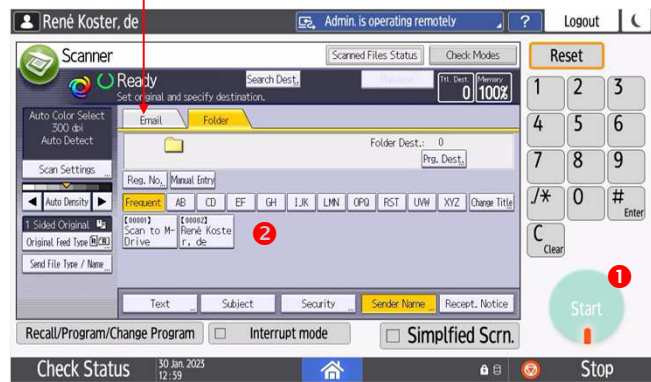# How to change advanced settings

Changing Advanced Scan Settings
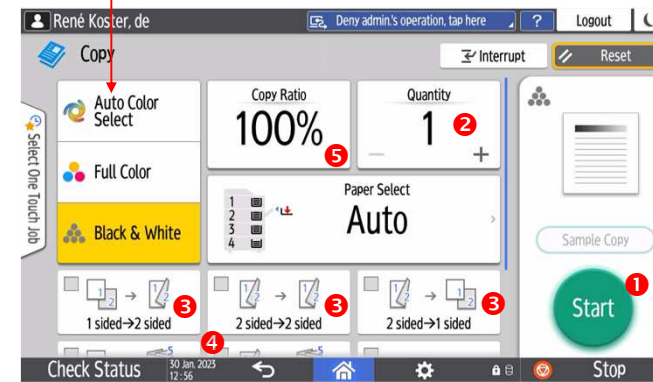
Select either **E-mail** or **Folder** and set the **destination**.

Press the **Green button** ❶ to start scanning. See below for optional settings.

Changing Advanced Copy Settings

Use one of these buttons to select the desired copy mode :[Auto Select], [Full Color] or [Black & White].

Press the **Green button** ❶ to start copying. See below for optional settings.

Setting Print Options

Settings for your print job need to be set on your computer.
From your application, press the **Printer symbol**, or use the menu option **File** and then **Print** or use the key combination (Ctrl+P) **C + p**.

Now select the WUR printer to be able to print to the RICOH multi-functional printers.

⚠️ Some applications identifies the printer-option as a direct print functionality. When this option is used, your print will be processed directly by the printer, using the latest settings.

Use the **Properties** button to change settings, such as double-sided, color or black & white, stapling, Booklet etc.
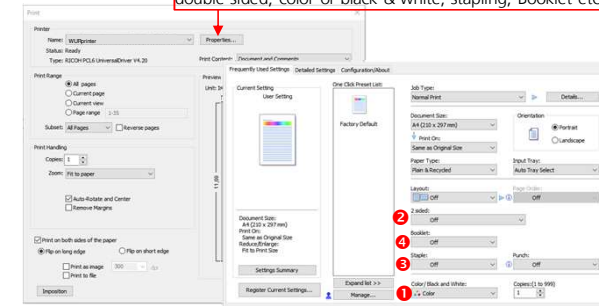
Scan Settings

- Use **Scan Settings** to indicate whether to scan in: **Color** or **Black and White**

- Also set the desired **resolution**

Original Type

- Use **Original Feed Type** to set the desired mode for **Single sided** or **Double sided** scanning.

- Ensure your-self that the Orientation is set correct

To make a Copy

- Set the desired number of copies ❷
- Press the **Green button** to make your copy ❶ .

Reducing or Enlarging

- Press **Auto Reduce/Enlarge** or make a **manual selection** ❺ to set the desired percentage to reduce or enlarge your copy.
- Set the desired number of copies ❷ .
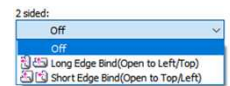- Press the **Green button** to make your copy ❶ .

Color or Black & White

- Select here whether you want to print in **Color** or **Black & White**. ❶
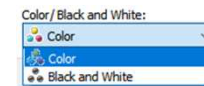
Single or Double-Sided

- Make your choice for double-sided printing. You can choose from open to left, open to top. ❷

File Type and Name

- Determine to what kind of document type you want your document scanned and if each sheet should be a separate document or if all sheets should be in one document

- If desired, enter a **document name** here.

Destination

- Use one of the **Short-cut buttons** ❷ to set the desired **destination**
- Or enter the e-mail address manually
- Press the **Green start button** ❶ to start scanning.

Sort/Stack or Staple*

- Scroll down and select the desired function for **Sorting** ❹ / **Stacking** or one of the **Stapling** modes.
- Set the desired number of copies ❷ .
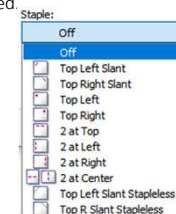- Press the **Green button** to make your copy ❶ .

Double-Sided copies

- Use the touch screen to select the desired function for **Double-Sided** copying ❸ .
- Set the desired number of copies ❷ .
- Press the **Green button** to make your copy ❶ .

Stapling*

- Select whether you want your document stapled.
- You can choose multiple staple options ❸

Booklet printing*

- Select if you want the print to be in booklet format. ❹

* Note that not all of the RICOH multi-functionals printers are equipped with a stapling or booklet option. If stapling or booklet is needed then use a RICOH multi-functional with a finisher.

RICOH
imagine. change.

RICOH
imagine. change.