

# **RICOH**

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

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- Bypass Printing

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## Chapter 2: Navigating the Ricoh Operation Panel

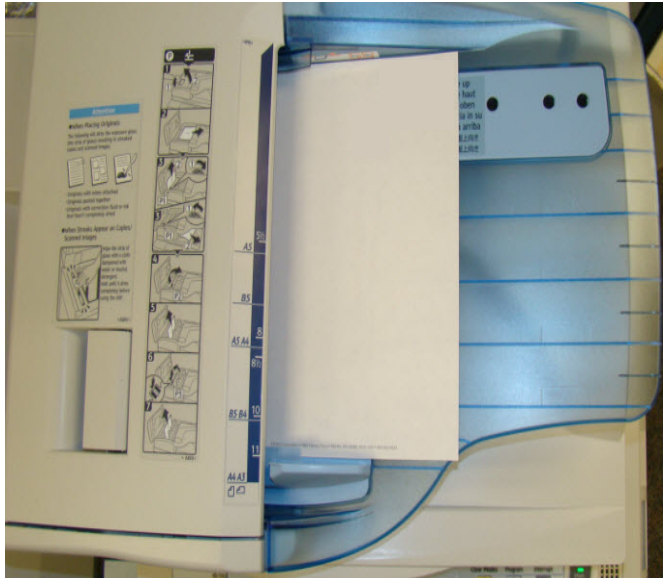


1. Copy button (Changes the Operation Panel to Copier Mode)
2. Document Server button (Not active at this time)
3. Facsimile button (Fax) (Changes the Operation Panel to Facsimile Mode)
4. Printer button (Access to Locked Print & Online / Off Line)
5. Scanner button (Changes the Operation Panel to Scanner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

## Chapter 3: Making a Copy

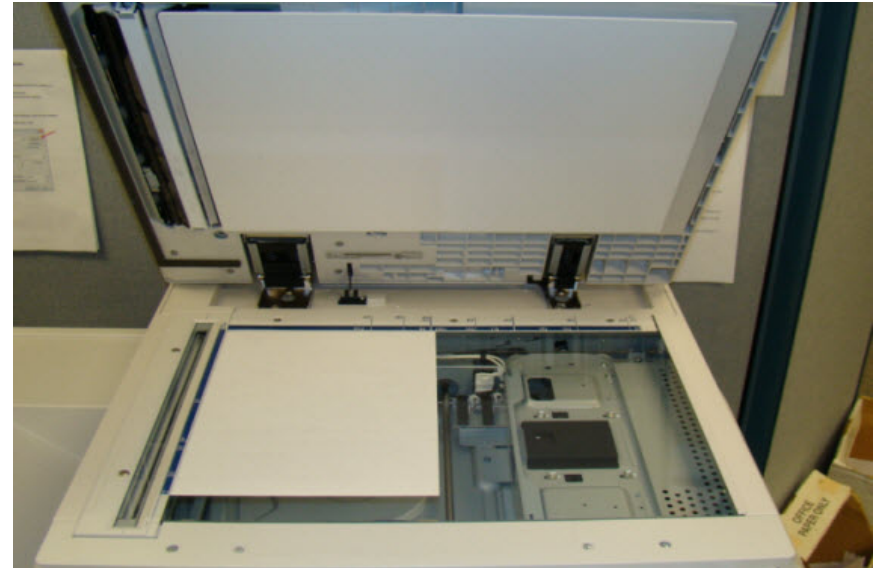
Copies can be made from two sources:

The top feeder (place originals face up)

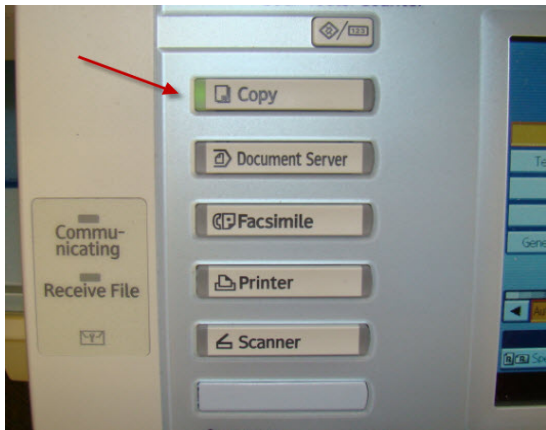


OR

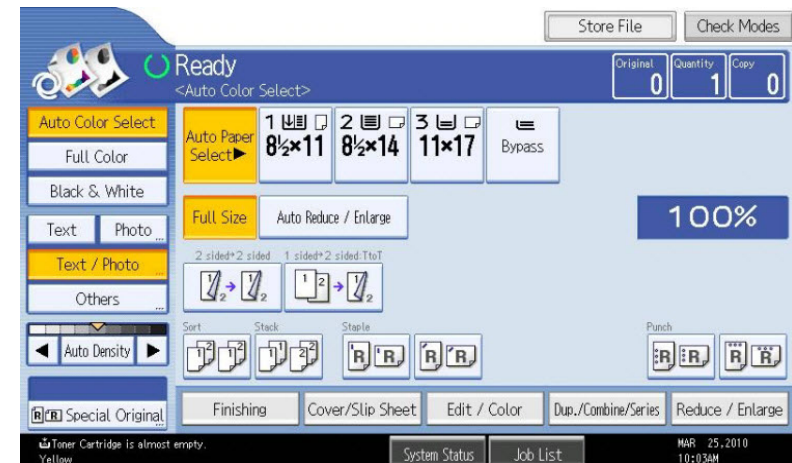
From the glass (place originals on the left side face down)



Select the Copy button to switch to Copy Mode.



In Copy Mode, you have many options



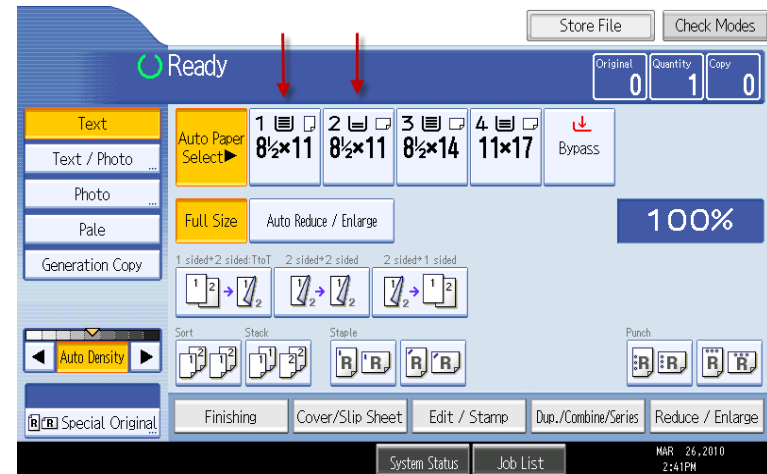
## Continued Making a Copy:

Paper Size (default is Auto)

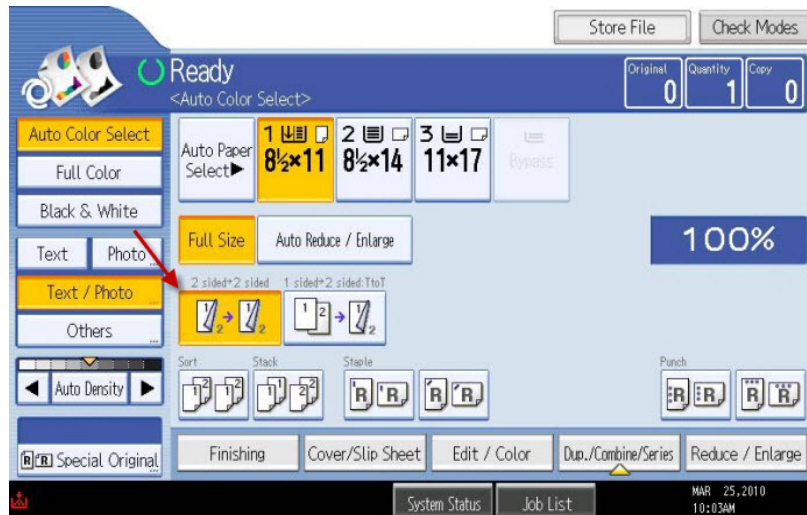
Select "Paper Size" if different than Auto Select



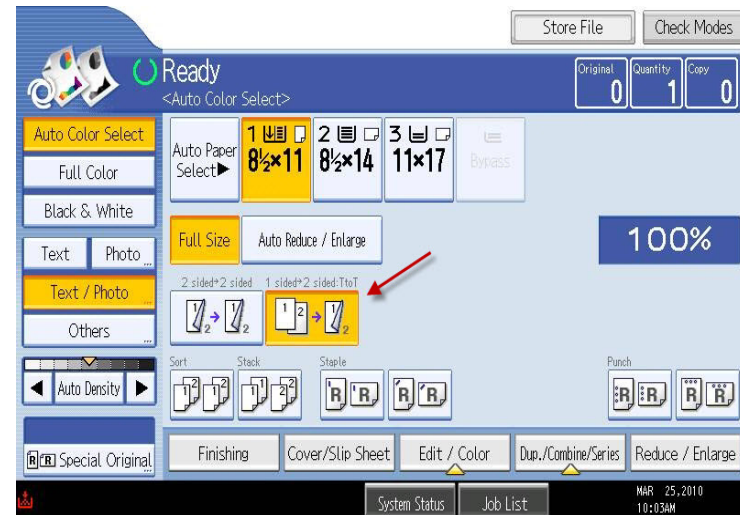
You can also determine if the machine needs paper by checking the icons above the Paper size buttons



2 sided to 2 sided copies

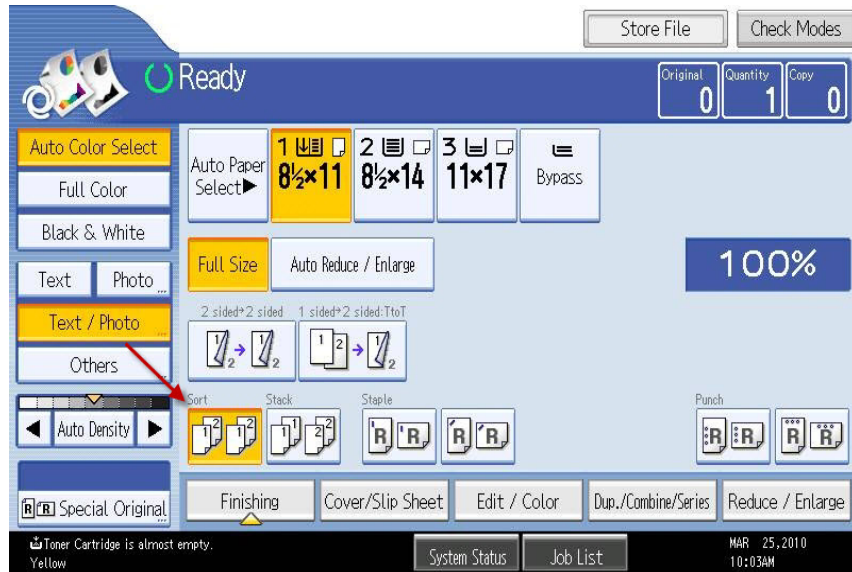


1 sided to 2 sided copies

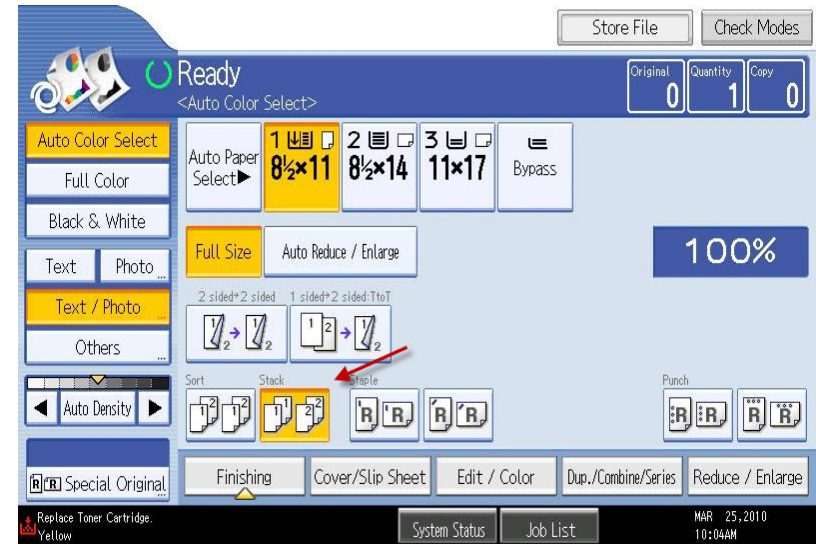




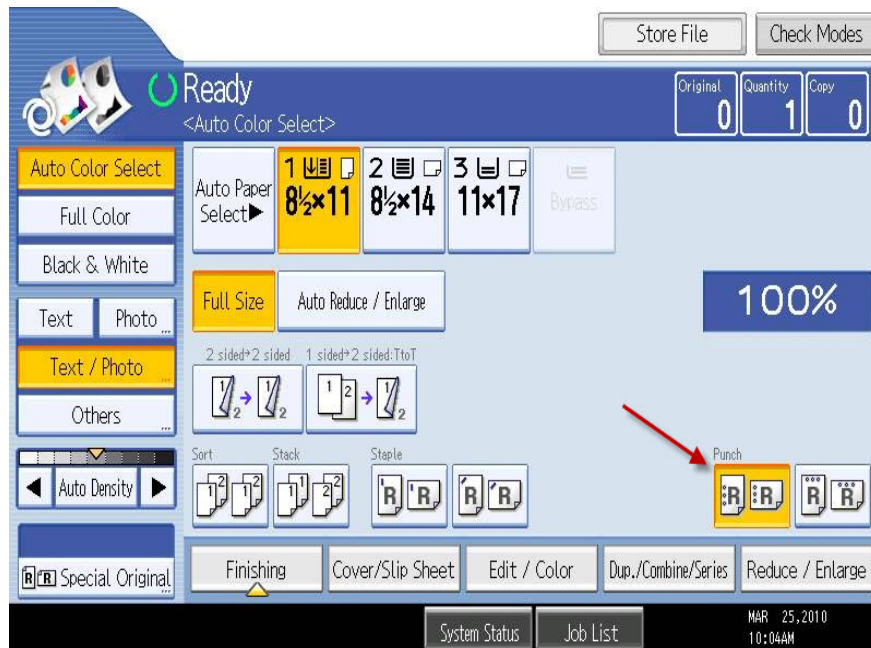
## Sort copies by pages



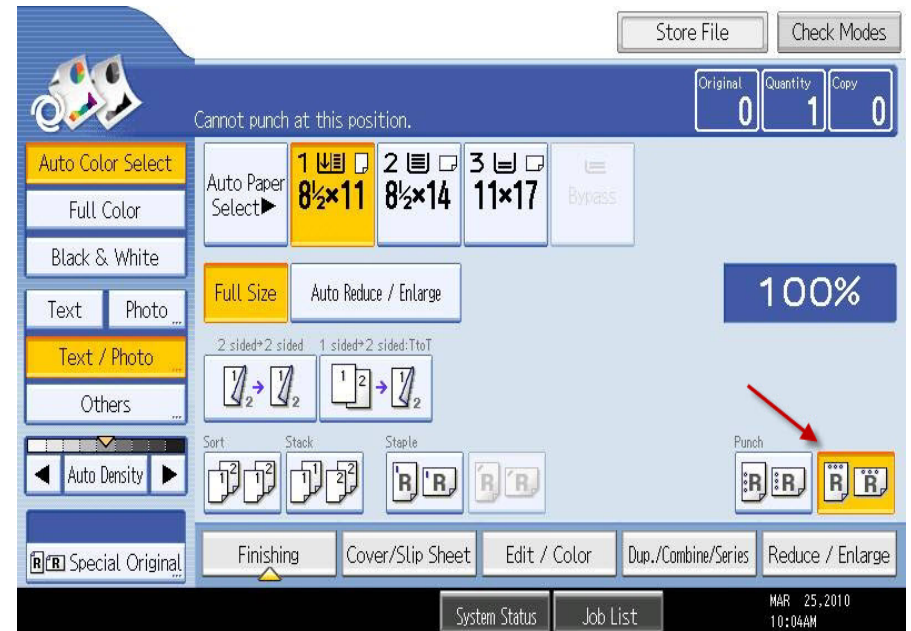
## Stack copies in sets



## 3 hole punch (side)

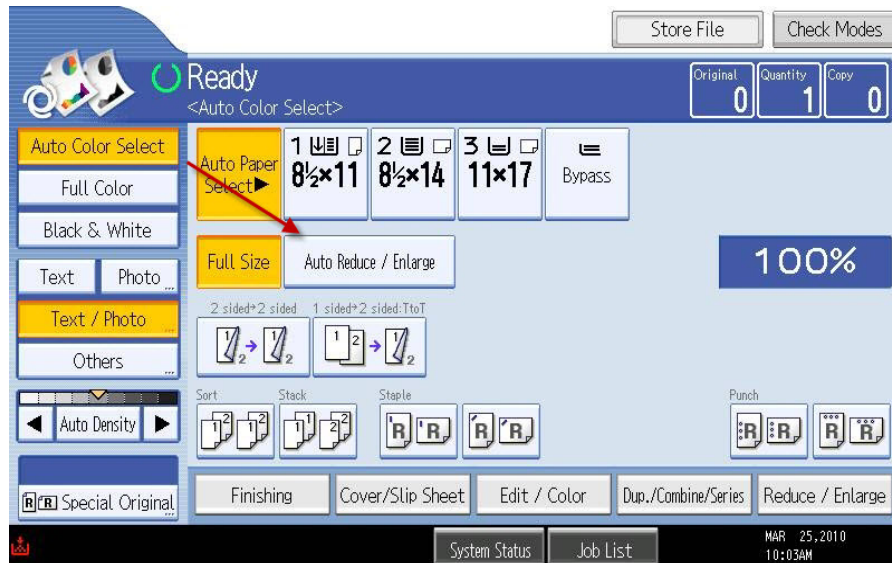


## 3 hole punch (top)

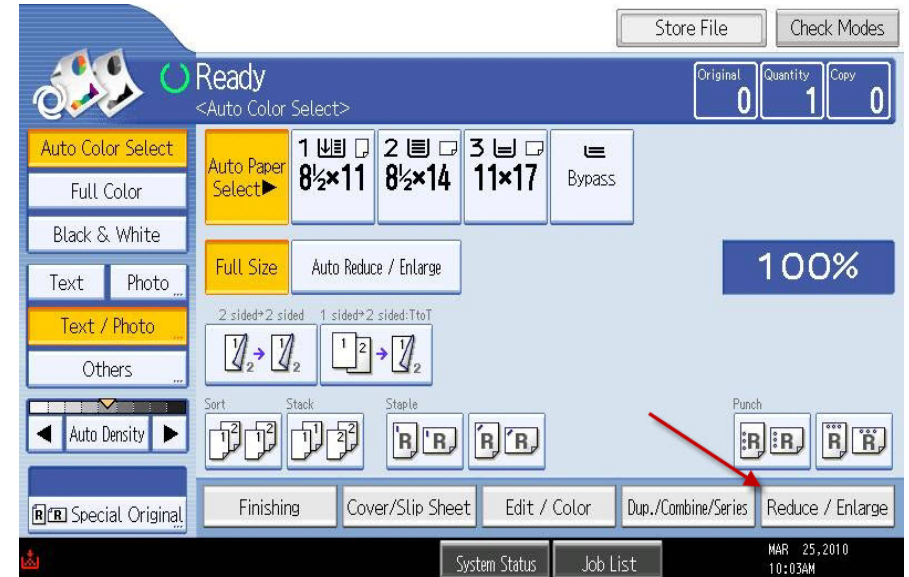


## Continued: Making a copy

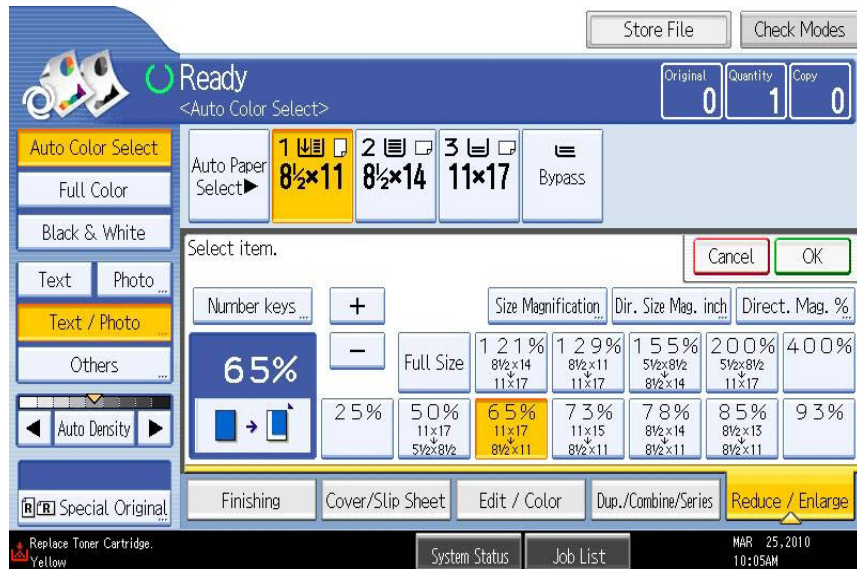
### Auto Reduce and Enlarge



### Standard Reduce and Enlarge

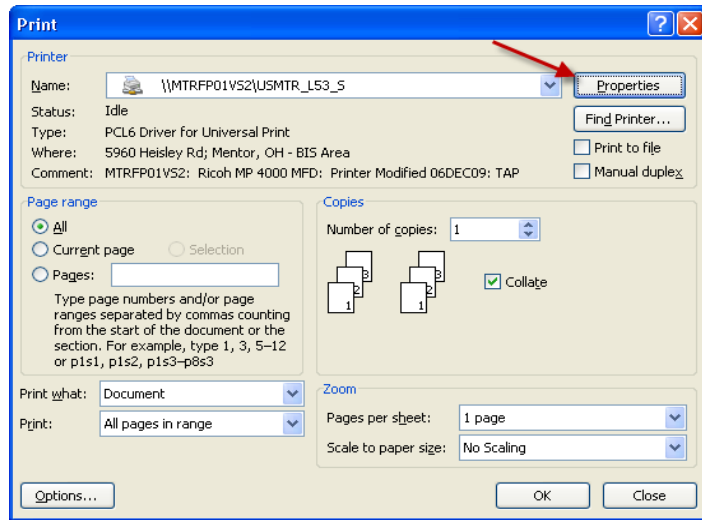


### Standard Reduce and Enlarge enables you to customize your options

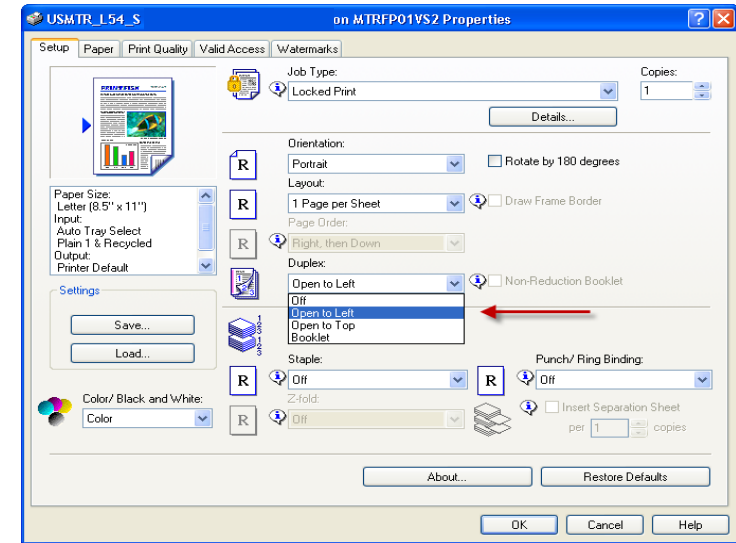


# Chapter 4: Printing from your Computer

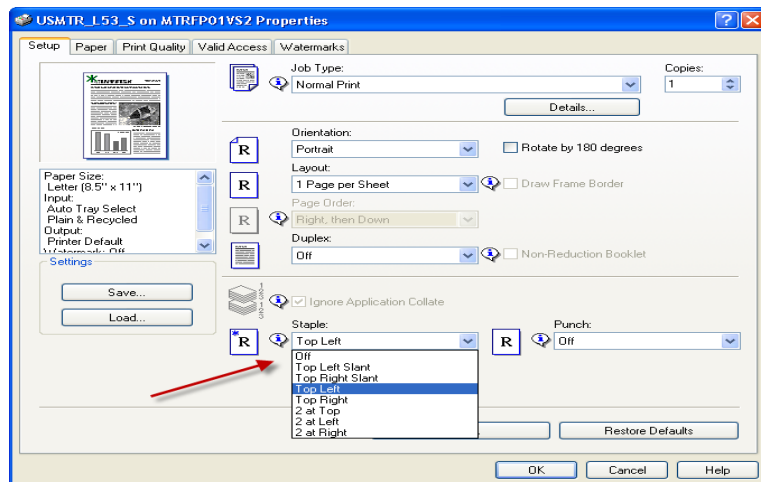
Select “Properties” button to access options for your print job.



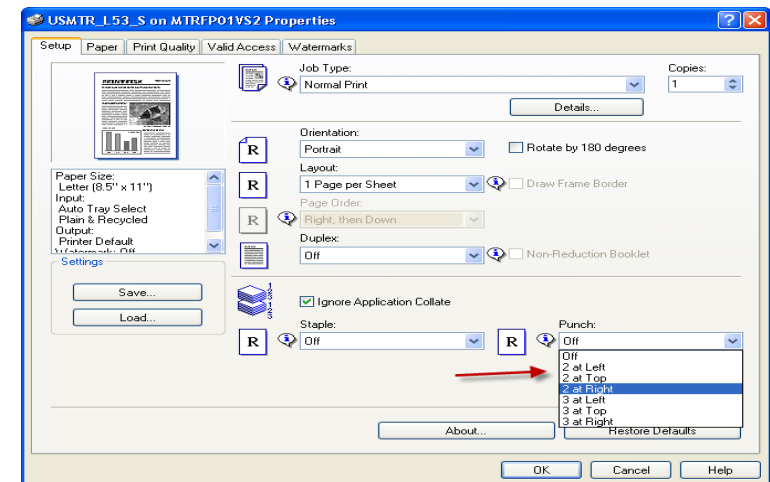
Duplex (2 Sided Print)



Staple



Hole Punch

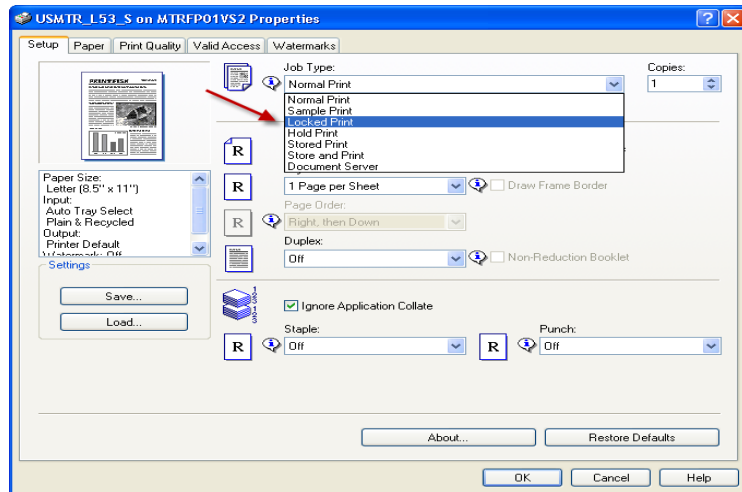




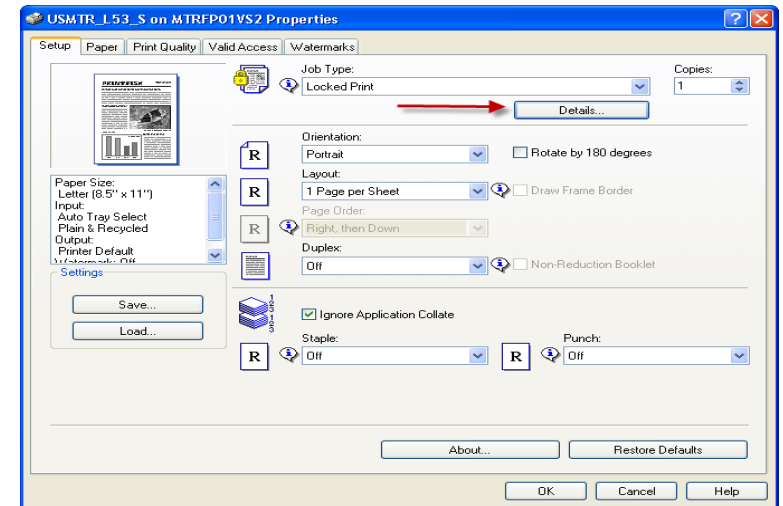
## Continued Printing from your Computer

### Locked Print (Secure Print)

Select **Locked Print** in the drop down box as shown

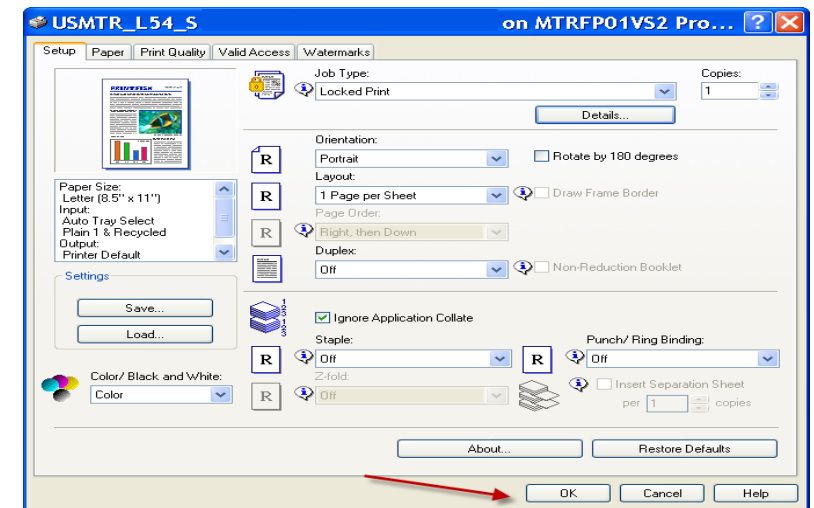
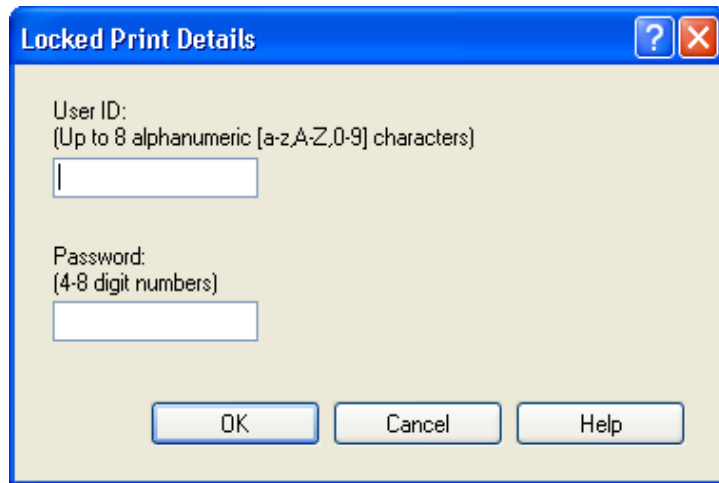


Select the Details button to enter your user ID and Password



Enter your user ID and Password

Enter your user name and password Select **“OK”**

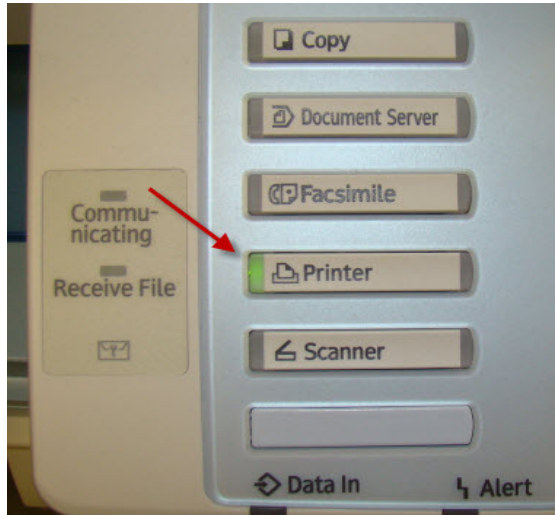


## Continued Printing from your computer

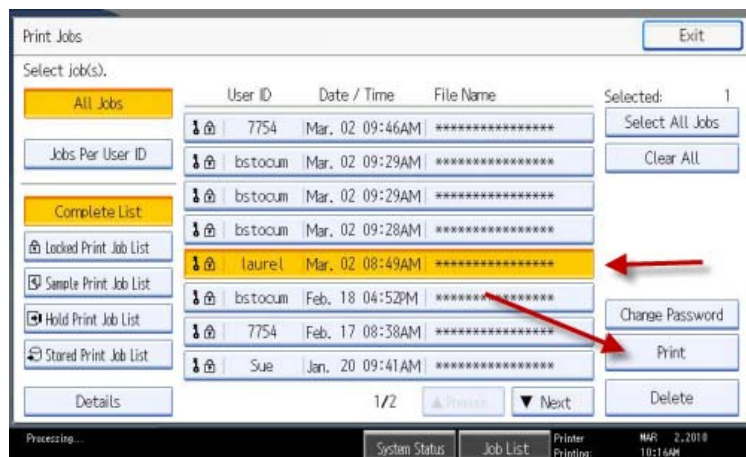
### Continued Locked Print (Secure Print)

#### Retrieving a Locked Print Job (Secure Print)

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



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



On the **Printer** screen there is a tab called Print Jobs



A box will pop up requesting your password, once you enter your password and hit "OK" your job will then print.



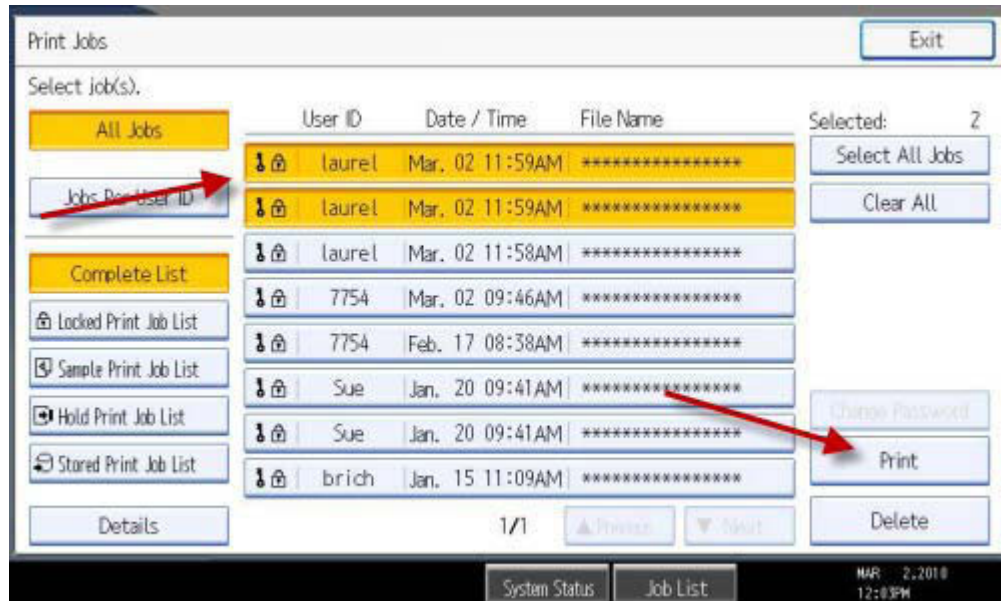
## Continued Printing from your computer

### Continued Locked Print (Secure Print)

If you are sending multiple **Locked Print** jobs to the printer, you can release all of your jobs at one time. Select all of the jobs that you would like to release and select the print tab on the screen.

You will then be asked for your password, type your password and then select **"OK"**

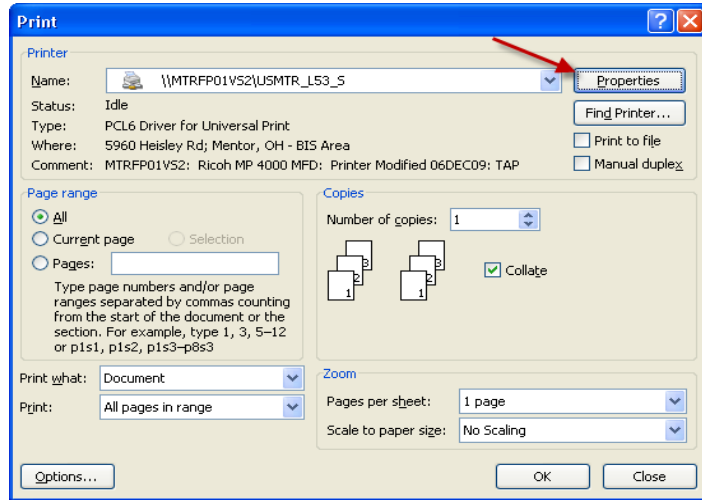
All of your **Locked Print** jobs will print



## Continued Printing from your Computer

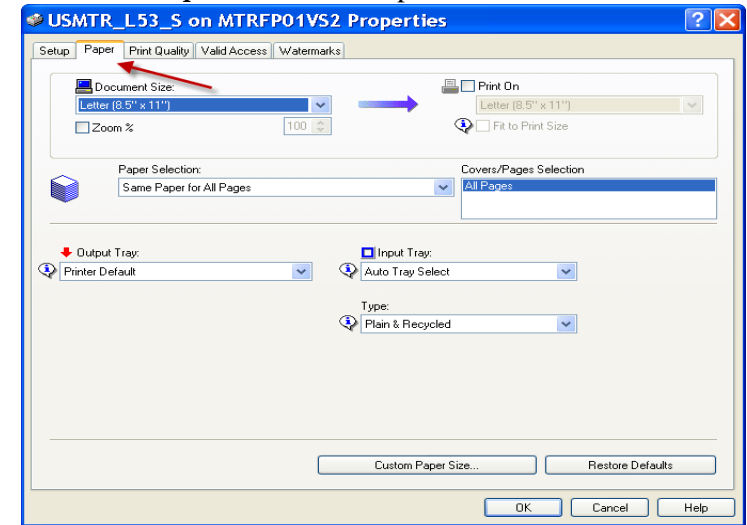
### Printing to the Bypass Tray (Manual Feed Tray)

Select the **“Properties”** button on your print driver.

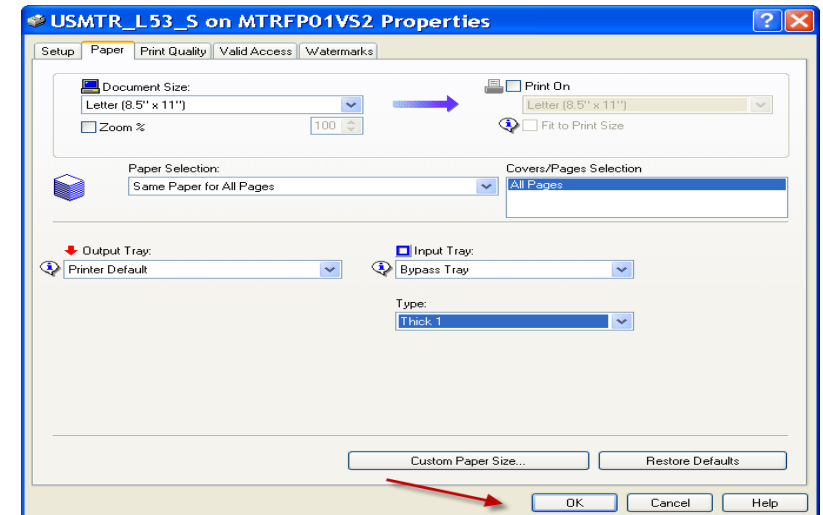
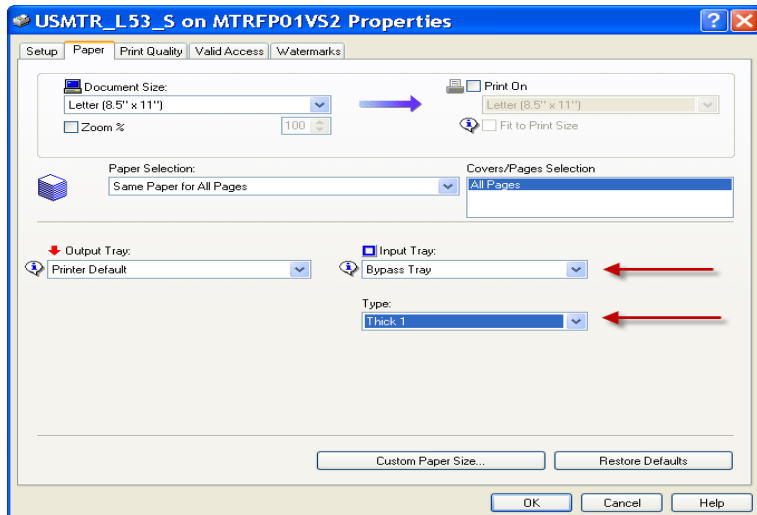


On the **“Paper Tab”** select **“Input tray”** and **“Type”**, this will allow to select the type of media you are printing on, paper source you would like the selected from. When printing labels or thick Paper you must select **“Bypass tray”** & **“Thick 1”**, Once you have selected **“Bypass tray”** and **“Thick 1”**, select **“OK”**

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



Select **“OK”** to print your job

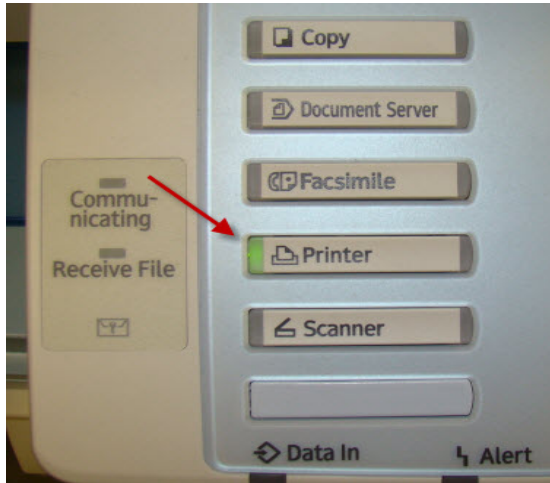




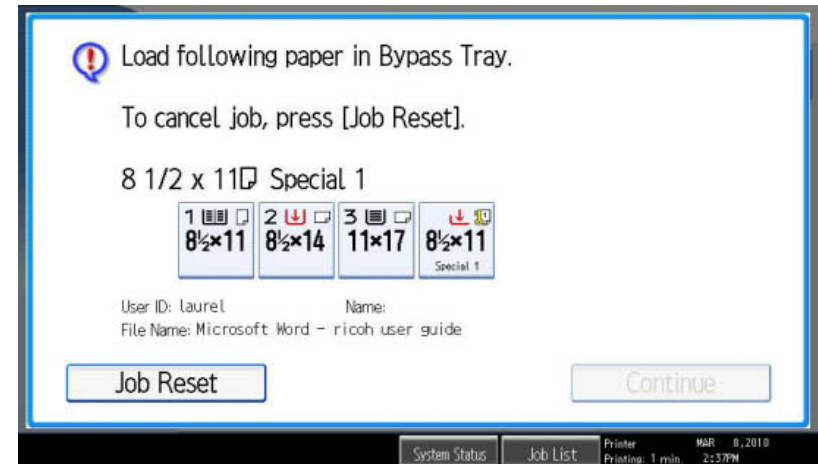
## Continued Printing from your computer

### Printing to the Bypass Tray (Manual Feed Tray)

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



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



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

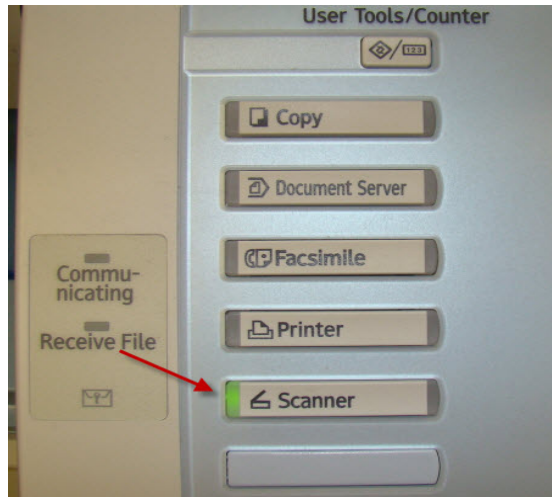


**Note:** This process is also be used to print Lables, letterhead, Heavy Card Stock (Think) & Printable Tabs

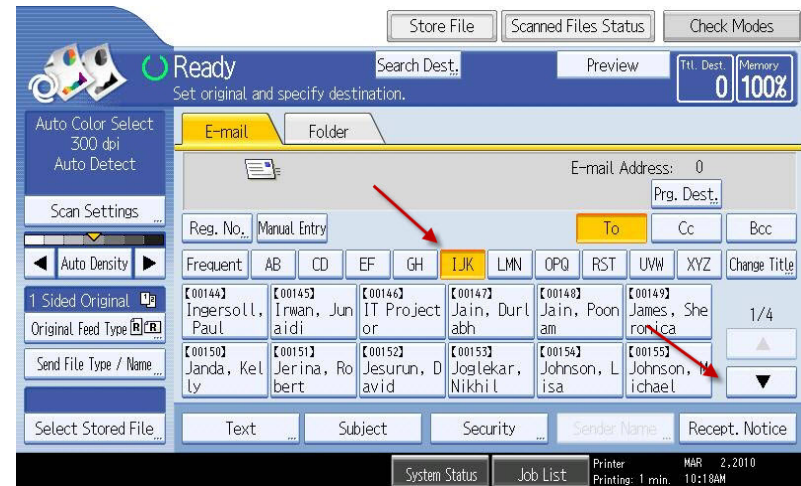
## Chapter 6 Scan to E-mail

### Scanning to E-mail

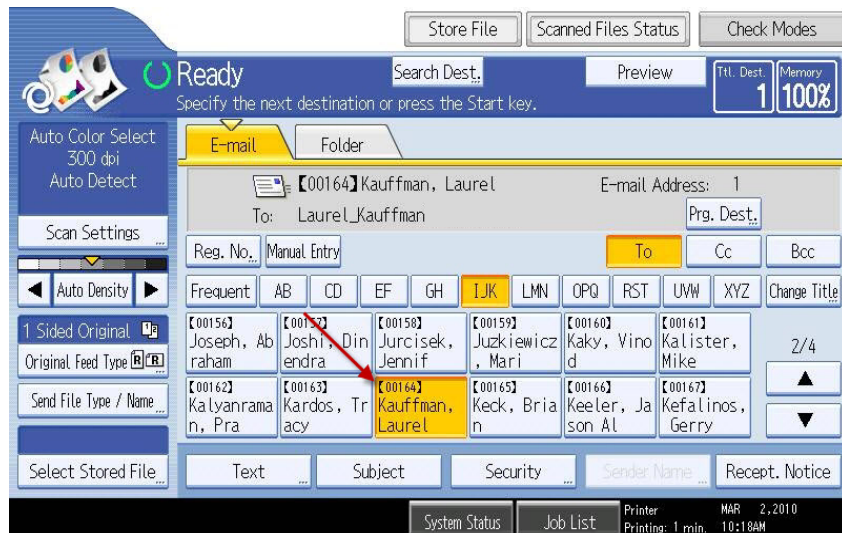
Select the Scanner button located on the left side of the Operation Panel.



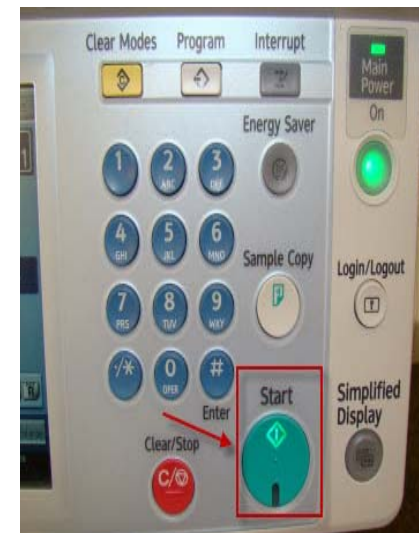
Select the letter that corresponds with your last name, next use the arrow key to find your name



Select your name from the list



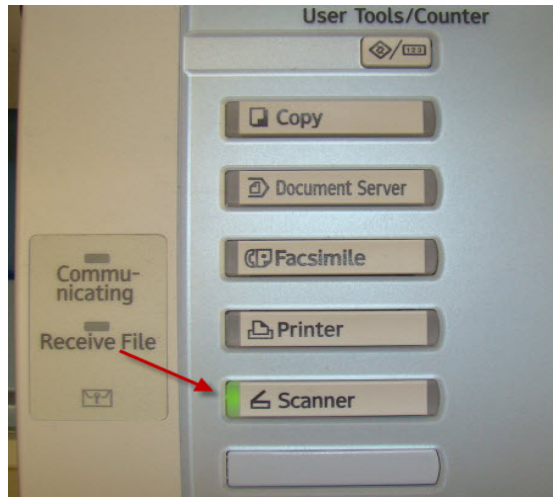
Press the "Start" Button on the right side of the Operations Panel To complete your scan to email.



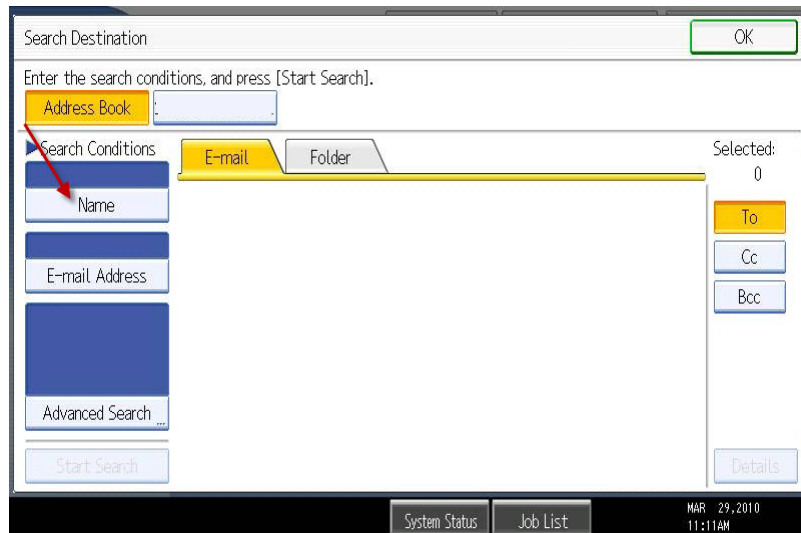
## Continued Scanning to E-Mail

### How to Look up your name in the address book

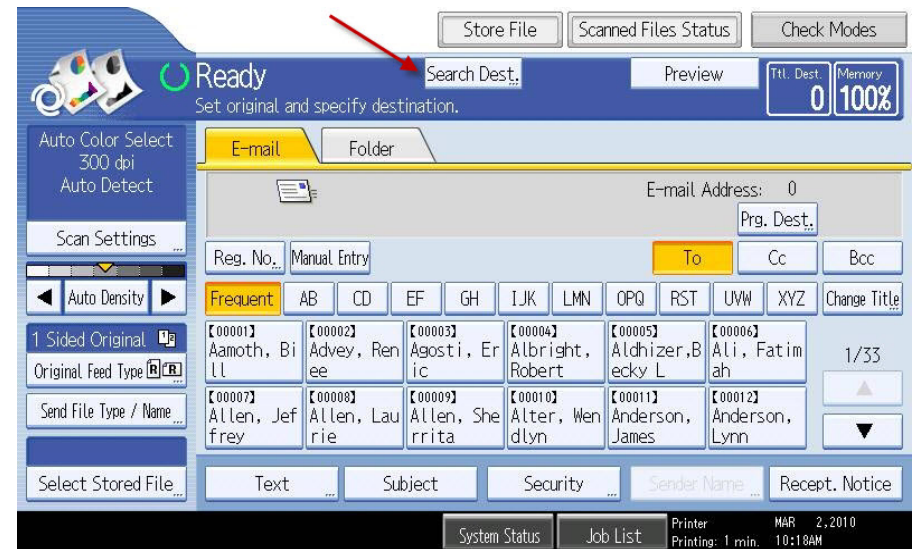
Select the Scanner button located on the left side of the Operation Panel.



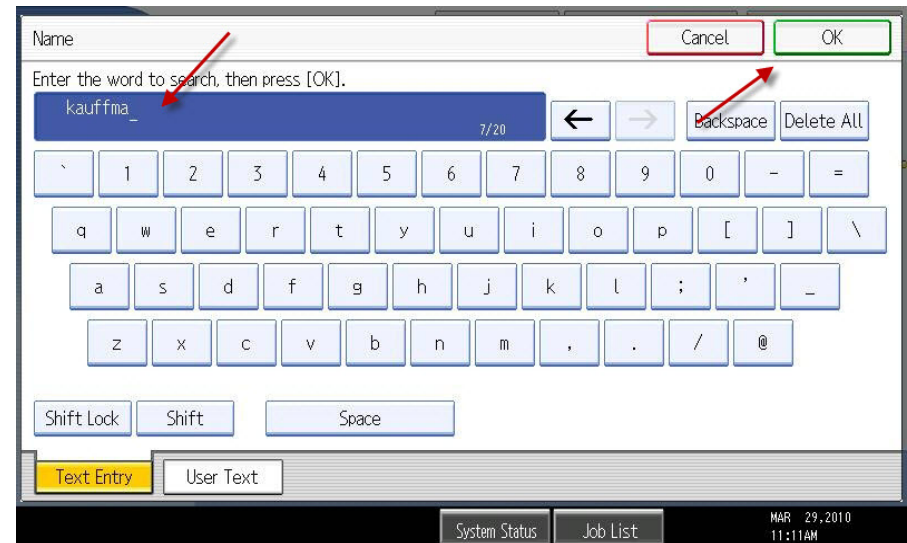
Select “Name” button on the touch panel



Select the “Search Dest.” Button on the touch panel.



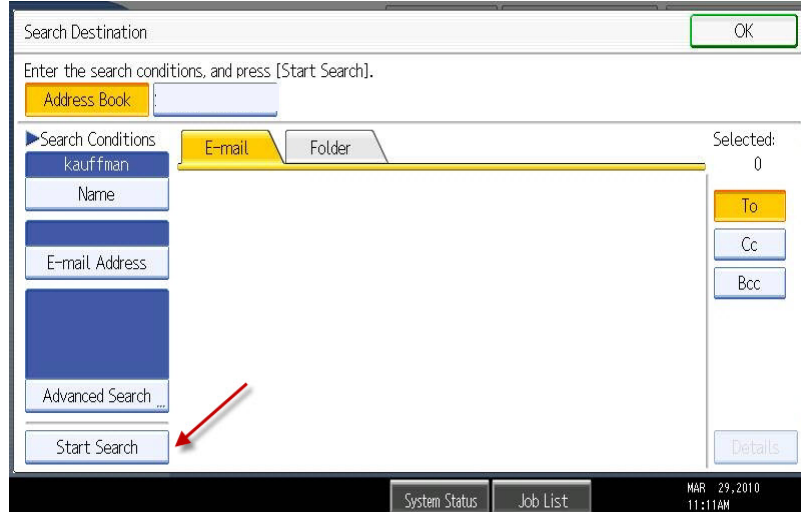
Type in part or all of your last name, Select “OK”



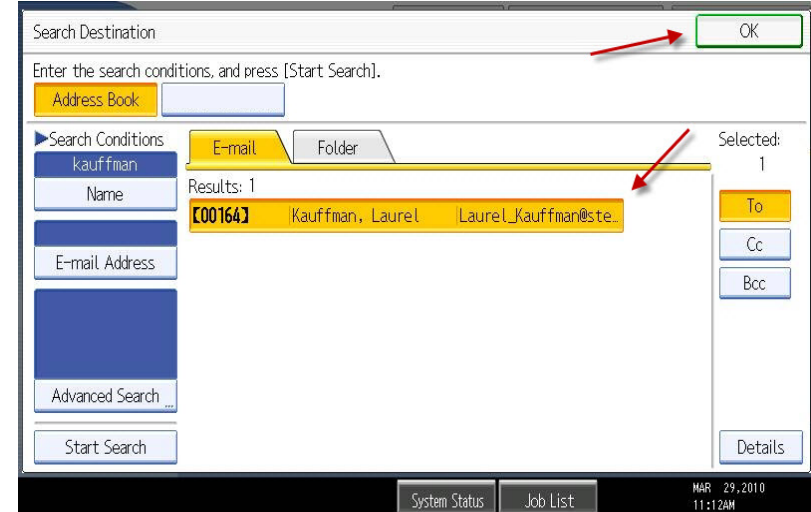


## Continued Scanning to E-Mail

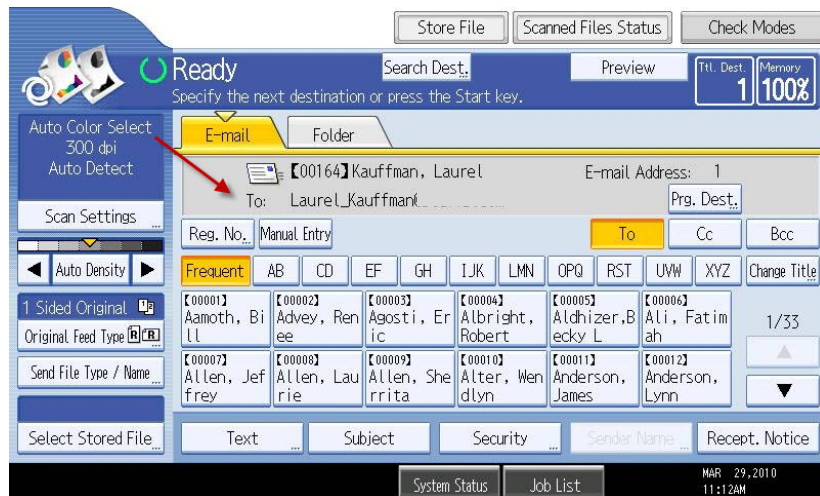
Select “Start Search” button



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



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



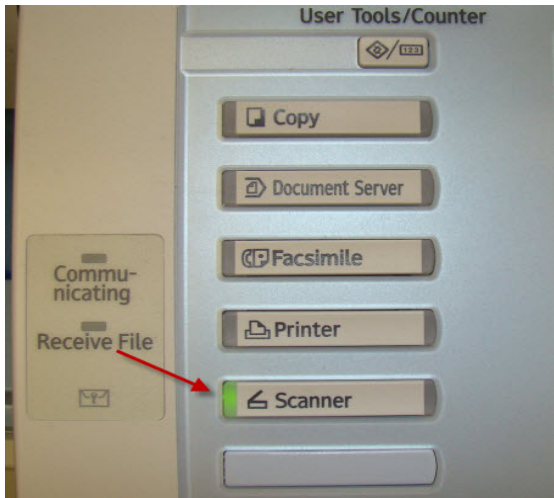
Press the Start Button on the right side of the Operations Panel To complete your scan to email.



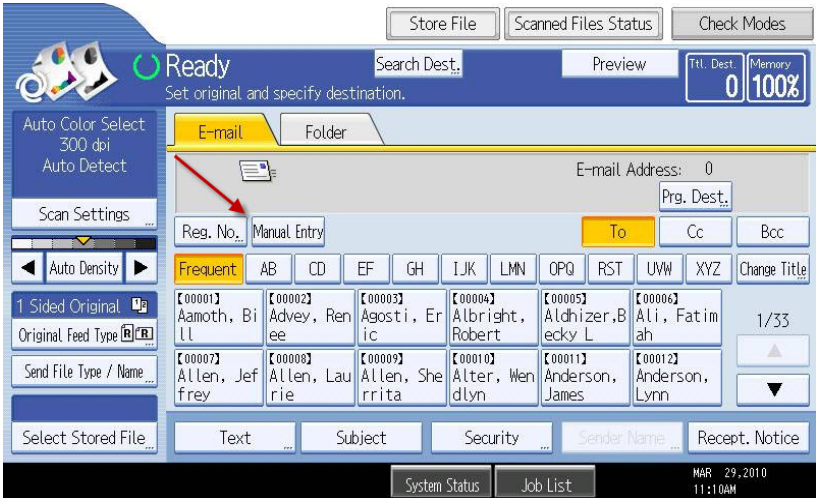


Adding Your Own E-mail Address

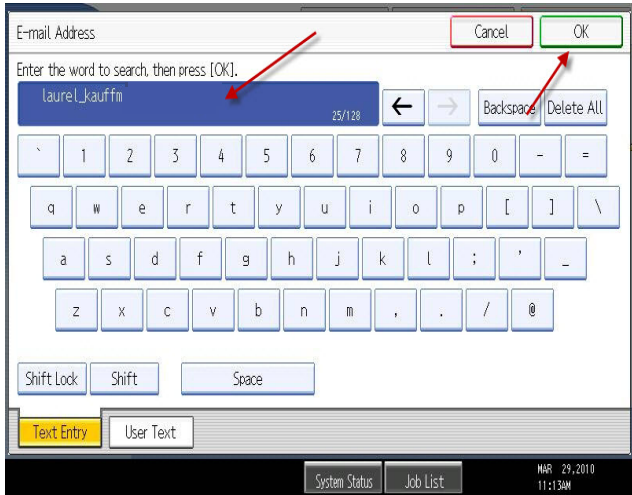
Select the Scanner button located on the left side of the Operation Panel.



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



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



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



Press the Start Button on the right To complete side of the Operations Panel

