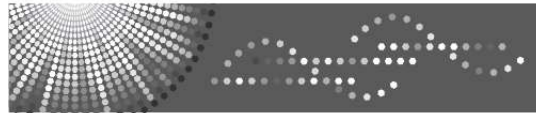




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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 161SPF. You'll find the answers to all your questions on the RICOH AFICIO MP 161SPF in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO MP 161SPF
User guide RICOH AFICIO MP 161SPF
Operating instructions RICOH AFICIO MP 161SPF
Instructions for use RICOH AFICIO MP 161SPF
Instruction manual RICOH AFICIO MP 161SPF



816 / 816i / 816mf
DSm416/DSm416i/DSm416mf
LD016/LD016i/LD016mf
Aficio™ MP 161/161i/161srf

Operating Instructions
Copy Reference



- 1 Placing Originals
- 2 Copying
- 3 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.



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..54 INDEX...

.. 57 ix x How to Read This Manual Note For proper use of this product, be sure to read About This Machine first. Suptation when using the Combine/Series, or two-sided originals to one-sided Duplex function. The default setting is [Do not Specify]. The maximum copy quantity can be set between 1 and 99 using the number keys. You can set to display the count of originals and copying pages on the display when [On] is selected. @@ You can set the ratio with priority when [R/E] is selected. Specify left margin on the back side of copies, and top margin on the fr0.02"-0.

14") 4 1.0-5.0 mm (0.04"-0.20") * Back of 2-sided copy: 2.

2-6.2 mm (0.09"-0.25") 10 Placing Originals Placing Originals This section describes the procedure for placing originals on the exposure glass and in the ARDF. @@@@ For details, see the explanations of each function.

@@@B Place the original face down on the exposure glass. The original should be aligned with the rear left corner. @@@@ ARDF ARC011S A Adjust the document guide to the original size. @@The first page should be on the top. Be sure not to place originals or other objects on the top cover. @@@@ Straighten curls in the originals before placing them in the ARDF. To prevent multiple sheets from being fed at once, fan the originals before placing them in the ARDF. Set the originals squarely. Specifying the Original Size When a Paper Tray is Selected You can select either regular or custom for the size of the original when a paper tray is selected. Regular sizes When placing regular size originals on the exposure glass or in the ARDF, select the size of the originals from the regular sizes shown on the display.

@@ When copy paper size and original size differ, you need to specify the original size as follows: A Select a desired paper tray using {U} or {T}. B Press the {q} key. C Select [Regular Size] using {U} or {T}, and then press the {OK} key. 14 Placing Originals D Select the original size using the scroll keys, and then press the {OK} key. 1 The "Programmed" message appears. @@ appears Note To cancel the size you have set, press the {Clear Modes} key. Custom sizes When placing custom size originals on the exposure glass or in the ARDF, specify the size of the originals using the number keys. Important Original sizes that can be set with this function are: · ARDF: vertical 139-216 mm (5.5"-8.5"), horizontal for 1-sided originals 139/260 mm (5.

5"-49.6"), horizontal for 2-sided originals 160-356 mm (6.3"-14") · Exposure glass: vertical 139-216 mm (5.5"-8.5"), horizontal 160-356 mm (6.3"-14") A Select a desired paper tray using {U} or {T}. B Press the {q} key. C Select [Custom Size] using {U} or {T}, and then press the {OK} key. 15 Placing Originals D Enter the horizontal size of the original (Horiz.) with the number keys, and then press the {OK} key.

1 ARC009S 1 Vertical size 2 Horizontal size E Enter the vertical size of the original (Vert.) with the number keys, and then press the {OK} key. The "Programmed" message appears. When the custom size originals settings are registered, on the top of the copy display, appears Note If you make a mistake in step D or E, press the {Clear/Stop} key, and then enter the value again. @@@@ Ask the administrator for the login user name and password. @@D Make desired settings. @@@@ If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur. Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.

To support A4L, 8 1/2" × 11"L, or larger paper sizes, pull out the extender. To prevent multiple sheets from being fed at once, fan paper before placing it on

the tray. ZFOY250E 1 Horizontal size 2 Vertical size 3 Extender 4 Paper guides 24 Copying from the Bypass Tray D Pull down the release lever. 2 ARC013S
1 Release lever The bypass tray is selected on the display. E Select the size and type of the paper, if required. Note If the bypass tray is not selected on the display in step D, select using {U} or {T}, and then press the {q} key. When Panel Key Sound is turned off, the beeper will not sound even if you insert paper into the bypass tray. When Copying onto Regular Size Paper Makes copies onto regular size paper from the bypass tray. A Load paper face down on the bypass tray. B Select the bypass tray using {U} or {T}.
C Press the {q} key. D Select [Paper Size] using {U} or {T}, and then press the {OK} key. 25 Copying E Select [Regular Size] using {U} or {T}, and then press the {OK} key. 2 F Select the paper size using the scroll keys, and then press the {OK} key. The "Programmed" message appears.
G Place the originals, and then press the {Start} key. H When the copy job is finished, press the {Clear Modes} key to clear the settings. Reference p.23 "Loading Paper on the Bypass Tray" When Copying onto Custom Size Paper Makes copies onto custom size paper from the bypass tray. A Load paper face down on the bypass tray.
B Select the bypass tray using {U} or {T}. C Press the {q} key. D Select [Paper Size] using {U} or {T}, and then press the {OK} key. E Select [Custom Size] using {U} or {T}, and then press the {OK} key. 26 Copying from the Bypass Tray F Enter the horizontal size of the paper (Horiz.) with the number keys, and then press the {OK} key. G Enter the vertical size of the paper (Vert.) with the number keys, and then press the {OK} key. 2 The "Programmed" message appears. H Place the originals, and then press the {Start} key.
I When the copy job is finished, press the {Clear Modes} key to clear the settings. Note If you make a mistake in step F or G, press the {Clear/Stop} key, and then enter the value again. Reference p.23 "Loading Paper on the Bypass Tray" When Copying onto OHP Transparencies When copying onto OHP transparencies, select [OHP (Transparency)] in Paper Type. Important OHP transparencies must be loaded face down in the tray with the notched corner of the sheet in the appropriate corner of the tray.



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C Select the original orientation using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. 46 Copy Functions D Select the paper size using {U} or {T}. E Place the originals, and then press the {Start} key. Note To cancel the One-Sided Combine function in step A, press the {Combine/Series} key again.

Make sure the indicator goes off. @@If [Do not Specify] is selected, proceed to step D. @@@@Make sure the indicator goes off. @@If [Do not Specify] is selected, proceed to step E. Reference "Orientation", General Settings Guide Series Copies You can separately copy the front and back of a two-sided original onto two sheets. 2 Sided1 Sided Copies each side of a two-sided original to two separate pages. A Press the {Combine/Series} key. ARC049S The indicator goes on. 50 Copy Functions B Select [Series:2Sided Orig.] using {U} or {T}, and then press the {OK} key.

C Select the original orientation using {U} or {T}, and then press the {OK} key. 2 The "Programmed" message appears. D Place the originals, and then press the {Start} key. Note The ARDF is required to scan 2-sided originals. To cancel the Series Copies function in step A, press the {Combine/Series} key again. Make sure the indicator goes off. @@If [Do not Specify] is selected, proceed to step D. Reference "Orientation", General Settings Guide 51 Copying 2 52 3. Appendix Combination Chart This chapter describes the copy machine's specifications and the function compatibility. @@Blank : These modes can be used together.

: These modes cannot be used together. The second mode selected will be the mode you are working in. @@This combination is not available on paper that is 357 mm or longer. The mode selected second changes the reduce/enlarge ratio. An error message appears if you specify these combinations.

@@@@To change a ratio assigned to Preset Reduce/Enlarge, use Copier Features in User Tools. · Any ratio can be specified as a User R/E Ratio. · The machine's preset Reduce/Enlarge ratios are listed below. Metric version Ratio (%) 200 *1 (enlarge area by 4) 141 *1 (enlarge area by 2) 122 115 93 *1 87 82 71 *1 (reduce area by 1/2) 65 50 *1 (reduce area by 1/4) *1 Original Paper size A6A4 A5A4 ---8" × 13"A4 A4A5 -A4A6 Default settings 54 Supplementary Information Inch version Ratio (%) 200 (enlarge area by 4) 155 *1 (enlarge area by 2) 129 *1 121 93 *1 85 78 *1 73 65 *1 50 (reduce area by 1/4) *1 Original Paper size -51/2" × 81/2" 81/2" × 14" 51/2" × 81/2" 81/2" × 11" --81/2" × 13" 81/2" × 11" 81/2" × 14" 81/2" × 11" -81/2" × 11" 51/2" × 81/2" -- 3 Default settings · You can select a ratio regardless of the size of an original or paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Zoom · The reproduction ratios you can specify are 50200 %. · You can select a ratio regardless of the size of an original or paper. With some ratios, parts of the image might not be copied or margins will appear on copies. Duplex · The following paper sizes and orientations can be duplexed. A4L, B5 JISL, 81/2" × 14"L, 81/2" × 13"L, 81/2" × 11"L, 81/4" × 14"L, 81/4" × 13"L, 16KL · You cannot use the following paper with this function: · Paper smaller than B5 JISL or 8 1/2" × 11"L · Paper thicker than 90 g/m2 (24 lb.) · Paper thinner than 64 g/m2 (17 lb.) · Translucent paper · Label paper (adhesive labels) · OHP transparencies · Thick paper · Envelopes · When an odd number of originals is placed in the ARDF, the back of the last page of copied paper is blank. · During copying, the image is shifted to allow for the binding margin. 55 Appendix 3 Combine · In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on paper size and the number of originals.

· The reproduction ratios selectable by the machine are 50200 %. · If the calculated ratio is under the minimum ratio, it is automatically adjusted to within the available range. However, with some ratios, parts of the image might not be copied. · If the orientation of originals is different from that of the paper, the machine will automatically rotate the image by 90° to make copies properly. · If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown. Duplex Margin · If you set a binding margin that is too wide, parts of the image may not be copied. ·

When making copies using the Combine function, a binding margin is added to copies after the images are combined. 56 INDEX D 1 Sided 2 Pages to Combine 1 Side, 44 1 Sided 4 Pages to Combine 1 Side, 44 1 Sided 4 Pages to Combine 2 Sides, 47 1 Sided 8 Pages to Combine 2 Sides, 47 1 Sided to 2 Sided, 41 2 Sided 1 Page to Combine 1 Side, 44 2 Sided 2 Pages to Combine 1 Side, 44 2 Sided 2 Pages to Combine 2 Sides, 47 2 Sided 4 Pages to Combine 2 Sides, 47 2 Sided to 1 Sided, 50 2 Sided to 2 Sided, 41 Darker key, 34 Display, 3 Document guide, 13 Duplex, 41, 54 Duplex key, 41 Duplex Margin, 5, 54 Duplex Mode Priority, 5 E Enlarge, 36 Envelopes, 30 Escape key, 4 Exposure glass, 9, 12 Extender, 23 A Adjusting Image Density, 34 ARDF, 1, 2, 9, 13 Auto Tray Switching, 5 F Functions Requiring the ARDF, 2 B Base Point, 36 Basic procedure for making copies, 21 Book to 1 Sided, 50 Bypass Tray, 17, 23 Bypass Tray Copy, 54 H Horizontal size, 15, 18, 23, 26 How to Read This Manual, 1 I Image Position of Combine, 44 Initial copy display, 3, 21 C Changing the Number of Sets, 40 Combination Chart, 53 Combine, 44, 47, 54 Combine/Series key, 45, 47, 50 Combining Multiple Pages onto a Single Page, vi Control Panel, 4 Copier Features, 5 Copy Functions, 34 Copying, 21 Copying 2-Sided Originals onto 1-Sided Pages, vii Copying from the Bypass Tray, 23 Copying onto Custom Size Paper, 26 Copying onto Envelopes, vii, 30 Copying onto OHP transparencies, 27 Copying onto Regular Size Paper, 25 Copying onto Thick Paper, 28 Copy key, 21 Copy Paper, 35 Custom size originals, 15, 18 Custom Size Paper, 26 K Keys on the Control Panel, 4 L Letterhead Setting, 5 Lighter key, 34 Limit mark, 13 Loading Paper on the Bypass Tray, 23 M Maximum scanning area, 9 Max. Number of Sets, 5 Menu Protect, 5 Missing Image Area, 10 N Non-compatible originals for the ARDF, 8 Number keys, 15, 18, 21, 26, 38, 39, 40 57 O OHP transparencies, 27 OK key, 4 One-Sided Combine, 44 Orientation, 5 Orientation of Originals and Envelopes, 30 Original Count Display, 5 Original Orientation, 11, 41, 44 Originals, 7 Original size, 7, 9 Original Type key, 34 Original Type Setting, 5, 34 Original weight, 7 S Scroll keys, 4, 37 Selecting a Paper Tray, 14 Selecting Copy Paper, 35 Selecting the Bypass Tray, 17 Selection keys, 4 Series Copies, 50 Sizes Selectable as Regular Size Originals, 9 Sort, 39, 54 Sort key, 39 Supplementary Information, 54 Symbols, 1 T Text, 34 Thick paper, 28 Two-Sided Combine, 47 Types of Duplex Copies, iv P Paper, 35 Paper guides, 23 Paper Tray, 14 Photo, 34 Placing custom size originals, 15, 18 Placing Originals, 7, 11 Placing Originals in the ARDF, 13 Placing Originals on the Exposure Glass, 12 Placing regular size originals, 14, 17 Positioning mark, 9 Preset Reduce/Enlarge, 36, 54 Preset R/E Priority, 5 Printable area, 10, 30 U User Tools, 5 Using the Keys on the Control Panel, 4 V Vertical size, 15, 18, 23, 26 W What You Can Do with This Machine, iv R Ratio, 37, 38, 54 Reading the Display, 4 Recommended originals, 7 Reduce, 36 Regular size originals, 14, 17 Regular Size Paper, 25 Release lever, 23 Reproduction Ratio, 5 Z Zoom, 37, 54 58 EN USA B262-7550 In accordance with IEC 60417, this machine uses the following symbols for the main power switch: a means POWER ON.



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c means STAND BY.

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