



## MFD User Guide



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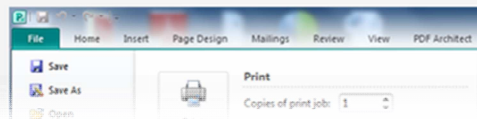
To help you get the most from your Ricoh product, and to offer different avenues of learning, look out for QR codes at the top of the pages in this guide.

## LOCKED PRINT



1

**At the PC  
select File,  
Print and**



Use a QR code reader app on your smartphone to scan the code which will link to relevant videos on the Ricoh Wiki playlist on YouTube.



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## RESET

Clears all settings (Defaults).

## PROGRAM

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

## INTERRUPT

Pause an on-going copy job, and start a new one. Deselect the button to resume the previous job.

## ENERGY SAVER

Turn the machine ON/OFF from standby.

## LOGIN/LOGOUT

Administrators only.

## USER TOOLS/COUNTER

Access System menus. Take counter readings.

## 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.



1

Load your documents **FACE UP** in the Automatic Document feeder. (Remove any staples or paper clips!)



2

Place your documents **FACE DOWN** on the glass, aligned with the top left-hand corner.



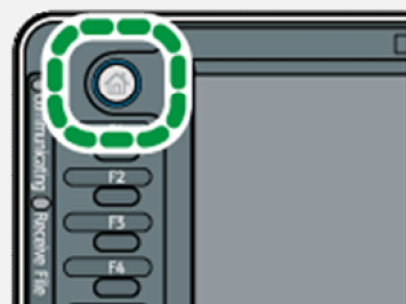
3

Use the number keys to enter user codes, passwords or quantities.



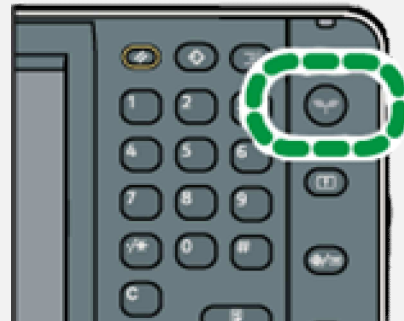
4

The 'Home' button will return the device to the Home screen.



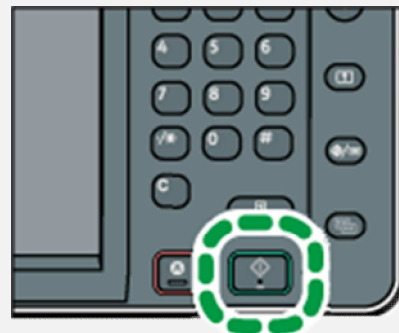
5

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



6

Press the 'Start' button  
to begin copying/  
scanning/ faxing.



7

To stop a job,  
press 'Stop'.



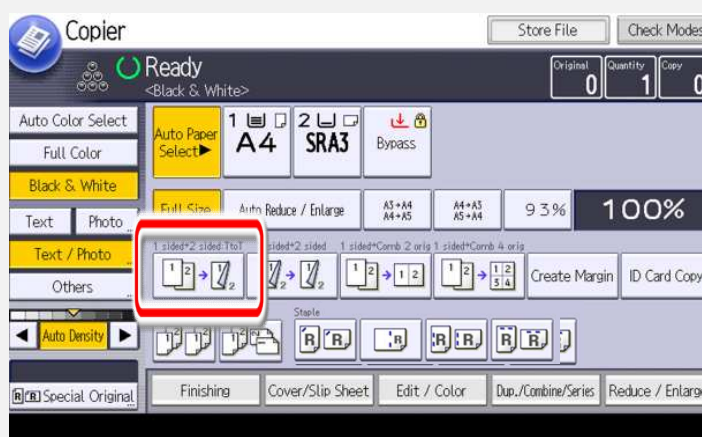
8

To clear any selections  
you have made, press  
'Reset'.

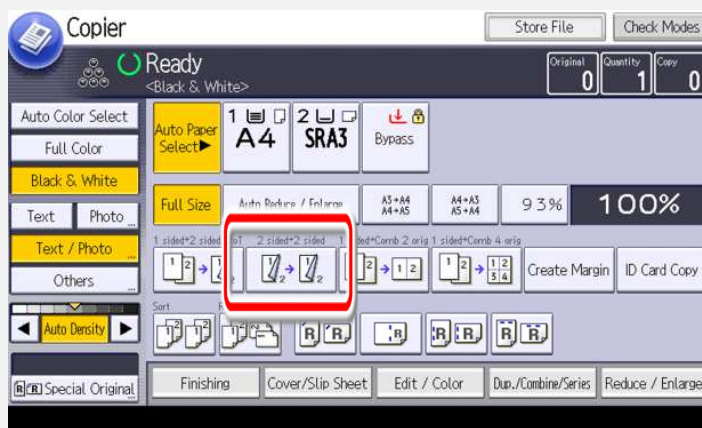




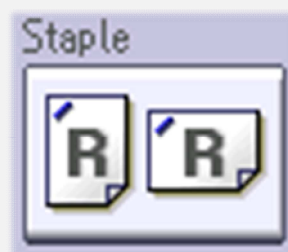
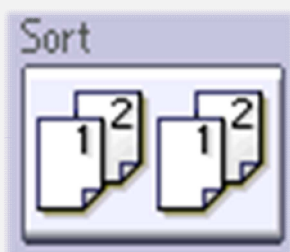
To make two-sided copies from *one-sided* originals, select '1 to 2 sided'.



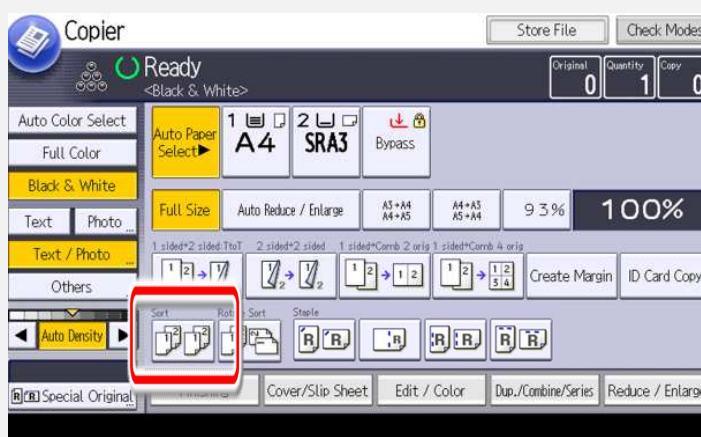
To make two-sided copies from *two-sided* originals, select '2 to 2 sided'.



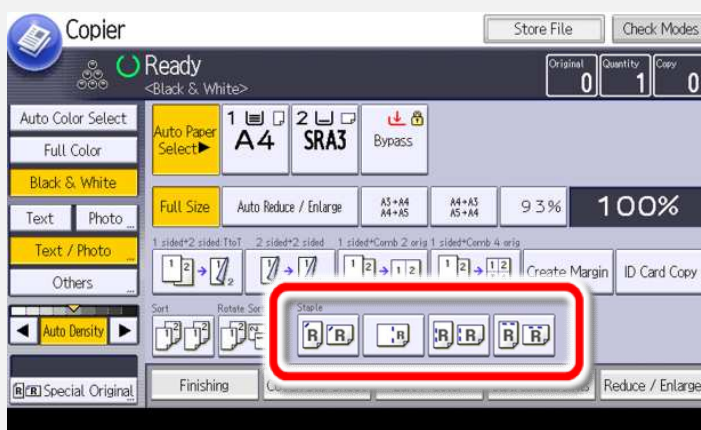




**To collate documents into sets, select 'Sort'.**



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

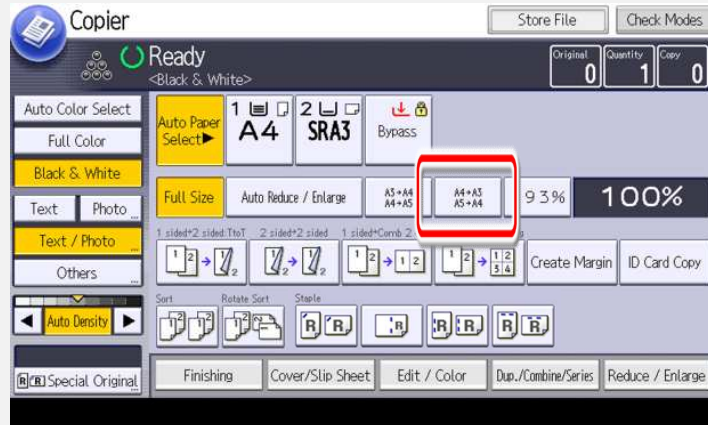




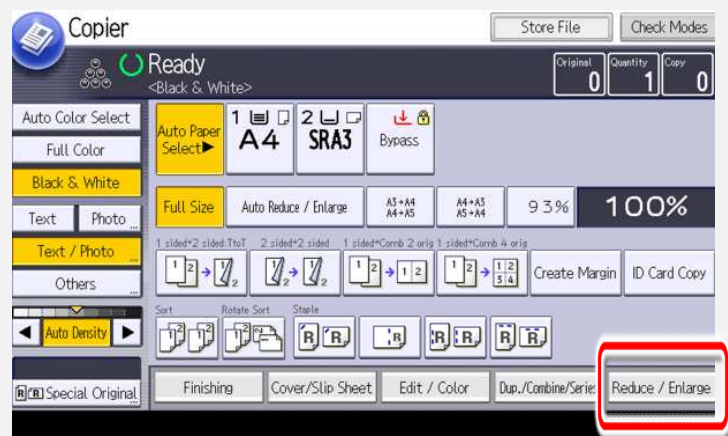
# REDUCE & ENLARGE



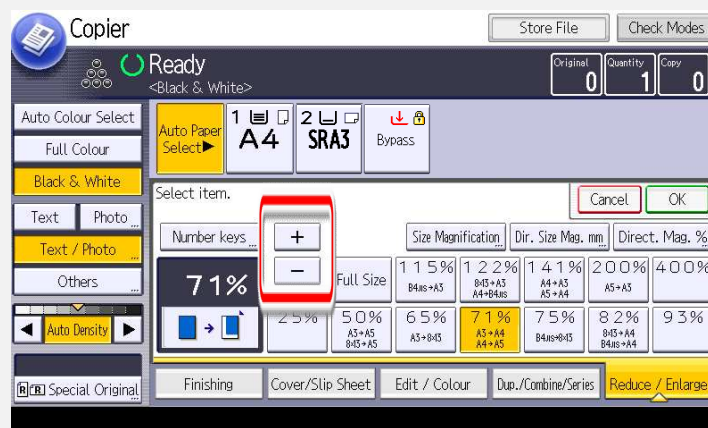
A quick way to enlarge A4 to A3 is to use the 'A4>A3' shortcut.



OR, If you wish to choose a different size, select the 'Reduce/Enlarge' tab.



Use the '-/+ 'adjuster to set a percentage.

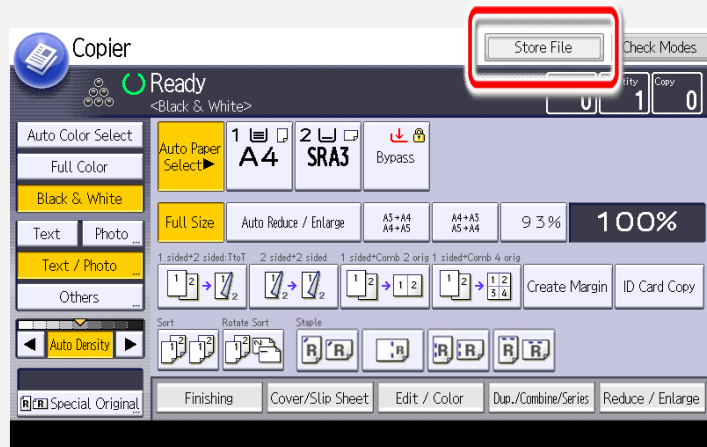


# STORING A DOCUMENT



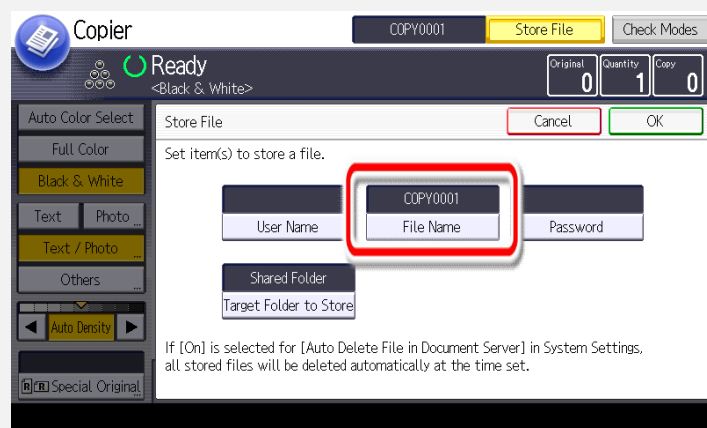
1

**Choose any settings (sort, staple, etc).  
Then select 'Store File'**



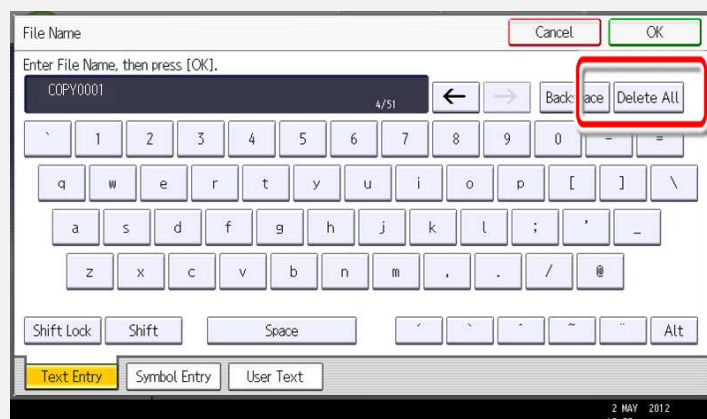
2

**Select 'File Name'**



3

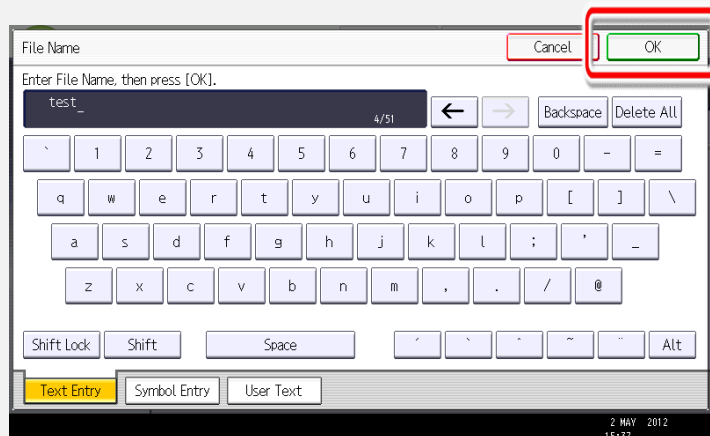
**Select 'Delete All'**





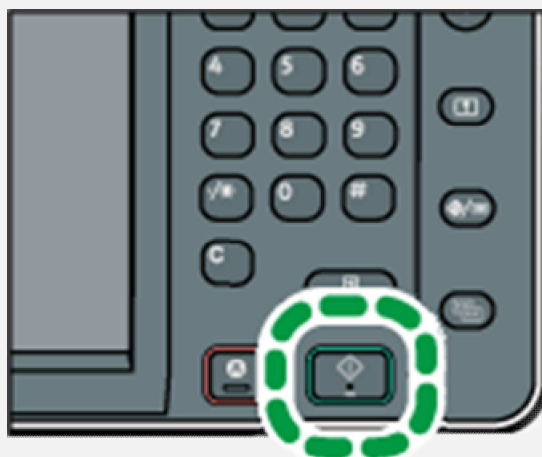
4

Use the key-  
pad to type in  
the name of  
the document,  
then select  
'OK'



5

Press the  
'Start' Key to  
store the  
document





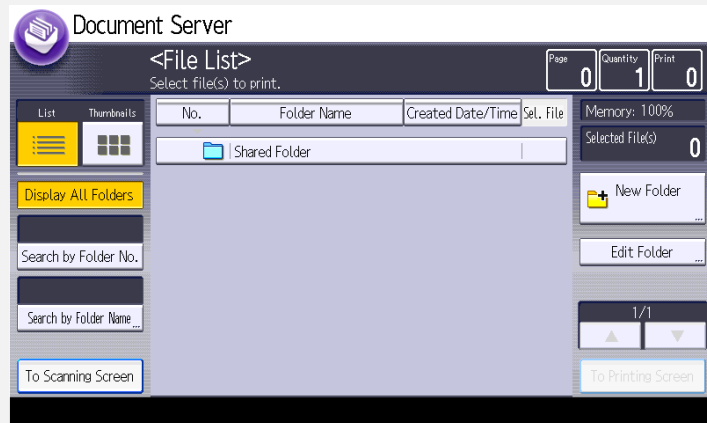
# RETRIEVING DOCUMENTS



Document  
Server

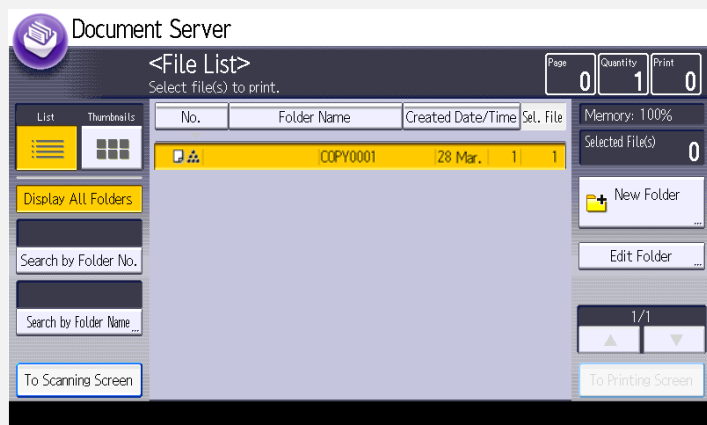
1

**Select the  
Shared Folder  
(or the Folder  
you saved  
your  
document to)**



2

**Select the  
file you wish  
to print**



3

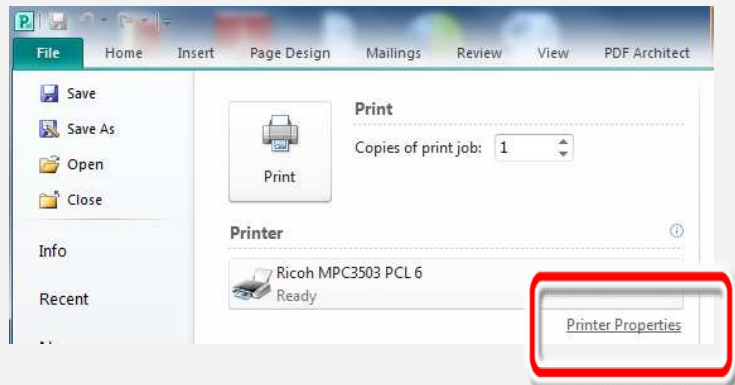
**Use the number  
keys to change  
quantity. (Prints  
one copy by de-  
fault). Press the  
'Start' button to  
print**





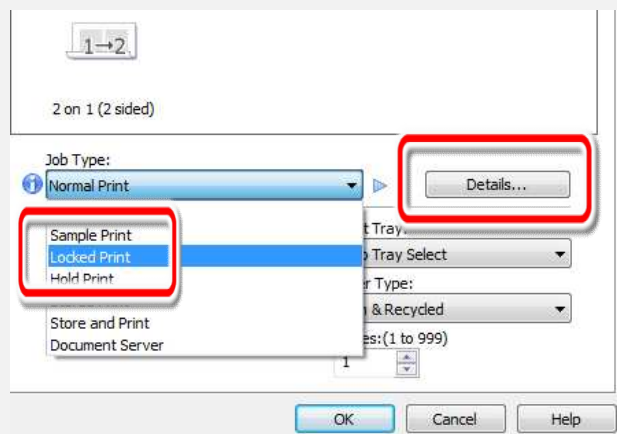
1

**At the PC  
select File,  
Print and  
Print  
Properties**



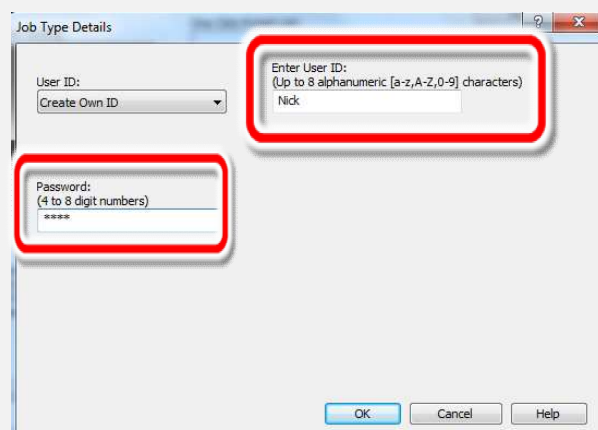
2

**Under Job  
Type select  
'Locked Print'  
from the drop  
down box, and  
then**



3

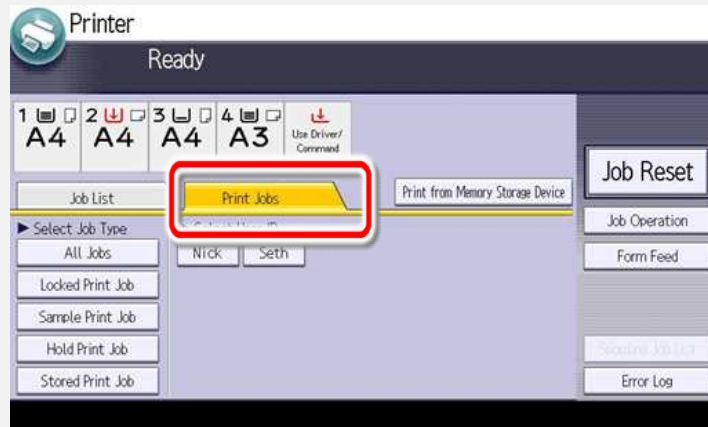
**Create your own  
'User ID'. (e.g.  
JSmith)  
Create your own  
'Password'  
(4-8 digits, e.g.  
1234)**





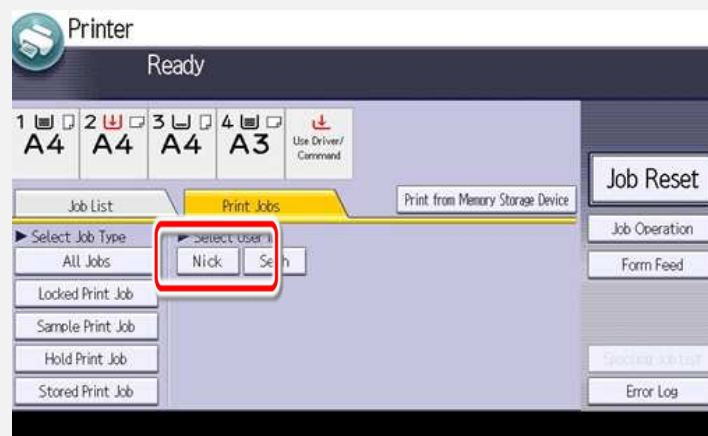
4

At the MFD,  
select  
'Printer' and  
'Print Jobs'



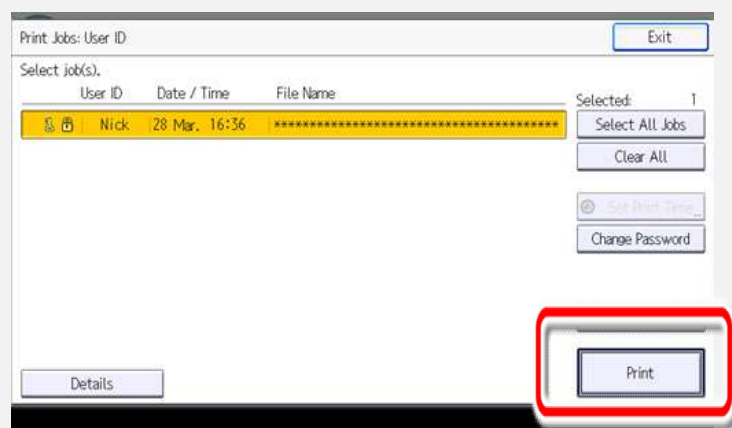
5

Select your  
User ID (in  
this example  
'Nick')



6

Select the job  
(s) you wish  
to print and  
then select  
'Print'.







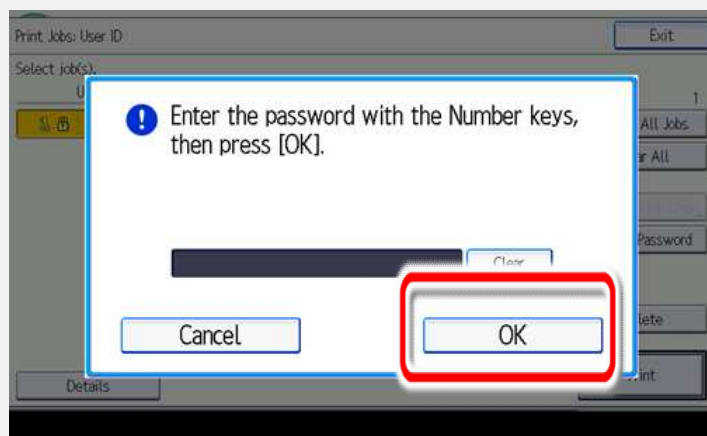
7

Use the  
number keys  
to enter your  
'Password'



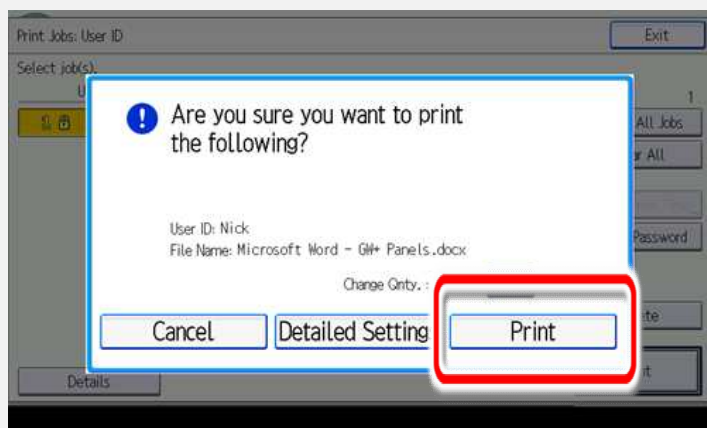
8

Select 'OK'



9

(Use number  
keys to change  
quantity)  
Select 'Print' to  
print your job(s)





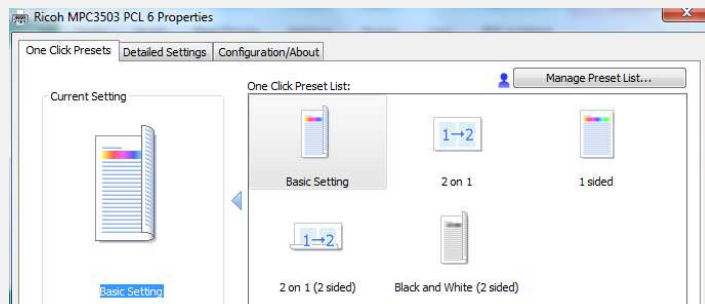
1

At your PC  
select 'File', 'Print'  
and then 'Printer  
Properties'.  
All available print  
functions can be  
found here.



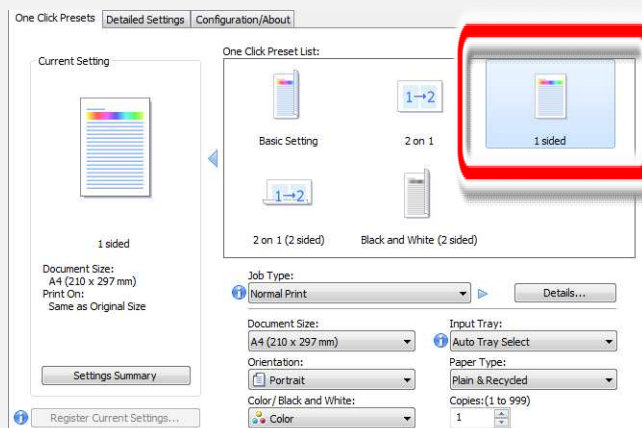
2

The 'One Click  
Preset List' comes  
pre-filled with five  
options, but it is  
useful to create  
your own.



3

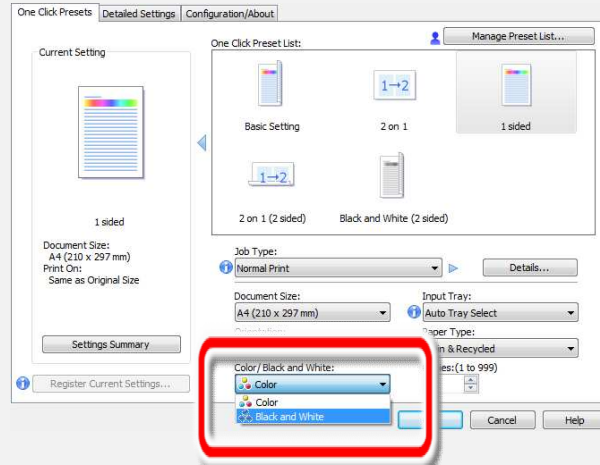
The following ex-  
ample shows how  
to create a black  
& white, single  
sided one click  
preset. Select the  
'1 Sided' preset





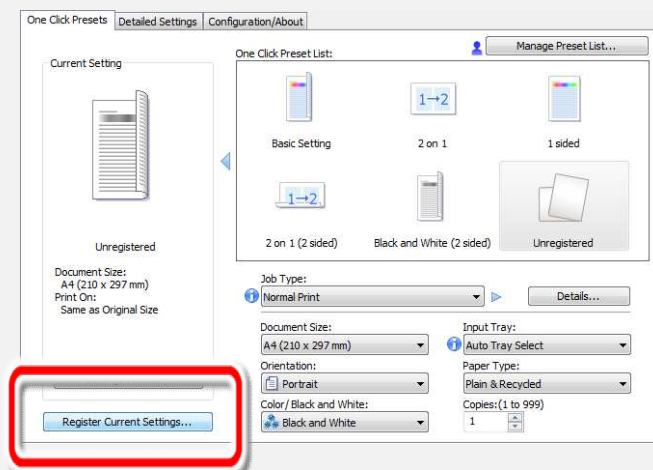
4

Select 'Black and White' from the drop down menu



5

To save this option, select 'Register Current Settings'



6

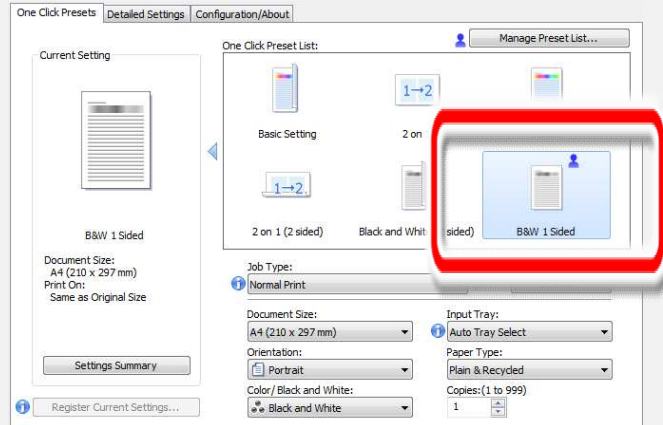
Type in a Name for the Preset and any comments required to describe the options you have selected. Select OK to save.





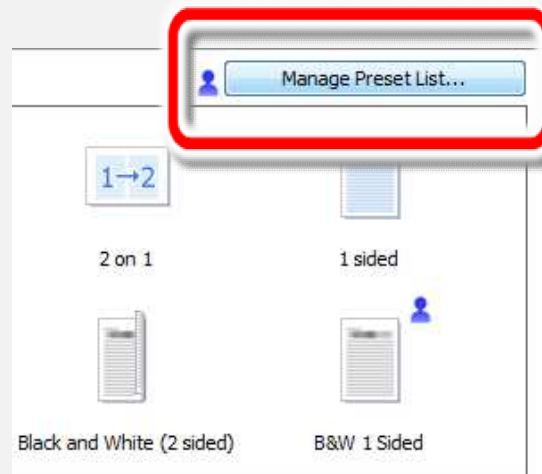
7

**Your preset has now been added to the screen**



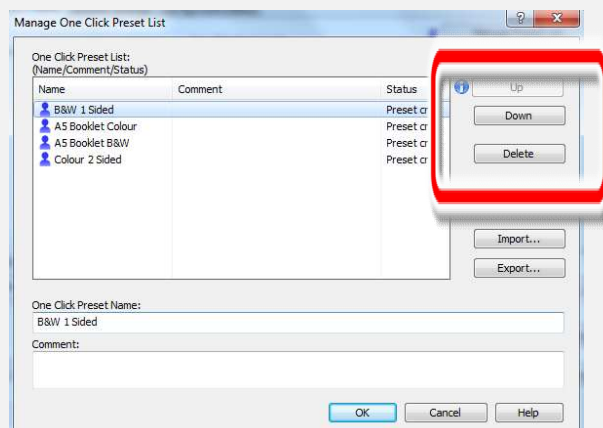
8

**You can also change the order of your presets by selecting 'Manage Preset List'**



9

**Select your preset and select the 'Up' or 'Down' option to change position in the list**





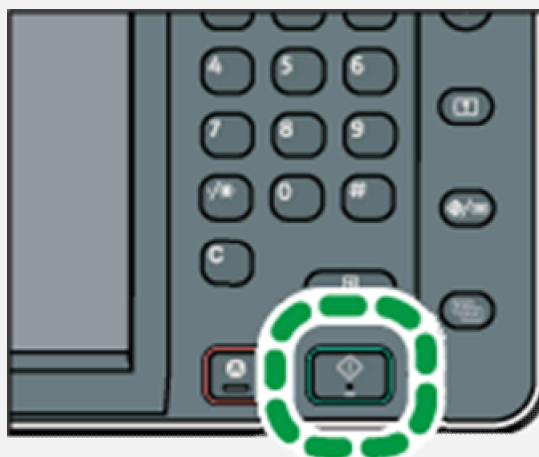
1

**Select your  
destination  
box**



2

**If no other  
settings are  
required,  
press 'Start'**

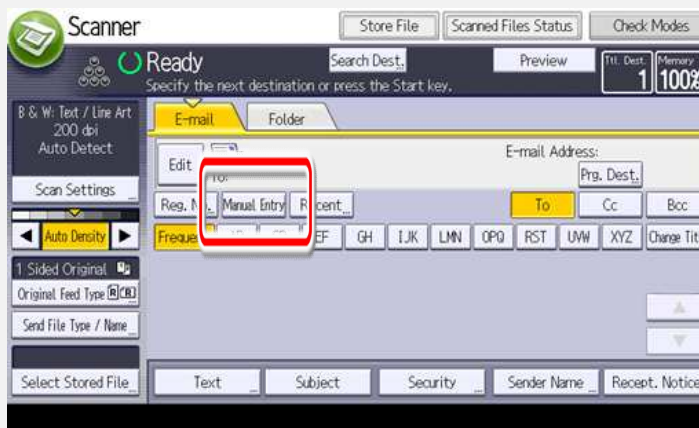


# SAVING EMAIL SHORTCUTS



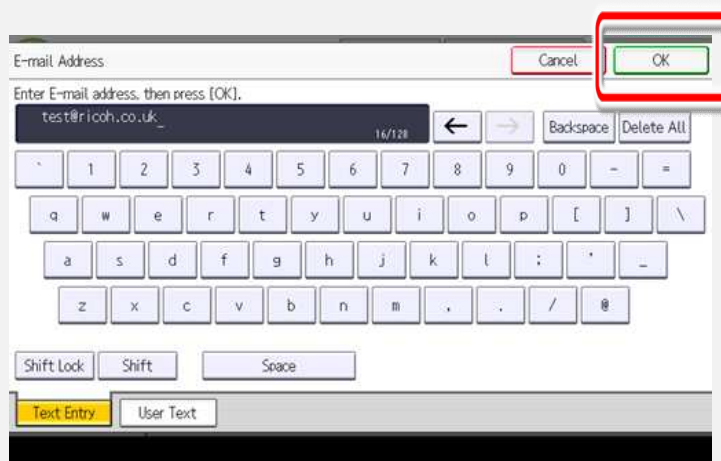
1

To save an email address as a shortcut, select 'Manual Entry'



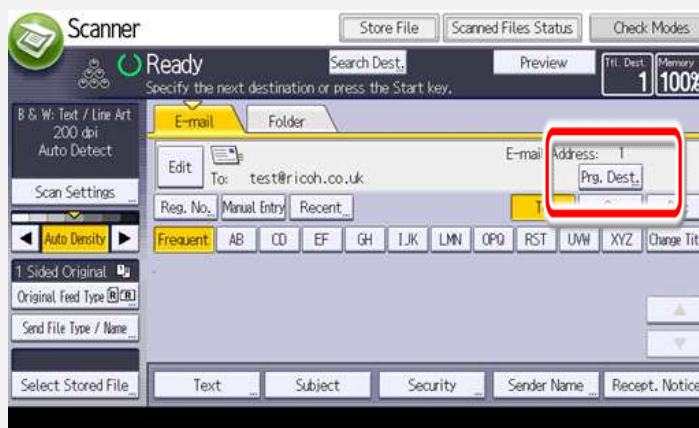
2

Use the keyboard to type in the email address, then select 'OK'



3

Select 'Prog Dest'







4

**Check the email address and select 'OK'**

5

**Type in the name you want to use for your shortcut, then select 'OK'**

6

**Select an alphabet button.**

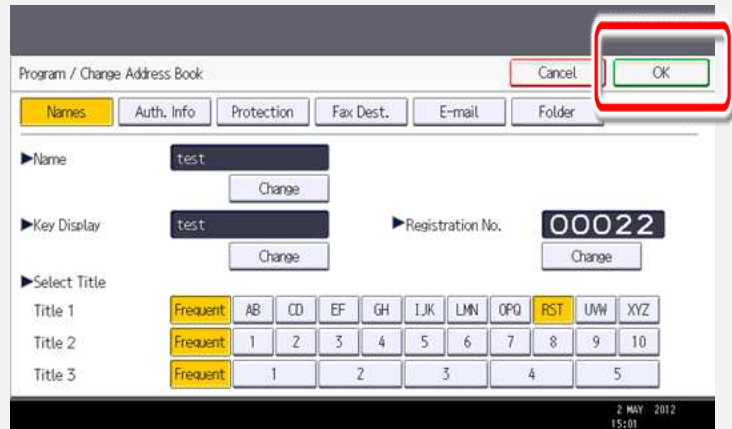


# SAVING EMAIL SHORTCUTS



7

Select 'OK'

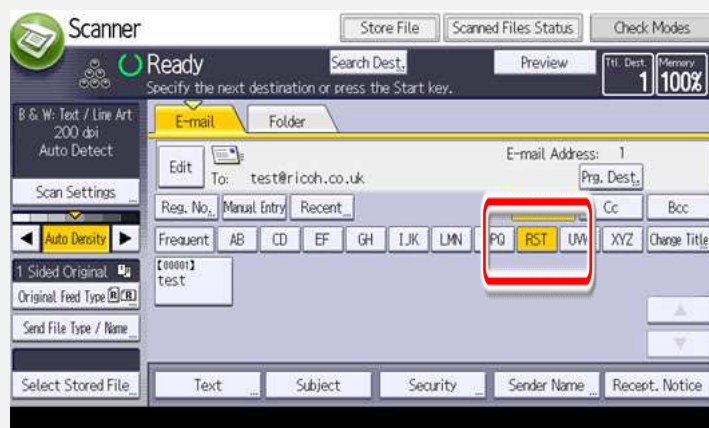


8

The shortcut is now saved and ready to use.



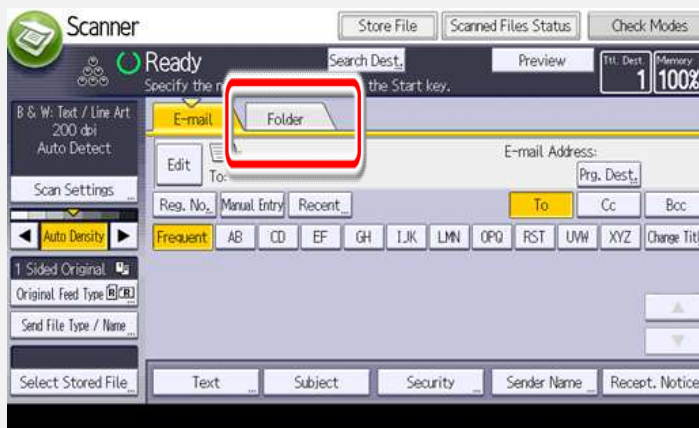
Destinations can also be accessed by using the alphabet title





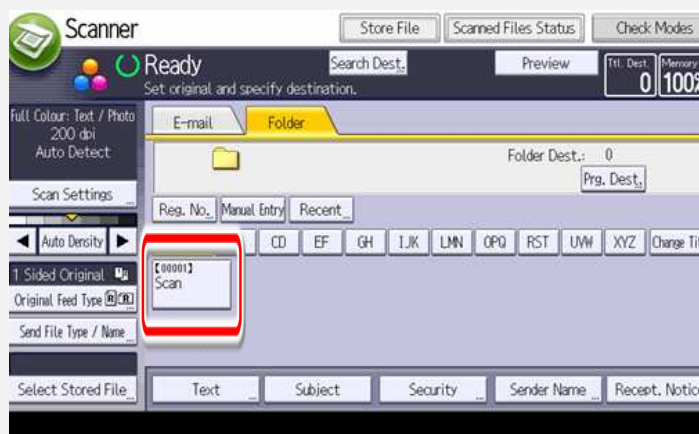
1

**Select the  
'Folder' tab**



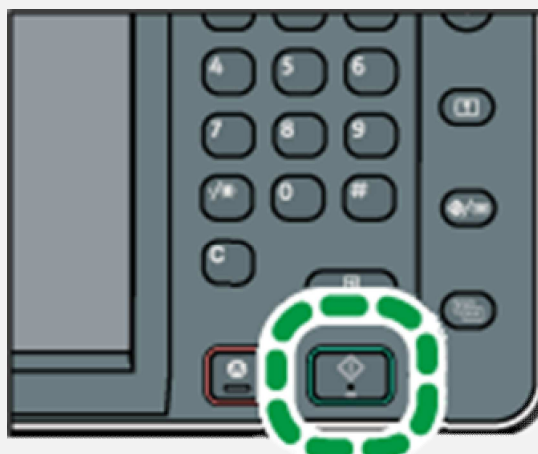
2

**Select the  
Folder  
destination  
you require**



3

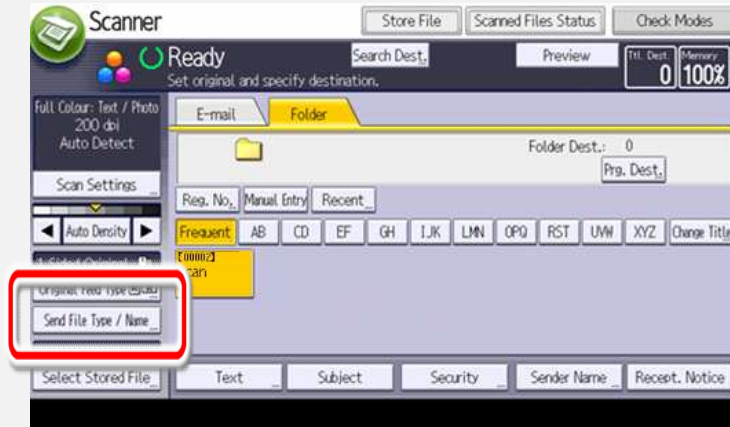
**If no other  
settings are  
required,  
press 'Start'**



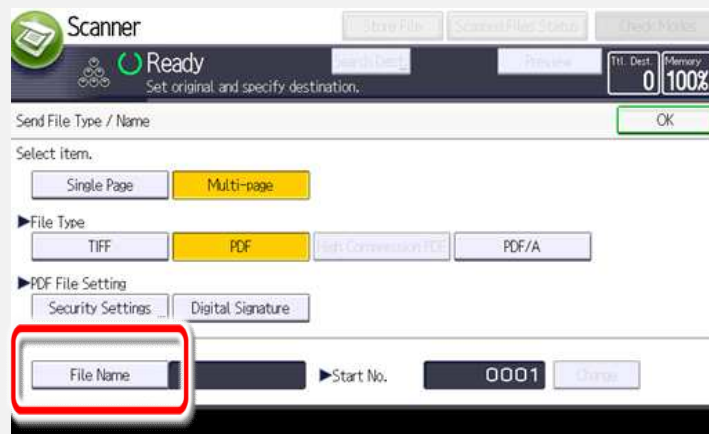
# NAMING A FILE



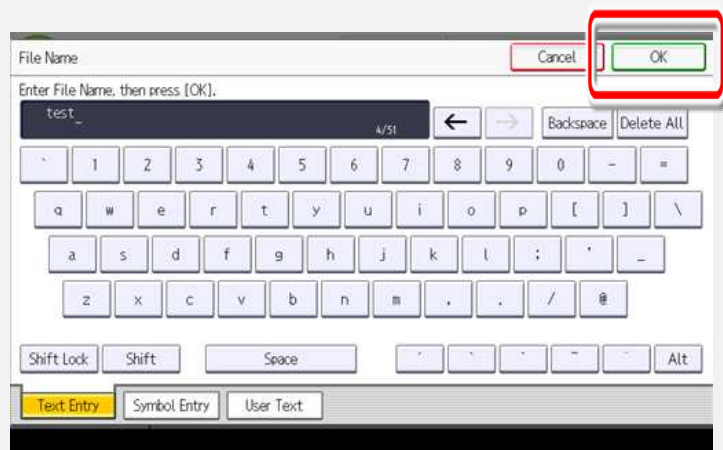
- 1 If you want to name your file, select 'Send File Type/Name'



- 2 Select 'File Name'



- 3 Type in the name of your document and select 'OK'



# SENDING A FAX



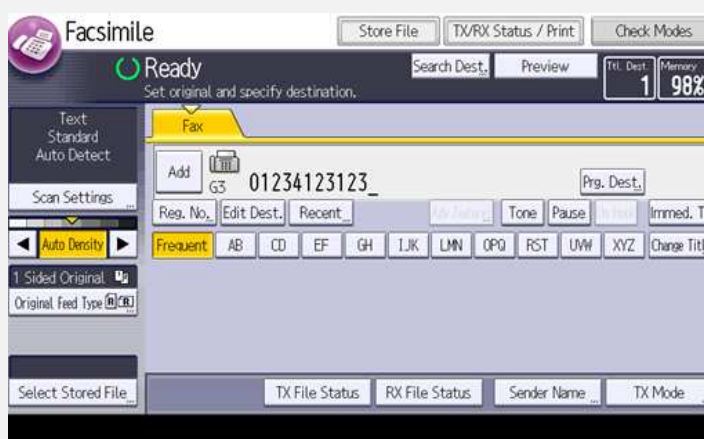
1

Using the keypad, type in the fax number of your destination



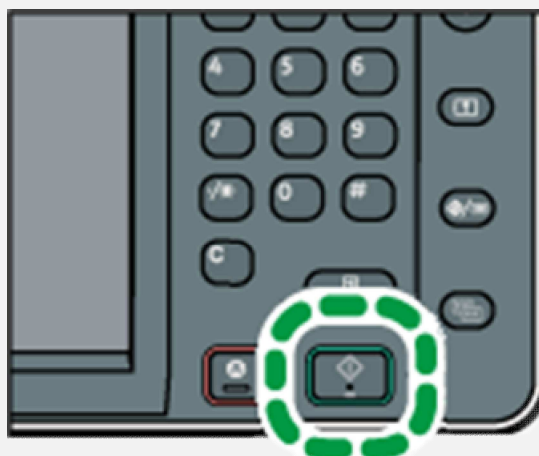
2

Check the number is correct (Add any leading numbers if required i.e. 0 or 9)



3

Press the 'Start' button to fax your document



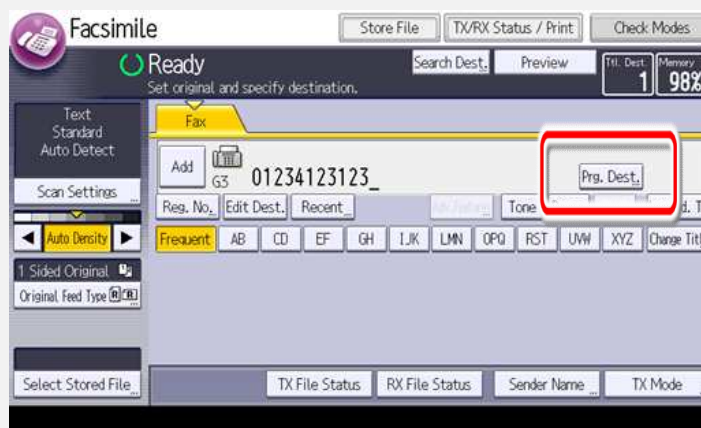


# SAVING FAX SHORTCUTS

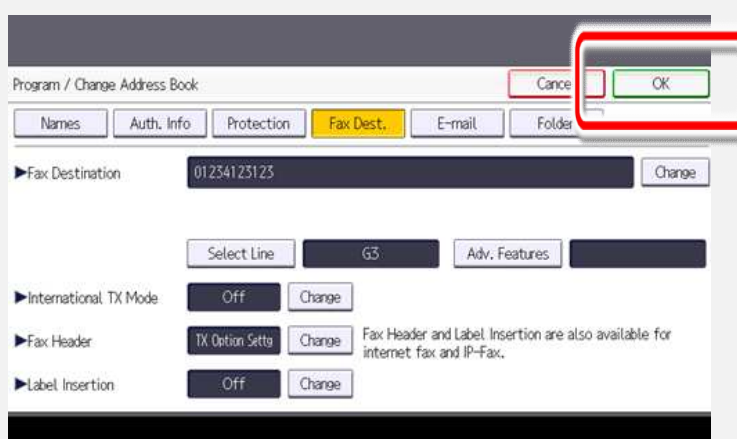


Facsimile

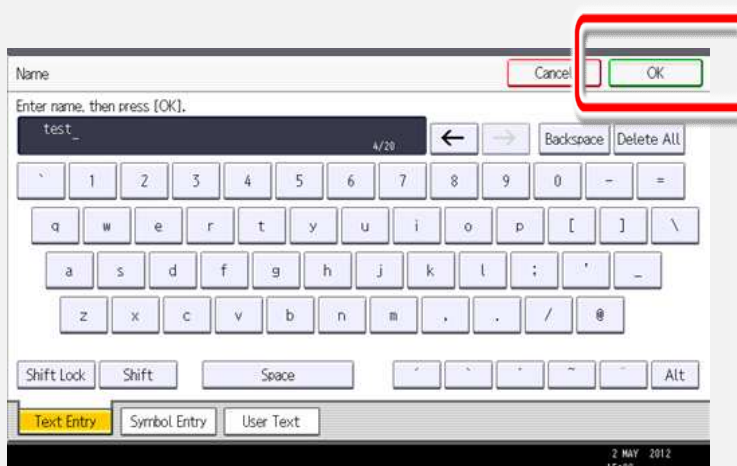
- 1 To save the fax number as a shortcut, type the number in and then select 'Prog Dest'**



- 2 Check the number is correct and select 'OK'**



- 3 Use the key-pad to type in a name for your shortcut. Then select 'OK'**







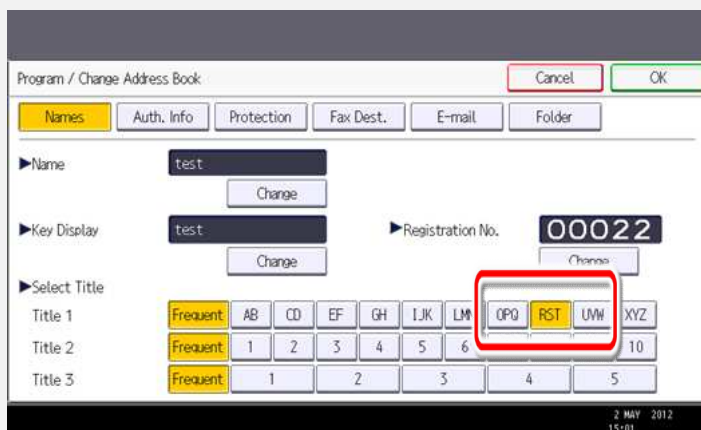
# SAVING FAX SHORTCUTS



Facsimile

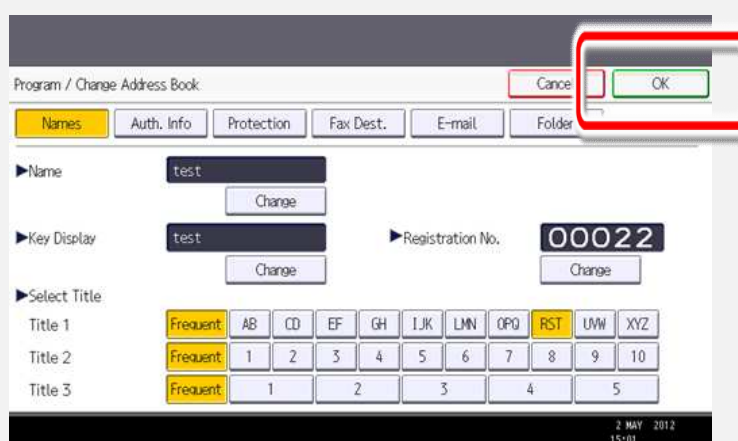
4

Choose an alphabet title button to store the shortcut under



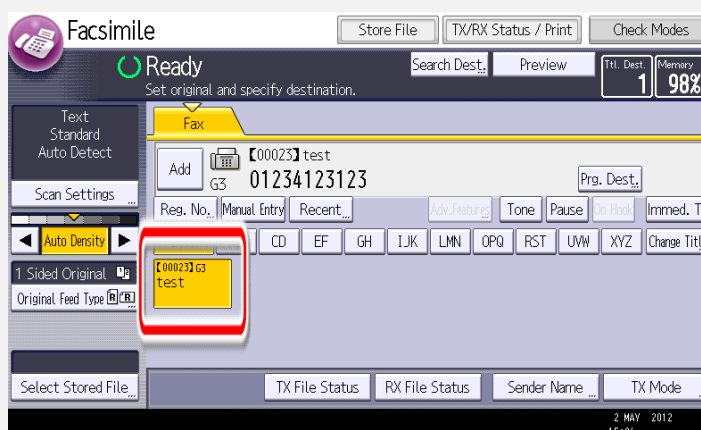
5

Select 'OK'



6

Your shortcut is now saved and ready to use





**RICOH NZ LTD**  
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