Scanning with the Ricoh Printer

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.

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

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

3. Select the appropriate **Department Account**.

4. At the **Job Name Screen**, tap the **Home button**, located on the *control panel*.

   ![Figure 2 - Home Button](image2)

5. At the **Home screen**, tap the **Autostore** button.

   ![Figure 3 - Autostore](image3)

6. Tap the **Scan** button.

7. In the **AutoStore workflow screen**, tap the **Folder** button.

   ![Figure 4 - Tap the Folder button](image4)

8. In the **Folder screen**, tap the **folder** button.

9. In the **search bar**, enter your **NetID** and tap **OK**.

   ![Figure 5 - Enter the NetID and Tap OK](image5)

10. Search results will display. Tap the icon with your **NetID** and tap **OK**.

11. Place your document in the **Document Feeder** or on the **scan glass**.

12. Tap the **Start** button on the control panel to begin scanning.

   ![Figure 6 - Tap Start](image6)

13. If using the **scan glass**, tap the **# key** when you complete your job.

   **Note**: Using the document feeder will bypass this step

14. A message stating that the transfer has succeeded will briefly appear. The document will then be visible on the **V: Drive** if you are using a PC or the **Scan Folder** on the Mac.

15. Tap your **KSU ID card** on the *SmartCard Reader* to log out.

   **Note**: There is no charge to the user or department for scanning.