

## PRINT/SCAN MEMORY STORAGE DEVICE

### PRINT FROM STORAGE DEVICE

This feature allows you to print files that have been stored on a memory device such as an SD or USB flash memory device. Files in JPEG, TIFF, or PDF formats can be printed using this feature.

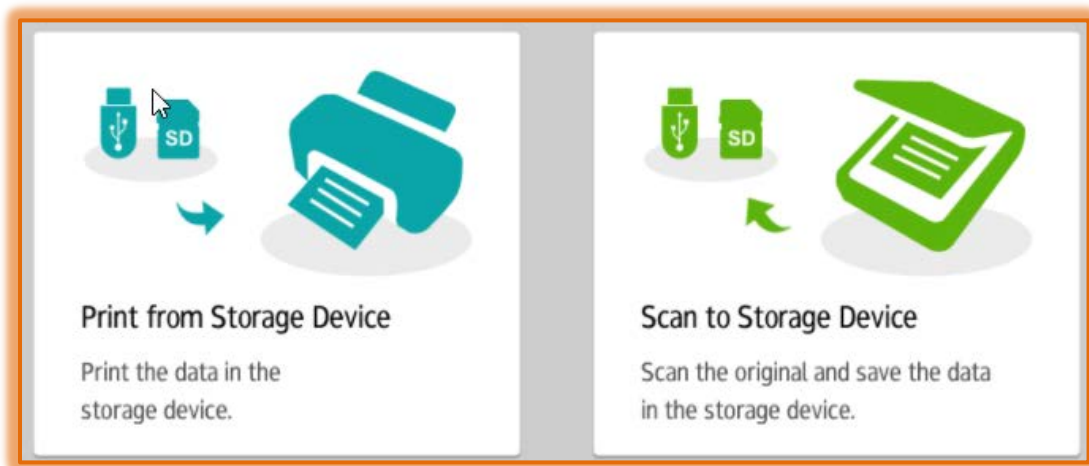
- Log into the **Ricoh Machine**.
- Press the **Device Functions** button.



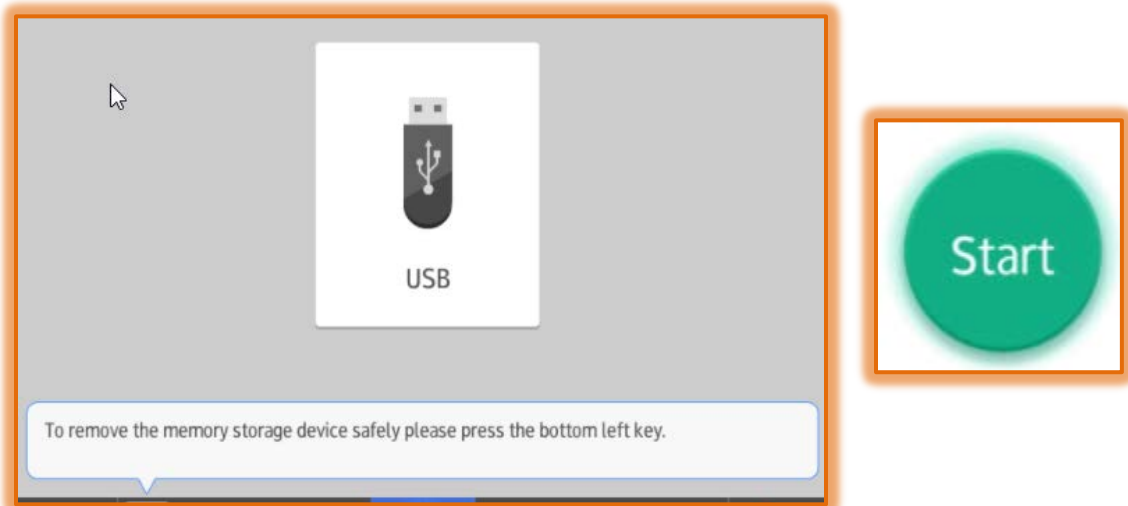
- A list of the accounts that you have access to will display.
- Select the **Siena Account** for the **Print** job.
- The **Home Screen** will display.
- Press the **Print/Scan (Memory Storage Device)** button.



- The **Print/Scan (Memory Storage Device) Panel** will display.
- Press the **Print from Storage Device** option.



- 📄 If the **Storage Device** has not been inserted, a message will appear stating the device needs to be loaded.
- 📄 The panel in the illustration shown below will display.
- 📄 Press the icon for the Storage Device.



- 📄 A panel will display the folders available on the Storage Device.
- 📄 Press the folder(s) until the document is located.
- 📄 Select the file.
- 📄 Press the **Print Settings** to change any print options.
- 📄 Press the **Start** button. The **Start** button will become brighter when the file is selected.

### SCAN TO STORAGE DEVICE

This feature allows you to print files that have been stored on a memory device such as an SD or USB flash memory device. Files in JPEG, TIFF, or PDF formats can be printed using this feature.

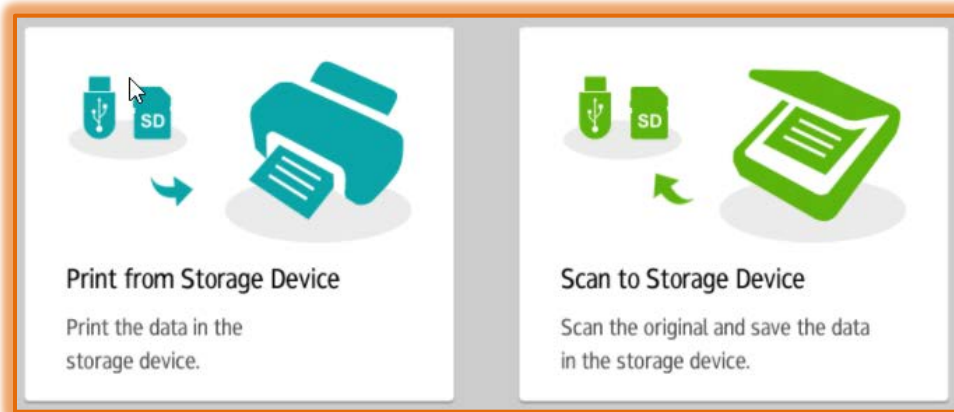
- 📄 Log into the **Ricoh Machine**.
- 📄 Press the **Device Functions** button.
- 📄 A list of the accounts that you have access to will display.
- 📄 Press the appropriate **Siena Account**.
- 📄 The **Home Screen** will display.

Press the **Print/Scan (Memory Storage Device)** button.



The **Print/Scan (Memory Storage Device)** Panel will display.

Press the **Scan to Storage Device** option (see illustration below).



If the **Storage Device** has not been inserted, a message will appear stating the device needs to be loaded.

The panel in the illustration on the next page will display.

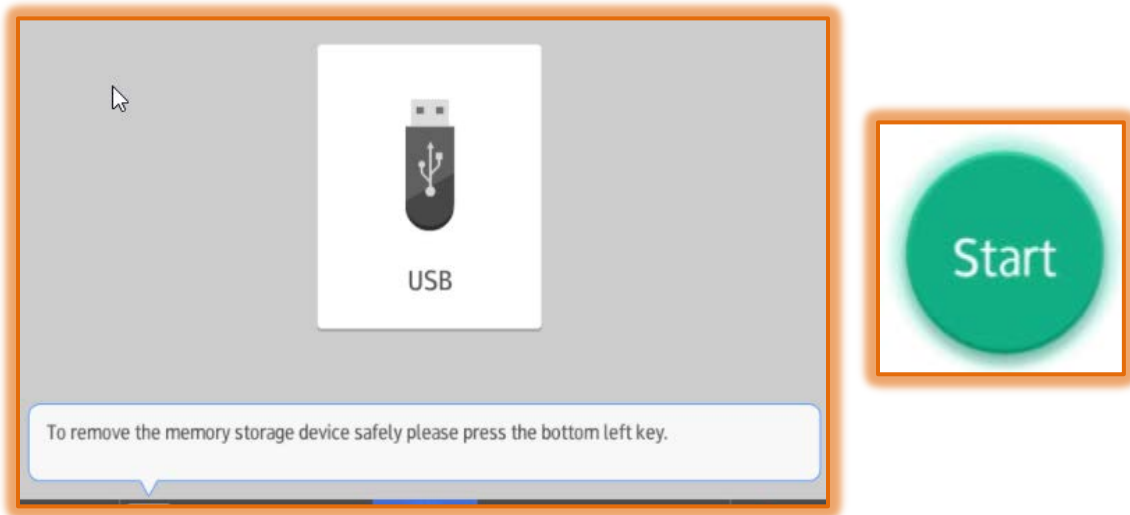
Press the icon for the Storage Device.

A panel will display the folders available on the Storage Device.

Press the folder(s) to select the file storage location.

Press the **Scan Settings** button to specify the options for the scan.

Press the **Start** button. The **Start** button will become brighter when the file is selected.



### REMOVE STORAGE DEVICE

The storage device should be removed properly to avoid damage to the device.

- Press the **Remove Device** button at the bottom of the window (see illustration).
- Press the **Device** that is to be removed.



- Press the **OK** button.
- Wait for the screen to display saying it is safe to remove the device.
- Press the **Close** button.
- Remove the device.