

Ricoh FAX4410 Series Quick Reference Card

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I. Set Date/Time

To set the internal clock to the current date and time, proceed as follows:

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:

User Tools:
 2. Fax Features ◀▶
3. Press: **OK**.
4. Press: **◀** or **▶** until display reads:

Fax Features:
 3. Setup ◀▶
5. Press: **OK**.
6. Press: **◀** or **▶** until display reads:

Setup:
 3. Date/Time ◀▶
7. Press: **OK**. Display reads:

Year: Keypad/OK
 [20_ _]
8. Enter: **Year** (via numeric keypad), e.g., 02.
9. Press: **OK**.
10. Press: **◀** or **▶** to select the correct month. Display reads, for example:

Month: ◀▶/OK
 [August]
11. Press: **OK**. Display reads:

Day: Keypad/OK
 [_ _]
12. Enter: **Date** (1 to 31 via numeric keypad), e.g., 15.
13. Press: **OK**.
14. Press: **◀** or **▶** to select "AM" or "PM". Display reads, for example:

AM/PM: ◀▶/OK
 [AM] PM
15. Press: **OK**. Display reads:

Time: Keypad/OK
 [9:52]
16. Enter: **Time** (via numeric keypad). **Note:** Enter the current hour setting (1 to 12), and then use the numeric keypad to enter a 2-digit number for the current minute setting (00 to 59). Press **◀** or **▶** to toggle between hours and minutes.
17. Press: **OK**.
18. Press: **[User Tools]** key to return to standby.

II. Program Initial Settings

The initial settings — Own Name/Fax Header and Own Fax Number — will be used to identify the Ricoh FAX4410L on reports and when communicating to other remote fax machines. To program this information, proceed as follows:

Own Name/Fax Header

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:

User Tools:
 2. Fax Features ◀▶
3. Press: **OK**.
4. Press: **◀** or **▶** until display reads:

Fax Features:
 3. Setup ◀▶
5. Press: **OK**.
6. Press: **◀** or **▶** until display reads:

Setup:
 5. Fax Information ◀▶
7. Press: **OK**. Display should read:

Fax Information:
 1. Own Name ◀▶
8. Press: **OK**. Display reads:

Own Name: [ABC] /OK
 [■■■■■■■■■■■■■■■■■■■■■]
9. Enter: **Own Name**, e.g., your company name, via the Quick Dial keys which double as alphanumeric and special symbol keys. For letters, press Quick Dial 01 – 09 or 16 – 24. For special symbols, press [Symbols]. Press **◀** or **▶** to scroll through symbols and press OK to enter. For numbers, press numeric keypad. To erase characters, press [Clear/Stop]. Display reads, for example:

Own Name: [ABC] /OK
 MAIN OFFICE
10. Press: **OK**.
11. Press: **◀** or **▶** until display reads:

Fax Information:
 2. Fax Header 1 ◀▶

Note: Select Fax Header 1 and Fax Header 2 by pressing **◀** or **▶**.

12. Press: **OK**.
13. Enter: **Fax Header 1** (e.g., company or dept. name), as described in step 9.
14. Press: **OK**.
15. Press: **[User Tools]** to return to standby.

Ready 100% 10:53PM
Set Orig./Enter No.

Own Fax Number (required by law)

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:
3. Press: **OK**.
4. Press: **◀** or **▶** until **[4. Key Op. Tools]** is displayed.
5. Press: **OK**.
6. Enter: **2222**.
7. Press: **OK**.
8. Press: **◀** or **▶** until **[11. G3 Analog Line]** is displayed.
9. Press: **OK [G3-1 Analog Line]** is displayed.
10. Press: **OK**. Display reads:

User Tools:
2. Fax Features

G3-1 Analog Line:
1. Own Fax Number

11. Press: **OK**.
12. Enter: **Own Fax Number**, i.e., the telephone number the Ricoh FAX4410 Series uses. Max. 20 digits. Display reads, for example:

Own Fax No.: /OK
9738821212

13. Press: **OK**.
14. Press: **[User Tools]** key to return to standby.

III. Program Quick Dial Keys with Fax Number/E-mail Address

The 90 Quick Dial keys allow for fast recall/dialing of frequently used fax numbers and e-mail/IP-Fax addresses. To program one or more Quick Dial keys, proceed as follows:

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:
3. Press: **OK**. Display should read:
4. Press: **OK**. Display should read:
5. Press: **OK**. Display reads:
6. Press: **Quick Dial** key you wish to program, e.g., 01. Display reads:
Note: If the Quick Dial you selected is already registered, the contents are displayed. Press **◀** or **▶** to select another Quick Dial key, i.e., one that is not registered and then press **OK**.
7. Enter a destination in one of the following ways...
 - Enter **Fax Number** (via numeric keypad). Continue with steps 8-16.
 - Press **Scan to E-mail [F10]**, enter e-mail address, press **OK**. Follow steps 8-10.
 - Press **Internet Fax [F5]**, enter Internet Fax address, press **OK**. Continue with steps 8-16. (For instructions on programming an IP address (for IP-Faxing), see next section.)**Note:** If you make a mistake, press the [Clear/Stop] key and try again.
8. Press: **OK**.

User Tools:
2. Fax Features

Fax Features:
1. Program/Delete

Program/Delete:
1. Prog. Quick Dial

Press Key to Program/
Change (Browse ▶▶)

01 Fax No.
■■■■■■■■■■■■■■■■■■■■

9. Enter: **Destination Name**. Max. 20 characters. (If necessary, see section II, step 9 for instructions on entering characters.) Display reads, for example:

01 [ABC] /OK
[ACME ELECTRIC ■■■■]

10. Press: **OK** key. **Note:** If programming an e-mail address via Scan to E-mail [F10] key, go to step 16.

11. Display reads:

Label Insertion: ◀▶/OK
On [Off]

12. Press: **◀** or **▶** to select "On" or "Off."
Note: Label Insertion allows the fax receiver's name (that is programmed in a Quick Dial key or Speed Dial number) to be printed on the fax when it is received at the other end.

13. Press: **OK**. Display reads:

Fax Header: ◀▶/OK
[Hdr.1] Hdr.2

14. Press: **◀** or **▶** to select Header 1 or Header 2. Default: Header 1.
15. Press: **OK**.

16. Press: **[User Tools]** key to return to standby.

IV. Program Quick Dial Key with IP Address

When sending a fax using IP-Fax, you can specify a destination by programming the IP address within a Quick Dial or Speed Dial. To program a Quick Dial key, proceed as follows...

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:
3. Press: **OK**. Display should read:
4. Press: **OK**. Display should read:
5. Press: **OK**. Display should read:
6. Press: **Quick Dial** key you wish to program, e.g., 03. Display reads:
Note: If the Quick Dial you selected is already registered, the contents are displayed. Press **◀** or **▶** to select another Quick Dial key, i.e., one that is not registered and then press **OK**.
7. Press: **Internet Fax [F5]** key. Display reads:

User Tools:
2. Fax Features

Fax Features:
1. Program/Delete

Program/Delete:
1. Prog. Quick Dial

Press Key to Program/
Change (Browse ▶▶)

03 Fax No.
■■■■■■■■■■■■■■■■■■■■

Address: [abc]
■■■■■■■■■■■■■■■■■■■■

8. Enter the destination of IP-Fax you want to program, using...
 - A. **IP Address** or **Host Name**.
 - B. Using an Alias Fax Number without VoIP Gateway.
 - C. Using VoIP Gateway

The following procedures cover **A. IP Address** or **Host Name**.

If B or C is required, please refer to the NIC FAX Unit

Operating Instruction. Display reads, for example:

Address: [abc] /OK
<...> 192.168.1.10

Note: If you make a mistake, press the [Clear/Stop] key and try again. Also, a port number may be required. Contact your network administrator for details.

9. Press: **OK**.
10. Press: **◀** or **▶** keys. Display reads:




Network TX Option
2. IP-Fax Addressa

11. Press: **OK**. Display reads:


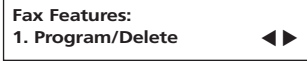

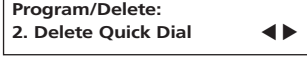


02 Press OK
192.168.1.10 ■■■■■■■■■■

12. Press: **OK**. Display reads:

02 [ABC] Name
[■■■■■■■■■■■■■■■■■■■■]



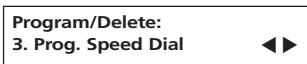

13. Enter: **Destination name**. 
14. Press: **OK** key. Display reads: 
15. Press: **OK** key. Display reads: 
16. Press: ◀ or ▶ to select Header 1 or Header 2. Default: Header 1.
17. Press: **OK**.
18. Press: **[User Tools]** key to return to standby.
- To send an IP-Fax, refer to step **D**, under section **XV**.


V. Delete Quick Dial



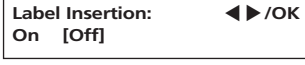

- Press: **[User Tools]** key.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display should read: 
- Press: **OK**. Display reads: 
- Enter: ◀ or ▶ until display reads: 
- Press: **OK**. Display reads: 
- Press: **Quick Dial** key you wish to delete or search by pressing ◀ or ▶. Display reads, for example: 
- Press: **OK**. The stored fax number and name are deleted.
- Press: **[User Tools]** key to return to standby.

VI. Program Speed Dial Number


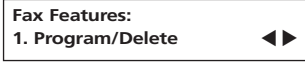
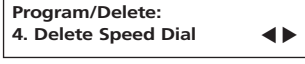


Speed Dials expand autodialing capabilities to include an additional 200 numbers. To register Speed Dial Numbers, proceed as follows

- Press: **[User Tools]** key.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display should read: 
- Press: **OK**.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display reads: 
- Enter: **Speed Dial number** (from 001 to 199) via the numeric keypad. **Note:** If the Speed Dial has already been registered, the contents are displayed. Press ◀ or ▶ to select another Speed Dial number and then press OK.
- Enter a destination in one of the following ways...
 - Enter: **Fax number** (via numeric keypad)
 - Press: **Scan to E-mail** key [F10], enter e-mail address
 - Press: **Internet Fax** [F5], enter Internet Fax address (for programming an IP-Fax address, see section **IV**).**Note:** If you make a mistake, press the [Clear/Stop] key and try again.

Display reads, for example: 


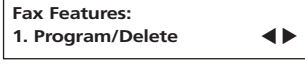


- Press: **OK**.
- Enter: **Destination name**. (If necessary, see Section II, step 9 for instructions on entering characters.) Display reads, for example: 
- Press: **OK**. Display reads: 
- Press: **OK**. Display reads: 
- Press: ◀ or ▶ to select "On" or "Off." **Note:** Label insertion allows the destination name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end.
- Press: **OK**. Display reads: 
- Press: ◀ or ▶ to select Header 1 or Header 2. Default: Header 1.
- Press: **OK**.
- Press: **[User Tools]** key to return to standby.

VII. Delete Speed Dial Number

- Press: **[User Tools]** key.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display should read: 
- Press: **OK**.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display reads: 
- Enter: **Speed Dial Number** (001 to 199) you wish to delete or search by pressing ◀ or ▶. Display reads, for example: 
- Press: **OK**. The stored data (fax number and name) is deleted.
- Press: **[User Tools]** key to return to standby.

VIII. Program Group Dial

To automatically broadcast a document to multiple locations, create a Group. The maximum number of destinations you can register in a group is 250. Up to 9 Groups can be programmed. The combined maximum number of destinations you can register in all groups is 390 (90 Quick Dials, 200 Speed Dial Numbers and 100 manual entries). To create a Group, proceed as follows:

- Press: **[User Tools]** key.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display should read: 
- Press: **OK**.
- Press: ◀ or ▶ until display reads: 
- Press: **OK**. Display reads: 

7. Enter: **Group number** (1 to 9) via numeric keypad or search by pressing ◀ or ▶. Display reads:
- Note:** If the Group has already been stored, the contents are displayed. Press ◀ or ▶ to select another Group number that is not programmed and then press OK.

Gp. D1: #1 Fax No.
G3 ■■■■■■■■■■■■

8. Enter: **Fax number** in one of the following ways:

■ Press: **Quick Dial** key or...

Gp. D1: #1 Press OK
01 ABC COMPANY

■ Press: **Speed Dial** key followed by three-digit **Speed Dial number** or...

Gp. D1: #1 Press OK
001 ACME ELECTRIC

■ Enter: **Manual number** via the numeric keypad.

Gp. D1: #1 Press OK
9738821212 ■■■■■■

9. Press: **OK**. Display reads:

Program? ◀▶/OK
[Add] Delete Exit

10. Press: **OK** to "Add" another number.
11. Repeat steps 8 - 10 for all the destinations you wish to register.
12. When finished, press ◀ or ▶ to select "Exit" and press **OK**.

Program? ◀▶/OK
Add Delete [Exit]

13. Enter: **Group name**. **Note:** If the Group name is already registered, it is shown in the display. If you wish to change the Group name, press [Clear/Stop] and then enter another name.

Gp. D1 [ABC] /OK
[SALES ■■■■■■■■■■]

14. Press: **OK** and the Group is registered. Display reads:

Assign to Key? ◀▶/OK
Yes [No]

15. Press: ◀ or ▶ to select "Yes" or "No" to be programmed in the Quick Dial key, then press **OK**.
16. Press: **[User Tools]** key to return to standby.

IX. Delete Group Dial

1. Press: **[User Tools]** key.
2. Press: ◀ or ▶ until display reads:

User Tools:
2. Fax Features ◀▶

3. Press: **OK**. Display should read:

Fax Features:
1. Program/Delete ◀▶

4. Press: **OK**.
5. Press: ◀ or ▶ until display reads:

Program/Delete:
6. Del. Group Dial ◀▶

6. Press: **OK**. Display reads:

Enter No./Press Key
[Gp. D#] (Browse ◀▶)

7. Enter: **Group** number you wish to delete via the numeric keypad (1 to 9) or search by pressing ◀ or ▶. Display reads, for example:

Delete? ◀▶/OK
Gp. D1 SALES

8. Press: **OK** to confirm deletion.
9. Press: **[User Tools]** key to return to standby.

X. Program User Function Key

You can program each of the User Function keys [F1] – [F10] with a function that you use frequently. To do so, proceed as follows:

1. Press: **[User Tools]** key.
2. Press: ◀ or ▶ until display reads:

User Tools:
2. Fax Features ◀▶

3. Press: **OK**. Display should read:

Fax Features:
1. Program/Delete ◀▶

4. Press: **OK**.
5. Press: ◀ or ▶ until display reads:

Program/Delete:
13. User Functions ◀▶

6. Press: **OK**. Display reads:

Press Key to Program
[F1–F10]

7. Press: **User Function** key you wish to assign [F1] – [F10]. Display reads:

User Functions ◀▶/OK
[Print Journal]

8. Press: ◀ or ▶ to display desired function. Display reads, for example:

User Functions ◀▶/OK
Batch Trans.

9. Press: **OK**.
10. Press: **[User Tools]** key to return to standby.

Using a User Function Key:

1. Press: **User Function** key that contains the desired function [F1] – [F10].

XI. Delete User Function Key

1. Press: **[User Tools]** key.
2. Press: ◀ or ▶ until display reads:

User Tools:
2. Fax Features ◀▶

3. Press: **OK**. Display should read:

Fax Features:
1. Program/Delete ◀▶

4. Press: **OK**.
5. Press: ◀ or ▶ until display reads:

Program/Delete:
13. User Functions ◀▶

6. Press: **OK**. Display reads:

Press Key to Program
[F1–F10]

7. Press: **User Function** key you wish to delete [F1] – [F10]. Display reads, for example:

User Functions ◀▶/OK
[Batch Trans.]

8. Press: ◀ or ▶ until display reads:

User Functions ◀▶/OK
** None **

9. Press: **OK**.
10. Press: **[User Tools]** key to return to standby.

XII. Program Address Template

To make entry of e-mail addresses easy, store the suffix (e.g., "@acme-electric.com") in memory. This allows you to store this repetitive information as a "template," and recall whenever needed.

Programming a Template:

1. Press: **[User Tools]** key.
2. Press: ▶ once. Display reads: [2. Fax Features].
3. Press: **OK**. Display reads: [1. Program / Delete].
4. Press: **OK**.
5. Press: ◀ or ▶ until display reads: [11. Prog. Addr. Temp.].
6. Press: **OK**. Display reads:

Select Template to
Prog./Change by ◀▶ key

7. Press: ◀ or ▶ to choose template number (01-20).

Template: Address ◀▶/OK
01

8. Press: **OK**. Display reads, for example:

01 <abc> Enter Template
[■■■■■■■■■■]

9. Enter template via QWERTY Quick Dial keypad, e.g., @acme-electric.com.
10. Press: **OK**.
11. Press: **[User Tools]** key to return to standby.

9. Press: **Start**.

Notes:

- You cannot use this feature with Memory Transmission, thus you cannot specify multiple destinations.
- You cannot specify an Internet Fax machine as a destination.
- Color Scanning is not available for Backup Transmission.
- The Fax Header (TTI) is not added to the transmitted data.
- The setting for maximum file size is invalid for Color Scanning.
- You can store the Color Scan mode and resolution into a Keystroke Program if you regularly send color documents to particular destinations, with a specific resolution.
- E-mail delivery may be delayed due to network congestion.

B. Scan-to-Email (B & W)

1. Select **Memory Trans.** mode (indicator is lit).
2. Place document **face up** on ADF. Adjust resolution settings, if necessary.
3. Press: **Quick Dial** key, **Group Dial** key or enter **Speed Dial** number containing programmed e-mail address(es). The name or e-mail address of the destination appears. Go to step 6.
Note: Autodial keys should be pre-programmed by **Scan to Email** key, not by Internet Fax key. If the e-mail address is not preprogrammed, go to the next step.
4. Press: **Scan to E-mail [F10]** key.



5. Enter: **E-mail address** manually.
Note: Enter digits via numeric keypad, characters and symbols [e.g., @] using QWERTY Quick Dial keypad. (See section XII. Program Address Template for programming/using e-mail address templates.)
6. To specify another destination, press **OK**. Repeat step 3.
7. When finished, press **Start**.

Notes:

- The attachment to e-mail is in PDF or TIFF-F format, whichever has been specified in the user parameters. TIFF-F and PDF attachments cannot be received to an Internet Fax machine, only to an e-mail inbox.
- E-mail delivery may be delayed due to network congestion.

C. Send an Internet Fax

1. Select **Memory Trans.** mode (indicator is lit).
2. Place document **face up** on ADF. Adjust resolution settings, if necessary.
3. Press: **Quick Dial** key, **Group Dial** key or enter **Speed Dial** number containing programmed e-mail address(es). The name or e-mail address of the destination appears. Go to step 6.
Note: Autodial keys should be pre-programmed by **Internet Fax** key. If the e-mail address is not pre-programmed, go to the next step.

4. Press: **Internet Fax [F5]**.



5. Enter: **E-mail address** manually.
Note: Enter digits via numeric keypad, characters and symbols [e.g., @] using QWERTY Quick Dial keypad. (See section XII. Program Address Template for programming/using e-mail address templates.)
6. To specify another destination, press **OK**. Repeat step 3.

7. When finished, press **Start**.

Notes:

- Internet faxing does not allow for Immediate Transmission.
- Ricoh FAX4410 Series accepts 8.5" x 11" originals. Legal-size (8.5" x 14") documents can be sent without reduction.
- Since NIC FAX sends data as an attached TIFF-F image (black & white), the recipient must have a TIFF viewer application in order to view the document on a PC.
- E-mail delivery may be delayed due to network congestion.
- Though color documents can be scanned, the Internet Fax function does not support transmission in color (see previous section for scanning in color).

D. Send an IP-Fax

1. Place document **face up** on ADF. Adjust resolution settings, if necessary.
2. Press: **Quick Dial** key, **Group Dial** key or enter **Speed Dial** number containing programmed IP address(es). The name or e-mail address of the destination appears. Go to step 7.
Note: Autodial keys should be pre-programmed by **Internet Fax** key. If the e-mail address is not preprogrammed, go to the next step.

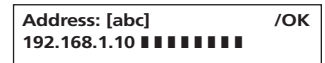
3. Press: **Internet Fax [F5]**.
Display reads:



4. Enter: **IP address** or **Host Name**.

Note: Enter digits via the numeric keypad; the period is on the [@_] key (next to "Symbols" Quick Dial key).

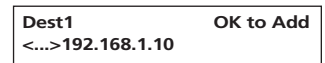
Display reads, for example:



5. Press: **OK**. Display reads:



6. Press: **OK**. Display reads:



7. To specify another destination, press **OK**. Repeat step 2.
8. When finished, press **Start**.

XVI. Clear Files in Memory

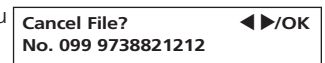
1. Press: **[Job Information]** key.
Display reads:



2. Press: **OK**. Display reads:



3. Press: ◀ or ▶ to display the file you wish to cancel. Display reads, for example:



Note: If you cannot find the file you wish to cancel, the document has already been sent.

4. Press: **OK**. Display reads:



5. Press: **OK** to confirm. "Trans. Cancelled/File Deleted" is displayed and machine returns to standby.