

U of L MP C3004 Training Presentation

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University of Lethbridge Printing Services

7/11/2017 PSD: Solution Training Specialist Team



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









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.





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.





Print Copy Scan

	<u>u</u>
ti System Message No message Check Status ↔ ☆ ☆ ≡ ® ⓒ Stop	e
PCC Copy Scanner Login Print & Copy Control Ret	eset
Home First statet foretien, term lasin Calumber Collow-You Frint frag Collow-You Frint frag Frint frag Collow-You Frint frag Collow-You Frint frag Frint frag Frint frag Collow-You Frint frag Frint frag F	2 ABC 3 DEF 5 AC 6 MRDD 8 TUV 9 WYYZ 0 # Sample Copy Start

Check Status

5

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Main Screen

Stop

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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.



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Fax (Classic)

PCC

Copier (Classic)

Check Status



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Logout (

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Stop

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.



RICOH

imagine. change.





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].	<u>Cancel a</u> will be ca print que	
► Job Information Name: User ID: File Name: Microsoft Word - test Job Operation	<u>Job Ope</u> select wl	
Continue Printing Cancel All Jobs Cancel Printing	delete.	

A message will appear with multiple selections;

<u>Continue printing:</u> To continue your print job.

<u>Cancel all jobs:</u> All jobs will be cancelled in your print queue.

Job Operation: You can select which job to delete.

<u>Cancel Printing</u>: The current print job will reset.

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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





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

2.Select Enable Copier.



Copier Functions







Original Type

Copieur			C
Copier		Store File Check Modes	Reset
See 0	Ready <black &="" white=""></black>	Original Quantity 0	
Auto Color Select Full Color	Auto Paper Select► 1		4 5 6 MNO
Black & White	Full Size Auto Reduce / Enlarge 11×15 8V2×11	5%2x8%2 8%2×14 93% 100%	7 PORS 8 TUV 9 WXYZ
Text / Photo Others	1 sided*2 sided:TtoT 2 sided*2 sided 1 sided*Comb 2 orig $1 = 2 \rightarrow 2 = 2 = 2 = 2 = 2 = 2 = 2 = 2 = 2$	1 sided*Comb 4 orig 12→12 34 Create Margin ID Card Copy	./* 0 #
Auto Density	Sort Stack Stpletss Stple Staple	Punch R.R. R.R. B. R.	C Sample Copy
RE Original Settings,	Finishing Cover/Slip Sheet Edit /	Color Dup./Combine/Series Reduce / Enlarge	Start
Recall/Program/C	hange Program 🔲 Interrupt mod	le Simplfied Scrn.	
Check Stat	us 🕤	☆ =	💿 Stop

Note: Cost per copy for color copies are significantly more



Tray Selection

Copieur			C
Copier		Store File Check Modes	Reset
	Ready Black & White>	Original Quantity Copy 0 1 0	1 2 3 pr
Auto Color Select	Auto Paper 0/2 1 1 11 17 0		4 5 6
Full Color	Select ► 0 ² 2×11 11×17 Bypass		
Black & White	Full Size Auto Reduce / Enlarge 11×15 810×11	5 ^{1/2×81/2} 93% 100%	7 8 9 PORS TUV WXYZ
Text / Photo	1 sided+2 sided:TtoT 2 sided+2 sided 1 sided+Comb 2 orig 1 si	ided+Comb 4 orig	./ * 0 #
Others "	$\begin{array}{ } 1 & 2 \\ \hline 1 & 2 \\ \hline 2 & 2 \\$	$\begin{array}{c} 1 \\ 2 \\ \hline 3 \\ \hline 3 \\ 4 \end{array}$ Create Margin ID Card Copy	
Auto Density	Sort Stack StpleIss Stplr Staple		C Sample Copy
			\Diamond
RE Original Settings,	Finishing Cover/Slip Sheet Edit / Co	olor Dup./Combine/Series Reduce / Enlarge	Start
Recall/Program/Ch	ange Program	Simplfied Scrn.	
Check Statu	s 🕤 🎸		💿 Stop

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



Finishing

Copieur		
Copier Store File	Check Modes Reset	
See C Ready See <black &="" white=""></black>	Quantity Copy 1 2	3
Auto Color Select	4 5 G	<u>DEF</u>
Full Color Select Select	GHI JKL	
Black & White Full Size Auto Reduce / Enlarge 11×15 8V2×11 5V2×8V2 8V2×14 9 3 %	100% / 8 PORS TUV	y wxyz
Text / Photo 1 sided*2 sided: TtoT 2 sided*2 sided 1 sided*Comb 2 orig 1 sided*Comb 4 orig		#
Others \mathcal{A} Create Margi	gin ID Card Copy C Sample (Сору
Auto Density		
In Cover/Slip Sheet Edit / Color Dup./Combine/Series	Reduce / Enlarge	
Recall/Program/Change Program 🔲 Interrupt mode 🗌 Simp	plfied Scrn.	
Check Status 🕤 🧥 🗏	💿 Stop	

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



Reduce / Enlarge

		Store File Check Modes
O	Ready	Original Quantity Copy
Text	Auto Paper 1 L	
Text / Photo 🛄	Select > 8/2×	
Photo	Select item.	
Pale		
Generation Copy	Number keys <u>"</u>	+ Size Magnification, Dir. Size Mag. inch. Direct. Mag. %
	65%	- Full Size 1 2 1 % 1 2 9 % 1 5 5 % 2 0 0 % 4 0 0 % 81/2 × 14 11 × 17 11 × 17 81/2 × 14 11 × 17 81/2 × 14 11 × 17 81/2 × 14
 ▲ Auto Density 	∎ → ∎`	25% 50% 65% 73% 78% 85% 93% 11×17 5½×8½ 8½×11 8½×11 8½×11 8½×11 8½×11
R Special Original	Finishing	Cover/Slip Sheet Edit / Stamp Dup./Combine/Series Reduce / Enlarge
		OCT 14,2008 System Status Job List 1:51PM

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







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









How to Use Scan to Me





Scan to Me-logging in



 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



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

Document Feeder





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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.



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