


## Ricoh Faxing 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 your **Department Account**.
4. At the *Job Name* screen, tap the  button, located on the bottom of the *touch panel*.
5. Tap **Fax (Classic)**.

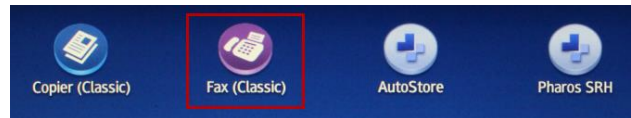


Figure 2 - Tap Copier (Classic)

6. Enter the **Fax Number** on the *number pad*.



Figure 3 – Number Pad

7. Insert the documents that you wish to fax into the document feed or scan glass
8. Tap the **Start** button



Figure 4 - Tap Start

9. If you are using the scan glass, you will be prompted to scan your next page before the machine times out and sends the fax. If you are done scanning your document, press the **#** key on the number pad.
10. Remove the original document from the Ricoh copier.
11. Tap your **KSU ID Card** on the *SmartCard Reader* to log out.