

**RICOH**

RICOH

Ri 100

Quick  
installation  
Guide

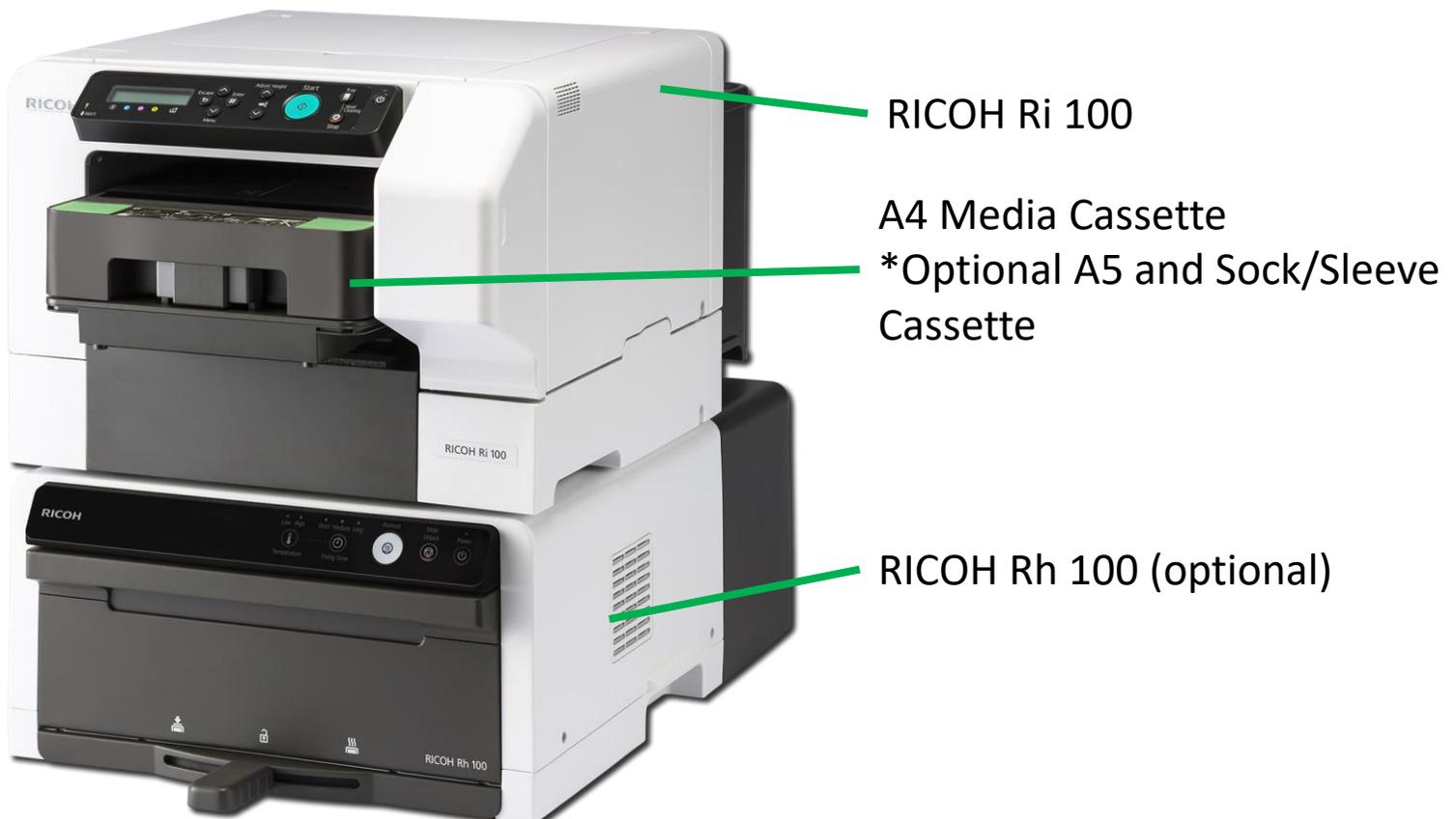


# Outline

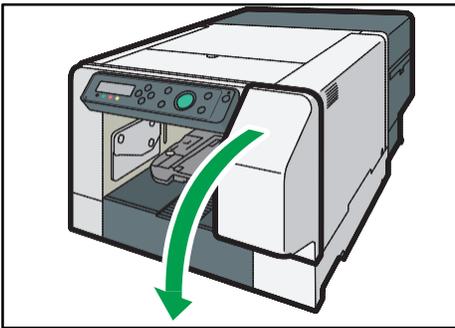
- How to get the printer loaded with ink and ready to print
- A control panel overview
- How to do a nozzle check and basic maintenance
- How connect to the printer via USB
- How to load the cassette with a T-shirt
- How to print from file
- How to print using Ricoh Design Software

# What's included

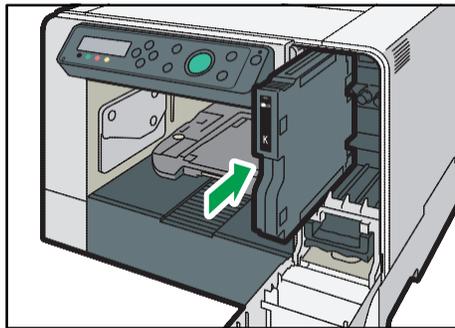
**Note: There is a CD included with the printer, but do not use it. For the drivers and design software use the URL links provided in this document as they are more up to date**



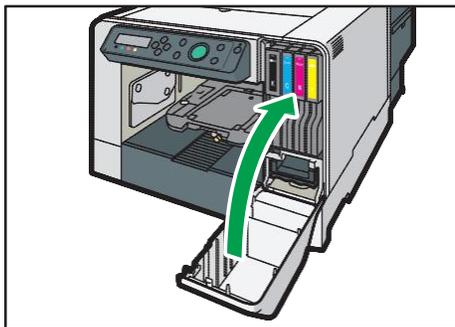
# Loading with ink and powering on:



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

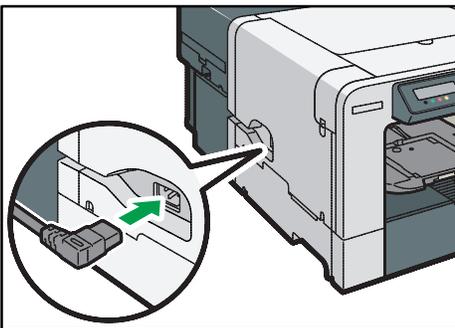


Insert the ink cartridges into their slots with the label identifying their color on the top. Push them all the way in.

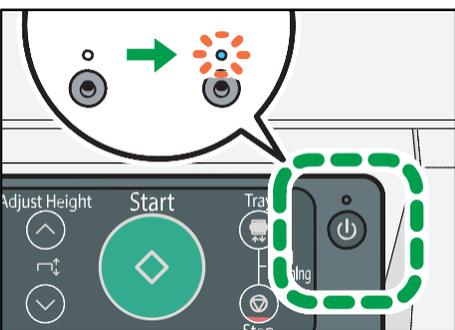


The ink cartridges are keyed so you can not install them in the wrong location. The order from left to right is K (black) C (cyan) M (magenta) Y yellow

With the cartridges inserted you can close the cartridge cover.

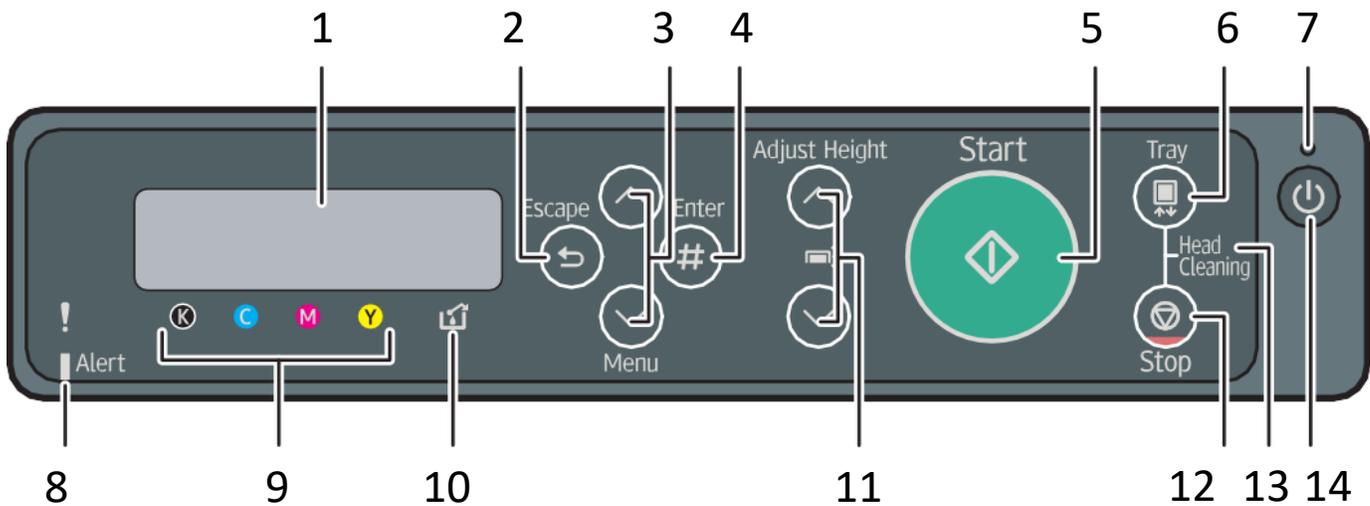


Plug the power cord into the machine



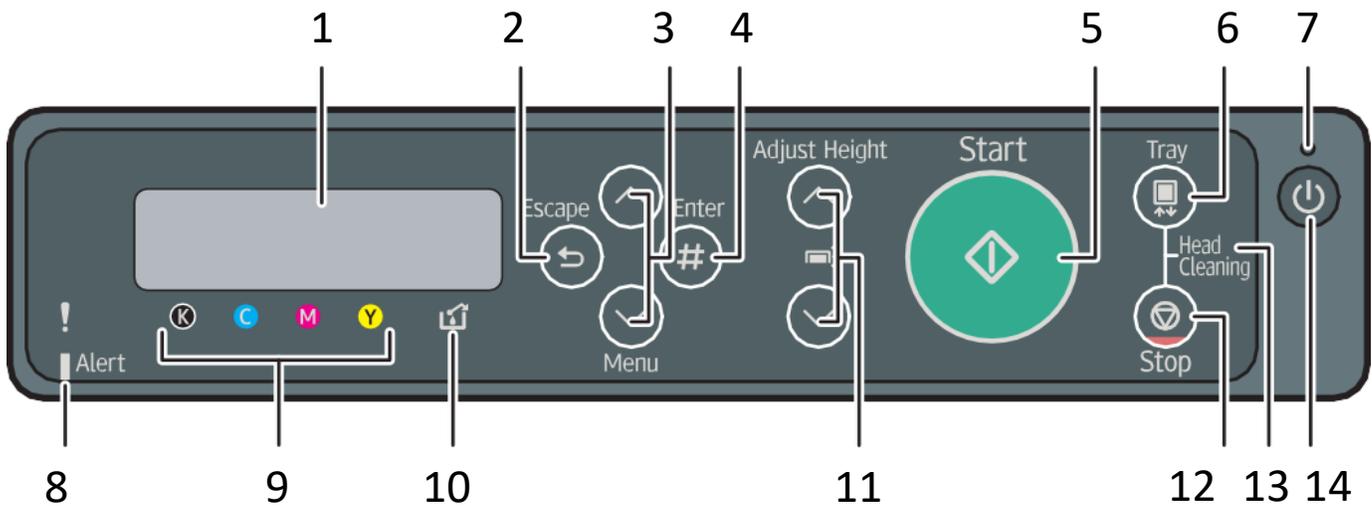
Press the power button and the light above the button will turn on and ink will load into the printer which will take a few minutes. When the ink is done loading the display will say Ready.

# 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.

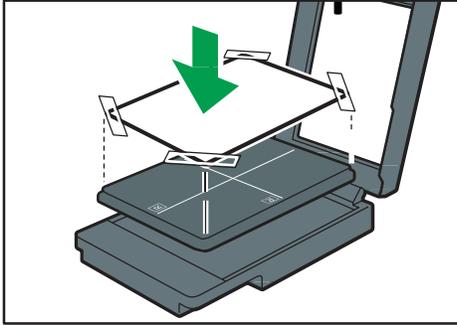
## 14. [Power] Key

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

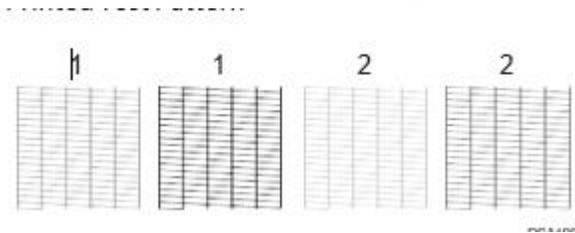
Below is a link to a guide on how to perform weekly maintenance

[https://support.ricoh.com/bb\\_v1oi/pub\\_e/oi/0001071/0001071379/VJ0886624C\\_02/J0886624C.pdf](https://support.ricoh.com/bb_v1oi/pub_e/oi/0001071/0001071379/VJ0886624C_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

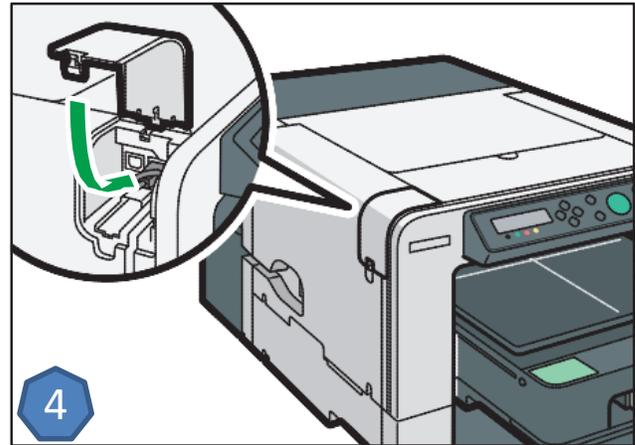
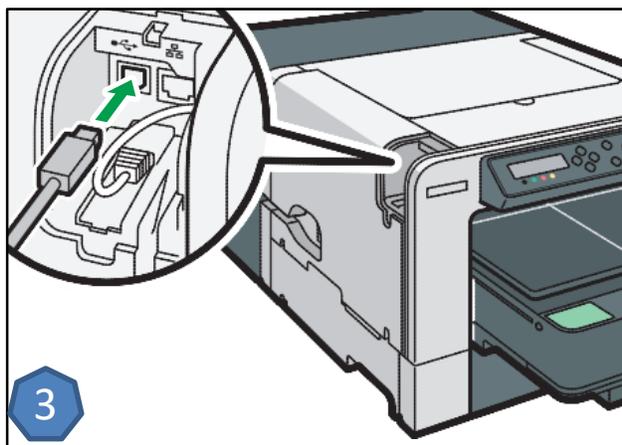
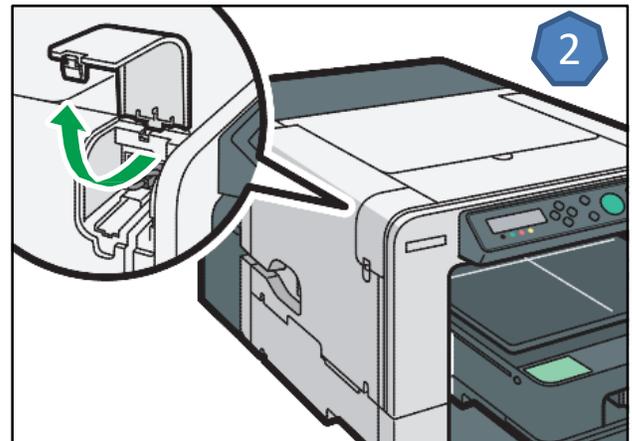
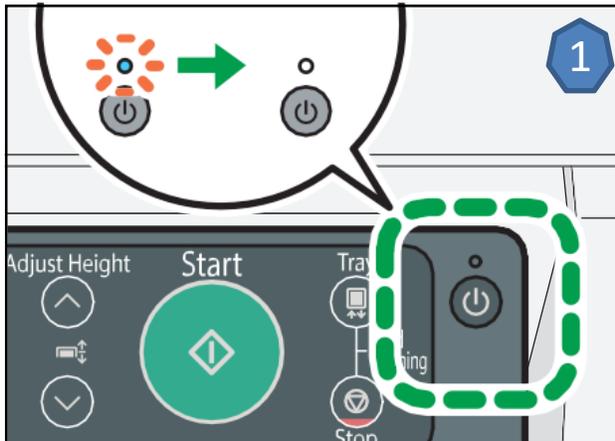


If some of the horizontal lines in the pattern are missing you may need to perform a head clean. To do this:

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

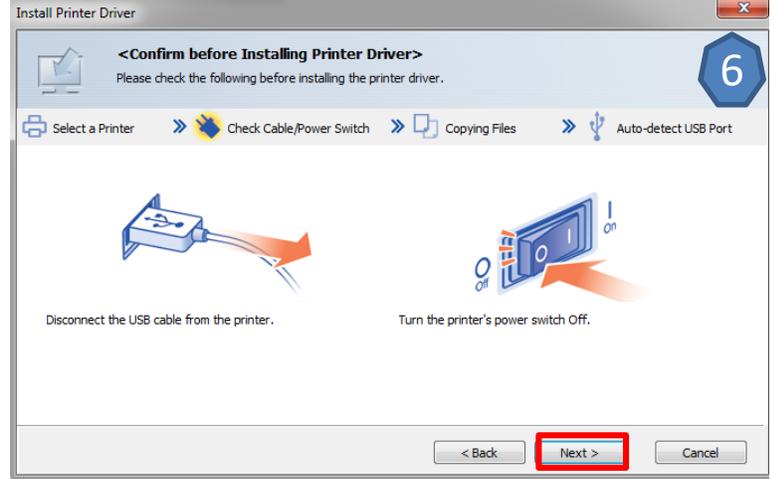
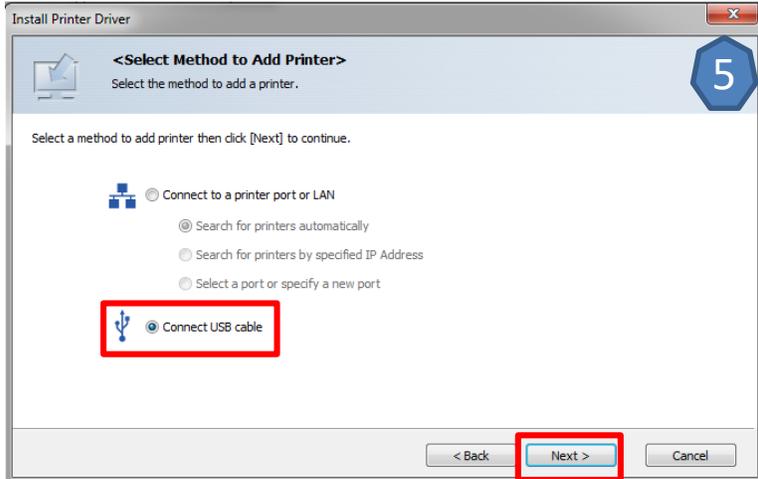
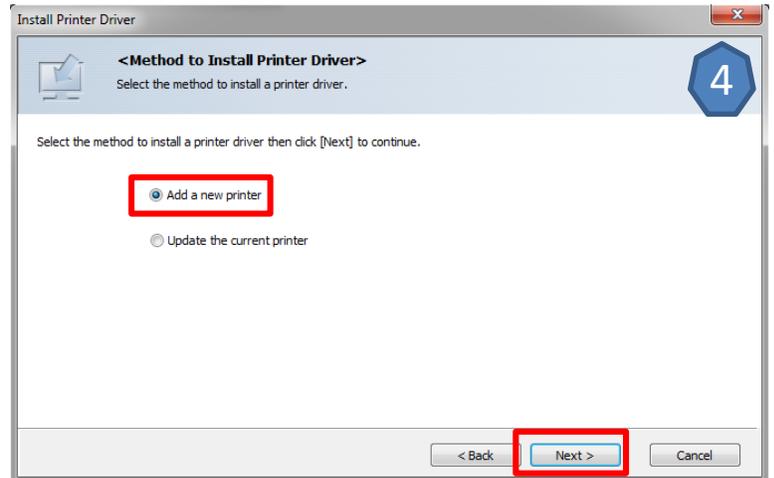
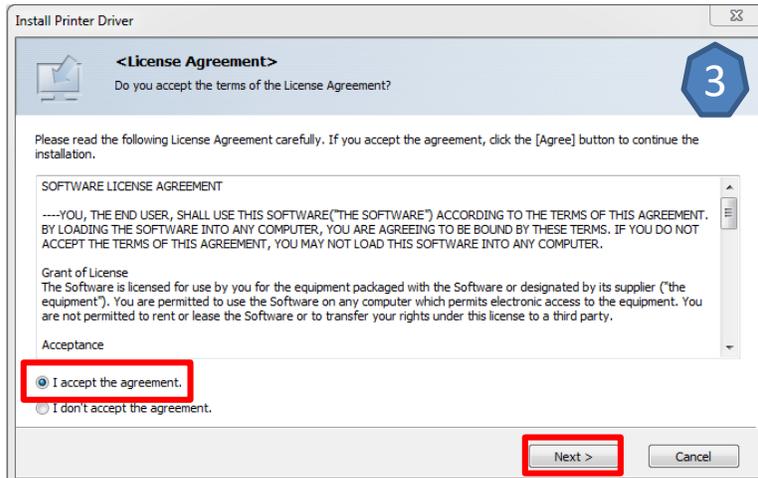


Procure to connect the USB cable

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

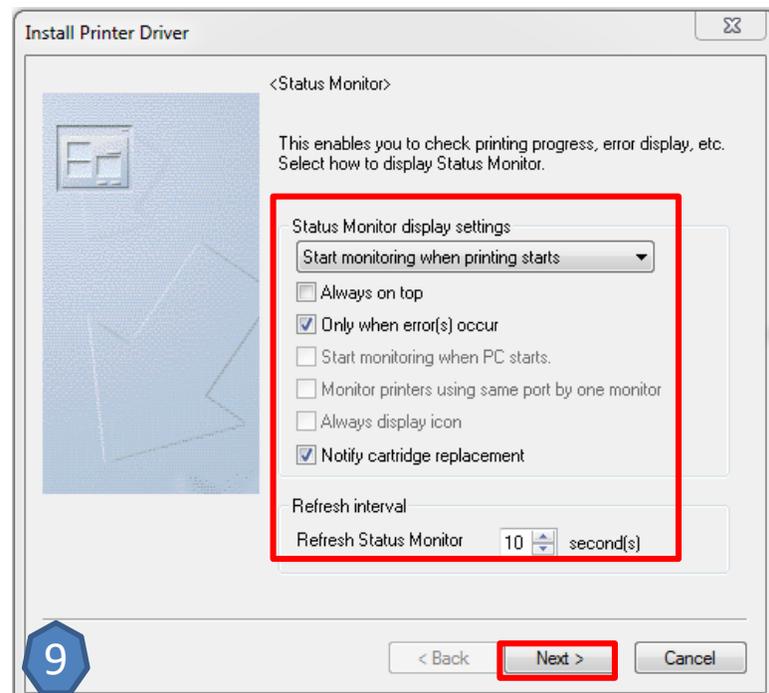
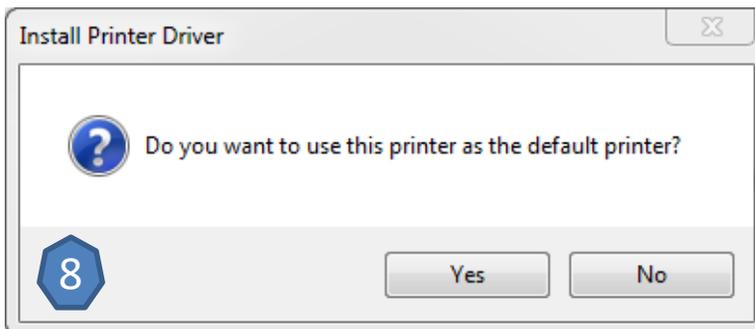
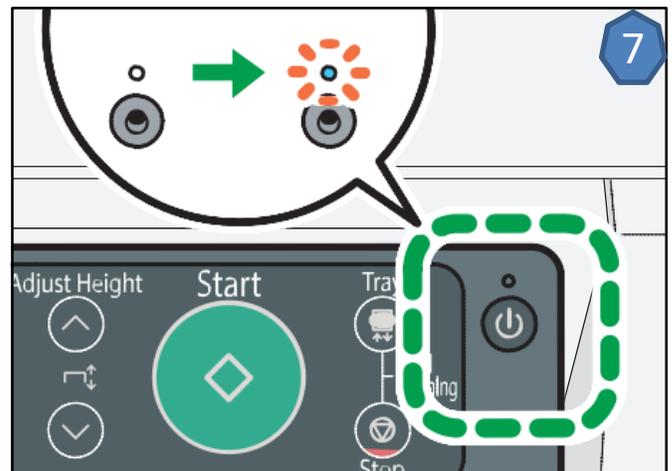
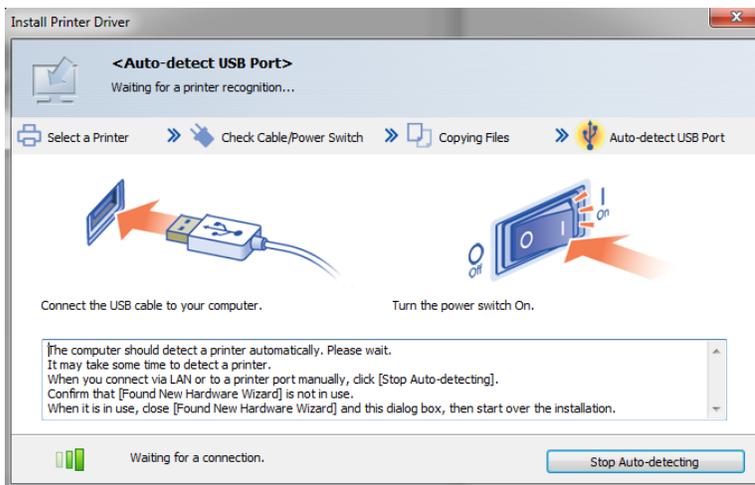
# Windows USB PC Driver Installation - 1

1. Download the latest driver from the RICOH Website  
[http://support.ricoh.com/bb/html/dr\\_ut\\_e/apc/model/ri100/ri100.htm](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



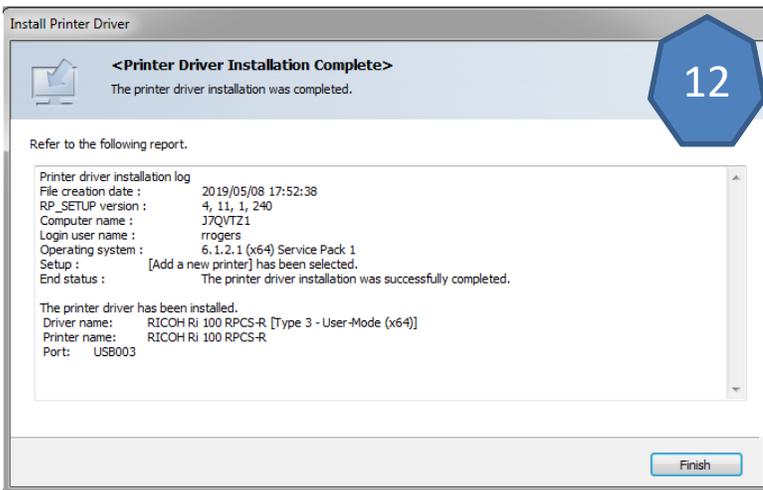
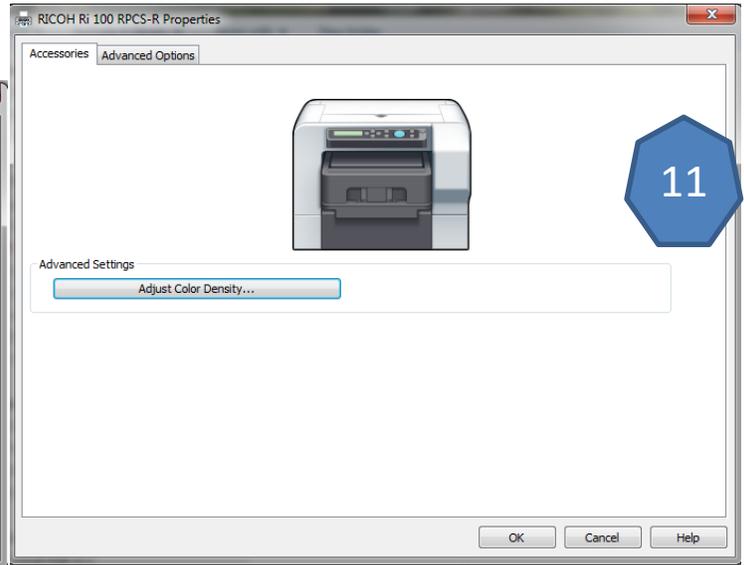
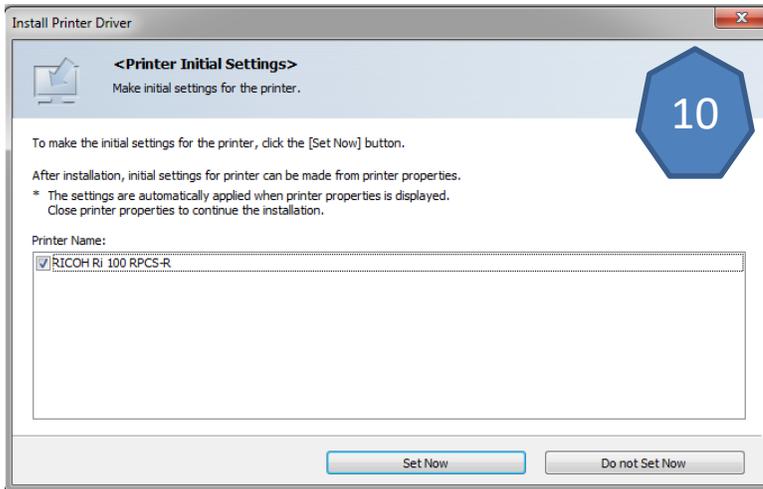
# Windows USB PC Driver Installation - 2

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

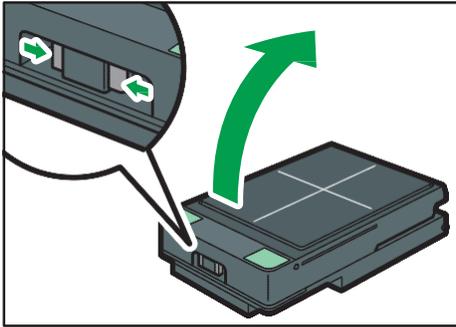


# Windows USB PC Driver Installation - 3

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

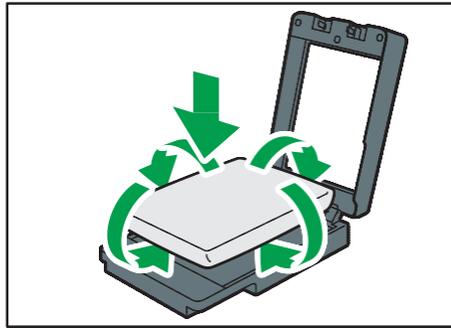
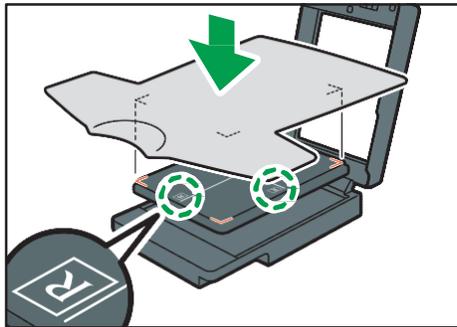


# Loading a shirt on the cassette

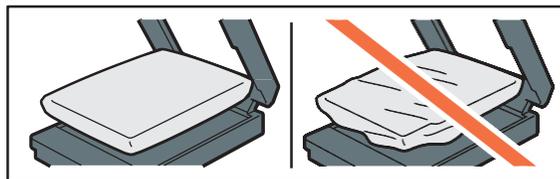
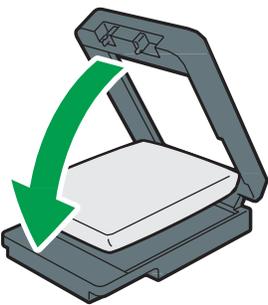


Press the unlock buttons on the front of the cassette and lift the cover

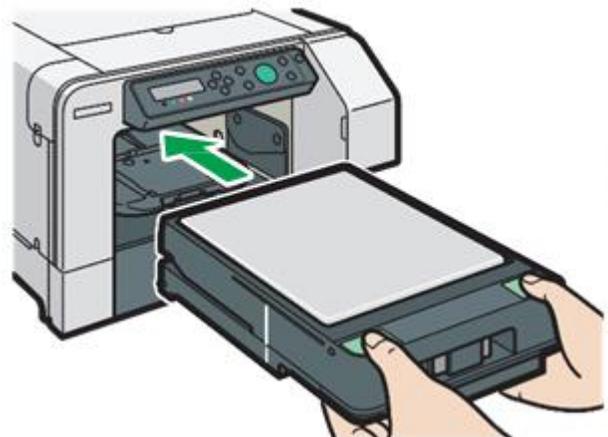
Place the shirt in the cassette as shown and then tuck the shirt in as shown



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

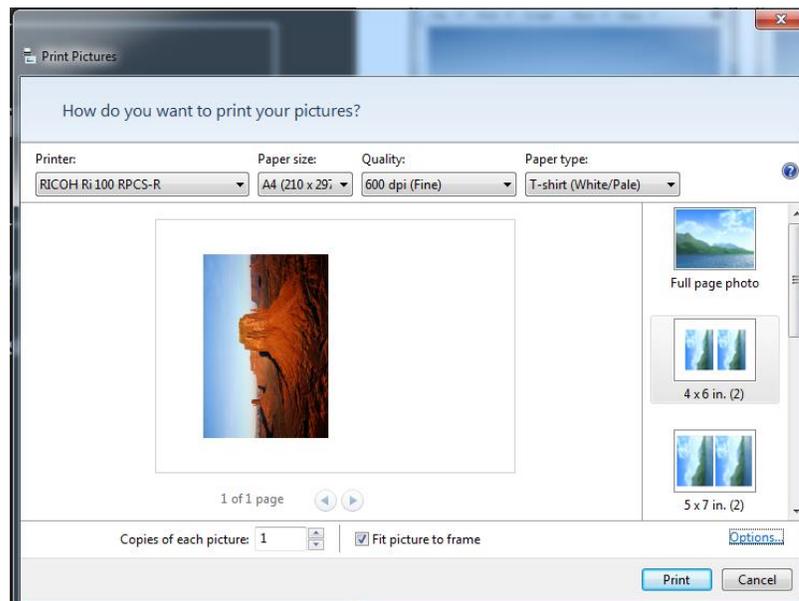


After the shirt is loaded and the shirt is confirmed smooth with no wrinkles load the cassette into the printer



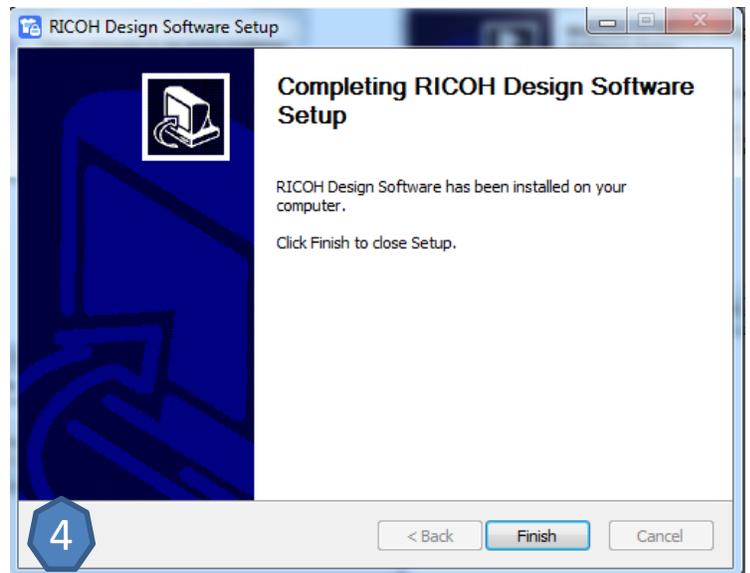
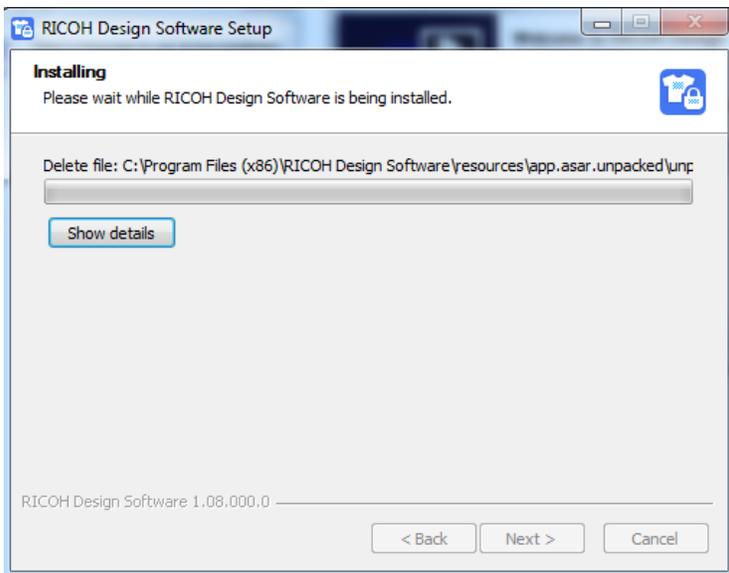
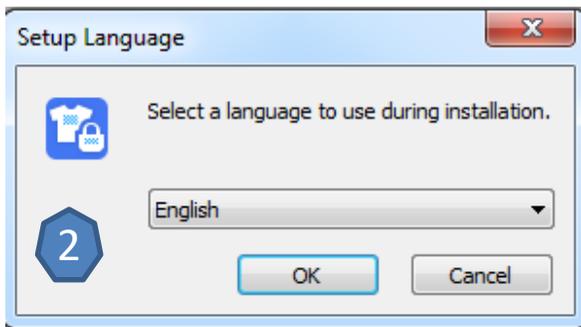
# File Print - PC

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

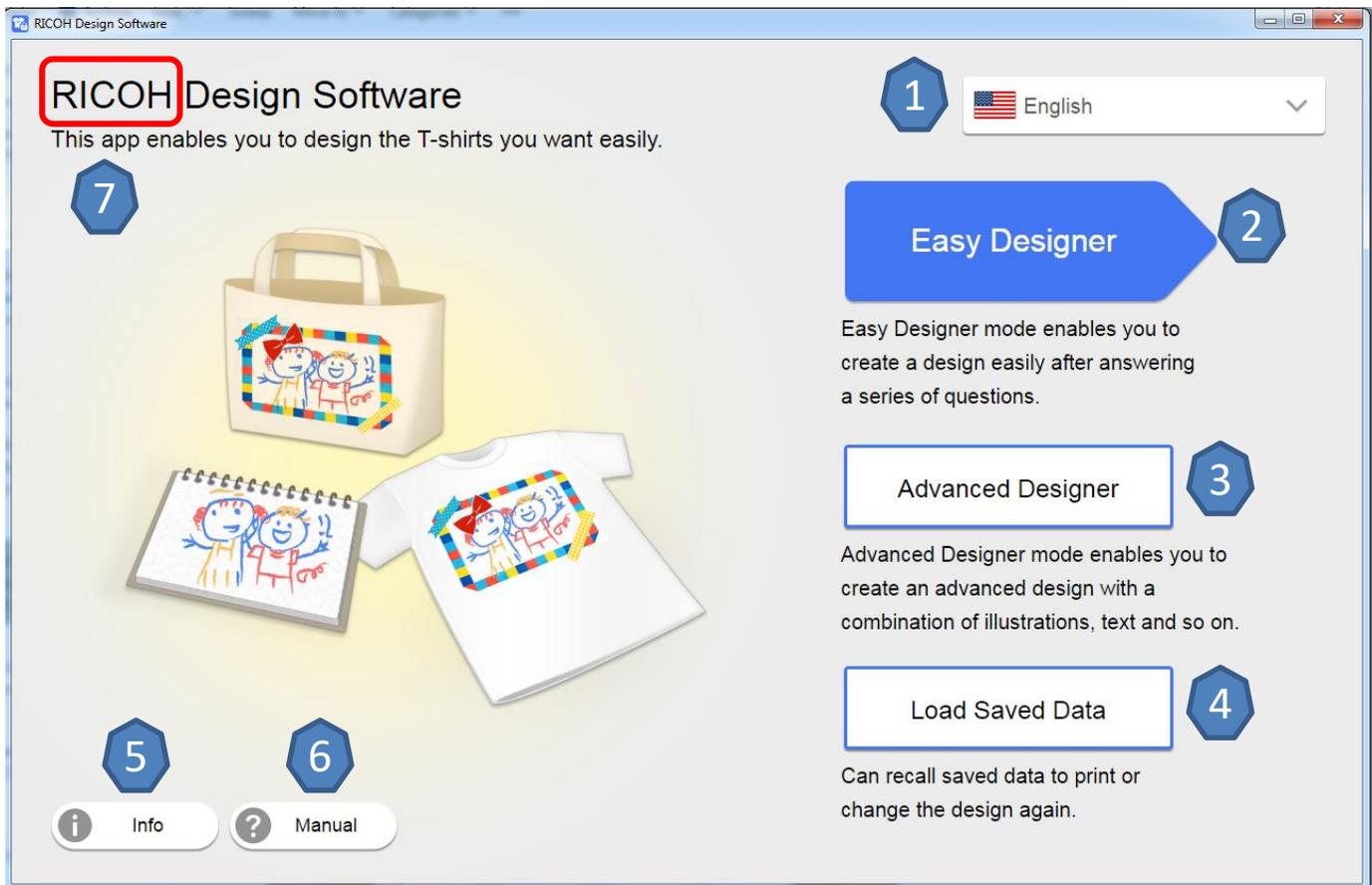
1. Download the latest RICOH Design Software from the RICOH Website [http://support.ricoh.com/bb/html/dr\\_ut\\_e/apc/model/ri100/ri100.htm](http://support.ricoh.com/bb/html/dr_ut_e/apc/model/ri100/ri100.htm)
2. Select the language to be displayed
3. Read “read me” information and press [Next] to proceed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



# RICOH Design Software – Top Page

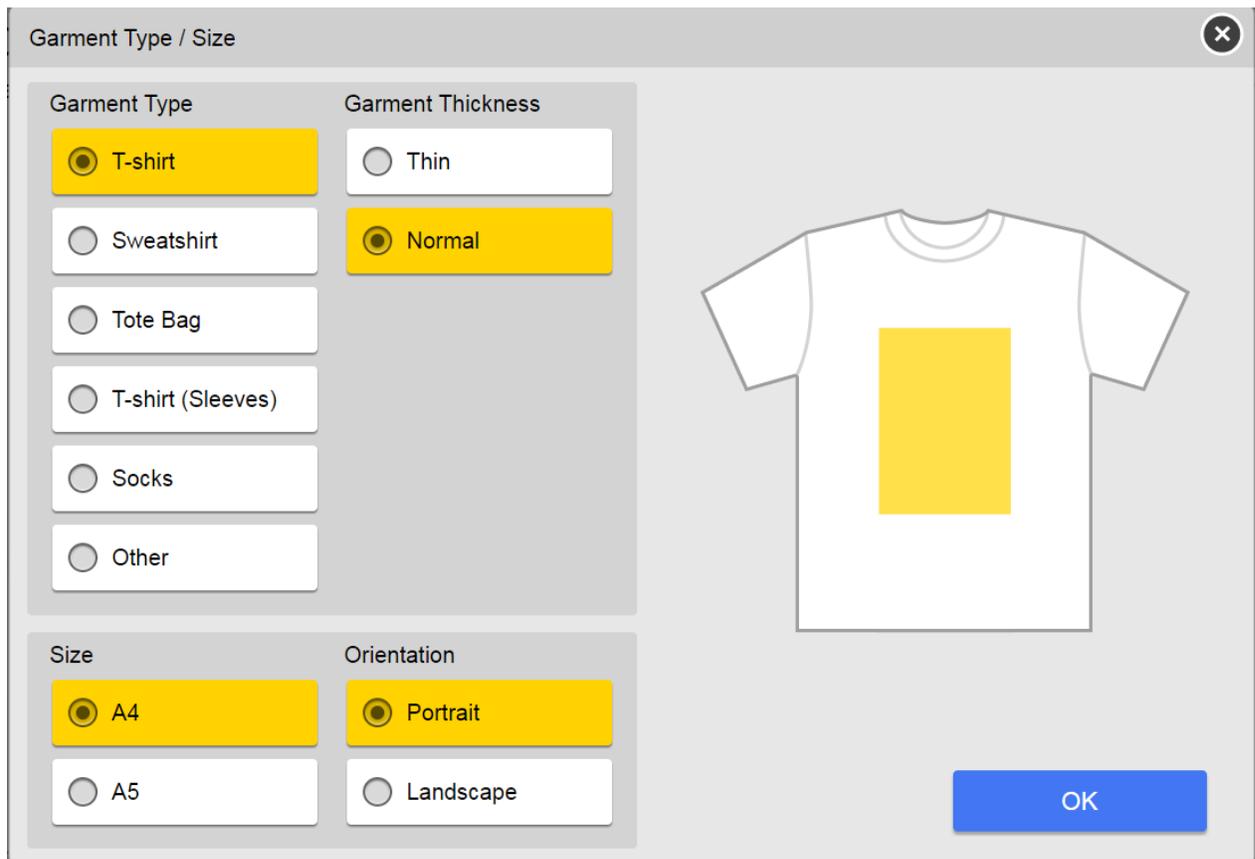
This section describes the items displayed on the top screen.

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 mode for PC PCs



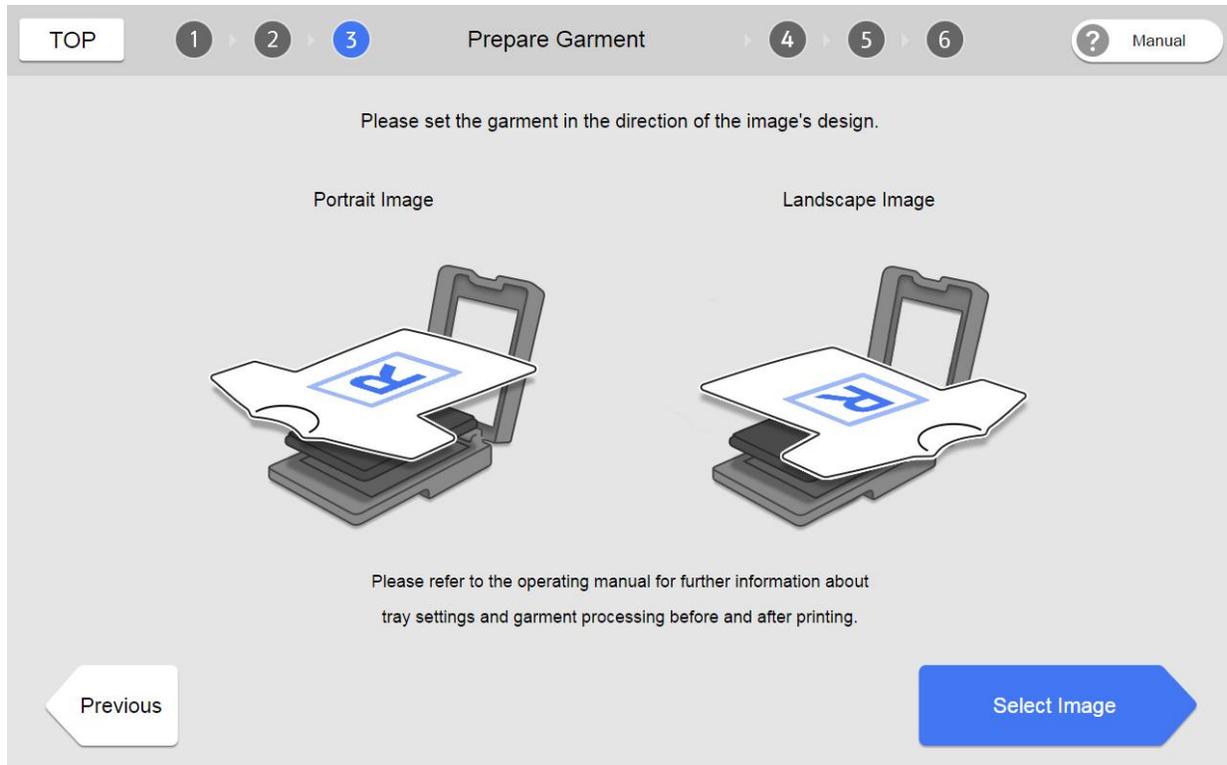
# RICOH Design Software – Printing A File (The Basics) – Garment Selection

- 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.



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

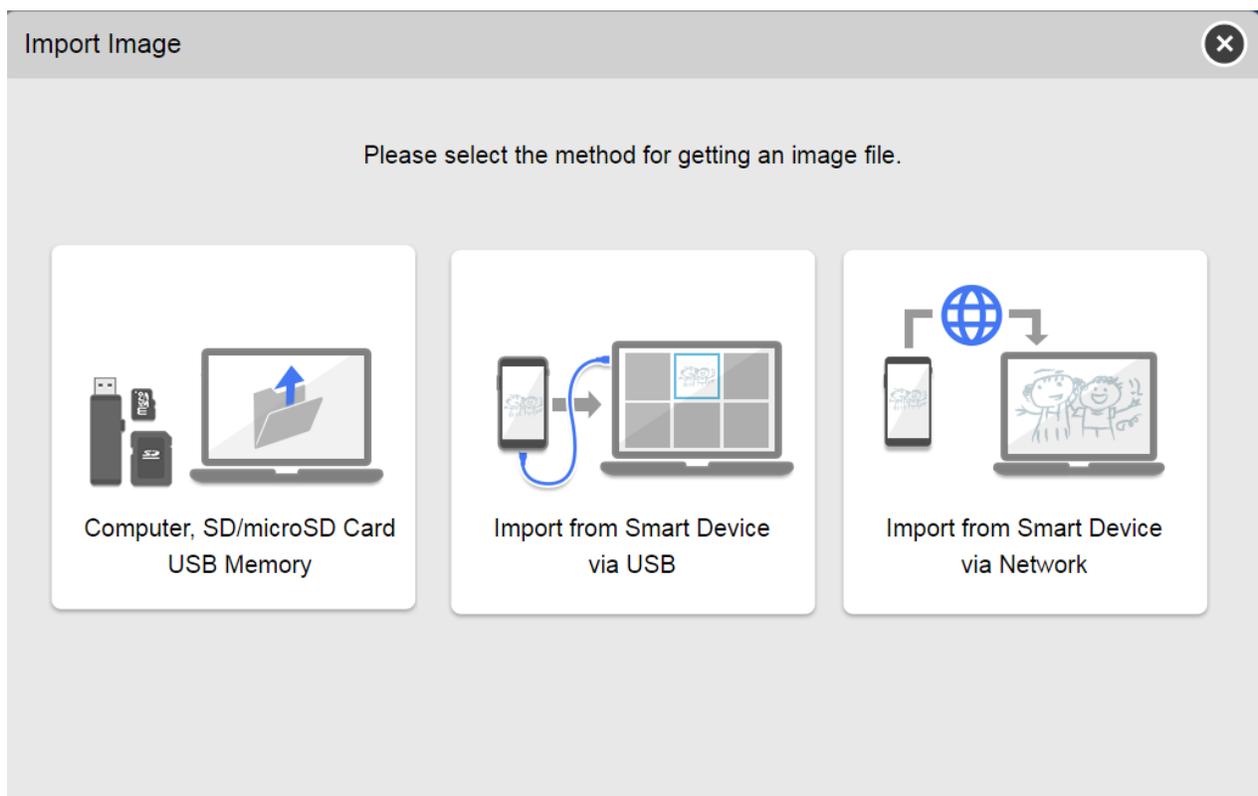
3. Set the Garment onto the tray according to the intended print direction



# 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.



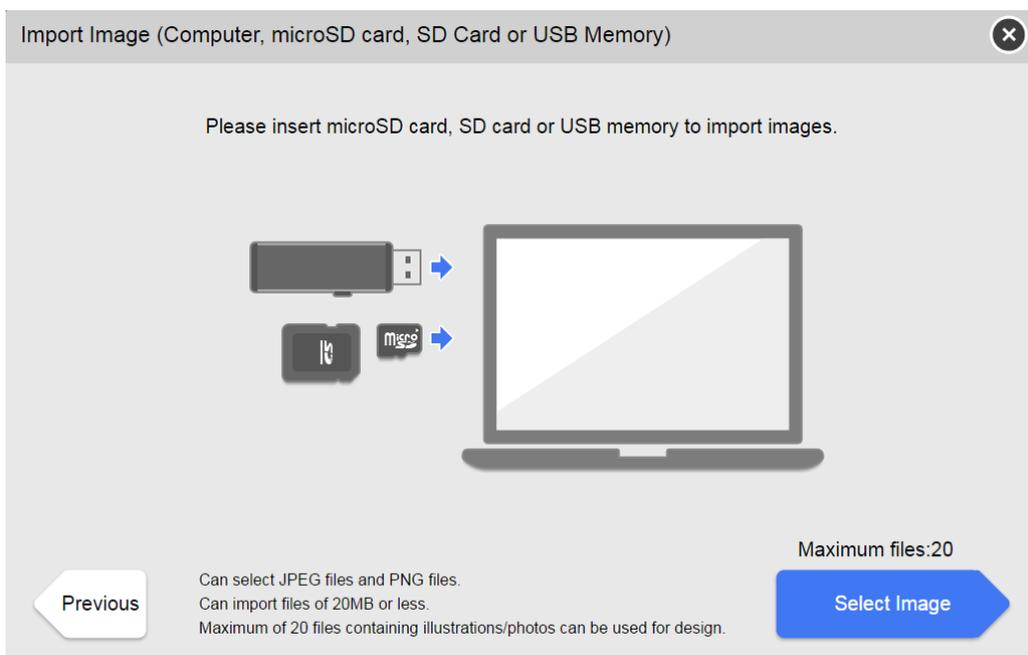
# RICOH Design Software – Printing A File (The Basics)

## - 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]

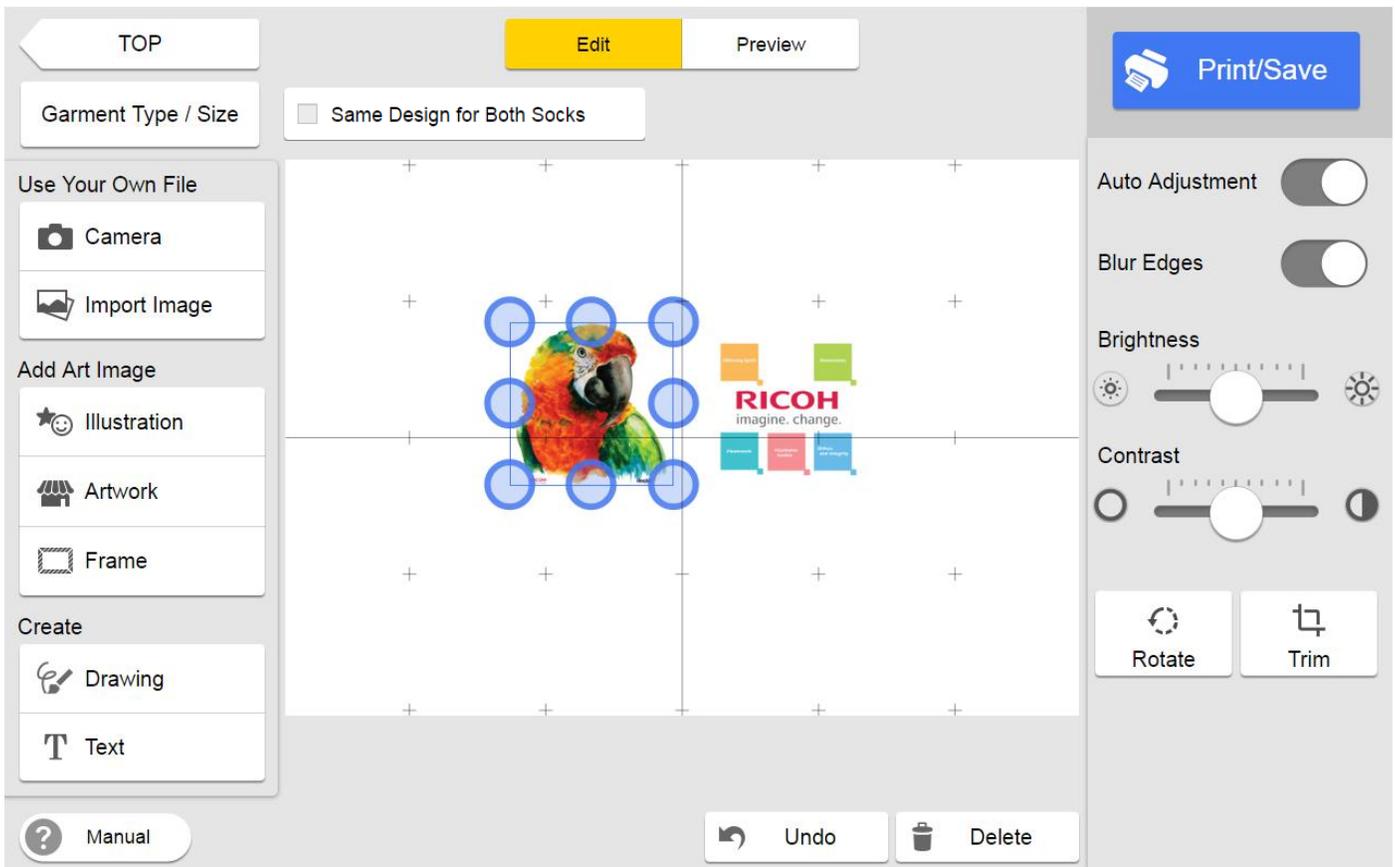
6. Select the image to be uploaded



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

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

7. 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]

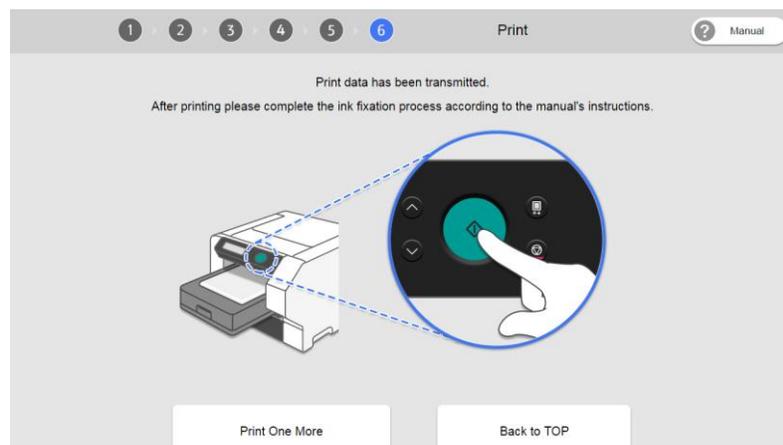
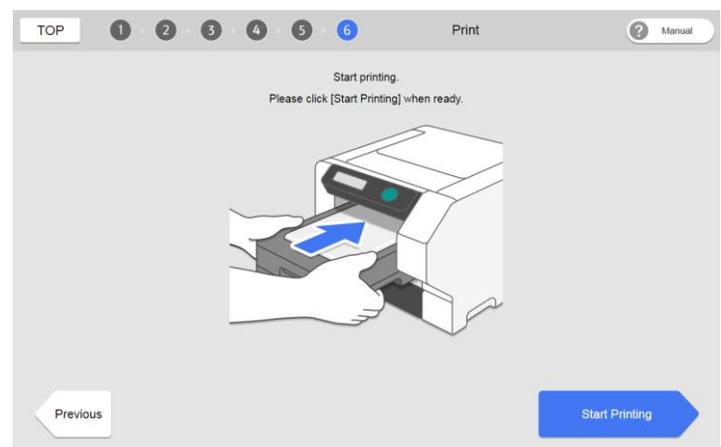
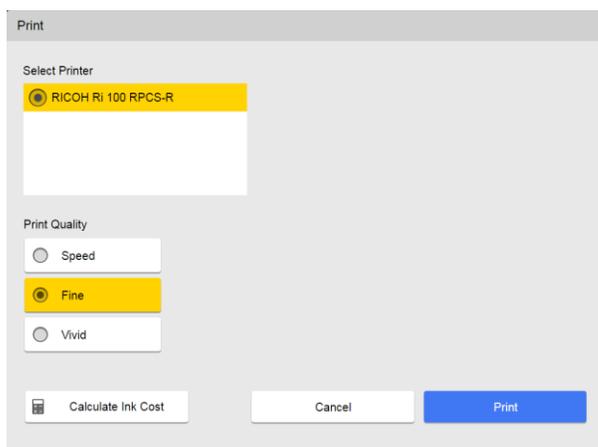
10. Insert the tray

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

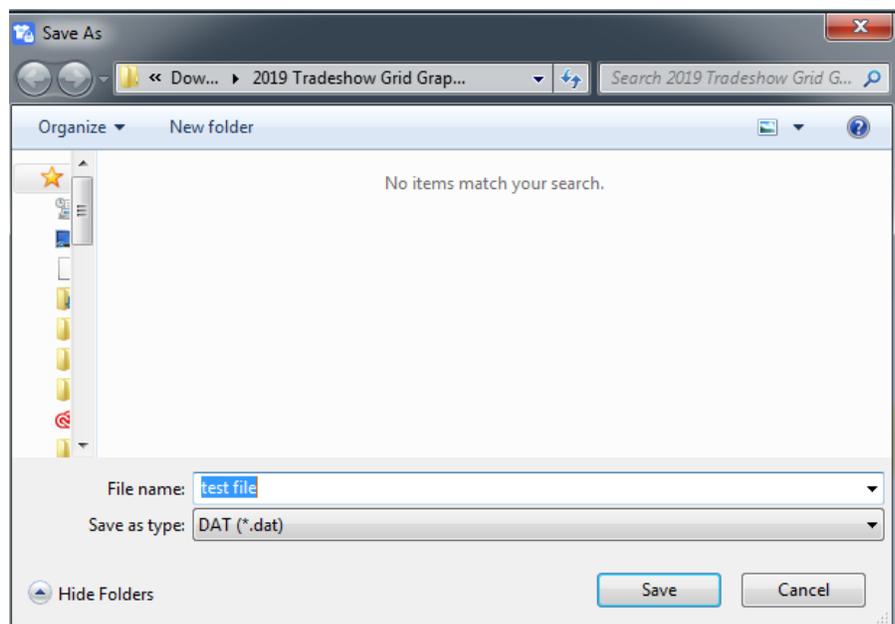
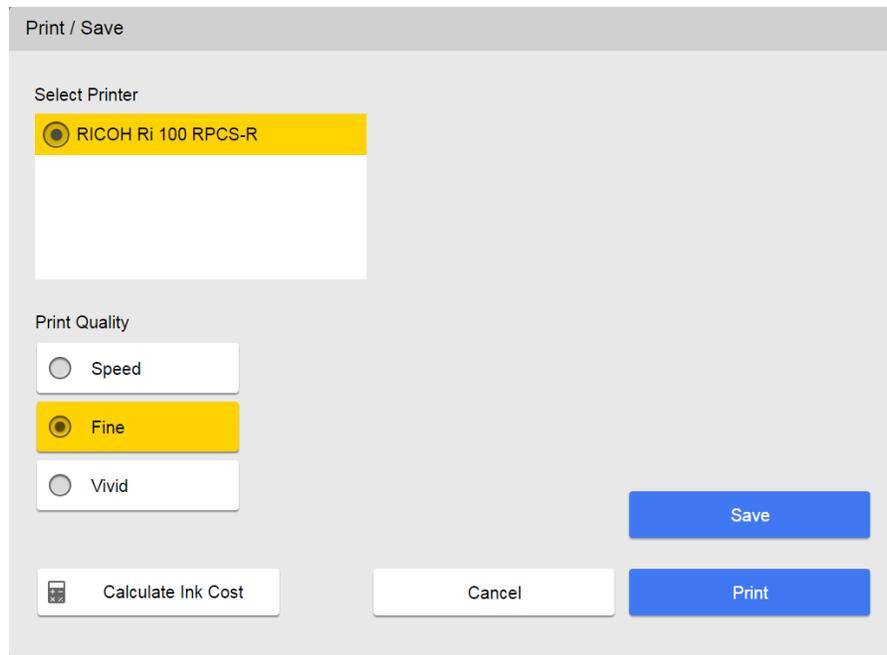
1. Select Printer
2. Print Quality
3. Calculate Ink Cost
4. Cancel
5. Print
6. Save

The screenshot shows a 'Print / Save' dialog box with the following elements and numbered callouts:

- 1**: A 'Select Printer' section with a radio button selected for 'RICOH Ri 100 RPCS-R'.
- 2**: A 'Print Quality' section with three radio buttons: 'Speed', 'Fine' (selected), and 'Vivid'.
- 3**: A 'Calculate Ink Cost' button with a printer icon.
- 4**: A 'Cancel' button.
- 5**: A 'Print' button.
- 6**: A 'Save' button.

# 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](#)



# 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

