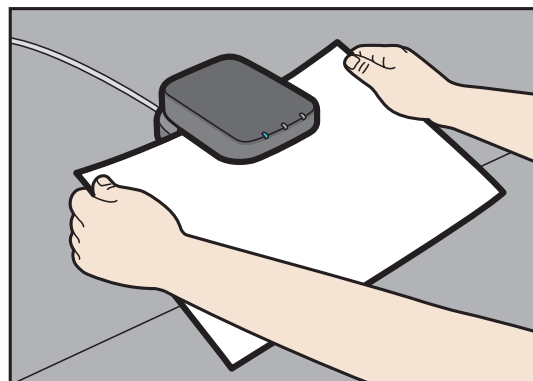
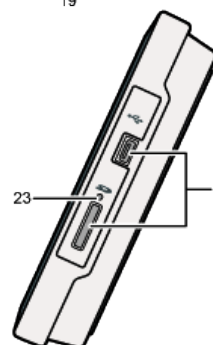
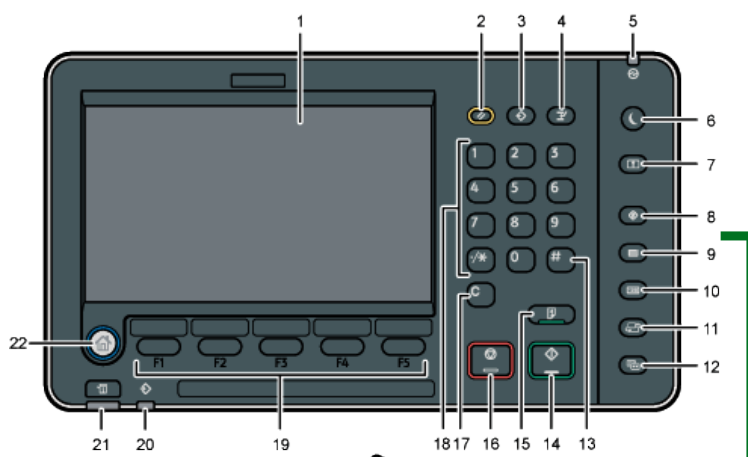


CIP Training

Pro C5200 series

RICOH
imagine. change.

4 Control Panel



CIP Training Pro C5200 series

Control Panel Information

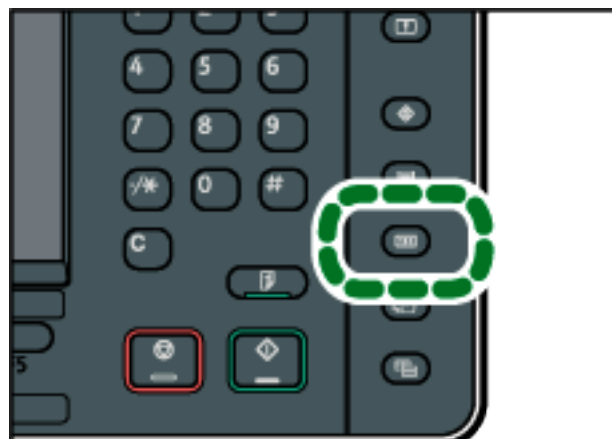
Information Inquiry.

Counter

The counter displays the total number of pages used by each of the functions.

You can also print out the counter information.

- Press the [Counter] key.
- To print a counter list, press [Print Counter List], and then press the [Start] key.
- Press the [Counter] key.



CUX101

Checking Inquiry using the [Check Status] key

You can check the following items under [Inquiry]:

[Machine Repairs]

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

[Sales Representative]

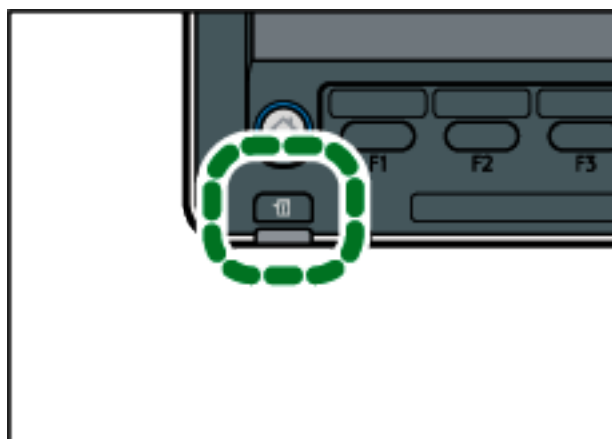
Displays the sales representative's telephone number.

[Supply Order]

Displays the contact number for placing supply orders.

[Supply Details]

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



CUX102

- Press the [Check Status] key.
- Press the [Maintnc./Inquiry/Mach. Info] tab.
- Press [Inquiry].
- After checking the information, press [Exit].

Checking Inquiry using the User Tools

Supplies

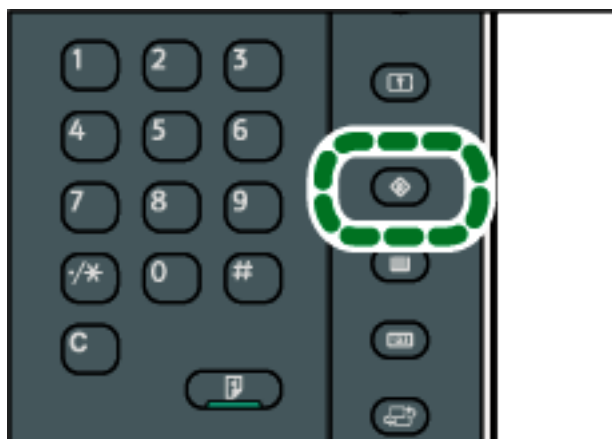
- Telephone No. to order
- Toner
- Staple
- Staple: Center
- Waste Toner Bottle

Machine Maintenance/Repair

- Telephone No.
- Serial No. of Machine

Sales Representative

- Telephone No.



CUX103

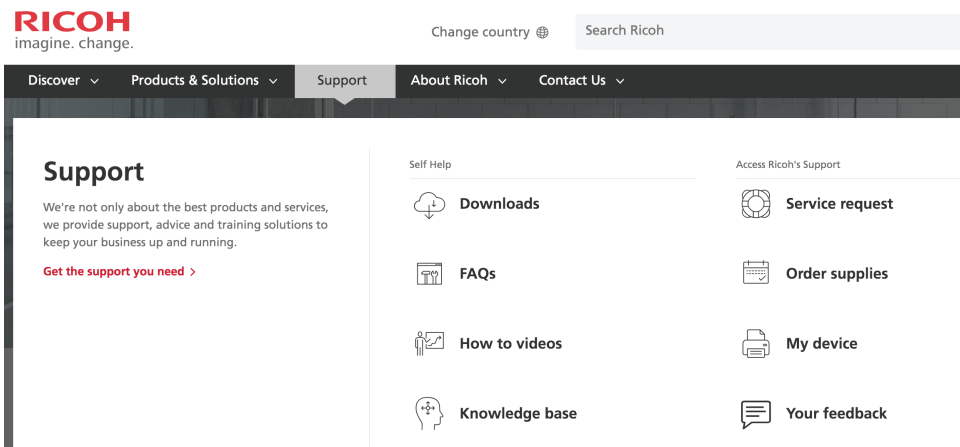
- Press the [User Tools] key.
- Press [Inquiry].
- To print an inquiry list, press [Print Inquiry List], and then press the [Start] key.
- Press the [User Tools] key.

CIP Training Pro C5200 series

Self Help/Service Call

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

Alternatively, head to **www.ricoh.com.au/support** to place a service call, order consumables or have further access to "How to" documents and videos.



Web Image Monitor

This describes frequently used Web Image Monitor functions and operations. For information not included in this chapter, see Connecting the Machine/ System Settings available on our website or Web Image Monitor Help.

Displaying Top Page

This section explains the Top Page and how to display Web Image Monitor.

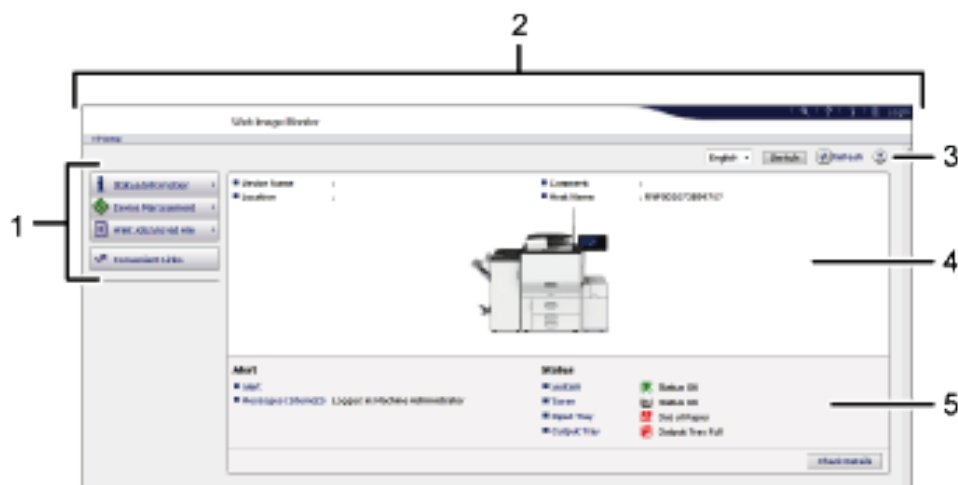
When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10".

1. Start your web browser.
2. Enter "http://(machine's IP address or host name)/" in your web browser's URL bar.

Top Page of Web Image Monitor appears.

If the machine's host name has been registered on the DNS or WINS server, you can enter it. When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

Web Image Monitor is divided into the following areas:



CIP Training Pro C5200 series

Self Help/Service Call



1. Menu Area

If you select a menu item, its content will be shown.


2. Header area

Display icons for the links to Help and the keyword search function. This area also displays [Login] and [Logout], which allows you to switch between the administrator and guest mode.

3. Refresh/Help

 (Refresh): Click  at the upper right in the work area to update the machine information.

Click the web browser's [Refresh] button to refresh the entire browser screen.

 (Help): Use Help to view or download Help file contents.

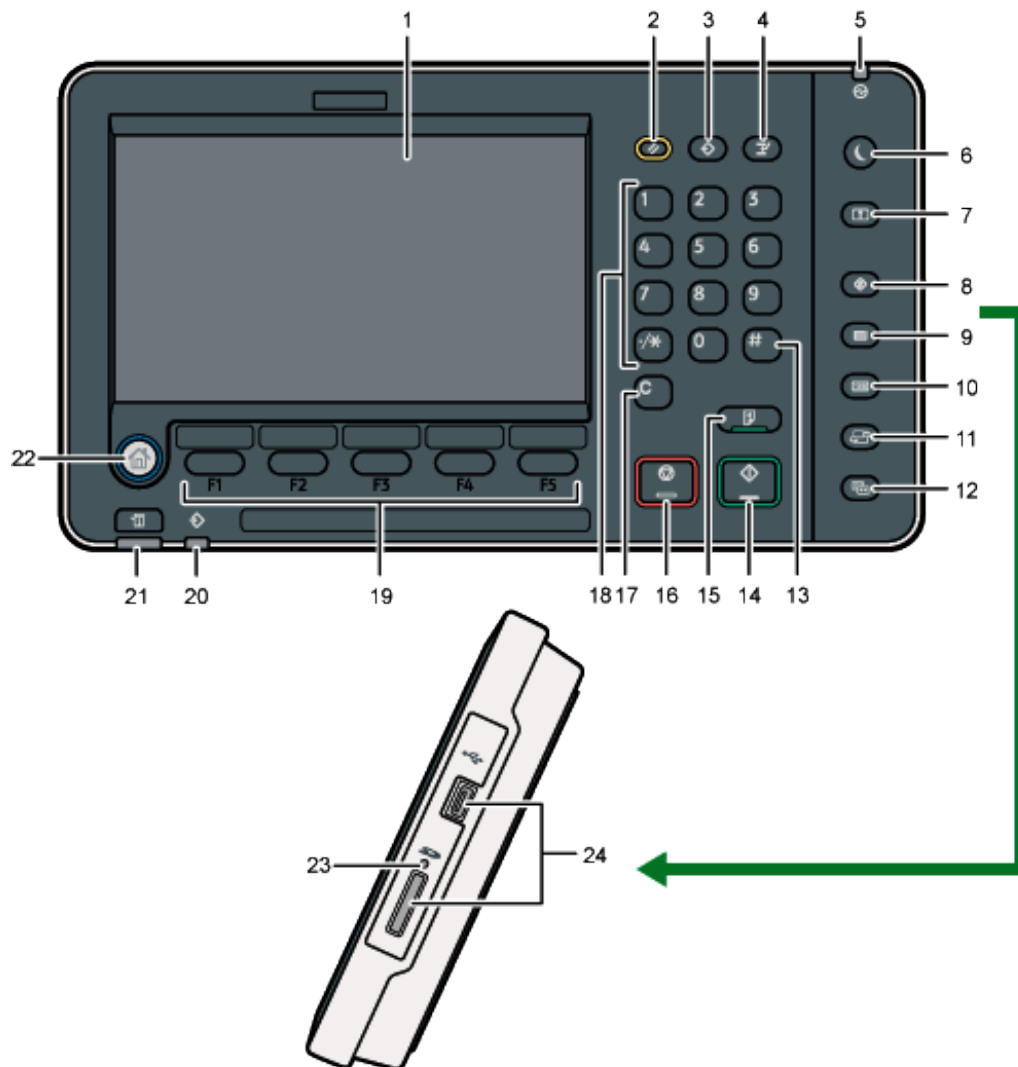
4. Basic Information area

Display the basic information of the machine.

5. Work area

Display the contents of the item selected in the menu area.

Control Panel



DRC-136

1. Display panel

Displays keys for each function, operation status, or messages. See How to Use the [Home] Screen and How to Use Each Application.

2. [Reset] key

Press to clear the current settings.

3. [Program] key (copier, Document Server, and scanner mode)

- Press to register frequently used settings, or to recall registered settings.
- 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 make interrupt copies. See "Interrupt Copy", Copy/ Document Server.

5. Main power indicator

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

CIP Training Pro C5200 series

Control Panel

6. [Energy Saver] key

Press to switch to and from Low Power mode or Sleep mode. See Saving Energy.

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. See "Accessing User Tools", Connecting the Machine/ System Settings.

9. [Paper Setting] key

Specify settings for the paper tray. See Paper Settings.

10. [Counter] key

Press to check or print the counter value. See Counter.

11. [Language] key

Press to change the language of the display. See Changing the Display Language.

12. [Simple Screen] key

Press to switch to the simple screen. See Switching Screen Patterns.

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. See "Sample Copy", Copy/ Document Server.

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. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions and programs. For details, see Configuring function keys.

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:

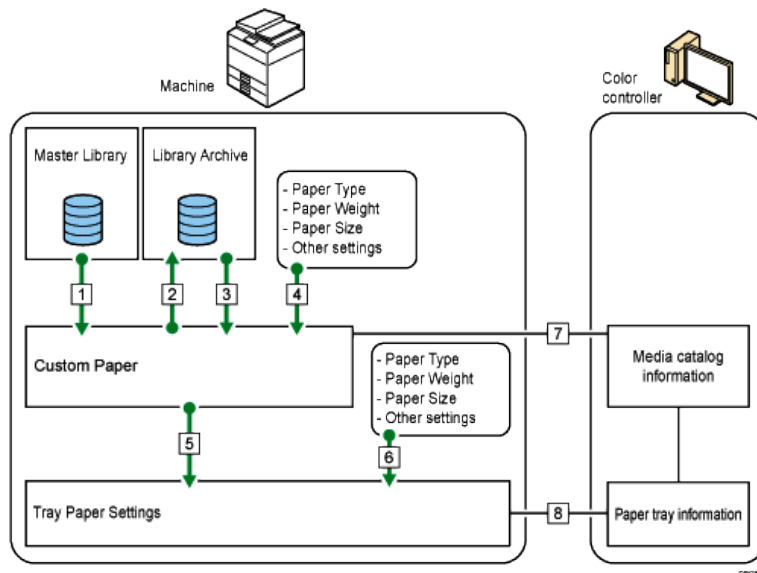
- Select the paper's name from the paper library.
- Modify a custom paper that has already been registered.
- Manually specify the paper's type and weight.

Library archive

Saves registered custom paper settings in the library archive.

Saved custom papers can be restored and used as a custom paper again.

Relationships between functions

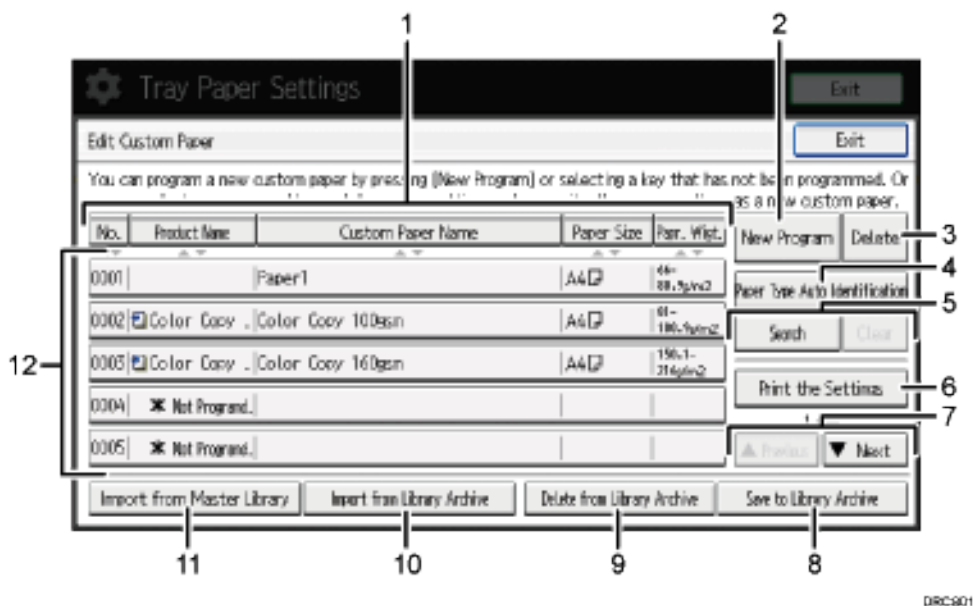


1. You can import paper settings from the Master Library and register it as custom paper.
2. You can save all custom papers to the library archive at one time.
3. You can restore and reuse custom papers in the library archive.
4. You can register custom paper by manually specifying its settings such 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.

How to Use the [Edit Custom Paper] Screen

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

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



1. [No.], [Product Name], [Custom Paper Name], [Paper Size], and [Papr. Wigt.]

Press the item to be used for the sorting.

2. [New Program]

Press this key to register a new custom paper.

3. [Delete]

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

4. [Paper Type Auto Identification]

Scans paper with the Media Identification Unit, and then searches the master library for a custom paper with settings that are similar to those of the scanned paper.

5. [Search], [Clear]

Press [Search] to search for papers in the list of custom papers. Press [Clear] to return to the list of custom papers from the search results.

6. [Print the Settings]

Press this key to print the parameters of the custom paper settings

7. [Up arrow keyPrevious], [Down arrow keyNext]

Displays the previous or next page of the list.

8. [Save to Library Archive]

Press this key to save all the registered custom papers to the library at once

9. [Delete from Library Archive]

This key can be used only by the machine administrator.

10. [Import from Library Archive]

Press this key to recall the custom paper from the library archive.

11. [Import from Master Library]

Press this key to recall the custom paper from the master library

Paper Catalogue

12. List of custom papers

The registration numbers, product names, paper names, sizes, and weights of custom papers are displayed in the list. Icons to the left of the product names indicate which custom paper is registered from the master library and whether their settings have been modified.



Indicates a custom paper that is registered from the master library.



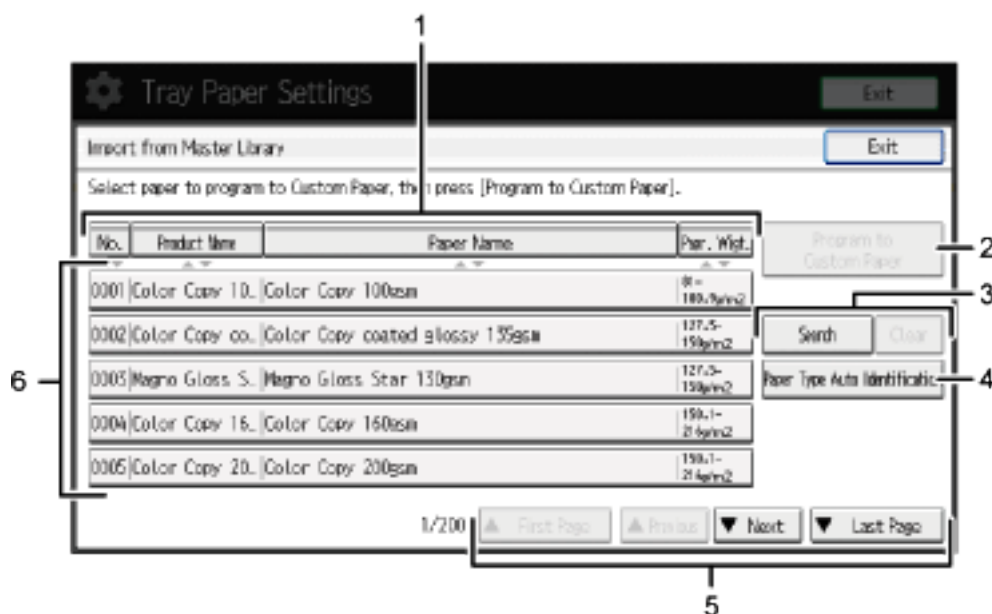
Indicates a custom paper that is registered from the master library and that its settings have been modified.

No icons appear for custom papers that were registered manually.

How to Use the [Import From Master Library] Screen

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

This screen appears when you press [Import from Master Library] on the [Edit Custom Paper] screen.



- 1. [No.], [Product Name], [Paper Name], and [Pap. Wigt.]**
Press the item to be used for the sorting.
- 2. [Program to Custom Paper]**
Press this key to register the selected paper from the list as a custom paper
- 3. [Search], [Clear]**
Press [Search] to search the papers in the paper list. Press [Clear] to return to the paper list from the search results.
- 4. [Paper Type Auto Identification]**
Scans paper with the Media Identification Unit, and then searches the master library for a custom paper with settings that are similar to those of the scanned paper.
- 5. [Up arrow key First Page], [Up arrow key Previous], [Down arrow key Next], [Down arrow key Last Page]**
Displays the first, previous, next, or last page of the list.
- 6. List of papers in the library**
The registration numbers, product names, paper names, and weights of library's papers are displayed in the list.

CIP Training Pro C5200 series

Paper Catalogue

Registering a Custom Paper

You can register up to 200 custom papers.

Check the product name, size, and type of your paper before registering it.

Check that the size and type of your paper are compatible with the paper tray that you want to use. Tray compatibility depends on the paper's size and type. For details about the paper sizes and types that can be used, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

Selecting the Paper's Name from the Master Library

1. Press the [Paper Setting] key.



DRC135

2. Press [Edit Custom Paper].
3. Press [Import from Master Library].
4. Select the name of the paper that you want to register.
Press [Up arrow key Previous] or [Down arrow key Next] to scroll through the list to find the paper that you want to select.
You can select two or more types of paper.



5. Press [Program to Custom Paper].
6. Press [Yes].
7. Press [Exit] twice.
8. Press the [Paper Setting] key.

Paper Catalogue

Registering a Paper Whose Paper Name Is Not Displayed in the Master Library

If the paper you want is not in the library's paper list or you don't know the name of the paper, use the following procedures:

Selecting the paper's type from the master library

The master library contains the optimum printing conditions not only for each commercially available paper but also for each type of paper.

You can select the type of paper from the master library and register it as a custom paper even if you don't know the name of the paper. The selectable paper types are as follows: Plain, Yellow, Green, Blue, Ivory, Orange, Pink, Red, Gray, Letterhead, Label Paper, Translucent Paper, Prepunched Paper, Transparency, Envelope, Coated: High Gloss, Coated: Matte, Coated: Glossy, Textured Paper, Metallic/Pearl Paper, Clear File Folder, Synthetic Paper. Each type is divided into several categories according to weight.

Manually specifying a paper's type and weight

You can register a custom paper by manually specifying its type and weight.

Selecting the paper's type from the master library

You can select the type of paper from the master library and register it as a custom paper.

The selectable paper types are as follows: Plain, Yellow, Green, Blue, Ivory, Orange, Pink, Red, Gray, Letterhead, Label Paper, Translucent Paper, Prepunched Paper, Transparency, Envelope, Coated: High Gloss, Coated: Matte, Coated: Glossy, Textured Paper, Metallic/Pearl Paper, Clear File Folder, Synthetic Paper.

1. Press the [Paper Setting] key.

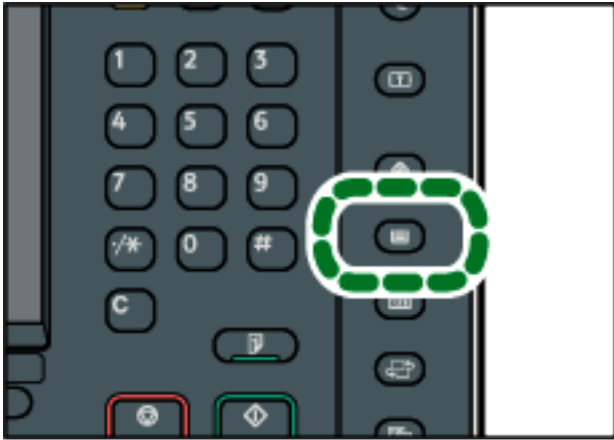


2. Press [Edit Custom Paper].
3. Press [Import from Master Library].
4. Select the most appropriate combination of type and weight for your paper.
The list of paper types appears on the first and following pages in the master library.
Press [Up arrow keyPrevious] or [Down arrow keyNext] to scroll through the list to find the paper that you want to select.
5. Press [Program to Custom Paper].
6. Press [Yes].
7. Press [Exit] twice.
8. Press the [Paper Setting] key.

Manually specifying a paper's type and weight

Select the items that will be applied to the paper for the various settings. If the paper to be used and the settings are different, a paper jam may result.

1. Press the [Paper Setting] key.



2. Press [Edit Custom Paper].
3. Press [New Program].
4. Press [Change] for [Custom Paper Name].
5. Enter the name of the paper, and then press [OK].
6. Press [Change] for [Paper Size].
7. Select a paper size, and then press [OK].
8. Press [Change] for [Paper Weight].
9. Specify the paper's weight, and then press [OK].
Press [Change] if you changed the paper weight.
10. Press [Down arrow key Next].
11. Press [Change] for [Paper Type].
12. Specify the paper type, and then press [OK].
Press [Change] if you changed the paper type.
13. Specify [Coated Paper Type], [Paper Color], [Prepunched or Not], [Textured or Not], [Apply Duplex], and [Apply Auto Paper Select] according to the paper's features. If you change the [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], 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]
14. Press [OK].
15. Press [Exit].
16. Press the [Paper Setting] key.

↓ Note

- If you want to use glossy paper, select [Glossy] for [Coated Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Matte] for [Coated Paper Type].
- When you specify Transparency as the paper type, select [Paper Weight 3] as the paper thickness.

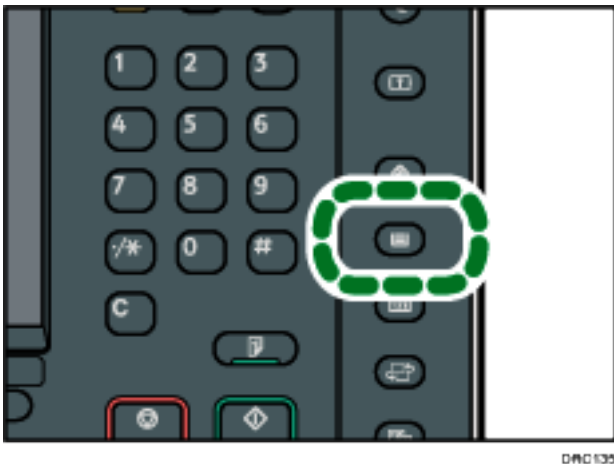
Paper Catalogue

Registering a New Custom Paper by Modifying an Existing Paper

You can open and modify the settings of a registered custom paper and register them as a new custom paper. This function is useful when registering paper that is the same type as an existing paper, but a different size.

When modifying a custom paper that is registered from the master library, you can change its [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings.

1. Press the [Paper Setting] key.

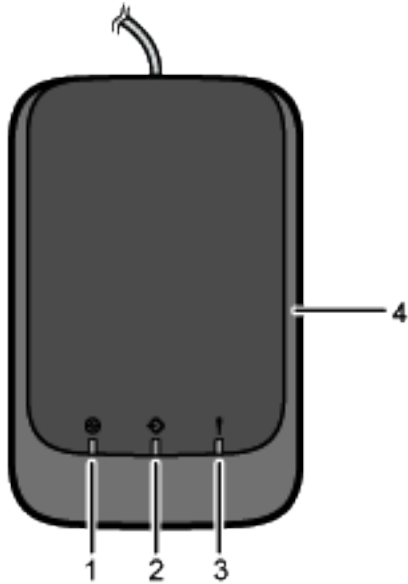


2. Press [Edit Custom Paper].
3. Press [New Program].
4. Press [Use Another Custom Paper's Settings].
5. Select the custom paper whose settings you want to modify.
6. Press [OK].
7. Change the settings for custom paper (such as paper's name, size, and type), as necessary.
If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], 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 [OK].
9. Press [Exit].
10. Press the [Paper Setting] key.

Registering a Custom Paper with the Media Identification Unit

*This unit is an option for this device.

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.



DF2012

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

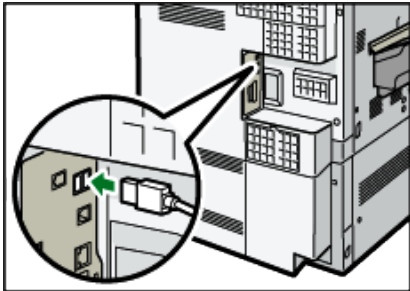
- Insert the paper you want to scan here.

Paper Catalogue Media Identification Unit

Connect the Media Identification Unit

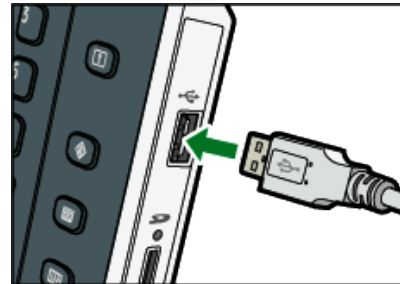
1. Connect the USB cable to the machine's USB host interface.

- USB host interface



DRC007

- Media Slot



DRC005

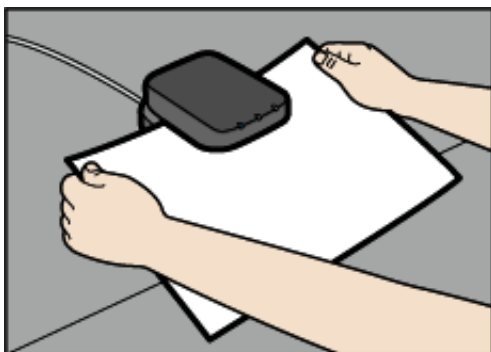
Registering a paper from the master library with the Media Identification Unit



DRC133



1. Press the [Paper Setting] key
2. Press [Edit Custom Paper].
3. Press [Import from Master Library].
4. Press [Paper Type Auto Identification].
5. Insert paper into the Media Identification Unit, and then remove it.



CP2009

- 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.

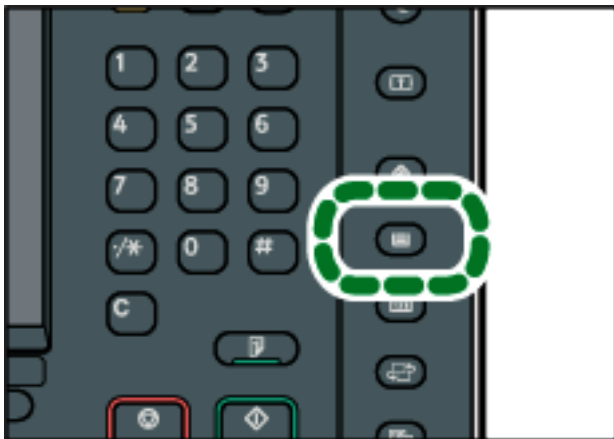
6. Select the custom paper you want to use, and then press [OK].
7. Press [Yes].
8. Press [Exit] twice.
9. Press the [Paper Setting] key.

Note

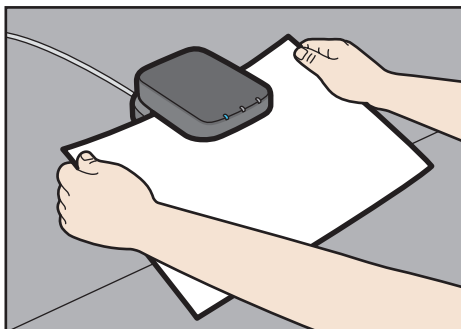
- The list displayed in Step 7 includes custom paper with configurations whose match rates are 80% or higher.
- You can check and change the settings of the registered custom paper such as the paper size setting on the [Custom Paper Management] screen. For details about modifying the custom paper, see "Modifying a Custom Paper" in User Guide.

Registering a new custom paper with the Media Identification Unit

1. Press [Paper Setting]



2. Press [Edit Custom Paper].
3. Press [New Program].
4. Press [Scan Value to Program with Media Identification Unit].
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

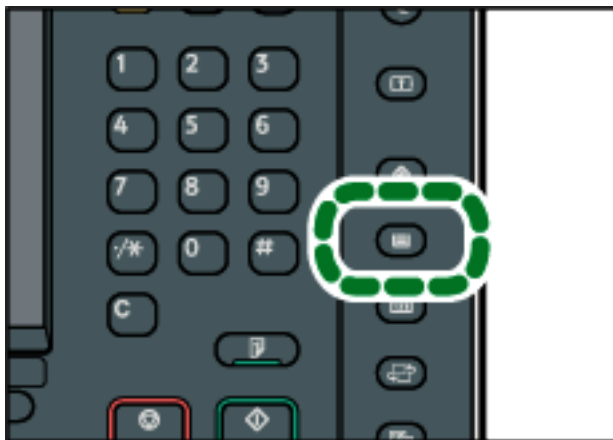
5. Change the settings for custom paper (such as paper's name, size, and type), as necessary.
If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].
7. Press [OK].
8. Press [Exit].
9. Press the [Paper Setting] key.

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



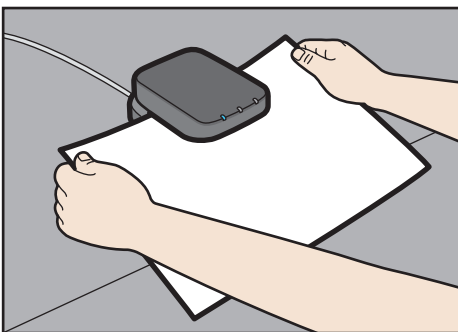
D-PC133

1. Press the [Paper Setting] key.
2. Press [Edit Custom Paper].
3. Select the custom paper whose settings you want to modify.
Press [Up arrow key Previous] or [Down arrow key Next] to scroll through the list to find the paper that you want to modify.
4. Press [Scan Value to Program with Media Identification Unit].

Paper Catalogue Media Identification Unit



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.

6. Change the settings for custom paper (such as paper's name, size, and type), as necessary.

7. Press [OK].

8. Press [Overwrite].

Press [Save] to register the paper

9. Press [Yes].

10. Press [Exit].

11. Press the [Paper Setting] key.

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

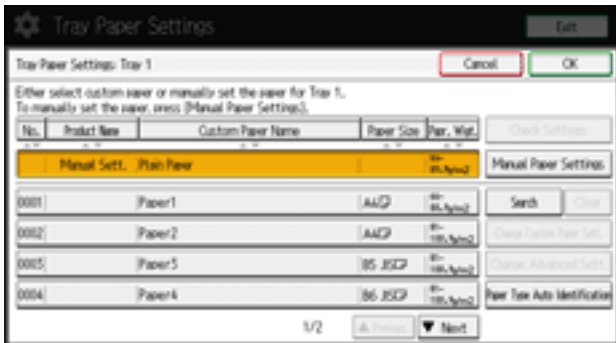
1. Press the [Paper Setting] key.



CIP Training Pro C5200 series

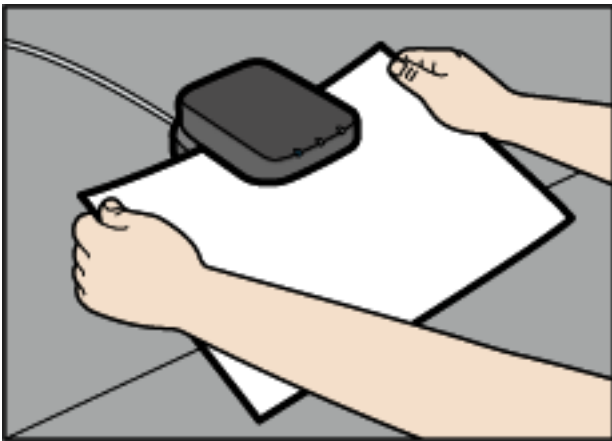
Paper Catalogue Media Identification Unit

2. Select the number of the tray whose paper settings you want to specify.
3. Press [Paper Type Auto Identification].



4. 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.



CP2009

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

5. Select the custom paper you want to use, and then press [OK].

The custom papers that can be used in the selected tray appear.

Press [Up arrow keyPrevious] or [Down arrow keyNext] to scroll through the list to find a paper that you want to select.

After selecting a custom paper, you can check its type and color by pressing Check Settings.

6. Press the [Paper Setting] key.

Image Position (registration)

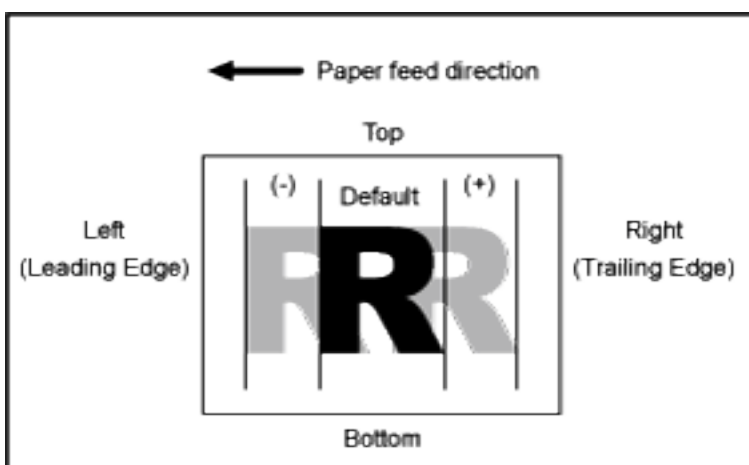
[Machine: Image Position]

0101: [Image Position: Side 1 With Feed]

Adjust the horizontal position of the print image.

You can make this adjustment to Side 1 on an individual tray basis, but not to Side 2.

Side 1

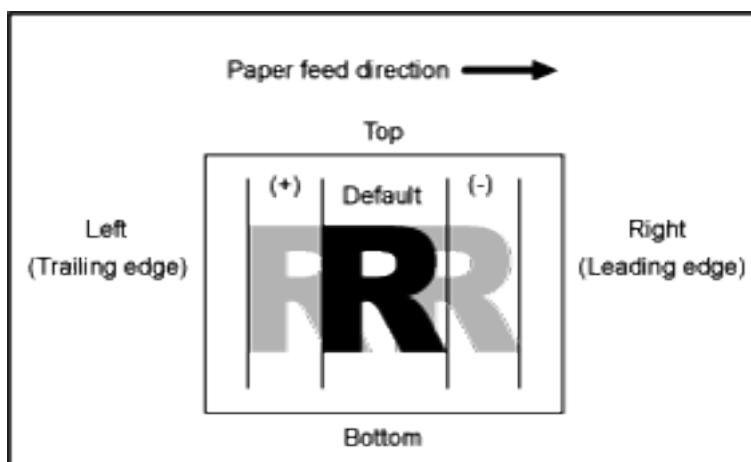


CE2012

Press [+] to shift the image to the right (trailing edge).

Press [-] to shift the image the left (leading edge).

Side 2



CE2013

Press [+] to shift the image to the left (trailing edge).

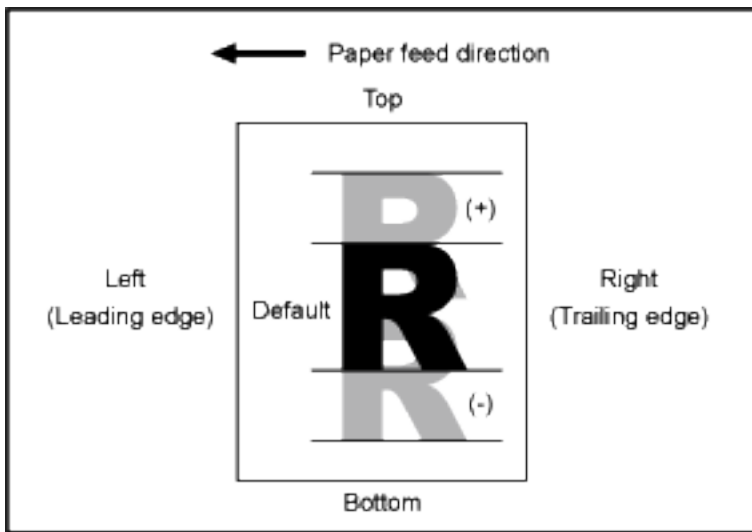
Press [-] to shift the image to the right (leading edge).

Image Position (registration)

0102: [Image Position: Across Feed]

Adjust the vertical position of the print image.

Side 1

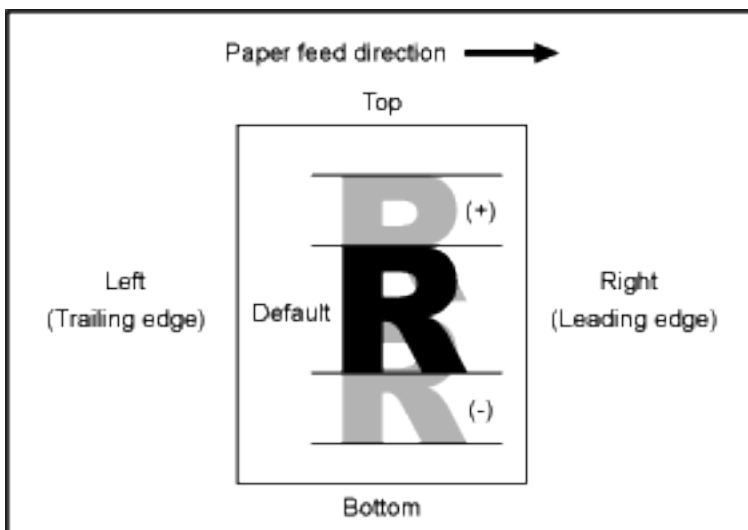


CEZ015

Press [+] to shift the image to the top.

Press [-] to shift the image to the bottom.

Side 2



CEZ014

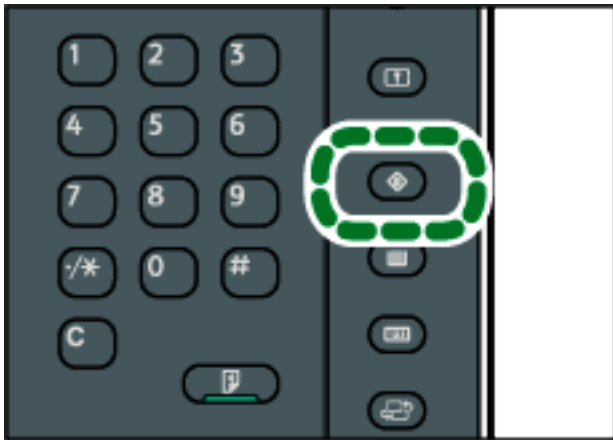
Press [+] to shift the image to the top. Press [-] to shift the image to the bottom.

CIP Training Pro C5200 series

Image Position (registration)

Only the machine administrator can adjust the image position registered in [Advanced Settings].

1. Press the [User Tools] key.



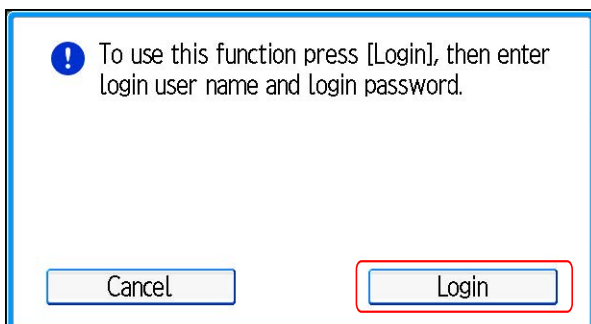
CUJ110

2. Press the [Login/Logout] key.



DPC133

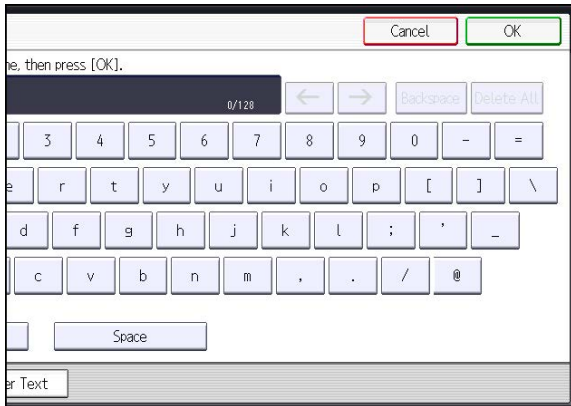
3. Press [Login].



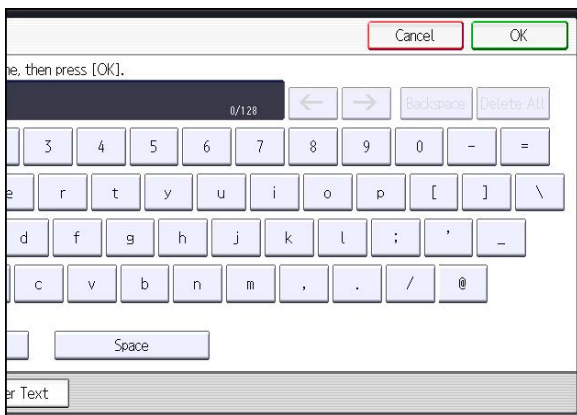
CIP Training Pro C5200 series

Image Position (registration)

4. Enter your login user name, and then press [OK].
If you are logging on as the administrator for the first time, enter "admin".



5. Enter your login password, and then press [OK].
*** password blank by default, press OK.**

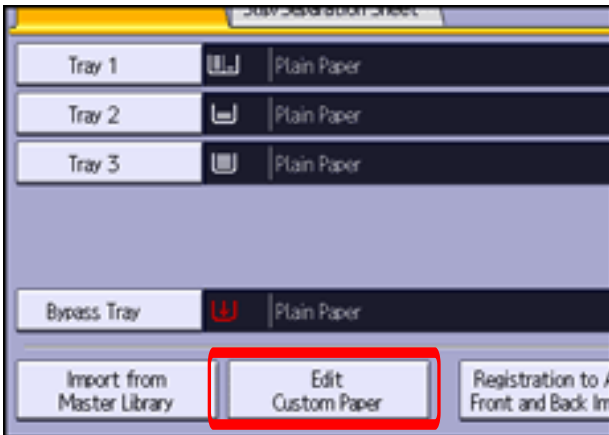


6. Press [Tray Paper Settings]



Image Position (registration)

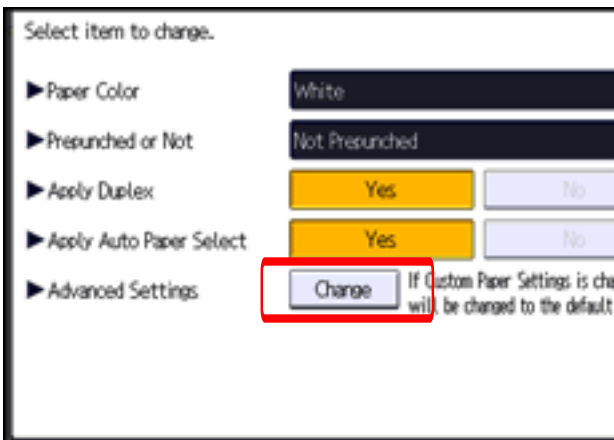
7. Press [Edit Custom Paper].



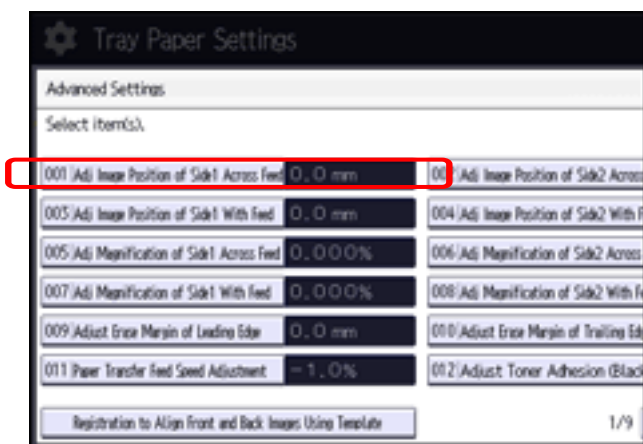
8. Select the program number of the custom paper profile you wish to adjust.

9. Press [Down arrow key].

10. Press [Change] for "Advanced Settings".



The advanced settings for custom paper adjustment appear.



Touch to execute.
Press OK to finish.

Manual Adjustment of the registration.

All adjustments are between 3.0mm to -3.0mm in 0.1mm steps.

001. Image Position Side 1 Across Feed

002. Image Position Side 2 Across Feed

003. Image Position Side 1 With Feed

004. Image Position Side 2 With Feed

RICOH
imagine. change.