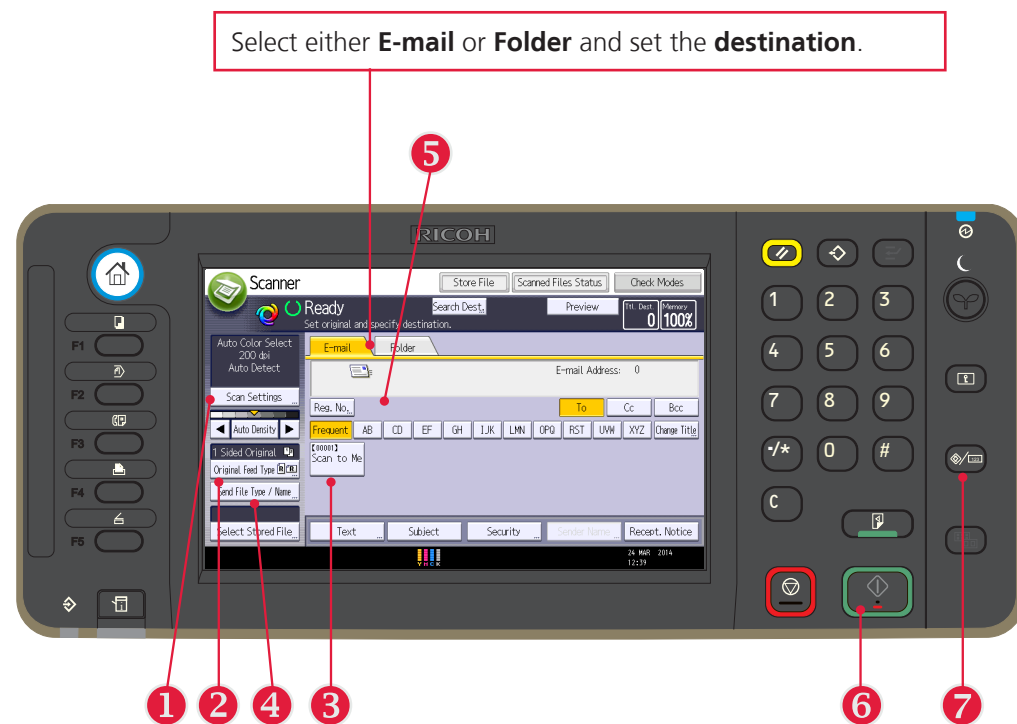
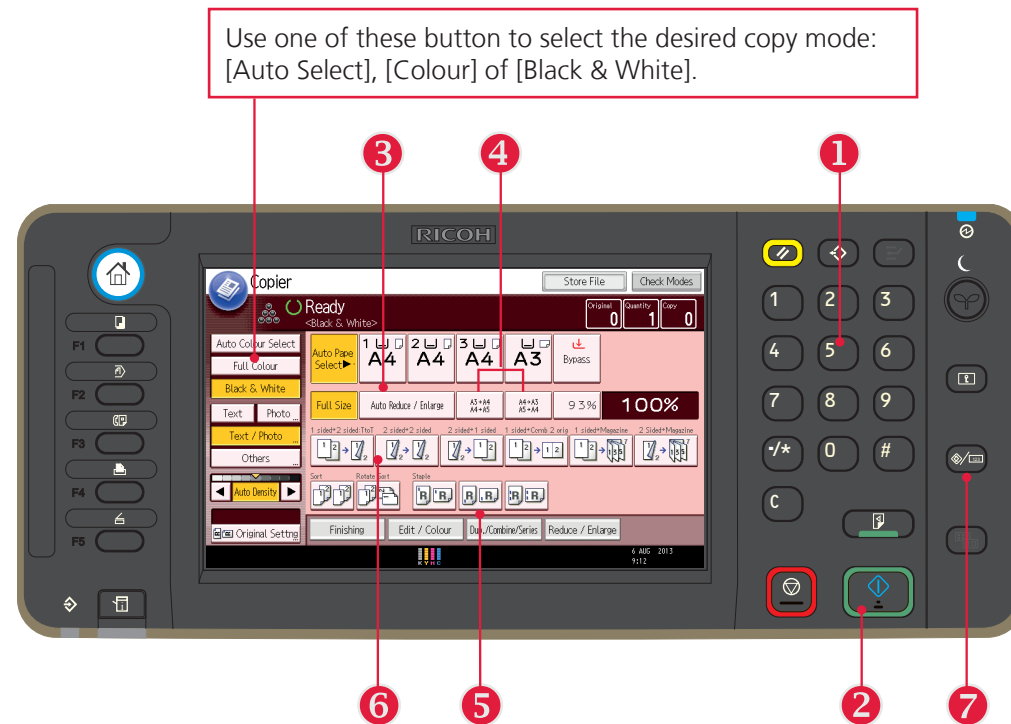


How to change Advanced Settings

Changing Advanced Scan Settings



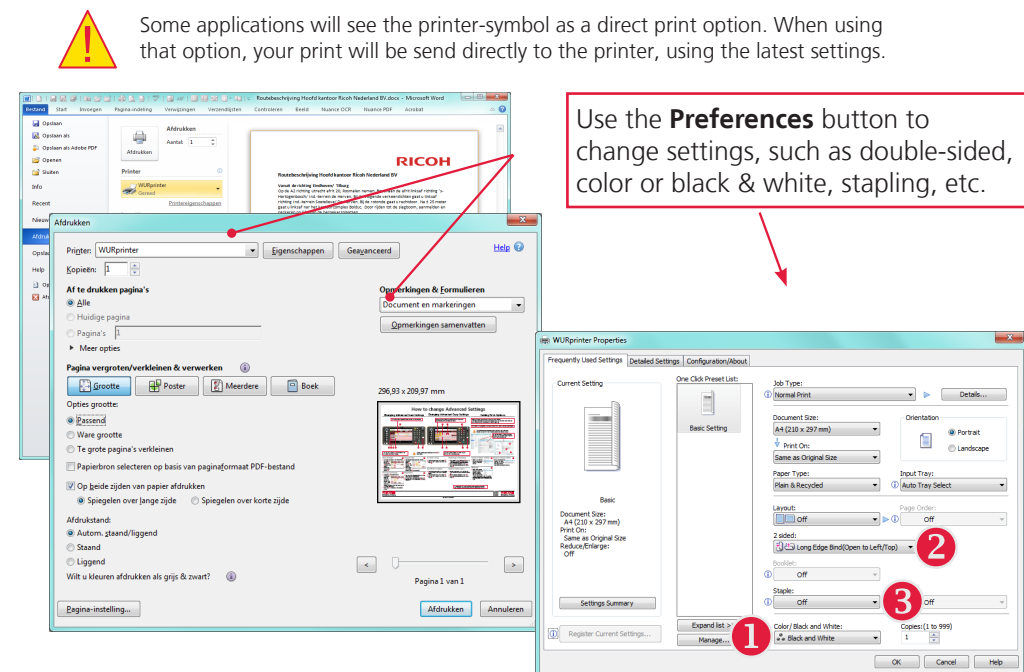
Changing Advanced Copy Settings



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) + .

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



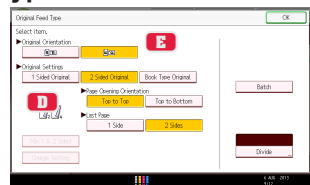
Scan Settings

- Use **Scan Settings** to indicate whether you want to scan in **A Colour** or in **B Black and White**.
- Also set the desired **resolution C**.



Original Type

- Use **Original Type** to set the desired mode for **single sided D** or **double sided scanning**.
- Ensure yourself that the **orientation E** is set correct.



To make a Copy

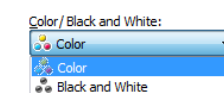
- Set the desired number of copies **1**.
- Press the **Green button 2** to make your copy.

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 2** to make your copy.

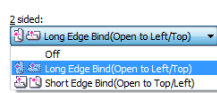
Color or Black & White

- 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.



File Type and Name

- Determine **F** 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.
- Enter here **G**, if desired, a **document name**.



Destination

- Use one of the **Short-cut buttons 4** to set the desired **destination**.
- Or enter the e-mail address manually **5**.
- Press the **Green start button 6** to start scanning.

Sort/Stack or Staple*

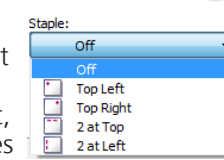
- Select the desired function for **Sorting 5** / **Stacking** or one of the **Stapling** modes.
- Set the desired number of copies **1**.
- Press the **Green button 2** to make your copy.

Double-Sided copies

- Use the touch screen to select the desired function for **Double-Sided** copying **6**.
- Set the desired number of copies **1**.
- Press the **Green button 2** to make your copy.

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.



* 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.