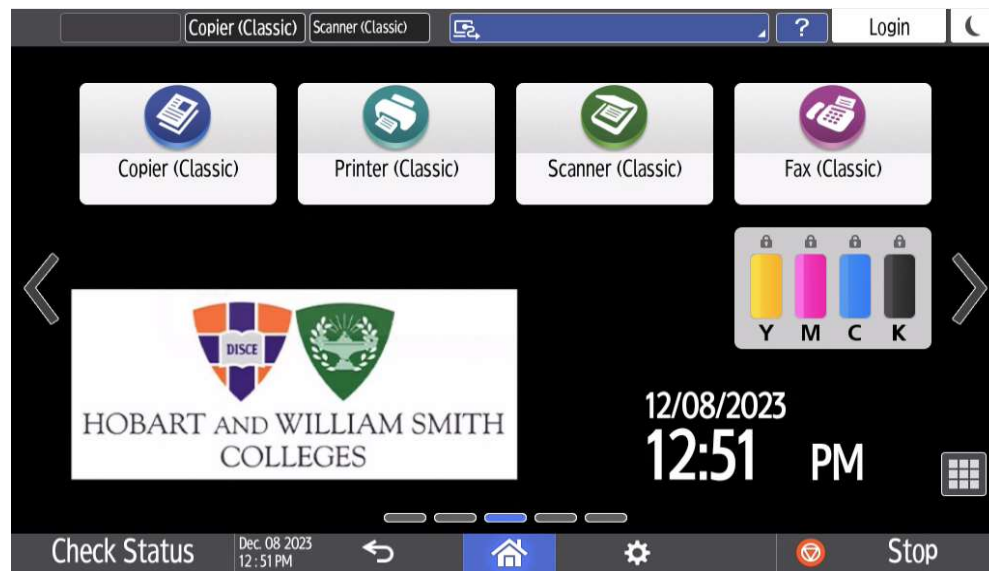


# BASIC RICOH MFD FUNCTIONALITY

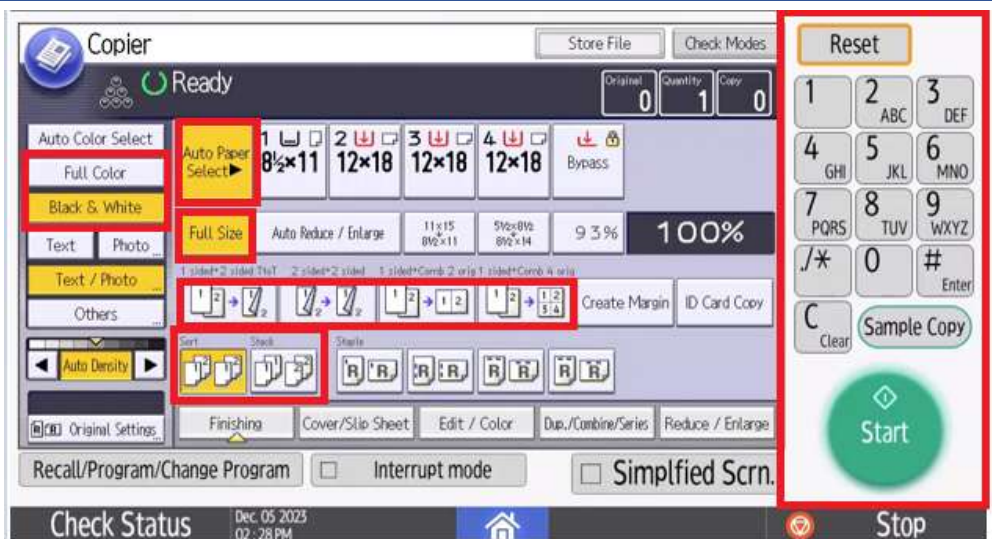
## TO BEGIN

1. Tap the touch screen to wake the device
2. Select your preferred Function  
[Copier, Printer, Scanner, Fax (where available)]



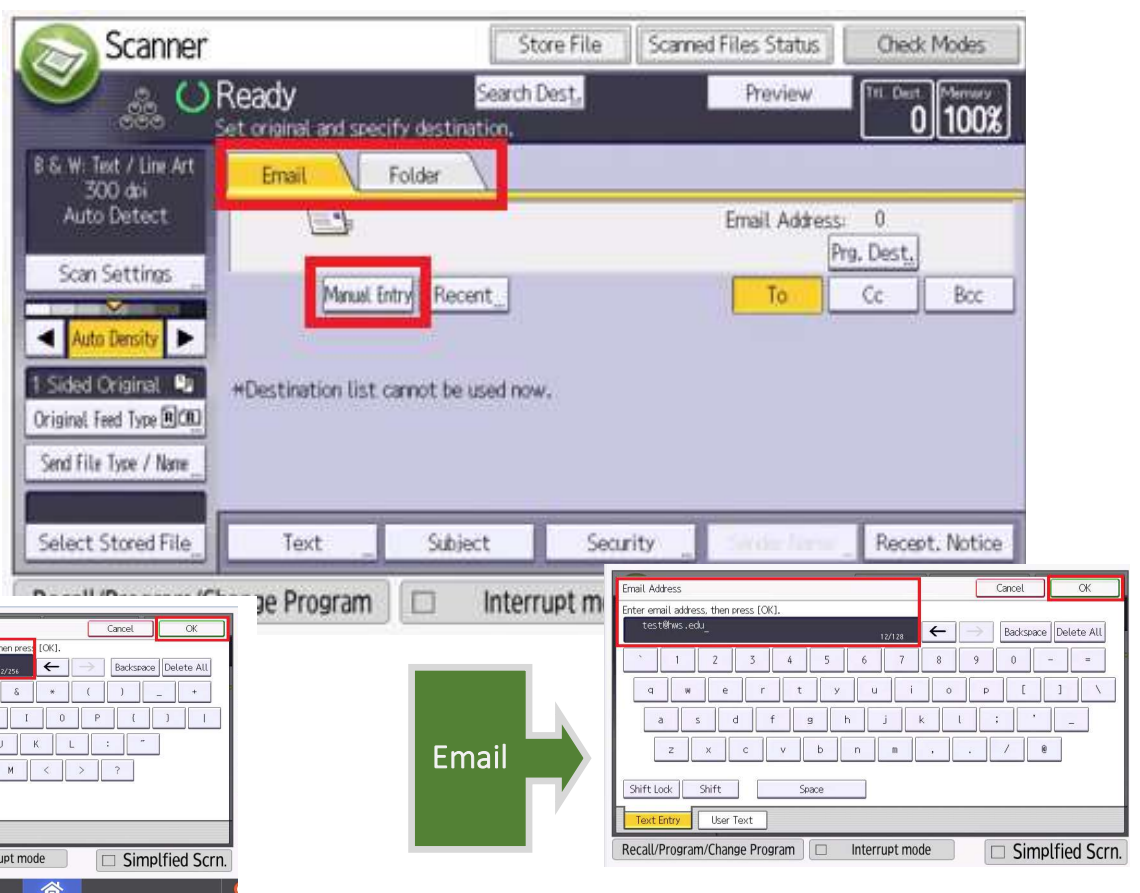
## COPIER

1. Select color settings  
[full color, black & white, etc.]
2. Select finishing settings  
[paper size, single or double sided, reduce/enlarge, etc.]
3. Select quantity
4. Select Start



## SCANNER

1. Select Email or Folder tab
2. Select Manual Entry button to add Email Address or Network Folder location
3. FOLDER
  - a. Select Manual Entry
  - b. Enter network Path  
[M drive path: \\fsrv\username\$]
4. EMAIL
  - a. Enter Email address
5. Select OK



## FAX

1. Enter Fax number
2. Select Start

