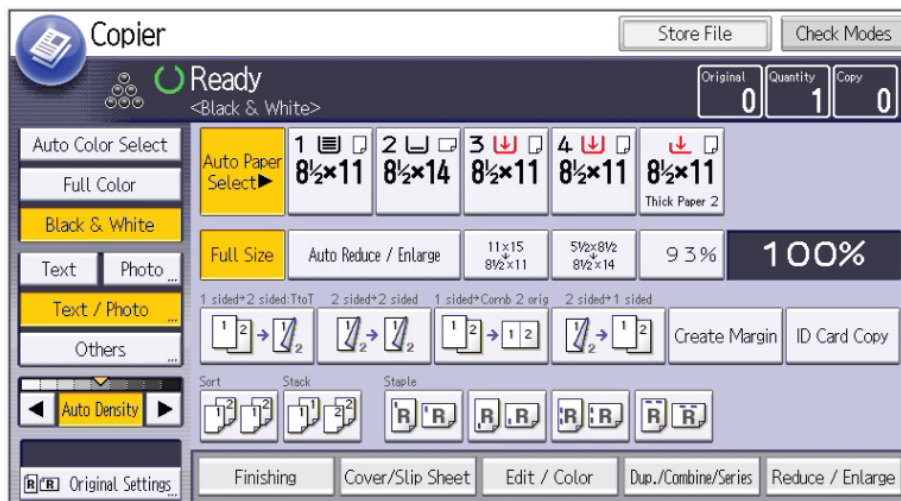


RICOH PRODUCT QUICK GUIDE

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
- 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 a copy feature from the 3rd row of options located in the center of the screen. Here you will see the following icons to select based on your duplexing needs:
 - o 1-sided - 2-sided
 - o 2-sided - 2-sided
- 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 tray you wish to pull from at the top of the Copy home-page so it is highlighted
- Press **Start**



ADVANCED COPYING

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

Finishing Features: Accessed through the **Finishing** button at the bottom of the Copy home-page.

Sort: 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.)

Rotate Sort: 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 ½ 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.

Cover/Slip-Sheet: Accessed through the **Cover/Slip** button - *Note: to utilize these features, certain settings must be adjusted on the machine. Please alert a support technician or the corporate trainer to change these settings*

Front/Back Cover: For front and back covers, you can select to either have a particular document printed as a front or back cover or insert a blank page as a front/back cover.

Designated Chapters: Allows you to select which pages you would like to designate as chapter pages or separator pages.

Inserts: Allows you to insert new/blank pages.

Edit/Stamp also seen as Edit/Color on color machines: Accessed through the **Edit/Stamp** tab or **Edit/Color** tab on color models.

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

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

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.

Edit Image: Gives users opportunity to edit the original image/text in the following ways:

1. Image Repeat: Repeats a single image multiple times on a page in column-type lay-out
2. Double Copies: Makes an exact copy of the image/text side-by-side on the page in landscape fashion
3. Centering: Centers the image or text on the page
4. Positive/Negative: Reverses the contrast of the page (for example: a white page with black text/writing would be printed as a black page with white text/writing)
5. Mirror Image: Prints a copy of a flipped version of the original image

Duplex/Combine/Series: Accessed through the **Duplex/Combine/Series** soft-key

Duplex: Allows users to take multiple 1-sided documents and turn them into 2-sided documents or take a 2-sided document and keep it as a 2-sided document.

Combine: Can put up to 8 documents onto a single page (front & back). For editing or studying purposes.

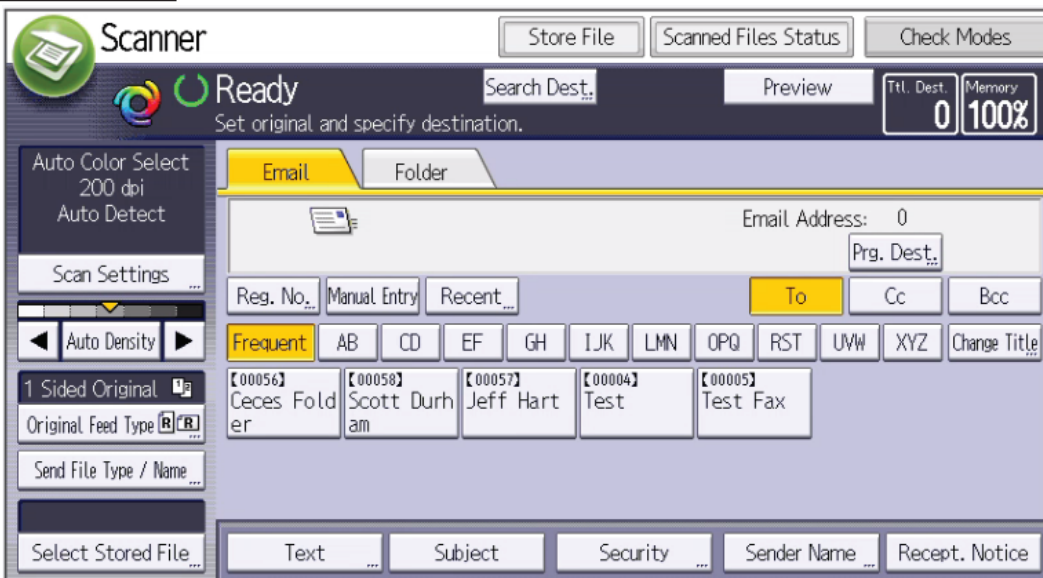
Series: Allows users to take a 2-sided document and turn it into 2 separate single-sided documents. This function also allows users to copy 2 pages from a book and have them print out as 2 separate single-sided pages.

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

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.

SCANNING



**** To access scanning features, select the [Scanning] hard-key located on the left-hand panel. ****

Scanning to a destination in the Address Book:

- Press the **Scanner** soft and/or hard key
- Place documents face-up in the document feeder or face-down on the document glass
- Touch the **Email** or **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** soft and/or hard-key
- Place documents face-up in the document feeder or face-down on the document glass
- Touch the **Email** tab shown from the homepage, if not already selected
- Select the **Manual Entry** soft-key
- Enter the Email address
- Select **OK** when finished
- Press **Start**

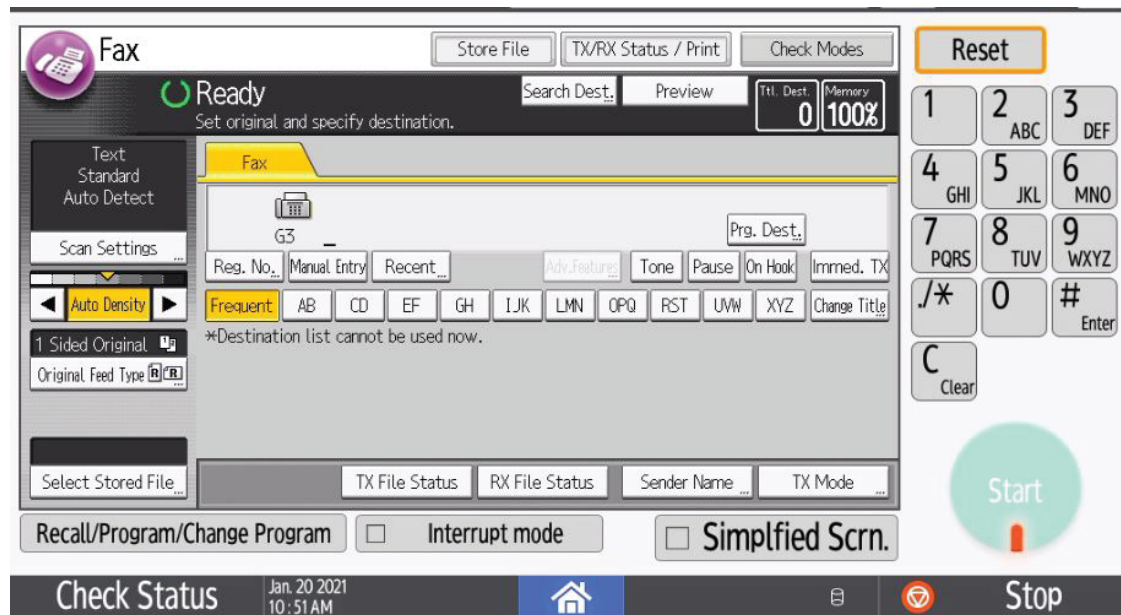
Scanning a 2-sided original:

- Press the **Scanner** soft and/or hard-key
- Place original(s) face-up in the document feeder
- From the homepage, touch **Original Feed Type** soft-key, located on the right
- Press **2-sided originals**
- Press **OK**
- Select the scanning destination (Email or Folder, following the steps above)
- Press **Start**

Naming the Document Before Sending:

- Press the **Scanner** soft and/or hard-key
- Place originals in the document feeder face-up or on the glass, face-down
- Touch the **Send File Type/Name** soft-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 [FACSIMILE] soft and/or hard-key and placing documents face-up in the document feeder. ****

To Send a Fax:

- Load originals face-up in the document feeder
- Select the **Facsimile** soft and/or hard-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 **Facsimile** soft and/or hard-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 **Facsimile** soft and/or hard-key
- Touch **Original Feed Type**
- Select **2-sided original**
- 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 **To Scanning Screen** at the bottom left 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** in the bottom right of the page
- 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** on the right side of the page
- 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 **System Settings**
- Press **Administrator Tools** tab
- 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.
 - 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 **System Settings**
- Press **Administrator Tools** tab
- 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