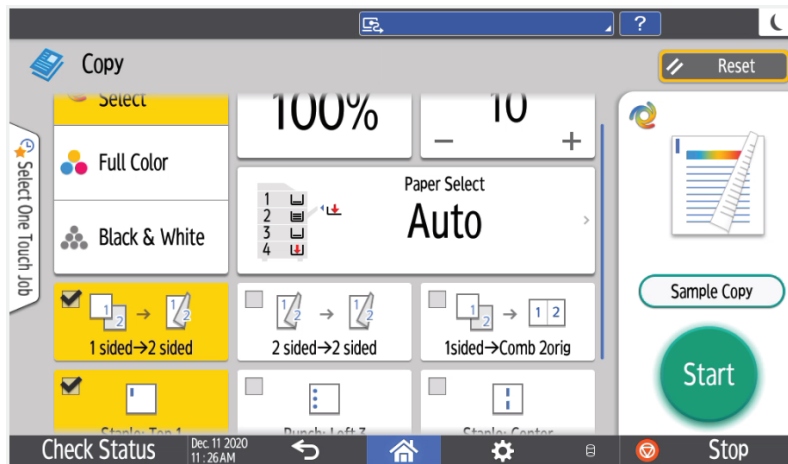# RICOH PRODUCT QUICK GUIDE
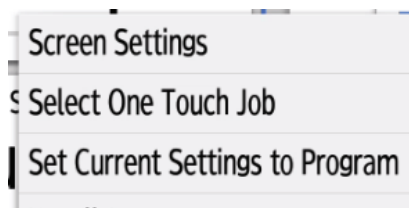
SAVING DEFAULTS ON THE MFP
This will save the settings to automatically be selected for future jobs

1. Select the Function you wish to default (ex. Scan, copy...)
2. Make the selections you want to default (Ex. 2 sided, black and white...etc)
3. Select the Gear Icon next to the Home button

4. Select Set Current Settings as default

5. Select Program
6. Your device will now hold these settings for future use.