Start Guide

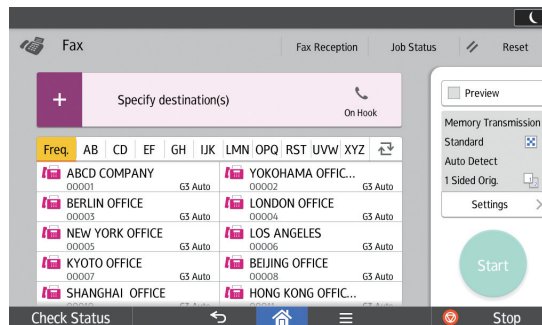## ■ Easy operation with simple screens

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

Copy
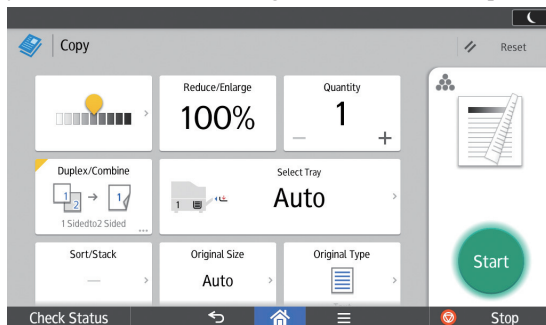
Fax

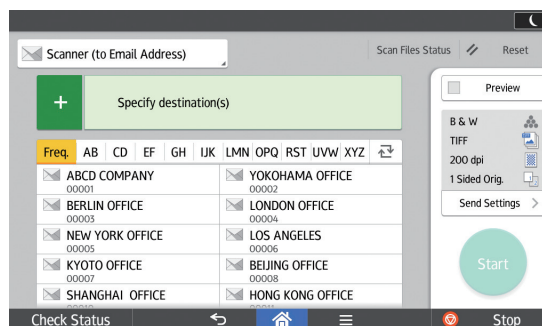**Scanner**

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/).
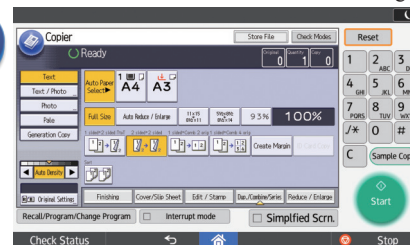
Various types of operation screens are available.

Quick applications
You can easily set the basic operations.
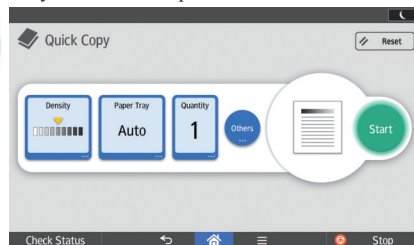
Classic applications
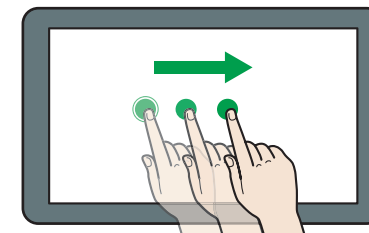You can select advanced functions and detailed settings.

■ Operations on the screen
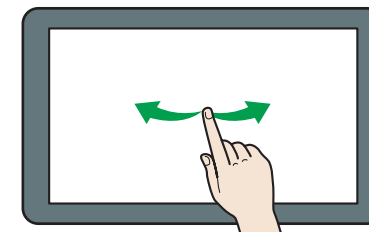
❖ Drag: Moving icons
Slide your finger while pressing on the screen.

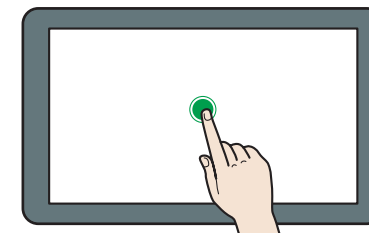DNE111

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

DNE102

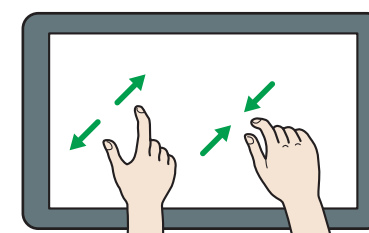### ❖ Long tap: Displaying a subscreen
Place and hold your finger on the screen.

DNE101

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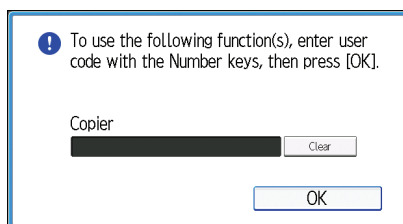

DNE113

2 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.
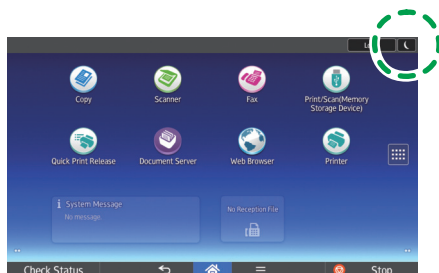
■ When User Code Authentication is active

❖ Login

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

> ℹ To use the following function(s), enter user code with the Number keys, then press [OK].
>
> Copier
>
> [Clear]
>
> [OK]

❖ Logout

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

■ When Basic Authentication, Windows Authentication, or LDAP Authentication is active
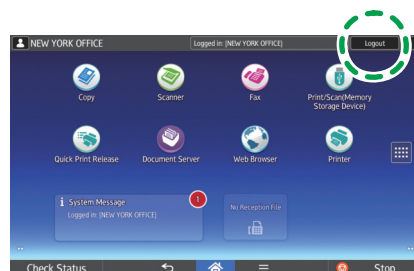
❖ Login

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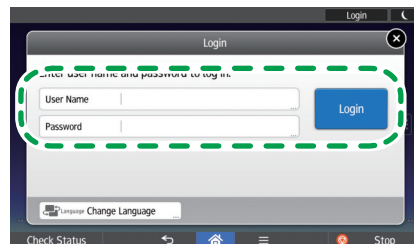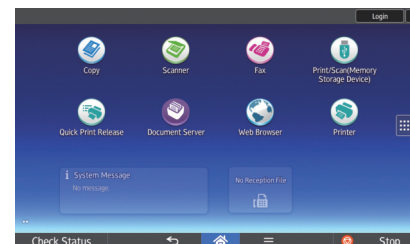

❖ Logout

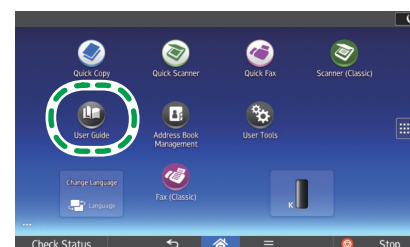Press [Logout] on the top right on the screen.

3 How to Read the Operating Instructions on the Control Panel
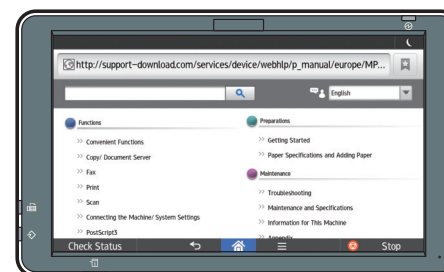
1 Flick to the left.

2 Press the [User Guide] icon.

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

DKQ001

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.

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