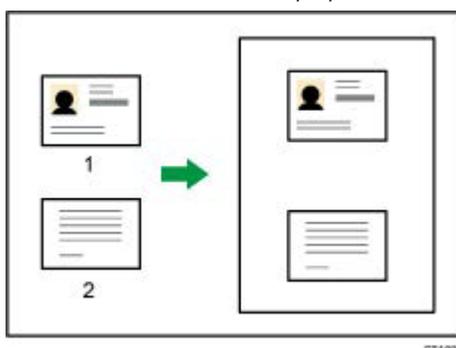


## RICOH PRODUCT QUICK GUIDE

### ID CARD COPY

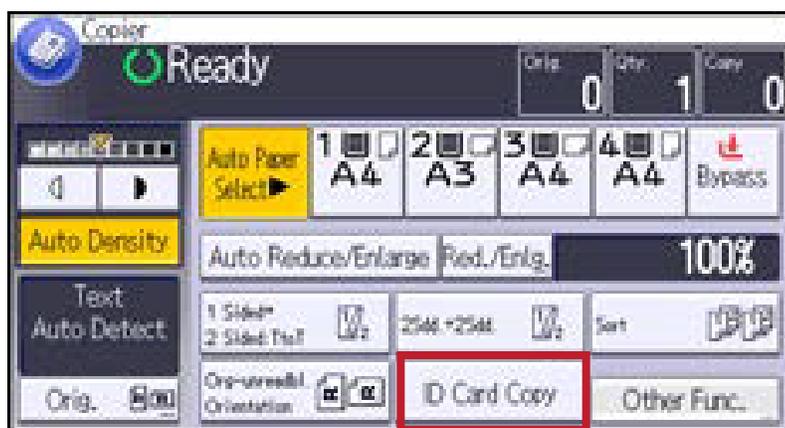
This guide describes how to copy the front and back sides of an ID card, or other small original, onto one side of a sheet of paper.



1. Front
2. Back

This function copies the original on to the top and bottom halves of paper or the right and left halves of paper. For example, when copying onto an A4 (8 1/2 x 11) size sheet of paper, the front of the original is copied onto the top half of the paper in a space the same as A5 (5 1/2 x 8 1/2) and the back of the original is copied onto the bottom half. Place the original in the center of the scanning area when using this function.

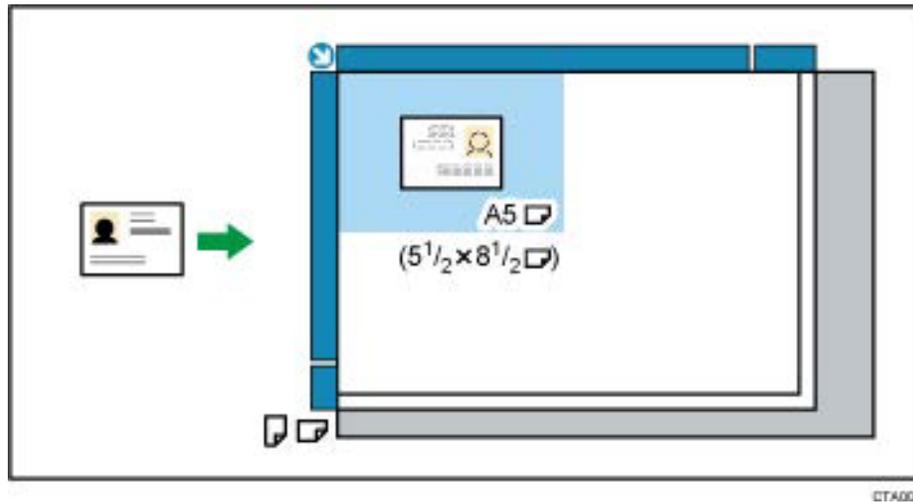
We recommend that you use A4 or 8 1/2 x 11 size paper with this function.



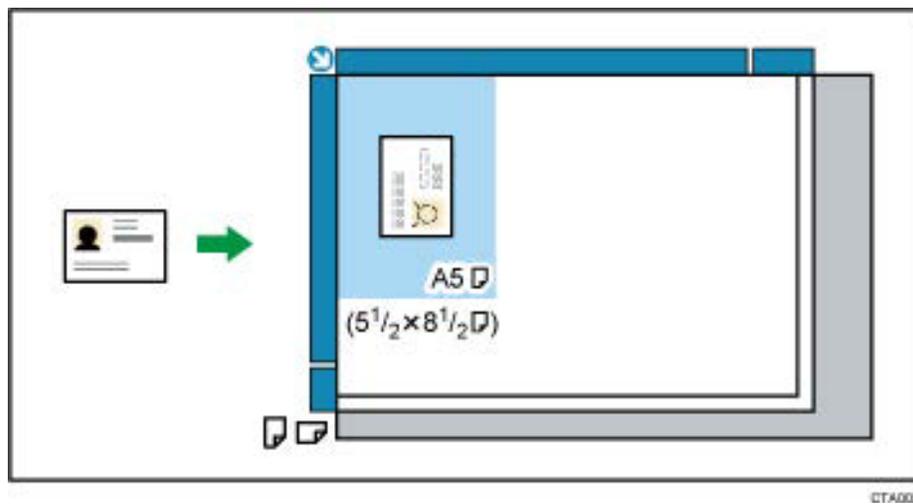
- Press {ID Card Copy}
- Select the Paper Tray.
- Place the original front side down on the exposure glass.



When copying onto A4 (8 1/2 × 11) size portrait paper, place the original in landscape orientation and in the center of the A5 (5 1/2 × 8 1/2) scan area.



When copying onto A4 (8 1/2 × 11) size landscape paper, place the original in portrait orientation and in the center of the A5 (5 1/2 × 8 1/2) scan area.



Press the [Start] key.

Press the original back side down on the exposure glass, and then press the [Start] key again.

- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

1 2 3  
 Basic Information   Email Destination   Confirm Registration

**Step2.Email Destination**

Enter the email address.

■ Email Address(Required) :

Register as both a destination and a sender

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}