

Pro 8100S
Pro 8110S
Pro 8120S

User Guide

RICOH
imagine. change.



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

LinkedIn

Connect with us on LinkedIn



Follow us on twitter-@RicohNZ

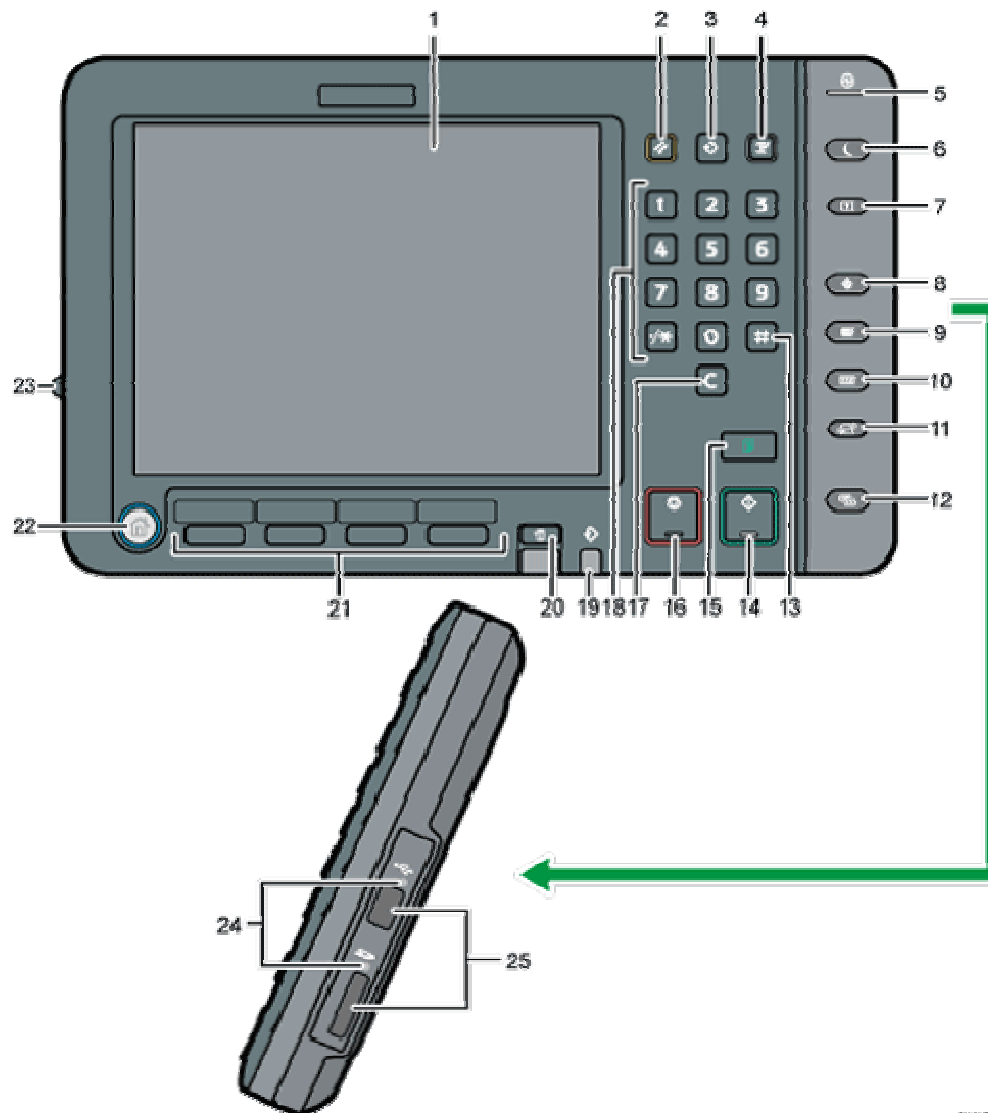
YouTube
Broadcast Yourself

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

RICOH
imagine. change.

Visit online www.ricoh.co.nz

CONTROL PANEL	Page 3
<i>An overview of the function buttons.</i>	
MFD BASICS	Page 6
<i>Explains some of the most commonly used buttons.</i>	
COPIER	
Double-sided	Page 8
<i>Make 2-sided copies from single and double sided originals.</i>	
Sorting	Page 9
<i>Collate documents into sets.</i>	
Reducing & Enlarging	Page 10
<i>Reduce and enlarge different sized documents.</i>	
Storing a document	Page 11
<i>Save documents onto the MFD hard drive.</i>	
DOCUMENT SERVER	
Retrieving documents	Page 13
<i>Print documents that have been saved onto the MFD hard drive.</i>	
PRINTER	
Locked Print	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>	
Creating One-Click Presets	Page 17
<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 20
<i>Scan a document and email it to a designated email address.</i>	
Saving Email Shortcuts	Page 21
<i>Set up shortcut buttons for commonly used email addresses.</i>	
Scan to Folder	Page 24
<i>Scan a document to a shared folder on the server.</i>	
Naming a file	Page 25
<i>Rename the scan file at the MFD.</i>	



1. Display panel

Displays keys for each function, operation status, or messages.

2. [Reset] key

Press to clear the current settings.

3. [Program] key (Copier, Document Server, Scanner mode)

Press to register frequently used settings, or to recall registered settings. Also press to program defaults for the initial display when modes are cleared or reset, or immediately after the main power switch is turned on.

4. [Interrupt] key

Press to pause an ongoing copy job and start a new copy job. Deselect to continue previous job.

5. Main power indicator

The main power indicator goes on when you turn on the main power switch.

6. [Energy Saver] key

Press to switch to and from Low Power mode or Sleep mode. When the machine is in Low Power mode, the [Energy Saver] key is lit. In Sleep mode, the [Energy Saver] key flashes slowly.

7. [Login/Logout] key

Press to log in or log out.

8. [User Tools] key

Press to change the default settings to meet your requirements. You can find out where to order expendable supplies and where to call when a malfunction occurs. You can also print these details.

9. [Paper Setting] key

Specify settings for the paper tray.

10. [Counter] key

Press to check or print the counter readings.

11. [Language] key

Press to change the language of the display.

12. [Simple Screen] key

Press to switch to the simple screen. When you press the {Simple Screen} key, the screen changes to the simple screen. Letters and keys are displayed at a larger size, making operations easier. Certain keys do not appear on the simple screen.

13. [#] key (Enter key)

Press to confirm values entered or items specified.

14. [Start] key

Press to start copying, printing, scanning, or sending.

15. [Sample Copy] key

Press to make a single set of copies or prints to check print quality before making multiple sets.

16. [Stop] key

Press to stop a job in progress, such as copying, scanning or printing.

17. [Clear] key

Press to delete a number entered.

18. Number keys

Use to enter the numbers for copies and data for the selected function.

19. Data In indicator (printer mode)

Flashes when the machine is receiving print jobs from a computer.

20. [Check Status] key

Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.

21. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.

22. [Home] key

Press to display the [Home] screen.

23. Screen brightness slider

Adjusts display panel brightness.

24. Media access lamp

Lights up when a memory storage device is inserted in the media slot.

25. Media slots

Use to insert an SD card or a USB flash memory device.

Use the icons on the display panel to access Copier / Document Server / Printer / Scanner functions.





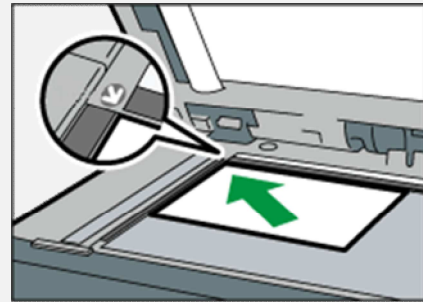
1

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.



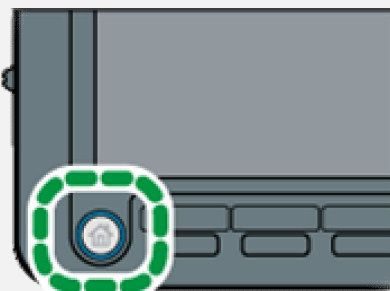
3

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



4

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





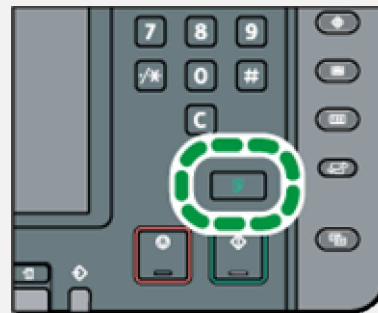
5

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



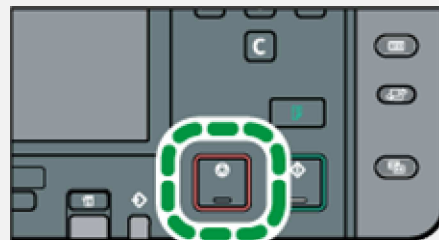
6

Press 'Sample Copy'
to produce a proof
(single) set.



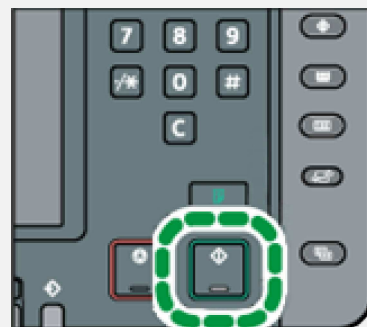
7

To stop a job,
press 'Stop'.



8

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



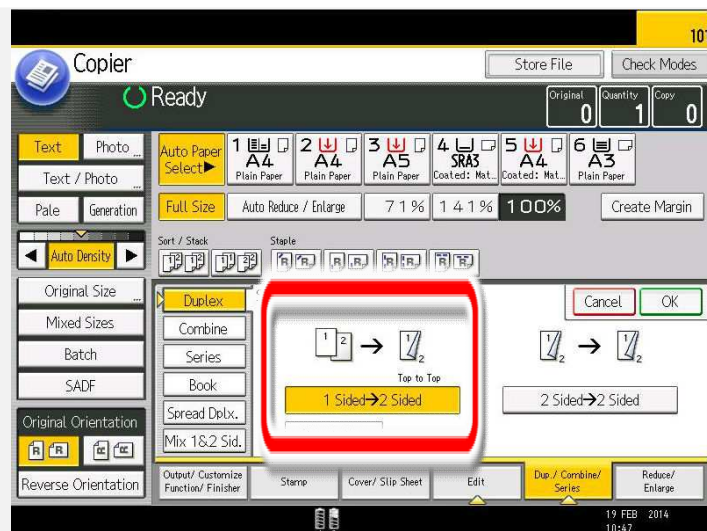
DOUBLE SIDED



Select 'Duplex/Combine/Series'.

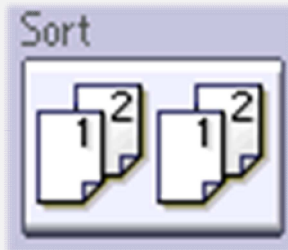


To make two-sided copies from *one-sided* originals, select '1 to 2 sided'.



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.



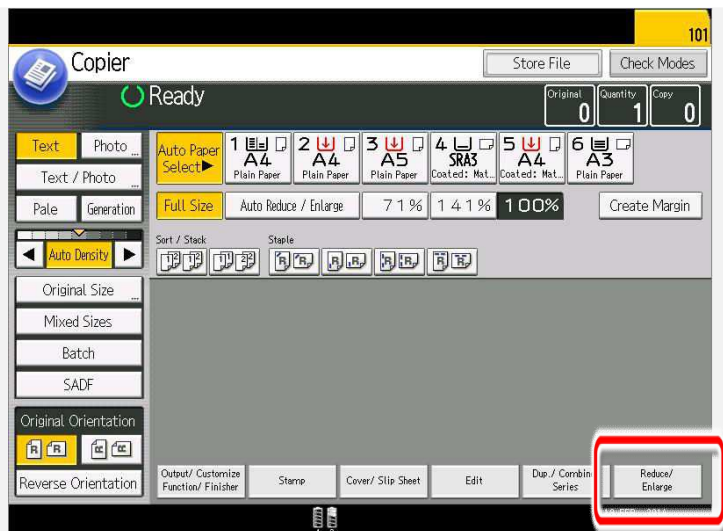
REDUCE & ENLARGE



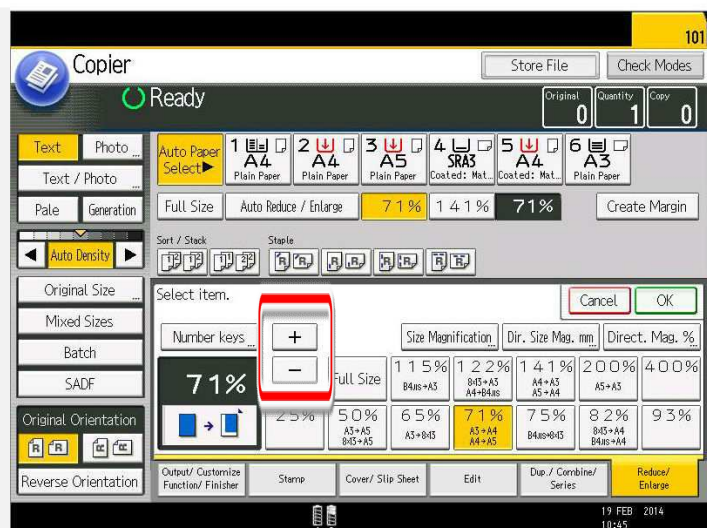
A quick way to enlarge A4 to A3 is to use the '141%' shortcut.



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



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

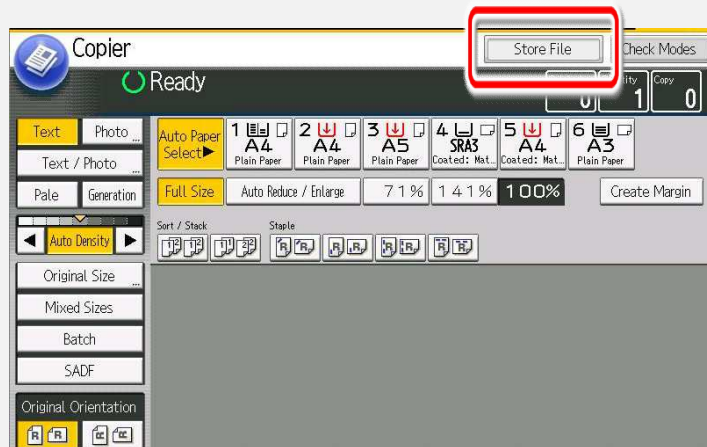


STORING A DOCUMENT



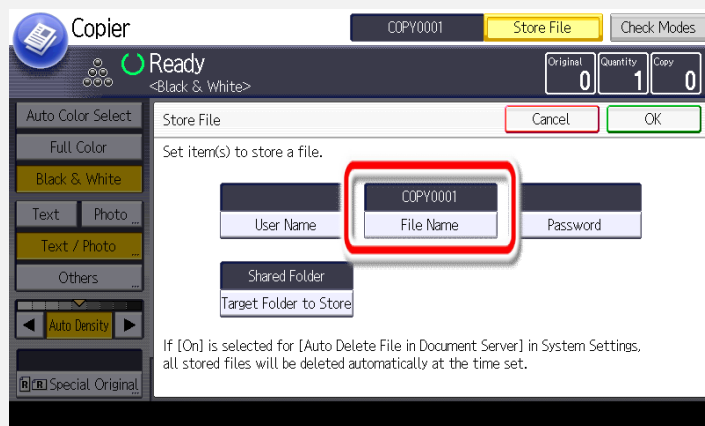
1

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



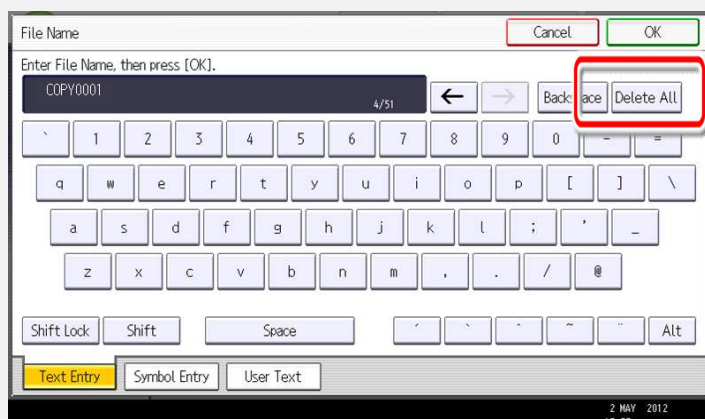
2

Select 'File Name'



3

Select 'Delete All'



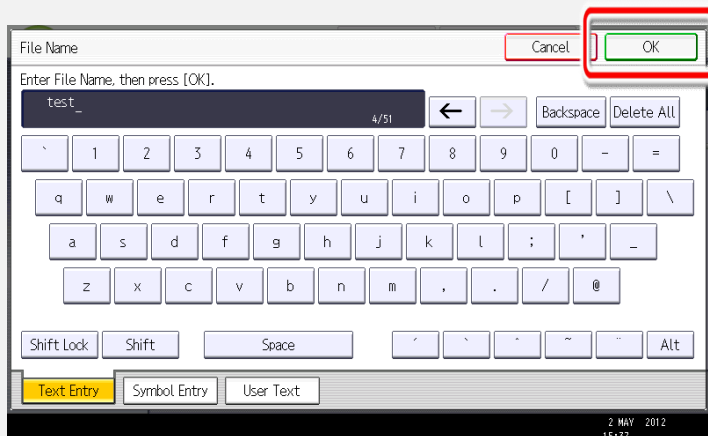


STORING A DOCUMENT



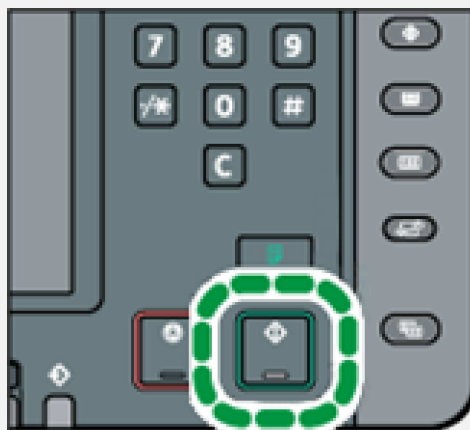
4

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



5

Press the
'Start' Key to
store the
document





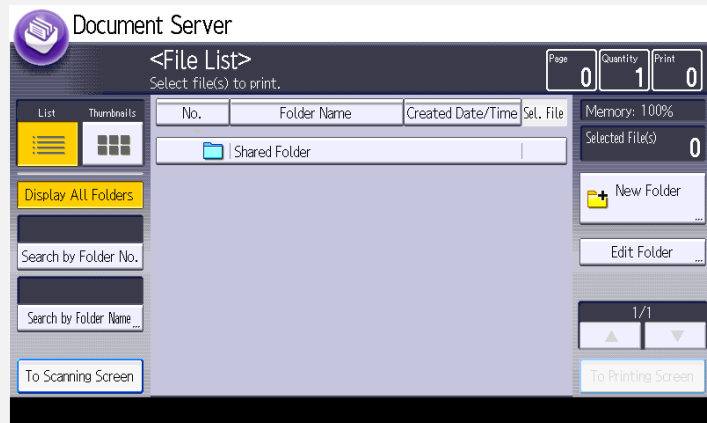
RETRIEVING DOCUMENTS



Document
Server

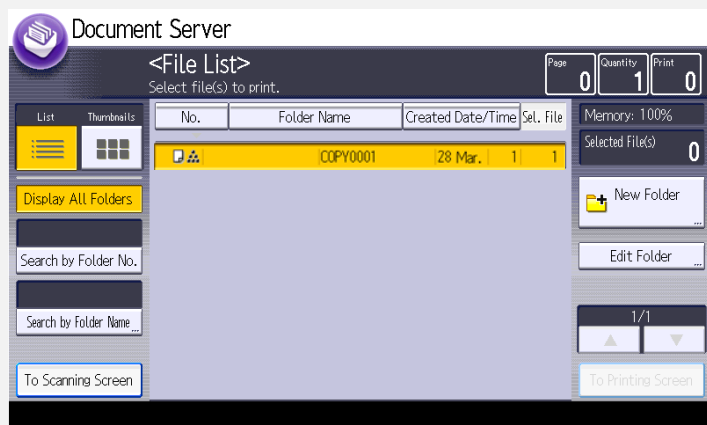
1

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



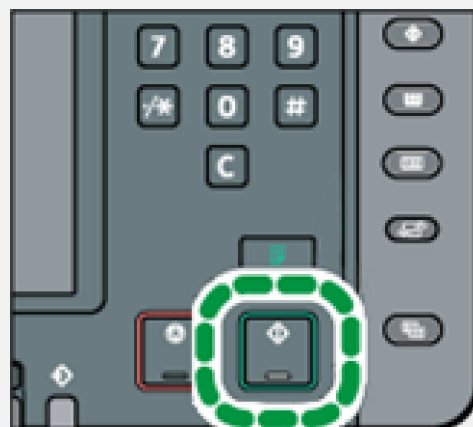
2

**Select the
file you wish
to print**



3

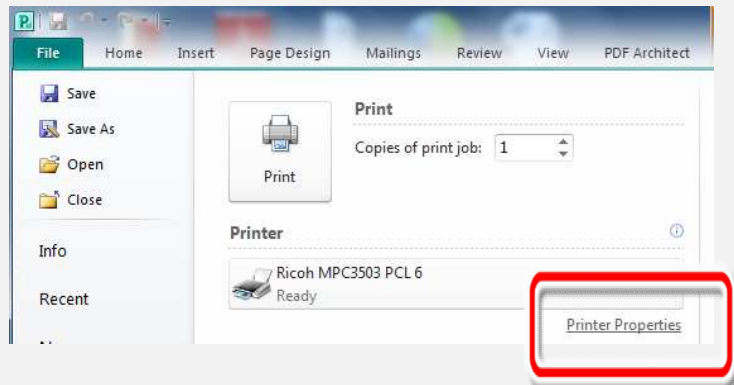
**Use the number
keys to change
quantity. (Prints
one copy by de-
fault). Press the
'Start' button to
print**





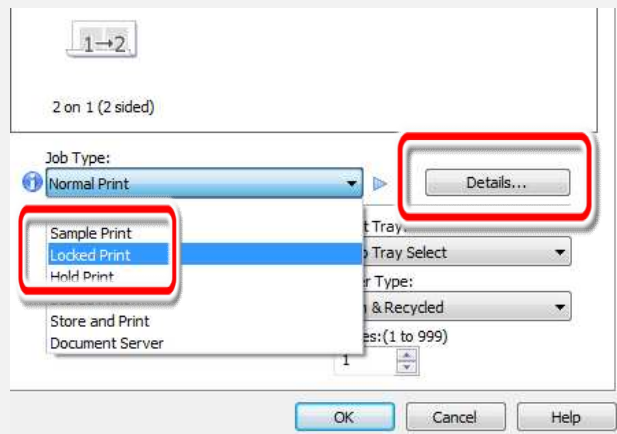
1

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



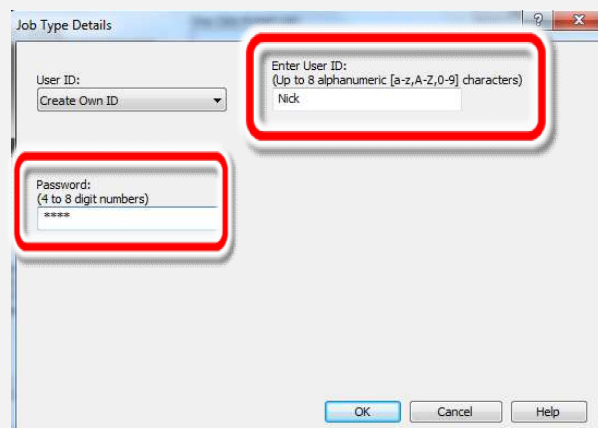
2

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



3

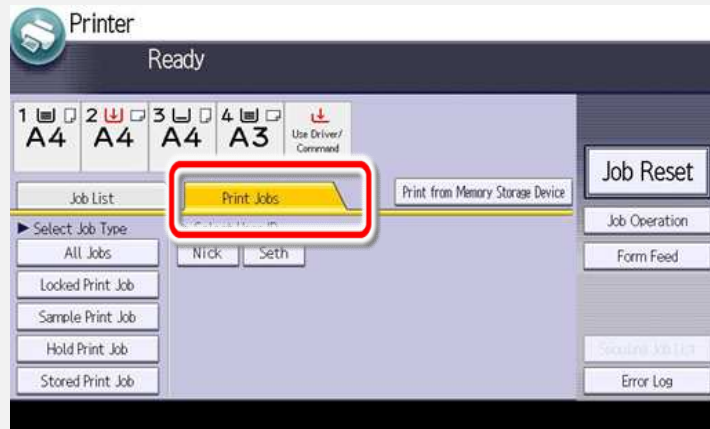
**Create your own
'User ID'. (e.g.
JSmith)
Create your own
'Password'
(4-8 digits, e.g.
1234)**





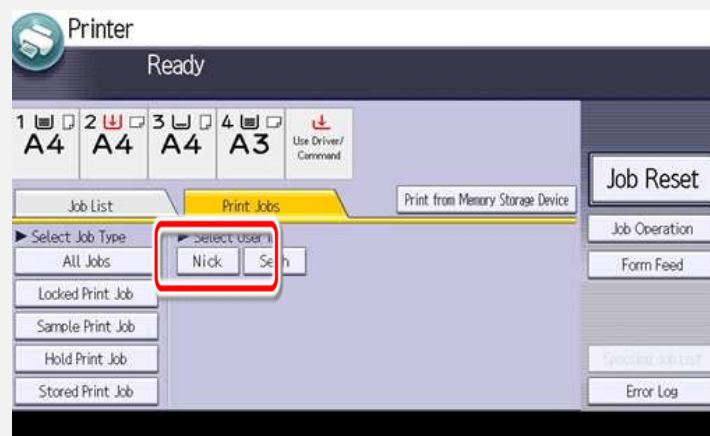
4

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



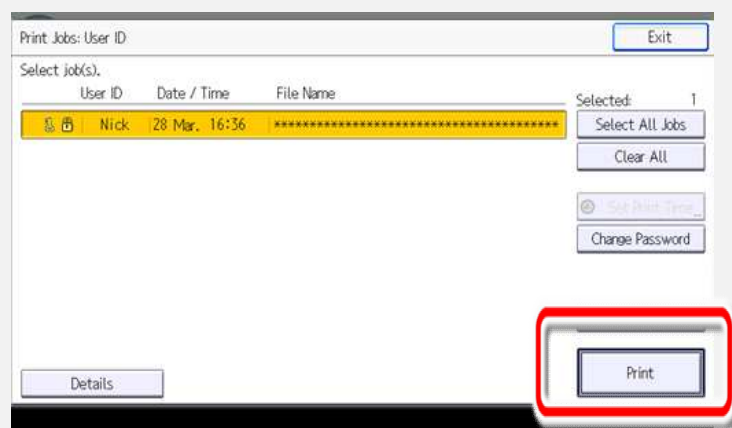
5

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



6

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





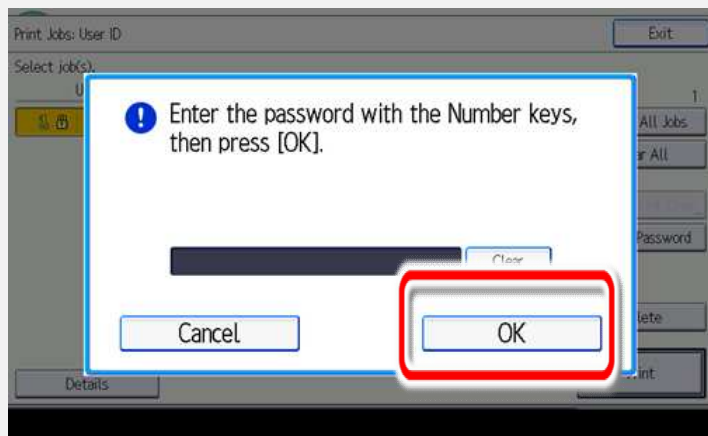
7

Use the
number keys
to enter your
'Password'



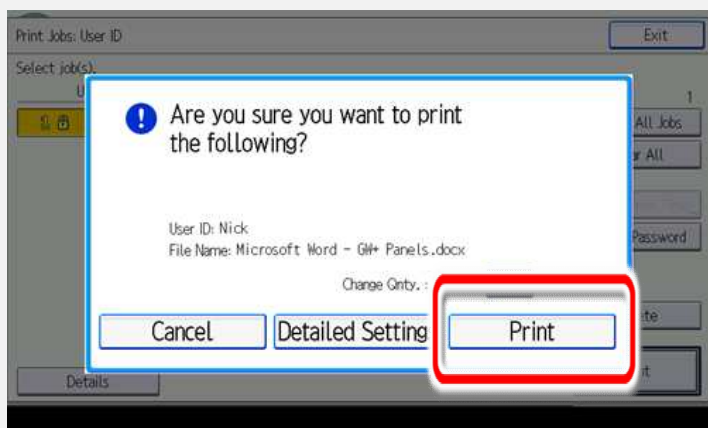
8

Select 'OK'



9

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



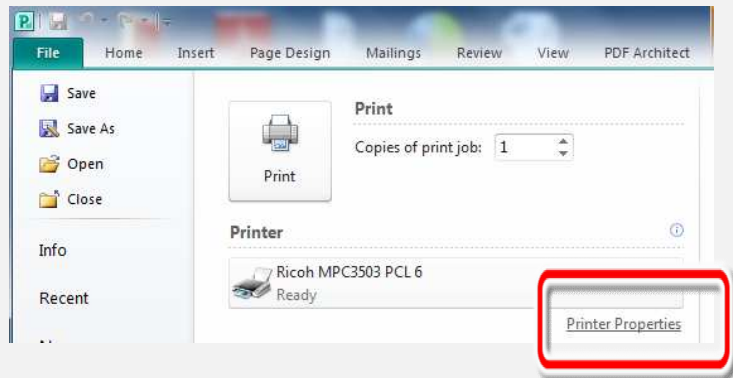


CREATING ONE-CLICK PRESETS



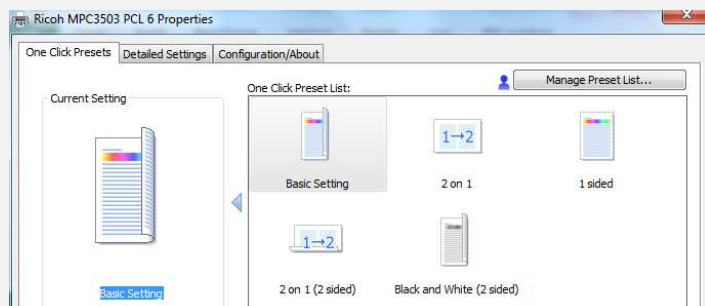
1

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



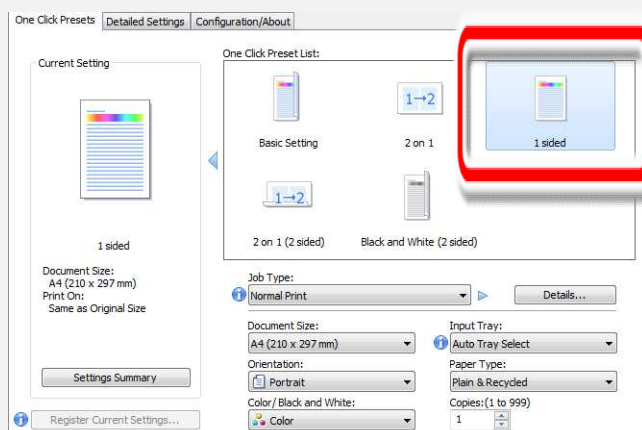
2

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



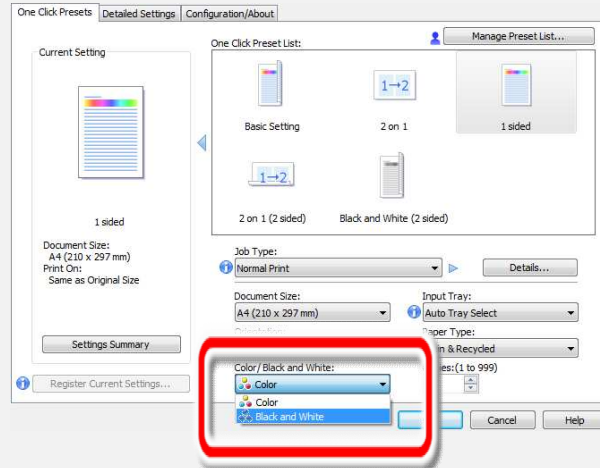


CREATING ONE-CLICK PRESETS



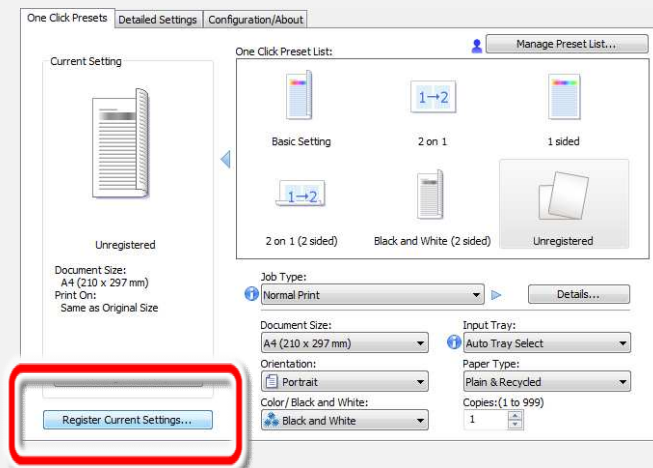
4

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.



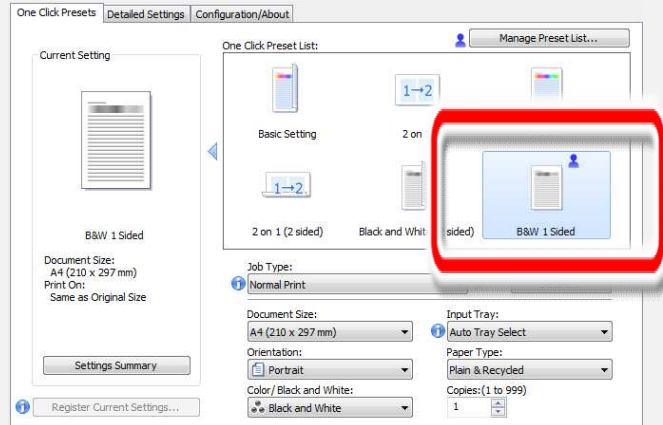


CREATING ONE-CLICK PRESETS



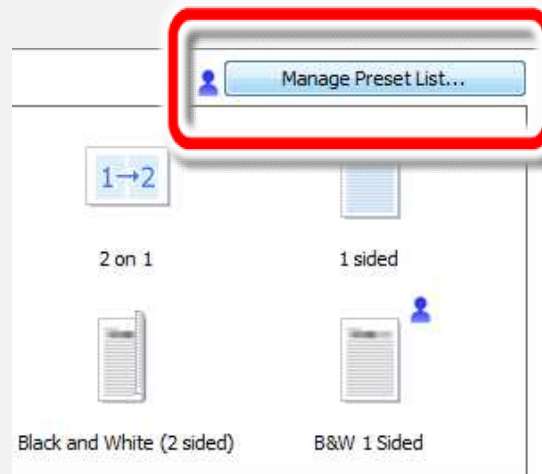
7

Your preset has now been added to the screen



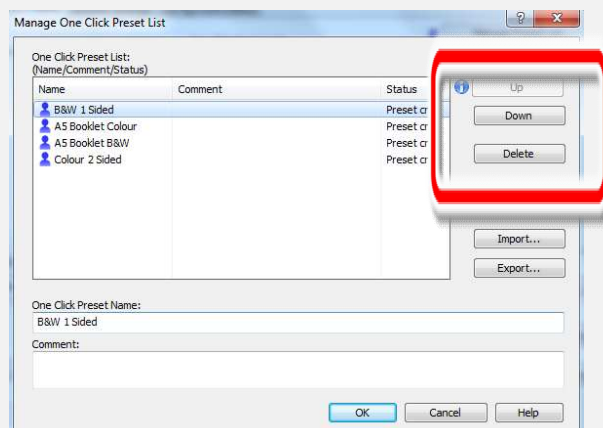
8

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





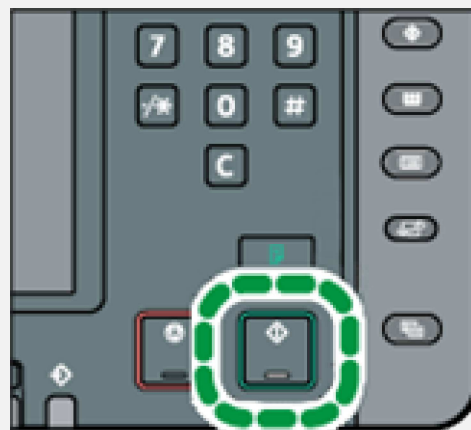
1

**Select your
destination
box**



2

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





SAVING EMAIL SHORTCUTS



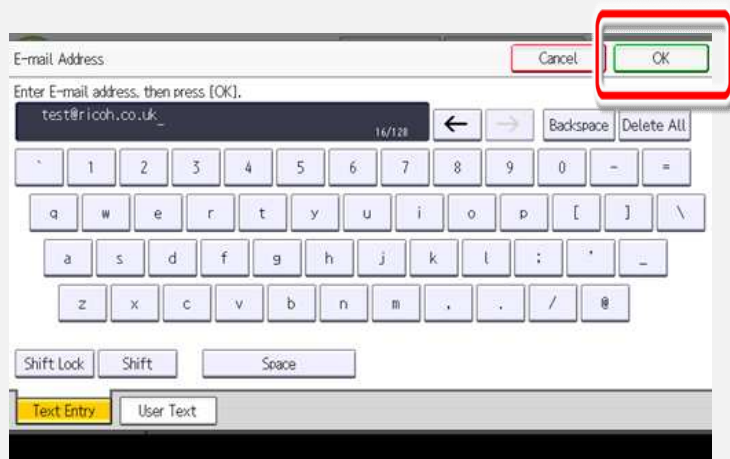
1

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.

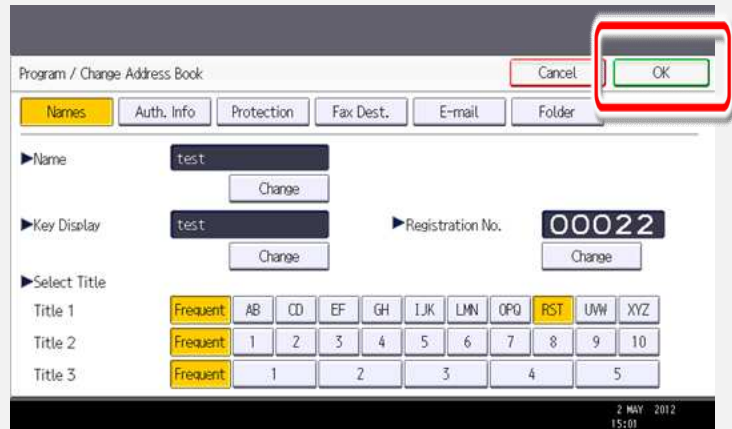


SAVING EMAIL SHORTCUTS



7

Select 'OK'

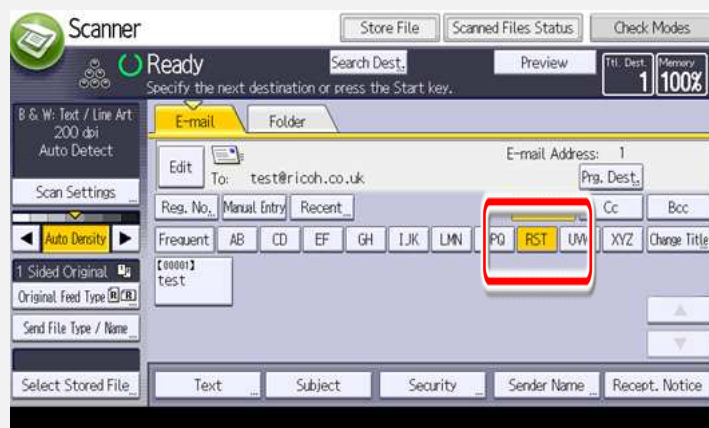


8

The shortcut is now saved and ready to use.



Destinations can also be accessed by using the alphabet title

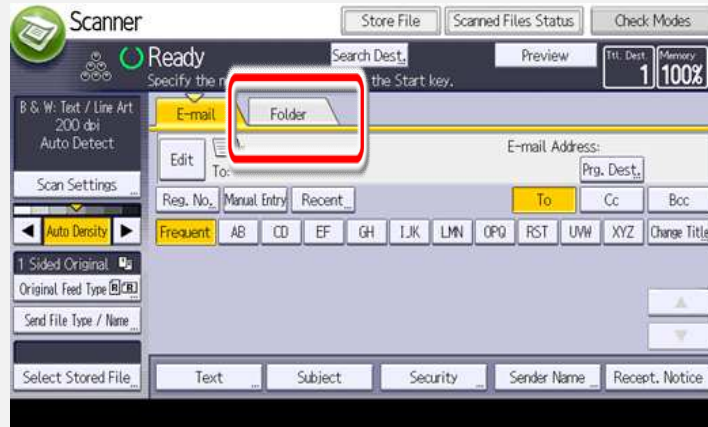


SCAN TO FOLDER



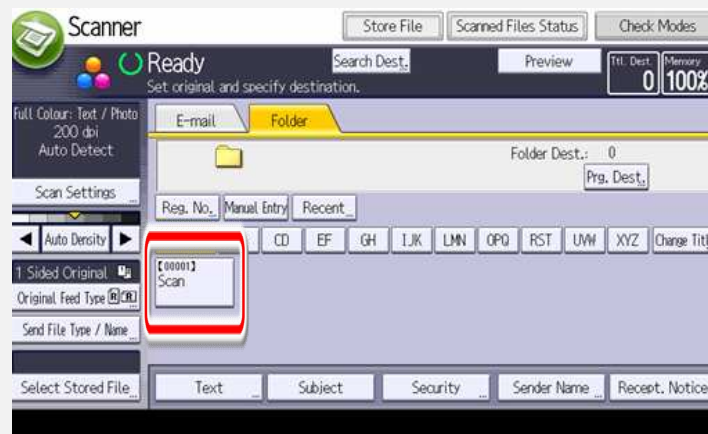
1

**Select the
'Folder' tab**



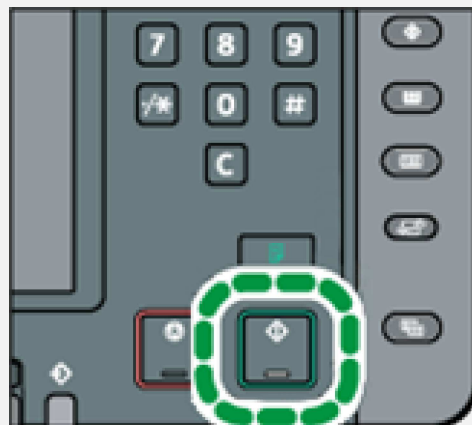
2

**Select the
Folder
destination
you require**



3

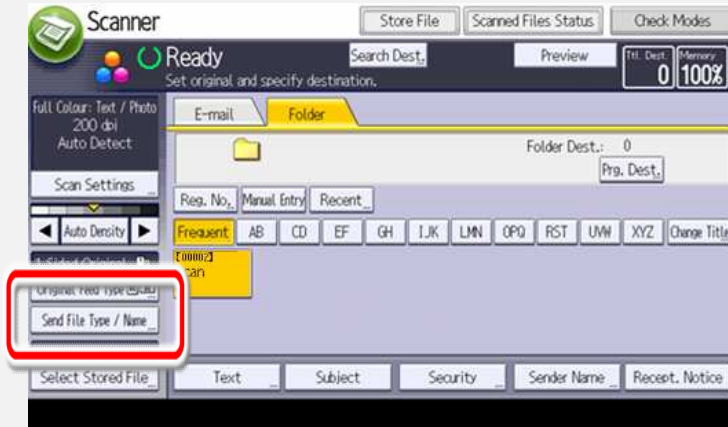
**If no other
settings are
required,
press 'Start'**



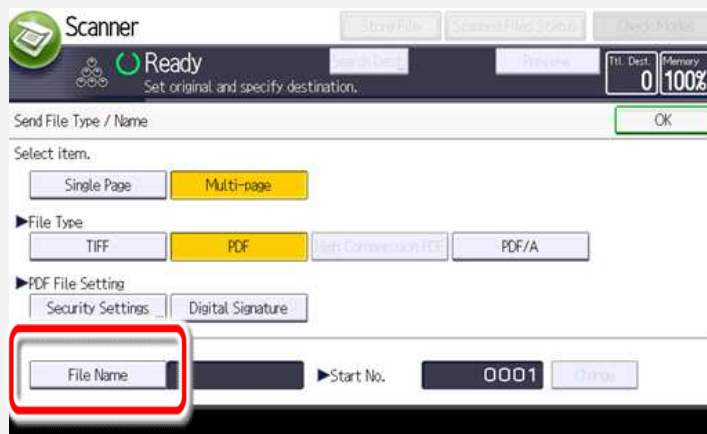
NAMING A FILE



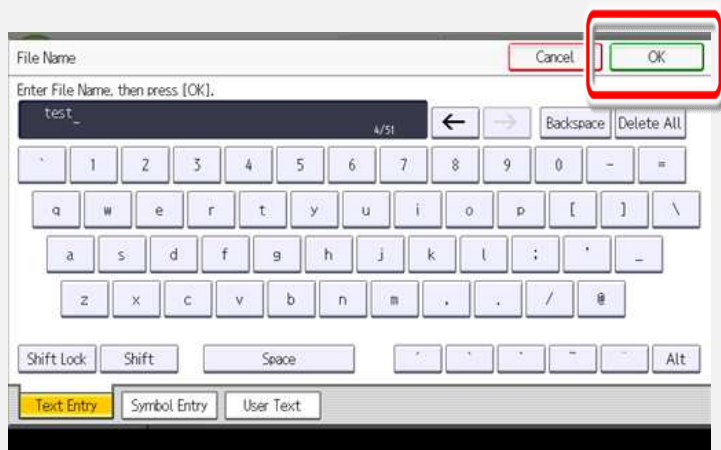
- 1 If you want to name your file, select 'Send File Type/Name'



- 2 Select 'File Name'



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



RICOH
imagine. change.

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