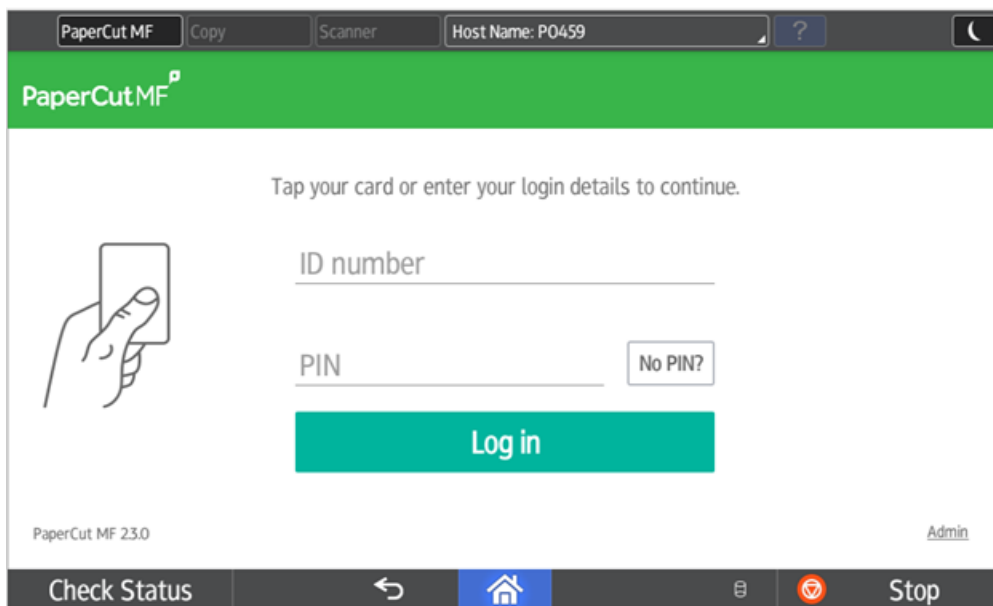


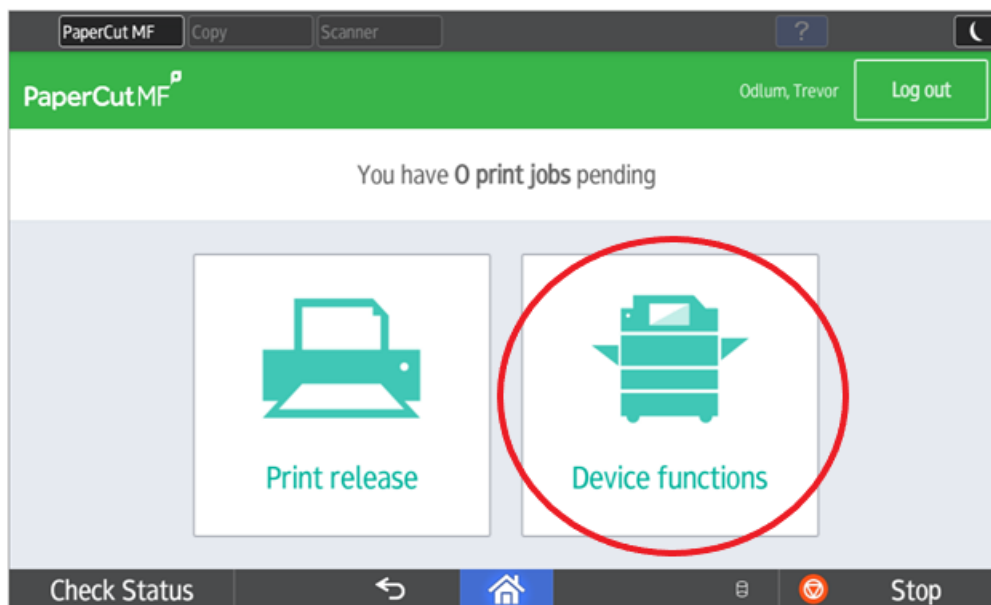
## How to Scan Documents using Ricoh Multi-Function Student Printers

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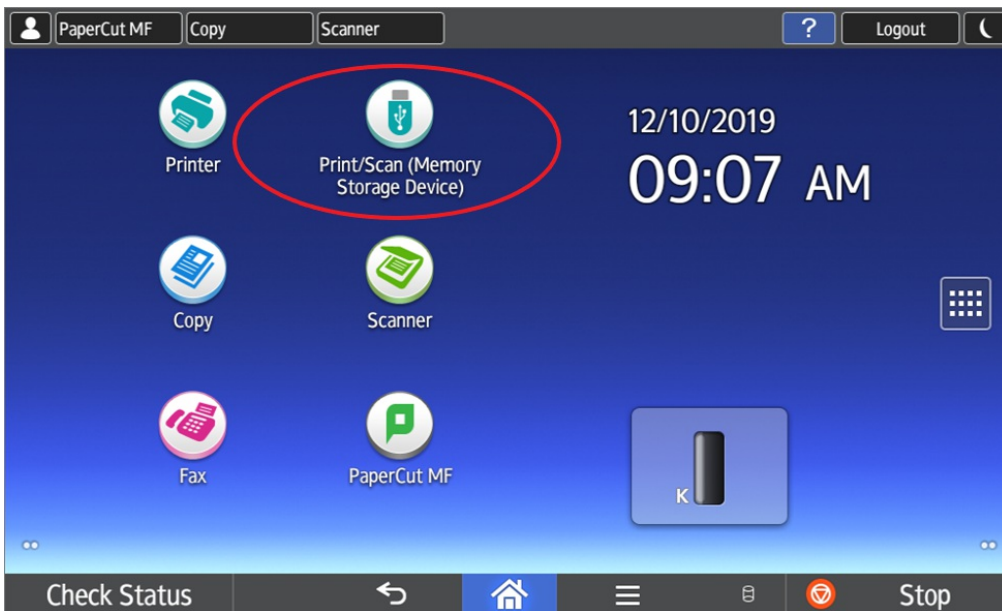
1. Login to the Ricoh multi-function student printer using your student number and password, or [swipe your student card](#).



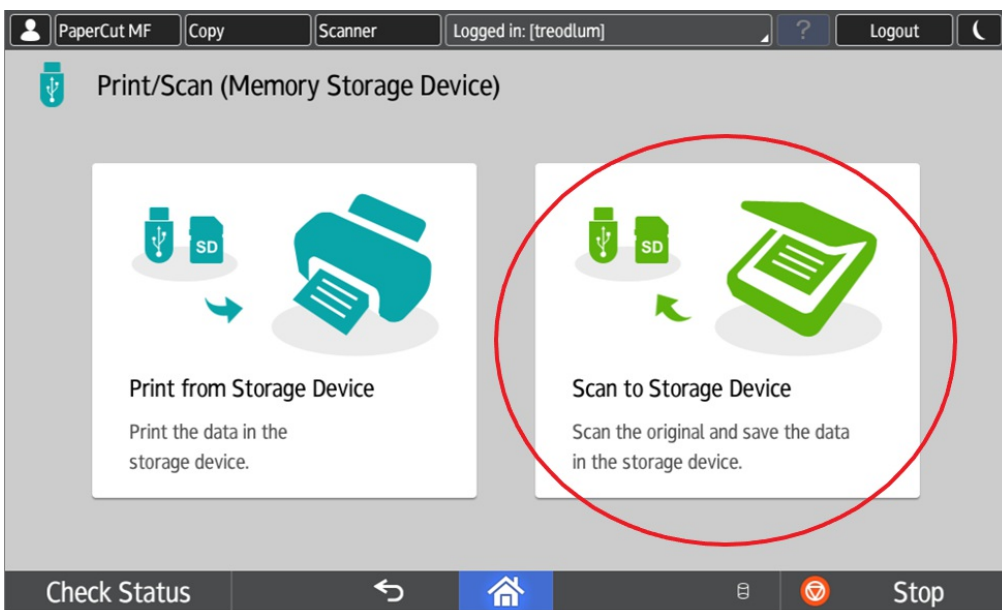
2. Select / touch "Device functions".



3. Select "Print/Scan (memory storage device)".



4. Select "Scan to Storage Device".



5. Insert your USB Drive.



7. Screen will confirm that the USB storage device was plugged in.



8. Select your memory storage device (USB)

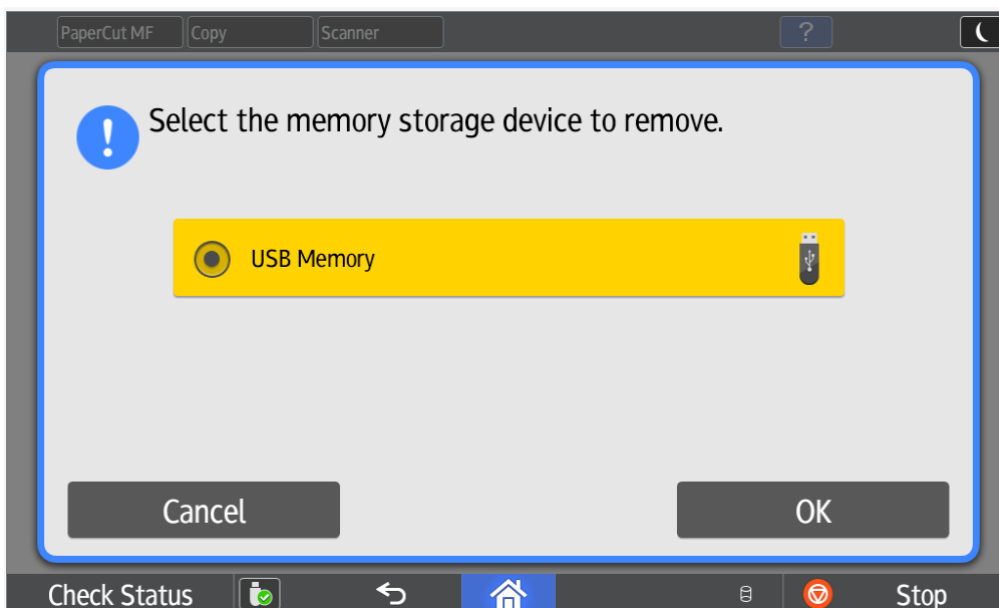
9. Select the location to store your file your Memory device (USB). Available space will be displayed above the Start button.


10. Press / select "Scan Settings" to adjust your scan (e.g. colour / b&w, resolution, file name, etc.).

11. Put the document to be scanned on the glass. Press "Start" in the green circle to begin the scan. Put other sheets to be scanned on the glass required and press "Scan Next Original", or press "Finish Scan".

12. When you are finished, eject the memory device (USB) by pressing / selecting the Eject Icon at the bottom left side of the screen.

13. Safely remove the USB / thumb drive by pressing "OK" and ejecting the drive.



 Don't forget to log out 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 copy from Ricoh Multi-Function devices](#)
- [How to Print Documents from USB devices using Ricoh Multi-Function Student Printer](#)

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