

# BW COPIER QUICK REFERENCE GUIDE

## Text

Use when your original is text.

## Text/Photo

Use when your original contains both text and photographs or other graphics.

## Photo

Use when your original is a photograph or contains graphics.

## Pale

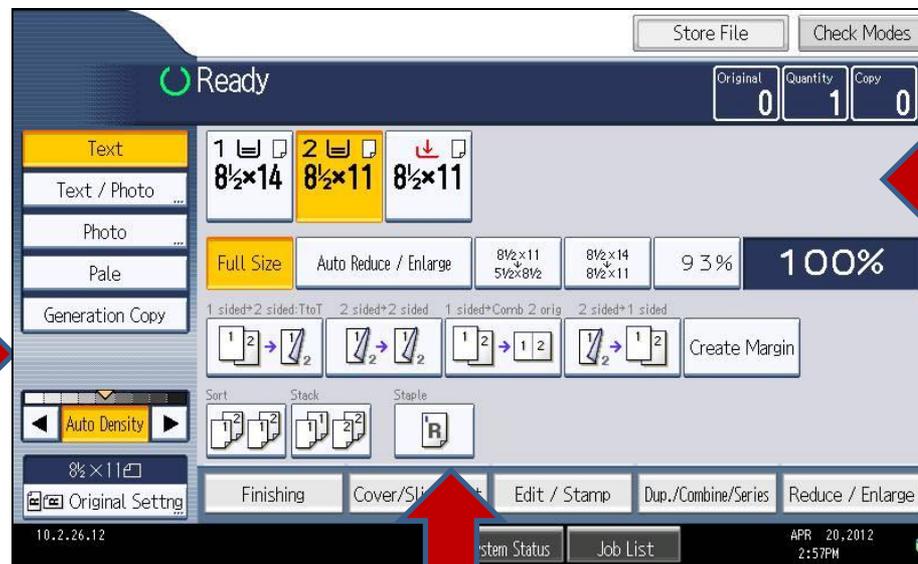
Use to darken the font or the foreground of a document.  
Useful for invoices or cheques

## Generation Copy

Use to increase the quality of a document that has faded from repetitive reproductions

## Original Setting

Select this to choose [Mixed Sizes] feature when your originals are not all one size.



## Paper Tray Selection

Use **Auto Paper Select** (default) when your original size is the same exact size as the paper you have loaded in one of your paper trays.

Manually select your copy paper size if your original is a non standard size, doesn't match the paper size loaded in any of your trays or if you are using the reduce/enlarge feature.

When selecting the **bypass tray**, press the  key to specify the paper type for thicker stocks or for OHPs (transparencies).

Select **Sort** to have your copies collated into sets. (1,2,3 / 1,2,3 / 1,2,3)

Select **Stack** to have multiple copies of the same original grouped together. (1,1,1 / 2,2,2 / 3,3,3)

**Corner Staple:** Select this option to have your copies stapled in the top left corner.

**Double Staple:** Select this option to have your copies stapled with 2 staples down the left edge.



# COLOUR COPIER

Quick Reference Guide

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## Auto Color Select

Use when your originals are a combination of black & white pages and some color pages.

## Full Color

Use when your originals are color.

## Black & White

Use when your originals are black & white.

## Text

Use when your original is text.

## Photo

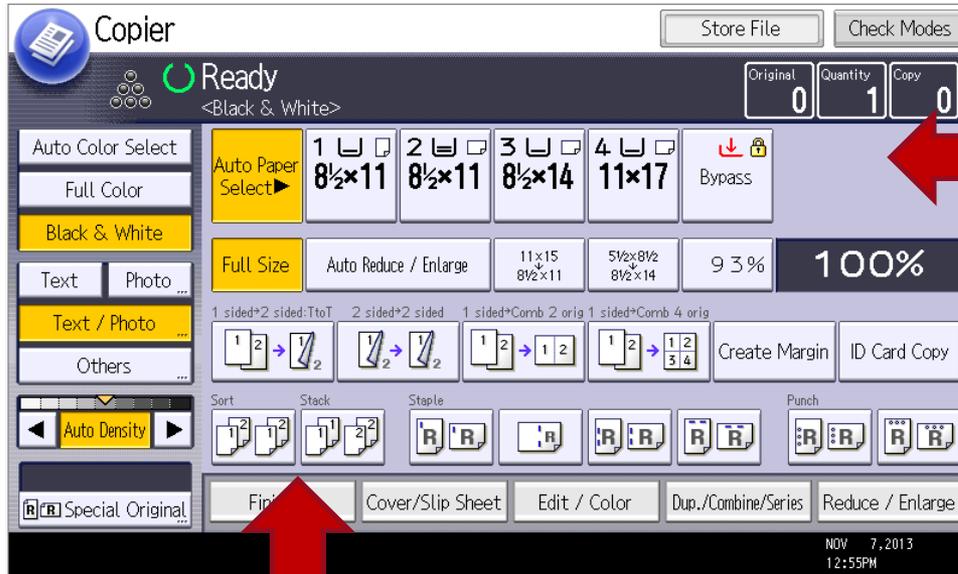
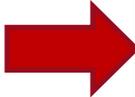
Use when your original is a photograph or contains graphics.

## Text/Photo

Use when your original contains both text and photographs or other graphics.

## Special Original

Select this to choose [Mixed Sizes] feature when your originals are not all one size.



Select **Sort** to have your copies collated into sets. (1,2,3 / 1,2,3 / 1,2,3)

Select **Stack** to have multiple copies of the same original grouped together. (1,1,1 / 2,2,2 / 3,3,3)

**Corner Staple:** Select this option to have your copies stapled in the top left corner.

**Double Staple:** Select this option to have your copies stapled with 2 staples down the left edge.

**3 Hole Punch:** Select this option to have your copies 3 hole punched on the left edge or along the top edge depending on your original orientation.

## Paper Tray Selection

Use **Auto Paper Select** (default) when your original size is the same exact size as the paper you have loaded in one of your paper trays.

Manually select your copy paper size if your original is a non standard size, doesn't match the paper size loaded in any of your trays or if you are using the reduce/enlarge feature.

When selecting the **bypass tray**, press the # key to specify the paper type for thicker stocks or for OHPs (transparencies).





# FAX

## Quick Reference Guide

### Programming a Fax Number

Enter the fax number you would like to program, using your numerical keypad. **Remember to enter a "9" if you use "9" to fax out from your MFP.**

Select [Prg Dest.] to the right of where your number is displayed

When the next screen appears, confirm your fax number and then press the [Name] tab at the top left of the screen

Press the [Change] tab located below and to the right of NAME. Enter the name you would like the fax number stored under, and press ok.

Your fax number will now be stored in the lower section of your fax screen

### Scan Settings

Select to adjust the resolution or to select the appropriate original type when faxing documents that contain halftones or photos.

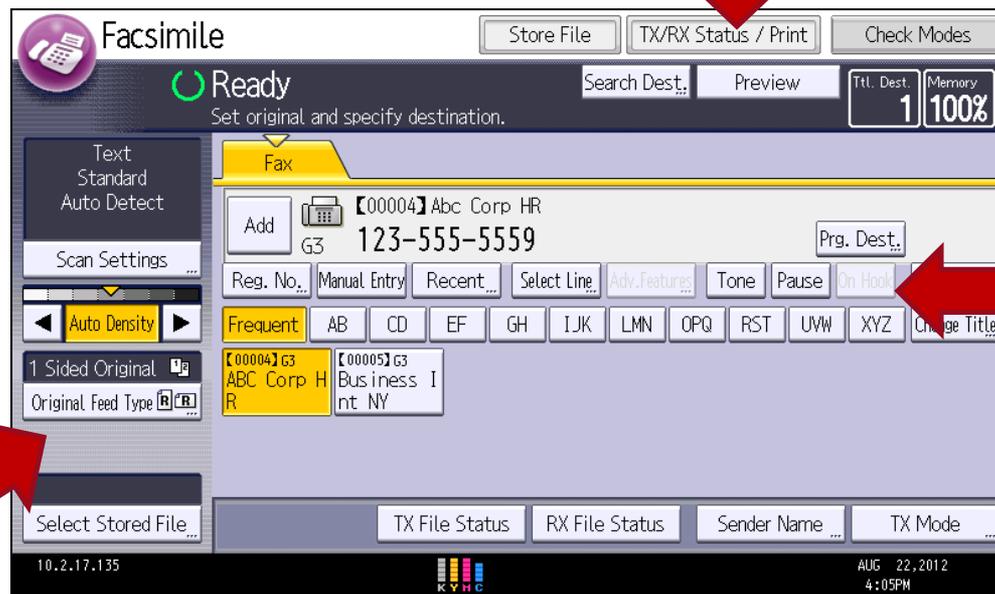
### Original Feed Type

Select this setting when you are faxing 2 sided originals

### Cancelling a Transmission

If the original is still being scanned, press the **[Stop]** key .

If the original has finished scanning , touch **[Change TX / Info]**. Touch **[Check / Stop Transmission File]**. Select the file you wish to cancel. Touch **[Stop Transmission]**, then touch **[OK]**. Press **[Exit]** twice.



### Printing a Fax Confirmation

To print a fax confirmation, press the Change TX/info button at the top of the screen.

Select "Print Journal", and a list of past fax transmissions will print. Printing the fax journal will not wipe the fax journal memory.

### Entering a Fax Number

Use the numbered keypad to the right of the display to enter a fax number. The number you are faxing to will appear in this area of the display. **Remember to enter a "9" if you use a "9" to fax out from your MFP.** Select **[Add]** to enter additional fax numbers when sending the same fax original to several destinations (broadcasting).

### Selecting a Programmed Fax Number

Destinations that you have stored in the Address Book of your machine will appear in this area of the display. Simply touch the destination you wish to fax to or select several destinations to have the same fax original sent to multiple **destinations.**



# PRINT Quick Reference

## “Ready” Status Bar

The **“Ready”** status bar shows that your photocopier is ready to print.

## Job List

When a print job is being processed, the document’s title will show in this window.

This will allow you to confirm that it is your print job currently being printed, in case you decide to cancel the job.

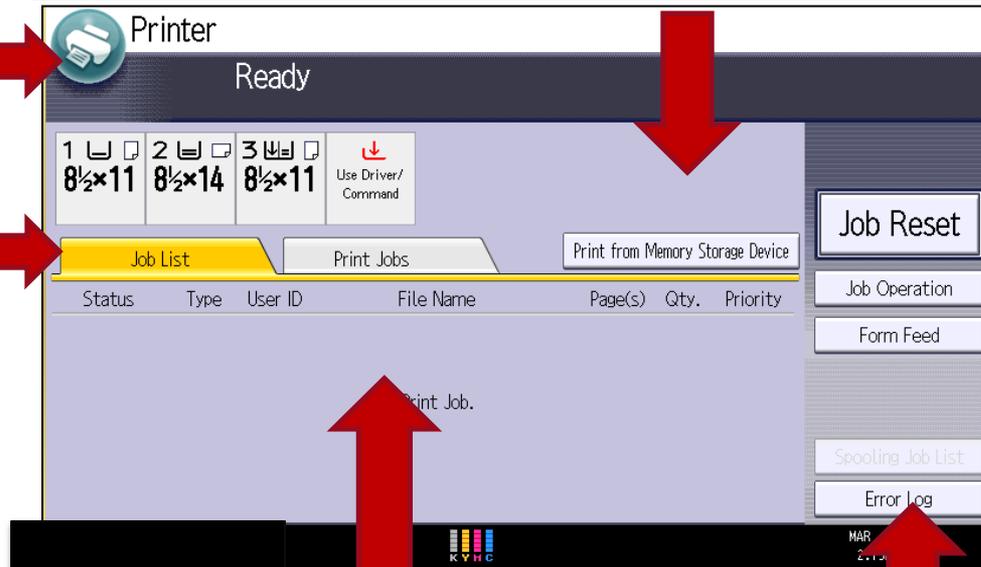
## Error Message

If there is an error, the **“check Status”** button on left hand side of the display panel will light up in red. When you select it, a window will appear advising you of the error.

Please follow the directions that appear, to correct the error. Once the error is corrected, your job will print.

## Print from Memory Storage Device:

When a USB or SD card is inserted, you can print directly from it. (PDF, TIFF or JPEG only )



## Print Jobs

If you have sent a **“Locked”** or **“Hold”** print job, your job will be listed under this tab.

For more information on **“Locked”** and **“Hold”** printing please contact your Ricoh On-Site for support.

## Error Log

If your print job did not print at the photocopier, you can select **“Error Log”** to view any print jobs that were not processed.

Next to the print job, you will see an explanation as to why the job did not print.

## Job Reset

If your print job is currently printing at the photocopier and you wish to cancel the job, press the Job Rest button.

Alternatively, you can select the red **“Stop”** on the display panel. A new window will then pop up. Select **“Job List”** then **“Printer”**. Select the job you would like to delete then **select “Delete Reservation”**.

The photocopier will release the remaining pieces of paper that are stored in the machine, then a window will pop up asking you to confirm the Job Reset action. Confirm and your job will reset.

# Scan to or Print from USB

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### Scanning to a USB or SD Card

Press on STORE FILE, at the top of the screen.

Input a User Name, File Name, and Password if necessary.

Select STORE TO MEMORY DEVICE, and OK.

Insert the USB key in the slot on the right side of the operation panel. Place document in the automatic feeder or on the glass, and press START.

When "Writing Complete. The Memory Storage Device can be removed safely" appears, remove the key from its slot.



### PRINTING FROM USB OR SD CARD :

In the Printer menu, click on: Print from Memory Storage Device.

Insert a USB or SD card on the right side of the control panel. The machine will show you your files and documents.

**PDF, TIFF or JPEG file types only.**

You can select your file and choose settings such as Color or Black & White, the paper size, etc...

Click on: Start Printing.

Do not forget to click on Remove Memory Device before taking your USB key or SD card out.