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.
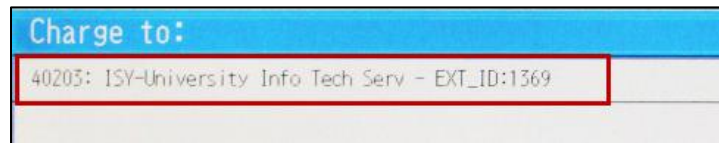

Figure 2 - Selecting your Departmental Account

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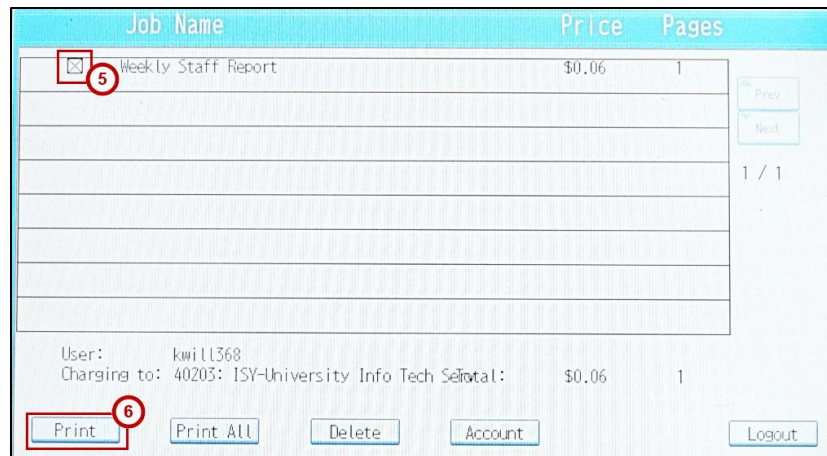6. Tap the **Print** button after selecting your print job(s) (See Figure 3).

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.