# St. Lawrence College RICOH MFP Training

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**Solution Training Department**
**RICOH Canada Inc.**

**2021-09-01**

# Agenda

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- Login and Logout
- Using Print to Me
- Setting Originals and Loading Paper Trays
- Using Scan to OneDrive
- Making a Copy
- Device Status, Misfeeds & Maintenance

# Login and Logout

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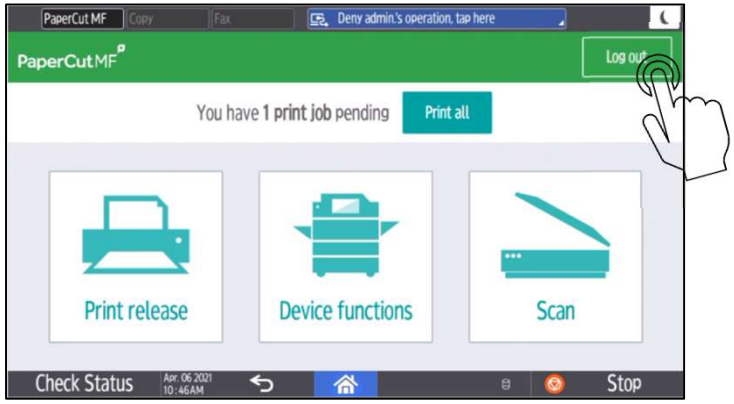
# Login and Logout




Once your SLC student or staff card is activated, you can go to any RICOH device on campus to login and release your print jobs, use device functions and scan to OneDrive.

Don’t forget to log out by pressing the **Log out** button at the top right of the screen or tap your SLC card on the reader. The device will automatically log out a user after 60 seconds.

# Using Print to Me

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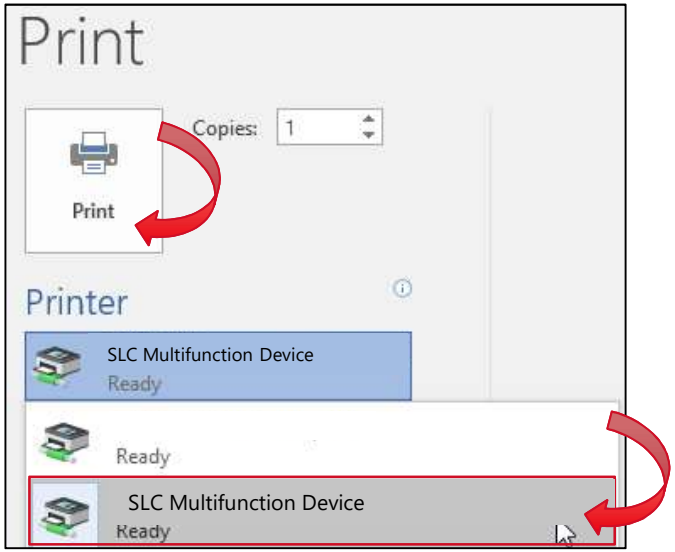
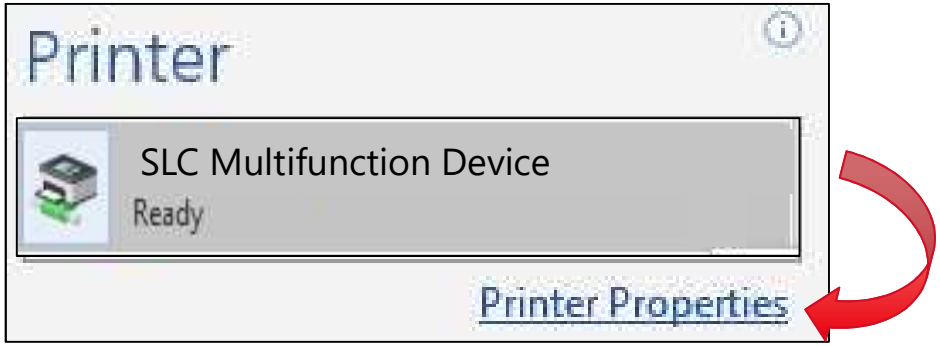
# Print to Me – Print Queue

**STEP 1:** Select the **SLC Multifunction Device** print queue from the Printer list if it is not already set to default, and then select **Print**.



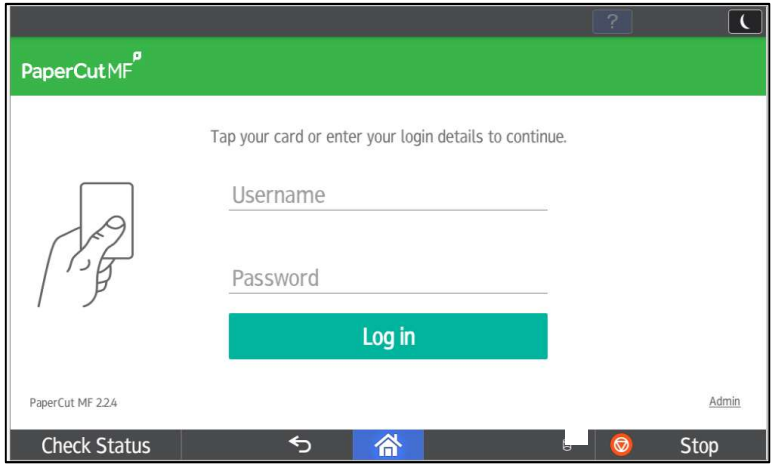

You can also click on **Printer Properties, Properties** or **Preferences** depending on the application to access the RICOH driver.

This will allow you to change settings such as B&W printing, Colour printing, Stapling and/or Hole Punching.



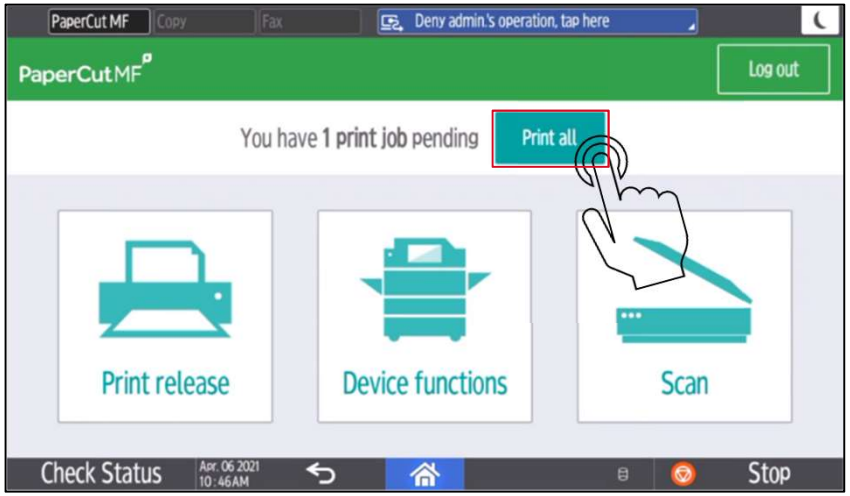
# Secure Printing – Login

**STEP 2:**
Touch the screen to come out of energy saving mode. Tap your SLC student or staff card on the reader at the RICOH device to login.



# Secure Printing – Print all

**STEP 3:**
Press **Print all** to release all print jobs available.



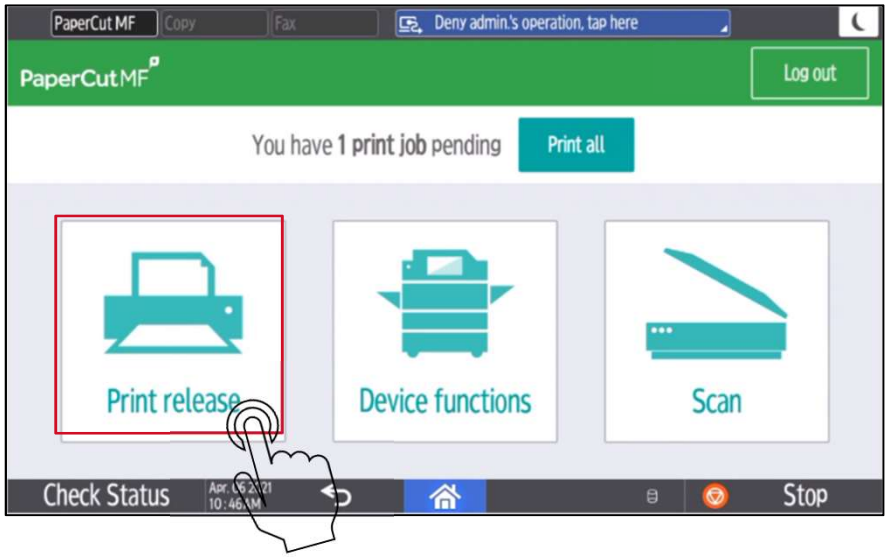
# Secure Printing – Print Release

You can also pick and choose what jobs you want to print by selecting the **Print release** icon after authenticating.

**STEP 1:**
Print document

**STEP 2:**
Authenticate at device

**STEP 3:**
Tap **Print release**.

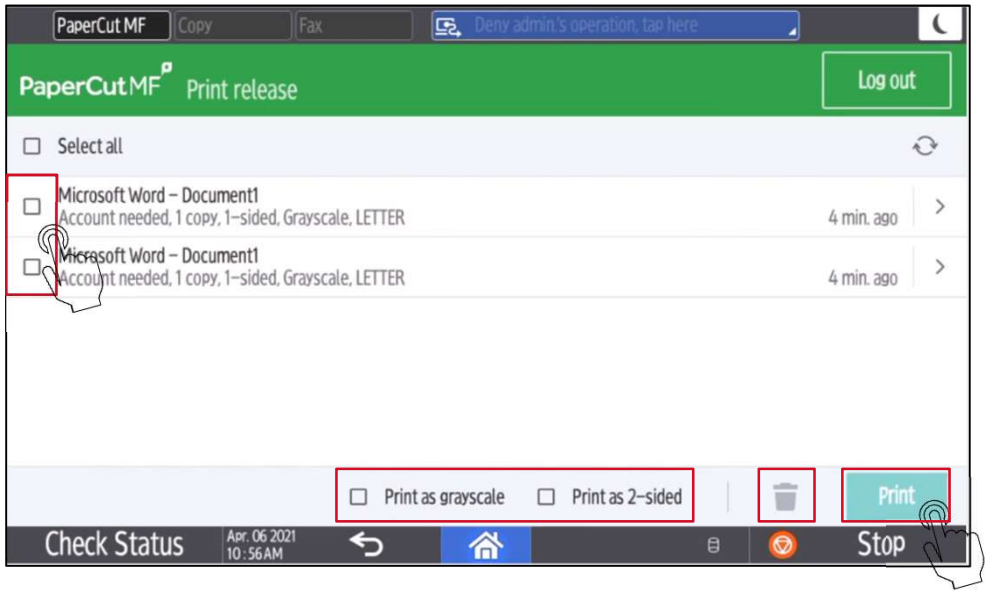


# Secure Printing – Print release

**STEP 4:**
Select checkbox next to the document(s) to print and tap **Print**.

To delete a print job select the print job(s) and press the **trash can** icon.

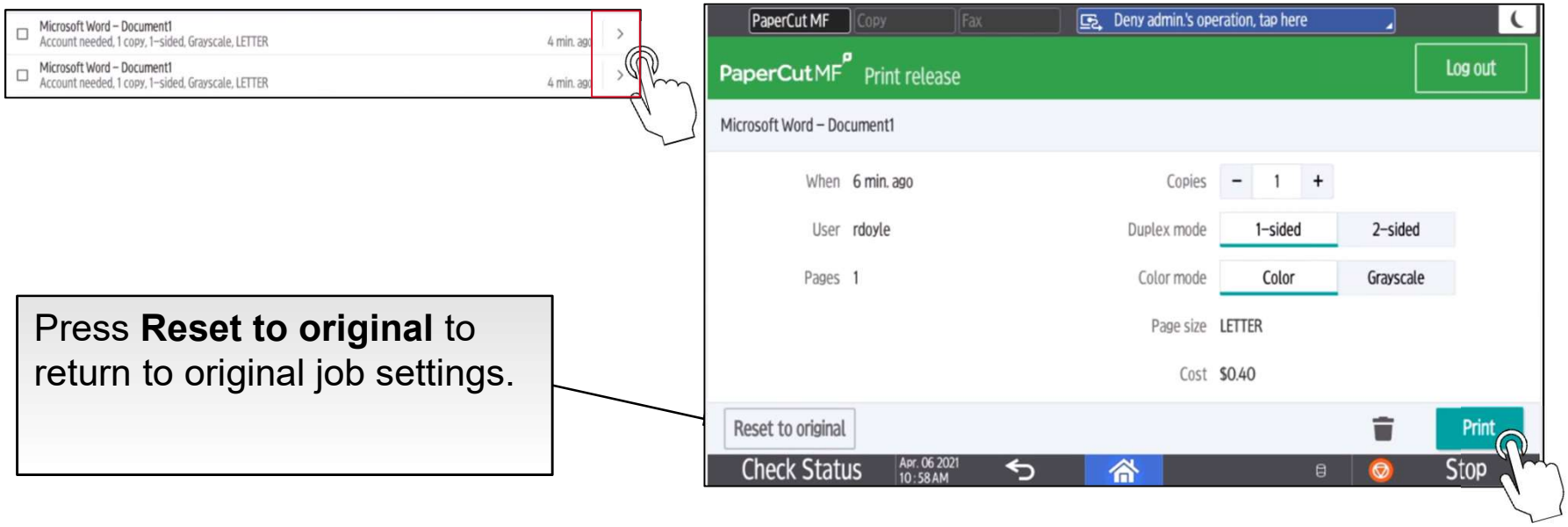
Force grayscale & 2-sided printing using the checkboxes below.




**Note:** Print Jobs will remain in queue for 24 hours unless they are printed or deleted.

# Secure Printing – Print Settings

You can adjust the print settings directly from the RICOH device by pushing the arrow next to the job you wish to adjust. Make the desired changes and press **Print**.

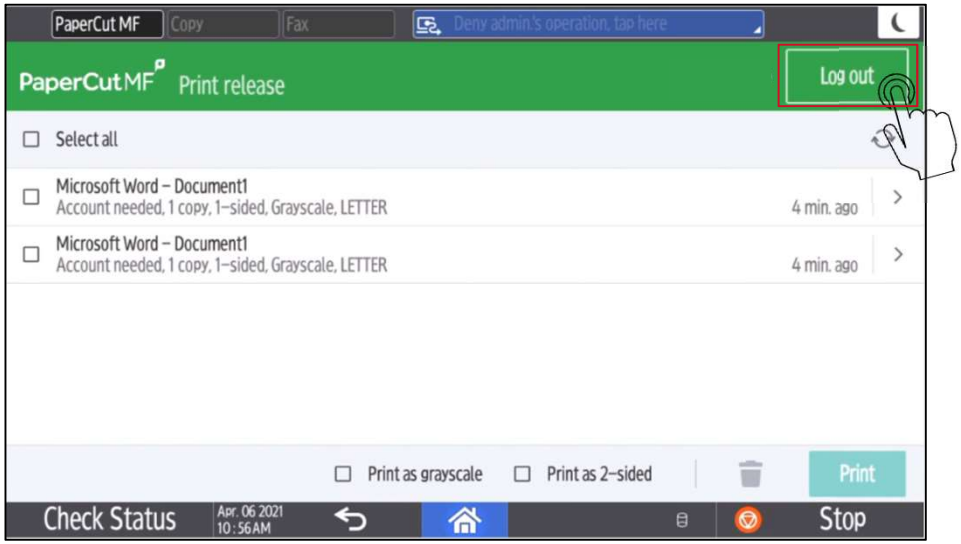



Press **Reset to original** to return to original job settings.

# Secure Printing – Logging Out

Press the **Log out** button at the top of the screen or tap your SLC student or staff card on reader to log out.

If you forget to logout, PaperCut will automatically log out after 60 seconds.



# Setting Originals and Loading Paper Trays

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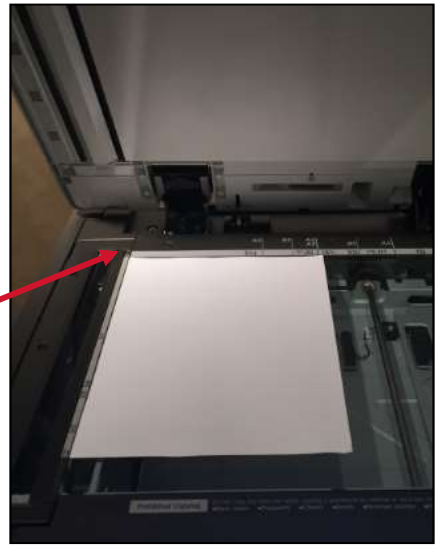
# Loading Originals

Place documents face up in a readable direction, up to the feed line on the document feeder.

Place documents face down, lined up with upper left corner



# Loading Originals

The three sensors on the feed table should not be blocked by paper, etc. It will result in undesired paper size output, or the unit will beep indicating to load special paper size in the tray.

# Using Scan to OneDrive

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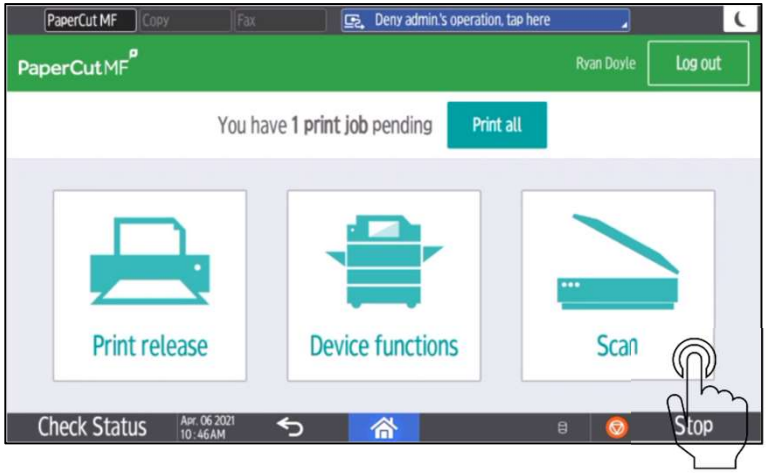
# Scan to OneDrive

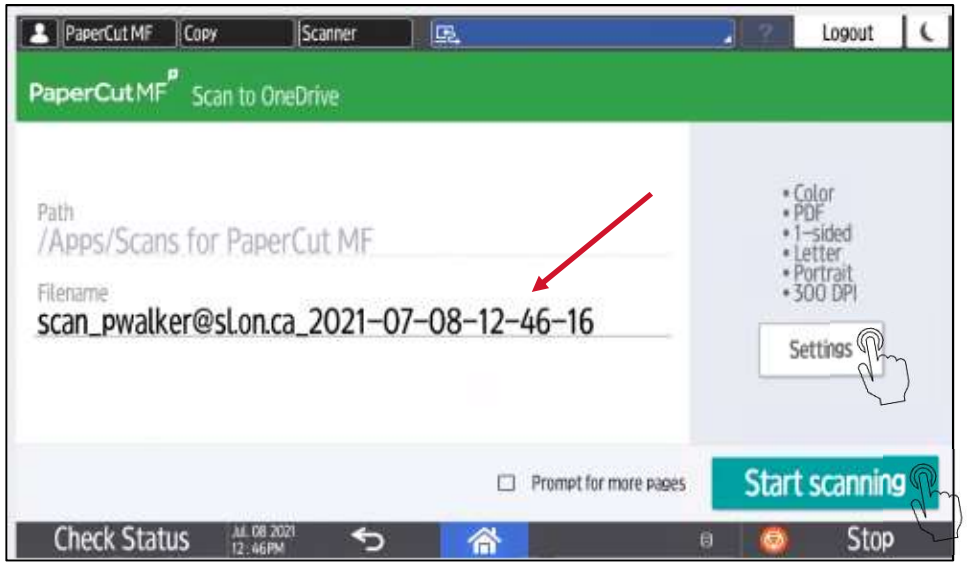
**STEP 1:**
Touch the screen to come out of energy saving mode. Tap your SLC student or staff card on the card reader at the RICOH device.




**Note:** The first time use you scan to OneDrive an email will automatically be sent to your email account with a OneDrive token acceptance request.

Once accepted you will then be able to scan to OneDrive.

# Scan to OneDrive




**STEP 4:**
You can adjust the filename for your scan by pressing on the *Filename* field.

You can also press **Settings** to change the default settings

<u>OR</u>

Press **Start scanning.**

# Scan to OneDrive – Scan Settings

You can make the following adjustments in Scan Settings:

**Duplex Mode -** (Single or 2-Sided)

**Paper Size** – Letter, Legal Ledger

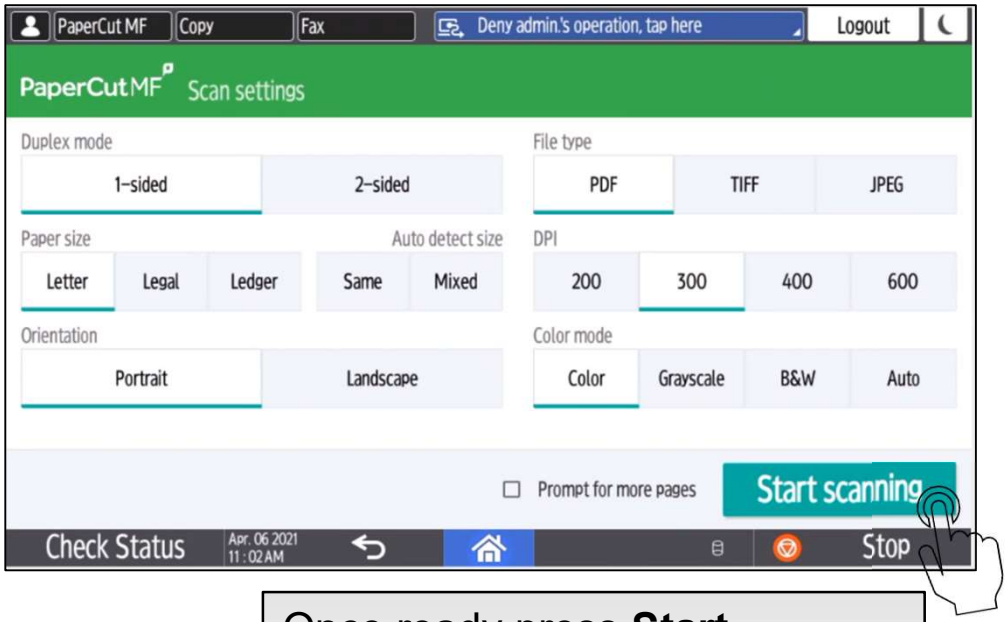
**Auto detect size** – Same or Mixed Sizes

**Orientation** – Portrait or Landscape

**File Type** – PDF, JPEG, TIFF

**DPI** – 200 to 600 DPI (dots per Inch)

**Colour Mode** – Color, Grayscale or BW




Once ready press **Start scanning** and don't forget to Logout when finished.

# Making a Copy

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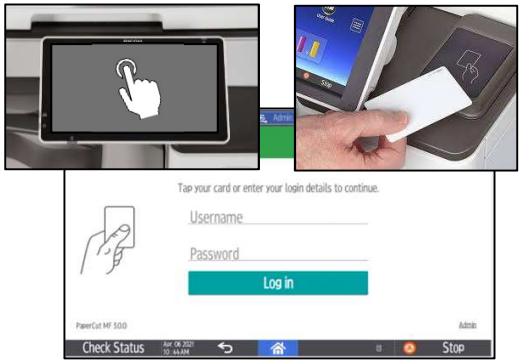
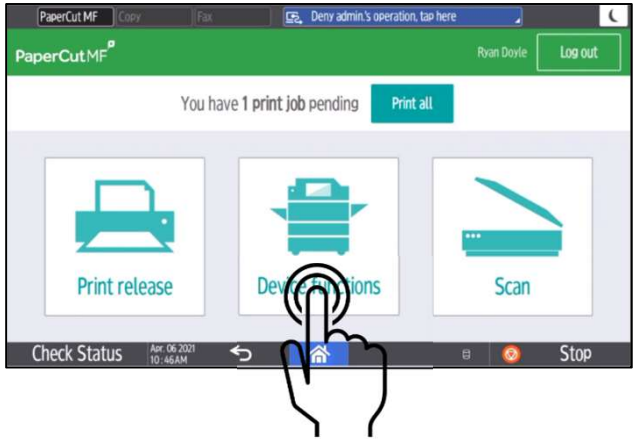
# Copy

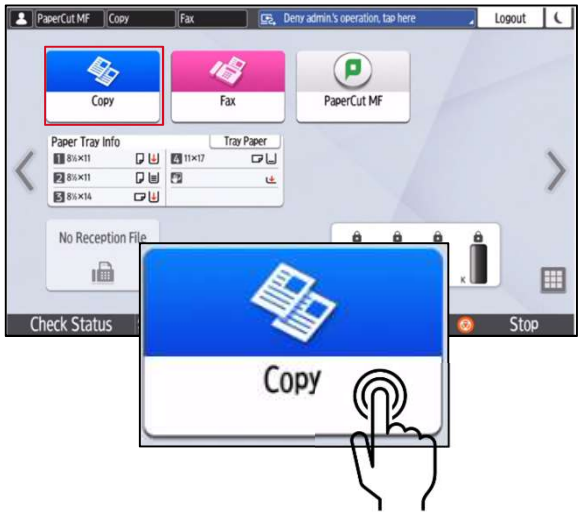
**STEP 1:** Touch the screen to wake the device. Tap SLC student or staff card to authenticate at the device

**STEP 2**: Press the **Device functions** button

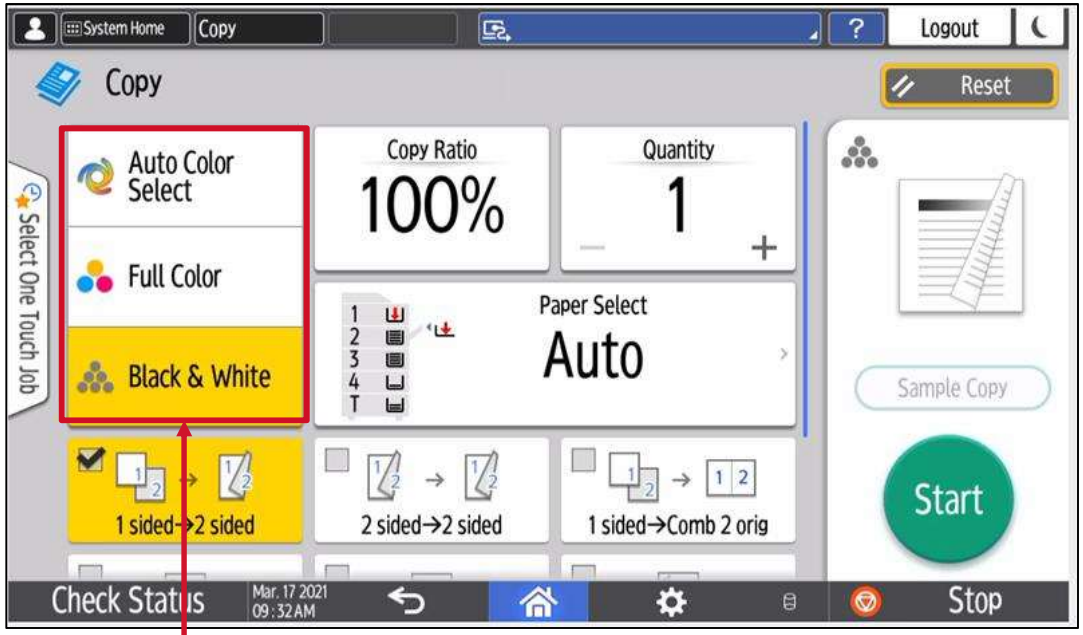
**STEP 3:** Press **Copy**.



# Color or Black & White

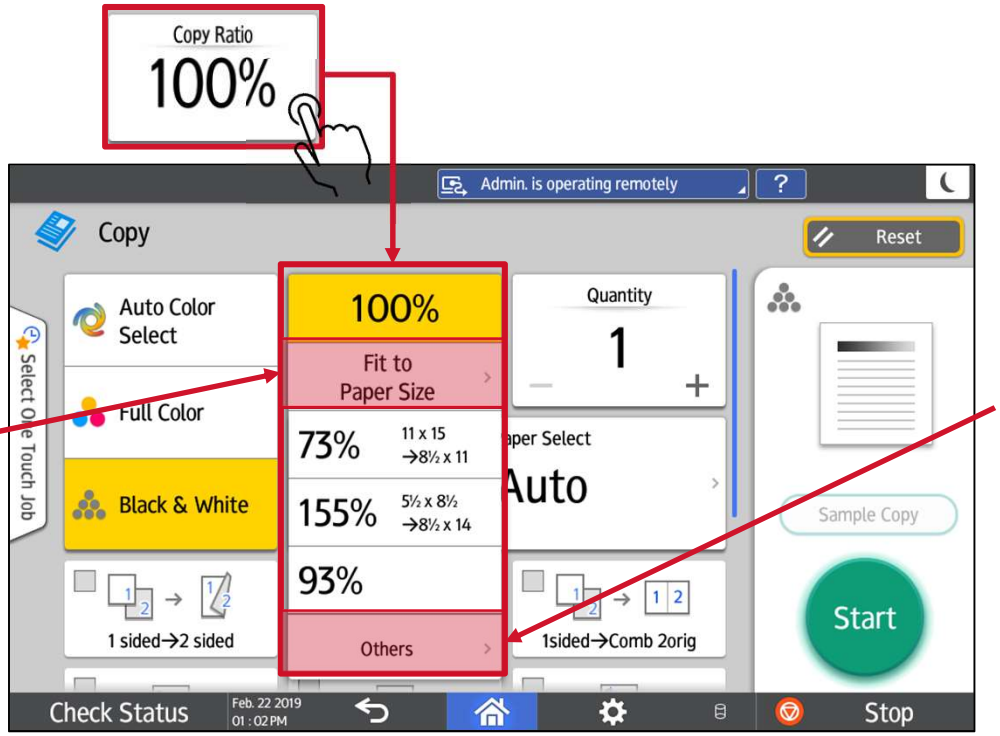



The default is Black & White. You can choose between Full Color and Auto Color Select when copying color documents.

# Copy Ratio

Tap **Copy Ratio** to reduce or enlarge a document.

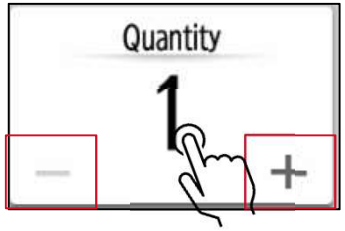
**Fit to Paper Size:**
to allow the device to decide how to reduce or enlarge to a particular size that you choose.




**Others:**
This option allows you to choose presets from 25 to 400%, Zoom in 1% increments with + or -, or enter your ratio directly with **Number Keys**.

# Quantity

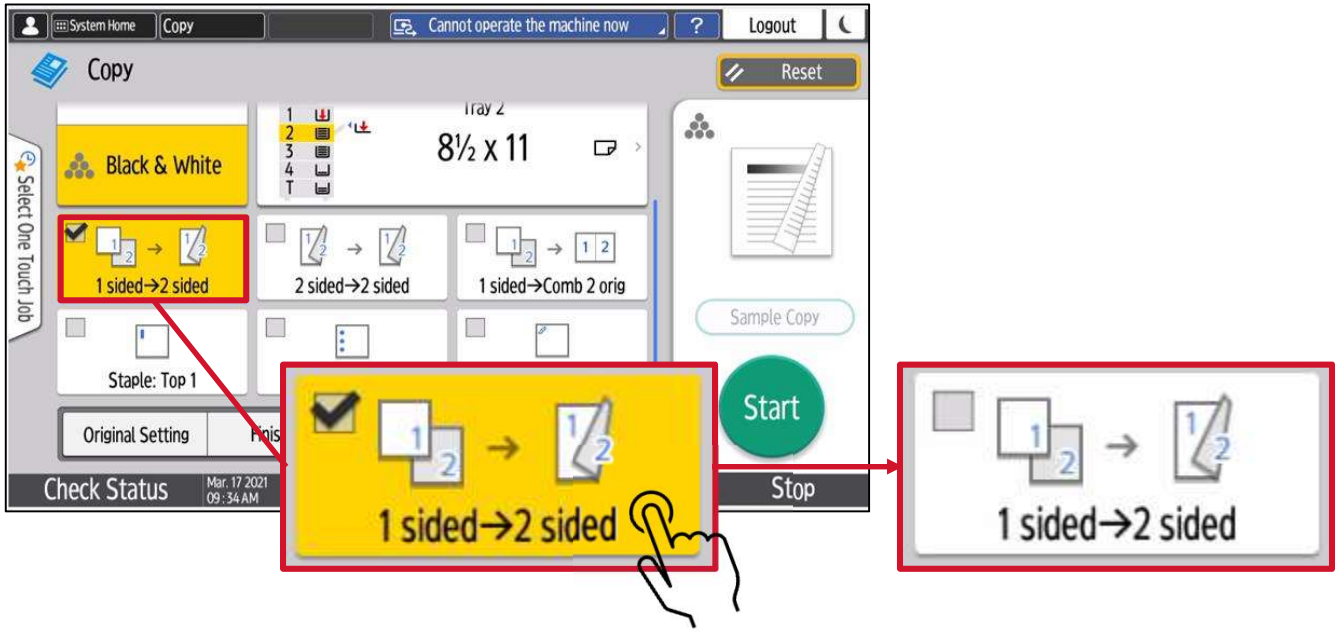
To select how many copies you would like to make, press the **+** or **–** to go up or down in increments of 1 or press the number on the screen to make a keyboard appear and enter quantity.



# 2 Sided / 1 Sided

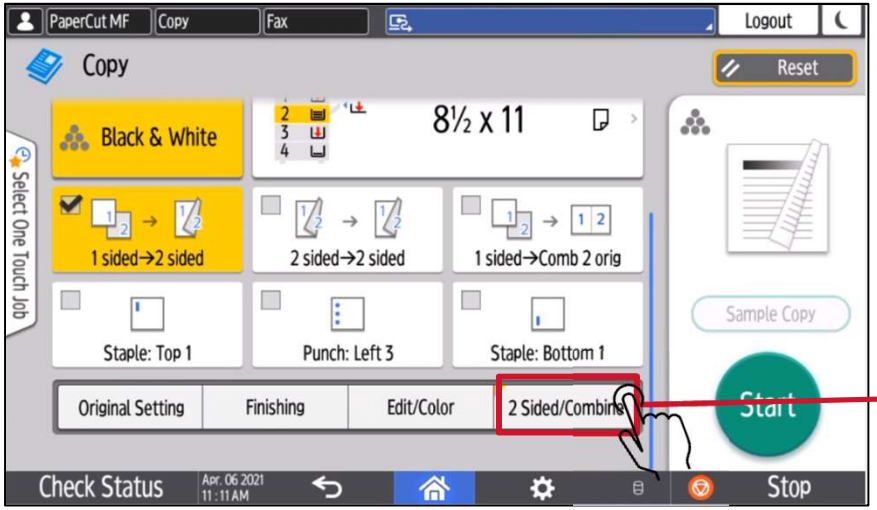
By default, the copy output is set to 1 sided to 2 sided.

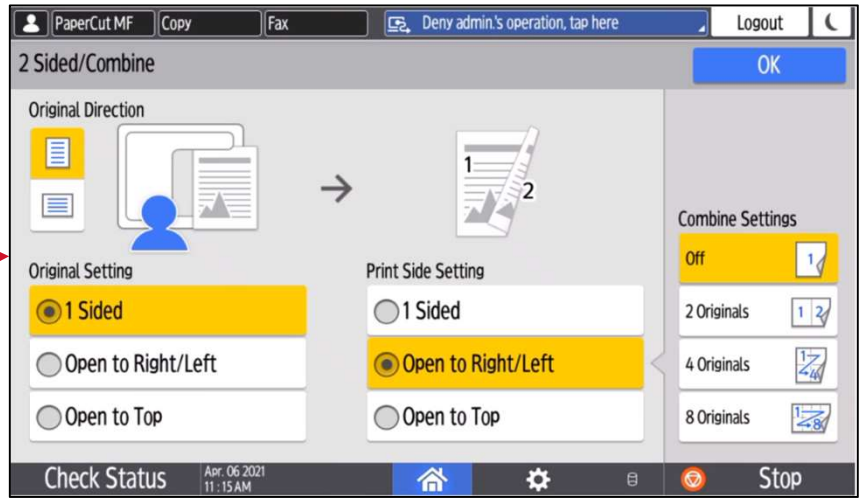
To copy from 1 sided to 1 sided, press the **1 sided->2 sided** button to it turn off.



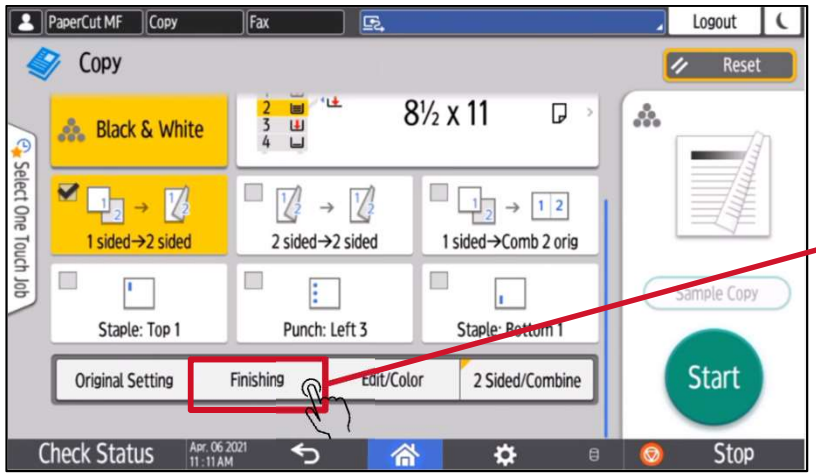
# 2 Sided/Combine

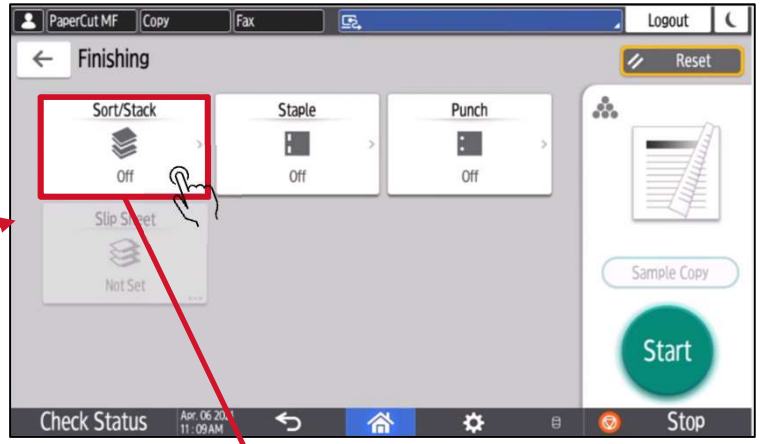
Press the **2 Sided/Combine** button to make further changes to Original and Output copy settings.

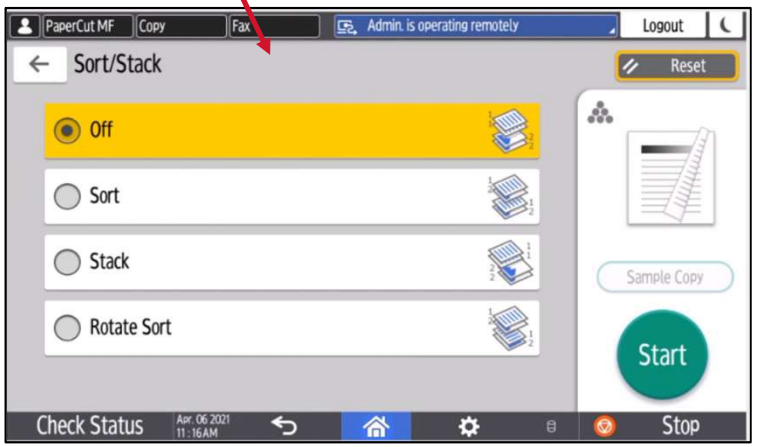


# Sort

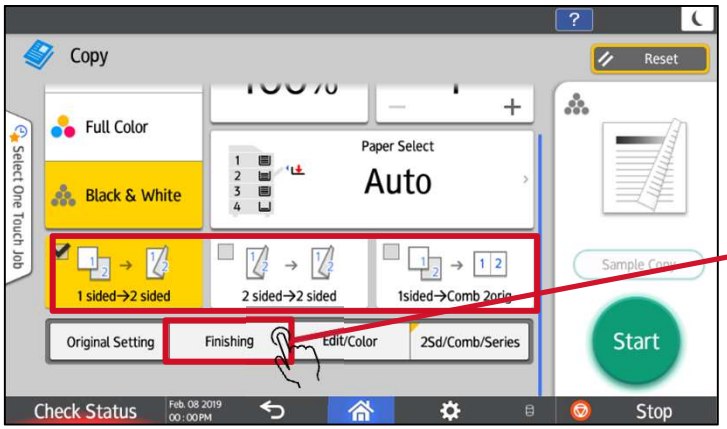


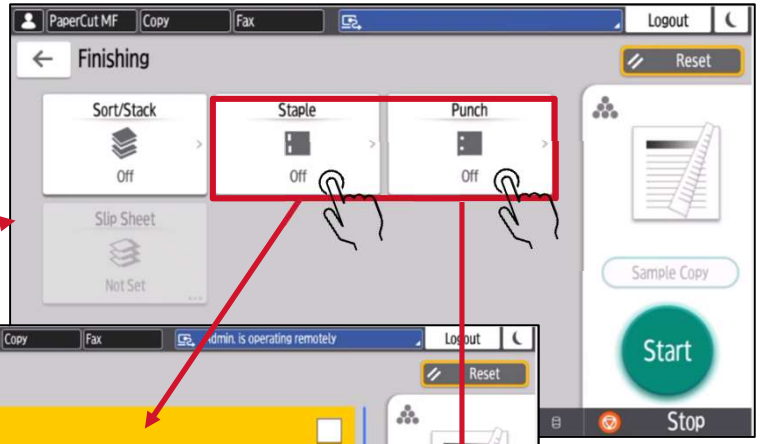



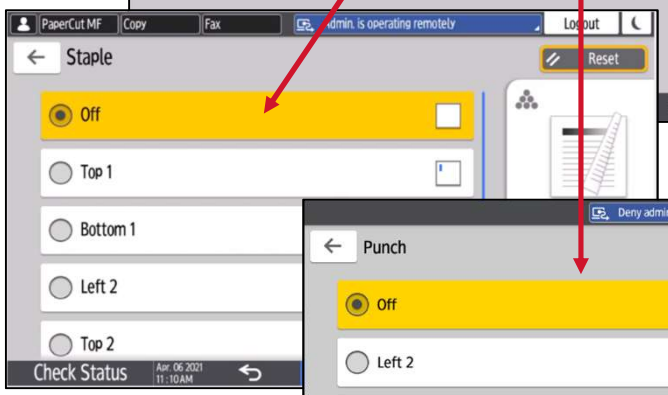



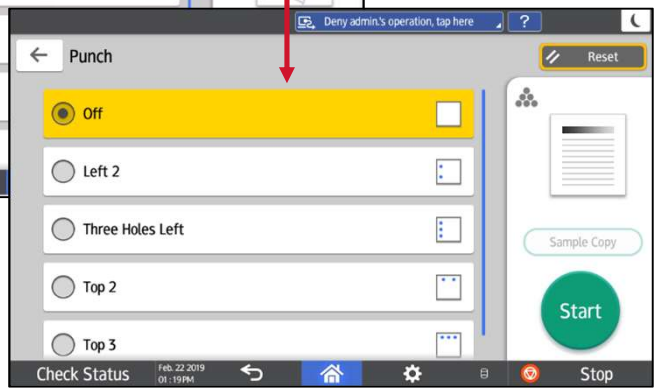

**Sort:** To turn on Sort in order to collate any sets of documents, scroll to the bottom of the screen and select **Finishing**. Tap the **Sort** button, and select the sort option you wish to use.

# Finishing



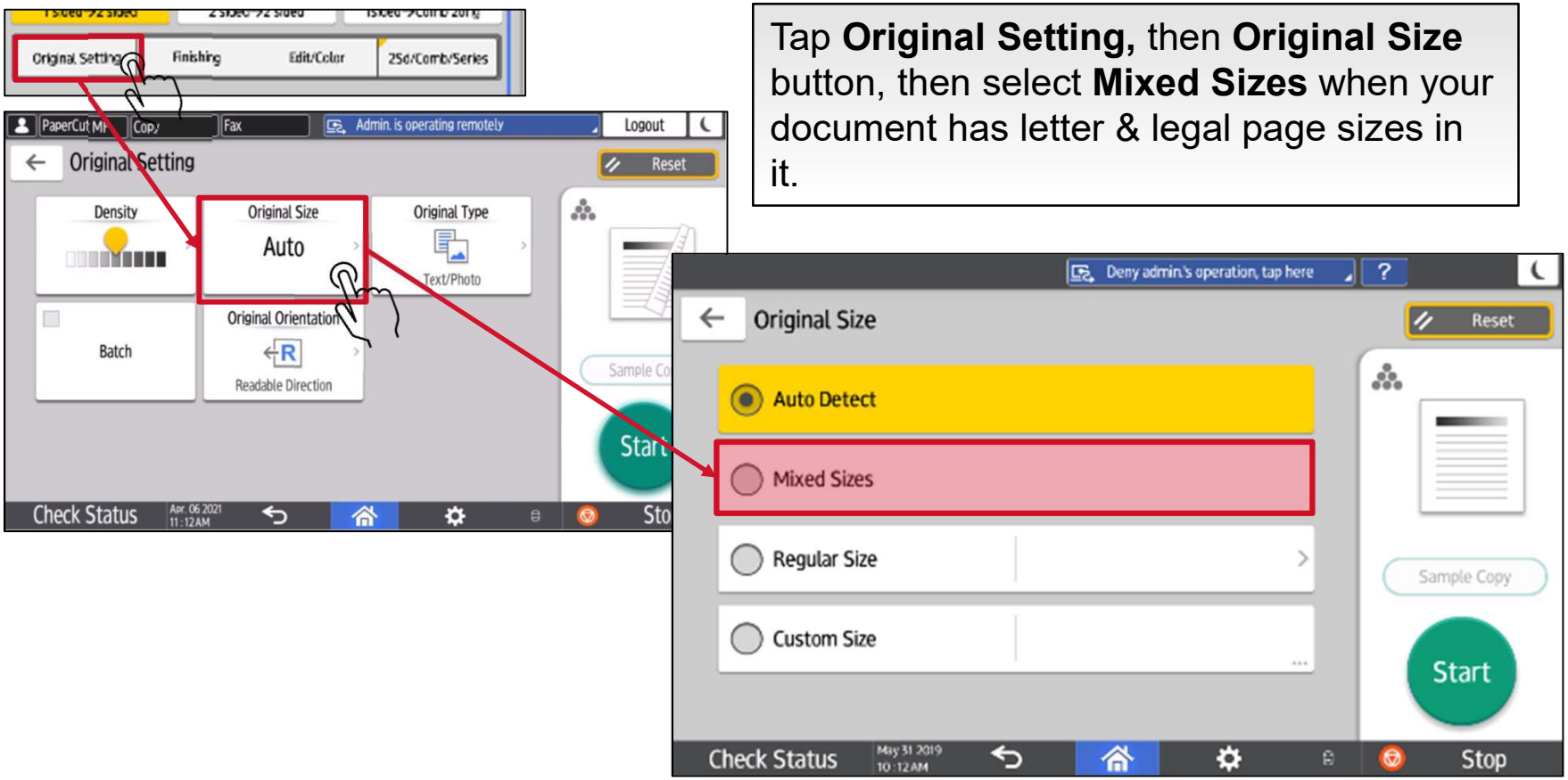




If you have a finisher, quick keys for finishing options of Stapling and/or Hole Punching will appear at the bottom of the screen.

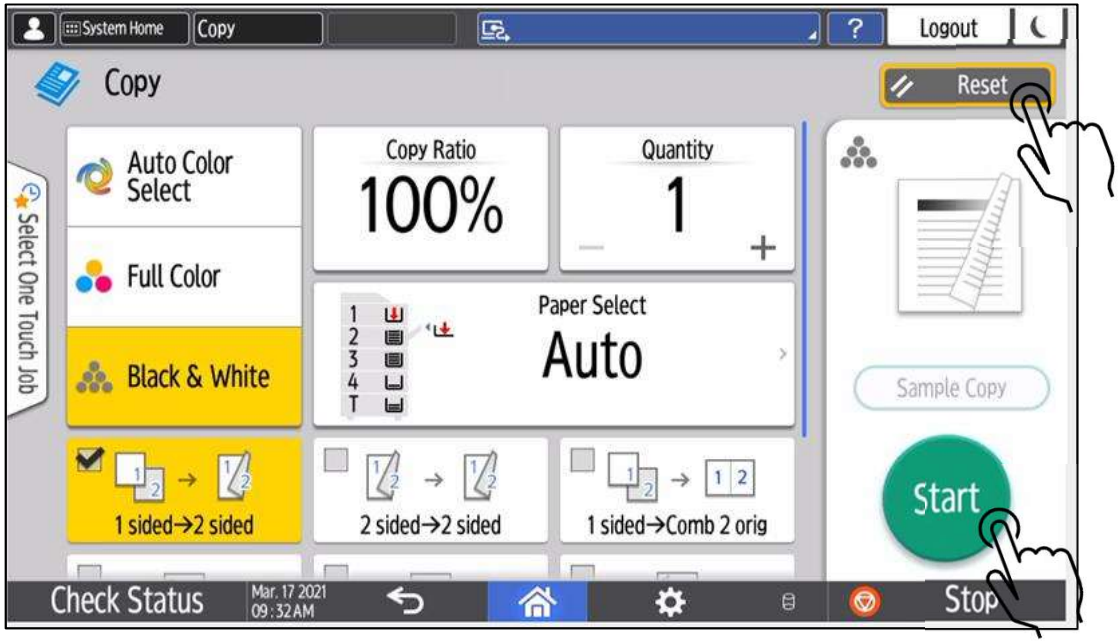
You can find all the finishing features under the **Finishing** button.

# Original Size

Tap **Original Setting,** then **Original Size** button, then select **Mixed Sizes** when your document has letter & legal page sizes in it.



# Make the Copy




Once ready press the **Start** button to begin copying or press the **Reset** button to return all settings back to their defaults.

# Device status, Misfeeds & Maintenance

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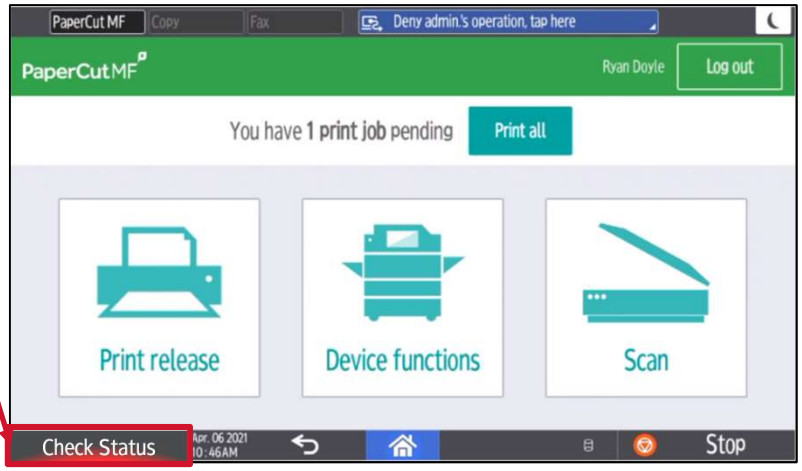
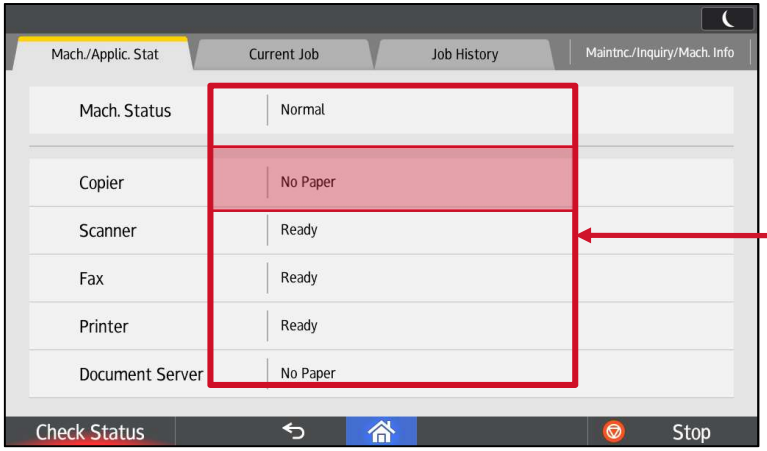
# Check Status

The **Check Status** light will come on if there is a paper misfeed or if there is something else that needs attention with the device. Tap **Check Status** to review the problem.

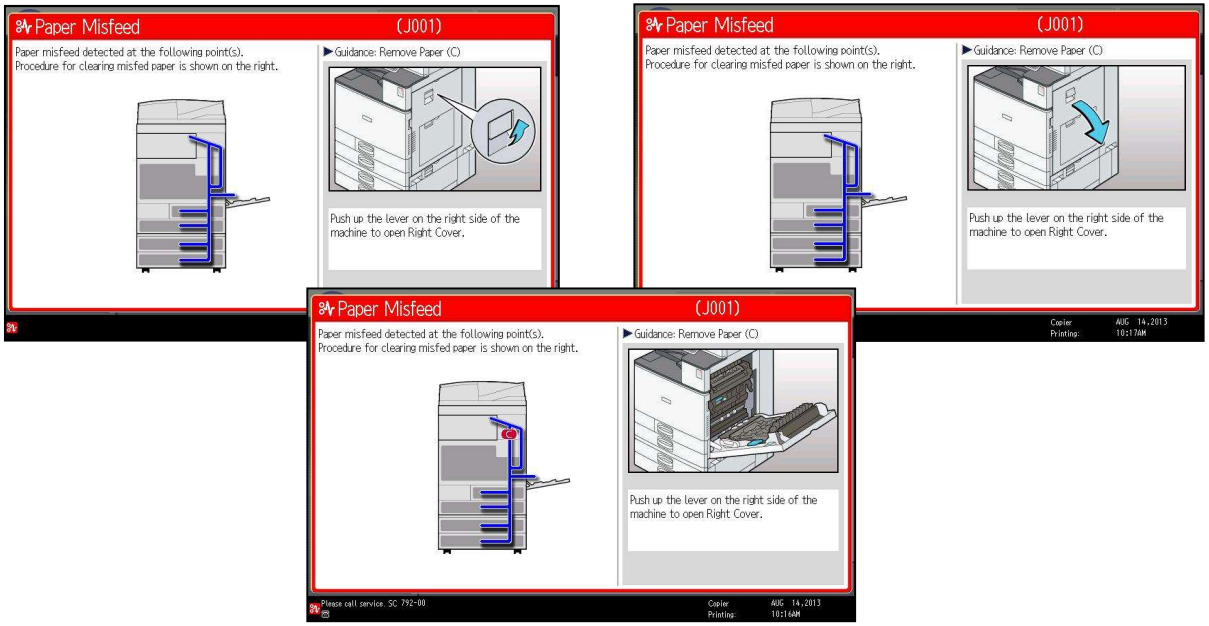



Next to the function, the device indicates the reason for the error.

# Misfeeds

Follow the on the screen instructions that show step-by-step how to remove the misfed paper. If the problem persists after attempting to resolve the issue, please email its@sl.on.ca for support.



# Technical Support

For technical support please use the contact information below. Please be prepared to provide the RICOH device location and serial number located on the front of the device.

**Students**

slc.me@sl.on.ca

SLC extension **1000**

**Staff / Faculty**

its@sl.on.ca

SLC extension **4357**

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