

**MP C300/400
User Guide**



Please visit www.ricoh.co.nz/support for further information



Connect with us on LinkedIn



Follow us on twitter - @RicohNZ

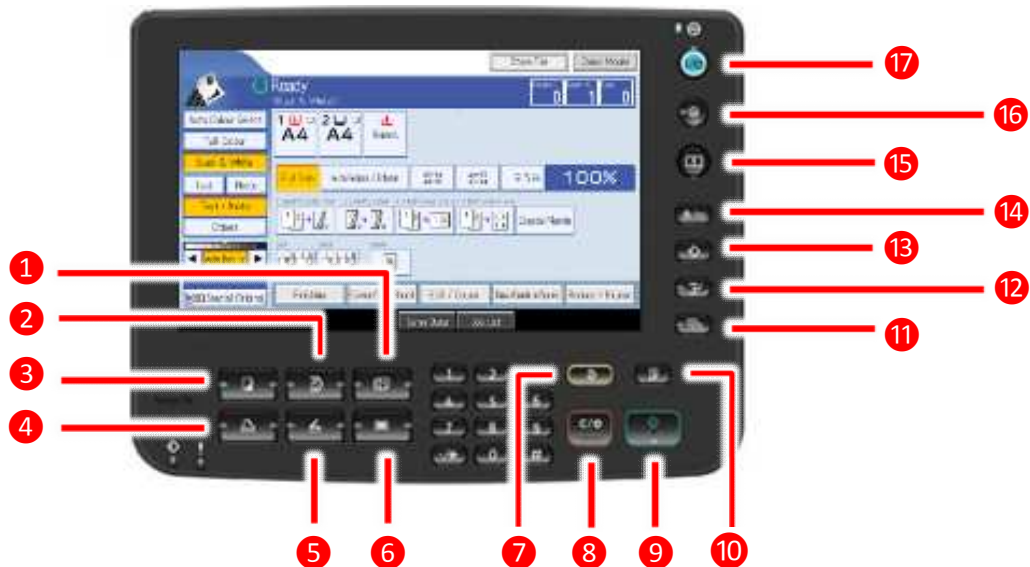


For useful playlist of how-to videos, search 'ricoh wiki' on YouTube



Visit online www.ricoh.co.nz

CONTROL PANEL	Page 4
<i>An overview of the function buttons.</i>	
MFD BASICS	Page 5
<i>Explains some of the most commonly used buttons.</i>	
COPIER	
Double-sided	Page 7
<i>Make 2-sided copies from single and double sided originals.</i>	
Sorting	Page 8
<i>Collate documents into sets.</i>	
Reducing & Enlarging	Page 9
<i>Reduce and enlarge different sized documents.</i>	
Storing a document	Page 10
<i>Save documents onto the MFD hard drive.</i>	
DOCUMENT SERVER	
Retrieving documents	Page 12
<i>Print documents that have been saved onto the MFD hard drive.</i>	
PRINTER	
Locked Print	Page 13
<i>Locked Print is particularly useful for confidential / secure printing.</i>	
<i>Jobs will not be printed out until the user enters a user code at the MFD to release it.</i>	
Creating One-Click Presets	Page 16
<i>One-click presets allow you to customise your print settings,</i>	
<i>saving time and effort by creating easy icons for the settings used most.</i>	
SCANNER	
Scan to Email	Page 19
<i>Scan a document and email it to a designated email address.</i>	
Saving Email Shortcuts	Page 20
<i>Set up shortcut buttons for commonly used email addresses.</i>	
Scan to Folder	Page 23
<i>Scan a document to a shared folder on the server.</i>	
Naming a file	Page 24
<i>Rename the scan file at the MFD.</i>	
FACSIMILIE	
Sending a Fax	Page 25
<i>Send a fax at the MFD.</i>	
Saving Fax Shortcuts	Page 26
<i>Set up shortcut buttons for commonly used fax numbers.</i>	



- | | |
|---|---|
| 1. FACSIMILIE FUNCTION BUTTON | Access the Fax function |
| 2. DOCUMENT SERVER FUNCTION BUTTON | Access the Document Server function |
| 3. COPIER FUNCTION BUTTON | Access the Copier function |
| 4. PRINTER FUNCTION BUTTON | Access the Printer function |
| 5. SCANNER FUNCTION BUTTON | Access the Scanner function |
| 6. OTHER FUNCTION BUTTON | Not In Use |
| 7. RESET | Clears all settings (Defaults) |
| 8. STOP | Stop copying/scanning/faxing |
| 9. START | Commence copying/scanning/faxing |
| 10. SAMPLE COPY | Produce a proof copy. |
| 11. SIMPLIFIED DISPLAY | Toggle between normal and simplified display |
| 12. INTERRUPT | Pause an ongoing copy job. Deselect to resume |
| 13. PROGRAM | Store frequently used settings in the machine memory and recall them for future use |
| 14. USER TOOLS COUNTER | Access system menus. Take counter readings |
| 15. LOGIN/LOGOUT | Administrator login. |
| 16. PANEL OFF | Turn the machine ON/OFF from panel off mode |
| 17. ENERGY SAVER | Turn the machine ON/OFF from standby. |



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

Press the 'Energy Saver' button to turn on when the MFD is on, but the panel has switched off.





5

Press the 'Power On' button to turn the machine on from standby.



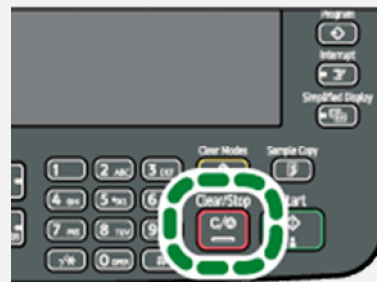
6

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



7

To stop a job, press 'Stop'.



8

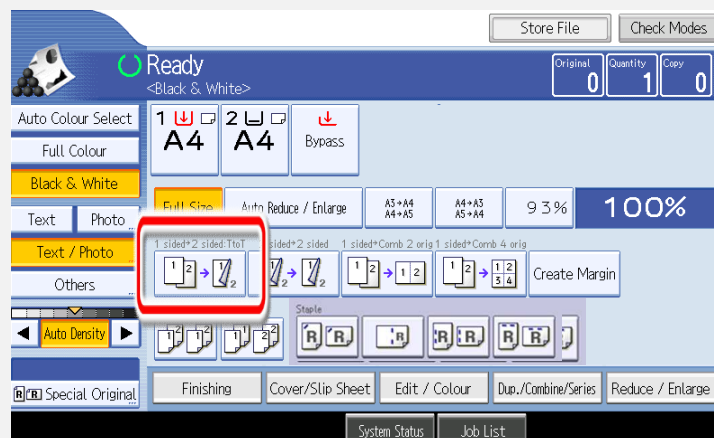
To clear any selections you have made, press 'Reset'.



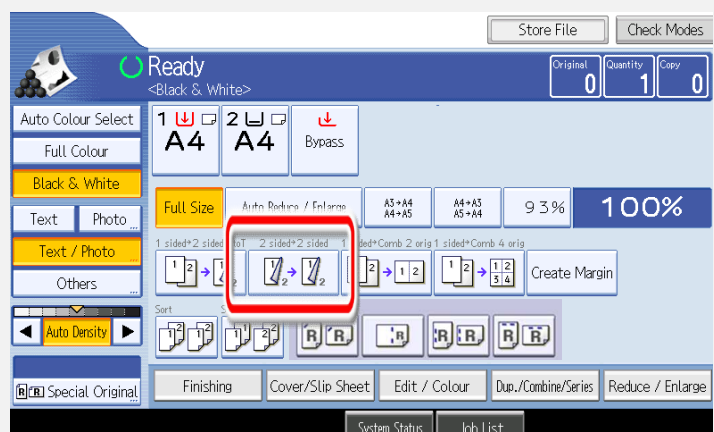
DOUBLE SIDED



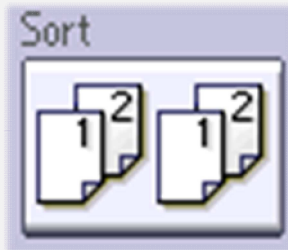
To make two-sided copies from *one-sided* originals, select '1 to 2 sided'.



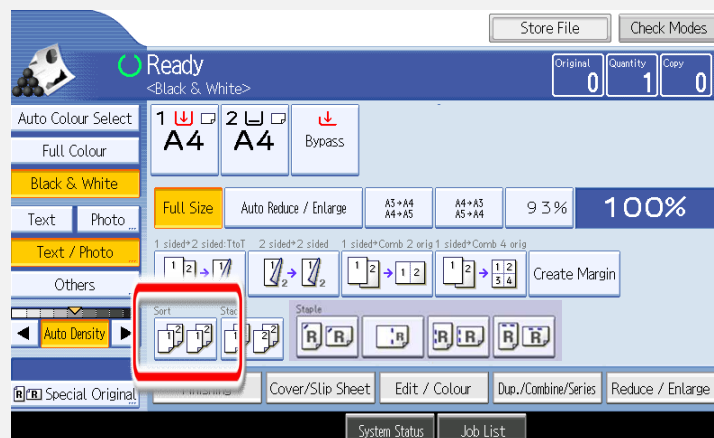
To make two-sided copies from *two-sided* originals, select '2 to 2 sided'.



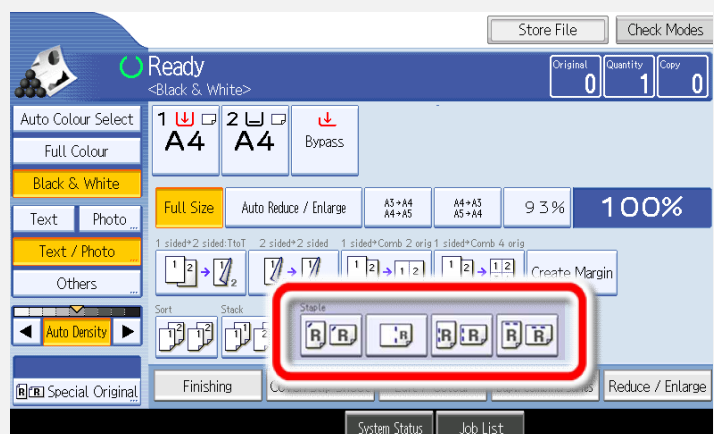
SORT & STAPLE



To collate documents into sets, select 'Sort'.



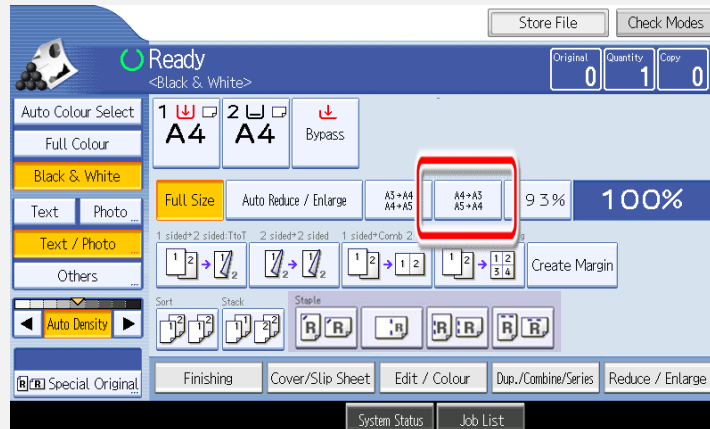
To staple your documents choose from one of the staple options.



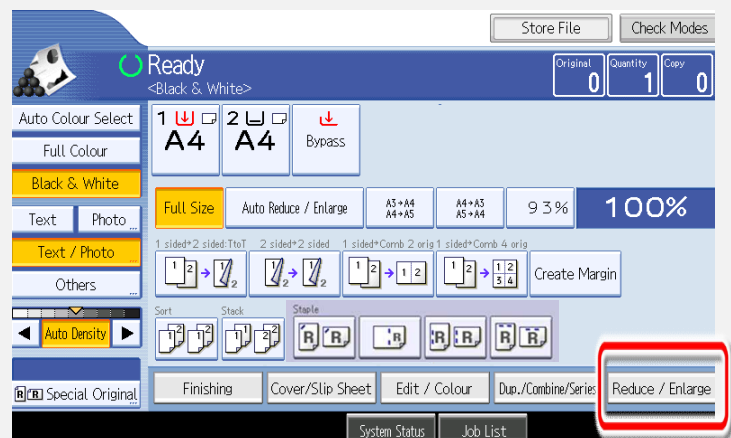
REDUCE & ENLARGE



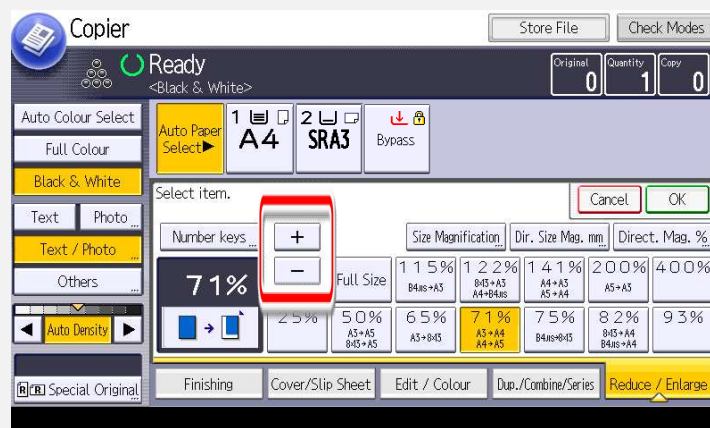
A quick way to enlarge A4 to A3 is to use the 'A4>A3' shortcut.



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



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

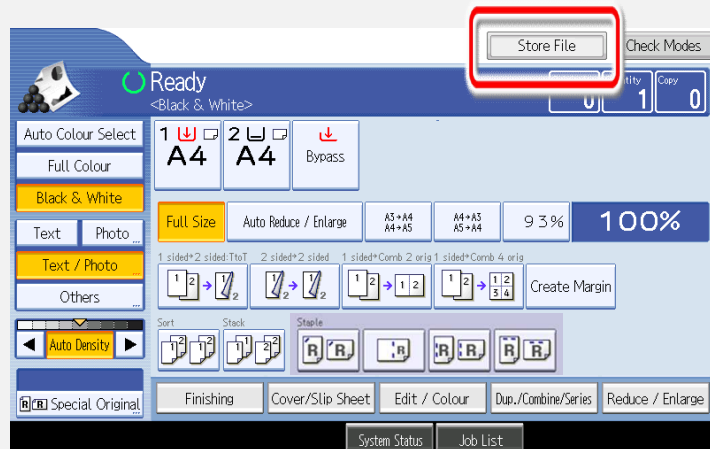


STORING A DOCUMENT



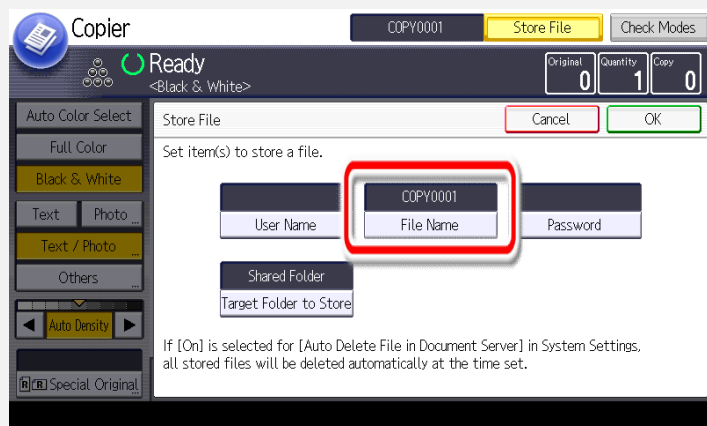
1

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



2

Select 'File Name'



3

Select 'Delete All'

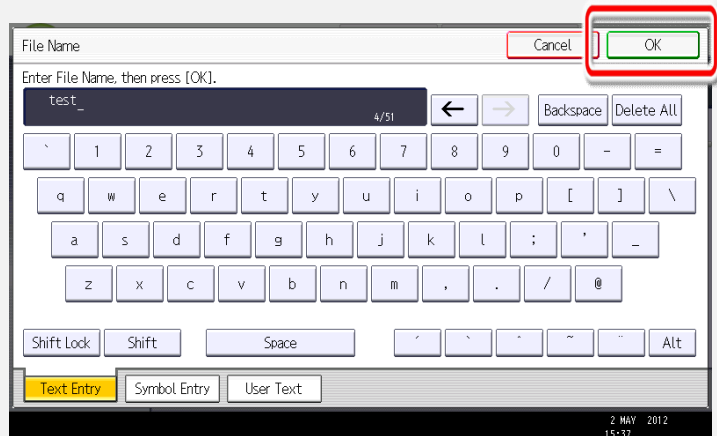


STORING A DOCUMENT



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





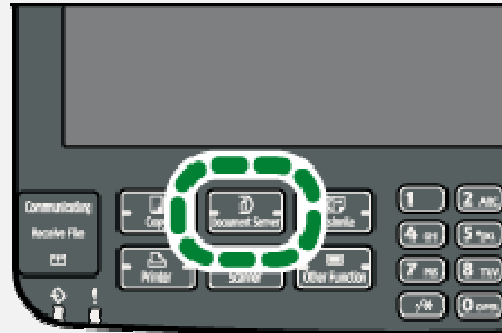
RETRIEVING DOCUMENTS



Document
Server

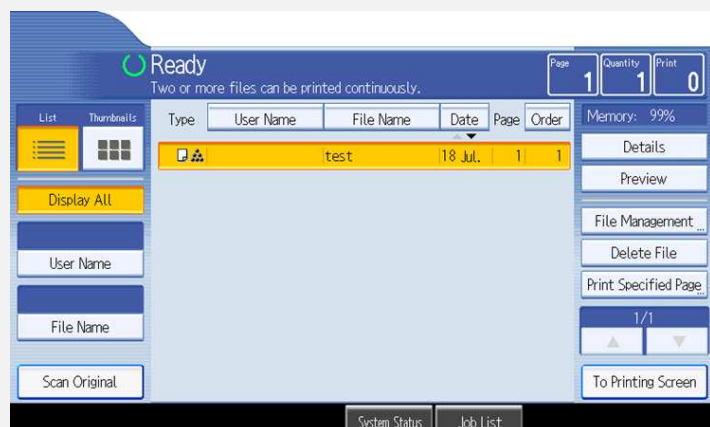
1

**Select
[Document
Server]**



2

**Select the file
you wish to
print**

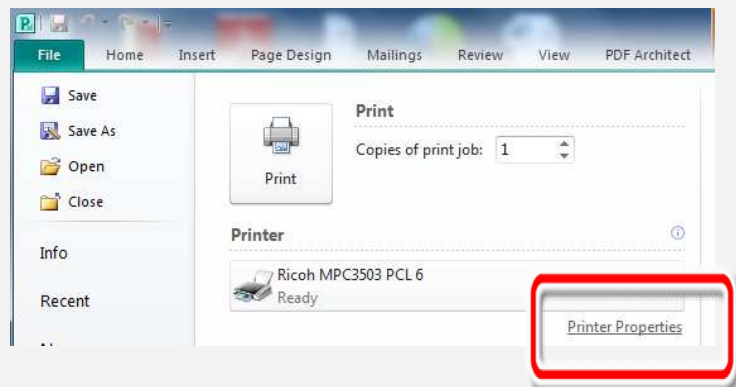


3

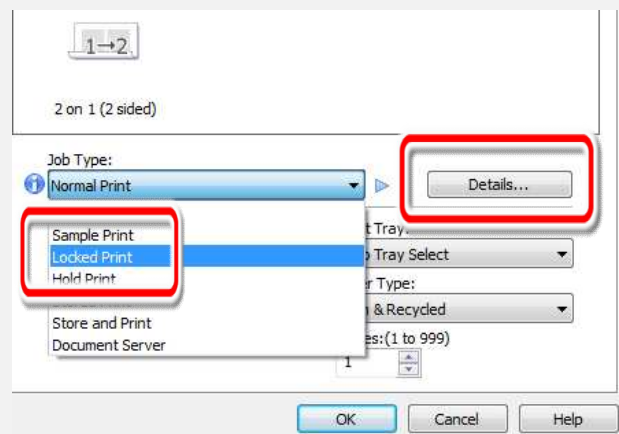
**Use the number
keys to change
quantity. (Prints
one copy by de-
fault). Press the
'Start' button to
print**



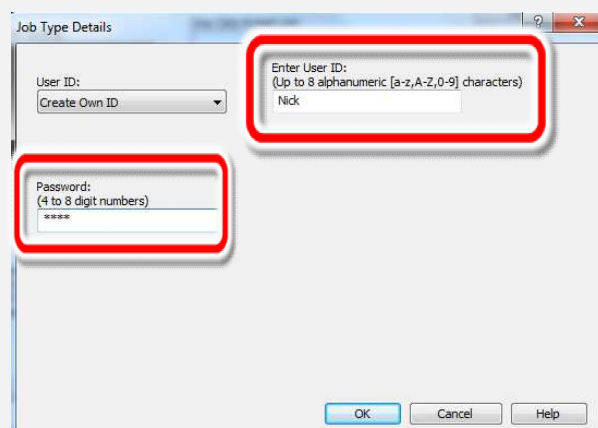
- 1 At the PC
select File,
Print and
Print
Properties



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

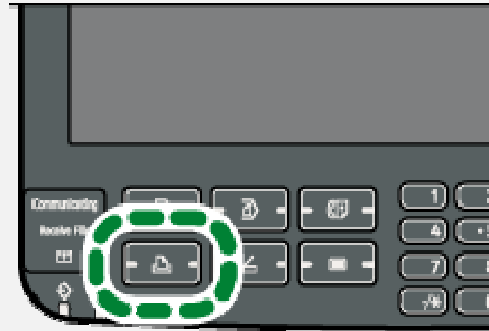


- 3 Create your own
'User ID'. (e.g.
JSmith)
Create your own
'Password'
(4-8 digits, e.g.
1234)



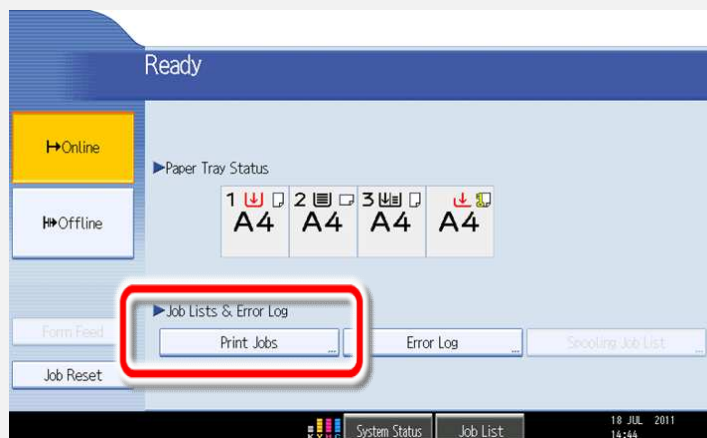
4

At the MFD,
select
[Printer]



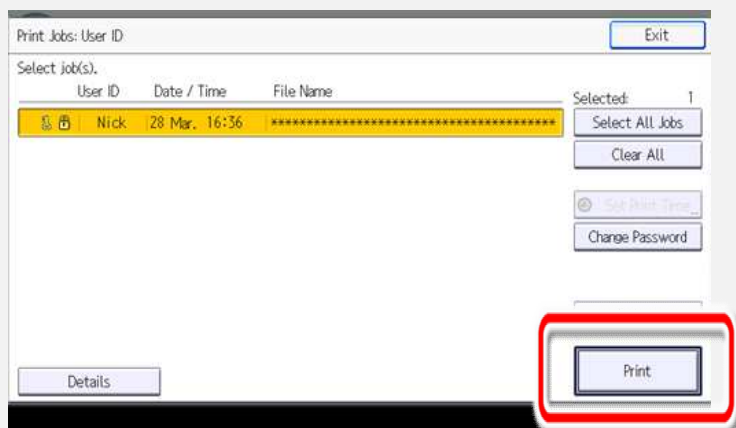
5

Select
‘Print Jobs’



6

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





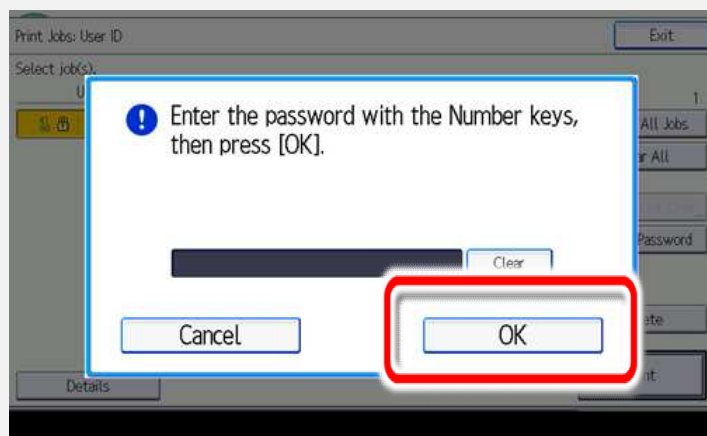
7

Use the
number keys
to enter your
'Password'



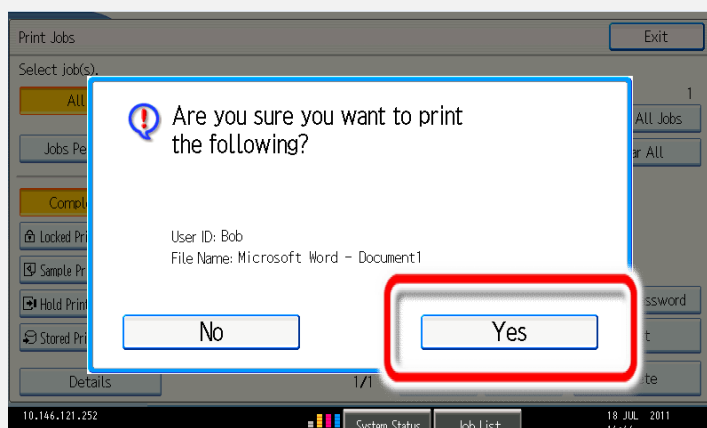
8

Select 'OK'



9

Select 'Yes' to
print your job(s)



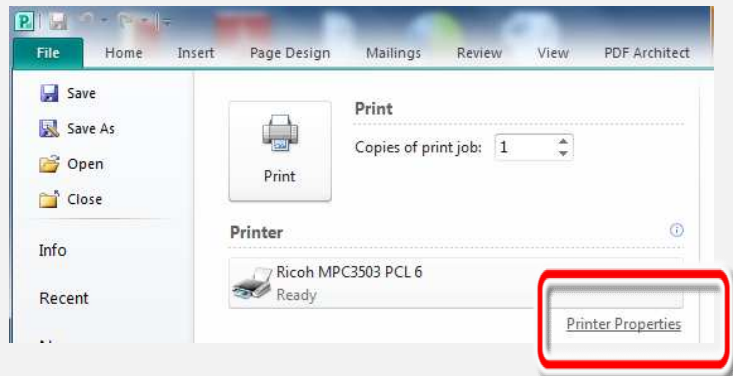


CREATING ONE-CLICK PRESETS



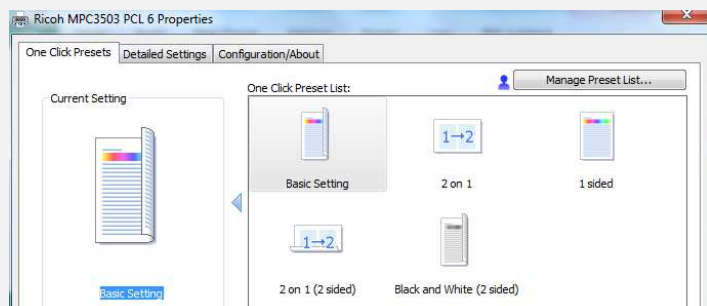
1

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



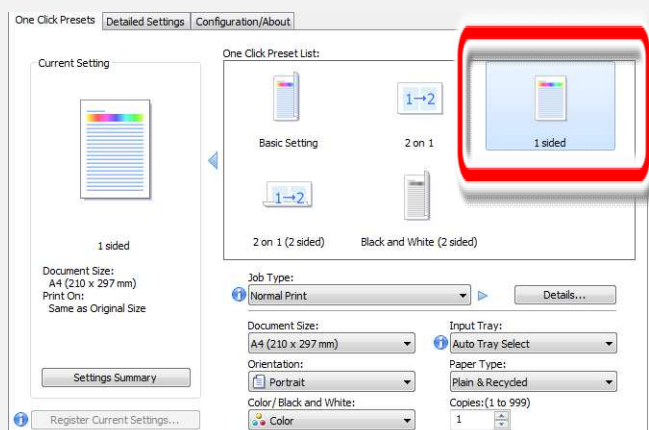
2

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



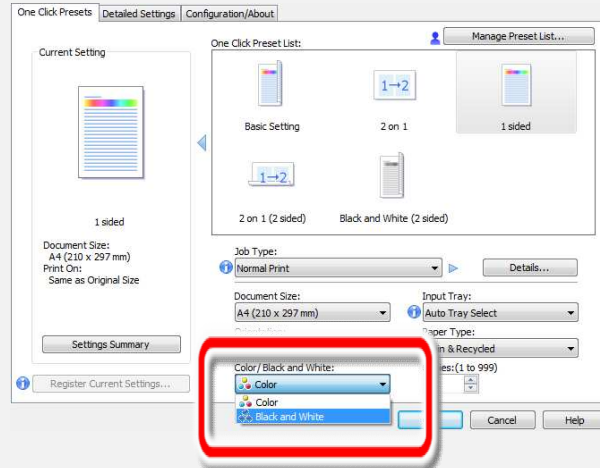


CREATING ONE-CLICK PRESETS



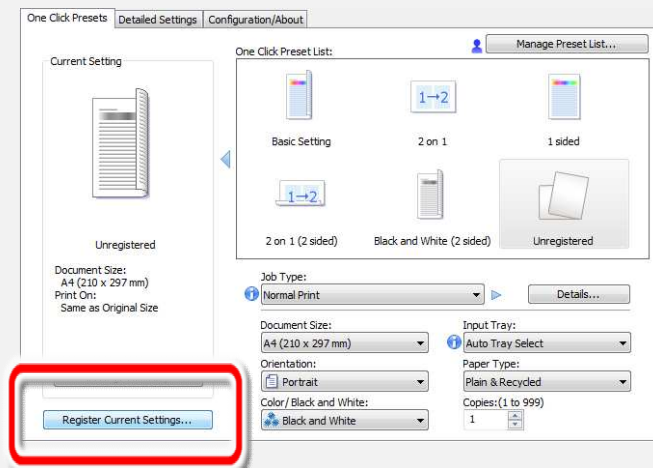
4

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.



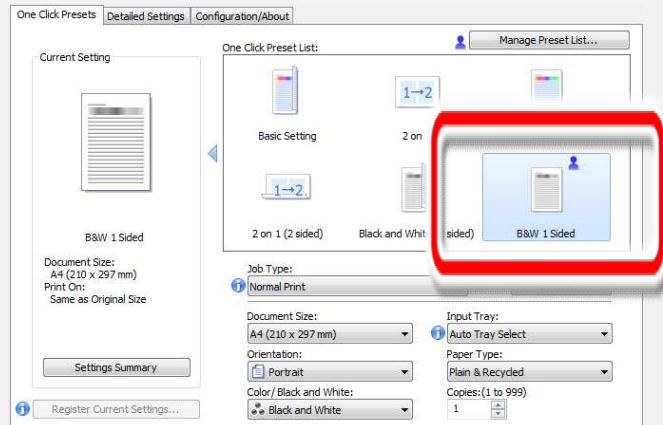


CREATING ONE-CLICK PRESETS



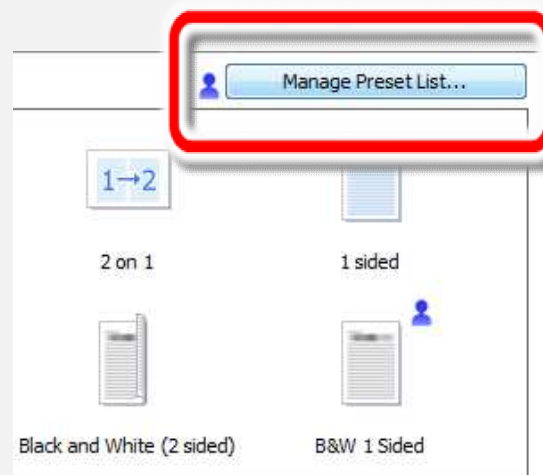
7

Your preset has now been added to the screen



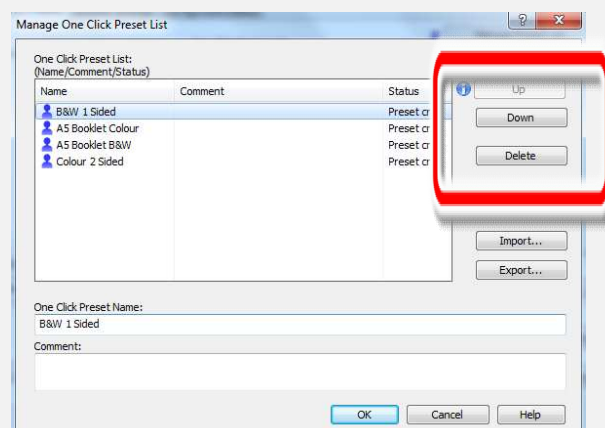
8

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



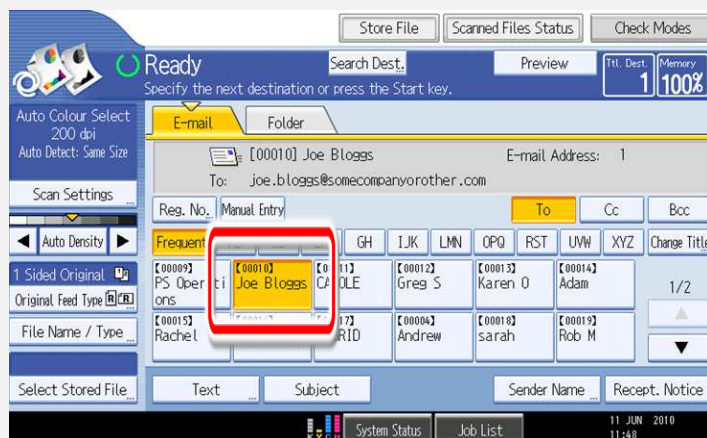
1

**Select
[Scanner]**



2

**Select your
destination
from the list**



3

**If no other
settings are
required,
press [Start]**





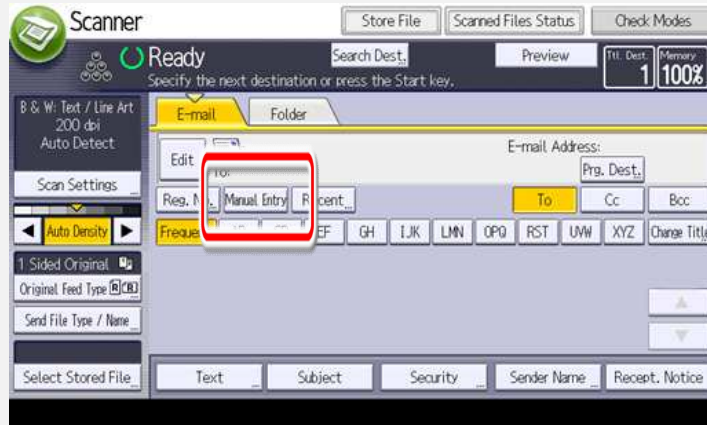
SAVING EMAIL SHORTCUTS



Scanner

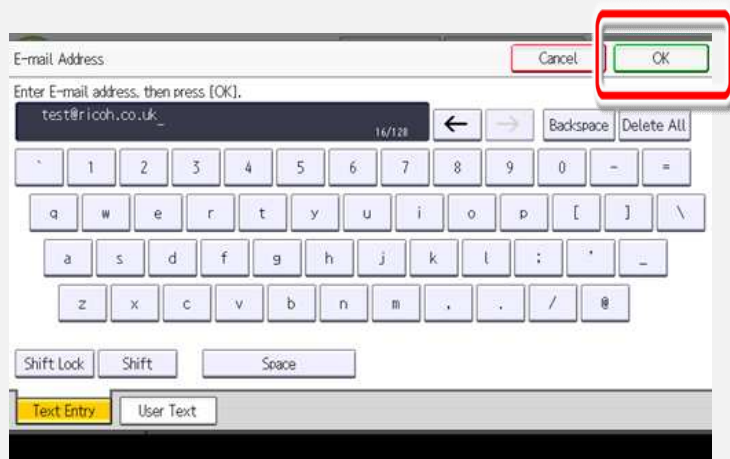
1

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.'





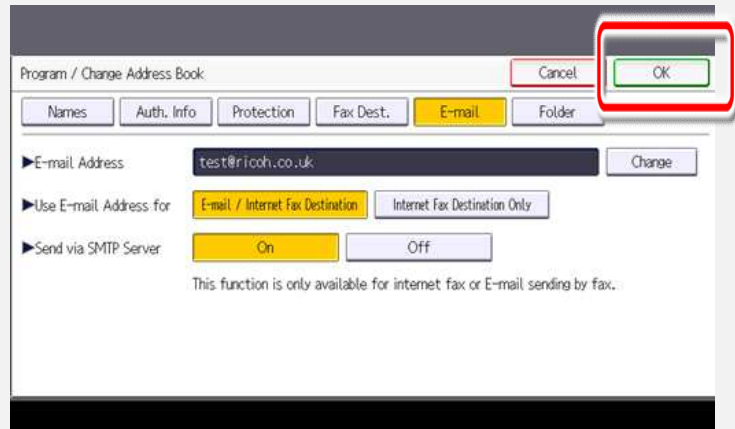
SAVING EMAIL SHORTCUTS



Scanner

4

Check the email address and select 'OK'



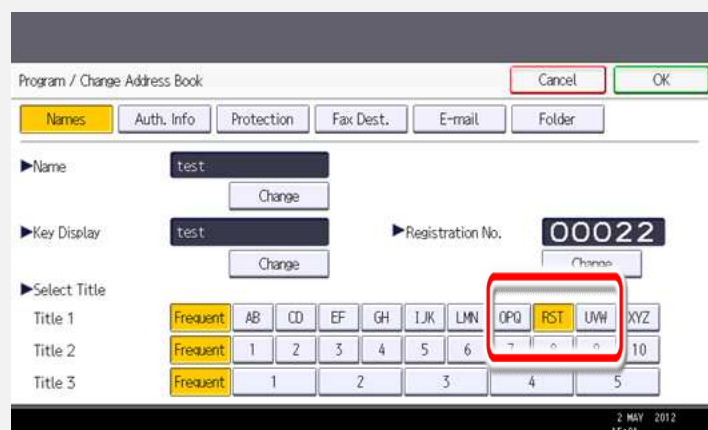
5

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



6

Select an alphabet button.





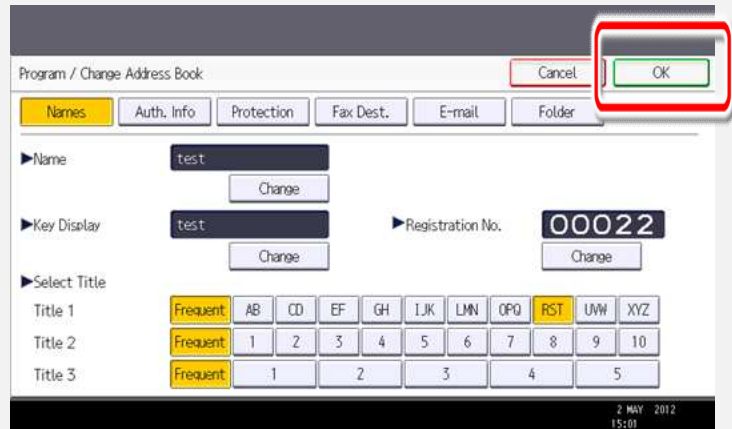
SAVING EMAIL SHORTCUTS



Scanner

7

Select 'OK'

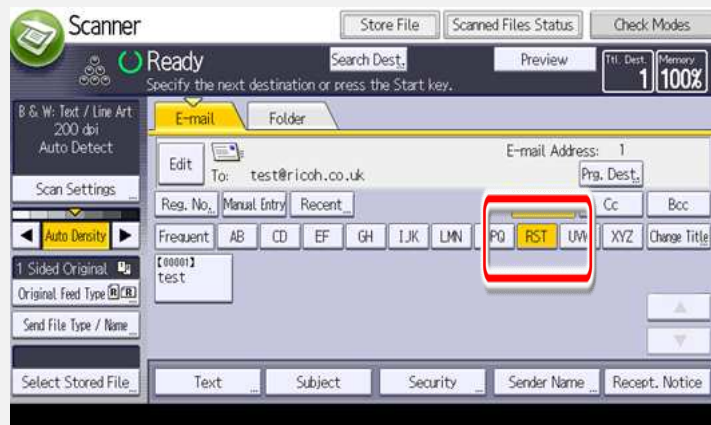


8

The shortcut is now saved and ready to use.



Destinations can also be accessed by using the alphabet title

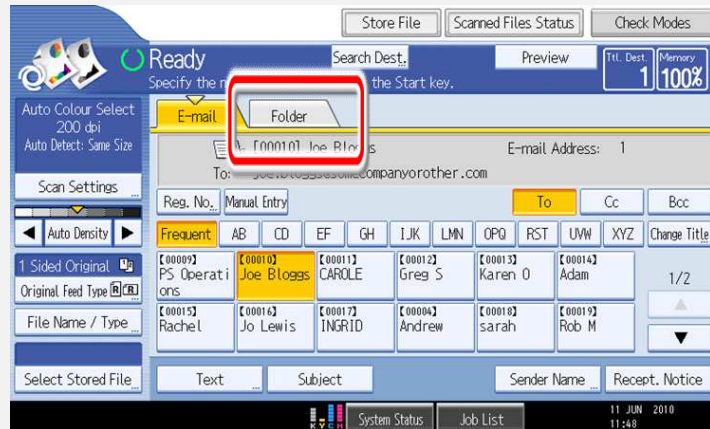


SCAN TO FOLDER



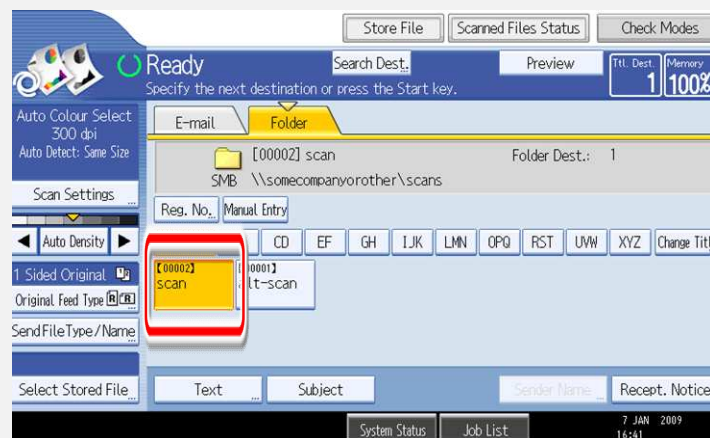
1

**Select the
'Folder' tab**



2

**Select the
Folder
destination
you require**



3

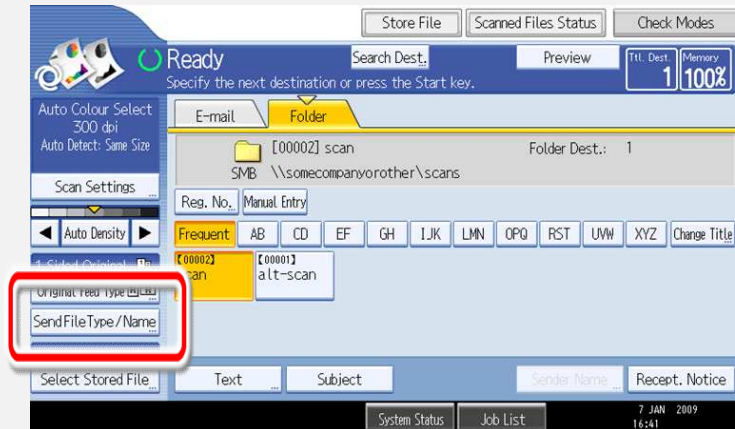
**If no other
settings are
required,
press 'Start'**



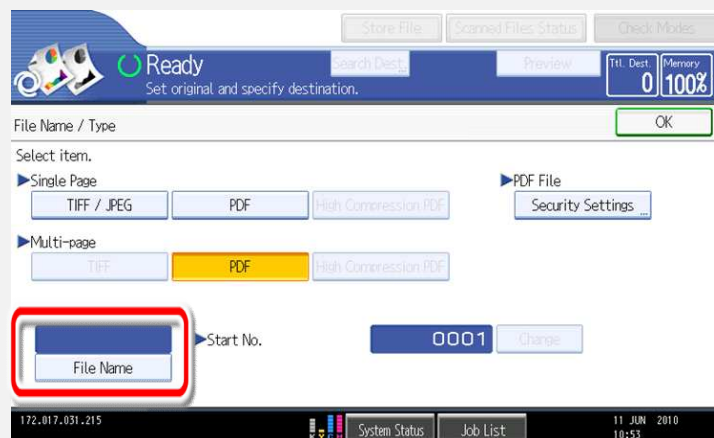
NAMING A FILE



- 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'





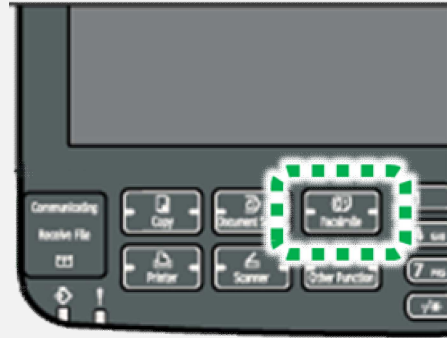
SENDING A FAX



Facsimile

1

**Select the
[Facsimile]
button**



2

**Type in the
fax number
using the
number keys**
(Add any leading
numbers if re-
quired i.e. 0 or 9)



3

**Press the
'Start' button
to fax your
document**





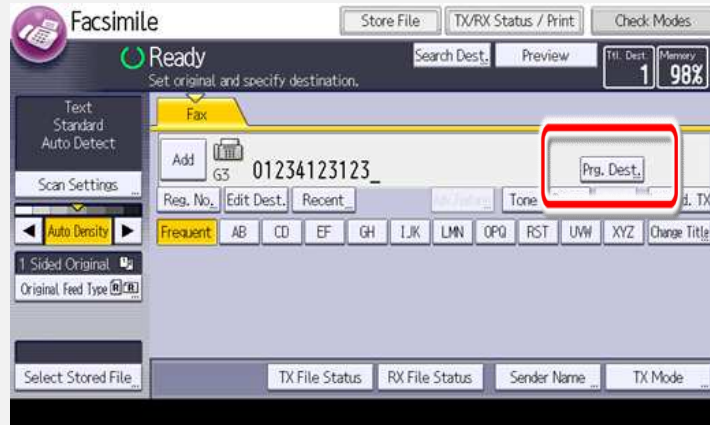
SAVING FAX SHORTCUTS



Facsimile

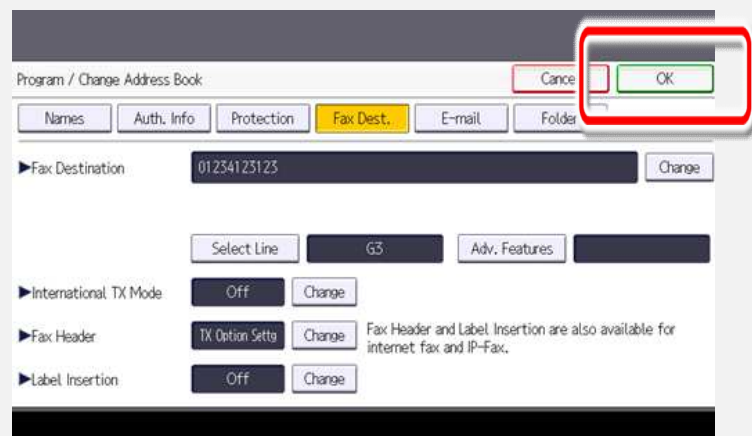
1

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



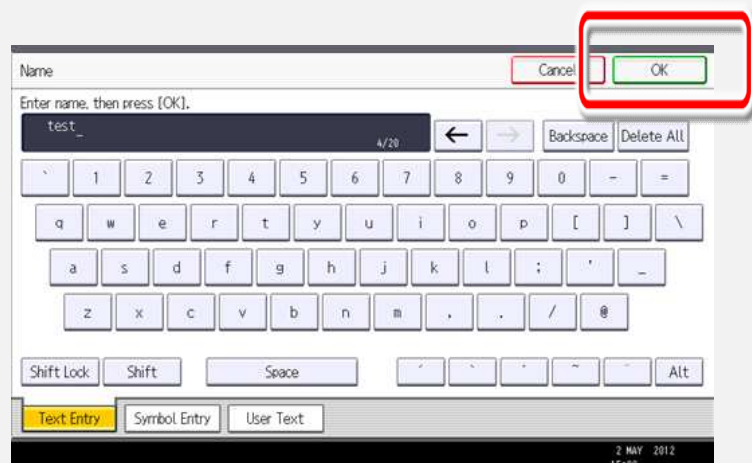
2

Check the number is correct and select 'OK'



3

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





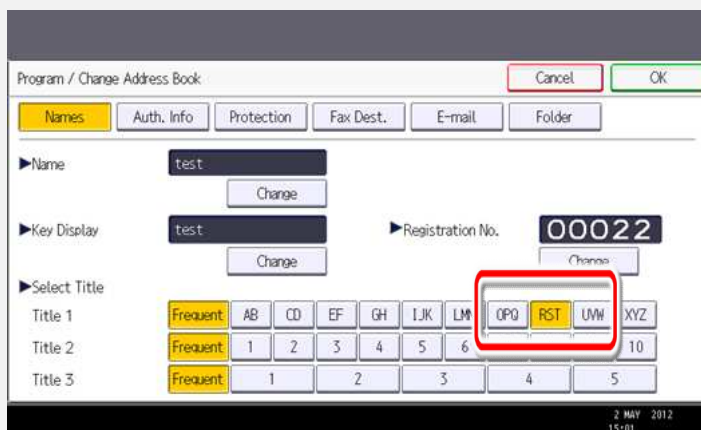
SAVING FAX SHORTCUTS



Facsimile

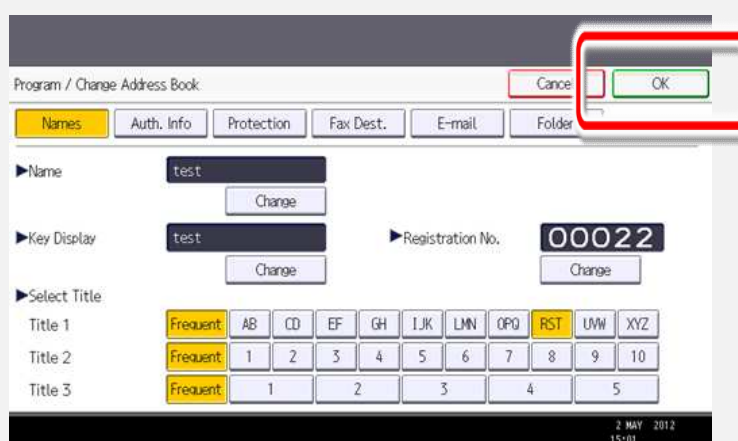
4

Choose an alphabet title button to store the shortcut under



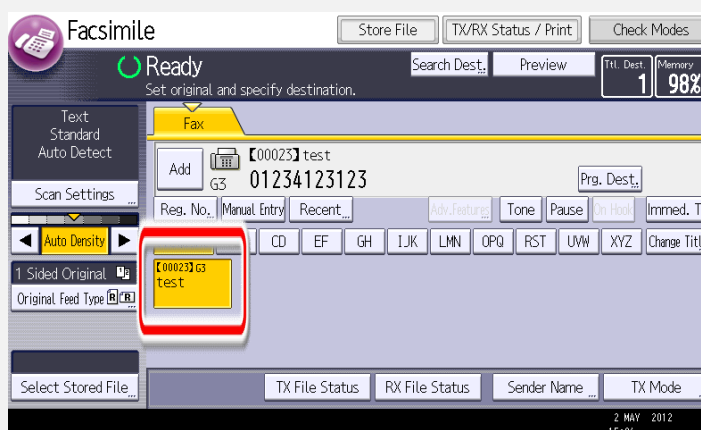
5

Select 'OK'



6

Your shortcut is now saved and ready to use





RICOH NZ LTD
60 Stanley Street, Parnell, Auckland
Tel: 0800 807676