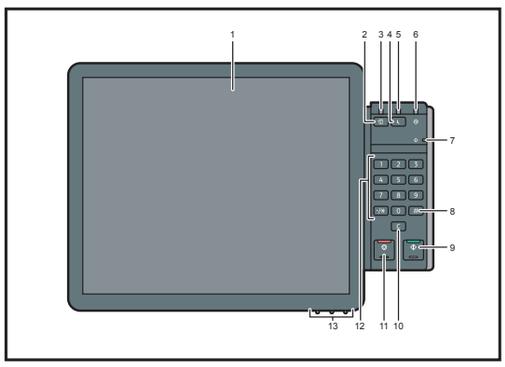
CIP Training

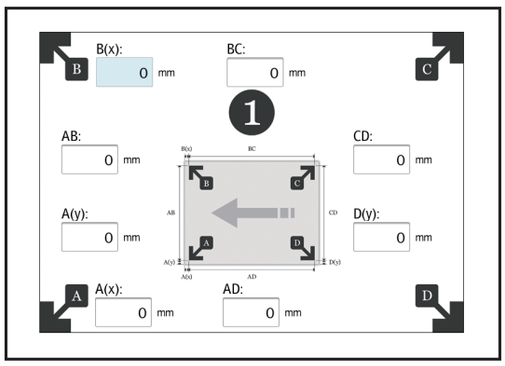
Pro C9200 series

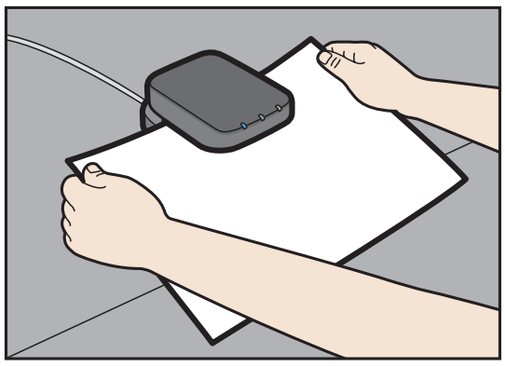
RICOH

imagine. change.

4 Control Panel



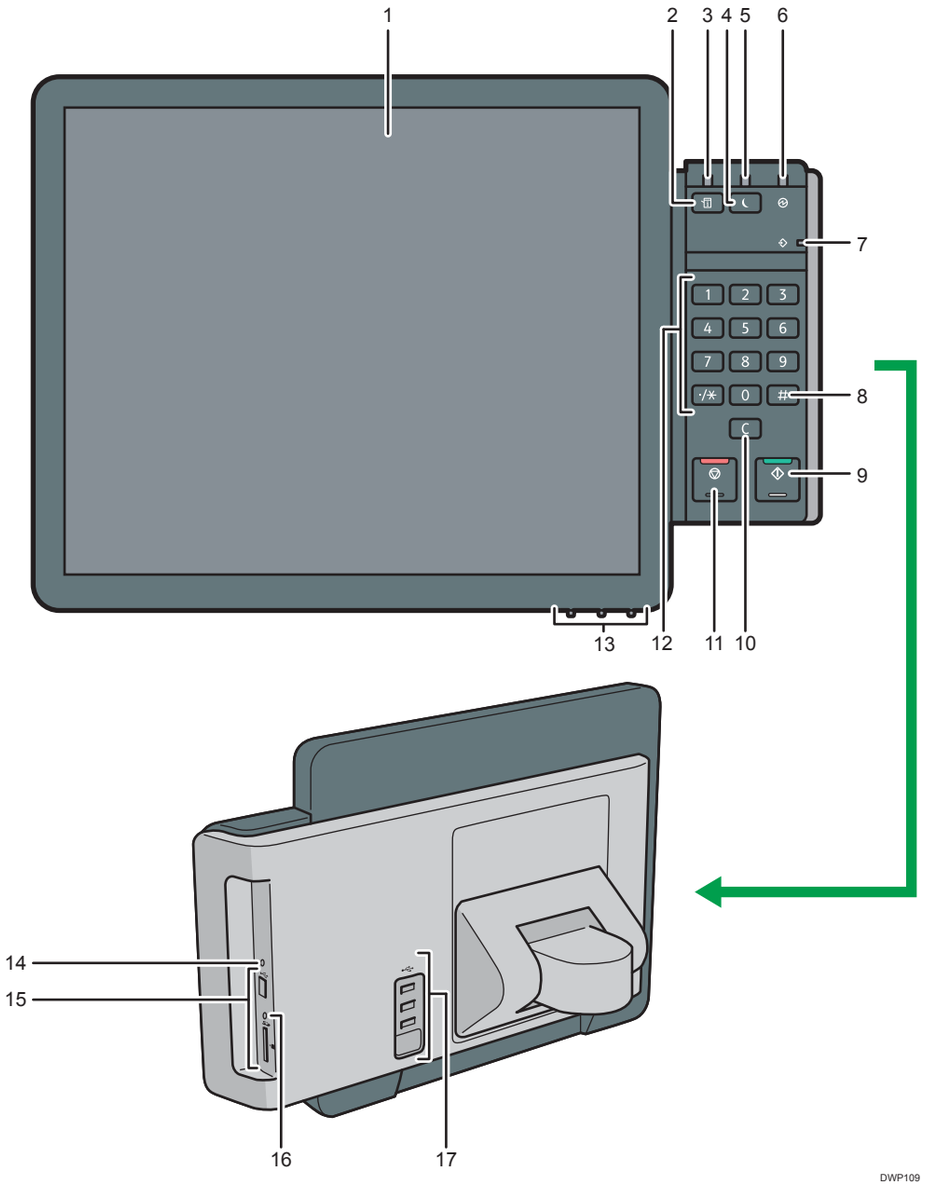




CIP Training Pro C9200 series

Control Panel Information

Guide to the Names and Functions of the Machine's Control Panel.



CIP Training Pro C9200 series

Control Panel Information

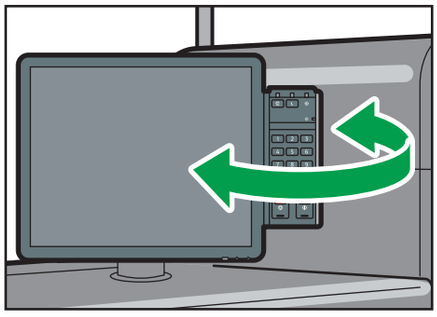
1. **Display panel**
   This is a touch panel display that features icons, keys, shortcuts, and widgets that allow you to navigate the screens of the various functions and applications and provide you with information about operation status and other messages. See "How to Use the [Home] Screen".
2. **[Check Status] key**
   Press to check the machine's system status, operational status of each function, and current jobs. You can also display the job history and the machine's maintenance information.
3. **Status indicator**
   Indicates the status of the system. Stays lit when an error occurs or the toner runs out.
4. **[Energy Saver] key**
   Press to switch to Low Power mode or Sleep mode. When the machine is in Sleep mode, press the key again to recover the machine from sleep. See page 81 "Saving Energy".
5. **Energy saver indicator**
   When the machine is in Low Power mode, the energy saver indicator is lit. In Sleep mode, the energy saver indicator flashes slowly.
6. **Main power indicator**
   The main power indicator goes on when you turn on the main power switch.
7. **Data In indicator**
   Flashes when the machine is receiving print jobs from a computer.
8. **[ ] key (Enter key)**
   Press to confirm values entered or items specified.
9. **[Start] key**
   Press to start printing.
10. **[Clear] key**
    Press to delete a number entered.
11. **[Stop] key**
    Press to stop a job in progress, such as printing.
12. **Number keys**
    Use to enter the numbers for copies and data for the selected function.
13. **Display adjustment keys**
    Allows you to adjust the displayed image.
    See "Adjusting the Display".
14. **Control panel reset key**
    Press to restart the control panel. Used when operating from the control panel becomes unresponsive.
15. **Media slots**
    Use to insert an SD card or a USB flash memory device. For details, see "Inserting/Removing a Memory Storage Device", Preparation.
16. **Media access lamp**
    Lights up when an SD card is inserted in the media slot.
17. **USB Host Interface**
    Connect a keyboard, mouse, or other USB device.

Control Panel Information

Adjusting the Angle of the Control Panel.

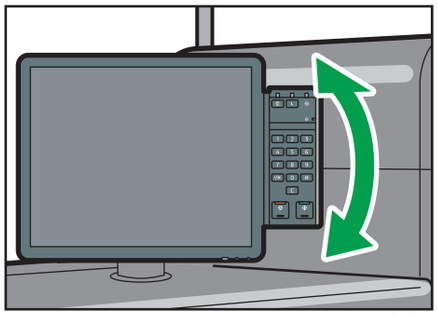
To improve usability, you can adjust the angle of the control panel.

1. Position the control panel at the horizontal angle that you require.



DWQ120

2. Position the control panel at the vertical angle that you require.



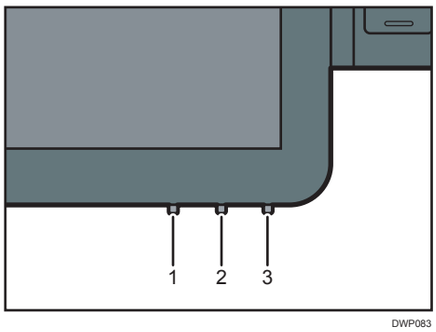
DWQ121

CIP Training Pro C9200 series

Control Panel Information

Adjusting the Display.

You can adjust the color, brightness and display position of the control panel screen using the display adjustment keys in the bottom right part of the control panel.
To adjust the display and unlock it, press and hold the Up and Down buttons at the same time for five seconds.



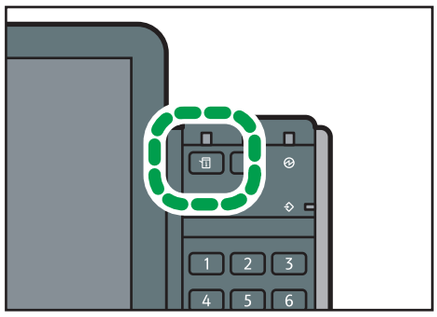
1. **Mode button**
   Press this button to start or end display adjustment. This button also selects or deselects the setting item when you are adjusting the display.
2. **Up button**
   Press this button to move between the setting items, or change the setting value.
   The cursor moves to the item above when moving between the items.
   The value increases when changing a setting value.
   It is also used to enable the display adjustment function.
3. **Down button**
   Press this button to move between the setting items, or change the setting value.
   The cursor moves to the item below when moving between the items.
   The value decreases when changing a setting value.
   It is also used to enable the display adjustment function.

CIP Training Pro C9200 series

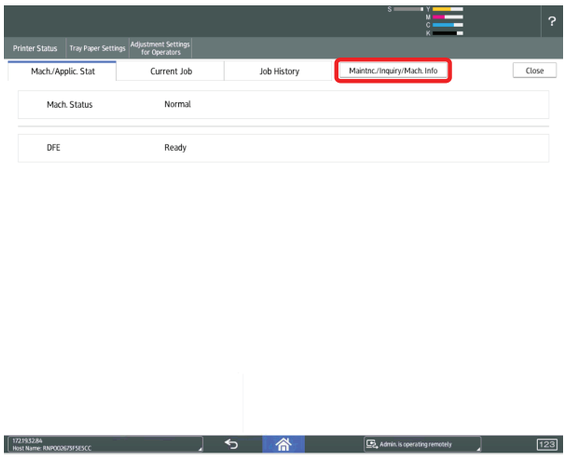
Control Panel Information

Information Inquiry.

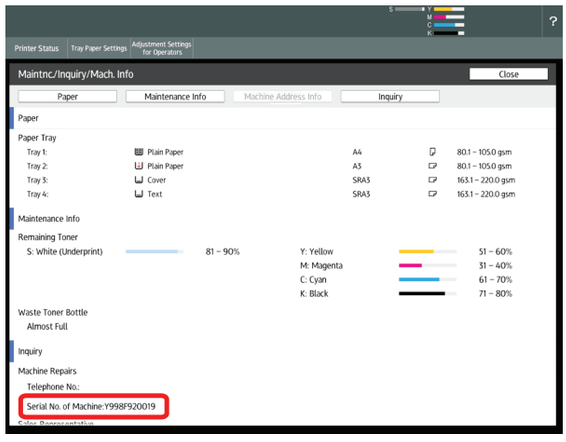
Press the “Check Status” key to display information such as machine and controller status. This button will also light up when any errors occur.



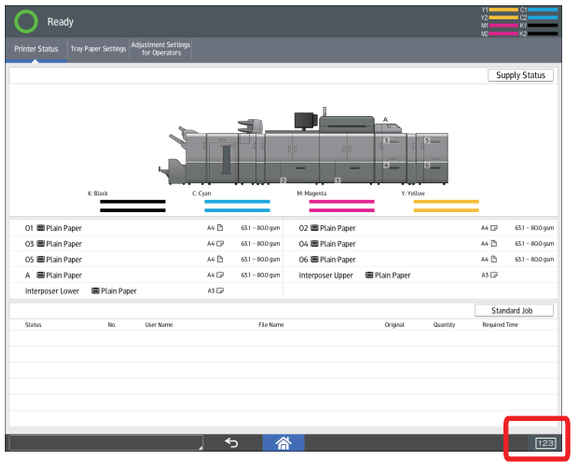
DWP146



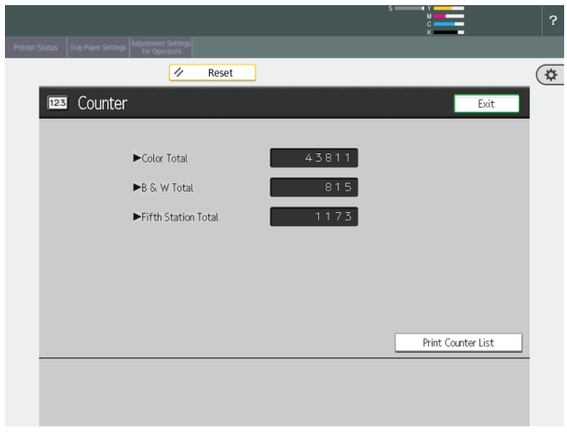
Press **“Maintnc./Inquiry/Mach. Info”**



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.



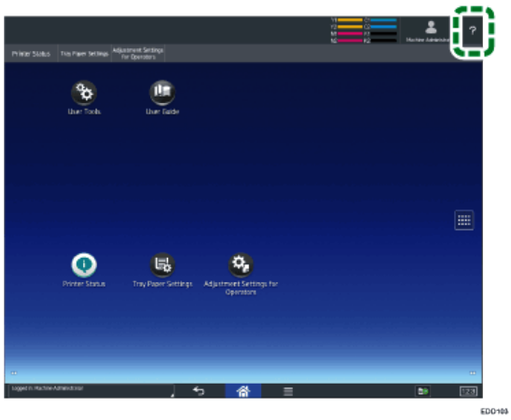
Back at the home screen Press **“123”** for Machine meter readings.



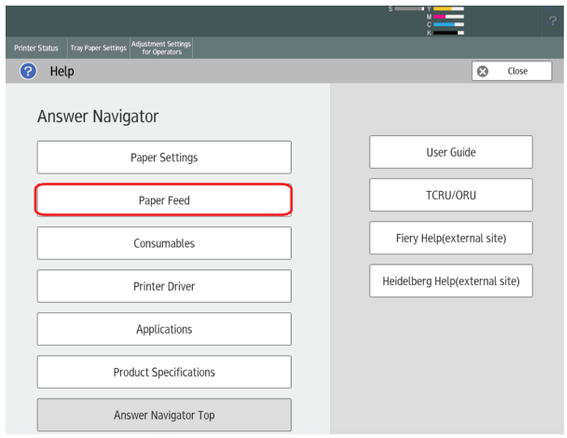
CIP Training Pro C9200 series

Self Help/Service Call

Your Ricoh Pro C9200 series interface has direct access to the Ricoh knowledge base. This can be accessed using the following procedure.

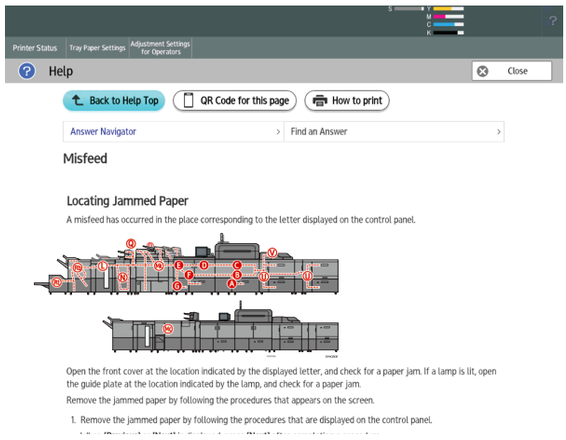


You can display the [Help] screen by pressing the help icon on the upper right of the Home screen.



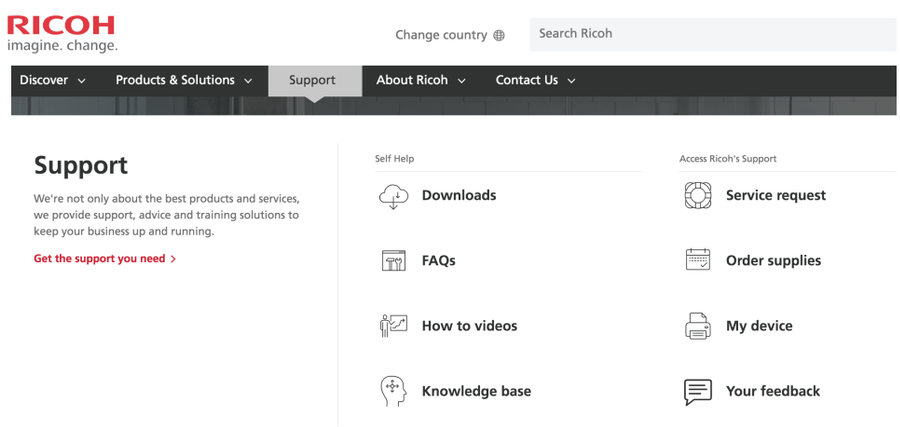
Choose the relevant category i.e. Paper Feed

You will then be taken through relevant topics related to your selection.



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.

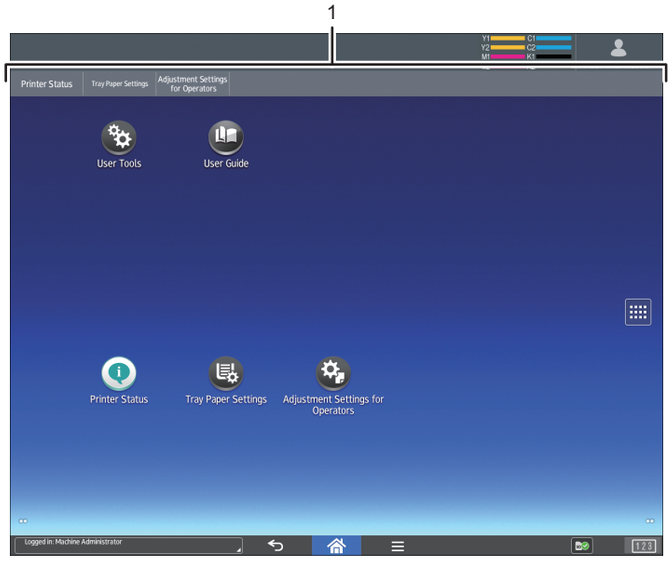


Control Panel

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.



DWQ103

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).

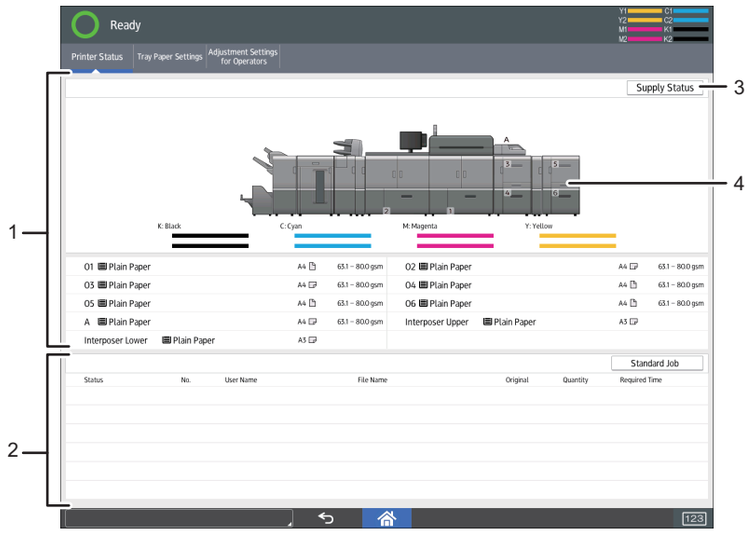
1. Press [Home] ( ) at the bottom of the screen in the center.
2. Press the [User Tools] icon ( ).
3. Press [Screen Features].
4. Press [Screen Device Settings].
5. Press [Function Key Settings].
6. Select the [Function Key] check box.
7. Select from [Function Key 1]-[Function Key 6] to which you want to assign a function.
8. Press [Allocated Function].
9. Select a function you want to register from the list.
10. Press [Display Name].
11. Enter the function name to display on the key.
12. Press [OK].
13. Press [Home] ( ) at the bottom of the screen in the center.
    The function key is registered to the top of the screen.

Control Panel

[Printer Status] Screen

Press [Printer Status] among the function keys 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.



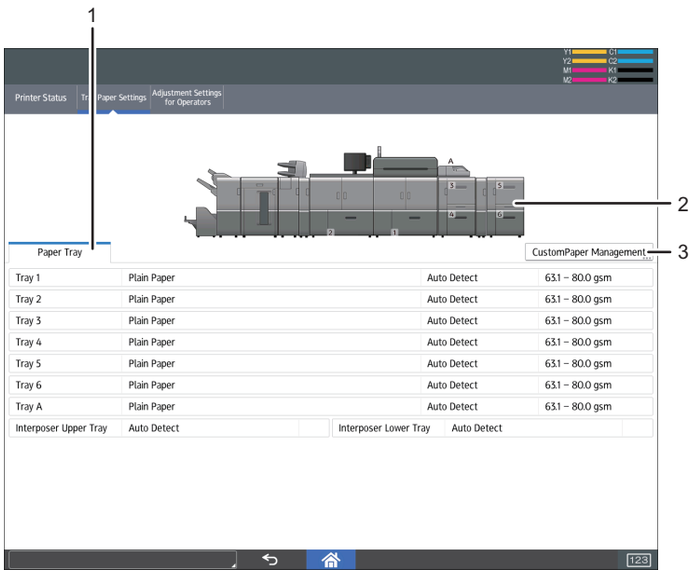
EDD104

1. **Supply / Paper Information**
   Displays errors prompting to replenish supplies or notifying the waste toner bottle being full, and information such as the set status and remaining amount of toner. Also displays the settings and remaining amount of paper in each tray.
2. **Job Information**
   Displays the list of jobs.
3. **[Supply Status]**
   Press [Supply Status] to view the Paper, Maintenance Info, Machine Address Info, and inquiry information.
   For details, see "Checking Machine Status and Settings", Preparation.
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] among the function keys to display the [Tray Paper Settings] screen.
In the [Tray Paper Settings] screen, you can specify the paper settings for the trays and interposer, and configure the settings for functional papers.



EDD105

1. **[Paper Tray] tab**

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

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

   The icon 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.

CIP Training Pro C9200 series

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”.

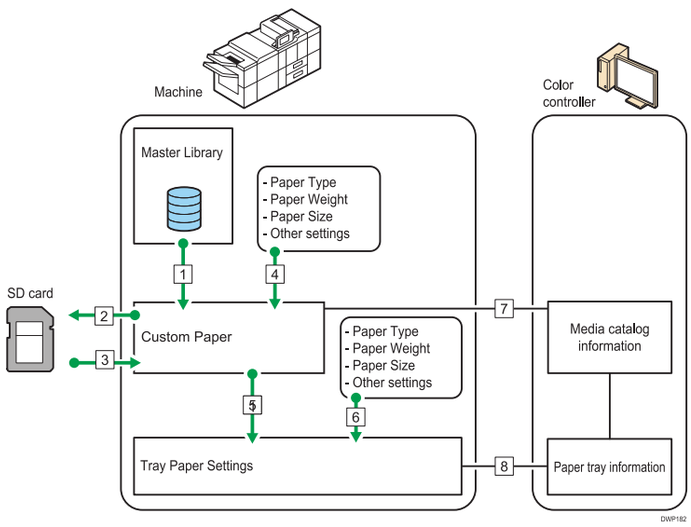
Master Paper library
The Master Library contains settings such as paper types, paper weights, and machine operating conditions (i.e paper feed, fusing temperatures, toner transfer etc.) that are customized for each major commercially available paper product.

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



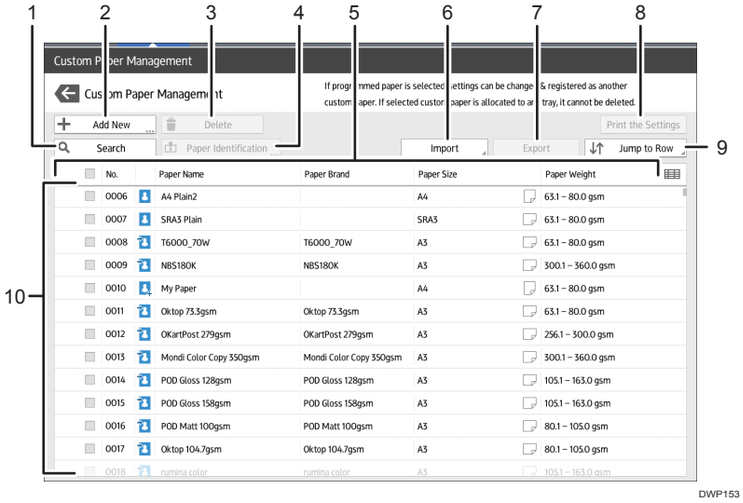
1. You can import paper settings from the Master Library and register it as custom paper.
2. You can export all types of custom paper to an SD card at one time.
3. You can import and register the custom paper that you have exported to an SD card.
4. You can register custom paper by manually specifying 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.

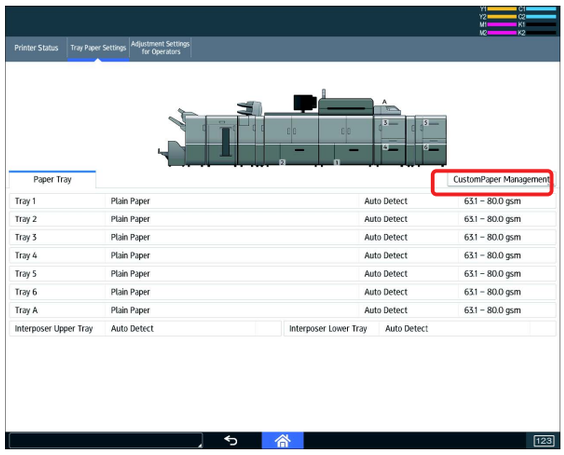
CIP Training Pro C9200 series

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, and then select [From Master Library].

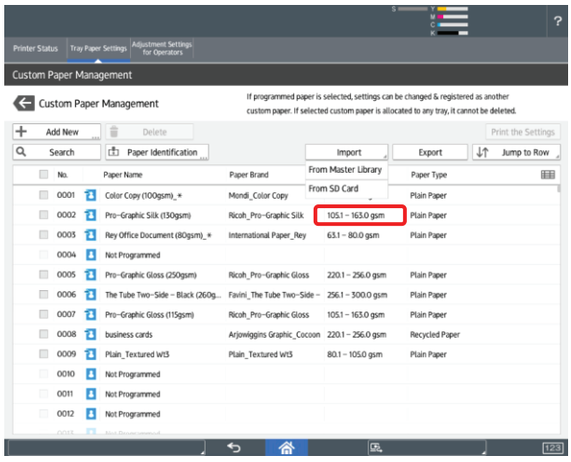
Make sure you are on the Tray Paper Settings screen.
Press CustomPaper Management.



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.

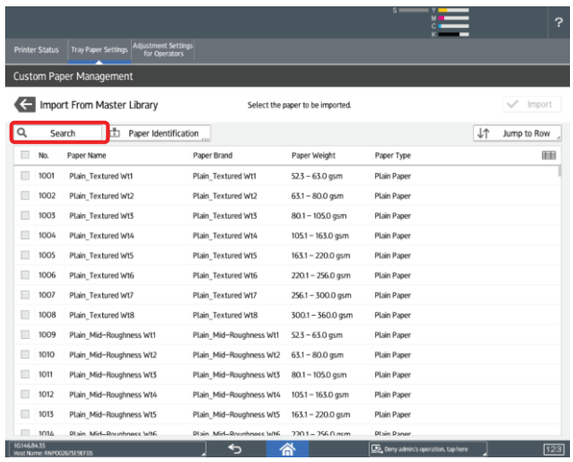
Press Import and then select **From Master Library** from the drop down menu.



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

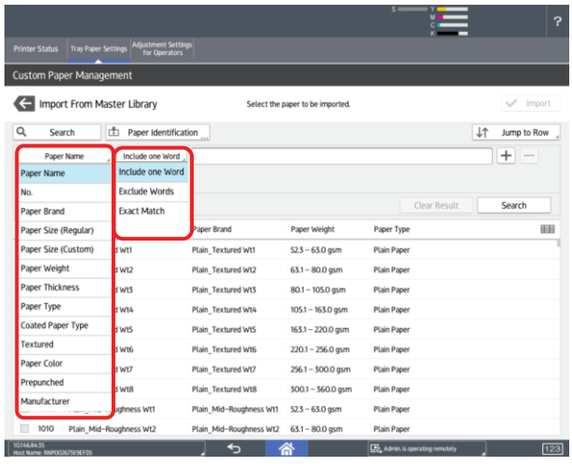
You can scroll through the menu but it is very large. It is easier to search for your media if you know some of the parameters or paper name.

Press Search.



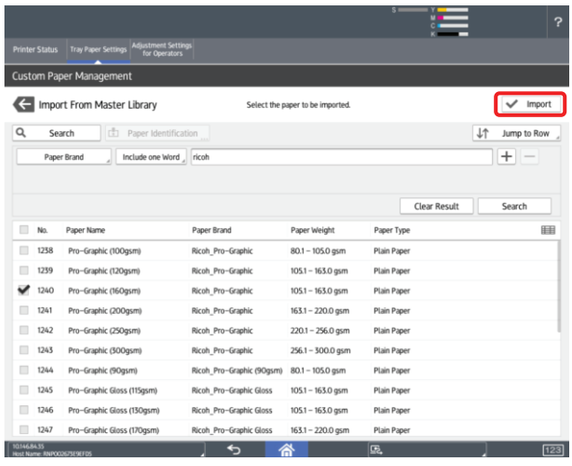
Paper Catalogue

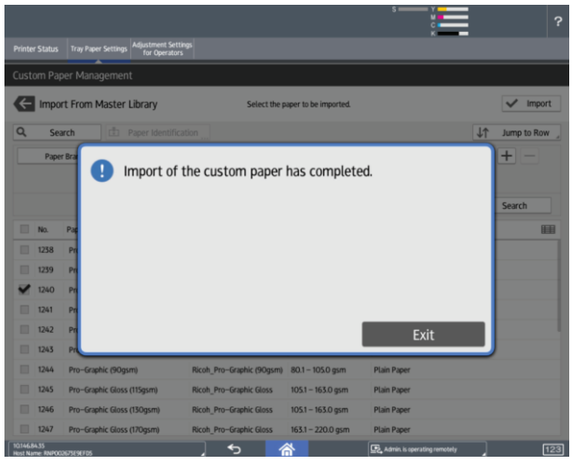
You can select search parameters from these dropdown menus.



Select the media you wish to import.

Press “Import”.





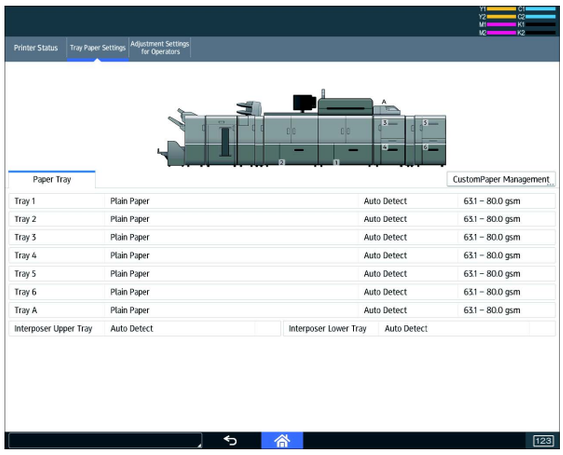
CIP Training Pro C9200 series

Paper Catalogue

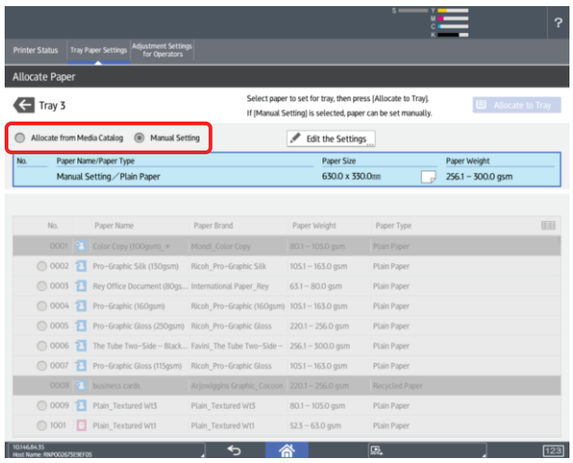
Assigning media to a Paper Tray

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

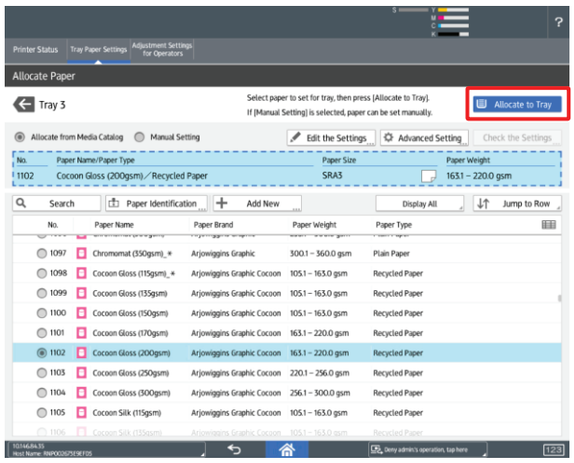
Press Tray Paper Settings from the Home screen, then select the tray you wish to use.



If the tray is set to “Manual Settings”, change it to **“Allocate from Media Catalog”.**



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



Note

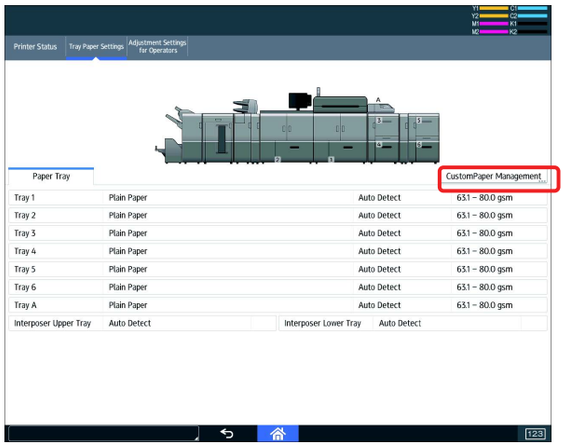
If you scroll down you will see media with a pink icon. These are in the **Master Paper Library**. These can also be assigned to a tray. The device will import them into the Custom Paper Library as part of the process.

CIP Training Pro C9200 series

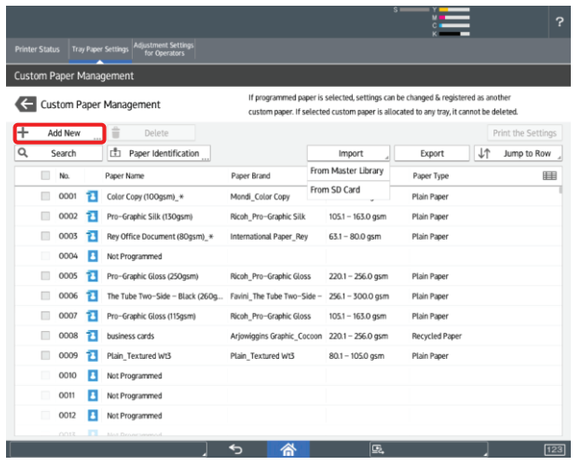
Paper Catalogue

Option 2 Add New from [CustomPaper Management] Screen

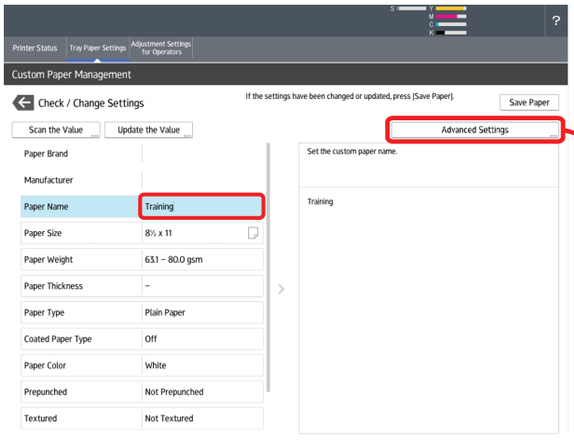
This section will guide you through adding a brand new entry to the Custom Paper Library.



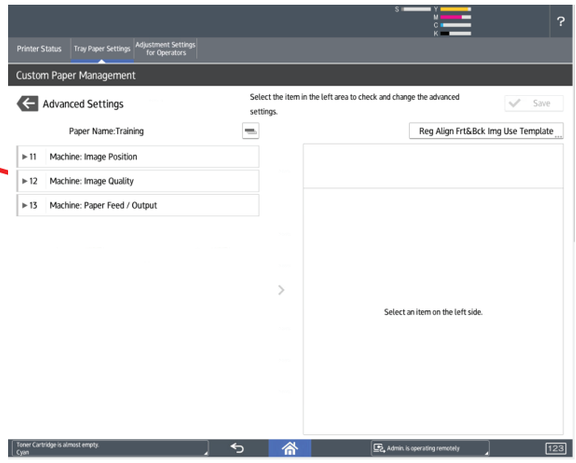
Make sure you are on the Tray Paper Settings screen.
Press CustomPaper Management.



Press + Add New



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



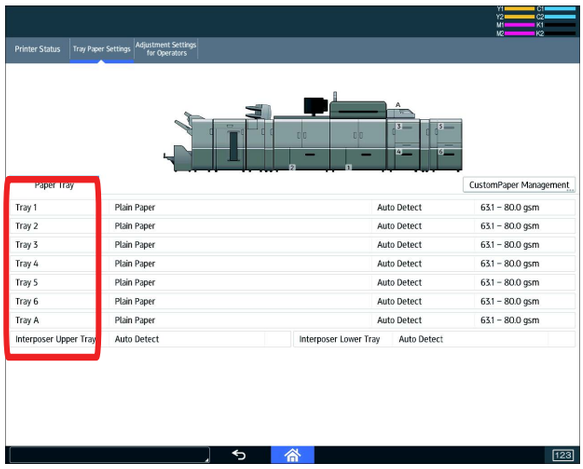
Advanced settings i.e Image Position, Image Quality and Paper Feed/Output adjustments can also be edited prior to saving your new Custome Paper entry. These can also be edited after inspecting print output.

CIP Training Pro C9200 series

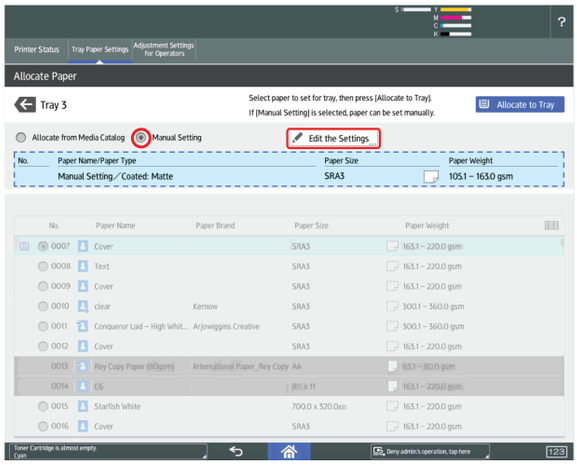
Paper Catalogue

Option 3 Create a Manual Paper Setting

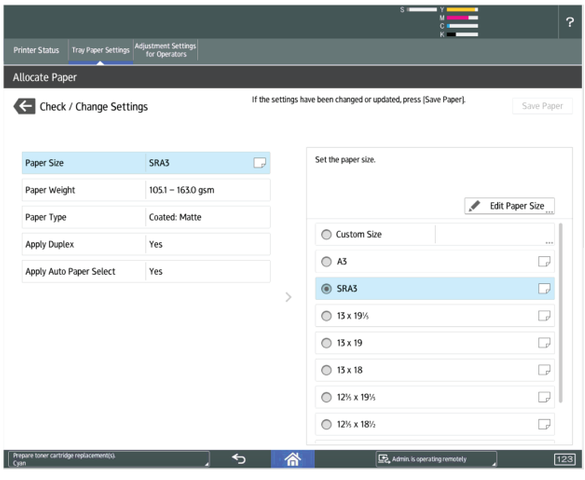
This section will guide you through creating a Manual Paper setting **NOT** using the Library/Catalogue.



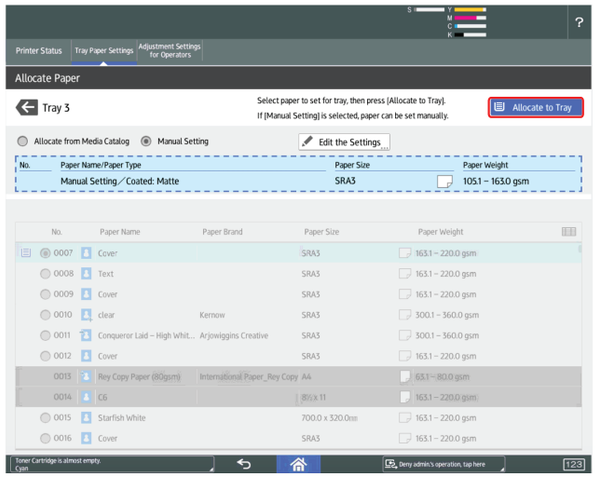
Press the desired Tray from the Tray Paper Settings screen.



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



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



You can then simply “Allocate to Tray”.

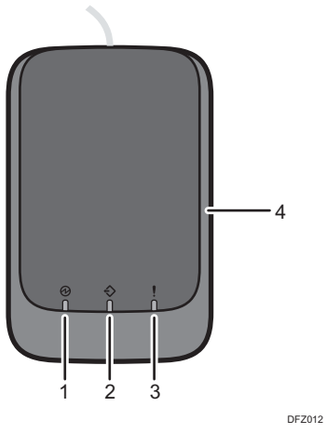
CIP Training Pro C9200 series

Paper Catalogue Media Identification Unit

Registering a Custom Paper with the Media Identification Unit.

When you scan paper with the Media Identification Unit, the Media Identification Unit searches custom paper in the master library. When custom paper with configurations that are similar to those of the scanned paper is found, it is displayed.

Part names and functions of the Media Identification Unit.



1. **Power lamp**
   Lights up when a USB cable is connected and the Media Identification Unit is ready to start scanning paper.
2. **Scanning lamp**
   Lights up when paper is inserted into the scanning area.
   After the paper is removed, it flashes while paper is being scanned.
3. **Error lamp**
   Lights up when an error occurs.
4. **Paper scanning area**
   Insert the paper you want to scan here.

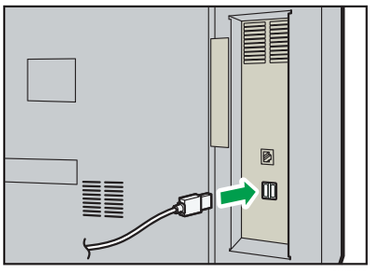
CIP Training Pro C9200 series

Paper Catalogue Media Identification Unit

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

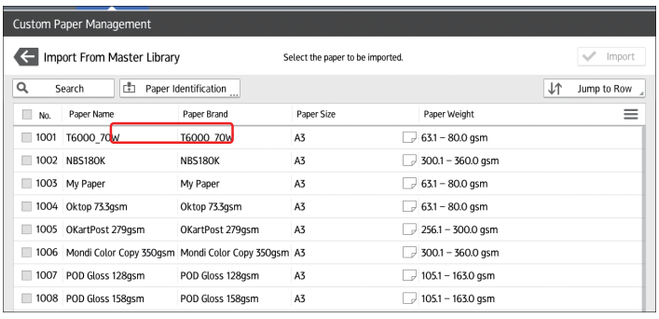
Connect the Media Identification Unit

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

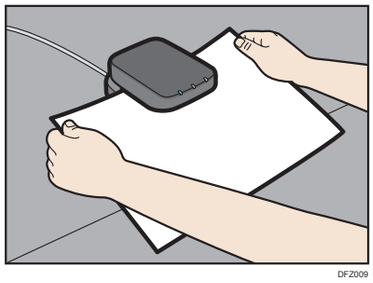
1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Press [CustomPaper Management].
3. Press [Import].
4. Select [From Master Library].
5. Press [Paper Identification].



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.



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

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

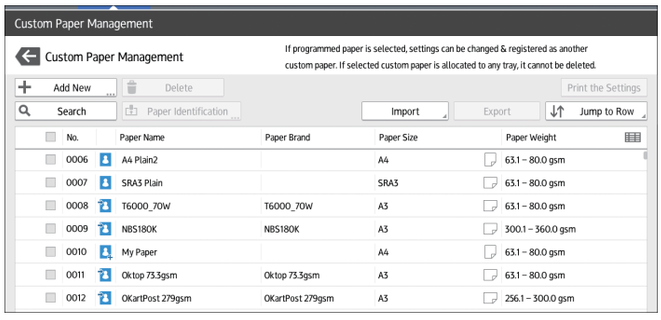
   The selected custom paper is imported from the Master Library.
10. Press ⇦.
11. Press the [Home] ( ) icon at the center bottom of the screen.

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

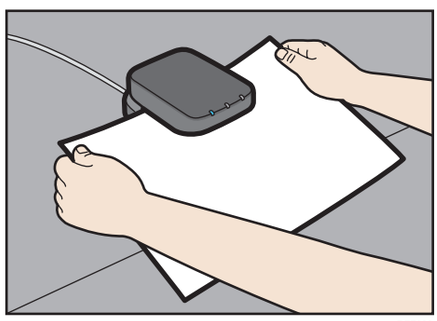
1. Press [Tray Paper Settings] in the upper left corner of the screen.
2. Press [CustomPaper Management].
3. Press [Add New].



4. Press [Scan the Value].
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.



DFZ009

6. Change the settings for custom paper (such as paper's name, size, and type), as necessary.
7. 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].
8. Press [Add New].
9. Select a number that is labeled as "Not Programmed".

Note

- The custom paper overwrites the existing item if you select an existing custom paper.

10. Press [Save].
11. Press [Program].
12. Press [Exit].
13. Press
14. Press the [Home]) icon at the center bottom of the screen.

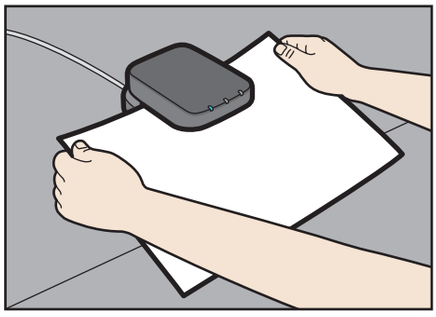
Note

- 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 [CustomPaper Management].
3. 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.
4. Press .
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


DFZ009

7. Change the settings.
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 [Overwrite].
10. Press .
11. Press the [Home] ( ) 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. Select the tray to specify the paper settings.
3. Select [Allocate from Media Catalog].
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] ( ) icon at the center bottom of the screen.

Image Position (registration)

Registration Adjustments and Test Charts Available.

Template to align the image.

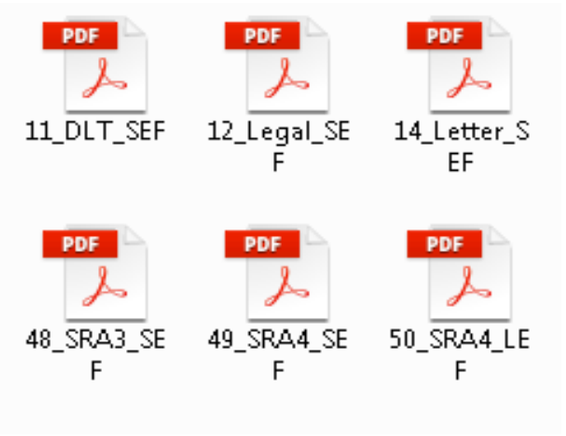
This tool will not adjust the size or magnification of side one in any way, so if side one is not correct then adjust it BEFORE doing this procedure. This tool will align side two to match side one.

Note

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.

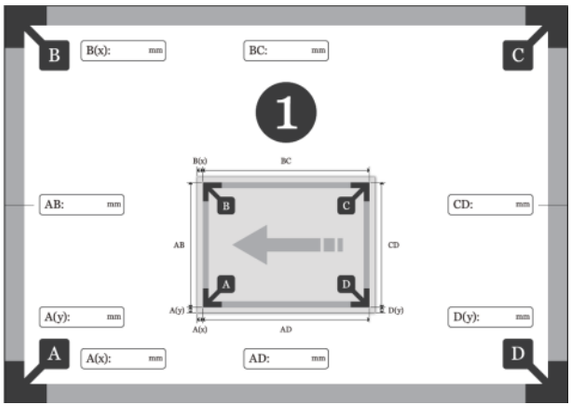
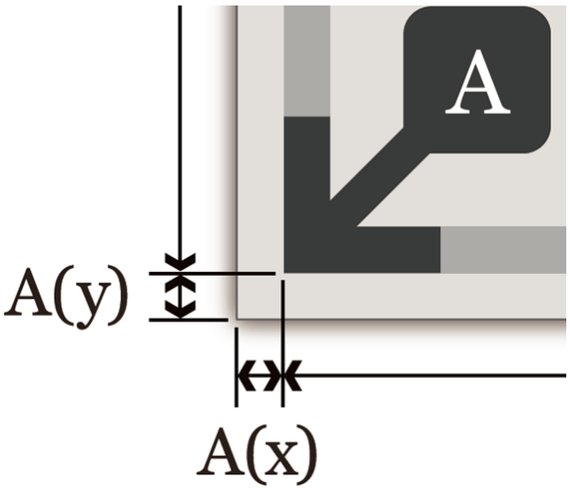


Image Position (registration)

Important

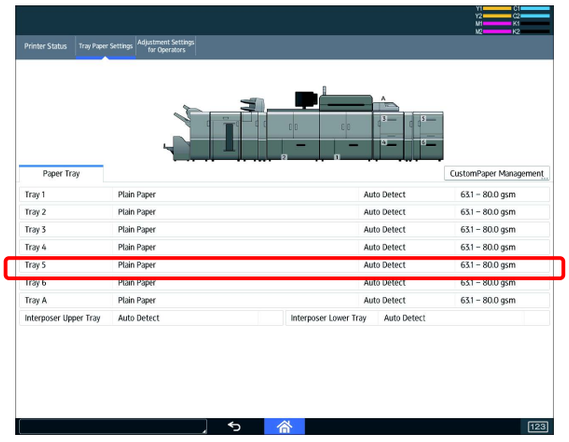
The Test Chart describes where to take the measurements.



To enter the measurements follow these instructions.

Select the Tray Paper Settings menu.

Select the tray that the test page was printed from.



Select Advanced Settings.

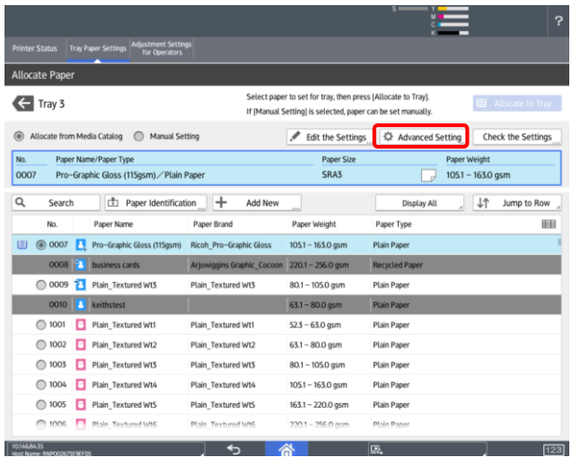
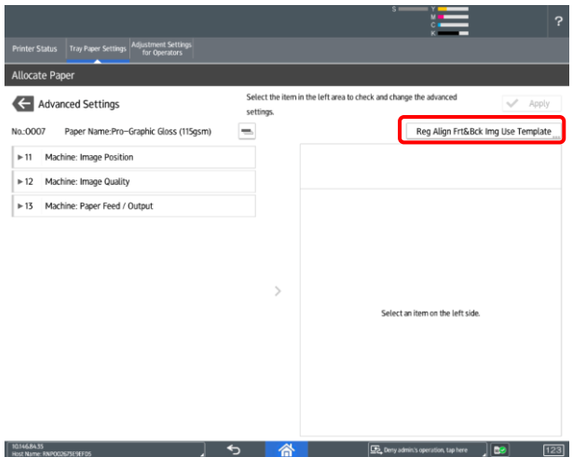


Image Position (registration)

Select “Reg Align Frt & Bck Img Use Template”.



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

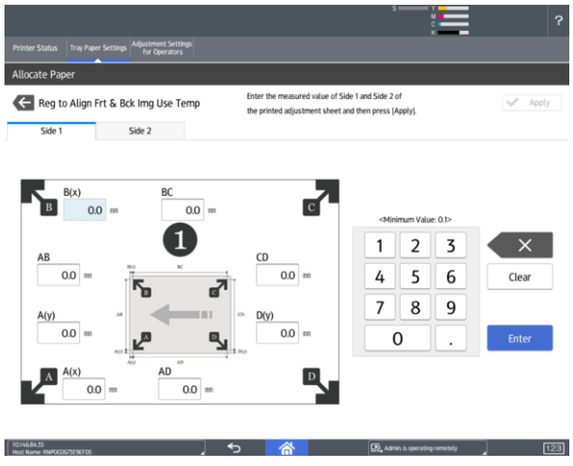


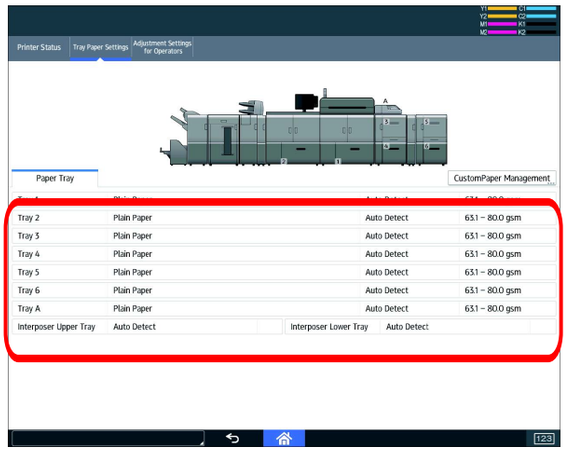
Image Position (registration)

Automatic Image Alignment.

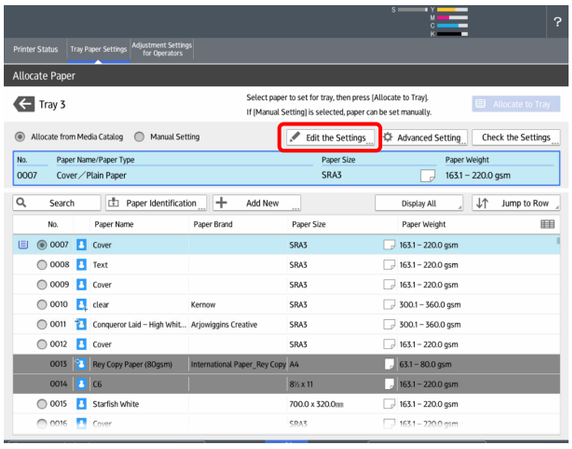
Note

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”.



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

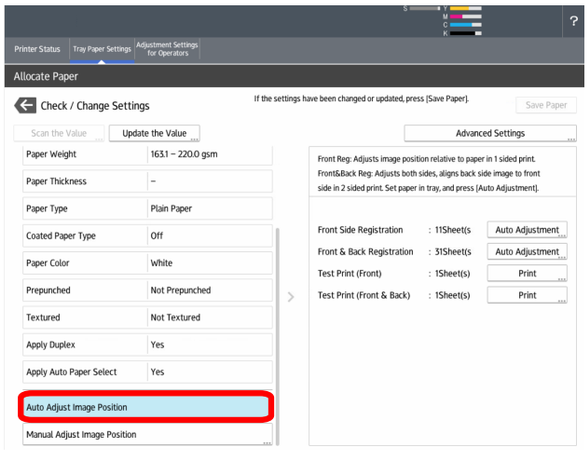
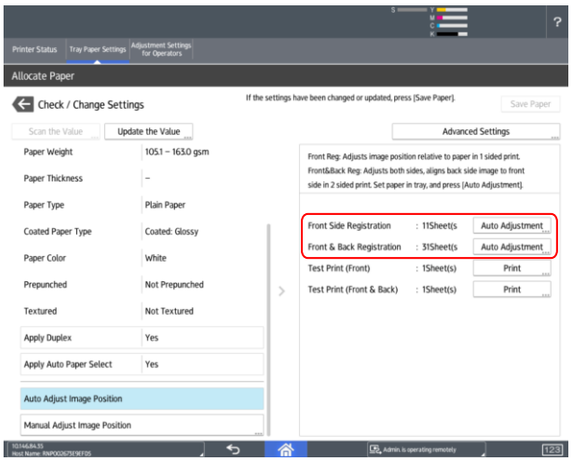
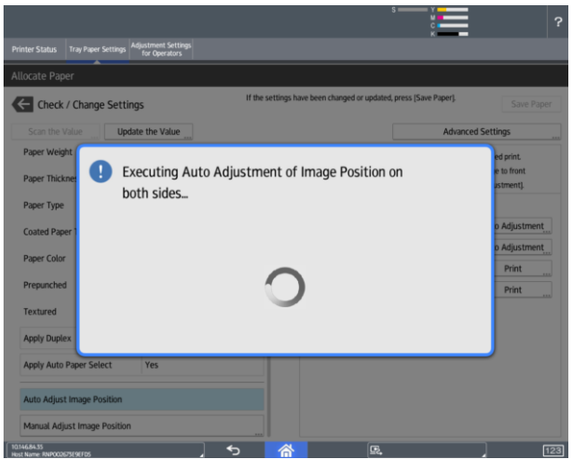


Image Position (registration)

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

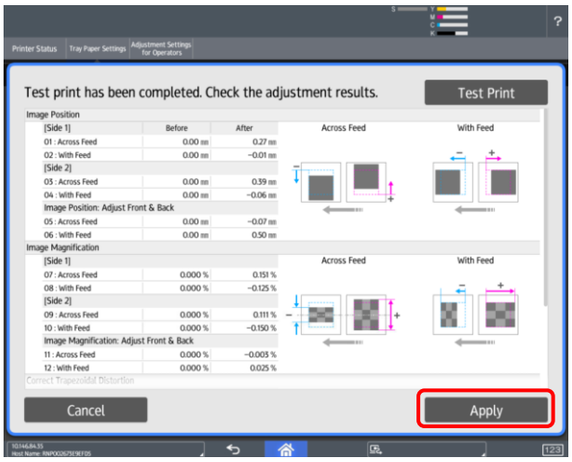


30 test pages will be printed. The last page that is printed is the results page. This shows the results of the procedure and the new values that will be applied to the device.



Press “Apply” to save the settings.

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



Important

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

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

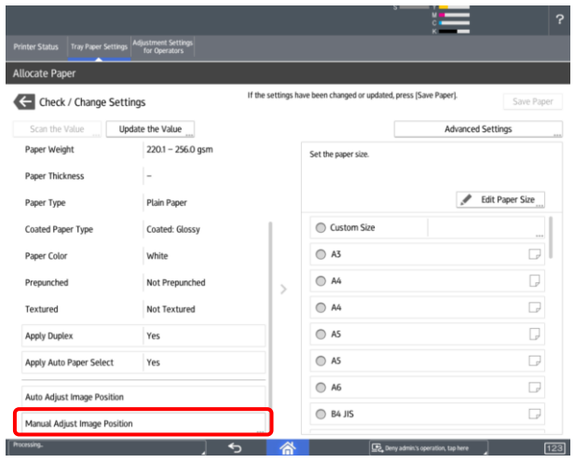
Important

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

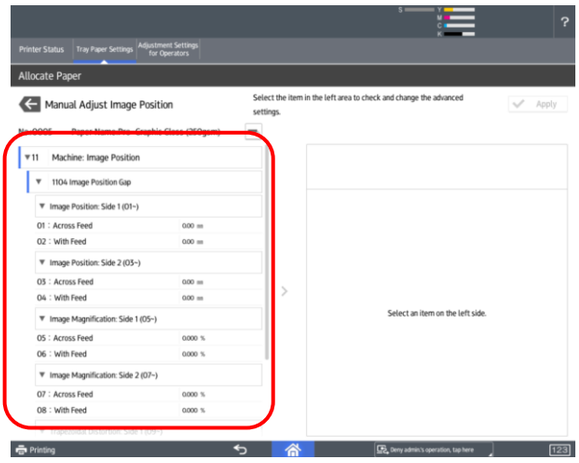
Image Position (registration)

Manual Adjustment for the image position.

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



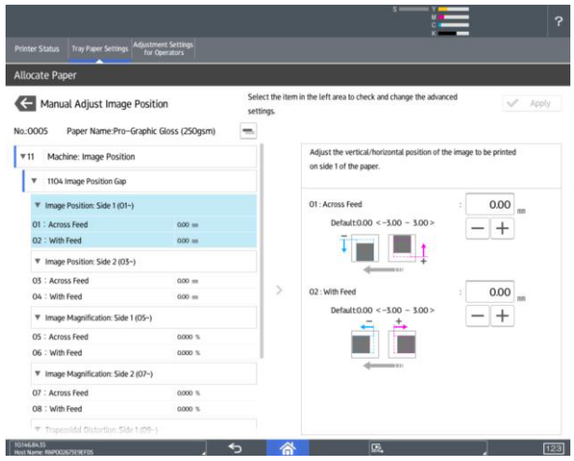
Here you can adjust the image manually.
Refer to “Adjustments Settings for Operators”



Note

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.



RICOH
imagine. change.

RICOH
imagine. change.

RICOH

imagine. change.