RICOH

Aficio™
1015/1018

Operating Instructions
System Settings

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.

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Aficio™ 1015/1018 Operating Instructions

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Introduction

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

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

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.

Operator Safety:

This machine is considered a class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 760 - 800 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.



Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

- Type 1: Aficio 1015
- Type 2: Aficio 1018

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

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

220-240V, 50/60Hz, 7A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” in the Copy Reference manual.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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ENERGY STAR Program



As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low Power mode
  This product automatically lowers its power consumption 1 minute after the last copy or print job has finished. Fax reception and printing is still possible in Low Power mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Low Power mode, see " 4.Energy Saver Timer" on P.16 *"System Settings"*.
- Sleep mode (Fax or printer installed)
  If the fax or printer features are installed, this product automatically lowers its power consumption even further 30 minutes after the last copy or print job has finished. Fax reception and printing is still possible in Sleep mode, but if you wish to make copies press the operation switch first.
  For details about how to change the default interval that the machine waits before entering Sleep mode, see "6.Auto Off Timer" on P.16 *"System Settings"*
- Auto Off mode (Copier only)
  To conserve energy, this product automatically turns off 30 minutes after the last copying or printing job has completed. If you wish to make copies when the machine is in Auto Off mode, press the main power switch.
  For details about how to change the default interval that the machine waits before entering Auto Off mode, see "6.Auto Off Timer" on P.16 *"System Settings"*.

Specification

		Copier only	Fax or printer installed
Low Power mode	Power consumption	70 Wh	80 Wh
	Default interval	1 minute	1 minute
	Recovery time	Less than 25 seconds	Less than 25 seconds
Sleep mode	Power consumption	-	70 Wh
	Default interval	-	30 minutes
	Recovery time	-	25 seconds
Auto Off mode	Power consumption	less than 1 Wh	-
	Default interval	30 minutes	-
	Recovery time	25 seconds	-

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environment friendly.Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

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 built into the machine's operation panel.

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Manuals for This Machine

This is a multi-functional machine combining copier, printer and fax functions. A separate manual is provided for each function. Please consult the manual that suits your needs.

❖ **System Settings**
Provides an overview of the machine. This manual introduces the functions of the machine. It also introduces the options allowing you to use additional functions and describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **Facsimile Basic Features (Option)**
Explains the most frequently used facsimile functions and operations.

❖ **Facsimile Advanced Features (Option)**
Describes more advanced facsimile functions and also explains settings for key operations.

❖ **Printer Reference 1 (Option)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2 (Option)**
Describes the procedures and provides necessary information about using this machine as a printer.

❖ **Network Interface Board Quick Configuration Guide (Option)**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **PS Level 2 Emulation Type 2 Operating Instructions Supplement (Option)**
Describes the menus and features you can set using the PostScript printer driver.

❖ **Network Interface Board Type 2 Owner's Manual (Option)**
Describes the procedures and provides necessary information about setting up and using the printer under the network environment.

❖ **Unix Supplement (Option)**
Provides information about setting up and using the printer in a UNIX environment.

Machine Types

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	**Type 2**
Copy speed	15 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	18 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)
Fax unit	Option	Option
Printer unit	Option	Option

Additional Functions Provided by Internal Options

You can expand the capabilities of this machine to include fax functions and printer functions. When you want to add a function, contact your sales or service representative.

Copy Mode

In copy mode you can make basic copies and also copy using more sophisticated techniques, such as reduction/enlargement or combining several originals onto one copy. You can install an optional memory expansion for storage of document images, thereby making the best use of memory with various copy functions (Type 1 requires the optional 16MB copier memory unit when using Sort or Combine features).

Options for Memory Expansion

❖ **16MB copier memory unit (Type 1 only)**
Increases copier features, allowing you to use Sort or Combine features.

❖ **32MB DIMM**
Increases memory capacity, allowing you to increase the data of originals to be stored. For Type 1, it is available only when the optional 16MB copier memory unit is installed.

Facsimile Mode (Option)

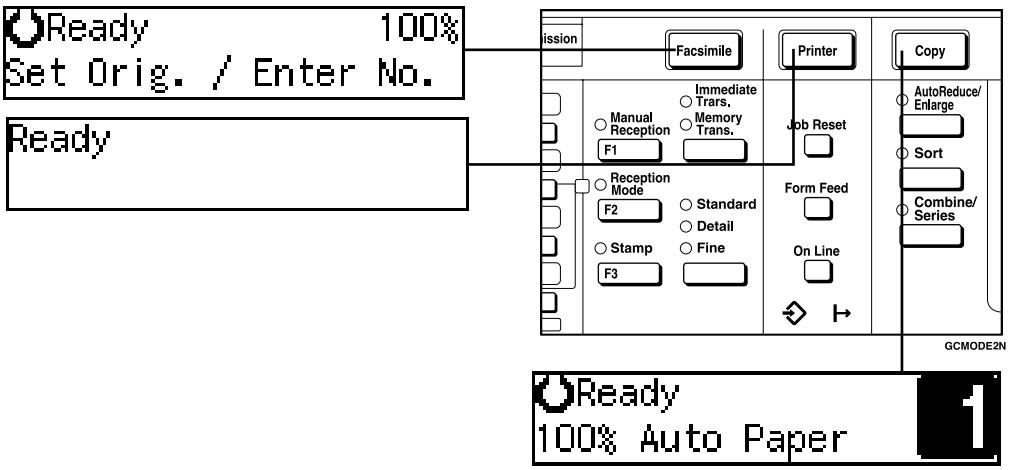
You can send and receive fax messages in facsimile mode.

Printer Mode (Option)

You can use this machine as a printer when you install the optional printer controller.

Changing Modes

Press the【**Copy**】,【**Facsimile**】or【**Printer**】key to switch to copy, fax or printer mode respectively.



Limitation

❒ You cannot switch modes in any of the following cases:

- When scanning in a fax message for transmission.
- During immediate transmission.
- When accessing the user tools.
- During on hook dialing for fax transmission.
- During Energy Saver mode.

Multi-access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- You can make copies while receiving fax data.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Note

❒ You can choose which mode has highest priority for print jobs. The default is "Copier". See "11Print Priority" in P.16 *"System Settings"*.

Sample operations

This chart is based on the following conditions:

- "11Print Priority" is set to "Interleave" (See "11Print Priority" in P.16 *"System Settings"*)
- For details on operations under other conditions, contact your service representative.

Mode after you select / Mode before you select			Copy		Facsimile						Printer		
						Transmission			Reception			Print	
			Copying	Sort	Transmission Operation/ Manual Reception Operation	Scanning An Original for Memory Transmission	Memory Transmission	Immediate Transmission	Memory Reception	Printing Received Data	Receive Data	Printing	Sort
Copy	Copying		❍	❍	❍	❍	☆	❍	☆	☆	☆	☆	☆
	Sort		❍	❍ *1	❍ *2	❍ *2	☆	❍ *2	☆	☆	☆	☆	☆
Facsimile	Transmission Operation/ Manual Reception Operation		❍	❍	×	×	☆	×	☆	☆	☆	☆	☆
	Transmission	Scanning An Original for Memory Transmission	×	×	×	×	☆	×	☆	☆	☆	☆	☆
		Memory Transmission	☆	☆	☆	☆	×	×	×	☆	☆	☆	☆
		Immediate Transmission	×	×	×	×	×	×	×	☆	☆	☆	☆
	Reception	Memory Reception	☆	☆	☆	☆	×	×	→	☆	☆	☆	☆
		Printing Received Data	☆	☆	☆	☆	☆ *3	☆ *3	☆ *3	→	☆	☆	☆
Printer	Receive Data		☆	☆	☆	☆	☆	☆	☆	☆	→	→	→
	Print	Printing	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→
		Sort	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with Function keys to proceed to a subsequent job.

→…means that another job will automatically start after the current job is finished.

×…means that you must manually start another job after the current job is finished (i.e. these functions cannot be used together).

*1 For type 1, available only when the optional 16MB copier memory unit is installed.

*2 Simultaneous operations are only available after all copy originals have been scanned and copying is in progress.

*3 When receiving multiple data simultaneously, other operations are not available until the current reception is finished.

Copy Mode

Changing to Copy Mode

You can always make a copy when the machine is not printing or scanning a fax data.

1 **Press the【Copy】key.**

The copy display appears on the panel display.



Reference

For details, see the Copy Reference manual.

Facsimile Mode

Changing to Facsimile Mode

You can always use the machine for faxing when you are not using a scanner.

1 **Press the 【Facsimile】 key.**

The fax display appears on the panel display.



Note

❒ The Memory Transmission/Reception function is performed automatically even when another function is being used. You need not to switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the Facsimile Reference manual.

Sending a Fax

Sending a fax while copying

1 **Press the 【Facsimile】 key to switch to the fax display.**

Note

❒ When you press the 【Facsimile】 key while scanning originals or sorting in Copy mode, remove any originals of your copy job.

2 **Complete the usual operations for sending a fax, then press the 【Start】 key.**

3 **After the transmission has finished, press the 【Copy】 key.**

4 **Reset the copy job originals, then press the 【Start】 key.**

The machine resumes the interrupted copy run.

Sending a fax while printing

1 **Press the 【Facsimile】 key to switch to the fax display.**

2 **Complete the usual operations for sending a fax, then press the 【Start】 key.**

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode.

Note

❒ Machine operations are different depending "11Print Priority" (See P.16 *"System Settings"*) or "13Key Op. Tools" (See P.16 *"System Settings"*) settings.

Printer Mode

Changing to Printer Mode

Whenever you print from applications, you do not have to switch to printer mode.

Reference

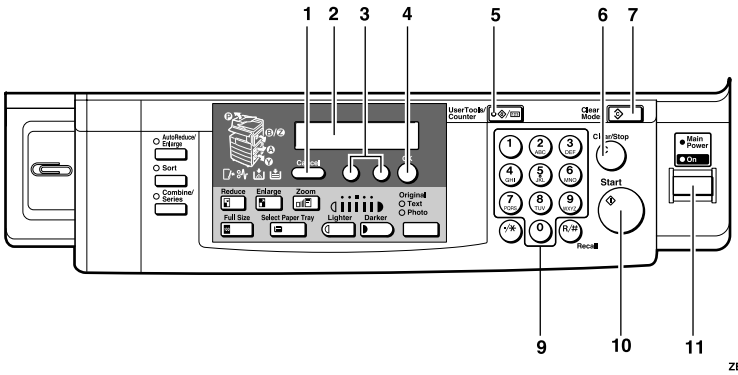
For details, see the Printer Reference manual.

Printing

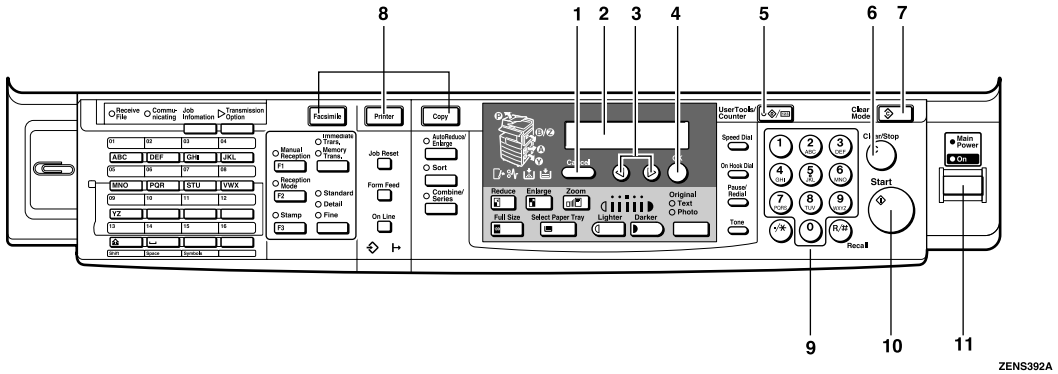
The machine can receive a print data while any feature go on.

Keys for User Tools (System Settings)

❖ **When the machine has the copier feature only**



❖ **When the machine has the printer or fax feature**



1. 【Cancel】 key

Press to return to the previous menu.

2. Panel display

Shows operation status, error messages and function menu.

3. ◁ or ▷ keys (Cursor keys)

Press to display the previous/next menu or select an item on the panel display.

4. 【OK】 key

Press to set the new settings and return to the previous menu.

5. 【User Tools/Counter】 key

See P.13 *"Accessing the User Tools (System Settings)"*.

6. 【Clear/Stop】 key

Press to delete a number you have entered or to stop copying.

7. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

8. Function keys (Fax or printer installed machine only.)

Press to change modes.

9. Number keys

Use to enter a numeric value.

10. 【Start】 key

Press to start copying or faxing.

11. Operation switch

Press this switch to turn the power on or return from the low power mode or the sleep mode. To turn the power off, press this switch again.

Accessing the User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

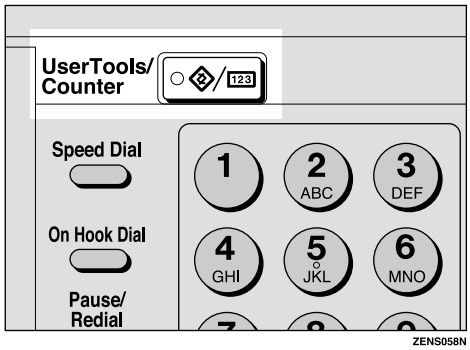
After using the user tools, be sure to return to Copy mode.

The settings are not canceled even if the operation switch is turned off or the 【Clear Modes】 key is pressed.

Reference

For information on Copy, Fax, and Printer User Tools, see the appropriate reference manual.

1 Press the 【User Tools/Counter】 key.



The User Tools Main Menu appears.

2 Press the ◁ or ▷ key until "2.System Settings" is displayed, then press the 【OK】 key.

```
User Tools:
2.System Settings
```

Note

❒ To view the total number of prints made by the machine. See P.14 *"Printing the Counter Value"*.

❒ To switch the display language, select "6. Language"and then press the 【OK】 key.

3 Press the ◁ or ▷ key until your desired menu is displayed, and then press the 【OK】 Key.

```
System Settings:
1.Function Priority
```

```
System Settings:
2.CopyCount Display
```

```
System Settings:
3.System Reset
```

```
System Settings:
4.Energy Saver Timer
```

```
System Settings:
5.Energy Saver Level
```

```
System Settings:
6.Auto Off Timer
```

```
System Settings:
7.ADF(Keep it on.)
```

```
System Settings:
8.Special Paper Size
```

```
System Settings:
9.Pap.Tray Priority
```

```
System Settings:
10Auto Tray Switch
```

```
System Settings:
11Print Priority
```

```
System Settings:
12Display Contrast
```

```
System Settings:
13Key Op. Tools        ◆▶
```

Note

❒ ▷: Press to go to the next menu.

❒ ◁: Press to go back to the previous menu.

Reference

P.15 *"User Tools Menu (System Settings)"*

4 **Change the settings by following the instructions on the panel display. Then press the 【OK】 key.**

Reference

P.16 *"Settings You Can Change with the User Tools"*

Note

❒ **【OK】** : Press to set the new settings and return to the previous menu.

❒ **【Cancel】** : Press to return to the previous menu without changing any data.

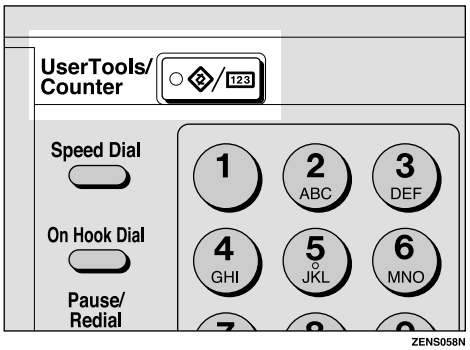
Exiting from the User Tools

1 **After changing the user tools settings, press the 【User Tools/Counter】 key.**

Printing the Counter Value

Type 1 requires the optional 16 MB copier memory unit.

1 **Press the 【User Tools/Counter】 key.**

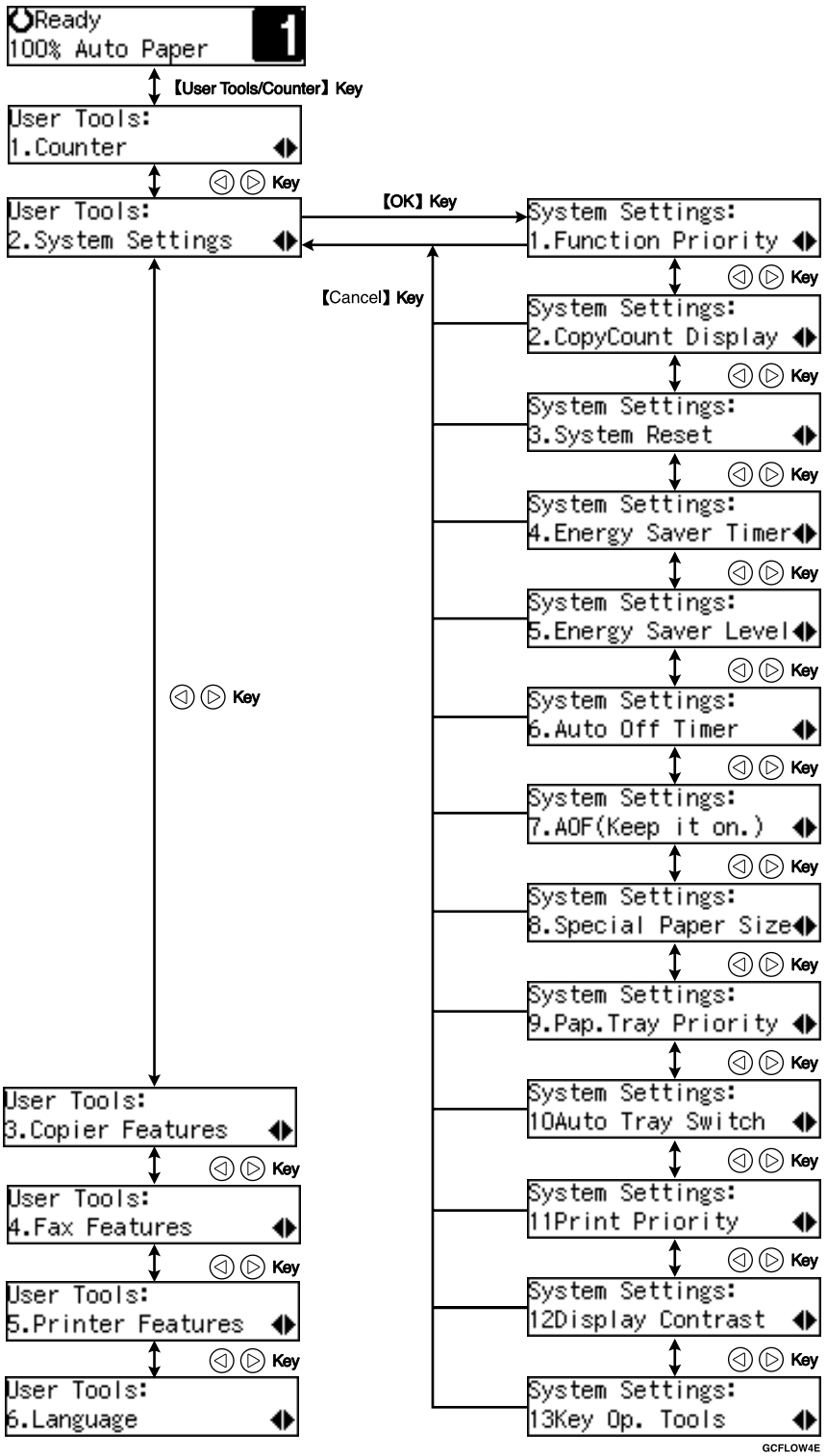


2 **Make sure "1.Counter" is displayed, then press the 【OK】 key to view the total number of prints.**

```
Counter:Start to Print
 Total Pages   3311598
```

3 **Press the 【Start】 key.**

User Tools Menu (System Settings)



Settings You Can Change with the User Tools

Reference

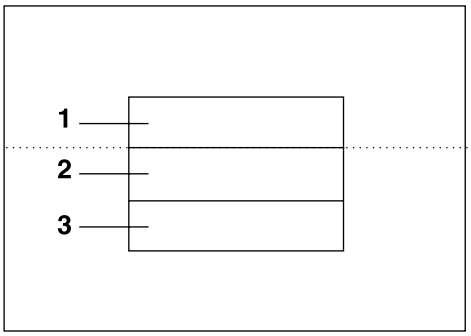
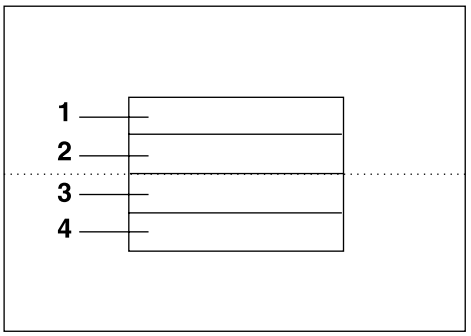
For how to access the user tools, see P.15 *"User Tools Menu (System Settings)"*.

2

System Settings

Menu	Description
1.Function Priority	You can specify the mode (Copier, Fax or Printer) to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copier*
2.CopyCount Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up*
3.System Reset	The machine returns to its prioritized mode automatically after your job is finished, when you selected the time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset. **Note** ❒ Default: On (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "1.Function Priority".
4.Energy Saver Timer	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. In Low Power mode, power consumption is reduced by 30% compared with Standby mode. This value applies to Copier features only. **Note** ❒ Default: *1 minute* ❒ Energy Saver might not be effective when an error message is displayed. ❒ When the machine receives a fax or printer data in Energy Saver mode, it automatically prints the fax or the printer data.

Menu	Description
5.Energy Saver Level	You can select the Energy Saver level. ❖ **Level 1** • Power Consumption: Reduced by about 30% compared standby mode. • Warm-Up Time: about 12 seconds ❖ **Level 2** • Power Consumption: Reduced by about 60% compared standby mode. • Warm-Up Time: about 18 seconds ❖ **Level 3** • Power Consumption: Reduced by about 70% compared standby mode. • Warm-Up Time: about 25 seconds This value applies to Copier features only. **Note** ❒ Default: *Level 1*
6.Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off ". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *30 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after power is turned on. ❒ When the machine receives a fax or printer data in Auto Off mode, it automatically prints the fax or the printer data.
7.AOF(Keep it on.)	**Note** ❒ For details of this function, contact your service representative.
8.Special Paper Size	Select the size of the paper set in the paper tray. **Note** ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. **Reference** See "Changing the Paper Size" in the Copy Reference manual.

Menu	Description
9.Pap.Tray Priority (for Copy mode only)	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When the【Clear Modes】key is pressed. • When Auto Paper Select mode is not selected. This illustration shows Type 1 with the optional paper tray unit (2-tray type).  GCTRAY1E 1: Tray 1 2: Tray 2 (optional paper tray unit) 3: Tray 3 (optional paper tray unit) This illustration shows Type 2 with the optional paper tray unit (2-tray type).  GCTRAY0E 1: Tray 1 2: Tray 2 3: Tray 3 (optional paper tray unit) 4: Tray 4 (optional paper tray unit) **Note** ❒ Default: *Tray 1*

Menu	Description
10Auto Tray Switch (for Copy mode only)	If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting. **Note** ❒ Default: *On*
11Print Priority (setting the multi-accessing function)	Sets the print priority for each mode. • "Copier" Print priority is given to the copy function. • "Fax" Print priority is given to the fax function. • "Printer" Print priority is given to the printer function. • "Interleave" Prints jobs in the order in which they are initiated regardless of mode/function. • "Display" Print priority is given to the mode displayed on the display. **Note** ❒ Default: *Copier* **Reference** P.6 *"Multi-access"*
12Display Contrast	You can adjust the brightness of the panel display.
13Key Operators Tools (13Key Op. Tools)	Used to view or print counters, and set up user codes. If you have registered the access code and set"3.Key Op. Access"to "On", you cannot use this function unless entering the correct code. **Reference** "4.Prog. Key Op. Code" and "3.Key Op. Access".
1.Show Counter	View counter values on the panel display. • Total Pages • Printer (for machines with optional printer function) • Copier • Fax (for machines with optional fax function) • A3 size
2.Print Counter	Print counter lists. **Limitation** ❒ Type 1 requires the optional 16MB copier memory unit when using this function.

Menu	Description
3 Key Operator Access (3.Key Op. Access)	Turn the key operator access code "On" or "Off". If you select "On", the registered access code is required for using all applications. **Note** ❒ Default: Off **Reference** See "4.Prog. Key Op. Code"
4 Registering the key operator code (4.Prog. Key Op. Code)	Register or change the key operator access code (8 digits). • Register the access code Select this function and input your desired number (8 digits) with the number keys, then press the 【OK】 key. Prog. Key Op. Code: [------]→[▮▮▮▮▮▮▮▮] • Change the access code When you select this function, the currently registered code is displayed on the left. Prog. Key Op. Code: [12345678]→[▮▮▮▮▮▮▮▮] Enter the new code (8 digits) with the number keys, then press the 【OK】 key.
5.Restricted Access	Restrict user access for each mode (Copier, Fax or Printer) using optional key counter. **Note** ❒ Default: Off

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