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# QUICK Start Guide

## PRINT/SCAN/FAX

### Ricoh Product Line Segment 2 thru 6

MP/5000/5001, MP C5000/C6000/C6501, MP7000/8000, MP6001/7001, MP8001/9001, MP907EX



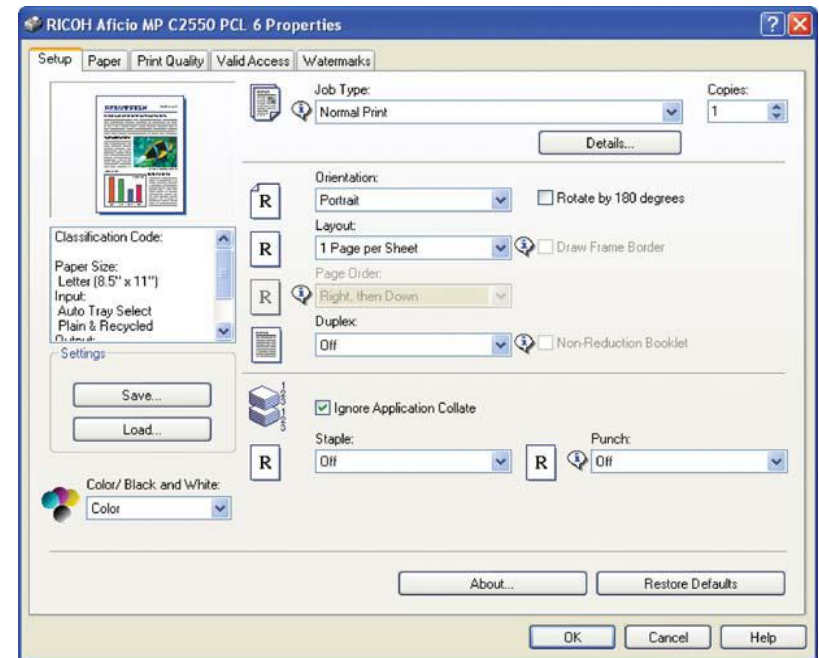
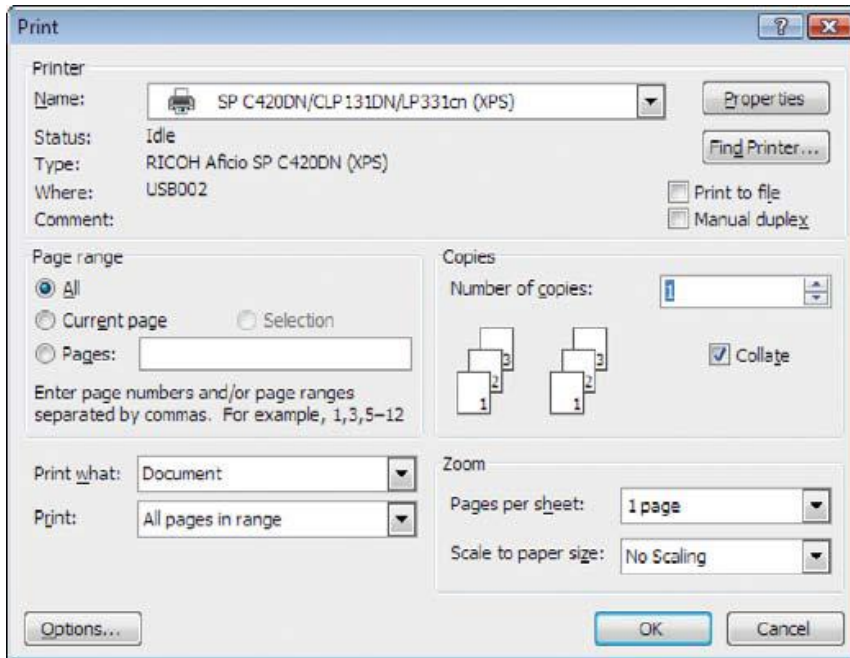
This guide is not intended to replace your users manual, features and options will vary by machine type, model and finisher type installed.

# Printing

## How to Print Documents from your PC



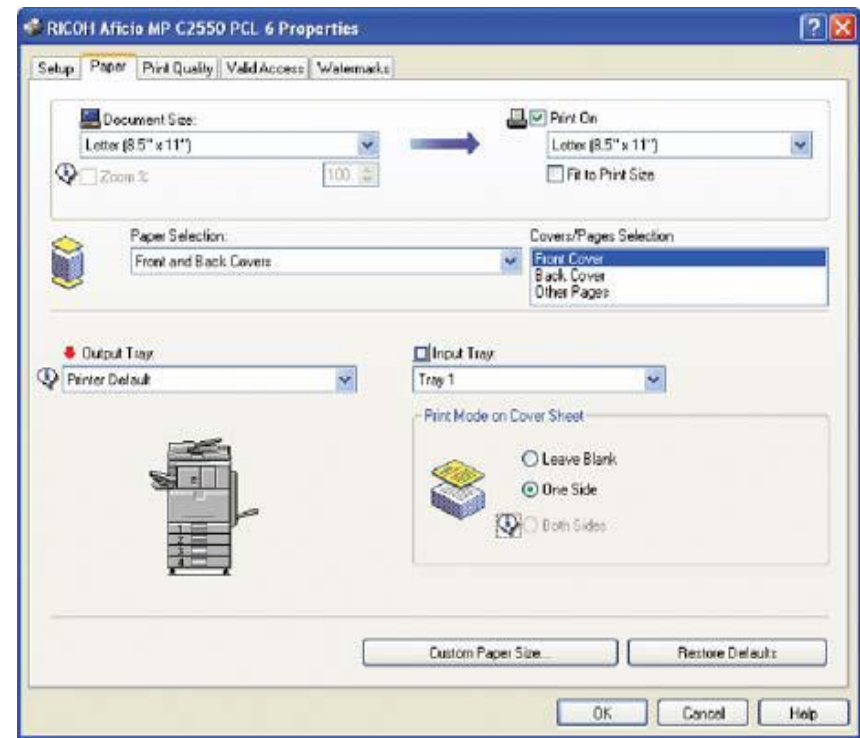
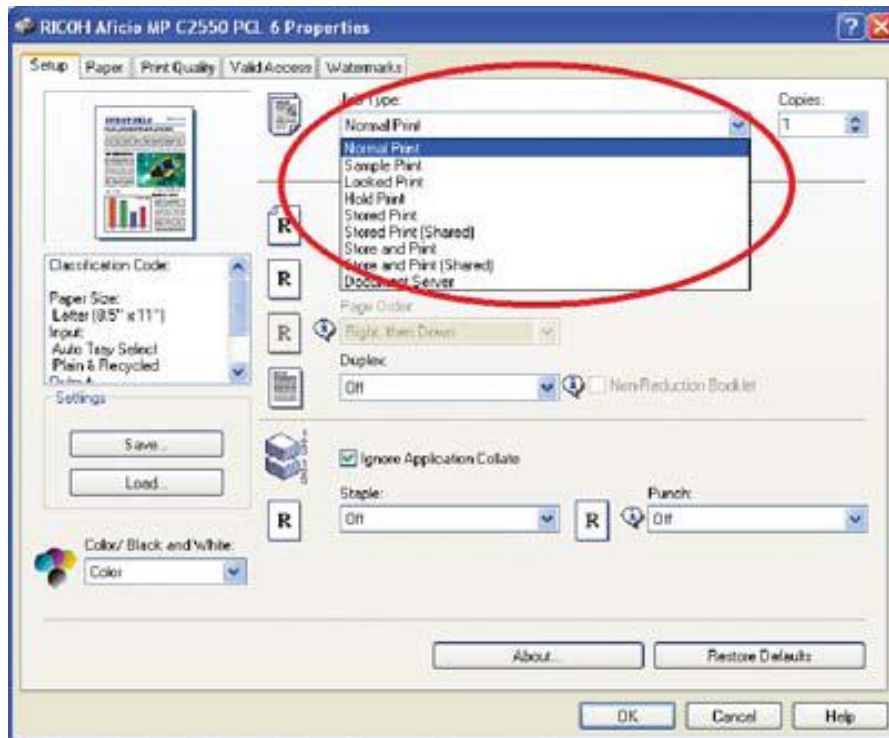
# Printing a Document



Open your document to Print  
Select [File>Print]  
Select the Ricoh Print driver  
Enter desired number of copiers  
Press [OK]

To add any finishing options to the document  
Press **[Properties]**  
**At [Duplex]** Select [Top to Top] or [Top To Bottom]  
**To Staple:** Open the Staple drop down  
Select [Top], [Bottom], [Center] or [2 at Left]  
Select [Hole Punch]  
Select desired position  
Press **[OK]** repeatedly to print

# Additional Print Output Options



**Besides printing a job directly to the copier, here are additional feature functionality from your desktop:-**

**Locked Print:** Temporarily holds print jobs in the memory until a valid password is entered at the control panel. Files are automatically deleted from the system HDD after printing.

**Hold Print:** Temporarily holds multiple print files in the memory until selected. Does not require the user to enter a password.

**Sample Print:** Outputs the first set of a multiple-set print job so that output settings can be checked for accuracy prior to printing the entire job.

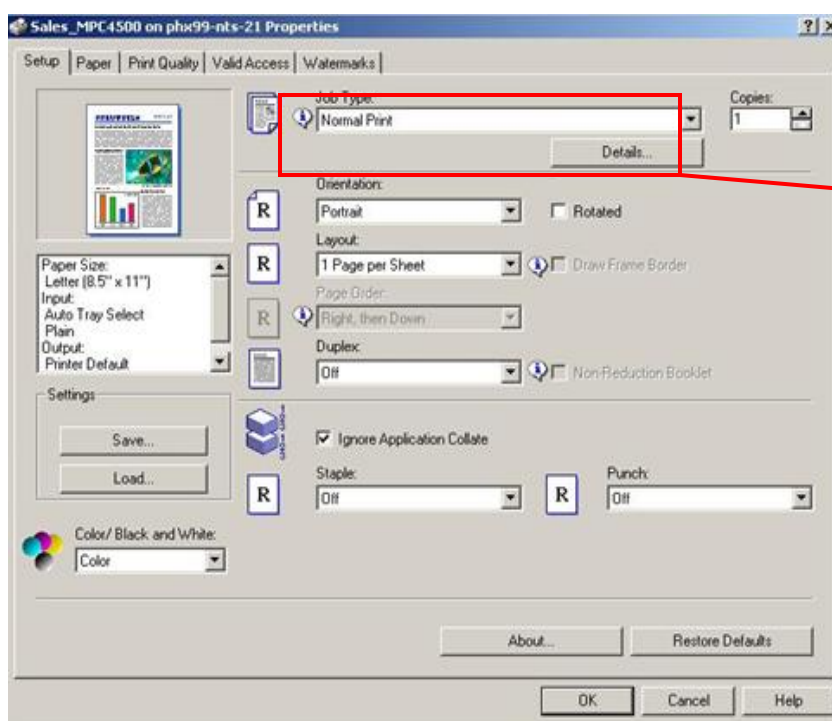
**Stored Print/Store and Print:** Identical in functionality to Hold Print, except files are not immediately deleted after printing. Store and Print enables users to print files immediately while simultaneously storing data. 4-8 digit password is optional.

**Document Server:** Sends files directly to the document server for storage and printing at a later date.



# Printer Properties

## Job Type



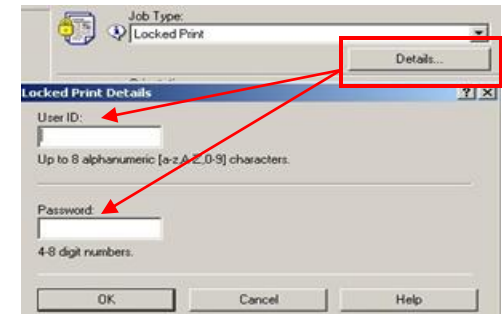
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# Printing To Document Server

Open your document to Print

Select [**File>Print**]

Select the Ricoh Print driver

Press [**Properties**]

At [**Job Type**] open the drop down window and choose [**Document Server**]

Press [**OK**]

Press [**Details**]

Enter user Information:

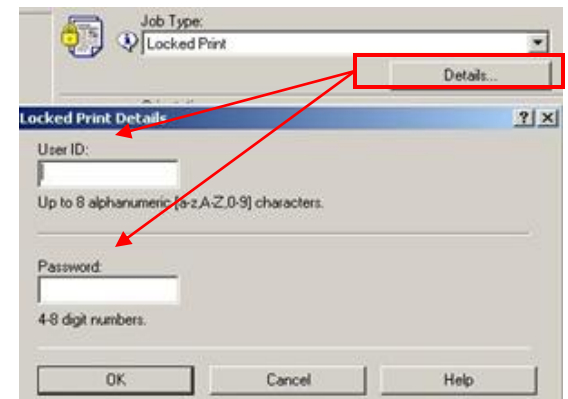
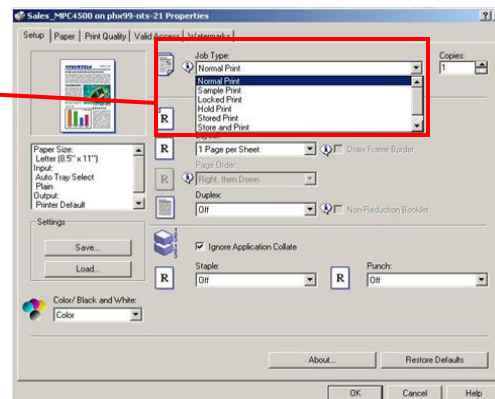
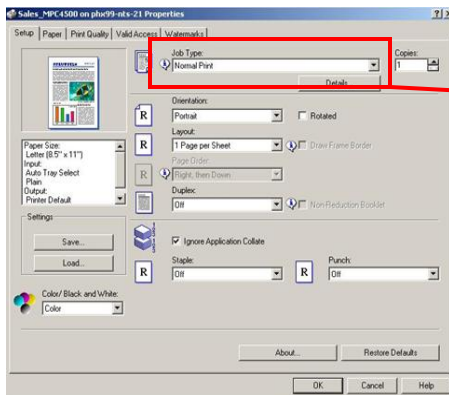
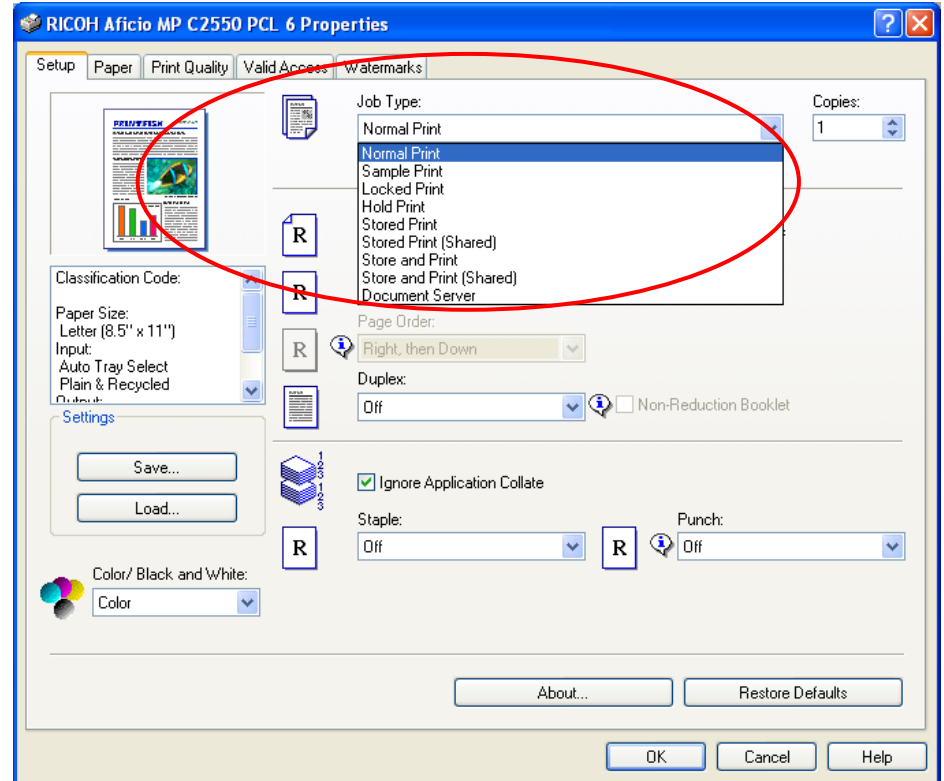
**User ID (if applicable) or leave blank**

**File Name**

**Password (if applicable)**

**User Name**

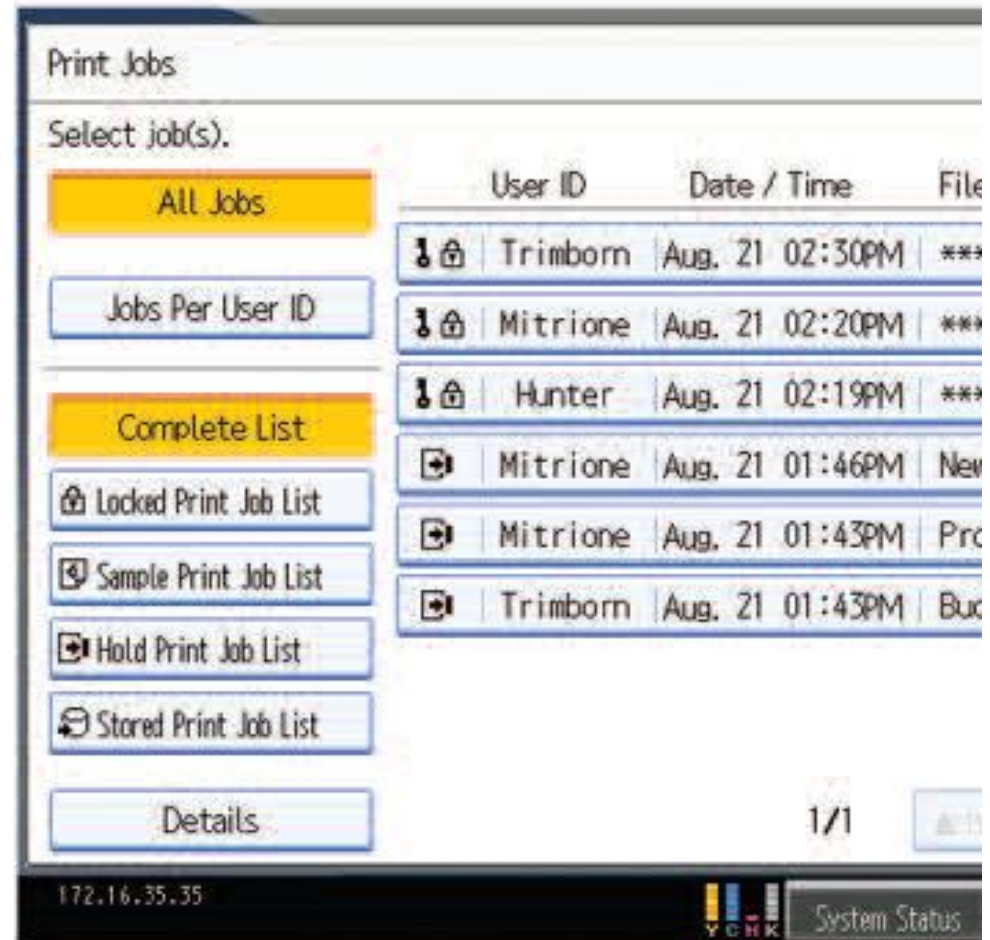
Press [**OK**] repeatedly to print



# Retrieving Confidential Documents

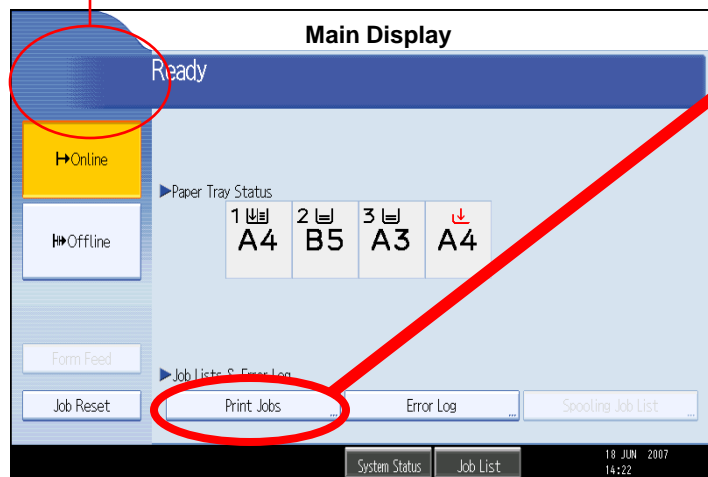
At Copier Panel-

Press [Printer] key to access the list of stored files from your computer as listed on right:-



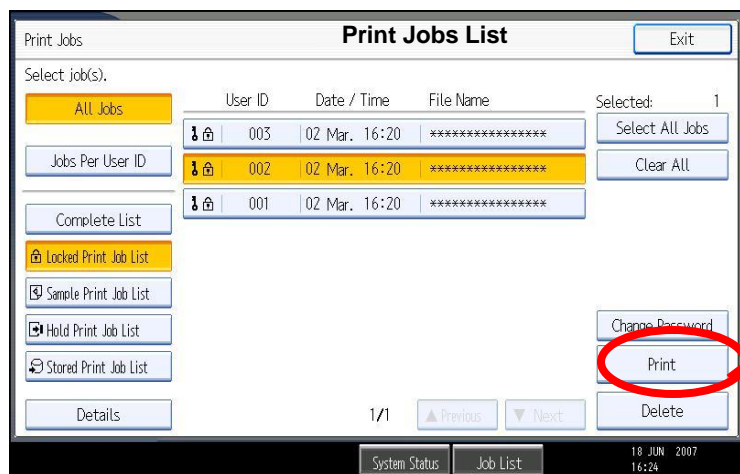
# Retrieving Confidential Document at Copier

Printer must be online to be able to submit work via desktop

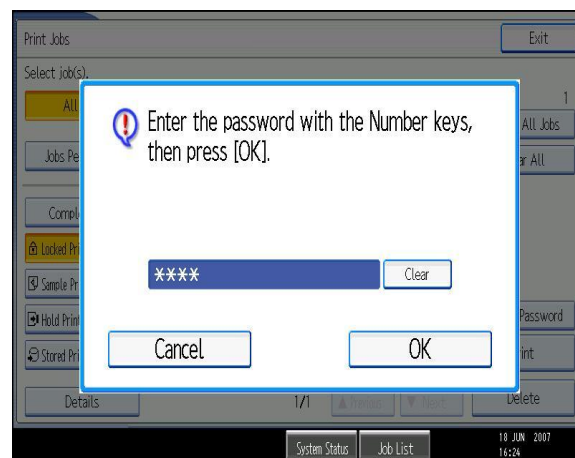


At Copier Panel  
Press [Printer]  
Press [Print Jobs]  
Select the [Locked Print Job List]  
Select the job you want to print  
Press [Print] enter password press

Document will print and erase!



Highlight file and select print.



If you submitted your print job via the “locked Print” feature, you will now be prompted for your password.



# Booklet Printing – Large & Small

Open the document

Press File >print

Select the Ricoh Print Driver (PCL5e/PCL6)

Press Properties

At Page Set up Tab

Select Duplex>booklet

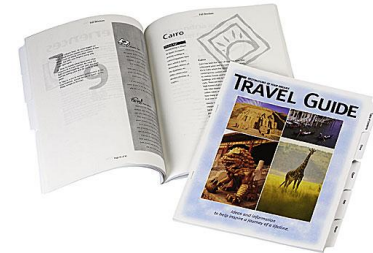
Select Staple>2 at center

Across from Duplex option select non reduction booklet>say ok to the message

At Paper Setup Tab

Select the tray that has the 11x17 paper

Press OK, Ok, Ok, to print



Place the 8 1/2x11 paper in one of the internal trays (copier cannot staple a booklet document in portrait mode)

Open the document

Press File >print

Select the Ricoh Print Driver (PCL5e/PCL6)

Press Properties

At Page Set up Tab

Select Duplex>booklet

Select Staple>2 at center

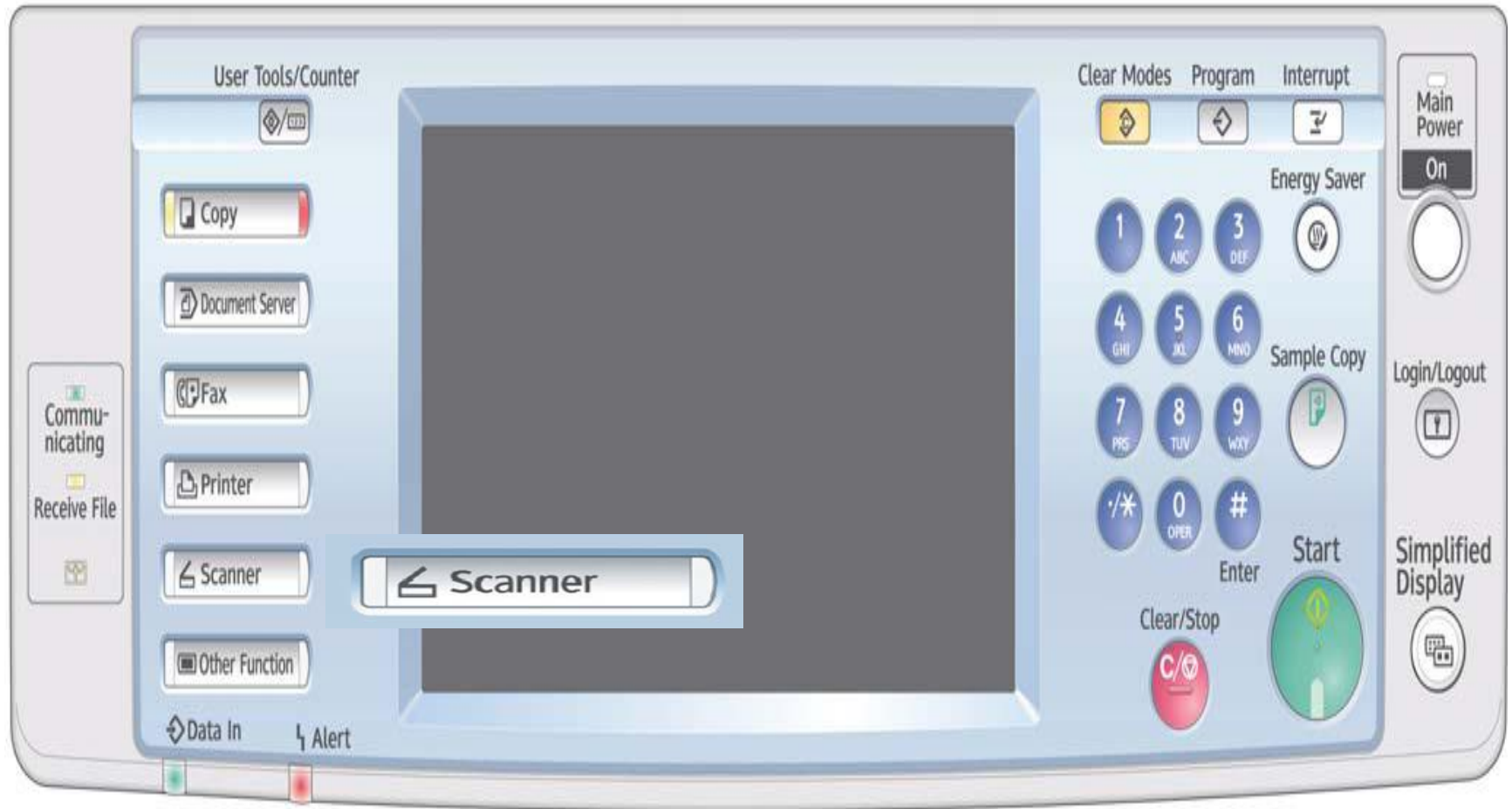
At Paper Setup Tab

Select the tray that has the 8 1/2x11 paper to print the document.

Press OK, Ok, Ok, to print



# Scanning Documents

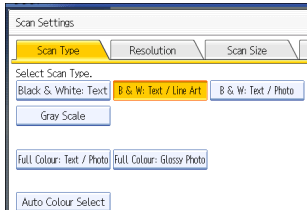


From Copier Panel, Select Scanner – Place the documents to be scanned in the Document Feeder or on the Platen Glass and Select the appropriate options for your Documents where necessary.

# Scanner Display Panel Options

Select tabs to switch between email and folder scan destinations.

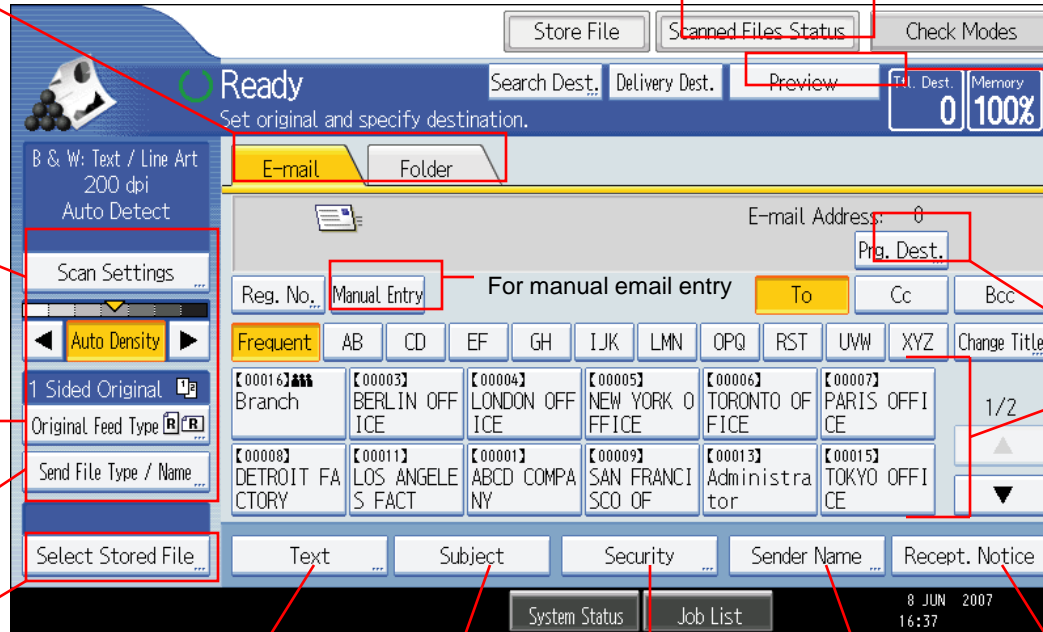
Set resolution, scan size & scan type.



One or two sided original.

Set file types between multi and single page PDF, TIFF and JPEG\*

Select file stored in the document server.



Add email message.

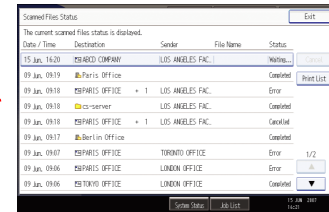
Add security features to document i.e. encryption & signature.

Add subject heading.

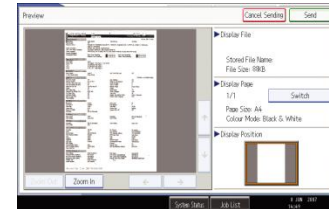
Set sender from list of registered users.

Set up notification when your email is opened.

Check file status.



Preview scan before sending.

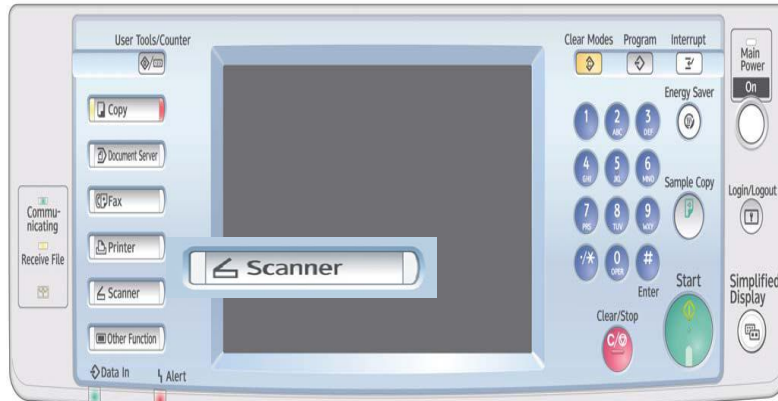


Program email destinations into one touch buttons. Groups and individual addresses can be programmed.

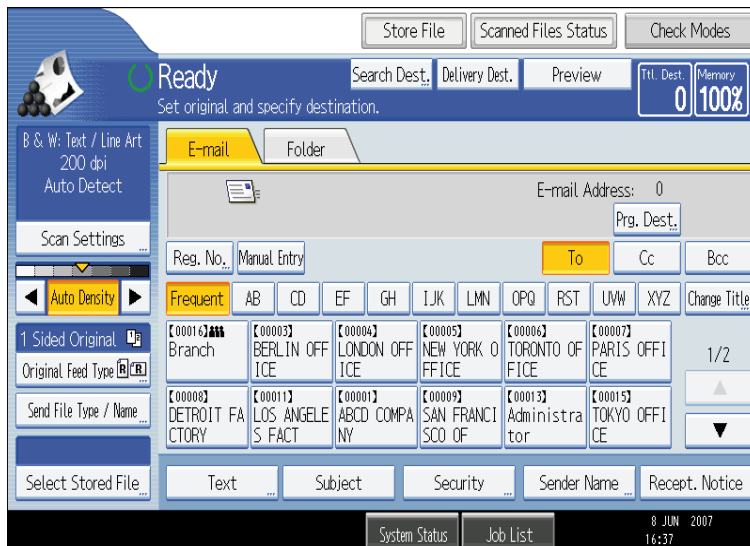
\* JPEG scanning in single page mode only.

# Basic Scanning

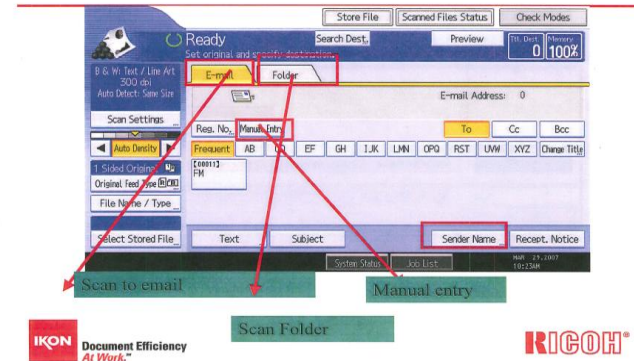
## 1. At copier Screen Press [Scanner]



2. Select [E-mail] or [Folder] Tab
3. Select destination [email address or folder location]

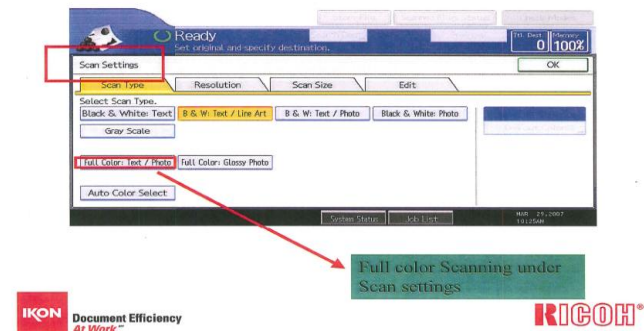


## How to Scan



4. Place Originals in Feeder or on Glass
5. Press [Start]

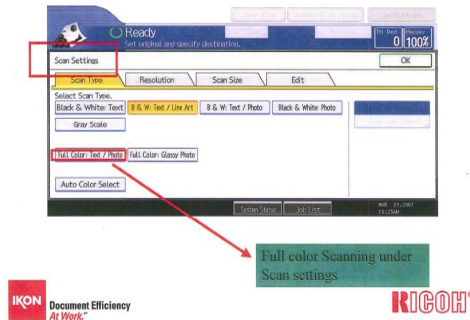
## Scan Settings



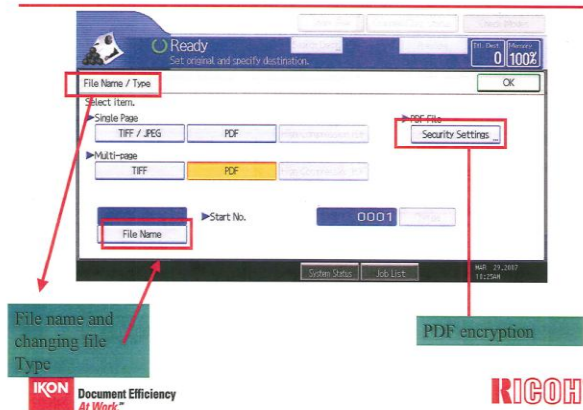
(Note: Screenshots are provided for reference purposes only. Your display may vary depending on your operating system and device.)

# Scanning Options for Documents

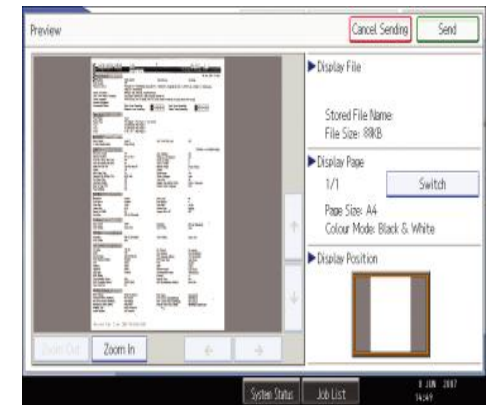
## Scan Settings



## File Type and File Name



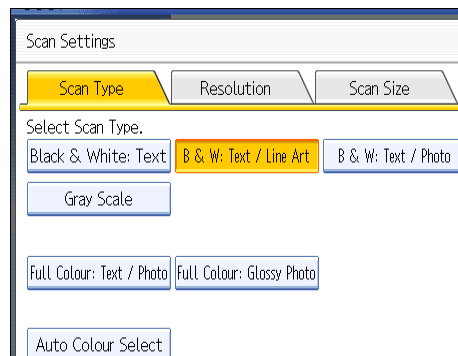
## Preview scan before sending.



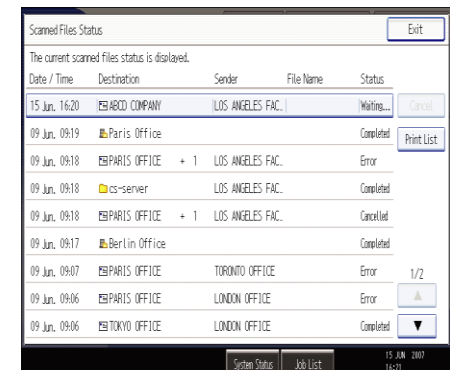
## Drop Out Color From Documents



## Select Document Types



## Check file status.

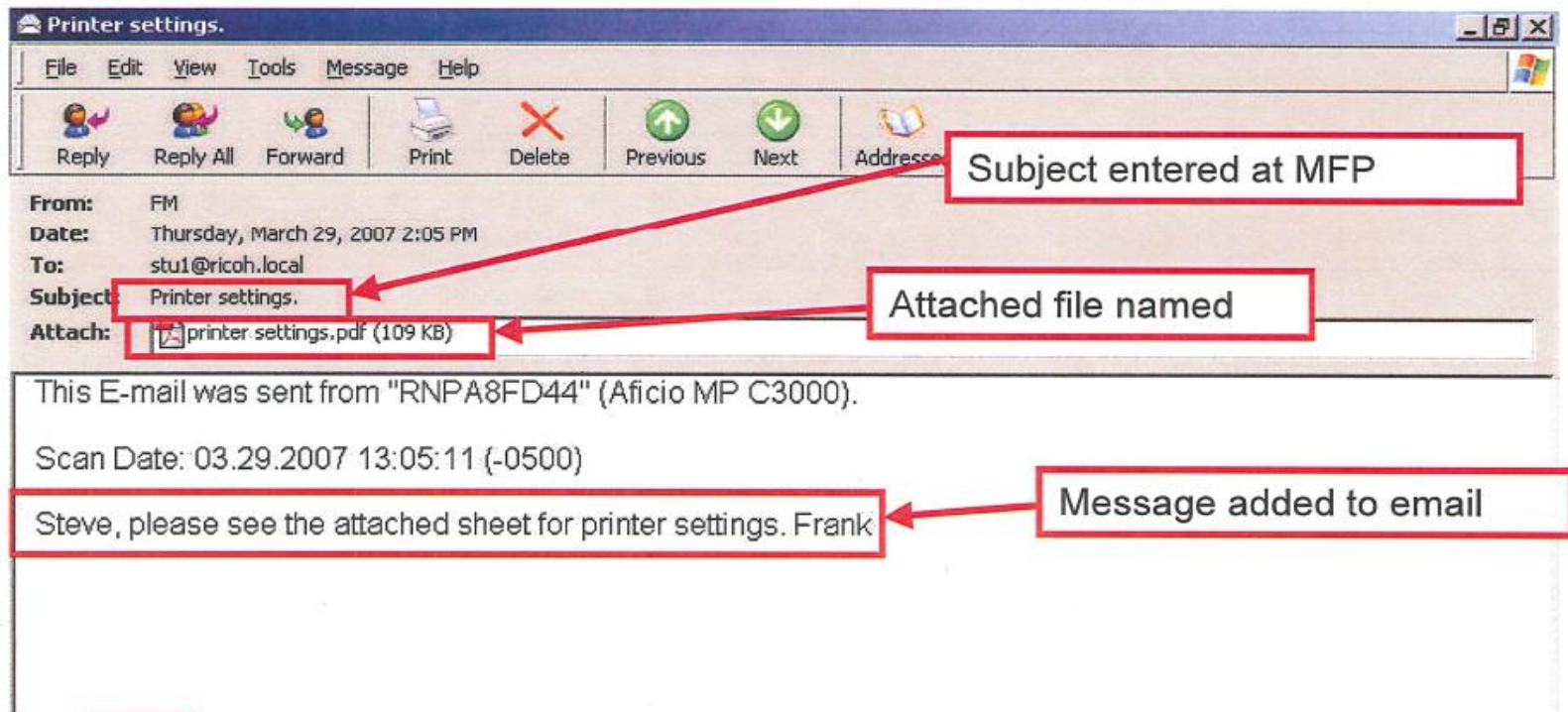


(Note: Screenshots are provided for reference purposes only. Your display may vary depending on your operating system and device.)

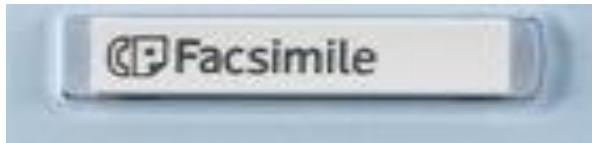
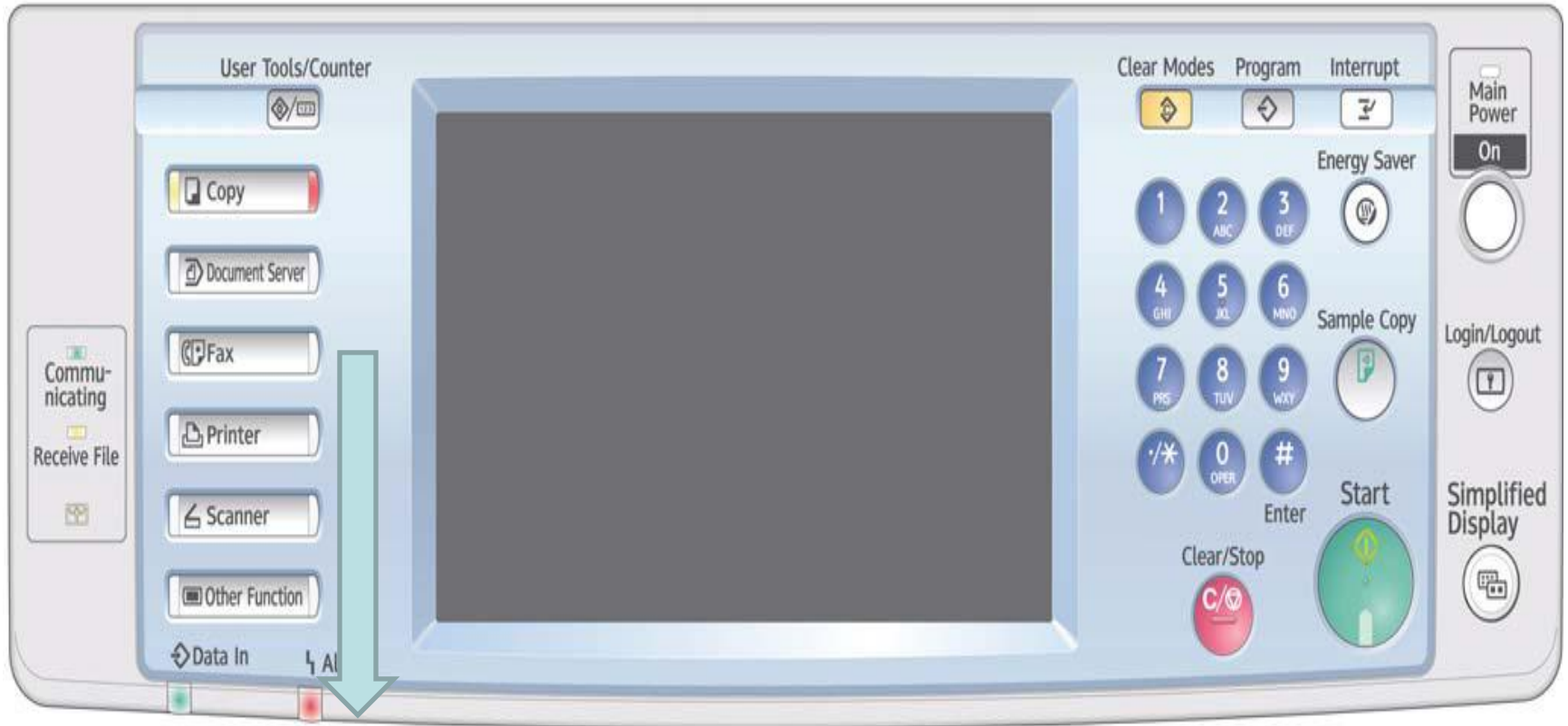


# Viewing the Job at your Desktop

## Email with Subject, File name and Message added at MFP

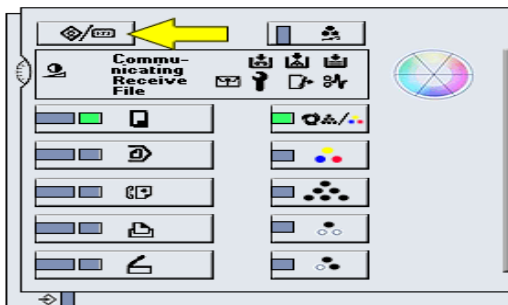


# Faxing Documents From Copier

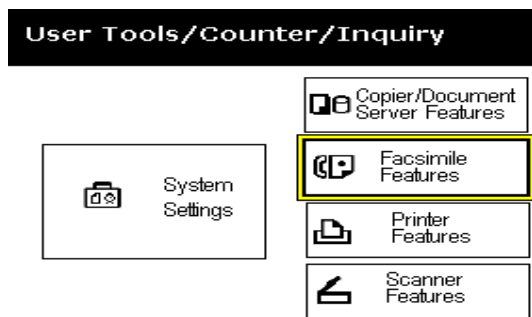


# Fax Header Information Set-Up

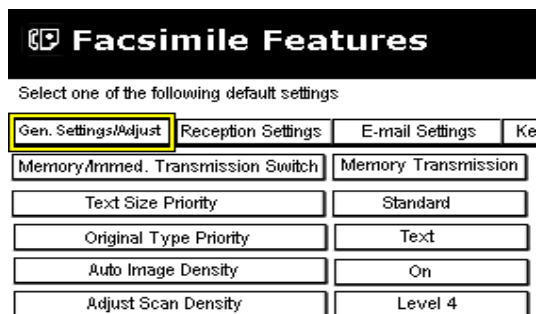
1. Press the [User Tools/Counter] key



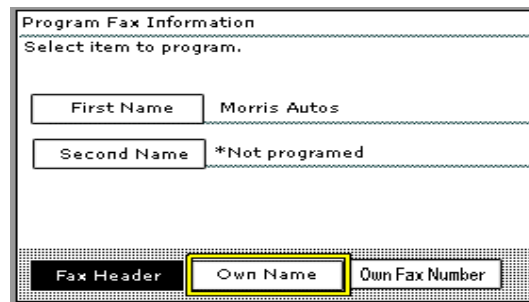
2. Touch the [Facsimile Features] key



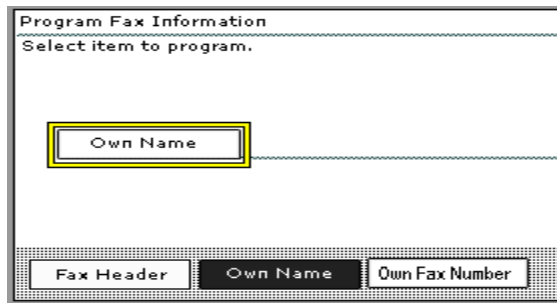
3. Check that the [Gen. Settings/Adjust] tab is selected then touch the [Program Fax Information] key



4. Touch the [Own Name] key

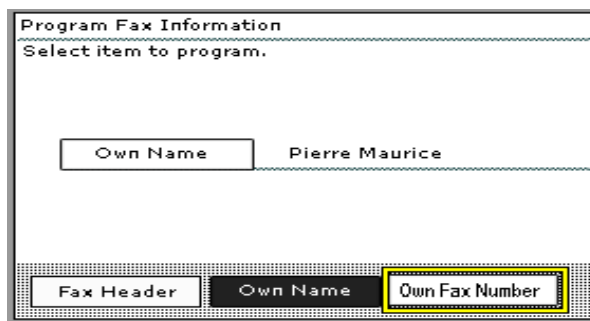


5. Touch the [Own Name] key at the next menu then enter a name from the display

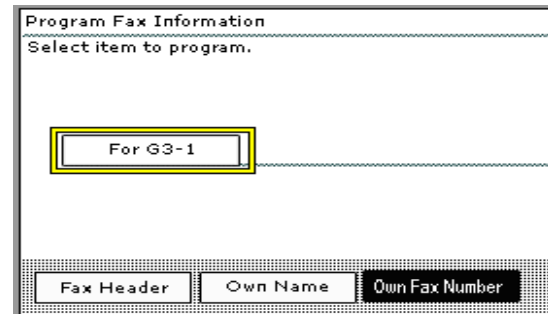


6. Touch the [OK] key to accept the name and return to the previous menu

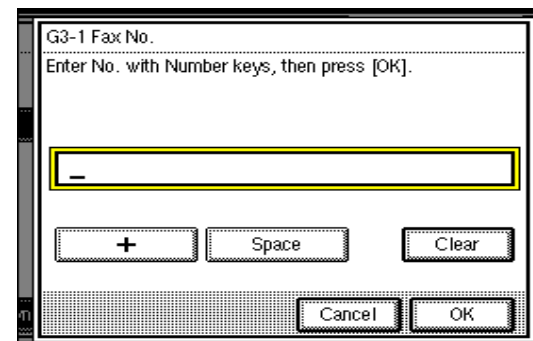
7. Touch the [Own Fax Number] key



8. Touch the [For G3-1] key ( there may be other G3 keys depending on the options installed on your machine)

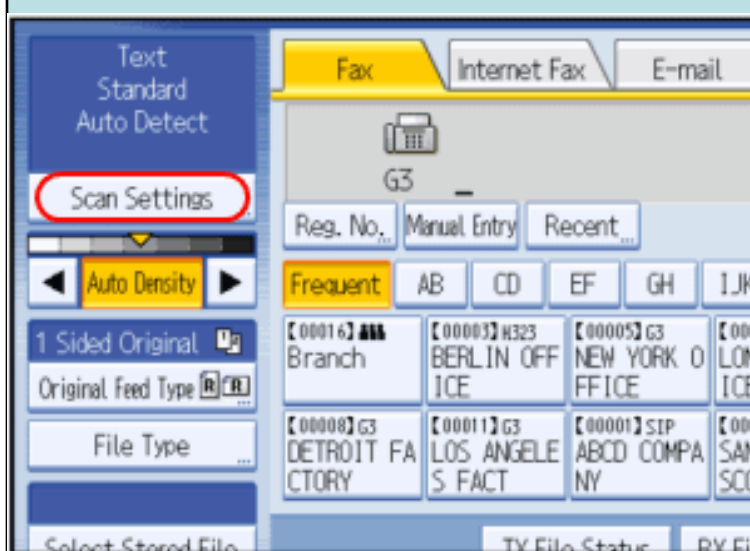


9. Enter your fax number from the blue numeric keypad then touch [OK]



10. Touch the [Exit] key then press the [User Tools/Counter] key to return to Standby Mode

# How to FAX From Copier Panel



## To Fax A Document

Press [Facsimile] key

Place Document in Feeder or on Glass

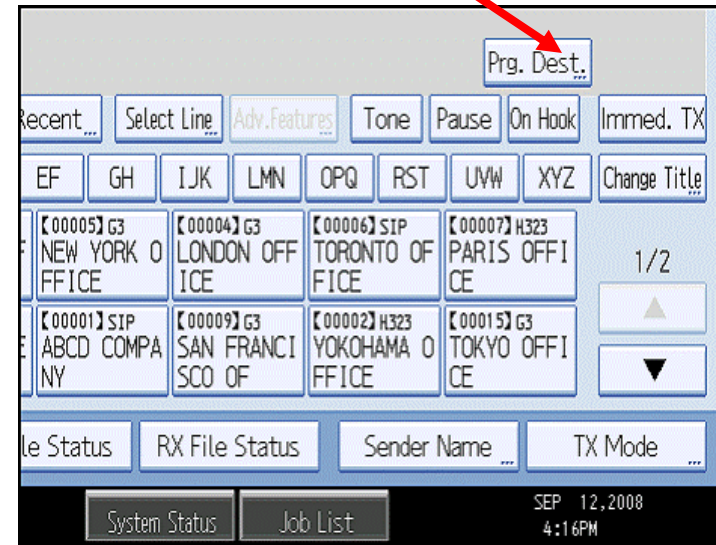
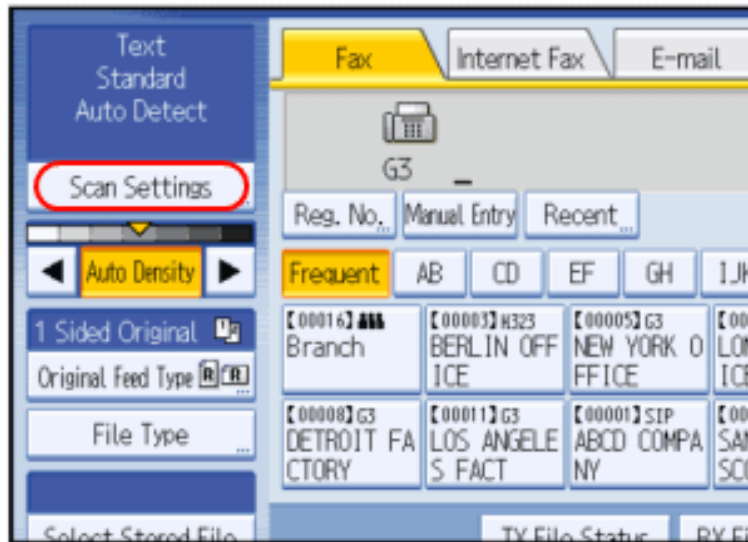
Enter Fax Number using numeric Key Pad or

Select from Programmed List

Press **Start**

# Select Stored Fax Destination(s) or enter a New Destination using the Numeric Key Pad on Right Side of Copier

Use to Store a FAX Destination

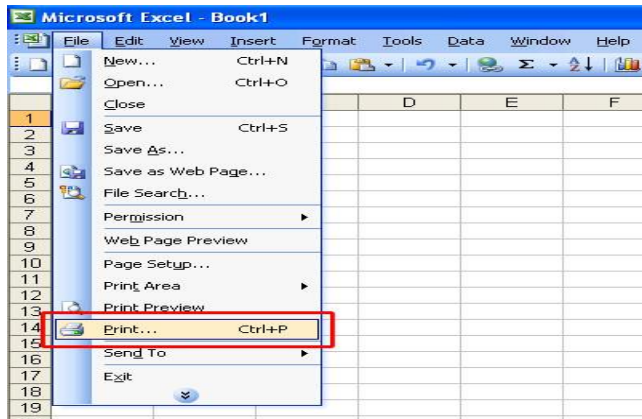


Users can send single document to one or more users simultaneously. Use The Original Feed type to select 2 sided when originals are 2 sided and copier Will scan and send both sides. When Networked, users have the option of Installing the LAN fax driver for faxing documents from the desktop with fax Covers and other options. Confirmations can print automatically, selectively, for errors only or off.

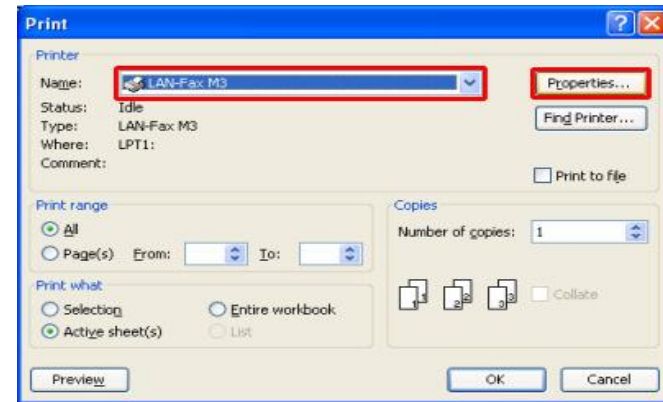


# Faxing From Desktop

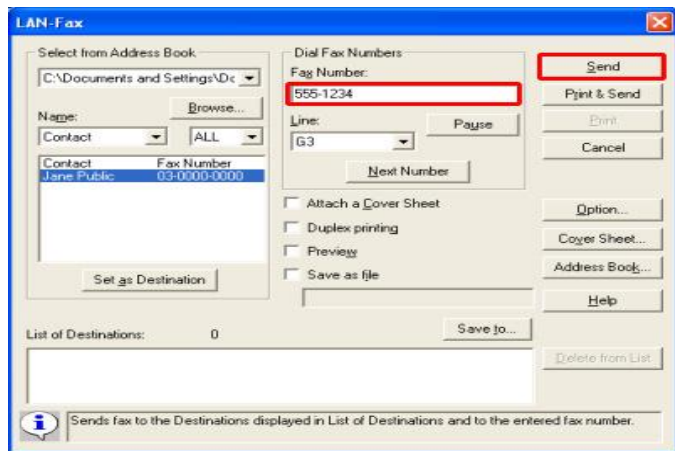
1. Open the document you wish to fax
2. Select **[File]**, then **[Print]**



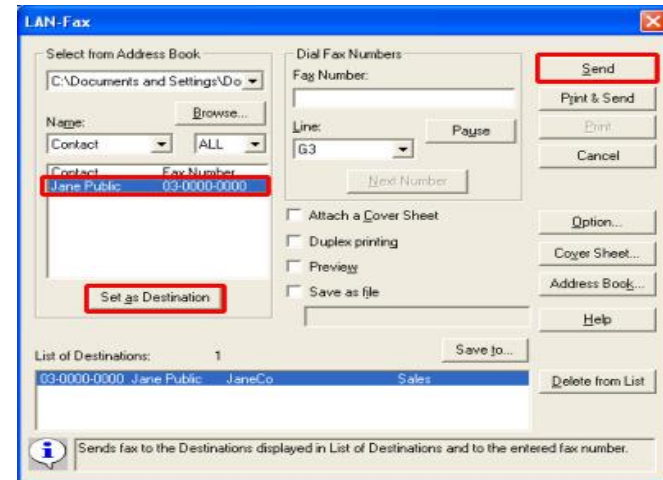
3. In the **[Name]** list, click the **LAN-Fax M8** driver
4. Press **[OK]** or **[Print]**.



5. At **[Fax Number]** type the Recipient's Fax# just as if you were manually dialing the number at a Fax Machine or select from **[Address Book]**, if the number is already pre-programmed in address book.



6. Press **[Set as Destination]** to confirm Recipient's destination. You can select more than one destination to send same fax.



7. Press **[Attach Cover]** to add a fax cover to the document, you can customize your fax cover.

8. Press **[Send]** or **[Print]**