in memory or search for stored fax numbers or email addresses. Also allows you to print an Address Book/Phone Book list. Resolution: Adjusts the document resolution for the current fax job. Redial/Pause: In Standby mode, redials the last number, or in Edit mode, inserts a pause into a fax number. Fax: Activates Fax mode. 13 Back: Sends you back to the upper menu level. 2 3 14 15 Status: Shows the status of your machine. See page 1.4. Darkness: Adjusts the document brightness for the current copy job.

Original Type: Selects the document type for the current copy job. Reduce/Enlarge: Makes a copy smaller or larger than the original. USB Print: Allows you to directly print files stored on a USB Memory device when it is inserted into the USB memory port on the front of your machine. Duplex: Allows you to print documents on both sides of the paper. Toner Save: Allows you to save on toner by using less toner in printing.

Number keypad: dials a number or enters alphanumeric characters. On Hook Dial: Engages the telephone line. Stop/Clear: Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies. Start: Starts a job.

4 5 6 16 17 18 7 8 9 10 11 Copy: Activates Copy mode. Scan/Email: Activates Scan mode. Display: Shows the current status and prompts during an operation. Menu: Enters Menu mode and scrolls through the available menus. Scroll buttons: Scroll through the options available in the selected menu, and increase or decrease values. OK: Confirms the selection on the screen. 19 20 21 22 23 12 24 1.3 <Introduction> Understanding the Status LED The Status LED on the control panel shows the status of your machine. See the table below to know your machine's status. Status Off Description · The machine is off-line.

· The machine is in Power Save mode. When data is received, or any button is pressed, it switches to on-line automatically. On Blinking The machine is on-line and can be used. · When the backlight slowly blinks, the machine is receiving data from the computer. · When the backlight fast blinks, the machine is printing data. · The toner cartridge is totally exhausted. Remove the old toner cartridge and install a new one. See page 13.5. · A paper jam has occurred. To solve the problem, see page 14.2. · The front cover is open. Close the front cover. · There is no paper in the tray.

Load paper in the tray. · The toner cartridge installed is not a genuine cartridge, and you selected Stop at the NonGenuine Toner prompt. See page 14.10. · The lifespan of the toner cartridge is reached, and you selected Stop at the Toner Exhausted prompt. See page 14.10. · The machine has stopped due to a major error. Check the display message. See page 14.7 for details on the meaning of the error message. · A minor error occurs and the machine is waiting an error to be cleared. Check the display message. When the problem is cleared, the machine resumes. · The toner cartridge installed is not a genuine cartridge, and you selected Continue at the NonGenuine Toner prompt.

See page 14.10. · The lifespan of the toner cartridge is reached, and you selected Continue at the Toner Exhausted prompt. See page 14.10. · The toner cartridge is low. Order a new toner cartridge. You can temporarily improve print quality by redistributing the toner. See page 13.4.

Online User's Guide Finding more information You can find information for setting up and using your machine from the following resources, either printed or onscreen. Quick Install Guide Provides information on setting up your machine and, therefore, be sure to follow the instructions in the guide to get the machine ready. Green Red On Provides you with step-by-step instructions for using your machine's full features, and contains information for maintaining your machine, troubleshooting, and installing accessories. This user's guide also contains the Software section providing you with information on how to print documents with your machine on various operating systems, and how to use the supplied software utilities. Note You can access the user's guides in other languages from the Manual folder on the Printer, Scanner Drivers and Utilities Type 104 software CD.

Network Printer User's Guide Contained on the Printer, Scanner Drivers and Utilities Type 104 software CD, provides you with information on setting up and connecting your machine to a network.



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>

*Blinking Printer Driver Help Provides you with help information on printer driver properties and instructions for setting up the properties for printing. To access a printer driver help screen, click Help from the printer properties dialog box. 1.4 <Introduction> Selecting a location Select a level, stable place with adequate space for air circulation.*

*Allow extra space for opening covers and trays. The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table. Clearance space · Front: 482,6 mm (enough space so that the paper tray can be removed) · Back: 100 mm (enough space for ventilation) · Right: 100 mm (enough space for ventilation) · Left: 100 mm (enough space for ventilation) 1.5 <Introduction> 2 System setup This chapter gives you an overview of menus available on your machine and step-by-step instructions for setting up the machine's systems. This chapter includes: . . . . . Menu overview Changing the display language Setting the date and time Changing the default mode Setting sounds Entering characters using the number keypad Using the save modes Setting print job timeout Menu overview The control panel provides access to various menus to set up the machine or use the machine's functions. These menus can be accessed by pressing Menu. Refer to the following diagram. Menus available in Fax, Copy, or Scan mode vary. Fax Feature Darkness Multi Send Delay Send Priority Send Send Forward Rcv.*

*Forward Secure Receive Add Page Cancel Job Fax Setup Sending Redial Times Redial Term Prefix Dial ECM Mode Sent Report Image TCR Receiving Receive Mode Ring to Answer Stamp Rcv Name Rcv Start Code Auto Reduction Discard Size Junk Fax Setup DRPD Mode Change Default Resolution Darkness Auto Report Copy Feature Copy Collation 2-Up 4-Up ID Copy Poster Copy Clone Copy Erase Bkgd. Copy Setup Change Default Copies Reduce/Enlarge Darkness Original Type Scan Feature USB Memory Scan Size Original Type Resolution Scan Color Scan Format E-mail Scan Size Original Type Resolution Scan Color FTP Scan Size Original Type Resolution Scan Color SMB Scan Size Original Type Resolution Scan Color Network TCP/IP EtherTalk Ethernet Speed Clear Setting Network Info. System Setup (continued) Sound/Volume Key Sound Alarm Sound Speaker Ringer Report Maintenance Clean Drum Ignore Toner CLR Empty Msg. Supplies Life Serial Number Clear Setting System Setup Machine Setup Machine ID Machine Fax No. Date & Time Clock Mode Language Default Mode Power Save Scan PWR Save Timeout NetScanTimeout Job Timeout Import Setting Export Setting Paper Setup Paper Size Paper Type Paper Source Scan Setup Change Default USB Memory E-mail FTP SMB 2.1 <System setup> Changing the display language To change the language that appears on the control panel, follow these steps: 1 2 3 4 5 Press Menu until System Setup appears on the bottom line of the display and press OK. Press OK when Machine Setup appears. Press the Scroll buttons until Language appears and press OK. Press the Scroll buttons until the language you want appears and press OK. Press Stop/Clear to return to Standby mode.*

*6 Press OK to save the time and date. When you enter a wrong number, Out of Range appears and the machine does not proceed to the next step. If this happens, simply reenter the correct number. 7 Press Stop/Clear to return to Standby mode. Changing the clock mode You can set your machine to display the current time using either a 12-hour or 24-hour format.*

*1 2 3 4 5 Press Menu until System Setup appears on the bottom line of the display and press OK. Press OK when Machine Setup appears. Press the Scroll buttons until Clock Mode appears and press OK. Press the Scroll buttons to select the other mode and press OK. Press Stop/Clear to return to Standby mode. Setting the date and time The current date and time are shown on the display when your machine is on and ready to work. All of your faxes will have the date and time printed on them. Note If power to the machine is cut off, you need to reset the correct time and date once the power has been restored. 1 2 3 4 Press Menu until System Setup appears on the bottom line of the display and press OK. Press OK when Machine Setup appears. Press the Scroll buttons until Date & Time appears and press OK. Enter the correct time and date using the number keypad. Month Day Year Hour Minute 01 to 12 01 to 31 requires four digits 01 to 12 (12-hour mode) 00 to 23 (24-hour mode) = 00 to 59 = = = 2 3 4 5 Changing the default mode Your machine is preset to Fax mode. You can switch this default mode between Fax mode and Copy mode. 1 Press Menu until System Setup appears on the bottom line of the display and press OK.*

*Press OK when Machine Setup appears. Press the Scroll buttons until Default Mode appears and press OK. Press the Scroll buttons until the default mode you want appears and press OK. Press Stop/Clear to return to Standby mode. Note The date format may differ from country to country. You can also use the Scroll buttons to move the cursor under the digit you want to correct and enter a new number. 5 To select AM or PM for 12-hour format, press the any number button. or button or When the cursor is not under the AM or PM indicator, pressing the or button immediately moves the cursor to the indicator. You can change the clock mode to 24-hour format (e.g.*

*01:00 PM as 13:00). For details, see the next section. 2.2 <System setup> Setting sounds You can control the following sounds: · Key Sound: Turns the key sound on or off. With this option set to On, a tone sounds each time a key is pressed. · Alarm Sound: Turns the alarm sound on or off. With this option set to On, an alarm tone sounds when an error occurs or fax communication ends. · Speaker: Turns on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone. With this option set to Comm. which means "Common," the speaker is on until the remote machine answers.*

*You can adjust the volume level using On Hook Dial. · Ringer: Adjusts the ringer volume. For the ringer volume, you can select Off, Low, Mid, and High. Entering characters using the number keypad As you perform various tasks, you may need to enter names and numbers. For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or email addresses in memory, you may also enter the corresponding names. Entering alphanumeric characters 1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display. For example, to enter the letter O, press 6, labeled with MNO. Each time you press 6, the display shows a different letter, M, N, O, and finally 6.*



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>

You can enter special characters, such as space, plus sign, and etc. For details, see the below section. 2 To enter additional letters, repeat step 1. If the next letter is printed on the same button, move the cursor by pressing the right Scroll button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display. You can enter a space by pressing 1 twice. 3 When you have finished entering letters, press OK. Speaker, ringer, key sound, and alarm sound 1 2 3 4 5 6 Press Menu until System Setup appears on the bottom line of the display and press OK.

Press the Scroll buttons until Sound/Volume appears and press OK. Press the Scroll buttons until the sound option you want appears and press OK. Press the Scroll buttons until the desired status or volume for the sound you have selected appears and press OK. If necessary, repeat steps 3 through 5 to set other sounds. Press Stop/Clear to return to Standby mode. Keypad letters and numbers Key 1 2 3 4 5 6 7 8 9 0 1 A D G J M Assigned numbers, letters, or characters Space B E C F a bc2 f3 4 5 o6 rs7 Speaker volume 1 2 3 Press On Hook Dial. A dial tone sounds from the speaker.

Press the Scroll buttons until you hear the volume you want. Press On Hook Dial to save the change and return to Standby mode. de hi kl HIg KLj Note You can adjust the speaker volume only when the telephone line is connected. NOmn PQRSpq T U V t uv8 WXYZwx + , . `yz9 & @ 0 /\*# 2.

3 <System setup> Correcting numbers or names If you make a mistake while entering a number or name, press the left Scroll button to delete the last digit or character. Then enter the correct number or character. Scan Power Save mode Scan Power Save mode allows you to save power by turning off the scan lamp.

The scan lamp under the scanner glass automatically turns off when it is not in actual use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning. You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode. 1 2 3 4 5 Press Menu until System Setup appears on the bottom line of the display and press OK. Press OK when Machine Setup appears. Press the Scroll buttons until Scan PWR Save appears and press OK. Press the Scroll buttons until the time setting you want appears and press OK.

Press Stop/Clear to return to Standby mode. Inserting a pause With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up speed buttons or speed dial numbers. To insert a pause, press Redial/Pause at the appropriate place while entering the telephone number. A - appears on the display at the corresponding location. Using the save modes Toner Save mode Toner Save mode allows your machine to use less toner on each page. Activating this mode extends the life of the toner cartridge beyond what one would experience in the normal mode, but it reduces print quality. To turn this mode on or off, press Toner Save.

Setting print job timeout You can set the amount of time a single print job is active before it must print.

The machine handles incoming data as a single job if it comes in within the specified time. When an error occurs while processing data from the computer and the data flow stops, the machine waits the specified time and then cancels printing if data flow does not resume. 1 2 3 4 5 Press Menu until System Setup appears on the bottom line of the display and press OK. Press OK when Machine Setup appears. Press the Scroll buttons until Job Timeout appears and press OK.

Press the Scroll buttons until the time setting you want appears and press OK. Press Stop/Clear to return to Standby mode. Note When PC-printing, you can also turn on or off Toner Save mode in the printer properties. See the Software section. Power Save mode Power Save mode allows your machine to reduce power consumption when it is not in actual use.

You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state. 1 2 3 4 5 6 Press Menu until System Setup appears on the bottom line of the display and press OK. Press OK when Machine Setup appears. Press the Scroll buttons until Power Save appears and press OK. Press the Scroll buttons until On appears and press OK. Press the Scroll buttons until the time setting you want appears and press OK. Press Stop/Clear to return to Standby mode. 2.4 <System setup> 3 Software overview This chapter gives you an overview of the software that comes with your machine. Further details about installing and using the software are explained in the Software section.

This chapter includes: · · · Supplied software Printer driver features System requirements CD Printer, Scanner Drivers and Utilities Type 104 (Continue) Macintosh Contents · PostScript Printer Description (PPD) file: Use this file to run your machine from a Macintosh computer and print documents. · Scan driver: TWAIN driver is available for scanning documents on your machine. Supplied software You must install the printer and scanner software using the supplied CD after you have set up your machine and connected it to your computer. This CD provides you with the following software: CD Printer, Scanner Drivers and Utilities Type 104 Windows Contents · Printer driver: Use this driver to take full advantage of your printer's features. · PostScript Printer Description (PPD) file: Use the PostScript driver to print documents with complex fonts and graphics in the PS language. · Scanner driver: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. · Status Monitor: This program allows you to monitor the machine's status and alerts you when an error occurs during printing. · SmarThru1: This is the accompanying Windows-based software for your multifunctional machine. · Printer Settings Utility: You can create and edit Phone Book entries from your computer and set up print and scan system data options. · ScanClair: This program allows you to scan a document on your machine and save it to a network-connected computer. · User's Guide in PDF · Set IP: Use this program to set your machine's TCP/IP addresses. · Network Printer User's Guide in PDF 1. Allows you to edit a scanned image in many ways using a powerful image editor and to send the image by email. You can also open another image editor program, like Adobe Photoshop, from SmarThru. For details, please refer to the onscreen help supplied on the SmarThru program.

3.1 <Software overview> Printer driver features Your printer drivers support the following standard features: · Paper source selection · Paper size, orientation and media type · Number of copies In addition, you can use various special printing features.



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>

The following table shows a general overview of features supported by your printer drivers: Feature Toner save Print quality option Poster printing Multiple pages per sheet (N-up) Fit to page printing Scale printing Different source for first page Watermark Overlay1 PCL 6 Windows O O O O O O O O PostScript Windows O O X O O O X X X Macintosh X O X O O O X X X Free disk space RAM Item Operating system CPU System requirements Before you begin, ensure that your system meets the following requirements: Windows Requirements Recommended Windows 98/Me/NT 4.0/2000/XP/2003/Vista Windows 98/ Me/NT 4.0/2000 Windows XP/ 2003 Windows Vista Windows 98/ Me/NT 4.0/2000 Windows XP/ 2003 Windows Vista Pentium II 400 MHz or higher Pentium III 933 MHz or higher Pentium 4.3 GHz 64 MB or more 128 MB or more 512 MB (1024 MB) 300 MB or more 1 GB or more 15 GB 128 MB 256 MB 1 GB 1 GB 5 GB 15 GB or more Pentium III 933 MHz Pentium IV 1 GHz 1. The Overlay feature is not supported in NT 4.0. Internet Explorer 5.0 or higher Note For Windows NT 4.0/2000/XP/2003/Vista, users who have an administrator right can install the software. Macintosh Item Operating system RAM Free disk space Connection Requirements Macintosh 10.3 ~ 10.

4 128 MB 200 MB USB interface, Network interface 3.2 <Software overview> 4 Network setup This chapter gives you step-by-step instructions for setting up your machine for network connections. This chapter includes: . . . . . Introduction Supported operating systems Configuring TCP/IP Configuring EtherTalk Setting Ethernet speed Restoring the network configuration Printing a network configuration page Supported operating systems The following table shows the network environments supported by the machine: Item Network interface Network operating system Network protocols Dynamic addressing server Requirements · 10/100 Base-TX · Windows 98/Me/NT 4.0/2000/XP/2003/ Vista · Macintosh OS 10.3 ~ 10.4 · TCP/IP on Windows · EtherTalk · DHCP, BOOTP Introduction Once you have connected your machine to a network with an RJ-45 Ethernet cable, you can share the machine with other network users. You need to set up the network protocols on the machine to use it as your network printer. Protocols can be set up by the following two methods: · TCP/IP: Transmission Control Protocol/Internet Protocol · DHCP: Dynamic Host Configuration Protocol · BOOTP: Bootstrap Protocol Configuring TCP/IP Your machine can be set up with a variety of TCP/IP network information, such as an IP address, a subnet mask, a gateway, and DNS addresses. There are several ways in which your machine can be assigned a TCP/ IP address, depending on your network. · Static addressing: A TCP/IP address is assigned manually by the system administrator.

· Dynamic addressing via BOOTP/DHCP (default): A TCP/IP address is assigned automatically by the server. Via network administration programs You can configure your machine's print server settings and manage the machine via the following programs that came with your machine: · Web Image Monitor Type 104: A web server embedded to your network print server, which allows you to: - Configure the network parameters necessary for the machine to connect to various network environments. - Customize e-mail settings and set up Address Book for scanning to email. - Customize server settings and set up Address Book for scanning to an FTP or SMB servers. - Customize printer, copy, and fax settings.

· SetIP: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. For further details, refer to the user's guide on the Printer, Scanner Drivers and Utilities Type 104 CD that came with your machine. Note Before configuring TCP/IP, you need to set the network protocol to TCP/IP. Static addressing To enter a TCP/IP address from your machine's control panel, take the following steps: 1 2 3 4 5 Press Menu until Network appears on the bottom line of the display and press OK. Press OK when TCP/IP appears.

Press the Scroll buttons until Static appears and press OK. Press OK when IP Address appears. Enter a byte between 0 and 255 using the number keypad and press the Scroll buttons to move between bytes. Repeat this to complete the address from the 1st byte to the 4th byte. Via the control panel You can set up the following basic network parameters through the machine's control panel: · Configure TCP/IP · Configure EtherTalk 4.1 <Network setup> 6 7 8 9 When you have finished, press OK. Repeat steps 5 and 6 to configure the other TCP/IP parameters: subnet mask and gateway address. Press the Scroll buttons until Static appears and press OK. Press the Scroll buttons until Primary DNS appears and press OK. 3 4 Press the Scroll buttons until the speed you want appears and press OK.

Press Stop/Clear to return to Standby mode. Restoring the network configuration You can return the network configuration to its default settings. 1 2 3 4 Press Menu until Network appears on the bottom line of the display and press OK. Press the Scroll buttons until Clear Setting appears and press OK. Press OK when Yes appears to restore the network configuration. Power the machine off and back on. 10 Enter each byte of the address and press OK. 11 Press the Scroll buttons until Secondary DNS appears and press OK. 12 Enter each byte of the address and press OK. 13 Press Stop/Clear to return to Standby mode.

Dynamic addressing (BOOTP/DHCP) To have a TCP/IP address assigned automatically by the server, take the following steps: 1 2 3 4 Press Menu until Network appears on the bottom line of the display. Press OK when TCP/IP appears. Press the Scroll buttons until DHCP or BOOTP appears and press OK. Press Stop/Clear to return to Standby mode. Printing a network configuration page The Network Configuration page shows how the network interface card on your machine is configured.

1 2 3 Press Menu until Network appears on the bottom line of the display and press OK. Press the Scroll buttons until Network Info. appears and press OK. Press OK when Yes appears. The Network Configuration page prints out.

Configuring EtherTalk EtherTalk is AppleTalk used in an Ethernet network. This protocol is widely used in Macintosh network environments. To use EtherTalk, take the following steps: 1 2 3 4 Press Menu until Network appears on the bottom line of the display and press OK. Press the Scroll buttons until EtherTalk appears and press OK. Press the Scroll buttons until On appears and press OK. Press Stop/Clear to return to Standby mode. Setting Ethernet speed You can select the communication speed for Ethernet connections. 1 2 Press Menu until Network appears on the bottom line of the display and press OK.



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>

Press the Scroll buttons until Ethernet Speed appears and press OK. 4.

2 <Network setup> 5 Loading originals and print media This chapter introduces you to how to load originals and print media into your machine. This chapter includes: . . . . Loading originals Selecting print media Loading paper Setting the paper size and type Selecting an output location 2 Place the original face down on the scanner glass and align it with the registration guide at the top left corner of the glass. Loading originals You can use the scanner glass or ADF to load an original for copying, scanning, and sending a fax. 3 Close the scanner lid. On the scanner glass Make sure that no originals are in the ADF. If an original is detected in the ADF, the machine gives it priority over the original on the scanner glass. To get the best scan quality, especially for colored or gray-scaled images, use the scanner glass. 1 Lift and open the scanner lid. Notes · Leaving the scanner lid open while copying may affect copy quality and toner consumption. · Dust on the scanner glass may cause black spots on the printout.

Always keep it clean. · If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the lid open. In the ADF Using the ADF, you can load up to 50 sheets of paper (75 g/m<sup>2</sup>) for one job. When you use the ADF: · Do not load paper smaller than 142 x 148 mm or larger than 216 x 356 mm.

· Do not attempt to load the following types of paper: - carbon-paper or carbon-backed paper - coated paper - onion skin or thin paper - wrinkled or creased paper - curled or rolled paper - torn paper · Remove all staples and paper clips before loading. · Make sure any glue, ink, or correction fluid on the paper is completely dry before loading. · Do not load originals that include different sizes or weights of paper. · Do not load booklets, pamphlets, transparencies, or documents having other unusual characteristics. 5.

1 <Loading originals and print media> To load an original into the ADF: 1 Load the original face up into the ADF. Make sure that the bottom of the original stack matches the paper size marked on the document input tray. Selecting print media You can print on a variety of print media, such as plain paper, envelopes, labels, and transparencies. Always use print media that meet the guidelines for use with your machine. Print media that does not meet the guidelines outlined in this user's guide may cause the following problems: · Poor print quality · Increased paper jams · Premature wear on the machine. Properties, such as weight, composition, grain, and moisture content, are important factors that affect the machine's performance and the output quality. When you choose print materials, consider the following: · The type, size and weight of the print media for your machine is described in following tables. · Desired outcome: The print media you choose should be appropriate for your project. 2 Adjust the document width guides to the paper size. · Brightness: Some print media are whiter than others and produce sharper, more vibrant images.

· Surface smoothness: The smoothness of the print media affects how crisp the printing looks on the paper. Notes · Some print media may meet all of the guidelines in this section and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which we have no control. · Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide. Caution Using print media that does not meet these specifications may cause problems, requiring repairs. Such repairs are not covered by our warranty or service agreements. Note Dust on the ADF glass may cause black lines on the printout. Always keep it clean. 5.2 <Loading originals and print media> Supported print media types and sizes Type Plain paper Letter Legal Folio Oficio A4 JIS B5 ISO B5 Executive A5 A6 Envelope Envelope B5 Envelope Monarch Envelope COM-10 Envelope DL Envelope C5 Envelope C6 Transparency Letter, A4 Size Dimensions 216 x 279 mm (8.

5 x 11 inches) 216 x 356 mm (8.5 x 14 inches) 216 x 330.2 mm (8.5 x 13 inches) 216 x 343 mm (8.5 x 13.5 inches) 210 x 297 mm (8.27 x 11.69 inches) 182 x 257 mm (7.18 x 10.12 inches) 176 x 250 mm (6.93 x 9.84 inches) 184.2 x 266.7 mm (7.25 x 10.5 inches) 148.5 x 210 mm (5.85 x 8.27 inches) 105 x 148.5 mm (4.12 x 5.85 inches) 176 x 250 mm (6.93 x 9.84 inches) 98.4 x 190.5 mm (3.88 x 7.5 inches) 105 x 241 mm (4.12 x 9.5 inches) 110 x 220 mm (4.33 x 8.66 inches) 162 x 229 mm (6.38 x 9.02 inches) 114 x 162 mm (4.49 x 6.38 inches)

38 inches) Refer to the Plain paper section 138 to 146 g/m<sup>2</sup> (37 to 39 lb bond) 120 to 150 g/m<sup>2</sup> (32 to 40 lb bond) 60 to 163 g/m<sup>2</sup> (16 to 43 lb bond) 60 to 163 g/m<sup>2</sup> (16 to 43 lb bond) 5 sheets of 75 g/m<sup>2</sup> (20 lb bond) in the multi-purpose tray 5 sheets of 75 g/m<sup>2</sup> (20 lb bond) in the multi-purpose tray 5 sheets of 75 g/m<sup>2</sup> (20 lb bond) in the multi-purpose tray 5 sheets of 75 g/m<sup>2</sup> (20 lb bond) in the multi-purpose tray 75 to 90 g/m<sup>2</sup> (20 lb to 24 lb bond) 5 sheets of 75 g/m<sup>2</sup> (20 lb bond) in the multi-purpose tray Weight 1 · 60 to 90 g/m<sup>2</sup> (16 to 24 lb bond) for the tray · 60 to 163 g/m<sup>2</sup> (16 to 43 lb bond) for the multi-purpose tray Capacity 2 · 250 sheets of 75 g/m<sup>2</sup> (20 lb bond) paper for the tray · 50 sheets for the multipurpose tray Labels Letter, Legal, Folio, A4, JIS B5, ISO B5, Executive, A5, A6 Letter, Legal, Folio, A4, JIS B5, ISO B5, Executive, A5, A6 Refer to the Plain paper section Card stock Refer to the Plain paper section Minimum size (custom) Maximum size (custom) 76 x 127 mm (3 x 5 inches) 216 x 356 mm (8.5 x 14 inches) 1. If media weight is over 90 g/m<sup>2</sup> (24 lb bond), use the multi-purpose tray. 2. Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

5.3 <Loading originals and print media> Media sizes supported in each mode Mode Copy mode Size Letter, A4, Legal, Folio, Executive, ISO B5, JIS B5, A5, A6 All sizes supported by the machine Letter, A4, Legal, Folio Source · tray 1 · optional tray 2 · multi-purpose tray · tray 1 · optional tray 2 · multi-purpose tray · tray 1 · optional tray 2 · multi-purpose tray 1 · tray 1 · optional tray 2 Guidelines for special print media Media type Envelopes Guidelines · Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following factors: - Weight: The weight of the envelope paper should not exceed 90 g/m<sup>2</sup> or jamming may occur.



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>



- Construction: Prior to printing, envelopes should lie flat with less than 6 mm curl, and should not contain air. - Condition: Envelopes should not be wrinkled, nicked, or otherwise damaged. - Temperature: You should use envelopes that are compatible with the heat and pressure of the machine during operation. - Use only well-constructed envelopes with sharp and well creased folds. - Do not use stamped envelopes. - Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials. - Do not use damaged or poorly made envelopes.

· Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope. Single side printing Duplex printing Fax mode Letter, A4, Legal 1. 75 to 90 g/m<sup>2</sup> (20 to 24 lb bond) only Guidelines for selecting and storing print media When selecting or loading paper, envelopes, or other print materials, keep these guidelines in mind: · Always use print media that conform with the specifications listed on page 5.3. · Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality. · For the best print quality, use only high quality copier grade paper specifically recommended for use in laser printers. · Avoid using the following media types: - Paper with embossed lettering, perforations, or a texture that is too smooth or too rough - Erasable bond paper - Multi-paged paper - Synthetic paper and thermally reactive paper - Carbonless paper and Tracing paper. Use of these types of paper could result in paper jams, chemical smells, and damage to your machine. · Store print media in its ream wrapper until you are ready to use it.

Place cartons on pallets or shelves, not on the floor.

Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl. · Store unused print media at temperatures between 15 °C and 30 °C. The relative humidity should be between 10% and 70%. · Store unused print media in a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.

· Load special media types one sheet at a time through the multipurpose tray to avoid paper jams. · To prevent print media, such as transparencies and label sheets, from sticking together, remove them as they print out. Acceptable Unacceptable · Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature of 180 °C for 0.1 second. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser.

· For the best print quality, position margins no closer than 15 mm from the edges of the envelope. · Avoid printing over the area where the envelope's seams meet. 5.4 <Loading originals and print media> Media type Transparencies Guidelines · To avoid damaging the machine, use only transparencies designed for use in laser printers. · Transparencies used in the machine must be able to withstand 180 °C, the machine's fusing temperature. · Place them on a flat surface after removing them from the machine. · Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing. · To avoid smudging caused by fingerprints, handle them carefully. · To avoid fading, do not expose printed transparencies to prolonged sunlight.

· Ensure that transparencies are not wrinkled, curled, or have any torn edges. · To avoid damaging the machine, use only labels designed for use in laser printers. · When selecting labels, consider the following factors: - Adhesives: The adhesive material should be stable at 180 °C, the machine's fusing temperature. - Arrangement: Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams. - Curl: Prior to printing, labels must lie flat with no more than 13 mm of curl in any direction. - Condition: Do not use labels with wrinkles, bubbles, or other indications of separation. · Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.

· Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine. · Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged. · Do not print on media smaller than 98 mm wide or 148 mm long. · In the software application, set margins at least 6.

4 mm away from the edges of the material. Media type Preprinted paper Guidelines · Letterhead must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature of 180 °C for 0.1 second. · Letterhead ink must be non-flammable and should not adversely affect printer rollers. · Forms and letterhead should be sealed in a moisture-proof wrapping to prevent changes during storage.

· Before you load preprinted paper, such as forms and letterhead, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality. Labels Loading paper In the tray 1 Load the print media you use for the majority of your print jobs in the tray 1. The tray 1 can hold a maximum of 250 sheets of 75 g/m<sup>2</sup> plain paper. You can purchase an optional tray (tray 2) and attach it below the standard tray to load an additional 250 sheets of paper. For order information for an optional tray, see page 12.1. The paper level indicator on the front of the tray 1 and the optional tray 2 shows the amount of paper currently left in the tray. When the tray is empty, the indicator of the bar is completely lowered. Full Empty Card stock or custom-sized materials 5.

5 <Loading originals and print media> Loading paper in the tray 1 or optional tray 2 1 Pull open the paper tray and load paper. You can load letterhead with the design side face down. The top edge of the sheet with the logo should be placed at the front of the tray. 1 Press and hold the guide lock, and slide the paper length guide to locate it in the correct paper size slot. 2 After loading paper, set the paper type and size for the multipurpose tray. See page 5.8 for copying and faxing or the Software section for PC-printing. 2 After inserting paper into the tray, adjust the support guide so that it lightly touches the paper stack. Notes · If you experience problems with paper feed, place one sheet at a time in the multi-purpose tray.



[You're reading an excerpt. Click here to read official RICOH AFICIO SP 3200SF user guide](http://yourpdfguides.com/dref/3177612)  
<http://yourpdfguides.com/dref/3177612>