

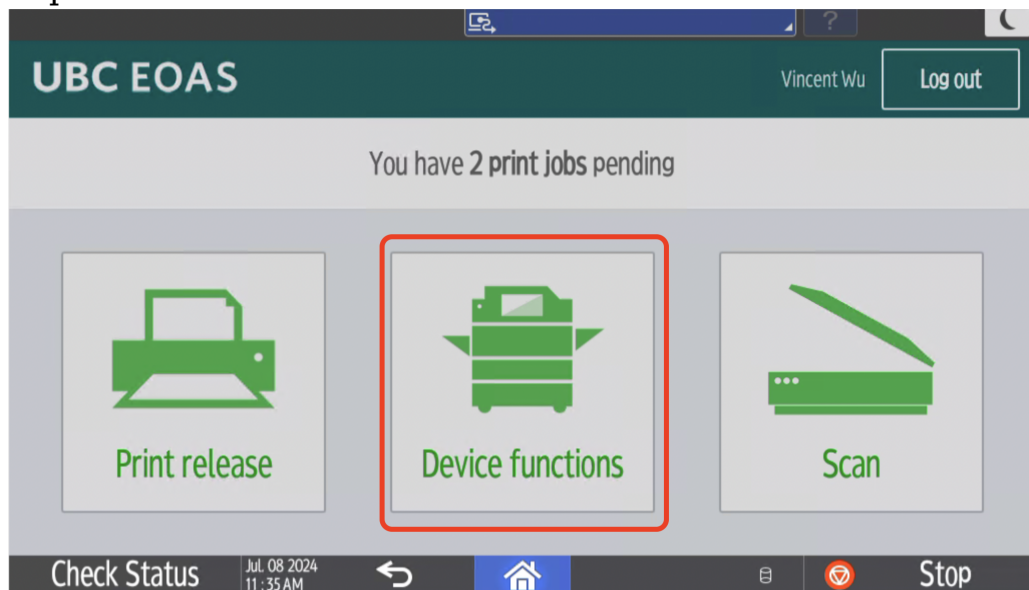


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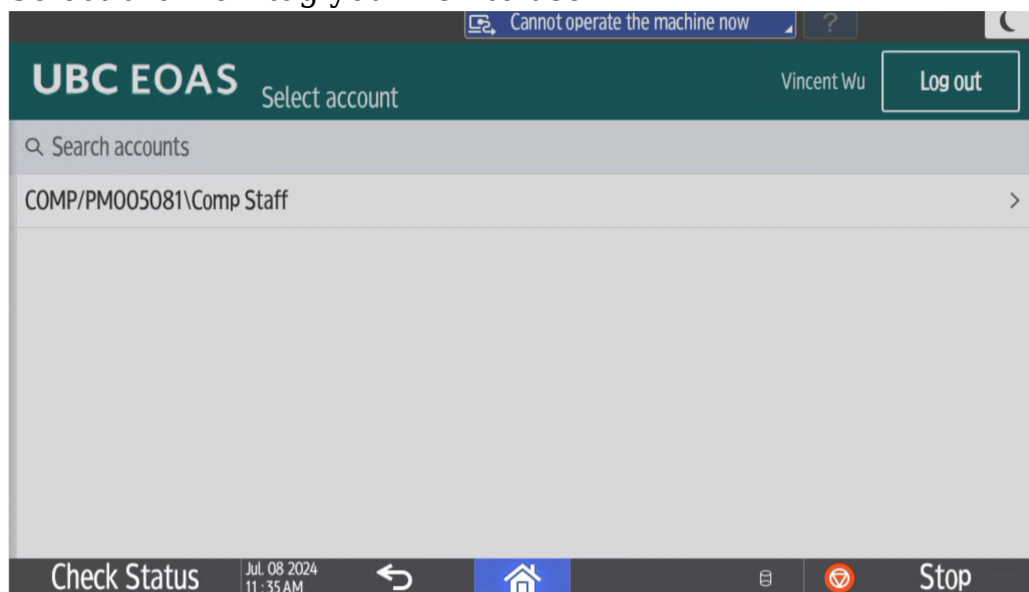
How to photocopy from the new Ricoh printers in EOSM and ESB

Vincent Wu - 2025-04-30 - [Print](#)

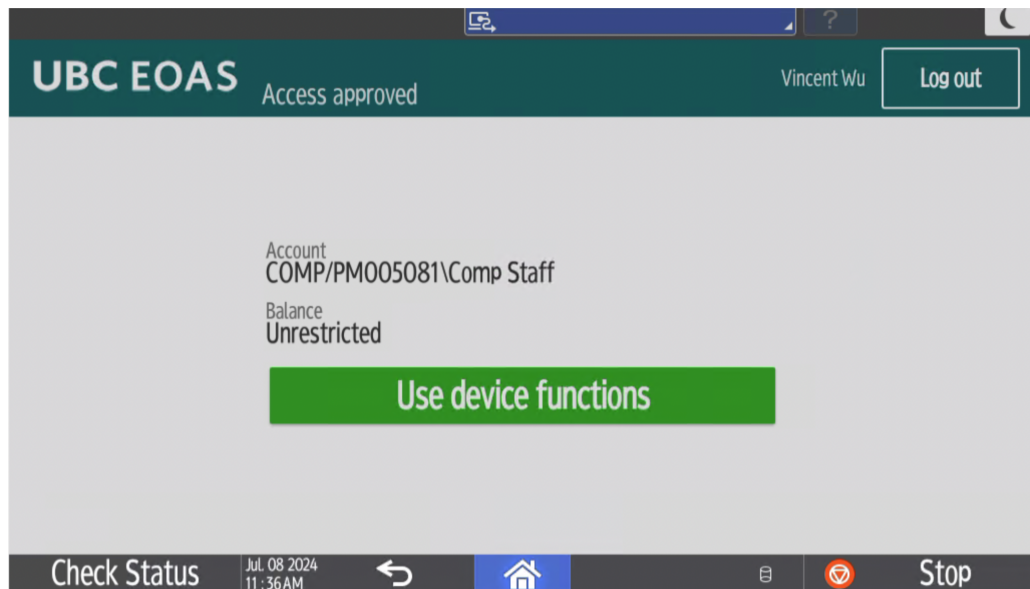
1. Login by tapping your UBC card or entering your EOAS credentials. You will need to associate your UBC card to your EOAS account to tap your card, [see steps 1 and 2 here](#).
2. Tap on device functions



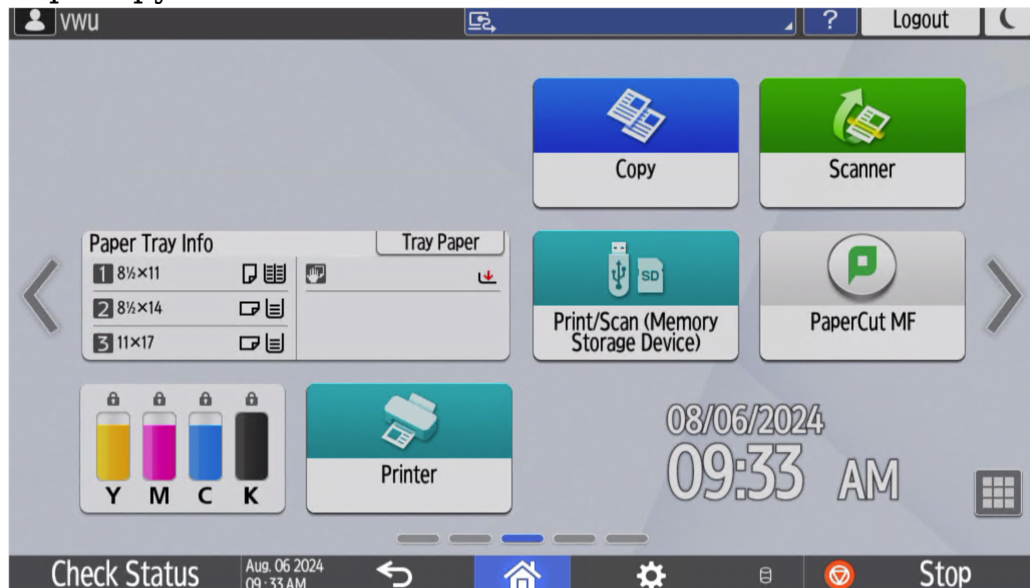
3. Select the worktag you wish to use



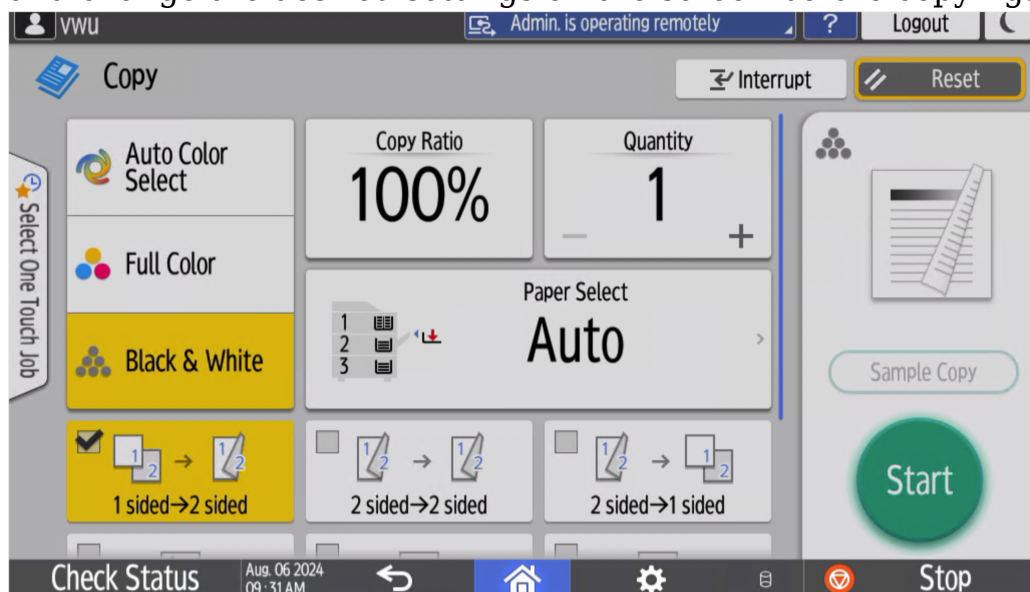
4. Select 'use device functions'



5. Tap 'Copy'



6. Place the papers you want to copy onto the document feeder and change the desired settings on the screen before copying.



7. Log out from your account when you are finished, on the top right of the screen.