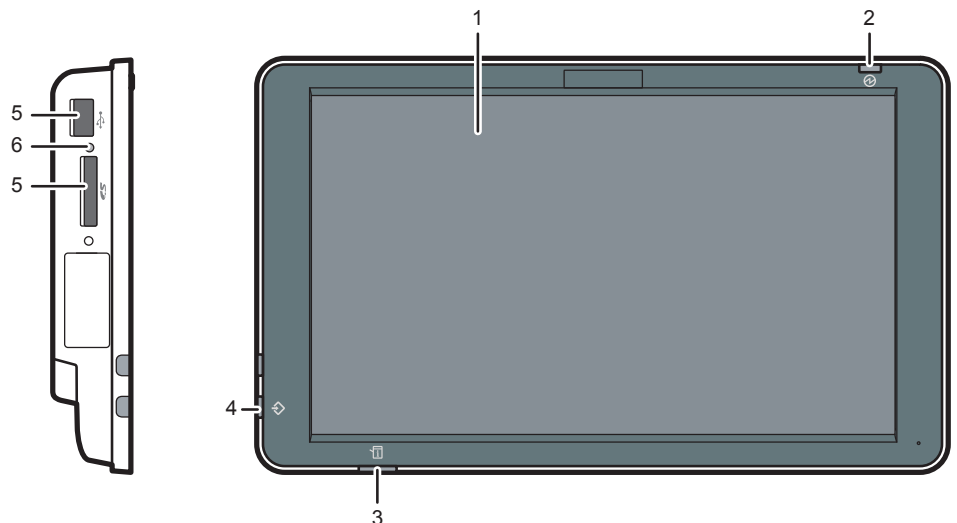


CIP Training

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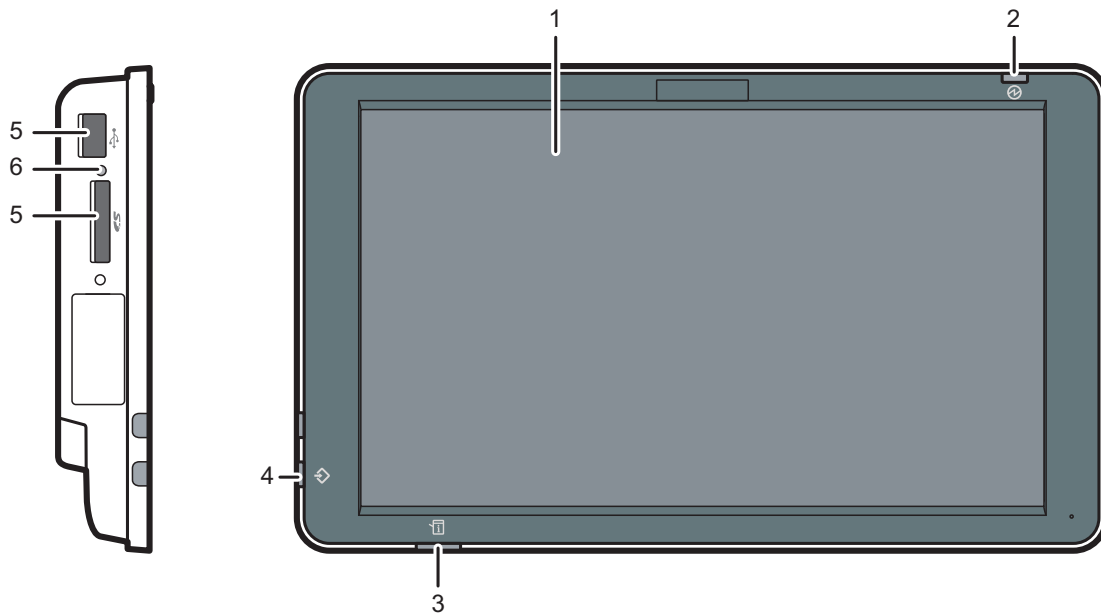
RICOH
imagine. change.

Control Panel



Control Panel

Guide to the Names and Functions of the Machine's Control Panel



DNE093

1. Display panel

This is a touch panel display that features icons, keys, shortcuts, and widgets that allow you to navigate the screens of the various functions and applications and provide you with information about operation status and other messages. See page 39 "How to Use the [Home] Screen" and page 43 "How to Use Each Application".

2. Main power indicator

The main power indicator goes on when you turn on the main power switch. When the machine is in Sleep mode, the main power indicator flashes slowly. In Low Power mode, the main power indicator is lit.

3. Status indicator

Indicates the status of the system. Stays lit when an error occurs or the ink runs out.

4. Data In indicator (printer mode)

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

5. Media slots


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

6. Media access lamp

Lights up when an SD card is inserted in the media slot.

Changing the Display Language

You can change the language used on the display. English is set as default.

1. Press [Home] () at the bottom of the screen in the center.
2. Flick the screen to the left, and then press the [Change Langs. Widget].
3. Select the language you want to display.
4. Press [OK].

How to Use the [Home] Screen

The [Home] screen is set as the default screen when the machine is turned on.

One icon is assigned to each function, and these icons are displayed on the [Home] screen. You can add shortcuts to frequently used functions or Web pages to the [Home] screen. Also, you can register widgets such as the Change Langs. Widget to it. The [Home] screen and the screen of each function may differ depending on the optional units that are installed.

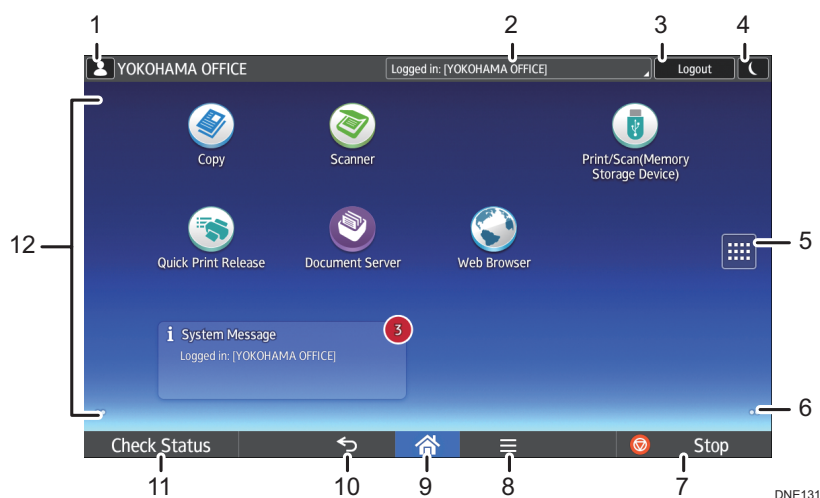
To display the [Home] screen, press [Home] (🏠) at the bottom of the screen in the center.

★ Important

- Do not apply strong impact or force to the screen, or it may be damaged. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)

The [Home] screen consists of five screens, from Home screen 1 to Home screen 5. Home screen 3 is the default screen that appears first after you press [Home].

To switch between screens, flick your finger to the right or left on the screen.



1. Logged-in user icon

When user authentication is enabled, an icon is displayed that indicates that users are logged in.

Press the icon to show the names of the users that are currently logged in.

2. System message

Displays messages from the machine system and applications.

3. [Login]/[Logout]

These keys are displayed when user authentication is enabled. When you press [Login], the authentication screen appears. If you have been already logged in to the machine, [Logout] appears. To log out of the machine, press [Logout].

For details about how to log in and out, see page 57 "Logging In the Machine".

4. [Energy Saver] 🌙

Press to switch to Low Power mode or Sleep mode.

Control Panel

For details about the modes, see "Saving Energy", Getting Started.

5. Application list icon

Press to display the application list. You can create shortcuts to the applications on the [Home] screen.

To use an application displayed in the [Widget] tab and [Program] tab, create a shortcut for the application on the [Home] screen. For details, see "Customizing the [Home] Screen", Convenient Functions.

6. Icons to switch between screens

Press to switch between the five home screens. The icons appear at the bottom right and left of the screen, the number of icons indicates the number of screens on each side of the current screen. For example, when you view Home screen 3, 2 icons are displayed at both the right and left sides.

7. [Stop]

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

8. [Menu]

Displays the menu screen of the application you are using. Depending on the application you are using, this key may be disabled. You can also press this key in the [Home] screen to restore the [Home] screen's settings to their defaults.

9. [Home]

Press to display the [Home] screen.

10. [Return]

Press this key to return to the previous screen while Screen Features are enabled or applications are used. Depending on the application you are using, this key may be disabled. You can specify whether this key is enabled or not in some applications. For details about the settings, see "Screen Features", Connecting the Machine/ System Settings.

11. [Check Status]

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.

12. Icon display area

Displays the function or application icons and widgets. Displayed icons differ between the five home screens. For details about icons on each screen, see "Main Icons on the [Home] Screen", Getting Started.

You can also add shortcuts and arrange icons using folders. For details, see "Customizing the [Home] Screen", Convenient Functions.

Note

- You can change the [Home] screen's wallpaper. For details, see "Changing the [Home] Screen's Wallpaper", Convenient Functions.
- You can switch modes by pressing icons on the [Home] screen. You can also switch modes by pressing the function keys. For details about the function keys, see "Changing Modes by Pressing the Function Keys", Getting Started.
- You cannot switch modes in any of the following situations:
 - While scanning an original using the scanner function
 - When accessing the following screens:

Control Panel



- Machine Features
 - Counter
 - Inquiry
 - Address Book Management
 - Tray Paper Settings
 - Current Job / Job History
- The [Home] screen is set as the default screen when the machine is turned on. You can change this default setting under Function Priority. See "Screen Features", Connecting the Machine/ System Settings.

Adding Icons to the [Home] Screen

Adding shortcuts to the [Home] screen

You can add shortcuts to the machine's functions.

You can display the icons for the machine's functions and the embedded software applications after you delete them from the [Home] screen.

1. Press [Home] () at the bottom of the screen in the center.
2. Press .
3. Press the [Apps] tab to add a shortcut to an application other than the Classic Applications. Press the [Program] tab to add a shortcut to one of the Classic Applications.
4. Press and hold down the application icon to add a shortcut to an application other than the Classic Applications. Press and hold down the [Classic Applications] icon to add a shortcut to one of the Classic Applications.

The image of where the shortcut is to be placed on the [Home] screen is displayed.

5. Drag the icon to where you want to place it on the screen.

If you want to add a shortcut to the Classic Applications, proceed to Step 6.

6. Select the Classic Applications that you want to add from the list.

Adding shortcuts to bookmarks on the [Home] screen

You can add shortcuts to bookmarks that have been registered in favorites in the Web Browser to the [Home] screen.

1. Press [Home] () at the bottom of the screen in the center.
2. Press .

Control Panel

3. Press the [Program] tab.
4. Press and hold down the [Bookmark] icon.
The image of where the shortcut is to be placed on the [Home] screen is displayed.
5. Drag the icon to where you want to place it on the screen.
6. Select the bookmark you want to add from the bookmark list.

Adding shortcuts to programs to the [Home] screen

You can add shortcuts to programs registered on Copier mode, Scanner mode, or quick applications.

1. Display the function screen to which you want to register a program.
2. When you are using the standard applications or quick applications, press [Menu] (⌘) at the bottom of the screen in the center. When you are using the Classic Applications, press [Recall/Program/Change Program] on the bottom left of the screen.
3. Register a program.
4. Press [Home] (🏠) at the bottom of the screen in the center.
5. Press (⌘).
6. Press the [Program] tab.
7. To display a program registered to the standard applications or quick applications, hold down the application icon. To display a program registered to the Classic Applications, hold down the [Classic Applications] icon.
The image of where the shortcut is to be placed on the [Home] screen is displayed.
8. Drag the icon to where you want to place it on the screen.
9. Select the program you want to add from the list.

Adding widgets to the [Home] screen

You can add widgets to the [Home] screen to show the remaining amount of ink or change the display language.

1. Press [Home] (🏠) at the bottom of the screen in the center.
2. Press (⌘).
3. Press the [Widget] tab.
4. Press and hold down the widget icon you want to add.
The image of where the widget is to be placed on the [Home] screen is displayed.
5. Drag the icon to where you want to place it on the screen.

Control Panel

How to Use Each Application

You can open the function screens by pressing icons such as [Copy] or [Scanner] on the [Home] screen.

Three kinds of screens ("Standard Application Screen", "Classic Application Screen", and "Quick Application Screen") can be used by each function.

Standard Application Screen

Functions and settings that are used frequently are shown on the top screen. Flick the screen up or down to select a setting item. When you select an item, the pull-down menu appears, or the setting item pops up.

Classic Application Screen

You can select advanced functions and detailed settings according to the functions and settings you use frequently. For details about how to use this screen, see "[Copier (Classic)] screen", "[Scanner (Classic)] screen", "[Printer (Classic)] Screen", and "[Document Server] Screen", Getting Started. For details about keys that appear on the screen of each Classic Application, see "Keys that Appear on the Initial Settings Screen and Screens of Each Classic Application", Getting Started.

Quick Application Screen

You can easily set the basic operations, such as sending scanned documents by e-mail or other operations. For details about how to use this screen, see "[Quick Scanner] screen", Getting Started.

Functions usable on each screen

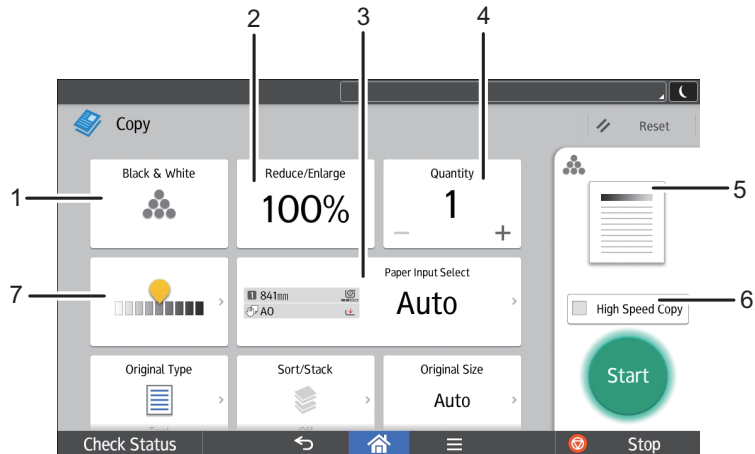
Screen	Functions usable
Standard Application Screen	<ul style="list-style-type: none">• Copier• Scanner
Classic Application Screen	<ul style="list-style-type: none">• Copier• Scanner• Printer• Document Server
Quick Application Screen	<ul style="list-style-type: none">• Scanner

[Copy] Screen

You can switch the two screens described in this section by flicking the screen up or down.

Control Panel

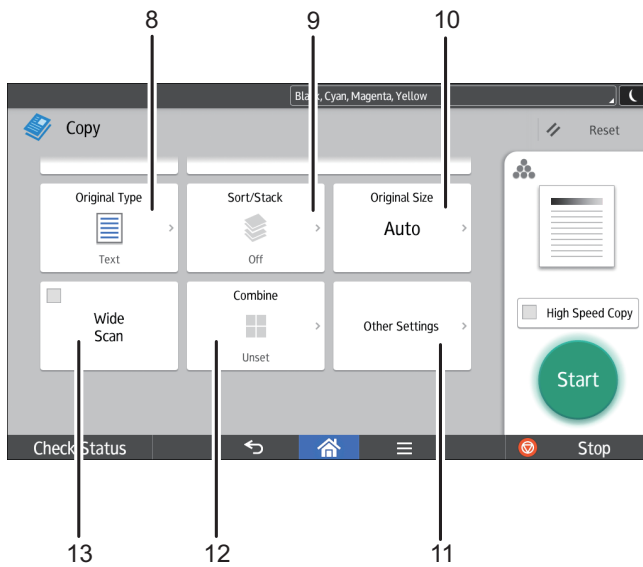
2. Getting Started



DNE110

No.	Icon	Description
1		You can select a color mode.
2	100%	You can reduce or enlarge images.
3	841mm AD Auto	You can select the paper input location containing the paper you want to copy onto, and specify the length to cut the paper loaded in the paper input location.
4	1	You can specify the numbers of copies to be made. Press a number to enter the number of copies using the keyboard. You can also specify the number of copies by pressing [+] or [-].
5		Preview prints change according to the settings you make.
6	<input type="checkbox"/> High Speed Copy	You can reduce vertical resolutions to increase print speed.
7		You can adjust the density of the overall original in nine steps. Specify the density by touching the icon and dragging it right or left.

Control Panel

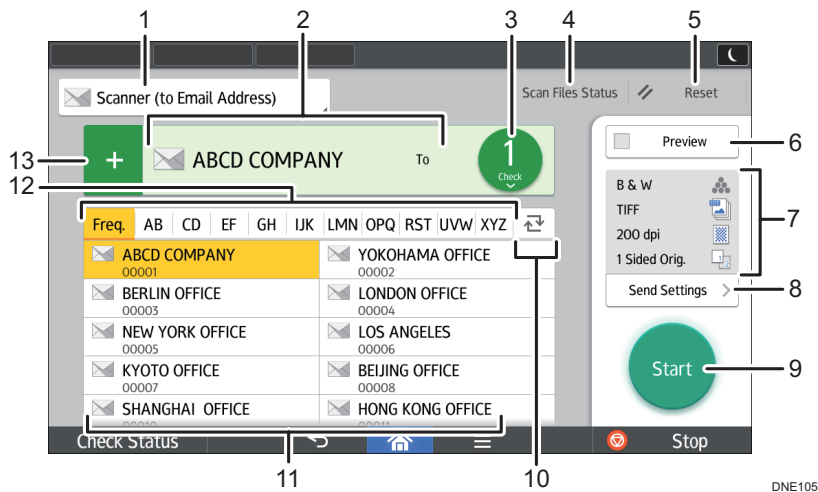


DNE132










No.	Icon	Description
8		You can select an original type that is suitable for your originals.
9		You can assemble copies as sets in sequential order.
10	Auto	You can specify the size of originals when copying custom size originals.
11	Other Settings	You can find other settings.
12		You can select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.
13	Wide Scan	You can set the machine to scan using a predetermined width, regardless of the actual width of the original.

Control Panel

[Scanner] Screen



No.	Icon	Description
1		Displays the type of scanner destination. Press to switch between e-mail destinations and folder destinations.
2		The specified destination is shown here. By tapping the destination, you can register it to the Address Book or remove it from the destinations. By flicking up and down, you can confirm the selected destinations.
3		The total number of the selected destinations appears. Press to display a screen to confirm destinations. In the screen to confirm destinations, you can do the following: <ul style="list-style-type: none"> • Switch the "To", "Cc", and "Bcc" fields of the e-mail destinations • Register destinations to the Address Book • Edit destinations • Remove destinations from the destination list
4		Press to display the transmission results screen. In the transmission results screen, you can do the following: <ul style="list-style-type: none"> • Check sent jobs • Check error descriptions • Cancel transmission of a document in standby • Print a list of transmission results

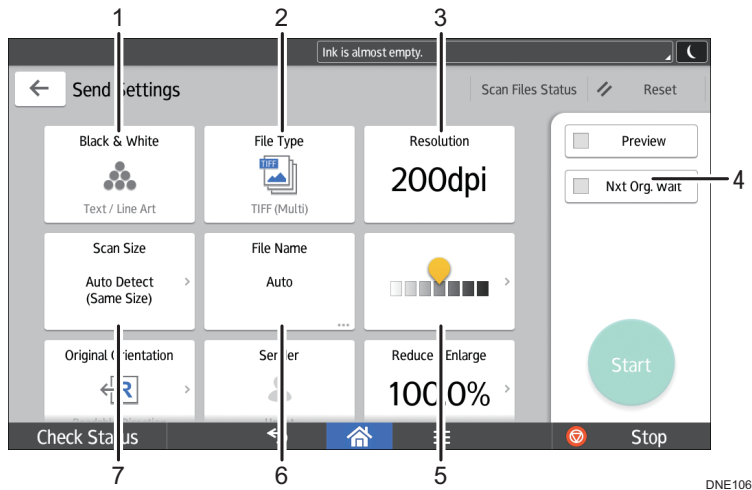
No.	Icon	Description
5		Press to clear your current settings.
6		Press to display the preview screen after scanning originals.
7		You can check the settings in Send Settings.
8		Press to open the send settings screen. For details, see page 47 "[Send Settings] screen".
9		Press to scan originals and start sending.
10		Press to switch the section of the Address Book.
11		Shows the destinations in the Address Book. If a password or protection code is specified to a folder destination, enter the password or protection code on the screen displayed after tapping the folder destination.
12		The sections of the Address Book.
13		Press to add a destination. Destinations can be added as follows: <ul style="list-style-type: none"> • Input destinations manually • Select from the transmission history • Specify a registration number from the Address Book • Search for a destination in the Address Book or on the LDAP server

[Send Settings] screen

You can switch the three screens described in this section by flicking the screen up or down.

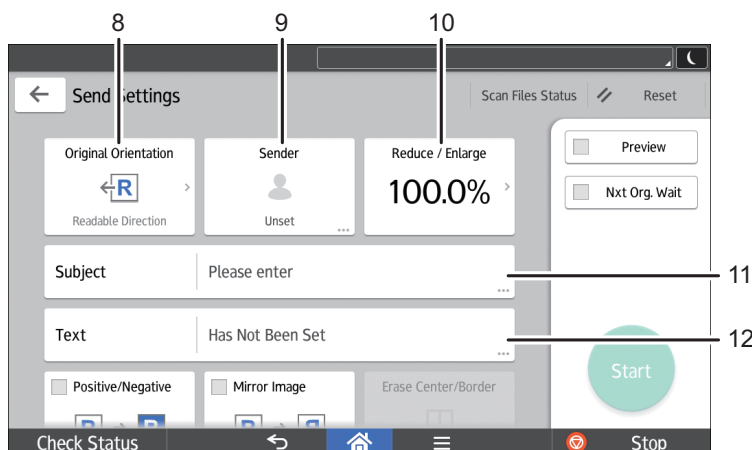
Control Panel

2. Getting Started



DNE106

No.	Icon	Description
1		Press to select the settings that are appropriate for the type of your original and color mode.
2		Press to select a file type.
3	200 dpi	Press to select the resolution to scan the original.
4	<input type="checkbox"/> Nxt Org. Wait	If you select this, the machine waits indefinitely for additional originals.
5		Press to specify the density to scan the original. You can also specify the density by touching the icon and dragging it right or left.
6	Auto	Press to specify a file name.
7	Auto Detect (Same Size)	Press to select the scanning size of the original.

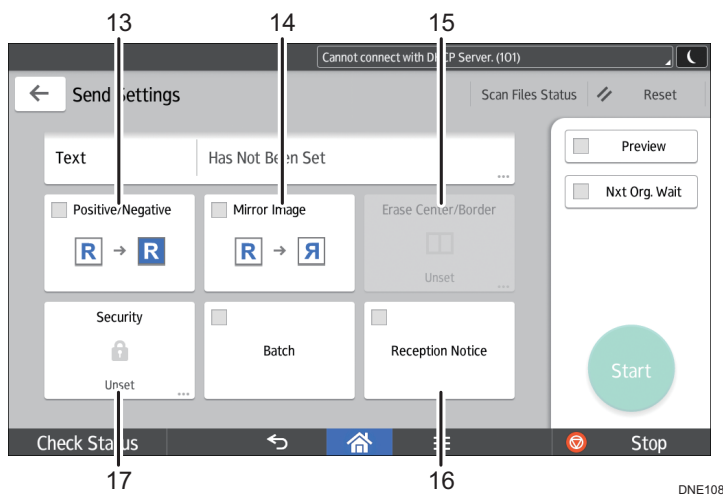


DNE107

Control Panel

How to Use Each Application

No.	Icon	Description
8		Press to select the orientation of the original.
9		Press to specify the sender.
10	100.0%	Press to specify the magnification ratio for scanning the original.
11		Press to enter the subject of the e-mail.
12		Press to enter the main text of the e-mail.



DNE108

No.	Icon	Description
13		If you select [Positive / Negative], a black and white original will produce a negative scanned image.
14		If you select [Mirror Image], the scanned image will be a mirror image of the original.
15		Press to erase the image from a specified width around the document and in the center of the document when the document is scanned.
16		Press this to notify the sender that the e-mail recipient has opened the e-mail.
17		Press to sign and encrypt the e-mail.

Control Panel

2. Getting Started

Registering Functions in a Program

Depending on the functions, the number of programs that can be registered is different.

Standard Applications

- Copy: 25 programs
- Scanner: 100 programs

Classic Applications

- Copier (Classic): 25 programs
- Document Server: 25 programs
- Scanner (Classic): 25 programs

Quick Applications

- Quick Scanner: 100 programs

The following settings can be registered to programs:

Standard Applications

- Copy:
Color mode, Reduce/Enlarge, Quantity, Density, Paper Input Select, Combine, Sort, Original Size, Original Type, Other Settings
- Scanner:
Destination, Preview, Send Settings

Classic Applications

- Copier (Classic):
High Speed Copy, color mode, original type, density, Original Settings, paper input location/ paper bypass location, Store File (except for User Name, File Name, and Password), Synchro Cut, Variable Cut, Auto Reduce / Enlarge, User Auto R/E, Finishing, Adjust Print Position, Edit / Color, Combine, Reduce / Enlarge, number of copies
- Document Server (on the initial document print screen):
Finishing, Adjust Print Position, Stamp, number of prints
- Scanner (Classic):
Scan Settings, density, Next Original Wait, Original Feed Type, Send File Type / Name (except for Security Settings and Start No.), Store File (except for User Name, File Name, and Password), Preview, Destinations selected from the Address Book, Text, Subject, Security, Receipt, Notice, File Emailing Method

Quick Applications

- Quick Scanner:
Destination, Original Type, File Type, Resolution, Original Orientation, Scan Size, Preview

Control Panel

This section explains how to register functions to a program by using each application.

Standard Applications/Quick Applications

1. Edit the settings so all functions you want to register to a program are selected on the [Copy], [Scanner], or [Quick Scanner] screen.
2. Press [Menu] (☰) at the bottom of the screen in the center.
3. Press [Reg. Current Setting to Program].
4. Press the program number you want to register.
5. Enter the program name.
6. Select the icon for the program.
7. Press [Prev. Screen].

When using the quick application, press [Previous Scr.].

8. Press [OK].
9. Press [Place].

Even if you select [Do not Place], you can add shortcuts to the program to the [Home] screen after the program registration is complete.

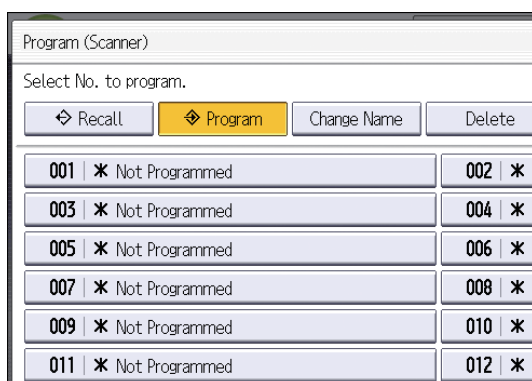
10. Press [Exit].

Classic Applications

1. Edit the settings so all functions you want to register to a program are selected on the [Copier (Classic)], [Document Server], or [Scanner (Classic)] screen.

When using the Document Server, edit the settings on the initial document print screen.

2. Press [Recall/Program/Change Program] on the bottom left of the screen.
3. Press [Program].
4. Press the program number you want to register.



Program (Scanner)

Select No. to program.


↔ Recall **◆ Program** Change Name Delete

001 * Not Programmed	002 * Not Programmed
003 * Not Programmed	004 * Not Programmed
005 * Not Programmed	006 * Not Programmed
007 * Not Programmed	008 * Not Programmed
009 * Not Programmed	010 * Not Programmed
011 * Not Programmed	012 * Not Programmed

5. Enter the program name.
6. Press [OK].
7. Press [Exit].

Control Panel

Note

- The number of characters you can enter for a program name varies depending on the functions as follows:
 - Standard Applications
 - Copy: 40 characters
 - Scanner: 40 characters
 - Classic Applications
 - Copier (Classic): 34 characters
 - Document Server: 34 characters
 - Scanner (Classic): 34 characters
 - Quick Applications
 - Quick Scanner: 40 characters
- When a specified program is registered as the default, its values become the default settings, which are displayed without recalling the program, when modes are cleared or reset, and after the machine is turned on.
- If the paper input location you specified in a program runs out of paper and another paper input location is configured with the same size of paper, the paper input location will automatically switch to the other.
- Destinations can be registered to a program of the scanner mode only when [Include Destinations] is selected for [Program Setting for Destinations] in [Scanner Features]. For details about the setting, see "General Settings", Scan.
- Folder destinations that have protection codes cannot be registered to a program of the scanner mode.
- Programs are not deleted by turning the power off or by pressing [Reset] unless the program is deleted or overwritten.
- When you are using the Classic Applications, program numbers with  next to them indicate that the programs have been registered.
- Programs can be registered to the [Home] screen, and can be recalled easily.

Control Panel

Example of Programs (When Using the Classic Applications)

Copier (Classic)

Program name	Program description	Effect
Dated confidential copy	In [Edit / Color], specify [CONFIDENTIAL] under [Preset Stamp], and [Date Stamp].	You can increase security awareness by printing "CONFIDENTIAL" and the date on copies.
Stamping corporate name copy	Specify [User Stamp] in [Edit / Color].	You can stamp the name of your company on copies of working or architectural drawings. Your company name needs to be pre-registered in the machine.
Unified-size copy	Specify [Auto Reduce / Enlarge].	You can print various size copies onto one size of paper, so they are easier to manage.
Thumbnail copy	Specify [Combine].	You can copy up to 8 pages onto one side of a sheet, so that you can save paper.
Storage copy: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

Scanner (Classic)

Program name	Program description	Effect
Easy PDF scan	Select [Full Color: Text / Photo] in [Scan Settings]. In [Send File Type / Name], select [PDF] under [File Type] and enter the business details such as "London branch: daily report" under [File Name].	You can scan documents efficiently.
High compression PDF scan	Select [Full Color: Text / Photo] in [Scan Settings] and [PDF (JPEG 2000)] in [Send File Type / Name].	You can compress the data size of scanned documents, so that you can send and store them.

Control Panel

Program name	Program description	Effect
Long-term storage scan	Select [PDF/A] in [Send File Type / Name].	You can easily digitize documents to "PDF/A" file format, which is suitable for long-term storage.
Unified-size scan	In [Scan Settings], select [Reduce / Enlarge] under [Edit], and then specify the reproduction ratio or finished size of scanned data for each page of the original.	You can skip the procedure to unify the print size when reprinting scanned data.
Digital signature scan	In [Send File Type / Name], specify [PDF], [PDF (JPEG 2000)], or [PDF/A] and also specify [Digital Signature].	You can add a digital signature to an important document such as a contract, so that any data tampering can be detected.
High resolution scan	In [Send File Type / Name], specify [TIFF]. Also, specify a higher resolution in [Scan Settings].	Scanned documents maintain much of the detail of the originals, but the size of the data may be quite large.
Scan to XXXX (replace XXXX by a destination name)	Select e-mail or folder destinations from the list that is registered in the machine's Address Book, and then specify the scan settings.	If you register destinations and scan settings that you use often, you can skip the procedures to specify them when sending a scanned file.
Storage scan: XXXX (replace XXXX by a folder name)	Specify a folder in [Target Folder to Store] in [Store File].	You can use folders to organize stored files by user name or intended use.

Note

- Depending on the options installed, some functions cannot be registered. For details, see "Functions Requiring Optional Configurations", Getting Started.
- The names of programs given above are just examples. You can assign any name to a program according to your objectives.
- Depending on your business details or the type of documents to be scanned, registering a program cannot be recommended.

Logging In the Machine

When the Authentication Screen is Displayed

If Basic Authentication, Windows Authentication, or LDAP Authentication is active, the authentication screen appears on the display. The machine only becomes operable after entering your own Login User Name and Login Password. If User Code Authentication is active, you cannot use the machine until you enter the User Code.

If you can use the machine, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the machine, be sure to log out of it to prevent unauthorized usage.

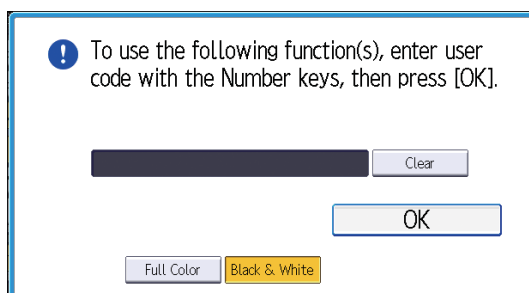
★ Important

- Ask the user administrator for the Login User Name, Login Password, and User Code. For details about user authentication, see "Configuring User Authentication", Security Guide.
- User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".

User Code Authentication Using the Control Panel

If User Code Authentication is active, a screen prompting you to enter a User Code appears.

1. Enter a User Code (up to eight digits), and then press [OK].

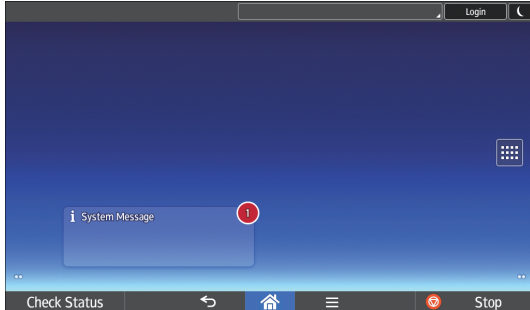


Logging In Using the Control Panel

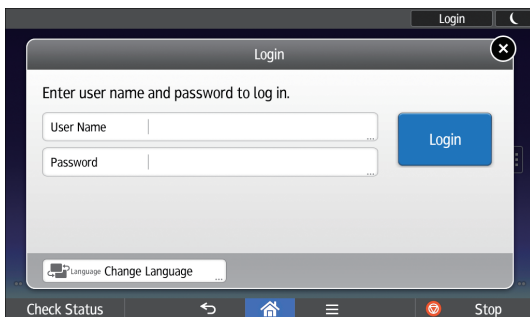
This section explains the procedure for logging in to the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

Control Panel

1. Press [Login] on the top right on the screen.



2. Press [User Name].



3. Enter a Login User Name, and then press [Done].
4. Press [Password].
5. Enter a Login Password, and then press [Done].
6. Press [Login].

Logging Out Using the Control Panel

This section explains the procedure for logging out the machine when Basic Authentication, Windows Authentication, or LDAP Authentication is set.

★ Important

- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

1. Press [Logout] on the top right on the screen.



Control Panel

2. Press [OK].

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