How to change advanced settings

Changing Advanced Scan Settings

Select either E-mail or Folder and set the destination.

Press the Green button 1 to start scanning. See below for optional settings.

Scan Settings
• Use Scan Settings to indicate whether to scan in Color or Black and White.

• Also set the desired resolution.

File Type and Name
• Determine to what kind of document type you want your document scanned and if each sheet should be a separate document or if all sheets should be in one document.

• If desired, enter a document name here.

Original Type
• Use Original Feed Type to set the desired mode for Single sided or Double sided scanning.

• Ensure your-self that the Orientation is set correct.

Destination
• Use one of the Short-cut buttons 2 to set the desired destination
• Or enter the e-mail address manually
• Press the Green start button 1 to start scanning.

Changing Advanced Copy Settings

Use one of these buttons to select the desired copy mode: [Auto Select], [Full Color] or [Black & White].

Press the Green button 1 to start copying. See below for optional settings.

To make a Copy
• Set the desired number of copies 2
• Press the Green button to make your copy 1

Reducing or Enlarging
• Press Auto Reduce/Enlarge or make a manual selection 3 to set the desired percentage to reduce or enlarge your copy.
• Set the desired number of copies 2.
• Press the Green button to make your copy 1

Double-Sided copies
• Use the touch screen to select the desired function for Double-Sided copying 3.
• Set the desired number of copies 2.
• Press the Green button to make your copy 1

Sort/Stack or Staple*
• Scroll down and select the desired function for Sorting 4 / Stacking or one of the Stapling modes.
• Set the desired number of copies 2.
• Press the Green button to make your copy 1

* Note that not all of the RICOH multi-functional printers are equipped with a stapling or booklet option. If stapling or booklet is needed then use a RICOH multi-functional with a finisher.

Setting Print Options

Settings for your print job need to be set on your computer.
From your application, press the Printer symbol, or use the menu option File and then Print or use the key combination (Ctrl+P) C + p.

Now select the WUR printer to be able to print to the RICOH multi-functional printers.

Some applications identifies the printer-option as a direct print functionality. When this option is used, your print will be processed directly by the printer, using the latest settings.

Use the Properties button to change settings, such as double-sided, color or black & white, stapling, Booklet etc.

Color or Black & White
• Select here whether you want to print in Color or Black & White.

Single or Double-Sided
• Make your choice for double-sided printing. You can choose from open to left, open to top.

Stapling*
• Select whether you want your document stapled
• You can choose multiple staple options 1

Booklet printing*
• Select if you want the print to be in booklet format.

** Please note that not all multi-functional printers are equipped with a stapling option or booklet printing. If these features are needed then a RICOH multi-functional with a finisher should be used.