QUICK START GUIDE

Ricoh Product Line Segment 2 thru 6
Ricoh Control Panel

To access system administrator tools and counter information

The program button allows you to store frequently used job settings and screen display defaults

Clears screen to default settings

Allows user to interrupt job in progress for new job

8.5” Full Color W-VGA Screen

Hard function keys have Red/Yellow status LEDs

Simplified display magnifies fonts for easy viewing. See page 2 for example

Ready

Not Ready
Color Copier Display Panel

Specify color mode and quality.

Black & White Display

Batch & Mixed Originals.

Simplified Display

Confirm current settings.

Paper tray status.

Frequently used reduce/enlarge ratios. These can be removed to suit users needs.

Finishing options. Sort, Stack, Staple and punch. Items may vary depending on what accessories are on your copier.

Extended feature options including: margins, stamps, page numbering, covers & slip sheets.

Note: For best results, fan the paper before placing in paper trays.

Key color is only available in simplified display mode.
Main Copy Screen
Note: some features may vary depending on your model.

Special Original Types:
- Select box above exposure area
  - Photos
    - Select "Photo"
  - Documents with Graphics or Shaded Text Boxes
    - Select "Text/Photo"
- Copy of a Copy
  - Select "Generation Copy"
- Pencil
  - Select "Pale"

Batch—use when you have more originals than the feeder can hold or if you need to copy some items off the glass and some through the feeder.

Mixed Sizes—pulls the appropriate paper size for each original

Original Size & Original Orientation are rarely used.
Paper Tray Settings

When the bypass is highlighted, pressing the # key will bring up menu options for this tray. Options will vary by model. If using overhead transparencies, be sure they are made for a COPIER. For label stock, Ricoh recommends Avery Laser Labels. *Never use inkjet products in copiers.*

Reductions & Enlargements

*Auto fit to letter size paper*
- Select "Auto Reduce/Enlarge" --Copier automatically chooses Drawer 1 and sizes document to fit Letter sized paper. Other paper size can be selected if desired.

*Copies are cutting off the image at edge of page*
- Select "Create Margin". Document will be reduced slightly and centered.

*Select your own percentage for reduction or enlargement*
Select "Reduce/Enlarge" at the bottom right of the copy window. Select Number Keys to enter %.
Duplex & Combine

Key:
Flat sheets = single sided
Curled sheets = double sided

Front and Back of Insurance Cards or Checks
- Select “1 Sided → Comb 2 Orig”
- Place original on glass in upper left corner
- Press Start, Press again when “Can't detect Original message appears.
- Flip original over, place in same area on the glass
- Press Start, Press again when “Can't detect Original message” appears.

Book Copying Options:
Copying Just 1 Page When Book is Open
- On Main Copy Screen
- Select drawer that contains letter sized paper

Copying from a Book on Two Separate Sheets
- Under “Dup/Combine/ Series”
- Select “Series”
- Choose “Book → 1 Sided”
- Align the area where the book is open with the Letter/Statement R mark at top of platen Glass when page size is close to 8-1/2 X 11

Book to Double Sided Copy
- Select “Dup/Combine/ Series”
- Select “Book”
- On the far right of the screen
- Select “Book → Two Sided” to place facing pages of book front to back
  OR
- Select “Front & Back Two Sided” to copy exactly as it is laid out in the book
Finishing Options

Sort will output copies in set order. When making multiple copies of 1 original off the glass, either turn sort off (by pressing if highlighted) before you press the Start button. If you forget, simply press the # key.

Stack will give you all the first page, all the second page etc. and will offset each section. Some units may be equipped with stapling and/or hole punch capabilities.
Document Server Displays

- List view
- Preview document
- Search by user name
- Edit user & file Info
- Search by file name
- Print one or multiple pages of a stored document

Displays scan options
Displays printing options of a stored file
Storing Hard Copy Originals in Document Server

Place document in feeder
Press Scan Original

If originals are double sided, select 2 Sided Orig, Top to Top Button.

Press File Name
Press Delete All to clear default name
Type name for the document to be saved
Press OK

Note: User Name, could be used to create “folders” for similar types of forms, such as employee benefits, office forms, customer forms. This is totally optional.

The user names are created in the Address Book.

Documents can be viewed in either list or thumbnail views
To print document, select the file you want to print.

If the document is a single page, you can simply enter the quantity using the numeric keypad and press start. If the document is multiple pages, press To Printing Screen and make your print selections. Enter quantity with numeric keypad and press start.
Fax Display Panel

- Touch tabs to switch between transmission modes.
- Store fax document into the document server.
- Edit memory transmission settings and display information on communications.
- Preview fax before sending.
- Program new number into a stored one touch button.
- Switches between memory and immediate transmission modes. You can only specify one address in immediate transmission mode.
- Select for transmission and reception status of sent files.

Note: If you need to stop a fax transmission, press the Red Clear/Stop key. Highlight the fax you want to stop, press Stop Transmission, Press Ok.
How to send a basic fax

Dial or select preset number, press start
How to Print Using Advanced Features

With document open,

Select Print Option (don’t click on the quick print icon—many applications will just send job to your default printer, without showing you the application’s print window, where you’ll have options to select desired printer and it’s properties.)

Properties

Select any desired settings for that job.

Print options include **duplex** (two sided printing), **stapling** (if your unit has a finisher), selecting a different paper tray, adding covers, watermarks etc. Then select OK. If you need to send the job to the printer, but not have it print until you release it, or send a sample copy, this can be done under the Job Type menu. These options are as follows:
Locked Print: Temporarily holds print jobs in the memory until a valid password is entered at the control panel. Files are automatically deleted from the system HOD after printing. (See next section for how to set up/retrieve locked prints.)

Hold Print: Temporarily holds multiple print files in the memory until selected. Does not require the user to enter a password.

Sample Print: Outputs the first set of a multiple-set print job so that output settings can be checked for accuracy prior to printing the entire job. Only the quantity can be changed.

Stored Print/Store and Print: Identical in functionality to Hold Print, except files are not immediately deleted after printing. Store and Print enables users to print files immediately while simultaneously storing data. 4-8 digit password is optional. NOT RECOMMENDED, AS IT TIES UP MEMORY.

Document Server: Sends files directly to the document server for storage and printing at a later date. You don’t apply any print settings here, that is done at the copier when you retrieve the job. This feature can also be used to merge jobs from multiple applications and print as one document.

Select OK
How to Send a Locked Print Job

With document open, select Print

Properties

Under Job Type, select Locked Print
Type your name (up to 8 characters)

Type a numeric password (no letters) 4 to 8 digits long. I would suggest something that you will easily remember such as your house number, last four digits of your social security number, etc.

Select OK
Select any other desired settings for that job. Print options include duplex (two sided printing), stapling (if your unit has a finisher), selecting a different paper tray, adding covers, watermarks etc.

Select OK
How To Retrieve Locked Print Jobs

At copier, select Printer Button

Select Print Jobs

Select your name
Enter the password you created at the desktop
Select OK

This is to verify that you really need to print this document (it’s another way that Ricoh goes Green!)
Select Yes, the job prints and erases immediately.
1. Start by hitting the Scanner Button
Set scan type, Resolution & scan size

2 sided original, Batch & Divide Options

2. Make any changes for the originals on the left of the screen
3. To change file format and name the file, press Select File Name/Type. **Tip:** When scanning to a shared folder, use your initials first, then a file name to make it easier to find your files.

4. Type file name, Press OK
5. Select the appropriate folder.
6. Press Start.

Note: If scanning from the glass, press the # key when last original has been scanned.