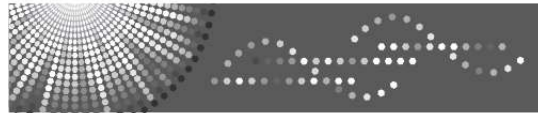




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 3010. You'll find the answers to all your questions on the RICOH AFICIO MP 3010 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 3010
User guide RICOH AFICIO MP 3010
Operating instructions RICOH AFICIO MP 3010
Instructions for use RICOH AFICIO MP 3010
Instruction manual RICOH AFICIO MP 3010



8025e / 8030e
DSm725e / DSm730e
LD325 / LD330
Aficio MP 2510/3010

Operating Instructions
Copy/Document Server
Reference



- 1 Placing Originals
- 2 Copying
- 3 Document Server
- 4 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.



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)
<http://yourpdfguides.com/dref/3177527>

Manual abstract:

@ @In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine. Do not copy or print any item for which reproduction is prohibited by law. Copying or printing the following items is generally prohibited by local law: bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses. The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor. Notes: Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer. Depending on which country you are in, certain units may be optional.

For details, please contact your local dealer. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Notes: The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see "Machine Types", About This Machine.

) · Type 1: 8025e/DSm725e/LD325/Aficio MP 2510 Type 2: 8030e/DSm730e/LD330/Aficio MP 3010 Certain types might not be available in some countries. For details, please contact your local dealer. Two kinds of size notation are employed in this manual. With this machine refer to the inch version. Manuals for This Machine Refer to the manuals that are relevant to what you want to do with the machine.

Important Media differ according to manual. The printed and electronic versions of a manual have the same contents. Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files. Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed. About This Machine Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided. General Settings Guide Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Troubleshooting Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables. Security Reference This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication. Copy/Document Server Reference Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals. Facsimile Reference Explains Facsimile functions and operations. Printer Reference Explains Printer functions and operations. Scanner Reference Explains Scanner functions and operations. i Network Guide Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine. Other manuals · PostScript3 Supplement · UNIX Supplement · Manuals for DeskTopBinder Lite · DeskTopBinder Lite Setup Guide · DeskTopBinder Introduction Guide · Auto Document Link Guide Note Manuals provided are specific to machine types. For "UNIX Supplement", please visit our Web site or consult an authorized dealer. "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine.

ii What You Can Do with This Machine Functions differ depending on machine type and options. Reference p.2 "Functions Requiring Optional Configurations" Types of Duplex Copies 1-sided 2 Pages 2-sided 1 Page See p.60 "Duplex". 2-sided 1 Page 2-sided 1 Page See p.60 "Duplex". 1-sided 4 Pages 2-sided 1 Page See p.68 "Two-Sided Combine". GCSHVY9E iii 1-sided 8 Pages 2-sided 1 Page See p.68 "Two-Sided Combine". ANP020S 1 Front 2 Back 1-sided 16 Pages 2-sided 1 Page See p.68 "Two-Sided Combine". GCSHVY5E 1 Front 2 Back 2-sided 2 Pages 2-sided 1 Page See p.68 "Two-Sided Combine". GCSHVY1E iv 2-sided 4 Pages 2-sided 1 Page See p.

68 "Two-Sided Combine". GCSHVY2E 1 Front 2 Back 2-sided 8 Pages 2-sided 1 Page See p.68 "Two-Sided Combine". GCSHVY6E 1 Front 2 Back Bound Originals 2-sided 1 Page See p.71 "Series Copies". v Front/Back Bound Originals 2-sided Pages See p.71 "Series Copies". Booklet/Magazine 1-sided 4 Pages Booklet See p.73 "Booklet/Magazine". · Open to left GCBOOK0E · Open to right GCBOOK1E vi 2-sided 2 Pages Booklet See p.73 "Booklet/Magazine". · Open to left GCAH010E · Open to right GCAH020E 1-sided Magazine See p.73 "Booklet/Magazine". · Open to left GCBOOK3E · Open to right GCBOOK4E vii 2-sided Magazine See p.73 "Booklet/Magazine". · Open to left GCAH030E · Open to right GCAH040E viii Combining Multiple Pages onto a Single Page See p.64 "One-Sided Combine". 1-sided 2 Pages 1-sided 1 Page GCSHVY7E 1-sided 4 Pages 1-sided 1 Page GCSHVY8J 1-sided 8 Pages 1-sided 1 Page GCSHVY3J ix 2-sided 1 Page 1-sided 1 Page GCSHVY0J 2-sided 2 Pages 1-sided 1 Page GCSHVYBJ 2-sided 4 Pages 1-sided 1 Page GCSHVY4J x Copying Originals Such as Books Bound Originals 1-sided Pages See p.71 "Series Copies". CP2B0100 Bound Originals 2-sided 1 Page See p.71 "Series Copies". Front/Back Bound Originals 2-sided Pages See p.71 "Series Copies". xi Copying 2-Sided Pages onto 1-Sided Pages See p.60 "Duplex". 2-sided 1 Page 1-sided 2 Pages CP2B0200 xii TABLE OF CONTENTS Manuals for This Machine

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.i What You Can Do with This Machine.....

.....

.....
.....

.....iii *Types of Duplex Copies ...*

.....
.....

.....
.....

.....
.....

..... iii *Booklet/Magazine.*

.....
.....

.....
.....

.....
.....

. vi *Combining Multiple Pages onto a Single Page*

.....

.....
.....

..... ix *Copying Originals Such as Books.*



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)
<http://yourpdfguides.com/dref/3177527>

.

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... *xi Copying 2-Sided Pages onto 1-Sided Pages.....*

.....
.....
.....
.....

.....
.....
.....

..... *xii How to Read This Manual*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..... *.1 Symbols .*

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... *.1 Functions Requiring Optional Configurations....*

.....
.....

.....
.....
.....
.....

..... *.2 Display Panel..*

.....

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

....3 User Tools Menu (Copier and Document Server Features)

.....
.....
.....

.....4 1. Placing Originals Originals

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

....9 Sizes and Weights of Recommended Originals.

.....
.....
.....
.....

.....
.....
.....

.9 Originals not recommended for the Auto Document Feeder (ADF)

.....
.....
.....
.....

.....10 Sizes Detectable with Auto Paper Select..

.....
.....
.....

.....
.....
.....

...11 Sizes difficult to detect..

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
....12 Missing Image Area .

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.13 Placing Originals.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....14 Original Orientation .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....15 Placing Originals on the Exposure Glass...

.....
.....
.....
.....

.....
.....
.....

.....
..16 Placing Originals in the Auto Document Feeder ...

.....
.....

.....
.....
.....
.....

.....17 Batch Mode

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....19 SADF Mode....

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.20 Mixed Size Mode....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....21 *Placing Custom Size Originals..*

.....
.....
.....

.....
.....
.....

.....
.....

.....22 2.

Copying Basic Procedure.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....23 *Interrupt Copy .*

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

24 Left Original Beeper

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....25 *Job Preset*

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....
.....25 Copying from Paper Tray 2 .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....26 Using Tray 2 as the Bypass Tray

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..26 When copying onto regular size paper

.....
.....
.....
.....

.....
.....
.....
.....

.....27 When copying onto custom size paper..

.....
.....
.....
.....

.....
.....
.....
.....

.....28 When copying onto special paper

.....

.....
.....

.....
.....
.....
.....

.....
.....

..29 Envelopes ...

.....
.....
.....
.....

.....
.....
.....

.....
.....
.....

.....30 Copying from the Bypass Tray.

.....
.....

.....
.....
.....

.....
.....

.....33 When Copying onto Regular Size Paper

.....
.....
.....

.....
.....

.....35 When Copying onto Custom Size Paper.

.....
.....
.....

.....
.....
.....

.....36 When Copying onto Special Paper

.....
.....
.....

.....
.....
.....
.....39 xiii xiv Combined auto and manual image density

.....
.....
.....
.....

.....
.....
.....

.....39 Selecting the Original Type Setting.....

.....
.....
.....

.....
.....
.....

.....40 Selecting Copy Paper ..

.....
.....

.....
.....
.....

.....
.....
.....

.....41 Auto Paper Select...

.....
.....

.....
.....
.....

.....
.....
.....

.....87 User Stamp ..

.....
.....

.....
.....
.....

.....
.....

.....
.....
.....
.....
.....88 Changing the user stamp position ..

.....
.....
.....
.....
.....
.....
.....

.....
.....90 To program the user stamp

.....
.....
.....
.....
.....
.....
.....
.....

.....90 To delete the user stamp.....

.....
.....
.....
.....
.....
.....
.....
.....

.....92 Date Stamp

.....
.....
.....
.....
.....
.....
.....
.....

.....93 To change the format of date

.....
.....
.....
.....

.....
.....
.....
.....

.....
.95 To change the date stamp position
.....

.....
.....
.....
.....

.....
.....
.....
.....

..95 Page Numbering

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....96 Changing the stamp position

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....98 Specifying the first printing page and start number ("P1,P2...", "-1,-2-..

.", "P.1,P.2...", "1,2...").

.....
.....
.....
.....

.....
.....
.....
.....

.....98 Specifying the first printing page and start number ("1/5,2/5...

").....

.....
.....

.....100 Specifying the first printing page and start number ("1-1,1-2...") ..

.....
.....
.....

..101 Image Repeat.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

..102 Double Copies...

.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.103 Centring.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....105 Positive/Negative

.....
.....
.....

.....
.....
.....
.....
.....
.....
.....
.....

....106 Covers.....

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

107 Designate

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.109 Chapters.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

...110 Slip Sheets .

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

...111 Storing Originals in the Document Server

.....
.....
.....
.....
.....

.....113 Programs ...

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

115 Storing a Program

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

...115 Changing a Stored Program

.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

116 Changing the Name of a Stored Program.....

.....

.....

.....

.....

.....

.....

.....

..117 Deleting a Program ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

...117 Recalling a Program.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....118 3. Document Server Relationship between Document Server and Other Functions .

.....

.....

.....

119 Document Server Display

.....

.....

.....

.....

.....

.....

.....

.....

.....
.....
.120 Using the Document Server....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.... 121 Storing Data

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.121 To register or change a user name (when using a user name registered to the Address Book)

.....
.....
.....

.123 To register or change a user name (when using a user name not registered to the Address Book)

.....
.....

124 To register or change a user name (when no name is registered to the Address Book) ...125 To change a file name ..

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

..125 To set or change a password ...

.....

.....
.....
.....
.....

.....
.....

.....
.....

.....126 Changing User Name, File Name or Password of a Stored Document

.....
.....

..127 Checking the Details of a Stored Document

.....
.....
.....
.....

.....
.....
.....

128 Searching for a Stored Document.....

.....
.....
.....
.....

.....
.....
.....
.....

....129 To search by file name

.....
.....
.....

.....
.....
.....

.....
.....
.....

..129 To search by user name.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....130 Printing a Stored Document ..

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.131 When interrupting printing

.....
.....
.....
.....
.....
.....
.....

.....
....133 Changing number of print copies while printing is in progress .
.....
.....

.....
..133 Sample print ...

.....
.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....134 Printing the first page....

.....
.....
.....
.....
.....
.....
.....

.....
.....
.....
.....135 Deleting a Document...

.....
.....
.....
.....
.....
.....
.....

.....
.....
.....

.136 Displaying a Document in Document Server with Web Image Monitor.....

.....
....137 Downloading Stored Documents.

.....
.....
.....
.....
.....
.....
.....
.....

.....138 4. Appendix Function Compatibility

.....
.....
.....
.....
.....
.....
.....
.....
.....

..139 Supplementary Information

.....
.....
.....
.....
.....
.....
.....
.....
.....

140 INDEX.....

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

... 150 xv xvi How to Read This Manual Note For proper use of this product, be sure to read About This Machine first. Supplementary information about the copier mode is described in "Supplementary Information". Reference p.140 "Supplementary Information" Symbols This manual uses the following symbols: Indicates important safety notes. Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety

Information" section of About This Machine.

Indicates important safety notes. Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data.

Be sure to read these explanations. Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors. This symbol is located at the end of sections. It indicates where you can find further relevant information. [] Indicates the names of keys that appear on the machine's display panel.

{ } Indicates the names of keys on the machine's control panel. 1 Functions Requiring Optional Configurations Certain functions require special machine configuration and extra options as follows. Batch: Auto Document Feeder (ADF) SADF: Auto Document Feeder (ADF) Mixed Size: Auto Document Feeder (ADF) Job Preset: HDD Shift Sort: 500-sheet finisher, 1000-sheet finisher, or shift sort tray Shift Stack: 500-sheet finisher, 1000-sheet finisher, or shift sort tray Staple: 500-sheet finisher or 1000-sheet finisher Series Copies: HDD Background Numbering: HDD Preset Stamp: HDD User Stamp: HDD Store File (Document Server): HDD Note To use the 500-sheet finisher, the bridge unit is required. To use the 1000-sheet finisher, the bridge unit and paper tray are required. When you select English language in Preset Stamp, HDD is not required. However, HDD is required when any other language is selected. 2 Display Panel The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them. When you select or specify an item on the display panel, it is highlighted like . Keys appearing as cannot be used.

Initial copy display AHR035S 1. Original function, Image Density and Special Original function. 2. Operational status and messages. 3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Reproduction Ratio", General Settings Guide. 5. Sort, Stack, Staple functions. 6.

Displays contents of the shortcut keys. You can register frequently used functions in these keys. See "General Features", General Settings Guide. 7. Displays available functions.

Press a function name to display its menu. For example, press [Reduce / Enlarge] to bring up the Reduce/Enlarge menu. 4. Numbers of originals scanned into memory, copies set, and copies made. 8.

A clip mark indicates the currently selected function. Reference "Reproduction Ratio", "General Features", General Settings Guide 3 User Tools Menu (Copier and Document Server Features) This section describes items that can be specified on the copier initial screen. Copier initial screen can be displayed by pressing the {User Tools/Counter} key. For more information about how to set up these items, see General Settings Guide. General Features Item Description Auto Paper Select Priority Auto Paper Select is the default setting. You can cancel this setting. Auto Tray Switching If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected).



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)
<http://yourpdfguides.com/dref/3177527>

) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not. You can choose to have the available paper trays and sizes shown on the initial display.

You can select the original type effective when the power is turned on, or modes cleared. You can have the original types shown on the initial display. Paper Display Original Type Priority Original Type Display Auto Image Density Priority You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared. Copy Quality Image Density Duplex Mode Priority Copy Orientation in Duplex Mode Original Orientation in Duplex Mode Change Initial Mode Max. Copy Quantity Tone: Original Remains Job End Call You can adjust the copy quality level for each original type (Text, Text/Photo, Photo, Pale, Generation Copy). You can adjust the image density level for each original type (Text, Text/Photo, Photo, Pale, Generation Copy). You can select the type of the Duplex function effective when the power is turned on, or modes cleared. You can set the copy orientation when making two-sided copies. You can set the original orientation when making two-sided copies. You can select standard mode or Program No. 10 as the mode effective when power is turned on, or modes cleared. The maximum copy quantity can be set between 1 and 999. The beeper (key tone) sounds if you forget to remove originals after copying. You can choose whether or not the beeper sounds when copying is complete. Copy Function Key: F1F5 You can assign frequently used functions to function keys F1 to F5.

Document Server Storage Key: F1F5 You can assign frequently used functions to function keys F1 to F5. 4 Reproduction Ratio Item Shortcut R / E Description You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can customize available enlargement ratios by pressing [Reduce / Enlarge], followed by [Enlarge]. You can set the ratio with priority when [Reduce / Enlarge] is pressed, followed by [Enlarge]. You can customize available reduction ratios by pressing [Reduce / Enlarge], followed by [Reduce]. You can set the ratio with priority when [Reduce / Enlarge] is pressed, followed by [Reduce]. You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key. You can specify which tab has priority on the display panel when [Reduce / Enlarge] is pressed. Enlarge 1-5 Priority Setting: Enlarge Reduce 1-6 Priority Setting: Reduce Ratio for Create Margin R / E Priority Edit Item Description Front Margin: Left / Right Specify left and right margins on the front side of copies in Margin Adjustment mode. Back Margin: Left / Right Specify left and right margins on the back side of copies in Margin Adjustment mode. Front Margin: Top / Bottom Specify top and bottom margins on the front side of copies in Margin Adjustment mode. Back Margin: Top / Bottom Specify top and bottom margins on the back side of copies in Margin Adjustment mode. 1 Sided2 Sided Auto Margin: TtoT 1 Sided2 Sided Auto Margin: TtoB Erase Border Width Erase Original Shadow in Combine Erase Center Width Image Repeat Separation Line Double Copies Separation Line When using the 1 sided 2 sided Duplex function, you can specify the margins on the back side. The margin is set to the same value of "Back Margin: Left / Right". When using the 1 sided 2 sided Duplex function, you can specify the margins on the back side.

The value set for "Back Margin: Top / Bottom" is used. Specify the width of the erased border margins using this function. In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original. Specify the width of the erased center margins using this function. You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop

Marks. You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks. Separation Line in Combine You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks. Copy on Designating Paper Specify whether to copy onto slip sheets. 5 Item Front Cover Copy in Combine Copy on Designating Page in Combine Orientation: Booklet, Magazine Copy Order in Combine Description You can make a combined copy on the front cover sheet when you select the Front Cover mode.

Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode. You can select the opening orientation of copies to open when using Booklet or Magazine mode. You can set the copy order in Combine mode to Left to Right or Top to Bottom. Stamp Item Background Numbering Size Density Preset Stamp Stamp Priority Stamp Language Stamp Position Stamp Format User Stamp Program / Delete Stamp Stamp Position: 1-4 Stamp Format: 1-4 Date Stamp Format Font Stamp Position Stamp Setting Size Superimpose Page Numbering Stamp Format Font Size You can select the page number format given priority when [Page Numbering] is pressed.

You can select the page number printed in Page Numbering mode. You can set the size of the stamp printed in Page Numbering mode. You can select the date format for the Date Stamp function. You can select the Date Stamp font. You can set the position where the stamp is printed.

You can have the date printed on the first page or all pages. You can set the Date Stamp size. You can have the Date Stamp printed in white when it overlaps black parts of the image. You can register, change, or delete user stamps. Specify position where the stamp is printed. You can adjust the print page for User Stamps 1 to 4 already registered. You can select the stamp type given priority when [Preset Stamp] is pressed. You can select the language of the message printed in Stamp mode. You can set the position where the stamp is printed. You can adjust the stamp's size, density, and print page.

You can set the size of the numbers. You can set the density of the numbers. Description Duplex Back Page Stamp- You can set the position of the duplex back page number printed in Position in Duplex mode. Page Numbering in Combine You can set page numbering when using the Combine function and the Page Numbering function together. 6 Item Stamp on Designating Slip Sheet Stamp Position Superimpose Page Numbering Initial Letter Description You can print the page number onto slip sheets when using the Designate function and the Page Numbering function together. You can set the position where the stamp is printed. You can have page numbers printed in white when they overlap black parts of the image. You can select the page numbering initial letter between

"P1, P2...

/ P.1, P.2...

" and "S1, S2.../ S.1, S.

2..." Input / Output Item Switch to Batch SADF Auto Reset Description You can select to have Batch mode or SADF mode displayed when you press [Special Original].



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)
<http://yourpdfguides.com/dref/3177527>

When you set one original at a time in the ADF, the Auto Feed indicator lights for a specified time after an original is fed, to show the ADF is ready for another original. You can adjust this time from 3 to 99 seconds in increments of 1 second. Specify to continue copying when paper of the required orientation has run out during rotate sort. You can specify whether the Sort function is selected when the machine is turned on, or the functions are cleared. When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.

Specify whether Stack or Rotate Sort has priority on the initial display. If you select [Yes] in this function, the machine rotates the image correctly. Rotate Sort: Auto Paper Continue Auto Sort Memory Full Auto Scan Restart Select Stack Function Letterhead Setting Administrator Tools Item Menu Protect Description Using Menu Protect, you can prevent unauthenticated users from changing the user tools. 7 8 1. Placing Originals This chapter describes the types of originals you can set and how to place originals. Originals This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area. Sizes and Weights of Recommended Originals The following describes the recommended paper sizes and non-recommended originals for the ADF. Metric version Original location Exposure glass ADF Original size Up to A3 One-sided originals: A3L - A5KL Two-sided originals: A3L - A5KL Original weight 40-128 g/m² 52-105 g/m² Inch version Original location Exposure glass ADF Original size Up to 11" × 17" One-sided originals: 11" × 17"L-51/2" × 81/2"KL Two-sided originals: 11" × 17"L-51/2" × 81/2"KL Original weight 11-34 lb. 14-28 lb. Note The maximum number of originals that can be placed in the ADF is about 50.

The weight range for originals when using Mixed Size mode is 52-81 g/m² (13.8-21.5 lb.). Paper of 433 mm (17.0") in length, or larger, is likely to jam, crease, or not feed in properly. 9 Placing Originals Originals not recommended for the Auto Document Feeder (ADF) Placing the following types of originals in the ADF can cause paper misfeeds or light & black lines or result in damage to the originals. Place these originals on the exposure glass instead. · Originals other than those specified on "Sizes and Weights of Recommended Originals". · Stapled or clipped originals · Perforated or torn originals · Curled, folded, or creased originals · Pasted originals · Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper · Originals with perforated lines · Originals with indexes, tags, or other projecting parts · Sticky originals such as translucent paper · Thin, highly flexible originals · Thick originals such as postcards · Originals of inappropriate weight · Bound originals such as books · Transparent originals such as OHP transparencies or translucent paper · Originals that are still wet with ink or correction fluid. Note The original might become dirty if it is written with a pencil or a similar tool. Reference p.9 "Sizes and Weights of Recommended Originals" 1 10 Originals Sizes Detectable with Auto Paper Select Sizes detectable from the exposure glass and ADF are: Metric version Size A3 L Original location Exposure glass ADF *1 *2 1 B4 JIS L *2 A4 B5 A5 11" KL JIS KL × KL 17" L × × × × 81/2" × 13" L *1 8" × 13" L × *1 × 81/4" × 13" L × *1 × 81/2" × 11" KL × × 51/2" × 81/2" KL × × You can select from 81/2" × 13", 81/4" × 13", 8" × 13" with User Tools (System Settings). JIS stands for Japanese Industrial Standard. Inch version Size A3 L Original location Exposure glass ADF × B4 JIS L A4 K L B5 JIS K L × A5 K L 11" × 17" L 81/2" × 14" L 81/2" × 11" K L 51/2" × 81/2" K L × 81/2" × 13" L × 8" × 10" L × 10" × 14" L × 71/4" × 10 1/2" L × × × × × × × × × × × × × × 11 Placing Originals Exposure glass 1 CP01AEE ADF CP02AEE Note When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. Reference p.22 "Placing Custom Size Originals" Sizes difficult to detect It is difficult for the machine to automatically detect the sizes of the following types of originals, so select the paper size manually. · Originals with indexes, tags, or other projecting parts · Transparent originals such as OHP transparencies or translucent paper · Dark originals with a lot of text and drawings · Originals which partially contain a solid image · Originals which have solid images at their edges 12 Originals Missing Image Area Even if you place originals in the ADF or on the exposure glass correctly, 3 mm (0.1") margins on all four sides might not be copied.

1 GCGENK2E 1 2 + 2.5/-1.5 mm, 0.08" + 0.1"/-0.06" 2 0.5 mm or more, 0.02" or more 3 2 ± 1.5 mm, 0.08" ± 0.06" 4 3 ± 2 mm, 0.12" ± 0.08" 13 Placing Originals Placing Originals 1 This section describes the procedure for placing originals on the exposure glass and in the ADF. Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

Note For original sizes you can set, see "Originals". Reference p.9 "Originals" 14 Placing Originals Original Orientation When using the ADF, place the original face up. When using the exposure glass, place the original face down. 1 ZGVX010E 1 ADF 2 Exposure glass When copying A3K, B4 JISK or 11" × 17"K size originals, select as the Original Orientation.

The machine then rotates the copy image by 90°. This is useful for copying large originals using the Staple, Duplex, Combine, or Stamp functions. For example, to copy A3K or 11" × 17"K originals with the Staple function selected: ARS007S 15 Placing Originals A Press [Special Original]. 1 B Select the original orientation ([] or []), and then press [OK]. Note It is recommended that you use the Original Orientation function with the Auto Paper Select or Auto Reduce / Enlarge function.



[You're reading an excerpt. Click here to read official RICOH AFICIO](http://yourpdfguides.com/dref/3177527)

[MP 3010 user guide](http://yourpdfguides.com/dref/3177527)

<http://yourpdfguides.com/dref/3177527>

Placing Originals on the Exposure Glass Place originals on the exposure glass. Important Do not lift the exposure glass cover or the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged. A Lift the exposure glass cover or the ADF. Be sure to lift the exposure glass cover or the ADF by more than 30 degrees.

Otherwise, the size of the original might not be detected correctly. B Place the original face down on the exposure glass. The original should be aligned with the rear left corner. Start with the first page to be copied. ZLFH140E 1 Positioning mark 2 Scale C Lower the exposure glass cover or the ADF. 16 Placing Originals Placing Originals in the Auto Document Feeder Place originals in ADF. There are four types of special originals. Setting should be made in the following situations: 1 When placing originals consisting of more than 50 pages: See "Batch Mode". When placing originals one by one: See "SADF Mode". When placing same width originals of different sizes: See "Mixed Size Mode".

When placing custom size originals: See "Placing Custom Size Originals". 17 Placing Originals A Adjust the document guide to the original size. B Set the aligned originals face up into the ADF. 1 Do not stack originals beyond the limit mark. The last page should be on the bottom. Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the scanned image incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction. ZEWH210E 1 Sensors ZLFH050E 1 Limit mark 2 Document guide Note Straighten curls in the originals before placing them on the ADF. To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF. Set the original squarely. Reference p.19 "Batch Mode" 18 p.20 "SADF Mode" p.21 "Mixed Size Mode" p.22 "Placing Custom Size Originals" Placing Originals Batch Mode In Batch mode, the machine copies an original of more than 50 pages as one document, even if it is placed on the ADF in parts. Important Place special originals, such as translucent paper, one by one. 1 A Press [Special Original]. B Select [Batch] and then press [OK].

C Place the first part of the original, and then press the {Start} key. D After the first part of the original has been fed, place the next part, then press the {Start} key. Note When [SADF] is displayed in step B, set [Batch] with [Switch to Batch]. See "Input/Output", General Settings Guide. To copy subsequent originals in this mode, repeat step D. When the Sort, Combine or 1 Sided2 Sided mode has been set, press the {q} key after all originals have been scanned. Reference "Input/Output", General Settings Guide 19 Placing Originals SADF Mode 1 In SADF mode, even when an original is placed page by page in the ADF, each page is automatically fed when placed. Important You should make a setting so that [SADF] is displayed when you press [Special Original]. See "Input/Output", General Settings Guide. A Press [Special Original].

B Press [SADF], and then press [OK]. C Place one page of an original, and then press the {Start} key. D When the machine instructs you to place another original, place the next page. The second and subsequent pages will be fed automatically without pressing the {Start} key. Note When the Sort, Combine or 1 Sided2 Sided mode has been set, press the {q} key after all originals have been scanned.

Reference "Input/Output", General Settings Guide 20 Placing Originals Mixed Size Mode In Mixed size mode, you can place originals of various sizes in the ADF at the same time if their widths are the same. Important When placing originals of different sizes in the ADF and making copies without using the Mixed size mode, paper might become jammed or parts of the original image might not be copied. 1 The sizes of the originals that can be placed in this mode are follows: · Metric version A3L and A4K, B4 JISL and B5 JISK, A4L and A5K · Inch version 11" × 17"L and 8 1/2" × 11"K, 8 1/2" × 14"L and 8 1/2" × 11"L, 8 1/2" × 14"L and 5 1/2" × 8 1/2"K, 8 1/2" × 11"L and 5 1/2" × 8 1/2"K You can place two different sizes of originals in the ADF at the same time. A Press [Special Original]. B Select [Mixed Sizes], and then press [OK].

C Align the rear and left edges of the originals as shown in the illustration. ANP073S 1 Place the originals into the ADF 2 Vertical size D Adjust the document guide to the size of the original. E Place originals in ADF. F Press the {Start} key. 21 Placing Originals Placing Custom Size Originals When placing custom size originals in the ADF, specify the size of the originals. 1 Important Paper that has a horizontal length of 1281,260 mm (5.1"-49.6") and a vertical length of 105297 mm (4.2"-11.6") can be specified.

A Press [Special Original]. B Press [Custm Size Origi.]. C Enter the horizontal size of the original with the number keys, and then press [q]. [q]. D Enter the vertical size of the original with the number keys, and then press E Press [OK]. F Place the originals, and then press the {Start} key. Note If you make a mistake in step C or D, press [Clear] or the {Clear/Stop} key in step C, and then enter the value again. 22 2. Copying This chapter describes procedures for making copies in various modes.

Basic 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. See "Administrator Tools", General Settings Guide. When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and user password so that the machine accepts copy jobs. Ask the user administrator for the login user name and login password.

For details, see "When the Authentication Screen is Displayed", About This Machine. A 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 B Make sure no previous settings remain. When there are previous settings remaining, press the {Clear Modes} key and enter the setting again.

C Place your originals. D Make desired settings. E Enter the number of copies using the number keys. The maximum copy quantity that can be set is 999. 23 Copying F Press the {Start} key. The machine starts copying. When placing originals on the exposure glass, press the {q} key after all originals are scanned.



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)
<http://yourpdfguides.com/dref/3177527>

Copies are delivered face down. 2 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 return the machine to its initial state after copying, press the {Clear Modes} key. To clear entered values, press the {Clear/Stop} key or [Cancel] on the screen. To confirm settings, press the {Check Modes} key. Reference "When the Authentication Screen is Displayed", About This Machine "Administrator Tools", General Settings Guide Interrupt Copy Use this function to interrupt a long copy job to make urgently needed copies. Important You cannot use Interrupt Copy with the scanner function, or when fax originals are being scanned. A Press the {Interrupt} key. B The machine stops scanning. Remove the originals that were being copied. C Place the originals you want to copy. D Press the {Start} key.

The machine starts making copies. E When copying is complete, remove the originals and copies. F Press the {Interrupt} key again. The interrupt key indicator goes off. G Replace the originals that you were copying, and then press the {Start} key.

Following the instructions on the display, replace the originals that you were copying. Note The previous copy job settings are restored. Simply press the {Start} key to continue copying from where it left off. 24 Basic Procedure Left Original Beeper The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying. Note For details, see "General Features", General Settings Guide.

Reference "General Features", General Settings Guide 2 Job Preset You can make settings for the next copy job while copying is in progress. When the current copy job is finished, the next copy job will start automatically. A Press [NextJob] when "Copying..." appears. B Make settings for the next copy job. C Place the originals in the ADF, and then press the {Start} key. All originals are scanned. D Press [To "Printing"].

The initial copy display appears. Following the current copy job, the next job starts automatically. Note You can switch the display to the current copy job by pressing [To "Printing"]. You can switch the display to the preset job by pressing [To "Reserving"]. 25 Copying Copying from Paper Tray 2 You can use Paper Tray 2 as an alternative Bypass Tray to copy non-standard paper. You can also use Paper Tray 2 as an ordinary tray. Important Paper has a vertical length of 100-297 mm (3.94-11.69 inch) and a horizontal length of 148-432 mm (5.83-17 inch) can be copied from Paper Tray 2.

For sizes, types, and thicknesses of paper you can use, or the maximum number of sheets you can load at once, see "Copy Paper", About This Machine. When copying onto special paper such as OHP transparencies, thick paper postcards, envelopes, etc.), thin paper, and adhesive label paper, you must specify the paper type. See "When copying onto special paper". To load paper, see "Loading Paper into Paper Trays", Troubleshooting.

Reference p.29 "When copying onto special paper" 2 "Copy Paper", About This Machine "Loading Paper into Paper Trays", Troubleshooting Using Tray 2 as the Bypass Tray This section explains how to use Paper Tray 2 as the Bypass Tray. Important Paper size and type settings programmed by pressing the {q} key are cleared and reset automatically when copying is completed. If the paper size shown on the key for tray 2 is different that of the paper set in tray 2, paper might misfeed. Be sure to remove any paper left in the tray after copying.

26 Copying from Paper Tray 2 When copying onto regular size paper Makes copies onto regular size paper from Paper Tray 2. A Select tray 2, and then press the {q} key. 2 B Press [Select Size]. C Select the paper size. D Press [OK]. E Press [OK]. F Place originals, and then press the {Start} key. Note Steps B to D are not necessary if the size displayed on the key for tray 2 and that of the paper set in tray 2 are the same. You can also specify the size of paper directly, using the paper size selector for tray 2. Some kinds of envelopes might cause misfeeds and wrinkles.

If this happens, push down the fusing unit's green lever. See "Envelopes". Also, be sure to place the front face of the envelope upward. Reference p.30 "Envelopes" 27 Copying When copying onto custom size paper Makes copies onto custom size paper from Paper Tray 2. Important If [2 Sided] is selected for copying in [Dup./Combine/Series] (for example [1 Sided] [2 Sided]), select [1 Sided] for copying (for example [1 Sided] [1 Sided]). Paper will be delivered automatically to the internal tray. 2 A Select tray 2, and then press the {q} key. B Press [Custom Size].

C Enter the vertical size of the paper with the number keys, and then press the {q} key. the {q} key. D Enter the horizontal size of the paper with the number keys, and then press E Press [OK]. F Place originals, and then press the {Start} key. Note If you make a mistake in step C or D, press [Clear] or the {Clear/Stop} key, and then enter the value again.

To register the custom size entered in D, press [Program] and then press [Exit] in the confirmation screen. Only one custom size can be stored. To recall the custom size stored, press [Recall]. If you do not register the custom size, the size you set is deleted when modes are cleared. 28 Copying from Paper Tray 2

When copying onto special paper When copying onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), and adhesive label paper, select the type and size of paper. Important If [2 Sided] is selected for copying in [Dup./Combine/Series] (for example [1 Sided] [2 Sided]), select [1 Sided] for copying (for example [1 Sided] [1 Sided]). 2 Select [Thick Paper] if the paper weight is 105 g/m2 (28 lb.) or more. A Select tray 2, and then press the {q} key. B Select paper type in "Special Paper". C Press [OK]. D Place originals, and then press the {Start} key. Note The maximum limit for stacking special paper is different to that for plain paper.

See "Loading Paper", Troubleshooting. When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort functions cannot be used.

Reference "Loading Paper", Troubleshooting 29 Copying Envelopes Makes copies onto envelopes from paper tray 2. Important Postcards and envelopes should be fed from paper tray 2 or the bypass tray. 2 Some kinds of envelopes might cause misfeeds or wrinkle. If this happens, push down the green lever of the fusing unit. Envelopes with large flaps should be fed from paper tray 2 to prevent misfeeds. See the illustration below. 30 Copying from Paper Tray 2 A Open the duplex unit by lifting the catch.



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)

<http://yourpdfguides.com/dref/3177527>

2 AHR015S B Open the right cover by lifting the catch.

AHR016S C Push down the green fusing unit's lever, as shown. Be sure to return the lever to its original position after you have finished copying onto envelopes. If you copy onto plain paper without returning the lever to its original position, the copy quality might be reduced. 31 Copying D Close the right cover. 2 ZEWH330E E Close the duplex unit.

AHR014S F Press the {q} key. G Select the paper size, and then select [Thick Paper] for the paper type. H Press [OK]. I Place your originals, and then press the {Start} key. J When your copy job is finished, press the {Clear Modes} key to clear the settings.

32 Copying from the Bypass Tray Copying from the Bypass Tray The bypass tray allows you to copy non-standard paper. Important When copying from the bypass tray, select [1 Sided] for copying in [Dup./Combine/Series] (for example [1 Sided] [1 Sided] or [2 Sided] [1 Sided]). Paper has a vertical length of 90-297 mm (3.55-11.69 inch) and a horizontal length of 148-600 mm (5.83-23.6 inch) can be copied from the bypass tray. The machine can automatically detect the following sizes as standard size copy paper: · Metric version: A3L, A4K, A4L, A5L, 8" × 13"L, B4 JISL, B5 JISK, B5 JISL, B6 JISL · Inch version: 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11"L, 5 1/2" × 8 1/2"L, 10" × 14"L If you want to use the size of paper other than the above, be sure to specify the size. Select the paper size when making horizontal copies.

When copying on OHP transparencies or paper heavier than 128 g/m2 (about 34 lb.), you need to specify the type and size of paper in "Special Paper". The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit. Some kinds of envelope might cause misfeed and wrinkle. If this happens, push down the fusing unit's green lever. See "Envelopes". Also, be sure to place the front face of the envelope downward. Paper of 433 mm (17.0") in length, or larger, is likely to jam, crease, or not feed in properly.

When copying onto envelopes, see "Envelopes". 2 33 Copying A Open the bypass tray. 2 ZEWH110E B Push up the paper guide release lever. ZEWH220E 1 Paper guide release lever C Lightly insert the copy paper face-down, and then adjust the paper guide. If the guides are not flush against the copy paper, image skewing or misfeeds might occur.

Do not stack paper over the limit mark, if you do image skewing or misfeeds might occur. Swing out the extender to support paper sizes larger than A4L, 8 1/2" × 11"L. Fan paper to get air between the sheets and avoid multi-sheet feeds. ZEWH100E 1 Extender 2 Paper guide 34 Copying from the Bypass Tray D Push down the paper guide release lever. "Bypass" is selected automatically.

2 ZEWH240E E Select the paper type and size. F Place the paper, and then press the {Start} key. G When the copy job is finished, press the {Clear Modes} key to clear the settings. Reference p.30 "Envelopes" When Copying onto Regular Size Paper Makes copies onto regular size paper from the bypass tray. A Open the bypass tray, and then push up the paper guide release lever. B Insert the paper face-down, adjust the paper guide, and then push down the paper guide release lever. C Press the {q} key. D Press [Select Size]. E Select the paper size.

F Press [OK] twice. G Place originals, and then press the {Start} key. H When the copy job is finished, press the {Clear Modes} key to clear the settings. 35 Copying When Copying onto Custom Size Paper Makes copies onto custom size paper from the bypass tray. 2 A Open the bypass tray, and then push up the paper guide release lever. B Insert the paper face-down, adjust the paper guide, and then push down the paper guide release lever. C Press the {q} key. D Press [Custom Size]. E Enter the vertical size of the paper using the number keys, and then press [q]. F Enter the horizontal size of the paper using the number keys, and then press [q].

If [Horiz.] is not highlighted, press [Horiz.]. G Press [OK]. H Place 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 E or F, press [Clear] or the {Clear/Stop} key, and then enter the value again. To register the custom size entered in F, press [Program] and then press [Exit] in the confirmation screen. 36 Copying from the Bypass Tray When Copying onto Special Paper When copying onto special paper such as OHP transparencies, thick paper (postcards, envelopes, etc.), and adhesive label paper, select the type and size of paper.

Important When copying onto OHP transparencies, remove copied sheets one by one. When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort functions cannot be used. 2 A Open the bypass tray, and then push up the paper guide release lever. B Insert the paper face-down, adjust the paper guide, and then push down the paper guide release lever. C Press the {q} key. D Select the paper type in "Special Paper". E Press [OK]. F Place originals, and then press the {Start} key. G When the copy job is finished, press the {Clear Modes} key to clear the settings. 37 Copying Copier Functions This section describes the copy functions.

Adjusting Copy Image Density 2 There are three types of adjustment available. Auto Image Density The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced. Manual image density You can adjust the general density of the original in seven increments. Combined auto and manual image density Adjusts the density of an image only for dark texture originals. Auto image density The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced. A Make sure that [Auto Image Density] is selected. 38 Copier Functions Manual image density You can adjust the general density of the original in seven increments. A If [Auto Image Density] is selected, press [Auto Image Density] to cancel it.

B Press [Lighter] or [Darker] to adjust the image density. 2 Combined auto and manual image density Adjusts the density of an image only for dark texture originals. A Make sure [Auto Image Density] is selected. B Press [Lighter] or [Darker] to adjust the density. 39 Copying Selecting the Original Type Setting Select one of the following 5 types to match your originals: Text When originals contain only text (no pictures).



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)

2 Text/Photo When originals contain photographs or pictures alongside the text. Photo When you want to reproduce the delicate tones of photographs and pictures. Pale When you want to reproduce originals that have lighter lines in pencil, or faintly copied slips. Faint lines are copied with greater clarity.

Generation Copy When originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

A Select the original type. If the original type keys are not displayed, press [Original Type], select the original type, and then press [OK]. 40 Copier Functions Selecting Copy Paper There are two ways to select copy paper: Auto Paper Select The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. Manual Paper Select Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT). The following table shows copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%). Metric version Original location Exposure glass ADF Paper size and orientation A3L, B4 JISL, A4KL, B5 JISKL, 8 1/2" × 13"L A3L, B4 JISL, A4KL, B5 JISKL, A5KL 2 Inch version Original location Exposure glass ADF Paper size and orientation 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11"KL 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11"KL, 5 1/2" × 8 1/2"KL, 10" × 14"L Note Only the paper trays set to [No Display] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select in Tray Paper Settings can be selected in Auto Paper Select mode. Reference p.10 "Originals not recommended for the Auto Document Feeder (ADF)" "Tray Paper Settings", General Settings Guide 41 Copying Auto Paper Select The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. A Make sure that [Auto Paper Select] is selected. 2 Trays with a key mark will not be automatically selected.

See "General Features", General Settings Guide. Reference "General Features", General Settings Guide Manual Paper Select Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT). A Select the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT). If the paper tray keys are not displayed, press [Auto Paper Select] to display them. The indicator corresponding to the selected paper tray is highlighted. See "Copying from the Bypass Tray". Reference p.33 "Copying from the Bypass Tray" 42 Copier Functions Rotated Copy If the direction in which your original is placed (K or L) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper (rotated copy). This function works when [Auto Paper Select] or [Auto Reduce / Enlarge] is selected. See "Auto Paper Select" and "Auto Reduce/Enlarge".

2 GCROTA0E The default setting for Auto Tray Switching is [With Image Rotation]. You cannot use the Rotated Copy function if this setting is changed to [Without Image Rotation] or [Off]. See "General Features", General Settings Guide. You cannot use the Rotated Copy function when enlarging onto A3, B4 JIS or 11" × 17", 8 1/2" × 14" size paper. To do this, place original in the L orientation.

Original size and orientation You cannot rotate: 8 1/2" × 11", or 5 1/2" × 8 1/2" GCROTA1E GCROTA2E Copy paper size and orientation When enlarging to 8 1/2" × 14", or 11" × 17" However, you can use: 8 1/2" × 11", or 5 1/2" × 8 1/2" When enlarging to GCROTA3E 8 1/2" × 14", or 11" × 17" GCROTA4E Note You cannot use the Rotated Copy function when [Left 2] or [Top 2] is selected for stapling when using the 1000-sheet finisher. See "Staple". You cannot use the Rotated Copy function if the Staple function is selected when using the 500-sheet finisher. Reference p.42 "Auto Paper Select" p.

48 "Auto Reduce/Enlarge" p.58 "Staple" "General Features", General Settings Guide 43 Copying Preset Reduce/Enlarge Reduces or enlarges images. You can select a preset ratio for copying. 2 Base Point The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set to ADF, the bottom left corner of the original will be the base point. Shown below are the resulting copy images that differ depending on how the original is scanned. GCKA031e 1 Base point when placed on the exposure glass. 2 Base point when placed in the ADF. A Press [Reduce / Enlarge].

44 B Press [Reduce] or [Enlarge]. C Select a ratio, and then press [OK]. Copier Functions D Place the originals, and then press the {Start} key. Note To select a preset ratio on the initial display in step A, press the shortcut reduce/enlarge key and go to step D. Reference "Reproduction Ratio", General Settings Guide 2 Create Margin function Use Create Margin to reduce the image to 93% of original size using the center as reference. You can assign this function to a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin. A Press [Create Margin] displayed on the initial display. B If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the {Start} key. Reference "General Features", "Reproduction Ratio", General Settings Guide 45 Copying Zoom You can change the reproduction ratio in increments of 1%.

2 To select the ratio with [o] and [n] Select a ratio using [o] or [n]. A Press [Reduce / Enlarge]. B Press [Reduce] or [Enlarge]. C Select a preset ratio which is close to the desired ratio. D Specify the ratio using [o] or [n].

Pressing [o] or [n] changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%. E Press [OK]. F Place the originals, and then press the {Start} key. Note If you have incorrectly entered the ratio in D, readjust it with [o] or [n].

46 Copier Functions To enter the ratio with the number keys Select a ratio using the number keys. A Press [Reduce / Enlarge]. 2 B Press [Mag. Ratio]. C Enter the desired ratio with the number keys, and then press [q]. D Press [OK]. E Place the originals, and then press the {Start} key.



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)
<http://yourpdfguides.com/dref/3177527>

47 Copying Auto Reduce/Enlarge The machine automatically chooses an appropriate reproduction ratio based on the paper and original sizes you select. 2 Important You cannot use the bypass tray with this function. You cannot use the Rotated Copy function when enlarging to B4 JIS or A3.

When enlarging to B4 JIS or A3 size copy paper, place the original in the L orientation. When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use: Metric version Original location Exposure glass ADF Original size and orientation A3L, B4 JISL, A4KL, B5 JISKL, 81/2" × 13"L A3L, B4 JISL, A4KL, B5 JISKL, A5KL Inch version Original location Exposure glass ADF Original size and orientation 11" × 17"L, 81/2" × 14"L, 81/2" × 11"KL 11" × 17"L, 81/2" × 14"L, 81/2" × 11"KL, 10" × 14"L, 51/2" × 81/2"KL A Press [Auto Reduce / Enlarge]. 48 Copier Functions B Select the paper tray. C Place the originals, and then press the {Start} key. Reference p.10 "Originals not recommended for the Auto Document Feeder (ADF)" Size Magnification You can calculate an enlargement or reduction ratio based on the lengths of the original and copy. 2 ANP059S Measure and specify the lengths of the original and copy by comparing "A" with "a". A Press [Reduce / Enlarge]. B Press [Specifd. Ratio].

C Make sure [Size Magnificatn] is highlighted. D Enter the length of the original with the number keys, and then press [q]. You can enter sizes between 1 to 999 mm (0.1" to 99.9") in 1 mm (0.

1") steps. E Enter the length of the copy with the number keys, and then press [q]. F Press [OK] twice. G Place the originals, and then press the {Start} key.

49 Copying Note To change the length after pressing [q] in E, select [Original] or [Copy], and then enter the desired length.

Directional Magnification (%) 2 Specify the horizontal and vertical lengths of the original and copy image at different reproduction ratio. Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically. CP2P01EE a: Horizontal ratio b: Vertical ratio Note You can also select a preset ratio close to the ratio using [Reduce] or [Enlarge], and then adjust it further, using [n] or [o]. To enter the ratio with the number keys Select a ratio using the number keys. A Press [Reduce / Enlarge]. B Press [Specifd. Ratio]. C Press [Direct. Mag.%].

D Press [Horizontal]. 50 Copier Functions E Enter the desired ratio with the number keys, and then press [q]. F Press [Vertical]. G Enter the desired ratio with the number keys, and then press [q]. H Press [OK] twice. I Place the originals, and then press the {Start} key. To specify a ratio with [o] and [n] Select a ratio using [o] or [n]. 2 A Press [Reduce / Enlarge]. B Press [Specifd. Ratio].

C Press [Direct. Mag.%]. D Press [With no]. E Press [Horizontal].

F Specify the desired ratio using [n] or [o]. Pressing [n] or [o] changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%. G Press [Vertical]. H Specify the desired ratio using [n] or [o].

I Press [OK] twice. J Place the originals, and then press the {Start} key. Note If you have incorrectly entered the ratio in steps F or H, readjust it with [n] or [o]. 51 Copying Directional Size Magnification (inch) A suitable reproduction ratio is automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require. 2 CP2M01EE 1 Horizontal original size: A mm (inch) 2 Vertical original size: B mm (inch) 3 Horizontal copy size: a mm (inch) 4 Vertical copy size: b mm (inch) Measure and specify the lengths of the original and copy by comparing "A" with "a" and "B" with "b". A Press [Reduce / Enlarge]. B Press [Specifd. Ratio]. C Press [Dir. Size Mag inch].

D Enter the horizontal size of the original with the number keys, and then press [q]. You can enter sizes between 1 to 9999 mm (0.1" to 99.9") in 1 mm (0.1") steps. [q]. E Enter the horizontal size of the copy with the number keys, and then press F Enter the vertical size of the original with the number keys, and then press [q]. You can enter sizes between 1 to 999 mm (0.1" to 99.9") in 1 mm (0.

1") steps. 52 Copier Functions G Enter the vertical size of the copy with the number keys, and then press [q]. H Press [OK] twice. I Place the originals, and then press the {Start} key. Note To change a length in steps D to G, press the key you wish to change and enter the new value.

2 Sort The machine assembles copies as sets in sequential order. Important To use the Rotate Sort function, two paper trays with paper identical in size and different in direction (KL) are required. See "Tray Paper Settings", General Settings Guide. Sort Copies are assembled as sets in sequential order. Rotate Sort Every other copy set is rotated by 90 degrees (KL) and delivered to the copy tray.

53 Copying A Press [Sort] or [Rotate Sort]. When a finisher is not installed: 2 When the 500-sheet finisher is installed: When the 1000-sheet finisher is installed: When the optional finisher is installed, use the User Tools to display [Rotate Sort]. See "Input/Output", General Settings Guide. B Enter the number of copy sets using the number keys. The maximum number of sets is 99. C Set the originals. 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 [q] key after all the originals have been scanned. D Press the {Start} key.

Note To confirm the type of finishing, press the {Sample Copy} key in step C. 54 Copier Functions Reference "Input/Output", "Tray Paper Settings", General Settings Guide Sample copy You can use this function to check the copy settings before making a long copy run. Important This function can be used only when the Sort function is turned on. 2 A Select Sort and any other necessary functions, and the place the originals. B Press the {Sample Copy} key. One copy set is delivered as a sample. ZLFS340N C If the sample is acceptable, press [Print]. The number of copies made is smaller than the specified number by one.

Note If you press [Suspend] after checking the results, you can return to step A. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust.

, and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change certain settings. 55 Copying Changing the number of sets You can change the number of copy sets during copying.



[You're reading an excerpt. Click here to read official RICOH AFICIO MP 3010 user guide](http://yourpdfguides.com/dref/3177527)

<http://yourpdfguides.com/dref/3177527>