RICOH

RICOH Ri 100

Setup and Installation

General Usage

RICOH Design Software

Outline

- Getting familiar with the printer interface and controls.
- Settings up printer for first time use.
- Setting up the images for printing.
- Printing.
- Other features.

How to Use This Manual

The manual is broken into multiple sections to make to make the document easier to read.

To navigate, click the links to navigate from section to section. At the end of each section topic you can follow the link to the next topic (if no link is present, proceed to the next slide) or return to the appendix/ table of contents.

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What's Included

RICOH Ri 1000

A4 Media Cassette
*Optional A5 and Sock/Sleeve Cassette

RICOH Rh 100 (optional)

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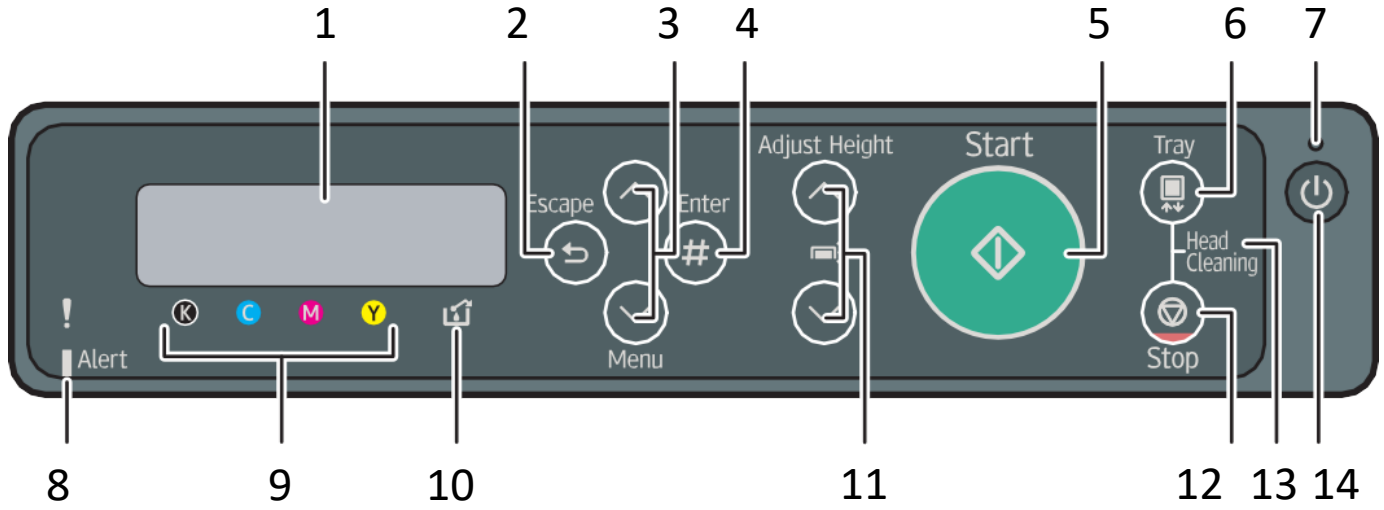
Control– Panel Overview - Summary

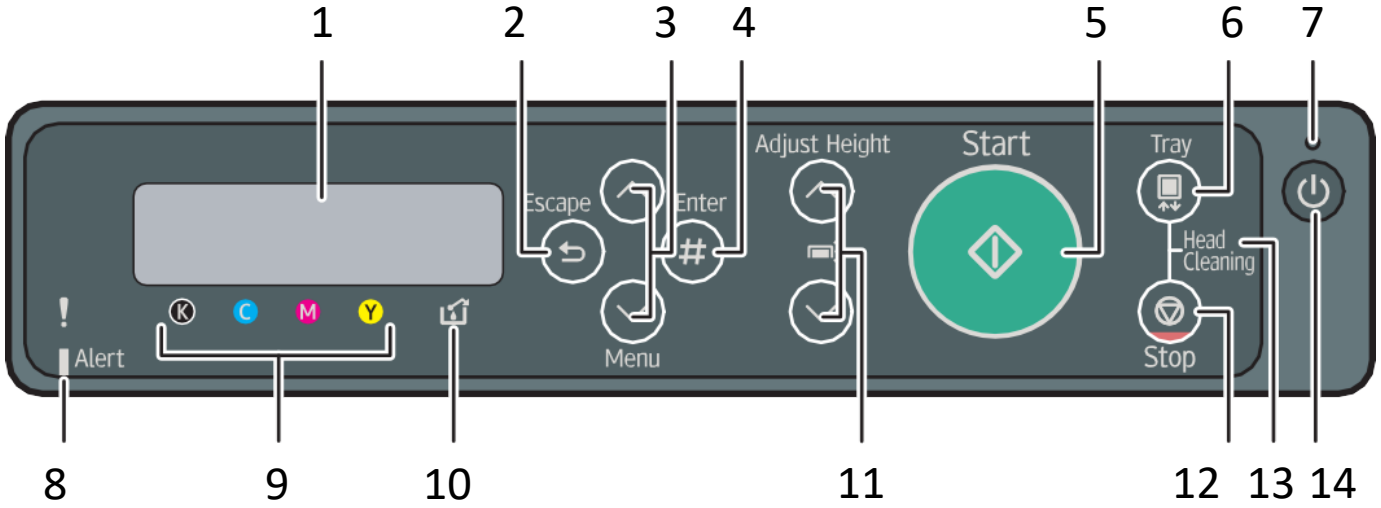
1. Display
2. [Escape] key
3. [▲] [▼ /Menu]
4. [#Enter] key
5. [Start] key
6. [Tray] key
7. Power Lamp
8. Alert Indicator
9. Cartridge Replacement indicator
10. Waste ink full indicator
11. [Auto Height ▲] [Auto Height ▼]
12. [Stop] Key
13. No-Fuss Head Cleaning
14. [Power] ley

This Section will cover the control panel interface. Familiarity with interface will be needed when setting up the printer



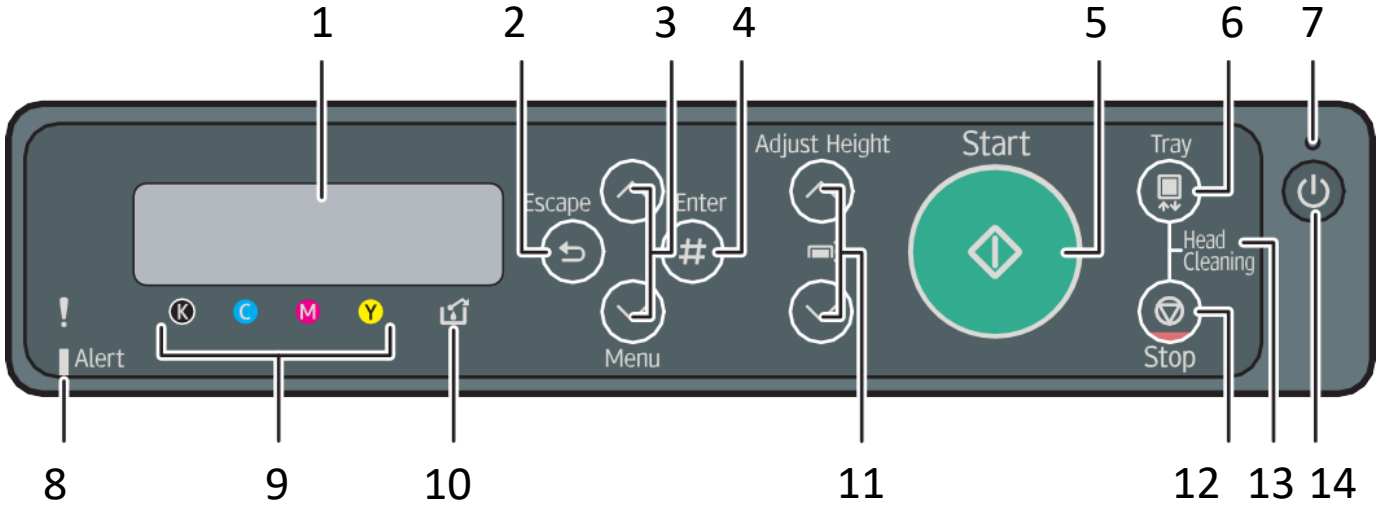
Control Panel – Overview – Description - 1

1. Display:
   1. Displays the current machine status and messages.
2. [Escape] key
   1. Press this key to return to the previous condition on the display.
3. [▲] [▼ /Menu]
   1. Use these keys to increase or decrease values on the display when making settings.
   2. Keep the key pressed to quicken scrolling, and increase or decrease values on the display in units of 10. To apply this function: under [Maintenance], set [Key Repeat] to [On].
4. [#Enter] key
   1. Press this key to execute menu items selected on the display.
5. [Start] key
   1. Start printing. LED of the [Start] key lights up when the machine is ready to start printing and flashes when it is printing.



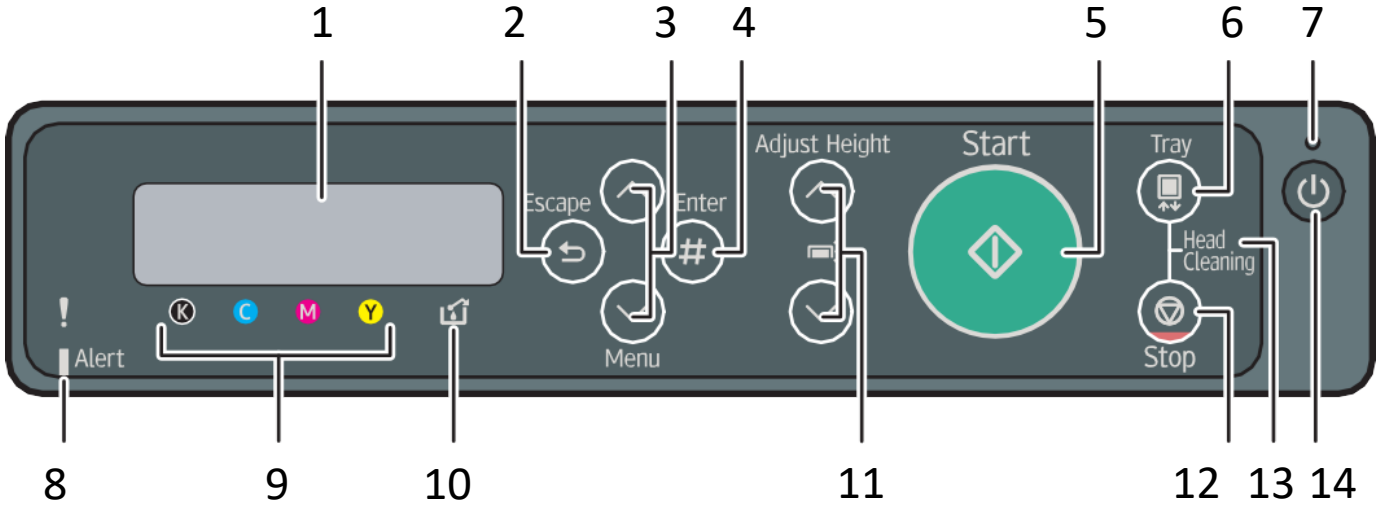
Control Panel – Overview - Description - 2

6. [Tray] key
    1. Press this key to move the tray forcibly to the front.
7. Power Lamp
    1. Lights up when the power is on.
    2. Flashes when the machine is receiving data from a computer or if there is data to be printed.
8. Alert Indicator
    1. Lights up or blinks whenever a machine error occurs.
    2. If the red light is on, follow the instructions that appear on the display.
9. Cartridge Replacement indicator
    1. Each color corresponds to an ink cartridge.
    2. K, C, M, and Y indicate black, cyan, magenta, and yellow, respectively.
    3. The amount of ink remaining in each ink cartridge is indicated on the six-level display.



Control Panel – Overview - Description - 3

10. Waste ink full indicator
    1. The amount of waste ink is indicated on the six-level display. A message appears when it is time to replace the ink collector unit.
11. [Auto Height ▲] [Auto Height ▼]
    1. Move the height of the tray up and down to adjust the height.
    2. Holding down the key, you can adjust the height of the tray quickly. To apply this function, set [Key Repeat] to [On]. See page 113 "Using the [Maintenance] Menu".
12. [Stop] Key
    1. When the machine is online, press this key to cancel an ongoing print job.
13. No-Fuss Head Cleaning
    1. When the machine is in standby mode, press the [Stop] and [Tray] keys at the same time to perform head cleaning for all colors.
14. [Power] ley
    1. Press this key to turn the power on. To turn the power off, press and hold down this key for one second.



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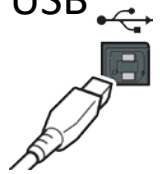
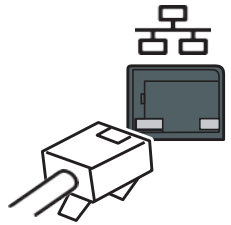
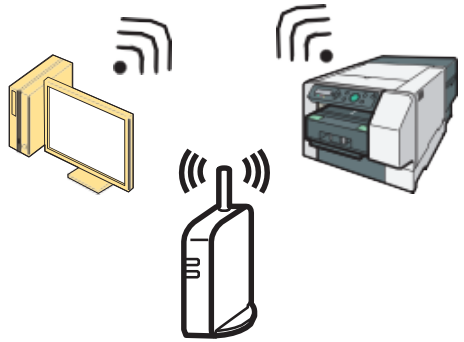
Connection Types

Listed are the various ways the printer can be connected for printing

- The Printer can connect to the PC using a Wireless, Wired, or USB Connection
- The printer can connect to an mobile apple OS or android mobile using a wireless connection

Connection Types	Click Connection to see steps
USB 	Connect the printer to the computer via USB ↓ Install the driver
Wired 	Connect the printer to the computer via an Ethernet cable ↓ Configure network settings ↓ Install the driver
Wireless 	Connect the printer to the computer via an Ethernet cable (if needed) ↓ Configure network settings ↓ Configure wireless LAN settings ↓ Install the driver

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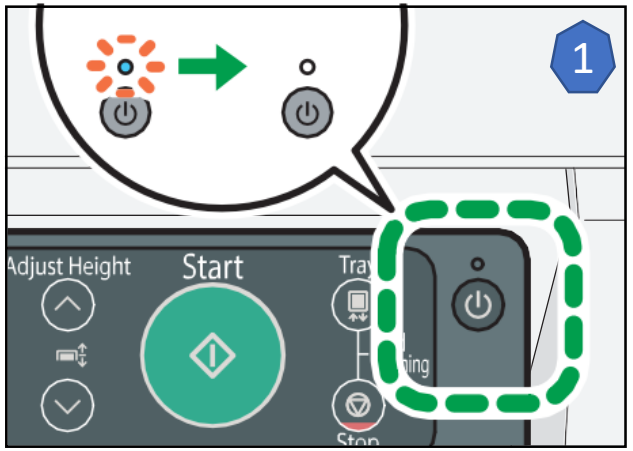
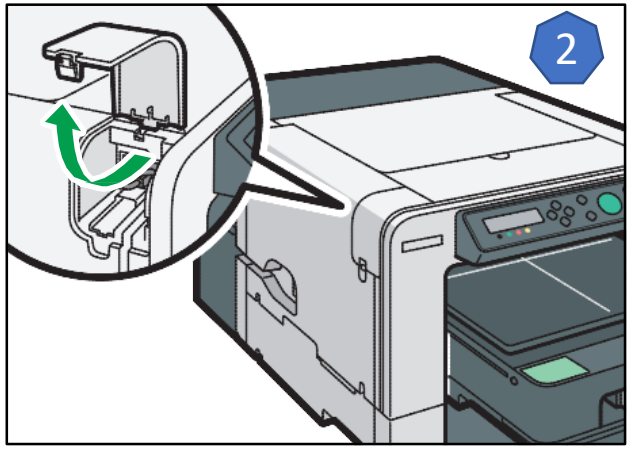
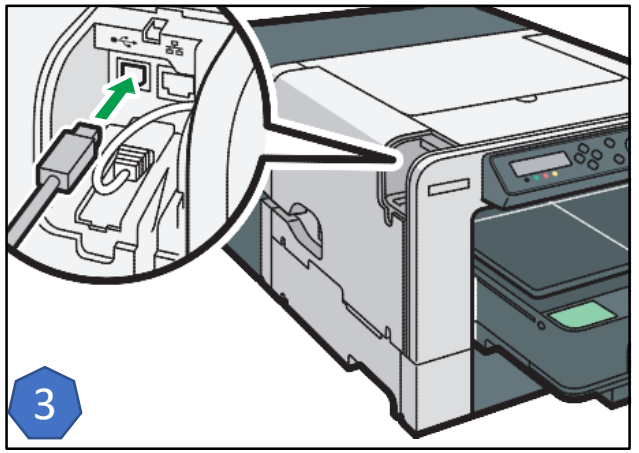
Printer USB Connection

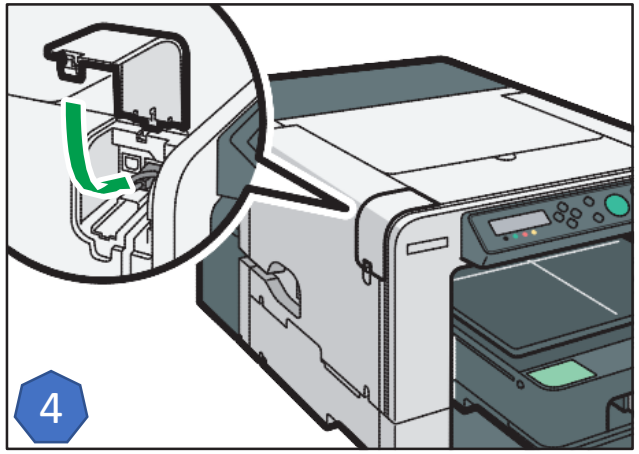
Procure to connect the USB cable

1. Turn off the printer
2. Open the port cover
3. Insert the USB cable’s hexagonal (type B) plug into the port
4. Close the port cover









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Mac

Windows

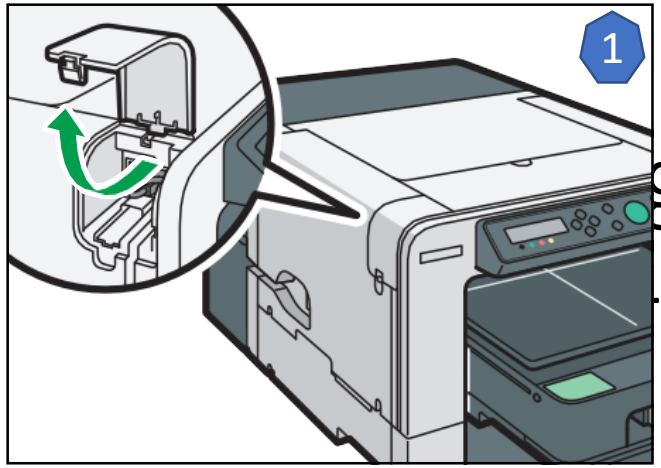
Printer USB Connection - Operating System

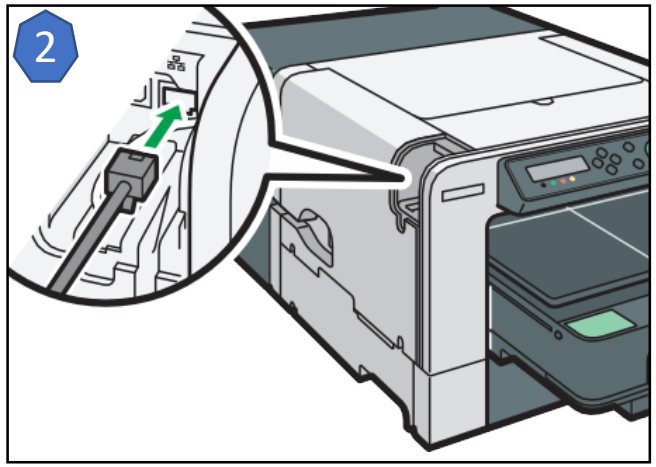
Click Icon to proceed to OS Driver Installation

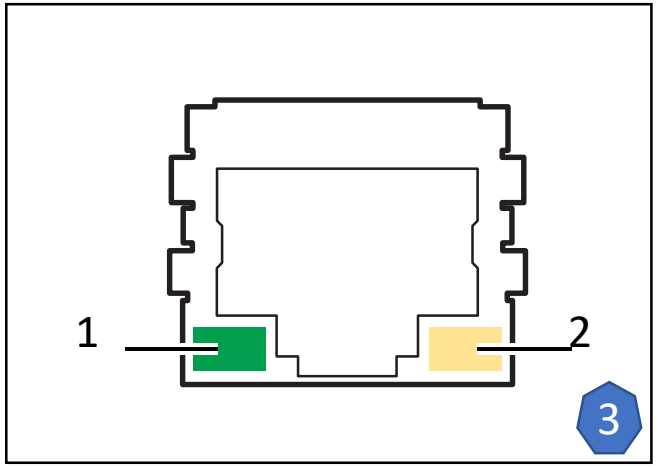
Connecting printer via Ethernet

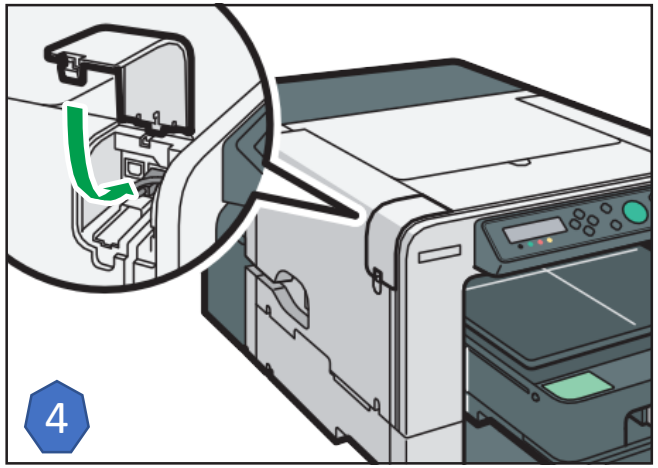
1. Open the port cover
2. Plug the Ethernet cable into the Port
3. Connect the other end of the cable to the printer's network, such as to a hub. Check the LEDs on the Ethernet port
    1. Indicator (green): Lights whenever the printer is properly connected to the network
    2. Indicator (yellow): Lights whenever the printer is sending or receiving data via the network
4. Close port cover

*If Static IP Address, click link for details



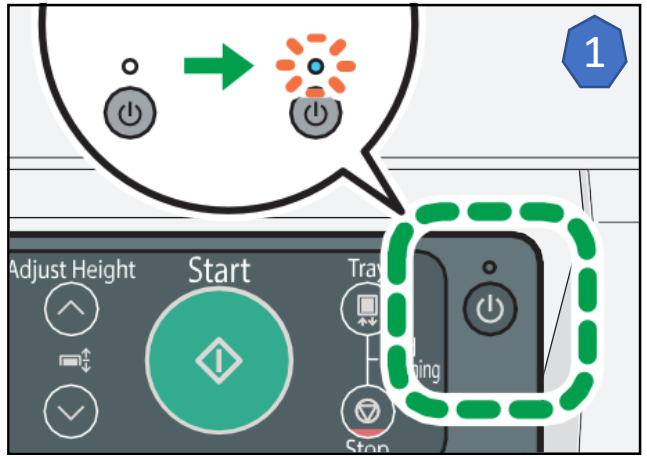


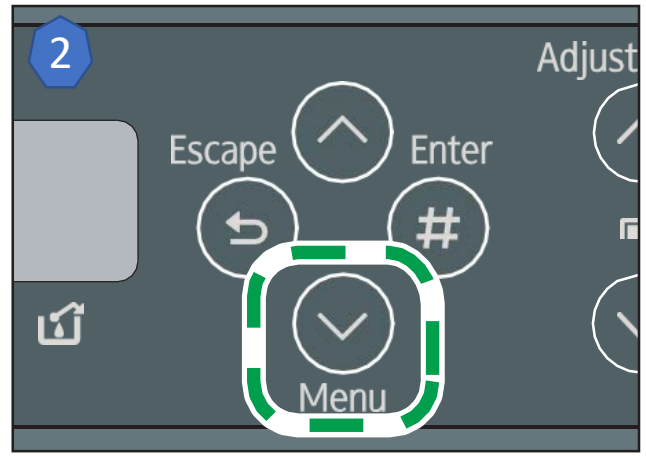




Connecting Ethernet - Confirm the Printer's IP address

1. Press the [Power] key
2. Press the [▾ /Menu] key
3. Press the [▴] or [▾ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
4. Press the [▴] or [▾ /Menu] key to display [Network Setup], and then press [#Enter] key
5. Press the [▴] or [▾ /Menu] key to display [IPv4 Address], and then press [#Enter] key
6. After you have recorded the IPv4 Address, press the [Escape] key
    1. This may be needed during driver installation



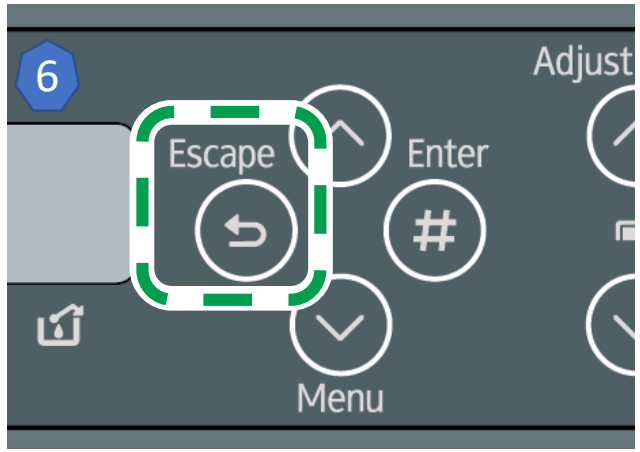


3
<Menu>
Host Interface

4
<Host Interface>
Network Setup

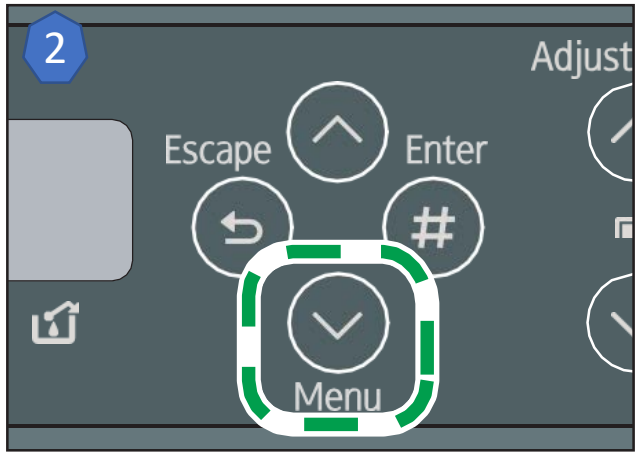
5
<Network Setup>
IPv4 Address

6
<IPv4 Address>
XXX.XXX .XXX.XXX



Connecting Ethernet - Print Configuration page

1. Load print media (A4 or letter size paper) in the cassette
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display [List/Test Print], then press the [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Config. Page], and then press the [#Enter] key
5. Press the [Start] key. The Configuration page is printed
6. Set another print media
7. Print all configuration pages by repeating steps 5 and 6
8. Press the [Escape] key

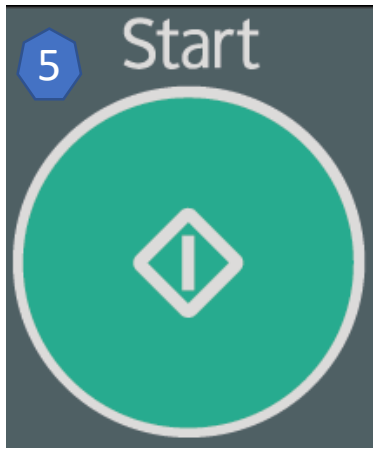


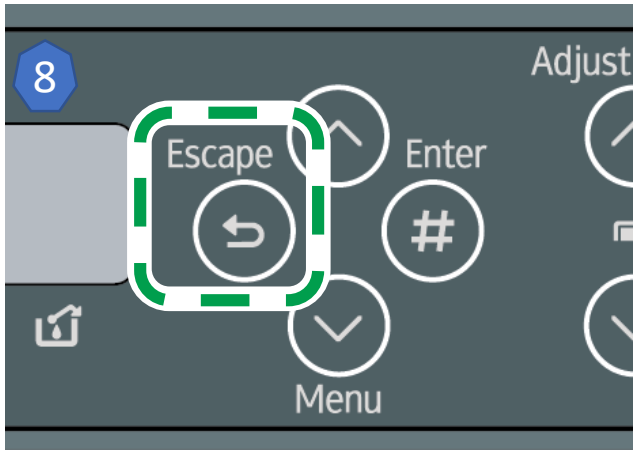
3

<Menu>
List/Test Print

4

<List/Test Print>
Config. Page





Download on the App Store

Windows

Mac

Connecting Ethernet - Operating System

Click Icon to proceed to OS Driver Installation

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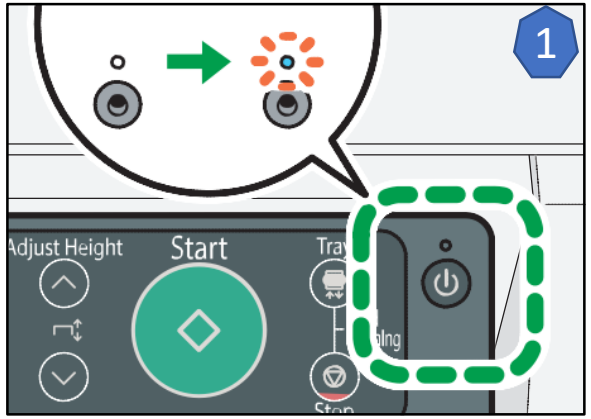
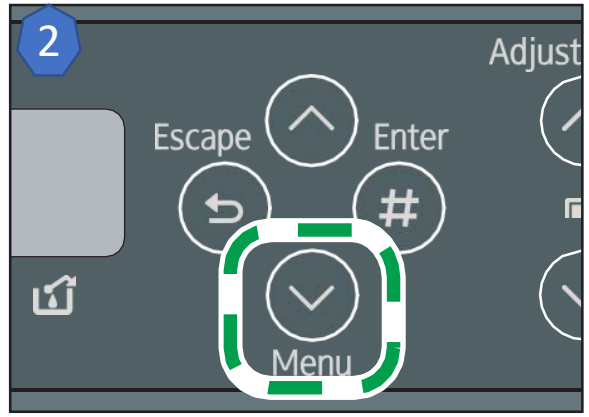
Control Panel Network Setup - Static IPv4 - DHCP

The following example explains how to allocate an IPv4 address.

1. Press the [Power] key
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Network Setup], and then press [#Enter] key
5. Press the [▲] or [▼ /Menu] key to display [DHCP], and then press [#Enter] key
6. Press the [▲] or [▼ /Menu] key to display [Off], and then press [#Enter] key
   A. Off = Disable | On= Enable





3
<Menu>
Host Interface

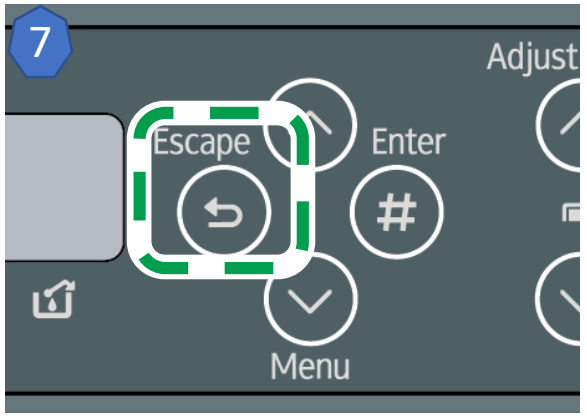
4
<Host Interface>
Network Setup

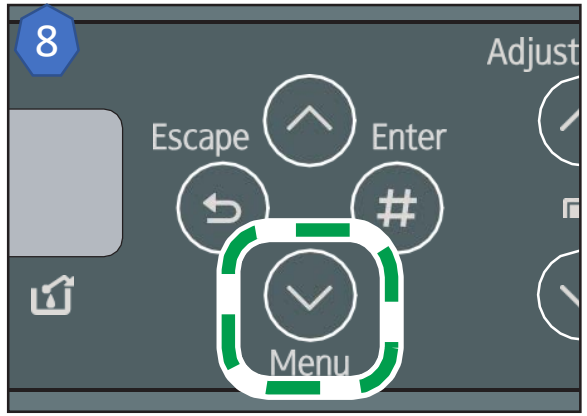
5
<Network Setup>
DHCP

6
<DHCP>
Off

Control Panel Network Setup - Static IPv4 - IPv4 Address - 1

7. Press the [Escape] key.
8. Press the [▼ /Menu] key
9. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
10. Press the [▲] or [▼ /Menu] key to display [Network Setup], and then press [#Enter] key
11. Press the [▲] or [▼ /Menu] key to display [IPv4 Address], and then press [#Enter] key





9

<Menu>
Host Interface

10

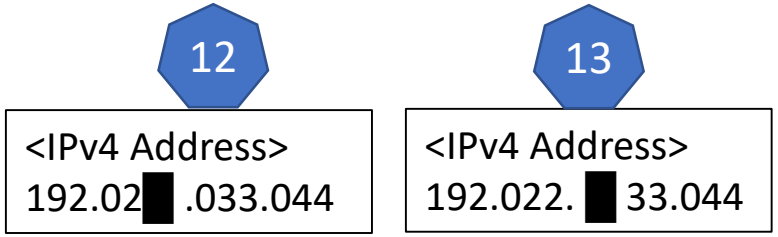
<Host Interface>
Network Setup

11

<Network Setup>
IPv4 Address

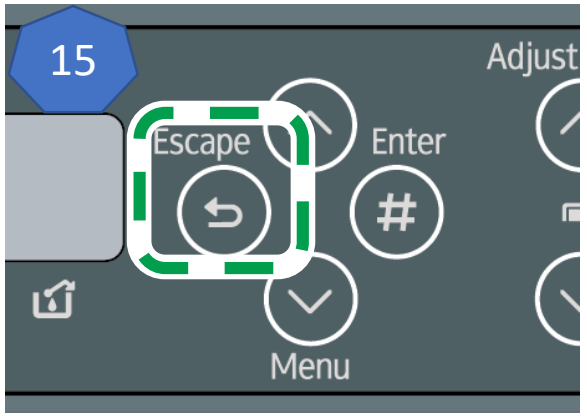
Control Panel Network Setup - Static IPv4 - IPv4 Address - 2

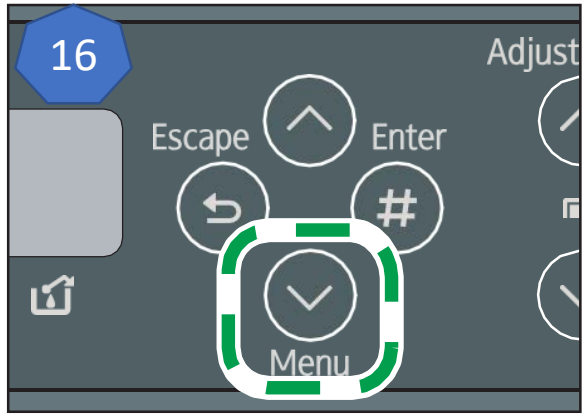
12. Press the [▲] or [▼ /Menu] key to enter the left most entry field of the IP address, and then press the [#Enter] key
    A. To get an IP address for the printer, contact your network administrator.
    B. The value moves by 10 if the [▲] or [▼ /Menu] key is kept pressed.
13. Press the [#Enter] key
    A. The entered value is confirmed, and the cursor moves to the next field
    B. To return to the previous field, press the [Escape] key.
14. Specify values in all fields, and then press the [#Enter] key.



Control Panel Network Setup - Static IPv4 - IPv4 Subnet Mask - 1

15. Press the [Escape] key.
16. Press the [▼ /Menu] key
17. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
18. Press the [▲] or [▼ /Menu] key to display [Network Setup], and then press [#Enter] key
19. Press the [▲] or [▼ /Menu] key to display [IPv4 Subnet M.], and then press [#Enter] key





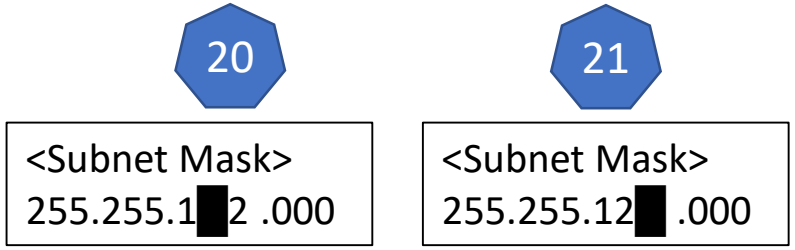
17
<Menu>
Host Interface

18
<Host Interface>
Network Setup

19
<Network Setup>
IPv4 Subnet M.

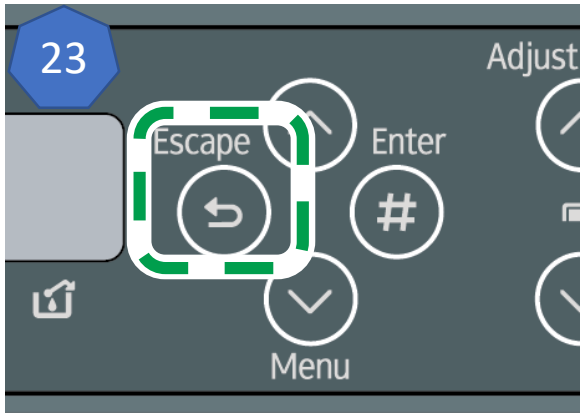
Control Panel Network Setup - Static IPv4 - IPv4 Subnet Mask - 2

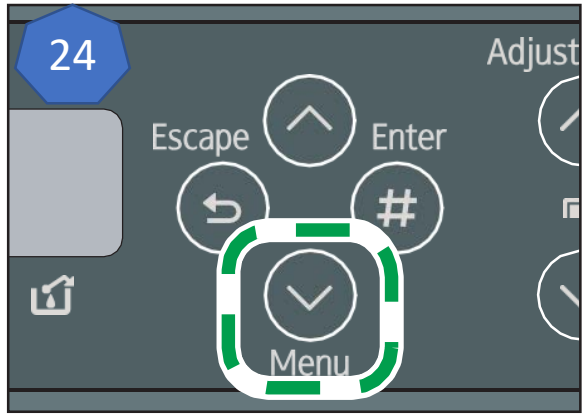
20. Press the [▲] or [▼ /Menu] key to enter the left most entry field of the Subnet Mask, and then press the [#Enter] key
    A. To get an Subnet Mask Address for the printer, contact your network administrator.
    B. The value moves by 10 if the [▲] or [▼ /Menu] key is kept pressed.
21. Press the [#Enter] key
    A. The entered value is confirmed, and the cursor moves to the next field
    B. To return to the previous field, press the [Escape] key.
22. Specify values in all fields, and then press the [#Enter] key.



Control Panel Network Setup - Static IPv4 - IPv4 Gateway Address - 1

23. Press the [Escape] key.
24. Press the [▼ /Menu] key
25. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
26. Press the [▲] or [▼ /Menu] key to display [Network Setup], and then press [#Enter] key
27. Press the [▲] or [▼ /Menu] key to display [IPv4 Gateway. Ad.], and then press [#Enter] key





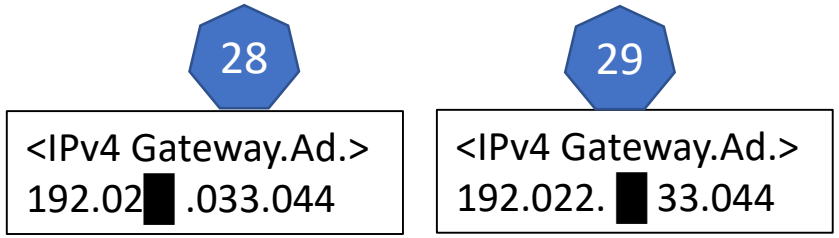
25
<Menu>
Host Interface

26
<Host Interface>
Network Setup

27
<Network Setup>
IPv4 Gateway.Ad.

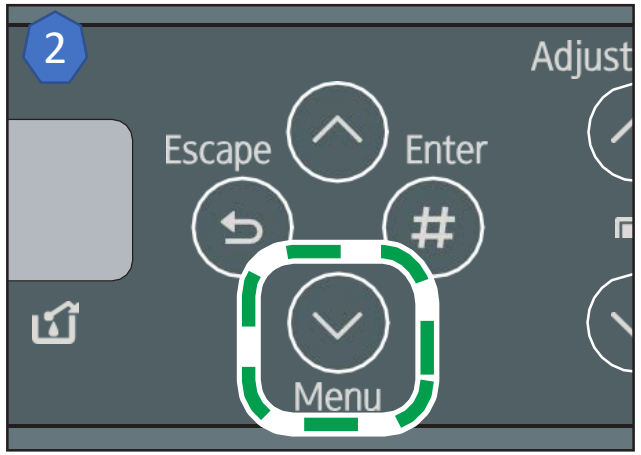
Control Panel Network Setup - Static IPv4 - IPv4 Gateway Address - 2

1. Press the [▲] or [▼/Menu] key to enter the left most entry field of the IP address, and then press the [#Enter] key
   A. To get an Gateway Address for the printer, contact your network administrator.
   B. The value moves by 10 if the [▲] or [▼/Menu] key is kept pressed.
2. Press the [#Enter] key
   A. The entered value is confirmed, and the cursor moves to the next field
   B. To return to the previous field, press the [Escape] key.
3. Specify values in all fields, and then press the [#Enter] key.
4. print the configuration page to confirm the specified settings.



Control Panel Network Setup - Static IPv4 - Print Configuration page

1. Load print media in the cassette
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display [List/Test Print], then press the [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Config. Page], and then press the [#Enter] key
5. Press the [Start] key. The Configuration page is printed
6. Set another print media
7. Print all configuration pages by repeating steps 5 and 6
8. Press the [Escape] key

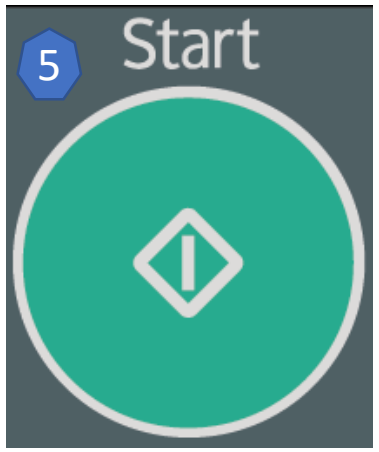


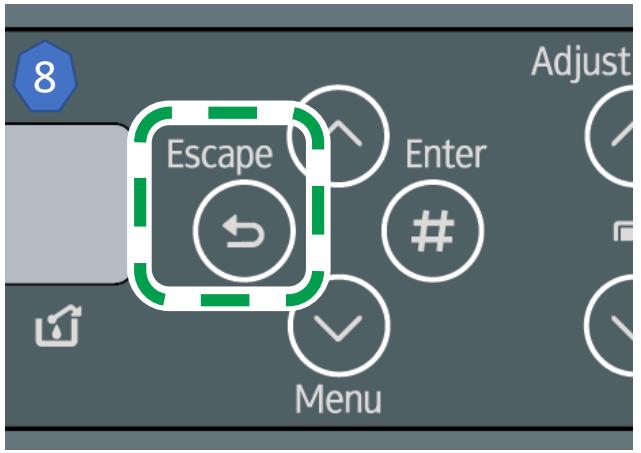
3

<Menu>
List/Test Print

4

<List/Test Print>
Config. Page





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Windows

Mac

Control Panel Network Setup - Static IPv4 - Operating System

Click Icon to proceed to OS Driver Installation

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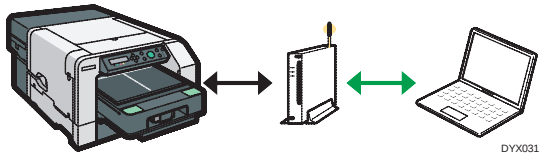
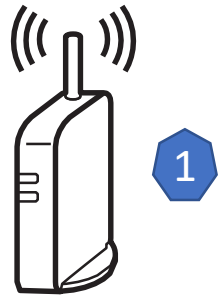
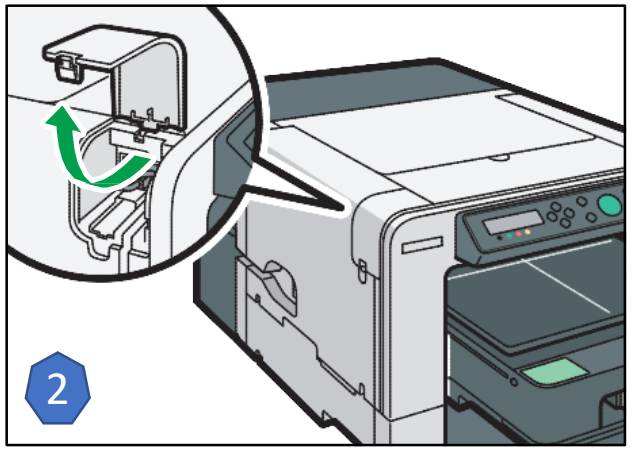
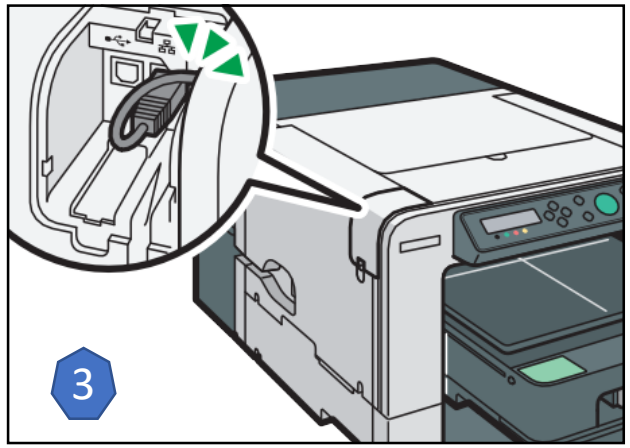
Wireless Easy Setup Method

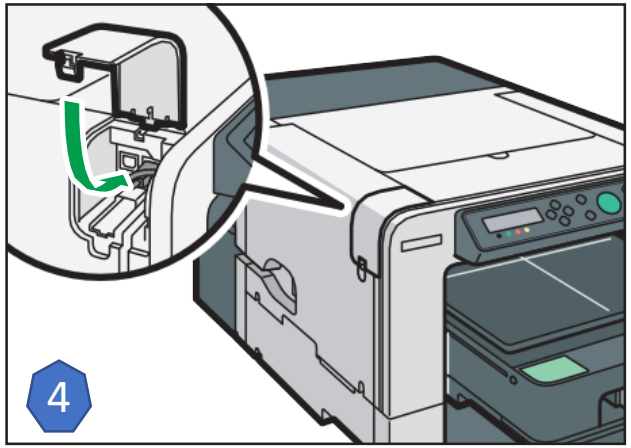
1. Check that the wireless access point/router is operating.
2. Open the Port Cover
3. Plug the wireless LAN cable into the Ethernet port before configuring the wireless LAN settings.
    1. It takes about 2 minutes to connect to the wireless access point/router.
    2. Wait for about 2 minutes after turning on the printer.
4. Close the port cover





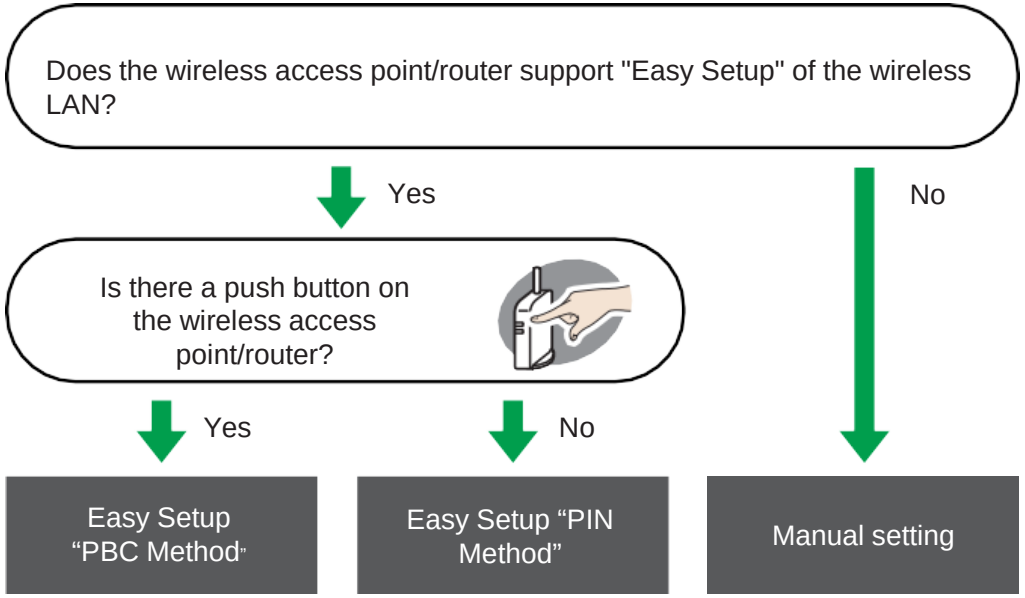






Wireless Easy Setup Method

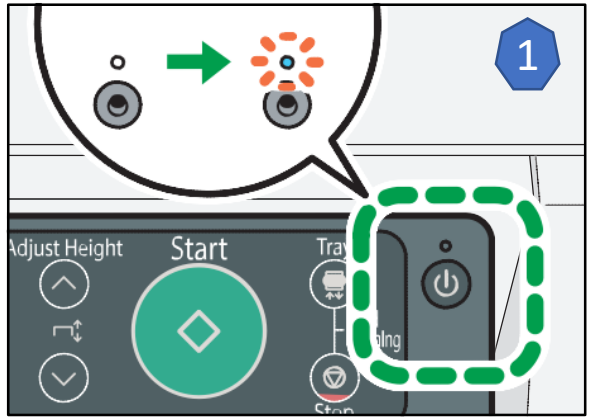
- The configuration method depends on the wireless access point/router being used.
- "Easy Setup" is a function for automatically configuring the wireless LAN settings. The actual name of the function may vary depending on the wireless access point/router being used. See the wireless access point/router manual.

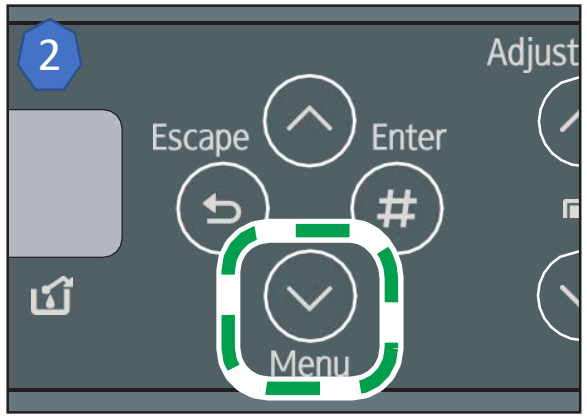


Click on the connection method that applies

Wireless Easy Setup – PBC - 1

1. Press the [Power] key
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Wireless Lan], and then press [#Enter] key
5. Press the [▲] or [▼ /Menu] key to display [Easy Setup], and then press [#Enter] key
6. Press the WPS button on the wireless access point/router

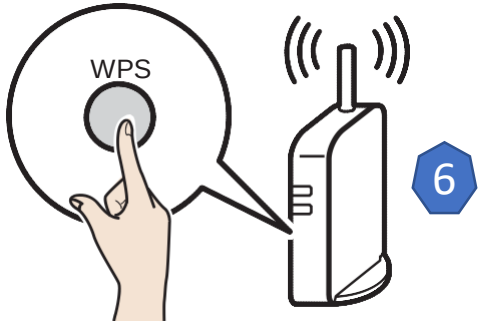




3
<Menu>
Host Interface

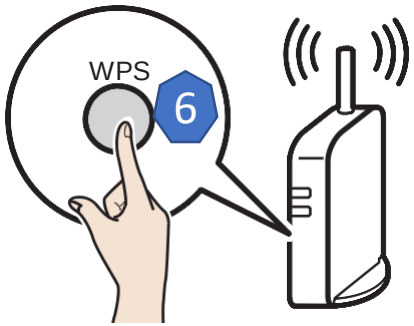
4
<Host Interface>
Wireless LAN

5
<Wireless LAN>
Easy Setup



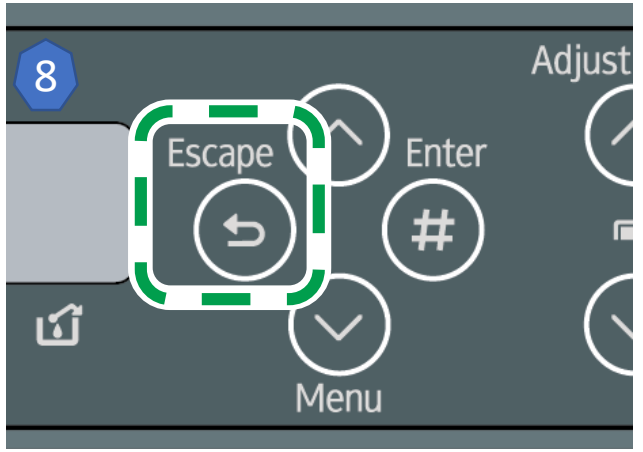
Wireless Easy Setup – PBC - 2

7. Press the [▲] or [▼ /Menu] key to display [PBC Method], and then press [#Enter] key
   A. If the wireless access point/router cannot be detected within 120 seconds, the search session expires.
   B. If the connection attempt has failed, press the [#Enter] key again. If the problem persists, check whether the wireless access point/router is working properly.
8. Configuration is complete when connection to the wireless access point/router is confirmed.
9. After you have made all the settings, press the [Escape] key.
10. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.



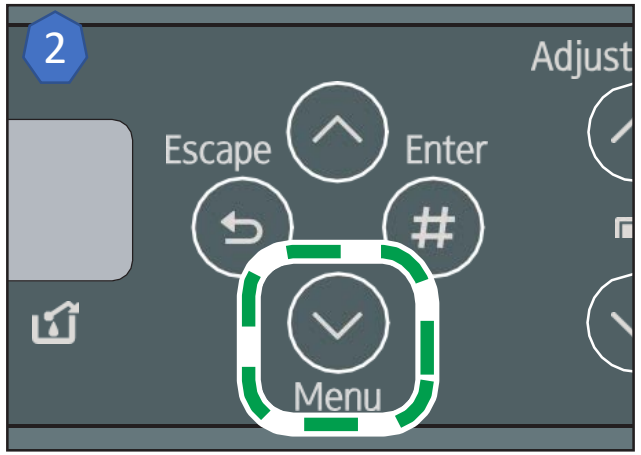
7

<Easy Setup>
PBC Method



Wireless Easy Setup – PBC - Print Configuration page

1. Load print media (A4 or letter size paper) in the cassette
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display [List/Test Print], then press the [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Config. Page], and then press the [#Enter] key
5. Press the [Start] key. The Configuration page is printed
6. Set another print media
7. Print all configuration pages by repeating steps 5 and 6
8. Press the [Escape] key

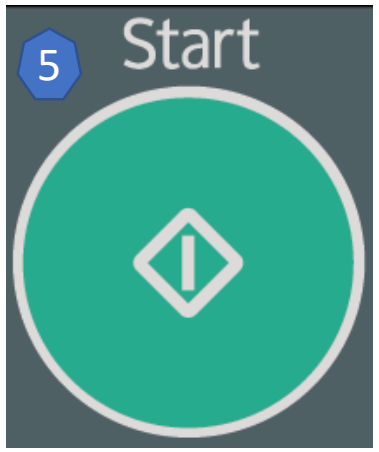


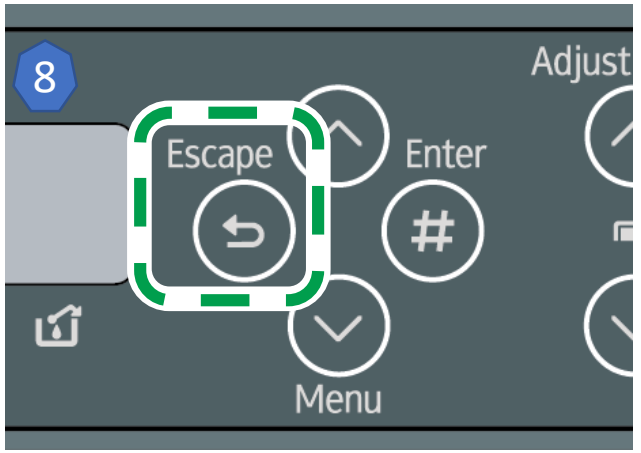
3

<Menu>
List/Test Print

4

<List/Test Print>
Config. Page





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Windows

Mac

Wireless Easy Setup – PBC- Operating System

Click Icon to proceed to OS Driver Installation

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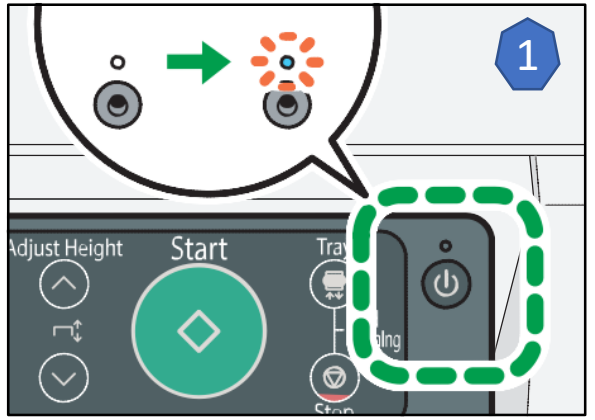
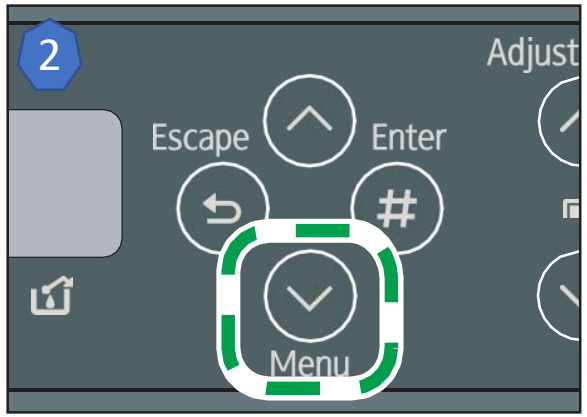
Wireless Easy Setup – Pin Method - 1

1. Press the [Power] key
2. Press the [▾ /Menu] key
3. Press the [▴] or [▾ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
4. Press the [▴] or [▾ /Menu] key to display [Wireless Lan], and then press [#Enter] key
5. Press the [▴] or [▾ /Menu] key to display [Easy Setup], and then press [#Enter] key
6. Press the [▴] or [▾ /Menu] key to display [Display PIN], and then press [#Enter] key
7. Check the Printer's PIN





3
<Menu>
Host Interface

4
<Host Interface>
Wireless LAN

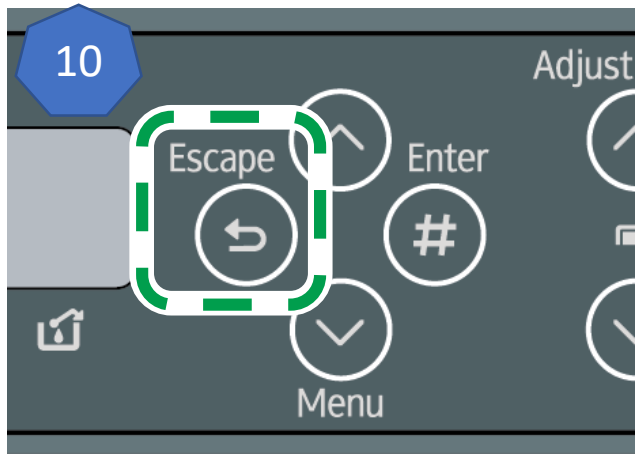
5
<Wireless LAN>
Easy Setup

6
<Easy Setup>
Display PIN

7
<Display PIN>
XXXXXXXX

Wireless Easy Setup – Pin Method - 2

8. Enter the Printer's PIN on the wireless access point/router web page.
   A. For details, see the manual supplied with the wireless LAN wireless access point/router.
9. Execute WPS (PIN system) from the wireless access point/router's web page.
10. Press the [Escape] key.
11. Press the [▲] or [▼ /Menu] key to display [PIN Method], and then press [#Enter] key
    A. If the connection attempt has failed, press the [#Enter] key again. If the problem persists, check whether the wireless access point/router is working properly.
    B. Configuration is complete when connection to the wireless access point/router is confirmed.

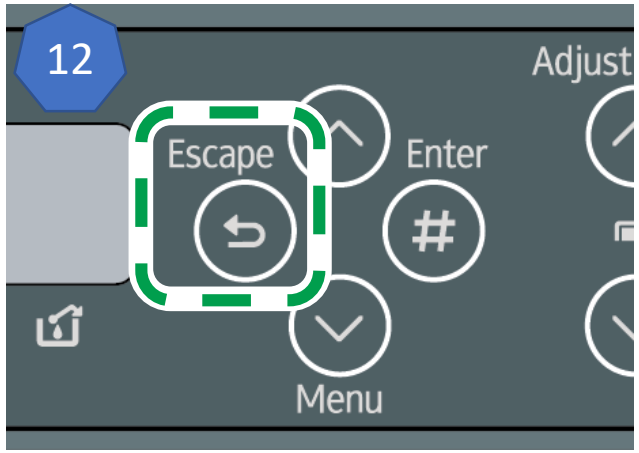


11

<Easy Setup>
PIN Method

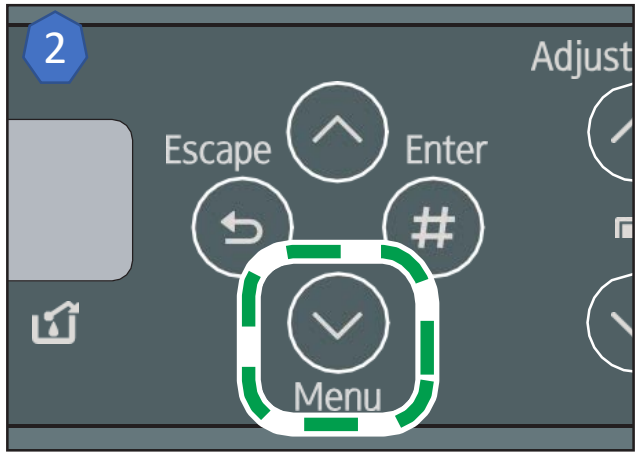
Wireless Easy Setup – Pin Method - 3

12. After you have made all the settings, press the [Escape] key.
13. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.
14. Load the print media in the tray.
    - If the wireless LAN signal is reported as being unavailable (0%) on the configuration page, the printer is not connected to the wireless access point/router.



Wireless Easy Setup – Pin Method - Print Configuration page

1. Load print media (A4 or letter size paper) in the cassette
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display [List/Test Print], then press the [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Config. Page], and then press the [#Enter] key
5. Press the [Start] key. The Configuration page is printed
6. Set another print media
7. Print all configuration pages by repeating steps 5 and 6
8. Press the [Escape] key

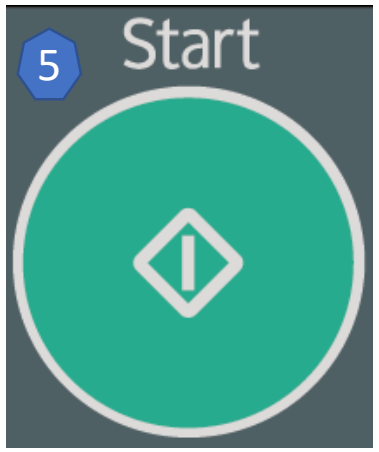


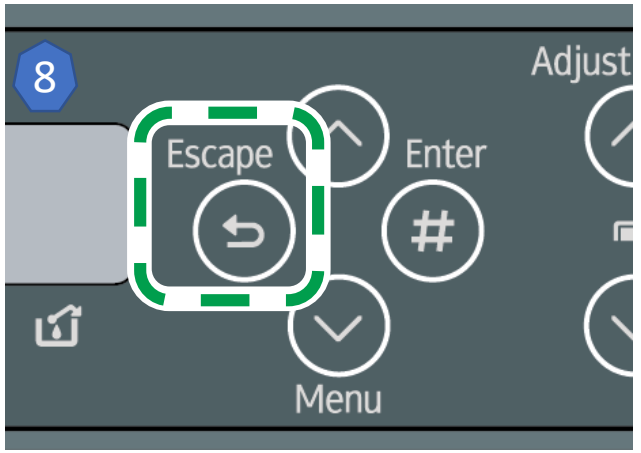
3

<Menu>
List/Test Print

4

<List/Test Print>
Config. Page





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Windows

Mac

Wireless Easy Setup – Pin Method - Operating System

Click Icon to proceed to OS Driver Installation

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Download on the App Store

Windows

Mac

Wireless Easy Setup – Pin Method - Operating System

Click Icon to proceed to OS Driver Installation

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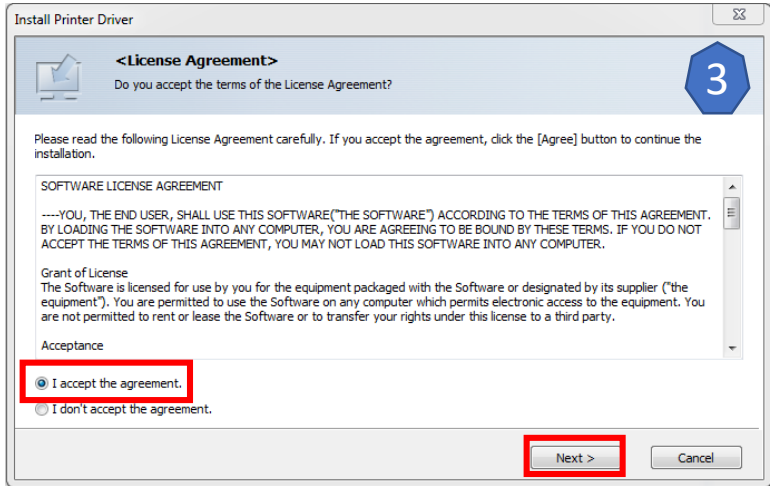
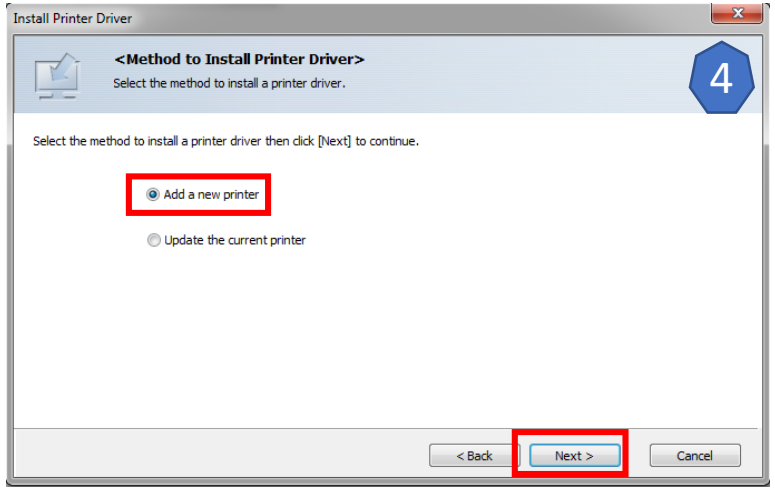
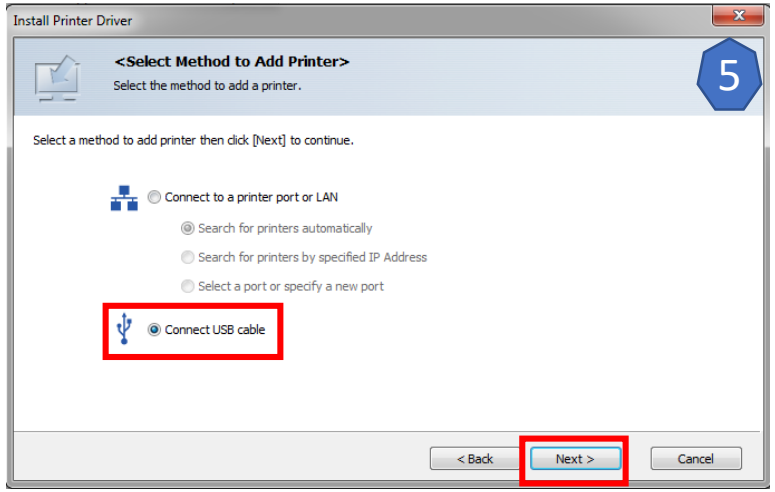
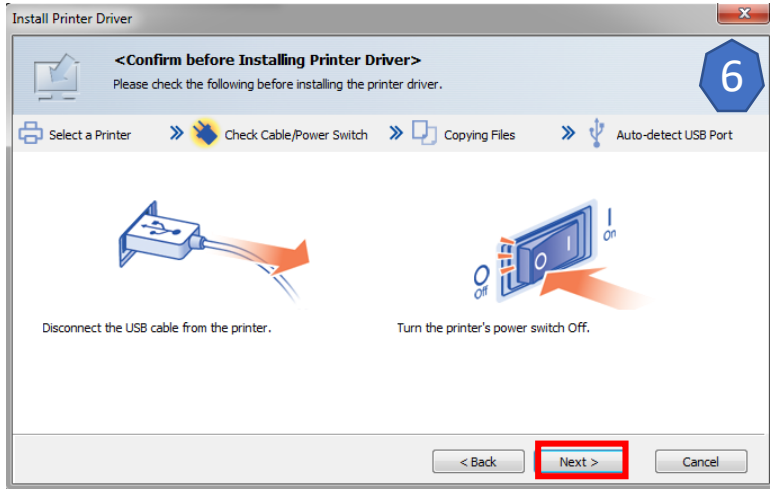
Windows USB PC Driver Installation - 1

1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Load the driver installation package
3. Agree to the license agreement
4. Select Add a new printer - press next
5. Select connect USB cable
6. Select next



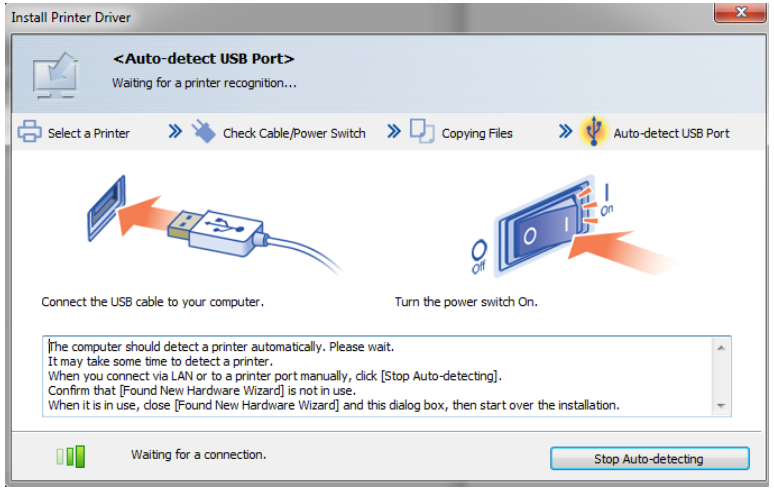


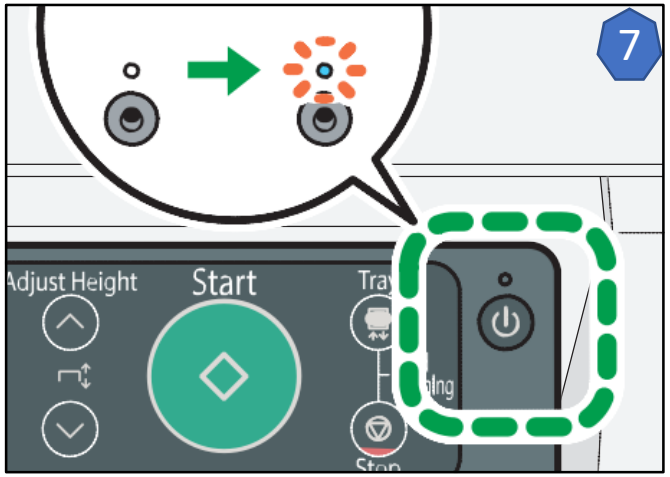


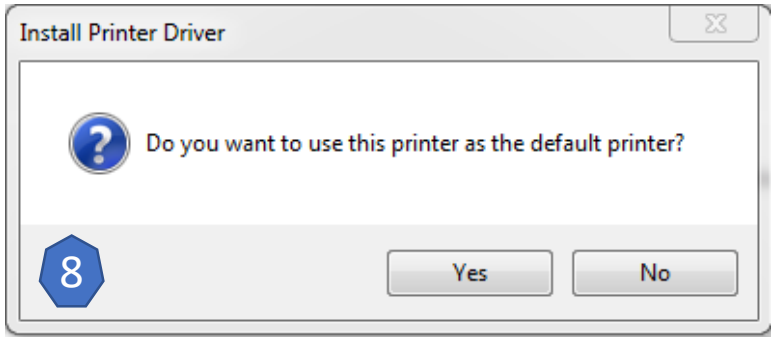


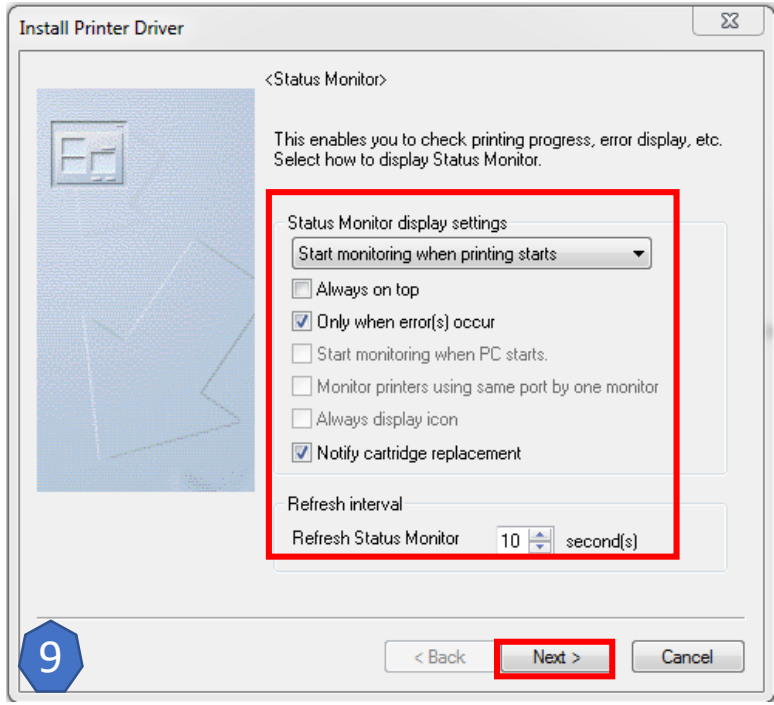
Windows USB PC Driver Installation - 2

7. While the application is scanning for USBs turn on the printer
8. Choose whether to make the RICOH Ri 100 your default printer
9. Configure the status monitor to user needs



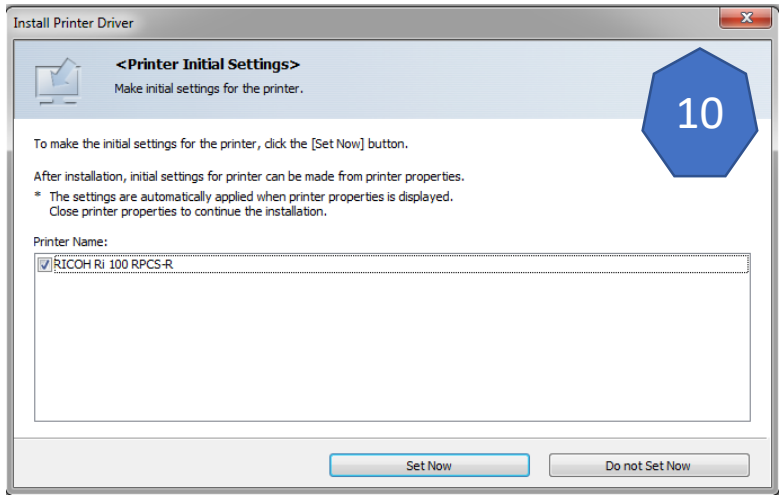


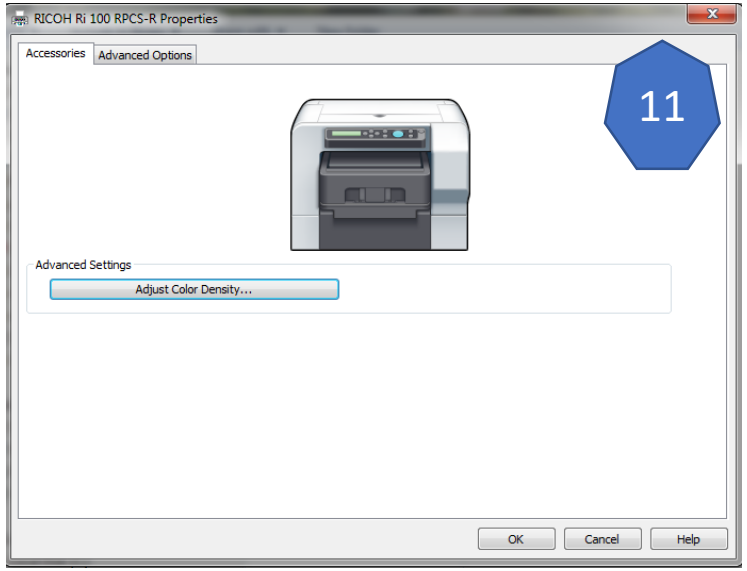


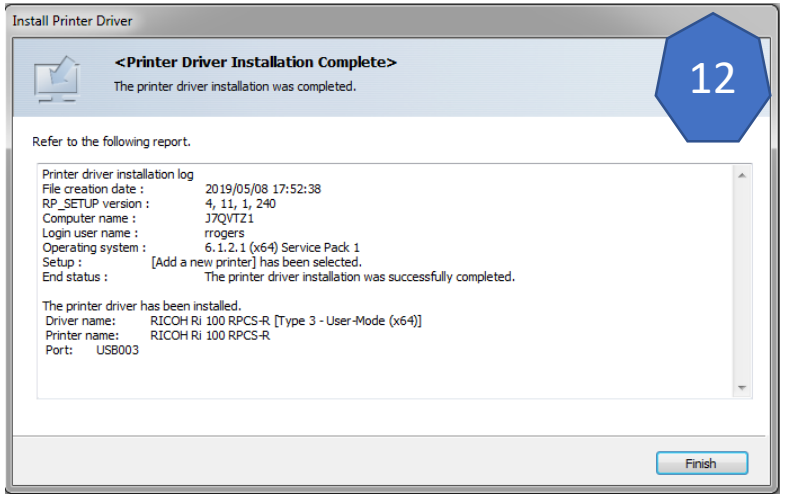


Windows USB PC Driver Installation - 3

10. Decide whether to adjust printer properties. *optional
11. Printer Properties adjustment *optional
12. Select Finish







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Windows

Windows USB PC - Printer Firmware Update – Windows OS & Browser

Click Icon to proceed to Printer Firmware Installation

Windows USB PC - Print Application

Click Icon to proceed to Choose Print Application

Print From Application

RICOH Design Software

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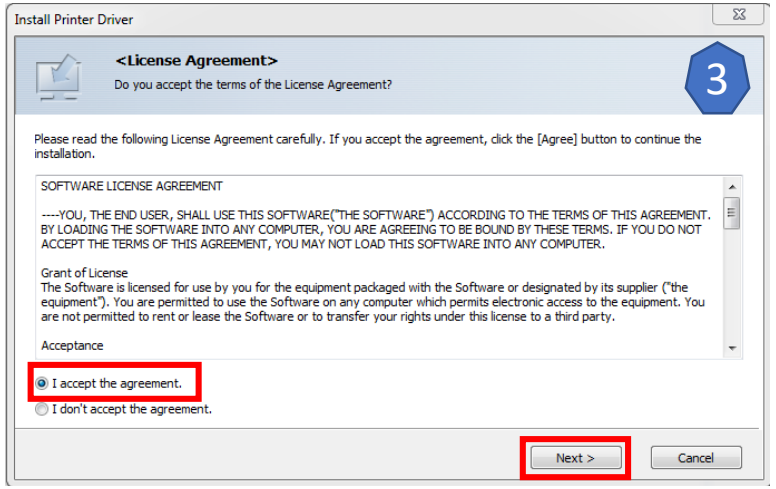
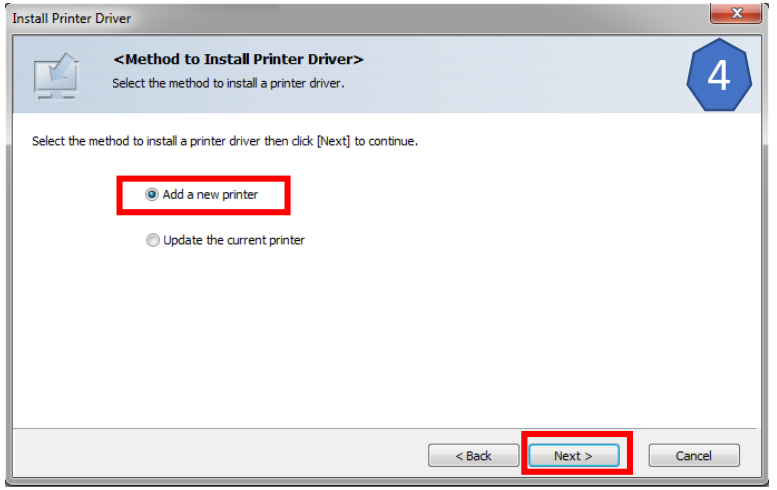
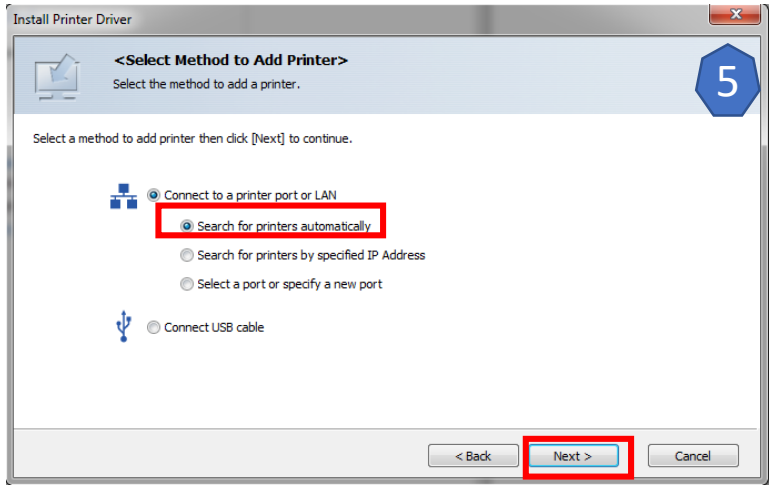
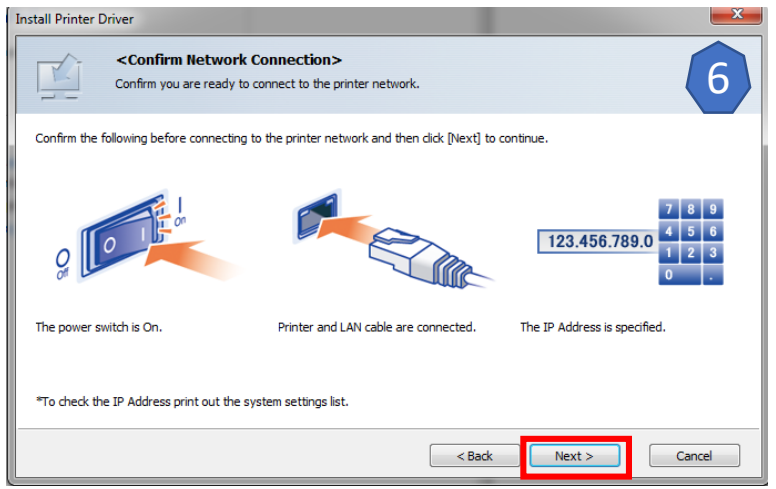
LAN/WLAN – PC Driver Installation – Search Automatically - 1

1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Load the driver installation package
3. Accept License Agreement
4. Select “Add a new printer”, press next
5. Select Search for printers Automatically, press next
   A. *If printer is unable to be found try to install the printer driver by IP Address
6. Press Next



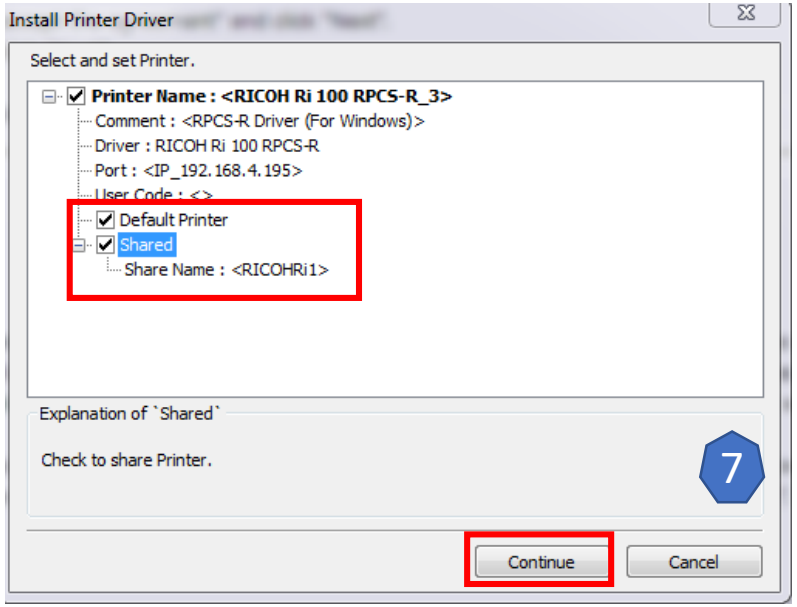


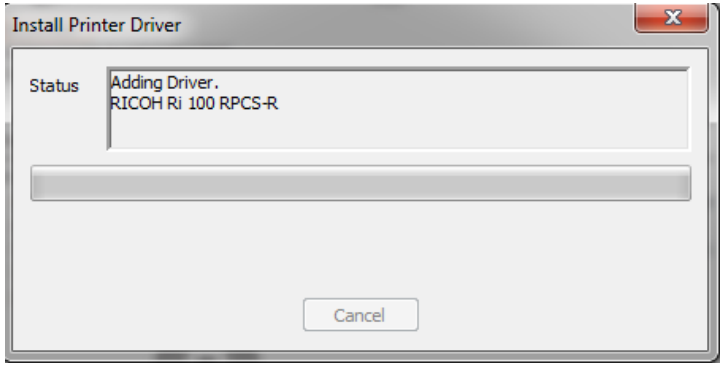


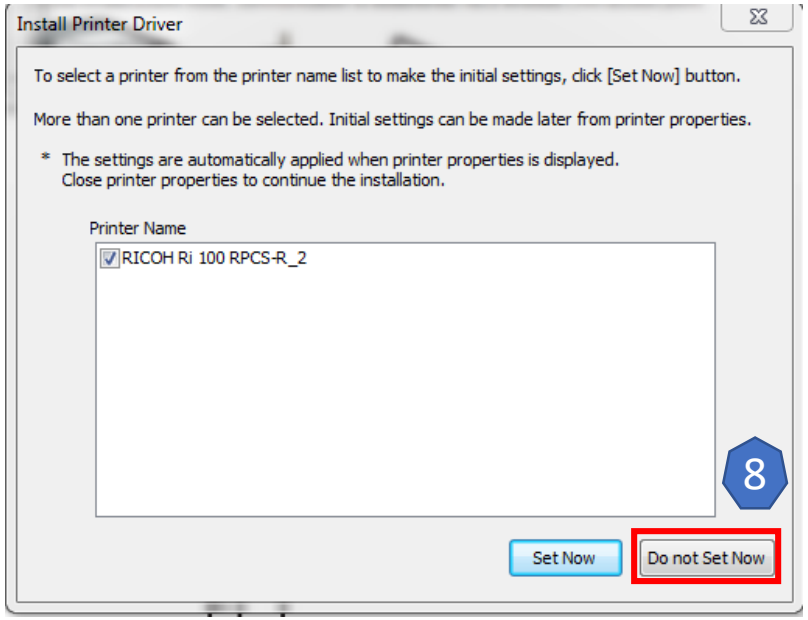


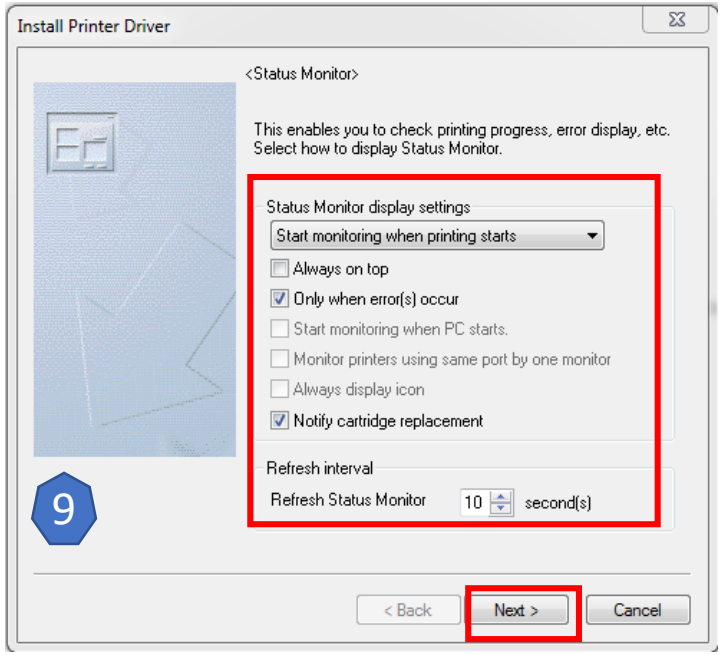
LAN/WLAN – PC Driver Installation – Search Automatically - 2

7. Select additional settings to be applied to the printer – press continue
8. Select “Do not Set Now”
   A. Use Set Now when adjustments are needed for the Printer Properties
9. Configure the status monitor to user needs



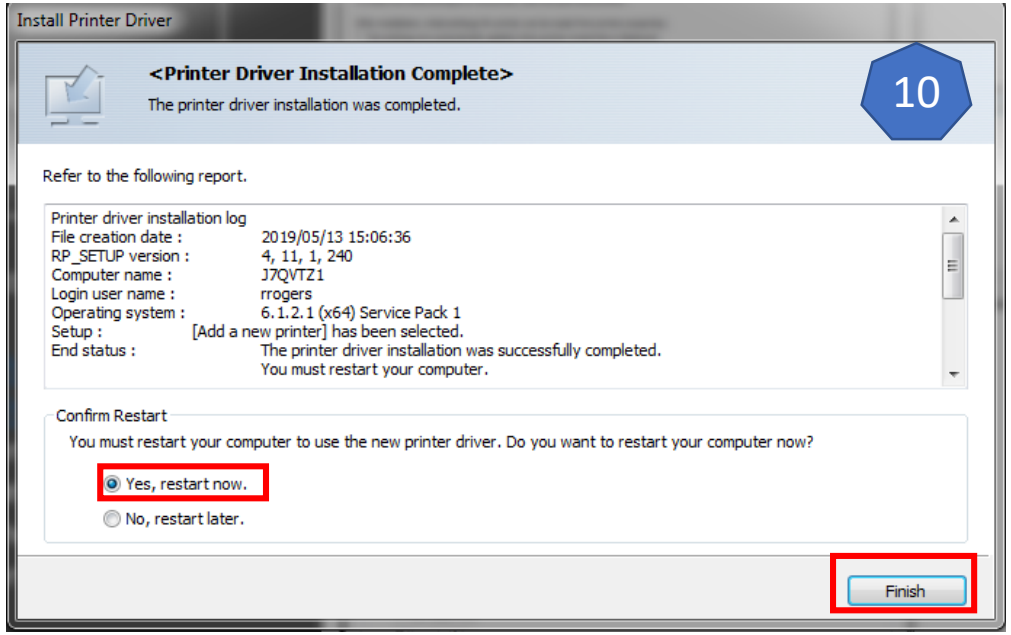






LAN/WLAN – PC Driver Installation – Search Automatically - 3

10. Restart the PC to finish installing the printer driver



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Windows

LAN/WLAN – PC Driver Auto – Printer Firmware Update – Windows OS & Browser

Click Icon to proceed to Printer Firmware Installation

LAN/WLAN – PC Driver Auto – Print Application

Click Icon to proceed to Choose Printer Application

Print From Application

RICOH Design Software

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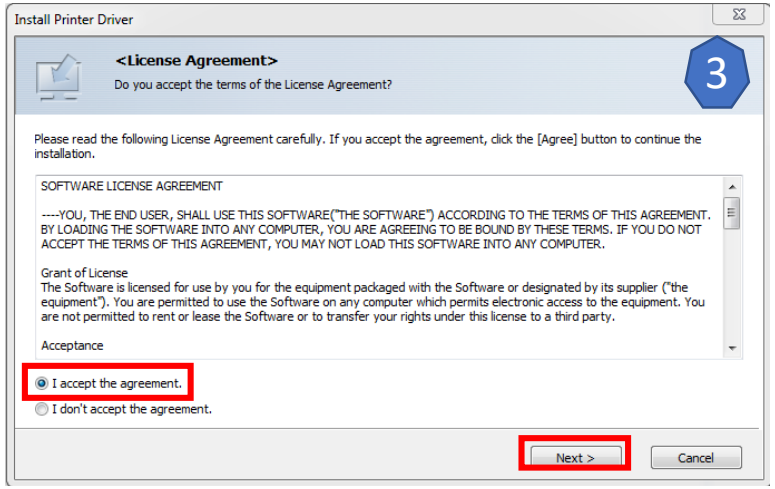
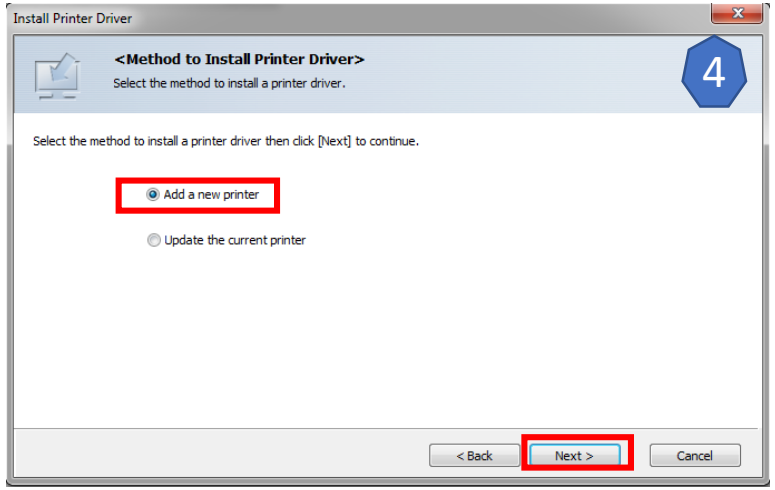
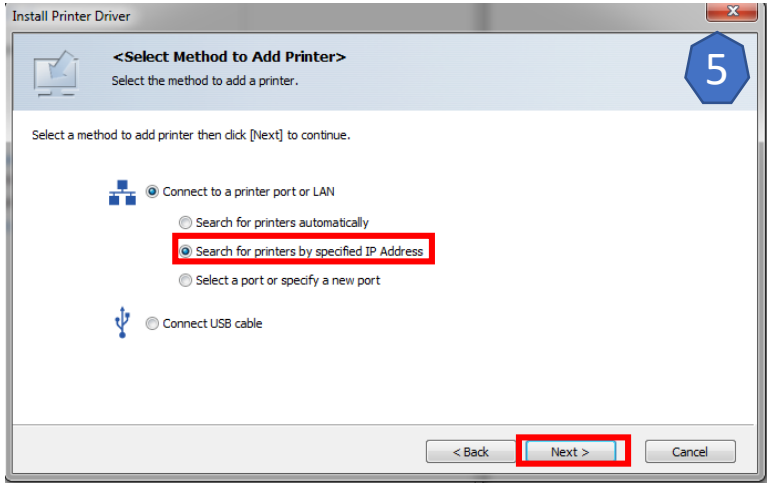
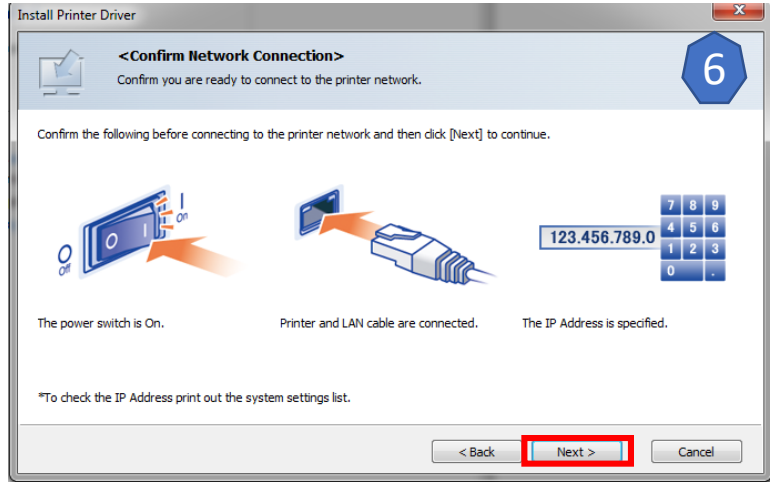
LAN/WLAN - PC Driver Installation - Search by IP Address - 1

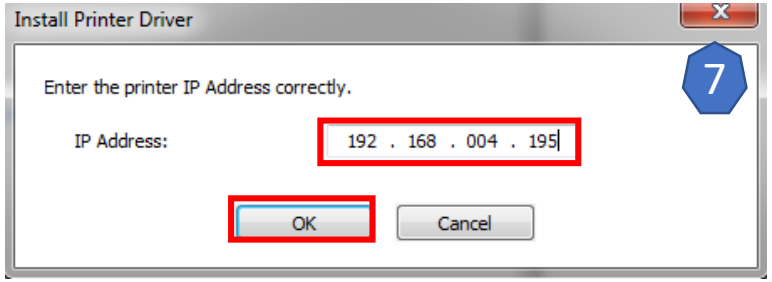
1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Load the driver installation package
3. Accept License Agreement
4. Select “Add a new printer”
5. Select Search for printers by specified IP Address, select next
6. Select Next
7. Enter Printer’s IP Address, Press OK





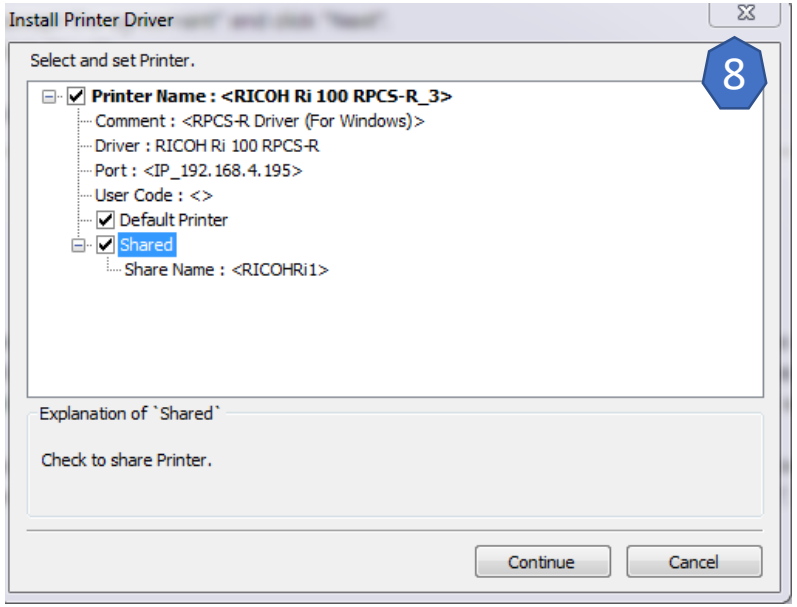


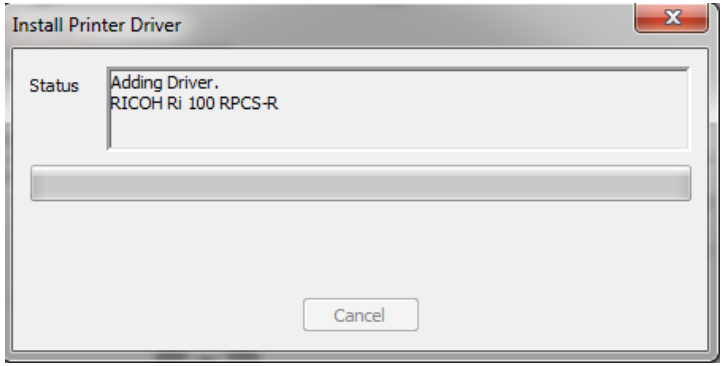


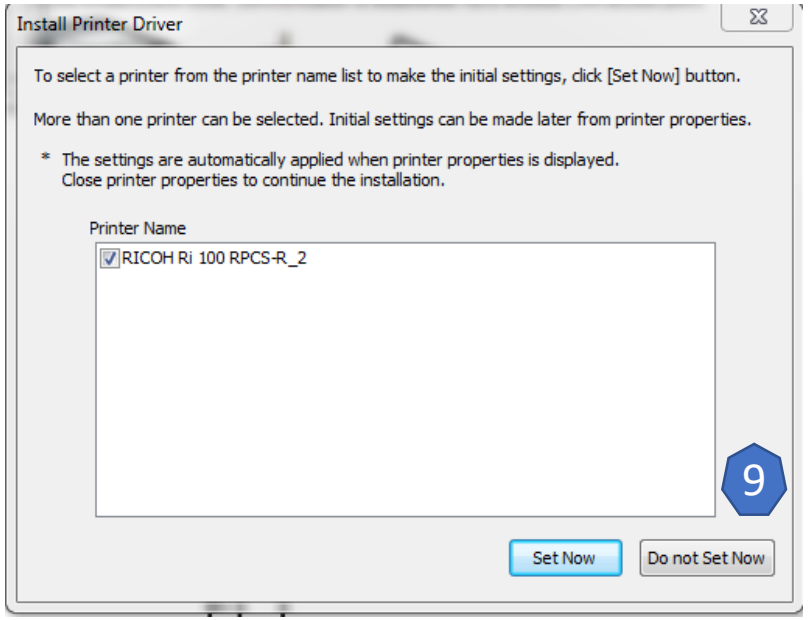


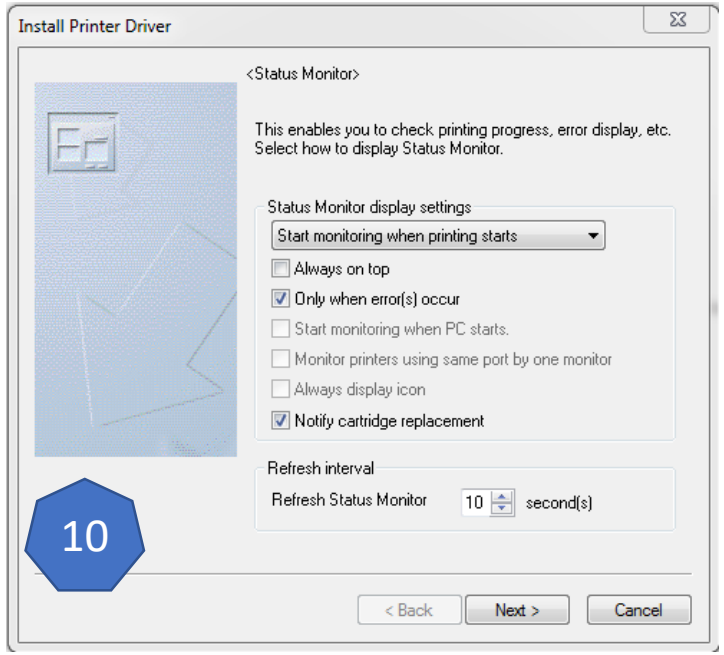
LAN/WLAN - PC Driver Installation - Search by IP Address - 2

1. Select additional settings to be applied to the printer – press continue
2. Select “Do not Set Now”
   - Use Set Now when adjustments are needed for the Printer Properties
3. Configure the status monitor to user needs



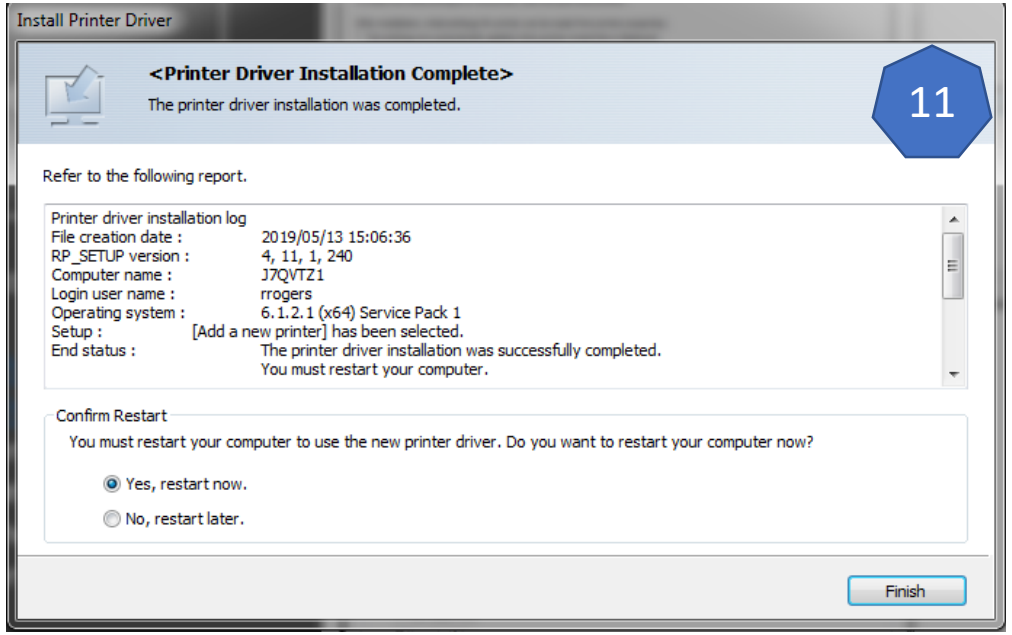






LAN/WLAN - PC Driver Installation - Search by IP Address - 3

11. Restart the PC to finish installing the printer driver
12. Install Printer Firmware update



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Windows

LAN/WLAN – PC Driver Manual – Printer Firmware Update – Windows OS & Browser

Click Icon to proceed to Printer Firmware Installation

LAN/WLAN – PC Driver Manual – Print Application

Click Icon to proceed to Choose Printer Application

Print From Application

RICOH Design Software

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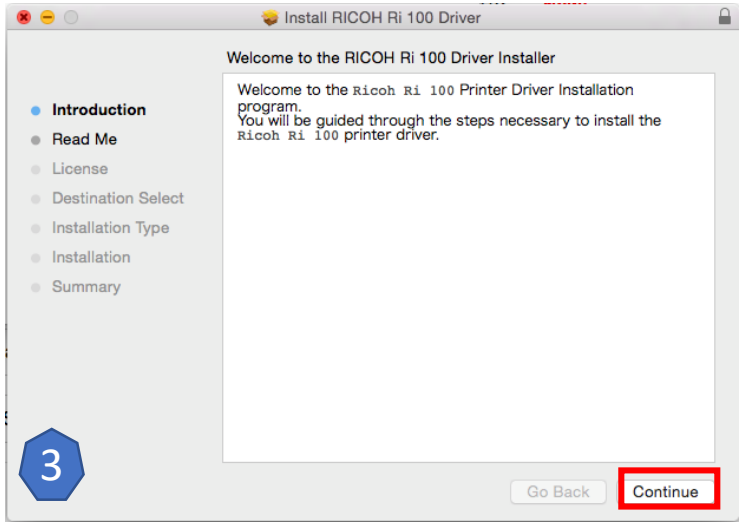
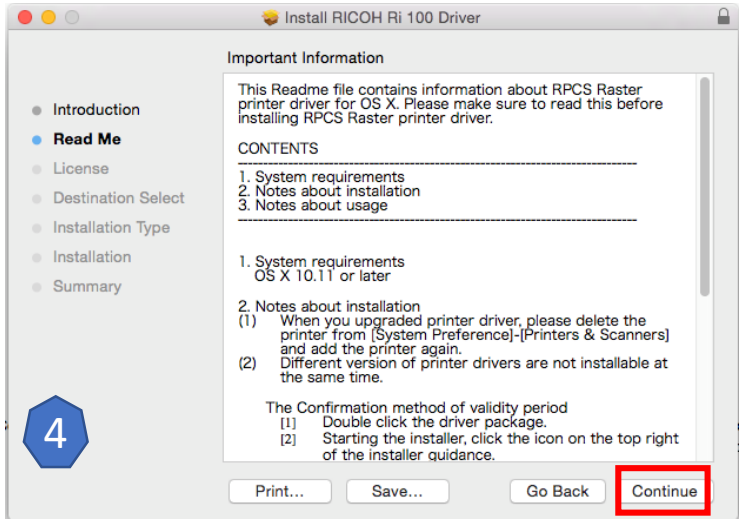
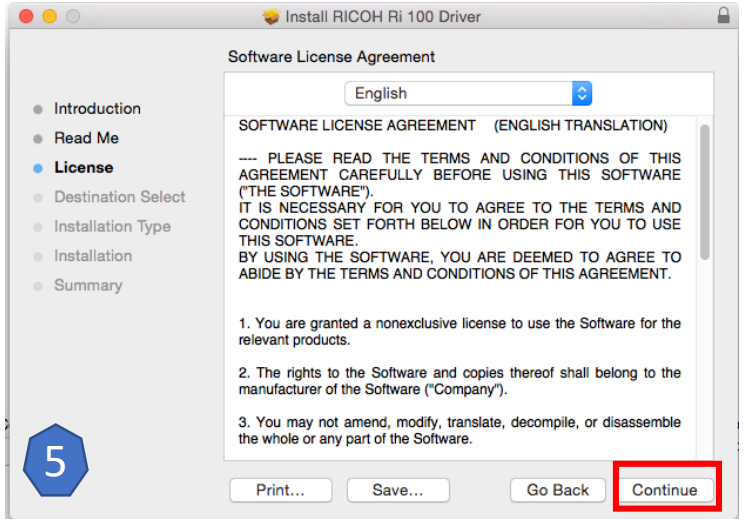
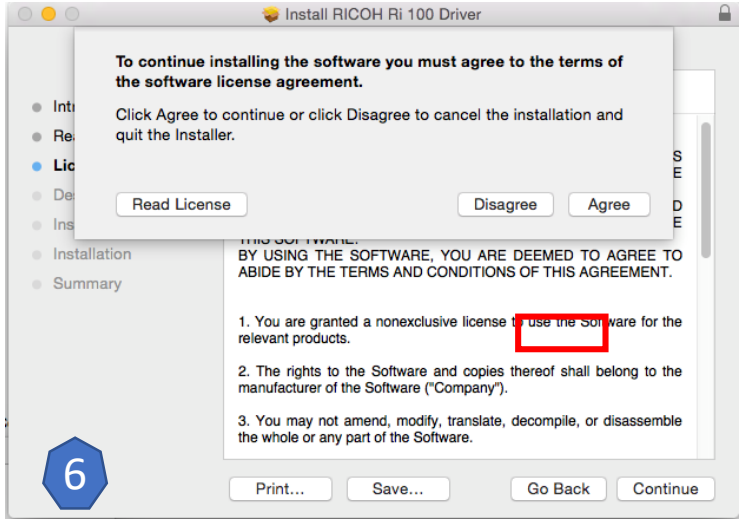
Mac OS Driver Installation (USB & WLAN/LAN) - 1

1. Download the latest driver from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Load the driver installation package
3. Press continue on Introduction page
4. Read the read section and continue when done
5. Read the Software license agreement and press continue
6. Accept the software license agreement



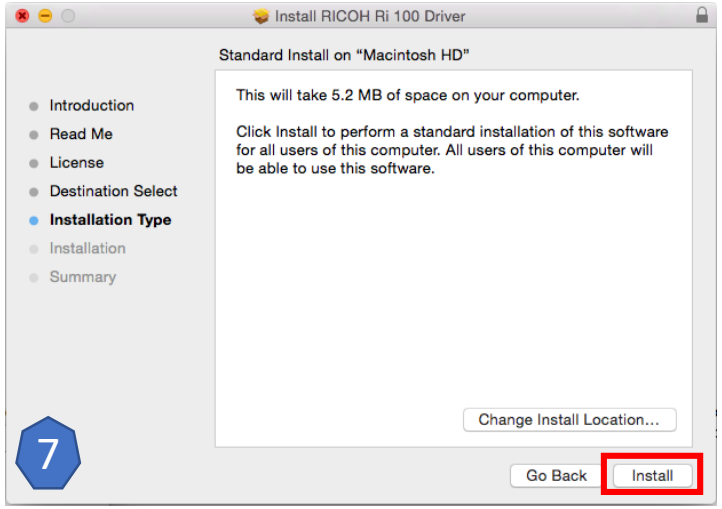


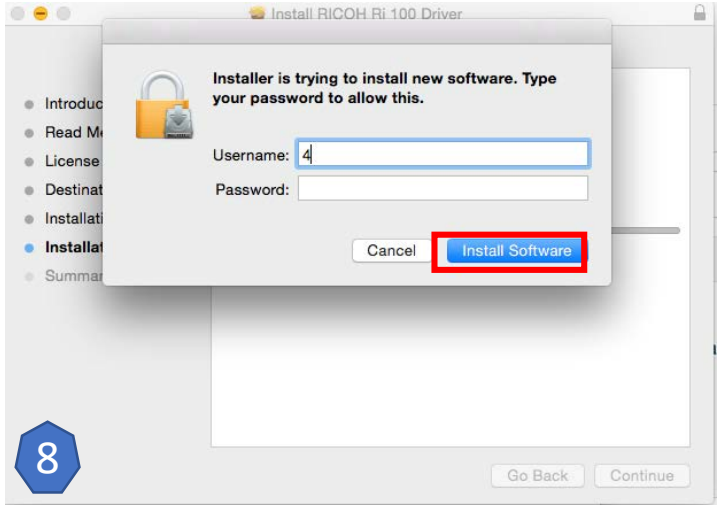


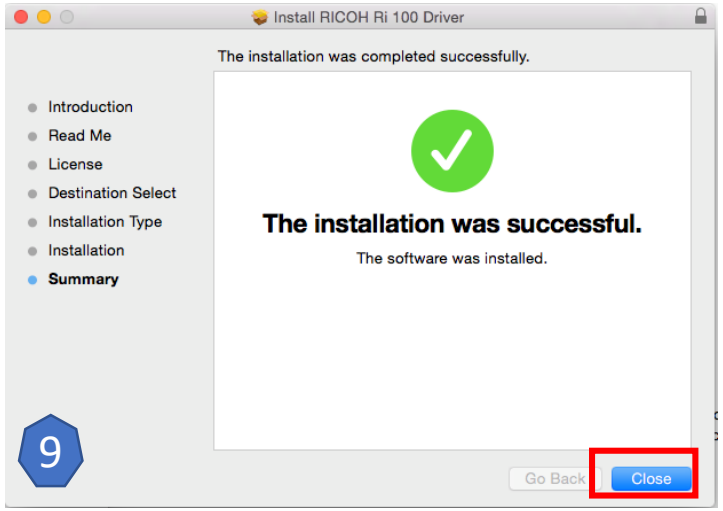


Mac OS Driver Installation (USB & WLAN/LAN) - 2

7. Select the installation location and press install
8. Enter required username and password as required, proceed to install software
9. Close install window when finished

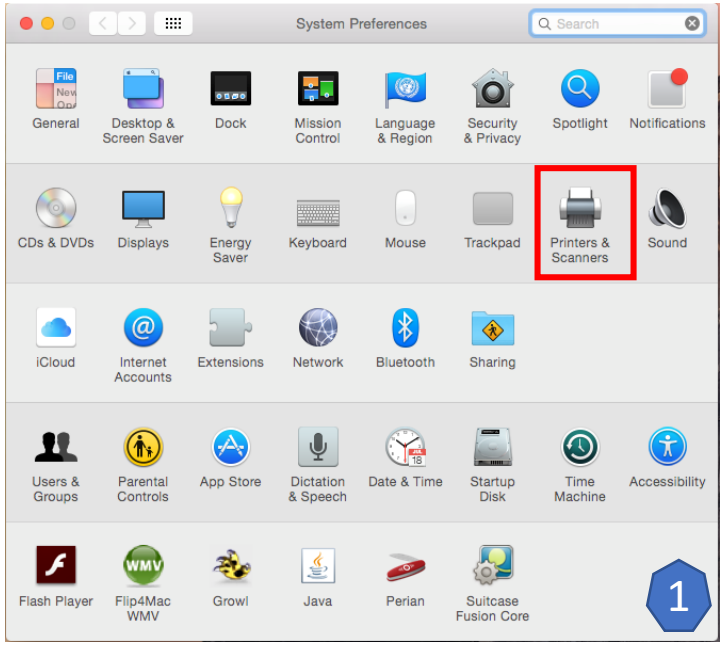


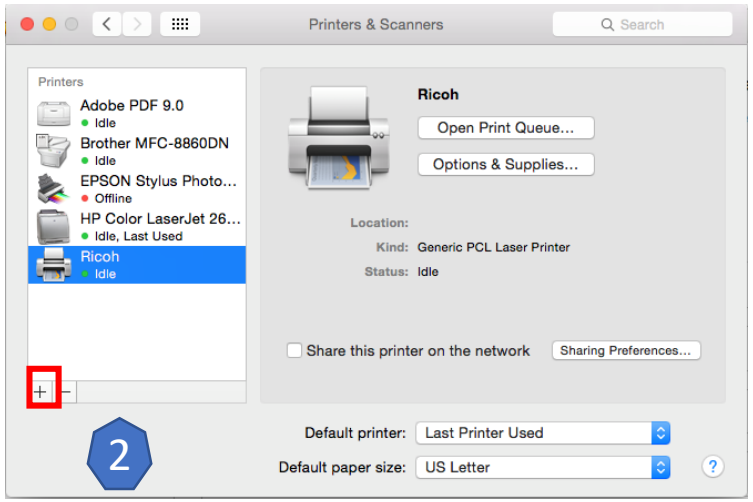


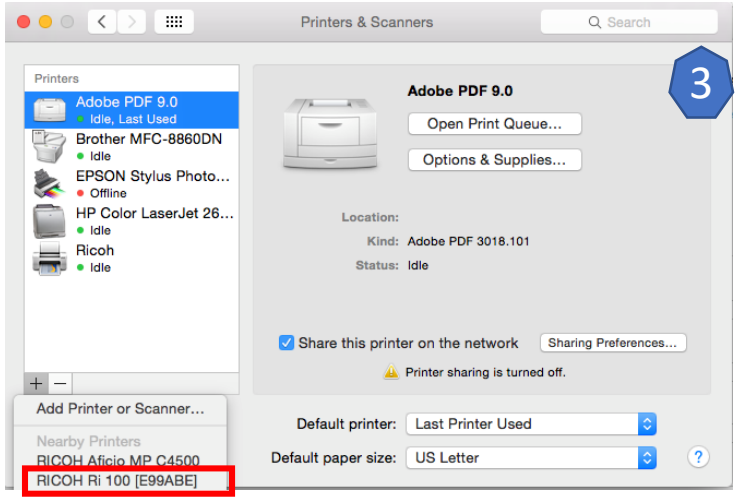


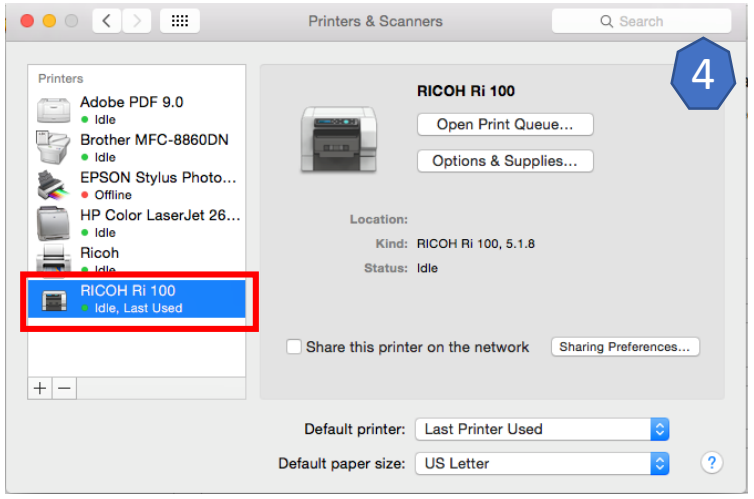
Mac OS Driver Installation - Adding Printer

1. In the System Preferences Menu, go to Printers and Scanners
2. Click the Add Icon [+]
3. Select RICOH Ri 100
4. Verify RICOH Ri 100 has been added to the printer list









Click Icon to proceed to Printer Firmware Installation

Mac OS – Printer Firmware Update – Browser

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Mac OS – Print Application

Click Icon to proceed to Choose Printer Application

Print From Application

RICOH Design Software

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Mobile Operating System Applications

RICOH Smart Device Connector

GET IT ON Google Play

RICOH Smart Device Connector

Download on the App Store

RICOH Design Software – Apple iPad

Download on the App Store

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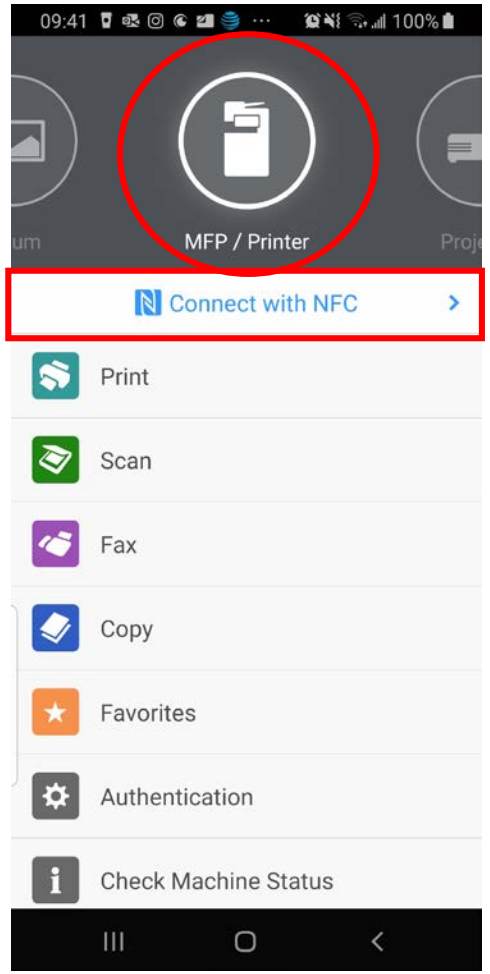
RICOH Smart Device Connector – Search & Add Machine - 1

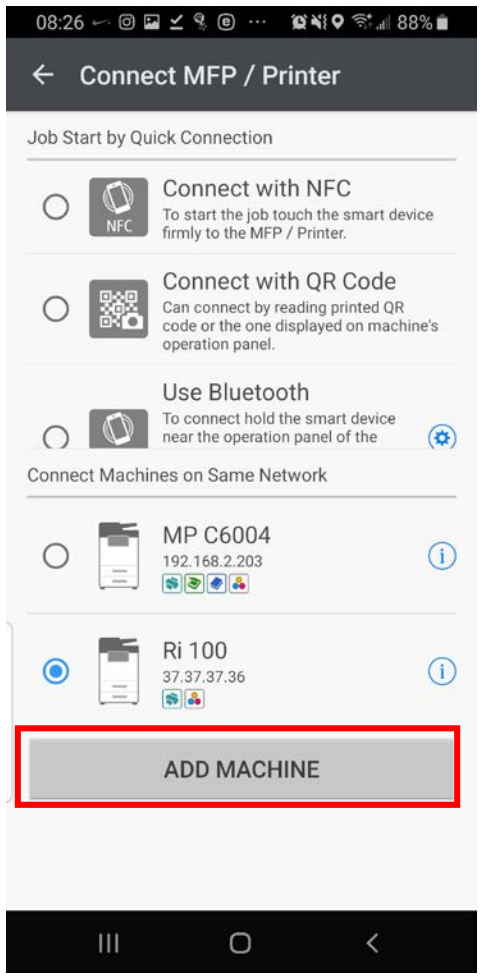
1. Download the RICOH Smart Device Connector from the Google Play Store or Apple App Store

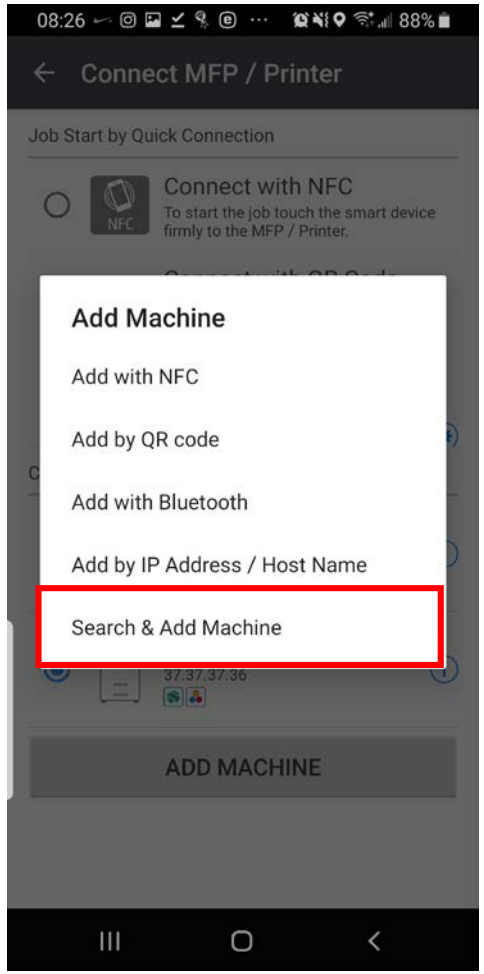
Available on the iPhone App Store

ANDROID APP ON Google play

2. Swipe to the MFP/Printer menu
3. Select Connect with NFC
4. Select ADD MACHINE
5. Select Search & Add Machine



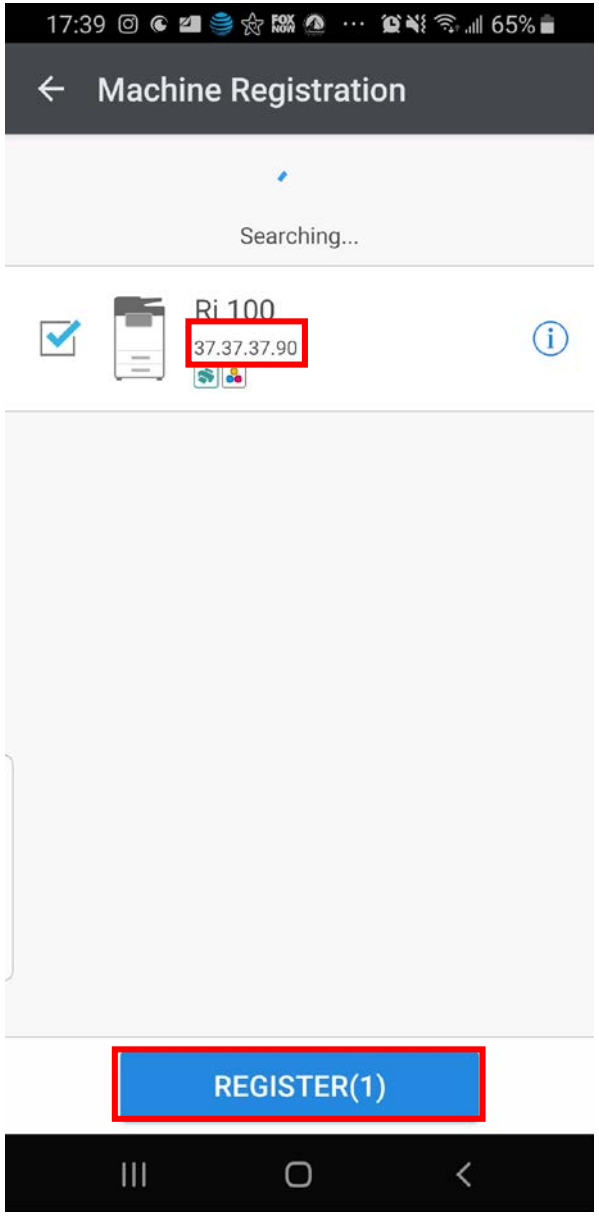




RICOH Smart Device Connector – Search & Add Machine - 2

- *In the case of multiple printer, confirm the IP address matches the printer desired

6. Select [Register]



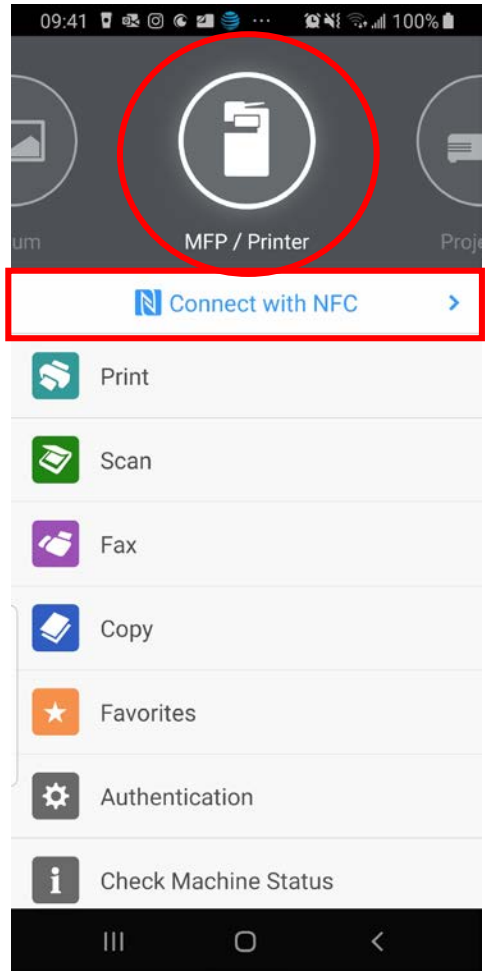
RICOH Smart Device Connector – Add by IP Address/Host Name - 1

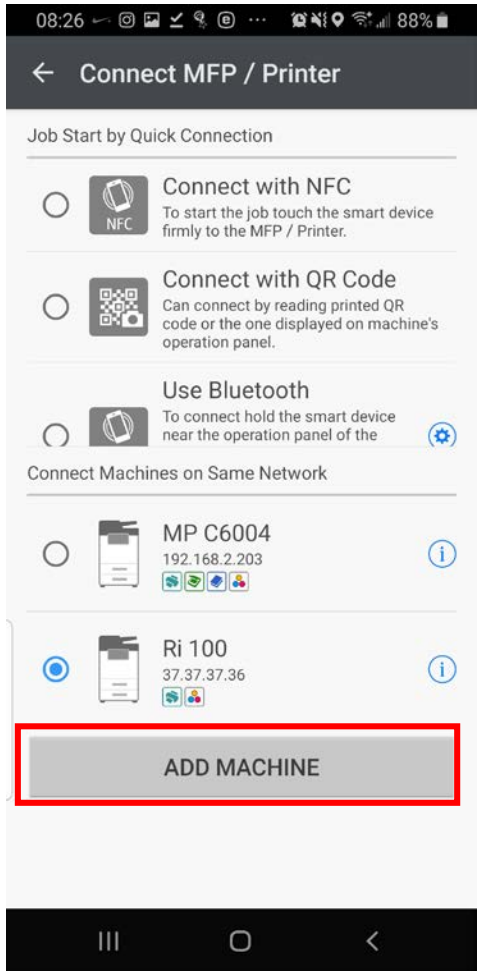
1. Download the RICOH Smart Device Connector from the Google Play Store or Apple App Store

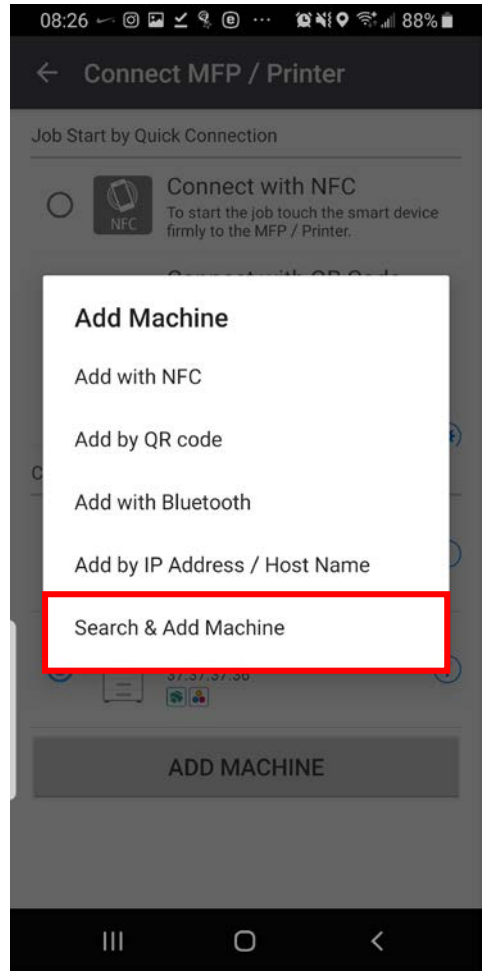
Available on the iPhone App Store

ANDROID APP ON Google play

2. Swipe to the [MFP/Printer] menu
3. Select [Connect with NFC]
4. Select [ADD MACHINE]
5. Select [Search & Add Machine]

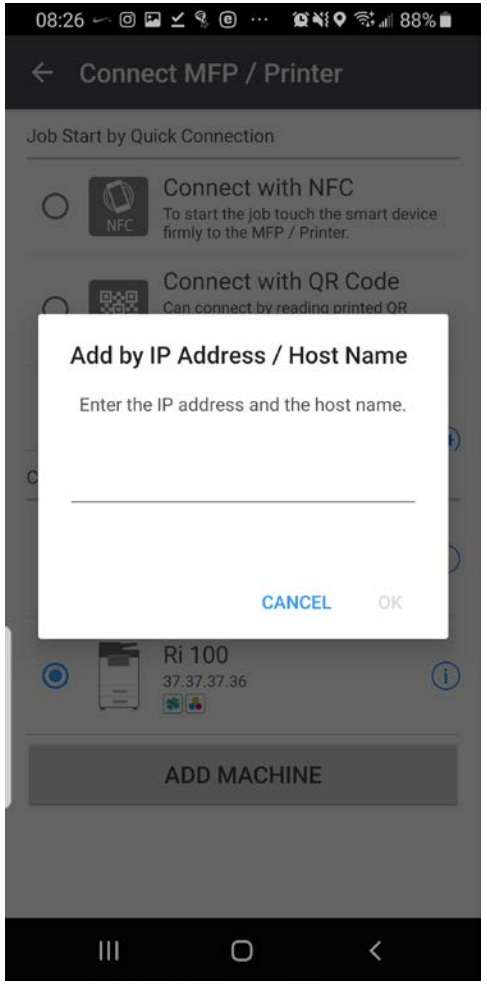


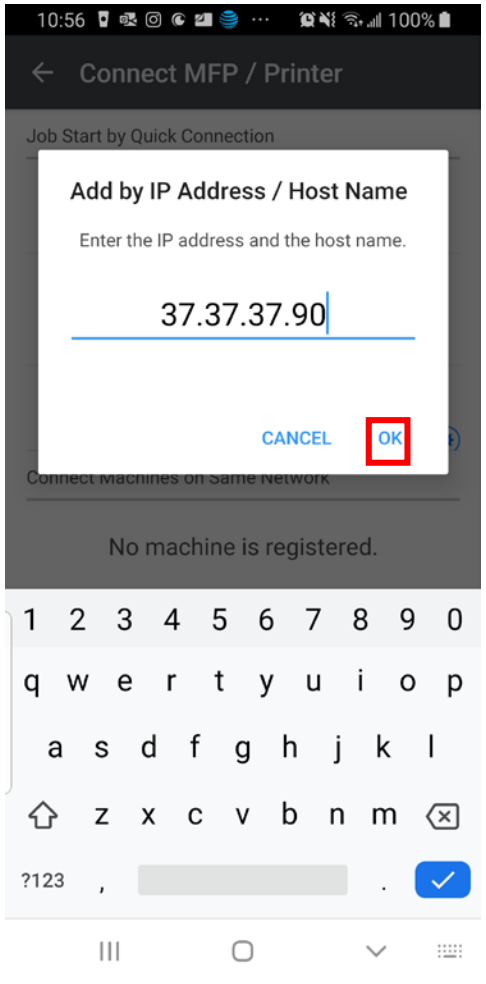


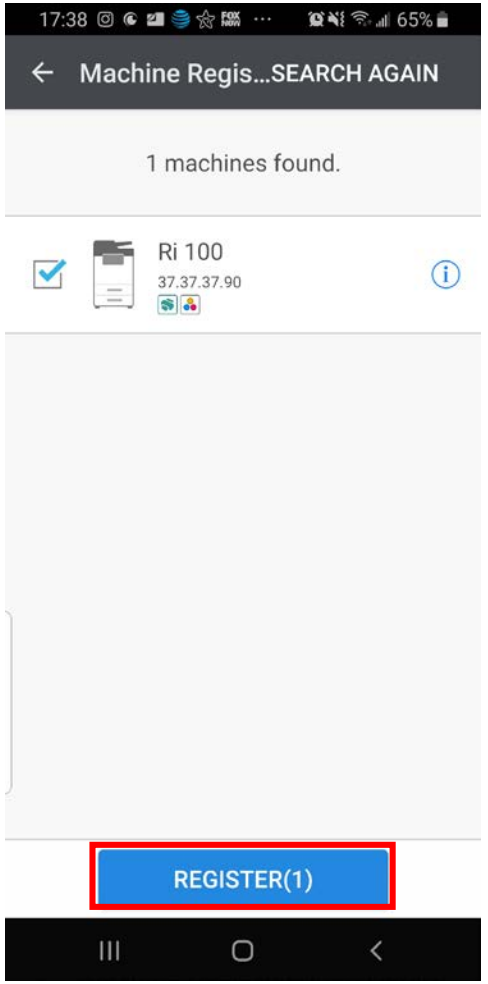


RICOH Smart Device Connector – Add by IP Address/Host Name - 2

6. Enter Printer's IP address
7. Select [OK]
8. Select [Register]







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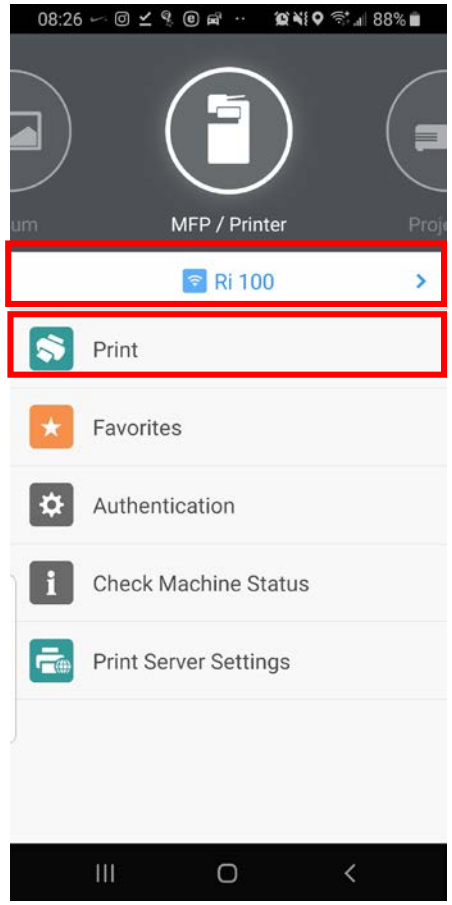
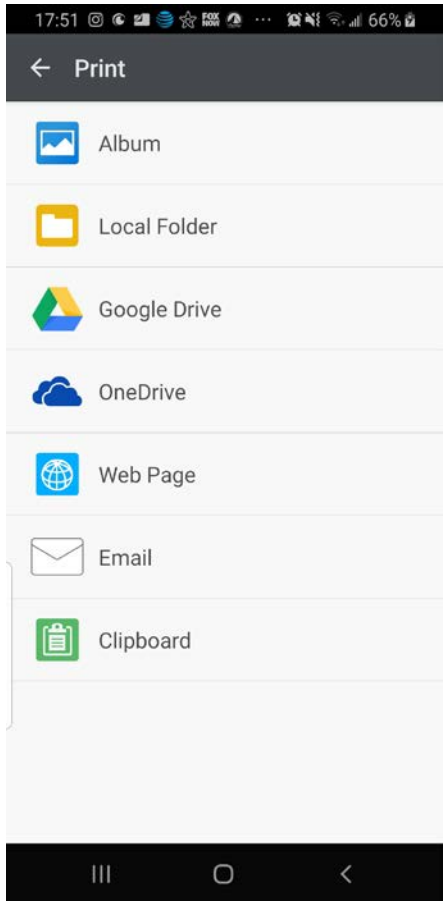
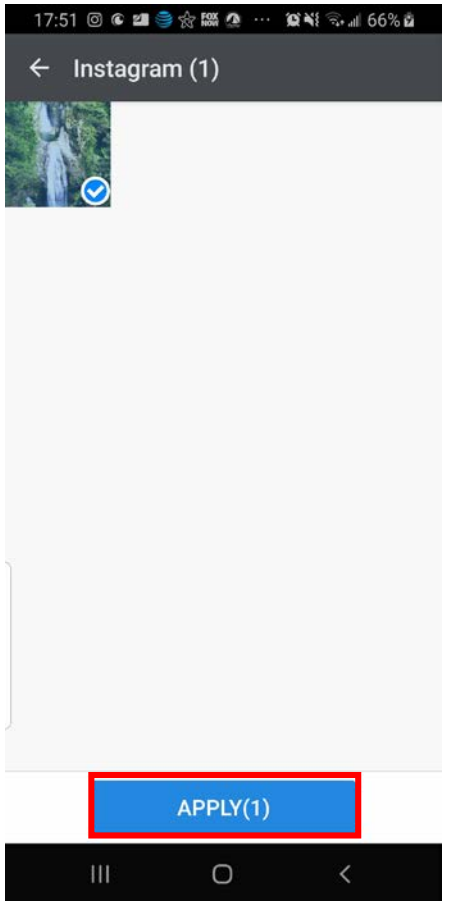
RICOH Smart Device Connector Printing- Job Transmission - 1

1. Make sure the Ri 100 is Selected and press [Print]
2. Select Image Location
3. Select image and press [Apply]

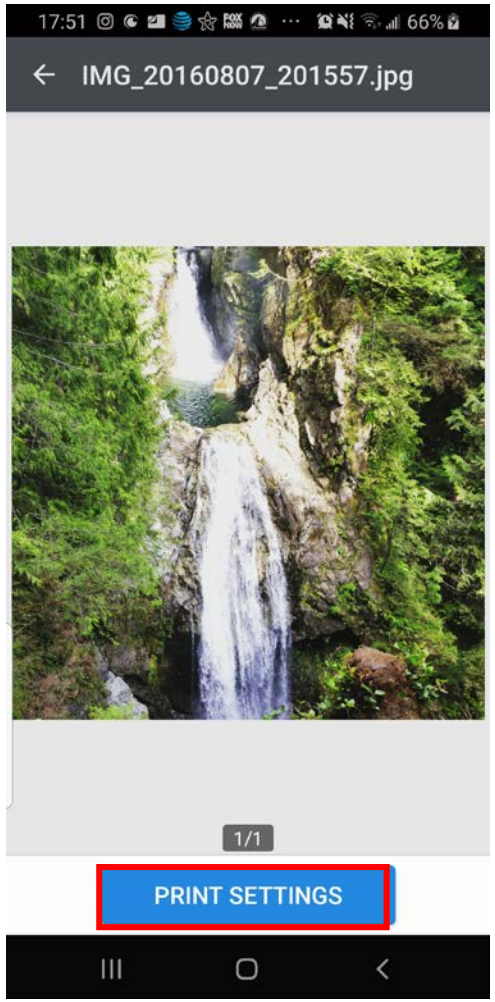


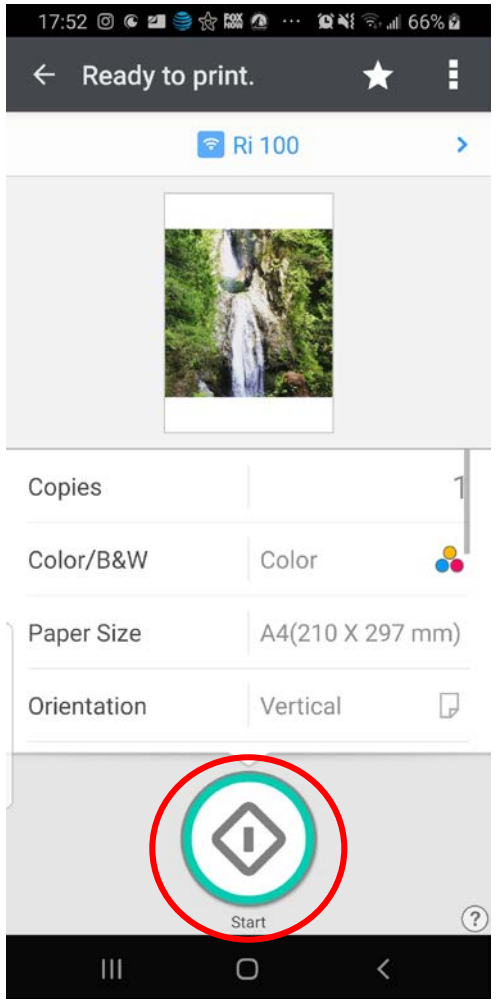




RICOH Smart Device Connector Printing- Job Transmission - 2

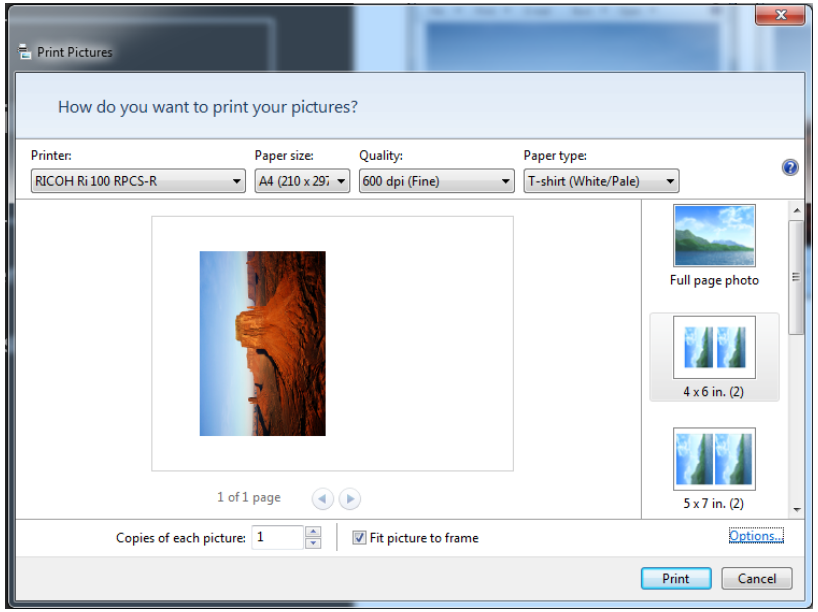
4. If the image is indeed correct, press [PRINT SETTINGS]
5. Adjust the settings of the print as needed and press [Start] when ready.
6. When the [Start] button on the printer control panel flashes blue, press the [Start] button





File Print - PC

1. Load the Image in user software
2. Select [Print]
3. Select [RICOH Ri 100…]
4. Set Paper Size and Quality Mode
5. Select [Print]



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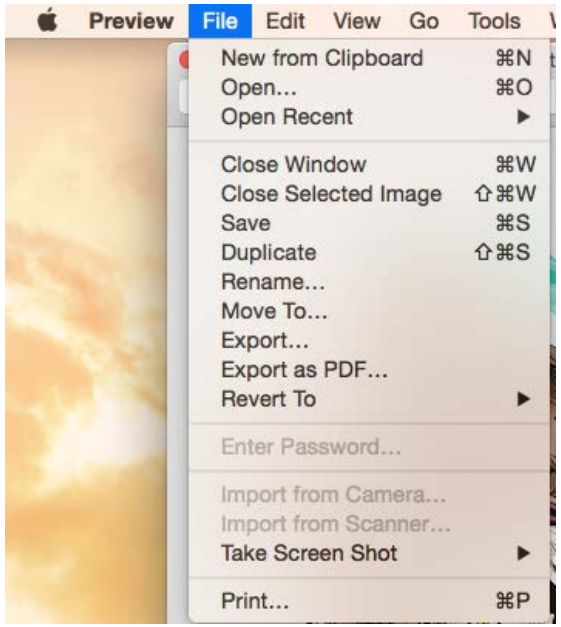
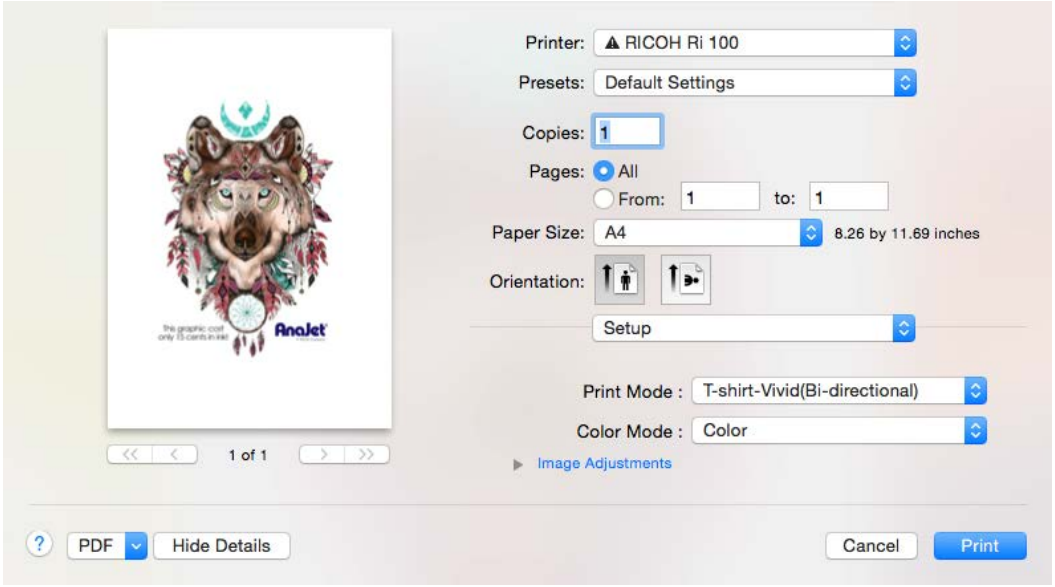
File Print - Mac

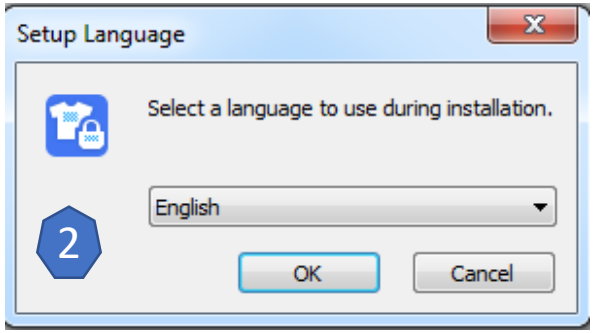
1. Load the Image in user software
2. Select [Print]
3. Select [RICOH Ri 100…]
4. Set Paper Size and Print Mode
5. Select [Print]

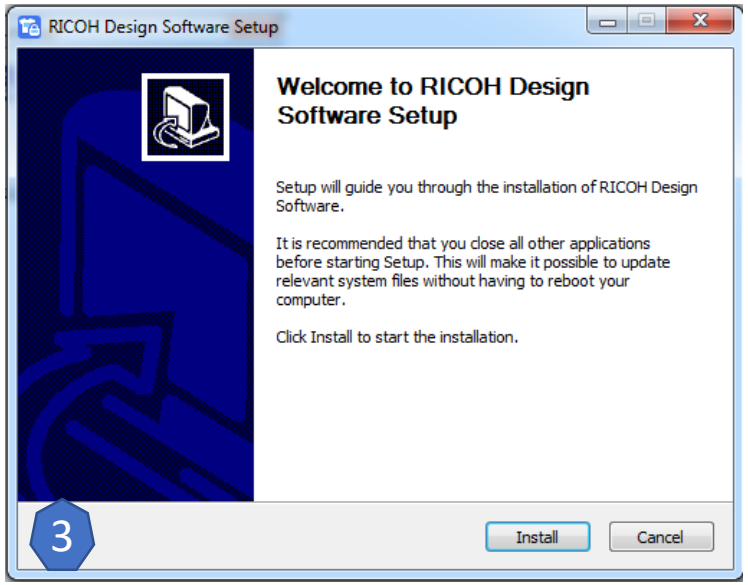


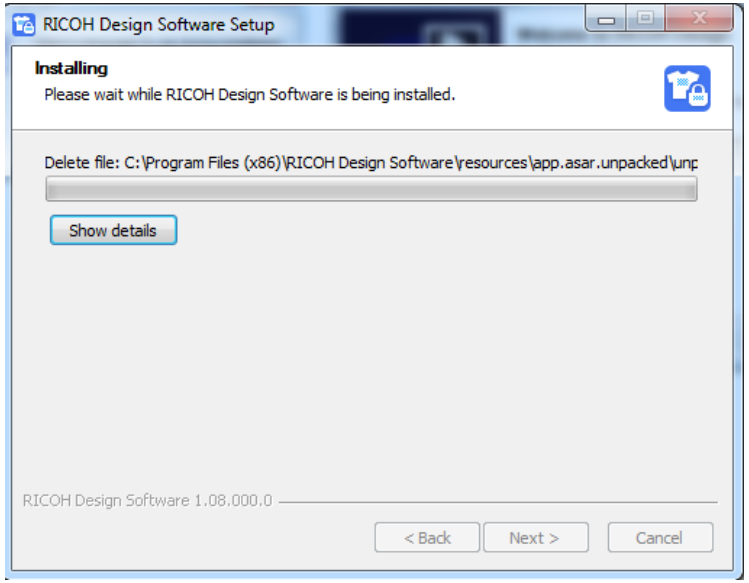


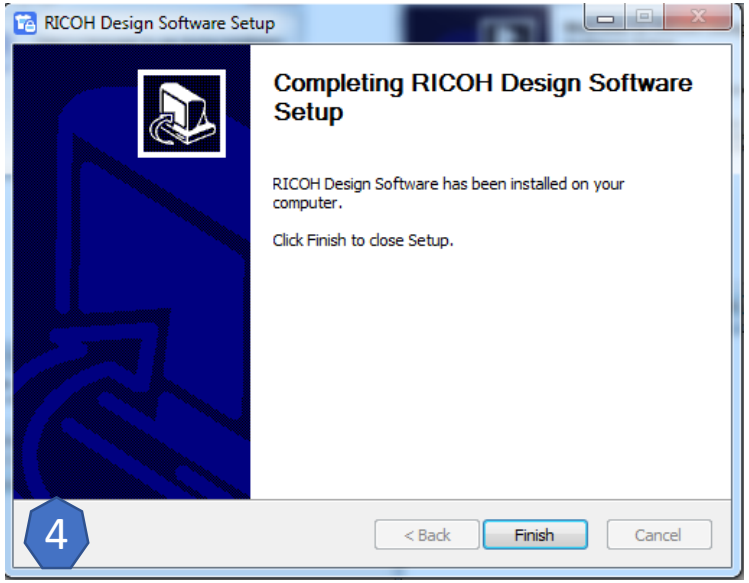
RICOH Design Software Installation - PC

1. Download the latest RICOH Design Software from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Select the language to be displayed
3. Read “read me” information and press [Next] to proceed
4. Select [Finish] when done









Click on the Design software icon to learn more about how to use the application

RICOH Design Software Installation – Using the software - PC

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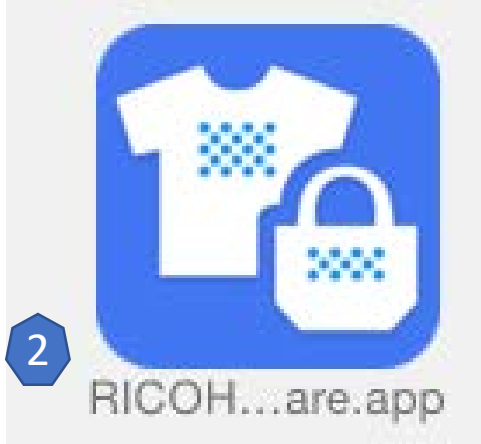

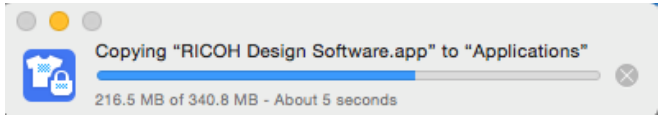

1. Download the latest RICOH Design Software from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Once the DMG File is loaded, drag the RICOH Design Application file to the Applications folder
3. After the application is installed, the firmware can be loaded.

- *for Apple iPad click the icon below for installation

Download on the App Store

RICOH Design Software Installation – Mac/iOS

Click on the Design software icon to learn more about how to use the application

RICOH Design Software Installation – Using the software - Mac

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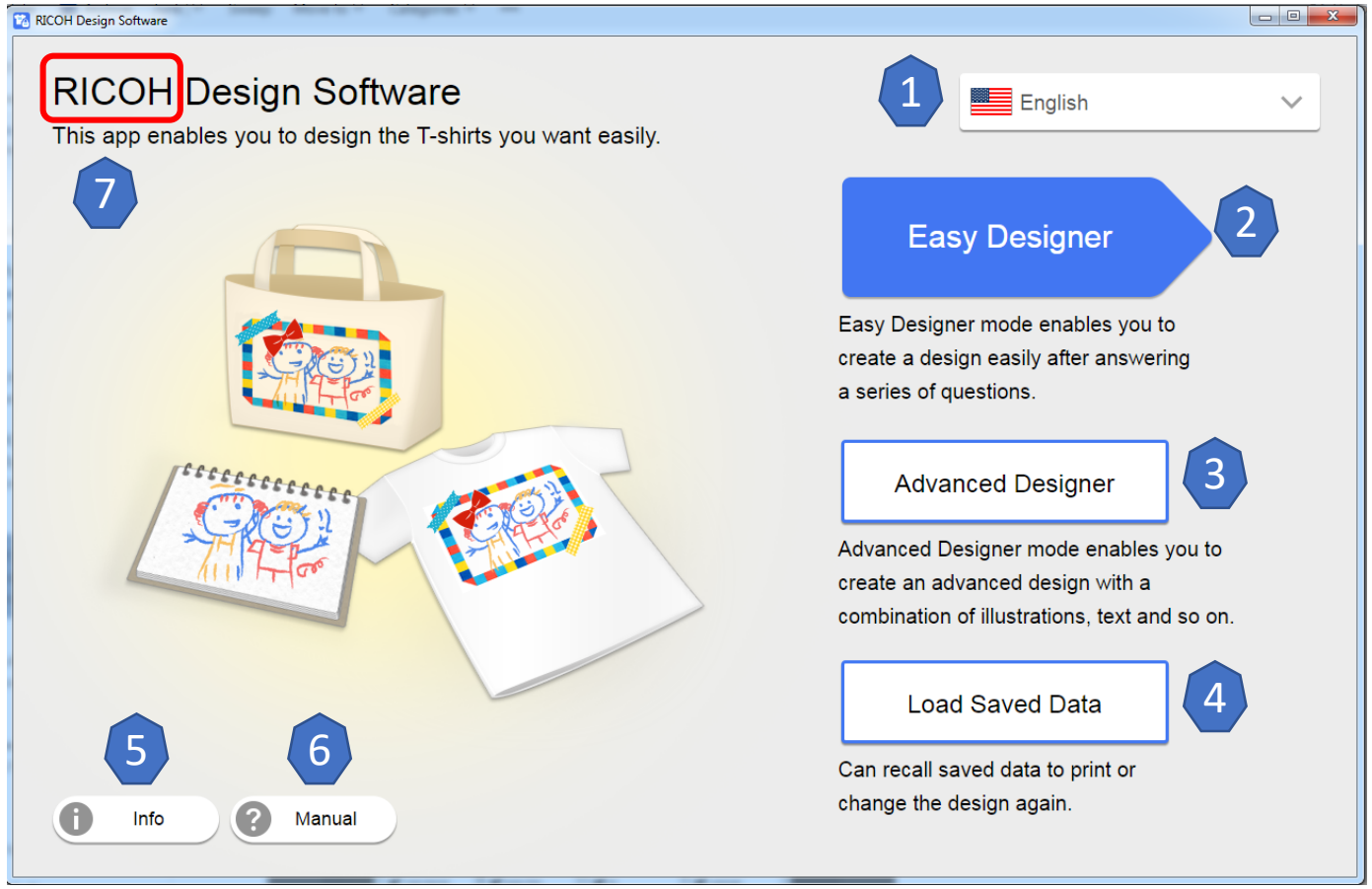
RICOH Design Software – Top Page

This section describes the items displayed on the top screen.

1. Select Language function
2. Easy Designer
3. Advanced Designer
4. Load Saved Data
5. Software/ License Information
6. Software Manual
7. Software Settings Menu (Hold Left Click)
   A. Must be in administrative move for PC PCs

Click on screen buttons to go explore a more in-depth overview



Proceed to the next slide to learn the basics of printing a file

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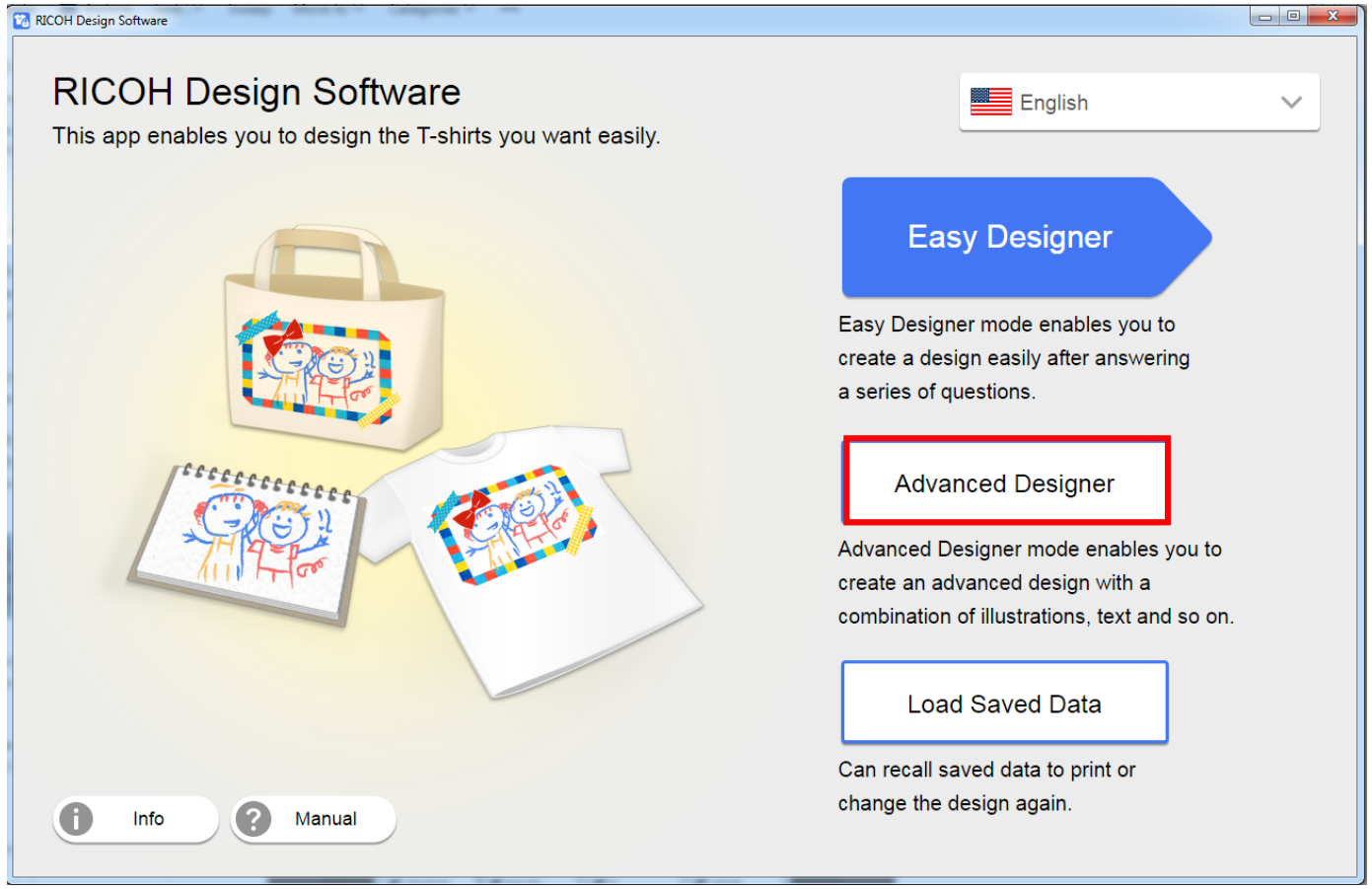
RICOH Design Software – Printing A File (The Basics) - Top Page

This guide describes basic printing steps with the RICOH Design Software

1. Select Advanced Designer



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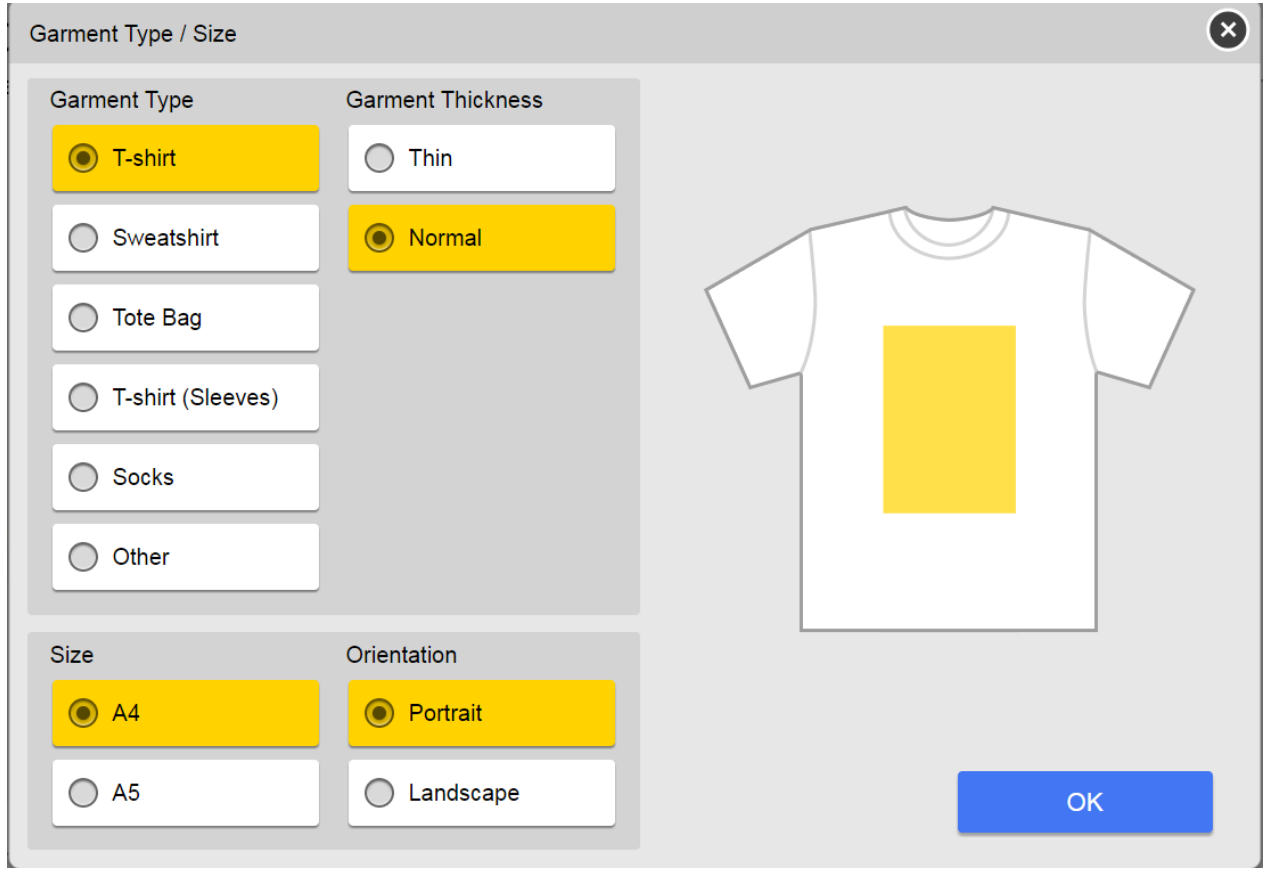
RICOH Design Software – Printing A File (The Basics) – Garment Selection

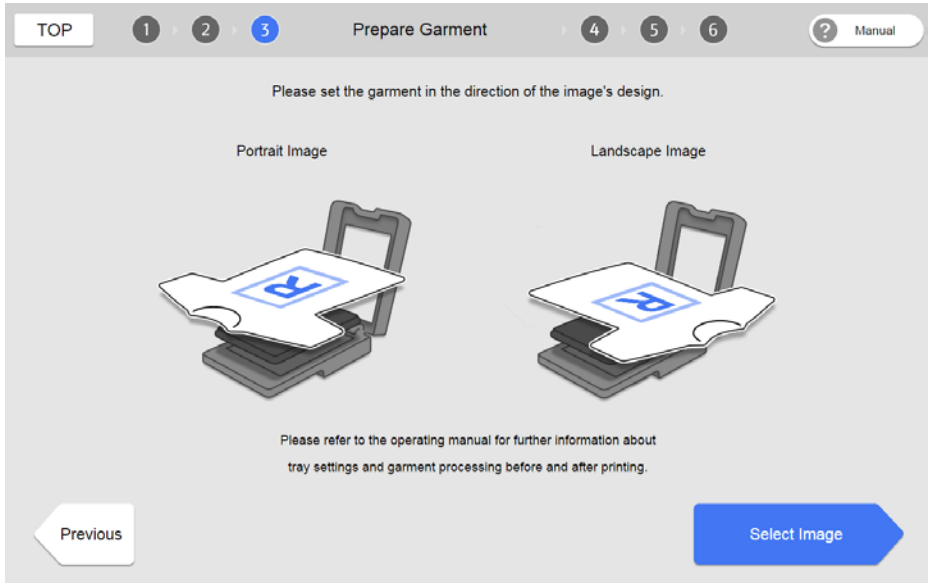
- Advanced Designer allows you to select functions flexibly by using the tool buttons on a single screen.
- We recommend using this mode particularly if you know how to edit software or want to print multiple images on the fabric.

2. Choose the Garment Type, Thickness, Cartridge Size, and print orientation for image to be printed.

- Advanced Mode has (6) Garment Types available: T-shirt, Sweatshirt, Tote Bag, Socks, T-Shirt (Sleeves), and Other
- Each Garment Type has different thickness options, drop size varies based on the garments thickness chosen.



RICOH Design Software – Printing A File (The Basics)- Preparing Your Garment

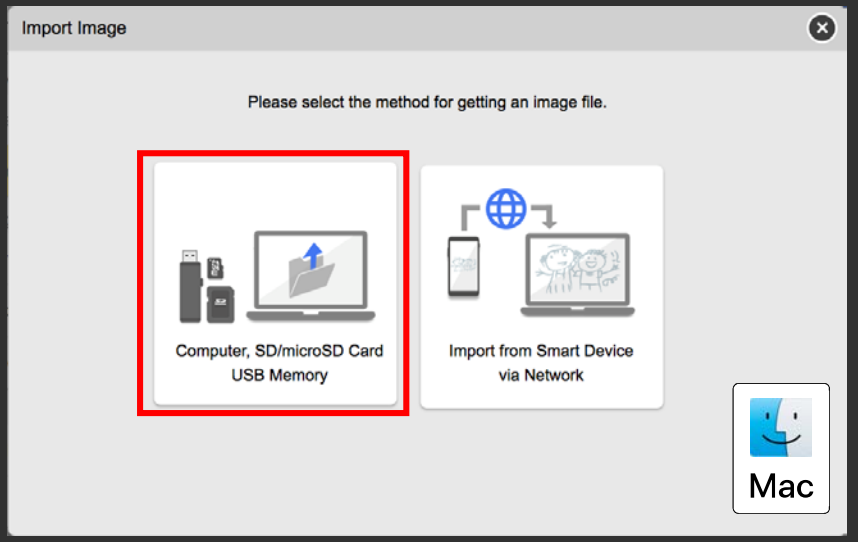


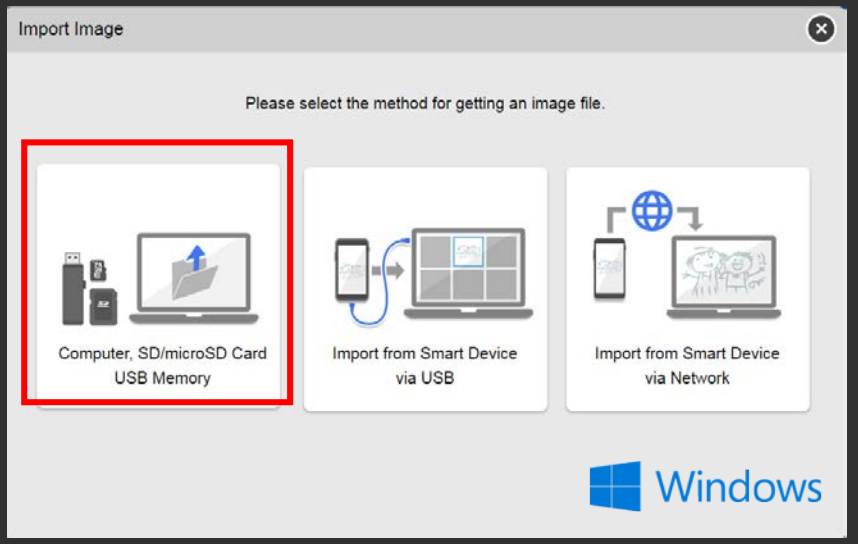
3. Set the Garment onto the tray according to the intended print direction

RICOH Design Software – Printing A File (The Basics) – Importing Image

The Import Image Page provides options where a image can be imported from PC, External Drive, or Smart Device

4. Import images from a computer or data storage device.

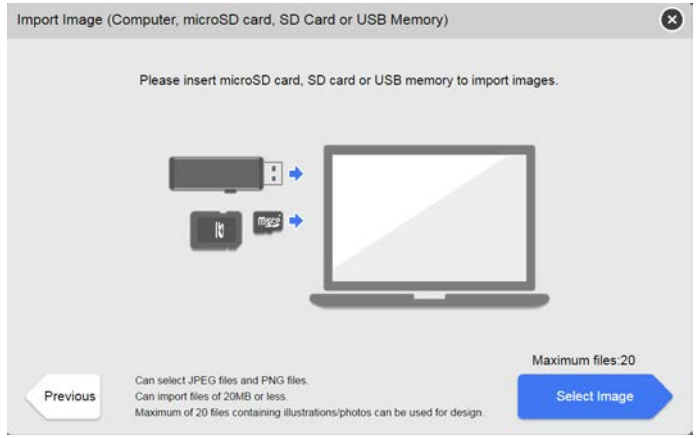


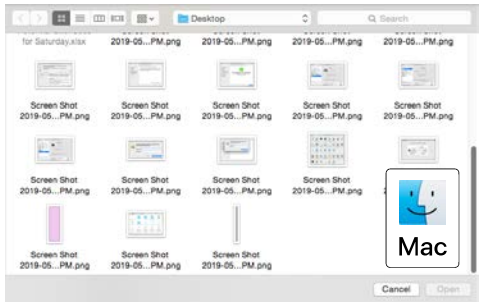


RICOH Design Software – Printing A File (The Basics) - Import Image (Computer, SD/microSD Card USB Memory)

Connect external devices to the computer and import data stored on the device: microSD card, SD card, USB memory

5. Press [Select Image]
6. Select the image to be uploaded

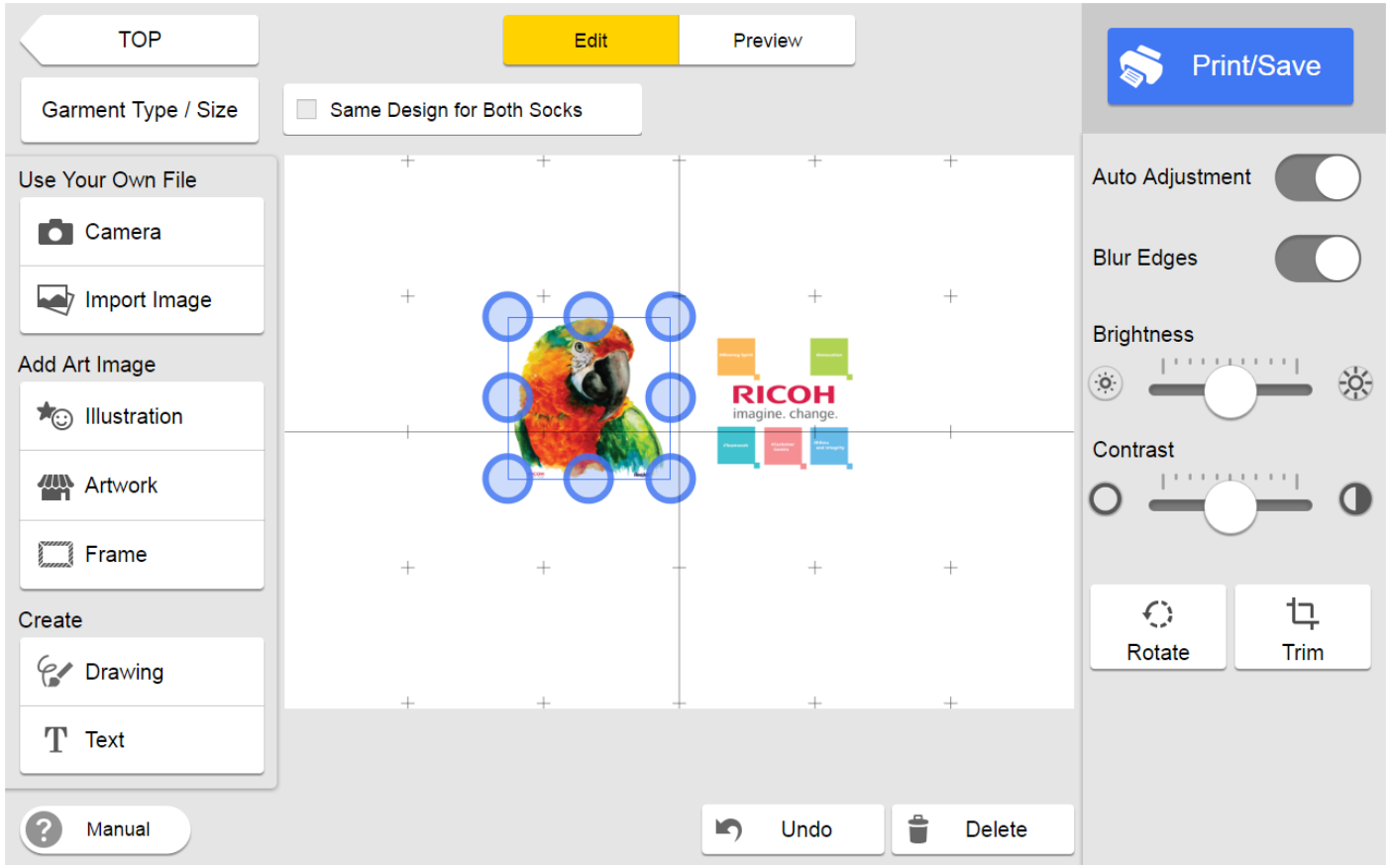


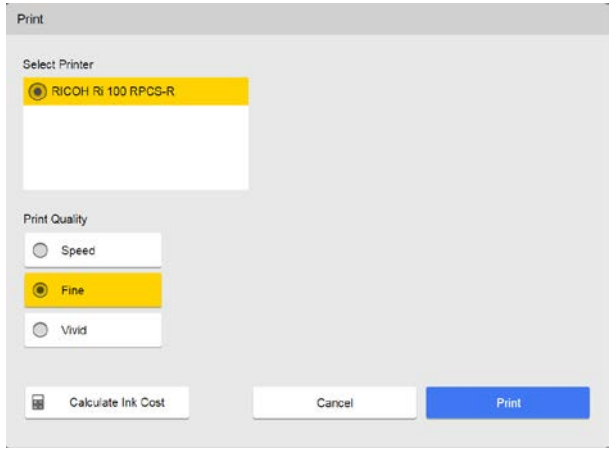


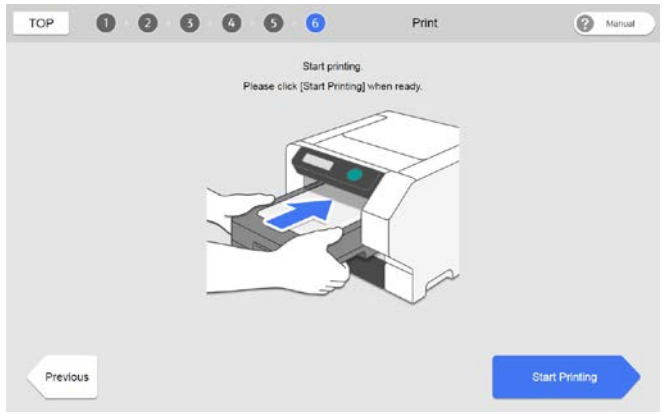
RICOH Design Software – Printing A File (The Basics) – Edit Screen

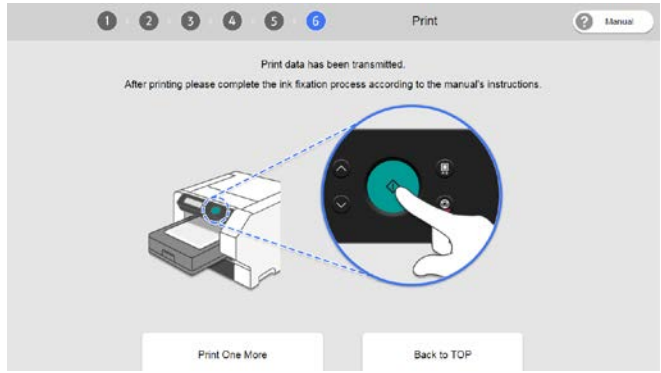
The Advance Image Editor Screen provides options to manipulate the image to be printed.

7. Manipulate the graphic(s) to be printed as desired and press [Print/Save] when the output alternations are complete









8. Select the Print Quality mode
   - Options: Speed, Fine, Vivid
9. Select [Print]
10. Insert the tray
11. Press [Start] on the printer to initiate printing
12. Decide Whether to print another copy or return to the Top Screen
    - Returning to the Top Page will result in the current job being deleted
13. Printing Complete

Got to the Table of Contents, Appendix, Helpful Links Page or return to the RICOH Design Software Top Page to learn more about the RICOH Design Software Feature

RICOH Design Software – Printing A File (The Basics) – Printing

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Helpful Links

- Ri 100 Knowledge Base (online)
  - https://ricoh-kb-en.custhelp.com/app/answers/list/st/4/p/8289/page/1/p_dps/1/region/us/brand/ricoh
- RICOH Design Software English Manual (local file with software)
  - PC
    - file:///C:/Program%20Files%20(x86)/RICOH%20Design%20Software/resources/app.asar.unpacked/unpacked/MANUAL_HTML/LANG/en/booklist/int/index_book.htm
  - Mac OS X
    - file:///Applications/RICOH%20Design%20Software.app/Contents/Resources/app.asar.unpacked/unpacked/MANUAL_HTML/LANG/en/booklist/int/index_book.htm
- Ri 100 Web Management Manual (download file to local drive)
  - PC:
    - http://support-download.com/services/device/webhlp/nb/gen/v603/wimhelp_gen.exe
  - Mac OS X:
    - http://support-download.com/services/device/webhlp/nb/gen/v603/wimhelp_gen.dmg
  - Linux:
    - http://support-download.com/services/device/webhlp/nb/gen/v603/wimhelp_gen.tgz

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Appendix - 1

1. RICOH Design Software
    I. Easy Designer
        1. Select Garment Properties
        2. Prepare The Garment
        3. Image Source Options
            1. Taking a Photo
            2. Import Image From Smart Device via USB
            3. Import Image From Smart Device via Network
        4. Editing Image
        5. Prepare and Print

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Appendix - 2

II. Advanced Designer
    3. Edit Screen Overview
        4. Tools Button
            1. Taking A Photo
            2. Image Source Options
                1. Import Image From Memory
                2. Import Image From Smart Device via USB
                3. Import Image From Smart Device via Network
            3. Artwork
            4. Illustration
                1. Add/Remove Illustration

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Appendix - 3

II. Advanced Designer
    3. Edit Screen Overview
        4. Tools Button
            5. Drawing
            6. Frame
            7. Add Text
        5. Print/Save
            1. Save
            2. Calculate Ink Cost
        6. Print Again
        7. Hide/Show Item Settings

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Appendix - 4

2. Windows
    1. Control Firmware Update
    2. USB Printer Sharing
3. Web Image Monitor
    1. Control Firmware Update
    2. WLAN Firmware Update
    3. WLAN Settings Simple
    4. Static IPv4 Setup

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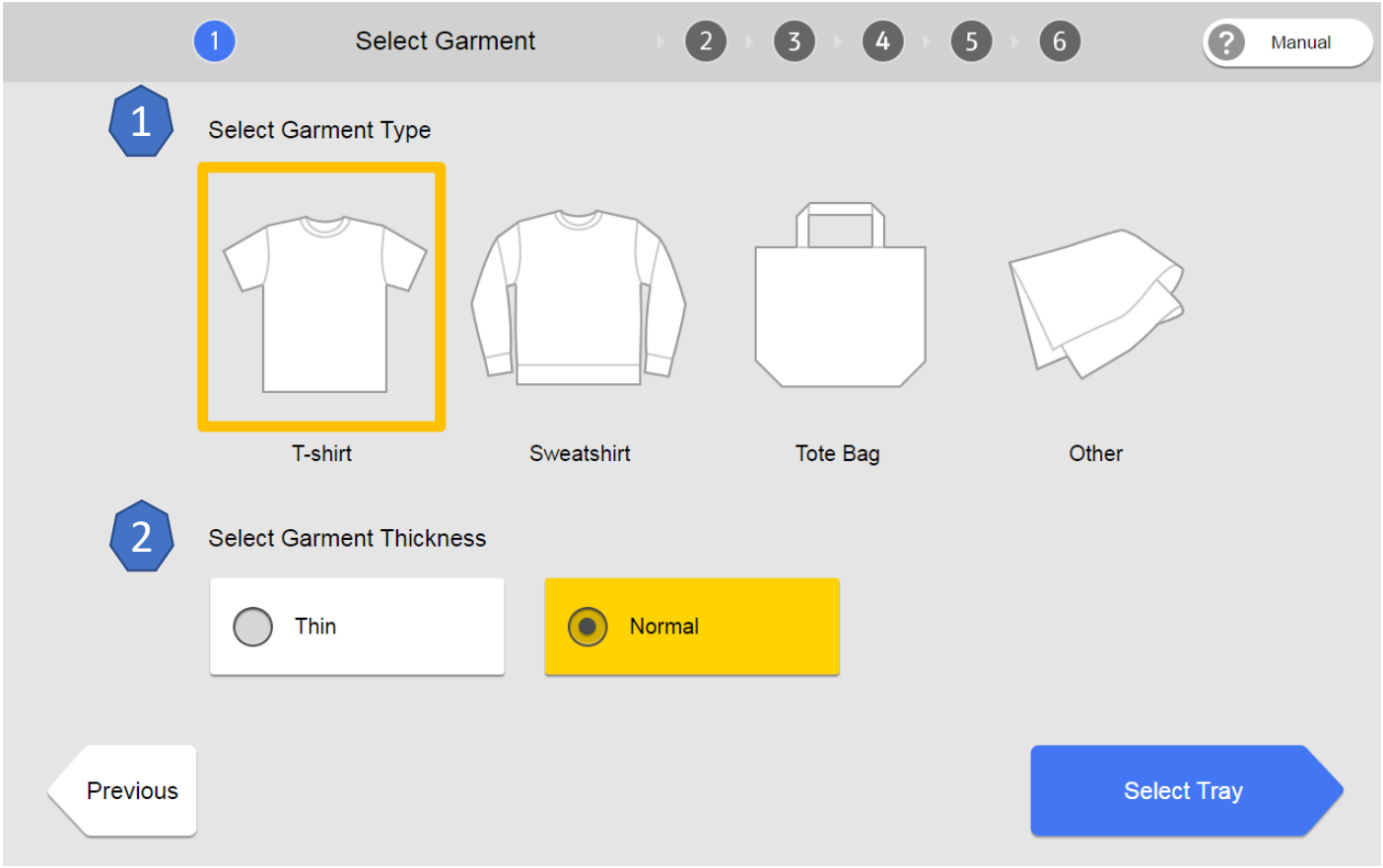
RICOH Design Software – Easy Mode – Select Garment Type and Thickness

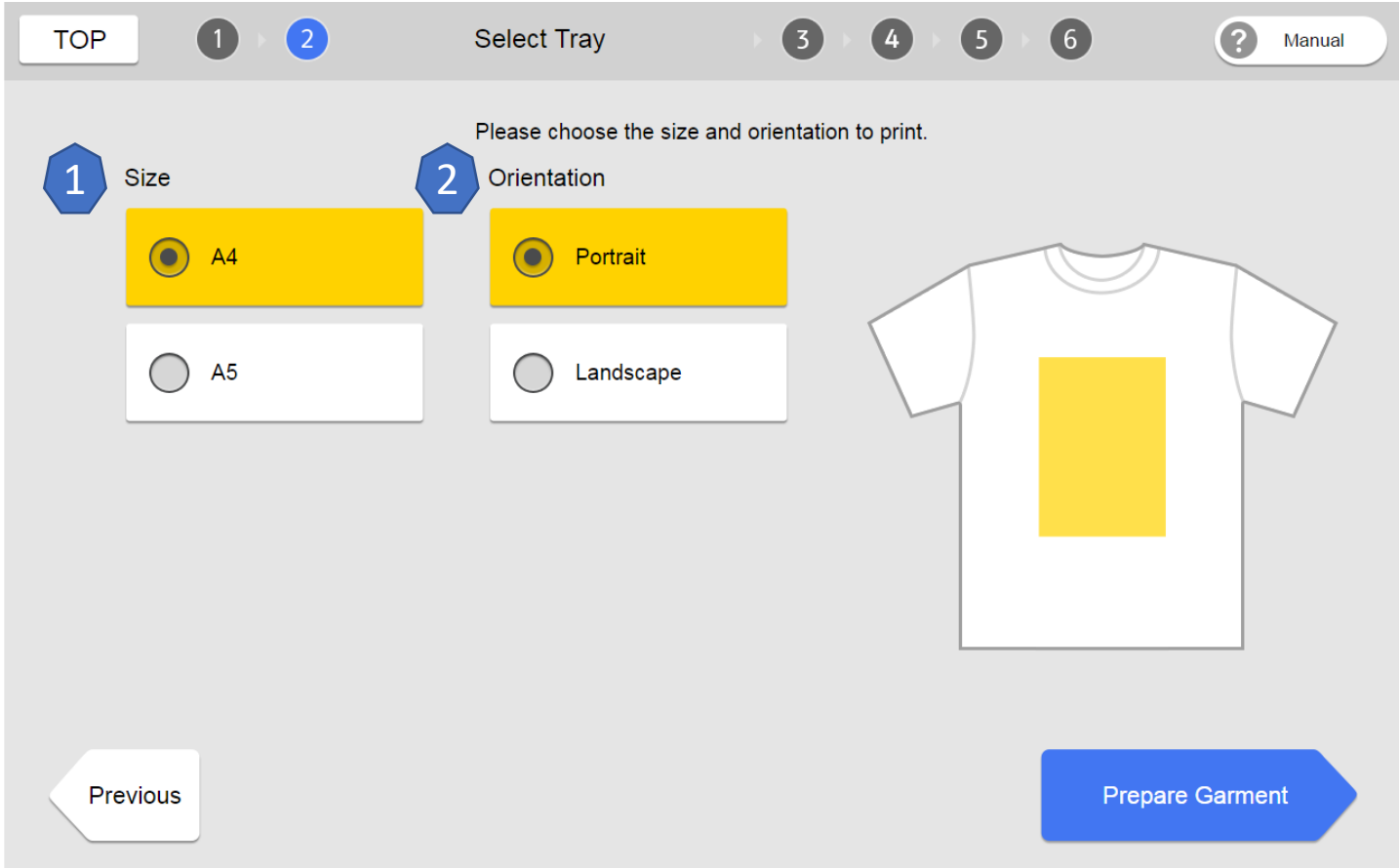
- Easy Designer simplifies the execution of multiple tasks from editing design data to printing it. To perform these tasks, follow the procedures that appear by clicking the button on the lower right of the screen.
- We recommend using this mode when you edit a single photo and print it or if you use Design Software for the first time.

1. Easy Mode has (4) Garment Types available: T-shirt, Sweatshirt, Tote Bag, and Other
2. Each Garment Type has different thickness options, drop size varies based on the garments thickness chosen.



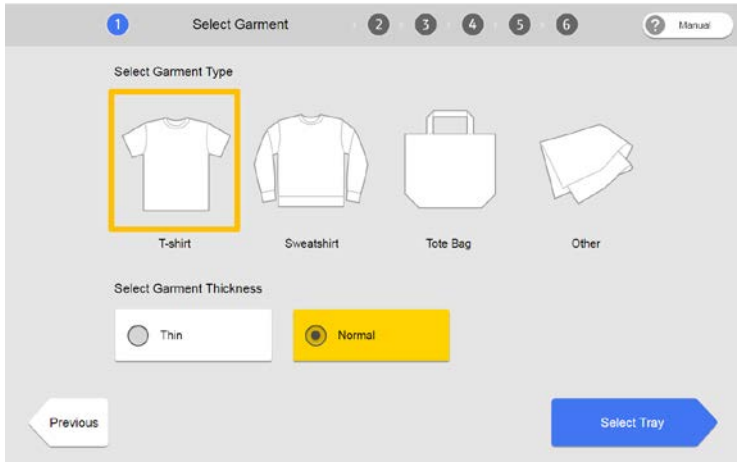
RICOH Design Software – Easy Mode – Select Tray Size and Orientation

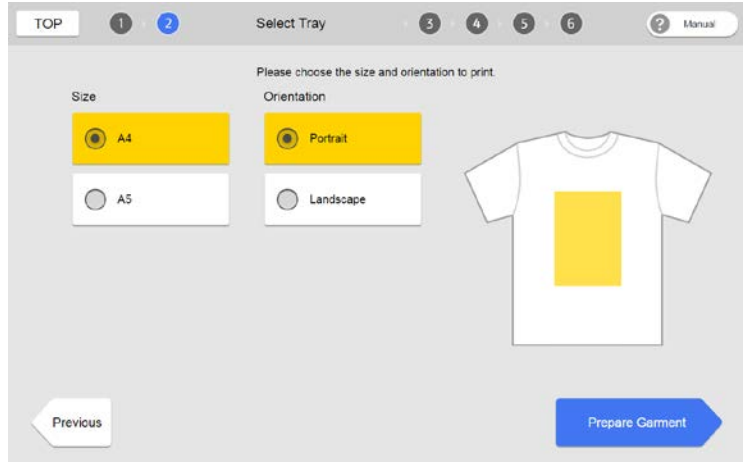
1. Easy Mode only supports A4 and A5 trays, socks and sleeve platen is only supported in the advanced mode.
2. A4 and A5 platens support Portrait and Landscape Orientation

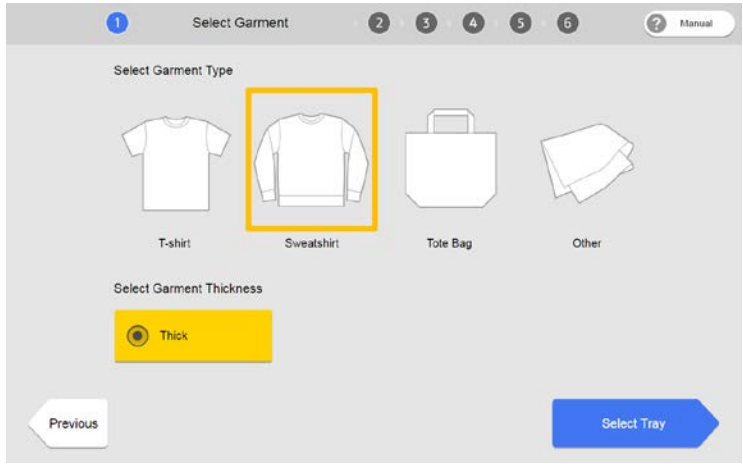


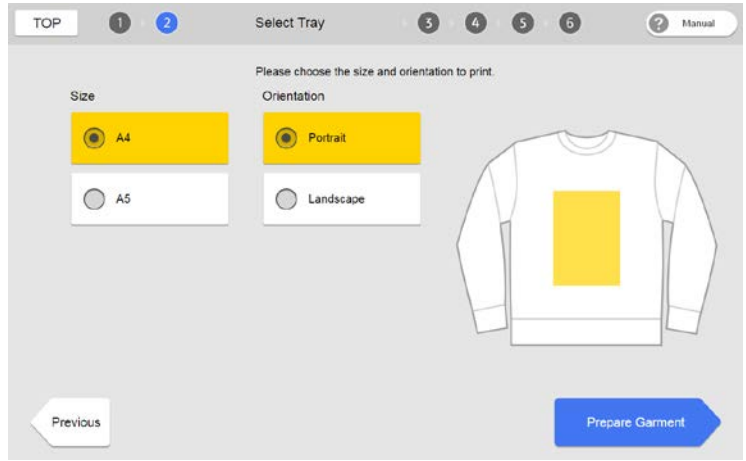
RICOH Design Software – Easy Mode – Garment Options Shirts and Sweatshirt

1. T- Shirt
    1. Thickness: Thin , Normal
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape
2. Sweatshirt
    1. Thickness: Thick
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape



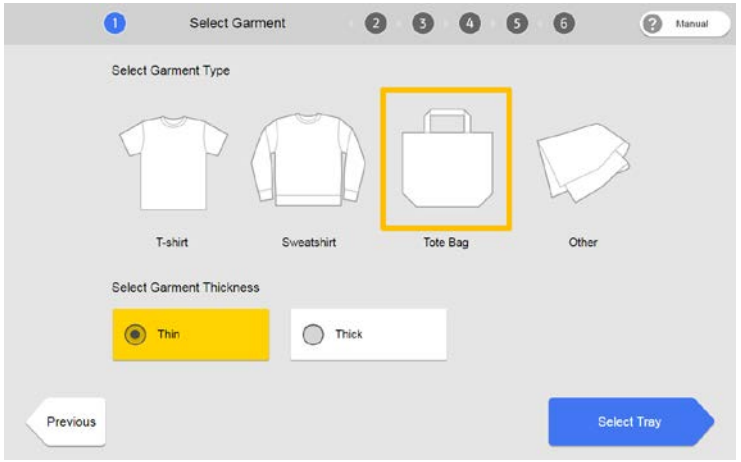


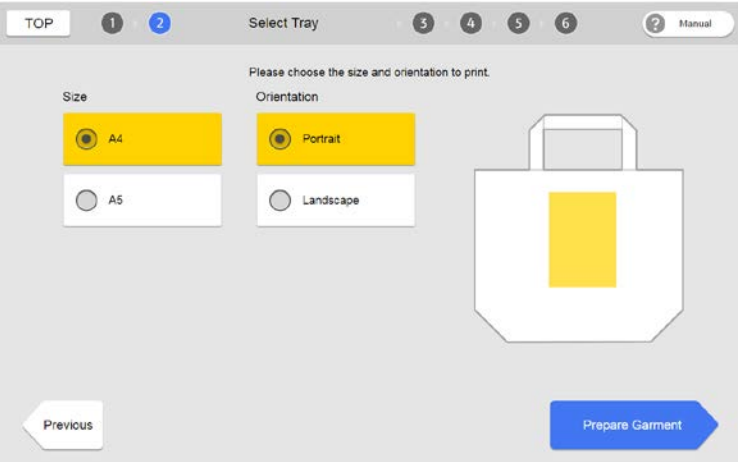


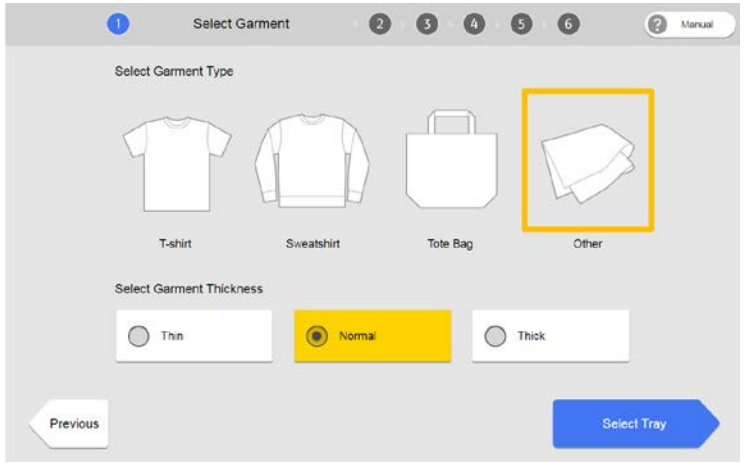


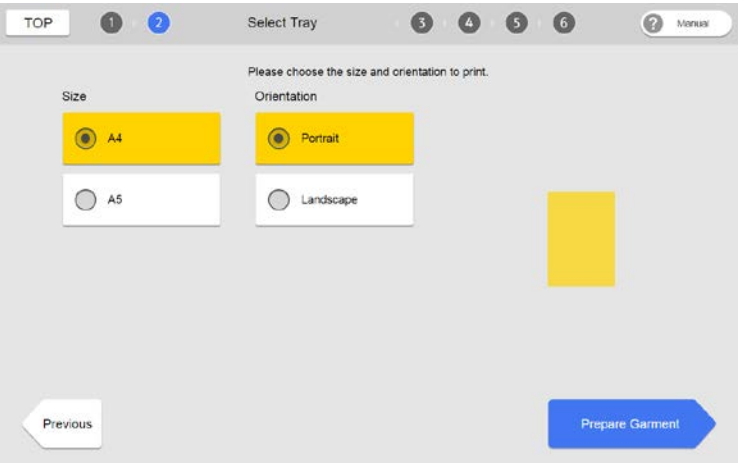
RICOH Design Software – Easy Mode – Garment Options Tote Bag and Other

1. Tote Bag
    1. Thickness: Thin , Thick
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape
2. Other
    1. Thickness: Thin, Normal, Thick
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape



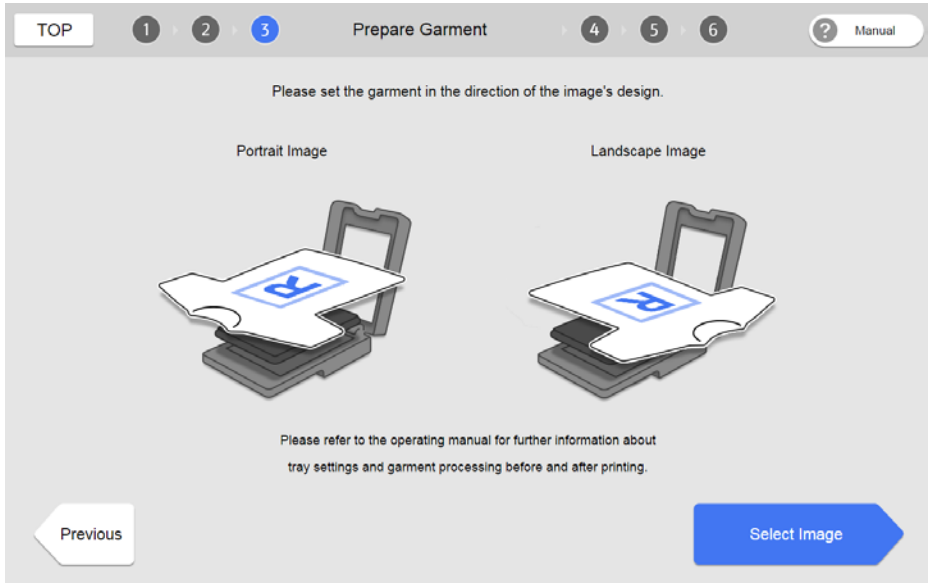






Return to Appendix

RICOH Design Software – Easy Design Software- Prepare Garment

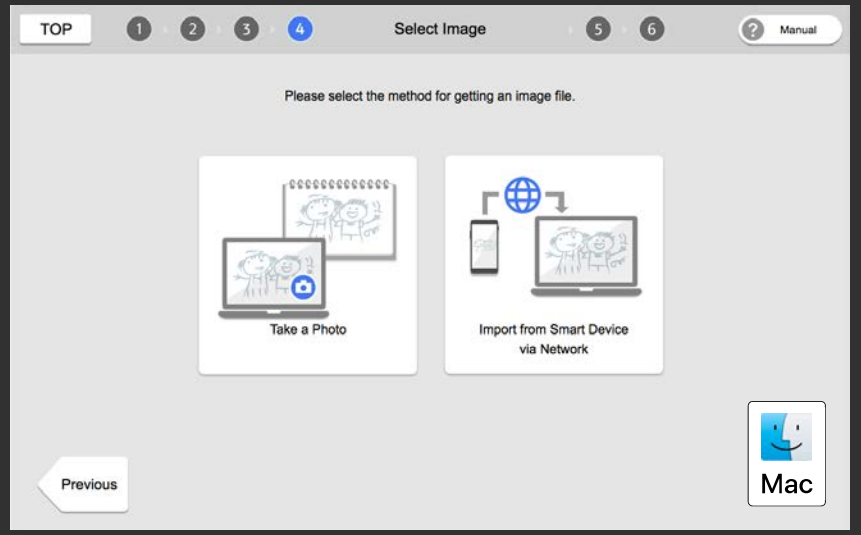


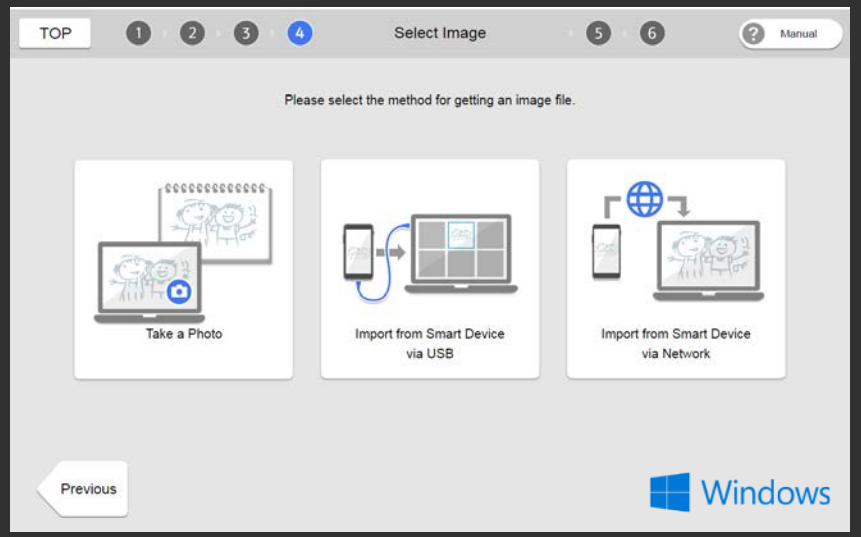
1. Set the Garment onto the tray according to the intended print direction
2. Press [Select Image]

Return to Appendix

RICOH Design Software – Easy Designer – Image Source Options

1. Take a photo using the built-in camera, and feeds the photo into the canvas on the editing screen.
2. Connect a smart device to the tablet and import data stored on it.
   - *PC Only
3. Upload the image stored on the smart device to Design Software via the network and import it using Design Software.
   - *Requires the computer and Smart Device to be on the same network





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RICOH Design Software – Easy Designer – Taking a Photo

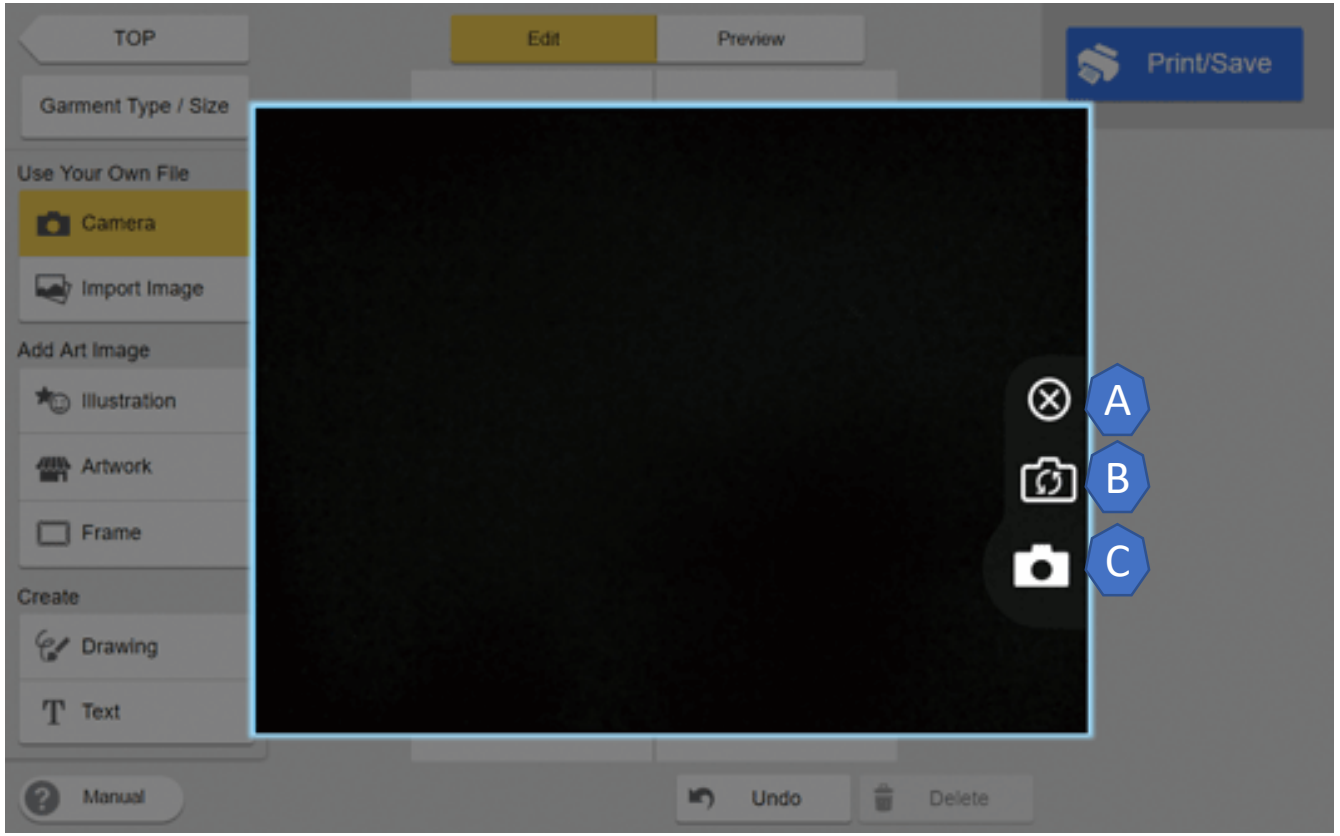
A. Cancels the operation to take a photo

B. Switches between the front facing camera and the rear facing camera

C. Takes a photo using the built-in camera and feeds it into the canvas.

   A. If you continue taking photos, they are fed into the canvas in the same position and at the same size. The latest photo is placed on top.

   B. Proceed to Easy Designer Image editor



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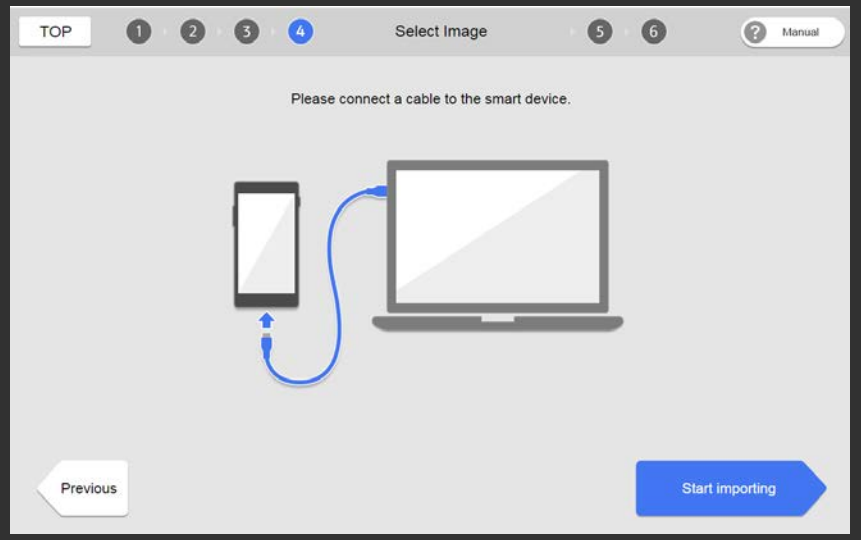
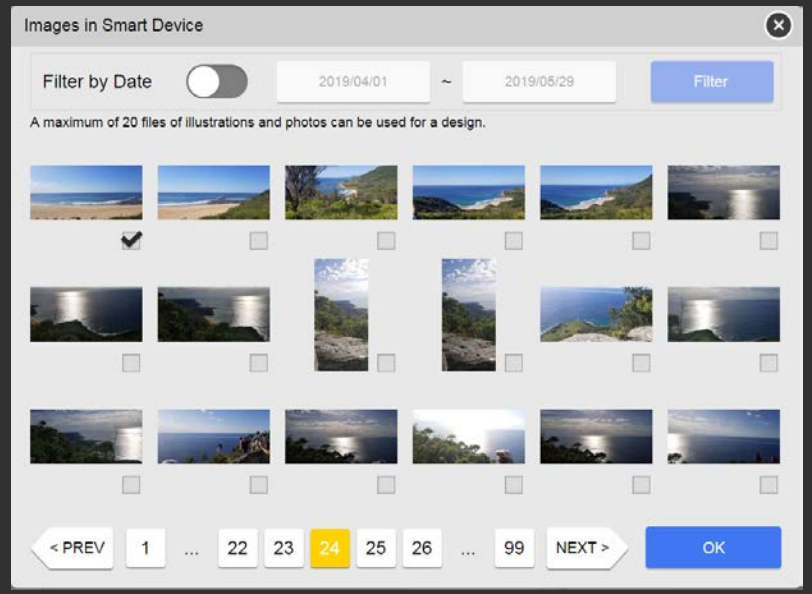
RICOH Design Software - Easy Designer – Import From Smart Device via USB



1. Connect a smart device to the tablet and import data stored on it.
2. Select [Start Importing]
3. Find and select Image(s) to be imported
4. Press [OK] to import
5. Proceed to edit screen

Supported operating systems and recommended version for smart device are as follows:

- Android®: Version 4.1 or later
- iOS®: Version 7.0 or later



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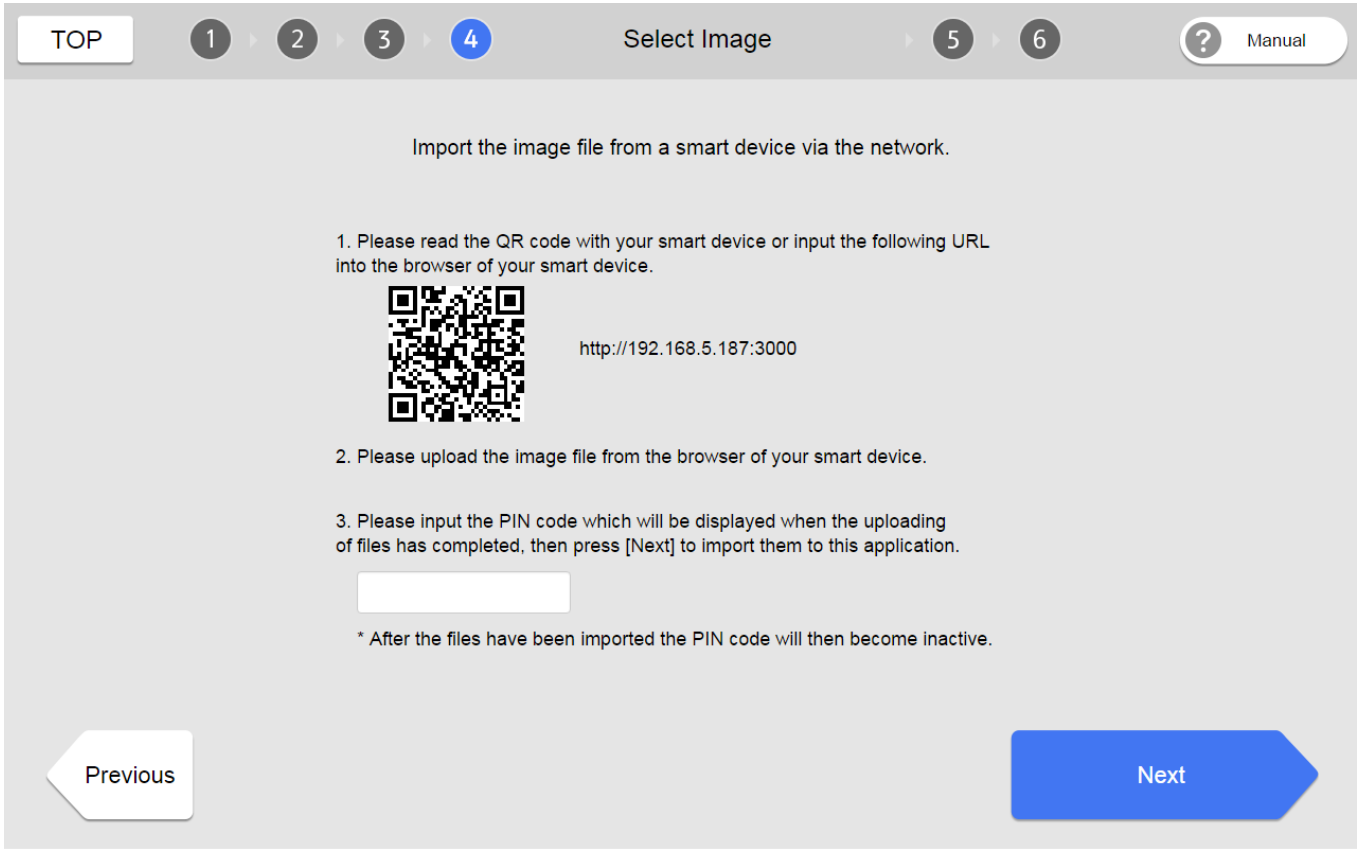
RICOH Design Software - Easy Designer - Import from Smart Device via Network - 1

The page contains instructions on how to upload images from a smart device into the Design Software via the network. Steps are as follows

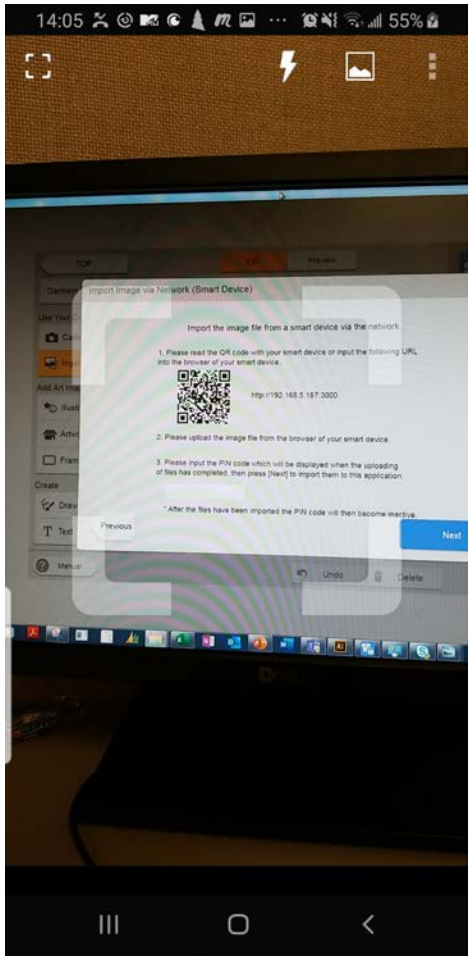
1. Scan the QR code
2. Upload the Image
3. Enter the PIN code generated

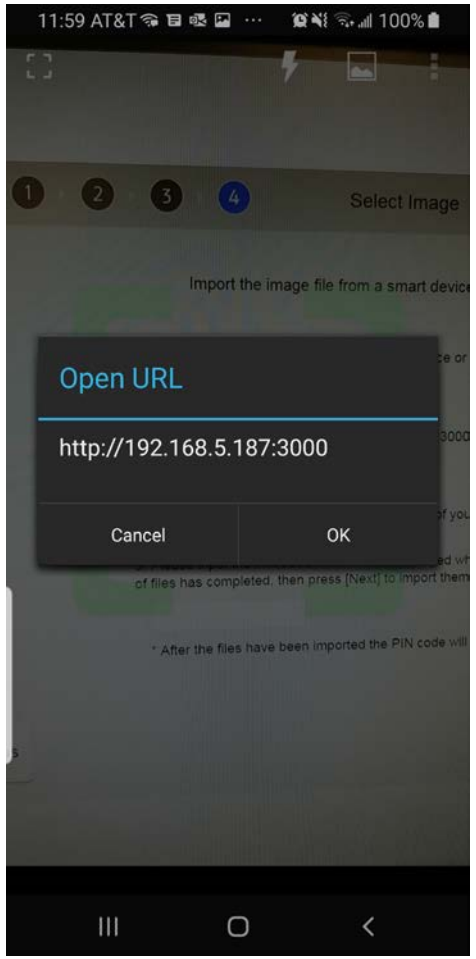


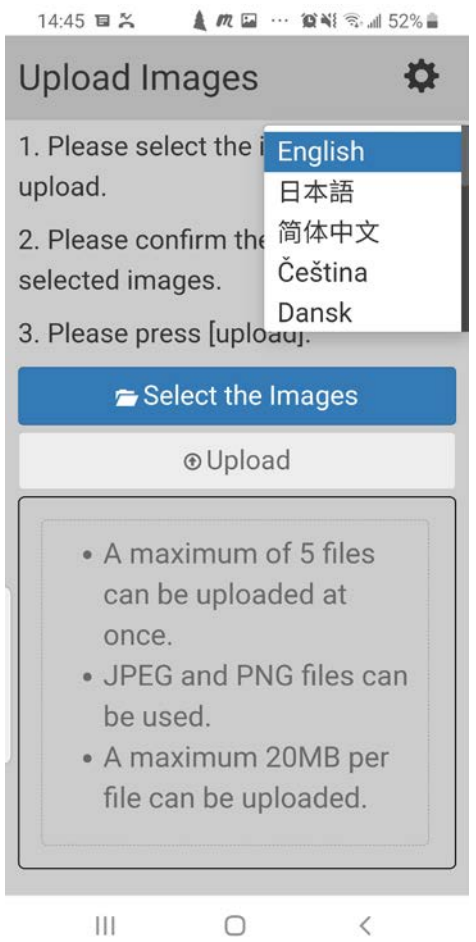
RICOH Design Software - Easy Designer - Import from Smart Device via Network - 2

1. Use one of the following methods on the smart device to use a browser to access the image upload screen
   A. Scan the QR code.
   B. Input the URL address in the browser.

- *Tap the setting icon on the upper right of the screen to select the language you want to use

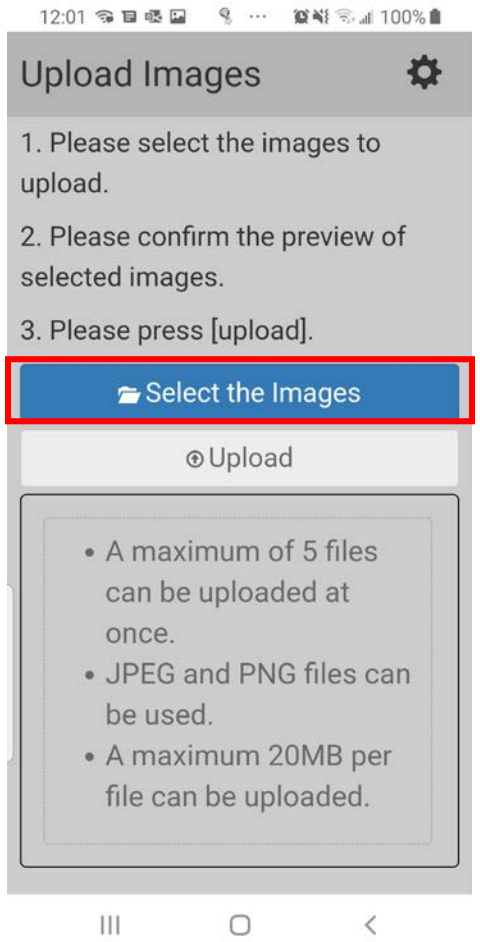


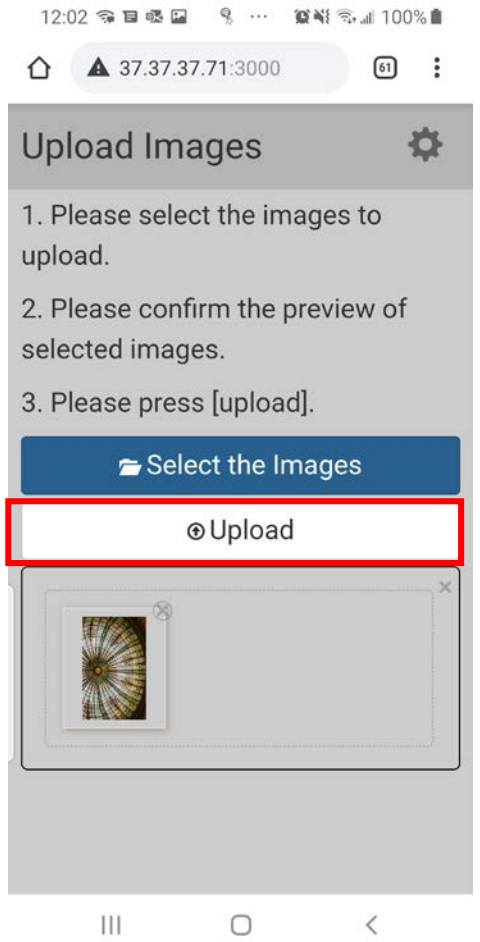


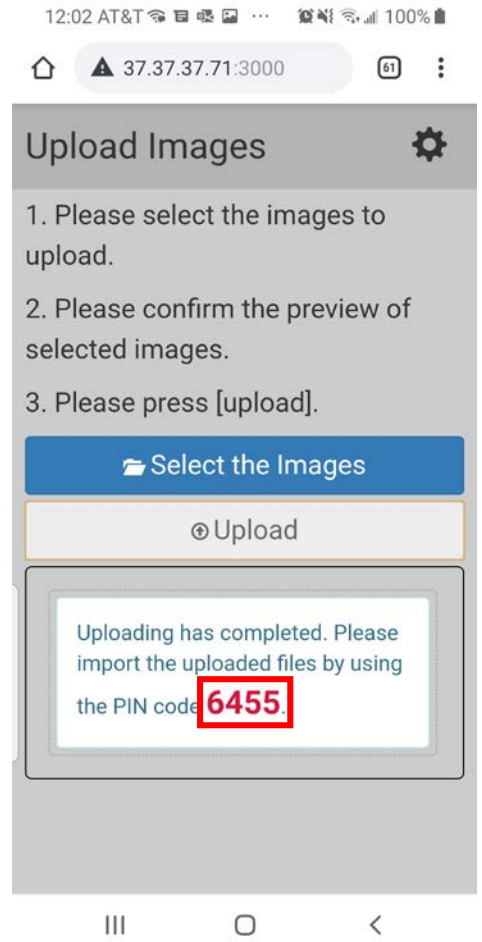


RICOH Design Software - Easy Designer - Import from Smart Device via Network - 3

2. Press [Select the Images] to find images on the smart device
3. Select the Image to upload
   - Tap [×] to delete all the selected images.
   - Tap [×] on a selected image to delete it.
4. Tap [Upload] to upload the images to Design Software.
   - The PIN code is displayed when the uploading is completed.

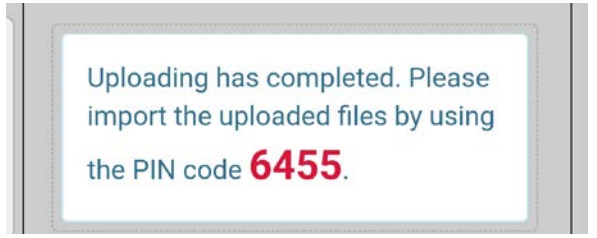


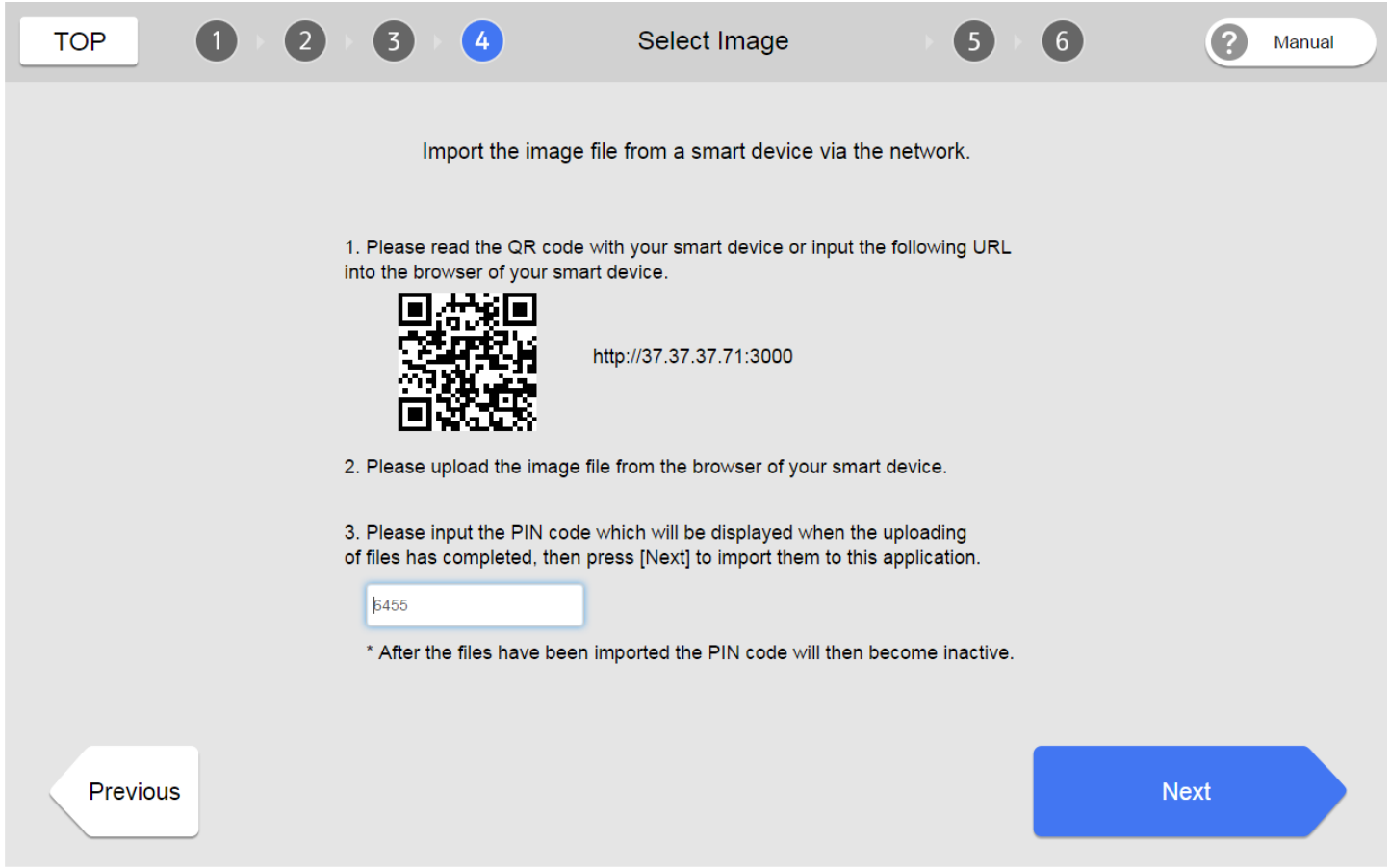




RICOH Design Software - Easy Designer - Import from Smart Device via Network - 4

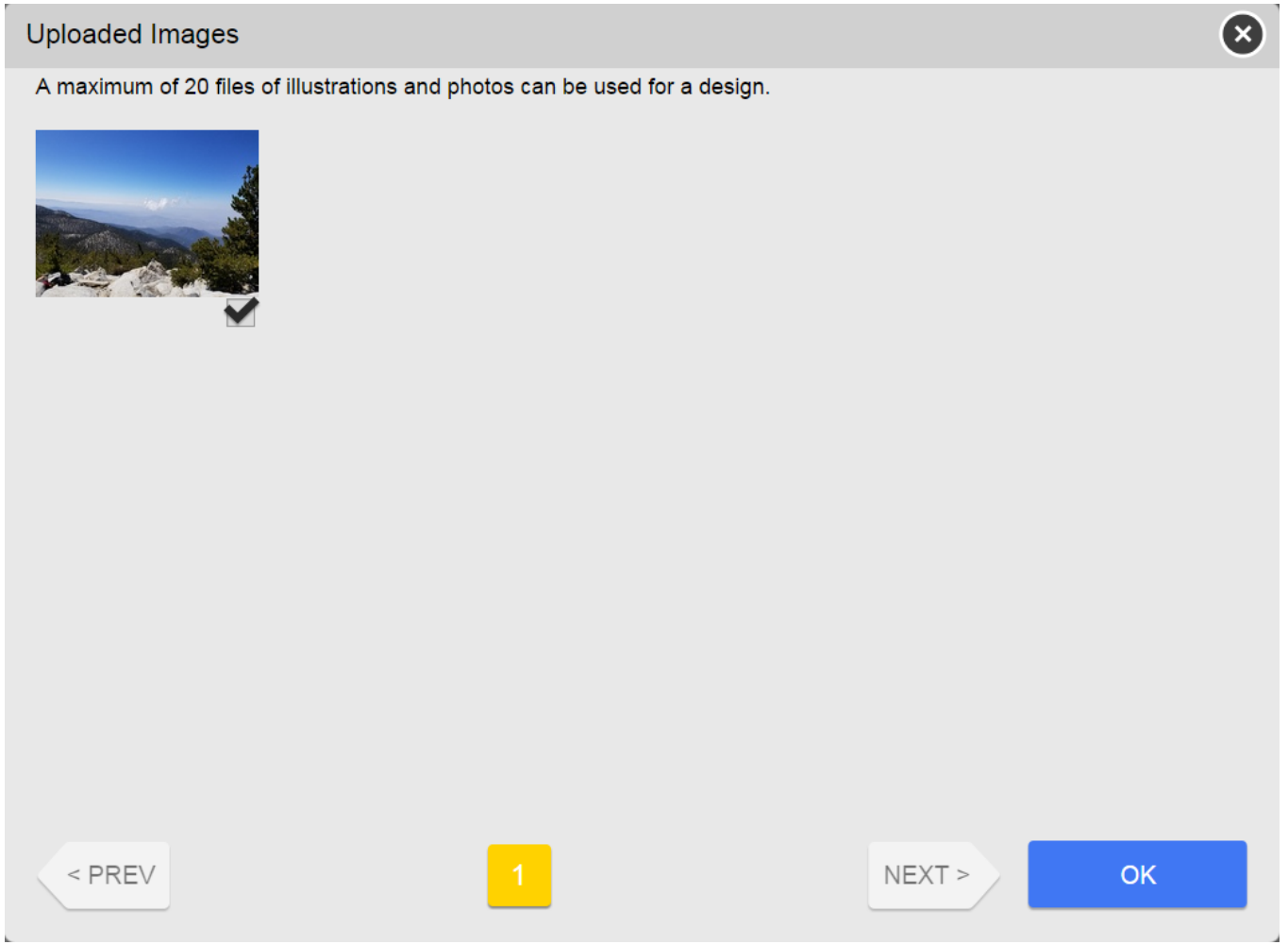
5. Enter the PIN code, and click [Next] in Design Software.





RICOH Design Software - Easy Designer - Import from Smart Device via Network - 5

6. Select the image and press [OK] to import image to the design software
7. Proceed to edit screen



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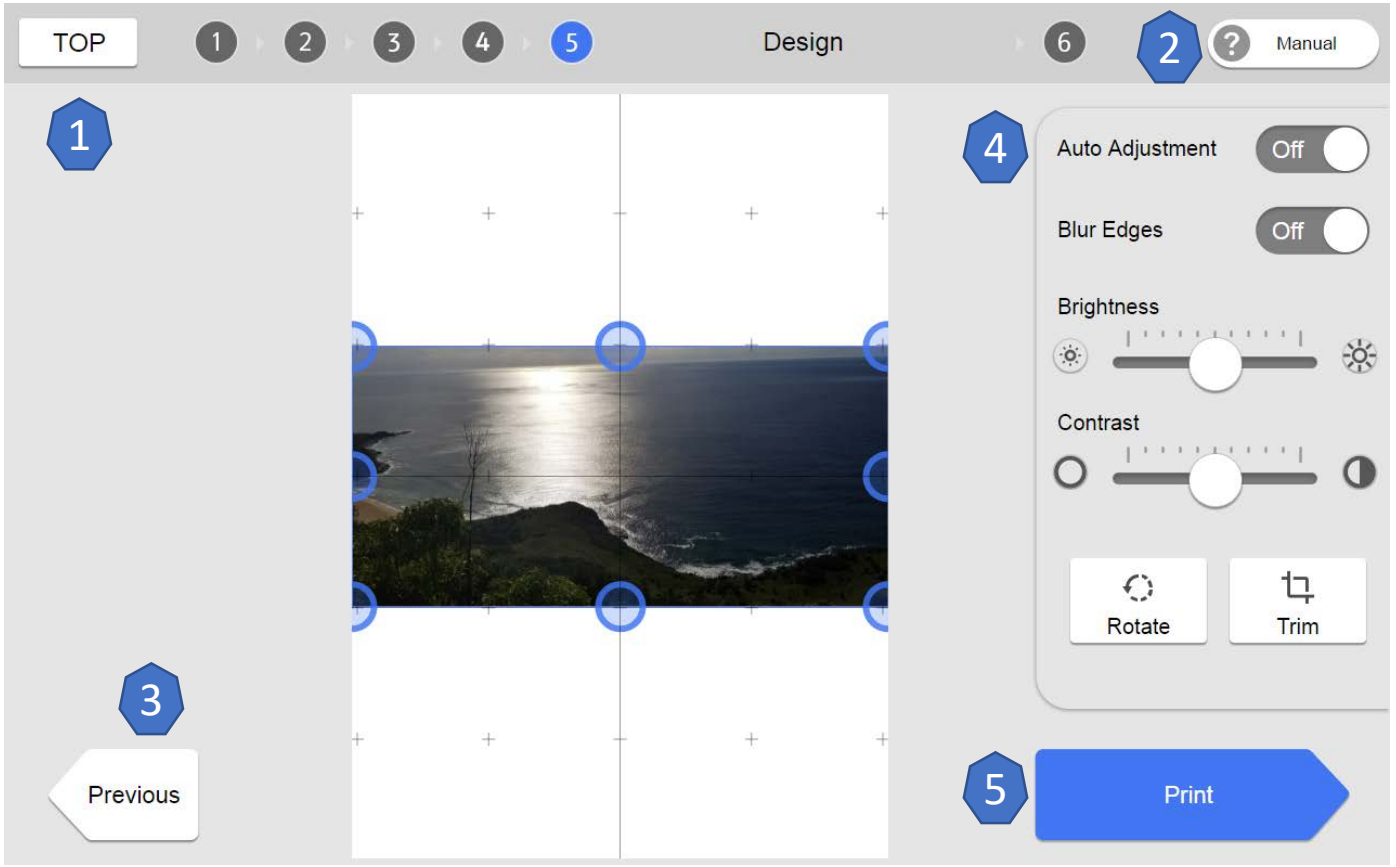
RICOH Design Software – Easy Designer-Image Editor

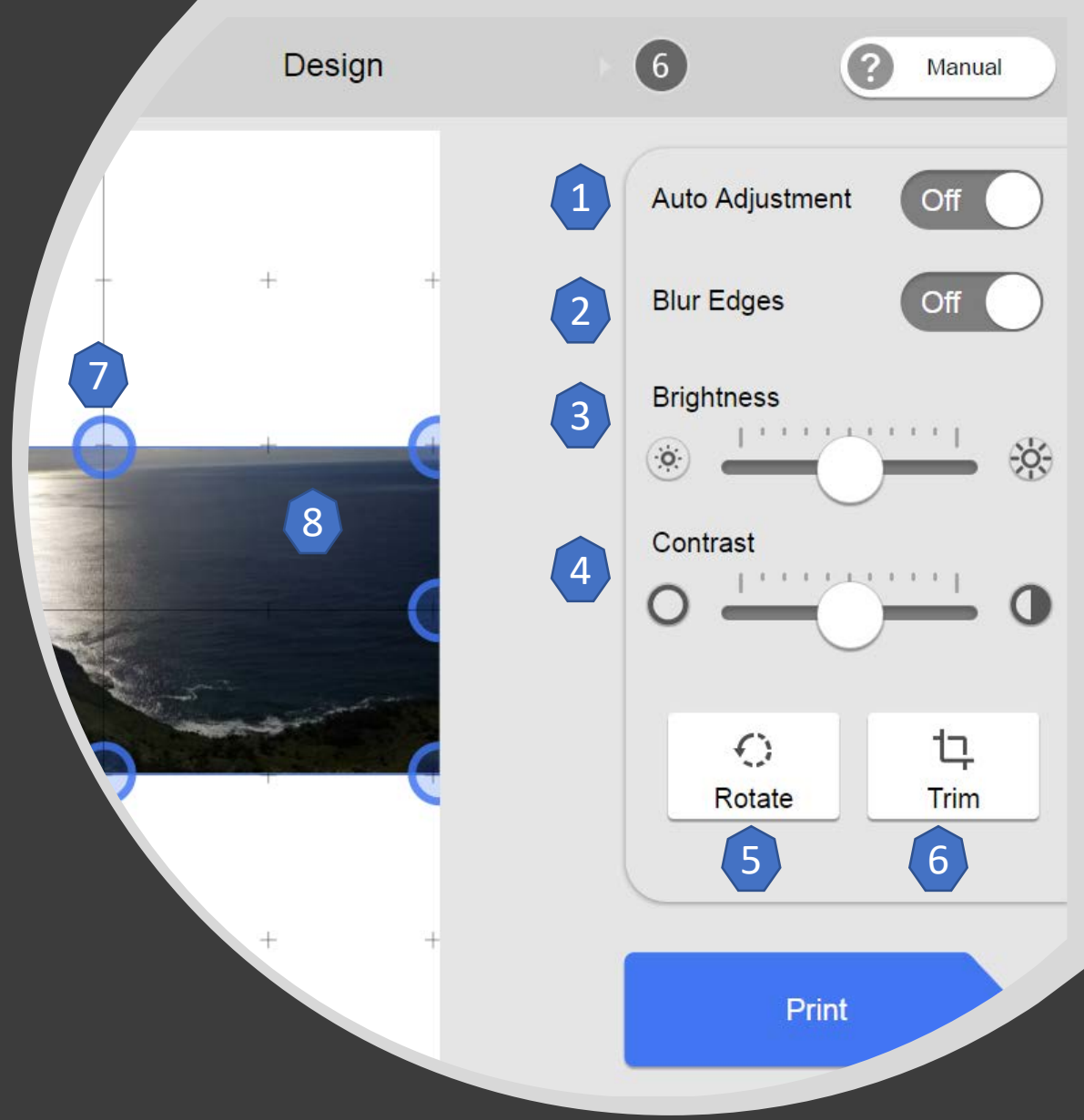
The Easy Design Image Editor Screen provides options to manipulate the image to be printed. The Screen options are defined below

1. Top: Returns to the top screen.
2. Manual: Loads to HTML Manual in the default browser
3. Previous: Returns to the select image page
4. Image Attribute Settings: Adjustment Features
5. Print: Transfers edited data to the printer



RICOH Design Software – Easy Designer – Image Attribute Settings

1. Auto Adjustment: Adjusts the gamma setting automatically. This function also adjusts the brightness of the image by enabling this setting. Disable this setting if you do not adjust the color hue. The setting is disabled by default
2. Blur Edges: Blurs the corners and four sides of the image. The setting is disabled by default
3. Brightness: Adjust the brightness of the image by dragging the button to the left or right or clicking the right and left icons.
4. Contrast: Adjust the contrast of the image by dragging the button to the left or right or clicking the right and left icons.
5. Rotate: Rotates the image by 90 degree counterclockwise when clicked
6. Trim: Provides the option to crop the image size or crop a selective area. See Trim Slide for details
7. Change the size of the image: Pinch the image in or out, or drag any point on the frame that appears on the image to change the size of the image. The aspect ratio of the image remains the same..
8. Move the Image: Drag images to move them on the canvas.



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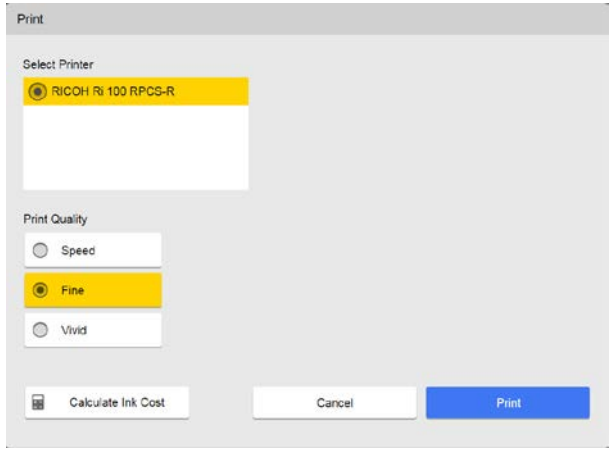

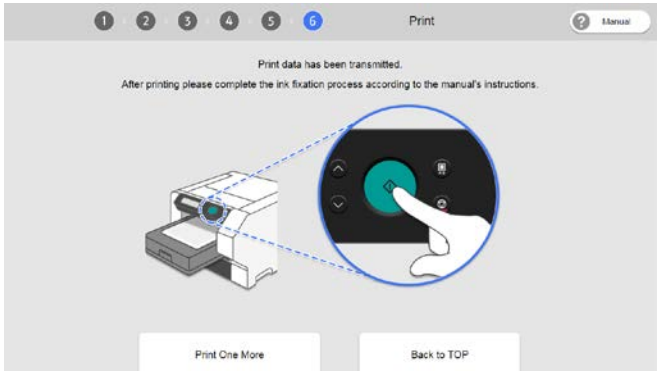

1. Select the Print Quality mode
   - Options: Speed, Fine, Vivid
2. Select [Print]
3. Insert the tray and select [Start Printing]
4. Press [Start] on the printer to initiate printing
5. Decide Whether to print another copy or return to the Top Screen

RICOH Design Software – Easy Designer - Print

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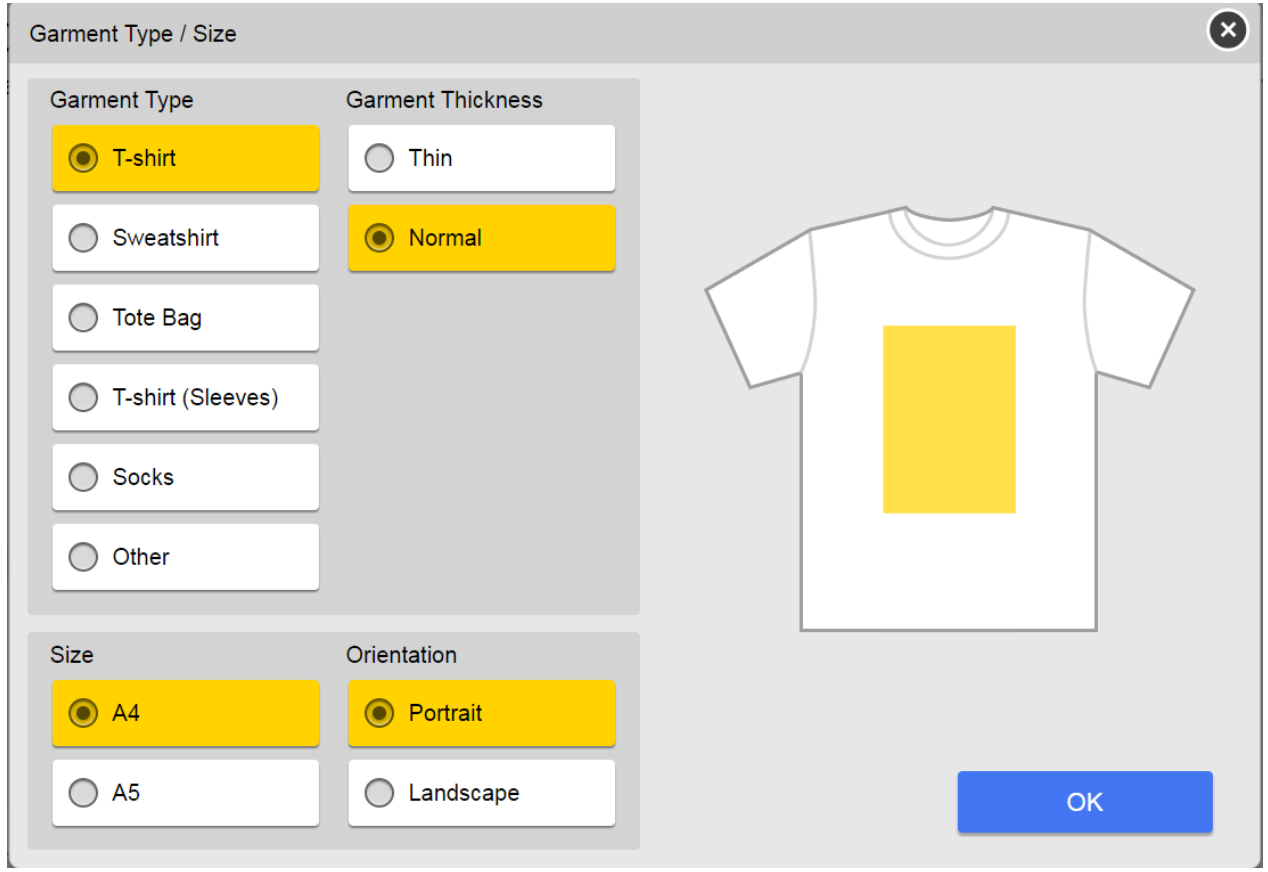
RICOH Design Software – Advanced Designer – Garment Options

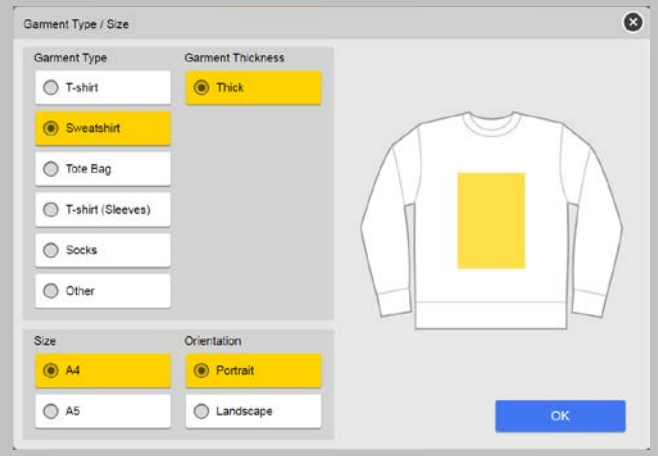
- Advanced Designer allows you to select functions flexibly by using the tool buttons on a single screen.
- We recommend using this mode particularly if you know how to edit software or want to print multiple images on the fabric.

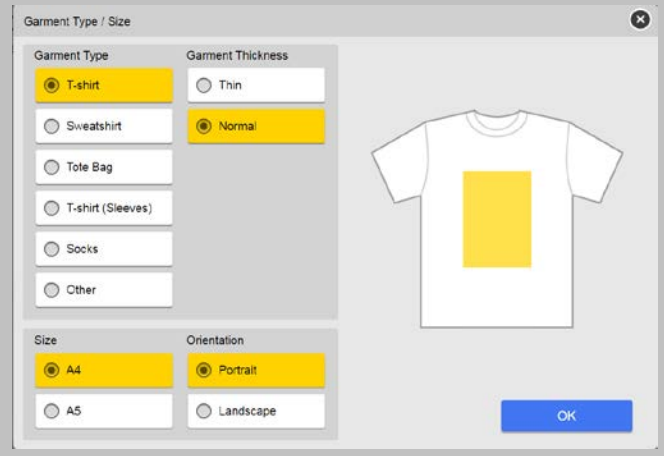
1. Advanced Mode has (6) Garment Types available: T-shirt, Sweatshirt, Tote Bag, Socks, T-Shirt (Sleeves), and Other
2. Each Garment Type has different thickness options, drop size varies based on the garments thickness chosen.



RICOH Design Software – Advanced Designer- Garment Type- Shirts and Sweatshirt

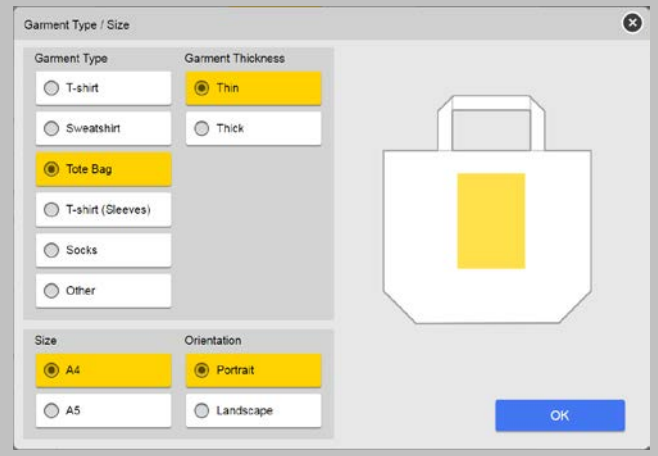
1. T- Shirt
    1. Thickness: Thin , Normal
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape
2. Sweatshirt
    1. Thickness: Thick
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape

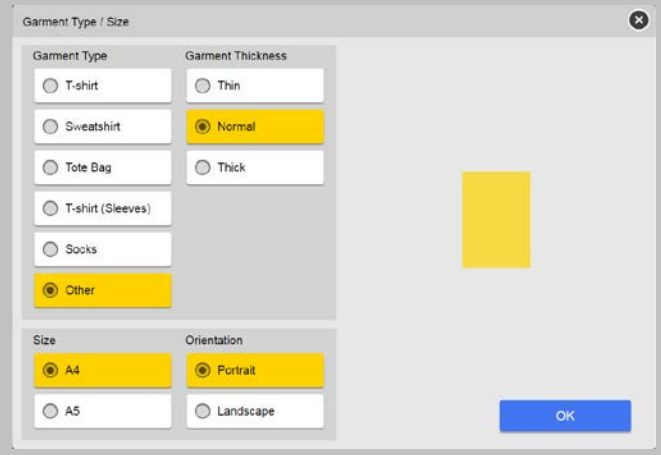




RICOH Design Software – Advanced Designer- Garment Type- Tote and Other

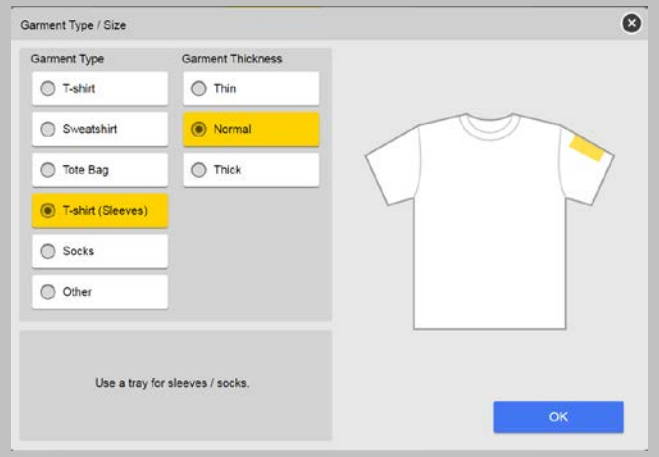
1. Tote Bag
    1. Thickness: Thin , Thick
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape
2. Other
    1. Thickness: Thin, Normal, Thick
    2. Size: A4, A5
    3. Orientation: Portrait, Landscape

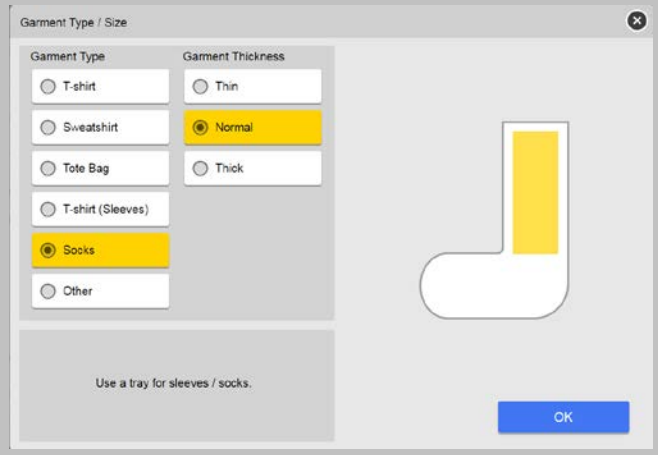




RICOH Design Software – Advanced Designer- Garment Type- Socks and Sleeves

1. Socks
    1. Thickness: Thin , Thick
    2. Size: A4, A5
2. T-Shirt (Sleeves)
    1. Thickness: Thin, Normal, Thick
    2. Size: A4, A5





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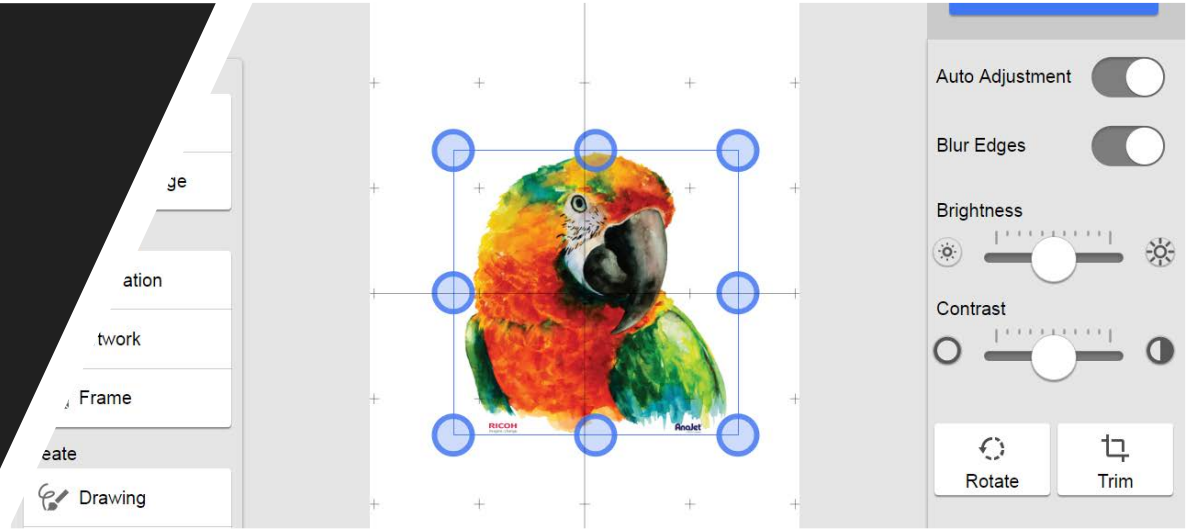
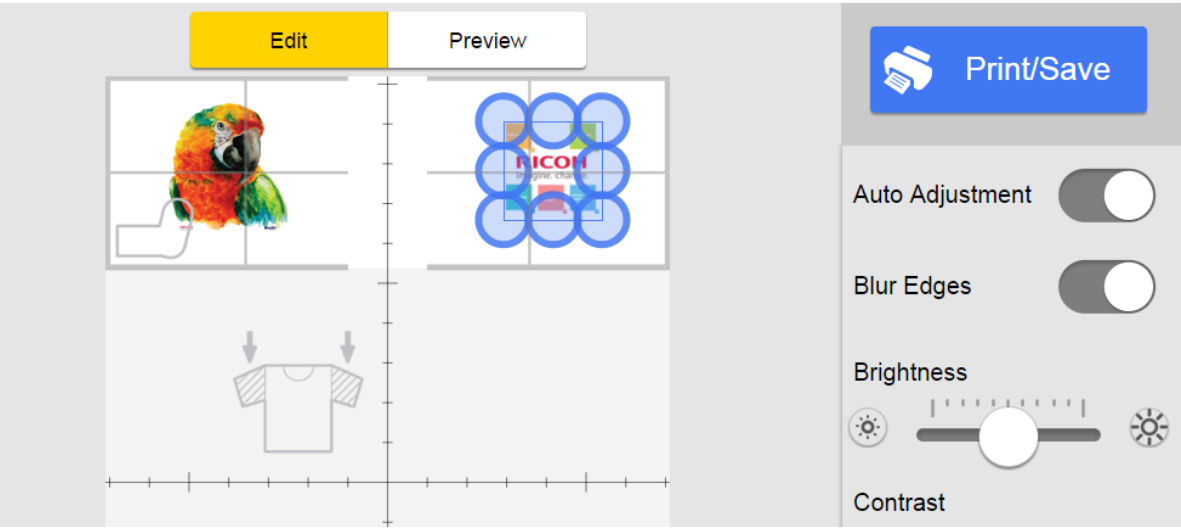
RICOH Design Software – Advanced Designer – Edit Screen (T-Shirt, Tote, Sweatshirt, and other) and T-Shirt (Sleeve)

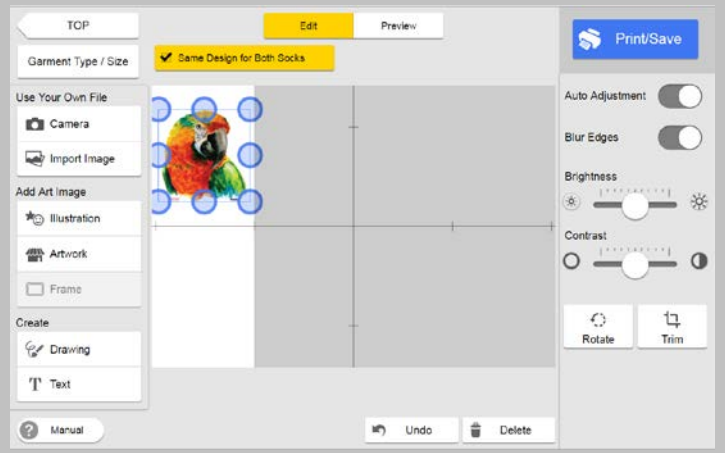
1. The size of the canvas changes according to the size and orientation specified in the [Garment Type / Size] screen. The sizes are as follows:
    1. A4 portrait, A4 landscape
    2. A5 portrait, A5 landscape
2. When editing on the [T-shirt (Sleeves)] canvas, create your designs within the white area.
    1. The printer can print images designed in the gray area, although the quality of the printed image is not guaranteed.





RICOH Design Software – Advanced Designer – Edit Screen (Socks)

1. [Same Design for Both Socks] check box appears only when you have selected [Socks] in "Garment Type".
    1. When selected, only one canvas is available and you can print the same image on the left and right socks.
2. Create your designs within the white area
3. When editing on the [Socks] canvas, the printer cannot print images designed in the gray area.



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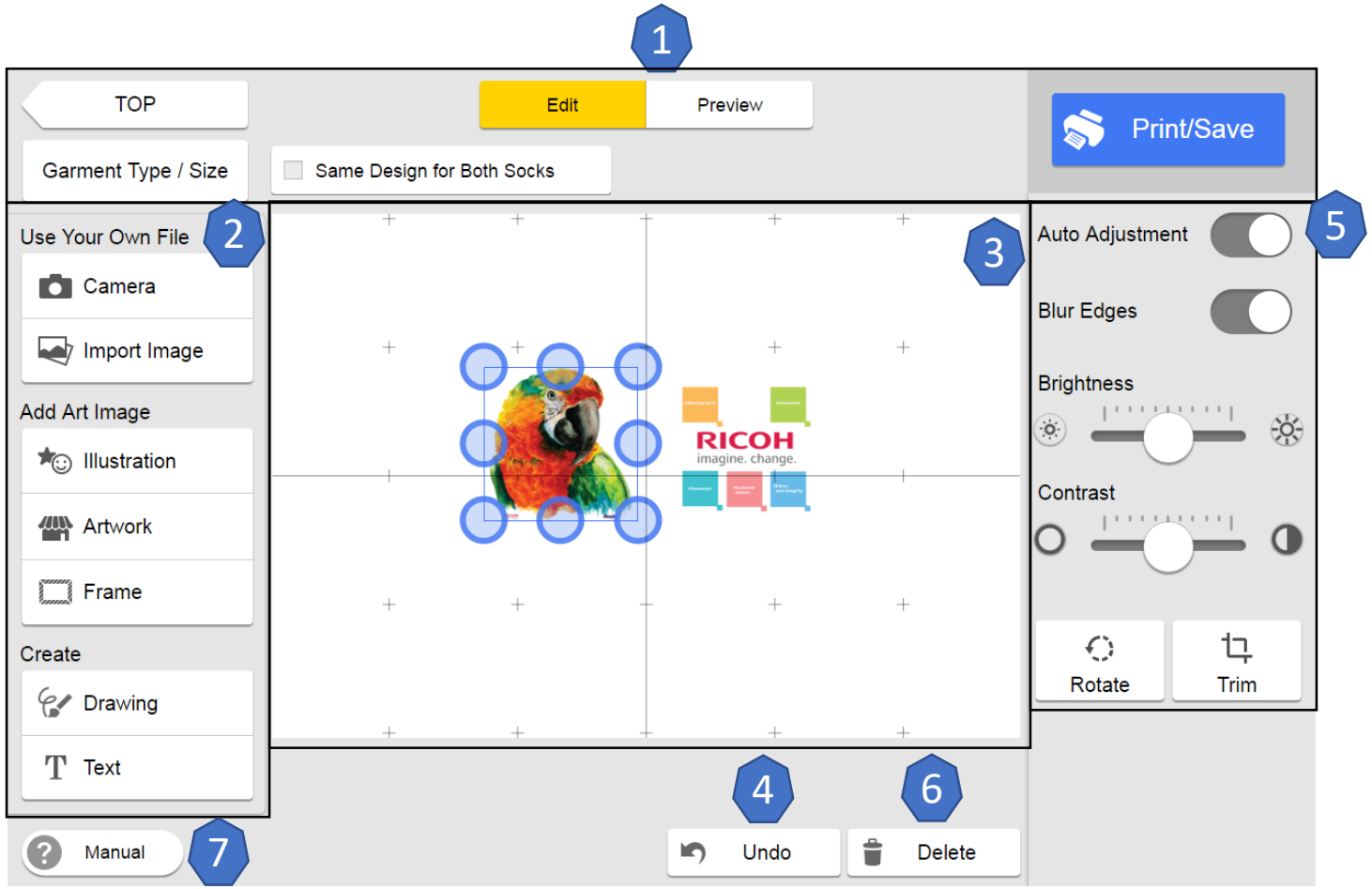
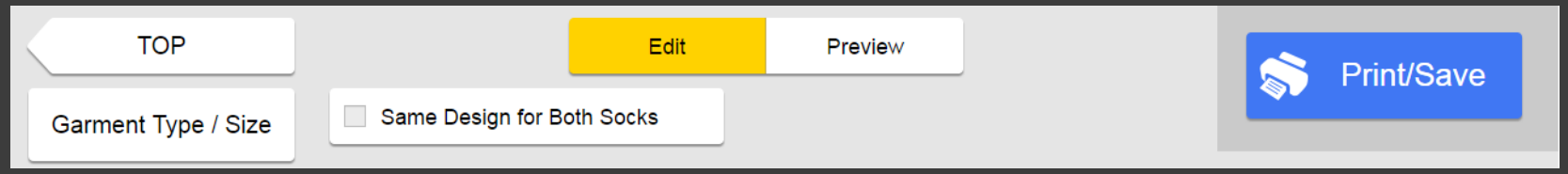
RICOH Design Software – Advanced Designer – Edit Screen

The Advance Image Editor Screen provides options to manipulate the image to be printed. The Screen options are defined below

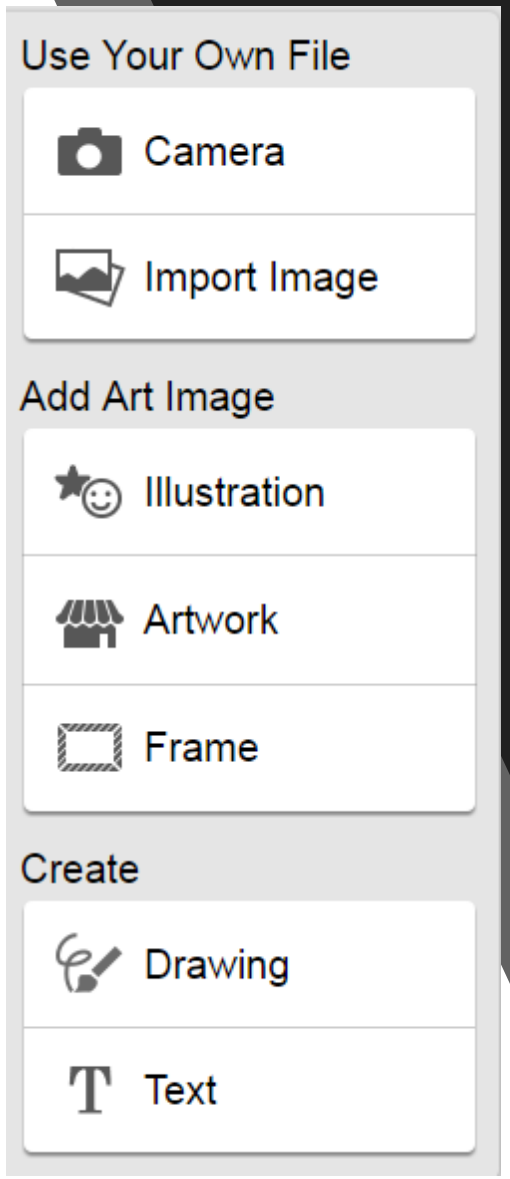
1. Top Section: Buttons on top portion of the Edit Screen
2. Tools Buttons: Select an image, feed it into the canvas, and edit it.
3. Canvas: This is the design area to edit images.
4. Undo: Undoes the previous editing operation.
5. Image Attribute Settings: Adjustment Features
6. Delete: Deletes the selected object on the canvas.
7. Manual: Loads to HTML Manual in the default browser



RICOH Design Software – Advanced Designer – Editor- Top Section

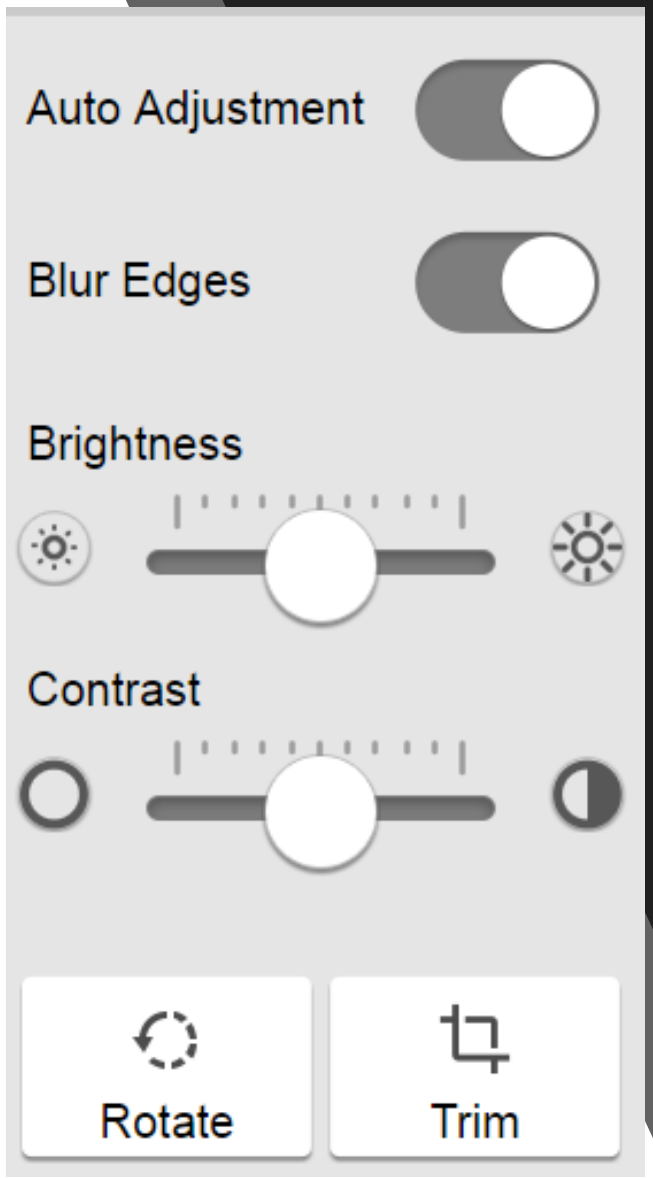


1. Top: Returns to the top screen.
2. Garment Type/Size: Opens the fabric selection screen.
3. Edit: Changes the mode of the canvas screen to edit mode. Edit mode is specified by default.
4. Preview: Changes the mode of the canvas to the preview mode. The preview function is unavailable if [Other] was selected in "Garment Type"
5. Print/Save: Transfers edited data to the printer or saves data that is being edited to your computer
6. Same Design for Both Socks: This check box appears only when you have selected [Socks] in "Garment Type".



RICOH Design Software – Advanced Designer – Edit Screen- Tools Button

1. Camera: Take a photo using the built-in camera, and feeds the photo into the canvas on the editing screen.
2. Import Image: Import Image front External and Internal PC Storage, and import image from a smart device
3. Illustration: Import an image from the illustrations library
4. Artwork: Import an image from the artwork library. Artwork color can be changed
5. Frame: Add a frame to the canvas
6. Drawing: Draw on the canvas
7. Text: Add text to the canvas. Fonts are limited



RICOH Design Software – Advanced Designer – Image Adjustment - 1

1. Auto Adjustment: Adjusts the gamma setting automatically. This function also adjusts the brightness of the image by enabling this setting. Disable this setting if you do not adjust the color hue. The setting is disabled by default
2. Blur Edges: Blurs the corners and four sides of the image. The setting is disabled by default
3. Brightness: Adjust the brightness of the image by dragging the button to the left or right or clicking the right and left icons.
4. Contrast: Adjust the contrast of the image by dragging the button to the left or right or clicking the right and left icons.
5. Rotate: Rotates the image by 90 degree counterclockwise when clicked
6. Trim: Provides the option to crop the image size or crop a selective area. See Trim Slide for details

RICOH Design Software – Advanced Designer – Image Adjustment - 2

1. Change the size of the image: Pinch the image in or out, or drag any point on the frame that appears on the image to change the size of the image. The aspect ratio of the image remains the same..
2. Move the Image: Drag images to move them on the canvas.

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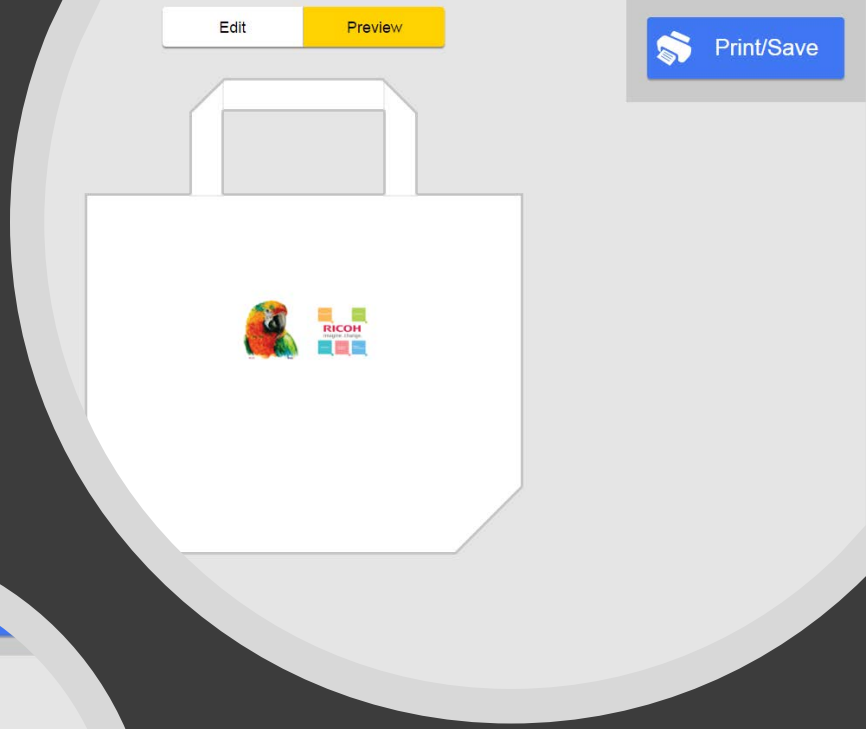
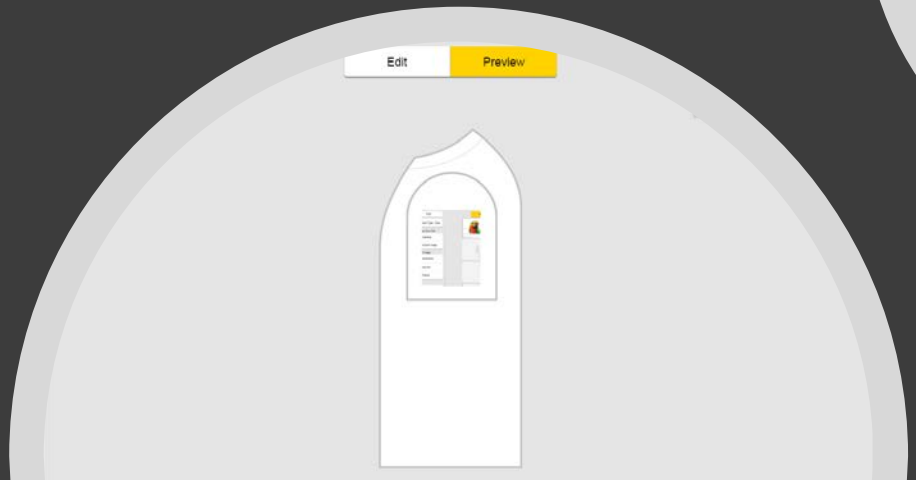
RICOH Design Software – Advance Designer- Preview

1. Changes the mode of the canvas to the preview mode. The preview function is unavailable if [Other] was selected in "Garment Type".
2. [Other] Garment Type Does not have a preview





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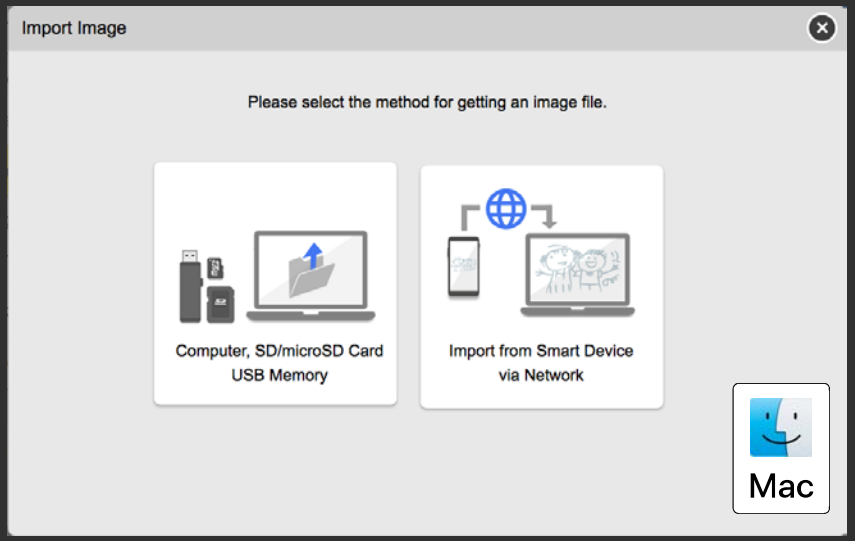
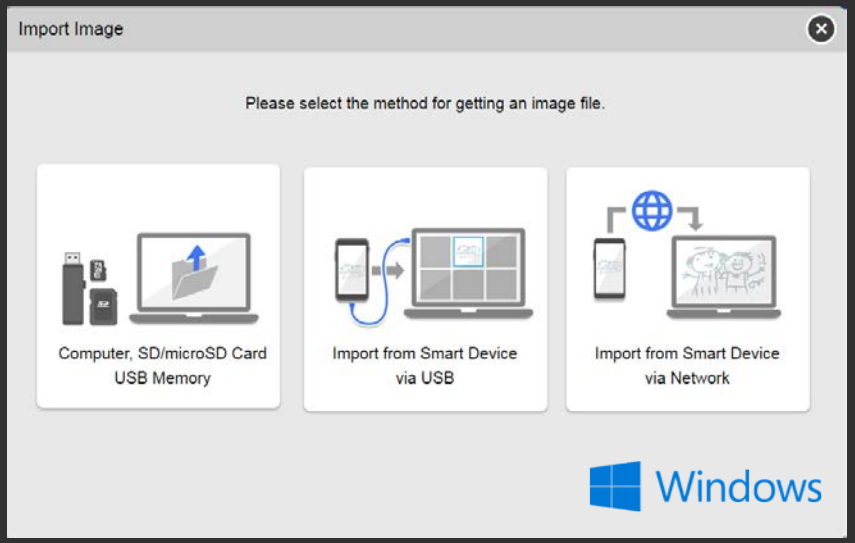
RICOH Design Software – Advanced Designer – Image Source Options

1. Import images from a computer or data storage device.
2. Connect a smart device to the tablet and import data stored on it.
   - *PC only
3. Upload the image stored on the smart device to Design Software via the network and import it using Design Software.
   - *Requires the computer and Smart Device to be on the same network





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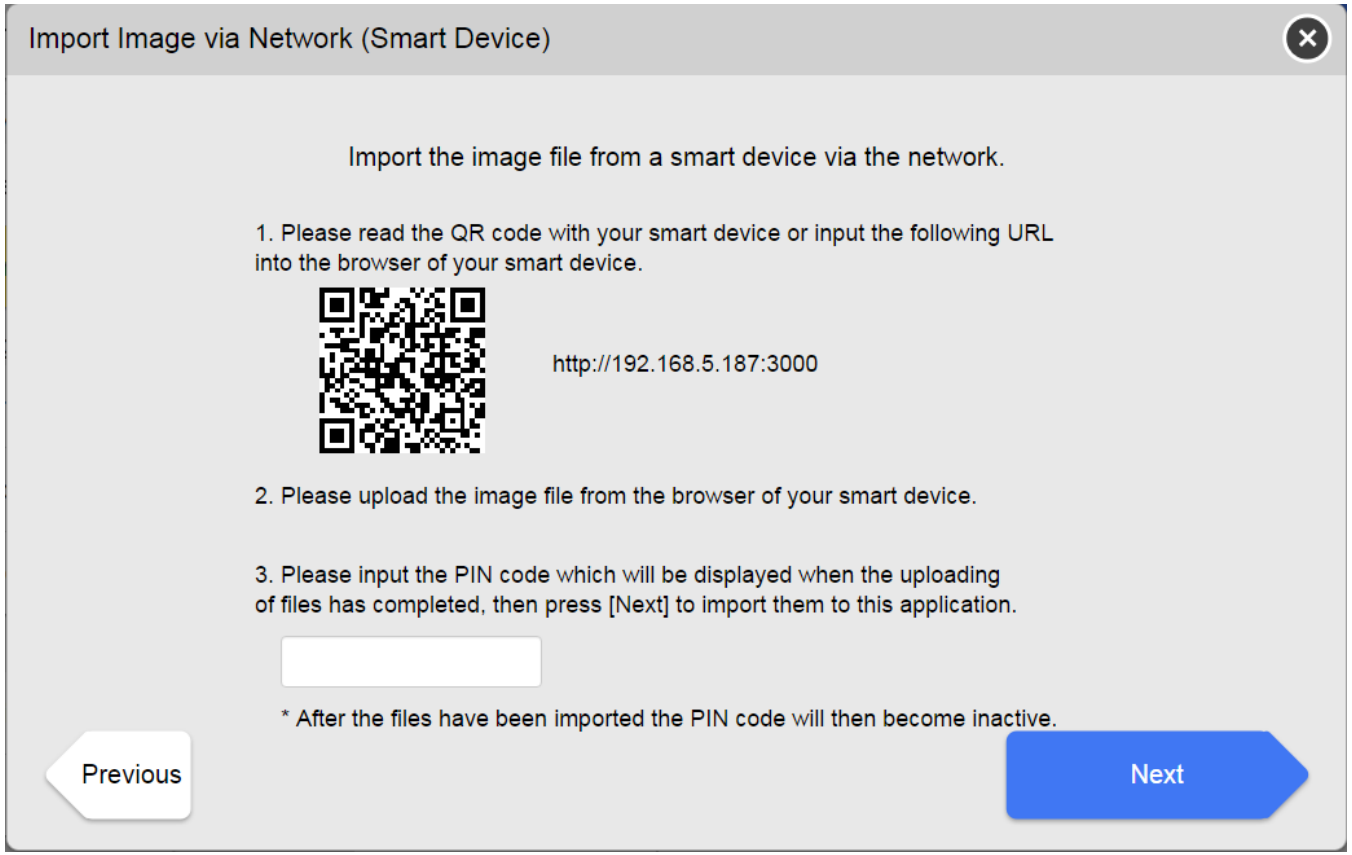
RICOH Design Software - Advanced Designer- Import from Smart Device via Network - 1

The page contains instructions on how to upload images from a smart device into the Design Software via the network. Steps are as follows

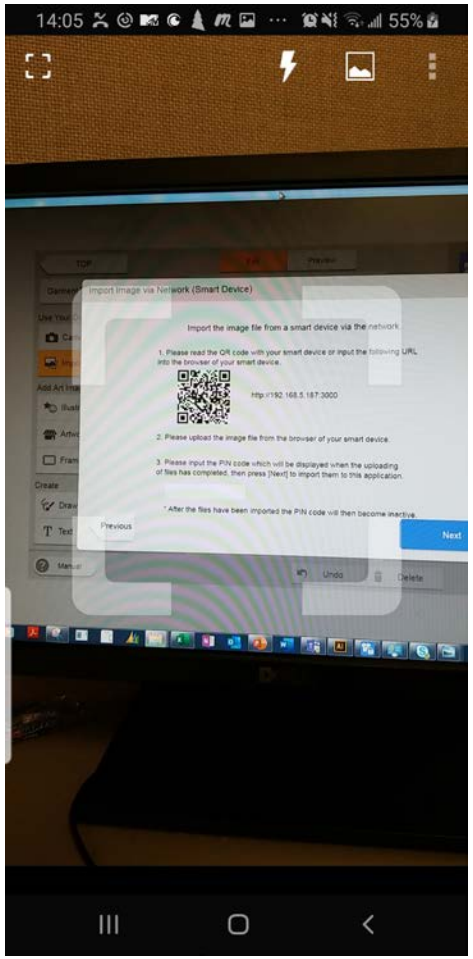
1. Scan the QR code
2. Upload the Image
3. Enter the PIN code generated

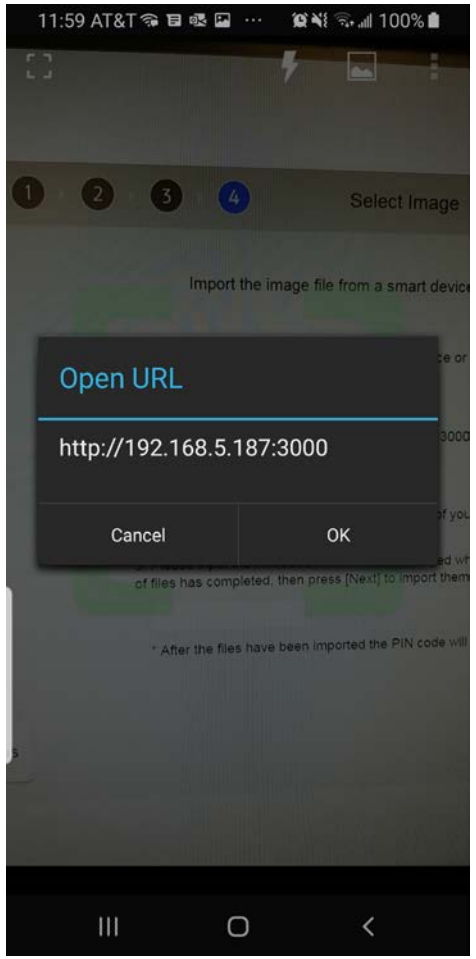


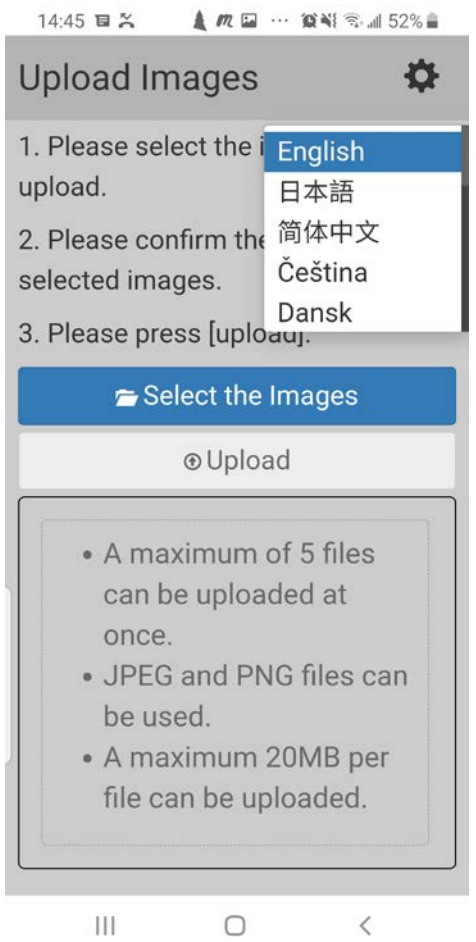
RICOH Design Software - Advanced Designer- Import from Smart Device via Network - 2

1. Use one of the following methods on the smart device to use a browser to access the image upload screen
   A. Scan the QR code.
   B. Input the URL address in the browser.

- *Tap the setting icon on the upper right of the screen to select the language you want to use

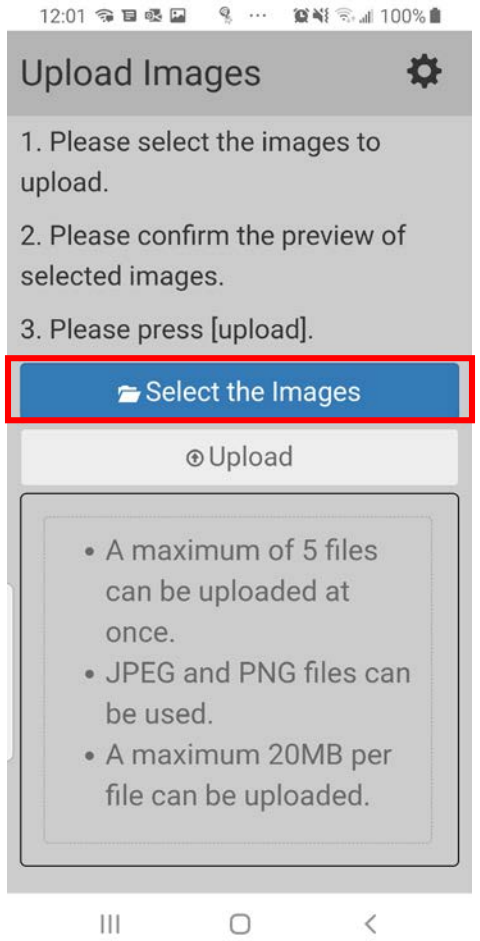


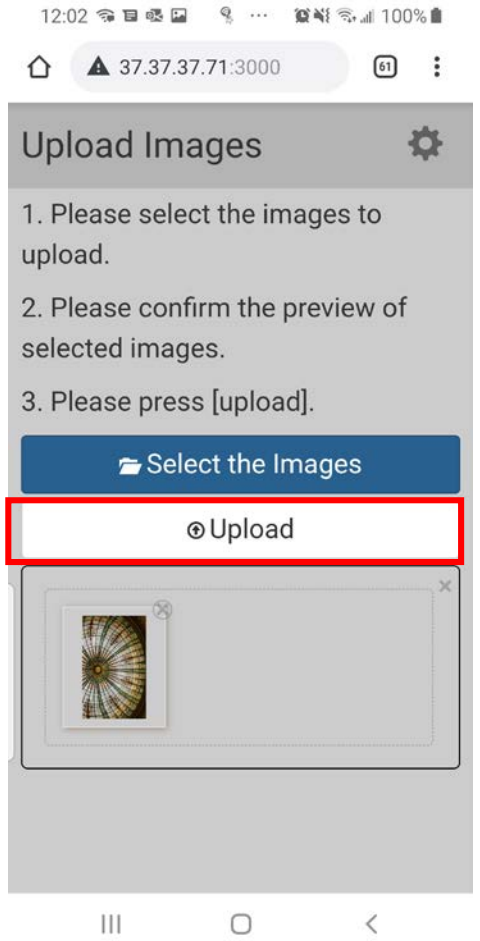


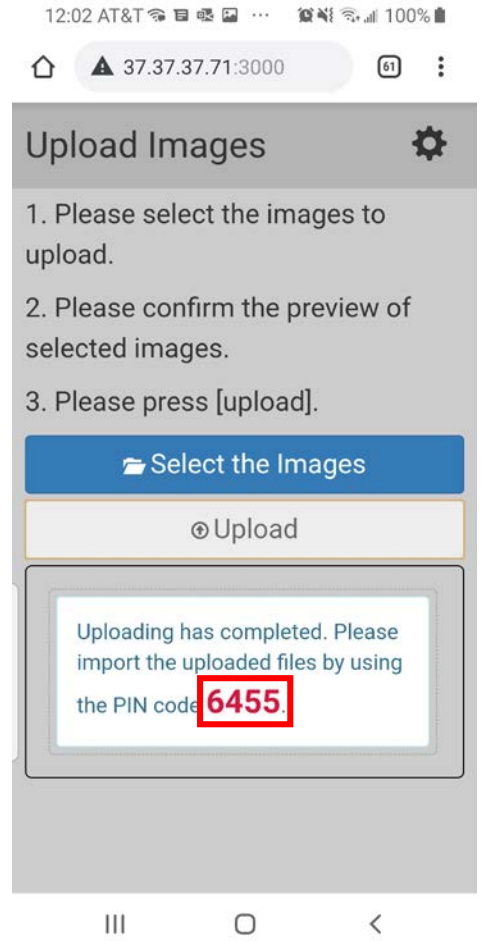


RICOH Design Software - Advanced Designer- Import from Smart Device via Network - 3

2. Press [Select the Images] to find images on the smart device
3. Select the Image to upload
   - Tap [×] to delete all the selected images.
   - Tap [×] on a selected image to delete it.
4. Tap [Upload] to upload the images to Design Software.
   - The PIN code is displayed when the uploading is completed.

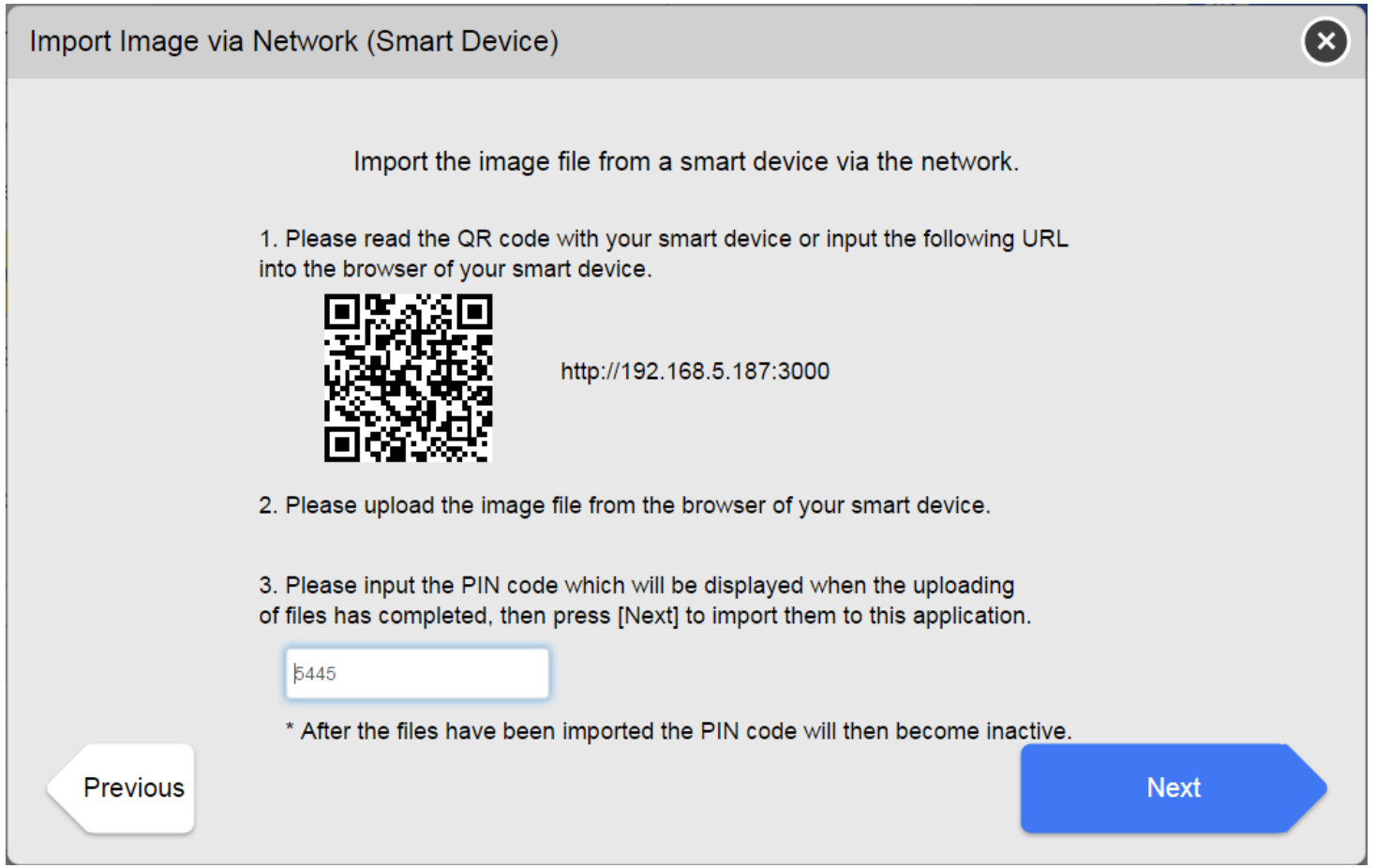






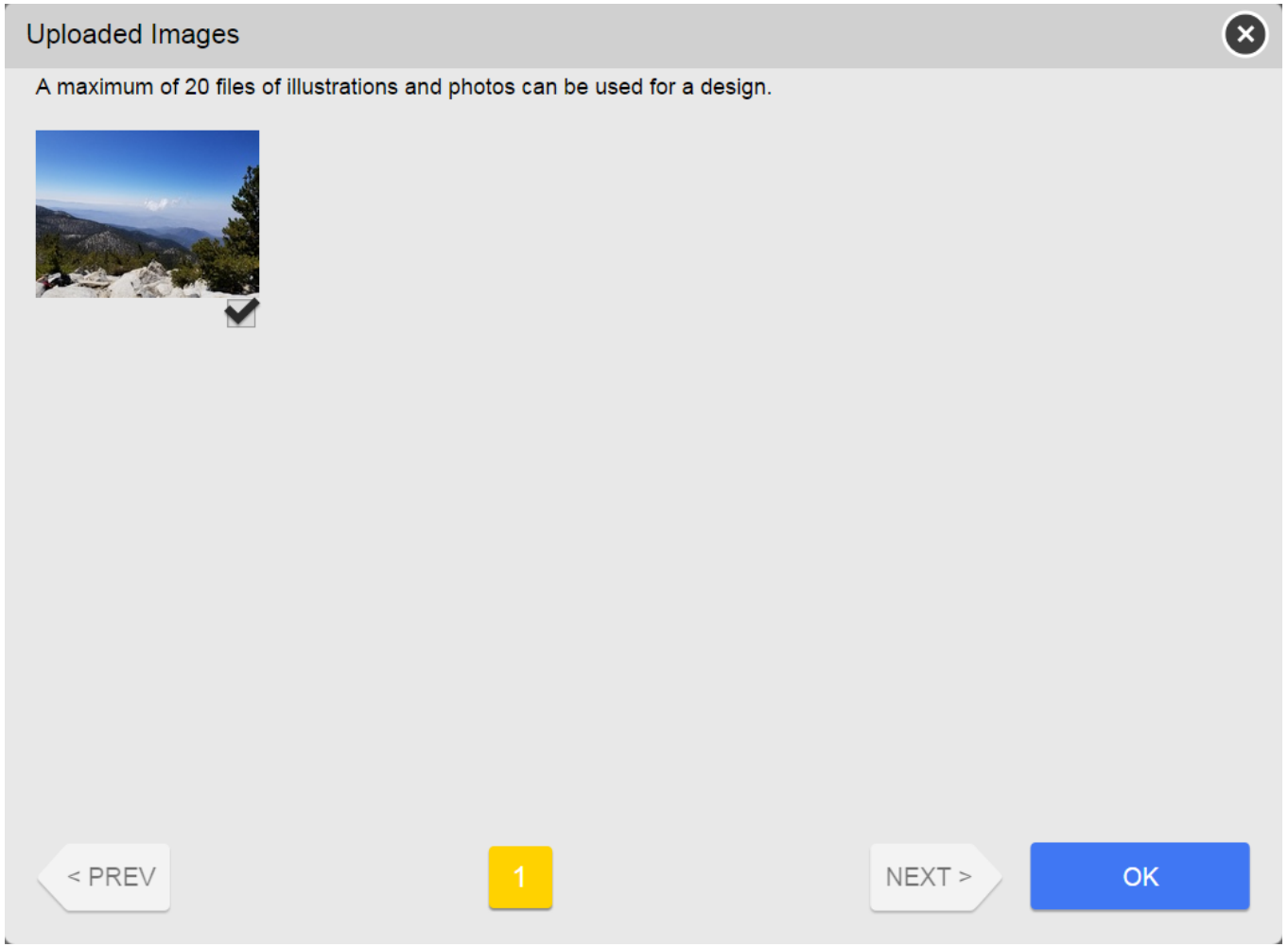
RICOH Design Software - Advanced Designer- Import from Smart Device via Network - 4

5. Enter the PIN code, and click [Next] in Design Software.



RICOH Design Software - Advanced Designer- Import from Smart Device via Network - 5

6. Select the image and press [OK] to import image to the design software
7. Return to Advanced Designer Edit Screen



Return to Appendix

RICOH Design Software – Advanced Designer - Taking a Photo

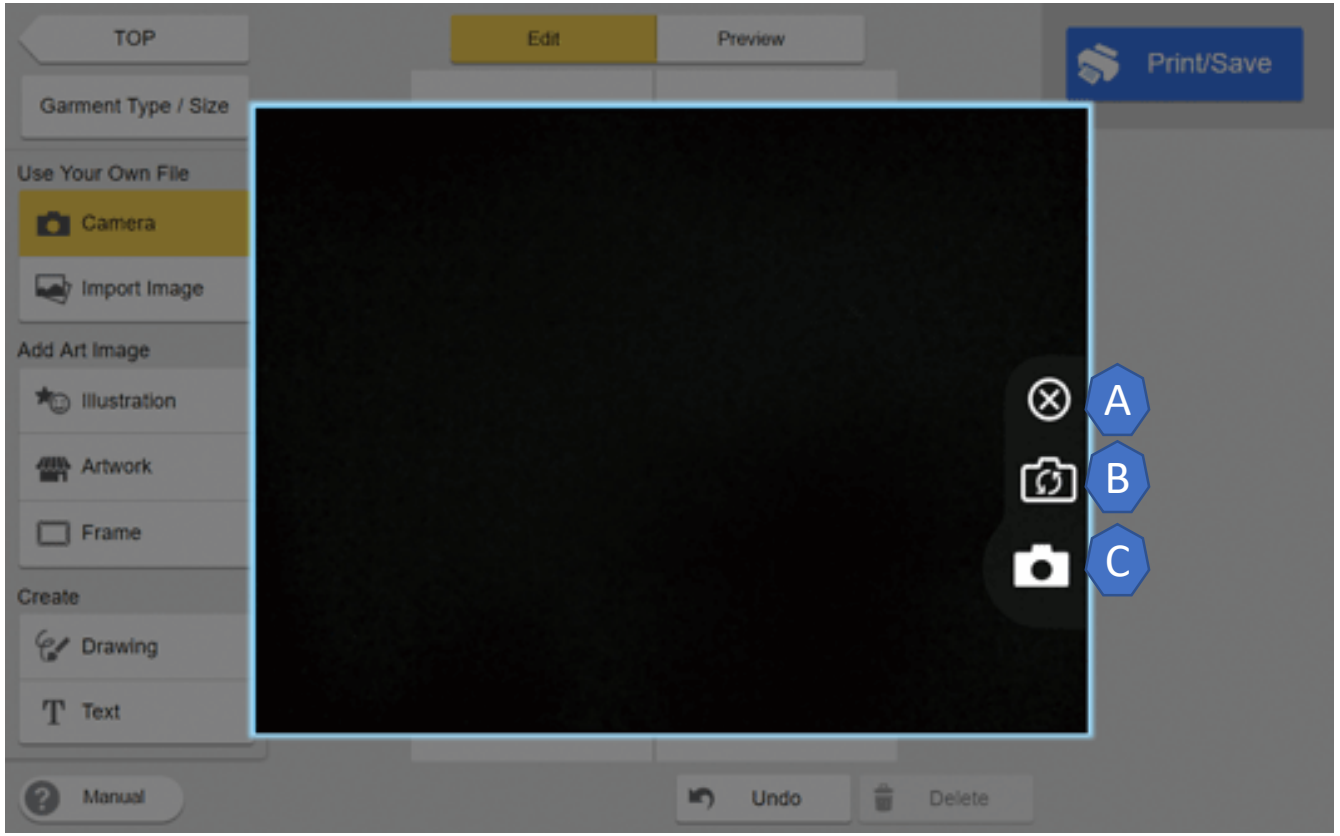
A. Cancels the operation to take a photo

B. Switches between the front facing camera and the rear facing camera

C. Takes a photo using the built-in camera and feeds it into the canvas.

   A. If you continue taking photos, they are fed into the canvas in the same position and at the same size. The latest photo is placed on top.

   B. Return to Advanced Designer Edit Screen



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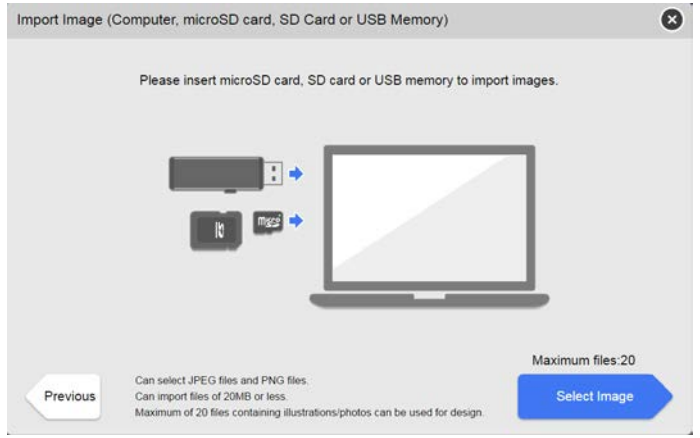
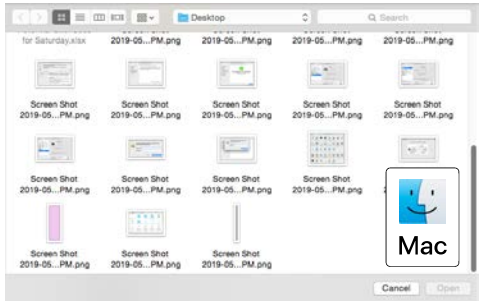
RICOH Design Software – Advanced Designer- Import Image (Computer, SD/microSD Card USB Memory)

Connect external devices to the computer and import data stored on the device: microSD card, SD card, USB memory

1. Press [Select Image]
2. Select the image to be uploaded
3. Return to Advanced Designer Edit Screen





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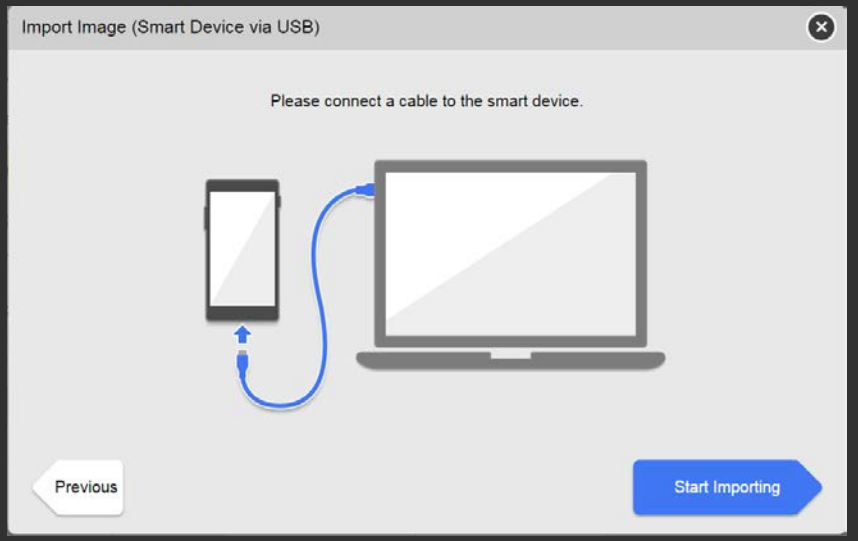
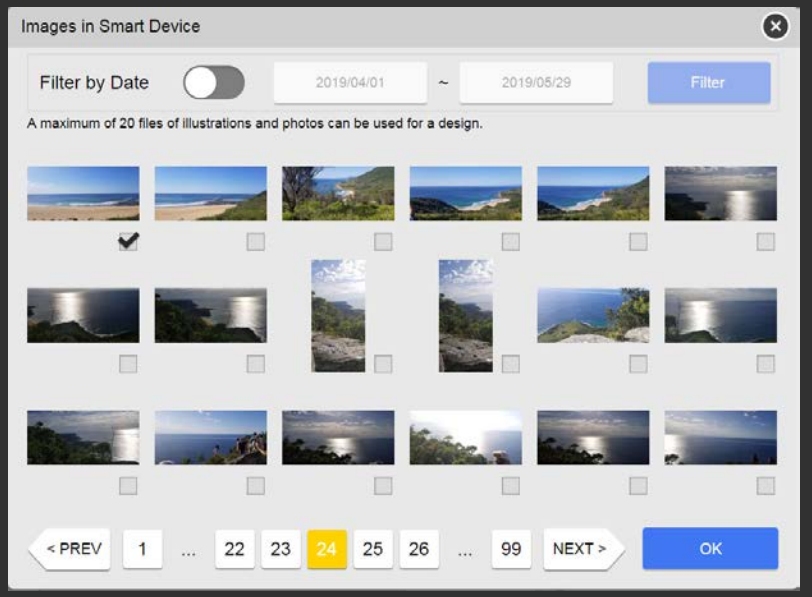
RICOH Design Software- Advanced Designer – Import From Smart Device via USB

1. Connect a smart device to the tablet and import data stored on it.
2. Select [Start Importing]
3. Find and select Image(s) to be imported
4. Press [OK] to import
5. Return to Advanced Designer Edit Screen

Supported operating systems and recommended version for smart device are as follows:

- Android®: Version 4.1 or later
- iOS®: Version 7.0 or later



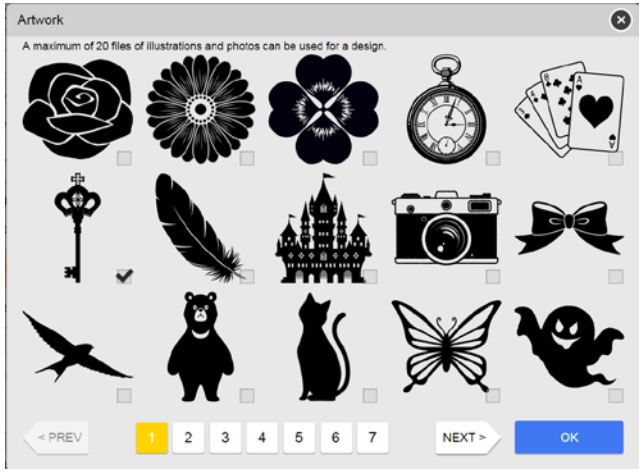


Return to Appendix

RICOH Design Software – Advanced Designer – Artwork - 1

Artwork selection provides a library of prepared images that can be can be altered in color

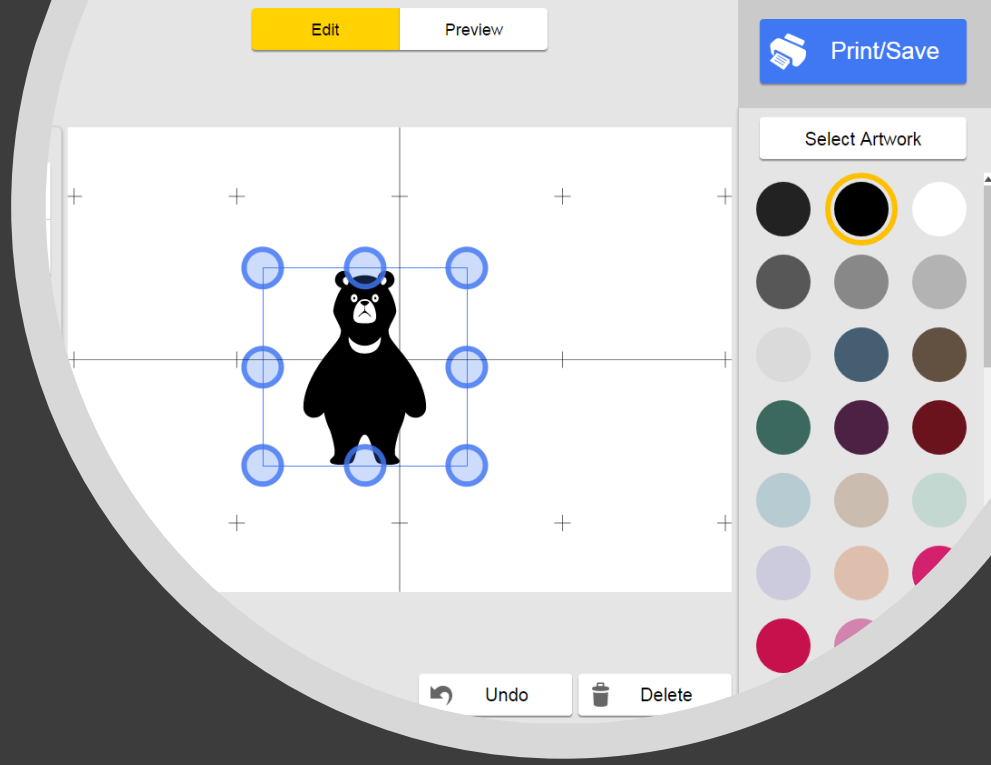
1. Select the image you want to set from those displayed on screen.
    1. A check mark appears on the image that you click.
    2. You can select up to 20 images and feed them into the canvas.

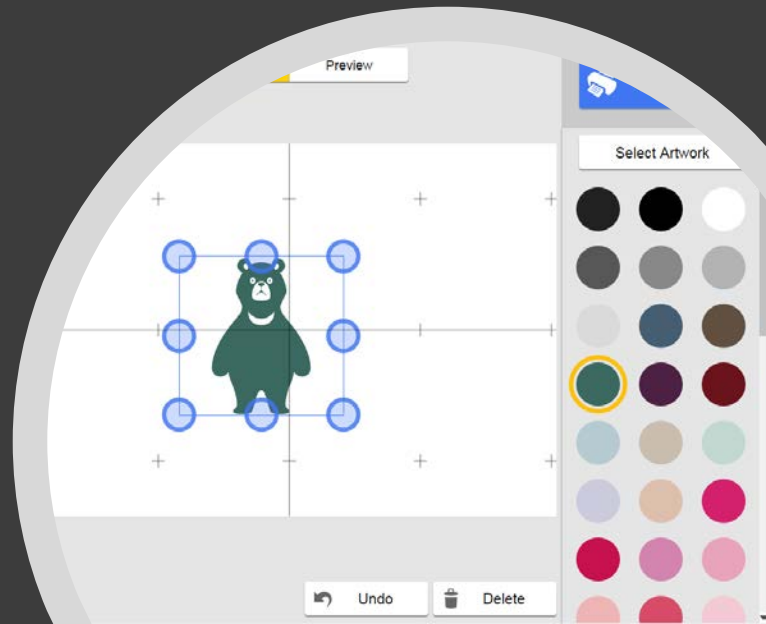


Return to Appendix

RICOH Design Software – Advanced Designer – Artwork - 2

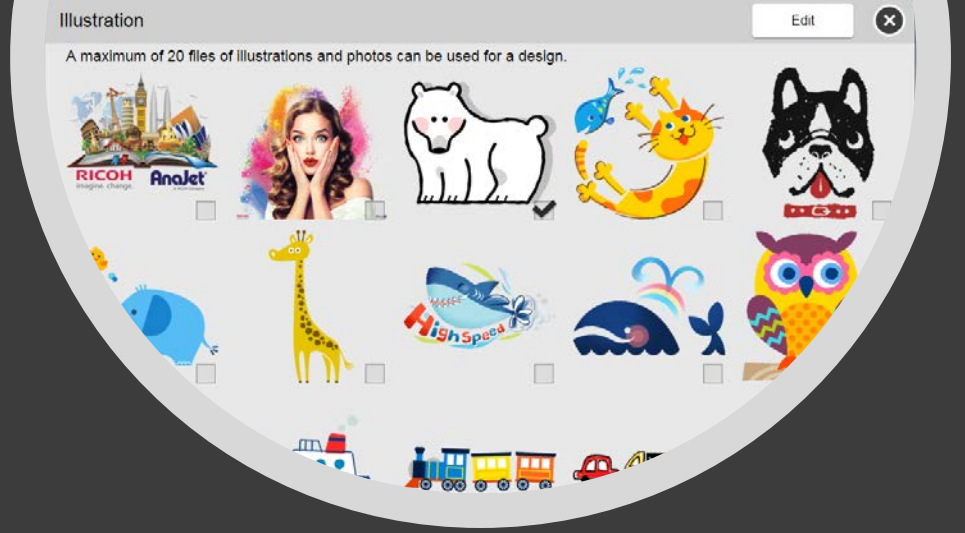
2. Once the artwork image is imported, the color palate options will be available to alter the image on the left side of the editor
3. Return to Advanced Designer Edit Screen





Return to Appendix

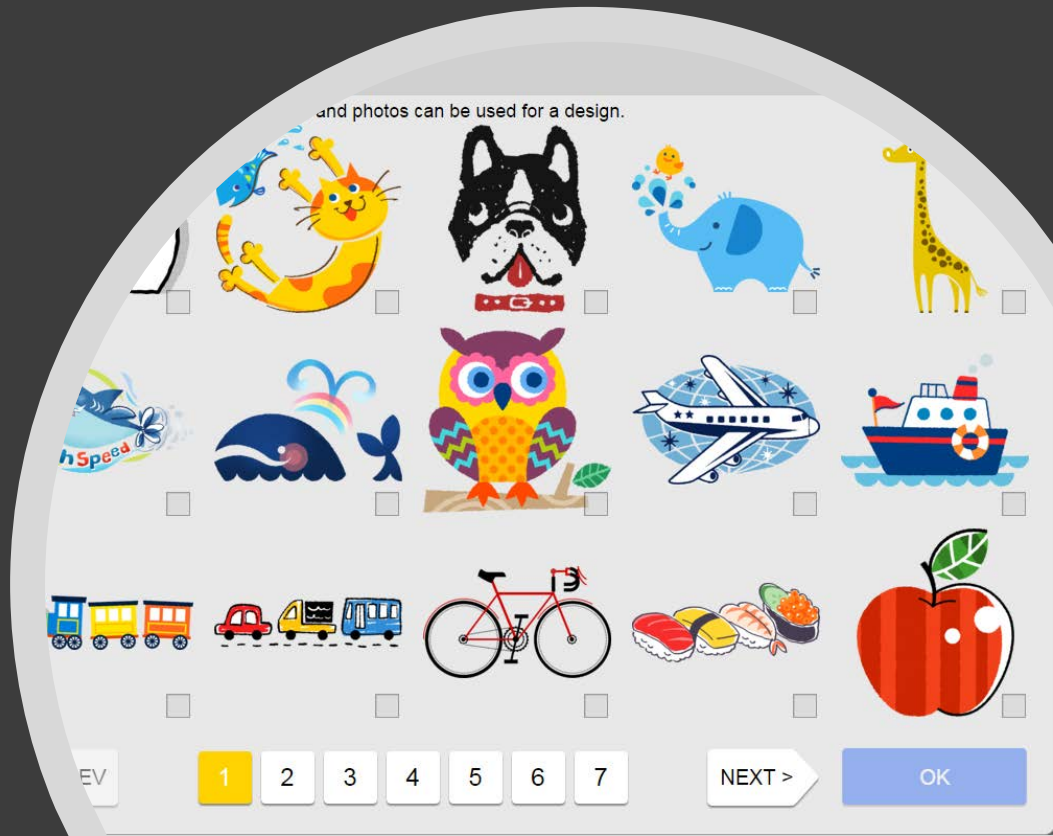
RICOH Design Software – Advance Designer – Illustration - 1



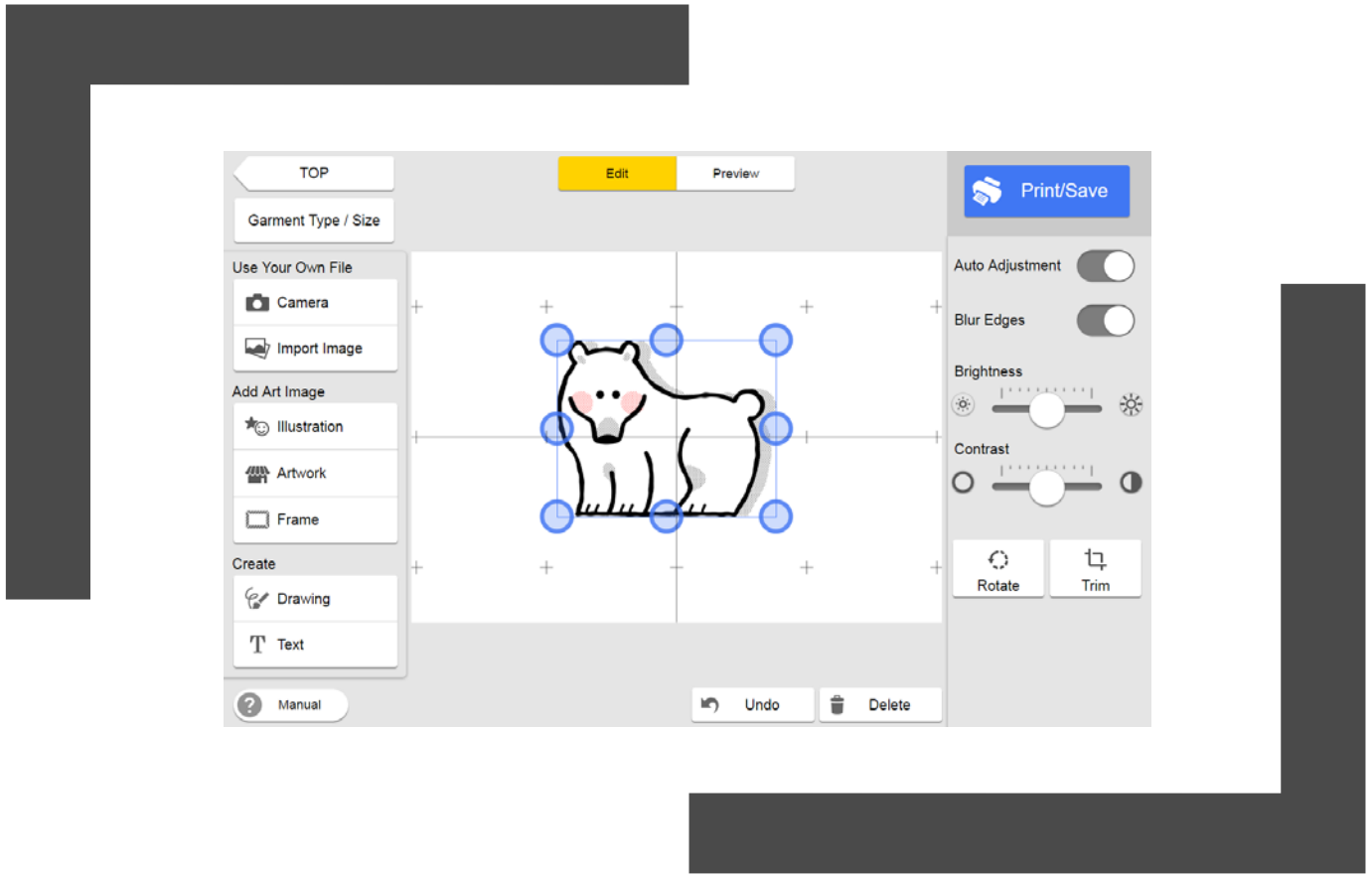
Artwork selection provides a library of prepared images that can be can be altered in color

Images can be imported into the Illustration library (accessed by clicking the [edit] button) *PC program must be in administrative mode

1. Select the image you want to set from those displayed on screen.
    1. A check mark appears on the image that you click.
    2. You can select up to 20 images and feed them into the canvas.
2. Select [OK] to import the image onto the canvas



RICOH Design Software – Advance Designer – Illustration - 2



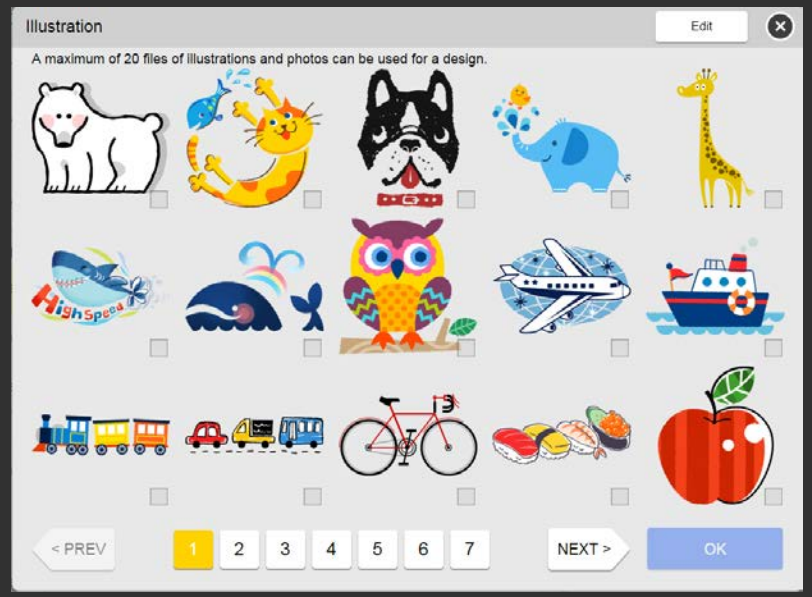
3. The Trimmed image will be displayed in the canvas
4. Return to Advanced Designer Edit Screen

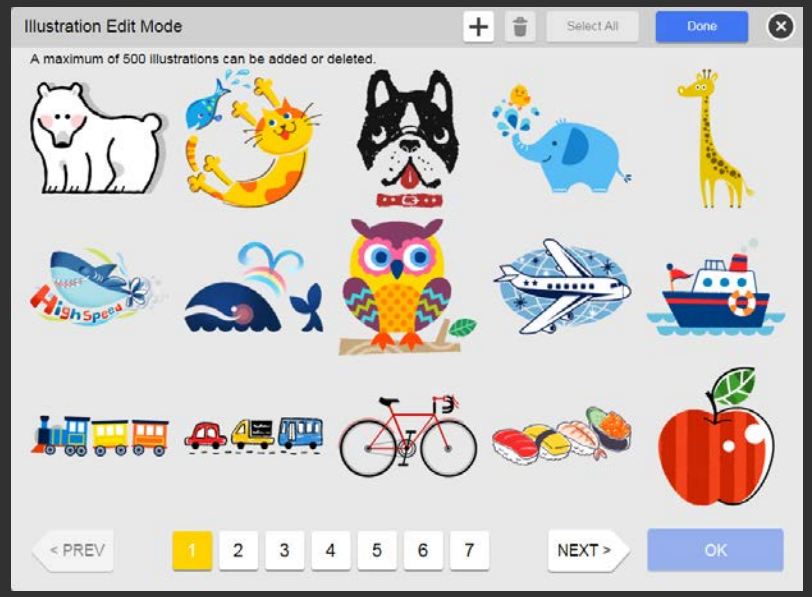
Return to Appendix

RICOH Design Software – Advanced Designer - Add/Remove Illustrations

- Images can be imported into the Illustration library (accessed by clicking the [edit] button)
  - *PC program must be in administrative mode
- When using edit illustrations mode, Verify the [Add / Delete] button for illustrations in the [Hiding / Showing Item Setting] screen is enabled.

1. Clicking [Edit] in the [Illustration] screen displays [add], [delete], and [Select All].



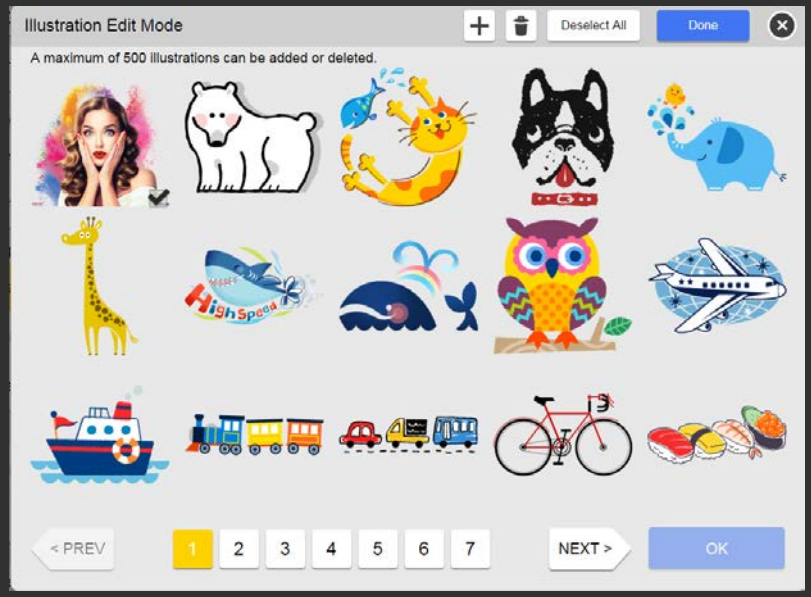


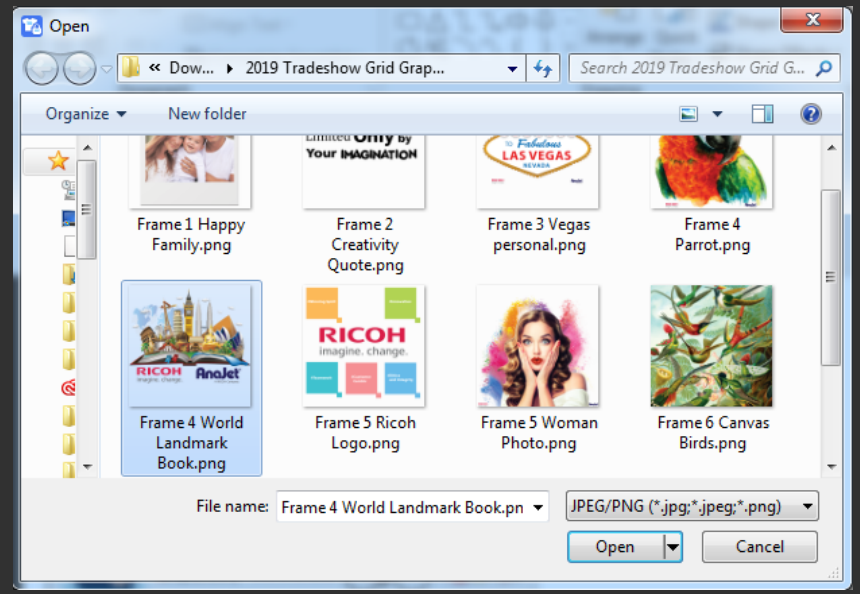
RICOH Design Software – Advanced Designer - Add Illustrations

2. Select the [add] button to import the image from the computer.
    - The last added image appears at the top of the thumbnails.

Image files that can be added are as follows:

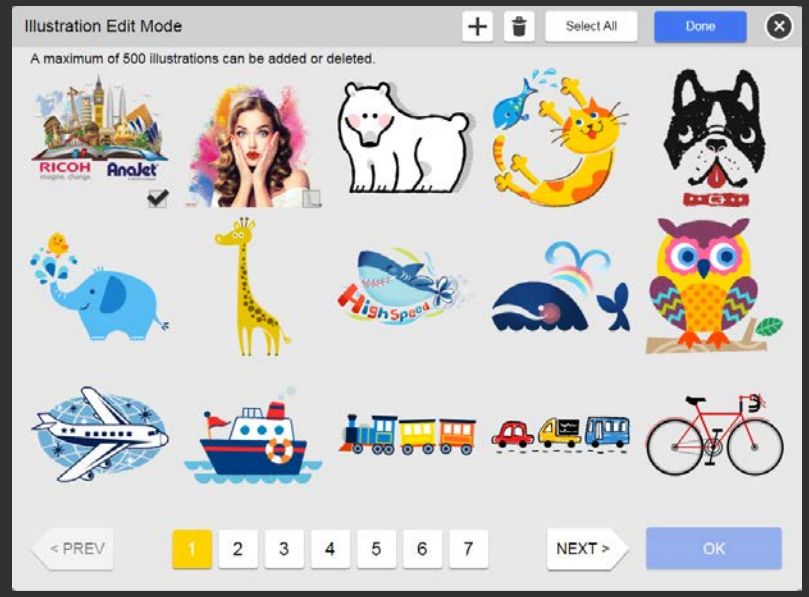
- Image type: jpeg, png
- Maximum number of images: 500

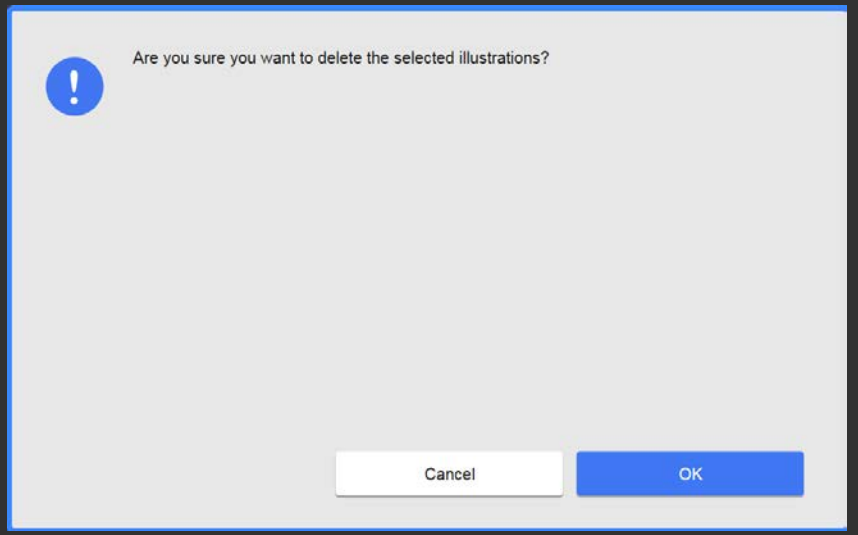




RICOH Design Software – Advanced Designer - Remove Illustrations

3. Select the [delete] button to delete illustrations from the illustration library.
   - Only illustrations that have been added can be deleted.
4. Select [OK] to confirm the deletion of the select illustrations
5. Return to Advanced Designer Edit Screen





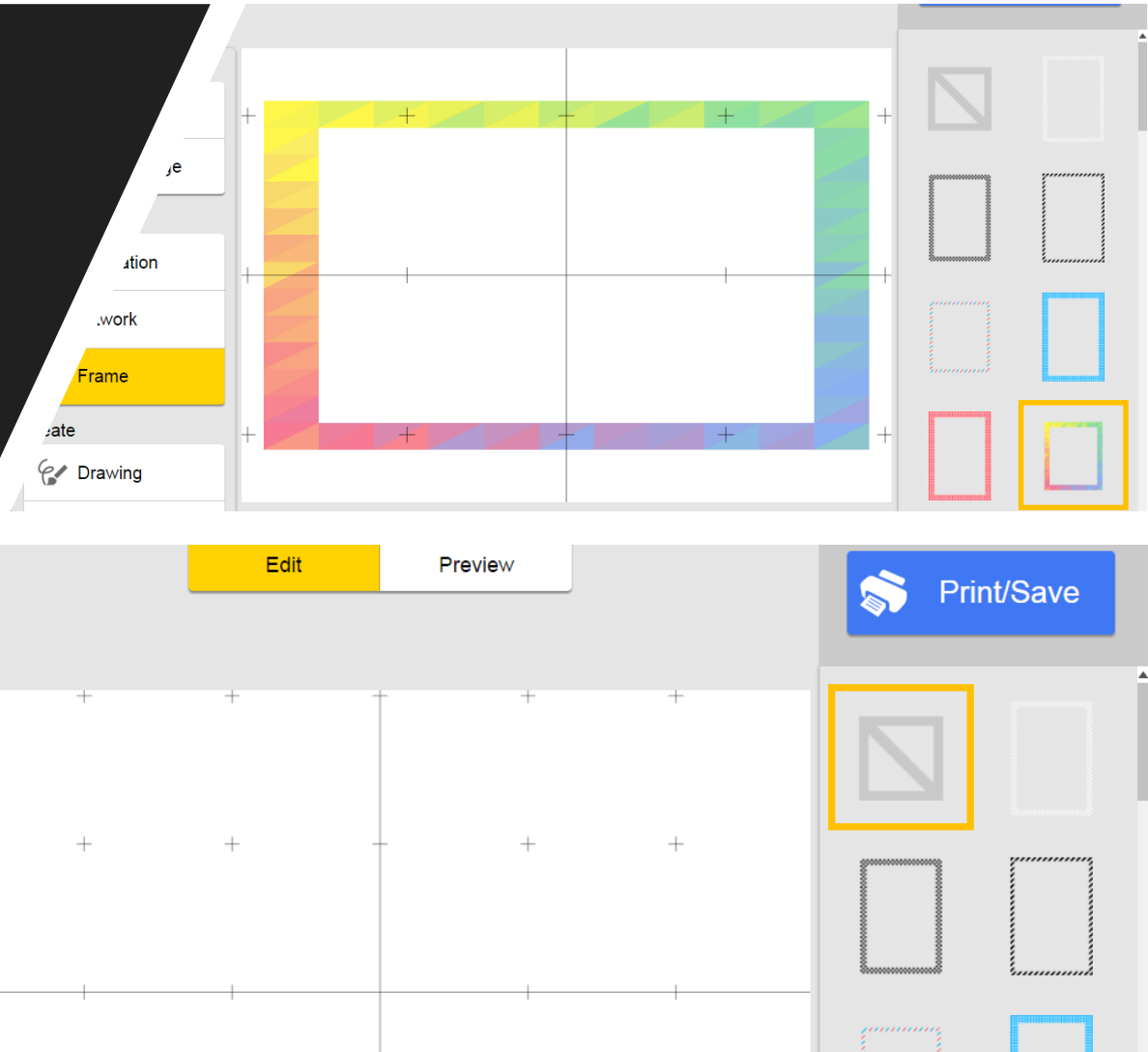
Return to Appendix

RICOH Design Software – Advanced Designer - Add/Remove Frame

A. Select Frame: Click the frame you want to add around the whole canvas.

B. Delete added frame: Click the frameless icon [\] to delete the added frame.

Return to Advanced Designer Edit Screen



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RICOH Design Software – Advanced Designer – Add Text

1. Enter Text: Click the canvas and enter text using the hard keyboard on the device.
   - Enter text using the screen keyboard when using a tablet.
   - Double click and edit text after creating it.
   - You can enter a maximum of 20 characters.
2. Color: Click the Color button to change the color of the text
   - Black is selected by default.
3. Font: Click the Font button to change the font of the text.
   - Arial is selected by default.

[Return to Advanced Designer Edit Screen]

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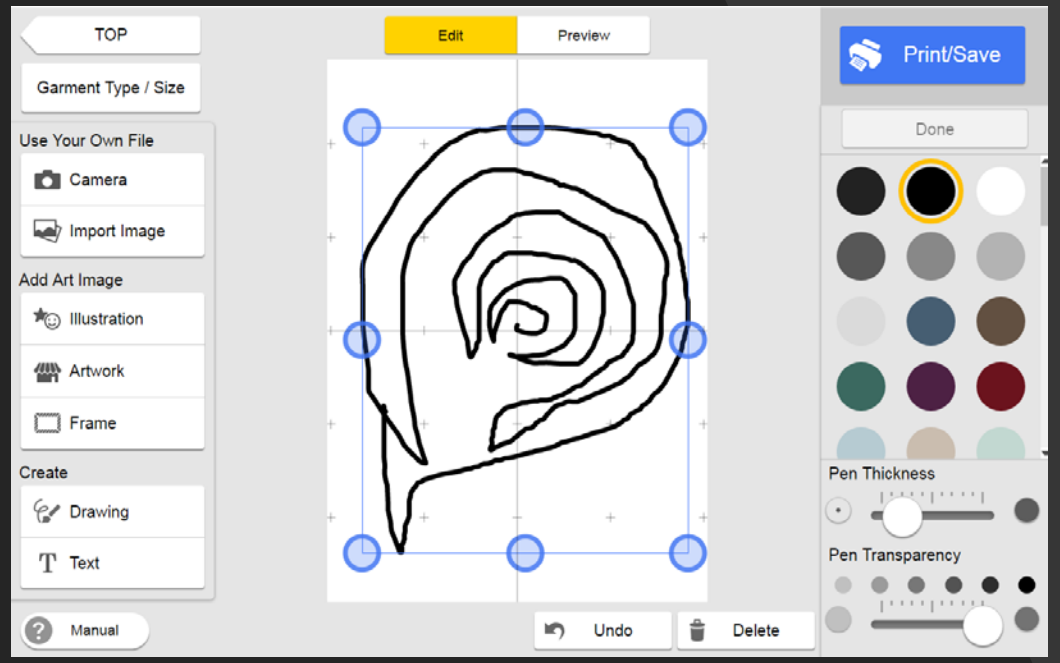
RICOH Design Software – Advanced Designer-Drawing

Draw lines and figures on the canvas.

1. Draw: Click the canvas and draw lines and figures.
2. Pen color: Click the color button to change the color of the pen.
    1. Black is selected by default.
3. Pen Thickness: Clicking the right and left icons or drag the button to the left or right to change the thickness of the pen.
4. Pen Transparency: Clicking the right and left icons or drag the button to the left or right to change the transparency of the pen.
5. Done: Click [Done] to finish drawing. You can select the object after clicking [Done]



[Return to Advanced Designer Edit Screen]

Return to Appendix

RICOH Design Software – Trimmed Image - 1

1. Drag a point on the frame that appears on the image to crop the size of the image, and then click [OK].
2. Alternatively, Press [Crop] to draw cropped area

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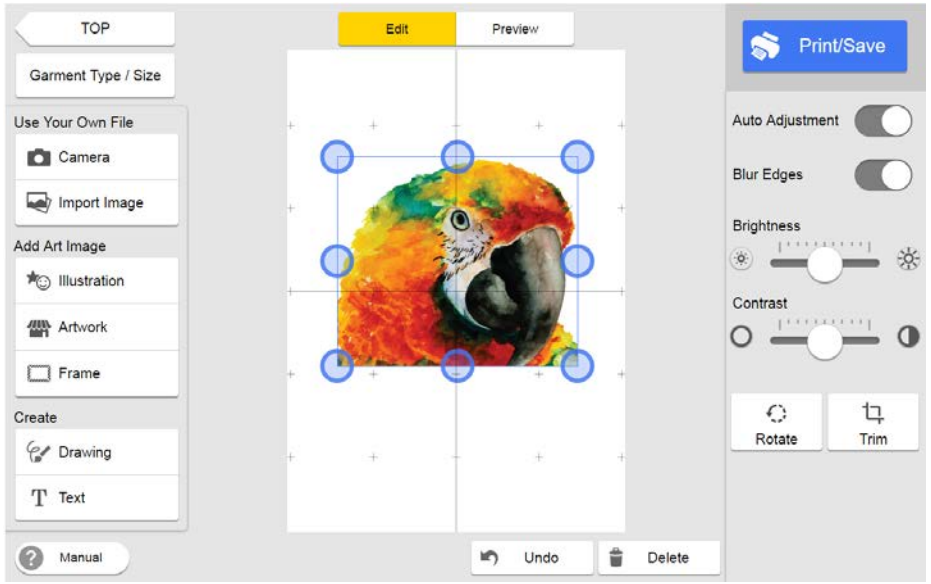
RICOH Design Software – Trimmed Image - 2



The Trimmed image will be displayed in the canvas

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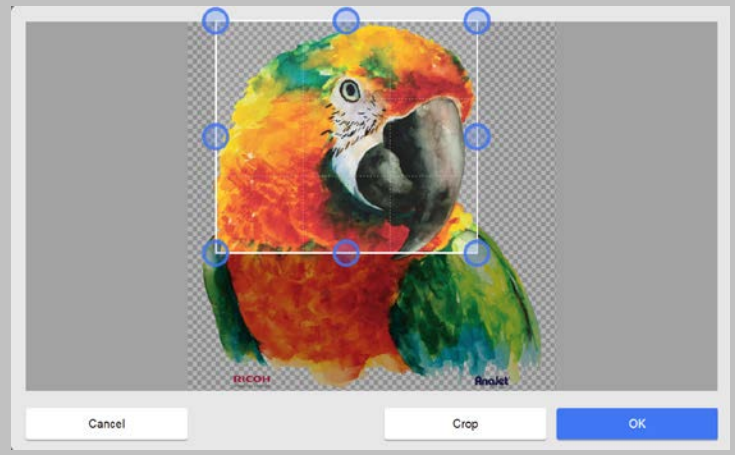
RICOH Design Software – Trimmed Image - 3

1. Drag a point on the frame that appears on the image to crop the size of the image
2. Press [Crop] to draw cropped area



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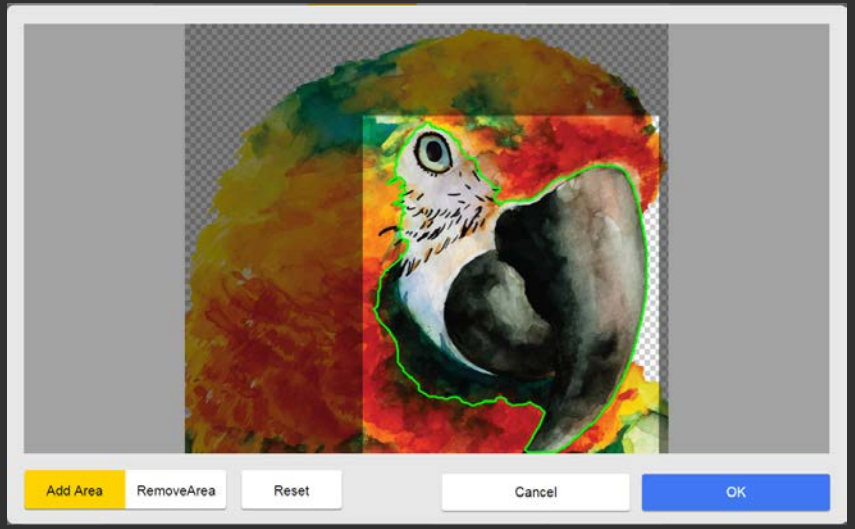
RICOH Design Software – Select Crop

1. The [Trim] screen has a crop function. Drag the yellow line around the area you want to crop. When you connect the starting point and ending point, the line indicating the area to be cropped turns green.
2. You can change the area to be cropped by pressing [Add Area] or [Remove Area] to specify a target area.



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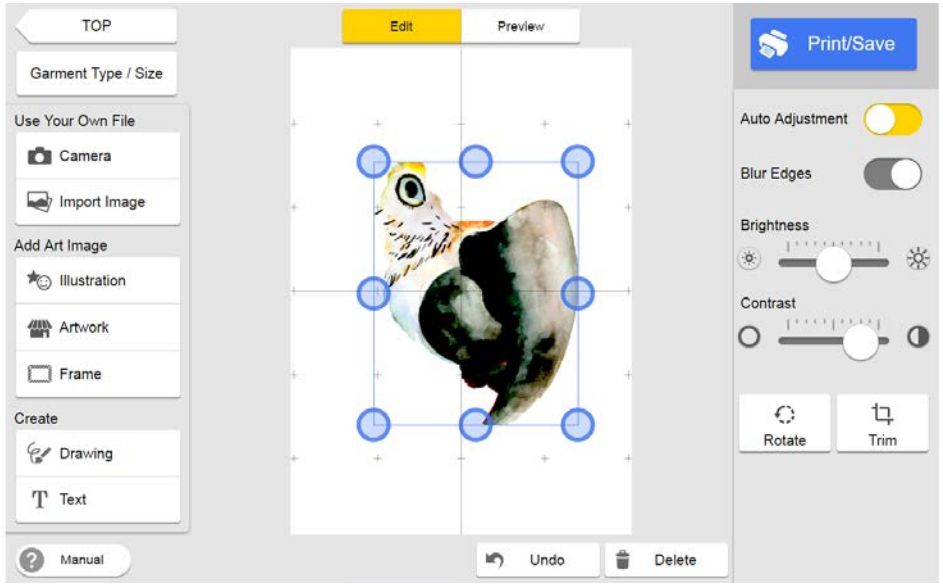
RICOH Design Software – Cropped Image



1. The cropped image will be displayed in the canvas

[Return to Advanced Designer Edit Screen]

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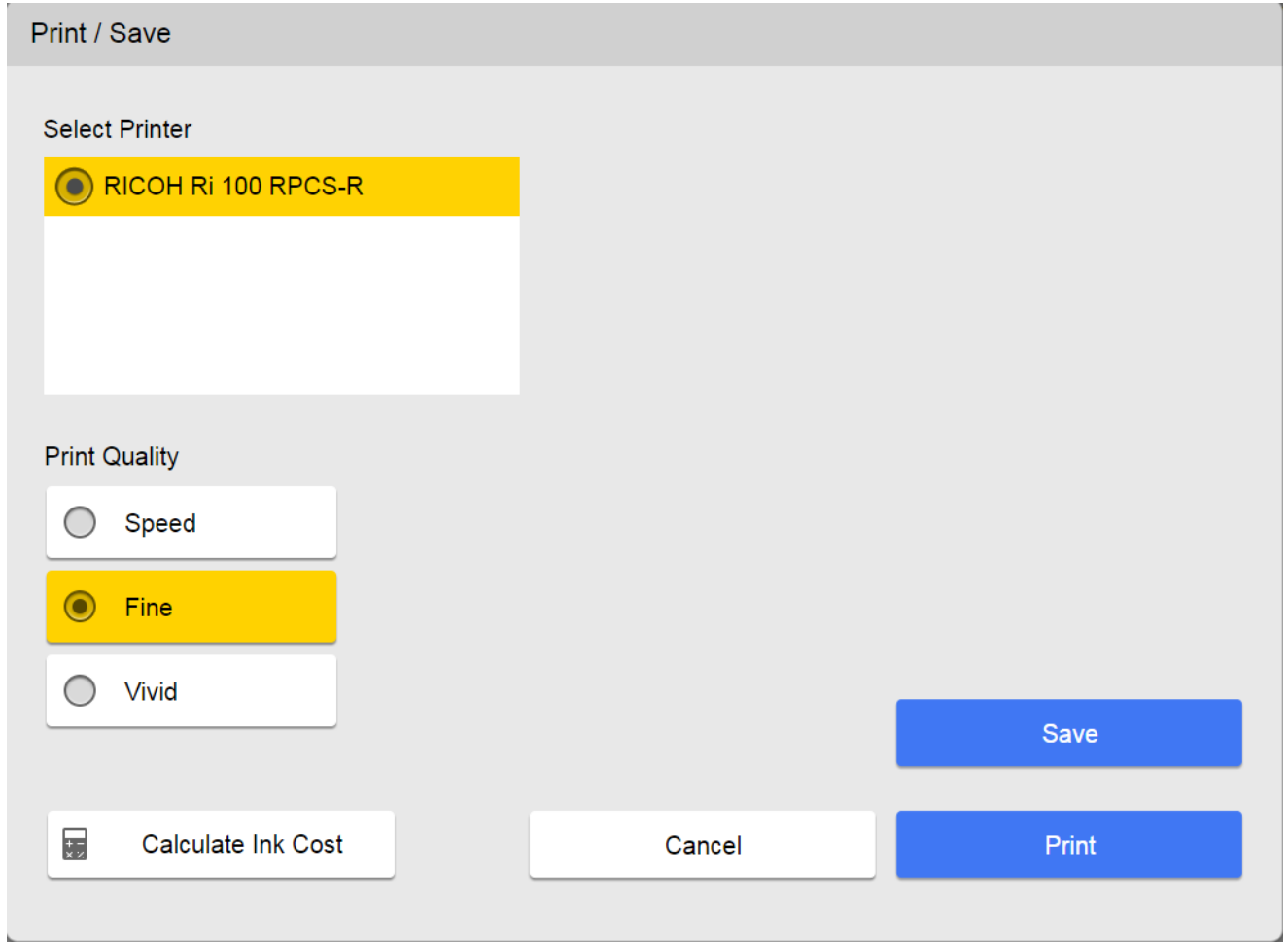
RICOH Design Software – Advanced Designer- Print/Save

1. Select Printer
2. Print Quality
3. Calculate Ink Cost
4. Cancel
5. Print
6. Save



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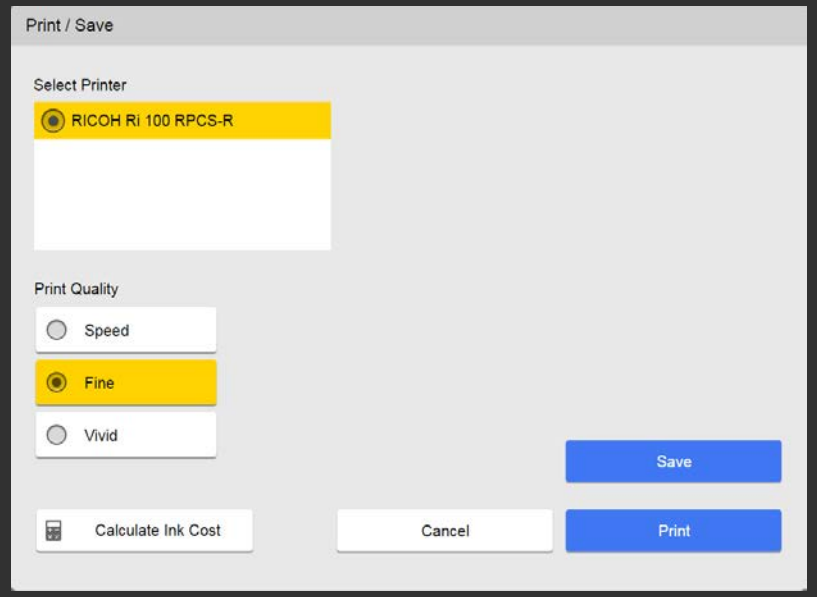
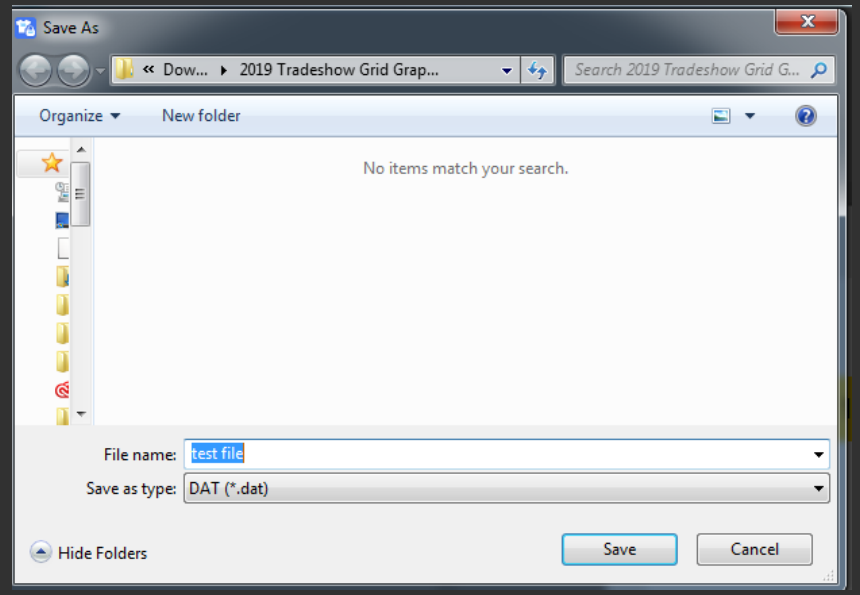
RICOH Design Software – Advanced Designer- Save

1. Click [Save].
2. Enter a file name.
3. Select a location on your computer, and then click [Save].
4. The edited data is saved.
5. Return to the Print/Save page





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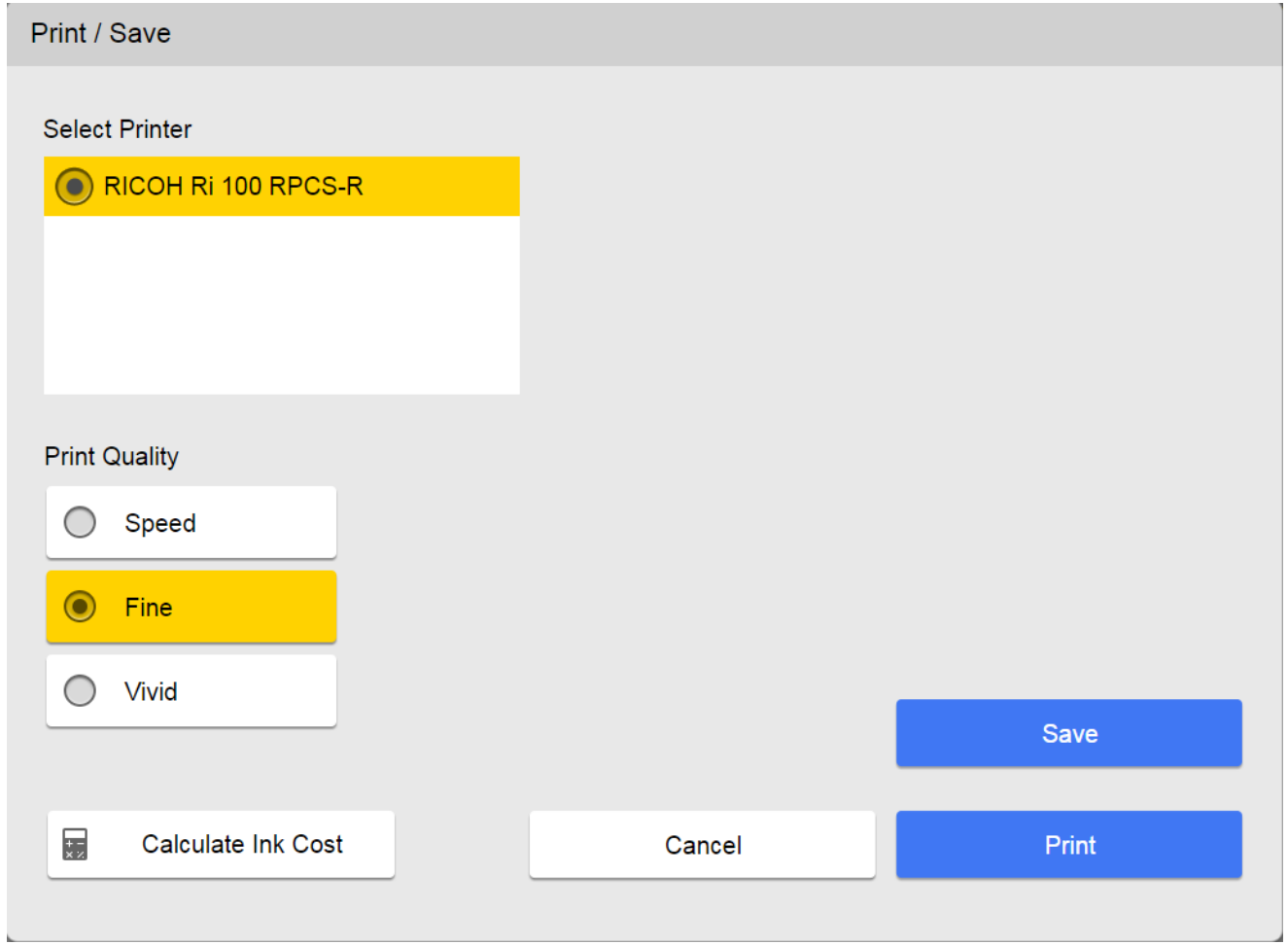
RICOH Design Software – Advanced Designer- Calculate Ink Cost - 1

You can calculate the cost of ink before you start printing. Click [Print/Save], and then click [Calculate Ink Cost]

This button is displayed only when you have selected the [Calculate Ink Cost] check box in the [Hiding / Showing Item Setting] screen.

*Mac Option Pending



RICOH Design Software – Advanced Designer- Calculate Ink Cost 2

1. Cartridge Ink Volume: Select the size of each color cartridge.
2. Cartridge Price: Enter the price of each color cartridge.
3. Currency: Select the currency in which you want to calculate the ink cost.
4. Price and Total: Click [Calculate] to calculate the price of each color from the ink used and the ink's unit price. This will also calculate the price of each color from the ink used and the ink's unit price

Return to Print/Save Page

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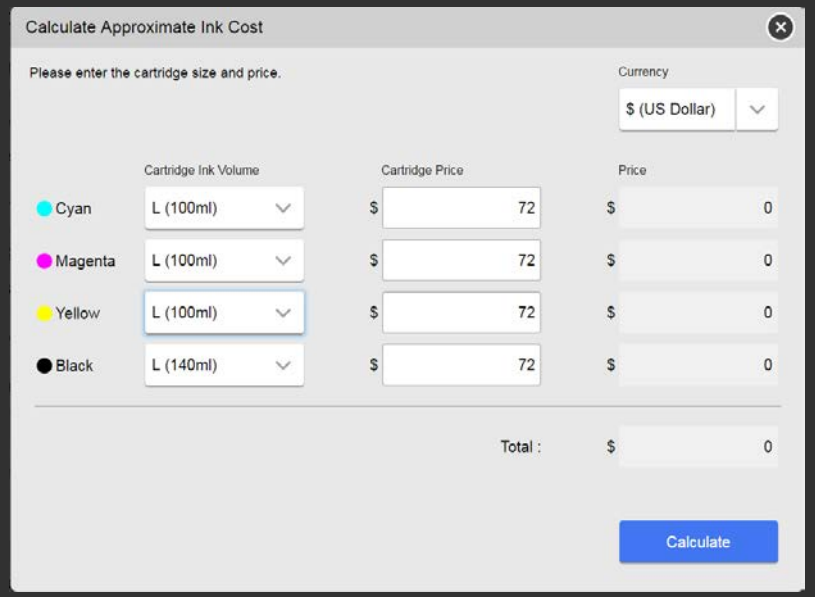
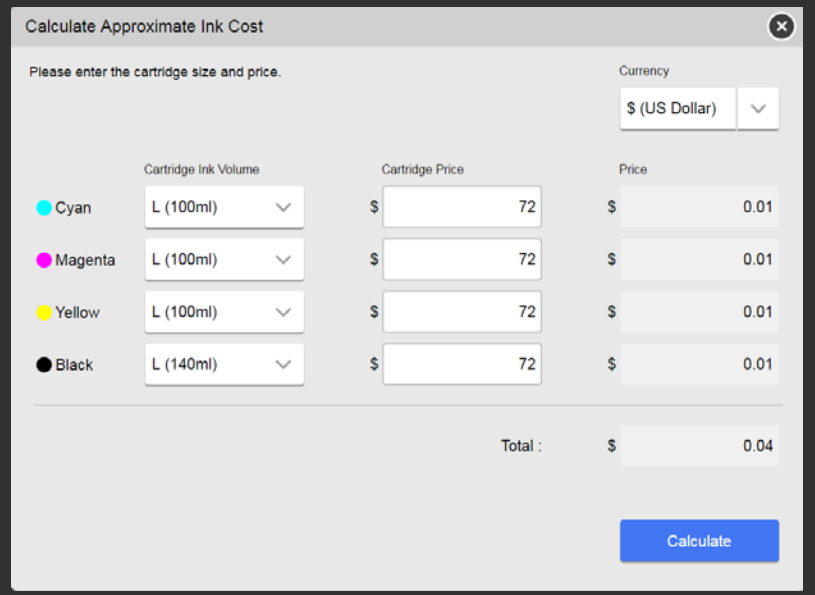
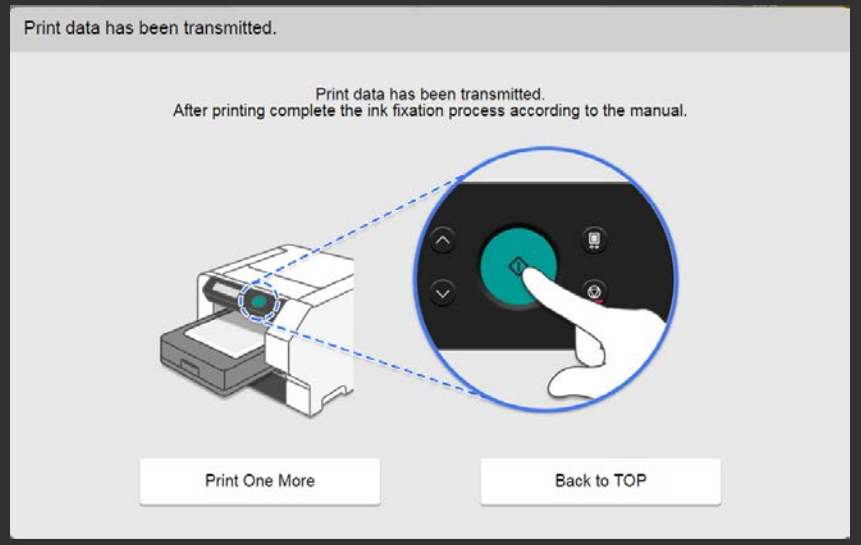
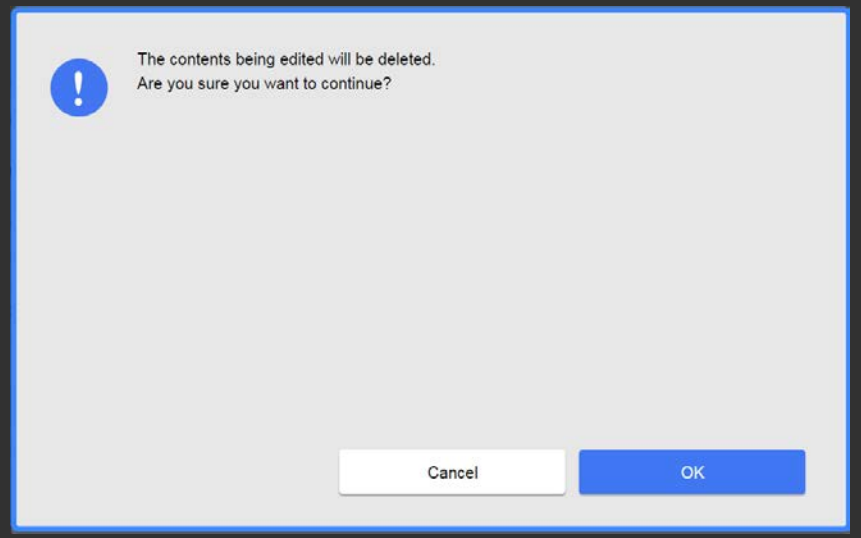




RICOH Design Software – Advanced Designer- Print Again

- After the Job is sent, user will be asked whether to print another copy or return to the Top Screen
- Returning to the Top Page will result in the current job being deleted





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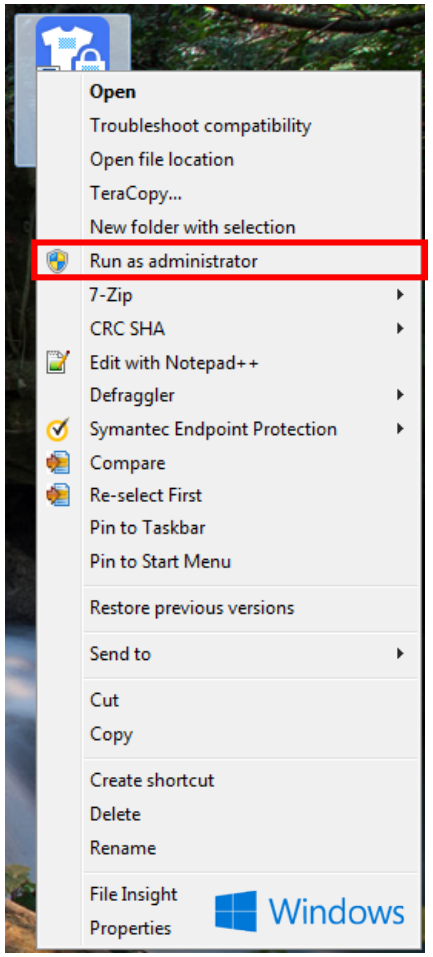
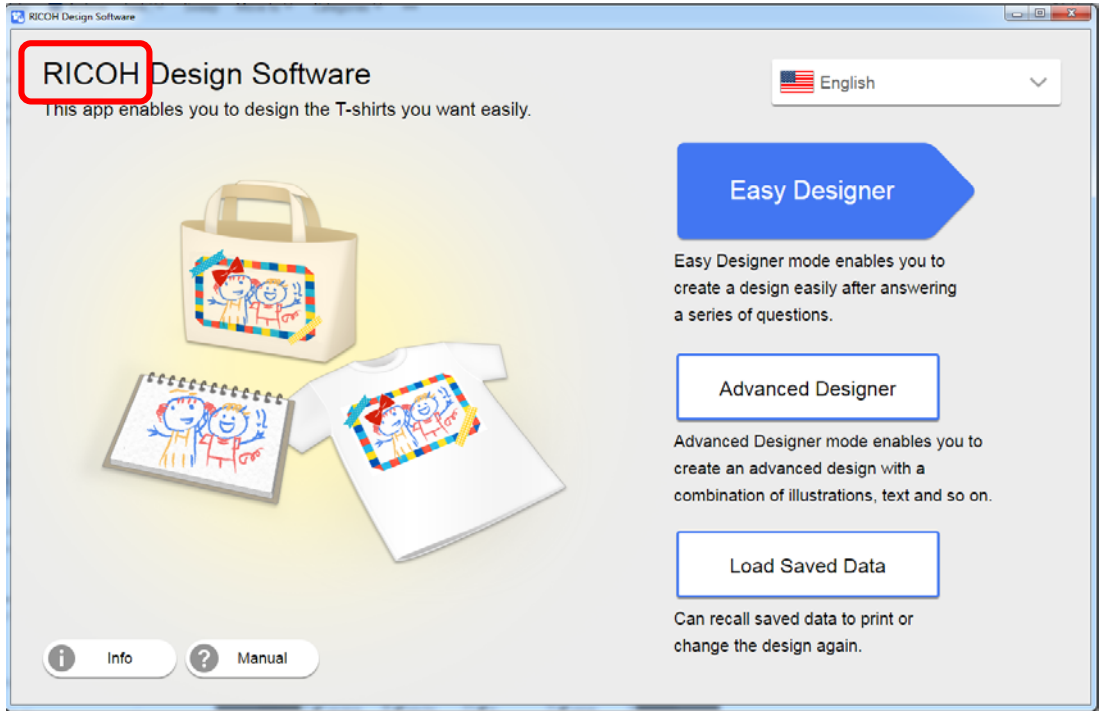
RICOH Design Software – Hide/Showing Item Settings - 1

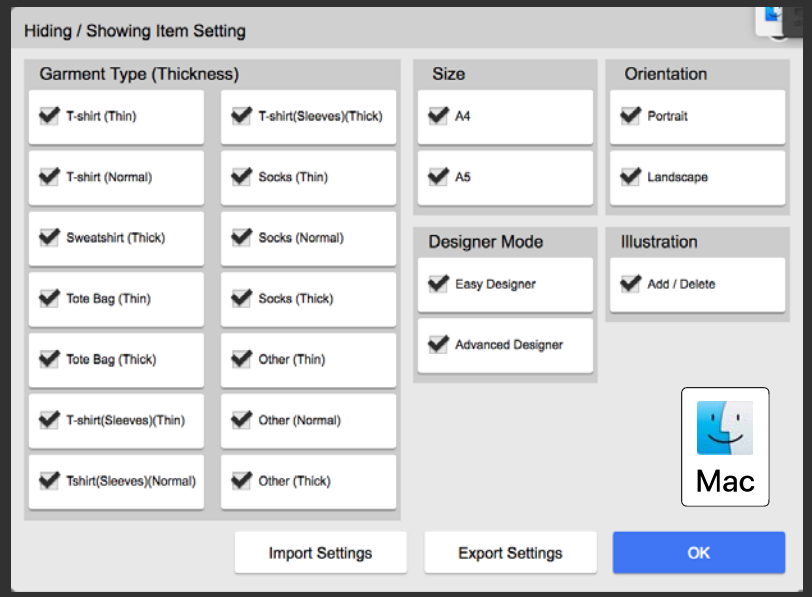
1. Press and hold the word RICOH in the upper left corner of the top screen for at least 5 seconds.
    1. For PCs, Run the RICOH Design Software in Administrative mode

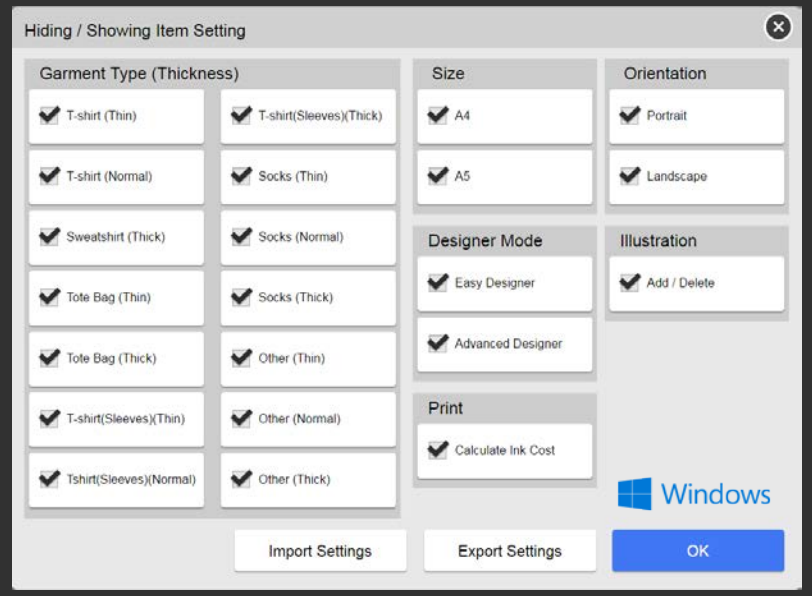




RICOH Design Software - Hide/Show Settings Page - 2

2. Change the settings to hide or show items.
3. Press the [OK] button.
4. Return to Top Page





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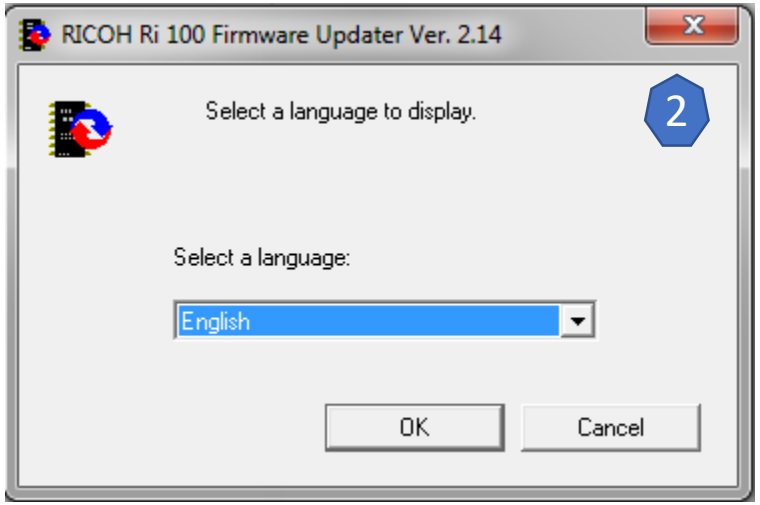
Windows

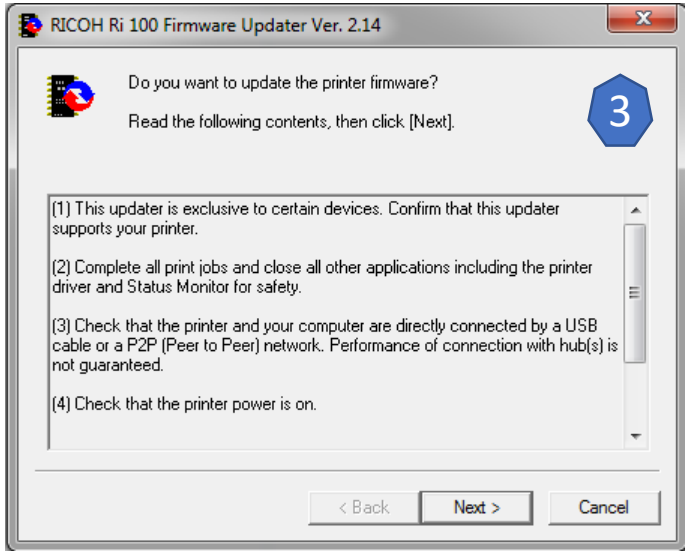
Printer Firmware Update – Windows OS & Browser

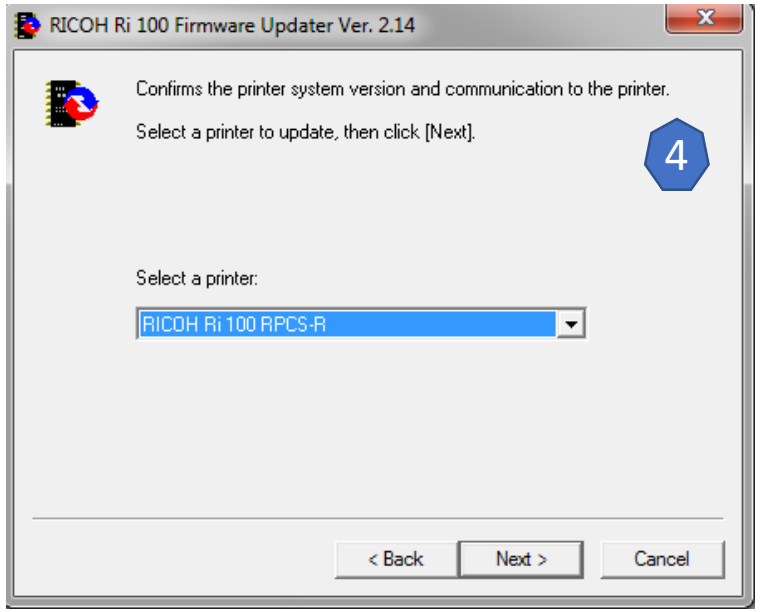
Click Icon to proceed to Printer Firmware Installation

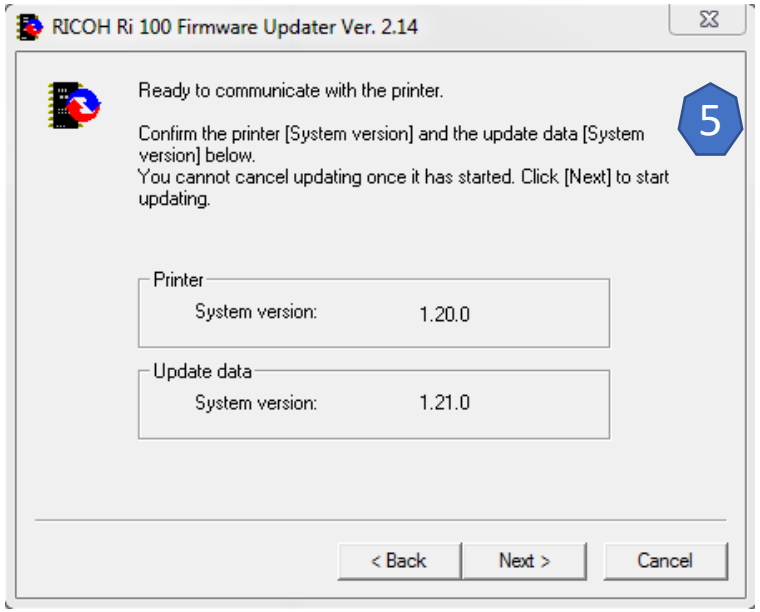
Windows Printer Control Firmware Update – 1

1. Download the latest Firmware from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Select the language to be displayed
3. Read “read me” information and press [Next] to proceed
4. Select the printer to be updated and press [Next]
5. View the current printer firmware vs. the update to be installed
    1. If new Firmware is the same as current firmware, select [Finish]
    2. If new Firmware is older than current firmware, select [Next]



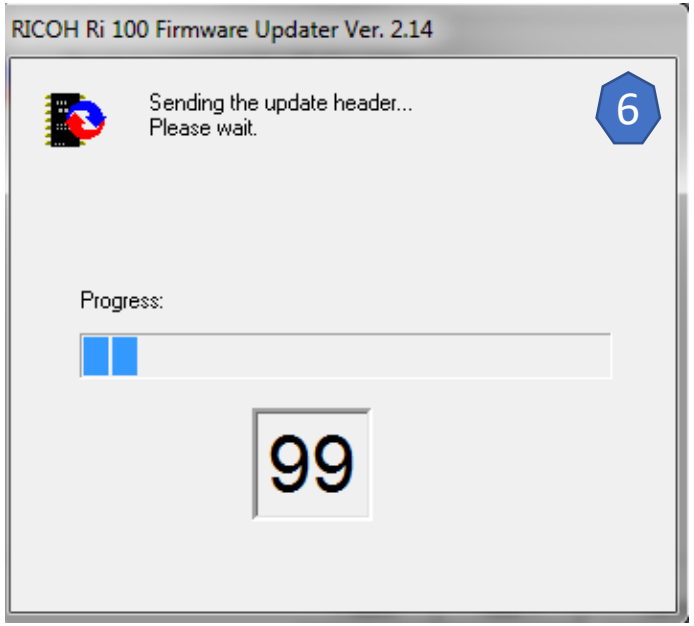


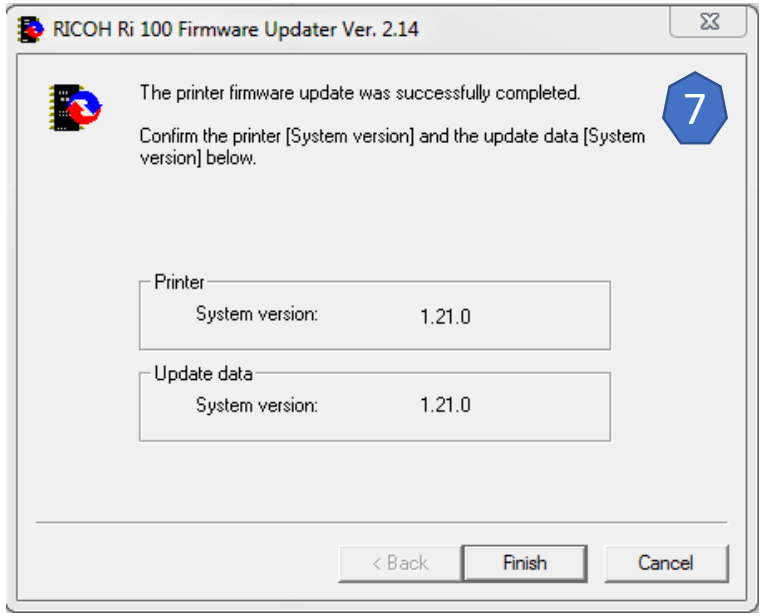




Windows Printer Control Firmware Update – 2

6. Wait for the firmware to install, Printer will restart at 0
7. Confirm the Printer Firmware Versions and Update Firmware Versions are the same, press [Finish] when done.
8. [For WLAN Connections, update WLAN Firmware when new updates become available]





Windows Printer Control Firmware Update - Print Application

Click Icon to proceed to Choose Print Application

Print From Application

RICOH Design Software

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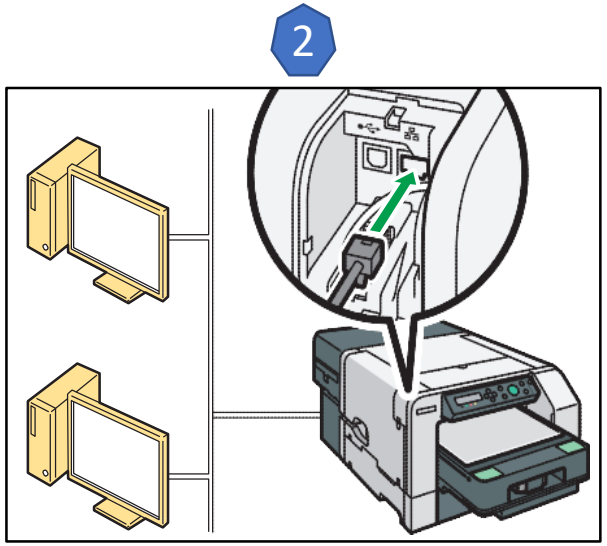
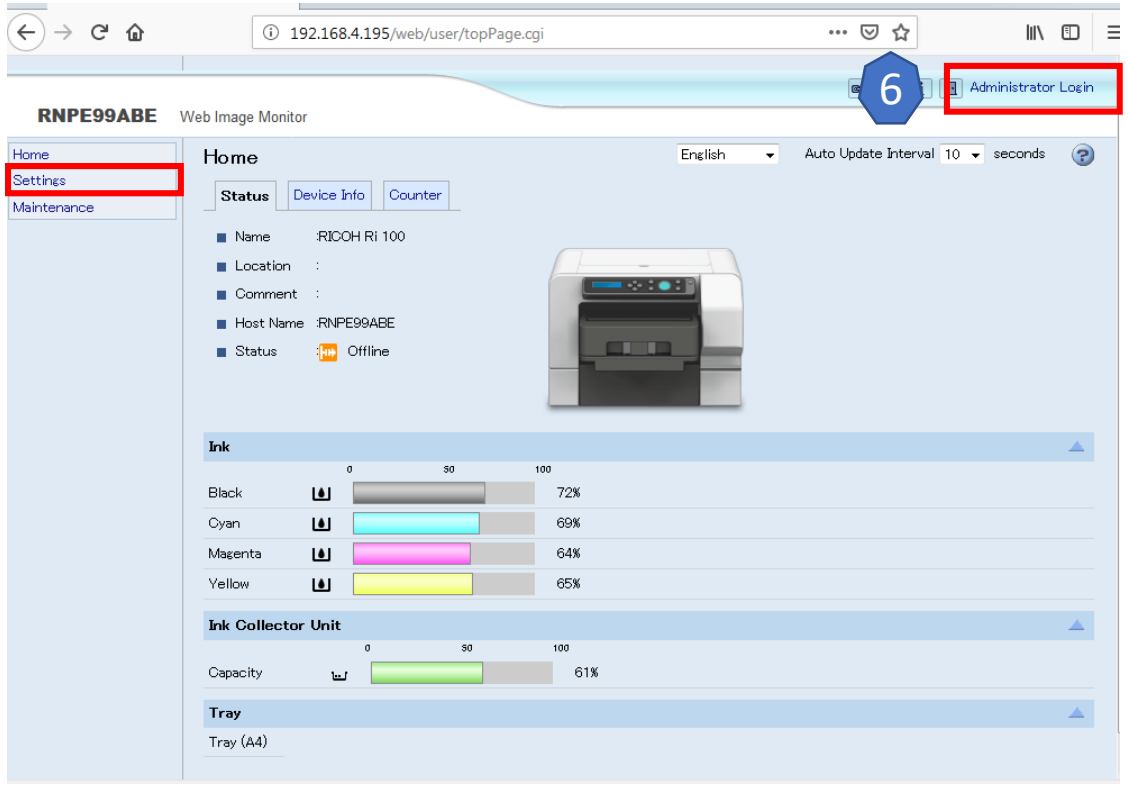
Web Image Monitor - Printer Control Firmware Update - (Mac OS & PC) - 1

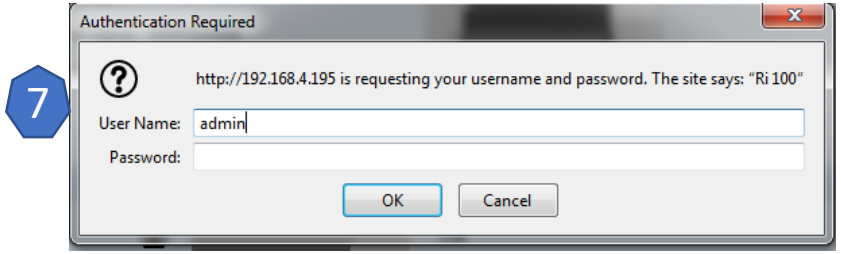
1. Download and extract the latest Firmware from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Connect the printer and computer with an Ethernet cable before configuring the settings.
3. Check the printer's IP address.
4. Launch a user preferred Web browser.
5. In the address bar, enter "http://(printer's IP address or host name)/".



Web Image Monitor - Printer Control Firmware Update - (Mac OS & PC) - 2

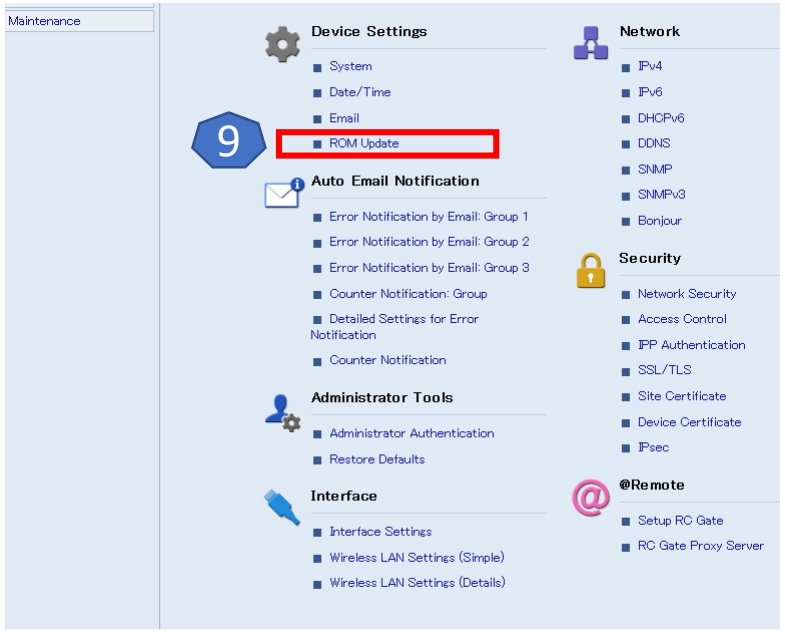
6. Click [Administrator Login].
7. Enter the user name and password, and then click [OK].
   A. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
8. In the menu area, click [Settings].

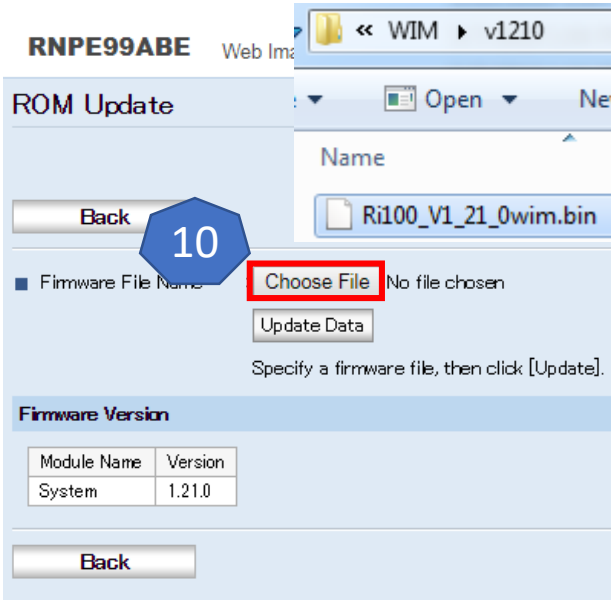


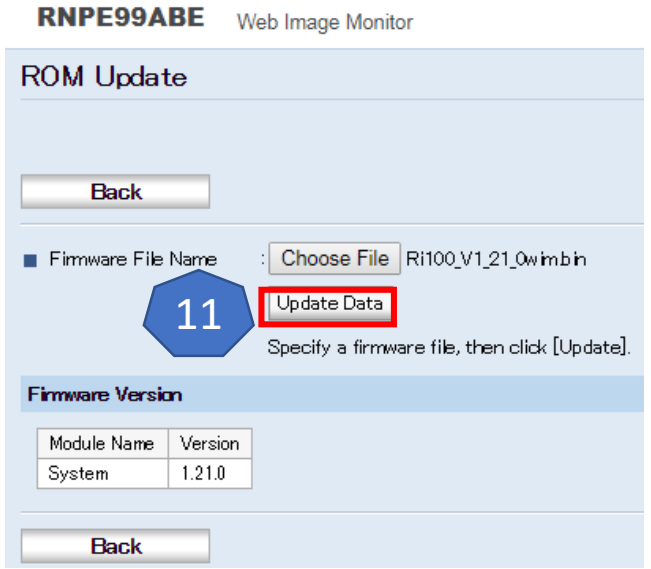


Web Image Monitor - Printer Control Firmware Update - (Mac OS & PC) - 3

9. Click [ROM Update].
10. Select the update file (***.bin)
    1. Enter the path to the file in [Firmware File Name] or click [browse...] and select the file path
11. Click [Update Data]

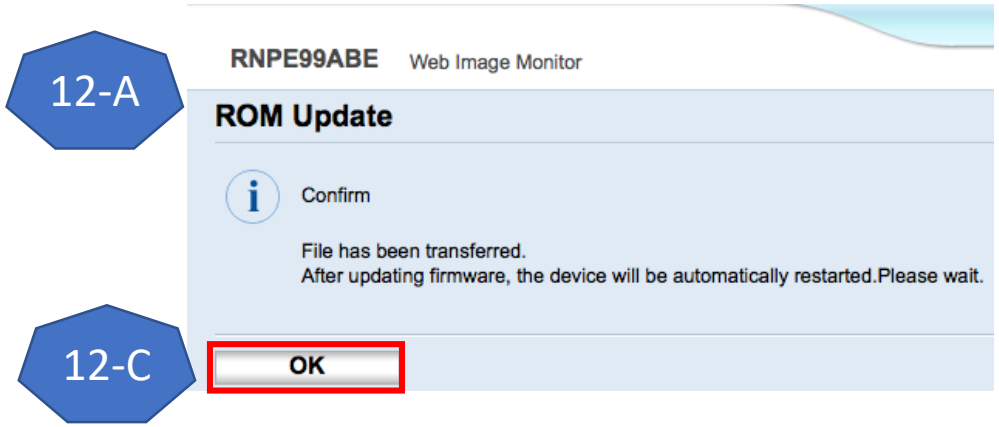


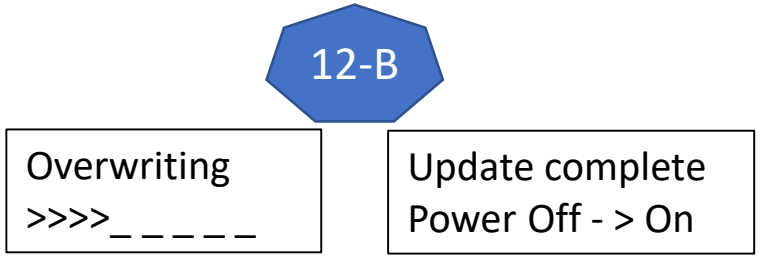


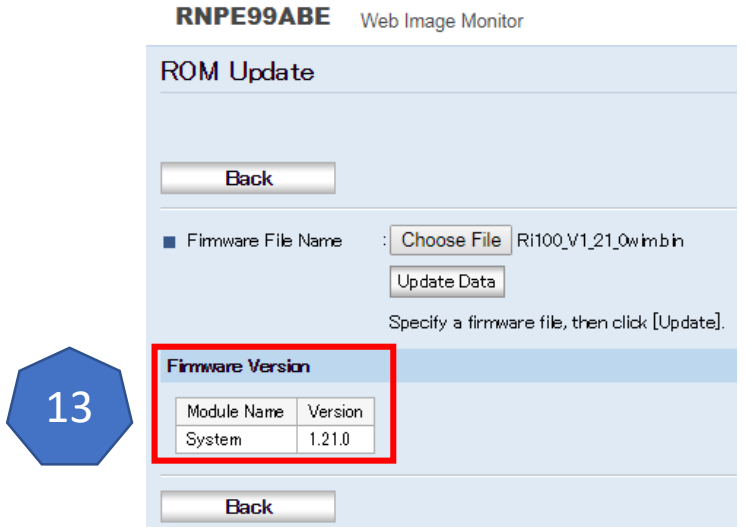


Web Image Monitor - Printer Control Firmware Update - (Mac OS & PC) - 4

12. Update Starts
13. When the update file transfer completes, do not operate the Web browser, computer, or the machine while updating.
    A. During the update the printer will display (Overwriting) message and will restart when finished
    B. Once printer has restarted [OK] may be pressed
    C. Confirm the printer firmware version has been updated
14. For WLAN Connections, update WLAN Firmware when new updates become available







Web Image Monitor - Printer Control Firmware Update - Print Application

Click Icon to proceed to Choose Print Application

Print From Application

RICOH Design Software

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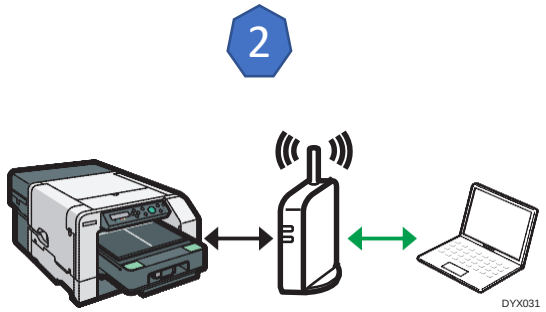
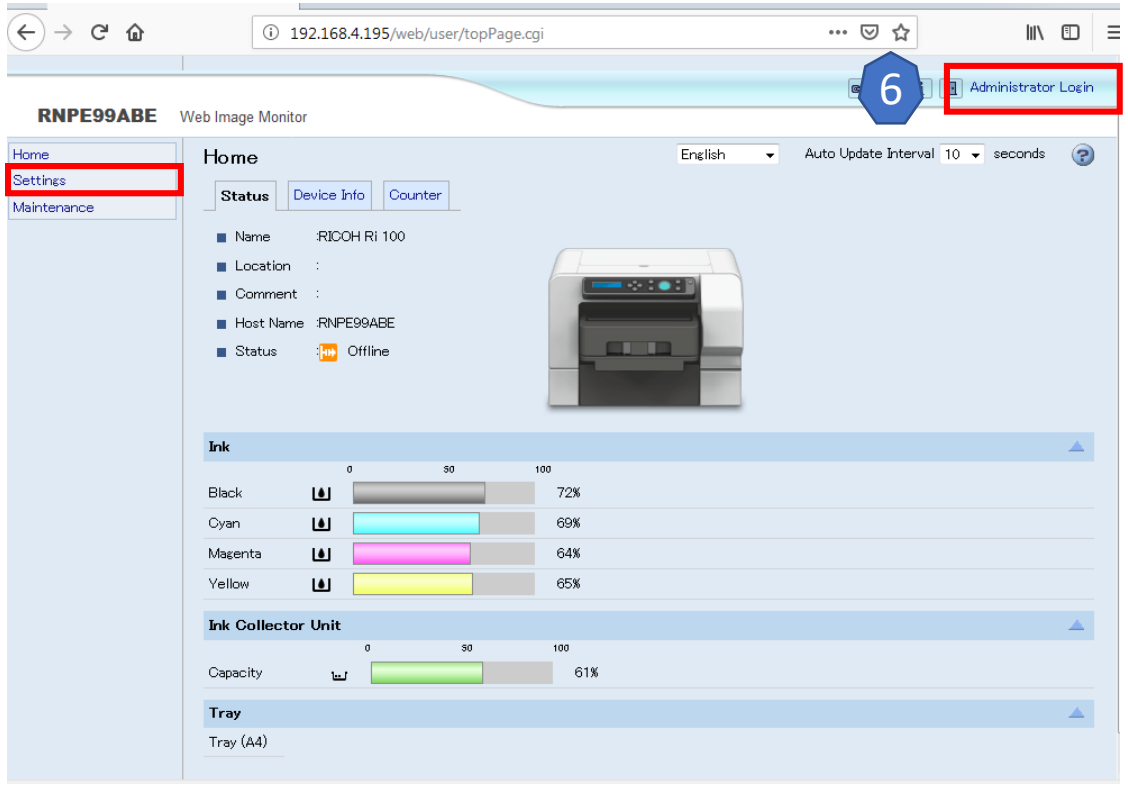
Web Image Monitor - WLAN Firmware (not the control firmware) - 1

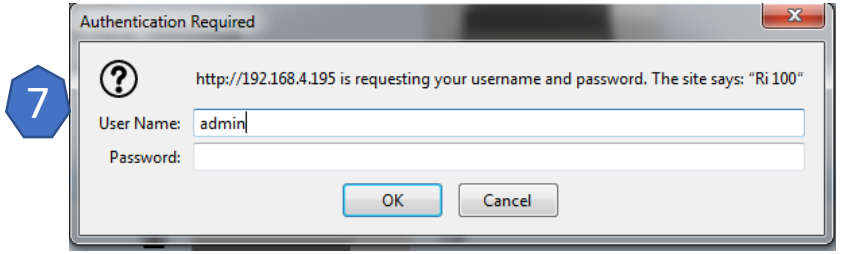
1. Download and extract the latest Firmware from the RICOH Website http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm
2. Printer must be connected the wireless access point/router
3. Check the printer's IP address.
4. Launch a pref Web browser.
5. In the address bar, enter "http://(printer's IP address or host name)/".



Web Image Monitor - WLAN Firmware (not the control firmware) - 2

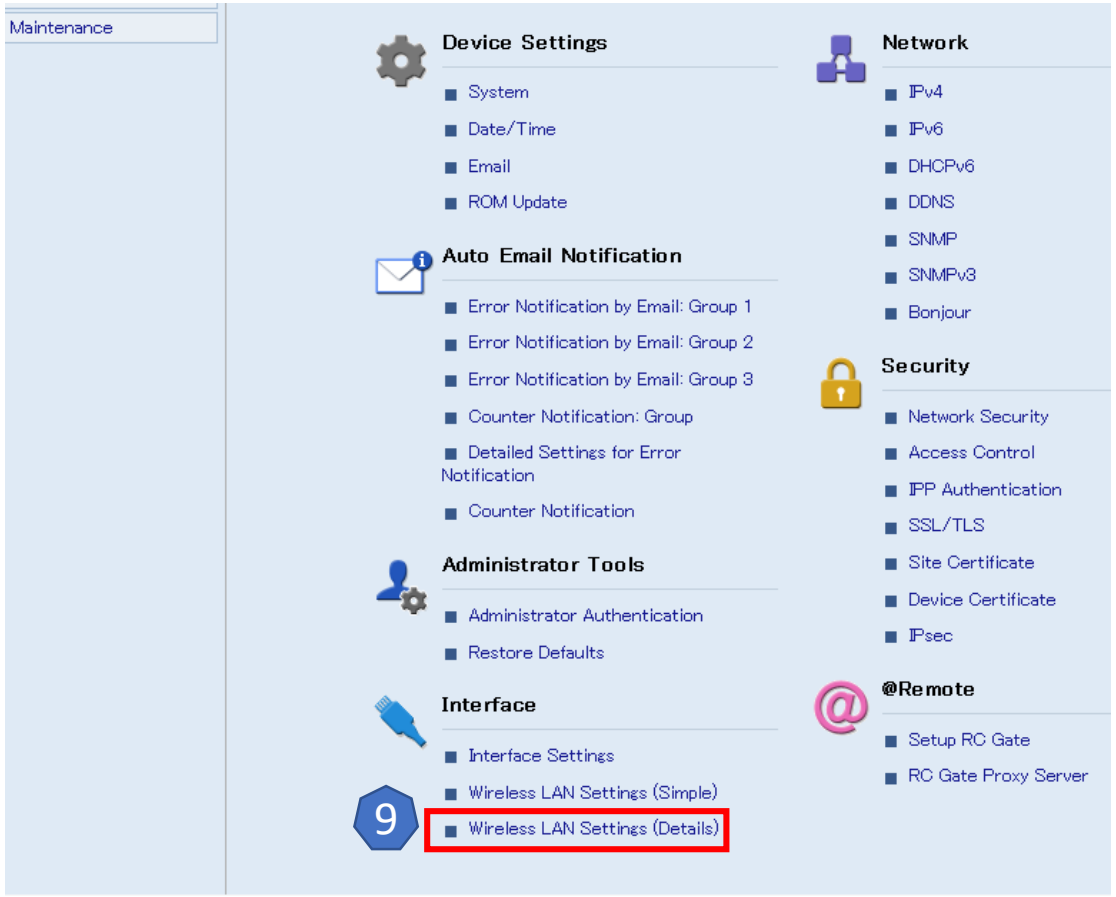
6. Click [Administrator Login].
7. Enter the user name and password, and then click [OK].
    1. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
8. In the menu area, click [Settings].





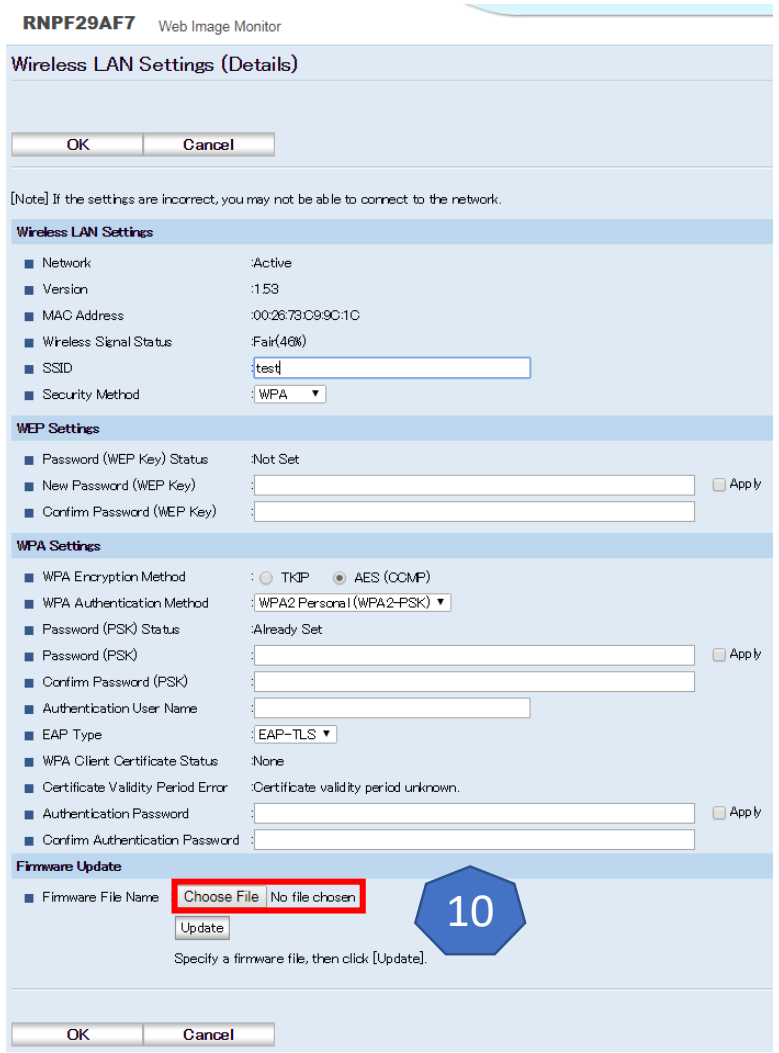
Web Image Monitor - WLAN Firmware (not the control firmware) - 3

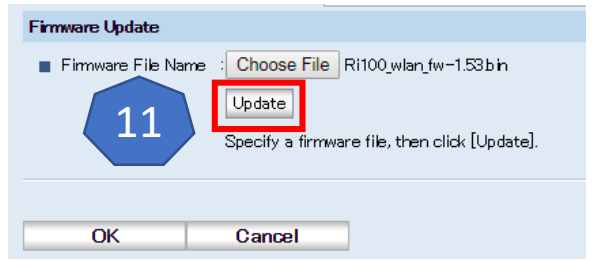
9. Click [Wireless LAN Settings Details].

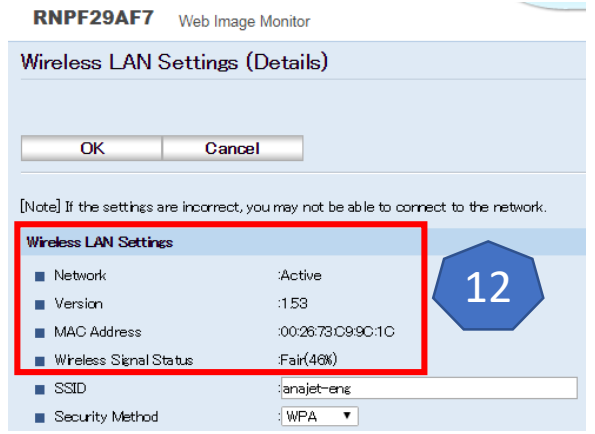


Web Image Monitor - WLAN Firmware (not the control firmware) - 4

10. Select the update file (***.bin)
    1. Enter the path to the file in [Firmware File Name] or click [browse…] and select the file path
11. Click [Update]
12. Confirm the (Version) stated under (Wireless LAN Settings)

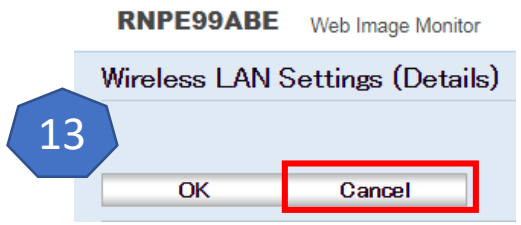


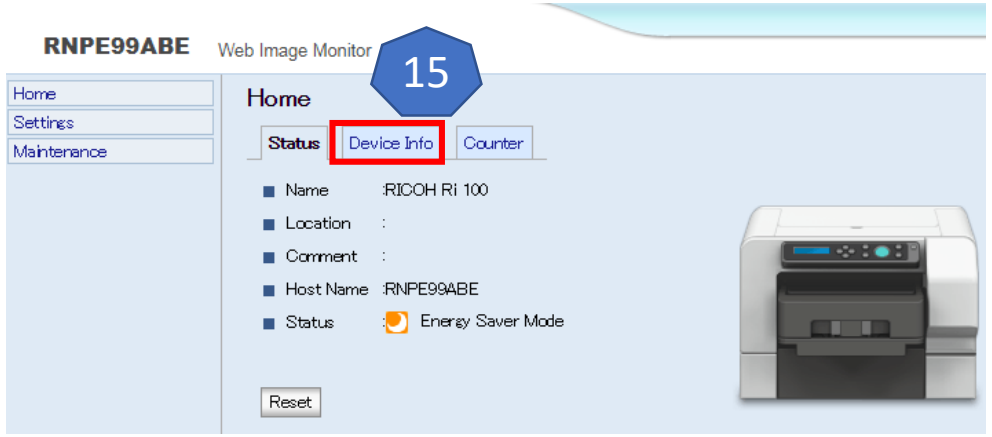


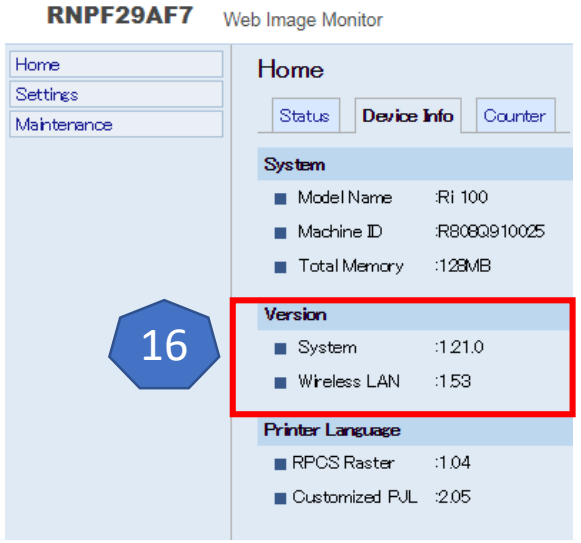


Web Image Monitor - WLAN Firmware (not the control firmware) - 5

13. Click [Cancel] to return to the Settings page
14. Click [Home] to return to the Home page.
15. Click [Device Info] to return to the Home page.
16. Confirm the Wireless LAN Version







Web Image Monitor - WLAN Firmware (not the control firmware) - Print Application

Click Icon to proceed to Choose Print Application

Print From Application

RICOH Design Software

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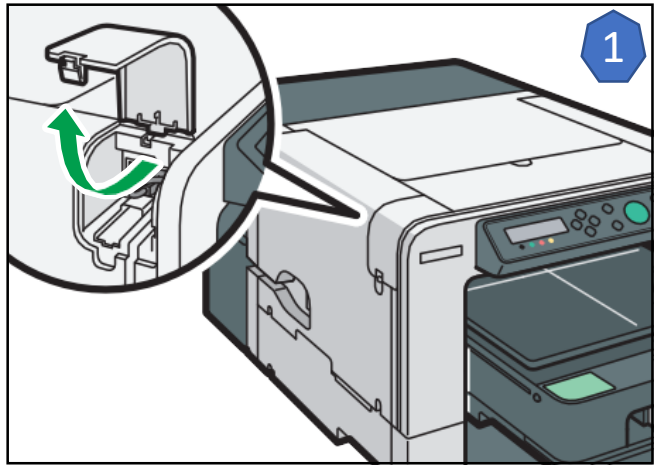
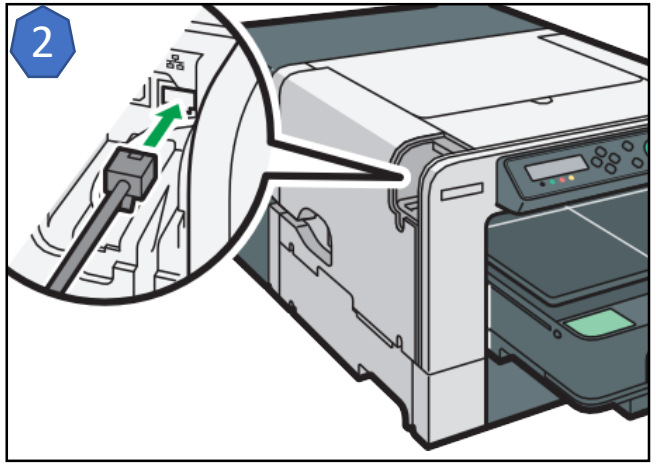
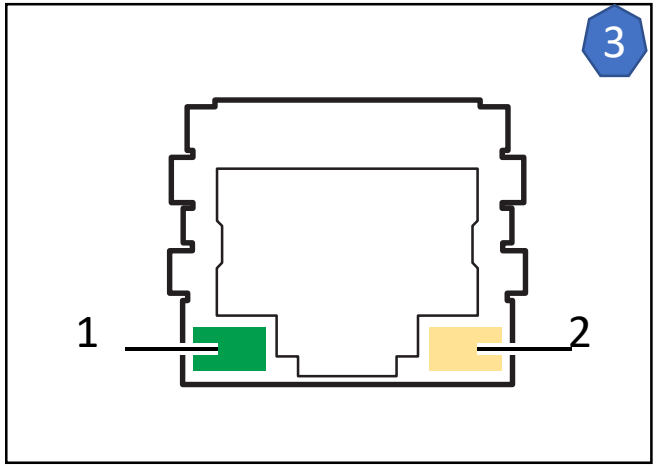
Web Image Monitor - Configure WLAN - Connecting via Ethernet Interface

1. Open the port cover
2. Plug the Ethernet cable into the Port
3. Connect the other end of the cable to the printer's network, such as to a hub. Check the LEDs on the Ethernet port
    1. Indicator (green): Lights whenever he printer is properly connected to the network
    2. Indicator (yellow): Lights whenever the printer is sending or receiving data via the network

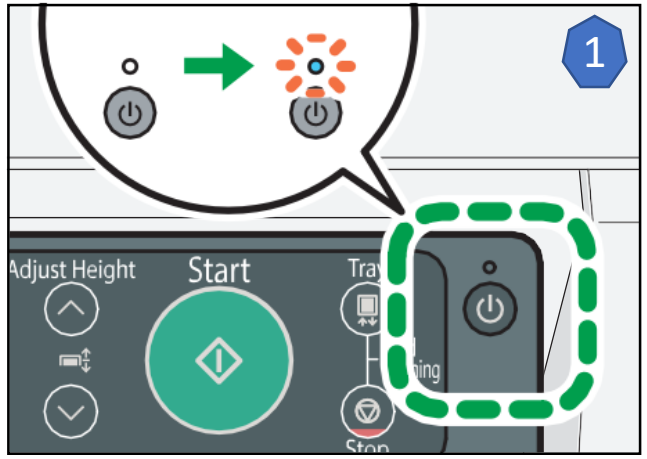


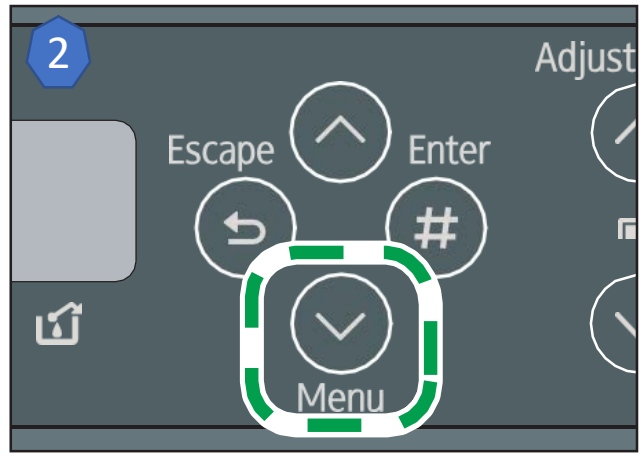




Web Image Monitor - Configure WLAN - Confirm the Printer's IP address

1. Press the [Power] key
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Network Setup], and then press [#Enter] key
5. Press the [▲] or [▼ /Menu] key to display [IPv4 Address], and then press [#Enter] key
6. After you have recorded the IPv4 Address, press the [Escape] key



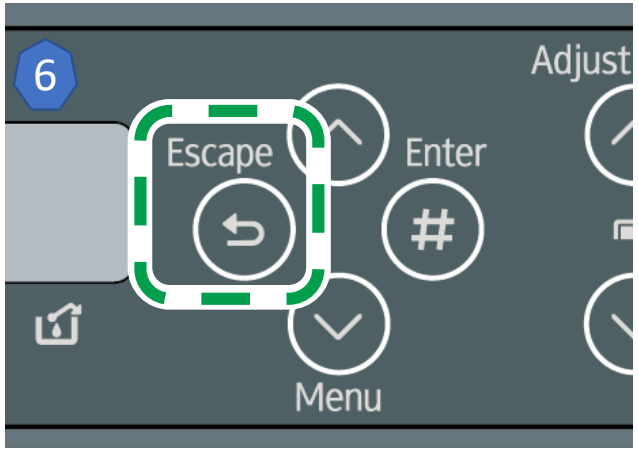


3
<Menu>
Host Interface

4
<Host Interface>
Network Setup

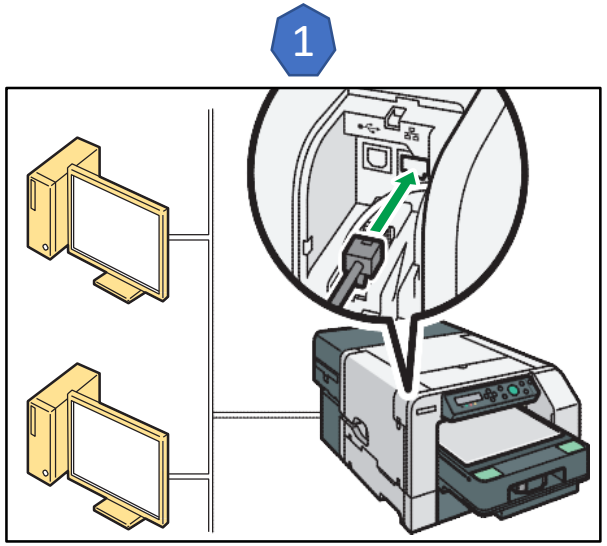
5
<Network Setup>
IPv4 Address

6
<IPv4 Address>
XXX.XXX .XXX.XXX



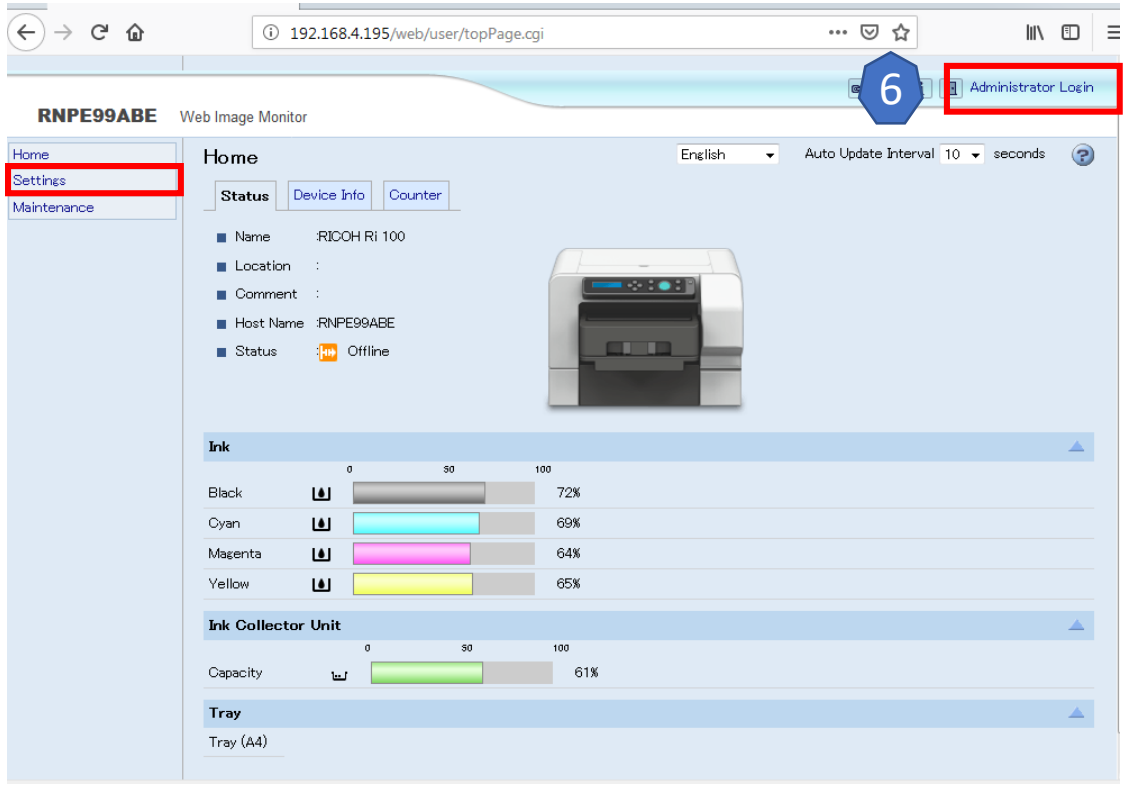
Web Image Monitor - Configure WLAN Settings (Simple) - 1

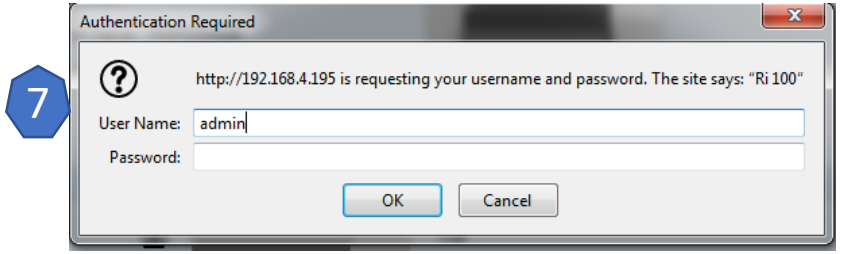
1. Connect the printer and computer with an Ethernet cable before configuring the settings.
2. Check the security method (WEP/WPA2) employed by the wireless access point/router being used and have the wireless network name and password to be used later in the process.
3. Check the printer's IP address.
4. Launch any user preferred Web browser.
5. In the address bar, enter "http://(printer's IP address or host name)/".



Web Image Monitor - Configure WLAN Settings (Simple) - 2

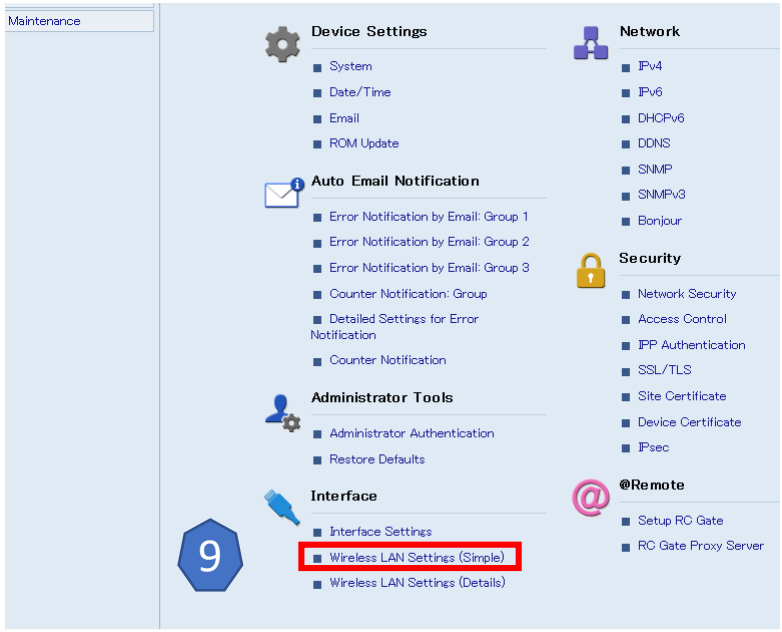
6. Click [Administrator Login].
7. Enter the user name and password, and then click [OK].
   A. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
8. In the menu area, click [Settings].

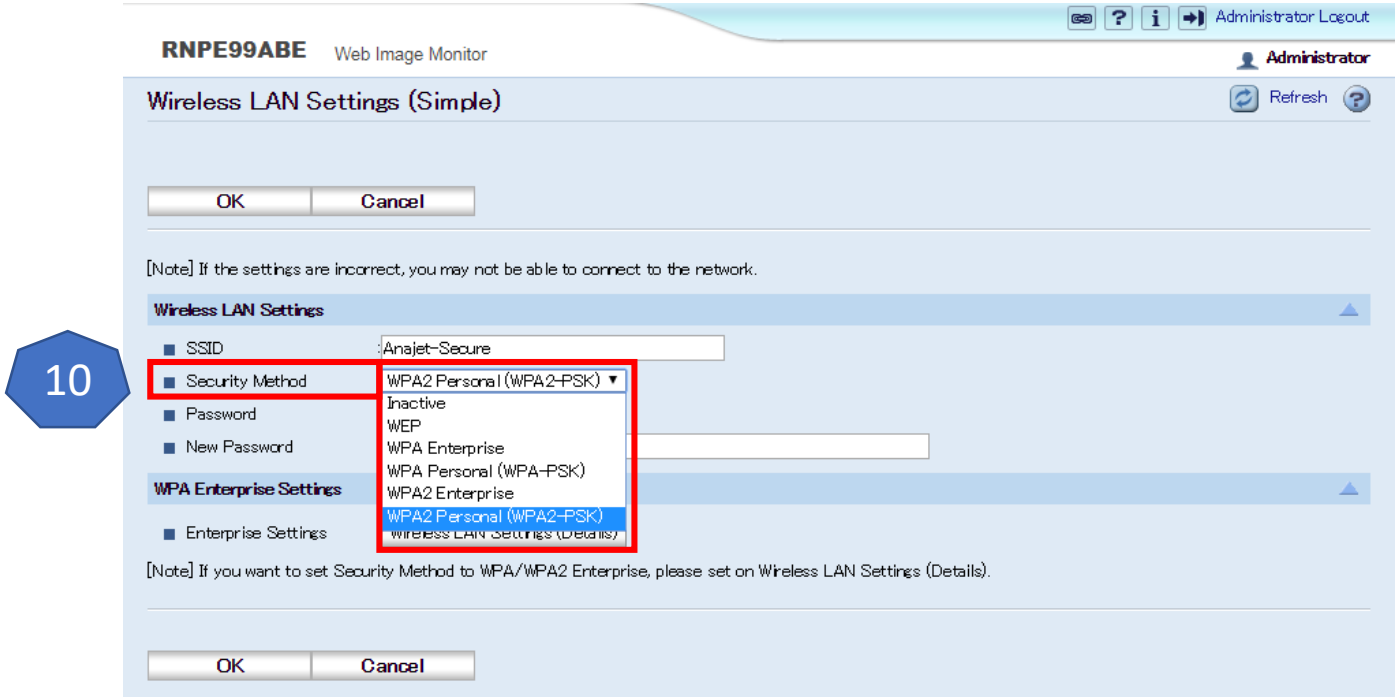




Web Image Monitor - Configure WLAN Settings (Simple) - 3

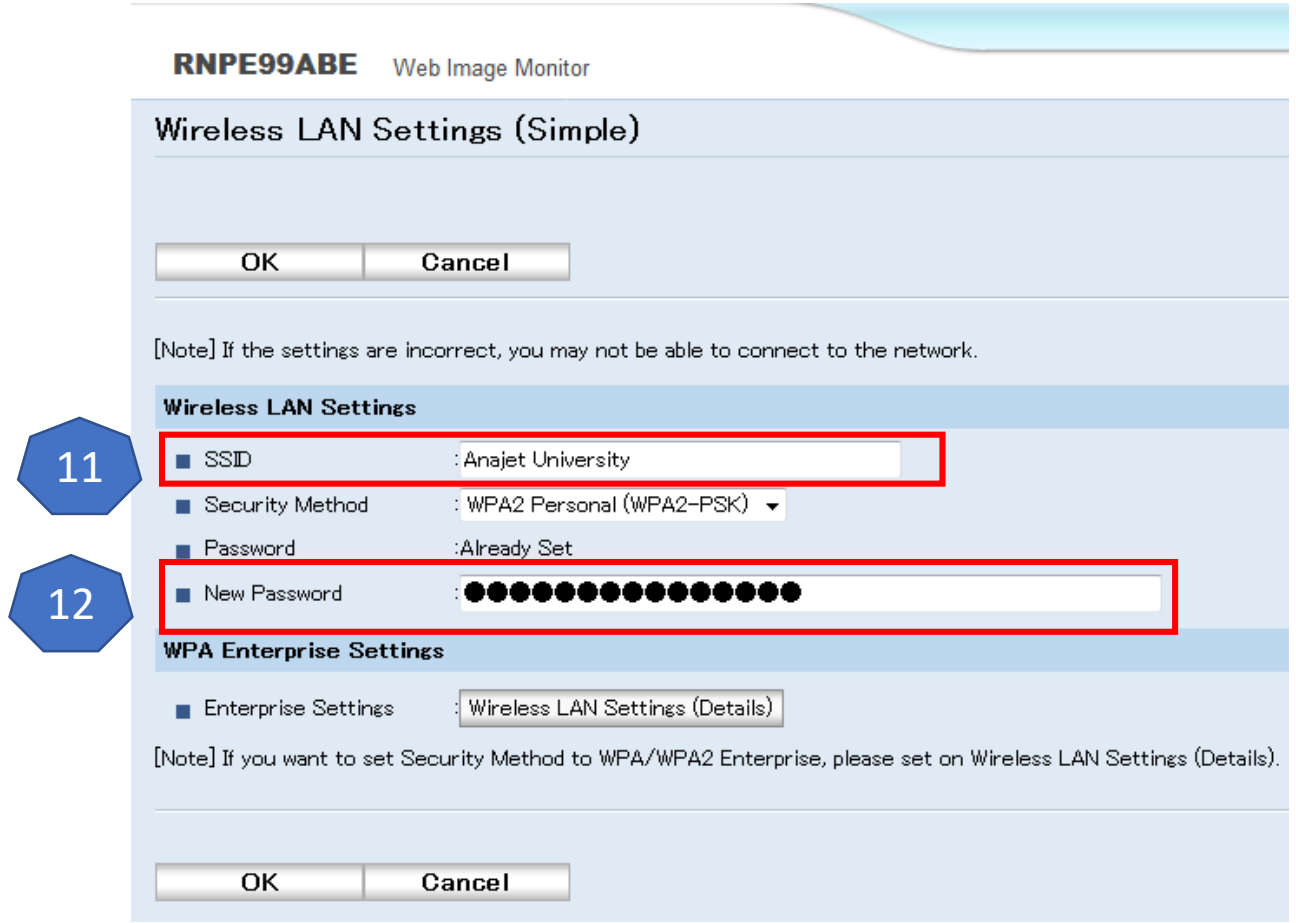
9. Click [Wireless LAN Settings (Simple)].
10. In the Security Method drop down list, select the security method used for the network settings
    A. [Note] If you want to set Security Method to WEP/WPA2 Enterprise, please set on Wireless LAN Settings (Details)





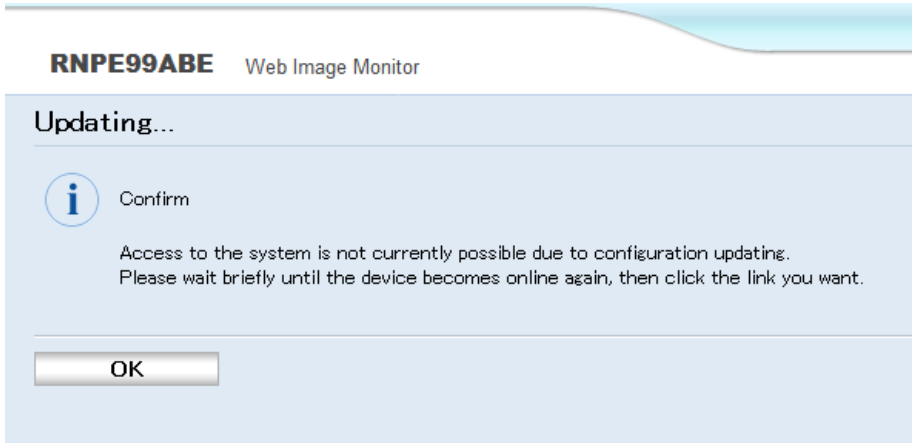
Web Image Monitor - Configure WLAN Settings (Simple) - 4

11. Enter the wireless network name of the wireless access point/router.
12. Enter the wireless password for the wireless access point/router, and then select the [OK]



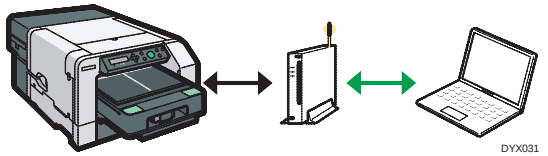
Web Image Monitor - Configure WLAN Settings (Simple) - 5

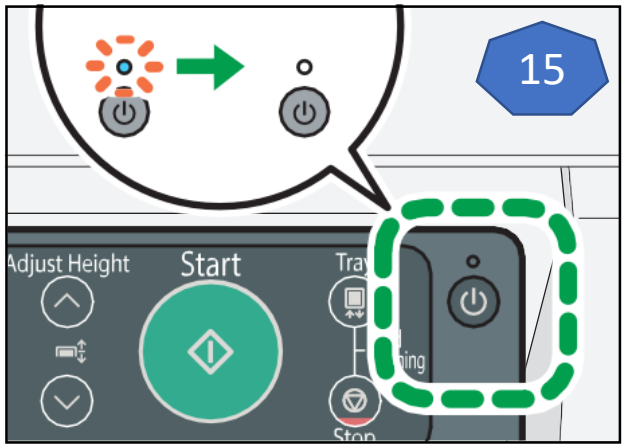
13. Wait for the Printer to restart and update its settings

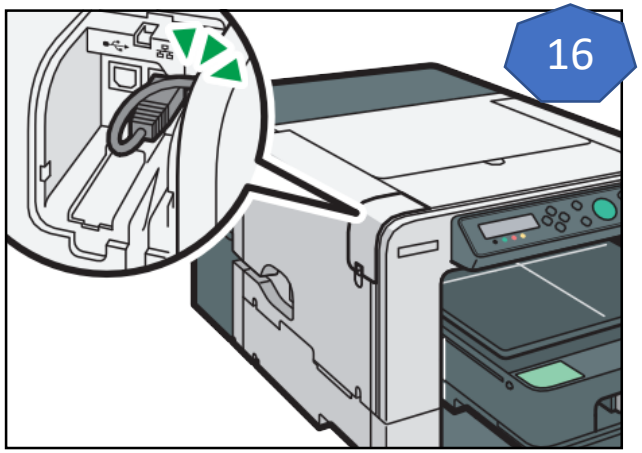


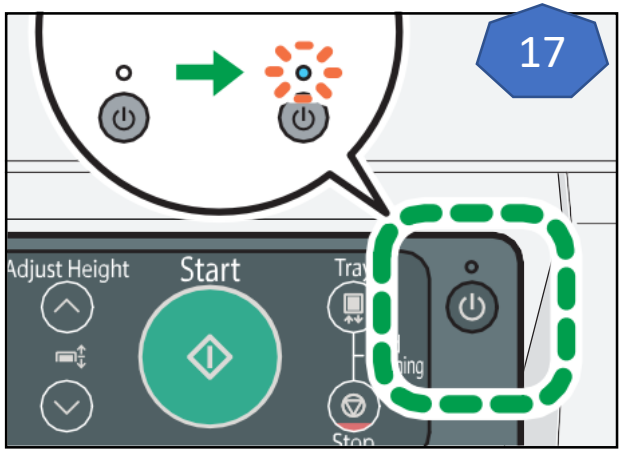
Web Image Monitor - Configure WLAN Settings (Simple) - 6

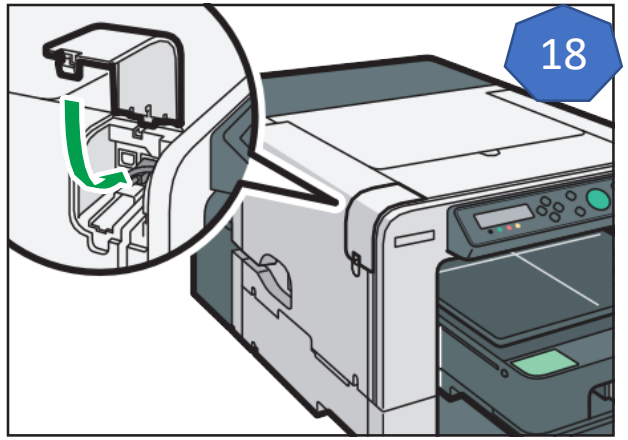
12. Turn off the printer
13. Check that the wireless access point/router is operating.
14. Remove the LAN cable and Plug the wireless LAN cable into the Ethernet port
15. Turn On the printer
    A. It takes about 2 minutes to connect to the wireless access point/router.
    B. Wait for about 2 minutes after turning on the printer.
16. Close the port cover
17. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.
18. Load the print media in the tray.
    A. If the wireless LAN signal is reported as being unavailable (0%) on the configuration page, the printer is not connected to the wireless access point/router.





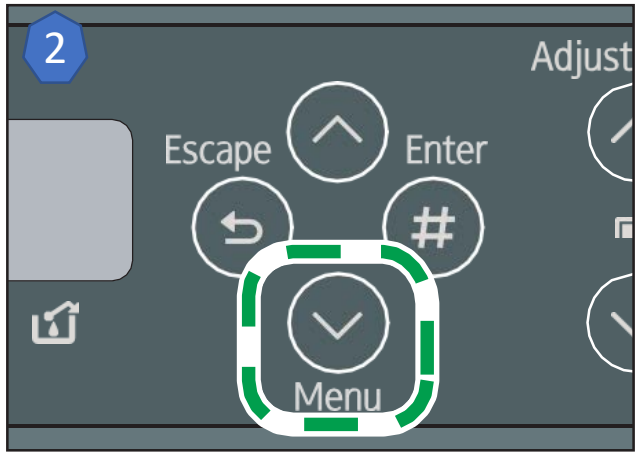






Web Image Monitor - Configure WLAN Settings (Simple) - Print Configuration page

1. Load print media in the cassette
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display [List/Test Print], then press the [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Config. Page], and then press the [#Enter] key
5. Press the [Start] key. The Configuration page is printed
6. Set another print media
7. Print all configuration pages by repeating steps 5 and 6
8. Press the [Escape] key

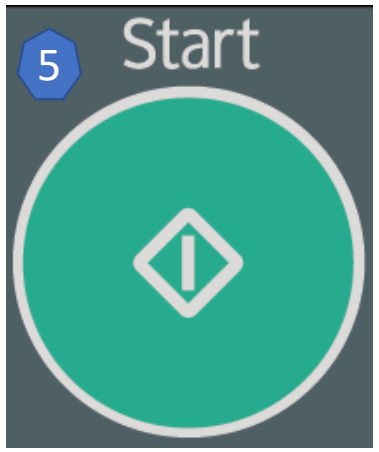


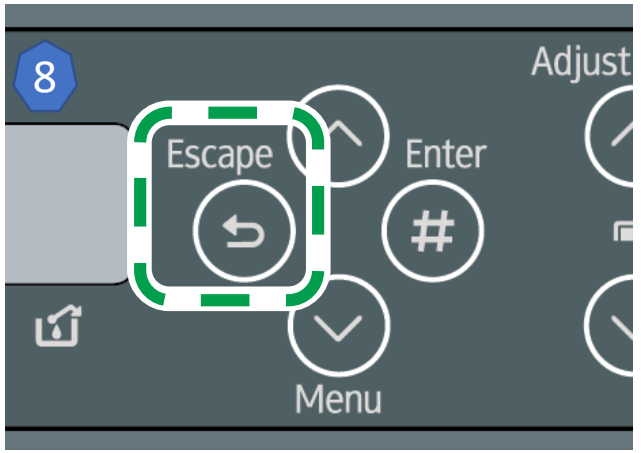
3

<Menu>
List/Test Print

4

<List/Test Print>
Config. Page





Download on the App Store

Windows

Mac

Web Image Monitor - Configure WLAN Settings (Simple) - Operating System

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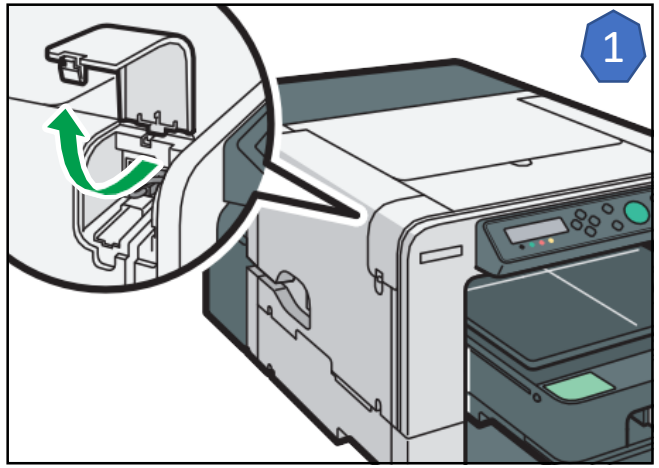
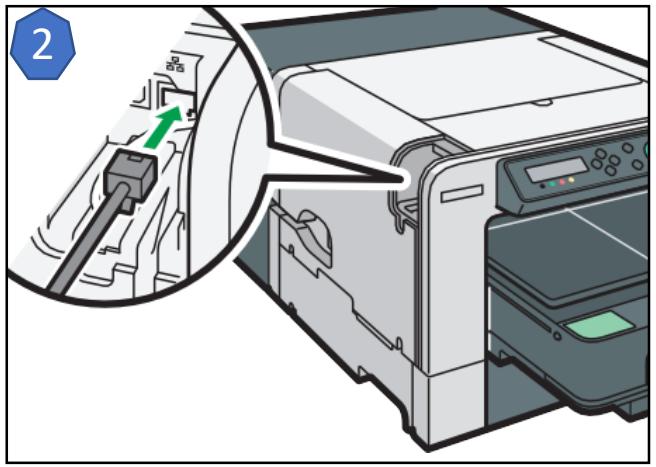
Click Icon to proceed to OS Driver Installation

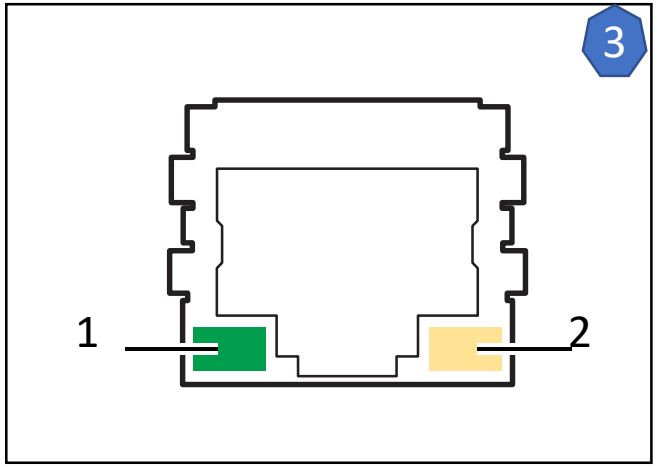
Return to Table of Contents

Web Image Monitor – Static IPv4 Setup - Connecting via Ethernet

1. Open the port cover
2. Plug the Ethernet cable into the Port
3. Connect the other end of the cable to the printer's network, such as to a hub. Check the LEDs on the Ethernet port
    1. Indicator (green): Lights whenever the printer is properly connected to the network
    2. Indicator (yellow): Lights whenever the printer is sending or receiving data via the network

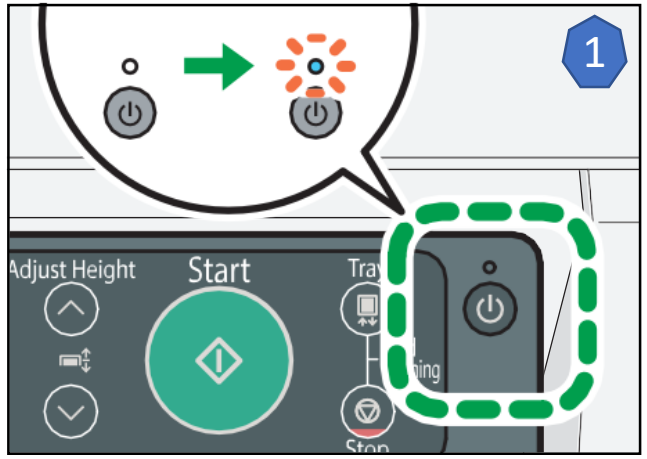


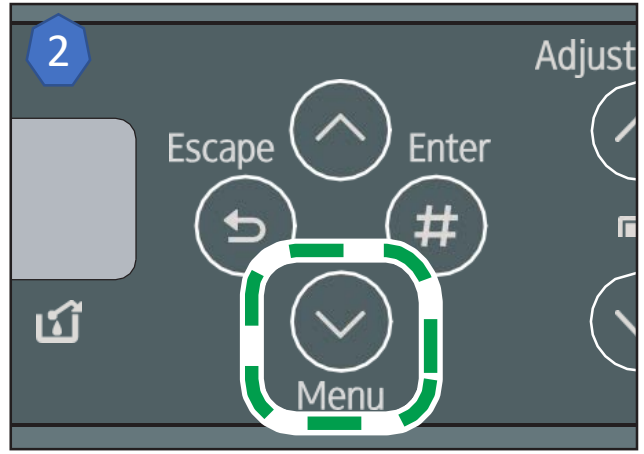




Web Image Monitor – Static IPv4 Setup - Confirm the Printer's IPv4 address

1. Press the [Power] key
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display the [Host Interface] menu, and then press [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Network Setup], and then press [#Enter] key
5. Press the [▲] or [▼ /Menu] key to display [IPv4 Address], and then press [#Enter] key
6. After you have recorded the IPv4 Address, press the [Escape] key



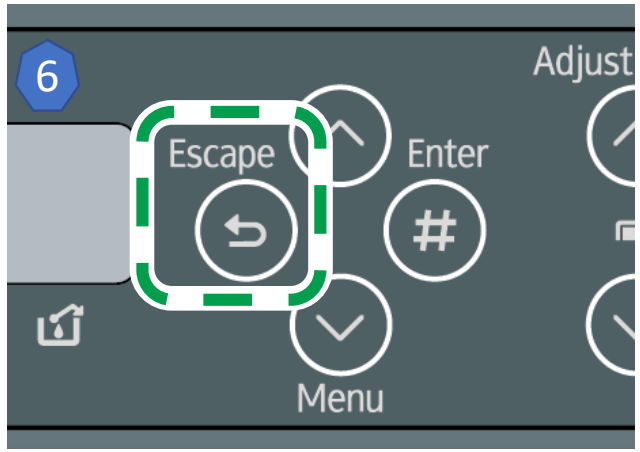


3
<Menu>
Host Interface

4
<Host Interface>
Network Setup

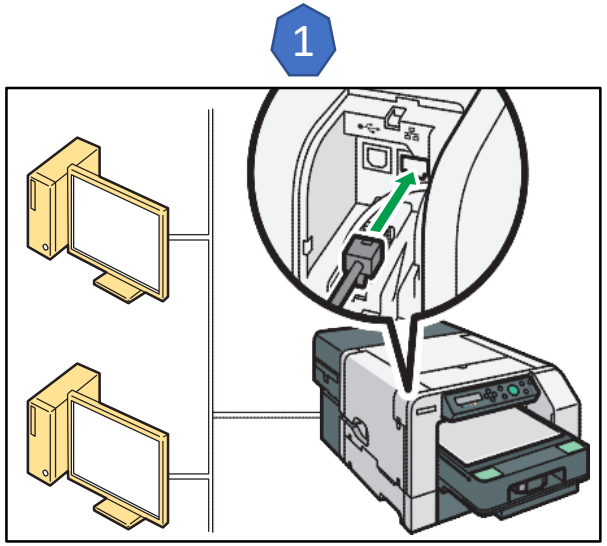
5
<Network Setup>
IPv4 Address

6
<IPv4 Address>
XXX.XXX .XXX.XXX



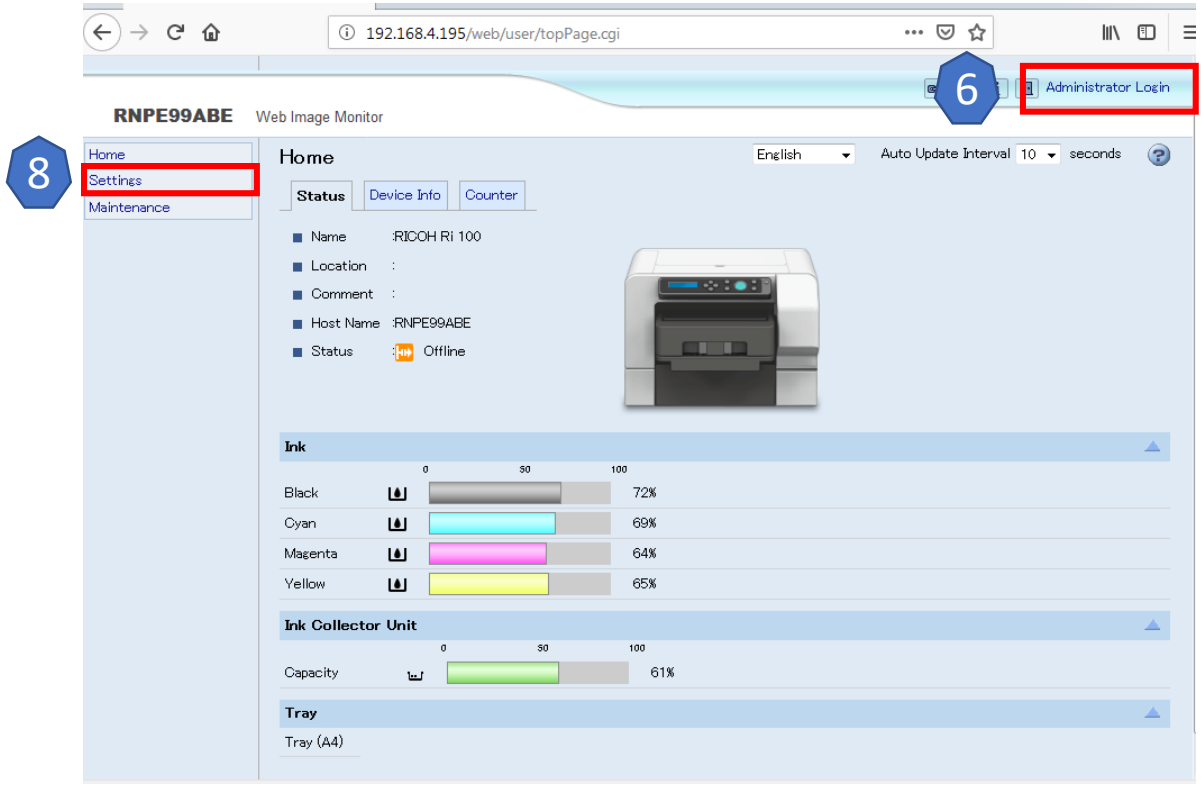
Web Image Monitor – Static IPv4 Setup - 1

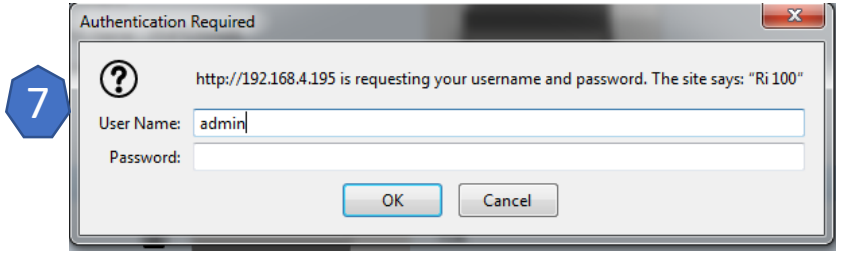
1. Connect the printer and computer with an Ethernet cable before configuring the settings.
2. Check the security method employed by the wireless access point/router being used.
3. Check the printer's IP address.
4. Launch a customer preferred Web browser.
5. In the address bar, enter "http://(printer's IP address or host name)/".



Web Image Monitor – Static IPv4 Setup - 2

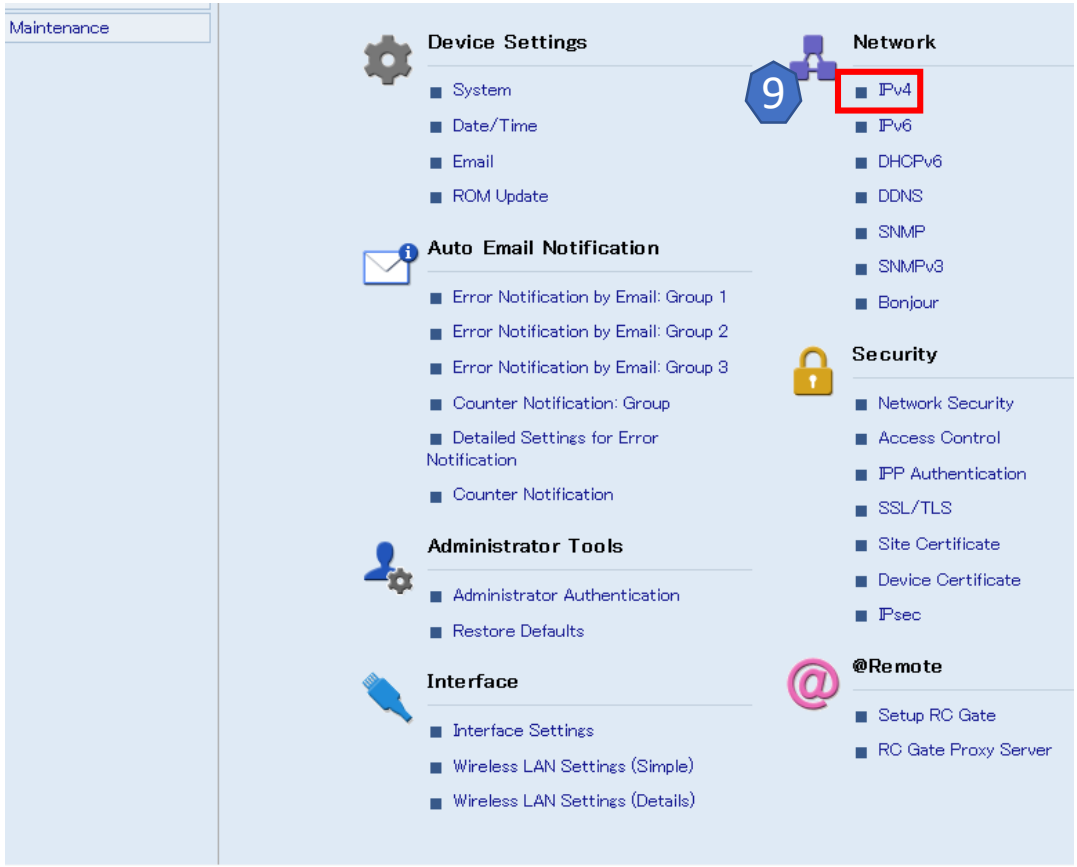
6. Click [Administrator Login].
7. Enter the user name and password, and then click [OK].
8. If this is the first time to log in, enter "admin" as the user name and leave the password blank.
9. In the menu area, click [Settings].





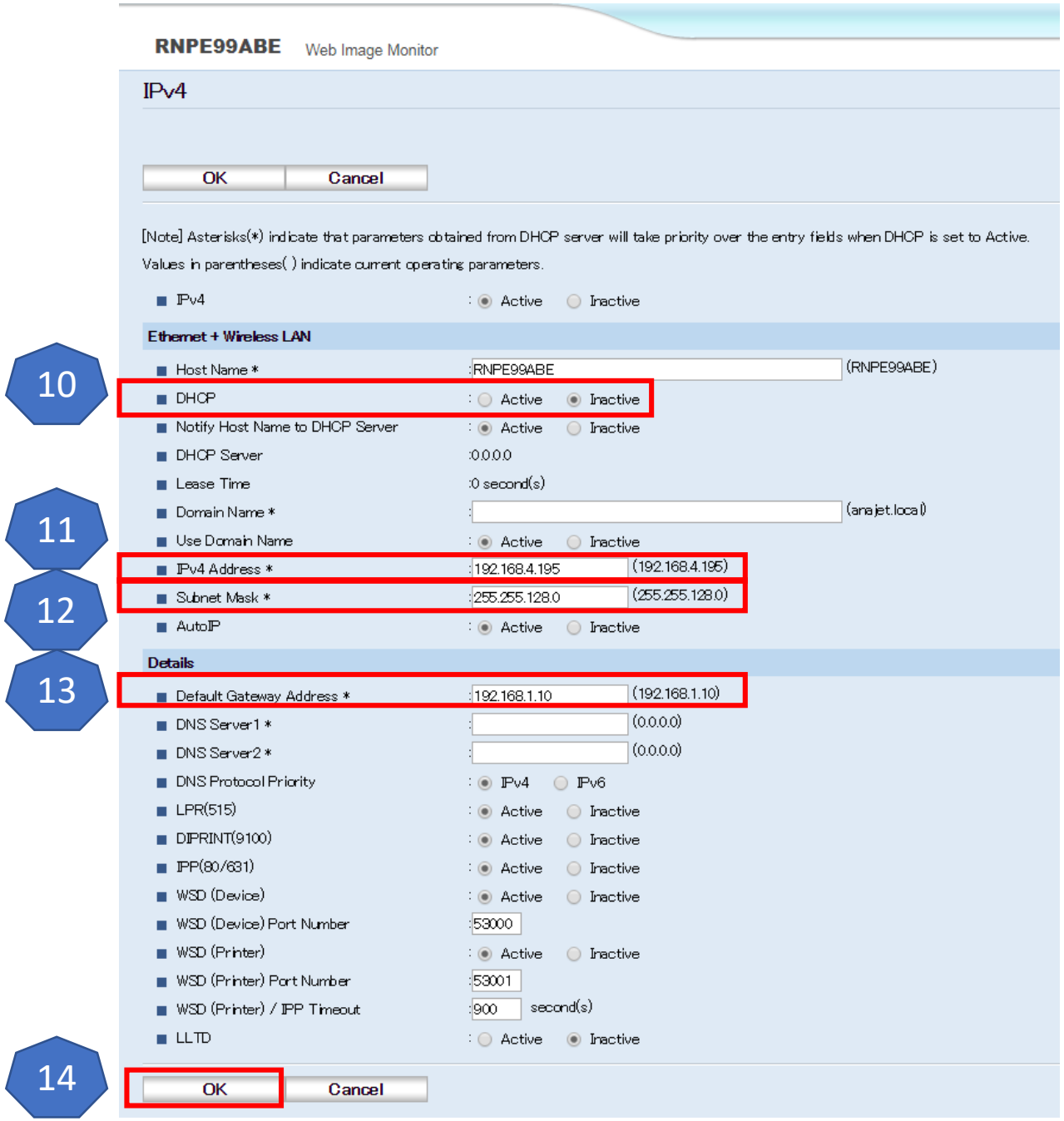
Web Image Monitor – Static IPv4 Setup - 3

9. Click IPv4.



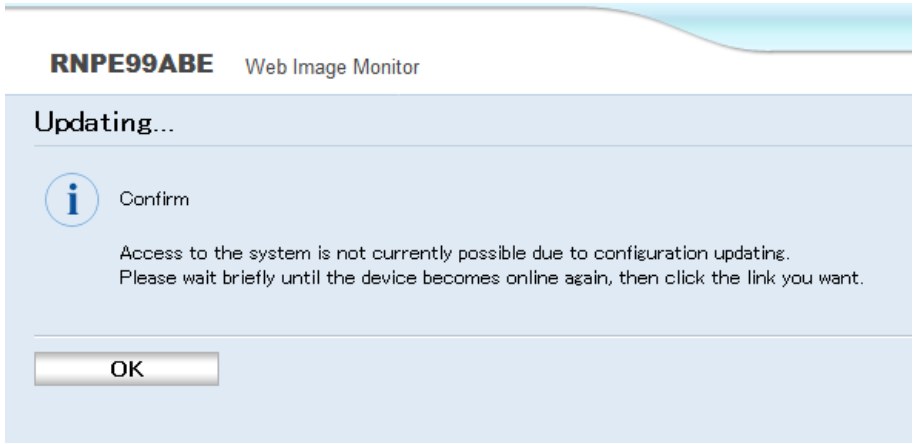
Web Image Monitor – Static IPv4 Setup - 4

10. To use Static IP Address, DHCP will be switched to inactive
11. Enter the desired IP Address
    - To get an IP Address for the printer, contact your network administrator.
12. Enter the desired Subnet Mask Address
    - To get a Subnet Mask Address for the printer, contact your network administrator.
13. Enter the desired Gateway Address
    - To get a Gateway Address for the printer, contact your network administrator.
14. Select OK to confirm the values entered



Web Image Monitor – Static IPv4 Setup - 5

15. Wait for the Printer to restart and update its settings
16. Print the configuration page to check whether the printer has successfully connected to the wireless access point/router.



Web Image Monitor – Static IPv4 Setup - Print Configuration page

1. Load print media in the cassette
2. Press the [▼ /Menu] key
3. Press the [▲] or [▼ /Menu] key to display [List/Test Print], then press the [#Enter] key
4. Press the [▲] or [▼ /Menu] key to display [Config. Page], and then press the [#Enter] key
5. Press the [Start] key. The Configuration page is printed
6. Set another print media
7. Print all configuration pages by repeating steps 5 and 6
8. Press the [Escape] key

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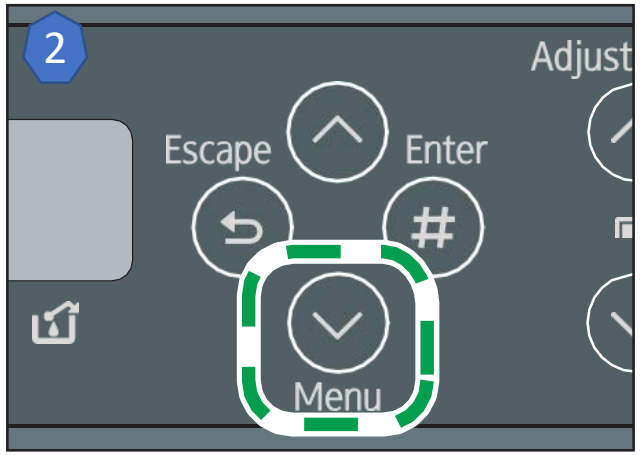
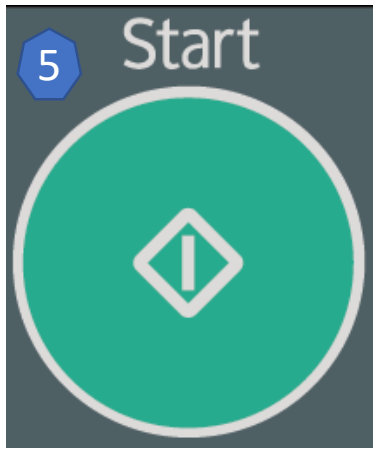


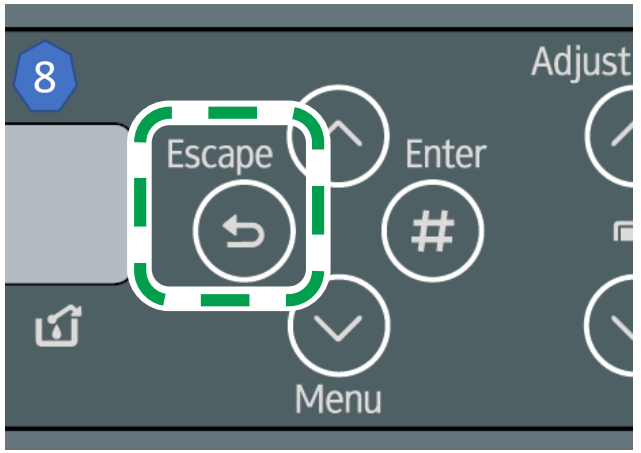
3

<Menu>
List/Test Print

4

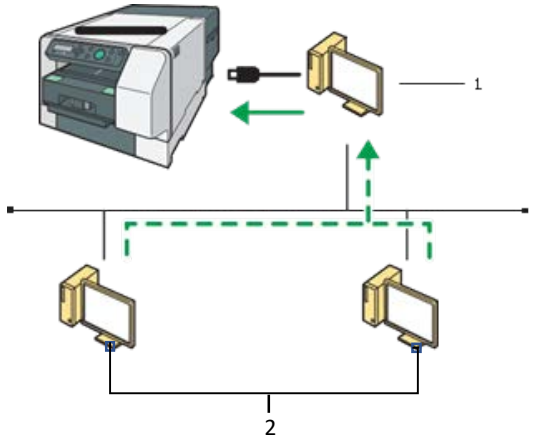
<List/Test Print>
Config. Page

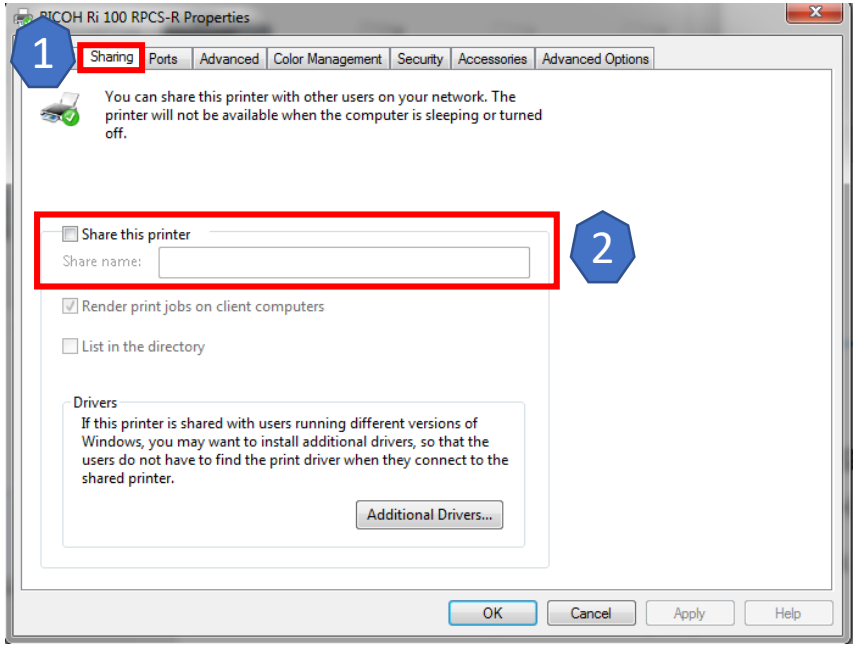


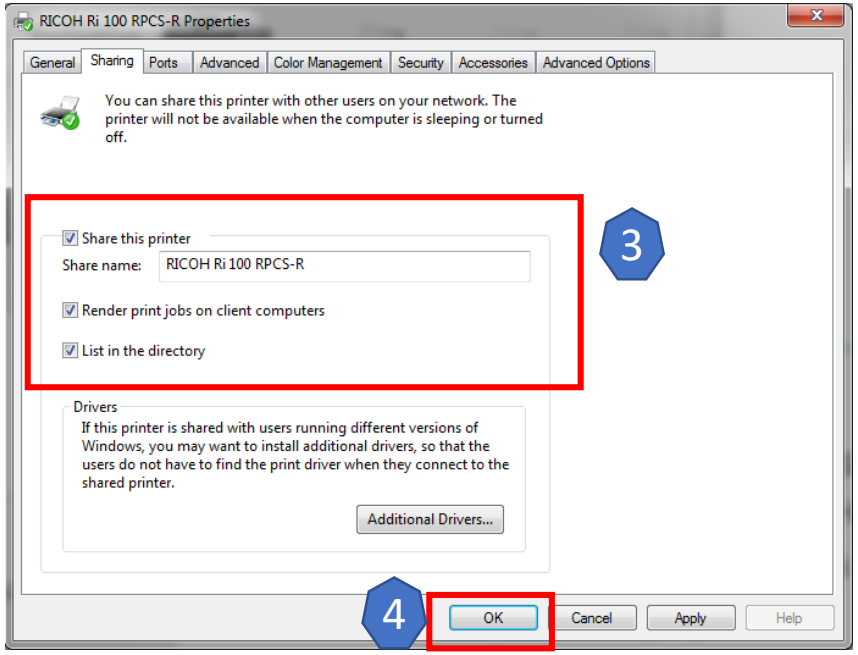


Printer Sharing PC

1. To enable printer sharing, open printer properties and go to the sharing tab.
2. Click the printer
3. Enable additional functions as needed
4. Press OK to complete actions







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