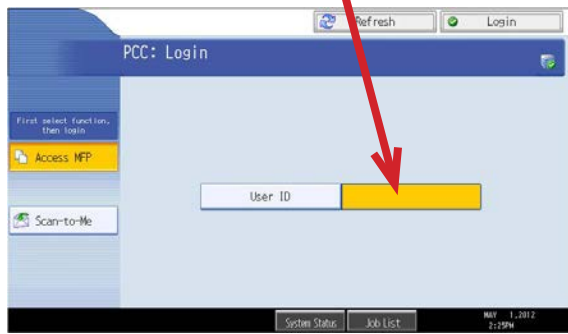


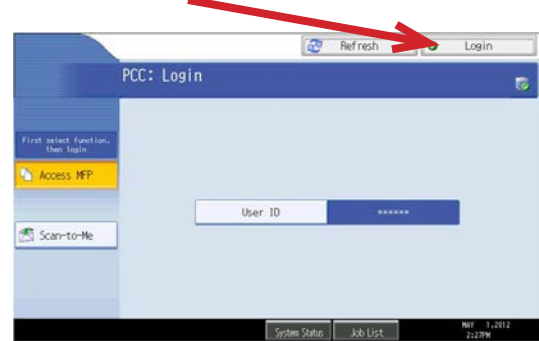
# Affiliate Faculty and Users with Multiple Budgets

## Instructions for Copying on Ricoh Devices

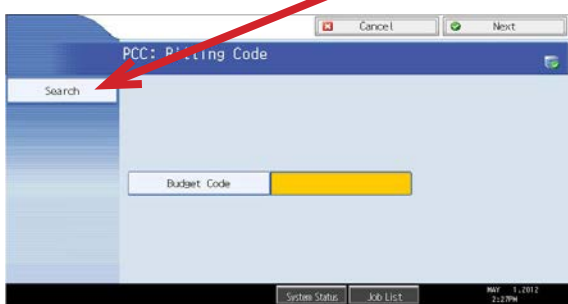
Step 1 - Enter your Ricoh PIN



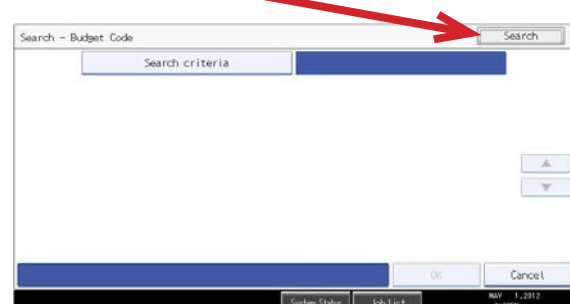
Step 2 - Press "Login"



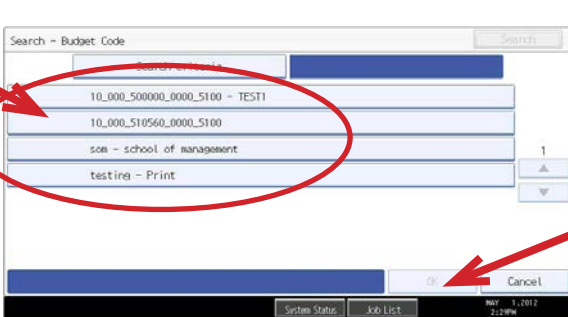
Step 3 - Press "Search"



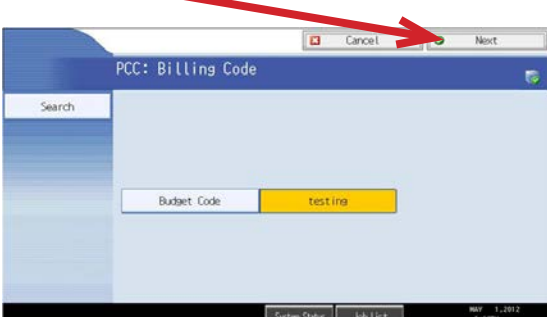
Step 4 - Press "Search"



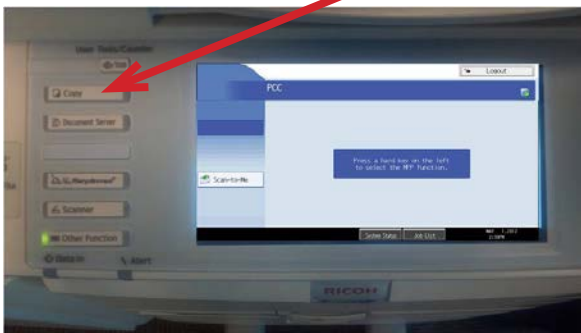
Step 5 - Select Budget Code and press "OK"



Step 6 - Press "Next"



Step 7 - Press the "Copy" button on the printer



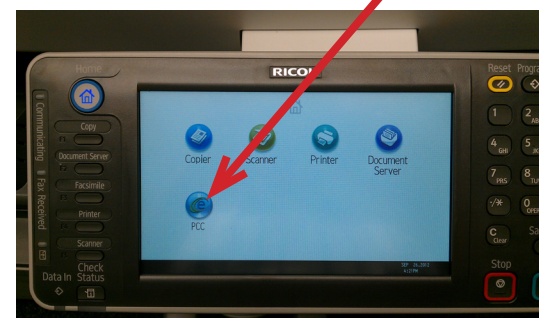
Step 8 - Make your copies



Step 9 - To Logout press the "Home" button on the printer.



Step 10 - Press "PCC" button



Step 11 - Press "Logout"



Step 12 - Press "OK"

