

RICOH SECURE PRINTING: COPIER OR PRINT RELEASE STATION

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

2- SIDED PRINTING IS NOW DEFAULT TO SAVE PAPER

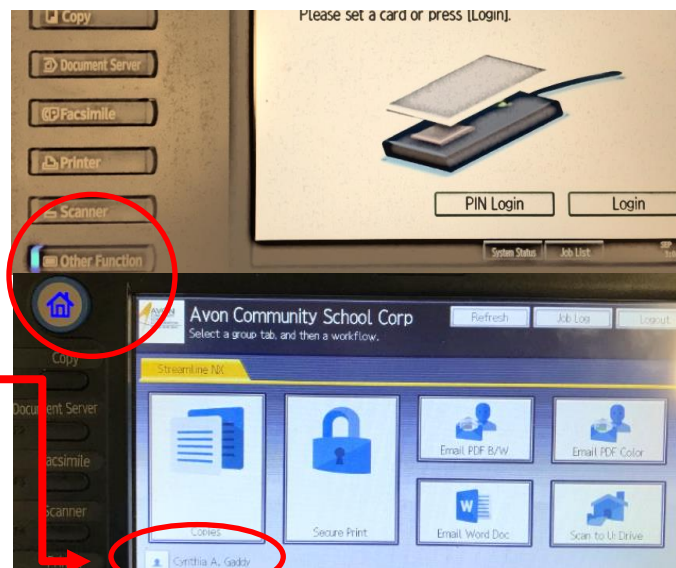
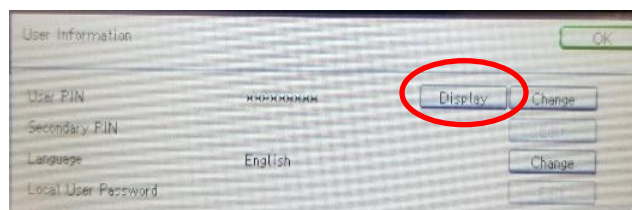
Option: Touch "Set" and change to 1-sided

OR

Choose 1-sided in options before clicking print

CREATING PIN

- Touch **Screen** or press the energy button to wake it up. Make sure "**Other Function**" or "**Home**" button is depressed on copier. *Copier Models may vary.*
- Touch "**Login**"
- STAFF: network username (i.e. cagaddy) and password
- STUDENTS: ID number and password
- Touch **HOME**
- Touch your name on lower Left
- Touch **Display** to reveal your auto generated 6 Digit PIN Code (cannot be changed by you)
- Touch **Logout** on Display Panel

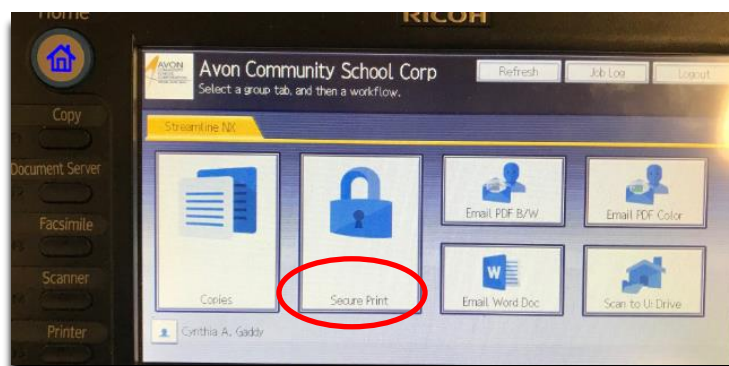


SETTING DEFAULT PRINTER

- **Ricoh Secure Print on NOC-STREAMLINE** should automatically be set as your default printer.
 - If it is missing from printer choices, run "Update Policies" (M drive – bottom of list).
 - If still missing, follow [directions](#) to add this printer/coper option.
 - Be sure to select any special options (staple, collate, one-sided, etc.) before clicking print.
 - Color option is under printer properties.

RETRIEVING PRINTS

- Touch **Screen** or press the energy button to wake it up. Make sure "**Other Function**" or "**Home**" button is depressed on copier. *Copier Models may vary.*
- Touch **Pin Login** – enter your 6 digit pin – **OK**
- (If you forget pin – touch **LOGIN** and use **ACSC user name and password to check pin**)
- Touch **Secure Print**
- Job should be highlighted in yellow – press **print**
- Touch **Home** and then **Logout** when finished



COPIER OPTIONS

MAKING COPIES

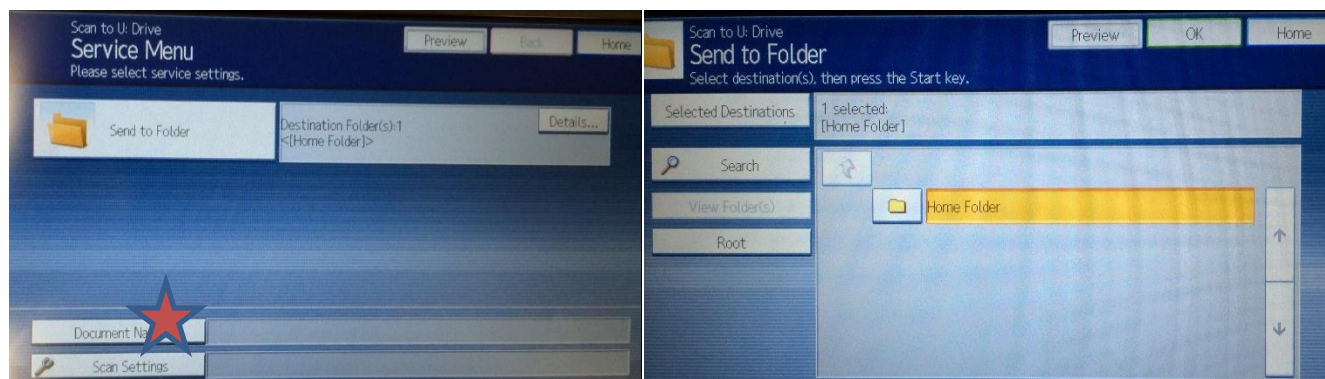
- Touch **Screen** or press the energy button to wake it up. Make sure **“Other Function”** or **“Home”** button is depressed on copier. *Copier Models may vary.*
- Touch **PIN LOGIN** – enter you 6 digit pin – **OK**
- Place pages face up on top feeder
- Touch the **“COPY”** button
- Touch the **GREEN START** button on the copy machine to begin scanning
- Touch the **“Other Function”** button on the copier
- Touch **LOGOUT**

SCANNING TO EMAIL

- Touch **Screen** or press the energy button to wake it up. Make sure **“Other Function”** or **“Home”** button is depressed on copier. *Copier Models may vary.*
- Touch **PIN LOGIN** – enter you 6 digit pin - **OK**
- Touch **EMAIL** & choose what type of document you want (**PDF B&W/Color or Word**)
 - Word allows you to edit the document on your computer
- Place pages face up on top feeder
- Touch the **GREEN START BUTTON** on the copy machine to begin scanning, press # when done.
- Touch **LOGOUT**.

SCANNING TO U-DRIVE

- Touch **Screen** or press the energy button to wake it up. Make sure **“Other Function”** or **“Home”** button is depressed on copier. *Copier Models may vary.*
- Touch **PIN LOGIN** – enter you 6 digit pin – **OK**
- Place pages face up on top feeder
- Touch **SCAN TO U DRIVE**
 - IF YOU WANT TO NAME DOCUMENT: Leave destination as Home folder
 - Touch **OK**, Press **“DOCUMENT NAME”** and type in name if you desire
 - Scan Settings allow you to change orientation or size
- Touch the **GREEN START** button on the copy machine to begin scanning
- If you don't name the file, it will acquire date & time stamp (i.e. 20140930083311.pdf)
- Touch **LOGOUT**



SCANNING TO USB DRIVE

- Insert USB. USB port is on the side of touch screen control panel (see image)
- Select scanner function (control panel, lower left)
- Select "Store File" (top middle of touch screen)
- Select "Store to memory device" and OK
- Place document on glass or in top feed tray
- Begin scanning with the Start button (control panel, lower right)
- Once you scan all the pages from a document (e.g. book chapter), press the "#" key to save it as a single file to the USB (NOTE: scans from feed tray auto-save to USB, and don't require pressing #)
- The copier will inform you when it's safe to remove the USB
- You may see a flashing red "check status" light that indicates memory is missing. Once you log out, this disappears

