

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

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

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

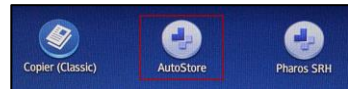


Figure 3 - Autostore

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

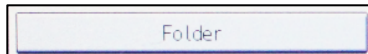



Figure 4 - Tap the Folder button

8. In the *Folder* screen, tap the  button.
9. In the *search bar*, enter your **NetID** and tap **OK**.

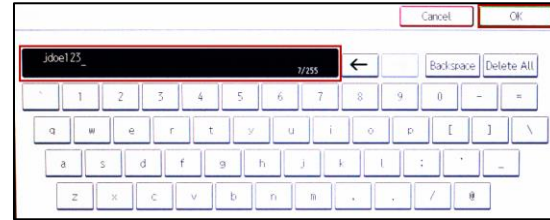


Figure 5 - Enter the NetID and Tap OK

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

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.