

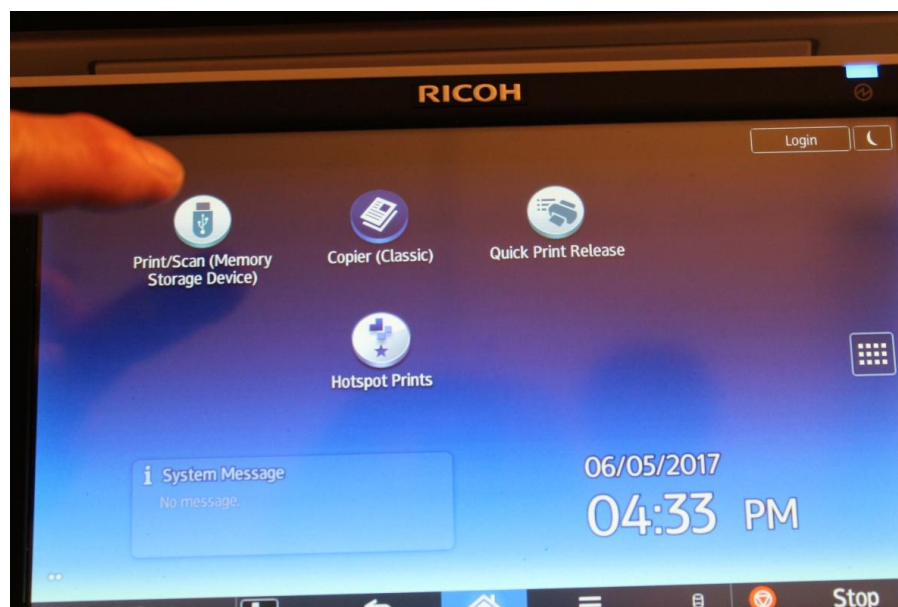
MOORESVILLE Public Library

USING OUR RICOH PRINTER/PHOTOCOPIER TO PRINT DOCUMENTS DIRECTLY FROM A USB DRIVE

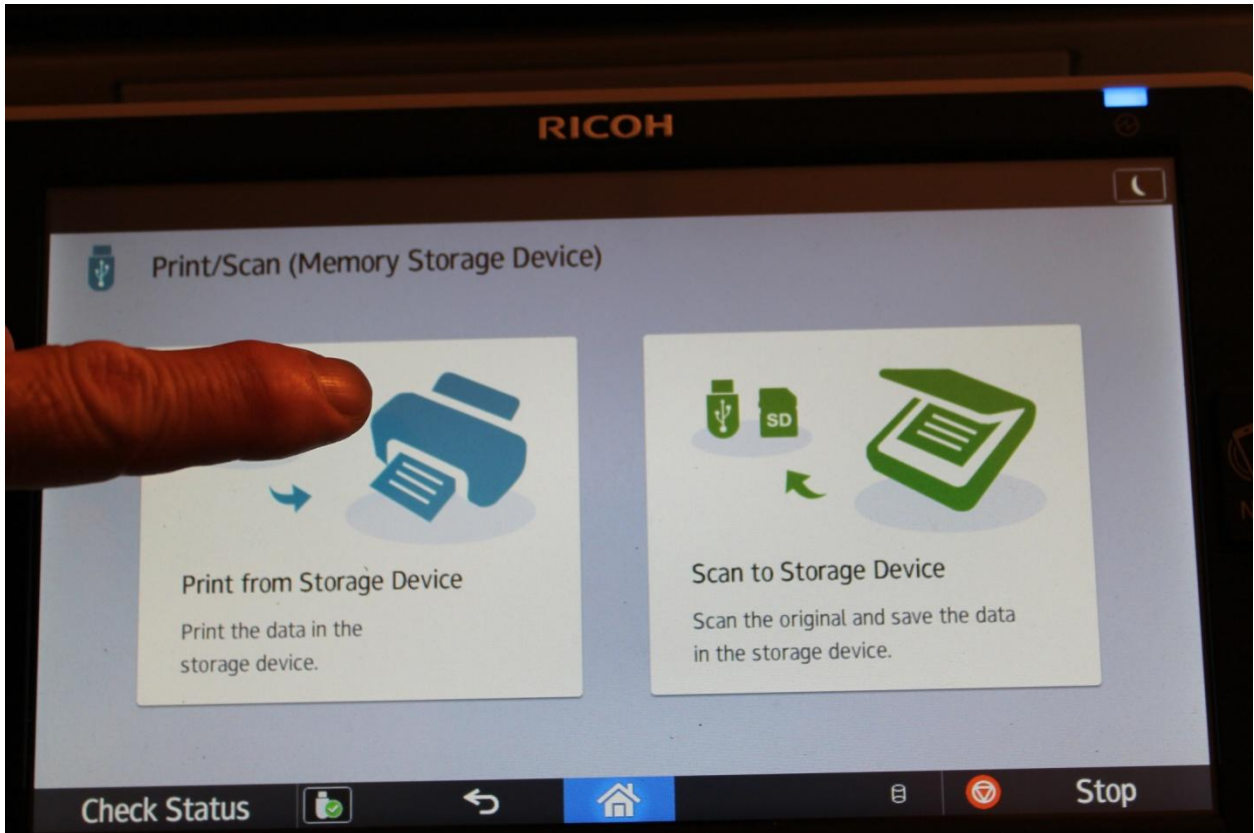
- Insert your USB drive into the slot as shown below.



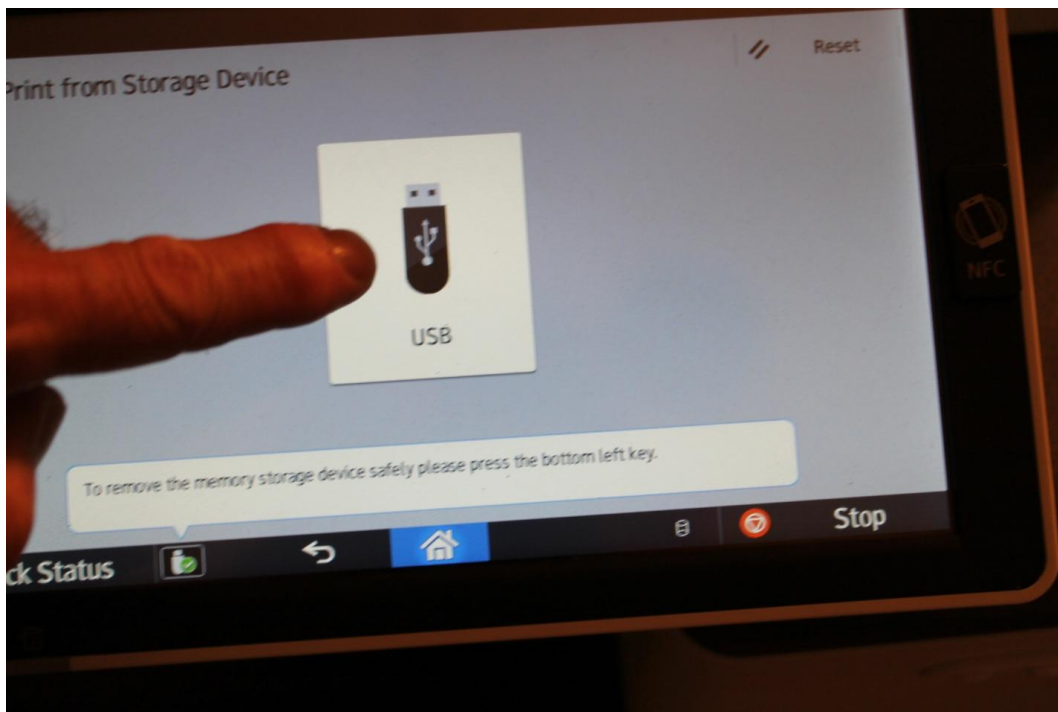
- On the control screen, press “Print/Scan (Memory Storage Device).”



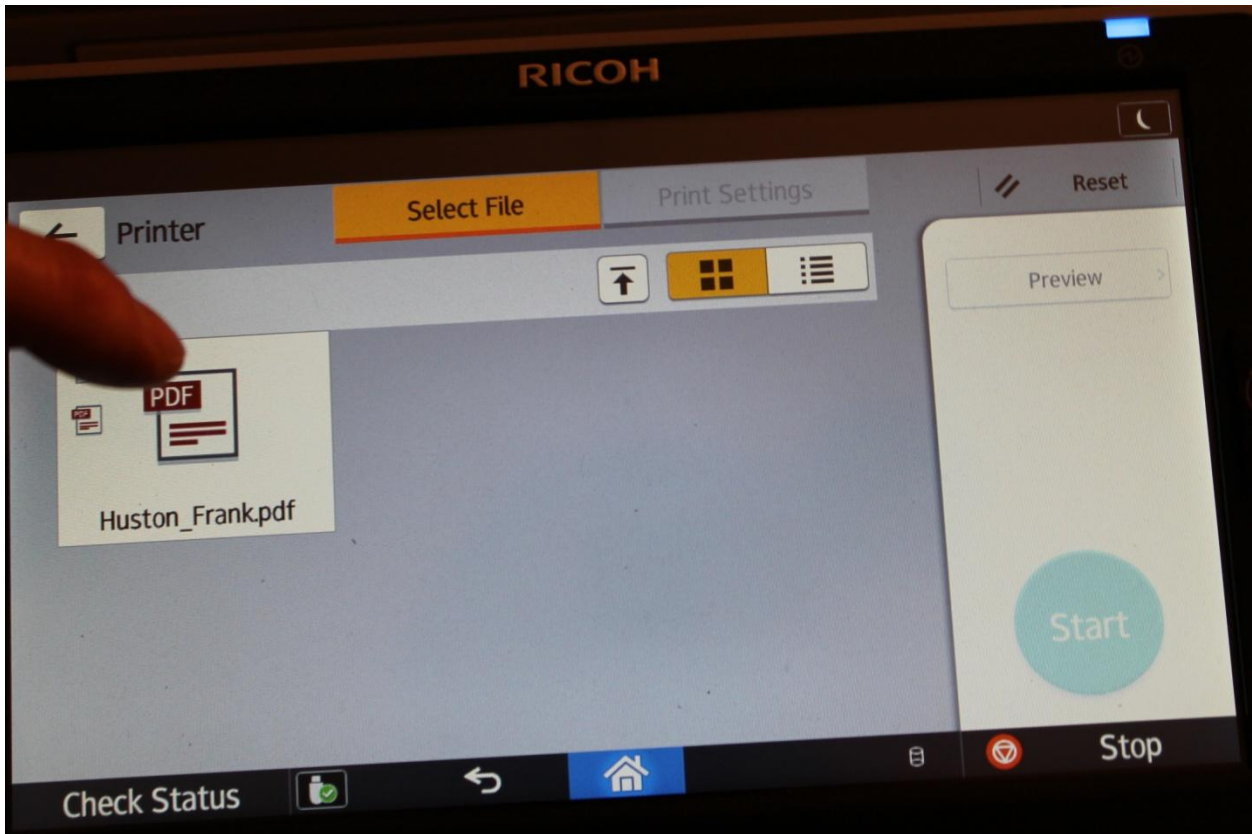
- Press “Print from Storage Device.”



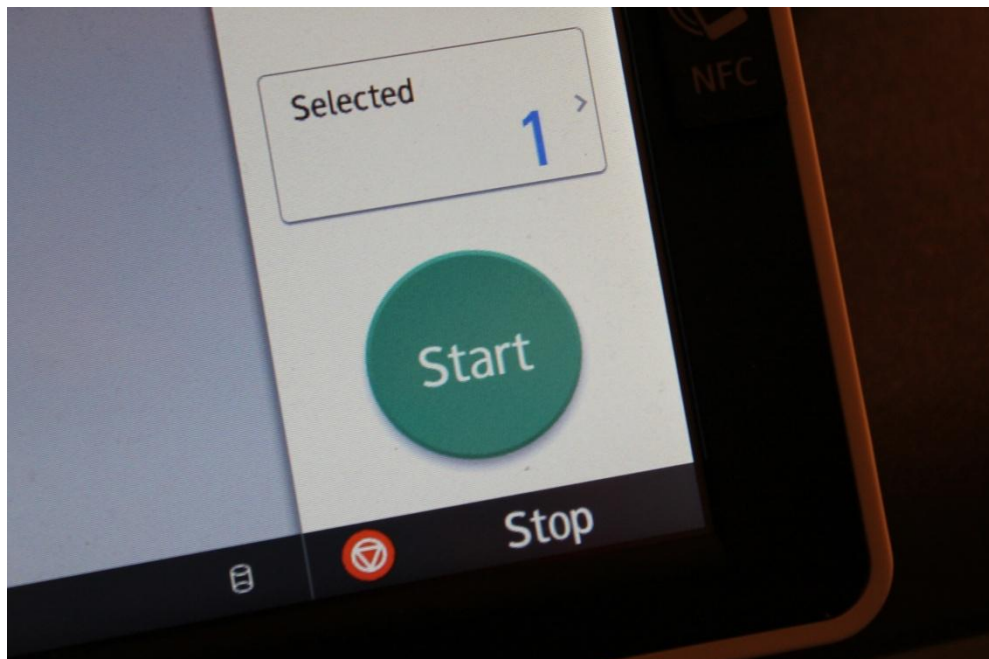
- Press “USB.”



- Press the document you wish to print.

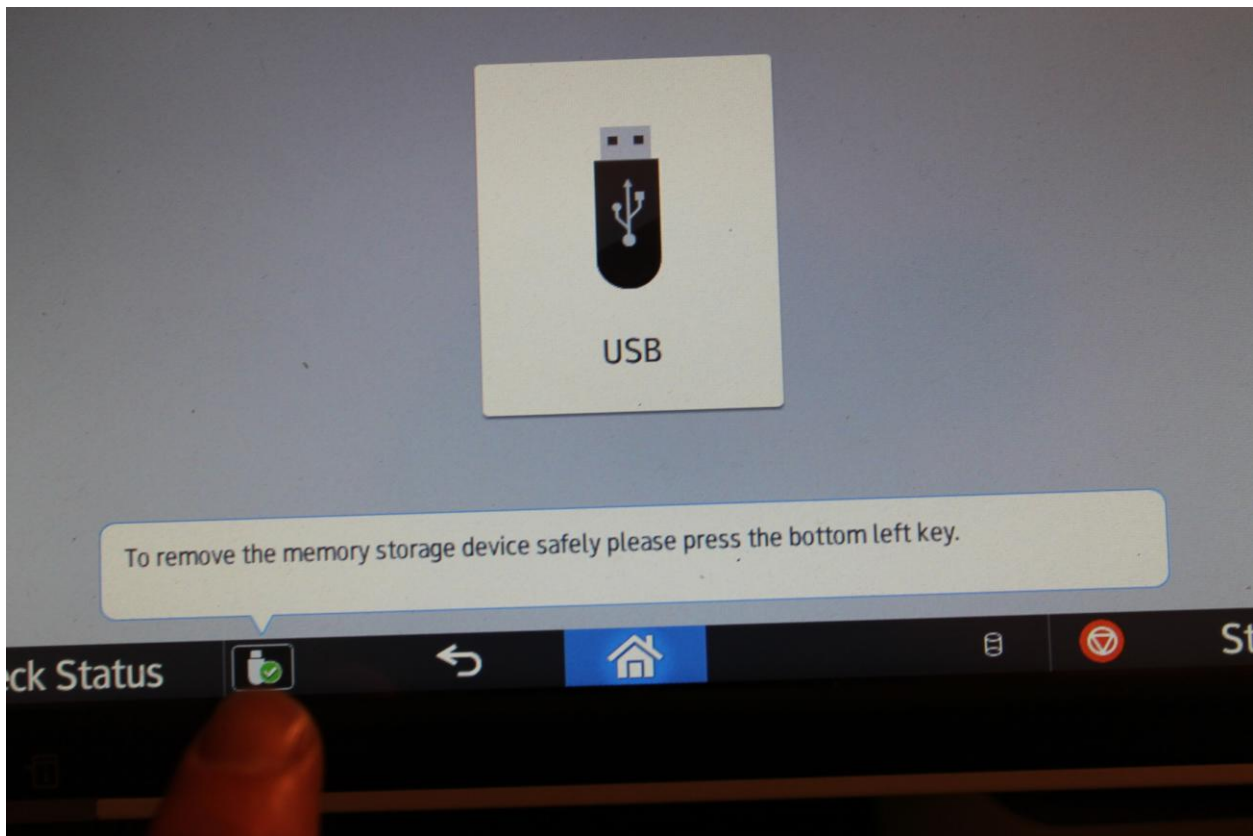


- Press "Start." Your document will print to the copier output tray.

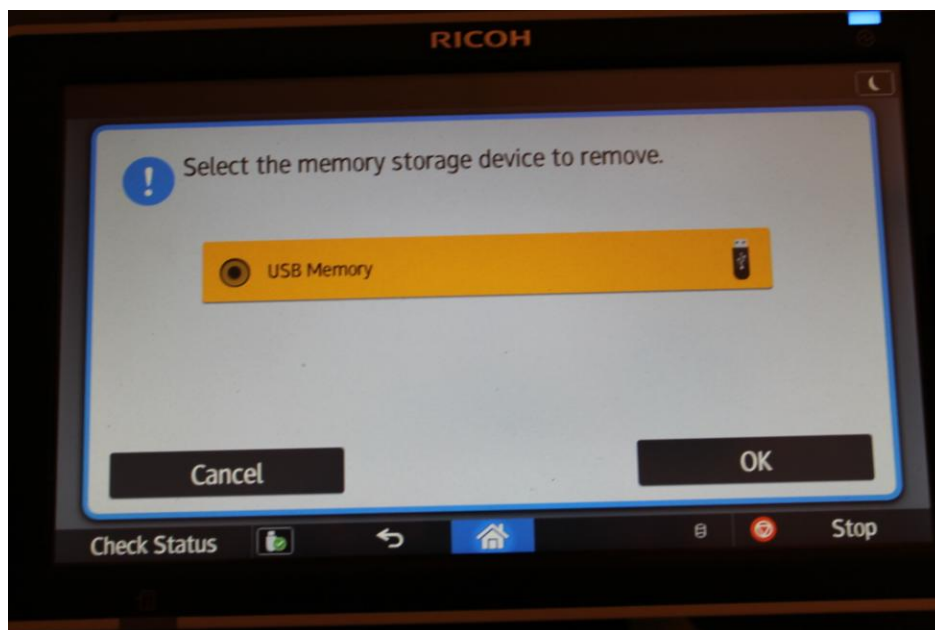


TO RELEASE YOUR USB DRIVE:

- Press the icon (next to "Status") as shown below.



- Select the USB drive you wish to eject (if only one, then it will be selected by default), then press "OK."



- Press “Close” and remove your USB drive from the slot.

