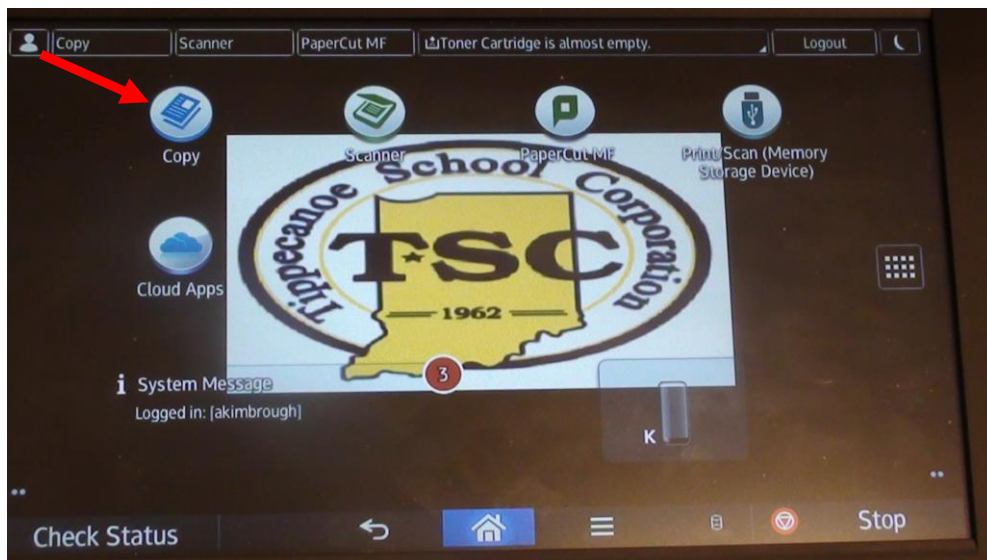


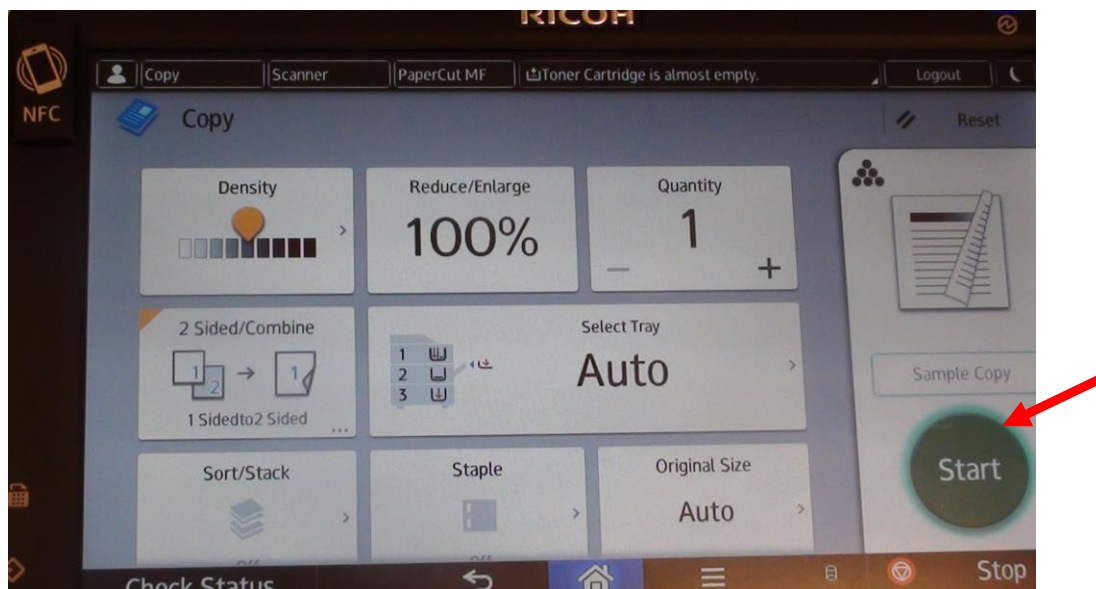


Ricoh MFP *Copier Functions*

- ✓ Once signed in to the device by scanning your ID badge (or entering your username and password), select 'Device Functions,' then select 'Use Device Functions.'
- ✓ Press the home icon/button on the bottom middle of the screen.
- ✓ From the home screen, select the copy function



- ✓ Once in copy mode you will see all of the available copying and finishing functions available on your device.
- ✓ Select the options you want such as Quantity, 1 Sided/2 Sided, Stapling, along with other options desired.
- ✓ The screen is touch and pinch/flick (like a tablet), so you can scroll up and down on the screen to find other functions.
- ✓ Once you have selected all of your choices, press the start button (soft button on the bottom right of the screen) to begin producing your copies.



- ✓ Once finished you can scan your badge again or press the logout button in the upper right to sign out of the device. If you forget to sign out the machine will sign you out automatically after a set amount of time.