Quick User Guide
For Copying, Printing
E-mailing and Faxing
Index

Chapter 1:

Chapter 2: Navigating the Ricoh Operation Panel

Chapter 3: Making a Copy

Chapter 4: Sending a Fax

• Enter a Fax Number “Manual Entry”
• Stopping a Fax

Chapter 5 Printing

• Normal Print Single Sided
• Normal Print Duplex (2 Sided)
• Locked Print (Secure Print)
• Retrieving a Locked Print Job (Secure Print)
• Bypass Printing

Chapter 6: Scanning to email
Chapter 2: Navigating the Ricoh Operation Panel

1. Copy button (Changes the Operation Panel to Copier Mode)
2. Document Server button (Not active at this time)
3. Facsimile button (Fax) (Changes the Operation Panel to Facsimile Mode)
4. Printer button (Access to Locked Print & Online / Off Line)
5. Scanner button (Changes the Operation Panel to Scanner Mode / Allows scan to email)
6. User Interface (Touch Screen)
7. Numerical Key pad (Input of number of copies needed / Dialing Fax numbers)
8. Clear/Stop button (Stops the current Job / Clears the Page count / Fax Number)
9. Start button (Used to Start Copy, Fax & Scan)
10. Simplified display button (Changes the Touch Screen to Large Graphics)
11. Clear modes button (Clears all setting default)
12. Interrupt button (Pause the current job for quick copy)
13. Energy saver button (Put the Copier in Standby mode or wakes up the copier from standby)
Chapter 3: Making a Copy

Copies can be made from two sources:

The top feeder (place originals face up)

From the glass (place originals on the left side face down)

Select the Copy button to switch to Copy Mode.

In Copy Mode, you have many options
Continued Making a Copy:

Paper Size (default is Auto)
Select “Paper Size” if different than Auto Select

You can also determine if the machine needs paper by checking the icons above the Paper size buttons

2 sided to 2 sided copies

1 sided to 2 sided copies
Sort copies by pages

Stack copies in sets

3 hole punch (side)

3 hole punch (top)
Continued: Making a copy

Auto Reduce and Enlarge

Standard Reduce and Enlarge enables you to customize your options
Chapter 4: Printing from your Computer

Select “Properties” button to access options for your print job.

- **Duplex (2 Sided Print)**

- **Staple**

- **Hole Punch**
Continued Printing from your Computer

Locked Print (Secure Print)
Select **Locked Print** in the drop down box as shown

Select the Details button to enter your user ID and Password

Enter your user ID and Password
Enter your user name and password Select “OK”

You will then be taken back to your main properties page.
Select “OK” to print you locked document.
Continued Printing from your computer

Continued Locked Print (Secure Print)

Retrieving a Locked Print Job (Secure Print)

select the Printer button located on the left side of the Operation Panel.

Press the Locked Print job you would like to release, then press Print

On the Printer screen there is a tab called Print Jobs

A box will pop up requesting your password, once you enter your password and hit “OK” your job will then print.
Continued Printing from your computer

Continued Locked Print (Secure Print)

If you are sending multiple Locked Print jobs to the printer, you can release all of your jobs at one time.
Select all of the jobs that you would like to release and select the print tab on the screen.
You will then be asked for your password, type your password and then select "OK".
All of your Locked Print jobs will print.
Continued Printing from your Computer

Printing to the Bypass Tray (Manual Feed Tray)

Select the “Properties” button on your print driver.

Select the “Paper Tab” at the top of the window

On the “Paper Tab” select “Input tray” and “Type”, this will allow to select the type of media you are printing on, paper source you would like the selected from.

When printing labels or thick Paper you must select “Bypass tray” & “Thick 1”, Once you have selected “Bypass tray” and “Thick 1”, select “OK”

Select “OK” to print your job
Continued Printing from your computer

Printing to the Bypass Tray (Manual Feed Tray)

When you walk up the printer select the “Printer” button

You will see the following message come up on the screen, this message is asking you to place paper in the “Bypass tray”

Once paper is placed in the “Bypass tray” Your print job will start.

Note: This process is also be used to print Lables, letterhead, Heavy Card Stock (Think) & Printable Tabs
**Chapter 6 Scan to E-mail**

**Scanning to E-mail**

Select the Scanner button located on the left side of the Operation Panel.

Select the letter that corresponds with your last name, next use the arrow key to find your name.

Select your name from the list.

Press the “Start” Button on the right side of the Operations Panel To complete your scan to email.
Continued Scanning to E-Mail

How to Look up your name in the address book

Select the Scanner button located on the left side of the Operation Panel.

Select “Name” button on the touch panel.

Type in part or all of your last name, Select “OK”.

Select the “Search Dest.” Button on the touch panel.
**Continued Scanning to E-Mail**

Select “Start Search” button

Select a your e-mail address on the touch panel then press “OK”.

Once you select “OK” you will see your e-mail address on the main screen

Press the Start Button on the right side of the Operations Panel To complete your scan to email.
Adding Your Own E-mail Address

Select the Scanner button located on the left side of the Operation Panel.

To manually add an e-mail not in the address book, select manual entry.

Enter the full e-mail address and press “OK” to add your scan to email.

Once you select “OK” you will see your e-mail address on the main screen.

Press the Start Button on the right to complete side of the Operations Panel.