

Print Quick Reference



Printing Destination (Queues)	Logging in 1. Touch the panel at the device if the screen is black	List/Print Release ce logged in, press " Print Release". Your print jobs waiting to released will appear.
Employee printing Queues: • "Employee-Black- White-Printer"	2. Tap "Username". Enter your Computer User ID and Password to log in	m this window you can select which job(s) to print. You can o select multiple jobs to print, if desired.
 "Employee-Colour- Printer" 	PaperCut MF Copy Scanner 1022102 ? C Langara.	PaperCut MF Copy Scanner MARAINA ? C angara. Mcht Malaistra Log out
Student printing Queues:		You have 4 print lobs pending Printal
 "Student-Black-White- Printer" 	Login with your Computer User ID (e.g. jsmith99)	
"Students-Colour- Printer",	Password Log in	Print release Device functions Scan
Please note:	PaperCut MF 215 Admin	
Colour printing can only be released when sent to a colour printing queue, and	Check Status 🕤 🗥 🛛 Stop	Ineck Status Image: Status PaperCut MF Copy Copy Scanner Copy
	If there is an error, the " check Status " button on	□ 0 jobs Print □ 0 pages \$0.00 ↔
lack and white printing	left hand side of the display panel will light up. When you select it, a window will appear advising	□ Microsoft Word = Document1 1 page \$0.10 >
an be sent to either the	you of the error.	☐ Microsoft Word – Document1 1 page \$0.10 >>
ueue and can be released rom any printer.	Please follow the directions that appear, to correct the error. Once the error is corrected, your job will print.	□ Microsoft Word - Document1 1 page \$0.10 >
		Check Status 🕤 🗥 🛙 🙆 Stop



Colour Copy Quick Reference

RICOH imagine. change.

Auto Color Select

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

<u>Text</u>

Use when your original is text.

Text/Photo

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

<u>Photo</u>

Use when your original is a photograph or contains graphics.

<u>Pale</u>

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).

٠

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



B&W Copy Quick Reference

RICOH imagine. change.

Text

Use when your original is text.

Text/Photo

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

<u>Photo</u>

Use when your original is a photograph or contains graphics.

<u>Pale</u>

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.

PaperCut MF Copier (Classic)	Scanner Logged	in (carrington)	` ?	Logout (
🏈 Сору				🥢 Reset
Black & White	Reduce/Enlarge	Quantity 1 - +	*	
Density	1 = ··· F	elect Tray	Ľ	
2 Sided/Combine $1 \rightarrow 1$	Sort/Stack	Staple		Start
Check Status	5 7	ء 🗉 🖌) 😡	Stop

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.

Scan to H:/Drive Quick Reference



THE COLLEGE OF HIGHER LEARNING.

Langara.

PaperCut MF Copy Scanner	(muldual)	_ ? [Logout (PaperCut MF	Сору	Scanner	Healthanne TH	eer anter	/ ? Logout (
Langara. _{scan}				Langa	ra. _s	can to H:\Scans			
Scan to H:\Scans	Scan to My	Email							
Check St tus 🕤 🗥		₽	Stop	Path \\ehome.int Filename Scan_2018 Check Stat	.ad.langa -04-18- us	ara.ca\HOME\ -14-57-47 €⊃	Accounts\E	MPL\mm	Color PDF 1-sided Letter Portrait 300 DPI Settings Start sca ining
Scanning to H:/Drive	Lang	F Copy	Scanner 14	XX2100		J ? L	ogout (Settin	<u>gs:</u>
You can scan documents to your H:\Drive. This will send the documents to your personal drive in the folder labelled "scans".	Duplex mode	Sca 1–sided	an settings 2–sided	File type	PDF	JPEG	TIFF	Select you to optior featur	ing "Settings" allows choose different is for the following es:
Select "Scan to H:\Scans"	Orientation	Portrait	Landscape	DPI	200	300 400	600	• Du	plexing (1-side or 2-
 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 food at the top of the scan setting 	Paper size	Letter	Legal Ledger	Color mode	Color	Grayscale	B&W	sid • Ori Lar • Paj Lec	ed scanning) entation (Portrait or idscape) per Size (Letter, Legal, dger)
 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" 	Check St	atus	€			Start sca ©	anning Stop	JPE • DP • Co Gra	G or TIFF) I (200, 300, 400 or 600) lor Mode (Color, asyscale, B&W)

Scan to Email Quick Reference



THE COLLEGE OF HIGHER LEARNING.

Langara.

i

PaperCut MF Copy Scanner	la (neukkasi)	 L	ogout (PaperCut M	F Copy	G	canner		? longut (
Langara. _{Scan}				Lang	ara.	Scan to	My Email		
Scan to H:\Scans	Scan to My	Email e	Stop	To mmaluka Subject Your scan Filename scan_mm	ri@lang: I (Scan to ELukani_ atus	ara.ca o My Er _2018–	nail) 04−18 [.]	-15-01-08	• Color PDF • 1-sided • Letter Portrait • 300 DPI Settings Start s anning
<u>Scanning to email</u> You can scan documents to your	Langa	Copy ara. Scan se	Scanner 1:3	22100			? L o	gout 🕻	Settings:
Langara Email address. This will send the documents to your inbox.	Duplex mode	1-sided	2-sided	File type	PDF	JP	PEG	TIFF	you to choose different options for the following features:
 Select "Scan to My Email" The next screen will allow you 	Orientation	Portrait	Landscape	DPI	200	300	400	600	• Duplexing (1-side or 2-
 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 	Paper size	Letter Leg	al Ledger	Color mode	Color	Gray	scale	B&W	 Orientation (Portrait or Landscape) Paper Size (Letter, Legal, Ledger) File Type to create (PDF, JPEG or TIFF) DPI (200, 300, 400 or 600)
email and will appear in your inbox as an email from Ricoh						8	<u> </u>	зтор	Color Mode (Color, Grasyscale, B&W)



FAX Quick Reference

RICOH imagine. change.

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

<u>Settings</u>

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

2	PaperCut MF Copie	r (Classic) Scanner	Host Name: IT-Ricoh-C3504		? Logout (
14	🍠 Fax		Fax Reception	Job Status	🖊 Reset
Recall	+ S	pecify destination(s)	Con Hor	ok	Preview Memory Transmission
Setting History	Freq. AB CD) ef gh ijk ln	AN OPQ RST UVW XYZ	₽	Standard 🔀 Auto Detect 1 Sided Orig.
					Settings >
	Check Status	← ←		8	Stop
~	Fax		Fax Reception	Job Status	P Logout C
Recal	+ Sr	pecify destination(s)	Con Ho	ok	Preview Memory Transmission
l Setting	Enter No. Man	ually IJK LN	MN OPQ RST UVW XYZ	₽	Standard 🔀
Ξ.	123 Specify by Reg	g. No.			1 Sided Orig.
story	•				
story	Q Search Addres	ss Book			Settings >
story	Q Search Address 1 Program New 1 Remaining Me	ss Book Destination mory Info			Settings >

<u>Entering a Fax</u> <u>Number</u>

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.