**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.*