How to change Advanced Settings

Changing Advanced Scan Settings Changing Advanced Copy Settings

Use one of these button to select the desired copy mode:

Setting Print Options



[Auto Select], [Colour] of [Black & White]. **Copier** A4 A4 A4 A3 Auto Reduce / Enlarge A5+A4 A4+A5 9 3 9 10 10 0 % TTTA REAR RE

Press the **Green button 6** to start scanning. See below for optional settings.



To change the language to **English**, press button **7** and select English

Press the **Green button 6** to start copying. See below for optional settings.

To make a Copy

- Set the desired number of copies ①.
- Press the **Green button** to make your copy 2.

Reducing or Enlarging

- Press **Auto Reduce/Enlarge 3** or make a manual selection **4** to set the desired percentage to reduce or enlarge.
- Set the desired number of copies ①. Press the Green button to make your copy 2

vou want to print in Color or Black &

 Select here whether Color/ Black and White: Black and White

Color or Black & White

 Make your choice for double-sided printing. You can choose Short Edge Bind(Open to Top)Left) from open to left, open to top.

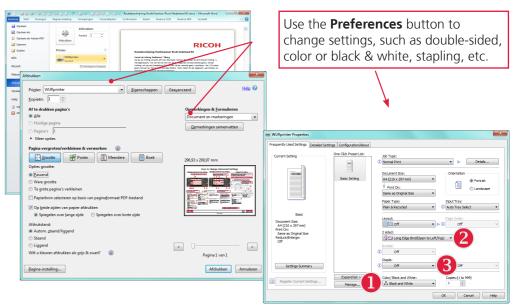
Single or Double-Sided

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) (Ctrl+P)

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



Some applications will see the printer-symbol as a direct print option. When using that option, your print will be send directly to the printer, using the latest settings.



Scan Settings

Use Scan Settings to indicate whether

you want to scan in 🔼 **Colour** or in Black and White.

Also set the desired **reso**lution 📵

document

type you

want your

document

scanned and

if each sheet

should be a

File Type and Name

Determine to what kind of

Original Type

 Use Original Type to set the desired mode for single sided **o** or

double sided scanning. Ensure yourself that the

Destination

scanning.

orientation 1 is set correct.

set the desired **destination**,

• Use one of the **Short-cut buttons 4** to

Or enter the e-mail address manually 6

Press the Green start button 6 to start

- Select the desired function for **Sorting**
- Press the **Green button** to make your copy 2

Double-Sided copies

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

Stapling'

 Select whether you want your document stapled. You can choose from top left, top right, two staples at top or two staples at left side.



separate document or if all sheets should be in one document

• Enter here • if desired, a **document**

Sort/Stack or Staple³

- **6** / **Stacking** or one of the **Stapling**
- Set the desired number of copies ①.

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



