

Ricoh Copying Instructions

Faculty/Staff

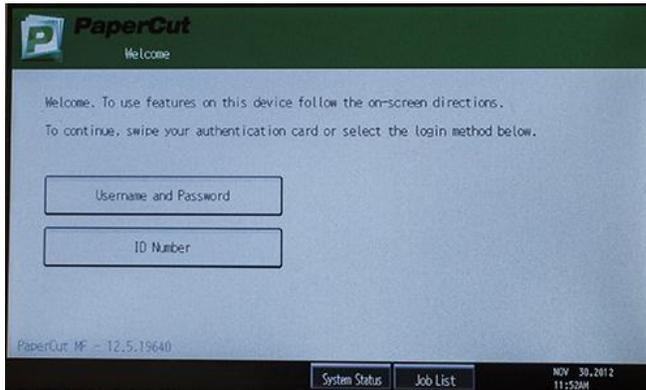
When approaching the MFD, it may be in standby mode. Either click the green button or the Energy Saver on the upper right side of the panel.



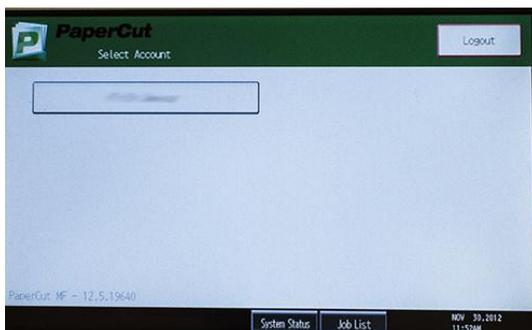
You then need to log into the copier.

Tap the Username and Password button if you'd like to login with your network account.

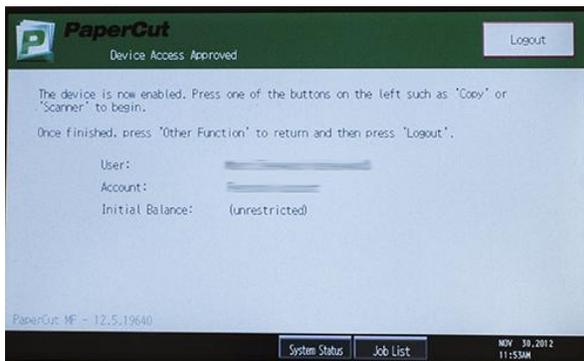
Tap the ID Number button to login with your copy code.



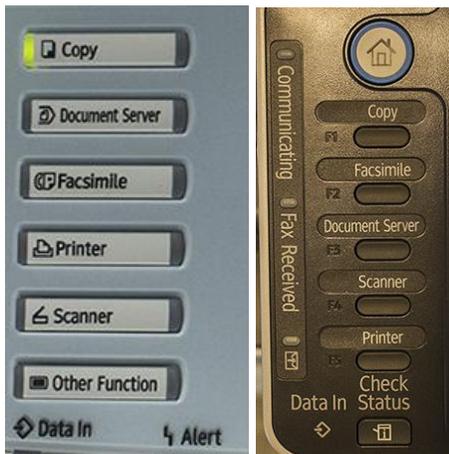
The accounts that you can copy to will now be displayed Tap the button with the account you want to scan to.



Once you login you should see the screen below listing your name and which account are are going to copy with.



Once you are logged in, hit the copy button on the left side of the panel.



You should now be able to copy on your account.

When copying, be sure to check the color setting on the upper left side of the Panel.

There are three settings.

Black and White - All copied pages are black and white regardless of color.

Full Color - All copied pages are color regardless of color.

Auto Color Select - If the copier detects color on a page, the copy is made in color, if it does not detect color, the copy made is black and white.



When you are done with your copy job, be sure to log out.

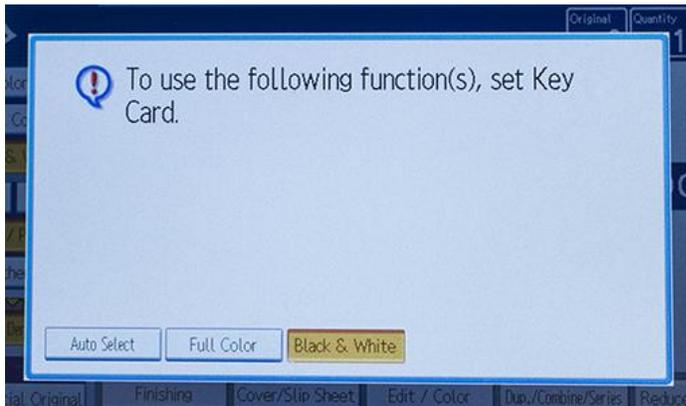
You can do so by hitting the Other Function button on the left side of the unit and then hitting the Logout Button on the upper right side of the LCD Panel



or by hitting the Home button on the left side of the unit, tapping PaperCut MF on the LCD Panel and then tapping the Logout Button on the upper right side of the LCD Panel



If at any point you see the message below, then you are not successfully logged into the system. You will need to try to login again.



If you have any issues, please contact Eureka College IT Services.
Call or text 3137-MYECIT (313-769-3248)
Campus phone: 6831
E-mail: helpdesk@eureka.edu