

Quick guide
to Ricoh
Multi-
function
devices



St. Lawrence
College

This manual contains pertinent information about the Ricoh Multi-function devices located on campus.

June 2017

Ricoh Multi-Function Devices

About

Ricoh Multi-Function Devices are located at various locations on each of the campuses for use by students. These devices will require that students log in using their student cards to access files that have been sent to these devices. All of these devices are able to scan files to the students H: drive. These MFDs can also photocopy, and some units are able to print in colour.

Ricoh Multi-Function Devices (MFD)

Login to the Ricoh MFD:



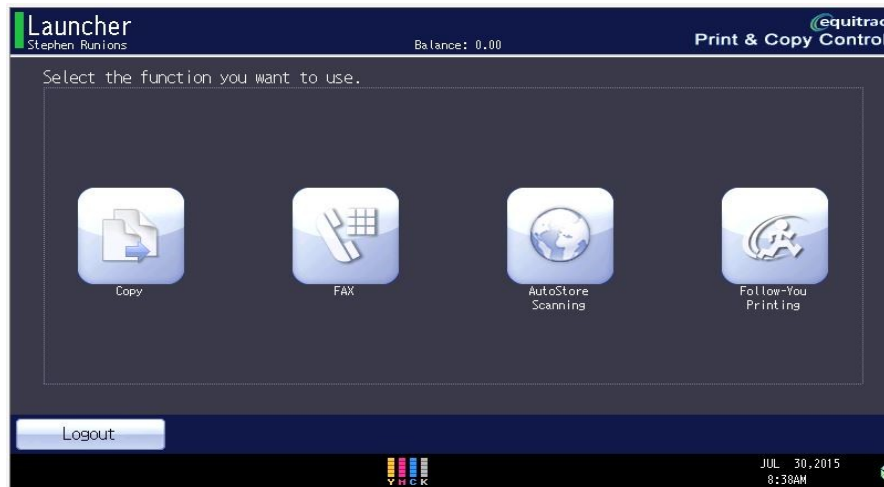
Students will tap their student ID card on the card reader to authenticate. The card reader is typically located on the right hand side of the control panel. After a few seconds, the display panel will light up and display the **PCC Launcher** screen.

To log out, you will need to press the log out button or tap your student ID card on the card reader again.

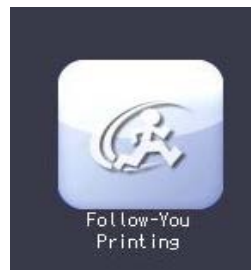
Note:

- 1: all users will need to Log in and have a balance on their account to be able to use the Ricoh MFD.
- 2: if the Home screen is displayed, press the PCC button to return to the PCC Log in screen.

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Follow-you printing:



From all of the school computers, students will be able to select the Ricoh MFD when choosing where to print. Depending on which campus you are on, the queue will display as follows:

Kingston Multifunction Device, Brockville Multifunction Device, or Cornwall Multifunction Device.

Once you have sent the print request, you can choose to release your document at any of the Ricoh MFD. The documents will be held in queue for a maximum of six (6) hours. Once reaching this time limit the file will be deleted from the print queue, but not from your H; drive, so it is important to have documents saved. You can also delete a file from the print queue without having to print the document.

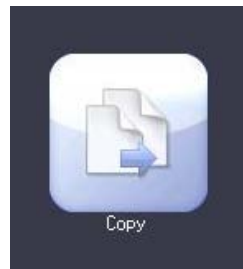
To view documents in your queue, once logged in, press Follow-you printing.

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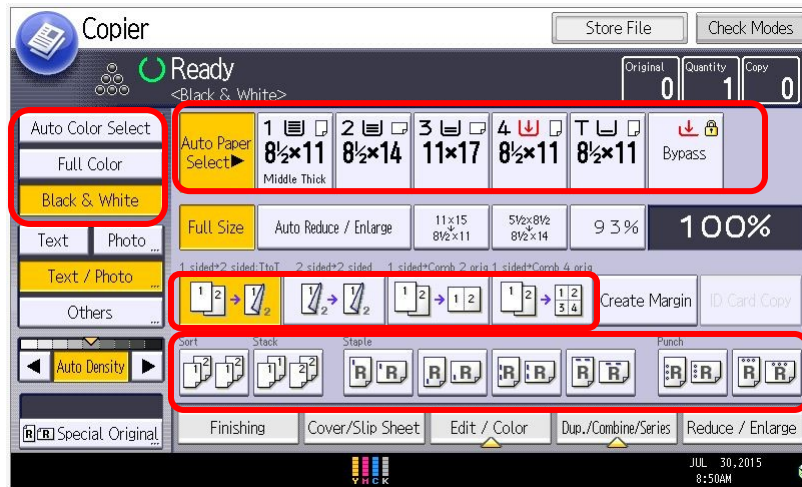
All documents that you have sent to the print queue will display on the screen in the order they were sent. Along the left, you will have options to print the highlighted document, delete, select all, or refresh.

Copy:



Students are able to create photocopies of documents from the Ricoh MFD by selecting the copy feature from the PCC launcher screen. The main Copy screen has many options and only those typically used will be discussed below.

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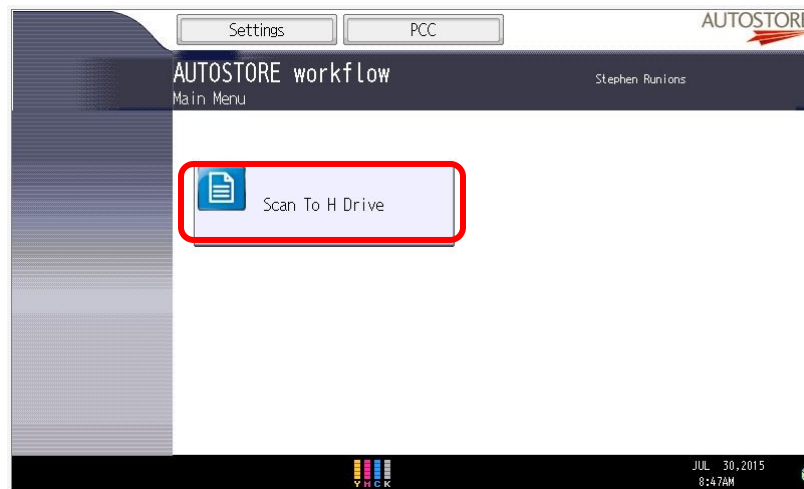


Along the left hand side, you can select colour or black and white. Along the top row, you can select a specific paper tray. Please use Auto Paper Select unless using a specific paper size for a project. In the third row, you can change from single sided to double sided, or to other combinations for prints. If you are printing 1 sided to 1 sided, de-select the default option. In the fourth row is finishing options. These including sorting or stacking the prints, staples, and hole punching. In the top right corner displays the quantity to be printed. To change the number of prints, use the number pad on the right hand side of the control panel.

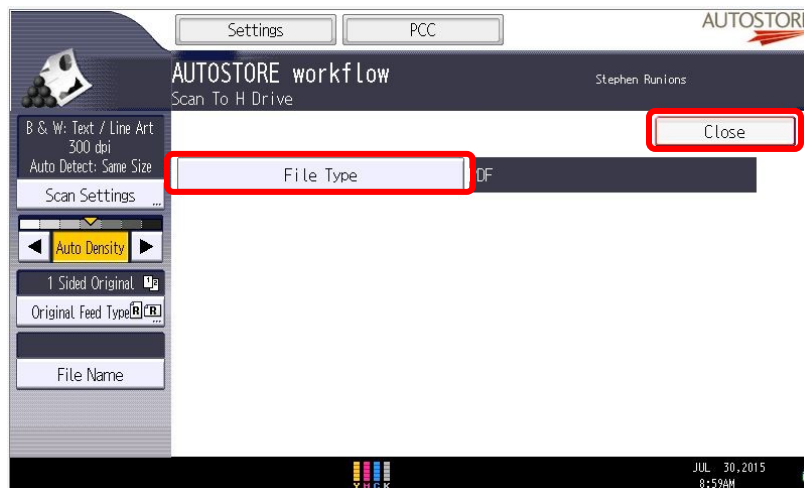
Scan to H: drive:



From the PCC Launcher screen, select the Autostore scanning. This will open a workflow screen giving you one option that confirms your choice to scan to your H: drive.



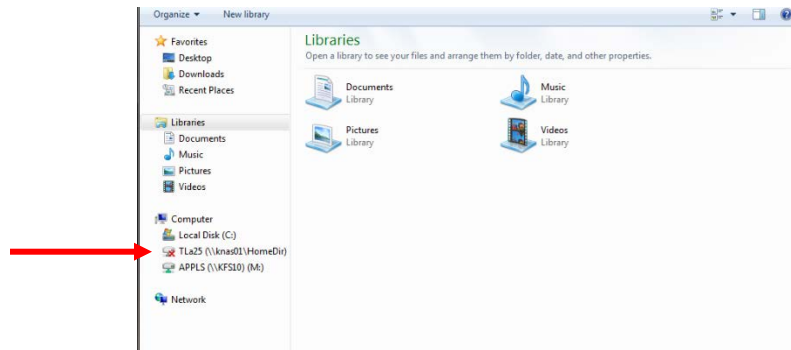
Once you have confirmed sending the file to your H: drive, you will be brought to the next work flow screen which will have you select the type of file you would like the document saved as. The options for file types are PDF, MS Word Doc, or MS Excel Formats. The settings on the left will allow you to change colour and scan size.



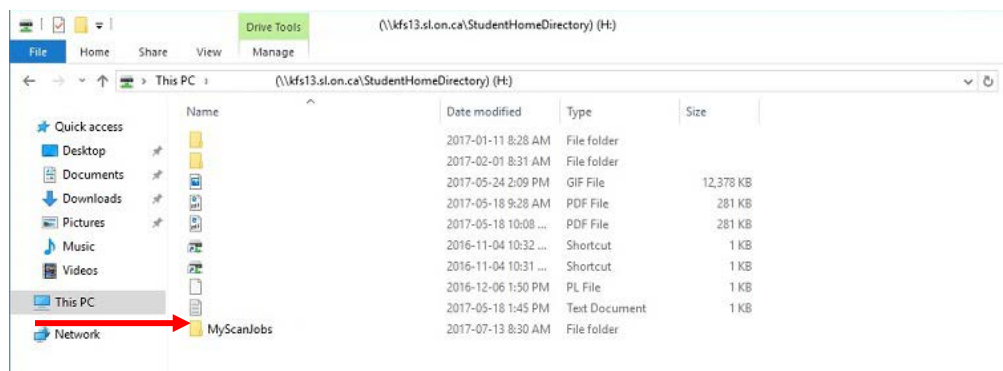
Where to find scanned files:

There are two ways to locate the files that you have scanned to your H; drive. If you are on campus, log on to one of the computers. This will require your username and password for your slc.me account. Once logged in open the file explorer and navigate to your H; drive

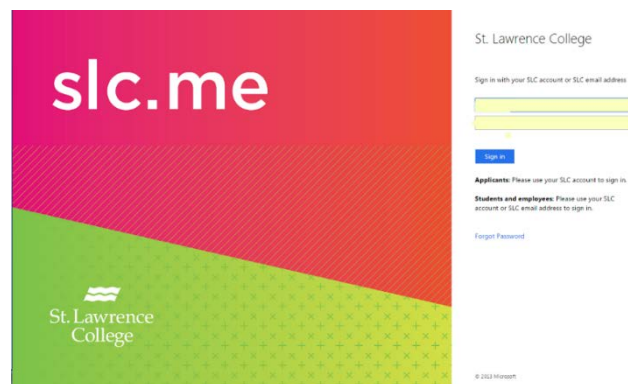
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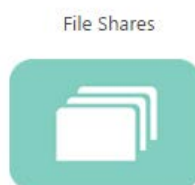
Here you will see a new folder titled "My Scan Jobs". If this is the first time you are scanning please allow a few moments for the folder to be created and your file to be uploaded.



Alternatively, you can access your H: drive online by logging in to your slc.me account. You will need to log in with your username and password.

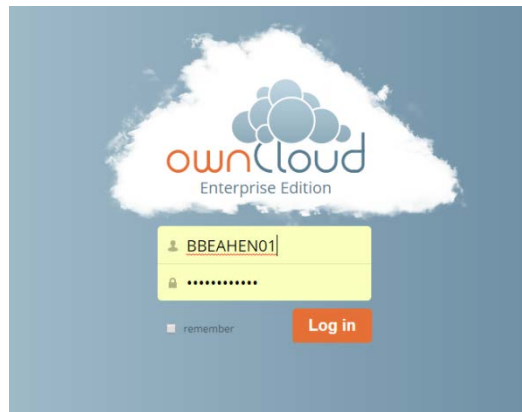


Once logged in, click the **file shares** icon.

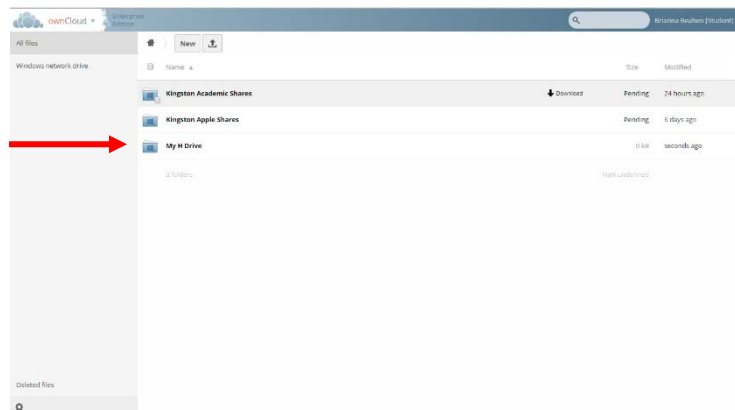


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This will open the **OwnCloud** log in screen, which will require your slc.me username and password again.



Once logged in you will see your H; Drive listed. Double click **H drive students** to open your H; drive. *If this is the first time that you are accessing your H; drive online, you will be asked to enter your username and password one more time.*



Once the folder is opened, you will see another folder that is titled **My Scan Jobs**. All documents scanned will be in this folder.

