HOW TO
MAKE A COPY

1 | TAP **KSU ID CARD**
- Tap ID on Smart Card Reader to activate the printer

2 | TAP **MORE DEVICE FUNCTIONS**

3 | TAP **COPY**

4 | INSERT DOCUMENT(S)
- Place the document(s) you wish to copy on the glass or in the feeder tray.
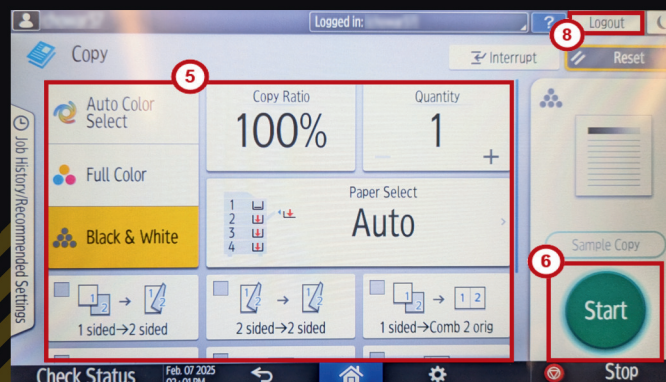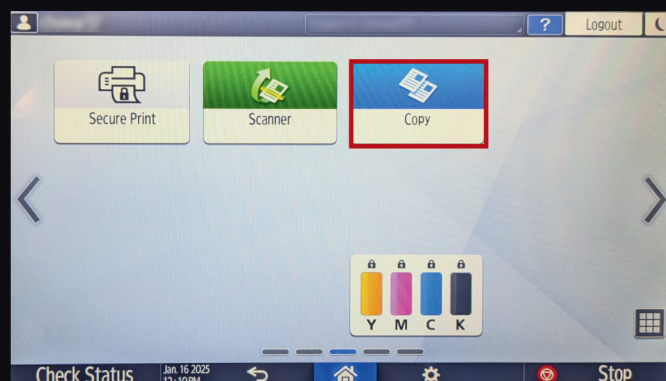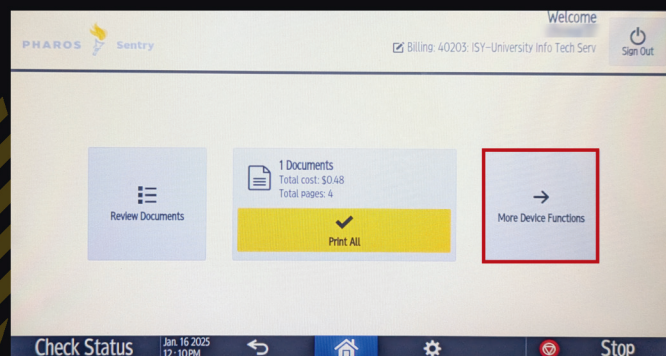
5 | ADJUST COPY SETTINGS
- Depending on the Ricoh printer model, you can adjust settings such as the number of copies, paper size, paper type, color settings, and resolution. Use the touch screen (if available)

6 | TAP **START**

7 | REMOVE ALL ORIGINALS
Once completed, remove your original document(s) from the glass/tray and tap **LOGOUT** to end your session.

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