



Ricoh MFP Quick Guide

IT Help desk's phone number and email are in the service label, Remember the device's serial number.



Auto Document Feeder, original documents face up

If the device is in stand-by mode, touch the panel to wake it up. There is a card reader for authentication.



Paper path is behind this cover (open it if paper jam occurs). If there is paper in fuser unit open cover C.

Bypass tray for thick paper , transparencies and labels, place paper face down

Main power switch. Booting the device can help to resolve the printing problem.



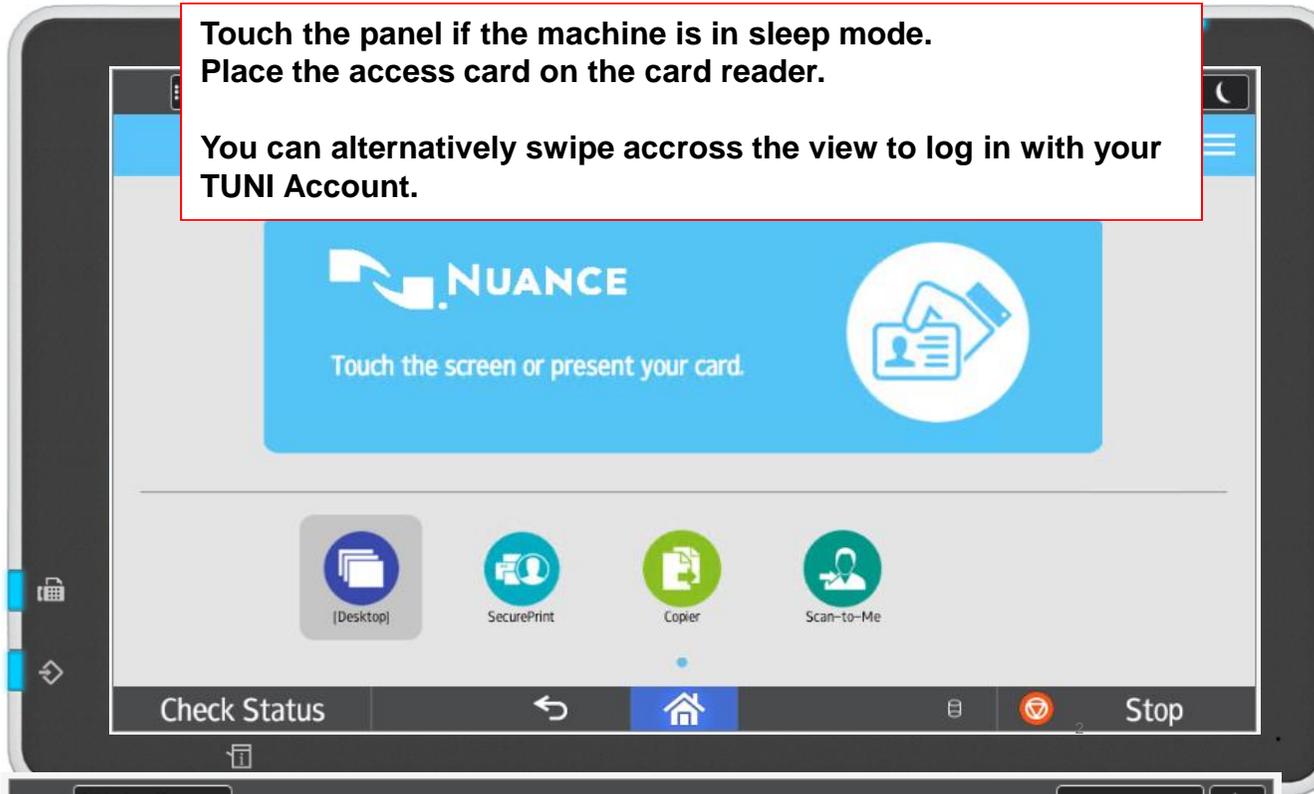
Dublex unit, open cover Z



Logging in

Touch the panel if the machine is in sleep mode.
Place the access card on the card reader.

You can alternatively swipe across the view to log in with your TUNI Account.



You can change the panel language by pressing 
The options are Finnish and English

Change Language

Administration

About

Change Language

English

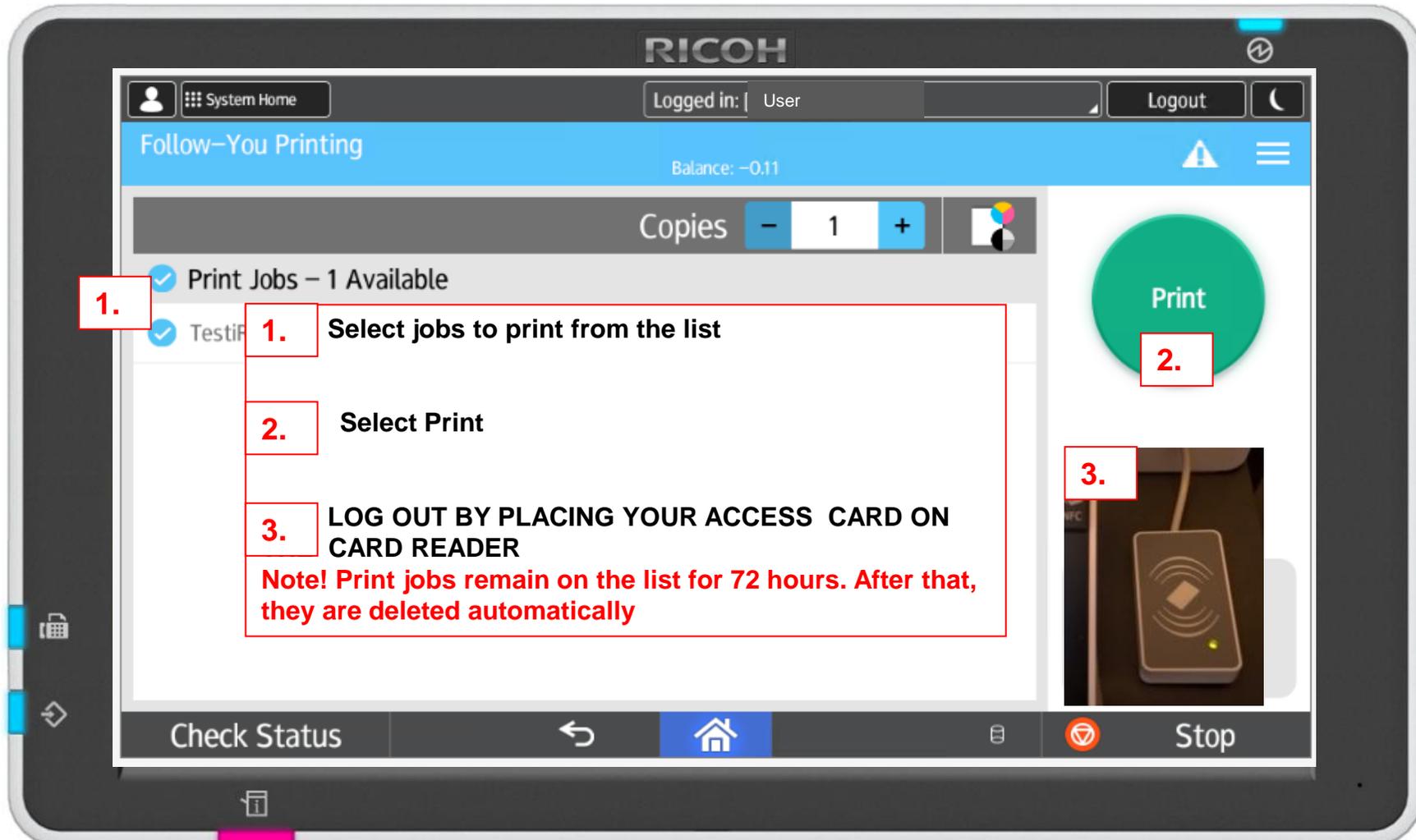
Suomi



Desktop view



Releasing your print jobs



The multifunction printers are equipped with a Secure Print feature. When you print to the Secure Print queue your jobs will remain on the print server until you release them on the machine. Each user can only print their own jobs. Note! Jobs on the secure print queue can be printed from any Ricoh multifunction printer, so if the machine nearest to you is busy, you can print the job from another machine. If a previous user has forgotten to log out, you need to swipe your access card twice over the card reader.

Print job options

The screenshot shows the Ricoh mobile print management interface. At the top, it displays 'RICOH' and 'Follow-You Printing' with a balance of -0.11. A user is logged in as 'User'. The main area shows a list of print jobs, with 'Print Jobs - 1 Available' and 'TestiRintti.txt' selected, indicated by blue checkmarks. A 'Copies' control is set to 1, and a color selection icon is visible. A right-side menu is open, showing options: 'Unselect All', 'Delete', 'Refresh', and 'Print & Save'. A bottom bar contains 'Check Status', a home icon, and 'Stop'. A status box at the bottom right shows '1 page(s)', '1 document(s)', 'BW', and 'Simplex'.

System Home | Logged in: User | Logout

Follow-You Printing | Balance: -0.11

Copies - 1 +

✓ Print Jobs - 1 Available

✓ TestiRintti.txt

Unselect All
Delete
Refresh
Print & Save

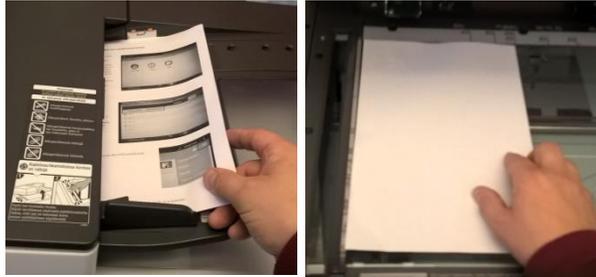
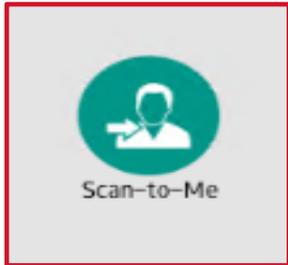
1 page(s)
1 document(s)
BW
Simplex

Check Status | Stop

Callouts:

- You can produce multiple copies from the same print file** (points to the 'Copies' control)
- You can choose to print a color file in black & white** (points to the color selection icon)
- This check shows you which jobs are selected** (points to the checkmarks on the job list)
- Unselect all selections** (points to 'Unselect All')
- Delete selected job** (points to 'Delete')
- Refresh** (points to 'Refresh')
- Print & Save, so that you can print the same job again at a later time** (points to 'Print & Save')
- This shows the current selections: BW= Black & White Simplex= 1 sided** (points to the status box)

Scan to your e-mail



Select Scan-to-Me from the desktop view

Set the originals into the automatic document feeder (facing up) or on the exposure glass (facing down).

You can also enter another recipient in the Cc field (your e-mail address will be shown as the sender).

You can enter a subject, write a message in the body field or change the name of the file you are sending. The scanned pages are sent as attachments.

Press Scan

Press Finish after the last original if you are scanning from exposure glass

Scan another document or sign out by swiping your access card over the card reader

A screenshot of the Scan-to-Me web interface. The interface is dark-themed with a blue header. The header contains "System Home", "Logged in:", "Logout", and a moon icon. Below the header, the title "Scan-to-Me" is displayed. The main area contains several input fields: "Cc", "*Subject" (with "Ricoh MFP Scan" pre-filled), "Body", "*File Name" (with "Scan_11-3-2016_11-10-09" pre-filled), and "Delivery Format" (with "MFP's output" pre-filled). A large green circular "Scan" button is positioned to the right of the input fields. Below the "Scan" button is a "Scan Settings" section with a white background, containing "Auto Device File Type Setting 300 DPI" and a "Change" button. At the bottom of the interface is a navigation bar with "Check Status", a back arrow, a home icon, a list icon, a "Stop" button, and a power icon.



Changing the scan settings

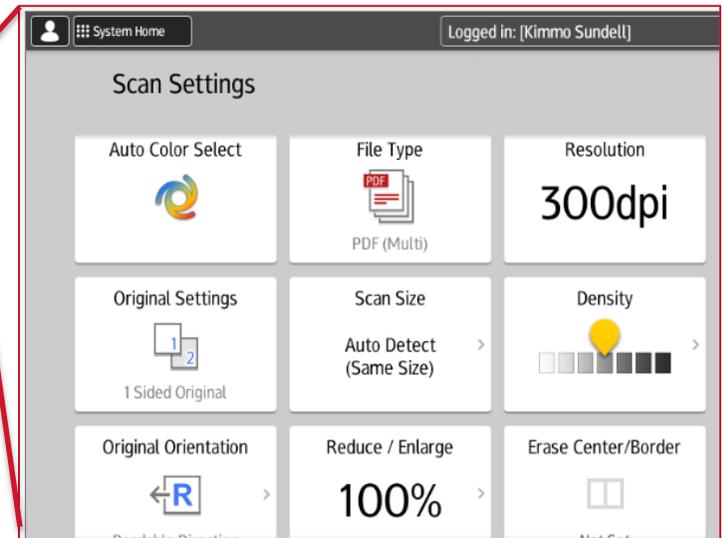
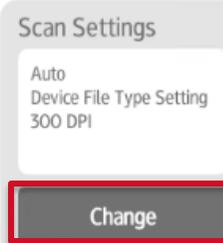
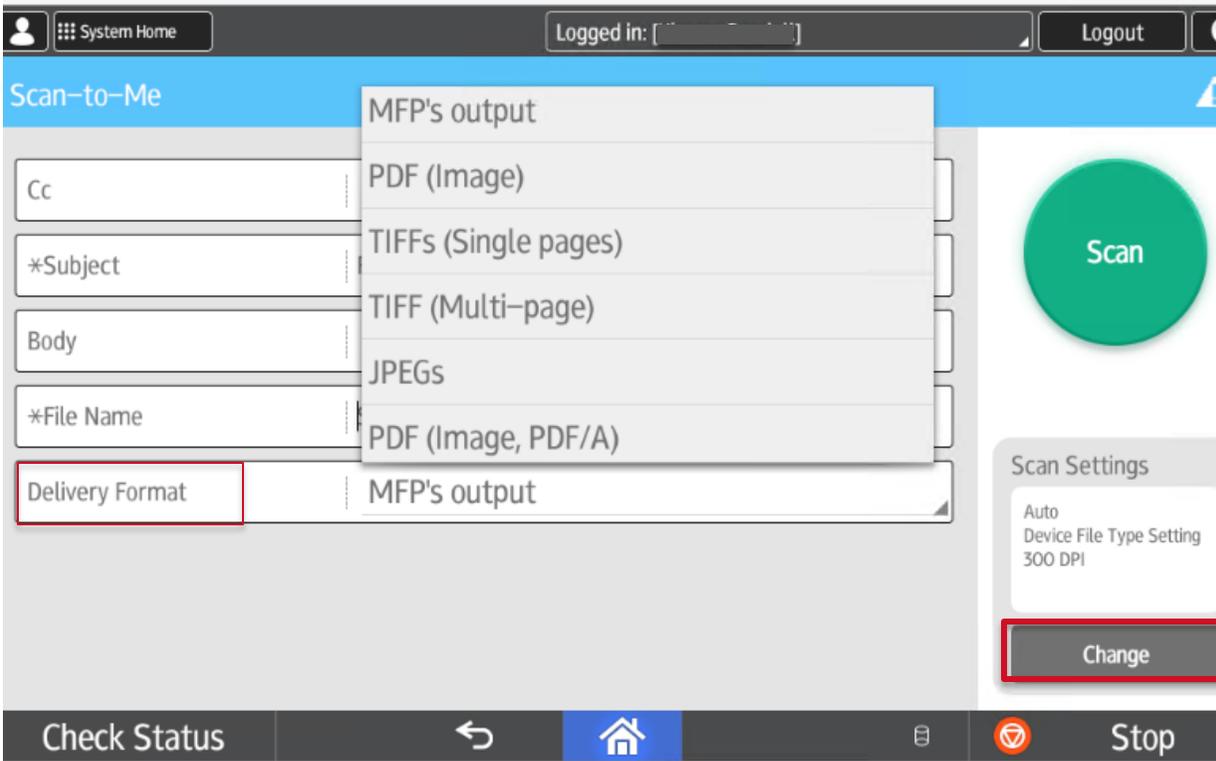
Delivery Format = format of the scanned file

**MFP's output = Machine's default settings:
Multi-page PDF, 300dpi, colour, suitable for
most scan jobs**

**Single pages: Each page is saved as an
individual file.**

**Multi-page: All pages are saved as one multi-
page file**

PDF/A: PDF suitable for archiving





Copier



Copier

RICOH
imagine. change.

System Home

Logged in: (Name Surname)

You can select a color mode:
Black and White or Color copies
or automatic detection

- Black & White
- Full Color
- Auto Color Select

Select quantity of copies if you need more than one

25
<1~999>

Tyhjenna

1 2 3
4 5 6
7 8 9
0

Press "Reset" to clear your current settings

Reset

Tab Others

Slide your finger while pressing on the screen

Quick Copy

Others OK

Reduce/Enlarge
The ratio can be changed.

2 Sided
Two sided copies can be made. Off

Combine
Combines multiple documents. Off

Preview prints change according to the settings you make

When you are ready to copy the document, press the Start button.

Start

Reduce or enlarge with preset ratio or zoom.
double sided,
sorting

Choose the paper tray, bypass tray for thick paper reduces the risk of a paper jam

Paper Tray
Auto

Black & White

Quantity
1

Others

Stop copying

Check Status

Stop

Remember to log out with your card