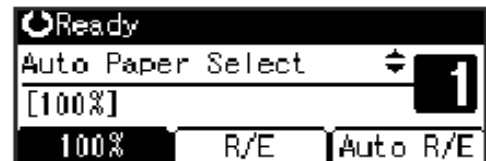


1

Place the documents on the glass (Face Down) or in the document feeder (Face Up)

2

Make sure that the screen looks like this – If not press the “Copy” button or press the “Clear Modes” key.



3

Enter any required settings e.g. Lighter / Darker, Text / photo



4

Enter the number of copies required.

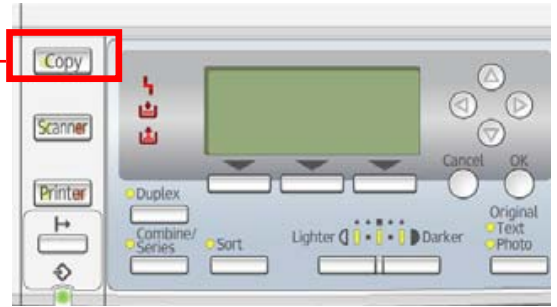
5

Press the Start Key



1

Press the Copy function key



2

Press the [DUPLEX] key



3

Set the originals face up in the document feeder

4

Enter any other required settings

5

Enter the number of copies required

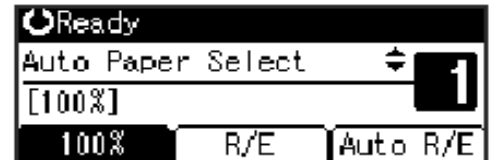
6

Press the Start key

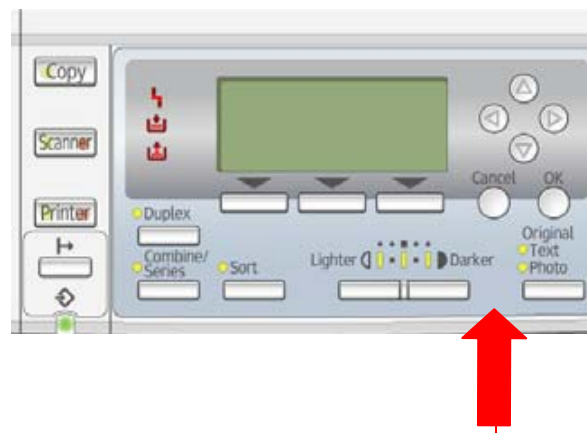


1 Place the documents in the document feeder (Face Up)

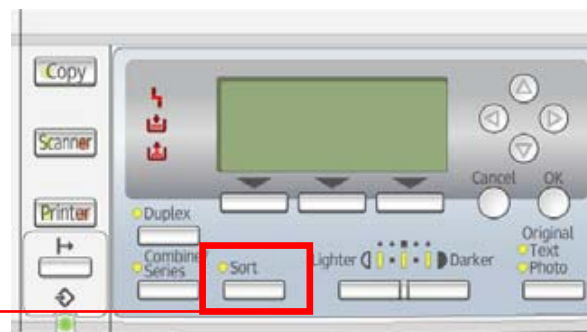
2 Ensure that the screen looks like this, if it does not then press the "Copy" key or the Clear modes key.



3 Enter any required settings e.g. Lighter / Darker, Text / photo



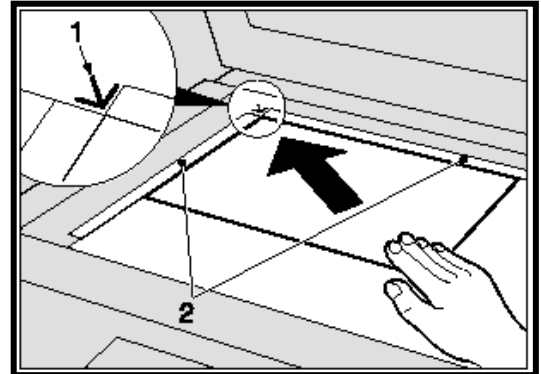
4 Press the Sort key



5 Enter the number of copies using the blue number keys

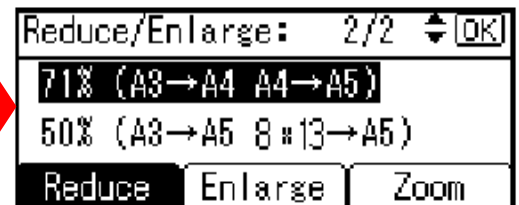
1

Place the original onto the glass (Face Down). The original should be aligned to the rear left hand corner as shown.



2

Press the R/E key then either select the Enlarge or Reduce key. Then Use the arrow up or down keys to select the ratio or (Press the Zoom key and enter the desired ration with the blue number keys.



3

Press the OK Key



4

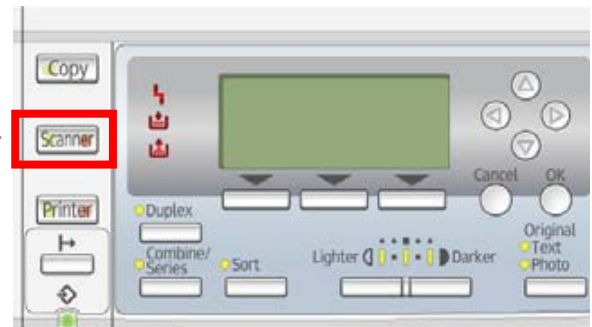
Select the paper tray you want to copy from.

5

Press the Start key



1 Press the scanner function key



2 Press the Destination key for a pre-programmed address or press the manual key and type in the address to scan to and then press OK

3 Press the Options key which allows you to change the senders name, resolution, scan size, file type, etc.



4 Place your document in the document feeder or on the glass and press the Start key.

If you have any problems scanning to an email address please contact your IT representative or have them contact Ricoh on 0800-807-676



1

Press the User Tools / Counter key

2

Select Systems Settings using the Up and Down arrow keys and then press OK

3

Select Key Operator Tools using the Up and Down arrow keys and then press OK

4

Select Address Book Management using the up and down arrow keys and then press OK

5

Press the OK key to select Program / Change

6

Enter the registration number that you want to store the scan to email address under (Using the blue number keys) and then press OK

7

Type in the destination name using the Quick Dial Keys (Similar to texting) and then press OK

8

Press the Dest Key and then use the down arrow key to highlight Email Settings and then press OK

9

Type in the email address and then press OK

10

To register the email address as a sender (recommended) arrow up and then press OK

11

Select OFF or ON to register a senders password (OFF is recommended)

12

Press the Cancel key and then press the OK key to save the settings

System Settings 1/2 [OK]
 General
 Tray Paper
Key Operator Tools

Key Op. Tools 1/4 [OK]
 User Code Management
 Key Counter Management
Address Book Management

Address Book 1/1 [OK]
Program/Change
 Delete

Program/Change: [OK]
 Enter No. to program/change
016 <Quick Dial:001-032>
 Search

Program/Change: [OK]
 [010] Kate
 Press OK key after setting
 Dest. UserCode Reg. No.

E-mail Settings: [OK]
 Enter e-mail address.
 abc _

If you have any queries then please contact our Helpdesk (through customer services) on 0800-807-676



1

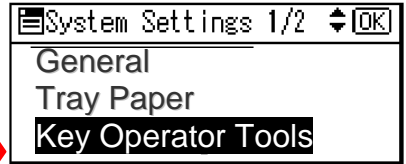
Press the User Tools / Counter key

2

Select Systems Settings using the Up and Down arrow keys and then press OK

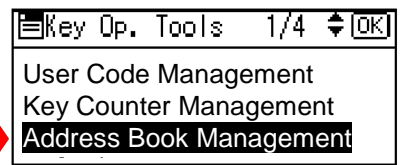
3

Select Key Operator Tools using the Up and Down arrow keys and then press OK



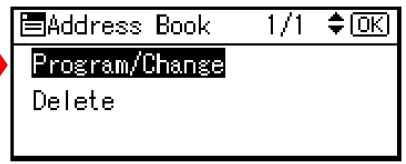
4

Select Address Book Management using the up and down arrow keys and then press OK



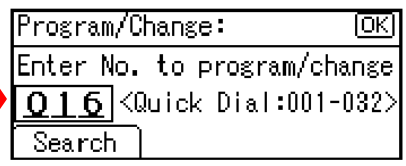
5

Press the OK key to select Program / Change



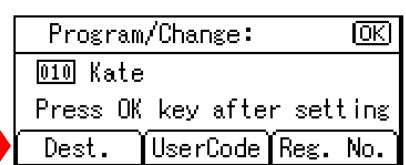
6

Using the blue number keys, enter the registration number to store the Quick Dial in (e.g. 03=Ricoh NZ 9151-494) and press OK



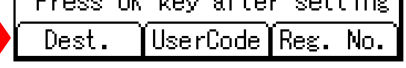
7

Type in the destination name using the Quick Dial Keys (Similar to texting) and then press OK



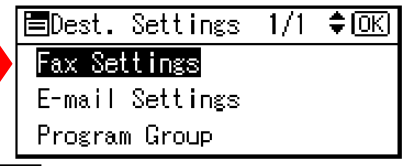
8

Press the Destination Key



9

Use arrow keys to navigate to Fax settings and press OK



10

Using the blue number keys, type in the fax number and press OK

11

Press the Cancel key (To exit the screen)

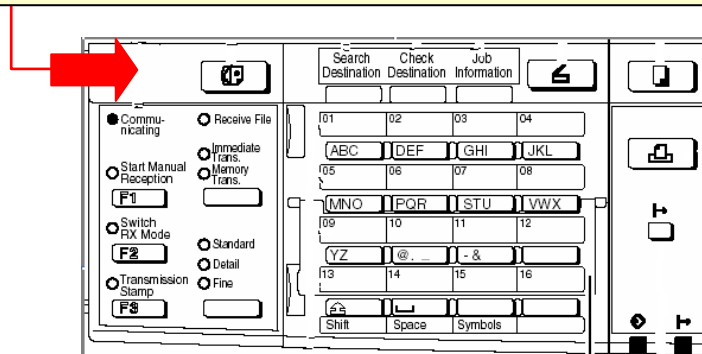
12

Press the OK to enter settings and then Press User Tools / Counter key to exit

If you have any queries then please contact our Helpdesk (through customer services) on 0800-807-676

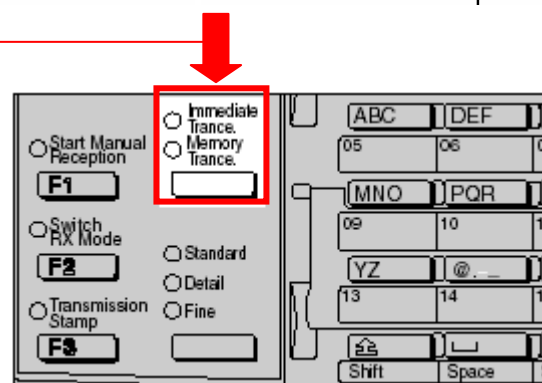
1

Ensure that you are in Fax Mode, if you are not then press the Facsimile Key.



2

Make sure that the memory transmission indicator is lit.



3

Place the original into the document feeder (Face Up) or on the glass (Face Down)

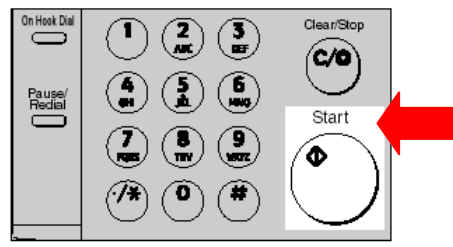
4

Dial the number required using the blue number keys, quick dial keys or speed dial keys.

NOTE: If you wish to send the same message to more than one destination, press the OK key and dial another destination. Repeat this step for all destinations.

5

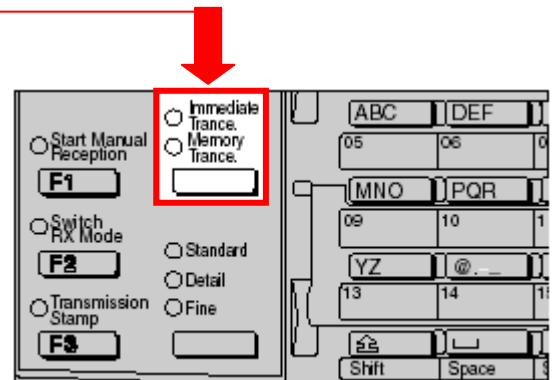
Press the Start Key



The fax is now stored in the machines memory. If the transmission was not successfully sent with the first attempt, then the machine will redial at 5 minute intervals, another 5 times. After this an error message will be printed and the fax will be deleted out of the machines memory

1

Make sure that you are in FAX mode and that the immediate transmission is lit. (If this is not the case then press the transmission mode key)



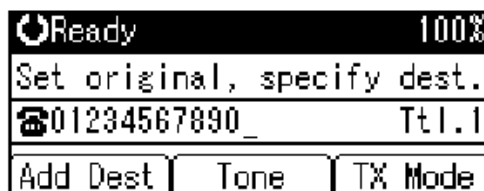
2

Place the original into the document feeder (Face Up) or on the glass (Face Down)

3

Dial the number required using the Blue Number keys, Quick Dial keys or Speed Dial keys.

Note: You cannot send the same message to multiple destinations. Use the memory transmission for this.



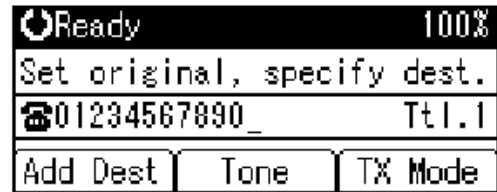
4

Press the Start Key

The machine will call the destination. If a successful connection is established then the pages will be scanned through the document feeder and transmitted. Once the transmission is complete, the machine will return to Standby mode.

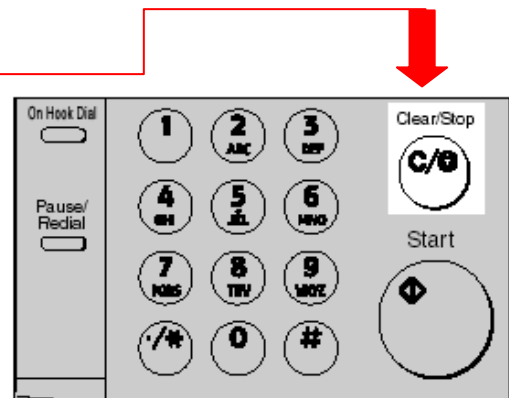
1

Make sure that the machine is in Facsimile standby mode and that the display is in Standby or Ready mode



2

Press the Red Clear / Stop key



3

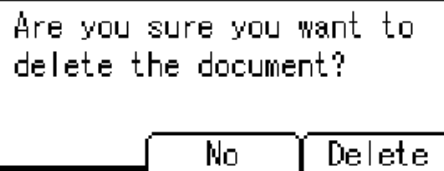
Use the up / down keys to display the file that you want to delete. (The number you dialed will be displayed)

Press the Stop TX key



4

Press the Delete key



5

The file will now be erased from the machines memory and the machine will return to the Stand by mode.

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