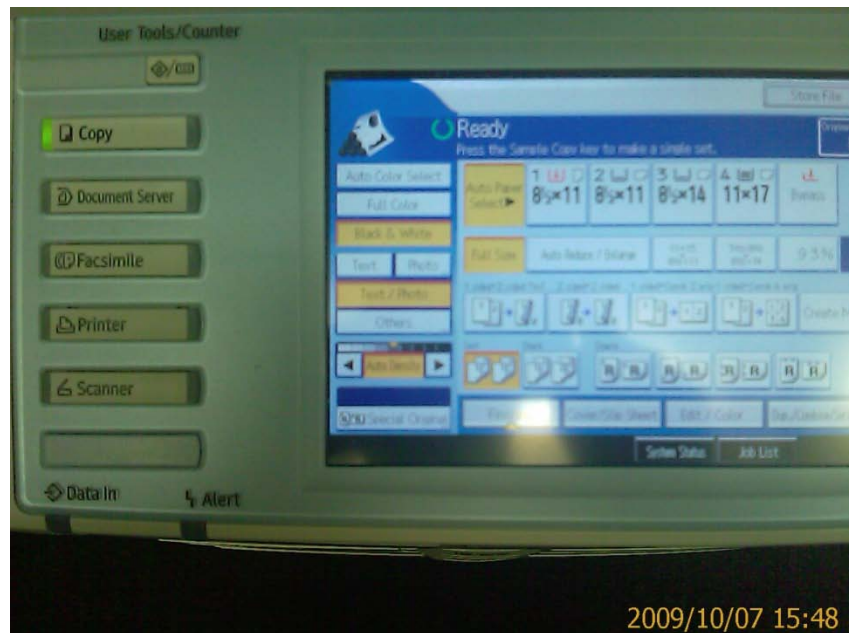


How to copy on a Ricoh MFP Device

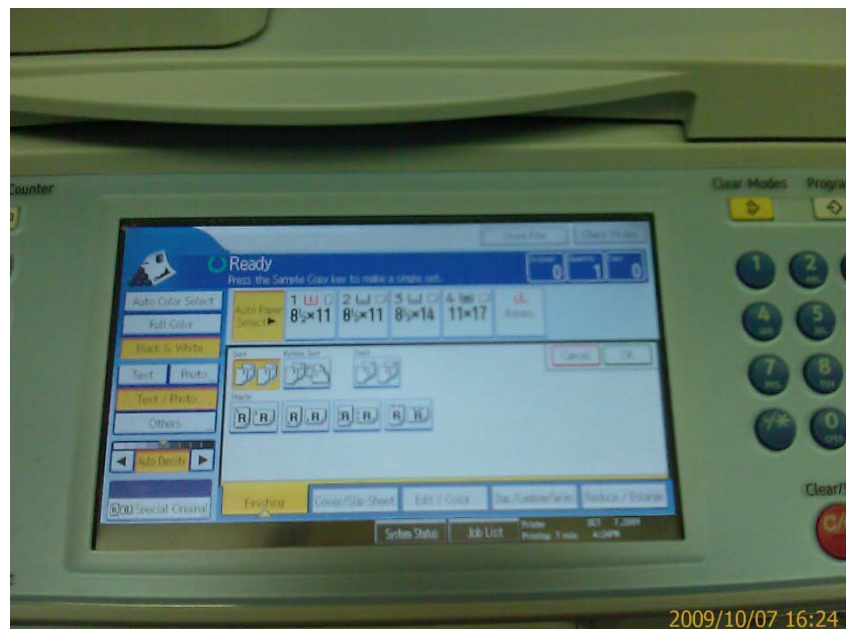
1. Place document in top feeder tray or under glass.

2. Make sure the “Copy” button is selected from function button list on left of control panel.



3. Select quantity by typing in the number of copies on the number pad. The copy number will also show in the “Quantity” box located top right of control panel screen.

4. Under the “Finisher” button located on bottom left of control panel you can select various options such as: Staple, Single sided document to double sided, double sided to double sided, etc.



5. Press the big green “Start” button.