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

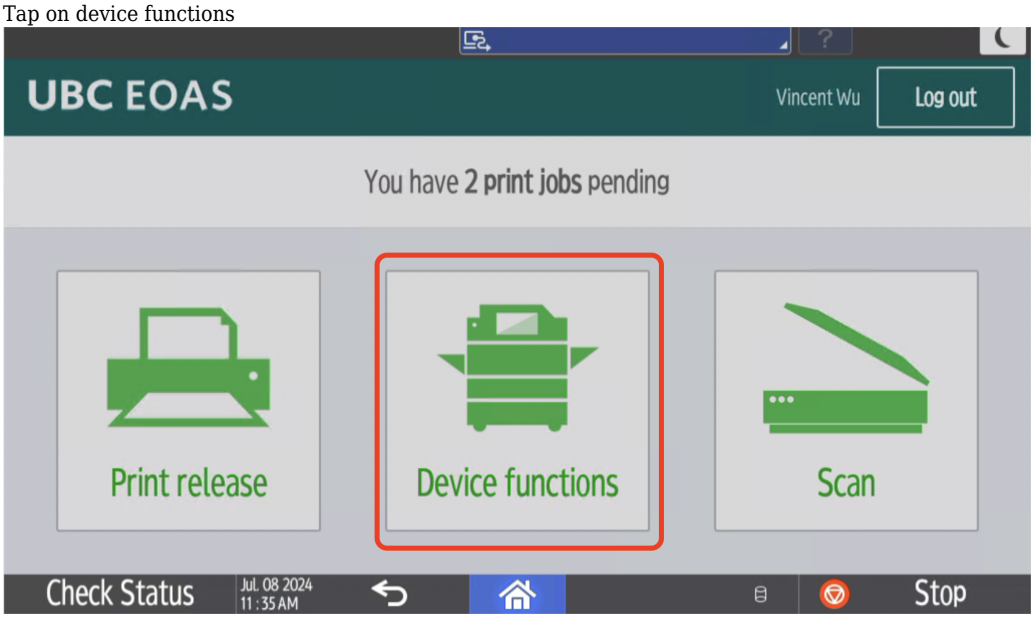
2024-07-09 - Stephan Friedersdorf - Changes

- 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.**

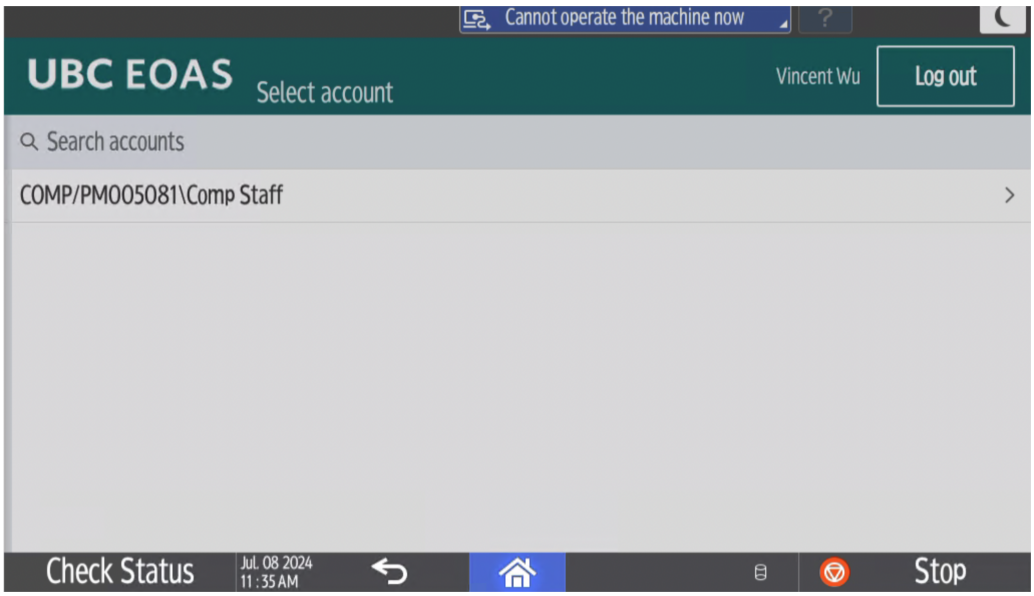
File formats supported:

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

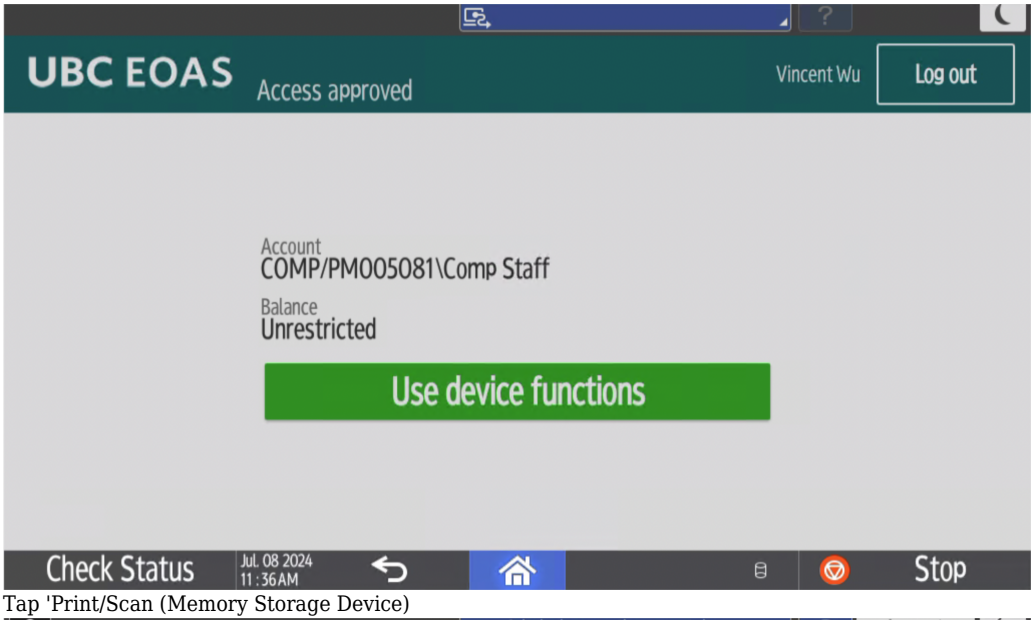
1. Plug in your USB on the left side of the screen.
2. Login by tapping your UBC card or entering your EOAS credentials. You will need to associate your UBC card to your EOAS account to tap your card, see steps 1 and 2 here.
3. Tap on device functions



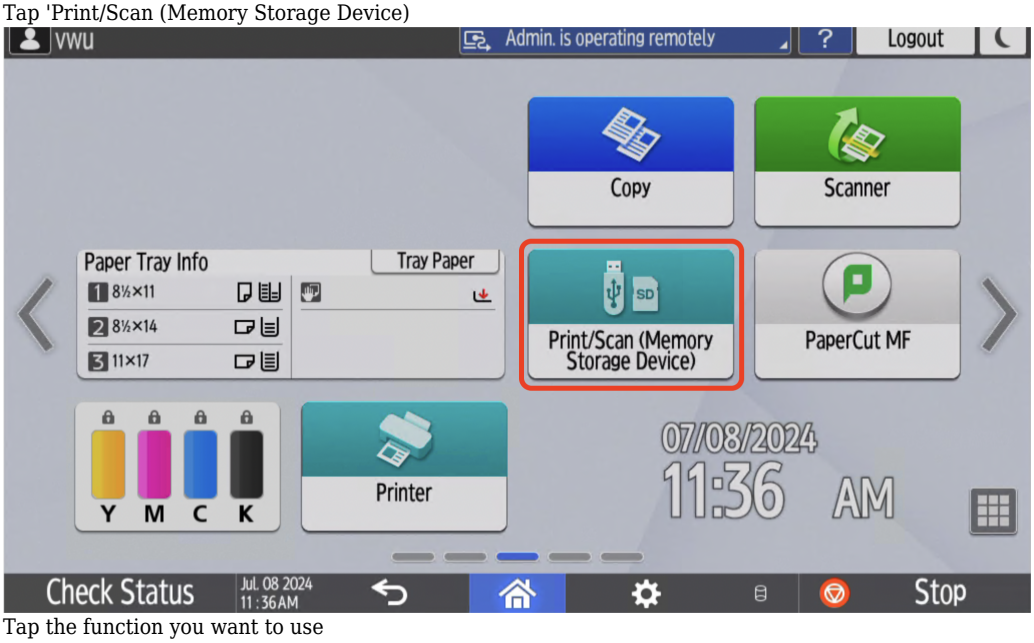
4. Select the worktag you wish to use



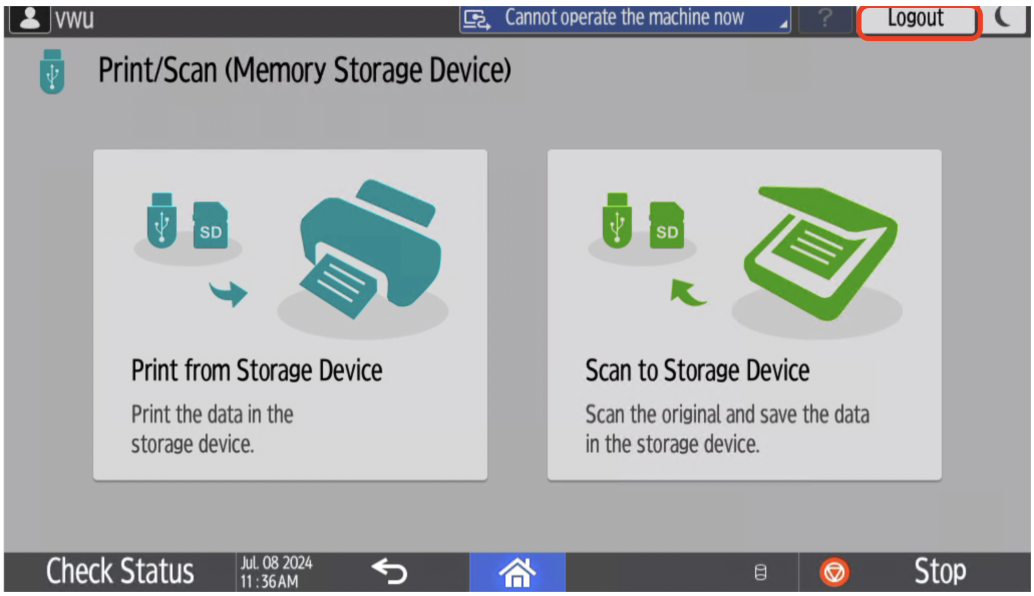
5. Select 'use device functions'



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



7. Tap the function you want to use



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