Reference Guide:
Ricoh

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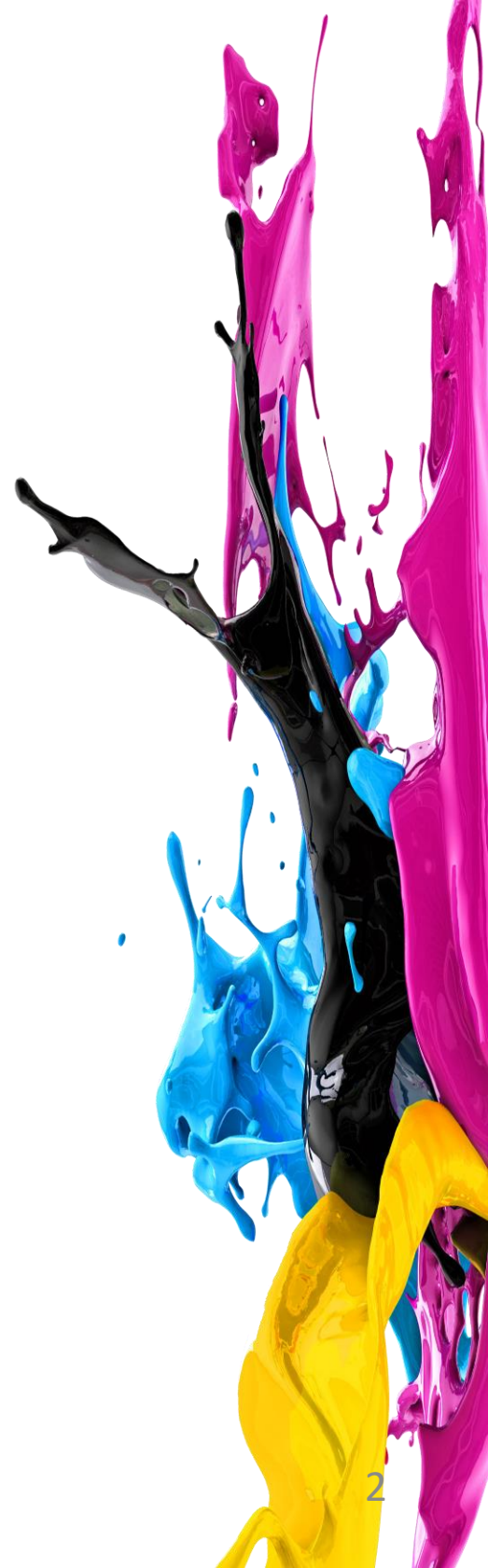
Home Page and App Options
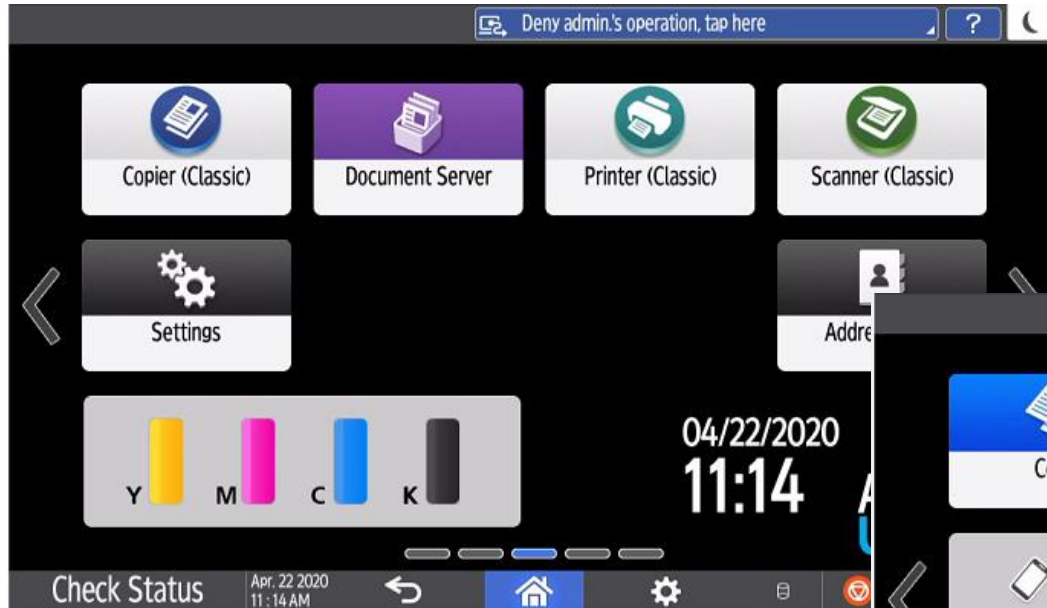
Scroll Home Pages

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.
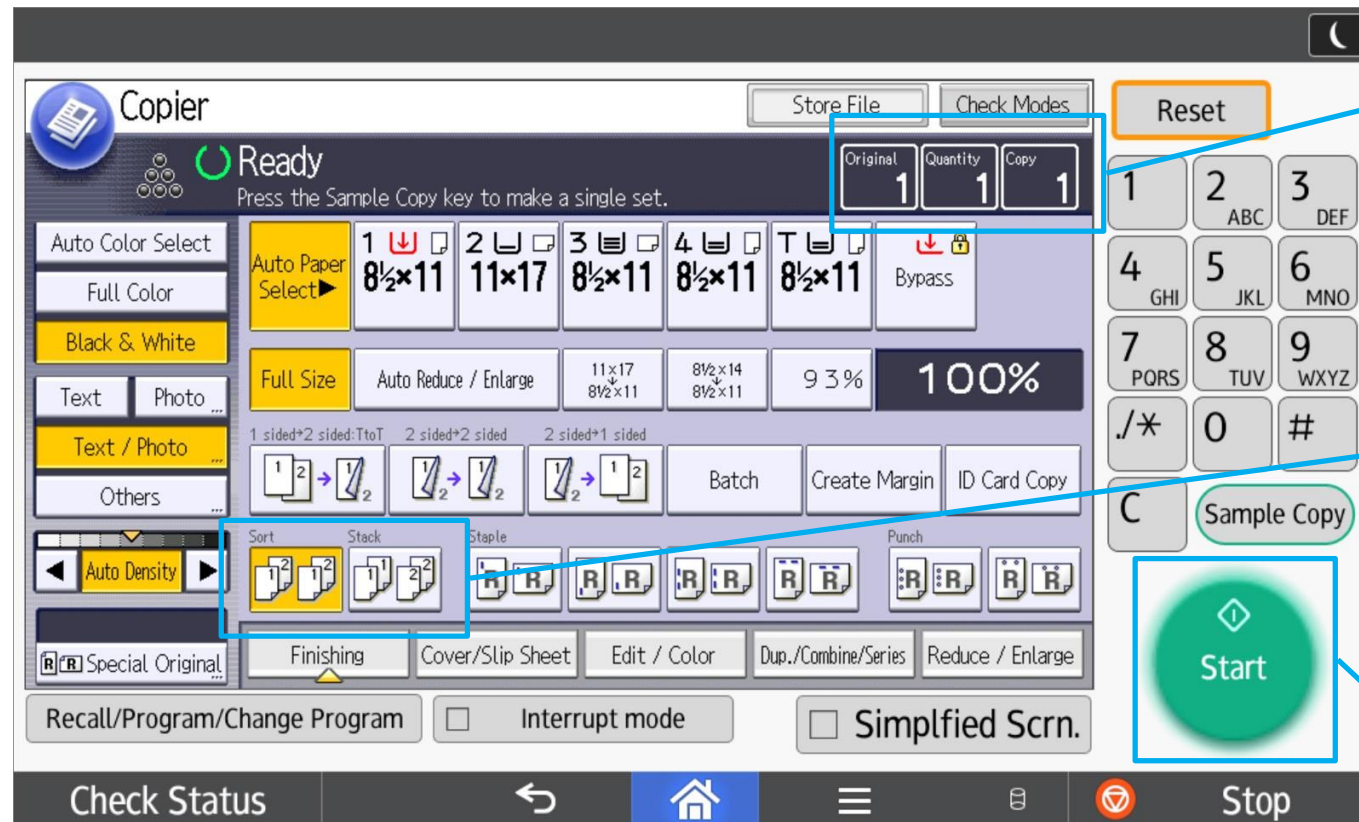
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Copy
(Classic)

Copier (Classic)

Sort (Collate)

Place Originals in Document Feeder Face Up
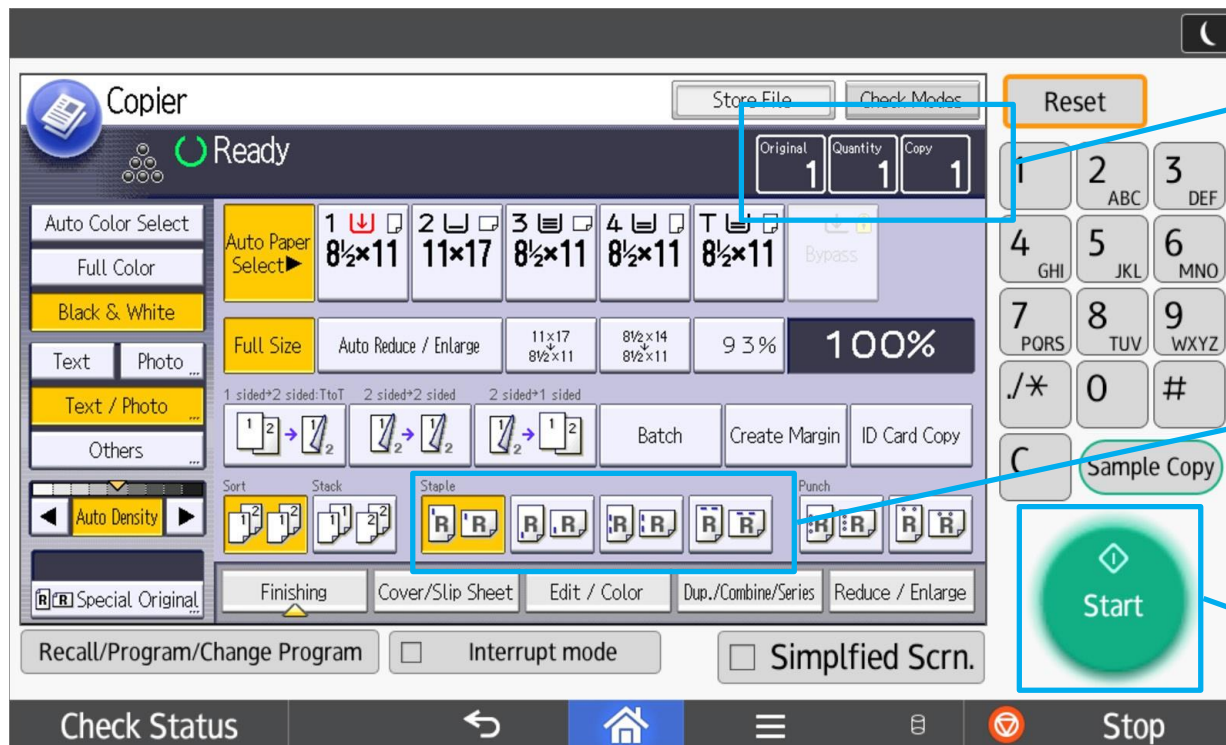

Step 1: Enter Quantity (1-999)

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

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Hole Punch

Place Originals in Document Feeder Face Up

Step 1: Enter Quantity (1-999)

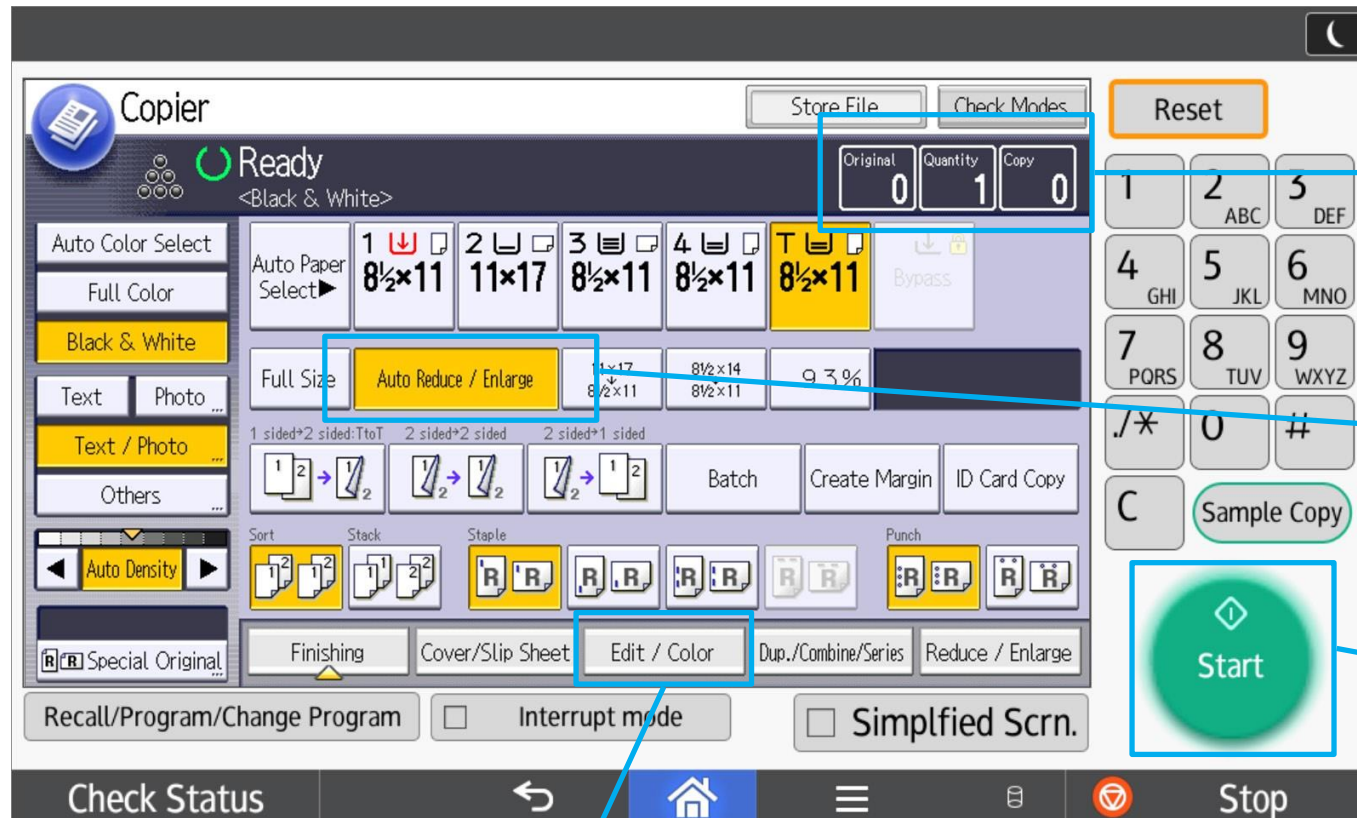**Step 2:** Select desired hole punch

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

Step 3: Select Start

Auto Reduce and Enlarge

Place Originals in Document Feeder Face Up

Step 1: Enter Quantity (1-999)

Step 2: Select Auto Reduce/Enlarge

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

Step 4: Select Start

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%
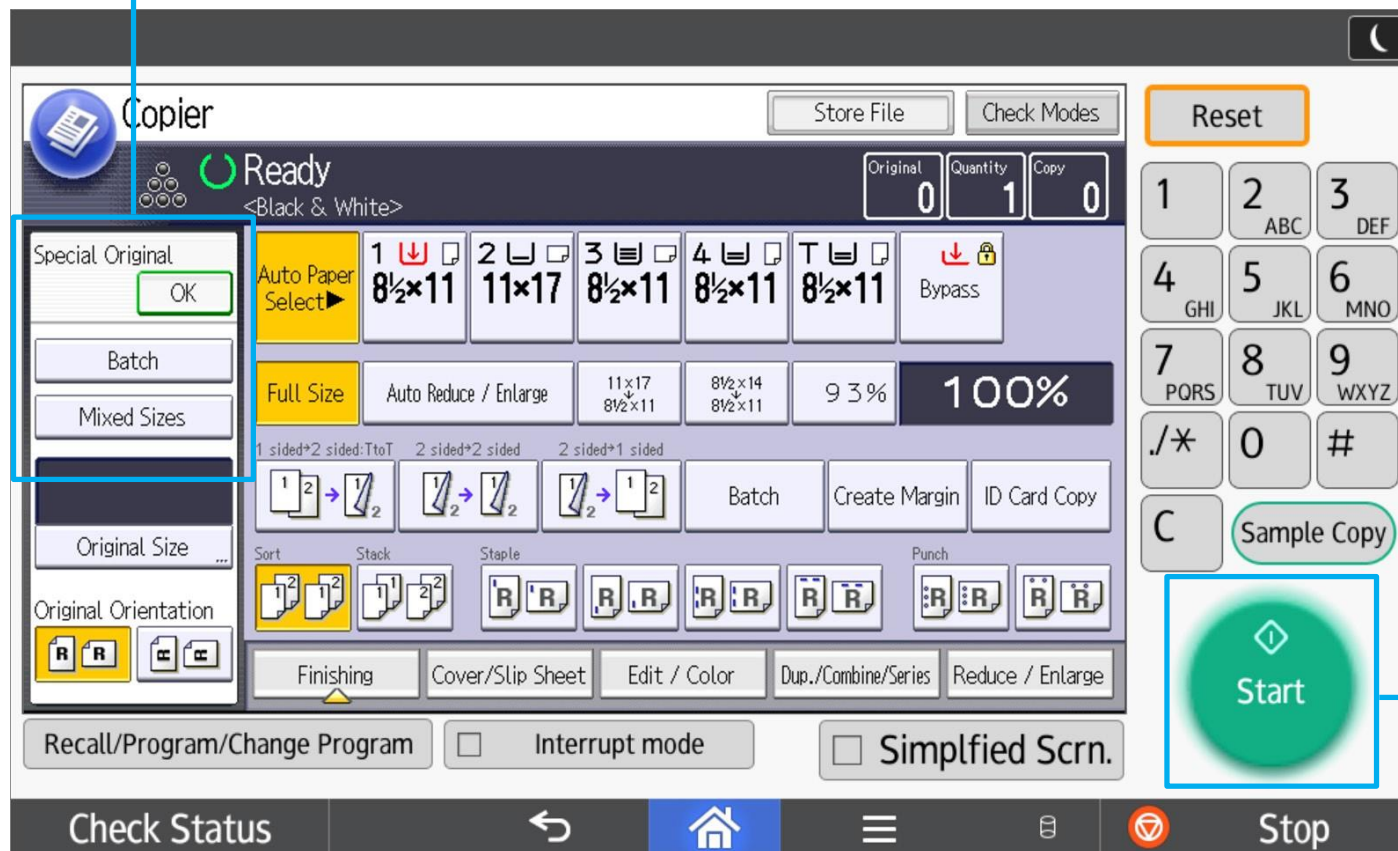
Step 3: Select desired paper size

Step 4: Select Start

Mixed Originals

Place Originals in Document Feeder Face Up

Step 1: Select Special Original > Mixed Sizes

Step 3: Select Start

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Duplex (2-sided copies)/Series

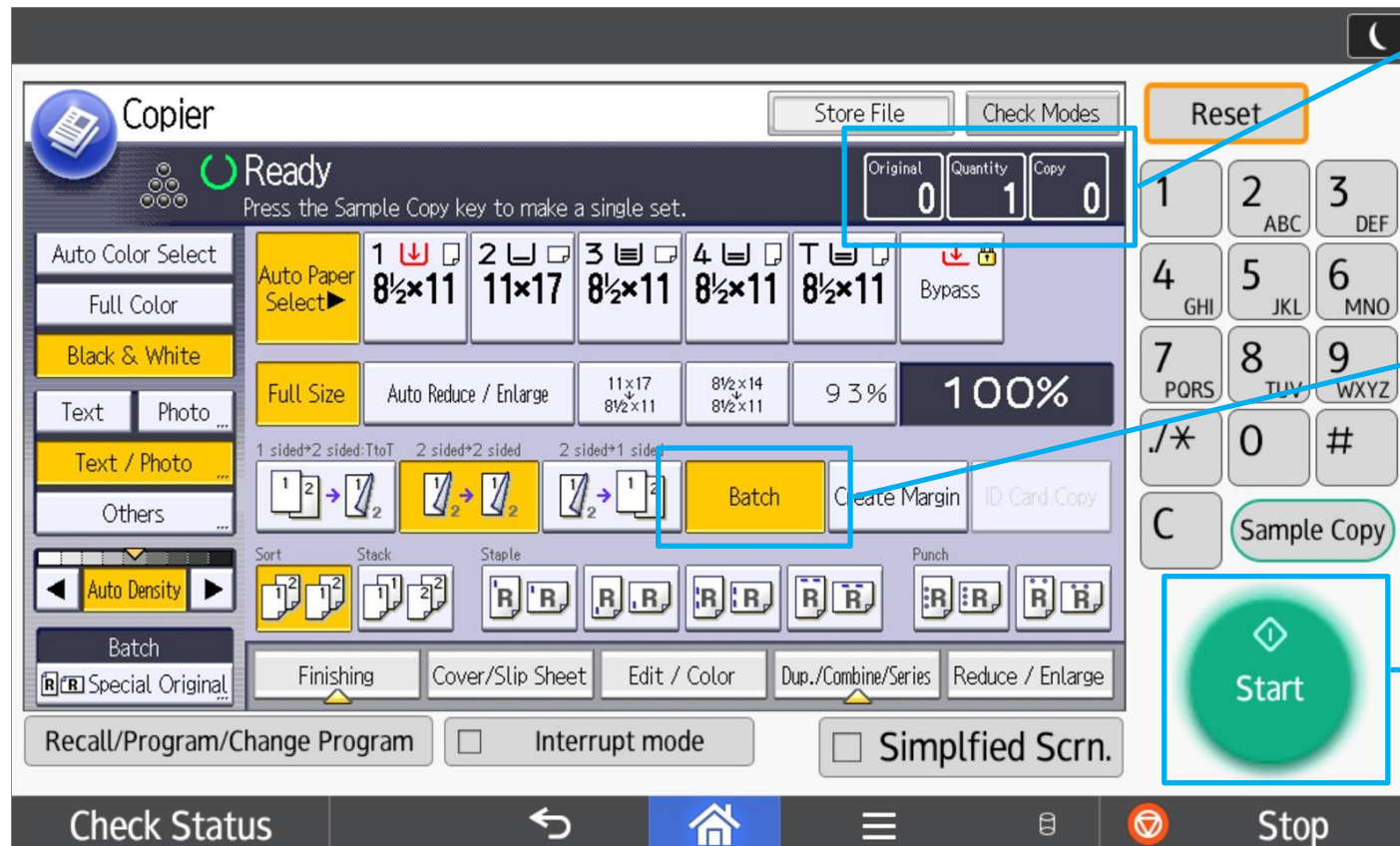Place Originals in Document Feeder Face Up
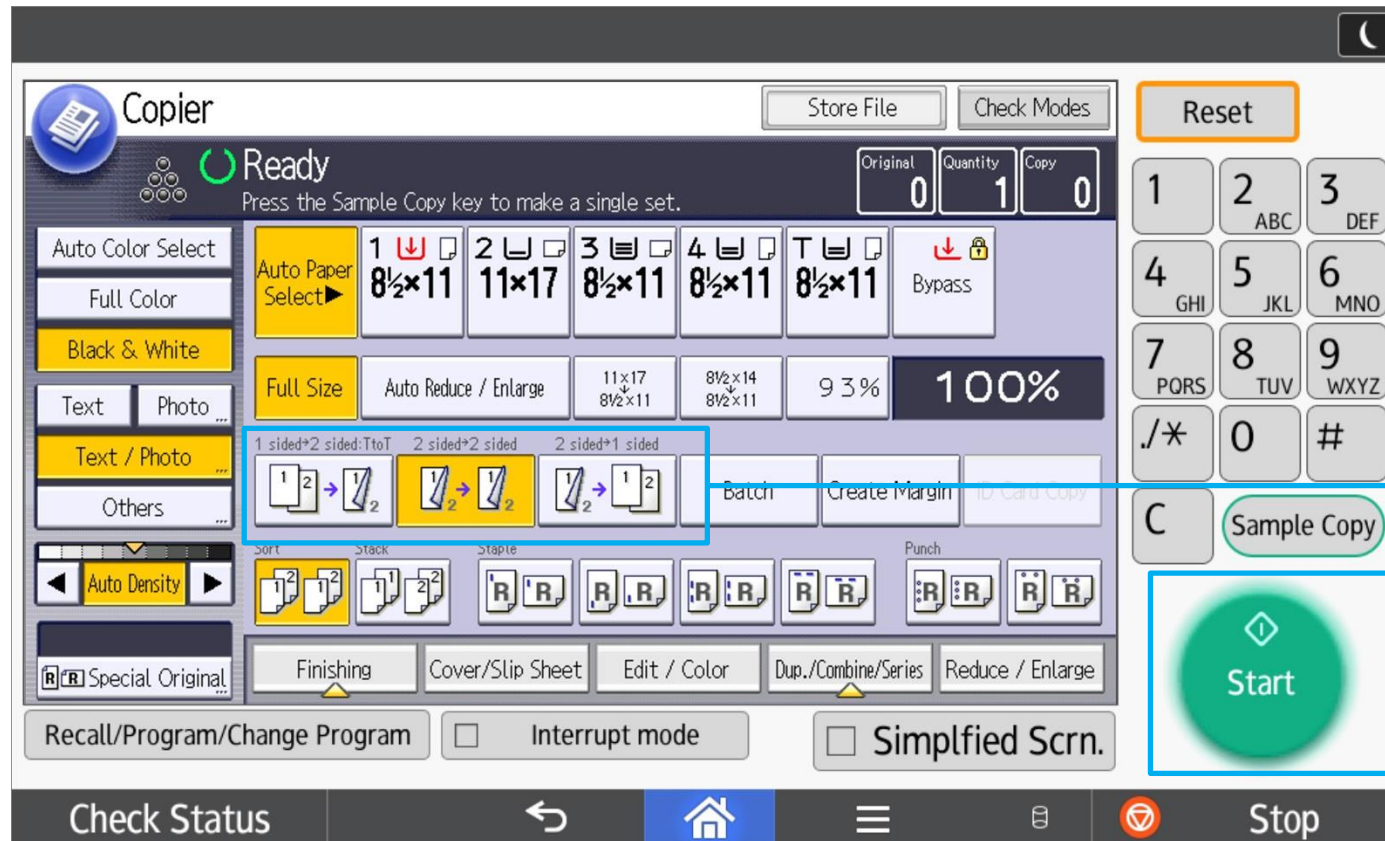
Step 1: Select desired Duplex/Series option
- *1-sided to 2-sided*
- *2-sided to 2-sided*
- *1-sided to combine 2*

Step 2: Select Start

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Batch (Job Build)
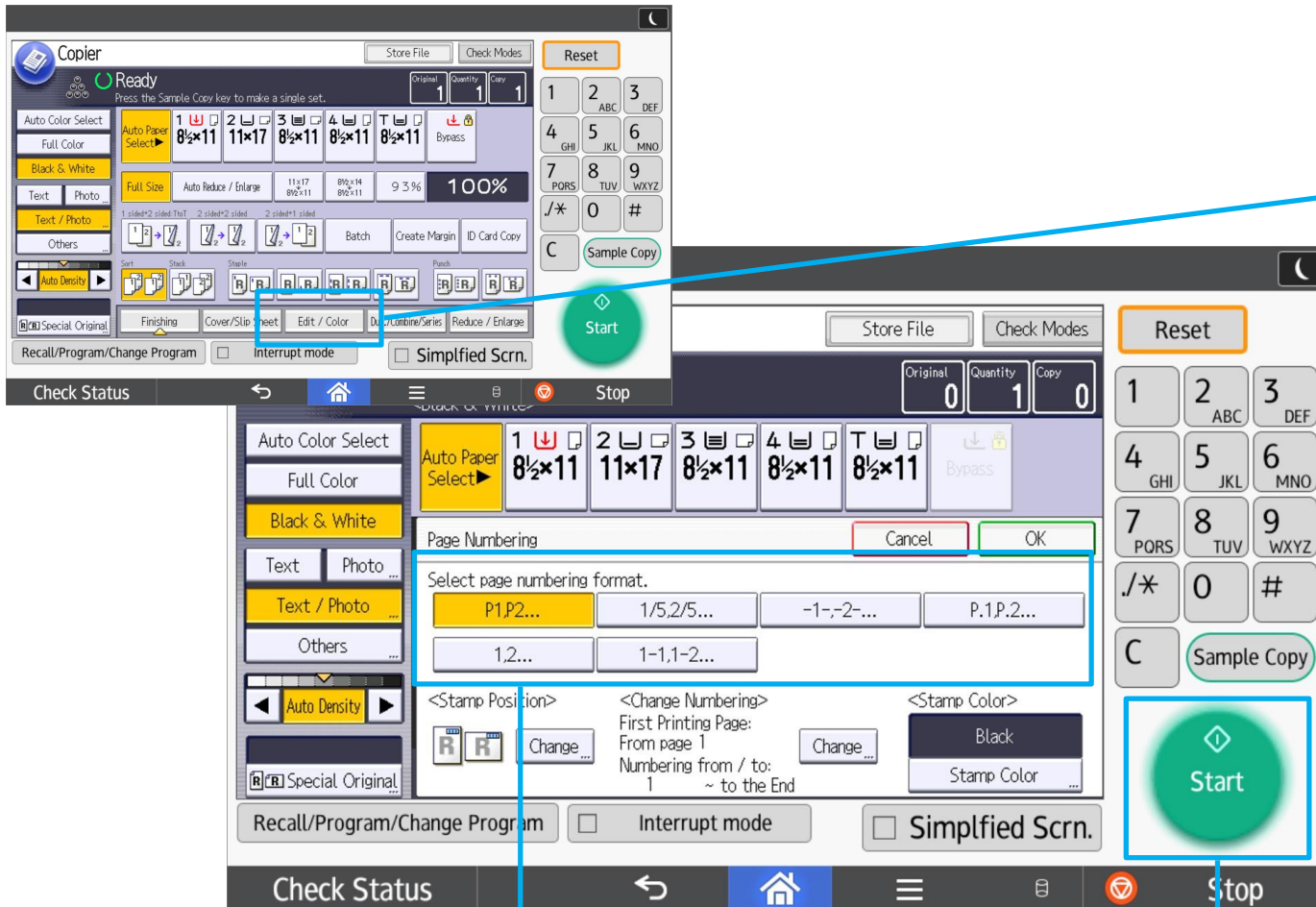

Step 1: Enter Quantity (1-999)

Step 2: Select Batch

Step 3: Select Start

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

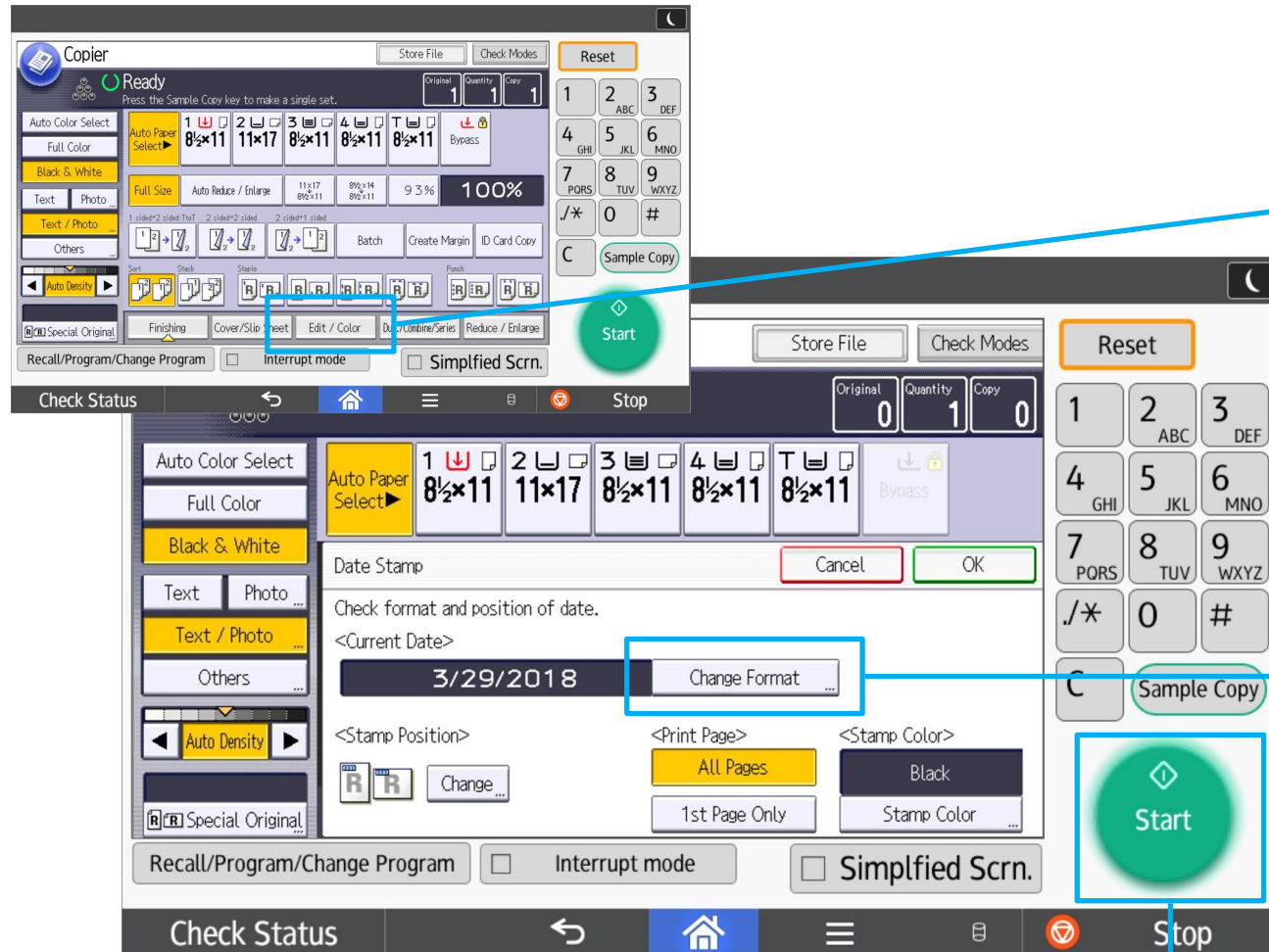**Step 5:** Press # (Enter) after scanning last batch of originals

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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
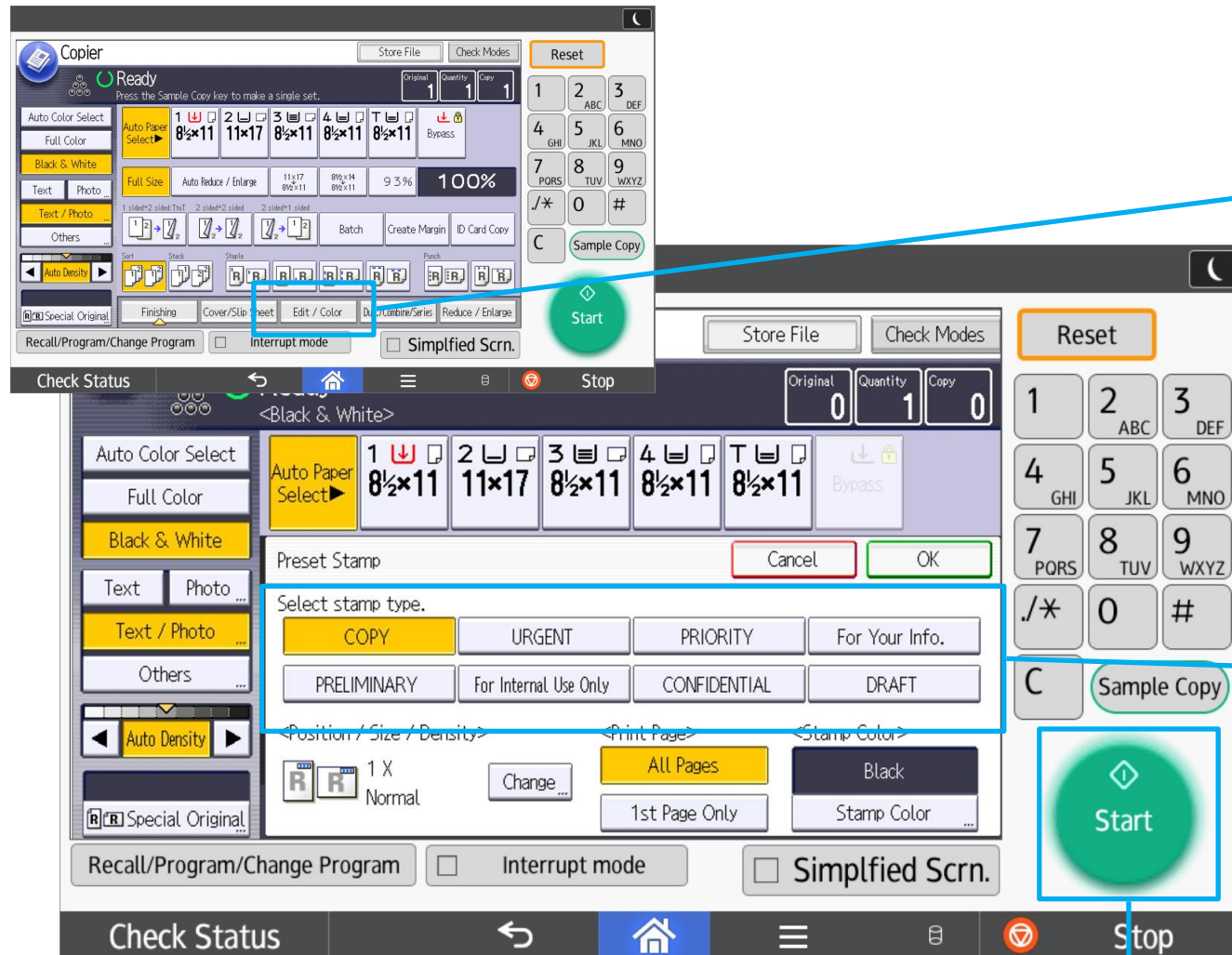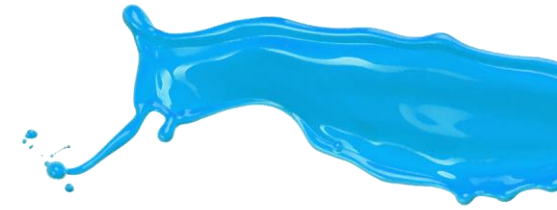
Date Stamping

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

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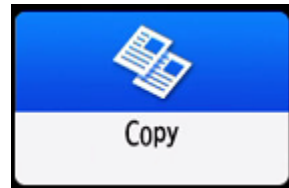SERVICES

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Preset Stamp

Step 1: Select Edit/Color > Stamp, Stamp

Step 2: Select Preset Stamp

Step 3: Select Format

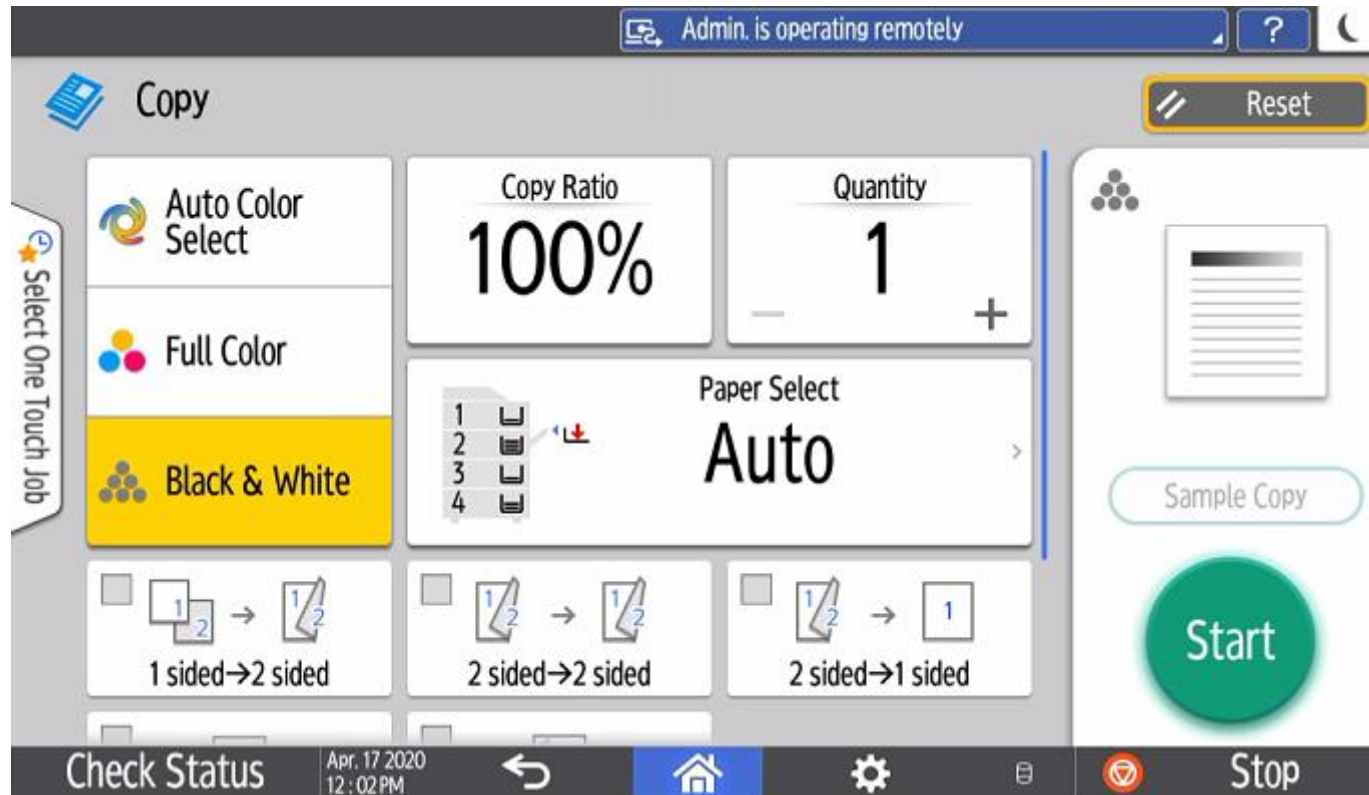**Step 4:** Select Change > Select Position > Size, Density > Select Start

Copy
(Standard)

Copy (Standard)

Scroll Home Pages

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.
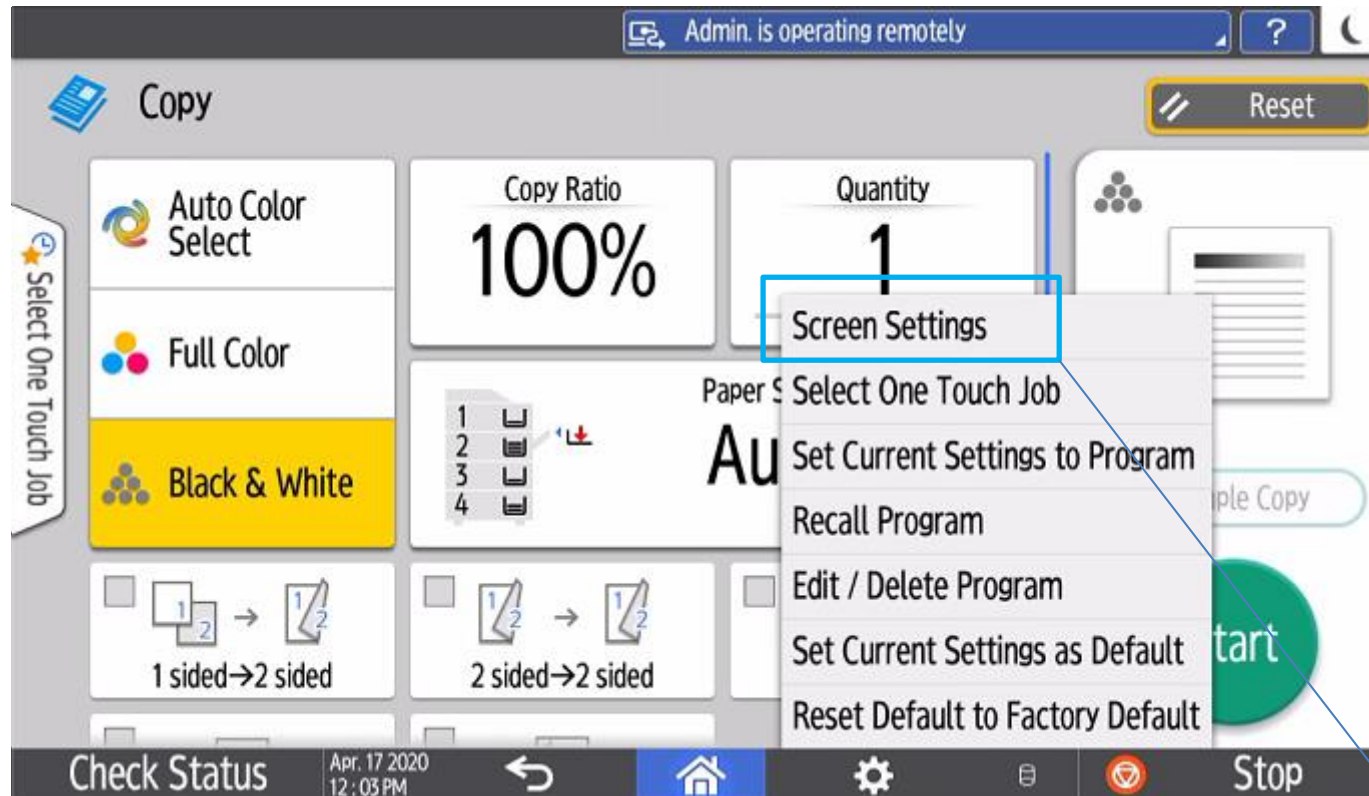
Copy (Standard)

Larger buttons and a scroll down feature menu.
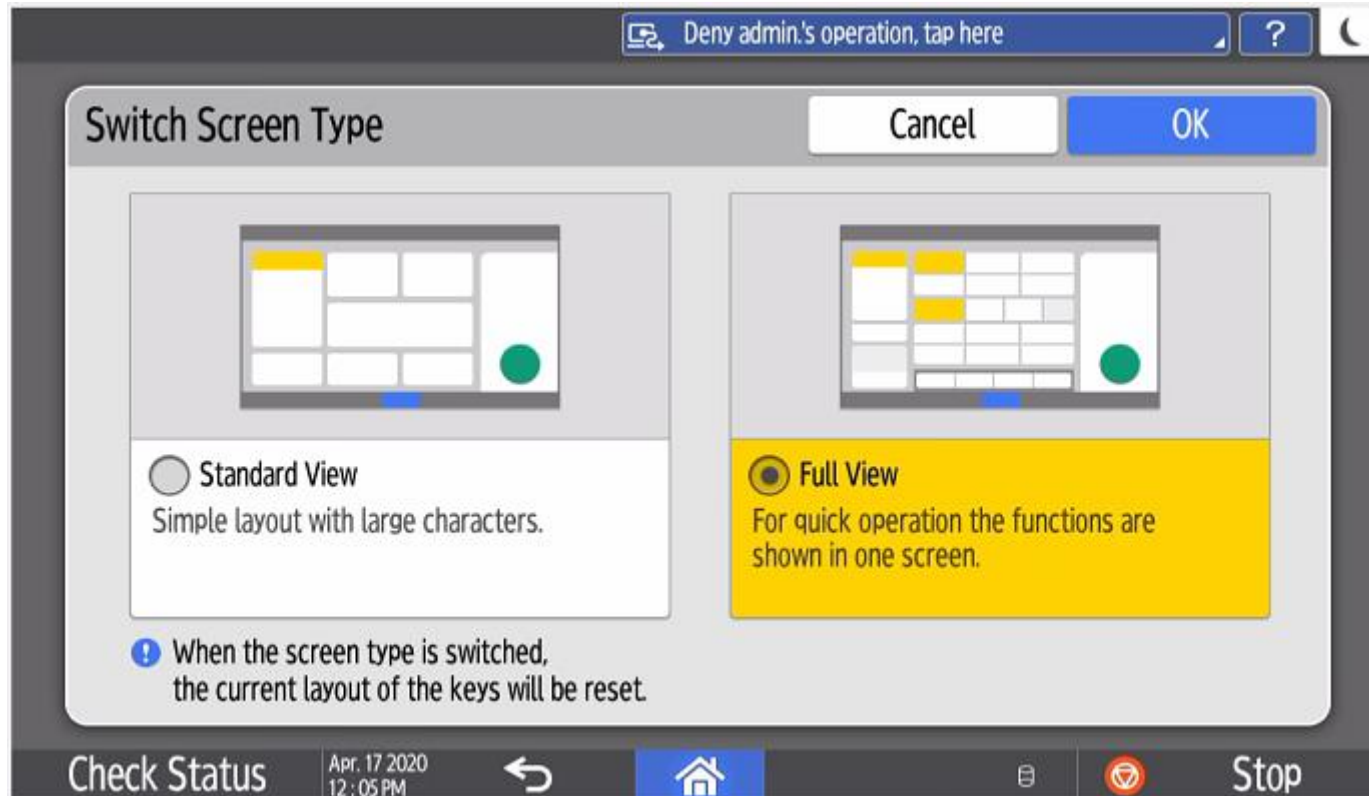
Copy (Standard/Full View)

Larger buttons and a scroll down feature menu.

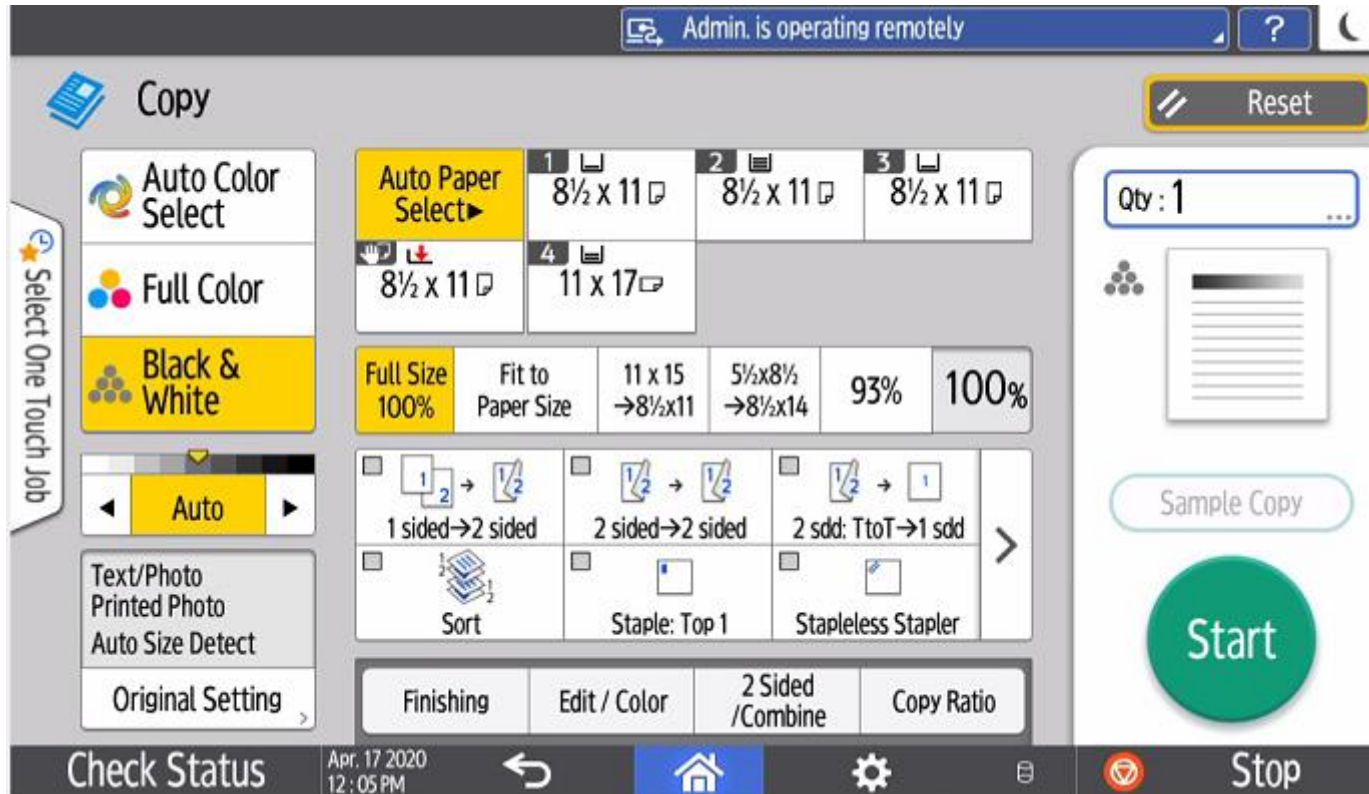To change to Full View mode, click on settings, switch screen type, then screen settings.

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Copy (Standard/Full View)

Screen Type Options.

Standard View and Full View Options

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Copy (Full View)

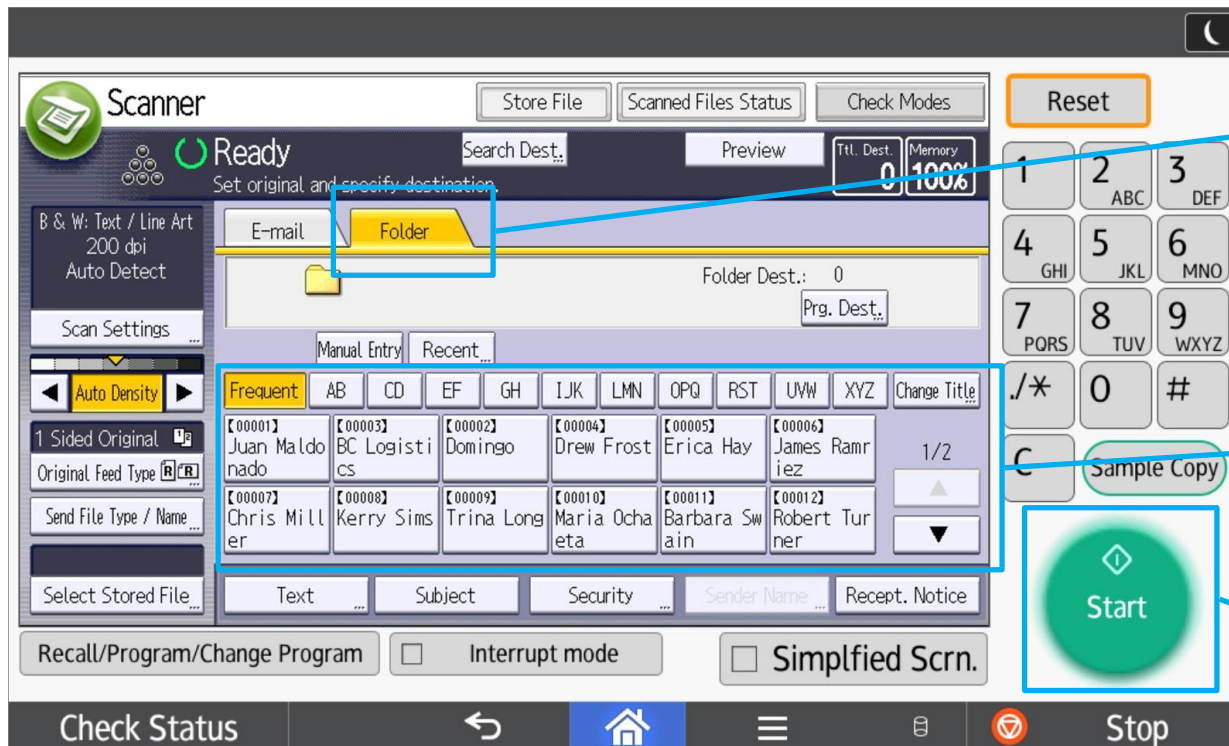Full View has new look while maintaining a similar layout to the Classic mode.
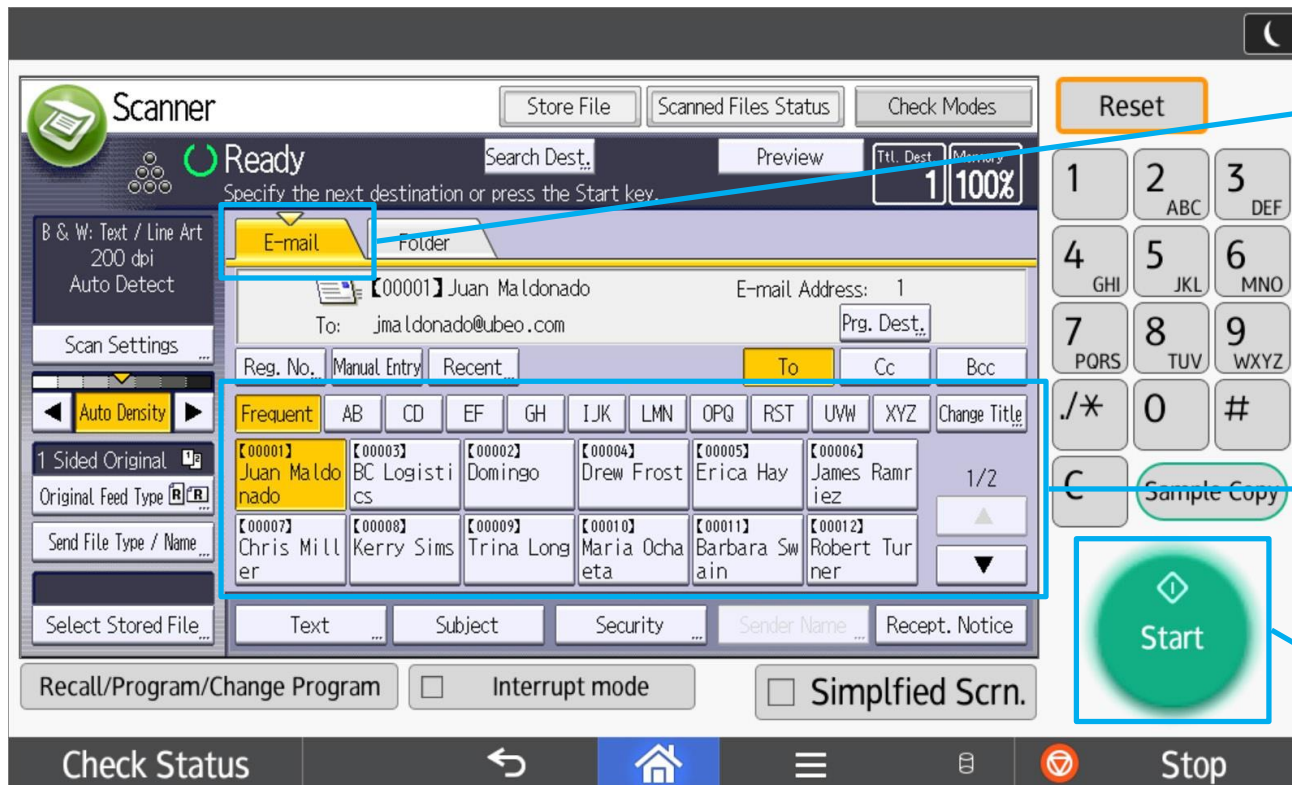
Scanner
(Classic)

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.

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

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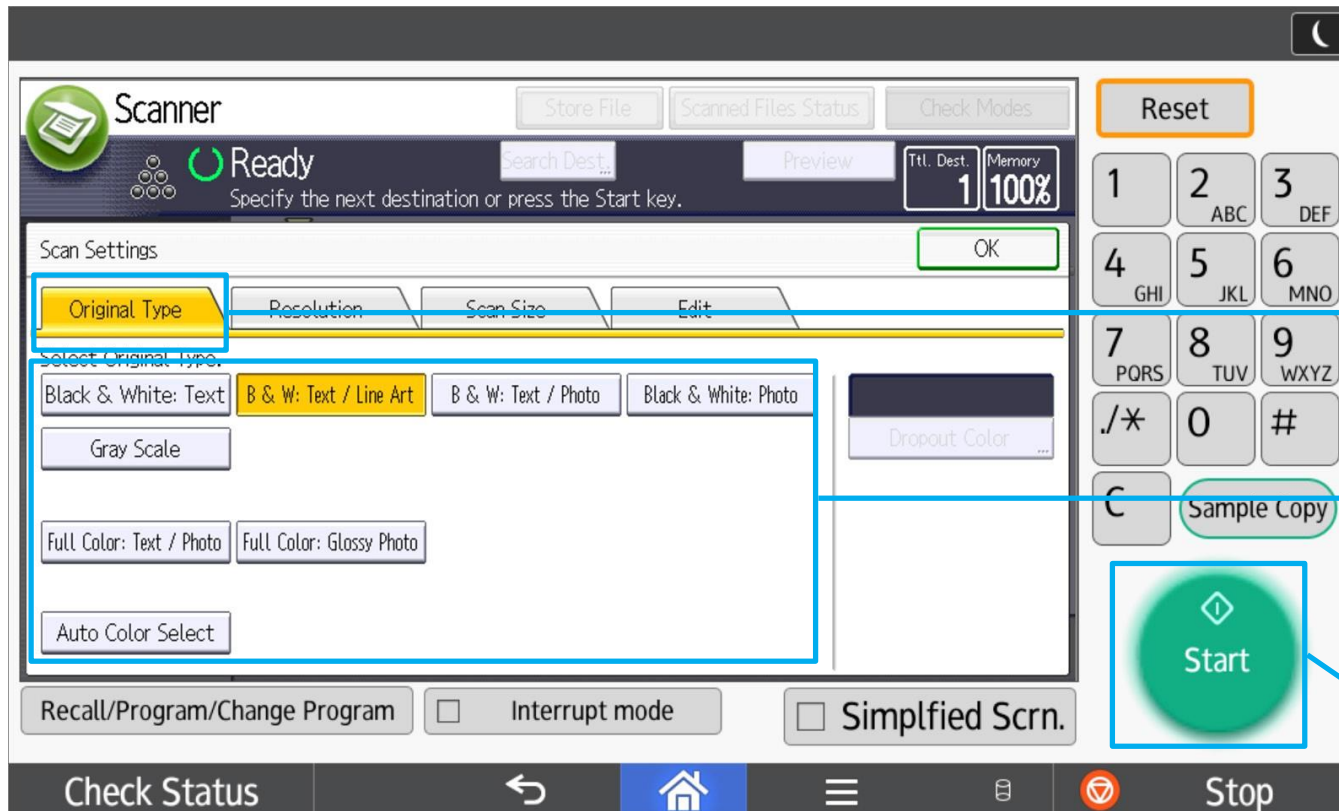
Step 1: Select Scan Settings
(lower left hand corner)

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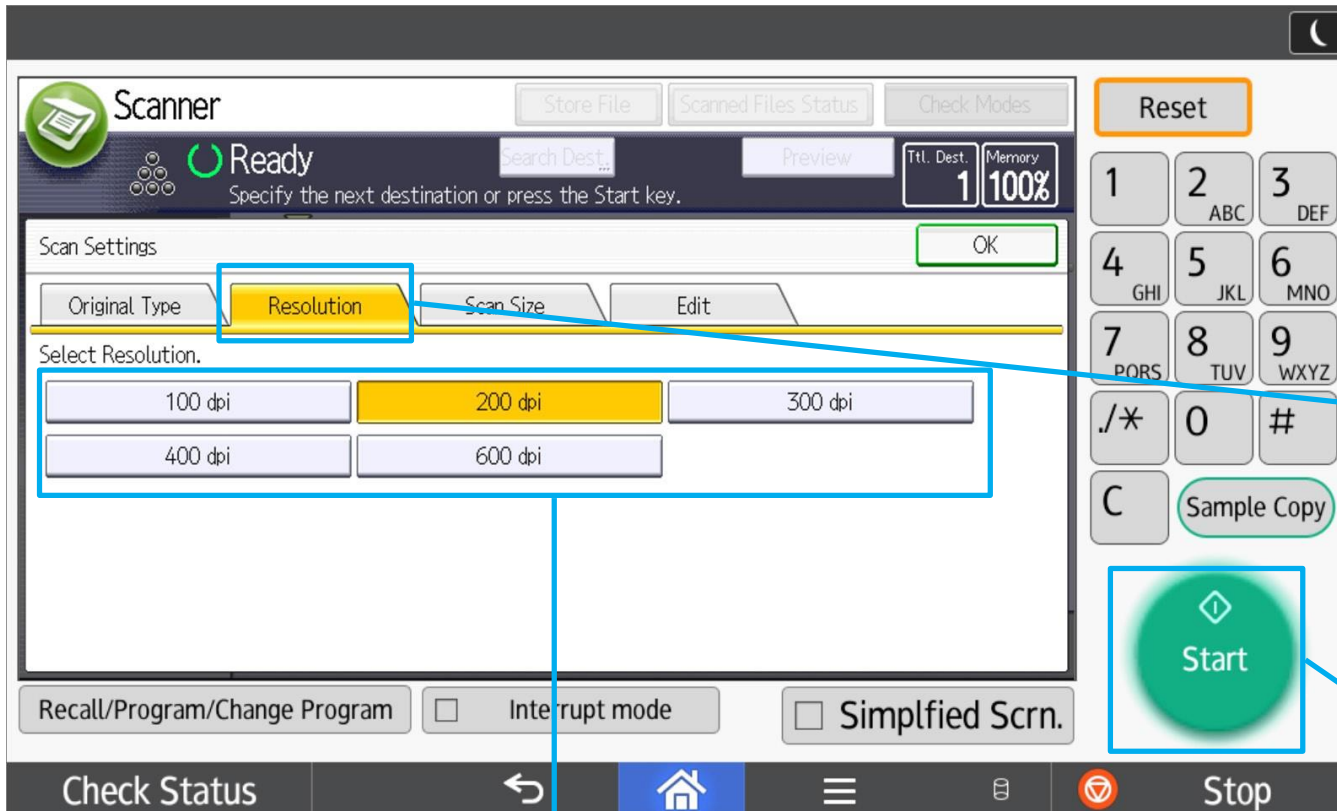
Step 1: Select Scan Settings
(lower left hand corner)

Step 2: Select Resolutions

Step 3: Select Desired DPI

Step 4: Select Start

Additional Scan Features

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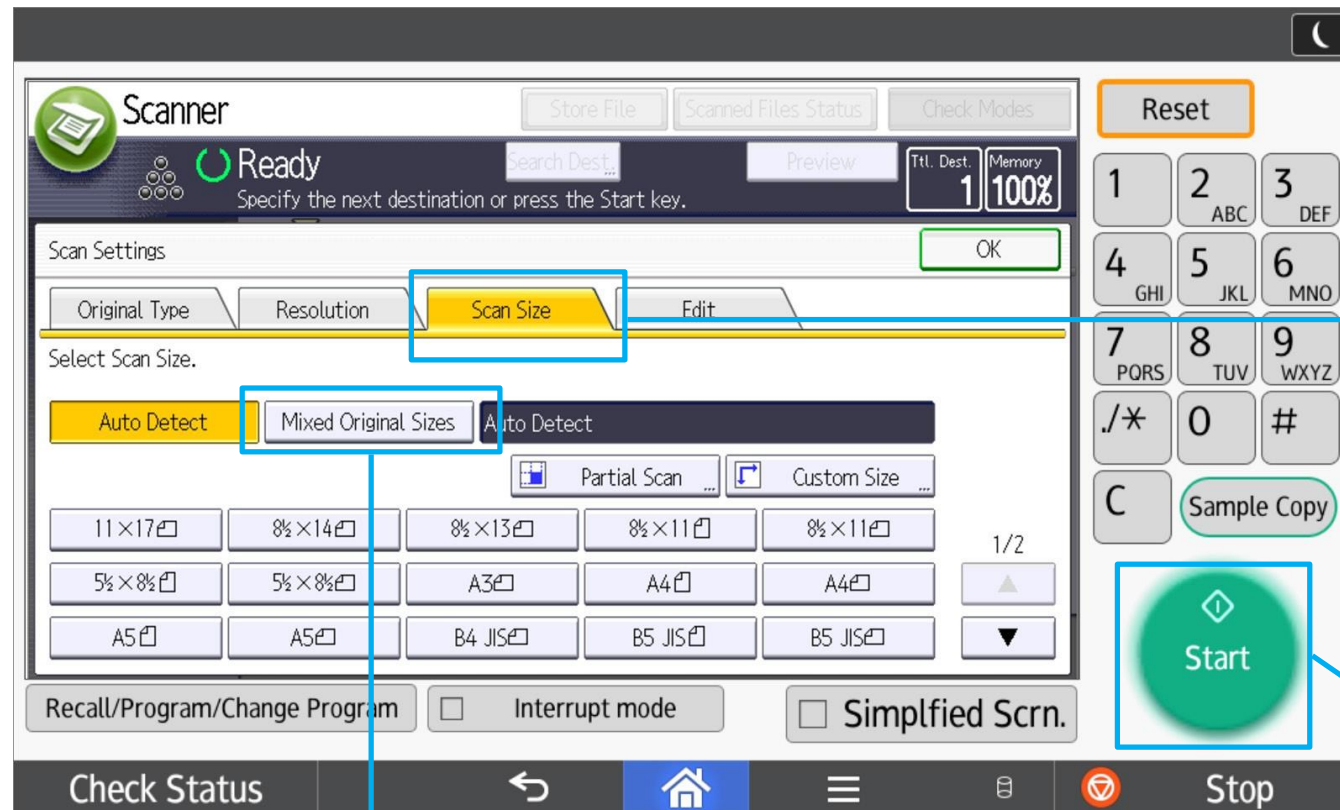
Step 1: Select Scan Settings
(lower left hand corner)

Step 2: Select Scan Size

Step 3: Select Mixed Originals

Step 4: Select Start

Additional Scan Features

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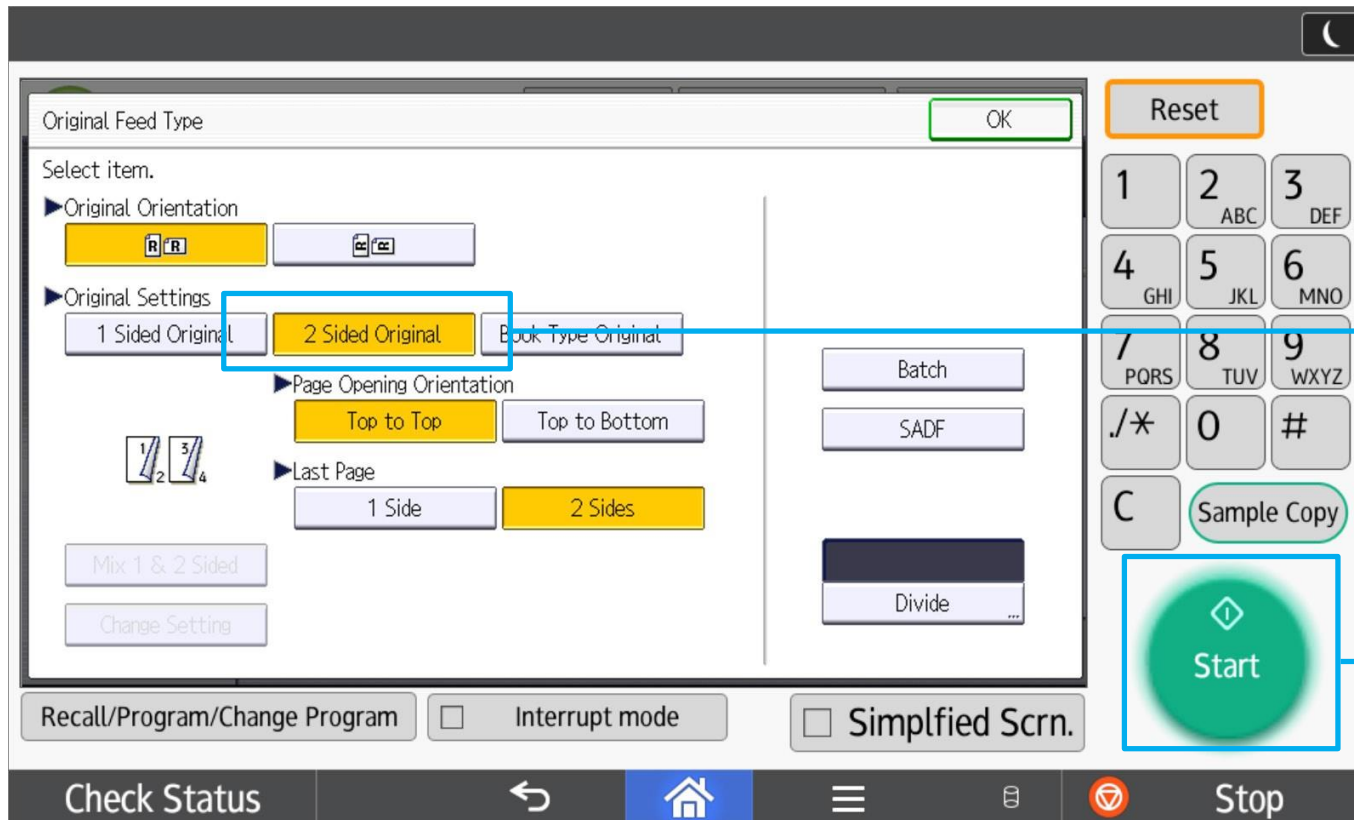
Step 1: Select Original Feed Type
(mid-left side)

Step 2: Select 2-Sided Original

Step 3: Select Start

Additional Scan Features

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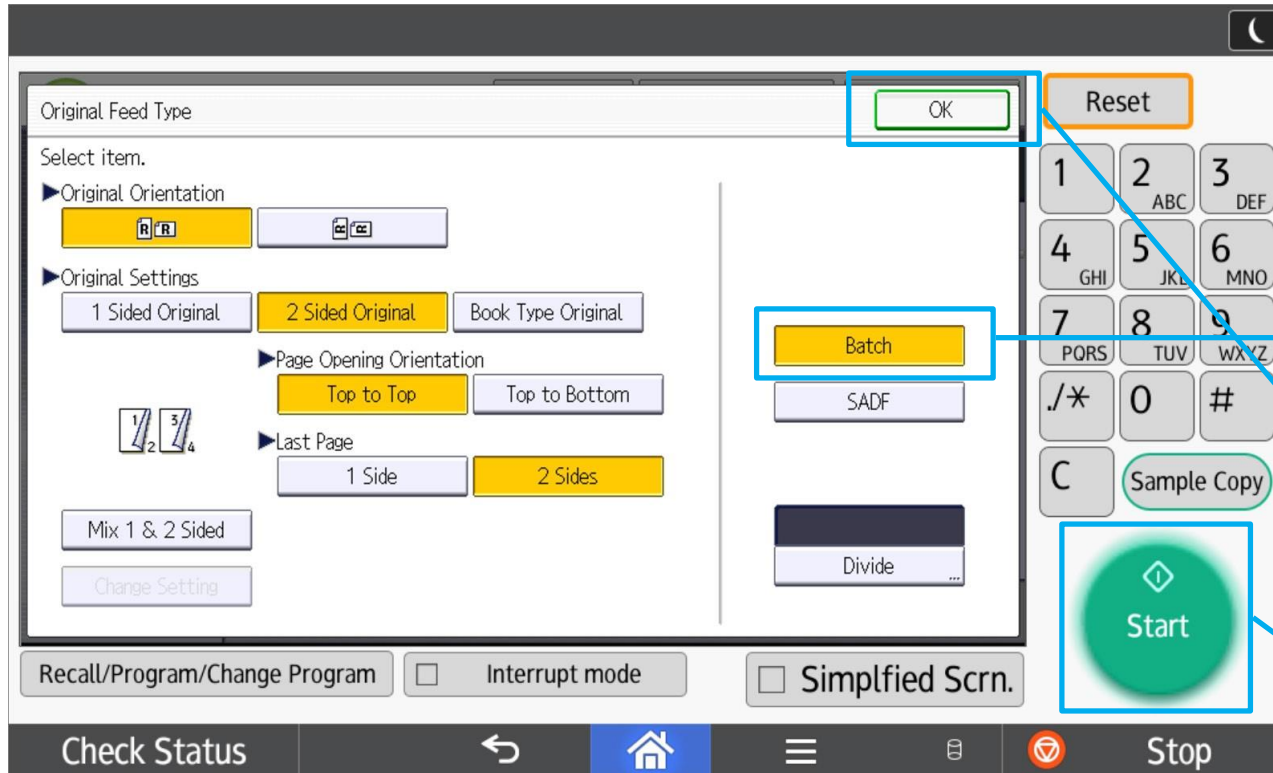
Step 1: Select Original Feed Type *(mid-left side)*

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

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Additional Scan Features

Scanning using the document feeder and glass.
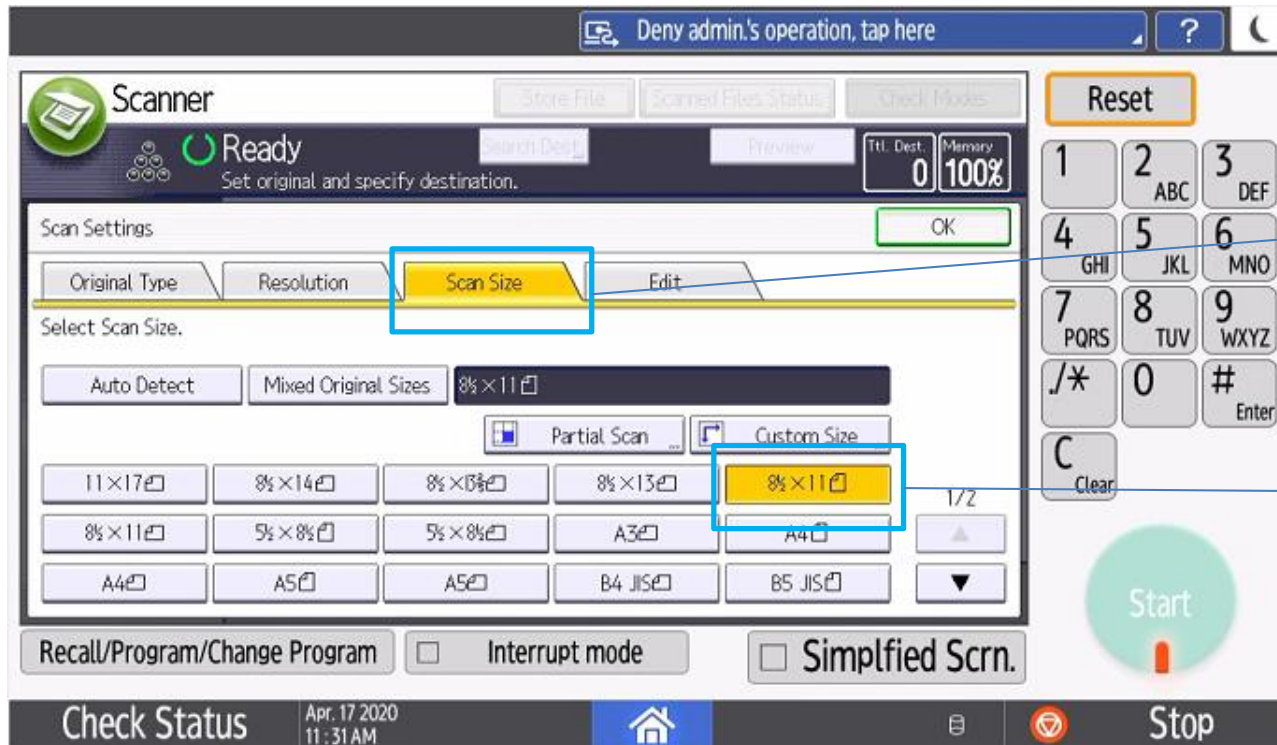
Step 1: Select Scan Settings then Scan Size
(upper-left side)

Step 2: Choose 8 ½ 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.

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Additional Scan Features

Scanning using the document feeder and glass.
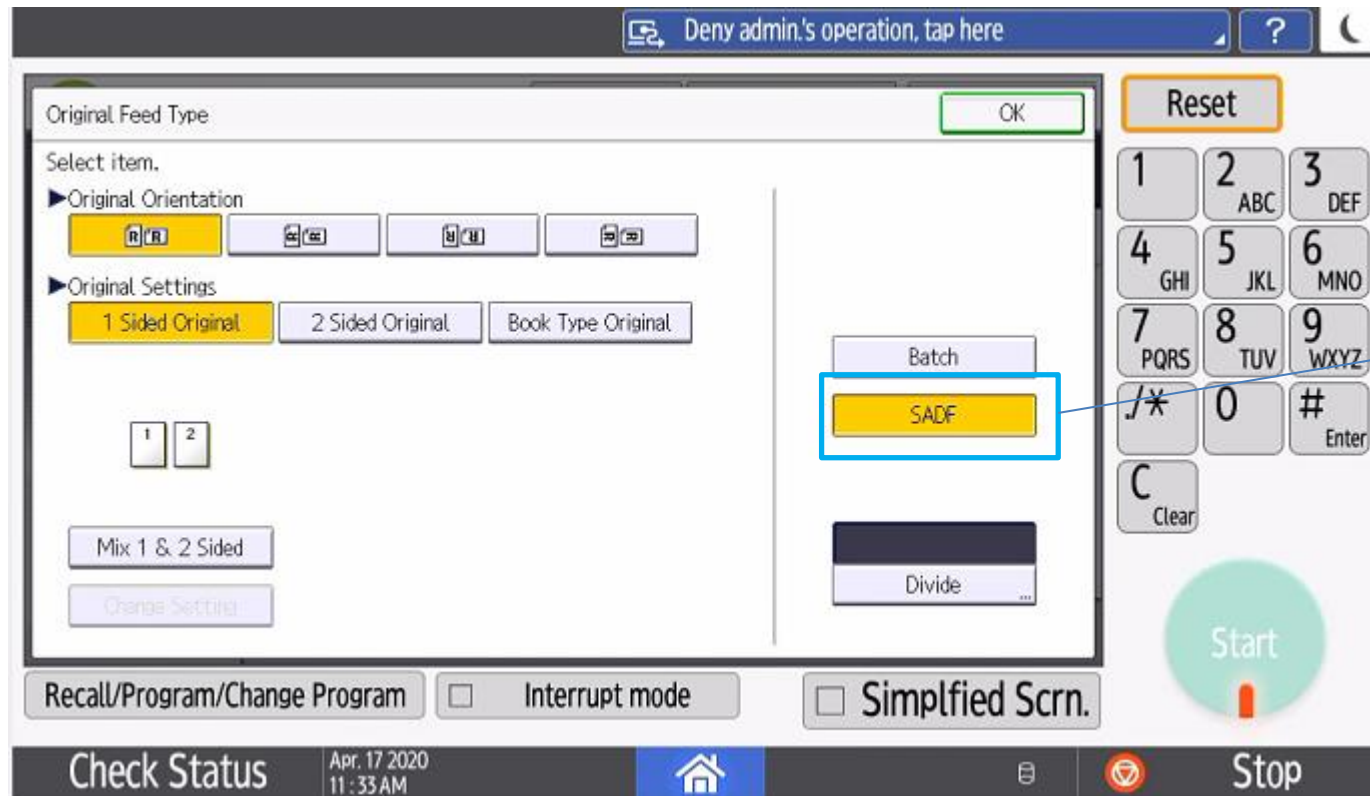
Step 4: Select Original Feed Type
(mid-left side)

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

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Additional Scan Features

Dividing Pages into individual Files
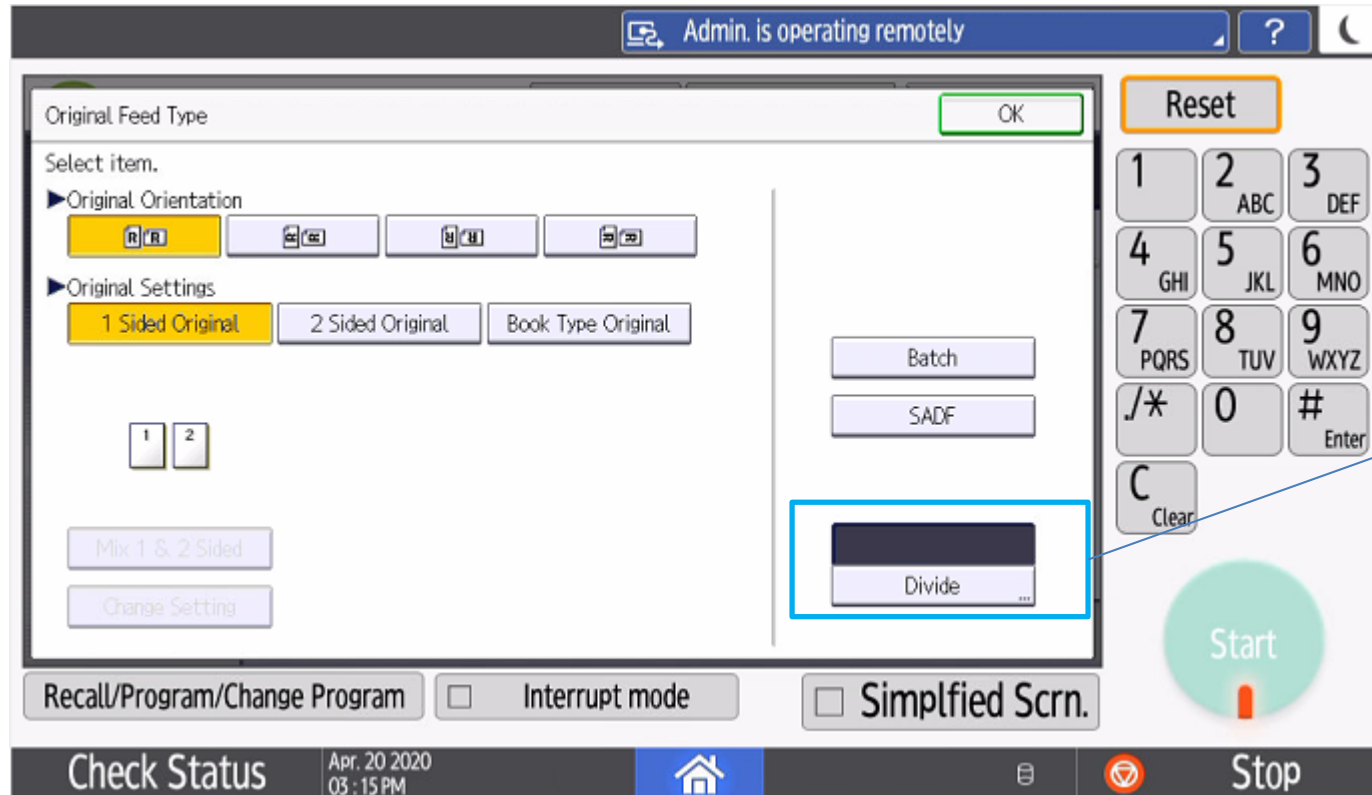
Step 1: Select Original Feed Type
(mid-left side)

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
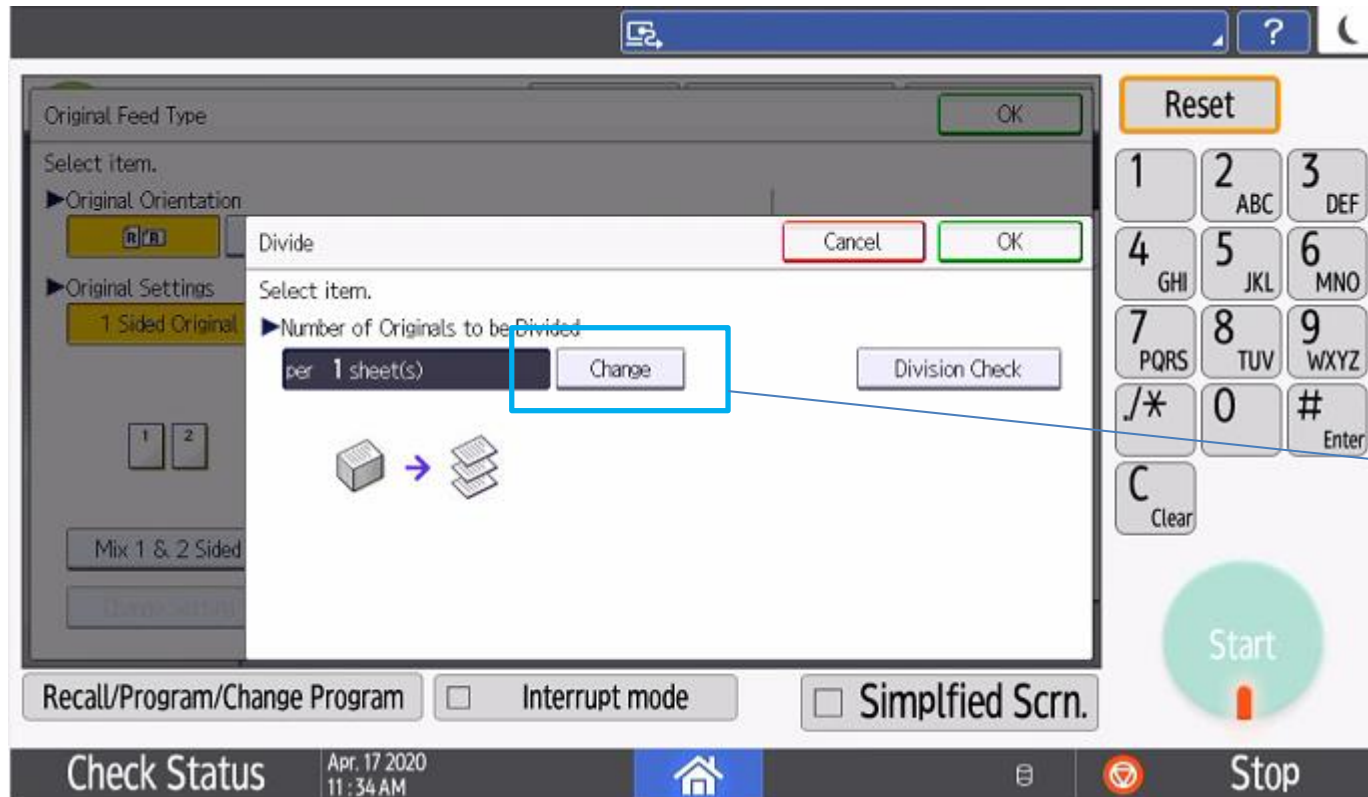
Step 3: Click Ok

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

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

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
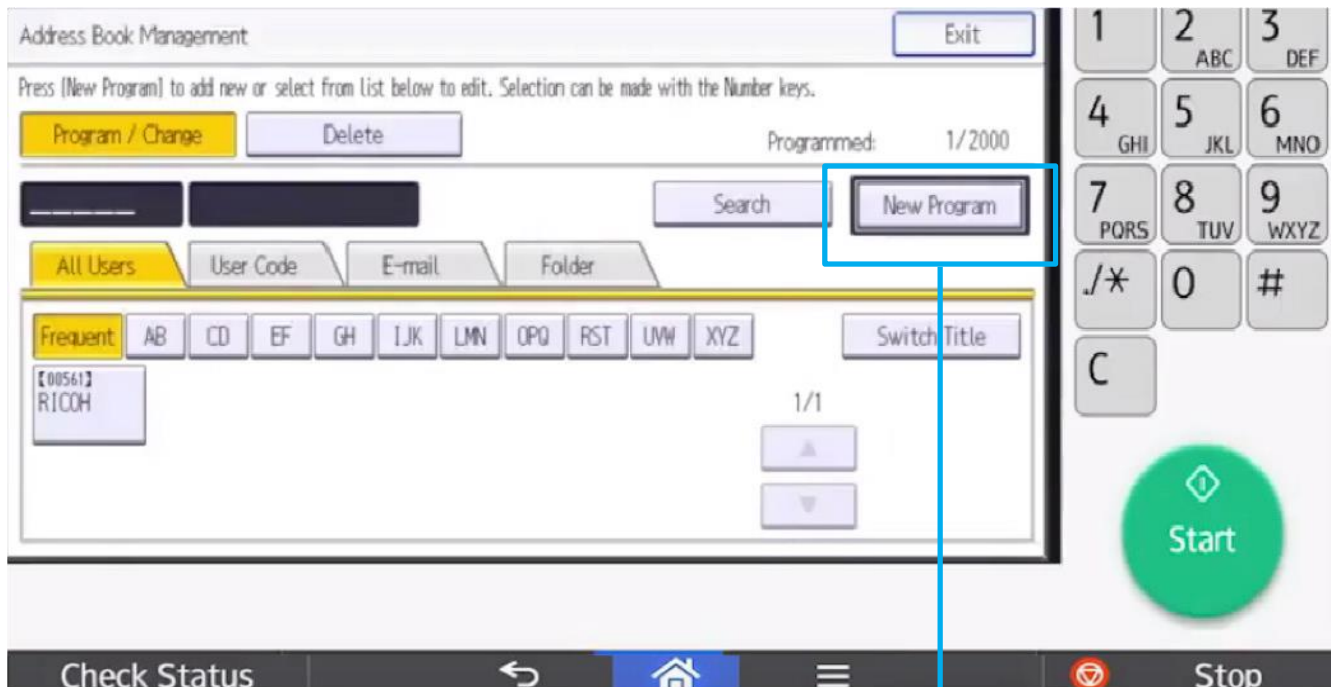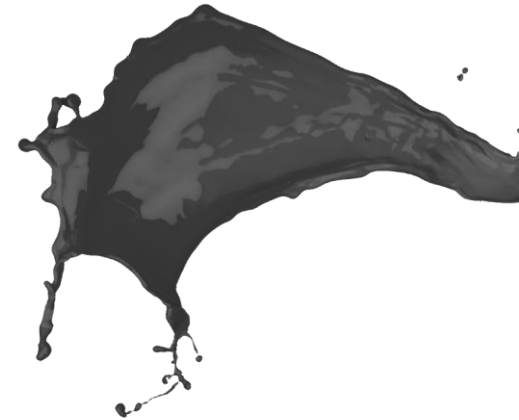
Step 1: Select User Tools & Open Address Book Management

Step 2: Select New Program

Programming in Email Addresses

Part 2 of 3

Step 3: Select Names

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

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Programming in Email Addresses

Part 3 of 3
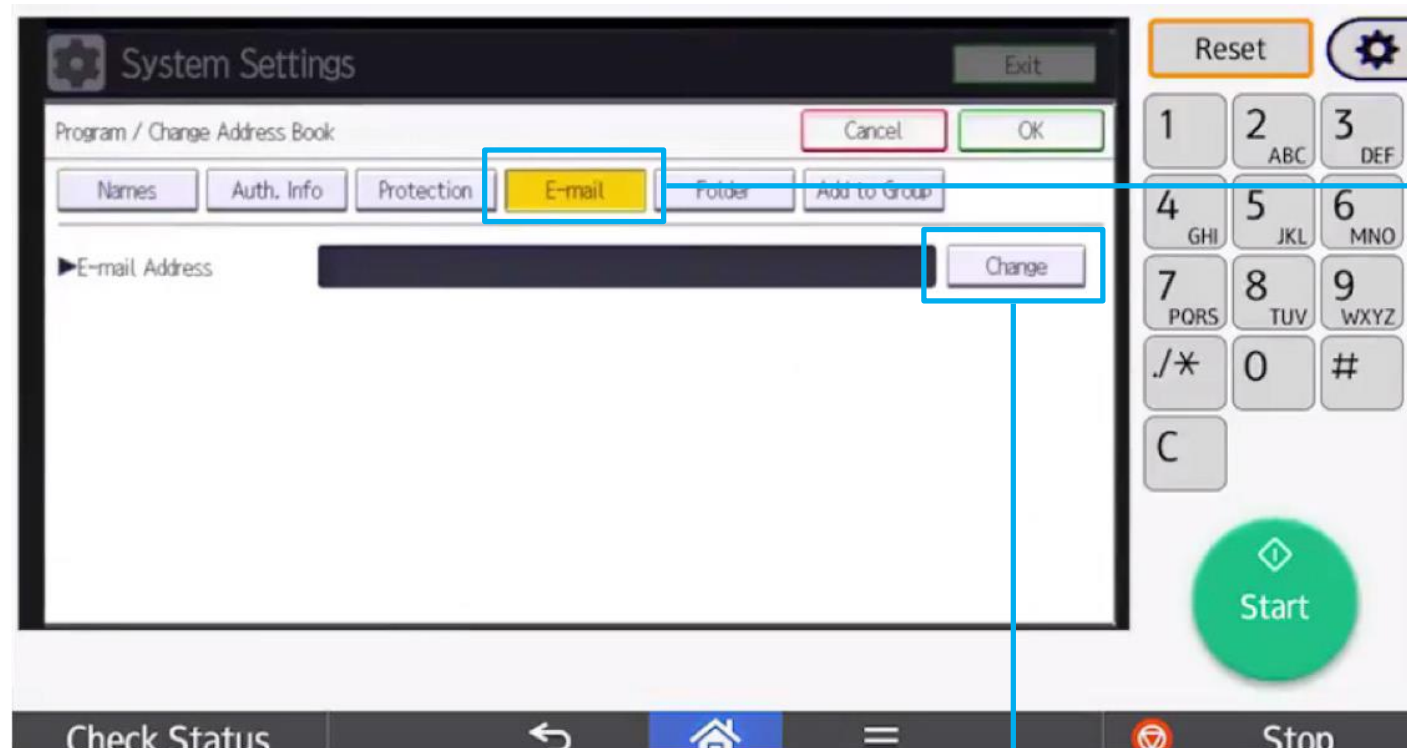
Step 5: Select Email

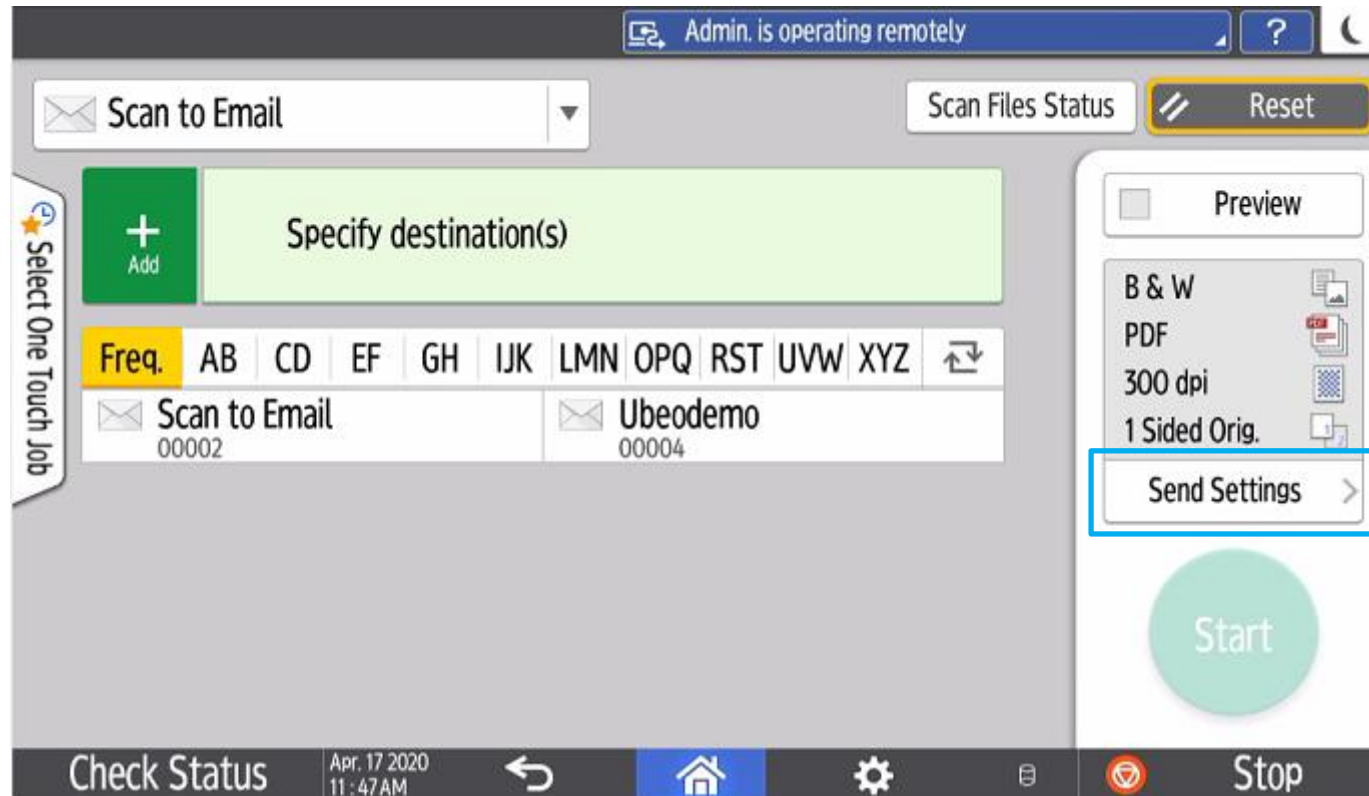**Step 6:** Select Change and Enter Users Email Address and Select OK

Scanner
(Standard)
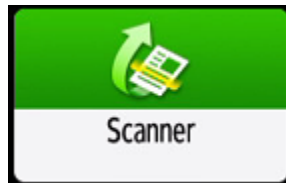
Scanner (Standard)

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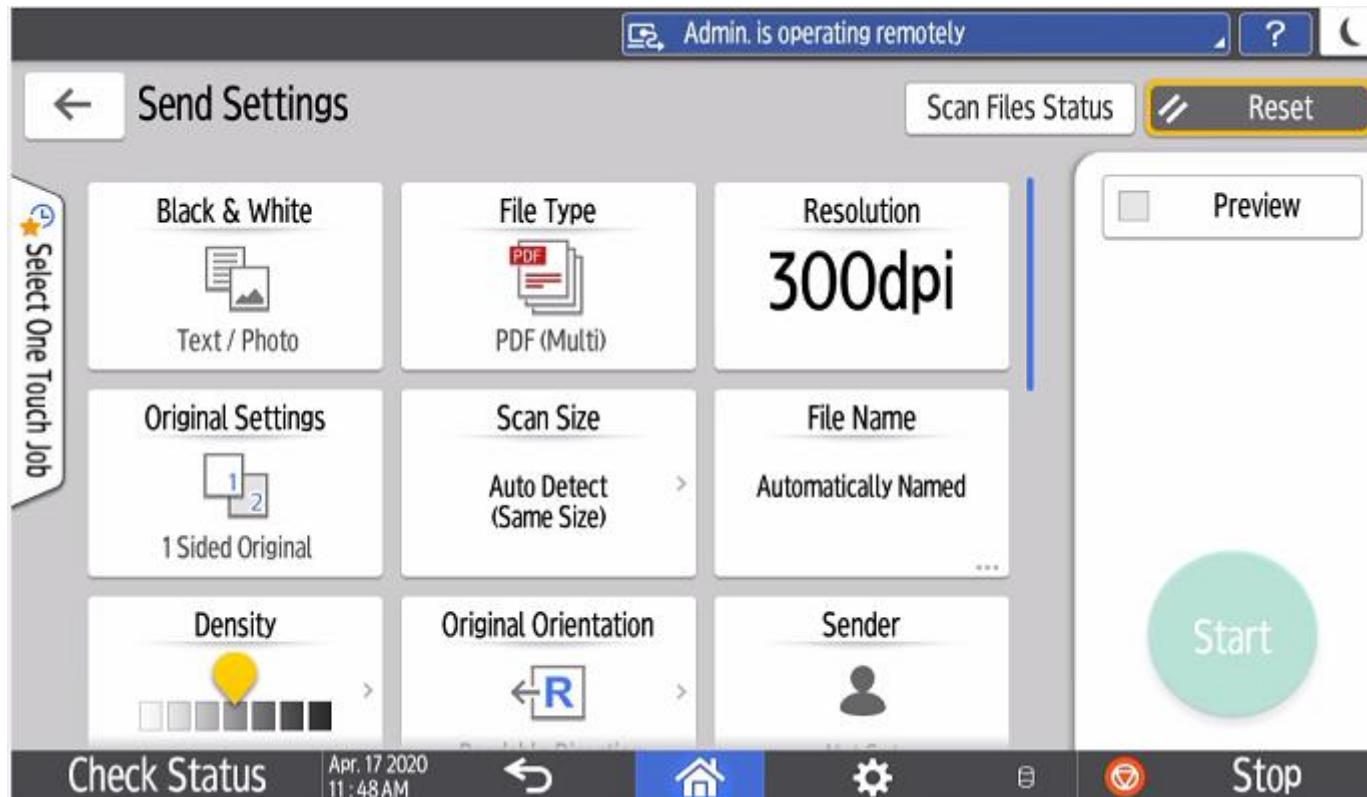
The new app has larger buttons and a scrolling feature list.
Click on a feature to see options and to change.

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Scanner (Standard)
2 Sided Scanning
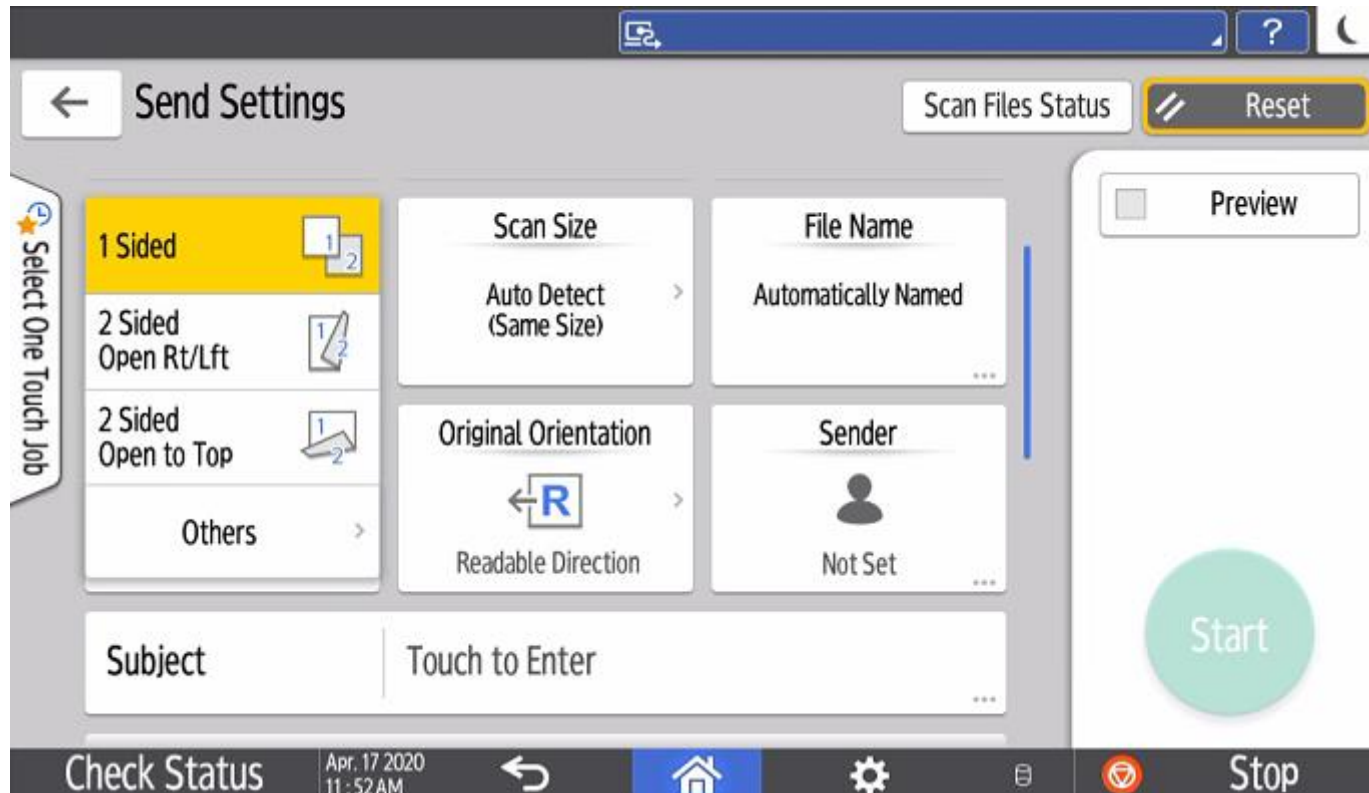
This illustration shows options for scanning two sided originals. The default is 1 sided. Change to 2 sided.

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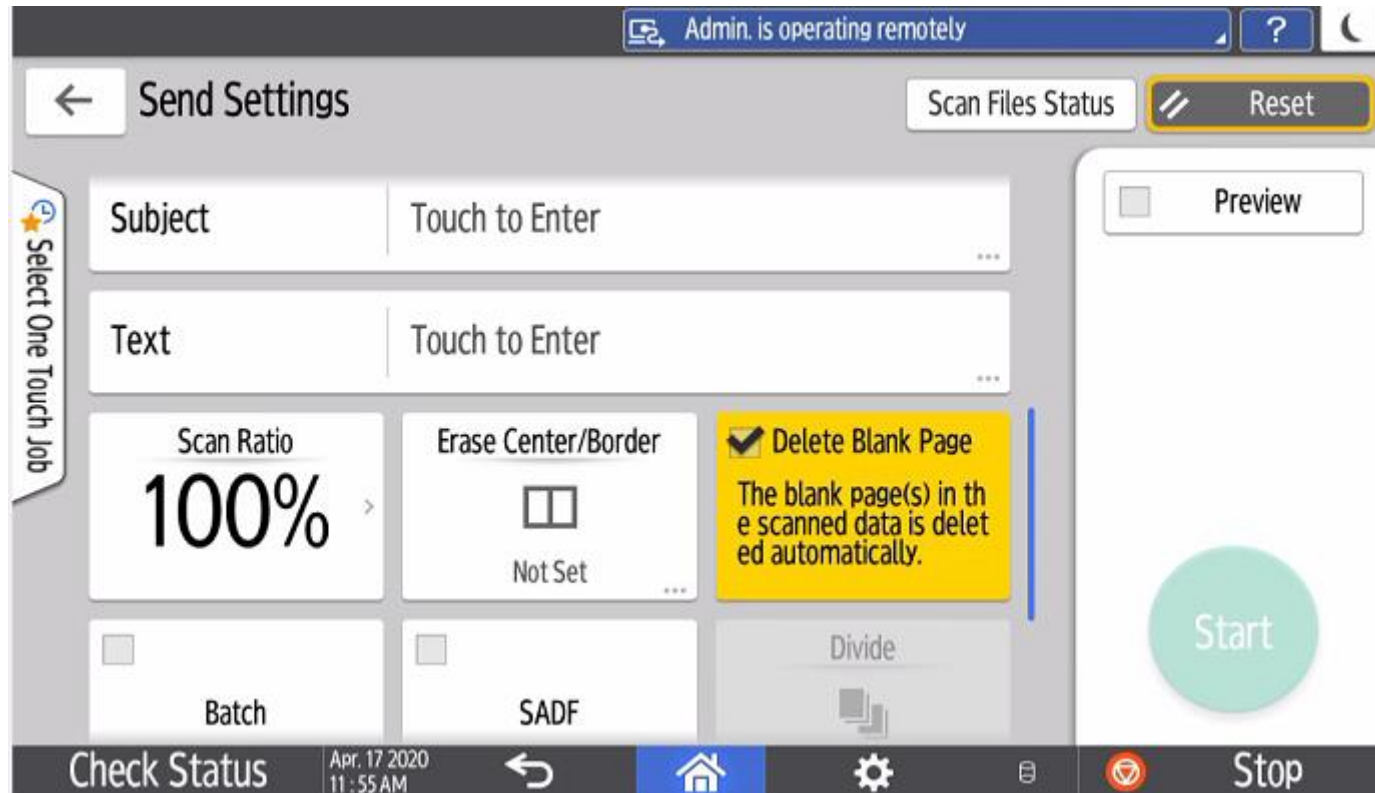
To delete the blank pages in your scan, in send settings scroll down and click on Delete Blank Page. Standard option on IM models. Previous require an OCR option to be added.

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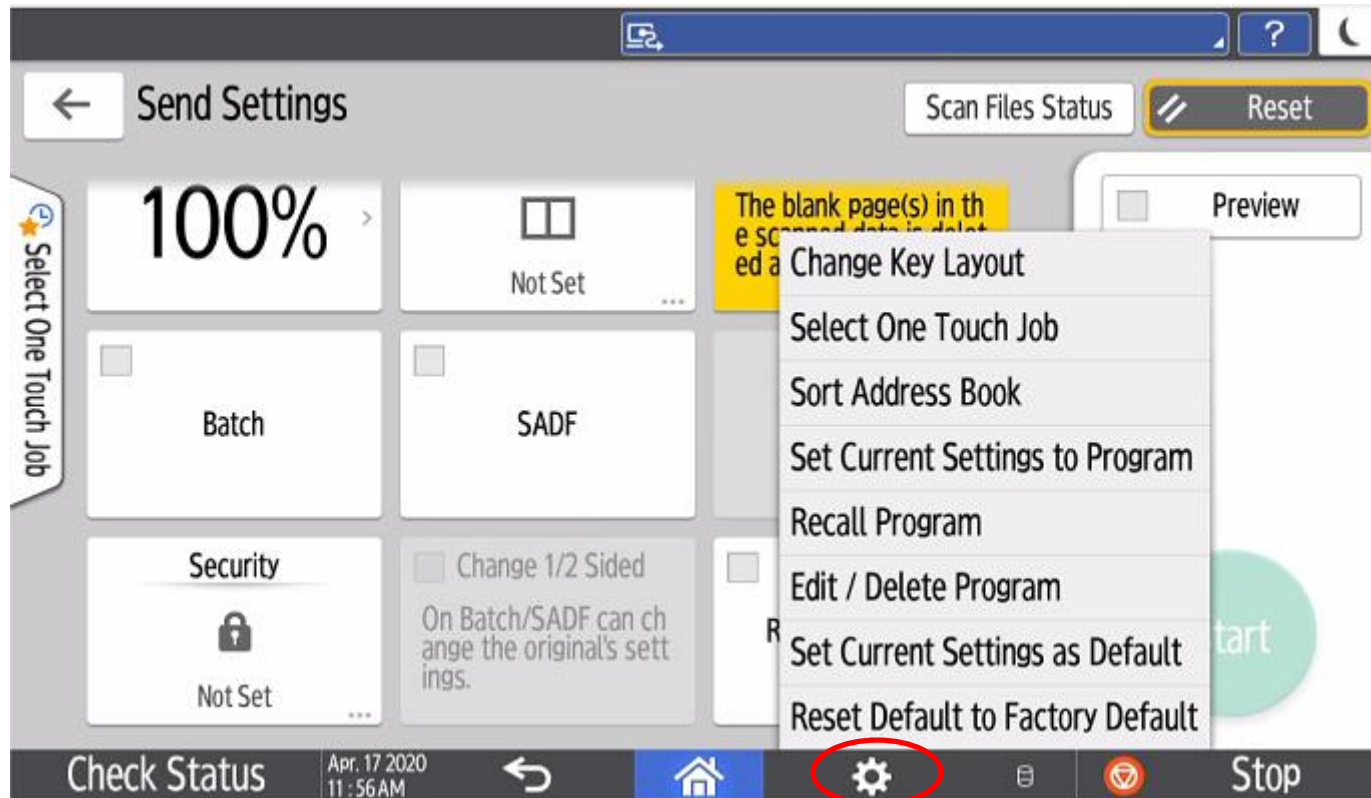
To program any current settings to a preset for future use, click on the settings button, then Set Current Settings to Program.

Scanner (Standard) Programming Settings
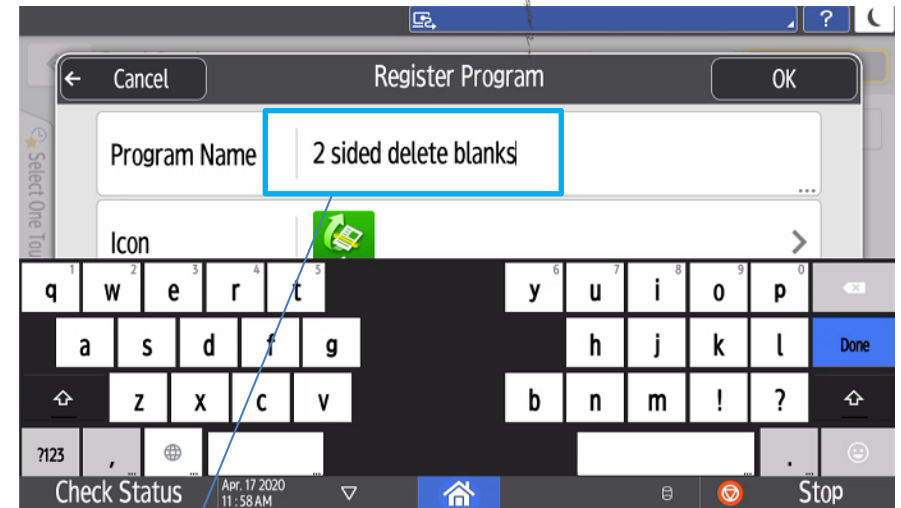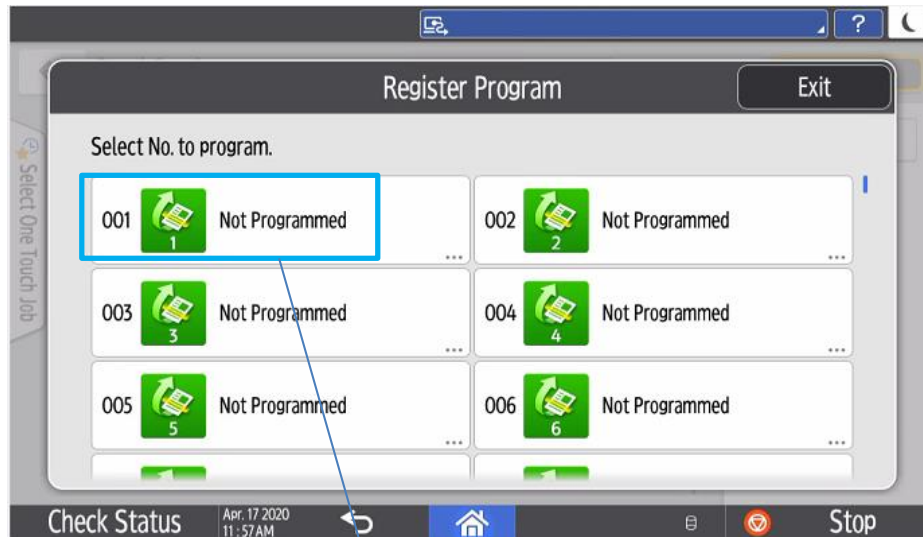
Choose an available program number and then name the program.

Scanner (Standard)
Programming Settings to Home Page
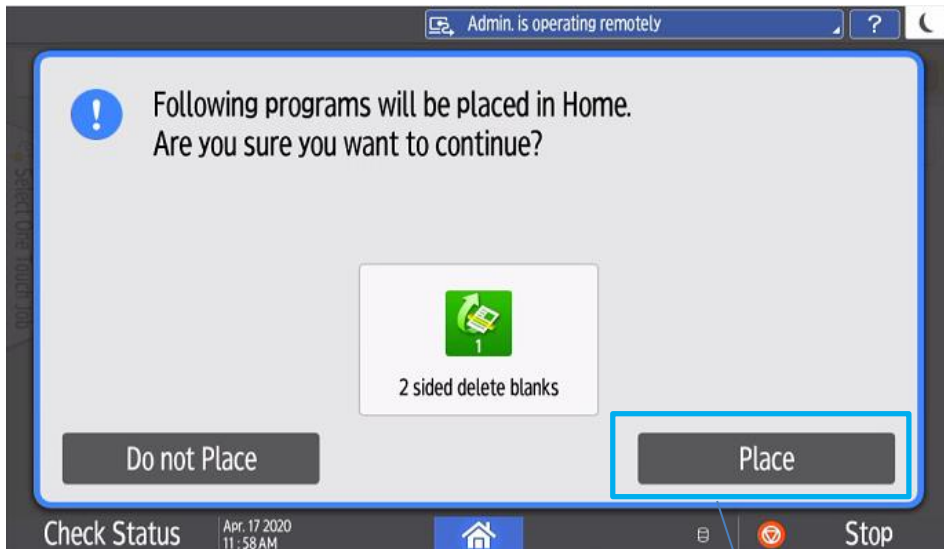
Choose Place. The Program will now appear on the home screen. Programs can be deleted at any time in Settings.

Address Book
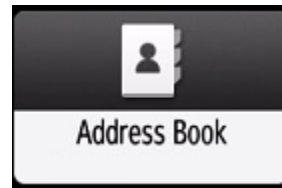
Address Book

Contacts can be sorted by "Registered Timing", "Registered Number" or "Name"
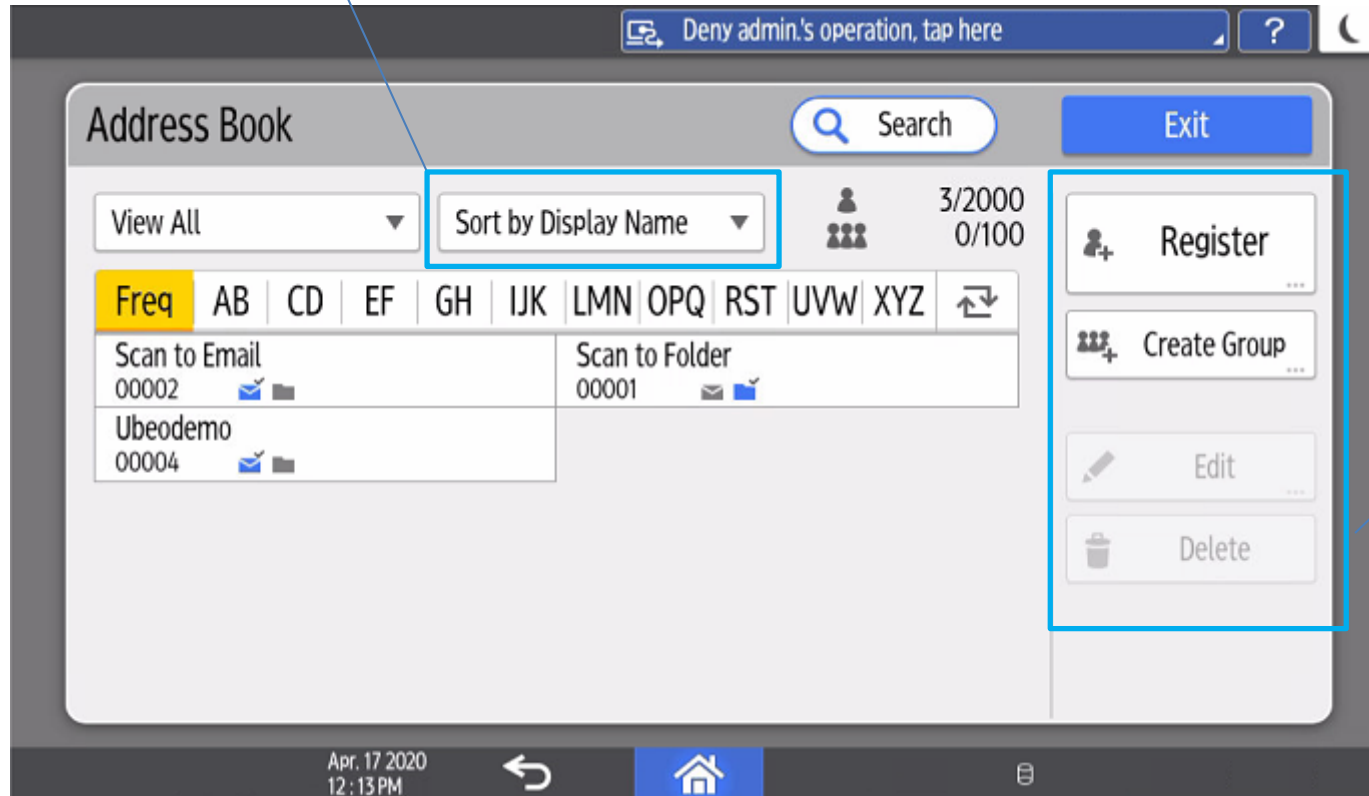
Register New, Create Group, Edit and Delete

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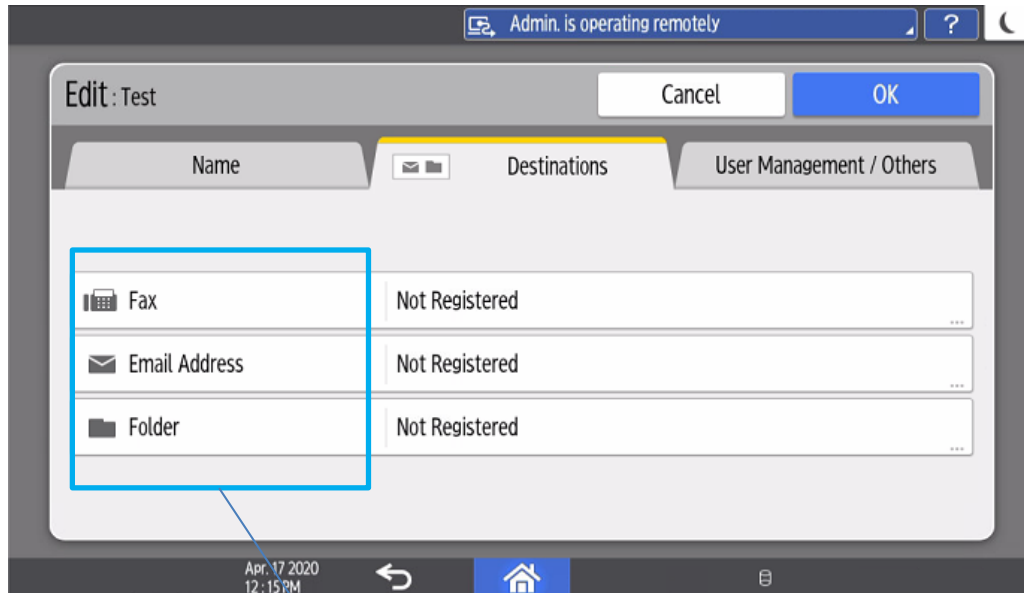
Enter the Name and enter an alphabet option in Title 1. Next Click on Destinations.

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Address Book
Registering New Address
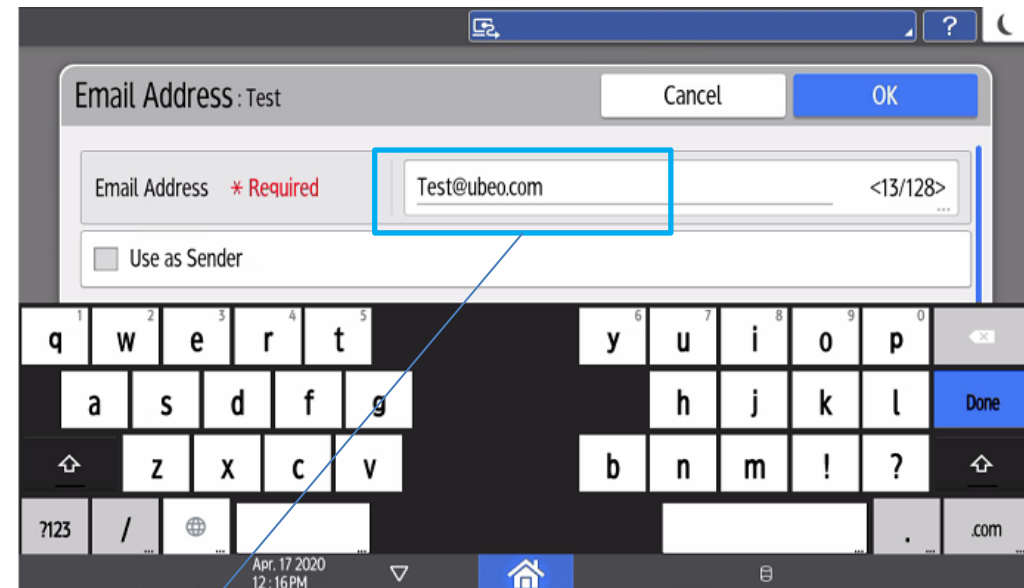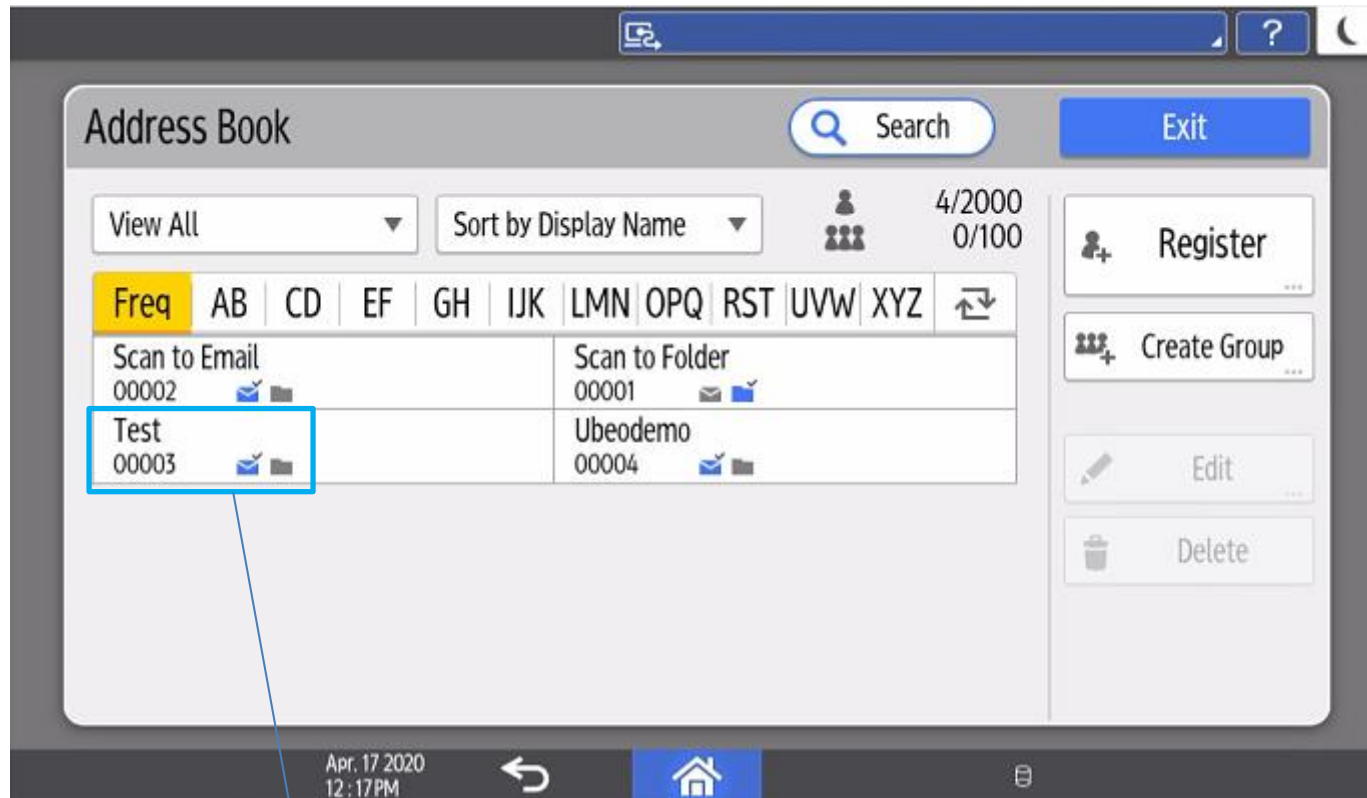

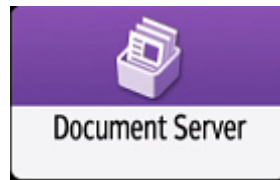Click on the Destination type (Email, Fax or Folder) then enter the destination.

Address Book
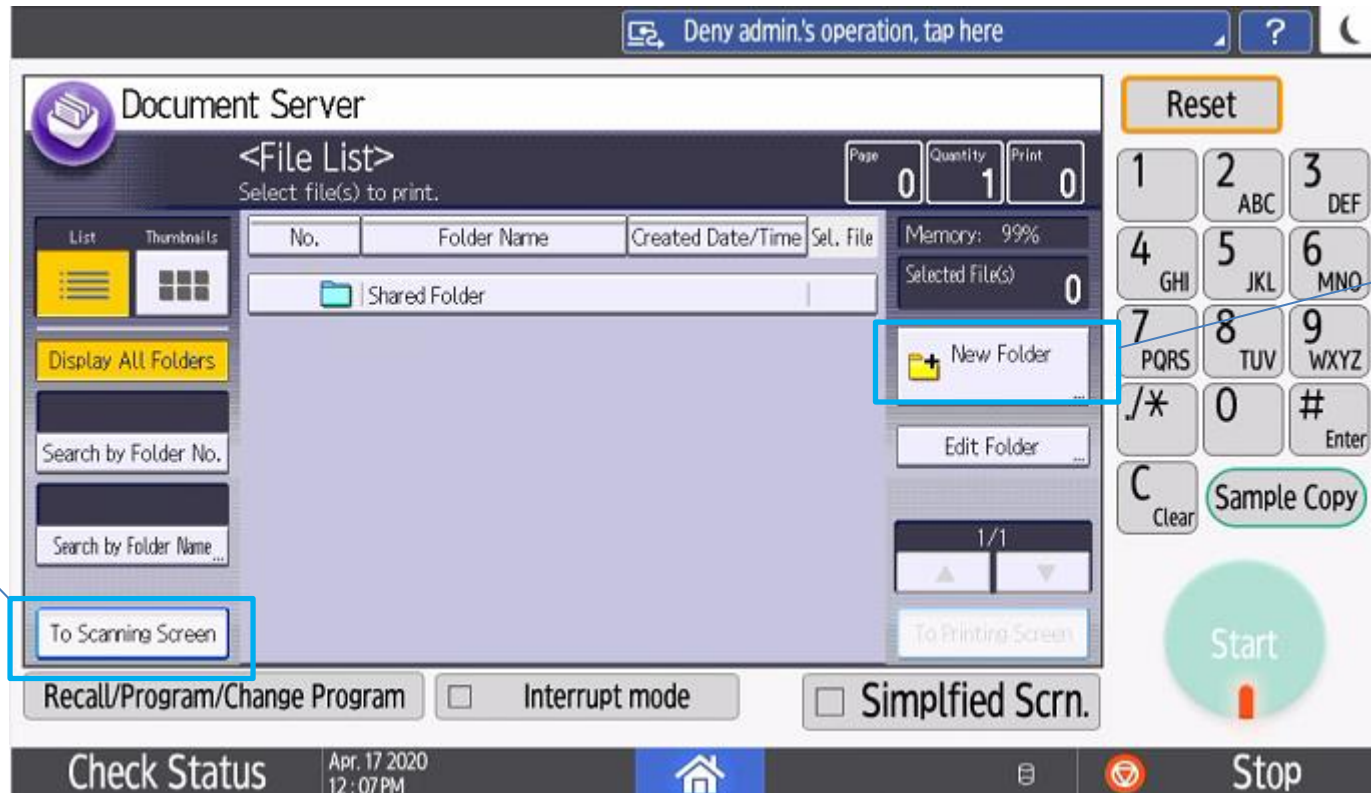# Registering New Address

The New Destination will now display.
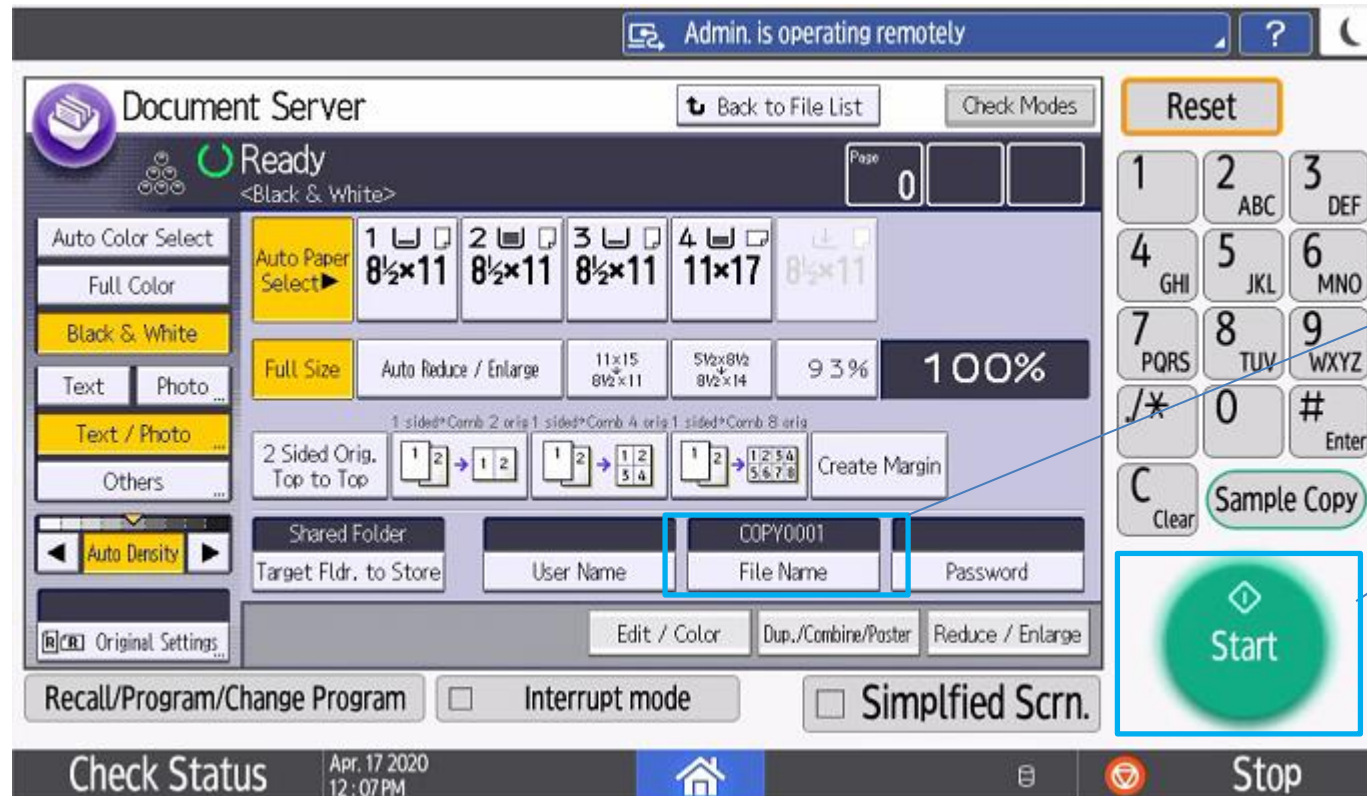
Document Server

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.
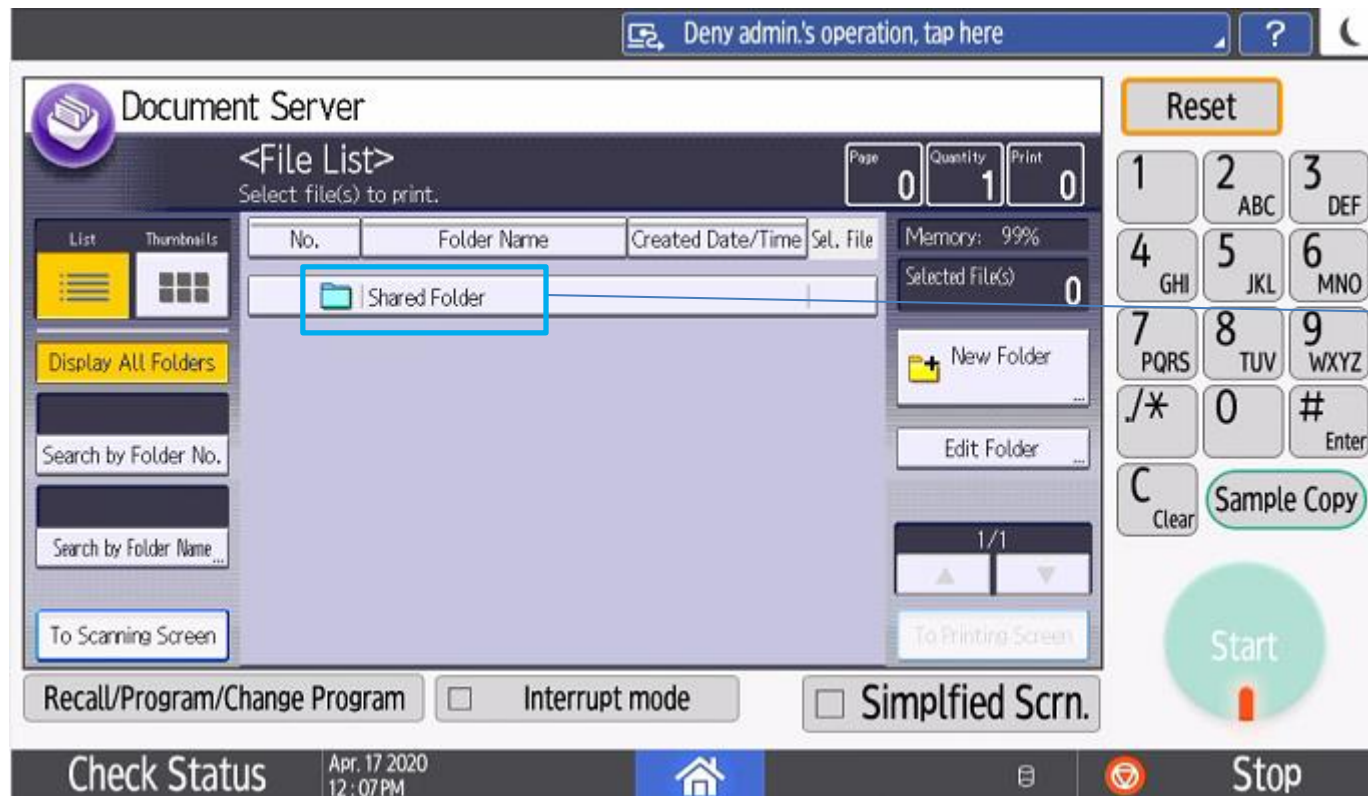
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Document Server

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

Shared Folder

To Print a saved file, click on Shared Folder.

Document Server

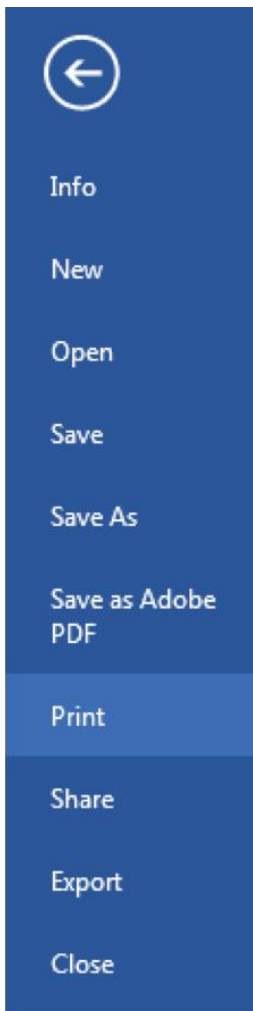Click to name File

Click Start to print

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.
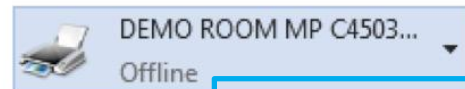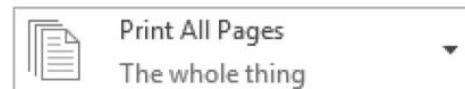
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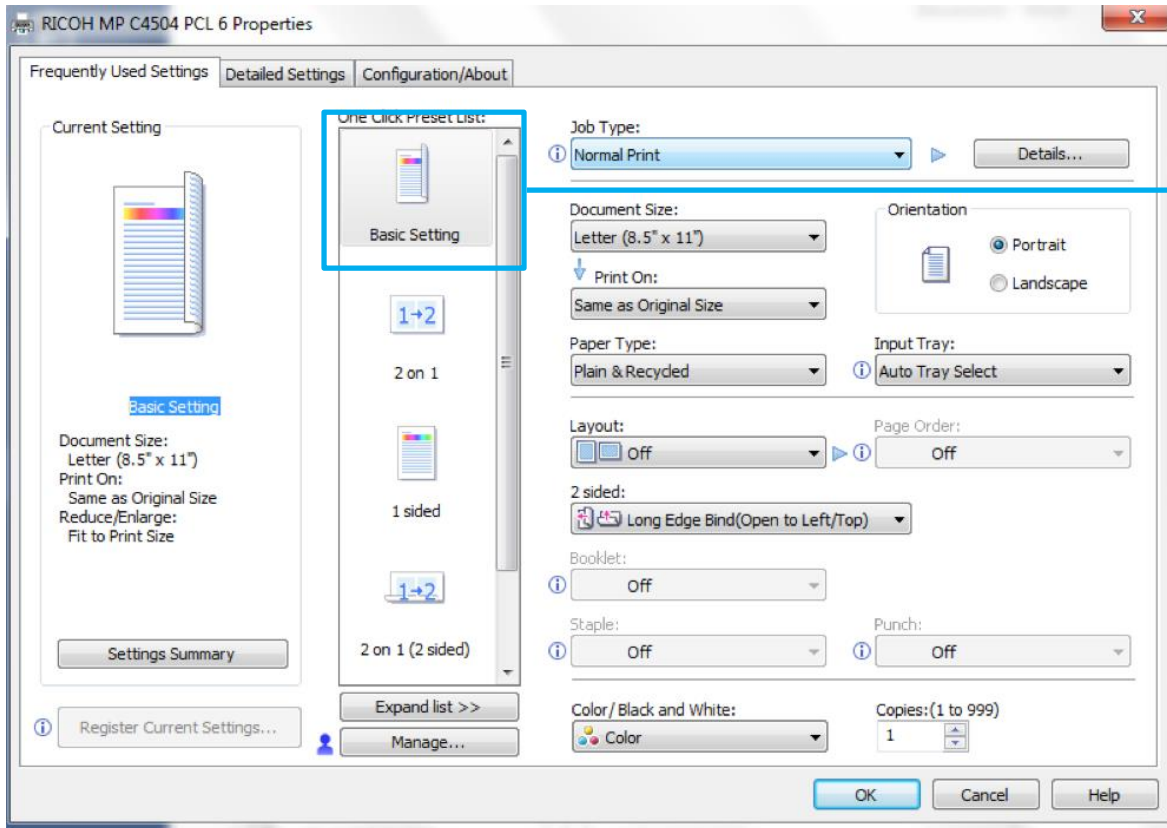# Printing

Printing

PCL6

Step 1: Open Document to Print

Step 2: Click Printer Properties
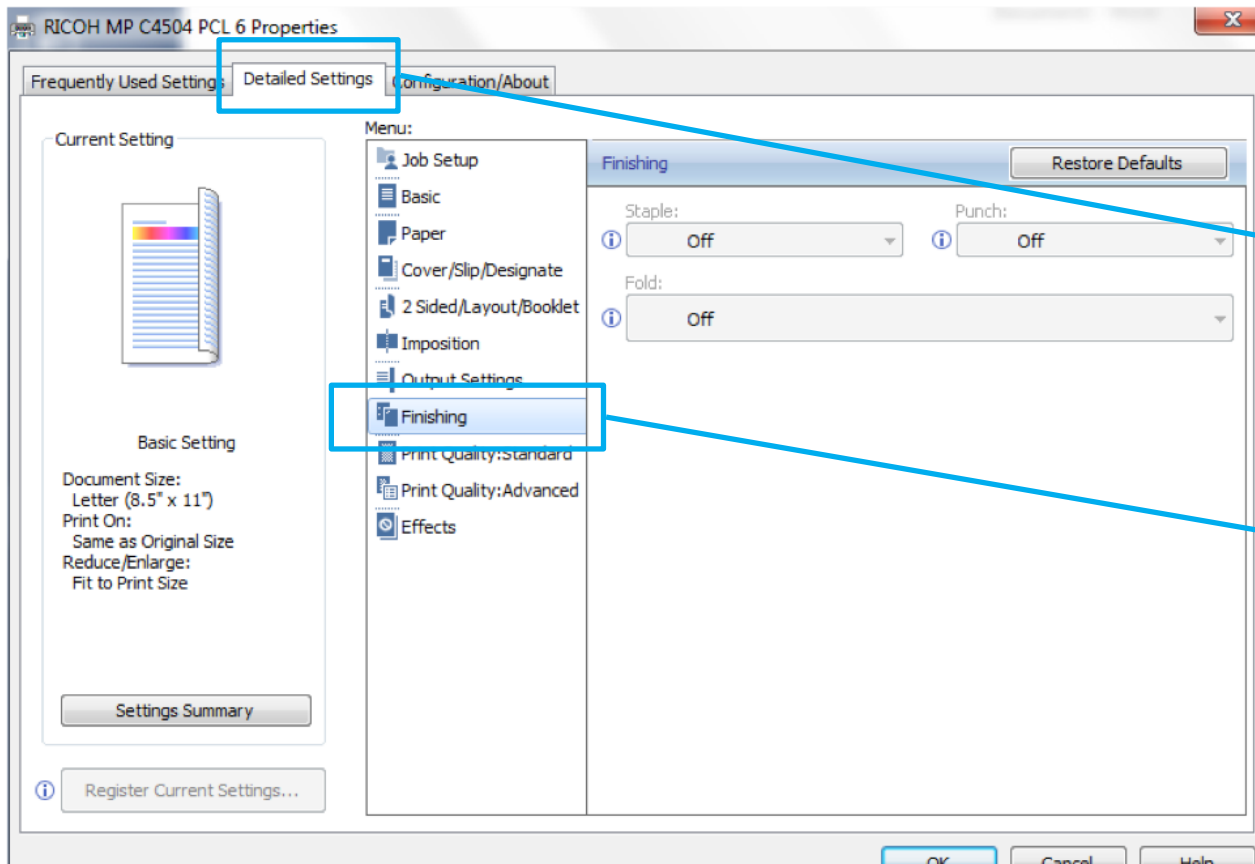
Printing

General - PCL 6

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
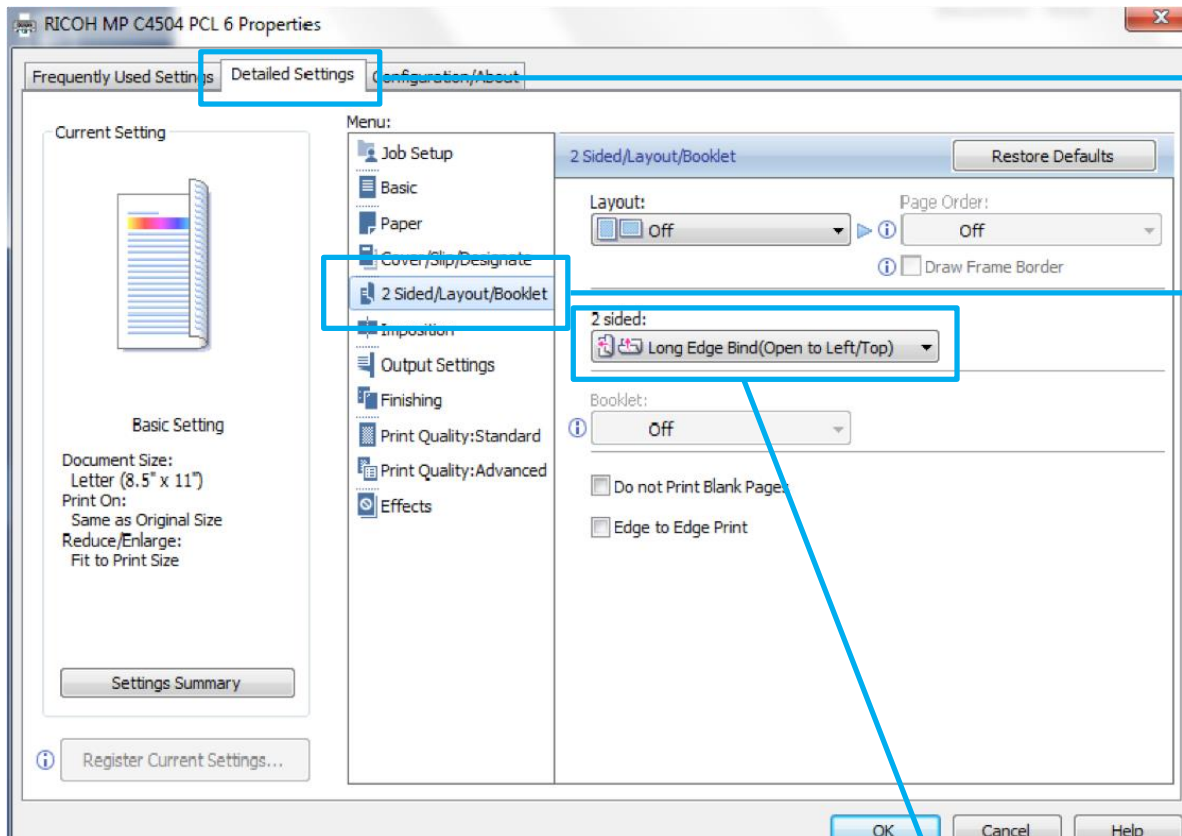
Printing

Finishing PCL6

Step 1: Select Detailed Settings

Step 2: Select Finishing

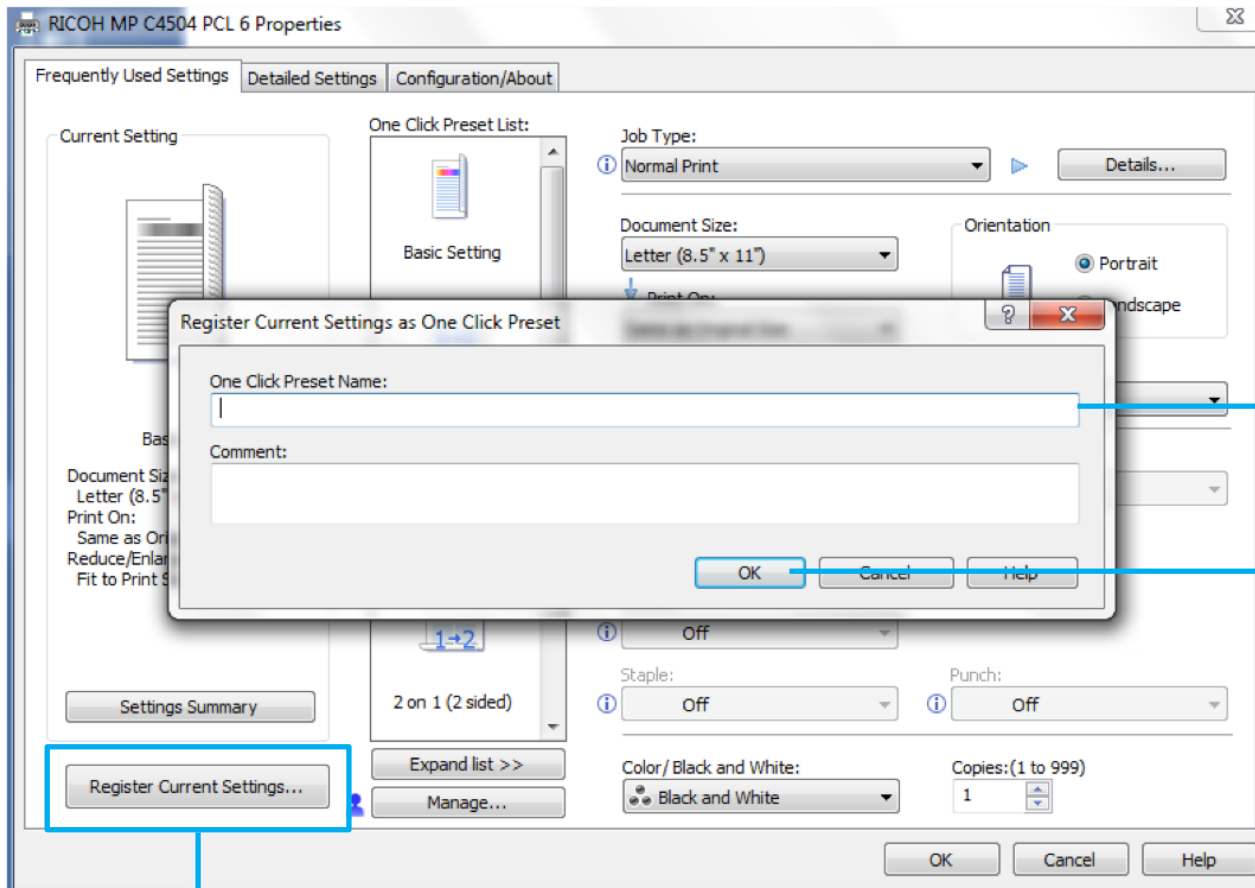**Step 3:** Choose from Options such as: Staple, Hole Punch, Fold

Printing

2 Sided PCL6

Step 1: Select Detailed Settings

Step 2: Select 2-sided/Layout/Booklet

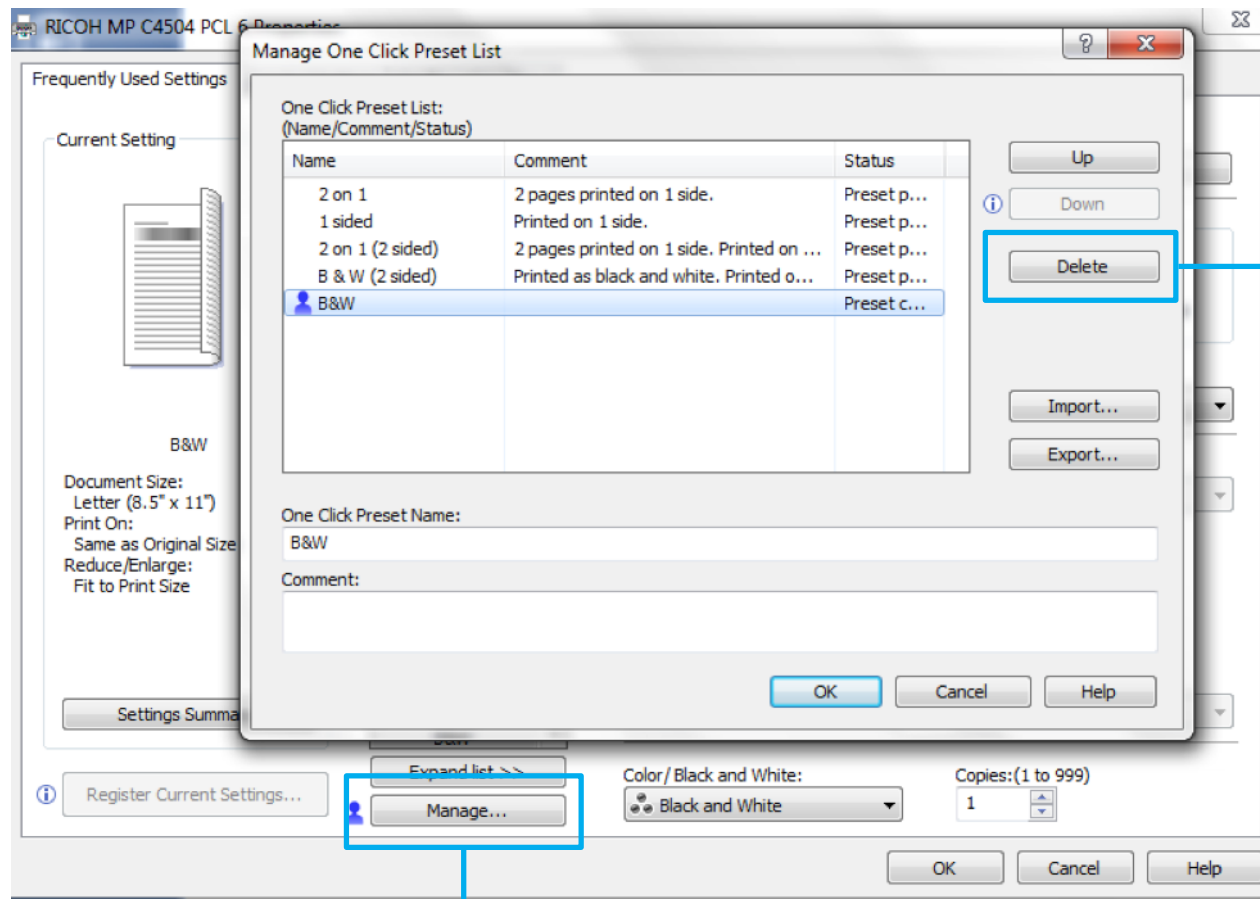**Step 3:** Select Long Edge Bind or Short Edge Bind

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
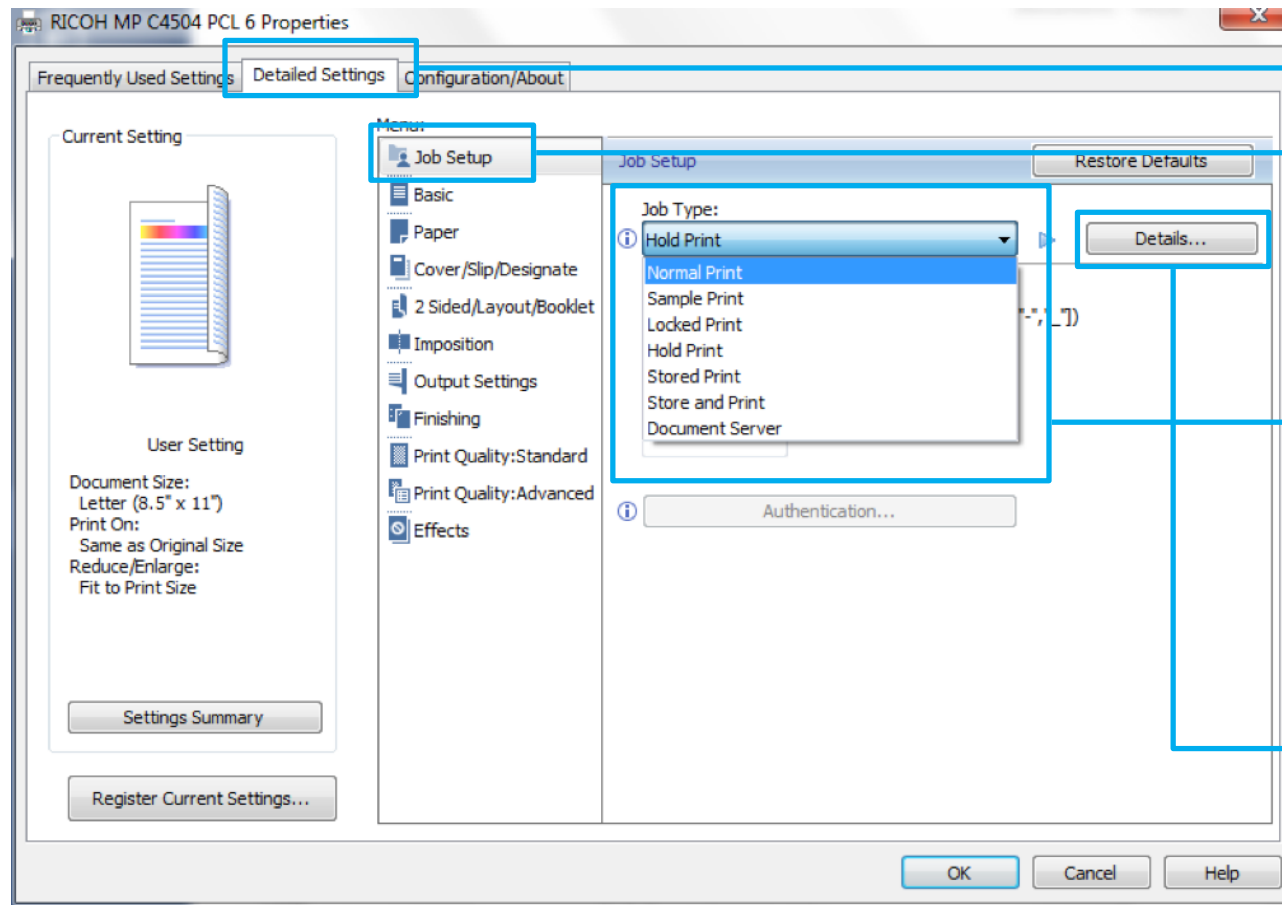
Deleting Presets

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: Locked print is similar to Hold Print, but requires a user ID and password)

Step 4: Select Details to create User ID and password

To Save to the Document Server, for re-printing, choose Document Server.

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Printing

Hold/Locked Print Part 2 of 2

Step 5: Enter a User ID, File Name and Password (password for Locked Print only) Select OK
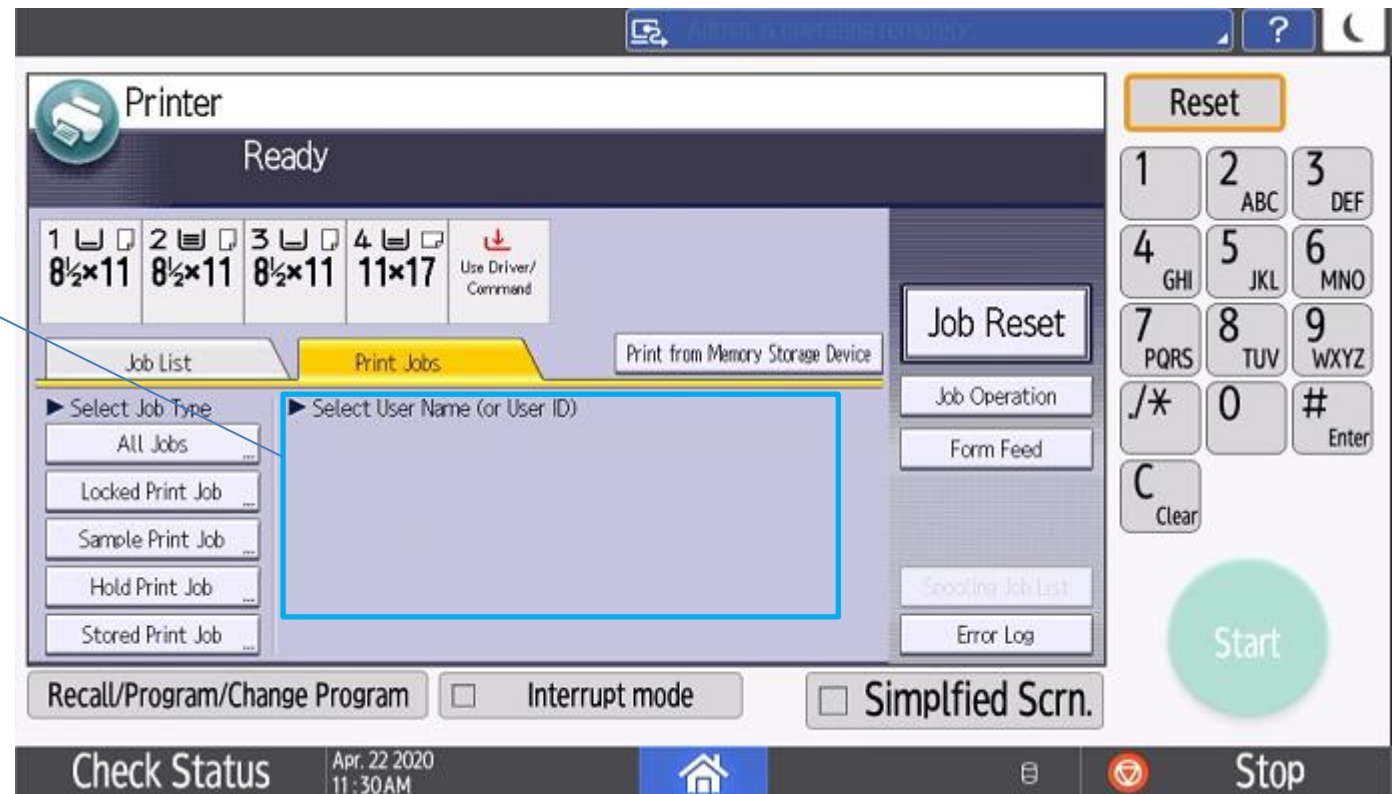
Step 6: At the printer, you will select printer, select your user name from the list, select your print job. You will be prompted to enter your password for Locked Print jobs.

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Printing

Hold/Locked Print – Releasing at Machine

Printer (Classic)
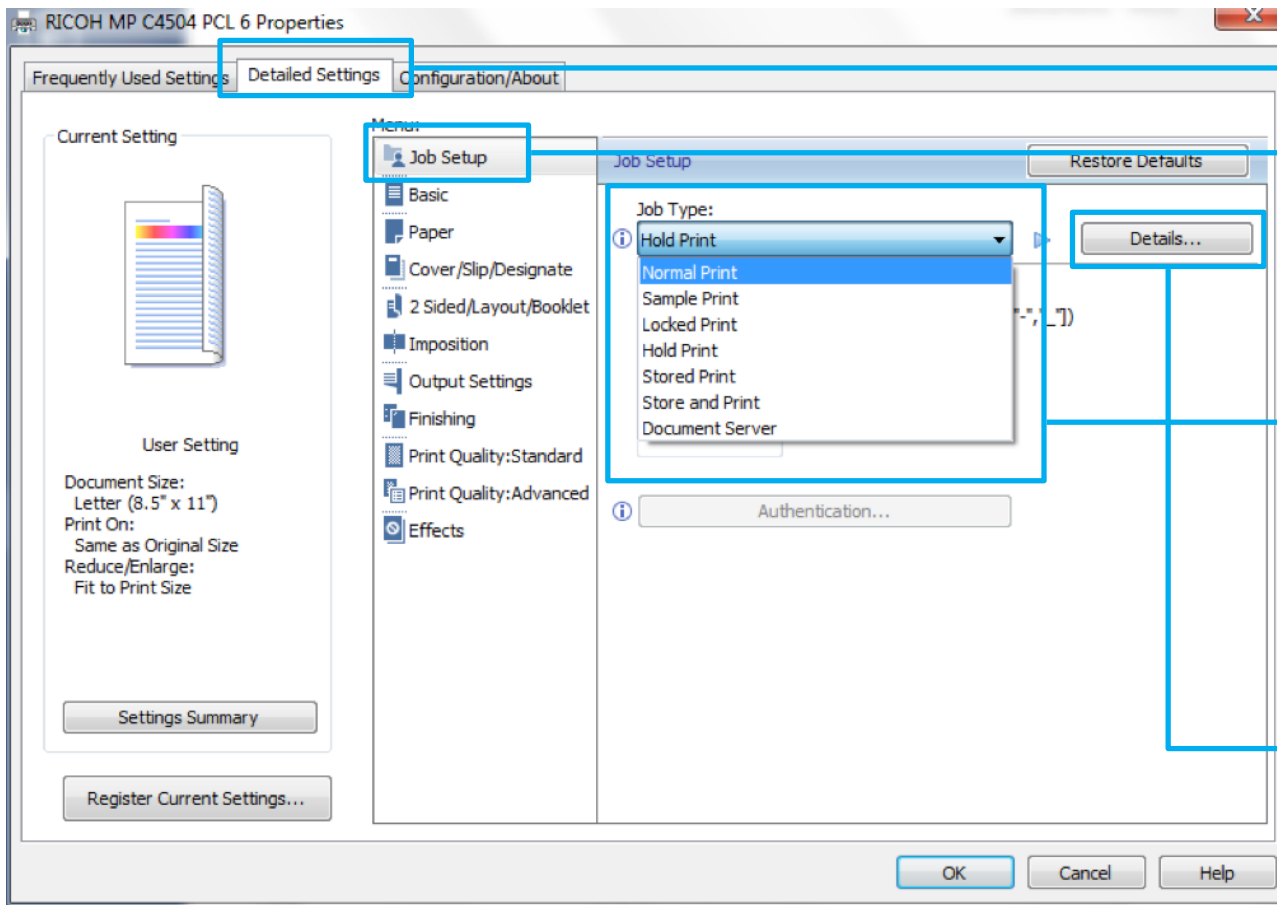
Quick Print Release

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.

UBEO BUSINESS SERVICES

Sending to Document Server

Step 1: Select Detailed Settings

Step 2: Job type, Select Document Server

Step 3: Select Details

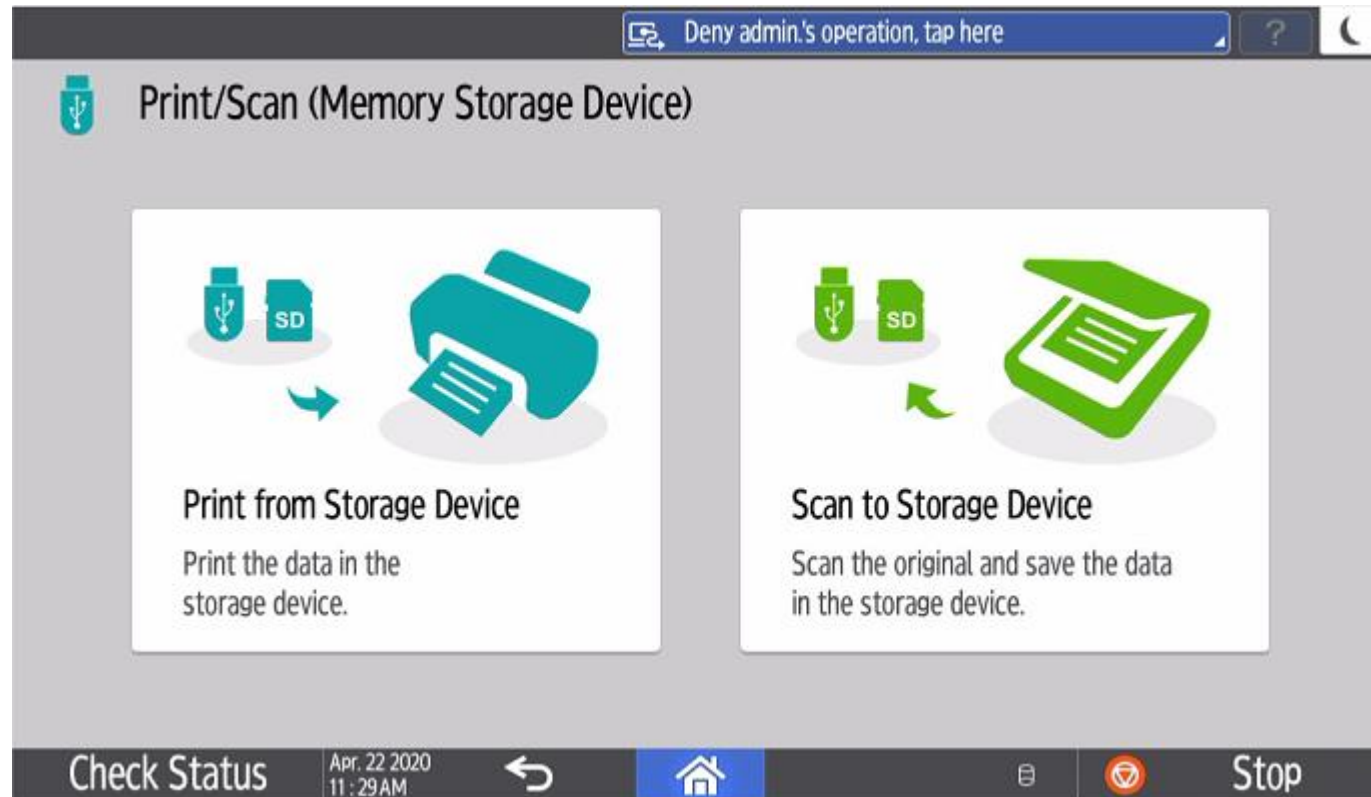**Step 4:** Enter File Name & Password (if desired) > Enter Folder Number (if desired) & OK

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.
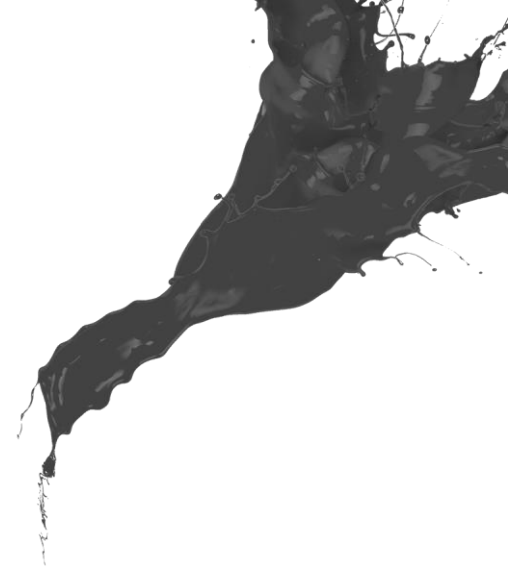
Print/Scan
(Memory Storage Device)
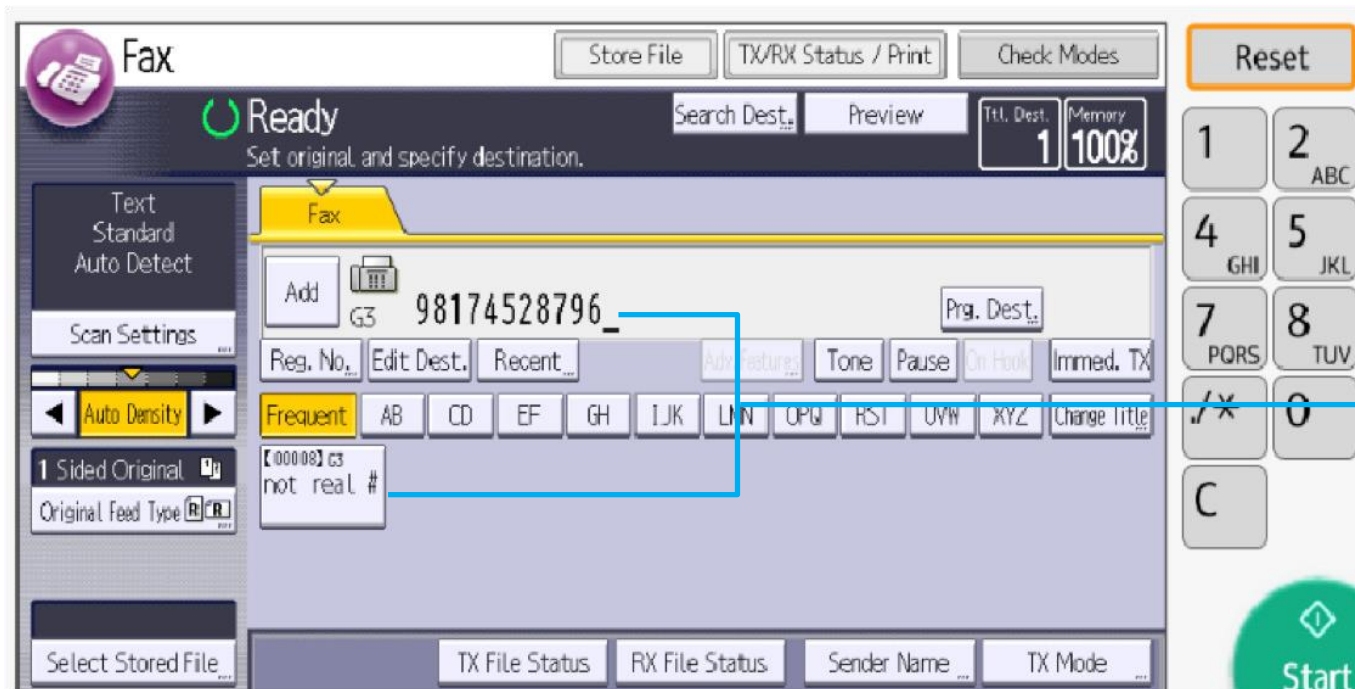
Print/Scan (Memory Storage Device

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.
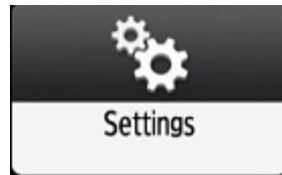
Faxing

Sending a Fax

Step 1: Select a Preset or select Manual Entry and manually enter the fax destination
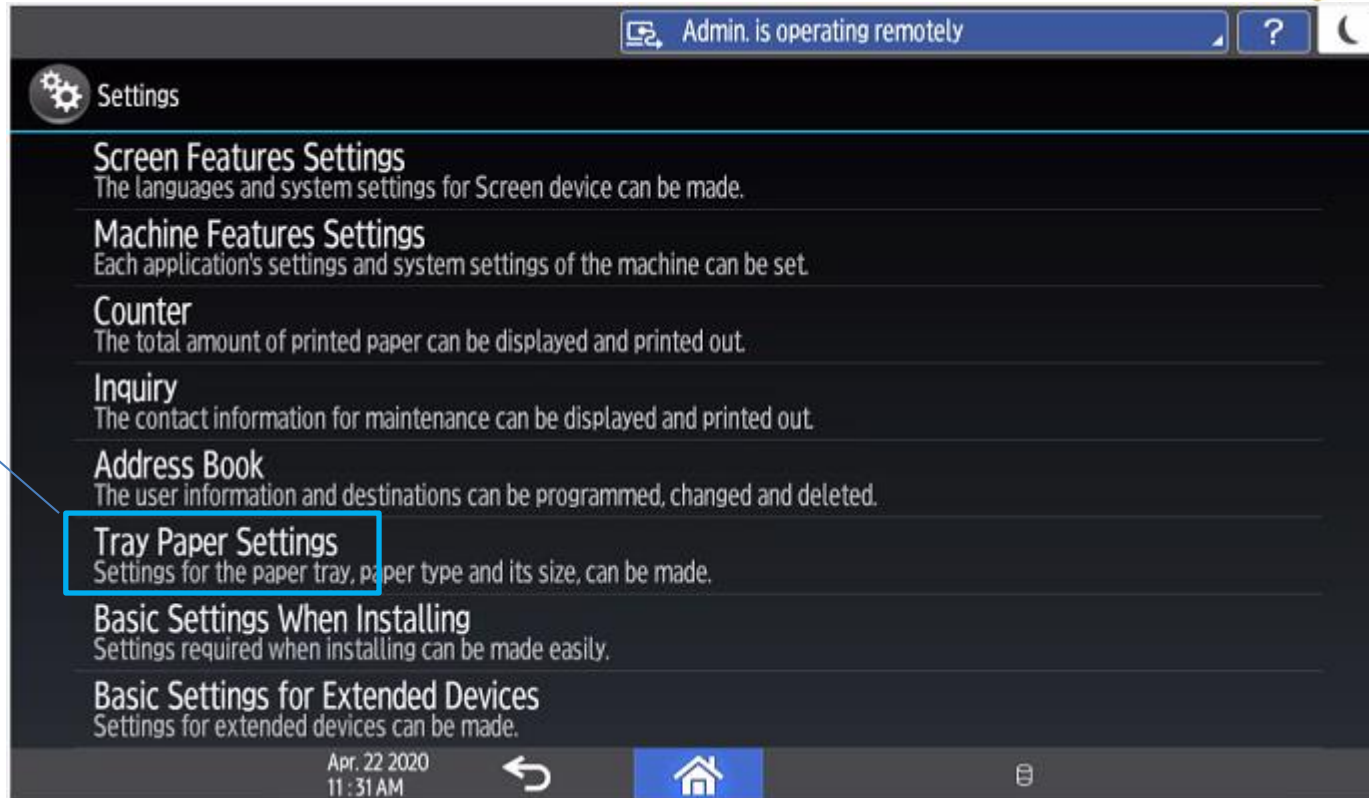
Step 2: Select Start

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.

Settings
Changing Tray Paper Settings

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.

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