QUICK REFERENCE GUIDE

How to copy using the Ricoh Multi-Function Device (MFD)

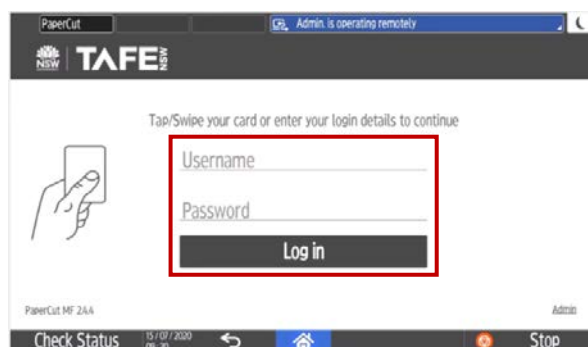This reference guide will explain:

1. How to copy a single sided document
2. How to copy a single sided document into a double sided document
3. How to copy a double sided document

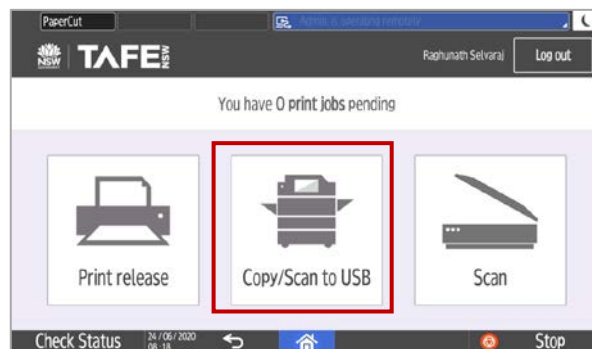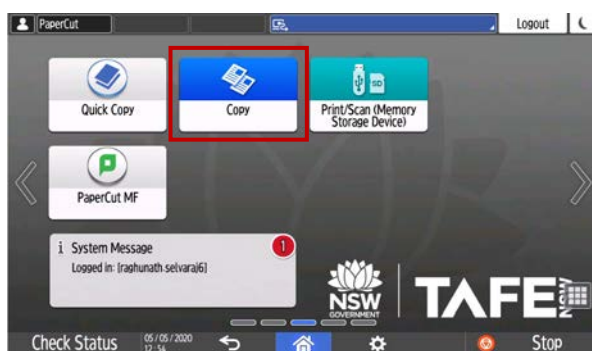| How to copy a single sided document	
1. Touch the display screen to wake up the device.	
2. The log in screen is displayed. If you do not have a TAFE card, enter your TAFE **username** and **password**, then press **Login**.	
3. If your TAFE card has a magnetic stripe on it, **swipe it downwards** through the card reader. Alternatively, if your TAFE card **does not** have a magnetic stripe on it, tap it on the card reader.	

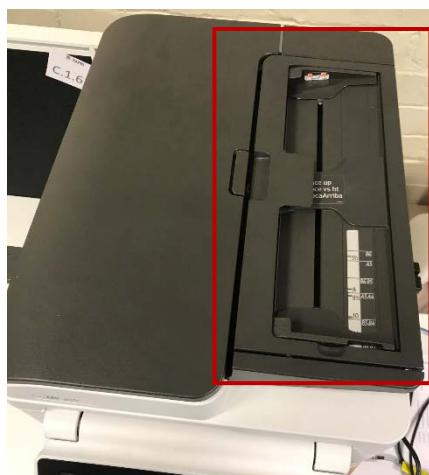|		
4.	If prompted, enter your TAFE network **Username** and **Password**. Press **Associate** to complete the registration process.	
5.	From the home screen select **Copy/Scan to USB**.	
6.	Select **Copy**.	
7.	Place the originals (facing upwards) in the automatic document feeder.	

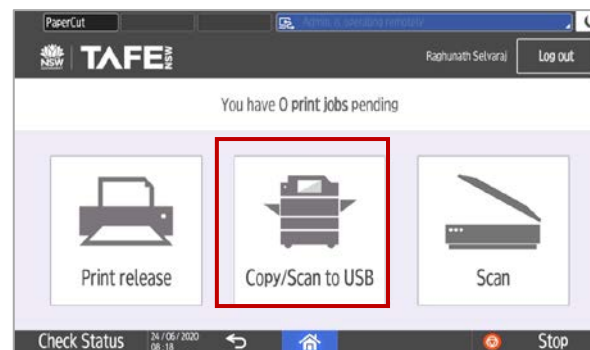|		
8.	The default setting is Black & White and 1 sided copy. Press **Start**.	
9.	Click **Logout**. *Note: You will automatically be logged out after the copy has been completed or after 60 seconds of inactivity.*	
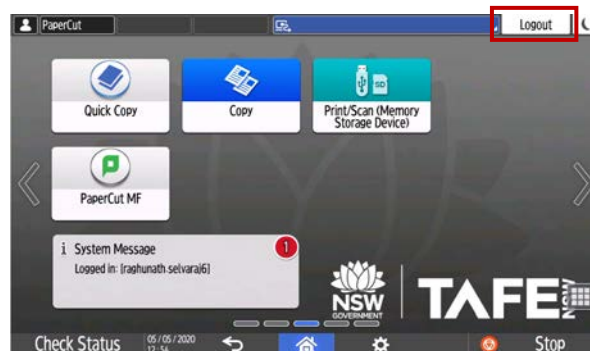
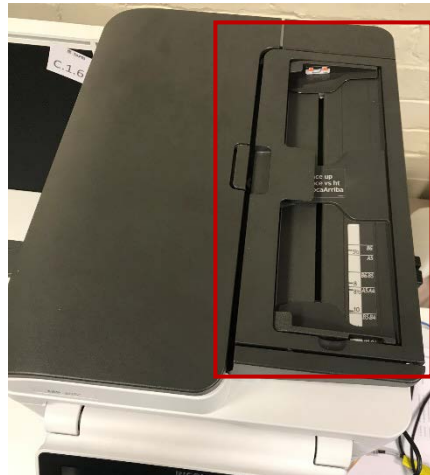| **How to copy a single sided document into a double sided document**		
1.	After authenticating to the device, select **Copy/Scan to USB**.	
2.	Select **Copy**.	

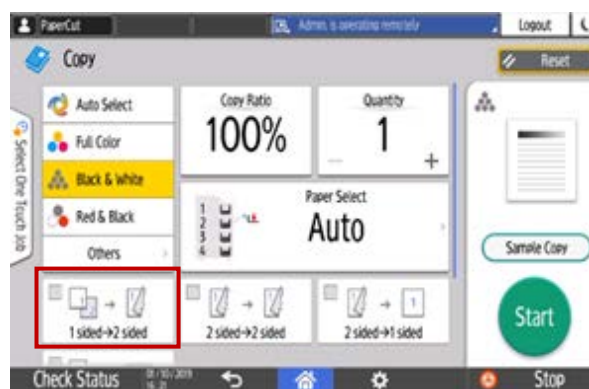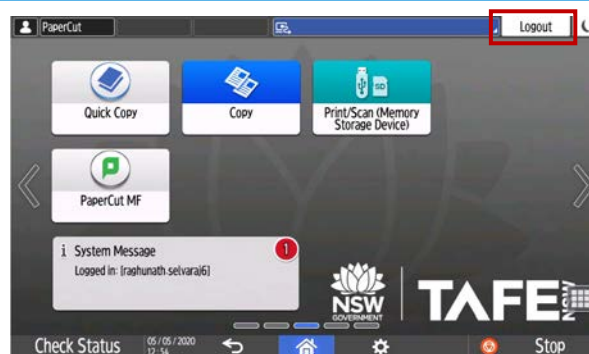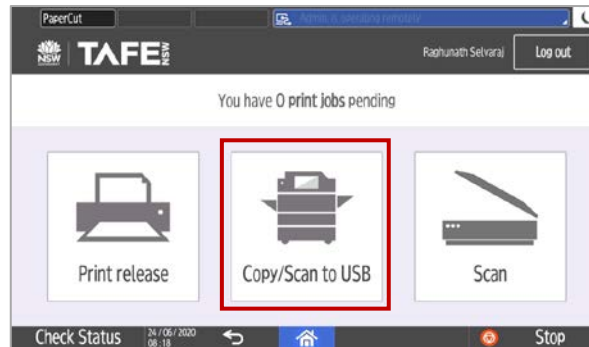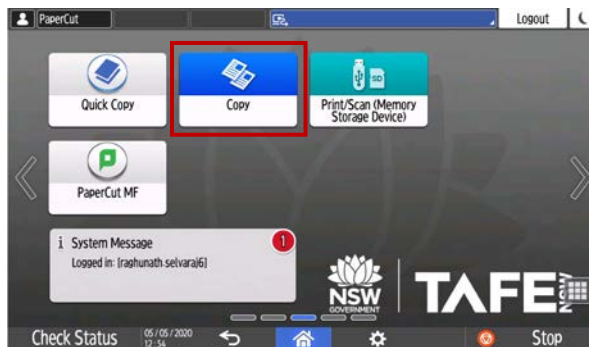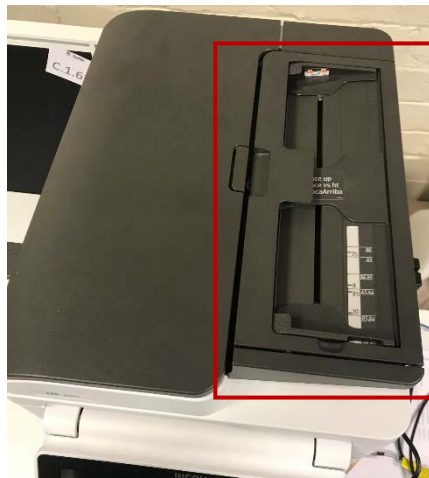|		
3.	Place the originals (facing upwards) in the automatic document feeder.	
4.	The default setting is Black & White and 1 sided copy but can be changed where required. Select **1 sided -> 2 sided**.	
5.	Press **Start**.	
6.	Click **Logout.** *Note: You will automatically be logged out after the copy has been completed or after 60 seconds of inactivity.*	

How to copy a double sided document

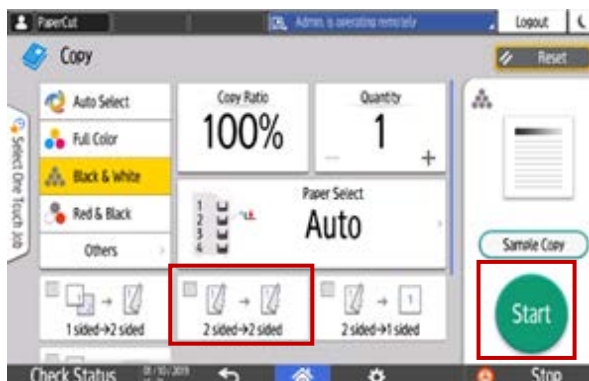|	
1. After authenticating to the device, select **Copy/Scan to USB**.	
2. Select **Copy**.	
3. Place the originals (facing upwards) in the automatic document feeder.	
4. Select **2 sided -> 2 sided** and then press **Start**.	

5. Click **Logout**.

   Note: You will automatically be logged out after the copy has been completed or after 60 seconds of inactivity.