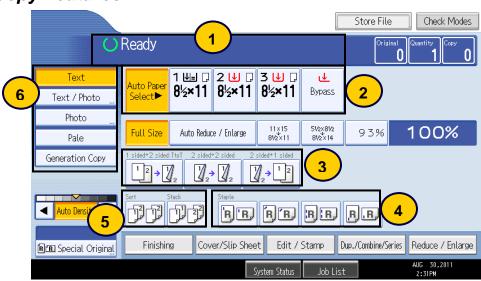
Basic Copy Procedure

1 Home	RICOH	Reset Program Interrupt Main Power
	Copier Store File Oneck Modes Copier Store File Oneck Modes Copier Copier Copier Full Color Bigs 1 1 and Copier Black S. White Full Size Auto Reduce / Inlang Full Size Auto Reduce / Inlang 11 and Topier Text Photo 1 and Copier Copier Copier Copier <td< th=""><th>1 2 3 DEF 4 4 5 K 6 7 5 K 6 Login/Logout 7 7 8 9 2 tools/ 1/2 1/2 1/2 1/2 1/2 1/2</th></td<>	1 2 3 DEF 4 4 5 K 6 7 5 K 6 Login/Logout 7 7 8 9 2 tools/ 1/2 1/2 1/2 1/2 1/2 1/2
Check Data In Status	Auto Density Finishing Cover/Slip Sheet Edit / Color Dup./Combine/Series Reduce / Enlarge	Stop Start

Place original(s) face up in the Auto Document Feeder, or face down on the Platen Glass.

- 1. Select the Copy function from the Home Screen
- 2. Using the number keypad, enter desired quantity.
- 3. Press the green **Start** button. If copying from the glass, press **#** after placing last original.



Additional Copy Features

- 1. Status messages/Error messages.
- 2. Paper Trays -- Auto Paper Select automatically selects paper based on original size.

3. Duplex options -- 1-sided originals to 2-sided copy, 2-sided original to 2-sided copy, 2-sided original to 1-sided copies

- 4. Staple options -- Dash indicates where the set will be stapled.
- 5. Sort (collated) or Stack (non-collated) multiple sets.
- 6. Original Type settings:
 - A. Auto Color Select -- Used for mixed originals; deciphers between B&W and Color and copies accordingly.
 - B. Full Color -- Copies color originals in Color by overlying cyan, yellow, magenta, and black.
 - C. Black & White -- Copies Color or Black & White originals in Black & White.
 - D. Text -- Originals contain only text. Text is the default.
 - E. Photo -- Delicate tones and gray scale is reproduced from photos or pictures.
 - F. Text/Photo -- Originals contain a combination of text and photos or pictures.