DON’T BE MEAN, GO GREEN!
HOW TO SAVE PAPER & PRINTING COSTS

1. Press the [Clear Modes] key (4)
2. Place the originals.
   * Exposure Glass (Face down)
   * Portrait (Long Edge Feed)
3. Enter the number of copies.
4. Press the [Start] key (16)

Auto Reduce/Enlarge
1. Press [Auto Reduce/Enlarge].
2. Select the paper size.
3. Place the originals, and then press the [Start] key (16).

Preset Reduce/Enlarge
1. Press [Reduce/Enlarge] (at bottom of page)
2. Select a ratio, and then press [OK]
3. Place the originals, and then press the [Start] key (16). (Paper size is selected automatically.)

Tips!

CONSERVE ENERGY
After using the machine, press the ‘Energy Saver’ button [7].
QSU technology on Ricoh devices offers a quick recovery from Energy Saving and Auto Off modes.

THINK BEFORE YOU PRINT!
Before making multiple copies of a document, enter the quantity required as normal and use the ‘Sample Copy’ button [17].
This way you can check that the document has the correct settings before pressing ‘Start’ [16].

1. {User Tools/Counter} key
2. Function Keys
3. Display panel
4. (Clear Modes) key
5. (Program) key
6. (Interrupt) key
7. (Energy Saver) key
8. Main power indicator
9. Operation switch
10. Indicators
11. Data In Indicator
12. Alert Indicator
13. Number keys
14. (Clear/Stop) key
15. (8) key
16. (Start) key
17. (Sample Copy) key
18. (Simplified Display) key
19. (Login/Logout) key

1. {Clear Modes/Counter} key
2. Function Keys
3. Display panel
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14. {Clear/Stop} key
15. (Clear/Stop) key
16. Start key
17. (Sample Copy) key
18. (Simplified Display) key
19. (Login/Logout) key

CONTACT NUMBERS
SERVICE: 1300 362 577
CONSUMABLES: 1300 362 588
TRAINING: 02 9249 6201

FOR MACHINE RELOCATIONS, CONTACT SIMON ON: x. 7324 OR EMAIL: s.hedges@uws.edu.au

HOW TO MAKE A COPY
1. Press the [Clear Modes] key (4)
2. Place the originals.
   * Exposure Glass (Face down)
   - Portrait (Long Edge Feed)
* Auto Document Feeder (Face up)
3. Enter the number of copies.
4. Press the [Start] key (16)

HOW TO REDUCE & ENLARGE
Auto Reduce/Enlarge
1. Press [Auto Reduce/Enlarge].
2. Select the paper size.
3. Place the originals, and then press the [Start] key (16).

Preset Reduce/Enlarge
1. Press [Reduce/Enlarge] (at bottom of page)
2. Select a ratio, and then press [OK]
3. Place the originals, and then press the [Start] key (16). (Paper size is selected automatically.)

DOUBLE SIDING & COMBINING COPIES

1. Sided -> 2 Sided
   Copies single sided originals on one double sided page.

2. Sided -> 2 Sided
   Copies 1 double sided original on one double sided page.

3. Single to combine
   Copies 2 single sided originals placed ‘side-by-side’.

4. Single to combine
   Copies 4 single sided originals on one side of copy paper.

5. Single to Magazine
   Copies multiple single sided originals on two sides of copy paper.

6. Double to Magazine
   Copies multiple 2 sided originals on two sides of copy paper.