Manual for Operating Your Network Copier
Basic Copying Operation
1. Original mode, Image Density and Special Original mode.

2. Operational status or messages.

3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios.

4. The number of originals scanned into memory, number of copies set, and number of copies made.

5. Sort, Stack, Staple or Punch mode.

6. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys.

7. Shows the available functions. Press a function name to display its menu. For example, press the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

8. A clip mark appears for a currently selected function.
1. Screen Contrast Knob
2. Indicators (Add Staples, Toner, Paper, Open Cover, Misfeed, Service Call)
3. User Tools / Counters
4. Touch Screen
5. Check Modes
6. Program Key
7. Clear Modes
8. Energy Save Mode
9. Interrupt Key
10. Main Power Light
11. Power Switch
12. Sample Copy Key
13. Start Key
14. Clear/Stop Key
15. # Key
16. Number Keys
17. Function Keys
18. Function Status Light
HOW TO MAKE A BASIC COPY

1. Press the Yellow Clear Modes Key (Ensures default settings)
2. Set Originals Face Up in the Feeder (100 max to start with)
3. Enter the number of copies & then press Start

MAKING 2-SIDED COPIES FROM 1-SIDED ORIGINALS

1. Press the Clear Modes Key
2. Set Originals Face Up in the Feeder
3. Touch 1 ➔ 2-Sided Key
4. Enter the number of copies & then press Start

MAKING 2-SIDED COPIES FROM 2-SIDED ORIGINALS

1. Press the Clear Modes Key
2. Set Originals Face Up in the Feeder
3. Touch ½ to ½ Key
4. Enter the number of copies & then press Start

HOW TO COLLATE AND STAPLE

1. Press the Clear Modes Key
2. Set Originals Face Up in the Feeder
3. On the left side of the pane choose staple position Corner or Double
4. Enter the number of copies & then press Start
1. Press the **Clear Modes** Key
2. Set the Book on the Glass -
   - Center the Spine at the white line labeled LTR at the Top of the Glass
3. Touch the **Dup/Combine Series** Key
4. Follow instructions below
5. Press **Start**

- **Book→1 Sided**
  You can make one-sided copies from two facing pages of a bound original (book).

- **Book→2 Sided**
  Copies a two-page spread original onto one sheet with one page per side.
Printing to Your Device
PRINTING TO YOUR RICOH - Basics

This system now allows you to utilize all the copier features right from your desktop.

Here’s a simple overview:

1. From your application go up to **File – Print...** & choose the new Ricoh 3035, 3045, 3060 as your Printer

2. Click on **Properties** – Be sure that the Collate Box is **UNCHECKED**
**Setup Tab Selections**

By simply clicking on the Job Type, a Drop Down Menu will allow you to make the selections determining if you Job will Print or be held at the MFP to be released.

---

**Some Explanations of Selections**

1. **JOB Type:** How the job will Print, or Print and Hold the job at the MFP for the user to pick up.

2. **Copies:** Specifies the number of copies to be printed.

3. **Orientation:** Selects the layout to be printed.

4. **Staple:** This drop-down list will allow the user to turn on the Stapling function.
Paper Tab Selections

6. Paper Selection: Front Cover - Prints the Front Cover from the specified tray.
   Front & Back Cover - Prints the Front & Back Cover from the specified tray.
   User Defined Pages - Prints the User Defined Pages from the specified tray.
7. A visual of your machine – Allows the user to click by using the mouse on the specific output tray desired.
7. Watermark: Drop down list of predefined Watermarks that the user has the ability to select.

8. Edit: The user can type custom text for a Watermark.
Locked Printing to Your Device
SENDING A LOCKED PRINT

**Locked Printing** saves a print job inside the printer under a certain password & outputs it later only when the **correct** password is assigned. The feature is useful when printing a confidential document. Follow the steps below:

2. From your application go up to **File – Print...** & choose the **Ricoh 3035, 3045, 3060** as your Printer

2. Click on **Properties** & continue with the steps below:

3. Select **Locked Print** from drop-down list

4. Click on **Details**

5. Supply the USER ID (this an ID that that you will specify to identify your job... Can be the same or different everytime)

6. Password is a four digit code that you will supply at the MFP.
RETRIEVING A LOCKED PRINT

Go to the RICOH & touch PRINT Key
(Located in lower right corner of the panel)

2. Touch Print Tab

3. Touch LOCKED Print Job List

4. Touch the document you would like to print

5. Touch Print

6. Enter the 4 Digit password that you supplied at the Print Driver

7. Press YES and the Locked Print Job is Printed

TO CANCEL THE PRINT JOB JUST SELECTED:

1. Touch LOCKED Print Job List

2. Touch the your Job on the Job List

3. Touch the Delete key

4. Enter the 4 Digit password that you supplied at the Print Driver

5. Press YES and the Locked Print Job is Deleted.
Printing to Your
MFD Document Server
PRINTING TO THE DOCUMENT SERVER

Having your own secured Mailbox allows you to print your documents as you need them & with confidentiality. Follow the steps below:

3. From your application go up to File – Print... & choose the Ricoh 3035, 3045, 3060 as your Printer

2. Click on Properties & continue with the steps below:

3. Select Document Server from drop-down list

4. Click on Details

5. You put a User ID here

6. You can type a File Name to identify your file here.

7. You can type a 4 digit password here.

8. You can type a User Name here.
1. Go to the RICOH & press the PRINT button
2. Touch the Stored Print List button
3. Select your Stored Job on the touch screen
4. Enter your 4 Digit Password using the key pad
5. Touch the PRINT button
6. You can change the Quantity if you would like or simply touch Start Print