Ricoh

Complete Reference Guide

Home Screen

1. Functions Keys--select desired function from the hard buttons on the left or in the touch screen.
2. Reset—clears all settings back to the defaults.
3. Program—allows you to save desired settings
4. Interrupt—use this to make a quick copy in the middle of a longer copy job. Press interrupt, program desired settings and press Start. Copier will not stop running until the interrupt job is started. When finished, press Interrupt again to exit that mode. First job will resume printing where it left off.
5. Number keys used to enter desired quantity or user code if required.
6. Clear-clears quantity only.
7. Sample Copy—enter desired settings, *including the total number of copies*. Press Sample Copy instead of Start to view first set. In the touch screen you will have the option to Continue or Suspend.
8. Stop—Use to stop Copy, Fax, and Print Jobs.
9. Start—Diamond will be lit if ready, if you see a red mark (bottom center of button), read the display near the top of the touch screen.
10. Energy Saver—press to bring out of Energy Saver mode.
11. Login/Logout—for admin use only.   To clear user code (if using) press the Reset and Clear buttons together.
12. User Tools/Counter—Administrative settings used to configure copier. Counter is the meter reading on the copier since its "birth".
13. Simple Screen—Basic functions with a larger display screen, available for all functions.

Simple Screen for Copying
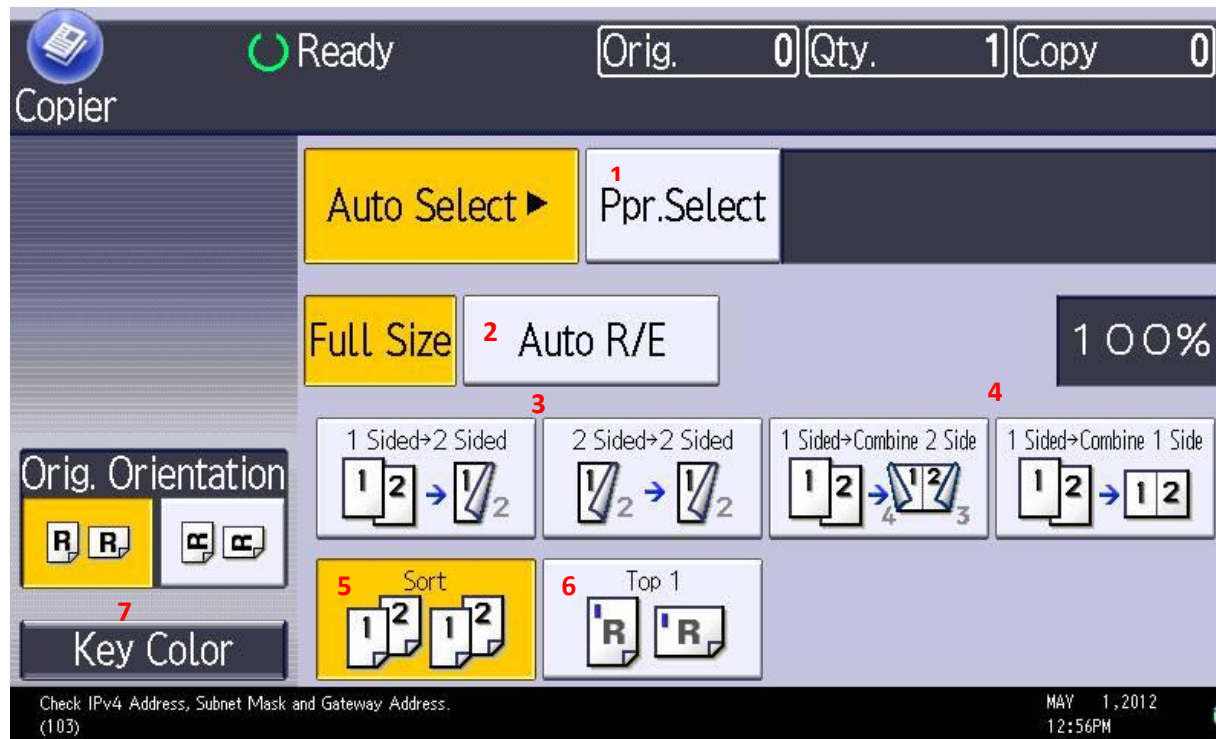
1. Paper Select, when you press this the various paper trays will be displayed
2. Auto R/E—automatically reduces or enlarges any standard paper placed in feeder to fit to letter sized copy. A different paper size can be selected by choosing Ppr. Select and then the tray you want to use.
3. Two sided copy options
4. Image combination options
5. Sort—automatically produces copies in collated or 1, 2, 3 order. If this is not highlighted, copies will be stacked by page number—all of page 1, all of page 2, etc.
6. Staple position in upper left corner
7. Key Color will change display colors. Pressing Key Color again will change it back to the yellow and blue display.

Copy Features
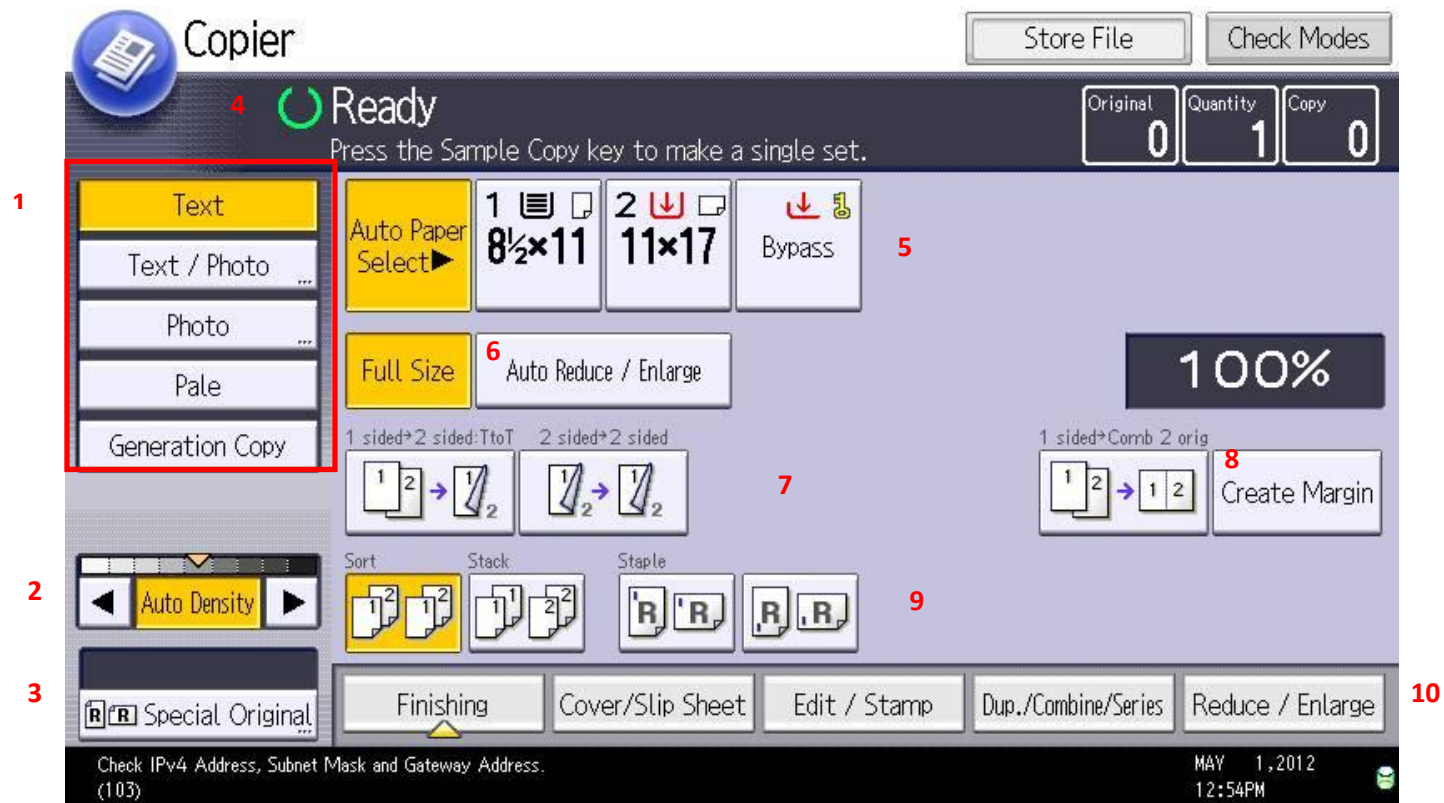
1. Original Type—make appropriate selection if document is something other than black text
2. Lighten/Darken Images. Auto Density washes out background color for originals that are on pastel colored paper.
3. Special Original— special handing for originals Batch, Mixed Sizes, Original Size (Custom Size) see next page for details.
4. Message area—copier will prompt you if it cannot perform a function or if it needs more information.
5. Paper Tray Selections, indicates size (based on position of guides in drawer), orientation of paper and amount of paper available. **For best results ALWAYS fan the paper before loading trays.**
6. Auto Reduce/Enlarge—automatically sizes any standard paper size to fit to letter. You can also choose another paper size if desired. Bypass tray holds up to 100 sheets of plain to middle thick paper.
7. Shortcuts for two sided copying and other commonly used keys.
8. Create Margin—performs a slight reduction and centers image. Use when you have printing/image edge to edge so that you capture the entire image.
9. Finishing Options—these may vary for your copier. Hole punch and folding will be in this area IF your machine is configured with them.
10. All copier options broken down by category.

Main Copy Screen
Note: some features may vary depending on your model.
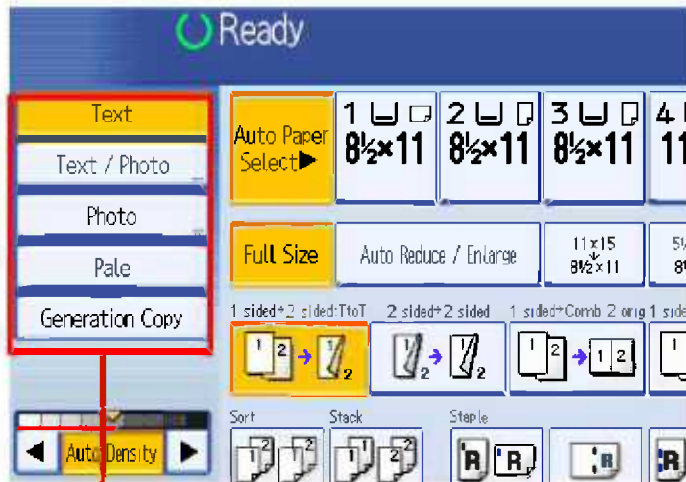
Special Original Types:
- Select box above exposure area
  - **Photos**
    - Select "Photo"
  - **Documents with Graphics or Shaded Text Boxes**
    - Select "Text/Photo"
  - **Copy of a Copy**
    - Select "Generation Copy"
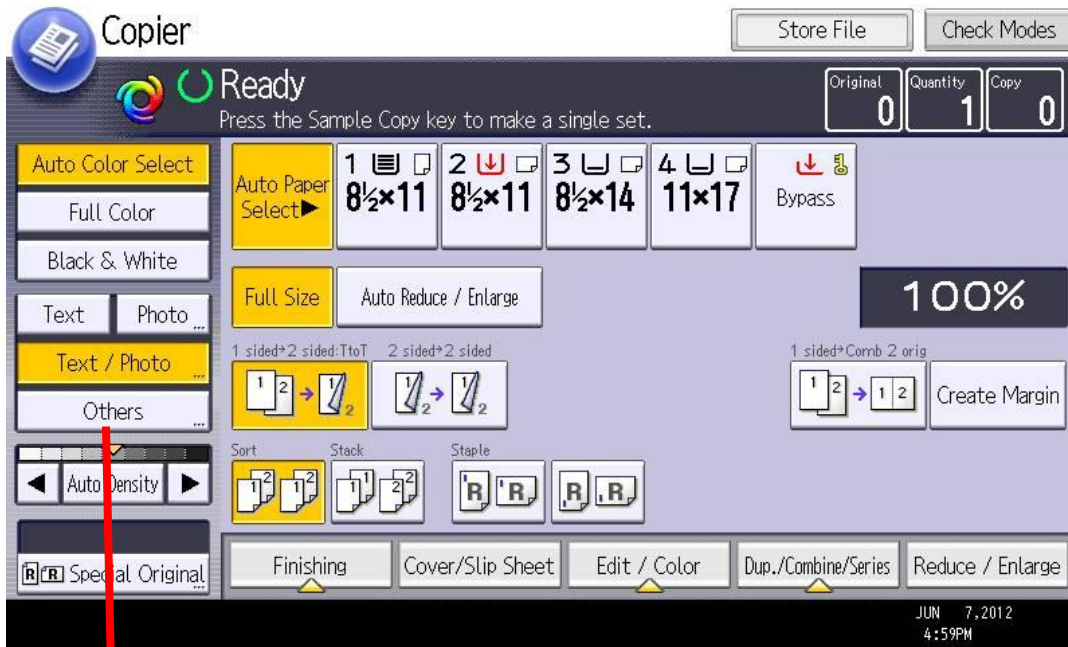 - **Pencil or very light images**
    - Select "Pale"

Batch—use when you have more originals than the feeder can hold or if you need to copy some items off the glass and some through the feeder.

Mixed Sizes—pulls the appropriate paper size for each original

Original Size --used to input the actual size of a small book

Copying in Color on the MP C models

When you want to make color copies, select Auto color select. If you have some originals that are black and white mixed in with your color originals, the black pages will print using black toner. The color pages will print in color.

If the copier misreads a color page, because the image is very dark, Full Color will force the copier into color mode.

Full Color would print all pages using all 4 toners, which is more expensive copy—you don't want to use that as the Color default.

Copy of a Copy
- o Select "Generation Copy"

Pencil or very light images
- o Select "Pale"

Tiny fonts, thin lines
- o Select "Map"

Paper Tray Settings

Auto Paper Select ▶	1 ☐ 8½×11	2 ☰ 🔧 8½×11	3 ☐ ☐ 8½×14	4 ☐ ☐ 11×17	☰ Bypass
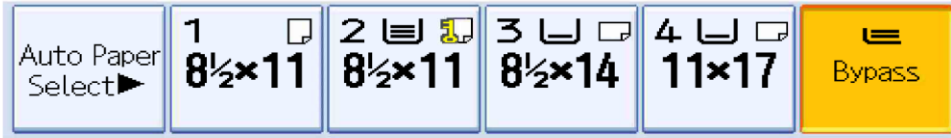
When the bypass is highlighted, pressing the # key will bring up menu options for this tray. Options will vary by model.
If using overhead transparencies, be sure they are made for a COPIER.
For label stock, Ricoh recommends Avery Laser Labels.   *Never use inkjet products in copiers.*

For best results ALWAYS fan the paper by pinching the edges between your thumbs and fingers and move your wrists back and forth before loading trays. This gets air between the sheets, which breaks the static hold and flattens the natural curl of the paper. Also be sure there are no damaged edges and that the paper is in a straight stack. If changing paper sizes in a drawer, be sure the paper guides are right up to the edges of the paper. If your copier has a tandem (split trays for letter size paper only), be sure to only load paper in the left side and let copier move over to the right when that side is empty.

Bypass Tray Paper Weight Guide

Paper Thickness

Color Copiers

Paper Thickness *1	Paper weight
Thin Paper *2	52–59 g/m^2 (14–15 lb. Bond)
Plain Paper 1	60–74 g/m^2 (16–20 lb. Bond)
Plain Paper 2	75–81 g/m^2 (20 lb. Bond)
Middle Thick	82–105 g/m^2 (20–28 lb. Bond)
Thick Paper 1	106–169 g/m^2 (28 lb. Bond–90 lb. Index)
Thick Paper 2	170–220 g/m^2 (65–80 lb. Cover)
Thick Paper 3	221–256 g/m^2 (80 lb. Cover–140 lb. Index)
Thick Paper 4	257–300 g/m^2 (140 lb. Index–110 lb. Cover)

Paper Thickness

Black & White Copiers

Paper Thickness *1	Paper weight
Thin Paper *2	52–59 g/m^2 (14–15 lb. Bond)
Plain Paper	60–81 g/m^2 (16–20 lb. Bond)
Middle Thick	82–105 g/m^2 (20–28 lb. Bond)
Thick Paper 1	106–160 g/m^2 (28 lb. Bond–60 lb. Cover)
Thick Paper 2	161–216 g/m^2 (60–80 lb. Cover)

*1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

*1 Print quality will decrease if the paper you are using is close to the minimum or maximum weight. Change the paper weight setting to thinner or thicker.

*2 Depending on the type of thin paper, the edges may crease or the paper may be misfed.

Reductions & Enlargements


Auto fit to letter size paper
- Select "Auto Reduce/Enlarge" --Copier Automatically chooses Drawer 1 and sizes document to fit Letter sized paper. Other paper size can be selected if desired.

Copies are cutting off the image at edge of page
- Select "Create Margin". Document will be reduced slightly and centered.

Select your own percentage for reduction or enlargement
Select "Reduce/Enlarge" at the bottom right of the copy window. Select Number Keys to enter %, using numeric keypad.
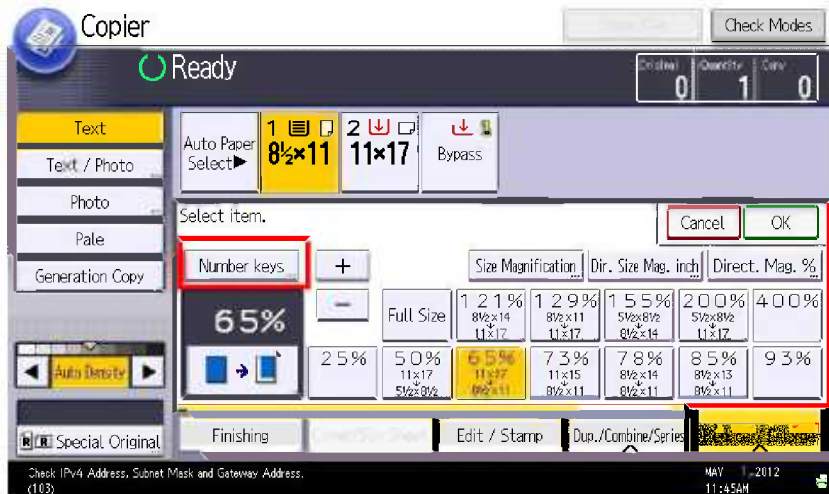
Finishing Options

Sort will output copies in set order (collated). **When making multiple copies of 1 original off the glass, turn sort off (by pressing button if highlighted) before you press the Start button. If you forget, simply press the # key after the first copy comes out.** This lets the copier know that you don't have any more originals to be copied. Whenever possible, use the document feeder and you won't have this issue.

Stack will give you all the first pages, all the second pages etc and will offset each section.

Some units may be equipped with stapling and/or hole punch capabilities.

Staple position is indicated by the small slash marks on the page.   If your unit has a saddle stitch or 2 at Center staple option, you must copy onto landscape paper.

Punch will do 3 hole and on some models 2 hole punch

> Remember the images on the copier's menu are always as you are looking at the originals either in your hands or in the feeder. Don't think ahead if you are placing it on the glass. As you are looking at the document, where do you want to staple, shift, erase, etc.

Basic Options on Main Screen

Key:
Flat sheets = single sided
Curled sheets = double sided

1 sided→2 sided--prints for originals that are single sided, that you want to make into double sided copies.

2 sided→2 sided--for originals that are double sided and you want the copies to also be double sided.

1 sided→Comb 2 orig—can be used to combine 2 full sized originals onto the front of 1 copy. This can also be used for the front and back of small items, such as insurance cards or checks. See instructions below.

How do I copy the front and back of small items like insurance cards or checks
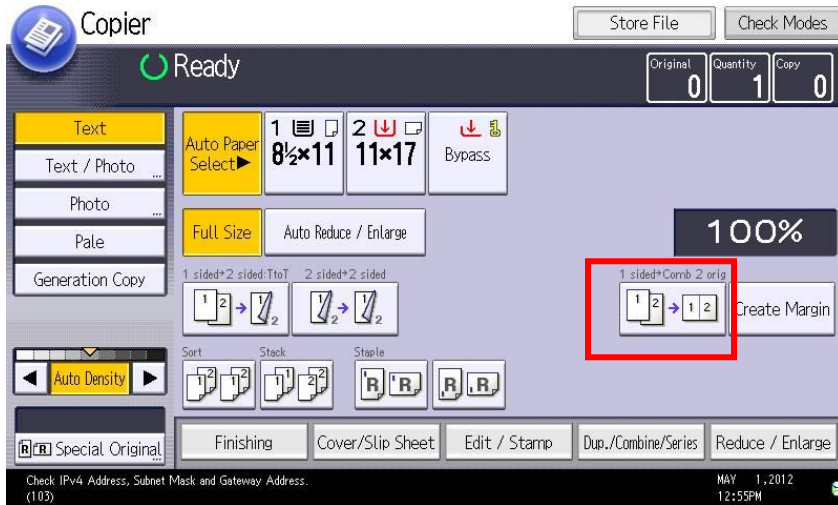
- Press "1Sided→Comb 2 Orig"
- Place original on glass in upper left corner as shown
- Close feeder cover
- Press Start, Press Start again when Can't detect Original message appears
- Flip original over, place in same area on the glass
- Press Start twice again

Any other options for two sided copying, image combinations, image separations or book copying is found under Dup/Combine/Series

Dup/Combine/Series

Note: If your copier's default is 1sided →2 sided and you need just single sided copies, press the 1sided →2 sided button to turn that feature off for this job. When you press Reset, it will go back to two sided copy mode.

Main Copy Screen
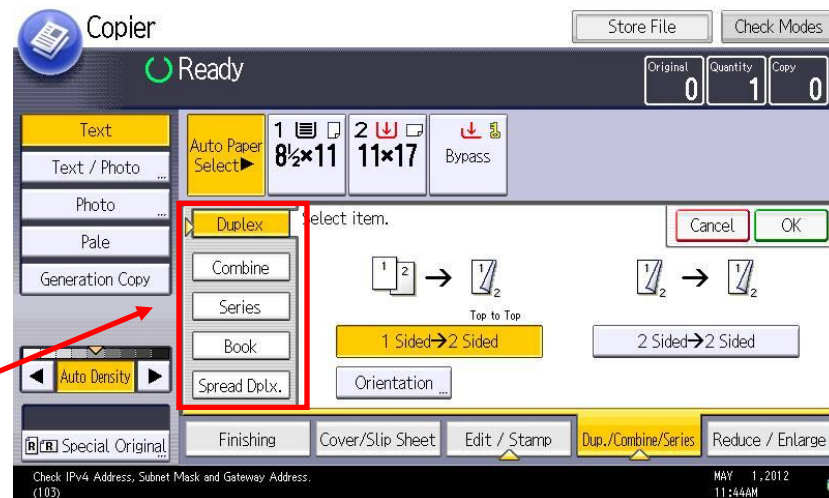
Duplex--two sided copy options
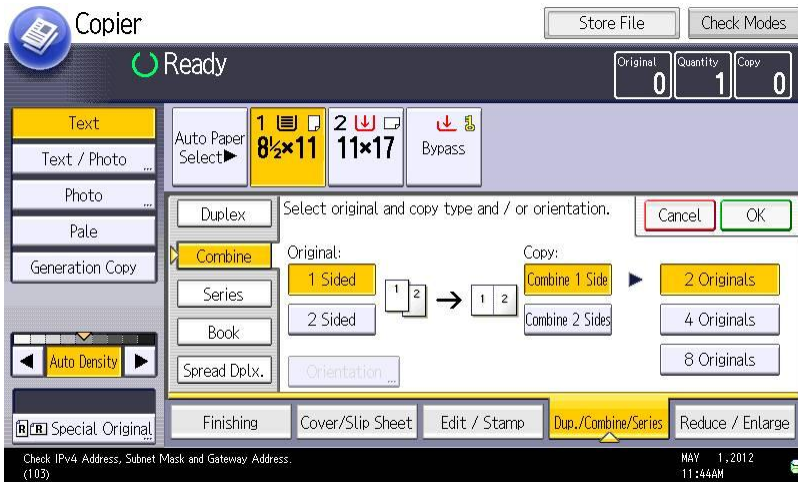
Combine—puts multiple originals on 1 copy
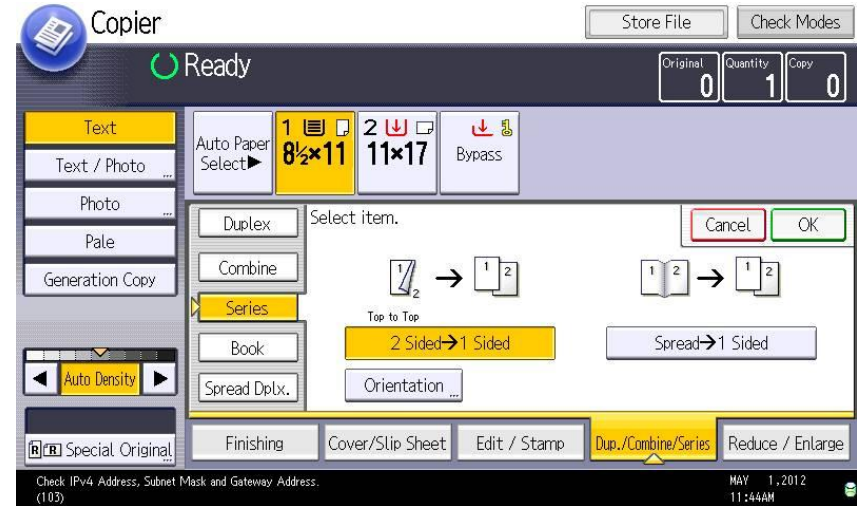
Series—separate double sided originals or books into 2 separate pages
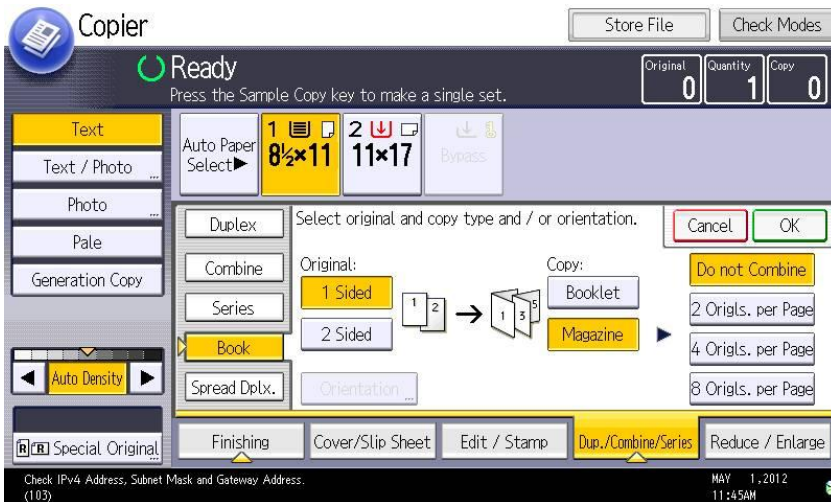
Book-is used to create newsletters and programs from single pages
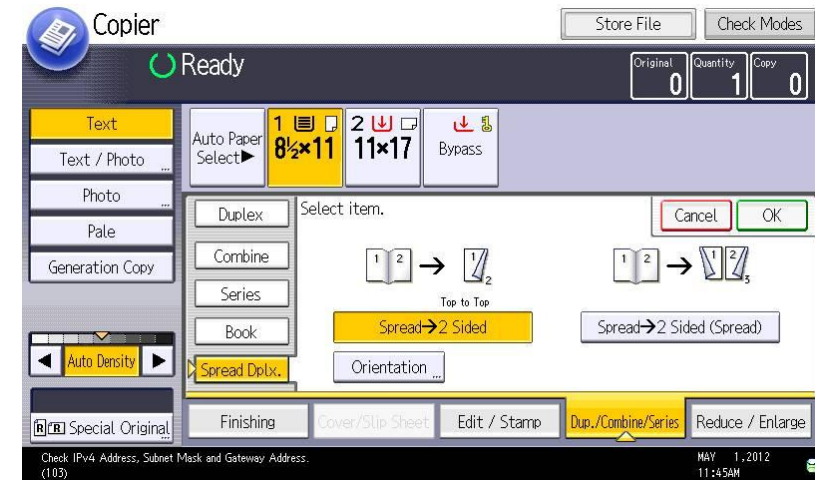
Spread Dplx—are your book to double sided options

Making booklets from single sheets of paper
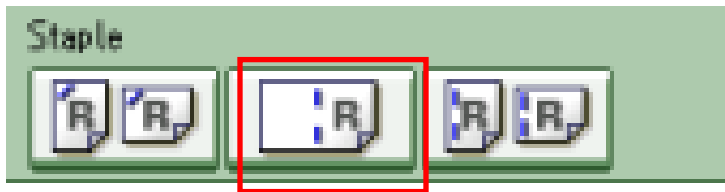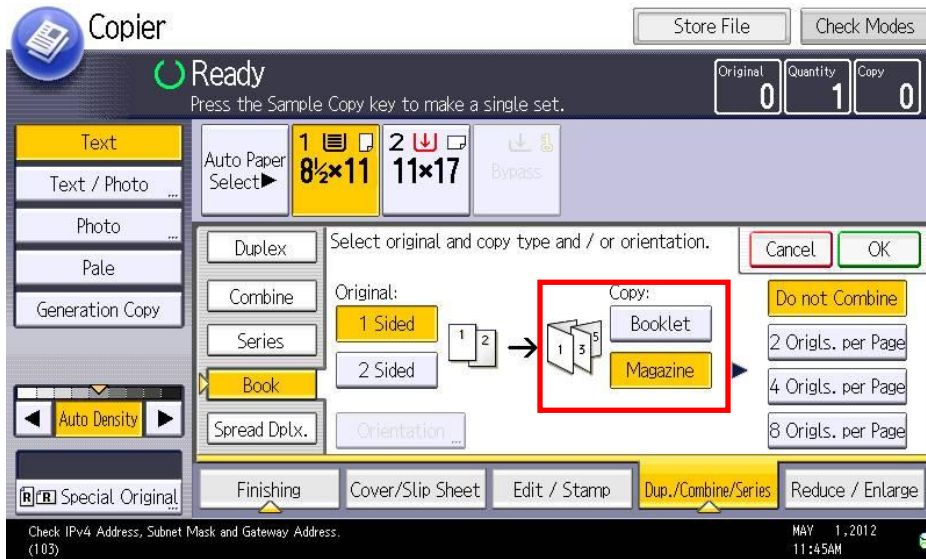
- Press "Dup/Combine/Series" on main copy screen
- Press "Book"
- Under Original, select appropriate setting for how your originals are printed
- Press "Magazine"
- Leave Do Not Combine turned on
- Press "OK"
- Select the size paper you want to copy on—it will default to the letter tray, but you can also use legal or 11X17
- If copying on letter paper you may also want to Center the image on the copy
- Press "Edit/Stamp" (or Edit/Color)—and then press "Centering" "OK"

If you have the 2 at Center (Saddle Stitch Staple Option), select that on the main copy screen. This feature will fold and staple in the center of your booklet—not all copiers have this option.

Making booklets from originals that are already printed 2 up on the page (known as printer's spreads)

- Place originals in feeder in landscape orientation (so you can read the text)
- Select "1 Sided to 2 Sided" on main copy screen
- Select your paper size
- Select 2 at Center Staple if it is available
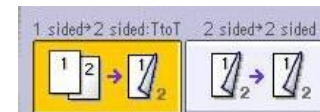
Note: If your unit has a saddle stitch staple option, you must copy onto landscape paper. For copiers that don't have this finisher, you can use regular letter paper in portrait orientation.

Book Copying Options

Placement for book copying

The letter sensor lies along the 11" mark on the left side of platen glass. The Legal sensor is under the oval cutout on the right side of platen glass. **If both of these sensors are covered,** *it will read your document or book as an 11X17. For this size book, align the area* **where the** *book* **is open** *with the 8½" mark at the top of platen glass. If bottom of book is not quite reaching to the 11" mark, you can slide the book a little further down so that the copier reads size as 11X17. Or proceed to next page for small book copy instructions.*

Legal paper sensor

11" mark
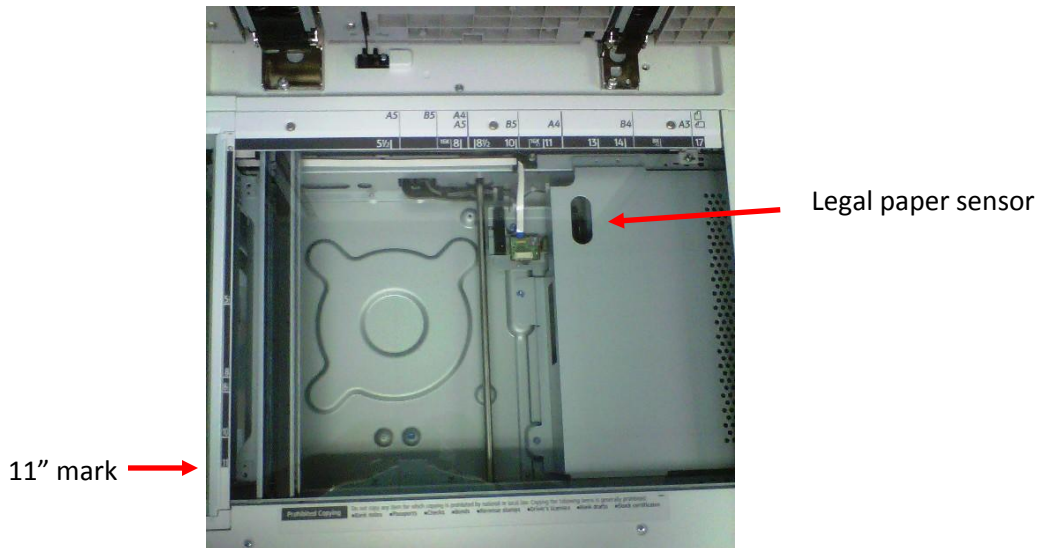
Copying Just 1 Page When Book is Open
- On Main Copy Screen
- Select drawer than contains letter sized paper
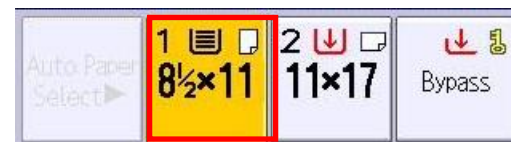
For smaller books, you will have to enter the overall size of the book when it is opened.
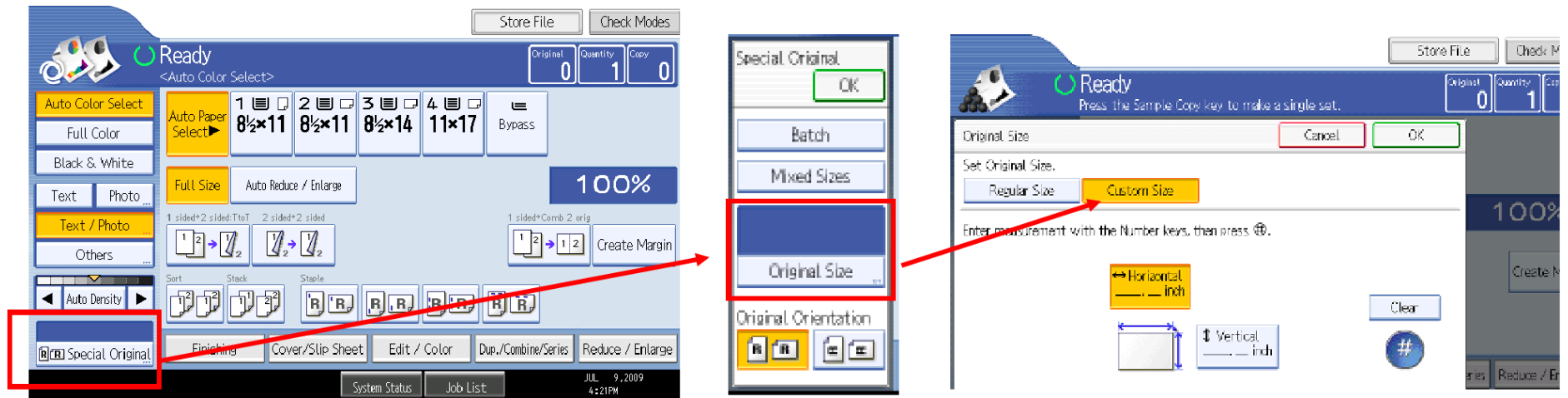
Press Special Original, Original Size, Custom Size, *gently* press down on binding, and enter the length and width of the open pages
Be sure you are measuring the bottom pages only, not the spread pages or cover so that you don't get the black lines on the copy.
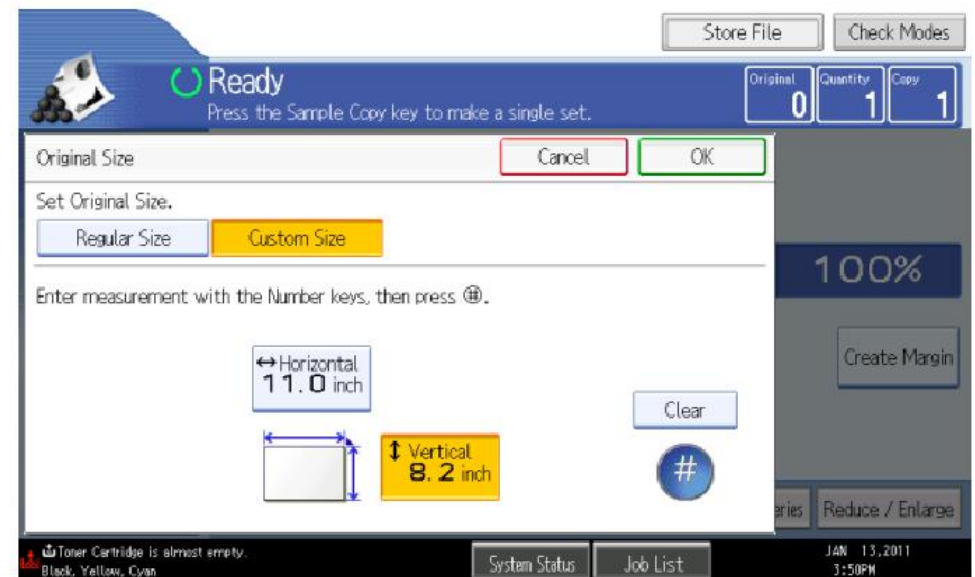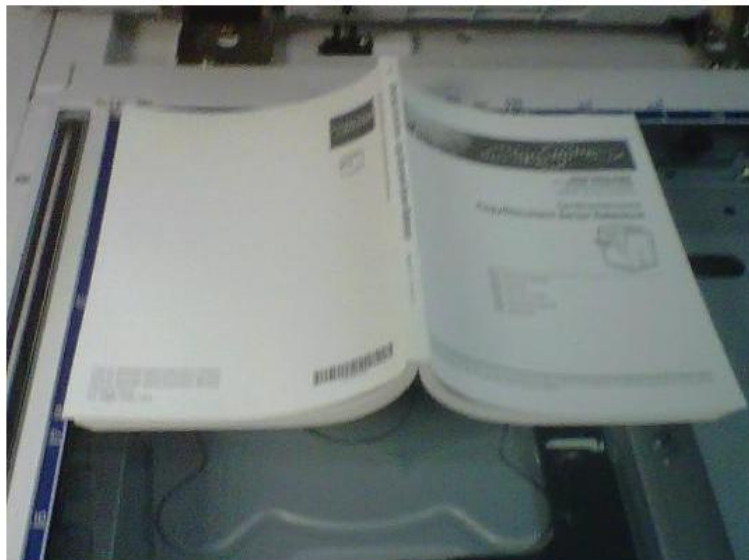
Press the # key to set size and OK
The scanner now only images the area you designated so there won't be excess black around your copies.

Copying from a Book onto Two Separate Sheets

Start copying from the front of the chapter and work your way to the end.

Be sure Sort (or Staple) is turned on if you are making multiple sets.

Enter desired quantity.

Choose Text/Photo if there are graphics on the pages.
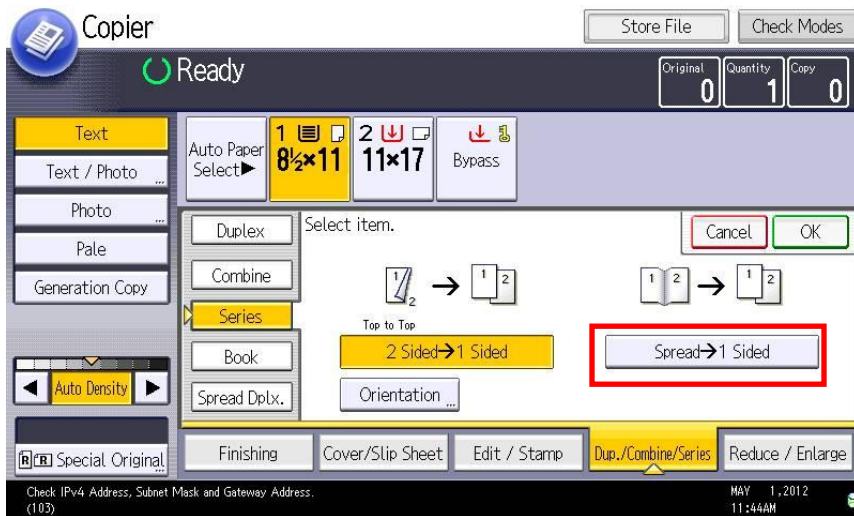
- Press "Dup/Combine/Series" on main copy screen
- Select" Series"
- Choose" Spread → 1 Sided"
- Press "OK"

Book to Double Sided Copy
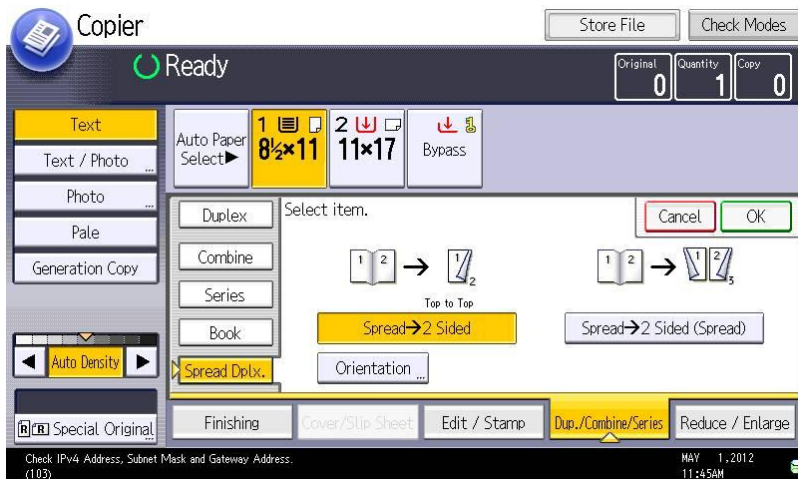
- Select "Dup/Combine/Series"
- Select "Spread Duplex"
- On the far right of the screen, select "Spread →Two Sided" to place facing pages of book front to back

OR

- Select "Spread →Two Sided Spread" to copy exactly as it is laid out in the book. This is used if you have an image that spans across 2 pages, such as a map or timeline.
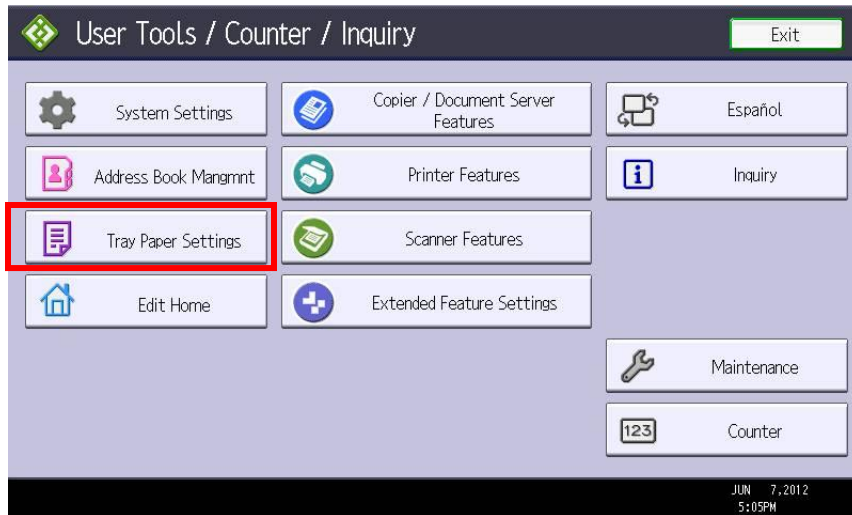
When you want to insert covers in your document

Before you can insert different types of paper you have to register what tray holds your covers or insert sheets. Options may vary based on the number of paper trays you have.
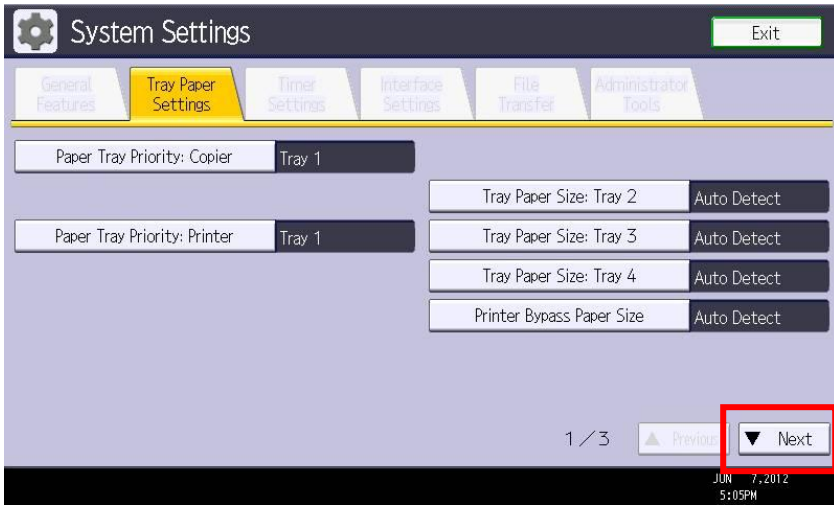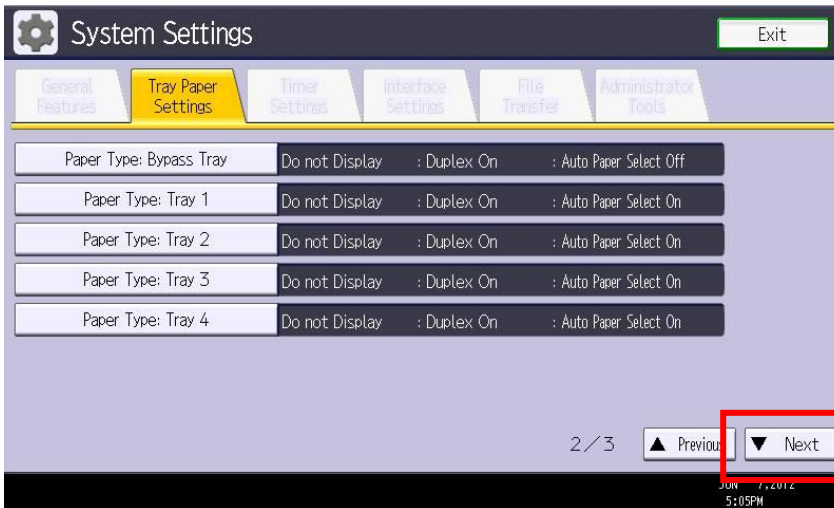

How to register cover tray

- On the control panel, press "User Tools/Counter"
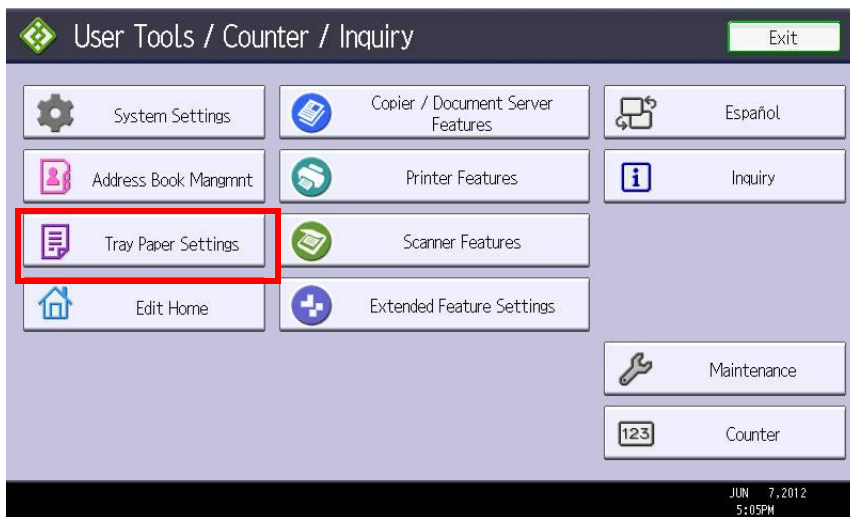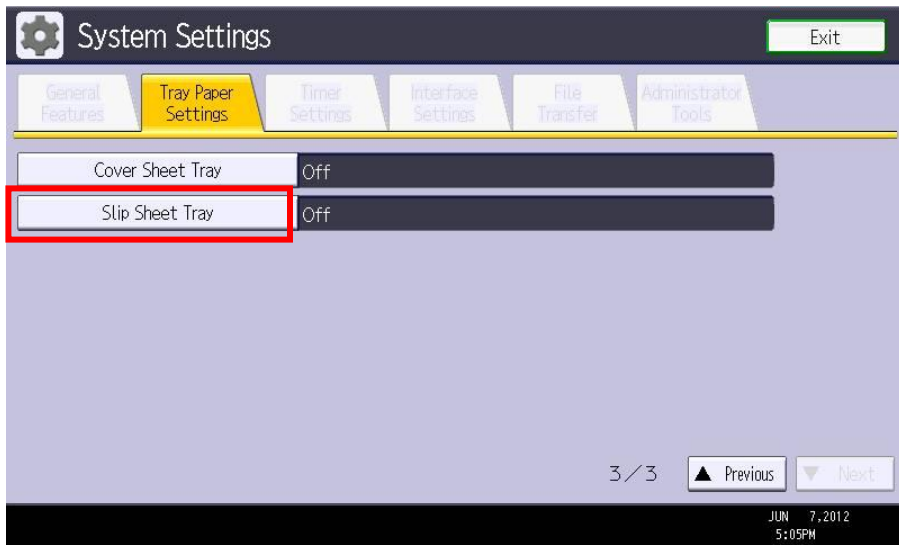

- Press "Tray Paper Settings"
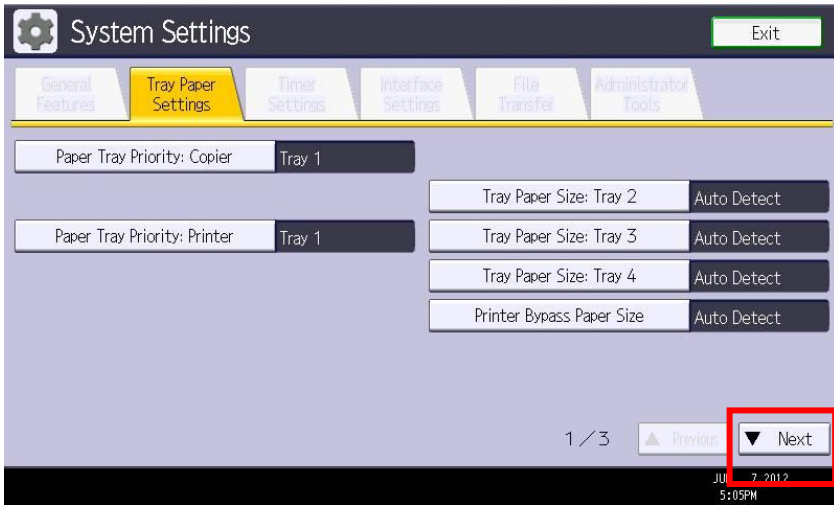
- Press "Next"
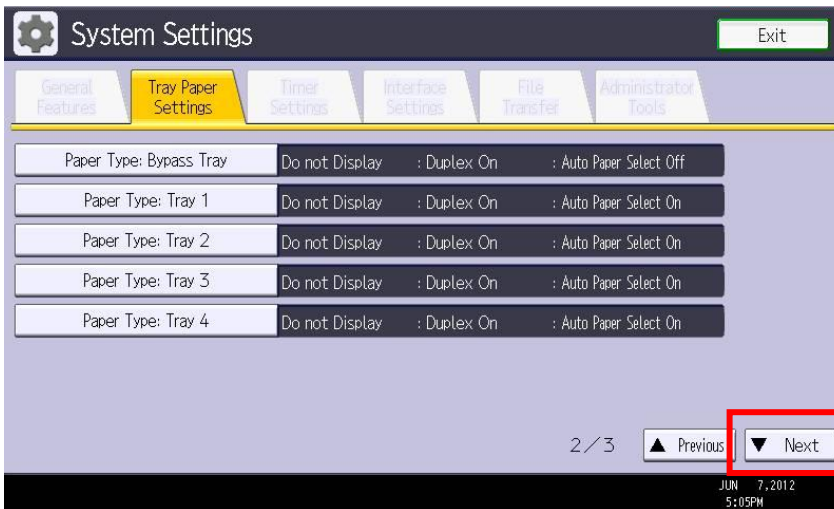
- Press "Next" again
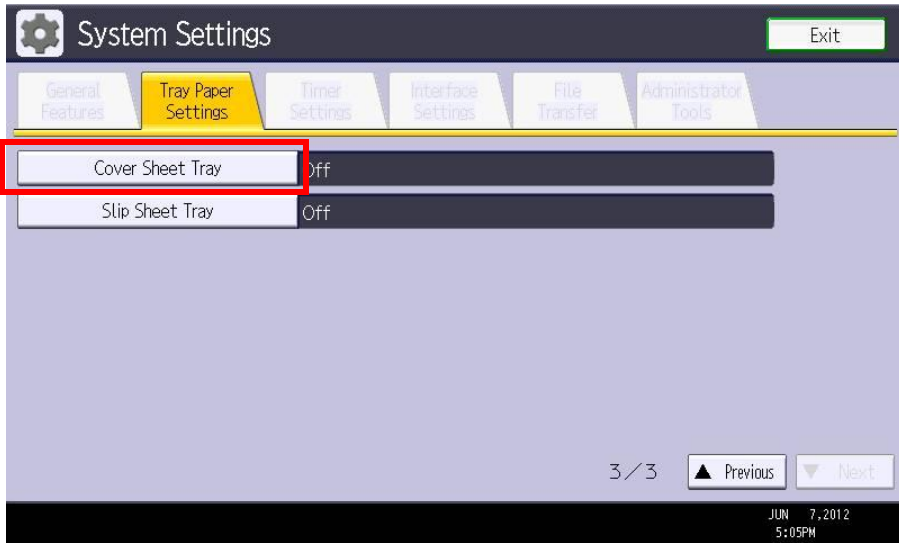
- Press "Cover Sheet Tray"
- Select tray containing cover stock

If you want to print on the back side of the covers

- Press "Yes" under Apply Duplex

**If you do not want to print on the back side of the covers**

- Press "No" under Apply duplex
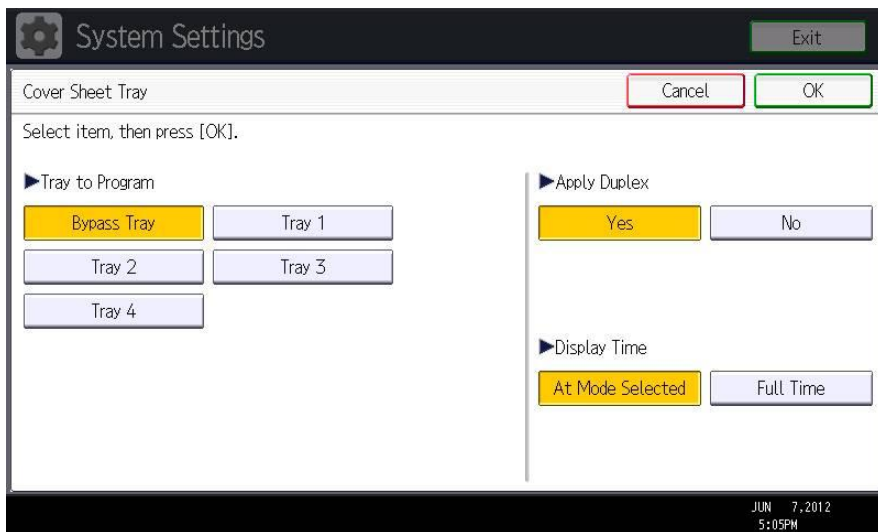
Display Time Options

At Mode Selected means it will only show Covers in the Paper display when you select Covers/Slip Sheets.

Full Time means that paper display will always show Covers under the paper size

- Press "OK"
- Press "Exit" until you are back to copy screen including this screen.
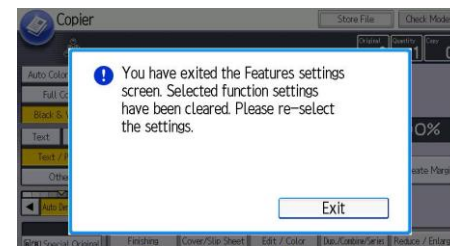
Insert covers in your document

**Now that you have your cover stock location registered, you can program the copy settings.**
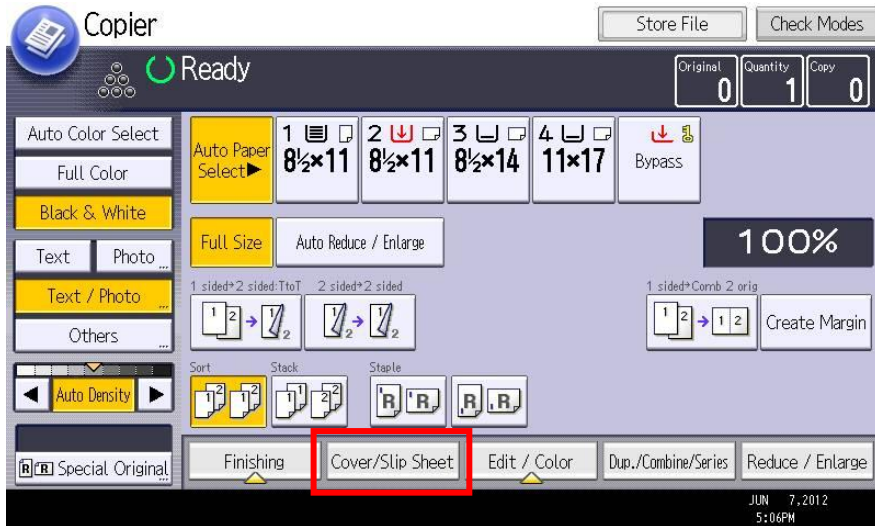
- Press "Cover/Slip Sheet" on main copy screen
- Make your selection from Front Cover or Front and Back Covers
  - o Copy or Blank insert

Do not place a blank sheet in the feeder if the covers are blank. The copier knows to simply insert the cover from tray you specified.

- Make any other desired settings, such as two sided, staple etc.

When you want to insert color sheets in your document

Before you can insert different types of paper you have to register what tray holds your covers or insert sheets. Options may vary based on the number of paper trays you have.

How to register tray holding insert sheets

- On the control panel, press "User Tools/Counter"

- Press "Tray Paper Settings"

System Settings

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

Exit

| Paper Tray Priority: Copier | Tray 1 |

	Tray Paper Size: Tray 2	Auto Detect
Paper Tray Priority: Printer	Tray 1	Tray Paper Size: Tray 3	Auto Detect
	Tray Paper Size: Tray 4	Auto Detect
	Printer Bypass Paper Size	Auto Detect

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- Press "Next"

- Press "Next" again

System Settings

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

Exit

Paper Type: Bypass Tray	Do not Display	: Duplex On	: Auto Paper Select Off
Paper Type: Tray 1	Do not Display	: Duplex On	: Auto Paper Select On
Paper Type: Tray 2	Do not Display	: Duplex On	: Auto Paper Select On
Paper Type: Tray 3	Do not Display	: Duplex On	: Auto Paper Select On
Paper Type: Tray 4	Do not Display	: Duplex On	: Auto Paper Select On

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- Press "Slip Sheet Tray"
- Select tray containing insert sheets

If you want to print on the back side of the inserts

- Press "Yes" under Apply Duplex

If you do not want to print on the back side of the inserts

- Press "No" under Apply duplex

Display Time Options
At Mode Selected means it will only show Slip Sheet in the Paper display when you select Covers/Slip Sheets.

Full Time means that paper display will always show Slip Sheets under the paper size

- Press "OK"
- Press "Exit" until you are back to copy screen including this screen.
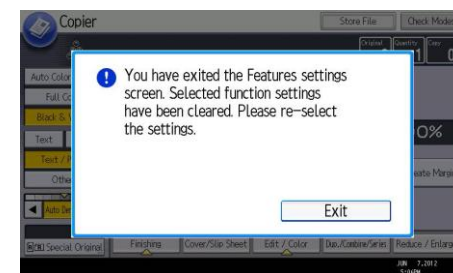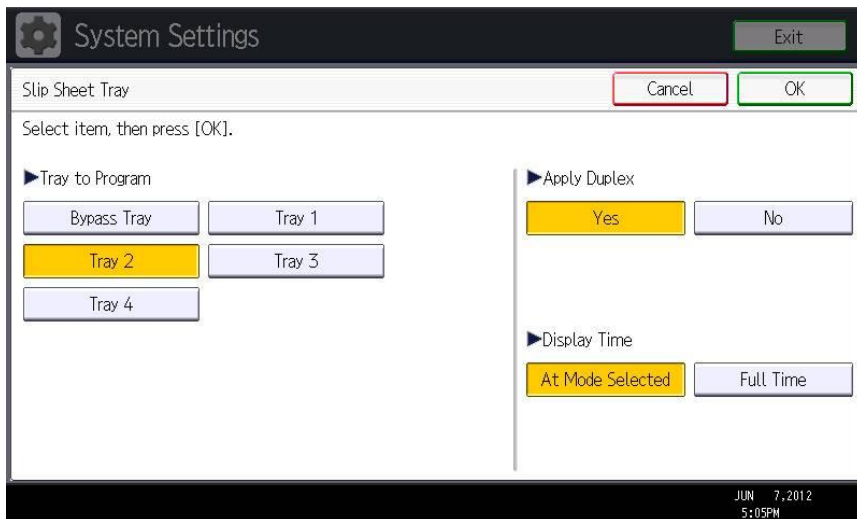
How do I insert color sheets with my white pages
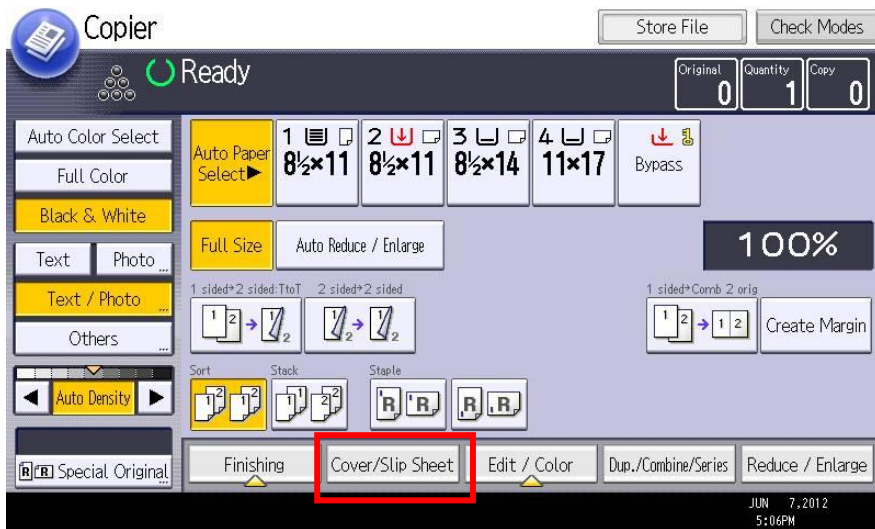
- Press "Cover/Slip Sheet" on main copy screen
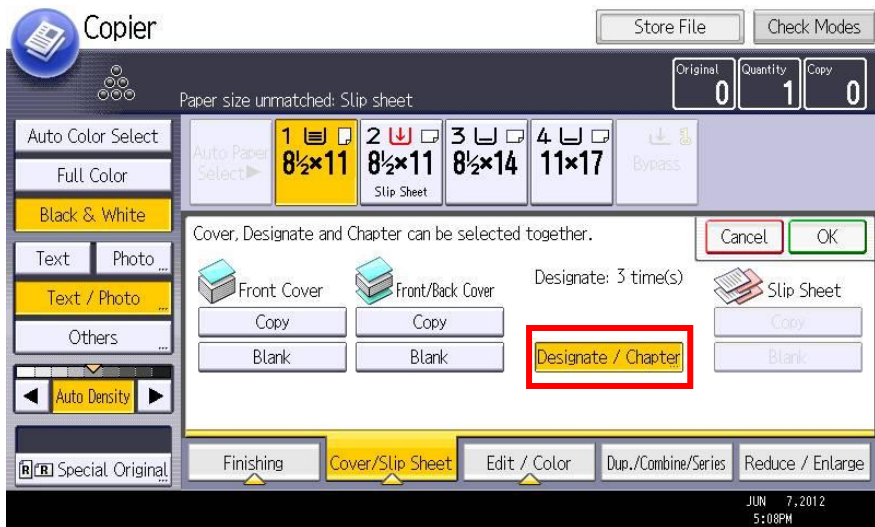
- Press "Designate/Chapter"
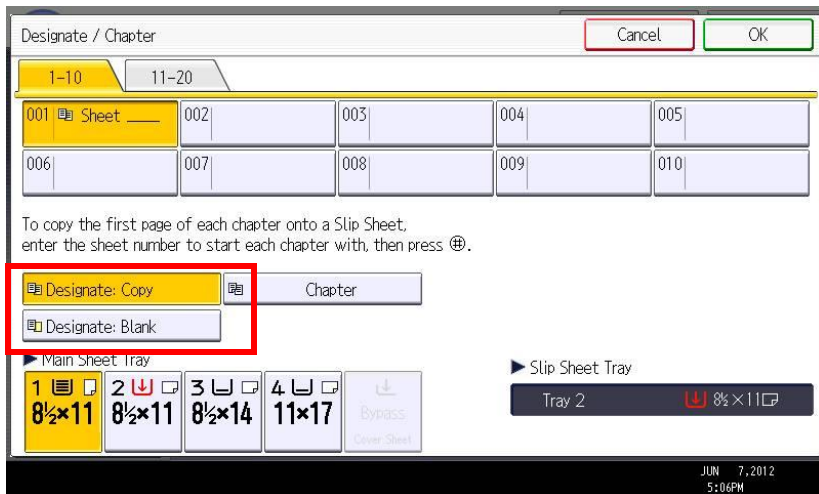
If you are copying onto the colored paper,

- Press "Designate Copy"

If you are inserting blank sheets,

- Press "Designate Blank"

In this scenario I am inserting color paper at every fifth sheet

- Press 5 on the numeric keypad
- Press #
- Press 10
- Press #
- Press 15
- Press #
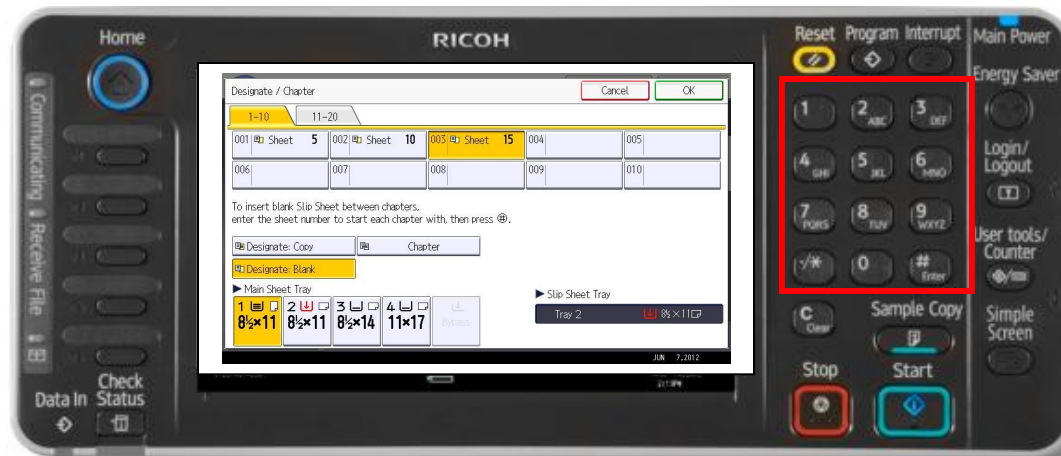
Do not place a blank sheet in the feeder if the inserts are blank.

- Make any other desired settings, such as two sided, staple etc.
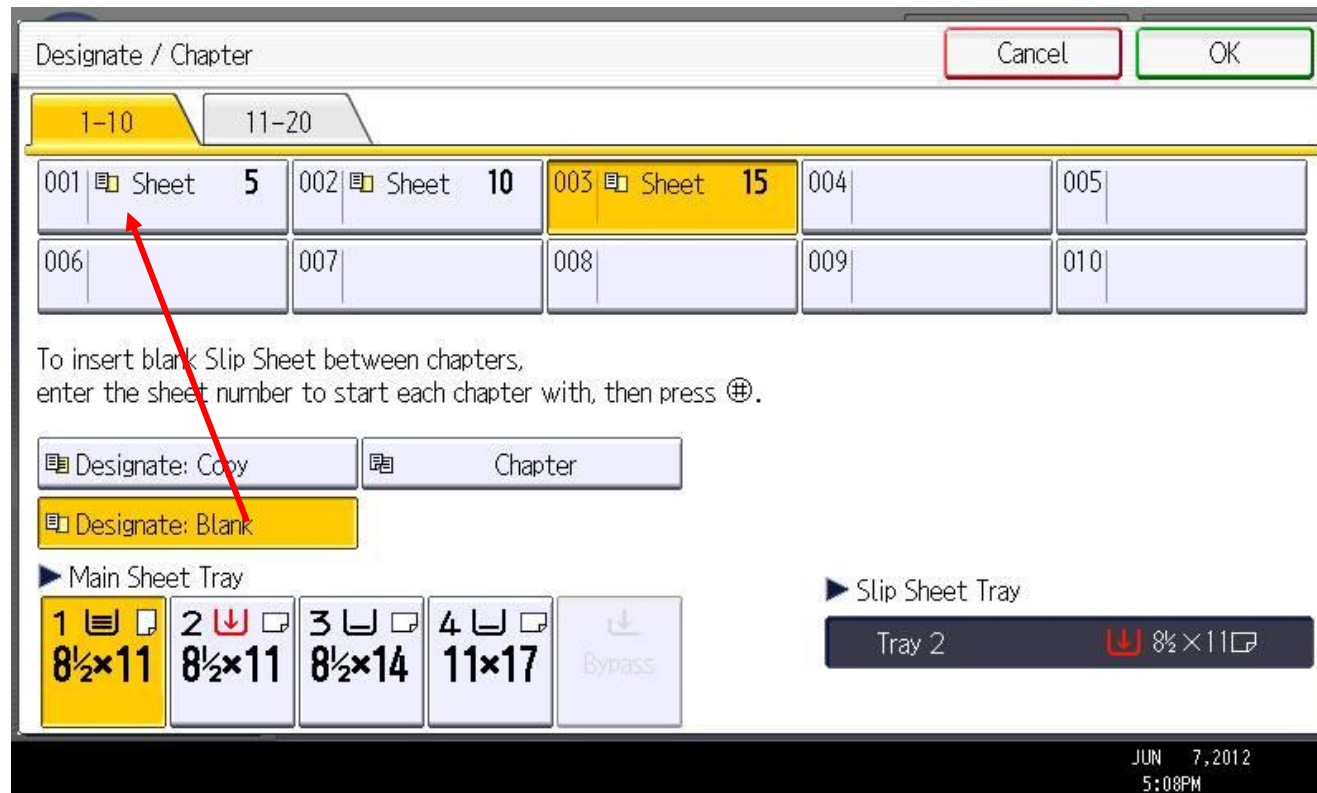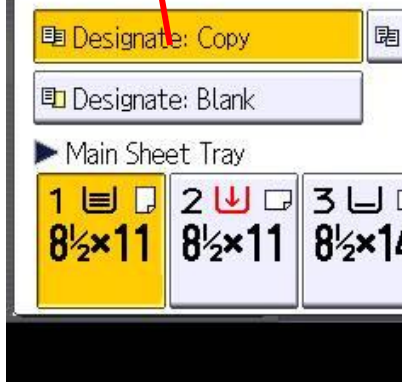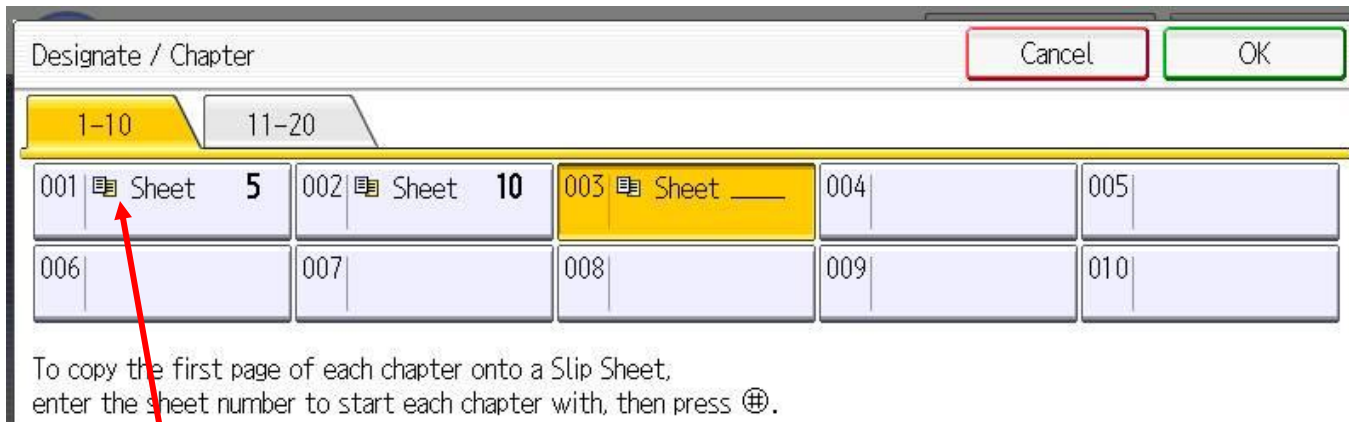
Designate Copy shows printing on sheets, Designate Blank shows blank pages. If you forget to switch to Designate Blank before you program page numbers, you have to select each box and choose Designate Blank for each page.

Edit/Stamp or Edit/Color (on Color models)

These are the miscellaneous features that you may use occasionally. They include Margin Shift, Erase, Stamp, Edit Image.
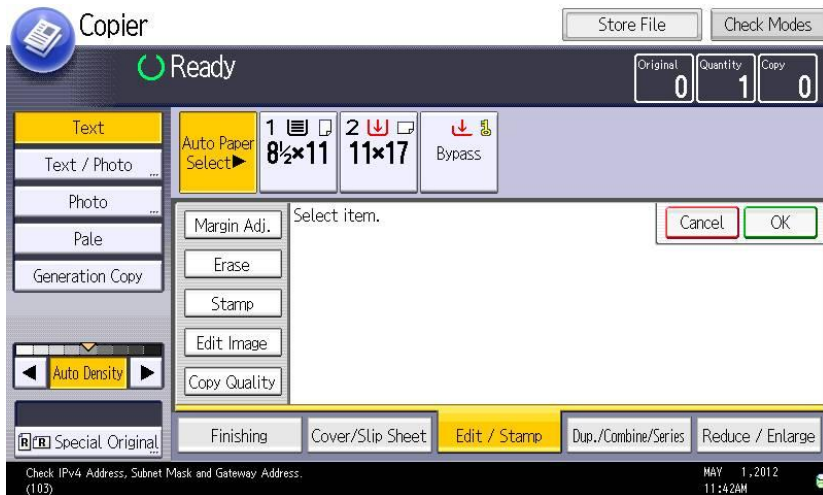
Black and White Copier
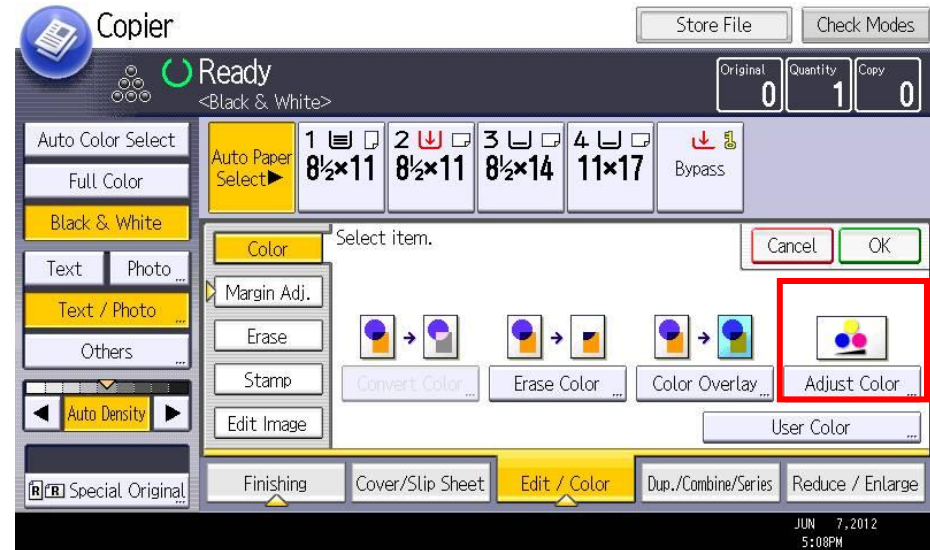
Color Copier

When you need to tweak the color output
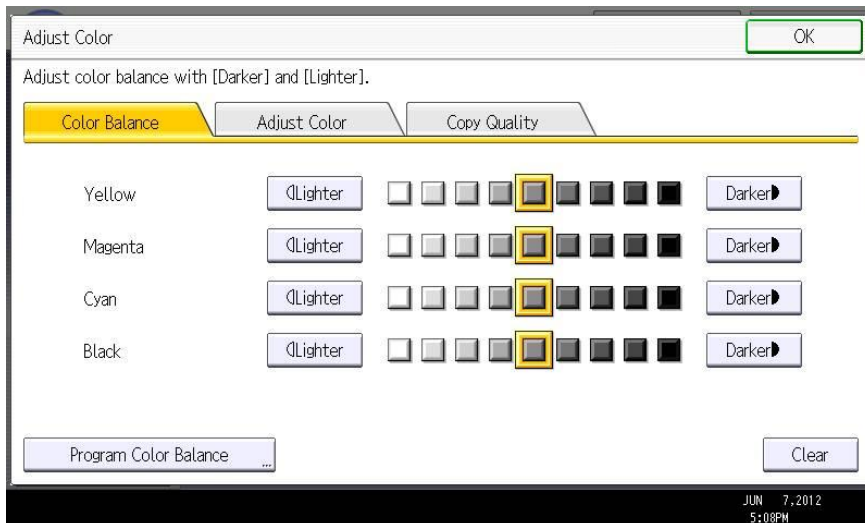
- Press "Edit/Color" on main screen
- Press "Color"
- Press "Adjust Color"
- Press "OK"

When you need to shift the image on the page

(typically used to shift away from the left margin for hole punching so that you don't lose any of the text)
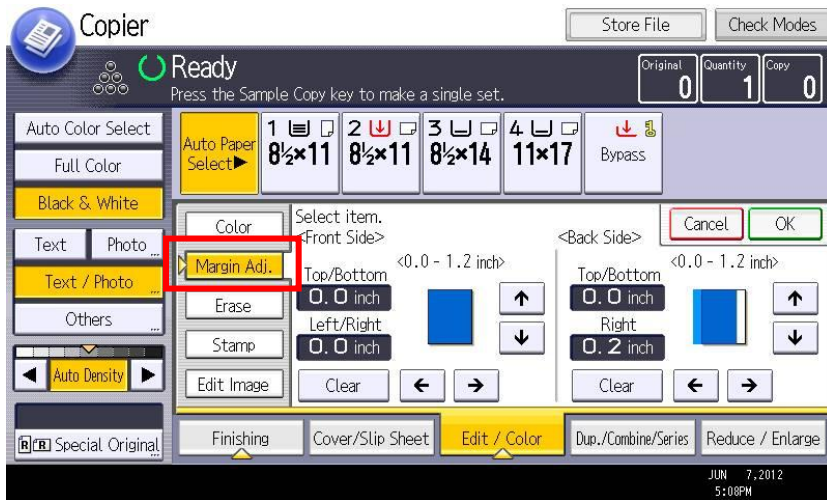
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Margin"
- Select the direction you want to move the image
- Press "OK"

When you want to erase from the perimeter of the document
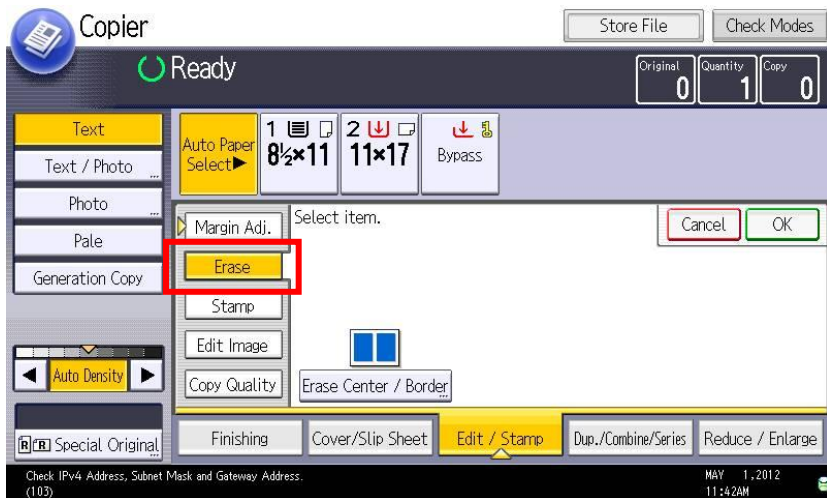
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Erase"
- Press "Erase Center/Border"
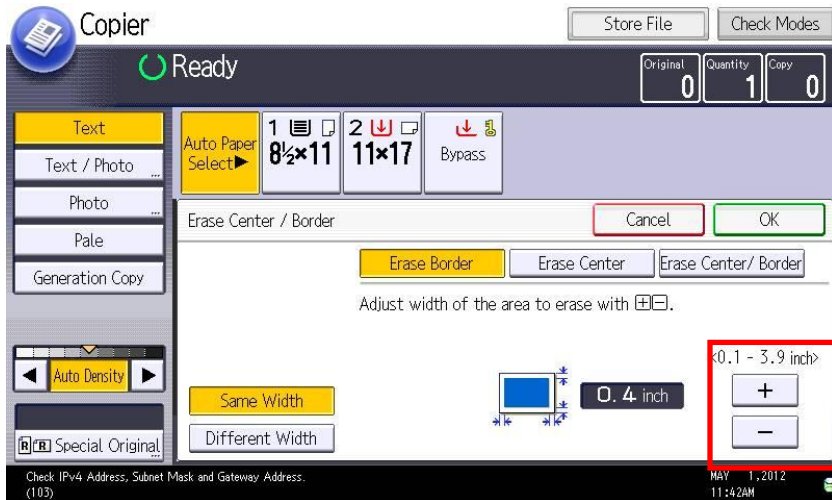
- Press + or – key to increase or decrease amount to be erased all the way around the document

You want to get rid of the banner at the top of a fax or different widths around the document
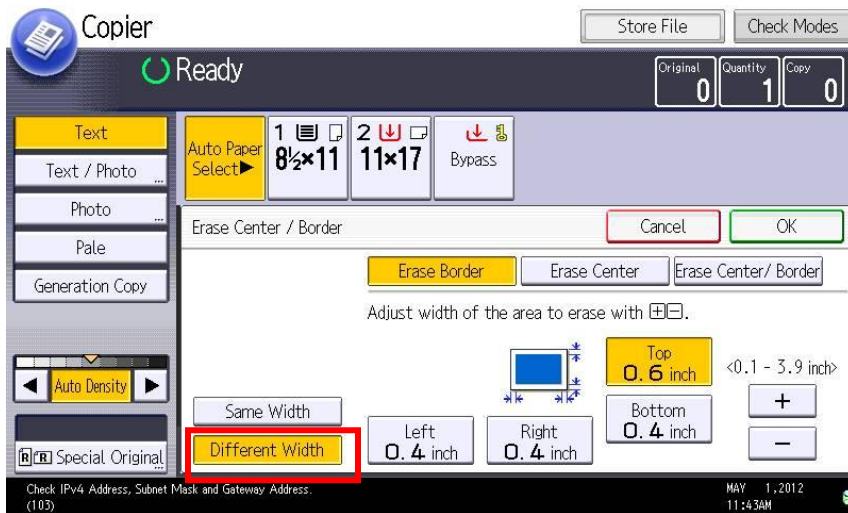
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Erase"
- Press "Erase Center/Border"
  - Press "Different Width"
  - Press the area to be erased
  - Press + or – key to increase or decrease amount to be erased
  - Press "OK"

Stamp prints something on your copy that is not on the original. Preset stamp are the typical office rubber stamp type options, you can also choose to add the date, page numbering or your own text.
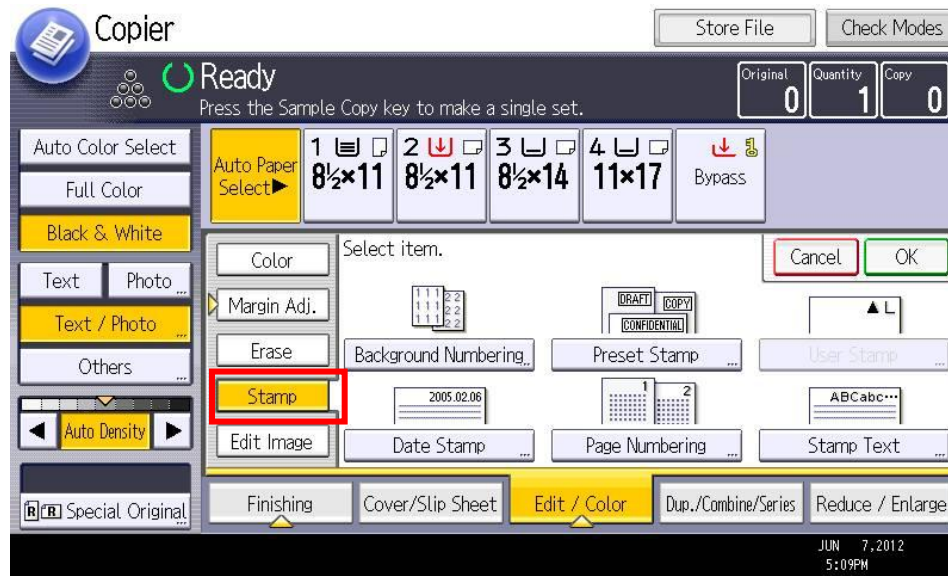
When you want to add a "Watermark" on your Document

- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Stamp"
- Press "Preset Stamp"
- Select desired stamp
- Select whether to print on all pages or just the first
- Only the color copiers will have the option to print the stamp in a color other than black
- Press "Change" to see options below
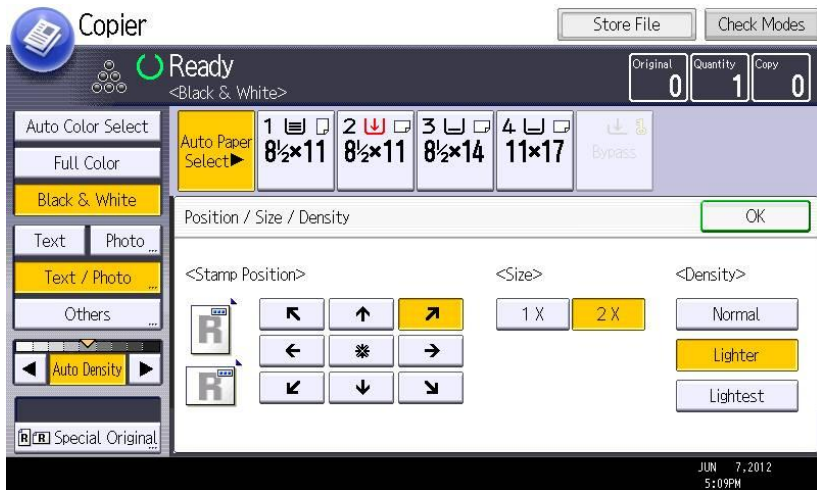
- After pressing Change you can move the location of the stamp, the size or density. Normal is just as dark as the text on the page. Lightest is very faint and Lighter is in the middle.
- Press "OK" until you are back to the main copy screen

To print the date on your copies
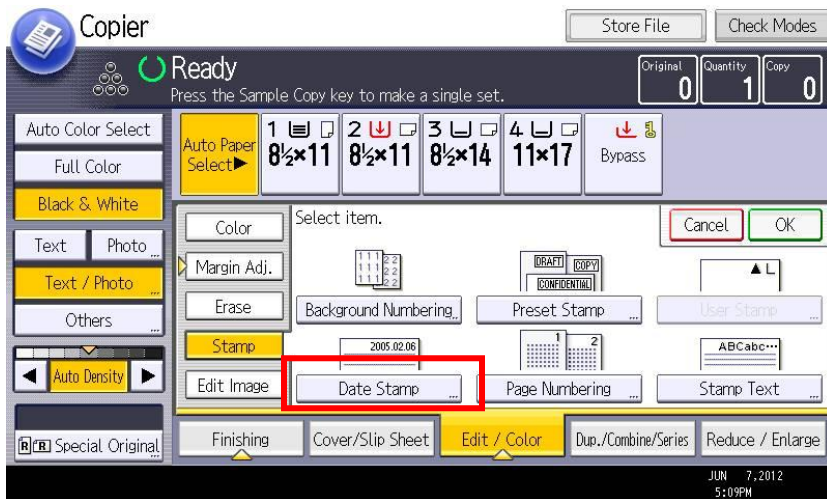
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Stamp"
- Press "Date Stamp"
- Select whether to print on "All Pages" or "1st Page Only"
- Stamp Color only available on color copiers

- Press "OK"

To print page numbers on your copies
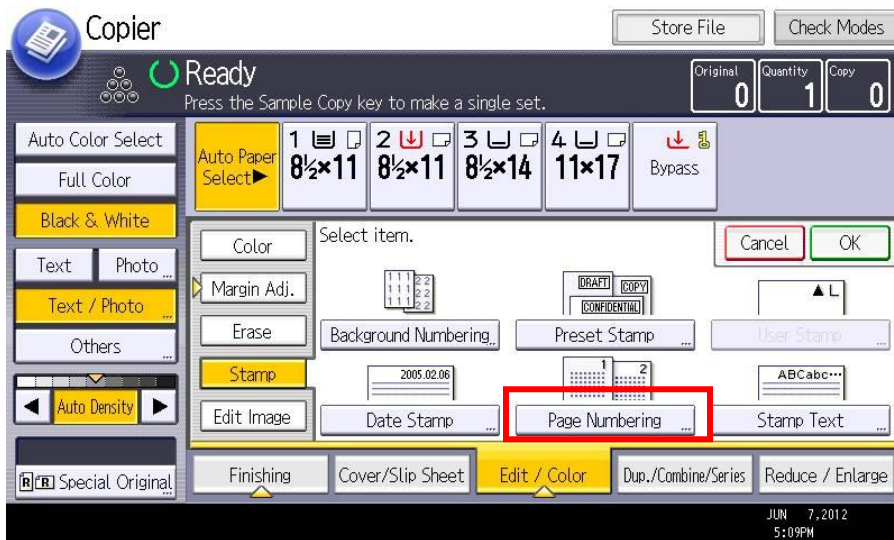
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Stamp"
- Press "Page Numbering"

- Select desired format
- Press "Change" to move where the numbers will appear on the page
- You can also change what page number the **first** page of your document is numbered
- Stamp Color only available on color copiers
- Press "OK"

Adding your own text to a copy (one time only use)
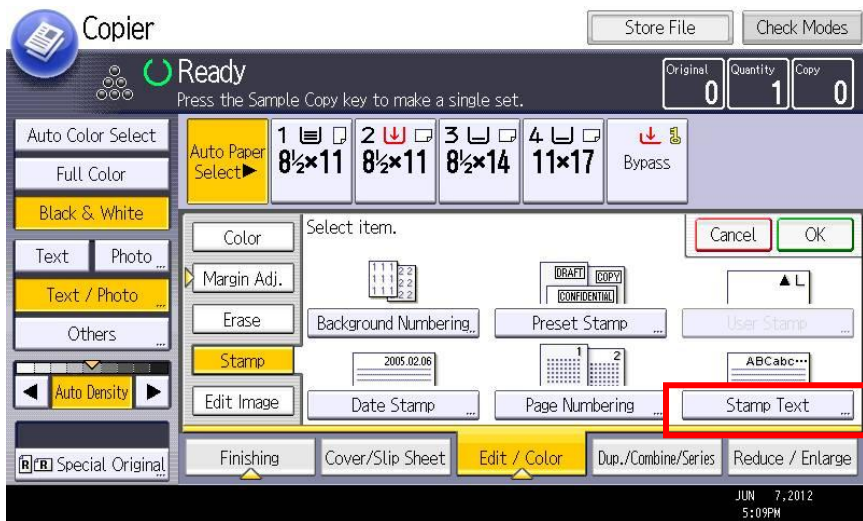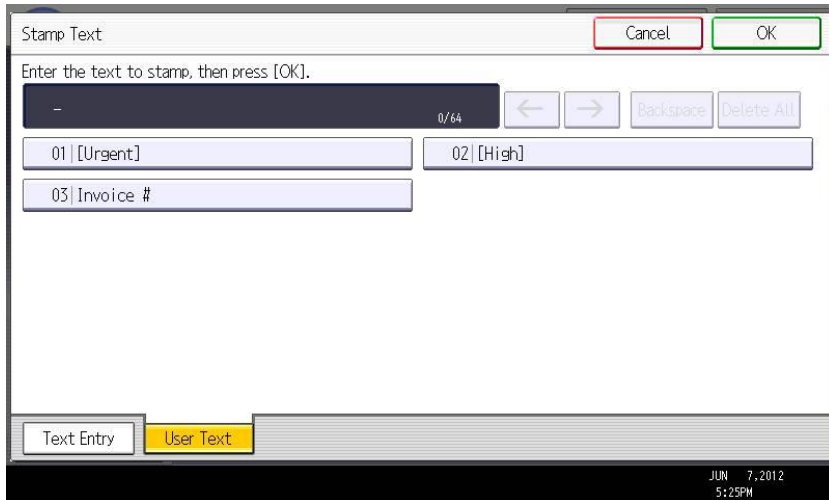

- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Stamp"
- Press "Stamp Text"
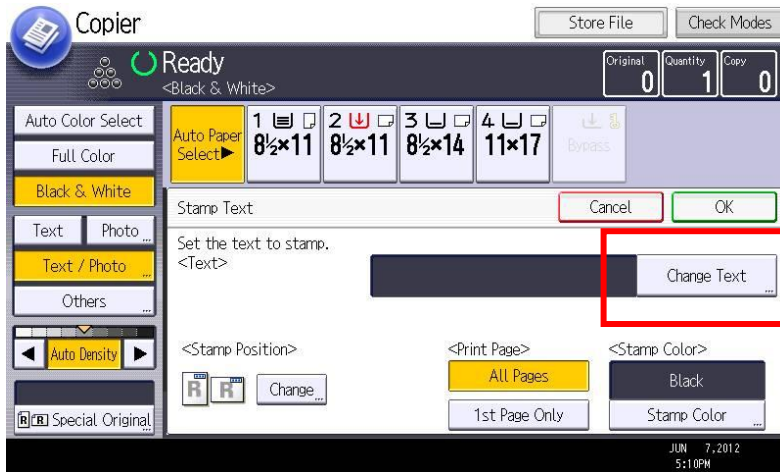
- Press "Change Text" to bring up the keyboard
- Type your text
- Press "OK"
- Press "Change" if you want to move text
- Select whether to print on "All Pages" or "1st Page Only"
- Stamp Color only available on color copiers
- Press "OK"
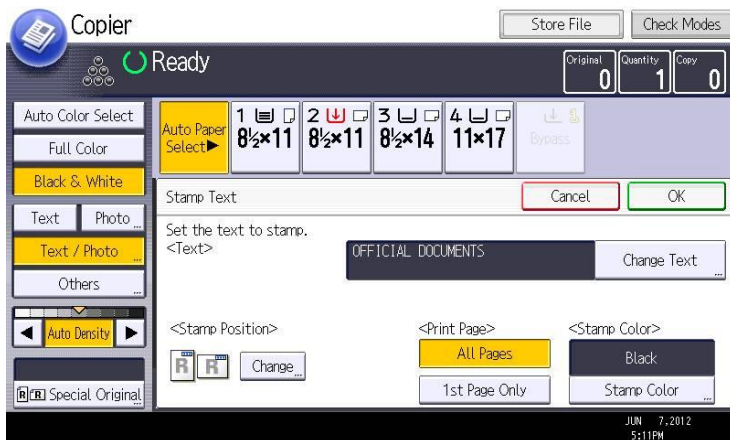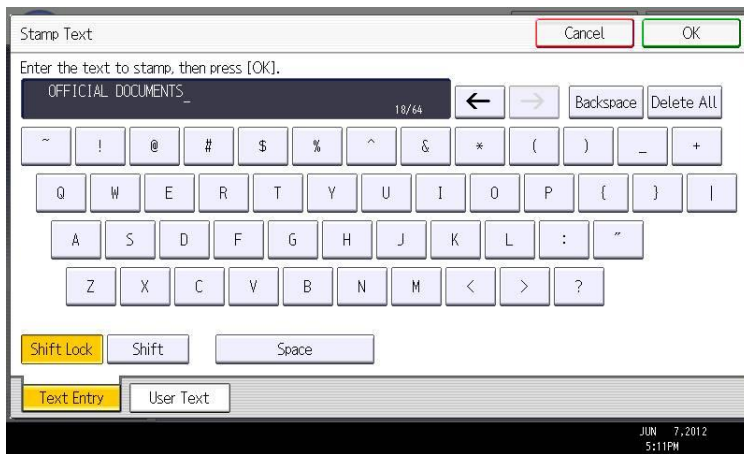
Adding User Text to a copy job for multiple uses

Whenever you see the keyboard as shown at top of this page, you have an option to enter your text or to choose from the User Text option. This text is created under the User Tools as follows:

- On the control panel, press "User Tools/Counter"
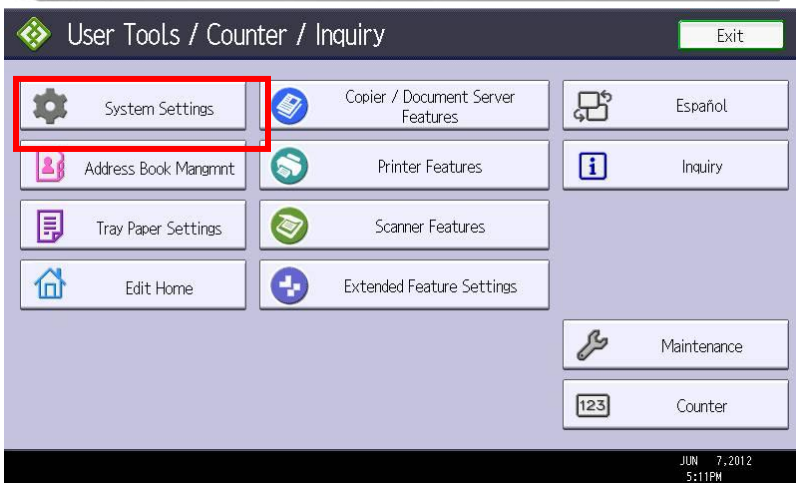
- Press "System Settings"
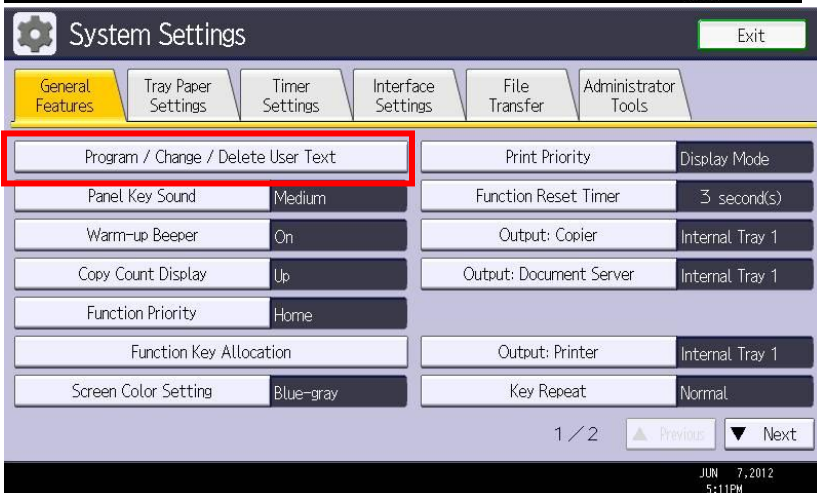
- Press "Program/Change/Delete User Text
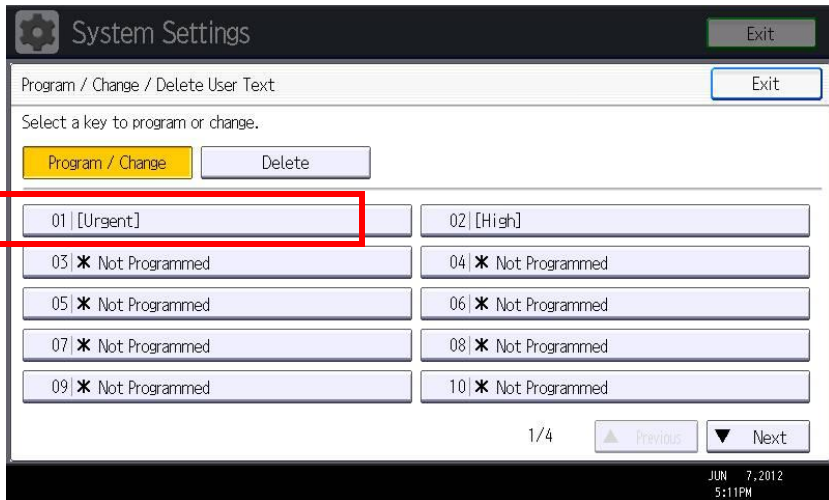
- Press any button that says "Not Programmed"
- Type desired text
- Press "OK"
- Press "Exit" until you are back to copy screen
- Your User Text can now be used from the Stamp Text Menu.
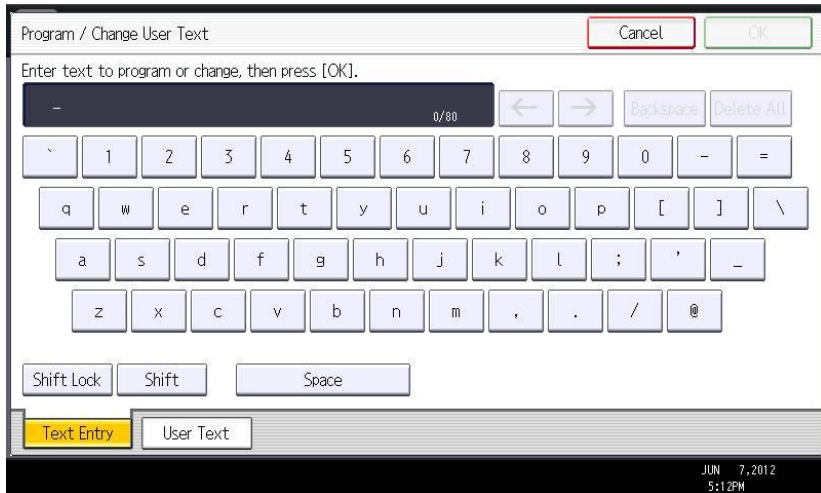
Adding user text to a copy
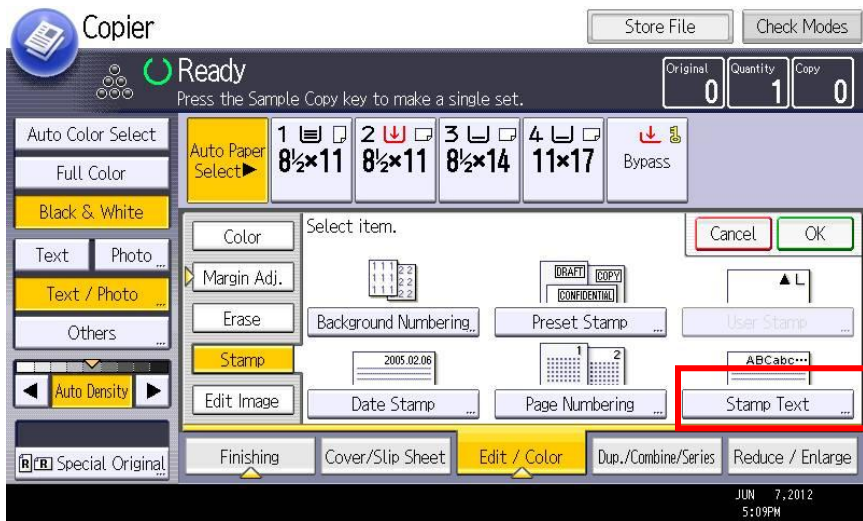
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Stamp"
- Press "Stamp Text"
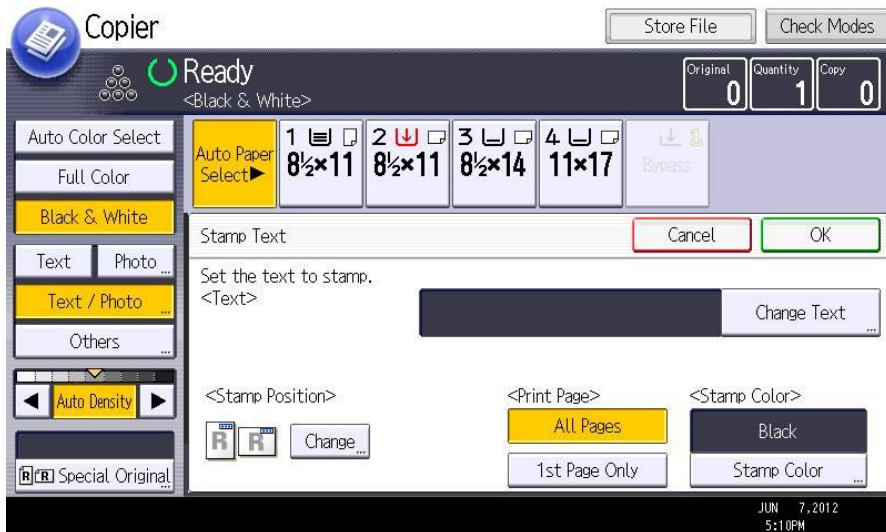
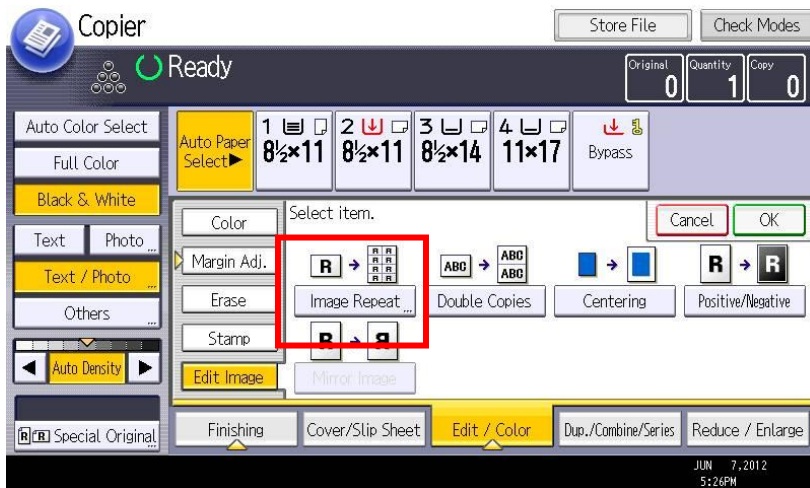- Press "Change Text"
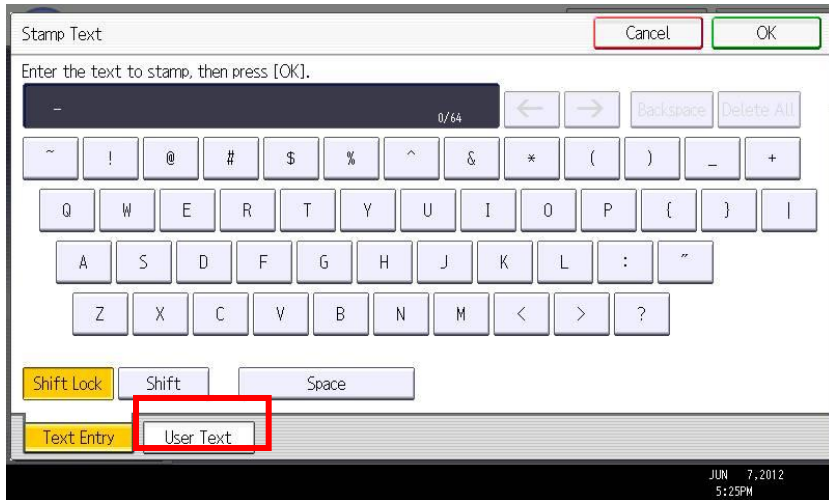
- Press User Text
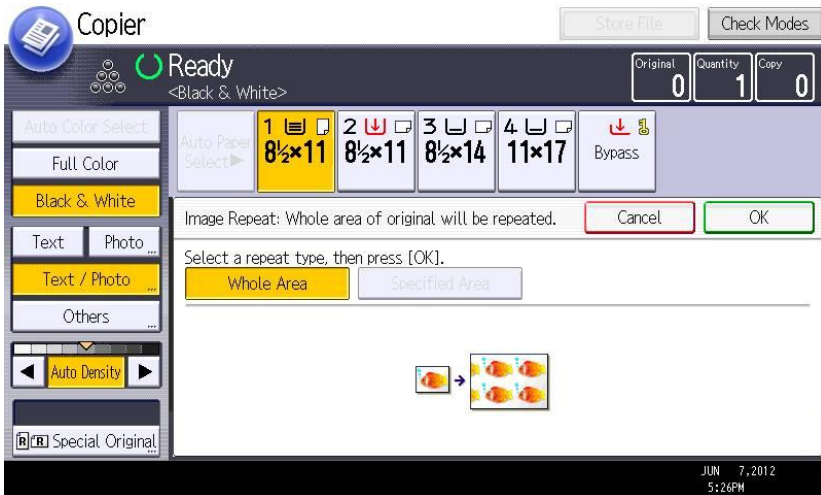

- Select desired option
- Press "OK"

Edit Image gives you options on manipulating the image on the page, such as image repeat, double copies, centering, etc
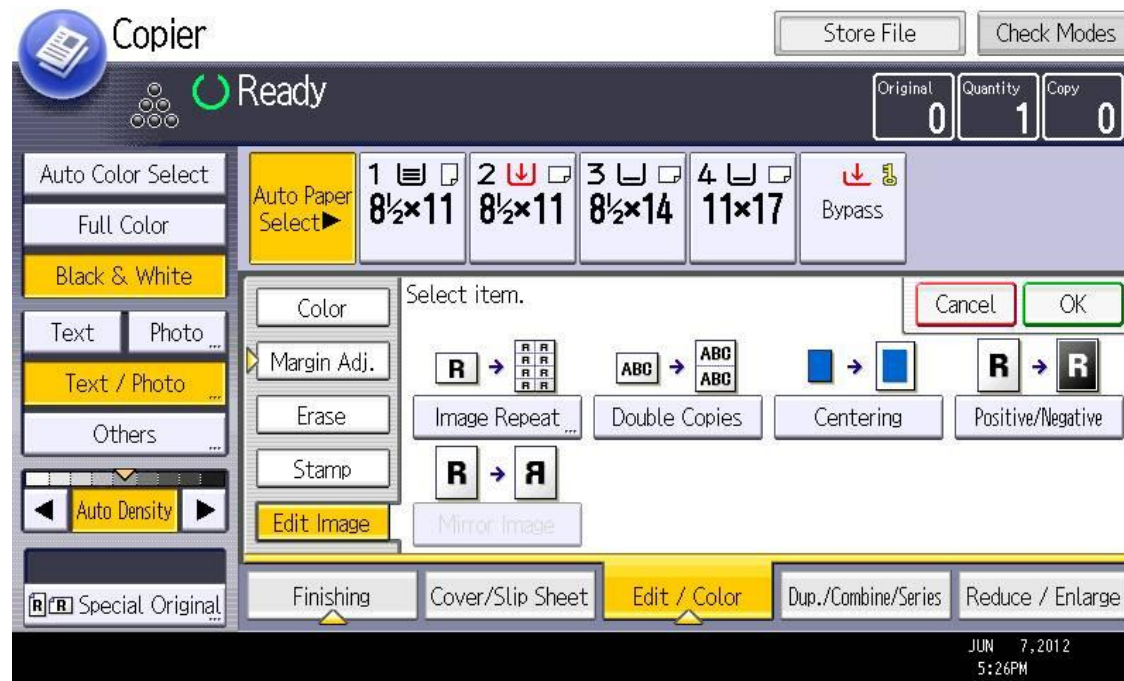
When you want to have the same image multiple times on the copy

- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Edit Image"
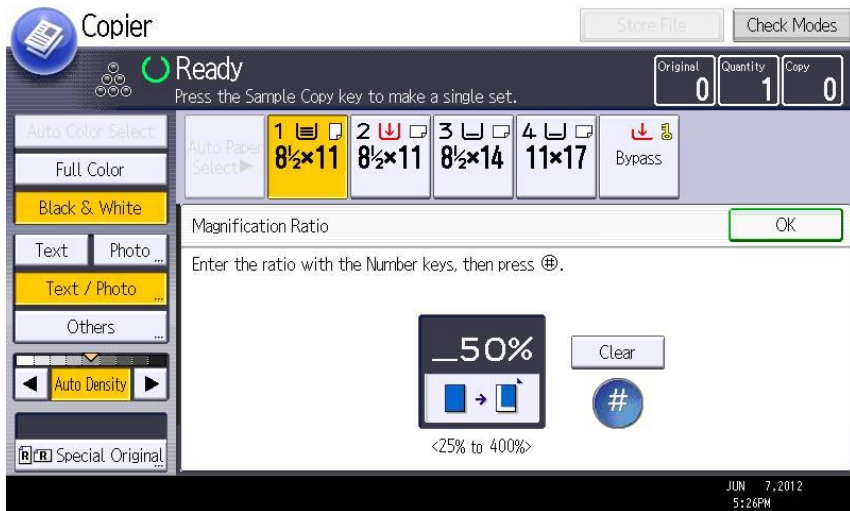- Press "Image Repeat"

- Press "OK"
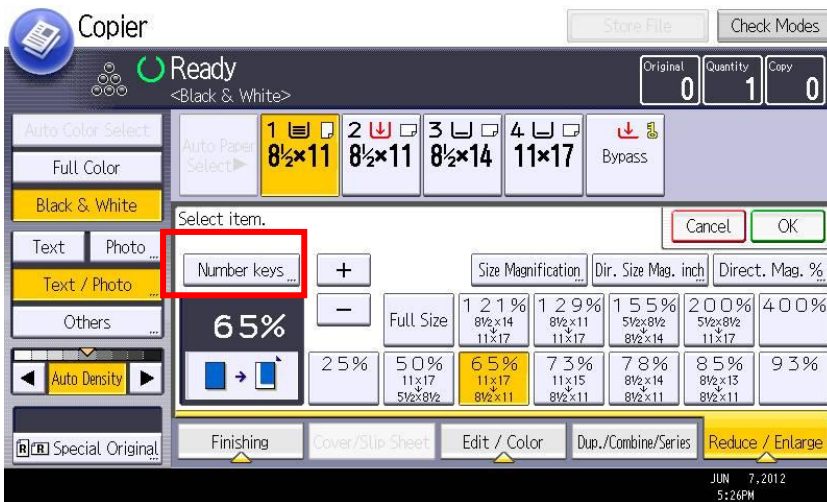
- Press "Reduce/Enlarge"
- Press "Number Keys"
- Using numeric keypad enter desired per cent
  - 50% will give you 4 up
  - 33% will give you 9 up
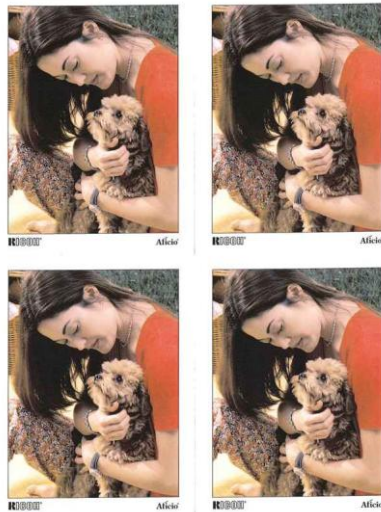 - 25% will give you 16 up
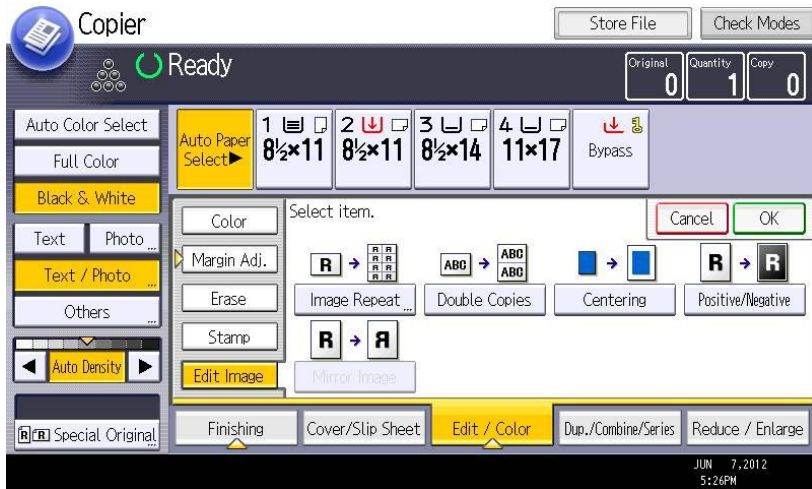
- Press "OK"

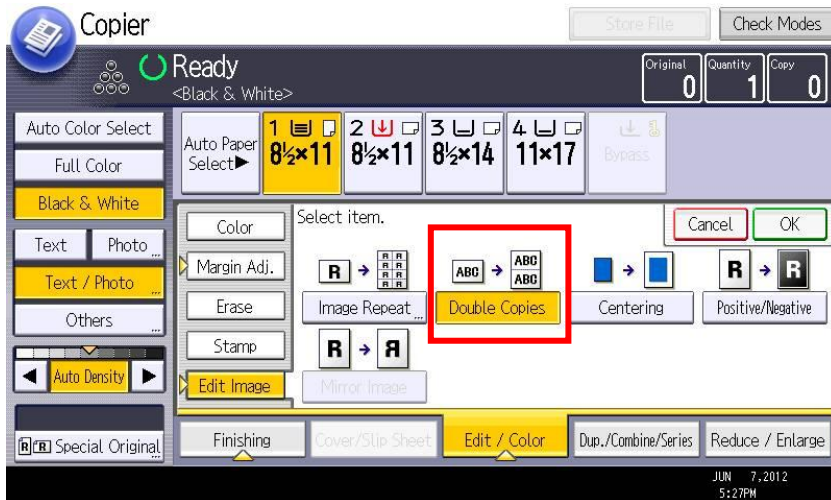Sample:

| Full letter sized original | 50% | 33% | 25% |

Note: Image repeat is only available in Black and White or Full Color Mode (not Auto Select)

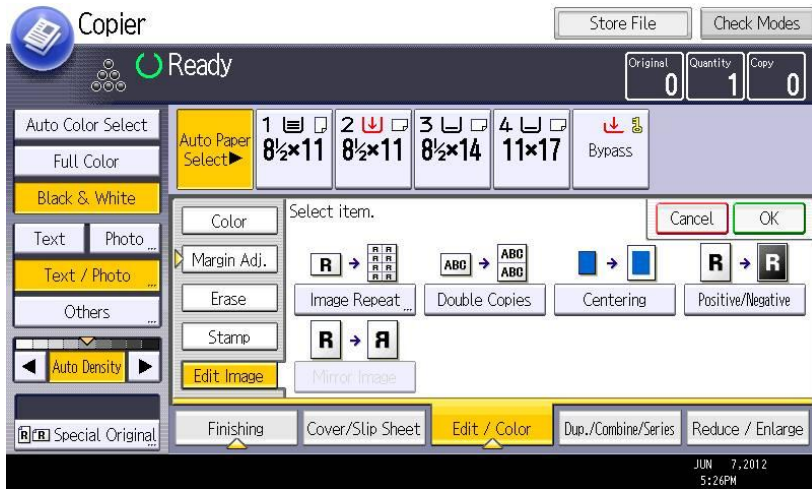**When you want to have the same image two times on the copy**

- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
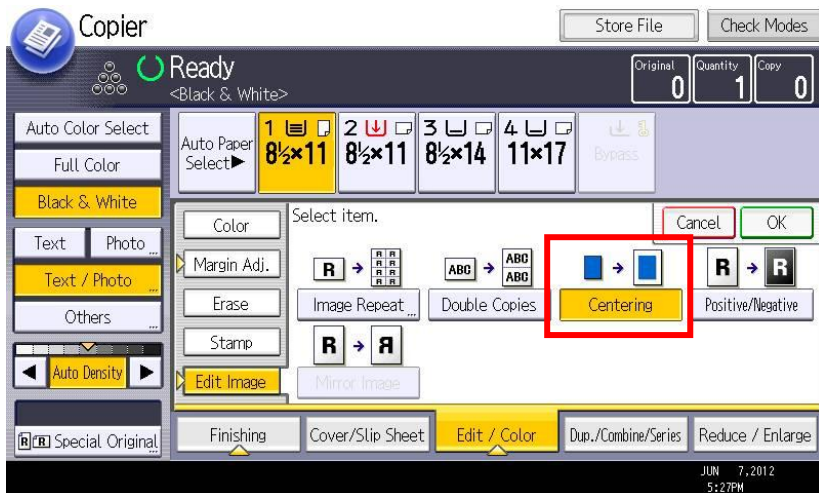- Press "Edit Image"
- Press "Double Copies"
- Press "OK"

This works for both full sized 8½X 11 and 5¼X8½ sized originals.

**When you want to have the copy centered on the page**

Sometimes when you are changing from one paper size to another the two sizes are not proportionate to each other and you will see a larger margin at the bottom of the page. Using the Centering feature will correct the placement on the page. You may find this helpful in Magazine mode when your originals are letter sized and you are copying onto letter sized booklet or Auto Reduce/Enlarge when you go from letter sized paper up to 11X17.

- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
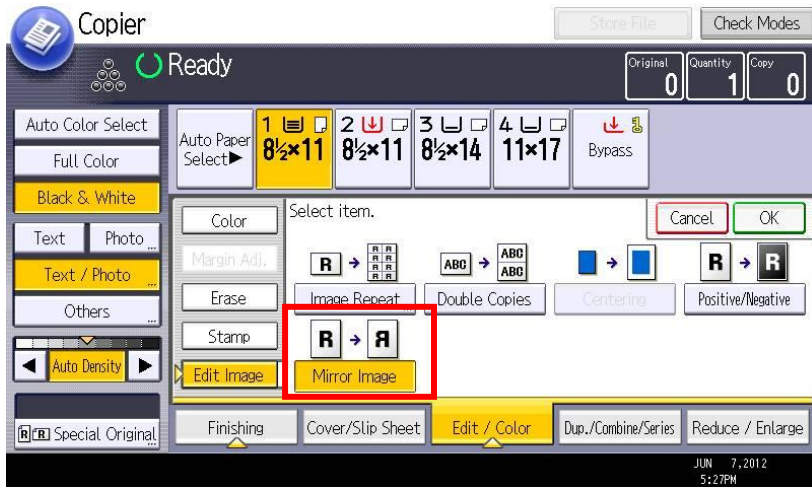- Press "Edit Image"
- Press "Centering"
- Press "OK"

When you want to reverse the black to white
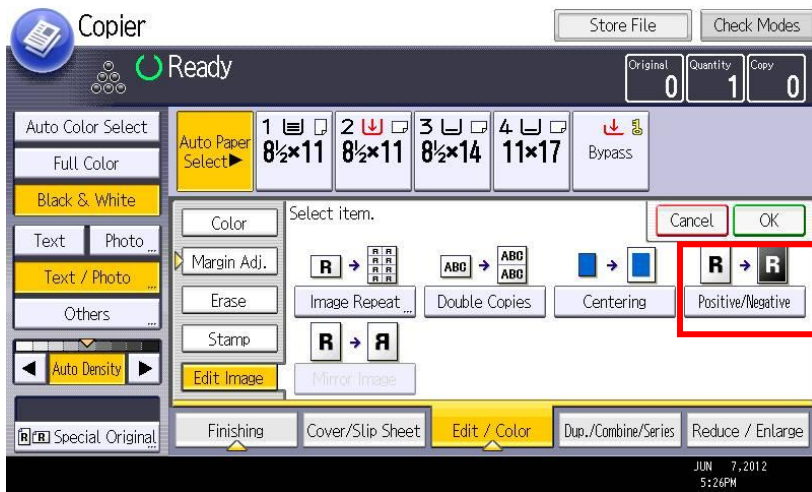
- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Edit Image"
- Press "Positive/Negative"
- Press "OK"

When you want to print the image reversed

- Press "Edit/Stamp" on main screen ("Edit/Color" on color copiers)
- Press "Edit Image"
- Press "Mirror Image"
- Press "OK"

Note any text on the page will be backwards.

FAX Features

Fax Info

Communicating means it's trying to transmit your outgoing fax

Receive File means you are getting an incoming fax

How do I send a basic fax

- Place document face up in feeder
- Select Fax from either the button to the left of the display screen or from the home screen
- Dial the number with the numeric keypad or press speed dial if available
- Press Start

If you needed to dial an 8 or 9 on your old copier, do the same for this one.

If you are dialing long distance you will need 1+area code before the fax number.

If you are faxing off the glass, continue to place originals and press Start. After all originals have been scanned, press the # (Enter) Key.

Confirmation report will always print out if it fails to go through after the third try. You can also have confirmations after every outgoing fax transmission if desired.
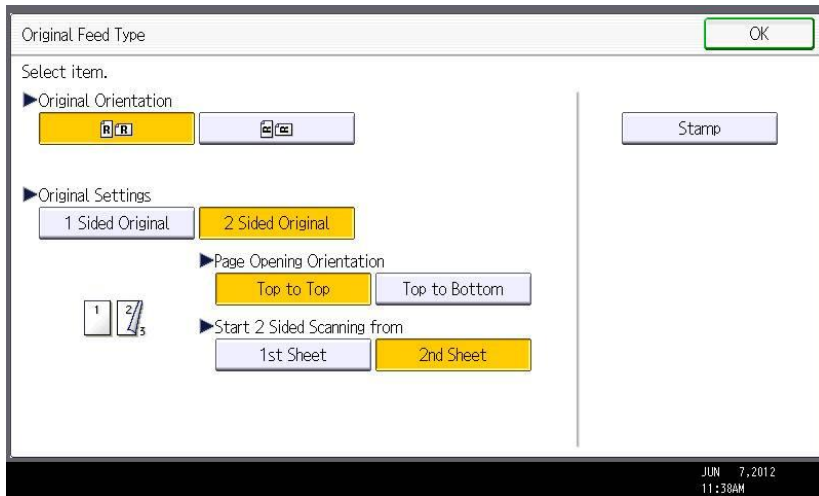
How do I send a basic fax if my originals are double sided
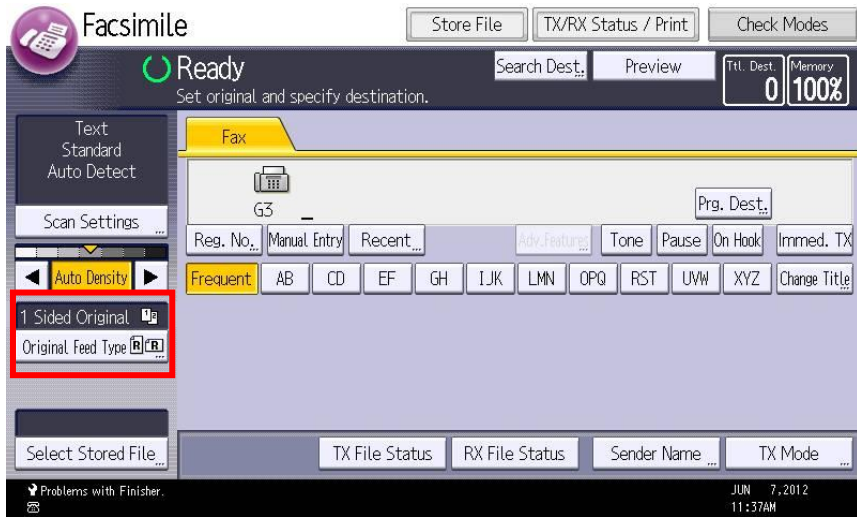
- Place document face up in feeder
- Select Fax from either the button to the right of the display screen or from the home screen
- Press "Original Feed Type
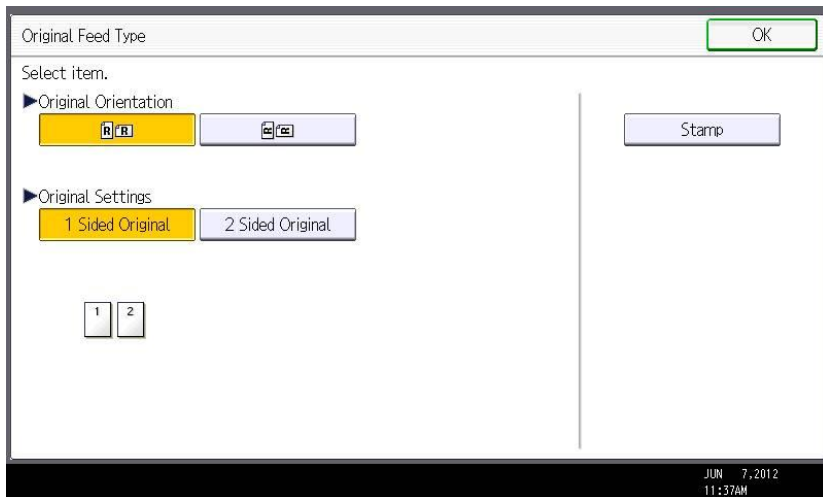
- Press "2 Sided Original"

- If pages flip over like a book, leave Top to Top selected.
- If pages flip up like a calendar, Press, "Top to Bottom"
- If sending a fax cover sheet, Press "2nd Sheet" in the last box
- Press "OK"
- Dial the number with the numeric keypad or press the Speed Dial button in display
- Press Start

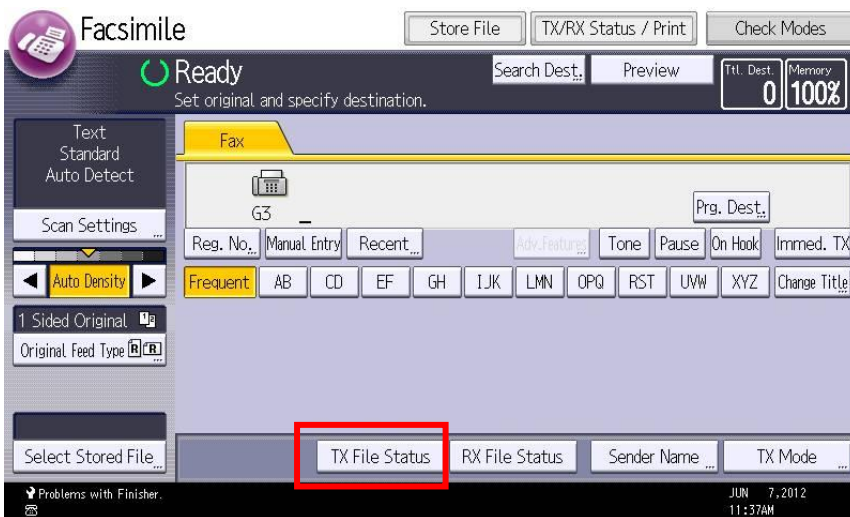## How do I cancel a fax that is trying to transmit

- Press the "Stop" button on control panel
- A white dialog box will appear
- Press "Standby File List " bottom center of box
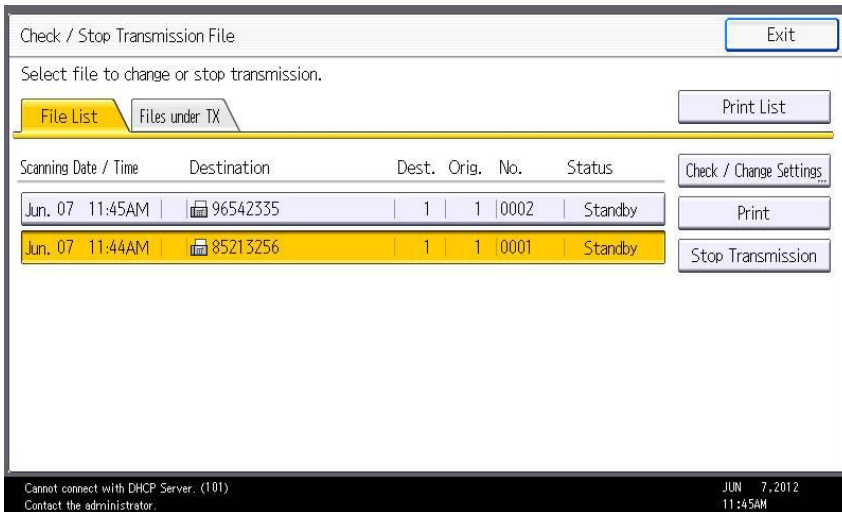
- Highlight the fax you wish to cancel
- Press "Stop Transmission"
- Press "OK" to delete the scanned document

**Is there a way to check on the copier if my fax was successful**

- Press "TX File Status" to see the list of completed transmissions.
- As this list fills, the older transmissions will drop off the list
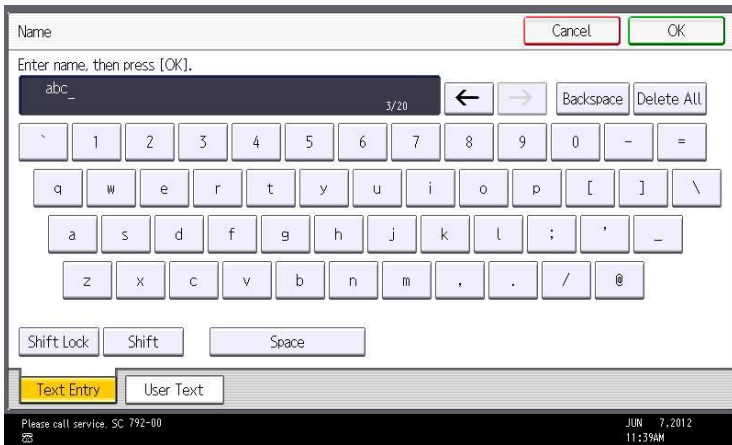
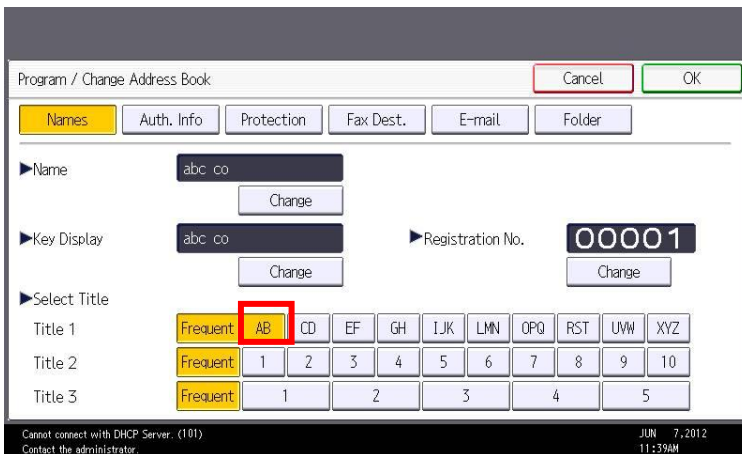## How do I program a speed dial

- Select Fax from either the button to the right of the display screen or from the home screen
- Dial the fax number, using numeric keypad
- Press "Prog. Dest." which takes you in the address book, where you'll see the fax number already entered.
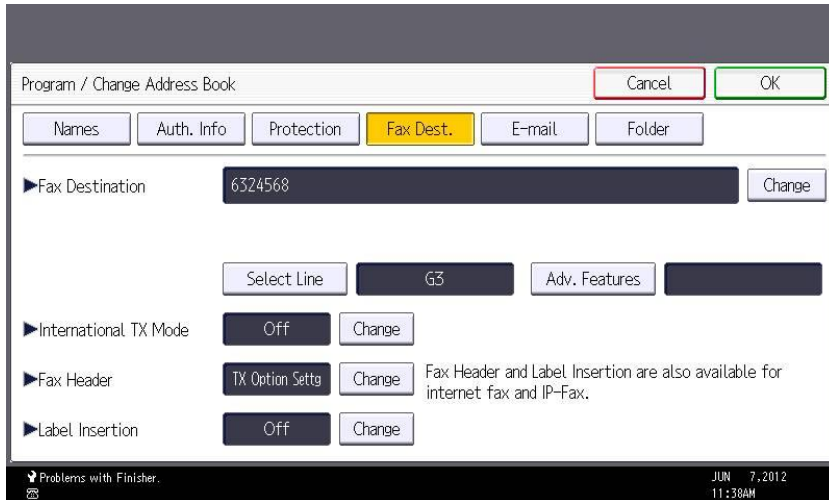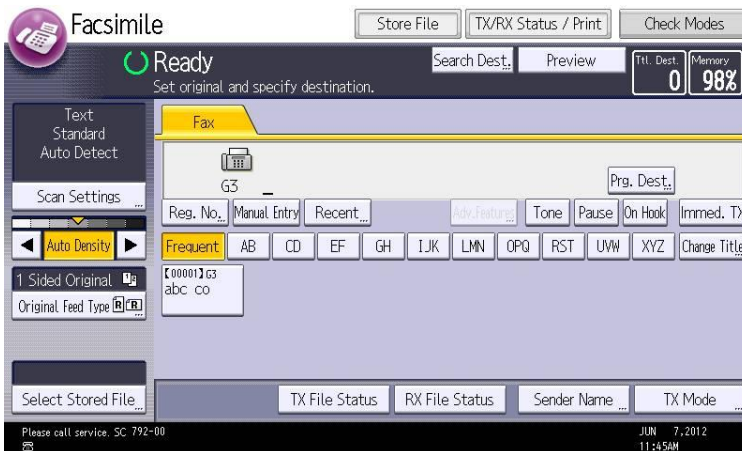

- Press "OK" on this screen

- Type the person or company name
- Press "OK"

- Under Title 1, select the box containing the first letter of the name you just typed
- Press "OK"

- Your speed dial has now been added to the main fax screen.
- If you have more entries than what appears on the main fax window, then you will have arrows on far right of display to scroll down or you can select by picking the letter that it starts with in the Frequent row.

How do I use a speed dial
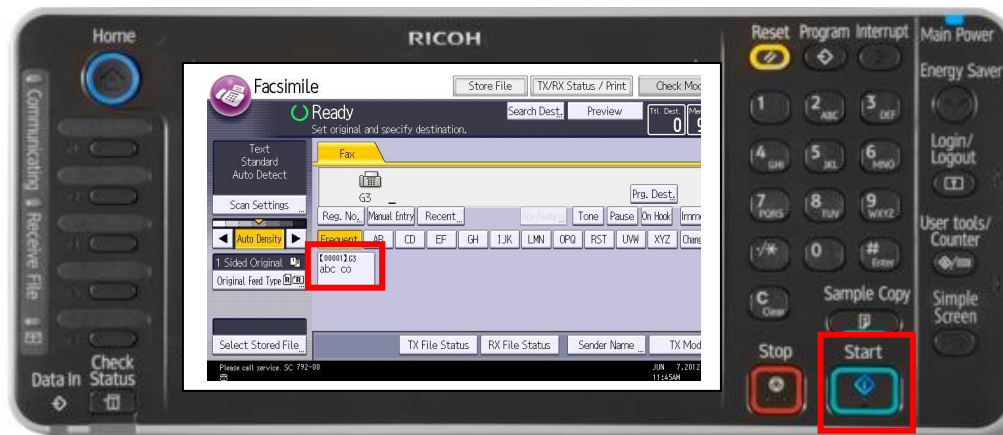
- Place document face up in feeder
- Select Fax from either the button to the right of the display screen or from the home screen
- Press the speed dial you wish to use
- Press Start

How do I send the same fax to multiple locations

- Place document face up in feeder
- Select Fax from either the button to the right of the display screen or from the home screen
- Press the speed dials you wish to use or you can dial the number with numeric keypad and press "Add" to enter another number numerically
- Your total number of destinations will appear in box to the left of the Memory in upper right corner
- If you have selected an incorrect speed dial, simply press it again to deselect
- Press "Start"

Printer Features

With document open,

Select Print Option (don't click on the quick print icon—many applications will just send job to your default printer, without showing you the application's print window, where you'll have options to select desired printer and it's properties). *Depending on the application you are printing from this may be referred to as Properties, Preference or Settings. I will refer to this as Properties for this training manual.*
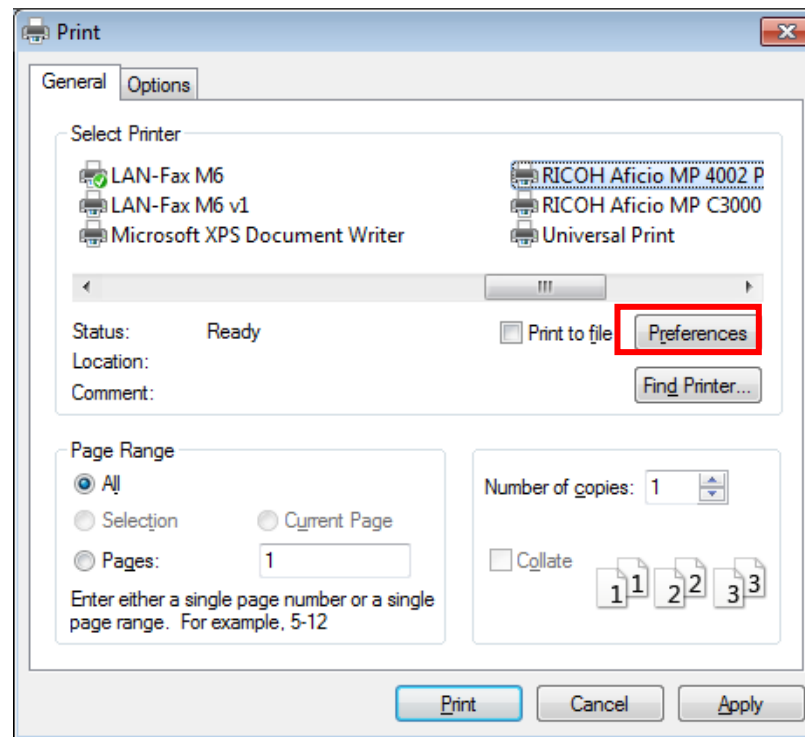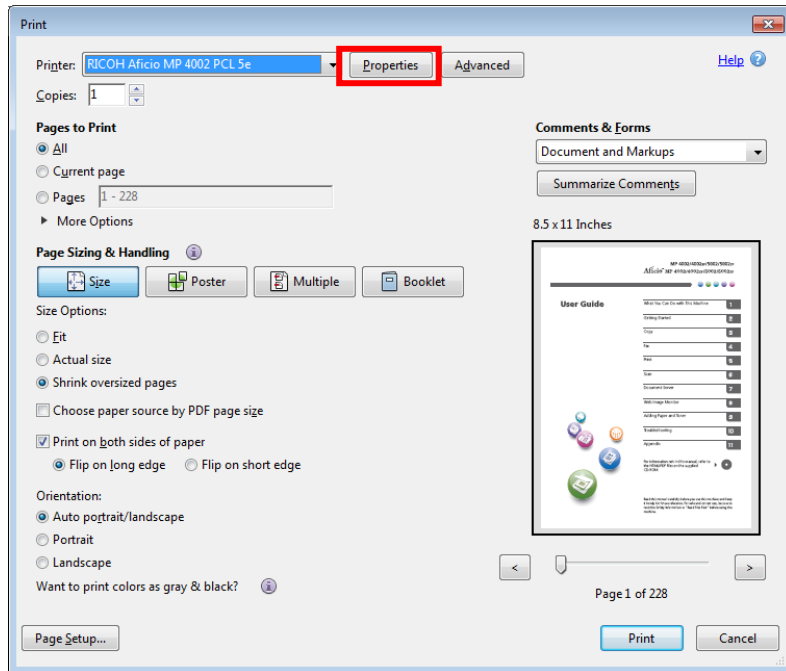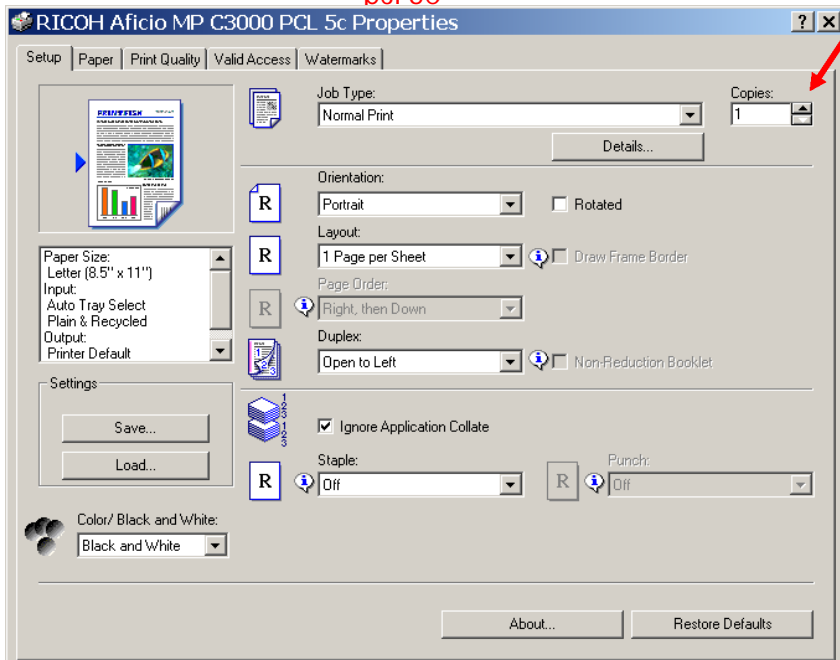

Print options include **duplex** (two sided printing), **stapling** (if your unit has a finisher), selecting a different **paper** tray, adding covers, **watermarks** etc. These options are selected from the various tabs in the Printer's properties window.
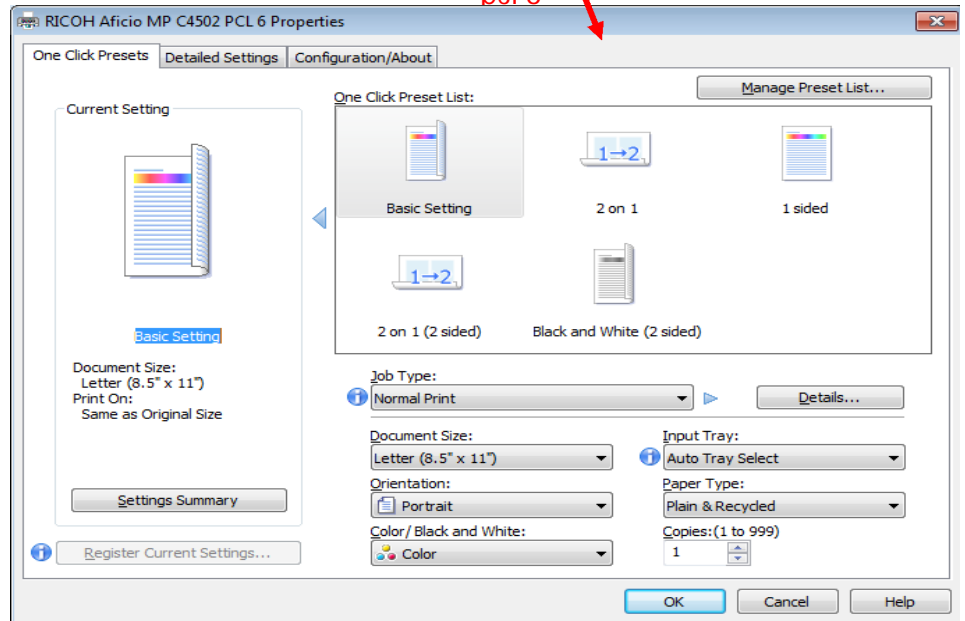
There are several drivers available, below are the 2 more commonly installed ones
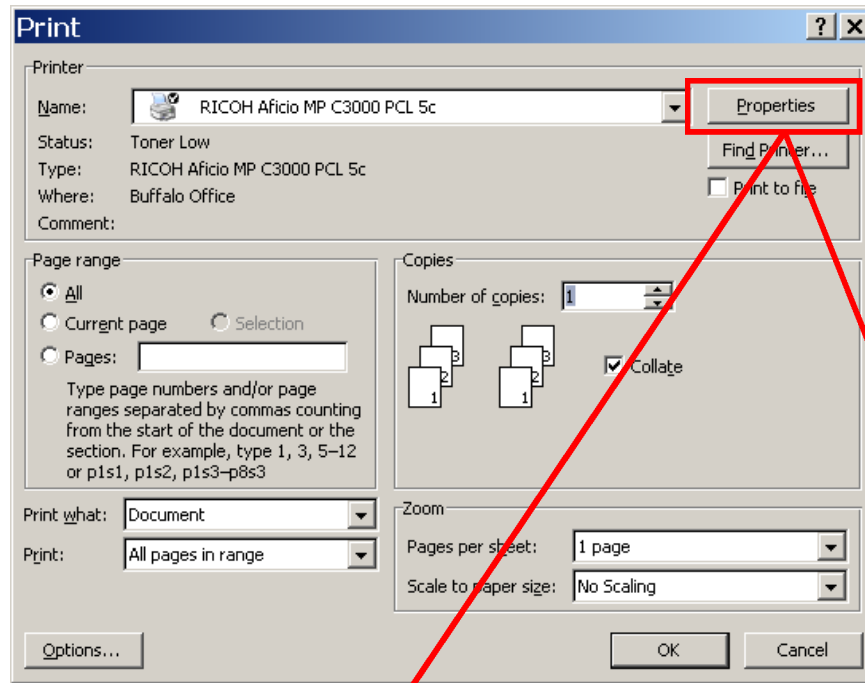
pcl 5e

pcl 6

Job settings can always be changed per job in either print driver. However if there are settings that you use frequently, you may want to make them your default. The following steps work for any print driver:

Setting Defaults In Your Print Driver

Be sure all applications are closed before making any changes.
From the Windows Start Menu
(Settings) Printers and Faxes
Right click on the Ricoh Driver
Choose printing preferences
Make any desired changes with the pcl6 driver, you may want to create a new One Click Setting and make that your default. See options below on how to create One Click Presets.
Click Apply
Press OK to exit out of Printing Preferences.
Your settings have now been saved as the default settings.

If any of these settings are grayed out, then you will have to contact your network administrator to request that they make changes.

Notes on pcl6 driver: The Ricoh default is color and two sided printing—shown as Basic Setting below. Your network administrator may have changed these settings, but check before you print.
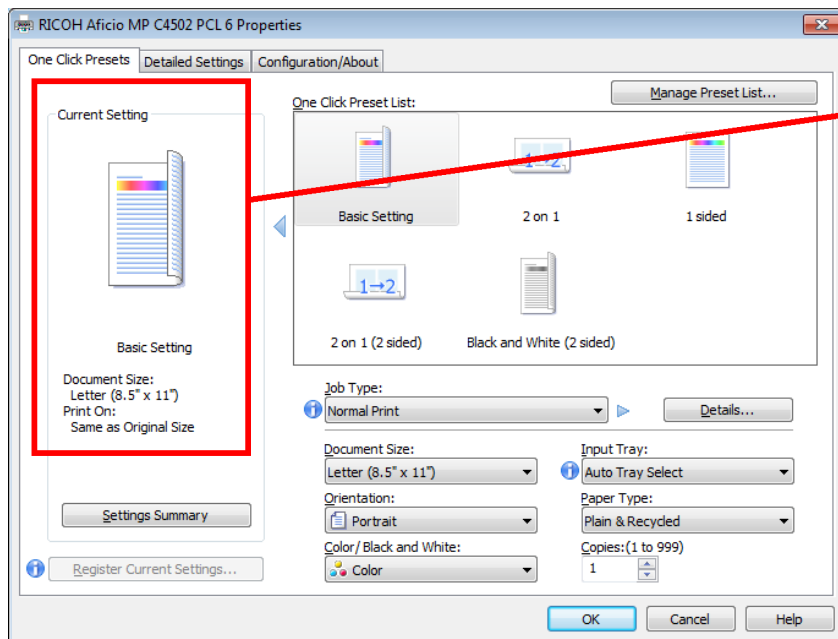
The color banner at top of page indicates color printing

The Curled sheet indicates 2 sided printing

This screen shows the more basic settings and the One Click Presets. Go to Detailed Settings tab for more options such as Paper (select a specific tray, insert covers, reduce/enlarge paper size) Edit (2 sided or booklet printing), Finishing (Staple options), Effects (Watermark)

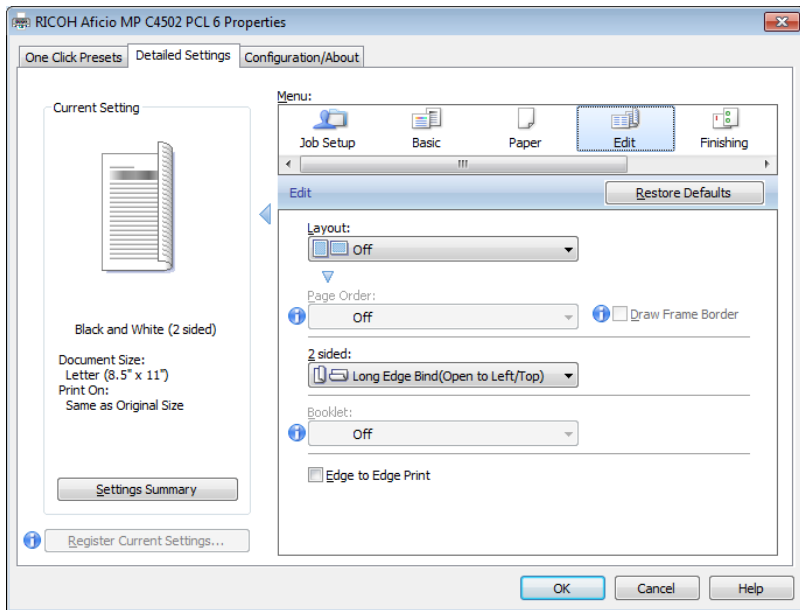# How do I create a One Click Preset for Black & White, Single Sided Printing (pcl 6 driver)
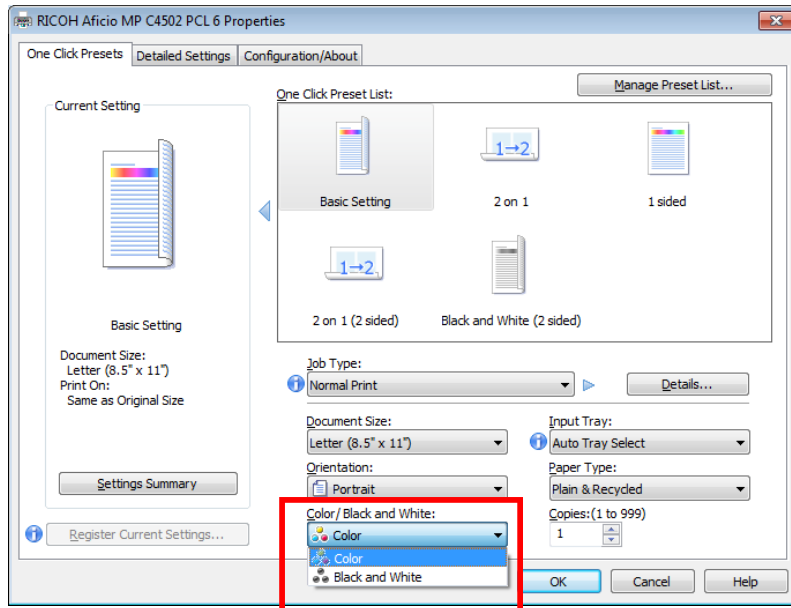
In properties,

i   Under Color/Black and White drop down, click Black and White

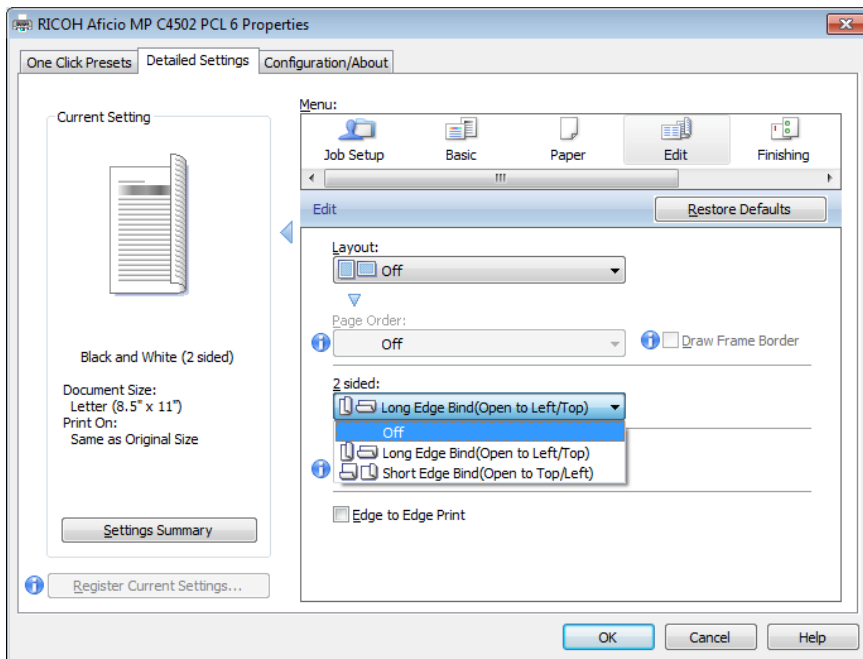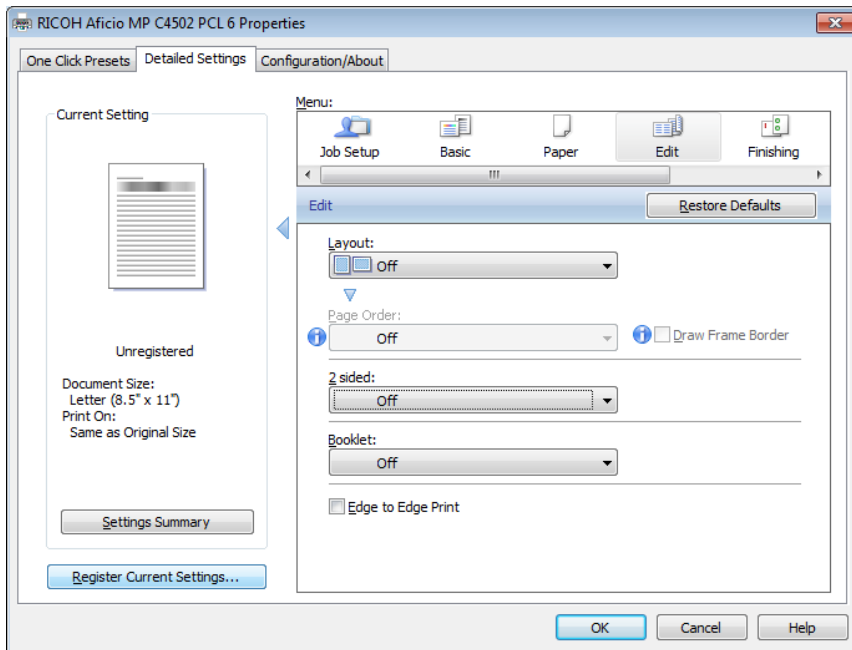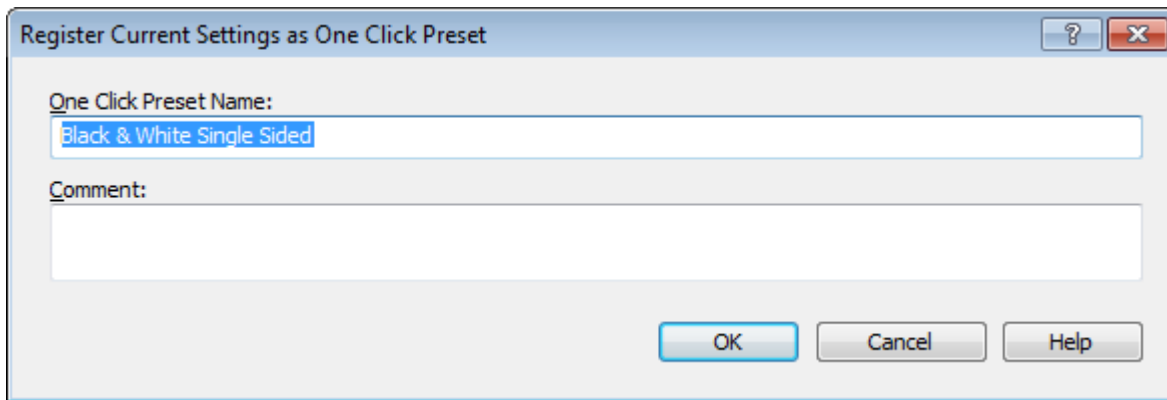i   Click Detailed Settings to bring up the ribbon of additional options
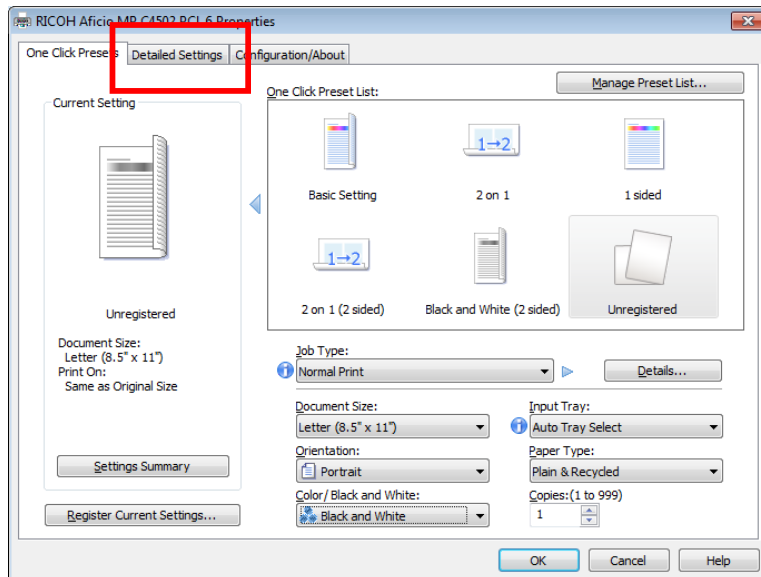
i Click on Edit

i Under 2 Sided, click on the drop down arrow, choose Off

i   Click Register Current Setting

i   Type descriptive name for your settings

i   Click "OK" to close Register Current
Settings as One Click Preset window.

You may want to create other presets with a staple, such as:

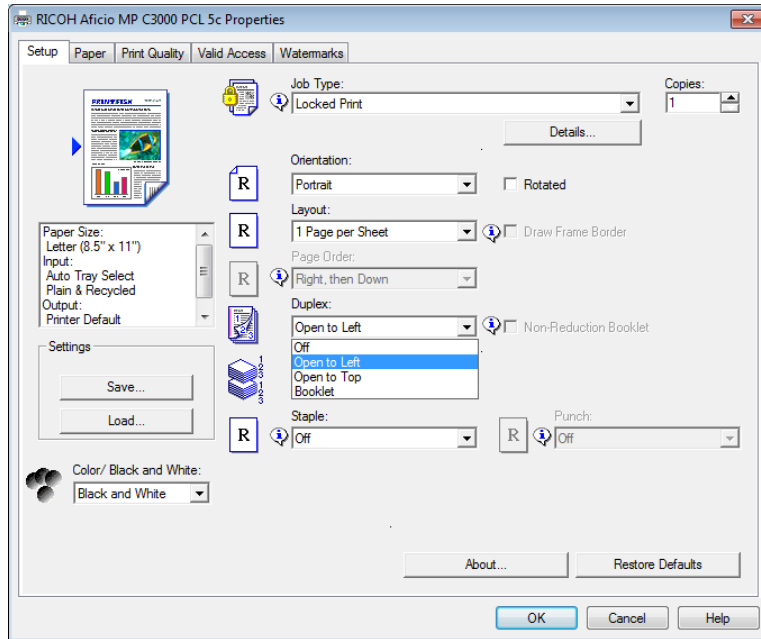B&W Single Sided Stapled

B&W Double Sided Stapled

Color Single Sided Stapled

Color Double Sided Stapled

Booklets (default is small or letter sized output)

The staple option is found under Detailed Settings--Finishing

How do I print two sided or turn off two sided printing

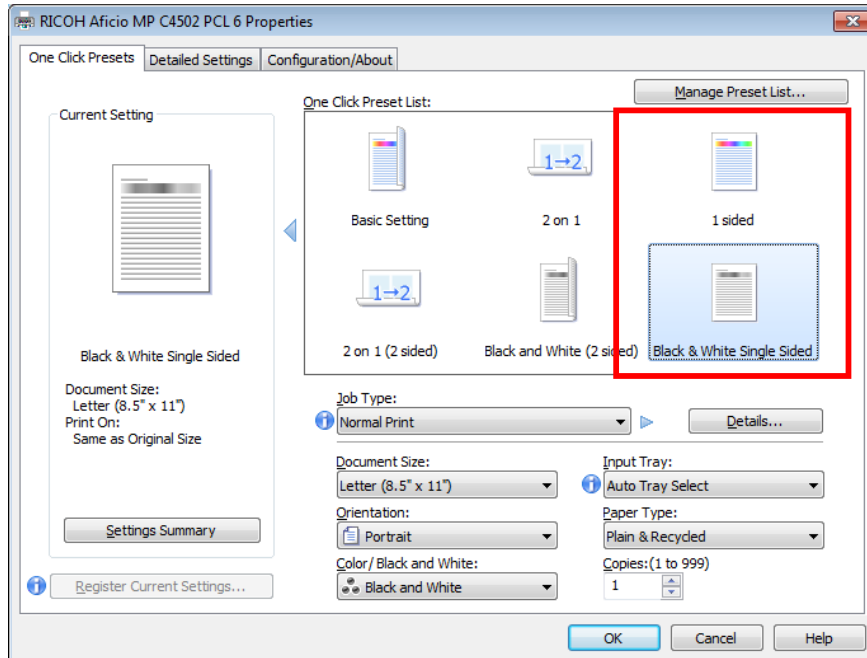

i From your application's print window, select Properties

For pcl5e drivers:

i Under Duplex, select" Open to the Left" for a portrait orientation document, that will flip the pages over like a book.

OR

i "Open to the Top, will flip the pages up like a calendar or spreadsheet

OR

For pcl6 drivers:

i Select the desired One Click for Single Sided (color if available/desired) or Black & White

All users continue to:

i Make any other desired settings, such as number of Copies
i Click "OK" to close Properties
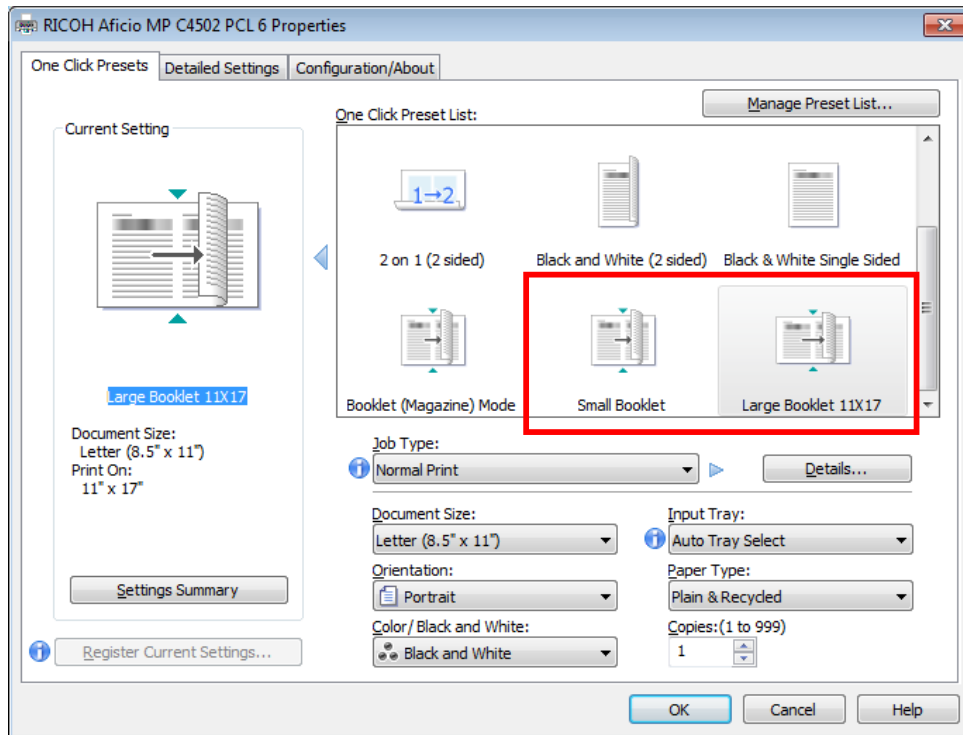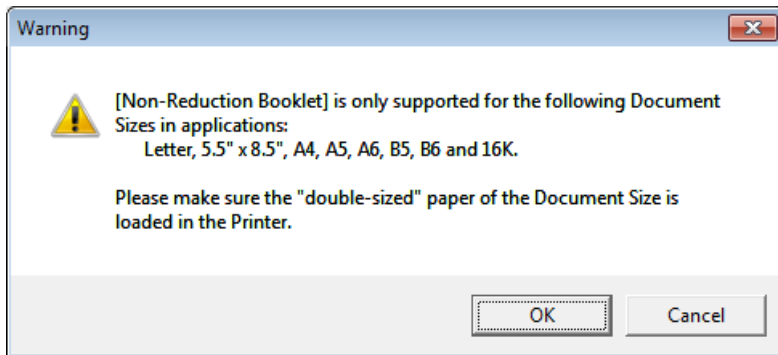i Click "OK" or "Print" depending on the application you are using to send job to printer

How do I print a booklet
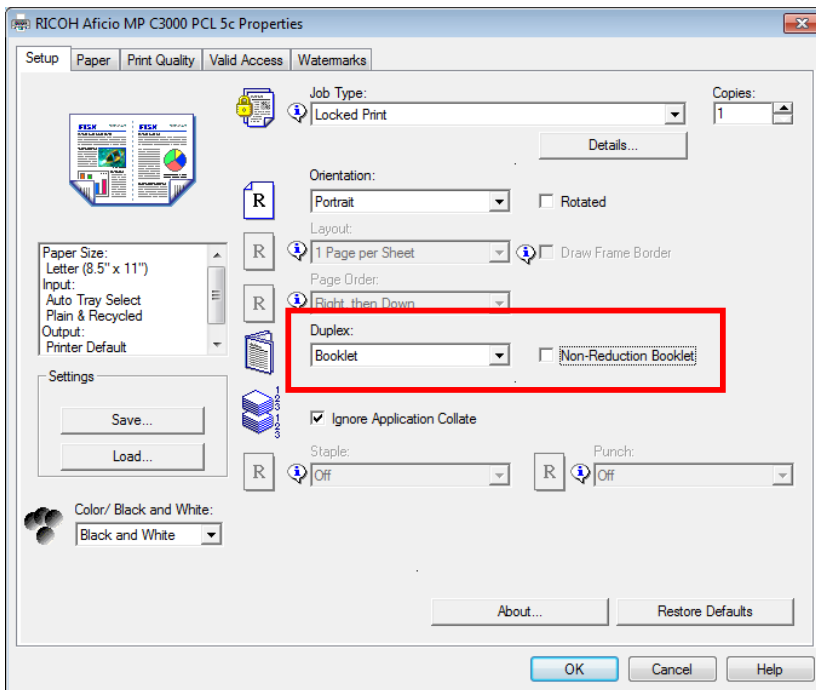
i From your application's print window, select "Properties"

For pcl5e drivers:

i Under Duplex, select "Booklet"

i The default will be to print this on letter sized paper, giving you a small booklet.

i If you want it printed on 11X17 paper, select "Non-Reduction Booklet". The reminder that pops up is just telling you to have the larger paper size available. The tray is automatically selected for you when you check this box.

i If your copier has a saddle stitch finisher, select "2 at Center" under Staple (this option is not available on the copier I am using for this guide)

Warning

⚠ [Non-Reduction Booklet] is only supported for the following Document Sizes in applications:
   Letter, 5.5" x 8.5", A4, A5, A6, B5, B6 and 16K.

Please make sure the "double-sized" paper of the Document Size is loaded in the Printer.

[OK]   [Cancel]

RICOH Aficio MP C4502 PCL 6 Properties

One Click Presets | Detailed Settings | Configuration/About

Current Setting

Large Booklet 11X17

Document Size:
   Letter (8.5" x 11")
Print On:
   11" x 17"

[Settings Summary]

ⓘ [Register Current Settings...]

One Click Preset List:

[Manage Preset List...]

1→2   2 on 1 (2 sided)   Black and White (2 sided)   Black & White Single Sided

Booklet (Magazine) Mode   Small Booklet   Large Booklet 11X17

Job Type:
ⓘ Normal Print   ▷   [Details...]

Document Size: Input Tray:
Letter (8.5" x 11")   ⓘ Auto Tray Select

Orientation: Paper Type:
📄 Portrait   Plain & Recycled

Color / Black and White: Copies: (1 to 999)
Black and White   1

[OK]   [Cancel]   [Help]

For pcl6 drivers:
i   Select desired One Click Preset

All users continue to:
i   Make any other desired settings, such as number of Copies
i   Click "OK" to close Properties
i   Click "OK" or "Print" depending on the application you are using to send job to printer

How do I enlarge the image I want to print
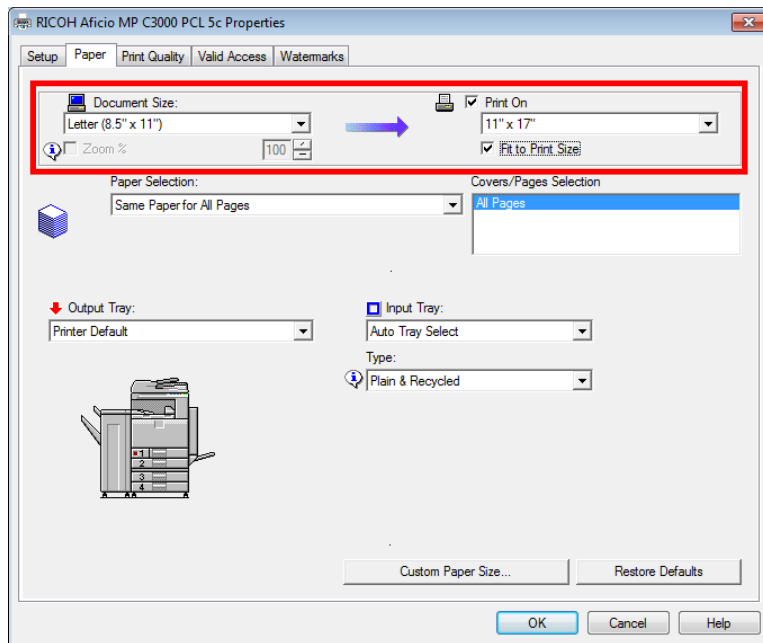
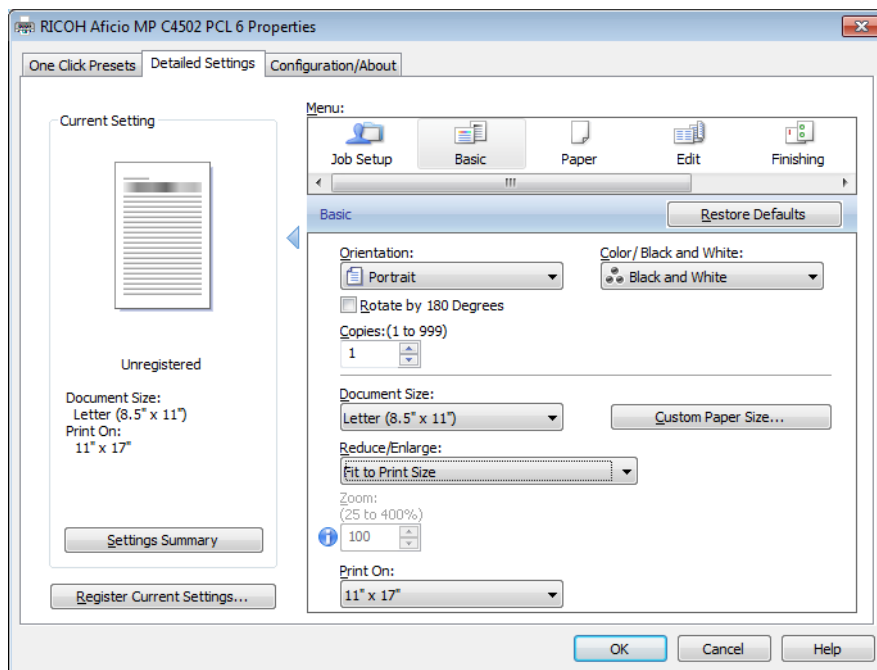- **i** From your application's print window, select Properties

For pcl5e drivers:
- **i** Select the "Paper" Tab
- **i** Under Document Size, select the size of your document
- **i** Click the box next to "Print On"
- **i** Select the "11X17" paper size under Print On
- **i** Click the box next to "Fit to Print Size"
- **i** Click "OK" to close Paper Tab

For pcl6 drivers:
- **i** Select "Detailed Settings"
- **i** Select "Basic"
- **i** Document Size—select appropriate size (Letter)
- **i** Reduce/Enlarge—select Fit to Print Size
- **i** Print On—choose 11x17

This setting will also work for large booklets

All users continue to:
- **i** Make any other desired settings, such as number of Copies
- **i** Click "OK" to close Properties
- **i** Click "OK" or "Print" depending on the application you are using to send job to printer

How do I insert covers on my document
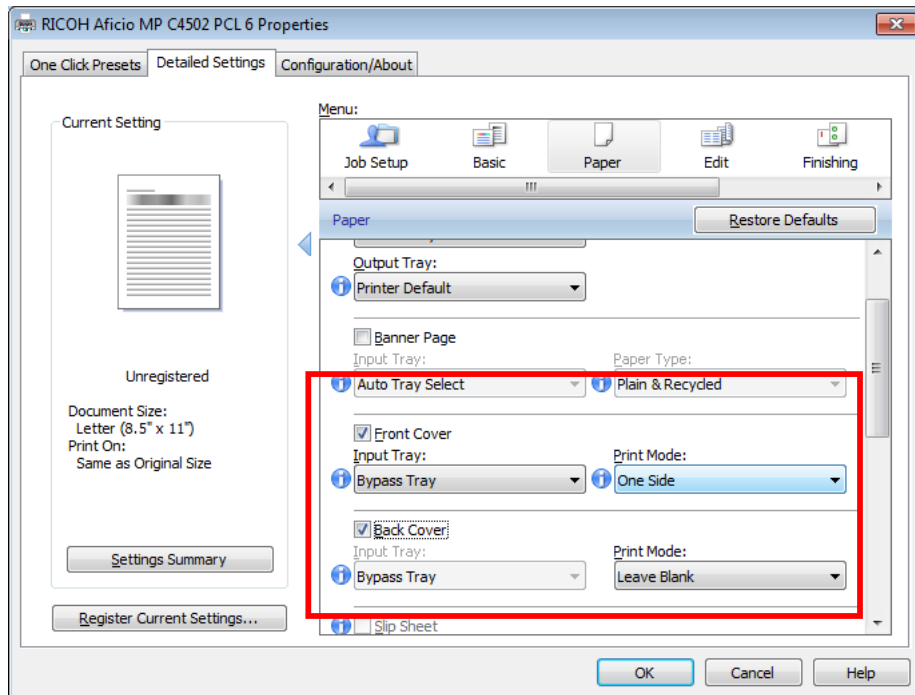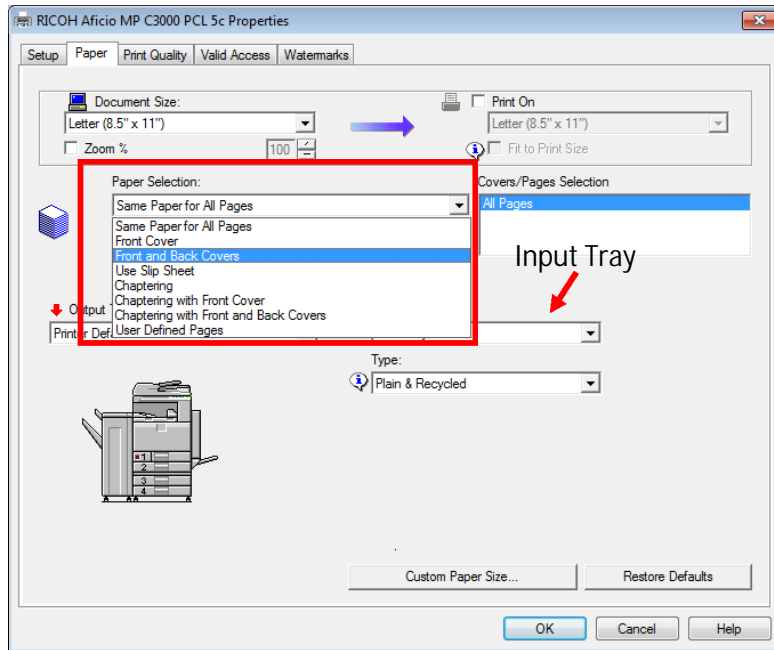
i   From your application's print window, select Properties

i   Select the "Paper" Tab
i   Under "Paper Selection"
i   Click "Front and Back Covers"
i   Under Input Tray, select the tray containing covers
i   Be sure your paper type matches what you've set under the copier's Tray Paper Settings , otherwise you will get a Paper Type Mismatch error
i   Click "OK" to close Paper Tab

For pcl6 drivers:
i   Select One Click (single/Double sided, Color,/Black & White)
i   Select "Detailed Settings"
i   Select "Paper"
i   Scroll down until you see Front Cover and check box
i   Under Input Tray, select the tray containing covers
i   Under Print Mode, Select whether you are printing single sided, or leaving black (Print on Both sides requires Two sided having been selected from One Click or manually under Edit before choosing covers.
i   Repeat for Back Covers

All users continue to:
i   Make any other desired settings, such as number of Copies
i   Click "OK" to close Properties
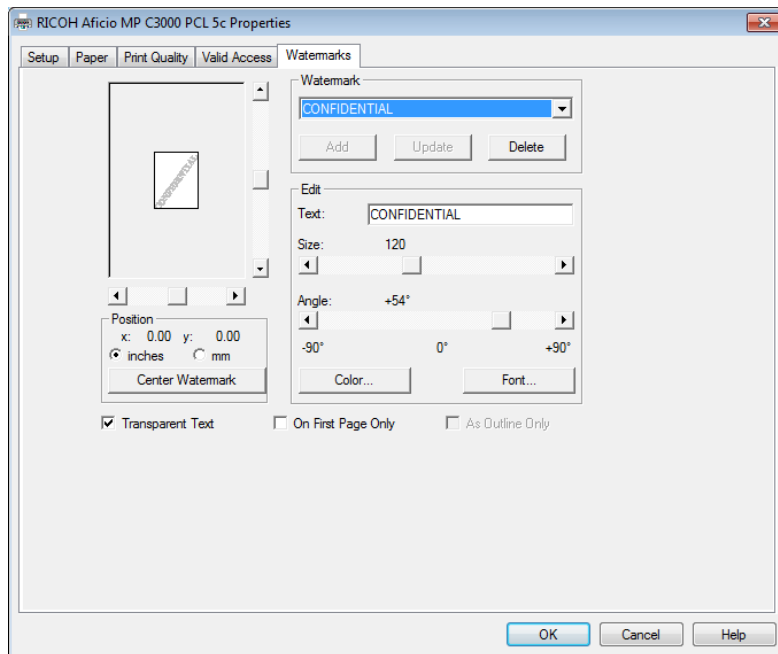i   Click "OK" or "Print" depending on the application you are using to send job to printer

Some of my fonts aren't printing correctly
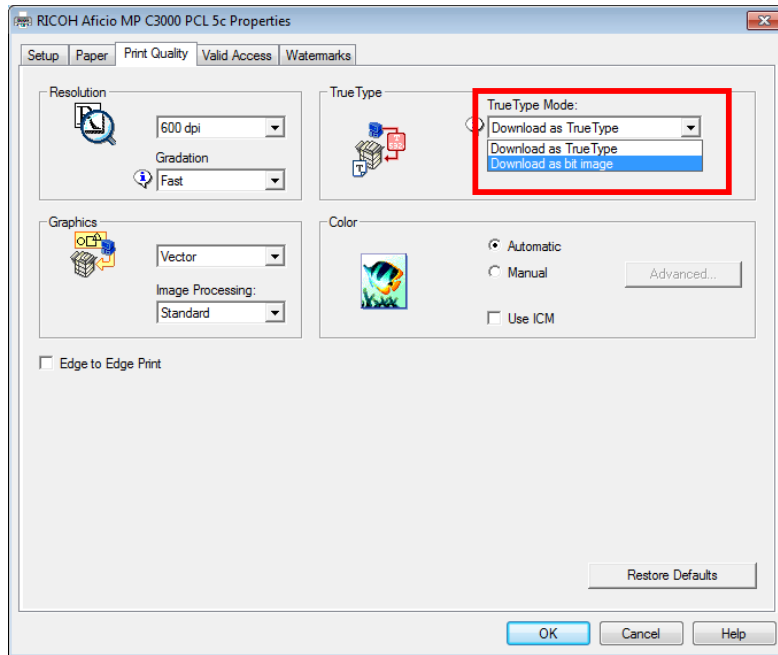
Only available in pcl5e driver

i   From your application's print window, select Properties

i   Select the "Print Quality" Tab

i   Under "True Type Mode"

i   Click Download as bit image"

i   Make any other desired settings, such as number of Copies

i   Click "OK" to close Print Quality Tab

i   Click "OK" to close Properties

i   Click "OK" or "Print" depending on the application you are using to send job to printer

How do I add a watermark

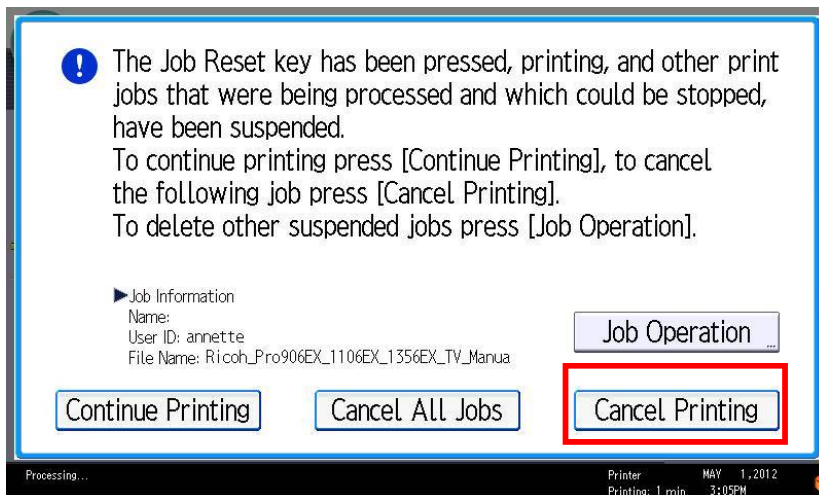
i   From your application's print window, select Properties

For pcl5e drivers:

i   Select the "Watermarks" Tab

i   Under "Watermark", select desired term

i   Make any desired settings, such as size, angle, location

i   Click "OK" to close Watermarks Tab
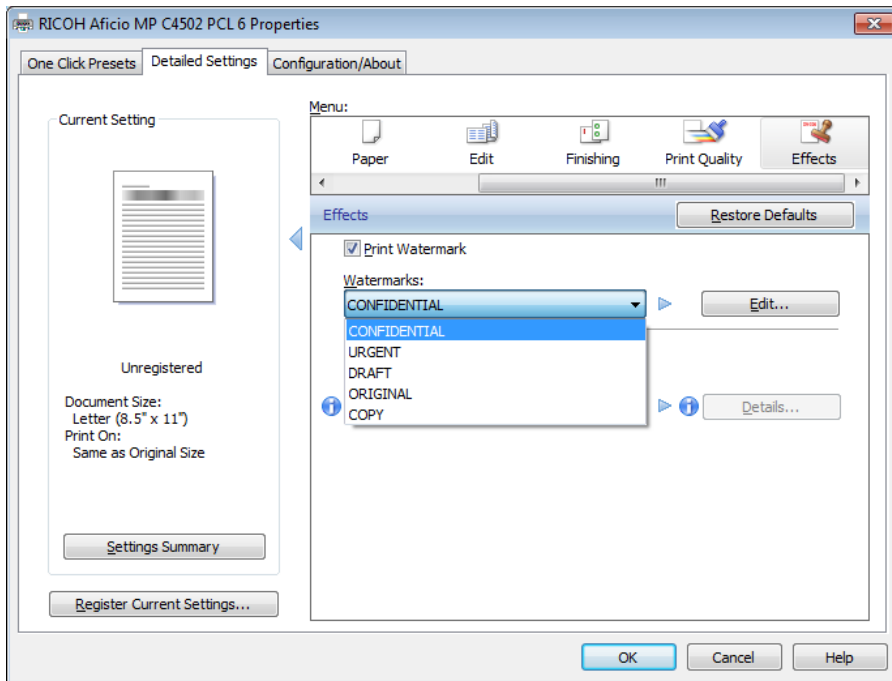
For pcl6 drivers:

i   Select "Detailed Settings"
i   Select "Effects"
i   Check box in front of "Print Watermark"
i   Select desired Watermark
i   Click "Edit"
i   Make any desired settings, such as size, angle, location
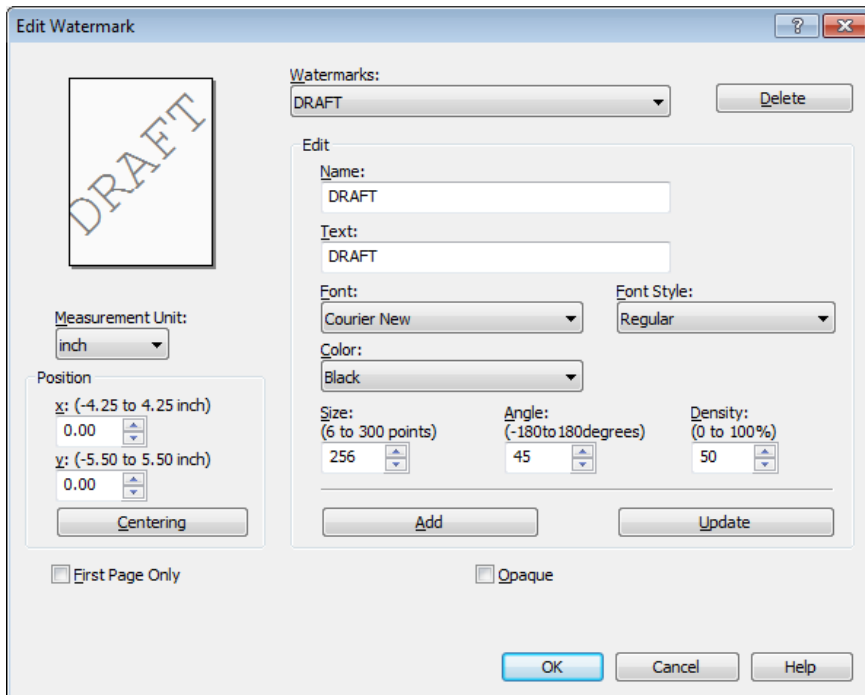
All users continue to:

i   Make any other desired settings, such as number of Copies
i   Click "OK" to close Properties
i   Click "OK" or "Print" depending on the application you are using to send job to printer

How do I cancel a print job

Jobs can either be cancelled by pressing Job Reset under the Print Function button at the copier or by pressing the Stop Key on the control panel of the copier. You will have options to cancel the currently print job, all jobs, or one that is waiting to be printed.

Job Reset

i   At the copier, press "Printer" either from the Home screen or the Function button to the left of the touch screen

i   Press "Job Reset"

To cancel the currently printing job

i   Press "Cancel Printing" to delete the job that is listed to the left under Job Information (current print job)

To cancel a job that is still waiting to be printed

The Job Reset key has been pressed, printing, and other print jobs that were being processed and which could be stopped, have been suspended.
To continue printing press [Continue Printing], to cancel the following job press [Cancel Printing].
To delete other suspended jobs press [Job Operation].

▶Job Information
Name:
User ID: annette
File Name: Ricoh_Pro906EX_1106EX_1356EX_TV_Manua

Job Operation

Continue Printing   Cancel All Jobs   Cancel Printing

Processing...   Printer   MAY   1,2012
               Printing: 1 min.   3:05PM

i   Press Job Operation

Job Operation   Exit

Printing operation is suspended.
Select job and make a operation.

Status	Type	User ID	File Name	Page(s)	Qty.	Priority	
Printing	🖿	annette	Ricoh_Pro906EX_1106EX_1356	2	1		Details
Printing	🖿	annette	Ricoh_Pro906EX_1106EX_1356	2	1		
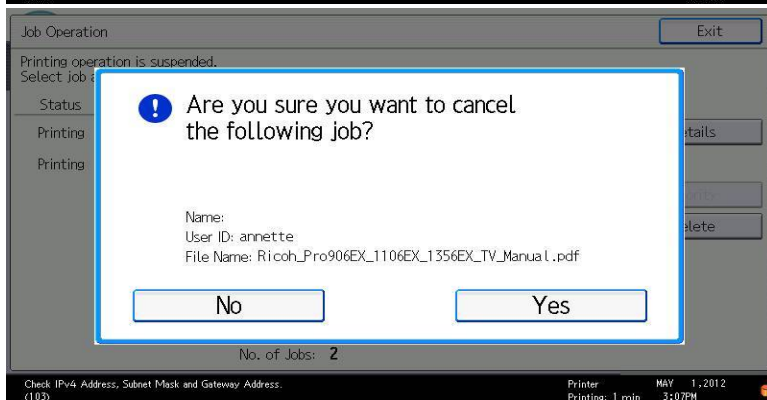
Priority

Delete

No. of Jobs: 2

Check IPv4 Address, Subnet Mask and Gateway Address.   MAY   1,2012
(103)   3:02PM

i   Select job to be deleted
i   Press "Delete"

Job Operation   Exit

Printing operation is suspended.
Select job a

Status

Printing

Printing

Are you sure you want to cancel the following job?

Name:
User ID: annette
File Name: Ricoh_Pro906EX_1106EX_1356EX_TV_Manual.pdf

No   Yes

No. of Jobs: 2

Check IPv4 Address, Subnet Mask and Gateway Address.   Printer   MAY   1,2012
(103)   Printing: 1 min.   3:07PM

Whether cancelling current or pending job, you will have to confirm that you want to cancel
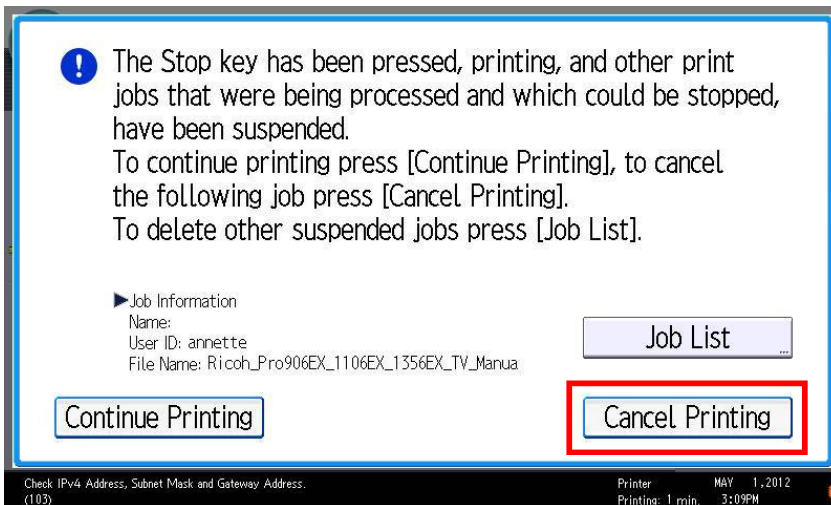
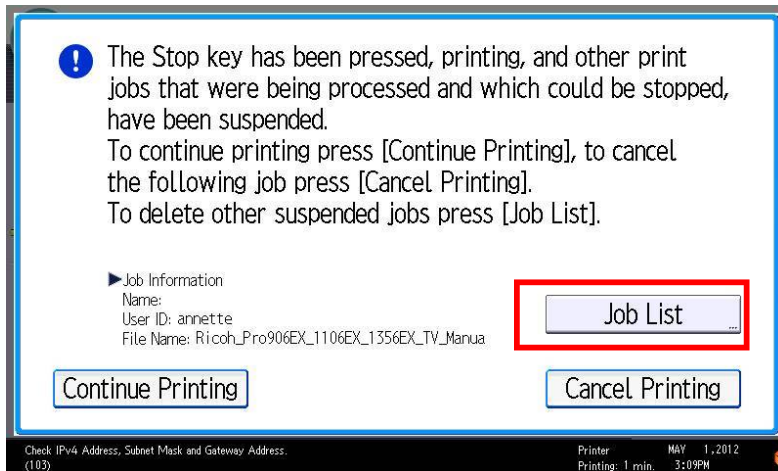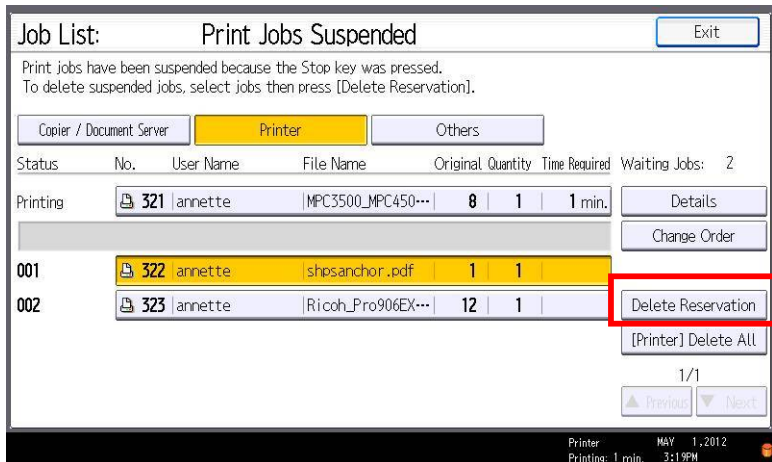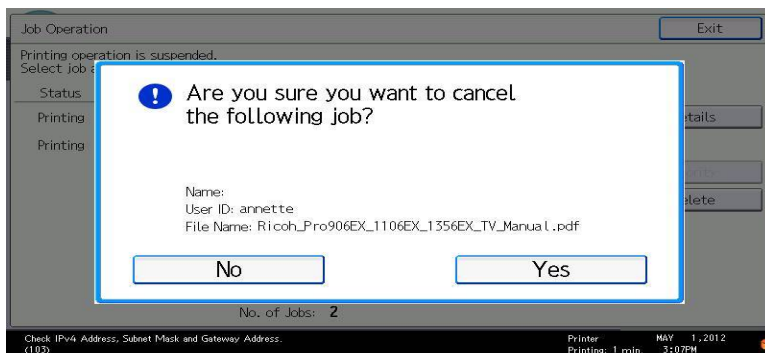**i**   Press "Yes"

How do I cancel job using the Stop key

i   At the copier, press "Printer" either
    from the Home screen or the Function
    button to the left of the touch screen

i   Press "Stop"

To cancel the currently printing job

i   Press "Cancel Printing" to delete the job
    that is listed to the left under Job
    Information (current print job)

To cancel a job that is still waiting to be printed

i   Press "Job List"

i   Select job to be deleted
i   Press "Delete Reservation"

Whether cancelling current or pending job, you will have to confirm that you want to cancel

i   Press "Yes"

If you need to send the job to the printer, but not have it print until you release it, or send a sample copy, this can be done under the Job Type menu. These options are as follows:

Locked Print: Temporarily holds print jobs in the memory until a valid password is entered at the control panel. Files are automatically deleted from the system HOD after printing. **(See next section for how to set up/retrieve locked prints.)**
Hold Print: Temporarily holds multiple print files in the memory until selected. Does not require the user to enter a password.
Sample Print: Outputs the first set of a multiple-set print job so that it can be checked for accuracy prior to printing the entire job. Only the quantity can be changed.
Stored Print/Store and Print: Identical in functionality to Hold Print, except files are not immediately deleted after printing. Store and Print enables users to print files immediately while simultaneously storing data. 4-8 digit password is optional. NOT RECOMMENDED, AS IT TIES UP MEMORY.
Document Server: Sends files directly to the document server for storage and printing at a later date. You don't apply any print settings here, that is done at the copier when you retrieve the job. This feature can also be used to merge jobs from multiple applications and print as one document.
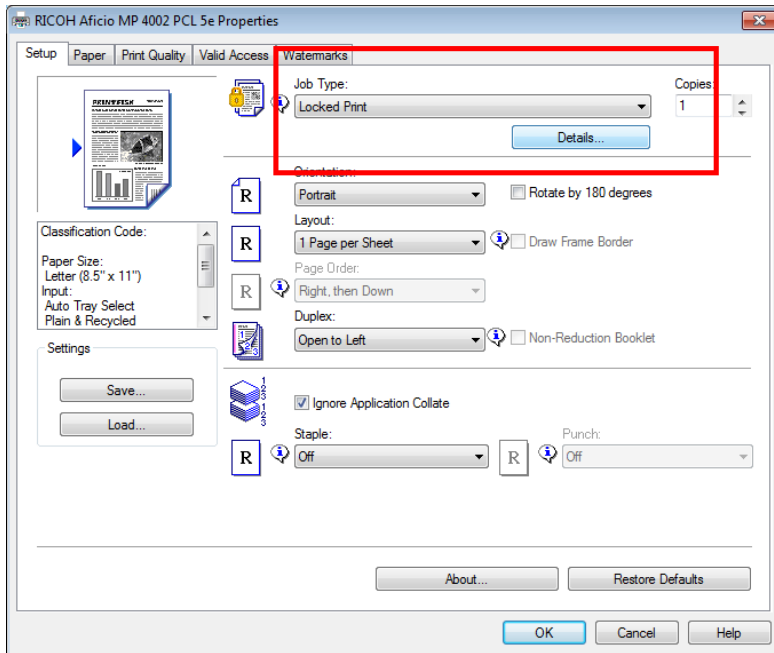
# Sending a Locked Print from Your Computer

With your file open
- i   Select File
- i   Print
- i   "Properties" (or Preferences)
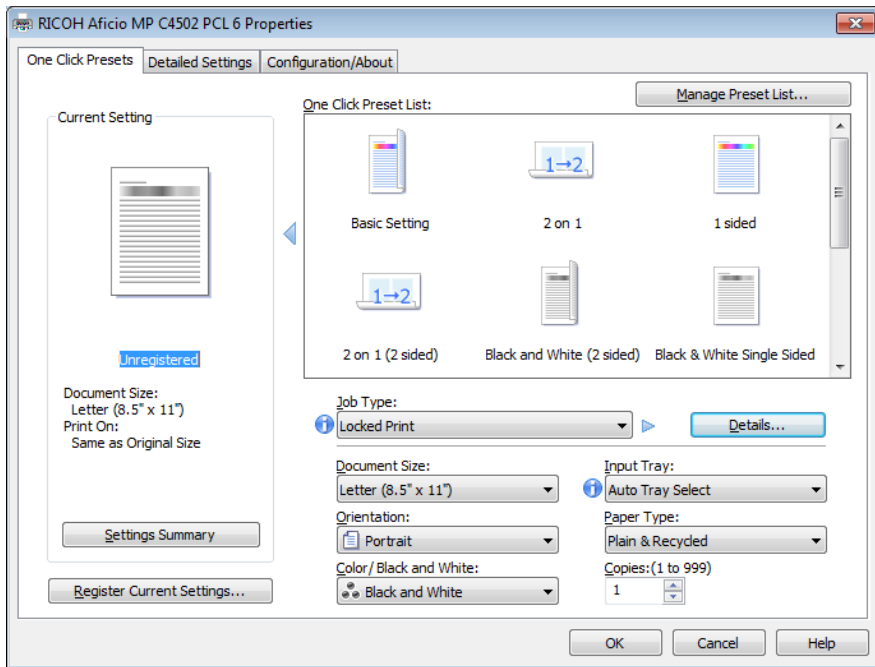- i   Click on drop down arrow under Job Type

For pcl5e drivers:

i   Under Job Type, select "Locked Print"

i   Go to "Details", enter your name and a 4-8 digit (numbers only) password.

i   "OK"

i   Select any desired print settings such as duplex, booklet, staple etc. in the printer properties tabs

i   Enter desired number of copies

i   Click "OK" to close Properties

i   OK or Print (depending on the application you are in)
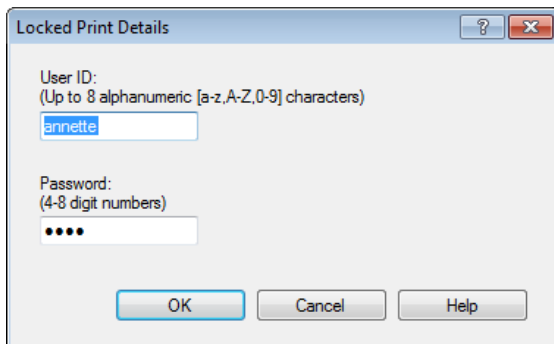
For pcl6 drivers:

i   Select appropriate One Click for job settings

i   Under Job Type, select "Locked Print"

i   Go to "Details",

i   Enter your name and a 4-8 digit (numbers only) password.

OR

i   Select Windows Login Name and enter a 4-8 digit (numbers only) password.

i   Click "OK"

i   Enter desired number of copies

i   OK

i   OK or Print (depending on the application you are in)

RICOH Aficio MP C3000 PCL 5c Properties

Setup | Paper | Print Quality | Valid Access | Watermarks

Job Type:
Locked Print

Copies: 1

Details...

Orientation:
Portrait
☐ Rotated

Layout:
1 Page per Sheet
☐ Draw Frame Border

Page Order:
Right, then Down

Duplex:
Booklet
☐ Non-Reduction Booklet

☑ Ignore Application Collate

Staple:
Off

Punch:
Off

Paper Size:
Letter (8.5" x 11")
Input:
Auto Tray Select
Plain & Recycled
Output:
Printer Default

Settings
Save...
Load...

Color/ Black and White:
Black and White

About...   Restore Defaults

OK   Cancel   Help

Warning

⚠ [Non-Reduction Booklet] is only supported for the following Document Sizes in applications:
    Letter, 5.5" x 8.5", A4, A5, A6, B5, B6 and 16K.

Please make sure the "double-sized" paper of the Document Size is loaded in the Printer.

OK   Cancel

- From your application's print window, select" Properties"
- Under Duplex, select "Booklet"
- The default will be to print this on letter sized paper, giving you a small booklet.
- If you want it printed on 11X17 paper, select "Non-Reduction Booklet". The reminder that pops up is just telling you to have the larger paper size available. The tray is automatically selected for you when you check this box.
- If your copier has a saddle stitch finisher, select "2 at Center" under Staple (this option is not available on the copier I am using for this guide)
- Make any other desired settings, such as number of Copies
- Click "OK" to close Properties
- Click "OK" or "Print" depending on the application you are using to send job to printer

How do I enlarge the image I want to print
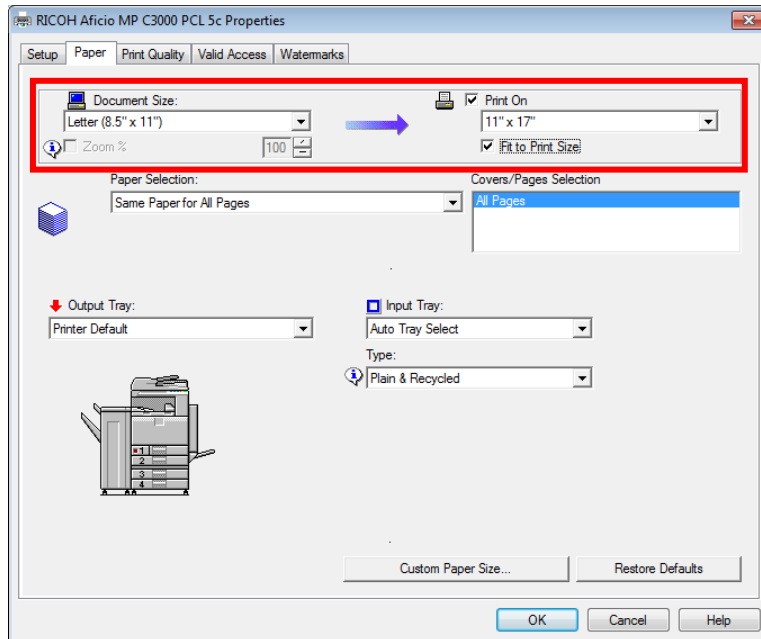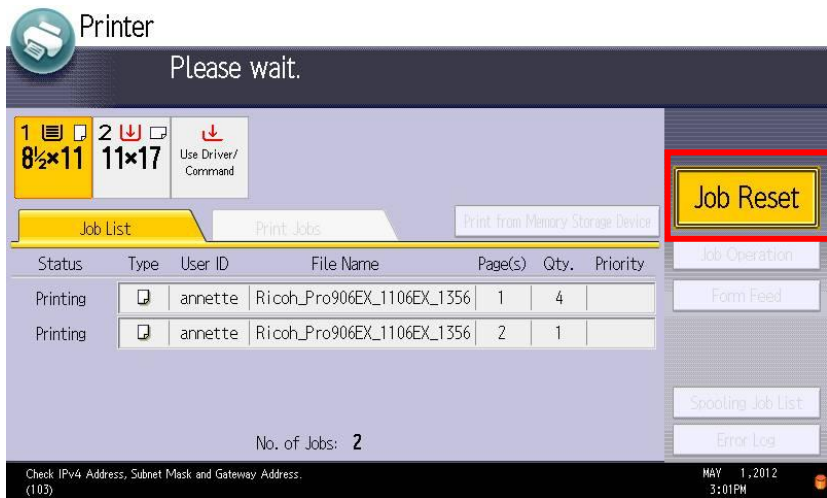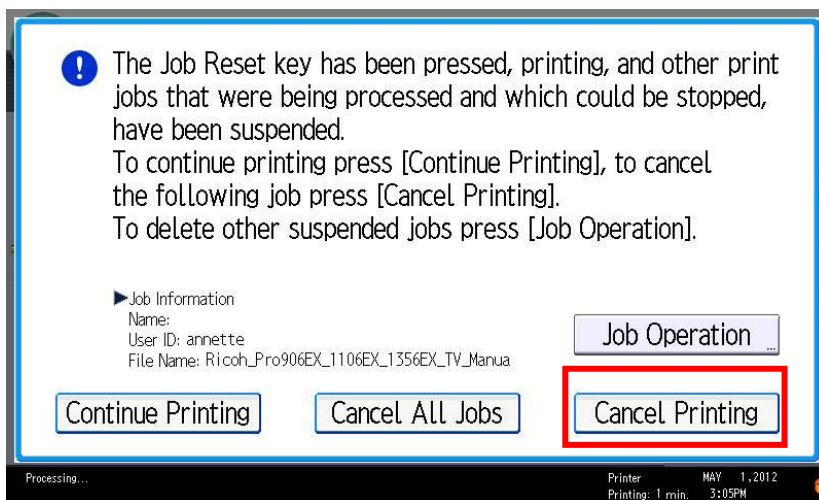

- From your application's print window, select Properties
- Select the "Paper" Tab
- Under Document Size, select the size of your document
- Click the box next to "Print On"
- Select the "11X17" paper size under Print On
- Click the box next to "Fit to Print Size"
- Click "OK" to close Paper Tab
- Make any other desired settings, such as number of Copies
- Click "OK" to close Properties
- Click "OK" or "Print" depending on the application you are using to send job to printer

How do I insert covers on my document
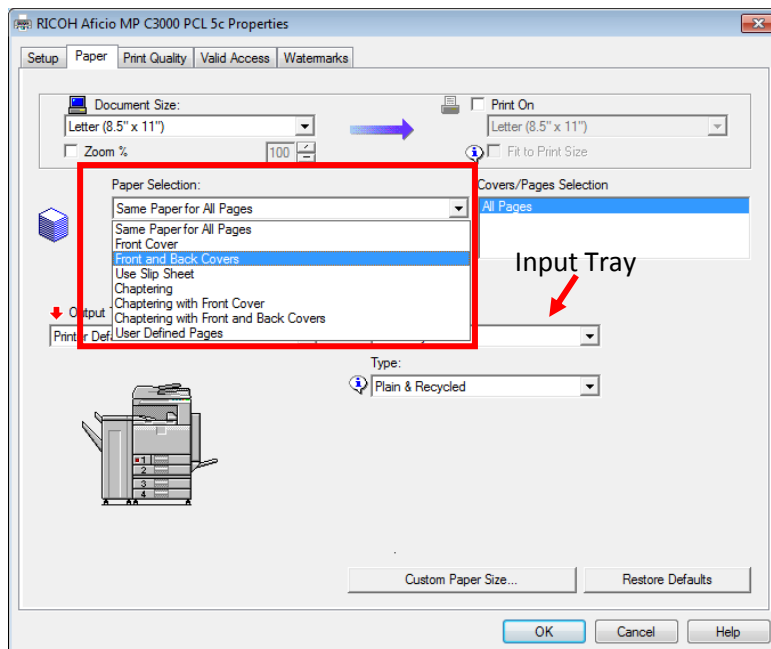
- From your application's print window, select Properties
- Select the "Paper" Tab
- Under "Paper Selection"
- Click "Front and Back Covers"
- Under Input Tray, select the tray containing covers
- Be sure your paper type matches what you've set under the copier's Tray Paper Settings , otherwise you will get a Paper Type Mismatch error
- Click "OK" to close Paper Tab
- Make any other desired settings, such as number of copies
- Click "OK" to close Properties
- Click "OK" or "Print" depending on the application you are using to send job to printer

Some of my fonts aren't printing correctly
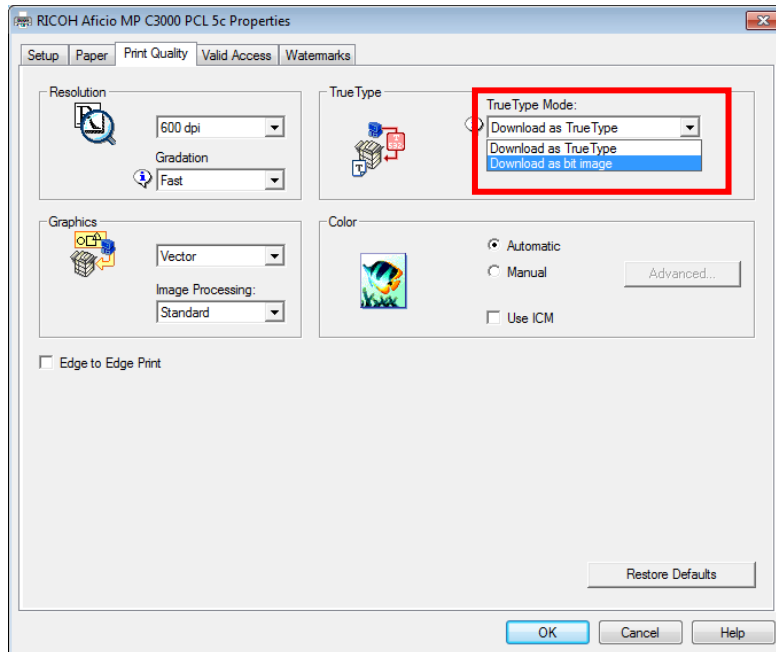
- From your application's print window, select Properties
- Select the "Print Quality" Tab
- Under "True Type Mode"
- Click Download as bit image"
- Make any other desired settings, such as number of Copies
- Click "OK" to close Print Quality Tab
- Click "OK" to close Properties
- Click "OK" or "Print" depending on the application you are using to send job to printer

How do I add a watermark
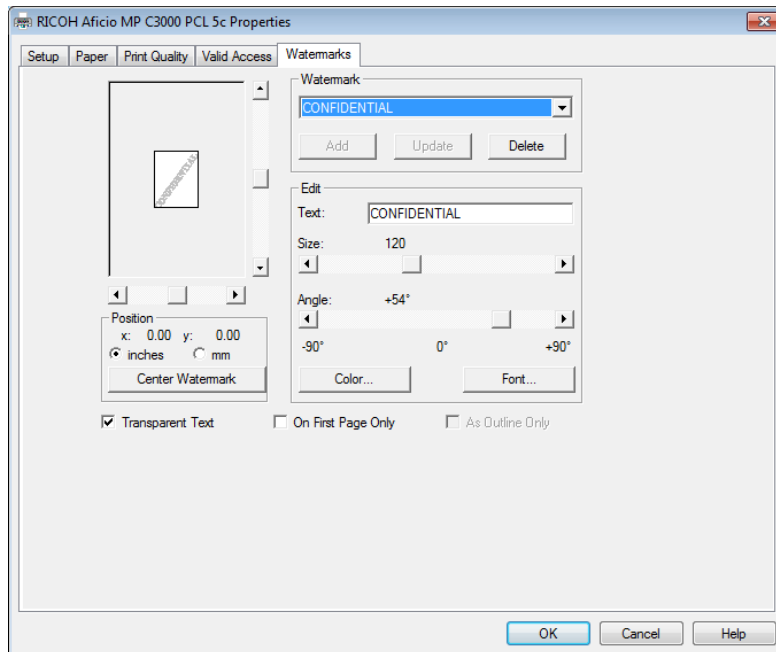
- From your application's print window, select Properties
- Select the "Watermarks" Tab
- Under "Watermark", select desired term
- Make any desired settings, such as size, angle, location
- Click "OK" to close Watermarks Tab
- Make any other desired settings, such as number of Copies
- Click "OK" to close Properties
- Click "OK" or "Print" depending on the application you are using to send job to printer

How do I cancel a print job

Jobs can either be cancelled by pressing Job Reset under the Print Function button at the copier or by pressing the Stop Key on the control panel of the copier. You will have options to cancel the currently print job, all jobs, or one that is waiting to be printed.

Job Reset

- At the copier, press "Printer" either from the Home screen or the Function button to the left of the touch screen

- Press "Job Reset"

To cancel the currently printing job

- Press "Cancel Printing" to delete the job that is listed to the left under Job Information (current print job)

To cancel a job that is still waiting to be printed

The Job Reset key has been pressed, printing, and other print jobs that were being processed and which could be stopped, have been suspended.
To continue printing press [Continue Printing], to cancel the following job press [Cancel Printing].
To delete other suspended jobs press [Job Operation].

► Job Information
Name:
User ID: annette
File Name: Ricoh_Pro906EX_1106EX_1356EX_TV_Manua

Job Operation ...

Continue Printing   Cancel All Jobs   Cancel Printing

Processing...   Printer   MAY 1, 2012
Printing: 1 min.   3:05PM

- Press Job Operation

Job Operation   Exit

Printing operation is suspended.
Select job and make a operation.

Status	Type	User ID	File Name	Page(s)	Qty.	Priority	
Printing	🗋	annette	Ricoh_Pro906EX_1106EX_1356	2	1		Details
Printing	🗋	annette	Ricoh_Pro906EX_1106EX_1356	2	1		

Priority

Delete

No. of Jobs: 2

Check IPv4 Address, Subnet Mask and Gateway Address.   MAY 1, 2012
(103)   3:02PM

- Select job to be deleted
- Press "Delete"

Job Operation   Exit

Printing operation is suspended.
Select job

Status

Printing

Printing

Are you sure you want to cancel
the following job?

Name:
User ID: annette
File Name: Ricoh_Pro906EX_1106EX_1356EX_TV_Manual.pdf

No   Yes

No. of Jobs: 2

Check IPv4 Address, Subnet Mask and Gateway Address.   MAY 1, 2012
(103)   Printer
Printing: 1 min.   3:07PM

Whether cancelling current or pending job, you will have to confirm that you want to cancel

- Press "Yes"

How do I cancel job using the Stop key

- At the copier, press "Printer" either from the Home screen or the Function button to the left of the touch screen

- Press "Stop"

To cancel the currently printing job

- Press "Cancel Printing" to delete the job that is listed to the left under Job Information (current print job)

To cancel a job that is still waiting to be printed

- Press "Job List"

- Select job to be deleted
- Press "Delete Reservation"

Whether cancelling current or pending job, you will have to confirm that you want to cancel

- Press "Yes"

If you need to send the job to the printer, but not have it print until you release it, or send a sample copy, this can be done under the Job Type menu. These options are as follows:

Locked Print: Temporarily holds print jobs in the memory until a valid password is entered at the control panel. Files are automatically deleted from the system HOD after printing. (*See next section for how to set up/retrieve locked prints.*)

Hold Print: Temporarily holds multiple print files in the memory until selected. Does not require the user to enter a password.

Sample Print: Outputs the first set of a multiple-set print job so that it can be checked for accuracy prior to printing the entire job. Only the quantity can be changed.

Stored Print/Store and Print: Identical in functionality to Hold Print, except files are not immediately deleted after printing. Store and Print enables users to print files immediately while simultaneously storing data. 4-8 digit password is optional. NOT RECOMMENDED, AS IT TIES UP MEMORY.

Document Server: Sends files directly to the document server for storage and printing at a later date. You don't apply any print settings here, that is done at the copier when you retrieve the job. This feature can also be used to merge jobs from multiple applications and print as one document.

Sending a Locked Print from Your Computer

With your file open

- Select File
- Print
- "Properties" (or Preferences)
- Click on drop down arrow under Job Type
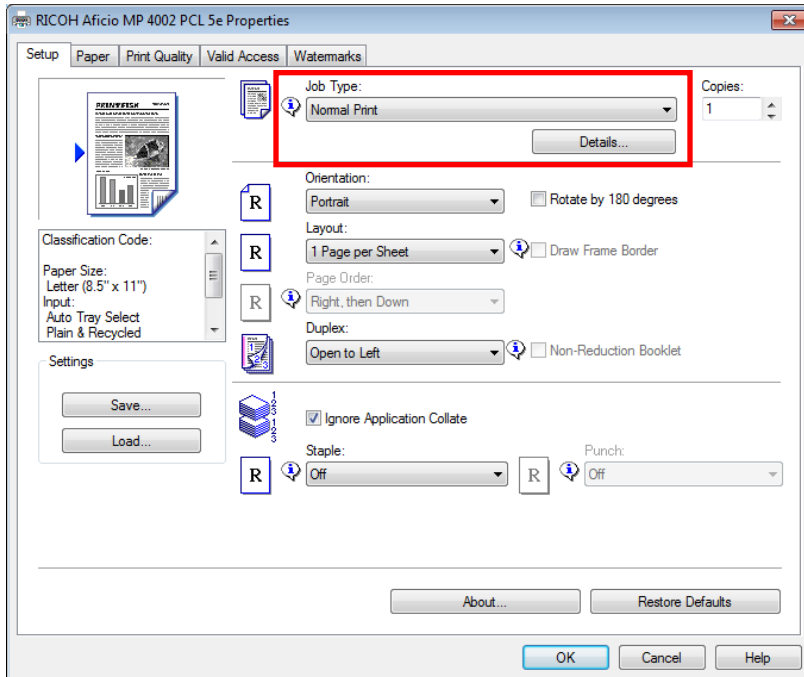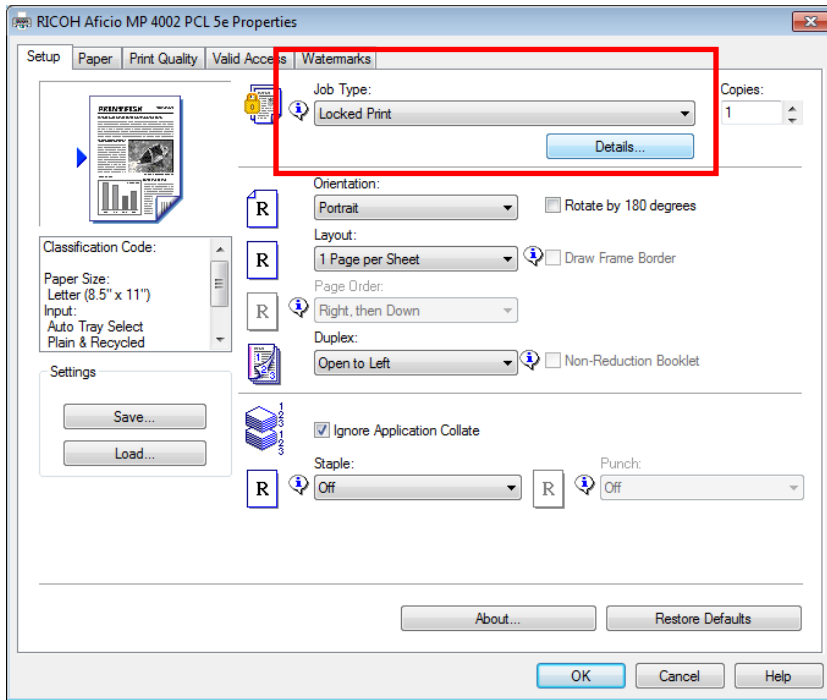
- Under Job Type, select "Locked Print"
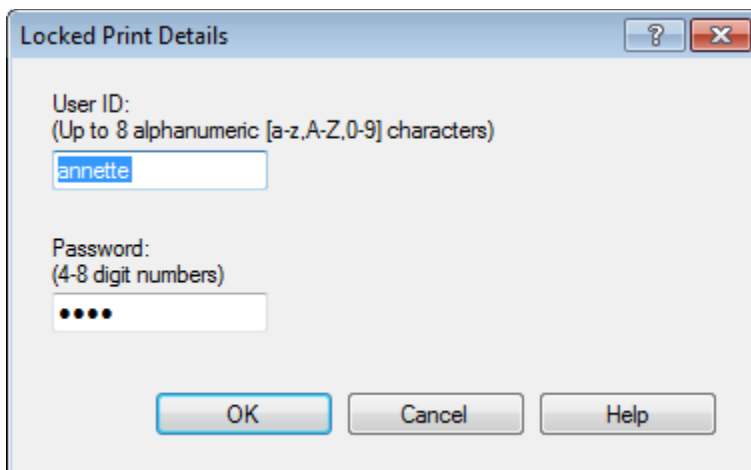
- Go to "Details", enter your name and a 4-8 digit (numbers only) password.
- "OK"
- Select any desired print settings such as duplex, booklet, staple etc. in the printer properties tabs
- Enter desired number of copies
- OK
- OK or Print (depending on the application you are in)

To Retrieve All Your Locked Print Jobs
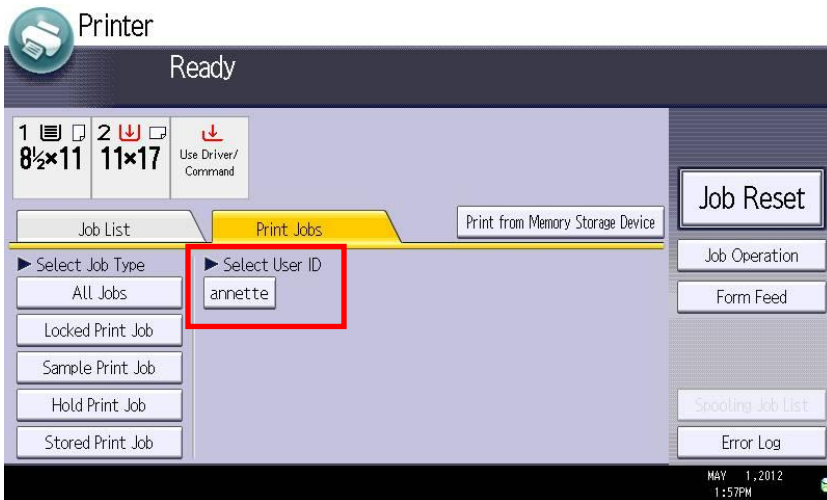
- At copier press Printer Button
- Select your name
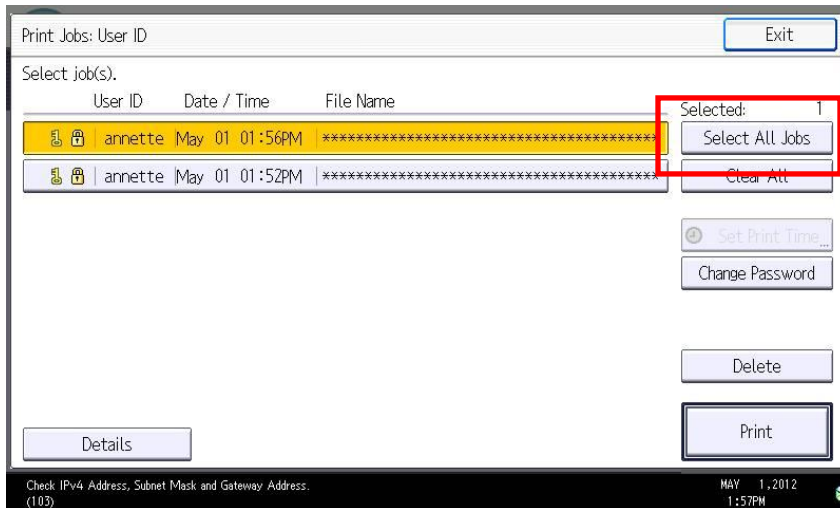
- Select the first job in your list
- Press Select All Jobs
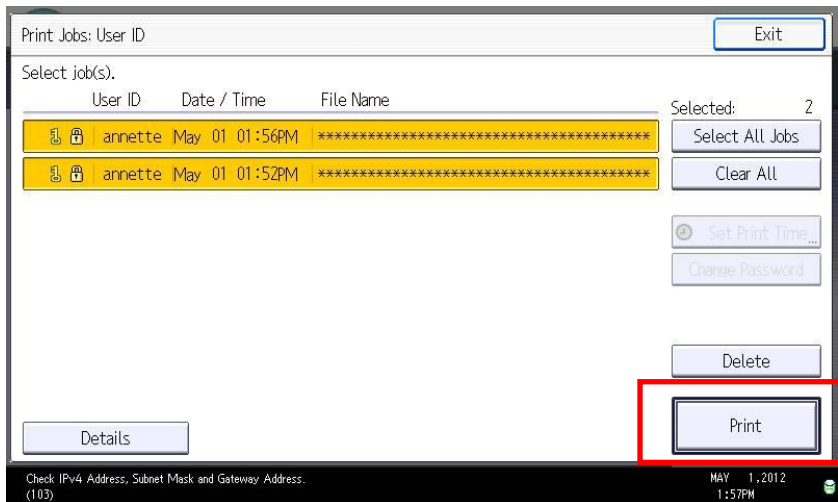
- Press Print
- Enter the password that you created at your computer
- Press OK.
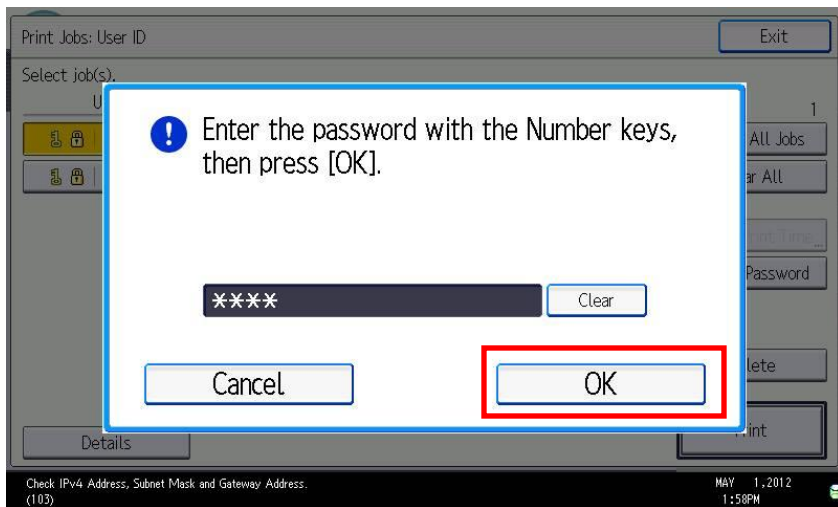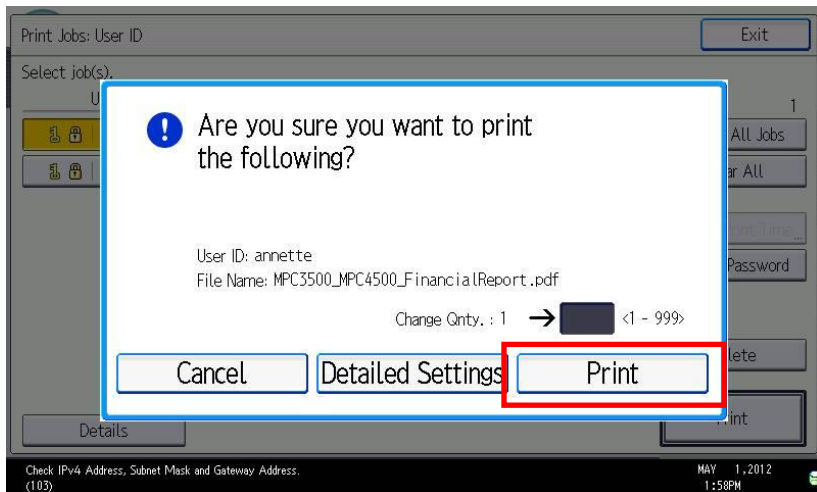
- Press Print to release job(s) for printing

Detailed Settings allows you to change print settings, be sure to only select one print job when using this feature.
Your jobs will be erased immediately after printing.

Hold and Stored print jobs are released in a similar manner. Remember this is no password on a Hold job. I don't recommend Store, but if you've sent a job using that method, be sure to only select the jobs you haven't already printed.

How do I print from a thumb drive

- Insert your thumb drive into the USB slot on right side of control panel
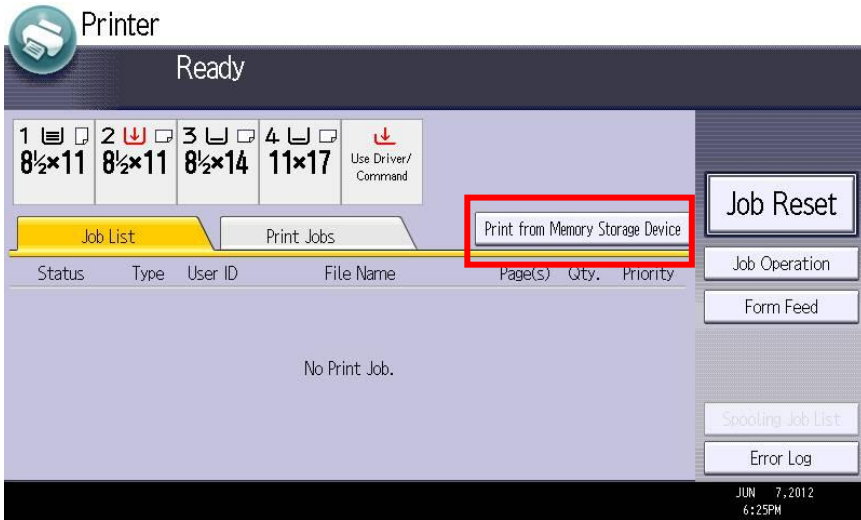
- Press "Print from Memory Storage Device" Note: some thumb drives may not be compatible. If this is the case it will show that it's inserted, but will be grayed out
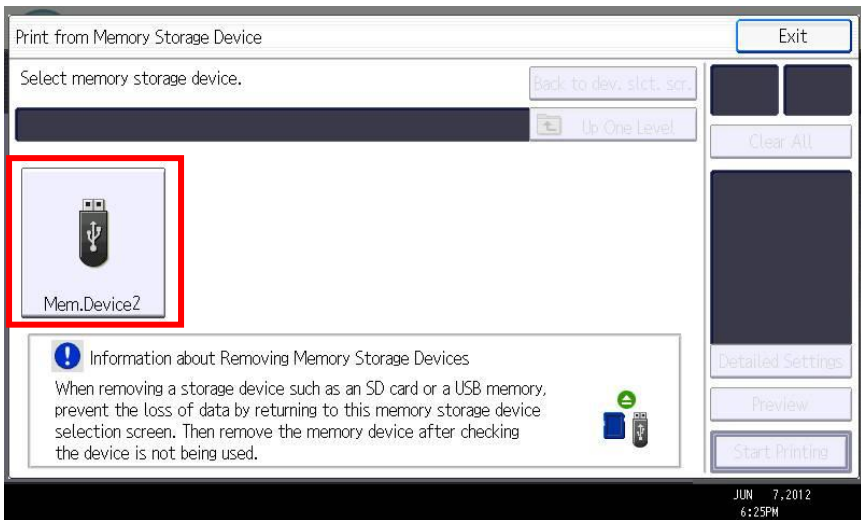
- Press "MemDevice2"
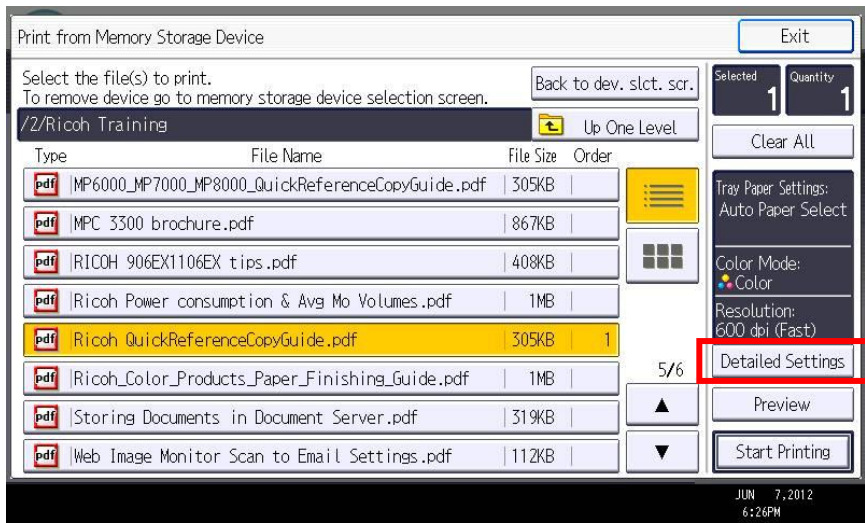
- Select the desired file
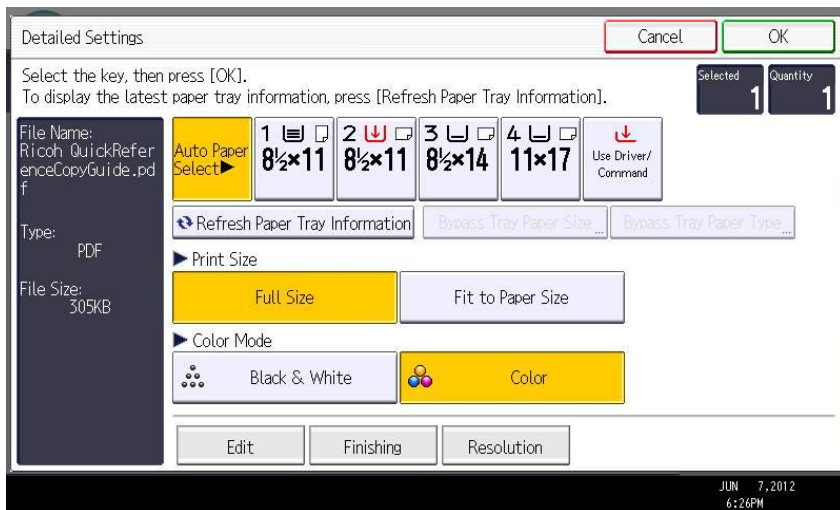
- Press "Detailed Settings" and make any desired print settings
- In this screen you can resize document to fit to the paper size available, select paper tray, select Black & White or Color
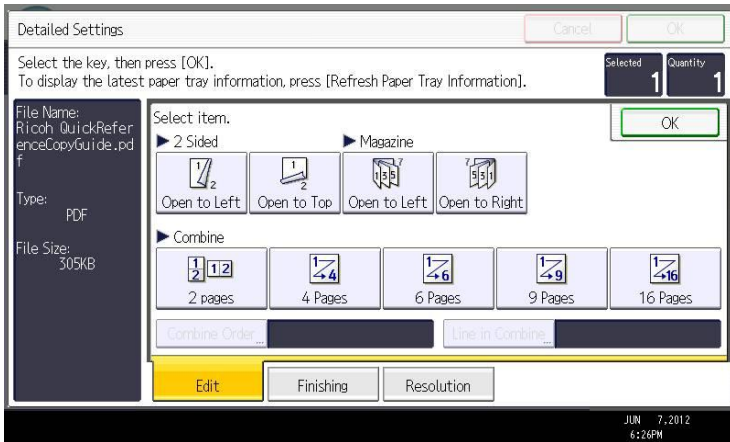
- Press "Edit Tab" to select "2 Sided" printing options, or image combinations
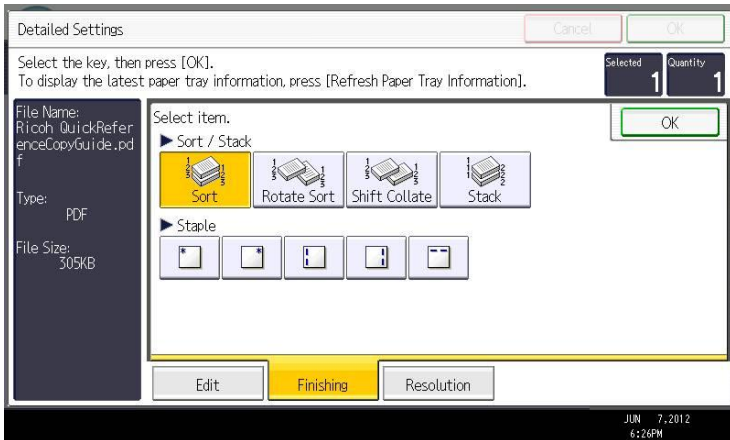
- Press "Finishing" for "Sort", "Stack" or "Staple" options
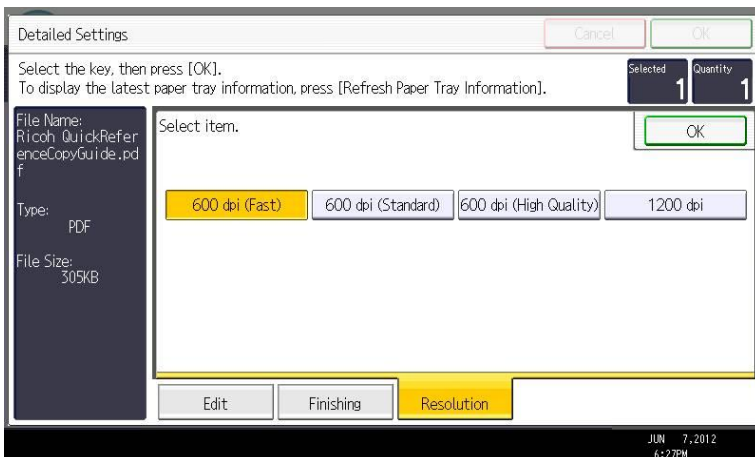
- Press "Resolution" to increase the resolution if desired
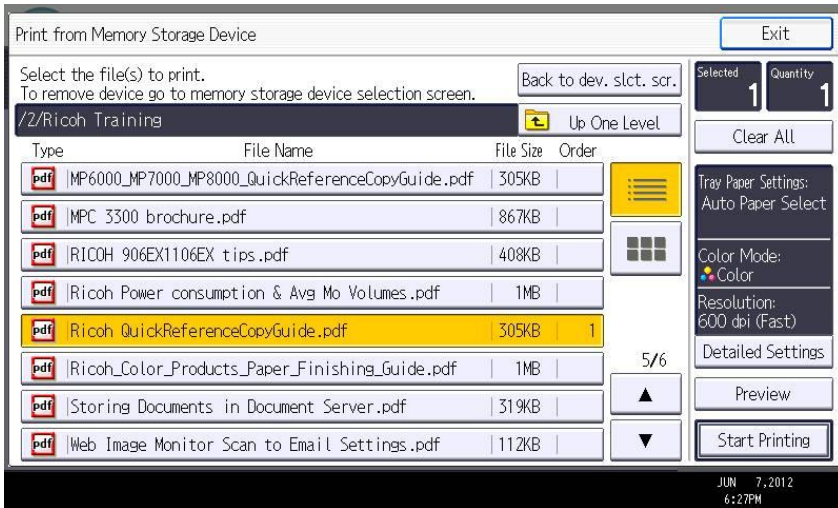
- Press "Start Printing"
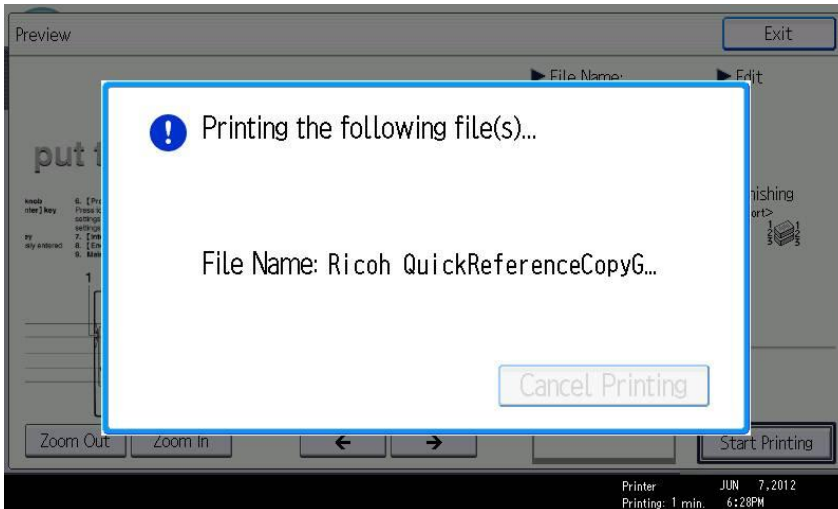
- Printing message appears while file is in use

- After printing is complete, press "Reset"
- Remove your thumb drive

Scanner Features
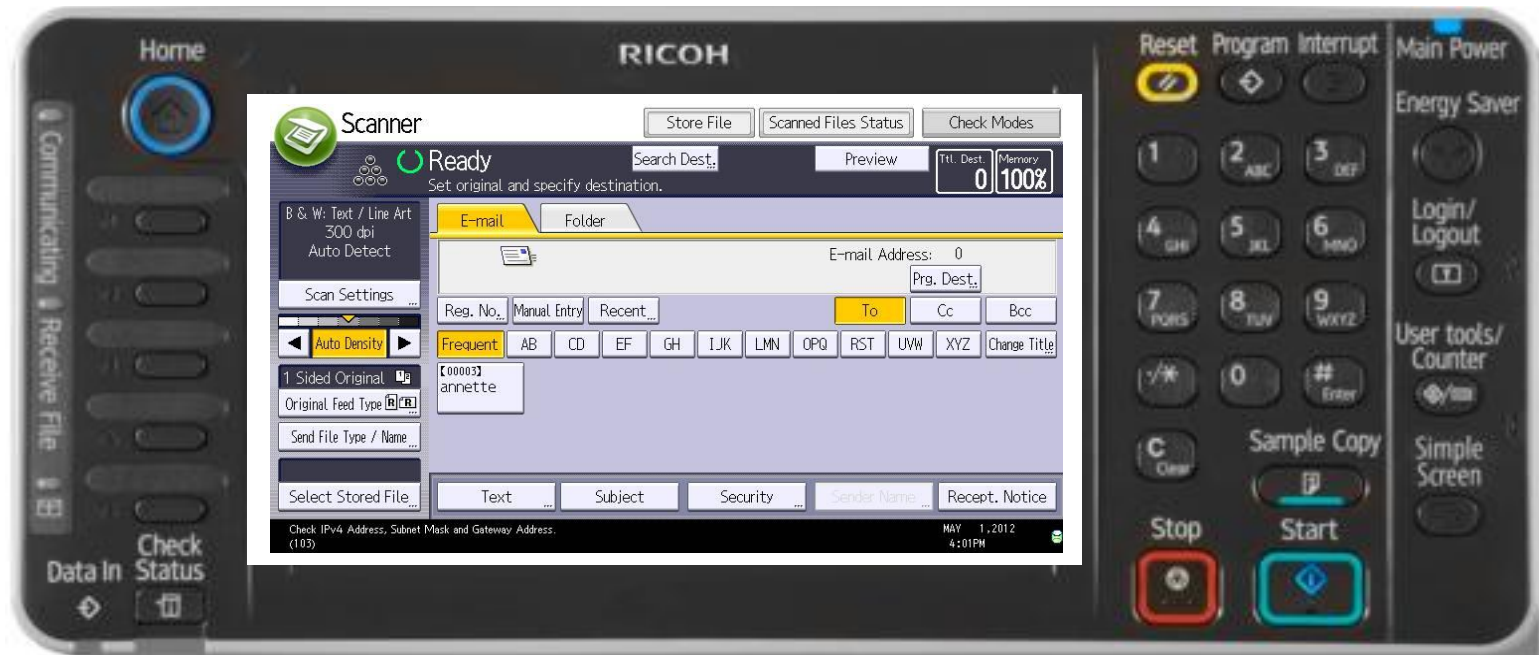
Scanning takes your paper originals and sends them back to your computer as an electronic document. Depending on your company's policy, you may be set up to scan to your email, to any email address, or to a folder. For scan to email, I recommend that you send to yourself, then forward. This way it is in your sent box on your computer and the recipient sees that it is coming from you, rather than from your copier.

You will have various options when scanning, such as whether to scan in color or black and white—even if your copier only prints in black. You can scan two sided originals, resize the document, choose your file format and name the file. The Preview option will show you the file size.

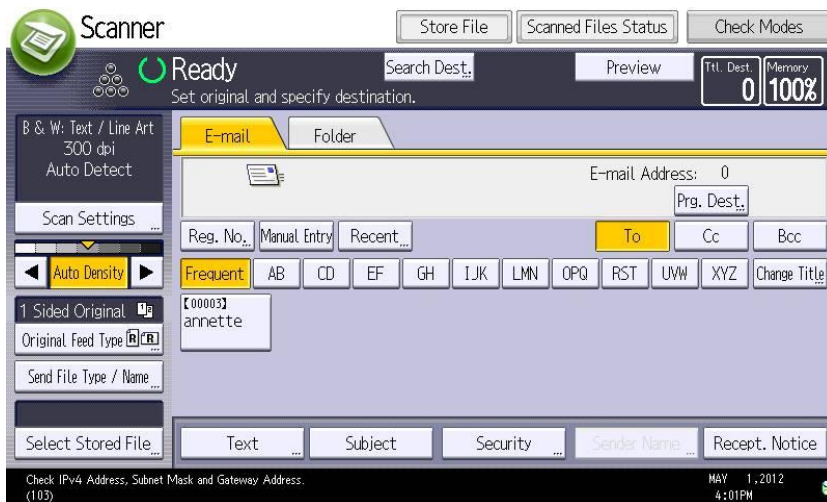**How do I scan a single sided document to my email**

- Place document face up in feeder
- Select "Scanner'" from either the button to the left of the display screen or from the home screen
- Select your name
- Press Start

If you are scanning off the glass, continue to place originals and press Start. After all originals have been scanned, press the # (Enter) Key.

When Memory goes back to 100%, your scan has reached its destination. This should happen within seconds, if not check with your network administrator to see if there are any network issues.

How do I scan a single sided document to a folder
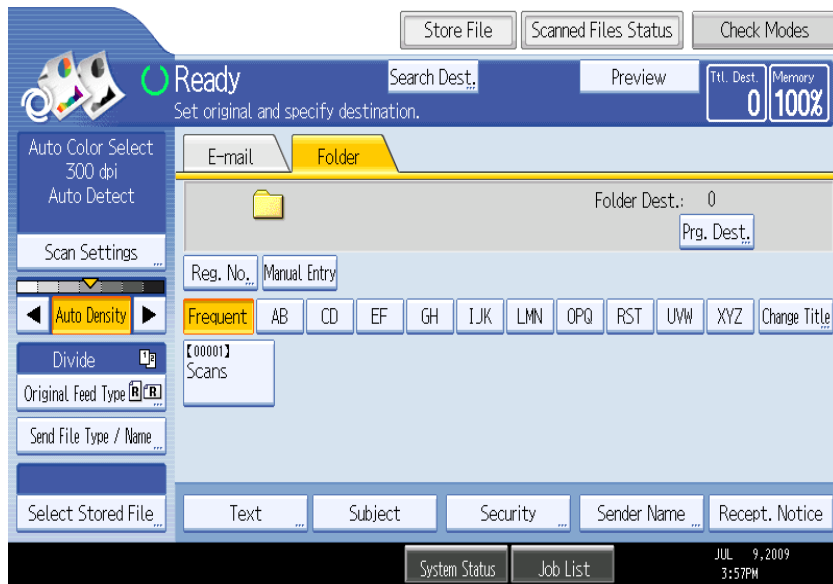
- Place document face up in feeder
- Select "Scanner'" from either the button to the left of the display screen or from the home screen
- Be sure you are in the Folder Tab
- Select your folder
- If this is a shared folder, you may want to name the file (see next section)
- Press Start

How do I name a file that I am scanning
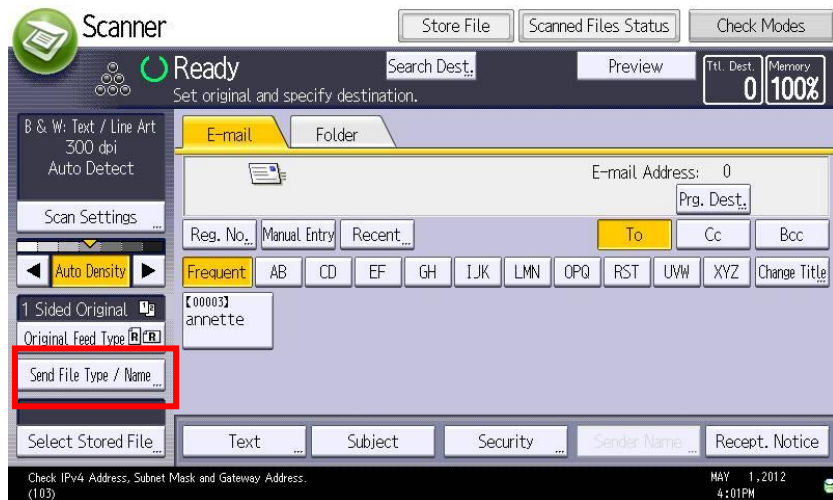
- Place document face up in feeder
- Select "Scanner'" from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Send File Type/Name"
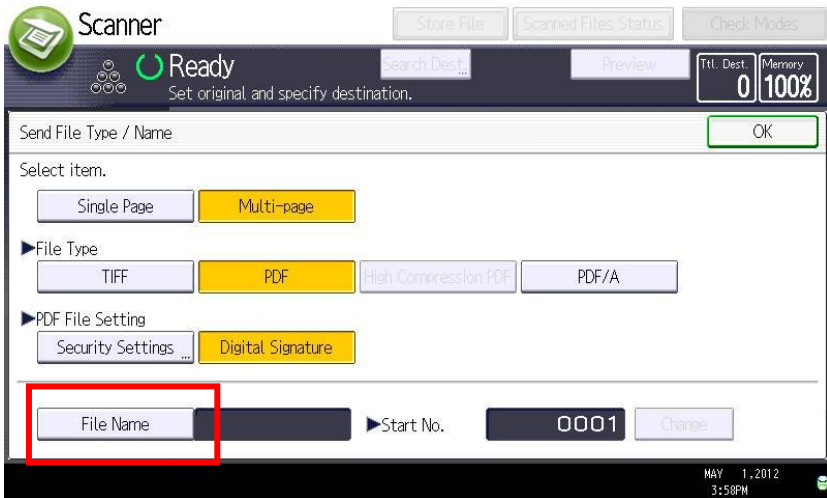
- Press "File Name"
- Type the name
- Press "OK"
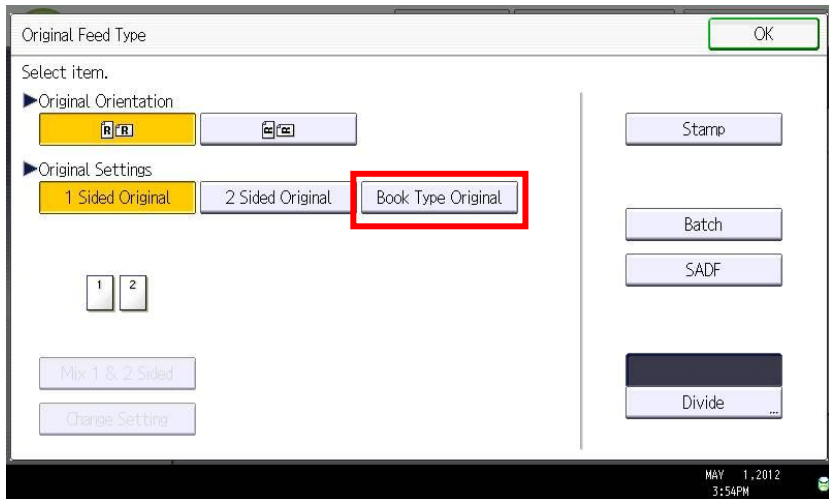- Press Start
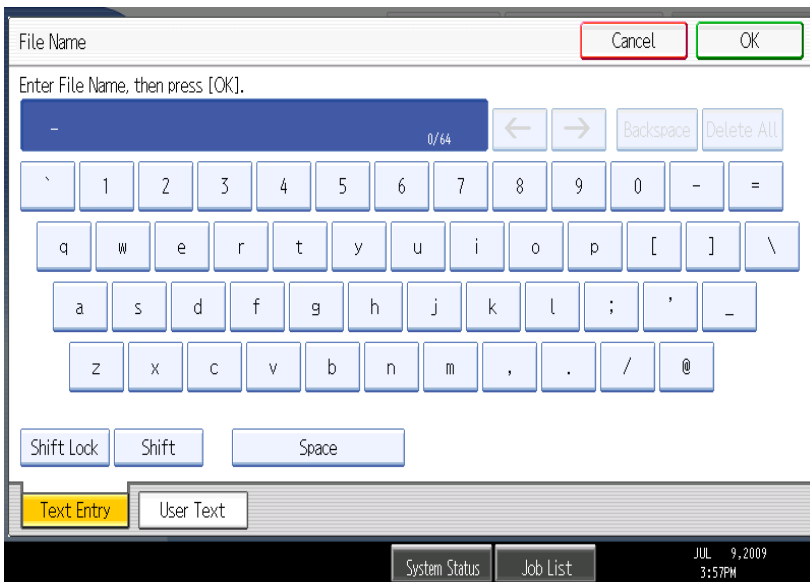
What options are available in scan settings
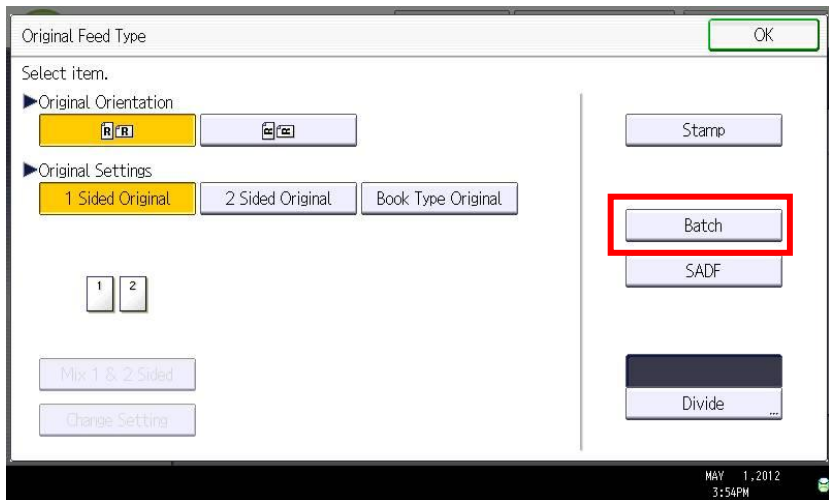

- Place document face up in feeder
- Select "Scanner"' from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Scan Settings"
- Change desired settings
- Press "OK"
- Press Start
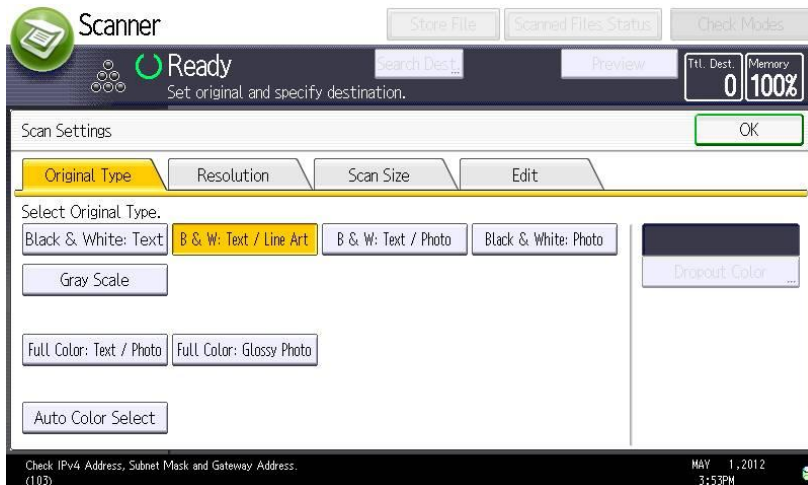
Choose color or black and white   choose resolution—the higher the dpi, the bigger your file size
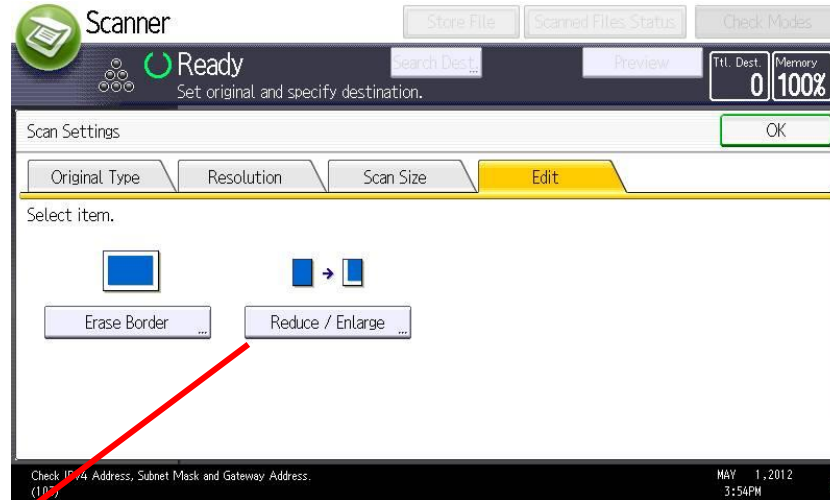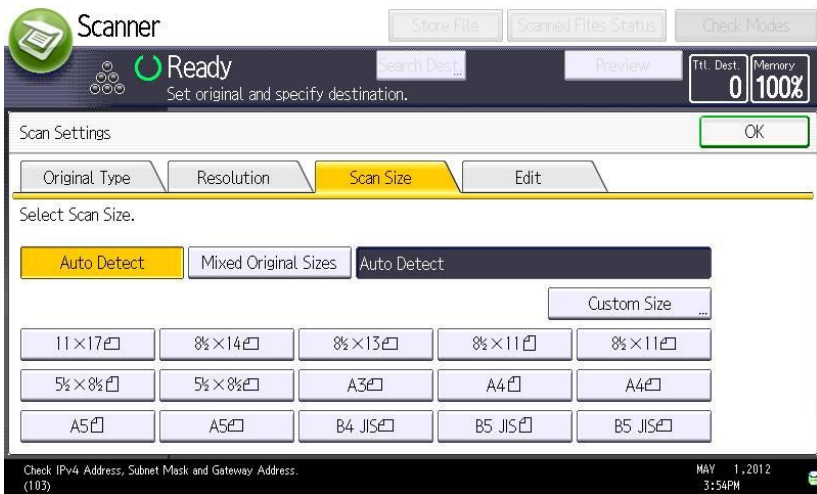
Select mixed originals if you have different sizes

Erase the edges or change original size. Reducing original size also reduces file size
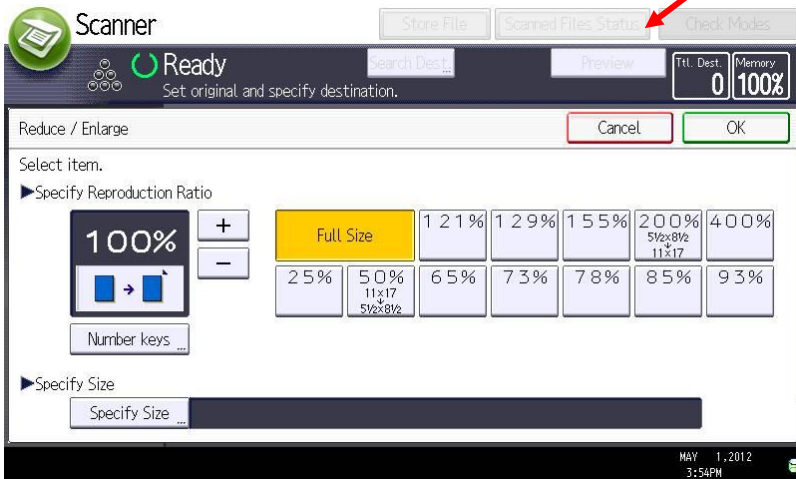
You can either pick a percentage or choose by size, when you press "Specify Size" this screen appears. Pick the size you want the document to be.
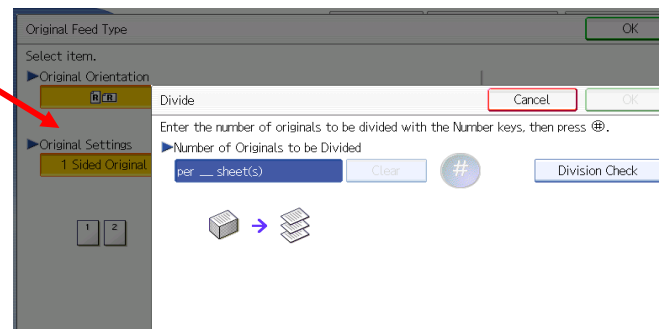
How do I scan a two-sided original
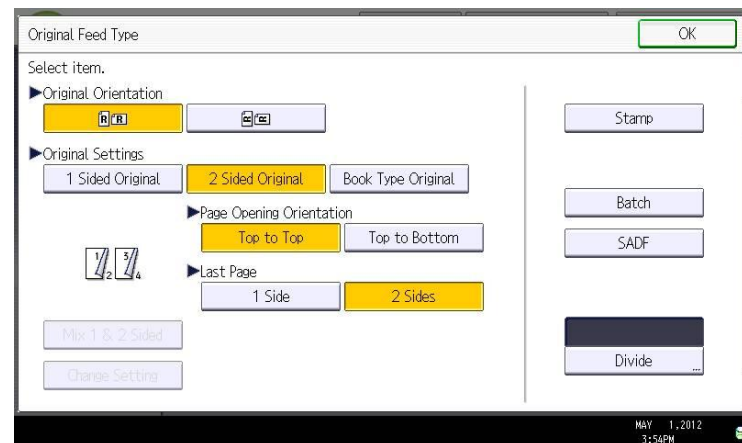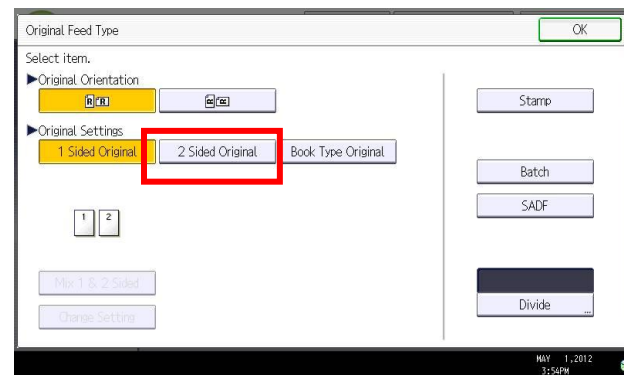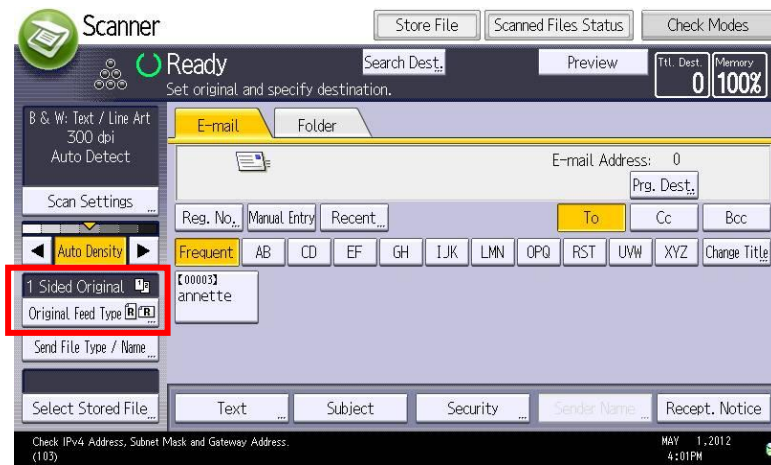
- Place document face up in feeder
- Select "Scanner'" from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Original Feed Type"
- Press "2 Sided Original"
- Select appropriate settings for your originals
- Press "OK"
- Press Start

How do I scan a book and get separate pages
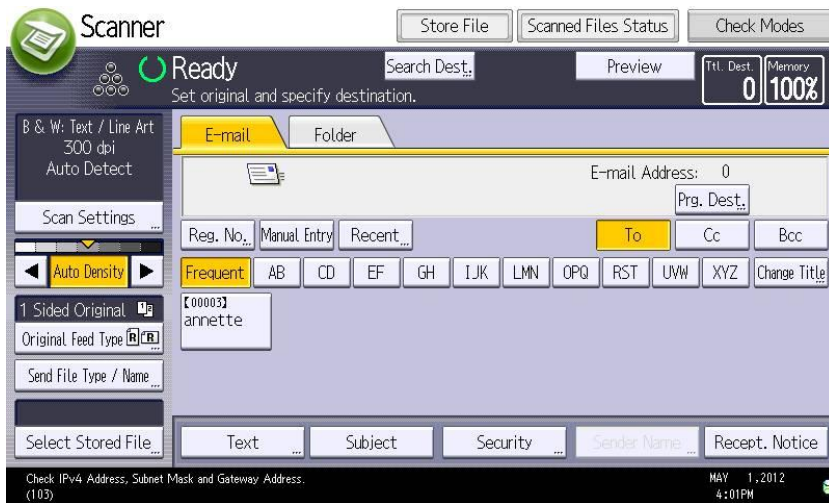
- Place book face down on glass
- Select "Scanner"' from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Original Feed Type"
- Press "Book Type Original"
- Press "OK"
- Press Start

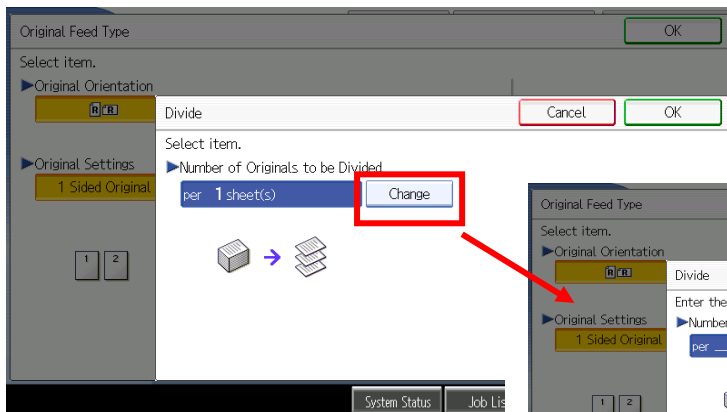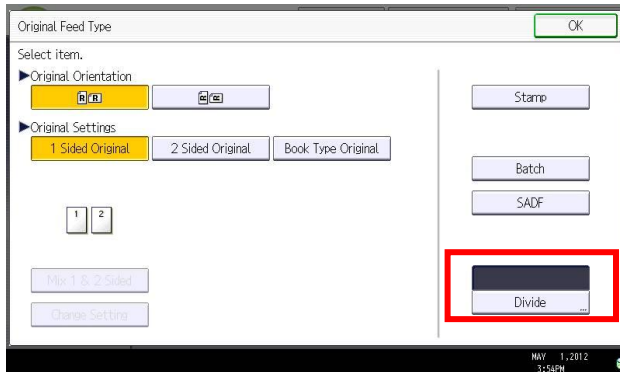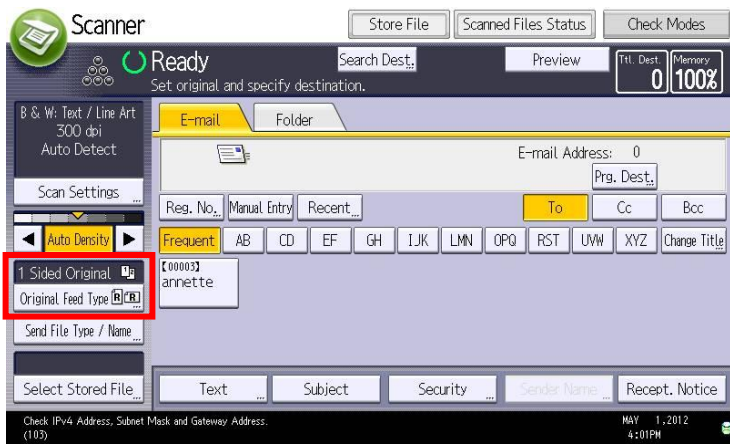# What do I do if I have more originals to be scanned than my document feeder can hold
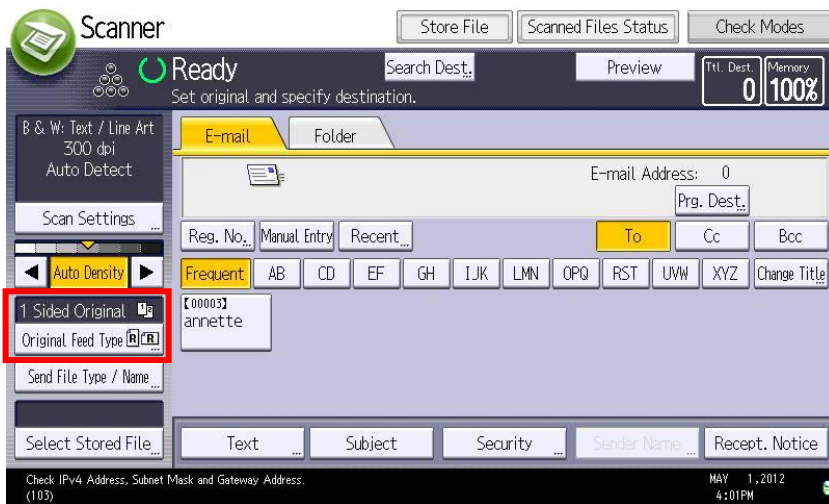
- Place document face up in feeder
- Select "Scanner"' from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Original Feed Type"
- Press "Batch"
- Press "OK"
- Press Start
- After those originals have finished feeding, place the next batch of originals in the feeder
- Press "Start"
- Continue to do this until all originals have either been fed through the feeder or off the glass
- Press "#" or Enter Key

Batch will create 1 file. If you are scanning to email, your email server will determine how to handle a file that size. It may break it up into multiple files or simply not be able to send. Check with your network administrator if you are not receiving batch files. If scanning to a folder, the file size is not an issue.
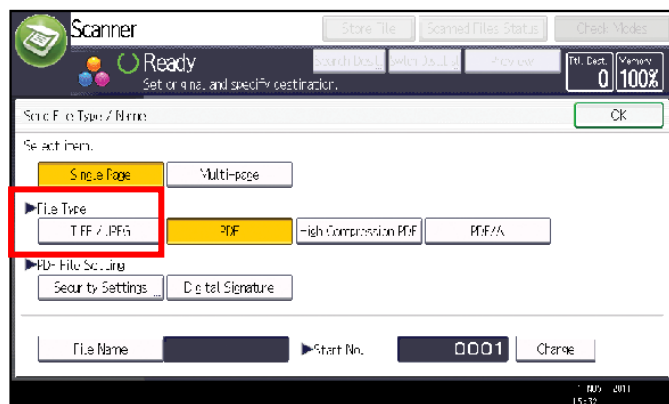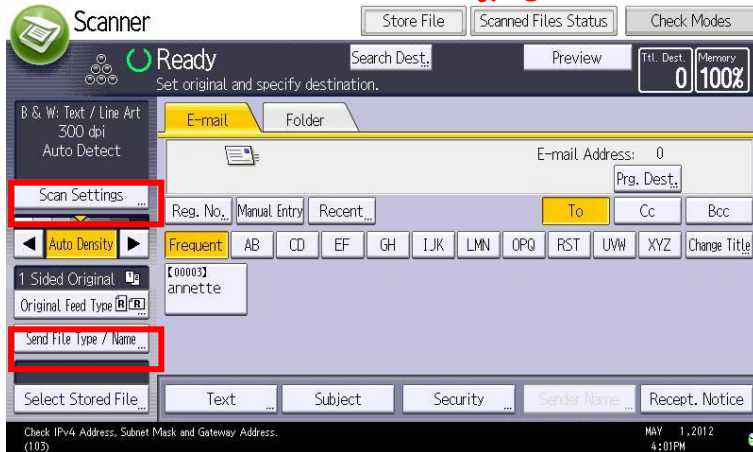
How can I scan multiple forms in one scan job

- Place documents face up in feeder
- Select "Scanner'" from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Original Feed Type"
- Press "Divide"
- If your originals are more than 1 sheet apiece, press "Change"
- Enter the number of sheets, with numeric keypad
- Press "OK"
- Press "OK" to close Original Feed Type window
- Press Start

Note: This only works when your originals are the same number of sheets.

How do I scan document as a jpeg file

- Place document face down on glass
- Select "Scanner'" from either the button to the left of the display screen or from the home screen
- Select your email or folder destination
- Press "Scan Settings"
- Press "Full Color: Glossy Photo"
- Press "Scan Size" and either pick the next closest paper size or enter a custom size original
- Press "Send File Type/Name"
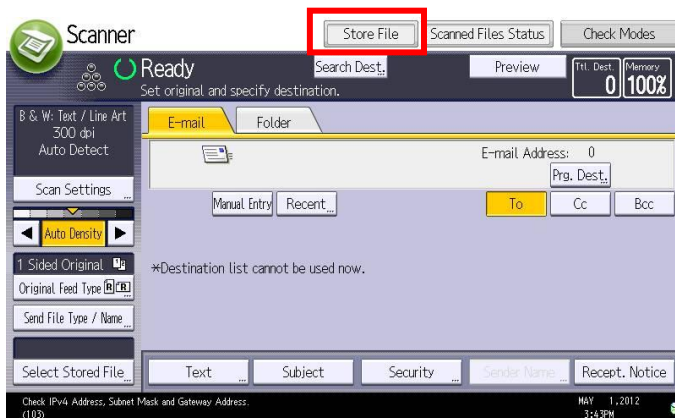- Press "TIFF/JPEG
- Press "OK"
- Press Start

How do I know if my scan was successful
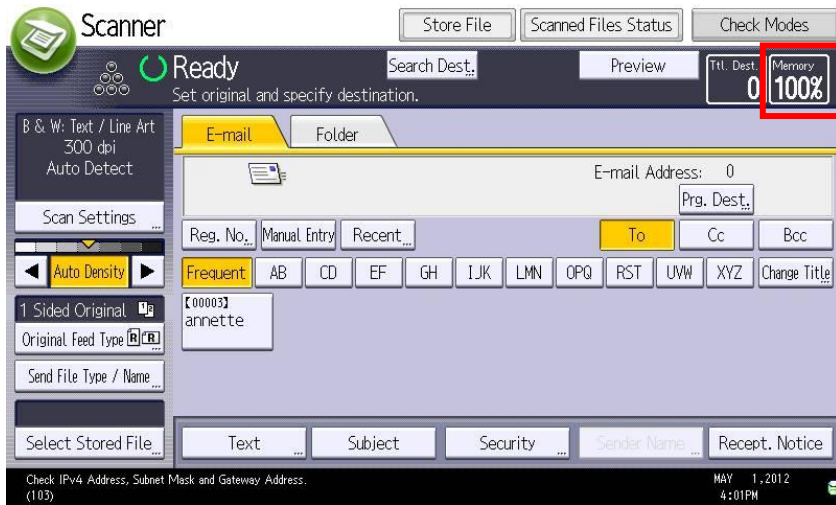
- Once Memory returns to 100% you know your document was successfully scanned.
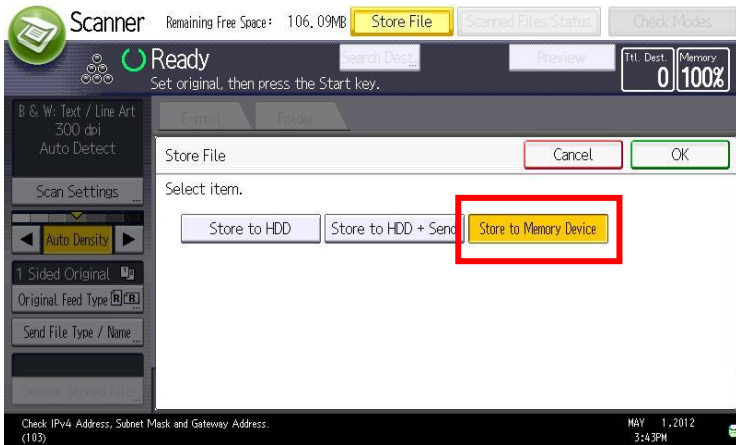
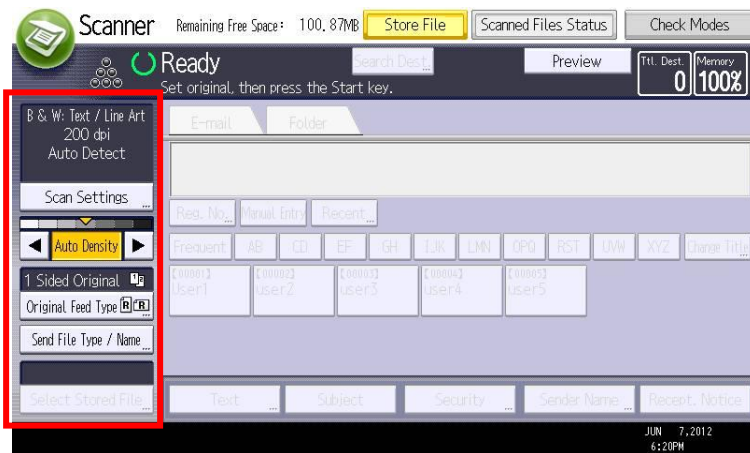## How do I scan to a thumb drive

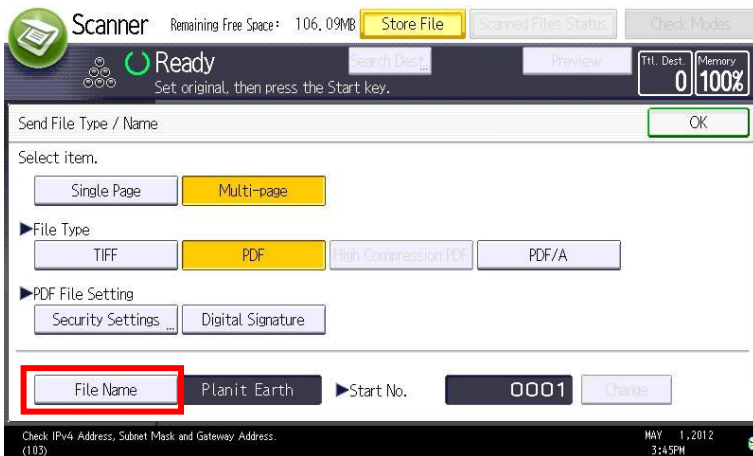- Insert your thumb drive into the USB slot on right side of control panel

- Press "Store File"
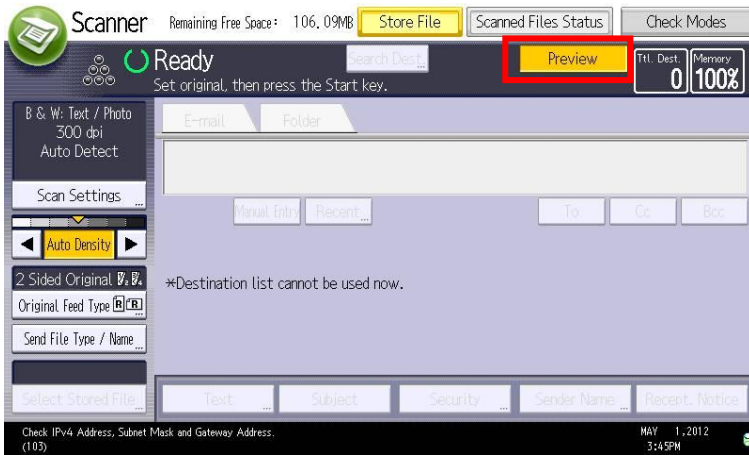
- Press "Store to Memory Device"
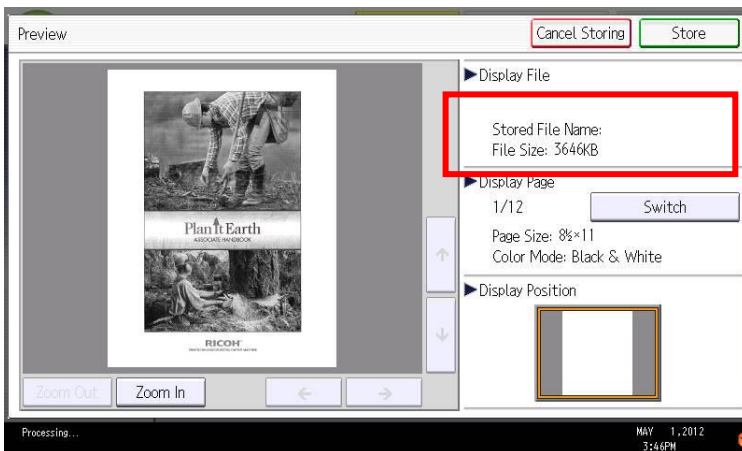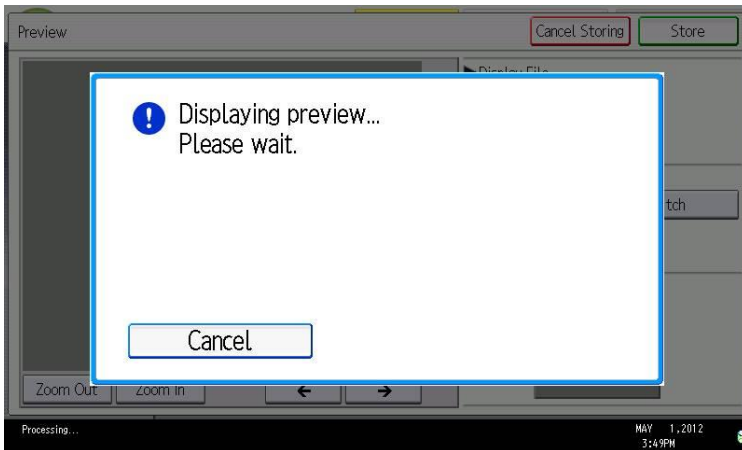

- Make any desired changes in this column

- Be sure to name your file—it will be saved on your root directory. It cannot be saved into a specific folder. You can cut and paste it into desired folder back at your computer.
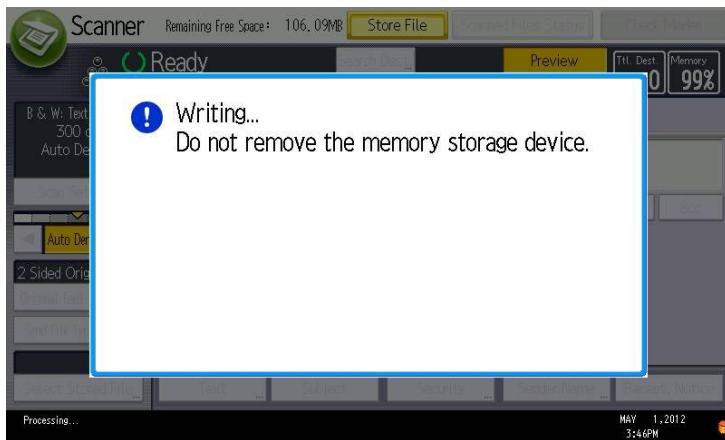- Press "OK"

- Press "Preview" **if** you want to see the scanned images or view file size

- After viewing document, press "Store" to save to thumb drive. If you do not want to save, press "Cancel Storing"

- If you are not previewing the file, press "Start" to scan the document

- Message prompts you not to remove memory storage device while it is writing the file

- After writing is complete, press "Exit"
- Press "Reset"
- Remove your thumb drive

Document Server Features

The document server is storage on the copier's hard drive for forms and documents that you frequently copy or print. You can store these documents by scanning paper originals or printing from your computer. If you are printing it from your computer you will send the file down without any print settings—these are done when you are releasing the job at the copier. If you select multiple jobs to be printed at one time, it will merge these jobs together as one document.

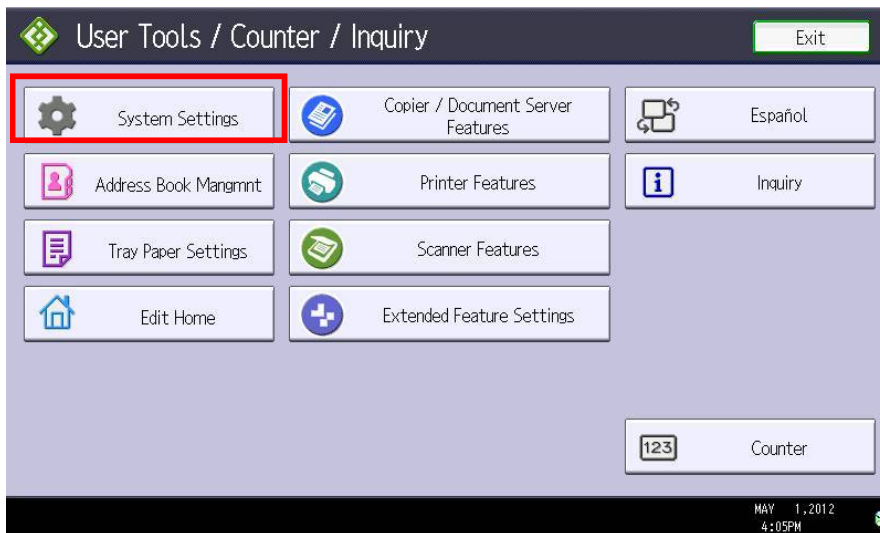You can save thousands of documents.

Note: Default setting is to delete after 3 days—if I have done the set up on your copier I will have changed this to not erase. First let's check that setting.
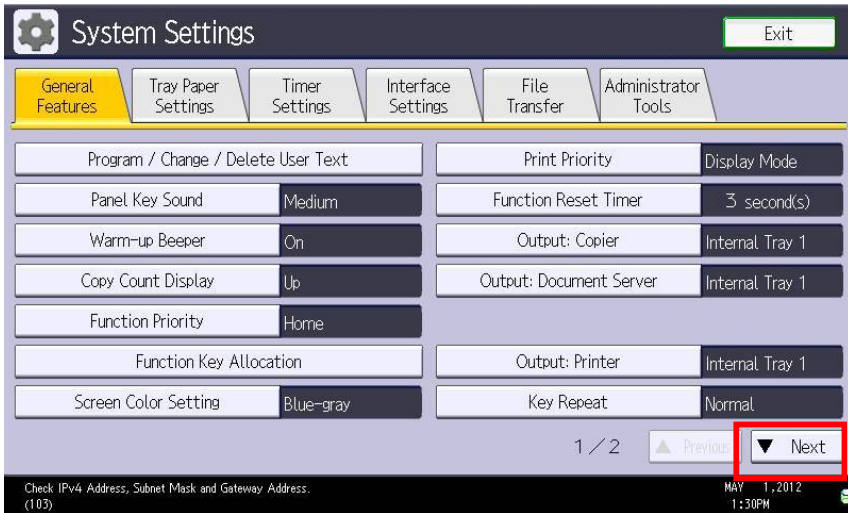
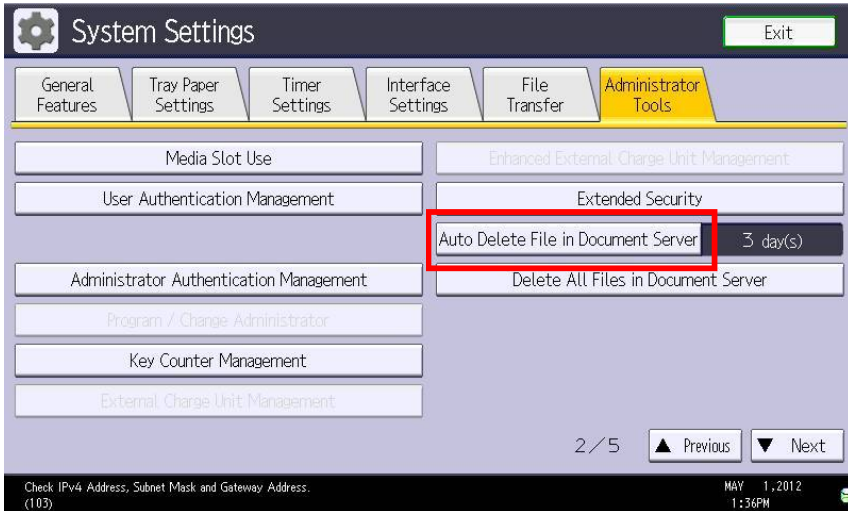## How to know if my files will be saved indefinitely
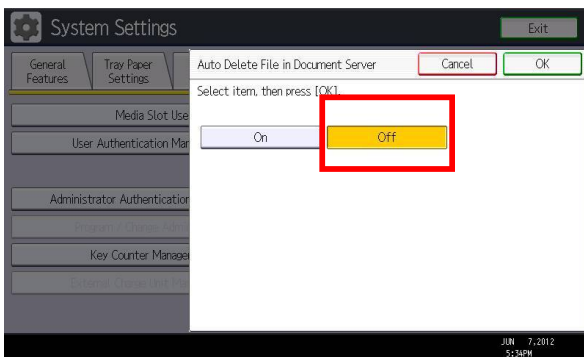

i   Press "User Tools/Counter" on control panel
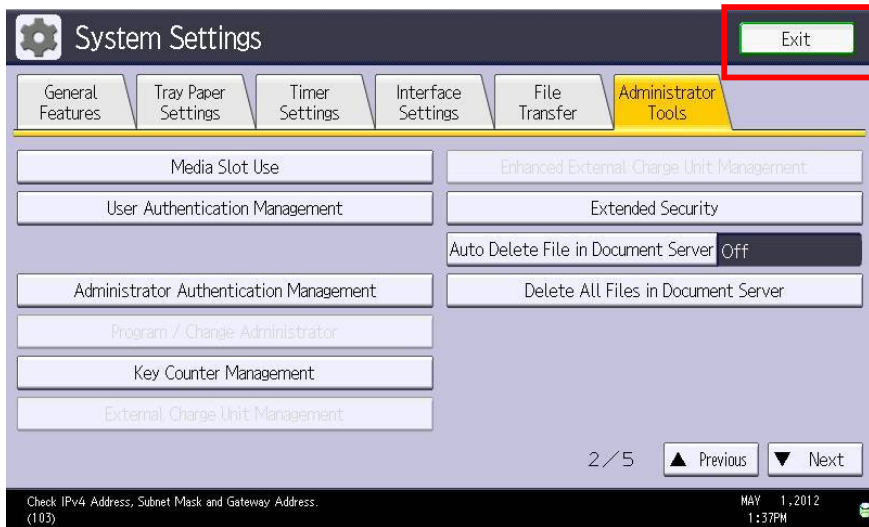

i   Press "System Settings"

i   Press "Adminstrator Tools"

i   Press "Next" until you are on screen 2/5

i   Press "Auto Delete File in Document Server" if it shows 3 Days

i   Press "Off"
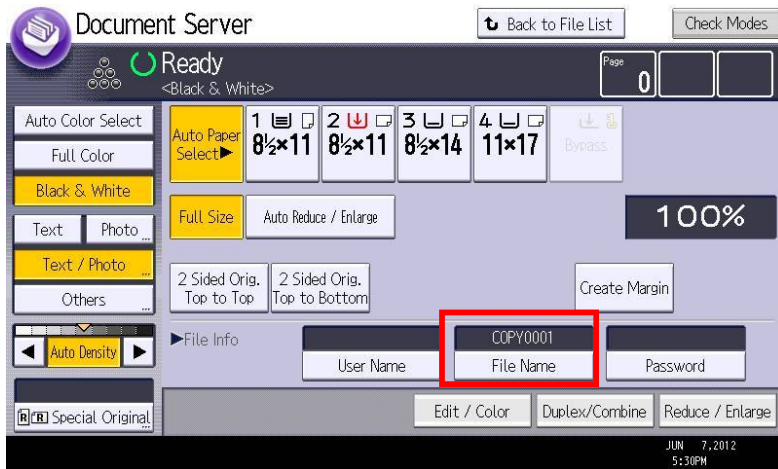
i Press "Exit" until you are out of User Tools
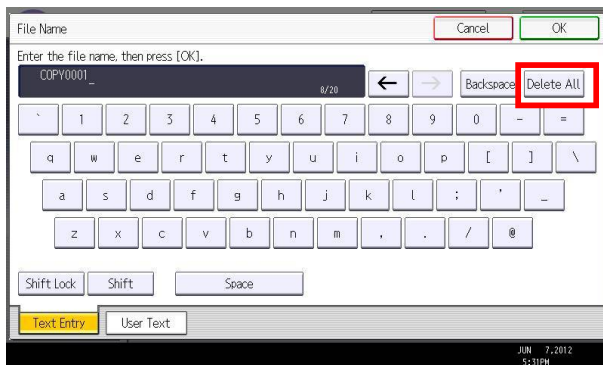
How do I add paper originals to the document server

i Place document face up in feeder

i Select Document Server from either the button to the left of the display screen or from the home screen

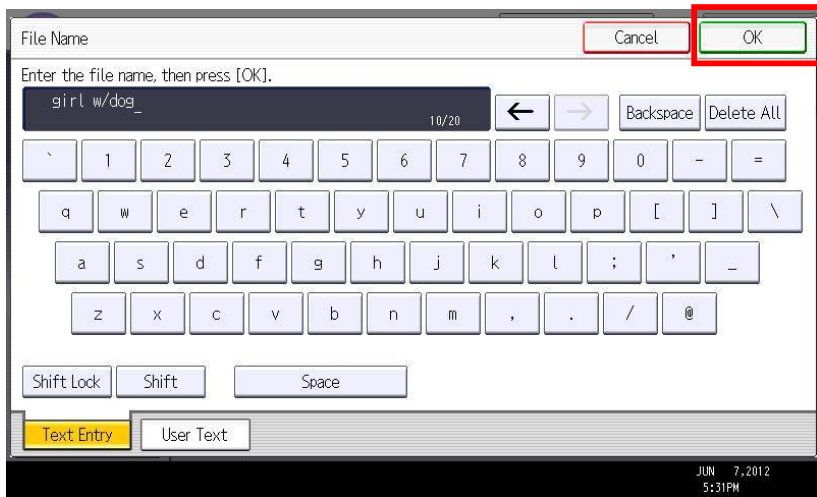i Press "To Scanning Screen"

Color copier

Black & White Copier

i Make any necessary settings for original type, if the original is 2 sided, etc
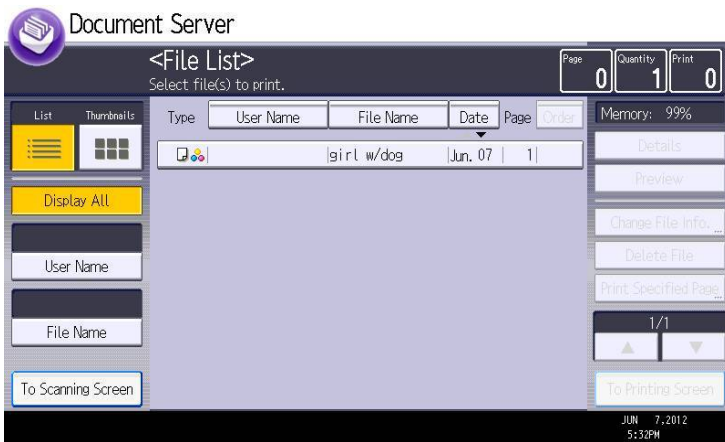
i Press "File Name"

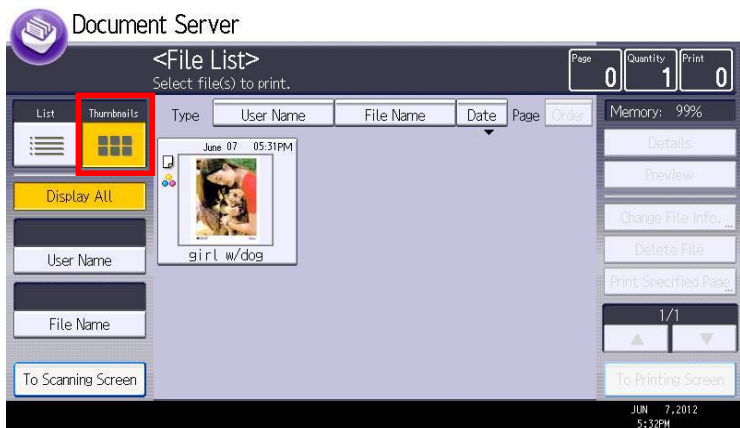i Press "Delete All" to get rid of generic name assigned

i Type the name for this document

i   Press "OK"

You can now view the files in a list

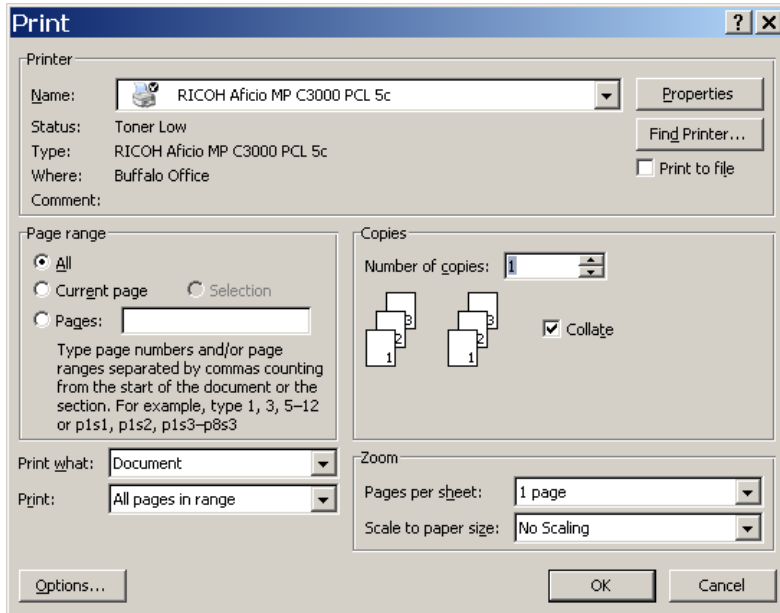If you want to see an image of the first page
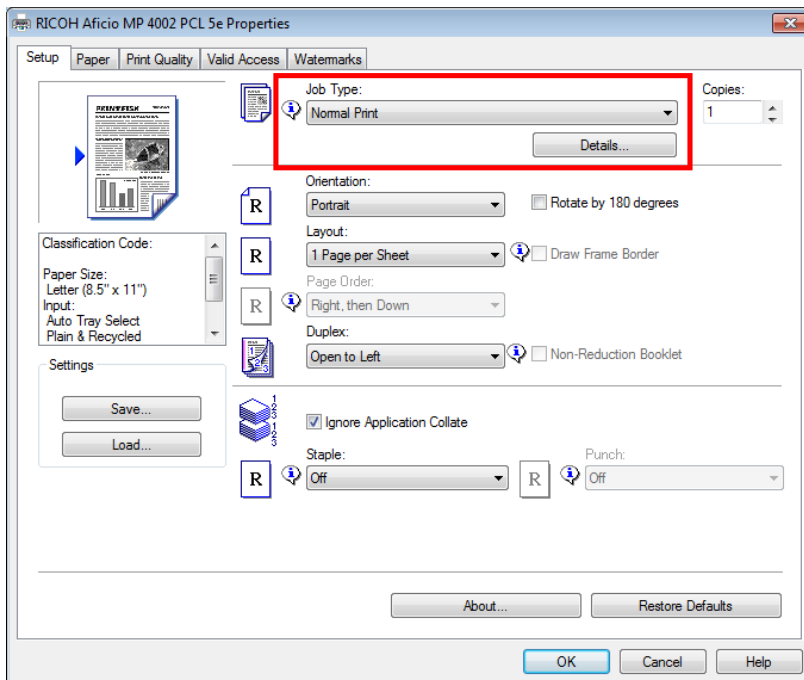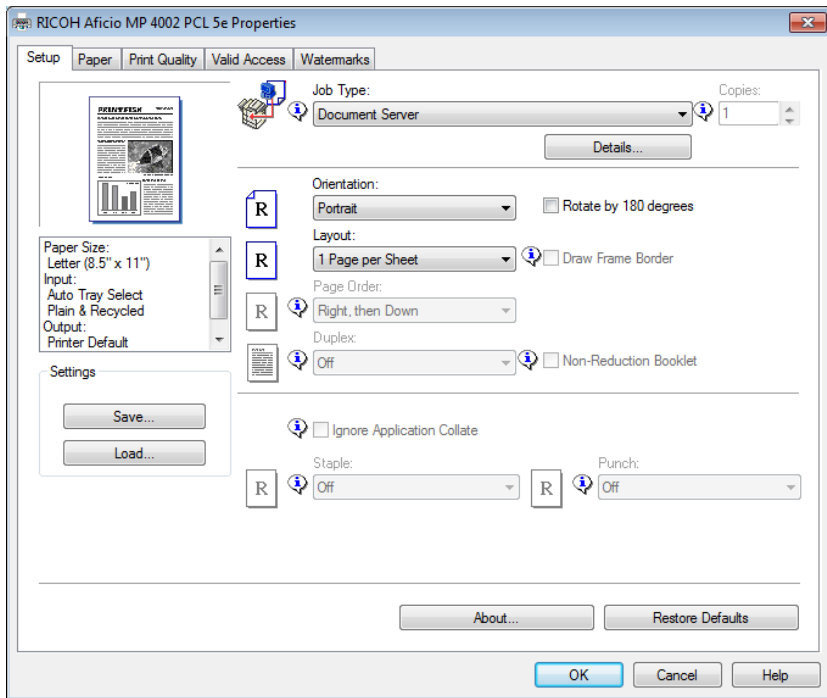
i   Press "Thumbnail"

How do I print to the Document Server

Print — dialog box

Printer
- Name: RICOH Aficio MP C3000 PCL 5c
- Status: Toner Low
- Type: RICOH Aficio MP C3000 PCL 5c
- Where: Buffalo Office
- Comment:

Properties
Find Printer...
☐ Print to file

Page range
- ● All
- ○ Current page   ○ Selection
- ○ Pages: [   ]

Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Copies
- Number of copies: 1
- ☑ Collate

Print what: Document
Print: All pages in range

Zoom
- Pages per sheet: 1 page
- Scale to paper size: No Scaling

Options...   OK   Cancel

RICOH Aficio MP 4002 PCL 5e Properties

Tabs: Setup | Paper | Print Quality | Valid Access | Watermarks

Job Type: Normal Print   Details...
Copies: 1

Classification Code:
Paper Size: Letter (8.5" x 11")
Input: Auto Tray Select
Plain & Recycled

Settings
- Save...
- Load...

Orientation: Portrait   ☐ Rotate by 180 degrees
Layout: 1 Page per Sheet   ☐ Draw Frame Border
Page Order: Right, then Down
Duplex: Open to Left   ☐ Non-Reduction Booklet

☑ Ignore Application Collate
Staple: Off   **Punch:** Off

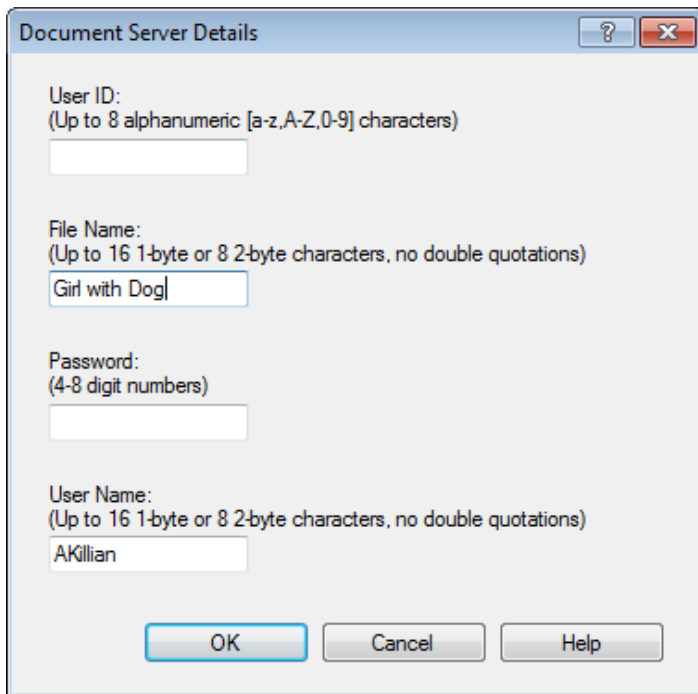About...   Restore Defaults
OK   Cancel   Help

With your file open
- i Select File
- i Print
- i "Properties" (or Preferences)
- i Click on drop down arrow under Job Type
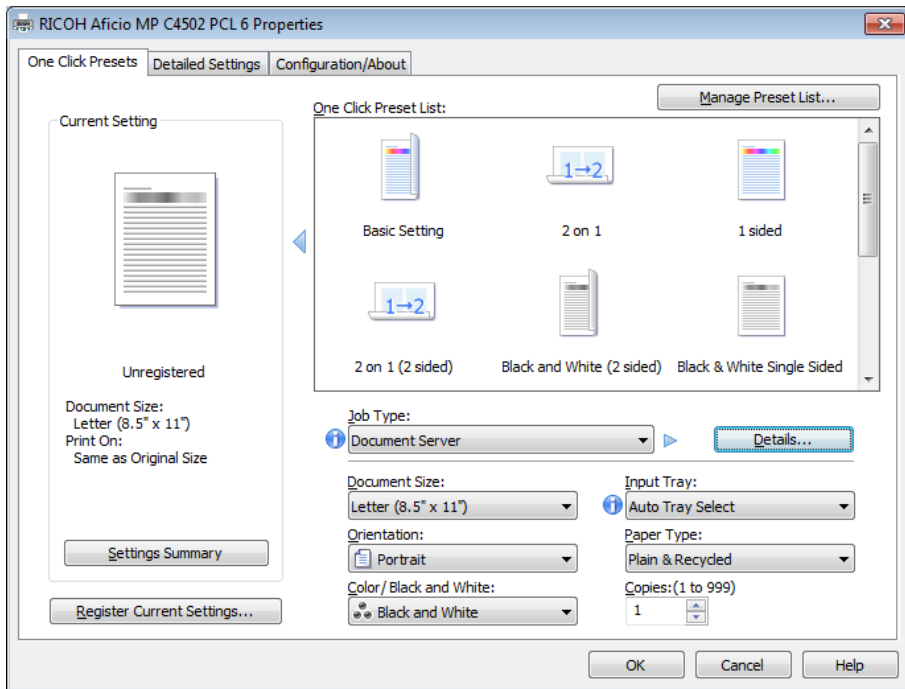
i Select "Document Server"

i Select "Details"

i You must have a file name and User Name

i Password is optional—document image will not appear in thumbnail view—only a key is displayed

i Click "OK" to close Details window

i Click "OK" to close Properties

i Click "OK" or "Print" (depending on the application you are printing from) to send job to Document Server
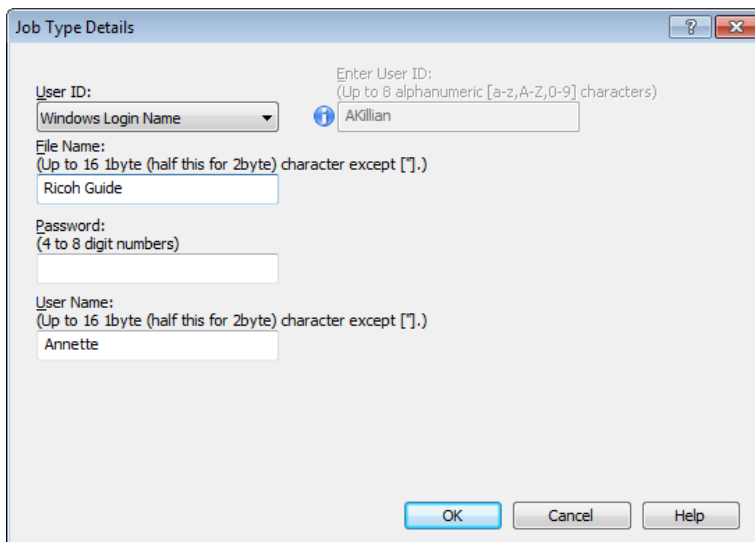
Remember no job settings are applied here when sending to Document Server.

Jobs sent from your computer will be released the same way previously mentioned.

- **i** Select "Document Server"

- **i** Select "Details"

- **i** You must have a file name and User Name

- **i** Password is optional—document image will not appear in thumbnail view—only a key is displayed

- **i** Click "OK" to close Details window

- **i** Click "OK" to close Properties

- **i** Click "OK" or "Print" (depending on the application you are printing from) to send job to Document Server

Remember no job settings are applied here when sending to Document Server.

Jobs sent from your computer will be released the same way previously mentioned.

How do I print a job stored in Document Server
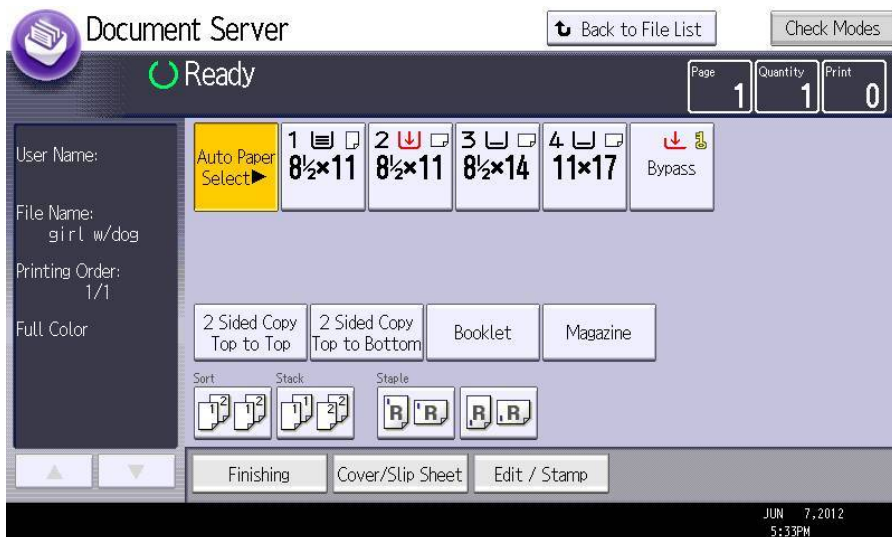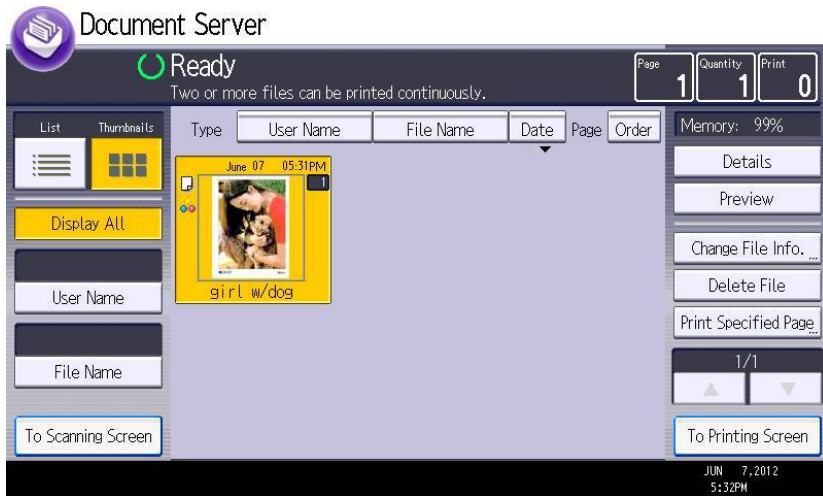
i   Select Document Server from either the button to the left of the display screen or from the home screen

i   Select the job you wish to print

If it is a single page

i   Using numeric keypad, enter desired quantity if more than 1

i   Press "Start"

If it is a multiple page job

i   Press "To Printing Screen"

i   Select paper tray if you are using special paper, such as colored paper which you may have in the Bypass. Plain white letter sized paper will automatically choose your default paper tray—no selection needed for that.

i   Select any desired settings here such as 2 sided Copy, Magazine, Sort, Staple
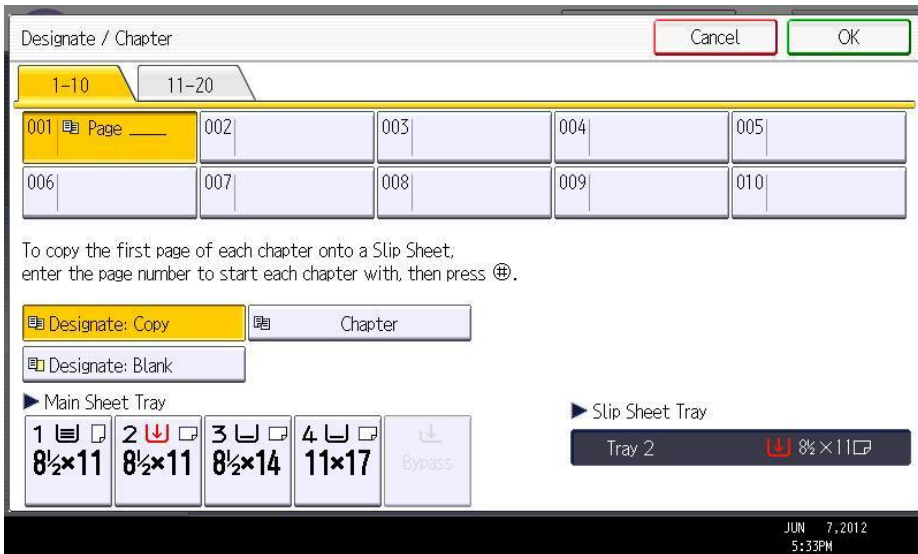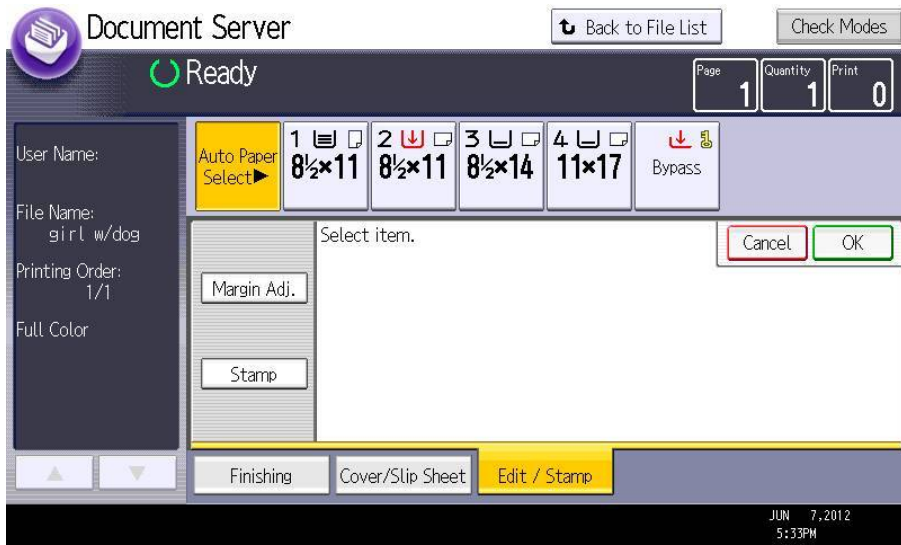
If your job settings are complete at this point

i   Enter desired quantity with numeric keypay

i   Press "Start"

If you need to shift the image or add Stamp, continue to the next 2 pages before pressing Start.
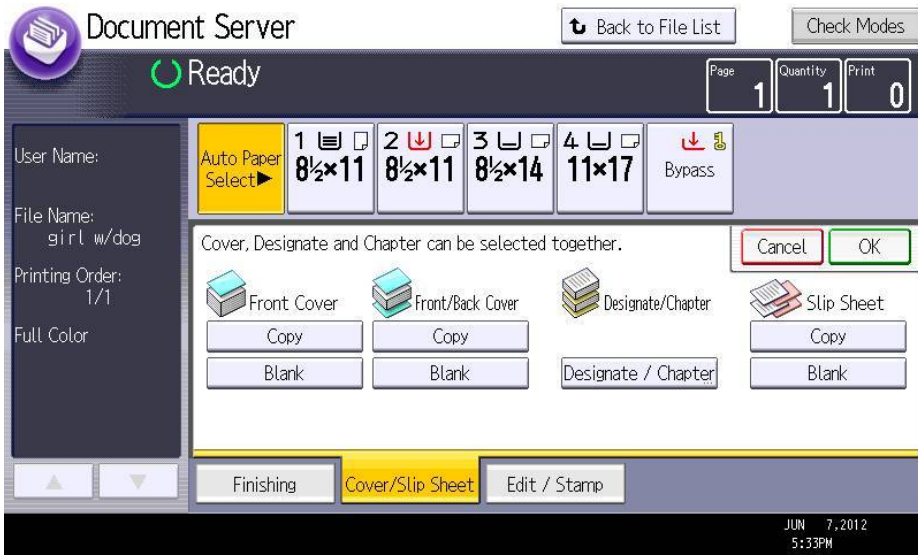
If you are inserting covers or inserting colored paper, you must register the paper tray first. Refer to the Copier section of this guide for instructions.
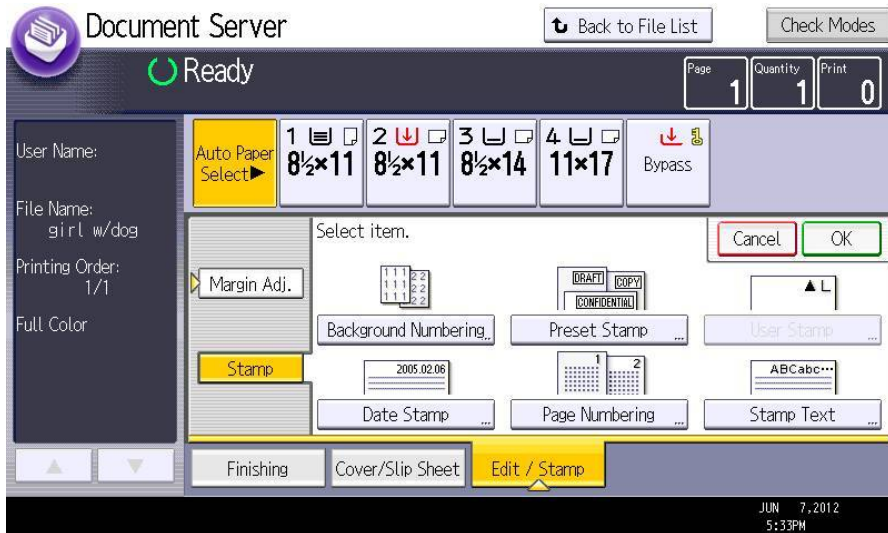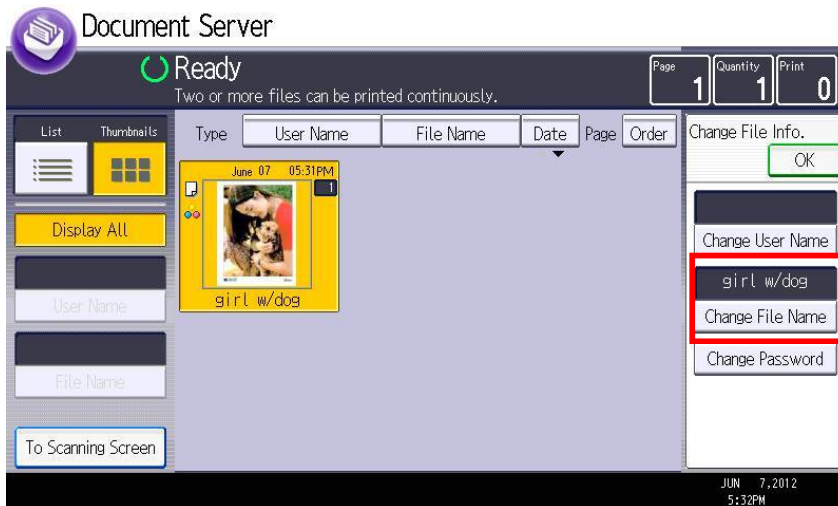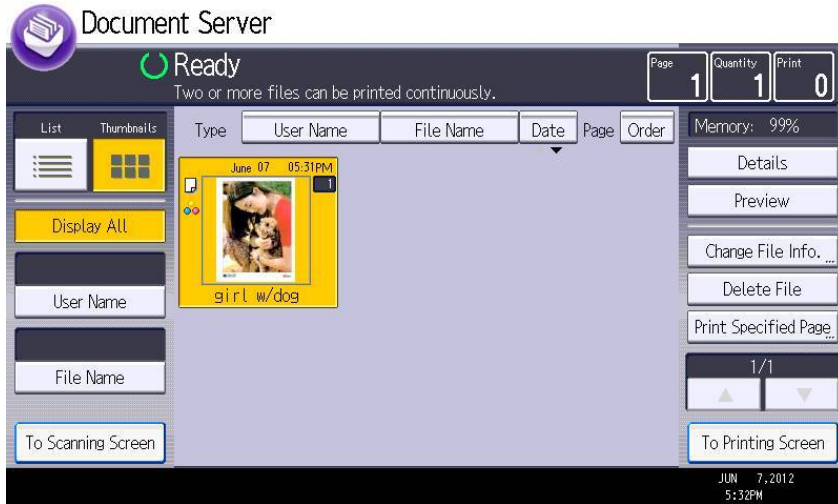
Margin shift and Stamp options available

After completing these options,

- i Enter desired quantity
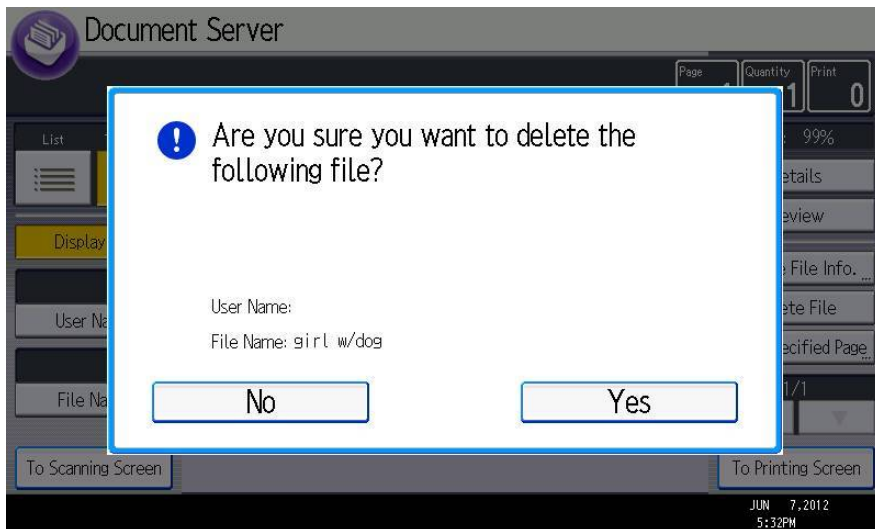
- i Press "Start"

How can I change the file name

i   Select Document Server from either the button to the left of the display screen or from the home screen
i   Select the job you wish to rename
i   Press "Change File Info."

i   Press "Change File Name"

i   Press "Delete All"

i   Type new name

i   Press "OK"

How do I delete a job that I don't need anymore

i Select Document Server from either the button to the left of the display screen or from the home screen

i Select the job you wish to print

i Press "Delete File"

i Press "Yes"