

imaggio 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.

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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

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.

Reference

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.

Reference

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 re-enter.

❖ 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 SUPPORT SYSTEM)" in the Copy Reference

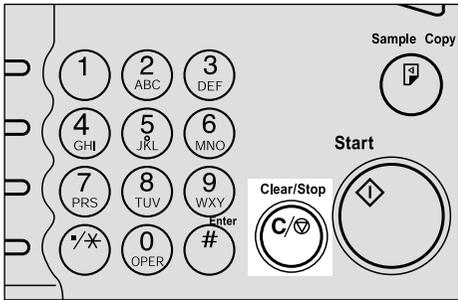
Protection of Documents Temporarily Saved in the Memory of This Machine

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

1 Press the **[Clear/Stop]** key.



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

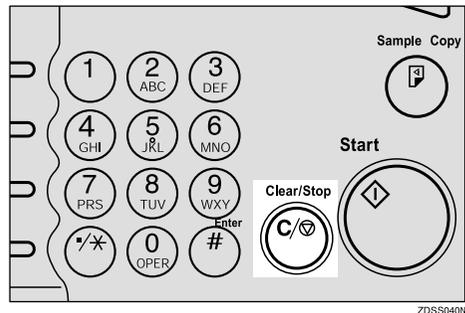
2 Press **[Stop]**.

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.

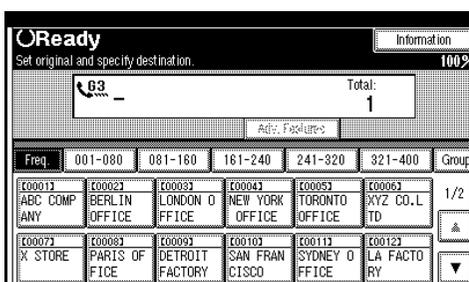
Note

- 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

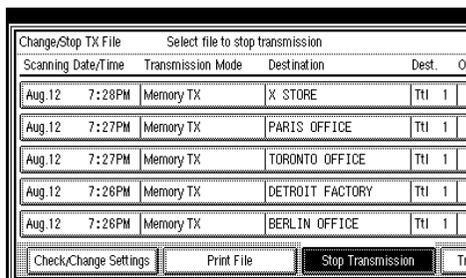
For details, see "Canceling a Memory Transmission" in the Facsimile Reference <Basic Features>

1 Press [Change/Stop TX File].

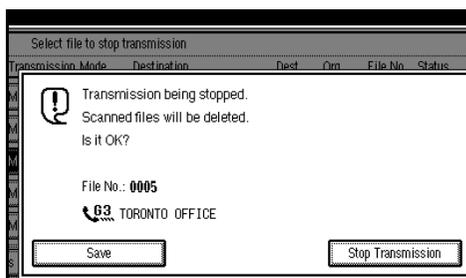


The list of programmed files being transmitted or a waiting transmission is displayed.

2 Select the file you want to cancel.



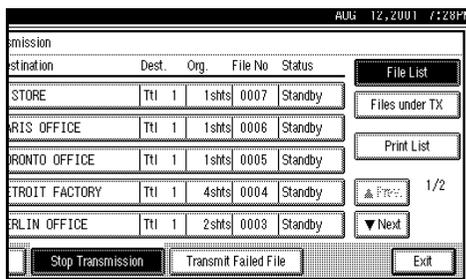
3 Press [Stop Transmission].



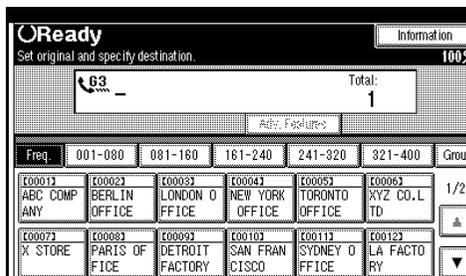
Note

- To cancel another file, repeat steps 2 and 3.

4 Press [Exit].

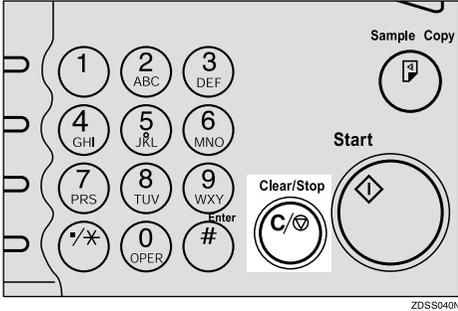


The machine will return to standby mode.

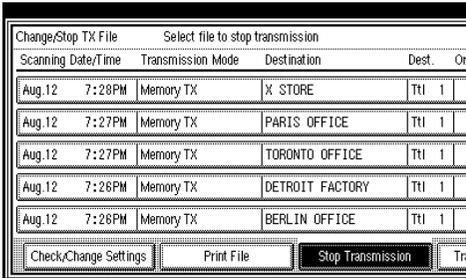


Canceling a transmission using the [Clear/Stop] key

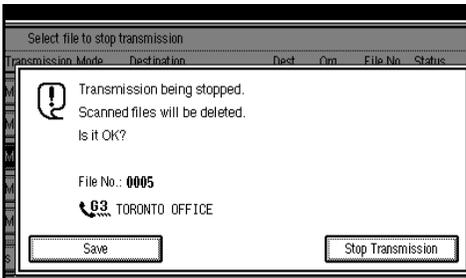
1 Press the [Clear/Stop] key.



2 Select the file you want to cancel.



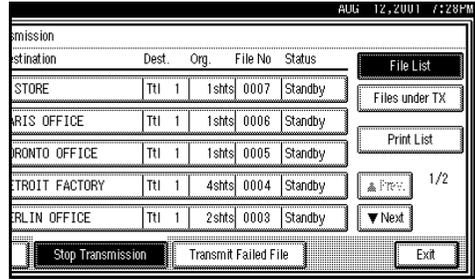
3 Press [Stop Transmission].



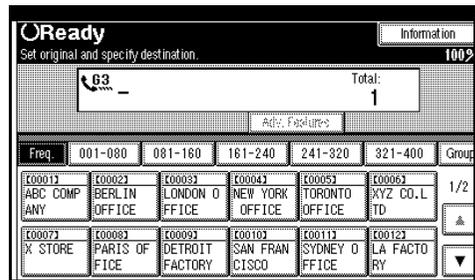
Note

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

4 Press [Exit].

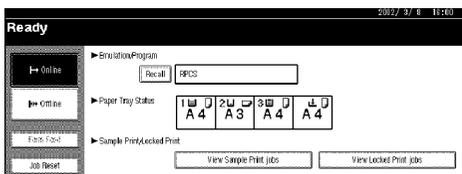


The machine will return to standby mode.



Canceling a Print Job

- 1 Press the **[Printer]** key on the machine's control panel.
- 2 Press **[Job Reset]** on the display panel.



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.

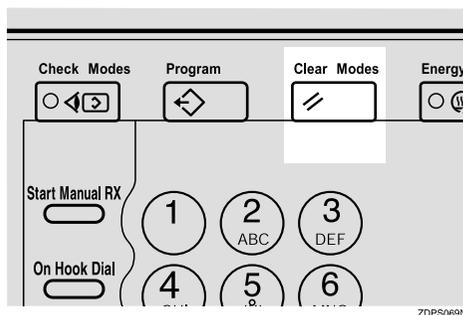
Note

- ❑ 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 queue will delete automatically.

Resetting this machine

When this machine stops by jam, proceed this process.

- 1 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

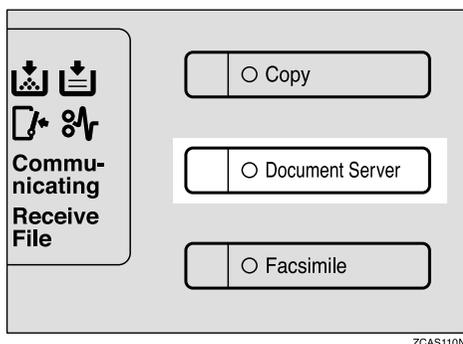
- ❑ Once you have entered a correct password, the desired document is selected (highlighted). When a job is finished but the document is left selected, people without the password can also print or delete it. When you have finished printing or deleting a document, make sure to press the key of that document 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

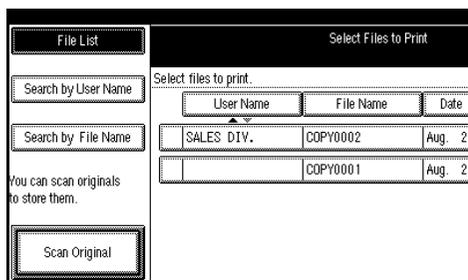
For details, see "Scanning in Document Server mode" in the Copy Reference manual.

1 Press the [Document Server] key.

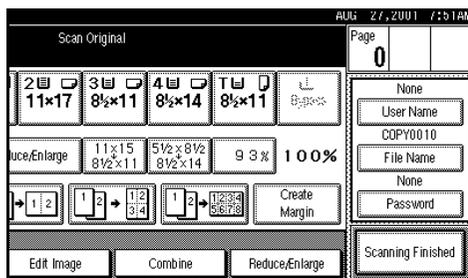


The "Select Files to Print" display appears.

2 Press the [Scan Original] .



The "Scan Original" display appears.



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

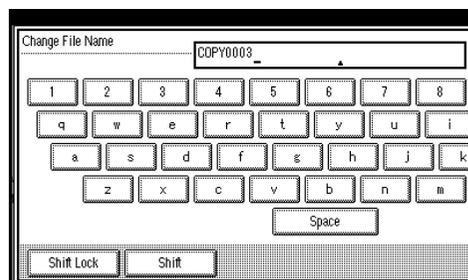
Note

- 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

1 Press the [File Name] .

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



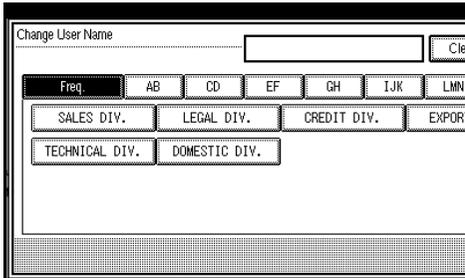
Reference

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

3 Press the [OK] .

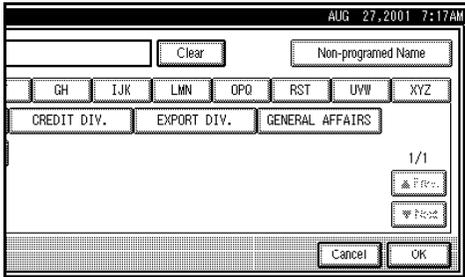
To set the user name

- 1 Press the [User Name] .
- 2 Enter the new user name using the letter keys on the display panel.



Note

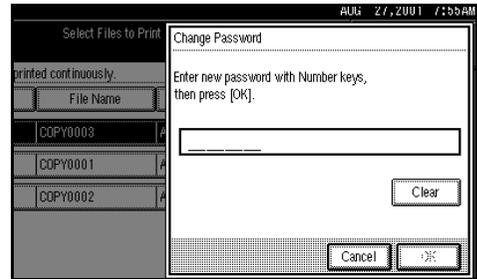
- If you want to enter non-registered name, press the [Non-registered Name], then enter the new user name.



- 3 Press the [OK] .

To set the password

- 1 Press the [Password] .
- 2 Enter the password using the number keys (4 digits).



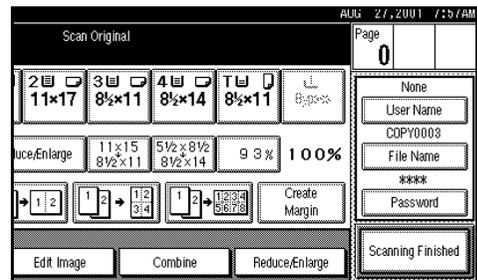
Note

- 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

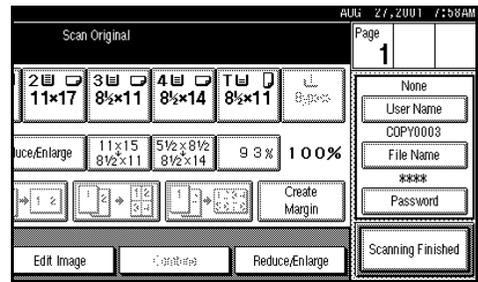
- Press the [Scanning Finished] to cancel the file name, password, or print settings and return to the "Select Files to Print" display.

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.

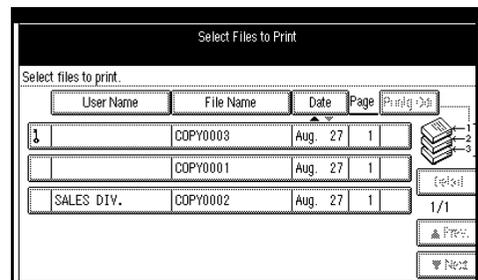
Note

- 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]**.

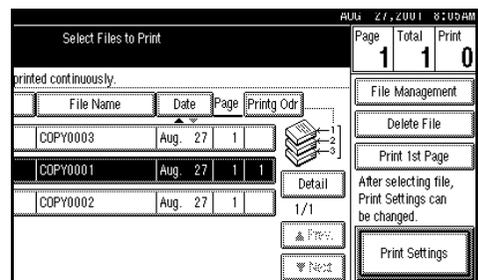
To change the file name, user name, or password

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

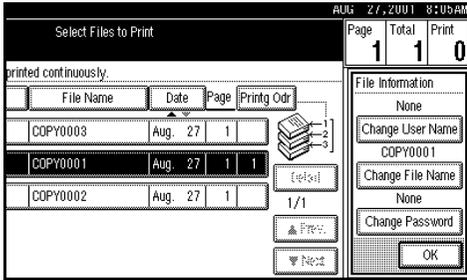


- 2** If you select a document which requires a password, the "Input the Password" window appears. Input the password using the number keys, then press the **[OK]**.

- 3** Press the **[File Management]**.



- 4 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.

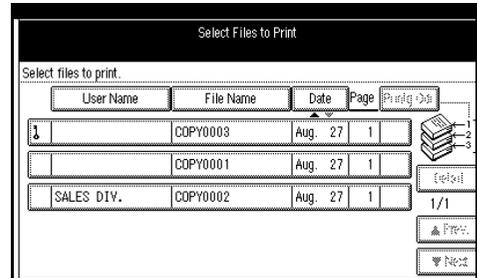
Reference

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

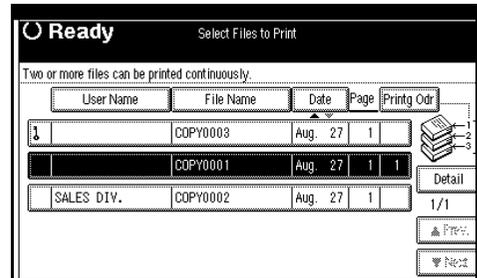
- 1 Press the [Document Server] key.

The "Select Files to Print" display appears.

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



The selected line is highlighted.



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]**.

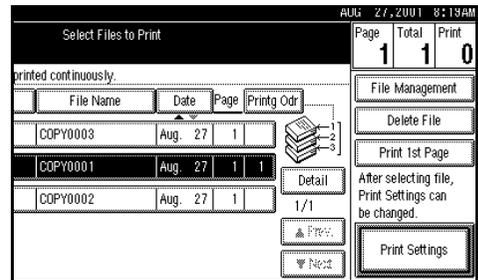
3 To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

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

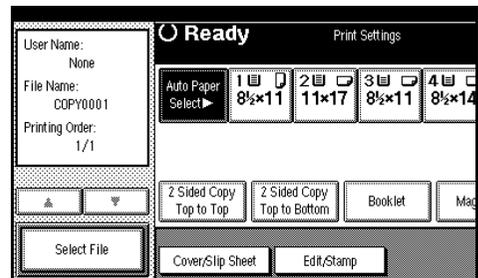
Note

- 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.

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.

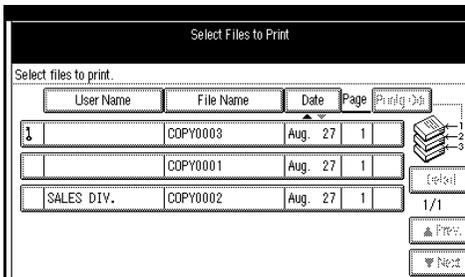
Follow these steps to delete saved documents.

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.



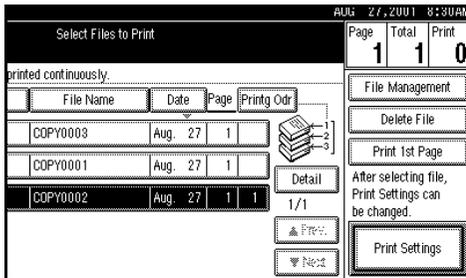
Note

- 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.

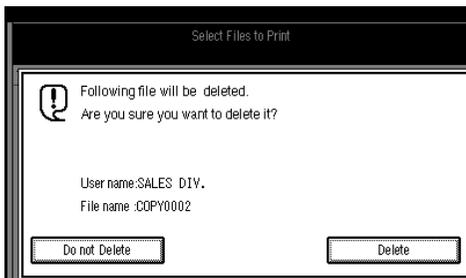
3 Repeat step **2** if you want to select more than one document.

4 Press the [Delete File] key.

A confirmation dialog box appears.



5 Press the [Delete] key to delete it.



Note

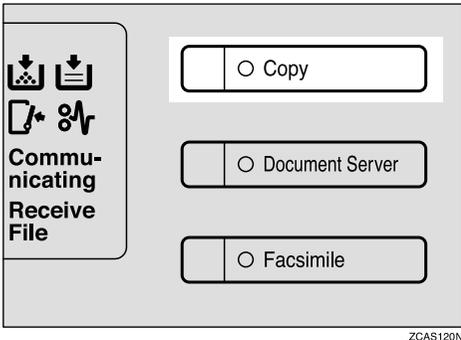
□ To cancel the delete operation, press the [Do not Delete] key.

Scanning in Copy mode

Reference

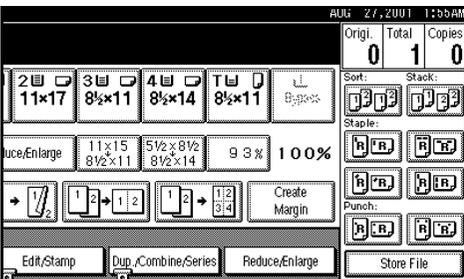
For details, see "Scanning in Copy Server mode" in the Copy Reference manual.

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

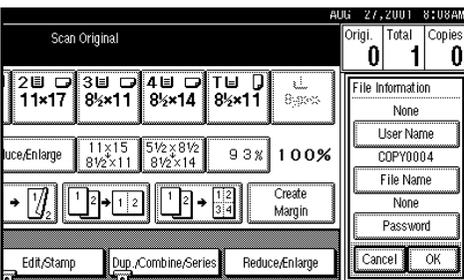


Copy display appears.

2 Press the **[Store File]**.



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

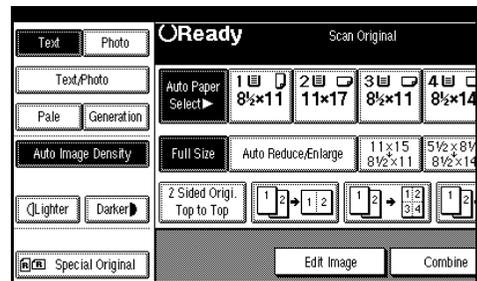


Note

- 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.



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.

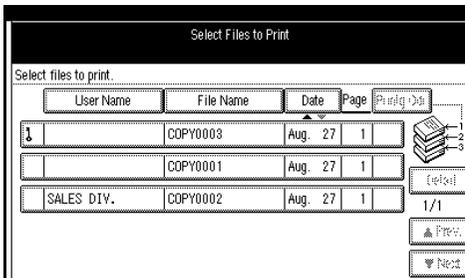
Reference

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

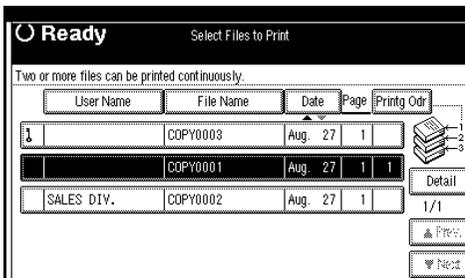
1 Press the **[Document Server]** key.

The "Select Files to Print" display appears.

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



The selected line is highlighted.



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]**.

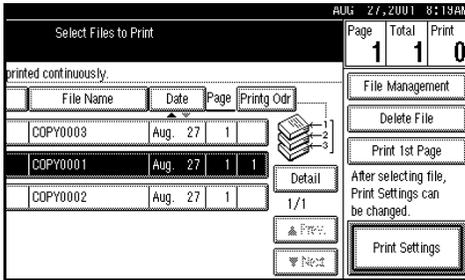
3 To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

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

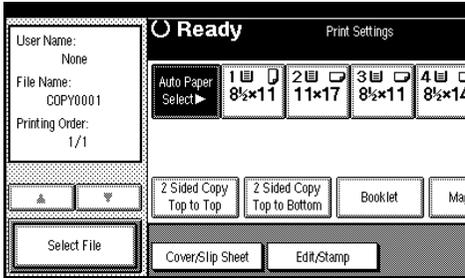
Note

- 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

- 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.

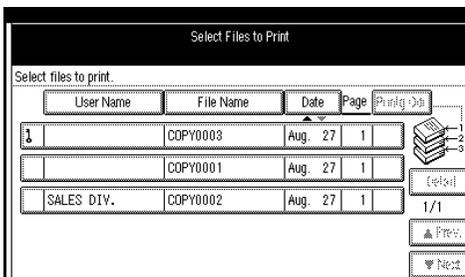
Follow these steps to delete saved documents.

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.



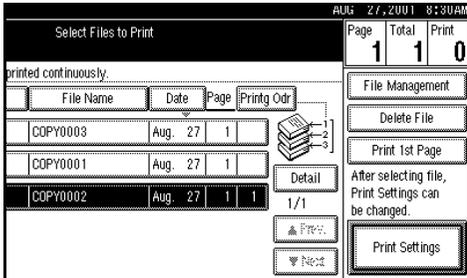
Note

- 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.

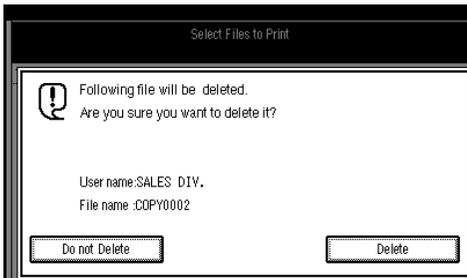
3 Repeat step **2** if you want to select more than one document.

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.

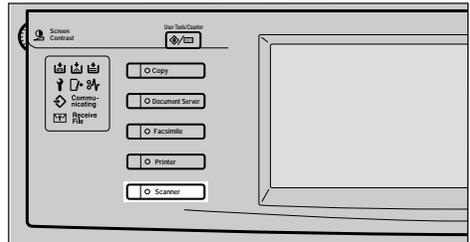
Scanning in Scanner Mode

Scan documents and store them in the Document Server.

Reference

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

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

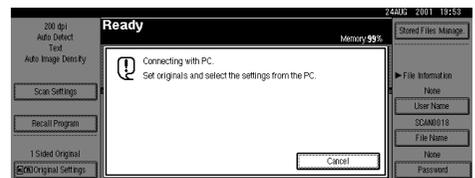


ZEKS020E

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

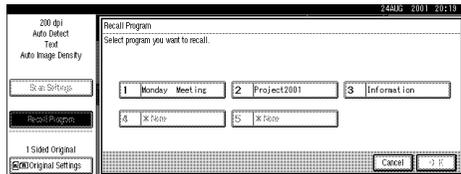
- If no scan settings are specified, the initial Scanner Settings as set with the **[Scan Settings]** tab under **[Scanner Initial Setup]** will become active.

Calling up stored scan settings

1 Press **[Recall Program]**.

The user program recall screen appears.

2 Select a user program of scan settings.



3 Press **[OK]**.



The selected user program settings become active

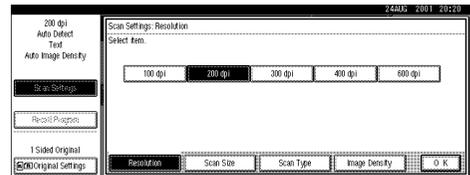
Temporarily changing the scan settings

1 Press **[Scan Settings]**.

The scan settings screen appears.

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

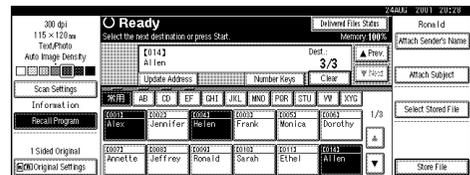
For details on how to set and program scan settings, see "Making Scanner Settings <Scanner Features : Basic Settings>" in the Scanner Reference manual.



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

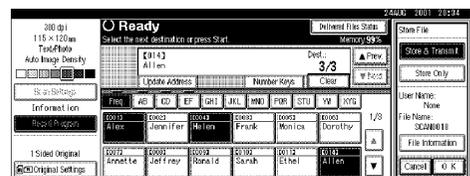
When not using the network delivery scanner function, this step is not required. Go to step 5.

1 Press **[Store File]**.



The screen for setting scan data store parameters appears.

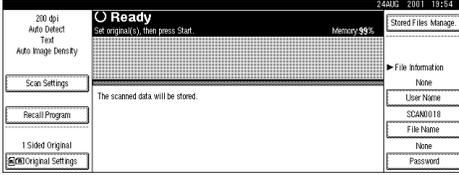
2 Select the desired settings.



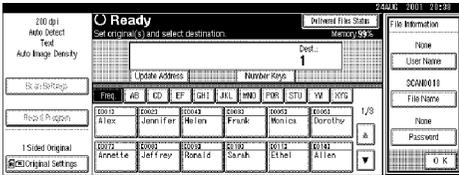
- To store and deliver scan data, press **[Store & Transmit]**.
- To only store scan data, press **[Store Only]**.

5 Enter the desired information.

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



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

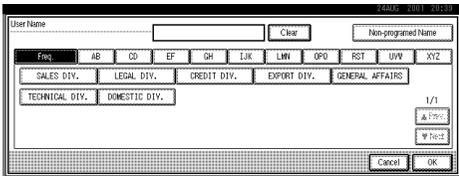


Specifying the user name

1 Press [User Name].

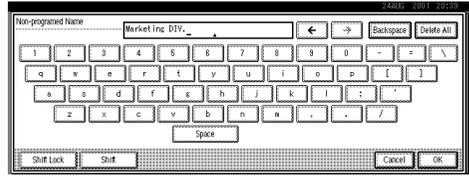
The user name selection screen appears.

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-programmed Name] and go to step **3**.

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

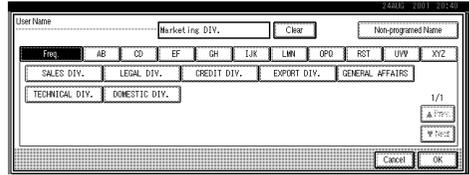


The display returns to the user name change screen.

Reference

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

4 Press [OK].



The user name is set.

Specifying a file name

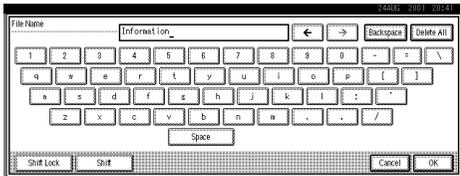
Note

- 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.

1 Press [File Name].

The file name entry screen appears.

2 Enter the desired file name.



Reference

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

3 Press [OK].

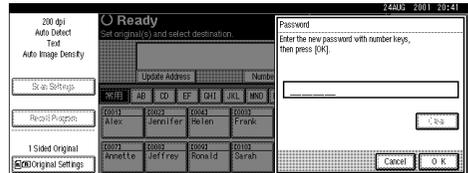
The new file name is set.

Specifying a password

1 Press [Password].

The password entry screen appears.

2 Enter a password consisting of four numbers.



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 7.

7 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.

Note

- If **[Store & Transmit]** was selected in step **4**, 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.

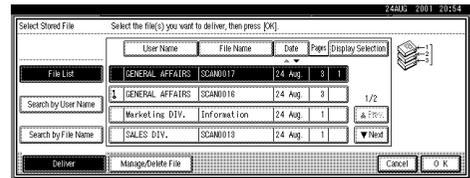
Deleting Stored Files

Reference

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

1 Display the list of stored files.

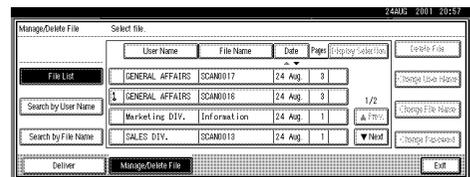
2 From the list of stored files, press **[Manage/Delete File]**.



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/Delete File]**, and then go to step **4**.

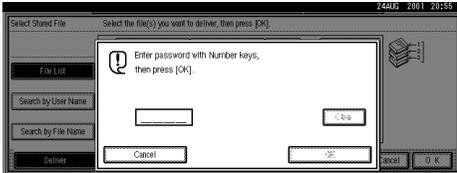
3 Select the file to be deleted.



Note

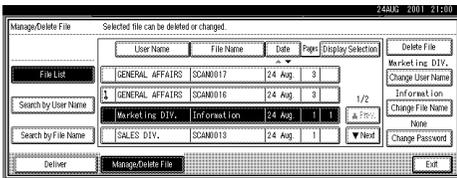
- When you select a password protected file, the password entry screen appears. After you have entered the correct password and pressed **[OK]**, the file will be selected.

- ❑ 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.



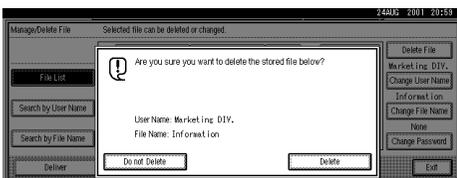
- ❑ Enter Password 4-digit number.

4 Press [Delete File]



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

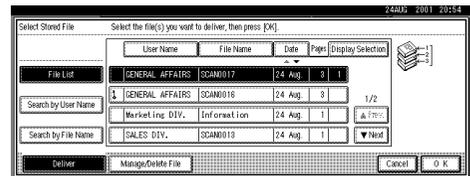
- ❑ To deliver scan data files, a delivery server is necessary.
- ❑ If the "Delivery Option" in Scanner Initial Setup is set to "No", delivery is not possible.

Reference

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

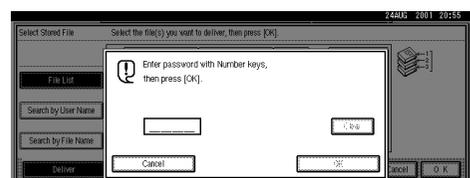
1 Display the list of stored files.

2 Select the file for delivery.



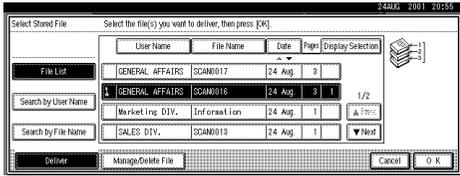
Note

- ❑ 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.

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

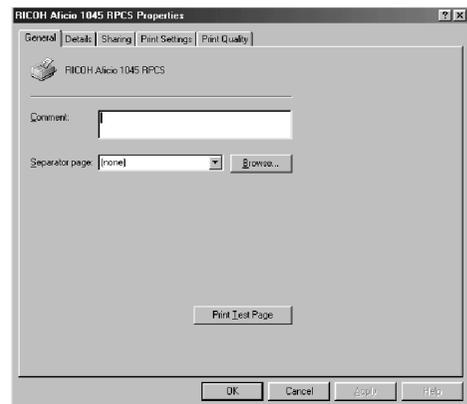
- Documents are not saved in the following cases:
 - When sending the 31st document if there are 30 Sample Print/Locked Print documents already stored.
 - When a document of more than 1,000 pages is sent. When using other functions (copying or scanning). This reduces the page-sending limit.

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

- 1** 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.

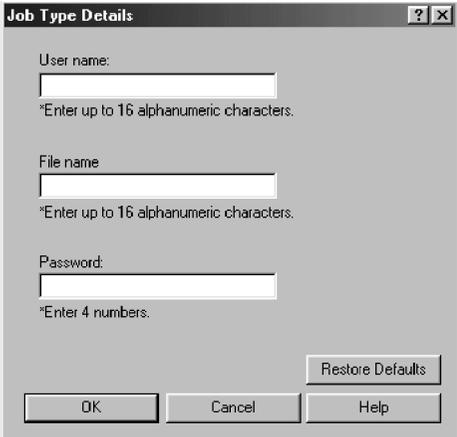


- 3** In the [Job type:] list, click [Send to Document Server].
- 4** When a message appears, click [OK].



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 **8**.

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.

7 Enter the same password as in step **6**, 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

 **Note**

- 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

- 1** 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.
- 3** If a user ID is not displayed in **[User ID:]**.
- 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:
 - 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".

- 7** 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 PostScript 3 printer driver	
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 format	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

1 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".

7 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.

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] 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 PostScript 3 printer driver	
General settings	Copies	available	
	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	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 [Custom Setting] is selected), and then click [Details...] to display the [Job Type Details] dialog box. In the [Job Type Details] dialog 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.

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 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.

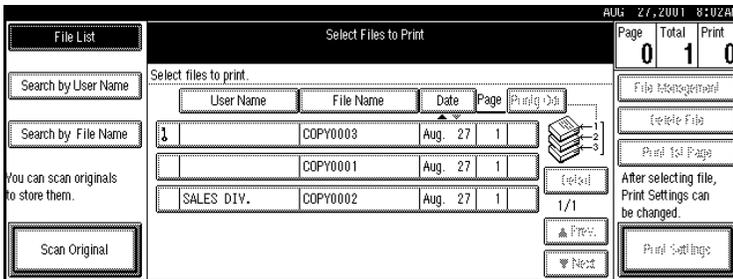
Follow these steps to delete saved documents.

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.



Note

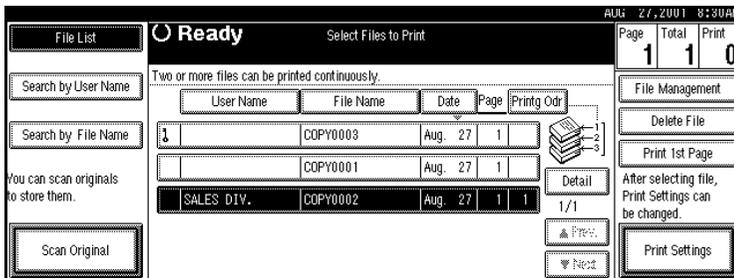
- You can search the document you desire by the file name or the user name.
- You can sort the files in order of **[User Name]**, **[File Name]**, or **[Date]**. Press the key you want to sort by.
- If you cannot choose the desired document by its name, you can print the first page to check the contents. 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.

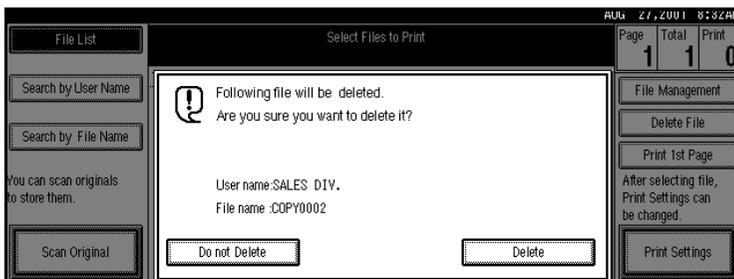
3 Repeat step **2** if you want to select more than one document.

4 Press the [Delete File] key.

A confirmation dialog box appears.



5 Press the [Delete] key to delete it.



Note

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

Scanning in Facsimile Mode

Reference

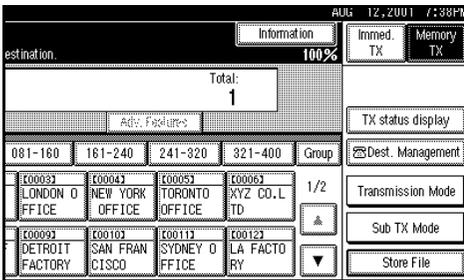
For details, see "Storing a Document" in the Facsimile Reference <Advanced Features> manual.

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.

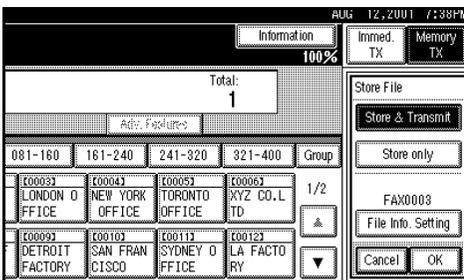
2 Place your original and select any scan settings you require.

3 Press **[Store File]**.

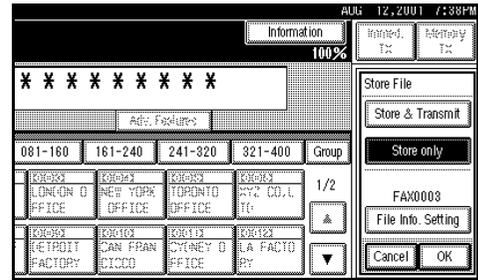


4 Select **[Store & Transmit]** or **[Store only]**.

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



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



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

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

Note

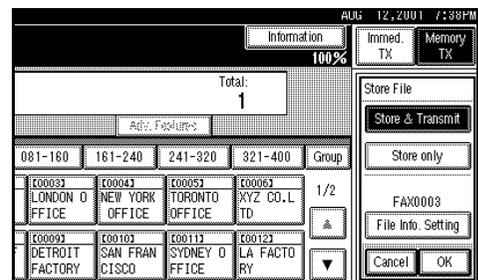
- If you are not going to set the user name, file name, or password, go to step **6**.
- You cannot change multiple documents at once.
- The security is not guaranteed if no password is entered.

Programming a User Name

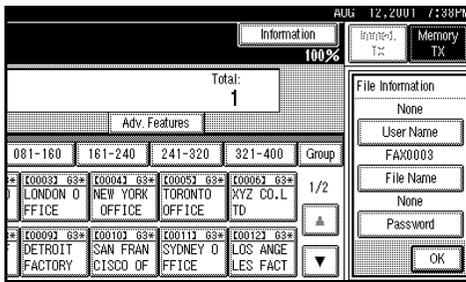
Note

- Set user names from those that are programmed in the user code. Set the user codes in the System Settings manual.

1 Press **[File Info. Setting]**.

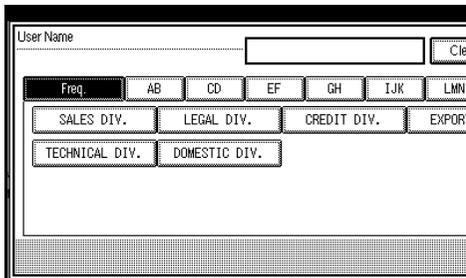


2 Press [User Name].



The User Name Change menu is shown.

3 Press the user name to be programmed.



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

Note

- To set an unprogrammed user name, press **[Non-programmed Name]** and enter the name. User names that are entered by pressing the **[Non-programmed Name]** are Not Programmed.

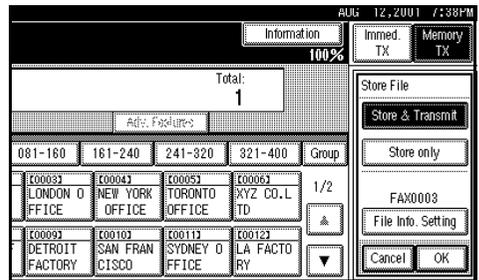
4 Press [OK].

The specified user name is shown.

5 Press [OK].

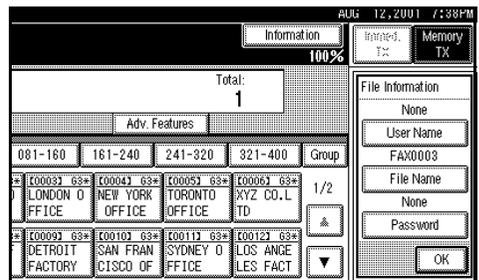
Setting a File Name

1 Press [File Info. Setting].



2 Press the [File Name].

The File Name Change menu is shown.



3 Enter the file name.

Reference

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

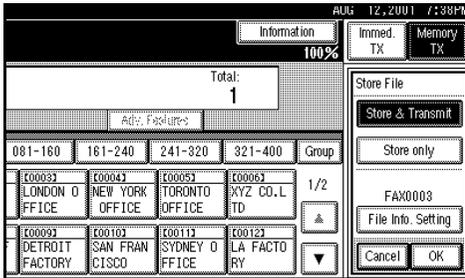
4 Press [OK].

The changed file name is shown.

5 Press [OK].

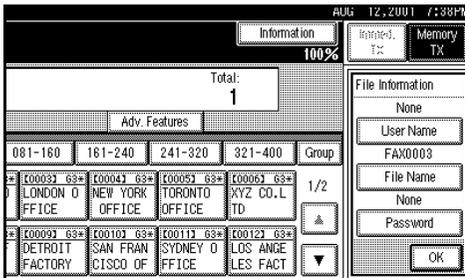
Setting a Password

1 Press [File Info. Setting].

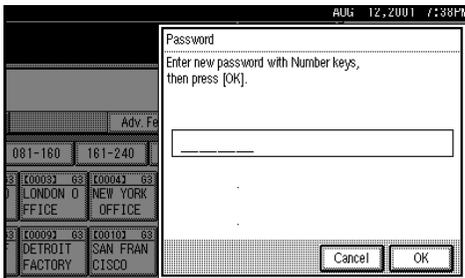


2 Press [Password].

The Password Setting menu is shown.



3 Enter a password using the number keys.



Note

- 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.

4 Press [OK].
 **** is shown.

5 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 8.

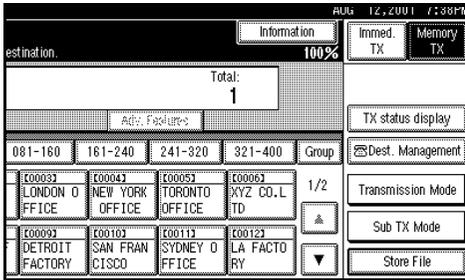
8 Press the [Start] key.

File Manage

Reference

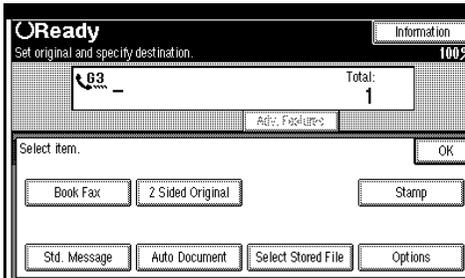
For details, see "File Manage" in the Facsimile Reference <Advanced Features>

1 Press [Sub TX Mode].

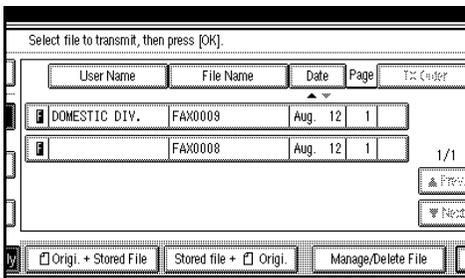


The Sub Transmission menu is shown.

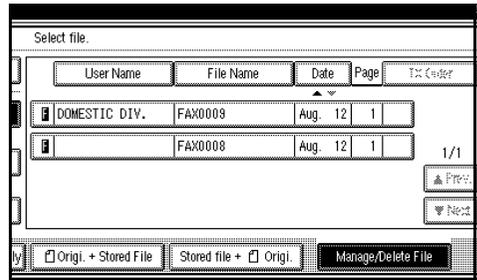
2 Press [Select Stored File].



3 Select [Manage/Delete File].

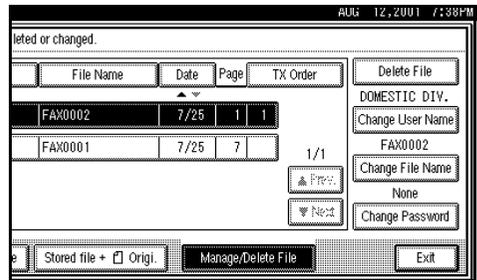


4 Press the document to be changed.



Changing a File Name

1 Press [Change File Name].



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

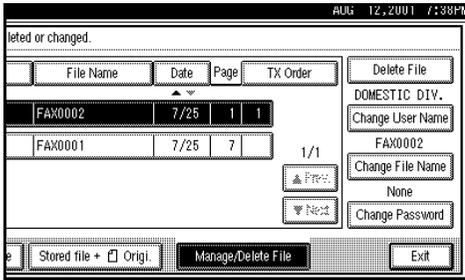
Reference

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

3 Press [OK].

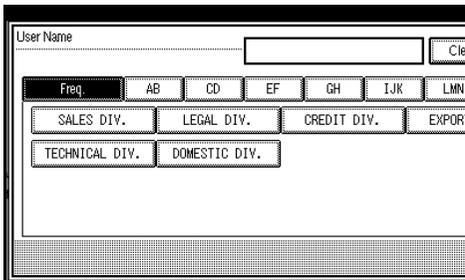
Changing a User Name

1 Press [Change User Name].



2 Press [Clear].

The user name is deleted.



3 Press the new user name.

Note

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

Reference

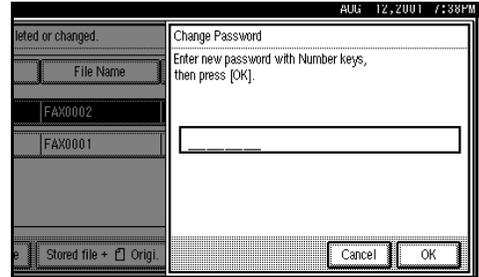
For information about how to input characters, see the System Settings manual.

4 Press [OK].

Changing the Password

1 Press [Change Password].

2 Enter a new password using the number keys.



3 Press [OK].

5 Press [OK].

The initial display is shown.

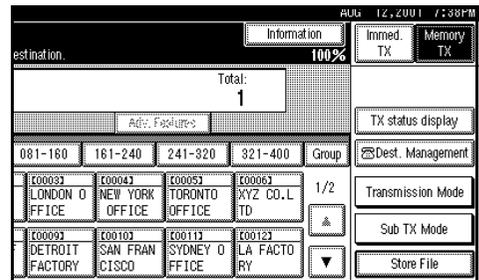
Delete File

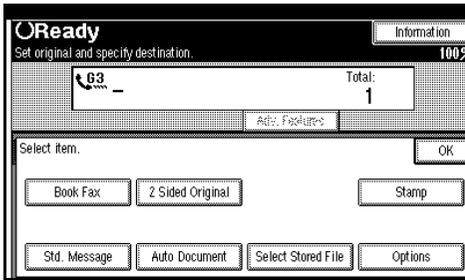
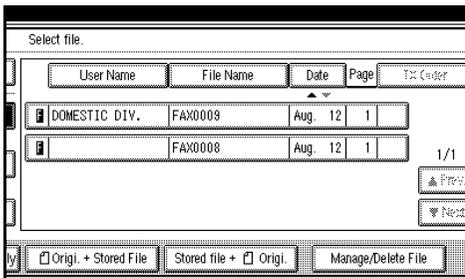
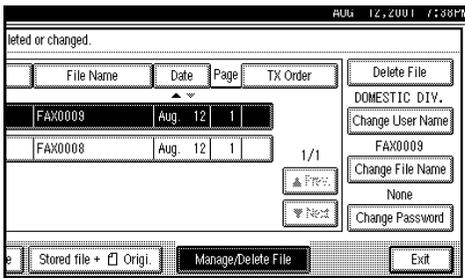
Use this feature to delete your stored documents.

Reference

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

1 Press [Sub TX Mode].



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

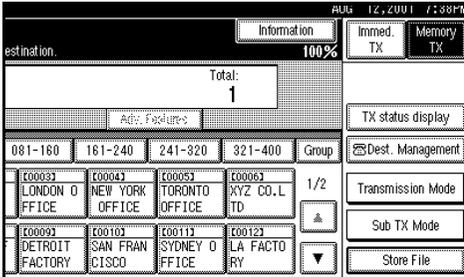
✎ Note

- 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

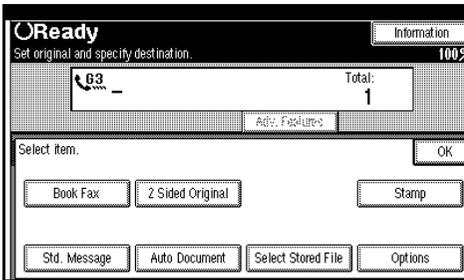
For details, see "Sending a Stored File" in the Facsimile Reference <Advanced Features>

1 Press [Sub TX Mode].

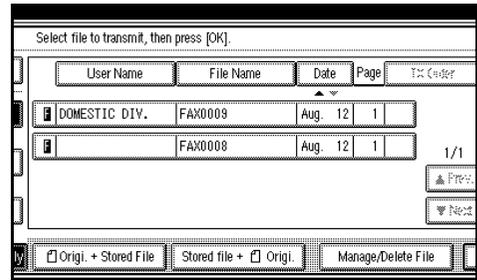


The Sub TX Mode menu is shown.

2 Select [Select Stored File].



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 programmed user name.
- Press the [Date] key to place the documents in order by the programmed date.

Specifying Documents from the "File List"

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

Specifying Documents from the "File Name"

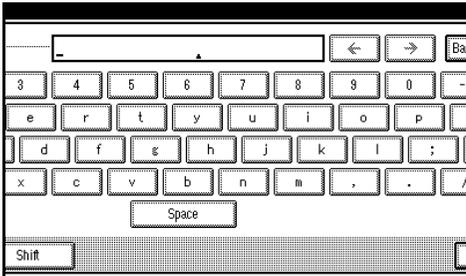
- 1 Press the [Search by File Name] key.

The screenshot shows the 'Select Stored File' screen. At the top, it says 'Select file to transmit, then press [OK]'. Below this are three input fields: 'User Name', 'File Name', and 'Date'. A 'File List' table is visible with the following data:

User Name	File Name	Date
DOMESTIC DIV.	FA#0009	Aug.
	FA#0008	Aug.

At the bottom, there are two search buttons: 'Search by User Name' and 'Search by File Name'. The 'Search by File Name' button is highlighted. Below the search buttons are two checkboxes: 'Transmit Stored File only' and 'Orig. + Stored File'.

- 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"

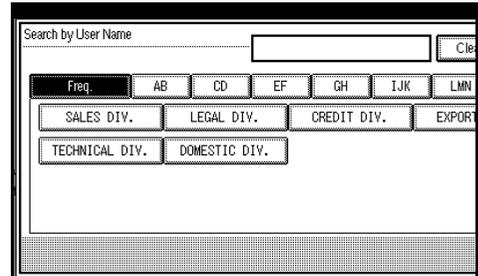
- 1 Press the [Search by User Name] key.

The screenshot shows the 'Select Stored File' screen. At the top, it says 'Select file to transmit, then press [OK]'. Below this are three input fields: 'User Name', 'File Name', and 'Date'. A 'File List' table is visible with the following data:

User Name	File Name	Date
DOMESTIC DIV.	FA#0009	Aug.
	FA#0008	Aug.

At the bottom, there are two search buttons: 'Search by User Name' and 'Search by File Name'. The 'Search by User Name' button is highlighted. Below the search buttons are two checkboxes: 'Transmit Stored File only' and 'Orig. + Stored File'.

- 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.

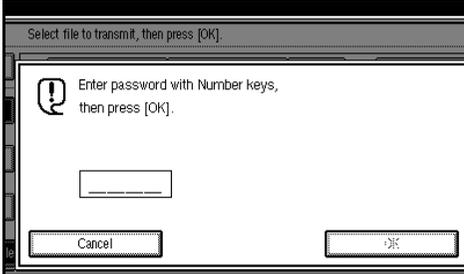
Reference

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 **3**.



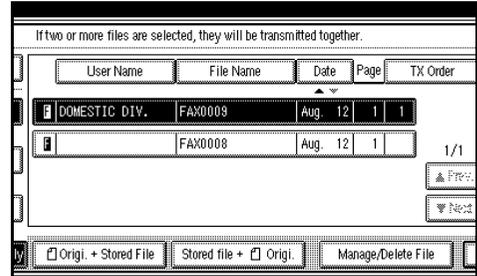
Note

- 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 Press [OK].

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

When sending only the stored documents, go to step **7**.



Note

- When the [**Orig. + Stored File**] key is pressed, the machine sends in the order of "Originals" to "Stored Files". When the [**Stored file + Orig.**] 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.

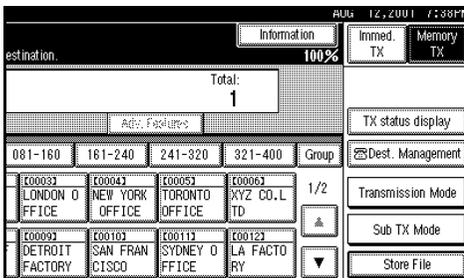
! Limitation

- ❑ 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.

🔍 Reference

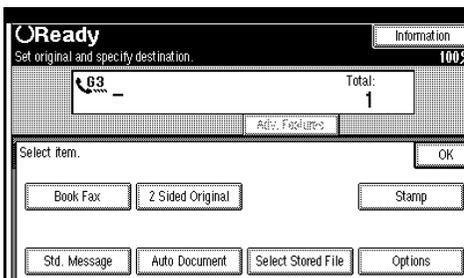
For details, see "Printing Stored Documents" in the Facsimile Reference <Advanced Features>

1 Press [Sub TX Mode].

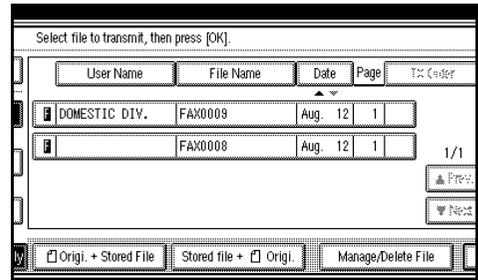


The Sub Transmission Mode menu is shown.

2 Press [Select Stored File].

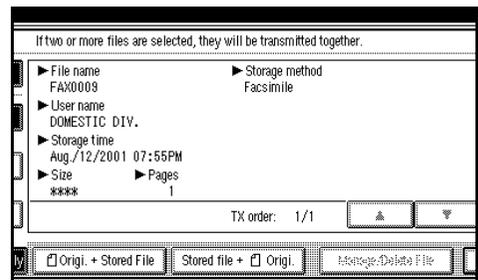


3 Select the document to be printed.



📝 Note

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

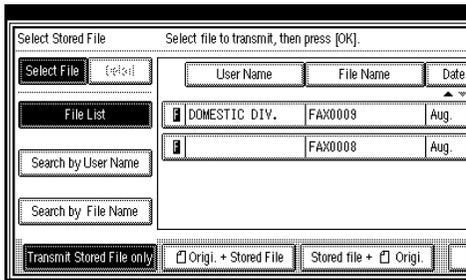


Selecting a Document from "File List"

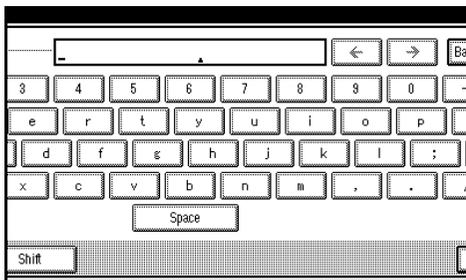
- 1 Press [**▲** Prev.] or [**▼** Next] to display the document to be sent.
- 2 Select the file name.

Specifying a Document from the "File Name"

- 1 Press [**Search by File Name**].



- 2 Enter the file name to be sent.



Note

- The file name is searched by partial matching.

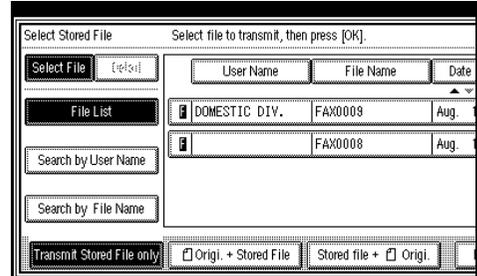
Reference

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

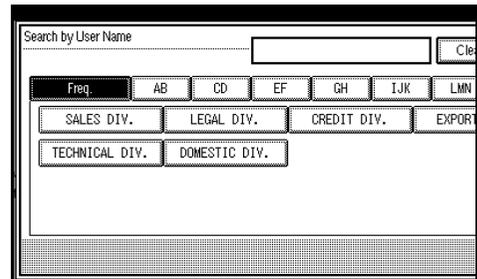
- 3 Press [**OK**].
- 4 Select the file name.

Specifying a Document from the "User Name"

- 1 Press [**Search by User Name**].



- 2 Press the user name of the document to be sent.



Note

- To search by entering the user name, press the [**Non-programmed 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.
- 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]**.

7 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.

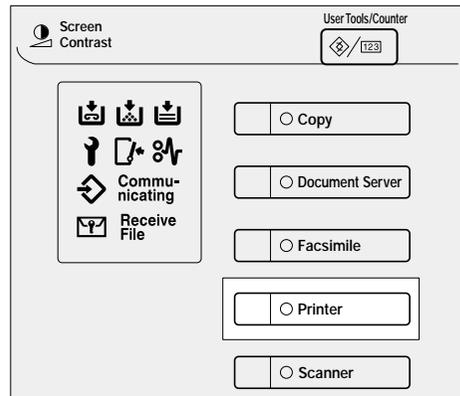
Reference

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.

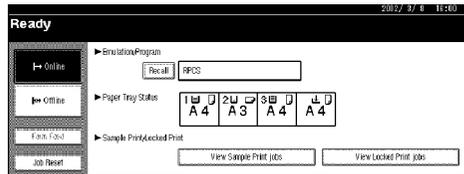
The locked print job is sent to the machine.

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

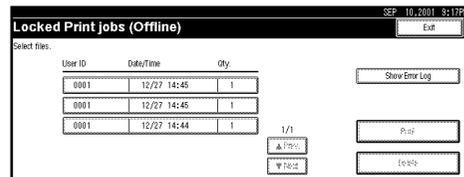


ZCAS030E

4 Press [View Locked Print jobs].



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



The date and time when the job was sent from the computer, as well as the User ID is displayed.

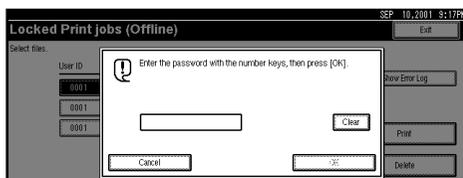
- 5** Select the file you want to print by pressing on it.

 **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 re-enter 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**

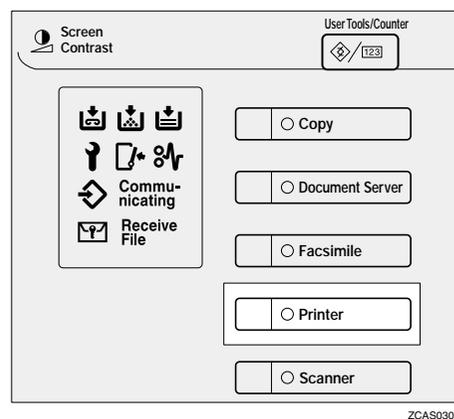
- Press [No] to cancel printing.
- If printing is stopped by pressing [Job Reset] after printing has started, the file will be deleted.

Deleting Locked Print Files

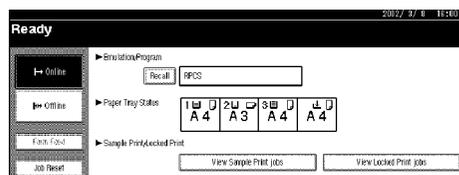
 **Reference**

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].



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

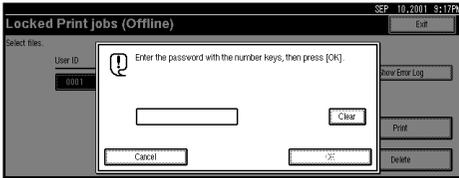
- 3** Select the file you want to delete by pressing on it.

 **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

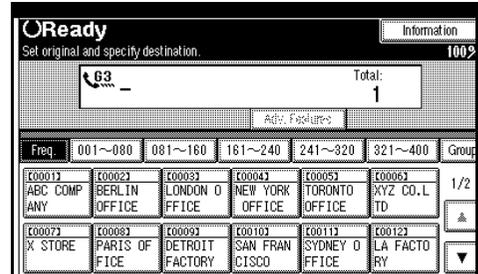
Note

- ❑ 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

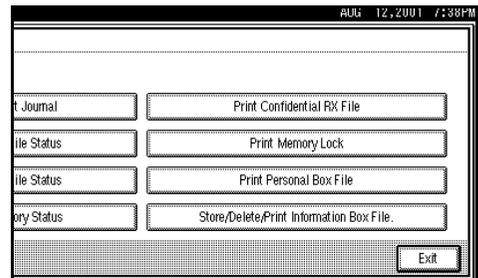
For details, see "Printing Personal Box Messages" in the Facsimile Reference manual

1 Press [Information].

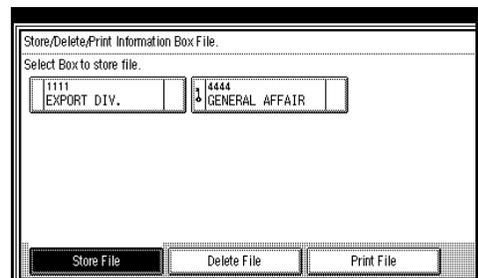


The Information menu is shown.

2 Select [Print Personal Box File].

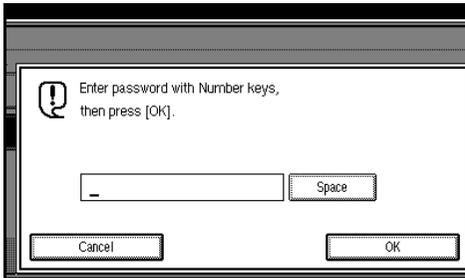


3 Enter a box you want to print.



When password is required

❶ Enter a password.



❷ Press [OK].

Note

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

❹ Press the **[Start]** key.

The received messages are printed.

Note

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

❺ Press **[Exit]**.

Note

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

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

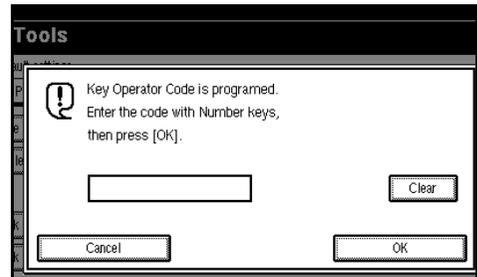
Note

- 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.

- ① 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.

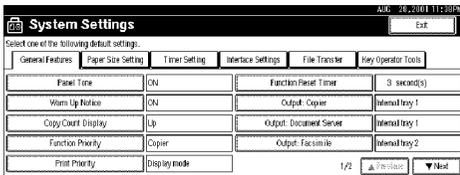


Programming/Changing Key Operator Code

Reference

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

- 1** Press **[User Tools/Counter]** key.
- 2** Press **[System Settings]** .
- 3** Press **Key Operator Tools**.



- 4** 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]**.
- 7** Press **[User Tools/Counter]** key .

Display Password with Stored File

- 1** Press the **[User Tools/Counter]** key.
- 2** Press **[System Settings]**.
- 3** Select **[Key Operator Tools]**.
- 4** 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]**.
- 8** Press the **[User Tools/Counter]** key.

Delivery Server IP Address

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[System Settings]**.
- 3 Select **[Delivery Server IP Address]**.
- 4 Press **[←]** or **[→]** to move between each group of three numbers.

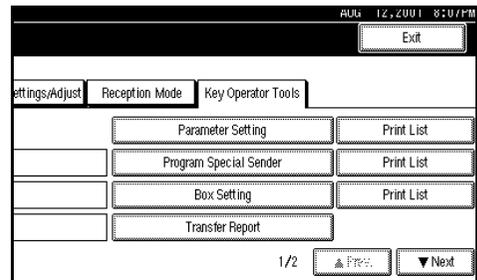
Note

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

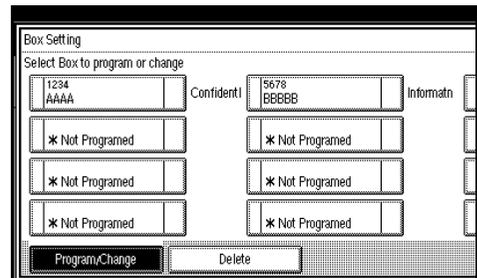
- 5 Press **[OK]**.
- 6 Press **[Exit]**.
- 7 Press the **[User Tools/Counter]** key.

Programing/Editing Personal Boxes

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



- 5 Select a box to program.

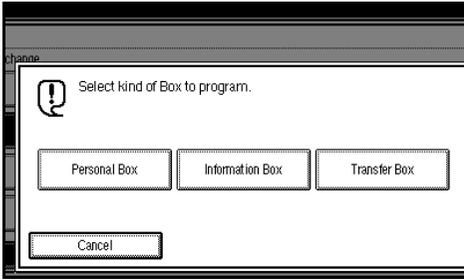


If you program a new box, press "***Not Programed**".

Note

- If you change a box already programmed, press it and go to step 5.
- The security is not guaranteed if no password is entered.
- Enter the password using up to eight characters.

6 Press **[Personal Box]**.



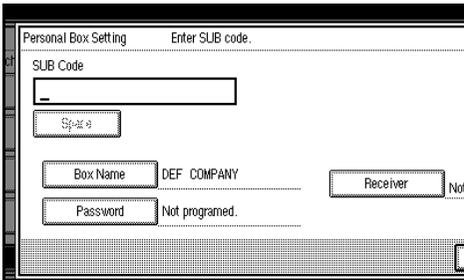
7 Enter a Box Name.

Reference

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

8 Press **[OK]**.

9 Enter a Box Code.



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 **7**.
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

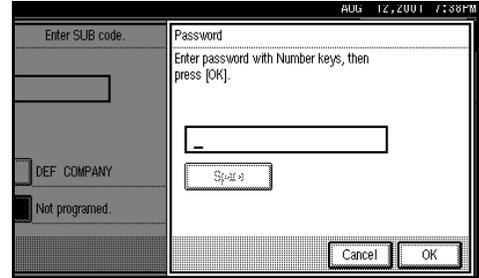
10 Specify any settings you require.

If you do not program **[Password]** or **[Receiver]**, go to step **11**.

Programming a Password

1 Press **[Password]**.

2 Enter a password.



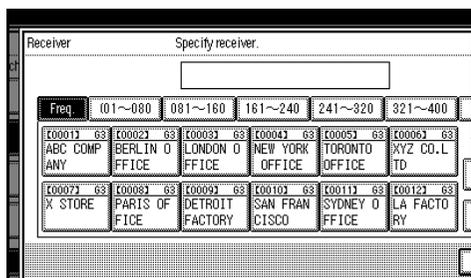
Note

- 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 using 4-digit number.
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

3 Press **[OK]**.

Programming a Receiver

- ❶ Press [Receiver].
- ❷ Select a destination with the Quick Dial Table.



Note

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

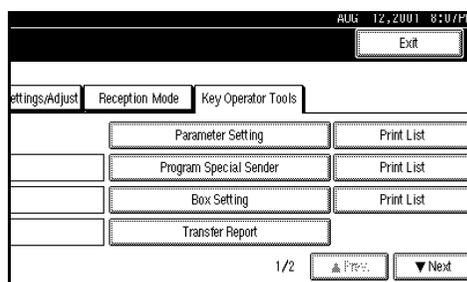
- ❸ Press [OK].
- ❹ Press [OK].
A box mode is shown next to box.
- ❺ Press [Exit].
- ❻ Press the [User Tools/Counter] key.
The initial display is shown.

Deleting Personal Boxes

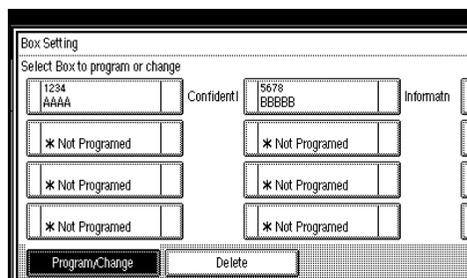
Limitation

- If the messages are programmed in the box, you cannot delete it.

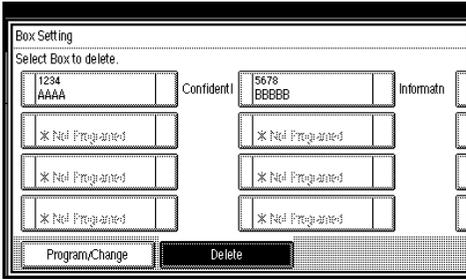
- ❶ Press the [User Tools/Counter] key.
- ❷ Press [Facsimile Features].
- ❸ Select [Key Operator Tools].
- ❹ Select [Box Setting].



- ❺ Press [Delete].



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 **6**.

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.

Reference

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.

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imaggio Neo

350/450 Series

Operating Instructions

Security

