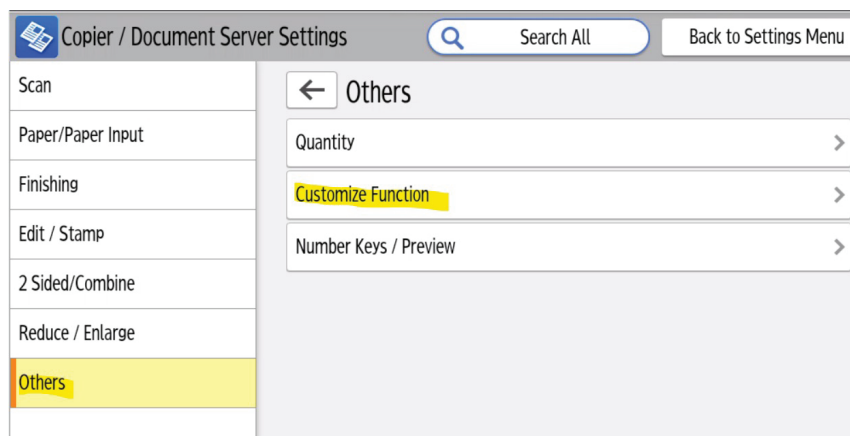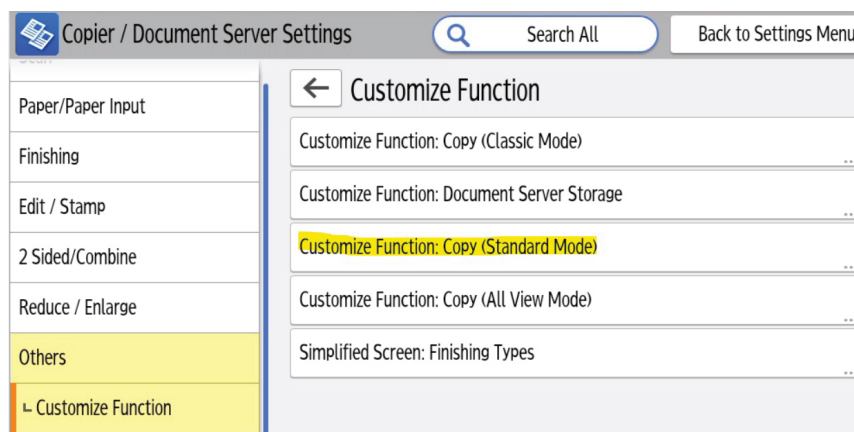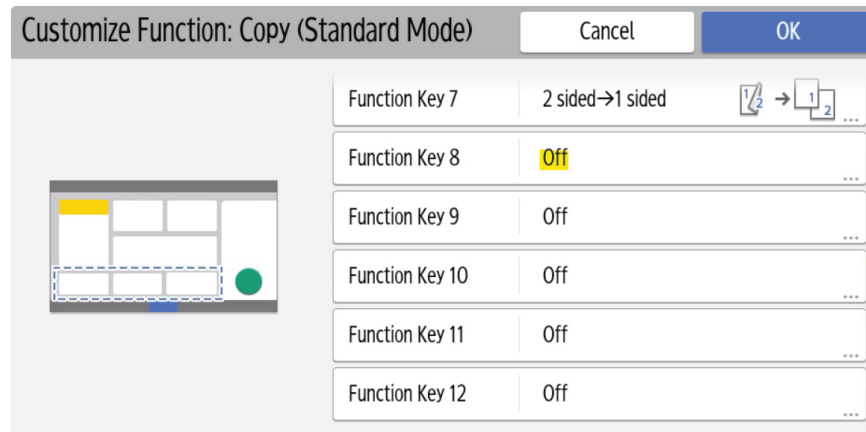# RICOH PRODUCT QUICK QUIDE

CUSTOMIZE FUNCTION KEYS

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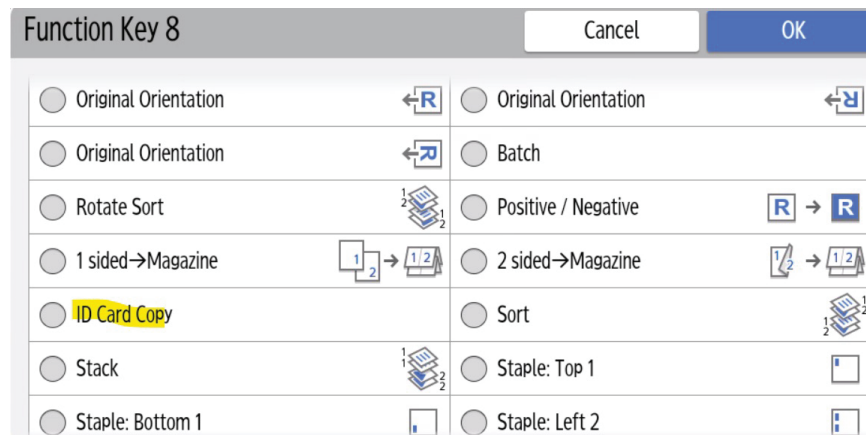5. Select Customize Function

6. Select Customize Function Copy Standard Mode

7. Select an Open Function key (AKA Off)

Customize Function: Copy (Standard Mode) Cancel OK

Function Key 7	2 sided→1 sided
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 OK

○ Original Orientation	○ Original Orientation	
○ Original Orientation	○ Batch	
○ Rotate Sort	○ Positive / Negative	
○ 1 sided→Magazine	○ 2 sided→Magazine	
○ ID Card Copy	○ Sort	
○ Stack	○ Staple: Top 1	
○ Staple: Bottom 1	○ Staple: Left 2	

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