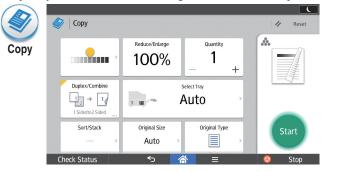
Start Guide

Introduction to the Applications' Screen

Easy operation with simple screens

Frequently used functions and settings are shown on the top screen.



	Freq. AB CD EF GH IJK ABCD COMPANY 00001 65 Auto 65 Auto 65 Auto Image: Comparison of the comparison of th	LMN OPO RST UVW XYZ OVXOHAMA OFFIC OXXOHAMA OFFIC OXXOH GAUDON OFFICE OXXOH GAUDO GAU	Auto Detect 1 Sided Orig. Settings > Start	
	Check Status	HONG KONG OFFIC	Stop	
Scanner	Scanner (to Email Address) Scan Files Specify destination(s)		Preview B & W	
	Freq. AB CD EF GH JJK ABCD COMPANY 00001	LMN OPQ RST UVW XYZ Image: Comparison of the second sec	TIFF 200 dpi 1 Sided Orig.	
	BERLIN OFFICE 00003 NEW YORK OFFICE 00005 KYOTO OFFICE 00007 SHANGHAI OFFICE		Send Settings >	
	Check Status		😡 Stop	

Fax Reception

5

On Hook

Job Status

// Rese

Preview

Memory Transmission

🝊 Fax

Specify destination(s)

Fax

For detailed information about the applications' screens that can be browsed on the control panel, see "How to Use Each Application", About This Machine. Alternatively, see Quick Reference Copy Guide, Quick Reference Fax Guide, and Quick Reference Scanner Guide on our website (http://www.ricoh.com/).

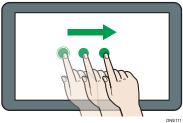


Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in Read This First before using the machine.

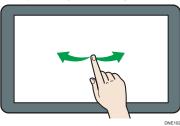
Operations on the screen

Drag: Moving icons

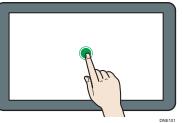
Slide your finger while pressing on the screen.



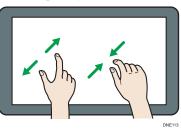
Flick: Switching between screens Flick your finger to the right or left on the screen.



Long tap: Displaying a subscreen Place and hold your finger on the screen.



Pinch-in/Pinch-out: Zooming in/out Pinch or spread your thumb and forefinger on the screen.



Logging In and Logging Out

Important

- Ask the user administrator for the Login User Name, Login Password, and User Code.
- To prevent use of the machine by unauthorized persons, always log out when you have finished using the machine.

When User Code Authentication is active

Login

Enter a User Code (up to eight digits), using the soft keyboard that appears and then press [OK].

To use the following function code with the Number keys, the second s	s), enter user nen press [OK].
Copier	Clear
	OK

✤ Logout

Press [] on the top right on the screen.



When Basic Authentication, Windows Authentication, or LDAP Authentication is active

Login

Press [Login] on the top right on the screen. Enter a login user name and a password, and then press [Login].



Logout

Press [Logout] on the top right on the screen.



3 How to Read the Operating Instructions on the Control Panel

Flick to the left.



7 Press the [User Guide] icon.



The top page of the operating instructions appears on the control panel.

	The support-download.com/service	s/device/webhlp/p_manual/europe/MP
		Q English 💌
	Functions	Preparations
	>> Convenient Functions	>> Getting Started
	33 Copy/ Document Server	>> Paper Specifications and Adding Paper
	≫ Fax	Maintenance
	>> Print	>> Troubleshooting
ì	35 Scan	>> Maintenance and Specifications
	>> Connecting the Machine/ System Settings	>> Information for This Machine
>	>> PostScript3	22 Januardia

Note

- The machine must be connected to a network to display the operation instructions. If the machine is not connected to a network, browse the User Guide on our website (http://www.ricoh.com/) from a computer or other device that can connect to a network.
- Some illustrations in this manual might be slightly different from the machine.

Changing the display language

You can change the language used on the screen. The language used in the operating instructions is the same as that used on the screen. If no operating instructions are provided written in the current display language, the operating instructions written in English are displayed on the screen. To change the display language, press [Change Langs. Widget] on the [Home] screen.

If there is no response when you touch the screen, contact your service representative.

