HOW TO COPY

COPY
1. Place document face up on the document feeder
2. Press [Copy]
3. Press [Clear Modes]
4. Enter desired quantity from number keypad
5. Select desired finishing options
6. Press [Start]

DUPLEX
1. Select the desired duplex options on the touch screen
   • 1-sided to 2-sided
   • 2-sided to 2-sided

IC (TOP & BOTTOM)
1. Place IC at A5 guideline
2. Press [1 sided comb 2 ori.]
4. Press [Start]
5. Flip it over in the same position, press [Start]

SORT/ROTATE SORT
1. Use the touch screen to select either [Sort] (collated) or [Rotate Sort]

MAGAZINE
1. Place originals face up in document feeder
2. Press [Dup/Combine/Series] tab on screen
3. Touch [Book]
4. Select [Magazine]
5. Press [OK]
6. Select Paper Tray
7. Press [Start]

HOW TO FAX

1. Select [Facsimile]
2. Dial required number.
3. Press [Add] or highlight recipients from address list to send more than one destination.
4. Load original in “Landscape” on top feeder.
5. Press [Start]

HOW TO SCAN

1. Select [Scanner] button on the left.
2. Go to [Scan Settings] > select either [Black & White] or [Full Colour]
3. Select scan destination, [Folder] or [Email] tab on screen.
4. Select destination and Load original on document feeder.
5. If the document is two sided, select [Original feed type] > [2 Sided Orig. Top to Top]. If not skip this step.
6. Press [Start]

HOW TO PRINT

1. Select a document.
2. Select [File] > [Print]
3. Select Ricoh printer driver
4. Select Properties > Job Type > Locked Print
   *For Normal Print, select Normal Print under job type. Ignore step 5 and proceed to Step 6
5. Click on [Details] Key in desired user ID and password
6. Select [OK]

HOW TO PRINT IN DUPLEX OR PRINT IN COLOUR

DUPLEX PRINTING
1. Follow the steps in HOW TO PRINT
2. Go to Duplex and select Open to Left.
   *For 1 sided Printing, go to Duplex and select Off
3. Select [OK]

COLOUR PRINTING
1. Follow the steps in HOW TO PRINT
2. Go to Color/ Black and White and select Color
   * For Black and White print job, select Black and White.
3. Select [OK]

HOW TO RELEASE PRINT

1. Select [Printer] on the control panel.
2. Select [Print Jobs]
3. Select [Locked Print Job List]
4. Select your print jobs.
5. Press [Print] button on the control panel.
6. Key in the password. Then press [OK]
7. Press [Yes] to start the printing of the document.

HOW TO PRINT IN DUPLEX

1. Follow the steps in HOW TO PRINT
2. Go to Duplex and select Open to Left.
   *For 1 sided Printing, go to Duplex and select Off
3. Select [OK]

HOW TO PRINT IN COLOUR

1. Select a document to be printed.
2. When printing two or more documents at a time, repeat step 1.
3. When specifying printing conditions, press [To Printing Screen]
4. Enter the number of print copies with the number keys.
5. Press [Start].