

Printing Destination (Queues)

Employee printing Queues:

- “Employee-Black-White-Printer”
- “Employee-Colour-Printer”

Student printing Queues:

- “Student-Black-White-Printer”
- “Students-Colour-Printer”,

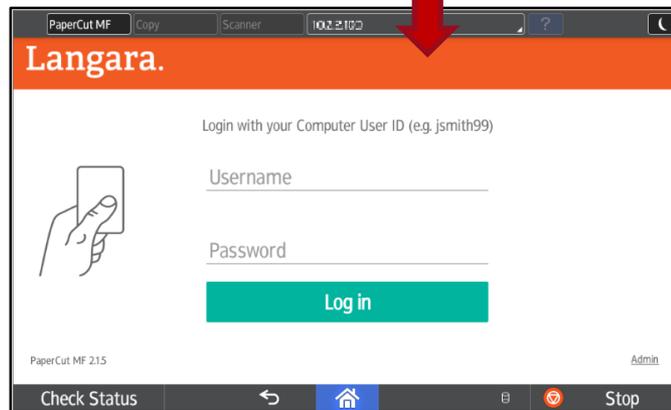
Please note:

Colour printing can only be released when sent to a colour printing queue, and released at a colour printer,

Black and white printing can be sent to either the black and white OR colour queue and can be released from any printer.

Logging in

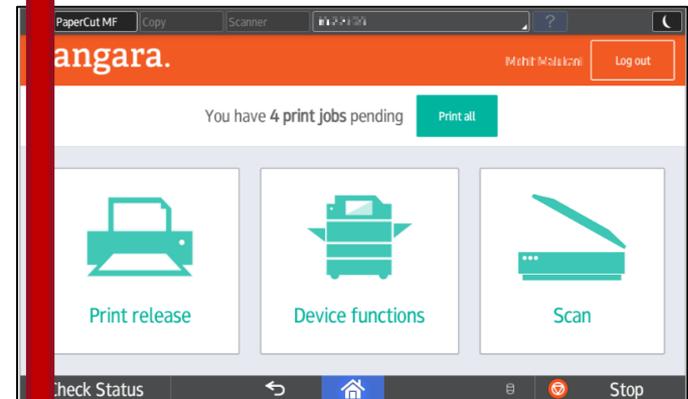
1. **Touch the panel** at the device if the screen is black
2. Tap “**Username**”. Enter your **Computer User ID** and **Password** to log in



Job List/Print Release

Once logged in, press “**Print Release**”. Your print jobs waiting to be released will appear.

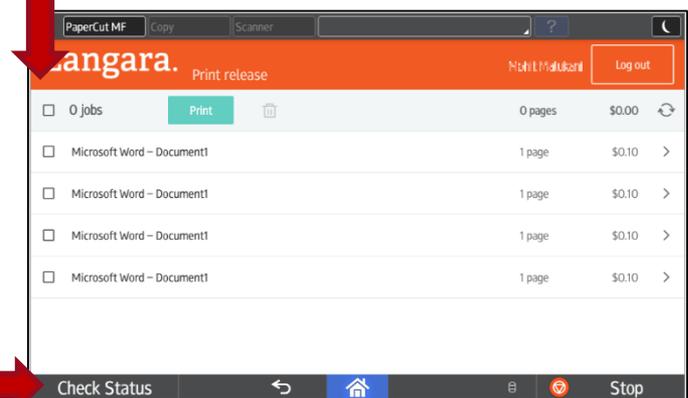
From this window you can select which job(s) to print. You can also select multiple jobs to print, if desired.



Error Message

If there is an error, the “**check Status**” button on left hand side of the display panel will light up. When you select it, a window will appear advising you of the error.

Please follow the directions that appear, to correct the error. Once the error is corrected, your job will print.



Auto Color Select

Use when you have color and B&W pages in your document.

Text

Use when your original is text.

Text/Photo

Use when your original contains both text and photographs or other graphics.

Photo

Use when your original is a photograph or contains graphics.

Pale

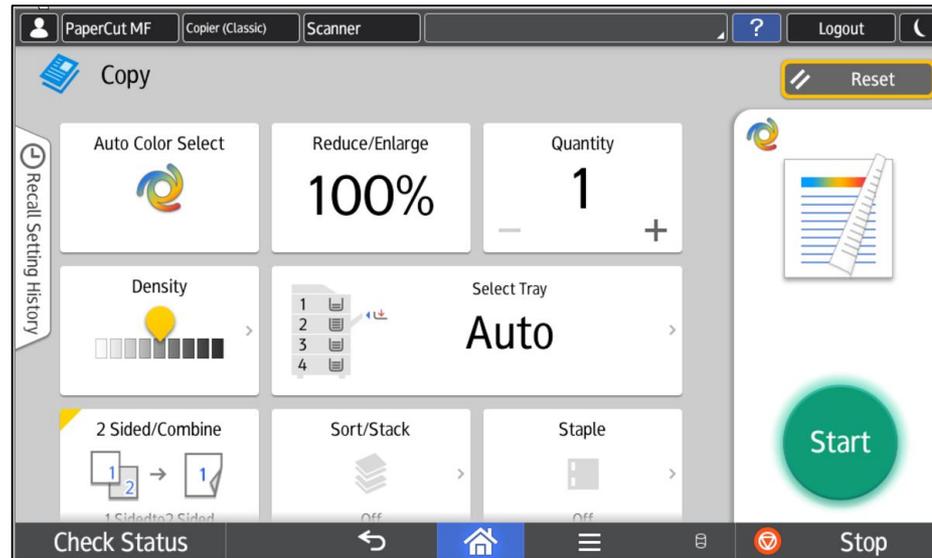
Use to darken the font or the foreground of a document. Useful for invoices or cheques

Generation Copy

Use to increase the quality of a document that has faded from repetitive reproductions

Special Original

Select this to choose [Mixed Sizes] feature when your originals are not all one size.



Select **Sort** to have your copies collated into sets. (1,2,3 / 1,2,3 / 1,2,3)

Select **Stack** to have multiple copies of the same original grouped together. (1,1,1 / 2,2,2 / 3,3,3)

Corner Staple: Select this option to have your copies stapled in the top left corner.

Double Staple: Select this option to have your copies stapled with 2 staples down the left edge.

1 sided – please click the 1 sided > 2 sided button to turn off 2 sided if lit in yellow. Tap to turn it off.

- Use **Auto Paper Select** (default) when your original size is the same exact size as the paper you have loaded in one of your paper trays.
- Manually select your copy paper size if your original is a non standard size, doesn't match the paper size loaded in any of your trays or if you are using the reduce/enlarge feature.
- When selecting the **bypass tray**, select the Paper Size and Paper Type (i.e. Thickness).
- Press **Sample Copy** when doing multiple sets to see one "sample." Press **Continue Printing** when satisfied with document.

Text

Use when your original is text.

Text/Photo

Use when your original contains both text and photographs or other graphics.

Photo

Use when your original is a photograph or contains graphics.

Pale

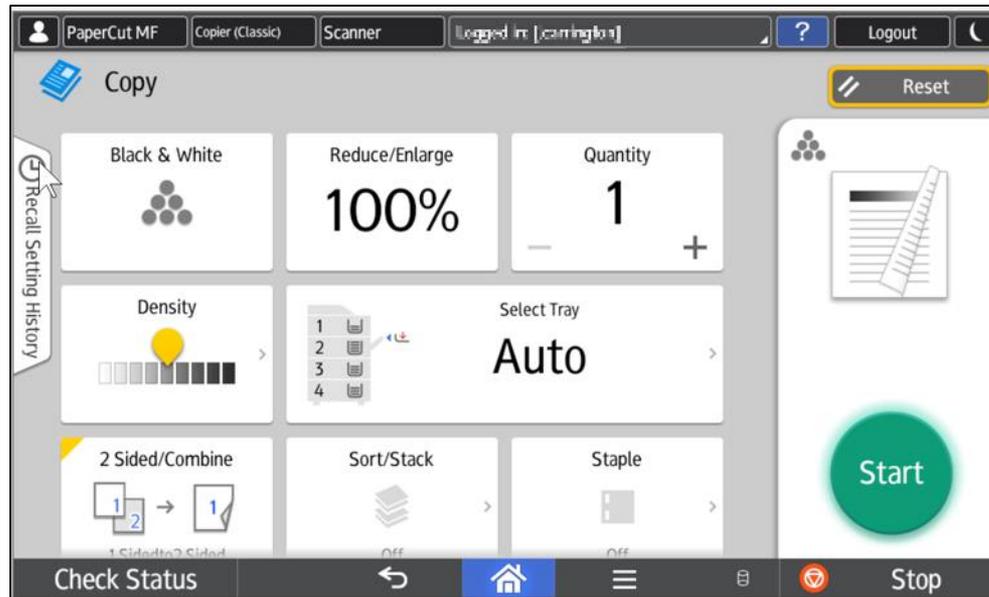
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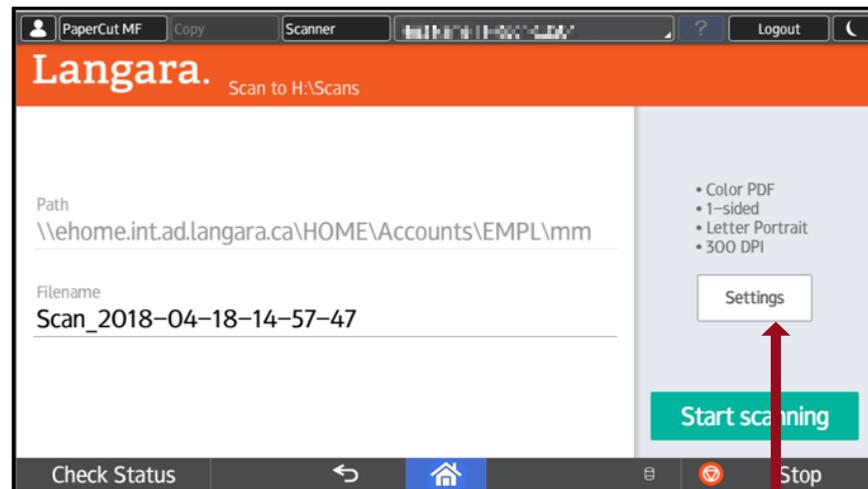
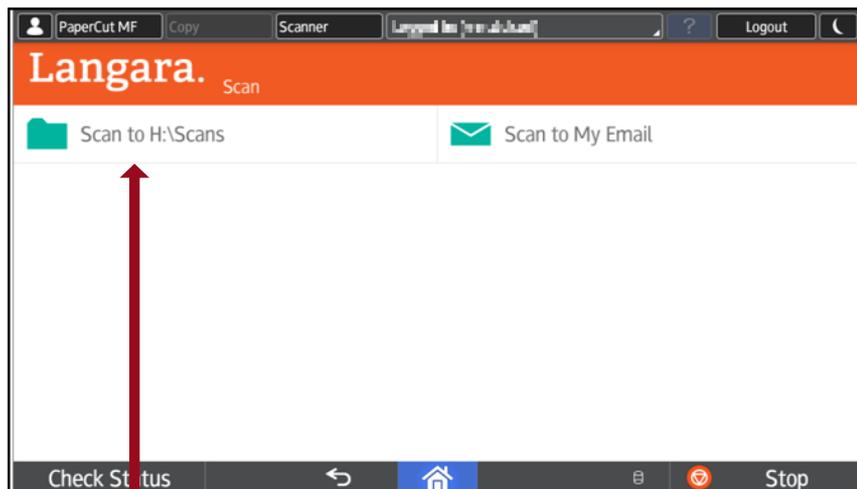
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When selecting the **bypass tray**, select the Paper Size and Paper Type (i.e. Thickness).

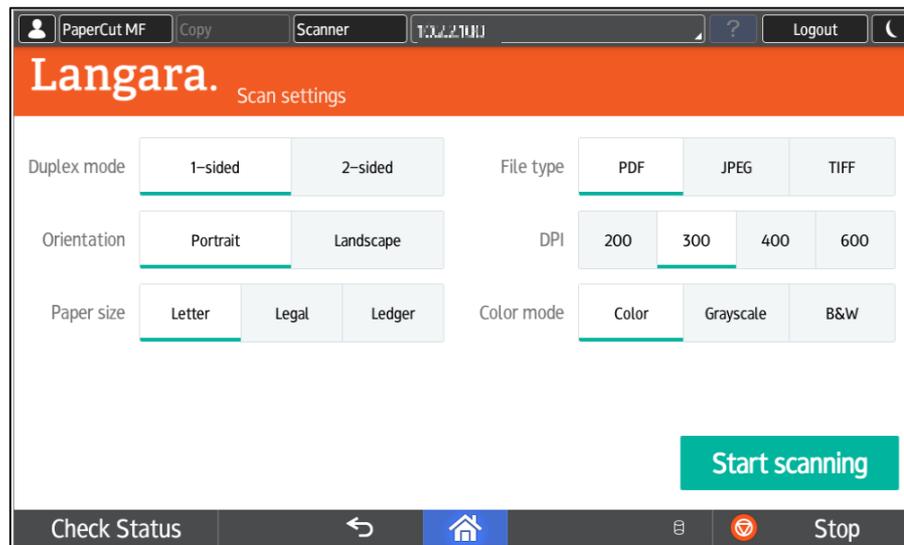
Press **Sample Copy** when doing multiple sets to see one "sample." Press **Continue Printing** when satisfied with document.



Scanning to H:/Drive

You can scan documents to your H:\Drive. This will send the documents to your personal drive in the folder labelled "scans".

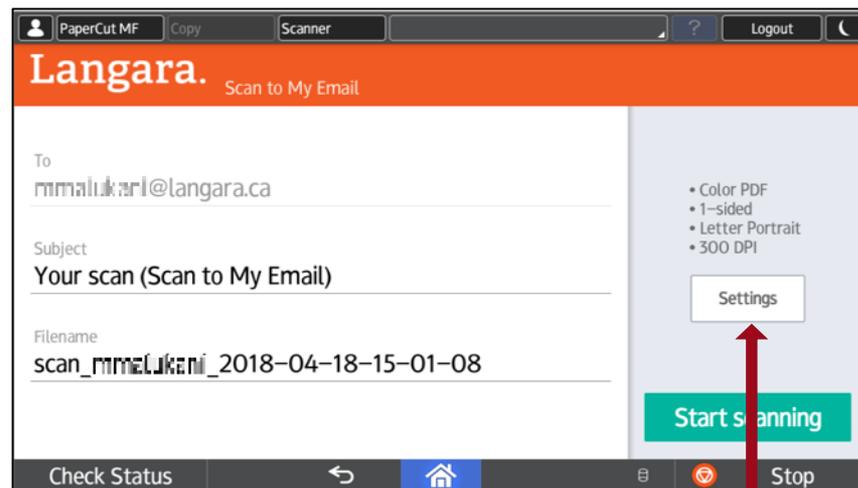
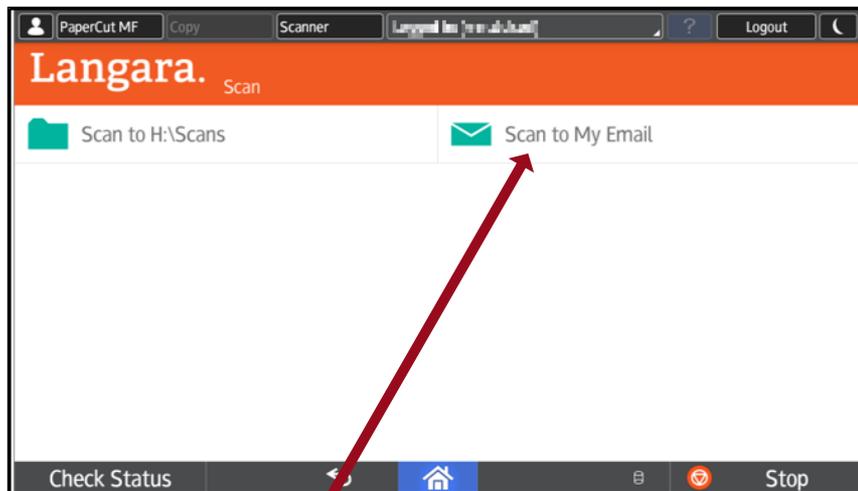
- Select "**Scan to H:\Scans**"
- The next screen will allow you to change the filename for the scan, as well as access the scan settings
- Place your document face-up on the feed at the top of the printer
- Press "**Start Scanning**"
- The file will be sent to the folder in your H:/Drive labeled "**scans**"



Settings:

Selecting "Settings" allows you to choose different options for the following features:

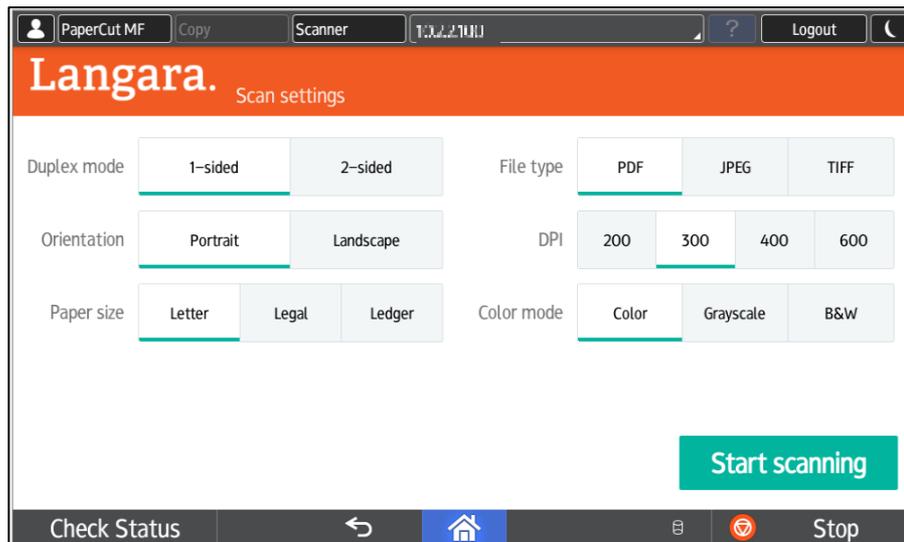
- Duplexing (1-side or 2-sided scanning)
- Orientation (Portrait or Landscape)
- Paper Size (Letter, Legal, Ledger)
- File Type to create (PDF, JPEG or TIFF)
- DPI (200, 300, 400 or 600)
- Color Mode (Color, Grayscale, B&W)



Scanning to email

You can scan documents to your Langara Email address. This will send the documents to your inbox.

- Select **"Scan to My Email"**
- The next screen will allow you to change the filename and subject line for the scan, as well as access the scan settings
- Place your document face-up on the feed at the top of the printer
- Press **"Start Scanning"**
- The file will be sent to your email and will appear in your inbox as an email from Ricoh



Settings:

Selecting "Settings" allows you to choose different options for the following features:

- Duplexing (1-side or 2-sided scanning)
- Orientation (Portrait or Landscape)
- Paper Size (Letter, Legal, Ledger)
- File Type to create (PDF, JPEG or TIFF)
- DPI (200, 300, 400 or 600)
- Color Mode (Color, Grayscale, B&W)

Programming a Fax Number

Enter the fax number you would like to program, using your numerical keypad. **Remember to enter a "9" if you use "9" to fax out from your MFP.**

Select [Prg Dest.] to the right of where your number is displayed

When the next screen appears, confirm your fax number and then press the [Name] tab at the top left of the screen

Press the [Change] tab located below and to the right of NAME. Enter the name you would like the fax number stored under, and press ok.

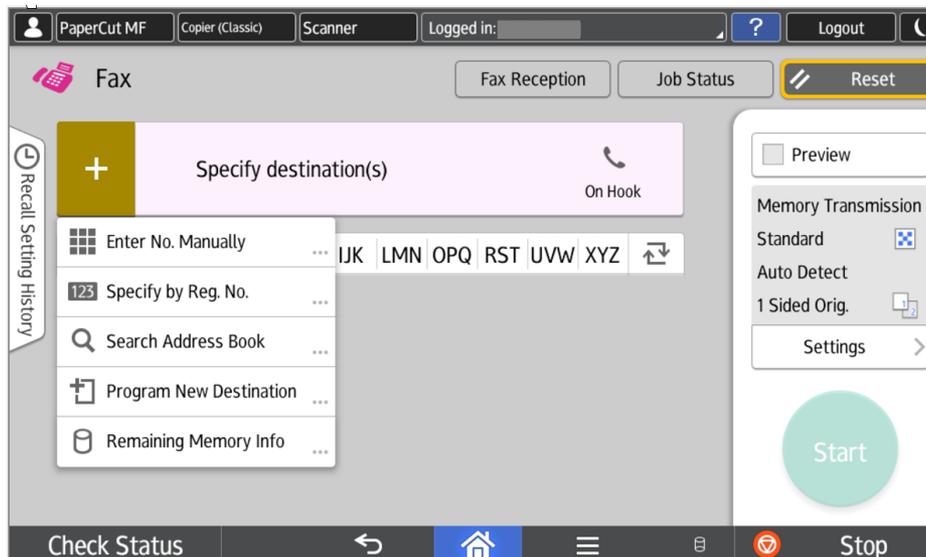
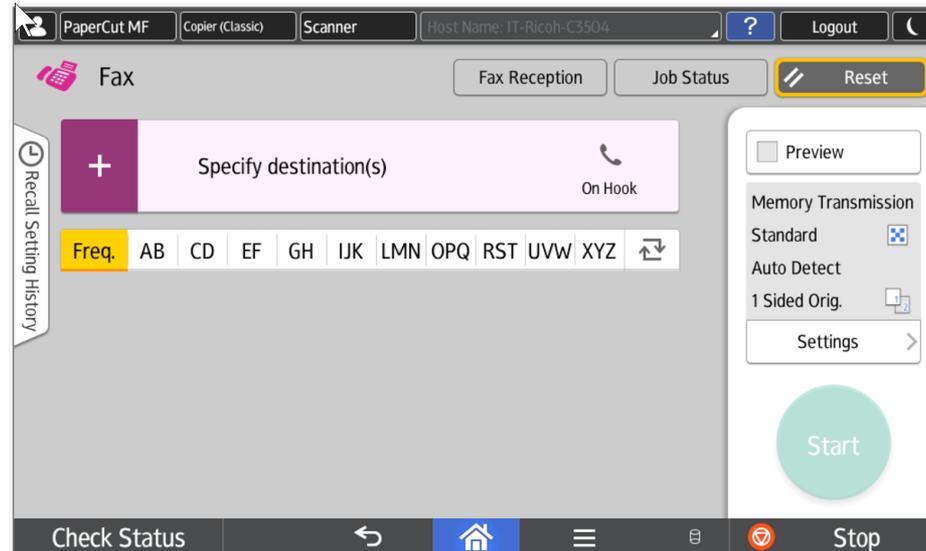
Your fax number will now be stored in the lower section of your fax screen

Settings

Select to adjust the resolution or to select the appropriate original type when faxing documents that contain halftones or photos.

Original Feed Type

Select this setting when you are faxing 2 sided originals



Entering a Fax Number

Press the + key to the left of the "Specify Destination(s)" key. Use the "Enter Number Manually" option and enter the destination you are faxing to. The number will appear in this area of the display.

Remember to enter a "9" if you use a "9" to fax out from your MFP. Select [**Add**] to enter additional fax numbers when sending the same fax original to several destinations (broadcasting).

Selecting a Programmed Fax Number

Destinations that you have stored in the Address Book of your machine will appear in this area of the display. Simply touch the destination you wish to fax.