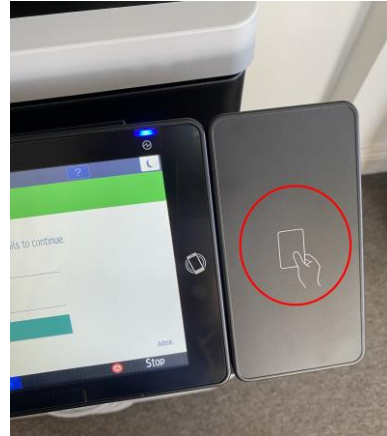


Using the Ricoh copiers

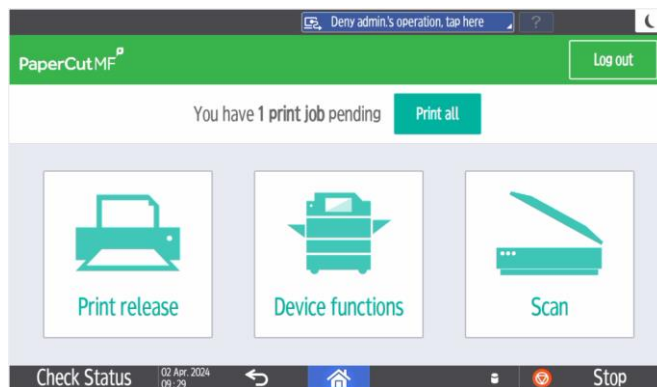
In order to access the print, copy and scan to email functions you will need to log onto the copier. We recommend you do this using your Oxford University card. Simply place the card on the device where the 'card' logo appears (see below)



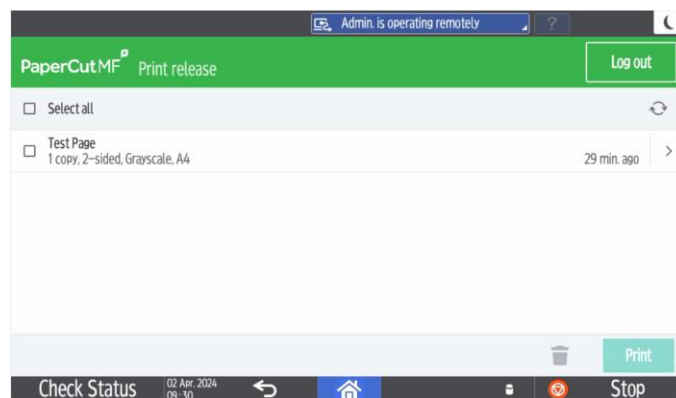
The first time you use a Ricoh copier it will ask you to associate your card with your account. Enter your MSD IT username and password using the on-screen keyboard and follow the prompts on-screen.

Printing



Once registered you will see the following main screen



To release a print job click on 'Print Release', this will show all the documents you have in the queue as follows

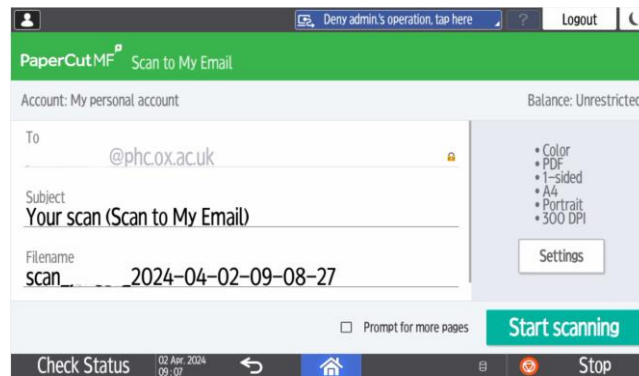


Select the jobs you want to print and click the 'Print' button to release these jobs

Click on the  symbol on the bottom black menu bar (don't click on the house icon as this takes you out of Papercut) or the  in the top right to log off the device. A second 'tap' of your card will also log you off the device.

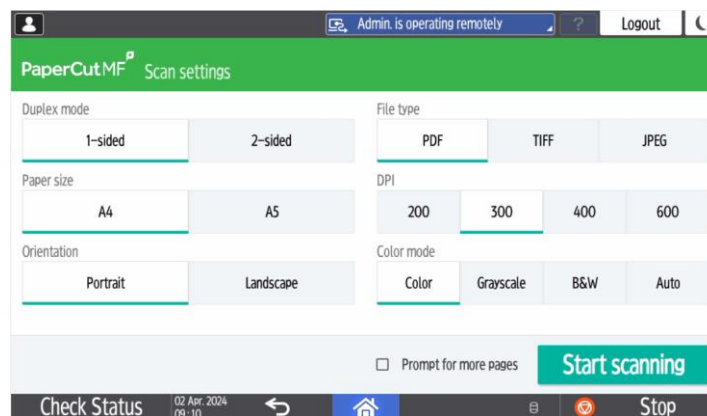
Scanning

Log into the device and select the 'Scan' icon at the main PaperCut screen. The scan details window will be shown



There is no need to enter your email address as the system will auto populate this from your account information. The screen shows this under 'To' above (note in the image the first part of the address has been removed). Check that this is correct before you scan your document.

To change duplex and colour options click on the 'Settings' button, the following will be displayed



Once you have the settings as required click on the 'Start scanning' button to scan your document.

All the devices support scanning via a multipage document feeder or single sheets via the glass.

During scanning, you will see a 'Scanning screen followed by a confirmation screen. You'll then be taken back to the main PaperCut screen.

