

# 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** 



# **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

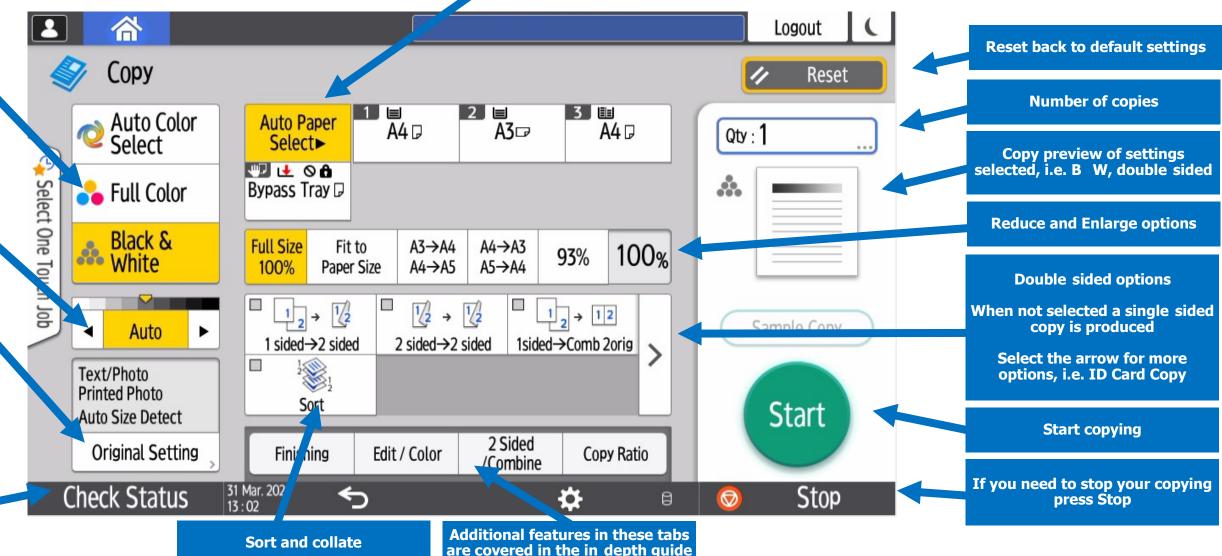
## **Original Setting options**

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





# Ricoh copying reference guide for staff devices with a Finisher

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