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

Vincent Wu - 2025-04-30 - Print

- 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, <u>see steps 1 and 2 here.</u>
- 2. Tap on device functions



4. Select 'use device functions'

	UBC EOAS	Access approved		Vincent Wu	Log out
		Account COMP/PM005081\Comp Staff Balance Unrestricted			
	Use device functions				
	Check Status	Jul. 08 2024		3 😡	Stop
5.	Тар 'Сору'			Ŭ	
	L vwu	<u>F</u>		⊿ ?	Logout
			Сору	Scanner	
	Paper Tray Info 1 8%×11 2 8%×14 3 11×17 C	Tray Paper	Print/Scan (Memory Storage Device)	PaperCut	MF
	Y M C	Printer	08/06/ 09-2	2024 33 AM	
	Check Status	Aug. 06 2024	â 🌣	3 📀	Stop

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.