Ricoh Copying Guide

1. Walk up to the *Ricoh Printer*. If the printer is idle, tap your *KSU ID card* on the *SmartCard Reader* to bring the device out of idle status. Wait for the printer to warm up.

2. When prompted by the screen, tap your *KSU ID* card on the *SmartCard Reader* to access printer features.

![Figure 1 - Tapping your KSU ID](image)

3. Select the **Department Account** that you wish to charge your job to.

4. At the *Job Name* screen, tap the ![home icon](image) button, located on the bottom of the *Touch Panel*.

5. Tap the **Copier (Classic)** button.

![Figure 2 - Tap Copier (Classic)](image)

6. Insert the documents that you wish to copy into the document feed.

7. If you wish to make a color copy, verify that the **full color option** is active by tapping the **Full Color** button on the *Touch Panel*.

![Figure 3 - Full Color Option](image)

8. Tap the **Start** button

![Figure 4 - Tap Start](image)

9. Remove copies and the original document from their respective trays after completion.

10. Tap your **KSU ID Card** on the *SmartCard Reader* to log out.