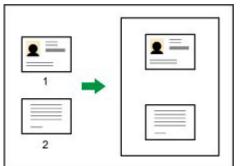


RICOH PRODUCT QUICK QUIDE

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 ($81/2 \times 11$) 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 ($51/2 \times 81/2$) 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 $81/2 \times 11$ size paper with this function.

| Copier Ready Cris 0 1 Cor | | | | | | 1 0 |
|---------------------------|-------------------------------------|-----------|------------|-----------|-----------|---|
| 4 | Auto Paper Select | 100 A4 | 200 A3 | 380 A4 | 480 A4 | et al |
| Auto Density | Auto Reduce/Enlarge Red./Enlg. 100% | | | | | 100% |
| Text Auto Detect | 1 Stad* 2 Stad Test | ₩. | 2548.+2548 | 12. | Sort | BB |
| Orig. Sou | Org-streads) Orientation | RR | ID Card | Copy | Othe | Func. |

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



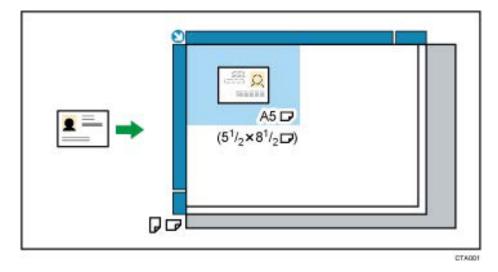


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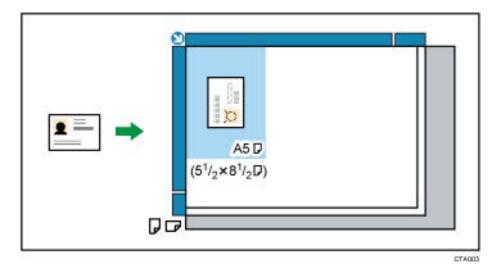
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When copying onto A4 ($81/2 \times 11$) size portrait paper, place the original in landscape orientation and in the center of the A5 ($51/2 \times 81/2$) scan area.



When copying onto A4 ($81/2 \times 11$) size landscape paper, place the original in portrait orientation and in the center of the A5 ($51/2 \times 81/2$) scan area.



Press the [Start] key.

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