

Ricoh copying quick reference guide

Logon to the Ricoh MFD, select Device Functions and then select Copy option.
Place your documents face up in the document feeder or face down on the glass.
The default is B W and single-sided. Select your copy options then press the Start button



Paper Tray selection
 Leave on Auto Paper Select unless a function requires the tray to be selected

Original options
 Auto Colour Select for originals with a mixture of colour and black and white pages
 Full Colour only if your document is full colour and you require to replicate
 Black and White for a mono copy

Copy density. Select arrows to make copy lighter or darker

Original Setting options
 Depending on your original document, this option will enhance your copy producing a sharper image

Check Status
 If this turns red, select to see the issue, it could be paper tray empty, mis feed, or requiring toner

Contact IT Service Desk
 020 7915 5488, or extension 5488 for support

Reset back to default settings

Number of copies

Copy preview of settings selected, i.e. B W, double sided

Reduce and Enlarge options

Double sided options
 When not selected a single sided copy is produced
 Select the arrow for more options, i.e. ID Card Copy

Start copying

If you need to stop your copying press Stop

Sort and collate

Additional features in these tabs are covered in the in depth guide

Ricoh copying reference guide for staff devices with a Finisher

Logon to the Ricoh MFD, select Device Functions and then select Copy option.
Place your documents face up in the document feeder or face down on the glass.
The default is B W and single-sided. Select your copy options then press the Start button



Paper Tray selection
 Leave on Auto Paper Select unless a function requires the tray to be selected

Original options
 Auto Colour Select for originals with a mixture of colour and black and white pages
Full Colour only if your document is full colour and you require to replicate
 Black and White for a mono copy

Copy density. Select arrows to make copy lighter or darker

Original Setting options
 Depending on your original document, this option will enhance your copy producing a sharper image

Check Status
 If this turns red, select to see the issue, it could be paper tray empty, mis feed, or requiring toner

Contact IT Service Desk
 020 7915 5488, or extension 5488 for support

Reset back to default settings

Number of copies

Copy preview of settings selected, i.e. B W, double sided

Reduce and Enlarge options

Double sided options
 When not selected a single sided copy is produced
 Select the arrow for more options, i.e. ID Card Copy

Start copying

If you need to stop your copying press Stop

Sort and collate

Additional features in these tabs are covered in the in depth guide

Staple options