

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

Ricoh Printing Guide

- 1. At your computer, select **KSU-Print-BW** for black & white or **KSU-Print-Color** for color print jobs.
- 2. 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.
- 3. Tap your **KSU ID** card on the *SmartCard Reader* to access printer features.



Figure 1 - Tapping your KSU ID

4. Select the **Department Account** that you wish to charge your job to.



Figure 2 - Selecting your Departmental Account

- 5. Select the **print job(s)** that you wish to print (See Figure 3).
- 6. Tap the **Print** button after selecting your print job(s) (See Figure 3).

Job Name	Price	Pages	
Weekly Staff Report	\$0.06	1	PA.
			Prev
			INEXT.
			171
User: kwill368 Charging to: 40203: ISY-University Info Tech Señotal:	\$0.06	1	_
Print 6 Print All Delete Account]		Logout

Figure 3 - Printing your Job

- 7. Remove your printed document(s) from the tray.
- 8. Tap your **KSU ID Card** on the *SmartCard Reader* to log out of the printer.

 For additional support, please contact the KSU Service Desk
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 KSU Service Desk for Faculty & Staff
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