

RICOH Always Current Technology

V1.1 Settings



How to enable the updated Settings menu: Instructions for Administrators

With the latest version of RICOH Always Current Technology, the current Screen Features and Machine Features pages have been consolidated into a single Settings page — with easy access to frequently used settings. With an improved UI and search capabilities, navigating through system, paper tray, copy/document, fax, printer, scanner, maintenance, inquiry and other settings is greatly simplified.

This guide provides the steps needed to enable the updated Settings menu after Always Current Technology V1.1 has been installed.

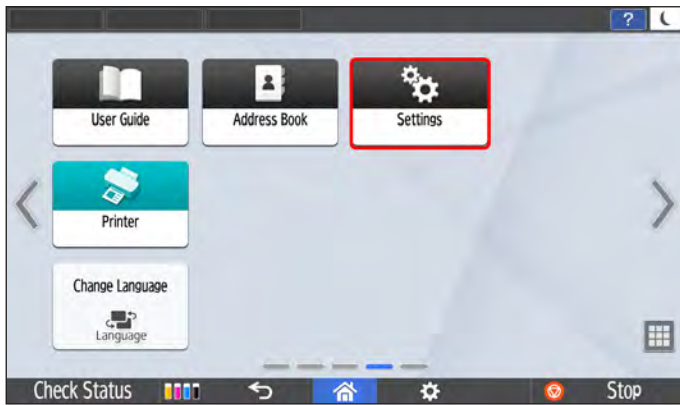
Updated Settings Menu

- Enjoy a simplified UI with easier navigation
- Search for a setting item by entering a keyword
- Store files in Fax Memory or Hard Disk with the new Reception File Storage Location function under Fax Settings
- Select a file type (TIFF, PDF, PDF/A) in the new Fax Memory Transfer Setting

How to enable updated Settings menu

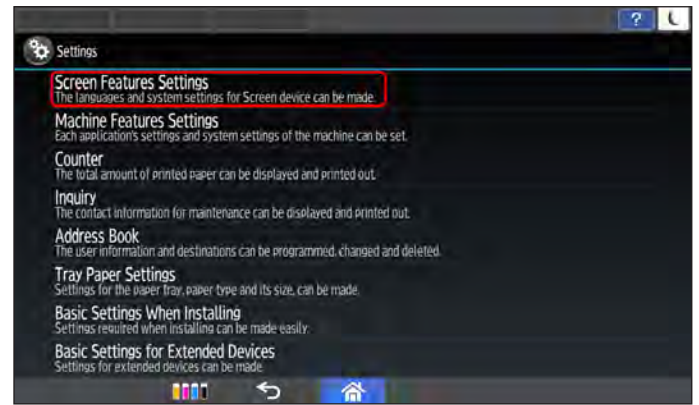
Step 1: Home

Start by selecting **Settings** from the Home screen.



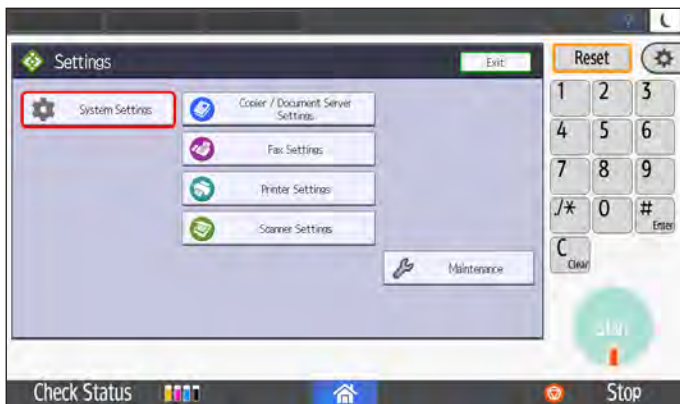
Step 2: Settings

Next, select **Machine Features Settings** from the Settings menu.



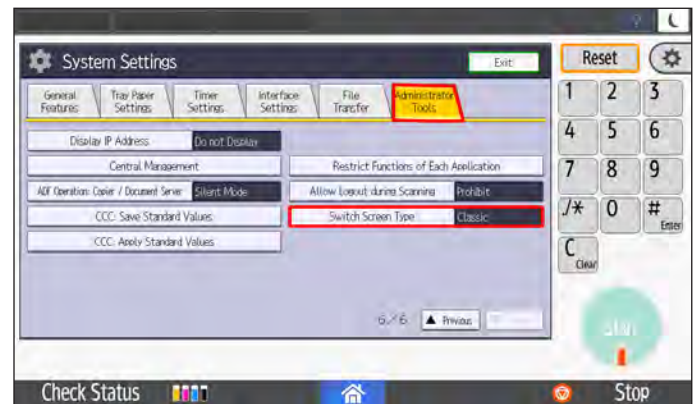
Step 3: Machine Features Settings

Next, select **System Settings**.



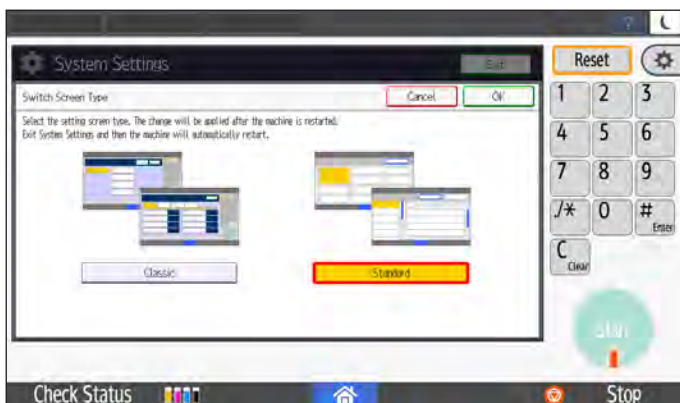
Step 4: System Settings

Next, choose the **Administrator Tools** tab, go to page 6 (of 6) and select **Switch Screen Type**.



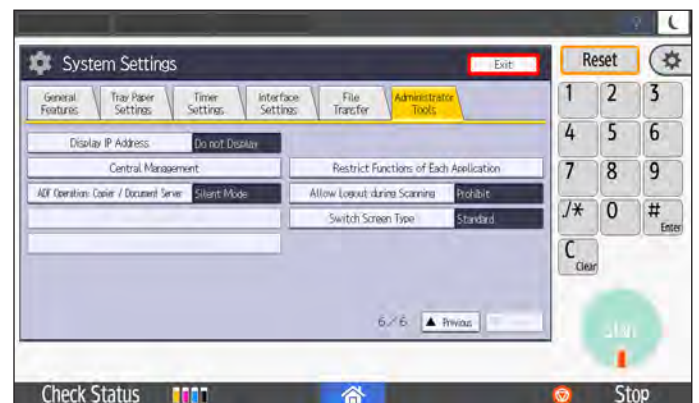
Step 5: Switch Screen Type

Next, choose **Standard** and select the **OK** button.



Step 6: System Settings

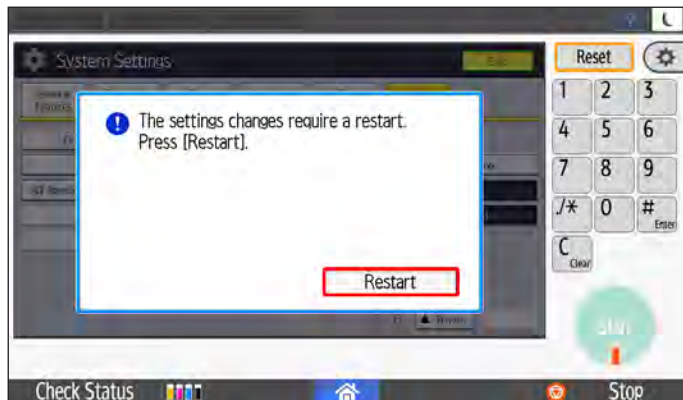
This will return you to the System Settings screen. Select the **Exit** button to continue.



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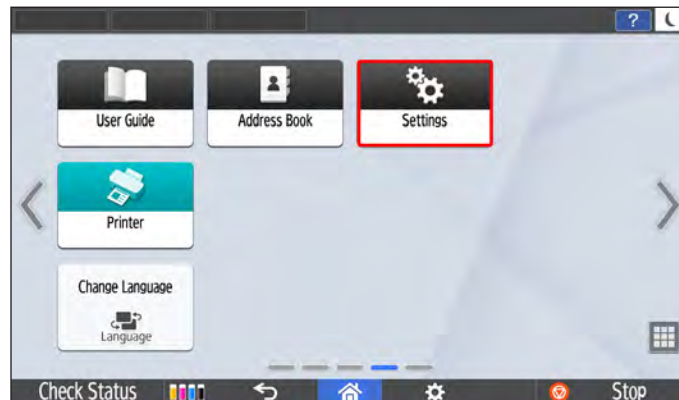
Step 7: Restarting Confirmation

Changing settings requires restarting. Select the **Restart** button to proceed.



Step 8: Home

After restarting, you will be returned to the Home screen. Select **Settings** to view your changes.



Step 9: Updated Settings Menu

You will now see the updated **Settings** menu.



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