

Imagination
drives us
to change.



Reference: [ricoh-usa.com/
Support/How to ...Videos](http://ricoh-usa.com/Support/How%20to...Videos)

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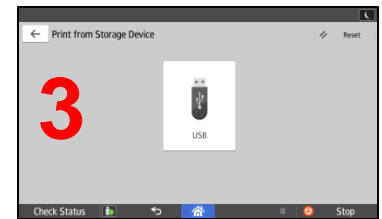
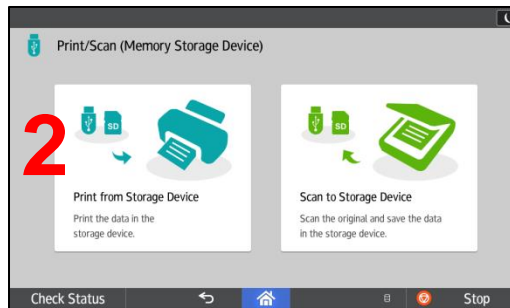
Shelley.Ladd@ricoh-usa.com


www.ricoh-usa.com

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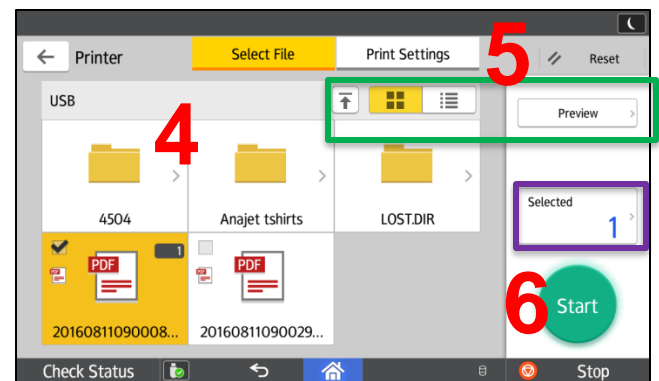
Media Slots (USB & SD Card)

Printing from Memory Storage Device

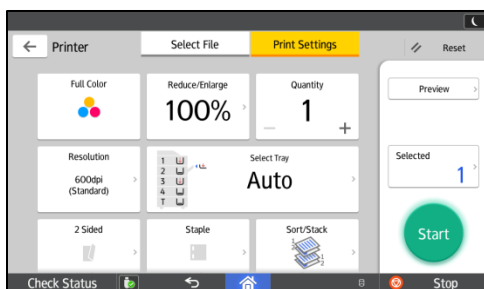


1. Select Print/Scan (Memory Storage Device) from the Home Screen
2. Select Print from Storage Device
3. Select the USB
4. Select the file you want to print. If it is in a folder, select that folder then select the document. You can print TIFF, JPG or PDF.
5. After you select the document to print you can adjust the Print Settings. You will see most of the options that are available if you were making a copy.
6. When you are ready, press Start.
7. **BEFORE YOU REMOVE THE USB:** Press the  USB icon at the bottom of the display, select the memory storage device. If there is only one it will already be selected and press OK. You should see a message that it is safe to remove it.

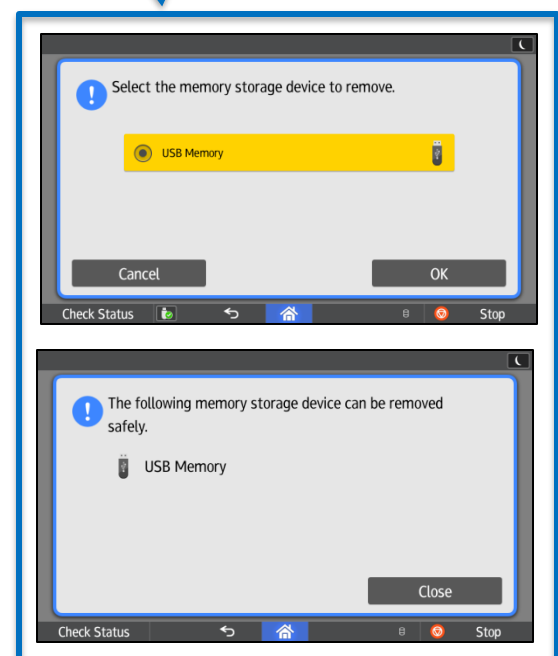
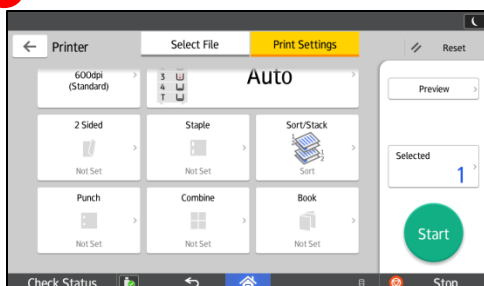
You can select to move up a level Thumbnail View or List View
You can also preview the document.



You can press selected to see a list of files that you have ready to print.

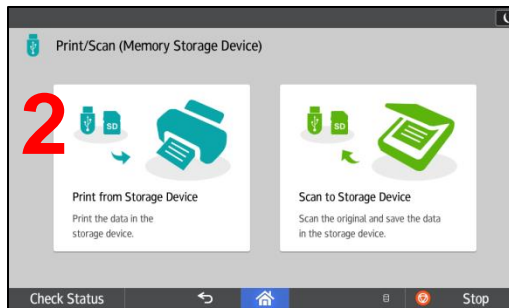



5 Print Settings



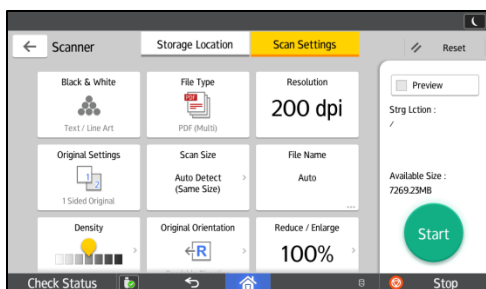
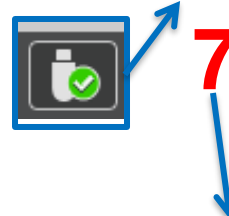
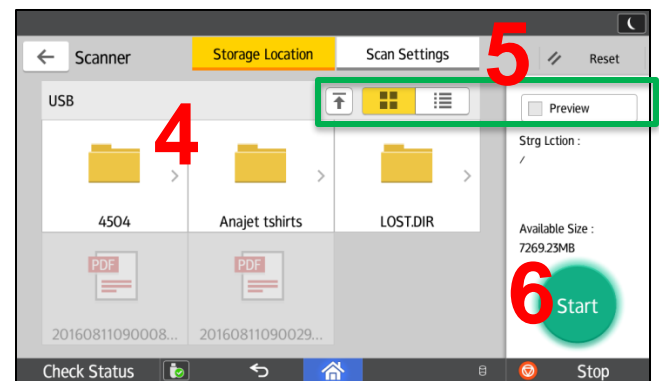
Media Slots (USB & SD Card)

Scanning to Memory Storage Device

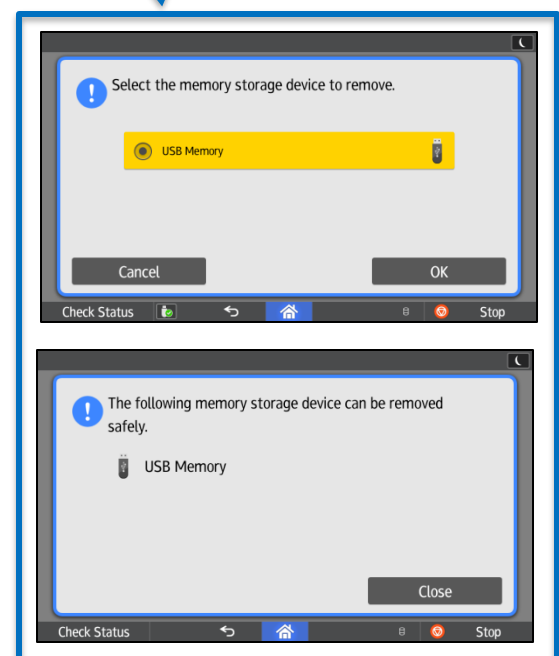
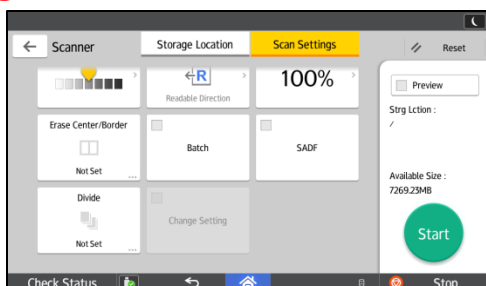


1. Select Print/Scan (Memory Storage Device) from the Home Screen
2. Select Scan to Storage Device
3. Select the USB
4. Select the Storage Location.
5. Select Scan Settings. You will be able to select the same scan settings as if you were scanning to email or folder.
6. When you are ready, press Start.
7. **BEFORE YOU REMOVE THE USB:** Press the USB  icon at the bottom of the display, select the memory storage device. If there is only one it will already be selected and press OK. You should see a message that it is safe to remove it.

You can select to move up a level Thumbnail View or List View
You can also preview the document.



5 Scan Settings





Smart Operation Panel

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This new control panel offers smartphone-like tap, pinch and flick operability and is equipped with its own integrated USB/SD Card slots.

Tap to start app.

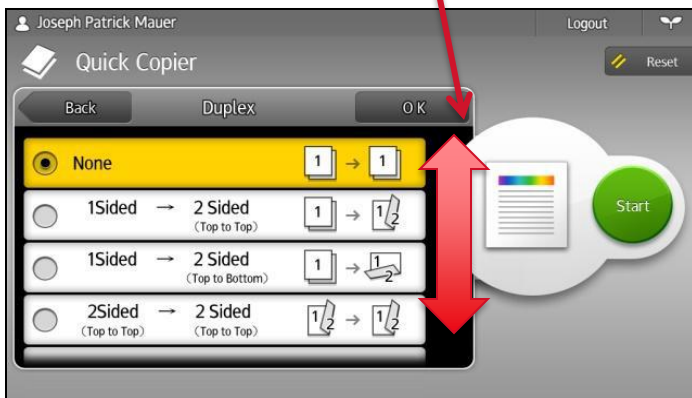
Tap to watch How-to-Videos


Note: How-To-Videos can also be seen at ricoh-usa.com/support.



Tap to open window of installed apps.

Scroll pages by flicking

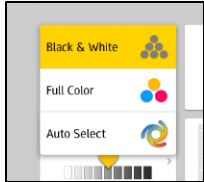


The main screen is the Home screen. Select which function you need from the home screen. Pressing the  will return you to the Home screen.

The Human Detection Sensor is located on the right side of the machine, and allows RICOH MFPs to be ready to work instantly when you approach.

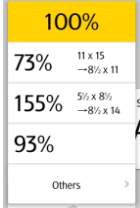


Copy (Standard Screen)



Tap to select Black & White – if you want to copy a color original in B&W if color is not necessary. Use Full Color when copying color originals that are small.

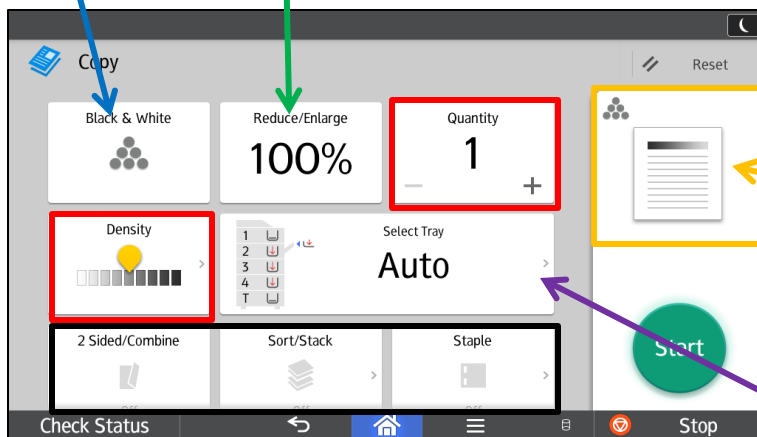
Auto Color – This is the best option to make color copies, especially if you have originals where some are B&W and some are color.



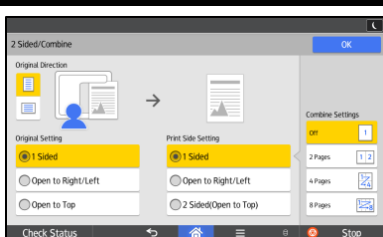
Reduce/Enlarge - 3 preset ratios, by selecting others you can see more reduce/enlarge options.

To change the number of copies press the + or – in **Quantity** or tap the center of the button to get a number pad.

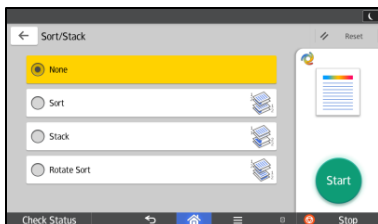
Tap **Density** to lighten or darken the copy.



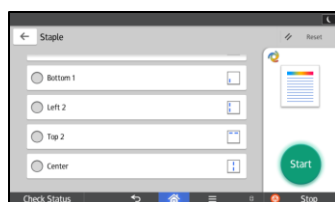
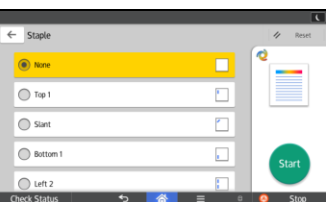
Preview changes according to the settings you make.



Select if your original is one or two sided and then select if you want your copy to be one or two sided. Combine Settings – select how many originals you want reduced and combined onto one page.



Sort – Copies are assembled as sets in sequential order
Stack - puts all page 1's then page 2's, etc together.
Rotate Sort - Every other copy set is rotated by 90 degrees

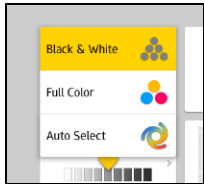


Staple – Select where you want the staple placed



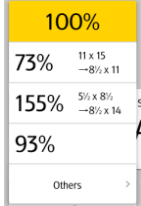
By tapping on **Select Tray** you will be able to choose the paper tray you want to use. When you select **Bypass** you will be able to select the paper size and type of paper you will be placing in the Bypass tray.
(Detailed instructions on next page.)

Copy (Full Screen)



Tap to select Black & White – if you want to copy a color original in B&W if color is not necessary. Use Full Color when copying color originals that are small.

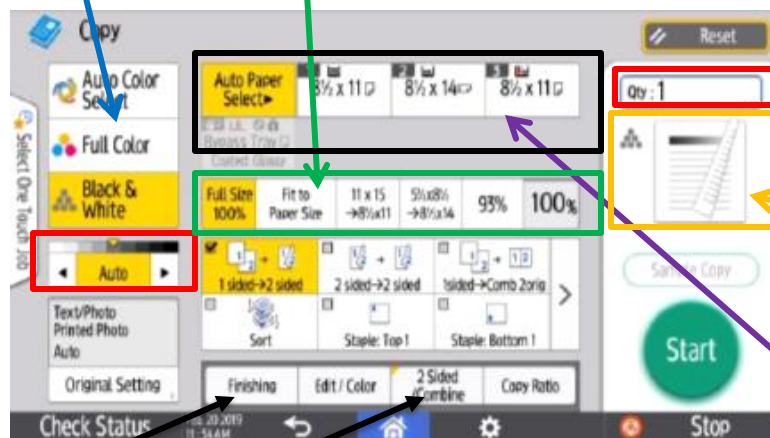
Auto Color – This is the best option to make color copies, especially if you have originals where some are B&W and some are color.



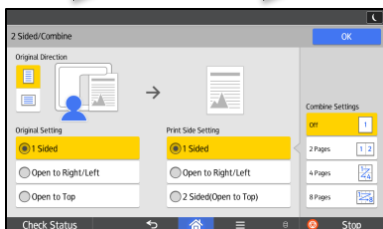
Reduce/Enlarge - 3 preset ratios, by selecting others you can see more reduce/enlarge options.

To change the number of copies press **Quantity** or tap the center of the button to get a number pad.

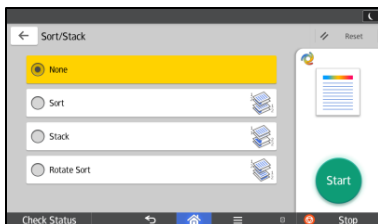
Tap **Density** to lighten or darken the copy.



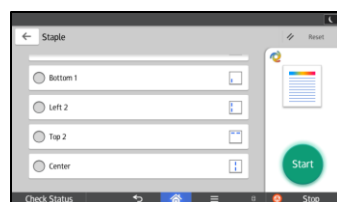
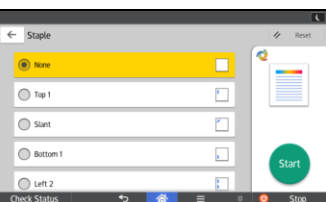
Preview changes according to the settings you make.



Select if your original is one or two sided and then select if you want your copy to be one or two sided. Combine Settings – select how many originals you want reduced and combined onto one page.



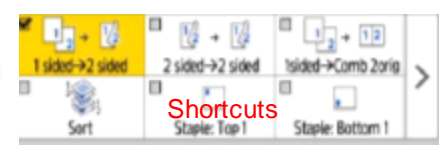
Sort – Copies are assembled as sets in sequential order
Stack - puts all page 1's then page 2's, etc together.
Rotate Sort - Every other copy set is rotated by 90 degrees



Staple – Select where you want the staple placed



By tapping on **Select Tray** you will be able to choose the paper tray you want to use. When you select **Bypass** you will be able to select the paper size and type of paper you will be placing in the Bypass tray.
(Detailed instructions on next page.)



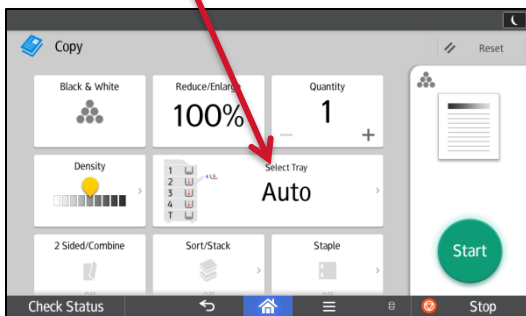


Copy – Bypass Tray

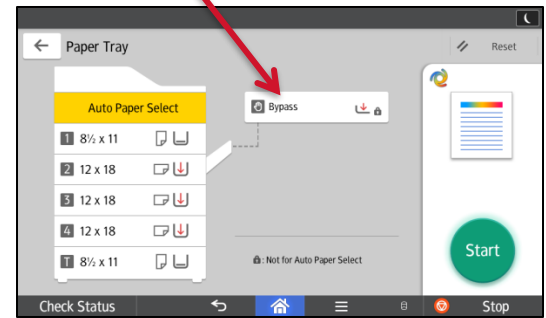
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How to use the Bypass Tray

Touch Select Tray



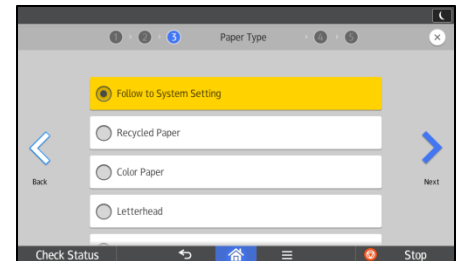
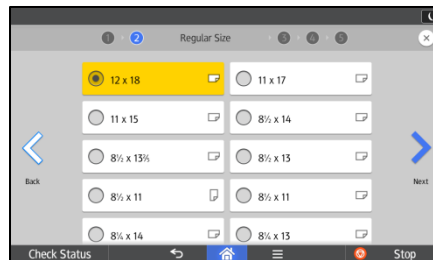
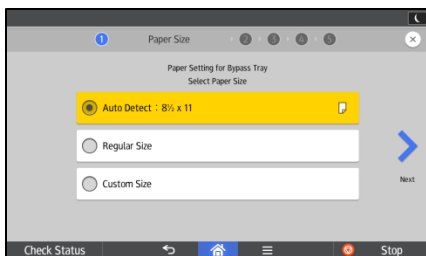
Touch Bypass



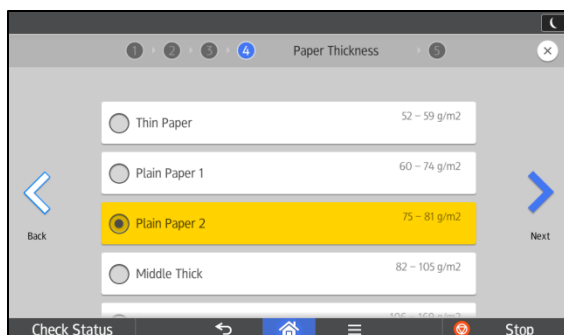
- Auto Detect
- Regular Size will give you a list of paper sizes to choose from
- Custom Size -

After you select the paper size, touch the Next arrow to select the Paper Type. Touch the Next arrow.....

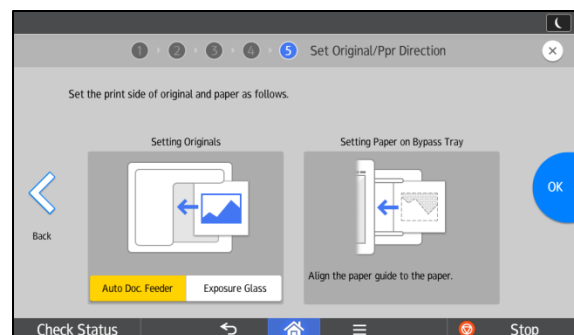
Select the Paper Type and Touch the Next arrow



Select the Paper Thickness and touch the Next Arrow



If necessary set Original Paper Orientation





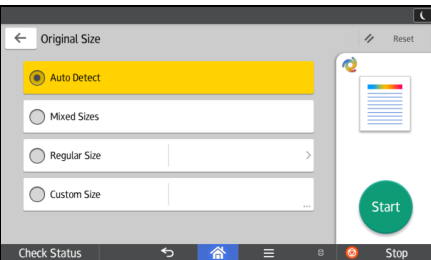
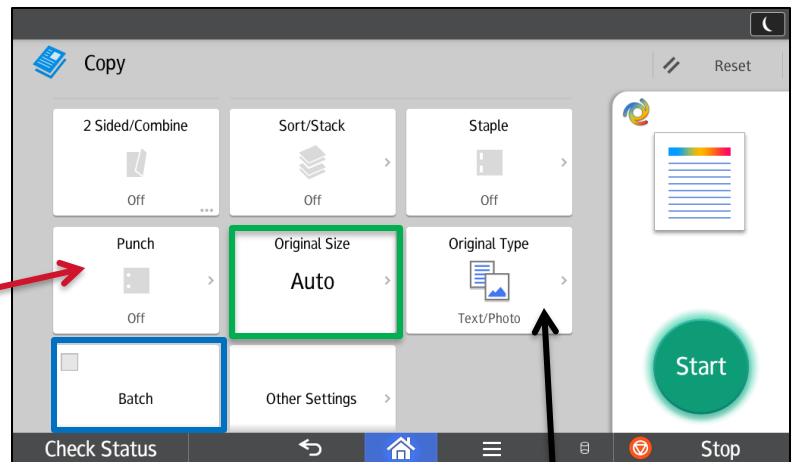
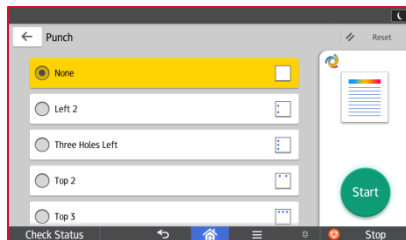
Copy

Punch, Original Size, Original Type and Batch

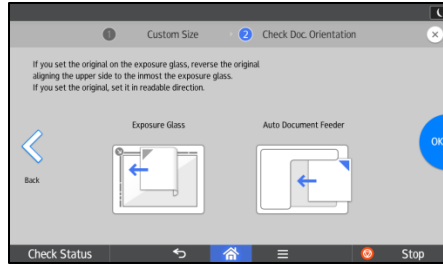
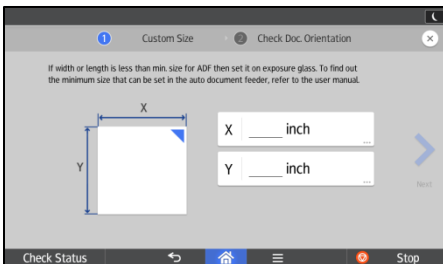
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Scroll down on the copy screen to see more options.

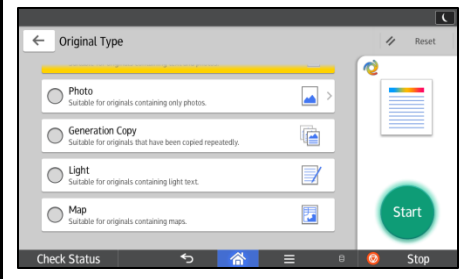
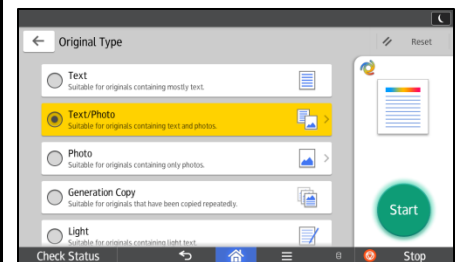
Punch – some finishers have the ability to punch holes. Select Punch to choose the location of the punch holes.



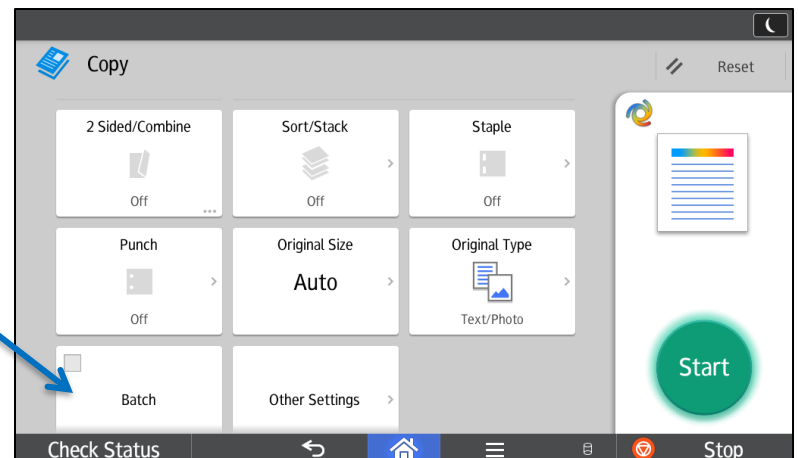
Original Size – Auto uses the paper size sensors to match the copy with the original. Selecting Original Size will let you select Mixed Sizes if your originals are different sizes, Regular Size to choose from a list of paper sizes, Custom Size to enter the dimensions, then you check the Original Orientation if necessary



Original Type - Select the original type that is appropriate for you original.



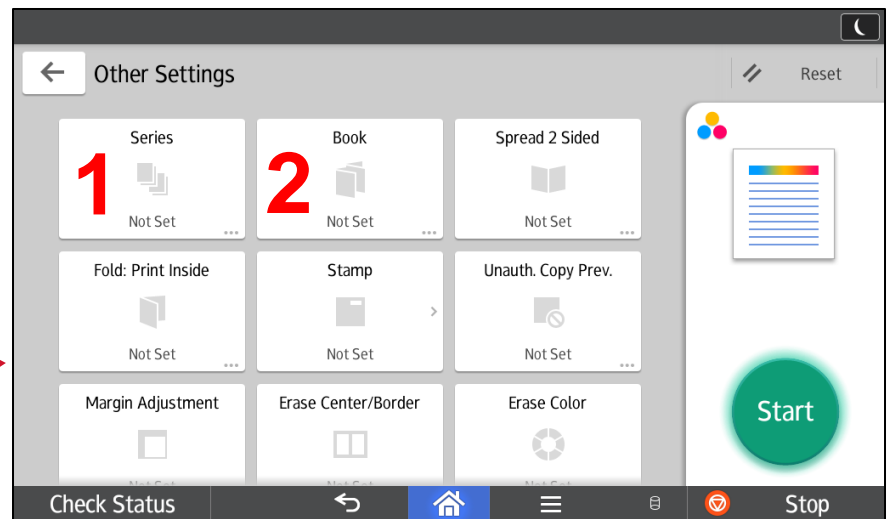
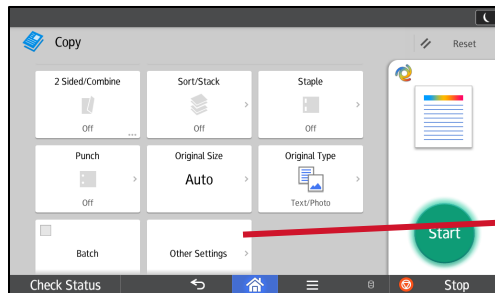
You can divide an original that has many pages and scan it in smaller batches while copying it as a single document. To do this, place several pages of the original in the ADF.



Copy - Other Settings

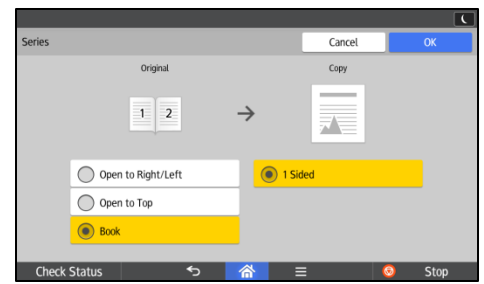
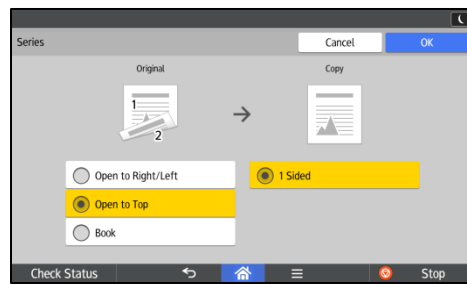
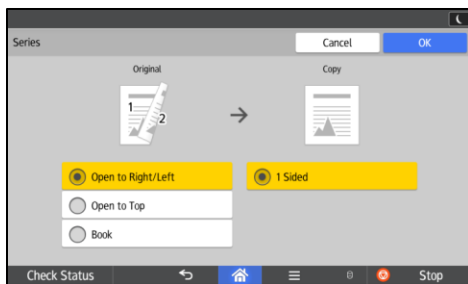
Series and Book (Booklet & Magazine)

On the Copy screen scroll down and select Other Settings

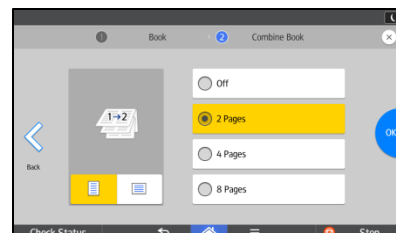
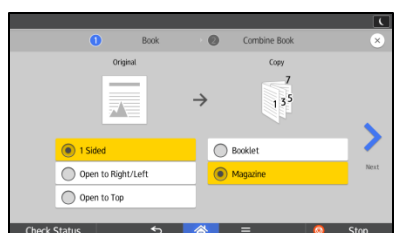
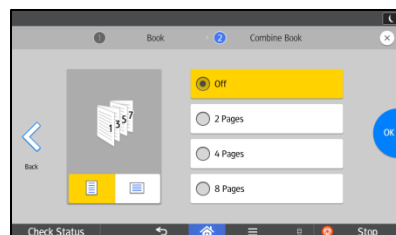
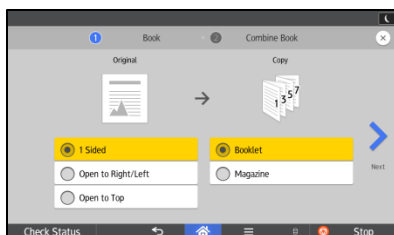


1 Use **Series** to take two sided originals and make them one sided. You can also lay a book or magazine on the glass and copy the two facing pages of a bound original onto two sheets.

Select which way you have to turn your original over to read it (Open to Right/Left or Open to Top) or Book for facing pages of a bound original. Select OK and press Start.



2 **Book:** Booklet - Copies four 1-sided originals or two 2-sided original in page order for a folded booklet. Magazine - Copies two or more one-sided originals or two-sided originals to make copies in page order when they are folded and stacked.



For both Booklet and Magazine select if your original is one or two sided. Select Booklet or Magazine and press Next to select if you would like 2, 4 or 8 pages combined onto a single page of the Booklet or Magazine. (If you do not want to combine more than one original on a page just leave it set to off.) Press Ok and Start.



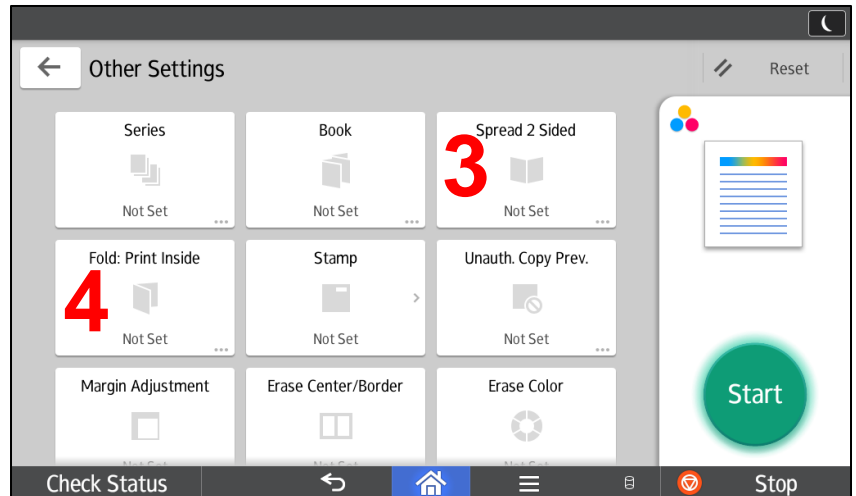
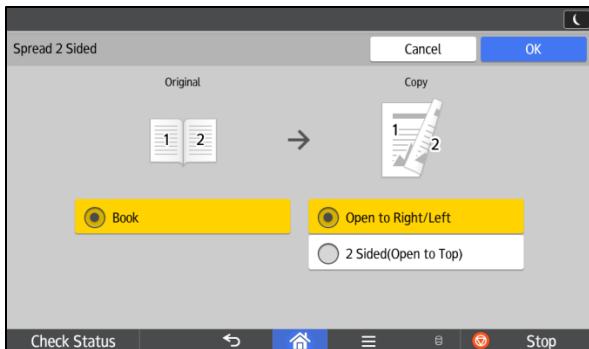
Copy – Other Settings

Spread 2 Sided and Half Fold

3

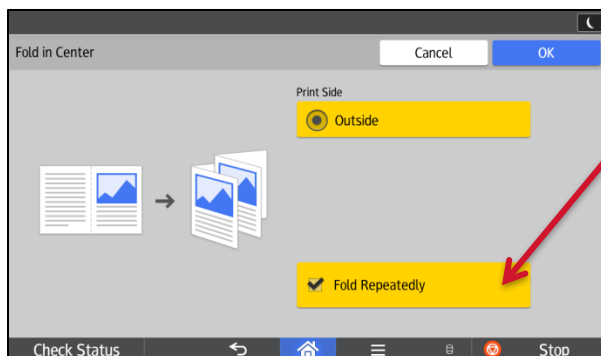
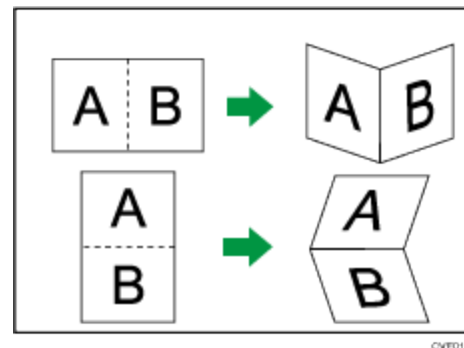
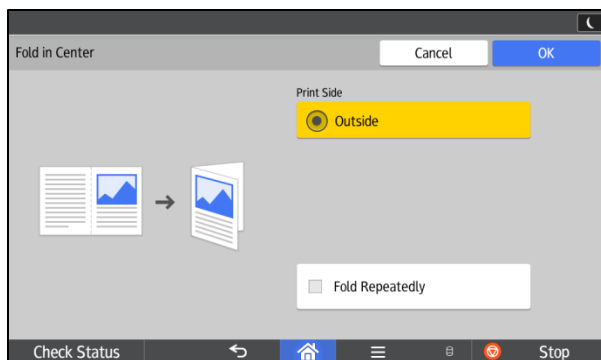
Lay a book or magazine on the glass and copy the two facing pages of a bound original onto a two sided copy.

Select which way you want to turn your copy over to read it, select Ok and Start.



4

Applies a single, central fold to create two equal panels. Copies are printed on the outside of the folded sheet of paper.



To fold multiple sheets together, select Fold Repeatedly.

NOTE: If [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified and the number of sheets specified to be folded exceeds the maximum folding number, the machine first folds the maximum number of sheets that can be folded together, and then it folds the remaining sheets. Up to 5 sheets can be folded at a time.

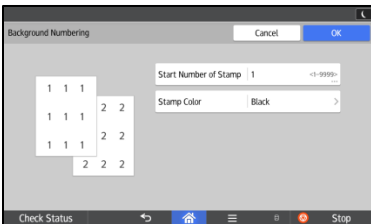
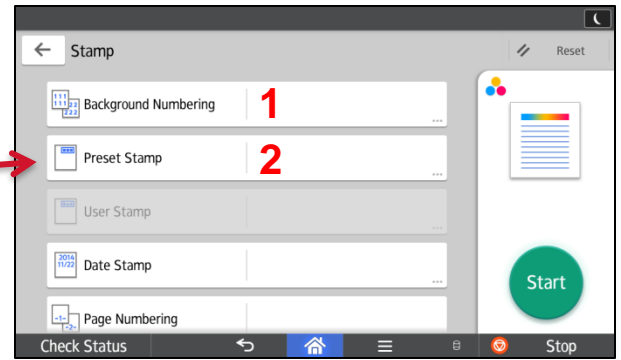
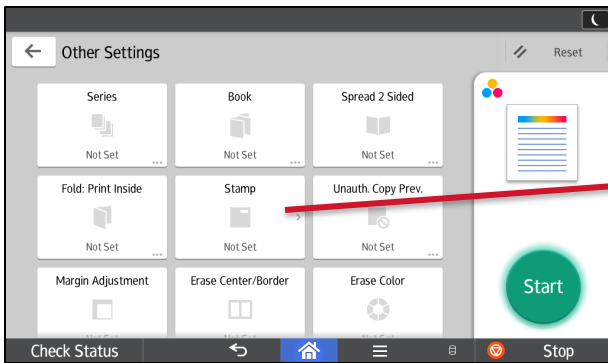
HALF FOLD WHEN PRINTING:

Select the position for folding printed documents in half in the printer driver. When [Half Fold: Print Outside (Finisher Booklet Tray)] is specified, each piece of printed paper is folded in half with the printed side facing outside, and it is output to the finisher booklet tray. When [Half Fold: Multi-sheet fold (Finisher Booklet Tray)] is specified, the printed paper is folded in half with the printed side facing outside, and it is stacked onto the finisher booklet tray.

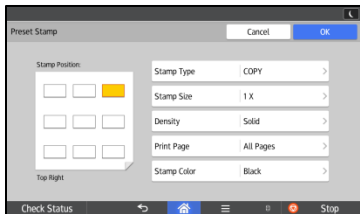
Copy – Other Settings

Stamp (Background Numbering & Preset Stamp)

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1 Use this function to have numbers printed on the background of copies. If this function is used in conjunction with Sort, the same numbers are printed on each set of copies, helping you keep track of confidential documents.



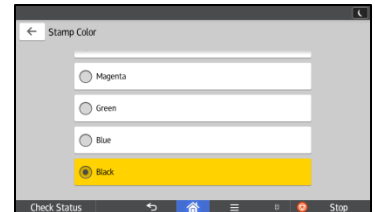
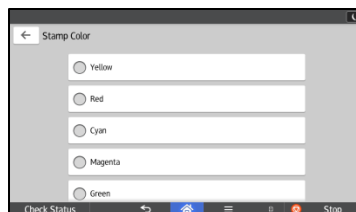
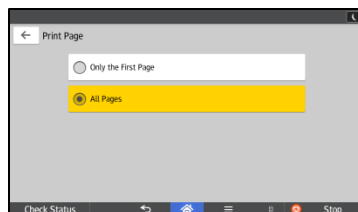
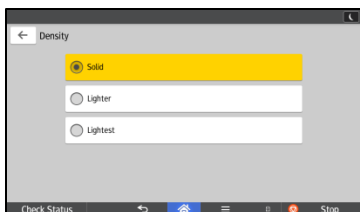
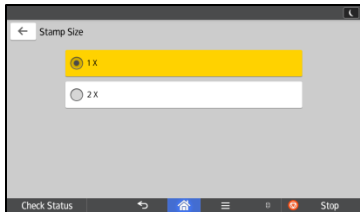
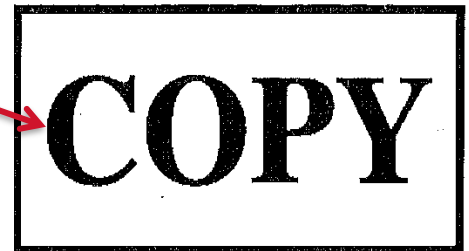
2 The following eight messages are available for Preset Stamp:

"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

1. Scroll down on the Copy screen, select Other Settings, select Stamp, then select Preset Stamp.
2. Select the Stamp Position
3. Select Stamp Type to see a list of available messages and select the one you want. Press the Back arrow in the top left of the display
4. Select Stamp Size, Press the Back arrow.
5. Select Density, Solid or Lighter and Lightest which is like a watermark in the background. Press the Back arrow
6. Select Print Page to choose if you want the stamp on the first page or all pages. Press the Back arrow.
7. Select the Stamp Color (The default is Black, remember it will count as a color copy if you change it.) Press the Back arrow.
8. Select OK and press Start.

Actual Stamp Sizes

1X and 2X

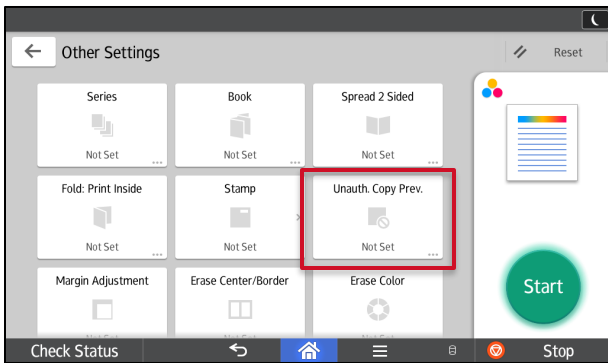




Copy – Other Settings

Unauthorized Copy Prevention

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Copy and embed the text and pattern to stop unauthorized copying. The text and pattern appear if the document is copied.

The following items can be specified in the Unauthorized Copy Prevention function:

Effect - Select the item to be embedded on the documents from the text or pattern. You can embed both. The appearance of the pattern on the document and the copy of the document differ depending on the item you select.

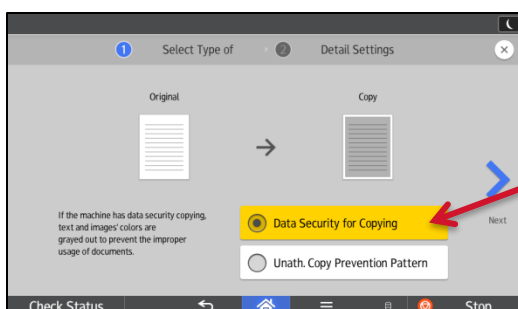
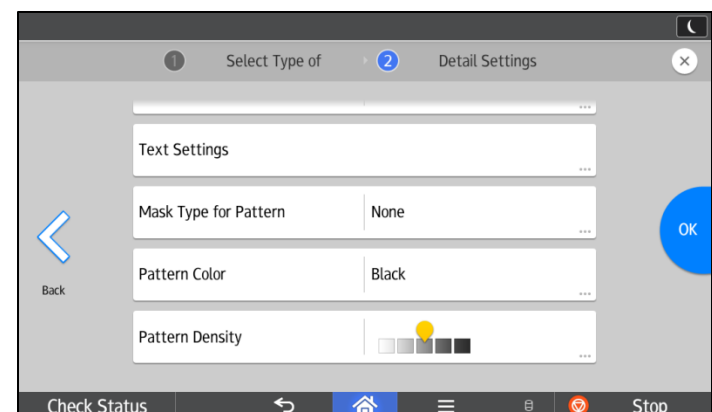
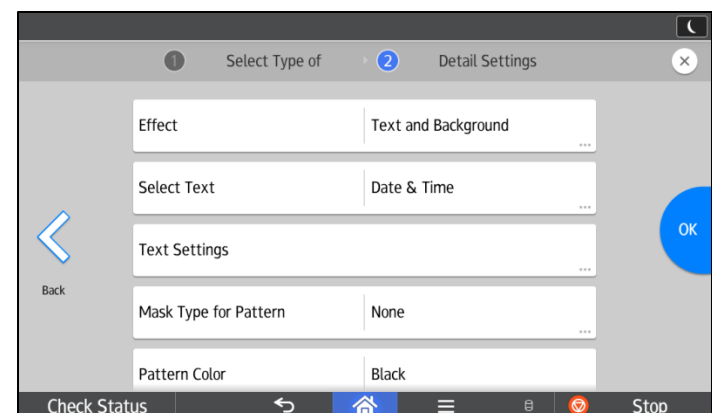
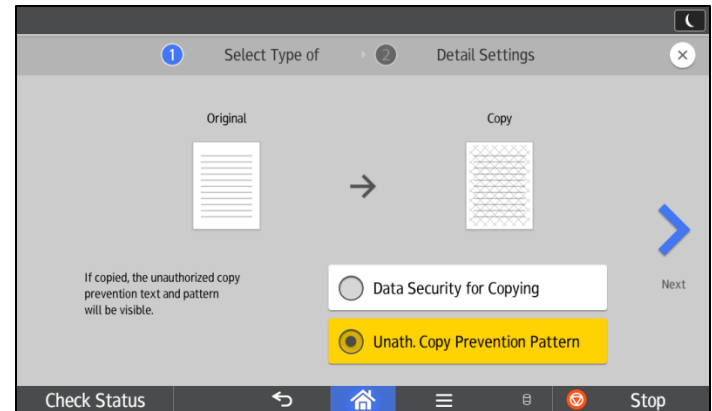
Text Selection - Specify the text to be embedded on the documents. You can enter up to 64 characters in [User Text].

Text Settings - Specify the size and angle of the text to be embedded on the documents. Specify the space between the lines if you select [Repeat Text]. Select the text position if you select [Do not Repeat Text] and specify the text angle to 0 degrees.

Mask Type for Pattern - Select the type of pattern if you select [Text and Background] in [Effect] of Unauthorized Copy Prevention for Pattern.

Pattern Color - Select the color of the text and pattern of Unauthorized Copy Prevention for Pattern. You can select one of the following colors: black, cyan, or magenta.

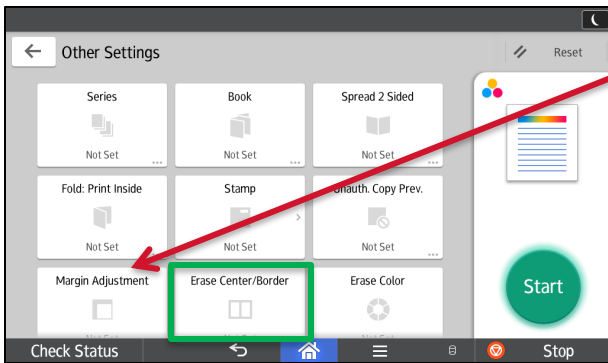
Pattern Density - Specify the density of the text and pattern of Unauthorized Copy Prevention for Pattern.



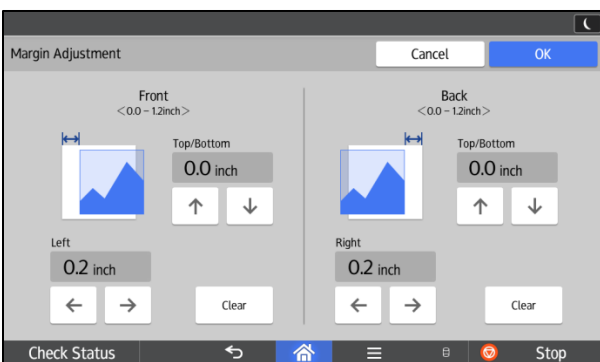
Copy and embed the text and pattern of Data Security for Copying. If the document is scanned by a machine that has the Copy Data Security unit, the content of the document is grayed.

Copy – Other Settings

Margin Adjust. & Erase Center/Border



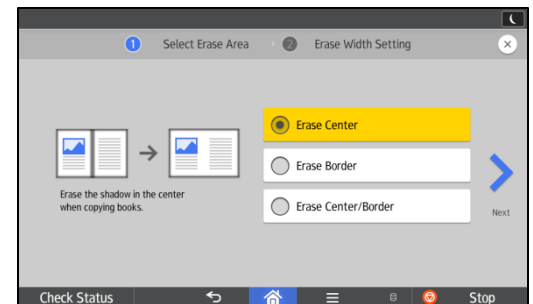
Margin Adjustment: Copies an original so that a binding margin is created.



1. Specify a margin for the front of the page
2. Specify a margin for the back of the page. The margin on the back of the page is valid when 1 Sided to 2 Sided or Combine 2 Sides is selected. If you do not need to specify the margins for the back of page, press OK.

The image is not reduced so you have to be careful not to move it to far or it will fall off the edge of the page.

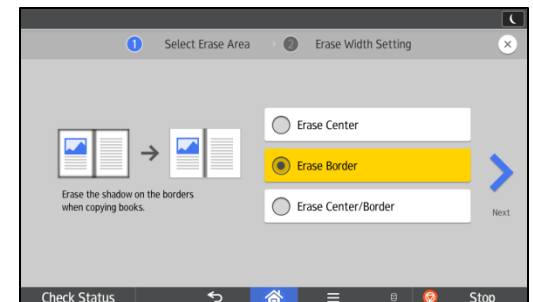
Erase Center. Erases the center margin of the original image.



Erase Border. Erases the edge margin of the original image. There are two types in the Erase Border mode.

Same Width: Erase the same width of edge margins of the original image.

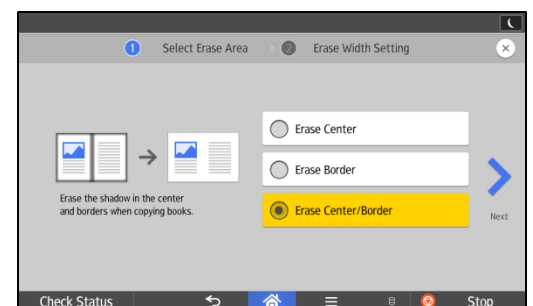
Different Width: Erase the edge margins of the original image at different widths.



Erase Center/Border. Erases both the center and edge margins of the original image. There are two types in the Erase Center/Border mode.

Same Width: Erase the same width of edge margins of the original image. However, only the center part of originals can be erased at a different width from the edge.

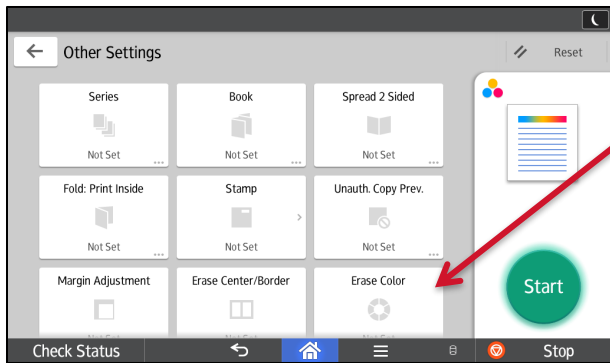
Different Width: Erase the edge margins and center part of the original image at different widths.



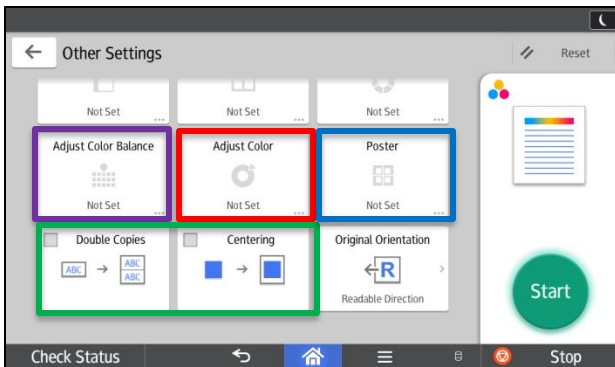
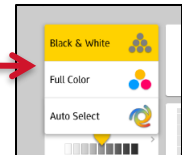
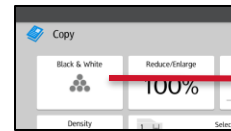
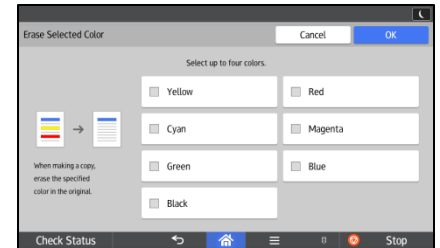
Copy – Other Settings

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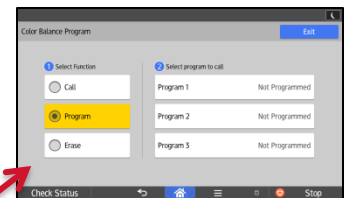
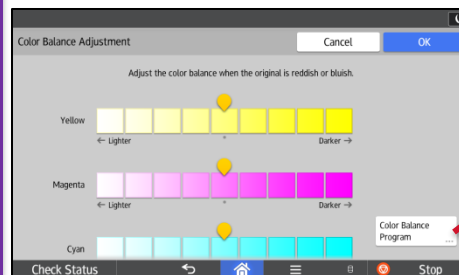
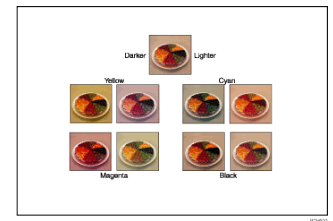
Erase Color, Adj Color Balance, Adj Color, Poster, Dbl Copies & Centering



Erase Color - Copies by erasing the color you select in the image of the original. This function can be used when Full Color or Black & White is selected in the color mode.

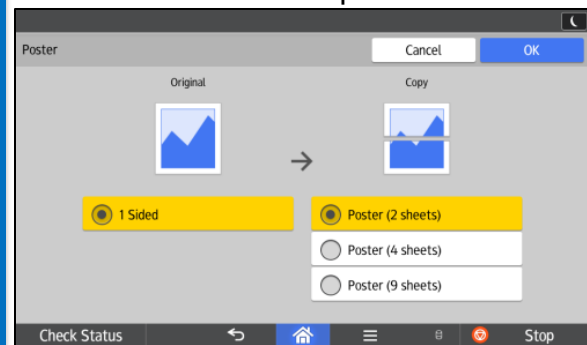


Adjust Color Balance - Adjusts the overall color tone when the copy is reddish or bluish.



Color balance program - You can store the color balance setting as a color balance program and recall it when you want to use it.

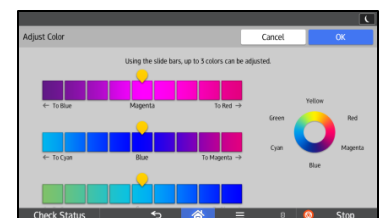
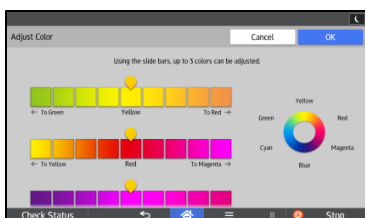
This function allows you to create a poster-size output by enlarging a single-page document to cover multiple sheets of paper. The divided images are printed with an overlap of 15 mm (0.59 inches) on the margin of each sheet, so you can paste them seamlessly. This function is available for the PCL 6 printer driver.



Double Copies - One original image is copied twice on one sheet.

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

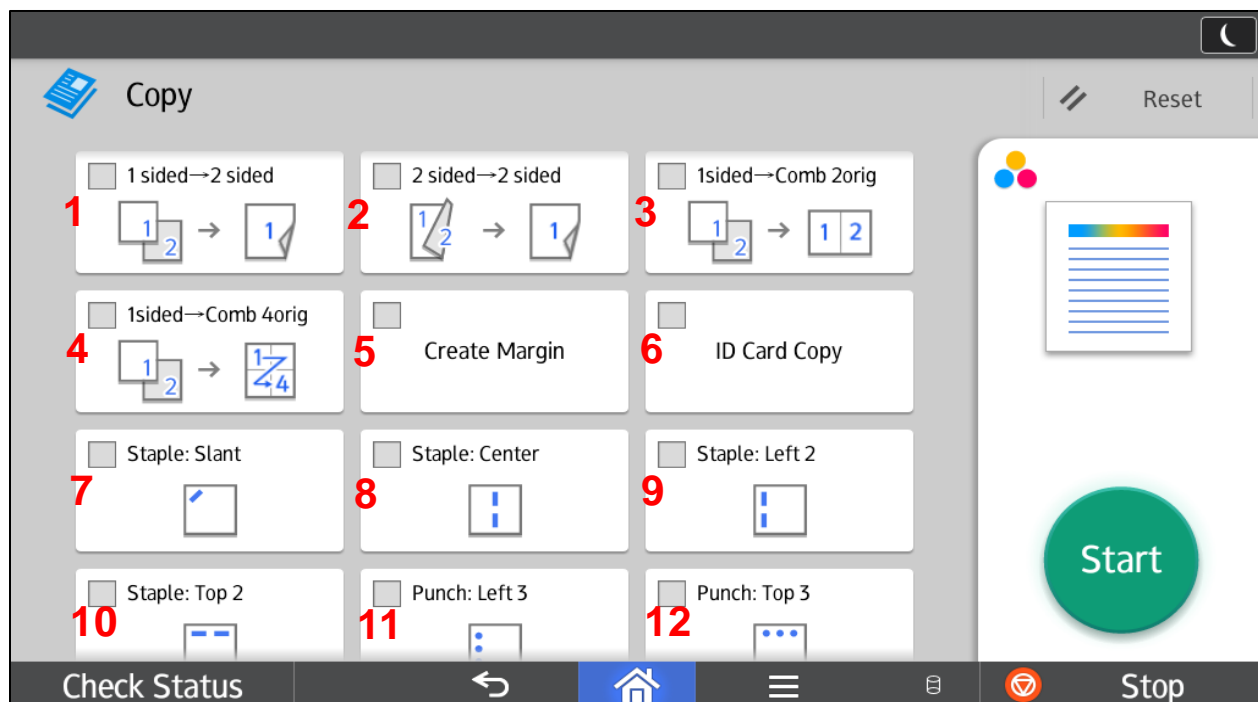
Adjust Color - Adjusts the specific colors (yellow, red, magenta, blue, cyan, and green) by mixing them with adjacent colors in the color circle. You can adjust up to three colors.




Copy – Short Cuts

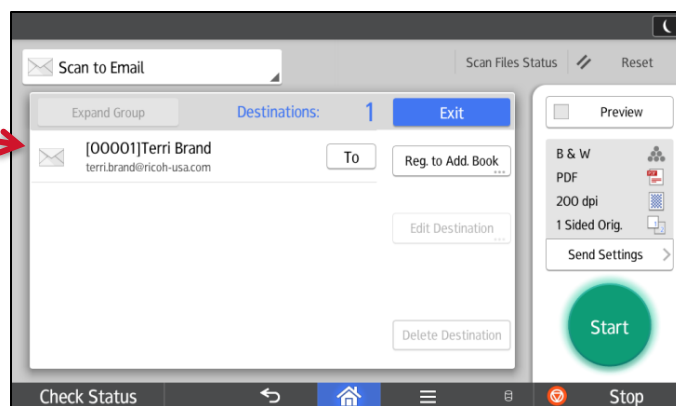
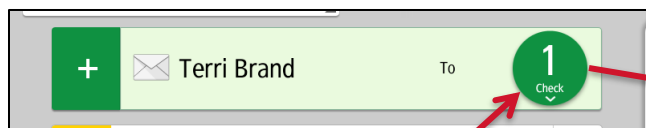
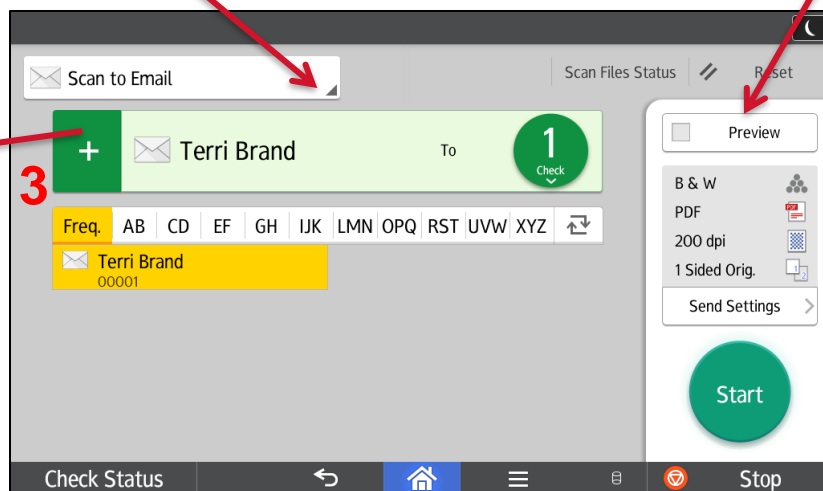
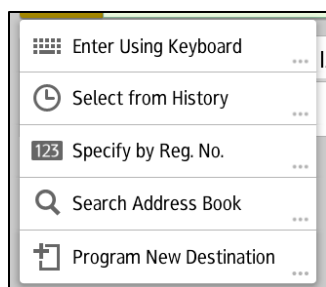
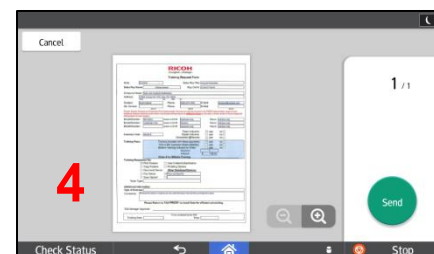
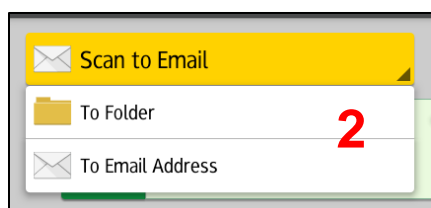
When you scroll down on the main copy screen you will see some preset short cut keys for some of the finishing option:

1. 1 sided original to 2 sided copy
2. 2 sided copy to 2 sided original
3. Combine 2, 1 sided originals onto one page.
4. Combine 4, 1 sided originals onto one page.
5. Create margin reduces the copy to 93% and centers it on the page to create a wider margin for binding or hole punching. Note: By combining it with Reduce/Enlarge functions, you can further increase a margin.
6. ID Card Copy - Copy the front and back sides of an ID card, or other small original, onto one side of a sheet of paper.
7. Places a staple at a slant in the top left corner.
8. Places two staples at the center like a magazine.
9. Two staples at the left
10. Two staples at the top
11. Punches 3 holes on the left
12. Punches 2 holes on the top



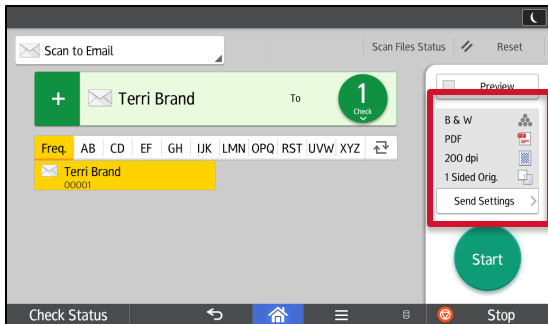
NOTE: Not all Copier/Printers are equipped with finishers that staple in the center or have hole punching and these features will not be on the display.

1. Select Scanner from the Home Screen.
2. Select Scan to Email or To Folder from the drop down
3. Select the destination from the Address Book or select the  to use the keyboard to enter a destination, select from history, specify by registration number or program a new destination.
4. If you are ok with the Send Settings, place your originals in the document feeder or on the glass, by selecting Preview before you press Start you will be able to see what your scanned document will look like. If it is ok press start again.

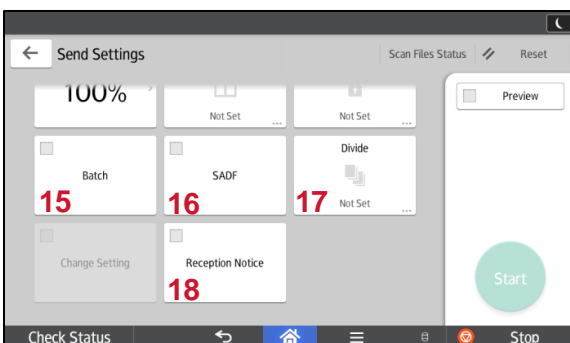
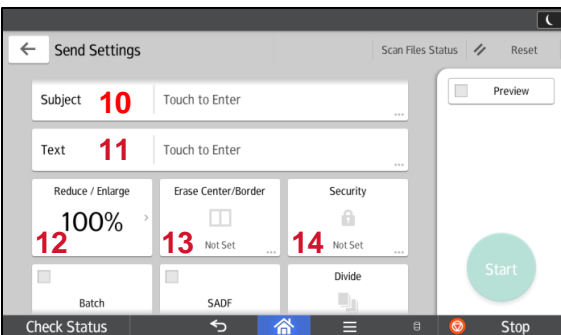
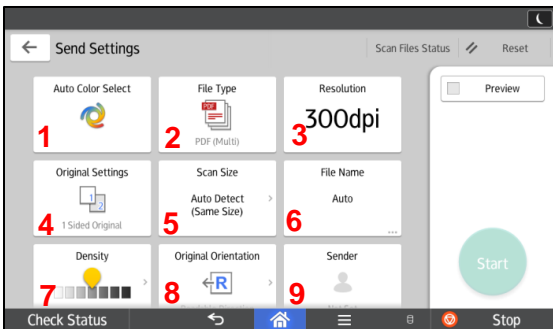


If you press the number of destinations you can see all the destinations you are scanning to and register them in the Address Book if you need to. By selecting the destination you can Edit it or Delete it. Select Exit when you are done. Select Start to send.

Scanner – Send Settings



This is the current send setting for your document.
To change these press Send Settings.

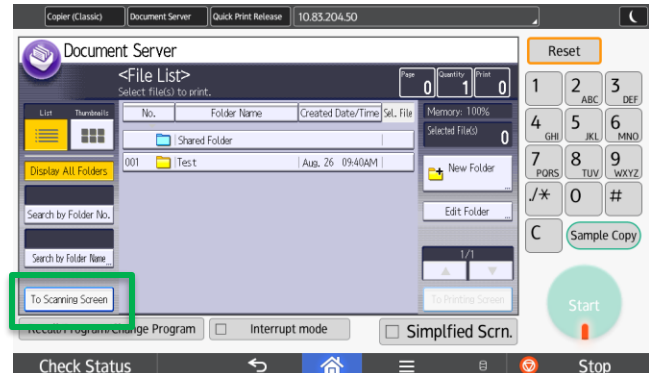


1. Auto Color Select: Touch to change to scan in B/W, Full Color, Auto Color or Grayscale
2. File Type: Touch to select the type of file you want to scan your document as - TIFF/JPEG or PDF.
3. Resolution: You can set the resolution from 100 to 600 dpi. The larger the dpi the bigger the file will be.
4. Original Settings: If you document is 2 Sided select Original Settings and change to 2 Sided original to scan the front and back without making a copy of the back side of the original.
5. Scan Size: Touch to select the scan size of the original
6. File Name: Touch to name the scanned document. Auto will allow the Ricoh to give it a name which is the date and time scanned.
7. Density: Lighten or Darken before scanning
8. Original Orientation: Select to change the orientation the original will be scanned.
9. Sender: Touch to specify the sender. (Must be registered in the address book as a sender)
(scroll down on the display to see more options)
10. Subject: Touch to enter a subject line for you email.
11. Text: Touch to enter a message on your email
12. Reduce/Enlarge: Touch to reduce or enlarge as you scan.
13. Erase Center/Border: Touch to erase the image from a specified width around the document and in the center of the document when the document is scanned.
14. Security: Touch to add a password/encryption to the document you are scanning/
15. Batch: Allows you to scan large documents in sections and keep them as one file.
16. SADP: scanning starts as soon as you place additional originals in the ADF without pressing start.
17. Divide: divides multiple originals by a specified number of pages as you scan.
18. Reception Notice: If a sender is selected (#9) you can select reception notice to receive notification that the scan was received.

Document Server

Storing a document in the Doc Server

The document server allows you to store documents in the MFD's memory and then print them as needed. You can print from your computer directly to the Document Server or scan hard copies into the document server to store.

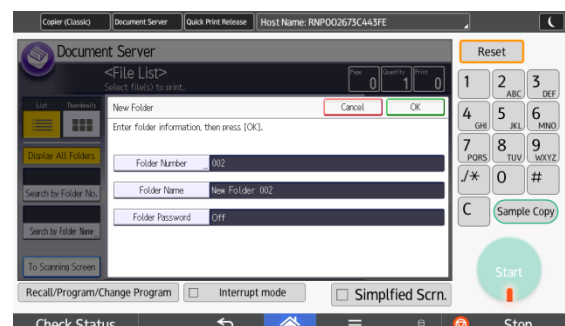


Scanning an original into the document server:

1. Select **Document Server** from the Home screen
2. Press **To Scanning Screen**.
3. To select a folder to scan the document to press **Target Fldr. to Scan**, choose the folder from the list that pops up. If you don't select a folder it will go into the Shared Folder by default.
4. Select if you would like to **scan in color or black & white**.
5. Select your original type. You have the same options available as when you make a copy. **Text, Photo, Text/Photo and Others** (Generation, Pale and Map)
6. Select **Original Settings** if you want to choose Batch or Mixed Sizes.
7. If your originals are 2 sided, select 2 sided original.
8. To name the file Press **File Name** – a keyboard will appear, Press Delete All to clear the auto populated name and then enter the document name. Press OK.
9. Place Originals and Press Start.
10. The original is scanned and the document is saved in the document server. After scanning a list of folders will be displayed. If the list does not appear press Finish Scanning.

Creating a New Folder

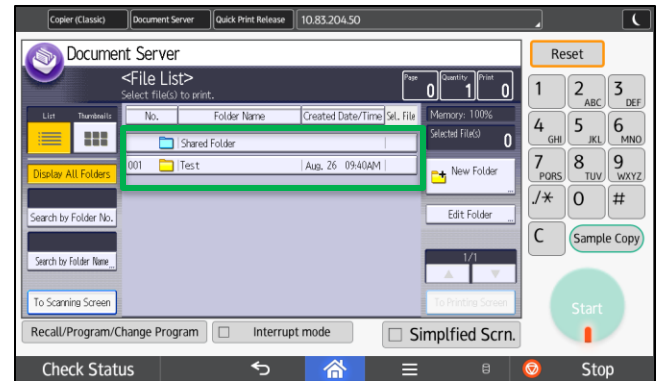
1. Select New Folder
2. Select Folder Name and enter a name for the folder. Select OK



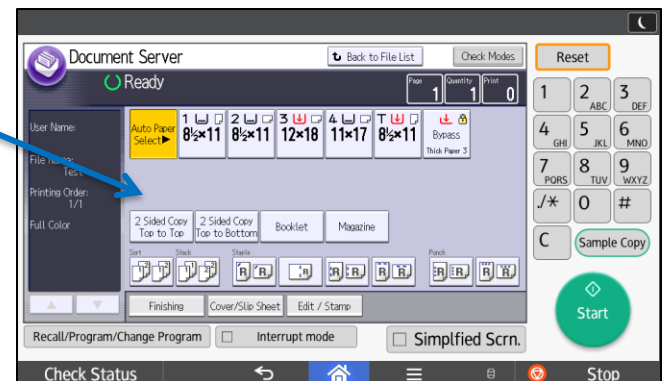
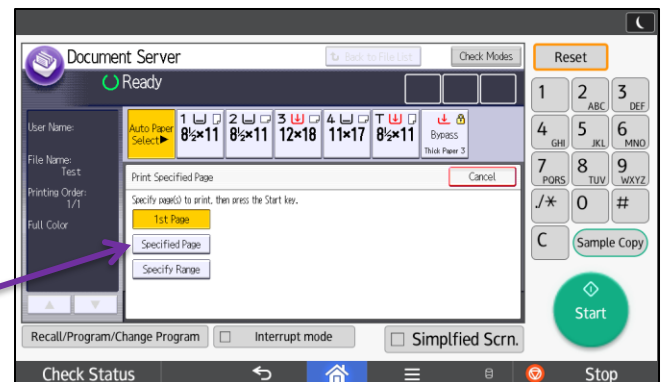
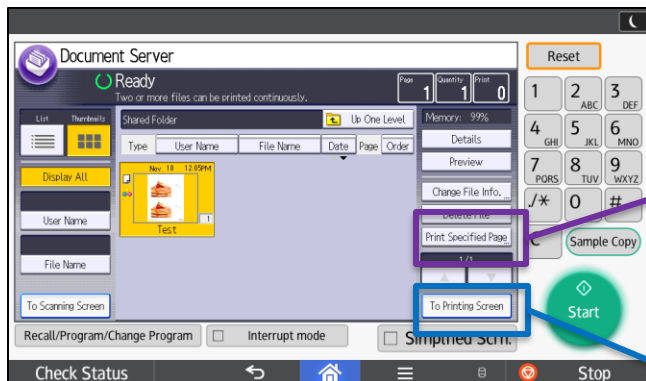
Document Server

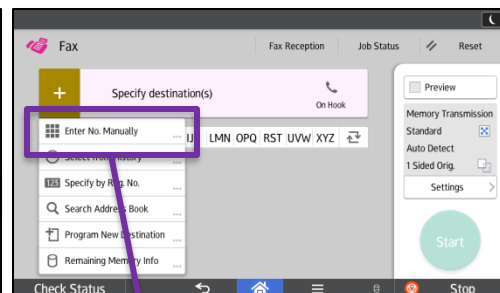
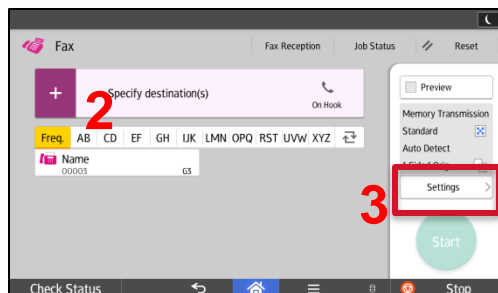
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Printing a document in the Doc Server

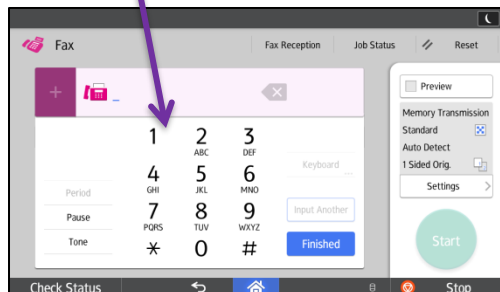


1. Select **Document Server** from the Home screen.
2. Select the **Folder** your document is in and select the **document**.
3. You can select **Print Specified Page** to print the first page of the document, a specified page or a Range of Pages.
4. Select **To Printing Screen** to select any options like 2 Sided or staple (like if you were making a copy).
5. Press Start to print the document.

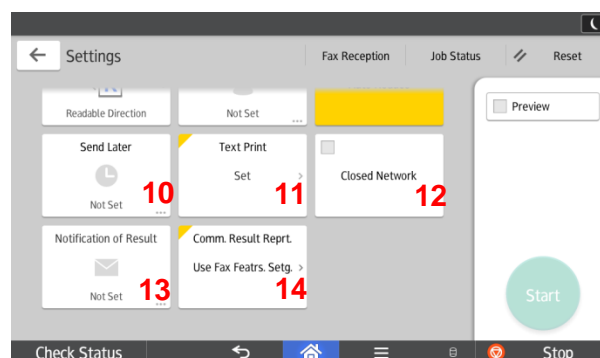
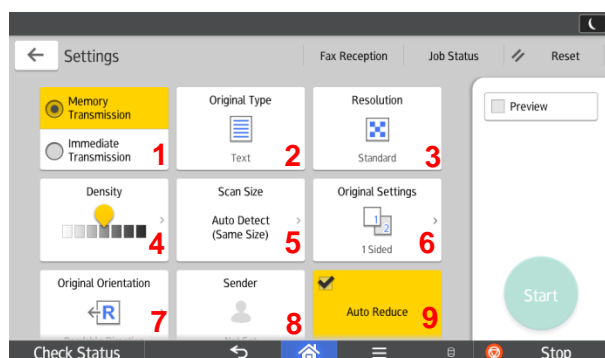




1. Select Fax from the Home screen
2. Select a destination from the address book or press the **+** to enter the number manually. After you enter a number press input another or **Finished** if you are done. You can select from the address and manually enter another number if you need to.
3. Select **Settings** and Original Settings to select if your document is 2 Sided, so you can fax the front and back of a document.
4. Press Start to send the fax.



Settings



1. Memory Transmission – Scans then original then dials and sends after the fax answers. Immediate Transmission requires you to press start after their fax answers.
2. Original Type – Select if your original is Text, Text/Photo or a Photo.
3. Resolution – Standard or Detail.
4. Density – Lighten or Darken as you fax.
5. Scan Size – Auto Detect Same, Auto Detect Mixed to fax mixed originals or Regular Size to select size.
6. Original Settings – Select if document is 2 Sided open to the left or 2 Sided open to the top.
7. Original Orientation – Readable or rotate 90 degrees clockwise.
8. Sender – Select name from address book that is sending the fax.
9. Auto Reduce - If the receiver's paper is smaller than the size of the original you are sending, the document is automatically reduced to fit onto the paper available at the other end.
10. Send Later – Enter a time to send the document.
11. Text Print – Stamp a message on the first send document. **Standard Messages** are Confidential, Urgent and Please Phone. **Fax Header** would most commonly be the company name and fax number.
12. Closed Network - Transmission will only take place if the destination's Closed Network Code is the same as yours. This function can stop you accidentally sending information to the wrong place.
13. Notification of Result - If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.
14. Communication Result Report – Turn it off or on or use the default settings.