

# Introduction

Thank you for purchasing a Ricoh product. This manual explains the correct handling procedures and precautions for your camera. To ensure the best performance, please read the manual thoroughly before using the camera. Keep the manual handy for quick future reference.

Ricoh Co., Ltd.

## Test Shots

Check that your camera is recording the images correctly by taking a number of test shots.

## Copyright

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## Exemption from Liability

Ricoh Co., Ltd. assumes no liability for failure to record or play back images caused by malfunction of this product.

## Warranty

This product is manufactured to local specifications and the warranty is valid within the country of purchase. Should the product fail or malfunction while you are abroad, the manufacturer assumes no responsibility for servicing the product locally or bearing the expenditure incurred therefor.

## Radio Interference


Operating this product in the vicinity of other electronic equipment may adversely affect the performance of both devices. In particular, operating the camera close to a radio or television may lead to interference. If interference occurs, follow the procedures below.

- Move the camera as far away as possible from the TV, radio or other device
- Reorient the TV or radio antenna.
- Plug the devices into separate electrical outlets.

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# How to Read the Operation Manuals

The following operation manuals are supplied with this camera. Refer to the appropriate manual for instructions relating to the required operation.

## Open the package



Check the contents of the package. (p.2)

## Basic operation



### Digital Camera Operation Manual (this manual)

This manual explains how to operate the camera, from the preparations that are necessary before using the camera to instructions on how to use the various shooting functions and play back files.

## Transfer images to PC (Supplied by CD-ROM)

### Windows

### RICOH Gate for Windows

This manual explains how to install the necessary software, how to connect the camera to the PC, and how to use RICOH Gate to transfer files between the camera and the PC.

### Macintosh

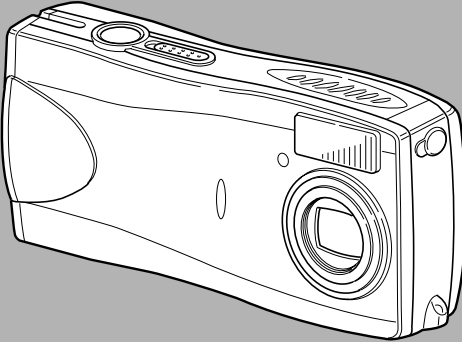
### RICOH Gate for Macintosh

This manual explains how to install the necessary software, how to connect the camera to the Macintosh, and how to use RICOH Gate to transfer files between the camera and the Macintosh.

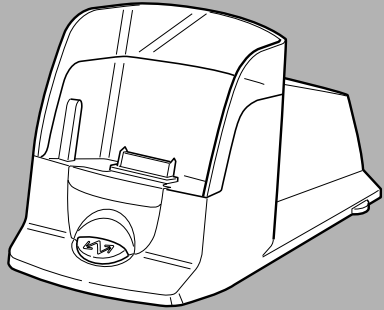
# Checking the Package Contents

Check that your digital camera comes complete with the following items. Read the warranty card and keep it in a safe place.

Caplio RR10



RICOH BASE

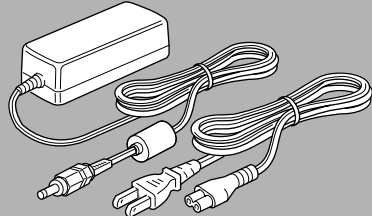


Arm

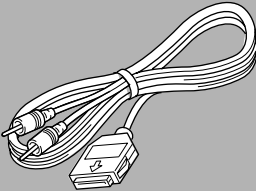


\* Required when the camera is connected to a PC and is used as a PC camera

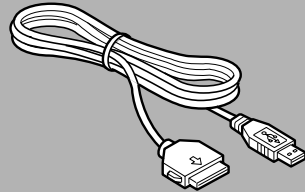
AC adapter



AV cable



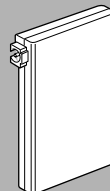
USB cable



Rechargeable battery



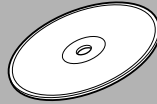
AC adapter converter



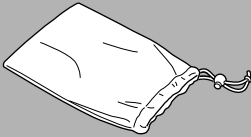
SD memory card 8MB



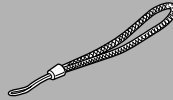
CD-ROM (software)



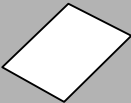
Soft case



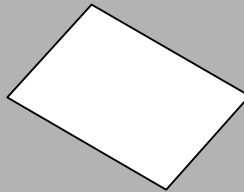
Wrist strap



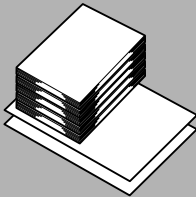
Software Agreement



Warranty card



Operation manuals



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


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## ■ Meaning of Symbols

	This indicates points or restrictions relating to operation requiring your attention.
	This indicates a supplementary explanation of the operation concerned or points you should know.
	This indicates information that it is useful to know when operating the camera.
	This indicates the reference page for the function or operation concerned.



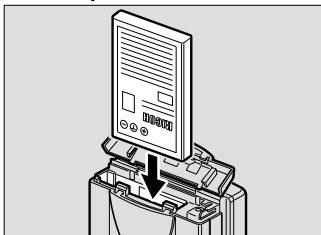


# Basic Operation/Quick Reference

This section explains basic operation of the camera. For more detailed information, refer to the reference page mentioned.

## Getting Started

### 1 Battery



#### 1 Load the battery. (p.21)

Slide open the battery cover and load the battery.

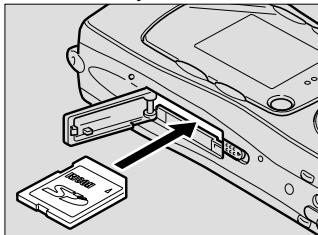
\* Charge the battery before loading it in the camera. (p.22)

#### 2 Insert a storage media. (p.26)

Slide the card cover switch to open the card cover and insert an SD memory card.

\* When using a new SD memory card, be sure to format it first with the camera. (p.27)

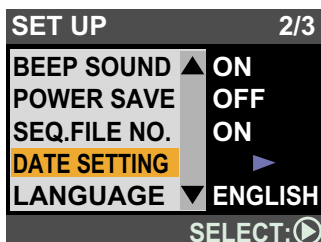
### 2 SD memory card



## ● Setting the Date and Time (p.34)

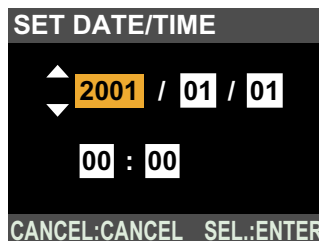
1 Set the mode dial to [SETUP].

2 Press the ▲ or ▼ button to select [DATE SETTING] and press the ► button.



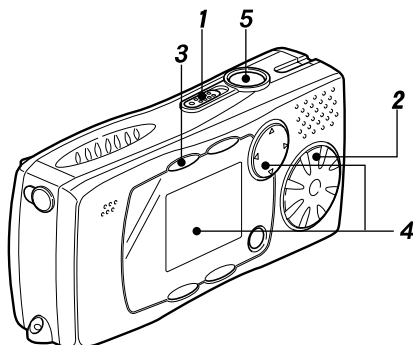
3 Press the ▲, ▼, ◀ and ▶ buttons to set the date and time.

Press the ◀ or ▶ button to highlight the item you wish to adjust, and press the ▲ or ▼ button to adjust the item.



4 Press the ENTER button.

## Shooting



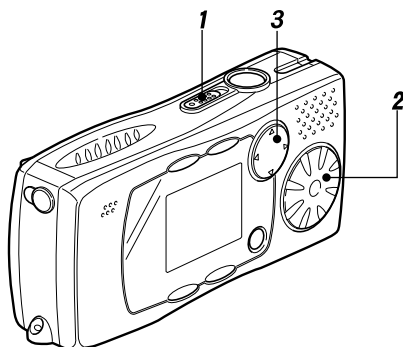
- 1** Turn on the camera. (p.30)  
Slide the power switch to turn on the camera.
- 2** Set the mode dial to [📷]. (p.31)
- 3** Select the PIC (image quality) mode. (p.38)  
Press the PIC button to select the image quality mode.
- 4** Compose the picture. (p.38)  
Press the [▲] button to make the subject larger and the [▼] button to make the subject smaller.
- 5** Record the image. (p.36)  
Press the shutter release button halfway to lock the focus, and then press the shutter release button fully without releasing it.




### ● Using the Flash (p.50)

- 1** Set the mode dial to [📷] or [📷].
- 2** Press the ⚡ button to select a flash mode.  
You can choose from four flash modes: Flash Off, Auto, Forced Flash and Slow Synchro.
- 3** Press the shutter release button to record the image.












## Playback



- 1** Turn on the camera. (p.30)  
Slide the power switch to turn on the camera.
- 2** Set the mode dial to [  ]. (p.31)
- 3** Select a file. (p.70)  
Press the  button to display the previous file and the  button to display the next file.

## ● Displaying Multiple Files (Thumbnail Display) (p.76)

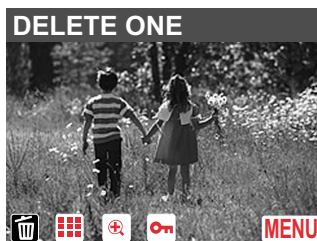
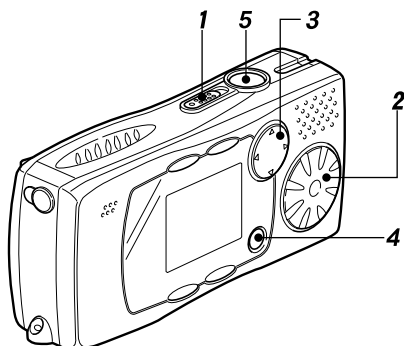
- 1** Set the mode dial to [  ] and press the MENU button.
- 2** Press the  button to select  and press the ENTER button.
- 3** Press the , ,  or  button to change the file.  
Press the  button when the selected file is on the top row to display the previous nine files, and press the  button when the selected file is on the bottom row to display the next nine files.







### To return to single image display

Press the MENU button to display the menu and press the ENTER button.  
The screen will return to single image display and the selected file will be displayed.

## Erasing

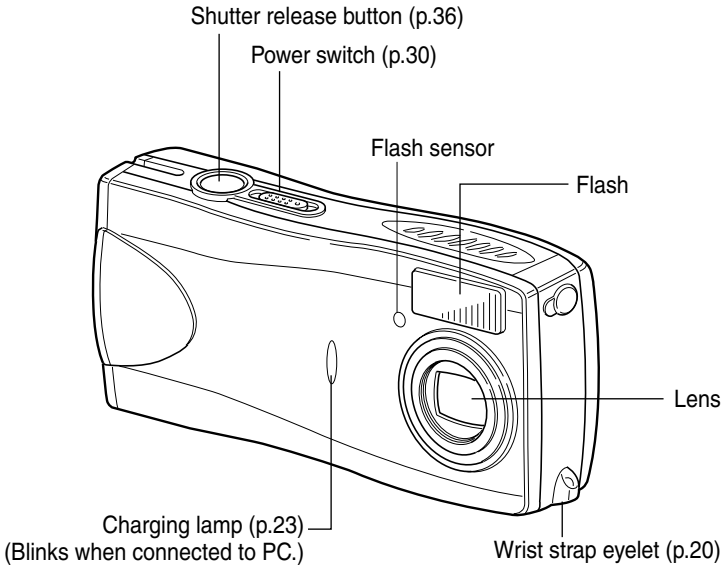


- 1** Turn on the camera. (p.30)  
Slide the power switch to turn the camera on.
- 2** Set the mode dial to [  ]. (p.31)
- 3** Select the file you want to delete and press the MENU button. (p.93)  
Press the  button to display the previous file and the  button to display the next file.
- 4** Check that the  symbol is highlighted and press the ENTER button. (p.93)
- 5** Press the shutter release button.

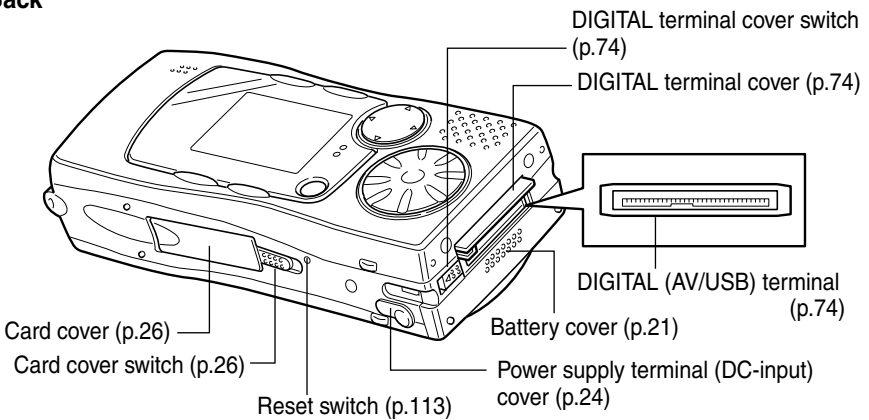
# Names of Parts

## ■ Camera

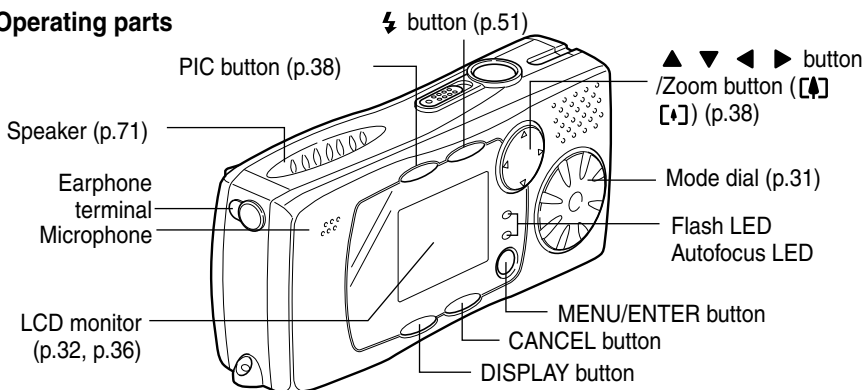
### Front



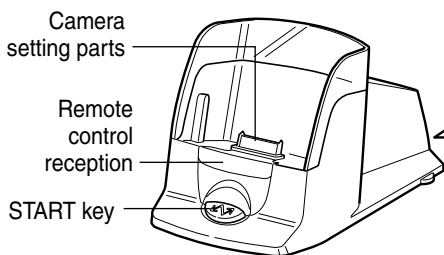
### Back



## Operating parts

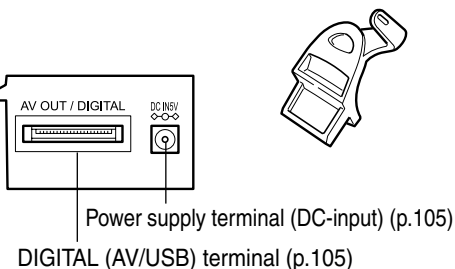


## ■ RICOH BASE



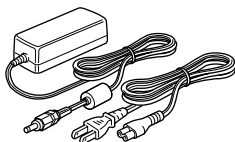
## ■ Arm

(Required when the camera is connected to a PC)



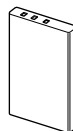
## ■ AC adapter

AC-3



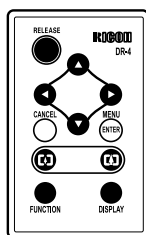
## ■ Rechargeable battery

DB-40



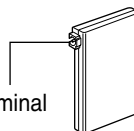
## ■ Remote control unit (optional)

DR-4



## ■ AC adapter converter




Power supply terminal (DC-input)



# Safety Precautions


## Warning Symbols

Various symbols are used throughout this instruction manual and on the product to prevent physical harm to you or other people and damage to property. The symbols and their meanings are explained below.


 <b>Danger</b>	This symbol indicates matters that may lead to imminent risk of death or serious injury if ignored or incorrectly handled.
 <b>Warning</b>	This symbol indicates matters that may lead to death or serious injury if ignored or incorrectly handled.
 <b>Caution</b>	This symbol indicates matters that may lead to injury or physical damage if ignored or incorrectly handled.


## Sample Warnings



The  symbol alerts you to actions that must be performed.



The  symbol alerts you to prohibited actions.

The  symbol may be combined with other symbols to indicate that a specific action is prohibited.

Examples

 Do not touch     Do not disassemble

Observe the following precautions to ensure safe use of this equipment.

 **Danger**



● Do not attempt to disassemble, repair or alter the equipment yourself. The high-voltage circuitry in the equipment poses significant electrical hazard.



● Do not attempt to disassemble, alter or directly solder the battery.



● Do not put the battery in a fire, attempt to heat it, use it in a high temperature environment such as next to a fire or inside a car, or abandon it. Do not put it into water or the sea or allow it to get wet.



● Do not attempt to pierce the battery with a needle, hit it with a hammer, stand on it, drop it or subject it to severe impact.



● Do not use batteries that are significantly damaged or deformed.

 **Warning**



● Turn off the power immediately in the event of irregularity, such as the equipment emitting smoke or a strange smell. Remove the battery as soon as possible, being careful to avoid electric shocks or burns. If you are drawing power from a household electrical outlet, be sure to unplug the power cord from the outlet to avoid fire or electrical hazards. Discontinue use of the equipment immediately if it is malfunctioning. Contact the nearest service center at your earliest convenience.



● Turn off the power immediately if any metallic object, water, liquid or other foreign object gets into the equipment. Remove the battery as soon as possible, being careful to avoid electric shocks or burns. If you are drawing power from a household electrical outlet, be sure to unplug the power cord from the outlet to avoid fire or electrical hazards. Discontinue use of the equipment immediately if it is malfunctioning. Contact the nearest service center at your earliest convenience.



 Warning



- Avoid any contact with the liquid crystal inside the LCD monitor, should the monitor be damaged. Follow the emergency measures below in the following circumstances.
  - SKIN: If any of the liquid crystal gets on your skin, wipe it off and rinse the affected area thoroughly with water, then wash well with soap.
  - EYES: If it gets in your eyes, wash your eyes with clean water for at least 15 minutes and seek medical advice immediately.
  - INGESTION: If any of the liquid crystal is ingested, rinse the mouth out thoroughly with water. Have the victim drink a large amount of water and induce vomiting. Seek medical assistance immediately.



- Follow these precautions to prevent the batteries from leaking, overheating, igniting or exploding.
  - Do not use batteries other than those specifically recommended for the equipment.
  - Do not carry or store together with metal objects such as ballpoint pens, necklaces, coins, hairpins, etc.
  - Do not put the battery into a microwave or high pressure container.
  - If leakage of battery fluid or a strange odor, color change, etc. is noticed during use or during charging, remove the battery from the camera immediately and keep away from fire.



- Please observe the following in order to prevent fire, electrical shock or cracking due to the battery charging.
  - Use only the indicated power supply voltage. Also avoid bunching wiring and extension cords.
  - Do not damage, bundle or alter power cords. Also, do not place heavy objects on power cords, or strongly pull or bend power cords.
  - Do not connect or disconnect the power plug with wet hands. Always grip the plug section when disconnecting a power cord.
  - Do not wrap in cloth, etc., during use.



- Keep the battery and SD memory card used in this equipment out of the reach of children to prevent accidental ingestion. Consumption is harmful to human beings. If swallowed, seek medical assistance immediately.



- Keep the equipment out of the reach of children. Children cannot understand and observe the items in "Safety Precautions" and "Precautions for use" and can thus cause an accident to occur.



- Do not touch the internal components of the equipment if they become exposed as a result of being dropped or damaged. The high-voltage circuitry in the equipment could lead to an electric shock. Remove the battery as soon as possible, being careful to avoid electric shocks or burns. Take the equipment to your nearest dealer or service center if it is damaged.

 **Warning**



- Do not use the equipment in the bathroom or shower as this could result in fire or electric shock.



- Do not use the equipment near flammable gases, gasoline, benzene, thinner or similar substances to avoid the risk of explosion, fire or burns.
- Do not use the equipment in aircraft or other locations where usage is restricted or prohibited as this may lead to disasters or accidents.



- Wipe off any dust that accumulates on the electrical plug as this may lead to fire.
- Use only the specified AC adapter (AC-3) in household electrical outlets. Other adapters pose the risk of fire, electric shock or injury.



- To avoid the risk of fire, electric shock or injury, do not use the AC adapter with commercially available electronic transformers when traveling abroad.

Observe the following precautions to ensure safe use of this unit.

 **Caution**



- Contact with fluid leaking from a battery can lead to burns. If part of your body comes in contact with a damaged battery, wash the area with water immediately. (Do not use soap.)  
If a battery starts to leak, remove it immediately from the equipment and wipe the battery chamber thoroughly before replacing it with a new battery.



- Plug the power cords securely into the electrical outlets. Loose cords pose a fire hazard.



- Do not allow the camera to get wet. In addition, do not operate it with wet hands. Both pose the risk of electric shock.



- Do not fire the flash at drivers of vehicles, such as bicycles, cars and trains, as this may cause the driver to lose control and result in a traffic accident.

**Safety Precautions for Accessories**

Safety Precautions for the optional accessories, such as the remote control unit are contained in the instruction manual provided with each product and should be read thoroughly before operating the equipment.