

# Start Guide

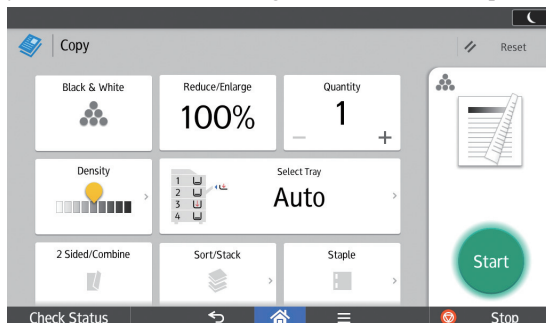
## 1 Introduction to the Applications' Screen

### ■ Easy operation with simple screens

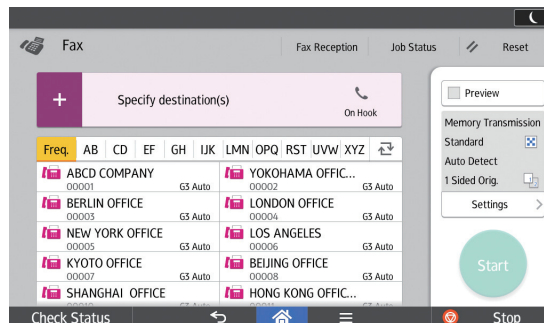
Frequently used functions and settings are shown on the top screen.



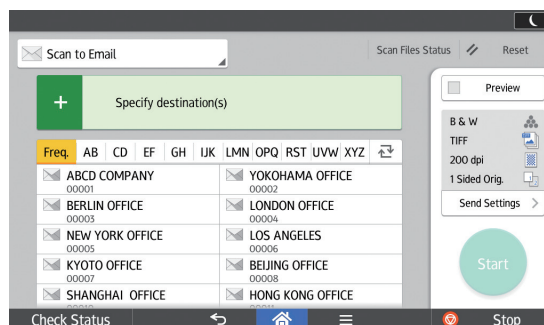
Copy



Fax



Scanner

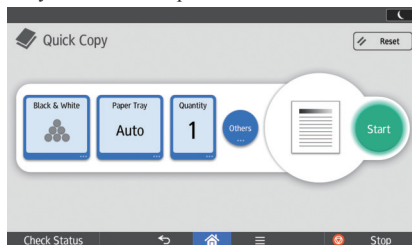


For detailed information about the applications' screens that can be browsed on the control panel, see "How to Use Each Application", About This Machine. Alternatively, see Quick Reference Copy Guide, Quick Reference Fax Guide, and Quick Reference Scanner Guide on our website (<http://www.ricoh.com/>).

Various types of operation screens are available.

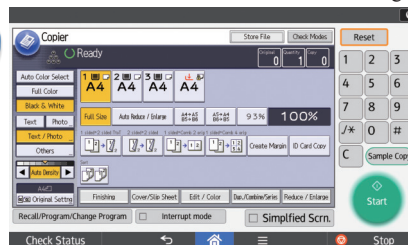
#### Quick applications

You can easily set the basic operations.



#### Classic applications

You can select advanced functions and detailed settings.

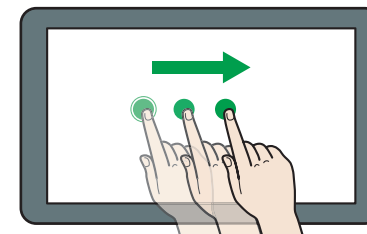


Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in Read This First before using the machine.

### ■ Operations on the screen

#### ❖ Drag: Moving icons

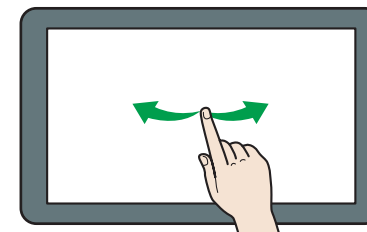
Slide your finger while pressing on the screen.



DNE111

#### ❖ Flick: Switching between screens

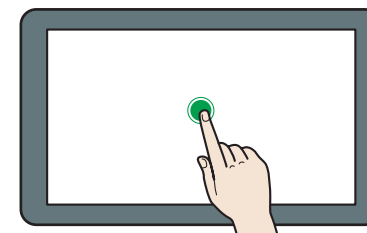
Flick your finger to the right or left on the screen.



DNE102

#### ❖ Long tap: Displaying a subscreen

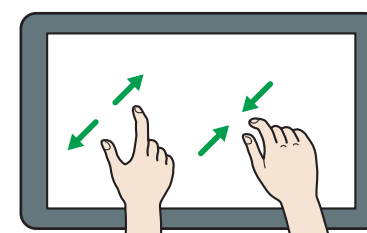
Place and hold your finger on the screen.



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

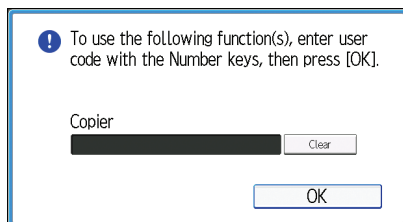
### ★ Important

- 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

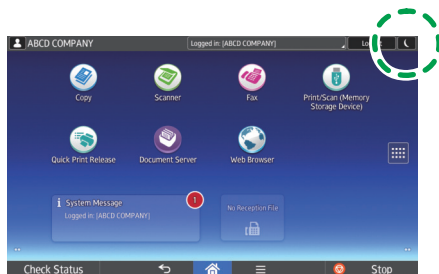
#### ❖ Login

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



#### ❖ Logout

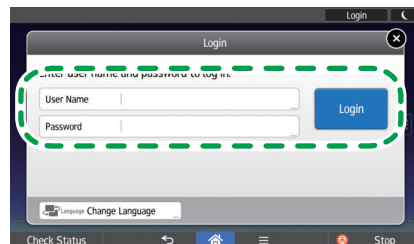
Press [ ] on the top right on the screen.



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

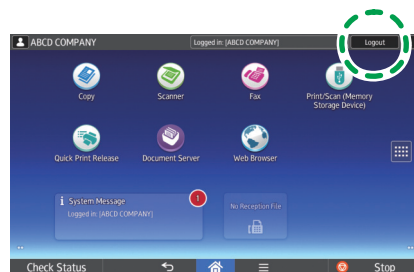
#### ❖ Login

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



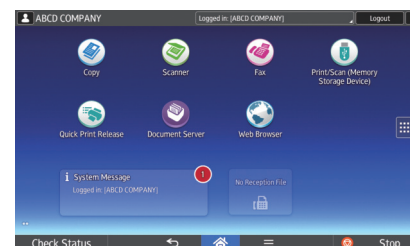
#### ❖ Logout

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

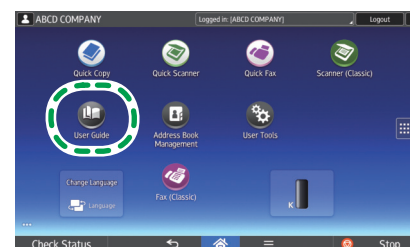


## 3 How to Read the Operating Instructions on the Control Panel

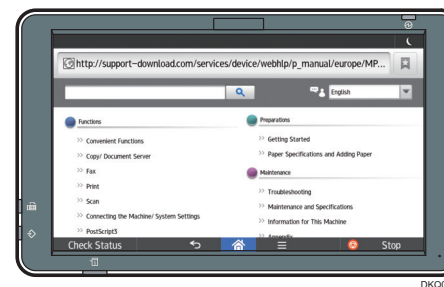
### 1 Flick to the left.



### 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.

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