1   Place the documents on the glass (Face Down) or in the document feeder (Face Up)
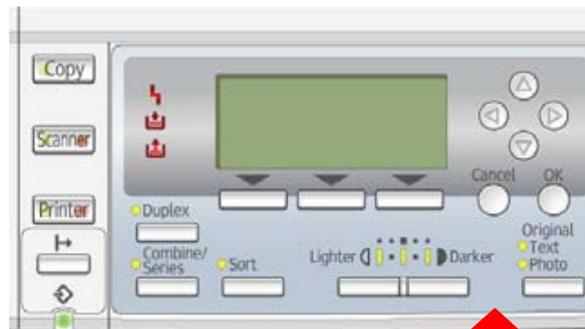
2   Make sure that the screen looks like this – If not press the "Copy" button or press the "Clear Modes" key.

```
Ready
Auto Paper Select        ⇕  1
[100%]
100%        R/E      Auto R/E
```

3   Enter any required settings e.g. Lighter / Darker, Text / photo

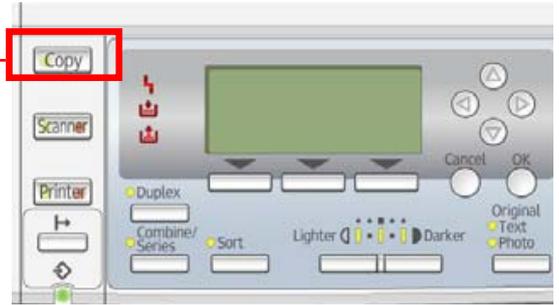**4**   Enter the number of copies required.

5   Press the Start Key

1 Press the Copy function key

2 Press the [DUPLEX] key

3 Set the originals face up in the document feeder

4 Enter any other required settings

5 Enter the number of copies required
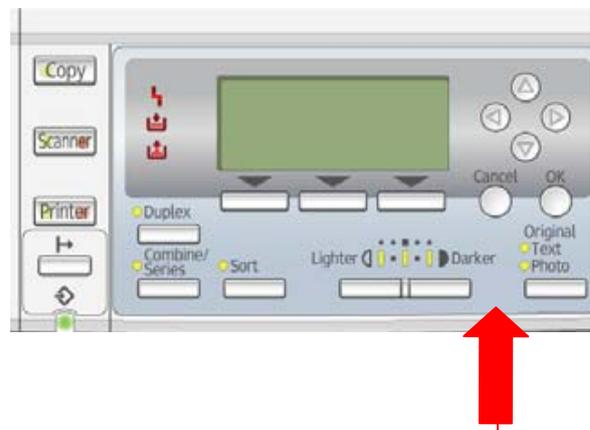
6 Press the Start key
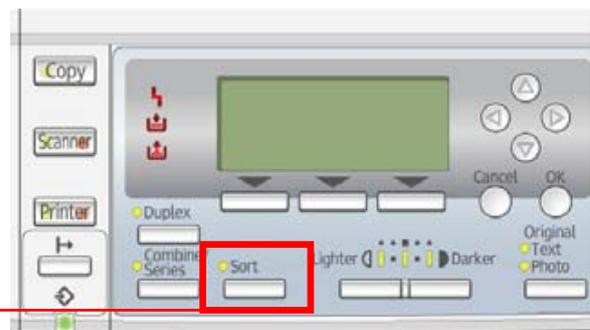
1 Place the documents in the document feeder (Face Up)

2 Ensure that the screen looks like this, if it does not then press the "Copy" key or the Clear modes key.

```
⏻Ready
Auto Paper Select      ⇕  1
[100%]
   100%        R/E     Auto R/E
```

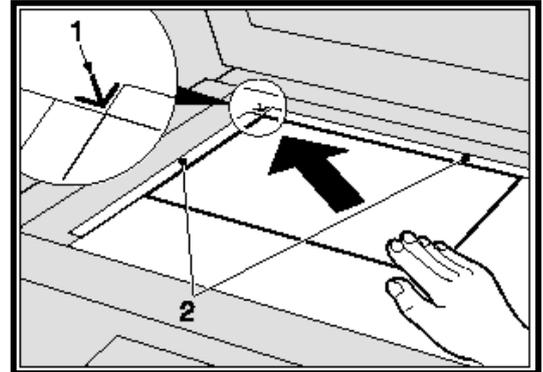**3** Enter any required settings e.g. Lighter / Darker, Text / photo

4 Press the Sort key

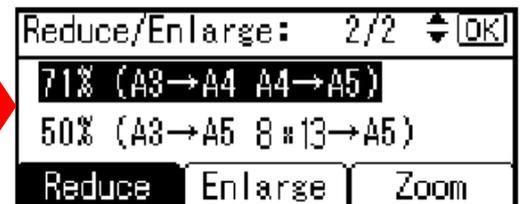**5** Enter the number of copies using the blue number keys

1 Place the original onto the glass (Face Down). The original should be aligned to the rear left hand corner as shown.

2 Press the R/E key then either select the Enlarge or Reduce key.
Then
Use the arrow up or down keys to select the ratio
or
(Press the Zoom key and enter the desired ration with the blue number keys.

```
Reduce/Enlarge:     2/2   ÷ OK
71% (A3→A4  A4→A5)
50% (A3→A5  8 #13→A5)
Reduce | Enlarge | Zoom
```

```
◑ Ready
Auto Paper Select    ÷  1
[100%]
100%  |  R/E  | Auto R/E
```

```
Reduce/Enlarge:         ÷ OK
Enter reproduction ratio.
                71 %<50~200>
Reduce | Enlarge | Zoom
```

3 Press the OK Key

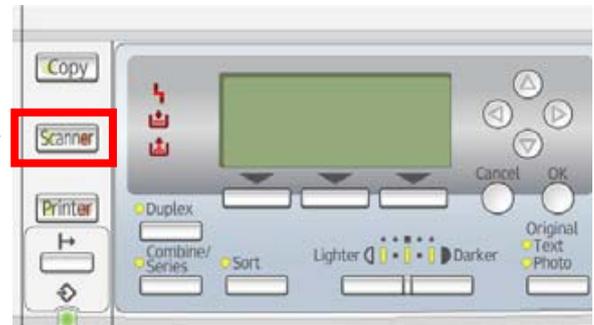**4** Select the paper tray you want to copy from.

5 Press the Start key

1 Press the scanner function key

2 Press the Destination key for a pre-programmed address or press the manual key and type in the address to scan to and then press OK

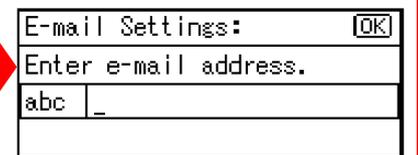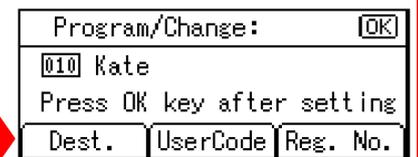**3** Press the Options key which allows you to change the senders name, resolution, scan size, file type, etc.

```
Updating dest. list failed
Set original, specify dest.
▤                        Ttl.0
  ✎/▤  │  Manual │ Options
```
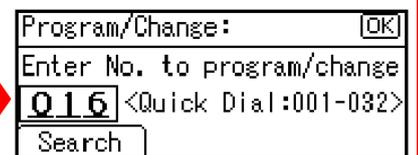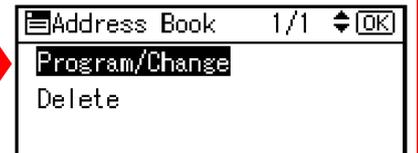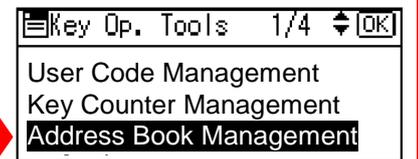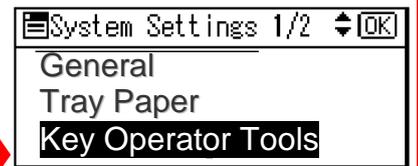
4 Place your document in the document feeder or on the glass and press the Start key.

If you have any problems scanning to an email address please contact your IT representative or have them contact Ricoh on 0800-807-676

RICOH

How To
Program Scan to Email Addresses

MP 2000Le

1 Press the User Tools / Counter key

2 Select Systems Settings using the Up and Down arrow keys and then press OK

≡System Settings 1/2 ↕ OK
General
Tray Paper
Key Operator Tools

3 Select Key Operator Tools using the Up and Down arrow keys and then press OK

≡Key Op. Tools 1/4 ↕ OK
User Code Management
Key Counter Management
Address Book Management

4 Select Address Book Management using the up and down arrow keys and then press OK

≡Address Book 1/1 ↕ OK
Program/Change
Delete

5 Press the OK key to select Program / Change

6 Enter the registration number that you want to store the scan to email address under (Using the blue number keys) and then press OK

Program/Change: OK
Enter No. to program/change
016 <Quick Dial:001-032>
Search

7 Type in the destination name using the Quick Dial Keys (Similar to texting) and then press OK

Program/Change: OK
010 Kate
Press OK key after setting
Dest. UserCode Reg. No.

8 Press the Dest Key and then use the down arrow key to highlight Email Settings and then press OK

E-mail Settings: OK
Enter e-mail address.
abc _

9 Type in the email address and then press OK

10 To register the email address as a sender (recommended) arrow up and then press OK

11 Select OFF or ON to register a senders password (OFF is recommended)

12 Press the Cancel key and then press the OK key to save the settings
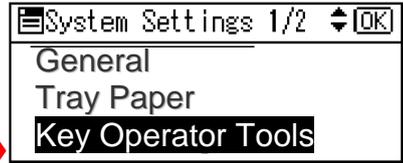
If you have any queries then please contact our Helpdesk (through customer services) on 0800-807-676

RICOH

How To

Program Fax Destinations

MP 2000Le

1 Press the User Tools / Counter key

2 Select Systems Settings using the Up and Down arrow keys and then press OK

📑System Settings 1/2 ♦ OK
General
Tray Paper
Key Operator Tools

3 Select Key Operator Tools using the Up and Down arrow keys and then press OK

📑Key Op. Tools 1/4 ♦ OK
User Code Management
Key Counter Management
Address Book Management

4 Select Address Book Management using the up and down arrow keys and then press OK

📑Address Book 1/1 ♦ OK
Program/Change
Delete

5 Press the OK key to select Program / Change
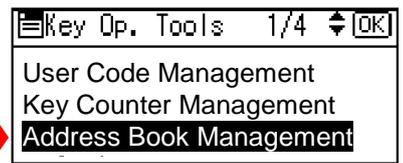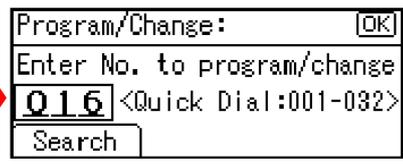
Program/Change: OK
Enter No. to program/change
016 <Quick Dial:001-032>
Search
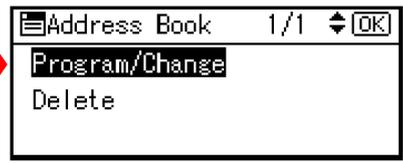
6 Using the blue number keys, enter the registration number to store the Quick Dial in (e.g. 03=Ricoh NZ 9151-494) and press OK

Program/Change: OK
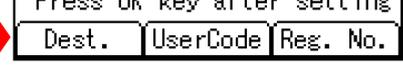010 Kate
Press OK key after setting
Dest. UserCode Reg. No.

7 Type in the destination name using the Quick Dial Keys (Similar to texting) and then press OK

8 Press the Destination Key

📑Dest. Settings 1/1 ♦ OK
Fax Settings
E-mail Settings
Program Group
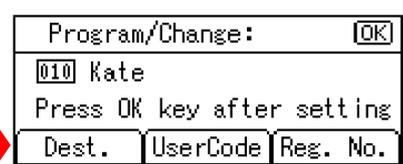
9 Use arrow keys to navigate to Fax settings and press OK

10 Using the blue number keys, type in the fax number and press OK
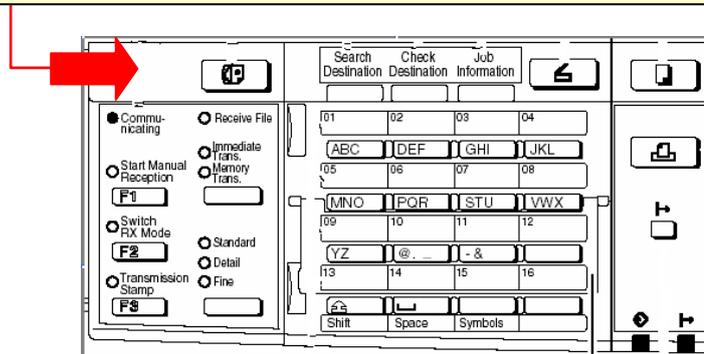
11 Press the Cancel key (To exit the screen)

12 Press the OK to enter settings and then Press User Tools / Counter key to exit

If you have any queries then please contact our Helpdesk (through customer services) on 0800-807-676
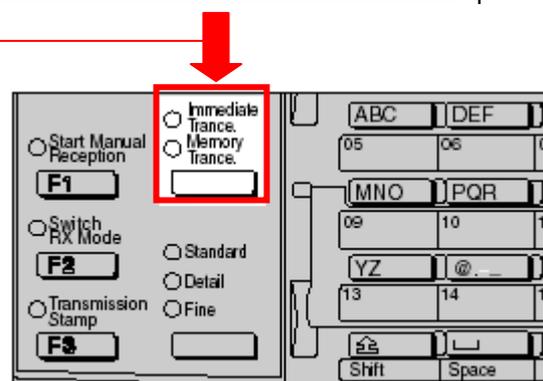
1 Ensure that you are in Fax Mode, if you are not then press the Facsimile Key.

2 Make sure that the memory transmission indicator is lit.

3 Place the original into the document feeder (Face Up) or on the glass (Face Down)
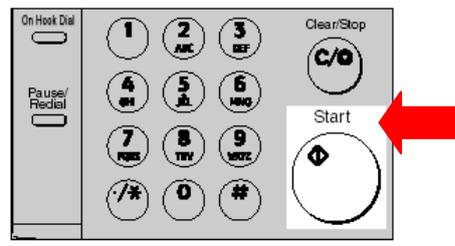
4 Dial the number required using the blue number keys, quick dial keys or speed dial keys.

NOTE: If you wish to send the same message to more than one destination, press the OK key and dial another destination. Repeat this step for all destinations.

5 Press the Start Key

The fax is now stored in the machines memory. If the transmission was not successfully sent with the first attempt, then the machine will redial at 5 minute intervals, another 5 times. After this an error message will be printed and the fax will be deleted out of the machines memory

1 Make sure that you are in FAX mode and that the immediate transmission is lit. (If this is not the case then press the transmission mode key)
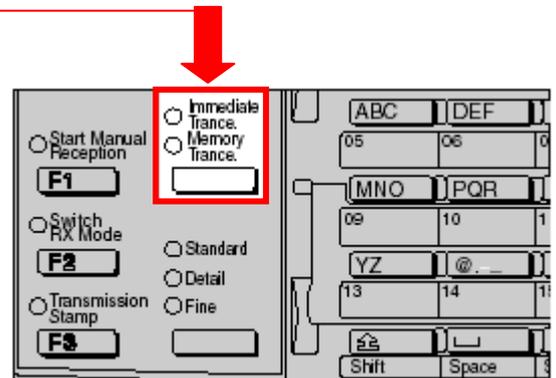
2 Place the original into the document feeder (Face Up) or on the glass (Face Down)

3 Dial the number required using the Blue Number keys, Quick Dial keys or Speed Dial keys.

Note: You cannot send the same message to multiple destinations. Use the memory transmission for this.


```
Ready                100%
Set original, specify dest.
☎01234567890_        Ttl.1
Add Dest | Tone | TX Mode
```
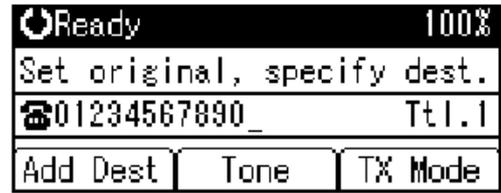
4 Press the Start Key

The machine will call the destination. If a successful connection is established then the pages will be scanned through the document feeder and transmitted.
Once the transmission is complete, the machine will return to Standby mode.
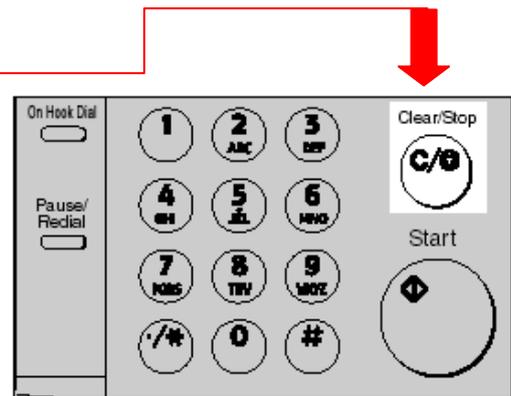
1 Make sure that the machine is in Facsimile standby mode and that the display is in Standby or Ready mode

```
⟳Ready                    100%
Set original, specify dest.
☎01234567890_          Ttl.1
Add Dest │  Tone  │ TX Mode
```

2 Press the Red Clear / Stop key
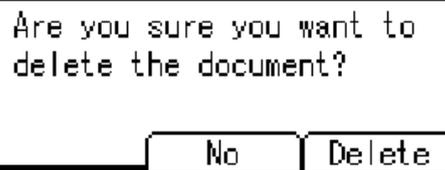
On Hook Dial

Pause/Redial

Clear/Stop C/⊘

Start ◇

3 Use the up / down keys to display the file that you want to delete. (The number you dialed will be displayed)

Press the Stop TX key

```
TX Standby File: 1/1      ⬍
31 Jul.23:18     P1▶trnsmtg
☎2                    No.102
Stop TX │
```

4 Press the Delete key

```
Are you sure you want to
delete the document?

          │  No  │ Delete
```

5 The file will now be erased from the machines memory and the machine will return to the Stand by mode.