











# **Control Panel** Information

### Information Inquiry.

Press the "Check Status" key to display information such as machine and controller status. This button will also light up when any errors occur.



 Potarer Status
 Top Peer Sections
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 Image: Concellant Status
 Machurantis Status
 Machur

Press "Maintnc./Inquiry/Mach. Info"



This screen will provide Tray information, consumable levels and the Serial number of your device required to place Service Calls and order consumables such as Toner and Waste Toner containers etc.



Back at the home screen Press "123" for Machine meter readings.



# Self Help/Service Call

Your Ricoh Pro C7200 series interface has direct access to the Ricoh knowledge base. This can be accessed using the following procedure.



 Protect Status
 Metgettemes Settings

 Image: Conservation of the operations
 Close

 Answer Navigator
 User Guide

 Paper Feed
 TCRU/ORU

 Consumables
 Fiery Help(external site)

 Printer Driver
 Heidelberg Help(external site)

 Applications
 Product Specifications

 Answer Navigator Top
 Image: Consumable of the operation of the ope

Press the  $\boldsymbol{?}$  in the top right corner of the screen.

Choose the relevant category i.e. Paper Feed



Our Customer Care Centre is a phone call away on 1300 887 414

Alternatively, head to **www.ricoh.com.au/support** to place a service call, order consumables or have further access to "How to" documents and videos.

RICOH magine. change.	Change country    Search Ricoh	
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Support	Self Help	Access Ricoh's Support
We're not only about the best products and services, we provide support, advice and training solutions to keep your business up and running.	↓ Downloads	Service request
Get the support you need >	FAQs	Order supplies
	ရှိ🗹 How to videos	My device
	$\left\langle \begin{array}{c} \widehat{\phi} \\ \widehat{\phi} \end{array} \right\rangle$ Knowledge base	Your feedback

# **Control Panel**

You can add icons to the [Home] screen to customize the machine. For details about adding icons to the [Home] screen, see User Guide (Soft copy supplied).

## **Changing Modes by Pressing the Function Keys**

You can switch modes by pressing the function keys on the top of the screen.



### 1. Function Keys

[Printer Status], [Tray Paper Settings] and [Adjustment Settings for Operators] are fixed items, and cannot be changed. You can assign frequently used functions to the 6 other keys to the right. See User Guide (Soft copy supplied).

## [Printer Status] Screen

Press [Printer Status] function key to display the device information screen.

In the device information screen, you can view the status of the supplies and paper in the main unit and in each optional unit, and the list of jobs.



### 1. Supply / Paper Information

Displays errors prompting to replenish supplies or notifying the waste toner bottle being full, and informationsuch as the set status and remaining amount of toner. Also displays the settings and remaining amount ofpaper in each tray.

### 2. Job Information

Displays the list of jobs.

### 3. [Supply Status]

Press [Supply Status] to view the Paper, Maintenance Info, Data Storage, Machine Address Info, and inquiryinformation.

### 4. Machine Front View

Shows the machine configuration, the tray used for printing, error status, and other information.

# **Control Panel**

## [Tray Paper Settings] Screen

Press [Tray Paper Settings] to display the [Tray Paper Settings] screen. In the [Tray Paper Settings] screen, you can specify the settings for the paper trays.



### 1. [Paper Tray] tab

Displays the list that shows the setting details of each tray.

The icon 1 indicates the tray is configured manually or does not support duplex printing.

The icon **1** indicates the tray that is manually configured or excluded from the source of automatic paper selection.

The [Allocate Paper] screen is displayed when you select a tray.

### 2. The machine front view

Displays information such as the machine configuration, tray used for printing, error status, and other information.

### 3. [CustomPaper Management]

Displays the [Custom Paper Management] screen.

# Paper Catalogue

### Using the Paper Catalogue. Overview of Paper Settings

#### **Tray Paper Settings**

You need to specify paper sizes and types, for paper trays in order to successfully print on the paper loaded in the paper trays. You can configure these settings in the "Tray paper settings".

#### **Master Paper library**

The Master Library contains settings such as paper types, paper weights, and machine operating conditions (i.e paper feed, fusing temperatures, toner transfer etc.) that are customized for each major commercially available paper product.

#### **Custom paper**

You can register new papers you wish to use as a custom paper by specifying name, size, type, weight, and advanced settings such as paper feed settings, fusing temperatures, registration and many other settings. The custom paper function enables you to configure the tray paper settings simply by assigning a custom paper to a paper tray.

#### Custom papers can be registered in the following ways:

- Select the paper's name from the paper library.
- Modify a custom paper that has already been registered
- Manually specify the paper's type and weight

### **Relationships between functions**



- 1. You can import paper settings from the Master Library and register it as custom paper.
- 2. You can export all types of custom paper to an SD card at one time.
- 3. You can import and register the custom paper that you have exported to an SD card.
- 4. You can register custom paper by manually specifying its settings such as the type and weight you want to use.
- 5. You can configure the tray paper settings by assigning a custom paper to each paper tray.
- 6. You can configure paper settings such as sizes and types manually for each tray.

# Paper Catalogue

### How to Use the [Custom Paper Management] Screen

This section explains the items on the [Custom Paper Management] screen.

This screen appears when you press [CustomPaper Management] on the [Tray Paper Settings] screen.



### 1. [Search]

Press [Search] to search for papers in the list of custom papers. Press [Search] again to return to the list of custom paper types from the search result.

### 2. [Add New]

Press this key to register a new type of custom paper.

#### 3. [Delete]

Press this key to delete the selected custom paper from the list.

#### 4. [Paper Identification]

Scans the paper using the Media Identification Unit, and searches for a type of paper with the closest settings from the registered custom paper. See "Registering a Custom Paper with the Media Identification Unit"

#### 5. Item name

List Paper library by selectable headings.

#### 6. [Import]

Press this key to import custom paper from the Master Library or SD card. For details, see page 39 "Selecting paper to import from the Master Library or SD card".

### 7. [Export]

Press this key to export all types of custom paper to an SD card. For details, see page 58 "Exporting Custom Paper to an SD Card"

## 8. [Print the Settings]

Press this key to print the parameters of the custom paper settings. See User Guide.

### 9. [Jump to Row]

Press this key to scroll down the list of custom paper to the specified line. You can specify the number in increments of 100.

### 10. List of custom papers

The list of registered custom papers is displayed. See User Guide for ICON descriptions.

# Paper Catalogue

### **Option 1** How to Use the [Import From Master Library] Screen

This section explains the items on the [Import From Master Library] screen. This screen is displayed when you press [Import] on the [Custom Paper Management] screen. Media in the Master Library cannot be adjusted. So importing into the Custom Library is important.

Make sure you are on the Tray Paper Settings screen. Press CustomPaper Management.

	per Settings for Operators	к	_
		8	
Paper Tray	Cover/Designation/Slip/Separation Sheet	- a	CustomPaper Management
Paper Tray Tray 1	Cover/Designation/Stip/Separation Sheet	A4	CustomPaper Management
Paper Tray Tray 1 Tray 2	Cover/Designation/Sign/Separation Sheet Plain Paper Plain Paper	A4 A3	CustomPaper Management G1 - 80.0 gsm 80.1 - 105.0 gsm
Paper Tray Tray 1 Tray 2 Tray 3	Cover/Designation/Sip/Separation Sheet Plain Paper Plain Paper	A4 A3 630.0 x 330.0mm	CustomPaper Management 

This is the Custom Paper Library, it shows all of the media that is currently available to you to readily use on the machine. This media can be adjusted and assigned to trays to be used.

Before we can use a new entry from the Master library, we must import it into the Custom Paper Library. This is described in the next few steps.

**Press** Import and then select **From Master Library** from the drop down menu.

This is the Master Paper library. You are only able to import media from here. Nothing can be adjusted.

You can scroll through the menu but it is very large. It is easier to search for your media if you know some of the parameters or paper name.

Press Search.



					s v	?
Print		Tray Paper Settings Adjustment Settin for Operators				
Cus	tom Pa	per Management				
K	Impo	ort From Master Library	Select the	paper to be imported.		🗸 Import
	Se	arch	tion			J↑ Jump to Row
	No.	Paper Name	Paper Brand	Paper Weight	Paper Type	
	1001	Plain_Textured Wt1	Plain_Textured Wt1	52.3 - 63.0 gsm	Plain Paper	
	1002	Plain_Textured Wt2	Plain_Textured Wt2	63.1 - 80.0 gsm	Plain Paper	
	1003	Plain_Textured Wt3	Plain_Textured Wt3	80.1 - 105.0 gsm	Plain Paper	
	1004	Plain_Textured Wt4	Plain_Textured Wt4	105.1 - 163.0 gsm	Plain Paper	
	1005	Plain_Textured Wt5	Plain_Textured Wt5	163.1 - 220.0 gsm	Plain Paper	
	1006	Plain_Textured Wt6	Plain_Textured Wt6	220.1 - 256.0 gsm	Plain Paper	
	1007	Plain_Textured Wt7	Plain_Textured Wt7	256.1 - 300.0 gsm	Plain Paper	
	1008	Plain_Textured Wt8	Plain_Textured Wt8	300.1 - 360.0 gsm	Plain Paper	
	1009	Plain_Mid-Roughness Wt1	Plain_Mid-Roughness Wt1	52.3 - 63.0 gsm	Plain Paper	
	1010	Plain_Mid-Roughness Wt2	Plain_Mid-Roughness Wt2	63.1 - 80.0 gsm	Plain Paper	
	1011	Plain_Mid-Roughness Wt3	Plain_Mid-Roughness Wt3	80.1 - 105.0 gsm	Plain Paper	
	1012	Plain_Mid-Roughness Wt4	Plain_Mid-Roughness Wt4	105.1 - 163.0 gsm	Plain Paper	
	1013	Plain_Mid-Roughness WtS	Plain_Mid-Roughness Wt5	163.1 - 220.0 gsm	Plain Paper	
	1014	Plain Mid-Routhness WM	Plain Mid-Rounhness W/16	7701 - 756 0 asm	Plain Paner	
AU146	109133 Lime: 81/20	OCREMENTS	5		2. Deny admin's operation, tap here	

# Paper Catalogue

# You can select search parameters from these dropdown menus.

ustom Paper Manage	ement				
Import From Ma	aster Library	Select the	paper to be imported.		🗸 Imp
Q, Search	Paper Identificat	ion			J↑ Jump to Ro
Paper Name	Include one Word				+ -
Paper Name	Include one Word				
No.	Exclude Words				
Paper Brand	Exact Match			Clear Result	Search
Paper Size (Regular)		Paper Brand	Paper Weight	Paper Type	
Paper Size (Custom)	d Wt1	Plain_Textured Wt1	52.3 - 63.0 gsm	Plain Paper	
Paper Weight	i wt2	Plain_Textured Wt2	63.1 - 80.0 gsm	Plain Paper	
Paper Thickness	t Wt3	Plain_Textured Wt3	80.1 - 105.0 gsm	Plain Paper	
Paper Type	d Wt4	Plain_Textured Wt4	105.1 - 163.0 gsm	Plain Paper	
Coated Paper Type	t wts	Plain_Textured Wt5	163.1 - 220.0 gsm	Plain Paper	
Textured	1 Wt6	Plain_Textured Wt6	220.1 - 256.0 gsm	Plain Paper	
Paper Color	1 Wt7	Plain_Textured Wt7	256.1 - 300.0 gsm	Plain Paper	
Prepunched	11/10	Plain Textured Wt8	300.1 - 360.0 gsm	Plain Paper	
reparence	1 W10	rtun_rextures rrto			

Select the media you wish to import.

Press "Import".

					\$¥	?
		Tray Paper Settings Adjustment Settin for Operators				
Cus	tom Pa	per Management				
æ	Impo	rt From Master Library	Select the p	aper to be imported.		✓ Import
Q	Se	arch 🗄 Paper Identificat	tion			$\downarrow\uparrow$ Jump to Row ,
	Pape	r Brand _ Include one Word _	ricoh			+ -
					Clear Result	Search
	No.	Paper Name	Paper Brand	Paper Weight	Paper Type	
	1238	Pro-Graphic (100gsm)	Ricoh_Pro-Graphic	80.1 - 105.0 gsm	Plain Paper	
	1239	Pro-Graphic (12Ogsm)	Ricoh_Pro-Graphic	105.1 - 163.0 gsm	Plain Paper	
~	1240	Pro-Graphic (16Ogsm)	Ricoh_Pro-Graphic	105.1 - 163.0 gsm	Plain Paper	
	1241	Pro-Graphic (200gsm)	Ricoh_Pro-Graphic	163.1 - 220.0 gsm	Plain Paper	
	1242	Pro-Graphic (250gsm)	Ricoh_Pro-Graphic	220.1 - 256.0 gsm	Plain Paper	
	1243	Pro-Graphic (300gsm)	Ricoh_Pro-Graphic	256.1 - 300.0 gsm	Plain Paper	
	1244	Pro-Graphic (90gsm)	Ricoh_Pro-Graphic (90gsm)	80.1 - 105.0 gsm	Plain Paper	
	1245	Pro-Graphic Gloss (115gsm)	Ricoh_Pro-Graphic Gloss	105.1 - 163.0 gsm	Plain Paper	
	1246	Pro-Graphic Gloss (130gsm)	Ricoh_Pro-Graphic Gloss	105.1 - 163.0 gsm	Plain Paper	
	1247	Pro-Graphic Gloss (170gsm)	Ricoh_Pro-Graphic Gloss	163.1 - 220.0 gsm	Plain Paper	
10.146 Host N	.84.35 Jame: RNPOC	12673E9EF05	<u>່</u> າ	<b>ត</b>	E.	123



# Paper Catalogue

## Assigning media to a Paper Tray

The following instructions show how to assign your media to a paper tray.

**Press** Tray Paper Settings from the Home screen, then select the tray you wish to use.



If the tray is set to	"Manual Settings",	change	it to
"Allocate from Me	dia Catalog".		

				s — Y	=	?
Printer Status Tray	Paper Settings Adjustment Settin for Operators			, i		
Allocate Paper	<u> </u>					
Tray 3		Select pape If [Manual S	r to set for tray, then pre etting] is selected, pape	ss [Allocate to Tray]. r can be set manually.	Allocate to Tr	ay
Allocate from Me	edia Catalog 🛞 Manual Set	ting	A Edit the Setting	s		
No. Paper Na Manual	me/Paper Type Setting / Plain Paper		Paper Size 630.0 x 330	.Onn	Paper Weight 256.1 – 300.0 gsm	-
						_
No.	Paper Name	Paper Brand	Paper Weight	Paper Type	1	
0001 🔁			80.1 - 105.0 gsm			
0002 🔁	Pro-Graphic Silk (130gsm)	Ricoh_Pro-Graphic Silk	105.1 – 163.0 gsm	Plain Paper		
0003 🔁	Rey Office Document (80gs	International Paper_Rey	63.1 – 80.0 gsm	Plain Paper		
0004 🔁	Pro-Graphic (160gsm)	Ricoh_Pro-Graphic (160gsm)	105.1 – 163.0 gsm	Plain Paper		
0005 🔁	Pro-Graphic Gloss (250gsm)	Ricoh_Pro-Graphic Gloss	220.1 - 256.0 gsm	Plain Paper		
0006 🔁	The Tube Two-Side - Black	Favini_The Tube Two-Side -	256.1 - 300.0 gsm	Plain Paper		
0007 🔁	Pro-Graphic Gloss (115gsm)	Ricoh_Pro-Graphic Gloss	105.1 – 163.0 gsm	Plain Paper		
0008 🔁						
0009 🔁	Plain_Textured Wt3	Plain_Textured Wt3	80.1 - 105.0 gsm	Plain Paper		
0 1001	Plain_Textured Wt1	Plain_Textured Wt1	52.3 – 63.0 gsm	Plain Paper		
01468435	_		N	(CR)		and the second second

				S S Y	?
Printer Status Tra	w Paper Settings Adjustment Setti for Operators				
Allocate Paper					
Tray 3		Select pape If [Manual !	er to set for tray, then press Setting] is selected, paper o	[Allocate to Tray]. an be set manually.	Allocate to Tray
Allocate from I	Media Catalog 🔘 Manual S	etting	A Edit the Settings	Advanced Setting	Check the Settings
No. Paper I	Name/Paper Type		Paper Size	Paper	Weight
1102 Cocoo	n Gloss (200gsm)∕Recyclei	d Paper	SRA3	- 163.1	– 220.0 gsm
Q, Search	Paper Identifica	tion + Add New		Display All	J↑ Jump to Row ]
No.	Paper Name	Paper Brand	Paper Weight	Paper Type	
0 1097	Chromomat (350gsm)_*	Arjowiggins Graphic	300.1 - 360.0 gsm	Plain Paper	
0 1098	Cocoon Gloss (115gsm)_*	Arjowiggins Graphic Cocoon	105.1 - 163.0 gsm	Recycled Paper	
0 1099	Cocoon Gloss (135gsm)	Arjowiggins Graphic Cocoon	105.1 - 163.0 gsm	Recycled Paper	
0 1100	Cocoon Gloss (150gsm)	Arjowiggins Graphic Cocoon	105.1 - 163.0 gsm	Recycled Paper	
0 1101	Cocoon Gloss (170gsm)	Arjowiggins Graphic Cocoon	163.1 - 220.0 gsm	Recycled Paper	
1102	Cocoon Gloss (200gsm)	Arjowiggins Graphic Cocoon	163.1 - 220.0 gsm	Recycled Paper	
1103	Cocoon Gloss (250gsm)	Arjowiggins Graphic Cocoon	220.1 - 256.0 gsm	Recycled Paper	
1104	Cocoon Gloss (300gsm)	Arjowiggins Graphic Cocoon	256.1 - 300.0 gsm	Recycled Paper	
1105	Cocoon Silk (115gsm)	Arjowiggins Graphic Cocoon	105.1 - 163.0 gsm	Recycled Paper	
101468435	105	. <b>•</b> > /	<u>8</u>	Deny admin's operation, tap here	123

Now you can select your media and **press** "Allocate to Tray".



If you scroll down you will see media with a pink icon. These are in the **Master Paper Library**. These can also be assigned to a tray. The device will import them into the Custom Paper Library as part of the process.

# Paper Catalogue

### **Option 2** Add New from [CustomPaper Management] Screen

This section will guide you through adding a brand new entry to the Custom Paper Library.

		S Y M C K	?
	per Settings for Operators		
		0 	
Paper Tray	Cover/Designation/Slip/Separation Sheet		CustomPaper Management
Tray 1	Plain Paper	A4	
Tray 2	Plain Paper	A3	30.1 - 105.0 gsm
Tray 3	Plain Paper	630.0 x 330.0mm	256.1 - 300.0 gsm
Tray 4	Recycled Paper 1	A4	J 163.1 - 220.0 gsm

iste	ym D	anor N	Aana	nement	_		_	_	_	-
÷	Cus	stom P	aper	Management	If programmed pa custom paper. If s	per is : electe	elected, settings can d custom paper is allo	be changed & registere cated to any tray, it can	ed as a inot be	nother e deleted.
-	A	dd New		Delete						Print the Set
L,	5	iearch		Paper Identification			Import ,	Export	J1	' Jump to R
		No.		Paper Name	Paper Brand	From	Master Library	Paper Type		
		0001	1	Color Copy (100gsm)_*	Mondi_Color Copy	From	n SD Card	Plain Paper		
		0002	1	Pro-Graphic Silk (130gsm)	Ricoh_Pro-Graphic Silk		105.1 - 163.0 gsm	Plain Paper		
		0003	1	Rey Office Document (80gsm)_*	International Paper_Rey	/	63.1 – 80.0 gsm	Plain Paper		
		0004	3	Not Programmed						
		0005	1	Pro-Graphic Gloss (250gsm)	Ricoh_Pro-Graphic Glos	is	220.1 - 256.0 gsm	Plain Paper		
		0006	13	The Tube Two-Side - Black (260g	Favini_The Tube Two-S	ide –	256.1 - 300.0 gsm	Plain Paper		
		0007	1	Pro-Graphic Gloss (115gsm)	Ricoh_Pro-Graphic Glos	is	105.1 - 163.0 gsm	Plain Paper		
		0008	1	business cards	Arjowiggins Graphic_Co	coon	220.1 - 256.0 gsm	Recycled Paper		
		0009	1	Plain_Textured Wt3	Plain_Textured Wt3		80.1 – 105.0 gsm	Plain Paper		
		0010	8	Not Programmed						
		0011	ł	Not Programmed						
		0012	100	Not Programmed						

Make sure you are on the Tray Paper Settings screen. Press CustomPaper Management.

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You can now populate all fields with custom information relating to this new Custom Paper entry..

Advanced settings i.e Image Position, Image Quality and Paper Feed/Output adjustments can also be edited prior to saving your new Custome Paper entry. These can also be edited after inspecting print output.

# Paper Catalogue

## **Option 3** Create a Manual Paper Setting

This section will guide you through creating a Manual Paper setting **NOT** using the Library/Catalogue.

Printer Status Tra	y Paper Settings for Operators	S T	2
Paper Tray	Cover/Designation/Slip/Separation Sheet		CustomPaper Management
Paper Tray Tray 1	Cover/Designation/Slip/Separation Sheet	A4	CustomPaper Management
Paper Tray Tray 1 Tray 2	Cover/Designation/Silp/Separation Sheet Plain Paper Plain Paper	A4 A3	CustomPaper Management 631 – 80.0 gsm 80.1 – 105.0 gsm
Paper Tray Tray 1 Tray 2 Tray 3	Cover/Designation/Sip/Separation Sheet Plain Paper Plain Paper Plain Paper	A4 A3 6300 x 330.0m	CustomPaper Management 63.1 - 80.0 gsm 80.1 - 105.0 gsm 256.1 - 300.0 gsm

	y Paper Settings Adjustment Settin for Operators			S THE REPORT	
llocate Paper					
← Tray 3		Selec If [Ma	t paper to set for tray, then pre nual Setting) is selected, pape	ers (Allocate to Tray). er can be set manually.	Allocate to Tray
Allocate from P	Media Catalog 🔘 Manual Set	tting	🖋 Edit the Setting	IS	
lo. Paper I	lame/Paper Type		Paper Size	Paper Weight	
Manua	l Setting / Coated: Matte		SRA3	105.1 - 163.0	gsm
No.	Paper Name	Paper Brand	Paper Size	Paper Weight	<b>III</b>
No.	Paper Name	Paper Brand	Paper Size	Paper Weight	
No.	Paper Name Cover Text	Paper Brand	Paper Size SRA3 SRA3	Paper Weight           Initial Initia Initi	
No.	Paper Name Cover Text Cover	Paper Brand	Paper Size SRA3 SRA3 SRA3	Paper Weight  163.1 - 220.0 gsm  163.1 - 220.0 gsm  163.1 - 220.0 gsm  163.1 - 220.0 gsm	
N0.	Paper Name Cover Cover Cover Cover Cover	Paper Brand Kernow	Paper Size SRA3 SRA3 SRA3 SRA3 SRA3	Paper Weight	
No.	Paper Name Cover Text Cover Cover Cover Cover Cover Couperor Laid – High Whit	Paper Brand Kernow Arjowiggins Creative	Paper Size SRA3 SRA3 SRA3 SRA3 SRA3 SRA3	Paper Weight <b>163.1 - 20.0 gsm</b> <b>163.1 - 20.0 gsm</b> <b>163.1 - 20.0 gsm</b> <b>300.1 - 360.0 gsm</b> <b>300.1 - 360.0 gsm</b>	
No.	Paper Name Cover Text Cover Cover Cover Couperon Laid – High Whit Cover	Paper Brand	Paper Size SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3	Paper Weight 1651 - 2200 gum 1651 - 2200 gum 1651 - 2200 gum 3001 - 3600 gum 3001 - 3600 gum 1651 - 2200 gum	
No.	Paper Name Cover Cover Cover Cover Cover Cover Cover Conqueror Laid – High Whit Cover Cover Rey Copp Paper (800gert)	Paper Brand Kernow Arjowiggins Creative International Paper_Ree	Paper Site SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3	Paper Weight 1031 - 2200 gum 1053 - 2200 gum 1053 - 2200 gum 3000 - 3600 gum 1053 - 5200 gum 1053 - 2200 gum	
N0.	Paper Name       Cover       Text.       Cover       Clear       Conqueror Laid – High Whit…       Cover       Roy Copy Paper (80gsm)       Kg	Paper Brand Kernow Arjowiggins Creative International Paper_Re	Paper Site SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3	Paper Weight 1651 - 2200 gum 1651 - 2200 gum 3001 - 3600 gum 3001 - 3600 gum 6153 - 2200 gum 6153 - 2200 gum 6153 - 2200 gum	
N0.	Paper Name       Cover       Text       Cover       Conqueror Laid – High Whit       Conqueror Laid – High Whit       Rey Copy Paper (80gsm)       C6       Starfish White	Paper Brand Kernow Arjowiggins Creative International Paper_Re	Paper Site SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA3 SRA5	Paper Weight 1631 - 2200 gum 1631 - 2200 gum 3001 - 3600 gum 1631 - 2200 gum	

**Press** the desired Tray from the Tray Paper Settings screen.

Press the Manual Setting button. You can then
select "Edit the Settings" to do exactly that.

acata Papar					
Check / Change Setti	ings	If the set	tings ha	ve been changed or updated, press (Save Paper).	Save Pap
Paper Size	SRA3	P		Set the paper size.	
Paper Weight	105.1 - 163.0 gsm				A
Paper Type	Coated: Matte				Edit Paper Size
Apply Duplex	Yes			Custom Size	
Apply Auto Paper Select	Yes			O A3	
			>	SRA3	
				13 x 19%	
				O 13 x 19	
				O 13 x 18	P
				12% x 19%	G
				12% x 18%	

You will notice that there are fewer settings available for Manual Setting entries and NO access to Advanced Settings.

			S I W	
Printer Status Tray Paper Settings Adjustment Settings for Operators				
Allocate Paper				
Tray 3	Select paper If [Manual Se	to set for tray, then press [A etting] is selected, paper can	llocate to Tray). be set manually.	Allocate to Tray
Allocate from Media Catalog     Manual Settin	g	🖋 Edit the Settings		
No. Paper Name/Paper Type		Paper Size	Paper We	ight
Manual Setting / Coated: Matte		SRA3	105.1 – 1	63.0 gsm
No. Paper Name F	Paper Brand	Paper Size	Paper Weight	
📋 🛞 0007 🚺 Cover		SRA3	🕞 163.1 – 220.0 gsm	
🔘 0008 🚺 Text		SRA3	📄 163.1 – 220.0 gsm	
🔘 0009 🚺 Cover		SRA3	📄 163.1 – 220.0 gsm	
🔘 0010 🚺 clear K	ernow	SRA3	300.1 - 360.0 gsm	
🔘 0011 1 Conqueror Laid – High Whit A	rjowiggins Creative	SRA3	300.1 - 360.0 gsm	
🔘 0012 🚺 Cover		SRA3	📄 163.1 – 220.0 gsm	
0013 🔁 Rey Copy Paper (80gsm) Ir	nternational Paper_Rey Copy	A4	63.1 - 80.0 gsm	
0014 🚺 C6		(8%)× 11	📄 163.1 – 220.0 gsm	
🔘 0015 🚺 Starfish White		700.0 x 320.0mm	🕞 163.1 – 220.0 gsm	
🔘 0016 🚺 Cover		SRA3	📄 163.1 – 220.0 gsm	
Toner Cartridge is almost empty. Cyan	<u>ງ</u> 🕤 🌈	<u>۹</u>	Deny admin's operation, tap here	123

You can then simply "Allocate to Tray".

# Paper Catalogue Media Identification Unit

### How to register paper scanned by the Media Identification Unit as custom paper

### Connect the Media Identification Unit

- 1. Connect the USB cable to the machine's USB host interface.
  - USB host interface



Registering a paper from the master library with the Media Identification Unit

- 1. Press [Tray Paper Settings] in the upper left corner of the screen.
- 2. Press [Paper Tray] tab.
- 3. Press [CustomPaper Management].
- 4. Press [Import].
- 5. Select [From Master Library].
- 6. Press [Paper Identification].

(	Lustom P	aper Management						
1	← Imp	oort From Master Librar	y Se	elect the paper to be imported	L			V Import
	<b>Q,</b> s	iearch 🗄 Paper li	dentification				<b>↓</b> ↑	Jump to Row 🦼
	No.	Paper Name	Paper Brand	Paper Size		Paper Weight		Ξ
	1001	T6000_70W	T6000_70W	A3	P	63.1 – 80.0 gsm		
	1002	NBS180K	NBS180K	A3		300.1 – 360.0 gsm		
	1003	My Paper	My Paper	A3	P	63.1 – 80.0 gsm		
	1004	Oktop 73.3gsm	Oktop 73.3gsm	A3	P	63.1 – 80.0 gsm		
	1005	OKartPost 279gsm	OKartPost 279gsm	A3		256.1 – 300.0 gsm		
	1006	Mondi Color Copy 350gsm	Mondi Color Copy 350gsm	A3	P	300.1 – 360.0 gsm		
	1007	POD Gloss 128gsm	POD Gloss 128gsm	A3	P	105.1 – 163.0 gsm		
	1008	POD Gloss 158gsm	POD Gloss 158gsm	A3		105.1 – 163.0 gsm		

Insert paper into the Media Identification Unit, and then remove it.
 Hold the edges of the paper with both hands when inserting the paper.
 Keep the paper flat as you pull it out.



# Paper Catalogue Media Identification Unit

The list of custom paper whose configurations are similar to those of the scanned paper appears.

- 8. Select the custom paper you want to use, and then press [Import].
- 9. Press [OK].
- 10. Press [Exit].

The selected custom paper is imported from the Master Library.

- 11. Press 🗲 .
- 12. Press the [Home] ( $\bigcirc$ ) icon at the center bottom of the screen.

• Note

- The list displayed in Step 7 includes custom paper with configurations whose match rates are 80% or higher.
- You can check and change the settings of the registered custom paper such as the paper size setting on the [Custom Paper Management] screen. For details about modifying the custom paper, see "Modifying a Custom Paper" in User Guide.

### Registering a new custom paper with the Media Identification Unit

- 1. Press [Tray Paper Settings] in the upper left corner of the screen.
- 2. Press [Paper Tray] tab.
- 3. Press [CustomPaper Management].
- 4. Press [Add New].

Custom Paper Management			
Custom Paper Management	If programmed paper custom paper. If sele	is selected, settings can be cted custom paper is alloca	changed & registered as another ted to any tray, it cannot be deleted.
+ Add New 🖨 Delete			Print the Settings
Search Paper Identification		Import _	Export Jump to Row
No. Paper Name	Paper Brand	Paper Size	Paper Weight
0006 🚺 A4 Plain2		A4	G3.1 – 80.0 gsm
0007 🚺 SRA3 Plain		SRA3	
🔲 0008 🔁 T6000_70W	T6000_70W	A3	
0009 🔁 NBS180K	NBS180K	A3	300.1 - 360.0 gsm
O010 🚺 My Paper		A4	_ 63.1 − 80.0 gsm
0011 🔁 Oktop 73.3gsm	Oktop 73.3gsm	A3	
O012 🔁 OKartPost 279gsm	OKartPost 279gsm	A3	256.1 − 300.0 gsm

- 5. Press [Scan the Value].
- 6. Insert paper into the Media Identification Unit, and then remove it.

Hold the edges of the paper with both hands when inserting the paper. Keep the paper flat as you pull it out.



# Paper Catalogue Media Identification Unit

- 7. Change the settings for custom paper (such as paper's name, size, and type), as necessary.
- 8. Press [Save Paper].

If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

- 9. Press [Add New].
- 1. Select a number that is labeled as "Not Programmed".

### Note

- The custom paper overwrites the existing item if you select an existing custom paper.
- 1. Press [Save].
- 2. Press [Program].
- 3. Press [Exit].
- 4. Press 🗲 .
- 5. Press the [Home] ( $\bigcirc$ ) icon at the center bottom of the screen.

Vote

- When you register and scan custom paper using the Media Identification Unit, following items are automatically specified:
  - Paper weight
  - Coated paper other than matte paper

### Modifying the registered custom paper settings using the Media Identification Unit

- 1. Press [Tray Paper Settings] in the upper left corner of the screen.
- 2. Press [Paper Tray] tab.
- 3. Press [CustomPaper Management].
- 4. Select the custom paper whose settings you want to modify.

If the paper you want to select is not displayed, use [Jump to Row], or scroll through the screen until the desired item is displayed.

- 5. Press 🖍.
- 6. Press [Scan the Value].
- 7. Insert paper into the Media Identification Unit, and then remove it.

Hold the edges of the paper with both hands when inserting the paper. Keep the paper flat as you pull it out.

# Paper Catalogue Media Identification Unit



- 8. Change the settings.
- 9. Press [Save Paper].

If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched], or [Textured] and press [Save Paper], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

- 10. Press [Overwrite].
- 11. Press 🗲 .
- 12. Press the [Home] (  $\bigcirc$  ) icon at the center bottom of the screen.

### Specifying a custom paper for paper trays with the Media Identification Unit

- 1. Press [Tray Paper Settings] in the upper left corner of the screen.
- 2. Press [Paper Tray] tab.
- 3. Select the tray to specify the paper settings.
- 4. Press [Paper Identification].
- 5. Insert paper into the Media Identification Unit, and then remove it.

Hold the edges of the paper with both hands when inserting the paper. Keep the paper flat as you pull it out.

The list of custom paper whose configurations are similar to those of the scanned paper appears.

- 6. Select the custom paper you want to use, and then press [Allocate to Tray].
- 7. Press 🗲 .
- 8. Press the [Home] (  $\bigcirc$  ) icon at the center bottom of the screen.

# **Image Position (registration)**

## **Registration Adjustments and Test Charts Available.**

## Template to align the image.

This tool will not adjust the size or magnification of side one in any way, so if side one is not correct then adjust it BEFORE doing this procedure. This tool will align side two to match side one.



This method will adjust settings to media within the Custom Paper Library. Make sure that the media has been imported and set up in the Custom Library.

The charts are located on the user CD that comes with the controler.

Print out the test page for the correct size of paper.



Write down the measurements as described on the test page.

It is very important to be as accurate as possible.



# Image Position (registration)

Important

The Test Chart describes where to take the measurements.



To enter the measurements follow these instructions.

Select the Tray Paper Settings menu.

Select the tray that the test page was printed from.



**5 6** E

123

Select Advanced Settings.

Printer Status Tray Paper Settings Adjustment Setting for Operators				
Allocate Paper				
Tray 3	Select pape If [Manual S	er to set for tray, then press Setting] is selected, paper o	a (Allocate to Tray).	cate to Tray
Allocate from Media Catalog	ting	A Edit the Settings	Advanced Setting Check	the Settings
No. Paper Name/Paper Type 0007 Pro-Graphic Gloss (115gsm) / Plain F	taper	Paper Size SRA3	Paper Weight 105.1 – 163.0 gsm	
Q, Search 🗄 Paper Identificati	on 🕂 Add New		Display All 🚽 🗸	mp to Row 🔒
No. Paper Name	Paper Brand	Paper Weight	Paper Type	
📋 🛞 0007 📘 Pro-Graphic Gloss (115gsm)	Ricoh_Pro-Graphic Gloss	105.1 - 163.0 gsm	Plain Paper	1
0008 🔁 business cards	Arjowiggins Graphic_Cocoon	220.1 - 256.0 gsm	Recycled Paper	
0009 Plain_Textured Wt3	Plain_Textured Wt3	80.1 - 105.0 gsm	Plain Paper	
0010 Skeithstest		63.1 – 80.0 gsm	Plain Paper	
1001 Plain_Textured Wt1	Plain_Textured Wt1	52.3 - 63.0 gsm	Plain Paper	
1002 Plain_Textured Wt2	Plain_Textured Wt2	63.1 - 80.0 gsm	Plain Paper	
1003 Plain_Textured Wt3	Plain_Textured Wt3	80.1 - 105.0 gsm	Plain Paper	
1004 Plain_Textured Wt4	Plain_Textured Wt4	105.1 - 163.0 gsm	Plain Paper	
0 1005 E Plain_Textured Wt5	Plain_Textured Wt5	163.1 - 220.0 gsm	Plain Paper	
1006 Plain_Textured Wt6	Plain_Textured Wt6	220.1 - 256.0 gsm	Plain Paper	

# Image Position (registration)

Select "Reg Align Frt & Bck Img Use Template".



Enter the values taken from the test page. Select OK to confirm.

B(x)	BC 0.0 ==	c	<min< th=""><th>imum Valu</th><th>e: 0.1&gt;</th><th></th></min<>	imum Valu	e: 0.1>	
AR	1	CD	1	2	3	×
0.0 m	<u>к</u> д	0.0 m	4	5	6	Clear
A(y)		⊐ D(y)	7	8	9	
0.0 m	L <sup>D</sup> L	0.0 m	(	0	•	Enter
A A(x)	AD	D				
0.0 ==	0.0 m					

Enter the measured value of Side 1 and Side 2 of the printed adjustment sheet and then press [Apply].

💉 Apply

Allocate Paper

Side 1

Reg to Align Frt & Bck Img Use Temp

Side 2

# **Image Position (registration)**

## Automatic Image Alignment.

## Note

This procedure will is only available for media located in the Custom Paper library. It will not be available for Manual Paper entries.

Select the media you wish to use from the Tray Paper Settings menu.



Select "Edit the Settings".

			S Y	?
Printer Status Tray Paper Settings Adjustment Setting for Operators				
Allocate Paper				
Tray 3	Select pape If (Manual S	r to set for tray, then press [/ etting] is selected, paper car	Allocate to Tray]. he set manually.	Allocate to Tray
Allocate from Media Catalog Manual Set	ting	💉 Edit the Settings	Advanced Setting	Check the Settings
No. Paper Name/Paper Type		Paper Size	Paper V	/eight
0007 Cover / Plain Paper		SRA3	163.1 -	220.0 gsm
Q. Search 🗄 Paper Identificati	on 🕂 Add New		Display All	↓↑ Jump to Row _
No. Paper Name	Paper Brand	Paper Size	Paper Weight	=
🗐 🖲 0007 🚺 Cover		SRA3	🕞 163.1 – 220.0 gsm	1
🔘 0008 🚺 Text		SRA3	🕞 163.1 – 220.0 gsm	
🔘 0009 🚺 Cover		SRA3	🕞 163.1 – 220.0 gsm	
🔘 0010 🚺 clear	Kernow	SRA3	🕞 300.1 – 360.0 gsm	
🔘 0011 🔁 Conqueror Laid – High Whit	Arjowiggins Creative	SRA3	💭 300.1 – 360.0 gsm	
🔘 0012 🚺 Cover		SRA3	🕞 163.1 – 220.0 gsm	
0013 🔁 Rey Copy Paper (80gsm)	International Paper_Rey Copy	A4	63.1 - 80.0 gsm	
0014 <b>C</b> 6		8½ x 11	- 163.1 - 220.0 gsm	
0015 Starfish White		700.0 x 320.0mm	🕞 163.1 – 220.0 gsm	
🔿 0016 🚺 Cover		SRA3	🕞 163.1 – 220.0 gsm	

Scroll to the bottom of the menu on the left and select "Auto Adjust Image Position".



# **Image Position (registration)**

Here you can select to either adjust the front side only or both sides. In this example, we will select both sides.



30 test pages will be printed. The last page that is printed is the results page. This shows the results of the procedure and the new values that will be applied to the device.



Press "Apply" to save the settings.

If you are happy with the paper registration, you can end the process here.

### C Important

If the registration needs further adjusting, you have two choices.

- 1. Manual Adjustment of the registration.
- 2. Enable Image Position Feedback Correction.



### 🚼 Important 🔵

If you enable Image Position Feedback Correction test marks will be printed on the customer's job. They will need to trim the job once printed.

# **Image Position (registration)**

## Manual Adjustment for the image position.

From the "Edit the Settings" menu, select "Manual Adjust Image Position".



Here you can adjust the image manually. Refer to "Adjustments Settings for Operators"





If Image Position Feedback Correction is enabled these values will be overwritten.

Only manually adjust the registration if the customer does not want realtime registration enabled.












