Ricoh Printing Guide

1. At your computer, select **KSU-Print-BW** for black & white or **KSU-Print-Color** for color print jobs.
2. 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.
3. Tap your **KSU ID card** on the **SmartCard Reader** to access printer features.

![Figure 1 - Tapping your KSU ID](image1.png)

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

![Figure 2 - Selecting your Departmental Account](image2.png)

5. Select the **print job(s)** that you wish to print (See Figure 3).
6. Tap the **Print** button after selecting your print job(s) (See Figure 3).

![Figure 3 - Printing your Job](image3.png)

7. Remove your printed document(s) from the tray.
8. Tap your **KSU ID Card** on the **SmartCard Reader** to log out of the printer.