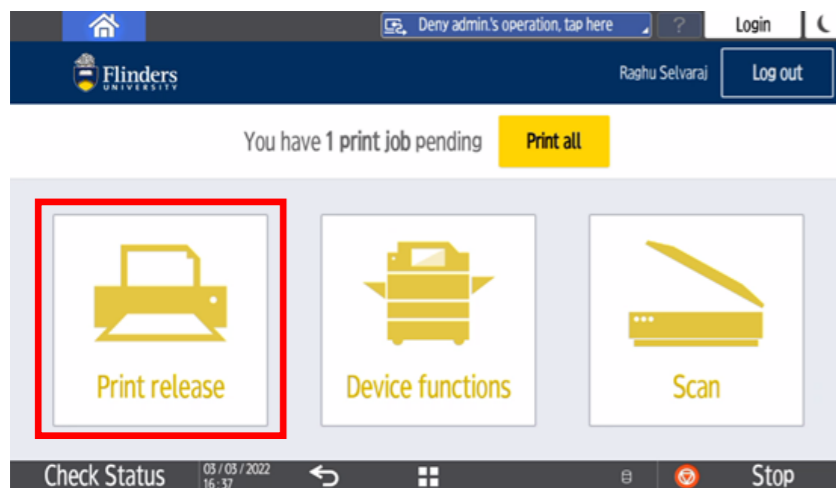# QUICK REFERENCE PRINTER GUIDE

Swipe your card to 'Wake-up' the printer & Release
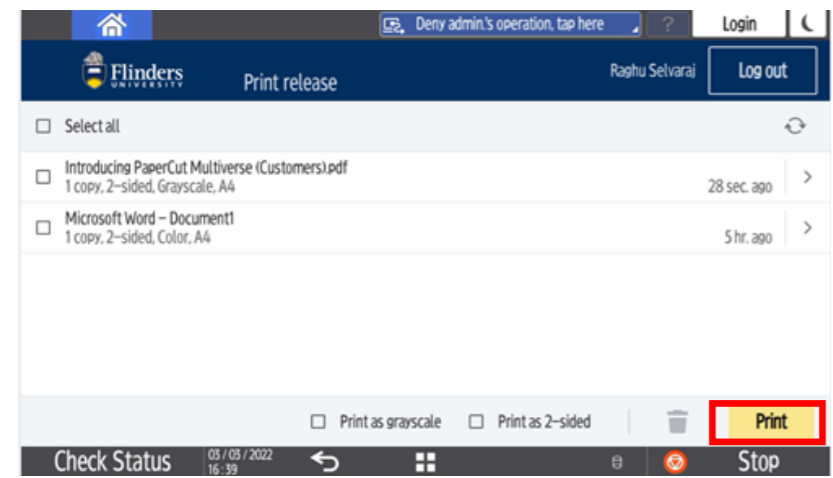
RELEASE YOUR PRINT JOBS

1. Select **'Print Release'**

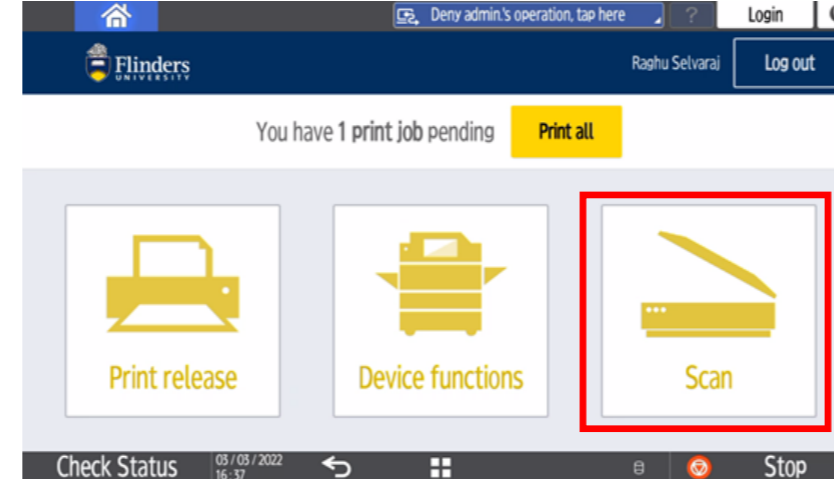2. Select the document to print
3. Select **'Print'**

* You can select multiple jobs, by tapping the check box next to each job
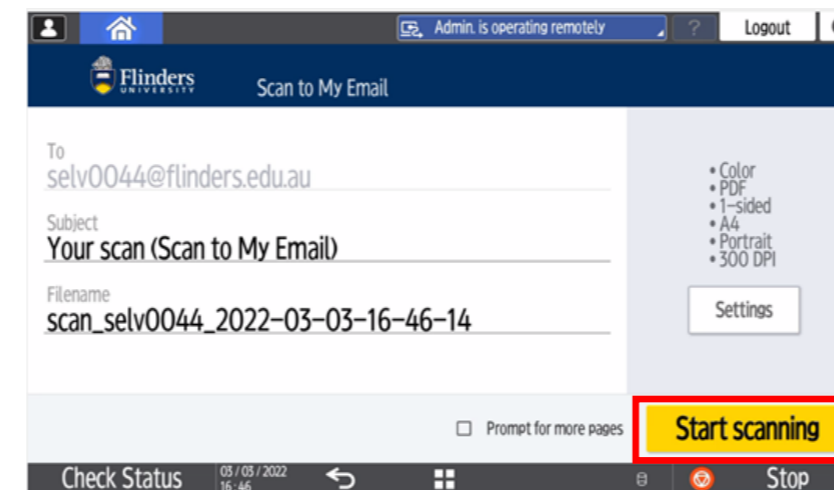* To delete, select the job and press 🗑

REMEMBER TO LOG OUT

ACCESS SCANNER

1. Select **'Scan'**

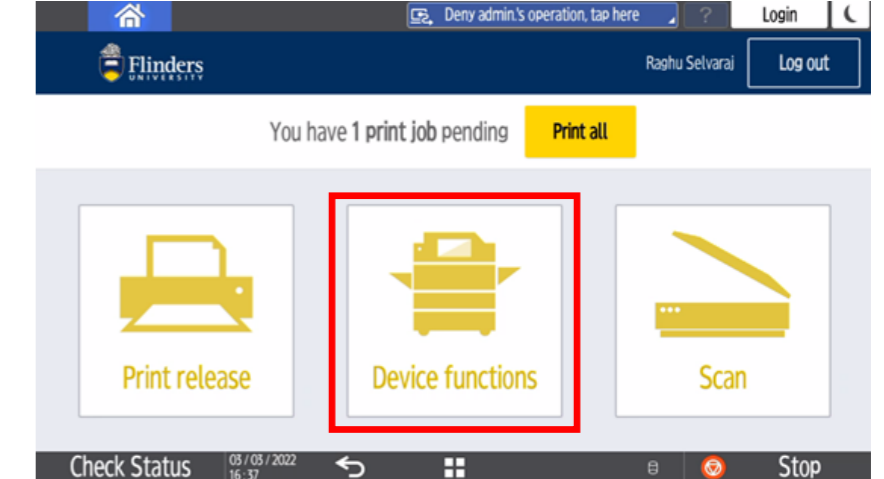
2. Place your document in the top feed tray, then select '**Start Scanning**'

* If you wish to change any scan settings, Press [Settings] and make your selections.
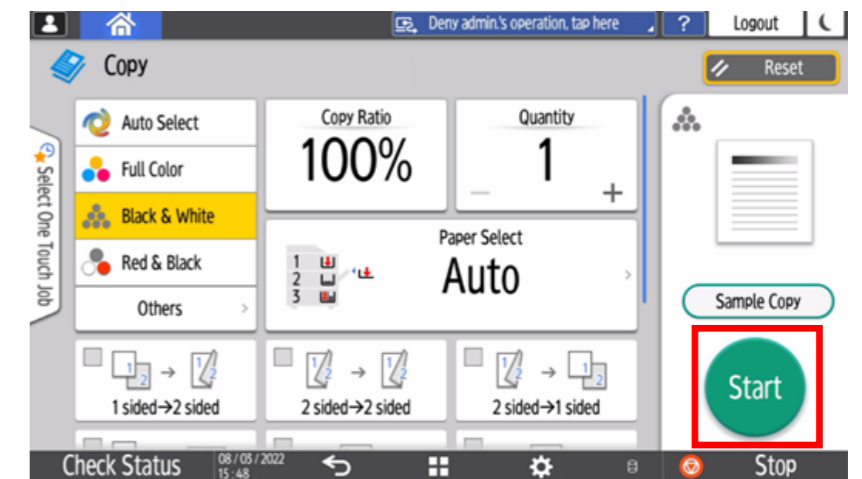
REMEMBER TO LOG OUT

ACCESS COPIER

1. Select **'Device functions'**

2. Select **'Use device functions'** on next screen
3. Select **Copy** 📄

4. Place your document in the feeder tray, make your Copy selection, then Press '**Start** '

REMEMBER TO LOG OUT

Service and Support: Contact a Ricoh Valet, via IDS Client Services x12345 /

External 8201 2345 and follow the prompts for Print Support

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