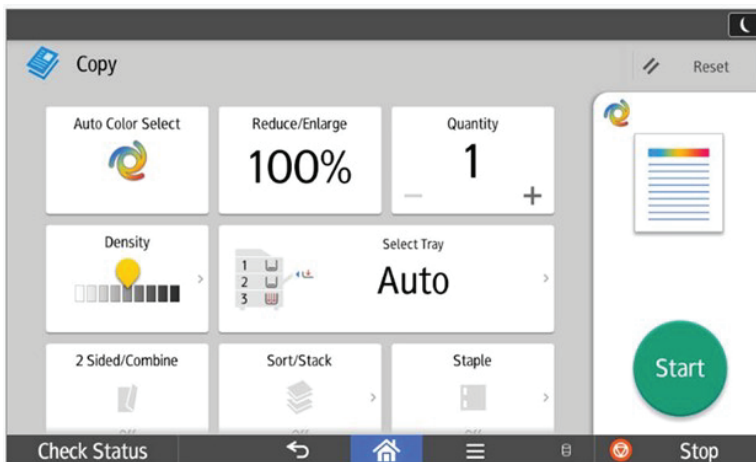


## RICOH PRODUCT QUICK GUIDE

### COPY

\*\*\*\* When copying from the document feeder, place all documents face-up. When copying from the scanner glass, place documents face-down in the upper left-hand corner. \*\*\*\*



To make a copy:

- Place originals face-up in the document feeder or face-down on the scanner glass
- Enter the number of copies you wish to make using the number pad (use + or – to adjust quantity or press "1" to activate number pad)
- Press **Start**

To create a double-sided copy:

- Place originals in the document feeder, face-up
- Enter the number of copies you wish to make using the number pad
- From the COPY screen homepage, select "2-sided/Combine". The following options will be available to select to make a two-sided copy:
  - o 2-sided open to left/right
  - o 2-sided open to top
- Press **Start**

To use paper from a different paper tray:

- Place originals in the document feeder, face-up
- Enter the number of copies you wish to make using the number pad
- Touch the "Select Tray" icon to pull from at the top of the Copy home-page
- Press **Start**



Reduction/Enlargement: Accessed through the **Reduce/Enlarge** soft-key

- This function allows the user greater variety in choosing different sizes to reduce/enlarge an image by.
- You can also manually enter the percentage you would like to reduce or enlarge your document or image.

## ADVANCED COPYING/OTHER SETTINGS



\*\*\*\* The following features are accessed from the inner face buttons located at the bottom of the [COPY] homepage. \*\*\*\*

### Original Setting:

Density: Allows user to manually adjust how light or dark a copy will be produced.

Original Size: The device will be defaulted to automatically detect the size of any standard paper. This is where users also select mixed sizes if your original document has a mixture of letter, legal and/or ledger size paper within it. In addition users can select custom size to enter in the size of a non-standard size document.

Original Type: User can select the type of original that they are copying (ex. Text, photo, map...etc.) in order to achieve the best print quality.

Batch: This feature allows the user to hold off on starting the job until all originals are scanned. This means you can use both the scan glass and document feeder simultaneously and numerous times. Once scans are complete the job will be completed.

### Finishing Features:

Sort/Stack: Allows copies to be distributed in sequential order and in sets (i.e. for a 3 page document the output printing would be: page 1, page 2, page 3 as one set followed by page 1, page 2, page 3 of the second set and so on.) You may also use the "Rotate Sort" option. In addition to organizing multiple page originals into sets, every other set will be rotated 90 degrees making it easier to separate the individual sets.\*Note to utilize this feature, two paper trays must be loaded with opposite facing 8 1/2 x 11 paper!\*

Stack: Groups individual pages together of a multi-page set of originals. (I.e. for a 3 page document set to make 2 copies the output would be: page 1, page 1, page 2, page 2, page 3, and page 3).

Staple: (if applicable) Allows users to select staple position of the document.

Punch: (if applicable) Allows user to select where the copy will be hole-punched for binding.

Center Fold: (if applicable) Allows user to fold the document in half.

## Edit/Color:

Stamp: Allows you to have copies made with background numbering, preset stamp text (i.e. DRAFT, CONFIDENTIAL etc.), user created stamps, date stamping and page numbering included on copy output.

Unauth Copy Prev.: Places a pattern on your document that prevents others from making a copy of that document.

Margin Adjustment: Allows you to move a document's image/text on the page to allow binding space for documents.

Erase Center/Border: Provides options for erasing borders, center lines (caused from copying books or bound documents) as well as specific colors within a document.

Erase Color: Erases specific colors from document.

## 2 Sided/Combine:

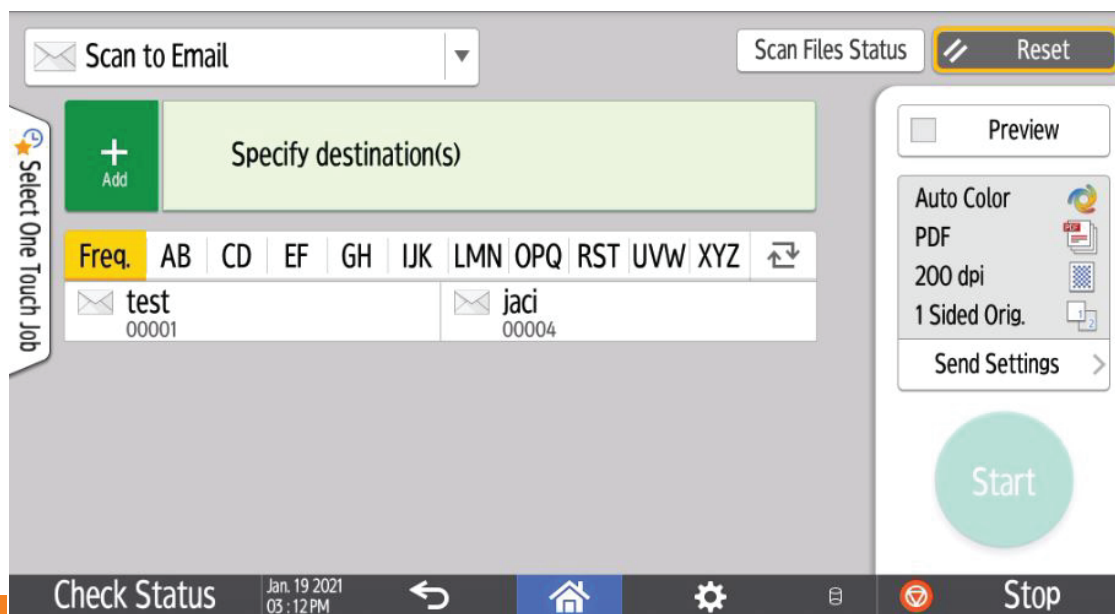
2 Sided/Combine: Allows users to select how many printed sides the original contains and to choose the desired output. Also allows for user to reduce the size of the originals and combine them to one sheet.

Series: Allows users to take a 2-sided document and turn it into 2 separate single-sided documents. This function also allows users to copy 2 pages from a book and have them print out as 2 separate single-sided pages.

Book: Presents various folding options to print either 1-sided or 2-sided documents into a book-let ready output.

Quick Keys: Various Quick Icons will be listed in your main Copy screen that will allow for stapling, two-sided copying, and any other options that are applicable to your device.

## SCANNING



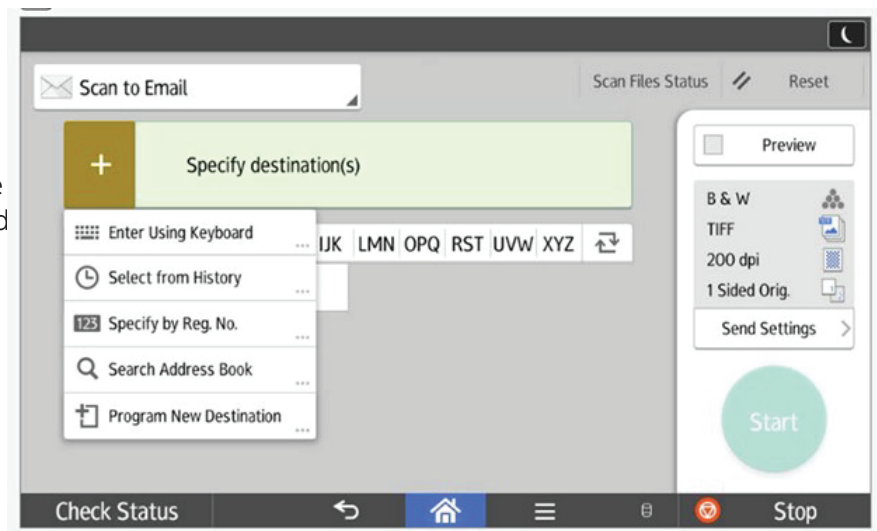
\*\*\*\* To access scanning features, select the [Scanning] key located on the panel. \*\*\*\*

### Scanning to a destination in the Address Book:

- Press the **Scanner** key
- Place documents face-up in the document feeder or face-down on the document glass
- Touch the **Scan to Email** or **Scan to Folder** tab depending on your destination type
- The most frequently used addresses will be listed on the front screen but to search for a destination use the alphabetized letters to find the address you want and then touch it to select
- Press **Start**

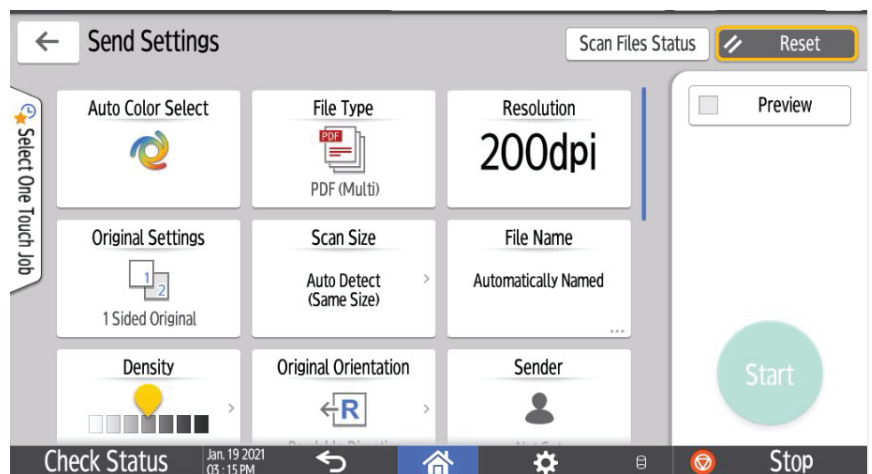
### Scan-to-Email NOT stored in the Address Book:

- Press the **Scanner** key
- Place documents face-up in the document feeder or face-down on the document glass
- Touch the **+** icon shown from the homepage, if not already selected
- Select the **Enter Using Keyboard** key
- Enter the Email address
- Select **OK** when finished
- Press **Start**



### Scanning a 2-sided original:

- Press the **Scanner** key
- Place original(s) face-up in the document feeder
- From the homepage, touch **Send Settings** key, located on the right
- Touch **Original Settings** and select "2 sided original."
- Touch **OK**
- Select the scanning destination (Email or Folder, following the steps above)
- Press **Start**



## Naming the Document Before Sending:

- Press the **Scanner** key
- Place originals in the document feeder face-up or on the glass, face-down
- Touch the **Send Settings** key on the right
- Touch **File Name** to enter the name of the document, when finished select **OK**
- Select the scanning destination (Email or Folder, following the steps above)
- Press **Start**

## FAXING



\*\*\*\* All fax features are completed by first selecting the [FAX] key and placing documents face-up in the document feeder. \*\*\*\*

### To Send a Fax

- Load originals face-up in the document feeder
- Select the **Fax** key
- Enter the fax destination number
- Press **Start**

### To send a Fax using the Address Book:

- Place originals face-up in the document feeder
- Select the **Fax** key
- Find the saved contact number using the alphabetized filing keys on the Fax home-screen
- Once you have found the fax destination, touch it to select
- Press **Start**

### To Fax a 2-Sided Document:

- Place originals face-up in the document feeder
- Select the **Fax** key
- Touch **Send Settings**
- Select **2-sided original** from "Original Settings" icon
- Press **OK**
- Enter the fax destination number – OR – select a saved fax destination by using the address book
- Press **Start**

## DOCUMENT SERVER

\*\*\*\* The Document Server allows users to store files to the MFP's hard-drive. To use this feature select the [Document Server] soft and/or hard-key located on the left side of the control panel. \*\*\*\*

### Storing a Document in the Document Server:

- Place documents in the document feeder, face-up
- Select the **Document Server** soft and/or hard-key
- Touch **Scan Original** at the bottom of the page
- From here you can select any settings needed to describe your original (for example, if it is 2- sided you can select that icon from this screen or if it is color etc.)
- Touch **File Name** to name the document using the QWERTY keyboard. When finished select **OK**
- Press **Start**

### Printing a Document from the Document Server:

- Press **Document Server**
- Touch the file you wish to print so it is highlighted
- Press **To Printing Screen**
- Select any additional features you wish to perform
- Press **Start**

### Deleting a File from the Document Server:

- Press **Document Server**
- Touch the file you wish to delete
- Press **Delete File**
- A screen will appear asking if you are sure you wish to delete this file – press **Yes**

## MANAGING ADDRESS BOOK

### Adding a New Address to the Address Book:

- Press the **User Tools** key
- Touch **Address Book Management**
- Select the **New Program** key
- From here, you will need to enter the name of the new address by touching **Change** next to the "Name" field
- When finished press **OK**
- Next, either file the name alphabetically by touching the corresponding letter at the bottom the screen and DE-SELECTING the **Freq.** tab by touching it OR leave the entry as frequent use
- Next touch **Fax Dest.** if the new addition will be a fax number or touch {Email} if the new addition will be an email address destination
- **Fax number:** once you have pressed **Fax. Dest.** you must hit the **Change** button next to the "Fax Destination" field to enter the fax number
  - o When finished press **OK**

- Email address: once you have pressed the **Email** button you must hit the **Change** button next to the "Email Address" field to enter the email address
  - When finished press **OK**
- Select **OK** to exit back to the Address Book home-screen

#### Deleting an Address from the Address Book:

- Press the **User Tools** key
- Touch **Address Book Management**
- Press the **Delete** button
- Use the alphabetical listings to find the address you wish to delete unless it is already listed on the screen, once found press it
- A new screen will appear asking if you are sure you wish to delete this entry – select **Yes**
- Press **Exit** to return to the System Settings home-screen