

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

## **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.

8. Tap the Start 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 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.

For additional support, please contact the KSU Service Desk

Page 1 of 1

KSU Service Desk for Faculty & Staff	
•Phone: 470-578-6999	
<ul> <li>Email: <u>service@kennesaw.edu</u></li> </ul>	•Website: http://uits.kennesaw.edu/
Copyright © 2017 - University Information Technology Services (UITS) - Kennesaw State University	