

U of L MP C3004 Training Presentation



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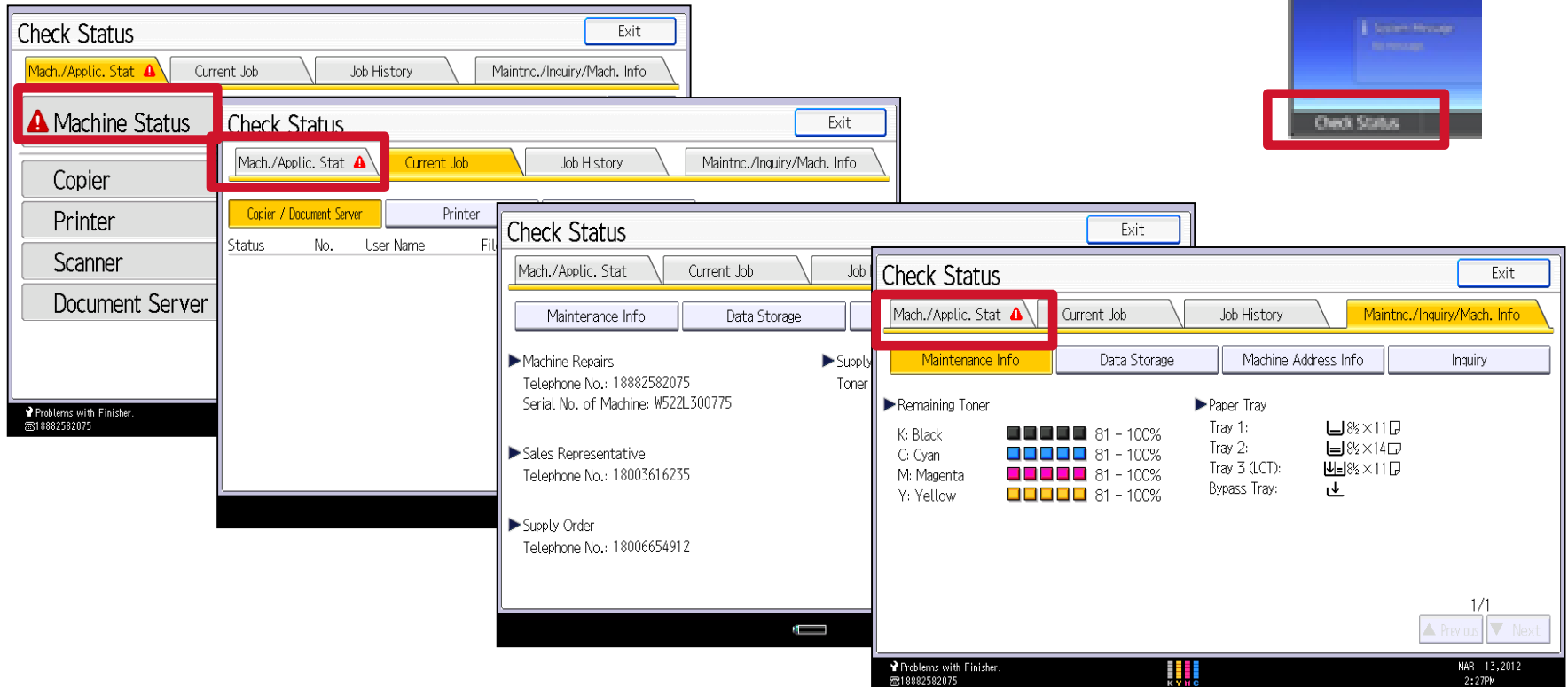
Summary

- **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**





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.

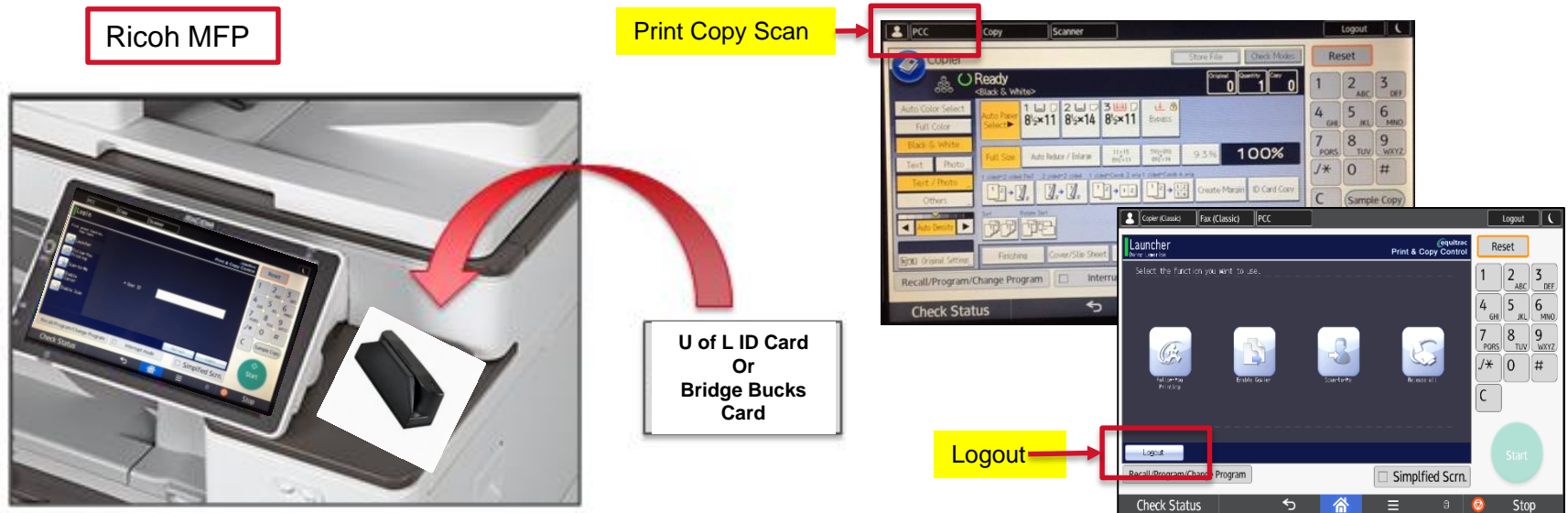
Documents sent to the device in error can be managed and cancelled at the device itself, resulting in less paper waste.

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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imagine. change.



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.

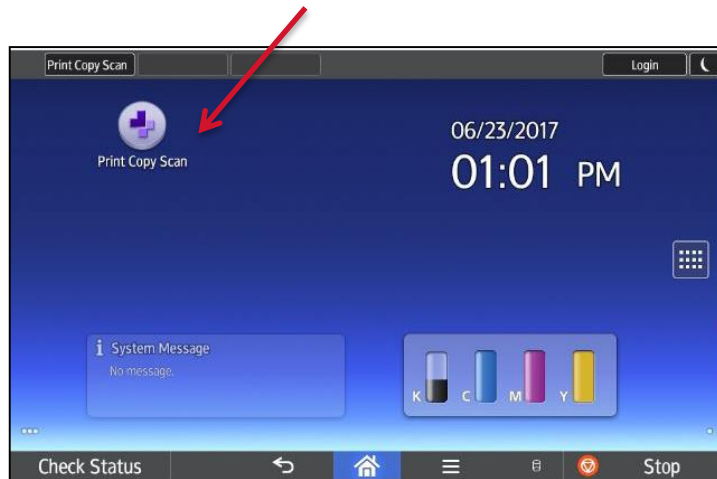
LOG OUT – BE SURE TO LOG OUT!

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.

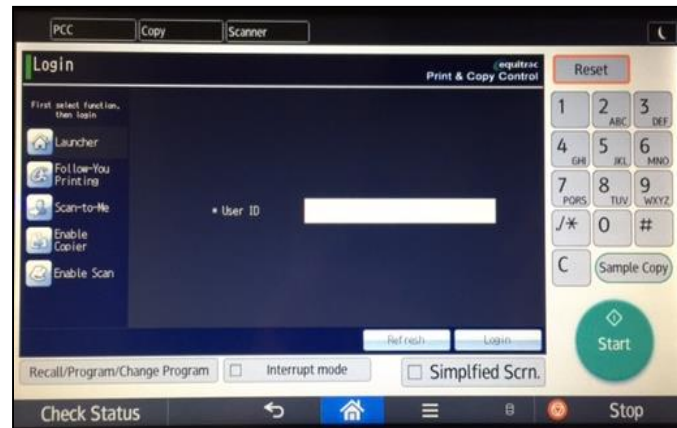
Got Lost?

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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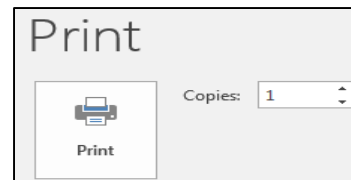


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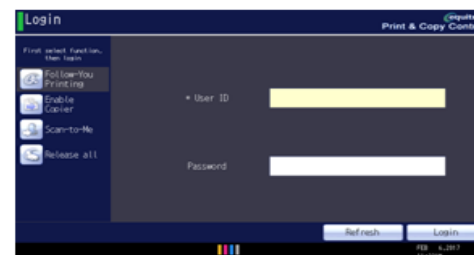


Follow-You-Print

1. On your computer or laptop, click **Print**, select "*campus on anc-printing1*" from your printer options, select your options and print.



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

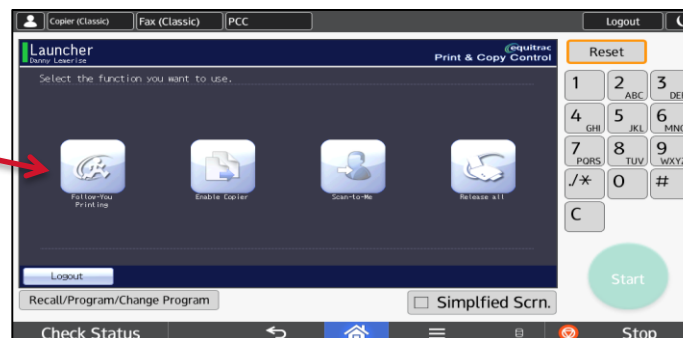


Students, swipe your U of L ID card through The card swipe.



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

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





Follow-You-Print

Your profile will display all your Print Jobs.

The main print options are:

Print

Print & Save

Delete

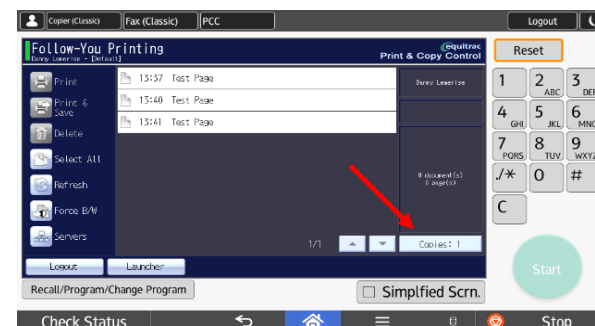
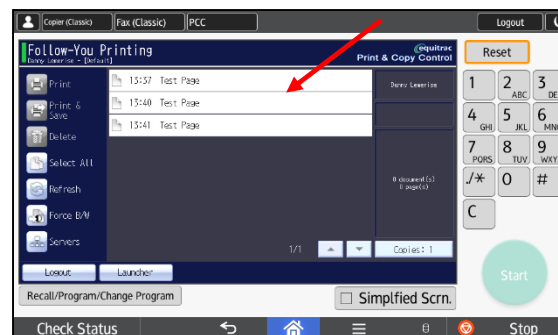
Select All

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.



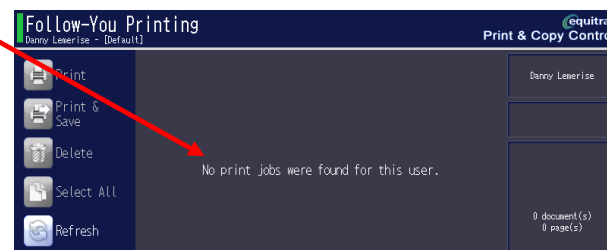
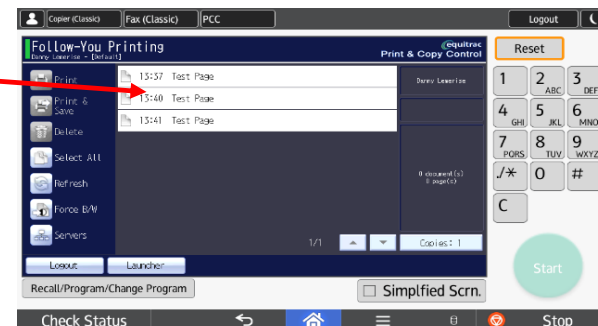


Follow-You-Print

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.

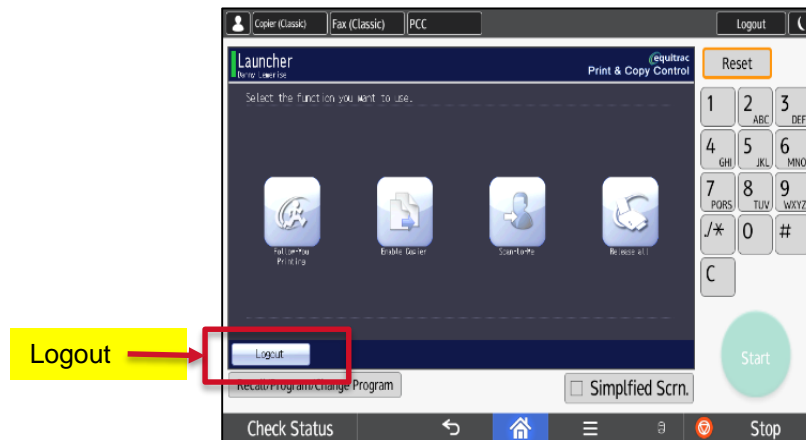
Cancel all jobs: All jobs will be cancelled in your print queue.

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.

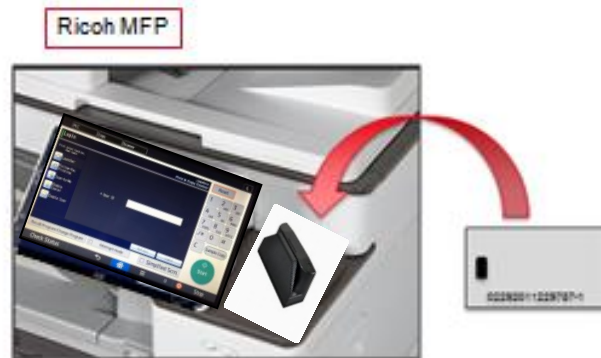
How to make a Copy

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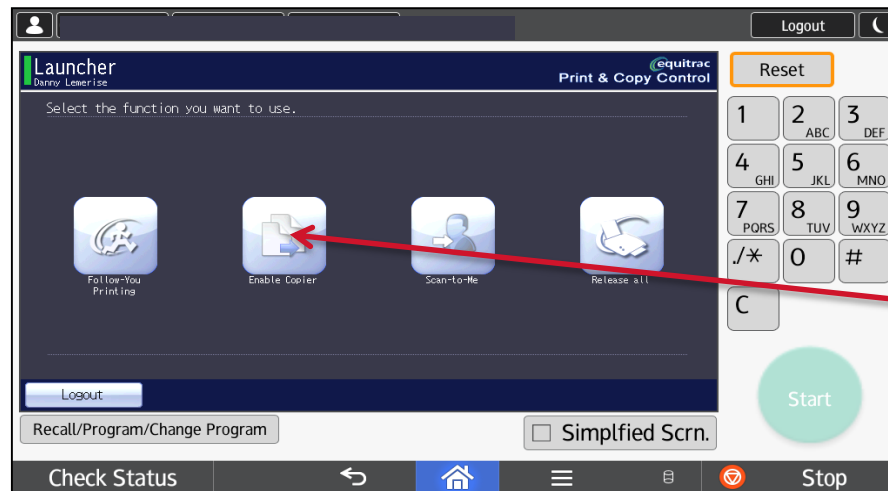


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How to make a Copy



1. Faculty / Staff
can enter their
copier PIN,
Students can
swipe their U of L
ID card or Bridge
Bucks card

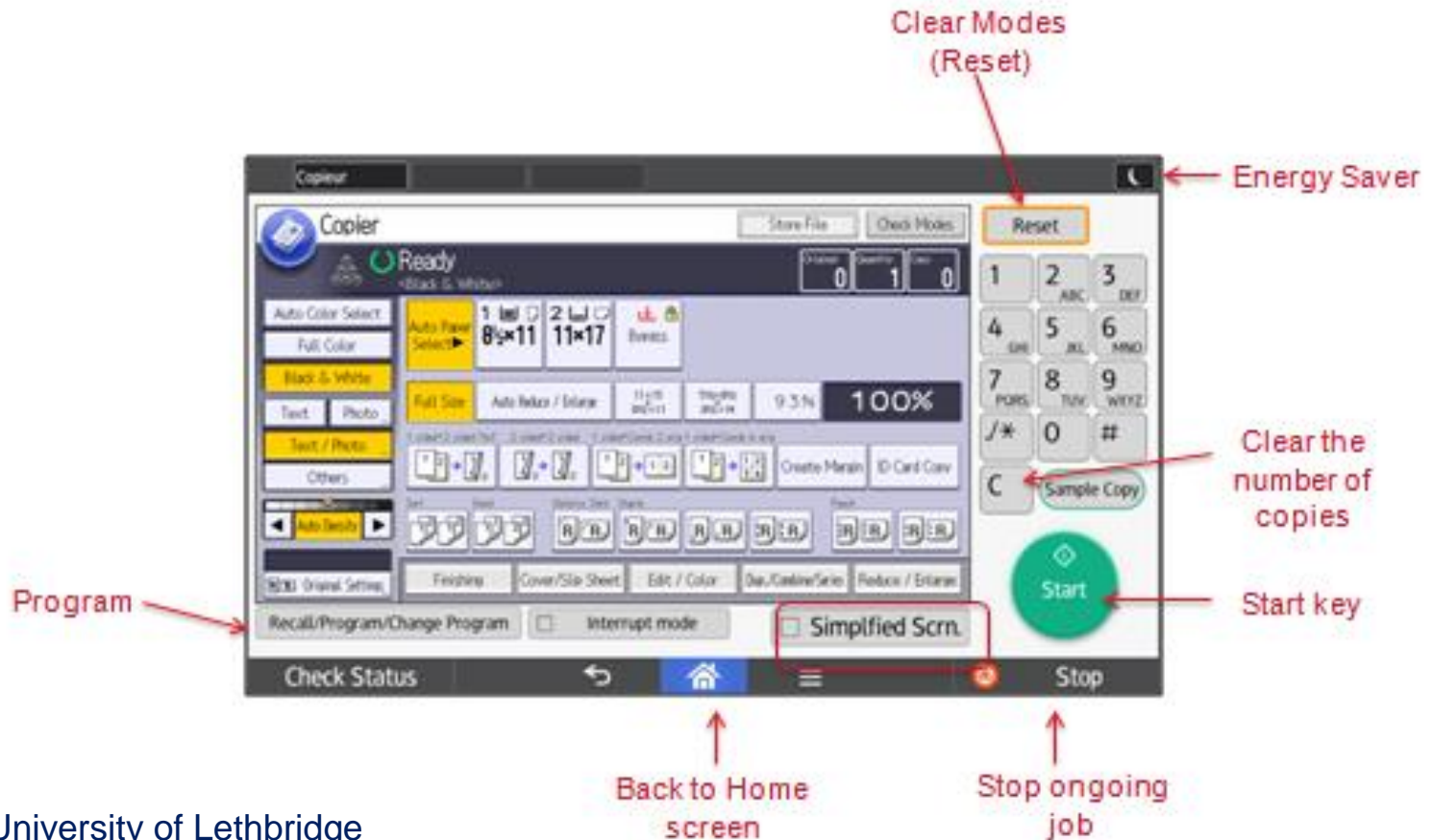


2. Select **Enable Copier.**



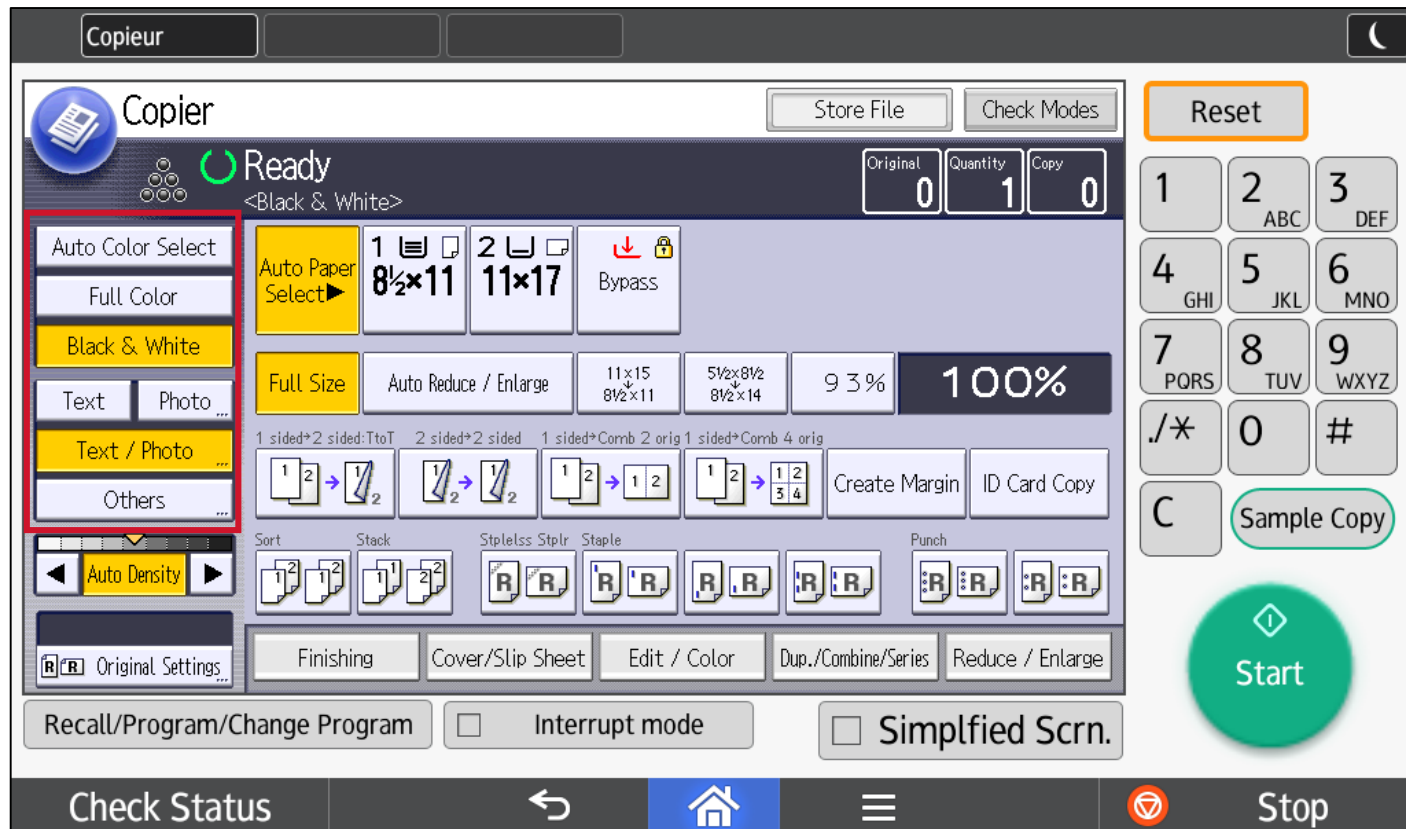
Copier Functions

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Original Type



Note: Cost per copy for color copies are significantly more



The Others tab

Text Photo ...

Text / Photo

Others

Auto Density

R Special Original

Copier

Ready

<Black & White>

Store File Check Modes

Original 0 Quantity 1 Copy 0

Others OK

Generation Copy

Pale

Map

Auto Paper Select

8 1/2 x 11 8 1/2 x 14 8 1/2 x 11 11 x 17 8 1/2 x 11

Full Size Auto Reduce / Enlarge 2 5 % 3 3 % 11 x 17 5 1/2 x 8 1/2 100%

1 sided*2 sided:TtoT 2 sided*2 sided 1 sided*Comb 2 orig 1 sided*Comb 4 orig 1 sided*Magazine

Sort Rotate Sort

Original Types Guidance

Finishing Cover/Slip Sheet Edit / Color Dup./Combine/Series Reduce / Enlarge

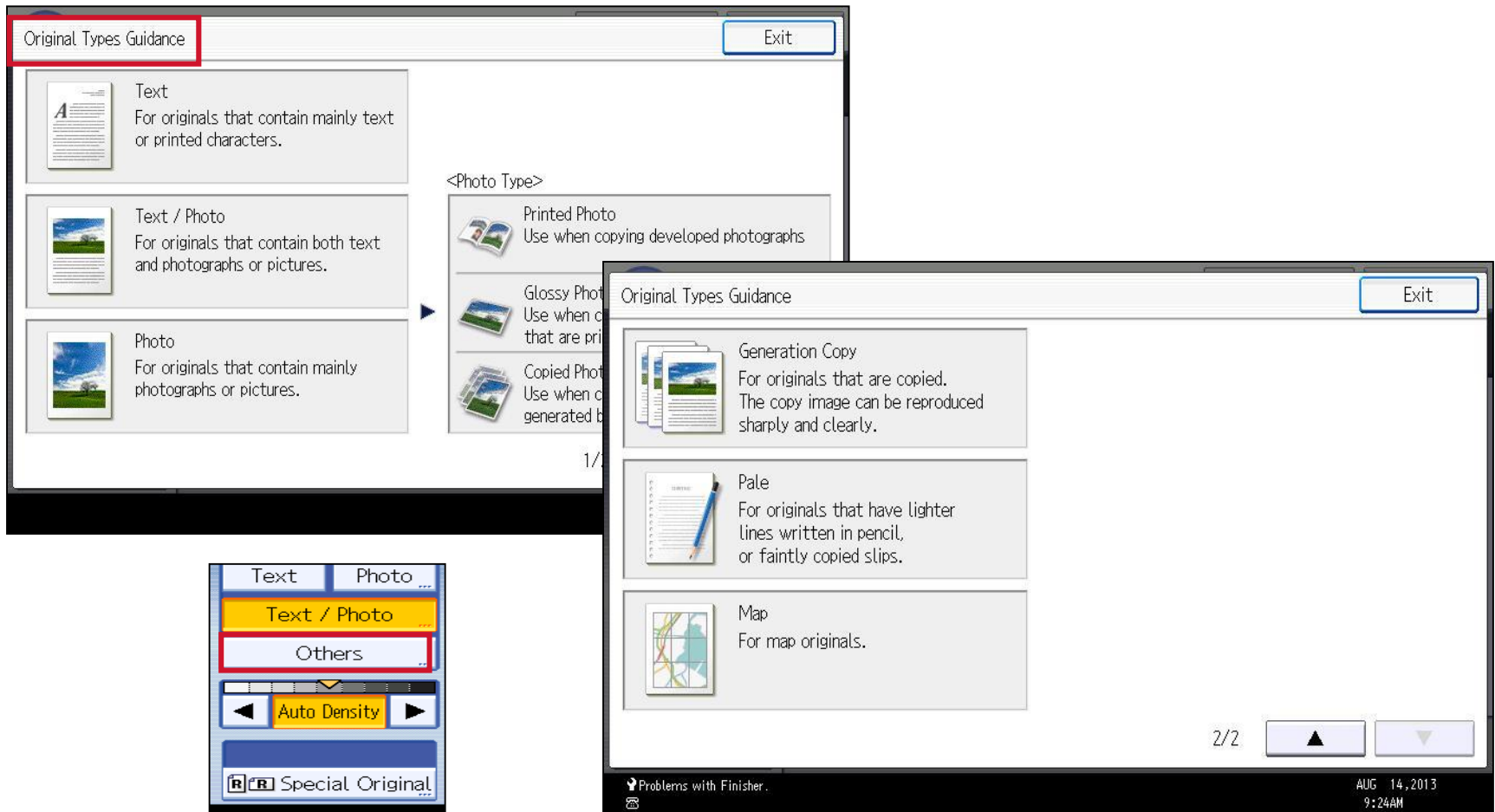
Please call service. SC 792-00

AUG 14, 2013 9:24AM



Original Types Guidance

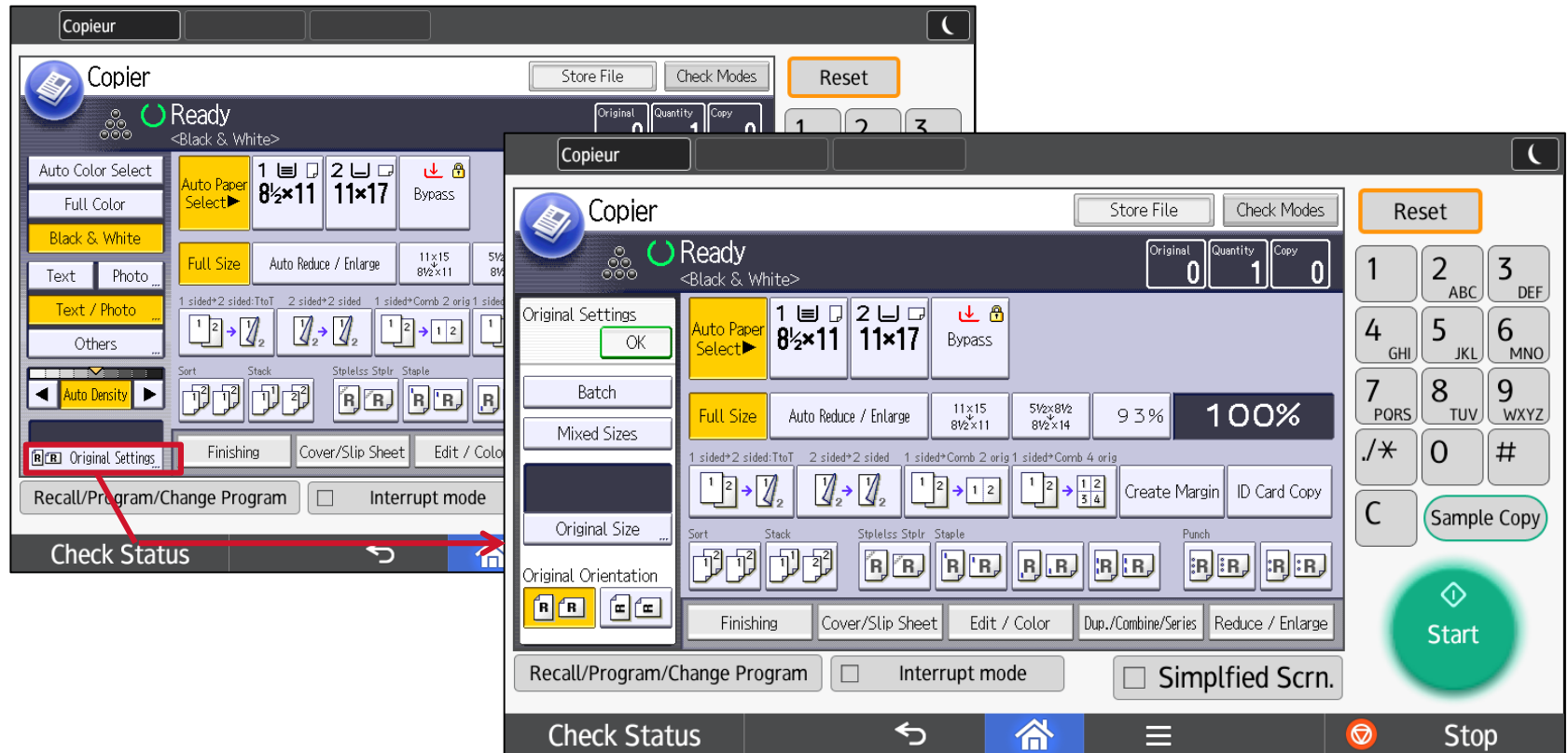
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Others tab to **Original Types Guidance** interface



Original Settings

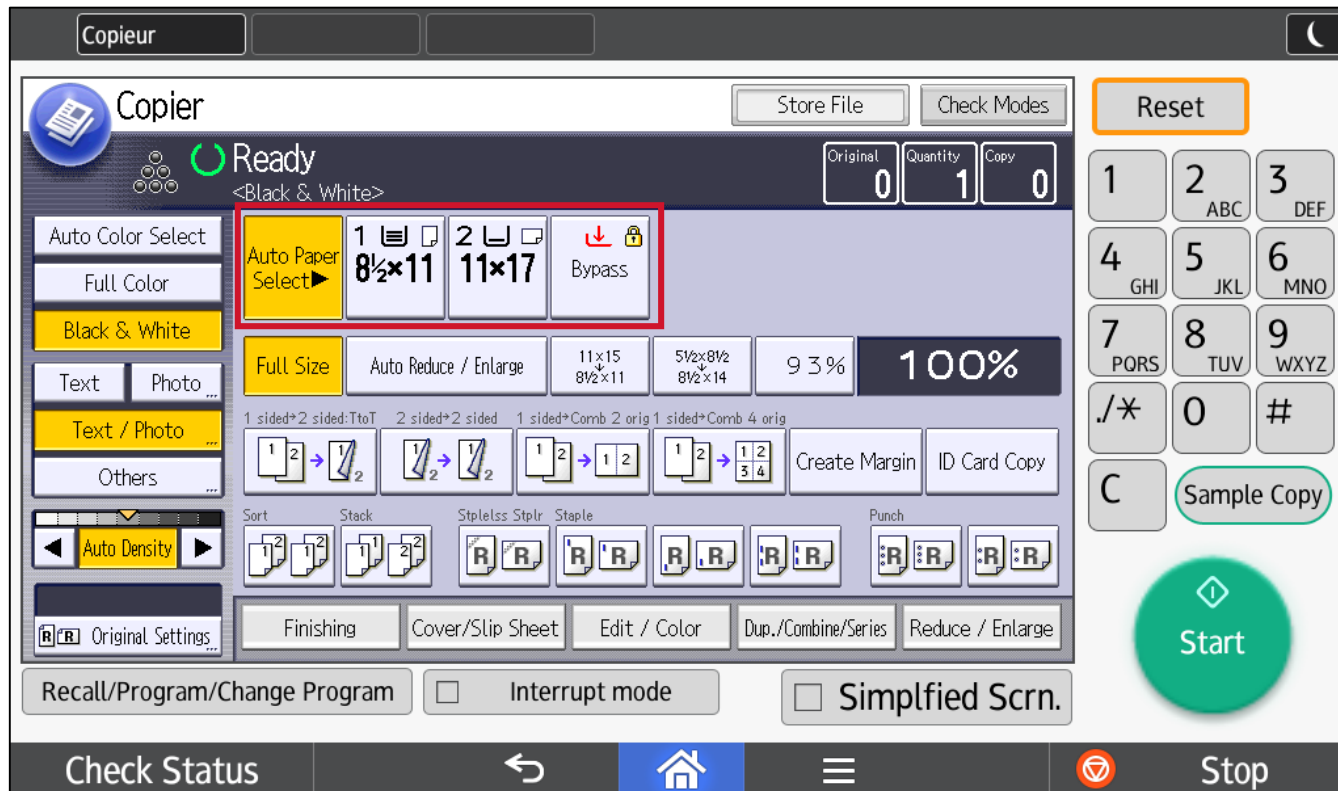


Batch : allows feeding stacks of originals, one after the other, when the number exceeds the document feeder capacity.

Mixed Sizes : to copy letter and legal originals together.



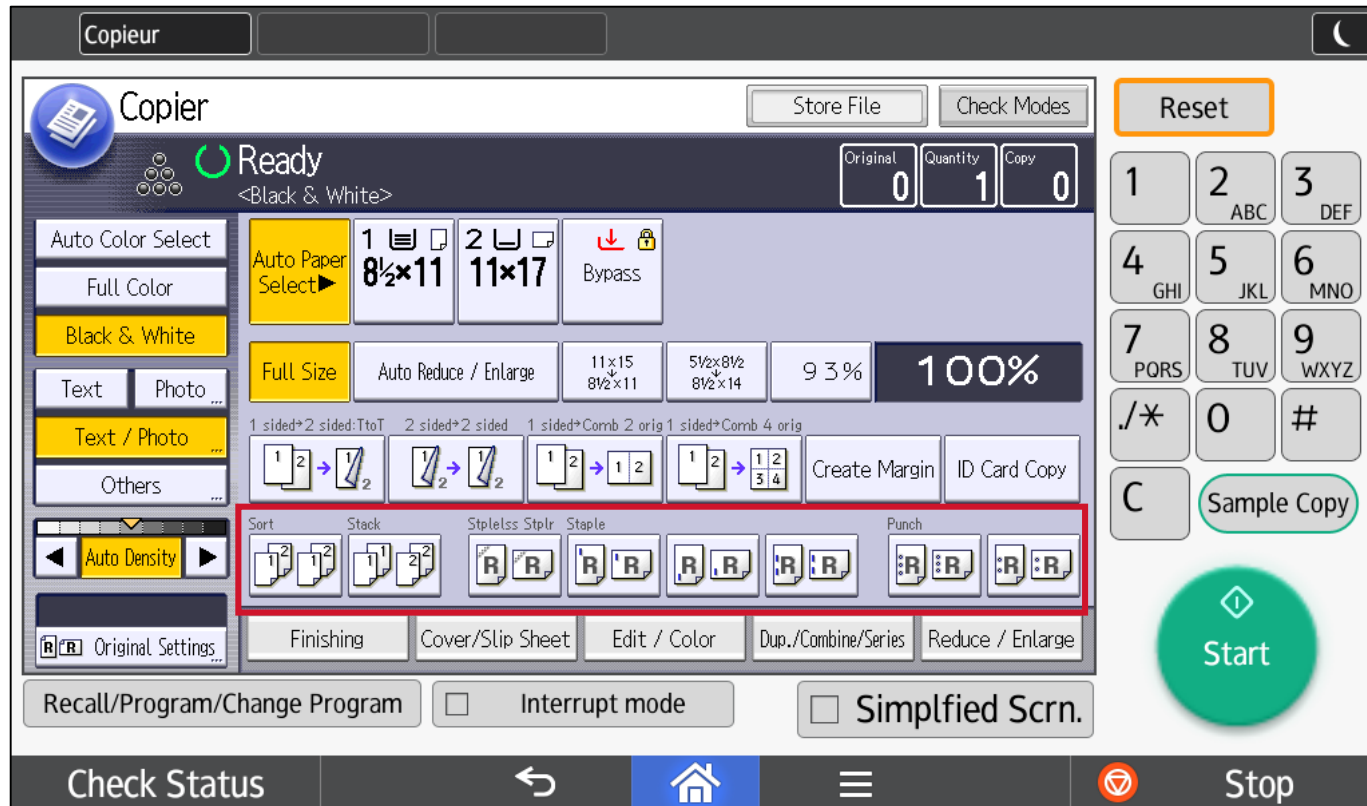
Tray Selection



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

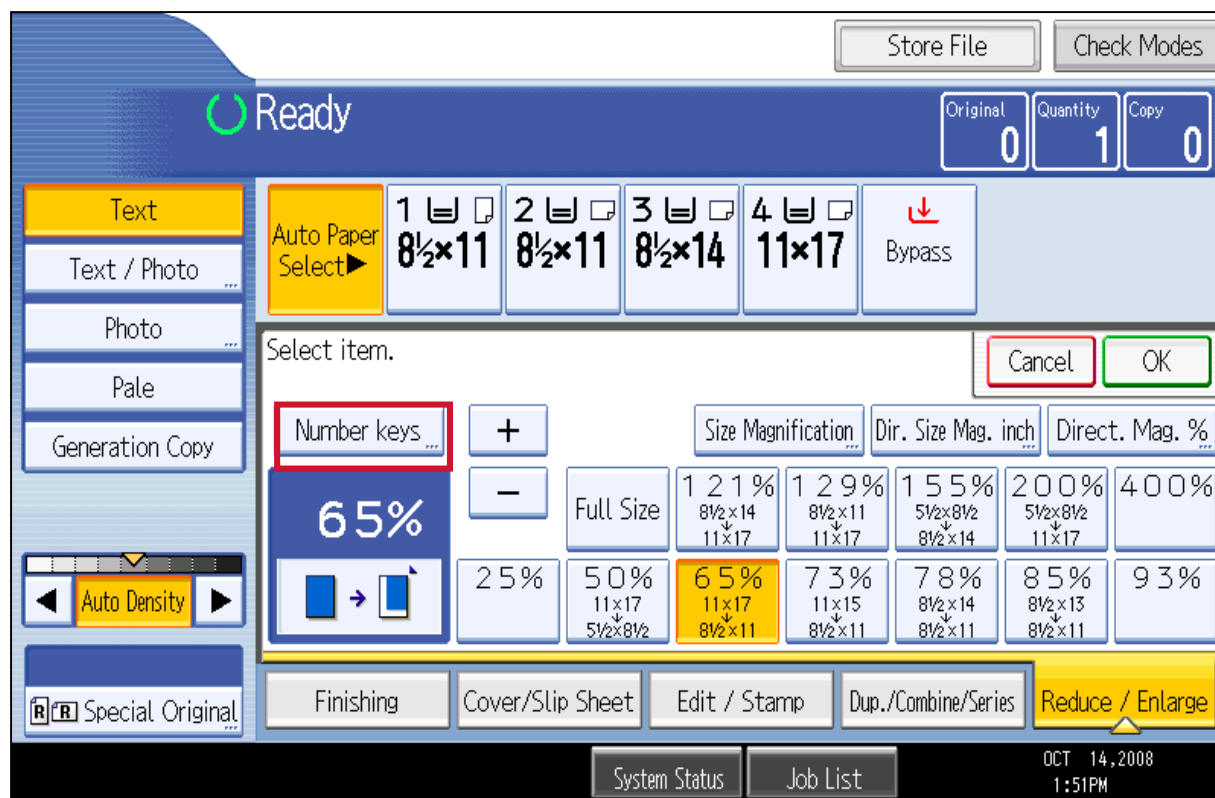


With an **Internal Shift Tray**, copies can be sorted or stacked.



Reduce / Enlarge

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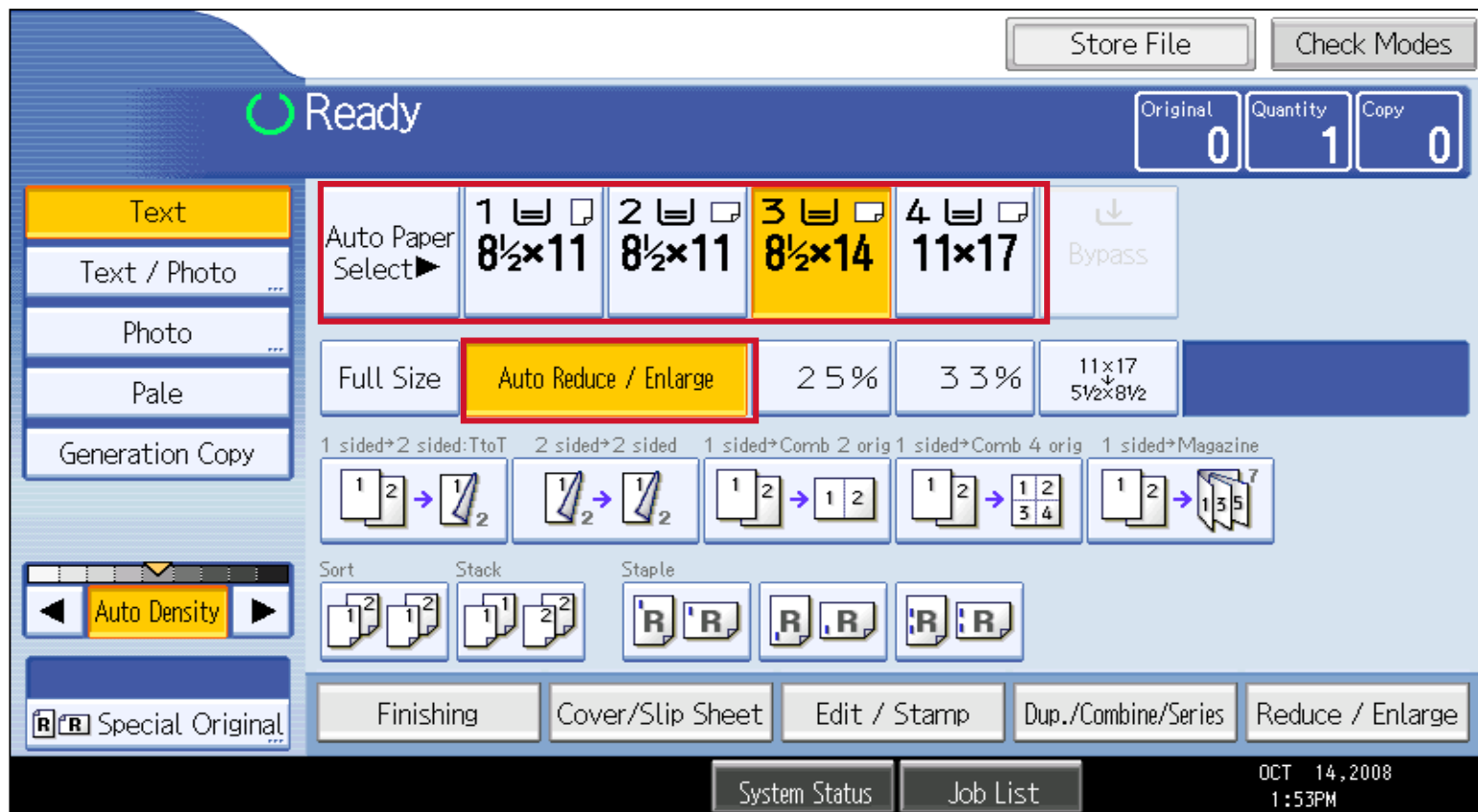


Presets from 25 to 400%, Zoom in 1% increments with + or -, and entering your ratio directly with **Number Keys**.



Reduce / Enlarge

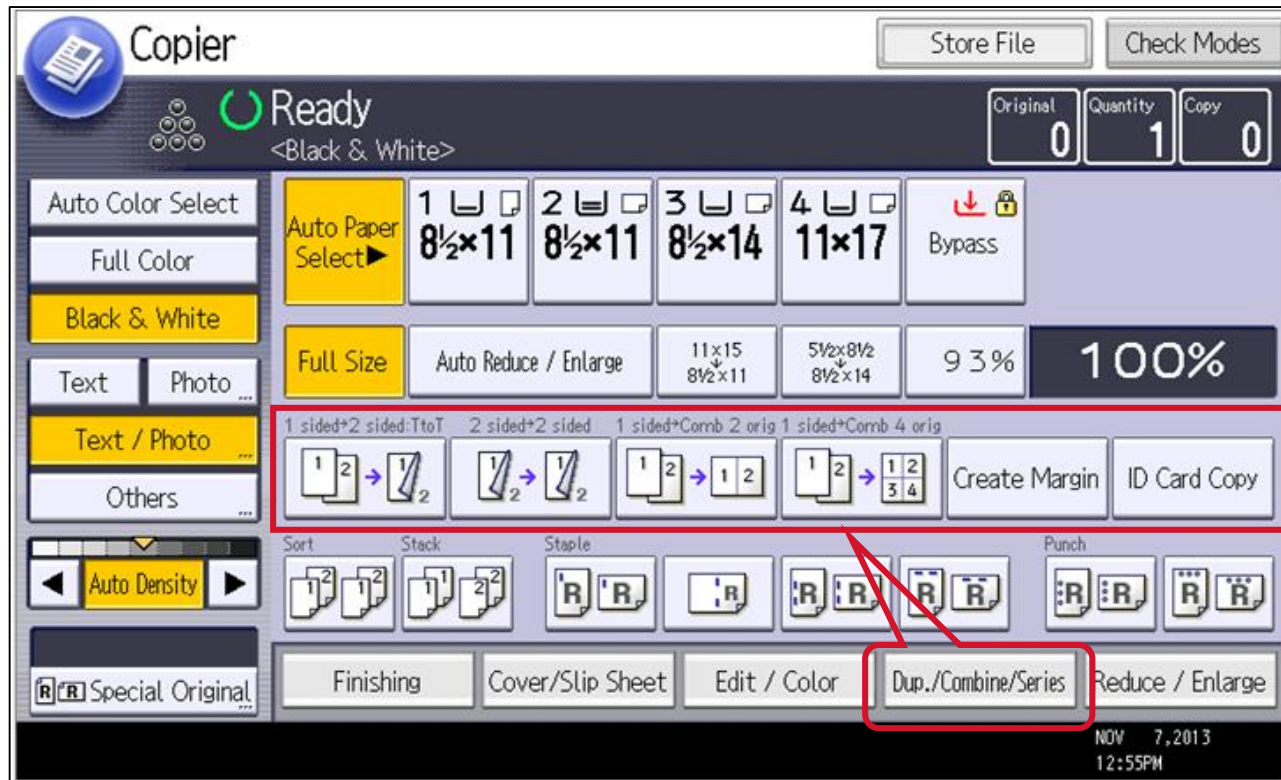
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Auto Reduce/Enlarge (for standard sizes only) : simply select the paper source



Duplex / Combine / Series



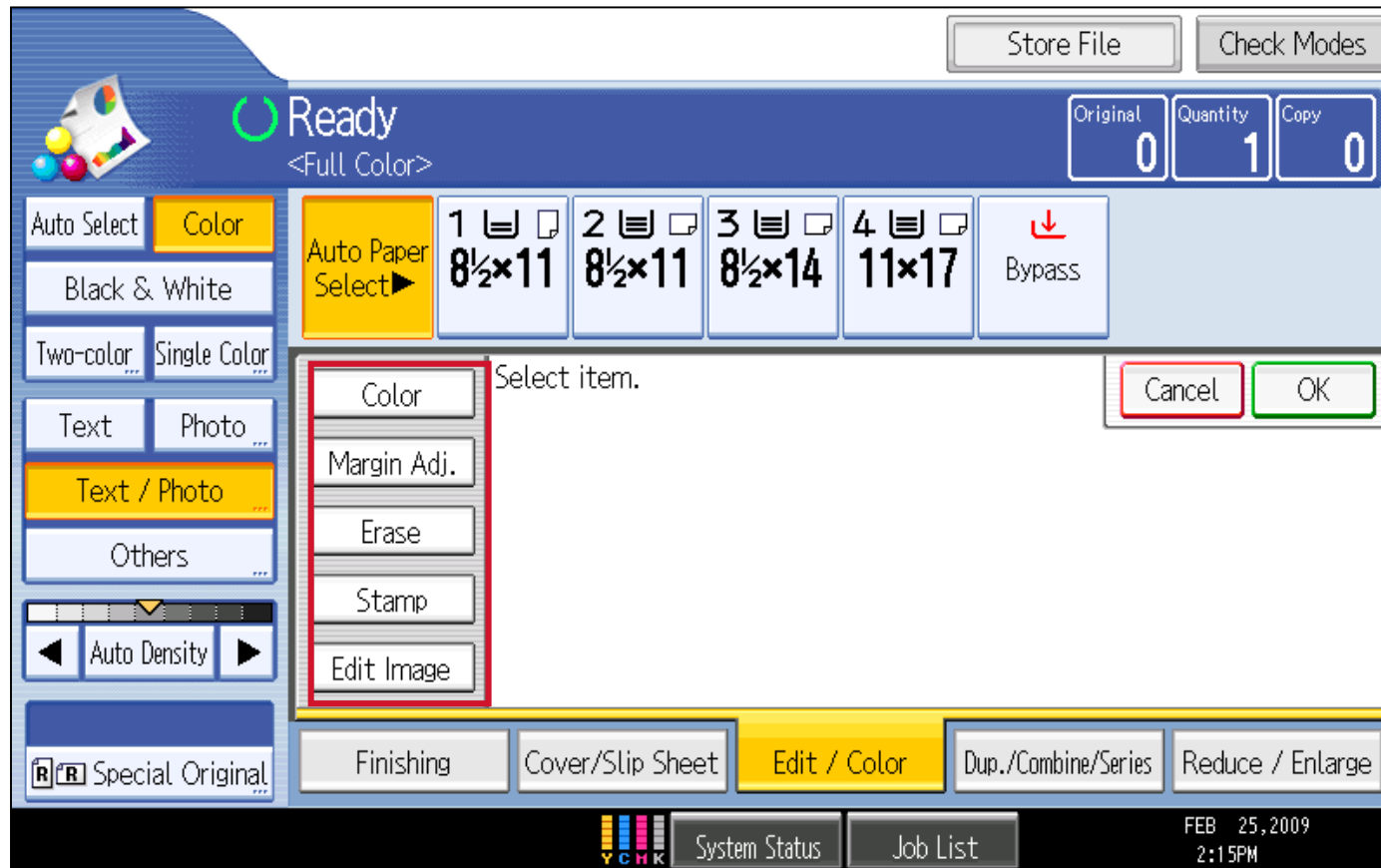
Up to 6 useful shortcuts for the **Duplex / Combine / Series** menu
(**customizable**)

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



Edit / Color

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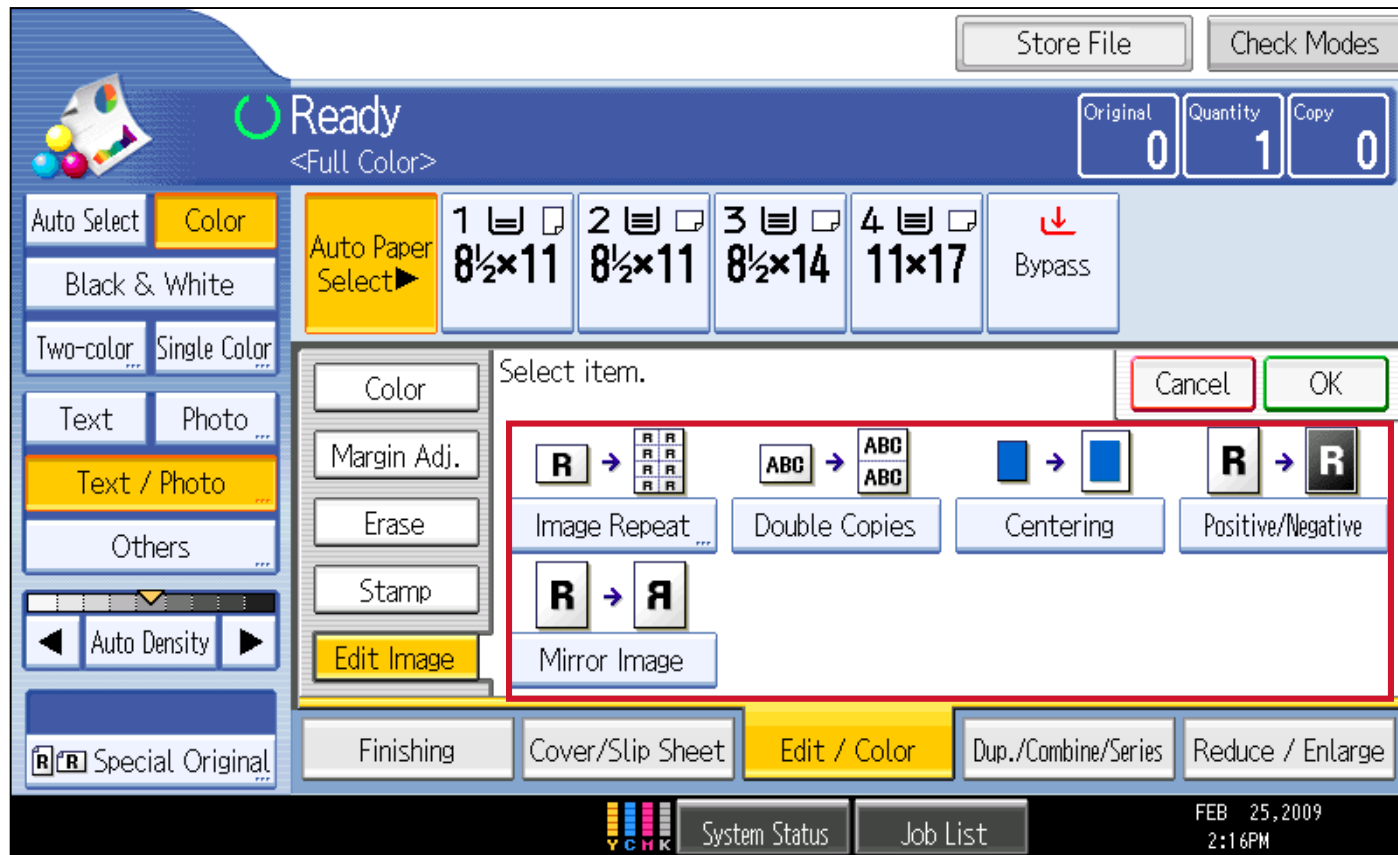
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Edit Image tab

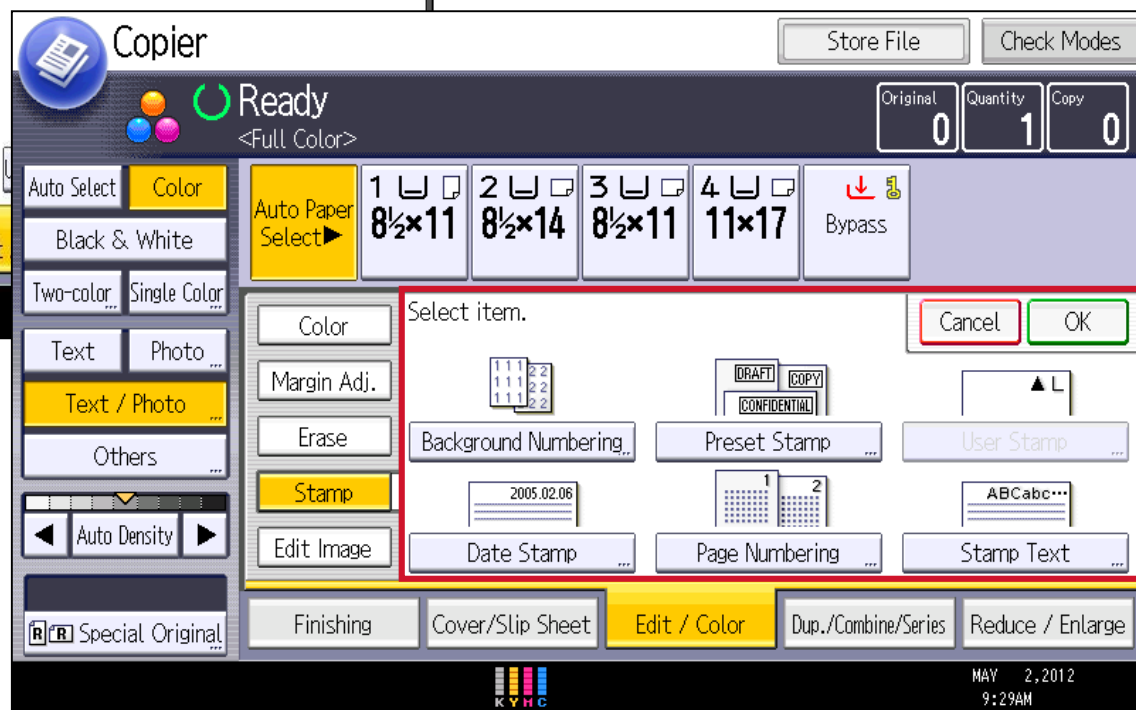
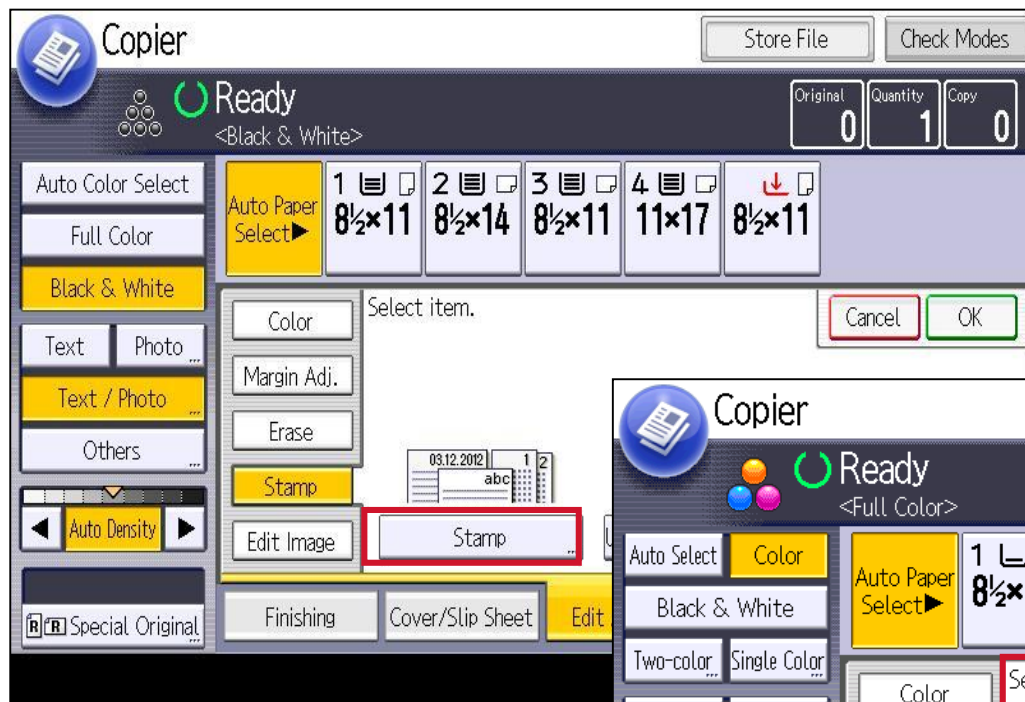


For **Image Repeat**, you must go to the Red/Enl menu, select 50% for 4 repeats, 33% for 9, and 25% for 16



Stamp Tab

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Stamp tab – Preset Stamp

The image shows two overlapping screenshots of a Ricoh printer's control panel interface. The top screenshot displays the 'Ready' status with '<Full Color>' and various settings like 'Auto Select', 'Color', 'Auto Paper Select', and paper size options (8 1/2 x 11, 8 1/2 x 11, 8 1/2 x 14, 11 x 17). The 'Stamp' button is highlighted. The bottom screenshot shows the 'Preset Stamp' selection screen, where the 'Black & White' mode is selected. It features a grid of stamp types: COPY, URGENT (highlighted), PRIORITY, For Your Info., PRELIMINARY, For Internal Use Only, CONFIDENTIAL, and DRAFT. Below this, there are sections for '<Position / Size / Density>' (showing '1 X Lighter'), '<Print Page>' (showing 'All Pages'), and '<Stamp Color>' (showing 'Black'). The interface includes a 'Store File' button, 'Check Modes', and a 'System Status' bar at the bottom right showing the date 'FEB 25, 2009' and time '2:18PM'.

Ready
<Full Color>

Store File Check Modes

Original 0 Quantity 1 Copy 0

Auto Select Color

Black & White

Two-color... Single Color

Text Photo...

Text / Photo...

Others...

Auto Density

Special Original

Auto Paper Select

1 8 1/2 x 11 2 8 1/2 x 11 3 8 1/2 x 14 4 11 x 17

Bypass

Select item.

Color

Margin Adj.

Erase

Stamp

Background Numbering...

Preset Stamp

User Stamp

Cancel OK

Ready
<Black & White>

Store File Check Modes

Original 0 Quantity 1 Copy 0

Auto Select Color

Black & White

Two-color... Single Color

Text Photo...

Text / Photo...

Others...

Auto Density

Special Original

Auto Paper Select

1 8 1/2 x 11 2 8 1/2 x 11 3 8 1/2 x 14 4 11 x 17

Bypass

Preset Stamp

Select stamp type.

COPY URGENT PRIORITY For Your Info.

PRELIMINARY For Internal Use Only CONFIDENTIAL DRAFT

<Position / Size / Density>

1 X Lighter

Change...

<Print Page>

All Pages

1st Page Only

<Stamp Color>

Black

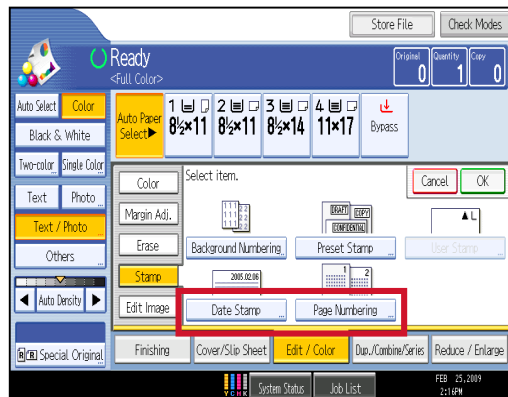
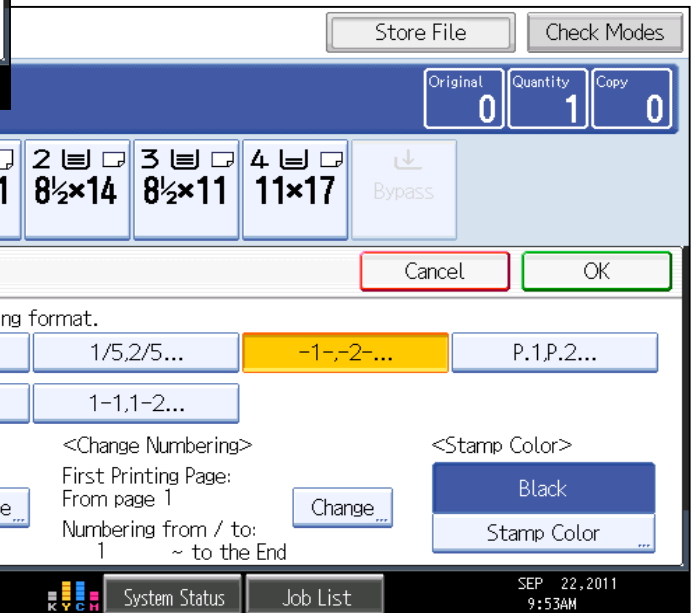
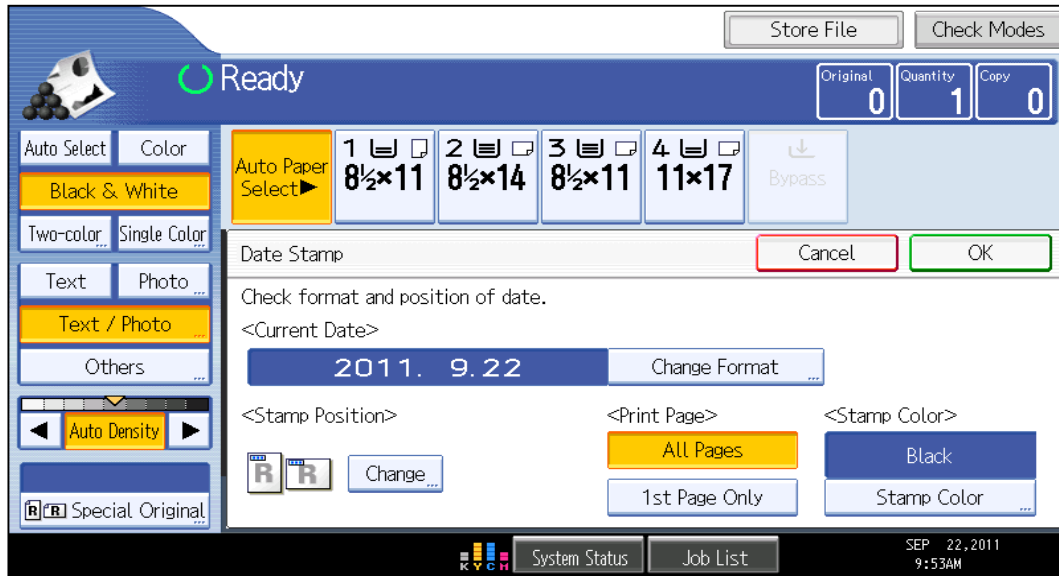
Stamp Color...

System Status Job List

FEB 25, 2009 2:18PM

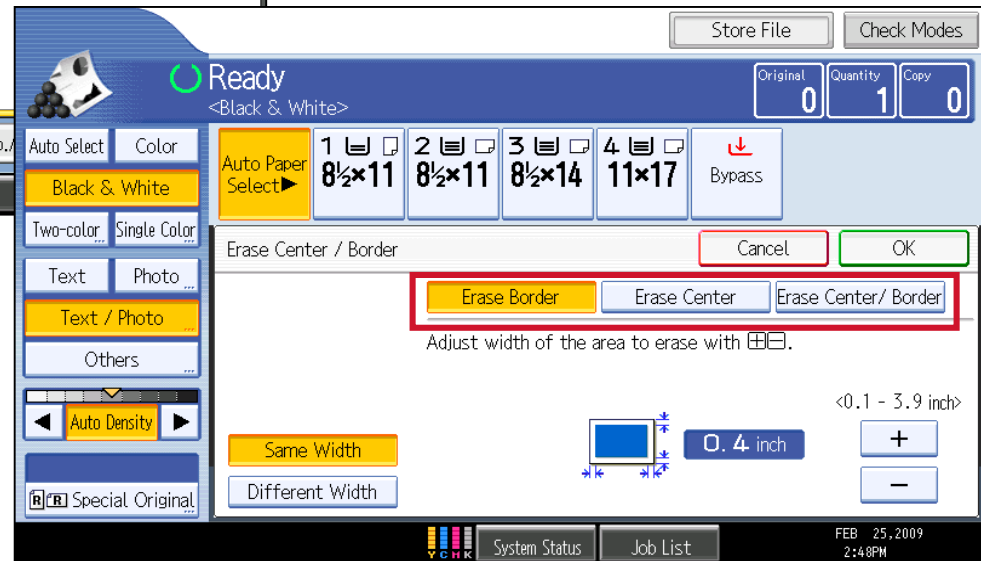
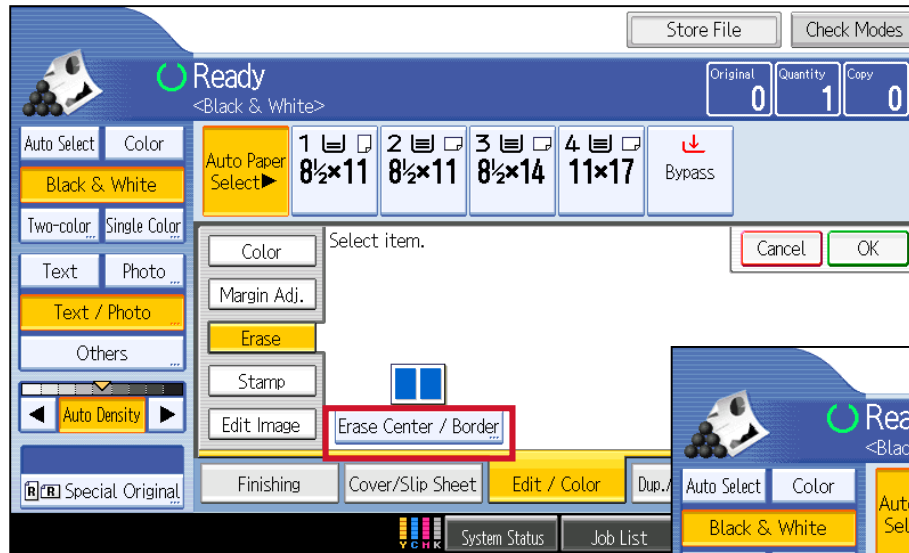


Stamp tab – Dating & Numbering





Erase tab





Margin Adjust Tab

Ready

Store File Check Modes

Original 0 Quantity 1 Copy 0

Text / Photo ... Photo ... Pale ... Generation Copy ...

1 8½×11 2 8½×11 3 8½×14 8½×11

Margin Adj. Select item. <Front Side>

Erase Stamp Edit Image Copy Quality

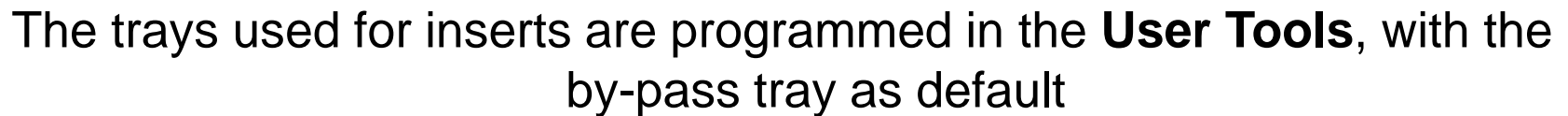
Top/Bottom <0.0 - 1.2 inch> 0.0 inch Left 0.2 inch

<Back Side> 0.0 inch Right 0.2 inch

Clear < >

Finishing Cover/Slip Sheet Edit / Stamp Dup./Combine/Series Reduce / Enlarge

System Status Job List JUN 12, 2012 1:13PM



By default, **Copy** is selected, if you choose **Blank**, the designate will be inserted before the page number selected

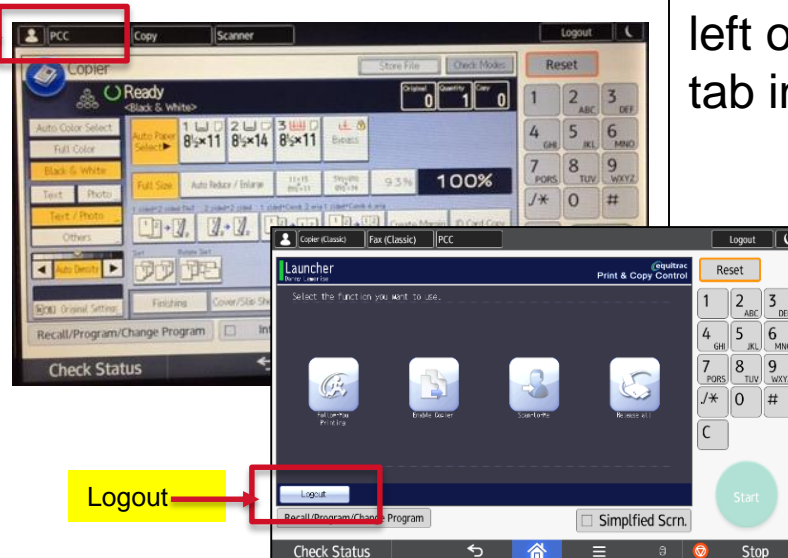


Logging Out

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.

Print Copy Scan



Logout

How to Use Scan to Me

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Scan to Me- logging in

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.



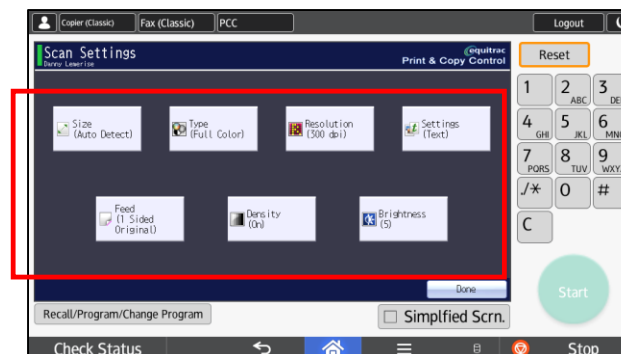
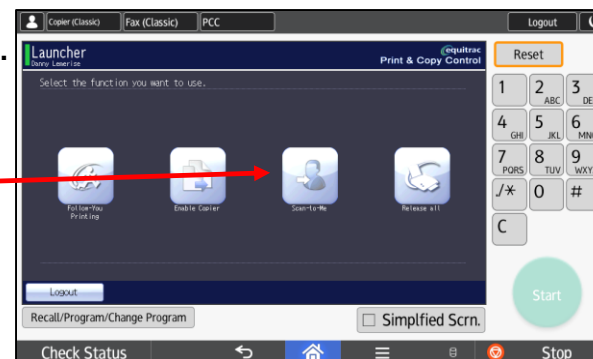
Community users, Scan to Me function is not available.

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

The main options are:

3. Choose your scan settings:

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

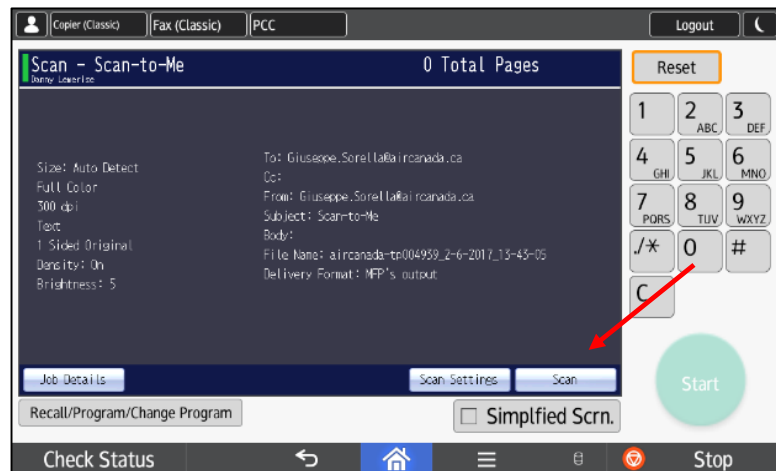


Scan to Me continue...

Pdf is the default scan type.

Review your scan details.

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





Clearing Misfeeds and Maintenance

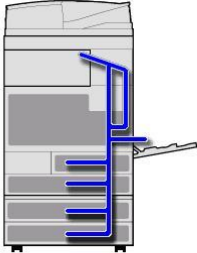





Misfeeds

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)

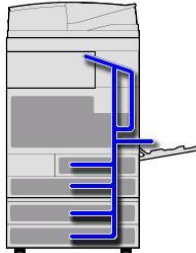


Push up the lever on the right side of the machine to open Right Cover.

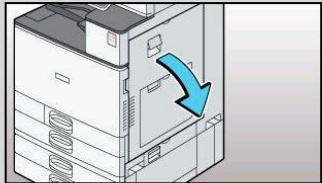
AUG 14, 2013 10:16AM

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)

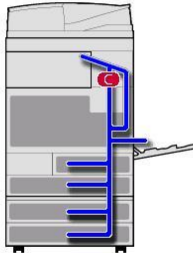


Push up the lever on the right side of the machine to open Right Cover.

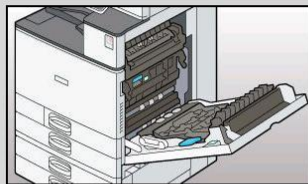
Problems with Finisher. Copier Printing AUG 14, 2013 10:17AM

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

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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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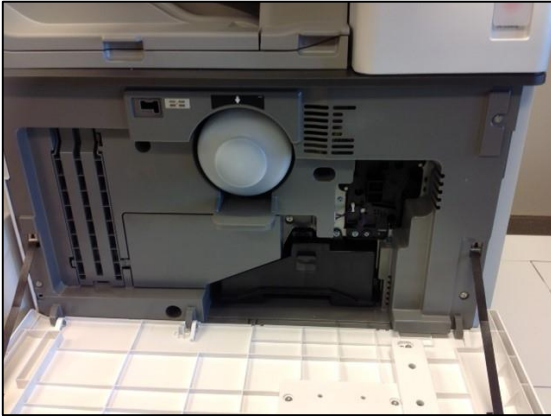


Changing Toner and Staple Cartridges



Changing the toner

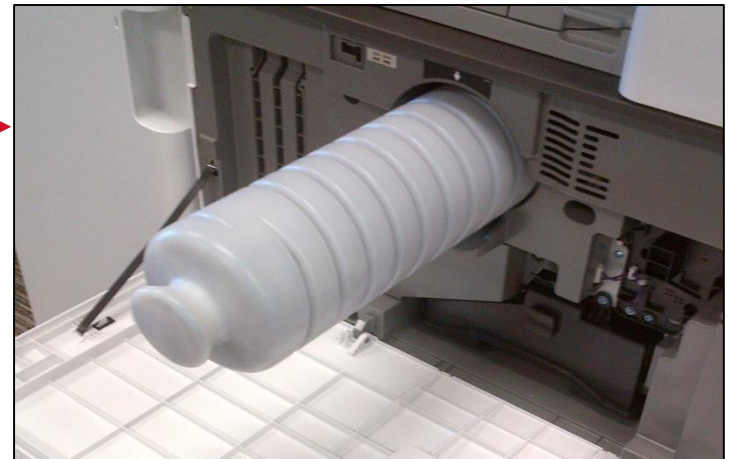
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Open the front panel and remove the used cartridge.

Shake the new cartridge LIGHTLY 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

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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

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Staple ctg **Type S**



Refill ctg **Type K**



1000-sheet Booklet Finisher (SR3150), continued



Ordering toner & Support

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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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