



Copier

Printer

Scanner



Loading Paper



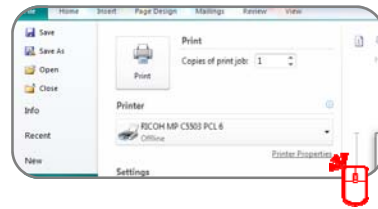
Load documents **FACE UP**
In the Document feeder

OR

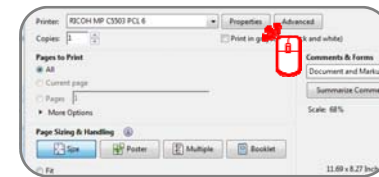


Place documents **FACE DOWN** on the glass

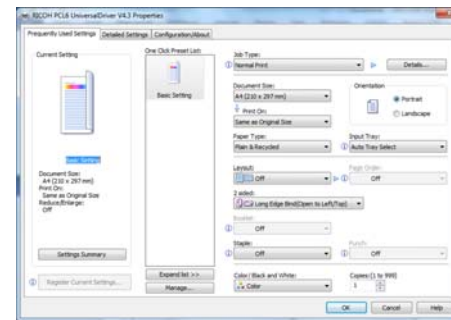
Print Settings



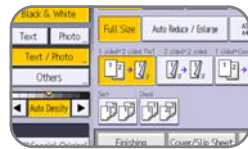
OR



Select Print in the application you are using and then select the Ricoh printer
To access print settings select **Properties** as in the examples above



1 to 2 sided



Copies single sided documents into
double sided copies

2 to 2 sided



Copies double sided documents into
double sided copies

Colour Modes



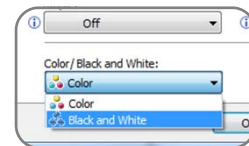
OR



Full Colour uses colour toner for all
pages that are inserted into the
document feeder

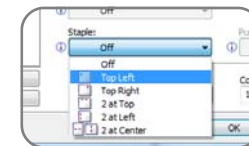
Auto Colour Select automatically uses
black toner for black pages and colour
for colour pages

Colour / Black



Choose between colour and black
(mono)

Staple



Choose one of the staple positions to
add a staple to your document

Save Email Shortcuts



Select Manual Entry



Enter your email
address and select **OK**



Select **Prg.Dest.**



Select **OK**

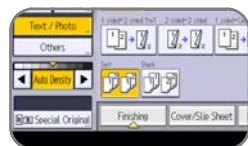


Enter a name for the
shortcut button and
select **OK**



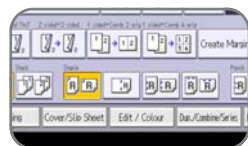
Select **OK** again to
save the shortcut

Sort



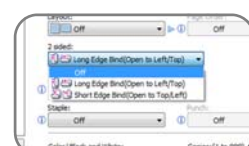
Collates multiple sheet documents
into sets

Staple



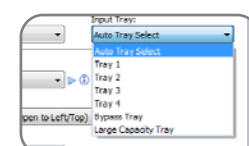
Choose one of the staple positions to
add a staple to your document

1 or 2 Sided



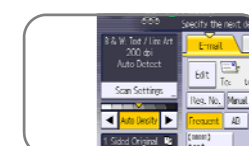
Choose **Off** to switch to single sided
printing

Input Tray



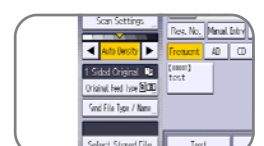
Choose any of the paper trays on
your MFP

Colour



Select **Scan Settings** and then **Full
Colour Text/Photo**

2 sided



Select **Original Feed Type** and then
2 Sided Original