Instructions for Copying on Ricoh Devices

Step 1 - Enter your Ricoh PIN or Student ID #

Step 2 - Press “Login”

Step 3 - Press the “Copy” button on the printer

Step 4 - Make your copies

Step 5 - To Logout press the “Home” button on the printer.

Step 6 - Press the “PCC” Button.

Step 7 - Press “Logout”

Step 8 - Press “OK”

If you have any questions or have any problems call x4050

Thank You

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