

Quick Reference Copy Guide

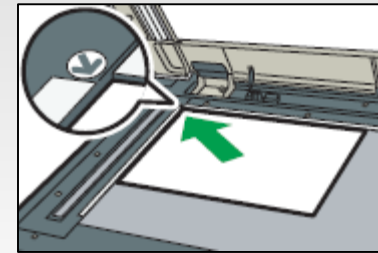
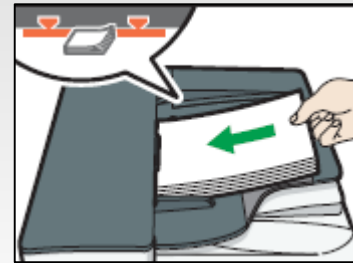
RICOH
imagine. change.



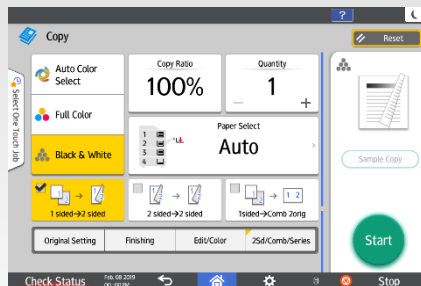
Touch the Screen to wake the device.



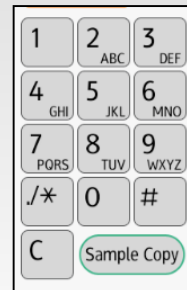
Press the **Copy** icon



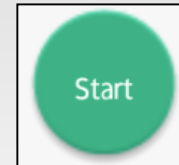
Place originals in document feeder (face-up) or on exposure glass (face-down)



Select output & finishing options as necessary.



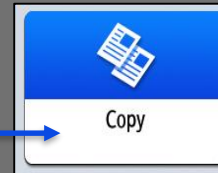
Enter copy quantity using the keypad.



Press **Start** to begin copying.

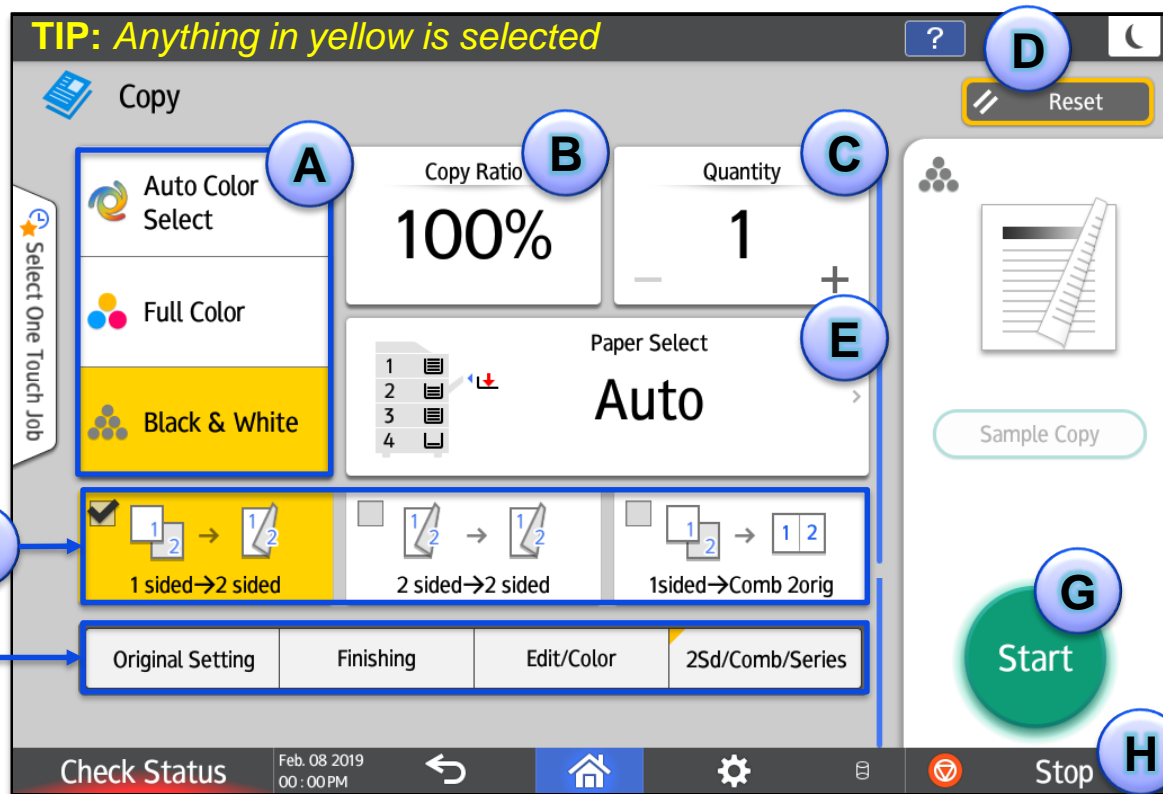
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From the Home  screen press the Copy icon



RICOH
imagine. change.

TIP: Anything in yellow is selected



A – Color Settings

- Adjust color output settings

B – Copy Ratio

- Adjust Reduce/Enlarge settings

C – Quantity

- Adjust output quantity

D – Reset

- Resets screen to default settings

E – Paper Select

- Control paper input selection

F – Quick Selects

- Quick shortcuts (Turn off / On features)

G – Start Button

- Push to start copying

H – Stop

- Push to stop ongoing job

Original Setting

- Adjust settings to match the original document

Finishing

- Access to Finishing features (Sort, Stack, Rotate Sort and if applicable Staple, & Punch)

Edit/Color

- Access to Image Edit, Stamps, Border Erase

2 Sided/Combine/Series

- Allows for 1 sided or 2 sided output, combining pages on a sheet or separating documents