

# RICOH COPIER OR PRINT RELEASE STATION DIRECTIONS

*Ricoh Secure Print allows you to retrieve from any ACSC copier or print release station*

## RETRIEVING ASSIGNED PIN

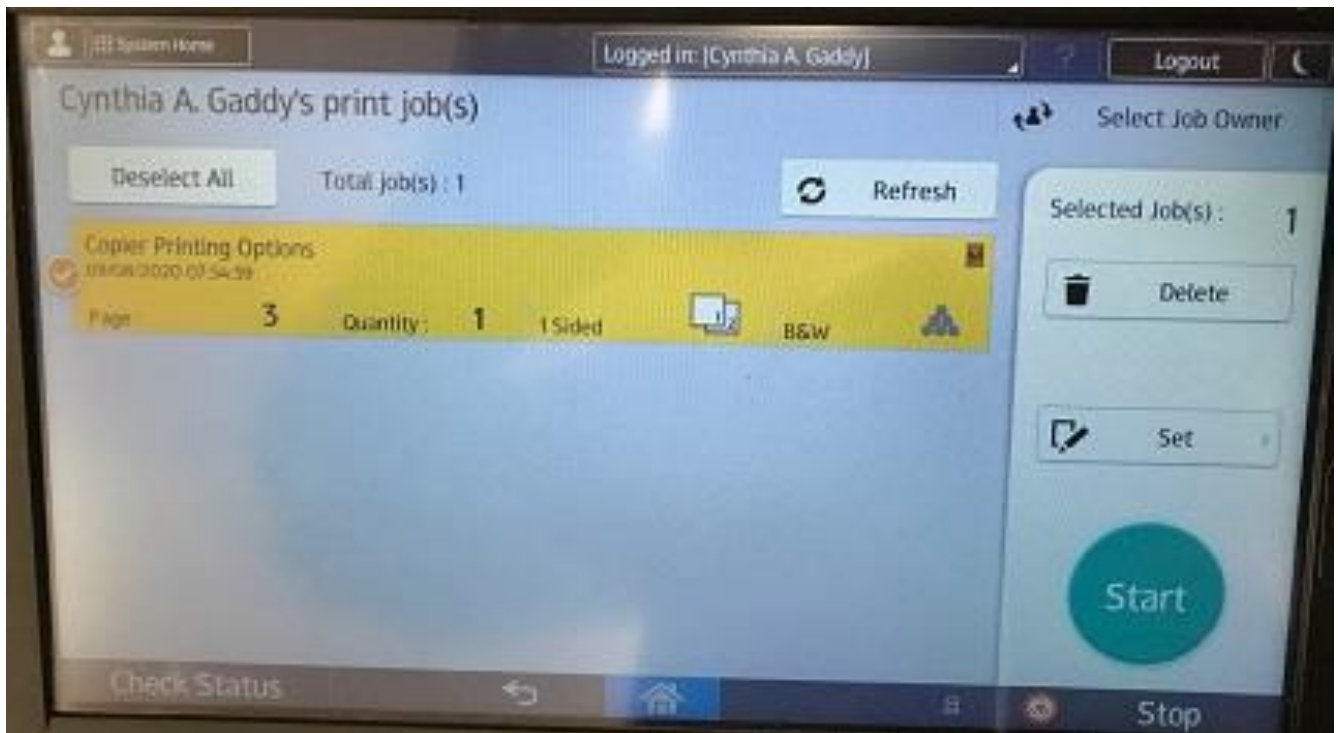
### SETTING DEFAULT PRINTER

Ricoh Secure Print on NOC-STREAMLINE should automatically be set as your default printer.

- If it is missing from printer choices:
  - Desktop computers: run "Update Policies" (M drive – bottom of list)
  - Laptops: type "company portal" in search bar/click app/click settings/click sync
    - If still missing, follow [directions](#) to add this printer/copier option.

### RETRIEVING PRINT JOBS

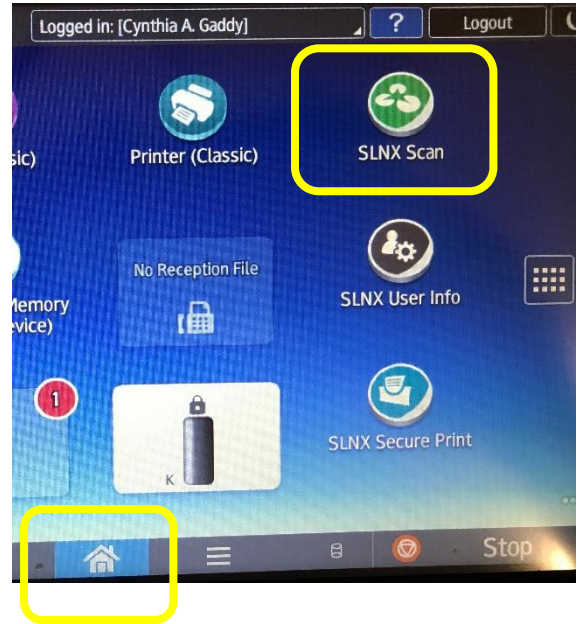
- Touch **Screen** to wake up copier.
- Touch **Pin Login** – enter 6 digit pin – **GO**.
- (If you forget pin – touch **LOGIN** and type in ACSC user name and password to check pin –(refer to [retrieving assigned pin](#))
- Job should be highlighted in yellow
  - Touch **set** to change to color/stapled/double-sided, etc.
  - Deselect any job you no longer want to print.
  - Touch **START** to begin printing.
- Touch **LOGOUT**.



# COPIER OPTIONS

## MAKING COPIES

- Touch **Screen** to wake up copier.
- Touch **PIN LOGIN** – enter 6 digit pin – **GO**.
- Place pages face up on top feeder.
- Touch **“HOME icon”** button.
- Touch **COPIES**.
  - If **COPIES** is not displayed, click **SLNX SCAN** first.
- Touch **START**.
- Touch **LOGOUT**.



## SCANNING TO EMAIL

- Touch **Screen** to wake up copier.
- Touch **PIN LOGIN** – enter 6 digit pin – **GO**.
- Touch **EMAIL: Word Doc OR PDF BW or Color**  
(Word allows you to edit the scanned doc).
  - If **COPIES** is not displayed, click **SLNX SCAN** first.
- Place pages face up on top feeder.
- Touch **START**.
- Touch **LOGOUT**.



## SCANNING TO U-DRIVE

- Touch **Screen** to wake up copier.
- Touch **PIN LOGIN** – enter 6 digit pin - **GO**.
- Place pages face up on top feeder.
- Touch **SCAN TO U DRIVE**.
  - If **COPIES** is not displayed, click **SLNX SCAN** first.
- Press **ENTER** and type network password.
- **Leave on Home Folder** (will not send document to any other folder).
- **Scan Settings** allow you to change orientation or size.
- Touch **Document Name** if desired.
  - If you don't name the file, it will acquire date & time stamp as file name (i.e. 20200930.pdf)
- Touch **START**.
- Touch **LOGOUT**.

