

# PRINTER Option Type 650

## OPERATING INSTRUCTIONS DOCUMENT SERVER™ REFERENCE (option)



Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



# PRINTER Option Type 650 OPERATING INSTRUCTIONS



## **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 read the Safety Information in the "Copy Reference" 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.

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Document Server™ is a trademark of Ricoh Company, LTD.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

## **Warning:**

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

## **Notes:**

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

We shall not be responsible for any loss of the saved documents that result from mistakes, electrostatic or electric noises, or damages of the machine. We recommend to save important data in your computer or to print them out in case they should be lost accidentally.



# How to Read this Manual

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## Symbols

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In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

\* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[   ]

Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

[   ]

Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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# Manuals for this Machine

There are four manuals that describe the operational procedures separately for the operation and maintenance of the machine.

This manual, the Document Server Reference, contains detailed instructions for using this machine as a Document Server.

To ensure safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

## ❖ **System Settings**

Describes the procedures and functions for adjusting the settings and defaults of this machine for copier.

## ❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

## ❖ **Printer Reference**

Describes the system settings, procedures and functions for using this machine as a printer.

## ❖ **Document Server Reference (This Manual)**

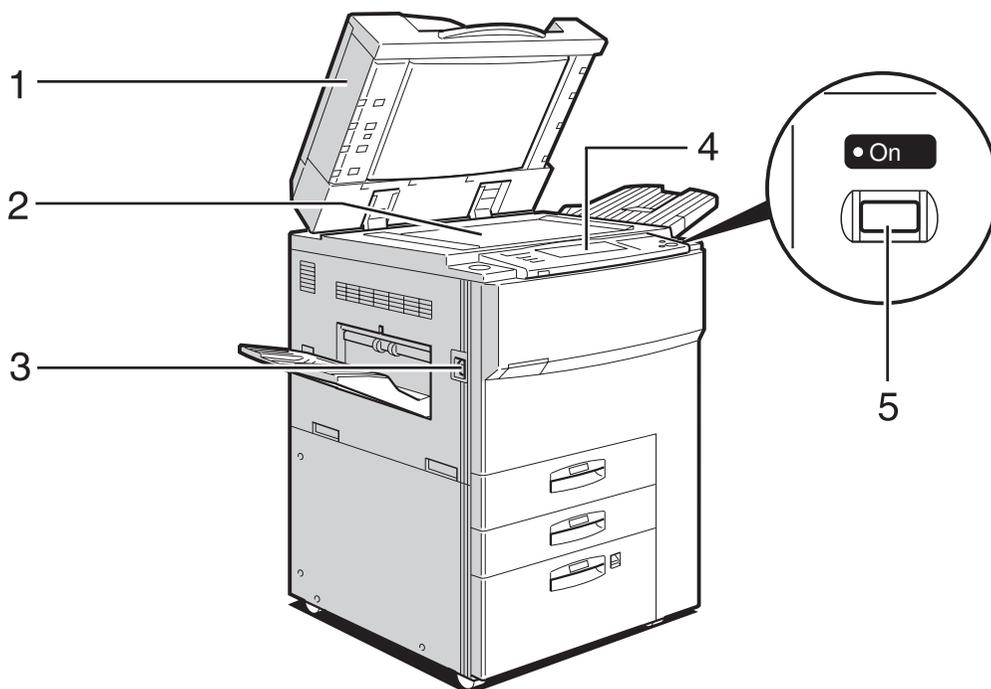
Describes the procedures and functions for using this machine as a Document Server.

# Guide to Components

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## Mainframe

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TSPS051N

### 1. Auto Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

### 2. Exposure Glass

Position originals here face down for scanning.

### 3. Main Power switch

#### Note

- If the machine does not operate after turning on the Operation Switch, check if the main power switch is turned on. If it is off, turn it on.

### 4. Operational Panel

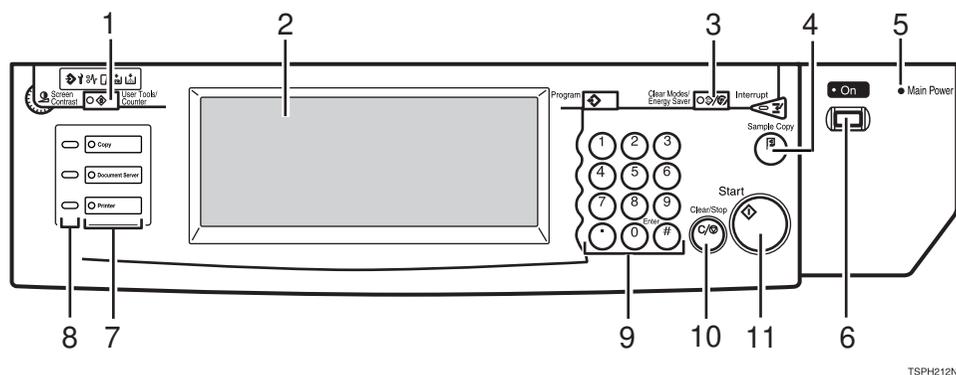
Use to check the status of the machine, and to enter the desired jobs or settings.

### 5. Operation Switch

Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off).

# Operational Panel



## 1. [User Tools/Counter] key

### ❖ User tools

Press to change the default settings and conditions to meet your requirements.

### ❖ Counter

Press to check or print the total number of prints and copies made.

## 2. Panel Display

Shows operation status, error messages, and function menus. ⇒ P.4 "Panel Display"

## 3. [Clear Modes/Energy Saver] key

### ❖ Clear Modes

Press to clear the previously entered job settings.

### ❖ Energy Saver

Press this key for more than about 1 seconds to switch the machine to Energy Saver mode.

## 4. [Sample Copy] key

Use this key to print a single sample set before starting a long print run using Sort function. ⇒ P.31 "Sample Printing"

## 5. Main Power indicator

Lights up when the main power switch is turned on, and goes off when the switch is turned off.

## 6. Operation Switch

Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off).

## 7. Function keys

Press to change functions (Copy, Printer, Document Server) shown on the panel display. To use the Document Server function, press the [Document Server] key.

## 8. Function Status indicators

These indicators show the status of each function.

### ❖ Green

Indicates the function is working.

### ❖ Red

Indicates the function is interrupted because of errors.

Press the Function key to switch the panel display and check the error message.

## 9. Number keys

Use to enter a numeric value such as the desired number of prints and zooming ratio.

## 10. [Clear/Stop] key

Press to cancel the number which are being entered, or to stop scanning or printing.

## 11. [Start] key

Press to start scanning or printing a document.

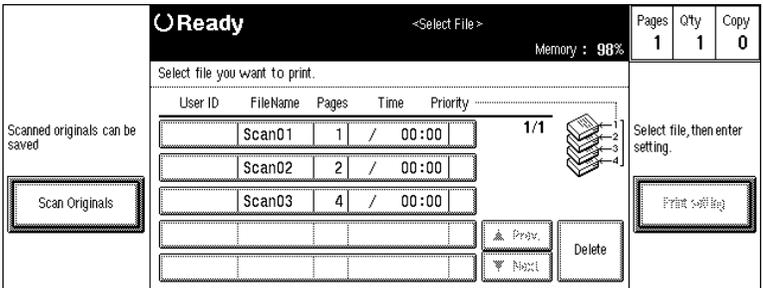
# Panel Display

The panel display shows operational status, error messages, and function menus.

## Important

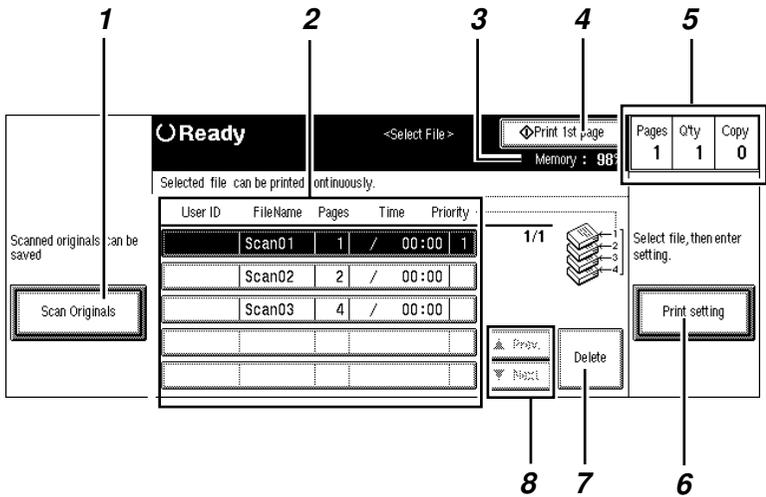
- Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

## Document Server initial display



Touch the **[Document Server]** key, and the Document Server initial display appears.

## The "Select File" menu



### 1. [Scan Originals] key

Touch to go to the "Saving" menu.

### 2. Document List

Shows the saved documents with the information of User ID, File Name, how many pages it has, and when it was saved.

Touch the desired line to select the document. When any document is selected,

the selected line is highlighted and the print priority is also shown.

### Note

- Touch the **[▼Next]** key to go to the next screen.
- Touch the **[▲Prev]** key to return to the previous screen.

### 3. Memory

Shows the remaining capacity of memory as a percentage.

### 4. [Print 1st Page] key

Touch to print the 1st page of the selected document.

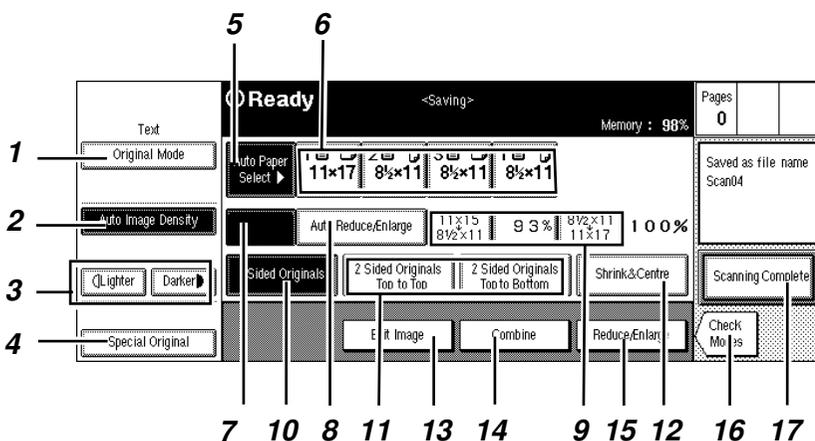
#### Note

- This key appears only when any document is selected.

### 5. Job information

- Page  
Shows the number of the total pages of the selected documents.
- Q'ty  
Shows the specified number of print sets.

### ❖ The "Saving" menu



For more information on settings, refer to Copy Reference.

### 1. [Original Mode] key

Touch to select the mode to match the image type of your originals.

### 2. [Auto Image Density] key

Touch to have the machine to adjust the image density to match your originals.

### 3. Manual Image Density keys

Touch to adjust the image density manually.

You can combine Auto and Manual Image density by touching one of these keys

- Copy  
Shows which set is being printed.

### 6. [Print Setting] key

Touch to go to the Set Job menu.

#### Note

- This key appears only when any document is selected.

### 7. [Delete] key

Touch to delete the selected document.

#### Note

- This key appears only when any document is selected.

### 8. [▼Next], [▲Prev] keys

Touch to go to the next or the previous screen.

when the Auto Image Density key is highlighted.

### 4. [Special Original] key

Touch to have the machine recognize how to feed your originals from the document feeder (ADF) when your originals are special, such as mixed sizes or thin paper.

### 5. [Auto Paper Select] key

Touch to have the machine select a suitable size of paper automatically based on the original size and the scanning ratio.

## 6. Manual Paper Select keys

Touch to select the desired paper size.

## 7. [Full Size] key

Touch to scan the full size image.

## 8. [Auto Reduce/Enlarge] key

Touch to have the machine choose the scanning ratio based on the paper and original sizes you select.

## 9. Preset Reduce/Enlarge keys

Touch to select a preset ratio.

## 10. [1 Sided Originals] key

Touch this key when scanning 1 sided originals.

### Note

- Set your originals in the correct direction. Otherwise, you might not make duplex printing correctly.
- Refer to “Duplex – Making Two-Sided Copies” in the Copy Reference.

## 11. 2 Sided Originals keys

Touch one of these keys when scanning the 2 sided originals according to the orientation of the images.

- Top to Top  
The pages of this orientation can be folded or bound along the vertical axis.
- Top to Bottom  
The pages of this orientation can be folded or bound along the horizontal axis.

### Note

- Set your originals in the correct direction. Otherwise, you might not make duplex printing correctly.
- Refer to “Duplex – Making Two-Sided Copies” in the Copy Reference.

## 12. [Shrink & Center] key

Touch to reduce the image to 93 % of its original size with the center as reference.

## 13. [Edit Image] key

Touch to edit the scanned images using the following functions:

- Erase Center

Touch to erase the center margin of the original image.

- Erase Border  
Touch to erase the surrounding area of the original image.
- Centering  
Touch to move the image to the center.

### Note

- When you print the document whose image was moved to the center using Centering function, you should use the same paper size as specified in the Saving menu. If the paper size specified in printing is different from that specified in saving, the image cannot be moved to the center correctly.

## 14. [Combine] key

Touch to combine multiple scanned documents to be saved into one file.

## 15. [Reduce/Enlarge] key

Touch to reduce or enlarge the image to be saved into the Document Server.

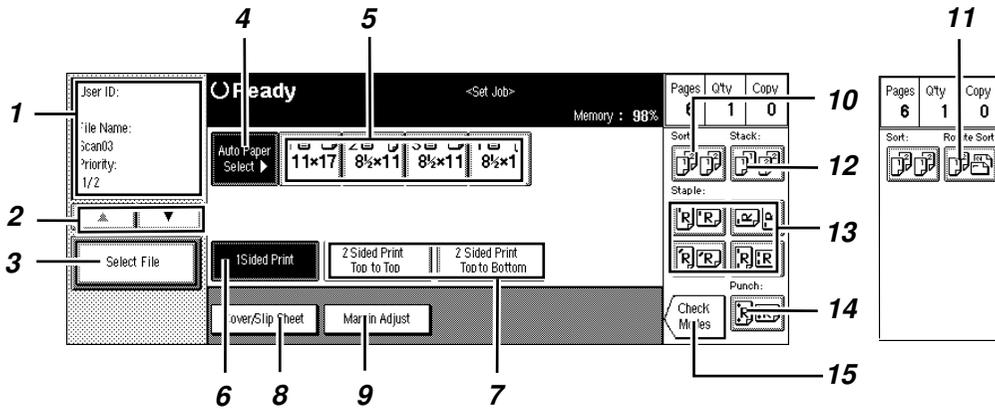
## 16. [Check Modes] key

Touch to check the current settings.

## 17. [Scanning Complete] key

Touch to go to the “Select File” menu.

## ❖ The “Set Job” menu



For more information on settings, refer to Copy Reference.

### 1. File information

Shows User ID, File Name, and the priority of the selected document(s).

#### Note

- ❑ Use the [▼Next], [▲Prev] keys to see the next or previous file information.

### 2. [▼Next], [▲Prev] keys

Use to see the next or previous file information.

#### Note

- ❑ The file information is shown in the order of print priority.

### 3. [Select File] key

Touch to go to the “Select File” menu.

### 4. [Auto Paper Select] key

Touch to have the machine select a suitable size of paper automatically based on the original size and the print ratio.

### 5. Manual Paper Select keys

Touch to select the desired paper size.

### 6. [1 Sided Print] key

Touch to print on one side of paper.

### 7. 2 Sided Print keys

Touch to print on both sides of paper.

- Top to Top  
Should be used if the pages are to be folded or bound along the vertical axis.
- Top to Bottom

Should be used if the pages are to be folded or bound along the horizontal axis.

#### Note

- ❑ If you cannot make duplex printing correctly, your originals might not have been set in the correct direction when scanning.
- ❑ Refer to “Duplex – Making Two-Sided Copies” in the Copy Reference.

### 8. [Cover/Slip Sheet] key

Touch to make setting for adding covers or slip sheets.

### 9. [Margin Adjust] key

Touch to adjust margins in printing the selected documents.

#### Note

- ❑ Margin Adjust function is automatically selected when you make Duplex printing.

### 10. Sort

Touch to make the print output delivered as sets in sequential order.

### 11. Rotate Sort

Touch to have every other print set rotated by 90° and delivered to the tray.

#### Note

- ❑ This key appears only when the optical Finisher is not installed.

- ❑ Refer to “Sort – Sorting Into Sets” in the Copy Reference.

## **12. Stack**

Touch to have prints assembled with each page set.

### **Note**

- ❑ This key appears only when the optional Finisher is installed.
- ❑ Refer to “Stack – Stacking Together All Copies Of A Page” in the Copy Reference.

## **13. Staple**

Touch one of the keys to have each print set stapled together at the position shown in the display.

### **Note**

- ❑ This key appears only when the optional Finisher is installed.
- ❑ Refer to “Staple” in the Copy Reference.

## **14. Punch**

Touch to have each print set punched.

### **Note**

- ❑ This key appears only when the optional Punch kit is installed in the optional Finisher.
- ❑ Refer to “Punch” in the Copy Reference.

## **15. [Check Modes] key**

Touch to check the current settings.

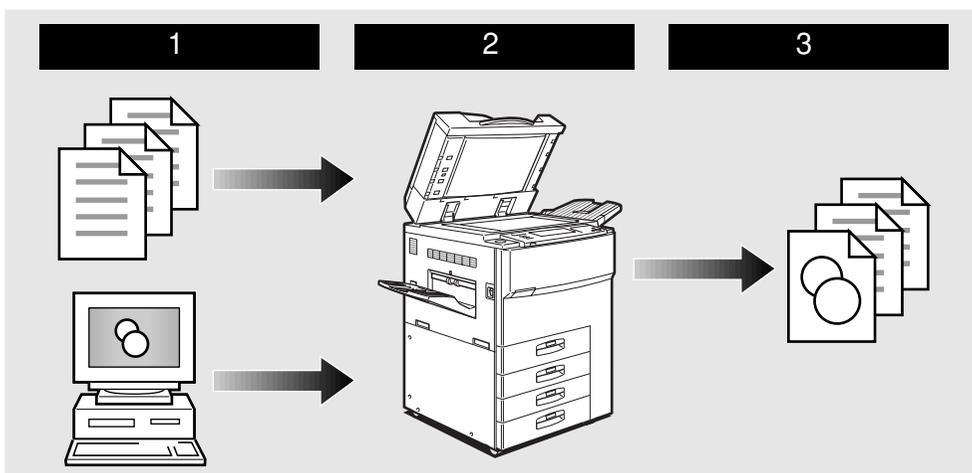
# 1. What You Can Do with the Document Server

## Overview

The Document Server enables you to save your documents in the mainframe memory, then edit and print as you want.

There are two ways to save documents.

- Sending data from your computer
- Scanning originals from the document feeder (ADF), or the exposure glass of the machine



**1** Prepare the documents you want to save.

**2** Save the documents.

The documents are saved in the mainframe memory.

**3** Print the documents.

You can print any of the saved documents with any desired settings at any time.

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## Useful Features

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The following printing features are available with the Document Server.

1

❖ **Proof Printing**

You can print a sample set to check and correct the settings before making a large print run.

❖ **On Demand Printing**

You can print the saved documents as you want at any time.

❖ **Confidential Printing**

You can print a confidential document to the Document Server with a password to prevent others from printing it.

❖ **File Merge Printing**

You can combine multiple documents to print them in one set.

❖ **Scanned File Printing**

You can combine multiple scanned documents into one set of document.

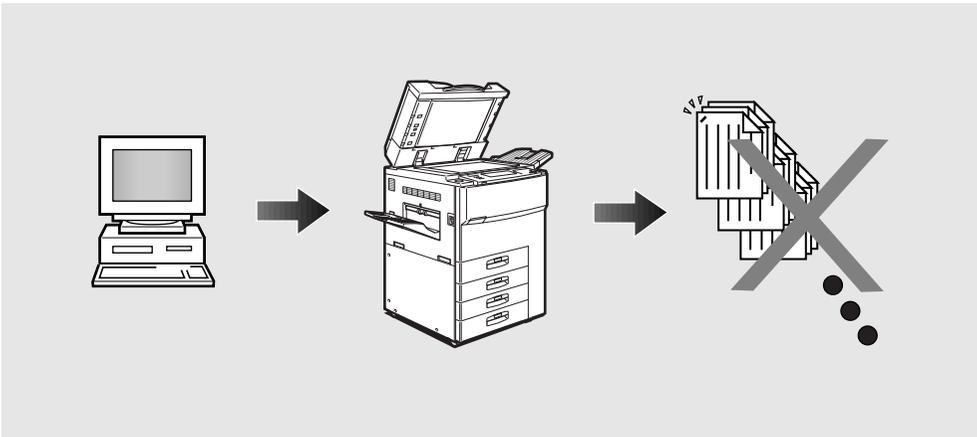
# Features and Benefits

## Proof Printing

You can print a sample set to check and correct the settings before making a large print run.

### ❖ Your Current Situation might be...

- When you need to print out multiple sets of documents from your computer, you will print one sample set to check and specify the number of prints for the rest of the print job.
- If the settings are not what you want, you have to revise them and print again and again until the settings become OK.
- When you need additional sets of the documents for a meeting, you have to print from your computer again.

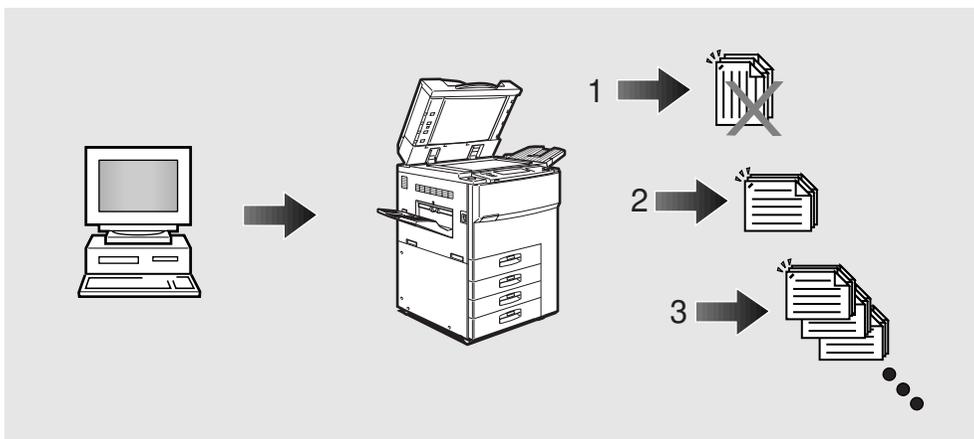


**❖ With the Document Server...**

If your document from your computer is saved in the machine, you can make use of the **[Sample Copy]** key. You have only to specify the desired number of prints once using the operation panel, and press the **[Sample Copy]** key. After checking the settings, just touch the **[Yes]** key to start the rest of the print job. You don't have to make the settings again.

The complex print jobs such as duplex, stapling, and punching can easily be specified using the operation panel just as a copier.

You can also easily change the number of prints for additional usage with the operation panel.

** Note**

- The **[Sample copy]** key is effective only when you are using Sort function.
- Stapling requires the installation of the optional Finisher.
- Punching requires the installation of the optional Punch kit in the optional Finisher.

## Basic Procedure

Follow these steps to make a proof printing.

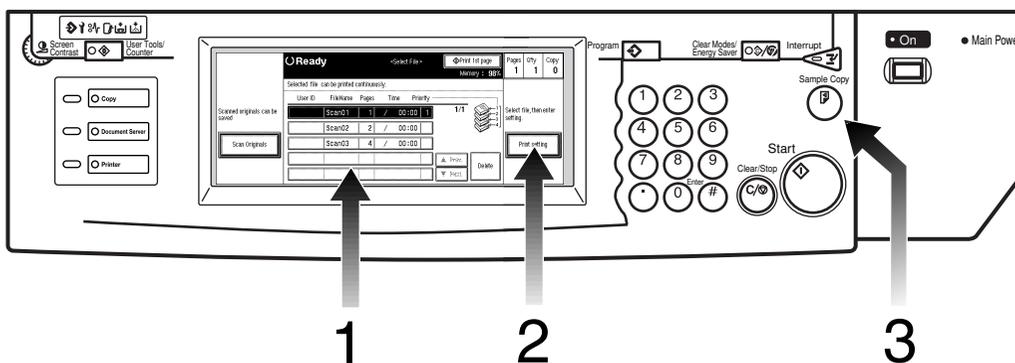
### 1 Send the data of the desired document to the Document Server.

- 1 Check the box for [Print to Document Server] in the Setup tab.
- 2 Enter the User ID in the Document Server tab.

#### Note

- The procedure using the PS driver may be somewhat different.
- For more information, refer to “Sending Data to the Document Server” (⇒ P.23).

### 2 Print the document using the operation panel of your machine.



- 1 Press the [Document Server] key if you needed, and select the documents you want to print.
- 2 Make the desired settings as you want.
- 3 Press the [Sample Copy] key.

#### Note

- The [Sample Copy] key is effective only when you are using Sort function.
- For more information, refer to “Sample Printing” (⇒ P.31).

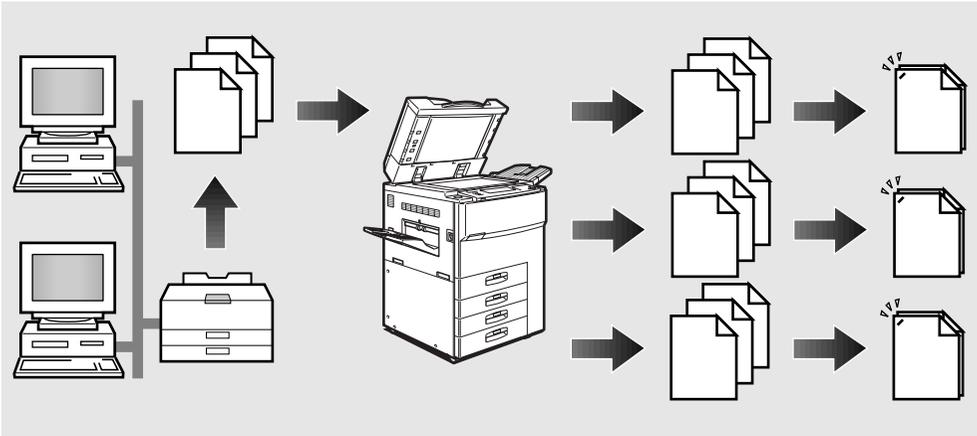
# On Demand Printing

You can print any of the saved documents as you want at any time.

1

## ❖ Your Current Situation might be...

- When you need to print multiple sets of documents in duplex and with staple, you will print originals, then make duplex copy and staple them by hands.
- Wasting your time to find your documents among those of others, or waiting for the machine to finish the other person's job.

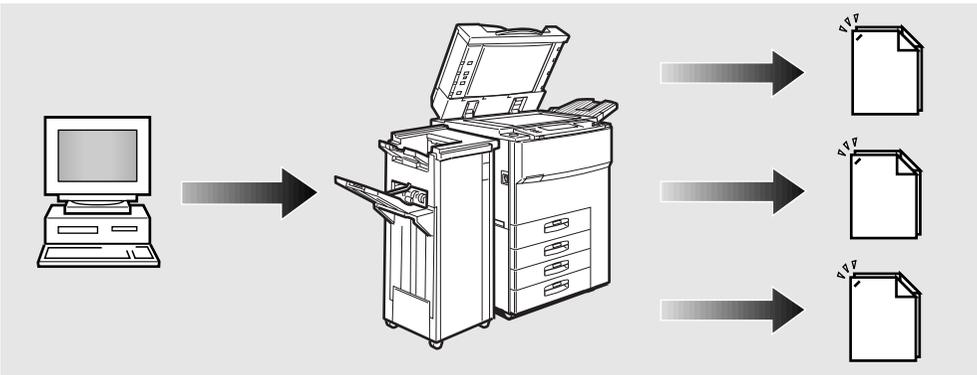


## ❖ With the Document Server

If you send your document from your computer and save it in the Document Server, you can print at any time with any necessary print settings such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.

As it is printed directly from the mainframe memory, the print quality is higher than that of copies.

You don't have to wait long, since the data has already been processed in the memory. They will be printed at a high speed from the first set.



**Note**

- Stapling requires the installation of the optional Finisher.
- Punching requires the installation of the optional Punch kit in the optional Finisher.

1

**Basic Procedure**

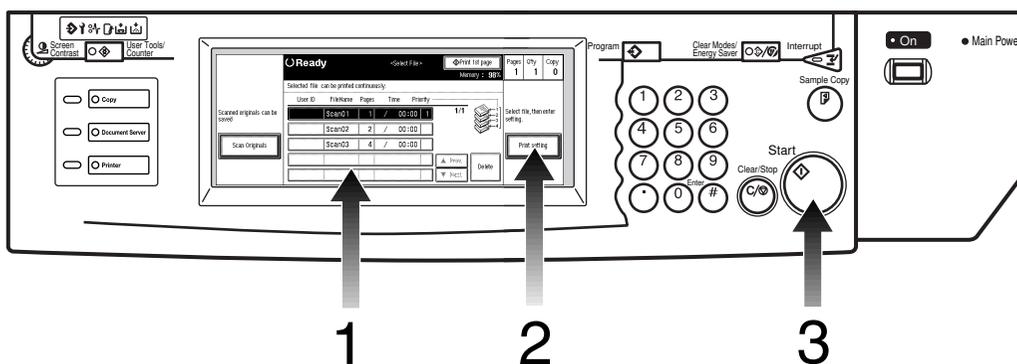
Follow these steps for On Demand Printing.

**1** Send the data of the desired document to the Document Server.

- 1** Check the box for [Print to Document Server] in the Setup tab.
- 2** Enter the User ID in the Document Server tab.

**Note**

- The procedure using the PS driver may be somewhat different.
- For more information, refer to “Sending Data to the Document Server” (⇒ P.23).

**2** Print the document using the operation panel of your machine.

- 1** Press the [Document Server] key if you needed, and select the documents you want to print.
- 2** Make the desired settings.
- 3** Press the [Start] key.

**Note**

- For more information, refer to “Printing Saved Documents” (⇒ P.29).

## Confidential Printing

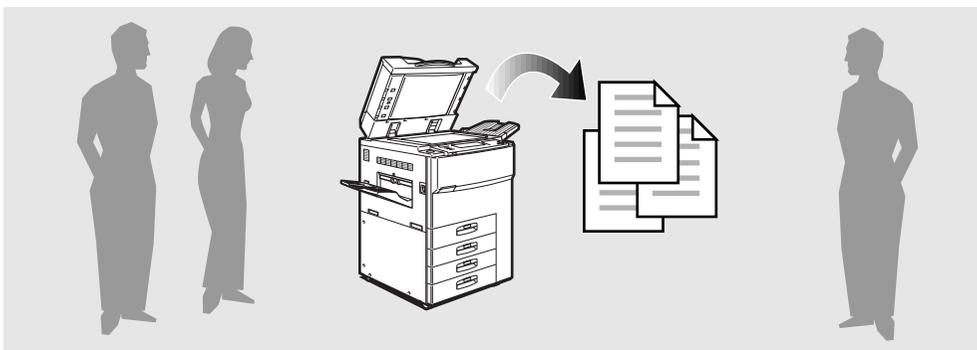
---

1

You can print a confidential document to the Document Server with a password to prevent other from printing it.

### ❖ Your Current Situation might be...

When your printer is on a network, you have to worry about the security of confidential documents, such as personal data.



### ❖ With the Document Server

When you send a confidential document to the Document Server, you can specify a password to prevent others from printing and reading it. You can send confidential documents to other machines, if you fix a certain password only for concerning staff.



## Basic Procedure

Follow these steps to make a Confidential Printing.

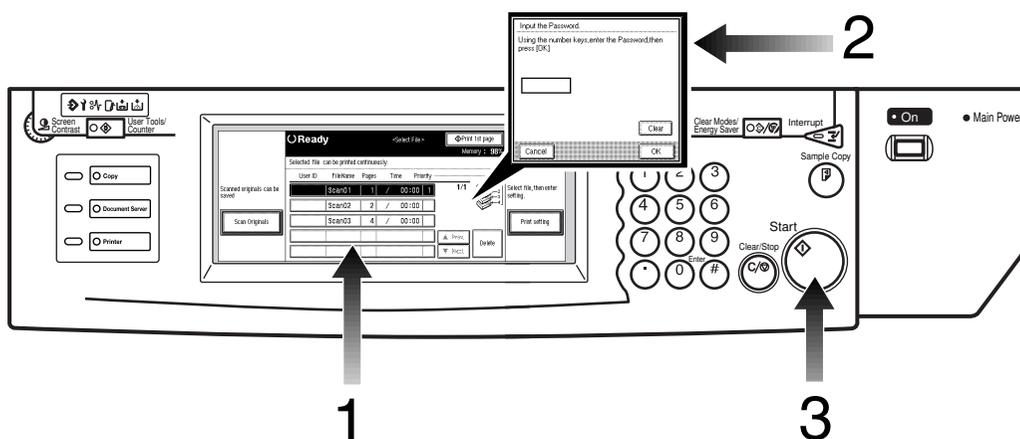
### 1 Send the data of the desired document to the Document Server.

- 1 Check the box for [Print to Document Server] in the Setup tab.
- 2 Enter your User ID in the Document Server tab
- 3 Enter your password in the Document Server Tab.

#### Note

- The procedure using the PS driver may be somewhat different.
- For more information, refer to “Sending Data to the Document Server” (⇒ P.23).

### 2 Print the document using the operation panel of your machine.



- 1 Press the [Document Server] key if you need and the select the documents you want to print.
- 2 Enter the password using the Number keys.
- 3 Press the [Start] key.

#### Note

- For more information, refer to “Printing Saved Documents” (⇒ P.29).

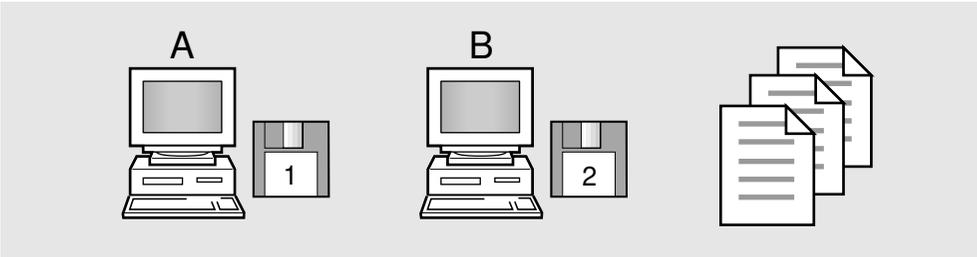
# File Merge Printing

You can combine multiple documents to print them in one set.

1

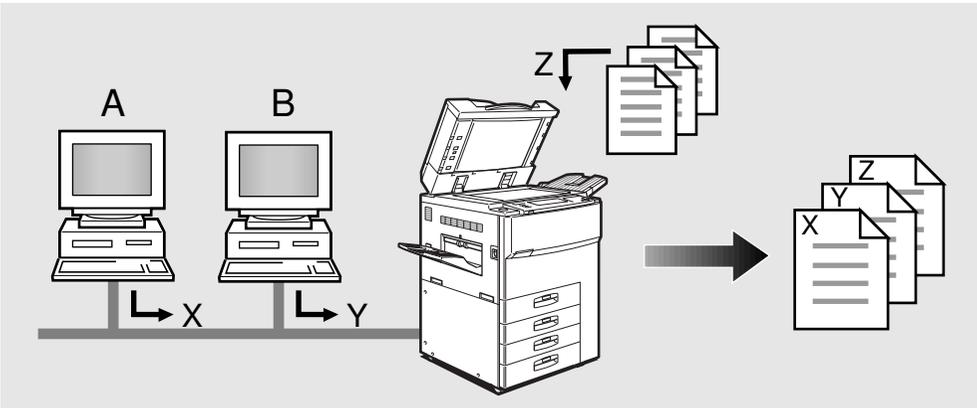
## ❖ Your Current Situation might be...

- You want to make one file by combining several files that are made using different applications, or that are made by several persons.
- You want to combine electronic data and paper documents to print as one set.



## ❖ With the Document Server

You can combine any of the documents saved in the Document Server. Electronic data created by different applications or persons and scanned documents can be combined.



## Basic Procedure

Follow these steps to make a file merge printing.

### 1 Save the desired documents.

#### Printing the document to the Document Server

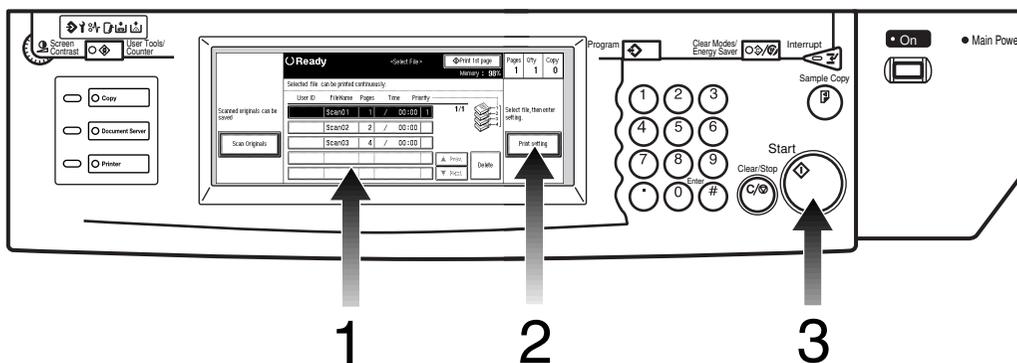
- 1 Check the box for **[Print to Document Server]** in the **Setup** tab.
- 2 Enter your **User ID** in the **Document Server** tab.

#### Note

- The procedure using the PS driver may be somewhat different.

#### Scanning originals using the machine

- 1 Press the **[Document Server]** key if you needed.
  - 2 Place the originals either into the document feeder (ADF) or on the exposure glass.
  - 3 Press the **[Start]** key.
- 2** Print the document using the operation panel of your machine.



- 1 Press the **[Document Server]** key if needed.
- 2 Select the documents you want to print.
- 3 Make the desired settings.
- 4 Press the **[Start]** key.

#### Note

- For more information, refer to "Printing Saved Documents" (⇒ P.29).

## Scanned File Printing

You can combine multiple scanned documents to print them in one set.

1

### ❖ Your Current Situation might be...

You want to combine several originals that are different in density, size, paper weight.

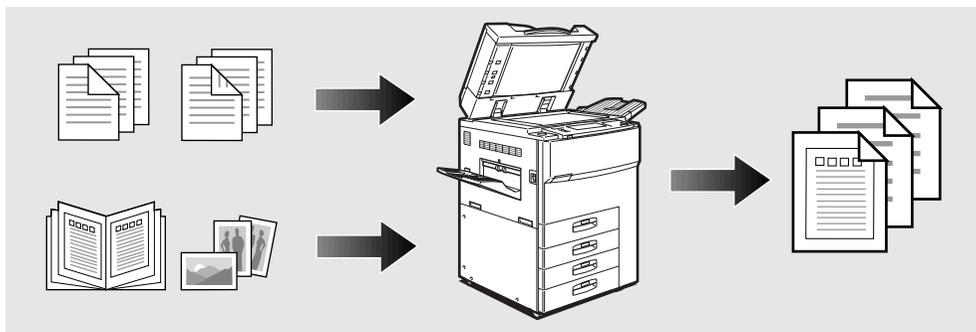
- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



### ❖ With the Document Server

You can save the originals individually by making the best settings for each original, and edit them as a file.

It doesn't matter whether the originals were scanned using the document feeder (ADF) or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



You can check the print result by printing a sample set before making a large print run by pressing the **[Sample Copy]** key.

If you aren't satisfied with the print result of some pages of the set, you have only to scan that part again.

## Basic Procedure

Follow these steps to make a Scanned File Printing.

### 1 Save the desired documents.

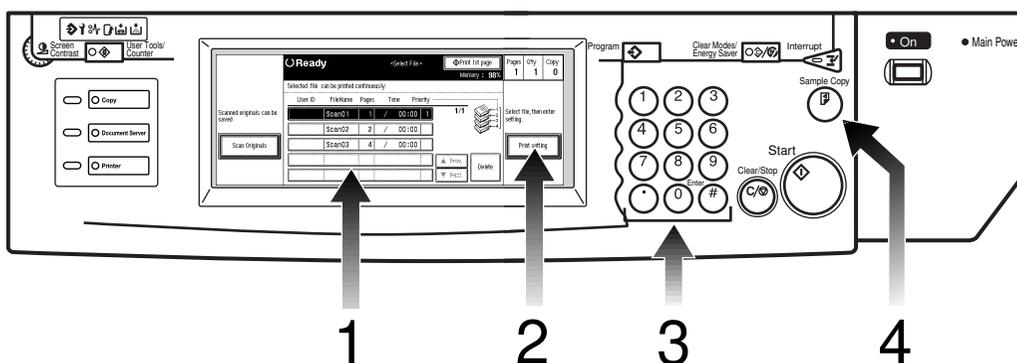
Scanning originals using the machine

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

2 Place originals either into the document feeder (ADF) or on the exposure glass.

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

### 2 Make the print settings and check the sample copy.



1 Select the documents in the order that you want to print them out.

2 Make the desired settings.

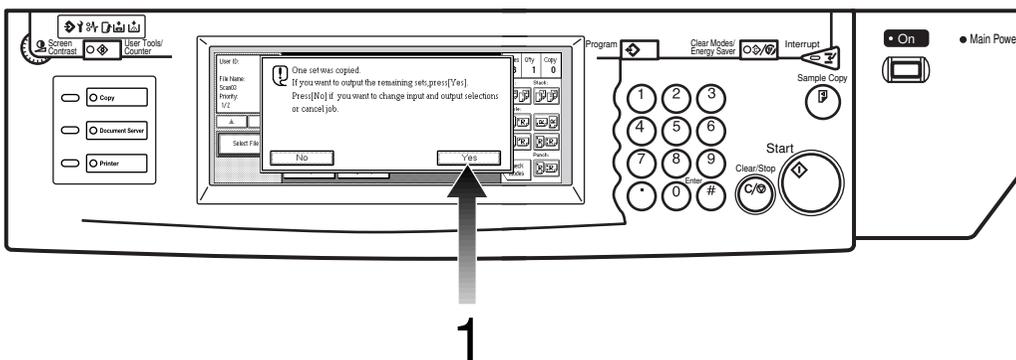
3 Enter the desired number of prints using the Number keys.

4 Press the **[Sample Copy]** key.

#### Note

- The **[Sample Copy]** key is effective only when you are using Sort function.

**3** Start the rest of the print operation.



- 1** Check the print result of the sample set, and if it is OK, touch the [Yes] key in the confirmation dialog.

The rest of the print job will be made. You don't have to select nor make the settings again.

# 2. Sending Data to the Document Server

## Overview

You can send the data from your computer to the Document Server using the printer driver.

The actual procedure somewhat differs depending on your operating system and your printer driver.

This section describes the basic procedures to send data to the Document Server.

### ❖ Operation Environment

Printer Driver	Operating System
PCL	Windows 95/98 Windows 3.1x Windows NT 4.0
PostScript®	Windows 95/98

### ⚠ Important

- ❑ While the data is being sent to the Document Server, you might not cancel the job correctly. If not, you should delete the transmitted data using the operation panel of the machine. ⇒ P.33 *“Deleting Saved Documents”*
- ❑ The Document Server can save up to 50 documents. If it already has 50 documents, or the memory becomes full, you can't save a new document. Even if you try to save it, it is ignored. Unnecessary documents should be deleted from the memory if it is not needed any more.

### ❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The “Key Operator Code for Off Setting” is not specified.
- The “Key Operator Code for Off Setting” is specified, and you can enter the code.

### 📝 Note

- ❑ In this case, you cannot send data without entering the “Key Operator Code for Off Setting”.

 **Reference**

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

**2**

**The Required Settings**

A User ID is required to use the Document Server.

You should specify your User ID with the printer driver.

You can also specify a password and a file name for each job.

⇒ Refer to the online help for more information on the settings in the printer driver.

Required settings	Description
User ID	<p>A User ID is required for the Document Server to identify the user. You can't use the Document Server without it.</p> <p>Type up to 8 digits of numbers or alphabets.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure that your User ID is different from those of others.</li> </ul>
Password	<p>You can specify a password for each job, if necessary.</p> <p>Type 4 digits of numbers.</p> <p>If a password is specified in sending data to the Document Server, the document is saved with the password, and no one can edit nor print it without the password.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You should not forget the specified password. Without the password, you can't edit nor print the document.</li> <li><input type="checkbox"/> If you should forget the password, consult your network administrator to delete the document.</li> </ul>
File Name	<p>You can specify a file name for each job, if necessary.</p> <p>Type up to 8 digits of numbers or alphabets.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure to specify a different file name for each job. Otherwise, the same file names will be listed and it will be hard to choose one of them.</li> </ul>

# Windows 95/98/3.1x/NT 4.0- Sending Data to the Document Server

The actual procedure differs depending on your printer driver. Check if your printer driver is PCL or PostScript®, and follow one of the procedures below.

## Preparation

Make sure that the machine is connected to a computer, which has the printer driver installed.

For more information on connecting to a computer or installing the printer driver. ⇒ Refer to Printer Reference.

For the settings for the network, contact your network administrator.

## Important

- You should not specify more than one set of print with your application.
- Make sure that the box for **[Collate]** is not checked before sending data to the Document Server.

---

## PCL 6/5e

---

You can send data from your computer to the Document Server using the PCL 6/5e printer driver.

---

## Basic Procedure

---

### Note

- For further details, refer to the help file of your printer driver.

Follow these steps to send data to the Document Server.

- 1** Open the file you want to save in the Document Server.
- 2** Click **[Print]** from the **[File]** menu.
- 3** Click **[Properties]**.
- 4** Click the **[Setup]** tab, and check the box for **[Print to Document Server]**.

### Note

- If you want to send the data to the Document Server only this time, check the box for **[Clear after one job]**.

- 5** Click the **[Document Server]** tab, and specify your User ID. If necessary, specify a password and a file name.

**Important**

- You should not forget the password. You can't edit nor print the document without the password.

**Note**❖ **User ID**

Up to 8 digits of numbers and alphabets.

❖ **Password**

4 digits of numbers.

❖ **File Name**

Up to 8 digits of numbers and alphabets.

**6** Click [OK].

**7** Click [OK] to send the data to the Document Server.

---

**Settings with the Operation Panel**


---

When sending data to the Document Server, the following settings of the printer driver are ignored. You can specify the ignored settings using the operation panel of the machine.

Tab	Parameter
Setup	Duplex, Collate, Staple, Punch
	Copies
Paper	ALL settings

**Note**

- The ignored settings are grayed out when the box for **[Print to Document Server]** in the Setup tab is checked.
- If the data is made using a spread sheet application such as Excel, you should send it sheet by sheet. If you send the whole book at a time, each sheet will be saved as one file with the same file name.

# 3. Scanning the Originals

You can scan the originals you want to save in the Document Server using the operation panel of the machine. The originals can be set either on the exposure glass or into the document feeder (ADF).

The saved documents will automatically be named in the order of scanning as "Scan01", "Scan02"....

## **Limitation**

- You can't specify a User ID or a password when scanning the originals.
- You can't change the file names that are assigned automatically.

## **About Weekly Timers**

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

## **Note**

- In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

## **Reference**

For more information on the Weekly Timers, refer to "System Settings Parameters" in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

# Basic Procedure

This section describes how to scan originals.

Follow these steps to scan the originals to be saved in the Document Server.

 **Note**

- You can't specify a User ID or a password.
- You can't change the document names which are assigned automatically.
- The scanned images are saved in the Document Server.

3

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

The "Select File" menu appears.

**2** Touch the **[Scan Originals]** key.

The "Saving" menu appears.

**3** Set your originals either on the exposure glass or into the document feeder (ADF).

 **Reference**

For more information on the types of the originals that can be set and how to set. ⇒ Refer to "Setting Originals" in the "Copy Reference".

**4** Make the desired settings.

 **Reference**

For more information on how to make the settings. ⇒ "Copy Reference"

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

 **Note**

- To stop scanning, press the **[Clear/Stop]** key.
- To resume the paused scanning job, touch the **[Continue]** key in the confirmation dialog. To delete the saved images and cancel the job, touch the **[Cancel]** key, and the rest of the originals set in the document feeder (ADF) are automatically fed out.

**6** Repeat Step **3** to **5** if you want to add more pages into one document.

**7** After scanning all the pages, touch the **[Scanning Complete]** key.

# 4. Printing Saved Documents

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

## ❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The “Key Operator Code for Off Setting” is not specified.
- The “Key Operator Code for Off Setting” is specified, and you can enter the code.

### Note

- In this case, you cannot send data without entering the “Key Operator Code for Off Setting”.

### Reference

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

## Basic Procedure

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

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

The "Select File" menu appears.

### 2 Touch the line for the document you want to print.

The selected line is highlighted.

#### Note

- The file names are listed in the order of the User ID.
- If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev]** keys.
- If you can't choose the desired document by its name, you can print the first page to check the contents. Touch the line for the desired document, and touch the **[Print 1st page]** key.
- Touch the selected line again to cancel the print job.
- If the "Enter Password" menu appears, enter your password using the Number keys, and touch the **[OK]** key. To delete the entered numeric value, press the **[Clear/Stop]** key. To cancel a selected document, touch the **[Cancel]** key.

### 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

- To change the print order, touch the highlighted lines to return to the normal conditions, then select them again in the order you want to print.
- Touch the **[Reset]** key to cancel all the settings.

### 4 If you need to change any of the print settings, touch the **[Print Setting]** key.

The "Set Job" menu appears.

#### Reference

For more information on the print settings, refer to the "Copy Reference".

### 5 Enter the required number of prints with the Number keys.

Up to 999 can be entered.

#### Note

- If you print more than one set using Sort function, you can check the print result by printing out only the first set. ⇒ P.31 "Sample Printing"

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

The machine starts printing.

 **Note**

- To pause the print job, press the **[Clear/Stop]** key. In the confirmation dialog, touch the **[Continue]** key to resume it, or touch the **[Cancel]** key to cancel it.
- After the print job is completed, a message appears. Touch the **[Yes]** key to delete the document, or touch the **[No]** key to save it.

---

## Sample Printing

---

If you print multiple sets using Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

 **Limitation**

- Sample Printing can be made only when you are using Sort function.

**1** Follow step **1** to **5** of the Basic Procedure.

**2** Press the **[Sample Copy]** key.

**3** After the first set is printed out, touch the **[Yes]** key to print the rest of the print job. Touch the **[No]** key to cancel it and return back to the "Set Job" menu for changing the setting.

---

## Print First Page

---

You can print the first page of the document selected in the "Select File" menu, and check the contents of it.

 **Note**

- If more than one document is selected, the first page of each document is printed.
- Select the desired document(s) in the "Select File" menu, and touch the **[Print 1st page]** key.

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# 5. Deleting Saved Documents

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

This chapter describes how to delete saved documents.

## Important

- You can save up to 50 documents in the Document Server. No more document can be saved, when there are 50 documents in the Document Server. You should delete unnecessary documents.
- By default, each document is automatically deleted 24 hours after it is saved in the Document Server. If you want a document to remain in the Document Server longer, turn off the “Auto file delete in 24 hours” feature using the User Tools. ⇒ P.37 “Basic Tab”

## Note

- You can delete all the saved documents at a time. ⇒ P.37 “Document Manage Tab”

## ◆ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The “Key Operator Code for Off Setting” is not specified.
- The “Key Operator Code for Off Setting” is specified, and you can enter the code.

## Note

- In this case, you cannot send data without entering the “Key Operator Code for Off Setting”.

## Reference

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

## Basic Procedure

Follow these steps to delete a saved documents.

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

The "Select File" menu appears.

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

The selected name is highlighted.

 **Note**

The document names are listed in the order of the User IDs. If the desired document name is not shown in the display, scroll it using the **[▲]** or **[▼]** keys.

When a document is selected, the **[Print 1st page]** key appears. Touch this key to print out the first page of the document to check the contents of it.

If you select a document which requires a password, the "Input the password" window appears. Input the password using the Number keys, and then touch the **[OK]** key. If you input the wrong password, press the **[Clear/Stop]** key, and then input the correct one again. To cancel selecting a document, touch the **[Cancel]** key.

To cancel a selected document, touch the highlighted line again.

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

**4** Touch the **[Delete]** key.

A confirmation dialog appears.

**5** Touch the **[Yes]** key to delete it.

# 6. Setting Default Parameters (Document Server)

You can change or set the default parameters of the Document Server using the User Tools.

# Accessing User Tools (Document Server)

## Reference

Regarding the user tools for system settings. ⇒ "Accessing The User Tools (System Settings)" of the "System Settings" manual.

### **1** Press the **[User Tools/Counter]** key.

The User Tools main menu appears.

### **2** Touch the **[Document Server Setting]** key.

The Document Server Setting menu appears.

### **3** Search for the desired menu. Follow the instructions on the panel display.

#### Note

- Touching the "General Features" tab or the "Document Manage" tab changes the menu.
- If key operator code is specified, the menu to input the key operator code appears before the Document Manage menu appears. ⇒ Refer to "Key Operator Code" in the "System Settings" manual.
- Input the key operator code using the Number keys, and then touch the **[OK]** key.

### **4** After changing the user tools settings, touch the **[Exit]** key on the Document Server Setting menu.

The User Tools main menu appears.

### **5** Touch the **[Exit]** key on the User Tools main menu.

#### Note

- After using the user tools, be sure to exit from user tools.
- The settings specified here are not canceled even if the main power switch or operation switch is turned off or the **[Clear Modes/Energy Saver]** key is pressed.

# Document Server Setting Parameters

There are two tabs in the “Document Server Setting” menu.

## Basic Tab

Menu	Description
Auto Reset Timer	<p>The machine returns to its initial condition automatically after your job is finished, after the selected time. This function is called "Auto Reset". The time can be set from 10 to 999 seconds, or no system reset (0 second).</p> <p>To turn the Auto Reset Timer off, input 0 second.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: 60</p>
Auto file delete in 24 hours	<p>You can specify whether a file is automatically deleted 24 hours after it is saved.</p> <p>Only the files saved after this mode is set to ON will be deleted automatically.</p> <p>If this mode is set to Off, all the files saved in the server will not be deleted.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>On</i></p>
Duplex mode priority	<p>You can specify whether Duplex mode is effective when the machine is turned on, or Auto Reset is made.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Off</i></p>

---

## Document Manage Tab

---

If a key operator code is specified, the menu to input the key operator code appears before the “Document Manage” tab appears. Input the key operator code using the Number keys, and then touch the **[OK]** key.

 **Note**

- If key operator code is specified, the menu to input the key operator code appears before the “Document Manage” tab appears. Input the key operator code using the Number keys, and then touch the **[OK]** key.

Menu	Description
Delete all the saved documents	You can delete all the saved documents by touching <b>[Delete all the saved documents]</b> , and <b>[Yes]</b> in the confirmation dialog.   <b>Note</b> <input type="checkbox"/> All the documents including those with a password are deleted.

# 7. Troubleshooting

## Error Messages

Messages	Description	Comments
Up to 50 files can be saved. Please delete all unknown files.	There are already 50 files saved in the Document Server.	Delete any of the unnecessary files and then scan the document again. ⇒ P.33 <i>"Deleting Saved Documents"</i>
Memory capacity is full. Please delete the saved data.	Memory becomes full.	Delete any of the unnecessary files and then scan the document again. ⇒ P.33 <i>"Deleting Saved Documents"</i>  <b>⚠ Important</b> <input type="checkbox"/> When memory allocation is changed, the documents saved in the Document Server will be deleted. <input type="checkbox"/> You should print the saved documents before changing the memory allocation.
Memory is full. Print job download canceled. *	Memory of the Document Server is full.	Delete any unnecessary files, and then send the data to the Document Server again. ⇒ P.33 <i>"Deleting Saved Documents"</i>
Print job capacity reached. Cannot add any more jobs. *	There are already 50 files saved in the Document Server.	Delete any unnecessary files, and then send the data to the Document Server again. ⇒ P.33 <i>"Deleting Saved Documents"</i>

### Note

- The messages marked with \* are shown in the Panel Display of the Printer Function.

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## Specifications

	Specification
Memory Capacity	<p>Default : About 400 pages (A4, 600 dpi, ITU-T chart)</p> <p> <b>Note</b></p> <p><input type="checkbox"/> This setting can be changed to up to 999 pages using the user tool. ⇒ Refer to "Memory Allocation" in the Printer Reference.</p>
Number of files to be saved	<p>Max : 50 files</p> <p> <b>Note</b></p> <p><input type="checkbox"/> The Document Server cannot hold more than 50 files, even if memory is not full.</p>

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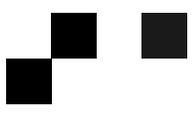
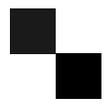
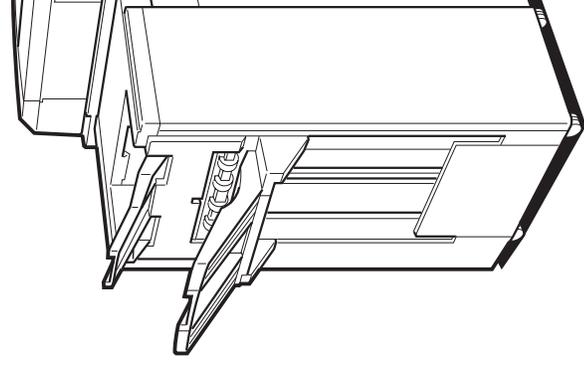
## U

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**PRINTER OP**

**OPER  
DOCUMENT SERVER**



**PRINTER Option Type 650 OPERATING INSTRUCTIONS**



See Safety Information in the "Copy Reference" before using this machine. It contains information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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