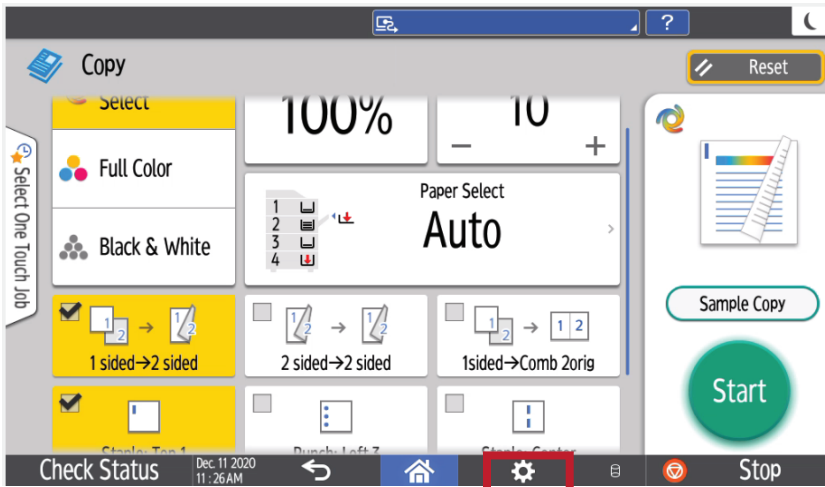


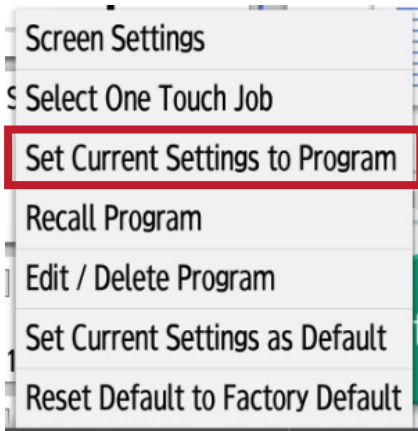
## RICOH PRODUCT QUICK GUIDE

### CREATING A PROGRAM ON THE MFP

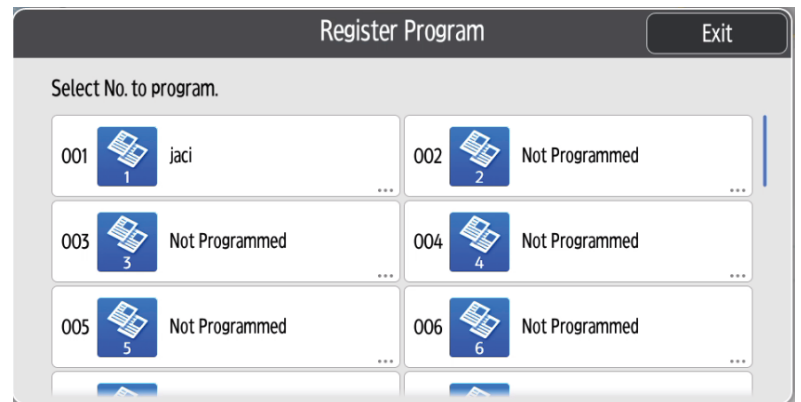
1. Select the Function you wish to create the program for (ex. Scan, copy...)
2. Make the selections you want to include in your saved program (Ex. 2 sided, 10 Quantity and staple)
3. Select the Gear Icon next to the Home button



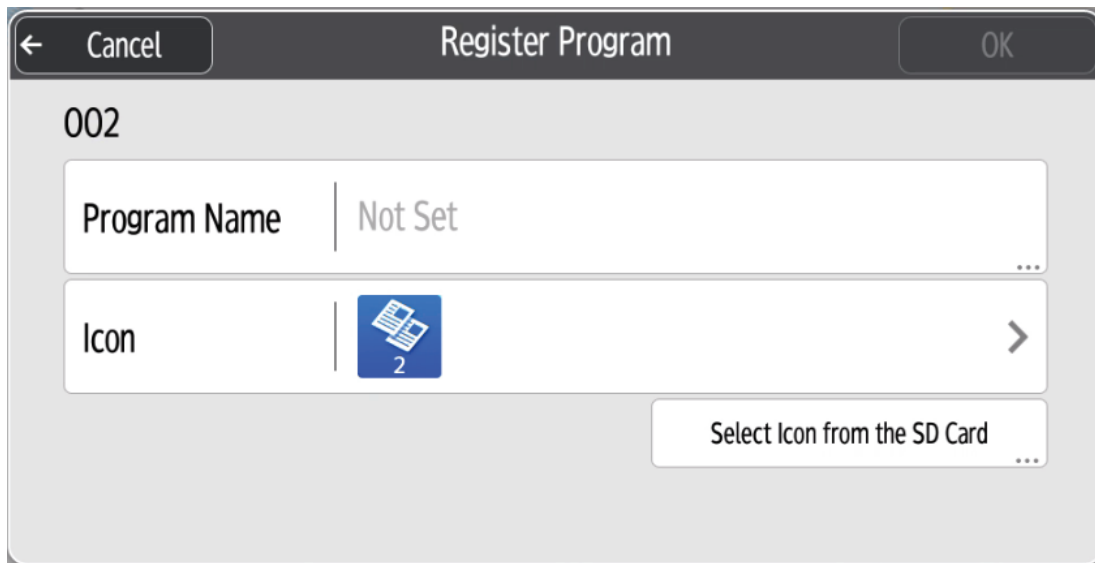
4. Select Set Current Settings to Program



5. Select an empty slot to save the program

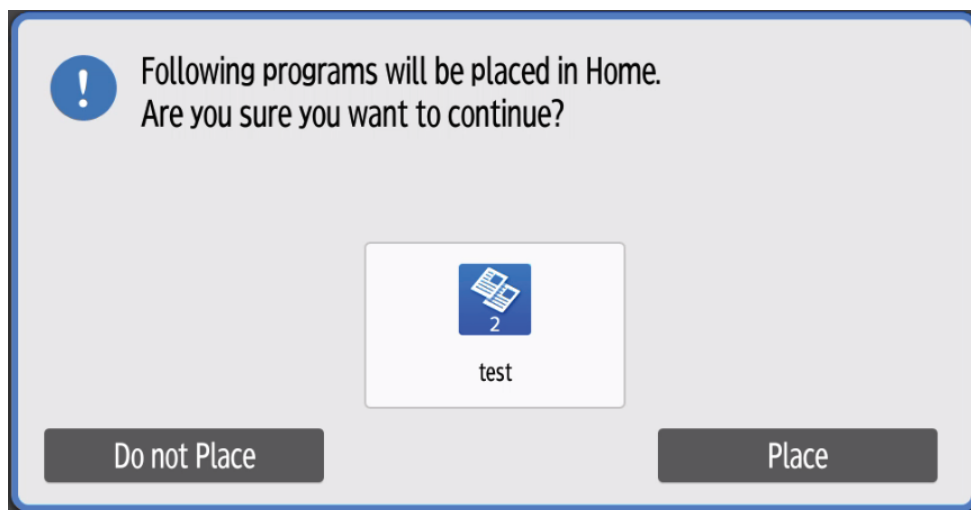


6. Create a name for the program



7. Select OK

8. Select to place a button on the home screen by selecting Place or if you only want it to reside in the favorites section select do not place



To load the program:

1. Select the home button placed on the home screen (if you selected that option)
2. OR Go to the function you will be using (Ex. Copy, Scan...)
3. Select the gear icon next to the home button
4. Select Recall Program
5. Select the program you would like to recall