RIGOH

imagio Neo 350/450 Series

Operating Instructions Security Reference



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Copy Reference manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts 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.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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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.

TABLE OF CONTENTS

ISO15408 Security Capability	1
1.Security Settings	
Operating Conditions	 3
Operating Environment	3
Key Operator Settings	4
User Settings	5
Security Functions of This Machine	6
Protection of Documents Temporarily Saved in the Memory of This Machine	 8
Scanning the Original in Copier, Scanner or Document Server Mode	8
Canceling a Transmission While the Original is Being Scanned (Facsimile)	8
Canceling a Print Job	11
Resetting this machine	11
Protecting Documents Stored in the Document Server	12
Scanning in Document Server mode	13
Scanning in Copy mode	20
Scanning in Scanner Mode	24
Storing from Printer Driver	31
Scanning in Facsimile Mode	44
Sending a Stored File	49
Printing Stored Documents	53
Printing a Locked Print File	56
Deleting Locked Print Files	57
Personal Boxes	59
Printing Personal Box Messages	59
Key Operator Tools (for Administrator)	61
Programming/Changing Key Operator Code	62
Display Password with Stored File	62
Delivery Server IP Address	63
Programing/Editing Personal Boxes	63
Cautions When Using Security Modes	67
Key Operator Settings	67
User Settings	67
INDEX	68

ISO15408 Security Capability

The security mode of imagio Neo 350/450 series are compliant with ISO/IEC 15408 (level:EAL3) standards. Users requiring security control must use this machine in security mode.

Unauthorized copying and access through customer networks reduces document security. Confidential documents should be protected using security modes.

To enable security modes, contact an engineer through your sales or service representative.

Refer to the version of software in the following table to see if the products you are using are certified models or not. Contact your sales or service representative to check which version of software is installed on the machine.

Certified Version

System/Copy	5.23	Printer Application	3.02
NIB	1.79	Scanner Application	2.24
Net File Application	2.19	Remote Fax Application	5.20.1
Fax Application	5.21.0	FCU	Dver 07.00.00

Security Settings

Operating Conditions

This machine has two modes: normal, and security-enhanced mode. "Security Functions of This Machine" are available only in security mode.

Security modes operate on the premise that the machine is used under the following conditions:

Operating Environment

- This machine is used normally (i.e. it is not damaged, modified or lacking components).
- When connected to a network, this machine is protected from unauthorized access and attacks such as packet wiretapping.
- The machine is managed by a person who has carefully read and understood the operating instructions for this machine and can ensure maintenance and safe operation by general users.

🖉 Note

- Customer engineers dispatched from Ricoh Company, Ltd. and affiliated companies are instructed to maintain user information security. Key operators can ask customer engineers to observe the maintenance procedure.
- Ricoh Company, Ltd. and affiliated companies manage the CSS centers (or Ricoh service centers) that provide maintenance services via telephone lines.
- CSS centers (or Ricoh service centers) manage each user's information very carefully.

In General Office

- The machine is located in a room and connected to a telephone line or an internal network.
- Entry is restricted so that unauthorized persons cannot use this machine.
- A firewall prevents unauthorized external access.

In Public Facilities

- The machine is monitored by facility personnel.
- The machine is connected to telephone line but not to a network. Document Server mode is disabled.

Key Operator Settings

- The machine is not protected from illegal operations using networks such as wiretapping. Users need to take general measures to prevent unauthorized access to user networks.
- This machine is not protected from physical attacks such as removing or exchanging the hardware incorrectly. Users need to take general measures to prevent physical attacks.
- After relocating the machine or power outage, check the following to ensure machine security:
 - "Security" is displayed on the control panel.
 - The Key Operator Code is programmed using an eight-digit number.
 - **[All Initial Settings]** is selected for the applicable range of the Key Operator Code.
 - [OFF] is selected under [Display Password with Stored File].
- Use the display to check the security modes are working properly. When the machine is operating in security modes, the date/time and "Security" are alternately displayed in the top right-hand corner of the display. For details about how to operate this machine in security modes, ask your sales or service representative.
- Program a Key Operator Code to prevent unauthorized persons from making or changing User Tools settings. Program the Key Operator Code using 8 digits with the number keys, and then select [All Initial Settings].

🖉 Note

When choosing a Key Operator Code, do not use multiple repetitions of the same number such as "00000000" or sequences such as "12345678". These kinds of codes can be guessed easily. Using such codes will reduce security.

PReference

See "Key Operator Code", "Key Operator Tools 1/2" in the System Settings manual.

To view a password for a document stored in the document server, press [Display Password with Stored File], and then select [ON]. Make sure to select [OFF] after viewing the password.

If **[ON]** is left selected after viewing the password, security is not guaranteed.

🖉 Note

When choosing a password for the Personal Box, do not use multiple repetitions of the same number such as "0000" or sequences such as "1234". These kinds of codes can be guessed easily. Using such codes will reduce security.

See "Display Password with Stored File", "Key Operator Tools 2/2" in the System Settings manual.

User Settings

- Enter passwords discreetly. If you note a password on paper, keep it hidden from other people.
- Register a user name for a document stored in the document server to identify creator or type, but not to protect the document from other people.
- When the machine is operating in security modes, the date/time and "Security" are alternately displayed in the top right-hand corner of the display. For details about how to operate this machine in security modes, ask your sales or service representative.

🖉 Note

When choosing a password for a document stored in the document server or the locked print, do not use multiple repetitions of the same number such as "0000" or sequences such as "1234". These kinds of passwords can be guessed easily. Using such codes will reduce security.

Security Functions of This Machine

This machine provides the following security functions:

Protection of documents temporarily saved in memory (in Copier, Facsimile, Printer, Scanner and Document Server modes)

Deleted data is not reused. It is not available to other users.

If you push **[Clear Modes]** key in stopped copy process, you can delete temporarily saved documents scanned in Copier, Facsimile or Scanner mode and data sent to the printer (this machine).

Protection of documents stored in the document server

You can attach a password to a document stored in the document server. Printing, delivery and fax transmission of documents is not possible unless the password is entered. Your documents are thereby protected from unauthorized access.

🖉 Note

□ If you enter a password incorrectly, an error message will appear:"Password entered is not correct". Press [Exit], and then enter the password again. When the machine is operating in security modes, if you enter an incorrect password three times consecutively, document access will be denied. You will be unable to access the document even if you subsequently enter the password correctly. Once document access is refused, even if you subsequently enter the correct password, the message "Password entered is not correct" will appear. To release the lock, turn off the main power switch, and then turn it on to re-enter.

Protection of documents printed with the Locked Print function (Printer mode)

When using Locked Print, printing is not possible unless a password is entered using the control panel. Your documents are safe from being viewed by other people.

🖉 Note

□ If you enter a password incorrectly, an error message will appear:"Password entered is not correct". Press [Exit], and then enter the password again. When the machine is operating in security modes, if you enter an incorrect password three times consecutively, document access will be denied. You will be unable to access the document even if you subsequently enter the password correctly. Once document access is refused, even if you subsequently enter the correct password, the message "Password entered is not correct" will appear. Turning off the main power switch will delete the document awaiting printing. To release the lock, you have to send the print job from your computer again.

Protection of received documents stored in a Personal Box (Facsimile mode)

Printing documents stored in a Personal Box is not possible unless a password is entered using the control panel. Your documents are safe from being viewed by other people.

🖉 Note

□ If you enter a password incorrectly, an error message will appear:"Password entered is not correct". Press [Exit], and then enter the password again. When the machine is operating in security modes, if you enter an incorrect password three times consecutively, personal box access will be denied. You will be unable to access the box even if you subsequently enter the password correctly. Once document access is refused, even if you subsequently enter the correct password, the message "Password entered is not correct" will appear. To release the lock, turn off the main power switch, and then turn it on to reenter.

Key Operator Tools

You can program a Key Operator Code so that only authorized operators can change security settings.

Protection from unauthorized telephone line access

Protection from unauthorized telephone line access Only faxes and CSS/Ricoh service cent communications are accepted. Dial-up and other forms of telephone line access are barred.

Reference

"Using CSS (CUSTOMER SUP-PORT SYSTEM)" in the Copy Reference

Protection of Documents Temporarily Saved in the Memory of This Machine

Documents scanned in Copier, Facsimile or Scanner mode or data sent from a printer driver for printing are temporarily saved in memory. You can delete documents or data to avoid unauthorized printing.

Completing a process correctly, Used image data in the process will not printing in next operation (copying, printing, facsimile transmit, scanning).

Scanning the Original in Copier, Scanner or Document Server Mode

Press the [Clear/Stop] key.



The machine will stop storing the original and the data will not be sent.

2 Press [Stop].

Canceling a Transmission While the Original is Being Scanned (Facsimile)

Canceling a transmission after pressing the **[Start]** key.

Canceling a transmission using the [Change/Stop TX File]

1 Press the [Clear/Stop] key.



The machine will stop storing the original and the data will not be sent.

Canceling a Transmission While the Message is Being Sent

Use this procedure to cancel a transmission after the original has been scanned.

Limitation

If transmission finishes while you are carrying out this procedure, it will not be canceled.

🖉 Note

If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.

Reference

For details, see "Canceling a Memory Transmission" in the Facsimile Reference <Basic Features>

Press [Change/Stop TX File].

ORea	dy	*!*!			Informa	tion
	G.S	tination.	A.5	Tota	al: 1	
Freq. 0	101-080 C	181-160	161-240	241-320	321-400	Group
COOD 13 ABC COMP ANY	100021 BERLIN OFFICE	100031 LONDON O FFICE	100041 NEW YORK OFFICE	TORONTO OFFICE	<u>000063</u> XYZ CO.L TD	1/2
100073 X STORE	100081 PARIS OF FICE	LOOO9J DETROIT FACTORY	100101 SAN FRAN CISCO	100113 SYDNEY O FFICE	<u>000123</u> LA FACTO RY	

The list of programed files being transmitted or a waiting transmission is displayed.

2 Select the file you want to cancel.

Change/Stop TX File	Select file to stop	transmission			
Scanning Date/Time	Transmission Mode	Destination	Dest.	Or	
Aug.12 7:28PM	Memory TX	X STORE	TtI	1	
Aug.12 7:27PM	Memory TX	PARIS OFFICE	TtI	1	
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	Ttl	1	
Aug.12 7:26PM	Memory TX	DETROIT FACTORY	Ttl	1	
Aug.12 7:26PM	Memory TX	BERLIN OFFICE	Ttl	1	
Check,Change Settings Print File Stop Transmission					

3 Press [Stop Transmission].



🖉 Note

- □ To cancel another file, repeat steps **2** and **3**.
- 4 Press [Exit].

						AUG	12,2001	/:28PN
smission		_						
stination	Dest.		Org.	File No	Status	_ 1	File List	
STORE	Ttl	1	1 shts	0007	Standby] ר	Files under	TX
RIS OFFICE	Ttl	1	1 shts	0006	Standby]_		
RONTO OFFICE	TtI	1	1 shts	0005	Standby	jL	Print Lis	t]
TROIT FACTORY	TtI	1	4shts	0004	Standby		🛦 Frev.	1/2
RLIN OFFICE	Ttl	1	2 shts	0003	Standby	ĴC	▼ Next	
Stop Transmissio	h		Transmit	Failed Fi	le		Ex	t)

The machine will return to standby mode.

ORead Set original a	ly nd specify des	tination.			Informa	tion 1009
٩	<u>_63</u> _		Adv. 5	Tol actuares	:al: 1	
Freq. 0	01-080 0	181-160	161-240	241-320	321-400	Group
ABC COMP ANY	100021 BERLIN OFFICE	100031 LONDON O FFICE	COOO43 NEW YORK OFFICE	100051 TORONTO OFFICE	<u>000061</u> XYZ CO.L TD	1/2
<u>000073</u> X STORE	100081 PARIS OF FICE	LOOO91 DETROIT FACTORY	COOTOD SAN FRAN CISCO	COOTID SYDNEY O FFICE	100123 LA FACTO RY	Í

Canceling a transmission using the [Clear/Stop] key

Press the [Clear/Stop] key.



2 Select the file you want to cancel.

ſ	Change,Stop TX File	Select file to stop	transmission	
	Scanning Date/Time	Transmission Mode	Destination	Dest. Or
	Aug.12 7:28PM	Memory TX	X STORE	TtI 1
	Aug.12 7:27PM	Memory TX	PARIS OFFICE	Ttl 1
	Aug.12 7:27PM	Memory TX	TORONTO OFFICE	Ttl 1
	Aug.12 7:26PM	Memory TX	DETROIT FACTORY	Ttl 1
	Aug.12 7:26PM	Memory TX	BERLIN OFFICE	TtI 1
	Check/Change Sett	ings Print File	Stop Transmi	ssion Tr

B Press [Stop Transmission].



🖉 Note

□ To cancel another file, repeat steps **2** and **3**.

4 Press [Exit].



The machine will return to standby mode.

OReady						tion
Set original a	nd specify des	tination.				100%
٩	<u>63</u> _		Art- S	Tot	:al: 1	
Freq. 01	01-080 0	81-160	161-240	241-320	321-400	Group
ABC COMP ANY	COOO23 BERLIN OFFICE	<u>COOO31</u> LONDON O FFICE	100041 NEW YORK OFFICE	100051 TORONTO OFFICE	<u>000061</u> XYZ CO.L TD	1/2
X STORE	100081 PARIS OF FICE	100091 DETROIT FACTORY	100101 SAN FRAN CISCO	COO113 SYDNEY O FFICE	<u>10012</u> 3 La facto Ry	l •

Canceling a Print Job

1 Press the [Printer] key on the machine's control panel.

2 Press [Job Reset] on the display panel.

		2002/ 3/ 8	6.00
Ready			
	► Enulation,Program		
H→ Online	Recall RPCS		
§			
le ⇔ Offline	▶Paper Tray Status 1 월 0 2 월 🗗 3 월 0 월 0		
Fast Fast	Sample Print/Locked Print		
	View Sample Print jobs View	ocked Print jobs	
JOD HIESET	Lancourse in the second lancourse in the second sec		

A message appears on the display panel indicating that the print job is being canceled.

∰Important

- □ This procedure cancels the print job that is being processed by the machine. In some cases, the machine may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press **[Job Reset]**.
- □ When the machine is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

🖉 Note

- You cannot stop printing data that has already been processed internally by the machine. Because of this, printing may continue for a few pages after you press [Job Reset].
- A print job that contains a large volume of data may take considerable time to stop.
- Because of memory overflow, print que will delete automatically.

Resetting this machine

When this machine stops by jam, proceed this process.

Press the [Clear Modes] key on the machine's control panel.



Protecting Documents Stored in the Document Server

You can attach a password to a document stored in the document server. Printing, delivery and fax transmission of documents is not possible unless the password is entered. Your documents are thereby protected from unauthorized access.

🖉 Note

- □ Once you have entered a correct password, the desired document is selected (highlighted). When a job is finished but the document is left selected, people without the password can also print or delete it. When you have finished printing or deleting a document, make sure to press the key of that document again, or the **[Clear/Stop]** key to unselect the document. If you have selected several documents, make sure you press the **[Clear Modes]** key to deselect them.
- Frequently check the display panel to see whether the machine is in security mode or not. When the machine is operating in security mode, the date/time and "Security" appear alternately in the top right-hand corner of the display. For details about how to operate this machine in security mode, ask your sales or service representative.
- □ If you enter a password incorrectly, an error message will appear:"Password entered is not correct". Press [Exit], and then enter the password again. When the machine is operating in security modes, if you enter an incorrect password three times consecutively, document access will be denied. You will be unable to access the document even if you subsequently enter the password correctly. Once document access is refused, even if you subsequently enter the correct password, the message "Password entered is not correct" will appear. To release the lock, turn off the main power switch, and then turn it on to re-enter. However, access attempts for other documents are still accepted.
- Once you have entered an incorrect password, it takes longer (more than one minute) than usual before the machine is ready for operation after power on.

Scanning in Document Server mode

✓ Reference

For details, see "Scanning in Document Server mode" in the Copy Reference manual.





The "Select Files to Print" display appears.

2 Press the [Scan Original].

File List	Select Files to Print				
Search by Liser Name	Select files to print.				
Search by Oser Hame	User Name	File Name	Date		
Search by File Name	SALES DIV.	COPY0002	Aug. 2		
You can scan originals to store them.		COPY0001	Aug. 2		
Scan Original					

The "Scan Original" display appears.



3 Enter a file name, user name, or password if necessary.

🖉 Note

- □ If you do not wish to register a file name, go to step **4**.
- □ If you do not register a file name, it is stored automatically.
- The security is not guaranteed if no password is entered.

To set the file name

- Press the [File Name].
- 2 Enter the new file name using the letter keys on the display panel.



₽ Reference

For information about how to input characters, see the System Settings manual.

• Press the [OK] .

To set the user name

Press the [User Name] .

2 Enter the new user name using the letter keys on the display panel.



🖉 Note

□ If you want to enter non-registered name, press the [Nonregistered Name], then enter the new user name.



3 Press the [OK] .

To set the password

Press the [Password] .

2 Enter the password using the number keys (4 digits).

	AULi	27,2001	/:55Al
Select Files to Print	Change Password		
printed continuously.	Enter new password with Number keys,		
	and press [on].		
COPY0001 A	<u> </u>		
COPY0002 A		Cle	ear
	Canc	el 📔 🔅	ж

🔗 Note

- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.
- The security is not guaranteed if no password is entered.
- **3** Press the [OK] or **[**#**]** key.
- 4 Set your originals either on the exposure glass or into the document feeder.
- **5** Make any desired settings.



🖉 Note

Press the [Scanning Finished] to cancel the file name, password, or print settings and return to the "Select Files to Print" display.

6 Press the [Start] key.

The document is saved in the Document Server. The saved documents are displayed on the "Select Files to Print " display.

🖉 Note

- If you have set your originals on the exposure glass, press the [Scanning Finished] after all originals have been scanned. The "Select Files to Print" display appears.
- □ To stop scanning, press the **[Clear/Stop]** key.
- □ To resume the paused scanning job, press the **[Resume]** in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]**.
- □ When storing a password, **1** appears on the left side of the file name.

7 Press the [Scanning Finished] .



To change the file name, user name, or password

Press the line of the document whose file name, user name, or password you want to change.

		Select Files to Prir	nt		
Select f	iles to print.				
	User Name	File Name	Date	Page Print	(j ·):):
1		COPY0003	Aug. 27	1] E
		COPY0001	Aug. 27	1	
S	ALES DIV.	COPY0002	Aug. 27	1] 1/1
					▲ Free.
					¥ Net

- If you select a document which requires a password, the "Input the Password" window appears. Input the password using the number keys, then press the [OK].
- **3** Press the [File Management] .

					Ë	Uli	Ζ1,	.2001	8:U5AM
Select Files to Pri	nt					Pa	ge	Total	Print
							1	1	0
printed continuously.							Filo	Monogo	mont
File Name	Da	te	Page	Print) Odr		rne	wanaye	ment
	*	¥	»	- 1			C)elete Fi	le
CUPYUUU3	Aug.	27	1			[Dei	int 1nt D	
COPY0001	Aug.	27	1	1		1	Pf	IIIU ISU P	aye
	I		Т		Detail	A1	ter s	electing	file,
COPY0002	Aug.	27	1		1/1	Pf	Int S ucha	ettings (naod	can
					& Frev.		- erre	ngou.	
							Pr	int Setti	ngs
					¥ Nea				

Press the [Change User Name], [Change File Name], or [Change Password].



5 Enter the new file name, user name, or password using the letter keys or number keys.

6 Press the [OK].

Printing Saved Documents

You can print any of the documents saved in the Documents Server.

Follow these steps to select a document and print it out.

℅ Reference

For details, see "Printing Saved Document" in the Copy Reference manual.

Press the [Document Server] key.

The "Select Files to Print" display appears.

2 Press the line for the document you want to print.

Select Files to Print					
Select files to print.					
User Name	File Name	Date Page Printgrößin.			
3	COPY0003	Aug. 27 1	E1		
	COPY0001	Aug. 27 1	a sul		
SALES DIV.	COPY0002	Aug. 27 1 1/	1		
			Prev.		
			Net		

The selected line is highlighted.

() Rea	dy	Select Files to	Print	
Two or more	files can be p	rinted continuously.		
l	Jser Name	File Name	Date Page I	Printg Odr
1		COPY0003	Aug. 27 1	
		COPY0001	Aug. 27 1	
SALES	S DIV.	COPY0002	Aug. 27 1	1/1
				🛦 Frev.
				₩ Nect

🖉 Note

If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the [Print 1st Page] followed by the [Start] key.

- □ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, then press the **[OK]**.
- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- □ To delete the value entered, press the [Clear] or [Clear/Stop] key. To cancel a selected document, press the [Cancel].
- **3** To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

🖉 Note

□ Press the **[Clear Modes]** key to cancel all the settings.

4 If you need to change any of the print settings, press the [Print Settings].



The "Print Settings" display appears.



🖉 Note

Press the [Select File] to return to the "Select Files to Print" display.

\mathcal{P} Reference

For details, see the explanations of each function in this manual.

5 Enter the required number of prints using the number keys.

🖉 Note

- □ Up to 999 can be entered.
- □ To change the value entered, press the **[Clear/Stop]** key and enter new value.

6 Press the **[Start]** key.

The machine starts printing.

🖉 Note

 To pause the print job, press the [Clear/Stop] key. In the confirmation dialog box, press the [Resume] to resume it, or press the [Cancel] to cancel it.

Deleting Saved Documents

You should delete any of the saved documents using the control panel of the machine.

This section describes how to delete saved documents.

∰Important

- You can save up to 3,000 documents in the Document Server. No more documents can be saved, when there are 3,000 documents in the Document Server. You should delete unnecessary documents.
- You can set the timer to delete the documents stored in the Document Server with the User Tools.

 "Delete All Files" in the System Settings manual.

🖉 Note

□ You can delete all the saved documents at a time with the User Tools. ⇒ "Delete All Files" in the System Settings manual.

Follow these steps to delete saved documents.

1 Press the **[Document Server]** key.

The "Select Files to Print" display appears.

2 Select a document you want to delete by pressing the name of it.

The selected name is highlighted.

	Select Files to Print					
Select fil	ies to print.					
	User Name	File Name	Date Page Print	1.)))		
1		COPY0003	Aug. 27 1			
		COPY0001	Aug. 27 1			
SA	LES DIV.	COPY0002	Aug. 27 1	1/1		
				🛦 Prev.		
				¥ Ned		

🖉 Note

- □ You can search the document you desire by the file name or the user name. .
- You can sort the files in order of [User Name], [File Name], or [Date]. Press the key you want to sort by.
- □ Restrictions on entries are as follows:
 - User name: up to 16 characters
 - File name: up to 16 characters
- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- Press the selected line again to cancel the print job.
- □ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, and press the **[OK]** key.
- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- □ To delete the value entered, press the [Clear] or [Clear/Stop] key. To cancel a selected document, press the [Cancel] key.

3 Repeat step **2** if you want to select more than one document.

4 Press the [Delete File] key.

A confirmation dialog box appears.

						AUG	- Z7,	2001	8:3UAM
Select Files to Prin	ıt					Ρ	'age	Total	Print
							1	1	0
printed continuously.							E 11-		
File Name	Dat	е	Page F	Printg	0dr		File	Manage	ment
		~	منا ك			. Iſ	0)elete Fi	le
COPY0003	Aug.	27	1			16			
			······			1	Pri	int 1st Pa	age
COPY0001	Aug.	27	1		Datail	٦٢	uffor c	oloctina	filo
CODVARAA	àua.	07	г - т	1	Detall	J ;	Print S	ettinns r	nio, an
CUPTOUUZ	Muy.	£1			1/1	Hi	ne cha	nned	-041
					& P700	16		igoa.	
							Dr	int Cattir	une 📕
					♥ Next	1		in Jetti	190
					L	20 ال			

5 Press the [Delete] key to delete it.



🖉 Note

□ To cancel the delete operation, press the **[Do not Delete]** key.

Scanning in Copy mode

For details, see "Scanning in Copy Server mode" in the Copy Reference manual.

Press the [Copy] key.



Copy display appears.

2 Press the [Store File] .



Enter a file name, user name, or password if necessary.



🔗 Note

- □ Restrictions on entries are as follows:
 - User name: up to 16 characters
 - File name: up to 16 characters
 - Password: 4-digit number
- □ The security is not guaranteed if no password is entered.

4 Set your originals.

5 Make the scanning settings for the original.

Text Photo	OReady	Scan (Original	
Text,Photo	Auto Paper 8½× Select►	□ 2世 □ 11 11×17	3∎ ⊡ 8½×11	4 ⊟ ⊏ 8½×14
Auto Image Density	Full Size Auto	Reduce,Æn large	11×15 81⁄2×11	51⁄2×81⁄ 81⁄2×14
()Lighter Darker)	2 Sided Origi. Top to Top	2→12	2 → 12 34	
R Special Original		Edit Image		Combine

Reference

For details, see the explanations of each function in the Copy Reference manual.

6 Press the **[Start]** key.

🖉 Note

- □ To stop scanning, press the **[Clear/Stop]** key.
- □ To resume the paused scanning job, press the **[Resume]** in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]**.

Printing Saved Documents

You can print any of the documents saved in the Document Server.

Follow these steps to select a document and print it out.

Reference

For details, see "Printing Saved Document Server mode" in the Copy Reference manual.

Press the [Document Server] key.

The "Select Files to Print" display appears.

2 Press the line for the document you want to print.

		Select Files to Prir	it	
Select file	es to print.			
	User Name	File Name	Date Page Punic	06
(
1		COPY0003	Aug. 27 1	$\sum_{i=1}^{2}$
		CORVANA1	aug 27 1	
			Hug. 27 1	(@34)
SAL	LES DIV.	COPY0002	Aug. 27 1	1/1
				🛦 Frev.
				¥ Ne:t

The selected line is highlighted.

() Ready	Select Files to I	Print			
Two or more files can be	printed continuously.				
User Name	File Name	Date	Page	Printg	0dr
1	COPY0003	Aug. 27	1		
	COPY0001	Aug. 27	1	1	Datail
SALES DIV.	COPY0002	Aug. 27	1		1/1
					🛦 Prev.
					¥ Ned

🖉 Note

- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the [Print 1st Page] followed by the [Start] key.
- □ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, then press the **[OK]**.
- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- □ To delete the value entered, press the [Clear] or [Clear/Stop] key. To cancel a selected document, press the [Cancel].
- **3** To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

🖉 Note

□ Press the **[Clear Modes]** key to cancel all the settings.

4 If you need to change any of the print settings, press the [Print Settings].



The "Print Settings" display appears.

User Name: None	() Rea	dy	Print Settings			
File Name: COPY0001	Auto Paper Select►	1 Ш	2世 ₪ 11×17	3≣ ⊡ 8½×11	4 ⊟ ⊏ 8½×14	
Printing Order: 1/1						
<u> </u>	2 Sided Cop Top to Top	y 2 Side Top to	d Copy Bottom	Booklet	Мар	
Select File	Cover/Slip	Sheet	Edit/Stamp			

🖉 Note

The print settings of the document you select first are applied to the merged documents.

Reference

For details, see the explanations of each function in the Copy Reference manual.

5 Enter the required number of prints using the number keys.

🖉 Note

- □ Up to 999 can be entered.
- □ To change the value entered, press the **[Clear/Stop]** key and enter new value.

6 Press the **[Start]** key.

The machine starts printing.

🖉 Note

 To pause the print job, press the [Clear/Stop] key. In the confirmation dialog box, press the [Resume] key to resume it, or press the [Cancel] to cancel it.

Deleting Saved Documents

You should delete any of the saved documents using the control panel of the machine.

This section describes how to delete saved documents.

∰Important

- □ You can save up to 3,000 documents in the Document Server. No more documents can be saved, when there are 3,000 documents in the Document Server. You should delete unnecessary documents.
- □ You can set the timer to delete the documents stored in the Document Server with the User Tools.
 ⇒ "Delete All Files" in the System Settings manual.

🖉 Note

□ You can delete all the saved documents at a time with the User Tools. ⇒ "Delete All Files" in the System Settings manual.

Follow these steps to delete saved documents.

1 Press the **[Document Server]** key.

The "Select Files to Print" display appears.

2 Select a document you want to delete by pressing the name of it.

The selected name is highlighted.

	Select Files to Print					
Select fi	les to print.					
	User Name	File Name	Date Page Prints	·)4		
1		COPY0003	Aug. 27 1			
		COPY0001	Aug. 27 1	Leisi		
S4	ALES DIV.	COPY0002	Aug. 27 1	1/1		
				🛦 Frev.		
				¥ Nect		

🖉 Note

- □ You can search the document you desire by the file name or the user name.
- You can sort the files in order of [User Name], [File Name], or [Date]. Press the key you want to sort by.
- □ Restrictions on entries are as follows:
 - User name: up to 16 characters
 - File name: up to 16 characters
- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- Press the selected line again to cancel the print job.
- □ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, and press the **[OK]** key.
- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- □ To delete the value entered, press the [Clear] or [Clear/Stop] key. To cancel a selected document, press the [Cancel] key.

3 Repeat step **2** if you want to select more than one document.

4 Press the [Delete File] key.

A confirmation dialog box appears.



5 Press the [Delete] key to delete it.



🖉 Note

□ To cancel the delete operation, press the **[Do not Delete]** key.

Scanning in Scanner Mode

Scan documents and store them in the Document Server.

For details, see "Storing Scan Data in the Document Server" in the Scanner Reference manual.

1 Press the **[Scanner]** key.



The scanner function screen appears.

🖉 Note

 If the network TWAIN scanner screen is displayed, press [Cancel]. This screen is displayed if "Function Priority" in the Scanner Initial Setup is set to network TWAIN scanner mode.



2 Set the original in the machine, and adjust the settings for original size and orientation if required.

3 Set the scan settings.

🖉 Note

If no scan settings are specified, the initial Scanner Settings as set with the [Scan Settings] tab under [Scanner Initial Setup] will become active.

Calling up stored scan settings

Press [Recall Program].

The user program recall screen appears.

2 Select a user program of scan settings.

200 dpi Auto Detect Text Auto Image Density	Recall Program Select program you want to recall.
Scan Seltings	1 Monday Meeting 2 Project2001 3 Information
Receil Program	a xrear
1 Sided Original	Cacel O K

• Press [OK].



The selected user program settings become active Temporarily changing the scan settings

Press [Scan Settings].

The scan settings screen appears.

2 Select the desired resolution, original size, and other items.

For details on how to set and program scan settings, see "Making Scanner Settings <Scanner Features : Basic Settings>" in the Scanner Reference manual.



4 When using the network delivery scanner function, make the settings for storing scan data files.

When not using the network delivery scanner function, this step is not required. Go to step **5**.

Press [Store File].



The screen for setting scan data store parameters appears.

2 Select the desired settings.



- To store and deliver scan data, press [Store & Transmit].
- To only store scan data, press [Store Only].

5 Enter the desired information.

This screen appears when the network delivery scanner function is not used.

	2	4AUG 2001 19:54
200 dpi Auto Detect	O Ready Set original(s), then press Start. Memory 99%	Stored Files Manage.
Text Auto Image Density		
Scan Settings		 File Information None
Concernant of the second secon	The scanned data will be stored.	User Name
necali Program		File Name
1 Sided Original		None
CEO Original Settings		Password

This screen appears when the network delivery scanner function is used.

					24	AUG 2001 20:38
200 dp i	O Ready			Delivered File	s Status	File Information
Auto Detect	Set original(s) and selec	t destination.		Mem	ny 99%	
Text				Dest.:		None
Noto mage bensity				1		User Name
Star Settags	Update Addres	s [Number Ke	×	_	SCANDO 18
	Freq. AB CD E	FIGHIJK	L MNO POR	STU W XYG	JU	File Name
Repút Alapan	Alex Jennifer	Helen I	Frank Mo	nica Dorothy		None
1 Sided Original	Annette Jeffrey	Ronald	0102 [01 Sarah Et	12 (0143 hel Allen	jol	0 K

Specifying the user name

Press [User Name].

The user name selection screen appears.

2 Select the user name.



The user names shown here are names that were programmed in System Settings under the administrator tab. Select a user name and go to step **4**. To enter a user name not shown here, press **[Non-programed Name]** and go to step **3**.

3 Enter the desired user name and press [OK].



The display returns to the user name change screen.

Reference

For information about how to input characters, see the System Settings manual.

Press [OK].



The user name is set.

Specifying a file name

🖉 Note

Scan data files are automatically named SCAN0001, SCAN0002, etc. If desired, you can change the file name.

□ You can use the same file name for different files.

Press [File Name].

The file name entry screen appears.

2 Enter the desired file name.



For information about how to input characters, see the System Settings manual.

Press [OK].

The new file name is set.

Specifying a password

Press [Password].

The password entry screen appears.

2 Enter a password consisting of four numbers.

					24AUG	2001	20:41
200 dpi	() Rea	dy			Password		
Auto Detect	Set original	s) and selec	t destinatio		Enter the new necessary with remoter keys		
Text Auto Image Density					then press [OK].		
Scan Seltings		Jpdate Addres		Numbe			
			L LOHI	JKL MKU			_
Recold Plagom	Alex	20023 Jennifer	too41 Helen	Frank			ir ir
1 Cided Original	100021	10081	10191	LTO101			
CELOriginal Settings	Annette	Jeffrey	Ronald	Sarah	Cancel][к

3 Press [OK].

The password is set.

🖉 Note

□ The security is not guaranteed if no password is entered.

∰Important

Take care not to forget the password. If you have forgotten the password, contact the system administrator.

6 To use the network delivery scanner function, press [OK].

The display returns to the scanner function screen.

When not using the network delivery scanner function, this step is not required. Go to step **2**.

Press the [Start] key.

The original is scanned and the resulting data is stored as a file in the Document Server.

When there is another page to scan, set the original and then press the **(Start)** key. When there are no more pages, press the **(#)** key.

Solution Note

- □ If [Store & Transmit] was selected in step **[]**, the scan data will be delivered and stored at the same time.
- □ To abort the scanning process, press the **[Stop]** key or press [Stop] on the display. If the process is canceled after original pages have already been scanned, a message appears, asking whether already scanned data is to be delivered or stored. Specify the desired action.

Deleting Stored Files

✓ Reference

For details, see "Deleting Stored Files" in the Scanner Reference manual.

Display the list of stored files.

2 From the list of stored files, press [Manage/Delete File].



Note 🖉

- □ If the " Delivery Option" in Scanner Initial Setup is set to "No", this step is not required. Go to step 3.
- □ If the " Delivery Option" in Scanner Initial Setup is set to "Yes", up to 30 files can be deleted in one operation. Select the files before pressing [Manage/De**lete File]**, and then go to step **[**.

3 Select the file to be deleted.



Note 🖉

□ When you select a password protected file, the password entry screen appears. After you have entered the correct password and pressed [OK], the file will be selected.

□ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.



□ Enter Password 4-digit number.

4 Press [Delete File]

		100 2001 21.00
Manage/Delete File	Selected file can be deleted or changed.	
	User Name File Name Date Pages Display Selection	Delete File
	A T	Marketing DIV.
File List	GENERAL AFFAIRS SCANDO17 24 Aug. 3	Change User Name
Count hullow home	L GENERAL AFFAIRS SCANOO16 24 Aug. 3 1/2	Information
Search by User Hearte	Marketing DIV. Information 24 Aug. 1 1 A Rev.	Change File Name
Search by File Name	SALES DIV. SCANDO13 24 Aug. 1	Change Password
Deliver	Minage/Delete File	Exot

A confirmation message appears.

5 Press [Delete].



The file is deleted.

🔗 Note

When multiple files are selected, the total number of files to be deleted is displayed.

6 Press [Exit].

The display returns to the scanner function screen.

Delivering Stored Files

To deliver a scan data file stored in the Document Server, proceed as follows.

Limitation

- □ To deliver scan data files, a delivery server is necessary.
- If the "Delivery Option" in Scanner Initial Setup is set to "No", delivery is not possible.

℅ Reference

For details, see "Delivering Stored Files" in the Scanner Copy Reference manual.

- **1** Display the list of stored files.
- **2** Select the file for delivery.

	· · · · · · · · · · · · · · · · · · ·
	User Name File Name Date Pages Display Selection
	A T
File List	GENERAL AFFAIRS SCANDO17 24 Aug. 3 1
County building Marrie	L GENERAL AFFAIRS SCANOO16 24 Aug. 3 1/2
Search by User Ivalle	Marketing DIV. Information 24 Aug. 1
Search by File Name	SALES DIV. SCANDO13 24 Aug. 1 View

🔗 Note

- □ When you select a password protected file, the password entry screen appears. After you have entered the correct password and pressed **[OK]**, the file will be selected.
- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to reenter correctly. However, access attempts for other documents are still accepted.

Select Stored File	Select If	ne file(s) you want to deliver, then press [OK].		_
File List Search by User Name	Q	Enter password with Number keys, then press [OK].		
Search by File Name		Cancel	C Reg () M	ancel 🛛 O K

□ Enter Password 4-digit number.

3 To select multiple files, repeat step **2**.



🖉 Note

□ If you select **[Display Selection]**, the selected files only will be shown in the order of delivery. Descending sort is not possible in this case.

4 Press [OK].

The file names are shown in **[Select Stored File]**, and the machine is in standby condition for delivery.

5 Specify the destination and sender information, and press the [Start] key.

The selected file(s) are delivered.

Storing from Printer Driver

Storing Documents

Reference

For details about installing, see Help for the printer driver.

Limitation

- Documents are not saved in the following cases:
 - When sending the 31st document if there are 30 Sample Print/Locked Print documents already stored.
 - When a document of more than 1,000 pages is sent. When using other functions (copying or scanning). This reduces the page-sending limit.

When Using RPCS Printer Driver (Standard) on Windows

Connect the machine to the computer, and then install the RPCS printer driver. For details about connecting, see p.9 "Connecting the Machine", Printer Reference 1. For details about installing, see p.21 "Installing the RPCS Printer Driver", Printer Reference 1. For details about network configuration, contact your network administrator.

Making Settings

Access the [Printer Properties] dialog box. For details about accessing the [Printer Properties] dialog box, see p.5 "RPCS - Accessing the Printer Properties", Printer Reference 2.

2 Click the [Print Setting] tab.

Oreal: Sharing Pint Quality Image: PitCOH Asiao 1045 RPCS Comment: Separator page Frome Image:	
PICOH Alvoo 1045 RPCS Comment: Separator page [rone] Bjowse.	Seneral Details
Comment:	🇳 яксон
Comment: Separator page (frome) x	
Separator page (frone) 💌 <u>B</u> rowse	Comment:
Separator page (Inone) <u>x</u> <u>Broma.</u>	
	Separator page:
Print Lest Page	
OK Cancel Apply Help	

- In the [Job type:] list, click [Send to Document Server].
- 4 When a message appears, click [OK].

RICOH A	ficio 1045 RPCS 🛛 🕅
	When [rending to Document Server], some functions may not be compatible. To make the settings available for the graved out functions in this window, configure at the pinter operation panel.
	OK]

5 If you want to register a user name, file name or password, click [Details...]. You can skip these entries completely or partially. If you want to skip completely, proceed to step **5**.

6 Enter a user name, file name or password, and then click [OK].



🖉 Note

□ Restrictions on entries are as follows:

- User name: up to 16 characters
- File name: up to 16 characters
- Password: 4-digit number

The security is not guaranteed if no password is entered.

∰Important

Do not forget the password. Without it printing is not possible. A confirmation message appears.

2 Enter the same password as in step **5**, and then click **[OK]**.



8 Make other print settings if necessary.

Limitation

□ Some print functions cannot be selected when sending a document to the Document Server. For details, see ⇒ p.33 "Settings".

9 Click [OK].

The print settings dialog box closes.
Settings

To use Document Server, make necessary settings in the following dialog boxes:

Reference

For details about accessing the **[Printer Properties]** dialog box or making other settings, see p.5 "RPCS? - Accessing the Printer Properties", Printer Reference 2 or Help for the printer driver.

[Setup] tab

① [Job type:]

To use Document Server, click [Send to Document Server] in the [Job type:] list.

② [Job Type Details] Click [Details...] to display the [Job Type Details] dialog box.

🖉 Note

You can register a user name, file name and password in the [Job Type Details] dialog box. Documents can be saved in Document Server even without registering them.

③ [User name:]

Enter a user name using up to 16 characters.

🖉 Note

The user name entered is displayed in the printer's Document Server list.

④ [File name:]

Enter a file name using up to 16 characters.

🖉 Note

The file name entered is displayed in the printer's Document Server list.

5 [Password:]

To prevent other people from printing or deleting saved documents, enter a password using a 4-digit number.

🔗 Note

□ The security is not guaranteed if no password is entered. Functions that can be selected when sending a document to the Document Server Some functions of the RPCS printer driver are unavailable while sending a document to Document Server. You can select these functions using the machine's control panel when printing saved documents.

Functions		Selecting on the RPCS printer driver
Print functions	Paper tray	unavailable
	Paper type	unavailable
	Paper output tray	unavailable
	Original orientation	available
	Original size	available (Custom size paper is unavailable.)
	Printout paper size	available (Custom size paper is unavailable.)
	Copies	unavailable
	(Job type)	([Send to Document Server])
Print quality	Document type	available
	User settings	available
Basic functions	Reduce/Enlarge	available
	Cover sheet	unavailable
	Slip sheet	unavailable
	Centering	available
Edit	Layout/Poster	unavailable
	Duplex/Booklet	unavailable
	Watermark	unavailable
	Binding margins	unavailable
Finishing	Collate	unavailable
	Staple	unavailable
	Punch	unavailable
Misc.	Rotate by 180 degrees	unavailable
	Do not print blank pages	available
	Emulate after print	available

- □ You cannot select custom size paper as the original or printout paper size.
- Use to send and print individual spreadsheet-created sheets. Functions do not permit whole file handling.

When Using PostScript 3 Printer Driver (Optional) on Windows

Connect the machine to the computer, and then install the PostScript 3 printer driver. For details about connecting, see p.9 "Connecting the Machine", Printer Reference 1. For details about installing, see p.25 "Installing the PostScript 3 Printer Driver", Printer Reference 1. For details about network configuration, contact your network administrator.

Making settings

Access the [Printer Properties] dialog box.

For details about accessing the **[Printer Properties]** dialog box, see p.9 "PostScript 3 - Setting Up for Printing", Printer Reference 2.

- **2** Click the [Store/History] tab.
- If a user ID is not displayed in [User ID:].
- 4 In the [Job type:] list, click [Document Server.]
- Enter a file name and password, and then click [OK].

🖉 Note

- You can print even without entering a file name and password.
- □ Restrictions on entries are as follows:
 - User ID: 8 characters
 - File name: up to 16 characters
 - Password: 4-digit number (fixed)
- The security is not guaranteed if no password is entered.

∰Important

□ Do not forget the password. Without it printing is not possible.

6 Make other print settings if necessary.

- Limitation
- □ Some print functions cannot be selected when sending a document to Document Server. For details, see ⇒ p.36 "Settings".

Click [OK].

The **[Printer Properties]** dialog box closes.

Settings

To use Document Server, make necessary settings in the following dialog box.

∰Important

□ You cannot use Document Server with PageMaker 6.0J or 6.5J.

✓ Reference

For details about accessing the **[Printer Properties]** dialog box or making other settings, see p.9 "PostScript 3 - Setting Up for Printing", Printer Reference 2 or Help for the printer driver.

[Store/History] tab

① [User ID:]

To register a document creator, enter a user ID using up to eight characters.

🖉 Note

- If your user ID is the same as that used by other people, searching for documents by user ID may be ineffective.
- The user ID entered is displayed in the printer's Document Server list.
- ② [Job type:]

To use Document Server, click [Document Server] in the [Job type:] list.

③ [File name:]

Enter a file name using up to 16 characters.

🖉 Note

The file name entered is displayed in the printer's Document Server list.

④ [Password:]

To prevent other people from printing or deleting saved documents, enter a password using a 4-digit number.

🔗 Note

□ The security is not guaranteed if no password is entered. Functions that can be selected when sending a document to the Document Server Some functions of the PostScript 3 printer driver are unavailable while sending a document to Document Server. You can select these functions on the machine's control panel when printing saved documents.

Functions		Selecting on the Post- Script 3 printer driv- er	
Paper	Paper size		available
	Orientation (*)		available
	Order		available
	Paper source		available (The bypass tray is unavailable.)
	Output tray		available
	Paper type		available
Graphics	Resolution		available
	Special settings	Negative	available
		Mirror image	available
	Layout	available	
	Reduce/Enlarge	available	
Device options	Auto tray switch		unavailable
	Collate	unavailable	
	Print mode	unavailable	
	Staple		unavailable
	Punch		available
PostScript	PostScript output form	available	
Watermark	Selecting watermark		available
	Printing watermark		available

₿Important

□ When landscape orientation is selected (*), duplex, staple and punch functions do not work. Select portrait orientation.

🖉 Note

Use to send and print individual spreadsheet-created sheets. Functions do not permit whole file handling.

When Using Macintosh

Connect the machine to the computer, and then install the PostScript 3 printer driver. For details about connecting, see p.9 "Connecting the Machine", Printer Reference 1. For details about installing, see p.34 "Macintosh -Installing the PostScript 3 Printer Driver", Printer Reference 1. For details about network configuration, contact your network administrator.

Making settings

Access the [Printer Properties] dialog box.

For details about accessing the **[Printer Properties]** dialog box, see p.9 "PostScript 3 - Setting Up for Printing", Printer Reference 2.

2 In the list, click [Store/History].

3 Enter a user ID in [User ID:] .

🖉 Note

□ Enter User ID using up to 8 characters.

4 In the [Job type:] list, click [Document Server].

5 Enter a file name and password, and then click [OK].

🖉 Note

- You can print even without entering a file name and password.
- Restrictions on entries are as follows:
 - File name: up to 16 characters
 - Password: 4-digit number (fixed)
- The security is not guaranteed if no password is entered.

∰Important

- Do not forget the password. Without it printing is not possible.
- **6** Make other print settings if necessary.

Limitation

□ Some print functions cannot be selected when sending a document to Document Server. For details, see ⇒ p.39 "Settings".

2 Click [Print] to start printing.

Settings

To use Document Server, make necessary settings in the following dialog box.

∰Important

□ You cannot use Document Server with PageMaker 6.0J or 6.5J.

For details about accessing the **[Printer Properties]** dialog box or making other settings, see p.9 "PostScript 3 - Setting Up for Printing", Printer Reference 2 or Help for the printer driver.

[Store/History] menu

- ① [Store/History] menu
- ② [User ID:]

🖉 Note

- If your user ID is the same as that used by other people, searching for documents by user ID may be ineffective.
- The user ID entered is displayed in the printer's Document Server list.
- ③ [Job type:]

To use Document Server, click [Document Server] in the [Job type:] list.

(4) [File name:]

Enter a file name using up to 16 characters.

🖉 Note

The file name entered is displayed in the printer's Document Server list.

5 [Password:]

To prevent other people from printing or deleting saved documents, enter a password using a 4-digit number.

🔗 Note

□ The security is not guaranteed if no password is entered. Functions that can be selected when sending a document to the Document Server Some functions of the PostScript 3 printer driver are unavailable while sending a document to Document Server. You can select these functions on the machine's control panel when printing saved documents.

Function			Selecting on the Post- Script 3 printer driver	
General settings	Copies	Copies		
	Page		available	
	Paper source	All sheets	available (The bypass tray is unavailable.)	
		First sheet	available (The bypass tray is unavailable.)	
Background Printing	Job type		available	
	Time		available	
Cover sheet	Cover sheet		available	
	Tray for cover sheet	t	available	
Color settings	Color	available		
	Printer profile	available		
Layout	Page/Sheet	available		
	Orientation	available		
	Frame border	available		
	Duplex	available		
Errors	PostScript error	available		
	Load paper	available		
Saving files	Save as type	available		
	PostScript level	available		
	Format		available	
	Font data		available	
Printer functions	Collate		unavailable	
	Print mode		unavailable	
	Paper type		available	
	Bin		available	
	Staple		unavailable	
	Punch		available	

🖉 Note

Use to send and print individual spreadsheet-created sheets. Functions do not permit whole file handling.

Managing Saved Documents

By using the machine as a network printer with TCP/IP protocol, you can check or delete documents saved in Document Server from a Ridoc Desk 2000 / Lt networked computer. You can control printing from the computer as well as from the control panel.

🖉 Note

□ For details about operating Ridoc Desk 2000 / Lt, see Help for Ridoc Desk 2000 / Lt.

Printing Saved Documents

Document Server allows you to print documents sent from a computer. Register a file name, user name or user ID (according to operating system or printer driver) as follows.

Operating system	Description	
Windows	RPCS (standard)	Click the [Setup] tab (when [Multi-tab] is selected) or the [Print Settings] tab (when [Cus- tom Setting] is selected), and then click [Details] to display the [Job Type Details] dialog box. In the [Job Type Details] di- alog box, enter a file name and user name.
	PostScript 3 (optional)	Click the [Store/History] tab, and then enter a user ID.
Macintosh		Click the [Store/History] menu, and then enter a user ID.

∰Important

- Do not attempt to interrupt data being sent to the Document Server. If you accidentally interrupt sending, delete the sent document using the control panel of the machine. For details about deleting, see Copy Reference.
- No more than 200 documents can be stored in the server. Even if fewer than 200 documents are saved, when a document of more than 1,000 pages is saved or memory is full, no more can be stored. Stored documents include the following:
 - Documents scanned from document feeder or exposure glass saved in Document Server
- Delete unnecessary documents whenever possible. For details about deleting, see Copy Reference.

- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- □ Enter Password using 4-digit number.

Deleting Saved Documents

You should delete any of the saved documents using the control panel of the machine.

This section describes how to delete saved documents.

∰Important

- You can save up to 3,000 documents in the Document Server. No more documents can be saved, when there are 3,000 documents in the Document Server. You should delete unnecessary documents.
- □ You can set the timer to delete the documents stored in the Document Server with the User Tools. ⇒ "Delete All Files" in the System Settings manual.

🖉 Note

□ You can delete all the saved documents at a time with the User Tools. ⇒ "Delete All Files" in the System Settings manual.

Follow these steps to delete saved documents.

Press the [Document Server] key.

The "Select Files to Print" display appears.

2 Select a document you want to delete by pressing the name of it.

The selected name is highlighted.

	A	UG 27,2001	8:UZAN
File List	Select Files to Print	Page Total	Print
		0	1 0
Coareb bull lear Nama	Select files to print.		
Jeach by User Name	User Name File Name Date Page Parily 106	109 1909 10	RUBBE
Search by File Name	L COPY0003 Aug. 27 1	(++++	Fili)
You can scan originals	COPY0001 Aug. 27 1 fielded	After selectir	irage iq file,
to store them.	SALES DIV. COPY0002 Aug. 27 1 1/1	Print Settings be changed.	scan
Scan Original	▲ Free.	Profiles	i ings

- □ You can search the document you desire by the file name or the user name.
- □ You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the [Print 1st Page] key followed by the [Start] key.
- □ Press the selected line again to cancel the print job.
- If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, and press the [OK] key. To delete the value entered, press the [Clear] or [Clear/Stop] key. To cancel a selected document, press the [Cancel] key.

- □ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- □ Enter Password using 4-digit number.

3 Repeat step **2** if you want to select more than one document.

4 Press the [Delete File] key.

A confirmation dialog box appears.

				AL	JG 27,	,2001	8:3UAM
File List	() Ready	Select Files to F	Print		Page 1	Total	Print O
Search hull lear Name	Two or more files can be p	rinted continuously.			L File	Managa	mont
Seach by User Name	User Name	File Name	Date Page Print	g Odr	File	Manage	ment
Search by File Name	1	COPY0003	Aug. 27 1		[)elete Fi	
You can sean originals		C0PY0001	Aug. 27 1		Afters	election	file
to store them.	SALES DIV.	COPY0002	Aug. 27 1 1		Print S be cha	ettings o nged.	can
Scan Original				i A Prev. I ♥ Nect	Pr	int Settir	ngs

5 Press the [Delete] key to delete it.

		4UG 27,2001 8:32AM
File List	Select Files to Print	Page Total Print
Search by User Name	Following file will be deleted.	File Management
Search by File Name	Are you sure you want to delete it?	Delete File Print 1st Page
You can scan originals to store them.	User name SALES DIV. File name :COPY0002	After selecting file, Print Settings can be changed.
Scan Original	Do not Delete Delete	Print Settings

🖉 Note

□ To cancel the delete operation, press the **[Do not Delete]** key.

Scanning in Facsimile Mode

Reference

For details, see "Storing a Document" in the Facsimile Reference <Advanced Features>manual.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

If the standby display is not shown, press the **[Facsimile]** key.

2 Place your original and select any scan settings you require.

3 Press [Store File].

				AL	JG 12,2001 /:38PM
estination.			Informa	tion 100%	Immed. Memory TX TX
		Tof	al: 1		
	Adv. S	dures			TX status display
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O	LOOO43 NEW YORK	LOOOSI TORONTO	100061 XYZ CO.L	1/2	Transmission Mode
[0009]	0FF10E	UFFICE	10 C00123	L.	Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store File

4 Select [Store & Transmit] or [Store only].

Select **[Store & Transmit]** to send documents after stored.

				AU	G 12,2001 7:38PM
			Informa	tion 100%	Immed. Memory TX TX
		To	tal: 1		Store File
	Adv. F	olares			Store & Transmit
081-160	161-240	241-320	321-400	Group	Store only
LOOO31 LONDON O FFICE	100041 NEW YORK OFFICE	<u>100051</u> TORONTO OFFICE	<u>10006)</u> XYZ CO.L TD	1/2	FAX0003
C00091 DETROIT FACTORY	£00103 SAN FRAN CISCO	COO113 SYDNEY O FFICE	LOO123 LA FACTO RY		Cancel OK

Select **[Store only]** to store documents.



When **[Store only]** is selected, "**XXXXXXXXX**" is shown.

5 Set the user name, file name and password if necessary.

🖉 Note

- □ If you are not going to set the user name, file name, or password, go to step **G**.
- □ You cannot change multiple documents at once.
- The security is not guaranteed if no password is entered.

Programing a User Name

- Set user names from those that are programed in the user code. Set the user codes in the System Settings manual.
- Press [File Info. Setting].

			Informa	AU ation 100%	G 12,2001 7:38P Immed. Memory TX TX
	Adv. 5	To solutes	:al: 1		Store File Store & Transmit
081-160 100033 LONDON 0	161-240 100043 NEW YORK	241-320 100053 TORONTO	321-400 200063 XYZ CO.L	Group 1/2	Store only FAX0003
FFICE DETROIT FACTORY	OFFICE COOTOD SAN FRAN CISCO	OFFICE <u>COO113</u> SYDNEY O FFICE	TD <u>100123</u> LA FACTO RY		File Info. Setting

2 Press [User Name].

	AL	JG 12,2001 7:38PM
Information		inned. Memory
100	1%	
lotal:		File Information
Adv. Eesturne		None
HUV. Fearlies		User Name
081-160 161-240 241-320 321-400 Gro	up	FAX0003
* [0003] 63* [0004] 63* [0005] 63* [0006] 63*	2	File Name
FFICE OFFICE OFFICE TD		None
* [0009] 63* [0010] 63* [0011] 63* [0012] 63*	J	Password
DETROIT SAN FRAN SYDNEY O LOS ANGE		ОК Т
TACTORY CISCO OF FFICE LES FACE		ليستست

The User Name Change menu is shown.

Press the user name to be programed.



The user names that are programed in the user code are shown.

🖉 Note

□ To set an unprogrammed user name, press [Non-programed Name] and enter the name. User names that are entered by pressing the [Nonprogramed Name] are Not Programed.

Press [OK].

The specified user name is shown.

6 Press [OK].

Setting a File Name

Press [File Info. Setting].



2 Press the [File Name].

The File Name Change menu is shown.

				AUL	i 12,2001 7:38PW
			Informat	ion 100%	TX TX
		Tot	tal: 1	Γ	File Information None
081-160	Adv. Fe	atures 241-320	321-400	Group	User Name FAX0003
** <u>COOO31 G3*</u>) LONDON O EFICE	COOD41 G3* NEW YORK	COOO53 63* TORONTO	<u>100061 63*</u> XYZ CO.L TD	1/2	File Name None
** <u>COOO91_63*</u> DETROIT FACTORY	COOTOL 63* SAN FRAN CISCO OF	100111 63* SYDNEY O FFICE	LOS ANGE LOS FACT		Password OK

3 Enter the file name.

₽ Reference

For information about how to input characters, see the System Settings manual.

4 Press [OK].

The changed file name is shown.

5 Press [OK].

Setting a Password

Press [File Info. Setting].

				AU	G 12,2001 7:38PN
			Informa	tion 100%	Immed. Memory TX TX
	Adv. F	To extenses	tal: 1		Store File Store & Transmit
081-160	161-240	241-320	321-400	Group	Store only
LONDON O FFICE	100041 NEW YORK OFFICE	100051 TORONTO OFFICE	<u>00006</u> 3 XYZ CO.L TD	1/2	FAX0003
DETROIT FACTORY	COOTOD SAN FRAN CISCO	COOTID SYDNEY O FFICE	<u>100123</u> LA FACTO RY		Cancel OK

2 Press [Password].

The Password Setting menu is shown.



3 Enter a password using the number keys.



- □ If you make an error, press the **[Clear/Stop]** key or **[Clear]**, and then reenter your password.
- □ Enter Password 4-digit number.
- □ The security is not guaranteed if no password is entered.

- Press [OK].
 X X X is shown.
- **6** Press [OK].
- 6 Press [OK].
- **7** If you have selected the [Store & Transmit], specify the receiver.
 - Note 🖉
 - □ If you have selected **[Store only]**, go to step **9**.
- 8 Press the [Start] key.

File Manage

For details, see "File Manage" in the Facsimile Reference <Advanced Features>

Press [Sub TX Mode].

				AL	JG 12,2001 7:38PM
estination.			Informa	tion 100%	Immed. Memory TX TX
		Tot	:al: 1		
	Adv. S	odures 👘			TX status display
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O	LOOO43 NEW YORK	COODS1 TORONTO	100061 XYZ CO.L	1/2	Transmission Mode
	000101		[10] [0012]	l 🏼	Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store File

The Sub Transmission menu is shown.

2 Press [Select Stored File].



3 Select [Manage/Delete File].

	Select file to transmit, then	press [OK].		
	User Name	File Name	Date Page ĭ:	(uder
	DOMESTIC DIV.	FAX0009	Aug. 12 1	
		FAX0008	Aug. 12 1	1/1
				🛦 Prev.
				¥Ne:t
ly	🖞 Origi. + Stored File	Stored file + 🖞 Origi.	Manage/Delete F	ile 🛛

4 Press the document to be changed.

]	User Name	File Name	Date	Page	TX (nder
	DOMESTIC DIV.	FAX0009	▲ ▼ Aug. 12	1	
h	1	FAX0008	Aug. 12	1	1/1
3					
1					₩ Ne

Changing a File Name

Press [Change File Name].



2 Press [Backspace] or [Delete All] and reenter the file name.

Reference

For information about how to input characters, see the System Settings manual.

Press [OK].

Changing a User Name

Press [Change User Name].

		AL	G 12,2001 7:38P
leted or changed.			
File Name	Date Page	TX Order	Delete File
	A W		DOMESTIC DIV.
FAX0002	7/25 1	1	Change User Name
FAX0001	7/25 7	1/1	FAX0002
		A Prev.	Change File Name
			None
		♥ Next	Change Password
			(
e 📔 Stored file + 🖆 Orig	ji. Manage/Del	ete File	Exit

2 Press [Clear].

The user name is deleted.

User Name			Cle
Freq. AB	3 CD EF	GH IJK	LMN
SALES DIV.	LEGAL DIV.	CREDIT DIV. E	XPORT
TECHNICAL DIV.	DOMESTIC DIV.		

3 Press the new user name.

🖉 Note

- □ To set an unprogrammed user name, press the [Non-programed Name], and then enter the name.
- User names that are entered by pressing the [Non-programed Name] are not programed into the user code.

For information about how to input characters, see the System Settings manual.

Press [OK].

Changing the Password

- Press [Change Password].
- 2 Enter a new password using the number keys.



3 Press [OK].

5 Press [OK].

The initial display is shown.

Delete File

Use this feature to delete your stored documents.

Reference

For details, see "Delete File" in the Facsimile Reference <Advanced Features>

Press [Sub TX Mode].

				AL	JG 12,2001	/:38PM
estination.			Informa	tion 100%	Immed. TX	Memory TX
		Tot	al: 1			
	Adv. S	piures			TX status	display
081-160	161-240	241-320	321-400	Group	🕾 Dest. Ma	nagement
LONDON O	LOOO41 NEW YORK	LOOOSI TORONTO	100061 XYZ CO.L	1/2	Transmissi	on Mode
[1102 [00003]	00110L	C00113	10 (0012)	Lå.	Sub TX I	Mode
FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store F	ile

2 Press [Select Stored File].



3 Select [Manage/Delete File].



4 Press the document you want to delete.

5 Press [Delete File].



6 Press [Delete].

🖉 Note

□ If you want to cancel the deletion of a document, press [Do not Delete.].

7 Press [OK].

8 Press [OK].

The initial display is shown.

Sending a Stored File

Use this feature to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with **[Print File]**.

Limitation

- □ Only the documents that are stored using the fax feature can be sent or printed by pressing the **[Facsimile]** key. Documents stored using the copy feature or printer feature can be printed by pressing the **[Document Server]** key. ⇒ "Document Server" in the Copy Reference manual
 - Free Polling transmission
 - ID Polling transmission
 - Personal ID Polling transmission
 - Immediate transmission
 - Batch transmission
 - On-hook Dial
 - Manual Dial

- □ You can specify a maximum of 30 documents at one time.
- The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1000 pages.
- □ The specified documents are sent with the scan settings of when they were stored.
- □ The stored documents are given "File Names", such as "FAX001" and "FAX002", automatically. However, you can change the file names. ⇒ p.47 "File Manage"
- □ You can attach "User Names" to the stored documents. ⇒ p.47 "File Manage"

₽ Reference

For details, see "Sending a Stored File" in the Facsimile Reference <Advanced Features>

Press [Sub TX Mode].

					AL.	JG 12,2001 7:38PM
esti	ination.			Informa	tion 100%	Immed. Memory TX TX
			Tota	al: 1		
		Adv. Se	siures			TX status display
08	31-160	161-240	241-320	321-400	Group	🕾 Dest. Management
Ē	LONDON O	LOOO43 NEW YORK		100061 XYZ CO.L	1/2	Transmission Mode
H	FF10E	00103	UFFICE	10 200123	1 Là I	Sub TX Mode
İ	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	T	Store File

The Sub TX Mode menu is shown.

2 Select [Select Stored File].

OReady		Information
Set original and specify destination.		1009
<u>v</u>	Total: 1	
AUV. FoxUP		
Select item.		OK
Book Fax 2 Sided Original	<u> </u>	Stamp
Std. Message Auto Document Select Stored F	ile	Options

3 Select the documents to be sent.



🖉 Note

- When multiple documents are selected, they are sent in the order of selection.
- □ Press the **[TX Order]** key to arrange the order of the documents to be sent.
- □ Press the [File Name] key to place the documents in alphabetical order.
- Press the [User Name] key to place the documents in order by the programed user name.
- Press the [Date] key to place the documents in order by the programed date.

Specifying Documents from the "File List"

- Press [▲ Prev.] or [▼ Next] to display the documents to be sent.
- **2** Select the file name.

Specifying Documents from the "File Name"

Press the [Search by File Name] key.

Select Stored File Select file to transmit, then press [OK].				
Select File	User Name	File Name	Date	
File List	DOMESTIC DIV.	FAX0009	Aug. 1	
Search by User Name	3	FAX0008	Aug. 1	
Search by File Name				
Transmit Stored File only	🖞 Origi. + Stored File	Stored file + 🖞 Origi.		

2 Enter the name of the document to be sent.



🖉 Note

□ The file name is searched by partial matching.

✓ Reference

For information about how to input characters, see the System Settings manual.

3 Press [OK].

4 Select the file name.

Specifying Documents from the "User Name"

Press the [Search by User Name] key.

Select Stored File	Select file to transmit, then	press [OK].	
Select File (relat)	User Name	File Name	Date
File List	DOMESTIC DIV.	FAX0009	▲ ₩ Aug. 1
Search by User Name	6	FAX0008	Aug. 1
Search by File Name			
Transmit Stored File only	🖞 Origi. + Stored File	Stored file + 🖞 Origi	

2 Press or select the user name of the document to be sent.



🖉 Note

 To search by entering the user name, press [Non-programed Name] and enter the user name. The user name is searched by partial matching.

✓ Reference

For information about how to input characters, see the System Settings manual.

- **3** Press [OK].
- **4** Select the file name.

4 If you select a document with a password, enter the password.

If the document does not have a password, proceed to step **G**.



🖉 Note

- If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to reenter correctly. However, access attempts for other documents are still accepted.
- □ Enter Password 4-digit number.

5 Press [OK].

When you want to add your originals to the stored documents and send them all at once, press [⁴]
 Origi. + Stored File] or [Stored file + ⁴]
 Origi.].

When sending only the stored documents, go to step **2**.



🖉 Note

- □ When the [Origi. + Stored File] key is pressed, the machine sends in the order of "Originals" to "Stored Files". When the [Stored file + Origi.] key is pressed, the machine sends in the order of "Stored Files" to "Originals".
- □ The added originals are not stored.

7 Press [OK].

🖉 Note

To add an original to the stored documents, place the original and select any scan settings you require.

8 Dial and press the [Start] key.

Printing Stored Documents

Use this feature to print the documents stored in the document server.

Limitation

Only the documents that are stored using the fax feature can be printed. Documents stored using the fax feature are shown with an "F" in front. To print documents that are stored using the copy feature or printer feature, press the [Document Server] key. See the Copy Reference and Printer reference for details.

${}^{\mathcal{P}}$ Reference

For details, see "Printing Stored Documents" in the Facsimile Reference <Advanced Features>

Press [Sub TX Mode].

				AL	G 12,2001 7:38PM
estination.			Informa	tion 100%	Immed. Memory TX TX
		Tot	al: 1		
	Adv. P	olures 👘	, , , , , , , , , , , , , , , , , , ,		TX status display
081-160	161-240	241-320	321-400	Group	🕾 Dest. Management
LONDON O	LOOO41 NEW YORK	<u>000053</u> TORONTO	<u>100061</u> XYZ CO.L	1/2	Transmission Mode
[FFICE	0FF1CE 200103	UFFICE [0011]	10 (0012)	Lå.	Sub TX Mode
DETROIT FACTORY	SAN FRAN CISCO	SYDNEY O FFICE	LA FACTO RY	▼	Store File

The Sub Transmission Mode menu is shown.

2 Press [Select Stored File].



3 Select the document to be printed.



- □ Press [File Name] to place the documents in alphabetical order.
- Press [User Name] to place the documents in order by the programed user name.
- Press [Date] to place the documents in order by the programed date.
- □ To see details of the selected document, press the [Detail]. To return to the standby menu, press the [File List].



Selecting a Document from "File List"

● Press [▲ Prev.] or [▼ Next] to display the document to be sent.

2 Select the file name.

Specifying a Document from the "File Name"

Press [Search by File Name].



2 Enter the file name to be sent.



🖉 Note

The file name is searched by partial matching.

Reference

For information about how to input characters, see the System Settings manual.

3 Press [OK].

4 Select the file name.

Specifying a Document from the "User Name"

Press [Search by User Name].

Select Stored File	Select file to transmit, the	en press [OK].	
Select File (reist)	User Name	File Name	Date
File List	DOMESTIC DIV.	FAX0009	▲ ▼ Aug. 1
Search by User Name		FAX0008	Aug. 1
Search by File Name			
Transmit Stored File only	🖞 Origi. + Stored File	Stored file + 🖞 Origi	

Press the user name of the document to be sent.



🖉 Note

□ To search by entering the user name, press the [Non-programed Name], and then enter the user name. The user name is searched by partial matching.

Reference

For information about how to input characters, see the System Settings manual.

3 Press [OK].

4 Select the file name.

4 If you select a document with a password, enter the password.

If the document does not have a password, proceed to step **[**].

5 Press [OK].

6 Press [Print File] or [Print 1st Page].

When the **[Print File]** is pressed, the machine prints all the pages. When the **[Print 1st Page]** is pressed, the machine prints only the first page.

🖉 Note

 To print both sides, press [Print 2 Sided].

Press the [Start] key.

🖉 Note

- □ When only the first page is printed, the file name is printed at the top of the paper.
- □ To cancel printing, press [Cancel].

Controlling documents saved in the Document Server from a computer

The documents saved in the Document Server can be viewed and controlled from a network computer with Ridoc Desk 2000 or Ridoc Desk 2000 / Lt installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For details about the Ridoc Desk 2000 / Lt, see operating instructions and Help for the Ridoc Desk 2000 / Lt.

Settings made in System Settings enable you to send documents to the delivery server or to automatically save documents in the Document Server.

For more information, see the Scanner Reference.

🖉 Note

When using Ridoc Desk 2000 or Ridoc Desk 2000 / Lt, the password you entered for a specific document will be valid until you close the application. To access to use your computer, make sure to close applications after finishing your job.

Locked Print

Use this function for privacy when printing confidential documents on a shared network. Data is not printed but stored in the machine. When using Locked Print, printing is not possible unless a password is entered using the control panel. Your confidential documents are safe from being viewed by other people.

Printing a Locked Print File

₽ Reference

For details, see "Printing a Locked Print File" in the Printer Reference manual

🖉 Note

- If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- If you turn off the main power switch, the document will be deleted.
- Once you have entered an incorrect password, it takes longer (more than one minute) than usual before the machine is ready for operation after power on.

1 Configure the locked print in the properties of the printer driver.

PReference

For details on configuring the RPCS[™] printer driver, see the corresponding Help files.

2 Click [OK] in the application's print dialog box to start printing.

The locked print job is sent to the machine.

3 On the machine's control panel, press the [Printer] key to display the Printer Screen.



Press [View Locked Print jobs].



A list of the locked print files stored in the machine is displayed.

Locke	d Print jo	bs (Offline)			SEP 10,2001 3:17PM Exit
Select files.	-				(
	User ID	Date/Time	Qty.		·
	0001	12/27 14:45	1		Show Bror Log
	0001	12/27 14:45	1		
	0001	12/27 14:44	1	1/1	Prof
				A.P.2%.	
				₩Nett	[4:6]5

The date and time when the job was sent from the computer, as well as the User ID is displayed. **5** Select the file you want to print by pressing on it.

🖉 Note

Only one file can be selected at a time.

6 Press [Print].

The password screen is displayed.



🖉 Note

□ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to reenter correctly. However, access attempts for other documents are still accepted.

□ Enter Password 4-digit number.

7 Enter the password using the number keys and press [OK].

The print confirmation screen is displayed.

🖉 Note

A confirmation screen will appear when the password has not been entered correctly. Press [OK] to enter the password again.

8 Press [Yes].

The locked file is printed.

🖉 Note

- □ Press **[No]** to cancel printing.
- □ If printing is stopped by pressing **[Job Reset]** after printing has started, the file will be deleted.

Deleting Locked Print Files

For details, see "Deleting Locked Print Files" in the Printer Reference manual

1 Press the **[Printer]** key to display the Printer Screen.



2 Press [View Locked Print jobs].

		2002/3/8	16:00
Ready			
	► Enrulation Program		
→ Online	Pecall RPDS		
i⊧ ⇔ Offline	▶ Paper Tray Status 1 1 2 2 3 3 2 4 0		
Farm Fard	Sample Print/Locked Print		
Job Reset	View Sample Print Jubs View Lo	ched Print jobs	

A list of the files stored in the machine is displayed.

3 Select the file you want to delete by pressing on it.

🖉 Note

Only one file can be selected at a time.

4 Press [Delete].

The password screen is displayed.



🖉 Note

□ If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.

□ Enter Password 4-digit number.

5 Enter the password using the number keys and press [OK].

The delete confirmation screen is displayed.

6 Press [OK].

After the file has been deleted, the screen returns to the file list screen.

🖉 Note

□ If you do not want to delete the file, press **[No]**.

Personal Boxes

Use this function to receive private documents utilizing this machine like a post-office box. Printing received documents in a Personal Box is not possible unless a password is entered using the control panel. Your documents are thereby safe from being viewed by other people.

Printing Personal Box Messages

🖉 Note

- If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- Once you have entered an incorrect password, it takes longer (more than one minute) than usual before the machine is ready for operation after power on.
- Personal Box messages will be deleted when all the messages in that Personal Box have been printed. Note that if you interrupt printing, messages already printed will be left in the box.

₽ Reference

For details, see "Printing Personal Box Messages" in the Facsimile Reference manual

1 Press [Information].

OReady							
Set original and specify destination.							
۲	<u>63</u> _			Tot	al: 1		
			art: Si	vdroza	<u> </u>		
	1.	1		NºGEV IIII			
Freq. 00	1~080 0	81~160 1	161~240	241~320	321~400	Group	
	[0002]	[0003]		[0005]	100061 VV7_C0_L	1/2	
ANY	OFFICE	FFICE	OFFICE	OFFICE	TD	.	
£00073	[0008]	[0009]	COO103	[0011]	C00123	L	
X STORE	PARIS OF	DETROIT	SAN FRAN	SYDNEY O	LA FACTO		
	FICE	FACTURY	CISCO	FFICE	RY		

The Information menu is shown.

2 Select [Print Personal Box File].

	AUG 1	2,2001	7:38P
Journal	Print Confidential RX File		
le Status	Print Memory Lock		
le Status	Print Personal Box File		
ry Status	Store/Delete/Print Information Box Fi	ile.	
		E)	cit 📗



Store/D	elete/Print infor Box to store file.	nation Box	File.		
EX	11 PORT DIV.		l GENERAL /	FFAIR	
					-

When password is required

• Enter a password.



2 Press [OK].

🖉 Note

□ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

4 Press the [Start] key.

The received messages are printed.

🖉 Note

□ To stop printing, press [Stop Printing]. The display will return to step **E**.

5 Press [Exit].

🖉 Note

□ If there are messages in other Personal Boxes, the display will return to step **B**. Repeat from step **B** to print another file.

6 Press [Exit].

The initial display is shown.

Key Operator Tools (for Administrator)

Key Operator Tools include security settings. You can program a Key Operator Code to prevent unauthorized persons from changing User Tools settings or finding a password. Make sure you enter a Key Operator Code using an eight-digit number to ensure security.

With User Tools, the following security settings can be made:

- Programming a Key Operator Code
- Displaying a password with a stored file
- Programming the IP address of a delivery server
- Programming and editing Personal Boxes

The display that appears when a Key Operator Code has been programmed

When Key Operator Code is programed and turned on, users have to enter a programed Key Operator Code to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

🖉 Note

□ You can change the Key Operator Code on or off with "System Settings".

- When you set the Key Operator Code active, enter a code with the number keys and select [Partial] or [All Initial Settings] to limit access. The factory default is set to "Partial". Make sure you enter a Key Operator Code using an eight-digit number to ensure security.
 - Selecting **[Partial]** Only the Key Operator Tools are protected with a Key Operator Code.
 - Selecting **[All Initial Settings]** The key Operator Tools and User Tools are protected with a Key Operator Code.
- Press the [User Tools/Counter] key. If you have selected [All Initial Settings], go to step 3.
- ② Select [Key Operator Code].
- ③ Enter 8 digit Key Operator Code with the number Keys.



Programming/Changing Key Operator Code

\mathcal{P} Reference

For details, see "Key Operator Tool 1/2" in the System Settings manual

Press [User Tools/Counter] key.

2 Press [System Settings] .



B Press Key Operator Tools.

System	Settings						AUG 28,2001 11:35 Ext
ect one of the followi	ing default settings.						
General Features	Paper Size Setting	Timer Setting	Inte	erface Settings	File Transfer	Kery	Operator Tools
Panel 1	fone	ON		Functi	on Reset Timer		3 second(s)
Warm Up	Notice	ON		0.	fpet: Copier		Internal tray 1
Copy Count	Display	Up		Output:	Document Server		Internal tray 1
Function F	Priority	Copier		Cut	ut: Facsimile		Internal tray 2
Print Pri	iaity	Display mode			1/2	1	Preview Vest

Press [ON] to enter an 8-digit Key **Operator** Code.

5 Select [All Initial Settings], and then press [ON].

Note

□ Make sure you select [All Initial Settings] when programming a Key Operator Code to ensure security.

6 Press [Exit].

Press [User Tools/Counter] key.

Display Password with Stored File

- Press the [User Tools/Counter] key.
- **2** Press [System Settings].
- **3** Select [Key Operator Tools].
- Press [Display Password with Stored File].
- **5** If you forget the password, press [ON]. And if you make sure the password, press [OFF].
 - Note
 - □ It is necessary to return setting [OFF] after making sure password.
- 6 Press [OK].
- **7** Press [Exit].
- B Press the [User Tools/Counter] key.

Delivery Server IP Address

Press the [User Tools/Counter] key.

2 Press [System Settings].

B Select [Delivery Server IP Address].

4 Press $[\leftarrow]$ or $[\rightarrow]$ to move between each group of three numbers.

🖉 Note

If you make a mistake, press the [Clear] and enter the correct number.

5 Press [OK].

6 Press [Exit].

Press the [User Tools/Counter] key.

Programing/Editing Personal Boxes

- Press the [User Tools/Counter] key.
- **2** Press [Facsimile Features].
- **3** Select [Key Operator Tools].
- 4 Select [Box Setting].

	AUG	12,2001	8:0/PM
		Exit	
ettings/Adjust Reception Mode Key Operator Tools			
Parameter Setting		Print List	t
Program Special Sender		Print List	t
Box Setting		Print List	t
Transfer Report			
1/2	🛦 Fres	· ·	' Next

5 Select a box to program.

Box Setting								
Select Box to program or change								
1234 AAAA	Confident I	5678 BBBBB	Informatn [
* Not Programed		* Not Programed						
* Not Programed		* Not Programed						
* Not Programed		* Not Programed] [
Program/Change	Delete							

If you program a new box, press "★Not Programed".

- If you change a box already programed, press it and go to step
 D.
- The security is not guaranteed if no password is entered.
- Enter the password using up to eight characters.

6 Press [Personal Box].



7 Enter a Box Name.

PReference

For information about how to input characters, see the System Settings manual.

8 Press [OK].



🖉 Note

- To change the Box Code, press the [Clear/Stop] key or [Clear] and try again. To change Box Name, press [Box Name] and repeat step 2.
- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

D Specify any settings you require.

If you do not program **[Password]** or **[Receiver]**, go to step **①**.

Programing a Password

Press [Password].

2 Enter a password.

	AUG	12,2001	7:38PN
Enter SUB code.	Password		
	Enter password with Number keys, then press [OK].		
DEF COMPANY			
Not programed.			
	Cance	el 🛛 C	к

- If you enter an incorrect password for a document three times consecutively, document access is refused. Turn off the main power switch, and then turn it on to re-enter correctly. However, access attempts for other documents are still accepted.
- Enter Password using 4-digit number.
- □ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
- 3 Press [OK].

Programing a Receiver

Press [Receiver].

2 Select a destination with the Quick Dial Table.

Receiver	Specify receiv	er.		
]
 Freq. (01~080 (81~160	61~240	241~320	321~400
 COODIN 63 COODIN 63 ABC COMP BERLIN 0 ANY FFICE	LOOO31 63 LONDON O FFICE	100041 63 NEW YORK OFFICE	100051 63 TORONTO OFFICE	100061 63 XYZ CO.L TD
 100073 63 100083 63 X STORE PARIS OF FICE	100091 63 DETROIT FACTORY	<u>COOIOJ 63</u> SAN FRAN CISCO	100111 63 SYDNEY O FFICE	LA FACTO RY
	-			

🖉 Note

□ If the desired destination is not shown, press [▲ Prev.] or [▼ Next].

• Press [OK].

Press [OK].

A box mode is shown next to box.

Press [Exit].

B Press the [User Tools/Counter] key.

The initial display is shown.

Deleting Personal Boxes

Limitation

□ If the messages are programed in the box, you cannot delete it.

- Press the [User Tools/Counter] key.
- **2** Press [Facsimile Features].
- **3** Select [Key Operator Tools].
- 4 Select [Box Setting].

		AUG	12,2001	8:U/PM
		L	Exit	
ettings/Adjust	Reception Mode Key Operator Tools			
	Parameter Setting		Print List	
	Program Special Sender		Print List	
	Box Setting		Print List	
	Transfer Report]		
	1/2	🛦 P774		Next

5 Press [Delete].

Box Cotting			
Select Box to program or change			
1234 AAAA	ConfidentI	5678 BBBBB] Informatn
× Not Programed	J	* Not Programed] [
* Not Programed		* Not Programed] [
* Not Programed]	* Not Programed] [
Program, Change	Deleti	e	

6 Select a box you want to delete.



🖉 Note

- When selecting a file set with a password, the password input screen is displayed. Enter the password using the number keys and press [OK].
- □ If you enter an incorrect number, press 【Clear】 or the 【Clear/Stop】 key to delete the entered numbers. Press [Cancel] to cancel file selection.

7 Press [Delete].

A box is deleted and "★Not Programed" is shown.

🖉 Note

□ To cancel deleting a Special Sender, press **[Do not Delete]** and the display will return to step **G**.

8 Press [Exit].

9 Press the **[User Tools/Counter]** key.

The initial display is shown.

Cautions When Using Security Modes

When using security modes, note the following:

Key Operator Settings

- Contact your sales or service representative to check which version of software is installed on the machine.
- When using security modes, remote management with Ridoc Document Router is not possible.
- You can use a User Code to manage operating conditions but not to protect confidential documents from being viewed by other people.

PReference

See "User Code" in the System Settings manual.

• When specifying a delivery server IP address, make sure to enter the correct address. Delivery function assures security for documents stored in the document server using a registered password.

Reference

See "Delivery Server IP Address", "File Transfer" in the System Settings manual.

User Settings

• Make sure you finish all settings before beginning fax transmissions or scanning originals.

INDEX

С

Canceling a Facsimile Transmission While the Original is Being Scanned, 8 Canceling a Print Job, 11 Canceling a Transmission While the Message is Being Sent, 9 Cautions When Using Security Modes, 67

D

Delete File, 48 Deleting Locked Print Files, 57 Deleting Personal Boxes, 65 Delivery Server IP Address, 63 Display Password with Stored File, 62 Document Server *Deleting*, 18, 23, 42 *Printing*, 16, 21

F

File Manage, 47

I

In General Office, 3 In Public Facilities, 3

Κ

Key Operator Settings, 4, 67 Key Operator Tools (for Administrator), 61

L

Locked Print, 56

Μ

Making Settings *Macintosh*, 38 *PS3*, 35 *RPCS*, 31 Managing Saved Documents, 41

0

Operating Conditions, 3 Operating Environment, 3

Ρ

Personal Boxes, 59
Printing a Locked Print File, 56
Printing Personal Box Messages, 59
Printing Saved Documents, 41
Printing Stored Documents, 53
Programing/Editing Personal Boxes, 63
Programming/Changing Key Operator Code, 62
Protecting Documents Stored in the Document Server, 12
Protection of Documents Temporarily Saved in the Memory of This Machine, 8

R

Resetting this machine, 11

S

Scanning in Copy mode, 20 Scanning in Document Server mode, 13 Scanning in Facsimile Mode, 44 Scanning in Scanner Mode, 24 Scanning the Original in Copier, Scanner or Document Server Mode, 8 Security Functions of This Machine, 6 Sending a Stored File, 49 Settings Macintosh, 39 PS3, 36 RPCS, 33 Stored file Deleting, 28 Deliver, 29 Storing Documents, 31 Storing from Printer Driver, 31

U

User Settings, 5,67

W

When Using Macintosh, 38 When Using PostScript 3 Printer Driver (Optional) on Windows, 35 When Using RPCS Printer Driver (Standard) on Windows, 31




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