RICOH Training Guide

RICOH

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- Copy
- Scan
- Print
- Fax

Version 1

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Access to Ricoh device

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- 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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iff Register your badge

- 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



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iff Register your badge

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- Select OK to register your badge
- When successfully completed, select Logout button on the screen
- Swipe the badge again to test.

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 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



iff PIN Login

- 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



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	User Name	sanjeeda	,		
	User PIN	Hide			
	Language			_	

iff Guest Login

- 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

101281724 Logout Helpcone Copy Rene A. Black & White Reduce/Enlarge Quantity 100% Density Tray 1 8% x 11 2 Sided Combine Sort Original Size Start 20% x 11 Check Status Stop

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Login to start

RICOH imagine. change.

- 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



iff Copy



Select *Copy* to use the Copy Function



iff Copy-Color

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Select

- Auto Color Select
- Full Color
- Black & White

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iff Copy-Reduce/Enlarge



Select Copy Ratio to reduce or enlarge

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iff Copy-Quantity

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Select Quantity to set number of copies

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iff Copy-Paper Select



Select Paper Select to choose paper tray



Make selections for 2 sided and combine options



RICOH

iff Copy-Scroll Down



Scroll Down for more options:

- Staple
- ID Card Copy
- Stapleless Stapler

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iff Copy-Menu

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Menus:

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

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Scan to Me (Default)

Once logged in,
 Select Scan to My
 Mail button

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 Put a document in the document feeder (face-up with first page on top)

Select Start button



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Select Send Settings to select:

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

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Scan to Me

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RICOH imagine. change.

(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



166 Scan to Home

- 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.



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Printer Driver Installation



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

IFF businesses use the following URL; <u>https://print.driver.iff.com/drivers.html</u>

- 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.



Save

Cancel

Do you want to save IFF_Printer_Locked-TCP_IP-PCL6_Driver_for_Univers....exe from printer.driver.iff.com?

Printer Driver Installation (continued)

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- 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.







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Printer Driver Installation (continued)



- . 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

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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*.





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Select File

Select Print

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

Select Printer Properties

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斺 Home	
🗅 New	
🗁 Open	Print
Info	Printer
Save	Ready Printer Properties
Save As	Settings
Save as Adobe PDF	Print All Pages The whole thing
Print	Pages:
Share	Print on Both Sides Flip pages on long edge
Export	Collated •

iff Print



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

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Select OK

Select Print to send document to selected printer

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Releasing Print Jobs





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Iff 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





Fax-Menu

Select +Add to:

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

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Fax-Menu

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iff Help

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Select ? to access a few online help resources iff Help

Select:

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

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How to delete the registered address from the Address B device	Book of the
How to clean the Operation Panel	Basic Machine Operation
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