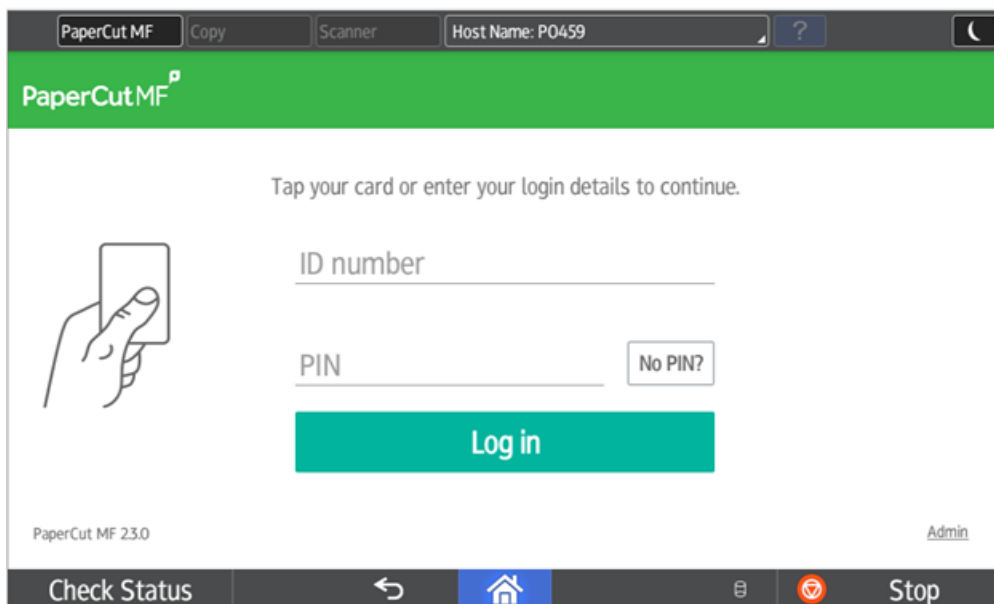


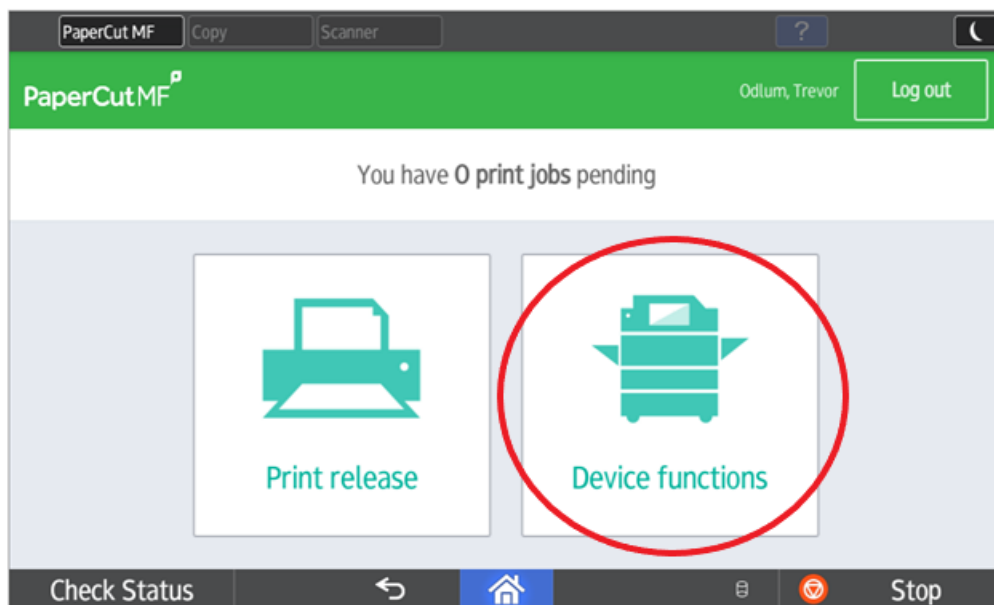
How to Copy Documents using Ricoh Multi-Function Student Printers

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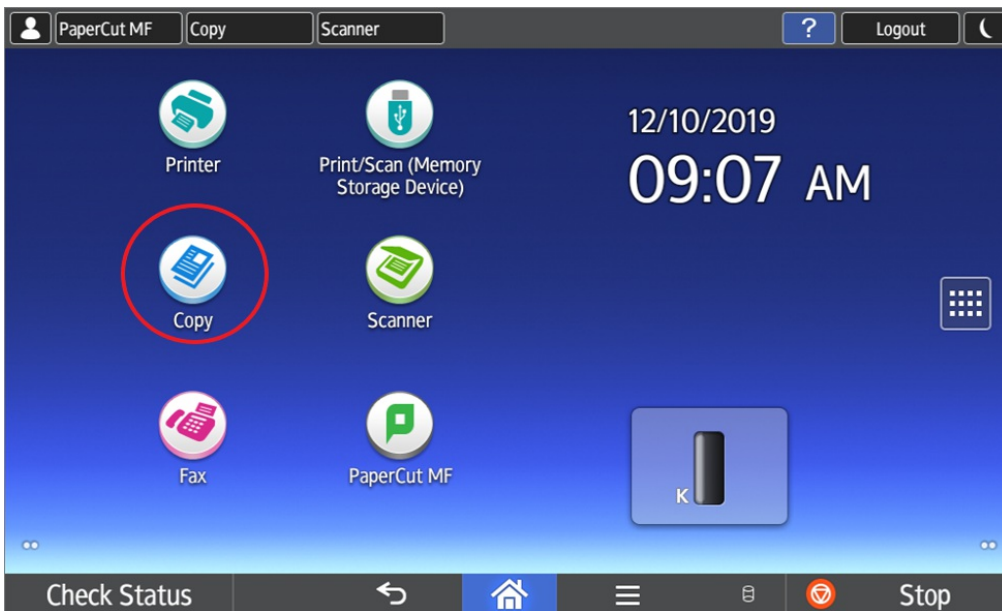
1. Login to the Ricoh multi-function student printer using your student number and password, or [swipe your student card](#).



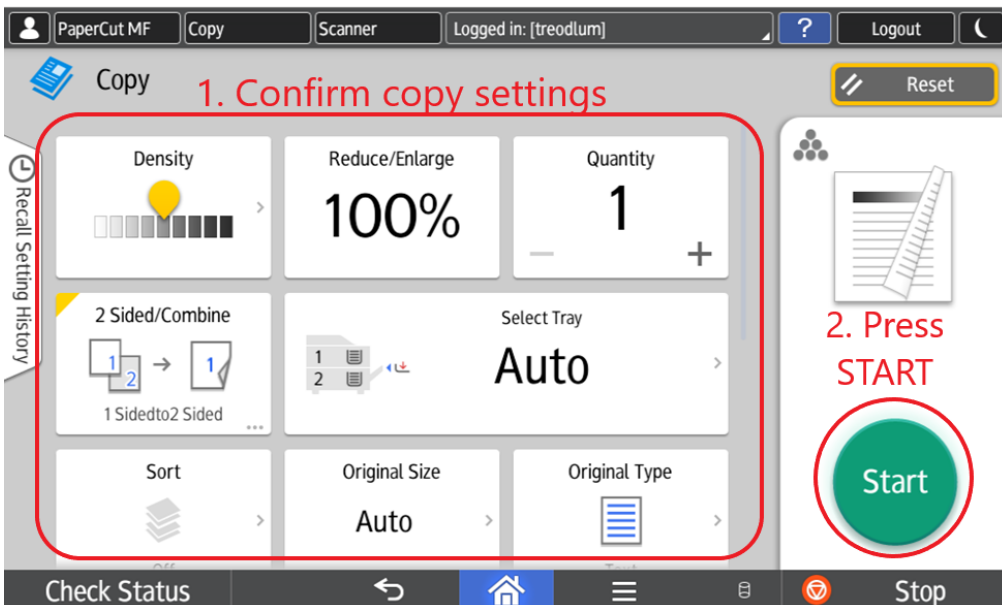
2. Select / touch "Device functions".



3. Select "Copy".



4. First, configure your copy job (paper size, number of copies, 2 sided, etc.) and then press START.



🔔 Don't forget to logout of the printer when you're done.

For more help using the new Ricoh Multi-Function Printers refer to these other KnowIT articles:

- [How to use Swipe to print](#)
- [How to use Ricoh Multi-function devices](#)
- [How to print from your own device](#)
- [How to Scan Documents using Ricoh Multi-Function Student Printers](#)
- [How to Print Documents from USB devices using Ricoh Multi-Function Student Printers](#)

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