RICOH

Aficio 180

OPERATING INSTRUCTIONS

SYSTEM SETTINGS

Modes
User Tools (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.

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 before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

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

Operator Safety:

This machine is considered a class 1 laser device, safe for office/ EDP use. The machine contains a 5-milliwat, 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 sub-systems 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:

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, 6A or more

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

CE

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

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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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 in the "Copy Reference".

⚠ ***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 in the "Copy Reference".

* The statements above are notes for your safety.

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

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

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

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

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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Manuals for this Machine

This is a multi-functional machine combining copying, facsimile, and printer functions. This manual describes procedures common to these functions. Each function's reference describes the operational procedures separately for the copying and facsimile functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**
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.

❖ **When using as a copier**

- 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.
- Copy Quick Guide
  Explains the most frequently used copy functions with examples. Also contains information such as optimizing copy quality.

❖ **When using as a facsimile**

- Facsimile Reference (option)
  Describes the operational procedures and functions to use the machine as a facsimile.
- Fax Quick Guide (option)
  Explains the most frequently used facsimile functions with examples. Also contains information such as Entering Letters and Symbols.

❖ **When using as a printer**

- Printer Reference (option)
  Describes the procedures and functions for using this machine as a printer.

Additional Functions Provided by Optional Memory Units

You can expand the capabilities of this machine to include fax or 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.

Expansion Memory (option)

❖ **48 MB copier memory unit**
Increases memory capacity, allowing you to increase the number of storage of originals.

Facsimile Mode (Option)

You can send and receive fax messages in facsimile mode.

Fax Function Upgrade (option)

Allows you to use JBIG transmission/reception and extend the communication features, Speed Dial codes, Group Dial codes, Memory Transmission files etc.

If you need this option, please consult your service representative.

Expansion Memory (32MB:DIMM, option)

Allows you to send and receive fax messages at high resolution (Fine or Super Fine). Increases memory capacity.

If you need Expansion Memory, please consult your service representative.

ISDN Unit (ISDN Option Type 185)

This allows you to send and receive messages using the ISDN (Integrated Service Digital Network).

PC-FAX Expander (option)

By installing a PC-FAX Expander, you can use this machine as a scanner, a PC FAX modem and a convenience printer.

If you need this option, please consult your service representative.

Printer Mode(Option)

Installation of optional expansion memory allows more data to be stored.

Options for Memory Expansion

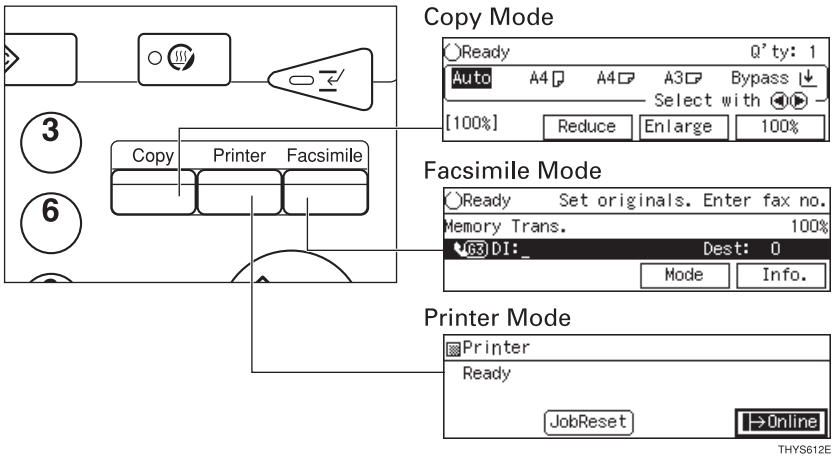
❖ **32 MB or 64 MB DIMM**
Provides various functions including high-performance printing and Rotate Collation(Sort). If you need DIMM, please consult your sales or service representatives.

❖ **Printer hard disk**
Allows Rotate Collation(Sort), install the Font data, or proof print.

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Changing Modes

You can use this machine not only as a copier, but optionally as a fax or printer machine as well. Press the【**Copy**】key to use copy functions, press the【**Fax**】key to use facsimile functions or press the【**Printer**】key to use printer functions.



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 interrupt copying.

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 no matter which mode it is in.

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

Limitation

❒ You cannot use Multi-accessing during interrupt copying.

Note

❒ You can choose which mode has highest priority for print jobs. The default is "Copy". See "15. Print Priority" in ⇒ P.22 *"System Settings 4/5"*.

❒ When your machine is equipped with the optional internal tray 2, you can specify the tray used for each function so that completed documents are not mixed. For example, set one tray for faxes and another tray for copies. If you require the optional internal tray 2, contact your local dealer or service representative. See "14. Output Tray Prio." in ⇒ P.22 *"System Settings 4/5"*.

Sample operations

This chart is based on the following conditions:

- When "15. Print priority" is set to "Copy" (See "15. Print Priority" in ⇒ P.22 *"System Settings 4/5"*)
- For details on operations under other conditions, contact your service representative.

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

☆…means that these functions can be used together.

❍…means that you can interrupt the current job with Function keys or the 【**Interrupt**】 key to proceed to a subsequent job.

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

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

*1 Simultaneous operations are only available when copies are being made after their originals are all scanned.

*2 During parallel receptions, any subsequent job is disabled until the receptions are completed.

Copy Mode

Changing to Copy Mode

You can always make a copy when the machine isn't 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".

Interrupt copying to make urgently needed copies

You can interrupt the current copying job or printing of a received fax to make a copy.

Limitation

❒ You cannot use the interrupt copy function in the following cases:

- during fax immediate transmission
- while scanning an original for memory transmission
- during interrupt copying

Note

❒ Machine operations are different depending "15. Print Priority" (See ⇒ P.22 *"System Settings 4/5"*) or "18. Key Op. Tools" (See ⇒ P.24 *"System Settings 5/5"*) settings.

1 **Press the【Interrupt】key.**

If the machine is scanning originals, it will immediately stop the scanning job. On the other hand, if the machine is performing a copy or print job, it will still continue the job until you press the【Start】key after pressing the【Interrupt】key. When the current job stops, the interrupt copy display appears on the panel display.

Note

❒ When you interrupt a copying job, remove the previous original.

2 **Make your copies.**

Important

❒ If the remaining memory space is 0%, the machine fails to receive fax data. Wait until the machine completes printing a received fax, then start making copies.

Note

❒ While copying, a received fax document is stored in memory and the Receive File indicator is lit.

Limitation

❒ You cannot choose the sort or combine function in interrupt copying.

3 **After interrupt copying is completed, remove the original and delivered copies.**

4 **Press the【Interrupt】key again.**

The machine resumes the printing job of the received fax document.

Resuming the interrupted copying job

❶ **Reset the previous original.**

❷ **Press the【Start】key.**

The machine resumes the interrupted copy run.

Copying and Multi-accessing

❖ **When "Print Priority" = "Fax", "Printer" or "Display"**

The machine completes the operation of the function set by Print priority before performing the operation of another function.

❖ **When "Print Priority" = "Interleave"**

The machine can alternate between printing active copy, fax and print jobs by cycling between them printing 5 pages at a time. For details about this feature, please consult your service representative.

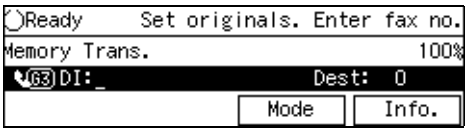
Fax Mode

Changing to Facsimile Mode

You can always use the machine as a facsimile when you are not copying.

1 Press the 【Fax】 key.

The facsimile 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 switch the display. When data is received in memory, the Receive File indicator is lit.

Reference

For details, see the "Facsimile Reference".

Printing a Received Fax

When you are not copying, a received fax is printed automatically. You do not need to switch to Facsimile mode. If you wish to print a received fax while copying, see below.

1 Press the 【Fax】 key. The facsimile display appears on the panel display. The copying job is interrupted and the machine starts printing the received fax automatically.

Note

❒ Machine operations are different depending "15. Print Priority" (See ⇒ P.22 *"System Settings 4/5"*) or "18. Key Op. Tools" (See ⇒ P.24 *"System Settings 5/5"*) settings.

Reference

See ⇒ P.6 *"Multi-Access"*.

Printing a received fax while copying

❖ **When "Print Priority" = "Fax", "Printer" or "Display"**

The machine once interrupts the copying and receives a fax. Upon completing the fax reception, it resumes the interrupted copying job.

❖ **When "Print Priority" = "Interleave"**

The machine can alternate between printing active copy, fax and print jobs by cycling between them printing 5 pages at a time. For details about this feature, please consult your service representative.

Sending a Fax

Sending a fax while printing a received fax

Scanning originals for memory transmission

The machine can scan your originals for memory transmission even while printing a received fax.

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

Immediate transmission

Immediate transmission interrupts the job of printing a received fax. This is because the page memory is occupied as your originals are scanned.

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

Sending a fax while copying

While scanning copy originals

1 Press the 【Clear/Stop】 key and then the 【Fax】 key.

Copying is stopped and the display is switched to the Facsimile mode.

Note

❒ Remove the copy originals.

While outputting copy

1 Press the 【Fax】 key to switch to the facsimile display.

You can send a fax while copying.

Note

❒ 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.

Sending a fax while copying

1 Press the 【Fax】 Key to switch to facsimile display.

Ptinting is interrupt.

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

After the transmission has finished, printing re-starts.

Printer Mode

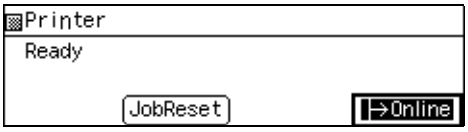
You must switch to printer mode to change the print settings or to reset a print job.

You do not need to switch the machine to printer mode when printing from an application on your PC.

Changing to Printer Mode

1 Press the 【Printer】 key.

The printer display appears on the panel display.



Reference

For details, see the "Printer Reference".

Printing And Multi-accessing

Printing is possible even when any other function is being used.

Reference

See ⇒ P.6 *"Multi-Access"*

❖ **When "Print Priority" = "Fax", "Printer" or "Display"**

The machine completes the operation of the function set by Print priority before performing the operation of another function.

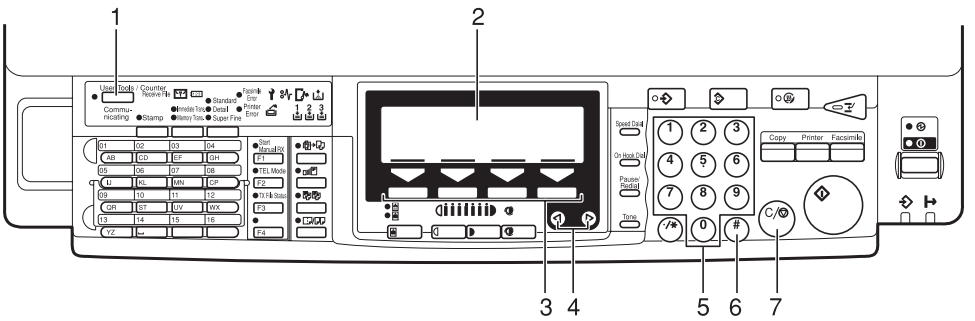
❖ **When "Print Priority" = "Interleave"**

The machine can alternate between printing active copy, fax and print jobs by cycling between them printing 5 pages at a time. For details about this feature, please consult your service representative.

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2. User Tools (System Settings)

Keys for User Tools (System Settings)



THYSA110E

1. **【User Tools/Counter】 key**

2. **Panel Display**

3. **【Selection】 keys**

Press the key under the item you wish to select.

4. **◁ and ▷ keys (Cursor keys)**

Press to select an item on the panel display.

5. **【Number】 keys**

Use to enter a numeric value.

6. **【#】 key**

Press to set a value you have entered.

7. **【Clear/Stop】 key**

Press to delete a number you have entered.

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.

2

Preparation

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

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

Limitation

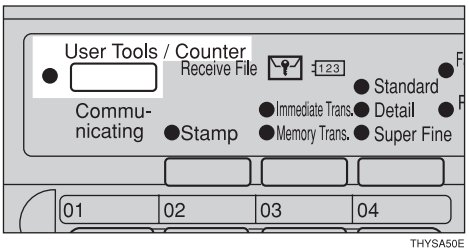
❒ Function names displayed in a faint font become available when the machine is expanded.

Reference

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

1 Press the 【User Tools/Counter】 key.

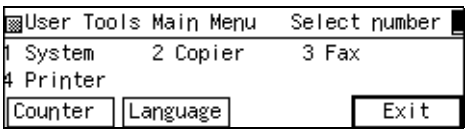
The User Tools Main Menu appears.



THYSA50E

2 Enter 【1】 with the 【Number】 keys.

The system settings menu appears.



Note

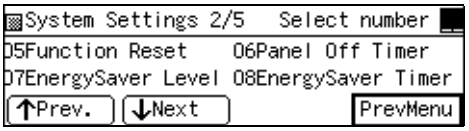
❒ Press the 【Counter】 key to check or print out the total number of prints made by the machine.

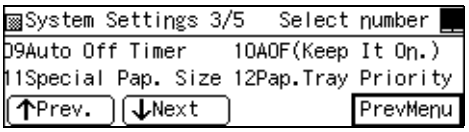
❒ Press the 【Language】 key to switch the display panel language.

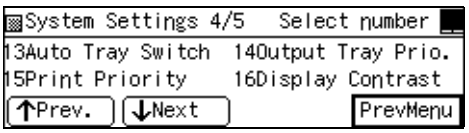
❒ "Please wait" is displayed, during fax communication.

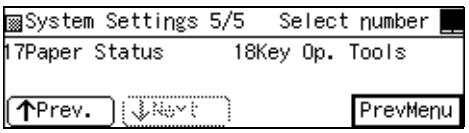
3 Search for the desired menu. Enter its number with the 【Number】 keys.











Note

❒ **[↓Next]**: Press to go to the next page.

❒ **[↑Prev.]**: Press to go back to the previous page.

Reference

⇒ P.18 *"User Tools Menu (System Settings)"*

4 Change the settings by following the instructions on the panel display. Then press the [OK] key.

Reference

⇒ P.19 *"Settings You Can Change with the User Tools"*

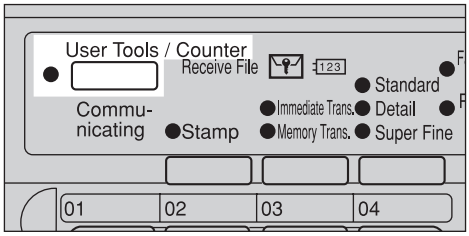
Note

❒ **[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 User Tools

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

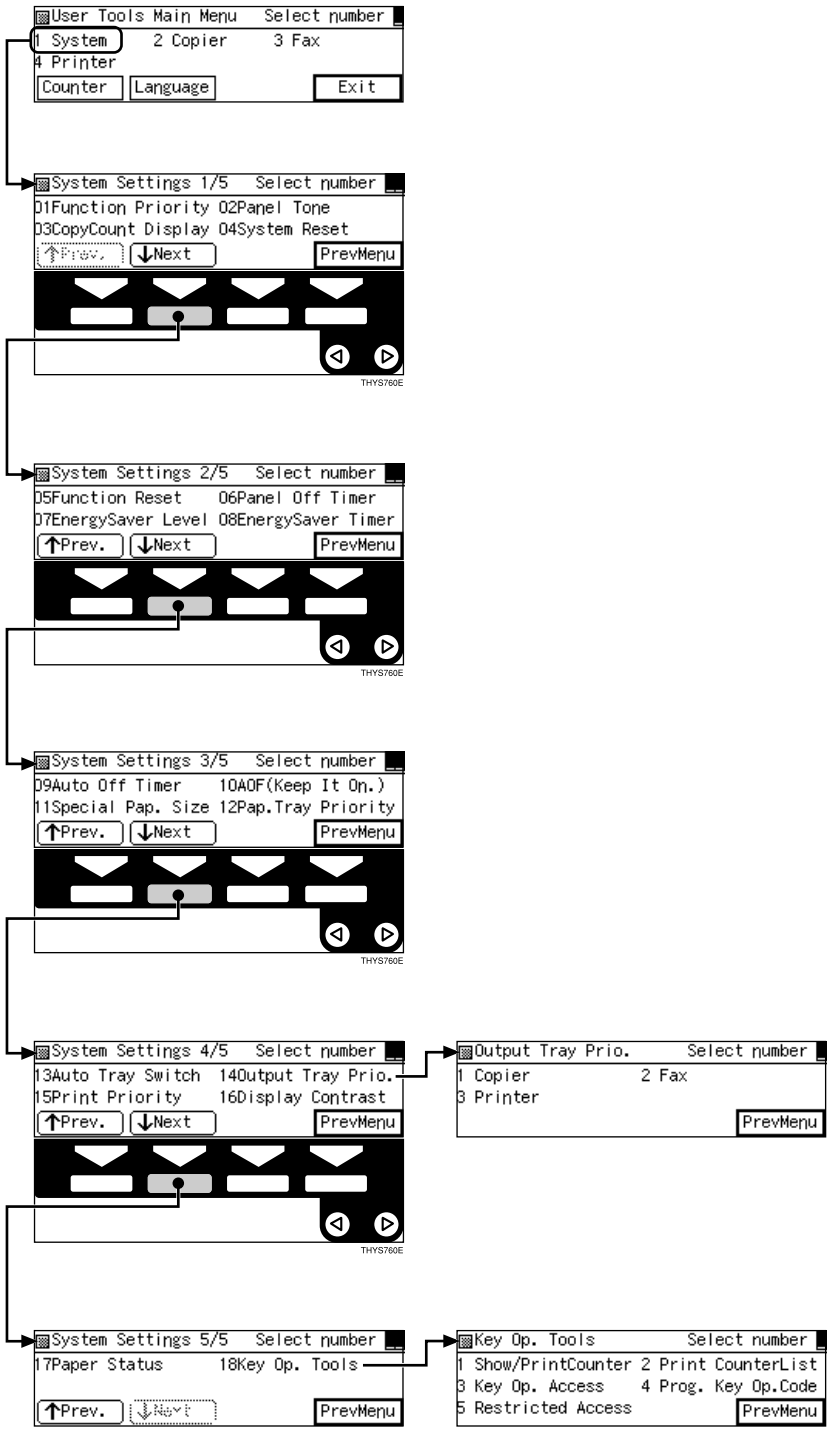


THYSA50E

Note

❒ You can also exit from user tools by pressing the **[Exit]** key on the User Tools Main Menu.

User Tools Menu (System Settings)



THYS140E

Settings You Can Change with the User Tools

Reference

For how to access the user tools, see ⇒ P.16 *"Accessing the User Tools (System Settings)"*.

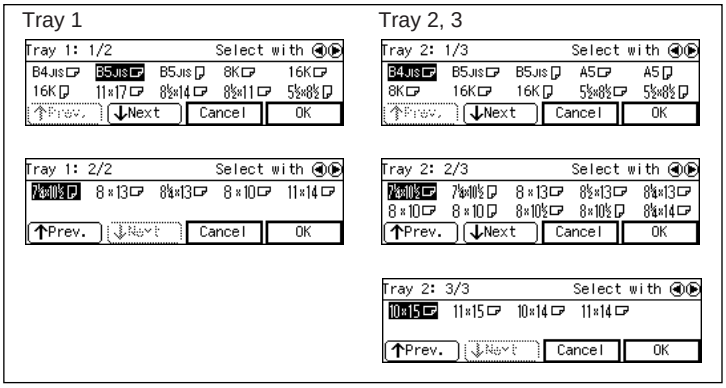
System Settings 1/5

Menu	Description
01. Function Priority (facsimile or printer option required)	You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on. **Note** ❒ Default: *Copy*
02. Panel Tone	The key tone sounds when a key is pressed. This tone can be turned on or off. **Note** ❒ Default: *ON*
03. Copy Count 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 (count up)*
04. System Reset	The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 999 seconds, or no system reset. **Note** ❒ Default: YES (*60 seconds*) ❒ You can specify the prioritized mode with the user tools. See "01. Function Priority" in ⇒ P.19 *"System Settings 1/5"*

System Settings 2/5

Menu	Description
05. Function Reset (facsimile or printer option required)	How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. You set this time to 0 (instantaneous), or between 3 and 60 seconds. **Note** ❒ Default: *10 seconds*
06. Panel Off Timer	The panel display automatically turns off a certain time after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or off. **Note** ❒ Default: *60 seconds*
07. Energy Saver Level	You can select the Energy Saver level. ❖ **Power Consumption** • Level 1: Saving about 30% as compared with Stand-by mode. • Level 2: Saving about 70% as compared with Stand-by mode. ❖ **Warm-Up Time** • Level 1: About 10 sec. • Level 2: About 20 sec. * Based on the machine with copy feature only. **Note** ❒ Default: *Level 1*
08. Energy Saver Timer	The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. **Note** ❒ Default: *1 minutes*

System Settings 3/5

Menu	Description
09. 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 the machine is in the following conditions: • An error message is displayed. • The remaining memory space for facsimile mode is less than 100%. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on. ❒ When the machine receives a fax or a printer data in Auto Off mode, it automatically prints the fax or the printer.
10. AOF (Keep It On)	**Note** ❒ Ask your service representatives about this function.
11. Special Pap. Size	Select the size of the copy paper set in the paper tray.  THYS160E **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".

Menu	Description
12. 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 System Reset or Auto Reset mode is turned on. • When the 【Clear Modes】 key or 【Energy Saver】 key is pressed. • When the Auto Paper Select mode is not selected. **Note** ❒ Default: *Tray 1 (Paper tray)* ❒ Tray 2, and Tray 3 are options (Paper tray unit).

System Settings 4/5

Menu	Description
13. Auto 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: *Yes*
14. Output Tray Prio.	You can specify a tray to which documents are delivered for each mode (copy, facsimile and printer) and each tray (paper tray and bypass tray). **Note** ❒ Internal Tray 2 is option. ❒ You can specify a single tray for two or more modes.

Menu	Description
15. Print Priority (setting the multi-accessing function)	Sets the print priority for each mode. • "Display" Print priority is given to the mode displayed on the display. • "Copy" 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 funtion. • "Interleave" Prints jobs in the order in which they are initiated regardless of mode/function. Different function's print output might be mixed. If you want to avoid such mixing, specify an independent tray for each feature using "Output Tray Prio.". When using different functions, attaching internal tray 2 allows you to specify an independent tray for each function. If you want to attach one, contact your local dealer. **Note** ❒ Interrupt printing is disabled functions that have "User Code Manage" set to "Yes". The machine switches the display after the time specified by "Function switch" and starts printing with the function. ❒ Default: *Copy* **Reference** ⇒ P.6 *"Multi-Access"* "14. Output Tray Prio." in ⇒ P.22 *"System Settings 4/5"* "18. Key Op. Tools" in ⇒ P.24 *"System Settings 5/5"* "05. Function Reset" in ⇒ P.20 *"System Settings 2/5"*
16. Display Contrast	You can adjust the brightness of the panel display.

System Settings 5/5

Menu	Description
17. Paper Status	If the machine has not been used for an extended period of time, e.g. after a long vacation, output may be blurred or toner may be not fused properly. If this happens select "Dry". If this does not solve the problem, use new paper. **Note** ❒ Default : *Normal.*
18. Key Op. Tools	Use "Key Op. Tools" to get a breakdown of how many prints/copies the machine has made in copy, printer or fax mode. Also use to set User Codes. **Note** ❒ Enter a previously registered key operator code with the 【Number】 keys. **Reference** "Key Op. Access"
1. Show/Print Counter	You can check and print the total number and the number of prints made under each function. You can also check and print the number of copies of 11" × 17".
2. Print Counter List	You can print the counter data for all functions.
3. Key Op. Access	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Note** ❒ Default: *Off*
4. Prog. Key Op. Code	You can resister and change the key operator code (up to 8 digits). **Note** ❒ Default : *Off*
5. Restricted Access	You can set for user access limitation for each funtions. **Note** ❒ Default : *Off*

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