

U of L
MP C3004
Training
Presentation



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7/11/2017

PSD: Solution Training Specialist Team



University of Lethbridge
Printing Services



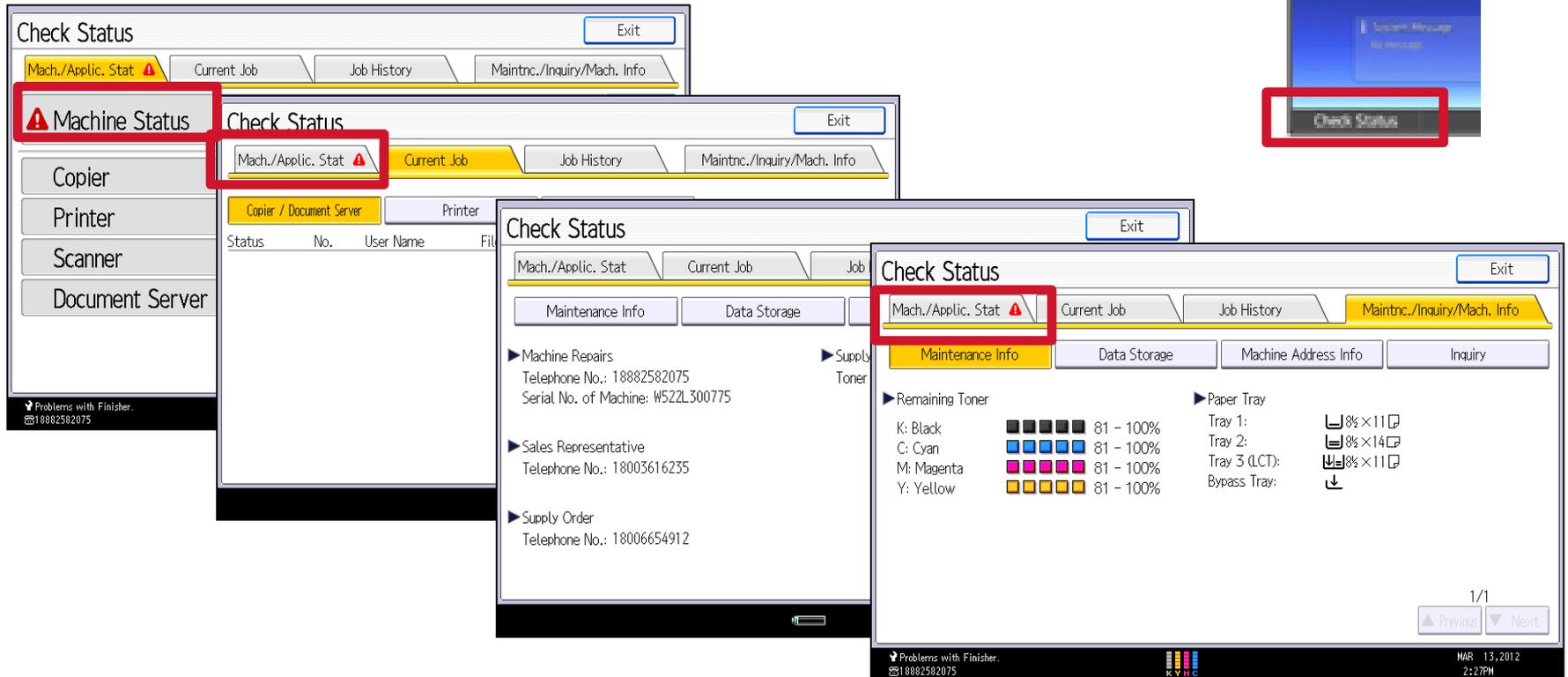
Summary

- **Machine Status Activating the device:**
 - **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**





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.

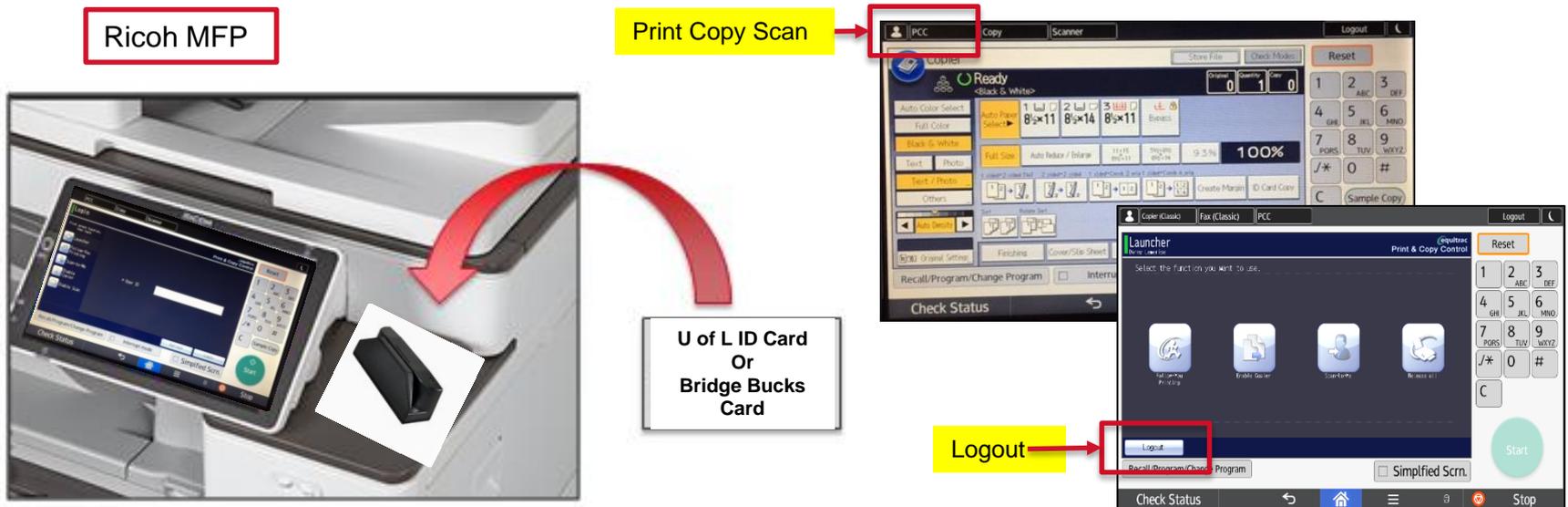
Advantages: The user can use and print on any compatible Ricoh device in the network.

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



LOG IN

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.

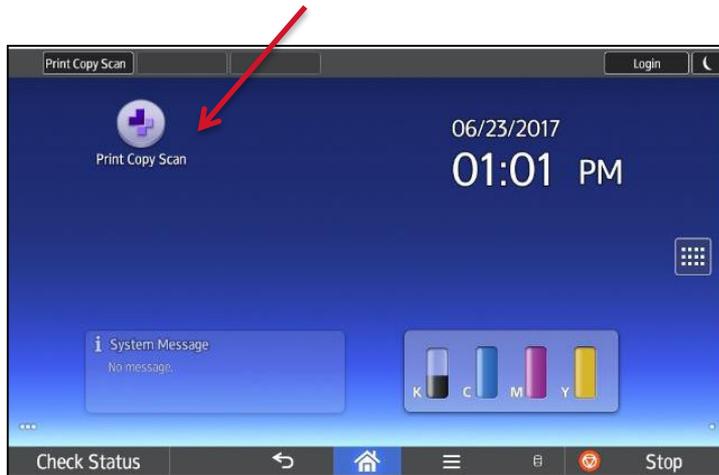
LOG OUT – BE SURE TO LOG OUT!

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.

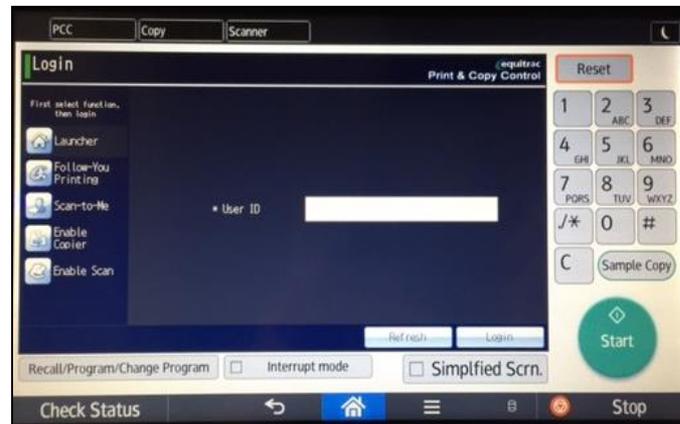
Got Lost?

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

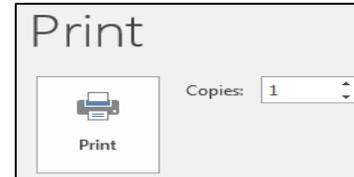
How to Use Follow-You- Print





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.

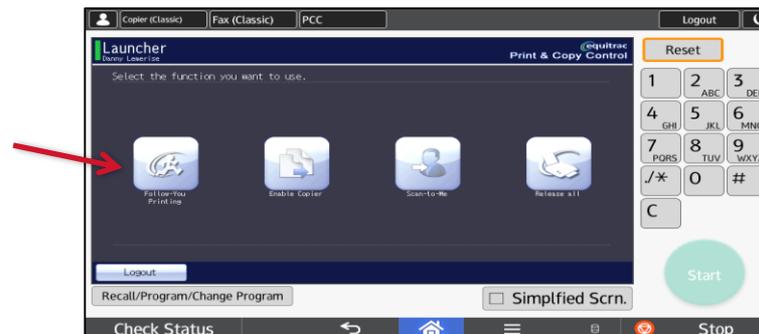


2. Students, swipe your U of L ID card through The card swipe.

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



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



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Follow-You-Print

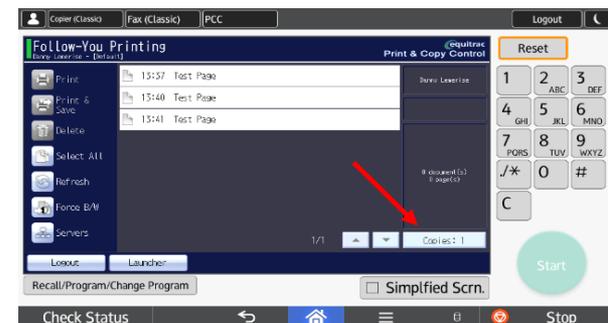
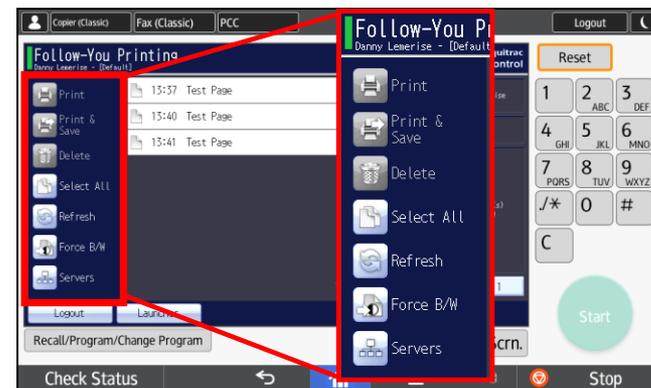
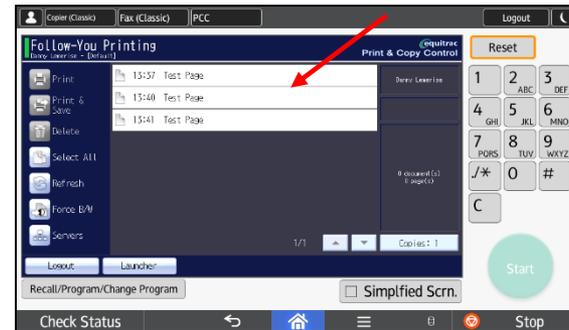
Your profile will display all your Print Jobs.

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.



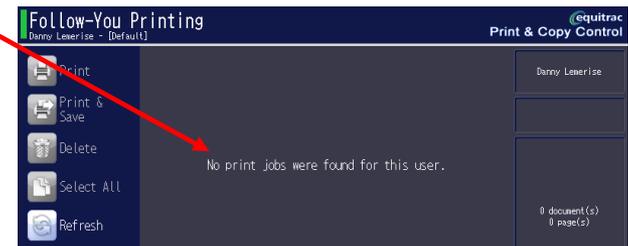
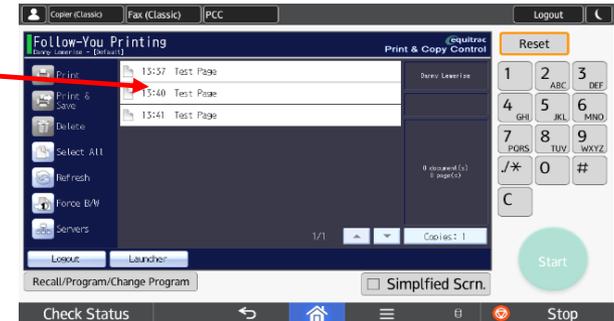


Follow-You-Print

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.





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.

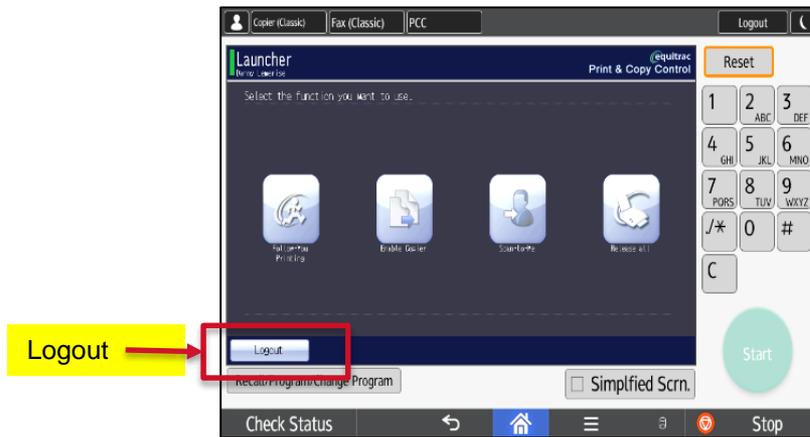
Cancel all jobs: All jobs will be cancelled in your print queue.

Job Operation: You can select which job to delete.

Cancel Printing: The current print job will reset.



Logging Out



BE SURE TO LOG OUT!

From the Follow-You print screen, press the Logout tab in the bottom left of the screen.

How to make a Copy

RICOH
imagine. change.



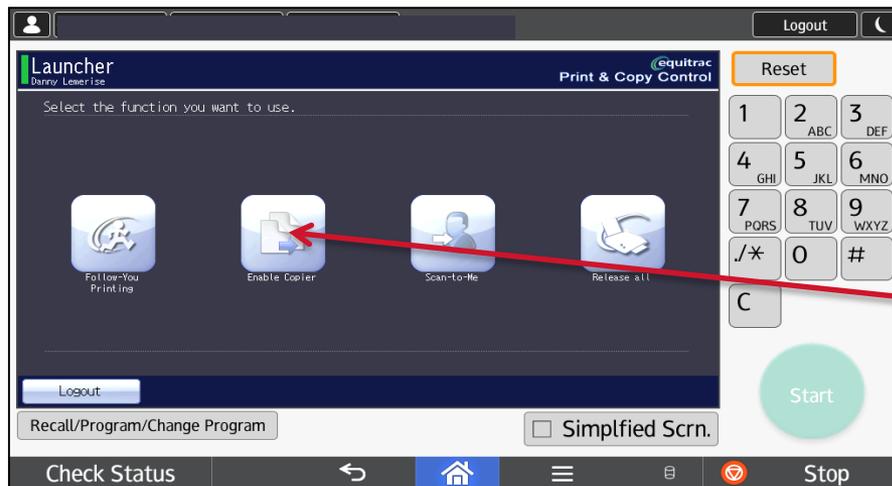
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How to make a Copy



1. Students can swipe their U of L ID card or Bridge Bucks card

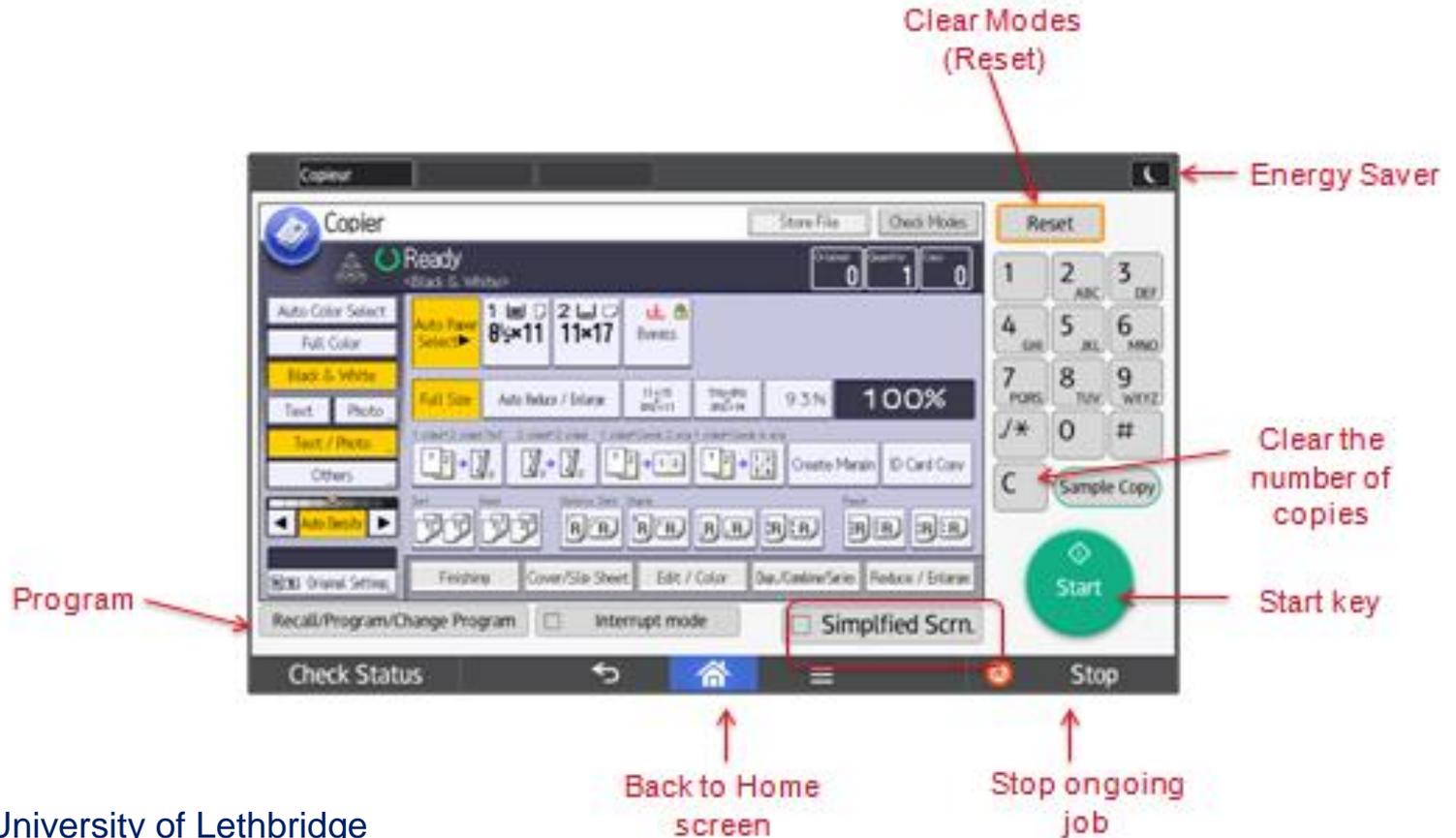
2. Select **Enable Copier**.



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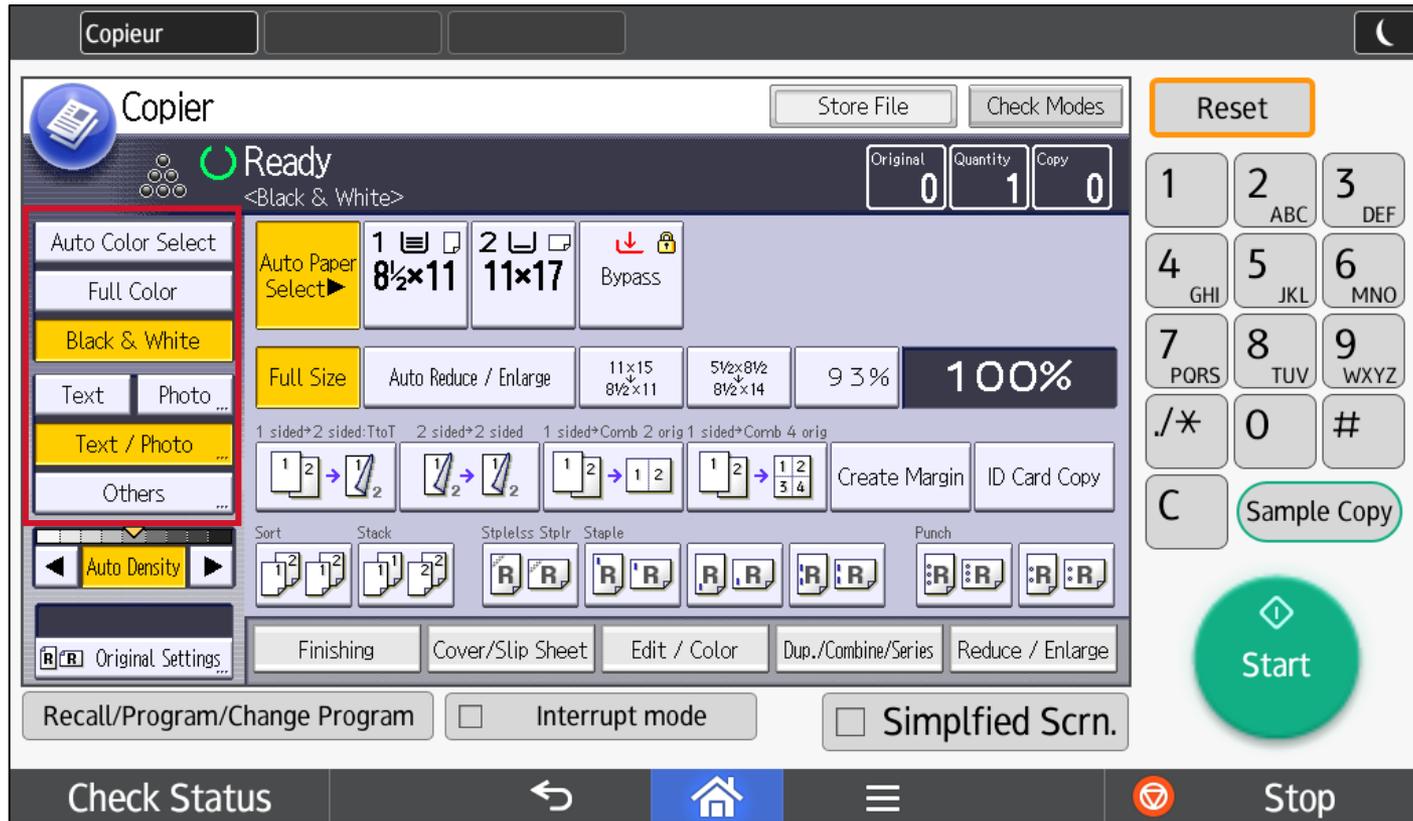


Copier Functions





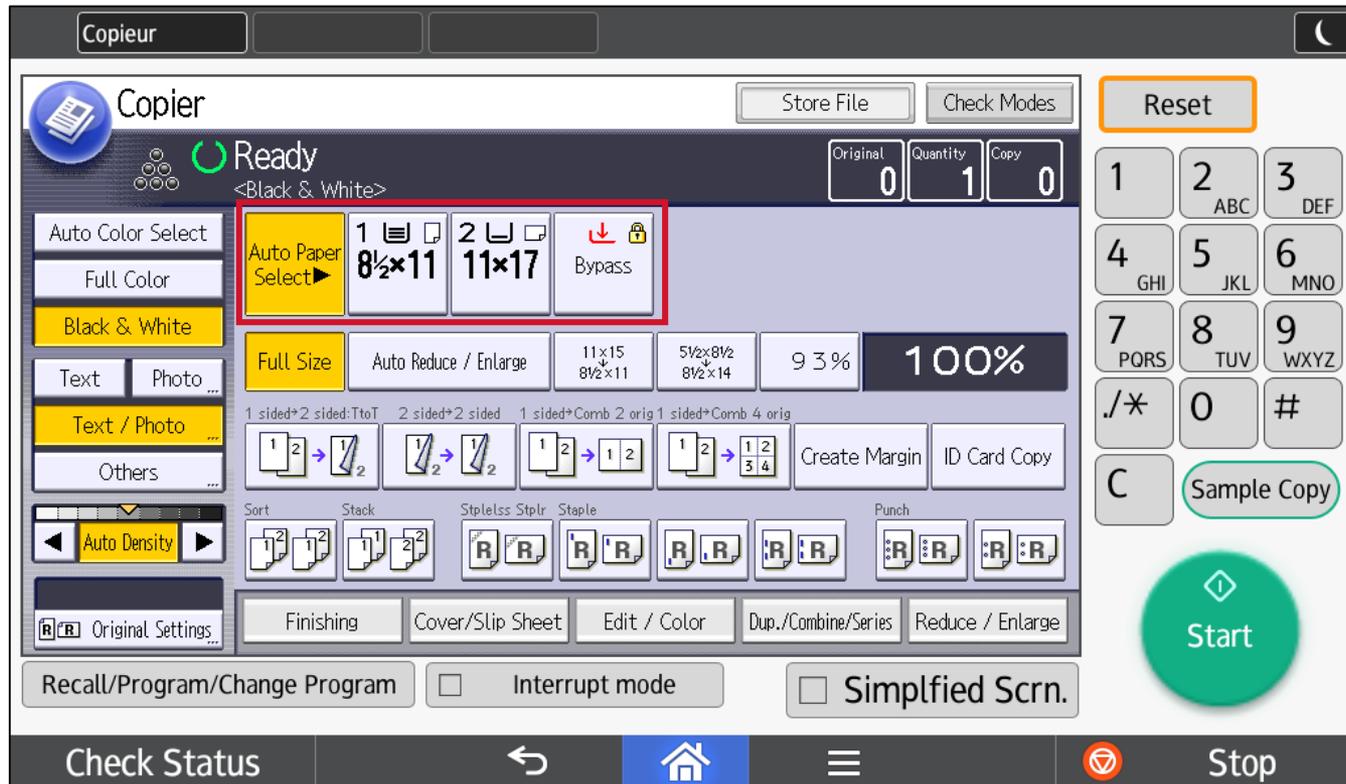
Original Type



Note: Cost per copy for color copies are significantly more



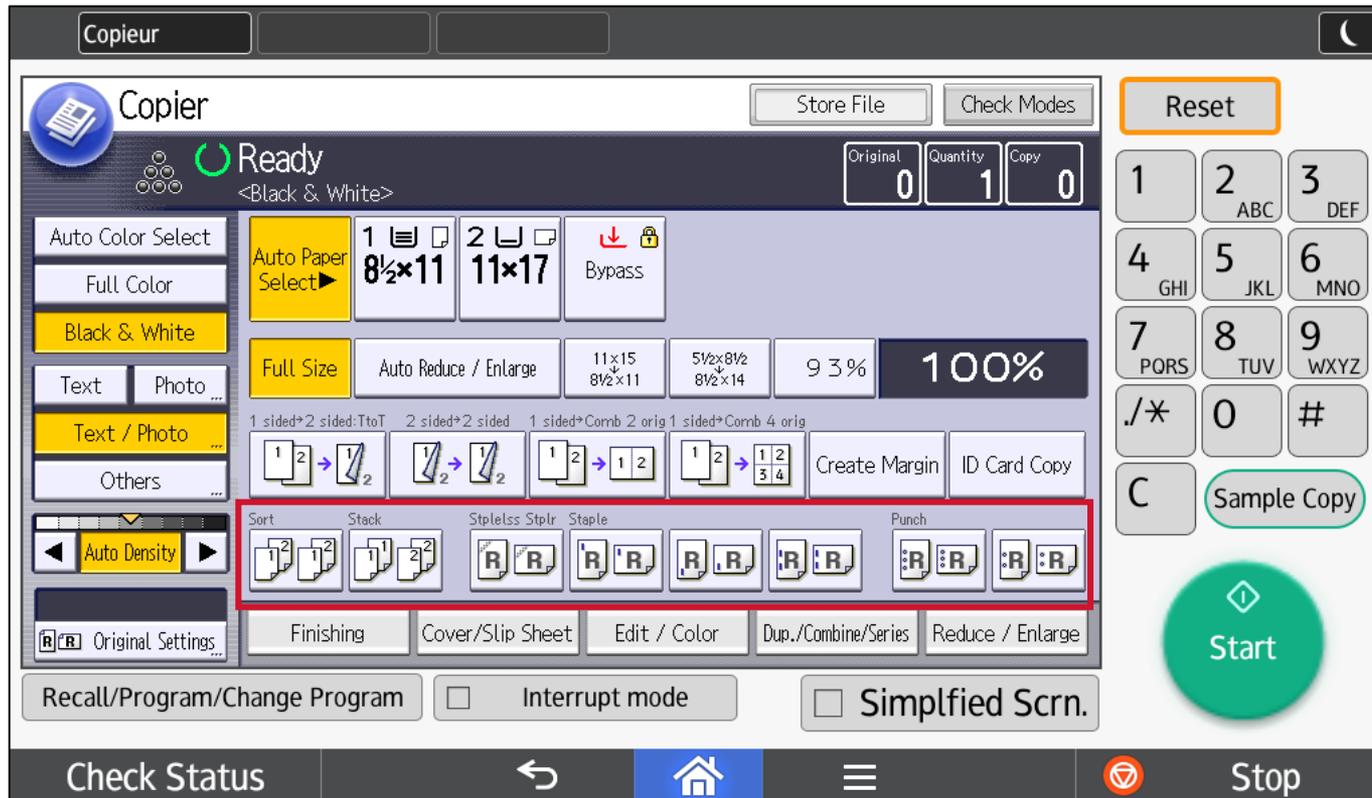
Tray Selection



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



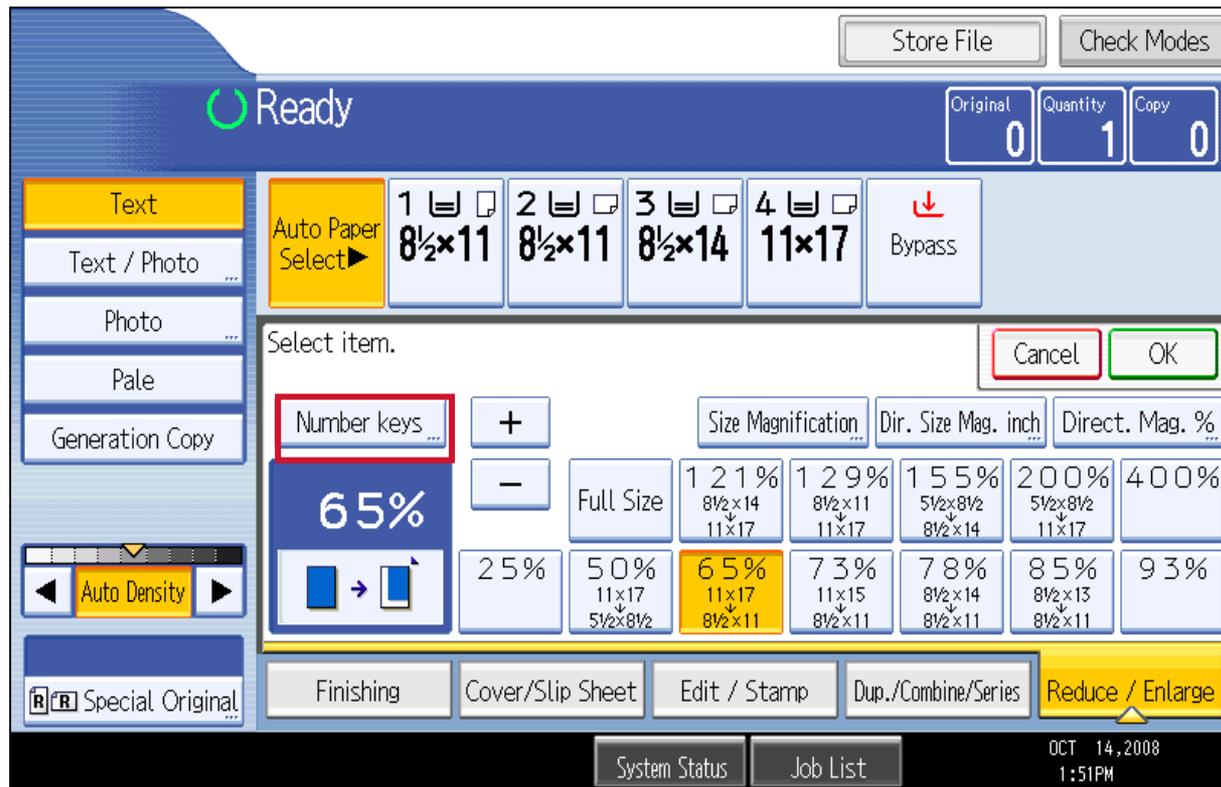
Finishing



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



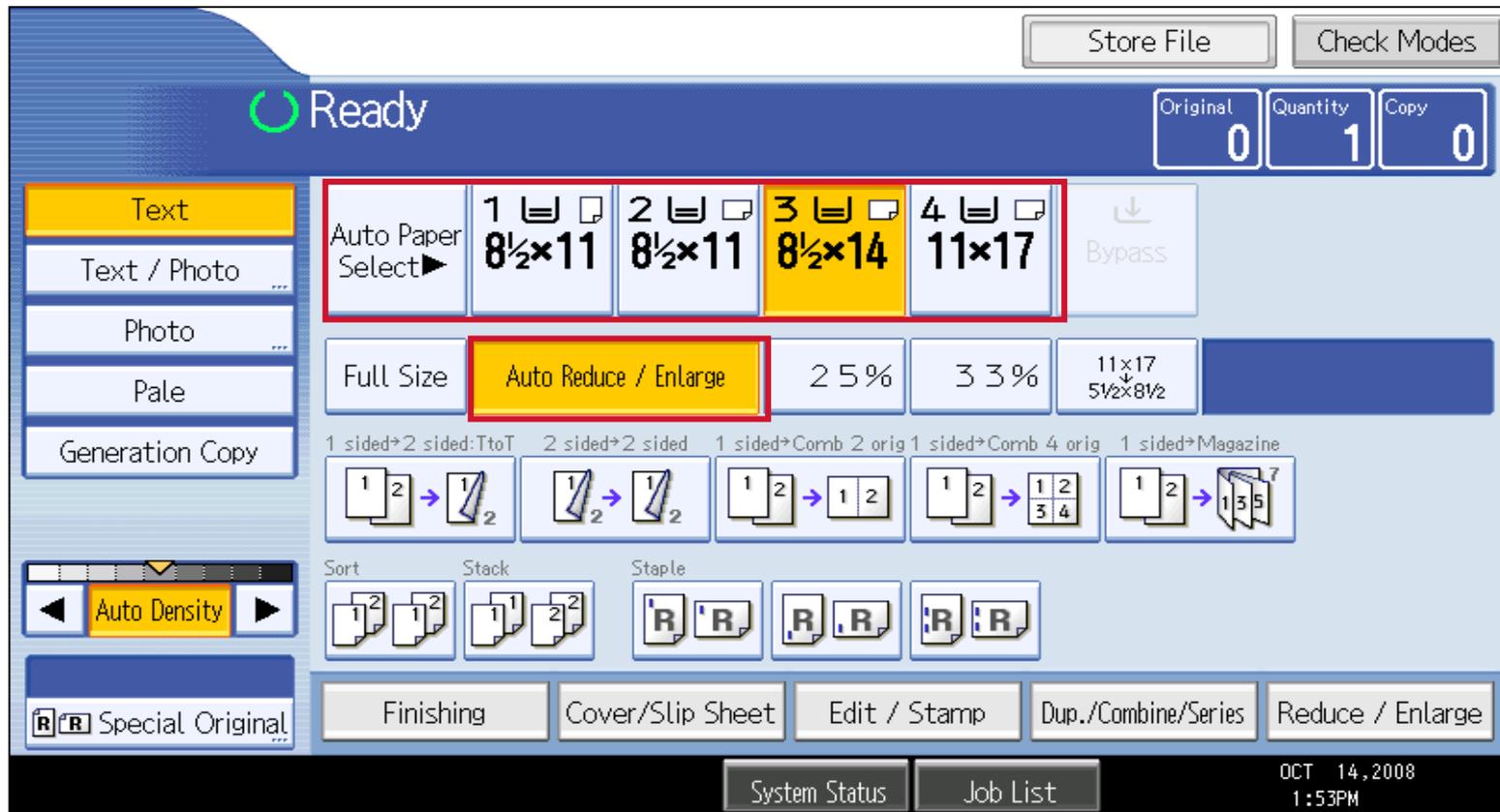
Reduce / Enlarge



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



Reduce / Enlarge



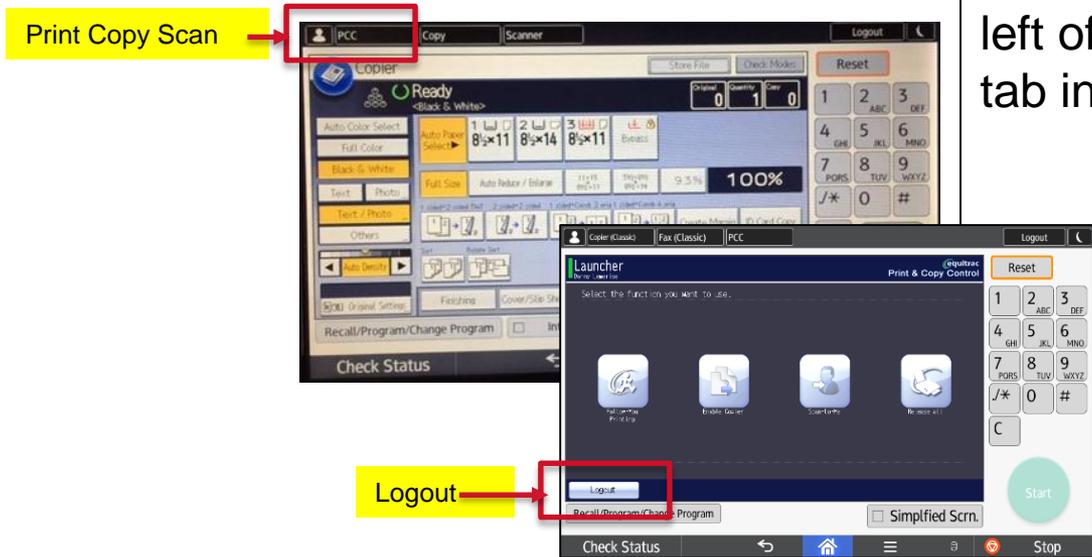
Auto Reduce/Enlarge (for standard sizes only) : simply select the paper source



Logging Out

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.



How to Use Scan to Me

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Scan to Me- logging in

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

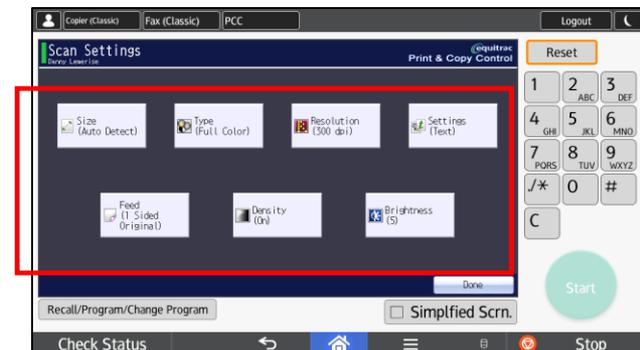
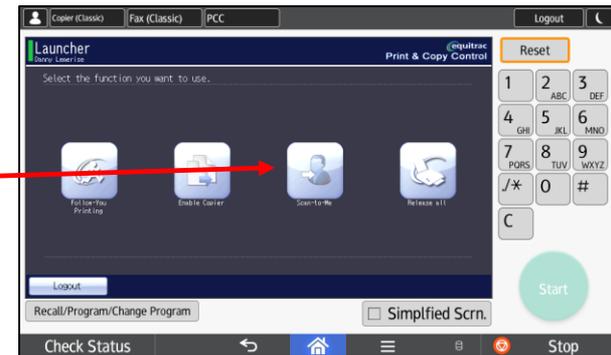


2. Select the **<Scan-To-Me>** icon.

The main options are:

3. Choose your scan settings:

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

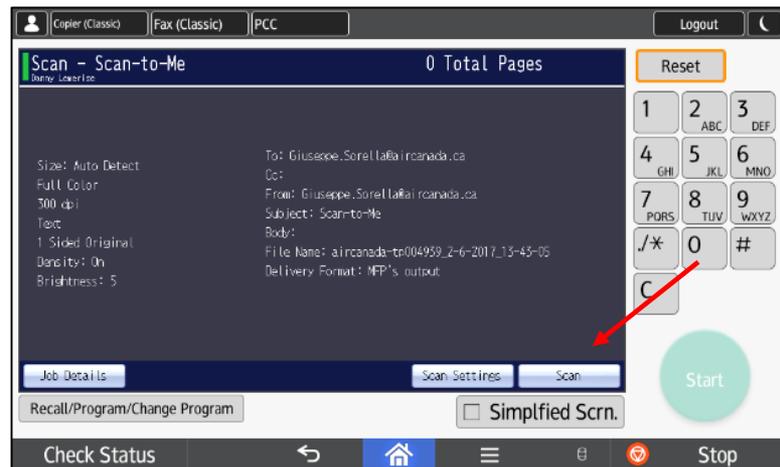


Scan to Me continue...

Pdf is the default scan type.

Review your scan details.

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





Clearing Misfeeds and Maintenance

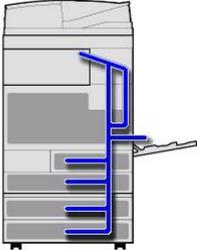




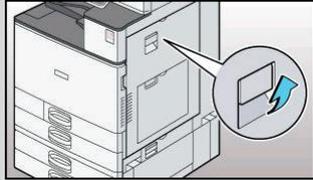
Misfeeds

Paper Misfeed (J001)

Paper misfeed detected at the following point(s).
Procedure for clearing misfed paper is shown on the right.



► Guidance: Remove Paper (C)

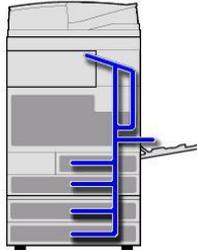


Push up the lever on the right side of the machine to open Right Cover.

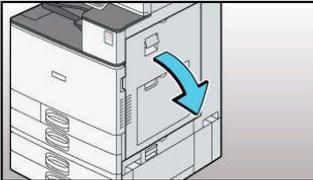
AUG 14, 2013 10:16AM

Paper Misfeed (J001)

Paper misfeed detected at the following point(s).
Procedure for clearing misfed paper is shown on the right.



► Guidance: Remove Paper (C)

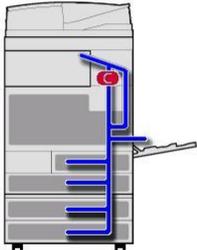


Push up the lever on the right side of the machine to open Right Cover.

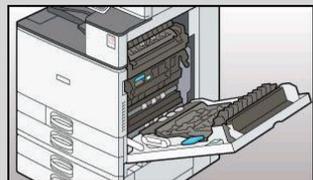
Problems with Finisher. Copier Printing. AUG 14, 2013 10:17AM

Paper Misfeed (J001)

Paper misfeed detected at the following point(s).
Procedure for clearing misfed paper is shown on the right.



► Guidance: Remove Paper (C)



Push up the lever on the right side of the machine to open Right Cover.

Please call service, SC 792-00. Copier Printing. AUG 14, 2013 10:16AM

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 keep indicating to load special paper size in the tray.



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