U of L MP C3004 Training Presentation

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7/11/2017
PSD: Solution Training Specialist Team

Summary

- **Machine Status Activating the device:**
    - **Faculty / Staff using your copier PIN.**
    - **Students by swiping your UofL ID Card**
    - **Community Users (Library) must purchase and swipe a Bridge Bucks Card.**
- **Copier Features**
- **How to use Follow-You-Print**
- **How to Scan to Me**
- **Clearing Misfeeds and Maintenance**
- **Changing Toner and Staple Cartridge**

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Machine Status
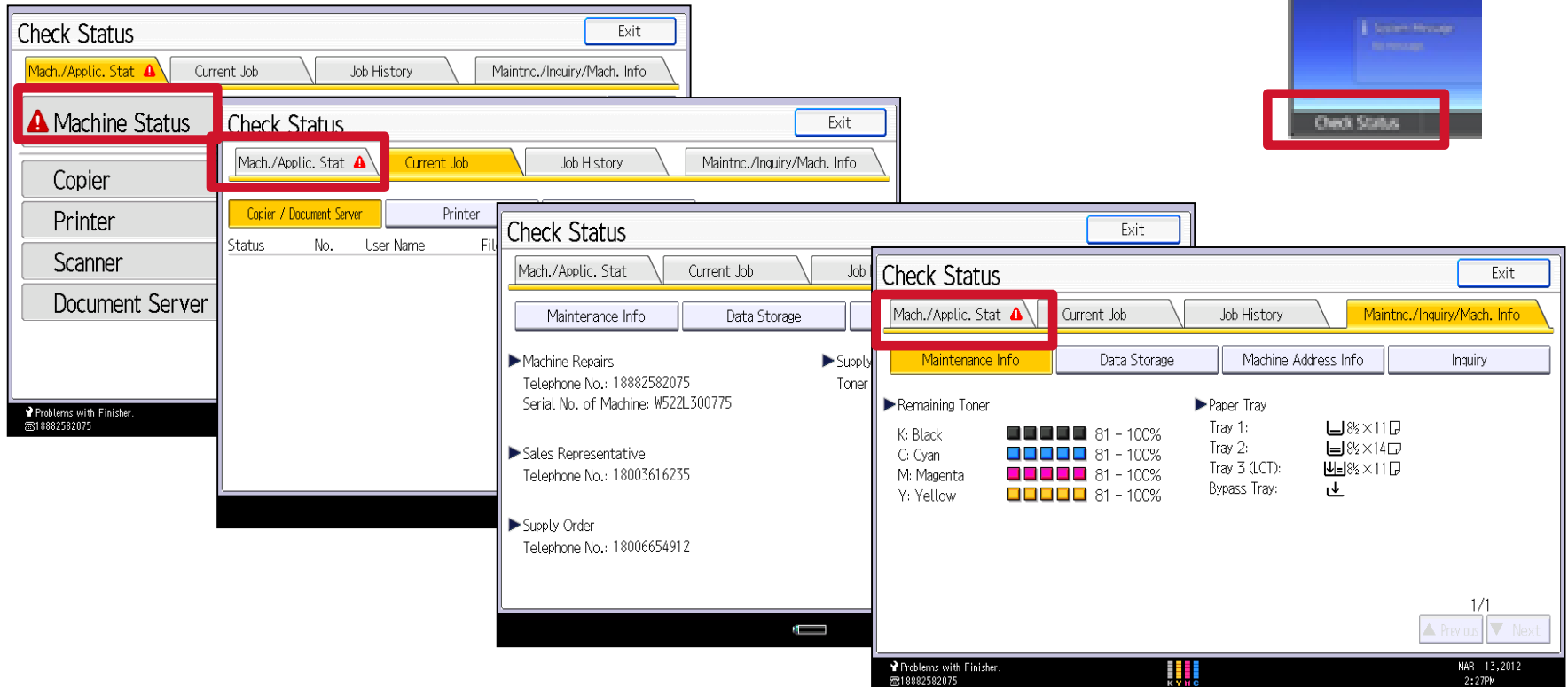
If a red light is flashing on the device and it is beeping, please select the Check Status button to determine what the issue is. If you see a hazard sign, that is where the issue stems.

What is Equitrac

Equitrac is a global software company that provides document management (auditing, allocation, recovery) and output management solutions for printers, copiers and multifunction devices.

Advantages: The user can use and print on any compatible Ricoh device in the network.

Documents are sent to a server rather than to the device directly. The documents will be available for 24-hours in your print queue.

Documents sent to the device in error can be managed and cancelled at the device itself, resulting in less paper waste.

Faculty/ Staff using your copier PIN. Students/ Community users using your UofL ID Card or Bridge Bucks Card *prior* to the print job starting. This allows for document privacy and eliminates the need for personal printers.

Logging in & Out

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Ricoh MFP

Print Copy Scan

U of L ID Card
Or
Bridge Bucks
Card
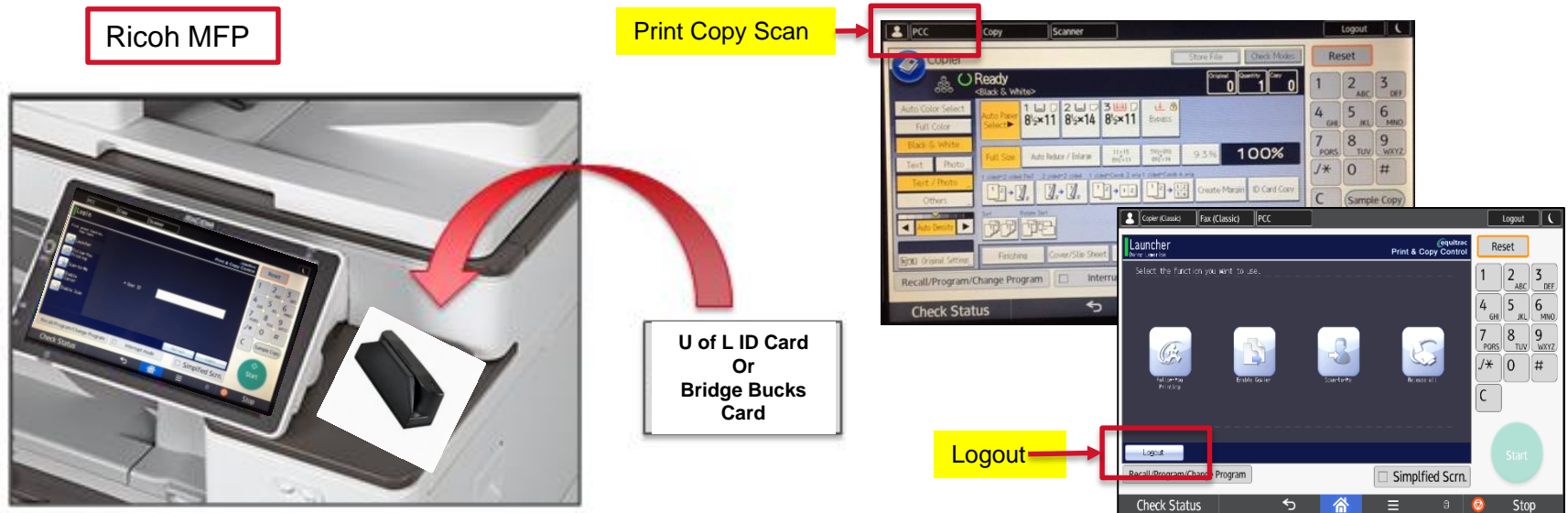
Logout

LOG IN
Faculty / Staff enter your copier PIN on the key pad.

Students swipe your UofL ID Card through the card reader.

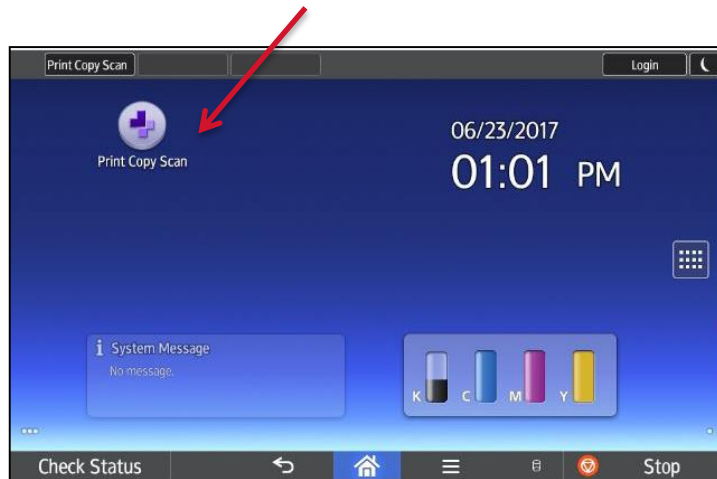Community Users (Library) must purchase a Bridge Bucks Card and swipe the card through the card reader.

LOG OUT – BE SURE TO LOG OUT!
From the Follow-You print screen, press the Logout tab in the bottom left of the screen.

From the Copy screen press the Print Copy Scan button at the top left of the screen, then the Logout tab in the bottom left.

Got Lost?

Print Copy Scan

If you press the **Home Button**, select **Print Copy Scan** icon to get you back onto the main screen.

Home
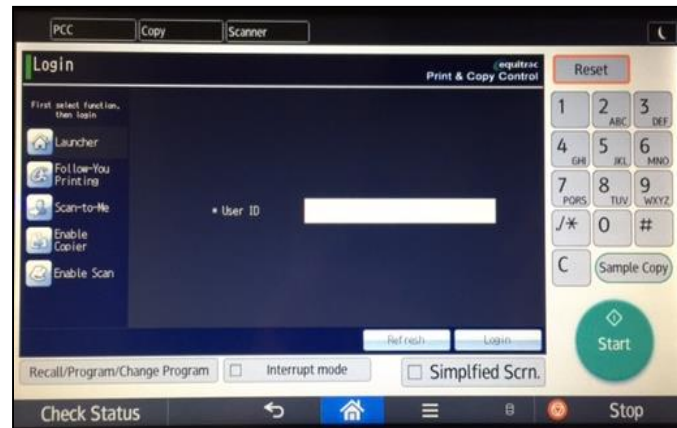
Main Screen

How to Use Follow-You-Print

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Follow-You-Print

1. On your computer or laptop, click **Print,** select "*campus on anc-printing1*" from you printer options, select your options and print.
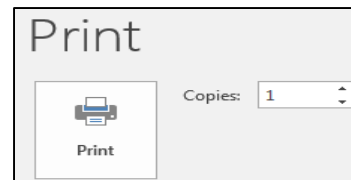
2. Faculty / Staff, enter your copier code on the on the display panel.
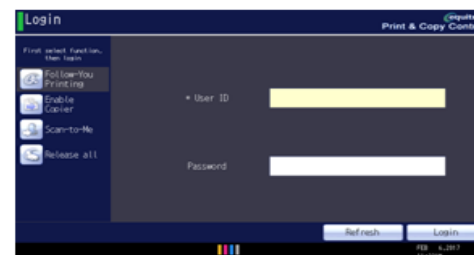
Students, swipe your U of L ID card through The card swipe.

Community users, swipe your Bridge Bucks Card through the card swipe.

3. Select **Follow-You Printing** Icon**.**

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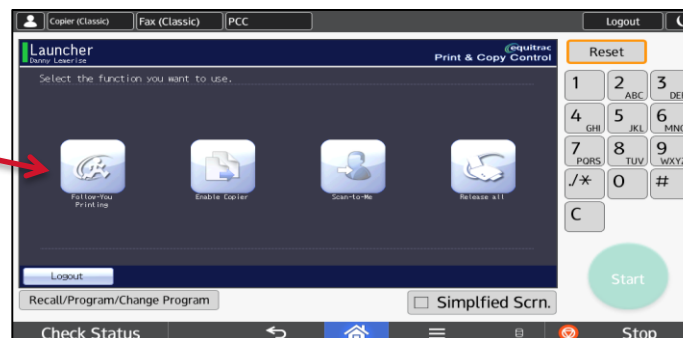
Follow-You-Print

Your profile will display all your Print Jobs.

The main print options are:

Print
Print & Save
Delete
Select All
Force B/W
(Black and White)

Important: The Print jobs will display the desired number of copies you selected in the Print function of your computer/laptop/device.

Increasing the number of copies here will be *in addition* to the number of copies already chosen.
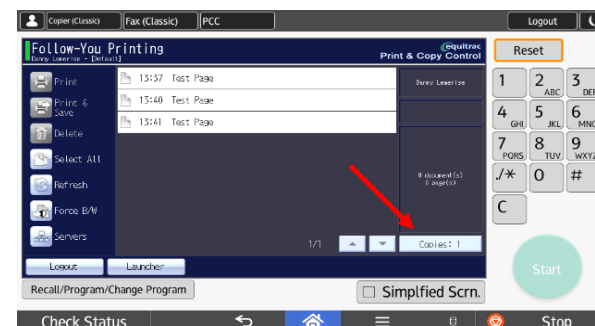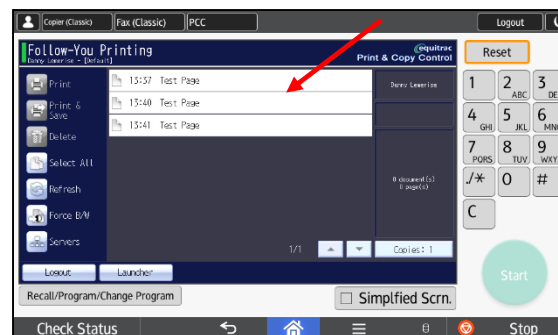
Follow-You-Print

4. Click (or tap) on the print jobs that you wish to print.

5. Click **<Print>.**

Once all the selected documents have printed, the message **"*No print jobs were found for this user"*** displays.

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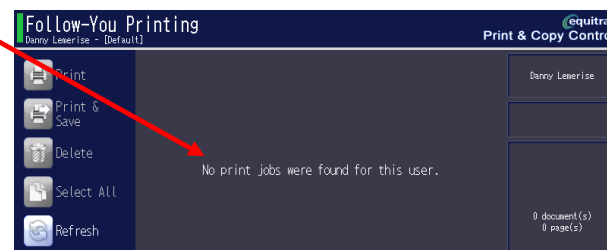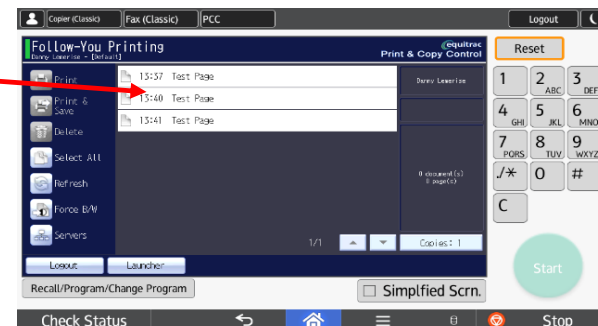
Resetting the Print job

The Job Reset key has been pressed, printing, and other print jobs that were being processed and which could be stopped, have been suspended.
To continue printing press [Continue Printing], to cancel the following job press [Cancel Printing].
To delete other suspended jobs press [Job Operation].

▶ Job Information
Name:
User ID:
File Name: Microsoft Word - test

Job Operation

Continue Printing   Cancel All Jobs   Cancel Printing

A message will appear with multiple selections;

Continue printing: To continue your print job.

Cancel all jobs: All jobs will be cancelled in your print queue.

Job Operation: You can select which job to delete.

Cancel Printing: The current print job will reset.
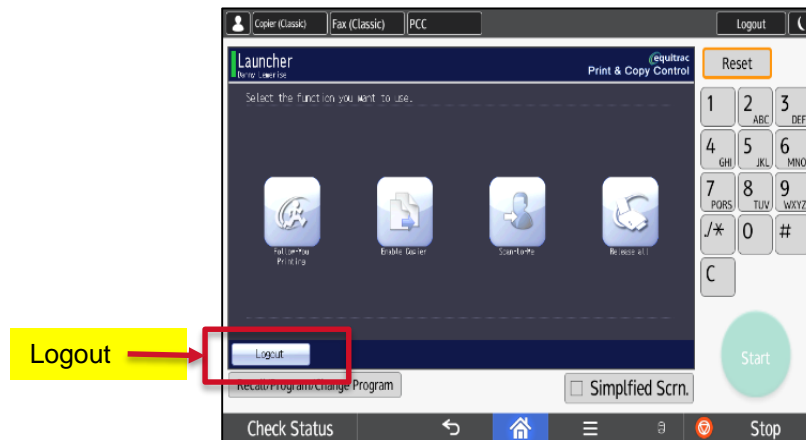
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33

Logging Out

Logout

BE SURE TO LOG OUT!
From the Follow-You print screen, press the Logout tab in the bottom left of the screen.

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How to make a Copy

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How to make a Copy

Ricoh MFP
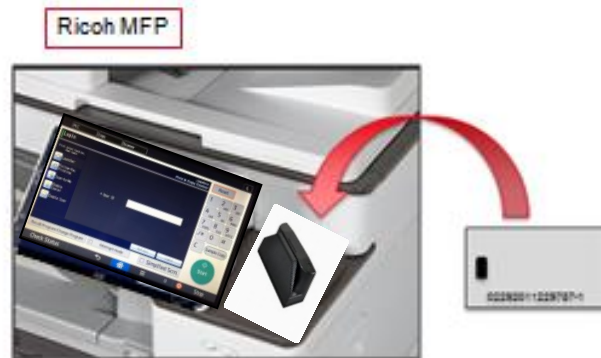
1. Faculty / Staff can enter their copier PIN, Students can swipe their U of L ID card or Bridge Bucks card
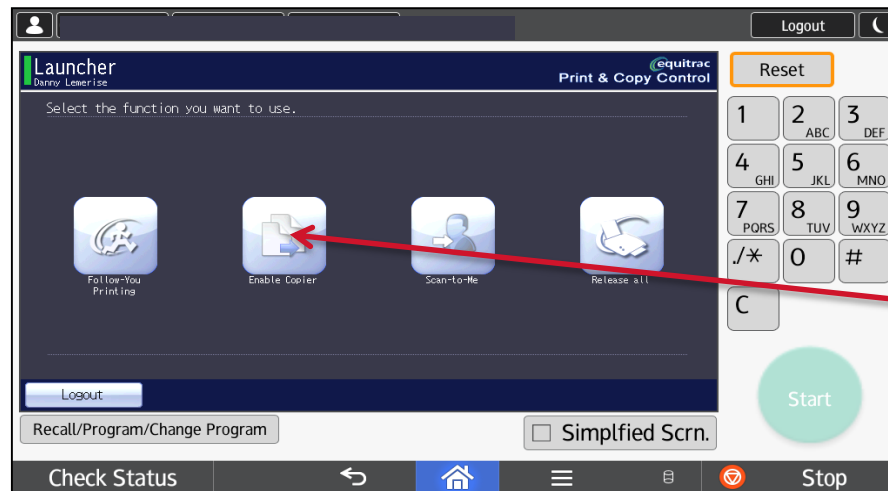
2. Select **Enable Copier.**

Copier Functions

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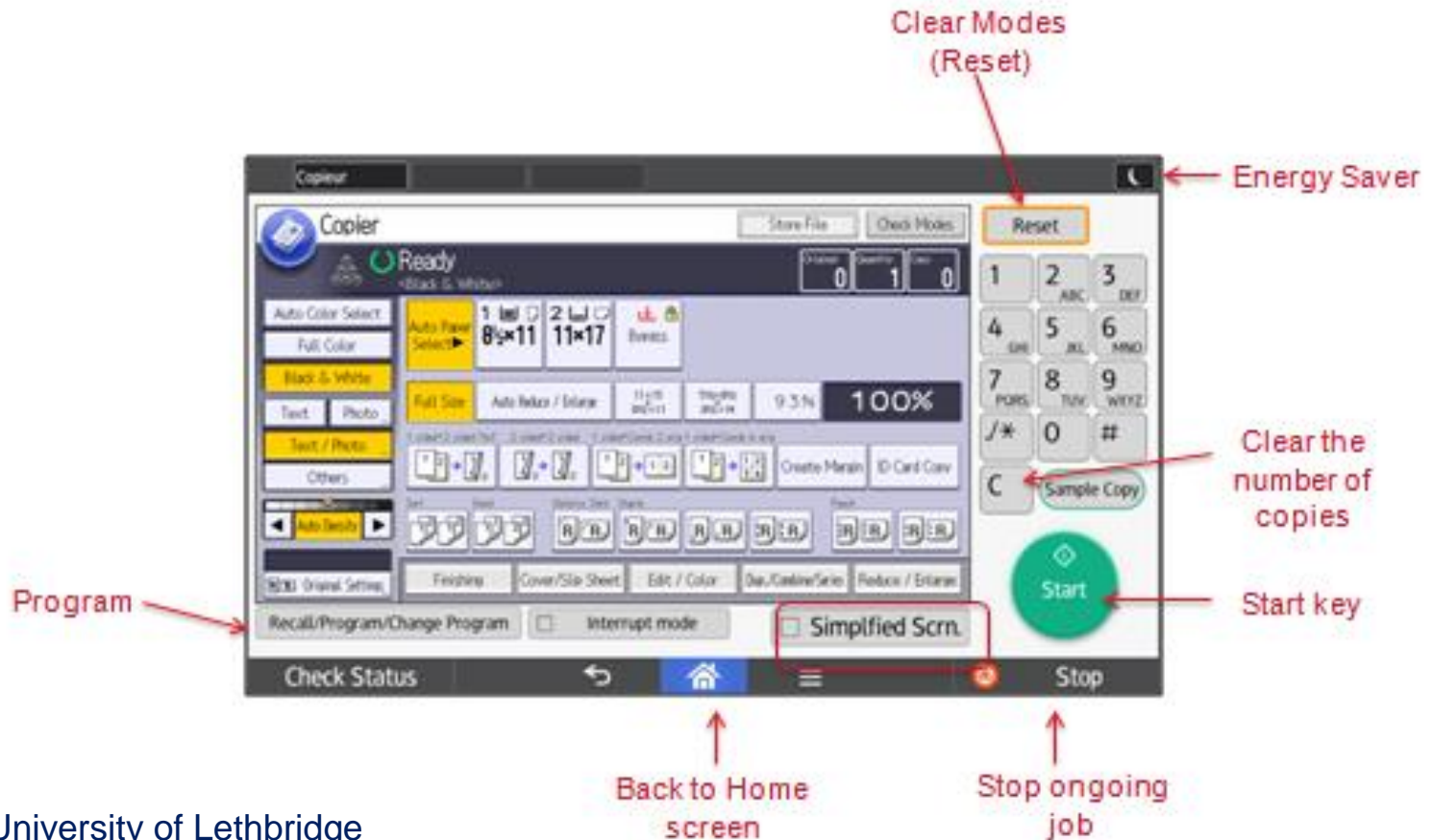
Original Type
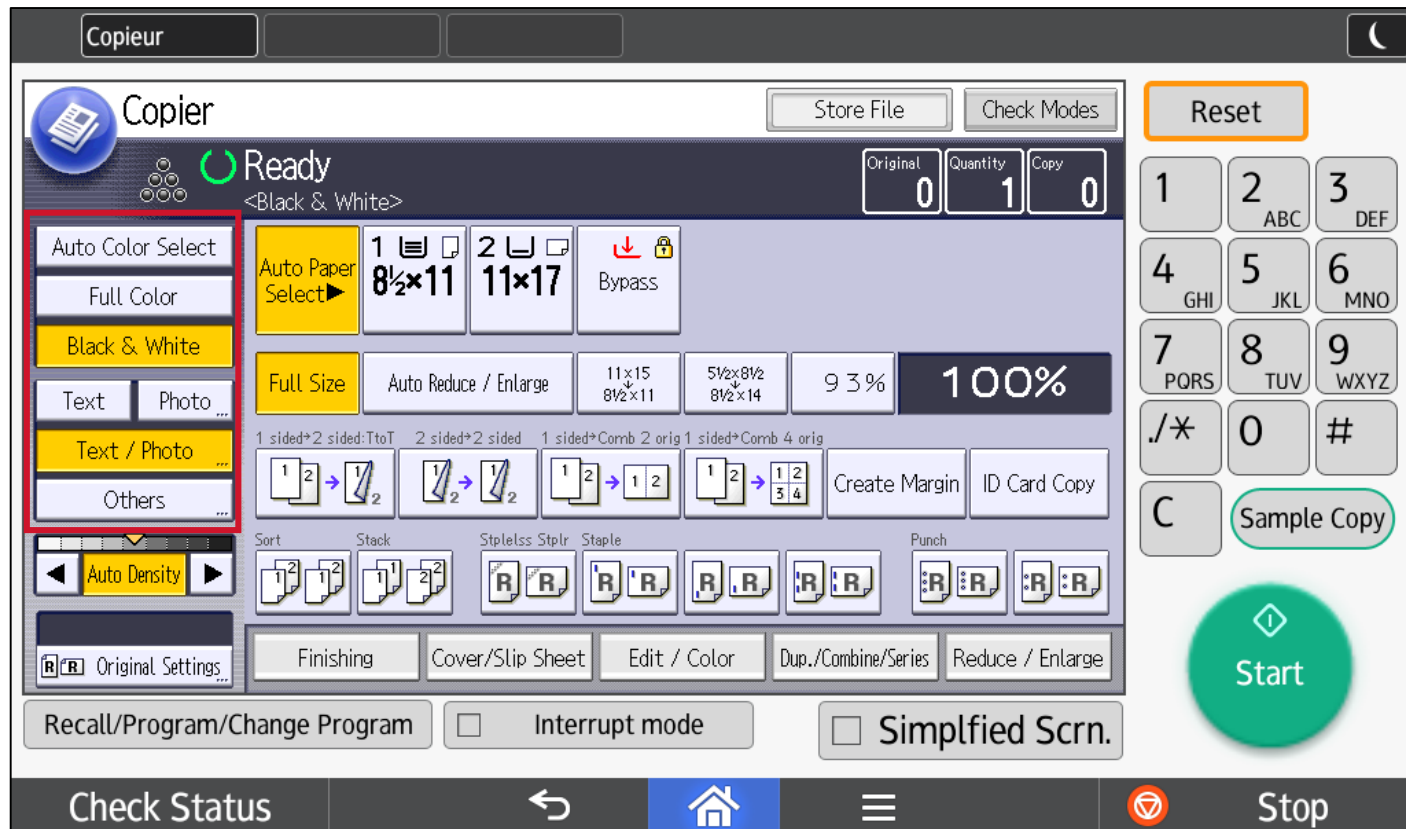
Note: Cost per copy for color copies are significantly more

The Others tab

Original Types Guidance

Others tab to **Original Types Guidance** interface

Original Settings
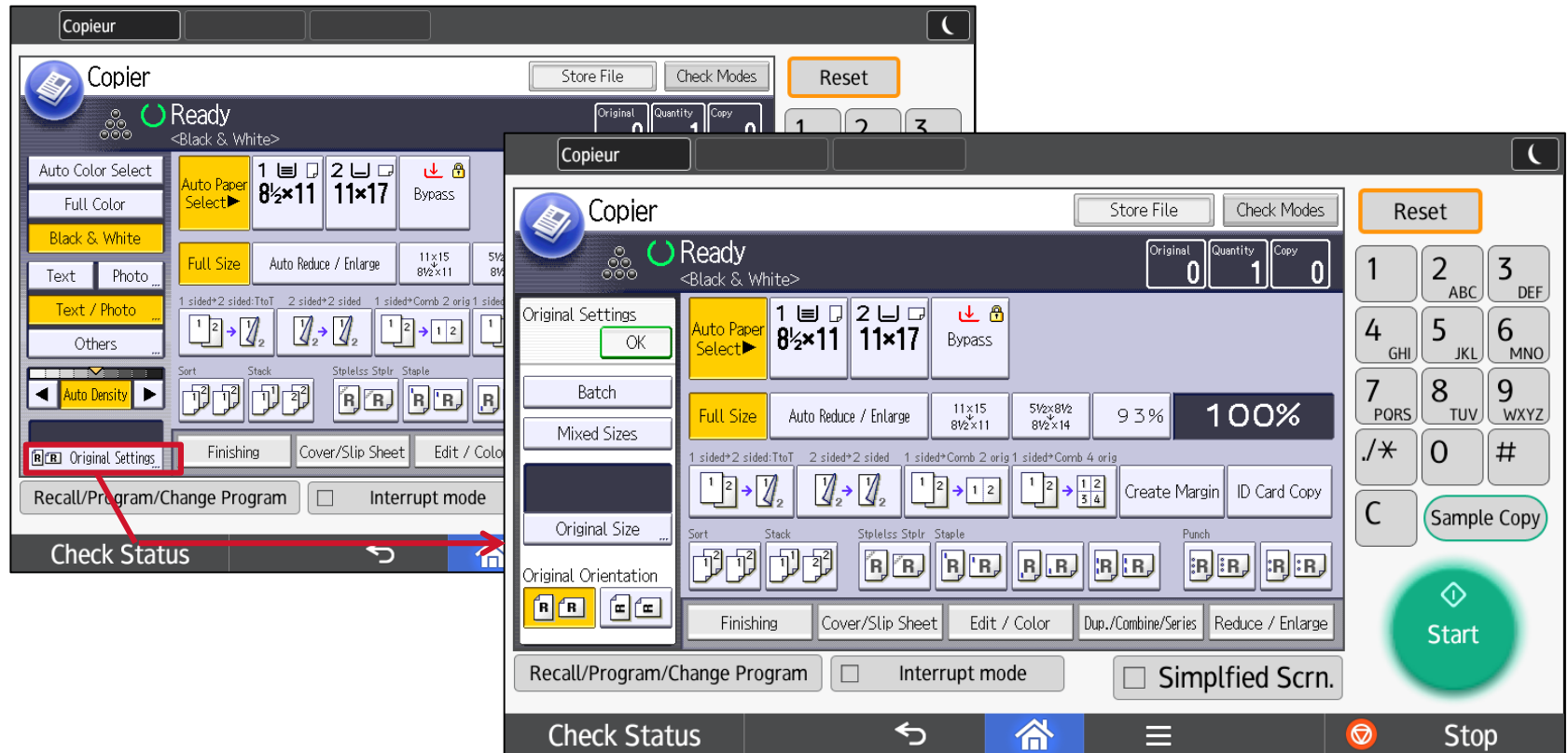
Batch : allows feeding stacks of originals, one after the other, when the number exceeds the document feeder capacity.
Mixed Sizes : to copy letter and legal originals together.

Tray Selection
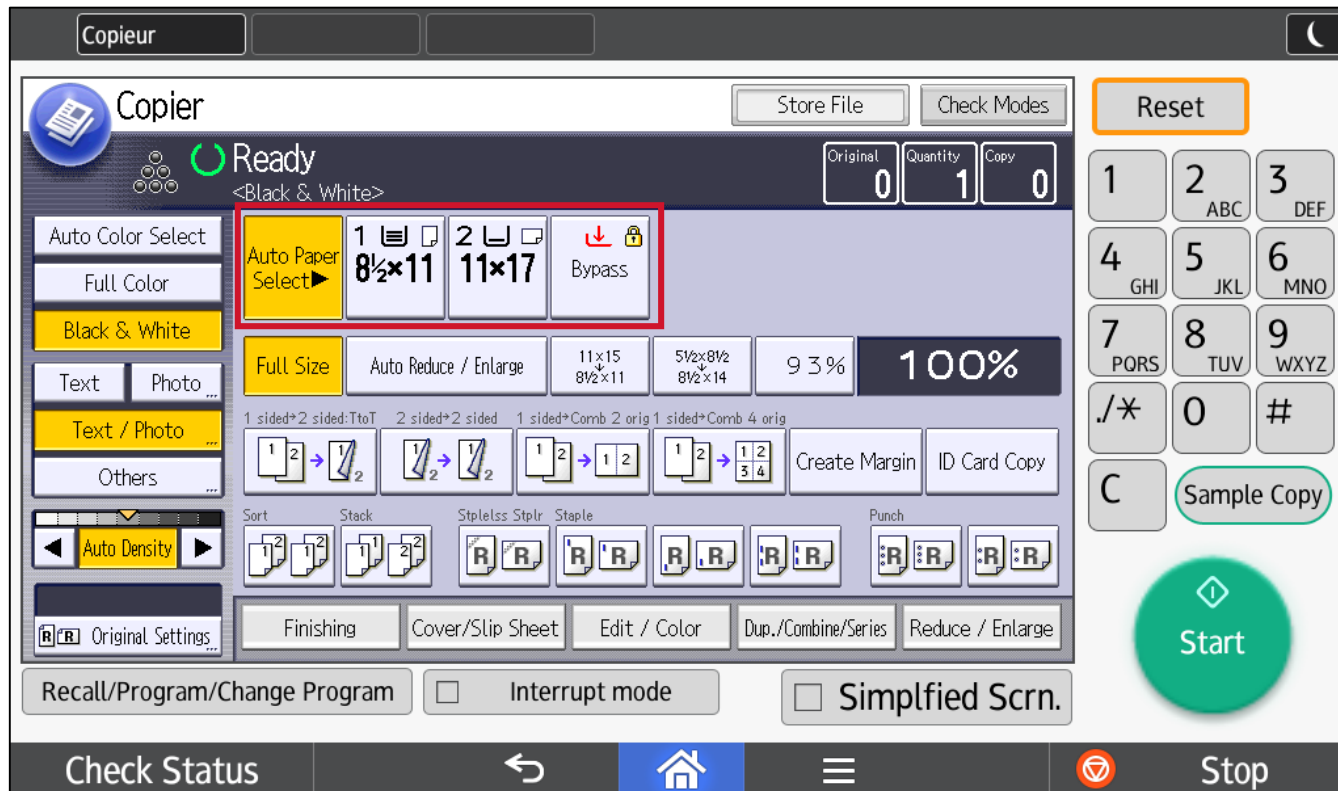
Select tray manually when reducing/enlarging, or when copying non-standard sized originals

Finishing
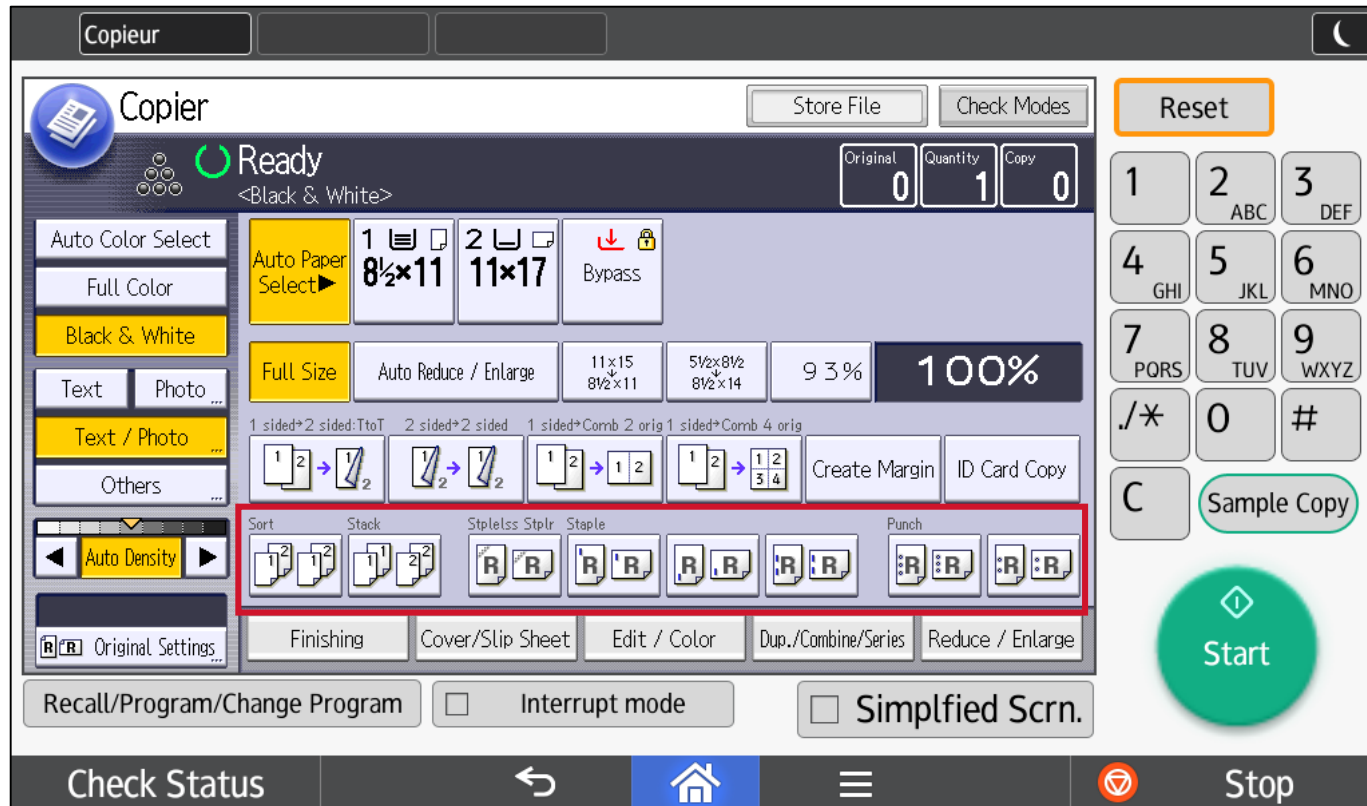
Sorting, Stacking, Stapling with or without the metal staple, Folding (Booklet Finisher), 3 or 2-hole Punching

Finishing

With an **Internal Shift Tray**, copies can be sorted or stacked.

Reduce / Enlarge
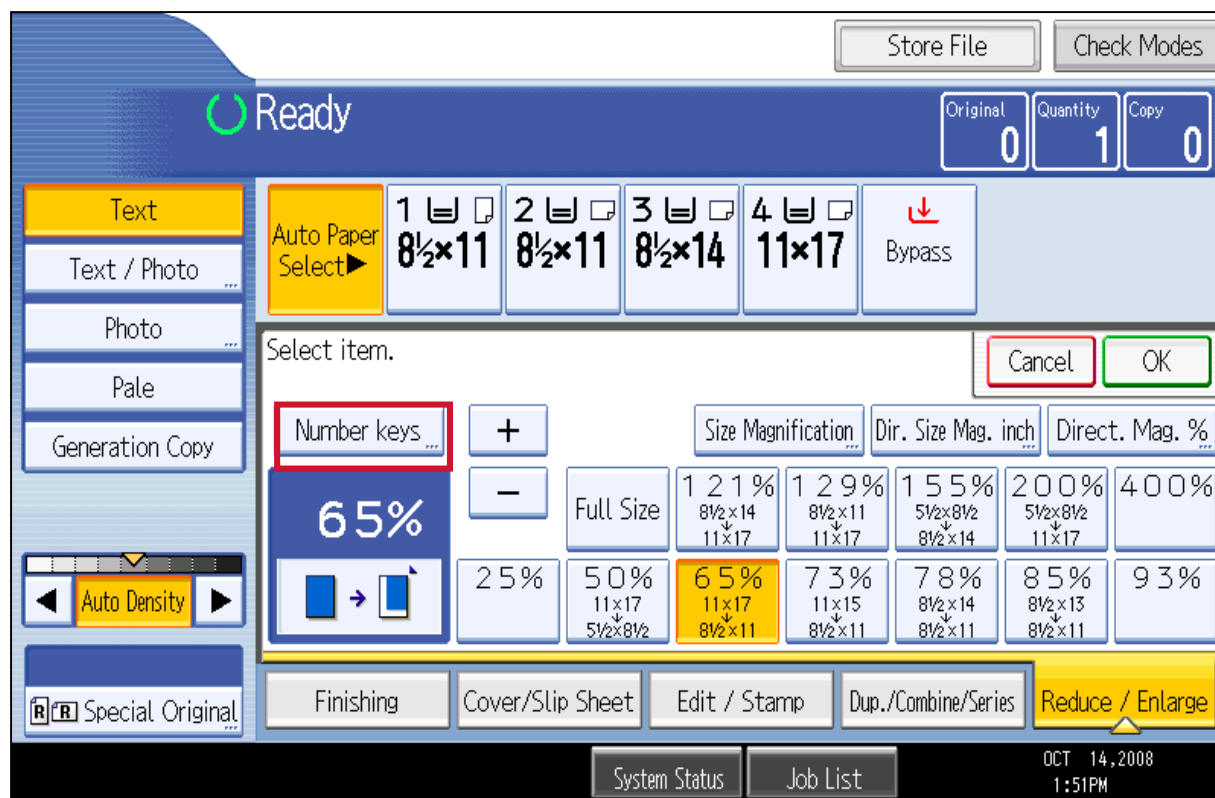
Presets from 25 to 400%, Zoom in 1% increments with + or -, and entering your ratio directly with **Number Keys.**

Reduce / Enlarge
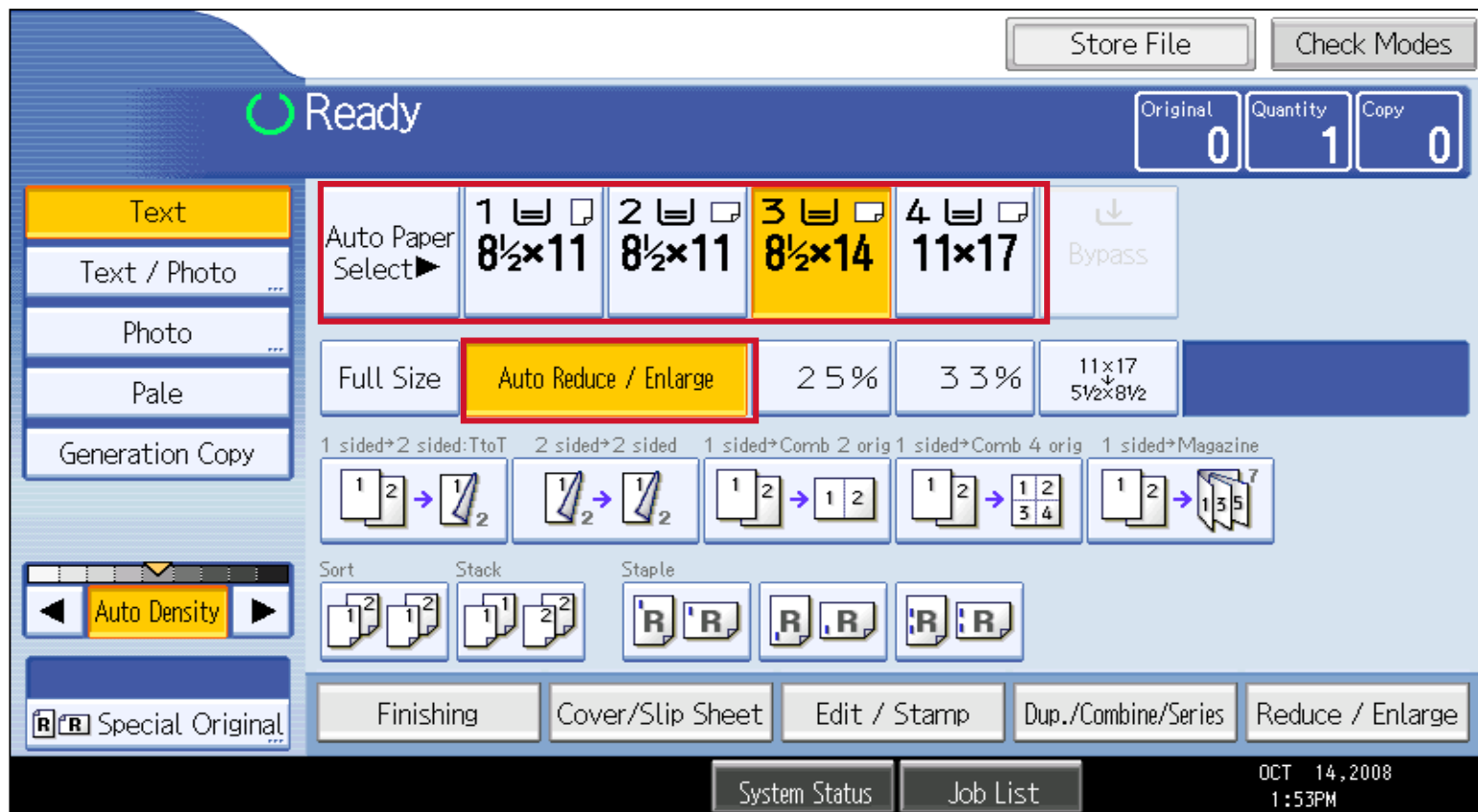
Auto Reduce/Enlarge (for standard sizes only) : simply select the paper source

Duplex / Combine / Series
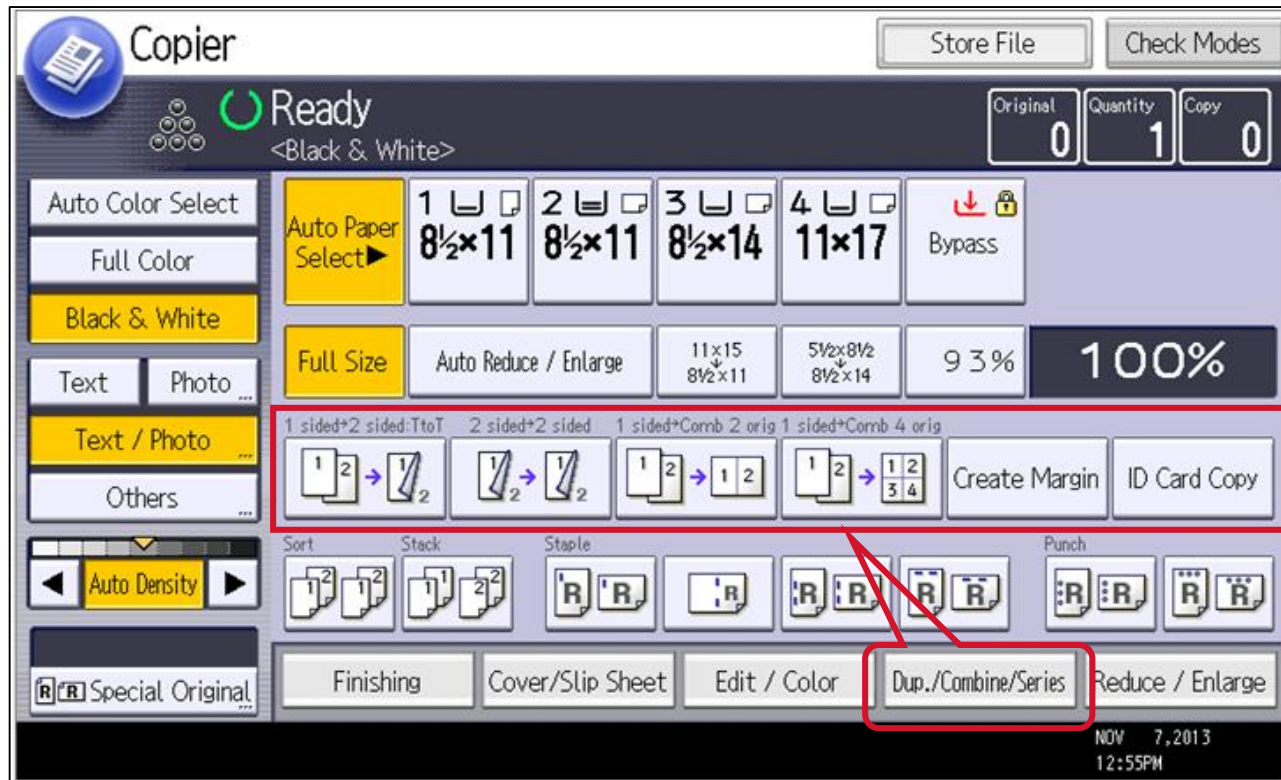
Up to 6 useful shortcuts for the **Duplex / Combine / Series** menu (**customizable**)

Please note that 2-sided copying is available with the bypass, up to 'Thick 1' paper

Edit / Color
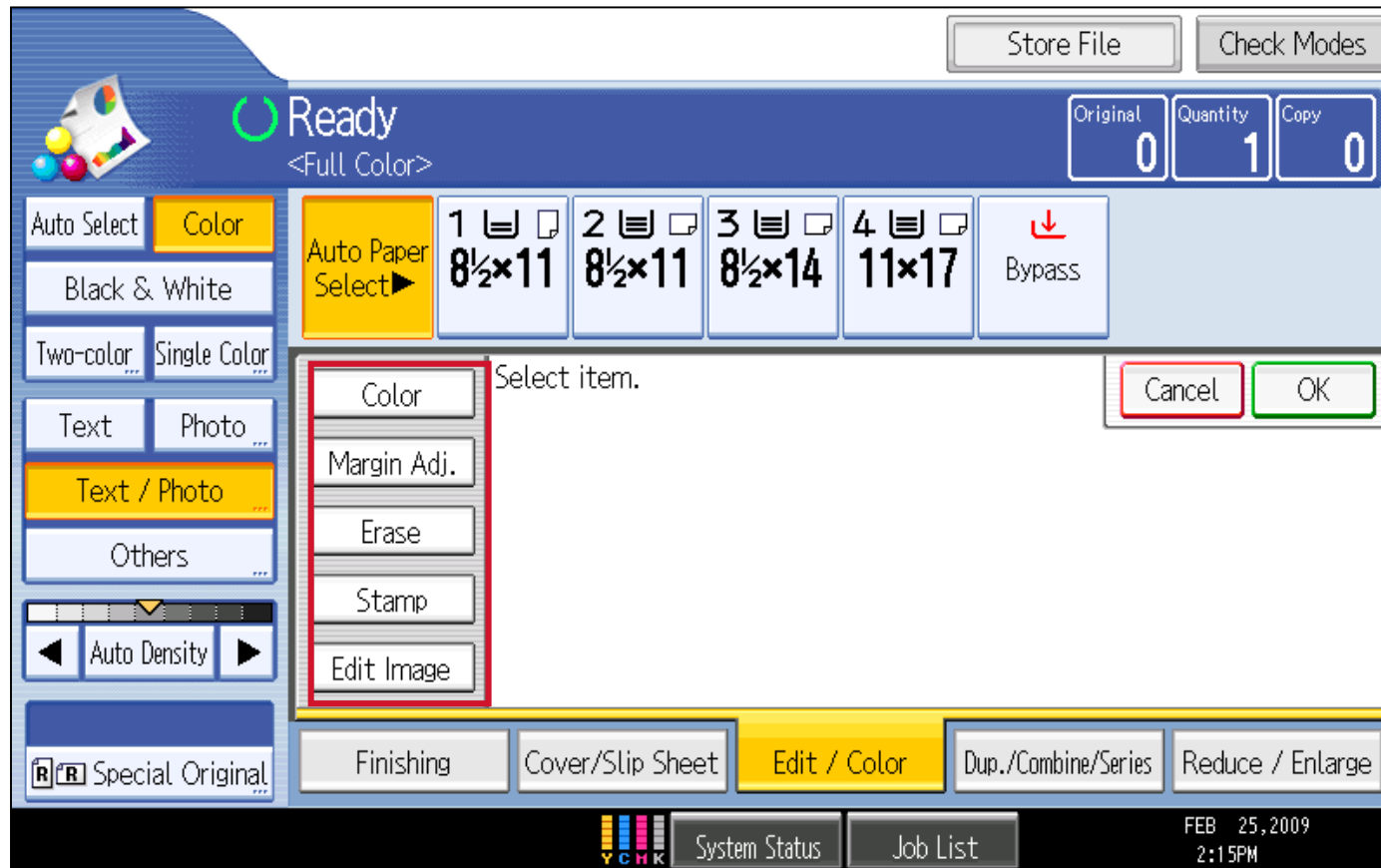
Edit Image tab
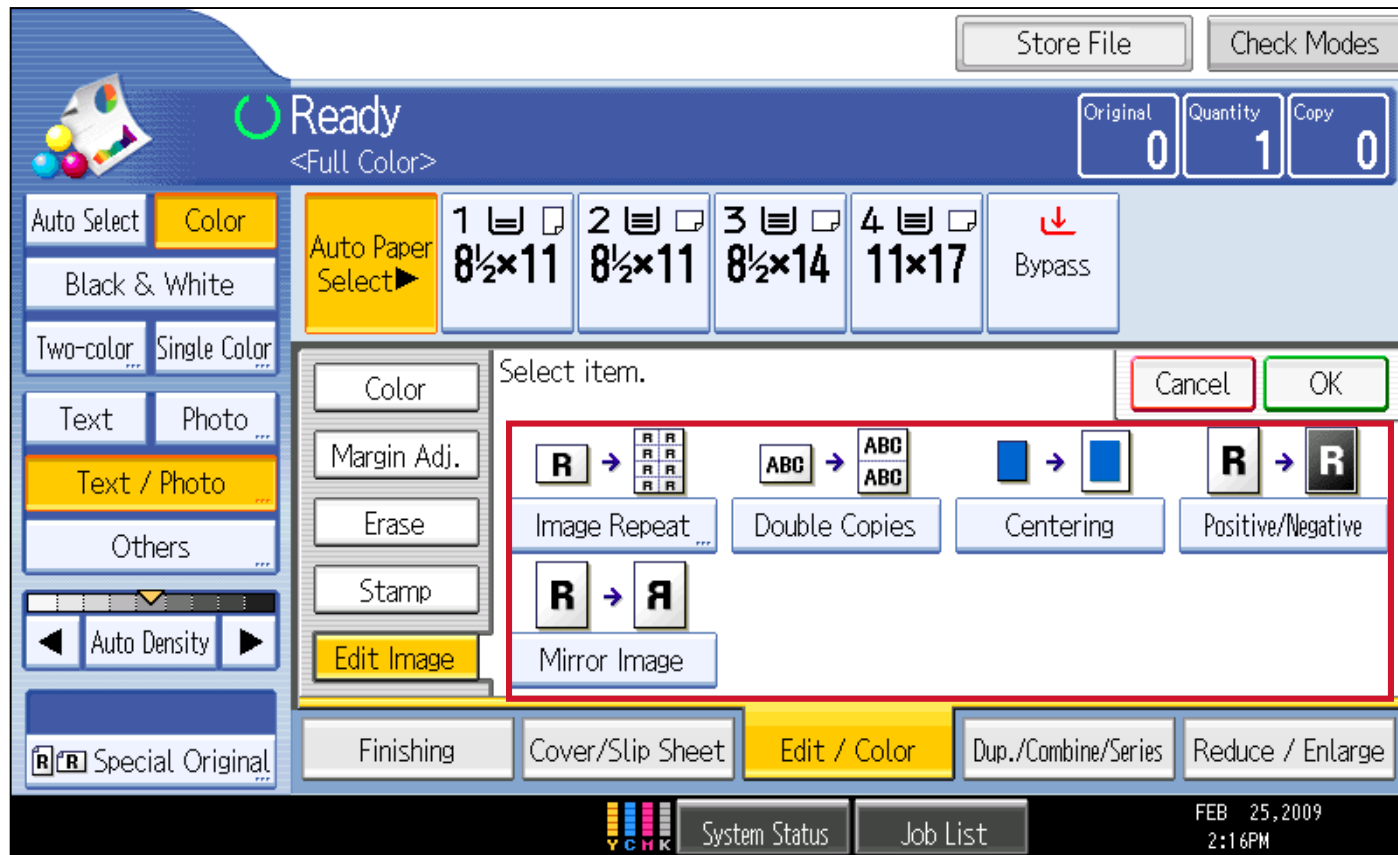
For **Image Repeat**, you must go to the Red/Enl menu, select 50% for 4 repeats, 33% for 9, and 25% for 16

Stamp Tab

Stamp tab – Preset Stamp

Stamp tab – Dating & Numbering
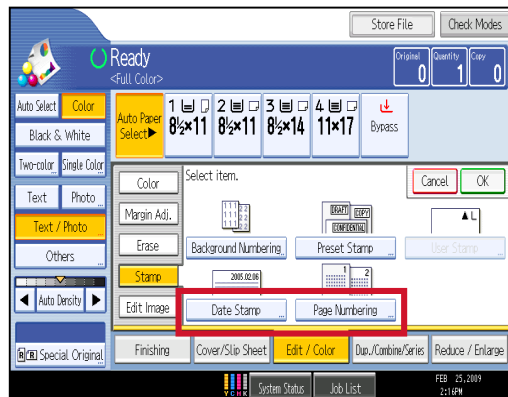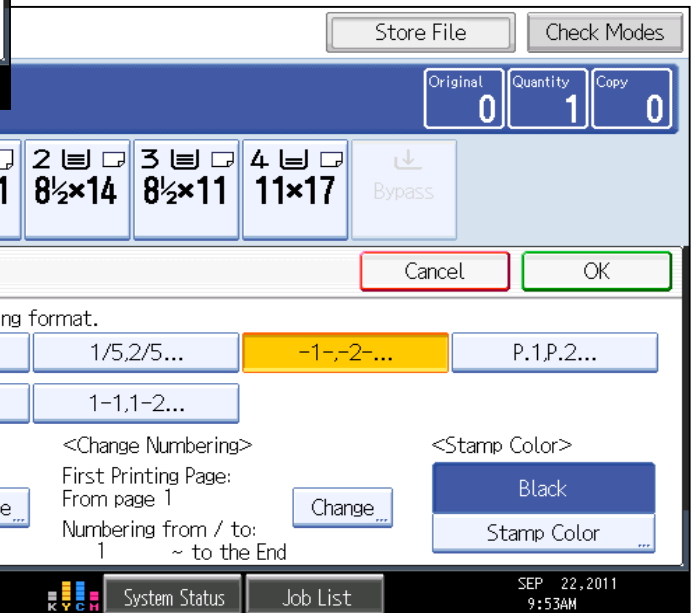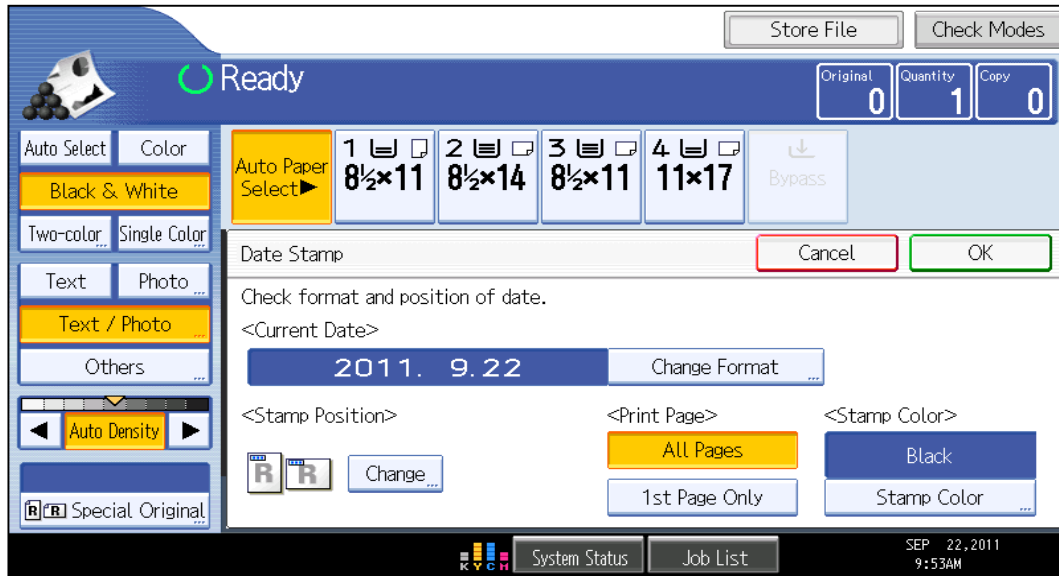
Erase tab
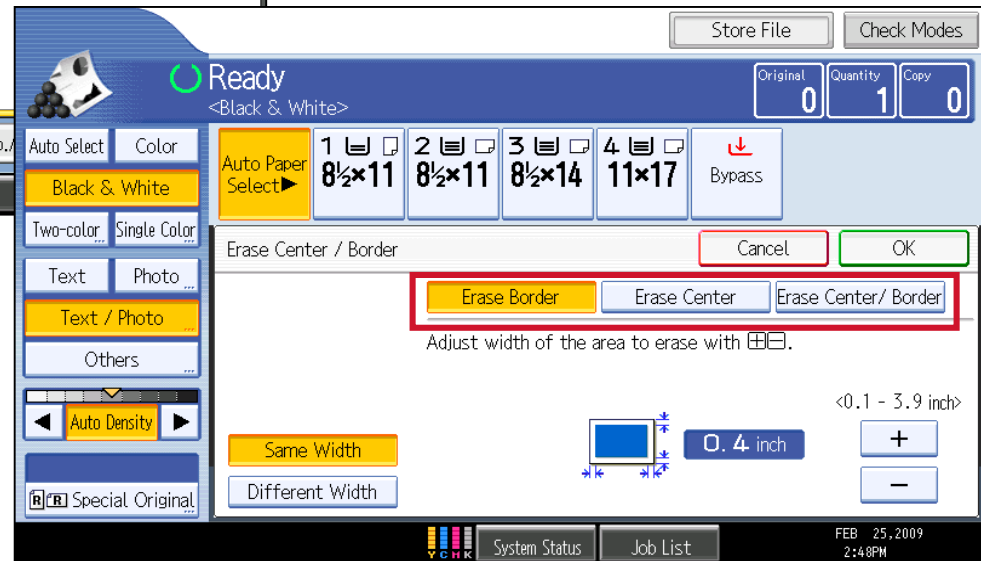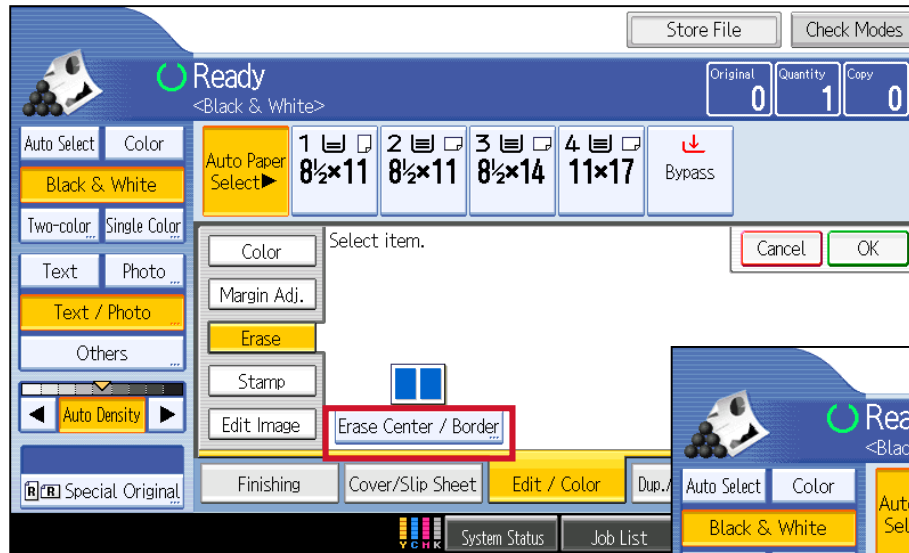
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Margin Adjust Tab

Cover / Slip Sheet tab

For presentation booklets

The trays used for inserts are programmed in the **User Tools**, with the by-pass tray as default

To separate chapters: in each box enter the page where you want to insert the designated sheet
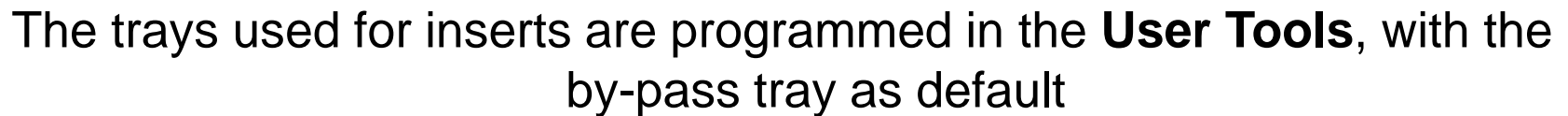
By default, **Copy** is selected, if you choose **Blank**, the designate will be inserted before the page number selected
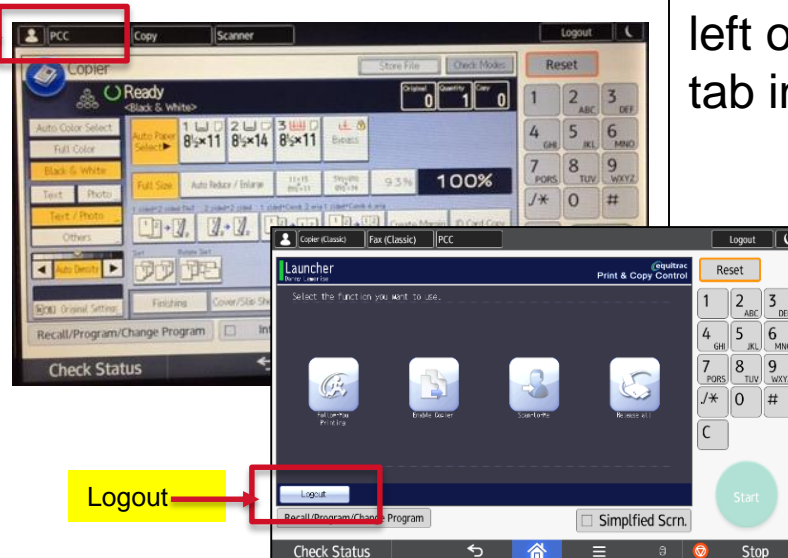
Logging Out

Print Copy Scan

Logout

BE SURE TO LOG OUT
From the Copy screen press the Print Copy Scan button at the top left of the screen, then the Logout tab in the bottom left.

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How to Use Scan to Me

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Scan to Me- logging in

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1. Faculty / Staff, enter your copier code on the on the display panel.

   Students, swipe your U of L ID card through The card swipe.
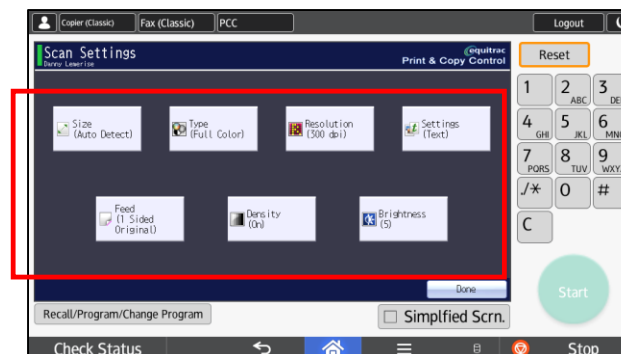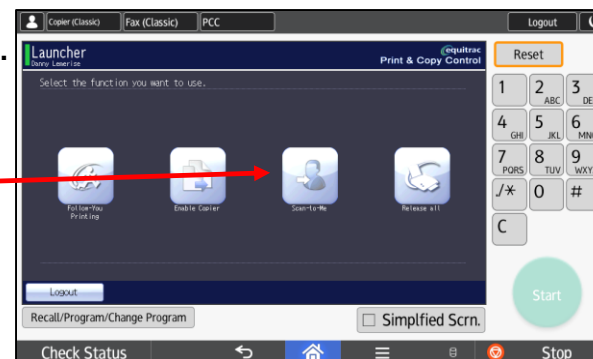
   Community users, Scan to Me function is not available.

2. Select the **<Scan-To-Me>** icon.

The main options are:

3. Choose your scan settings:

- Size
- Type
- Resolution
- Settings
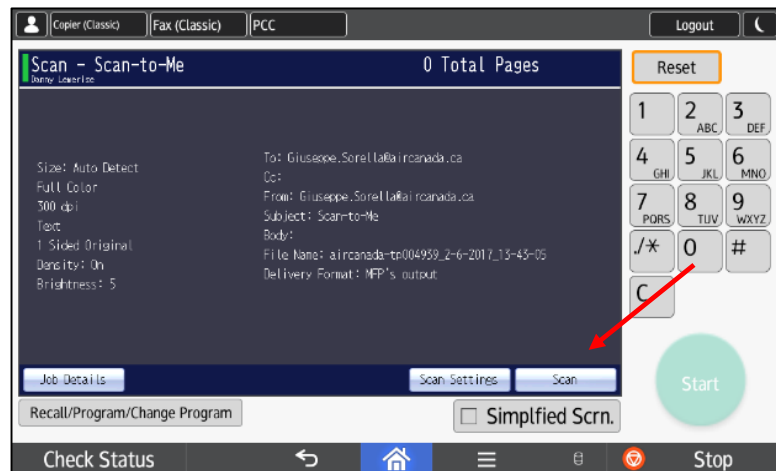- Feed
- Density
- Brightness

Scan to Me continue…

Pdf is the default scan type.

Review your scan details.

Press **Scan,** the document will be sent to your email.

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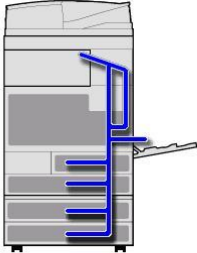Printing Services

Clearing Misfeeds and Maintenance

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Misfeeds

Follow the indications on the screen that show you step-by-step how to remove the misfed paper.

Document Feeder

Document Feeder Sensors

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.

Changing Toner and Staple Cartridges

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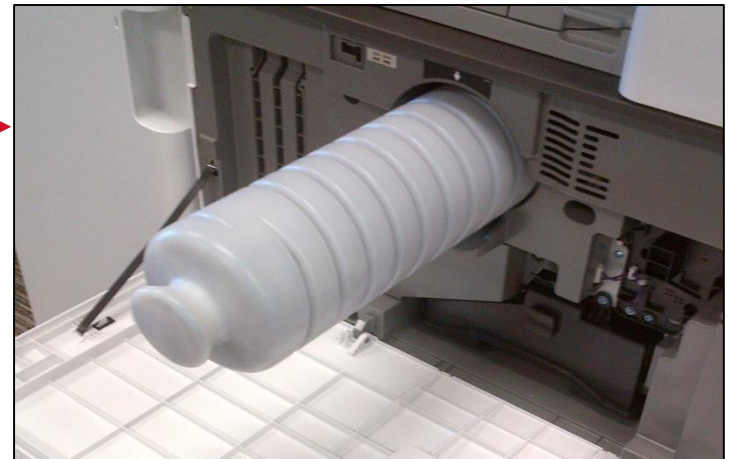# Changing the toner
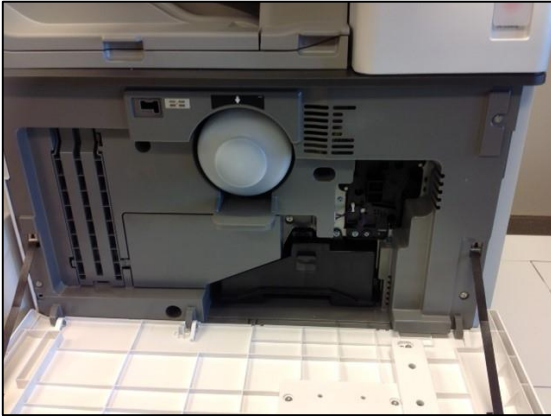
Open the front panel and remove the used cartridge.

Shake the new cartridge <u>LIGHTLY</u> vertically (see inside panel), unscrew the cap, and insert it into the toner unit with the arrow on top.

NEVER REMOVE, SHAKE AND RE-INSERT THE USED CARTRIDGE.

When the toner icon (bottom left of screen) blinks, it is time to change the toner cartridge.

Staples

Following the instructions on the display or box of staples, push the stapling unit to the left, pull out the casing, remove the empty cartridge, and insert a new one.

Type T

500-sheet Finisher (**SR3130**): when the **Staple icon** (bottom left of screen) flashes, it is time to change the staple cartridge.

Staples

Staple ctg **Type S**

Refill ctg **Type K**

1000-sheet Booklet Finisher (**SR3150**), continued

Ordering toner & Support

For Toner, please email:

copycentre@uleth.ca or

Call (403) 329 2216

For Service go to:

http://rciessweb1.ricoh.ca/EService/ServiceRequest.aspx

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