

How to use Ricoh Multifunction Devices

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Follow these instructions to learn how to use the new Ricoh Multifunction Devices.

Instructions:

With the transition to the new Multifunction Devices, UBC IT Media and Classroom Services in partnership with Ricoh had three training sessions during the months of August and September. If you were unable to attend the training sessions a copy of the presentation can be downloaded here:

- [Smart Operational Panel \(SOP\) Ricoh Device Training](#)

Quick Reference Guides:

- [BW Copy Guide](#)
- [Colour Copy Guide](#)
- [Fax Guide](#)
- [Print from USB Guide](#)
- [Scan to USB Guide](#)
- [Scan Guide](#)

Ricoh Support:

- [Ricoh Knowledge Base](#)
- [Ricoh How-To-Videos](#)



For more information or assistance, please contact the [IT Services Helpdesk](#) - 250.807.9000 or 855.807.9001.

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