

RICOH Training Guide

- Copy
- Scan
- Print
- Fax

Version 1



RICOH
imagine. change.



Access to Ricoh device

- Each new Ricoh device will present a Login screen and is locked in for use until the user is identified and authenticated
- Following are the ways to access the device
 - Login in with badge – Swipe your access badge on the reader attached to Ricoh MFP
 - Login in using your privately assigned PIN number
 - Login in using your IFF Network userID and password

Login as Guest

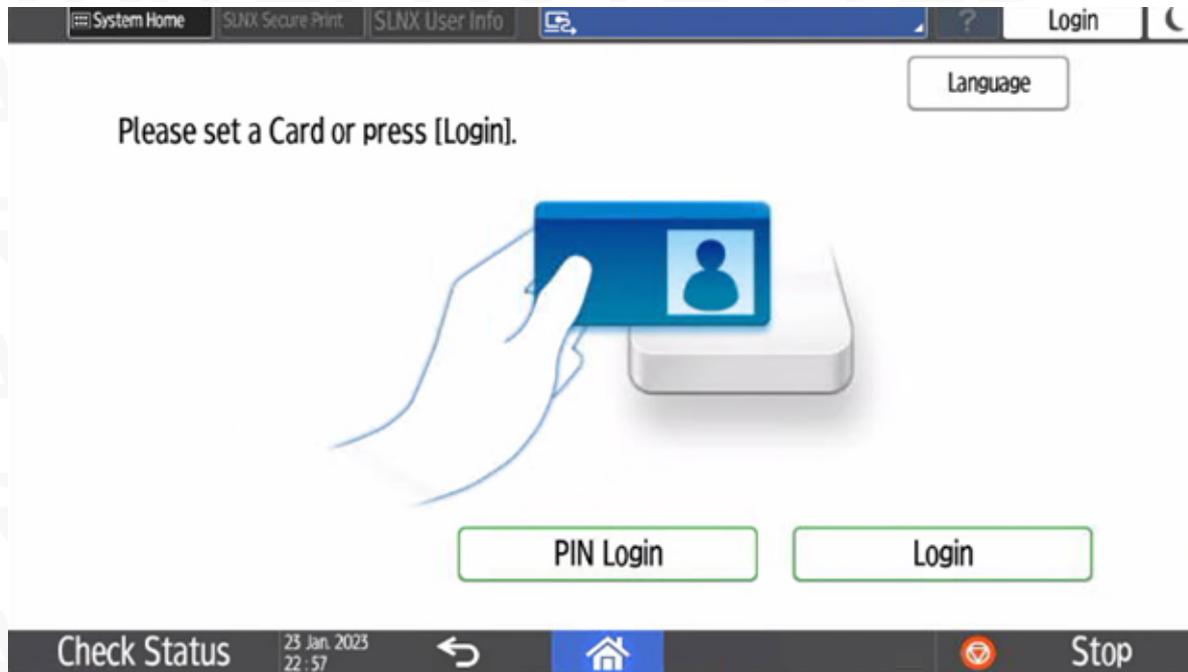
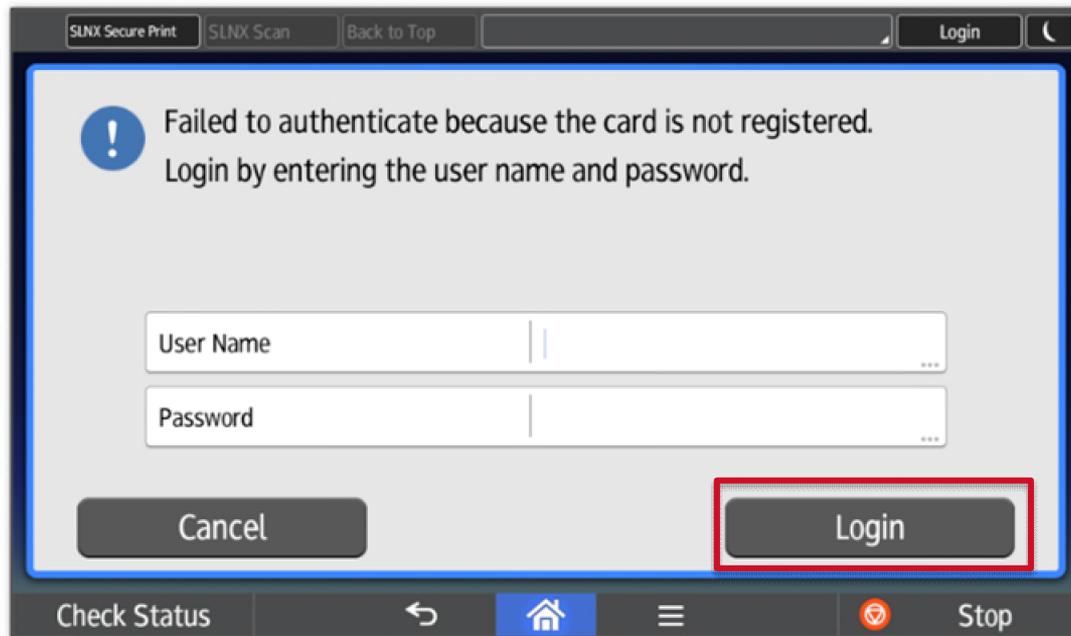
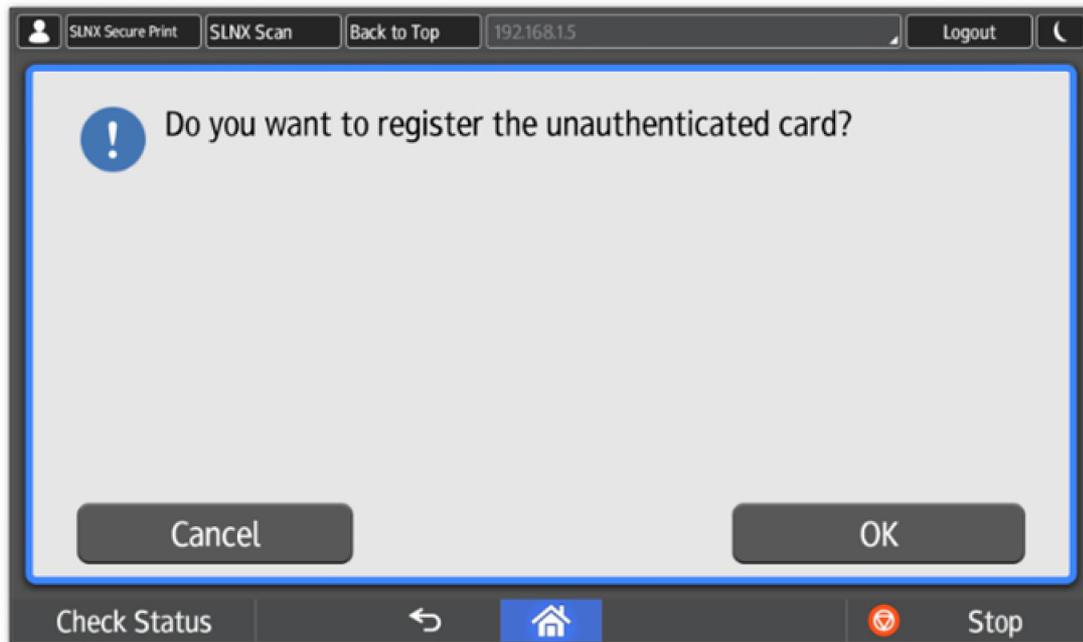


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- Badges needs to be registered into our system. This is a one-time process for each user anywhere within IFF office network
- Swipe your badge on the badge reader attached and follow the prompt/s
- Type in your IFF User ID and Password on next screen and select Login
- **Note: MFP user will need to scroll down on the screen in order to select Login**



- Select OK to register your badge
- When successfully completed, select Logout button on the screen
- Swipe the badge again to test.
- Note that the system will log you in immediately. Your name will appear on top row of the screen as Logged in user



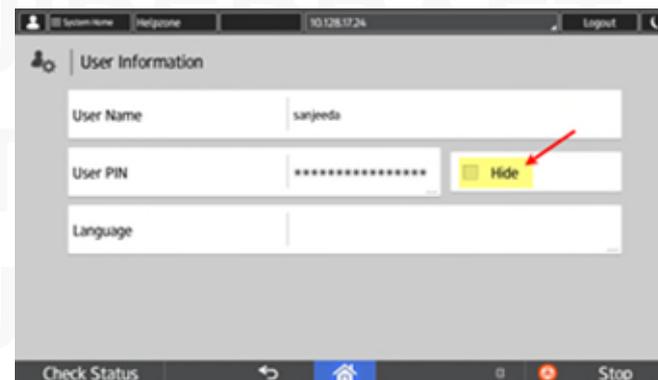
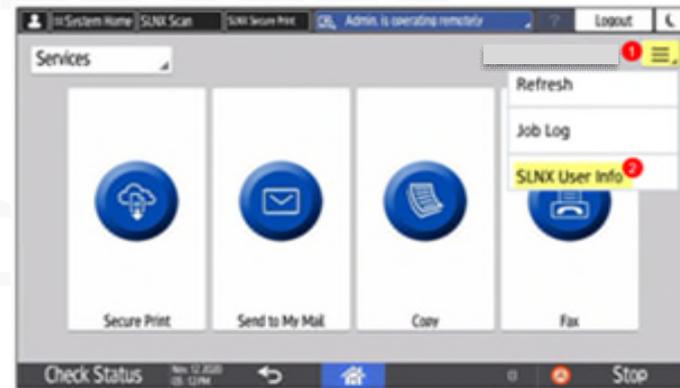
- When you Login at a Ricoh device first time, an email message will be sent to you with your private PIN number to access the device
- If you do not have your badge or if you are at any IFF office where your badge does not work at the device, you can Login with this PIN number instead



From the Login screen, select PIN Login button and input your PIN number when prompted

- If you forgot the PIN, you could fetch it from any Ricoh MFP panel
- Login at the MFP using your badge or manual Login method
- Select the Hamburger menu with three lines on Top right corner of the home screen
- Select SLNX User Info from this menu
- In the User information screen, select “Hide” box to reveal your PIN number
- Note that you can request a new PIN number right here by touching on User PIN number itself
- System will prompt for confirmation and after that a new PIN number will be offered at the panel

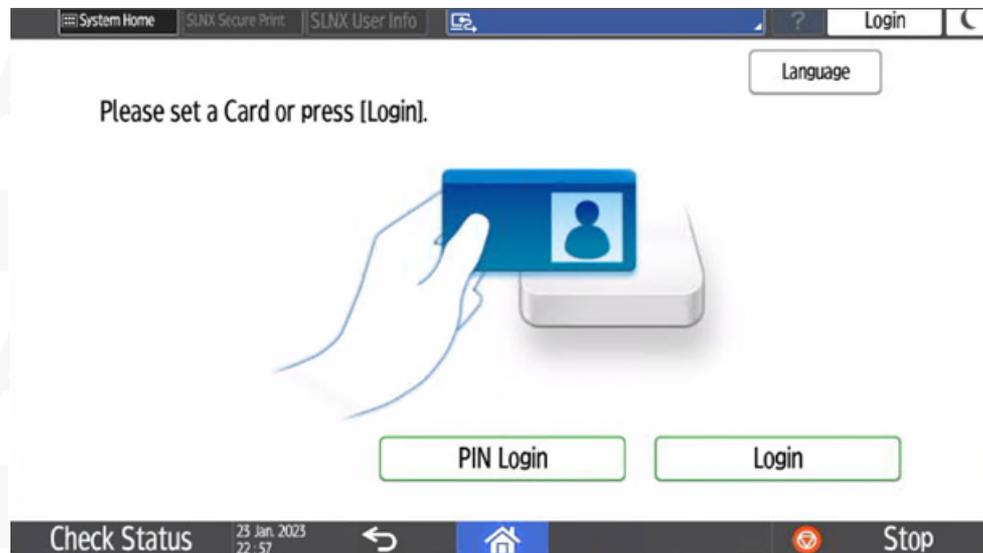
Note down your PIN number and use it in lieu of a badge or manual login methods when necessary



- Guest users are welcome to use the Ricoh devices within IFF offices, but their use is limited to only COPY function
- Guest users will select “Guest” button on the main screen and the action will open COPY interface on the MFP panel

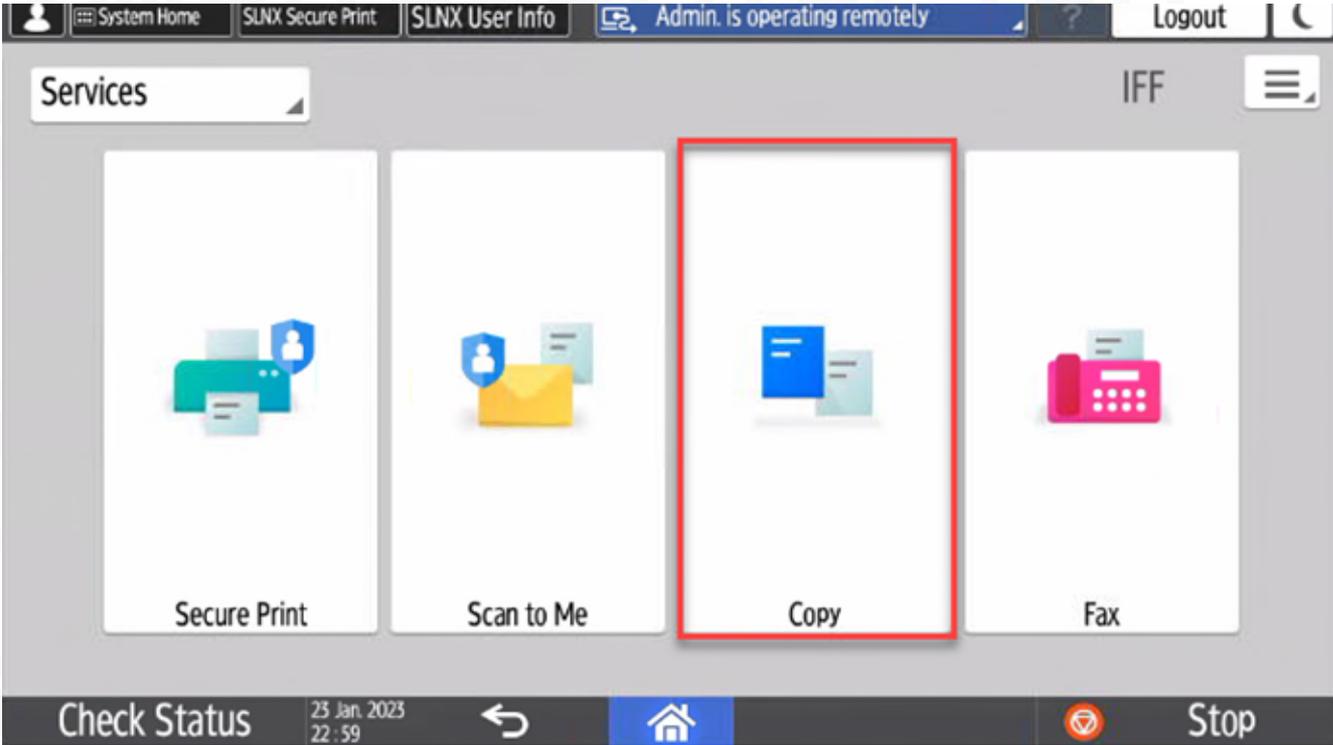


- Swipe your badge on the badge reader attached to the device or use any other alternate method to login
- Workflow buttons as shown on right. Notice that if your device does not have FAX function, it will not have “Fax” workflow icon on panel.
- Access Secure Print for your print jobs, Send to My Mail for scanning, Copy for making copies or Fax to send fax message/s
- Choose Workflow needed



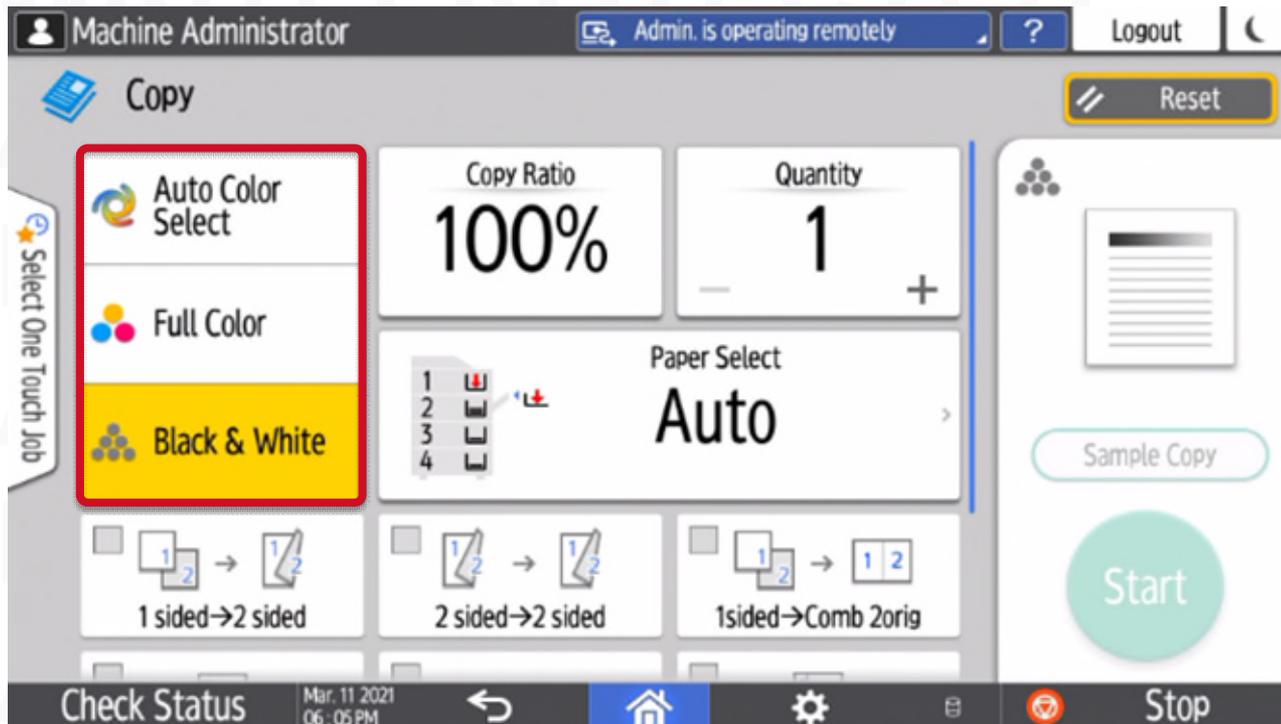
When done, swipe the badge again to log out or select Logout

Select *Copy* to use the Copy Function

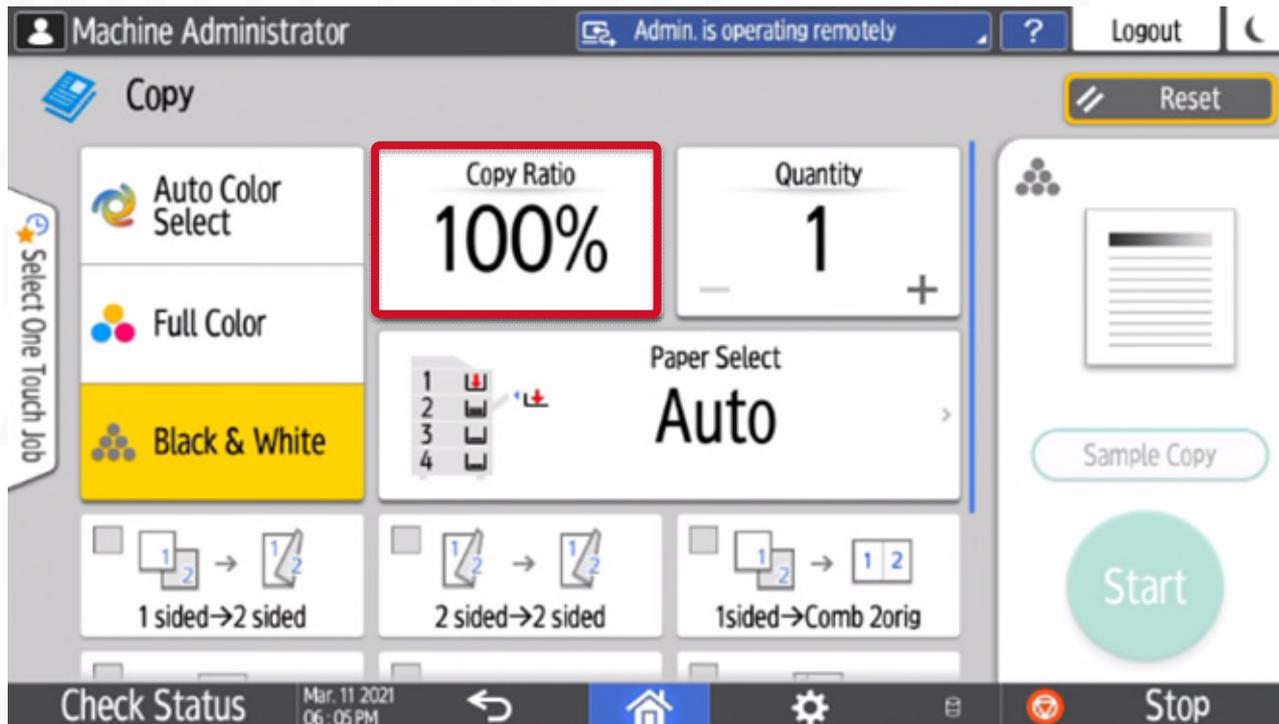


Select

- Auto Color Select
- Full Color
- *Black & White*



Select Copy Ratio to reduce or enlarge

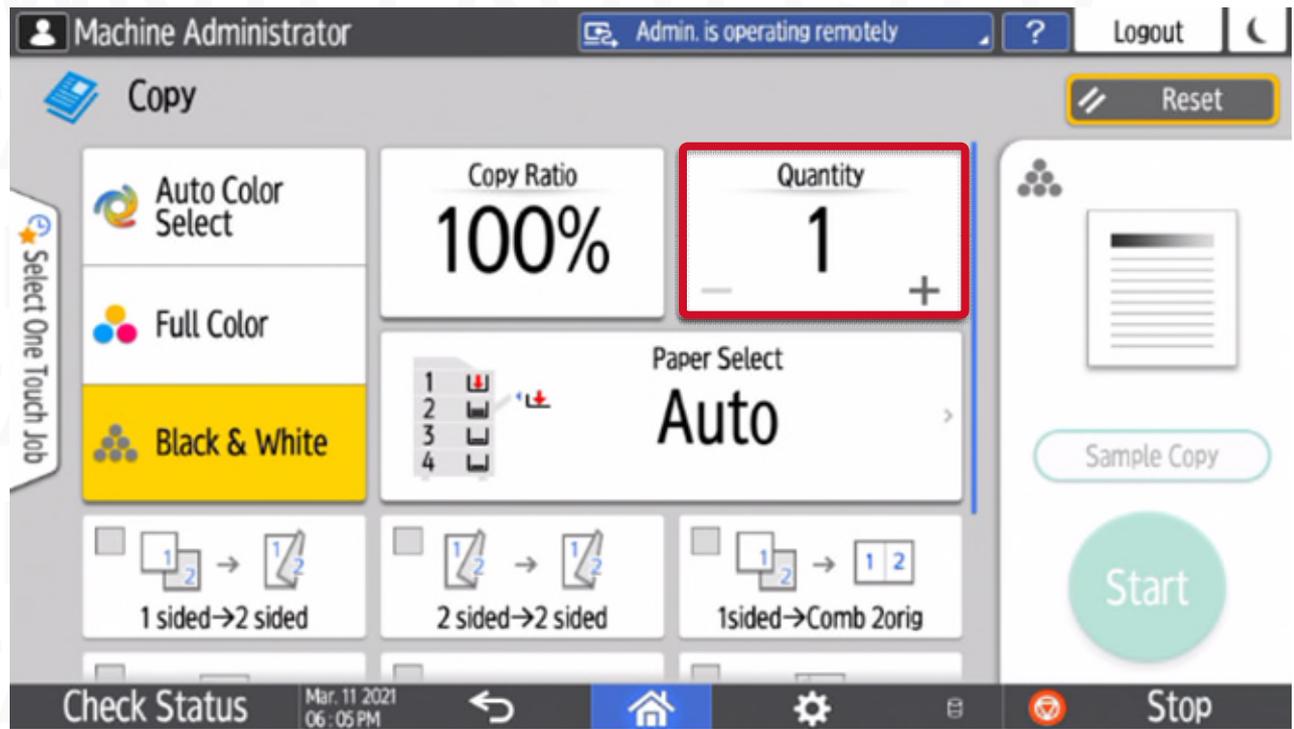




Copy-Quantity



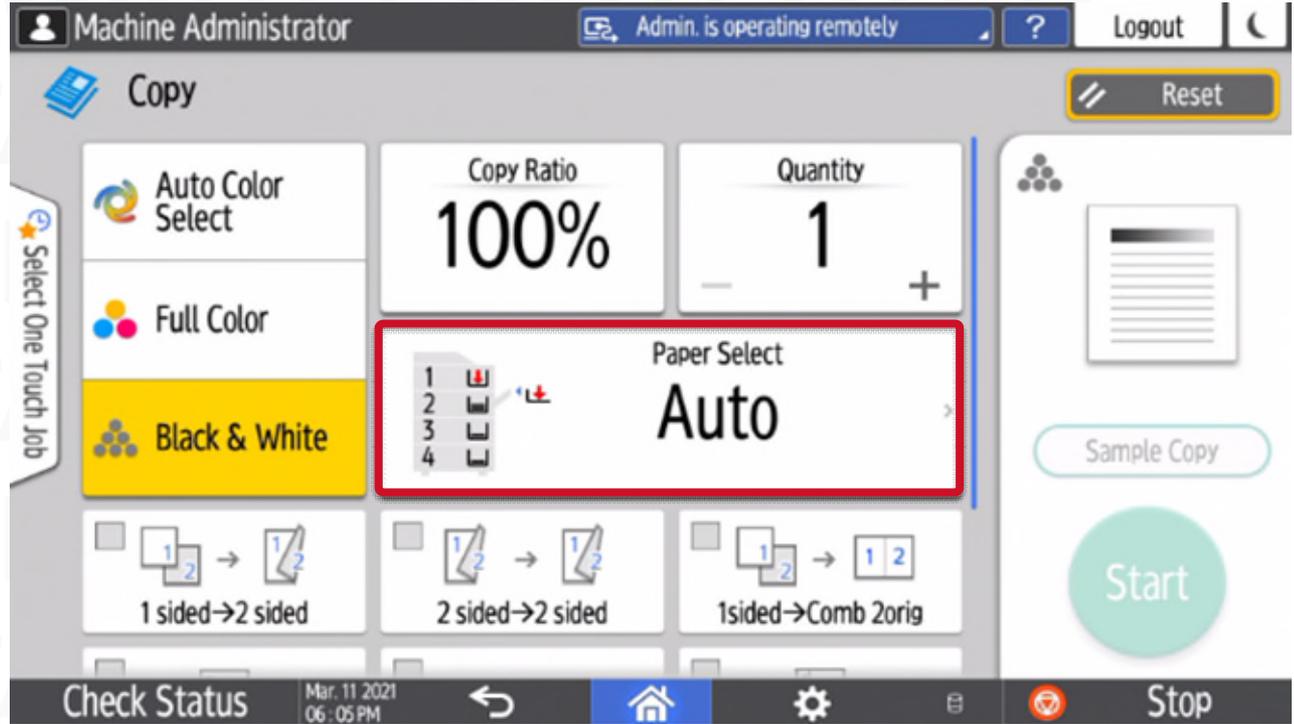
Select Quantity to set number of copies





Copy-Paper Select

Select Paper Select
to choose paper tray

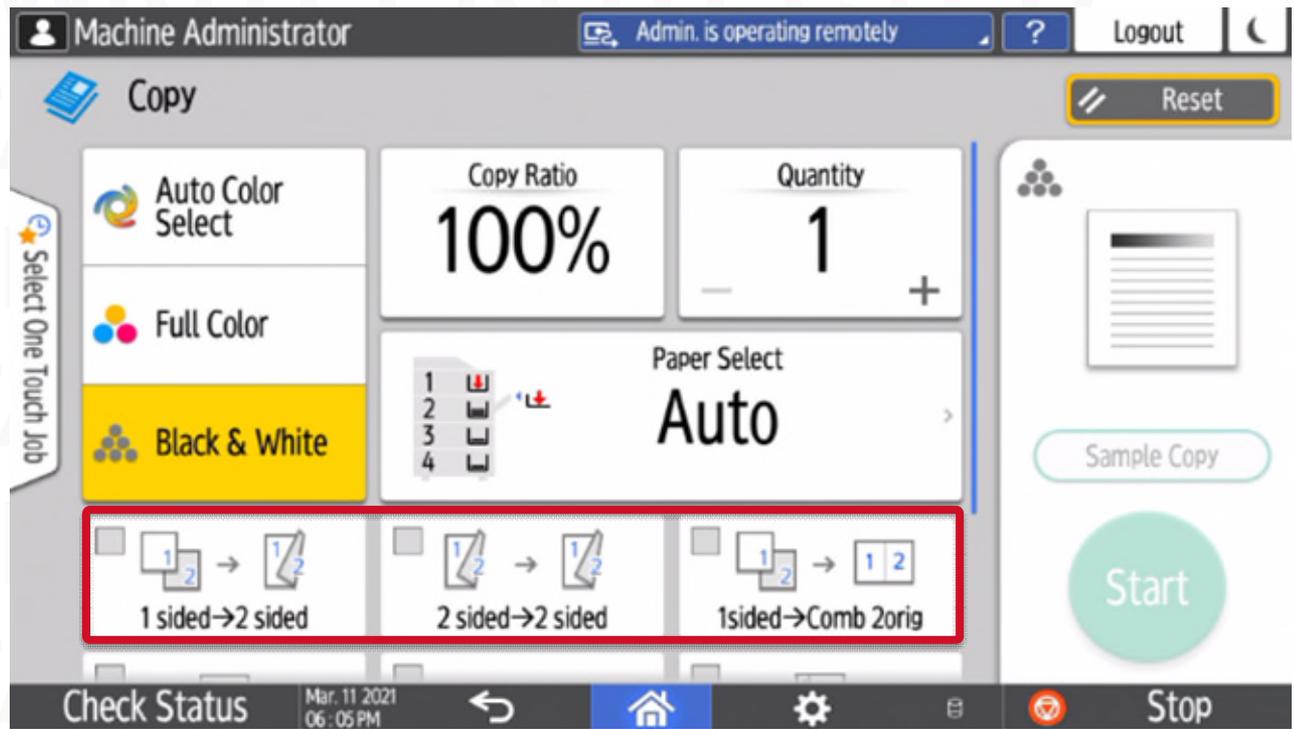




Copy-2 Sided

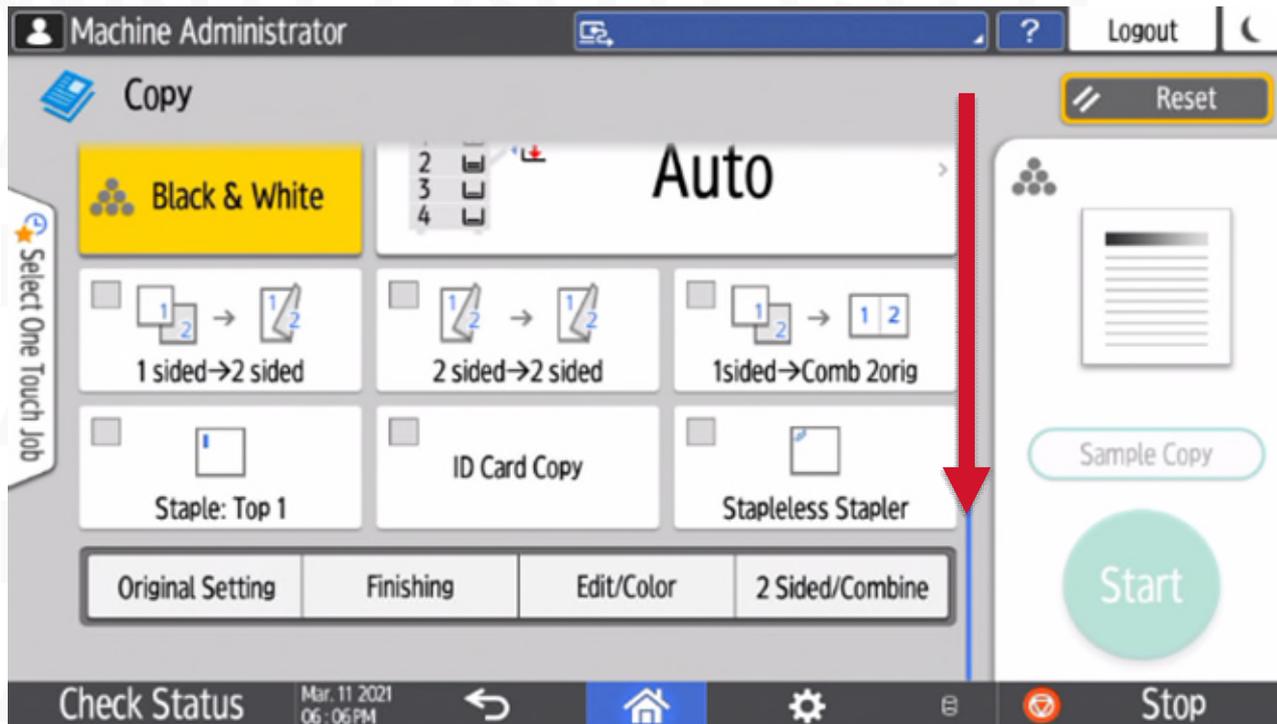


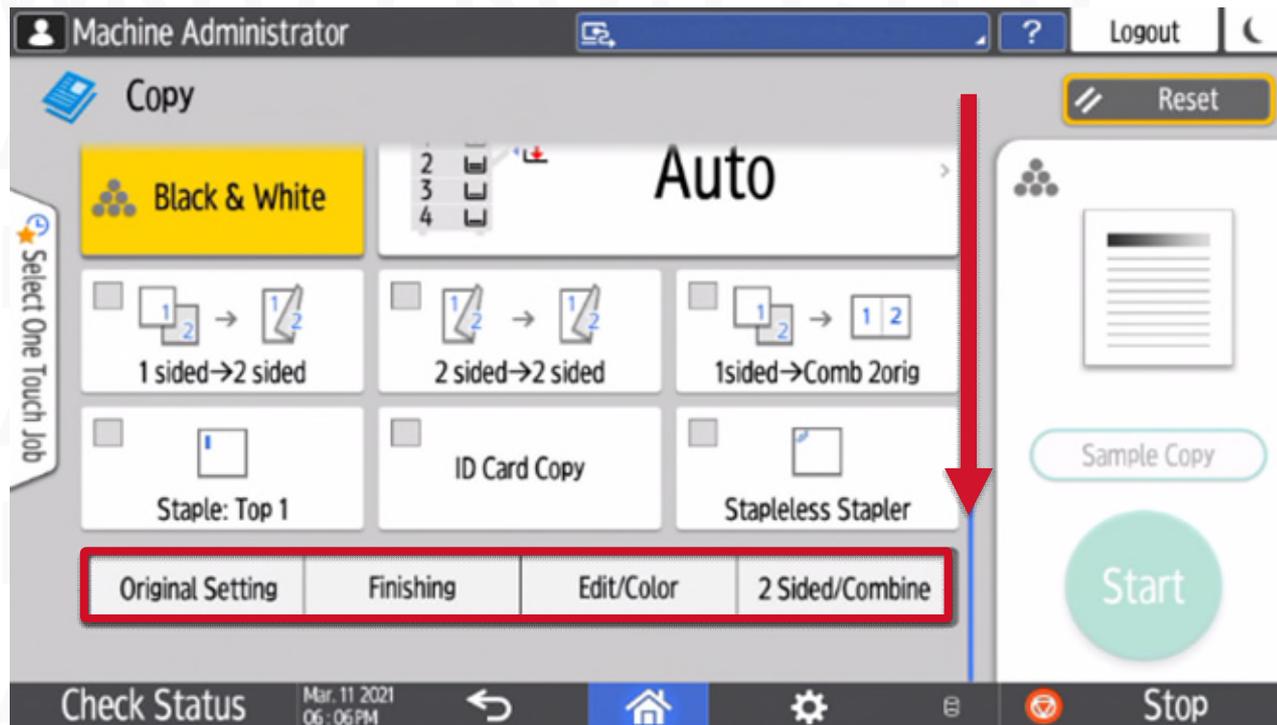
Make selections for 2 sided and combine options



Scroll Down for more options:

- Staple
- ID Card Copy
- Stapleless Stapler



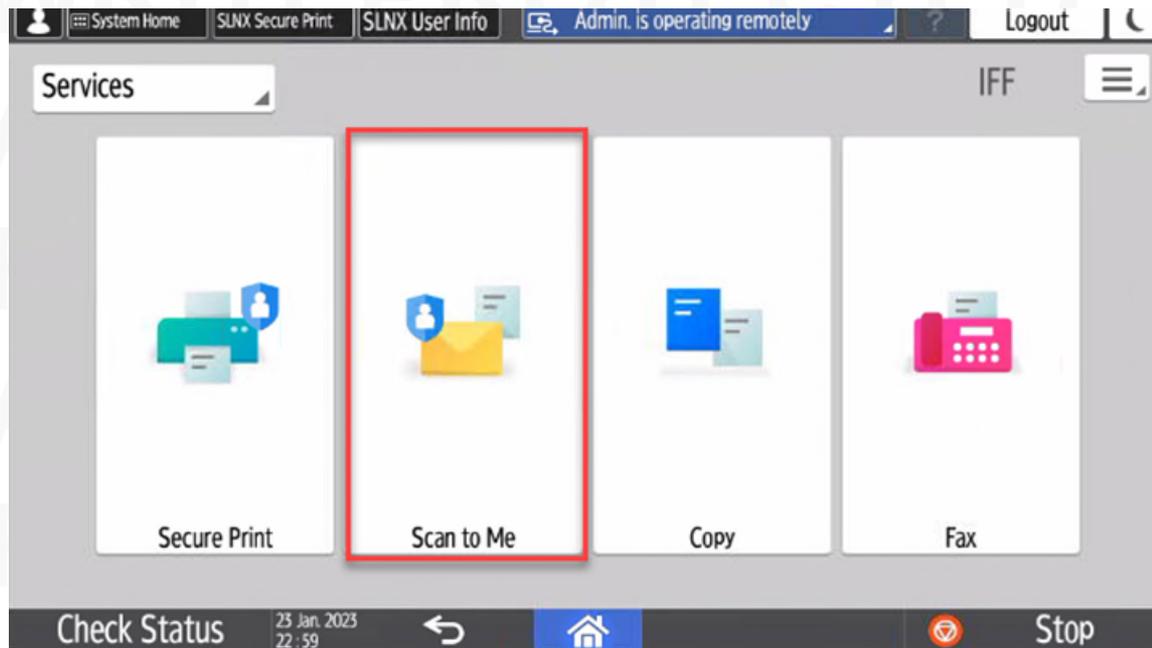


Menus:

- Original Setting
- Finishing
- Edit/Color
- 2 Sided/Combine

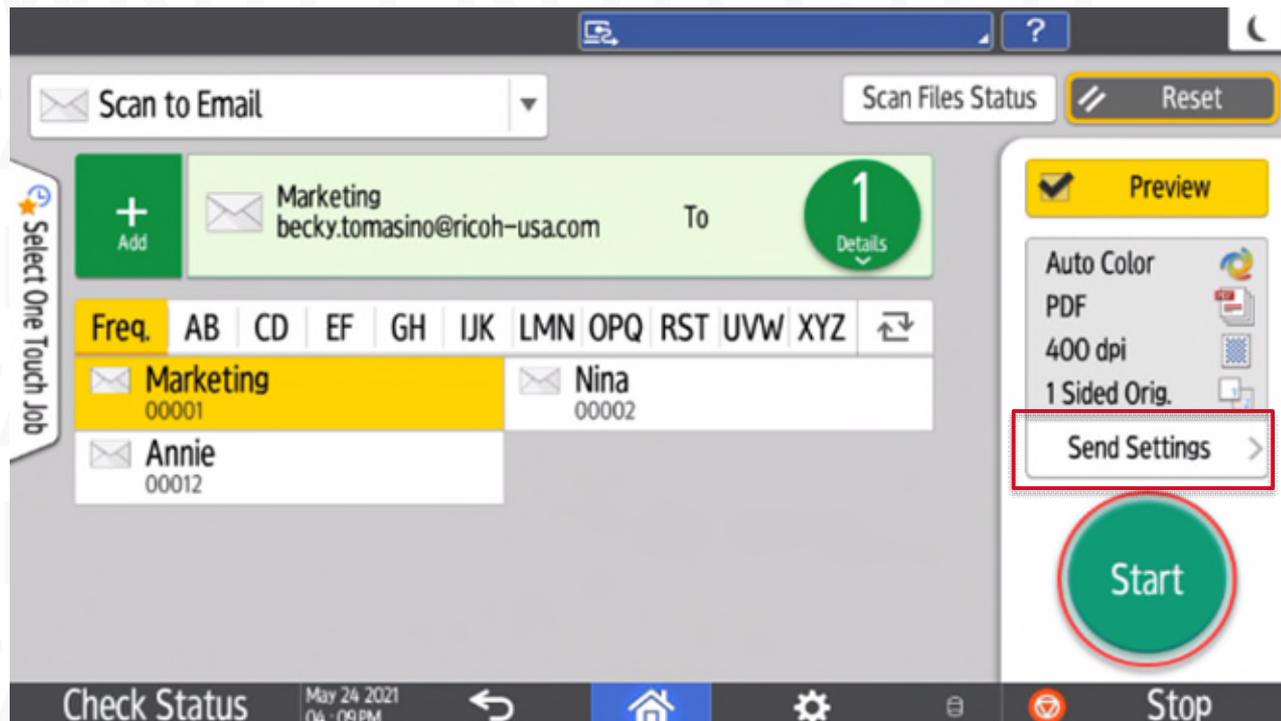
- Once logged in, Select Scan to My Mail button
- Put a document in the document feeder (face-up with first page on top)

Select Start button



Select *Send Settings* to select:

- Color
- File Type
- Resolution
- 2 Sided
- File Name



(To me and someone else)

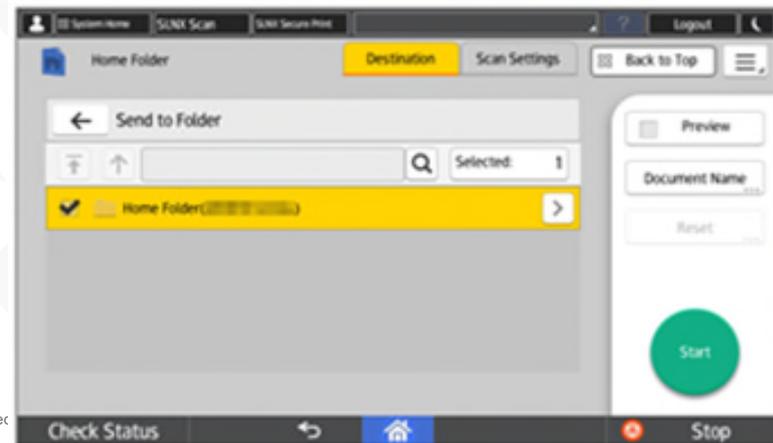
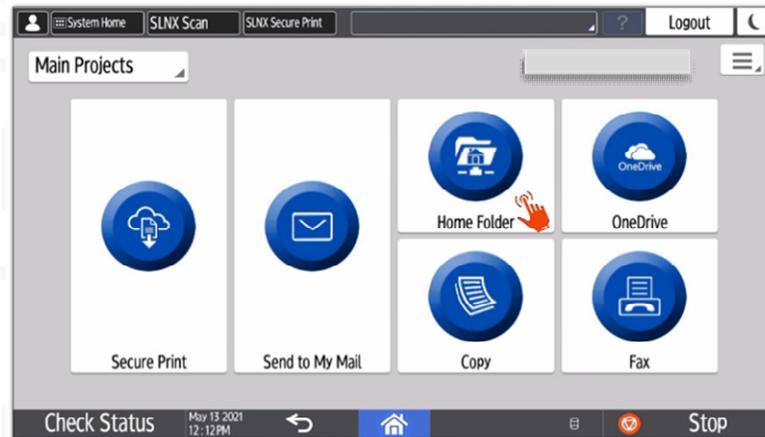
- Search for a colleague's name using Search function by selecting CC or BCC field and complete a test scan

Use Manual Entry option and input an external email destination (for example, your home email) address by selecting CC or BCC field and complete scan

The screenshot displays the Ricoh SLNX Scan interface. At the top, there is a navigation bar with buttons for 'System Home', 'SLNX Scan', 'SLNX Secure Print', a status indicator 'Cannot operate the machine now', a help icon, 'Logout', and a moon icon. Below this, the 'To:' field is visible with an 'OK' button. There are two buttons: 'Search' (highlighted in yellow) and 'Manual Entry'. A text input field is present below these buttons, with a 'Run Search' button to its right. The text '1 selected:' is displayed in the top right corner of the main area. At the bottom, there is a footer bar with 'Check Status', the date and time 'Oct. 21 2020 02:04 PM', a back arrow, a home icon, a list icon, a power icon, and the word 'Stop'.

- Once logged in, Select Scan to Home icon
- Put a document in the document feeder (face-up with first page on top)
- Select Start button
- You will be prompted to enter your Active Directory password to proceed with this option

The document you scanned will soon be delivered in PDF format to your Home Directory.

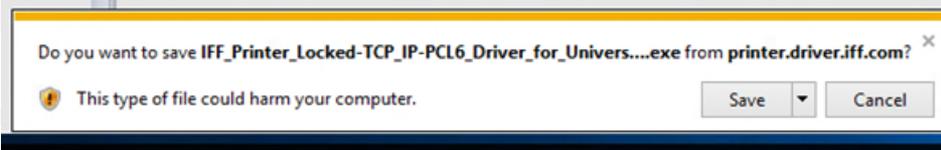
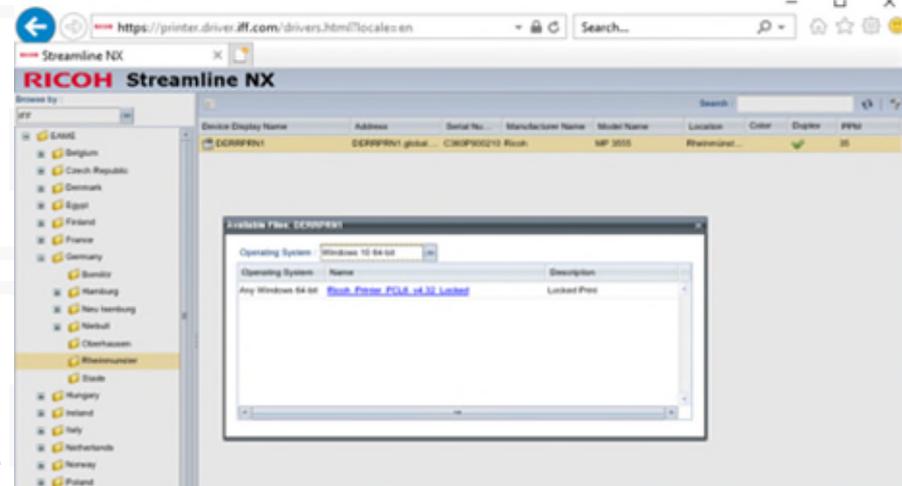


1. Open your Internet Browser (IE or Google Chrome) and enter the link:

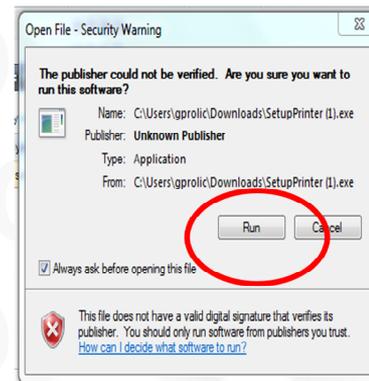
IFF businesses use the following URL;

<https://print.driver.iff.com/drivers.html>

2. Select the Region, Country and City / Site where you reside, you will see a list of printers in your physical work area.
3. Click on the printer you have identified as yours, a window will pop-up with an executable file. Once you click on the blue file name, then click save. Once saved you can execute the file to immediately install a direct IP print queue to your workstation specifically for the printer you have identified.



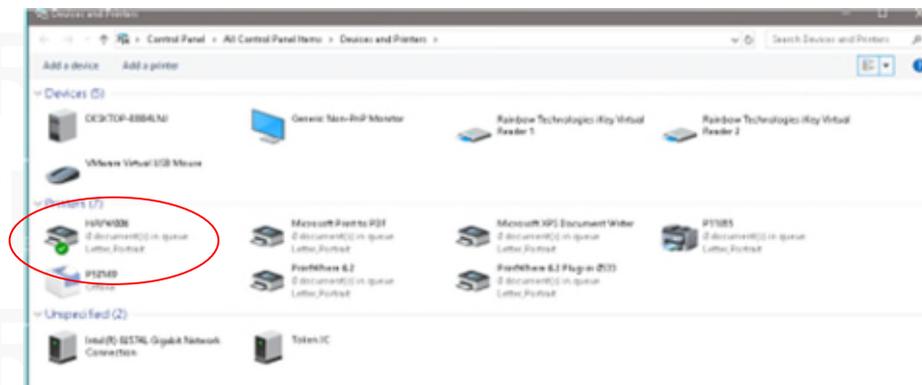
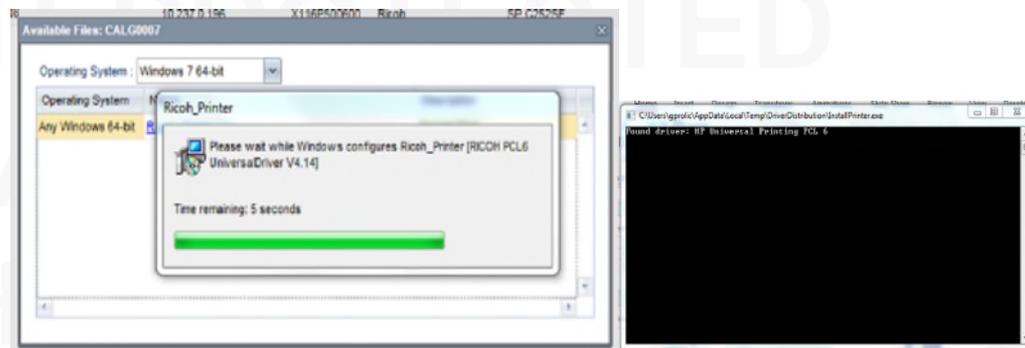
4. You may see one of several pop-up security warning asking if you want to run or save the file, in any case click ***“Run and/or Save”***, using any positive response will keep the process moving forward.
5. There may be additional security windows that may appear, always click an option to continue. These scenarios will also appear with non-Ricoh print packages. Views may change depending on your OS and the browser you are using.



The print package will start downloading and installing your print driver. This may take several minutes to download depending on your network speed. The approximate package sizes will vary depending on print package selected:

- Ricoh RPCS driver (Japan Only) = 9MB
- Ricoh PCL6 driver = 32MB
- Xerox PCL6 driver = 22MB
- HP = 12MB
- Konica-Minolta = 24MB

Note: Do not interrupt this process. Wait until all windows or dialog boxes close.



7. After installation completes, you should see the printer you selected under **Devices and Printers**. The newly created print queue should appear as your default printer.

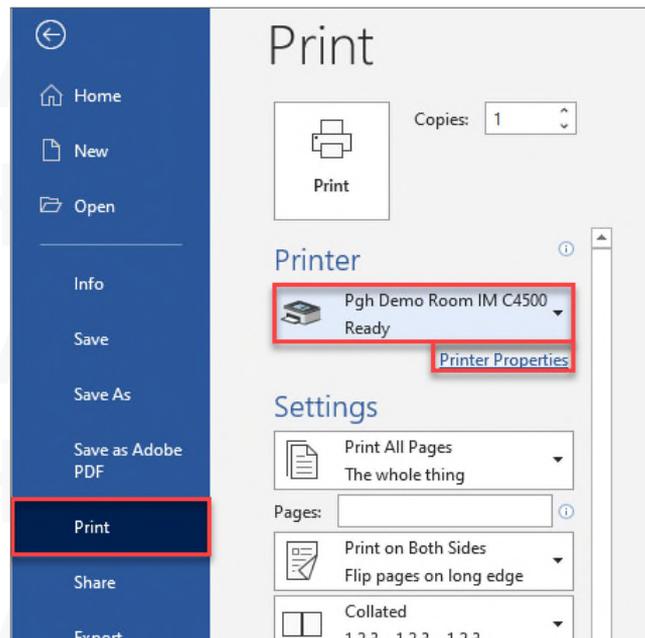
If the printer is not marked as your default printer, right click on the new printer. Select the **Set as Default Printer**.

Select *File*

Select *Print*

Select the desired Ricoh print driver from the list of available print drivers

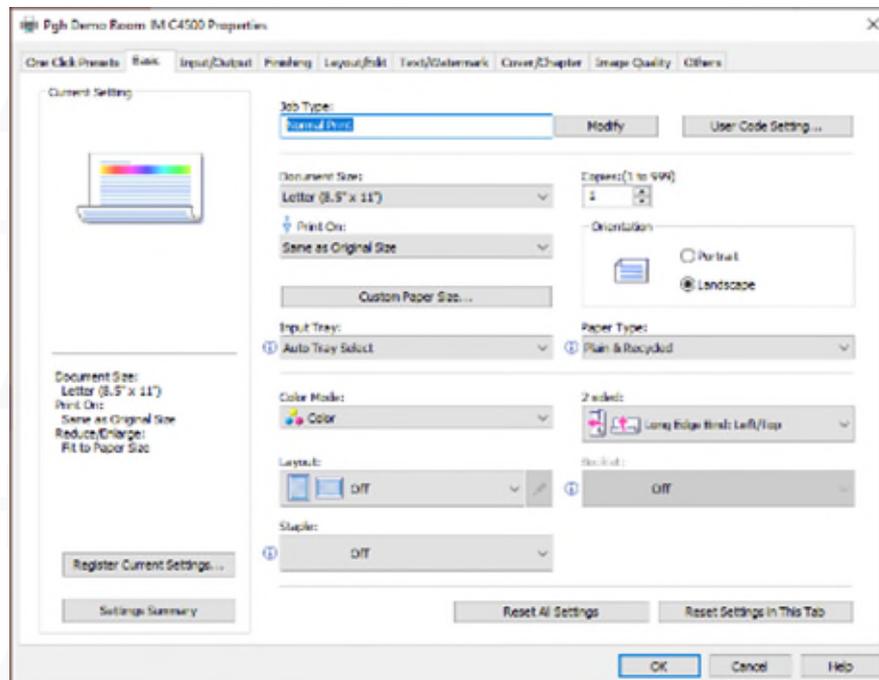
Select *Printer Properties*



Make *settings selections*

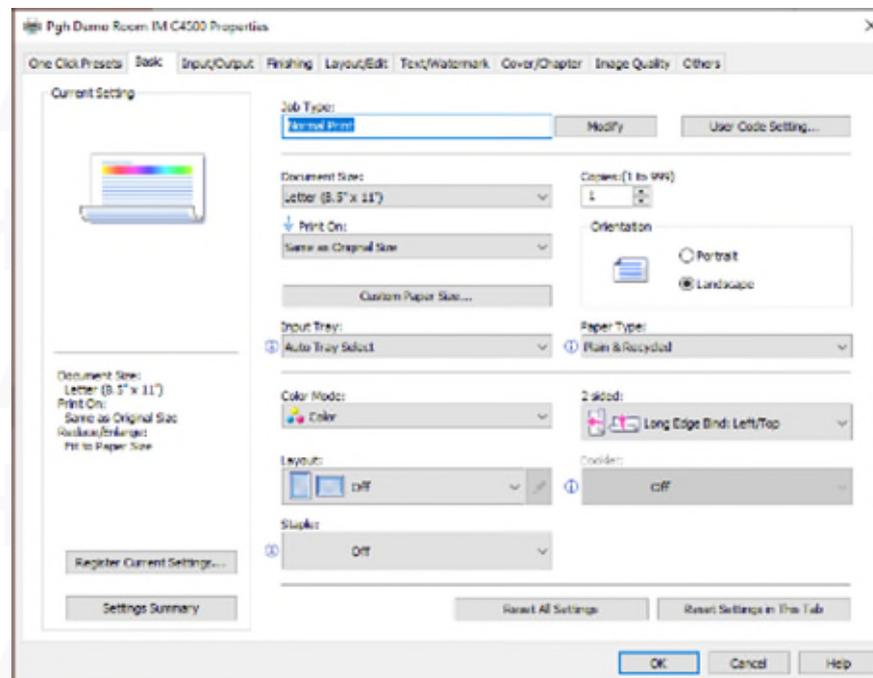
Some of the options on the *Basic* tab are:

- Document Size
- Print Size
- Orientation
- Paper Trays
- Color Mode
- 2-sided
- Layout
- Staple



Select *OK*

Select *Print* to
send document to
selected printer



Releasing Print Jobs

Select Secure Print

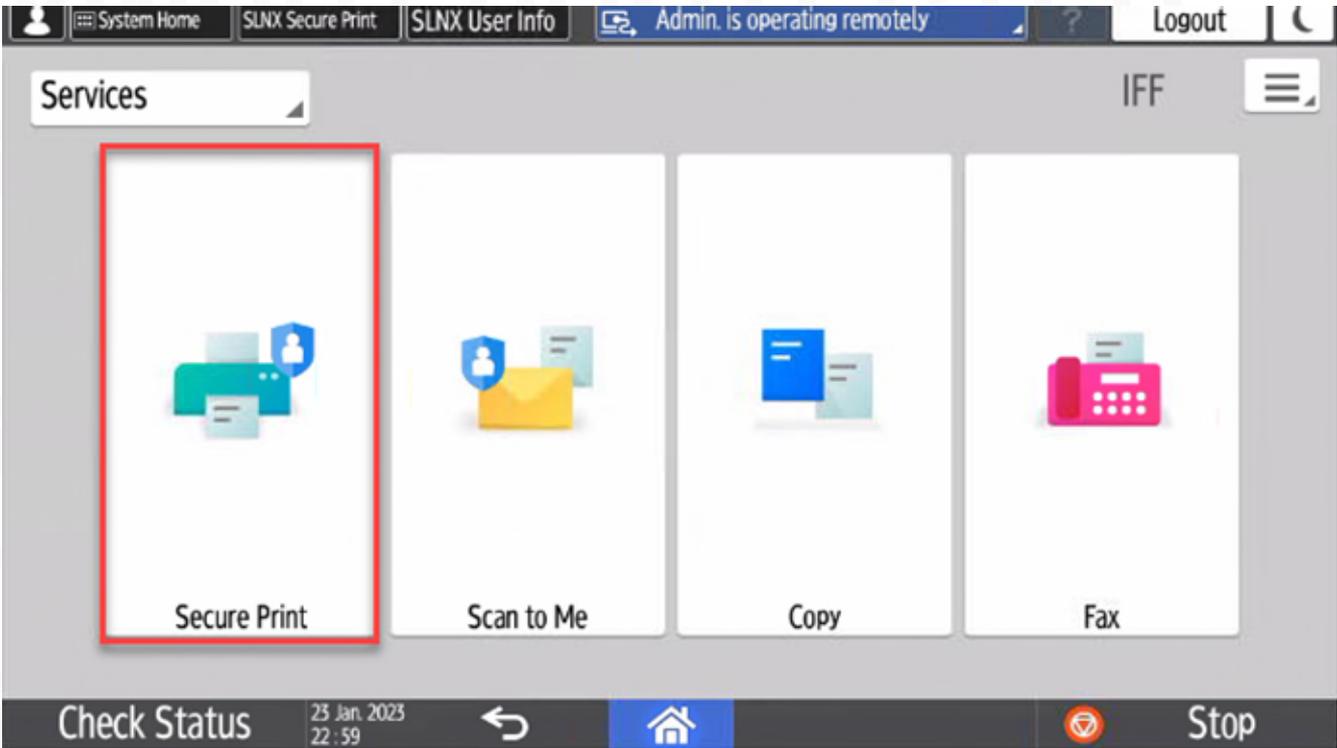


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Releasing Print Jobs

Choose *Select All* to print all jobs in your queue or
Select on specific line items to
release individual print jobs

Select *Start*

***Print jobs are automatically purged from the print queue after 72 hours**

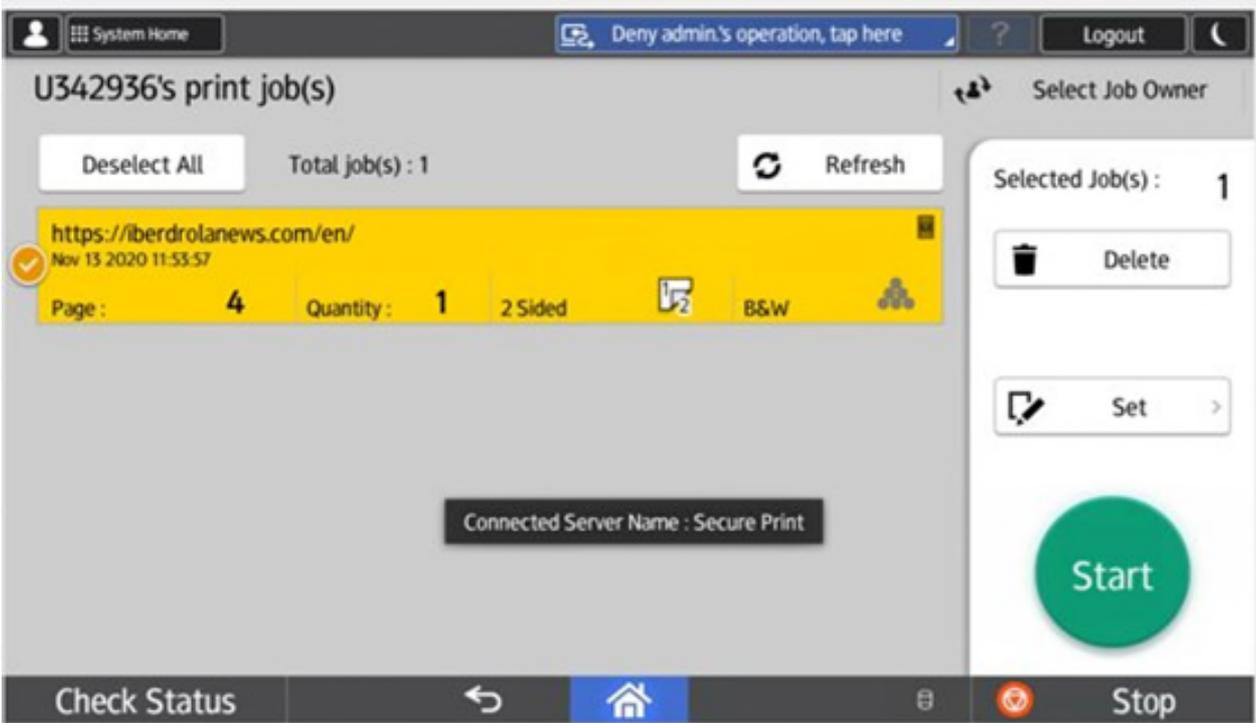


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Releasing Print Jobs

Select Fax

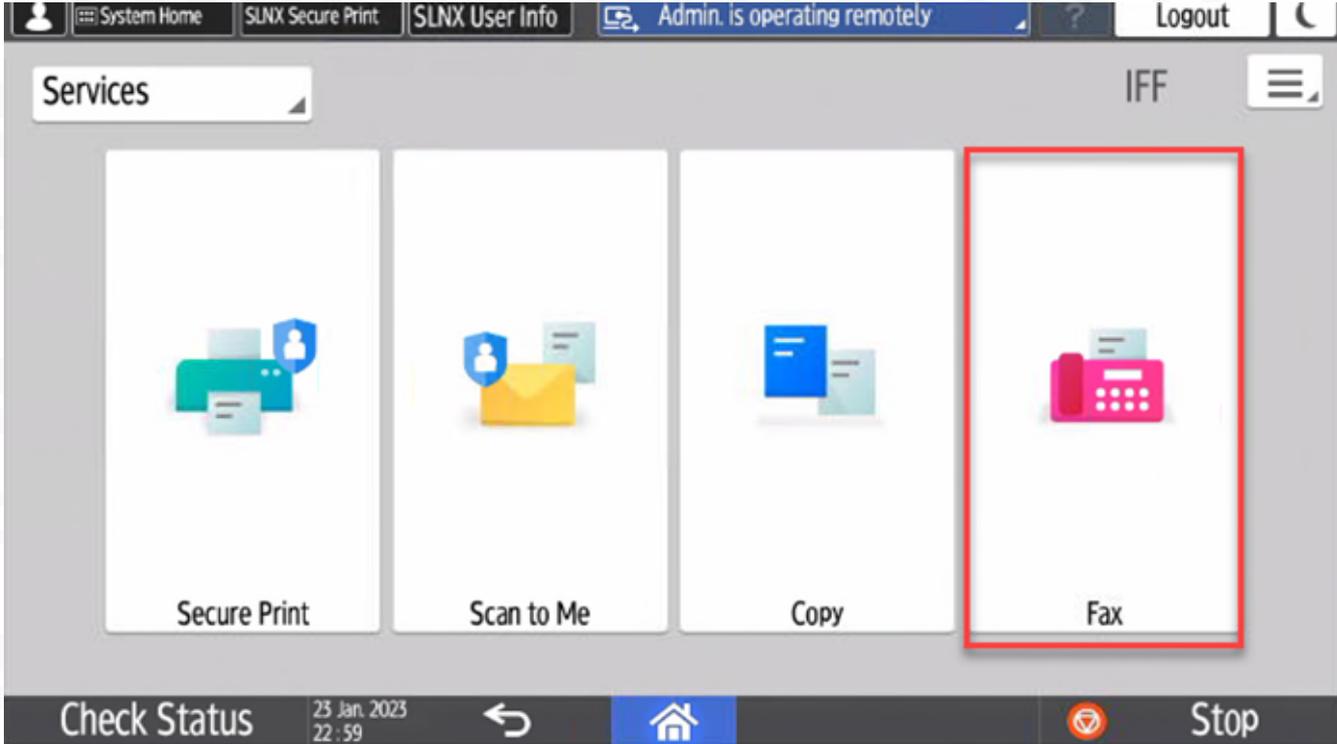
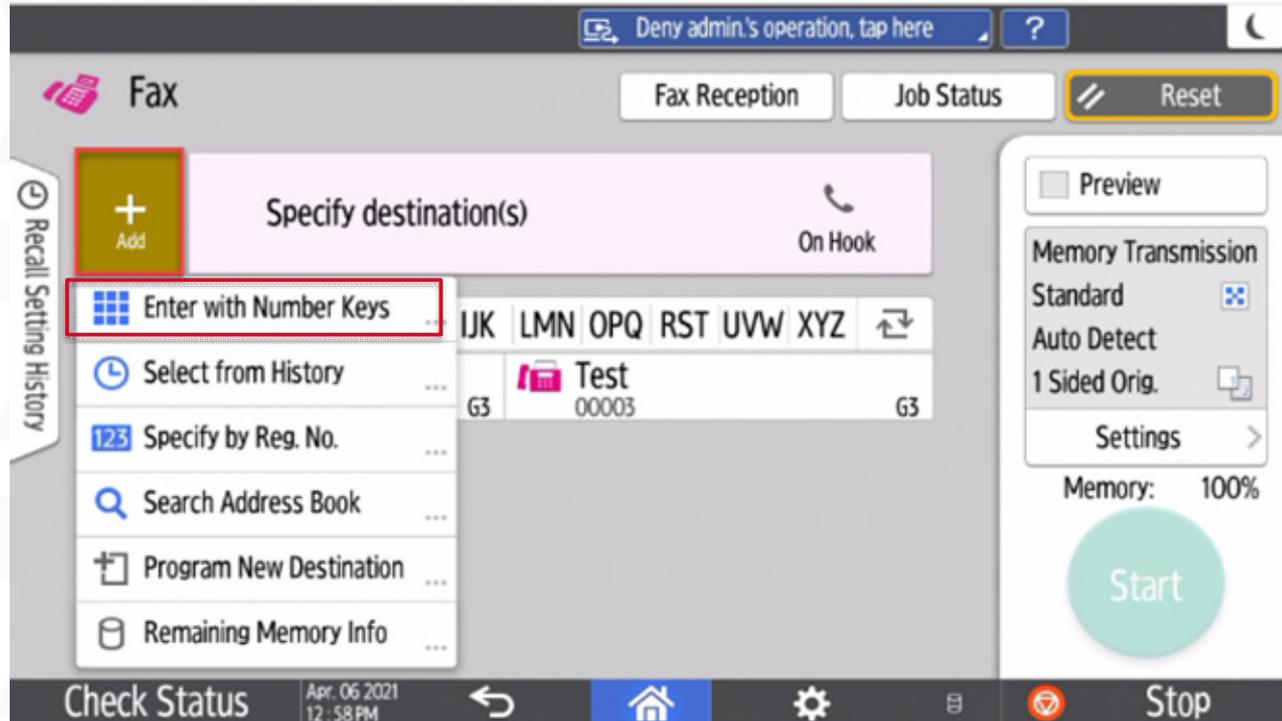


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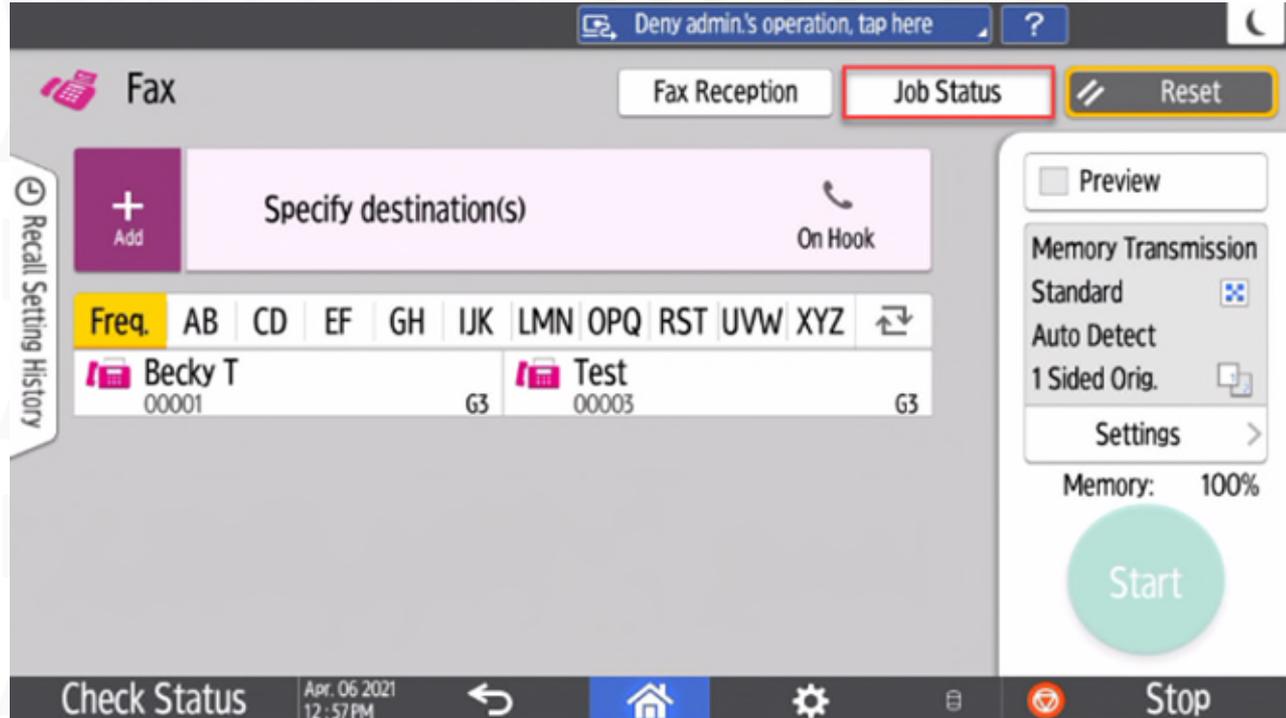
Fax-Menu

Select +Add to:

- Enter with Number Keys
- Select from History
- Specify by Reg. No.
- Search Address Book
- Program New Destination



Fax-Menu



Select *Job Status* to see status of fax transmissions

Select ? to access a few online help resources



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Select:

- FAQ for Home
- View User Guide
- *QR Code for this page*
- *Basic Machine Operation*

The screenshot shows a mobile application interface for a Ricoh machine administrator. At the top, the user is identified as 'Machine Administrator' with a 'Logout' option. The main header is 'Help' with a 'Close' button. The browser address bar shows the URL: https://ricoh-sa-en.custhelp.com/app/ch_smart_assist/region/us/brand/. The search results for 'FAQ for Home' show 18 results. Three FAQ items are visible: 'How to solve when black or white lines appear on the document', 'How to delete the registered address from the Address Book of the device', and 'How to clean the Operation Panel'. On the right side, there are three buttons: 'View User Guide', 'QR Code for this page', and 'Basic Machine Operation'. At the bottom, there is a navigation bar with 'Check Status', a date and time display (May 24, 2021, 03:34 PM), a home icon, a settings icon, and a 'Stop' button.

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IFF	Matt Ridgewell	Global Director, IT Services	matthew.ridgewell@iff.com	
IFF	Floris De-Klerk	Director Unified Communications	floris.de-klerk@iff.com	
IFF	Mark Vandergast	Global Sourcing Lead	Mark.vandergast@iff.com	EOF Owner
IFF	Rajashekhar Reddy	Procurement Analyst	Rajashekhar.Reddy@iff.com	Alternate POC for Rama
IFF	Baswanth M	Procurement Analyst	Baswanth.M@iff.com	Alternate POC for Rama
IFF	Drew Rieler	Chief of Staff CIO Org	-	Centralized billing
IFF	John Sestito	IT Technology Executive	john.sestito@iff.com	Centralized billing
IFF	Jason Gerbino	Finance	-	Finance/Chargebacks
IFF	Maureen DeFeo	Indirect Materials & Services Procurement	Maureen.A.DeFeo@iff.com	NA IT buyer
Ricoh	Karen Gallagher	Global Account Director	karen.gallagher@ricoh-usa.com	EST
Ricoh	Nick Warzywak	Global Service Delivery Manager	nicholas.warzywak@ricoh-usa.com	EST
Ricoh	George Prolic	Global Deployment Manager	george.prolic@ricoh-usa.com	CST
Ricoh	Jeremy Griffith	Solutions Engineer	jeremy.griffith@ricoh-usa.com	CST
Ricoh	Aaron Kerr	Sr. Technical Account Support Specialist (TASS)	Aaron.Kerr@ricoh-usa.com	PST
Ricoh	Rich Story	Sr. Technical Account Support Specialist (TASS)	richard.story@ricoh-usa.com	EST
Ricoh	Scott Mackeverican	Sr Technical Sales Analyst	scott.mackeverican@ricoh-usa.com	EST

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