RICOH
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www.ricoh-usa.com

2007
BLI
BUYERS LAB
LINE OF THE **YEAR**
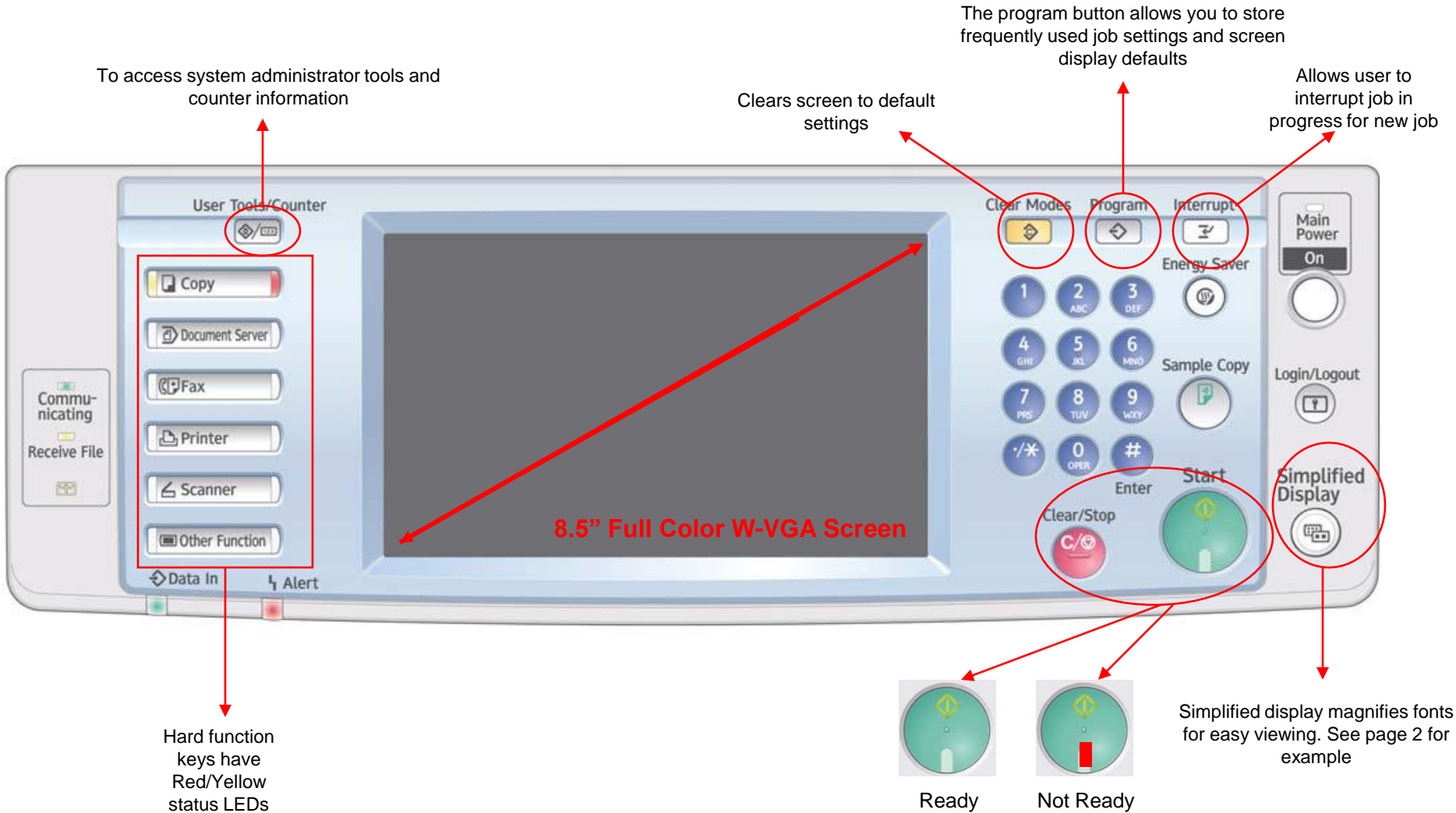
Ricoh Americas
Corporation

Easy Reference USER GUIDE

Ricoh Product Line Segment 2 thru 6

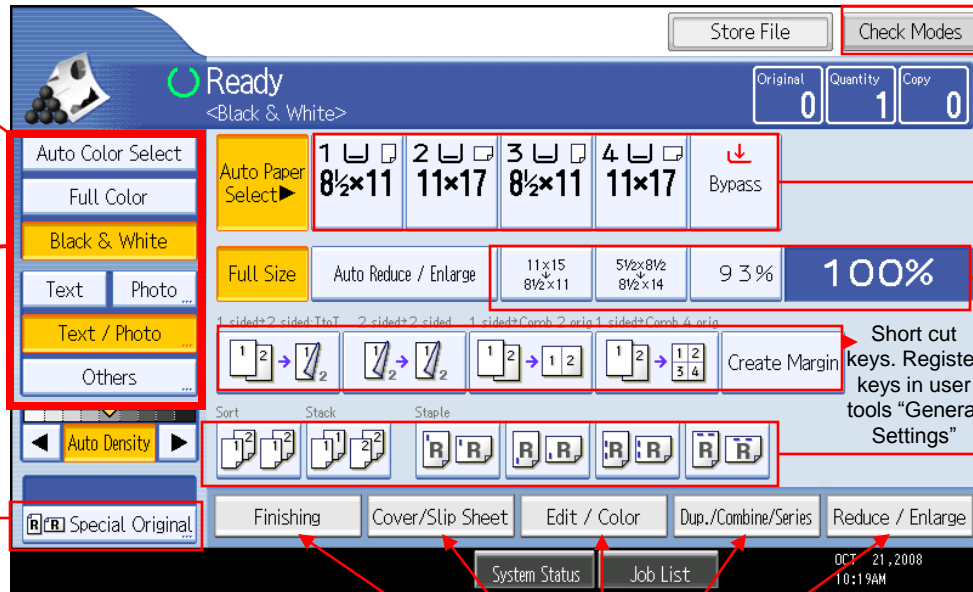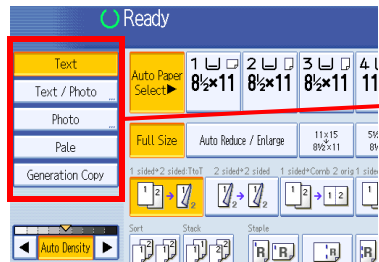**MP/5000/5001, MP C5000/C6000/C6501, MP7000/8000, MP6001/7001, MP8001/9001, MP907EX**

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Understanding Your Ricoh Control Panel

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

To access system administrator tools and counter information

Clears screen to default settings

Allows user to interrupt job in progress for new job

8.5" Full Color W-VGA Screen

Hard function keys have Red/Yellow status LEDs

Ready   Not Ready

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

Color Copier Display Panel

Specify color mode and quality.

Confirm current settings.

Black & White Display

Paper tray status.

Frequently used reduce/enlarge ratios. These can be adjusted to suit users needs.

Short cut keys. Register keys in user tools "General Settings"
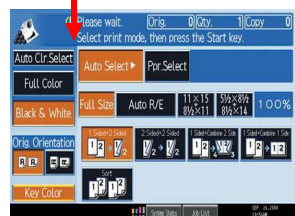
Finishing options. Sort, Stack, Staple and punch.

Batch & Mixed Originals.

Simplified Display
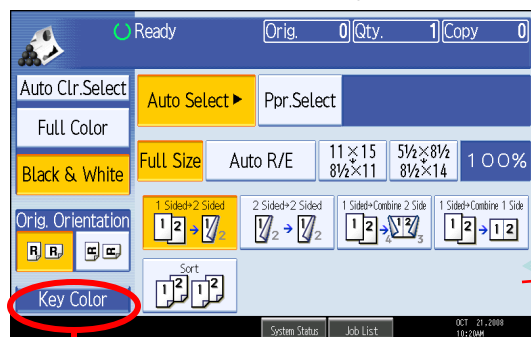
Extended feature options including; margins, stamps, page numbering, covers & slip sheets.

Finishing options may be added to this screen.

Key color is only available in simplified display mode.

Store File | Check Modes

Ready
<Black & White>

Original 0 | Quantity 1 | Copy 0

Auto Color Select
Full Color
Black & White
Text | Photo
Text / Photo
Others

Auto Paper Select ▶

1 8½×11 | 2 11×17 | 3 8½×11 | 4 11×17 | Bypass

Full Size | Auto Reduce / Enlarge | 11×15 8½×11 | 5½×8½ 8½×14 | 93% | 100%

Create Margin

Auto Density

Sort | Stack | Staple

Special Original

Finishing | Cover/Slip Sheet | Edit / Color | Dup./Combine/Series | Reduce / Enlarge

System Status | Job List

OCT 21, 2008
10:19AM

Ready
Text
Text / Photo
Photo
Pale
Generation Copy

Auto Paper Select ▶

Full Size | Auto Reduce / Enlarge

Auto Density

Ready
Orig. 0 | Qty. 1 | Copy 0

Auto Clr.Select
Full Color
Black & White
Orig. Orientation

Auto Select ▶ | Ppr.Select

Full Size | Auto R/E | 11×15 8½×11 | 5½×8½ 8½×14 | 100%

1 Sided→2 Sided | 2 Sided→2 Sided | 1 Sided→Combine 2 Side | 1 Sided→Combine 1 Side

Sort

Key Color

System Status | Job List

OCT 21, 2008
10:20AM

Please wait.
Select print mode, then press the Start key.
Orig. 0 | Qty. 1 | Copy 0

Auto Clr.Select
Full Color
Black & White
Orig. Orientation

Auto Select ▶ | Ppr.Select

Full Size | Auto R/E | 11×15 8½×11 | 5½×8½ 8½×14 | 100%
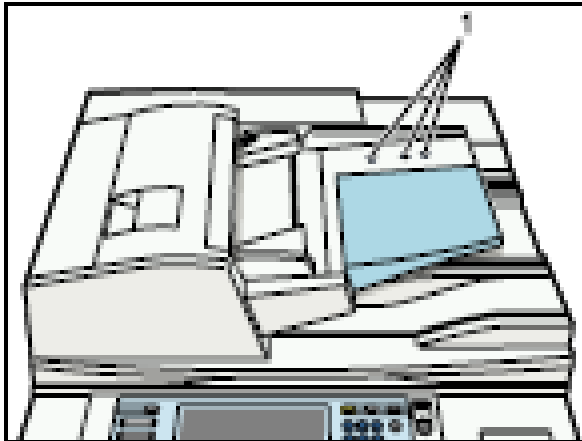
Sort

Key Color

Copying Documents

Remove paperclips, staples or other loose objects before placing originals in feeder. Be sure to straighten bent or curled edges
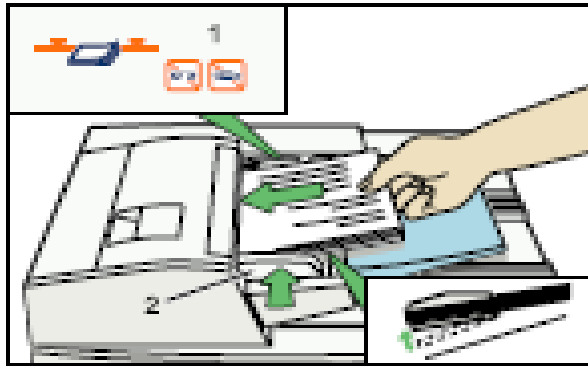
If using the Glass Platen, Lift the lid and place documents face down on the glass at the position of arrow regardless of size
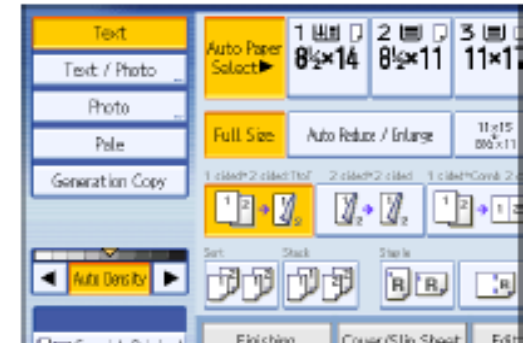
Select any additional copy settings
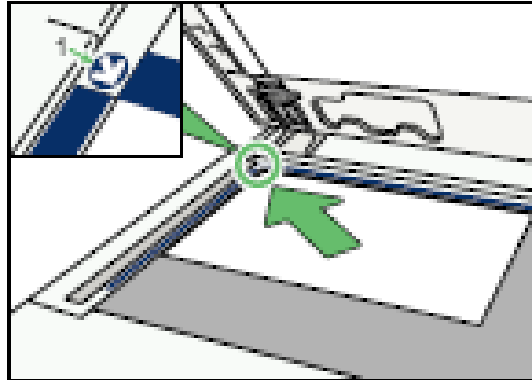
Place Originals in the document Feeder

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]**

Adjust paper guides

Note: When copying from the glass and requesting multiple copies, press the # key after feeding your last original to release the additional copies
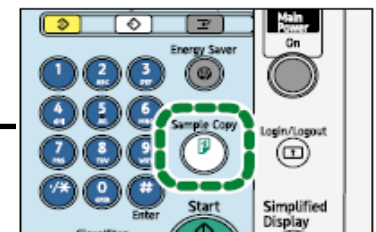
Copy Enhancements

Select your Original document type
You may also select the **[Auto Density]** option
to further lighten or darken your document
settings.
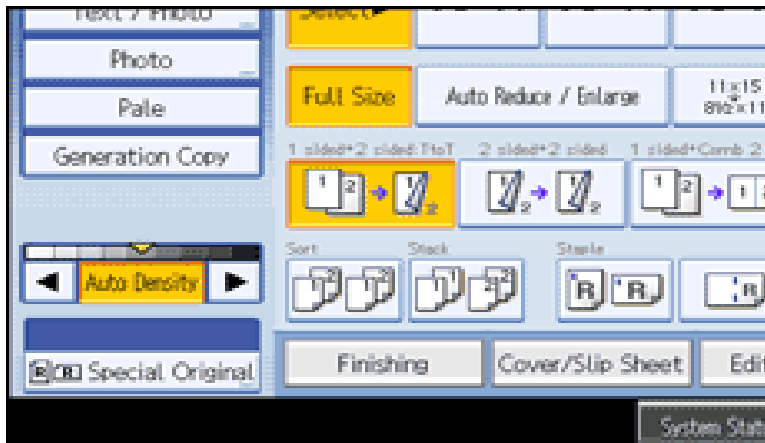
Auto Image Density is highlighted
Press the Right or Left arrow to lighten or darken
document
Press [] or [] to adjust the image density

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

Sort/Stack & Rotate Sort Output

SORT Rotate/Sort – the machine assembles copies as sets in sequential order. Use **[Sort]** when placing multiple page document 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.

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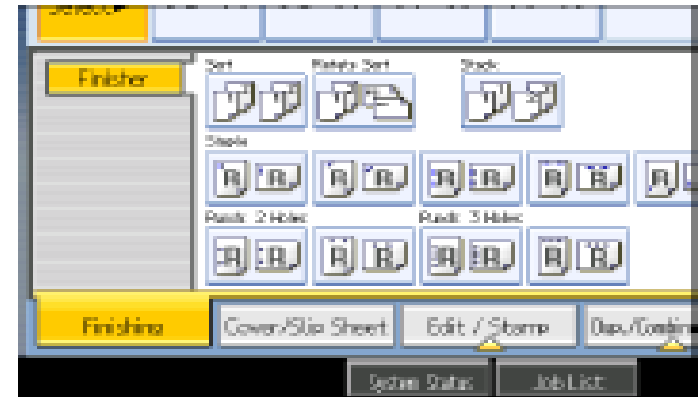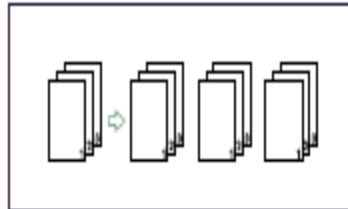
STACK – groups together copies of each page in a multi-page original. Use Stack when setting multiple pages in the document feeder and requiring the same copy number count per page to be stacked.

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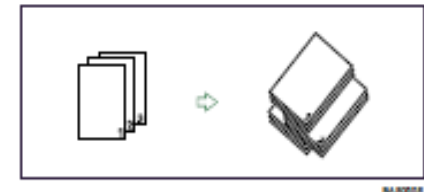
ROTATE SORT– Use Rotate Sort when your machine does not have a finisher to keep jobs separated . To use this option you must have one paper tray loaded with 8.5x11 paper in landscape orientation and the other tray loaded with 11x8.5 portrait and select this option from the finishing mode or from the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

Rotate Sort

Every other copy set is rotated by 90 degrees (⌐⌐) and delivered to the copy tray.
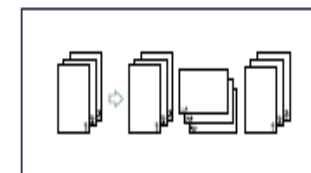
Duplex Copying (2 Sided Output)

Place Originals in Feeder Landscape orientation or Portrait orientation
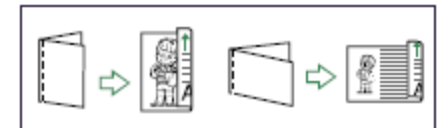
1. Press [Dup./Combine/Series].

1. Press [Orientation].

Select

1 Sided → 2 Sided

or

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

Select

2 Sided → 2 Sided
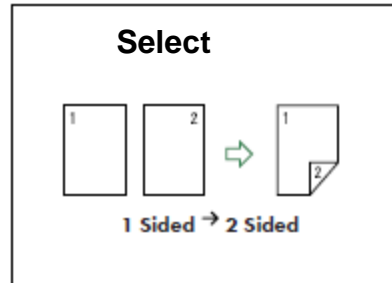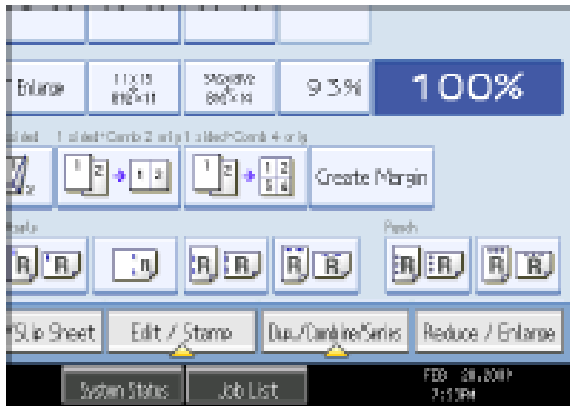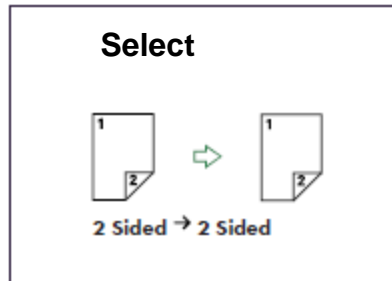
You can select these options from the main copier panel
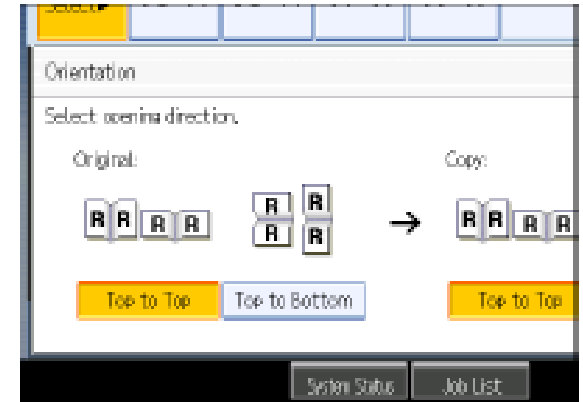
- Top to Top

- Top to Bottom
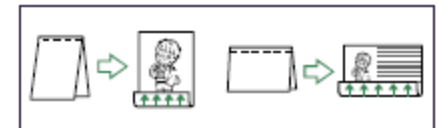
Press OK
Enter desired options
Select copy count
Press START

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.**
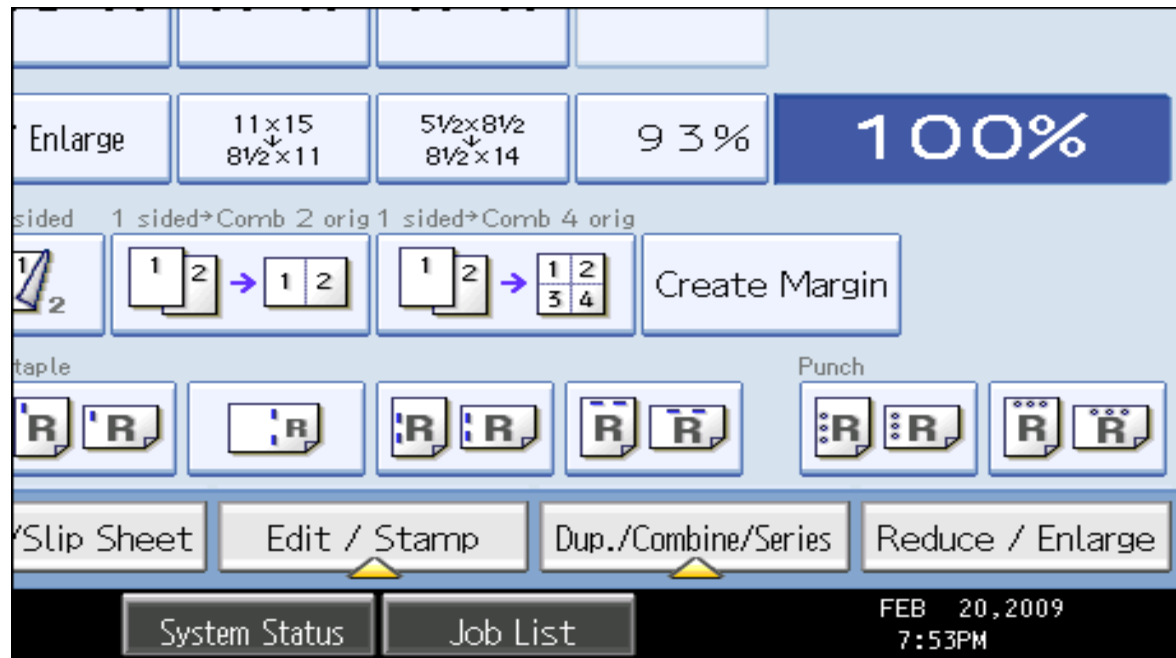
3. Press **START**
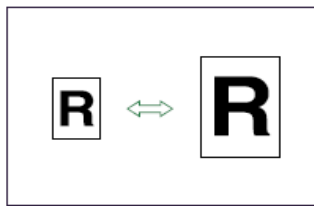
Reduction/Enlargement

1. Press [Reduce / Enlarge].
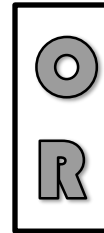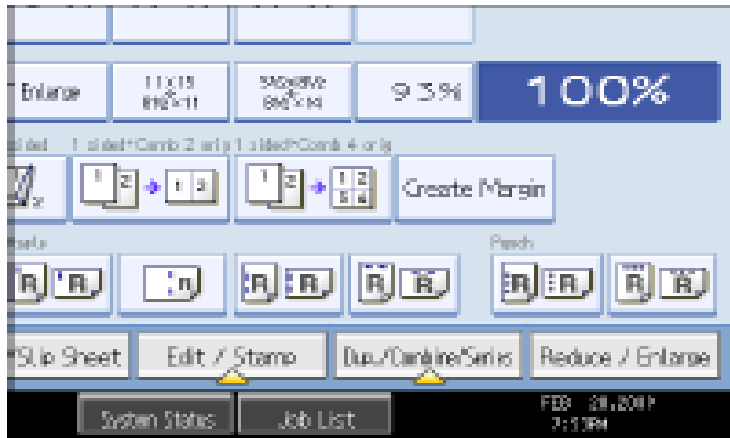
Select the option that matches your output
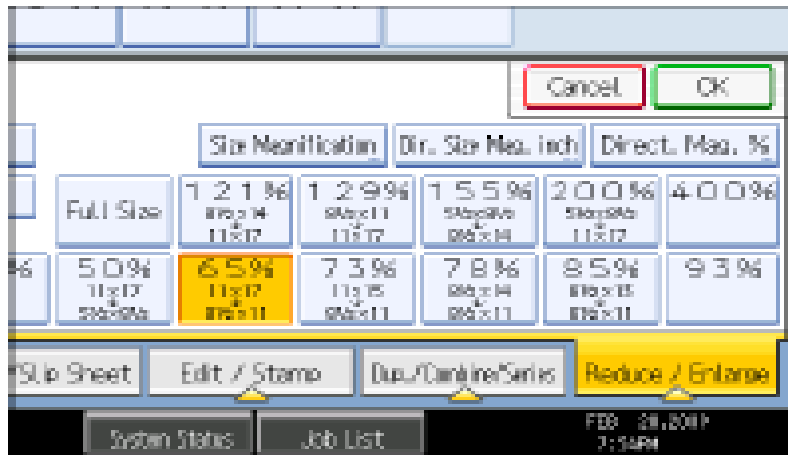
Place originals, Press START

1. Press [Auto Reduce / Enlarge].

OR

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%.

Directional Size Magnification%

Use this feature to enlarge a document by placing percentage proportions in the horizontal and vertical fields.
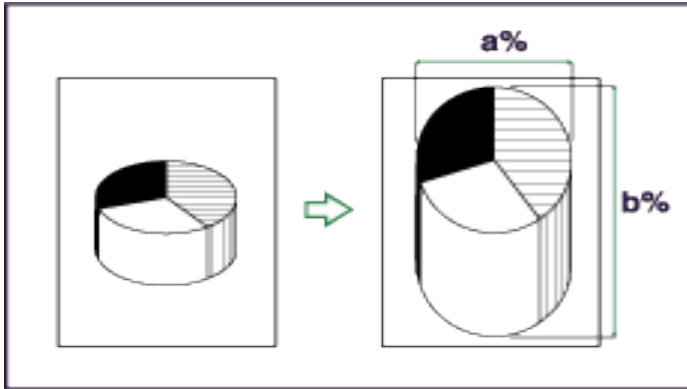
Place document on platen glass
Press **[Reduce/Enlarge]**
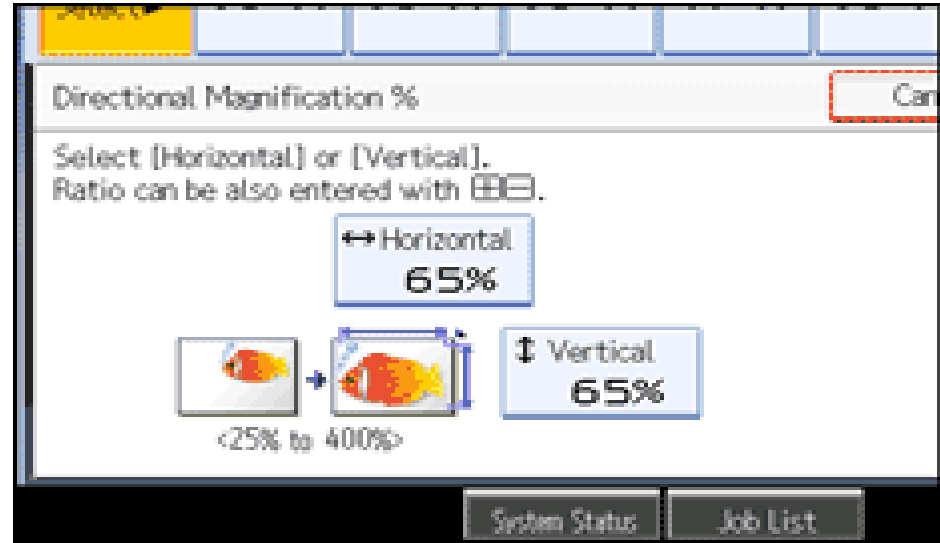
Press [Direct. Mag. %].

Press [Horizontal)
Enter the desired ratio with the number keys, and then press [#].
Press [Vertical].
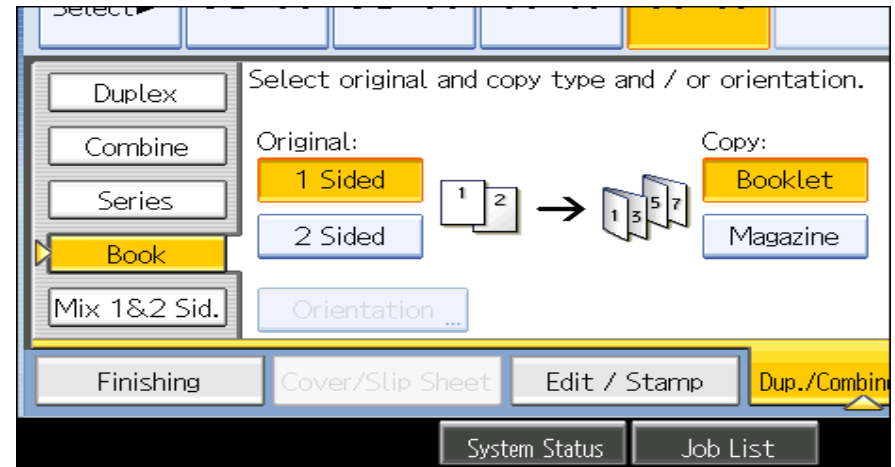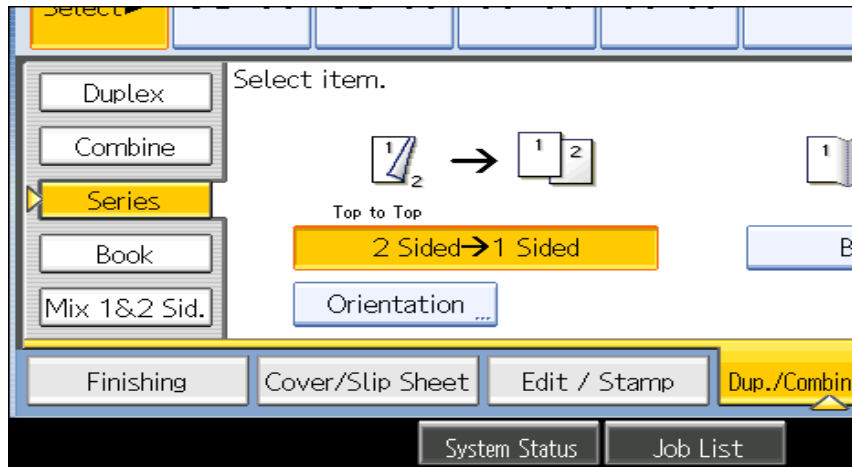Enter the desired ratio with the number keys, and then press [#].
Press **[OK]** twice.
Place the originals, and then press **the [Start]** key.
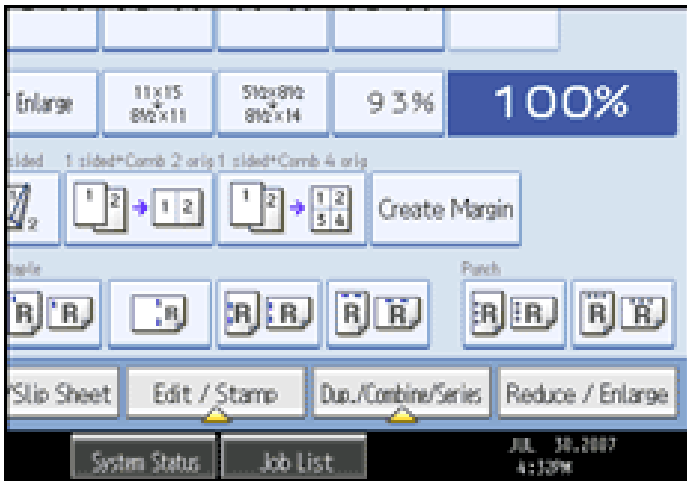
Dup./Combine/Series


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.
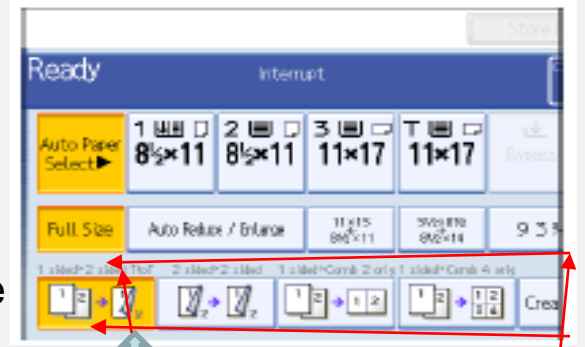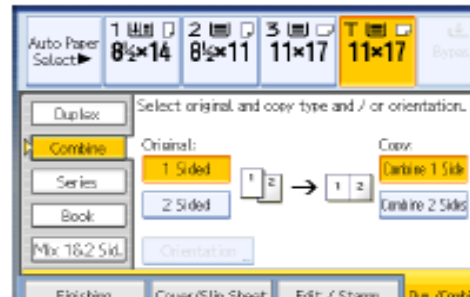

Default Screen
Settings
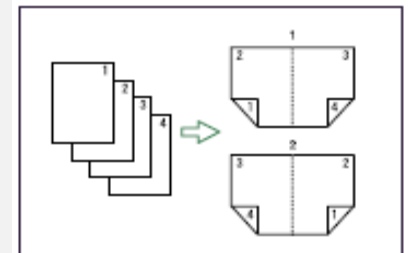
Combine Pages

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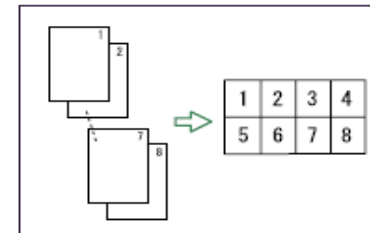
1. Press [Dup./Combine/Series].

2. Press [Combine].

1 Sided 8 Pages → Combine 1 Side

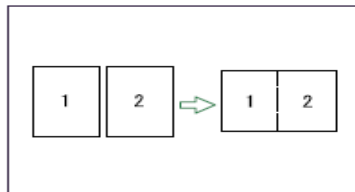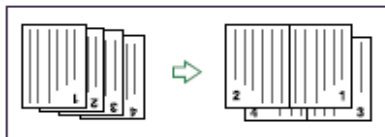Copies eight 1-sided originals to one side of a sheet.

3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.

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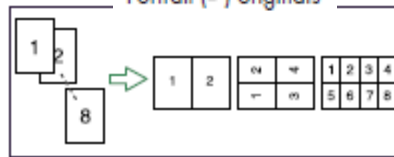
- Originals read from left to right

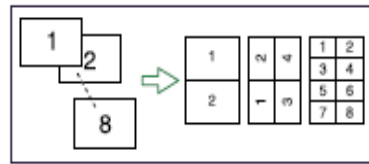- Originals read from top to bottom

Portrait originals

Landscape originals

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.

1 Sided 2 Pages → Combine 1 Side

Copies two 1-sided originals to one side of a sheet.

1 Sided 4 Pages → Combine 1 Side

Copies four 1-sided originals to one side of a sheet.

Book Copying

Place open Book on Glass Platen
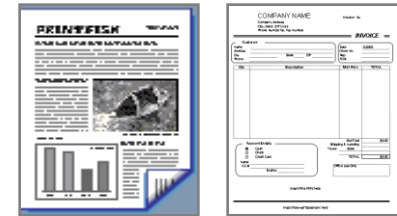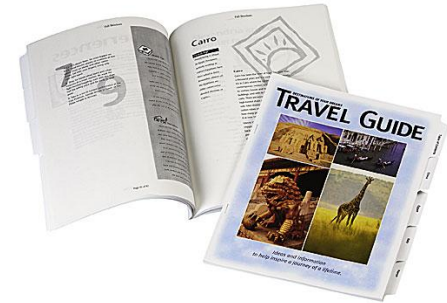
Select [**SERIES**] button

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
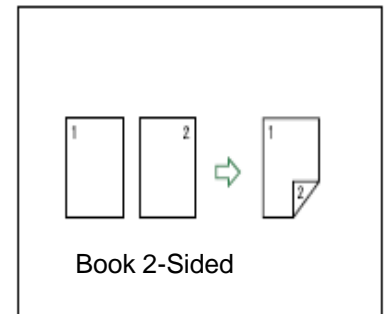 - Press [**OK**]

Press Page size Paper tray

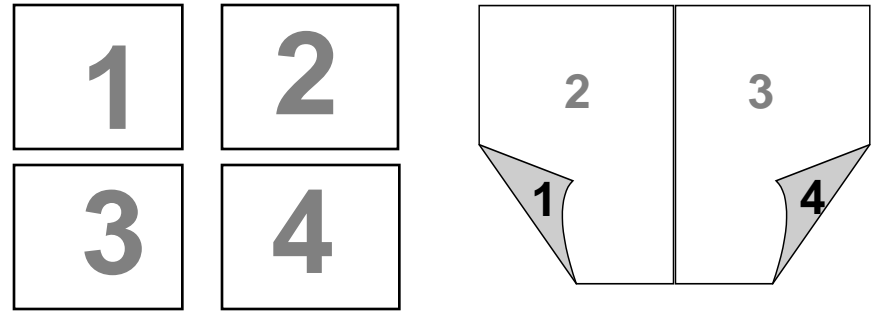Enter desired sets

Press [**Start**]
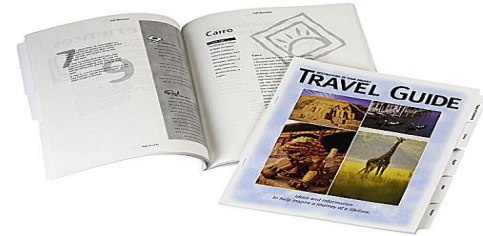
-

Book 1-Sided

Book 2-Sided

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 - 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**
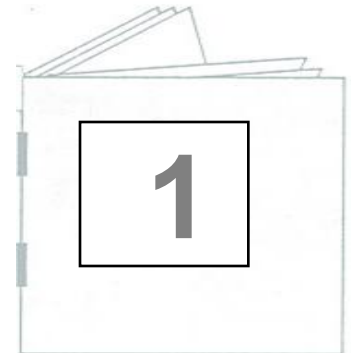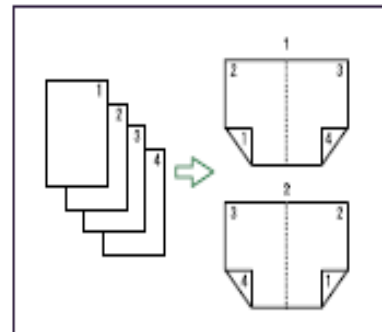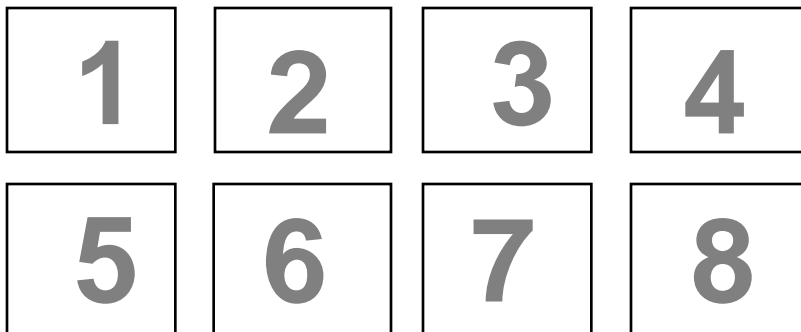10. **Enter desired number of sets**
11. Press [**Start**]

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

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.
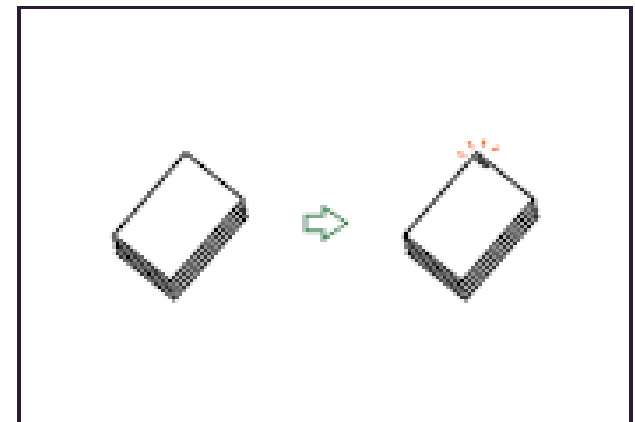-Depending on the combination of functions, you may not be able to change some settings.

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].**
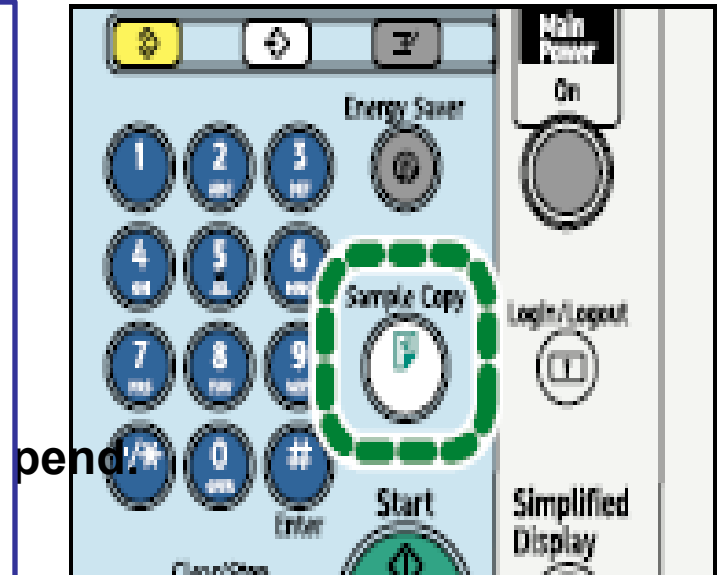
Each copy set can be stapled together.

Simplified Display

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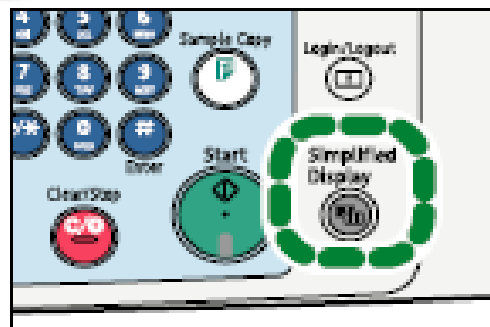To access the **[Simplified Display]**
Press the **Simplified Display** on the Main Screen
Display s the basic copier functions
Finishing options may be added to this screen for ease of use. Not all functions are available with this screen.

Letters and keys are displayed at a larger size, making operations easier.

Key color is only available in simplified display mode.

Note

• To return to the initial display, press the [Simplified Display] key again.