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Easy Reference USER GUIDE

Ricoh Product Line Segment 2 thru 6

MP/5000/5001, MP C5000/C6000/C6501, MP7000/8000, MP6001/7001, MP8001/9001, MP907EX









RICOH imagine, change.

Understanding Your Ricoh Control Panel



Color Copier Display Panel



Copying Documents

Remove paperclips, staples or other loose objects before placing originals in feeder. Be sure to straighten bent or curled edges



Place Originals in the document Feeder



Adjust paper guides

If using the Glass Platen, Lift the lid and place documents face down on the glass at the position of arrow regardless of size



Select any additional copy settings



Press original document type, i.e. **Text, Text/Photo, Photo**, etc. Press **[sort]** to collate document (if not highlighted) Enter any finishing options

Enter desired number of copies

Press **[Sample Copy]** copier will print one completed set and prompt you **[Suspend]** to cancel job or change settings **[Continue]** if job is correct to complete remaining copy sets

Or press START to skip [Sample Copy]



Note: When copying from the glass and requesting multiple copies, press the # key after feeding your last original to release the additional copies

Copy Enhancements

C	Ready			
Text Text _	Auto Paper Select	1 ⊔ □ 8½×11	2 ⊔ ⊅ 8½×11	3 ⊔ I 8½×1
Photo Pale	Full Size	Auto Reduc	e / Enlarge	11 g 15 810 × 11
Generation Copy	1 slød+2 slød			et*Camb 2 a

Select your Original document type You may also select the **[Auto Density]** option to further lighten or darken your document settings.



Auto Image Density is highlighted

Press the Right or Left arrow to lighten or darken document

Press [] or [] to adjust the image density

Select an original type that is suitable for your originals to enhance your copies.

There are five original types available:

Text

For originals that contain mainly text or printed characters.

Text / Photo

For originals that contain both text and photographs or pictures.

Photo

For Photographs or pictures choose from the following types.

- Glossy Photo:
- Use when copying developed photographs
- Printed Photo:
- Use when copying photographs or pictures that are printed on
- paper e.g. magazines)
- Copied Photo:
- Use when copying copies or originals generated by color copiers

Pale

For originals that have lighter lines written in pencil, or faintly copied slips.

Generation Copy

For originals that are copied repeatedly. The copy image can

be reproduced sharply and clearly

Sort/Stack & Rotate Sort Output

SORT Rotate/Sort – the machine assembles copies as sets in sequential order. Use [Sort] when placing multiple page document to maintain page order - Same as [Collate]. When a finisher is installed with the device the machine will output the document in **the Sort/Shift Sort** order, separating the first set from the next set.



Sort/Shift Sort



STACK – groups together copies of each page in a multi-page original. Use Stack when setting multiple pages in the document feeder and requiring the same copy number count per page to be stacked.

Groups together copies of each page in a multi-page original.



ROTATE SORT– Use Rotate Sort when your machine does not have a finisher to keep jobs separated. To use this option you must have one paper tray loaded with 8.5x11 paper in landscape orientation and the other tray loaded with 11x8.5 portrait and select this option from the finishing mode or from the short cut menu on copier screen. Rotate Sort



Stapling Documents

- 1. Place Documents in the document Feeder
- 2. On bottom of touch screen select the staple position that match your job output.
 - Select Top Left (straight)
 - Top Left Slant
 - Bottom Left (for landscape documents fed through feeder in portrait orientation)
 - Double Staple Left (portrait Orientation)
 - Double Staple Top (landscape orientation)
 - Booklet stapling (for booklet folded at center stapling)
- 3. Press [OK]
- 4. Press [Start]



Note: The number of pages stapled and stapling positions will vary by machine model type and type of finisher installed.

1. Press [Finishing].



- 2. Select desired staple position
- 3. Press [OK]



- 4. Place documents in feeder
- 5. Press [START]

2 & 3 Hole Punch

2 holes



3 holes





· Originals read from left to right



Originals read from top to bottom



		Origina	ocation	Punch
		Exposure	Document	hole
		บเสรร	Feeder	providitionali
	θ	ŝ	<u>"</u>	- R
	2 ho		R	÷ IR
GIR	e top		R	► Ř
2 <u>10</u>		Ħ.	, B	
	e left	Ш, Ш	<u>r</u>	- IR
100 C 100	3 ho	100 A	Ē	- IR
TEL TEL	e top) A	÷ R
	3 ho		Ř	- 'Ŕ'

1. Press [Finishing].



- 2. Press [Finisher].
- 3. Select one of the punch hole positions.



When the Booklet Finisher SR4040 is attached:

You cannot use the bypass tray with this function.

Duplex Copying (2 Sided Output)

Place Originals in Feeder Landscape orientation or Portrait orientation

1. Press [Dup./Combine/Series].





or

1. Press [Orientation].

Orientation			
Select opening direction	n.		
Original:			Copy:
RARR	R R R R	→	RRRR
Top to Top	Top to Bottom		Top to Top
	System 5	itatus	Job List

Top to Top



Top to Bottom



Press OK Enter desired options Select copy count Press START

Select [1 Sided 7 2 Sided] or [2 Sided 7 2 Sided].





You can select these options from the main copier panel

Copying Mixed Originals





Groups together copies of each page in a multi-page original.



1. Place Originals in the Document Feeder ✓ Place the smaller sizes at the top of the stack as shown in the image ✓ Adjust the Side Guide flush against the largest original.

 \checkmark Ensure that the right edges of all the sheets are aligned against the

right side guide .

✓ Ensure that all originals are lying face up.

2. Check the condition of the paper stack:

 \checkmark All sheets should lie flat, with no curled or bent edges,

 \checkmark Paper should be clean and feel dry to the touch,

 \checkmark Attachments such as staples, tags or tapes must be removed.

- 3. Press [Special Original]
- 4. Press [Mixed Sizes] then touch [OK]
- 5. Select any additional options
 - 3. If there are multiple paper sizes you must either have all the sizes in different paper trays, or select the size paper you want them all to be or they will output al the default auto paper select.
- 6. Enter desired number of copies
- 7. Press [Start]
- 8. Press **[Clear Modes]** key when you have finished.

Selecting Duplexing must all be output on the same size.

This will return the document feeder to normal copy mode ready for the next user.

Acceptable sizes in Inch:11" x 17" 📮; 8½" x14" 🖵 8½" x 11🖓;5½" x 8½" 🔽

Create Margin

- Reduces the image to 93% of its original size and places the reduced image at the center By combining it with the Reduce / Enlarge functions, you can further increase a margin.
- 1. Press [Create Margin].
- 2. Select the reproduction ratio, if necessary.



3. Press START



Reduction/Enlargement

1. Press [Auto Reduce / Enlarge].

Press [Reduce / Enlarge].

11319 8993-11 545-1542 1545 - 14 100% 9.3% Enterse derif. Leidet*Cerris Zurig 1 sided*Cords 4 orig 1, z 1 2 5 6 4 1 2. Greate Margin bala. R BIR R R R R B B. П. Dua./Compiler/Series 9. ip Sheet Edit / Stamp Reduce / Enlarge FEB 21,200 h System Status Job List 3:11PM

Select the option that matches your output



Place originals, Press START



- 2. Select the paper size.
- 3. Place the originals, and then press the [Start] key.

Note

• The machine selects reproduction ratios of between 25-400%.

Directional Size Magnification%

Use this feature to enlarge a document by placing percentage proportions in the horizontal and vertical fields.



Place document on platen glass Press [Reduce/Enlarge]



Directional Magnification %
Select [Horizontal] or [Vertical]. Ratio can be also entered with 🖽 🖂 .
↔Horizontal 65%
Vertical 65%
System Status Job List

Press [Horizontal)

Enter the desired ratio with the number keys, and then press [#].

Press [Vertical].

Enter the desired ratio with the number keys, and then press [#].

Press [OK] twice.

Place the originals, and then press the [Start] key.

Edit/Stamp or Edit/Color Tab

Options

Vary by machine type and hard drive installed

Edit Color –

erase color, change or adjust color

Scan Position -

Used for moving copy image up or down on page

Margin Adjustments -

used to move margins for hole-punching, stapling or binding

Stamps –

used for background numbering, page numbering, watermarks, date stamping

Erase –

used for cleaning edges and borders, page centers

Edit Image –

used to replicate images, center images, invert images or duplicate images

Copy Quality -

used to adjust contrast and image background

' Enlarge	11×15 81/2×11	51/2×81/2 81/2×14	93%	100%
sided 1 sid	$ed^{+}Comb 2 orig$ $2 \rightarrow 1 2$	1 sided \div Comb 4	² Create	Margin
taple B B	B	' <mark>B</mark> B,	<mark>r</mark>) r,	Punch
'Slip Shee	t Edit /	Stamp []	up./Combine/S	ieries Reduce / Enlarge
2	ystem Status	Job List		FEB 20,2009 7:53PM

Designate

Use this function to have certain pages of your original copied onto designation sheets or to insert a designation sheet for each page specified. Before using this option you must set up the paper trays under





CopyBlankPress [Cover/Slip Sheet].Press [Designate / Chapter].Select [Designate: Copy] to copy designated

page on the designated number page **Or** Press **[Designate: Blank].** Not to copy anything on the specified page.

Press the key to select the chapter number.



Designate / Chapter			
1-10 11-	20		
001 🕸 Sheet	002		003
006	007		008
To copy the first page enter the sheet number	of ead r to st	h chapter onto a : art each chapter	Slip Sheet. with, then press ⊕,
BDDesignate: Copy		Sel Chap	ter
👊 Designate: Blank			

Enter the page number of the first chapter using the numbers key, and then press the **[#]** key.

You can continue to specify additional page location numbers, up the 20 locations may be selected.

After making all settings, press **[OK]** twice.

Press [Start] or [Sample Copy].

Preset Stamp

Preset Stamp		Can	Position / Size / Density	
Select stamp type.				
COPY	URGENT	PRIORITY	<stamp position=""></stamp>	<size></size>
PRELIMINARY	For Internal Use Only	CONFIDENTIAL		7 1X 2X
<position dens<="" size="" td=""><td>sity> <pri< td=""><td>nt Page></td><td>← *</td><td>→ 4 X</td></pri<></td></position>	sity> <pri< td=""><td>nt Page></td><td>← *</td><td>→ 4 X</td></pri<>	nt Page>	← *	→ 4 X
R R 1 X Normal	Change,,,	All Pages		
	System Status	Job List		System Status Job List

Allows users to place a watermark on documents being copied. Users Can choose stamp option, placement, size and density. Users and also choose to place on first page only or on all pages being copied. If using A color unit, these options may be printed in color, on units with 60+ page speeds have the option to create a desired stamp.

(Options may vary by machine types)

Image Repeat

Place image on glass Press [Edit/Stamp] Press [Edit Image] Press [Image Repeat] Press [OK] Press [Reduce/Enlarge] Press [Numbers Key] Enter the reproduction ratio Press [OK] Select the paper size Press [Start]









Allows users place a single page on the glass and have the image repeated multiple times on a single page

Image Repeat

This feature allow you to take an original image and copy the image repeatedly on the same page.





Select the size of copy paper and the reproduction ratio. Press [Edit/Stamp] Key

Press [Edit Image] key

Press [Image Repeat] key

Press [OK]

Press [Reduction/Enlargement]

Enter the Percentage amounts to repeat the image on the page.

See examples for original sizes below:-

Original: $5^{1}/_{2} \times 8^{1}/_{2}$ /Copy paper: $8^{1}/_{2} \times 11$, or Original: $5^{1}/_{2} \times 8^{1}/_{2}$ /Copy paper: $8^{1}/_{2} \times 11$, or Original: $5^{1}/_{2} \times 8^{1}/_{2}$ / Copy paper: $8^{1}/_{2} \times 11$, or Original: $5^{1}/_{2} \times 8^{1}/_{2}$ / Copy paper: $8^{1}/_{2} \times 11$



25 repeats 35%

Margin Adjustment



Allows users to move the margins of a document being copied for better placement of documents being copied, i.e. used to move the margins to the top, bottom, right or left of the page. When using this option, the system does not reduce the image being copied Therefore users must have adequate blank space when moving Images.

Document Centering

You can make copies with the image moved to the center of the copy paper.

- Place the document Select the paper size.
 Press [Edit / Stamp].
- Press [Edit Image]. Press [Centering]. Press [OK].





Note:

You cannot use the bypass tray with this function.

Double Copies

Place Original in Document or lift the lid and place face down on Glass Platen



- Press [Edit / Stamp].
- Press [Edit Image].
- Press [Double Copies].
- Press [OK].
- Select the paper size.
- Enter desired number of copies
- Press [Start]



One original image is copied twice on one sheet.

Edit/Stamp [Scan Position]

Allows users to adjust image (books) being copied on the glass for better image placement output without moving the document. Use directional arrows to move the image in the Desired Direction. users can elect to move image on both sides of a page.

Place image on Glass Press **[Start]** Review output but do not move image

Press [Edit/Stamp]

Press [Scan Position]

Using directional arrows, move the image in the desired direction and them press **[Start]** Repeat as necessary until desired placement is made.



Edit Stamp/Edit Color [Erase]



Allows users to clean edges, borders, centers of documents being copied. Users can use feature to clean single or multiple pages. Single or multiple Edges may also be selected for a cleaner output of your documents

Page Numbering

Page Numbering Can	Stame Rosition	Change Numbering <1/5,2/5> Can
Select page numbering format. P1.P2 1/5,2/5 -1-,-2	«Starip Position)	Select item to change.
1,2 1-1,1-2	R • 7	First Printing Page 1
<pre><stamp position=""> <change numbering=""> First Printing Page: From page 1 Change Numbering from / to: 1 ~ to the End</change></stamp></pre>	R * ¥	First Printing Number 1 ~ Last Number to t Total Pages 1
System Status Job List	Sector States Adultet	System Status Job List
Page Number Format	Number Page Position	Starting Page, Starting Number and Ending number,
Allows users to keep track of do Seque	ocuments being copied for projects, etc ence and position of placement of num	. Users can choose numbering bers.
	Place Documents in Feeder Press [Edit /Stamp]	
	Select [Stamp] Select [Page Numbering]	
Press [(Change] >Select [Page Numbering] Form	nat> OK
Press Chang	e (opposite side) Select Page Number Pla	acement>OK
	Touch I ast Number1 >Enter information	ber sequence
Touc	ch First [Printing Number] >enter informa	tion
	Tauch [Tatal Damas] autominformation	

Touch [Total Pages] >enter information

Select any other finishing options including the desired number of copies

Press [SAMPLE COPY] or [Start]

Date Stamp

Allows users to date stamp documents being copied for time sensitive documents, e.g. projects, deliver tickets, etc. Users can select different formats, stamp placement and if stamp should be place on front page ONLY or all pages

Date Stamp	Can	Dat	e Format	· · · ·	
Check format and position of date. <current date=""></current>		Sel	ect format.		
2/20/2009	Change Format		MM/DD/YYYY	MM.DD.Y	YYY
<stamp position=""></stamp>	<print page=""></print>		DD/MM/YYYY	DD.MM.Y	YYY
	All Pages		YYYY.MM.DD		
Syst	tem Status 🛛 Job List			System Status	Job List

Place documents in feeder or on glass platen Press [Edit Stamp] or [Edit color] Press [Stamp] Press [Change Format], select desired format, Press [OK] Press [Change] Select desired stamp placement, Press [OK] Select [First Page Only] or Select [All Pages], Press [OK] Press [OK]

Dup./Combine/Series



Full menu for short cuts on panel

Duplex – 1 sided+2 Sided

2 Sided+ 2 Sided

Combine – Combine multiple pages on single pages

with options for 2 sided or single sided output and options

of placing 2, 4, 8 or pages on a single page. Users can choose different size pager for output.

Series – output documents from 2 Sided to 1 Sided

Copy 2 face forwarding pages of a book to 2 single pages.

Book – Create a magazine output (use booklet for 4 page output) use Magazine for 5 or more pages. When the booklet finisher is installed, Users can choose to have the job stapled and folded.

Use to copy 2 face forwarding pages of a book as a duplex output.





Combine Pages

Use this option to combine multiple single pages or 2 sided pages for multiple pages copied on each side of a page. Originals can be copied in portrait or landscape orientation.

1. Press [Dup./Combine/Series].



2. Press [Combine].



1 Sided 8 Pages → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.



3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.

Placing originals (originals placed in the ADF)

Originals read from left to right



Originals read from top to bottom





1 Sided 2 Pages → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.



Landscape (🖙) originals





1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

- 4. Select the number of originals to combine.
- 5. Select the paper size.
- 6. Press [OK].
- 7. Place the originals, and then press the [Start] key.

Note

Some of these options are available from the main copier panel. You cannot use the Bypass tray with this option.

Cover/Slip Sheets

		Designate /	Chapter	
Cover, Designate and Chapter can be selected	together.	1-10	11-20 21-30	31-40 41-50 51-60
Front Cover Back Cover	Designate/Chapter	001 🗈 She	et 002	003
Blank Blank	Designate / Chapter	006	007	008
		To copy the enter the sh	first page of each c eet number to start	hapter onto a Designation Sheet, each chapter with, then press ⊕.
Finishing Cover/Slip Sheet Edit /	/ Stamp Dup./Combin	💷 Designat	e: Copy	🛚 Chapter
System Status	Job List	🗈 Designati	e: Blank	

Designate / Chapter	
1-10 11-20 21-30 31-40 41-50	51–60 pter can be selected together. Cancel OK
001 Before 002 003 003	Back Cover Designate/Chapter Slip Sheet
006 007 008	Blank Designate / Chapter Blank
To insert blank Designation Sheets, enter sheet number then press ⊕.Insert blank designation sheet(s) as follo	vhere you v /s.
🖻 Designate: Copy 🛛 🕫 Chapter	/Slip Sheet Edit / Stamp Dup./Combine/Series Reduce / Enlarge
🗈 Designate: Blank	FEB 20,2009 FEB 20,2009 11:19PM

Allows users to add covers, slip sheets, chaptering of documents and page inserts of different color paper. Users can choose to insert blank pages or copy info on pages.



To set the Bypass tray as the cover paper source:-

Press "User Tools" Select "System Settings" Select the "Paper Size" Settings" tab Select "Bypass" Select "Display" Select "Cover" Select "Mode Selected" Select "OK" Press "User Tools" again to exit

Adding Covers

2. Select [Copy] or [Blank] for the front cover.



3. Select [Copy] or [Blank] for the back cover, and then press [OK].

To change between 1 and 2 sided covers:-

Press "User Tools" Select "Copy Features" Select "Page Format" Select "Cover Mode" Select 1 or 2 sided covers Select "OK" Press "User Tools" to exit

1. Press [Cover/Slip Sheet].



On the main screen:-

Select "Cover/Slip sheet" Select "Front Cover" Select "Blank" or "Copy" Press "OK" Set the paper for the cover sheet on the bypass tray For 2 sided covers select "Duplex" Set the originals on the document feeder Select any additional options Enter desired number of copies Press Sample Copy Press "Continue" if sample set is correct.

Book Copying

Place open Book on Glass Platen







Book 1-Sided

Press [**Book - 1 sided**] for single pages Outputs 2 single pages for the right and left pages Press [**OK**] **OR**

Press the [BOOK]button

- Select [BOOK TO 2 SIDED]
 - Copies the left and right pages and place front and back to a single page
 - Press [OK]

Press Page size Paper tray

Enter desired sets

Press [Start]

•



Booklets & Magazine Modes

- 1. Place **all** originals in ADF face up, portrait orientation or Landscape orientation
- 2. Select [Dup./Combine/Series]
- 3. Select [Book]
- 4. Select [Magazine] *
 - 4. 1 Sided for Simplex originals or
 - 5. Magazine 2 Sided for Duplexed originals
- 5. Touch [OK] twice
- 6. Select [Edit/Stamp]
- 7. Select [Centering]
- 8. Select [OK]
- 9. Select the [Paper size] for output
- 10. Enter desired number of sets
- 11. Press [Start]

Optional

Press [Sample Copy] to preview job before running multiple sets

Use [*Magazine] Mode for 5 or more page originals















Use [*Booklet] mode for 4 page originals





Using the By-pass Tray

3. On copier panel press the # key

Set paper in EPorientation. Adjust paper guide with paper

Paper 5ize

Paper Type

4. Press Paper Type, Select

Paper option, Press OK

System Status

Job List

specify paper for Bypass. Tray.

x ine

1. Open the bypass tray.



2. Place copy paper in tray Adjust tray paper guides to fit paper size



Readv	
10007	
Paper Type	0
Select the paper type.	
0HP (Transporting) Thick Paper	
To copy on Postcards, select [Thick Paper].	

5. Press Paper Size

Select the paper size.

Select Size	E	lypass. Tray Usaga	Car
Regular Size	Custom	Size	
11×17D	11×15⊡	11×140	10 ×1 5G
10×14D	8%×14⊡	%×12⊡	- 85×110
8%×11D	84×14 🕞	%×12D	8 ×155
B×Ng₽	8 ×10/g_	8 ×10 🖓	8×105
T\$×№₽	7% ×10%	5%×8%₽	%×%5

6. Press OK



7. Place originals, enter desired number of copies, press START, Press Clear Modes

How to Program a Preset Function



1. On the initial scanner screen, make the settings you want to set as default.

- 2.Press [Program].
- 3. Press [Program as Defaults].
- 4.Press [Program].

5.A confirmation screen appears. Press [Yes].

Exit. Program as Defaults tanse Name Delete 002 X Not Programmed 004 × Not Programmed 005 × Not Programmed 008 × Not Programmed 010 X Not Programmed

The current settings are set as defaults, and then the initial screen reappears.

Note:

•To restore the initial screen's original default settings, press [Restore Factory Defaults].

 Default settings for the initial screen can be registered for normal screens and simplified displays respectively.

You can copy onto tab stock.





Tab stock is fed starting from the top tab.



- 1. Originals
- 2. Tab Stock
- 3. Copies

TAB Copying

🔂 Important

- Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in User Tools. For details about Paper Type, see "Tray Paper Settings", Network and System Settings Guide⁽¹⁾.
- The tab stock can be placed in trays 2 and 3. Set the tab stock with the side to be copied facing down.
- · When setting tab stock, always use the tab sheet holder.
- The Duplex function cannot be performed on tab stock. If [1 Sided → 2 Sided] is selected, cancel the setting.



Set tab stock so that it will be fed from the side without the tab edges first.



Adjust the back fence position so that the tab sheet holder will fit the tab stock.

To Copy Tabs

Place the Tab Copy Originals in the Document Feeder Select the Paper Tray containing the Tab Paper (tray 2 or tray 3) Press **START**

Using INTERUPT Option

Use the INTERUPT function when you want to interrupt a long copy job, to make urgently needed copies.

1. Press the [Interrupt] key.



The interrupt key indicator lights. The machine stops scanning.



- 2. Remove the originals that were being copied.
- 3. Place the originals you want to copy.
- 4. Press the [Start] key.
 - The machine starts making copies.
- 5. When copying is complete, remove the originals and copies.
- 6. Press the [Interrupt] key again.
 - The interrupt key indicator goes off.
- Replace the originals that you were copying, and then press the [Start] key. Following the instructions on the display.

Note

 The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

Sample Copy

Use this option to check the copy settings before making a long copy run.

Place originals Select any other necessary functions for copy job Enter number of desire copies Instead of **[START]** press [Sample Copy] key -One set is delivered as a sample If Sample Copy is acceptable, press **[Continue]** -The number of copies made is the number of copies requested minus the proof copy.

If you press **[Suspend]** after checking the results, return to step 1 to adjust the copy settings as necessary. -Depending on the combination of functions, you may not be able to change some settings.

You can press [Sample Copy] again or press [Start] to output the job

Note: This feature can only be used when **[sort]** is selected. This feature is not available from the **[Simplified screen].**



Each copy set can be stapled together.



Job Preset

You can make settings for the next copy job during copying.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.

1. Press [New Job] when "Copying..." appears.



- 2. Be sure message "Ready" appears, and then make settings for the next copy job.
- 3. Place the originals, and then press the [Start] key.

All originals are scanned.

When the preset job is complete, a job preset confirmation dialog box appears.

4. Press [Exit].

You return to the copy screen.

After the current copy job, the next copy job starts automatically.

Note

You can switch the display to the current copy job by pressing [To Copying Screen].

Simplified Display

Pressing the Simplified Display button will cause letters and keys to be displayed at a larger size, making operations easier.

To access the [Simplified Display] Press the **Simplified Display** on the Main Screen Display s the basic copier functions Finishing options may be added to this screen for ease of use. Not all functions are available with this screen.



Key color is only available in simplified display mode.



Letters and keys are displayed at a larger size, making operations easier.



100 C 100 C

To return to the initial display, press the [Simplified Display] key again.

Accessing Document Server



From Copy Panel – Select Document Server Option

Used for storing documents for easy access, confidential printing etc.

Document Server Usage



Documents may be scanned or Printed to Document Server for:

- -Confidential Printing
- -Print and Hold
- -Sample Printing
- -Forms printing
- -File Merge (different types)
- -Electronic Distribution
- -HIPPA Compliancy
- -Label Printing
- -Cost Savings

List view



Search by user name

			[Cancel	ОК	
				Ma	anual Entry	
5	6	7	8	9	10	
TORY	NEW YOR	K OFFICE	E	LONDON	N OFFICE	
Y	BERL IN	OFFICE		TORONT	0 OFFICE	
CE	Bra	anch		Admini	istrator	
E	00MORI	OFFICE		YOKOHAM	A FACTORY	

Search by file name

Search by File Name
Enter the file name to search, then press [OK].
- 0/20
<u>` 1 2 3 4 5 6 7</u>
q w e r t y u
a s d f g h j
z x c v b n m

Document Server Displays

File Name

Sept. 09 04:48PM

녱

C0PY0002

System Status



Edit user & file Info



Print one or multiple pages of a stored document

Print Specified Page
Specify page to print, then press the Start key.
1st Page
Specified Page
Specify Range
System Status Job List

Displays scan options 11×15 51/2×81/2 939 Full Size Auto Reduce / Enlarge 81⁄2×11 81⁄2×14 1 sided→Comb 2 orig 1 sided→Comb 4 orig 1 sided→Comb 8 orig 2 Sided Orig. 12 34 1 2 → 1 2 3 4 5 6 7 8 2 > 1 2 Crea Top to Top COPY0003 ►File Info User Name File Name Edit / Color Duplex/Co System Status

<Select File>

Select file(s) to print.

User Name

D

A

Sept. 09 04:50PM

C0PY0023

Туре

G

2

Thumbnails

Display All

User Name

File Name

Scan Original



Displays printing options of a

Print

0

Quantity

Memory: 99%

Details

Preview

File Management

Delete File

Print Specified Page

To Printing Screen

4:50PM

Page

Date Page

Å

Sept. 09 04:47PM

COPY0001

Job List

0

Scan a Job To Document Server

User Tools/C © (1) © (2009) © Document Server © Document Server © Printer © Communicating nicating Receive File © Canner © Other Function © Data In L	Alert	ent Server	Clear Modes	Program Interrupt Derrory Saver Derrory Saver Derrory Saver Display Display Display Display Display Display Display
List Thurnboalis	elect file(s) to print.	File Name	Date Page	U 1 U Memory: 99%
	Ba troa	Imp Letterbead	Aug 12 8	Details
	Anna Anna	Newsletter	Aug. 12 1	Preview
Display All	🗛 Chris	AdSlick1	Aug. 12 2	File Minogenerit
liker Name	📇 🖧 Chris	AdSlick2	Aug. 12 2	DeleteFile
V3G HOTHE	A Nancy	Emp_Handbk_Back	Aug. 12 1	Thirt Specified Page
File Name	A Nancy	Emp_Handbk_Front	Aug. 12 1	1/1
	🕘 👶 Nancy	Emp_Handbk_Docs	Aug. 12 7	
Scan Original				To Printing Screen
		System Status	khlist	AUG 13,2000

Place document in feeder or on the glass

Press **[Document Server]** Press **[Scan Original]** Select any appropriate document options

Touch **[User Name]** enter your name or select from list - optional

Touch [File Name] delete the default name and enter new document name using keyboard

Touch **[Password]** enter a password for your document if required - optional

Press **[OK]** after each entry Press **[Start]** Document is stored

Continue the above process for each additional document you wish to store

Shows a list view of documents stored in Document Server. You can also view documents in the thumbnail view to see the first page of the document stored.

Print a Job From Document Server

L	2		Docu	ment	Ser	ve	r
		<select< th=""><th>: File></th><th></th><th></th><th>Page</th><th>Quantity Print</th></select<>	: File>			Page	Quantity Print
	2	Select file(s) to print.	,			0 1 0
List T	'humbnails	Туре	User Name	File Name	Date Page	Order	Memory: 99%
				COPY0023	Sep. 09 1		Details
Dicplay	All	10 a NE	W YORK OFFICE	COPY0002	Sep. 09 1		Preview
Display	All	0 &		COPY0001	Sep. 09 1		File Management
l ker Na	me						Delete File
- OSCI ING							Print Specified Page
File Nar	me						1/1
Scan Orig	ginal					Io P	To Printing Screen
				System Status	Job List		SEP 9,2008 4:50PM

Delect				
Full Size	Auto Reduce / Enlarge	11×15 ₩ 81⁄2×11	51/2×81/2 81/2×14	939
	1 sided→Comb 2 orig 1 sid	led→Comb 4 orig	1 sided⇒Comb 8	3 orig
2 Sided Or Top to To	ig. 12→12 [1	$2 \rightarrow \frac{12}{34}$		34 78 Crea
►File Info			COPY000	3
	User Nam	ne	File Nam	e
		Edit /	Color [)uplex/Co
	2	System Status	Job List	:

Press [Document Server]

Select the document you wish to print

Press [Start]

To [Sort], [Staple] or add any additional print options

Press the **[to Printing Screen]** Select any appropriate feature Enter the number of desired copies

Note:

If document is password protected a password is required before a document can be accessed

If only a single copy of the document is required with no finishing options, press [Start)

Document is Printed

Continue the above process for each additional document you wish to Print. Multiple files may be selected to be printed. If you select multiple files and press the to printing screen, files will be merged. This action vary from machine to machine.

Shows a list view of documents stored in Document Server. You can also view documents in the thumbnail view to see the first page of the document stored.

Delete a Job From Document Server



Delete File

Press [Document Server]

Select the document you wish to delete

Press [File Management) Press [Delete File] Confirm deletion [Yes] File is deleted

Note:

If document is password protected a password is required before document can be accessed

Continue the above process for each additional document you wish to Delete. Multiple documents may be selected to be deleted.

Shows a list view of documents stored in Document Server. You can also view documents in the thumbnail view to see the first page of the document stored.

Printing How to Print Documents from your PC





Printing a Document

Print			? <mark></mark>
Printer <u>N</u> ame:	SP C420DN/CLP131DN/LP3	31an (XPS)	Properties
Status: Type: Where: Comment:	Idle RICOH Aficio SP C420DN (XPS) USB002		Fin <u>d</u> Printer
Page range All Current (Pages: Enter page r separated b	page Selection	Copies Number of gopies:	Collage
Print <u>w</u> hat: P <u>r</u> int:	Document All pages in range	Zoom Pages per sheet: Scale to paper size:	1 page
Options]	C	OK Cancel

Open your document to Print

Select [File>Print]

Select the Ricoh Print driver

Enter desired number of copiers

Press [OK]

	1000	Job Type:			Copies:	
RENVERSE NUMBER		Normal Print		~	1	100
				Details		
		Orientation:				
	R	Portrait	Rotal	e by 180 degrees		
Classification Code:		Layout				
Danas Cine	R	1 Page per Sheet	🖌 🚱 🗌 Draw	Frame Border		
Letter (8.5" x 11")		Page Order:				
Input: Auto Tray Select	R	Right, then Down	~			
Plain & Recycled	M (1994)	Duplex:		Andreaking Developed		
Settings		UII		reduction blooklet		
Save						
		Ignore Application Co	ollate			
Load		Staple:		Punch:		
	R	Off	💌 R 🖓	Off		1
Color/ Black and Whi	er 🛄					
Color	~					
			About	Restore	Defaults	

To add any finishing options to the document Open your document to Print

Select [File>Print)

Select the Ricoh Print driver [Staple, hole punch or duplex] Press [**Properties**] Select the desired finishing option Press [**OK**] repeatedly to print

Printing To Document Server

Open your document to Print

Select [File>Print]

Select the Ricoh Print driver

Press [Properties]

At [Job Type] open the drop down window and choose [Document Server]

Press [OK]

Press [Details]

Enter user Information:

User ID (if applicable) or leave blank File Name

Password (if applicable)

User Name

Press [OK] repeatedly to print

		Job Type: Normal Print	-	Copies:
series Lood. Color States Series Lood. Color Stack and Write Color Stack and Write	R R R	Disertation Portat Lapoot 1 Page per Sheet Page Diser Page Diser Displan Displan P Ignore Application Collect Staple Ott	× r nov v Qr nov v Qr nov v R	ered Finane Border Peduction Booklet Pench Dia
			About	Restore Defaults

		Job Type: Normal Print Normal Print Sample Print	_	-	Copies:
	R	Hold Print Stored Print Store and Print		-	
Paper Size: Letter (8.5" x 11") Input Auto Tray Select Plain Dulput Printer Default	R	1 Page per Sheet Page Order: Pight, then Down Duples: Off		raw Frame Border	3er
Settings Save Load Color/ Black and White:	R	I Ignore Application Collate Staple: Dif	▼ R	Punch:	
Color 👱	3		About	Re	store Defaults



		Details
cked Print Details		? ×
User ID:	/	
/		
Up to 8 alphanumeric (a-z,A-2	2,0-9] characters.	
Password		
and the second se		

Printer Properties

Job Type

Sales MPC4500 on obx99-ots-21 Properties	2 X Sales_MPC4500 on phx99-nts-21 Properties
Setup Paper Print Quality Valid Access Watermarks	Setup Paper Print Quality Valid Access Watermarks
Copies:	Job Type: Copies: Vormal Print Normal Print Sarpele Print
Drientation:	R Cocked Print Hold Print Stored Print Store and Print
Page Size: I Page per Sheet Imput Letter (8.5" x 11") Page Order Input R Page Order Plain Plain	Paper Size: Letter (8.5" x 11") Input Auto Tray Select Plain Dutout
Printer Default Dupper	Printer Default Image Off Image Settings Settings Settings Settings
Load R Off R Off Off Off	Load. R Off R Off
Color/Black and White:	Color Stack and Write:
About Restore Defaults	About Restore Defaults
OK Cancel Het	OK Cancel Help

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 HDD after printing.

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.

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.

Document Server: Sends files directly to the document server for storage and printing at a later date.



Accessing Confidential Documents

Press Printer to access the list of stored files from your computer as listed on right:-



Select job(s).					
All Jobs	-	User ID	Date	/ Time	File
	10	Trimborn	Aug. 21	02:30PM	**
Jobs Per User ID	10	Mitrione	Aug. 21	02:20PM	**
Constantia	10	Hunter	Aug. 21	02:19PM	**:
Complete List		Mitrione	Aug. 21	01:46PM	Ner
⚠ Locked Print Job List		Mitrione	Aug. 21	01:43PM	Pro
Sample Print Job List	1	Trimborn	Aug 21	01:43PM	Bu
🕒 Hold Print Job List		TT THE CTT	mug. en	VI.1411	0.04
🕄 Stored Print Job List	1				
Details	1			1/1	AC12

Retrieving Confidential Document at Copier

Printer must be online to be able to submit work via desktop



At Copier Panel Press [Printer] Press [Print Jobs] Select the [Locked Print Job List] Select the job you want to print Press [Print] enter password Press [Start] Document will print and erase!

Note: You cannot makes changes or reprint this job.





If you submitted your print job via the "**locked Print**" feature, you will now be prompted for your password.

Scanning Documents

	User Tools/Counter	Clear Modes Program Interrupt	Main Power
		Energy Saver	
Commu- nicating Receive File	(PFax	4 5 6 Sample Copy 7 8 9 P	Login/Logout
	Printer	(↑) (III) (IIII) (III)	Simplified
	Scanner	Clear/Stop	Display
	Data In Y Alert		

From Copier Panel, Select Scanner – Place the documents to be scanned in the Document Feeder or on the Platen Glass and Select the appropriate options for your Documents where necessary.

Scanner Display Panel



* JPEG scanning in single page mode only.

Check file status.

LOS ANGELES EAU

Destination

How to Scan



- 1. Place originals in Feeder or on Glass Platen
- 2. Select desired destination[s] e-mail or Folder Tab
- 3. Select any additional document enhancements
 - 1. Select [Scan Settings], select original document Type, Press [OK]
 - 2. Press [Resolution] select desired resolution, Press [OK]
 - 3. Press [Scan Size] select document size or [Mixed size], Press [OK]
 - 4. Press [Original Feed Type] if originals are [2 sided or Duplexed]
 - 5. Select original orientation if applicable
 - 6. Select [Batch] if feeding from feeder and glass or originals exceed document feeder limits. If using the glass platen, press the # key after last page is scanned
- 4. Press [File Name/Type] Name your document and select [File Type] if necessary
- 5. Press [Start]

File Type and File Name

Scan Settings

		i stanija Stanija	The Moses	Set or	dy iginal and specify destination.	Cash Moder Cash Moder It. Der Marroy 0 100%
	Scan Settings Scan Type Resolution	destination.	0 100%	File Name / Type Select item. Single Page	DUC	OK
	Select Scan Type. Black & White: Text B & W: Text / Line Art Gray Scale	B & W: Text / Photo Black & White: Photo	in Law Caloria (Multi-page	PDF PDF	Sourio Securio
	Full Color: Text / Photo Full Color: Glassy Photo Auto Color Select			File Name	≻Start No. 000	1
		Sveten Status Job List	M4R 29,2007 10:254M	File name and	Sisten Status Jo	PDF eneryntion
қон	Document Efficiency At Work."	Full color Scann Scan settings	ing under RIGOH®	Changing file Type KON Document Efficiency At Work:		RIGOR

User selectable options may be changed prior to scanning for better document output

File Type and File Name



Scanning Options

Change File Type based on Document Type

Drop out Color from Documents





Viewing the Job at your Desktop

Email with Subject, File name and Message added at MFP

🚔 Printer settings.	<u>_8×</u>
j <u>File Edit View Tools M</u> essage <u>H</u> elp	2
Reply Reply All Forward Print Delete Previous Next Addresse Subject entered at ME	P
From: FM Date: Thursday, March 29, 2007 2:05 PM To: stu1@ricoh.local	F
Subject Printer settings. Attach: Printer settings.pdf (109 KB)	
This E-mail was sent from "RNPA8FD44" (Aficio MP C3000).	
Scan Date: 03.29.2007 13:05:11 (-0500)	
Steve, please see the attached sheet for printer settings. Frank	to email
Document Efficiency	BOH.

Faxing Documents From Copier







Select Stored Fax Destination(s) or enter a New Destination using the Numeric Key Pad on Right Side of Copier



Use to Store a FAX Destination

Users can send single document to one or more users simultaneously. Use The Original Feed type to select 2 sided when originals are 2 sided and copier Will scan and send both sides. When Networked, users have the option of Installing the LAN fax driver for faxing documents from the desktop with fax Covers and other options. Confirmations can print automatically, selectively, for errors only or off.

Enhanced Fax Capabilities

- Cover Sheet Editor: Users can create personalized fax cover sheets that may contain the company logo, slogan,
- To, From, and Comments areas. Cover sheets can be edited and saved to users' PCs as a fixed form.
- Address Book Import/Export: Data can be extracted from or poured into other LAN-Fax drivers. This removes
- customer resistance to switching from existing LAN-Fax solutions to Ricoh's, as the primary task of manually
- re-entering address book entries is now automated.
- Transmission Status: Transmission results can be checked via SmartDeviceMonitor or Web Image Monitor, so
- users are assured faxes reached their destination.
- Preview: Users can check how the document will appear on paper directly from the LAN-Fax driver.
- Duplex Printing: Inbound fax documents can be printed on both sides of paper from the LAN-Fax driver, saving
- paper.
- Simultaneous Save: Users can save the fax document as a TIFF file directly to a designated folder on their PC
- while the system is sending the fax in one operation.
- Wireless Faxing: If the Aficio MP 6001/MP 7001/MP 8001/MP 9001 Series is connected to the network via the
- Wireless LAN option, faxing from the desktop can still be performed.
- Fax Forwarding via Email: In addition to the inbound paperless fax to SAF/HDD, the Aficio MP 6001/MP 7001/
- MP 8001/MP 9001 Series' have the ability to forward all incoming faxes directly to an administrator's email
- address or folder, or you can program the Aficio MP 6001/MP 7001/MP 8001/MP 9001 Series to forward faxes
- from specific senders directly to designated receivers. Fax users can receive fax documents anywhere, anytime, as long as a PC and Internet infrastructure are available.

- Note: To enable LAN Fax capability, the Printer/Scanner Unit Type 9001 must be installed (standard on SP models) in addition to the
- Fax Option Type 9001. LAN Fax software is available with the Printer/Scanner Unit Type 9001 and standard with the SP versions of the
- main units.