


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

3. Select the **Department Account** that you wish to charge your job to.
4. At the *Job Name* screen, tap the  button, located on the bottom of the *Touch Panel*.
5. Tap the **Copier (Classic)** button.

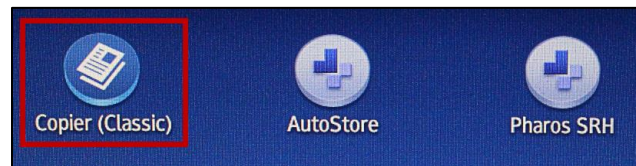


Figure 2 - Tap Copier (Classic)

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

8. Tap the **Start** button



Figure 4 - Tap Start

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.