RICOH

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QUICK START GUIDE

Ricoh Product Line Segment 2 thru 6

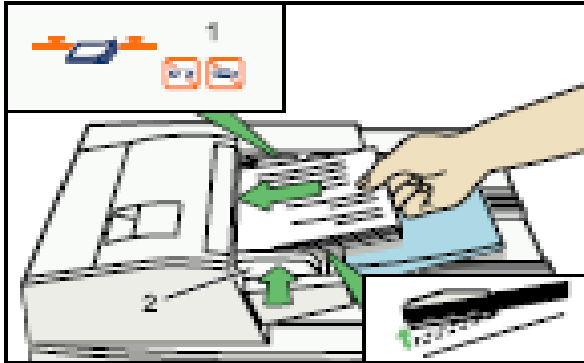**907EX, MP301, MP3352, MP5002, MP7001, MP8001, MP9001, MPC400, MPC5502 and MPC6501**

900 Grant Street, Upper Basement • Denver, CO 80203
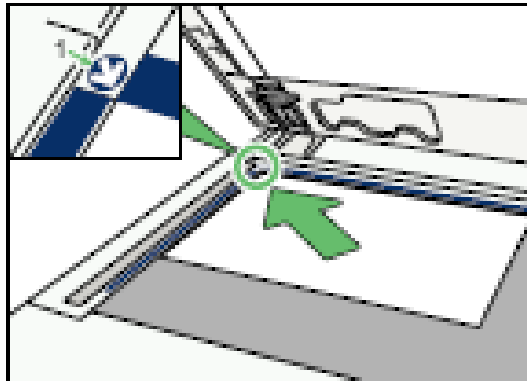Phone (720) 423-3411 • Fax (720) 423-3804 • ricoh@dpsk12.org • servicecenter.dpsk12.org

RICOH

Copying Documents

Remove paperclips, staples or other loose objects before placing originals in feeder. Be sure to straighten bent or curled edges
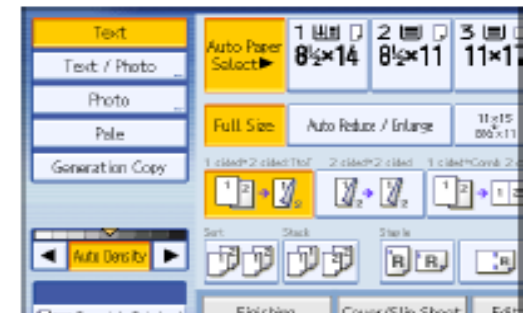
If using the Glass Platen, Lift the lid and place documents face down on the glass at the position of arrow regardless of size

Select any additional copy settings

Place Originals in the document Feeder

Press original document type, i.e. **Text, Text/Photo, Photo**, etc.
Press **[sort]** to collate document (if not highlighted)
Enter any finishing options
Enter desired number of copies
Press **[Sample Copy]** copier will print one completed set and prompt you **[Suspend]** to cancel job or change settings
[Continue] if job is correct to complete remaining copy sets

Or press **START** to skip **[Sample Copy]**

Adjust paper guides

Note: When copying from the glass and requesting multiple copies, press the # key after feeding your last original to release the additional copies
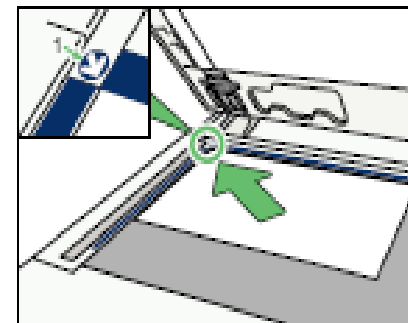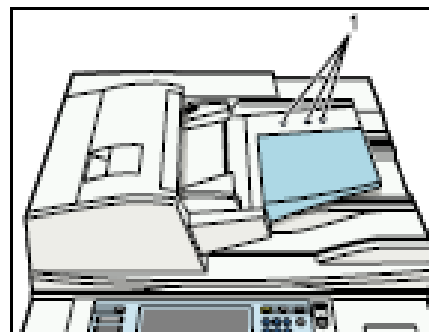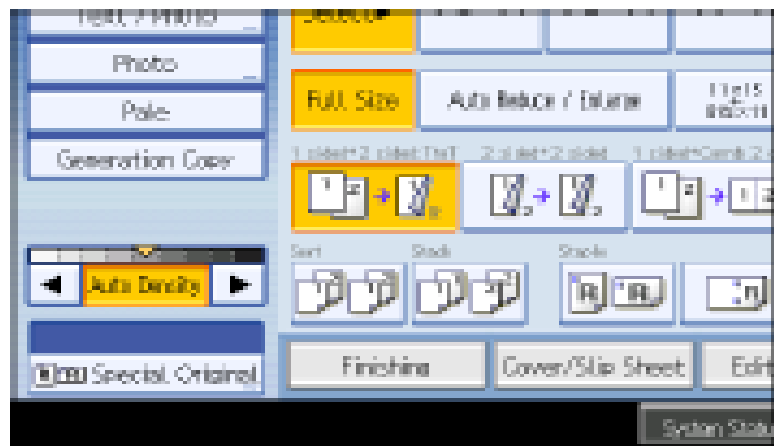
Using Batch Mode

Use **[Batch]** when the number of pages being fed in the document feeder exceeds the feeder capacity, **or** you need to feed documents from the feeder and off the platen glass **or** you need to feed pages from different sources but want to keep the page order and output multiple complete copies.

1. Press [Special Original].

2. Select **[Batch],** and then press **[OK].**
3. Enter your **job settings** including the **desired number of copies.**
4. Place the first part of the originals in the feeder (or on the glass) press **(Start)** key
5. After those originals have been scanned, placed the next batch, pressing start each time a new page or pages is added and continue until all the pages for your job is complete.
6. Press the **[#]** key to release the complete job**.**

Note: If copies are not stapled, the machine will deliver the first copies as they are scanned and will release the additional copies after the # key have been selected. You cannot switch between 1 sided and 2 sided documents when using this mode.

Sort/Stack & Rotate Sort Output

SORT Rotate/Sort – the machine assembles copies as sets in sequential order. Use **[Sort]** when placing multiple page document to maintain page order - Same as **[Collate].** When a finisher is installed with the device the machine will output the document in **the Sort/Shift Sort** order, separating the first set from the next set.
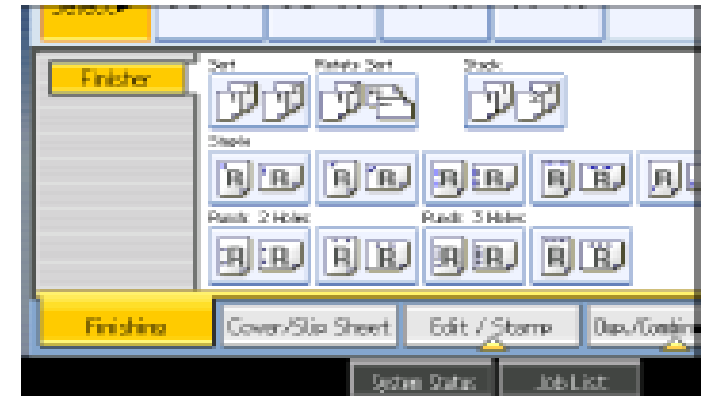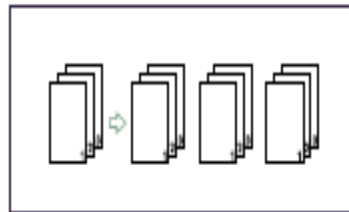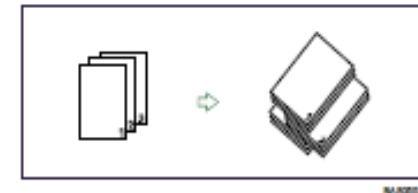

STACK – groups together copies of each page in a multi-page original. Use Stack when setting multiple pages in the document feeder and requiring the same copy number count per page to be stacked.

Groups together copies of each page in a multi-page original.

ROTATE SORT– Use Rotate Sort when your machine does not have a finisher to keep jobs separated . To use this option you must have one paper tray loaded with 8.5x11 paper in landscape orientation and the other tray loaded with 11x8.5 portrait and select this option from the finishing mode or from the short cut menu on copier screen.

Rotate Sort

Every other copy set is rotated by 90 degrees (□□) and delivered to the copy tray.
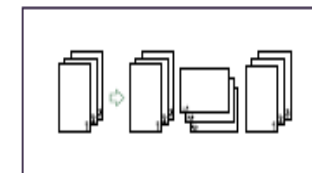
Stapling Documents

1. Place Documents in the document Feeder
2. On bottom of touch screen - select the staple position that match you job output.
   - **Select Top Left (straight)**
   - **Top Left Slant**
   - **Bottom Left (for landscape documents fed through feeder in portrait orientation**
   - **Double Staple Left (portrait Orientation)**
   - **Double Staple Top (landscape orientation)**
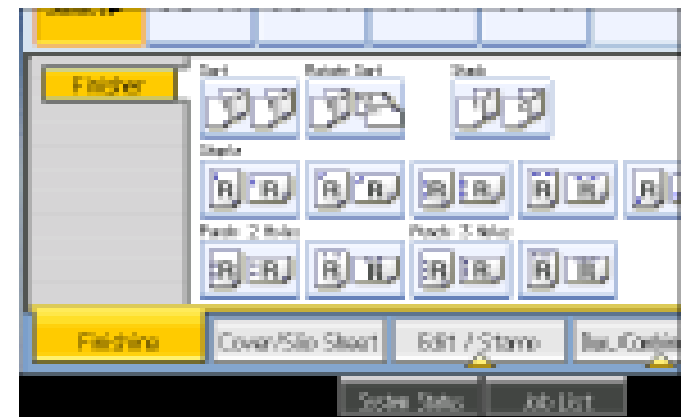   - **Booklet stapling (for booklet folded at center stapling)**

3. Press OK
4. Press Start

Note: The number of pages and stapling positions will vary by machine depending on the model and type of finisher installed

1. Press [Finishing].
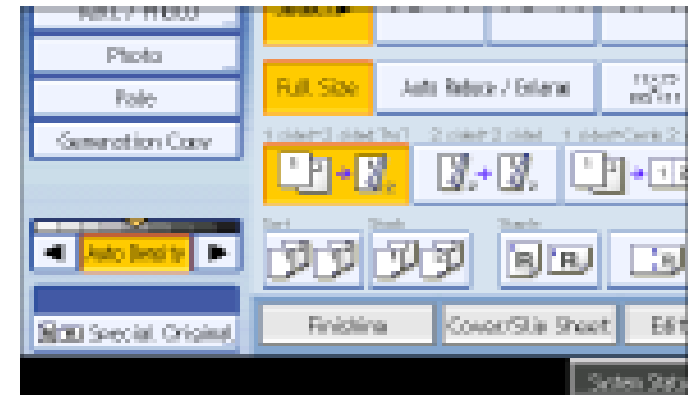
2. Select desired staple position
3. Press [OK]

4. Place documents in feeder
5. Press [START]
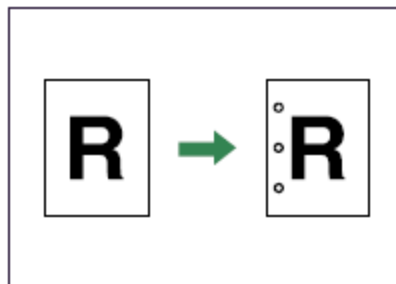
2 & 3 Hole Punch

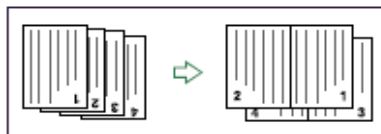**2 holes**
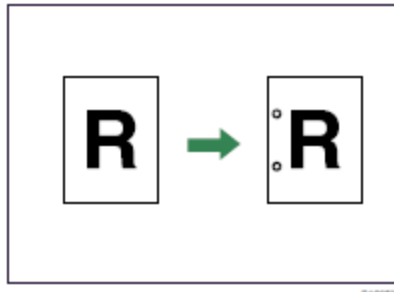
Placing originals (originals placed in the ADF)

• Originals read from left to right
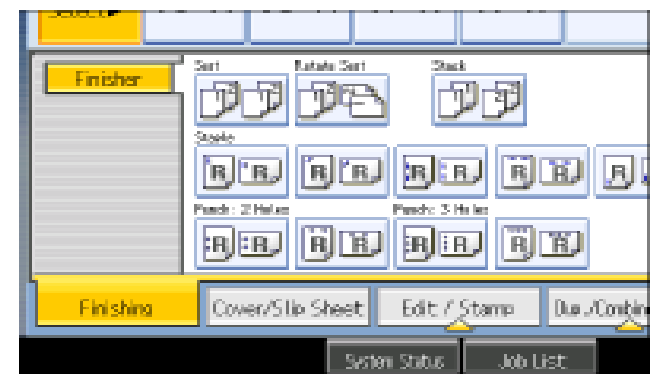

3 holes

• Originals read from top to bottom

		Original location		Punch hole position
		Exposure glass	Document Feeder	
	2 hole left	R	R →	R
	2 hole left	R	R →	R
	2 hole top	R	R →	R
	2 hole top	R	R →	R
	3 hole left	R	R →	R
	3 hole left	R	R →	R
	3 hole top	R	R →	R
	3 hole top	R	R →	R

1. **Press [Finishing].**

2. **Press [Finisher].**

3. **Select one of the punch hole positions.**

When the Booklet Finisher SR4040 is attached:

• You cannot use the bypass tray with this function.
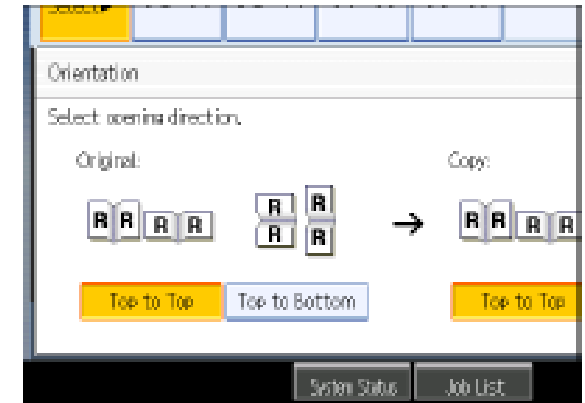
Duplex Copying (2 Sided Output)

**Place Originals in Feeder
Landscape orientation or
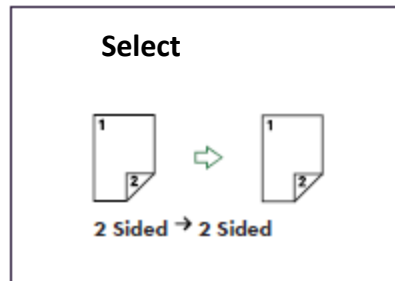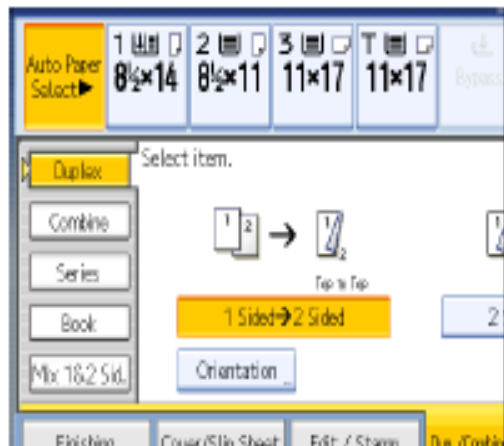Portrait orientation**

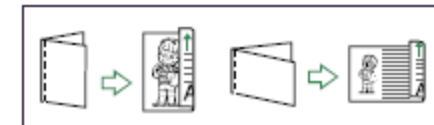**1. Press [Dup./Combine/Series].**
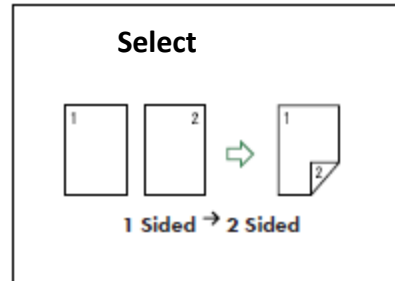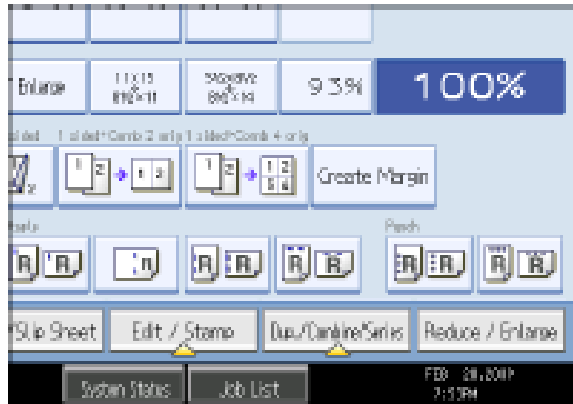
1. Press [Orientation].

Select

1 Sided → 2 Sided

or

3. Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided].
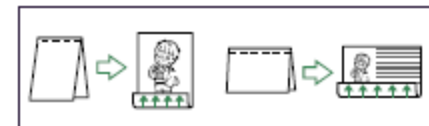

Select

2 Sided → 2 Sided

You can select these options from the main copier panel
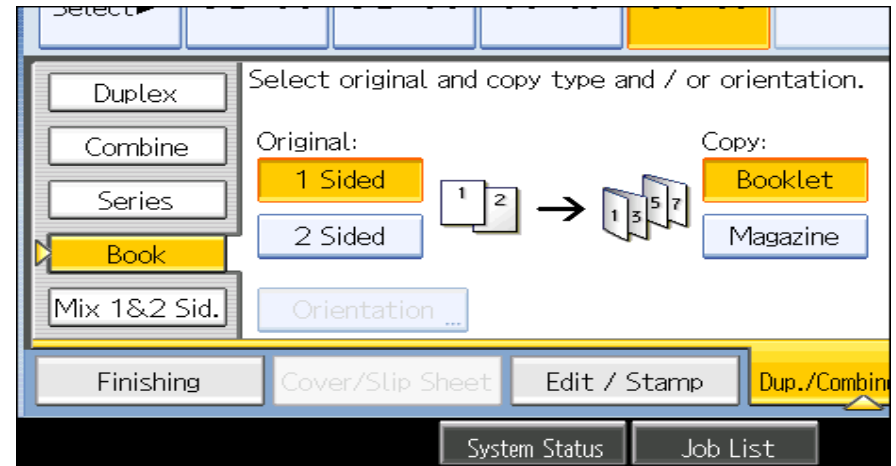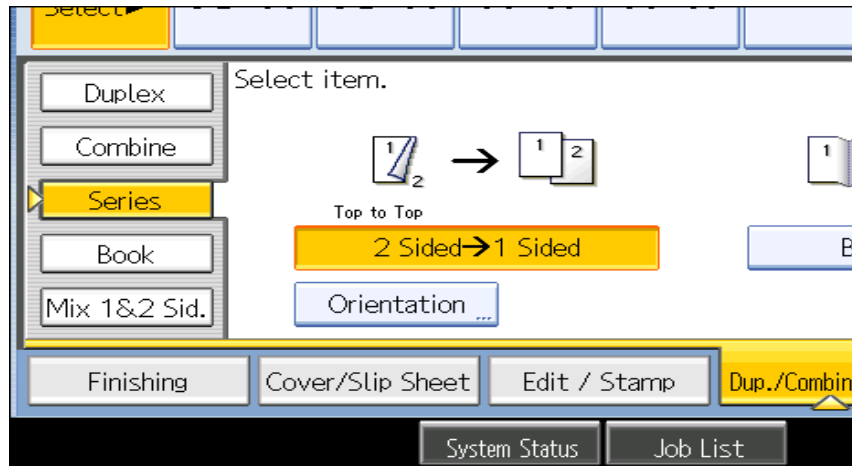
- Top to Top

- Top to Bottom

**Press OK
Enter desired options
Select copy count
Press START**

Dup./Combine/Series


Full menu for short cuts on panel
Duplex – 1 sided+2 Sided
 2 Sided+ 2 Sided
Combine – Combine multiple pages on single pages
with options for 2 sided or single sided output and options
of placing 2, 4, 8 or pages on a single page. Users can choose
different size pager for output.
Series – output documents from 2 Sided to 1 Sided
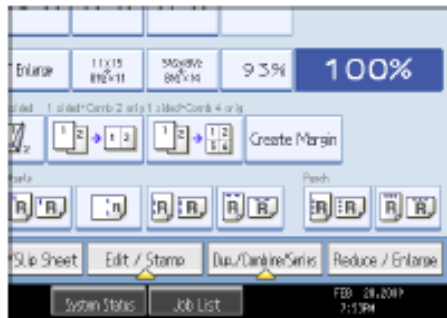Copy 2 face forwarding pages of a book to 2 single pages.
Book – Create a magazine output (use booklet for 4 page output) use
Magazine for 5 or more pages. When the booklet finisher is installed,
Users can choose to have the job stapled and folded.
Use to copy 2 face forwarding pages of a book as a duplex output.

Default Screen Settings
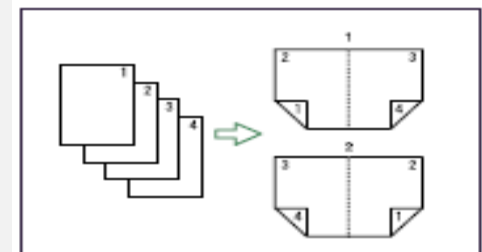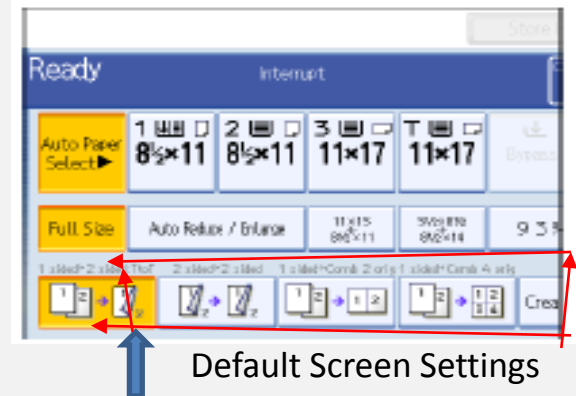
Combine Pages

Use this option to combine multiple single pages or 2 sided pages for multiple pages copied on each side of a page. Originals can be copied in portrait or landscape orientation.

1. Press [Dup./Combine/Series].

2. Press [Combine].

1 Sided 8 Pages → Combine 1 Side

Copies eight 1-sided originals to one side of a sheet.
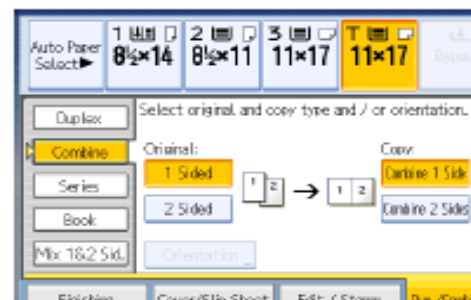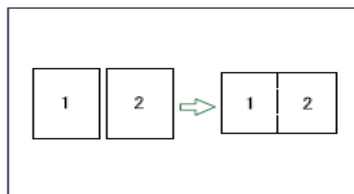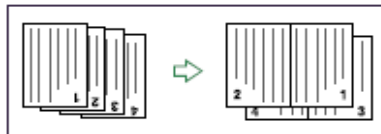

3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.

Placing originals (originals placed in the ADF)
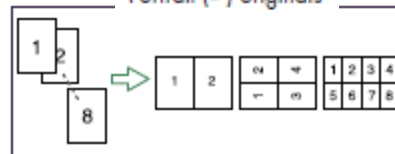
• Originals read from left to right

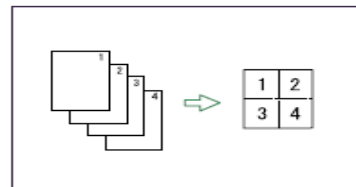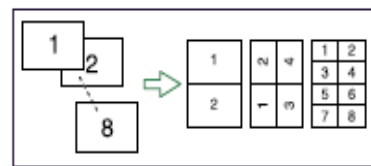• Originals read from top to bottom

1 Sided 2 Pages → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.
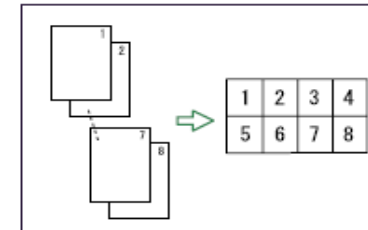
Portrait (⌐) originals

Landscape (⌐) originals

1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

4. Select the number of originals to combine.
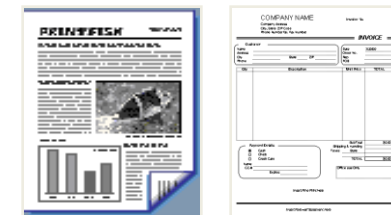
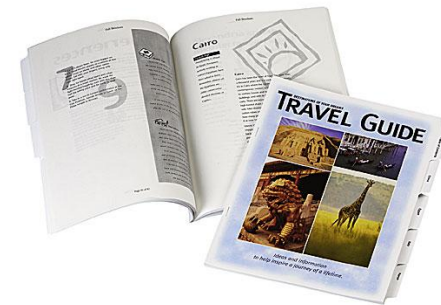5. Select the paper size.

6. Press [OK].

7. Place the originals, and then press the [Start] key.

🔽 Note

Some of these options are available from the main copier panel. You cannot use the Bypass tray with this option.

Book Copying

Place open Book on Glass Platen

Book 1-Sided

Book 2-Sided

Press [**Dup./Combine/Series**]button

    Select [**SERIES**] button

    Press [**Book - 1 sided**] for single pages

        Outputs 2 single pages for the right and left pages

        Press [**OK**]
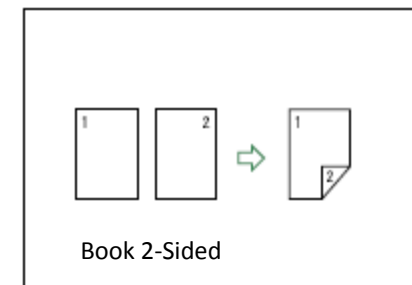
        OR

Press the [**BOOK**]button

- Select [**BOOK TO 2 SIDED**]
  - Copies the left and right pages and place front and back to a single page
  - Press [**OK**]

Enter desired sets

Press [**Start**]

Reduction/Enlargement

1. **Press [Reduce / Enlarge].**

Select the option that matches your output

Place originals, Press START

1. Press [Auto Reduce / Enlarge].
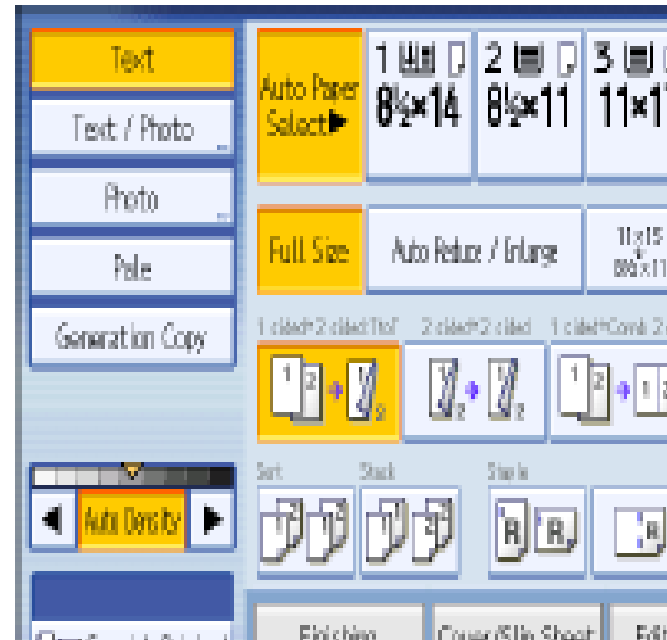
2. Select the paper size.

3. Place the originals, and then press the [Start] key.

⬇ Note

- The machine selects reproduction ratios of between 25-400%.

Directional Size Magnification%

Use this feature to enlarge a document by placing percentage proportions in the horizontal and vertical fields.
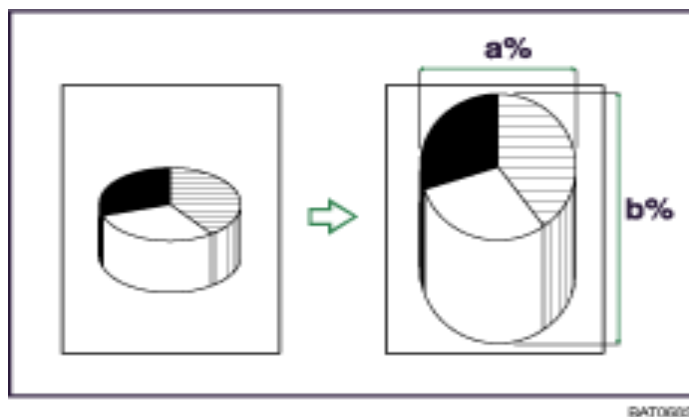
Place document on platen glass
Press **[Reduce/Enlarge]**
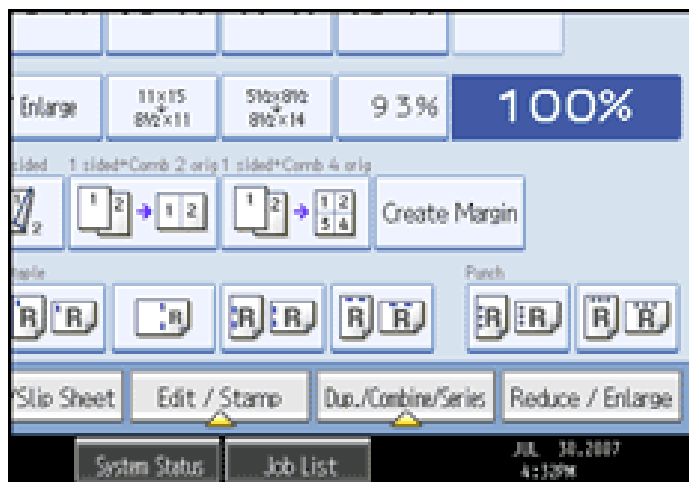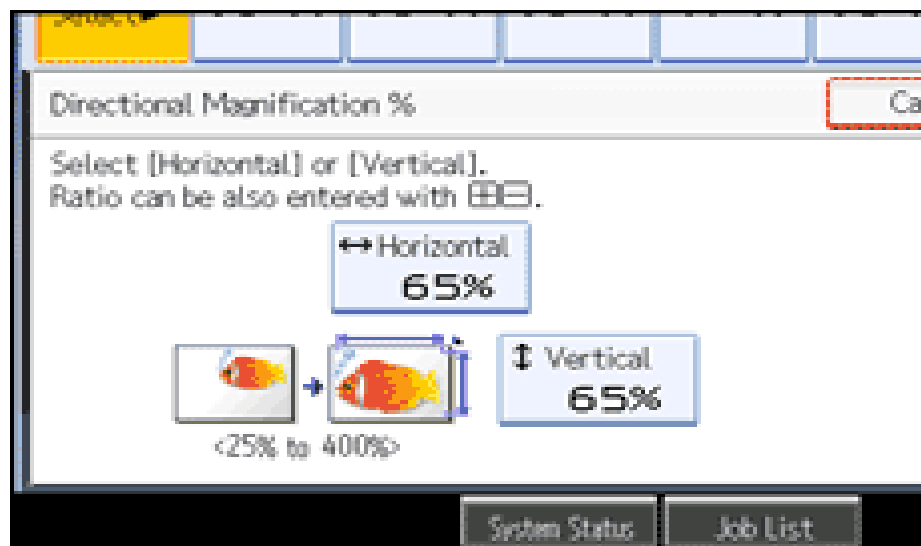
Press [Direct. Mag. %].

Press [Horizontal)
Enter the desired ratio with the number keys, and then press [#].
Press [Vertical].
Enter the desired ratio with the number keys, and then press [#].
Press **[OK]** twice.
Place the originals, and then press **the [Start]** key.

Create Margin

- **Reduces the image to 93% of its original size and places the reduced image at the center By combining it with the Reduce / Enlarge functions, you can further increase a margin. Great for creating copy edge for stapling or hole punching.**

- **1. Press [Create Margin].**
- **2. Select the reproduction ratio, if necessary.**
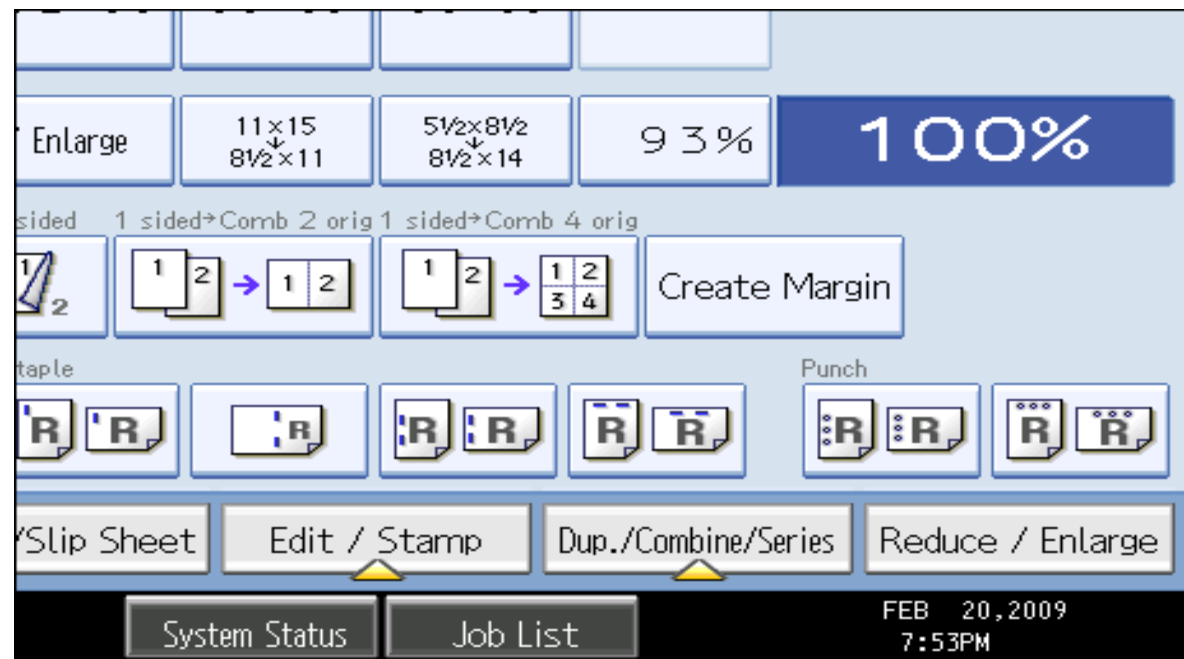
3. Press **START**

Erase Center/Border

This option erases the Center and/or all four sides of a document page or pages. Center/Border applies to books, but use same width or elect to clear out single or multiple edges together.

1. Press [Edit / Stamp].
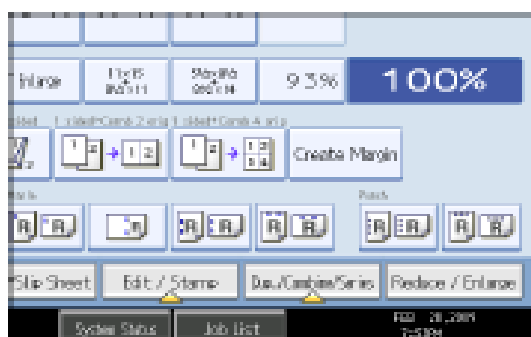
2. Press [Erase].

3. Press [Erase Center / Border].

4. Press [Erase Border].

5. Press [Same Width].

6. Specify an erase border width with [+] and [−].

Erase Border

Erases the edge margin of the original image.

Erase Center / Border

Erases both the center and edge margins of the original image.
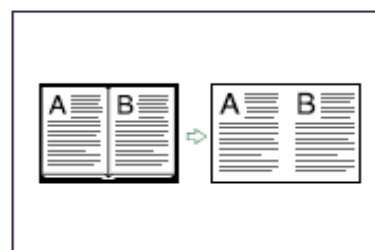
Erase Center

Erases the center margin of the original image.
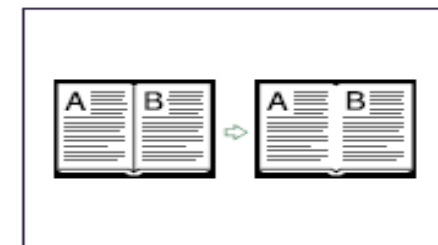
Page Numbering
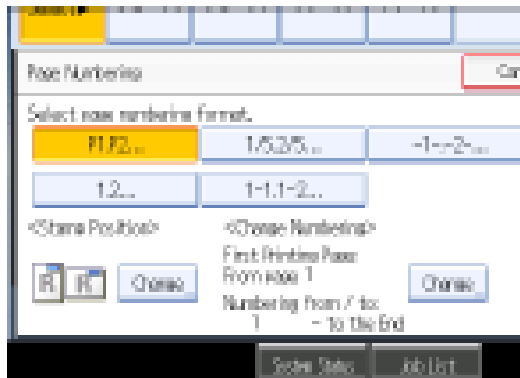
Page Number Format
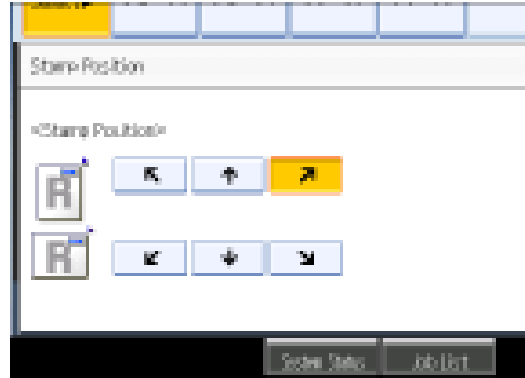
Number Page Position
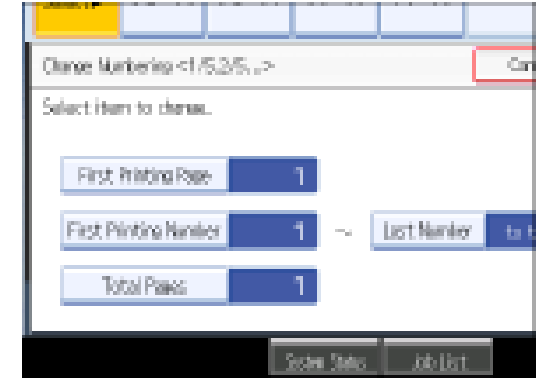
Starting Page, Starting Number and Ending number,

Allows users to keep track of documents being copied for projects, etc. Users can choose numbering Sequence and position of placement of numbers.
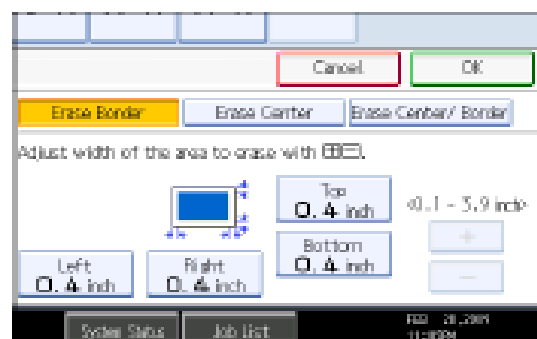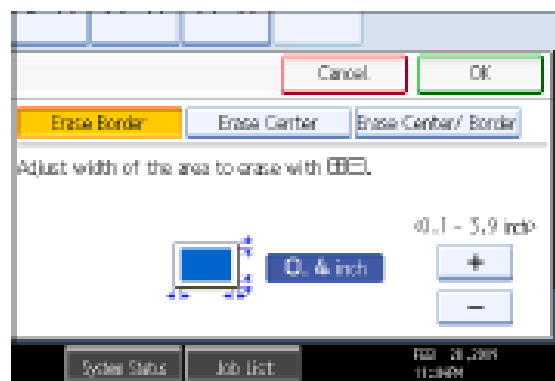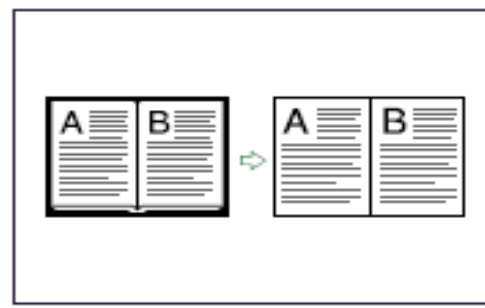
Place Documents in Feeder
Press Edit /Stamp
Select Stamp
Select Page Numbering
Press Change>Select Page Numbering Format>OK
Press Change (opposite side) Select Page Number Placement>OK
Touch First Printing Page >indicate page to start number sequence
Touch Last Number>Enter information
Touch First Printing Number >enter information
Touch Total Pages >enter information
Select any other finishing options including the desired number of copies
Press SAMPLE COPY

Double Copies

Place Original in Document or lift the lid and place face down on Glass Platen
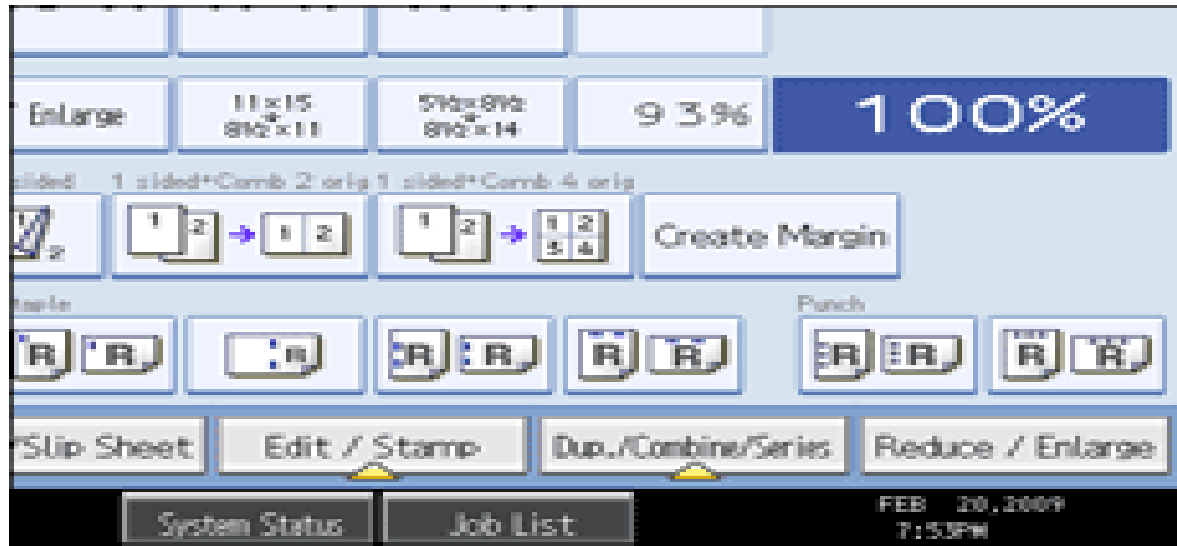
2 Press **[Edit / Stamp].**

- Press **[Edit Image].**
- Press **[Double Copies].**
- Press **[OK].**
- Select the paper size.

- Enter desired number of copies
- Press [Start]

Original Feed ⟶ Copy Output orientation

One original image is copied twice on one sheet.
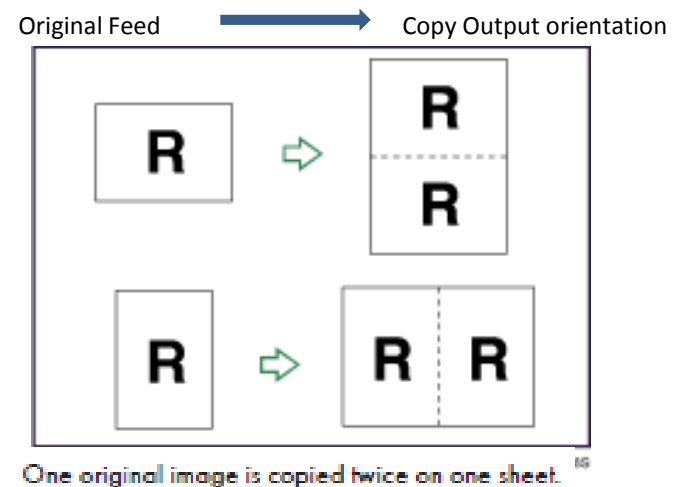
Document Centering

You can make copies with the image moved to the center of the copy paper.

1️⃣ Place the document
   Select the paper size.
2️⃣ Press **[Edit / Stamp]**.

3️⃣ Press **[Edit Image].**
   Press **[Centering].**
   Press **[OK].**
   Press **[Start].**
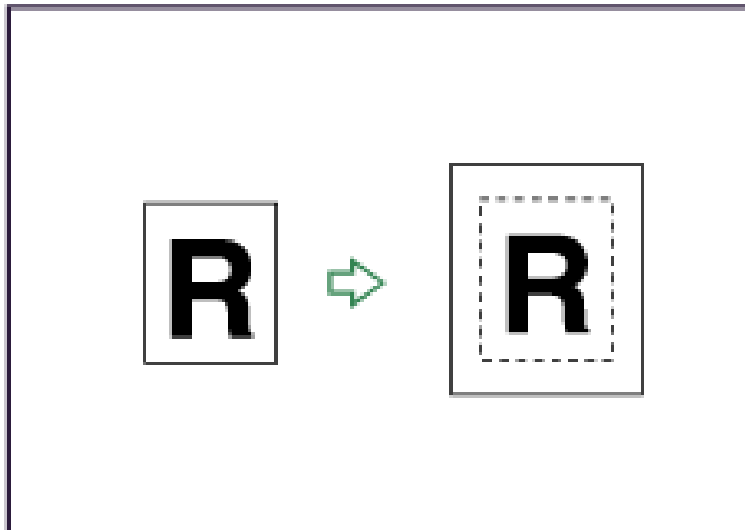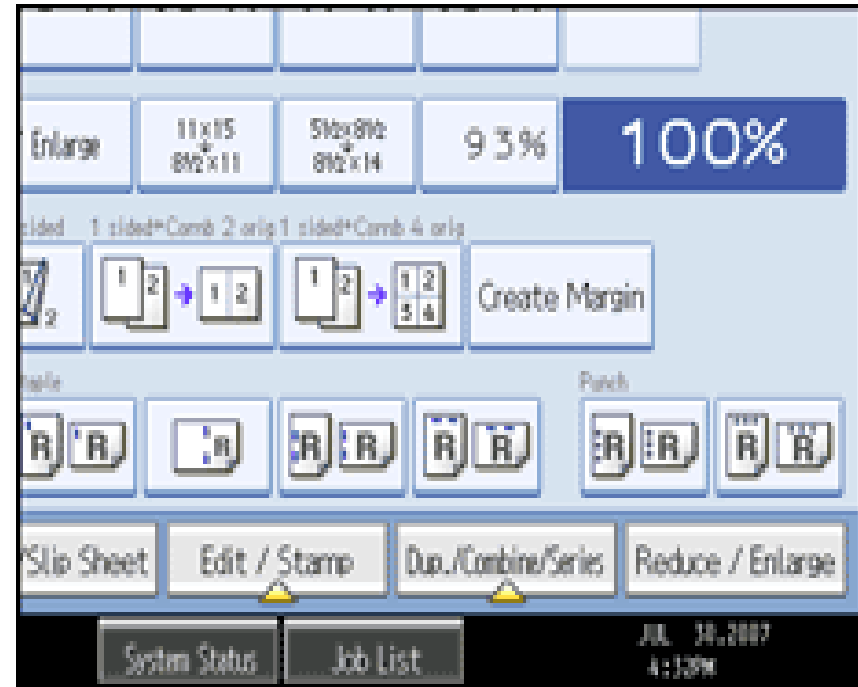
Note:
You cannot use the bypass tray
**   with this function.**
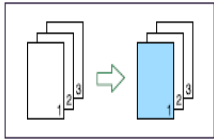
Adding Covers

To set the Bypass tray as the cover paper source:-
Press "User Tools"
Select "System Settings"
Select the "Paper Size" Settings" tab
Select "Bypass"
Select "Display"
Select "Cover"
Select "Mode Selected"
Select "OK"
Press "User Tools" again to exit

2. Select [Copy] or [Blank] for the front cover.

3. Select [Copy] or [Blank] for the back cover, and then press [OK].
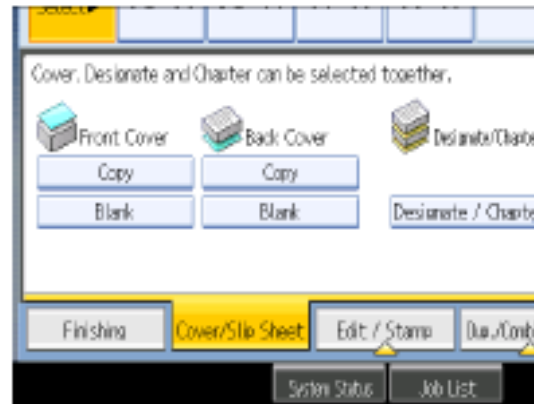
To change between 1 and 2 sided covers:-
Press "User Tools"
Select "Copy Features"
Select "Page Format"
Select "Cover Mode"
Select 1 or 2 sided covers
Select "OK"
Press "User Tools" to exit

**1. Press [Cover/Slip Sheet].**
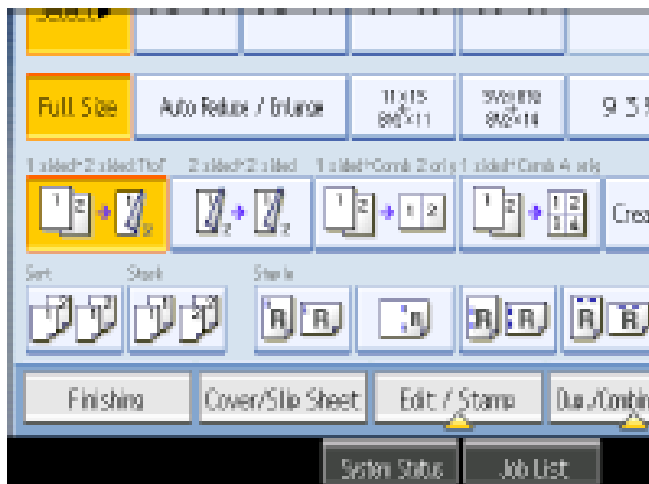
On the main screen:-
Select "Cover/Slip sheet"
Select "Front Cover"
Select "Blank" or "Copy"
Press "OK"
Set the paper for the cover sheet on the bypass tray
For 2 sided covers select "Duplex"
Set the originals on the document feeder
Select any additional options
Enter desired number of copies
Press Sample Copy
Press "Continue" if sample set is correct.

Designate

Use this function to have certain pages of your original copied onto designation sheets or to insert a designation sheet for each page specified. Before using this option you must set up the paper trays under paper tray settings.
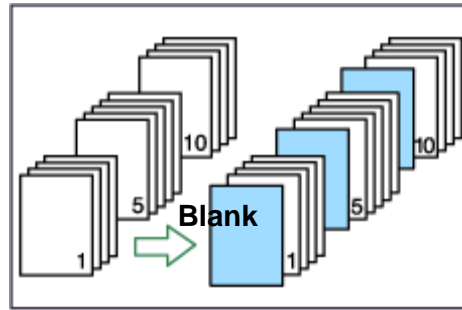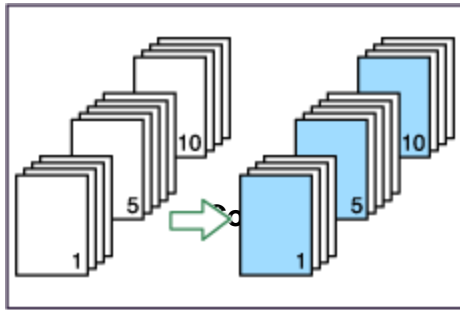
Press [Cover/Slip Sheet].

Press **[Designate / Chapter].**

Select **[Designate: Copy]** to copy designated page

on the designated number page **or**

Press **[Designate: Blank].** Not to copy anything on the specified page.

Press the key to select the chapter number.
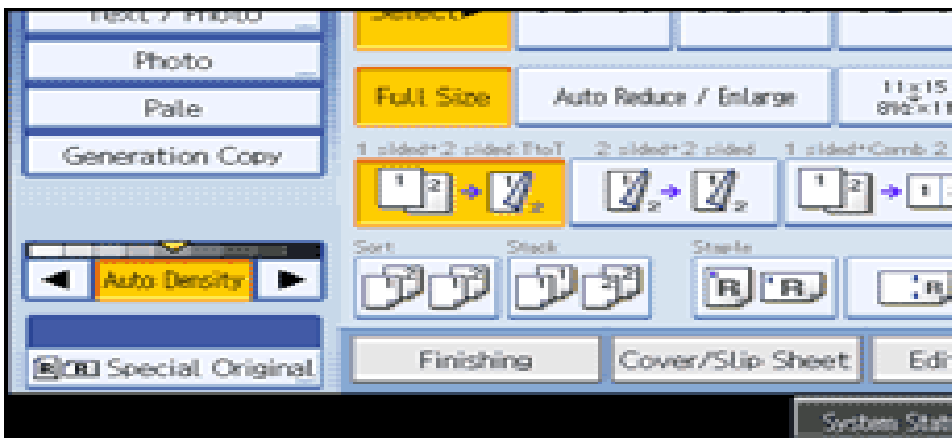
Enter the page number of the first chapter using the numbers key, and then press the **[#]** key.

You can continue to specify additional page location numbers, up the 20 locations may be selected.

After making all settings, press **[OK]** twice.

Press **[Start]** or **[Sample Copy].**

Sample Copy

Use this option to check the copy settings before making a long copy run.

Place originals
Select any other necessary functions for copy job
Enter number of desired copies
Instead of **[START]** press **[Sample Copy]** key
-One set is delivered as a sample
If Sample Copy is acceptable, press **[Continue]**
-The number of copies made is the number of copies requested minus the proof copy.

If you press **[Suspend]** after checking the results, return to step 1 to adjust the copy settings as necessary.
-Depending on the combination of functions, you may not be able to change some settings.

You can press **[Sample Copy**] again or press **[Start]** to output the job

Note: This feature can only be used when **[sort]** is selected. This feature is not available from the **[Simplified screen].**
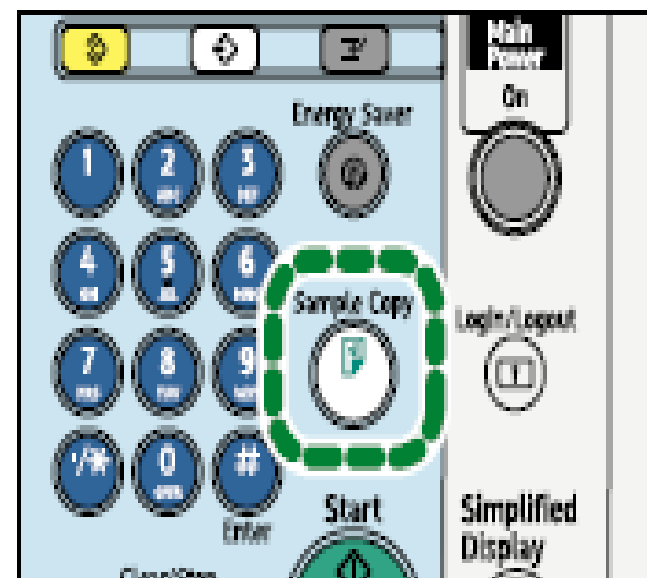
Each copy set can be stapled together.

Using the By-pass Tray

1. Open the bypass tray.
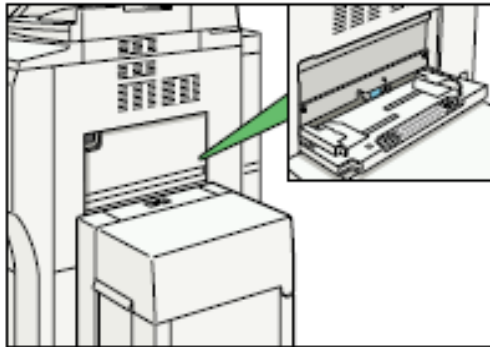
**Place copy paper in tray
Adjust tray paper guides to
fit paper size**
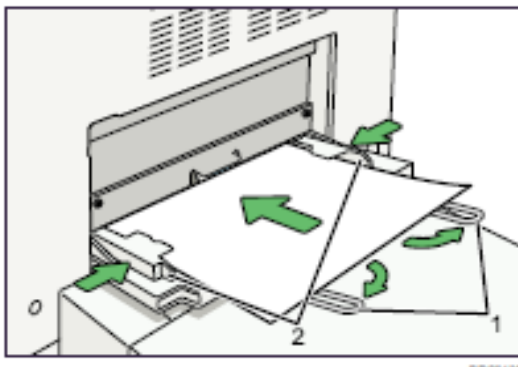
On copier panel press the # key

Specify paper for Bypass Tray.

Set paper in ⊏orientation.
Adjust paper guide with paper
size.

Paper Size

Paper Type

System Status   Job List

Press Paper Size
Select the paper size.

Select Size   Bypass Tray Usage   Ca

Regular Size   Custom Size

11×17   11×15   11×14   10×15
10×14   8½×14   8½×15   8½×11
8½×11   8½×14   8½×15   8×15
8×11½   8×10½   8×10   8×10
7½×10½   7½×10½   5½×8½   5½×8½

**Press Paper Type, Select
Paper option, Press OK**

Ready

Paper Type   Ca

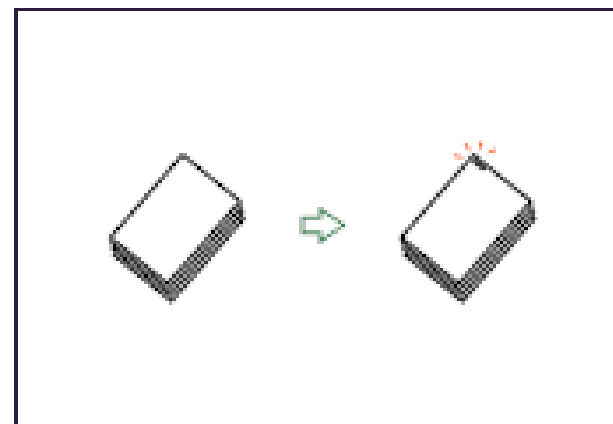Select the paper type.

OHP (Transparency)   Thick Paper

To copy on Postcards, select [Thick Paper].

Press OK

Ready

Bypass Tray Paper   Bypass Tray Usage   Ca

Specify paper for Bypass Tray.

Set paper in ⊏orientation.
Adjust paper guide with paper
size.

Place originals, enter desired number of copies, press START, Press Clear Modes

Job Preset

You can make settings for the next copy job during copying.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.

1. Press [New Job] when "Copying..." appears.

New Job
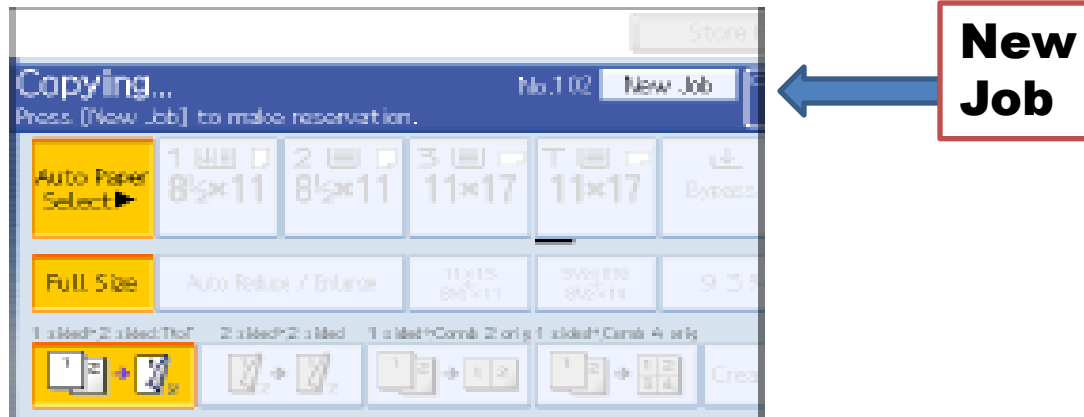
2. Be sure message "Ready" appears, and then make settings for the next copy job.
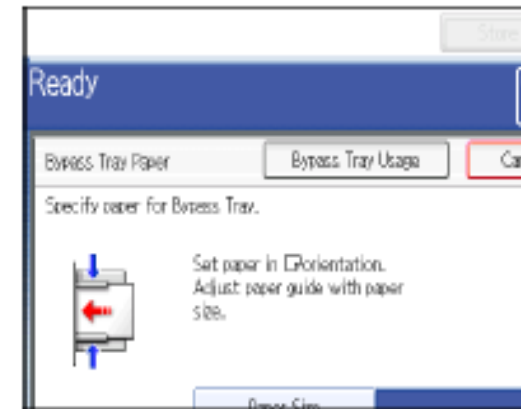
3. Place the originals, and then press the [Start] key.

   All originals are scanned.

   When the preset job is complete, a job preset confirmation dialog box appears.

4. Press [Exit].

   You return to the copy screen.

   After the current copy job, the next copy job starts automatically.

⬇ Note

- You can switch the display to the current copy job by pressing [To Copying Screen].

Simplified Display
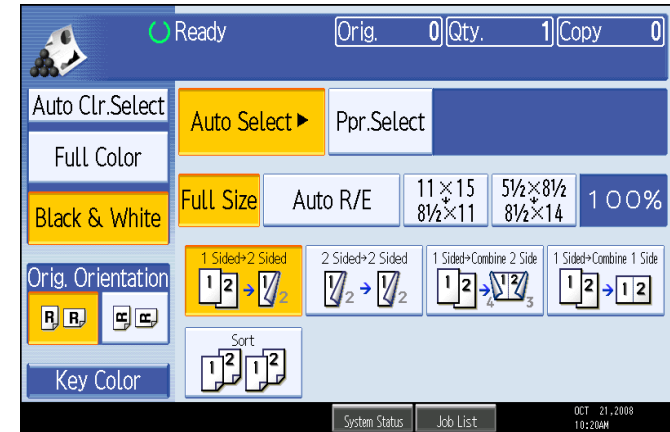
Pressing the Simplified Display button will cause letters and keys to be displayed at a larger size, making operations easier.
To access the **[Simplified Display]**
Press the **Simplified Display** on the Main Screen
Display s the basic copier functions
Finishing options may be added to this screen for ease of use. Not all functions are available with this screen.

Letters and keys are displayed at a larger size, making operations easier.

Key color is only available in simplified display mode.

Note

* To return to the initial display, press the [Simplified Display] key again.

Accessing Document Server
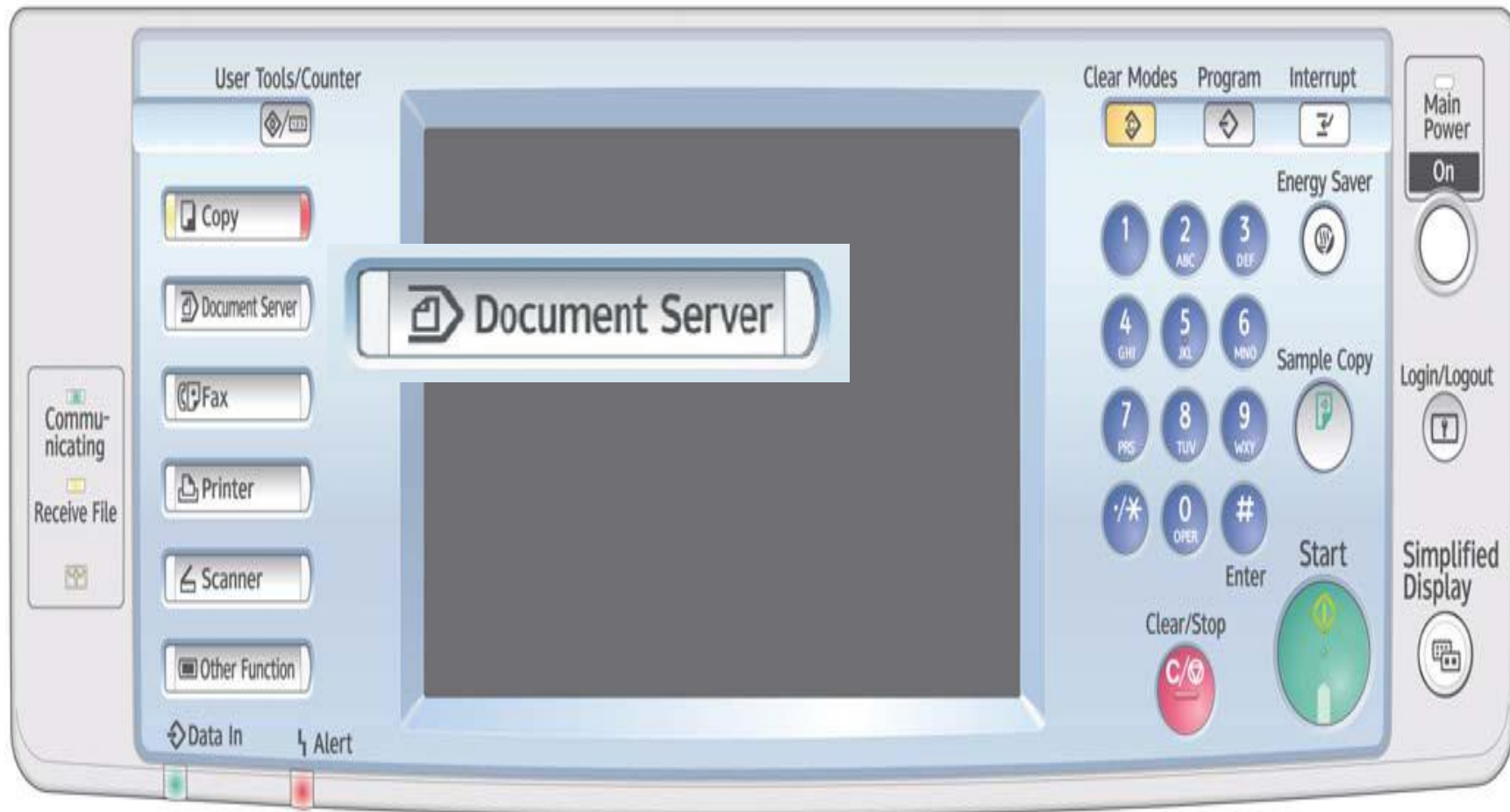
From Copy Panel – Select Document Server Option

Used for storing documents for easy access, confidential printing etc.

Document Server Usage

Documents may be scanned or Printed to Document Server for:

-Confidential Printing

-Print and Hold

-Sample Printing

-Forms printing

-File Merge (different types)

-Electronic Distribution

-HIPPA Compliancy

-Label Printing

-Cost Savings

Document Server Displays

List view

Search by user name

Search by file name
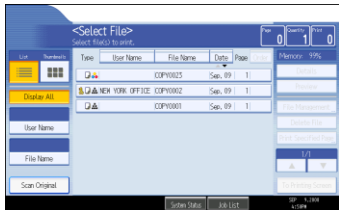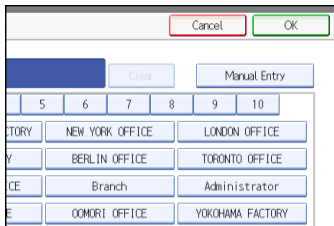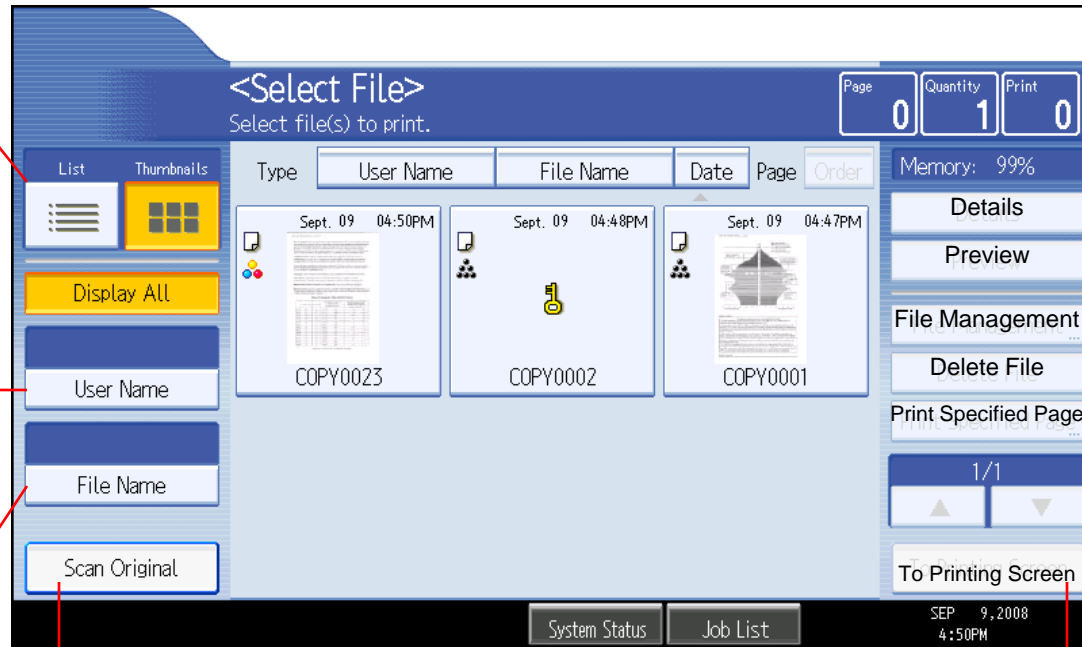
Preview document

Edit user & file Info

Print one or multiple pages of a stored document
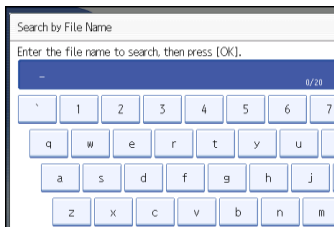
Displays scan options
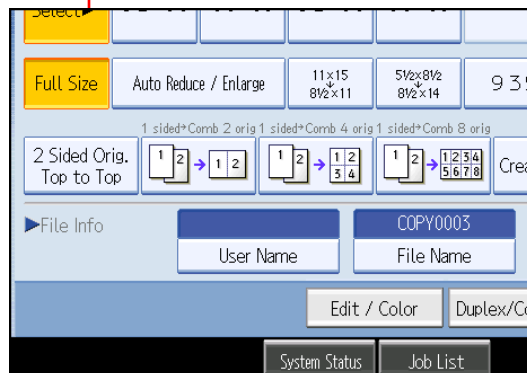
Displays printing options of a stored file

Main Select File screen

<Select File>
Select file(s) to print.

Page	Quantity	Print
0	1	0

List   Thumbnails

Type   User Name   File Name   Date   Page   Order

Memory: 99%

Details

Preview

File Management

Delete File

Print Specified Page

1/1

To Printing Screen

Display All

User Name

File Name

Scan Original

Sept. 09   04:50PM   COPY0023
Sept. 09   04:48PM   COPY0002
Sept. 09   04:47PM   COPY0001

System Status   Job List   SEP 9,2008 4:50PM

RICOH

Storing an Original

1. Press the [Document Server] key.

2. Press [Scan Original].
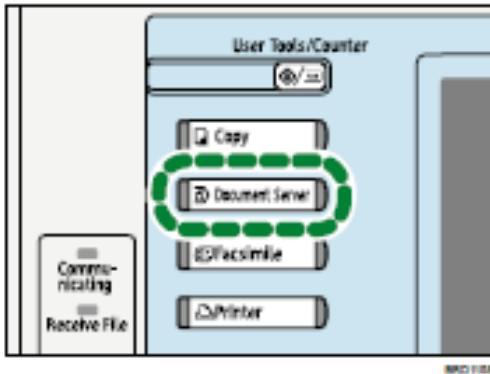
Press [User Name].

Keyboard appears, type your document name
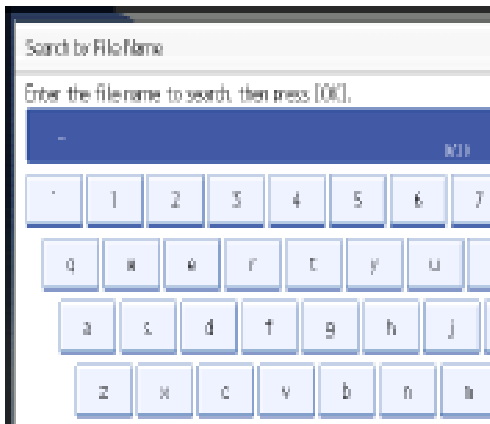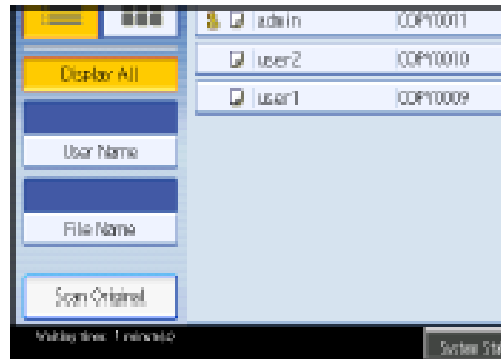
If a password is required, enter a numerical value.
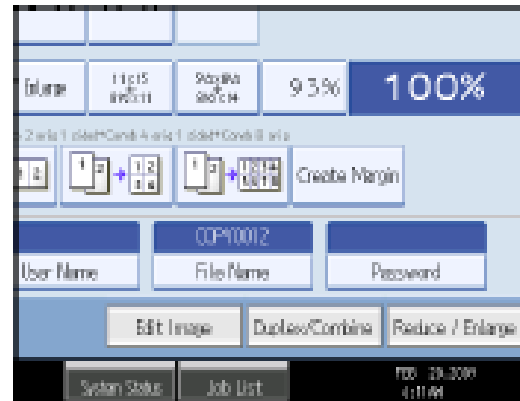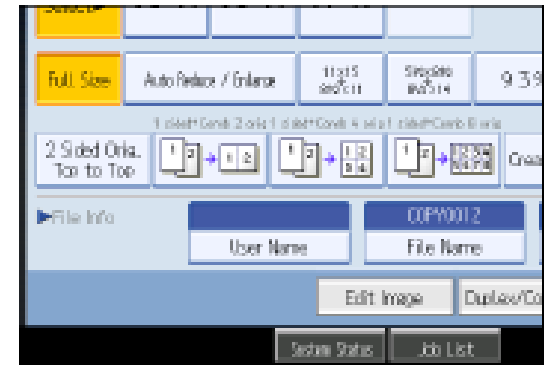
System will prompt you to re-enter password, then press OK
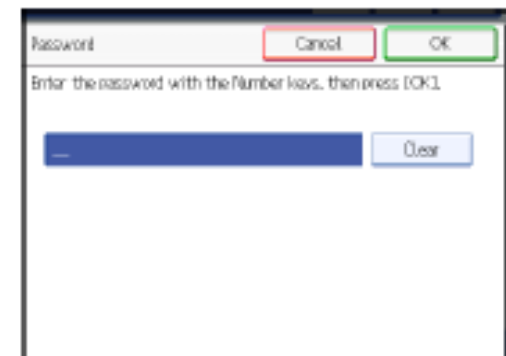
You can use four to eight digits for the password.

Place your document > Select any additional options > press **[Start]**

Printing a Stored Document

1. Press the [Document Server] key.
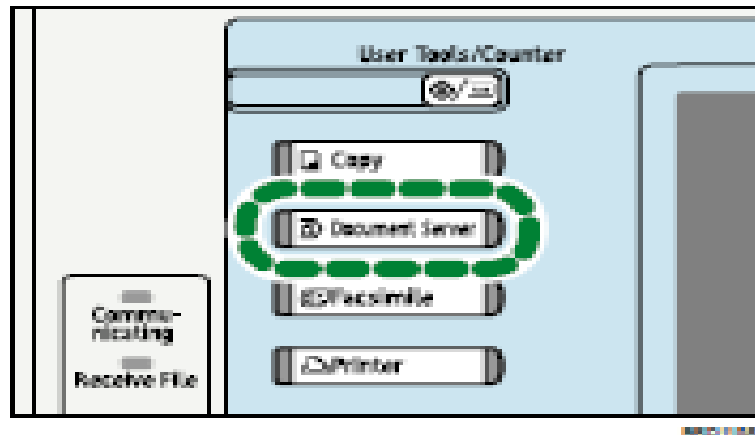
2. Select the document Name you want to Print.
[More than one job may be selected to print]

Press [File Name].

3. Press [Start]

4. To make changes Press the [To Printing Screen].
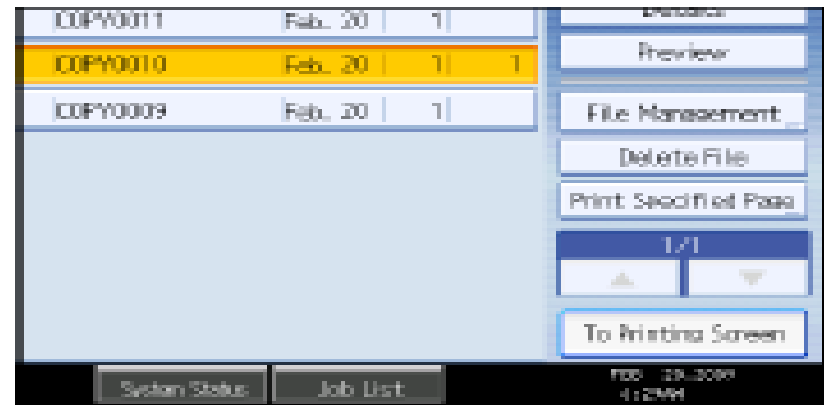
Enter the number of print copies with the number keys.
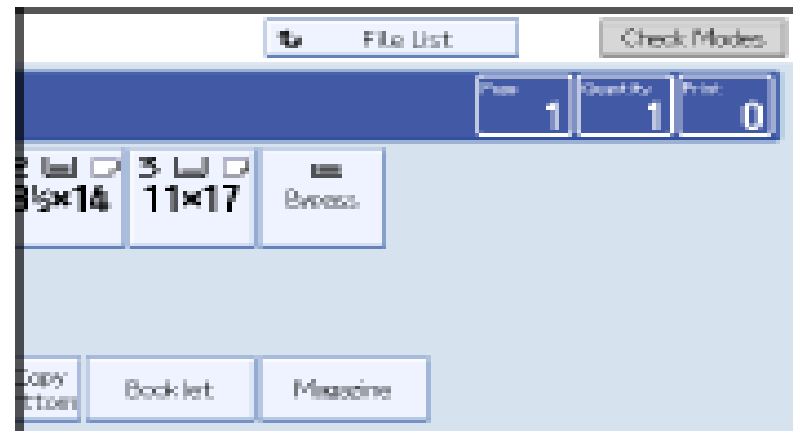
Press [Start]
Files may be deleted after printing

Printing a Specified Page or Page Range

Press [1st Page].

Print: Specified Page

Specify page to print, then press the Start key.

- 1st Page
- Specified Page
- Specify Range

System Status   Job List

If a password is set, enter it, and then press [OK].

1. Select the document to be printed.

   If a password is set, enter it, and then press [OK].

2. Press [Print Specified Page].

3. Press [Specify Range].

4. Specify the printing start page with the number keys, and then press [#].

Print: Specified Page

Specify page to print, then press the Start key.

- 1st Page
- Specified Page _____1
- Specify Range

Page(s):   5

System Status   Job List

Print Specified Page

Specify page to print, then press the Start key.

- 1st Page
- Specified Page
- Specify Range Start Number _____1 ~ End Number
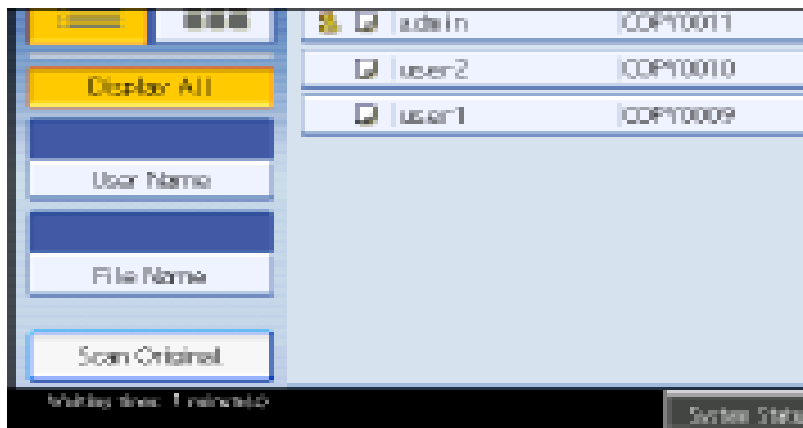
Page(s):   5

System Status   Job List

Press [Print Specified Page].

Press [Specified Page].

Specify the page to be printed with the number keys, and then press [#].

Press the [Start] key.

5. Specify the printing end page with the number keys, and then press [#].

6. Press the [Start] key.

Deleting a Stored File

1. Press the [Document Server] key.
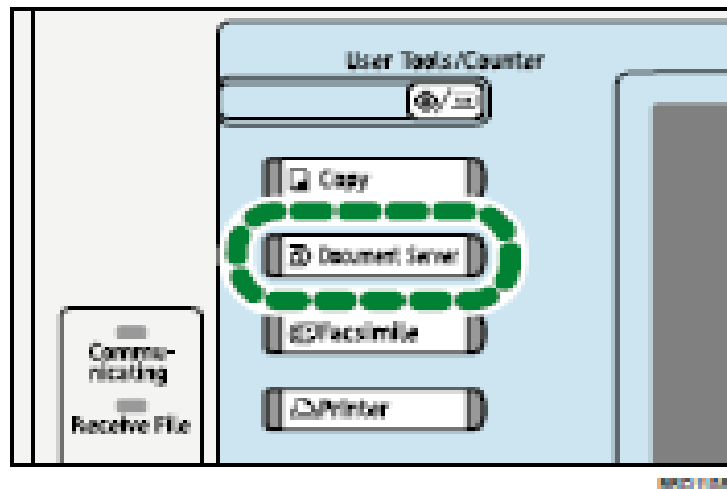
Select the document to be deleted.

If a password is set, enter it, and then press [OK].
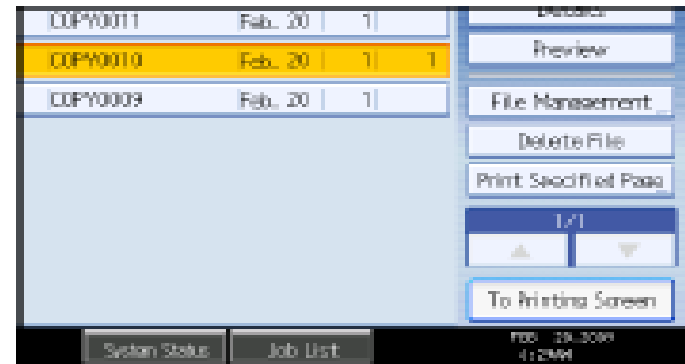
Press [Delete File].

System will prompt you , "Are you sure you want to delete file,"

Press [Yes].

 Note

- It is also possible to select two or more documents and delete them.

- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- To cancel the selection, press the selected (highlighted) key.

Ricoh Control Panel

Clears screen to default settings

8.5" Full Color W-VGA Screen

Hard function keys have Red/Yellow status LEDs

Ready   Not Ready
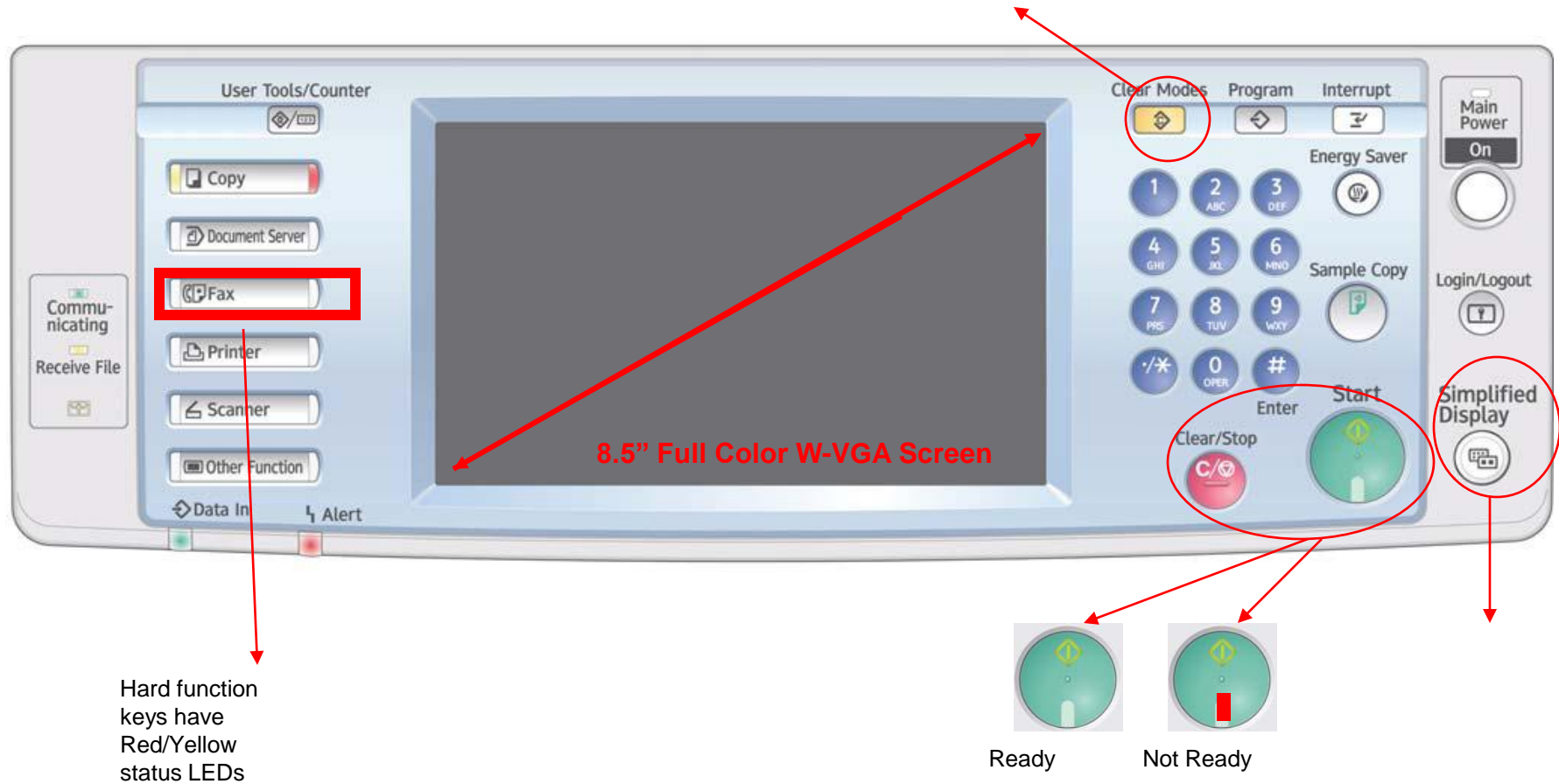
RICOH

Printing From Desktop

Basic Printing

!. How to Print Documents from your PC

2. Open the document you wish to print
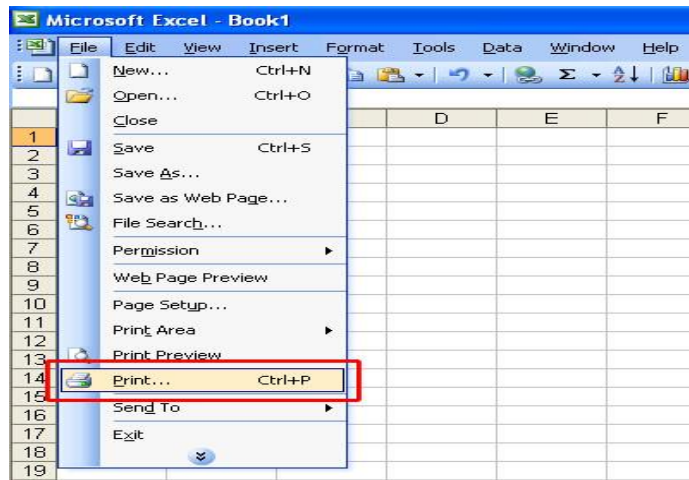
3. Press File>Print>OK

4. In the **[Name]** list, click the Ricoh Copier/printer you want to use

5. Enter desired number of copies.

6. Press [OK]

Printing [Duplexed] 2-sided Documents

1. Open the document you wish to print
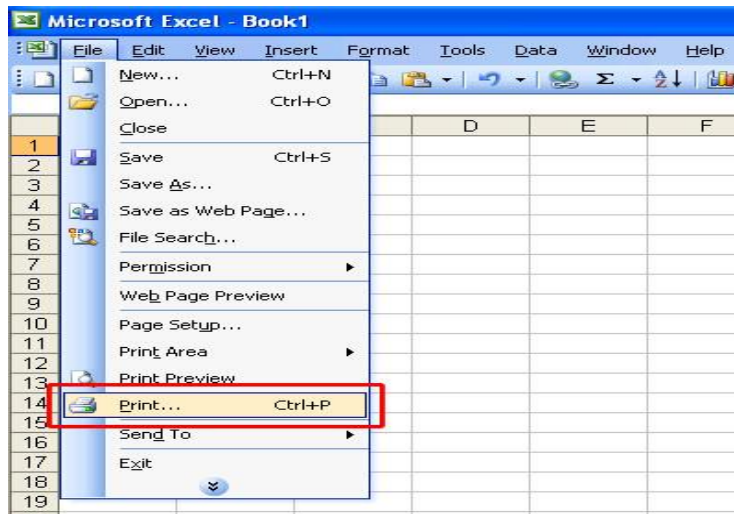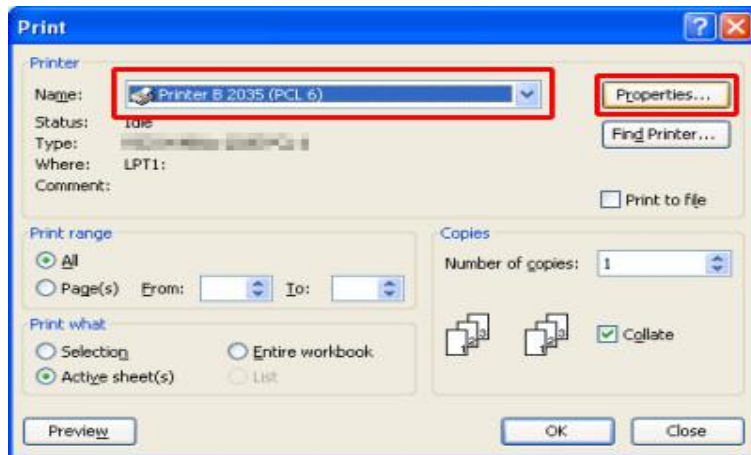
2. Press File>Print>OK

3. In the **[Name]** list, click the Ricoh Copier/printer you want to use then press [**Properties**]
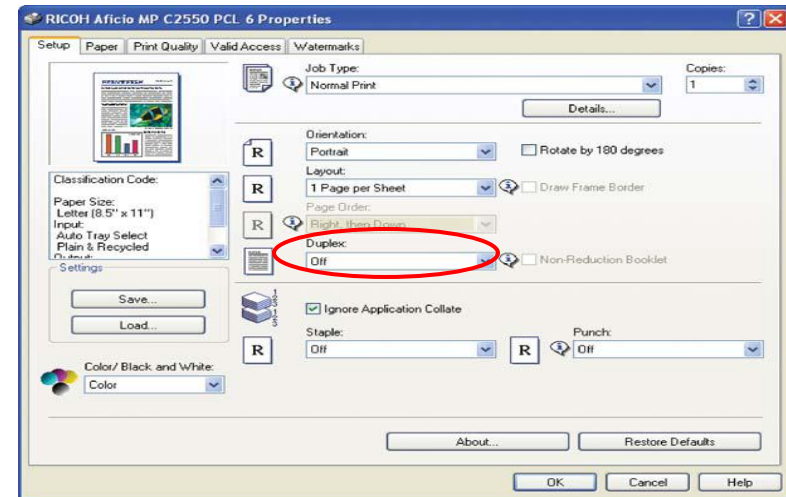
4. Click the **[Setup]** tab, click your preferred two-sided printing method in the **[Duplex]** list, and then click **[OK]**.
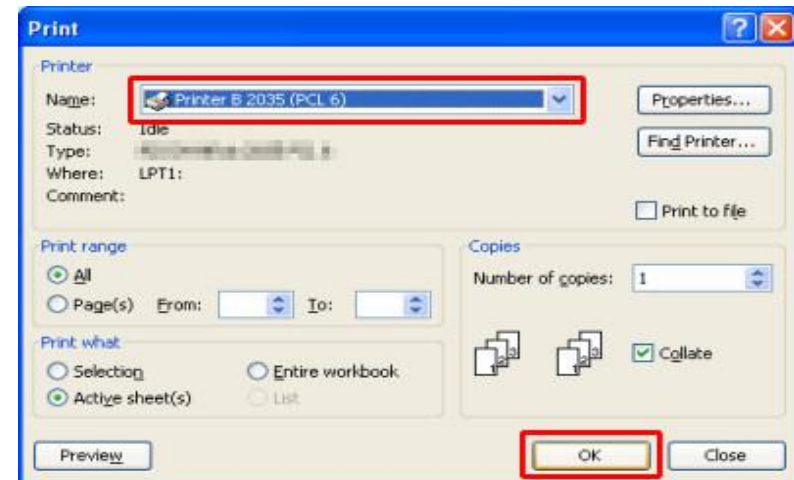
5. Before printing ensure that the orientation you select for printing matches the orientation of the paper in your device. Press [OK] >OK
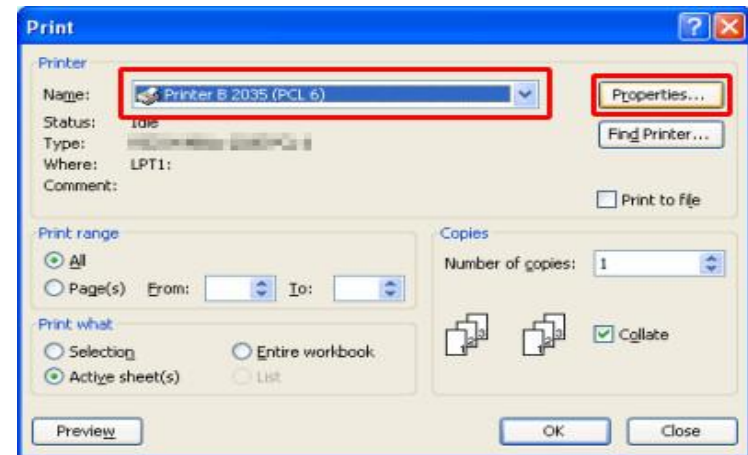
Stapling Printing Documents

1. Open the document you wish to print
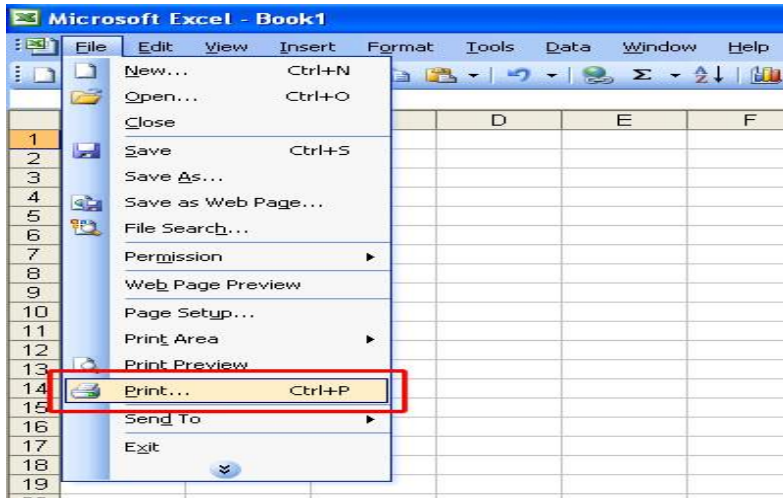
2. Press [File]>[Print]>[OK]

3. In the **[Name]** list, click the Ricoh Copier/printer you want to use then press [**Properties**]

4. Click the **[Setup]** tab, click your preferred two-sided printing method in the **[Duplex]** list, and then click **[OK]**.
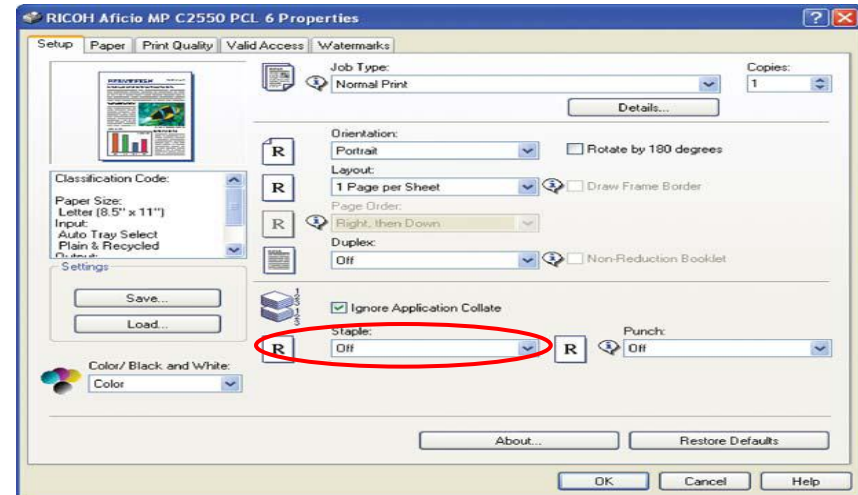
5. Before printing ensure that the orientation you select for **Stapling** matches the orientation of the paper in your device. Press [OK] >OK
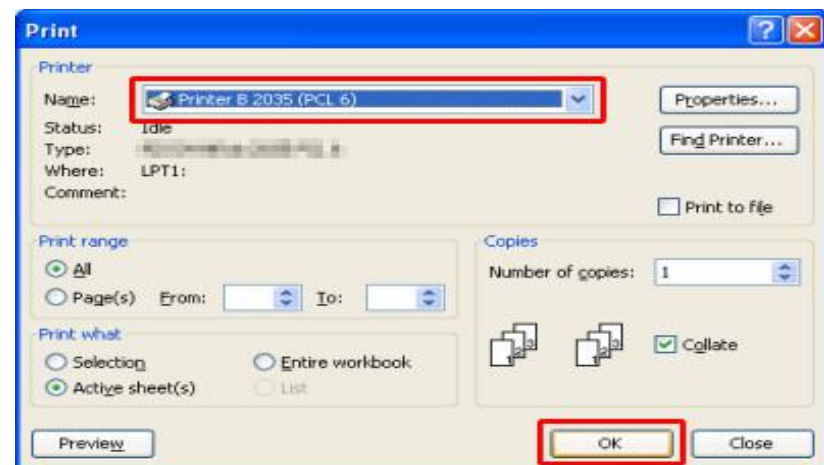
Printing Options
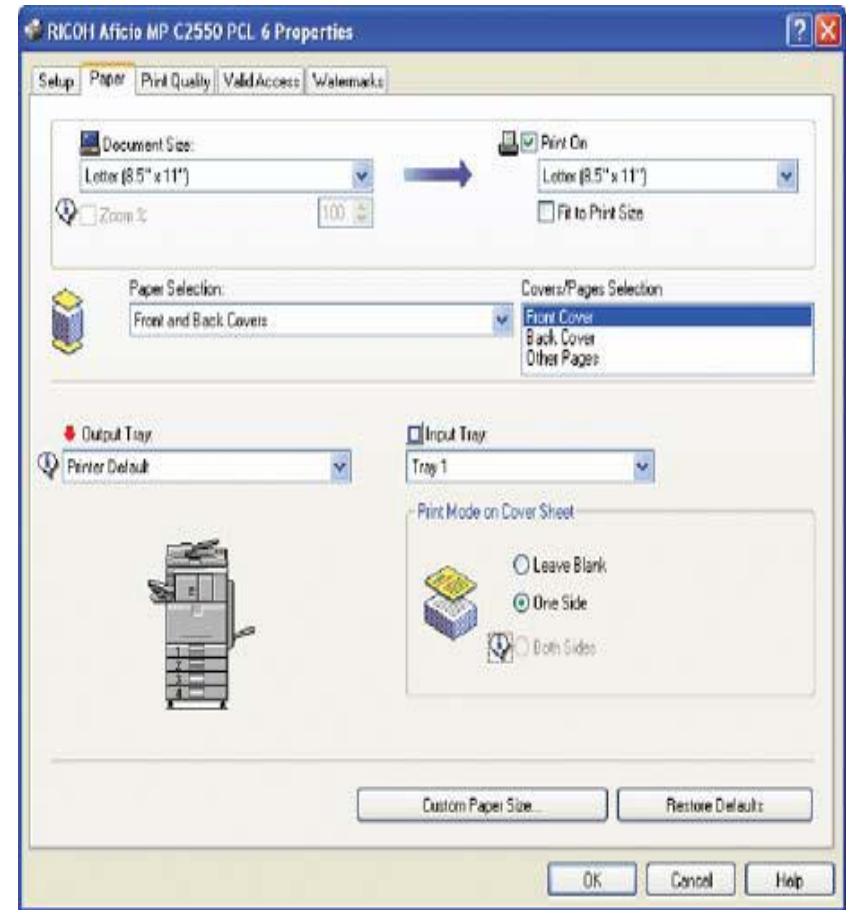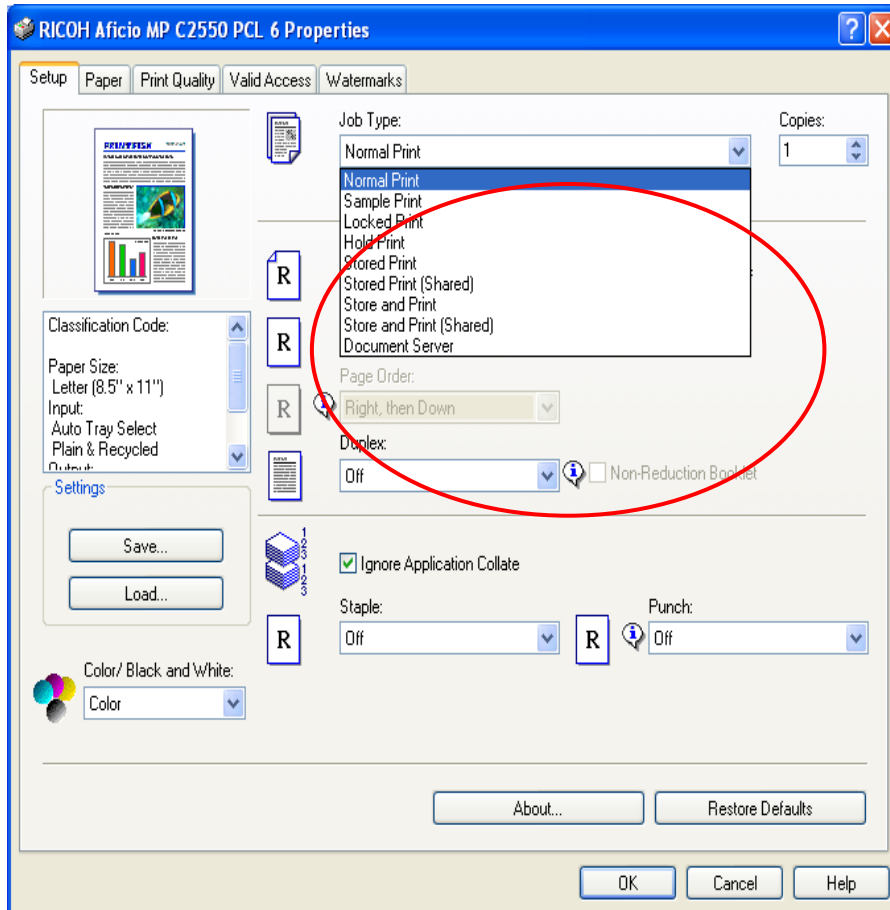
You can send documents to the copier to be held for later pick-up, confidential printing, for sample printing or to the document server for reprinting. See next page for options break-out of these features.

Printer Properties

Job Type
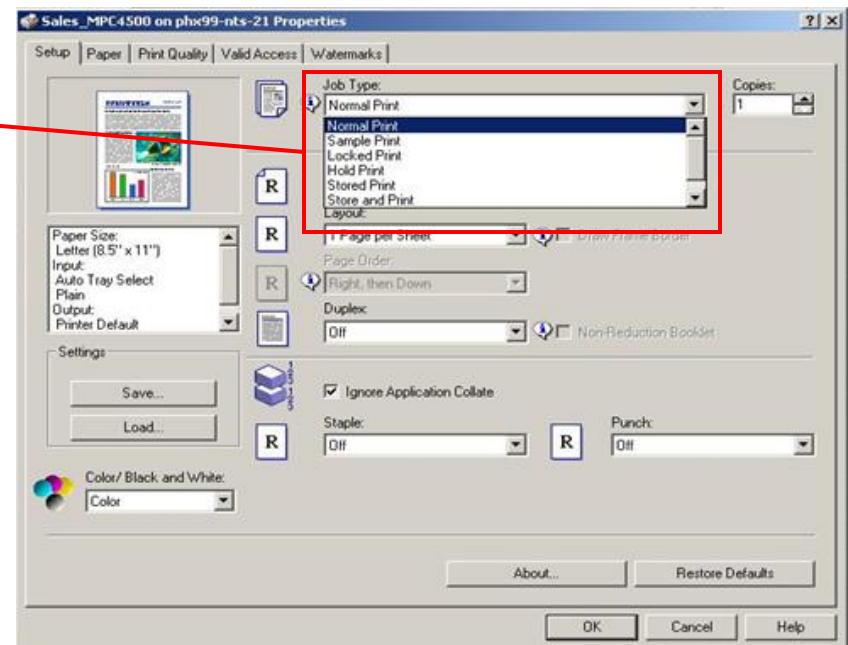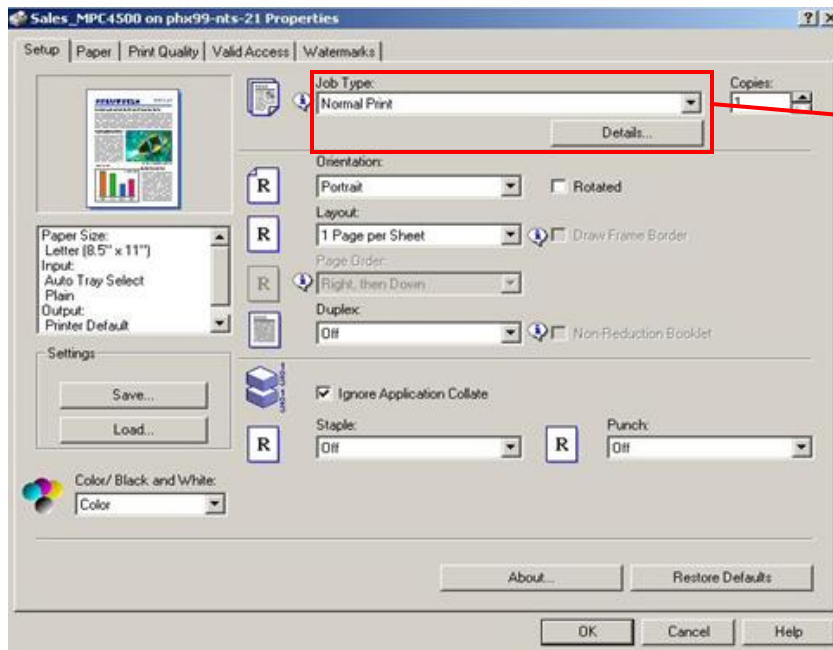
Locked Print: Temporarily holds print jobs in the memory until a valid password is entered at the control panel. Files are automatically deleted from the system HDD after printing.

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 output settings can be checked for accuracy prior to printing the entire job.

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.

Document Server: Sends files directly to the document server for storage and printing at a later date.

RICOH
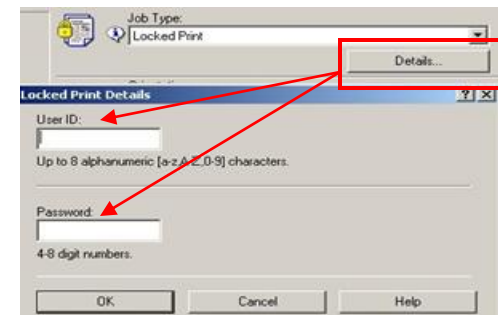
Accessing Confidential Documents

Press Printer to access the list of stored files from your computer as listed on right:-

Print Jobs

Select job(s).

		User ID	Date / Time	File
All Jobs	🔒	Trimborn	Aug. 21 02:30PM	***
Jobs Per User ID	🔒	Mitrione	Aug. 21 02:20PM	***
	🔒	Hunter	Aug. 21 02:19PM	***
Complete List	▣	Mitrione	Aug. 21 01:46PM	New
🔒 Locked Print Job List	▣	Mitrione	Aug. 21 01:43PM	Pro
▤ Sample Print Job List	▣	Trimborn	Aug. 21 01:43PM	Bu
▣ Hold Print Job List				
◱ Stored Print Job List				
Details				1/1

172.16.35.35   System Status

Printer Display Panel

Printer must be online to be able to submit work via desktop

Main Display

Ready

▶Online

▶Offline

Form Feed

Job Reset

▶Paper Tray Status

1 A4   2 B5   3 A3   A4

▶Job Lists & Error Log

Print Jobs   Error Log   Spooling Job List

System Status   Job List

18 JUN 2007 14:22

Print Jobs List

Print Jobs   Exit

Select job(s).

All Jobs

Jobs Per User ID

Complete List

🔒 Locked Print Job List

Sample Print Job List

Hold Print Job List

Stored Print Job List

Details

	User ID	Date / Time	File Name	Selected:	1
	003	02 Mar. 16:20	**************	Select All Jobs	
	002	02 Mar. 16:20	**************	Clear All	
	001	02 Mar. 16:20	**************		

Change Password

Print

1/1   ▲ Previous   ▼ Next   Delete

System Status   Job List

18 JUN 2007 16:24

Use the Printer button to access print jobs from the desktop that were sent via confidential [locked print] or other option from desktop.

Highlight file and select print.

Press **[Printer]**
Press **[Print Jobs]**
Select your job and follow the next steps or press **[Start]** to output your document.

Print Jobs   Exit

Select job(s).

Enter the password with the Number keys, then press [OK].

**** Clear

Cancel   OK

Details   1/1

System Status   Job List

18 JUN 2007 16:24
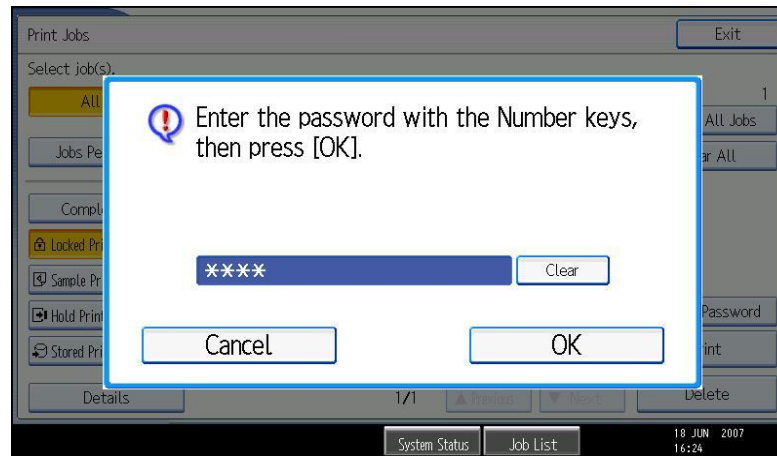
If you submitted your print job via the "locked Print" feature, you will now be prompted for your password.
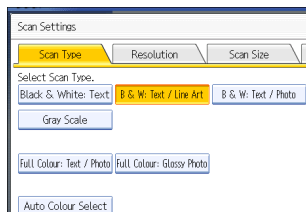
Scanning Documents
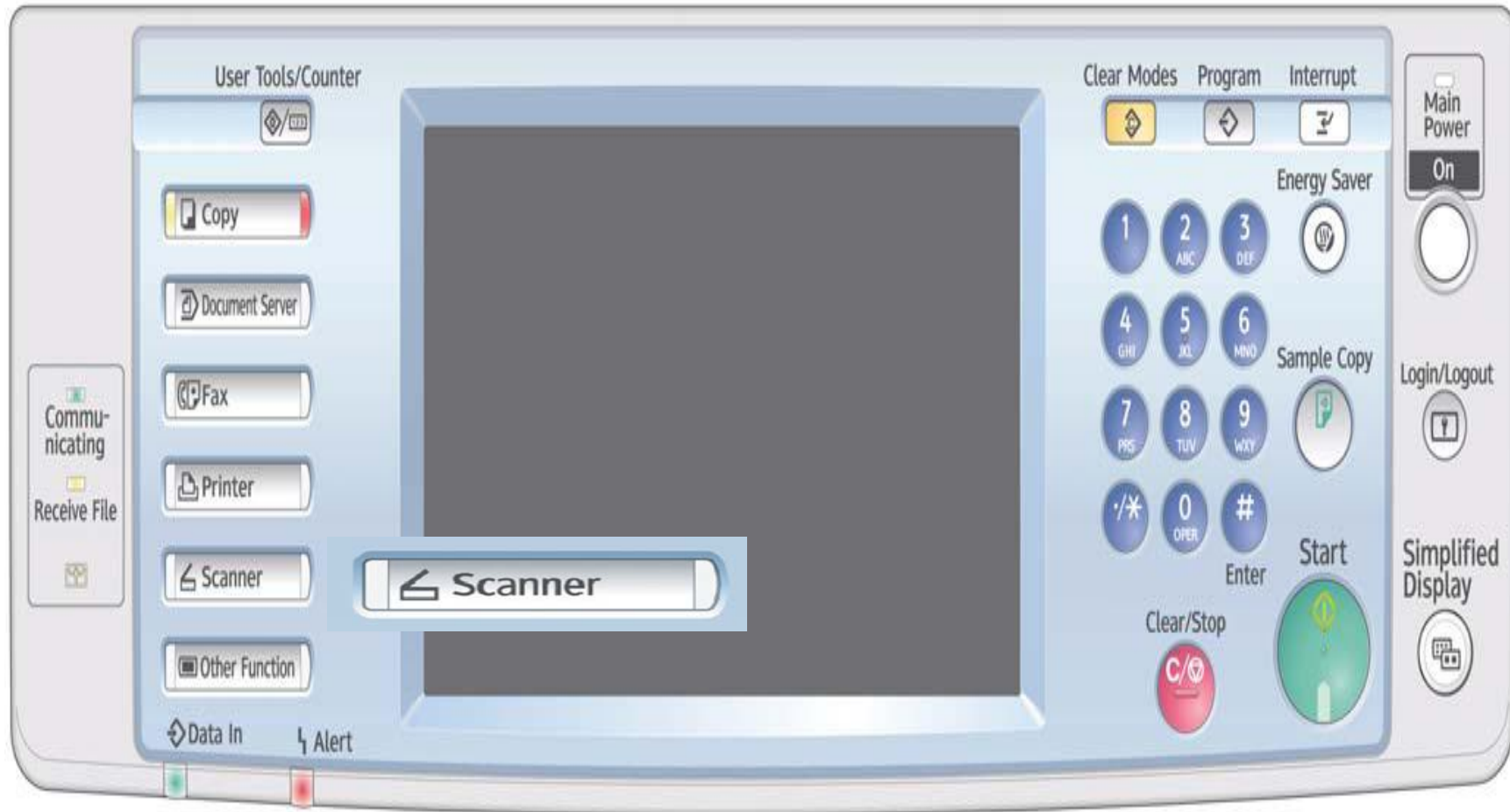
From Copier Panel, Select Scanner – Place the documents to be scanned in the Document Feeder or on the Platen Glass and Select the appropriate options for your Documents where necessary.

Scanner Display Panel

Check file status.

Select tabs to switch between email and folder scan destinations.
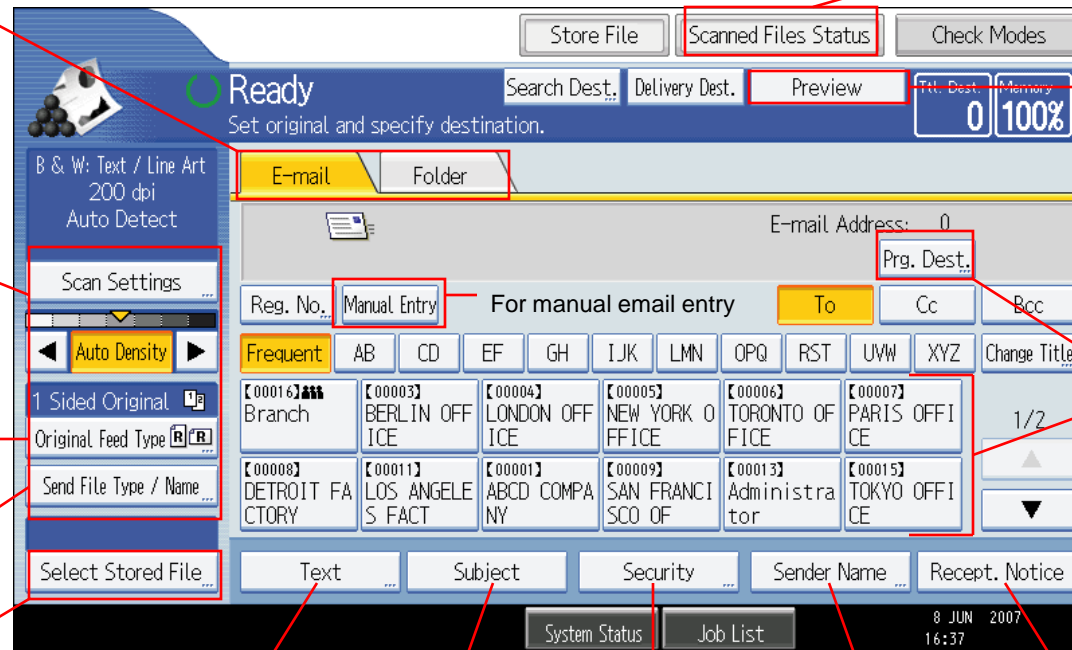
Set resolution, scan size & scan type.

Scan Settings
Scan Type | Resolution | Scan Size
Select Scan Type.
Black & White: Text | B & W: Text / Line Art | B & W: Text / Photo
Gray Scale
Full Colour: Text / Photo | Full Colour: Glossy Photo
Auto Colour Select

Preview scan before sending.

One or two sided original.

Program email destinations into one touch buttons. Groups and individual addresses can be programmed.

Set file types between multi and single page PDF, TIFF and JPEG*

Select file stored in the document server.

Add email message.

Add security features to document i.e. encryption & signature.

Set up notification when your email is opened.

* JPEG scanning in single page mode only.

Add subject heading.

Set sender from list of registered users.

Display panel contents

Store File | Scanned Files Status | Check Modes

Ready
Search Dest. | Delivery Dest. | Preview | Ttl. Dest. 0 | Memory 100%
Set original and specify destination.

B & W: Text / Line Art
200 dpi
Auto Detect

E-mail | Folder

E-mail Address: 0

Scan Settings

Prg. Dest.

Auto Density

Reg. No. | Manual Entry | For manual email entry | To | Cc | Bcc

1 Sided Original

Frequent | AB | CD | EF | GH | IJK | LMN | OPQ | RST | UVW | XYZ | Change Title

Original Feed Type

【00016】Branch | 【00003】BERLIN OFFICE | 【00004】LONDON OFFICE | 【00005】NEW YORK OFFICE | 【00006】TORONTO OFFICE | 【00007】PARIS OFFICE | 1/2

Send File Type / Name

【00008】DETROIT FACTORY | 【00011】LOS ANGELES FACT | 【00001】ABCD COMPANY | 【00009】SAN FRANCISCO OF | 【00013】Administrator | 【00015】TOKYO OFFICE

Select Stored File

Text | Subject | Security | Sender Name | Recept. Notice

System Status | Job List | 8 JUN 2007 16:37

RICOH

Basic Scanning

1. At copier Screen Press [Scanner]

How to Scan

Scan to email

Manual entry

Scan Folder

RICOH
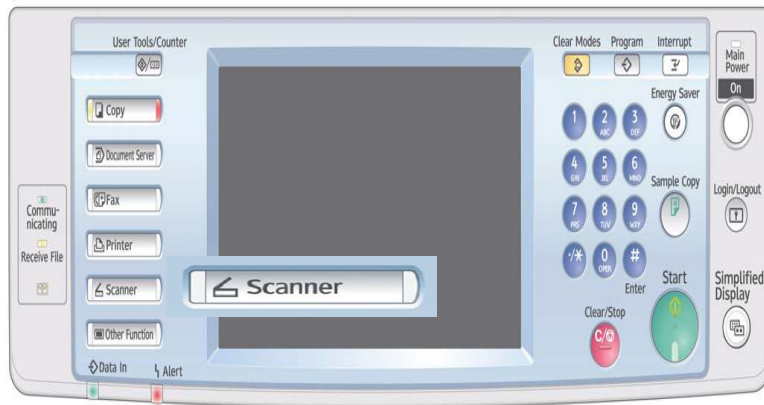
2. Select [E-mail] or [Folder] Tab
3. Select destination [email address or folder location

4. Place Originals in Feeder or on Glass
5. Press **[Start]**

Scan Settings
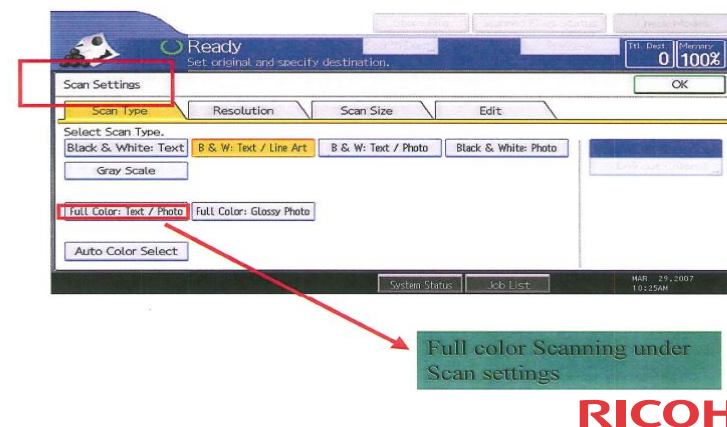
Full color Scanning under Scan settings

RICOH

(Note: Screenshots are provided for reference purposes only. Your display may vary depending on your operating system and device.)
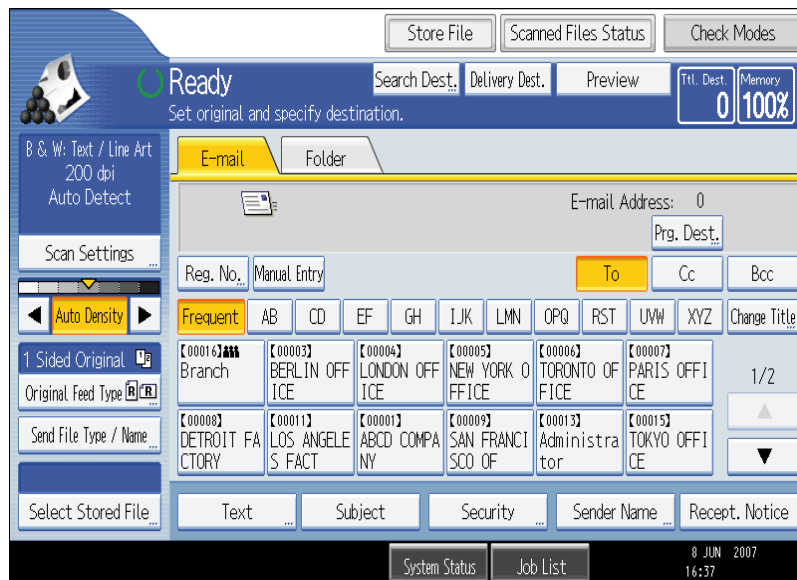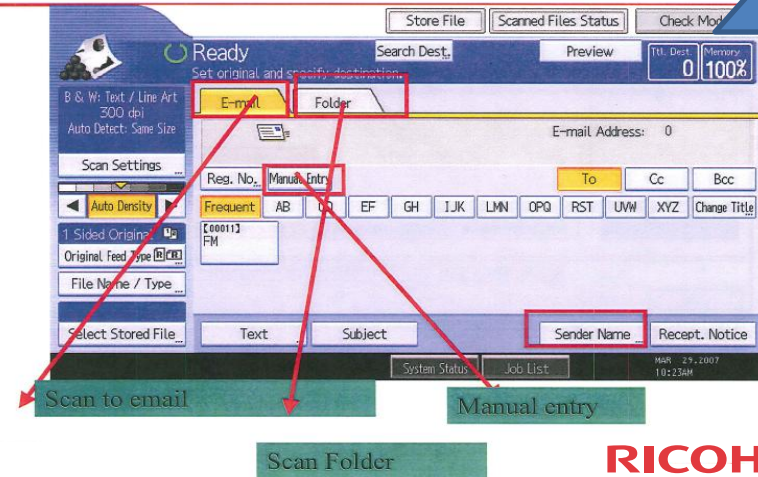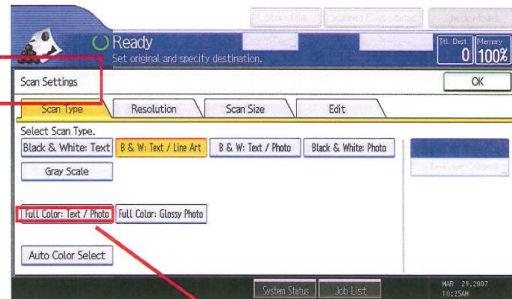
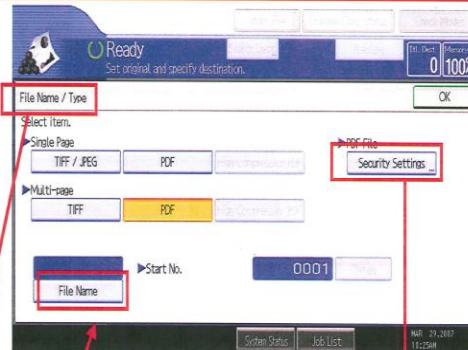# Scanning Options must be selected before pressing the [START] button!

Scan Settings

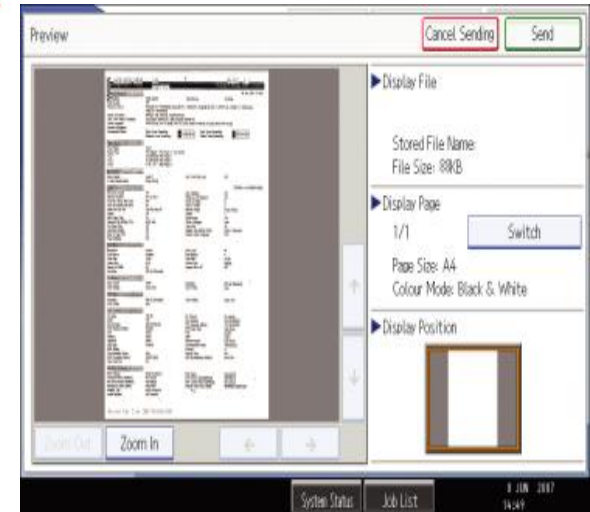Full color Scanning under Scan settings

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File Type and File Name

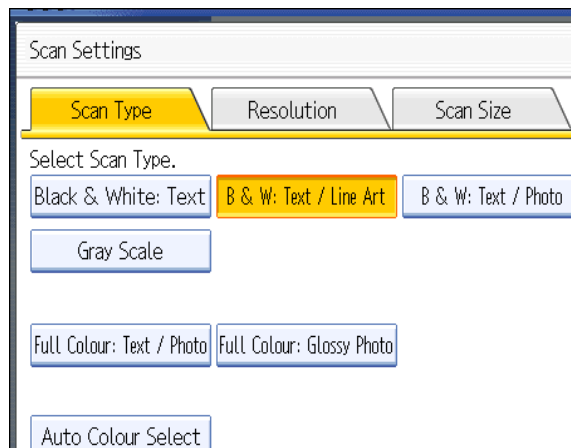
File name and changing file Type

PDF encryption

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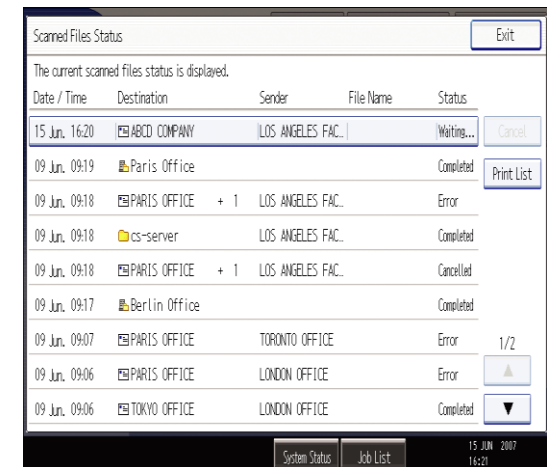## Preview scan before sending.

Drop Out Color From Documents
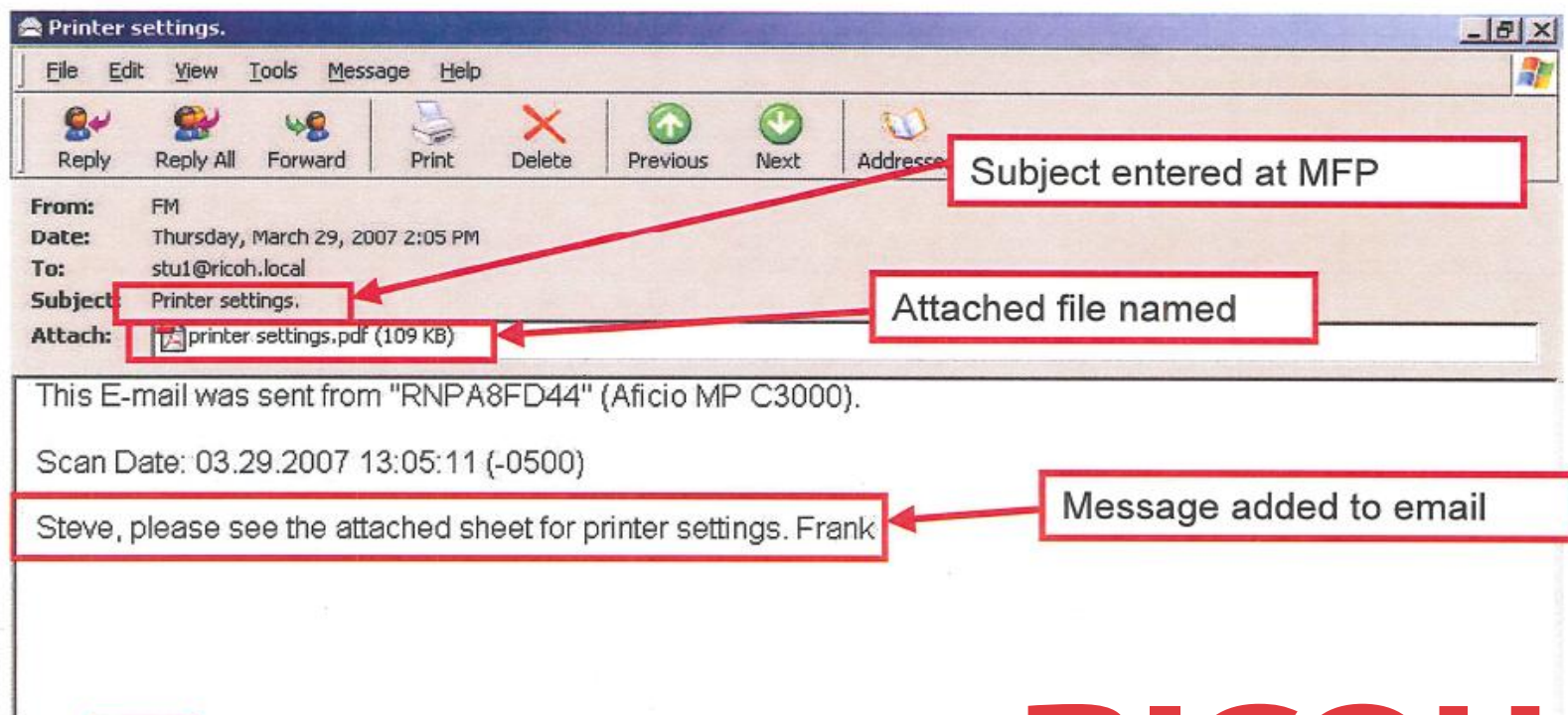

Select Document Types

Check file status.

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Viewing the Job at your Desktop

Email with Subject, File name and Message added at MFP