Accessing Ricoh
Multifunction Device – Other Functions

1. When logged in and to access the Copy, Faxing or Embedded Functions, click the "Home" blue button

2. Clicking the "Copy" button will access this function

3. Clicking the "Scanner" button will access this function

4. Clicking the "Facsimile" button will access this function

Logging out from other functions

1. To Logout of the system from another function.

2. Click the "Home" button.

3. Click the "PCC" button.

4. When finished, click the "Logout" button.