

# University of Winnipeg Device Training

**RICOH**  
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PSD: Solution Training Specialist Team



# Summary

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- **Setting Originals / Loading Paper Trays**
- **Registering your card**
- **Scanning without login**
- **Follow You Printing**
- **Scan**
- **Copier Features**
- **Fax Features**
- **Clearing Misfeeds and Maintenance**



# Document Feeder & Exposure Glass

**Face up, 200 originals**



**Face down, lined  
up with arrow in  
upper left corner**



# Paper Trays

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**Standard 500-sheet trays  
(Tray 1 is 8.5x11 only)**

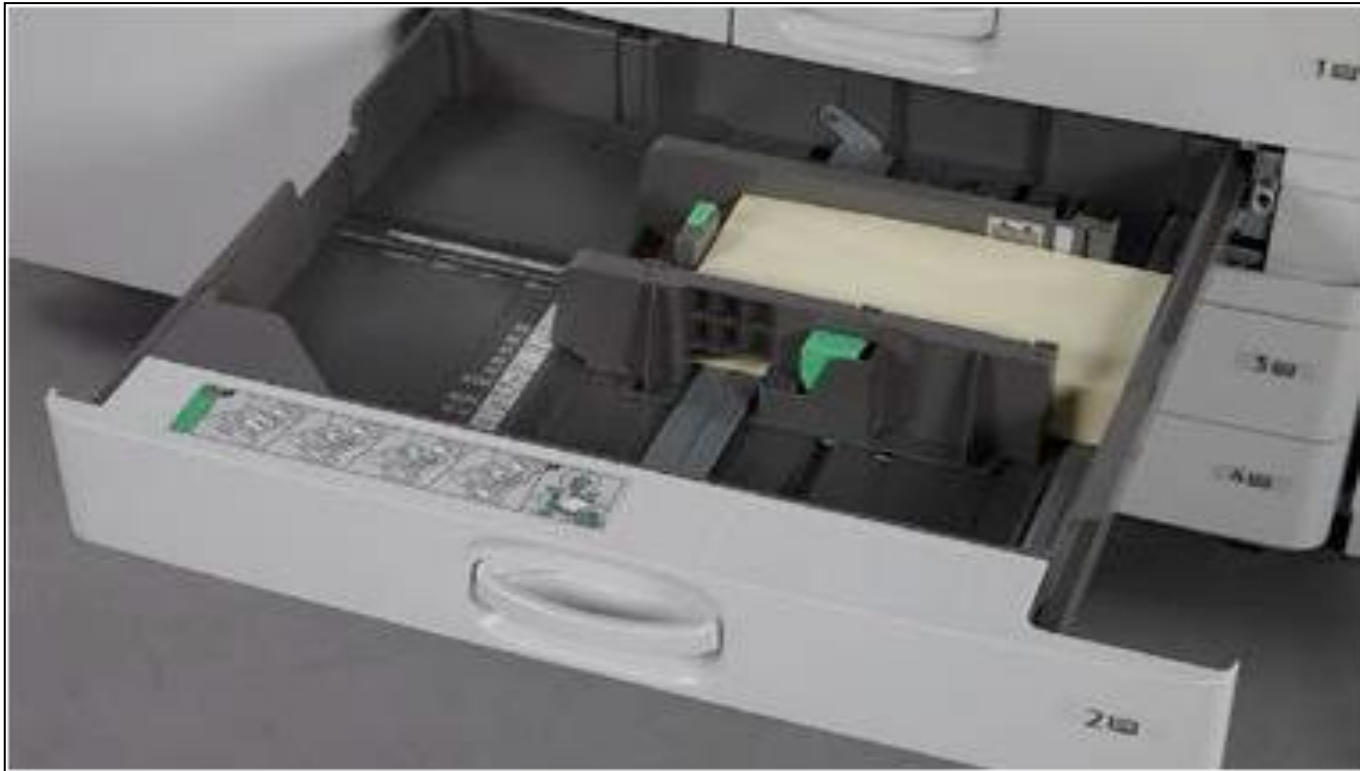


**By-Pass: (right side  
of unit) for special or  
thick paper media  
(100 sheets), FACE  
DOWN**





# Paper Trays



To adjust the 500 sheet tray, adjust the two green guides  
(from 5.5 x 8.5 to 11 x 17)  
Please note that Tray 2 can be used as an envelope tray



# Registering your card

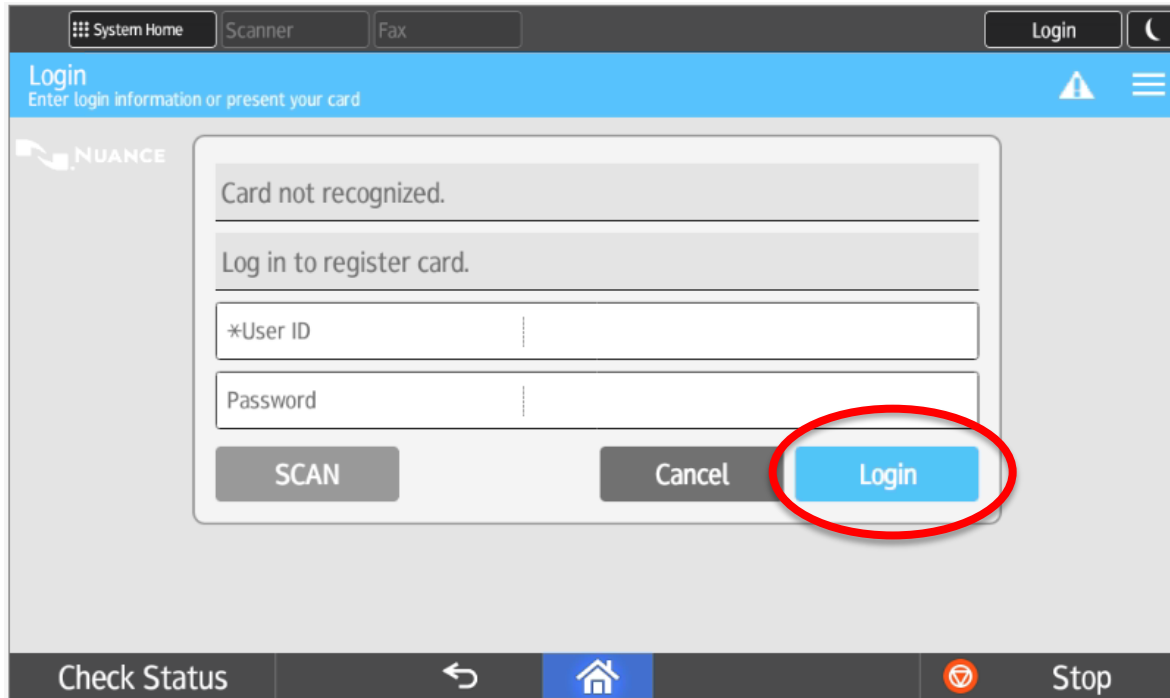


# FIRST TIME REGISTRATION

Scan your university ID card on the printer.



# STEPS



The screenshot shows a mobile application interface for logging in. At the top, there are navigation tabs for 'System Home', 'Scanner', and 'Fax', along with a 'Login' button and a moon icon. Below this is a blue header with the text 'Login' and 'Enter login information or present your card'. The main content area features the 'NUANCE' logo and a message box that reads 'Card not recognized. Log in to register card.' Below the message are two input fields: '\*User ID' and 'Password'. At the bottom of the message box are three buttons: 'SCAN', 'Cancel', and 'Login'. The 'Login' button is circled in red. At the very bottom of the screen is a dark navigation bar with icons for 'Check Status', a back arrow, a home icon, a refresh icon, and 'Stop'.

After you swipe your Access card, you will receive the following message “Card not recognized, Log in to register card”.

Enter your Login name in the User ID Field and your password in the Password Field, then Press “Login” button and press “Login” button. The keyboard will appear on the screen as each field is selected.

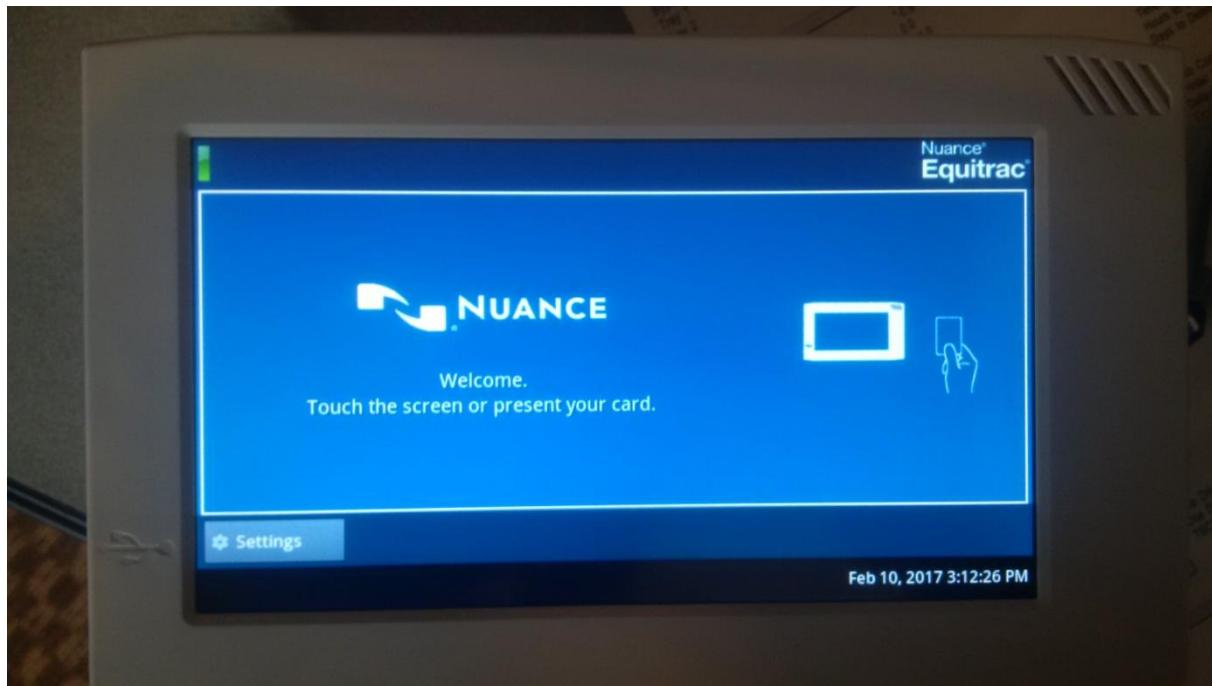




# Logging in at a Terminal

# Signing into Terminal

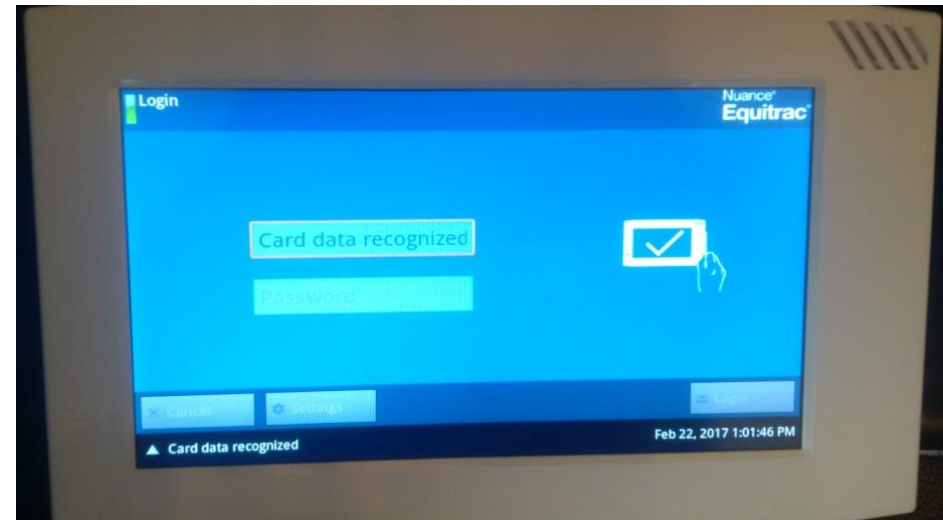
When coming up to the Print Terminal, you will be welcomed with the Nuance screen.



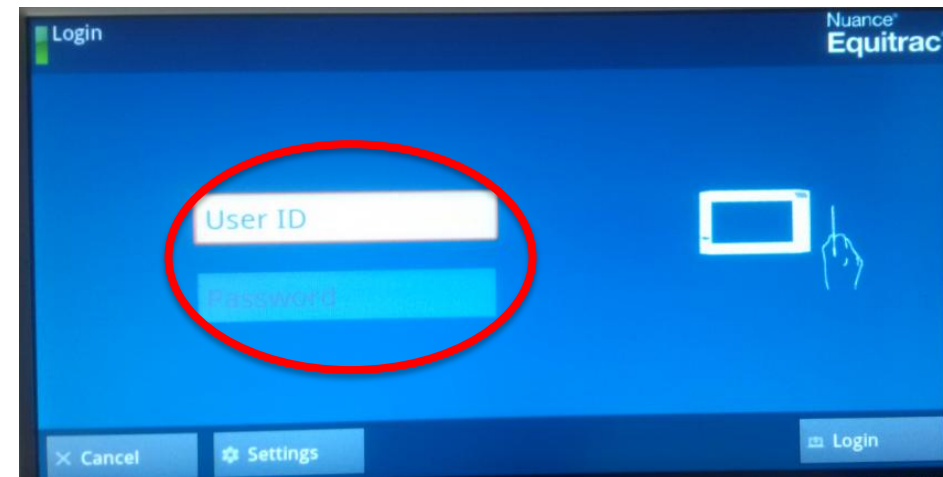
# Signing into Terminal

There are two ways you can sign into the Print Terminal:

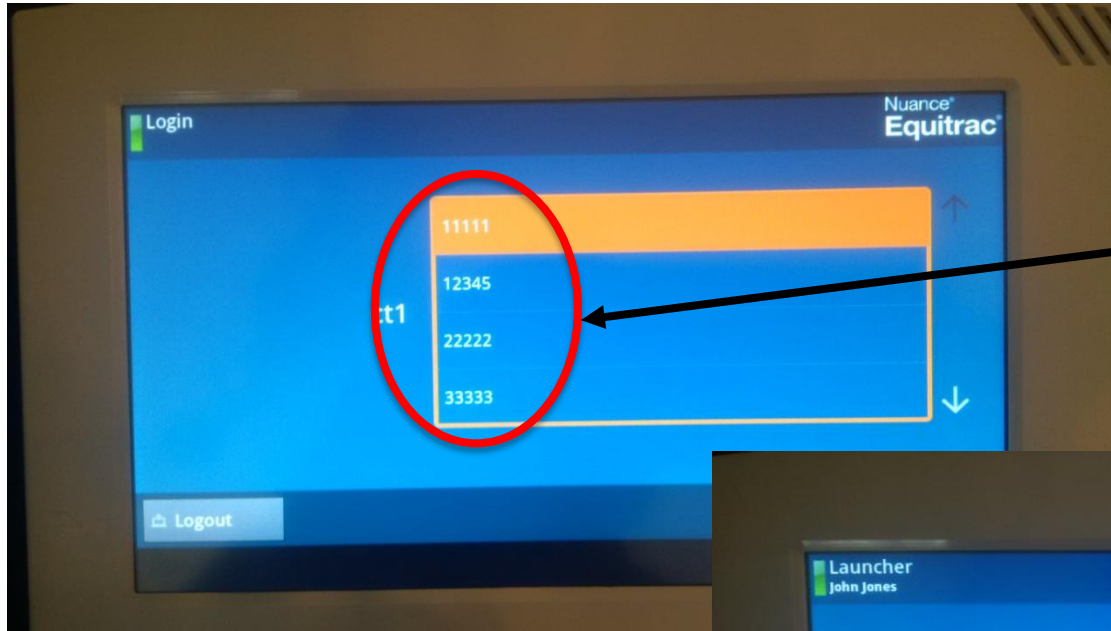
1. Swipe your card, the screen will let you know once the card has been recognized.



2. Touch the screen to be prompted to type in your User ID and password.

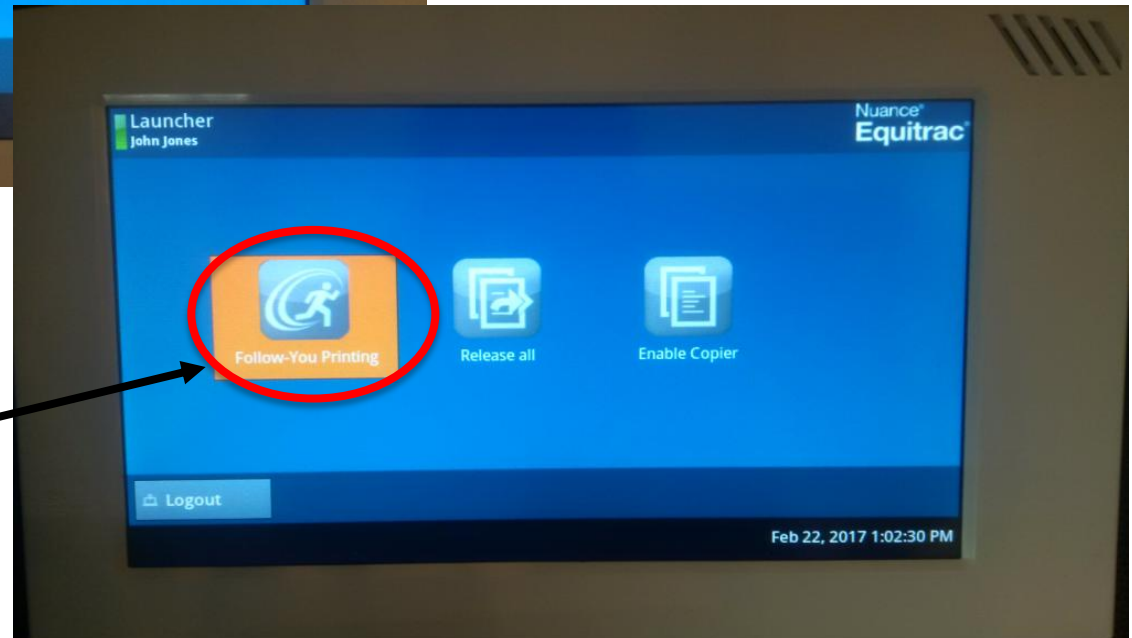


# Selecting Billing Code



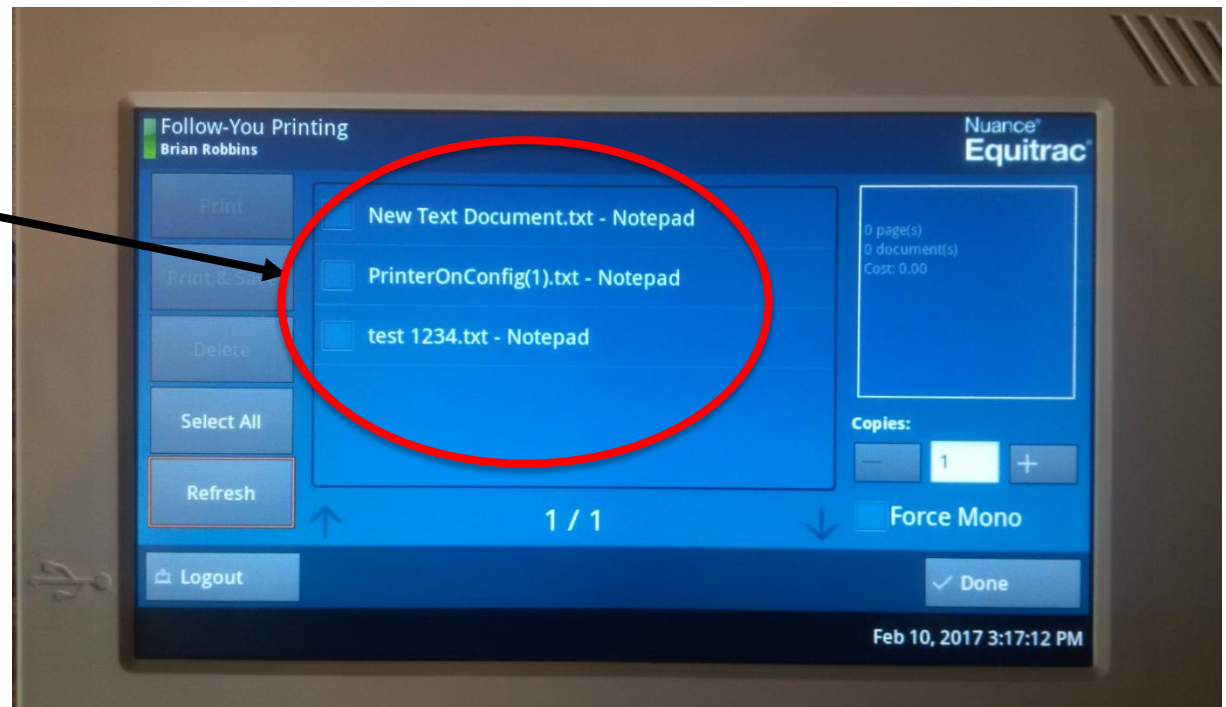
Select the appropriate billing code.

Now you can select Follow-Me- Print option to print your jobs.

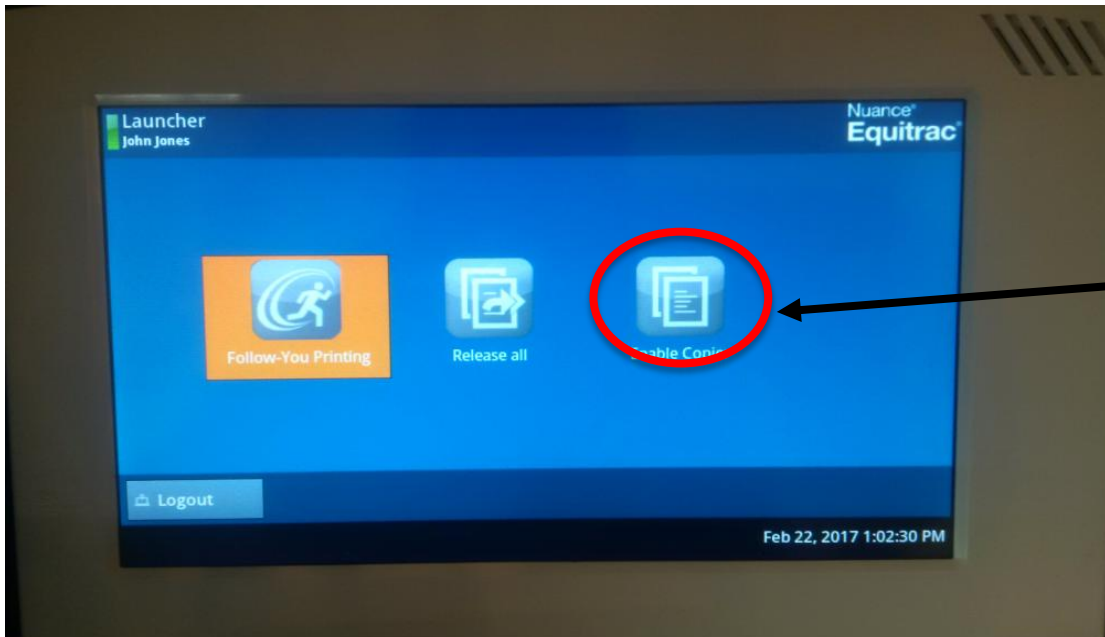


# Printing from the Print Terminal

Select the jobs you would like to print from the queue, once selected press the Print button.



# Copying from Print Terminal



Once you have logged in you can also select the Copier mode.

Once you have finished copying the panel will give you your Total Impressions and the cost.

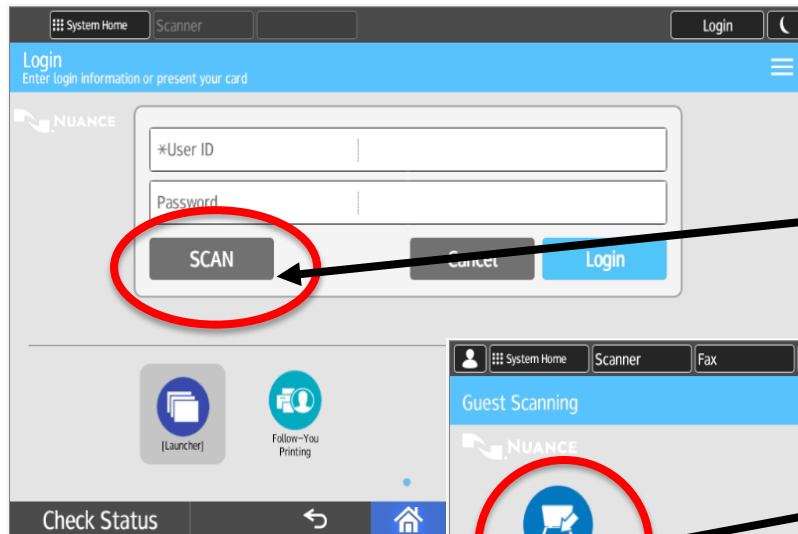




# Scanning Without Login

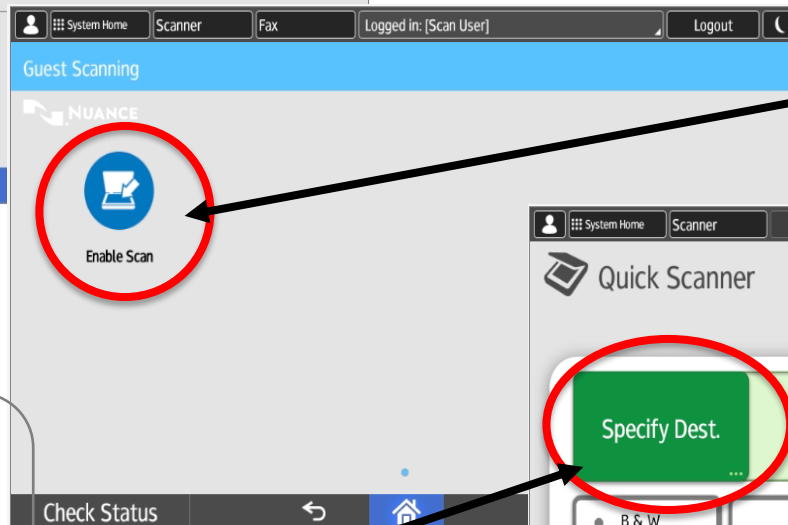
# Scanning

You can scan without having to login.

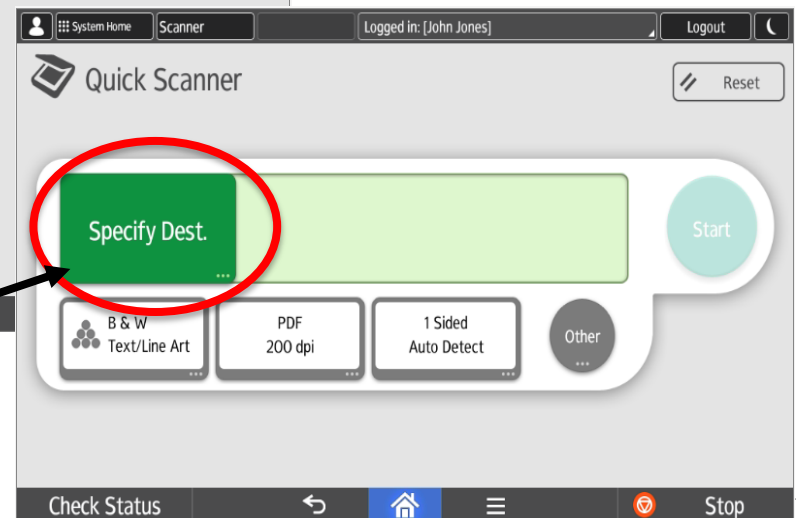


On the home screen select the "Scan" button

Select the "Enable Scan" option.



Select the "Specify Dest" option, enter your email and select "Start"





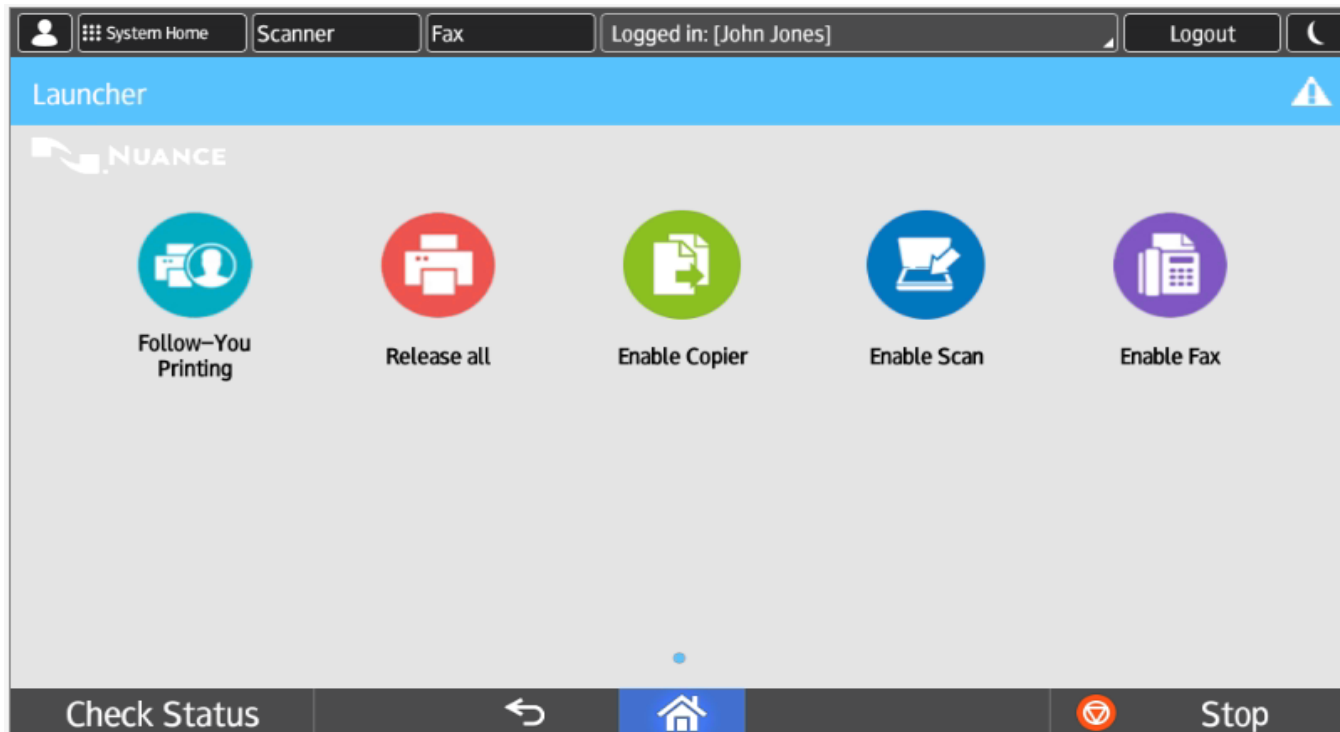


# Equitrac Options

# OPTIONS

Once logged in, you will have the following Options to chose from:

1. Follow -You Printing
2. Scan-to-Me
3. Copy
4. Scan
5. Fax



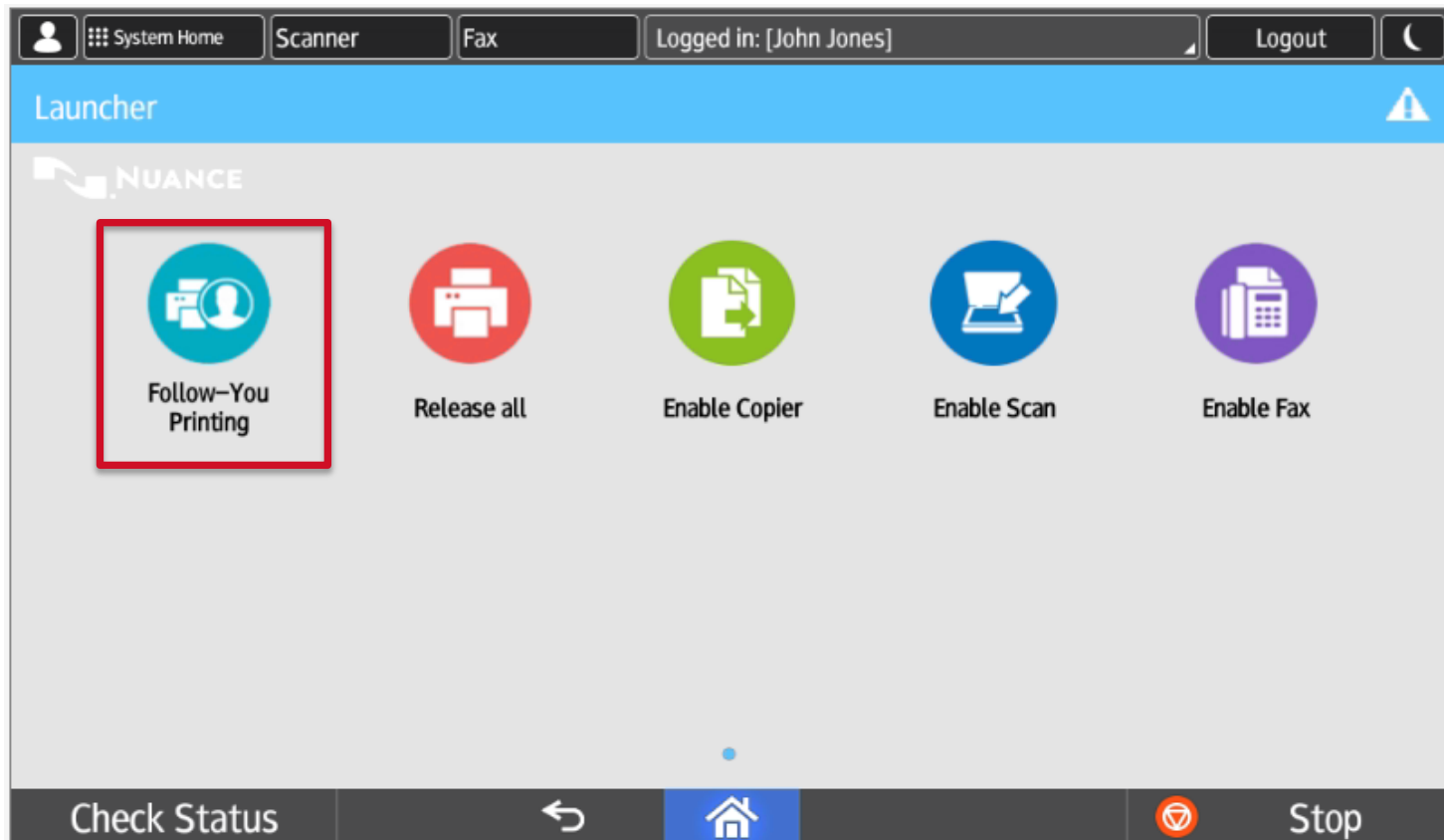


Follow You Printing



# Follow You Printing

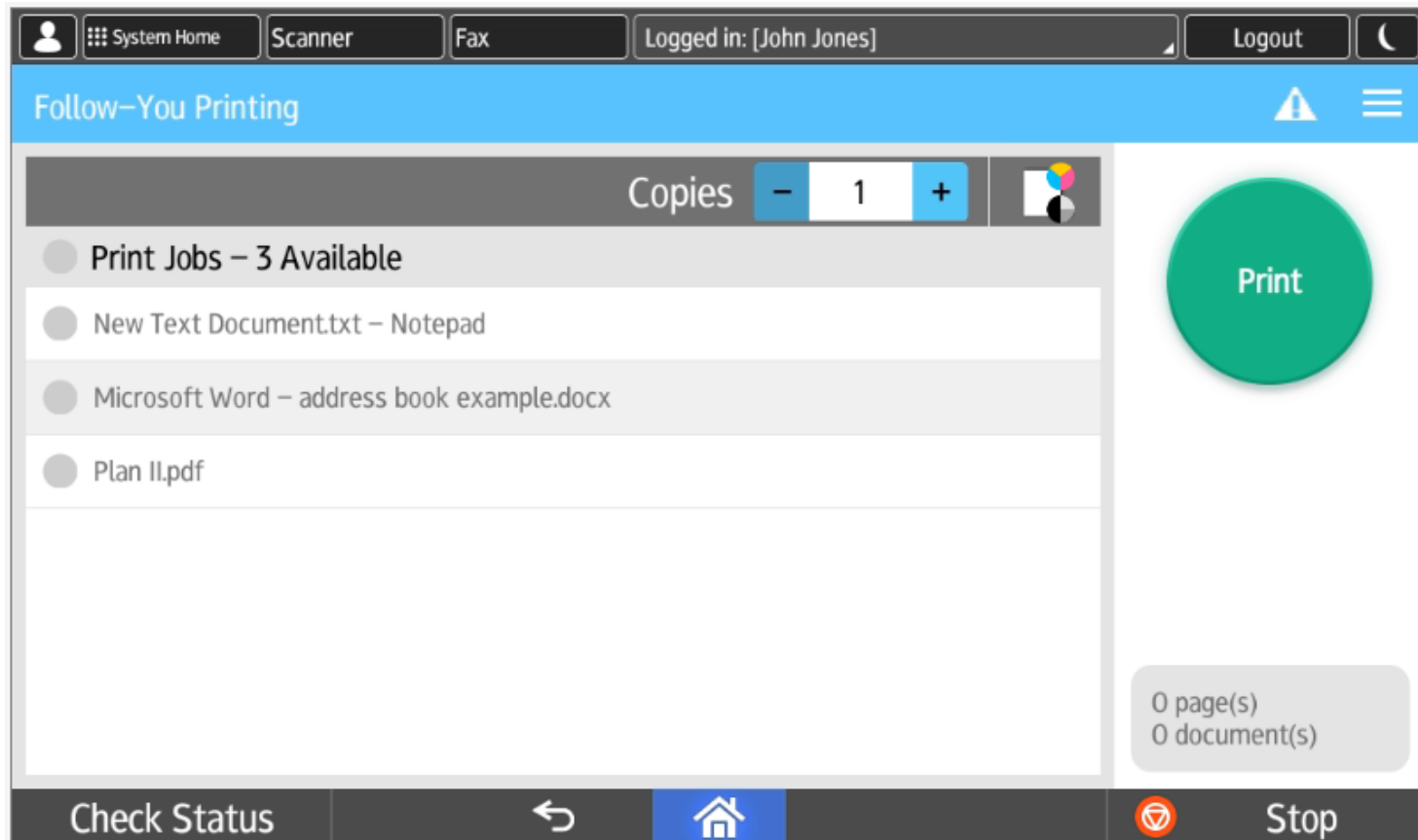
To print your documents, choose Follow-You Printing





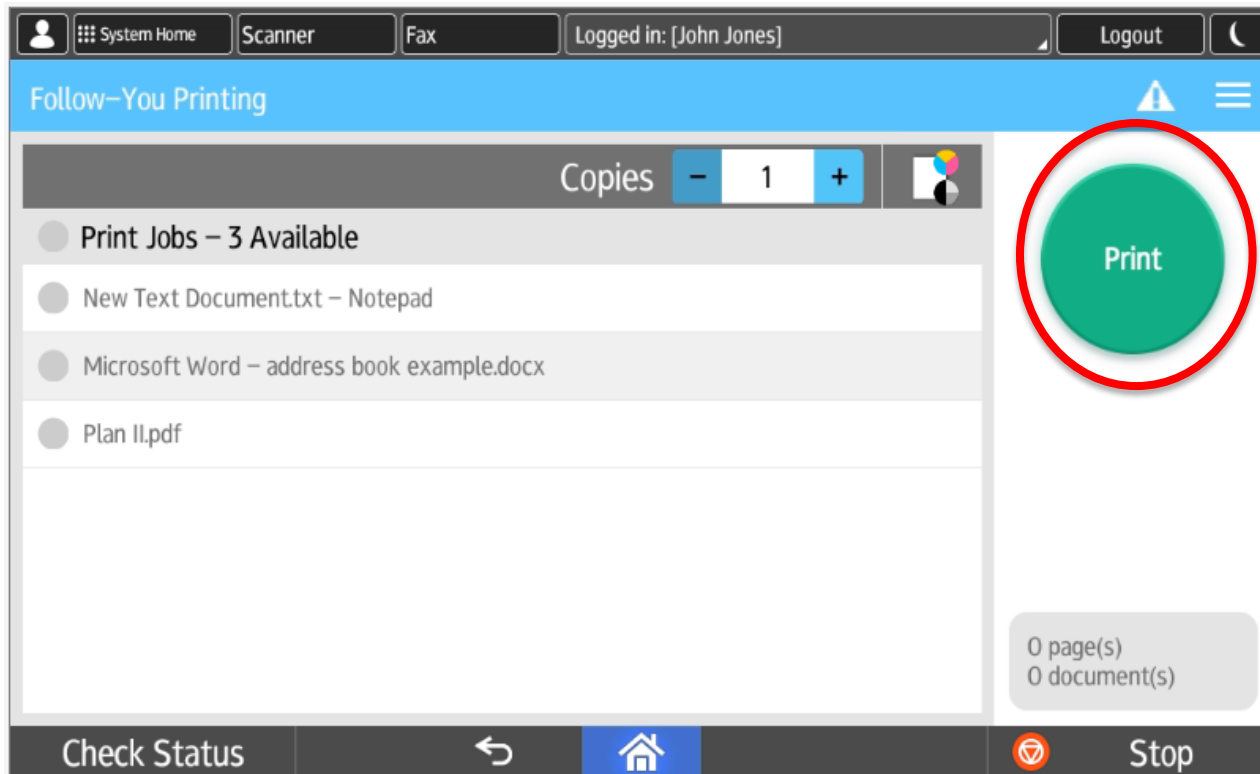
# 1) FOLLOW-YOU PRINTING

When you send a print job from your computer, it will wait in the print queue. You may log on to any connected Ricoh Copier in your campus location and release your print job.





# 1) FOLLOW-YOU PRINTING



**You will only see the print jobs sent by you.  
Select one or all of your print jobs and press Print.**

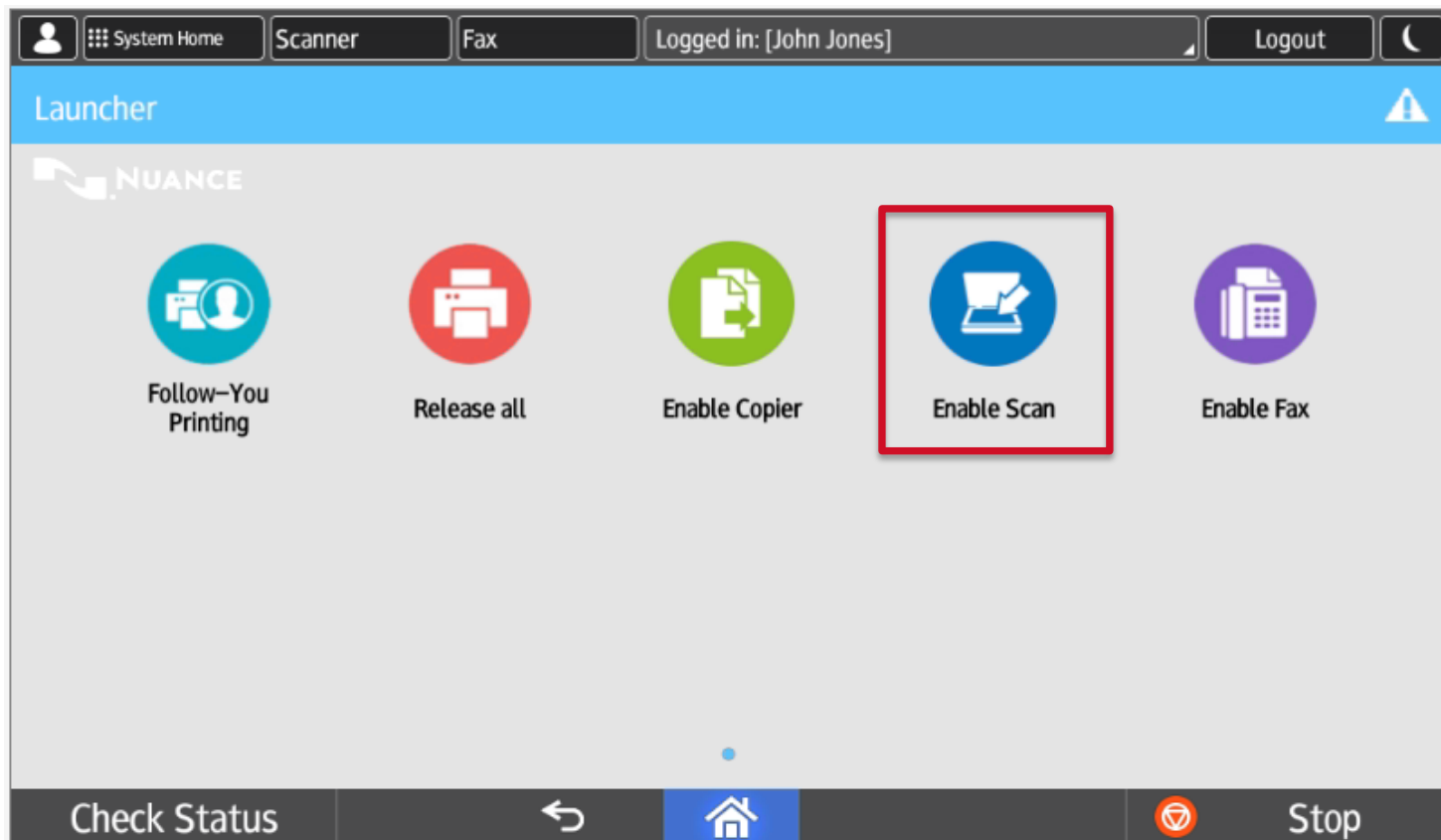


# Scanning



## 2) Scanning

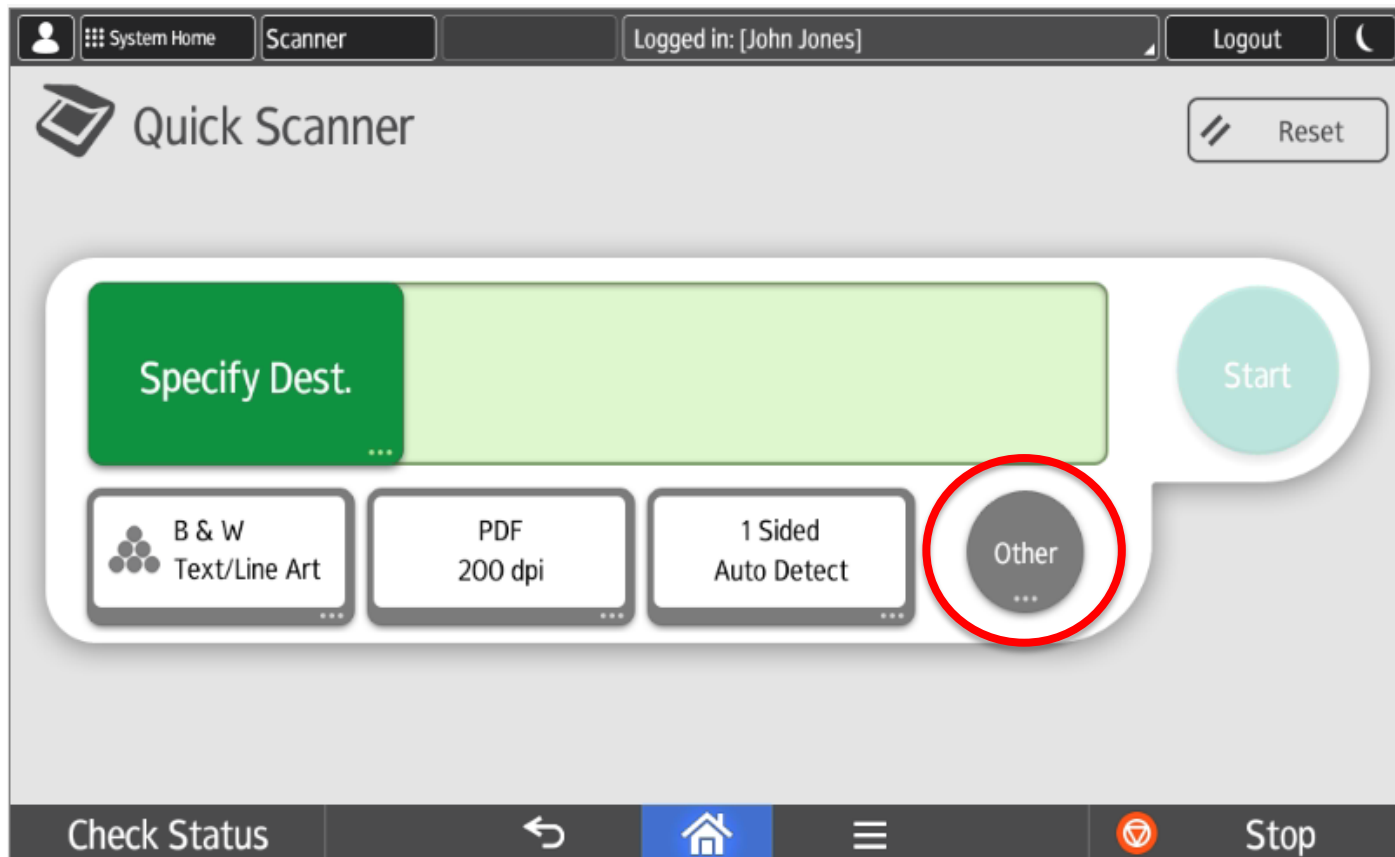
For Scanning, select “Enable Scan” to send a PDF document to your email inbox.





## 2) Scanning

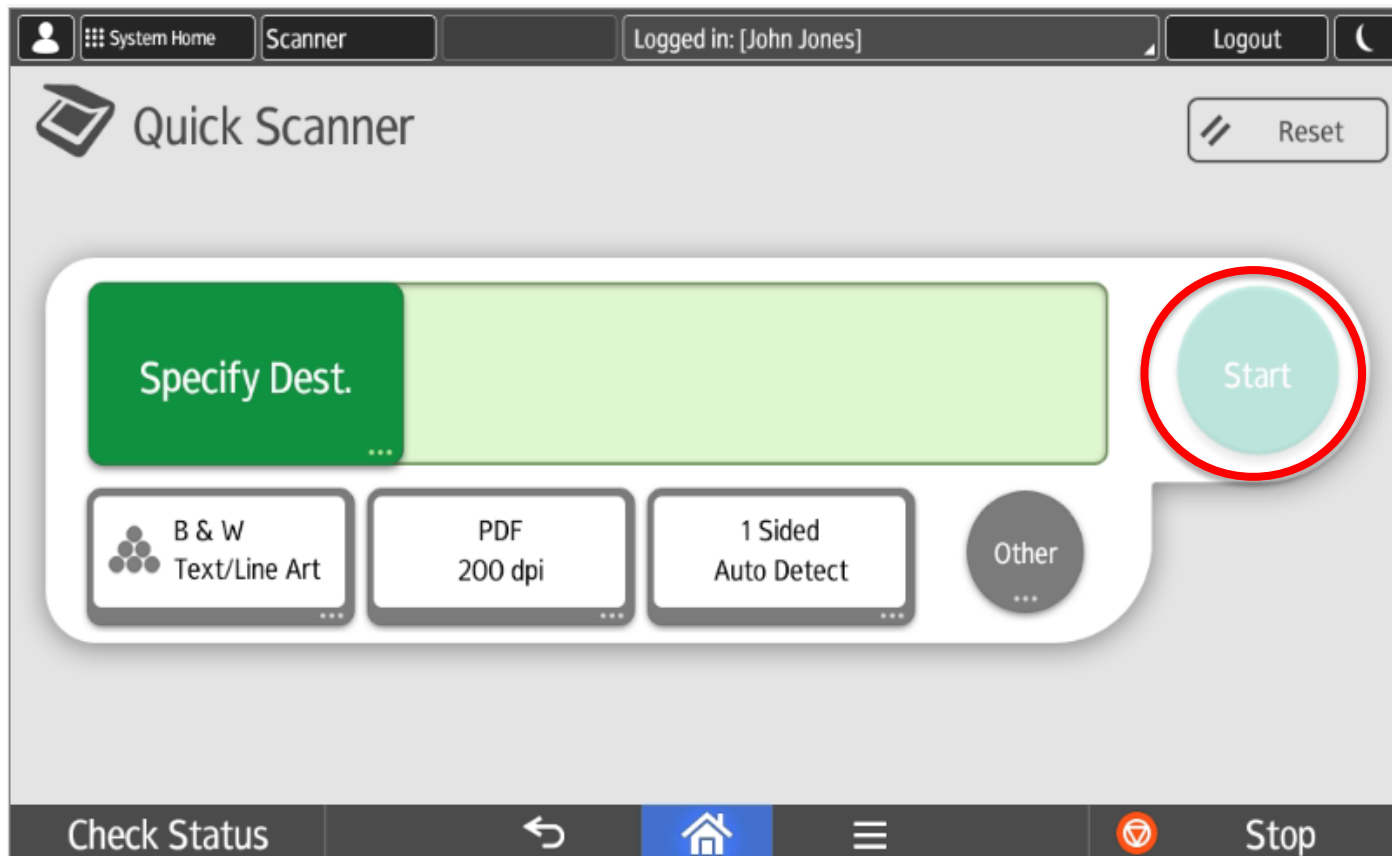
Place your original in the feeder and press “Scan” button to initiate scanning. Additionally, you may select “Other” for additional scan settings.





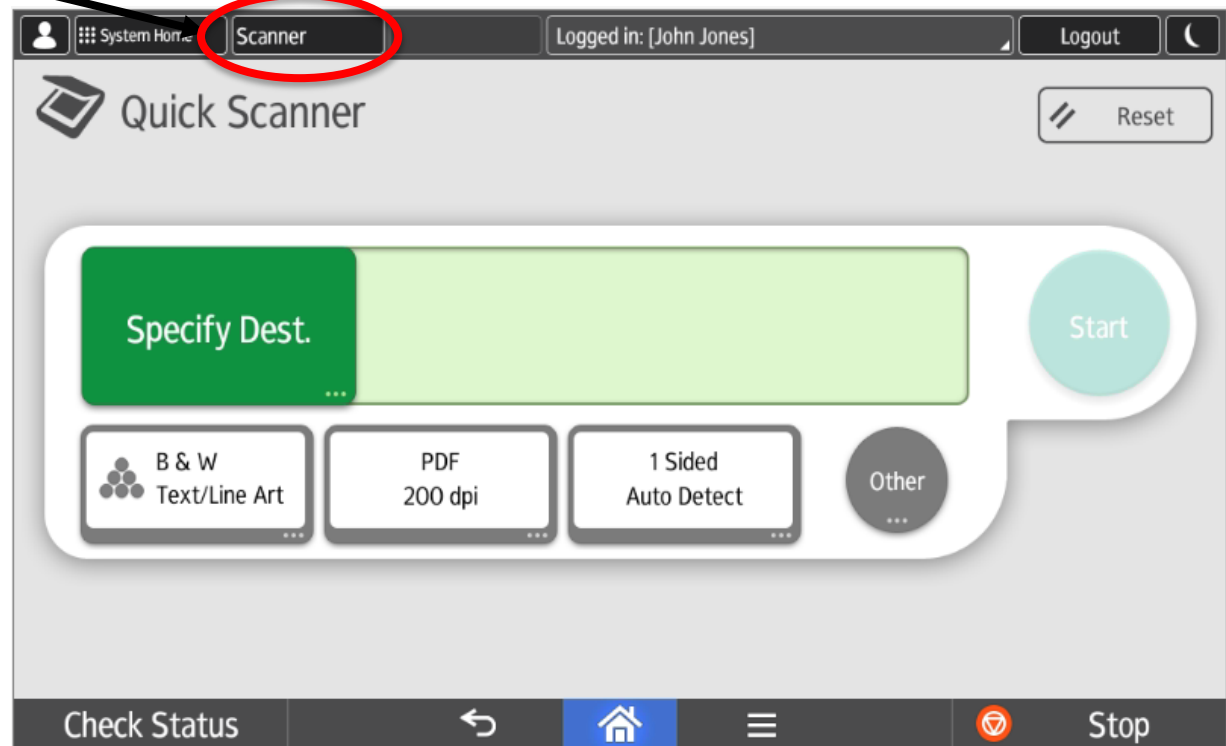
## 2) Scanning

Once settings are selected press the “Start” button.

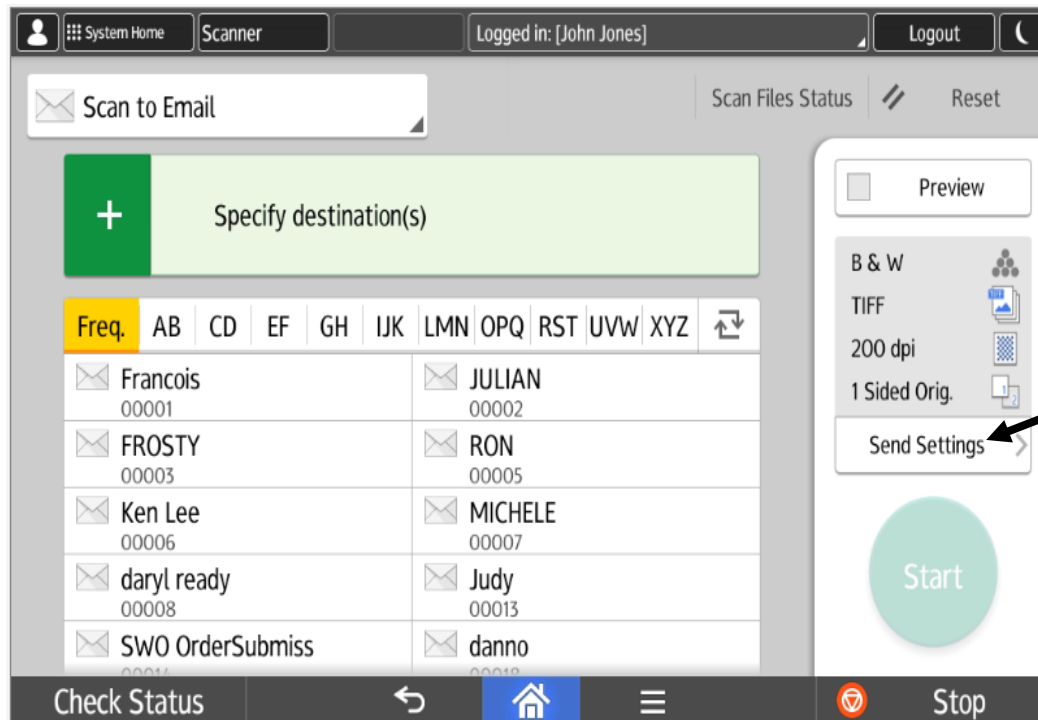


# Advanced Scanning Screen

You can get into the Advance scanning screen by selecting the "Scanner" button on the top of the screen.



# Advanced Scan



For Advanced Scan Setting, select "Send Settings".

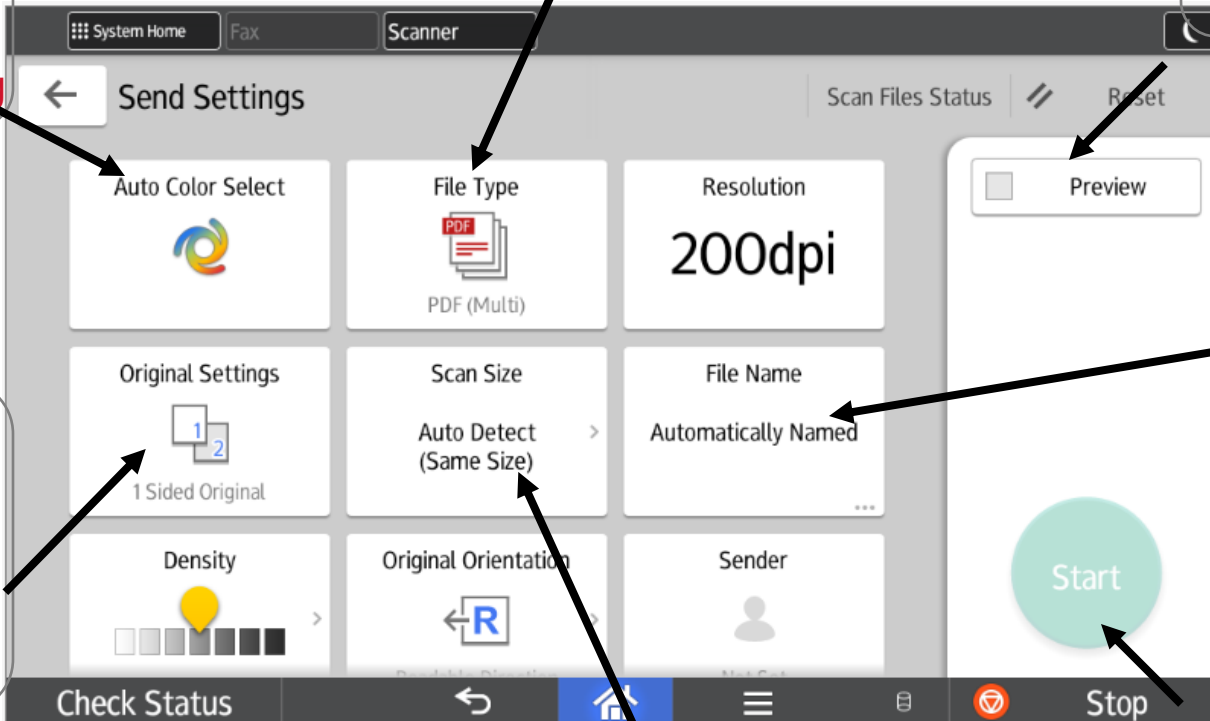
# Advanced Scan

To choose between **Black & White** or **Color** scanning

Options for File type and OCR

A preview of your document after you press "Start"

To choose between 1 sided and 2 sided documents



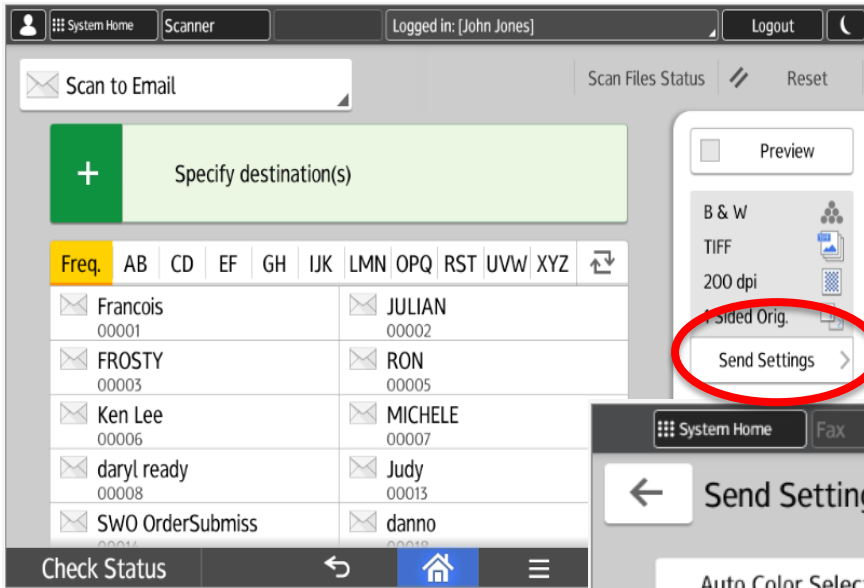
Name your file

Option for Scan Size

To Start your scan job

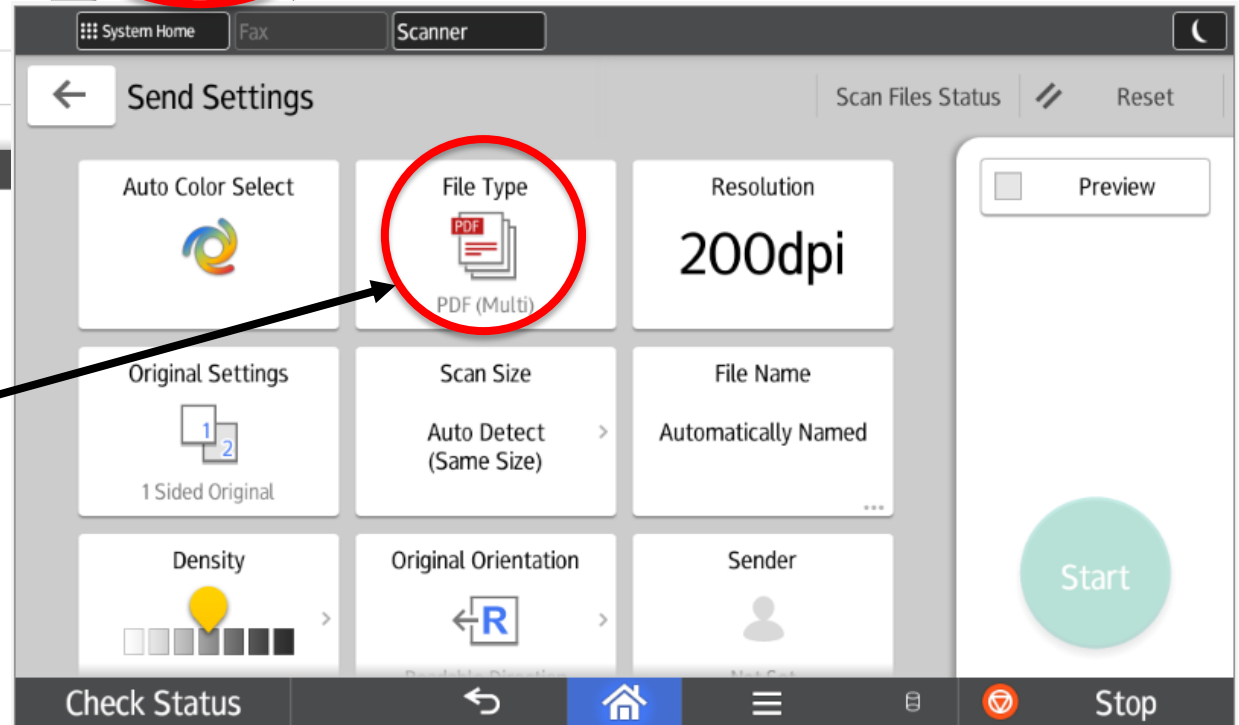


# Advanced Scanning - OCR



To find the OCR option, select the Send Setting button.

Select the File Type button





# Advanced Scanning - OCR

**Select "Others"**

**Select PDF (Multi-page), once you have selected that option, more options will top up underneath.**

**Send Settings**

Auto Color Select  
TIFF/JPEG Single Page  
Resolution 200dpi  
PDF Multi-page  
Original Settings  
PDF Single Page  
File Name  
Others  
Density  
Original Orientation

**File Type**

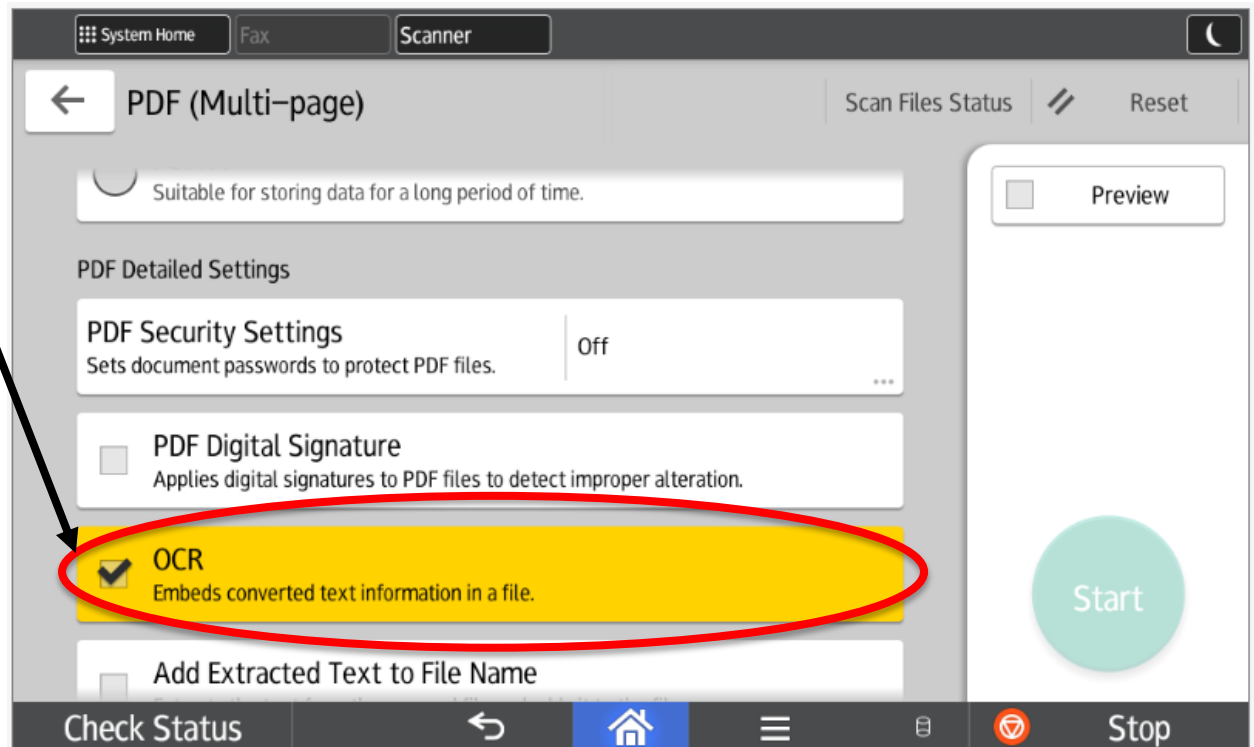
- TIFF / JPEG (Single Page)  
Originals containing mainly photos/pictures. Each page saved as a single file.
- TIFF (Multi-page)  
Multiple B & W scanned pages are combined and saved as a single file.
- PDF (Single Page)  
Saves each page as a single PDF file.
- PDF (Multi-page)  
Saves multiple scanned pages as a single PDF.

Start



# Advanced Scanning - OCR

Swipe up to find "OCR", select that option. Then press the back arrow in the top left corner.



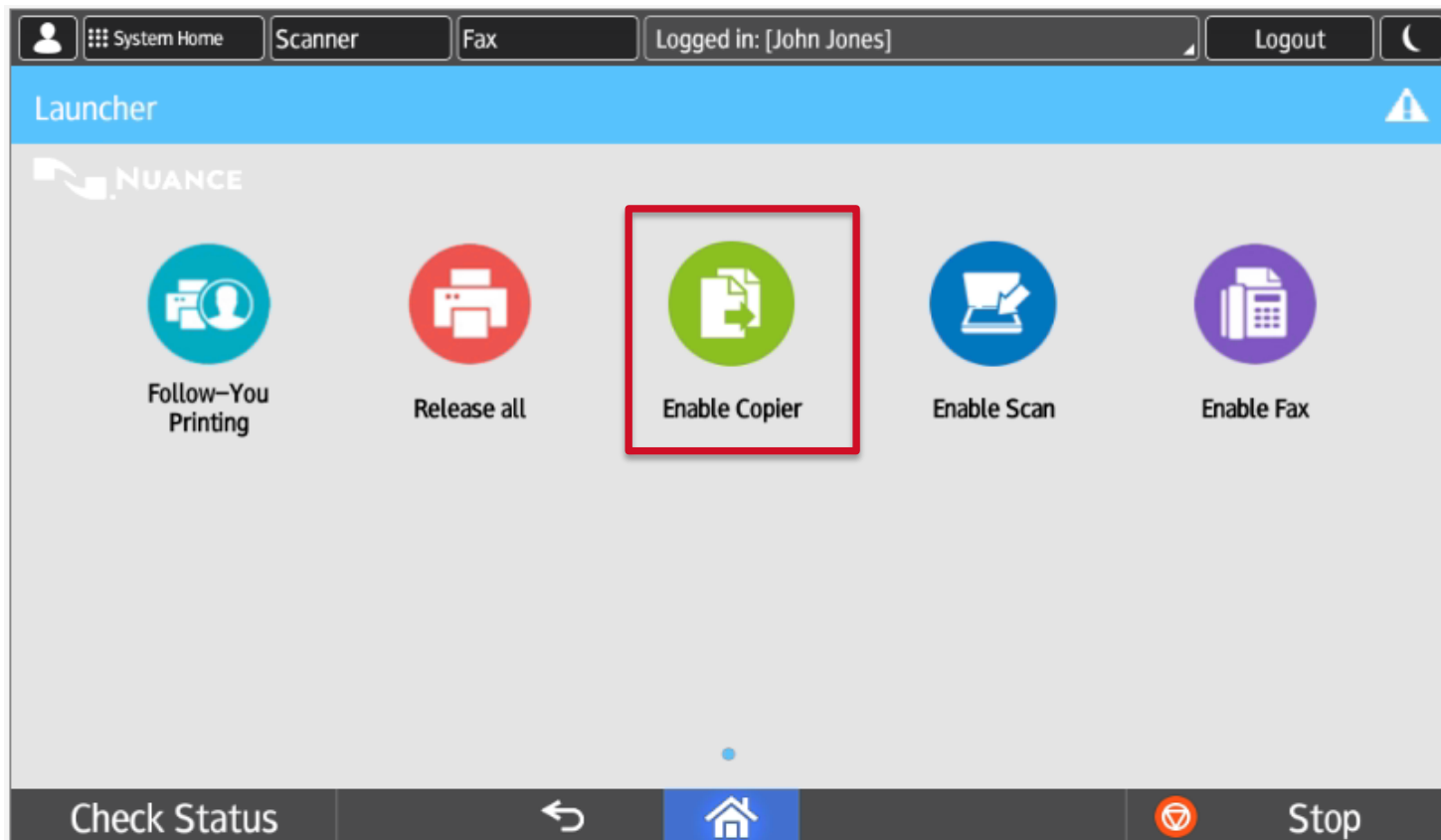




Copy Mode

# Copy Mode

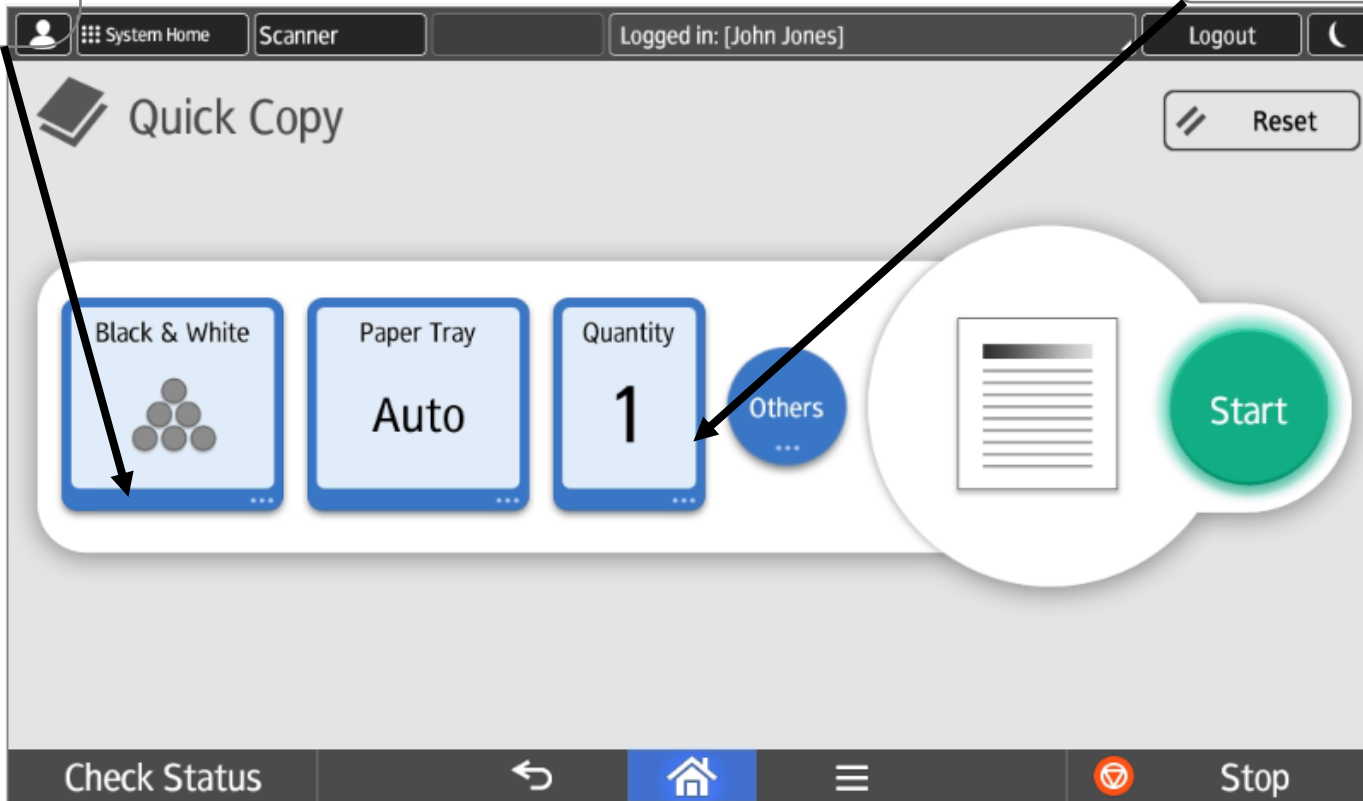
To copy, select “Enable Copier”



# Copy

To choose between **Black & White** or **Color** coping

Select quantity needed



# Copy – Other Settings

System Home Scanner Fax Logged in: [John Jones] Logout

Quick Copy Reset

Others OK

	Reduce/Enlarge The ratio can be changed.	100%	>
	2 Sided Two sided copies can be made.	Off	>
	Combine Combines multiple documents into one.	Off	>

Start

Check Status

System Home Scanner Fax Logged in: [John Jones] Logout

Quick Copy Reset

Others OK

	Staple Each copy set can be stapled together.	Off	>
	Punch To make punch holes in copies.	Off	>
	Density Set Density.		>

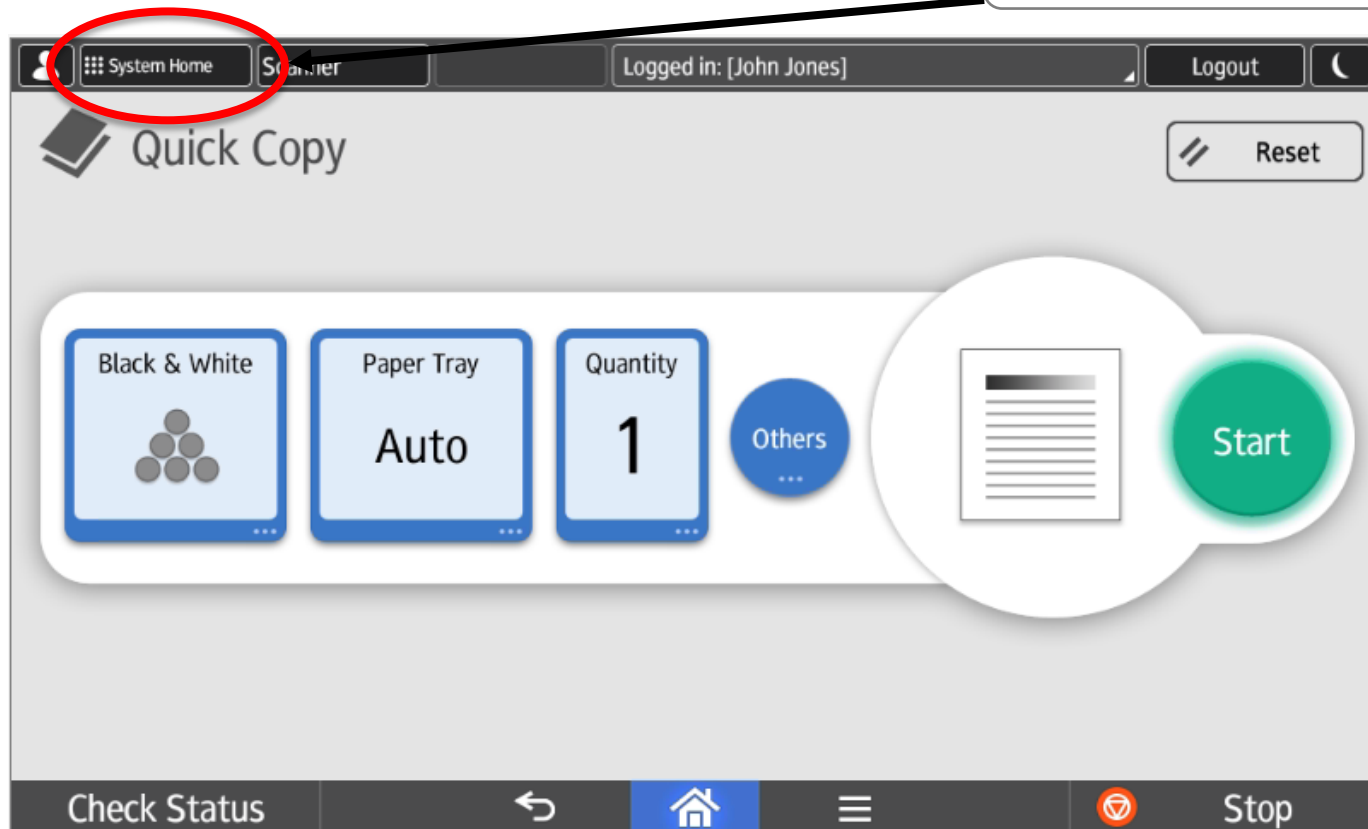
Start

Check Status Stop

# Advanced Copy

To get to the Advanced Copy mode:

Select "System Home"



# Advanced Copy

Select "Copy"



# Advanced Copy

The image shows a touch-screen control panel for a Ricoh copier. The interface is titled 'Copy' and includes a 'Reset' button in the top right. The main area is divided into several functional tiles: 'Black & White' (with a three-dot icon), 'Reduce/Enlarge' (set to 100%), 'Quantity' (set to 1), 'Density' (with a yellow dot on a grayscale bar), 'Select Tray' (set to Auto, with a list of trays 1-4), '2 Sided/Combine' (with a two-page icon), 'Sort/Stack' (with a stack icon), and 'Staple' (with a staple icon). A large green 'Start' button is located on the right side. At the bottom, there is a navigation bar with 'Check Status', a back arrow, a home icon, a menu icon, a 'Stop' button, and a power icon. Six callout boxes with red text and black arrows point to specific features: 'To choose between Black & White or Color coping' points to the 'Black & White' tile; 'To choose a duplex option' points to the '2 Sided/Combine' tile; 'Option for Sort/ Stack and Staples / Hole Punch' points to the 'Sort/Stack' and 'Staple' tiles; 'A quick preview of option selected' points to a document icon with a checkmark; 'Paper tray selection' points to the 'Select Tray' tile; and 'To Start your copy job' points to the 'Start' button.

To choose between **Black & White** or **Color** coping

To choose a duplex option

Option for Sort/ Stack and Staples / Hole Punch

A quick preview of option selected

Paper tray selection

To Start your copy job

# Advanced Copy

The image shows a screenshot of the Ricoh Advanced Copy control panel. The interface is titled "Copy" and includes a "Host Name: RNP002673C4823B" at the top right. The main area contains several settings cards: "2 Sided/Combine" (with a sub-option "1 Sided to 2 Sided"), "Sort/Stack" (set to "Off"), "Staple" (set to "Off"), "Punch" (set to "Off"), "Original Size" (set to "Auto"), "Original Type" (set to "Text/Photo"), "Batch", and "Other Settings". A large green "Start" button is visible on the right side. At the bottom, there are navigation icons for "Check Status", a home button, a menu button, and a "Stop" button.

**To choose extended duplex option**

**Hole Punch options**

**Batch and Cover / Slip Sheet options**

**Reducing or enlarging**

**Staple options**

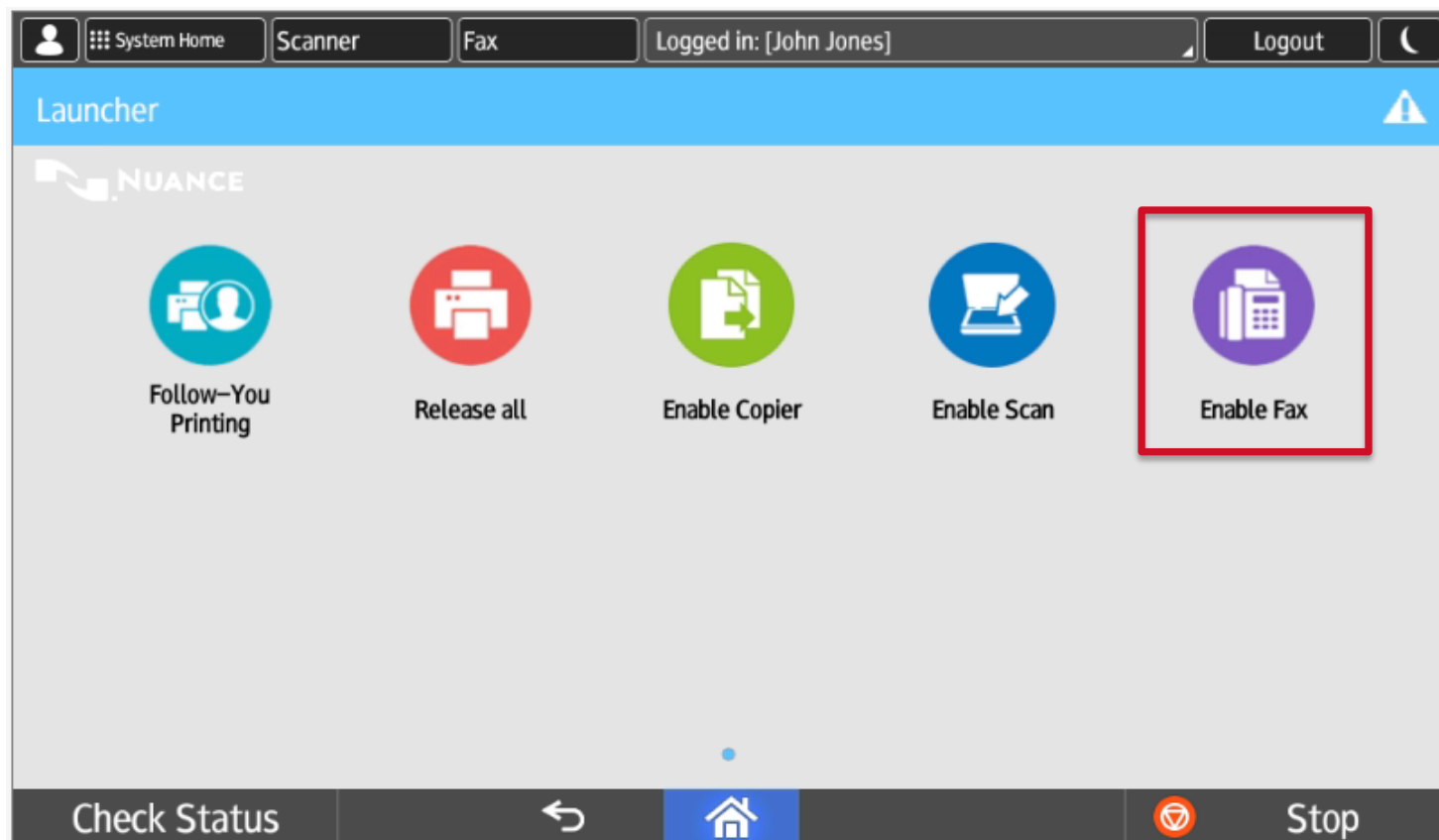
**Original type: text or photo**



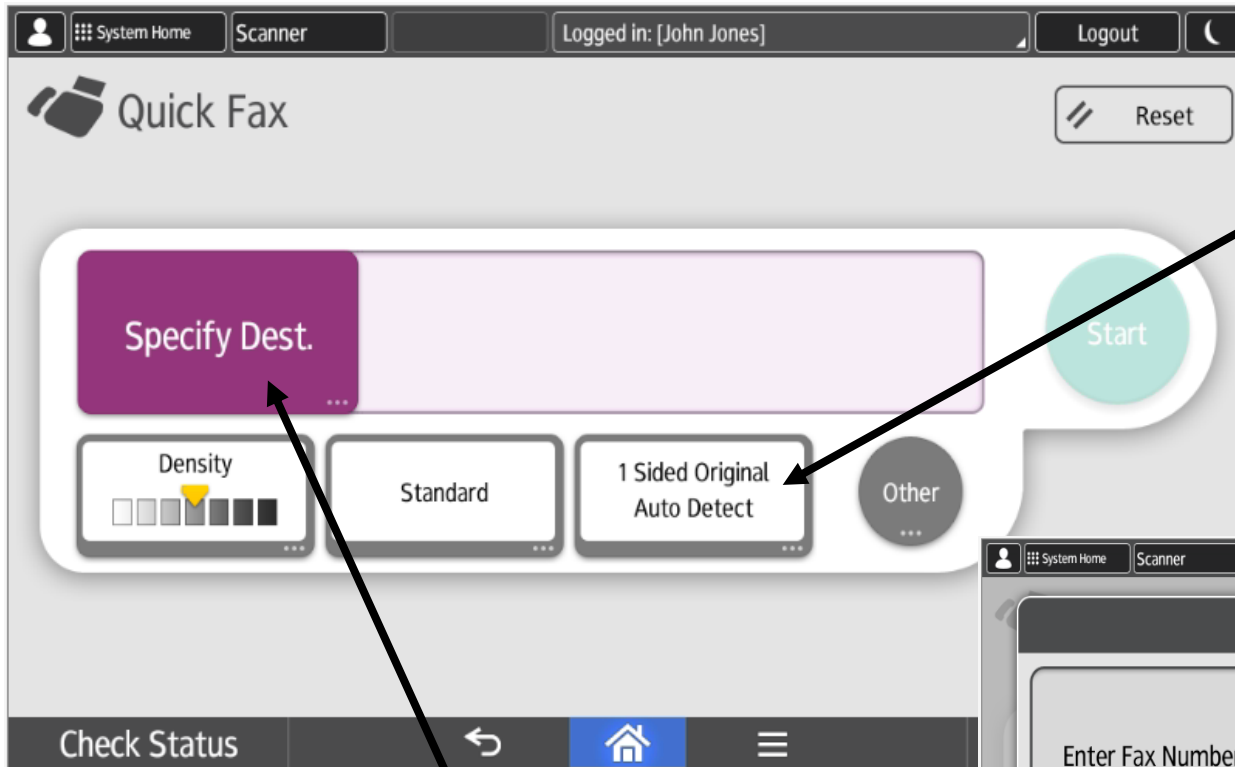


# Facsimile (Fax) Mode

# Fax Mode



# Fax Features



Select fax features; 1 sided, density

Select "Specify Dest" to enter the fax number you would like to send to

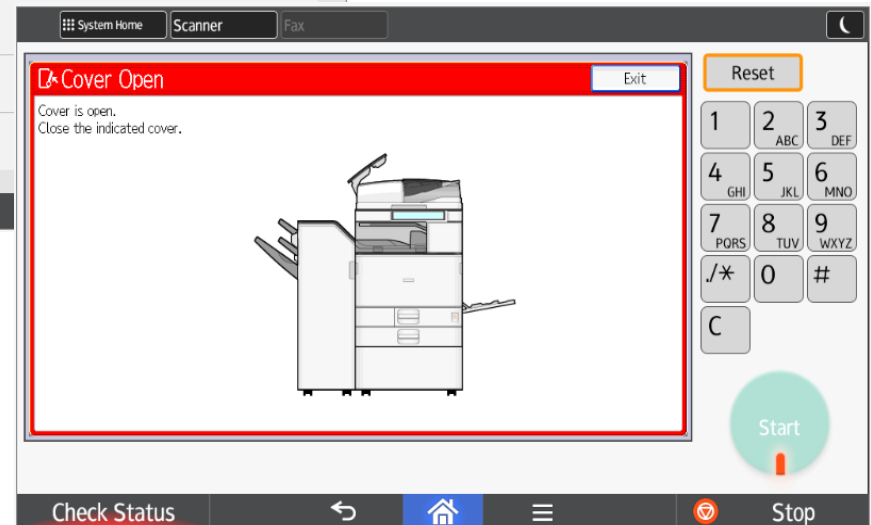
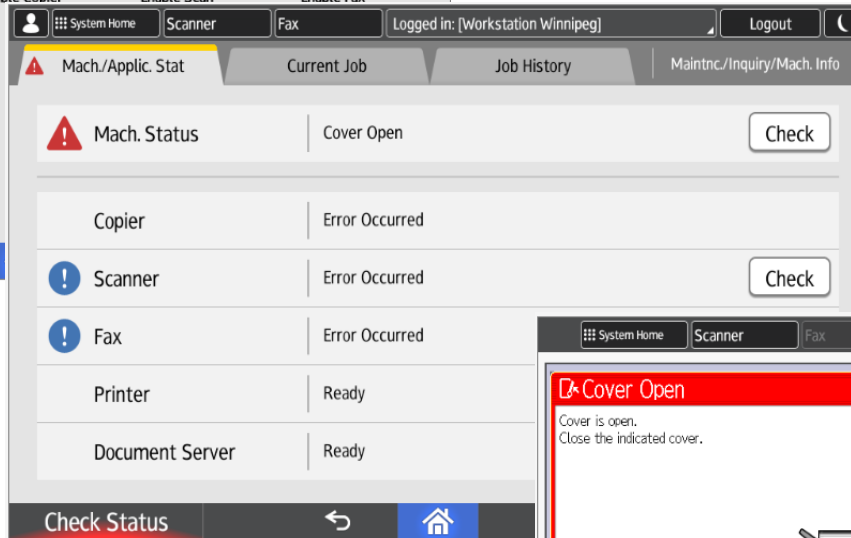
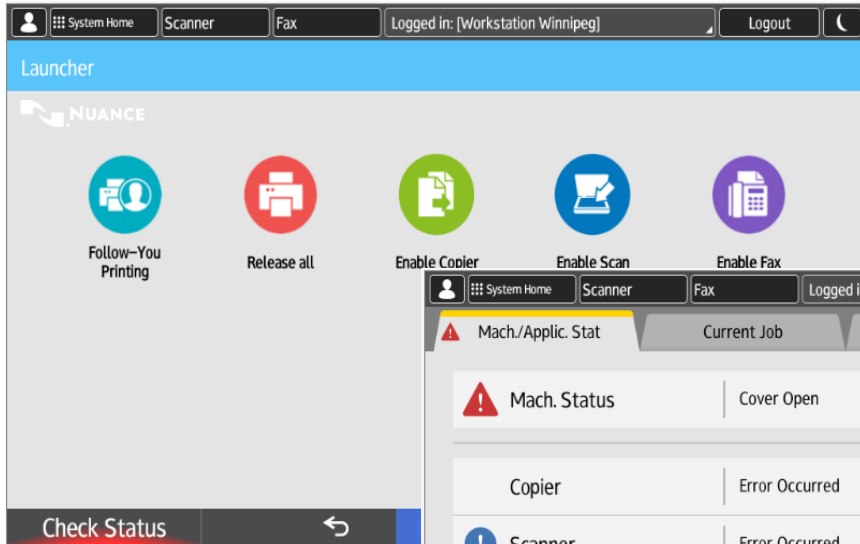




# Clearing Misfeeds and Maintenance



# Clearing Misfeeds- Logged In

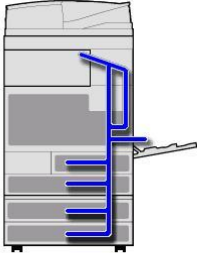




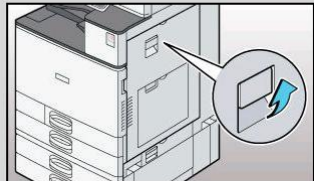
# Misfeeds

**Paper Misfeed (J001)**

Paper misfeed detected at the following point(s).  
Procedure for clearing misfed paper is shown on the right.



► Guidance: Remove Paper (C)

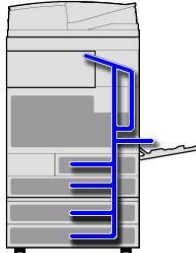


Push up the lever on the right side of the machine to open Right Cover.

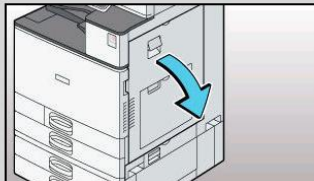
AUG 14, 2013 10:16AM

**Paper Misfeed (J001)**

Paper misfeed detected at the following point(s).  
Procedure for clearing misfed paper is shown on the right.



► Guidance: Remove Paper (C)

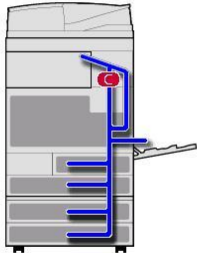


Push up the lever on the right side of the machine to open Right Cover.

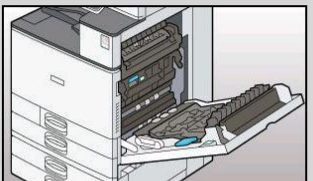
Problems with Finisher. AUG 14, 2013 10:17AM

**Paper Misfeed (J001)**

Paper misfeed detected at the following point(s).  
Procedure for clearing misfed paper is shown on the right.



► Guidance: Remove Paper (C)



Push up the lever on the right side of the machine to open Right Cover.

Please call service, SC 792-00. AUG 14, 2013 10:16AM

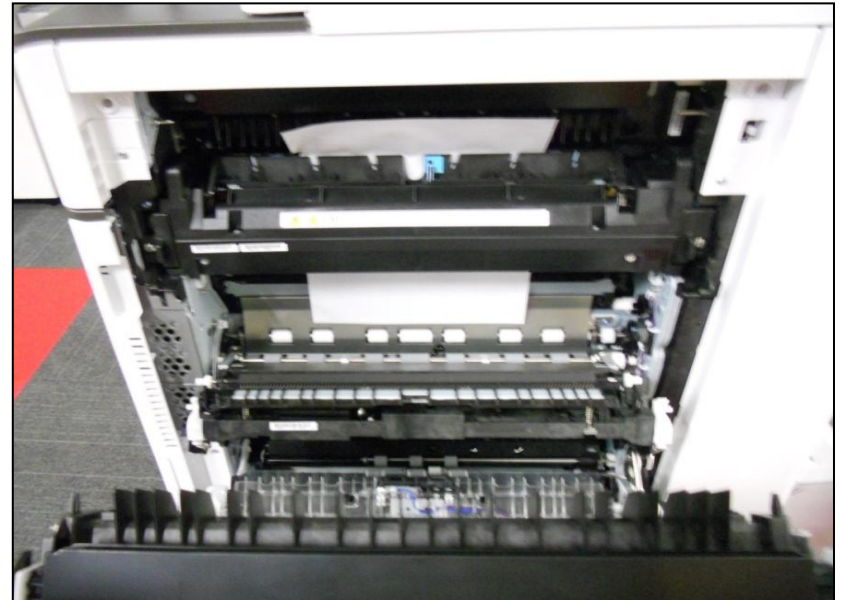
Follow the indications on the screen that show you step-by-step how to remove the misfed paper



# Misfeeds



Section Y

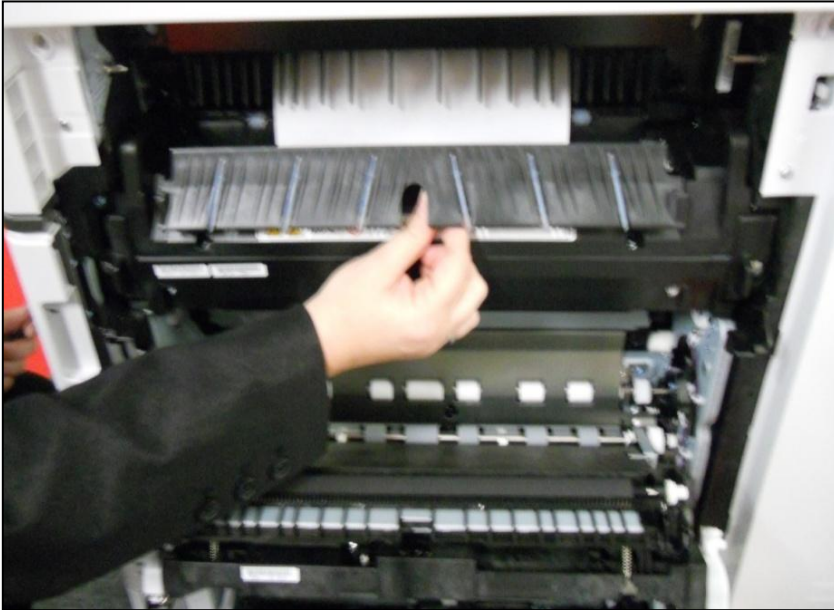


Sections B and C

Always remove the misfed paper in the same direction as the feed rollers.  
Do not pull sideways as the paper will tear and the rollers will wear.



# Misfeeds



Section C: Entrance



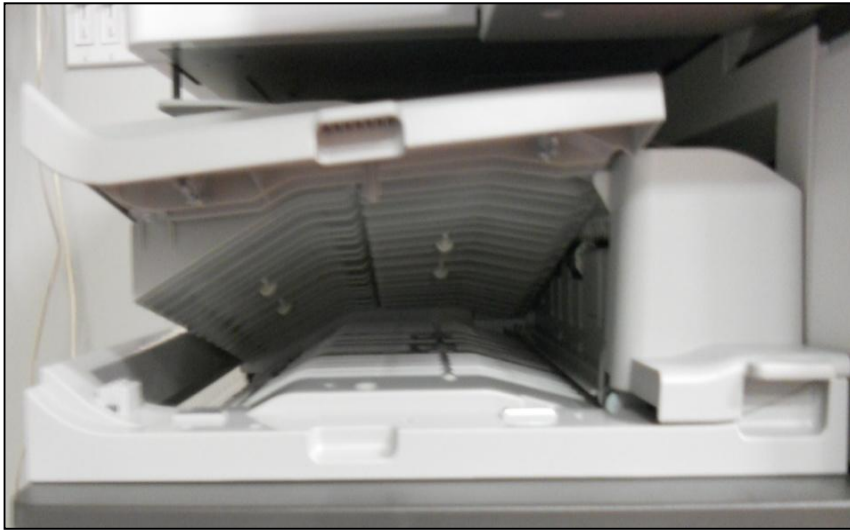
Section C: Exit







# Misfeeds



Section D



Section Z (Duplex unit), located inside the right panel



# Misfeeds - Finisher



Section R  
(1000-sheet finisher)



Misfeed areas in Finisher **SR3140**



# Misfeeds - Finisher



Section R (1000-sheet finisher + Booklets)

Misfeed areas in Finisher **SR3150**

# Misfeeds - Finisher



Section R (3000-sheet finisher)

Misfeed areas in Finisher **SR3160**



# Misfeeds - Finisher



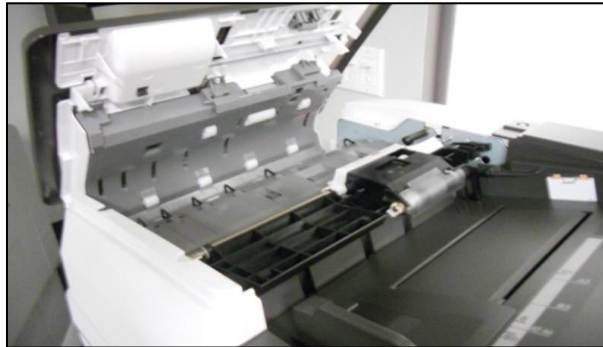
Section R (2000-sheet finisher + Booklets)

Misfeed areas in Finisher **SR3170**

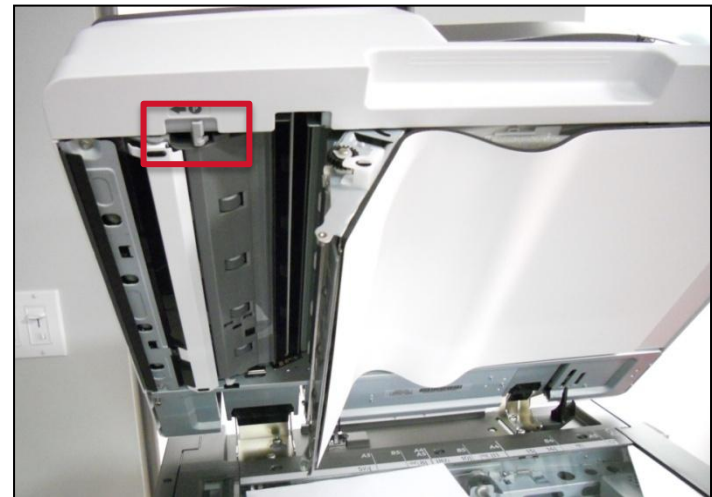


# Misfeeds – Document Feeder

Section P



C4504-6004 : Push the grey latch to access the paper from the inside







# Document Feeder



The 3 sensors on the feed table should not be blocked by paper, etc. It will result in undesired paper size output, or the unit will keep indicating to load special paper size in the tray

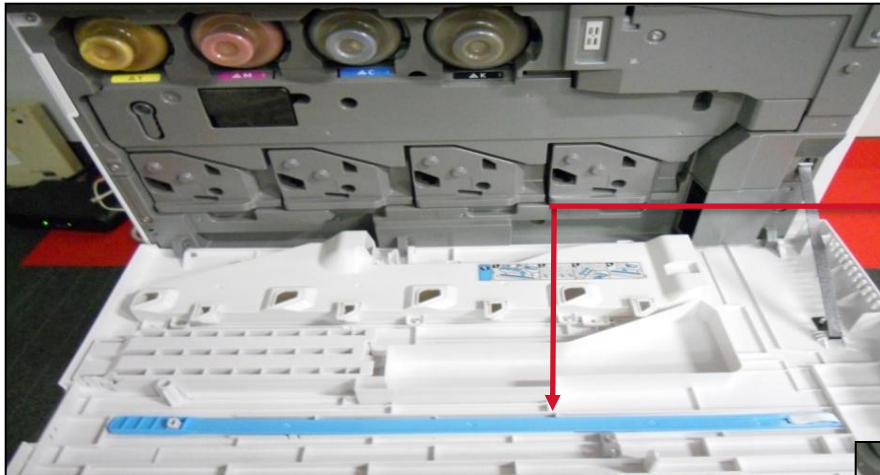


Document Feeder Sensors



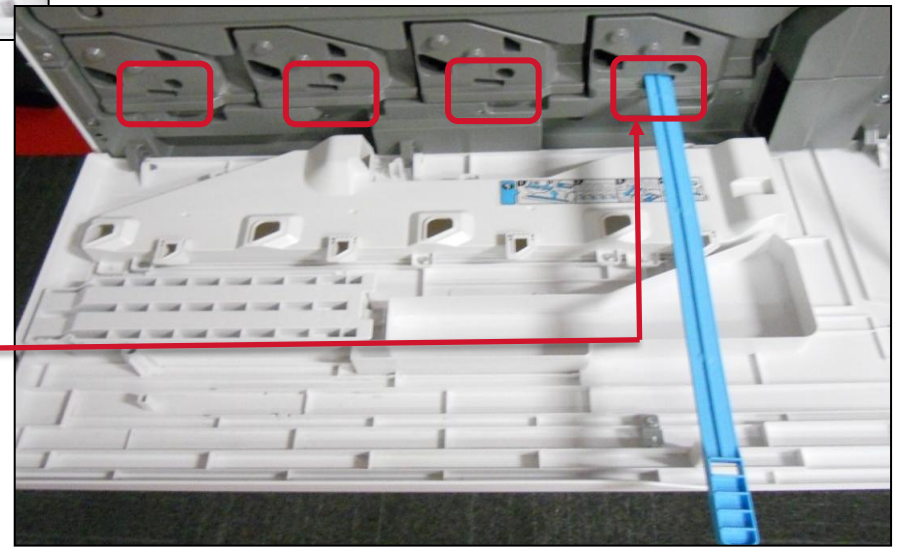


# Maintenance



Remove the blue cleaning wand from its slot in the front panel

At an angle, slide it in and out, a few times, in each of the 4 color slots. This should be done every 2 months, to prevent dust build-up on the slit glass, which causes the laser to malfunction, and white streaks as a result



Cleaning the slit glass



# Thank you !

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**RICOH**  
imagine. change.

The Ricoh Training Team thanks you for attending  
this presentation

For future inquiries on your unit's functions, please  
refer to the quick guides supplied

If you have any questions, please email us at :

[winnipegtraining@ricoh.ca](mailto:winnipegtraining@ricoh.ca)

You may also contact your ITSupport Team at:  
204-786-9149

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