

RICOH PRODUCT QUICK QUIDE

CUSTOMIZE FUNCTION KEYS

- 1. Select Settings
- 2. Select Login (username: admin Password: 95973)
- 3. Select Copier/Document Server Settings
- 4. Select Others
- 5. Select Customize Function

Copier / Document Serv	er Settings	Search All) Back to Settings Menu
Scan	← Others		
Paper/Paper Input	Quantity		>
Finishing	Customize Function		>
Edit / Stamp	Number Keys / Preview		>
2 Sided/Combine			
Reduce / Enlarge			
Others			

6. Select Customize Function Copy Standard Mode

Copier / Document Serve	er Settings Q Search All Back to Settings Menu
Paper/Paper Input	← Customize Function
Finishing	Customize Function: Copy (Classic Mode)
Edit / Stamp	Customize Function: Document Server Storage
2 Sided/Combine	Customize Function: Copy (Standard Mode)
Reduce / Enlarge	Customize Function: Copy (All View Mode)
Others	Simplified Screen: Finishing Types
∟ Customize Function	



7. Select an Open Function key (AKA Off)

Customize Function: Copy (S	tandard Mode)	Cancel	ОК
	Function Key 7	2 sided→1 sided	$1/2 \rightarrow 1_2 \dots$
	Function Key 8	Off	
	Function Key 9	Off	
	Function Key 10	Off	
	Function Key 11	Off	
	Function Key 12	Off	

8. Select the function you wish to add

Function Key 8		Cancel	ОК
Original Orientation	<₽ ○	Original Orientation	€¥
Original Orientation	← , , , , , , , , , , , , , , , , , , ,	Batch	
Rotate Sort		Positive / Negative	R → R
○ 1 sided → Magazine		2 sided→Magazine	$1/2 \rightarrow 1/2$
ID Card Copy	0	Sort	
Stack	1	Staple: Top 1	
Staple: Bottom 1		Staple: Left 2	

9. Select OK 10. Select OK 11. Select Home