**QUICK REFERENCE PRINTER GUIDE**

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

**RELEASE YOUR PRINT JOBS**

1. Select ‘Print Release’
   - [Print Release]
   - [Device functions]
   - [Scan]

2. Select the document to print
3. Select ‘Print’
   - [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’
   - [Print release]
   - [Device functions]
   - [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’
   - [Print release]
   - [Device functions]
   - [Scan]

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 Ricoh Valet Extension 13402 / External 8201 3402