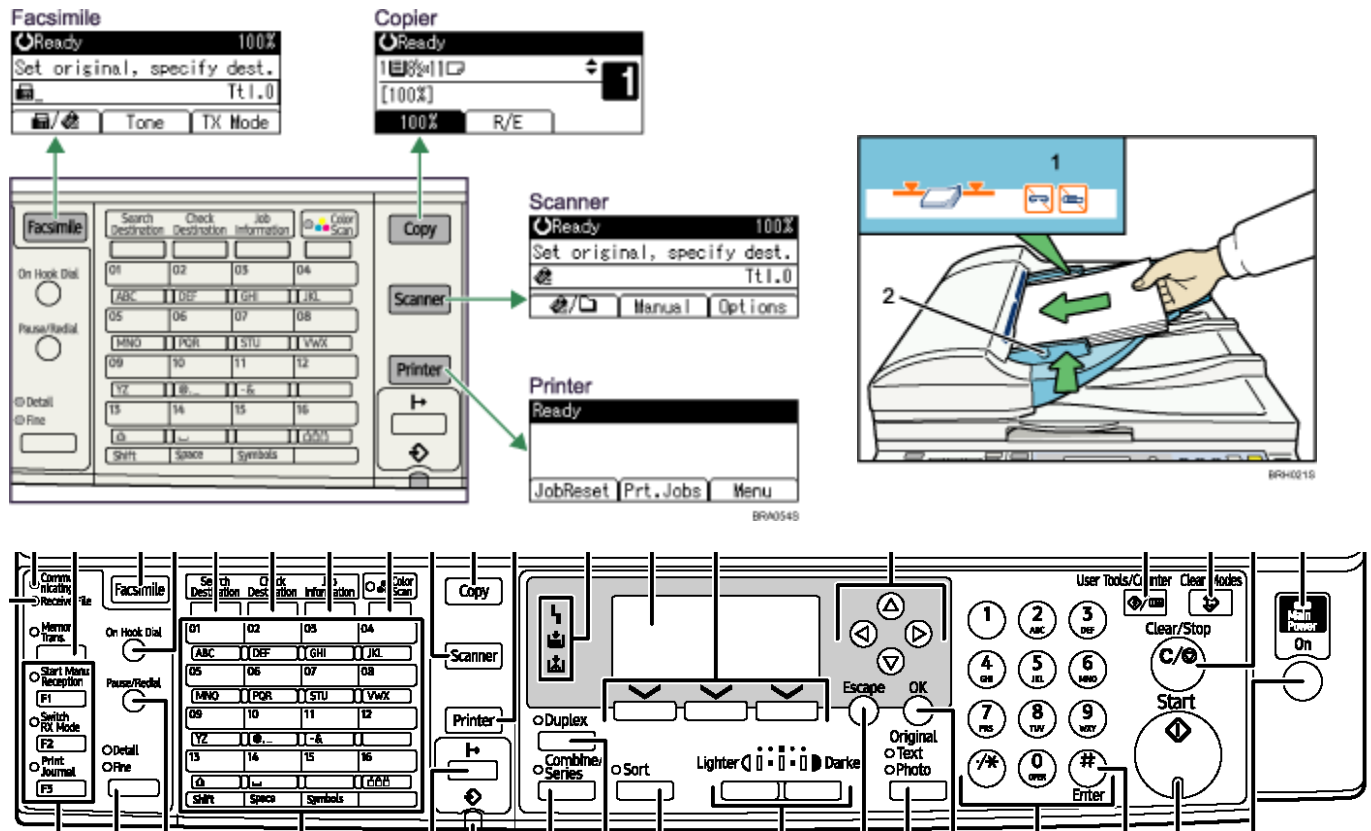# Ricoh MP 201SPF Quick Guide

Originals should be face-up in the document feeder, face-down on glass

Push the Clear Modes button before carrying out jobs

Copy

BASIC COPY

1. Select the **Copy** button
2. Place your originals in the document feeder
3. Select the number of copies using the blue number keys
4. Press the **Sort** button if you wish to have your copies collated or sorted.
5. Press the green **Start** button

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2 SIDED COPIES (DUPLEX)

1. Place your originals in the document feeder
2. Press the **Duplex** button
3. Press the arrow up or down keys to select style of 2 sided you would like
4. Press the **OK** key to confirm your selection, the word *Programmed* will appear at the top of the display
5. Press the **Start** button

2 SIDED ORIGINALS INTO 1 SIDED COPIES

1. Place your originals in the document feeder
2. Press the **Combine/Series** button
3. Press the arrow up or down keys to the last screen and ensure **2 sided originals to 1 sided copy** is highlighted
4. Press the **OK** key to confirm your selection, the word *Programmed* will appear at the top of the display
5. Press the **Start** button

REDUCE OR ENLARGE COPIES

1. Place your originals in the document feeder or on the glass
2. Press the **R/E** button on the panel display
3. Press the arrow button below **R/E**. Press this button until you have highlighted the option you would like
4. Press the **OK** button to confirm your selection
5. Press the **Start** button

Fax

SEND A FAX

1. Select the **Facsimile** button
2. Dial the number using the blue numeric key pad or press the pre programmed button(s) on the left hand side
3. Place your originals in the document feeder or on the glass
4. Press the **Start** button

If you have placed your originals on the glass, once you have dialed the number and pressed the **Start** button, the display will start a 60 second countdown. This is allowing you to change the original, place
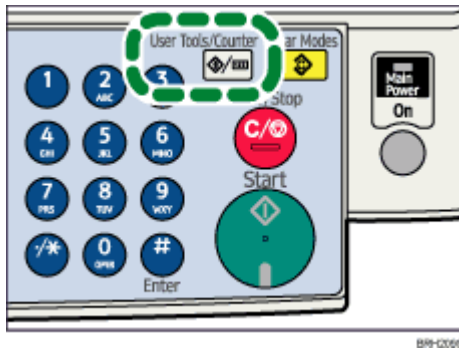
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the next original and press the **Start** button for the remaining originals. If you only have a one page document, press the pound key "#" and the fax machine will start sending the document immediately.

SEND FAX - 2 SIDED ORIGINAL

1. Press **Tx Mode** (on the panel)
2. Use the arrow keys to select **2 Sided Tx,** press **OK**
3. Use the arrow keys to select **2 Sided from the first page** OR **1 Sided from the first page** if you are using a cover page that is single sided¨or other selection, press **OK,** press **esc** when done
4. Dial the number using the numeric key pad or press the pre programmed button(s) on the left hand side
5. Place your originals in the document feeder
6. Press the **Start** button

    Note: when sending a fax you can look up the pre-programmed fax numbers by pressing the Check Destination button, choose one of the search options (i.e. list) and select it for sending, press Start

PROGRAM FAX NUMBERS IN THE ADDRESS BOOK

1. Press the **User Tools /Counter** button
2. Select **System Settings** by using the arrow keys and press **OK**
3. Arrow down and select **Administration Tools** press **OK**
4. Arrow down and select **Address Book Management** press **OK**
5. Select *Program/Change* to program or change an existing quick dial and press **OK**
6. The first available quick dial location will appear or make your selection from (001-032) by using the numeric keypad and press **OK**.
7. Enter the name using the quick dial keypad, (example: using the speed dial keypad on the left hand side press the 01 button once for the "A" or twice for a "B" or three times for a "C" use the arrow keys near the display to cursor over. Use the 02 button for D E or F)
8. Press **OK**.
9. Select **Details**
10. Select **Fax Setting** then press **OK**
11. Enter the fax number using the blue numeric keypad, press **OK**
12. Press **END**, press **OK**

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To continue programming, continue from step 5 Address Book Management

OR to exit, press **User Tools** button

DELETE FAX NUMBERS IN THE ADDRESS BOOK

1. Press the **User Tools /Counter** button
2. Select **System Settings** by using the arrow keys and press **OK**
3. Arrow down and select **Administration Tools** press **OK**
4. Arrow down and select **Address Book Management** press **OK**
5. Select **Delete** to program or change an existing quick dial and press **OK**
6. Select the number you want to delete, press **OK**
7. Press **Yes** to confirm
8. Press **User Tools** button to exit

*Note: you may get a message on the panel: "Settings have been updated. The selected dest./functions have been cancelled Just press **Exit** on panel.*

Scanning

SEND A DOCUMENT TO YOUR E-MAIL ADDRESS OR FOLDER

1. Press the **Scanner** button
2. Press the pre programmed button(s) on the left hand side where your e-mail address or folder has been programmed or search for the address by clicking
3. Place your originals in the document feeder or on the glass
4. Press the **Start** button

If you have placed your originals on the glass, once you have dialed the number and pressed the **Start** button, the display will start a 60 second countdown. This is allowing you to change the original, place the next original and press the **Start** button for the remaining originals. If you only have a one page document, press the pound key "#" and the machine will start scanning the document immediately.

SCAN A 2 SIDED ORIGINAL

1. Press **Options** (in the panel)
2. Select **Original Settings,** press **OK**
3. Use the arrow keys to select **2 Sided Original**
4. Press **OK**
5. Use the arrow keys to select "T to T" meaning Top to Top double sided like a book OR "T to B" meaning Top to bottom like a calendar
6. Press **OK**

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7. Press the pre programmed button(s) on the left hand side where your e-mail address or folder has been programmed
8. Place your originals in the document feeder
9. Press **Start** button

Note: when scanning you can look up the pre-programmed email addresses by pressing the Check Destination button, choose one of the search options (i.e. list) and select it for sending, press Start

CHANGE THE FILE FORMAT WHEN SCANNING

1. Press **Options** in the panel
2. Use the arrow keys to select **File type**
3. Use the arrow keys to select **PDF** or "**TIFF**
4. Press **OK**
5. Press the pre programmed button(s) on the left hand side where your e-mail address or folder has been programmed
6. Place your originals in the document feeder
7. Press **Start** button

HOW TO PROGRAM EMAIL ADDRESSES IN THE ADDRESS BOOK

1. Press the **User Tools /Counter** button
2. Select **System Settings** by using the arrow keys and press **OK**
3. Arrow down and select **Administration Tools** press **OK**
4. Arrow down and select **Address Book Management** press **OK**
5. Select *Program/Change* to program or change an existing quick dial and press **OK**
6. The first available quick dial location will appear or make your selection from (001-032) by using the numeric keypad and press **OK**.
7. Enter the name using the quick dial keypad, (example: using the speed dial keypad on the left hand side press the 01 button once for the "A" or twice for a "B" or three times for a "C" use the arrow keys near the display to cursor over. Use the 02 button for D E or F) press **OK**.
8. Select **Details**
9. Select **E-mail Settings** then press **OK**
10. Enter the e-mail address using the numeric keypad and then press **OK**
11. Select E-mail/Internet Fax Dest. and then press the **OK** key
12. Select On or Off to specify whether or not SMTP server is to be used
13. Press **OK**
14. Press **End**
15. Press **OK**

To continue programming, continue from step 5 Address Book Management or to exit, press **User Tools** button