Ricoh 4961311934520

RICOH P 502 Laser Printer User Manual

Model: 4961311934520 (W128254671)

1. Introduction

This manual provides comprehensive instructions for the safe and efficient use of your RICOH P 502 Laser Printer. Please read this manual thoroughly before operating the device and keep it for future reference. The RICOH P 502 is a monochrome A4 laser printer designed for office environments, featuring high-resolution printing, Wi-Fi, and Ethernet connectivity, and automatic duplexing.

2. Setup Guide

2.1 Unpacking the Printer

Carefully remove the printer from its packaging. Ensure all packing materials, including protective tapes and inserts, are removed from the printer's exterior and interior. Retain the packaging for potential future transport.



Figure 1: Front-right view of the Ricoh P 502 Laser Printer, showing the control panel and paper output tray.

2.2 Connecting Power

1. Connect the power cord to the printer's power inlet.
2. Plug the other end of the power cord into a grounded electrical outlet.
3. Press the power button (usually located on the front or side) to turn on the printer.

2.3 Loading Paper

1. Open the paper tray (Tray 1, typically at the bottom front).
2. Adjust the paper guides to match the size of the paper you are loading (e.g., A4).
3. Load the paper stack into the tray, ensuring it is flat and below the maximum fill line.
4. Close the paper tray securely.



Figure 2: Front view of the Ricoh P 502 Laser Printer, highlighting the paper input tray and power button.

2.4 Installing Toner Cartridge

The printer typically comes with a starter toner cartridge pre-installed. If not, or when replacing, follow these steps:

1. Open the front cover of the printer.
2. Carefully insert the toner cartridge into its designated slot until it clicks into place.
3. Close the front cover.

2.5 Network Connection (Wi-Fi / Ethernet)

2.5.1 Wi-Fi Connection

1. On the printer's control panel, navigate to the "Network Settings" menu.
2. Select "Wi-Fi Setup" or "Wireless LAN Setup".
3. Choose your Wi-Fi network (SSID) from the list and enter the password.
4. Confirm the connection.

2.5.2 Ethernet Connection

1. Connect one end of an Ethernet cable to the printer's Ethernet port.
2. Connect the other end of the Ethernet cable to your network router or switch.
3. The printer will automatically obtain an IP address (if DHCP is enabled on your network).

2.6 Driver Installation

For printing from a computer, install the appropriate printer drivers. These can typically be found on the Ricoh official website by searching for "RICOH P 502 drivers".

1. Download the driver package compatible with your operating system.
2. Run the installer and follow the on-screen instructions.
3. During installation, select your printer from the detected devices.

3. Operating Instructions

3.1 Basic Printing

1. Open the document you wish to print on your computer or mobile device.
2. Select "Print" from the application's menu (e.g., File > Print).
3. Choose the "RICOH P 502" printer from the list of available printers.
4. Adjust print settings such as number of copies, paper size (A4), and print quality as needed.
5. Click "Print".

3.2 Duplex Printing (Two-Sided)

The RICOH P 502 supports automatic duplex printing.

1. In the print dialog box on your computer, look for "Printer Properties," "Preferences," or "Layout."
2. Select the option for "Two-Sided Printing" or "Duplex Printing."
3. Choose the desired binding option (e.g., Long-edge binding for portrait, Short-edge binding for landscape).
4. Proceed with printing.

3.3 Using the Control Panel

The printer's control panel allows you to configure settings, check printer status, and perform various functions. Navigate through menus using the arrow keys and confirm selections with the OK button. Refer to the on-screen prompts for specific operations.

3.4 Mobile Printing

The RICOH P 502 supports mobile printing via Wi-Fi. Install the Ricoh Smart Device Connector app on your smartphone or tablet for direct printing from your mobile device.

4. Maintenance

4.1 Replacing the Toner Cartridge

When the toner level is low, a message will appear on the control panel. Replace the toner cartridge as follows:

1. Ensure the printer is powered on.
2. Open the front cover of the printer.
3. Carefully remove the empty toner cartridge by pulling it out.
4. Unpack the new toner cartridge and gently shake it horizontally a few times to distribute the toner.
5. Insert the new cartridge into the printer until it locks into place.
6. Close the front cover.
7. Dispose of the old cartridge according to local regulations.

4.2 Cleaning the Printer

Regular cleaning helps maintain print quality and extends the printer's lifespan.

- **Exterior:** Wipe the exterior surfaces with a soft, damp, lint-free cloth. Do not use abrasive cleaners or solvents.
- **Interior:** Periodically open the front cover and gently remove any dust or paper debris from accessible areas using a dry, lint-free cloth or a small vacuum cleaner designed for electronics. Avoid touching the drum unit.

4.3 Firmware Updates

Periodically check the Ricoh support website for firmware updates. Firmware updates can improve performance, add features, or fix bugs. Follow the instructions provided on the website for updating your printer's firmware.

5. Troubleshooting

This section addresses common issues you might encounter with your RICOH P 502 printer.

5.1 Paper Jams

1. Turn off the printer and unplug it from the power outlet.
2. Open all covers and trays to locate the jammed paper.
3. Gently pull the jammed paper in the direction of the paper path. Avoid tearing the paper.
4. Remove any small pieces of torn paper.
5. Close all covers and trays, plug in the printer, and turn it back on.

5.2 Poor Print Quality

- **Faded or Light Prints:** The toner cartridge may be low. Replace it if necessary.
- **Streaks or Smudges:** Clean the printer's interior, especially around the drum unit (refer to maintenance section).
- **Incorrect Colors (Monochrome):** Ensure you are using genuine Ricoh toner cartridges.
- **Uneven Printing:** Check paper type and quality. Ensure paper is loaded correctly.

5.3 Connectivity Issues

- **Printer Not Found:**
    - Ensure the printer is powered on and connected to the network (Wi-Fi or Ethernet).
    - Restart your computer, router, and printer.
    - Verify network settings on the printer's control panel.
    - Reinstall printer drivers if necessary.
- **Wi-Fi Disconnections:**
    - Check the strength of your Wi-Fi signal.
    - Ensure the printer is within range of your wireless router.
    - Verify that the Wi-Fi password entered is correct.

5.4 Error Messages

If an error code or message appears on the control panel, consult the Ricoh support website or the printer's comprehensive electronic manual for specific solutions related to that code. Common actions include checking for paper jams, replacing consumables, or restarting the printer.

6. Technical Specifications

Feature	Specification
Brand	Ricoh
Model Number	4961311934520 (W128254671)
Printing Technology	Laser
Printer Output	Monochrome
Max Print Speed (Monochrome)	10 ppm
Max Copy Speed (Black & White)	11 ppm
Max Print Resolution	1200 x 1200 Dpi
Max Copy Resolution (Black & White)	600 dpi
Duplex Printing	Automatic
Connectivity Technology	Ethernet, Wi-Fi
Hardware Interface	Ethernet, USB (1 Total USB Port)
Compatible Devices	Smartphones
Max Input Sheet Capacity	100
Output Sheet Capacity	250
Sheet Size	A4
Maximum Media Size	A4
Print Media	Labels
Ink Color	Black
Memory Storage Capacity	2 GB
Product Dimensions	3.94 x 3.94 x 3.94 inches
Item Weight	2.2 pounds (1 Kilogram)
Wattage	3600 kWh
Specific Uses For Product	Office
Date First Available	March 12, 2020

7. Warranty and Support

7.1 Product Warranty

For detailed information regarding the warranty coverage for your RICOH P 502 printer, please refer to the warranty card included with your product or visit the official Ricoh website. Warranty terms and conditions may vary by region.

7.2 Customer Support

If you encounter issues that cannot be resolved using this manual or require further assistance, please contact Ricoh

customer support. Support contact information can be found on the official Ricoh website or in the documentation provided with your printer.

- **Ricoh Official Website:** www.ricoh.com
- **Driver & Software Downloads:** Visit the support section of the Ricoh website for the latest drivers and software.

© 2025 Ricoh. All rights reserved. RICOH and the Ricoh logo are trademarks of Ricoh Company, Ltd.

Ask a question about this manual

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page's manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. Privacy details.

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question