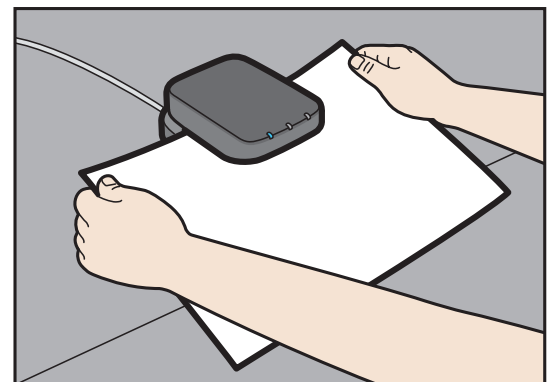
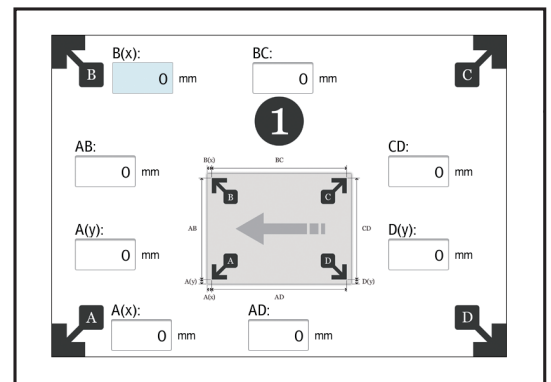
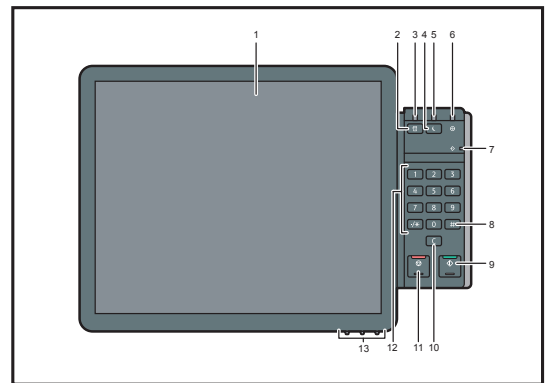


# CIP Training

Pro 8300 series

**RICOH**  
imagine. change.

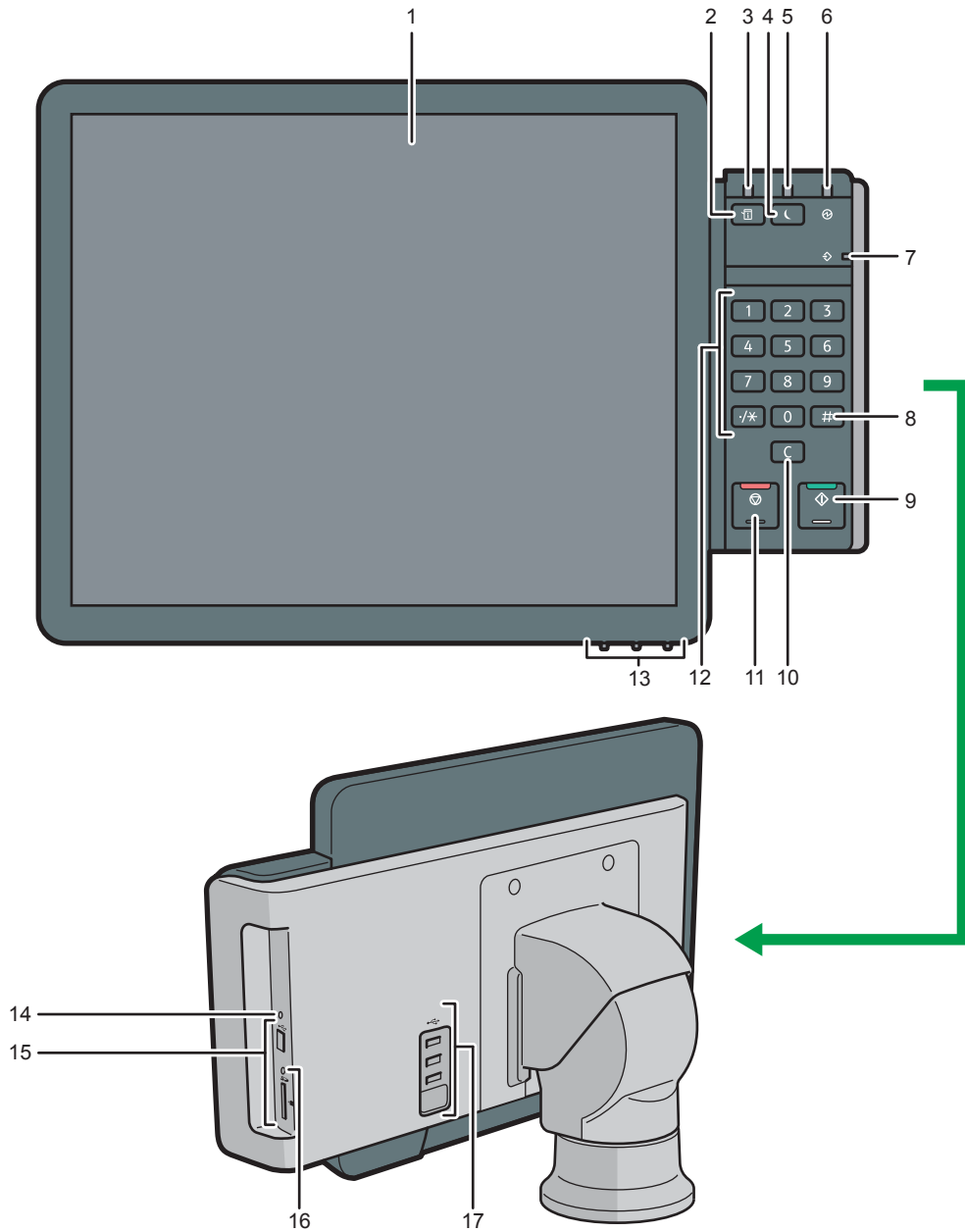
## 4 Control Panel





## Panel Information

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



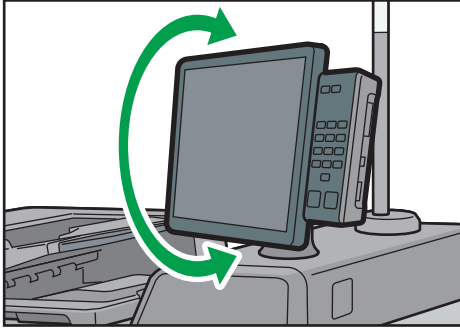
## Panel Information

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 "How to Use the [Home] Screen".
2. [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.
3. Status indicator  
Indicates the status of the system. Stays lit when an error occurs or the toner runs out.
4. [Energy Saver] key  
Press to switch to Low Power mode or Sleep mode. When the machine is in Sleep mode, press the key again to recover the machine from sleep. See page 81 "Saving Energy".
5. Energy saver indicator  
When the machine is in Low Power mode, the energy saver indicator is lit. In Sleep mode, the energy saver indicator flashes slowly.
6. Main power indicator  
The main power indicator goes on when you turn on the main power switch.
7. Data In indicator  
Flashes when the machine is receiving print jobs from a computer.
8. [#] key (Enter key)  
Press to confirm values entered or items specified.
9. [Start] key  
Press to start printing.
10. [Clear] key  
Press to delete a number entered.
11. [Stop] key  
Press to stop a job in progress, such as printing.
12. Number keys  
Use to enter the numbers for copies and data for the selected function.
13. Display adjustment keys  
Allows you to adjust the displayed image.  
See "Adjusting the Display".
14. Control panel reset key  
Press to restart the control panel. Used when operating from the control panel becomes unresponsive.
15. Media slots  
Use to insert an SD card or a USB flash memory device. For details, see "Inserting/Removing a Memory Storage Device", Preparation.
16. Media access lamp  
Lights up when an SD card is inserted in the media slot.
17. USB Host Interface  
Connect a keyboard, mouse, or other USB device.

### Adjusting the Angle of the Control Panel.

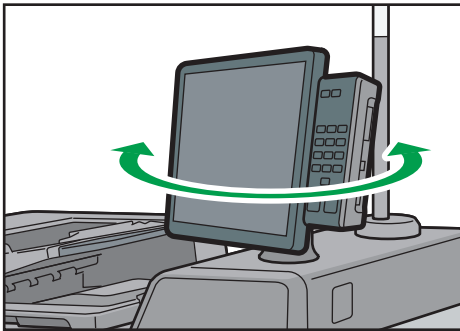
To improve usability, you can adjust the angle of the control panel.

1. Position the control panel at the horizontal angle that you require.



EAQ139

2. Position the control panel at the vertical angle that you require.



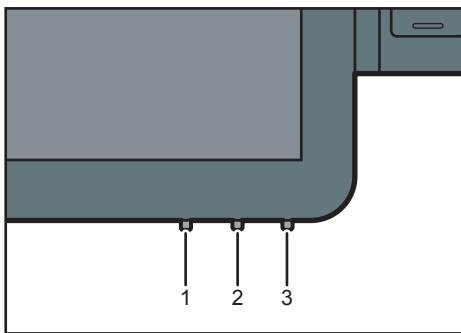
EAQ140

## Control Panel Information

### Adjusting the Display.

You can adjust the color, brightness and display position of the control panel screen using the display adjustment keys in the bottom right part of the control panel.

To adjust the display and unlock it, press and hold the Up and Down buttons at the same time for five seconds.



DWP083

#### 1. Mode button

Press this button to start or end display adjustment. This button also selects or deselects the setting item when you are adjusting the display.

#### 2. Up button

Press this button to move between the setting items, or change the setting value.

The cursor moves to the item above when moving between the items.

The value increases when changing a setting value.

It is also used to enable the display adjustment function.

#### 3. Down button

Press this button to move between the setting items, or change the setting value.

The cursor moves to the item below when moving between the items.

The value decreases when changing a setting value.

It is also used to enable the display adjustment function.

# CIP Training Pro 8300 series

## Information

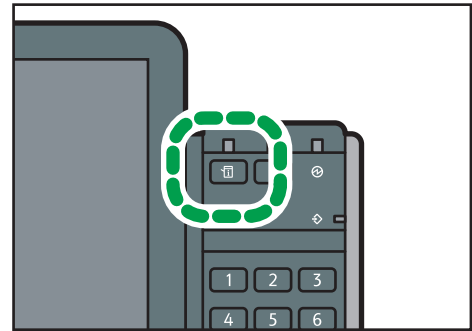
### Information Inquiry.

Press the "Check Status" key to display information such as machine and controller status. This button will also light up when any errors occur.

Press the [Maintnc./Inquiry/Mach. Info].

Press [Inquiry].

After checking the information, press [Close] twice.



DWP146

You can check the following items under [Inquiry]:

[Machine Repairs]

Displays the machine number and contact number which are required for service.

[Sales Representative]

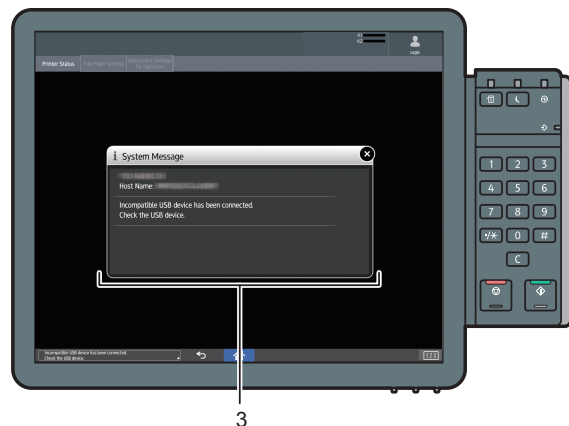
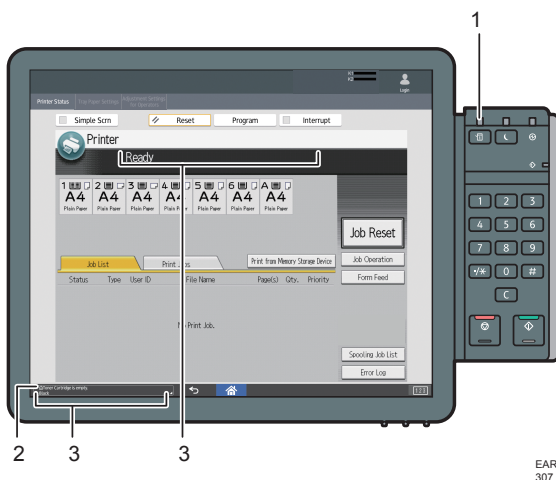
Displays the sales representative's telephone number.

[Supply Order]

Displays the contact number for placing supply orders.

[Supply Details]

Displays the name of toner, staples, etc., used on the machine.



### 1. Indicator lamp for the [Check Status] key

A lamp lights up in red or flashes yellow if manual operations are required.

### 2. Status icons

A status icon appears on the control panel if paper is added or paper jams are cleared.

### 3. Messages

Messages appear on the control panel to indicate the status of the machine, such as error messages or status messages.

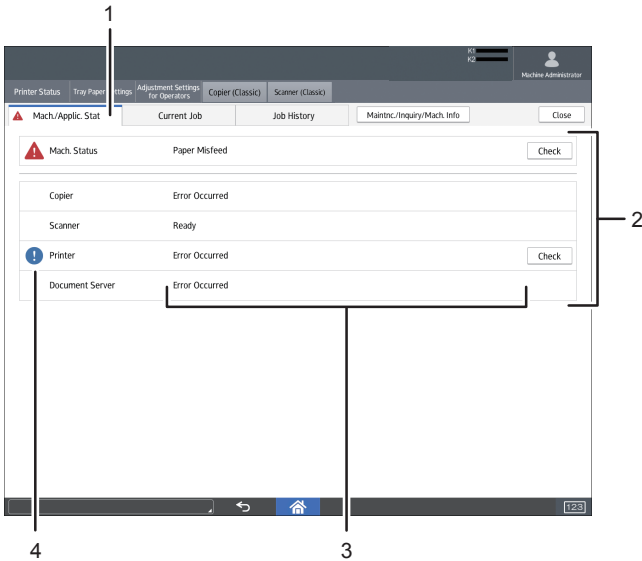
### Counter Information

Press "123" in bottom right corner of screen for Machine meter readings.

## Self Help/Service Call

If the indicator lamp for the [Check Status] key lights up or flashes, press the [Check Status] key to display the [Check Status] screen. Check the status of each function in the [Check Status] screen.

### [Check Status] screen



- 1. [Mach./Applic. Stat] tab**  
Indicates the status of the machine and each function.
- 2. [Check]**  
If an error occurs in the machine or a function, press [Check] to view details. Pressing [Check] displays an error message or the corresponding function screen. Check the error message displayed on the function screen and take the appropriate action.
- 3. Messages**  
Displays a message that indicates the status of the machine and each function.

### 4. Status icons

The status icons that can be displayed are described below:



Operation panel screen illustration: The function is performing a job.



Operation panel screen illustration: An error has occurred on the machine.



Operation panel screen illustration: The function cannot be used because an error has occurred in the function or machine. This icon may also appear if the toner is running low.

Our Customer Care Centre is a phone call away on **1300 887 414**

Alternatively, head to [www.ricoh.com.au/support](http://www.ricoh.com.au/support) to place a service call, order consumables or have further access to "How to" documents and videos.

The screenshot shows the Ricoh Support website with the following elements:

- RICOH** logo with tagline "imagine. change."
- Change country and Search Ricoh fields.
- Navigation menu: Discover, Products & Solutions, Support, About Ricoh, Contact Us.
- Support** section: "We're not only about the best products and services, we provide support, advice and training solutions to keep your business up and running. Get the support you need >"
- Self Help** section: Downloads, FAQs, How to videos, Knowledge base.
- Access Ricoh's Support** section: Service request, Order supplies, My device, Your feedback.



# CIP Training Pro 8300 series

## Control Panel

### How to use the [Home Screen]

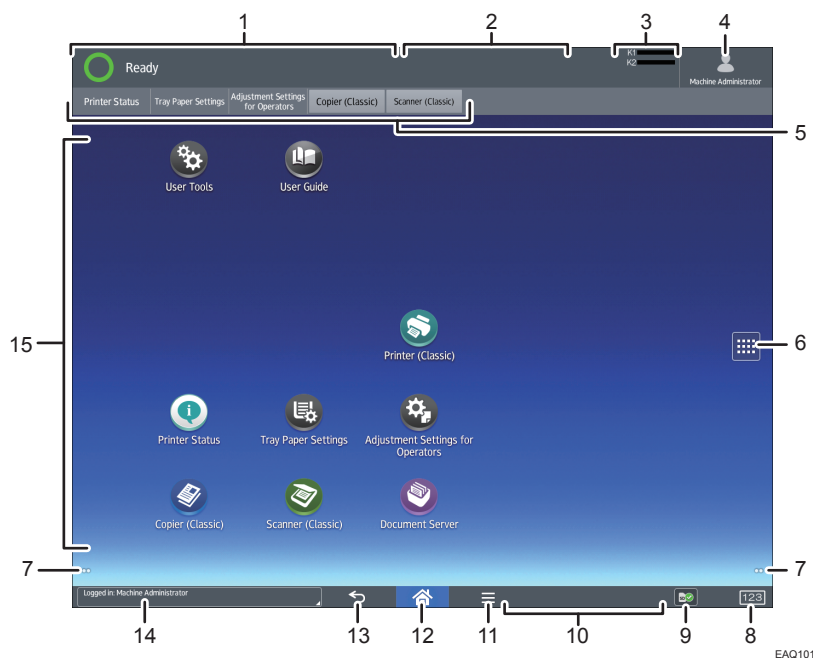
You can use the copy function, Document Server function, scanner function, and programs on Type 1, 2, or 3 machines only.

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.

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



#### 1. Machine status display

Displays the machine status.

#### 2. Job status display

Displays the status of the first job in the job list.

#### 3. Remaining toner icon

Shows the remaining amount of toner.

#### 4. Logged-in user icon

This key is displayed when user authentication is enabled. When you press the icon while [Login] is displayed, the login screen appears. If you are already logged in to the machine, the logged-in user name is displayed. Press the icon while you are logged-in to log out from the machine.

#### 5. Function keys

#### 6. 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 [Widgets] tab and [Program] tab, create a shortcut for the application on the [Home] screen.

#### 7. 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.

## Control Panel Information

8. [Counter]   
Press to display or print the total number of printed sheets.
9. [Media Information]   
Press to remove the inserted SD card or USB flash memory device from the media slot.
10. Remote operation message  
Displays the connection status when you are connected to the control panel from a computer.
11. [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.
12. [Home]   
Press to display the [Home] screen.
13. [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.
14. System message  
Displays messages from the machine system and applications.
15. Icon display area  
Displays the function or application icons and widgets. Displayed icons differ between the five home screens.

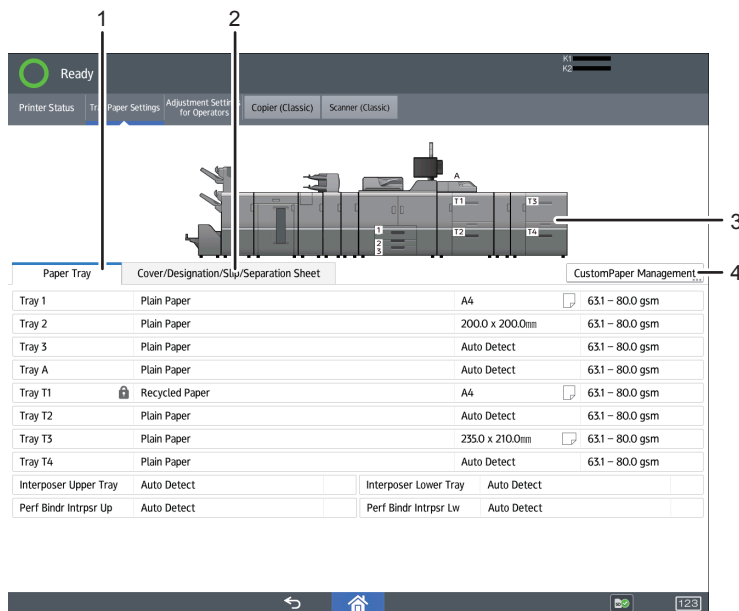


## Control Panel

### [Tray Paper Settings] Screen

Press [Tray Paper Settings] among the function keys to display the [Tray Paper Settings] screen.

In the [Tray Paper Settings] screen, you can specify the paper settings for the trays and interposer, and configure the settings for functional papers.




EAR104

#### 1. [Paper Tray] tab

Displays the list that shows the setting details of each tray and interposer.

The icon  indicates the tray that is configured manually or does not support duplex printing.

The icon  indicates the tray that is manually configured or excluded from the source of automatic paper selection.

The [Allocate Paper] screen is displayed when you select a tray. If you select the interposer, the [Interposer Settings] screen is displayed.

#### 2. [Cover/Designation/Slip/Separation Sheet] tab

Displays the list of settings for front cover, back cover, designation, slip, and separation sheets.

When you select a functional paper, the functional paper settings screen is displayed.

#### 3. The machine front view

Displays information such as the machine configuration, tray used for printing, error status, and other information.

#### 4. [CustomPaper Management]

Displays the [Custom Paper Management] screen.

## Paper Catalogue

### Using the Paper Catalogue. Overview of Paper Settings

#### Tray Paper Settings

You need to specify paper sizes and types, for paper trays in order to successfully print on the paper loaded in the paper trays. You can configure these settings in the "Tray paper settings".

#### Master Paper library

The Master Library contains settings such as paper types, paper weights, and machine operating conditions (i.e. paper feed, fusing temperatures, toner transfer etc.) that are customized for each major commercially available paper product.

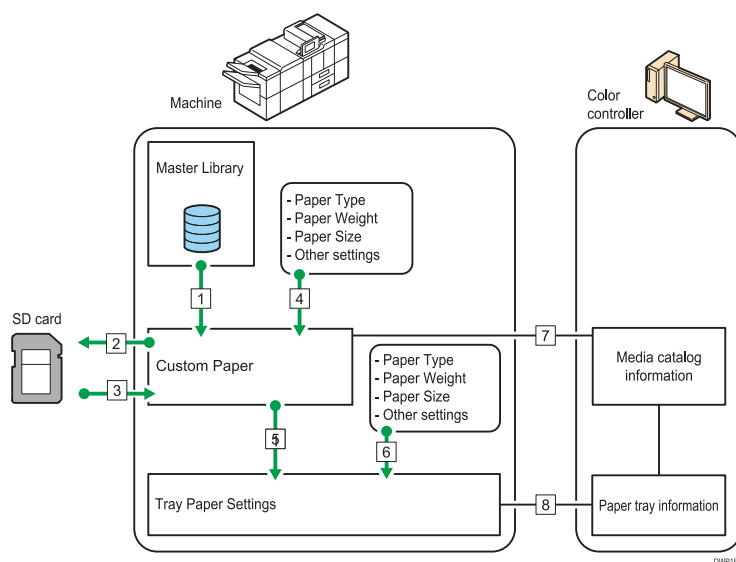
#### Custom paper

You can register new papers you wish to use as a custom paper by specifying name, size, type, weight, and advanced settings such as paper feed settings, fusing temperatures, registration and many other settings. The custom paper function enables you to configure the tray paper settings simply by assigning a custom paper to a paper tray.

Custom papers can be registered in the following ways:

- Select the paper's name from the paper library.
- Modify a custom paper that has already been registered
- Manually specify the paper's type and weight

### Relationships between functions



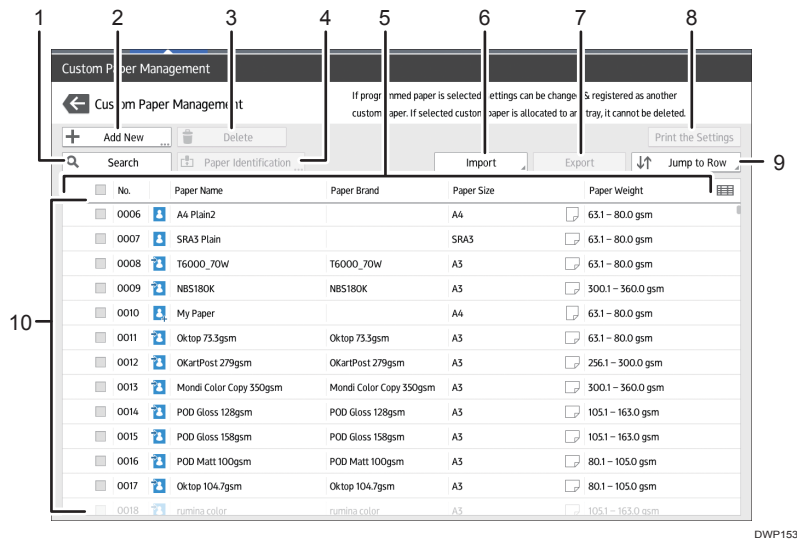
1. You can import paper settings from the Master Library and register it as custom paper.
2. You can export all types of custom paper to an SD card at one time.
3. You can import and register the custom paper that you have exported to an SD card.
4. You can register custom paper by manually specifying its settings such as the type and weight you want to use.
5. You can configure the tray paper settings by assigning a custom paper to each paper tray.
6. You can configure paper settings such as sizes and types manually for each tray.

## Paper Catalogue

### How to Use the [Custom Paper Management] Screen

This section explains the items on the [Custom Paper Management] screen.

This screen appears when you press [Custom Paper Management] on the [Tray Paper Settings] screen.



DWP153

#### 1. [Search]

Press [Search] to search for papers in the list of custom papers. Press [Search] again to return to the list of custom paper types from the search result.

#### 2. [Add New]

Press this key to register a new type of custom paper.

#### 3. [Delete]

Press this key to delete the selected custom paper from the list.

#### 4. [Paper Identification]

Scans the paper using the Media Identification Unit, and searches for a type of paper with the closest settings from the registered custom paper. See "Registering a Custom Paper with the Media Identification Unit"

#### 5. Item name

List Paper library by selectable headings.

#### 6. [Import]

Press this key to import custom paper from the Master Library or SD card. For details, see page 39 "Selecting paper to import from the Master Library or SD card".

#### 7. [Export]

Press this key to export all types of custom paper to an SD card.  
For details, see page 58 "Exporting Custom Paper to an SD Card"

#### 8. [Print the Settings]

Press this key to print the parameters of the custom paper settings. See User Guide.

#### 9. [Jump to Row]

Press this key to scroll down the list of custom paper to the specified line. You can specify the number in increments of 100.

#### 10. List of custom papers

The list of registered custom papers is displayed. See User Guide for ICON descriptions.

# CIP Training Pro 8300 series

## Paper Catalogue

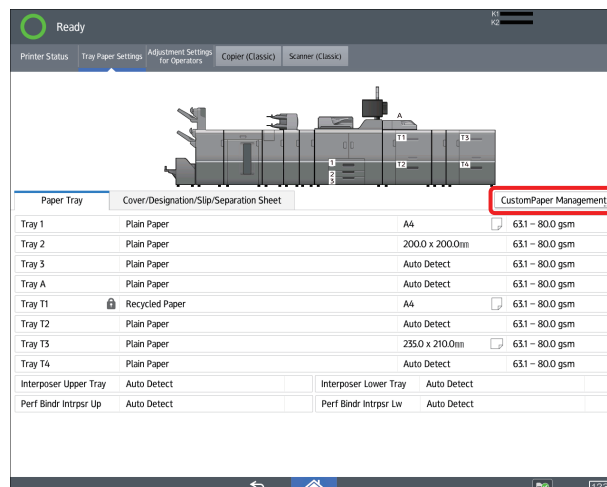
### Option 1 How to Use the [Import From Master Library] Screen

This section explains the items on the [Import From Master Library] screen.

This screen is displayed when you press [Import] on the [Custom Paper Management] screen, and then select [From Master Library].

Make sure you are on the Tray Paper Settings screen.

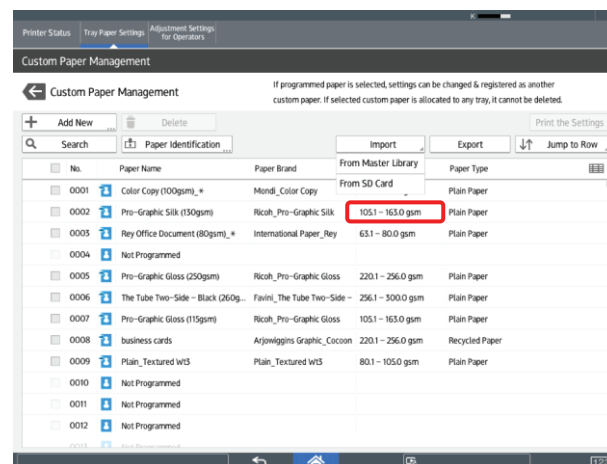
**Press** Custom Paper Management.



**This is the Custom Paper Library**, it shows all of the media that is currently available to you to readily use on the machine. This media **can** be adjusted and assigned to trays to be used.

Before we can use a new entry from the Master library, we must import it into the Custom Paper Library. This is described in the next few steps.

**Press** Import and then select **From Master Library** from the drop down menu.

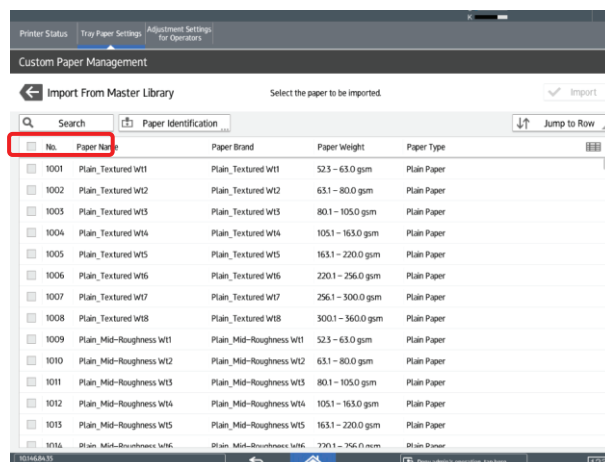


**This is the Master Paper library.**

You are only able to import media from here. Nothing can be adjusted.

You can scroll through the menu but it is very large. It is easier to search for your media if you know some of the parameters or paper name.

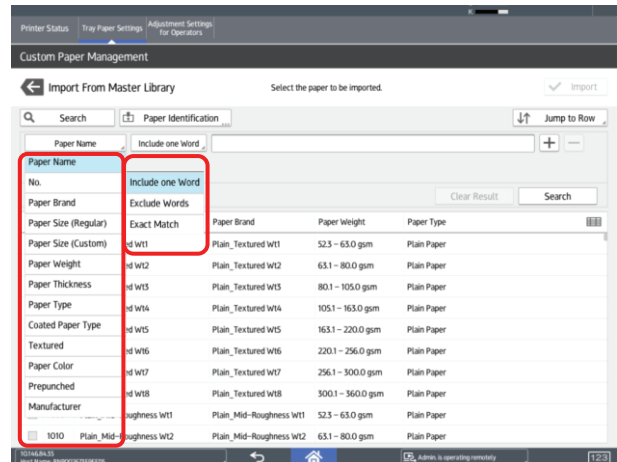
**Press** Search.



# CIP Training Pro 8300 series

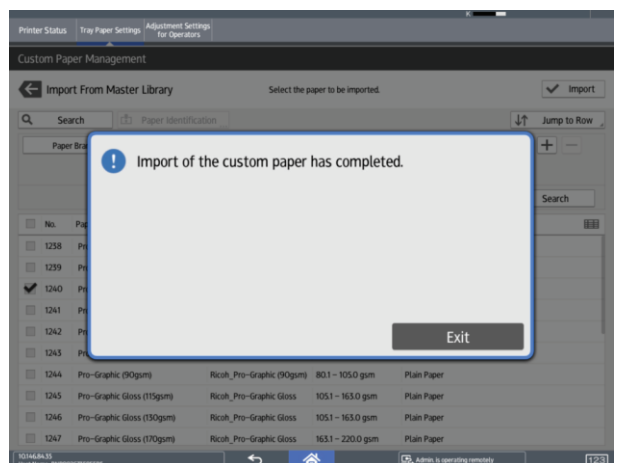
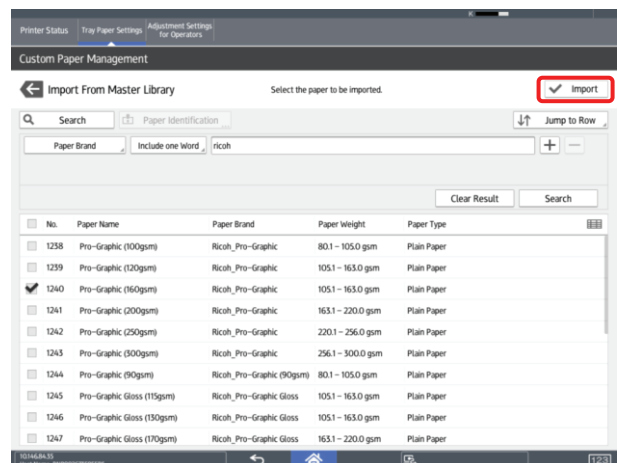
## Paper Catalogue

You can select search parameters from these dropdown menus.



Select the media you wish to import.

Press "Import".





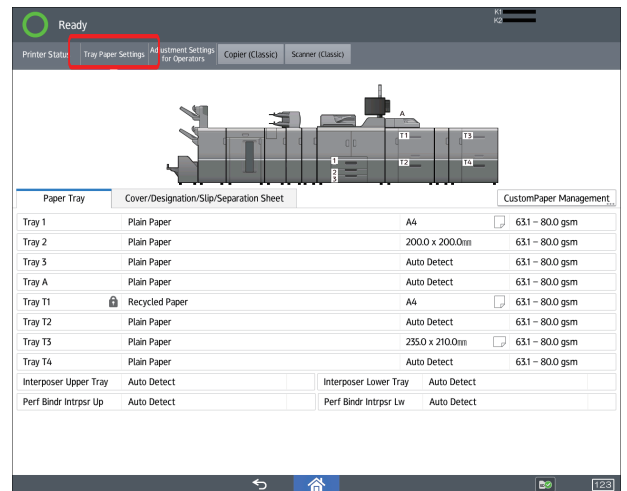
# CIP Training Pro 8300 series

## Paper Catalogue

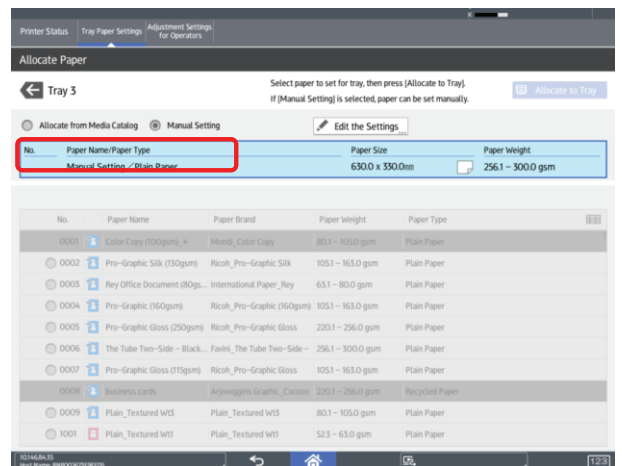
### Assigning media to a Paper Tray

The following instructions show how to assign your media to a paper tray.

**Press** Tray Paper Settings from the Home screen, then select the tray you wish to use.



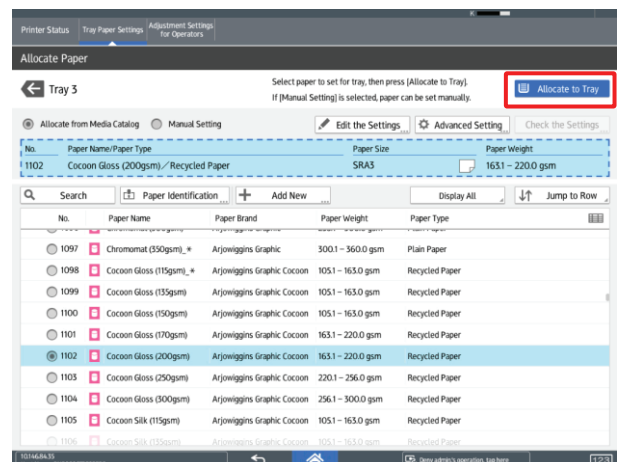
If the tray is set to “Manual Settings”, change it to “Allocate from Media Catalog”.



Now you can select your media and **press** “Allocate to Tray”.

**Note**

If you scroll down you will see media with a pink icon. These are in the **Master Paper Library**. These can also be assigned to a tray. The device will import them into the Custom Paper Library as part of the process.

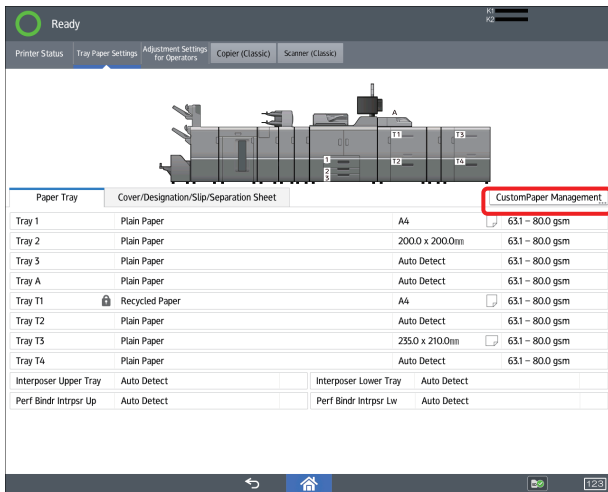


# CIP Training Pro 8300 series

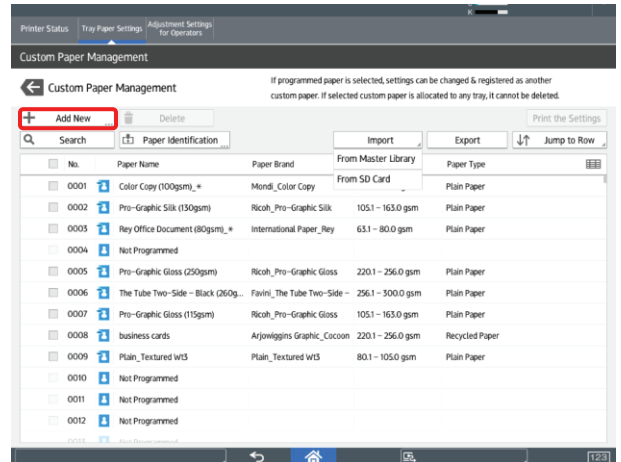
## Paper Catalogue

### Option 2 Add New from [CustomPaper Management] Screen

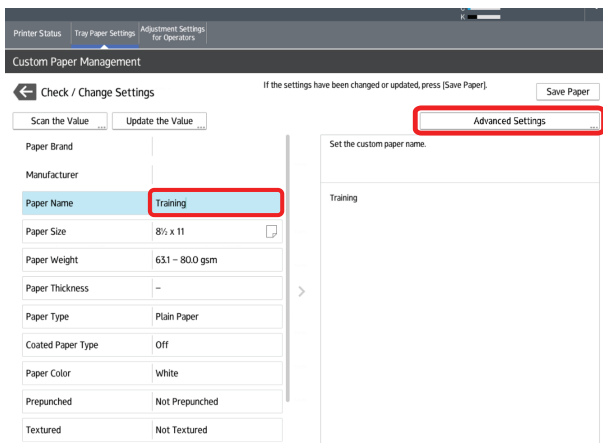
This section will guide you through adding a brand new entry to the Custom Paper Library.



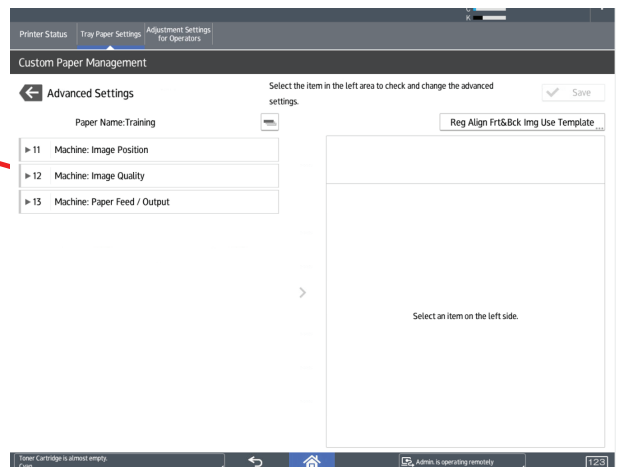
Make sure you are on the Tray Paper Settings screen.  
Press Custom Paper Management.



Press + Add New



You can now populate all fields with custom information relating to this new Custom Paper entry.



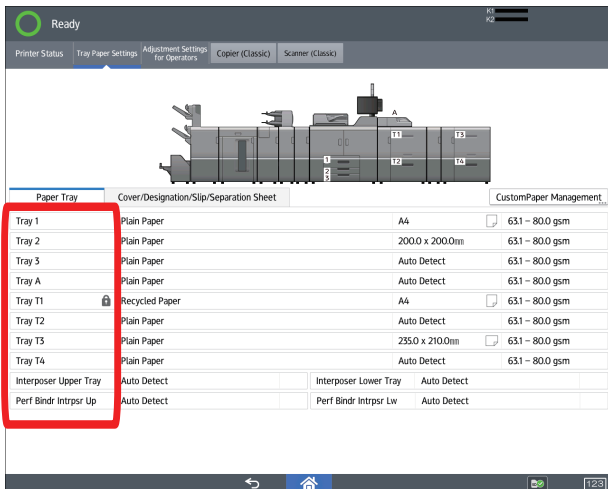
Advanced settings i.e Image Position, Image Quality and Paper Feed/Output adjustments can also be edited prior to saving your new Custom Paper entry. These can also be edited after inspecting print output.

# CIP Training Pro 8300 series

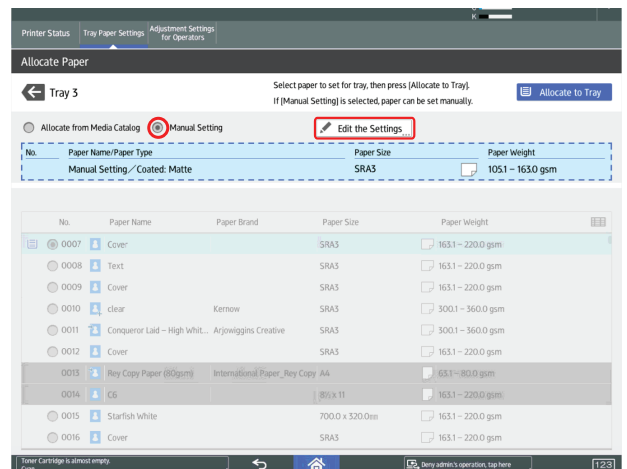
## Paper Catalogue

### Option 3 Create a Manual Paper Setting

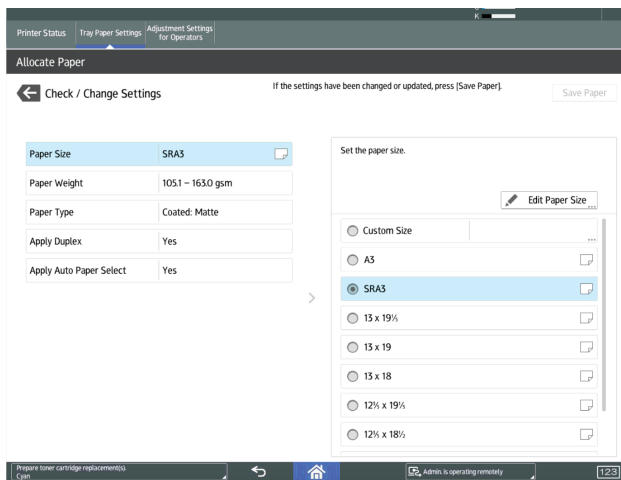
This section will guide you through creating a Manual Paper setting **NOT** using the Library/Catalogue.



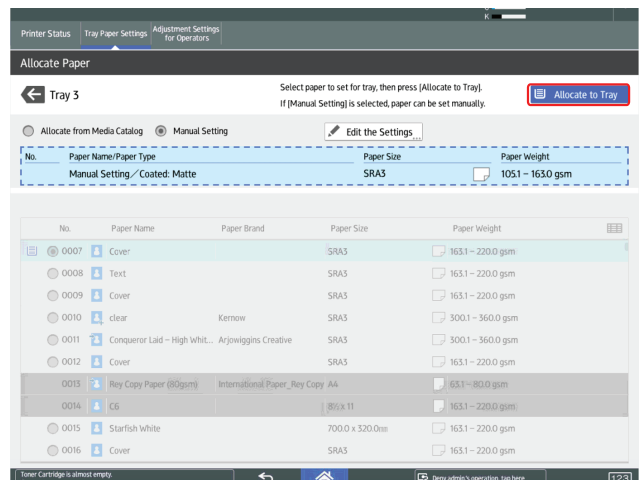
**Press** the desired Tray from the Tray Paper Settings screen.



**Press** the Manual Setting button. You can then select "Edit the Settings" to do exactly that.





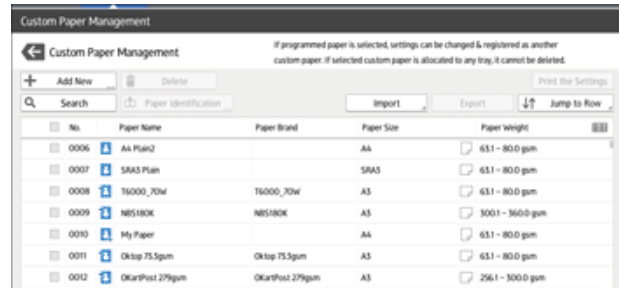
You will notice that there are fewer settings available for Manual Setting entries and **NO** access to Advanced Settings.



You can then simply "Allocate to Tray".

### Deleting a Custom Paper

1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Press [CustomPaper Management].
3. Select the custom paper that you want to delete. If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.
4. Press [Delete].
5. Press [OK].
6. Press .
7. Press the [Home]  icon at the center bottom of the screen.



#### Note

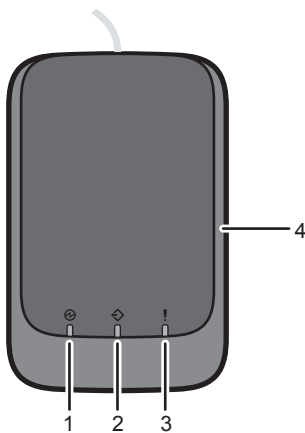
- You cannot delete a custom paper that is currently assigned to a paper tray.
- You cannot delete a custom paper that is being used with the printer controller. For details, see the manual provided with the printer controller.

## Paper Catalogue Media Identification Unit

### Registering a Custom Paper with the Media Identification Unit.

When you scan paper with the Media Identification Unit, the Media Identification Unit searches custom paper in the master library. When custom paper with configurations that are similar to those of the scanned paper is found, it is displayed.

### Part names and functions of the Media Identification Unit.



DFZ012

1. **Power lamp**

Lights up when a USB cable is connected and the Media Identification Unit is ready to start scanning paper.

2. **Scanning lamp**

Lights up when paper is inserted into the scanning area.  
After the paper is removed, it flashes while paper is being scanned.

3. **Error lamp**

Lights up when an error occurs.

4. **Paper scanning area**

Insert the paper you want to scan here.

# CIP Training Pro 8300 series

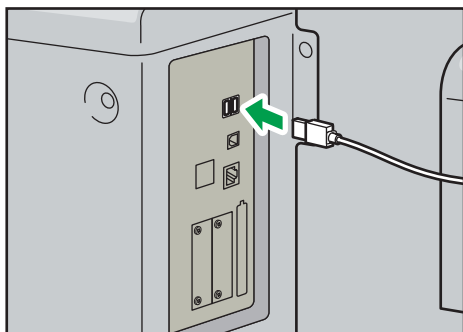
## Paper Catalogue Media Identification Unit

### How to register paper scanned by the Media Identification Unit as custom paper

#### Connect the Media Identification Unit

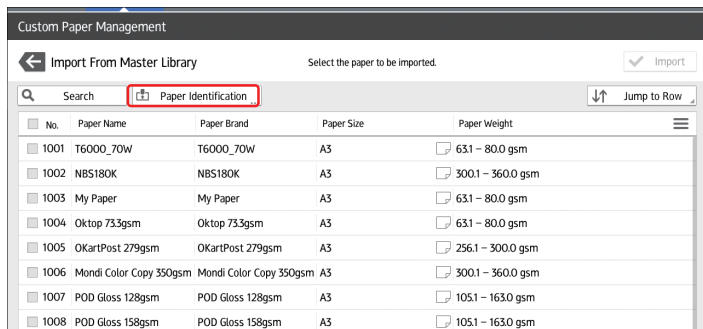
1. Connect the USB cable to the machine's USB host interface.

- USB host interface



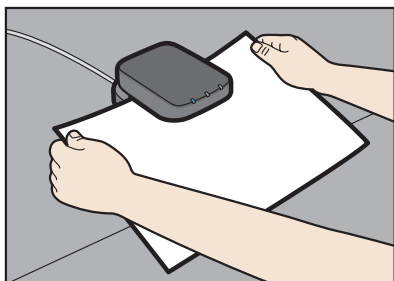
#### Registering a paper from the master library with the Media Identification Unit

1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Press [CustomPaper Management].
3. Press [Import].
4. Select [From Master Library].
5. Press [Paper Identification].

A screenshot of a machine's control panel. The screen displays 'Custom Paper Management' at the top. Below that is a sub-menu 'Import From Master Library' with a search bar and a 'Paper Identification' button highlighted with a red box. A table lists various paper types with columns for No., Paper Name, Paper Brand, Paper Size, and Paper Weight. The 'Import' button is in the top right corner.

No.	Paper Name	Paper Brand	Paper Size	Paper Weight
1001	T6000_70W	T6000_70W	A3	65.1 – 80.0 gsm
1002	NBS180K	NBS180K	A3	300.1 – 360.0 gsm
1003	My Paper	My Paper	A3	65.1 – 80.0 gsm
1004	Oktop 73.3gsm	Oktop 73.3gsm	A3	63.1 – 80.0 gsm
1005	OKartPost 279gsm	OKartPost 279gsm	A3	256.1 – 300.0 gsm
1006	Mondi Color Copy 350gsm	Mondi Color Copy 350gsm	A3	300.1 – 360.0 gsm
1007	POD Gloss 128gsm	POD Gloss 128gsm	A3	105.1 – 163.0 gsm
1008	POD Gloss 158gsm	POD Gloss 158gsm	A3	105.1 – 163.0 gsm

6. Insert paper into the Media Identification Unit, and then remove it.  
Hold the edges of the paper with both hands when inserting the paper.  
Keep the paper flat as you pull it out.





## Paper Catalogue Media Identification Unit

The list of custom paper whose configurations are similar to those of the scanned paper appears.

7. Select the custom paper you want to use, and then press [Import].
8. Press [OK].
9. Press [Exit].

The selected custom paper is imported from the Master Library.

10. Press 
11. Press the [Home] () icon at the center bottom of the screen.

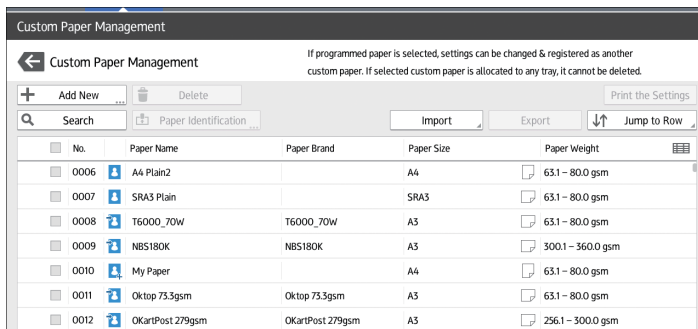
### Note

The list displayed in Step 7 includes custom paper with configurations whose match rates are 80% or higher.

You can check and change the settings of the registered custom paper such as the paper size setting on the [Custom Paper Management] screen. For details about modifying the custom paper, see "Modifying a Custom Paper" in User Guide.

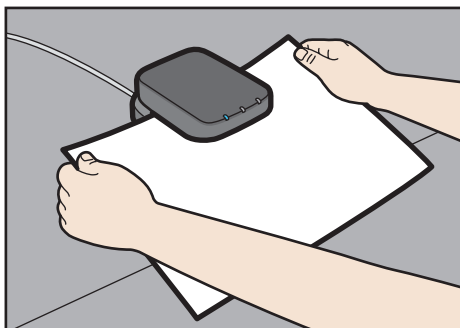
## Registering a new custom paper with the Media Identification Unit

1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Press [CustomPaper Management].
3. Press [Add New].



No.	Paper Name	Paper Brand	Paper Size	Paper Weight
0006	A4 Plain2		A4	63.1 - 80.0 gsm
0007	SRA3 Plain		SRA3	63.1 - 80.0 gsm
0008	T6000_70W	T6000_70W	A3	63.1 - 80.0 gsm
0009	NBS180K	NBS180K	A3	300.1 - 360.0 gsm
0010	My Paper		A4	63.1 - 80.0 gsm
0011	Oktop 73.3gsm	Oktop 73.3gsm	A3	63.1 - 80.0 gsm
0012	OKartPost 279gsm	OKartPost 279gsm	A3	256.1 - 300.0 gsm

4. Press [Scan the Value].
5. Insert paper into the Media Identification Unit, and then remove it.  
Hold the edges of the paper with both hands when inserting the paper.  
Keep the paper flat as you pull it out.





## Paper Catalogue Media Identification Unit

6. Change the settings for custom paper (such as paper's name, size, and type), as necessary.
7. Press [Save Paper].  
If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].
8. Press [Add New].
9. Select a number that is labeled as "Not Programmed".

### Note

- The custom paper overwrites the existing item if you select an existing custom paper.


10. Press [Save].
11. Press [Program].
12. Press [Exit].
13. Press .
14. Press the [Home]  icon at the center bottom of the screen.

### Note

When you register and scan custom paper using the Media Identification Unit, following items are automatically specified:

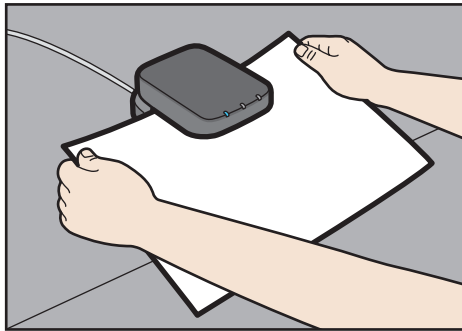
- Paper weight
- Coated paper other than matte paper

### Modifying the registered custom paper settings using the Media Identification Unit



1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Press [CustomPaper Management].
3. Select the custom paper whose settings you want to modify.  
If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.
4. Press .
5. Press [Scan the Value].
6. Insert paper into the Media Identification Unit, and then remove it.  
Hold the edges of the paper with both hands when inserting the paper.  
Keep the paper flat as you pull it out.





## Paper Catalogue Media Identification Unit



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7. Change the settings.
8. Press [Save Paper].  
If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].
9. Press [Overwrite].
10. Press .
11. Press the [Home] (  ) icon at the center bottom of the screen.

### Specifying a custom paper for paper trays with the Media Identification Unit

1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Select the tray to specify the paper settings.
3. Select [Allocate from Media Catalog].
4. Press [Paper Identification].
5. Insert paper into the Media Identification Unit, and then remove it.  
Hold the edges of the paper with both hands when inserting the paper.  
Keep the paper flat as you pull it out.  
The list of custom paper whose configurations are similar to those of the scanned paper appears.
6. Select the custom paper you want to use, and then press [Allocate to Tray].
7. Press .
8. Press the [Home] (  ) icon at the center bottom of the screen.

## Image Position (registration)

### Registration Adjustments and Test Charts Available.

#### Template to align the image.

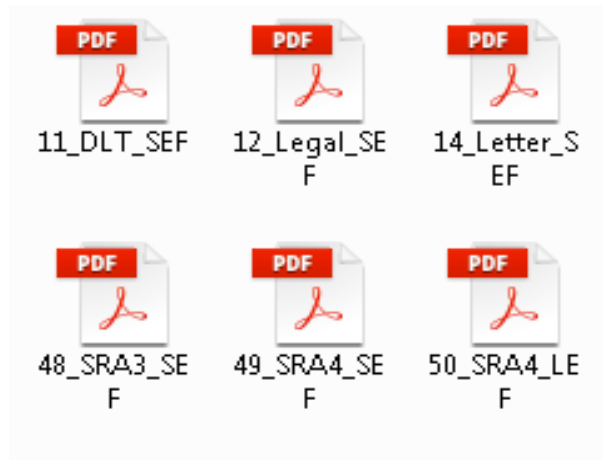
This tool will not adjust the size or magnification of side one in any way, so if side one is not correct then adjust it BEFORE doing this procedure. This tool will align side two to match side one.

**Note**

This method will adjust settings to media within the Custom Paper Library. Make sure that the media has been imported and set up in the Custom Library.

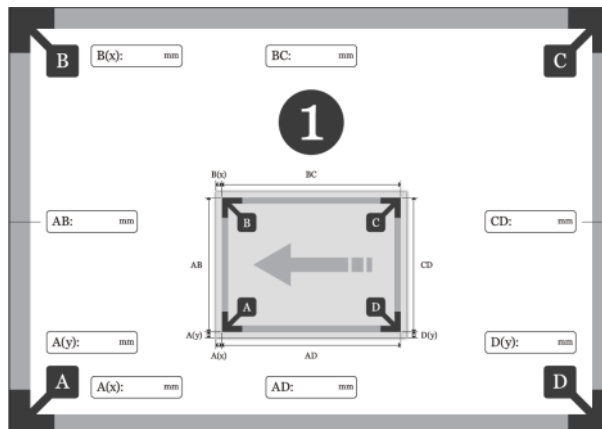
The charts are located on the user CD that comes with the controller.

Print out the test page for the correct size of paper.



Write down the measurements as described on the test page.

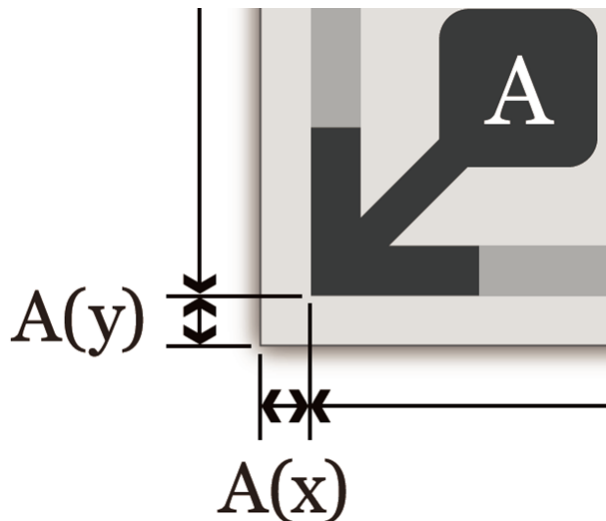
It is very important to be as accurate as possible.



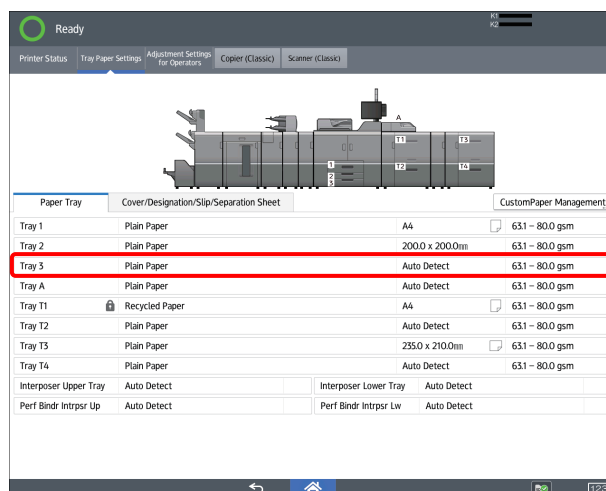
## Image Position (registration)

**Important**

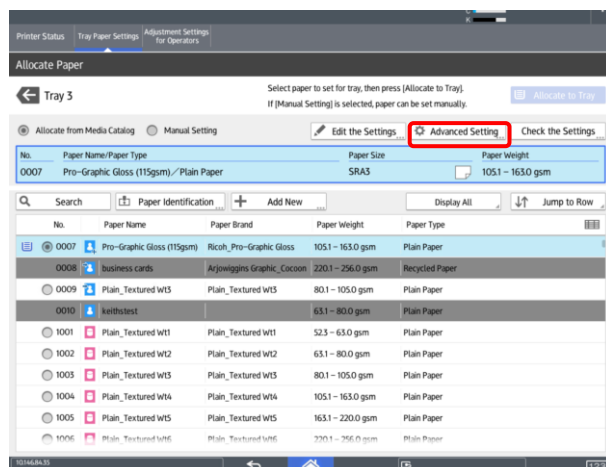
The Test Chart describes where to take the measurements.



To enter the measurements follow these instructions. Select the Tray Paper Settings menu. Select the tray that the test page was printed from.



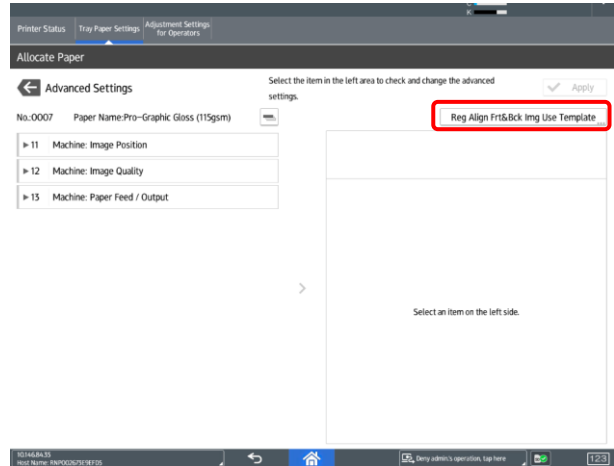
Select Advanced Settings.



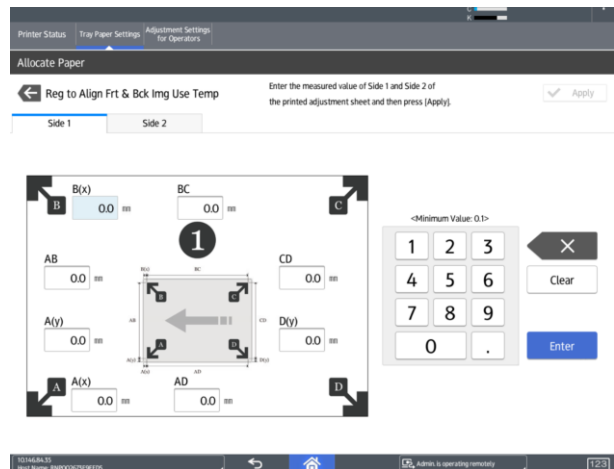
# CIP Training Pro 8300 series

## Image Position (registration)

Select "Reg Align Frt & Bck Img Use Template".



Enter the values taken from the test page.  
Select OK to confirm.

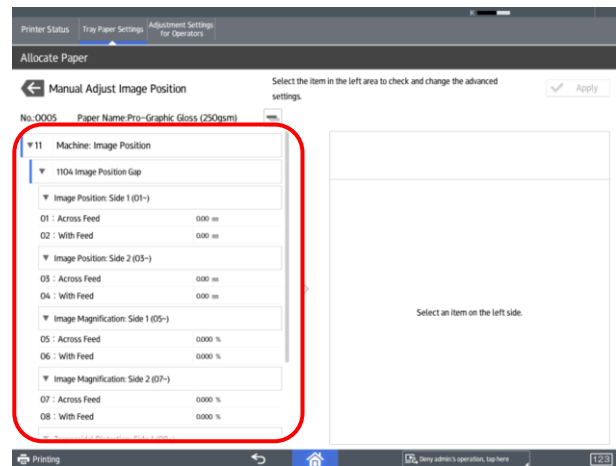


## Image Position (registration)

### Manual Adjustment for the image position.

From the "Edit the Advanced Settings" menu, select "Manual Adjust Image Position".

Here you can adjust the image manually. Refer to "Adjustments Settings for Operators"







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