

BW Copy  
Mode  
(SOP)  
Smart  
Operational  
Panel



CAPILANO  
UNIVERSITY

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## Training on Ricoh MFPs

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Danny McCormack  
Solution Training Specialist



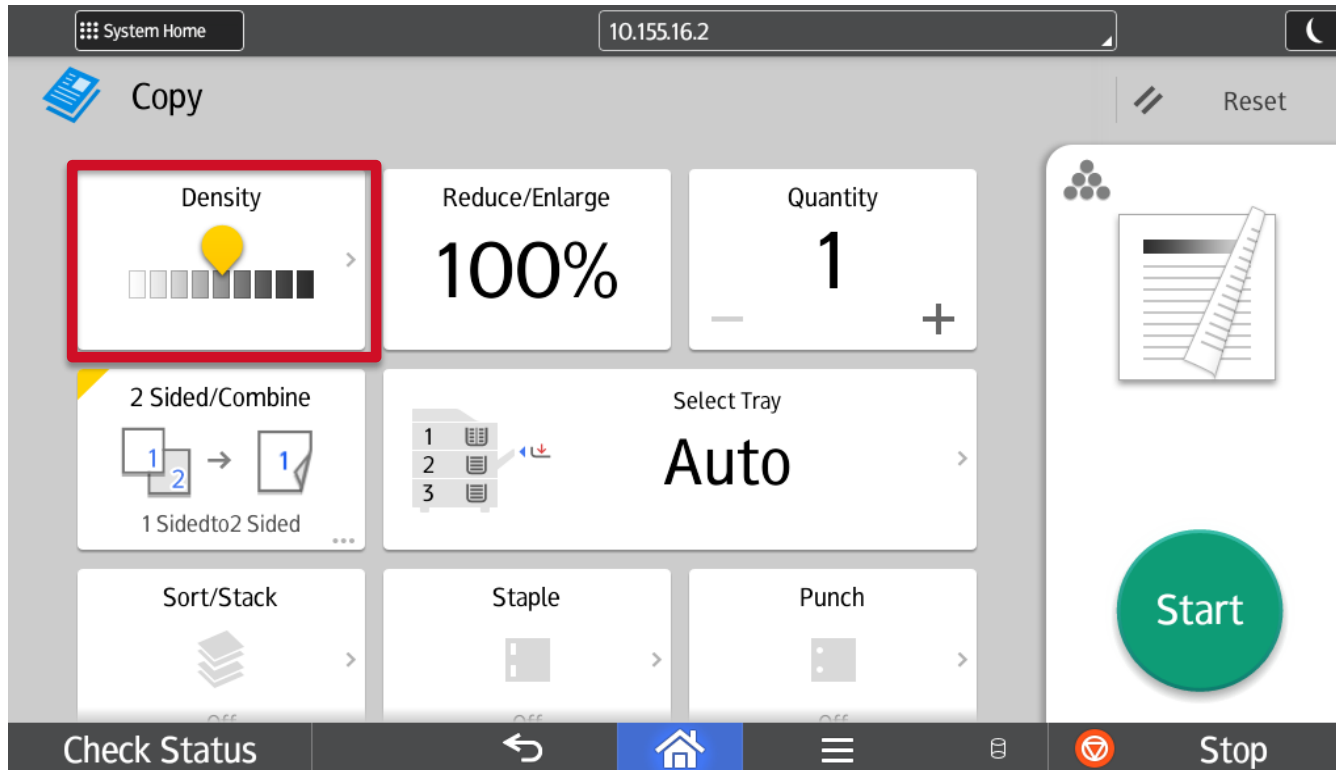
# SOP Copy Mode



Press the **Copy** icon, in the top left hand corner of your screen.

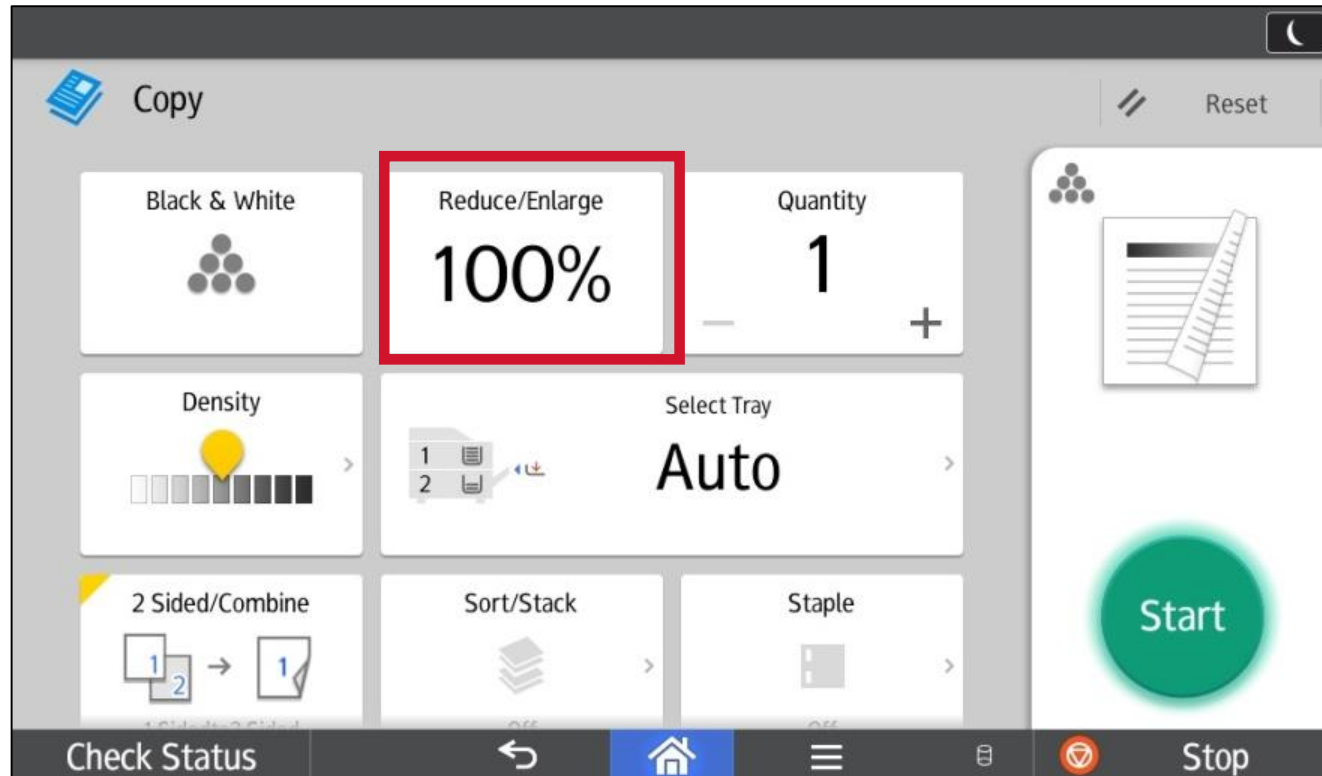


# Density



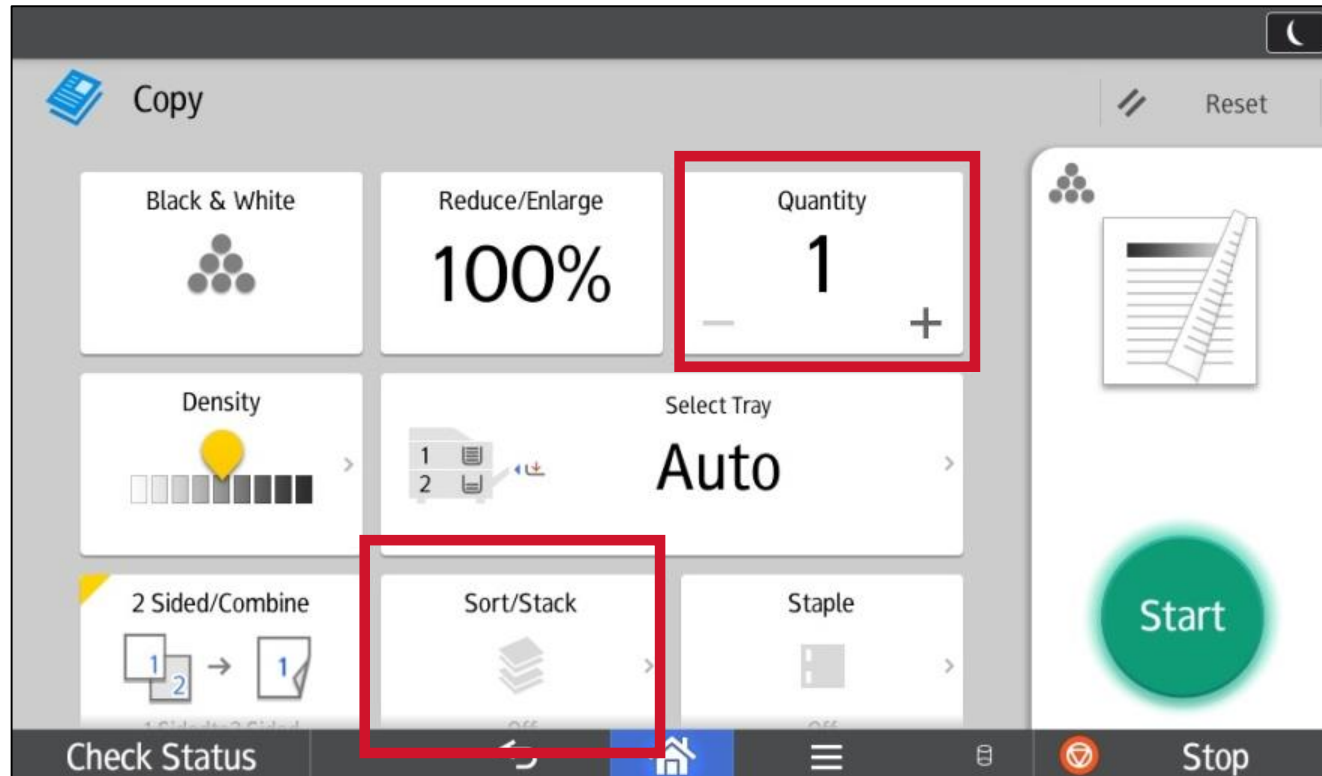
With Density you can make it lighter or darker.

# Reduce/Enlarge



This option allows you to choose presets from 25 to 400%, Zoom in 1% increments with + or -, or entering your ratio directly with **Number Keys.**

# Quantity & Sort/Stack

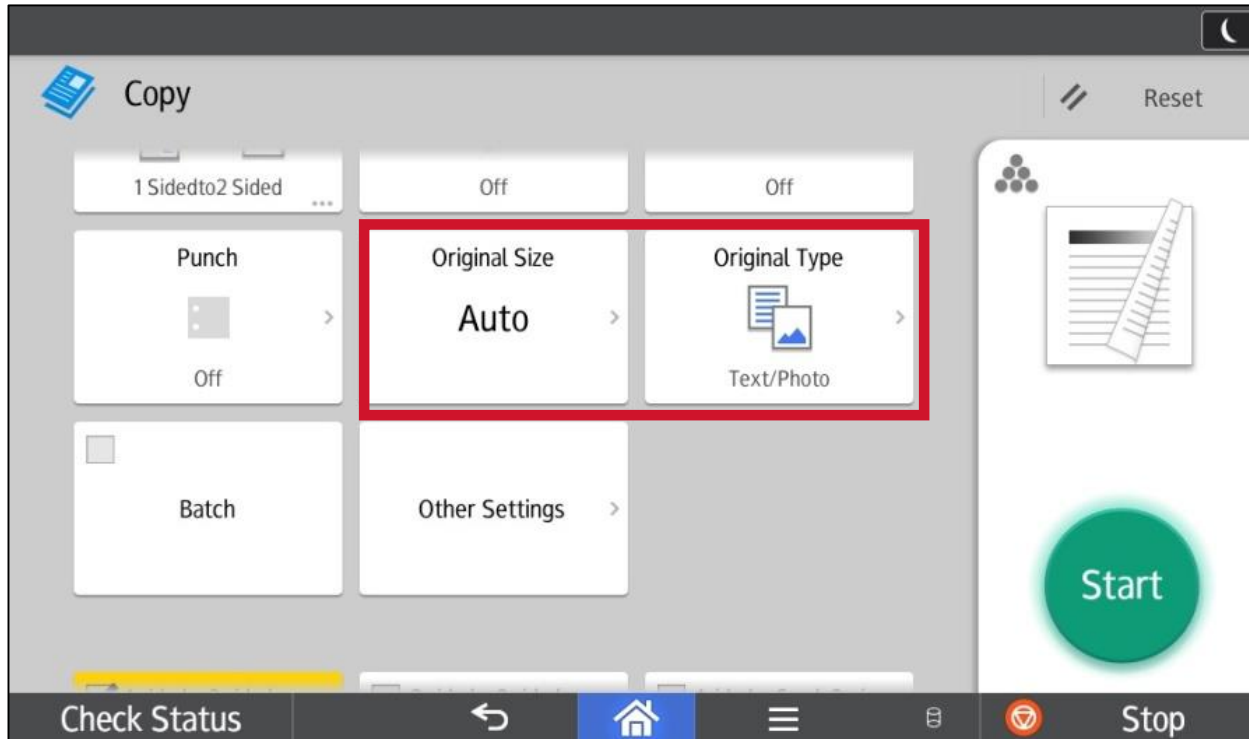


**Quantity:** Select how many copies you would like to make.

**Sort/Stack:** You can turn on SORT to collate documents.

# Original Size & Original Type

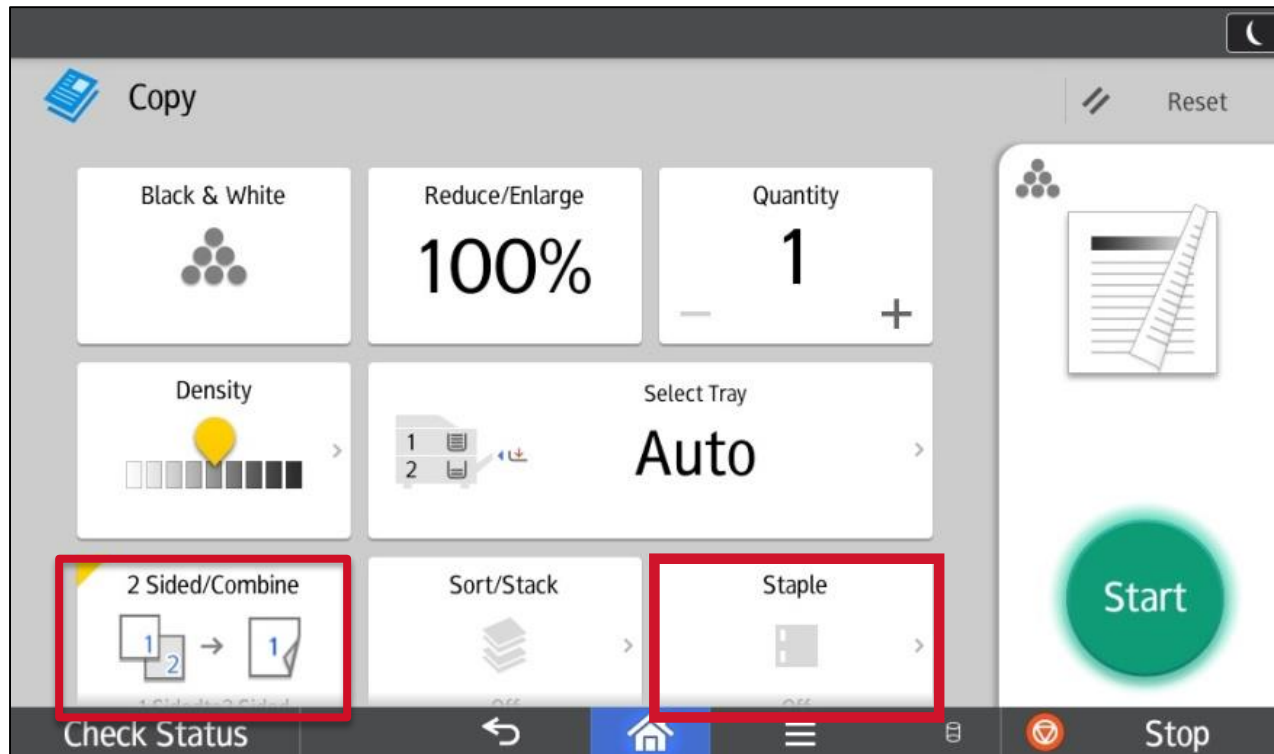
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**Original Size:** allows you to select Mixed Sizes when your document has various page sizes in it.

**Original Type:** allows you to set the type of document to be copied, or choose Generation Copy, Light or Map for image repair.

# ■ 2 sided/ Combine/Staple **RICOH** imagine. change.

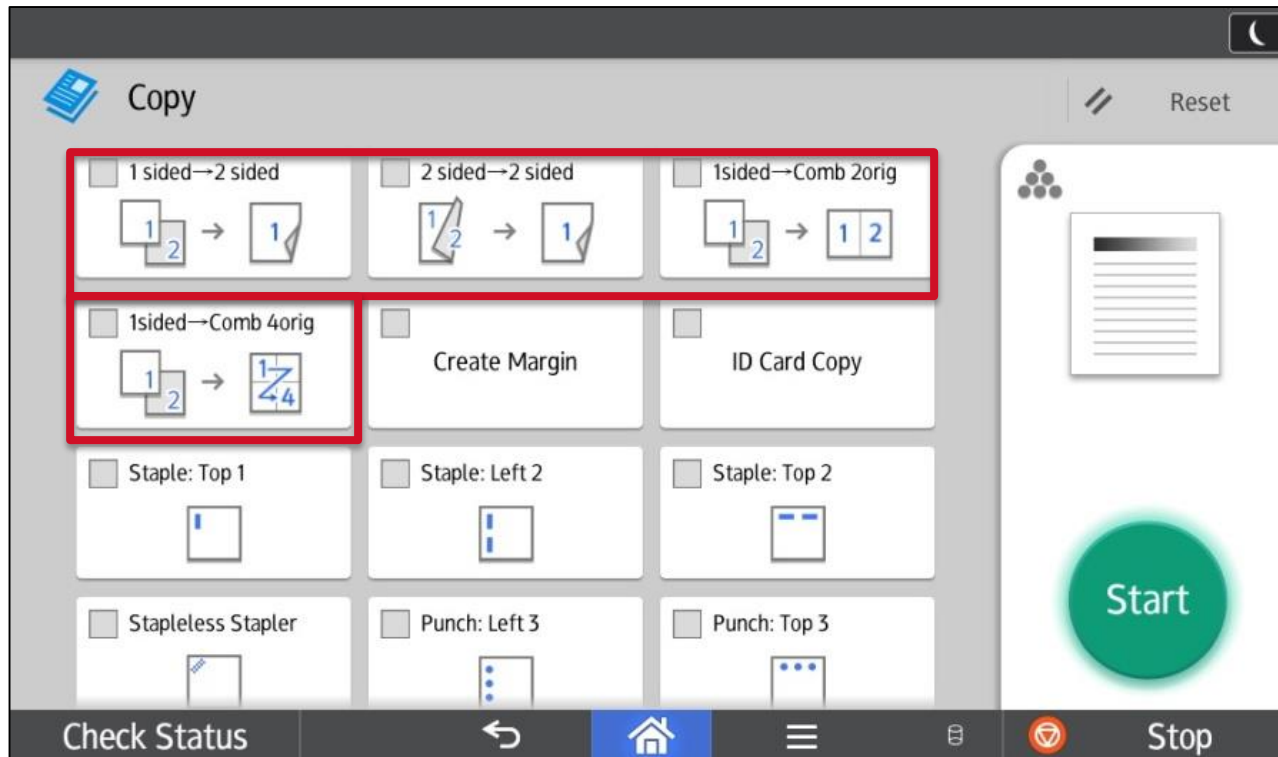


**2 sided/Combine:** select 2 side modes

**Staple:** You can select the type of Staple you would like to apply to your job.



# Quick 2 Sided options

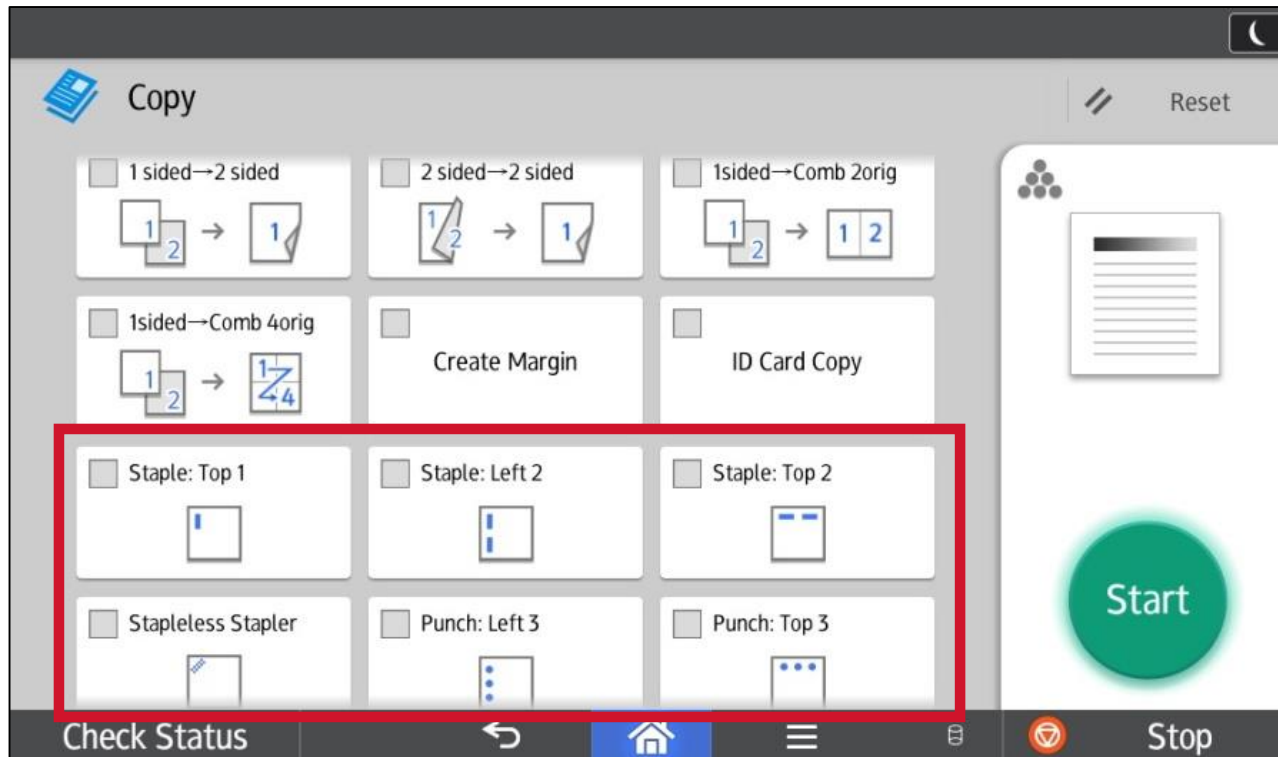


Scroll down to the 2 sided options





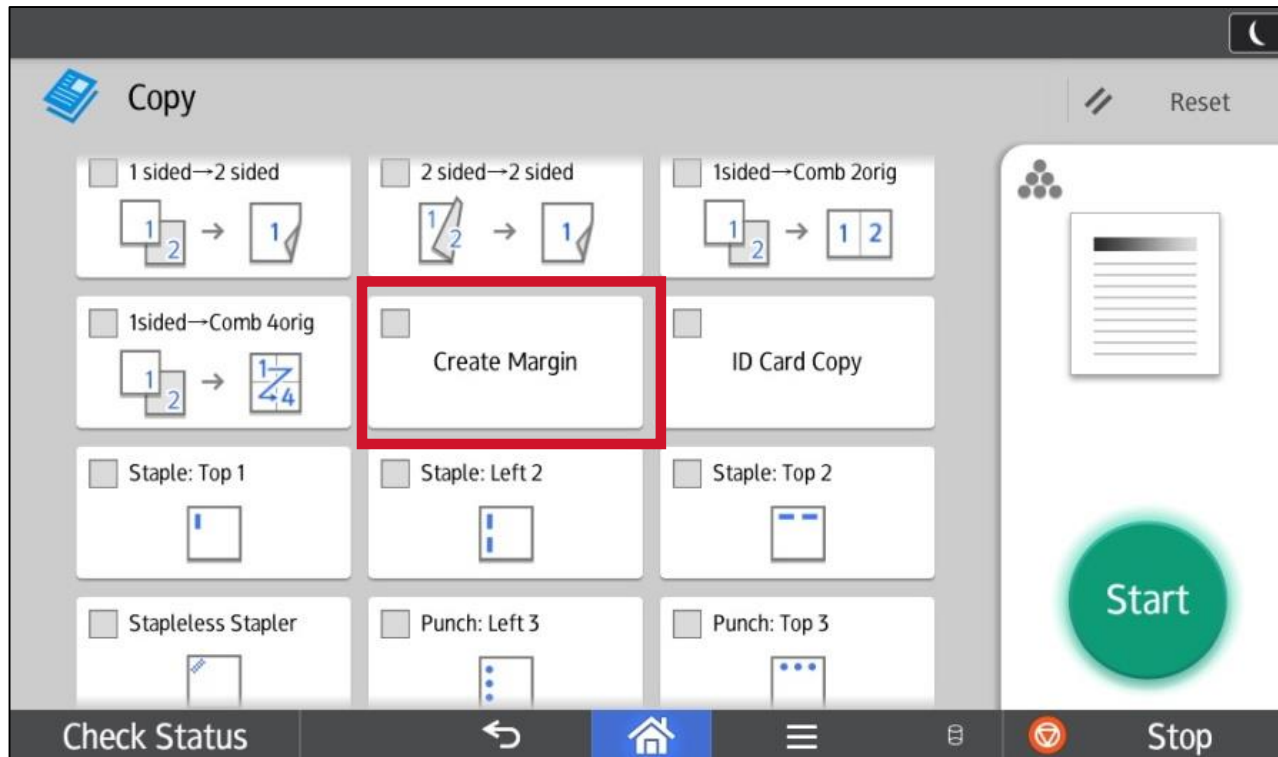
# Quick Staples/Punch options



Scroll down for stapling options

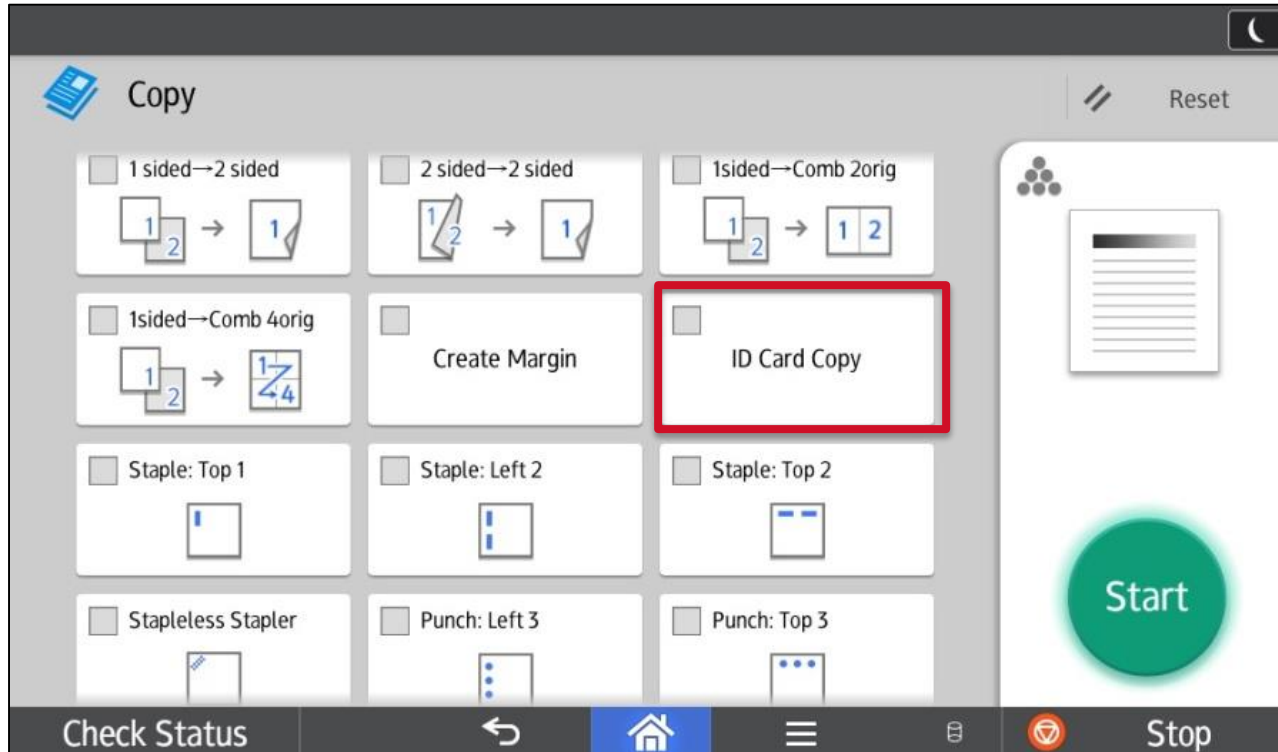


# Create Margin



**Create margin:** allows you to shift wide image on document to allow for hole punching without losing important information of the document.

# ID Card Copy



**ID Card Copy:** allows you to copy a 2-sided original (for ex. A driver's license) onto 1-side of the page. Follow promptings.

**Thank You**



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