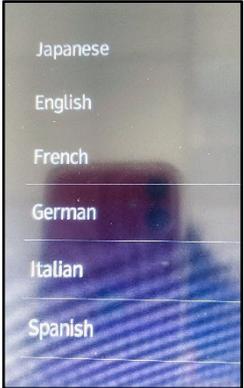


Switching the keyboard Language on all copiers Classic View

<ol style="list-style-type: none"> 1. Log on to the Ricoh copier by swiping your ID Card or using your username and password. 2. Tap on the Device Functions icon. 	 <p>The image shows the PaperCut MF web interface. At the top, it says 'PaperCut MF' and 'Log out'. Below that, it says 'Print jobs pending: 2' and 'Print All'. There are three main icons: 'Print release' (a printer with an arrow), 'Device Functions' (a printer with a gear), and 'Scan' (a scanner). The 'Device Functions' icon is highlighted.</p>
<ol style="list-style-type: none"> 3. Pick an account (budget) for the service, and then tap on the device functions button. 4. Proceed to the User Tools, located in the middle of the Ricoh panel. 	 <p>The image shows a close-up of the Ricoh panel. At the top, there are buttons for '?', 'Logout', and a home button. In the center, there is a large blue button with a gear icon and the text 'User Tools'.</p>
<ol style="list-style-type: none"> 5. Press on the Screen Features. 6. Scroll down to Language & Input. 7. Press on the Keyboard & Input Methods. 8. Press Input Languages 	  <p>The image shows two screenshots of the Ricoh panel. The left screenshot shows the 'User Tools' menu with 'Screen Features' selected. The right screenshot shows the 'Language & input' settings menu, which is divided into 'DEVICE' and 'SYSTEM' sections. Under 'DEVICE', there are options for 'Storage', 'Language & input', and 'Screen Device Settings'. Under 'SYSTEM', there is an option for 'Screen Device Settings'.</p>
<ol style="list-style-type: none"> 9. Under the (Use System Language) select the languages you need. 10. Press Home is in the center at the bottom of the screen. 11. Switch to the screen and enter text. 	 <p>The image shows a list of languages for selection: Japanese, English, French, German, Italian, and Spanish. The list is displayed on a dark background with a blue glow.</p>