Copy Quick Reference

RICOH

1 Original Settings

Text
Use this setting when your original contains mostly text images.

Text/Photo
Use this setting when your original contains both text and photographs or grayscales.

Photo
Use this setting when your original contains photographs or grayscales.

Pale
Use this setting to darken your copy when you have a low density original or an original that is in pencil.
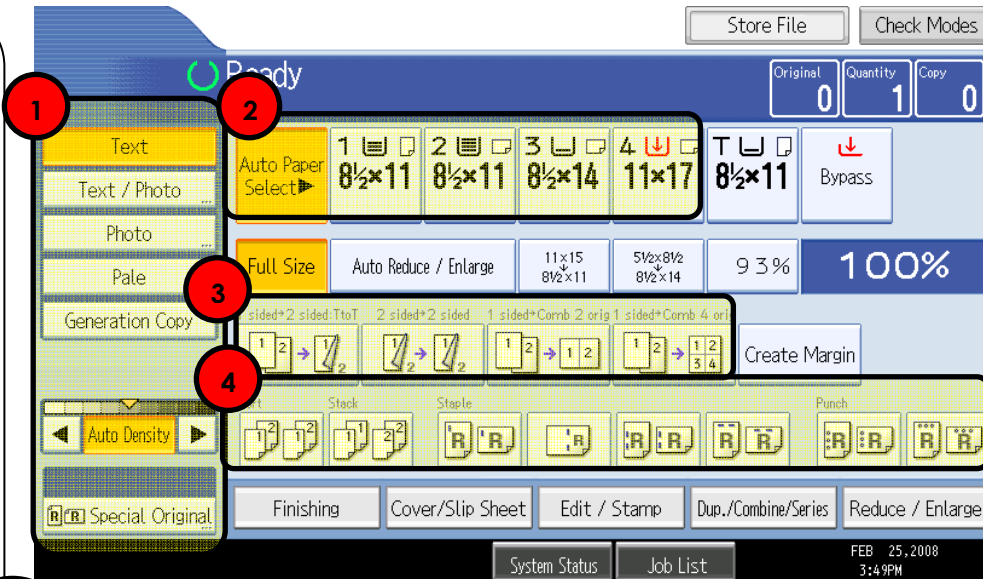
Generation Copy
Use this setting when you are making a copy of a copy.

Auto Density
Adjusts the image density (darker/lighter) automatically or you can manually adjust the image density by using the arrow keys.

Special Original
Select this setting to choose the [Mixed Sizes] feature when your originals are not all one size.

2 Paper Tray Selection

Use **Auto Paper Select** (default) when your original size is the same exact size as the paper you have loaded in one of your paper trays.
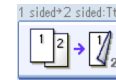
Manually select your copy paper size if your original is a non standard size, doesn't match the paper size loaded in any of your trays or if you are using the reduce/enlarge feature.

When selecting the **bypass tray**, press the κ key to specify the paper type for thicker stocks or for OHPs (transparencies).
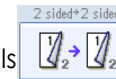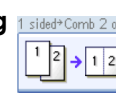
3 How to Save Paper

Use **1 sided → 2 sided** to have single sided originals copied double sided.
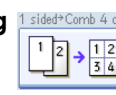
Use **2 sided → 2 sided** to have double sided originals copied double sided.

Use **1 sided → Comb 2 orig** to have 2 single sided originals copied side by side onto one page.

Use **1 sided → Comb 4 orig** to have 4 single sided originals copied onto one side of one page.
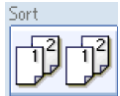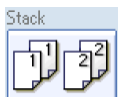
4 Finishing Options

Note: Features as shown will vary depending on device configuration.

Select **sort** to have your copies collated into sets.
(1,2,3 / 1,2,3 / 1,2,3)

Select **stack** to have multiple copies of the same original grouped together.
(1,1,1 / 2,2,2 / 3,3,3)

Corner Staple
Select this option to have your copies stapled in the top left corner.

Double Staple
Select this option to have your copies stapled with 2 staples down the left edge.

3 Hole Punch
Select this option to have your copies 3 hole punched on the left edge or along the top edge depending on your original orientation.