

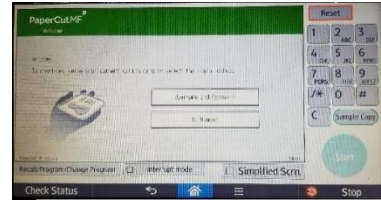
# Ricoh Copier Instructions

When approaching the MFD, it may be in standby mode  
There will be a colored light on the upper right side of the panel



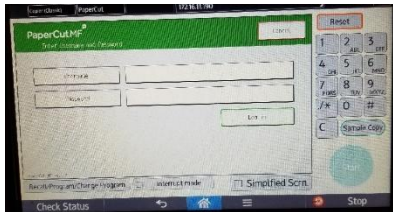
All you need to do to wake up the copier is touch the panel, or put your documents in the document feeder or lift the lid and place your document on the glass

You then need to unlock the copier by logging into the copier by touching the “Username and Password” button on the touch panel



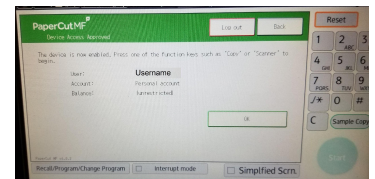
When you do, a new screen appears asking for login credentials.

The credentials are the same as your  
“Network” and “BrightSpace” credentials

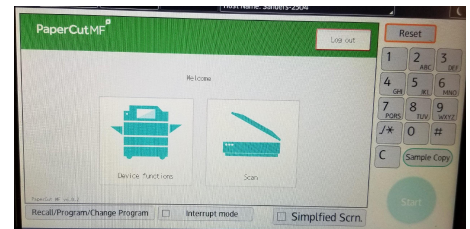


Once you login you should see the screen to the right,  
showing your name

Then click on the “OK” button

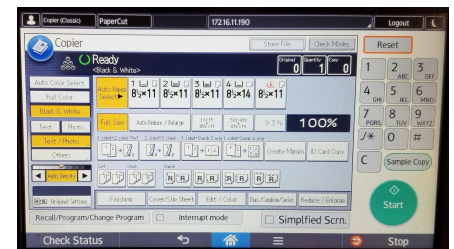


The next screen is an option to use the “Device functions” (Copy options)  
or “Scan” (Scan to email), (Scan instructions are on the next page)



If you pick the “Device functions” option a copy screen will appear and you can  
use the default option of B/W and 1 sided, you do this by clicking the green “Start”  
button located at the bottom right side of the touch panel, other options are listed  
below

If you need color there are two options “Auto Color Select” which only charges you  
for pages that have color on them and B/W for the “Non-Color” pages, (most cost  
effective) and “Full Color” will charge you Color for all pages



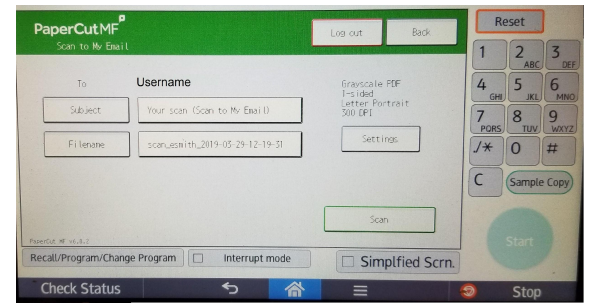
If you need 2 sided, pick the 2 sided option(s), or you may want to staple, then pick the “Staple” button, or you may not  
want to staple but want multiple copies of your document then pick “Sort”

## Scan (to email) function

If you have chosen the “Scan” option the next screen you will see will show that you are logged in and you will receive the email (You can only send the email to yourself, forward the email as needed)

You have options to change the “Subject” and “Filename” and you can use the settings button to adjust your document

The default option is B/W and 1 sided, so adjust as needed, if not touch the “Scan” button

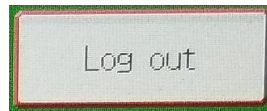
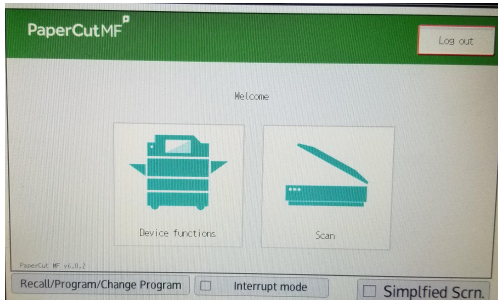
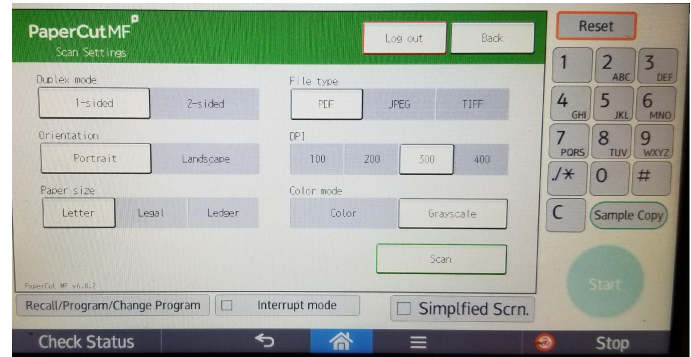


The Settings option is shown below, when settings are chosen touch the “Scan” button

You will see one or more screens letting you know how many pages scanned, or if you lifted the lid “Would you like to scan more” or “Sending” etc

When scanning is complete, you will see “Scan Sent”

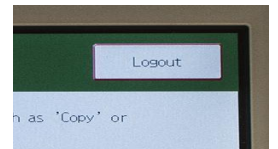
This will take you back to:



OR



At any time you are done and you can see the “Logout” button and touch the button to exit the device. OR you can also do so but hitting the “Home” button on the bottom side of the screen, then pick the “PaperCut” button and then hitting the Logout Button on the upper right side of the LCD Panel



If you have issues logging in you can go to the link below and change your password on your phone or at a school computer with the link at the bottom left of the login screen

<https://ecpwhelp.eureka.edu/react/>

Any use of the copiers will deduct from your “Quota”, if you are unsure of your quota please use this link below

Access to this info is available while on campus

More info is available on this topic in your student handbook

<http://ecpcgw1.eureka.edu:9191/user>

There is an option to use a “Copy Card” in place of logging into the copier, please contact EC IT at the info below

If you have other issues, please contact Eureka College IT Services

Call or text 3137-MYECIT (313-769-3248) Campus phone: 6831 E-mail: [helpdesk@eureka.edu](mailto:helpdesk@eureka.edu)