Scanning your Motor Vehicle Record Form
Using the Ricoh Printer with the Other Function Button

These instructions should be completed after you have completed, printed, and signed the Motor Vehicle Record Form in the Mandatory Vehicle Operator Training online course. **Please scan only 1 form at a time so that each employee's form is placed in an individual file.**

1. Walk up to the Ricoh Printer. If the printer is idle, press the button located directly under the **Main Power Light.** This will be either the **[Energy Saver]** or the **[On]** Button. Wait for the printer to warm up.

2. Tap your KSU ID card on the **SmartCard Reader. Note: Users are automatically logged out after two minutes of inactivity.**

Figure 1 – Using the SmartCard reader

3. When prompted, select your department charge code. **Note: There is no charge to the user or department for scanning.**

4. After the **Job Name screen** appears, press the **[Other Function]** button located on the control panel.
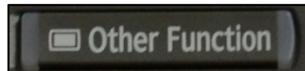
Figure 2 – The Other Function button

5. At the **Extended Feature Screen**, press the **[AutoStore]** button.

6. Press the **[Scan]** button.

7. In the **AutoStore workflow screen**, press the **[Folder]** button**.**

Figure 3 – The Folder Button

8. In the **Folder screen**, select the first folder, **#DDS**.

Figure 4 – #DDS folder

9. Select the **[OK]** button**.**

10. The default file type is **Adobe PDF**. Keep Adobe PDF as the selected file type.

11. Insert your document into the **Document Feeder** or place it on the scan glass.

12. Press the **[Start]** Button on the control panel to begin scanning.

Figure 5 – Start Button

13. If you are using the scan glass, press **#** when you complete your job. **Note: Using the document feeder will bypass this step.**

14. A message stating that the **transfer has succeeded** will appear briefly.   Your document will be transferred to the secure #DDS folder.

15. Tap your card on the **SmartCard** Reader to log out.