

MFD User Guide With PCC



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Where you see QR codes in this guide, use a QR code reader app on your smartphone to scan the codes which will link to relevant videos on the Ricoh Wiki playlist on YouTube.





RESET

Clears all settings (Defaults).

PROGRAM

Store frequently used copy settings in the machine memory and recall them for future use.

INTERRUPT

Not in use.

ENERGY SAVER

Turn the machine ON/OFF (from standby)

LOGOUT

Logout hard key.

USER TOOLS/COUNTER

Access System menus. Take counter readings.

C/CLEAR

Delete quantity.

STOP

Stop copying/scanning/faxing when on that function.

SIMPLIFIED DISPLAY

Toggles between normal and simplified screen mode.

SAMPLE COPY

Use this key **instead** of the green button to produce a sample set. * **Can only be used when [Sort] is selected.**

START

Begin copying/scanning/faxing when on that function.

STOP

Cancel/stop Copier job.

CHECK STATUS

Overview of function status.

F1

Access the Copier function.

F2

Access the Printer function.

F3

Not in use.

F4

Not in use.

F5

Not in use.

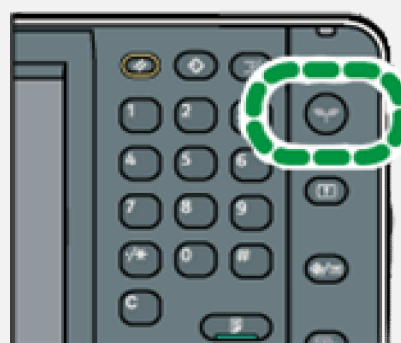
**Load documents
FACE UP in the auto
document feeder.**



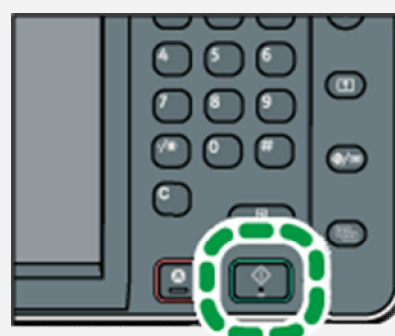
**Place documents
FACE DOWN on the
glass.**



**Press the
'Energy Saver' button
to turn the machine
on from standby.**



**Press the [Start] but-
ton to commence
Copying/Printing/
Scanning/Faxing.**



**NOTE:- BEFORE YOU CAN USE A DEVICE
YOU WILL NEED TO REGISTER YOUR CARD!**

See 'Register a Card' section for instructions.

LOGIN

**HOLD YOUR
CARD OVER THE
READER FOR A
FEW SECONDS.**



LOGOUT

**PRESS THE
LOGOUT BUTTON
or
HOLD YOUR CARD
OVER THE
READER AGAIN.**





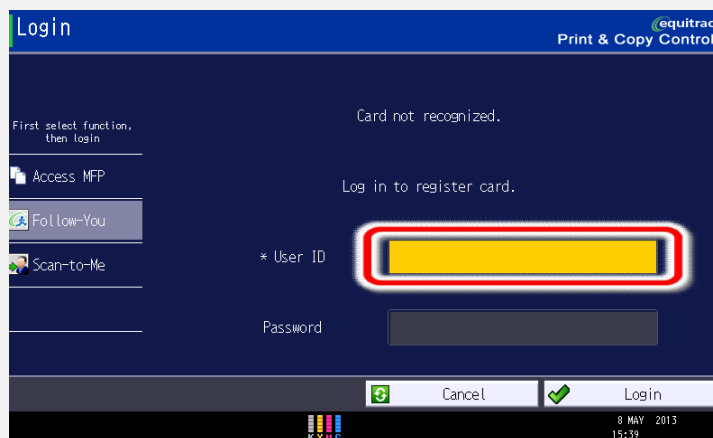
1

Hold your card briefly over the card reader.



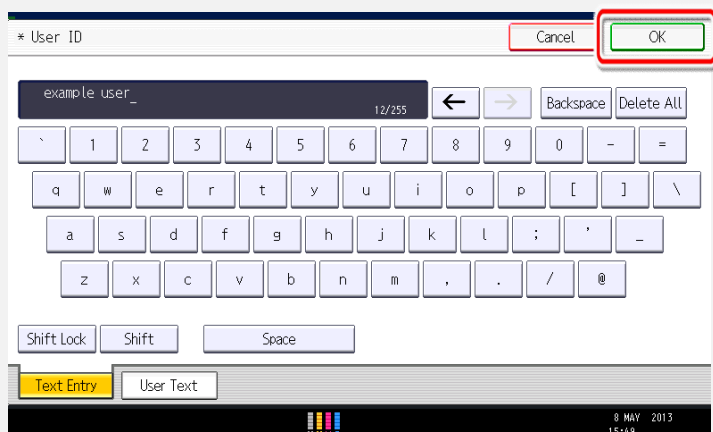
2

You will need to enter your network login details. Select 'User ID'.



3

Type in your network user name and then select 'OK'.





4

Now select
'Password'.

5

Type in your
network pass-
word and then
select 'OK'.

6

Select 'Login'
to complete
the
registration.



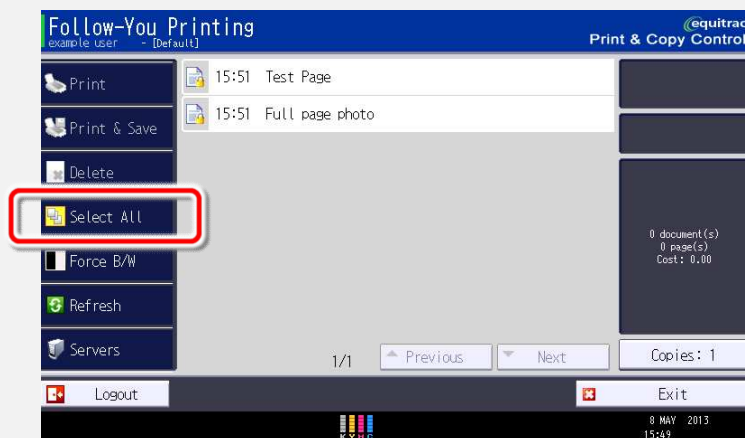
1

Hold your card briefly over the card reader.



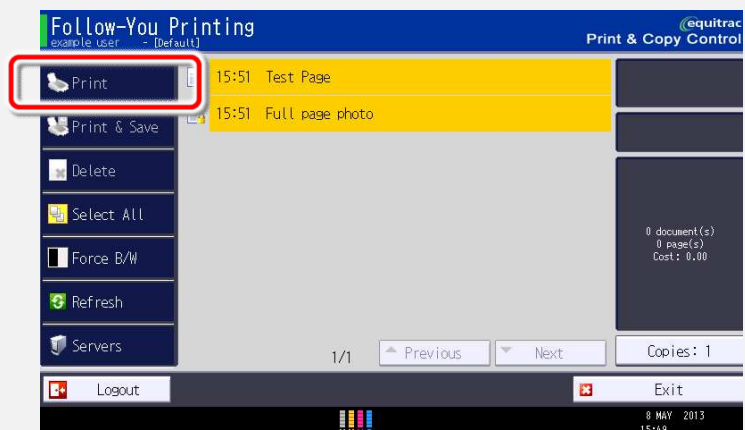
2

Use 'Select All' to highlight all the jobs in your queue.



3

Select 'Print' to release your jobs. Then Logout!



ACCESS SCAN FUNCTIONS



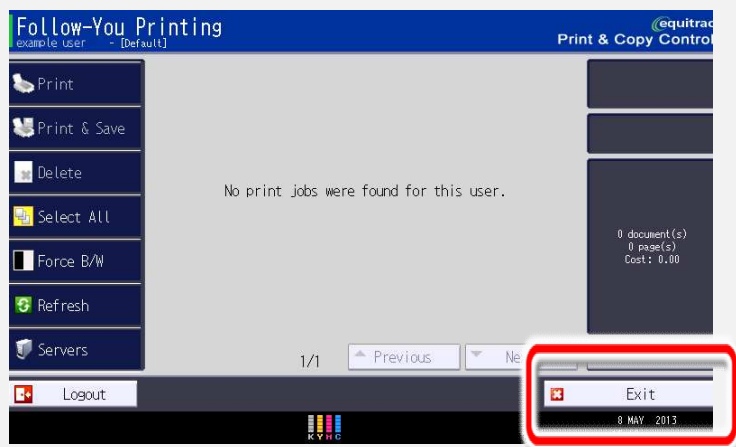
1

Hold your card over the reader to login.



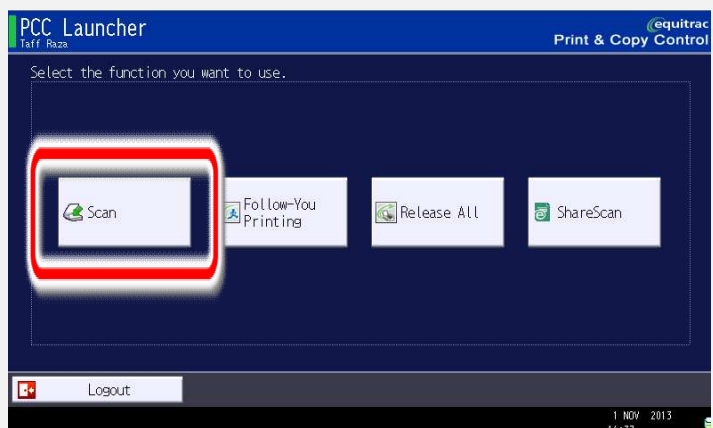
2

Select 'Exit'.



3

Select 'Scan'.

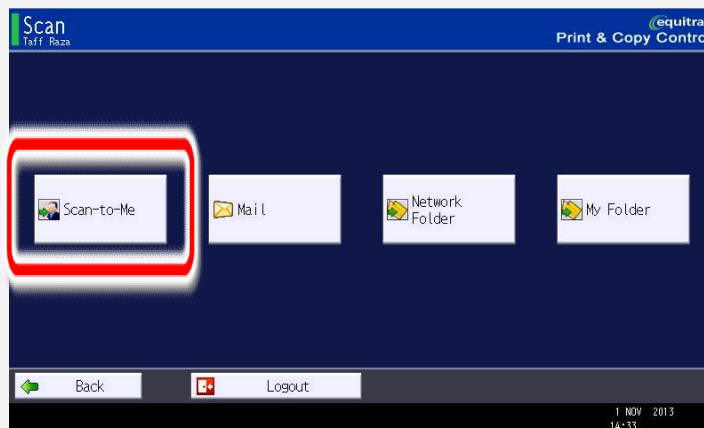




Follow steps in 'Access Scan Functions' section first.

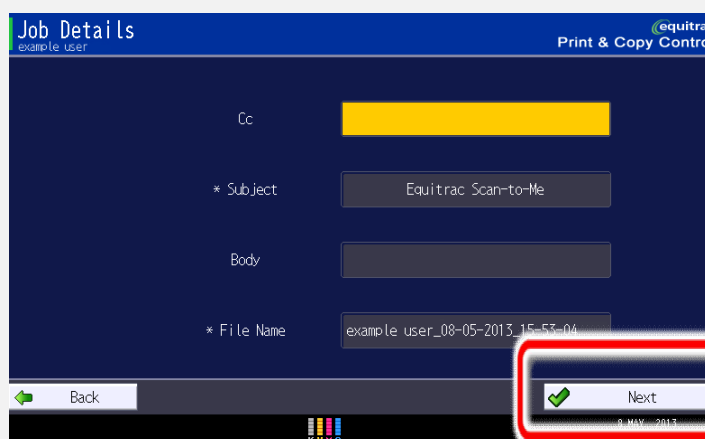
1

**Then select
'Scan-To-Me'**



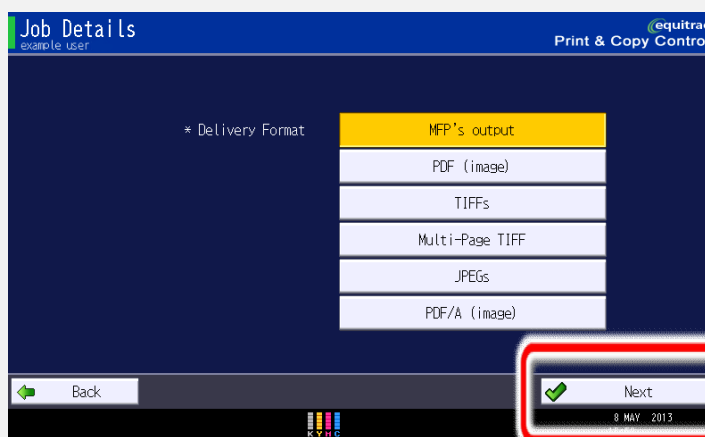
2

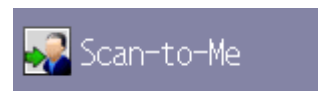
Select 'Next'.



3

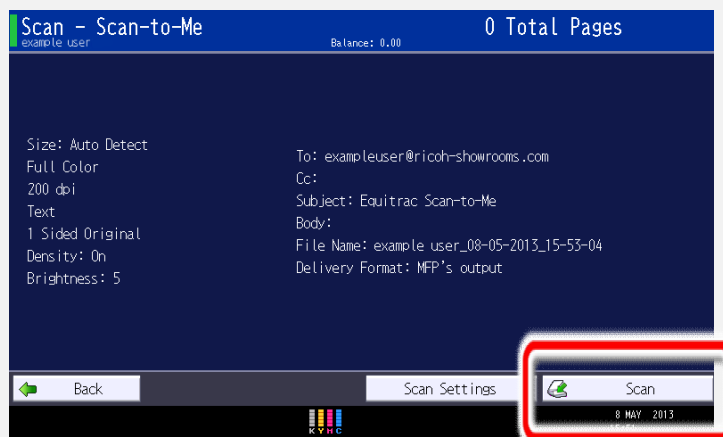
Select 'Next'.





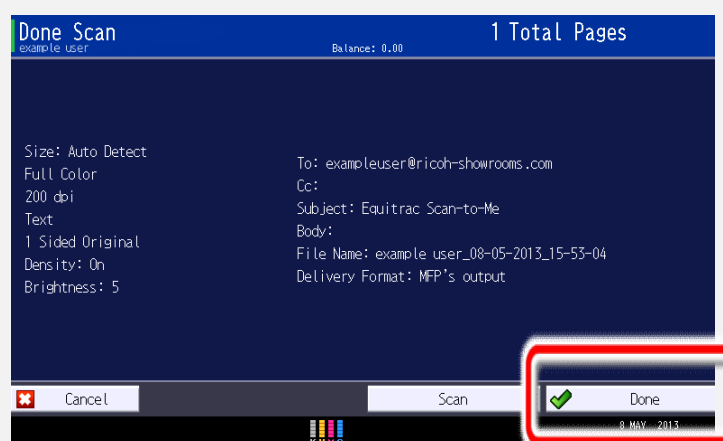
4

Select 'Scan'.



5

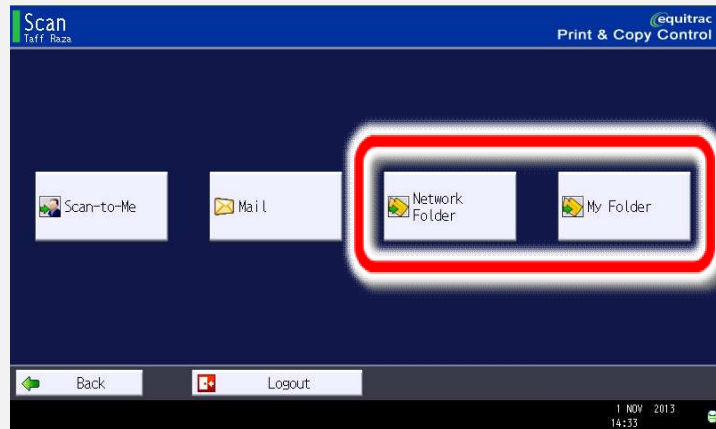
**Logout or
Select 'Done'
for more
options.**



Follow steps in 'Access Scan Functions' section first.

1

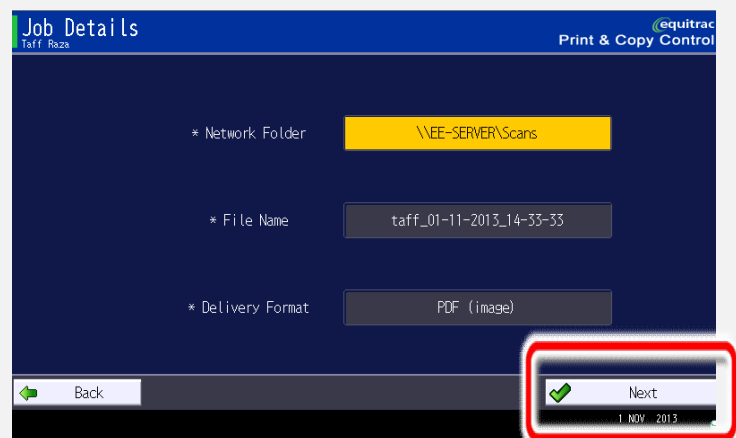
Then select either 'Network Folder' or 'My Folder. *



* See next page

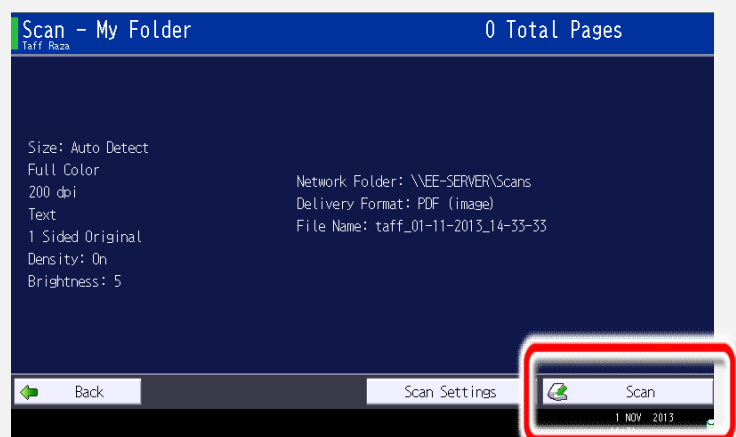
2

The folder destination is displayed in the yellow box. Select 'Next'.



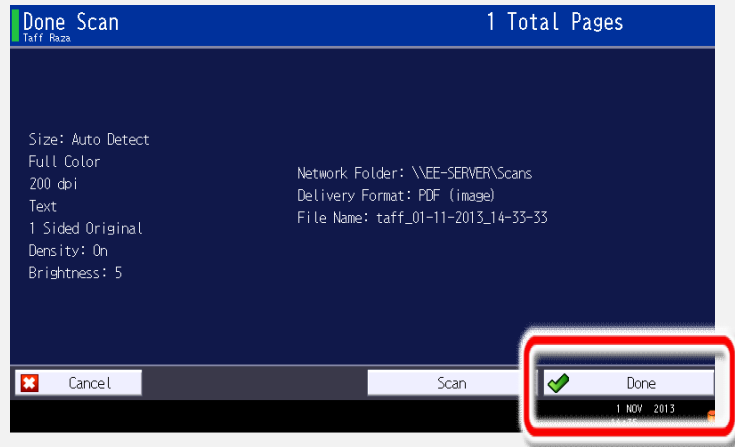
3

Select 'Scan'.



4

**Logout or
Select 'Done'
for more
options.**



*** Please confirm with your IT support whether either or both of these options have been setup.**

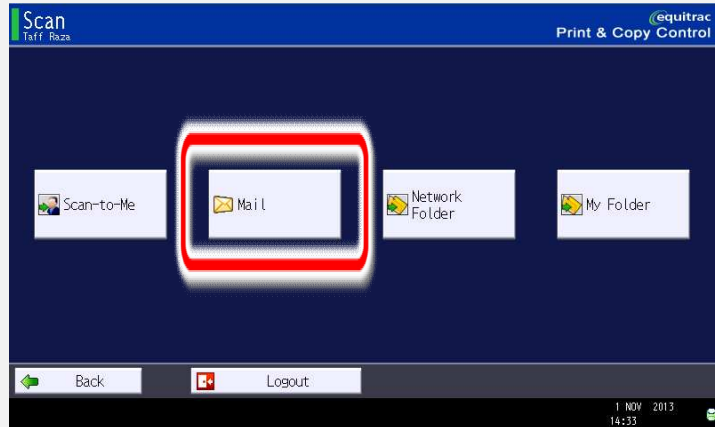
‘My Folder’ will send to your Home Folder directly, whereas ‘Network Folder’ will be in a shared folder accessed by many.

The folder destination will be displayed on-screen. Please consult your IT support if you are unsure where to find this at your PC.

Follow steps in 'Access Scan Functions' section first.

1

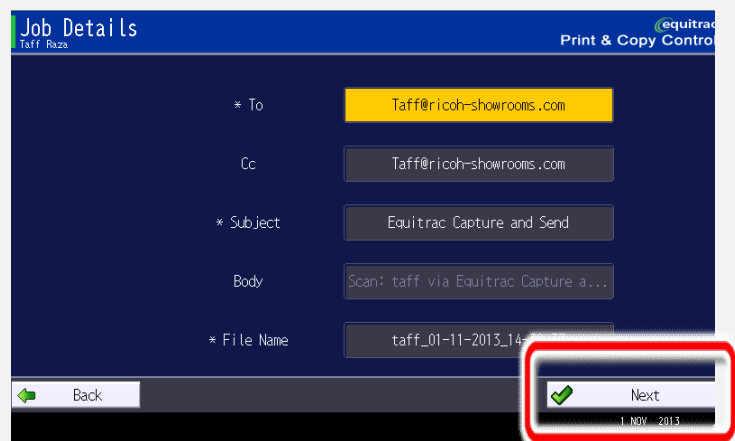
Then select 'Mail'.



* See next page

2

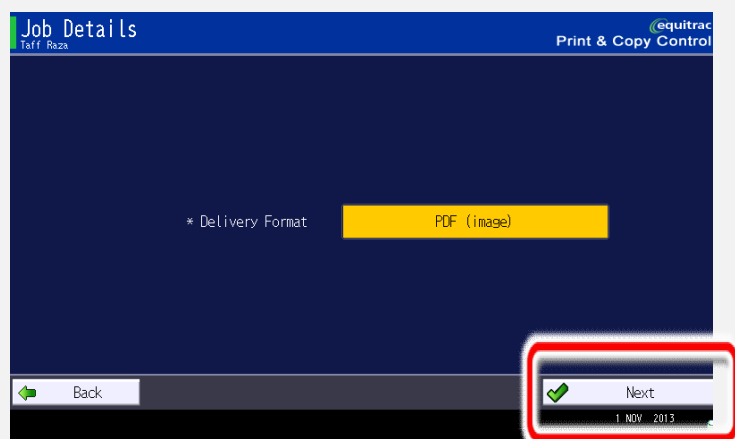
Select any of the boxes to change the content. Change email addresses or subject. Then select 'Next'.



3

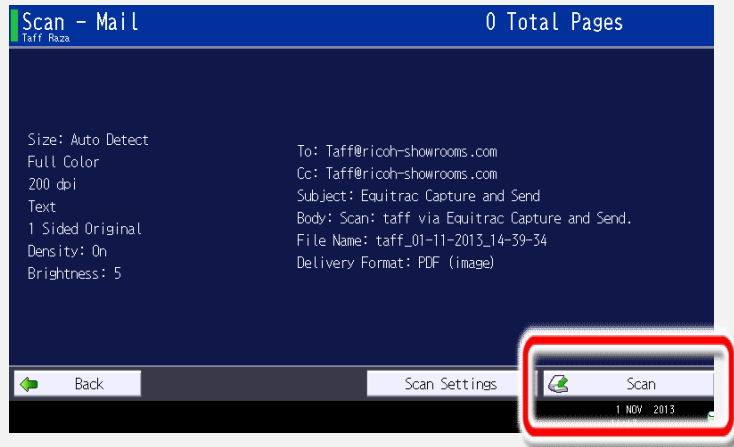
To choose a different file type, select the yellow box.

For PDF scanning, select 'Next'.



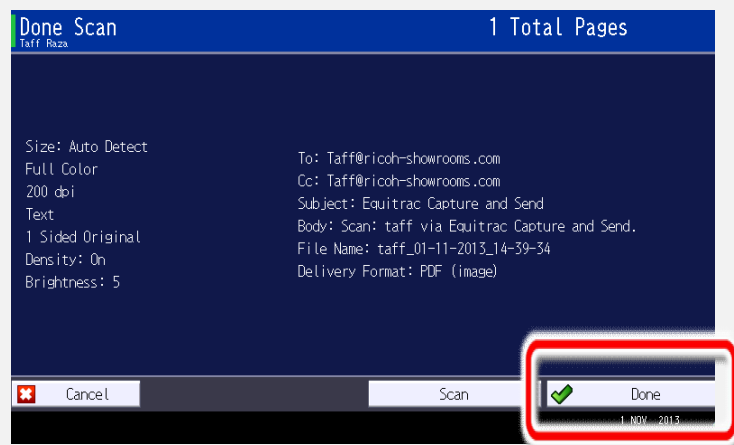
4

Select 'Scan'.



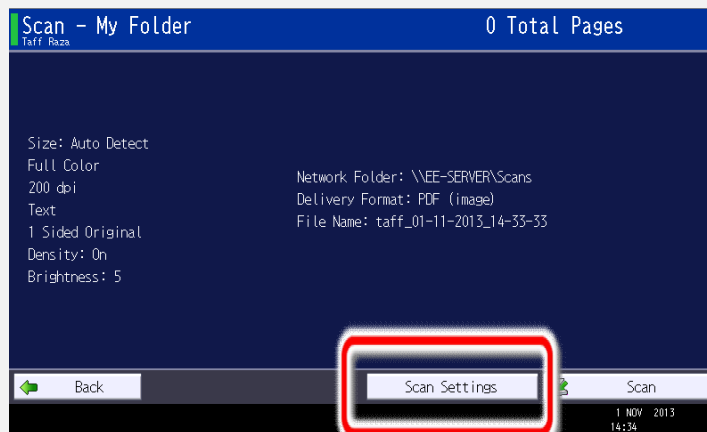
5

**Logout or
Select 'Done'
for more
options.**



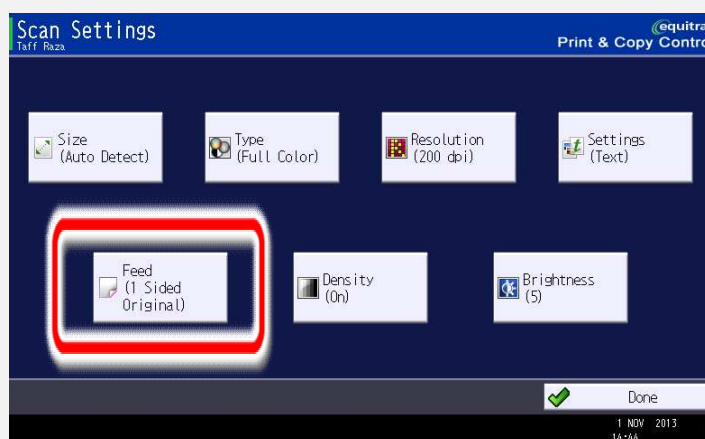
1

The 'Scan Settings' option is always next to the 'Scan' button.



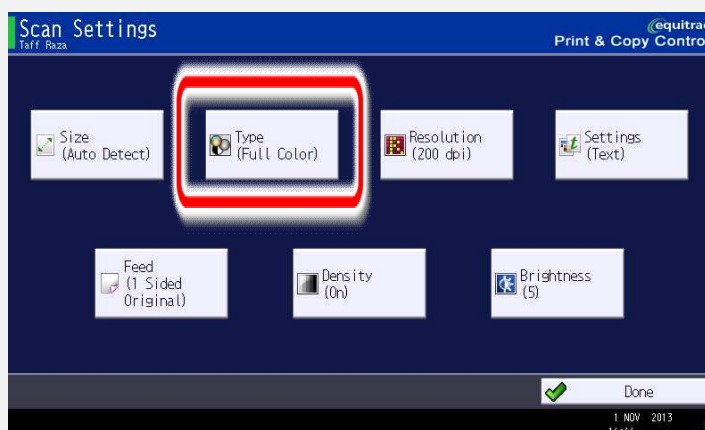
2

Select 'Feed' to change to 2 sided scanning.



3

Select 'Type' to choose Black & White or Full Colour scanning.





1

Hold your card briefly over the card reader.



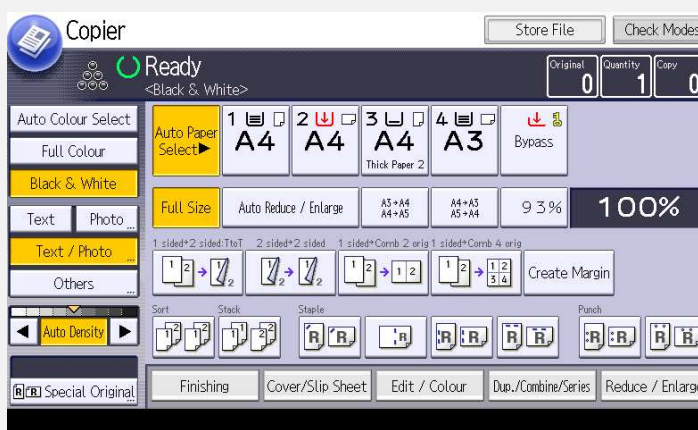
2

Press the [Copier] function button.



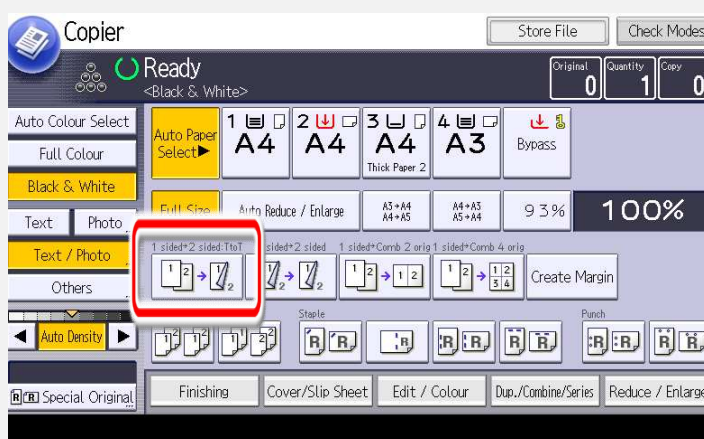
3

Choose your options from the MFD display.

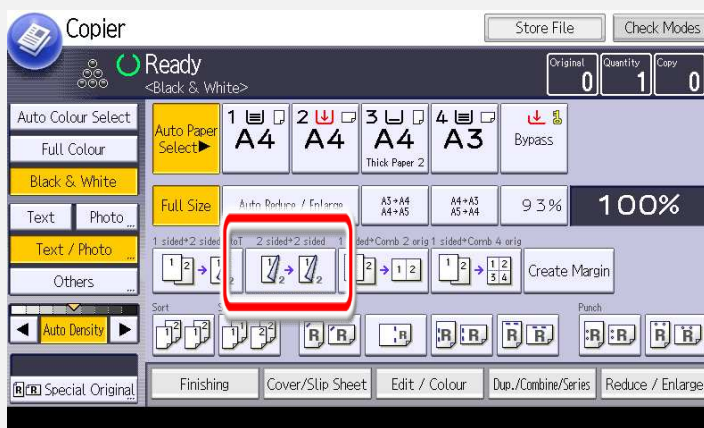


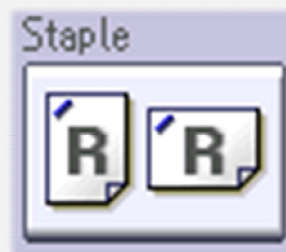
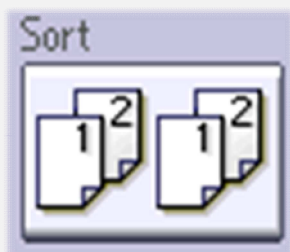


**To make
two-sided
copies from
one-sided
originals:**

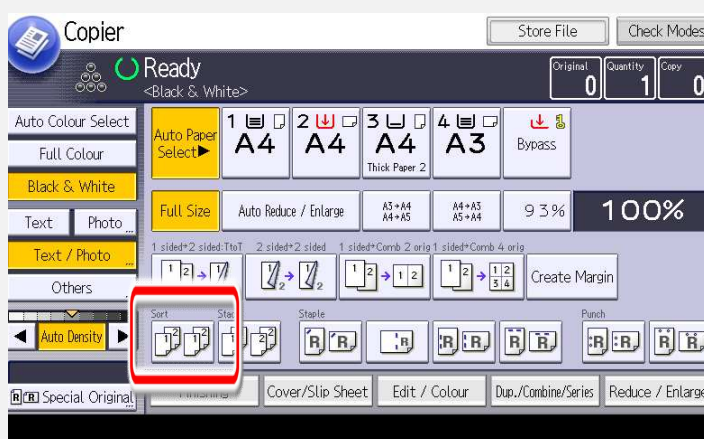


**To make two-
sided copies
from *two*-
sided
originals:**

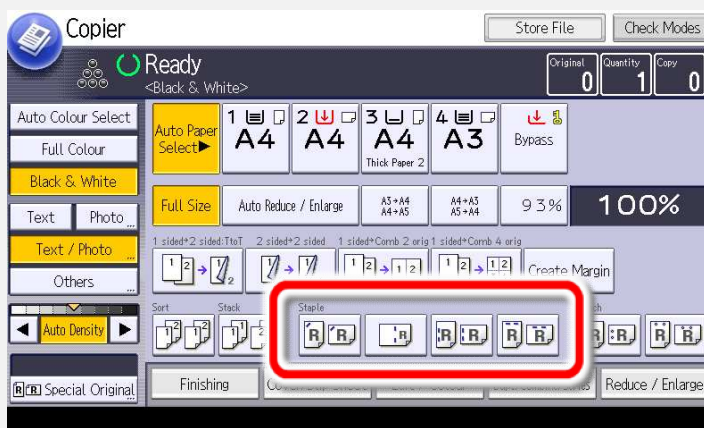




To collate documents into sets, select 'Sort'.



To staple your documents choose from one of the staple options.





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