RICOH

Multifunctional Device (MFD)

Basic Copy, Fax and Scanning Functions
Basic Copy, Scan and Fax Functions

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Turning On the Main Power MP3350spf
This section explains how to turn on the main power.

Important

• Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to malfunctions.

1 Make sure the power cord is firmly plugged into the wall outlet.
2 Open the main power switch cover, and turn on the main power switch.
The main power indicator goes on.

Note

• After you switch the main power on, a screen may appear to indicate that the machine is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

Loading Paper into the Paper Trays
This section describes how to load paper into the paper trays.

Important

• Various sizes of paper can be loaded in the paper trays by adjusting the positions of side fences and end fence.
• Check the paper edges are aligned with the right side.
• Each tray can hold up to 500 sheets of paper. Do not stack paper over the limit mark.
• When loading small quantities of paper, be careful not to squeeze the side fences in too tightly, as the paper will not feed properly.
• If you add paper to a paper tray with paper left inside, a misfeed might occur.
1 Make sure the paper tray is not in use.
2 Pull the paper tray out slowly until it stops.
3 While pinching the release lever, slide the end fence outward.
Square the paper and place it print side up.
Do not stack paper over the limit mark.

Position the end fence flush against the paper.
Push the paper tray in until it stops.

Related topics
Setting special paper in paper tray 2

Replacing Toner

This section describes how to remove toner.

1. Open the front cover of the machine.
2. Raise the toner holder lever.
3. Push the lever, and then gently pull out the holder.
4. Push the toner cartridge back to raise its top, and then gently pull out the cartridge.

This section describes how to insert toner.
Basic Copy Procedure

This section describes the basic procedure for making copies.

Important

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about Administrator Tools, see “System Settings”, General Settings Guide.

- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and password so that the machine accepts copy jobs. Ask the administrator for the login user name and password. For details, see “When the Authentication Screen is Displayed”, About This Machine.

- To copy onto paper other than plain paper, specify the paper type under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see “System Settings”, General Settings Guide.

1. Make sure “Ready” appears on the screen.

If any other function is displayed, press the [Copy] key on the left side of the control panel.

Initial copy screen
2  Make sure no previous settings remain.
When there are previous settings remaining, press the [Clear Modes] key.
3  Place the originals.
4  Make desired settings.
5  Enter the number of copies with the number keys.
The maximum copy quantity that can be set is 999. The default quantity is 99.
6  Press the [Start] key.
The machine starts copying.
When placing originals on the exposure glass, press the [ ] key after all originals are scanned.
Copies are delivered face down.
7  When the copy job is finished, press the [Clear Modes] key to clear the settings.

Note

- Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.
- To confirm settings, press [Check Modes].

Duplex Copying

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


5] Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].

6] Select the number of originals to combine.

7] Select the paper size.

8] Press [OK].

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

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass, or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- You can change the initial settings for 2-Sided Combine under Edit in User Tools. For details, see “Copier/Document Server Features”, General Settings Guide.

Registering an E-mail Destination

This section describes how to register an e-mail destination.

1] Press [System Settings].

2] Press [Administrator Tools].
3 Press [Address Book Management].

4 Check that [Program / Change] is selected.

5 Select the name whose e-mail address you want to register.
Press the name key, or enter the registered number using the number keys.

6 Press [E-mail].

7 Press [Change] under "E-mail Address".

8 Enter the e-mail address.

9 Press [OK].

10 Select [E-mail / Internet Fax Destination] or [Internet Fax Destination Only].

If [E-mail / Internet Fax Destination] is specified, registered e-mail addresses appear in both the internet fax address display and E-mail address display on the fax function screen, and in the address display on the scanner function screen.

If [Internet Fax Destination Only] is specified, registered e-mail addresses only appear in the internet fax display on the fax function screen.

11 If you want to use Internet fax, specify whether or not to use "Send via SMTP Server".
12 Press [OK].

13 Press [Exit].

14 Press the [User Tools/Counter] key.

**Basic Procedure When Using Scan to Folder**

This section describes the basic operations involved in using Scan to Folder.

1. Make sure that no previous settings remain.

2. If a previous setting remains, press the [Clear Modes] key.

3. If the network delivery scanner screen or E-mail screen appears, switch to the Scan to Folder screen.

For details, see "Switching to the Scan to Folder Screen".

4. Place originals.

5. If necessary, press [Scan Settings] to specify scanner settings such as resolution and scan size.

For details, see "Various Scan Settings".

6. If necessary, specify the scanning density.

For details, see "Adjusting Image Density".

7. If necessary, press [Original Feed Type] to specify settings such as original orientation.

For details, see "Setting of Original Feed Type".

8. If necessary, press [Send File Type / Name] to specify settings such as file format and file name.

For details, see "Specifying the File Type and File Name".

Specify the destination.
You can specify multiple destinations.
For details, see "Specifying Scan to Folder Destinations".

9 Press the [Start] key.

If you are scanning batches, place the next originals.

- If you have selected more than one destination, you can press [▲] or [▼] next to the destination field to scroll through the destinations.

- To cancel a selected destination, press [▲] or [▼] to display the destination in the destination field, and then press the [Clear/Stop] key. You can cancel a destination selected from the destination list by pressing the selected destination again.

- If you press [Check Modes] before pressing the [Start] key, the initial scanner screen switches to the Check Modes screen. You can use the Check Modes screen to check the settings such as destinations. For details, see "Check Modes".

- If you press [Preview], and then start scanning while [Preview] is highlighted, the Preview screen appears. You can use this screen to check how the originals are scanned and the scan settings used for scanning. After checking the preview, you can specify whether to send the file or not. For details, see "Preview".

- To cancel scanning, press the [Clear/Stop] key.

- You can also store a file and simultaneously send it by Scan to Folder. For details, see "Simultaneous Storage and Sending by Scan to Folder".

- After an e-mail is sent, the destination, and file name fields will be automatically cleared. If you want to preserve the information in these fields, contact your local dealer.

**Batch, SADF**

This section explains settings for scanning multiple originals in several batches.

To scan the originals as a single file, select [Batch].

To scan the originals individually in the ADF, select [SADF].

- If you select [Batch], scanning starts as soon as you place the additional originals and press the [Start] key. When all the originals have been scanned, press [#]. If you select [Batch], regardless of the default settings, the machine waits until additional originals are placed.

- If [SADF] is selected, scanning starts as soon as you place additional originals in the ADF. Select which operation the machine performs while waiting for additional originals in [Wait Time for Next Original(s): SADF] under [Scanner Features]. For details about [Wait Time for Next Original(s): SADF], see "Scanner Features", General Settings Guide.

1 Press [Original Feed Type].

2 Select [Batch] or [SADF].
3 Press [OK].

Note

• For more details about procedures, see "Scanning Multiple Pages of Originals as One File".
• If [SADF] is selected, scanning starts as soon as you place additional originals in the ADF. However, in the following cases you must press the [Start] key to start scanning additional originals.
• After scanning additional originals using the exposure glass
• After changing settings while waiting for additional originals
• After opening/closing the ADF

Specifying a User Name

You can specify a user name for the stored file.

1 Press [Store File].

The Store File screen appears.

2 Press [User Name].

A list of user names appears.

3 Press the user name you want to specify.

The user names shown here are names that were registered on the [Administrator Tools] tab in [System Settings]. To specify a name not shown here, press [Manual Entry], and then enter the user name.

### Specifying a File Name

This section explains how to change the name of a stored file. A stored file is allocated a name starting with "SCAN" followed by a 4-digit number. For example: SCAN0001

You can change this file name.

1. Press [Store File].

   ![Store File Screen](image)

   The Store File screen appears.

2. Press [File Name].

   The soft keyboard appears.

3. Change the file name.


   ![Soft Keyboard](image)

   For details about entering the text, see "Entering Text", About This Machine.

### Registering a User Code

This section describes how to register a user code.

1. Press [System Settings].
2. Press [Administrator Tools].

3. Press [Address Book Management].

4. Check that [Program / Change] is selected.

5. Press the name whose code is to be registered, or enter the registered number using the number key.

You can search by the registered name, fax number, folder name, e-mail address, or IP-Fax destination.


7. Enter the user code using the number keys, and then press the [ # ] key.

If you make a mistake, press [Clear] or the [Clear/Stop] key.


9. Select the functions to be used with the user code from "Available Functions".

10. Press [OK].

11. Press [Exit].

You can enter a one-to eight-digit user code.

To register the name, see "Registering Names".

**Removing Jammed Paper**

This section describes how to remove jammed paper.

**Important**

- The internal parts of the machine may be hot. Wait for the duplex unit to cool down before clearing a paper jam in the unit.
- When removing jammed sheets, take care to touch only those areas explicitly indicated in the manual.
- Do not remove the fusing unit. Doing so will result in loss of print quality.

**Note**

- Inside the finisher, or inside the front cover, there is a sticker explaining how to remove misfed paper.
- If a detailed removal instruction appears on the right of the screen, follow it.
- You can also use the procedure indicated in [System Status] to remove jammed paper.

**When A is displayed**

1. Push up the lever and open the duplex unit.
2. Remove misfed paper.
3. Open the bypass tray and then remove misfed paper.
4. Close the bypass tray.
5. Close the duplex unit.

**When B is displayed**

1. Push up the lever and open the duplex unit.
2. Move lever B1 up and down three to eight times.
3. Remove misfed paper.
4. Turn panel B2 and remove misfed paper.
5. Close the duplex unit.
When C is displayed

1. Push up the lever and open the duplex unit.
2. Remove misfed paper.
3. If you cannot remove misfed paper, remove that from the internal tray.
   - Close the duplex unit.

When D is displayed

1. Push up the lever and open the duplex unit.
2. Open the bottom cover of the bridge unit.
3. Remove misfed paper.
4. Close the bridge unit cover.
5. If you cannot remove misfed paper, open the right cover of the bridge unit.
6. Remove misfed paper.
   - Close the bridge unit cover and duplex unit.
When P is displayed

1. Open the upper cover of the ADF.
2. Remove the misfed original.
3. Remove the misfed original.
4. If you cannot remove any misfed original, open the external cover of the ADF and remove the misfed original.
5. Close the upper cover of the ADF.
6. Lift the ADF.

When R is displayed in the case of 500-sheet finisher

1. Open the finisher upper cover.
2. Remove misfed paper.
3. Close the finisher upper cover.

When the finisher is installed

1. Press [Finishing].
Select one of the stapling positions.

When the booklet finisher is installed:

When the 1000-sheet finisher is installed:

When the 500-sheet finisher is installed:

When you select a stapling position, Sort is automatically selected.

3 Press [OK].

4 Enter the number of copy sets using the number keys.

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

Note
• When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.

• When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

• If you specify Staple: Center, you must specify the Magazine function. For details about Magazine, see “Booklet/Magazine”.

• You can change the staple positions shown on the initial display under Input/Output in User Tools. For details, see “Copier/Document Server Features”, General Settings Guide.

• For details about the number of sheets that can be stapled together, and the number of stapled copies that can be stacked on each tray, see “Supplementary Information”.