

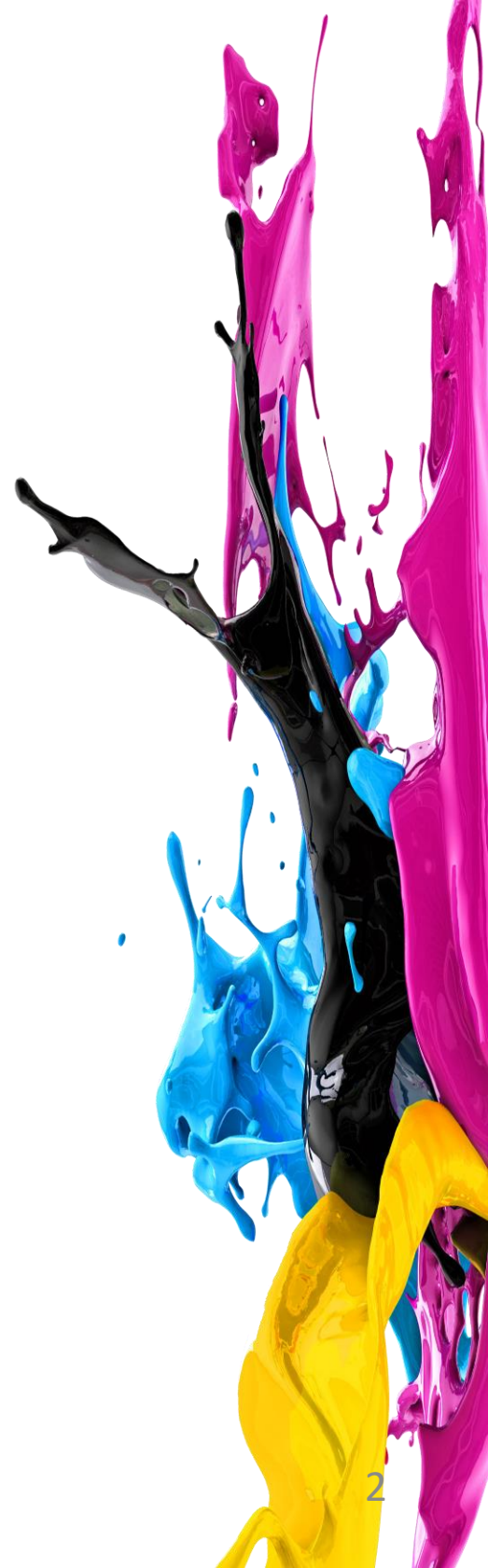


Reference Guide: Ricoh

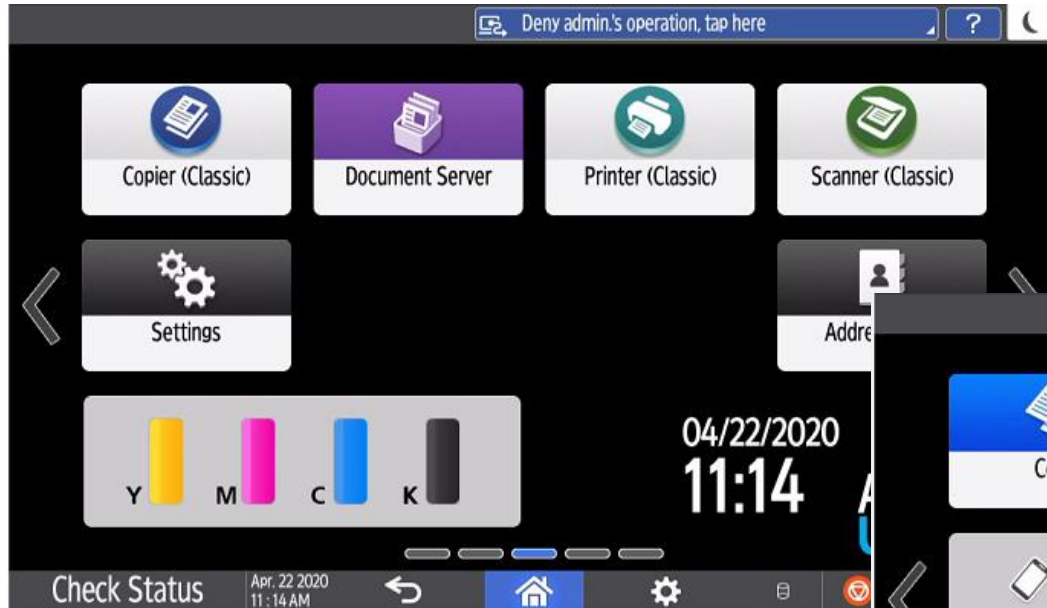
ubeo
BUSINESS
SERVICES

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Home Page and App Options



Scroll Home Pages



There are two apps options for copy and scanner. Classic and Standard. Classic apps will be on the main home page. Scroll to another page to view Standard apps. Any app can be moved around as needed by dragging and dropping.

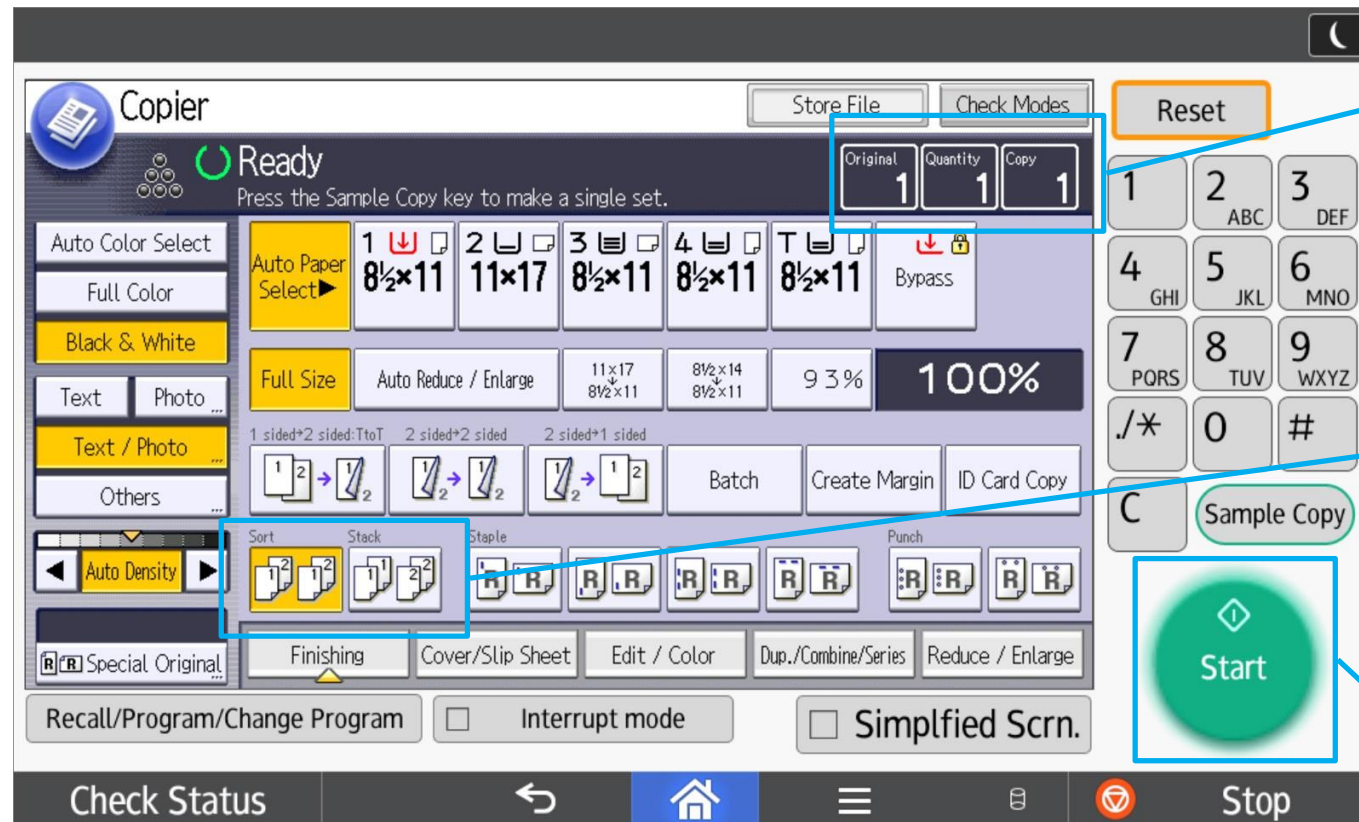


Copy (Classic)



Sort (Collate)

Place Originals in Document Feeder Face Up



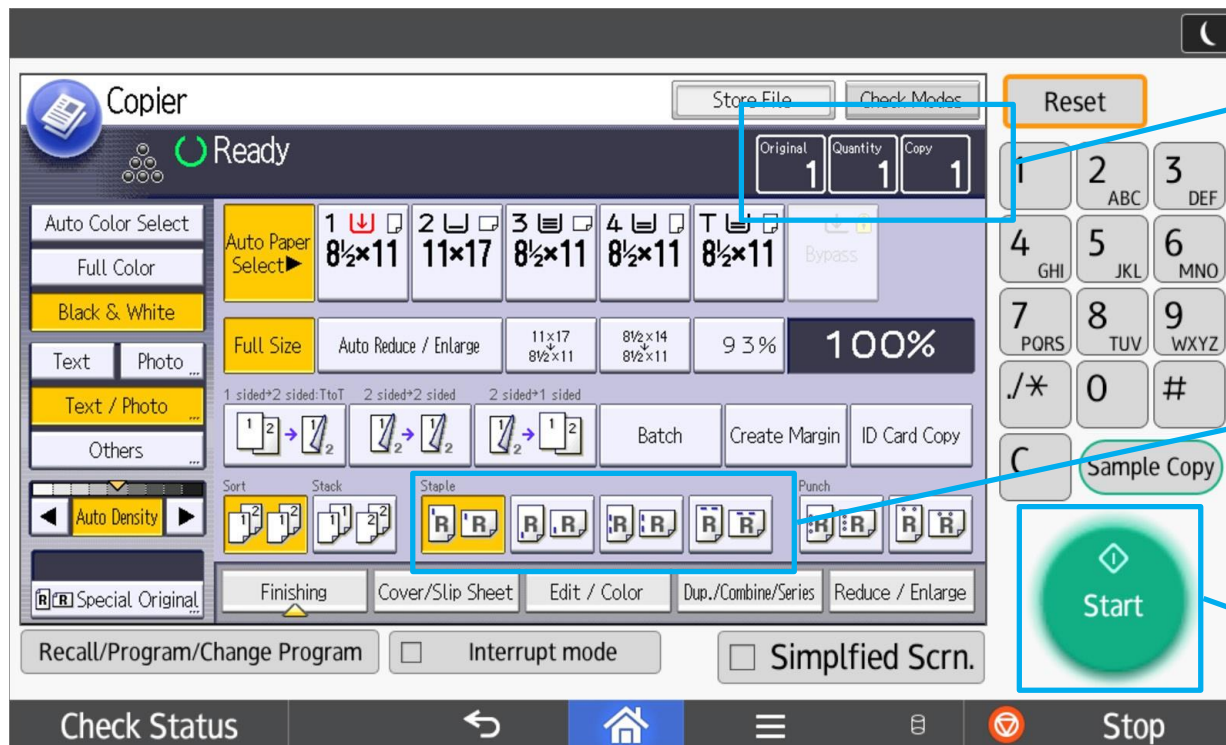
Step 1: Enter Quantity
(1-999)

Step 2: Sort (collate)

Step 3: Select Start

Stapling

Place Originals in Document Feeder Face Up



Step 1: Enter Quantity
(1-999)

Step 2: Select desired
staple position

Step 3: Select Start

Hole Punch

Place Originals in Document Feeder Face Up



Step 1: Enter Quantity
(1-999)

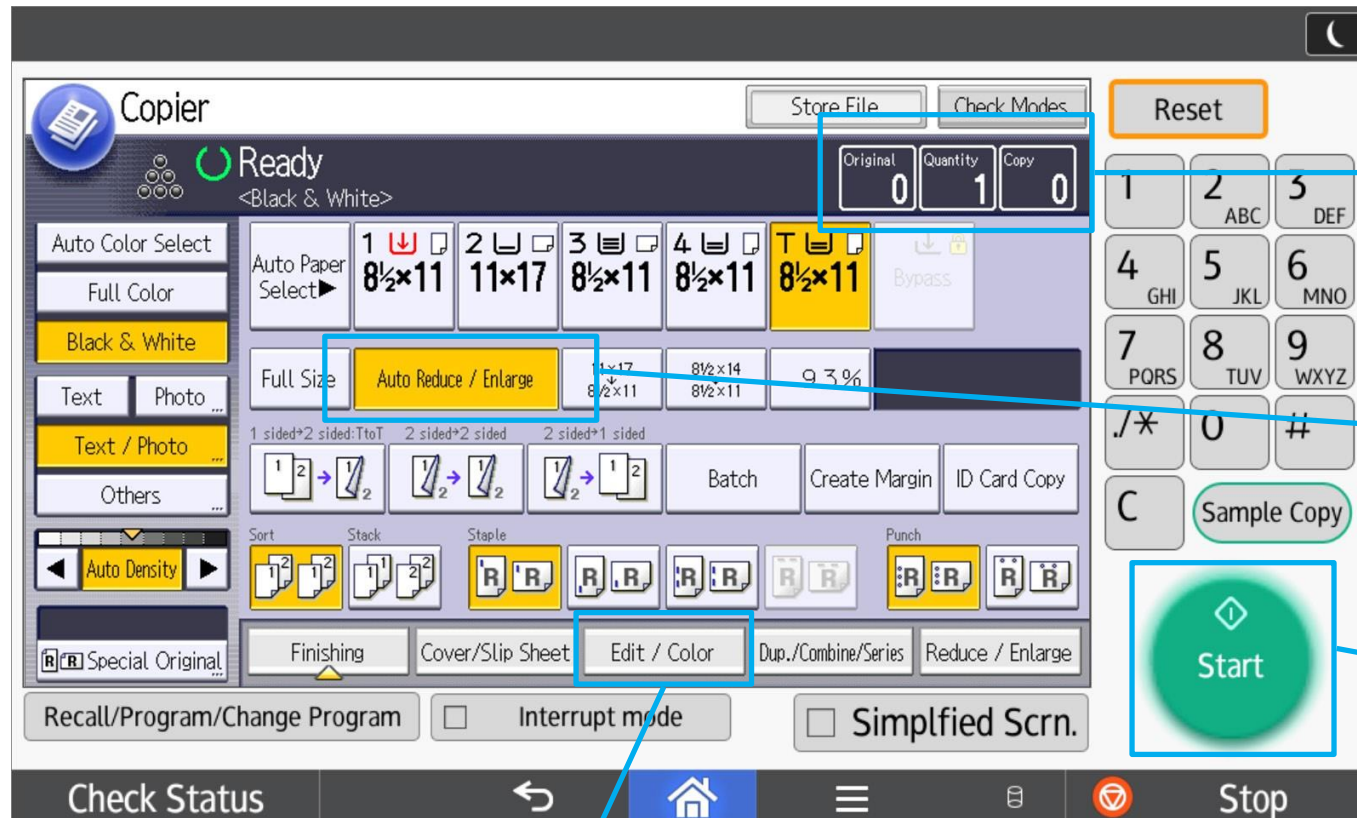
Step 3: Select Start

Step 2: Select desired hole punch

Note: 2-hole on top requires letter landscape paper. Place original in document feeder landscape direction and select a letter sized paper drawer.

Auto Reduce and Enlarge

Place Originals in Document Feeder Face Up



Step 1: Enter Quantity
(1-999)

Step 2: Select Auto
Reduce/Enlarge

Step 4: Select Start

Step 3: Select Edit/Color >
Edit Image > Centering
(Optional if Image Centering is desired)

Preset Reduce/Enlarge & Zoom

For standard size originals and non-standard size originals

Step 1: Enter Quantity (1-999)

Step 2: Select Reduce/Enlarge
Select desired preset + or - to zoom or number keys and enter ratio 25%-400%

Step 3: Select desired paper size

Step 4: Select Start

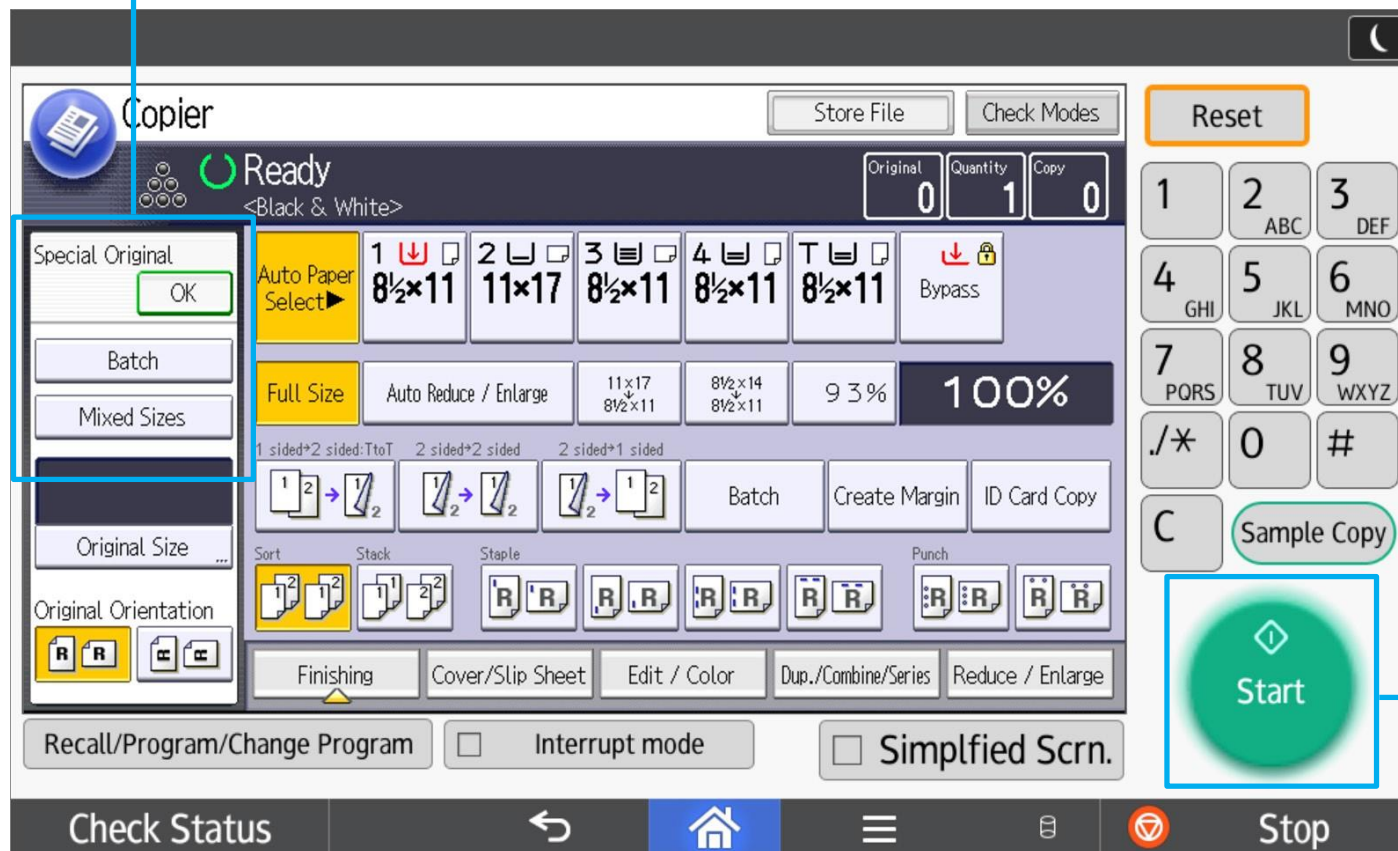
The diagram illustrates the sequence of operations on a copier's control panel. It shows the 'Copier' menu, 'Ready' status, and various preset options. The 'Auto Reduce / Enlarge' function is highlighted, along with the 'Auto Paper Select' menu. The 'Start' button is also indicated.

Mixed Originals

Place Originals in Document Feeder Face Up

Note: Selecting mixed originals allows MFP to copy each original according to its size. (Align bottom and left edges against document feeder)

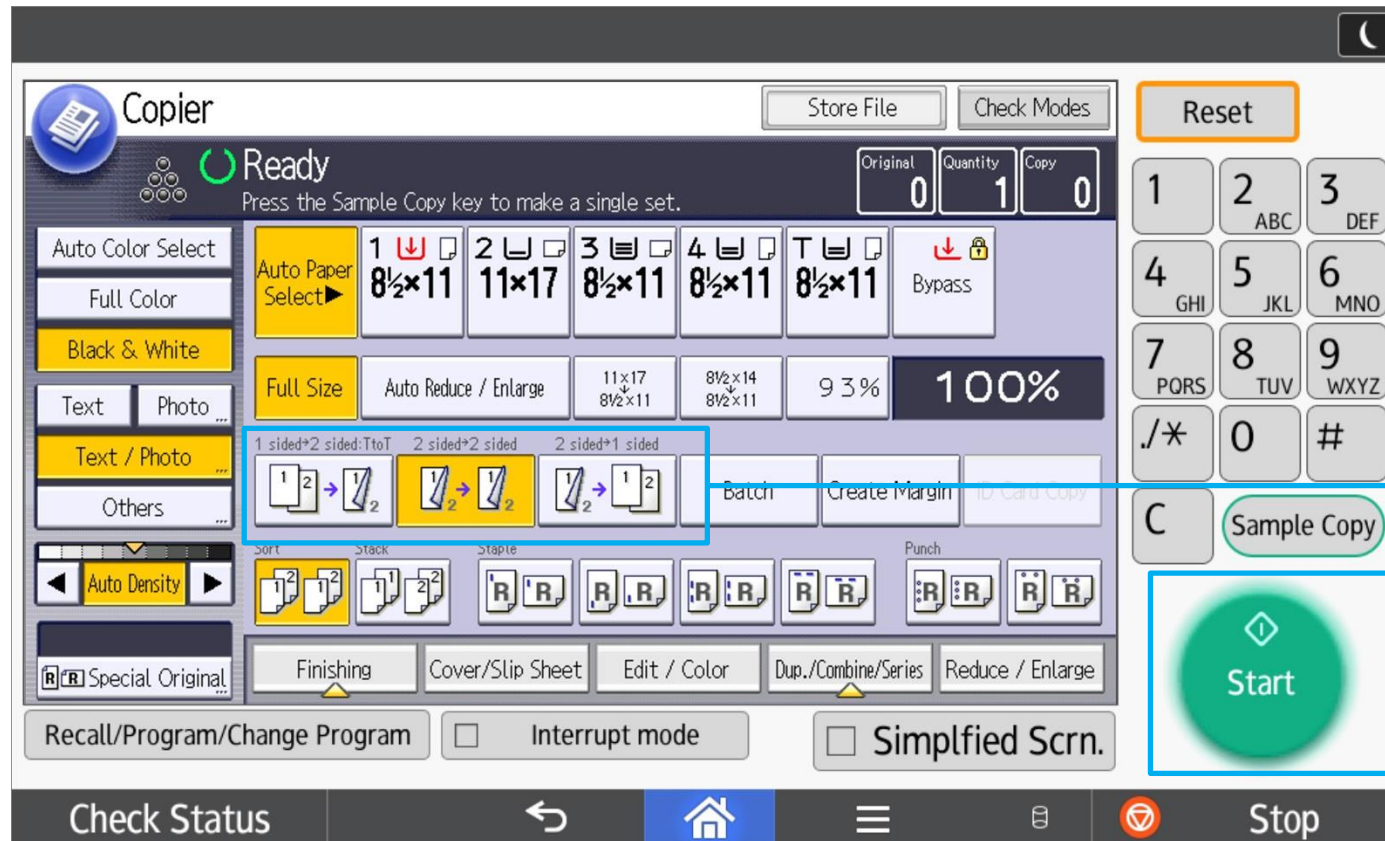
Step 1: Select
Special Original>Mixed Sizes



Step 3: Select Start

Duplex (2-sided copies)/Series

Place Originals in Document Feeder Face Up

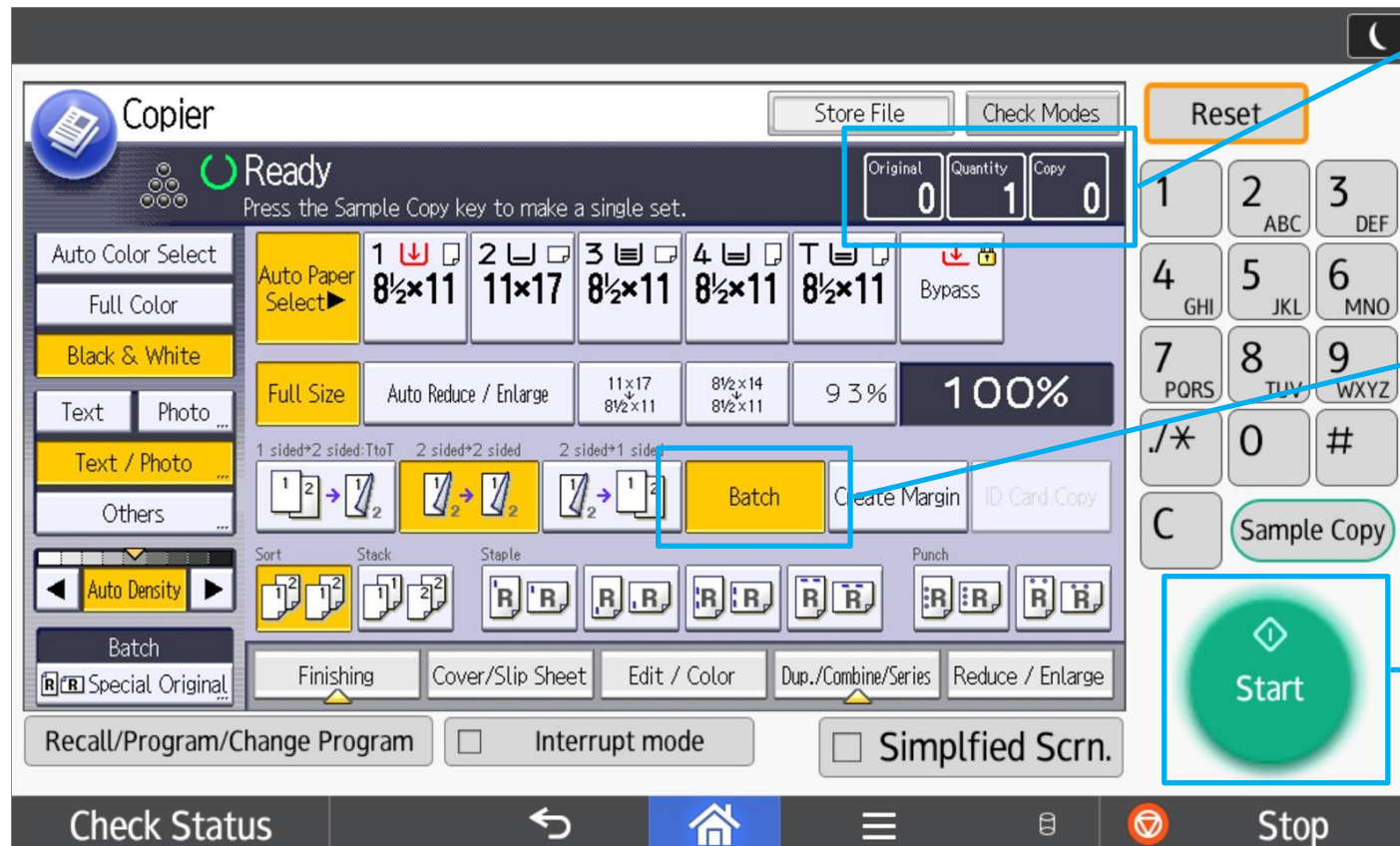


Step 1: Select desired Duplex/Series option

- 1-sided to 2-sided
- 2-sided to 2-sided
- 1-sided to combine 2

Step 2: Select Start

Batch (Job Build)



Step 1: Enter Quantity
(1-999)

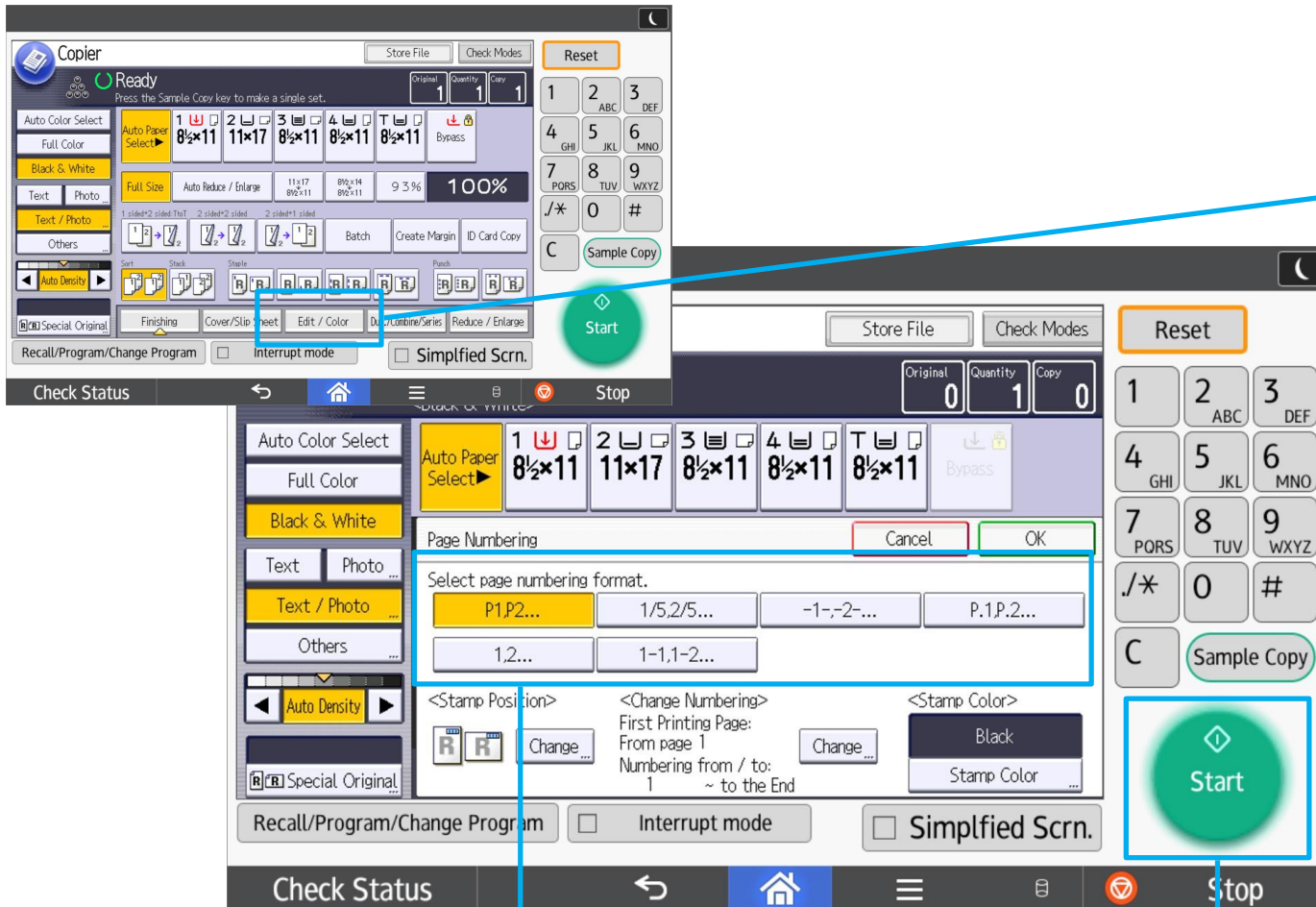
Step 2: Select Batch

Step 3: Select Start

Step 4: Place the next batch
of originals into Document
feeder and Select start

Step 5: Press #
(Enter) after scanning
last batch of originals

Page Numbering



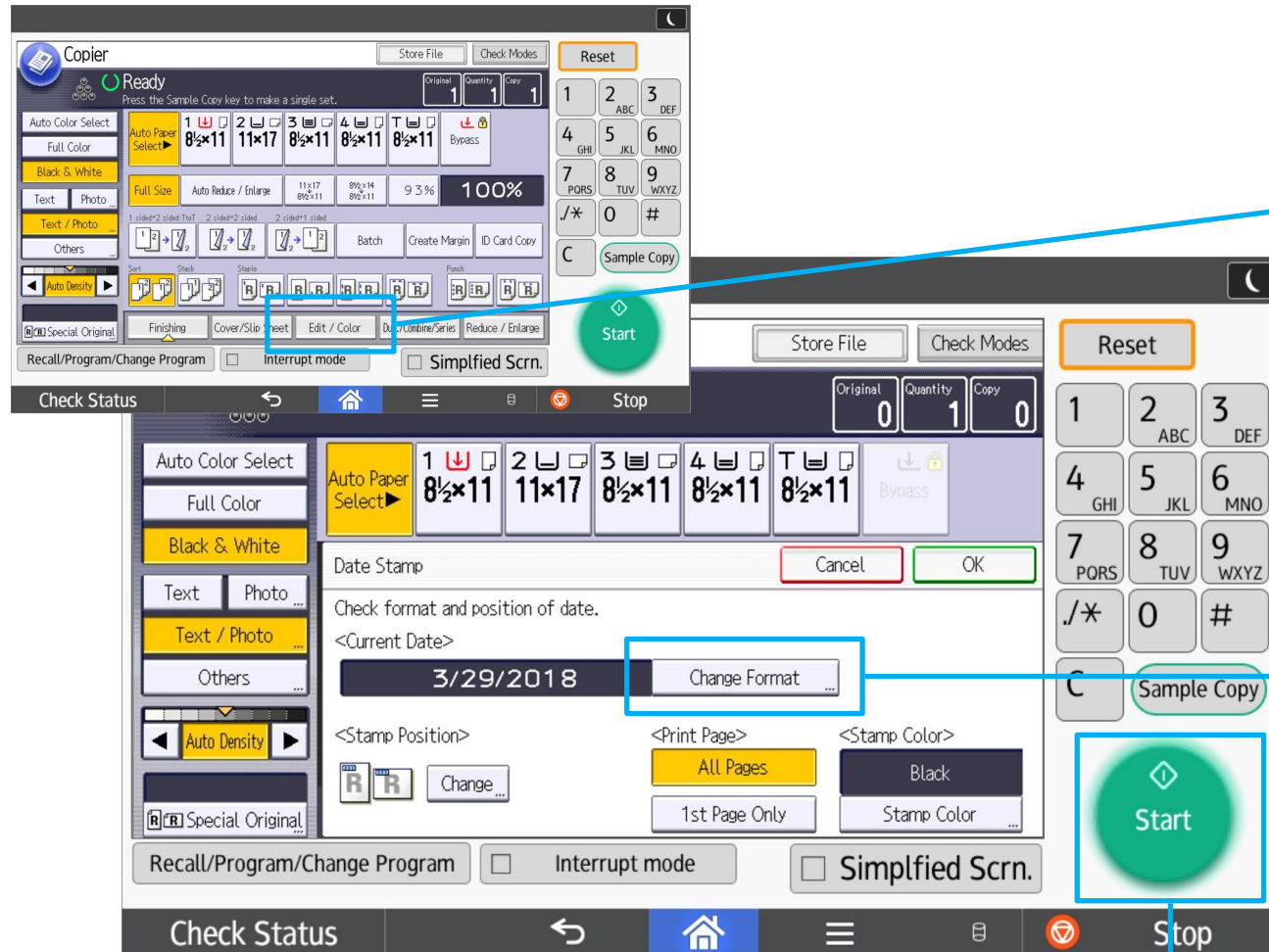
Step 1: Select Edit/Color
> Stamp, Stamp

Step 2: Page Numbering

Step 3: Select Format

Step 4: Select Change >
Select Position > Select Start

Date Stamping



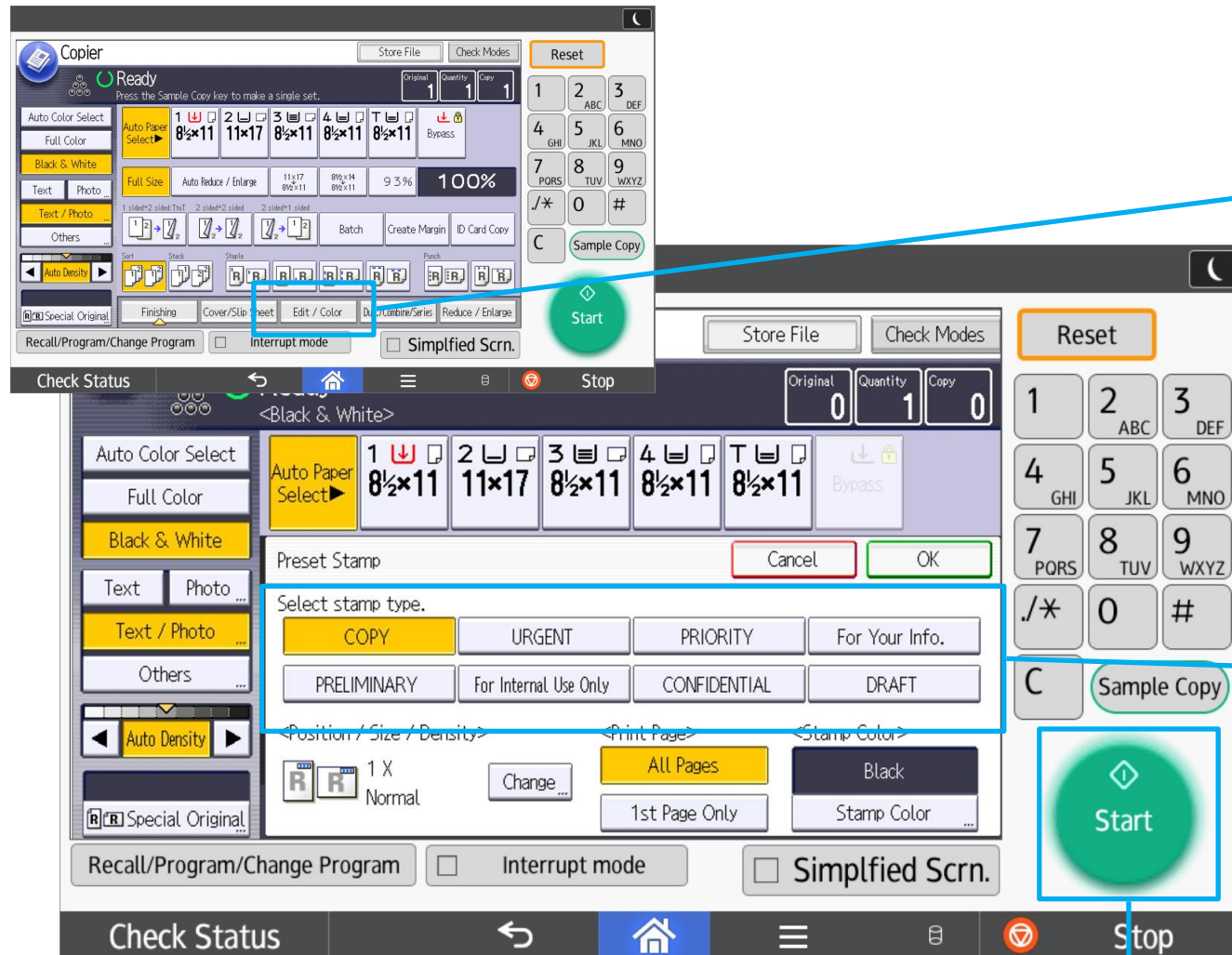
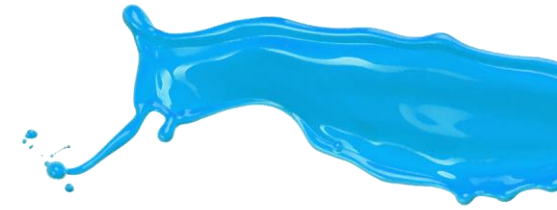
Step 1: Select Edit/Color
> Stamp, Stamp

Step 2: Select Date Stamp

Step 3: Select Format
(5 format options available)

Step 4: Select Change >
Select Position > Select Start

Preset Stamp



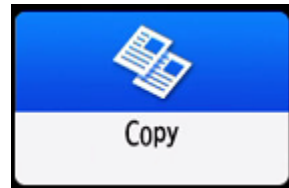
Step 1: Select Edit/Color
> Stamp, Stamp

Step 2: Select Preset Stamp

Step 3: Select Format

Step 4: Select Change > Select
Position > Size, Density > Select Start

Copy (Standard)



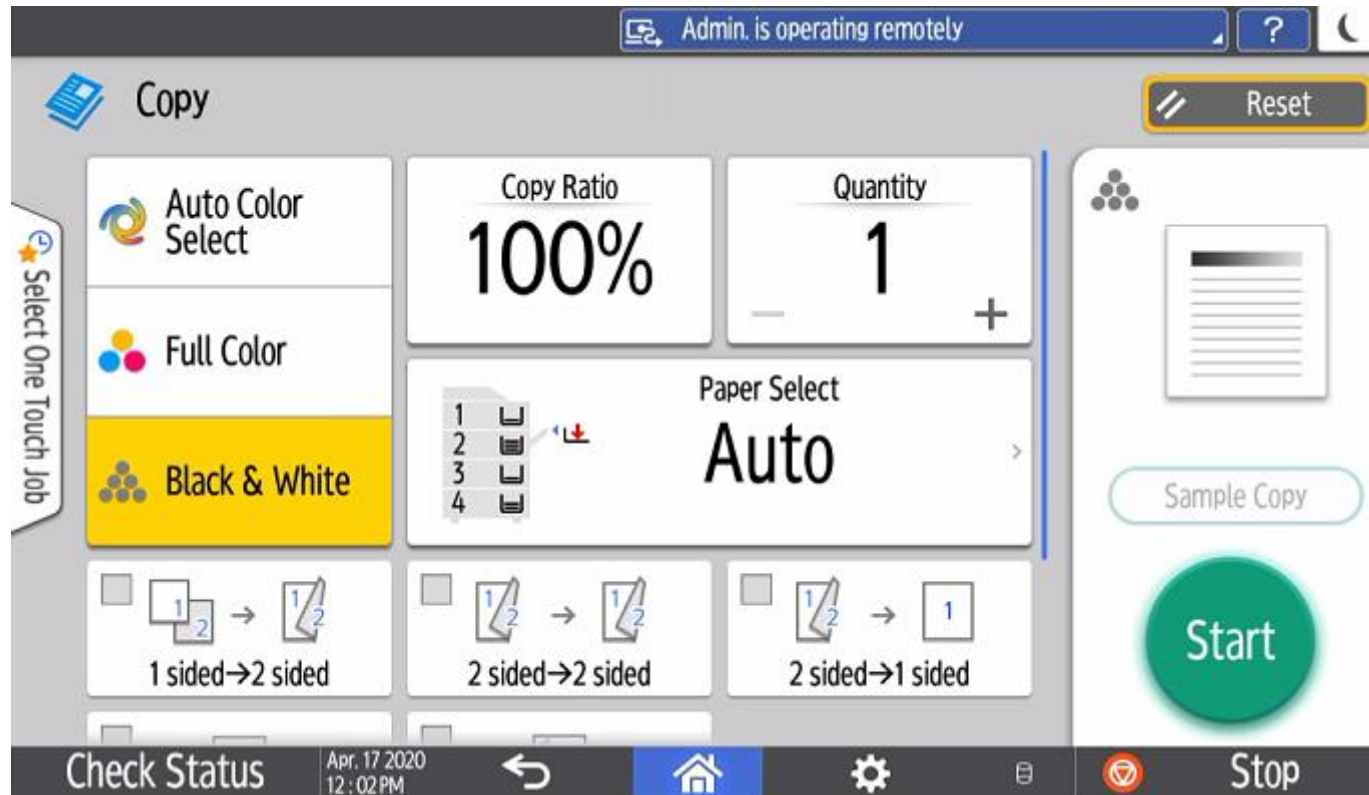
Copy (Standard)



Click on the Copy Standard app (Non-Classic) The standard apps may appear on another page. Scroll to the next page to view. Apps can be moved around as needed by dragging and dropping.

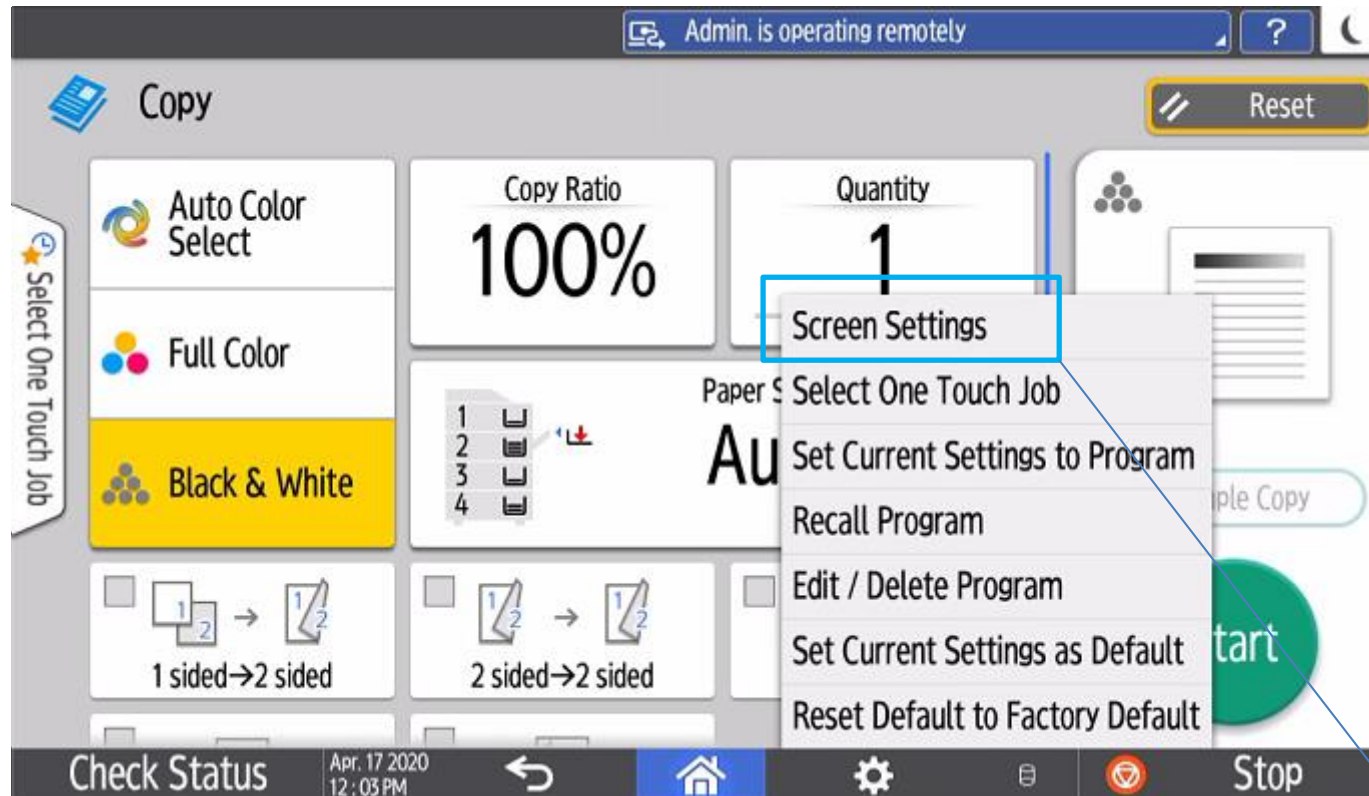
Copy (Standard)

Larger buttons and a scroll down feature menu.



Copy (Standard/Full View)

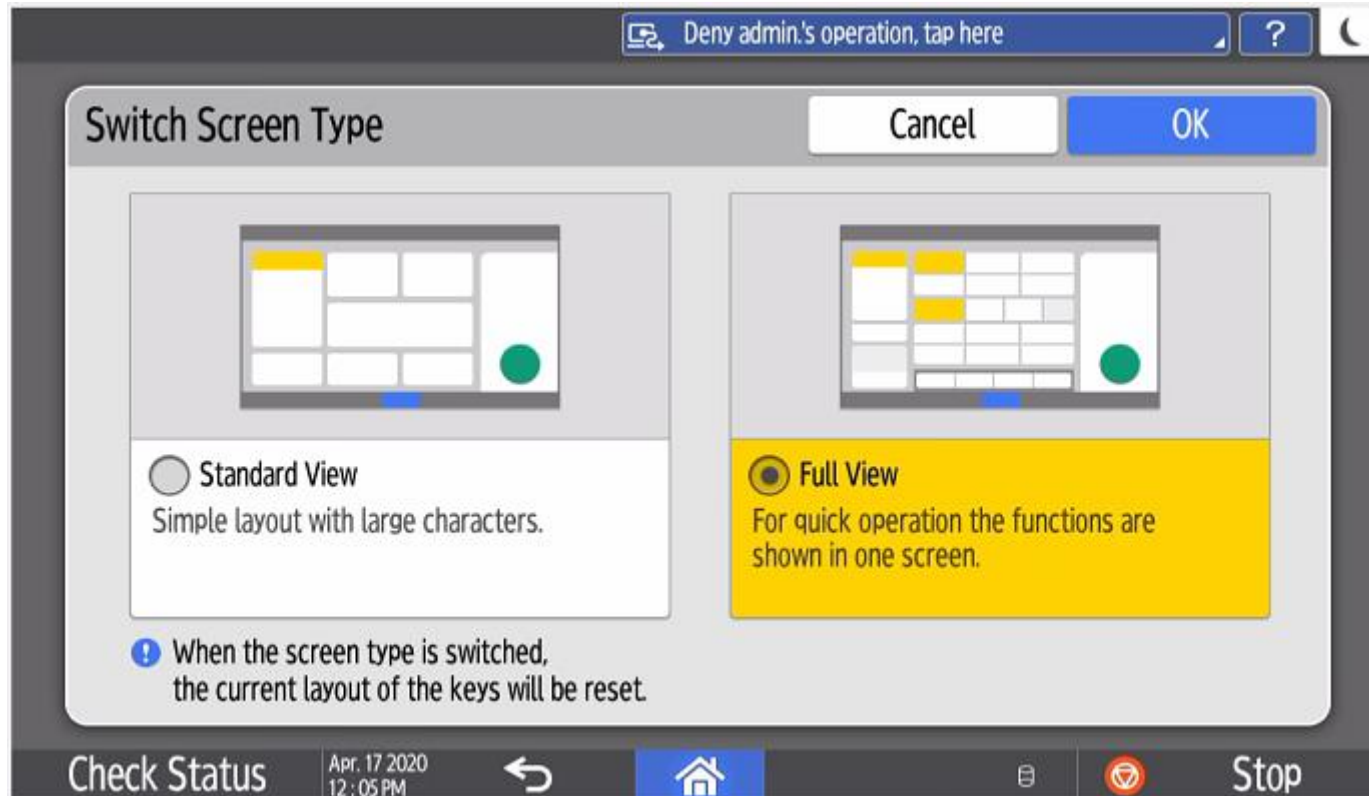
Larger buttons and a scroll down feature menu.



To change to Full View mode, click on settings, switch screen type, then screen settings.

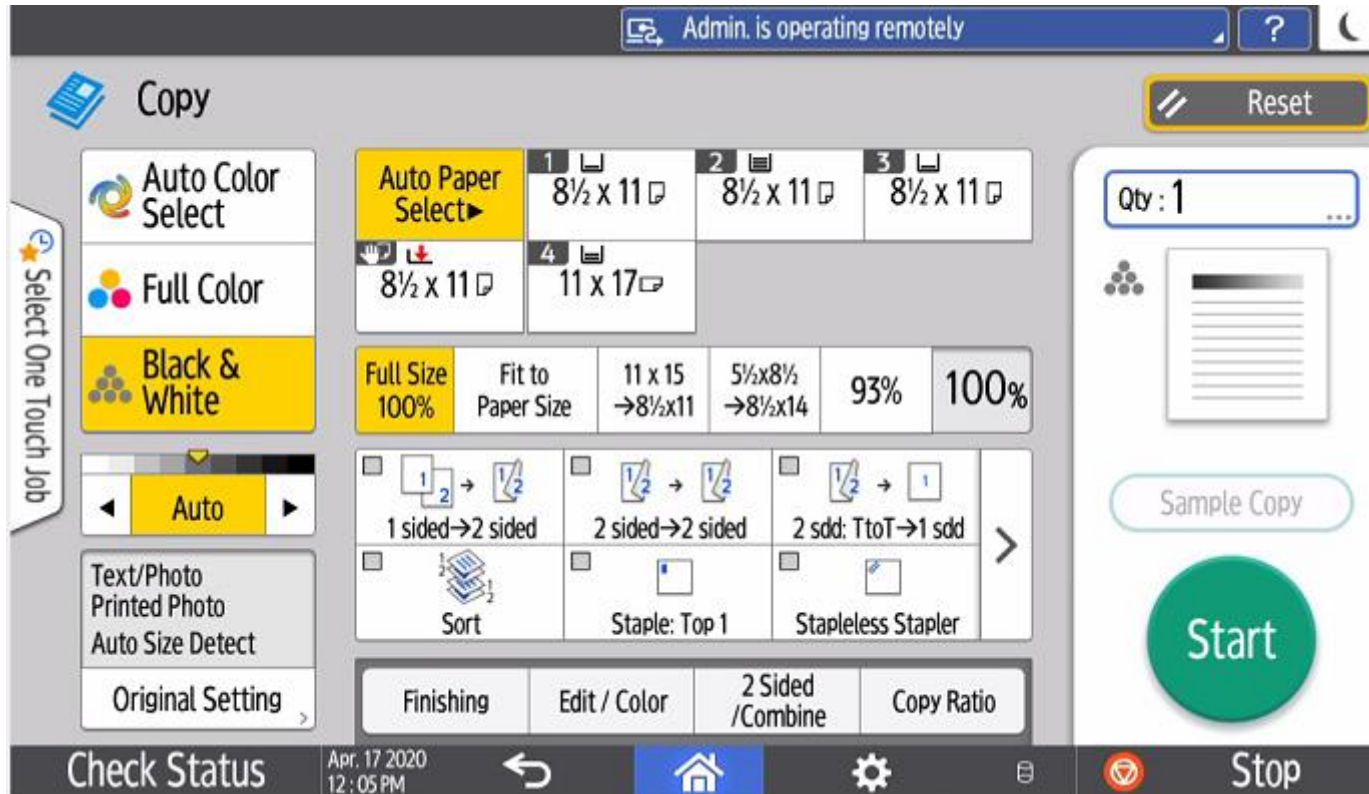
Copy (Standard/Full View)

Screen Type Options.



Standard View and Full View Options

Copy (Full View)



Full View has new look while maintaining a similar layout to the Classic mode.

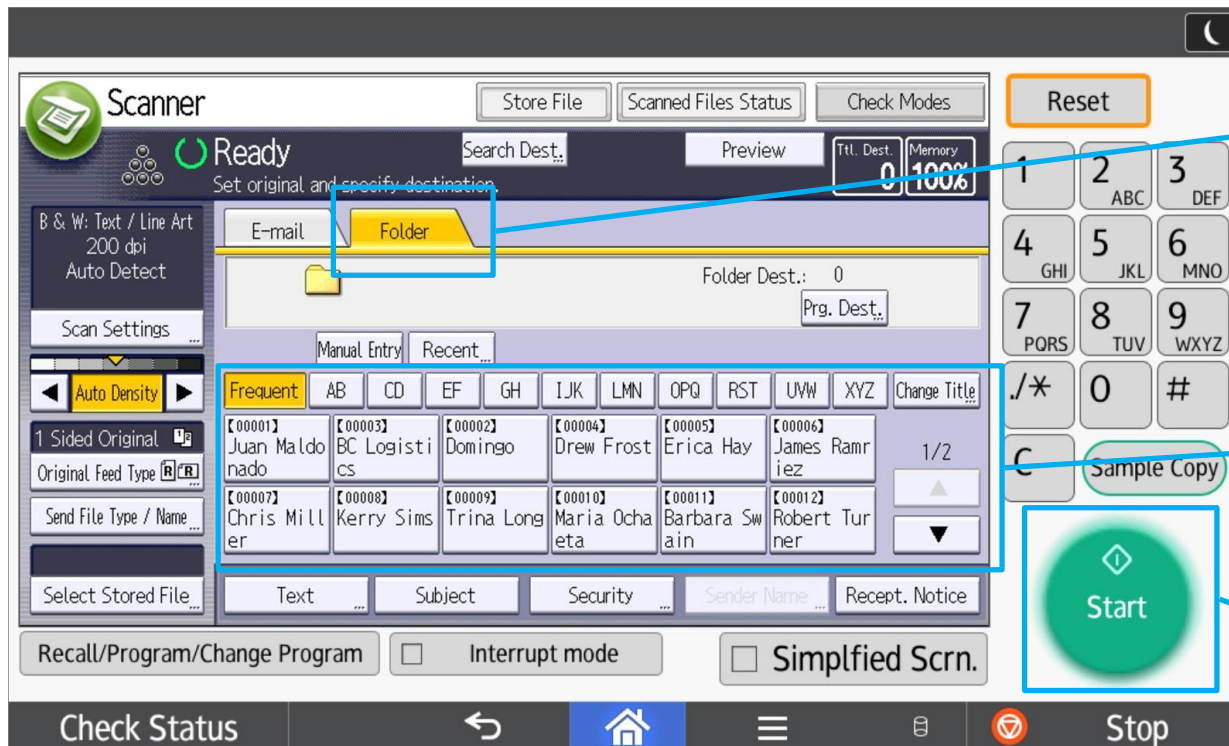


Scanner

(Classic)



Scan to Folder



Step 1: Select Folder

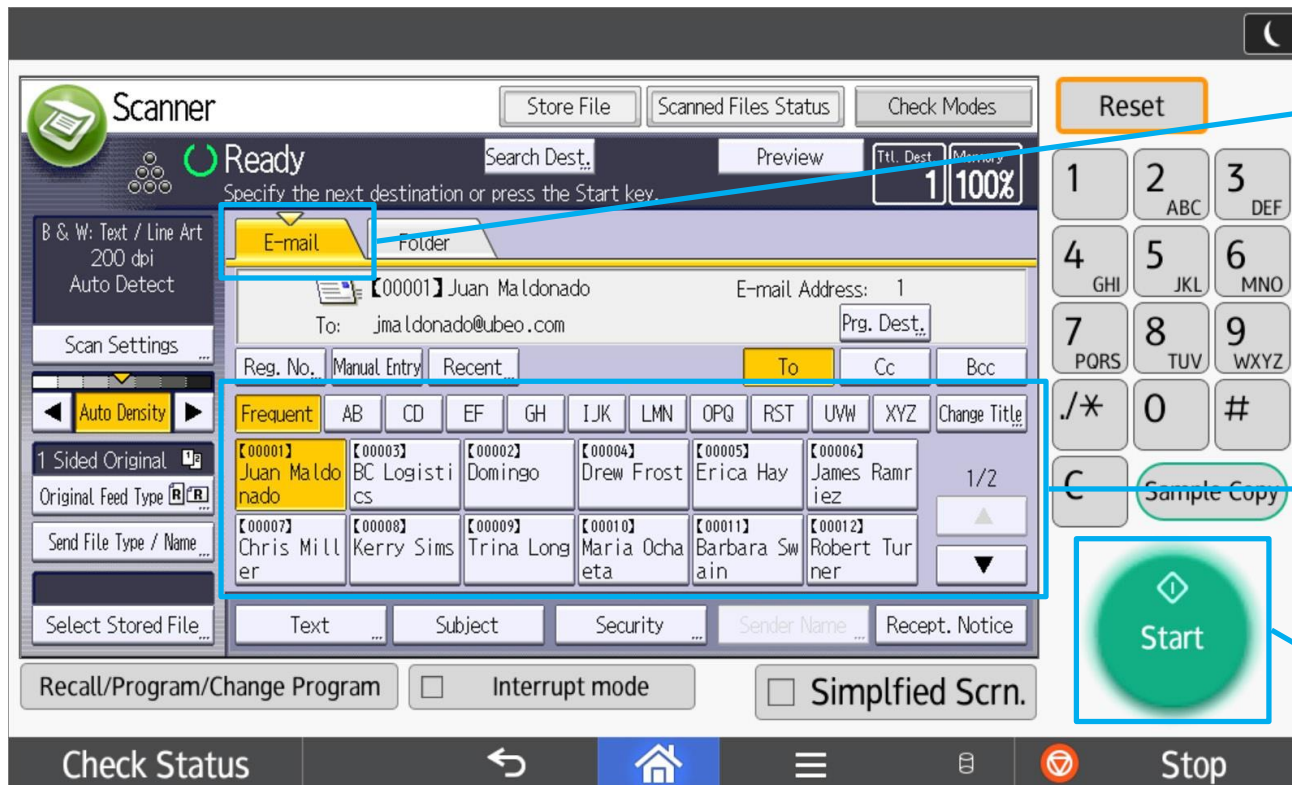
Step 2: Select Recipient Name

May need to press next to page up or down. May also need to press appropriate alphabetical tab if the name is stored somewhere other than Frequent.

Start

Step 3: Select Start

Scan to Email



Step 1: Select Email

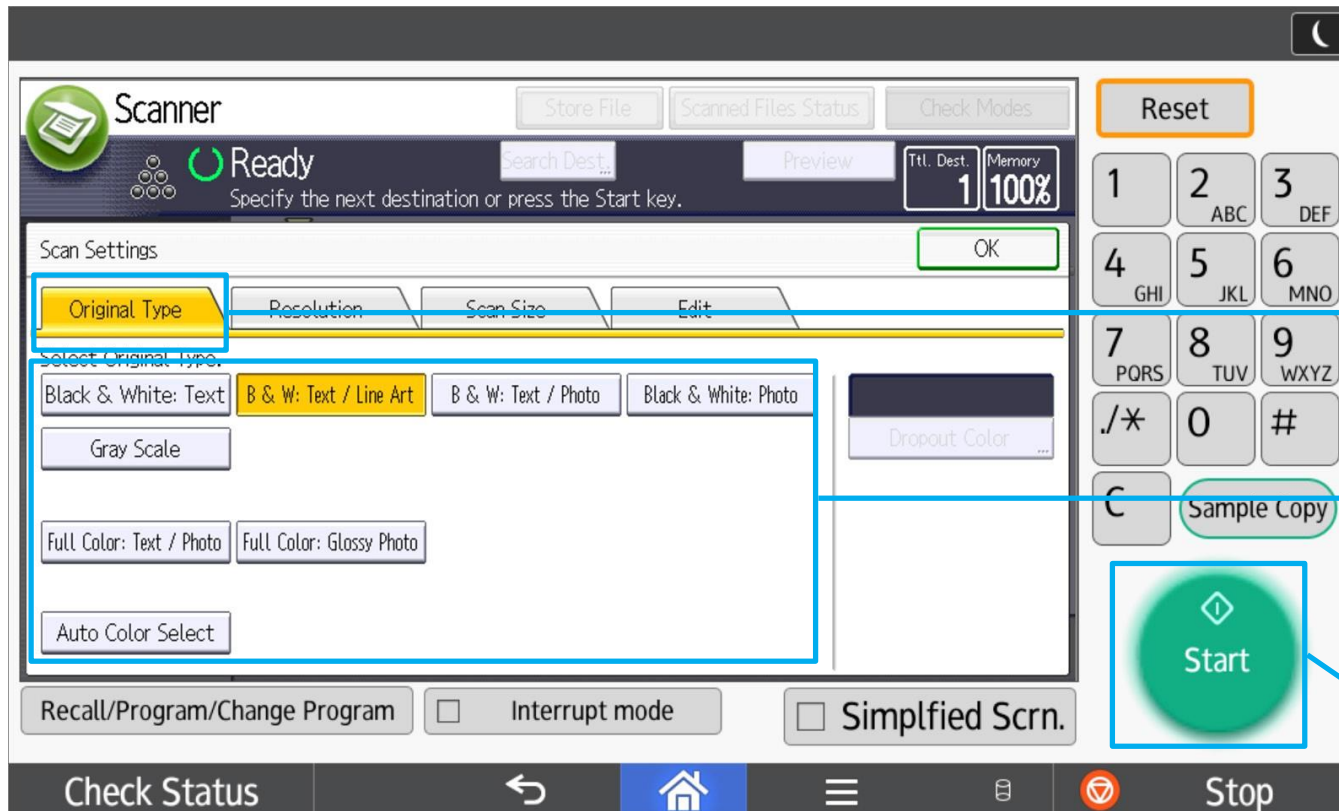
Step 2: Select Recipient Name

May need to press next to page up or down. May also need to press appropriate alphabetical tab if the name is stored somewhere other than Frequent.

Step 3: Select Start

Additional Scan Features

ScanType



Step 1: Select Scan Settings
(lower left hand corner)

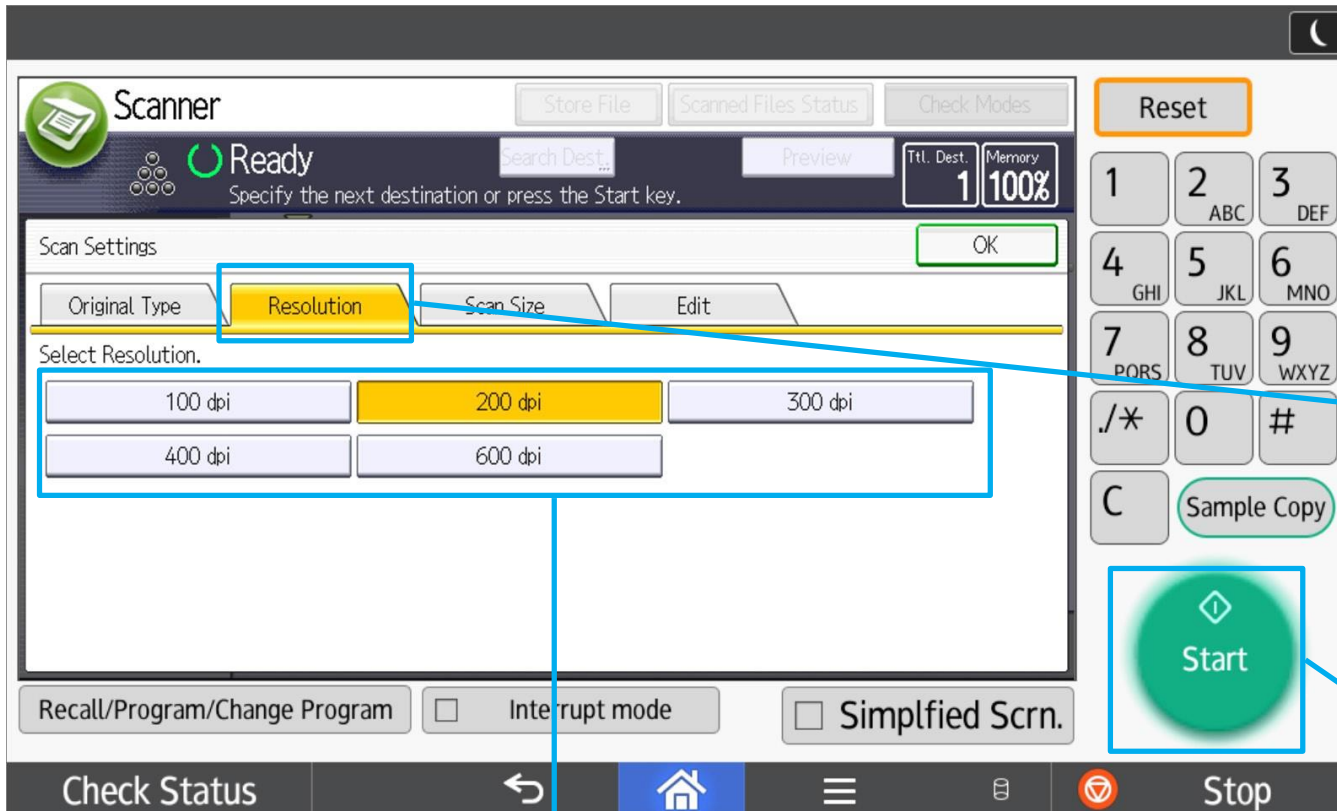
Step 2: Original Type

**Step 3: Select B&W,
Gray Scale, Full Color: Text/
Photo, or Auto Color Select**

Step 4: Select Start

Additional Scan Features

Resolution



Step 1: Select Scan Settings
(lower left hand corner)

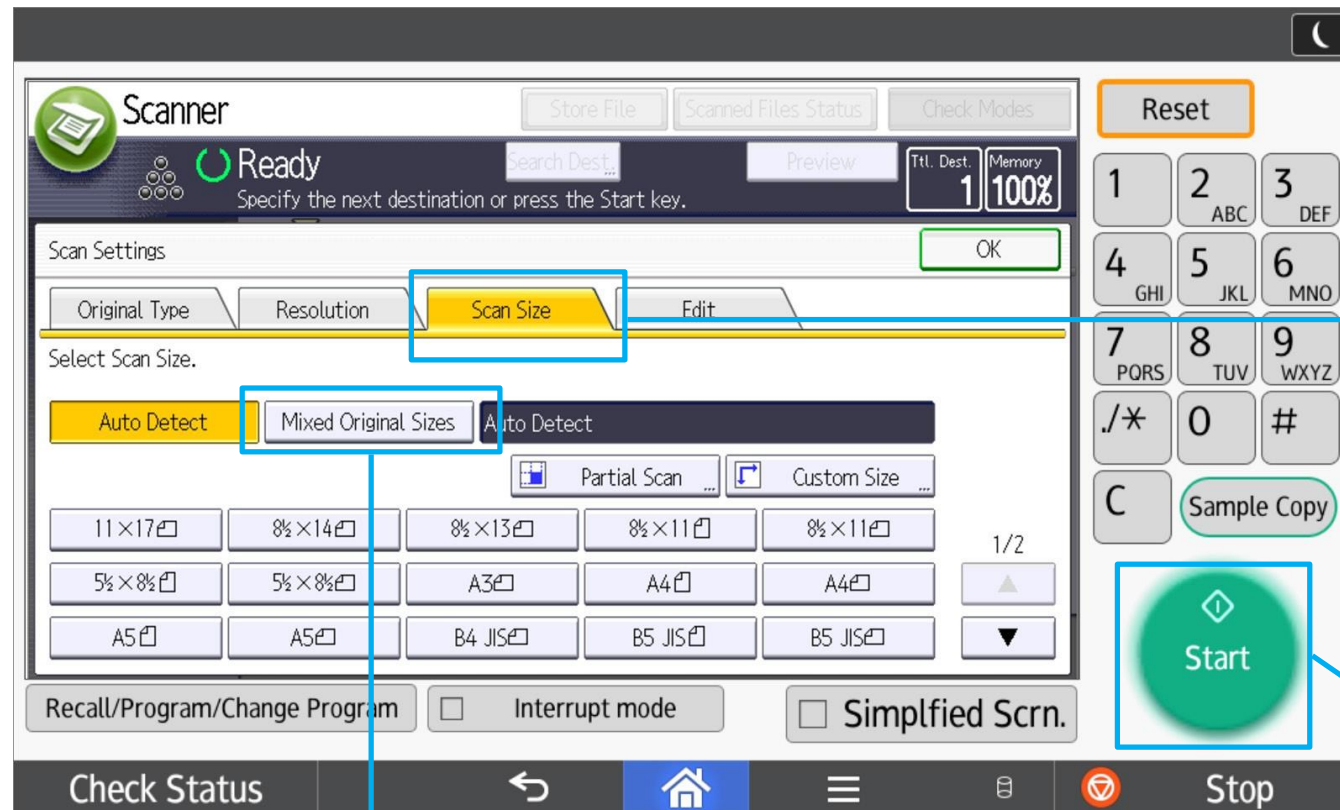
Step 2: Select Resolutions

Step 4: Select Start

Step 3: Select Desired DPI

Additional Scan Features

Mixed Originals



Step 1: Select Scan Settings
(lower left hand corner)

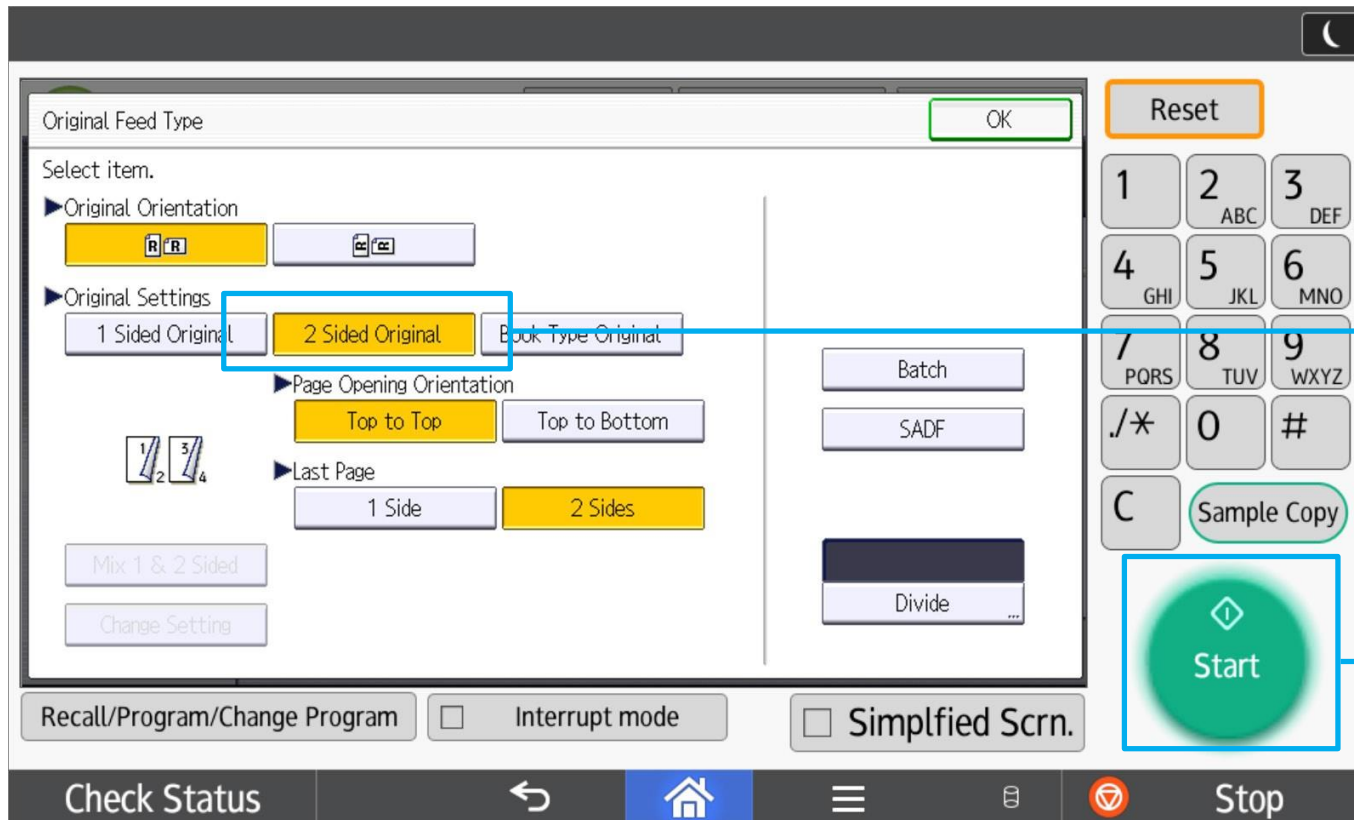
Step 2: Select Scan Size

Step 3: Select Mixed Originals

Step 4: Select Start

Additional Scan Features

2-Sided



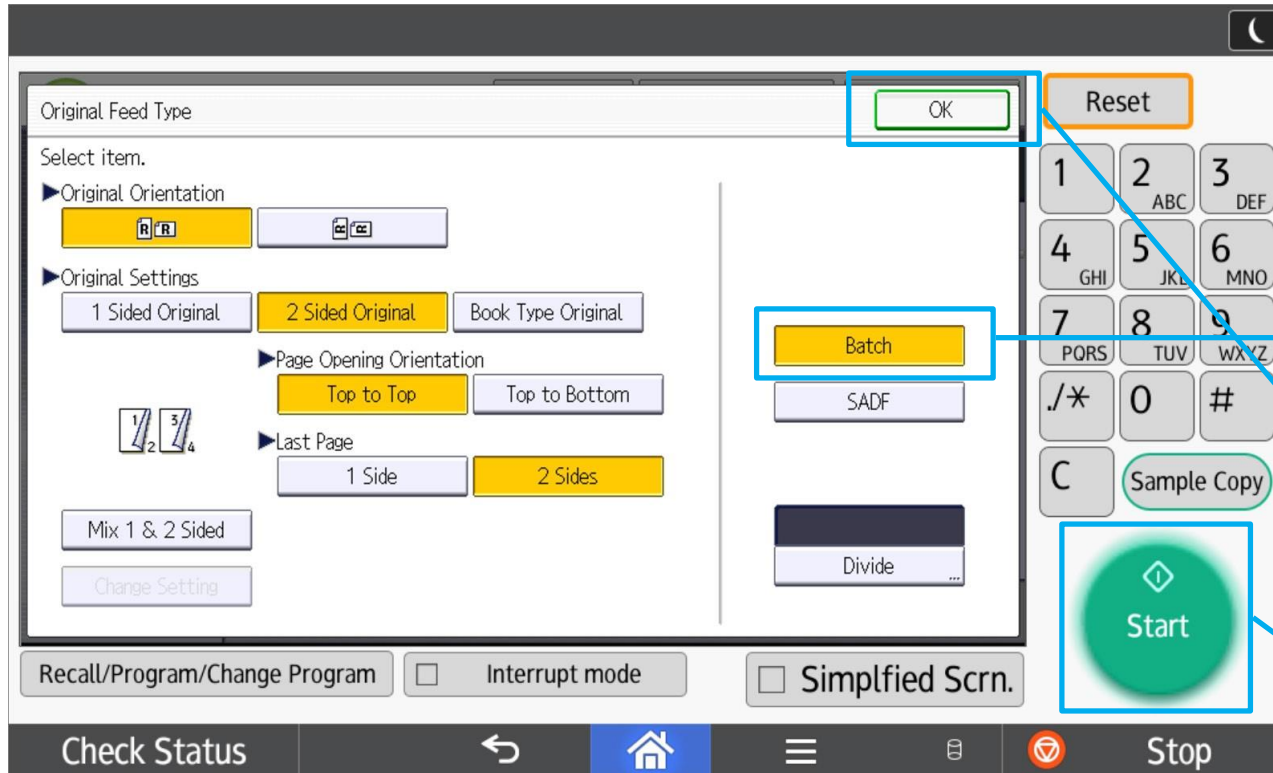
Step 1: Select Original Feed Type
(mid-left side)

Step 2: Select 2-Sided Original

Step 3: Select Start

Additional Scan Features

Batch



Step 1: Select Original FeedType
(mid-left side)

Step 2: Select Batch

Step 3: Select OK

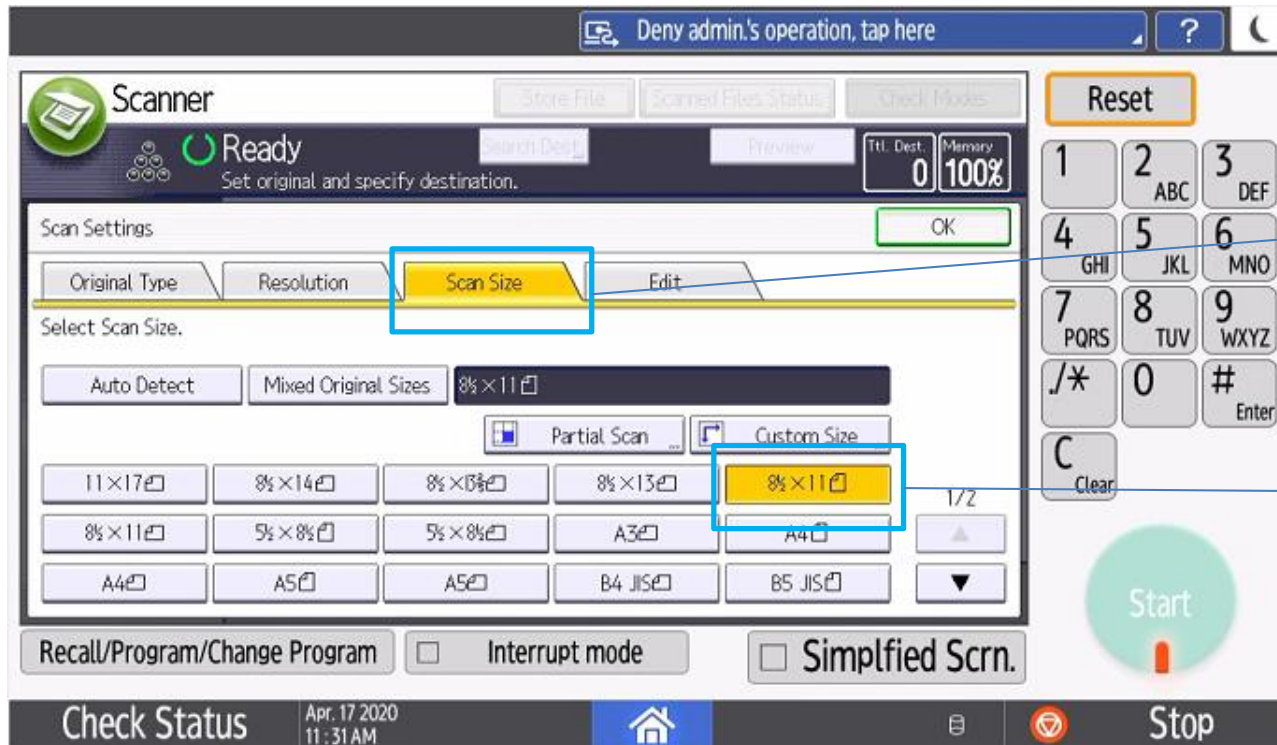
Step 4: Select Start

Step 5: When the Document feeder is empty, place the next batch of originals then Select Start

Step 6: Press# (ENTER)after scanning the last originals

Additional Scan Features

Scanning using the document feeder and glass.



Step 1: Select Scan Settings then Scan Size
(upper-left side)

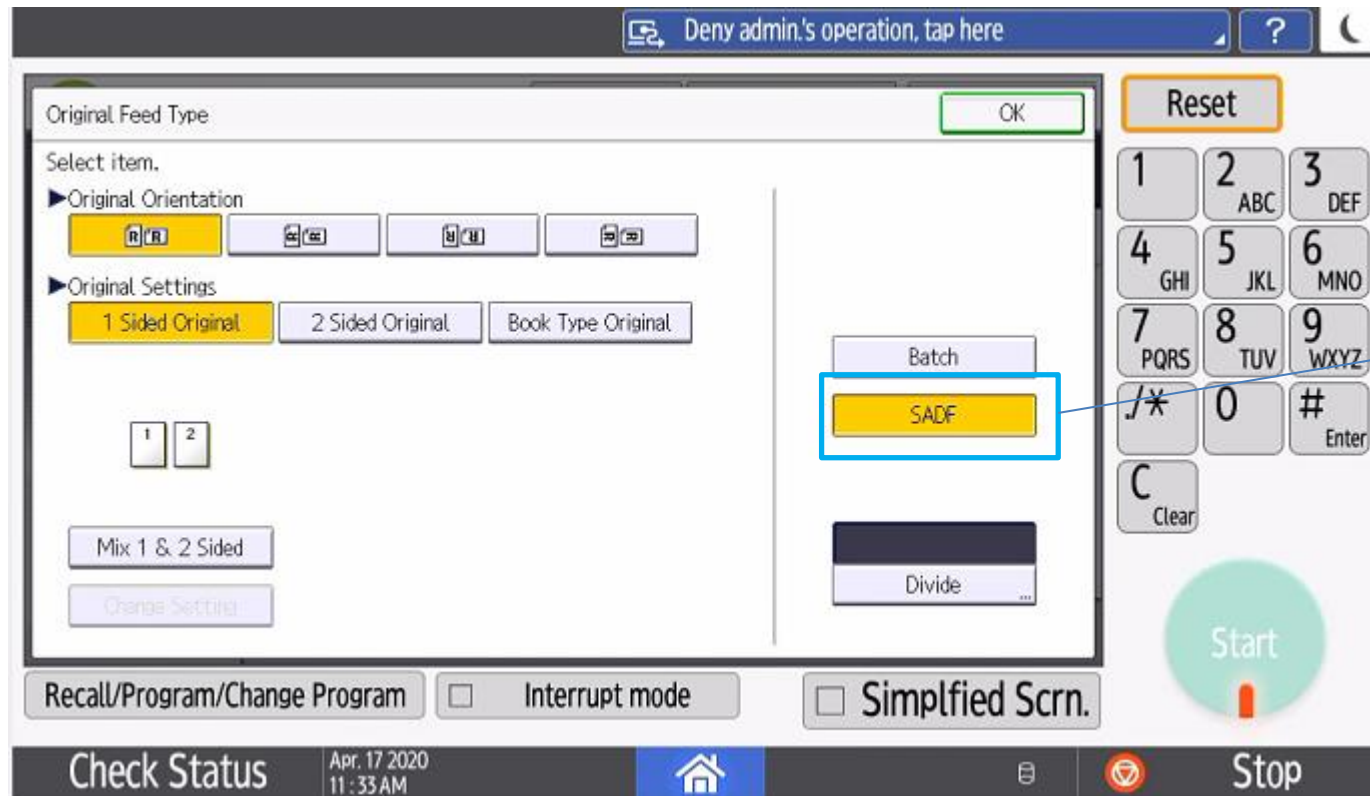
Step 2: Choose 8 1/2 x 11

Step 3: Click ok and proceed to the next step

If you have a mix of documents, some of which are too small to scan using the feeder, follow these steps to use both the document feeder and the glass.

Additional Scan Features

Scanning using the document feeder and glass.



Step 4: Select Original Feed Type
(mid-left side)

Step 5: Select SADF

Step 6: Select OK

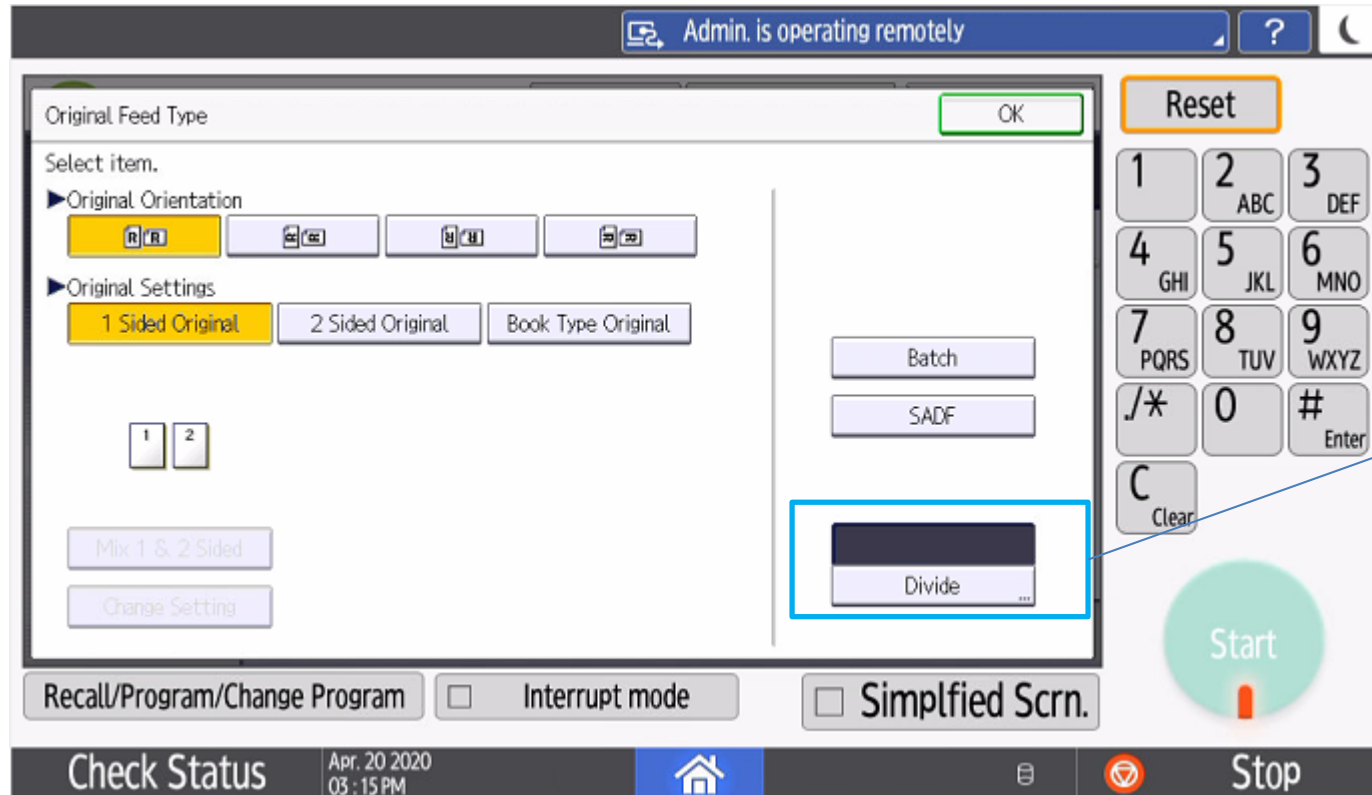
Step 7: Place documents in feeder or glass. Press Start.

Step 8: Continue process until complete.

Step 9: Press # (ENTER) after scanning the last originals

Additional Scan Features

Dividing Pages into individual Files



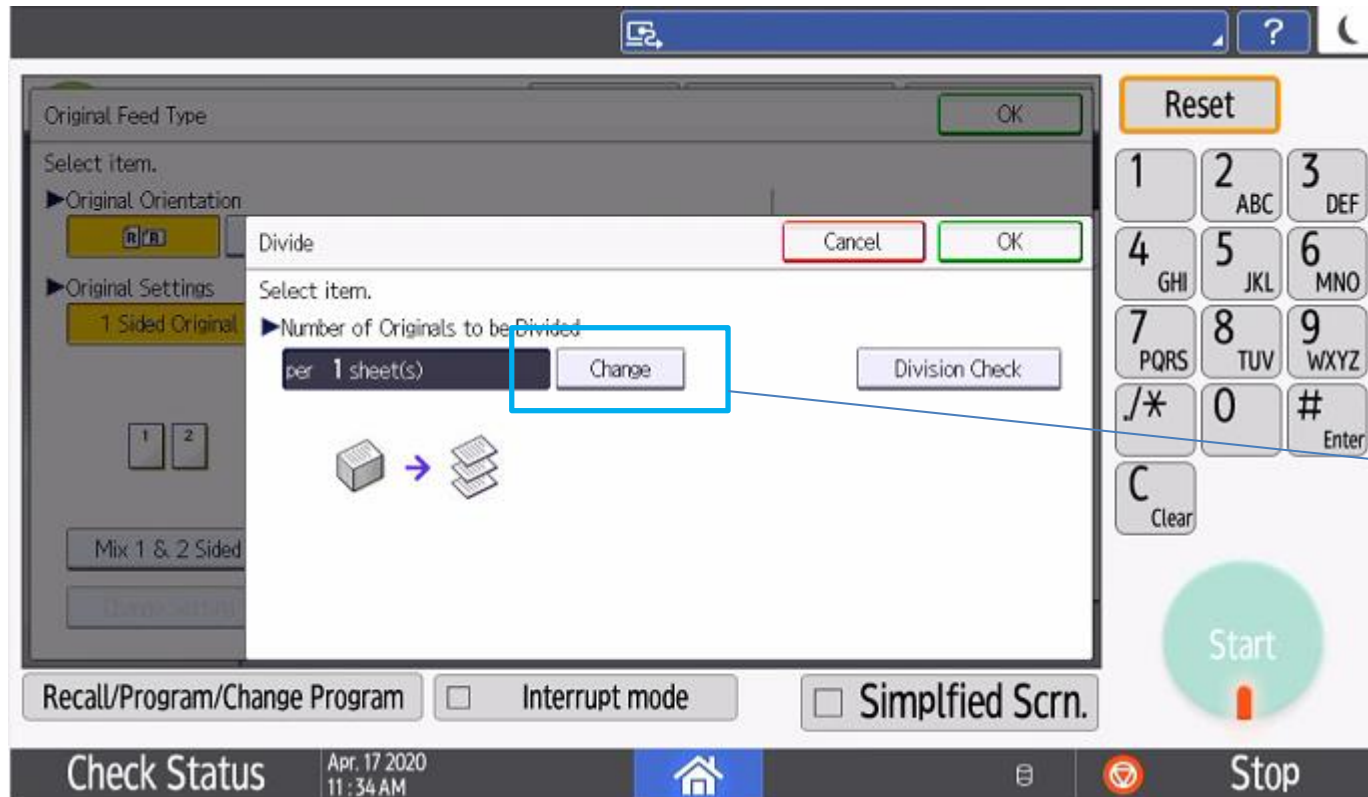
Step 1: Select Original Feed Type
(mid-left side)

Step 2: Select Divide

Divide will divide each scanned page into it's own file. If scanning to email you will receive 1 email with multiple files.

Additional Scan Features

Dividing Pages into individual Files



Step 3: Click Ok

The default is divide per 1 sheet. The quantity can be changed by clicking Change.

Divide will separate each scanned page into it's own file. If scanning to email you will receive 1 email with multiple files.

Additional Scan Features

File Type



The image shows a scanner control panel interface. At the top, there's a 'Scanner' header with a green icon and a 'Ready' status. Below this, there are buttons for 'Store File', 'Scanned Files Status', and 'Check Modes'. A 'Reset' button is highlighted in orange. The main area has a 'Send File Type / Name' section with an 'OK' button. Below this, there's a 'Select item.' section with 'Single Page' and 'Multi-page' buttons. The 'File Type' section is highlighted with a blue box, showing 'TIFF' and 'PDF' buttons. Below that, there's a 'PDF File Setting' section with 'High Compression PDF' and 'PDF/A' buttons. To the right, there's a numeric keypad and a 'Sample Copy' button. At the bottom, there's a 'Start' button with a green diamond icon. The interface also includes a 'File Name' field, an 'Add Date&Time' button, a 'Start No.' field with '0001', and a 'Change' button. At the very bottom, there are buttons for 'Recall/Program/Change Program', 'Interrupt mode', 'Simplified Scrn.', 'Check Status', and 'Stop'.

**Step 1: Select File
Type/Name**
(lower left hand corner)

**Step 2: Choose
desired file type then
Select OK**
(PDF, TIFF, JPEG)

*NOTE: JPEG file type needs to
be scanned in a single page,
full color or grayscale*

Additional Scan Features

File Name

The screenshot shows a scanner's control panel with various settings and buttons. A blue line connects the 'File Name' input field to the 'Step 3' callout. Another blue line connects the 'OK' button to the 'Step 3' callout. A third blue line connects the 'Start' button to the 'Step 4' callout. The interface includes a 'Scanner' header, a 'Ready' status, a 'Send File Type / Name' section with 'Single Page' and 'Multi-page' options, a 'File Type' section with 'TIFF' and 'PDF' options, a 'PDF File Setting' section with 'High Compression PDF' and 'PDF/A' options, a 'Security Settings...' button, a 'Digital Signature' button, a 'Start No.' field with '0001' and a 'Change' button, and a 'File Name' input field. The bottom of the screen has a navigation bar with 'Check Status', a home icon, a menu icon, a document icon, a 'Stop' button, and a 'Simplified Scrn.' checkbox.

**Step 1: Select File
Type/Name**
(lower left hand corner)

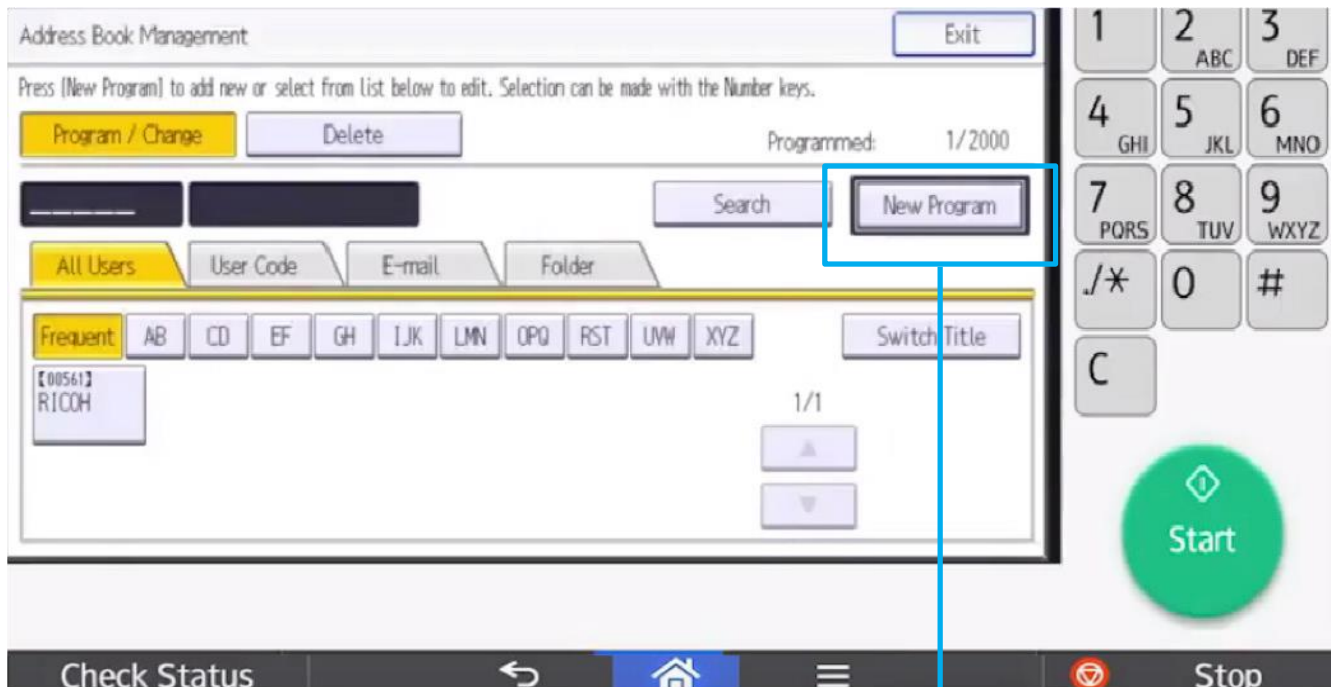
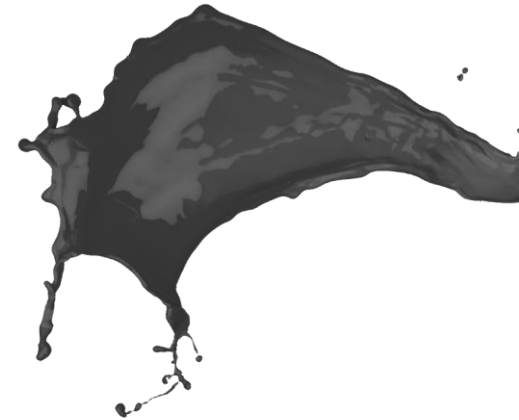
Step 2: Select File Name

Step 3: Type Desired Name and Select OK

Step 4: Select Start

Programming in Email Addresses

Part 1 of 3



**Step 1: Select User Tools
& Open Address Book
Management**

Step 2: Select New Program

Programming in Email Addresses

Part2 of 3

System Settings

Program / Change Address Book

Names Auth. Info Protection E-mail Folder Add to Group

▶ Name [Redacted] Change

▶ Key Display [Redacted] Change

▶ Registration No. 00001 Change

▶ Select Title

Title 1	Frequent	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ
Title 2	Frequent	1	2	3	4	5	6	7	8	9	10
Title 3	Frequent	1	2	3	4	5					

Reset

1 2 3 ABC DEF

4 5 6 GHI JKL MNO

7 8 9 PQRS TUV WXYZ

./ * 0 #

C

Start

Check Status

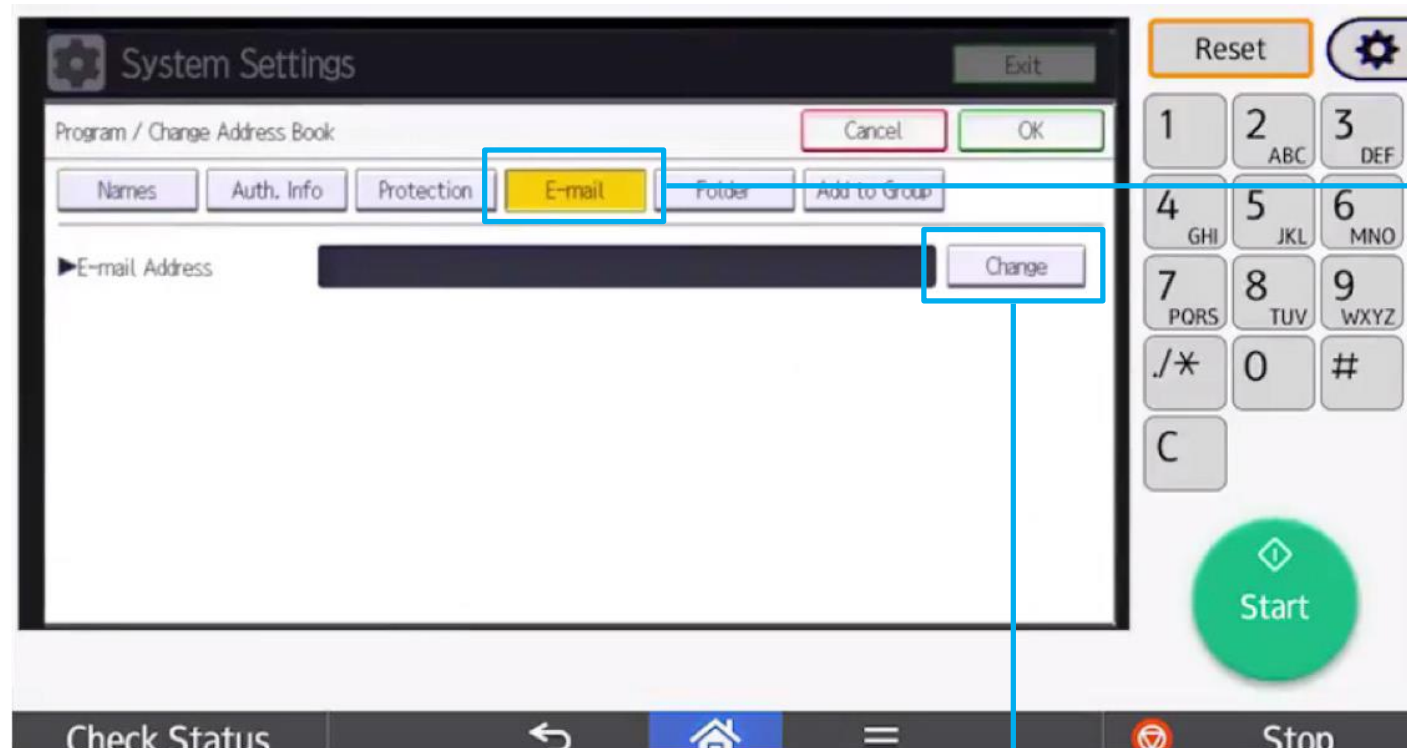
Stop

Step 3: Select Names

Step 4: Select Change to add a
name for the new User

Programming in Email Addresses

Part 3 of 3

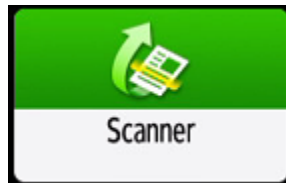


Step 5: Select Email

Step 6: Select Change and Enter Users Email Address and Select OK

Scanner

(Standard)



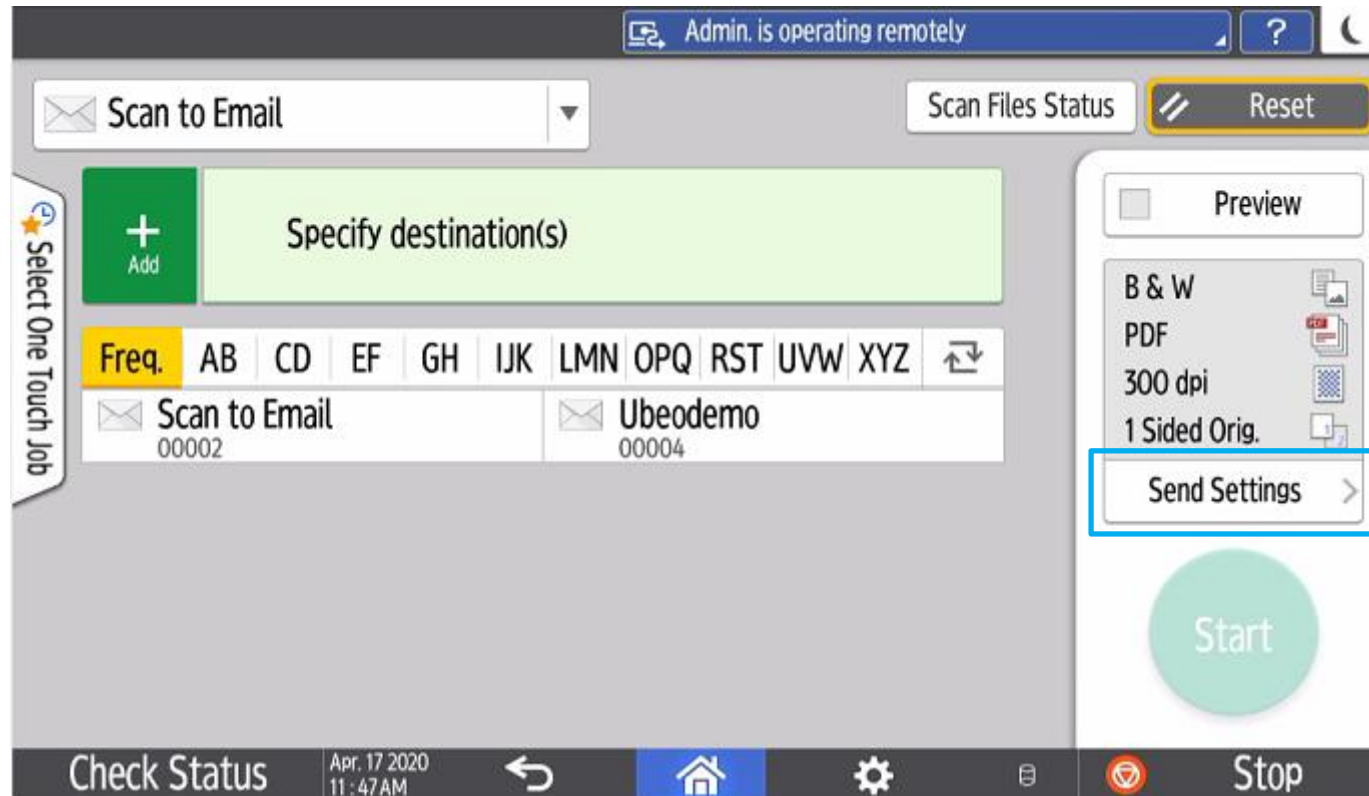
Scanner (Standard)



Scroll Home Pages

Click on the Scanner Standard app (Non-Classic) The Standard apps could appear on another page. The meter at the bottom indicates the home page number. Apps can be moved around as needed by dragging and dropping.

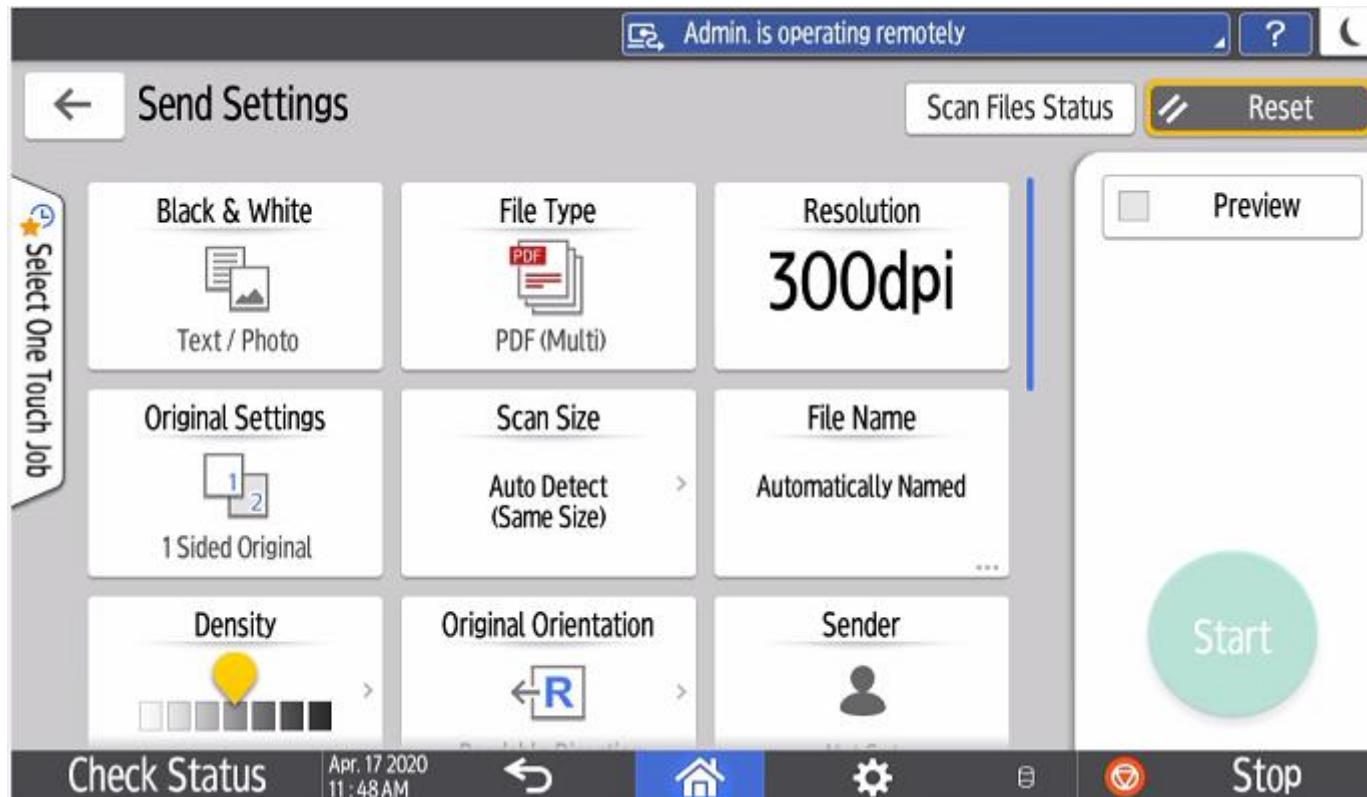
Scanner (Standard) Send Settings



Click Send Settings to open options.

The new scanning App has a larger window with a scrolling address list. Scan settings view is on the right.

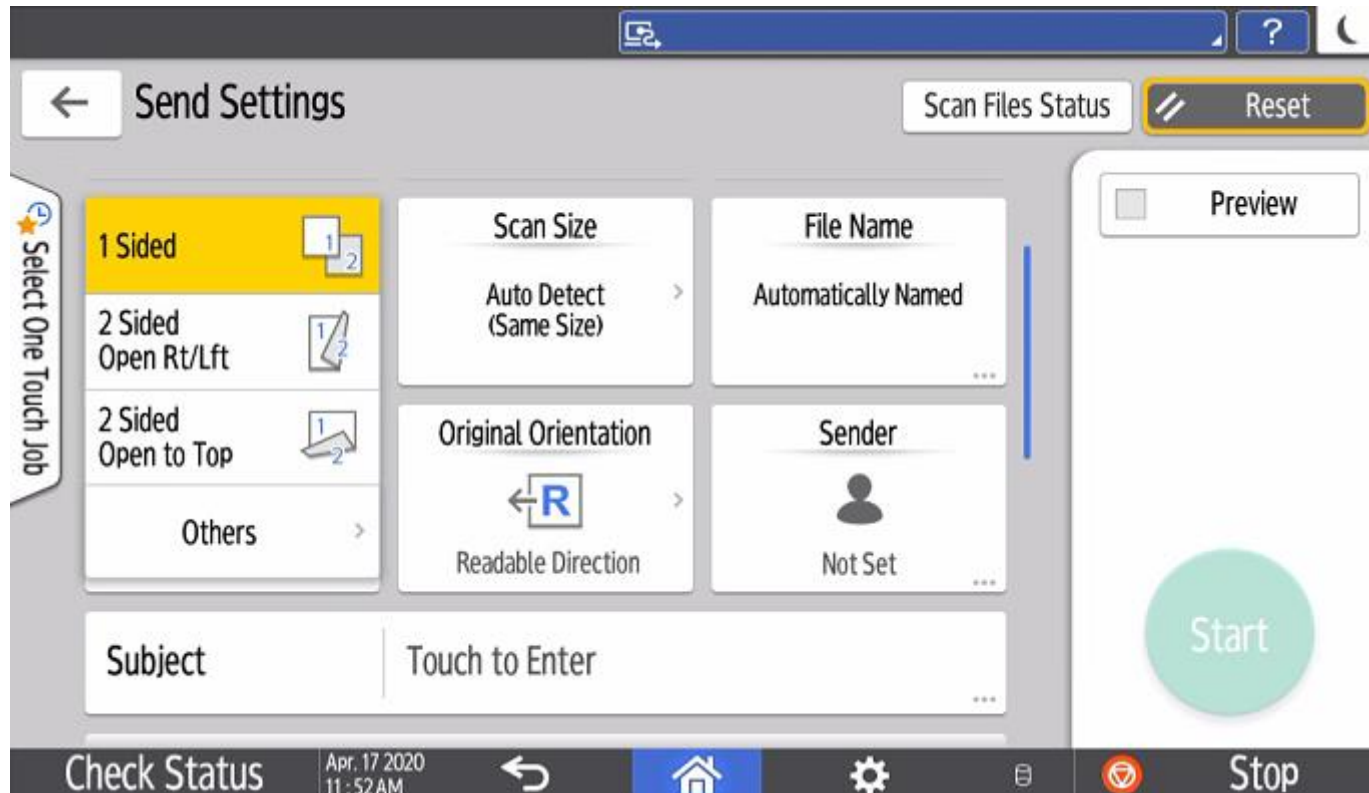
Scanner (Standard) Send Settings



The new app has larger buttons and a scrolling feature list.
Click on a feature to see options and to change.

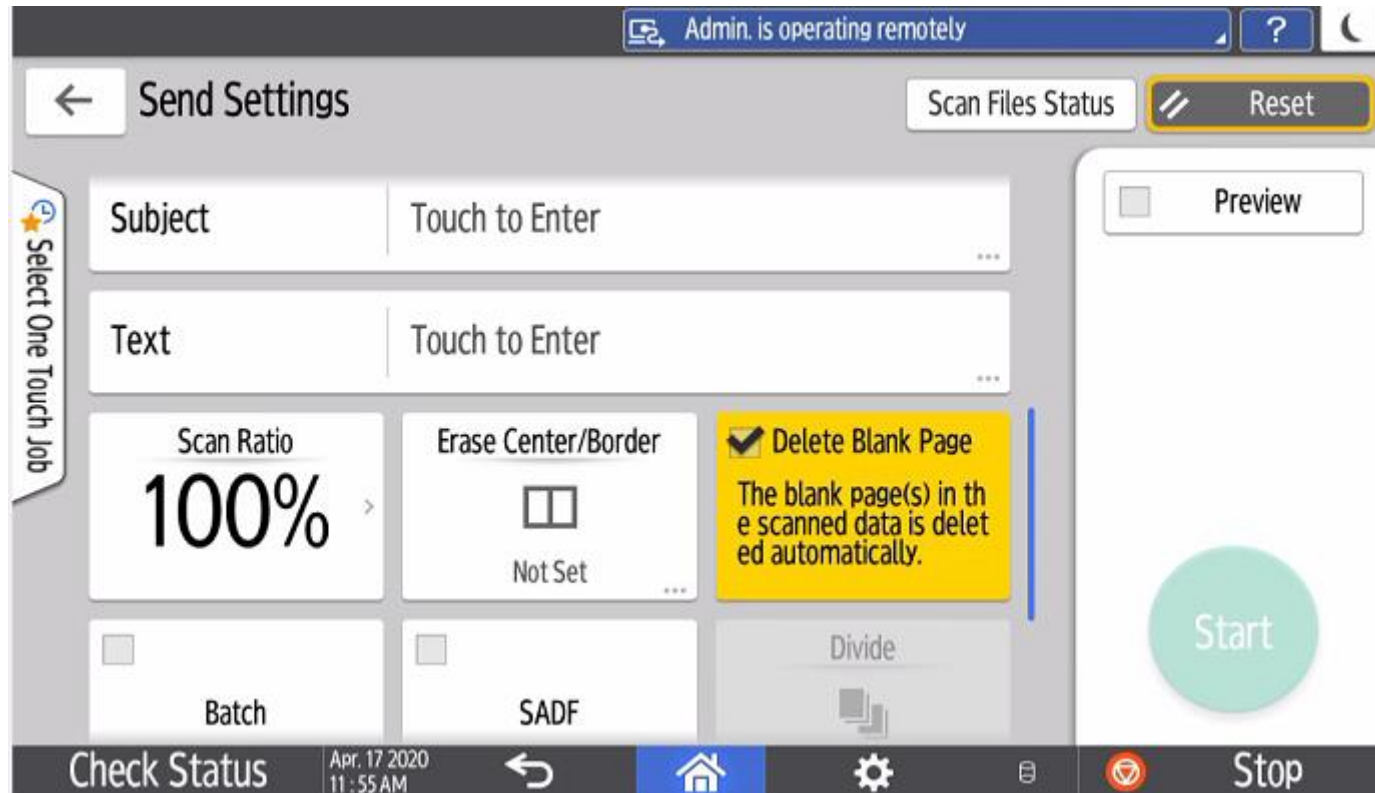
Scanner (Standard)

2 Sided Scanning



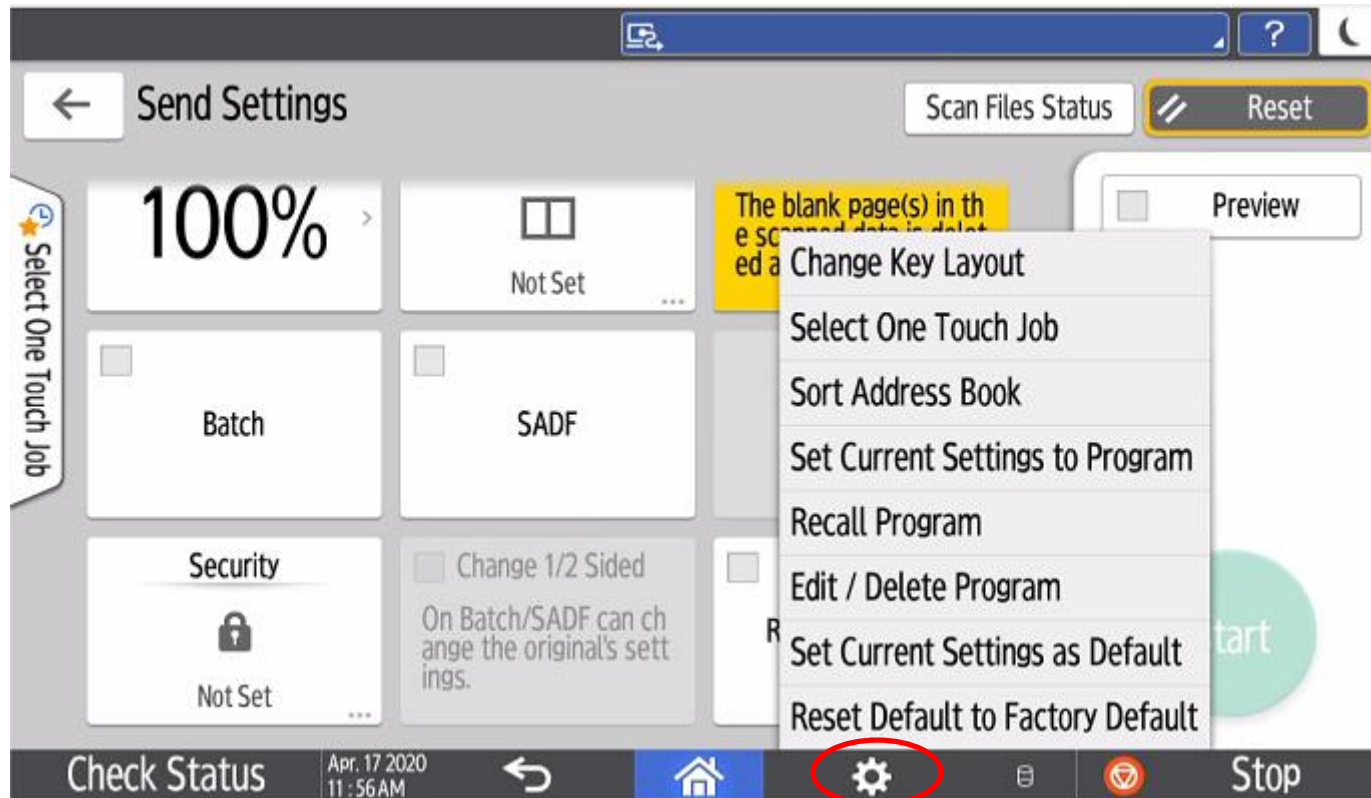
This illustration shows options for scanning two sided originals. The default is 1 sided. Change to 2 sided.

Scanner (Standard) Delete Blank Pages



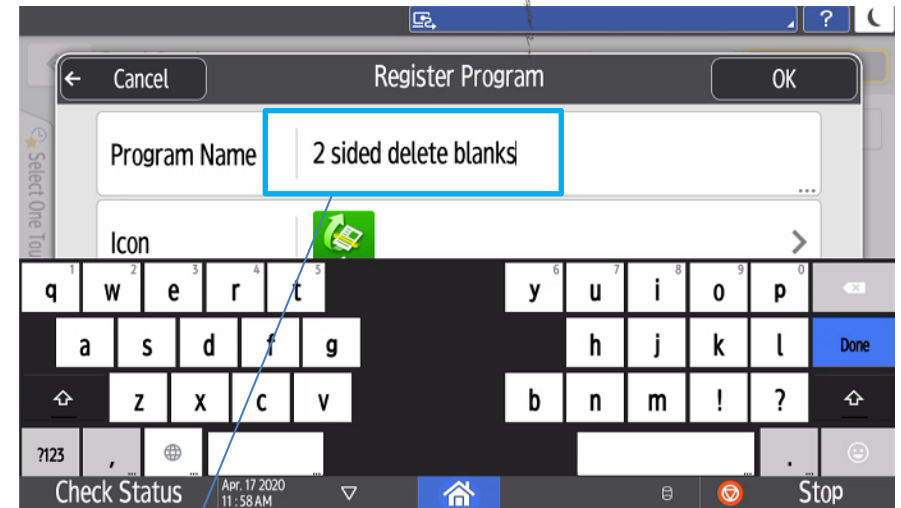
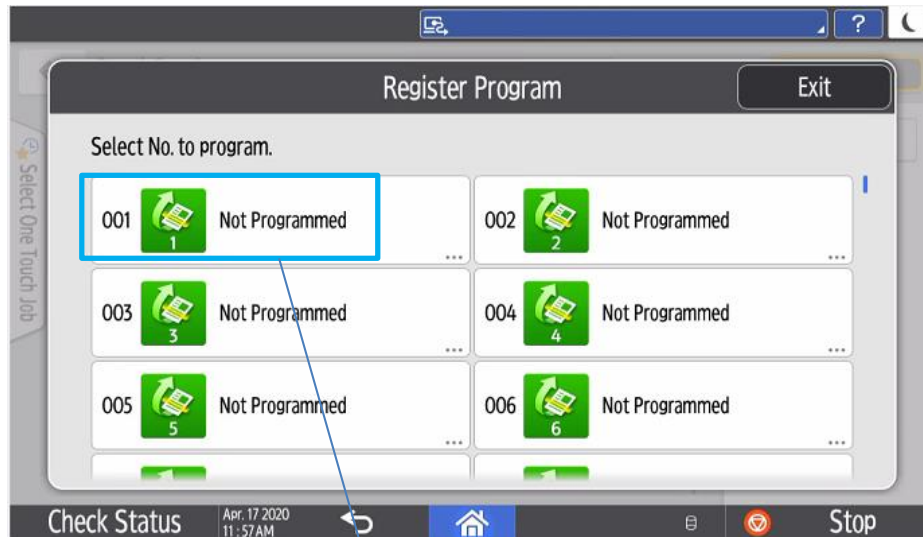
To delete the blank pages in your scan, in send settings scroll down and click on Delete Blank Page. Standard option on IM models. Previous require an OCR option to be added.

Scanner (Standard) Programming Settings



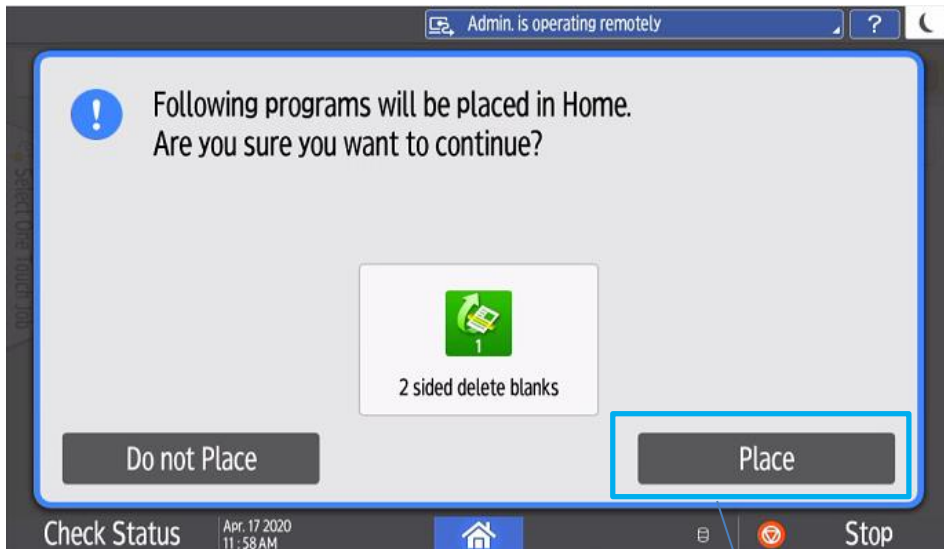
To program any current settings to a preset for future use, click on the settings button, then Set Current Settings to Program.

Scanner (Standard) Programming Settings



Choose an available program number and then name the program.

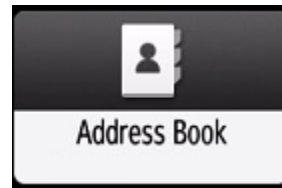
Scanner (Standard) Programming Settings to Home Page



Choose Place. The Program will now appear on the home screen. Programs can be deleted at any time in Settings.

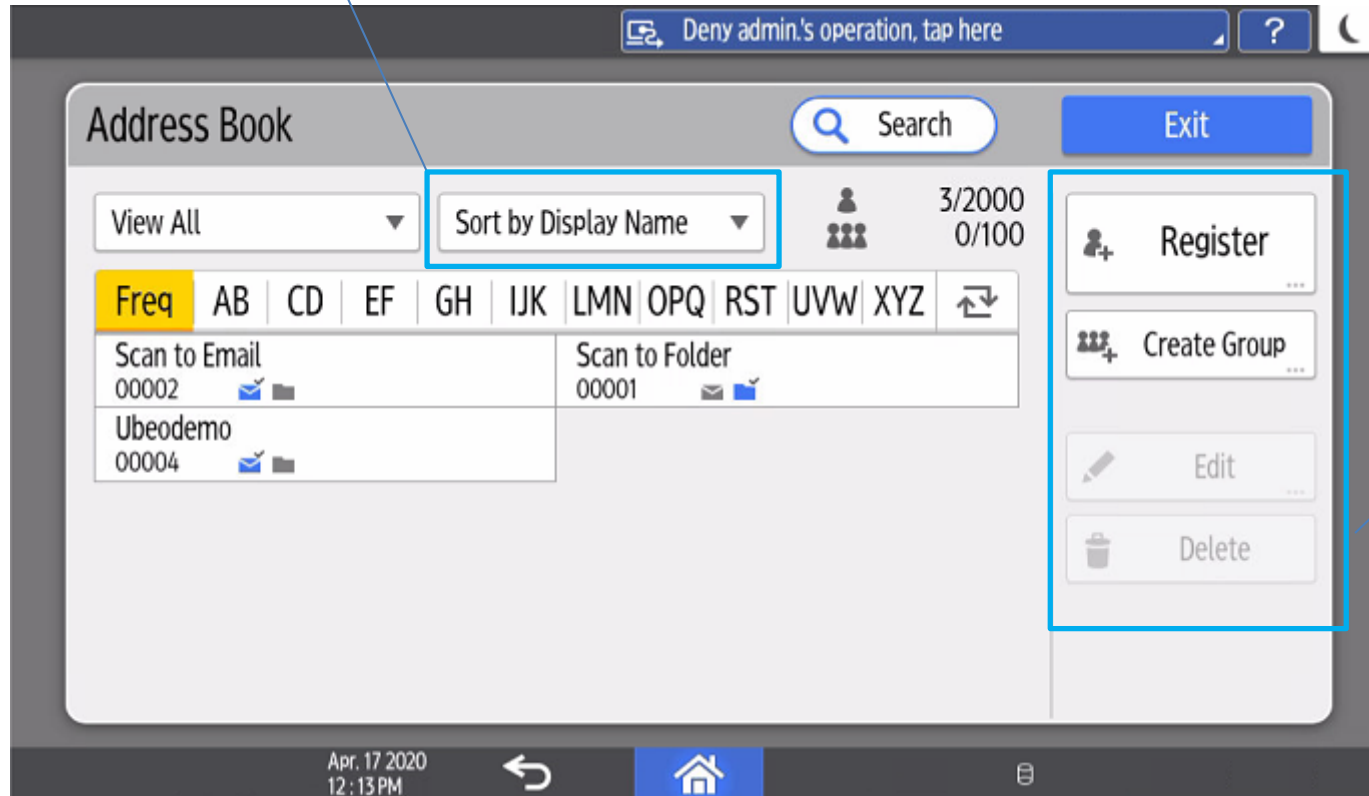


Address Book



Address Book

Contacts can be sorted by
“Registered Timing”,
“Registered Number” or “Name”



Register New,
Create Group,
Edit and Delete

Existing address list will display in the main window.
Addresses can be Edited or Deleted. Click Register to add new.

Address Book

Registering New Address



Register : Test

Cancel OK

Name Destinations User Management / Others

Name * Required Test <4/20>

q w e r t y u i o p
a s d f g h j k l
z x c v b n m ! ?

Apr. 17 2020 12:14 PM

Edit : Test

Cancel OK

Name Destinations User Management / Others

Name * Required Test <4/20>

Display Name Test <4/16>

Select title to display.

Title 1

Freq AB CD EF GH IJK LMN OPQ RST UVW XYZ

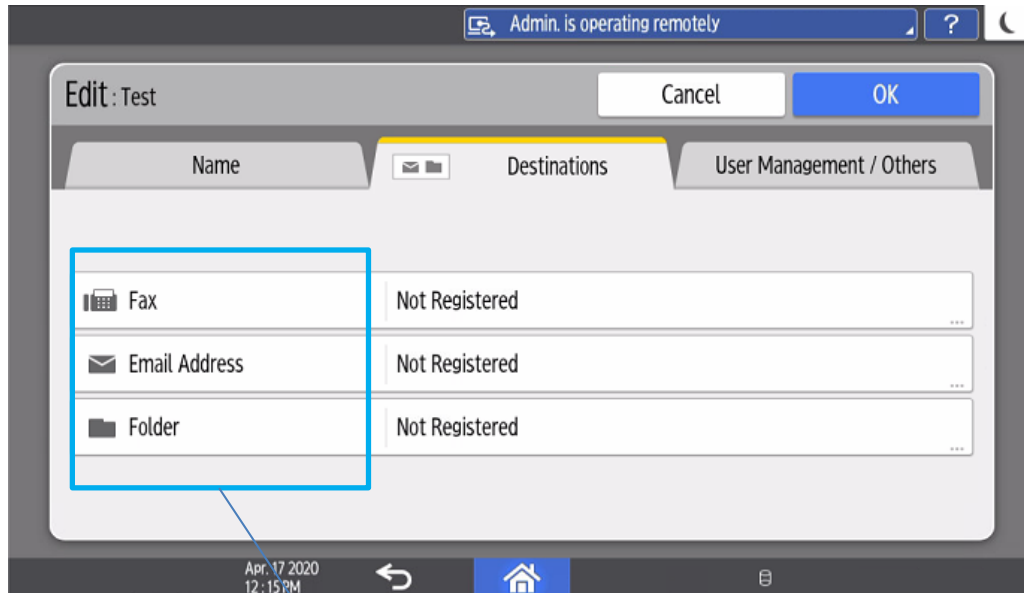
Title 2

Apr. 17 2020 12:17 PM

Enter the Name and enter an alphabet option in Title 1. Next Click on Destinations.

Address Book

Registering New Address



Admin. is operating remotely

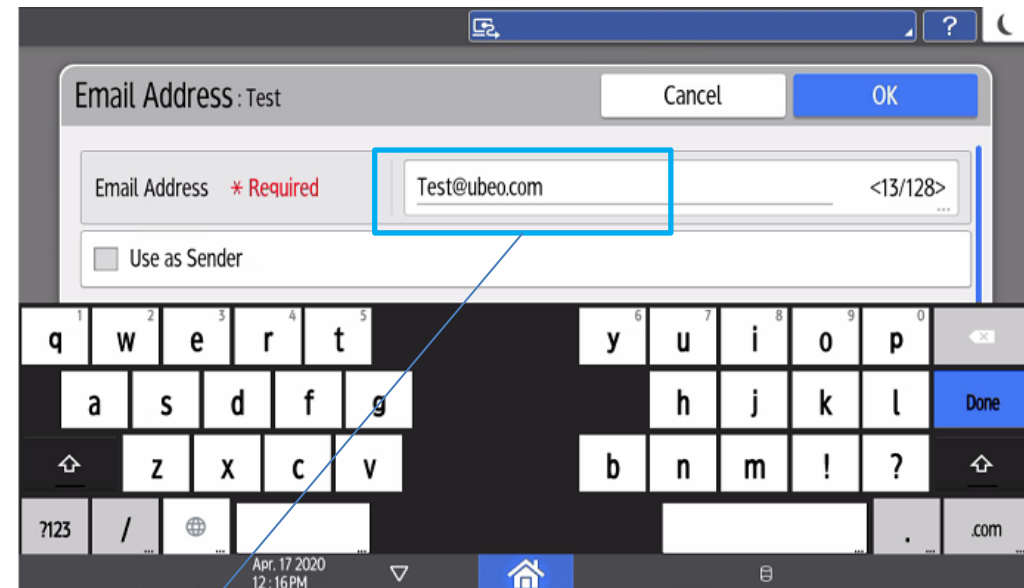
Edit: Test

Cancel OK

Name Destinations User Management / Others

Fax	Not Registered
Email Address	Not Registered
Folder	Not Registered

Apr. 17 2020 12:15 PM



Email Address: Test

Cancel OK

Email Address * Required

Test@ubeo.com <13/128>

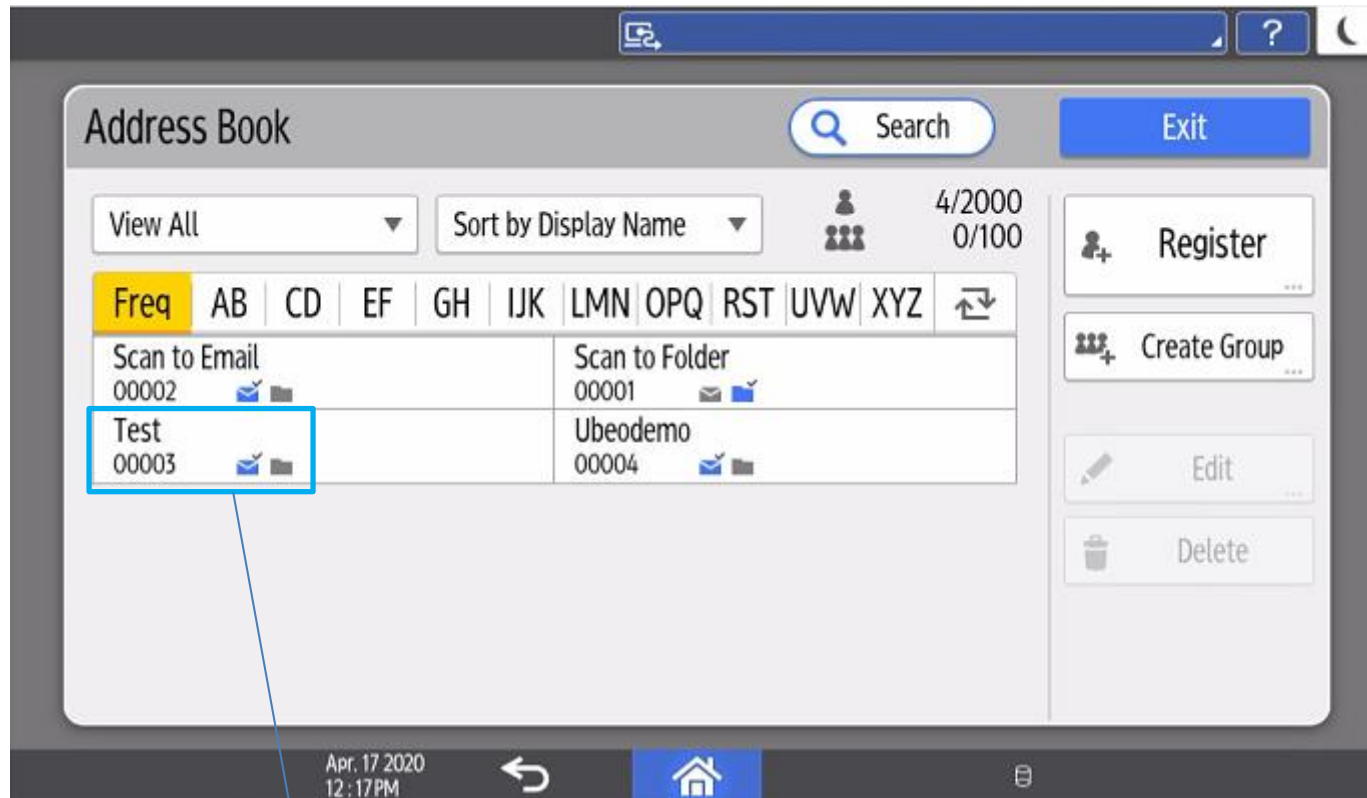
☐ Use as Sender

Apr. 17 2020 12:16 PM

Click on the Destination type (Email, Fax or Folder) then enter the destination.

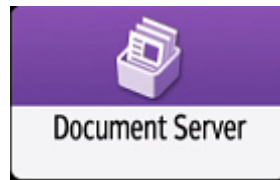
Address Book

Registering New Address



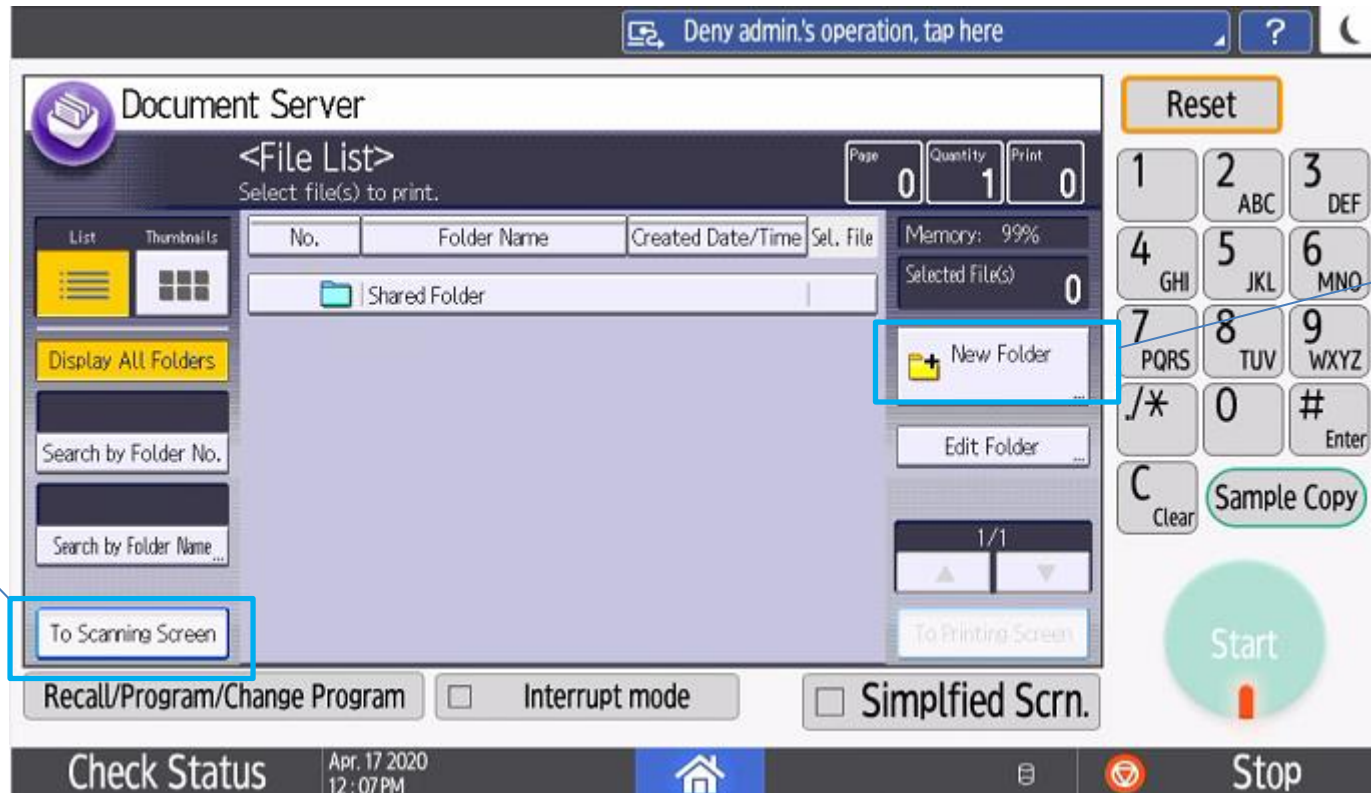
The New Destination will now display.

Document Server



Document Server

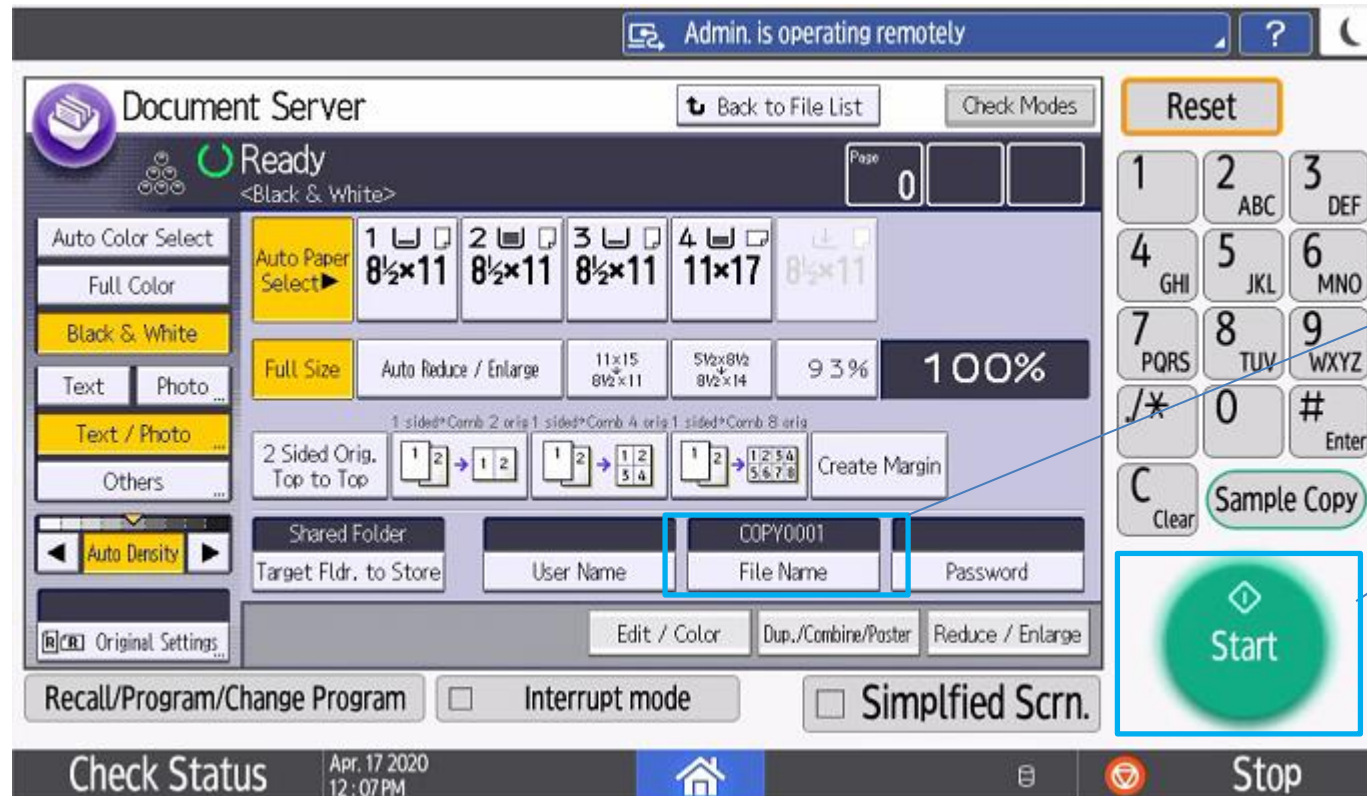
To save a new document click on To Scanning Screen.



The Shared Folder is the default. Additional folders can be created.

The Document Server is used for re-printing documents such as forms, manuals, flyers, etc.

Document Server



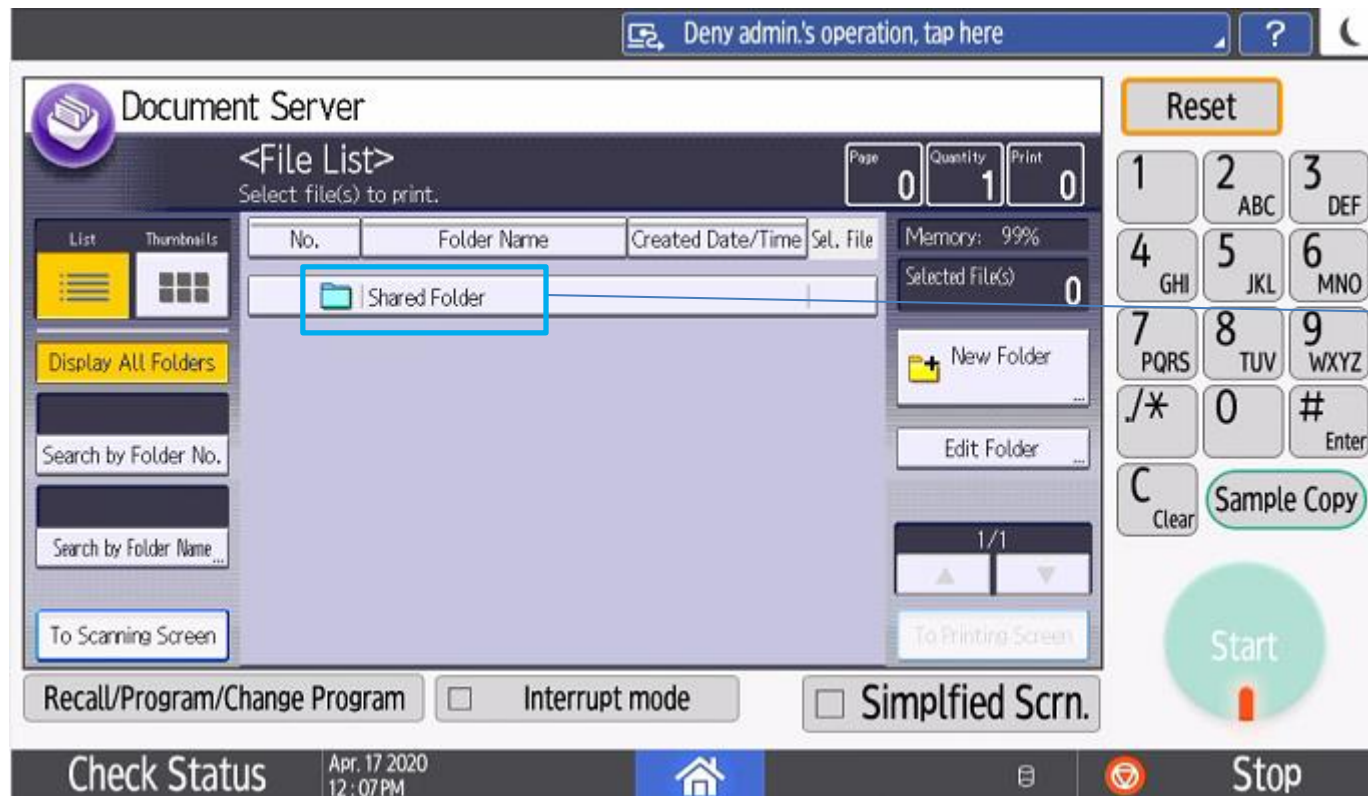
The screenshot shows the Document Server interface. At the top, a status bar indicates 'Admin. is operating remotely'. The main area is titled 'Document Server' and shows a 'Ready' status. On the left, there are tabs for 'Auto Color Select' (Full Color, Black & White), 'Text', 'Photo', and 'Text / Photo'. The 'Auto Paper Select' section shows various paper sizes (8 1/2 x 11, 8 1/2 x 11, 8 1/2 x 11, 11 x 17, 8 1/2 x 11) and a 'Full Size' button. The 'Auto Reduce / Enlarge' section shows a scale from 93% to 100%. The '2 Sided Orig. Top to Top' section shows options for 1-sided and 2-sided scanning. The 'Shared Folder' section shows a 'Target Fldr. to Store' field. The 'User Name' field is set to 'COPY0001'. The 'File Name' field is highlighted with a red box. The 'Password' field is empty. The 'Start' button is highlighted with a red box. The bottom status bar shows 'Check Status', 'Apr. 17 2020 12:07 PM', and a 'Stop' button.

Click to name File

Click Start to scan

Name the file. This page allows setting up scanning according to the original type, just as if you were making a copy. Example- If originals are color or 2 sided, select accordingly. Click Start to being scanning. The file will reside in the Shared Folder unless changed.

Document Server



To Print a saved file, click on Shared Folder.

Document Server



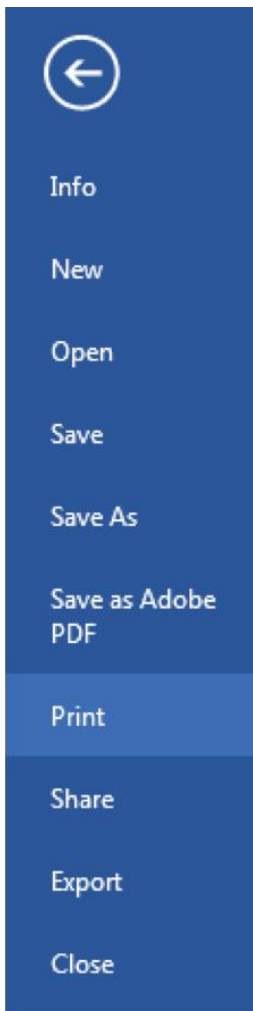
Inside the Shared folder, a list of existing files will display. Click on a file and Start to begin printing. To Printing screen will take you into options such as 2 sided print and finishing (Stapling.) Files can be Previewed, Re-named and Deleted.

Printing



Printing

PCL6

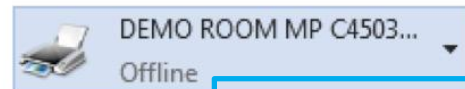


Print



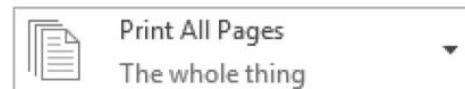
Copies: 1

Printer



[Printer Properties](#)

Settings



Pages:

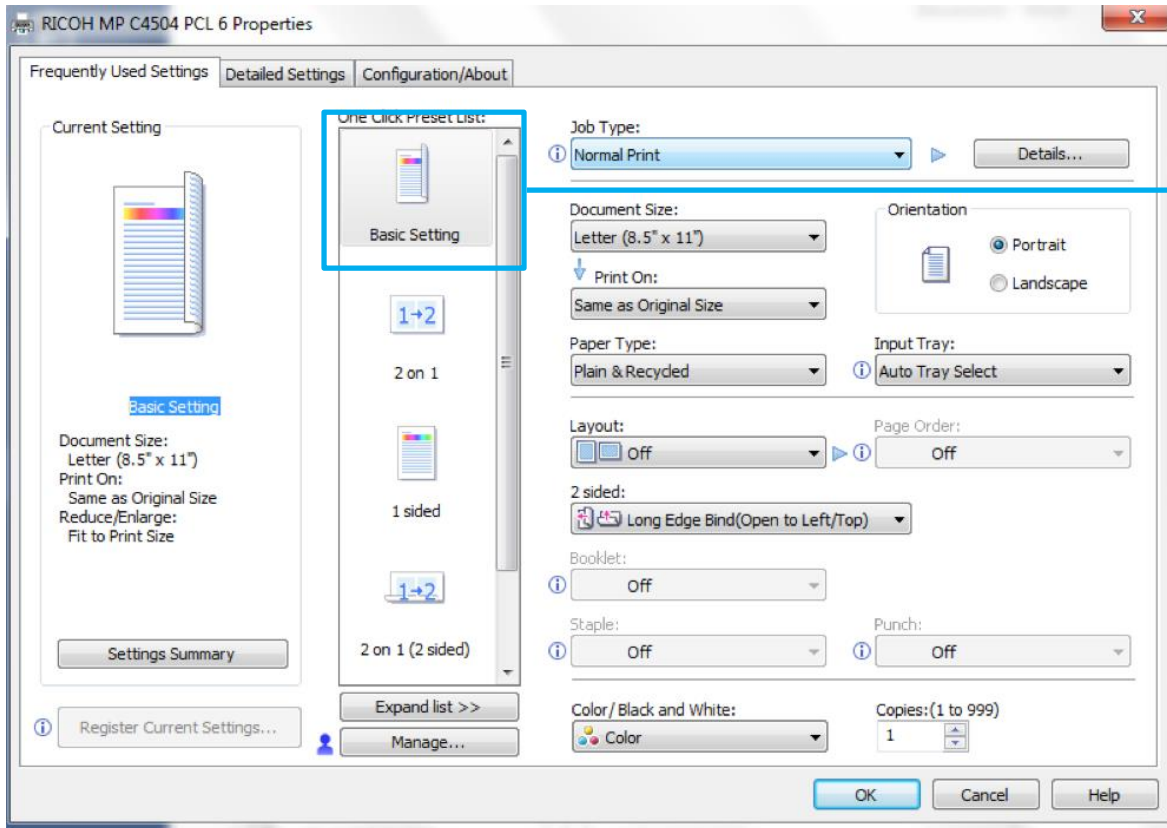


Step 1: Open Document to Print

Step 2: Click Printer Properties

Printing

General - PCL6



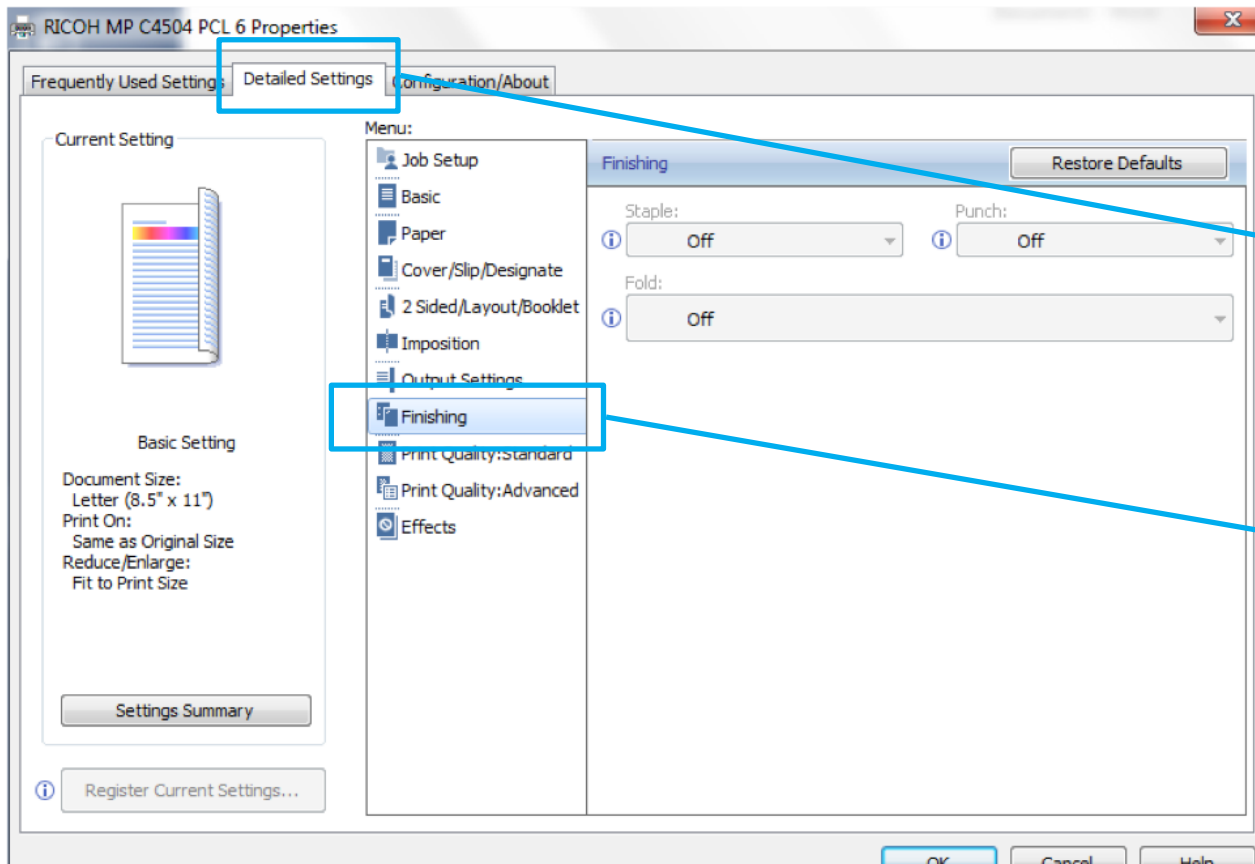
Step 3: Select from Presets

OR

Step 4: Make Adjustments for: Job type, Document Size, Orientation, Color/B&W, Input Tray, Paper Type, Number of Copies

Printing

Finishing PCL6



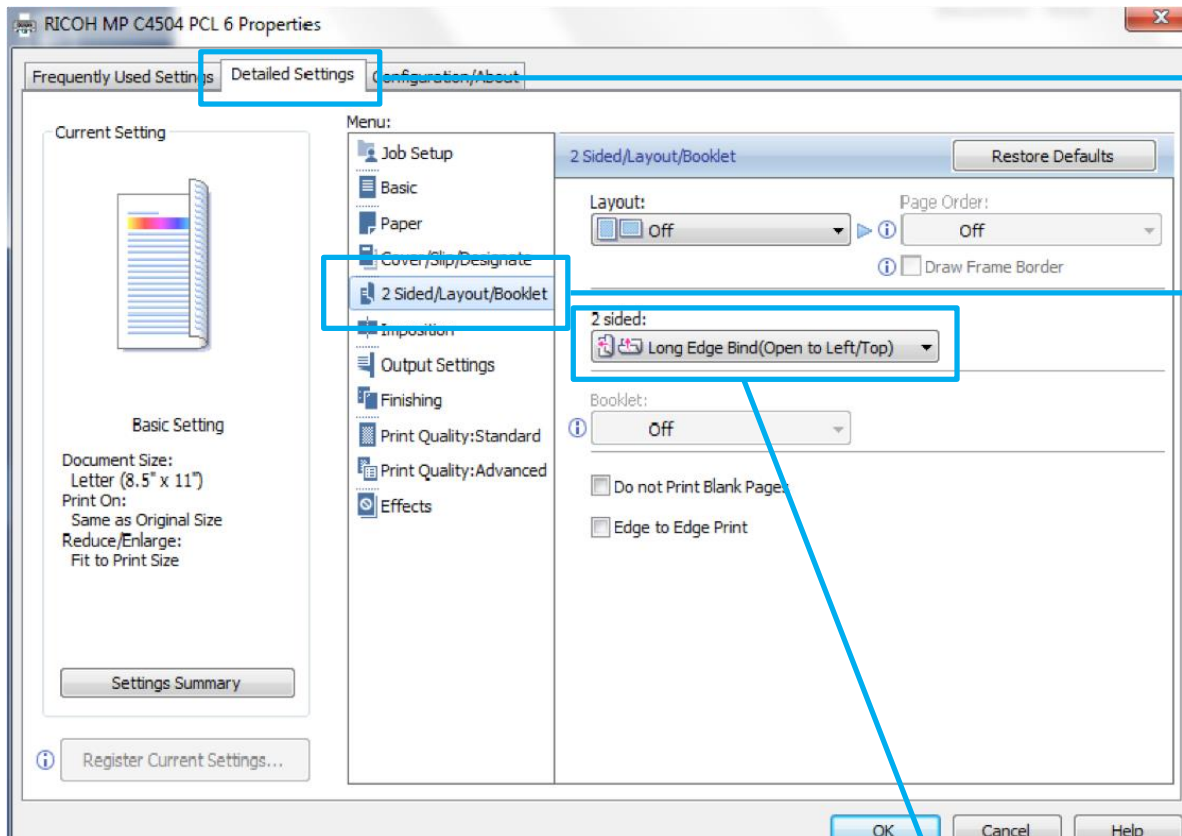
**Step 1: Select
Detailed Settings**

Step 2: Select Finishing

**Step 3: Choose from Options such as:
Staple, Hole Punch, Fold**

Printing

2 Sided PCL6

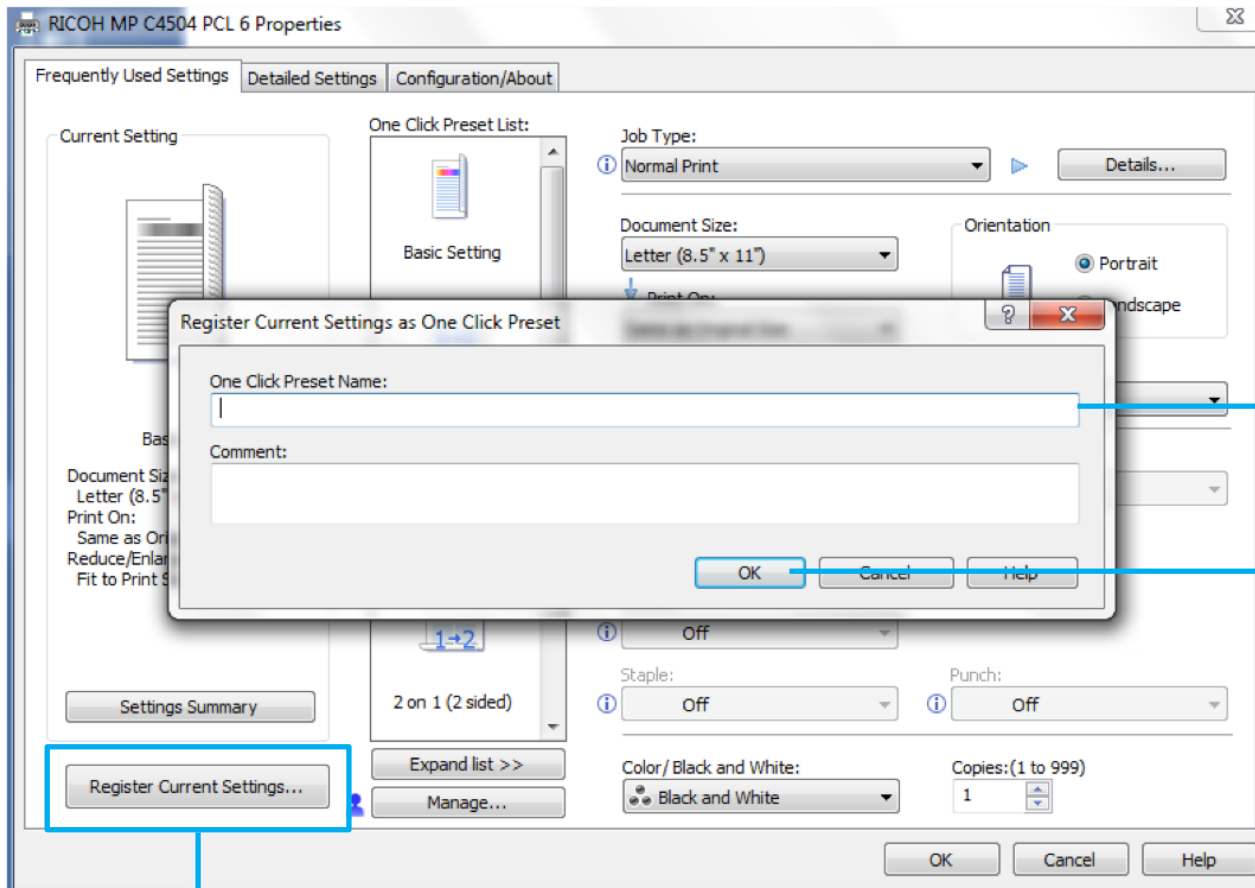


Step 1: Select
Detailed Settings

Step 2: Select
2-sided/Layout/Booklet

Step 3: Select Long Edge Bind or
Short Edge Bind

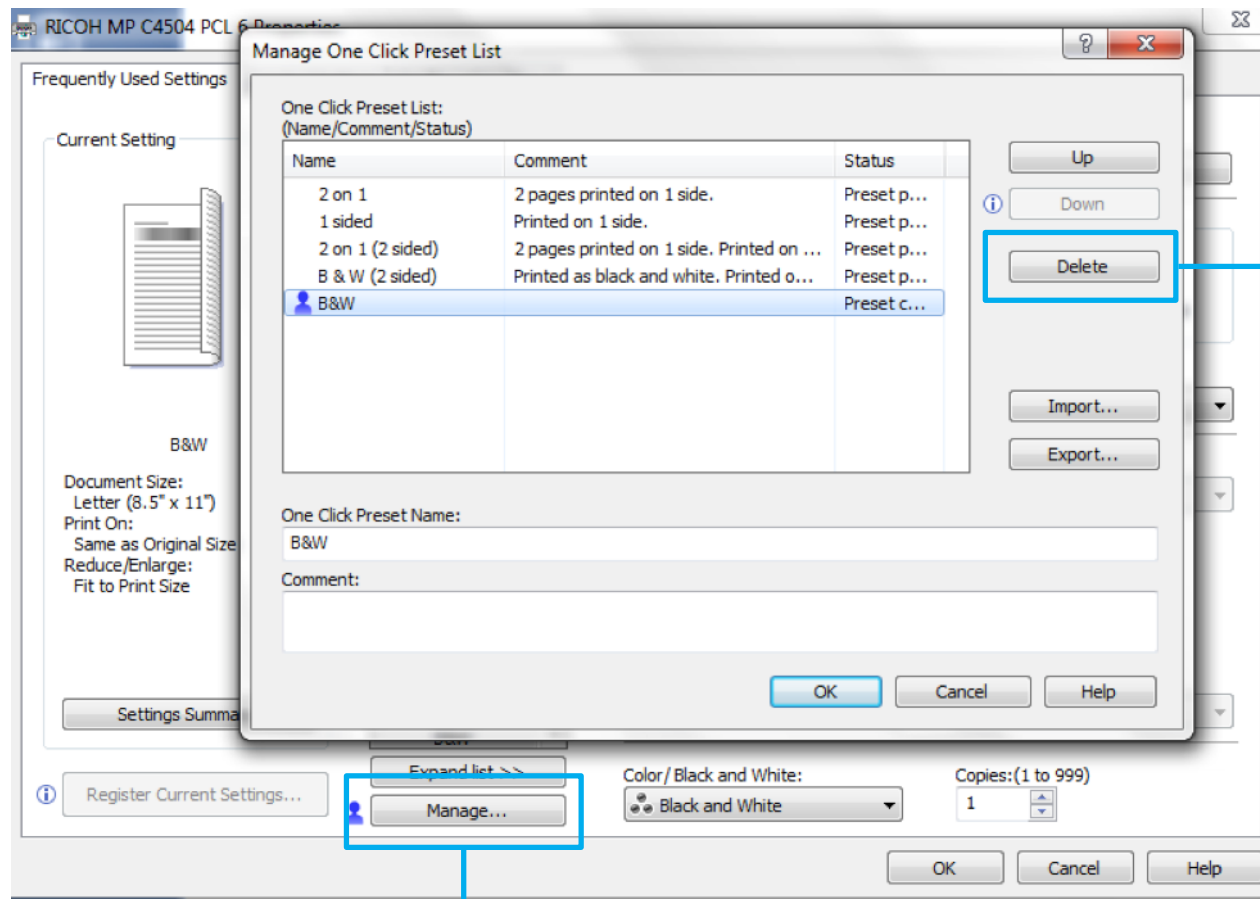
Making 1-Click Presets



Step 2: Type in desired preset name>Press OK; Preset is now added to One Click Preset List

Step 1: Once you have all of your settings and options selected, Select Register Current Settings

Deleting Presets



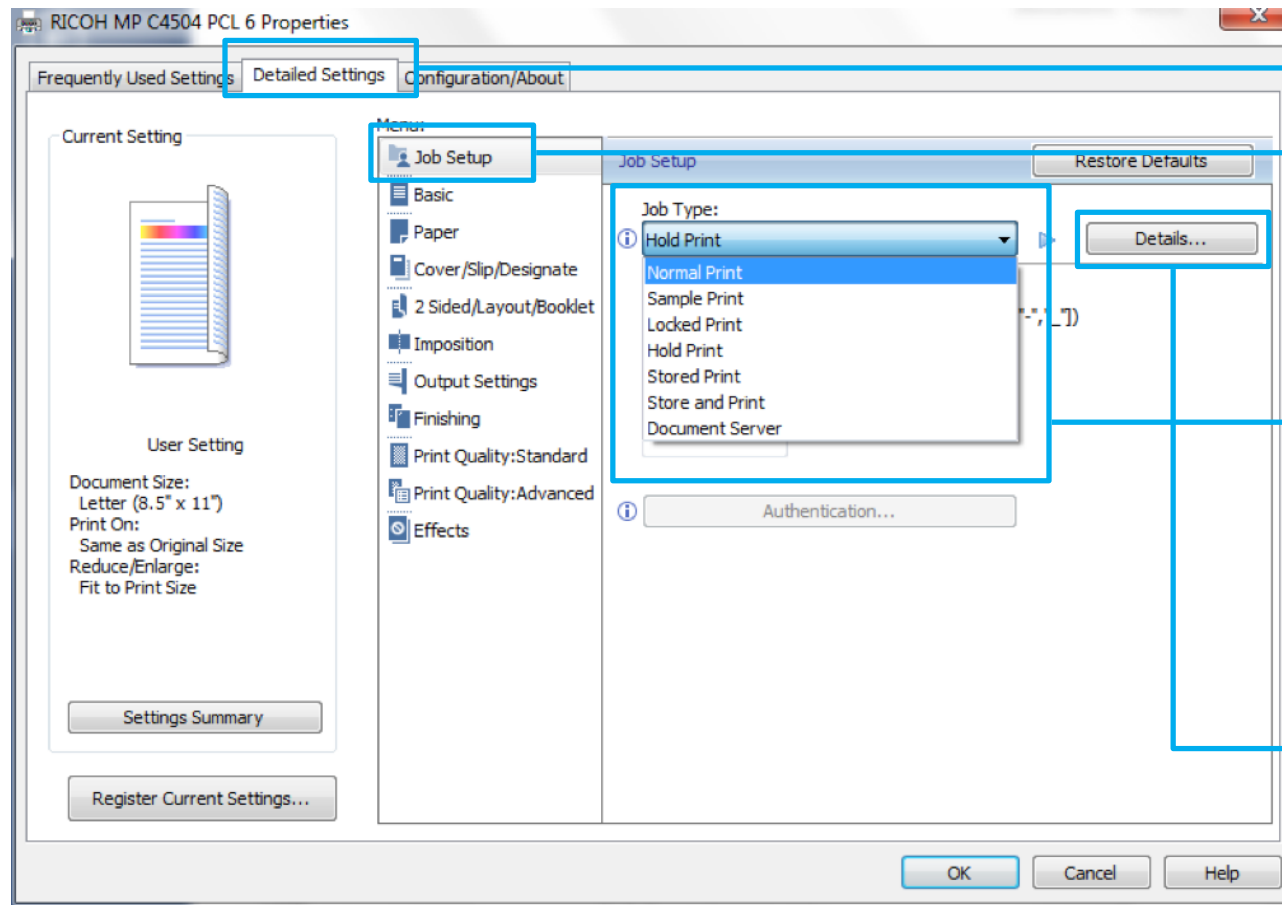
Step 2: Select the preset you wish to delete
Click Delete, Yes

(Note: Only presets that have been manually created can be deleted. Presets that come with the driver cannot be deleted from preset list)

Step 1: Select Manage Preset List

Printing

Hold/Locked Print Part 1 of 2



Step 1: Select Detailed Settings

Step 2: Select Job Setup

Step 3: Select Job Type

(Note: Lockedprint is similar to Hold Print, but requires a user ID and password)

Step 4: Select Details to create User ID and password

Printing

Hold/Locked Print Part2 of 2

The screenshot shows the 'RICOH MP C4504 PCL 6 Properties' dialog box with the 'Job Type Details' tab selected. A blue rectangular box highlights the 'User ID', 'File Name', and 'Set Print Time' sections. The 'User ID' section has a dropdown menu set to 'Create Own ID' and a text input field. The 'File Name' section has a text input field. The 'Set Print Time' section has a checkbox and two spinners for 'Hour' and 'Minute', both set to 0. The background shows other tabs like 'Frequently Used Settings', 'Detailed Settings', and 'Configuration/About'.

Step 5: Enter a User ID, File Name and Password (password for Locked Print only)
Select OK

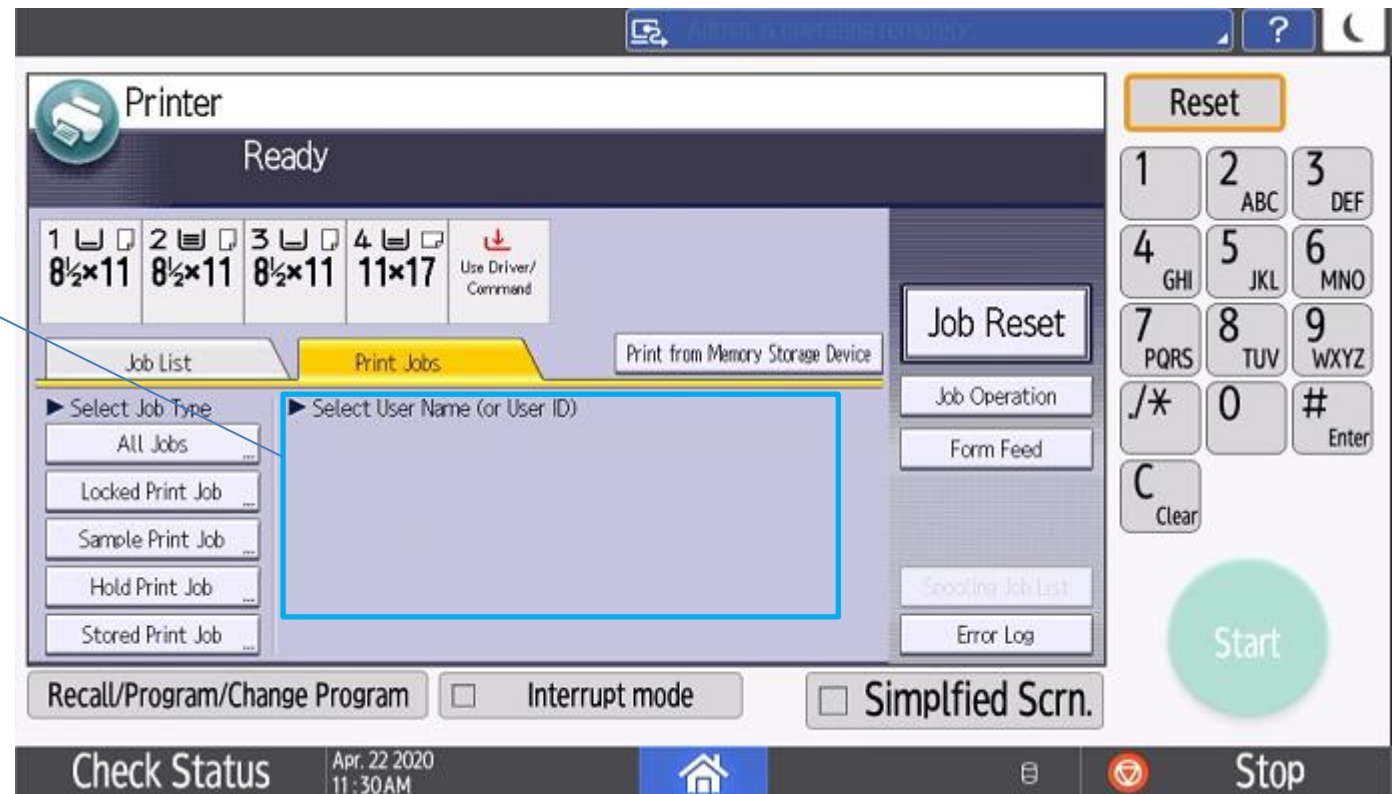
Step 6: At the printer, you will select printer, select your user name from the list, select your print job. You will be prompted to enter your password for Locked Print jobs.

Printing

Hold/Locked Print –Releasing at Machine

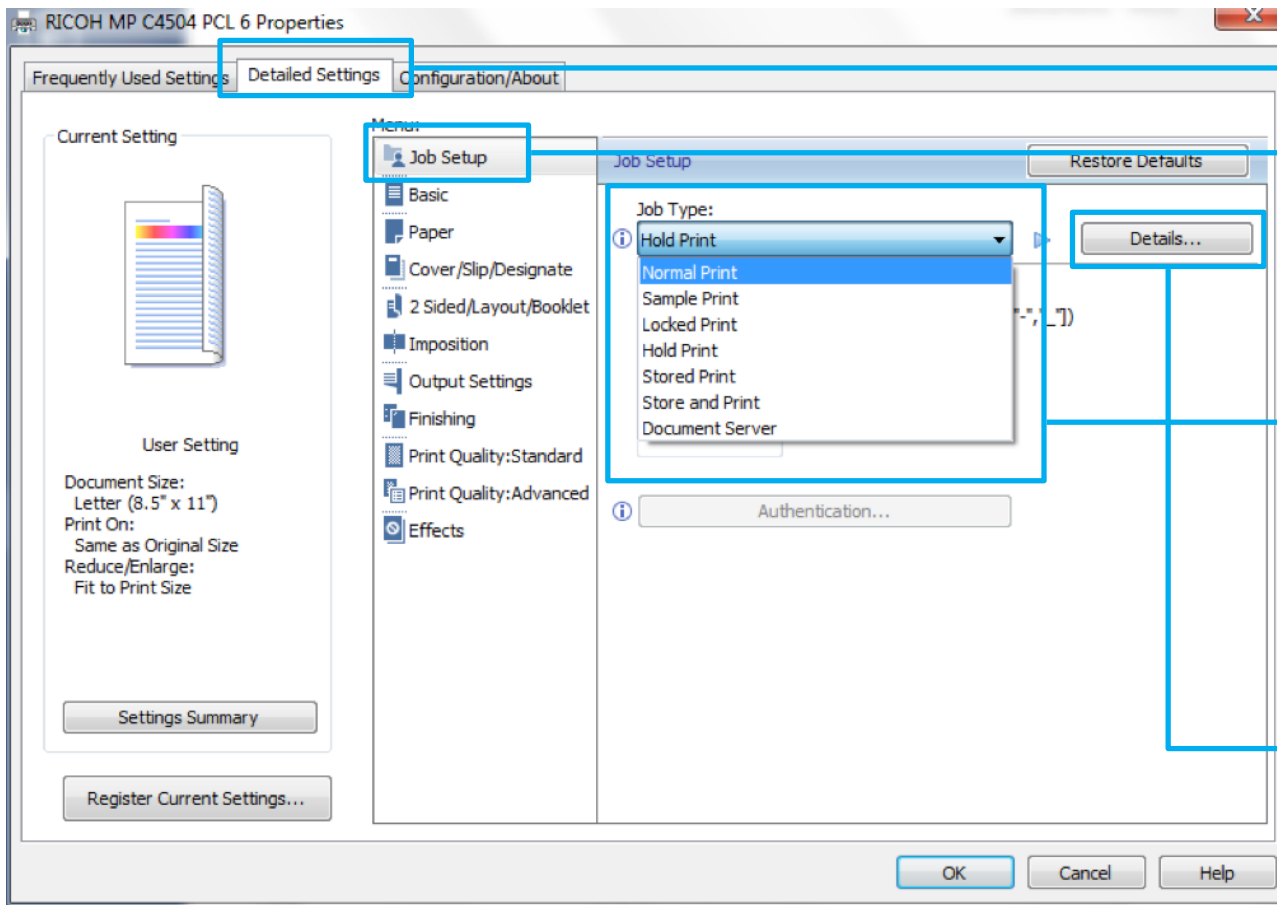


User names appear in window if any held or locked jobs have been sent.



At the machine click on the Printer Classic icon or the Quick Print Release icon. Click on Print jobs and you will see any user's listed with held or locked jobs. Click on yours and a list of held or locked jobs will appear.

Sending To Document Server



**Step 1: Select
Detailed Settings**

Step 2: Select Job Setup

Step 3: Select Job Type
Choose Document Server

Step 4: Select Details
to enter a file name.

Sending to Document Server



Step 1: Select Detailed Settings

**Step 2: Job type,
Select Document Server**

Step 3: Select Details

**Step 4: Enter File Name &
Password (if desired) > Enter
Folder Number (if desired) & OK**

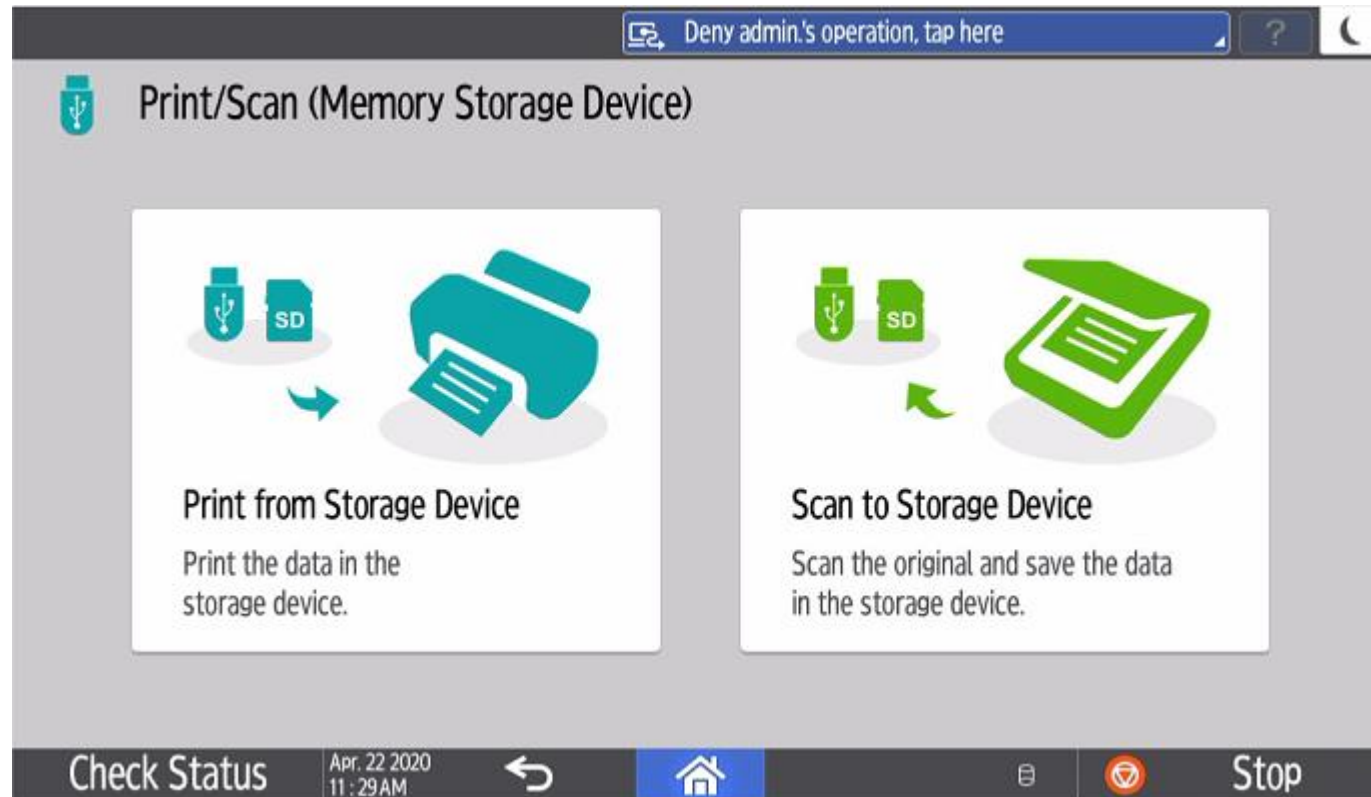
*NOTE: Folders are made at the machine
under the Document Server. If sending to the
document server from print driver, if a folder is
not specified then it will appear in the shared
folder on the machine.*

A screenshot of the 'RICOH MP C4504 PCL 6 Properties' dialog box. The 'Detailed Settings' tab is selected. A 'Job type Details' sub-dialog box is open, showing fields for 'User ID', 'File Name', 'Password', 'User Name', 'Folder Number', and 'Folder Password'. The 'User ID' field has a dropdown menu with 'Create Own ID' selected. The 'File Name' field is empty. The 'Password' field is empty. The 'User Name' field is empty. The 'Folder Number' field has a spinner box with '0' selected. The 'Folder Password' field is empty. The 'Job type Details' dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom. The main dialog box also has 'OK', 'Cancel', and 'Help' buttons at the bottom.

Print/Scan (Memory Storage Device)

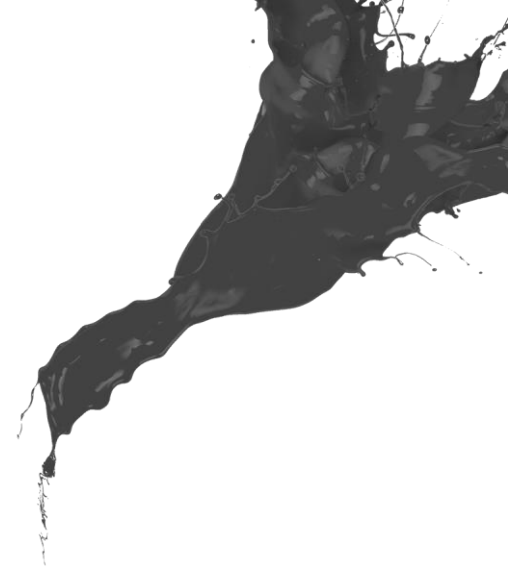


Print/Scan (Memory Storage Device)

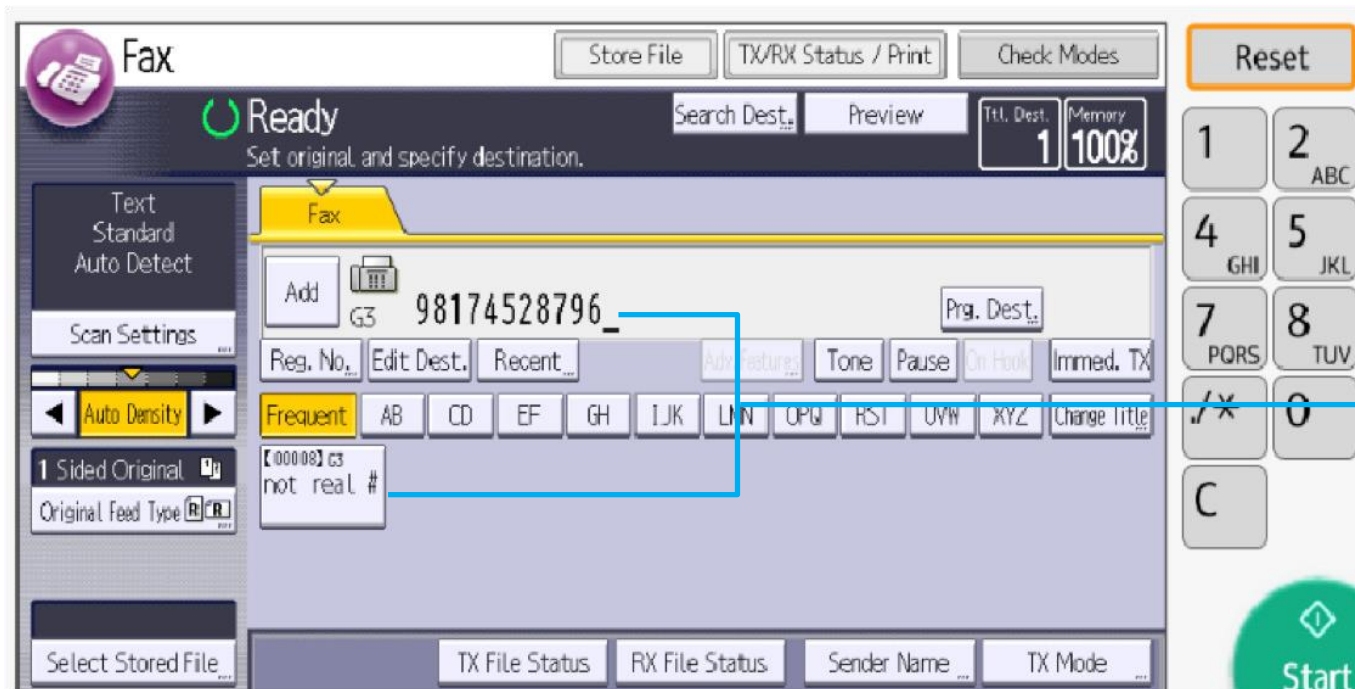


Insert a USB flash drive into the USB port located on the side of the panel. Options are to print from or scan to. Scanned documents will convert to a PDF. Only image files (PDF, TIFF, JPEG) are readable to print. Flash drives should be formatted to FAT 16 or 32 for machine to read files.

Faxing



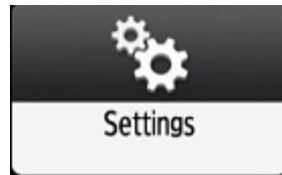
Sending a Fax



Step 1: Select a Preset or select Manual Entry and manually enter the fax destination

Step 2: Select Start

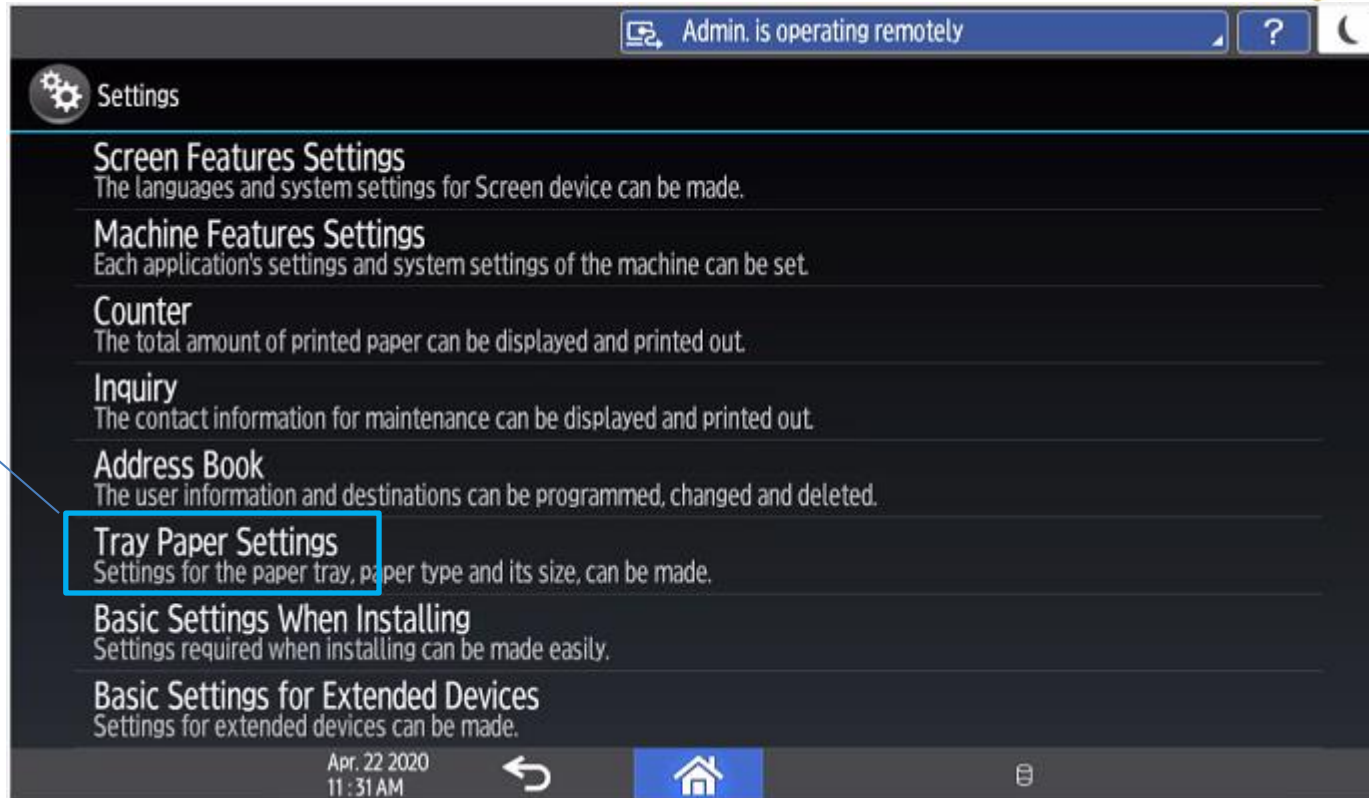
Settings (Paper Tray Settings)



Settings

Changing Tray Paper Settings

To change
Tray Paper
Settings



From the main page of settings you can access screen features, machine settings, address book, tray paper settings and more

Settings

Changing Tray Paper Settings

Click on a Tray to Change.

Deny admin.'s operation, tap here

System Settings

Exit

Reset

General Features Tray Paper Settings Timer Settings Interface Settings File Transfer Administrator Tools

Paper Type: Bypass Tray	Plain (Hidden)	: Duplex: On	: Auto Paper Select: On
Paper Type: Tray 1	Plain (Hidden)	: Duplex: On	: Auto Paper Select: On
Paper Type: Tray 2	Plain (Hidden)	: Duplex: On	: Auto Paper Select: On
Paper Type: Tray 3	Plain (Hidden)	: Duplex: On	: Auto Paper Select: On
Paper Type: Tray 4	Plain (Hidden)	: Duplex: On	: Auto Paper Select: On

2 / 4

Previous Next


1 2 3
4 5 6
7 8 9
/* 0 #
C Clear Enter

Start

Check Status Apr. 22 2020 11:36 AM Stop

Settings

Changing Tray Paper Settings



System Settings

Paper Type: Tray 2

Cancel OK

Paper Type

Plain: Hidden Recycled Paper Color Paper

Letterhead Preprinted Paper Bond Paper

Cardstock Special Paper 1 Special Paper 2

Special Paper 3 Envelope Coated: Matte

Coated: Glossy

Paper Thickness

Plain Paper 1 60-74g/m2 Plain Paper 2 75-81g/m2

Middle Thick 82-105g/m2 Thick Paper 1 106-169g/m2

Thick Paper 2 170-220g/m2 Thick Paper 3 221-256g/m2

Thick Paper 4 257-300g/m2

Apply Duplex

Yes No

Apply Auto Paper Select

Yes No

Reset

1 2 3 ABC DEF

4 5 6 GHI JKL MNO

7 8 9 PQRS TUV WXYZ

/ * 0 # Enter

C Clear

Start

Check Status Apr. 22 2020 11:36AM Stop

Once a tray is chosen, change as needed and click ok. The new settings will remain unless changed. Note: The paper thickness options also show the paper weight in g/m2. This can normally be found on the paper ream next to Lb. reading.

