**QUICK REFERENCE PRINTER GUIDE**

**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

**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 and make your selections.

**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’

**SWIPE your card to ‘Wake-up’ the printer & Release**

**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