

MP C6502SP  
MP C8002SP  
User Guide



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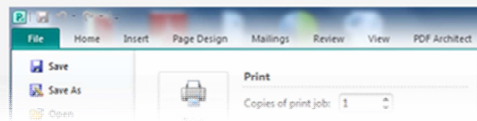
To help you get the most from your Ricoh product, and to offer different avenues of learning, look out for QR codes at the top of the pages in this guide.

## 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.



<b>CONTROL PANEL</b>	Page 4
<i>An overview of the function buttons.</i>	
<b>MFD BASICS</b>	Page 5
<i>Explains some of the most commonly used buttons.</i>	
<b>LOADING PAPER IN TRAY 1</b>	Page 7
<i>How to load tray 1 correctly. Tray 1 is a high capacity, dual tray only capable of holding A4.. (Unless you have specified the A3 version of this tray).</i>	
<b>COPIER</b>	
<b>Double-sided</b>	Page 8
<i>Make 2-sided copies from single and double sided originals.</i>	
<b>Sorting</b>	Page 9
<i>Collate documents into sets.</i>	
<b>Reducing &amp; Enlarging</b>	Page 10
<i>Reduce and enlarge different sized documents.</i>	
<b>Storing a document</b>	Page 11
<i>Save documents onto the MFD hard drive.</i>	
<b>DOCUMENT SERVER</b>	
<b>Retrieving documents</b>	Page 13
<i>Print documents that have been saved onto the MFD hard drive.</i>	
<b>PRINTER</b>	
<b>Locked Print</b>	Page 14
<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>	
<b>Creating One-Click Presets</b>	Page 17
<i>One-click presets allow you to customise your print settings, saving time and effort by creating easy icons for the settings used most.</i>	
<b>SCANNER</b>	
<b>Scan to Email</b>	Page 20
<i>Scan a document and email it to a designated email address.</i>	
<b>Saving Email Shortcuts</b>	Page 21
<i>Set up shortcut buttons for commonly used email addresses.</i>	
<b>Scan to Folder</b>	Page 24
<i>Scan a document to a shared folder on the server.</i>	
<b>Naming a file</b>	Page 25
<i>Rename the scan file at the MFD.</i>	



## 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.



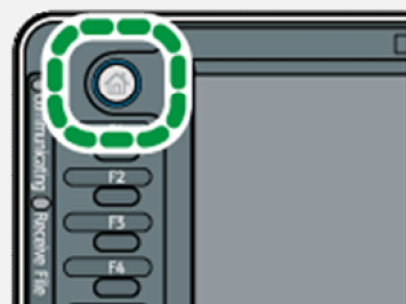
3

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

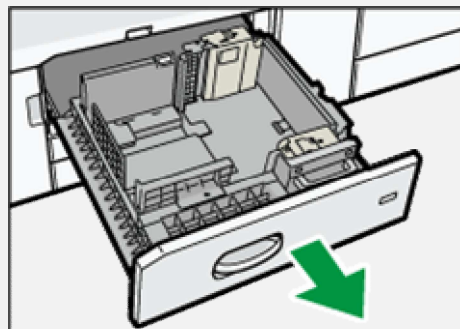
To clear any selections  
you have made, press  
'Reset'.



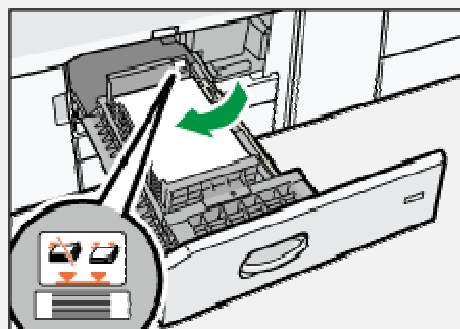




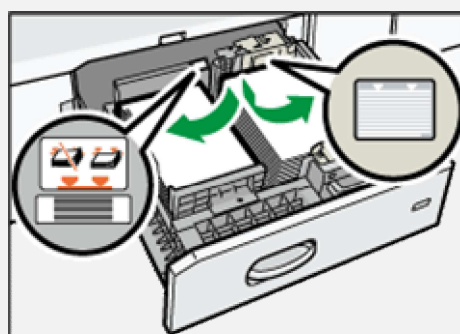
Tray 1 can hold A4 paper only.  
(Unless you have specified the A3 only version of this tray.) When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. **Do not pull out Tray 1 while the tray is moving paper**; wait until sounds stop coming from the tray.



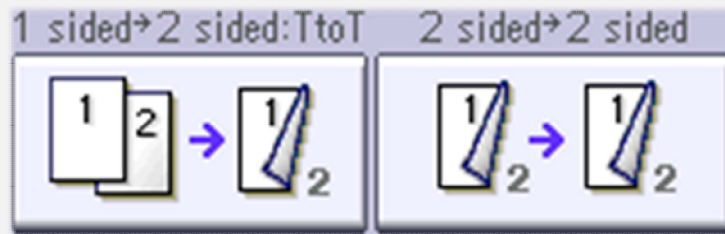
The left hand tray can come out on it's own and be loaded whilst paper is still being taken from the right hand tray. Do not overfill the tray.



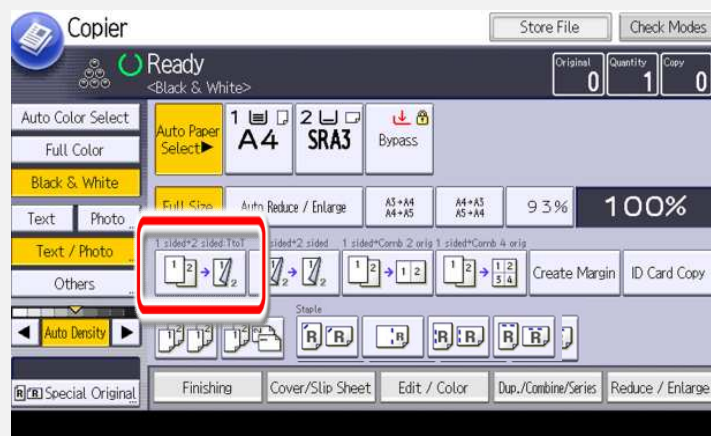
Providing the right hand tray is not being used, both trays can be loaded at the same time. Simply pull out the right hand tray by the handle. For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray. Close the right hand tray first, and then the left hand tray.



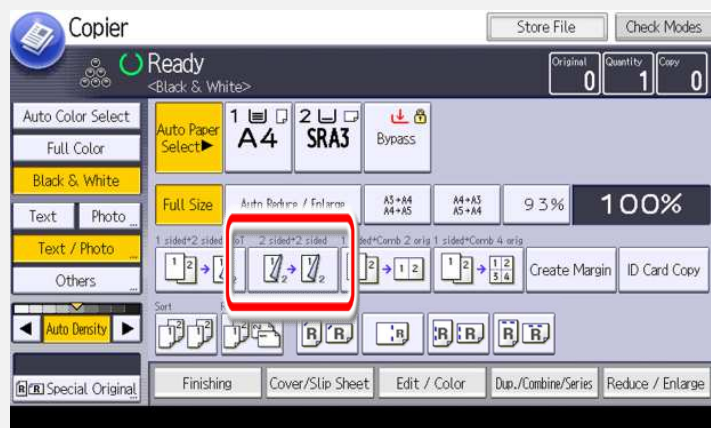
# DOUBLE SIDED



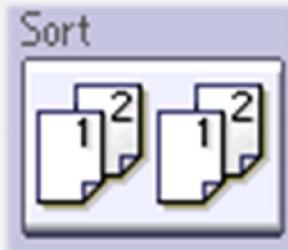
To make two-sided copies from *one-sided* originals, select '1 to 2 sided'.



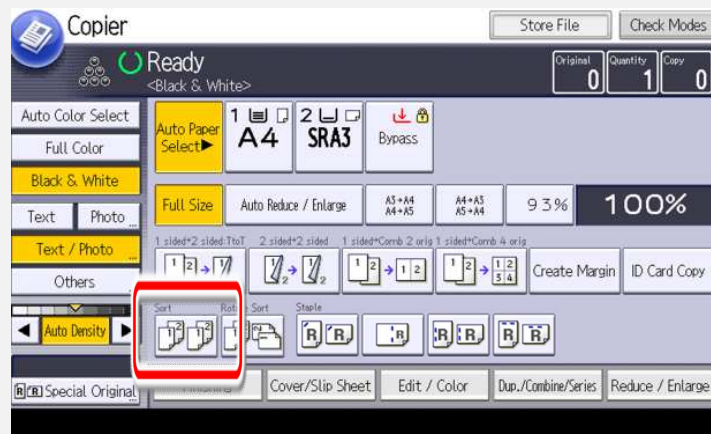
To make two-sided copies from *two-sided* originals, select '2 to 2 sided'.







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



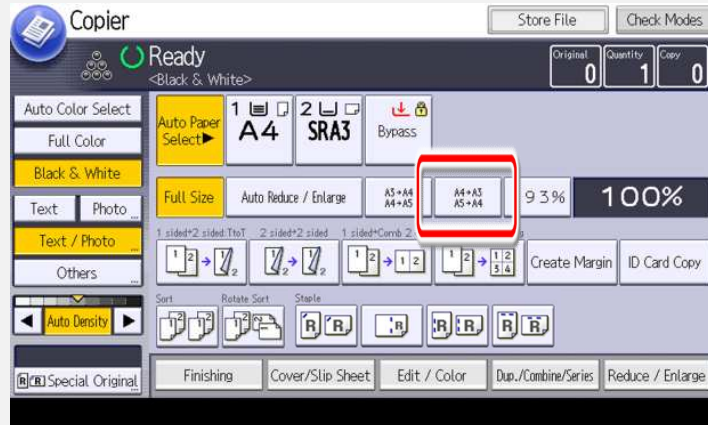
**To staple your documents choose from one of the staple options.**



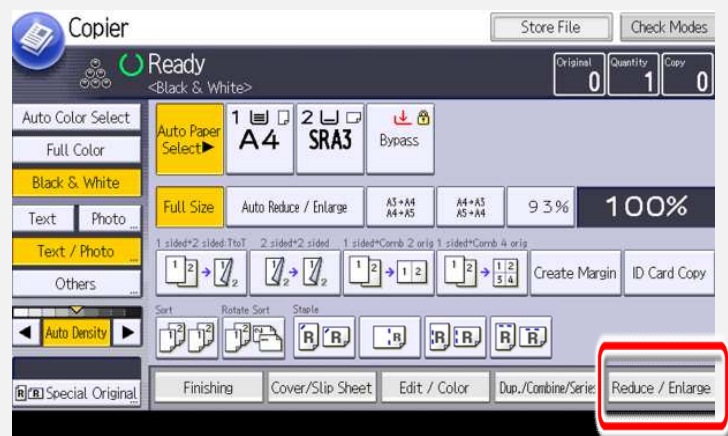
# REDUCE & ENLARGE



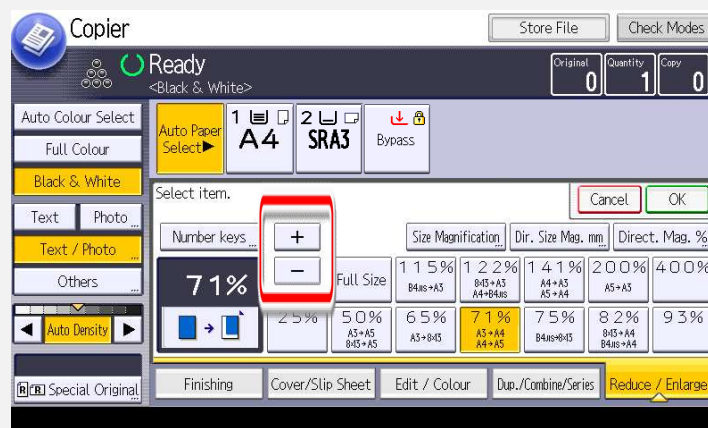
A quick way to enlarge A4 to A3 is to use the 'A4>A3' shortcut.



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



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

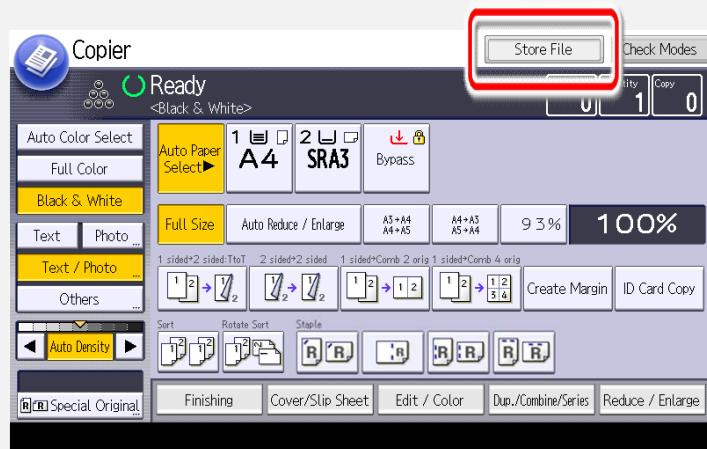


# STORING A DOCUMENT



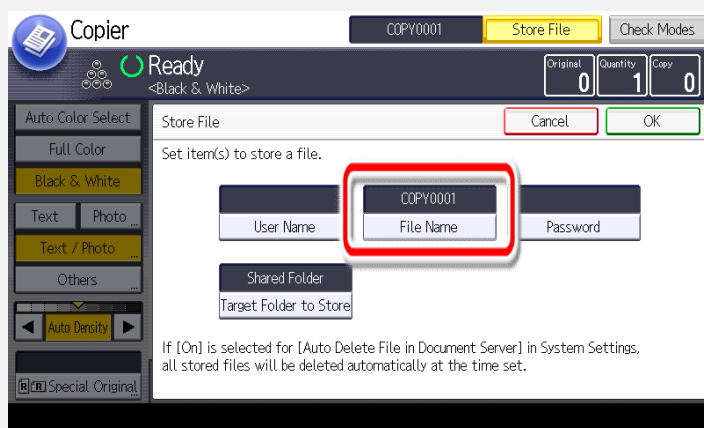
1

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



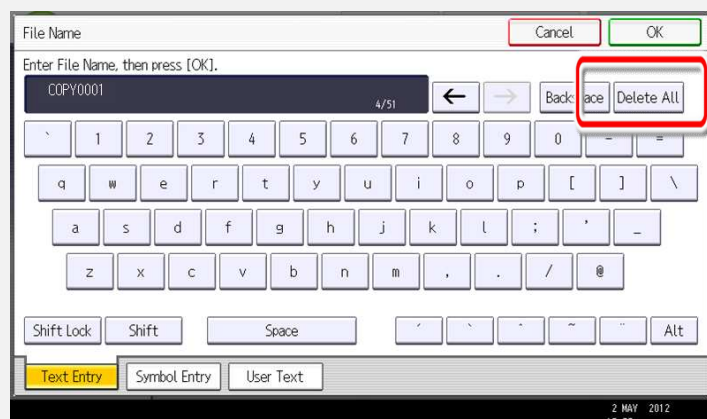
2

**Select 'File Name'**



3

**Select 'Delete All'**



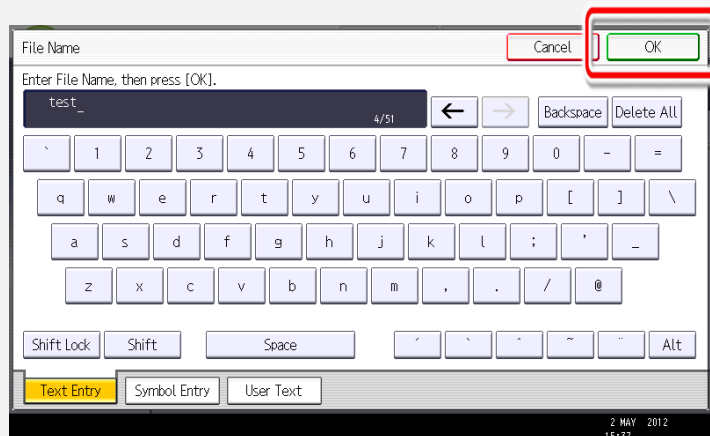


## STORING A DOCUMENT



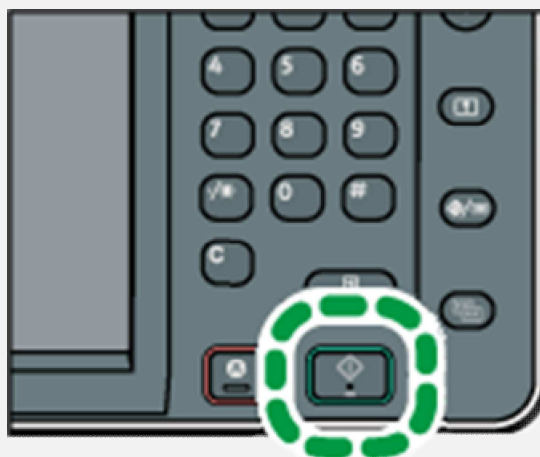
4

Use the keypad to type in the name of the document, then select 'OK'



5

Press the 'Start' Key to store the document





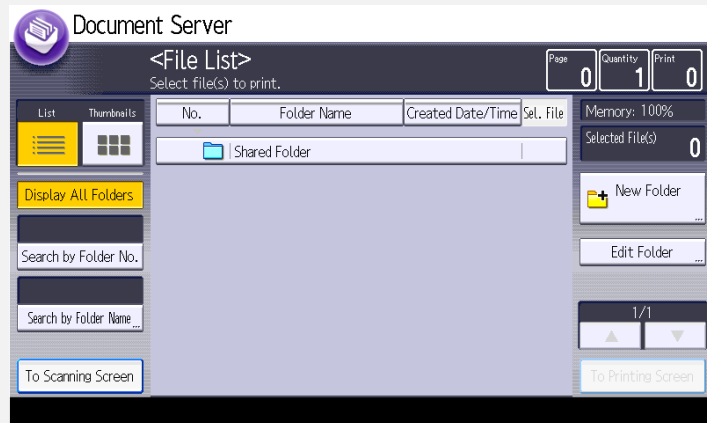
# RETRIEVING DOCUMENTS



Document  
Server

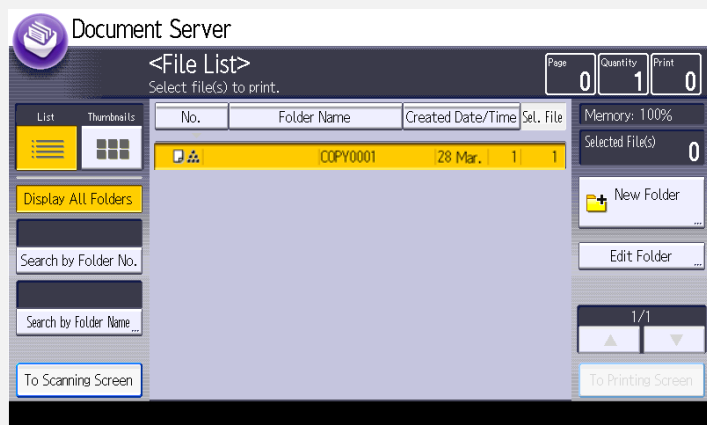
1

**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**





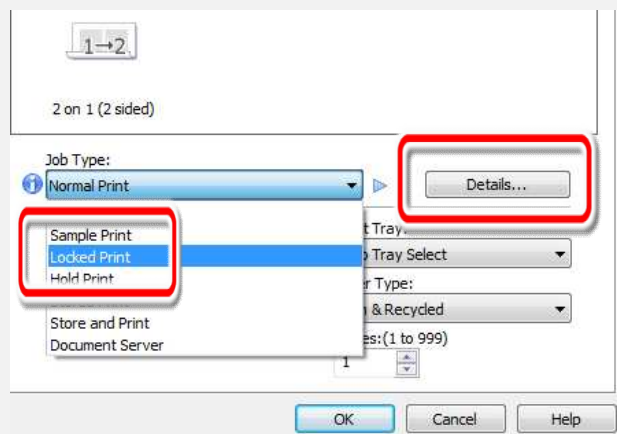
1

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



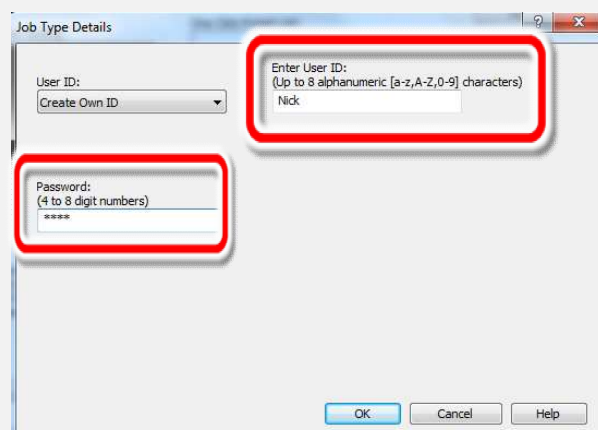
2

**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)**

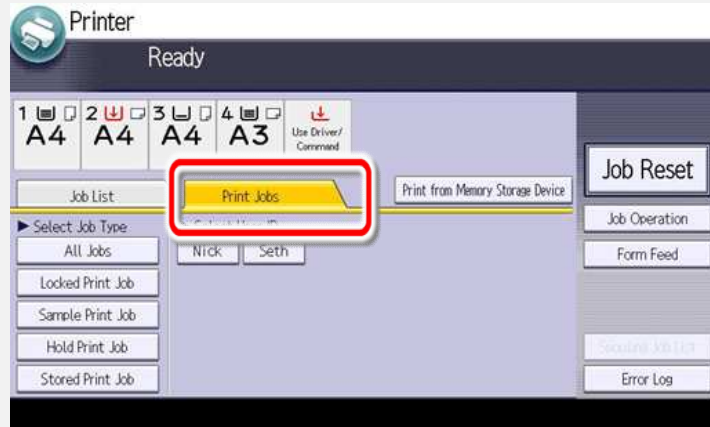






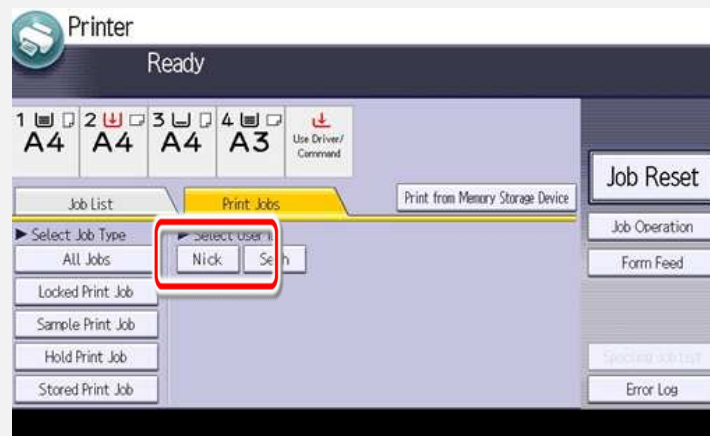
4

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



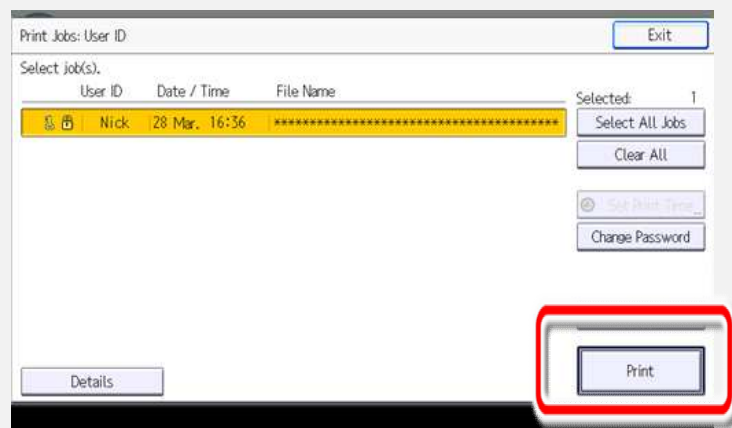
5

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



6

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





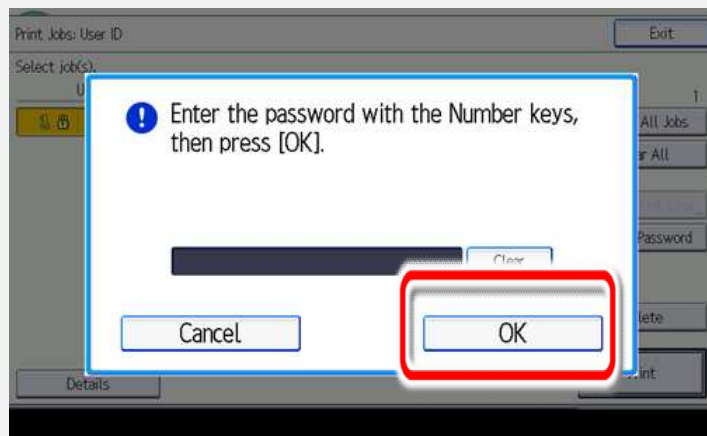
7

Use the  
number keys  
to enter your  
'Password'



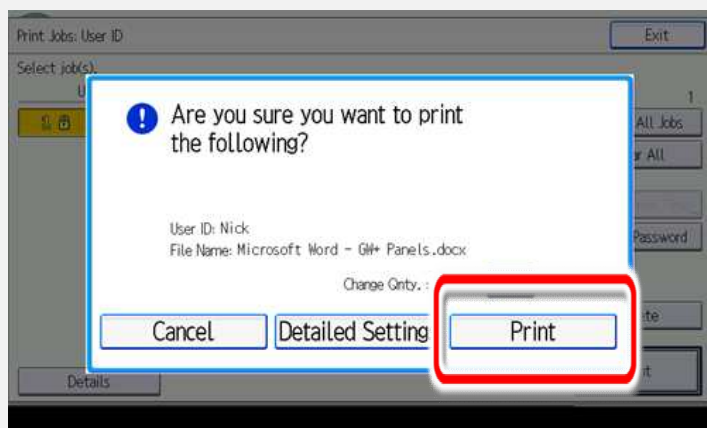
8

Select 'OK'



9

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



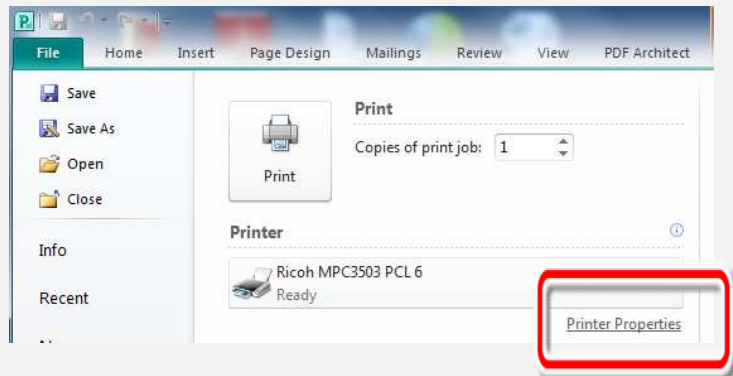


# CREATING ONE-CLICK PRESETS



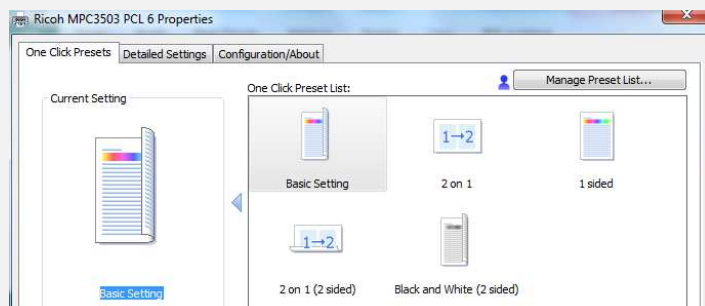
1

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



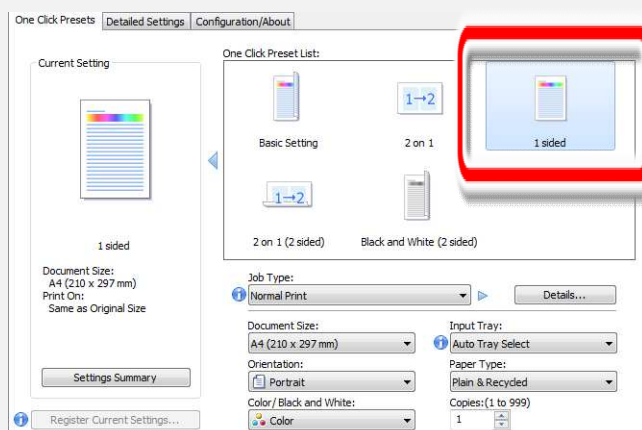
2

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



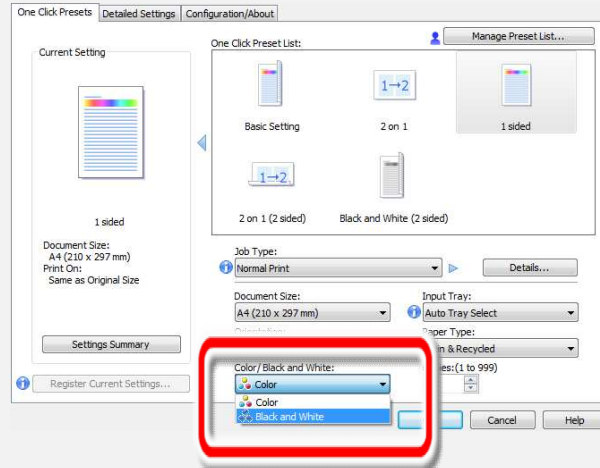


# CREATING ONE-CLICK PRESETS



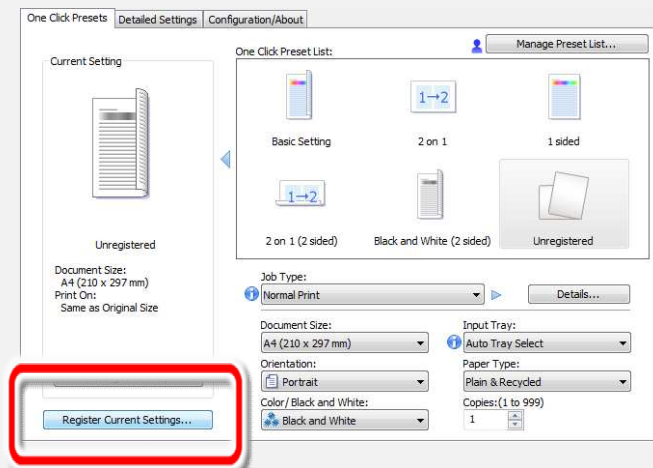
4

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.



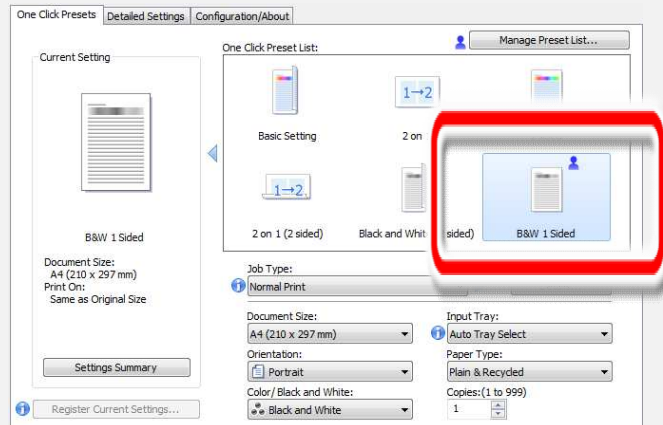


# CREATING ONE-CLICK PRESETS



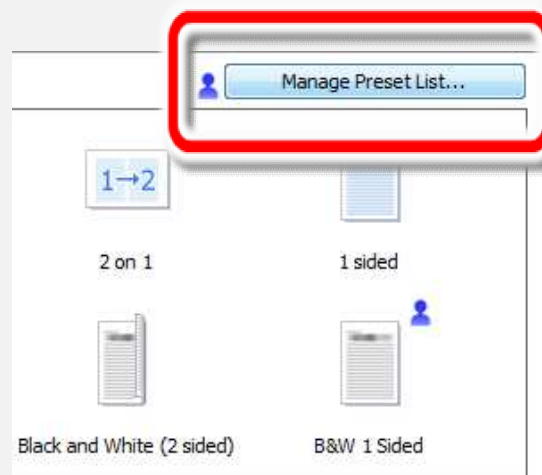
7

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



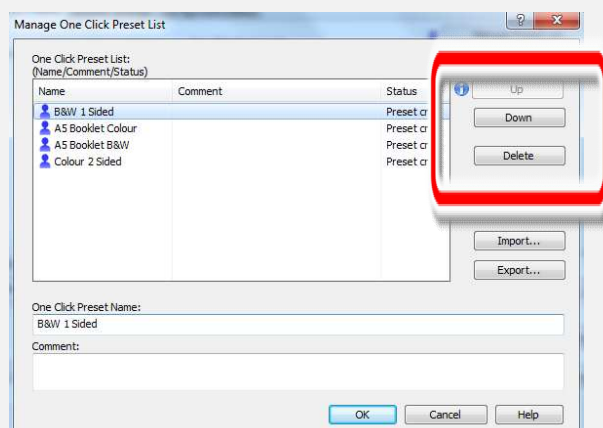
8

**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**





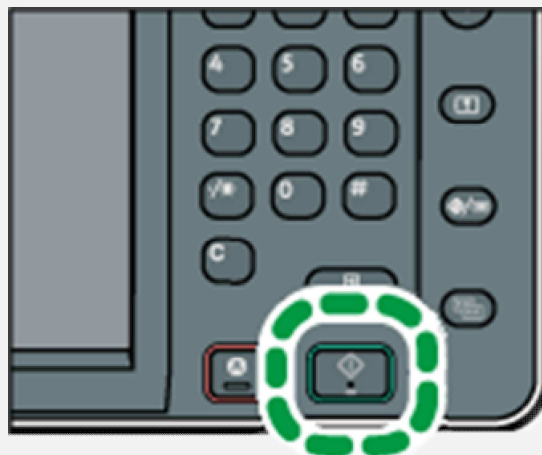
1

**Select your  
destination  
box**



2

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





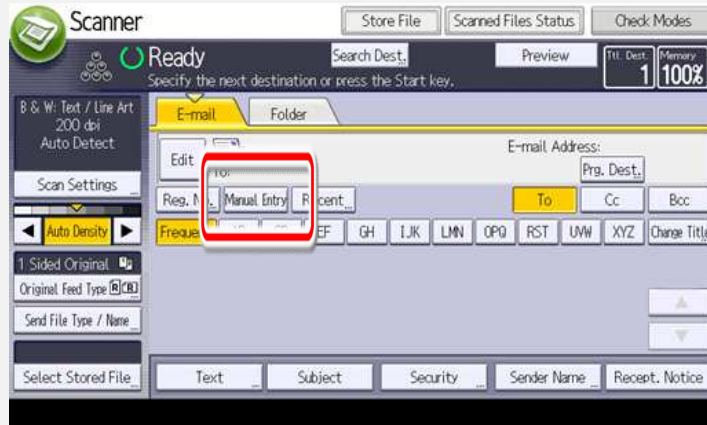


# SAVING EMAIL SHORTCUTS



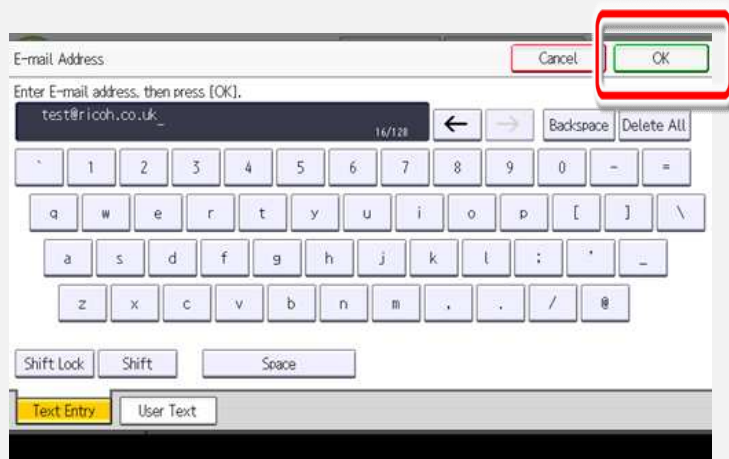
1

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



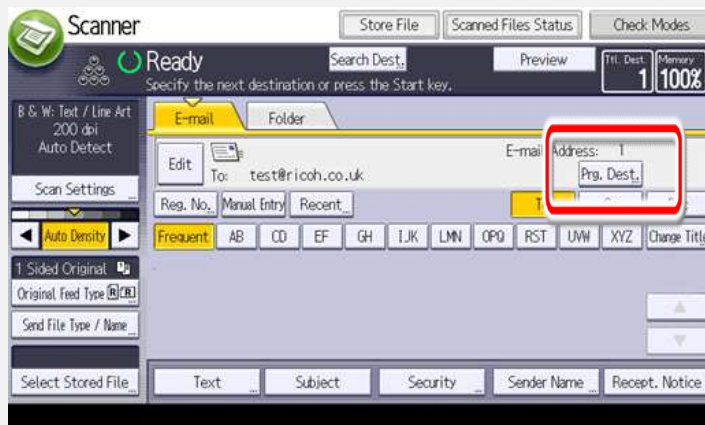
2

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



3

Select 'Prog. Dest'





# SAVING EMAIL SHORTCUTS



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.**

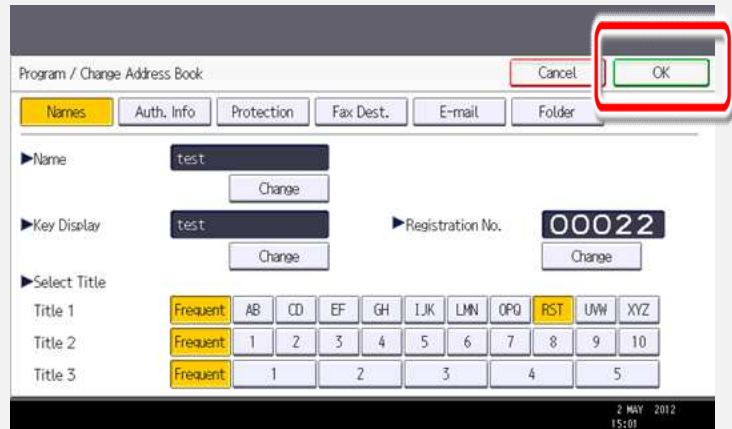


# SAVING EMAIL SHORTCUTS



7

Select 'OK'

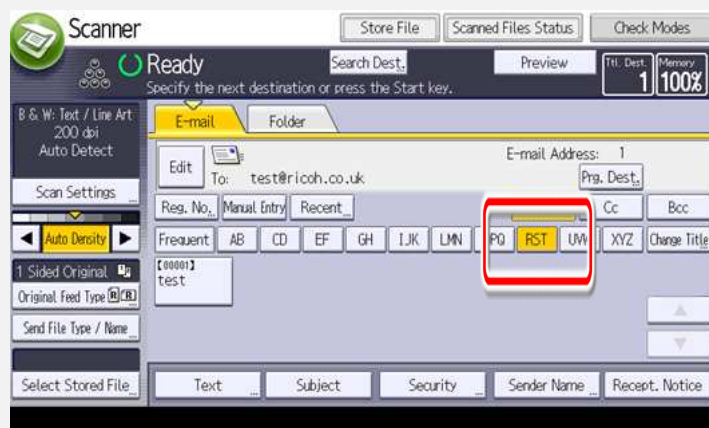


8

The shortcut is now saved and ready to use.



Destinations can also be accessed by using the alphabet title



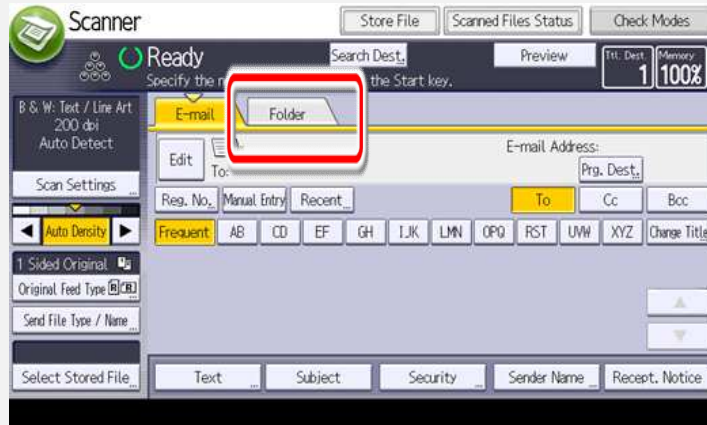


# SCAN TO FOLDER



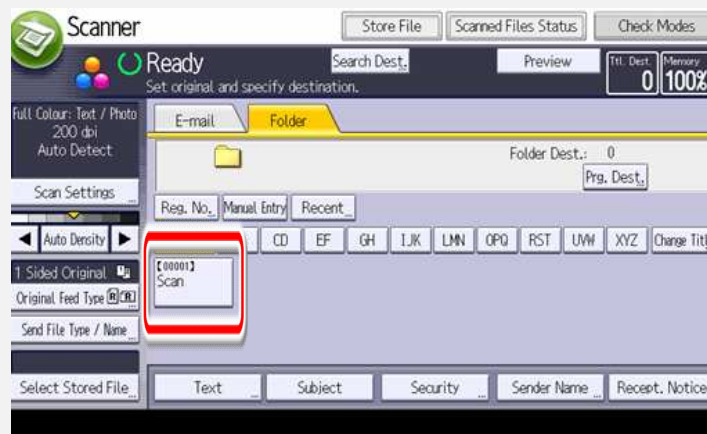
1

**Select the  
'Folder' tab**



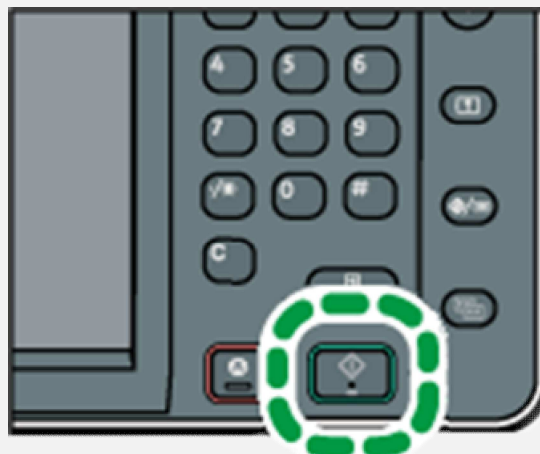
2

**Select the  
Folder  
destination  
you require**



3

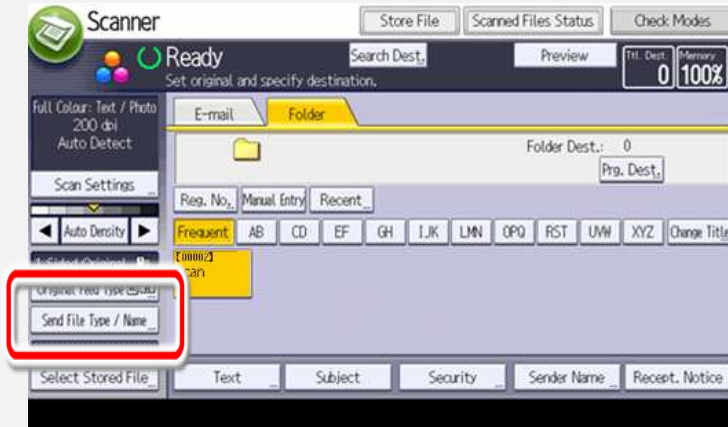
**If no other  
settings are  
required,  
press 'Start'**



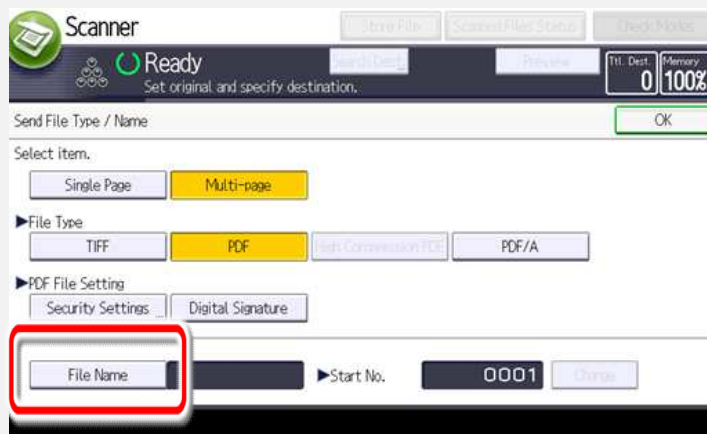
# NAMING A FILE



- 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'











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