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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO SP 100SF. You'll find the answers to all your questions on the RICOH AFICIO SP 100SF 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 SP 100SF**  
**User guide RICOH AFICIO SP 100SF**  
**Operating instructions RICOH AFICIO SP 100SF**  
**Instructions for use RICOH AFICIO SP 100SF**  
**Instruction manual RICOH AFICIO SP 100SF**



## SP 100SF

Operating Instructions  
User Guide

For safe and correct use, be sure to read "Safety Information" before using the machine.



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*Manual abstract:*

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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.

**Disclaimer** Contents of this manual are subject to change without prior notice. 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. For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer. Two kinds of size notation are employed in this manual. Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product. 5 1. **Guide to the Machine Model-Specific Information** This section explains how you can identify the region your machine belongs to. There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.

**CHZ966** The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine. (mainly Europe and Asia) If the label contains the following, your machine is a region A model: • CODE XXXX -22, -27 • 220-240V (mainly North America) If the label contains the following, your machine is a region B model: • CODE XXXX -11, -17 • 120V • Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

**6 Guide to Components** Guide to Components This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions. Exterior 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 **CHZ967** 1. **Control Panel** Contains a screen and keys for machine control. 2. **ADF Cover** Open this cover to remove originals jammed in the ADF.

3. **Input Tray for the ADF** Place stacks of originals here. They will feed in automatically. This tray can hold up to 15 sheets of plain paper. 4. **Tray Extension for the ADF** Pull out this tray extension to hold the originals. 5. **Input Tray** This tray can hold up to 50 sheets of plain paper. 6. **Exposure Glass** Place originals here sheet by sheet.

7 1. **Guide to the Machine** 7. **Input Tray Cover** Set this cover up and pull out the paper source tray to load paper. 8. **Tray Extension** Pull out and extend this tray extension to hold the output paper. 9. **Front Cover** Open this cover to pull out the output tray before printing. 10. **Maintenance Cover** Lift up this cover to replace consumables or clear a paper jam. 11.

**Auto Document Feeder (Exposure Glass Cover)** The auto document feeder (ADF) is integrated with the exposure glass cover. Open this cover to place documents on the exposure glass. 12. **Tray Extension** Pull out this tray extension to hold the originals. 13.

**USB Port** Use this port to connect the machine to a computer using a USB cable. 14. **Line and TEL Connector** • Upper connector: External Telephone Connector. For connecting an external telephone. • Lower connector: G3 (analog) Line Interface Connector.

For connecting a telephone line. 15. **Power Connector** Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet. 16. **Power Switch** Use this switch to turn the power on or off. Interior 1 **CHZ004** 8 **Guide to Components** 1. **Print Cartridge A** replacement consumable that is required to make prints on paper. It needs to be replaced after approximately every 2000 pages printed. For details about replacing the cartridge, see p.

97 "Replacing the Print Cartridge". **Control Panel** • The actual control panel Monitor? ". 1. Close all applications except this manual. 2. Insert the CD-ROM into the CD-ROM drive. 3. From the CD-ROM menu, click [Smart Organizing Monitor]. 4. Select a language for Smart Organizing Monitor.

5. Follow the instructions in the installation wizard. 12 **Initial Setup** Initial Setup When you turn this machine on for the first time, you must set the following items. Select each setting using the [ ], [ ], or number keys, and then press the [OK] key. • [Language] • [Country Code] • [Year] • [Month] • [Day] • [Hour] • [Minute] 13 1.

**Guide to the Machine** What is Smart Organizing Monitor? Install this utility on your computer from the included CD-ROM before using it. Smart Organizing Monitor provides the following functions: • Displays the status of the machine Displays paper jam messages and other error messages. • Paper size and type settings Displays the settings for paper sizes or types available on this machine. • Print test and configuration pages Prints List/Report to check the list of settings for this machine and other information. • Modify the system settings Use to change custom paper size settings and other settings on this machine.

• Modify the Speed Dial Register, change, or delete Speed Dial settings. Simplified Chinese can be used to specify the destination. For details about basic instructions on how to use Smart Organizing Monitor, see p.93 "Configuring the Machine Using Smart Organizing Monitor". 14 2. **Loading Paper Supported Paper Paper Size** • A4 • 8 1/2 " × 11 " (Letter) • B5 • 5 1/2 " × 8 1/2 " (Half Letter) • 7 1/4 " × 10 1/2 " (Executive) • A5 • A6 • B6 • 16K (197 × 273 mm) • 16K (195 × 270 mm) • 16K (184 × 260 mm) • Custom Paper Size The following paper sizes are supported as custom paper sizes: • Approximately 90-216 mm (3.



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6-8.5 inches) in width • Approximately 148-297 mm (5.8-11.7 inches) in length Paper Type • Plain Paper (65-104 g/m2 (20-24 lb.

)) • Recycled Paper (65-104 g/m2 (20-24 lb.)) • Thin Paper (60-64 g/m2 (16 lb.)) • Thick Paper (105 g/m2 (28 lb.)) Paper Capacity 50 sheets (80 g/m2, 20 lb.)  
15 2. Loading Paper Non-Recommended Paper Types Do not use the following types of paper: • Ink-jet printer paper • GelJet special paper • Bent, folded, or creased paper • Curled or twisted paper • Wrinkled paper • Damp paper • Dirty or damaged paper • Paper that is dry enough to emit static electricity • Paper that has already been printed onto, except a preprinted letterhead paper. Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.) • Special paper, such as thermal paper and carbon paper • Paper whose weight is heavier or lighter than the limitation • Paper with windows, holes, perforations, cutouts, or embossing • Adhesive label paper on which glue or base paper is exposed • Paper with clips or staples • When loading paper, take care not to touch the surface of the paper.

• Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions. 16 Print Area Print Area The diagram below shows the area of the paper that the machine can print on. From the printer driver 4 3 4 1 3 2 CHZ904 1. Print area 2. Feed direction 3.

Approx. 4.2 mm (0.2 inches) 4. Approx.

4.2 mm (0.2 inches) • The print area may vary depending on the paper size and printer driver settings. 17 2. Loading Paper Copier function 4 3 4 1 3 2 CHZ904 1. Print area 2. Feed direction 3. Approx. 4 mm (0.2 inches) 4.

Approx. 3 mm (0.1 inches) • The print area may vary depending on the paper size. Fax function 4 3 4 1 3 2 CHZ904 1. Print area 2. Feed direction 18 Print Area 3. Approx. 4.2 mm (0.2 inches) 4.

Approx. 4.2 mm (0.2 inches) • The print area may vary depending on the paper size. 19 2.

Loading Paper Loading Paper Load a stack of paper for printing in the input tray on the back of the machine. • When loading paper, be sure to configure the size and type of paper. When printing a document, specify the paper size and type in the printer driver so that the settings configured when paper is loaded can be used for printing. 1. Open the input tray cover and pull out the tray.

1 2 CHZ005 2. After pulling out the tray, tilt it back and forth, and then attach the end of the input tray to the machine. 1 2 CHZ006 20 Loading Paper 3. Fan the paper before loading it in the tray. CBK254 4. Slide the paper guide on both sides outward, and then load the paper print side up until it stops. 2 1 1 CHZ007 5. Adjust the paper guide on both sides to fit the paper width. CHZ008 21 2. Loading Paper 6.

Open the front cover and tray extension. CHZ027 Specifying Paper Type and Paper Size Using Control Panel Specifying the paper type 1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [System Settings], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Tray Paper Settings], and then press the [OK] key. 4. Press the [ ] or [ ] key to select [Paper Type], and then press the [OK] key. 5.

Press the [ ] or [ ] key to select the paper type, and then press the [OK] key. 6. Press the [User Tools] key to return to the initial screen. 22 Loading Paper Specifying the standard paper size 1. Press the [User Tools] key.

CHZ960 2. Press the [ ] or [ ] key to select [System Settings], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Tray Paper Settings], and then press the [OK] key. 4.

Press the [ ] or [ ] key to select [Paper Size], and then press the [OK] key. 5. Press the [ ] or [ ] key to select the paper size, and then press the [OK] key. 6. Press the [User Tools] key to return to the initial screen. Specifying a custom paper size 1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [System Settings], and then press the [OK] key. 3.

Press the [ ] or [ ] key to select [Tray Paper Settings], and then press the [OK] key. 4. Press the [ ] or [ ] key to select [Paper Size], and then press the [OK] key. 5. Press the [ ] or [ ] key to select [Custom], and then press the [OK] key. 6. Press the [ ] or [ ] key to select [mm] or [inch], and then press the [OK] key. 7. Press the [ ] or [ ] key to select the width, and then press the [OK] key. 23 2.

Loading Paper 8. Press the [OK] key. 9. Press the [ ] or [ ] key to select the length, and then press the [OK] key. 10.

Press the [OK] key. 11. Press the [User Tools] key to return to the initial screen. Specifying Paper Type and Paper Size Using Smart Organizing Monitor The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Specifying the paper type and paper size 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [Status] tab, click [Change...]

]. 5. Select the paper type and paper size, and then click [OK]. 6. Click [Close]. Changing the custom paper size 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3.

Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [User Tool] tab, click [Printer Configuration]. 5. On the [System] tab, select [mm] or [inch] in the [Measurement Unit:] list.

6. In the [Horizontal: (90 to 216 mm)] box, enter the width. 7. In the [Vertical: (148 to 297 mm)] box, enter the length. 8.

Click [OK]. 9. Click [Close]. 24 Placing Originals Placing Originals This section describes the types of originals you can set and how to place them. About Originals Recommended size of originals Exposure glass • Up to 216 mm (8.5 ") in width, up to 297 mm (11.7 ") in length ADF • Paper size: 140 to 216 mm (5 1/2 " to 8 1/2 ") in width, 128 to 297 mm (5.0 " to 11.7 ") in length • Paper weight: 60 to 90 g/m2 (16 to 24 lb.) Up to 15 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m2, 20 lb.

). Types of originals not supported by the Auto Document Feeder If placed in the ADF, the following types of originals might be damaged, become jammed, or result in gray or black lines appearing on prints: • Originals larger or heavier than the recommended amount • 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 • Bound originals such as books • Transparent originals such as OHP transparencies or translucent paper 25 2.



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Loading Paper • Originals that are wet with toner or white out Unscannable image area Even if you correctly place originals, margins of a few millimeters on all four sides of the original may not be scanned. Margins when using exposure glass CHZ916 1. Approx. 4.1 mm (0.2 inches) 2. Approx. 3 mm (0.1 inches) 3. Approx. 4 mm (0.2 inches) Margins when using ADF CHZ919 1. Approx. 4.1 mm (0.2 inches) 2. Approx. 3 mm (0.1 inches) 3. Approx. 4.3 mm (0.2 inches) 26 Placing Originals Placing Originals on the Exposure Glass • Do not place originals until all correction fluid or toner becomes completely dry. Doing so may create marks on the exposure glass that will appear on copies. 1. Lift the exposure glass cover. 2. Place the original face down on the exposure glass.

The original should be aligned to the rear left corner. CHZ009 3. Lower the exposure glass cover. Hold down the cover with your hands when using thick, folded, or bound originals and when the cover cannot be lowered completely. Placing Originals in the Auto Document Feeder • Do not place originals mixed with different in the ADF all at once. • To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF. 27 2. Loading Paper 1. Open the input tray for the ADF. CHZ010 2.

Adjust the guides according to the size of the originals. CHZ011 3. Place the aligned originals face up in the ADF. The last page should be on the bottom. CHZ012 28 3.

Printing Documents Basic Operation Use the printer driver to print a document from your computer. 1. After creating a document, open the [Printing Preferences] dialog box in the document's native application. 2. Change any print settings if necessary.

The following print settings can be specified using the printer driver: • Printing multiple pages on a sheet • Splitting a single page across multiple sheets • Printing on both sides of sheets • Not having blank pages printed • Having prints sorted • Saving printer driver settings • Recalling and deleting saved printer properties settings • Printing on a custom size paper • Printing a large paper size document on smaller size paper • Reducing and enlarging a document size • Changing the print resolution • Saving on toner when printing • Changing the dithering pattern • Having text stamped on prints For details about each setting items, click [Help]. 29 3. Printing Documents 3. When setting changes are completed, click [OK]. 4. Print the document using the print function in the document's native application. • If a paper jam occurs, printing stops when the current page has printed. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing.

Printing on Both Sides of Sheets 1. After creating a document, open the [Printing Preferences] dialog box in the document's native application. 2. On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output. 3. After making any additional settings, click [OK]. 4. Start printing. The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over. 5. Take out all of the prints from the output tray and place them in the input tray. To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray. Portrait CHZ921 30 Basic Operation Landscape CHZ922 6. Press the [Start] key. Canceling a Print Job You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started 1. Double-click the printer icon on the task tray of your computer. 2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel]. • If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.

• It may take a while to cancel a large print job. 31 3. Printing Documents Canceling a print job while printing 1. Press the [Clear/Stop] key. CHZ961 2. Press the [1] key. 32 If a Paper Mismatch Occurs If a Paper Mismatch Occurs If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error: Continue printing using mismatched paper Use the form-feed function to ignore the error and print using mismatched paper. Reset the print job Cancel printing. Continuing Printing Using Mismatched Paper If the paper is too small for the print job, the printed image will be cropped.

1. If the error message is displayed, press the [Start] key. CHZ962 Resetting the Print Job 1. If the error message is displayed, press the [Clear/Stop] key. CHZ961 33 3. Printing Documents 34 4. Copying Originals Copier Mode Screen When the machine is turned on, the copier screen appears first. When the fax screen is shown on the display, press the [Copy/Facsimile] key on the control panel to switch to the copier screen. Standby mode screen Copier A4 100% Text/Photo 01 • First line: Displays the function and paper size specified on the machine. The following five functions are available: • Copier, ID Card Copy, Sort, 2 Sided Copy, 2 Sided/Sort • Second line: Displays the copy magnification ratio or combine setting ([2 on 1] or [4 on 1]), document type, and the number of copies.

• The start-up mode can be specified in the [Function Priority] setting under [System Settings]. 35 4. Copying Originals Basic Operation • The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass. • When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under [Copier Features]. 1. Make sure that the copier mode screen is displayed. When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen. CHZ957 2. Place the original on the exposure glass or in the ADF. 3.

To make multiple copies, enter the number of copies using the number keys. 4. Press the [Start] key. CHZ962 • If a paper jam occurs, printing stops when the current page has printed. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing. 36 Basic Operation • If a scanning jam occurs in the ADF, copying is canceled immediately. If this happens, copy the originals again starting from the jammed page. Canceling a Copy If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout.



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When the original is placed in the ADF, scanning stops when the current page is fed. If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out. 1. Make sure that the copier mode screen is displayed. When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen. CHZ957 2. Press the [Clear/Stop] key. CHZ961 3. Press the [1] key. 37 4. Copying Originals Making Enlarged or Reduced Copies There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio. Preset ratio CES103 (mainly Europe and Asia) 50%, 71%, 82%, 93%, 122%, 141%, 200% (mainly North America) 50%, 65%, 78%, 93%, 129%, 155%, 200% Custom ratio CES106 25% to 400% in 1% increments. 38 Making Enlarged or Reduced Copies Specifying Reduce/Enlarge 1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Copier Features], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Reduce/Enlarge], and then press the [OK] key. 4. Press the [ ] or [ ] key to select the ratio, and then press the [OK] key. 5. Press the [User Tools] key to return to the initial screen. 39 4. Copying Originals Combining Multiple Pages Scanned pages of the original can automatically be scaled down so that two or four pages can be printed at once on a single sheet of paper. • To use this function, the paper size used for printing copies must be set to A4 or Letter. 2 on 1 You can copy two pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following: • Portrait CES033 • Landscape CES034 4 on 1 You can copy four pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following: • Portrait: L to R CES035 • Portrait: T to B 40 Combining Multiple Pages CES036 • Landscape: L to R CES037 • Landscape: T to B CES038 Specifying Combine 1. Press the [User Tools] key.

CHZ960 2. Press the [ ] or [ ] key to select [Copier Features], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Combine], and then press the [OK] key. 4. Press the [ ] or [ ] key to select [2 on 1] or [4 on 1], and then press the [OK] key. 5. Press the [ ] or [ ] key to select the printout format, and then press the [OK] key. 6. Press the [User Tools] key to return to the initial screen.

41 4. Copying Originals 7. Make sure that the copier mode screen is displayed. When the fax mode screen is appears, press the [Copy/Facsimile] key to switch to the copier mode screen. CHZ957 8. Place the original on the exposure glass or in the ADF. 9. To make multiple copies, enter the number of copies using the number keys. 10. Press the [Start] key.

CHZ962 When you place the original on the exposure glass, perform the following steps to scan the subsequent pages of the original. 11. When the current page is scanned, place the next page on the exposure glass, and then press the [Start] key. 12. Repeat Step 11 until all the pages of the original are scanned. When [Sort] is disabled, the scanned pages automatically print two pages in [2 on 1] mode and four pages in [4 on 1] mode. When [Sort] is enabled, scan all the pages and then press the [OK] key to start printing copies of them. 42 Copying Both Sides of an ID Card onto One Side of Paper Copying Both Sides of an ID Card onto One Side of Paper This section describes how to copy the front and back sides of an ID card or other small documents onto either side of a sheet of paper. When copying onto A4 paper, you can copy documents that are smaller than A5. Likewise, when copying onto Letter size paper, you can copy documents that are smaller than Half Letter size.

• To use this function, the paper size used for printing copies must be set to A4 or Letter. CES165 Copying an ID Card 1. Make sure that the copier mode screen is displayed. When the fax mode screen appears, press the [Copy/Facsimile] key to switch to the copier mode screen. CHZ957 43 4. Copying Originals 2. Press the [ID Card Copy/On Hook Dial] key. CHZ959 3. To make multiple copies, enter the number of copies using the number keys. 4. Place the original front side down with the top to the rear of the machine on the exposure glass. Place the original in the center of the A5/Half Letter scan area. CHZ023 5. Press the [Start] key. CHZ962 6. Within 30 seconds, place the original back side down with the top to the rear of the machine on the exposure glass, and then press the [Start] key. 44 Making 2-sided Copies Making 2-sided Copies • To use this function, the paper size used for printing copies must be set to A4 or Letter. You can select top-to-top or top-to-bottom binding, in either portrait or landscape orientation. Top to Top CES125 CES126 Top to Bottom CES127 CES128 45 4. Copying Originals Specifying 2 Sided Copy 1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Copier Features], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [2 Sided Copy], and then press the [OK] key. 4. Press the [ ] or [ ] key to select [Top to Top] or [Top to Bottom], and then press the [OK] key. 5. Press the [ ] or [ ] key to select the orientation, and then press the [OK] key. 6. Press the [User Tools] key to return to the initial screen. 7. Make sure that the copier mode screen is displayed. When the fax mode screen is appears, press the [Copy/Facsimile] key to switch to the copier mode screen. CHZ957 8. Place the original on the exposure glass or in the ADF. 9. To make multiple copies, enter the number of copies using the number keys. 46 Making 2-sided Copies 10. Press the [Start] key. CHZ962 When you place the original in the ADF, all the pages are automatically scanned and then only the pages on one side are copied sequentially. Proceed to Step 12. When you place the original on the exposure glass, perform the following steps to scan the subsequent pages. 11. When the current page is scanned, place the next page on the exposure glass, and then press the [Start] key. When [Sort] is disabled, the machine prints only the one sides of pages first. When [Sort] is enabled, scan all the pages, and then press the [OK] key to start printing copies of them. 12. Take out all of the prints from the output tray and place them in the input tray. To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray. Portrait CHZ921 47 4. Copying Originals Landscape CHZ922 13. Press the [Start] key. 48 Specifying the Scan Settings Specifying the Scan Settings This section describes how to specify image density and scan quality for the current job. Adjusting Image Density There are five image density levels. The higher the density level, the darker the printout.



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1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Copier Features], and then press the [OK] key.

3. @@4. Press the [ ] or [ ] key to select the density level, and then press the [OK] key. 5. Press the [User Tools] key to return to the initial screen. Selecting the Document Type According to Original There are three document types: Text Select this when the original contains only text and no photographs or images. Photo Select this when the original contains only photographs or images. @@Text/Photo Select this when the original contains both text and photographs or images. 49 4. Copying Originals Specifying the Original Type 1.

Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Copier Features], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Original Type], and then press the [OK] key.

4. Press the [ ] or [ ] key to select the document type, and then press the [OK] key. 5. Press the [User Tools] key to return to the initial screen. 50 5. Scanning from a Computer Basic Operation Scanning from a computer (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly. TWAIN Scanning TWAIN scanning is possible if your computer is running a TWAIN-compatible application. 1. Place the original. 2. Open the properties dialog box for this machine using a TWAIN-compatible application. 3. Configure the scan settings as required, and then click [Scan]. Settings you can configure in the TWAIN dialog box 1 2 7 6 5 4 3 CHZ973 1. Original Type According to your original, select a setting from the list of options detailed below.

• [Standard] (Auto change to Full color, 200dpi × 200dpi) • [Photo] (Auto change to Full color, 600dpi × 600dpi) 51 5. Scanning from a Computer • [Filing] (Auto change to Text, 200dpi × 200dpi) • [OCR] (Auto change to Text, 400dpi × 400dpi) 2. Original Scan Method Specify the method to scan originals. If [ADF] is selected in [Original Scan Method], specify the orientation of the original. 3. Image Quality Adjustment You can adjust the image quality. The scan settings that can be adjusted are as follow: Rotation, Curve, Brightness/Contrast, Level, Color Balance, and Hue/Saturation. When [Auto] is selected, the default values will be applied to all settings. When [Manual] is selected, all settings can be adjusted as required. 4.

Original Size: Select the scanning size. If you select [Custom Size...], enter the scanning size directly in the edit box.

5. Resolution: Select a resolution from the list. If [Text], [Text/Photo], or [Photo] is selected in [Scan Mode:], the scan resolution cannot be set 1200 dpi × 1200 dpi or higher. 6. Scan Mode: Select from [Full Color], [Grayscale], [Photo], [Text], or [Text/Photo].

7. Select Mode Up to ten scan settings can be saved. The default value is applied when [Default] is selected. • For details, see the TWAIN driver help. Basic Operation for WIA Scanning 1. Place the original. 2. On the [Start] menu, click [Devices and Printers]. 3. Right-click the icon of the printer model you want to use, and then click [Start scan].

4. Configure the scan settings as required, and then click [Scan]. 5. Click [Import]. 52 6. Sending and Receiving a Fax Fax Mode Screen When the machine is turned on, the copier screen appears first. When the copy screen appears, press the [Copy/Facsimile] key on the control panel to switch to the fax screen. Standby mode screen Ready Standard • First line Displays the current machine status, month, and date. • Second line Displays the current resolution settings and time. • The start-up mode can be specified in the [Function Priority] setting under [System Settings].

12-31 16:00 53 6. Sending and Receiving a Fax Setting the Date and Time 1. Press the [User Tools] key. 2. Press the [ ] or [ ] key to select [System Settings], and then press the [OK] key.

3. Press the [ ] or [ ] key to select [Set Date/Time], and then press the [OK] key. 4. Press the [ ] or [ ] key to select [Set Date], and then press the [OK] key. 5. Enter the current year using the number keys, and then press the [OK] key. 6. Enter the current month using the number keys, and then press the [OK] key. 7. Enter the current day using the number keys, and then press the [OK] key. 8. Press the [ ] or [ ] key to select [Set Time], and then press the [OK] key. 9. Enter the current hour using the number keys, and then press the [OK] key. 10.

Enter the current minute using the number keys, and then press the [OK] key. 11. Press the [User Tools] key to return to the initial screen. • If an incorrect time or date is input, the machine automatically corrects it to the nearest valid time or date. 54 Entering Characters Entering Characters To enter characters, use keys as follows: To enter a digit Press a number key. To delete a character Press the [ ] key one second. To enter a fax number • To enter a number Use the number keys. • To enter characters other than digits “ ”: Press the [ ] key. “ ”: Press the [ ] key. Pause: Press the [ID Card Copy/On Hook Dial] key.

Space: Press the [ ] key one second. To enter a name Letters, numbers, and symbols can be entered using the number keys. To enter two characters that use the same number key successively, press the [ ] key after entering the first character. CHZ903 55 6. Sending and Receiving a Fax Registering Fax Destinations This section describes how to register fax destinations in the Address Book using the control panel.

The Address Book can also be edited using Smart Organizing Monitor. For details, see the Smart Organizing Monitor Help. • The Address Book data may become damaged or lost unexpectedly. The manufacturer shall not be held responsible for any damages resulting from such data loss. Registering Fax Destinations 1.

Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Address Book], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Fax Speed Dial Dest.], and then press the [OK] key. 4. Press the [ ] or [ ] key to select the Dial number, and then press the [OK] key. 5. Enter the fax number using the number keys, and then press the [OK] key.

6. Enter the fax name using the number keys, and then press the [OK] key. 7. Press the [User Tools] key to return to the initial screen. 56 Registering Fax Destinations Modifying or Deleting Fax Destinations 1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Address Book], and then press the [OK] key. 3. Press the [ ] or [ ] key to select [Fax Speed Dial Dest.

], and then press the [OK] key. 4. Press the [ ] or [ ] key to select the Speed Dial number, and then press the [OK] key. 5. Modify the fax number using the [ ], [ ], and number keys, and then press the [OK] key.

To delete the fax destination, use the [ ] key to delete all numbers, and then press the [OK] key. Proceed to Step 7. 6. Modify the fax name using the [ ], [ ], and number keys, and then press the [OK] key.



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7.

Press the [User Tools] key to return to the initial screen. Configuring Fax Destinations Using Smart Organizing Monitor 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [User Tool] tab, click [Printer Configuration]. 5.

Click the [Fax] tab. 6. To add a fax destination, specify [No.: (00 to 99)], [Destination:], and [Fax Number:], and then click [Apply] in the [Speed Dial] area.

7. To modify a fax destination, select the destination in [Speed Dial Destination List:], and then modify [Destination:] or [Fax Number:]. To apply the changes, click [Apply] in the [Speed Dial] area. 8. To delete a fax destination, select the destination in [Speed Dial Destination List:], and then click [Delete].

57 6.

Sending and Receiving a Fax 9. Click [Apply] located in the lower part of the window. 10. Click [OK]. 11.

Click [Close]. 12. Click [OK]. 58 Sending a Fax Sending a Fax • It is recommended that you call the receiver and confirm that they received the fax after sending important documents. A fax number can contain 0 to 9, pause, " ", " ", and space.

If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings. To use tone services on a pulse-dialing line, insert " " in the fax number. " " switches the dialing mode from pulse to tone temporarily. If the machine is connected to a telephone network through a PBX, be sure to enter the outside line access number specified in [PBX Access Number] before the fax number. • No separator characters or spaces can be entered before the fax number. Selecting Transmission Mode There are two transmission modes: Memory Transmission and Immediate Transmission. Memory Transmission In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine.

In this mode, you can send a fax to multiple destinations. In Memory Transmission mode, a single job can contain up to 10 pages, and the maximum of 5 jobs can be stored in the machine. Immediate Transmission In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination. 59 6. Sending and Receiving a Fax 1. Press

the [User Tools] key. CHZ960 2. @@3.

@@4. Press the [ ] or [ ] key to select [Immediate TX], and then press the [OK] key. 5. Press the [ ] or [ ] key to select [Off], [On], or [Next Fax Only], and then press the [OK] key. For Memory Transmission, select [Off].

For Immediate Transmission, select [On] or [Next Fax Only]. 6. Press the [User Tools] key to return to the initial screen. Basic Operation for Sending a Fax 1. Make sure that the fax mode screen is displayed.

@@Place the original on the exposure glass or in the ADF. 60 Sending a Fax 3. Enter the fax number using the number keys. If the machine is connected to a telephone network through a PBX, be sure to enter the outside line access number specified in [PBX Access Number] before the fax number. 4. Press the [Start] key. CHZ962 Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. If the fax numbers do not match, go back to step 3. When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original. 5.

If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned. 6. When all originals have been scanned, press the [2] key to start sending the fax. • If Memory Transmission mode is enabled, the machine's memory may become full while scanning the originals. If this happens, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully. Canceling a fax Follow the procedure below to cancel sending a fax. When in Memory Transmission mode If you cancel sending a fax while the machine is scanning the original, the machine will not send the document. If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Immediate Transmission mode If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine. 61 6. Sending and Receiving a Fax 1. Press the [Clear/Stop] key.

CHZ961 2. Press the [1] key. • If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal. Specifying the Fax Destination Other than entering the destination fax number using the number keys, you can specify destinations using the following functions: • Using Speed Dial • Using the Broadcast function • Using the Redial function Specifying the destination using Speed Dial 1.

Make sure that the fax mode screen is displayed. CHZ957 62 Sending a Fax 2. Place the original on the exposure glass or in the ADF. 3. Press the [Speed Dial] key. CHZ958 4. Enter the Speed Dial number using the number keys, and then press the [OK] key. 5. Press the [Start] key. CHZ962 When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.

6. If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned. 7. When all originals have been scanned, press the [2] key to start sending the fax. Specifying the destination using the broadcast function You can send a fax to multiple destinations simultaneously. 1. Make sure that the fax mode screen is displayed. 63 6. Sending and Receiving a Fax CHZ957 2.

Place the original on the exposure glass or in the ADF. 3. @@Press the [Speed Dial] key. CHZ958 2. @@3.

Press the [OK] key. To add a manually-specified destination 1. Enter the destination fax number using the number keys. 2. Press the [OK] key.

4. Go back to step 3 to add further destinations. 5. Press the [Start] key. Specifying the destination using the redial function This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time. 64 Sending a Fax 1. Make sure that the fax mode screen is displayed. @@Place the original on the exposure glass or in the ADF.



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3. @@4.

@@@1. Make sure that the fax mode screen is displayed. @@65 6. Sending and Receiving a Fax CHZ957 2. Place the original on the exposure glass or in the ADF. 3. Press the [ID Card Copy/On Hook Dial] key. CHZ959 4. @@Press the [Speed Dial] key. CHZ958 2.

@@3. Press the [OK] key. To add a manually-specified destination 1. @@Press the [OK] key. 5.  
Press the [Start] key. CHZ962 6. Press the [1] key. 7. @@@1.

Place the original. 2. Pick up the handset of the external telephone. 3. Specify the destination using the external telephone. 4. When the other party answers, ask them to press their fax start button. 5. Press the [Start] key. CHZ962 6.

Press the [1] key. 7. Press the [Start] key. 8. Replace the handset. 67 6. @@The darker the density level, the darker the printout. 1. Press the [User Tools] key. CHZ960 2.

@@3. @@4. @@5. @@6. @@Detail Select this when the original is a document with small print.

@@Press the [User Tools] key. CHZ960 2. @@3. @@4. @@5.

@@6. Press the [User Tools] key to return to the initial screen. 69 6. @@@@ Press the [User Tools] key. CHZ960

2. Press the [ ] or [ ] keys to select [Fax Features], and then press the [OK] key. 3. Press the [ ] or [ ] keys to select [RX Settings], and then press the [OK] key. 4. Press the [ ] or [ ] keys to select [Switch RX Mode], and then press the [OK] key.

5. Press the [ ] or [ ] keys to select the reception mode, and then press the [OK] key. 6. Press the [User Tools] key to return to the initial screen. Receiving a fax in Manual mode 1. Pick up the handset of the external telephone to answer the call. Press the [ID Card Copy/On Hook Dial] key if no external telephone is connected. 2. When you hear a fax calling tone or no sound, switch to fax mode using the [Copy/ Facsimile] key, and then press the [Start] key. CHZ962 3.

Press the [3] key. 4. Press the [Start] key. 5. Replace the handset.

Press the [ID Card Copy/On Hook Dial] key if no external telephone is connected. 71 6. Sending and Receiving a Fax Receiving a fax in Auto mode When the reception mode is set to Auto mode, the machine automatically answers all incoming calls in fax reception mode. • You can specify the number of times the machine rings before answering a call in the [Number of Rings] setting under [Fax Features]. • If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts.

If you hear a fax calling tone or no sound, receive the fax manually. 72 Lists/Reports Related to Fax Lists/Reports Related to Fax The lists and reports related to the fax function are as follow: • Fax Journal Prints a fax transmission and reception journal for the last 100 jobs. • TX Status Report Prints out the latest Transmission result. • TX Standby File List Prints a list of unsent fax jobs remaining in the machine's memory. • Power Failure Report Prints a report when the machine's power has been interrupted while sending or receiving a fax, or images stored in the machine's memory have been lost due to the machine being turned off for a prolonged period of time. • Fax Speed Dial List Prints a list of Speed Dial entries. 73 6. Sending and Receiving a Fax 74 7. Configuring the Machine Using the Control Panel Basic Operation 1. If you want to configure the machine's system settings, press the [User Tools] key.

CHZ960 2. Press the [ ] or [ ] key to select the settings you want to use. The machine's default settings are grouped into the following six categories: • [System Settings], [Printer Features], [Copier Features], [Fax Features], [Address Book], [Print List/Report]. 3. To confirm setting items and values displayed, press the [OK] key. 4. To go back to the previous item, press the [ ] key. • To return to the initial screen, press the [ ] key the same amount of times as the number of selected items, or press the [User Tools] key once. 75 7. Configuring the Machine Using the Control Panel Copier Features Settings Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multipage document (P1, P2, P1, P2.

..). Default: [Off] • On • Off Original Type Specifies the content of originals so that the copy quality can be optimized. Default: [Text/Photo] • Text Select this when the original contains only text and no photographs or images.

@@@@@Density Specifies the image density for photocopying. @@@@ Toner Saving Reduces toner consumption when printing. When this setting is enabled, print quality may be degraded. Default: [Off] • Off • On 77 7. @@Default: [Off] • Off Select this when using Memory Transmission.

• On Select this when using Immediate Transmission. @@Resolution Specifies the resolution to use for scanning originals. @@• Detail Select this when the original is a document with small print. • Photo Select this when the original contains images such as photographs or shaded drawings. Density Specifies the image density to use for scanning originals. [Erase Background] is not available, when [Resolution] is set to [Photo]. Default: [Erase Background] • • • • • (Darkest) • Erase Background (Lightest) 78 Fax Features Settings Pause Time Specifies the length of pause time when a pause is inserted between the digits of a fax number. Default: 3 seconds • 1 to 15 seconds, in 1 second increments Auto Redial Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs. Default: [On] • Off • On If [Auto Redial] is set to [On], the redial count and interval can be specified. The redial count is 3 times.

The redial interval is 5 minutes. Print Fax Header Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and number, Session number, and page information. Default: [On] • Off • On RX Settings Switch RX Mode Specifies the reception mode. Default: [Auto] • Auto The machine automatically answers all incoming calls in fax reception mode. • Manual The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes. Auto Reduction Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper. Note that the machine only reduces the size down to maximum by 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

79 7. Configuring the Machine Using the Control Panel Default: [On] • Off • On Sort Begins printing from the last page when the data has been received within the memory. Default: [Off] • Off • On Number of Rings Specifies the number of times the machine rings before it starts to receive faxes in [Switch RX Mode] is [Auto]. Default: 3 times • 3 to 5 times, in increments of 1 Add Footer Sets the machine to add a footer to every fax you received. Default: [On] • Off • On Del.



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**TX Standby File Deletes** *Deletes unsent fax jobs remaining in the machine's memory. This function is only performed when selected.* • Delete File To delete a fax job, select the job you want to delete. • Delete All Files To delete all fax jobs. **Comm.**

**Settings ECM Transmission** Sets the machine to automatically resend parts of the data that are lost during transmission. Default: [On] • Off • On **ECM Reception** Sets the machine to automatically receive parts of the data that are lost during reception. **80 Fax Features Settings** Default: [On] • Off • On **Dial Tone Detect** Sets the machine to automatically detect a dial tone before dialing the destination. Default: [Detect] • Detect • Do not Detect **Transmission Speed** Specifies the transmission speed for the fax modem. Default: [33.6 Kbps] • 33.6 Kbps • 14.4 Kbps • 9.6 Kbps • 7.2 Kbps • 4.

8 Kbps • 2.4 Kbps **Reception Speed** Specifies the reception speed for the fax modem. Default: [33.6 Kbps] • 33.6 Kbps • 14.4 Kbps • 9.6 Kbps • 7.2 Kbps • 4.8 Kbps • 2.4 Kbps **Dial/Push Phone** Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting the wrong setting may result in transmission errors. Default: [Push Phone] • Push Phone • Dial Phone (10PPS) **81 7. Configuring the Machine Using the Control Panel PSTN / PBX** Sets the machine to connect to a public switched telephone network (PSTN) or a private branch exchange (PBX). Default: [PSTN] • PSTN • PBX **PBX Access Number** Specifies the dial number to access the external line when the machine is connected to a PBX.

Make sure that this setting matches your PBX settings. Otherwise, you may not be able to send faxes to external destinations. Default: 9 • 0 to 999 **Fax No. Confirmation** If this setting is enabled, when trying to send a fax by manually entering a fax number, the user will be prompted to re-enter the number for confirmation. If the numbers do not match, the fax cannot be sent.

Default: [Off] • Off • On **Report Print Set. TX Status Report** Sets the machine to print a transmission report automatically after a fax transmission. Default: [EveryTX: With Image] • Error Only Prints a report when a transmission error occurs. • Error: With Image Prints a report with an image of the original when transmission error occurs. • Every TX Prints a report for every fax transmission. • EveryTX: With Image Prints a report with an image of the original for every fax transmission. • Do not Print **82 Fax Features Settings Fax Journal** Sets the machine to print a fax journal automatically for every 100 fax jobs (both sent and received). Default: [Auto Print] • Auto Print • Do not Auto Print **83 7. Configuring the Machine Using the Control Panel Address Book Settings Fax Speed Dial Dest.** Fax numbers and names can be registered in the speed dial list.

Up to 100 entries can be registered. To register a fax name containing double-byte characters, use Smart Organizing Monitor. For details, see p.56 "Registering Fax Destinations". **84 System Settings System Settings Tray Paper Settings Paper Size** Specifies the paper size. (mainly Europe and Asia) Default: [A4] (mainly North America) Default: [LT (8 1/2 x 11)] • A4, B5, A5, B6, A6, LT (8 1/2 x 11), HLT (5 1/2 x 8 1/2), EXE (7 1/4x10 1/2), 16K (197x273mm), 16K (195x270mm), 16K (184x260mm), Custom Paper Type Specifies the paper type. Default: [Plain Paper] • Plain Paper, Recycled Paper, Thin Paper, Thick Paper **Adjust Sound Volume** Specifies the volume of the sounds produced by the machine. Select the setting for each item from [Off], [Low], [Middle], or [High]. **Panel Key Sound** Specifies the volume of the beep sound when a key is pressed. Default: [Middle] **Alarm Volume** Specifies the volume of the alarm sound when an operation error occurs.

Default: [Middle] **On Hook Mode** Specifies the volume of the sound from the speaker during On Hook mode. Default: [Middle] **Copy Job End Tone** Specifies the volume of the beep sound when a copy job is complete. Default: [Off] **Copy Job Error Tone** Specifies the volume of the beep sound when a copy job error occurs. Default: [Middle] **85 7. Configuring the Machine Using the Control Panel Print Job End Tone** Specifies the volume of the beep sound when a print job is complete.

Default: [Off] **Print Job Error Tone** Specifies the volume of the beep sound when a print job error occurs. Default: [Middle] **Scan Job End Tone** Specifies the volume of the beep sound when a scan job error occurs. Default: [Middle] **Fax TX End Tone** Specifies the volume of the beep sound when a fax transmission is complete. Default: [Middle] **Fax TX Error Tone** Specifies the volume of the beep sound when a fax transmission error occurs.

Default: [Middle] **Fax RX End Tone** Specifies the volume of the beep sound when a fax reception is complete. Default: [Middle] **Fax RX Error Tone** Specifies the volume of the beep sound when a fax reception error occurs. Default: [Middle] **Set Date/Time Set Date** Sets the date of the machine's internal clock. • Year: 2000 to 2099 • Month: 1 to 12 • Day: 1 to 31 **Set Time** Sets the time of the machine's internal clock. • Hour: 0 to 23 **86 System Settings • Minute: 0 to 59 Program Fax Info.** Specifies the user information for sending a fax. • Own Fax Number Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+". • Own Name Specifies the name of the machine using up to 20 characters. **Function Priority** Specifies the mode that is activated when the power is turned on. Default: [Copier] • Copier • Facsimile **Energy Saver Mode** Sets the machine to enter Energy Saver Mode, Energy Saver Mode 1 or Energy Saver Mode 2, to reduce power consumption.

The machine recovers from Energy Saver Mode when it receives a print job, prints a received fax, TWAIN scan directions from the computer, or when the any key is pressed. **Energy Saver Mode 1** The machine enters Energy Saver Mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver Mode 1 than from power-off state or Energy Saver Mode 2, but power consumption is higher in Energy Saver Mode 1 than in Energy Saver Mode 2. Default: [Off] • Off • On **Energy Saver Mode 2** The machine enters Energy Saver Mode 2 after the period of time specified for this setting has passed. The machine consumes less power in Energy Saver Mode 2 than in Energy Saver Mode 1, but it takes longer to recover from Energy Saver Mode 2 than from Energy Saver Mode 1. Default: [On] (1 minute) • On (1 to 30 minutes, in 1 minute increments) **Language** Specifies the language used on the screen and in reports. **87 7. Configuring the Machine Using the Control Panel • English, German, French, Italian, Spanish, Dutch, Swedish, Norwegian, Danish, Finnish, Portuguese, Czech, Hungarian, Polish, Russian, Portuguese (BR), Turkish Country Code** Selects the country in which the machine is used.



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The country code you specify determines the time and date display format and the default values of the fax transmission-related settings. Make sure to select the country code correctly.

Selecting a wrong country code may cause failures in fax transmissions. Default: [USA] Fixed USB Port Specifies whether the same driver can be used for multiple machines or not under USB connection. Default: [Off] • On The same driver you have installed on your computer can be used with any machine other than the one originally used for installation as long as the machine is the same model. • Off You must install the driver separately for individual machines, because a machine that is not the original will be recognized as a new device upon USB connection. Print Cartridge Displays information about consumables.

••••• Low Humidity Mode When the machine is used in a low humidity environment, black stripes with a few millimeters width may appear. Selecting [On] should prevent such black stripes from appearing. Default: [Off] • On • Off Registration Adjusts the position of the input tray. Adjust the value by using the [ ] or [ ] key. Default: 0 • Horizontal (-15 to +15 mm, in 1 mm increments) 88 (Needs replacing) (New) System Settings • Vertical (-15 to +15 mm, in 1 mm increments) Adjust Image Density Adjusts the density of printing.

Default: ••••• Reset Settings • Reset All Settings Resets all settings to the factory default, except for the language, date and time, and fax Speed Dialing settings. • Clear Address Book Deletes all fax speed dial entries. (Darkest) (Lightest) 89 7. Configuring the Machine Using the Control Panel Printing Lists/Reports Printing the Configuration Page 1. Press the [User Tools] key. CHZ960 2. Press the [ ] or [ ] key to select [Print List/Report], and then press the [OK] key. 3. Press the [ ] or [ ] key to select types of report, and then press the [OK] key. Types of Report Configuration Page Prints the machine's general information and current configuration.

Test Page Checks the results of print position adjustment. Fax Journal Prints a fax transmission and reception journal for the last 100 jobs. TX Status Report Prints the latest transmission report. TX Standby File List Prints a list of unsent fax jobs remaining in the machine's memory. Fax Speed Dial List Prints a list of Speed Dial entries. 90 Printer Features Settings Printer Features Settings I/O Timeout Timeout: USB Specifies how many seconds the machine waits for print data and if the data is interrupted while being sent from the computer via USB. If the machine does not receive any data within the specified time, the machine only prints the data it has received. Default: 60 sec. • Off • 15 sec. • 60 sec.

• 300 sec. Auto Continue Sets the machine to ignore errors on paper size or type and continue printing. The printing stops temporarily if an error is detected, and resumes automatically after about ten seconds, depending on the settings specified in the control panel. Default: [Off] • On • Off Sub Paper Size Sets the machine to print onto paper of another size if the specified paper is not loaded in tray. Alternative sizes are preset to A4 and Letter.

Default: [Off] • On • Off 91 7. Configuring the Machine Using the Control Panel 92 8. Configuring the Machine Using Smart Organizing Monitor Checking the System Information The state and status information of the machine can be checked using Smart Organizing Monitor. Checking the Status Information 1 3 2 CHZ920 1. Image area Displays the status of this machine with an icon.

2. Status area • Paper Size Displays the paper size configured on the machine. • Paper Type Displays the paper type configured on the machine. • Toner The remaining toner level is displayed in ten levels. • Counter Displays the number of pages that have been printed by the machine. 93 8. Configuring the Machine Using Smart Organizing Monitor 3. Message area Displays the status of this machine with a message. For details about error messages, see p.121 "Error and Status Messages Appear on the Smart Organizing Monitor".

Printing the Configuration Page 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [User Tool] tab, select [Configuration Page] in the [List / Test:] list. 5. Click [Print]. 94 Configuring the Machine Settings Configuring the Machine Settings Smart Organizing Monitor is used to modify the machine's settings. 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series].

3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [User Tool] tab, click [Printer Configuration]. 5. Change the settings if necessary. 6. Click [OK]. 7. Click [Close]. Tab Settings This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help. System tab • Register custom paper sizes. • Adjust the printing position or density to improve the printing quality when printed results are not satisfactory. • Enable or disable Energy Saver Mode, and specify the amount of time that will elapse before switching to it.

• Update the machine firmware. Fax tab • Specify the fax name and number of the machine. • Register, edit, and delete speed dial entries. 95 8. Configuring the Machine Using Smart Organizing Monitor Updating the Firmware • In no event shall the company be held liable to customers for damages of any kind resulting from use or loss of use of this software. • The company shall also not be held liable for any disputes between the customer and third parties resulting from any use or loss of use of this software. • To make sure that a firmware update has successfully completed, print the configuration page before and after the update. • Never disconnect the USB cable during a firmware update. • Disconnect any unnecessary cables from the machine when running a firmware update. • If necessary, modify power management settings on your computer in advance so that the computer will not enter standby or sleep mode when during a firmware update.

• Download the firmware from the manufacturer's Web site. To update the firmware, use the Smart Organizing Monitor from Windows. 1. On the [Start] menu, click [All Programs]. 2. Click [Smart Organizing Monitor for SP 100 Series]. 3. Click [Smart Organizing Monitor for SP 100 Series Status]. 4. On the [User Tool] tab, click [Printer Configuration].

5. On the [System] tab, click [Printer Firmware Update...]. 6. Click [OK]. 7. Specify the location of the DWN file, and then click [Open]. 8.

After a message is displayed on the Smart Organizing Monitor to indicate that the firmware update has completed, turn the machine's power Off and then On again.



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