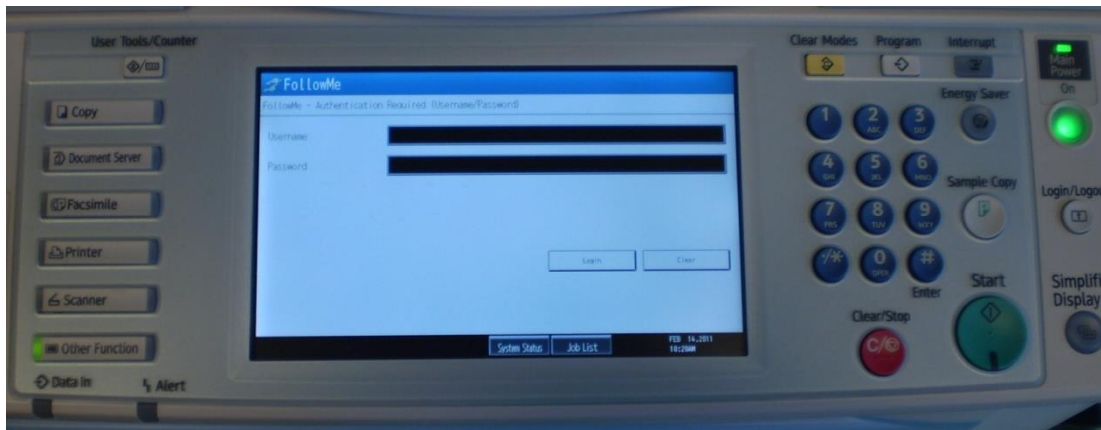
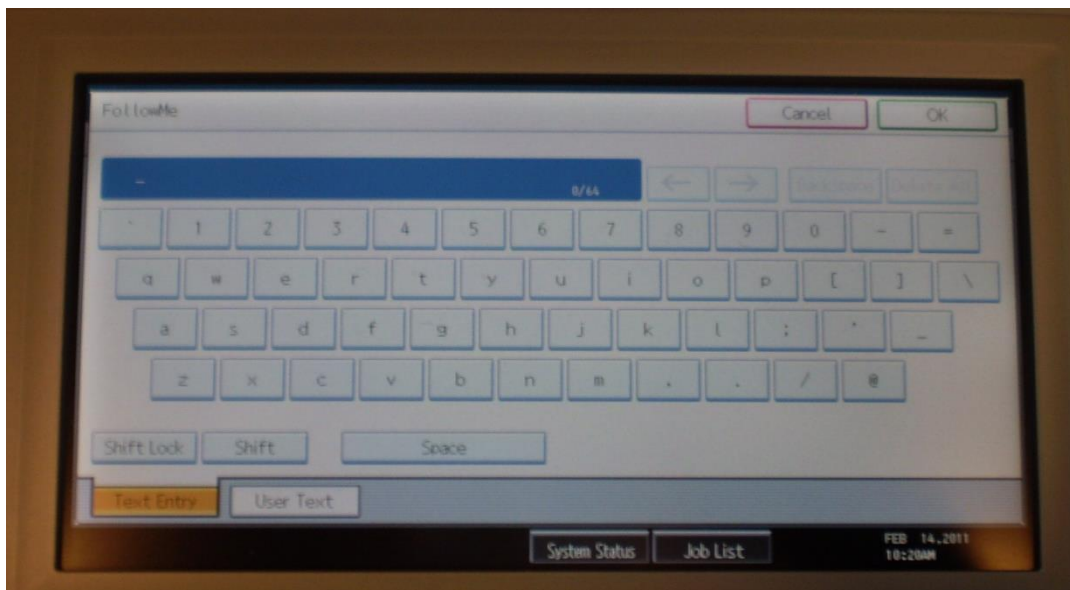


HOW TO USE THE RICOH

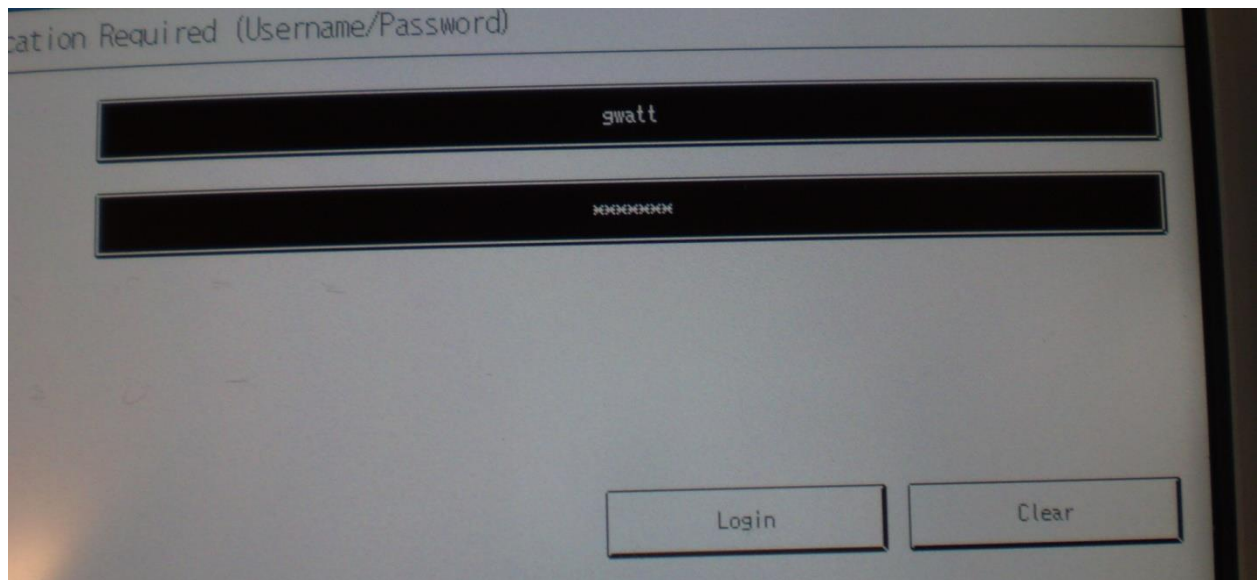
1. This is how the unit should look; if the screen is black and the large green light in not lit, press the light to wake the Ricoh up.



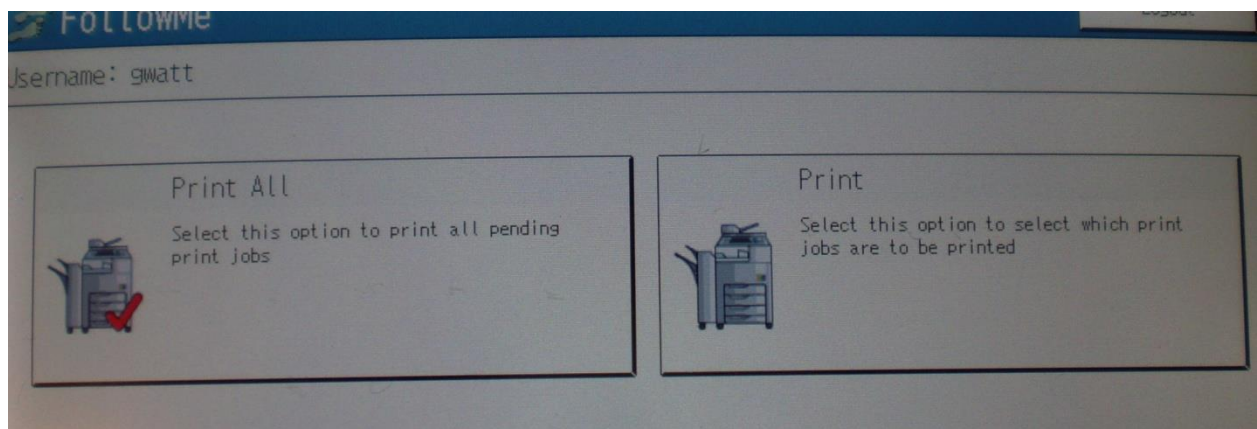
2. Touch the black username box to input your user name, you should now see the data entry screen, follow the same for your password.



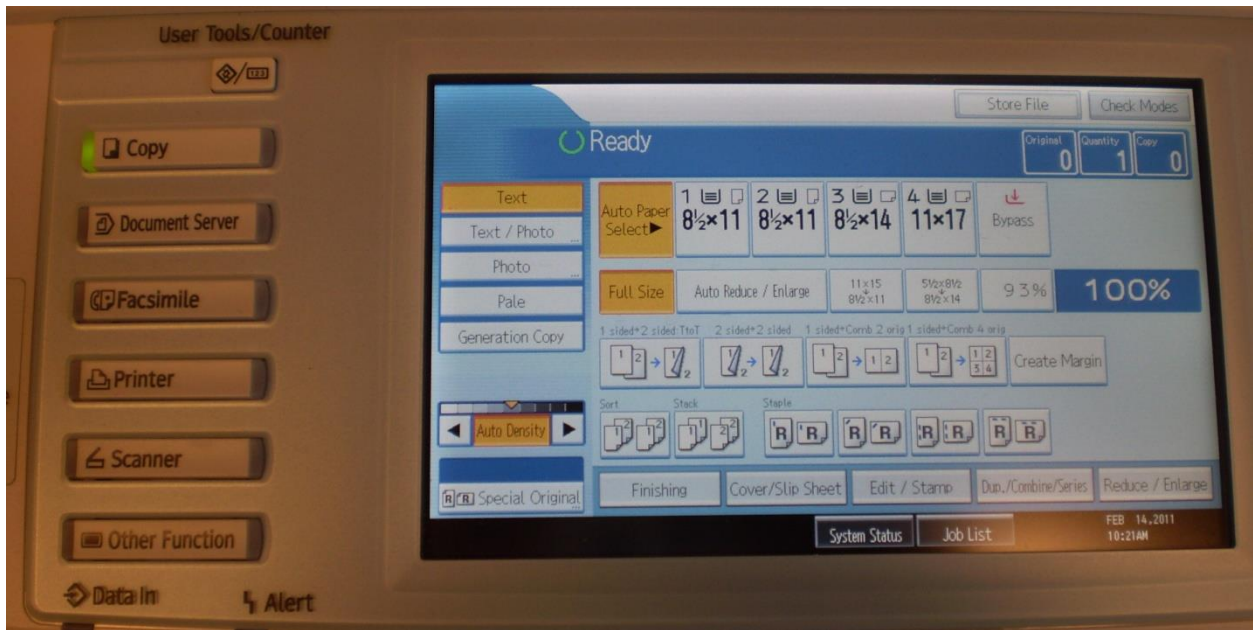
3. You should now see the screen below with your user name, touch the Login box. (1/5)



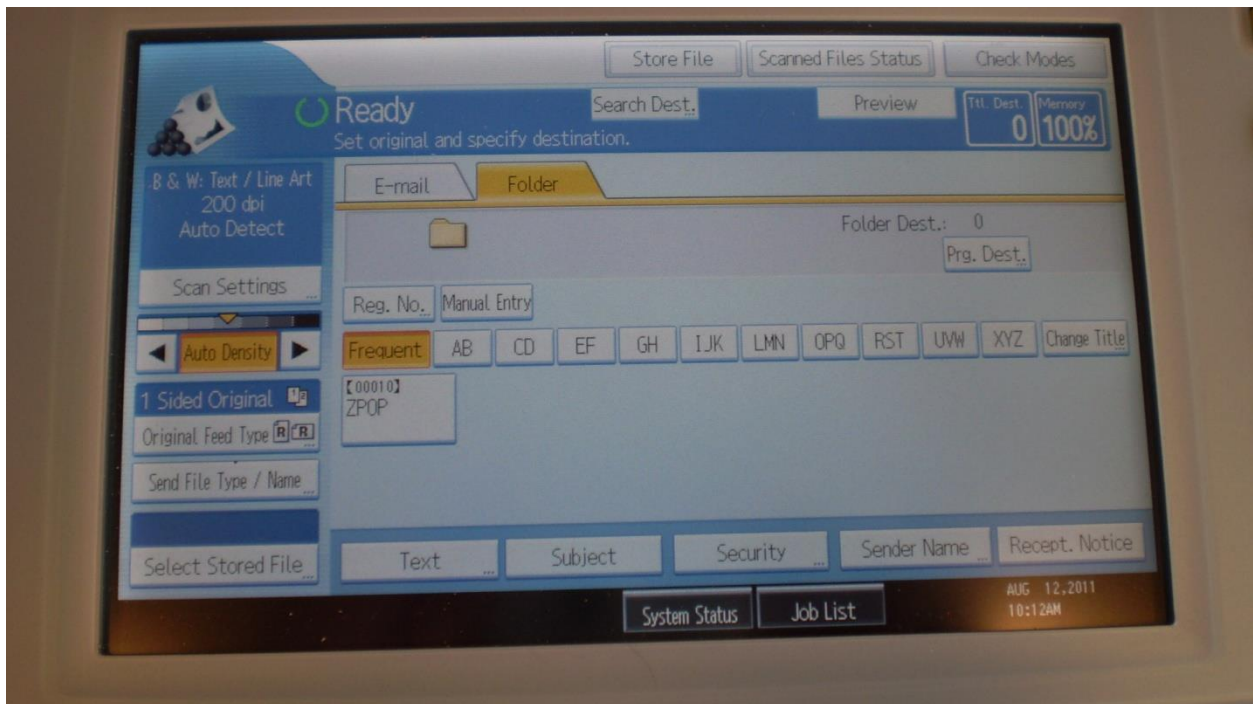
4. You will next see this display to print your jobs



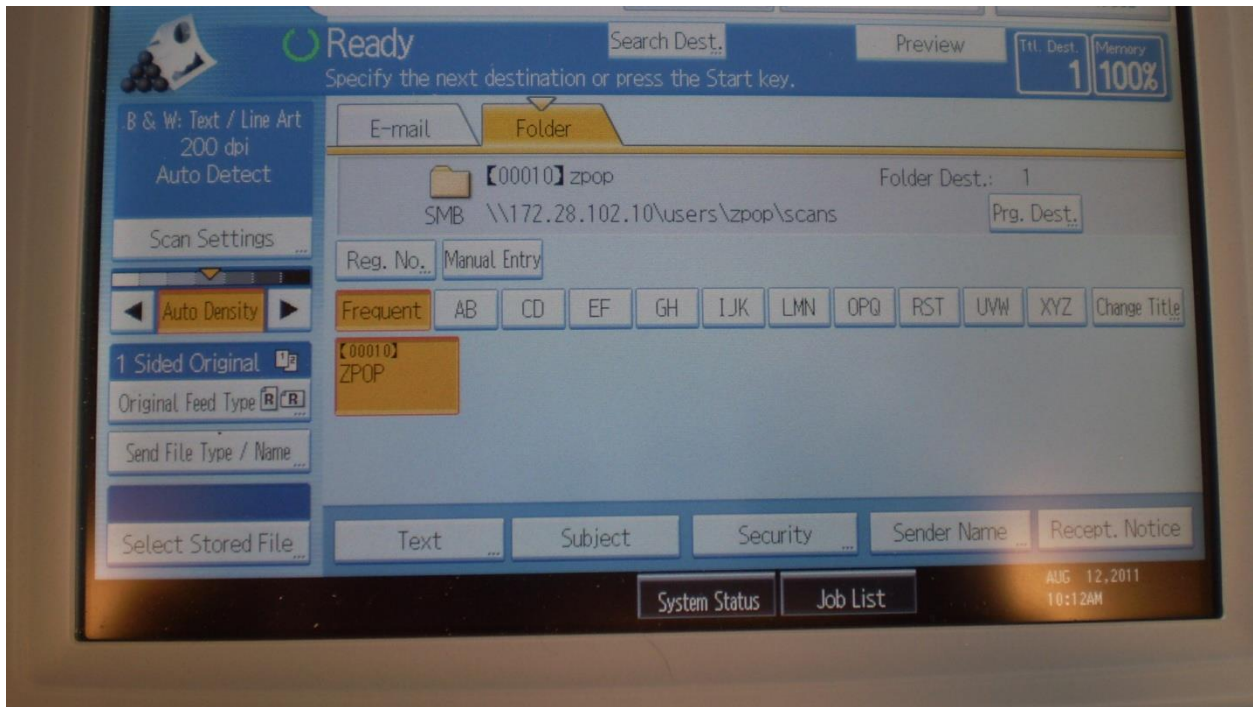
5. Or you can select the copy button on the left and make copies. Follow the same procedures as before to select number of copies etc.



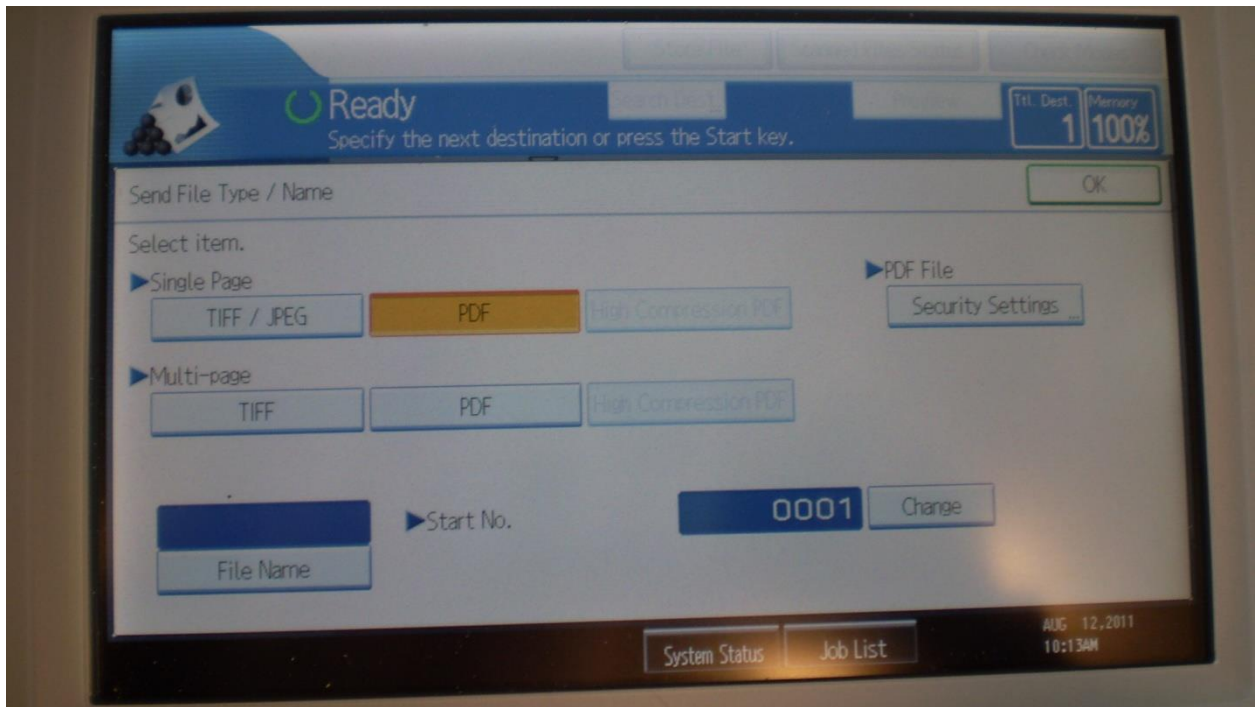
6. You can scan to your U:drive- select the Scanner button on the left of the unit.



7. Select your folder by touching it and you should see the path to your U:drive scans folder. (3/5)



8. The default is to scan each page as a separate pdf file, but you can change that by touching the “Send file type/name” button. Select “Multi-page” to have all pages in one pdf file. You may also name the file by touching the “File Name” button. Then touch “OK” and when the START button is green you may scan your document(s).



9. When finished press the “Other Function” button to take you back to the print screen, then touch the Logout box.

