# RICOH

RICOH Ri 100 Quick installation Guide



# Outline

- How to get the printer loaded with ink and ready to print

- A control panel overview
- How to do a nozzle check and basic maintenance
- How connect to the printer via USB
- How to load the cassette with a T-shirt
- How to print from file
- How to print using Ricoh Design Software

# What's included

Note: There is a CD included with the printer, but do not use it. For the drivers and design software use the URL links provided in this document as they are more up to date



## Loading with ink and powering on:











Open the ink cartridge cover on the right front of the printer

Insert the ink cartridges into their slots with the label identifying their color on the top. Push them all the way in.

The ink cartridges are keyed so you can not install them in the wrong location. The order from left to right is K (black) C (cyan) M (magenta) Y yellow

With the cartridges inserted you can close the cartridge cover.

Plug the power cord into the machine

Press the power button and the light above the button will turn on and ink will load into the printer which will take a few minutes. When the ink is done loading the display will say Ready.

# **Control Panel Overview**



- 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.

#### 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**



- 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] Key
  - 1. Press this key to turn the power on. To turn the power off, press and hold down this key for one second

#### Below is a link to a guide on how to perform weekly maintenance

https://support.ricoh.com/bb\_v1oi/pub\_e/oi/0001071/0001071379/VJ08 86624C\_02/J0886624C.pdf

# How to perform a nozzle check



- 1) Tape a piece of standard size paper (8 ½" X 11") to the cassette.
- 2) Press the Menu button on the control panel
- 3) Press the up or down arrow keys on the control panel until Maintenance appears in the display
- 4) Press the # (Enter) Key on the control panel
- 5) Press the up or down arrow keys on the control panel until Nozzle Check appears on the display.
- 6) Press the # (Enter) Key on the control panel
- 7) Press the Start Key on the control panel will print. Pressing the escape key will get out of the menu options



If some of the horizontal lines in the pattern are missing you may need to perform a head clean. To do this:

When in the Maintenance menu (steps 2-4 above)

- 1) Press the up or down arrow keys on the control panel until Head cleaning appears on the display.
- 2) Press the # (Enter) Key on the control panel
- 3) Press the up or down key to select all heads, head 1 or head 2.
- 4) Press the # (Enter) Key Press the # (Enter) key again to start the cleaning.

# **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

### Windows USB PC Driver Installation - 1

- Download the latest driver from the RICOH Website <u>http://support.ricoh.com/bb/html/dr\_ut\_e/apc/model/ri100/r</u> <u>i100.htm</u>
- 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

Install Printer Driver	Install Printer Driver
<license agreement=""> Do you accept the terms of the License Agreement?</license>	Select the method to install a printer Driver>
Please read the following License Agreement carefully. If you accept the agreement, dick the [Agree] button to continue the installation.	Select the method to install a printer driver then click [Next] to continue.
SOFTWARE LICENSE AGREEMENT	Add a new printer
YOU, THE END USER, SHALL USE THIS SOFTWARE("THE SOFTWARE") ACCORDING TO THE TERMS OF THIS AGREEMENT. BY LOADING THE SOFTWARE INTO ANY COMPUTER, YOU ARE AGREEING TO BE BOUND BY THESE TERMS. IF YOU DO NOT ACCEPT THE TERMS OF THIS AGREEMENT, YOU MAY NOT LOAD THIS SOFTWARE INTO ANY COMPUTER.	Update the current printer
Grant of License The Software is licensed for use by you for the equipment packaged with the Software or designated by its supplier ("the equipment"). You are permitted to use the Software on any computer which permits electronic access to the equipment. You are not permitted to rent or lease the Software or to transfer your rights under this license to a third party.	
Acceptance	
<ul> <li>I accept the agreement.</li> <li>I don't accept the agreement.</li> </ul>	
Next > Cancel	<back next=""> Cancel</back>
Install Printer Driver	X Install Printer Driver
Select Method to Add Printer> Select the method to add a printer.	Confirm before Installing Printer Driver> Please check the following before installing the printer driver.
Select a method to add printer then click [Next] to continue.	🖶 Select a Printer 🛛 👋 Check Cable/Power Switch 🔉 🎝 Copying Files 🔅 🖞 Auto-detect USB Port
<ul> <li>Connect to a printer port or LAN</li> <li>Search for printers automatically</li> <li>Search for printers by specified IP Address</li> <li>Select a port or specify a new port</li> </ul>	
V @ Connect USB cable	Disconnect the USB cable from the printer. Turn the printer's power switch Off.
< Back Next > Cancel	<pre></pre>

### 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

RICOH Ri 100 RPCS-R Properties

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

The printer driver has been installed.

Driver name: RICOH Ri 100 RPCS-R [Type 3 - User-Mode (x64)] Printer name: RICOH Ri 100 RPCS-R Port: USB003

	Accessories Advanced Options
Install Printer Driver	
To make the initial settings for the printer, click the [Set Now] button. After installation, initial settings for printer can be made from printer properties. * The settings are automatically applied when printer properties is displayed. Close or inter properties to continue the installation	Advanced Settings
Printer Name:	Adjust Color Density
Set Now Do not Set Now	OK Cancel Help
Install Printer Driver	
Refer to the following report.	
Printer driver installation log       *         File creation date :       2019/05/08 17:52:38         RP_SETUP version :       4, 11, 1, 240         Computer name :       J7QVT21         Login user name :       rogers         Operating system :       6.1.2.1 (x64) Service Pack 1         Setup :       [Add a new printer] has been selected.         End status :       The printer driver installation was successfully completed.	

Finish

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## Loading a shirt on the cassette



Press the unlock buttons on the front of the cassette and lift the cover

Place the shirt in the cassette as shown and then tuck the shirt in as shown





Close the cover making sure that there are no wrinkles in the shirt. Open the cassette and smooth as necessary





After the shirt is loaded and the shirt is confirmed smooth with no wrinkles load the cassette into the printer



# 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]





### **RICOH Design Software Installation - PC**

- Download the latest RICOH Design Software from the RICOH Website <u>http://support.ricoh.com/bb/html/dr\_ut\_e/apc/model/ri100/ri100.</u> <u>htm</u>
- 2. Select the language to be displayed
- 3. Read "read me" information and press [Next] to proceed
- 4. Select [Finish] when done



## 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



#### 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.

Garment Type / Size		$\otimes$
Garment Type	Garment Thickness	
• T-shirt	O Thin	
Sweatshirt	Normal	
O Tote Bag		
T-shirt (Sleeves)		
Socks		
O Other		
Size	Orientation	
• A4	Portrait	
○ A5	C Landscape	ОК

#### 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 an 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.

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



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

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



## RICOH Design Software – Advanced Designer- Print/Save

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

Print / Save		
Select Printer		
RICOH RI 100 RPCS-R	1	
	_	
Print Quality <b>2</b>		
Speed		
• Fine		
Vivid		
		Save 6
Calculate Ink Cost	Cancel <b>A</b>	Print 5
	<b>-</b>	

### 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. <u>Return to the Print/Save page</u>

Print / Save		
Select Printer		
Print Quality Speed Fine		
Vivid		Save
Calculate Ink Cost	Cancel	Print



## 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

