# Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

#### Ø Note

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader is necessary to view the manuals as a PDF file.
- □ Three CD-ROMs are provided:
  - CD-ROM 1 "Operating Instructions for Printer/Scanner"
  - CD-ROM 2 "Scanner Driver & Document Management Utilities"
  - CD-ROM 3 "Operating Instructions for General Settings and Facsimile"

#### General Settings Guide (PDF file - CD-ROM3)

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), and troubleshooting.

Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

#### Network Guide (PDF file - CD-ROM1)

Describes procedures for configuring the machine and computers in a network environment.

#### Copy Reference (this manual)

Describes operations, functions, and troubleshooting for the machine's copier function.

#### Facsimile Reference <Basic Features>

Describes operations, functions, and troubleshooting for the machine's facsimile function.

#### Facsimile Reference <Advanced Features> (PDF file - CD-ROM3)

Describes advanced functions and settings for key operators.

# Printer Reference 1

Describes system settings and operations for the machine's printer function.

#### Printer Reference 2 (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's printer function.

#### Scanner Reference (PDF file - CD-ROM1)

Describes operations, functions, and troubleshooting for the machine's scanner function.

# Ricoh 2016 User Guide

Management Association, Information Resources



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