

Knowledgebase > Print > How to print from USB or scan to USB from the new Ricoh printers in EOSM and ESB

How to print from USB or scan to USB from the new Ricoh printers in EOSM and ESB

Vincent Wu - 2025-04-30 - Print

- USB flash memory devices and SD cards are supported for direct printing. However, certain types of USB flash memory devices and SD cards cannot be used. Only FAT32 is supported.
- The machine cannot print a document over 1 GB.
- You can select up to 100 files within 1 GB total.
- Office files such as Word and Excel are NOT supported.

File formats supported:

File format	Details
JPEG files	Exif version 1.0 or later
TIFF files	Uncompressed TIFF files TIFF files compressed using the MH, MR, or MMR method
PDF files	PDF version 1.7 (Acrobat 8.0 compatible) or $earlier^{*1}$
XPS files	Possible for all XPS files

- 1. Plug in your USB on the left side of the screen.
- 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</u> <u>here.</u>
- 3. Tap on device functions

			<u>e</u>		C
	UBC EOAS			Vincent Wu	Log out
	You have 2 print jobs pending				
	Print release	se	Device functions	Scan	
4	Check Status	ul 08 2024 1:35 AM		8 😡	Stop
	Select the working y		င္ရြှင္ Cannot operate th	e machine now 🔺 ?	
	UBC EOAS	Select account		Vincent Wu	Log out
	Q Search accounts				
	COMP/PM005081\Comp S	Staff			>
	Choole Ctotus	ul 08 2024			Chan
5.	Select 'use device fu	1:35 AM		8 8	SLOP
			<u>E</u> ,		
	UBC EOAS	Access approve	ed	Vincent Wu	Log out
		Account COMP/PM005 Balance Unrestricted	5081\Comp Staff Use device functions	5	
	Check Status	ul. 08 2024 < 1 : 36 AM		8 🥺	Stop

6. Tap 'Print/Scan (Memory Storage Device)



8. Logout from your account when you are finished from the top right, indicated in the red rectangle.