

RICOH MULTI FUNCTION DEVICES

– PRINT, COPY, SCAN, FAX*



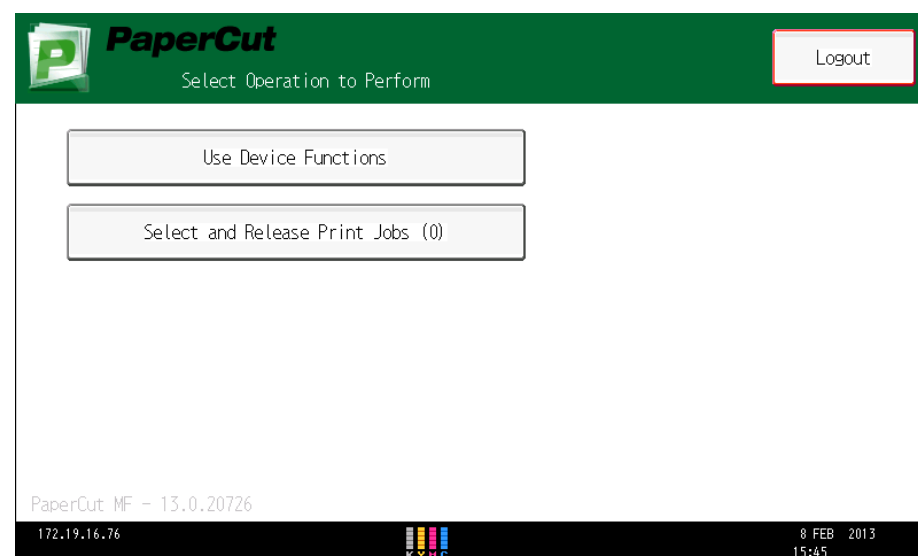
Quick reference guide

Printing

1. Swipe your RMIT ID card at the scanner or key in your username and password.
2. From the 'Select Operation to Perform' screen, touch **Select & Release Print Jobs**.

Select and Release Print Jobs (0)

3. To print all jobs, select **Print All**.
Or select an individual job and select **Print** or **Cancel**.
4. If you are finished, press the **logout** icon.
5. To copy, scan or fax, press the **back** icon, then press **Use Device Functions**.
Select the **copy, scan or fax** button on the operation panel.



Copying

1. Swipe your RMIT ID card at the scanner or key in your username and password.
2. From the 'Select Operation to Perform' screen, select **Use Device Functions**.

Use Device Functions

3. Press the **Copy** button.
4. Place the originals:
 - On exposure glass (face down) or
 - Auto document feeder (face up).
5. Select number of copies and any other required setting options.
(Note: double-sided 1:2 is the default setting).
6. Press the **Start** button.
7. If you are finished, press the **Home/Main power** button, select the **PaperCut** icon and logout.
8. To scan or fax, press the **Home/Main power** button, select the **PaperCut** icon, then press **Use Device Functions**. Select the **scan or fax** button on the operation panel.

Scanning to USB

Files larger than 10MB should be scanned to USB (email cannot support large attachments).

1. Swipe your RMIT ID card at the scanner or key in your username and password.
2. From the 'Select Operation to Perform' screen, select **Use Device Functions**.

Use Device Functions

3. Press the **Scan** button on the device.
4. Place the originals:
 - On exposure glass (face down) or
 - Auto document feeder (face up).
5. Insert a USB in the media slot (on the side of the operation panel).
6. Select **Store File**.
7. Select **Store to Memory Device**, select scan settings if required, then press **OK**.
8. Press the **Start** button on the device.
9. Only after the confirmation message appears, remove the USB.
10. If you are finished, press the **Home/Main power** button, select the **PaperCut** icon and logout.
11. To copy or fax, press the **Home/Main power** button, select the **PaperCut** icon, then press **Use Device Functions**. Select the **copy or fax** button on the operation panel.

Logging out

1. Press the **Home/Main Power** button.
2. Select the **PaperCut icon** on the operation panel.
3. Select **Log Out** on the operation panel.



Additional features for staff

Faxing

1. Swipe your RMIT ID card at the scanner or key in your username and password.
2. From the 'Select Operation to Perform' screen, select **Use Device Functions**.
3. Press the **Facsimile** button on the device.
4. Place the originals:
 - On exposure glass (face down) or
 - Auto document feeder (face up).
5. Enter the fax number then press the **Start** button. *Confirmation message appears.*
6. If you are finished, press the **Home/Main power** button, select the **PaperCut** icon and logout.
7. To continue using the device, press the **Home/Main power** button, select the **PaperCut** icon, then press **Use Device Functions**. Select the copy, scan or fax button on the operation panel.

Scanning to email (files <10MB only)

1. Swipe your RMIT ID card at the scanner or key in your username and password.
2. From the 'Select Operation to Perform' screen, select **Use Device Functions**.
3. Press the **Scan** button on the device.
4. Place the originals:
 - On exposure glass (face down) or
 - Auto document feeder (face up).
5. Select the **Email** tab and any specific scan settings.
6. Select **Manual Entry** then **OK**.
7. Enter the **email address** (you wish to send to) then **OK**.
8. Press the **Start** button on the device.
9. Scanning commences and confirmation message appears.
10. If you are finished, press the **Home/Main power** button, select the **PaperCut** icon and logout.
11. To continue using the device, press the **Home/Main power** button, select the **PaperCut** icon, then press **Use Device Functions**. Select the **copy, scan or fax** button on the operation panel.

Storing an email address

1. Repeat steps 1, 2, 3, 5, 6 and 7 above.
2. Select the **Prg. Dest.** button.
3. Press the **Names** button.
4. Below the word **Name**, press the **Change** button. Enter a short name then click **OK**.
Your short name will appear on the front of the scanner screen.

*Fax is only available for staff use and is not accessible on all machines.