

Accessing Ricoh MultiFunction Device - Printing

1. Users would swipe their ID Card to login and access MFD..



2. User will be presented option to Print & Scan.



3. Touching the "Follow You" printing button will allow users to see their print jobs. Users would select print jobs to be printed on the screen and hit "Print".



Accessing Ricoh MultiFunction Device - Printing

4. When finished, click the "Logout" button

