Easy Reference USER GUIDE

Ricoh Product Line Segment 2 thru 6

MP/5000/5001, MP C5000/C6000/C6501, MP7000/8000, MP6001/7001, MP8001/9001, MP907EX
Understanding Your Ricoh Control Panel

To access system administrator tools and counter information

Hard function keys have Red/Yellow status LEDs

8.5” Full Color W-VGA Screen

Cleans screen to default settings

Allows user to interrupt job in progress for new job

Simplified display magnifies fonts for easy viewing. See page 2 for example

Ready

Not Ready

The program button allows you to store frequently used job settings and screen display defaults

Simplified display magnifies fonts for easy viewing. See page 2 for example
Color Copier Display Panel

**Black & White Display**
- Specify color mode and quality.
- Batch & Mixed Originals.

**Simplified Display**
- Key color is only available in simplified display mode.

**Extended feature options** including:
- Margins, stamps, page numbering, covers & slip sheets.
- Finishing options (Sort, Stack, Staple and punch).
- Frequently used reduce/enlarge ratios. These can be adjusted to suit users needs.

**Finishing options may be added to this screen.**

- Confirm current settings.
- Paper tray status.
- Short cut keys. Register keys in user tools “General Settings”
Copying Documents

Remove paperclips, staples or other loose objects before placing originals in feeder. Be sure to straighten bent or curled edges.

If using the Glass Platen, Lift the lid and place documents face down on the glass at the position of arrow regardless of size.

Select any additional copy settings.

Place Originals in the document Feeder.

Adjust paper guides.

Press original document type, i.e. Text, Text/Photo, Photo, etc.
Press [sort] to collate document (if not highlighted)
Enter any finishing options
Enter desired number of copies
Press [Sample Copy] copier will print one completed set and prompt you [Suspend] to cancel job or change settings
[Continue] if job is correct to complete remaining copy sets

Or press START to skip [Sample Copy].

Note: When copying from the glass and requesting multiple copies, press the # key after feeding your last original to release the additional copies.
Select an original type that is suitable for your originals to enhance your copies.

There are five original types available:

**Text**
For originals that contain mainly text or printed characters.

**Text / Photo**
For originals that contain both text and photographs or pictures.

**Photo**
For photographs or pictures choose from the following types.
- **Glossy Photo:** Use when copying developed photographs
- **Printed Photo:** Use when copying photographs or pictures that are printed on paper e.g. magazines)
- **Copied Photo:** Use when copying copies or originals generated by color copiers

**Pale**
For originals that have lighter lines written in pencil, or faintly copied slips.

**Generation Copy**
For originals that are copied repeatedly. The copy image can be reproduced sharply and clearly.

Select your Original document type
You may also select the [Auto Density] option to further lighten or darken your document settings.

**Auto Image Density is highlighted**
Press the Right or Left arrow to lighten or darken document
Press [] or [] to adjust the image density
**SORT** Rotate/Sort – the machine assembles copies as sets in sequential order. Use **[Sort]** when placing multiple page documents to maintain page order - Same as **[Collate]**. When a finisher is installed with the device the machine will output the document in the Sort/Shift Sort order, separating the first set from the next set.

**STACK** – groups together copies of each page in a multi-page original. Use Stack when setting multiple pages in the document feeder and requiring the same copy number count per page to be stacked.

**ROTATE SORT** – Use Rotate Sort when your machine does not have a finisher to keep jobs separated. To use this option you must have one paper tray loaded with 8.5x11 paper in landscape orientation and the other tray loaded with 11x8.5 portrait and select this option from the finishing mode or from the short cut menu on copier screen.
Stapling Documents

1. Place Documents in the document Feeder
2. On bottom of touch screen - select the staple position that match your job output.
   - Select Top Left (straight)
   - Top Left Slant
   - Bottom Left (for landscape documents fed through feeder in portrait orientation)
   - Double Staple Left (portrait Orientation)
   - Double Staple Top (landscape orientation)
   - Booklet stapling (for booklet folded at center stapling)
3. Press [OK]
4. Press [Start]

Note: The number of pages stapled and stapling positions will vary by machine model type and type of finisher installed.

2. Select desired staple position
3. Press [OK]
4. Place documents in feeder
5. Press [START]
2 & 3 Hole Punch

1. Press [Finishing].
   - Originals read from left to right

2. Press [Finisher].
3. Select one of the punch hole positions.

When the Booklet Finisher SR4040 is attached:
   - You cannot use the bypass tray with this function.
Duplex Copying (2 Sided Output)

Place Originals in Feeder
Landscape orientation or Portrait orientation

1. Press [Dup./Combine/Series].

Select
1 Sided → 2 Sided

or

Select
2 Sided → 2 Sided

You can select these options from the main copier panel

3. Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided].

Press OK
Enter desired options
Select copy count
Press START
Copying Mixed Originals

1. Place Originals in the Document Feeder
   - Place the smaller sizes at the top of the stack as shown in the image
   - Adjust the Side Guide flush against the largest original.
   - Ensure that the right edges of all the sheets are aligned against the right side guide.
   - Ensure that all originals are lying face up.

2. Check the condition of the paper stack:
   - All sheets should lie flat, with no curled or bent edges,
   - Paper should be clean and feel dry to the touch,
   - Attachments such as staples, tags or tapes must be removed.

3. Press [Special Original]
4. Press [Mixed Sizes] then touch [OK]
5. Select any additional options
   - If there are multiple paper sizes you must either have all the sizes in different paper trays, or select the size paper you want them all to be or they will output all the default auto paper select.

6. Enter desired number of copies
7. Press [Start]
8. Press [Clear Modes] key when you have finished.

Selecting Duplexing must all be output on the same size.
This will return the document feeder to normal copy mode ready for the next user.

Acceptable sizes in Inch: 11" x 17"; 8½" x 14"; 8½" x 11"; 5½" x 8½"
Create Margin

- Reduces the image to 93% of its original size and places the reduced image at the center. By combining it with the Reduce / Enlarge functions, you can further increase a margin.

1. Press [Create Margin].
2. Select the reproduction ratio, if necessary.

3. Press **START**
Reduction/Enlargement

1. Press [Auto Reduce / Enlarge].

2. Select the paper size.

3. Place the originals, and then press the [Start] key.

Note
- The machine selects reproduction ratios of between 25-400%.

Select the option that matches your output

Place originals, Press START
Directional Size Magnification%

Use this feature to enlarge a document by placing percentage proportions in the horizontal and vertical fields.

Place document on platen glass
Press [Reduce/Enlarge]

Press [Direct. Mag. %].

Press [Horizontal].
Enter the desired ratio with the number keys, and then press [ # ].
Press [Vertical].
Enter the desired ratio with the number keys, and then press [ # ].
Press [OK] twice.
Place the originals, and then press the [Start] key.
Options
Vary by machine type and hard drive installed

**Edit Color** –
erase color, change or adjust color

**Scan Position** -
Used for moving copy image up or down on page

**Margin Adjustments** –
used to move margins for hole-punching, stapling or binding

**Stamps** –
used for background numbering, page numbering, watermarks, date stamping

**Erase** –
used for cleaning edges and borders, page centers

**Edit Image** –
used to replicate images, center images, invert images or duplicate images

**Copy Quality** –
used to adjust contrast and image background
Designate

Use this function to have certain pages of your original copied onto designation sheets or to insert a designation sheet for each page specified. Before using this option you must set up the paper trays under paper tray settings.

Press [Cover/Slip Sheet].
Press [Designate / Chapter].
Select [Designate: Copy] to copy designated page on the designated number page or Press [Designate: Blank]. Not to copy anything on the specified page.
Press the key to select the chapter number.

Enter the page number of the first chapter using the numbers key, and then press the [#] key.
You can continue to specify additional page location numbers, up the 20 locations may be selected.
After making all settings, press [OK] twice.
Press [Start] or [Sample Copy].
Allows users to place a watermark on documents being copied. Users can choose stamp option, placement, size and density. Users and also choose to place on first page only or on all pages being copied. If using a color unit, these options may be printed in color, on units with 60+ page speeds have the option to create a desired stamp.

(Options may vary by machine types)
Image Repeat

Place image on glass
Press [Edit/Stamp]
Press [Edit Image]
Press [Image Repeat]
Press [OK]
Press [Reduce/Enlarge]
Press [Numbers Key]
Enter the reproduction ratio
Press [OK]
Select the paper size
Press [Start]

4 Repeats (50%)
8 Repeats (35%)
16 Repeats (25%)

Allows users to place a single page on the glass and have the image repeated multiple times on a single page.
Image Repeat

This feature allows you to take an original image and copy the image repeatedly on the same page.

Select the size of copy paper and the reproduction ratio.
Press [Edit/Stamp] Key
Press [Edit Image] key
Press [Image Repeat] key
Press [OK]
Press [Reduction/Enlargement]
Enter the Percentage amounts to repeat the image on the page.
See examples for original sizes below:

Original: 5\(\frac{1}{2}\) x 8\(\frac{1}{2}\) / Copy paper: 8\(\frac{1}{2}\) x 11, or Original: 5\(\frac{1}{2}\) x 8\(\frac{1}{2}\) / Copy paper: 8\(\frac{1}{2}\) x 11
Margin Adjustment

Allows users to move the margins of a document being copied for better placement of documents being copied, i.e. used to move the margins to the top, bottom, right or left of the page. When using this option, the system does not reduce the image being copied. Therefore, users must have adequate blank space when moving Images.
Document Centering

You can make copies with the image moved to the center of the copy paper.

1. Place the document
   Select the paper size.
2. Press [Edit / Stamp].
3. Press [Edit Image].
   Press [Centering].
   Press [OK].

Note:
You cannot use the bypass tray with this function.
Double Copies

Place Original in Document or lift the lid and place face down on Glass Platen

- Press [Edit / Stamp].
- Press [Edit Image].
- Press [Double Copies].
- Press [OK].
- Select the paper size.

- Enter desired number of copies
- Press [Start]
Edit/Stamp [Scan Position]

Allows users to adjust image (books) being copied on the glass for better image placement output without moving the document. Use directional arrows to move the image in the Desired Direction. Users can elect to move image on both sides of a page.

Place image on Glass
Press [Start]
Review output but do not move image
Press [Edit/Stamp]
Press [Scan Position]
Using directional arrows, move the image in the desired direction and then press [Start]
Repeat as necessary until desired placement is made.
Allow users to clean edges, borders, centers of documents being copied. Users can use feature to clean single or multiple pages. Single or multiple Edges may also be selected for a cleaner output of your documents.
Page Numbering

Allows users to keep track of documents being copied for projects, etc. Users can choose numbering sequence and position of placement of numbers.

Place Documents in Feeder
Press [Edit /Stamp]
Select [Stamp]
Select [Page Numbering]
Press Change (opposite side) Select Page Number Placement>OK
Touch [First Printing Page] > indicate page to start number sequence
Touch [Last Number] > enter information
Touch First [Printing Number] > enter information
Touch [Total Pages] > enter information
Select any other finishing options including the desired number of copies
Press [SAMPLE COPY] or [Start]
Date Stamp

Allows users to date stamp documents being copied for time sensitive documents, e.g. projects, deliver tickets, etc. Users can select different formats, stamp placement and if stamp should be place on front page ONLY or all pages.

Place documents in feeder or on glass platen
Press [Edit Stamp] or [Edit color]
Press [Stamp]
Press [Change Format], select desired format,
Press [OK]
Press [Change] Select desired stamp placement,
Press [OK]
Select [First Page Only] or
Select [All Pages],
Press [OK]
Press [Start]
**Dup./Combine/Series**

Full menu for short cuts on panel

**Duplex** – 1 sided+2 Sided
2 Sided+ 2 Sided

**Combine** – Combine multiple pages on single pages with options for 2 sided or single sided output and options of placing 2, 4, 8 or pages on a single page. Users can choose different size pager for output.

**Series** – output documents from 2 Sided to 1 Sided
Copy 2 face forwarding pages of a book to 2 single pages.

**Book** – Create a magazine output (use booklet for 4 page output) use Magazine for 5 or more pages. When the booklet finisher is installed, Users can choose to have the job stapled and folded. Use to copy 2 face forwarding pages of a book as a duplex output.

Default Screen Settings
Combine Pages

Use this option to combine multiple single pages or 2 sided pages for multiple pages copied on each side of a page. Originals can be copied in portrait or landscape orientation.

1. Press [Dup./Combine/Series].
2. Press [Combine].

Placing originals (originals placed in the ADF)
- Originals read from left to right
  
- Originals read from top to bottom

1 Sided 2 Pages \rightarrow Combine 1 Side
Copies two 1-sided originals to one side of a sheet.

1 Sided 4 Pages \rightarrow Combine 1 Side
Copies four 1-sided originals to one side of a sheet.

4. Select the number of originals to combine.
5. Select the paper size.
6. Press [OK].
7. Place the originals, and then press the [Start] key.

Note

Some of these options are available from the main copier panel. You cannot use the Bypass tray with this option.
Cover/Slip Sheets

Allows users to add covers, slip sheets, chaptering of documents and page inserts of different color paper. Users can choose to insert blank pages or copy info on pages.
Adding Covers

1. Press [Cover/Slip Sheet].

2. Select [Copy] or [Blank] for the front cover.

3. Select [Copy] or [Blank] for the back cover, and then press [OK].

To set the Bypass tray as the cover paper source:
Press "User Tools"
Select "System Settings"
Select the "Paper Size" Settings" tab
Select "Bypass"
Select "Display"
Select "Cover"
Select "Mode Selected"
Select "OK"
Press "User Tools" again to exit

On the main screen:
Select "Cover/Slip sheet"
Select "Front Cover"
Select "Blank" or "Copy"
Press "OK"
Set the paper for the cover sheet on the bypass tray
For 2 sided covers select "Duplex"
Set the originals on the document feeder
Select any additional options
Enter desired number of copies
Press Sample Copy
Press “Continue” if sample set is correct.

To change between 1 and 2 sided covers:
Press "User Tools"
Select "Copy Features"
Select "Page Format"
Select "Cover Mode"
Select 1 or 2 sided covers
Select "OK"
Press "User Tools" to exit
Book Copying

Place open Book on Glass Platen

Select [SERIES] button
Press [Book - 1 sided] for single pages
Outputs 2 single pages for the right and left pages
Press [OK]
OR
Press the [BOOK] button
• Select [BOOK TO 2 SIDED]
  – Copies the left and right pages and place front and back to a single page
  – Press [OK]
Press Page size Paper tray
Enter desired sets
Press [Start]

Odd sized books may require some manual adjustments
Booklets & Magazine Modes

1. Place all originals in ADF face up, portrait orientation or Landscape orientation
2. Select [Dup./Combine/Series]
3. Select [Book]
4. Select [Magazine] *
   4.1 1-Sided for Simplex originals or
   5. Magazine 2-Sided for Duplexed originals
5. Touch [OK] twice
6. Select [Edit/Stamp]
7. Select [Centering]
8. Select [OK]
9. Select the [Paper size] for output
10. Enter desired number of sets
11. Press [Start]

Optional
Press [Sample Copy] to preview job before running multiple sets

Use [*Booklet] mode for 4 page originals

Use [*Magazine] Mode for 5 or more page originals
Using the By-pass Tray

1. Open the bypass tray.

2. Place copy paper in tray. Adjust tray paper guides to fit paper size.

3. On copier panel press the # key.

4. Press Paper Type, Select Paper option, Press OK.


6. Press OK.

7. Place originals, enter desired number of copies, press START, Press Clear Modes.
How to Program a Preset Function

1. On the initial scanner screen, make the settings you want to set as default.

2. Press [Program].

3. Press [Program as Defaults].

4. Press [Program].

5. A confirmation screen appears. Press [Yes].

The current settings are set as defaults, and then the initial screen reappears.

Note:
• To restore the initial screen's original default settings, press [Restore Factory Defaults].

• Default settings for the initial screen can be registered for normal screens and simplified displays respectively.
You can copy onto tab stock.

**Important**

- Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in User Tools. For details about Paper Type, see "Tray Paper Settings", Network and System Settings Guide®.

- The tab stock can be placed in trays 2 and 3. Set the tab stock with the side to be copied facing down.

- When setting tab stock, always use the tab sheet holder.

- The Duplex function cannot be performed on tab stock. If [1 Sided → 2 Sided] is selected, cancel the setting.

Tab stock is fed starting from the top tab.

Set tab stock so that it will be fed from the side without the tab edges first.

Adjust the back fence position so that the tab sheet holder will fit the tab stock.

**To Copy Tabs**

Place the Tab Copy Originals in the Document Feeder

Select the Paper Tray containing the Tab Paper (tray 2 or tray 3)

Press **START**
Using INTERRUPT Option

Use the INTERRUPT function when you want to interrupt a long copy job, to make urgently needed copies.

1. Press the [Interrupt] key.

The interrupt key indicator lights. The machine stops scanning.

2. Remove the originals that were being copied.
3. Place the originals you want to copy.
4. Press the [Start] key.
   The machine starts making copies.
5. When copying is complete, remove the originals and copies.
6. Press the [Interrupt] key again.
   The interrupt key indicator goes off.
7. Replace the originals that you were copying, and then press the [Start] key.

Following the instructions on the display.

**Note**

- The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.
Sample Copy

Use this option to check the copy settings before making a long copy run.

Place originals
Select any other necessary functions for copy job
Enter number of desire copies
Instead of [START] press [Sample Copy] key
-One set is delivered as a sample
If Sample Copy is acceptable, press [Continue]
-The number of copies made is the number of copies requested minus the proof copy.

If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary.
-Depending on the combination of functions, you may not be able to change some settings.

You can press [Sample Copy] again or press [Start] to output the job

Note: This feature can only be used when [sort] is selected. This feature is not available from the [Simplified screen].
Job Preset

You can make settings for the next copy job during copying.
If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.


2. Be sure message "Ready" appears, and then make settings for the next copy job.

3. Place the originals, and then press the [Start] key.
   All originals are scanned.
   When the preset job is complete, a job preset confirmation dialog box appears.

4. Press [Exit].
   You return to the copy screen.
   After the current copy job, the next copy job starts automatically.

**Note**

- You can switch the display to the current copy job by pressing [To Copying Screen].
Pressing the Simplified Display button will cause letters and keys to be displayed at a larger size, making operations easier.
To access the [Simplified Display]
Press the Simplified Display on the Main Screen
Display s the basic copier functions
Finishing options may be added to this screen for ease of use. Not all functions are available with this screen.

Key color is only available in simplified display mode.
Accessing Document Server

From Copy Panel – Select Document Server Option

Used for storing documents for easy access, confidential printing etc.
Documents may be scanned or Printed to Document Server for:

- Confidential Printing
- Print and Hold
- Sample Printing
- Forms printing
- File Merge (different types)
- Electronic Distribution
- HIPPA Compliancy
- Label Printing
- Cost Savings
Scan a Job To Document Server

Place document in feeder or on the glass
Press [Document Server]
Press [Scan Original]
Select any appropriate document options

Touch [User Name] enter your name or select from list - optional

Touch [File Name] delete the default name and enter new document name using keyboard

Touch [Password] enter a password for your document if required - optional

Press [OK] after each entry
Press [Start]
Document is stored

Continue the above process for each additional document you wish to store

Shows a list view of documents stored in Document Server. You can also view documents in the thumbnail view to see the first page of the document stored.
Print a Job From Document Server

Press [Document Server]

Select the document you wish to print

Press [Start]

To [Sort], [Staple] or add any additional print options

Press the [to Printing Screen]
Select any appropriate feature
Enter the number of desired copies

Note:
If document is password protected a password is required before a document can be accessed

If only a single copy of the document is required with no finishing options, press [Start]

Document is Printed

Continue the above process for each additional document you wish to Print. Multiple files may be selected to be printed. If you select multiple files and press the to printing screen, files will be merged. This action vary from machine to machine.

Shows a list view of documents stored in Document Server. You can also view documents in the thumbnail view to see the first page of the document stored.
Delete a Job From Document Server

Press [Document Server]
Select the document you wish to delete

Press [File Management]  
Press [Delete File]  
Confirm deletion [Yes]  
File is deleted

Note:  
If document is password protected a password is required before document can be accessed

Continue the above process for each additional document you wish to Delete. Multiple documents may be selected to be deleted.

Shows a list view of documents stored in Document Server. You can also view documents in the thumbnail view to see the first page of the document stored.
Printing

How to Print Documents from your PC
Printing a Document

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

To add any finishing options to the document
Open your document to Print
Select [File>Print]
Select the Ricoh Print driver
[Staple, hole punch or duplex]
Press [Properties]
Select the desired finishing option
Press [OK] repeatedly to print
Printing To Document Server

Open your document to Print
Select [File>Print]
Select the Ricoh Print driver
Press [Properties]
At [Job Type] open the drop down window and choose [Document Server]
Press [OK]
Press [Details]
Enter user Information:
  User ID (if applicable) or leave blank
  File Name
  Password (if applicable)
  User Name
Press [OK] repeatedly to print
Printer Properties

**Job Type**

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

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

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

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

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

Press Printer to access the list of stored files from your computer as listed on right:-
Retrieving Confidential Document at Copier

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

At Copier Panel
Press [Printer]
Press [Print Jobs]
Select the [Locked Print Job List]
Select the job you want to print
Press [Print] enter password
Press [Start]
Document will print and erase!

Note: You cannot make changes or reprint this job.

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

Highlight file and select print.
Scanning Documents

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

Select tabs to switch between email and folder scan destinations.

Set resolution, scan size & scan type.

One or two sided original.

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

Select file stored in the document server.

Add email message.

Add subject heading.

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

Set up notification when your email is opened.

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

Check file status.

Preview scan before sending.
1. Place originals in Feeder or on Glass Platen
2. Select desired destination[s] e-mail or Folder Tab
3. Select any additional document enhancements
   1. Select [Scan Settings], select original document Type, Press [OK]
   2. Press [Resolution] select desired resolution, Press [OK]
   3. Press [Scan Size] select document size or [Mixed size], Press [OK]
   4. Press [Original Feed Type] if originals are [2 sided or Duplexed]
   5. Select original orientation – if applicable
   6. Select [Batch] if feeding from feeder and glass or originals exceed document feeder limits. If using the glass platen, press the # key after last page is scanned
4. Press [File Name/Type] Name your document and select [File Type] if necessary
5. Press [Start]
User selectable options may be changed prior to scanning for better document output.
File Type and File Name

- **File Name / Type**
  - Select Item:
    - Single Page:
      - TIFF / JPEG
      - PDF
    - Multi-page:
      - TIFF
      - PDF

- **Start No.**
  - 0001

- **PDF File**
  - Security Settings...

- **File name and changing file Type**

- **PDF encryption**
Scanning Options

Change File Type based on Document Type

Drop out Color from Documents
Viewing the Job at your Desktop

Email with Subject, File name and Message added at MFP

Subject entered at MFP
Attached file named
Message added to email

Steve, please see the attached sheet for printer settings. Frank
Faxing Documents From Copier
Users can send single document to one or more users simultaneously. Use The Original Feed type to select 2 sided when originals are 2 sided and copier Will scan and send both sides. When Networked, users have the option of Installing the LAN fax driver for faxing documents from the desktop with fax Covers and other options. Confirmations can print automatically, selectively, for errors only or off.
Enhanced Fax Capabilities

- Cover Sheet Editor: Users can create personalized fax cover sheets that may contain the company logo, slogan, To, From, and Comments areas. Cover sheets can be edited and saved to users' PCs as a fixed form.
- Address Book Import/Export: Data can be extracted from or poured into other LAN-Fax drivers. This removes customer resistance to switching from existing LAN-Fax solutions to Ricoh’s, as the primary task of manually re-entering address book entries is now automated.
- Transmission Status: Transmission results can be checked via SmartDeviceMonitor or Web Image Monitor, so users are assured faxes reached their destination.
- Preview: Users can check how the document will appear on paper directly from the LAN-Fax driver.
- Duplex Printing: Inbound fax documents can be printed on both sides of paper from the LAN-Fax driver, saving paper.
- Simultaneous Save: Users can save the fax document as a TIFF file directly to a designated folder on their PC while the system is sending the fax in one operation.
- Wireless Faxing: If the Aficio MP 6001/MP 7001/MP 8001/MP 9001 Series is connected to the network via the Wireless LAN option, faxing from the desktop can still be performed.
- Fax Forwarding via Email: In addition to the inbound paperless fax to SAF/HDD, the Aficio MP 6001/MP 7001/MP 8001/MP 9001 Series’ have the ability to forward all incoming faxes directly to an administrator’s email address or folder, or you can program the Aficio MP 6001/MP 7001/MP 8001/MP 9001 Series to forward faxes from specific senders directly to designated receivers. Fax users can receive fax documents anywhere, anytime, as long as a PC and Internet infrastructure are available.

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Note: To enable LAN Fax capability, the Printer/Scanner Unit Type 9001 must be installed (standard on SP models) in addition to the Fax Option Type 9001. LAN Fax software is available with the Printer/Scanner Unit Type 9001 and standard with the SP versions of the main units.