

MP301SPF  
MP C305SPF  
User Guide



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<b>RESET</b>	Clears all settings (Defaults).
<b>PROGRAM</b>	Store frequently used copy settings in the machine memory and recall them for future use.
<b>ENERGY SAVER</b>	Turn the machine ON/OFF from standby.
<b>LOGIN/LOGOUT</b>	Administrators only.
<b>USER TOOLS/COUNTER</b>	Access System menus. Take counter readings.
<b>STOP</b>	Stop copying/scanning/faxing.
<b>SIMPLIFIED DISPLAY</b>	Toggles between normal and simplified screen mode.
<b>START</b>	Begin copying/scanning/faxing when on that function.
<b>STATUS</b>	Overview of function status.
<b>F1-F3</b>	Can be assigned to different functions. (Must be setup in User Tools)
<b>HOME</b>	Returns to 'HOME' screen.



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

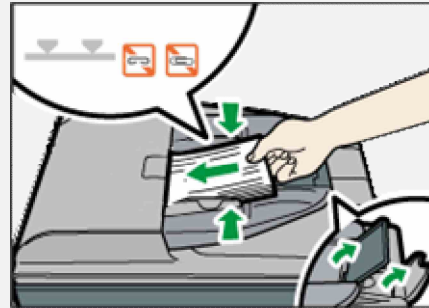
To clear any selections  
you have made, press  
'Reset'.'



# DOUBLE SIDED



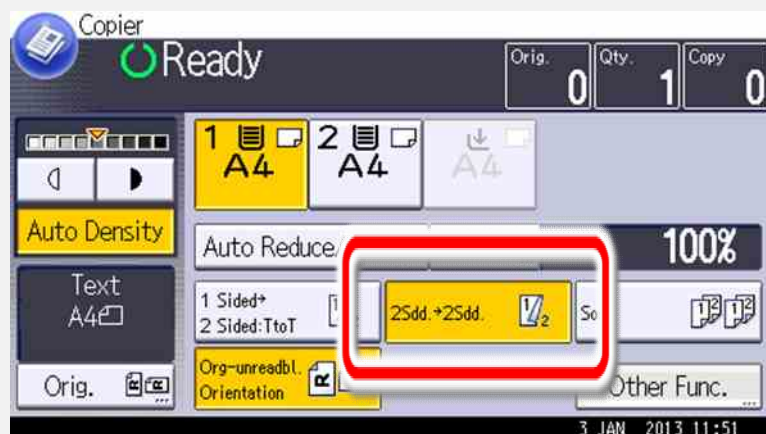
Load your documents into the Automatic Document feeder.



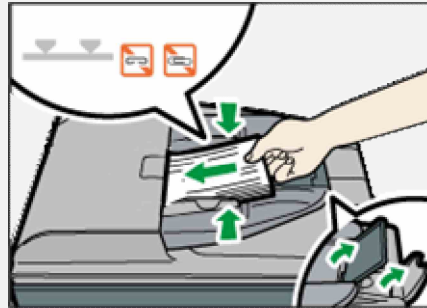
To make two-sided copies from *one-sided* originals, select '1 to 2 sided'.



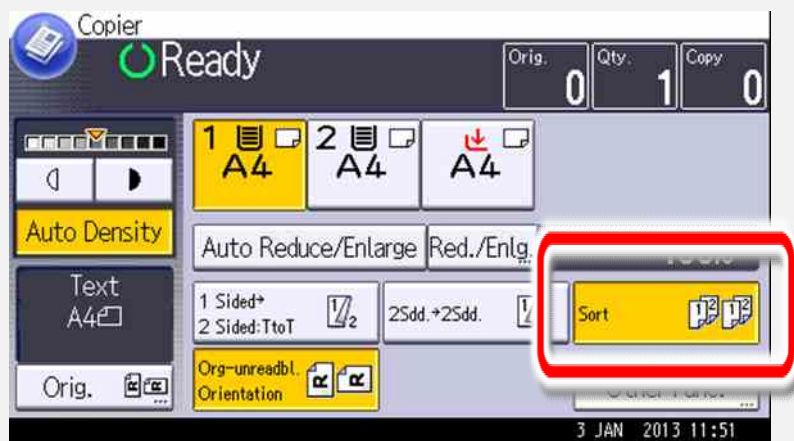
To make two-sided copies from *two-sided* originals, select '2 to 2 sided'.



**Load your documents into the Automatic Document feeder.**



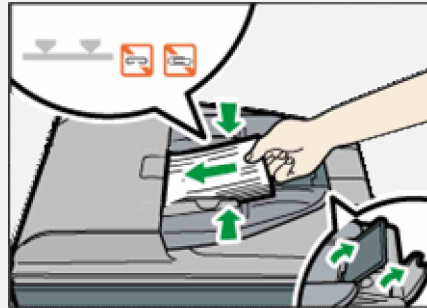
**To collate documents into sets, select 'Sort'.**



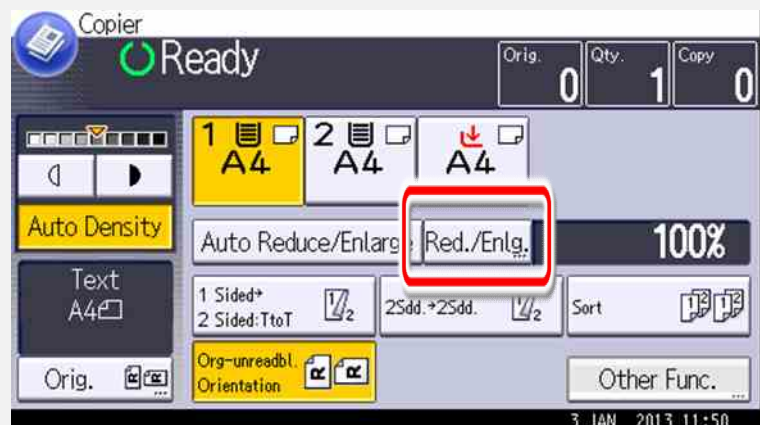
# REDUCE & ENLARGE



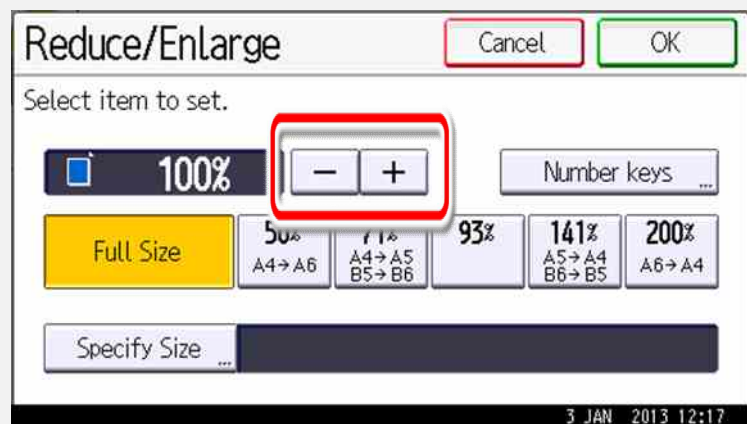
**Load your documents into the Automatic Document feeder.**



**Select 'Red/Enlrg'.**



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





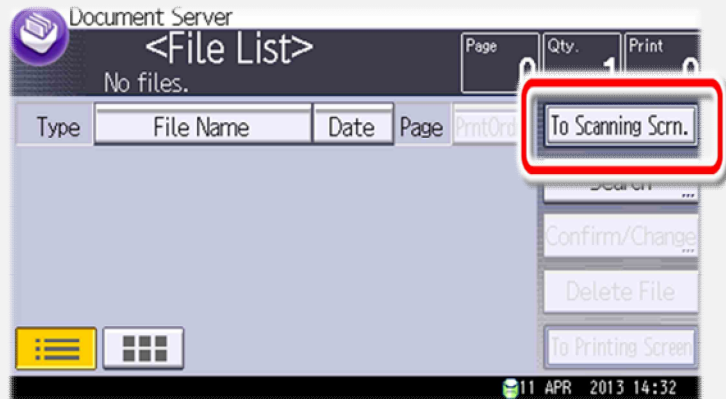
# STORING A DOCUMENT



Document  
Server

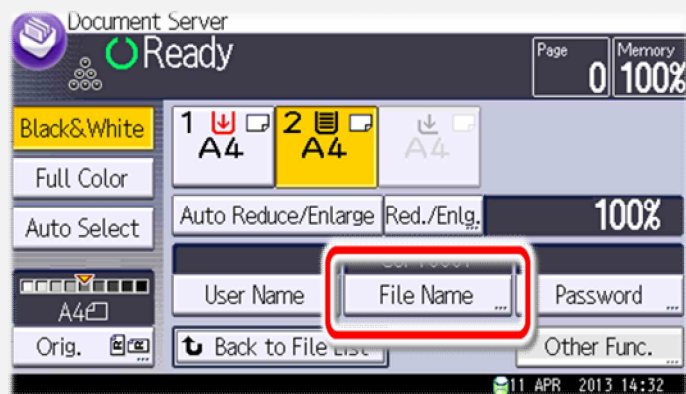
1

Select 'To  
Scanning  
Screen'



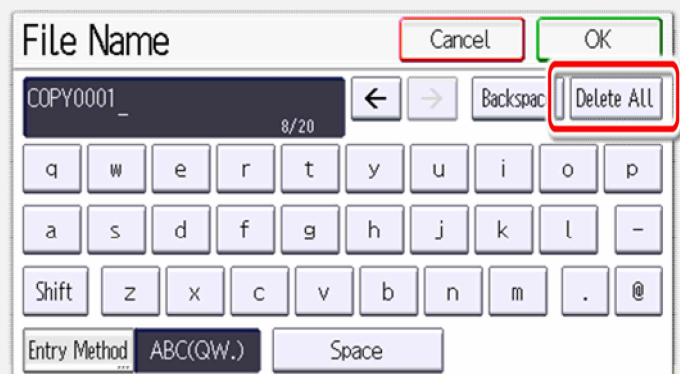
2

Select  
'File Name'



3

Select  
'Delete All'



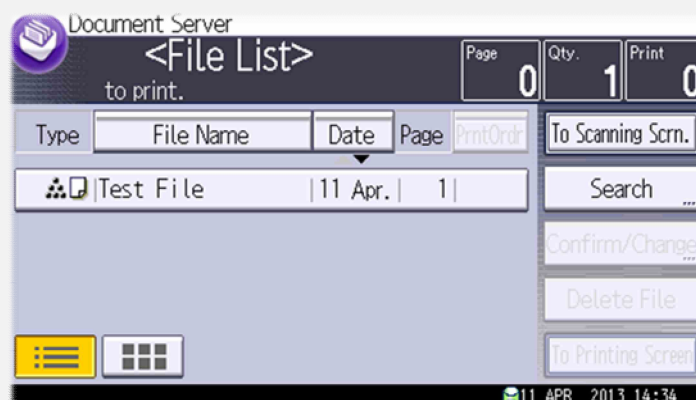
**Use the key-  
pad to type in  
the name of  
the document,  
then select  
'OK'**



**Press the  
[Start]  
button to  
store the  
document**



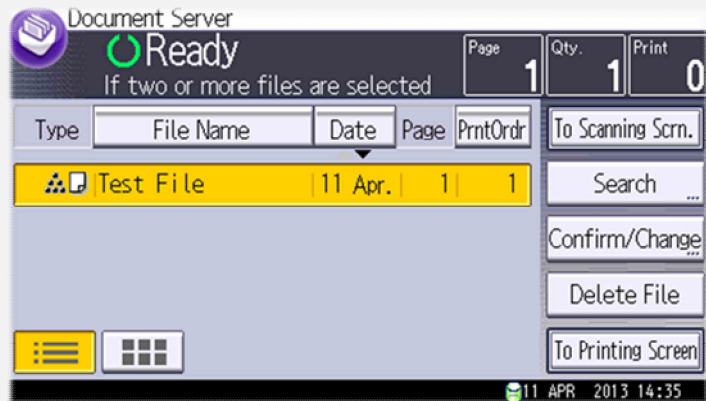
**Your document has now been stored onto the MFD.**





1

**Select the file  
you wish to  
print**



2

**Use the number  
keys to alter the  
quantity.  
(Prints one  
copy by  
default)**



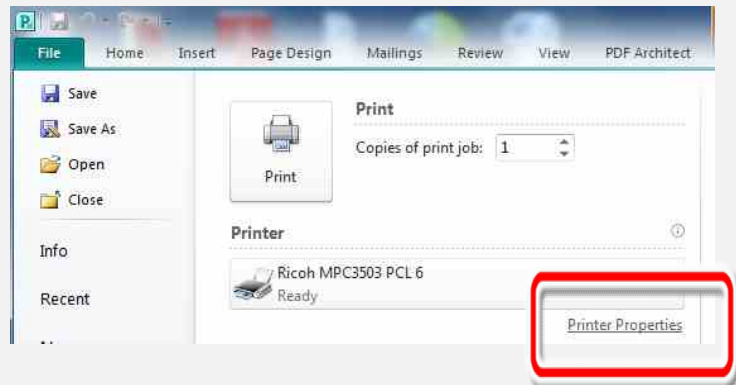
3

**Press the  
[Start] button to  
print**

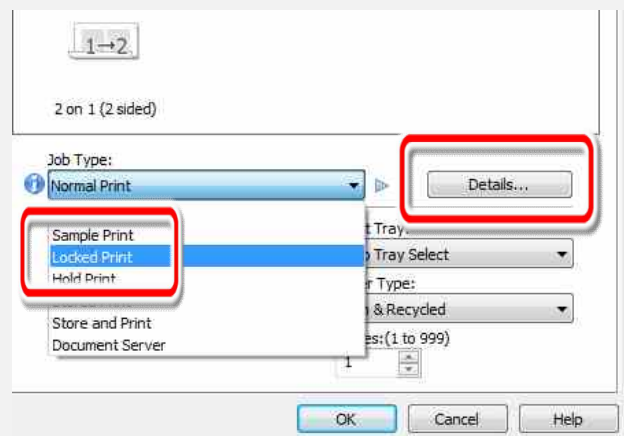




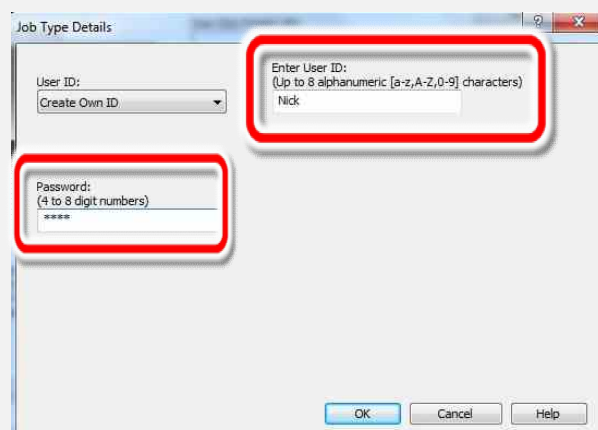
- 1 At the PC  
select File,  
Print and  
Print  
Properties



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



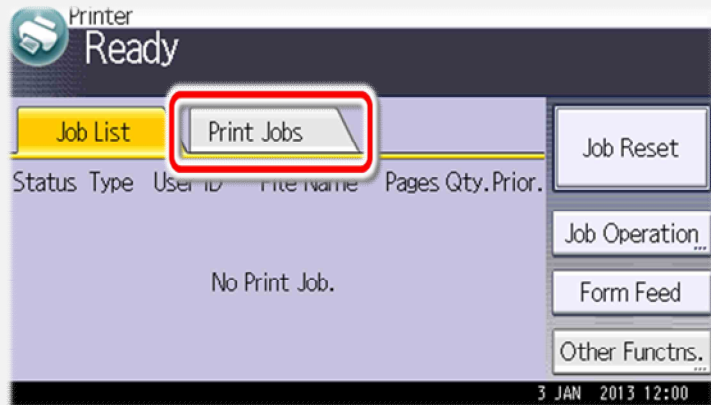
- 3 Create your own  
'User ID'. (e.g.  
JSmith)  
Create your own  
'Password'  
(4-8 digits, e.g.  
1234)





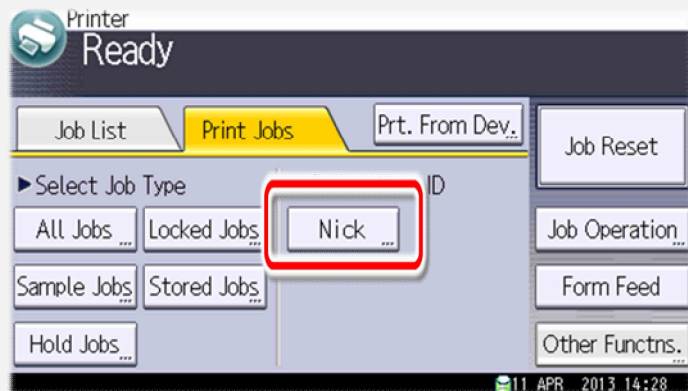
4

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



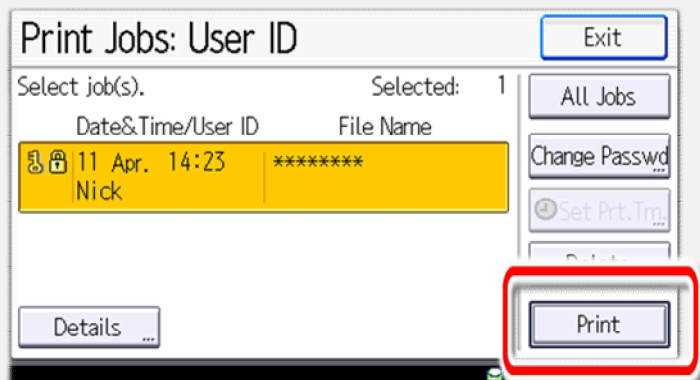
5

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



6

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



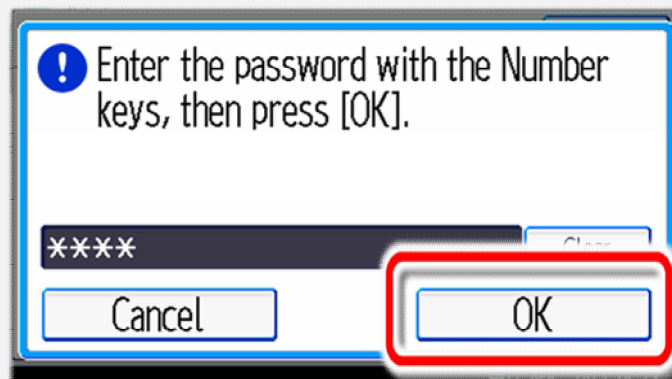
7

Use the  
number keys  
to enter your  
'Password'



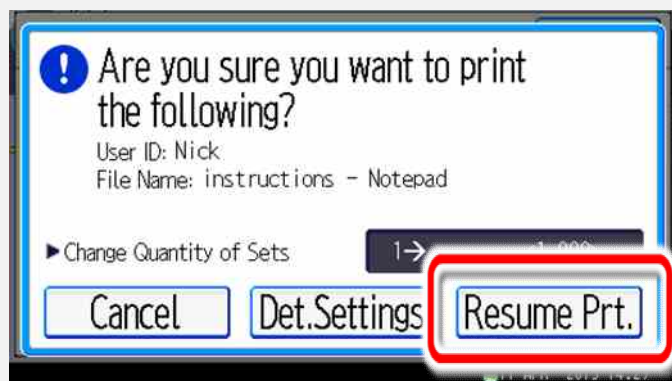
8

Select 'OK'



9

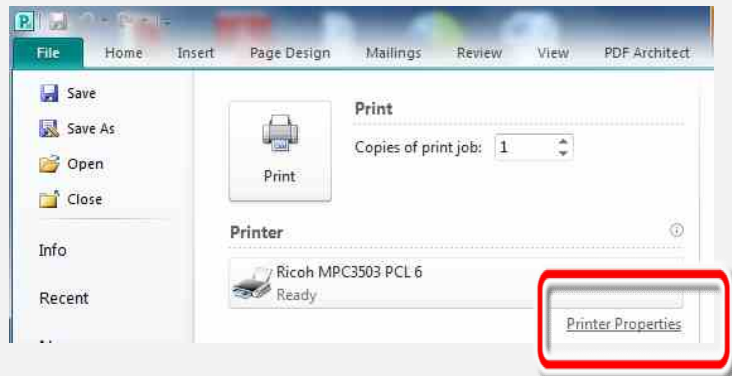
(Use number  
keys to change  
quantity)  
Select 'Resume  
Print' to print  
your job(s)





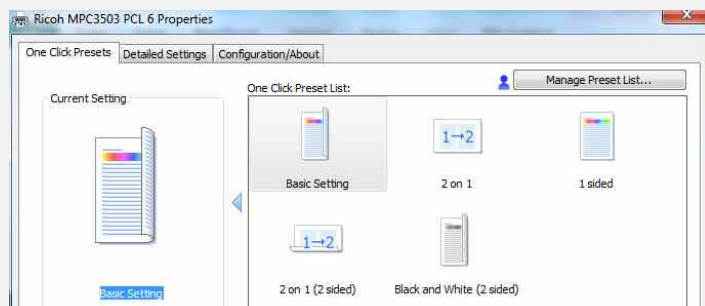
1

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



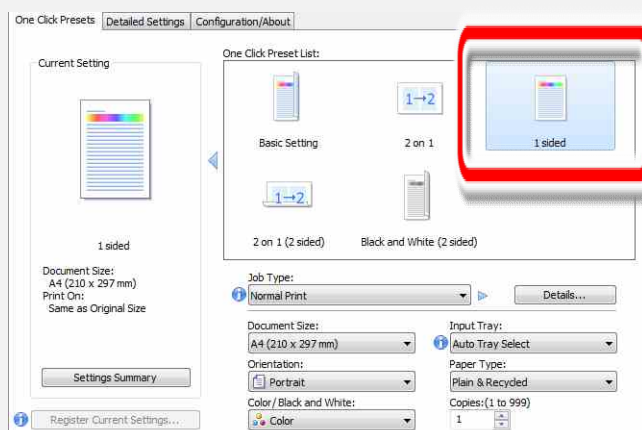
2

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



3

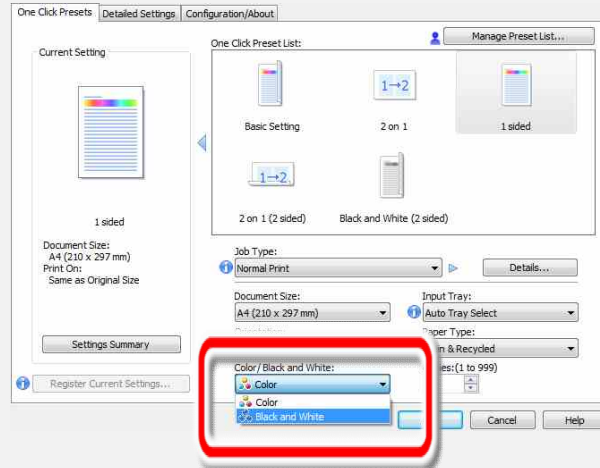
The following ex-  
ample shows how  
to create a black  
& white, single  
sided one click  
preset. Select the  
'1 Sided' preset





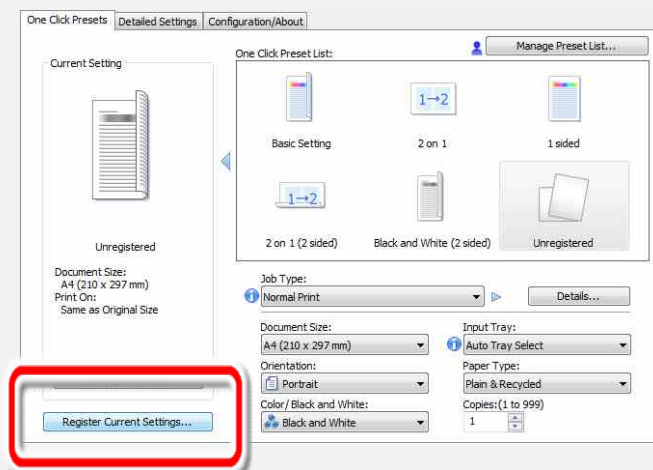
4

Select 'Black and White' from the drop down menu



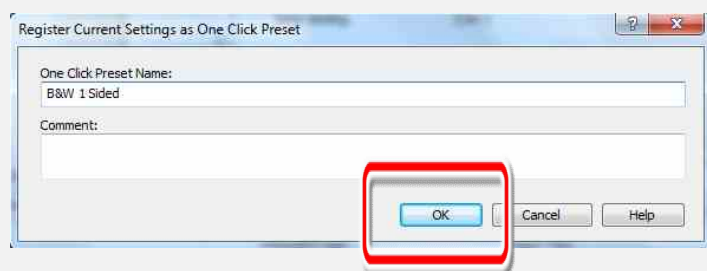
5

To save this option, select 'Register Current Settings'



6

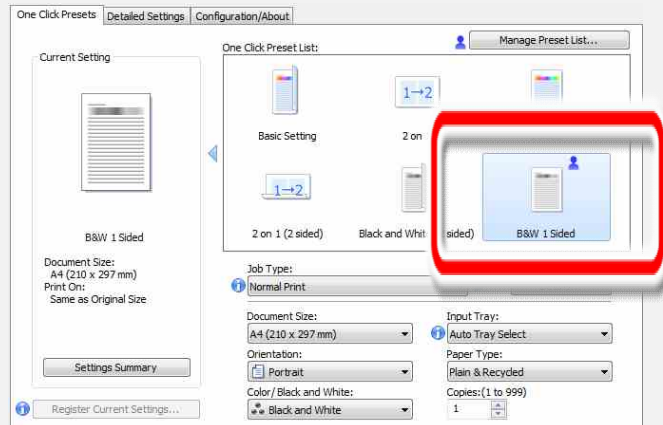
Type in a Name for the Preset and any comments required to describe the options you have selected. Select OK to save.





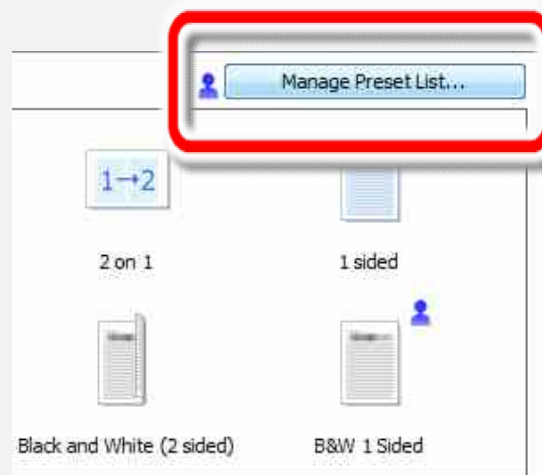
7

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



8

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



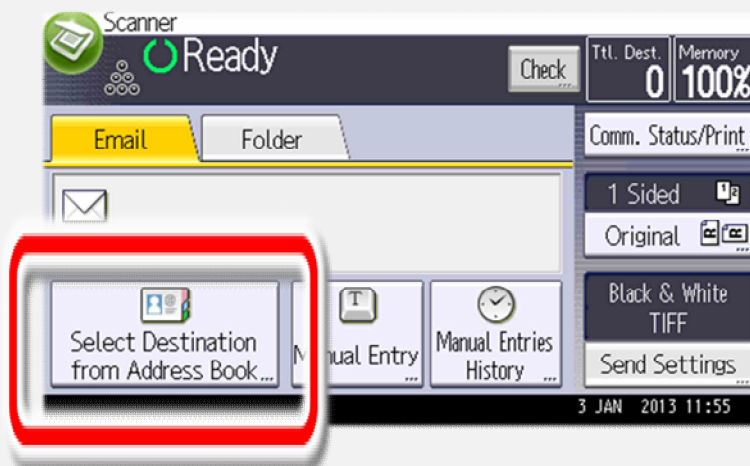
9

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



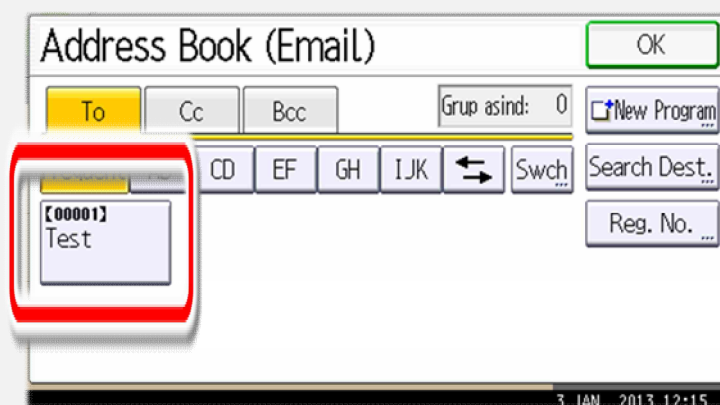
1

**Select 'Select Destination From Address Book'**



2

**Select your destination box.**



3

**Press the [Start] button to scan your documents**





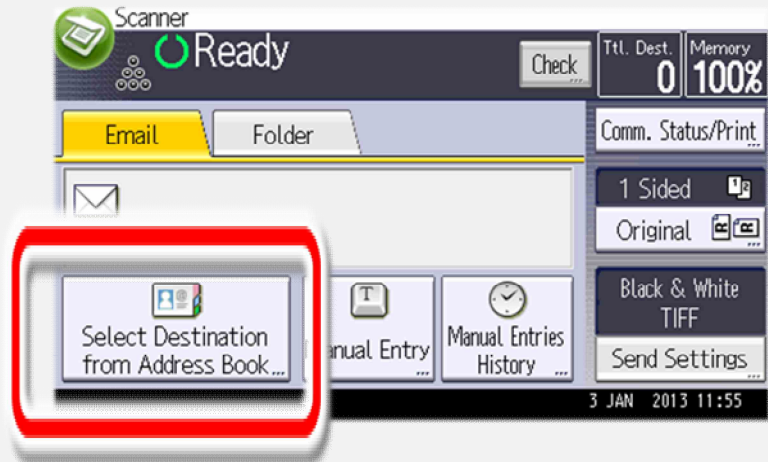
# SAVING EMAIL SHORTCUTS



Scanner

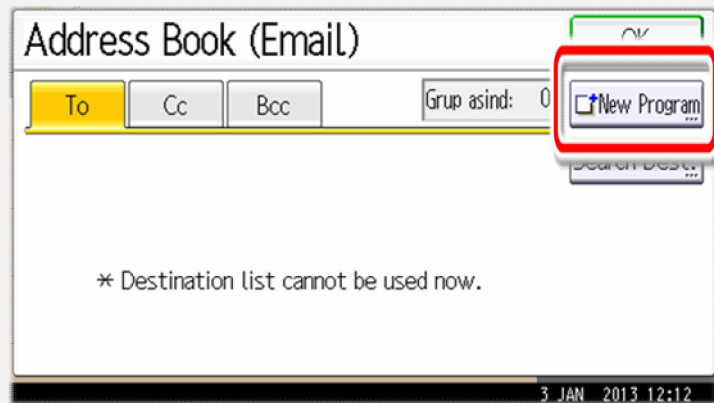
1

Select 'Select Destination From Address Book'



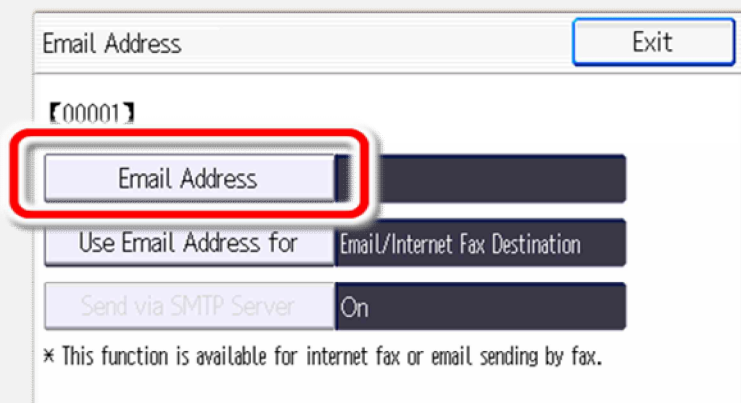
2

Select 'New Program'



3

Select 'Email Address'







## SAVING EMAIL SHORTCUTS



Scanner

4

Use the keypad to enter your email and then select 'OK'

The interface shows an 'Email Address' keypad. At the top right are 'Cancel' and 'OK' buttons, with 'OK' highlighted by a red box. The keypad includes a text field with 'test@ricoh.co.uk' and a character count '16/128'. Navigation buttons include left and right arrows, 'Backspace', and 'Delete All'. A QWERTY keypad is displayed below. At the bottom, there is an 'Entry Method' dropdown set to 'ABC(QW.)' and a 'Space' button.

5

Select 'Exit'

The screen displays the 'Email Address' settings. At the top right is an 'Exit' button highlighted by a red box. Below the title is a status indicator '[00001]'. Three settings are listed: 'Email Address' (test@ricoh.co.uk), 'Use Email Address for' (Email/Internet Fax Destination), and 'Send via SMTP Server' (On). A footnote at the bottom states: '\* This function is available for internet fax or email sending by fax.'

6

Select 'OK'

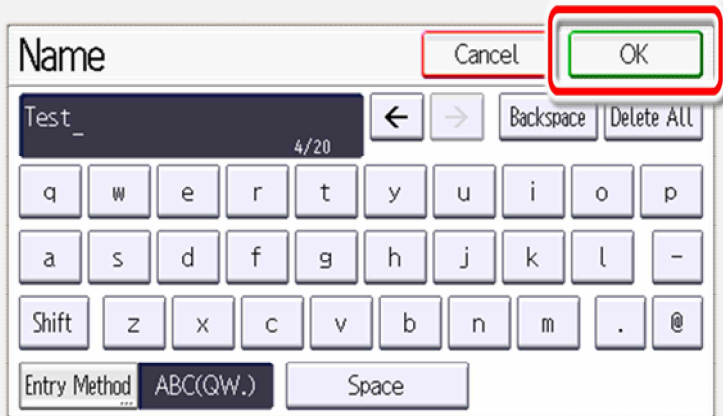
The screen shows the 'Address Book: New Program' dialog. At the top right are 'Cancel' and 'OK' buttons, with 'OK' highlighted by a red box. Below the title is a 'Selected' list containing '[00001]'. The instruction 'Select item to program.' is followed by five buttons: 'Names', 'Auth. Info', 'Protection', 'Email', and 'Folder'.





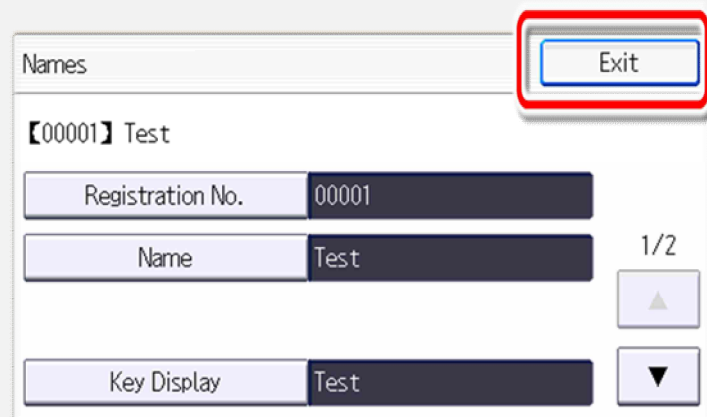
7

Select 'OK'



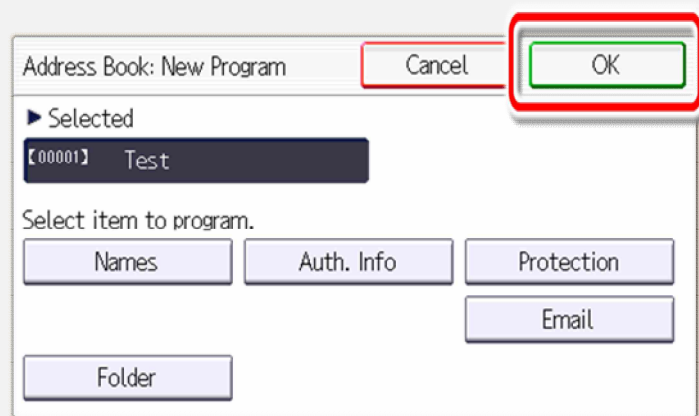
8

Select 'Exit'.



9

Select 'OK' to finish

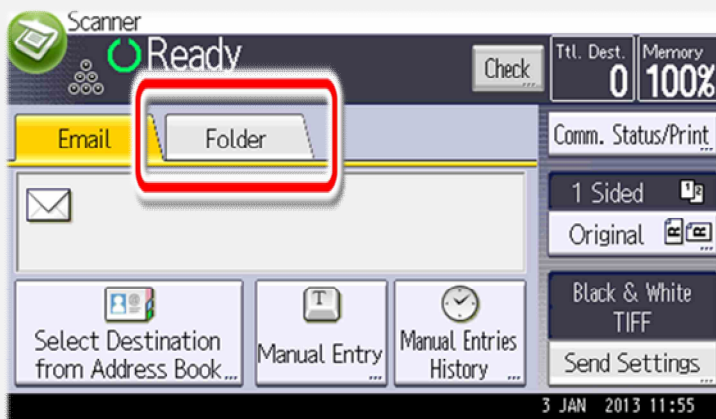


# SCAN TO FOLDER



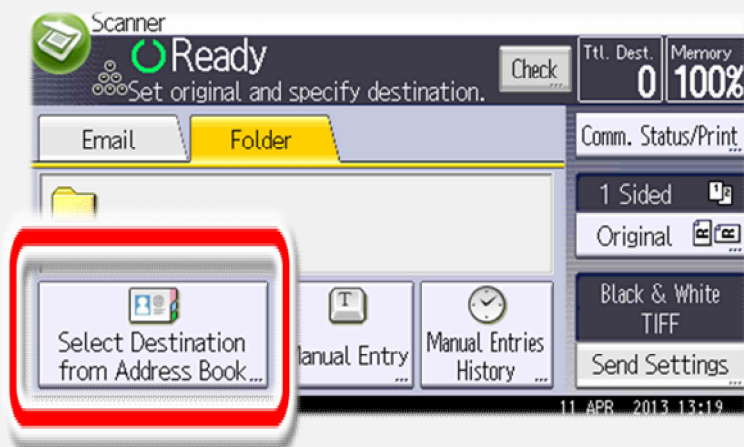
1

Select the  
'Folder' tab



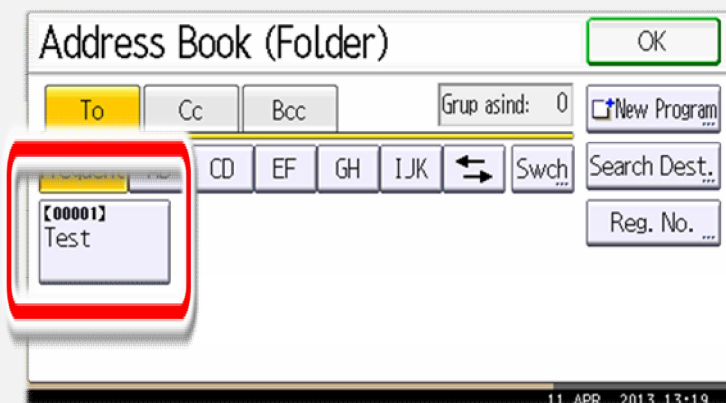
2

Select  
'Select  
Destination  
From Address  
Book'



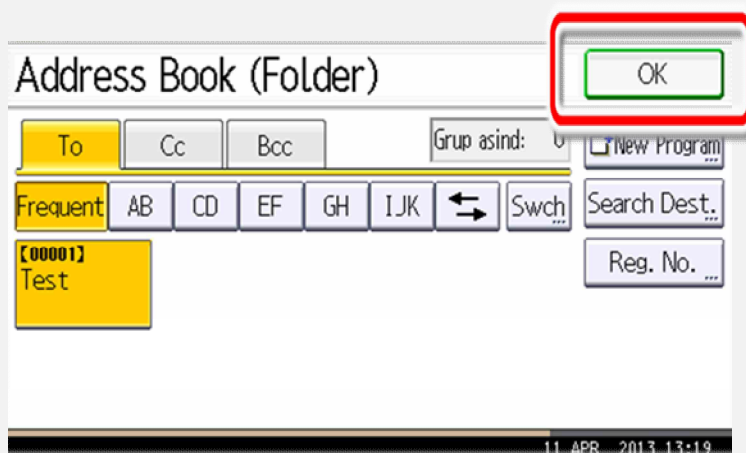
3

Select the  
folder  
destination  
you require



4

Select 'OK'



5

Press the  
[Start] button

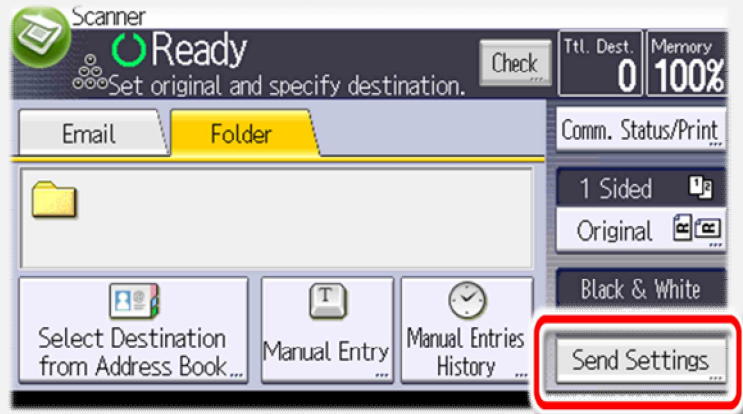


# NAMING A FILE



1

**Select  
'Send  
Settings'**



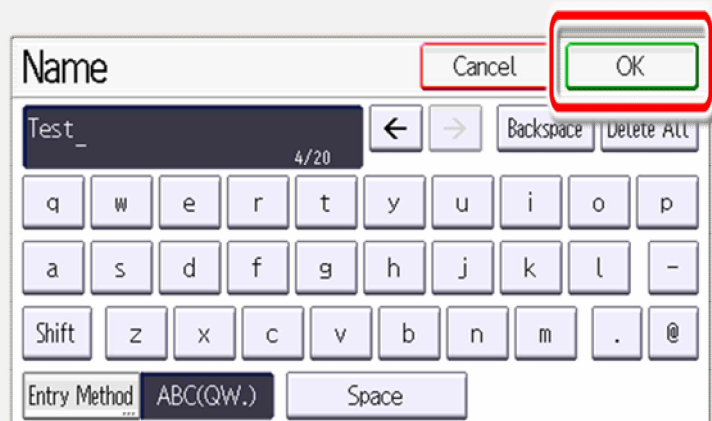
2

**Select 'File  
Name'**



3

**Type in the  
name of your  
document and  
select 'OK'**





# SENDING A FAX



Facsimile

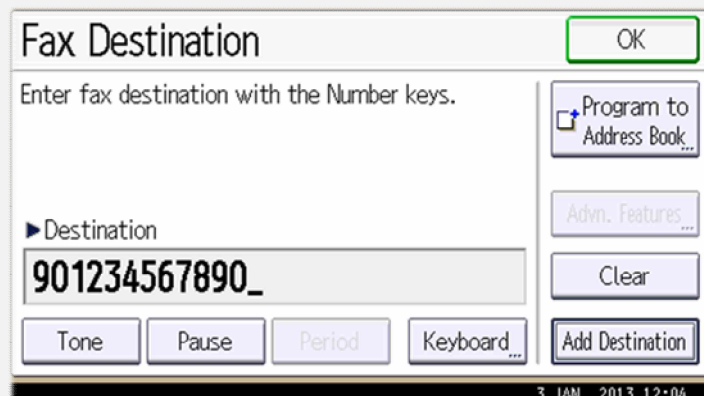
**1**

**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

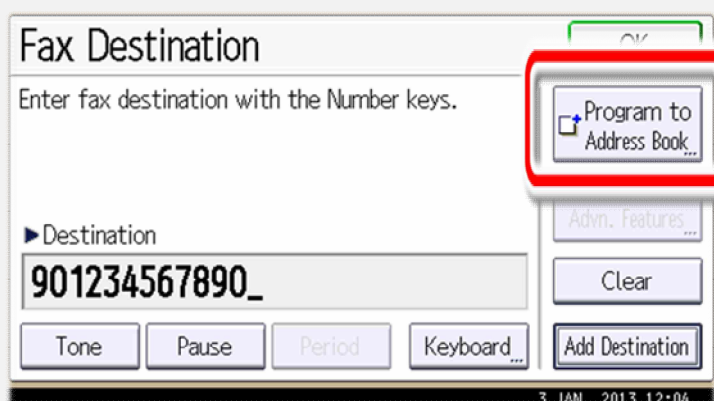
1

To save the fax number as a shortcut, type the number in using the number keys



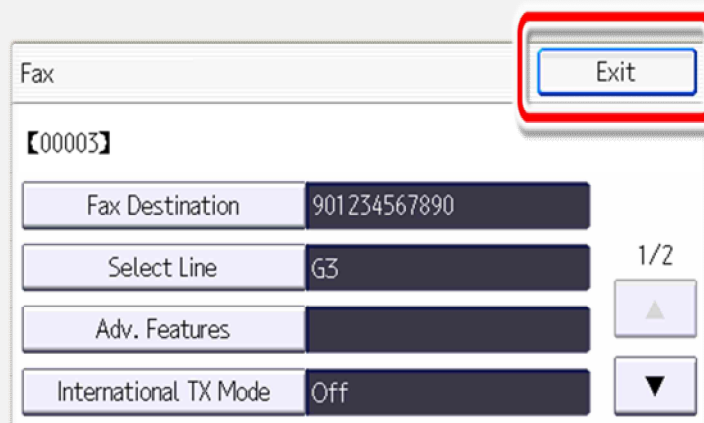
2

Select  
'Program to  
Address  
Book'



3

Select 'Exit'





4

Select 'OK'

Address Book: New Program

Cancel OK

Selected

00003

Select item to program.

Names Auth. Info Protection

Fax Dest. Email

Folder

5

Use the keypad to type in a name for your shortcut. Then select 'OK'.

Name

Cancel OK

Test\_ 4/20

← → Backspace Delete All

q w e r t y u i o p

a s d f g h j k l -

Shift z x c v b n m . @

Entry Method ABC(QW.) Space

6

Select 'Exit'

Names

Exit

00001 Test

Registration No. 00001

Name Test 1/2

Key Display Test



## SAVING FAX SHORTCUTS



Facsimile

7

Select 'OK'

Address Book: New Program

Cancel OK

► Selected

00001 Test

Select item to program.

Names Auth. Info Protection

Email

Folder

8

Select 'OK'.

Fax Destination

Enter fax destination with the Number keys.

► Destination

901234567890\_

Tone Pause Period Keyboard...

Program to Address Book...

Advn. Features...

Clear

Add Destination

3 JAN 2013 12:04

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imagine. change.

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