warehouse stationery

SELF SERVE COPYING GUIDE

Guides are also available on the Ricoh Smart Operation Panel

RICOH
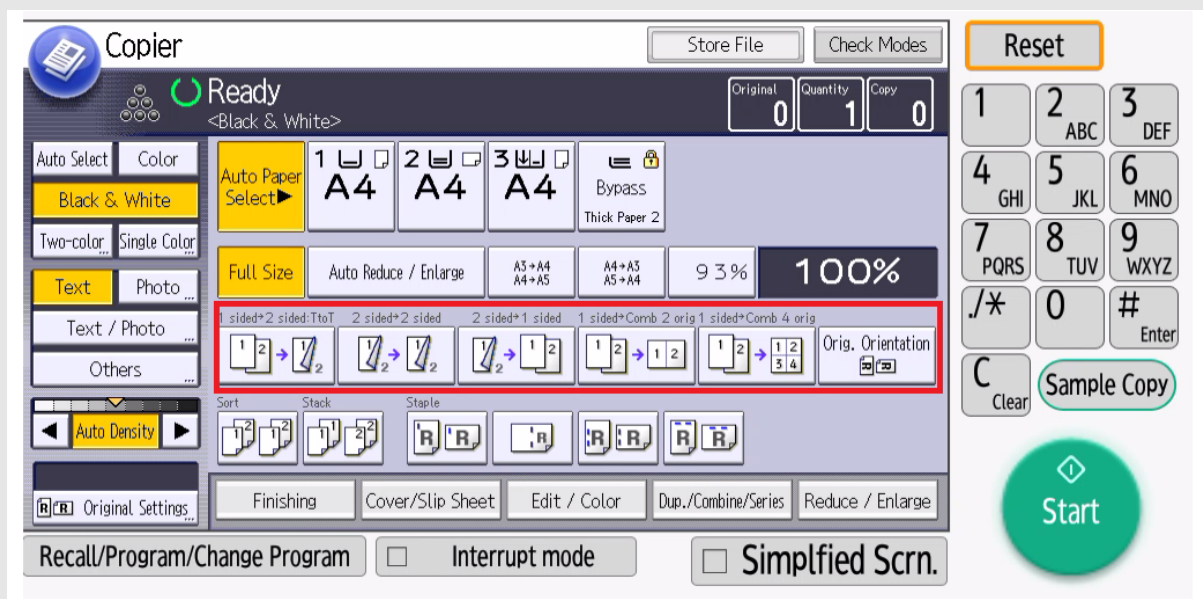imagine. change.

Contents

Double Sided Copying

Use to photocopy on one side or both sides of a sheet of paper.

Presets will be available on the main screen to choose from
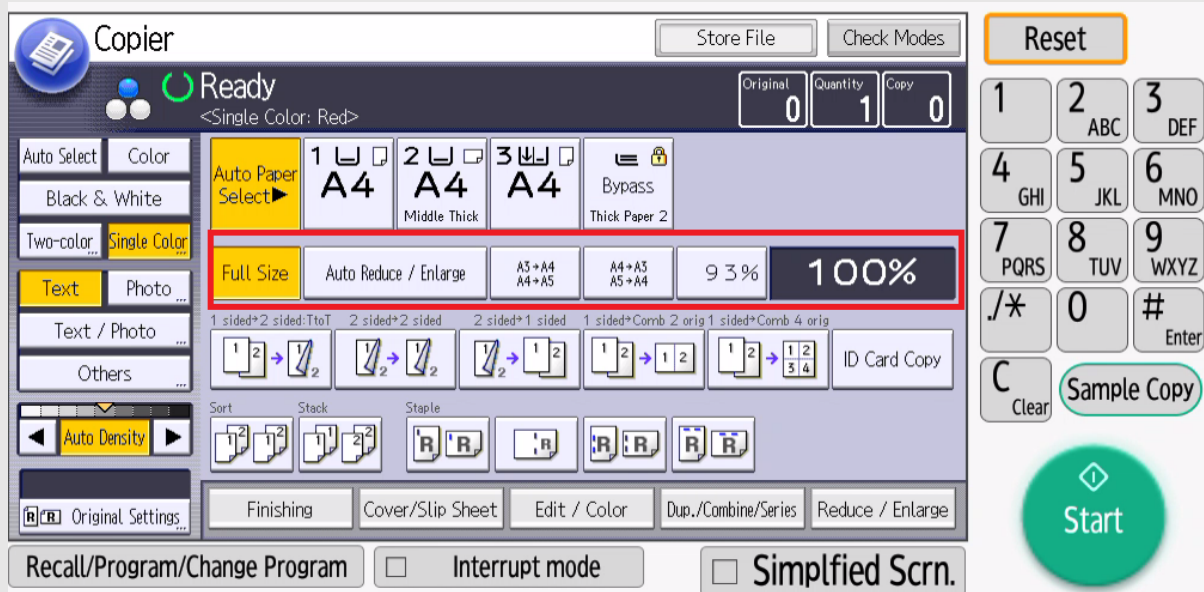
Change a single sided document into a double-sided copy etc.
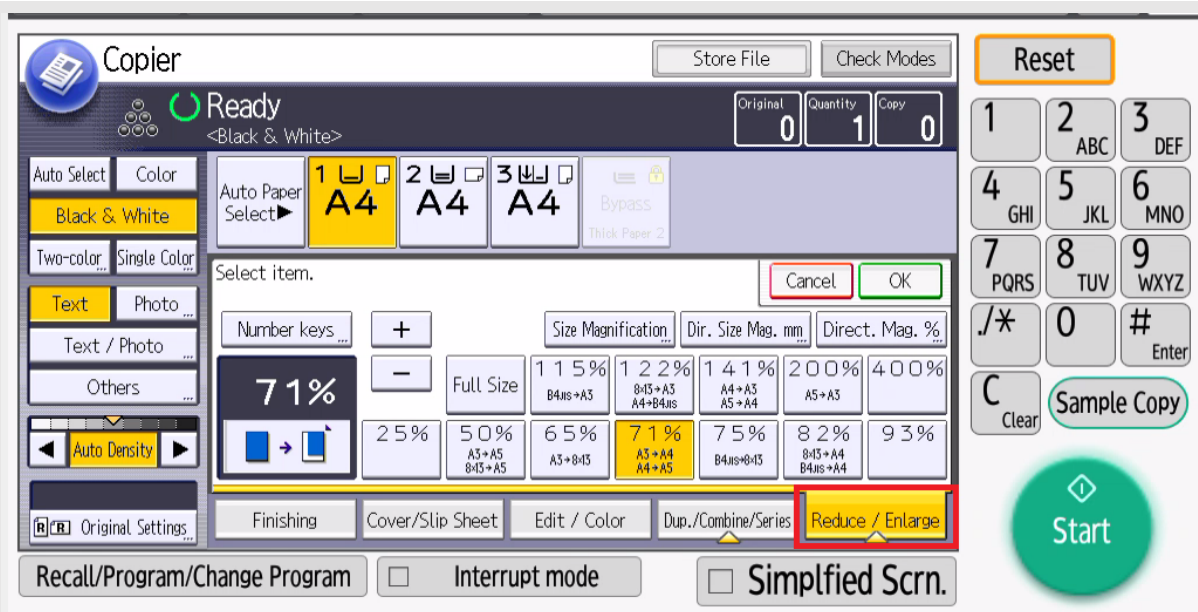
Zoom

Use this function to enlarge or reduce the size of your document.

The copier is automatically set to 100% which will not alter the size of your document.

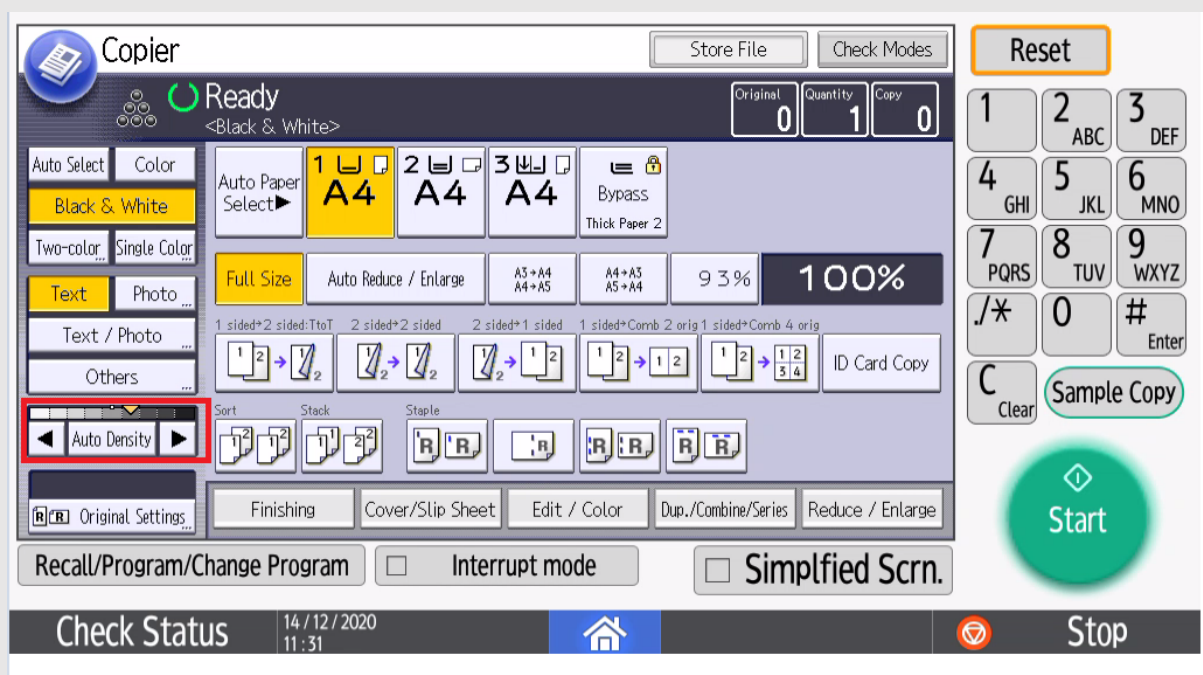## To enlarge an A4 document to an A3 size

1. Place document in the copier.

2. Select Reduce Enlarge and select either preset or manually zoom

3. Select Start.

Lighten/ Darken
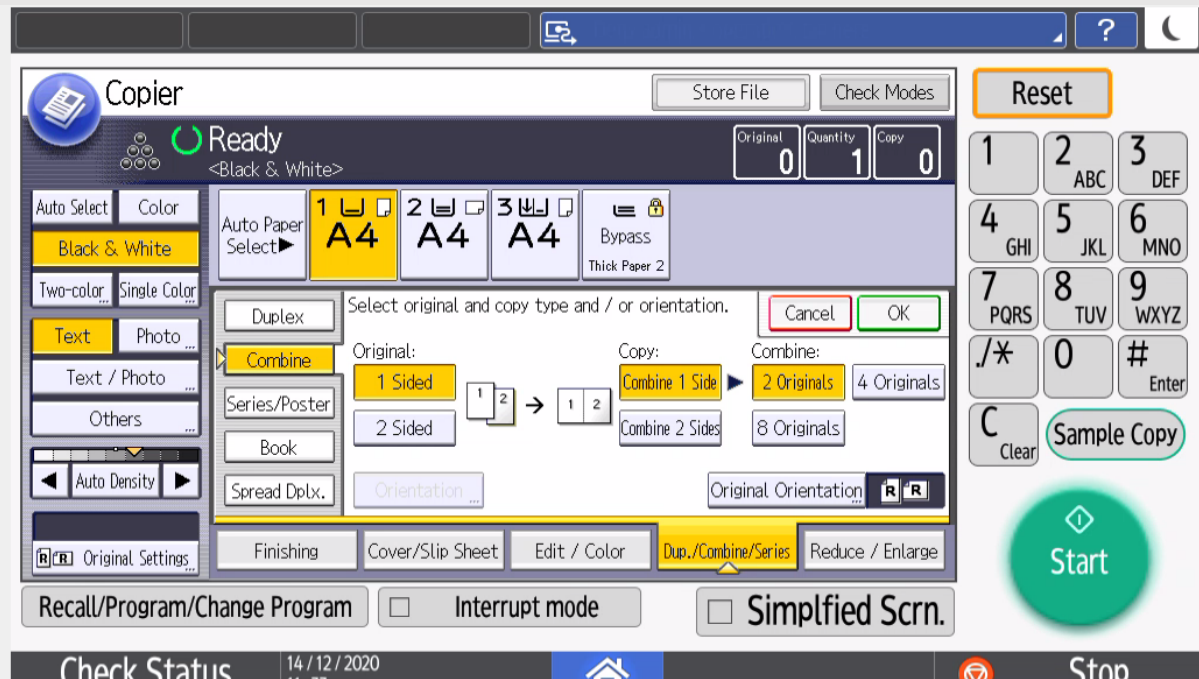
Use this to make your copies lighter or darker.

On the main screen under Density, Select on **Light** or **Dark** to make your copies lighter or darker.

Combine

2 or 4 originals can be printed onto one side of a piece of paper.

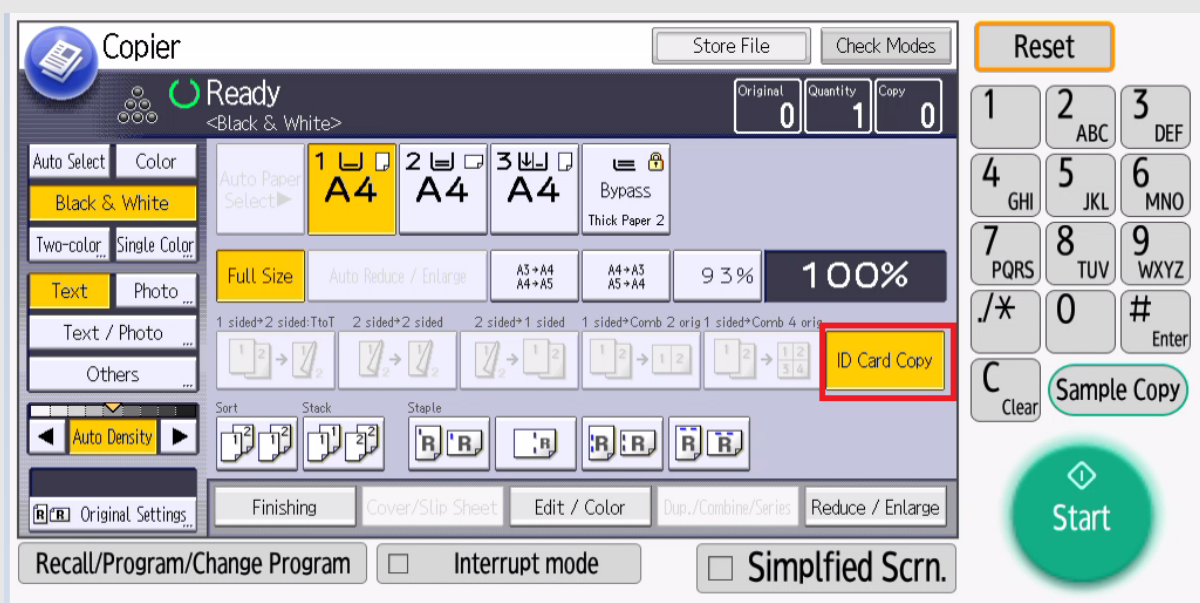A multi-page document can be reduced and copied on the same side of a single sheet of paper.

1. Under Dup/**Combine/Series** Select 2 in 1 or 4 in 1

2. Place the original face up in the document feeder, or face down on the glass.
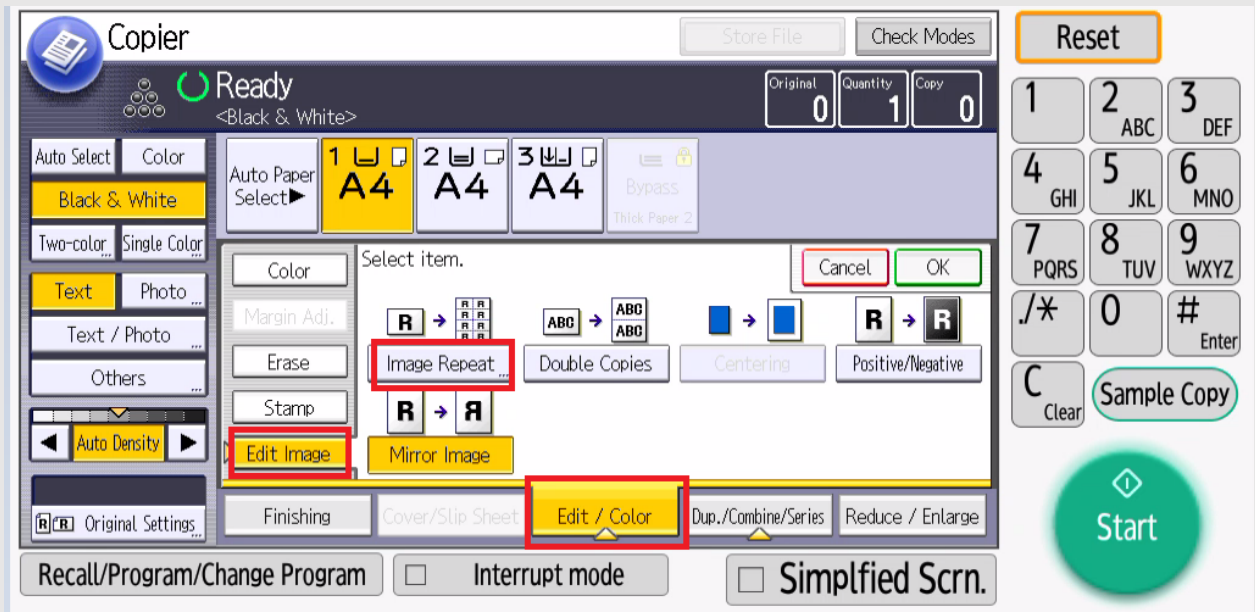
3. Select **Start**.

Card Copy

Copy licenses and ID cards onto one side of a sheet of paper.

1. Place the original in the top left-hand corner of the glass.

2. Close the lid

3. Select ID **Card Copy**.

4. Select **Start**.

5. Open the lid and turn the license or ID card over and place in the same position

6. Close the lid

7. Select **Start**.

8. Select **Finish** then select **Start** to print the copy.

Image Repeat

Use this function to repeat an image 2 or 4 times onto a single page.
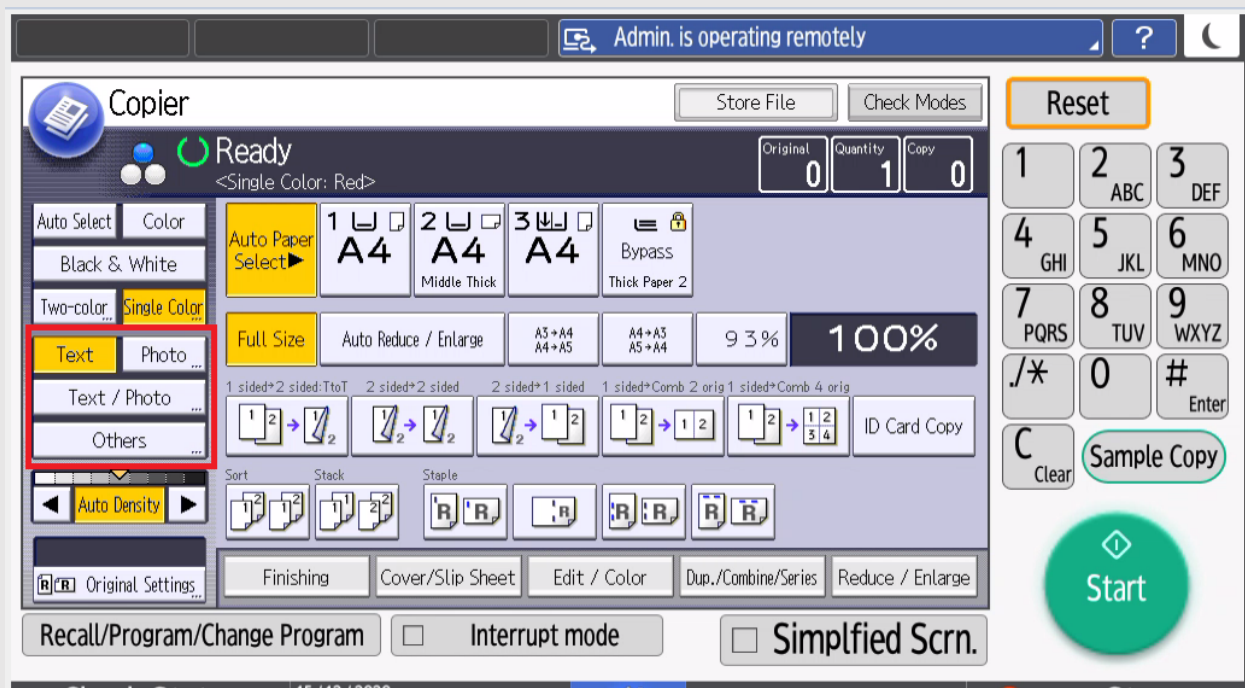
There are two ways to specify an image to be repeated.

- Whole Area Repeat - Repeatedly copies the entire image.
- Specified Area Repeat - Repeatedly copies a specified area of the image.

Original Type Setting

Use Original Type Setting to maximise the quality of copying photos and maps.

On the main screen select **Original Type**.

Text - Use to enhance text in a document.

Text/Photo Printed - Use to enhance a document consisting of text and photos.

Photo Photo Paper - Use to enhance a document consisting of only photos, brochures and catalogues.

Map - Use to enhance a document that has a coloured background such as a map or an image drawn with a pencil or containing thin coloured lines.