

# University of Winnipeg Device Training

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PSD: Solution Training Specialist Team



# Summary

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- **Setting Originals / Loading Paper Trays**
- **Registering your card**
- **Scanning without login**
- **Follow You Printing**
- **Scan**
- **Copier Features**
- **Fax Features**

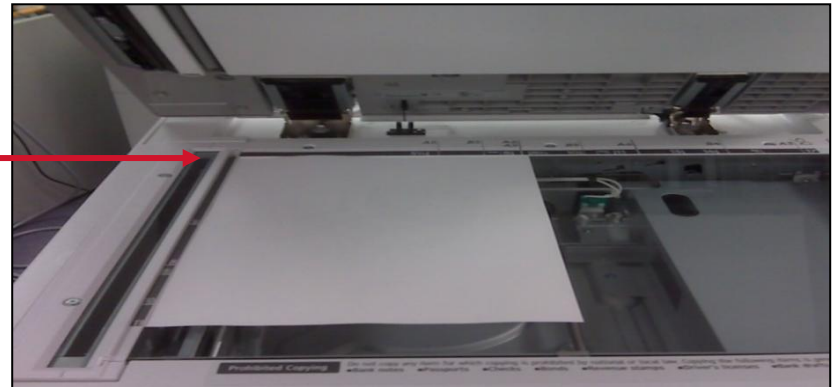


# Document Feeder & Exposure Glass

**Face up, 200 originals**



**Face down, lined  
up with arrow in  
upper left corner**



# Paper Trays

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**Standard 500-sheet trays  
(Tray 1 is 8.5x11 only)**



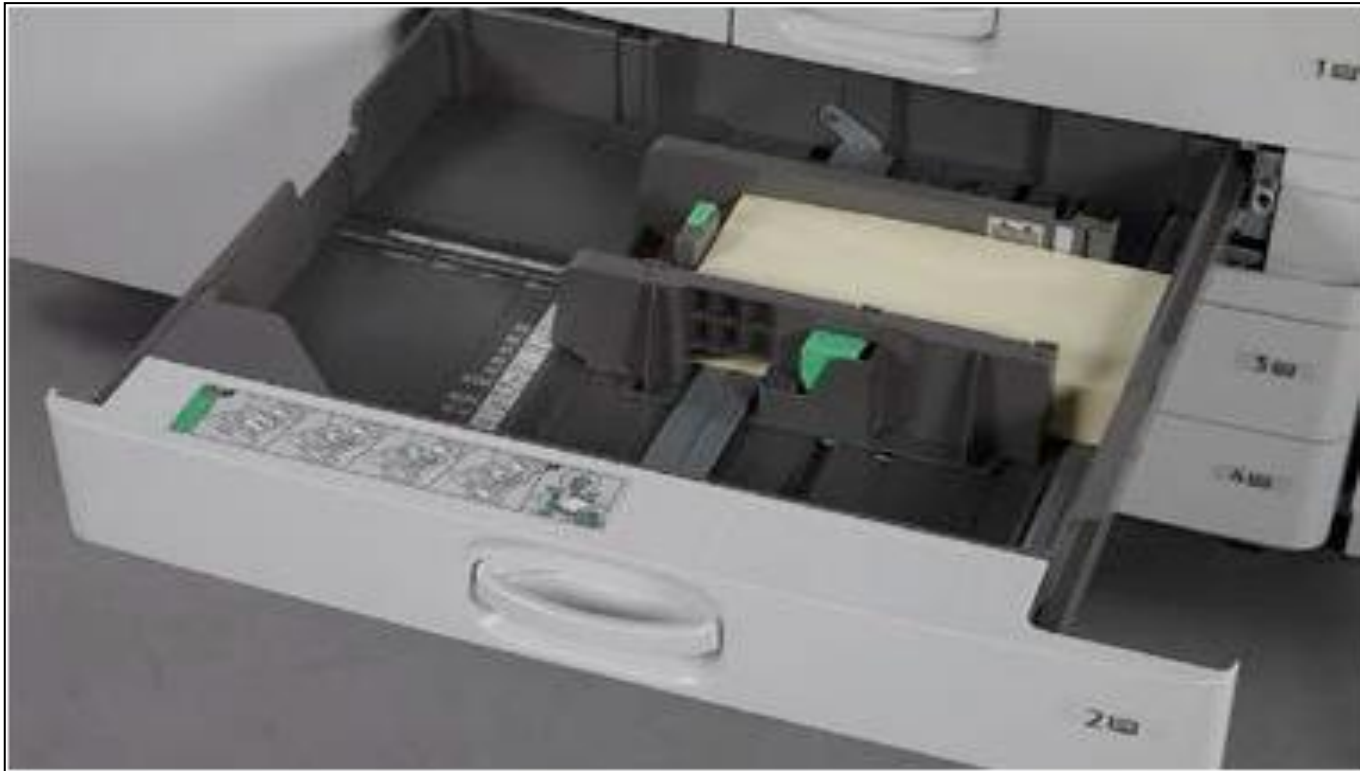
**By-Pass: (right side  
of unit) for special or  
thick paper media  
(100 sheets), FACE  
DOWN**





# Paper Trays

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To adjust the 500 sheet tray, adjust the two green guides  
(from 5.5 x 8.5 to 11 x 17)

Please note that Tray 2 can be used as an envelope tray



# Registering your card



# FIRST TIME REGISTRATION

Scan your university ID card on the printer.





# STEPS

The screenshot shows a web-based login interface. At the top, there are tabs for 'System Home', 'Scanner', and 'Fax'. A 'Login' button and a moon icon are in the top right. Below the tabs is a blue header with the text 'Login' and 'Enter login information or present your card'. The main content area has a light gray background with the 'NUANCE' logo on the left. A white box in the center contains the following elements: a message 'Card not recognized.', a message 'Log in to register card.', two input fields labeled '\*User ID' and 'Password', and three buttons: 'SCAN', 'Cancel', and 'Login'. The 'Login' button is highlighted with a red circle. At the bottom of the screen, there is a dark gray bar with icons for 'Check Status', a back arrow, a home icon, a forward arrow, and a 'Stop' button.

After you swipe your Access card, you will receive the following message “Card not recognized, Log in to register card”.

Enter your Login name in the User ID Field and your password in the Password Field, then Press “Login” button and press “Login” button. The keyboard will appear on the screen as each field is selected.

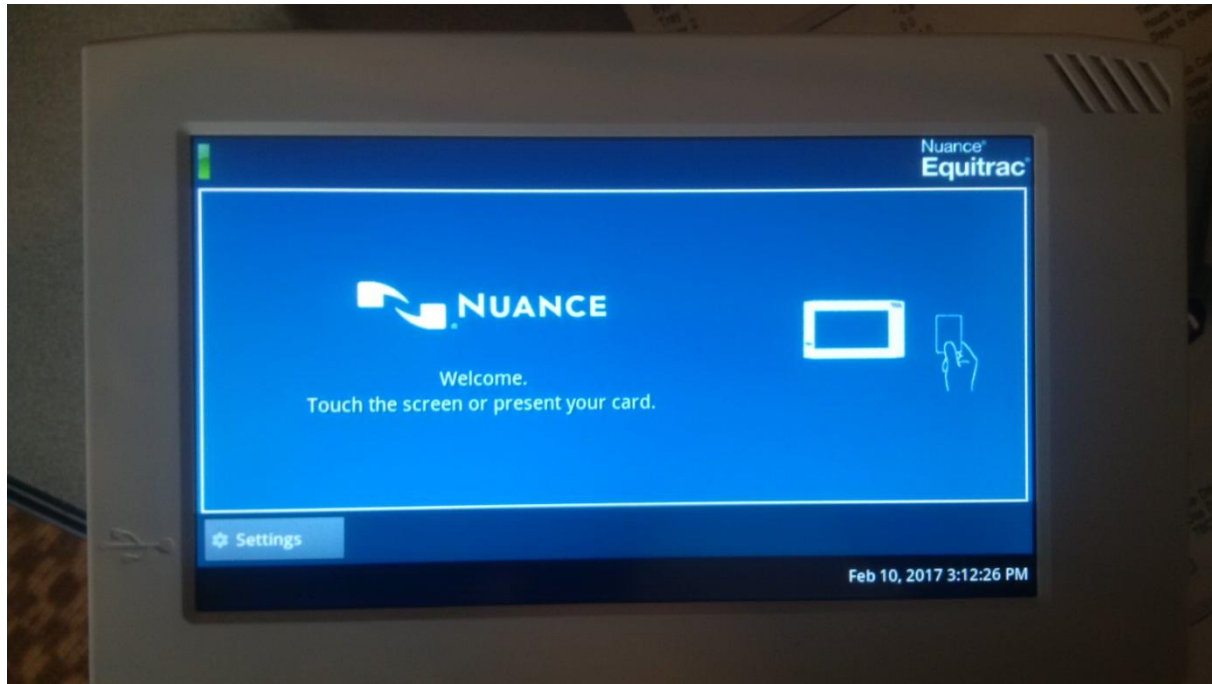




# Logging in at a Terminal

# Signing into Terminal

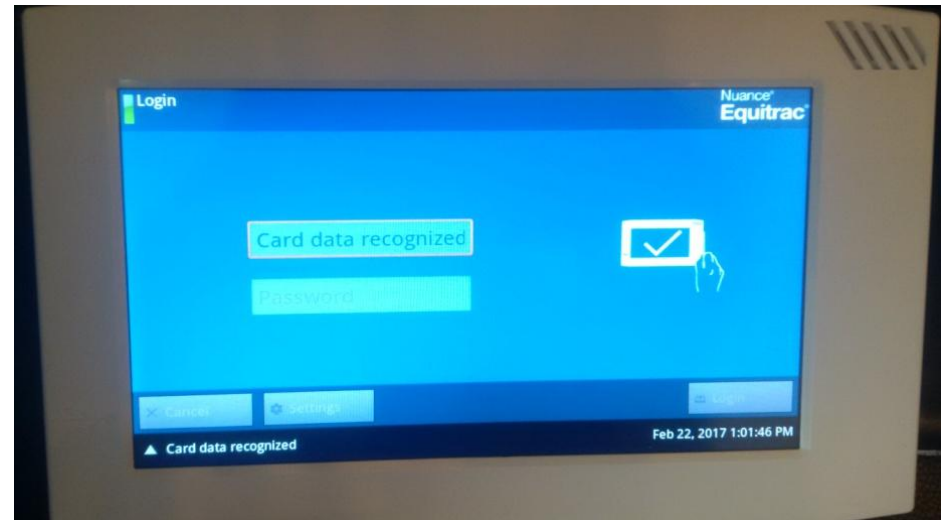
**When coming up to the Print Terminal, you will be welcomed with the Nuance screen.**



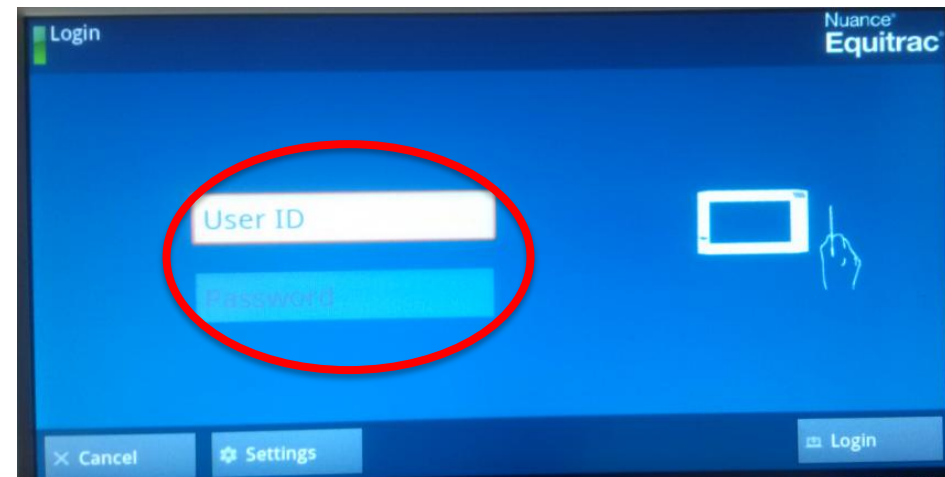
# Signing into Terminal

There are two ways you can sign into the Print Terminal:

1. Swipe your card, the screen will let you know once the card has been recognized.

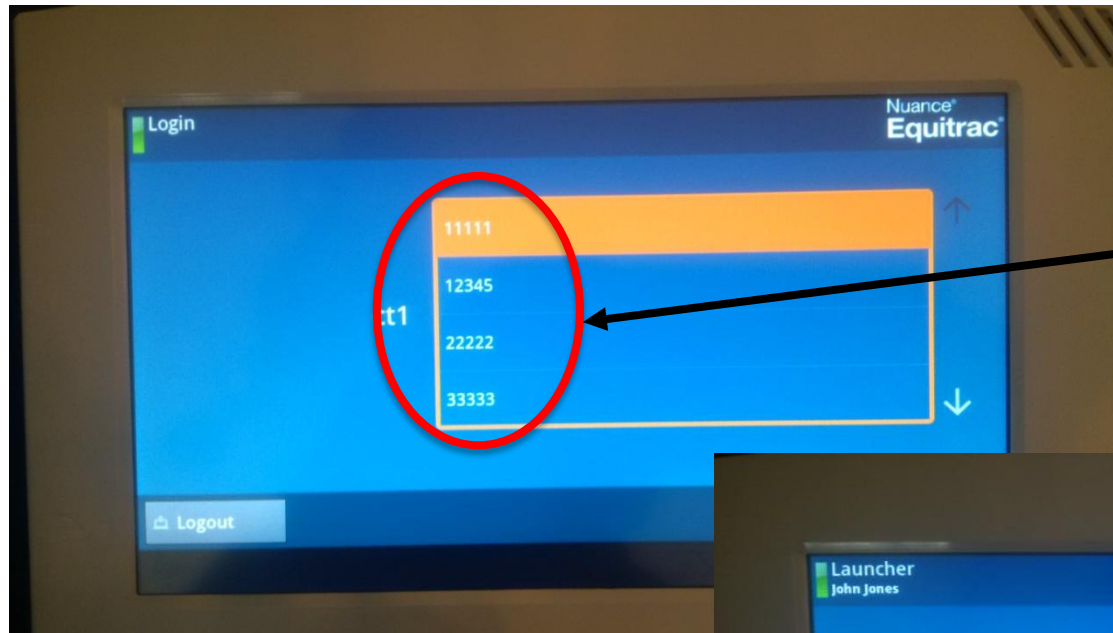


2. Touch the screen to be prompted to type in your User ID and password.

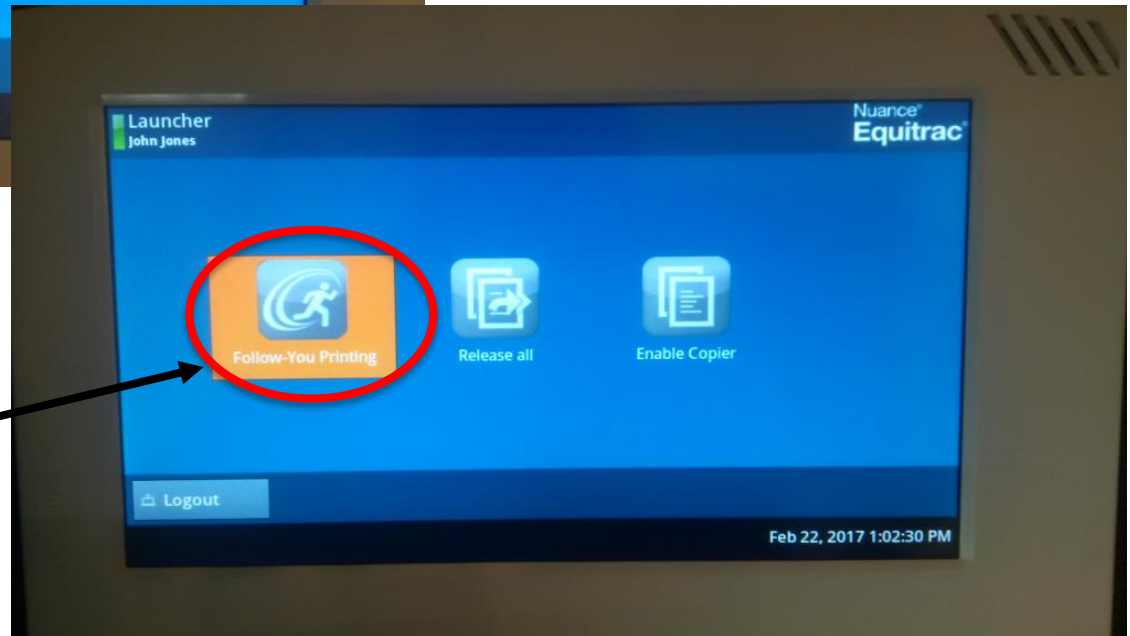




# Selecting Billing Code



Select the appropriate billing code.



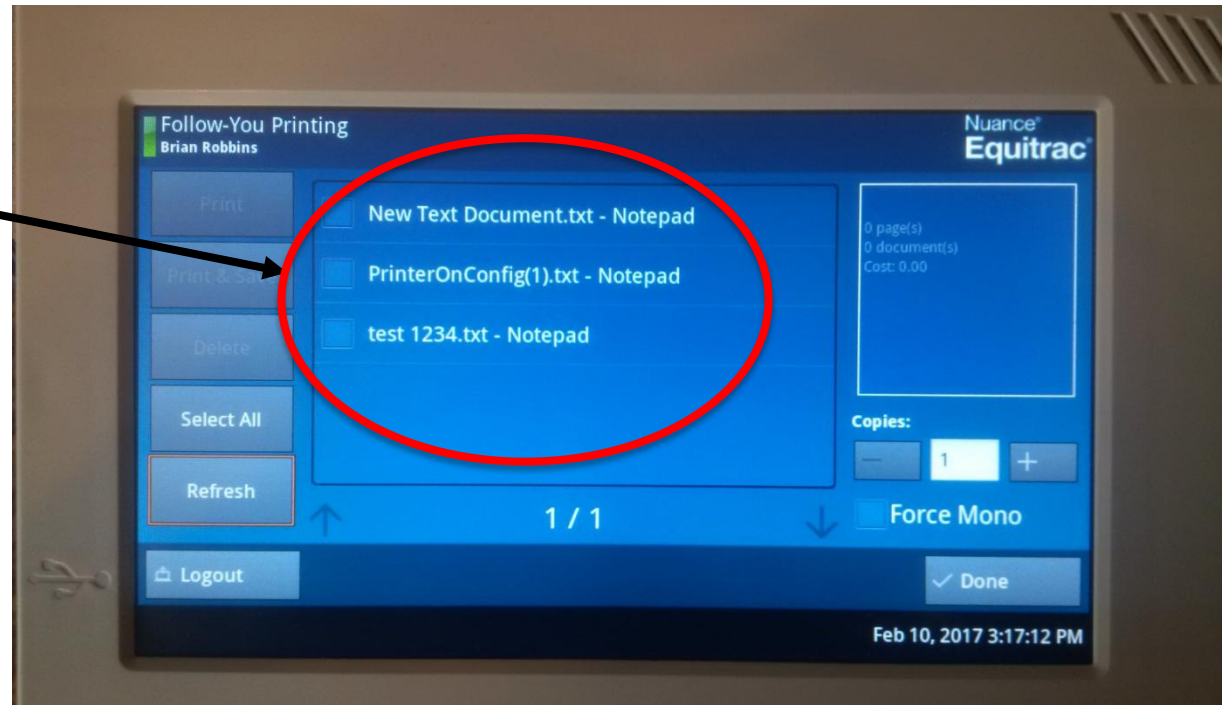
Now you can select Follow-Me- Print option to print your jobs.



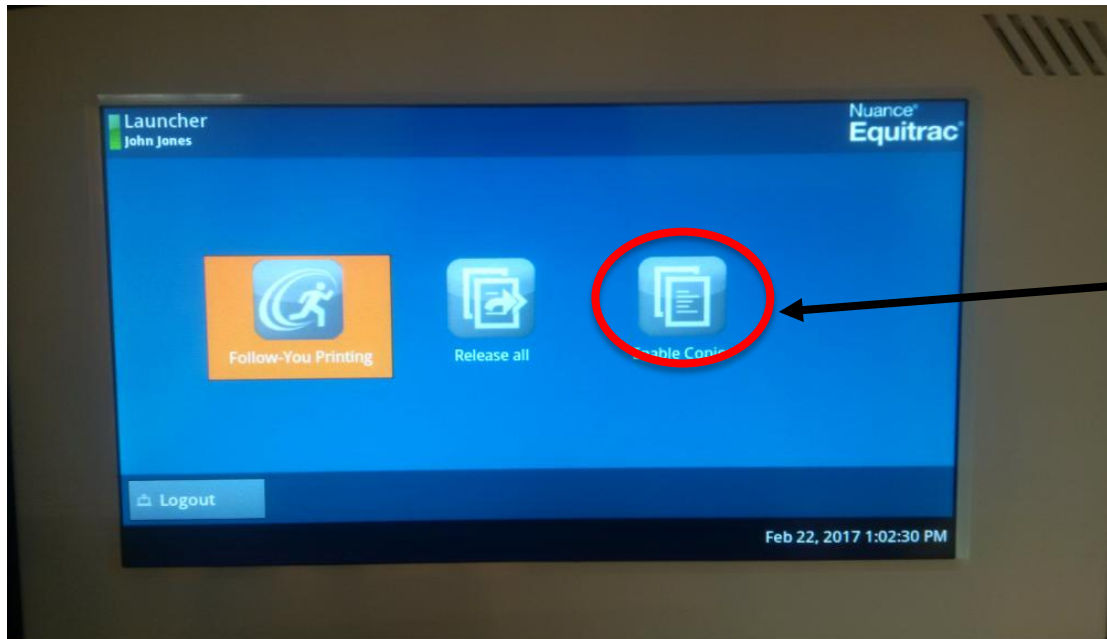
# Printing from the Print Terminal

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Select the jobs you would like to print from the queue, once selected press the Print button.

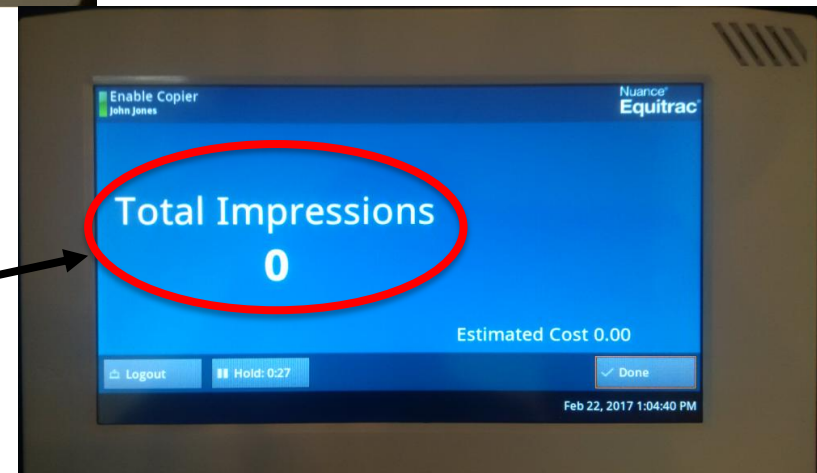


# Copying from Print Terminal



Once you have logged in you can also select the Copier mode.

Once you have finished copying the panel will give you your Total Impressions and the cost.



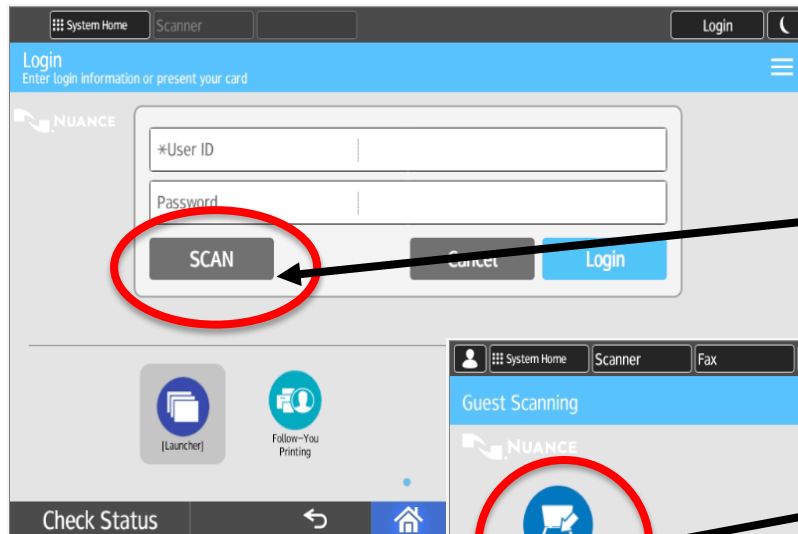


# Scanning Without Login



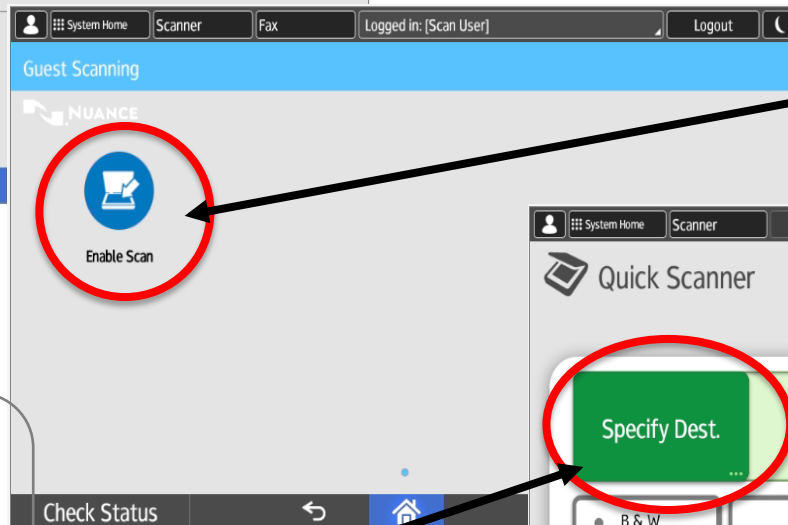
# Scanning

You can scan without having to login.

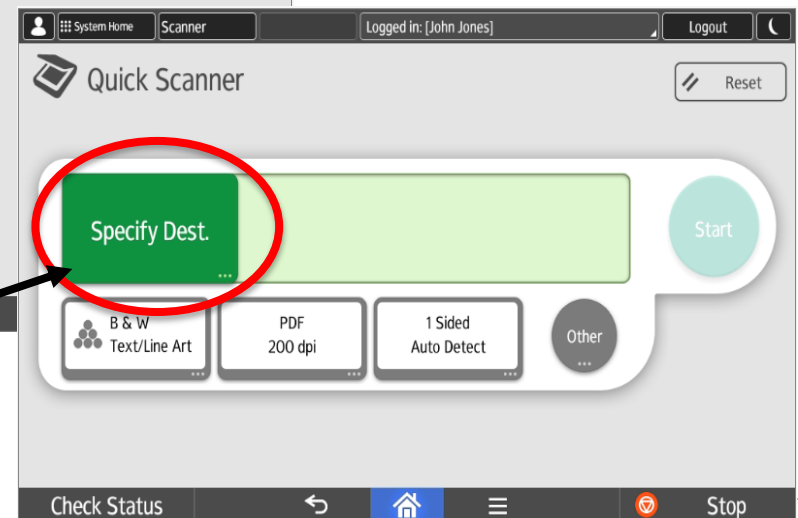


On the home screen select the "Scan" button

Select the "Enable Scan" option.



Select the "Specify Dest" option, enter your email and select "Start"







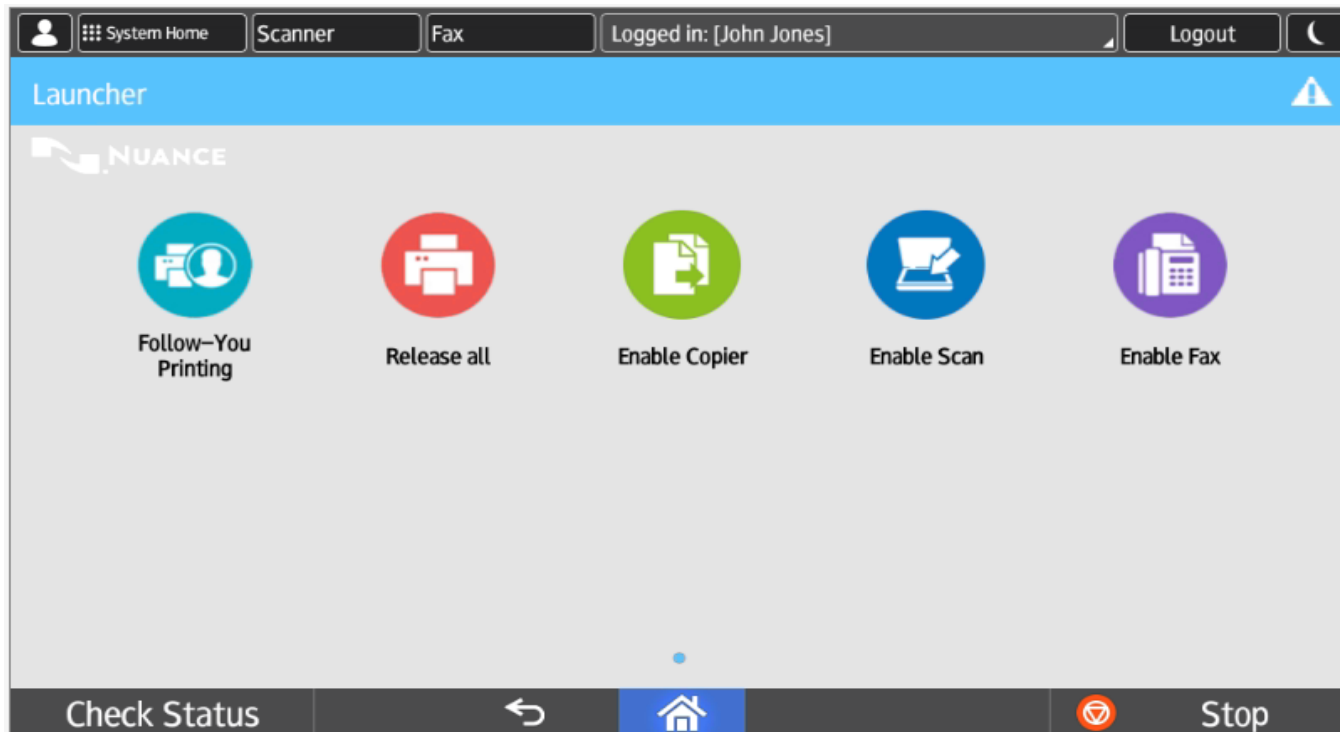
# Equitrac Options



# OPTIONS

Once logged in, you will have the following Options to chose from:

1. Follow -You Printing
2. Scan-to-Me
3. Copy
4. Scan
5. Fax



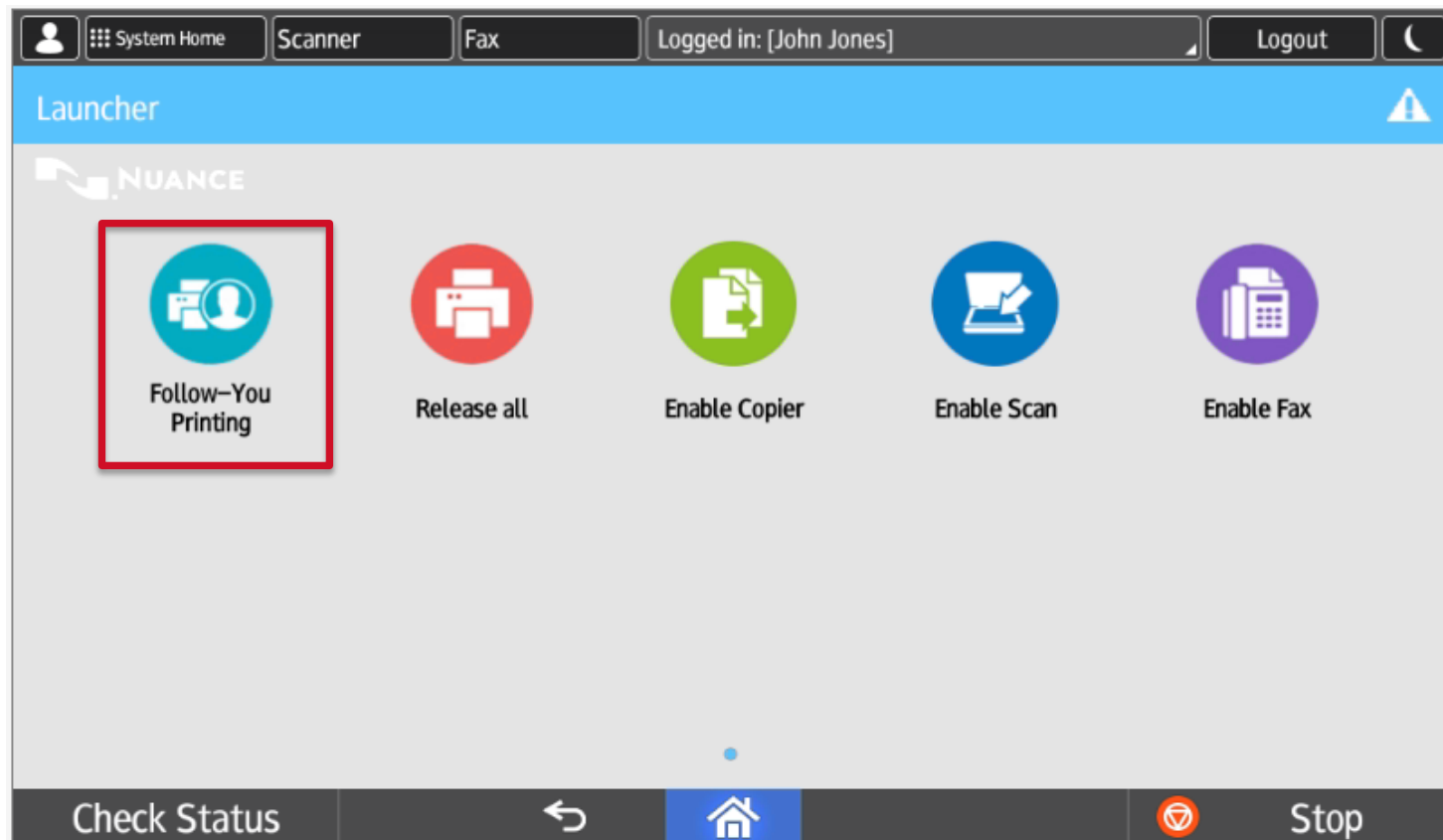


Follow You Printing



# Follow You Printing

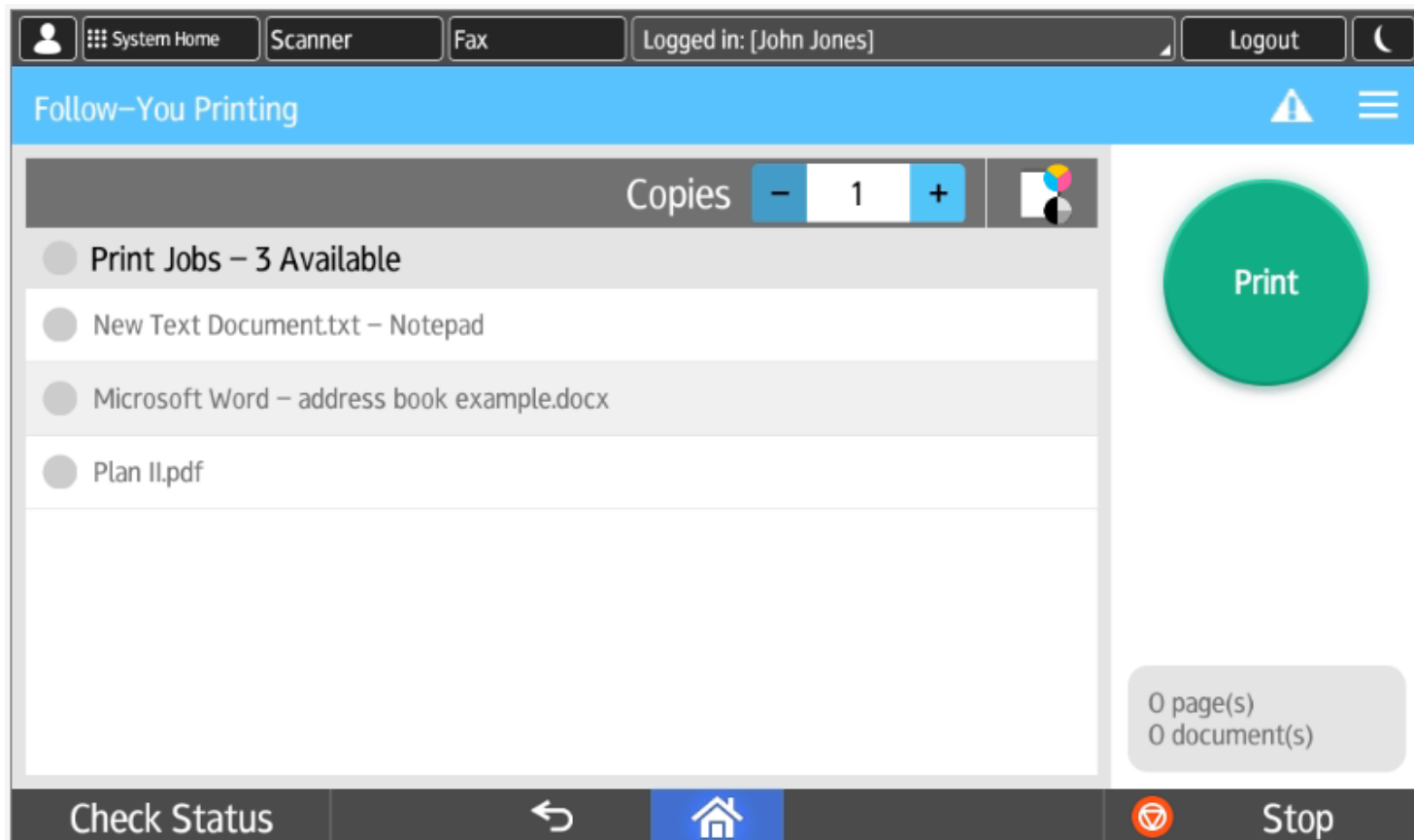
To print your documents, choose Follow-You Printing





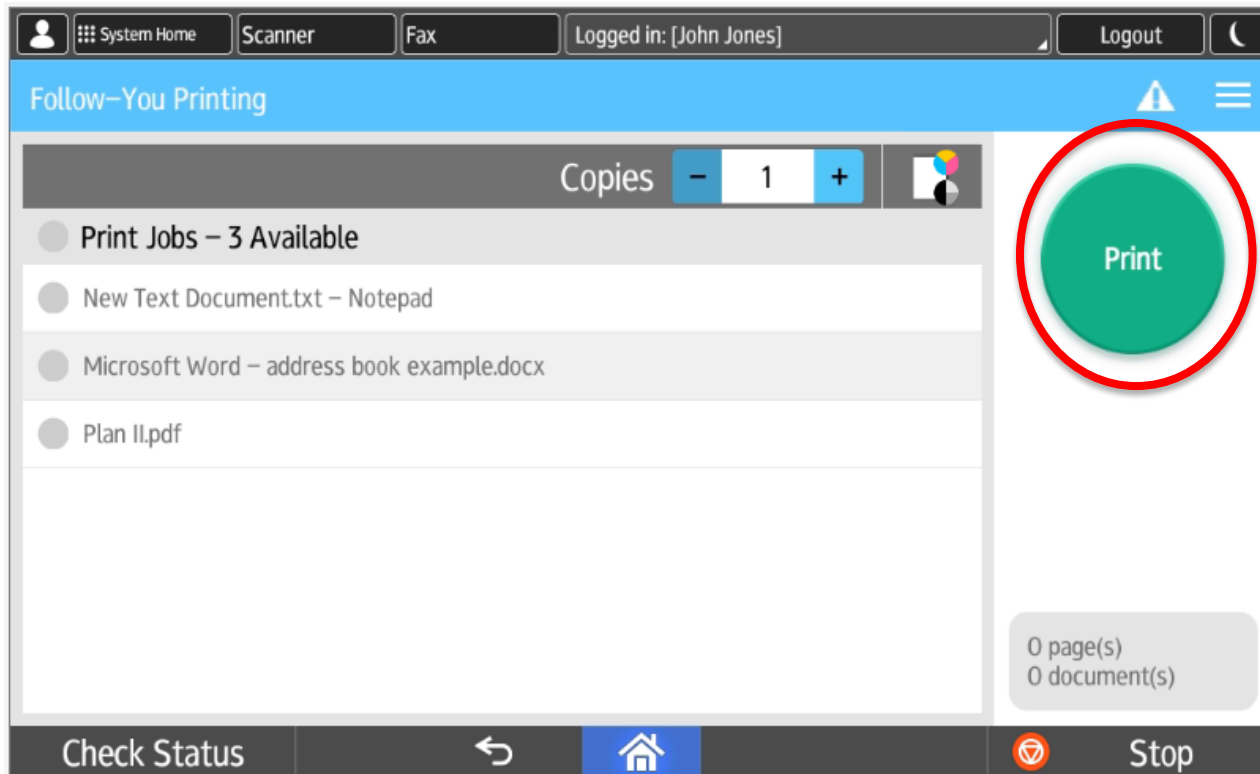
# 1) FOLLOW-YOU PRINTING

When you send a print job from your computer, it will wait in the print queue. You may log on to any connected Ricoh Copier in your campus location and release your print job.





# 1) FOLLOW-YOU PRINTING



**You will only see the print jobs sent by you.  
Select one or all of your print jobs and press Print.**

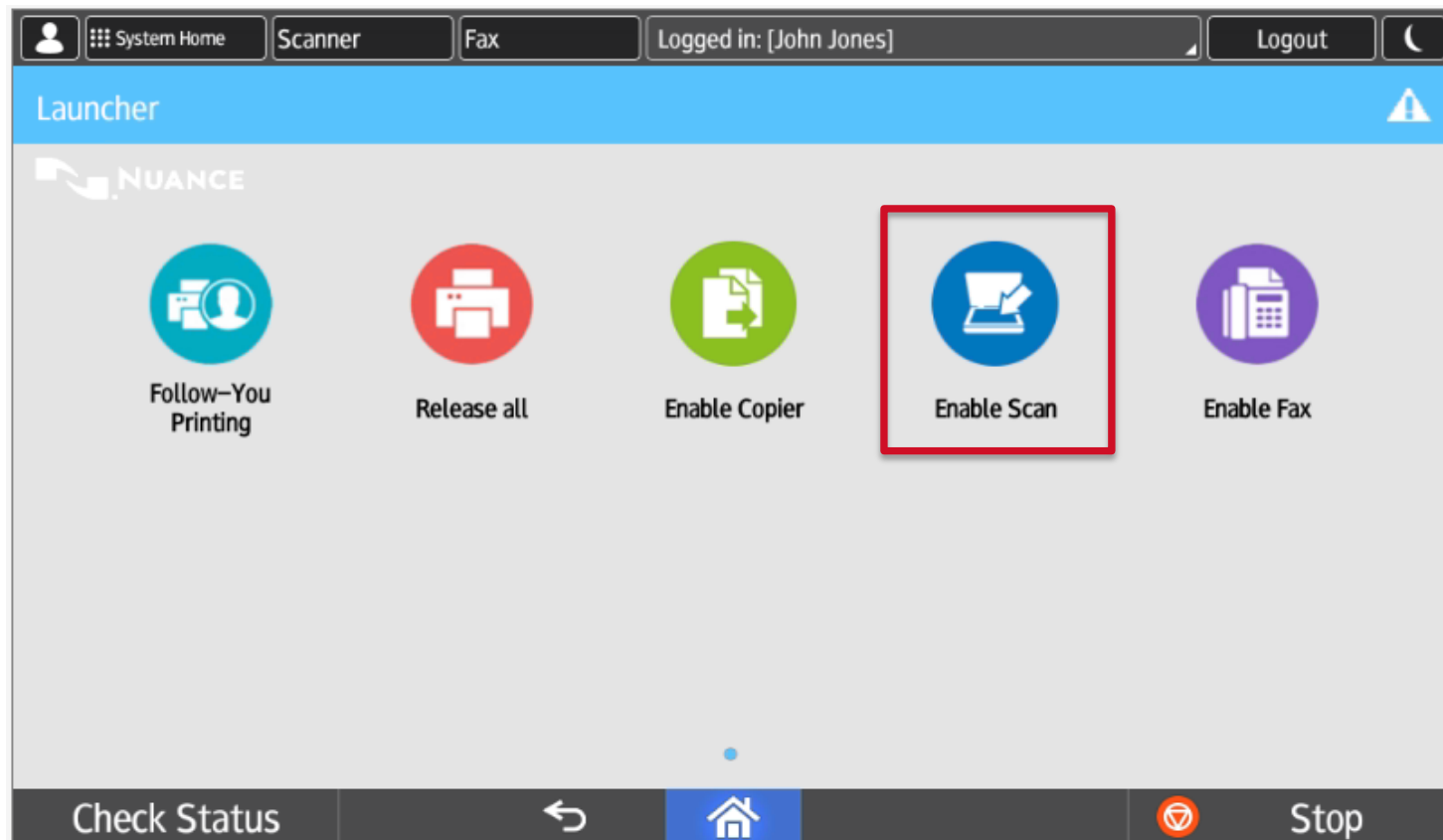


# Scanning



## 2) Scanning

**For Scanning, select “Enable Scan” to send a PDF document to your email inbox.**

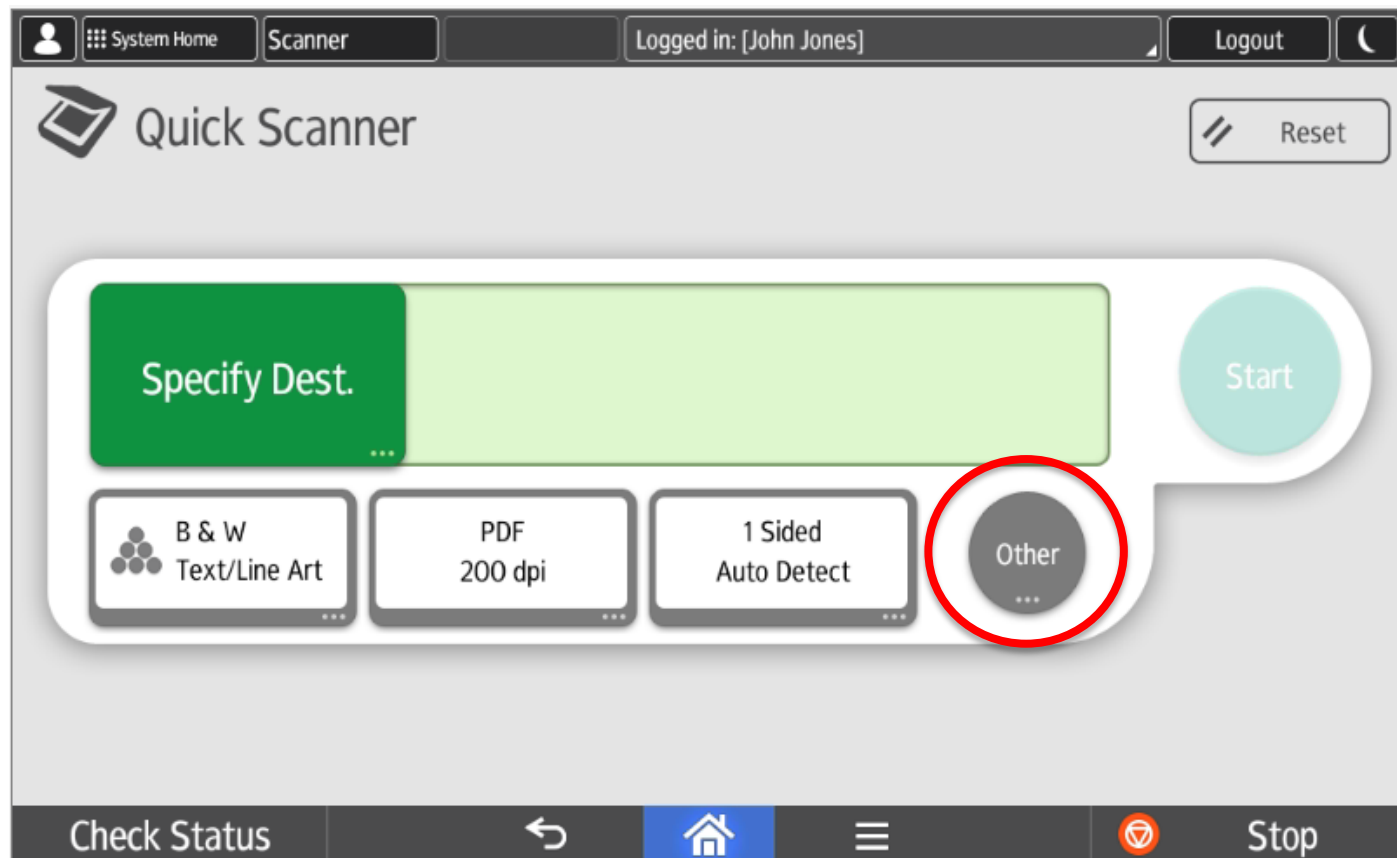






## 2) Scanning

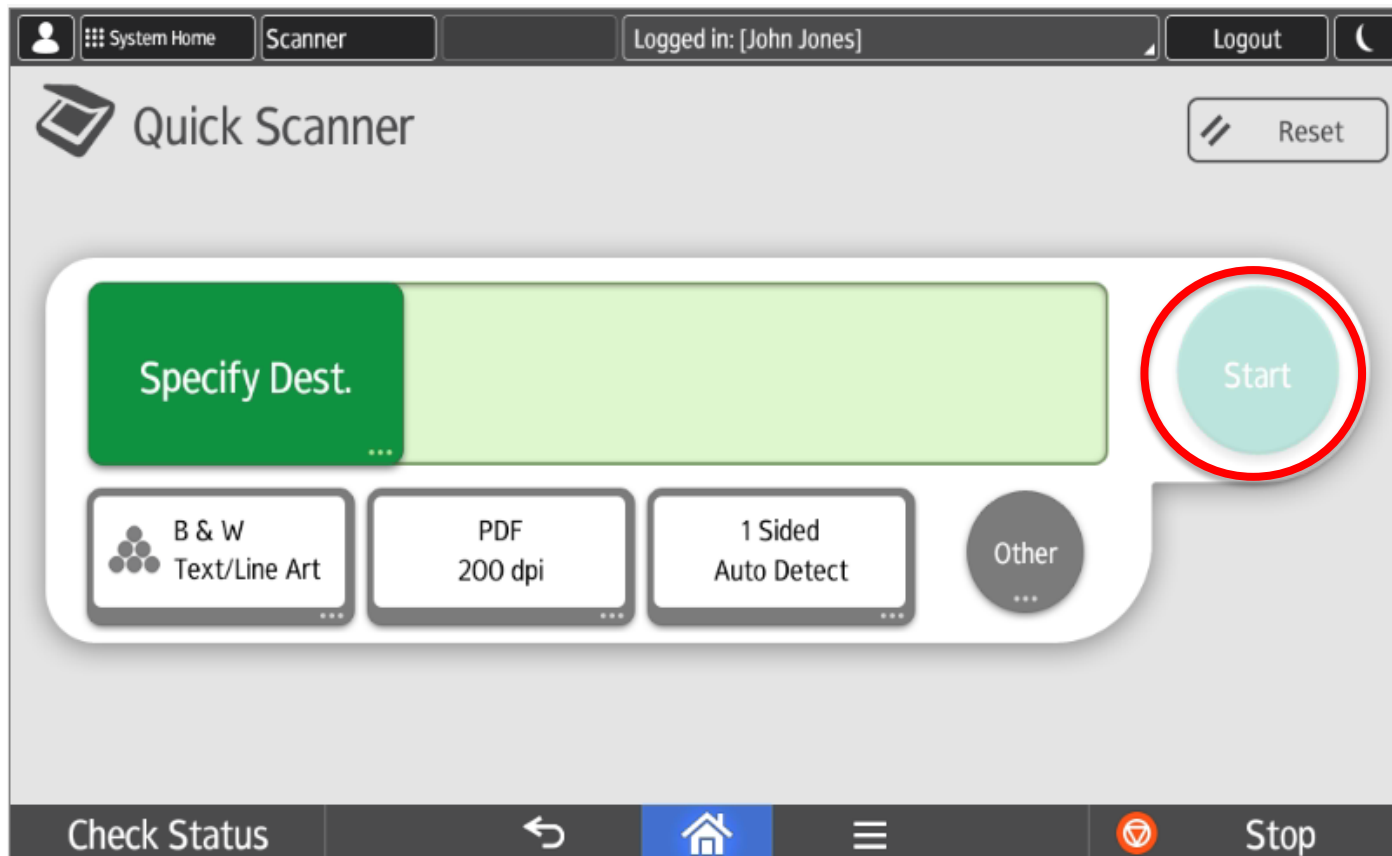
Place your original in the feeder and press “Scan” button to initiate scanning. Additionally, you may select “Other” for additional scan settings.





## 2) Scanning

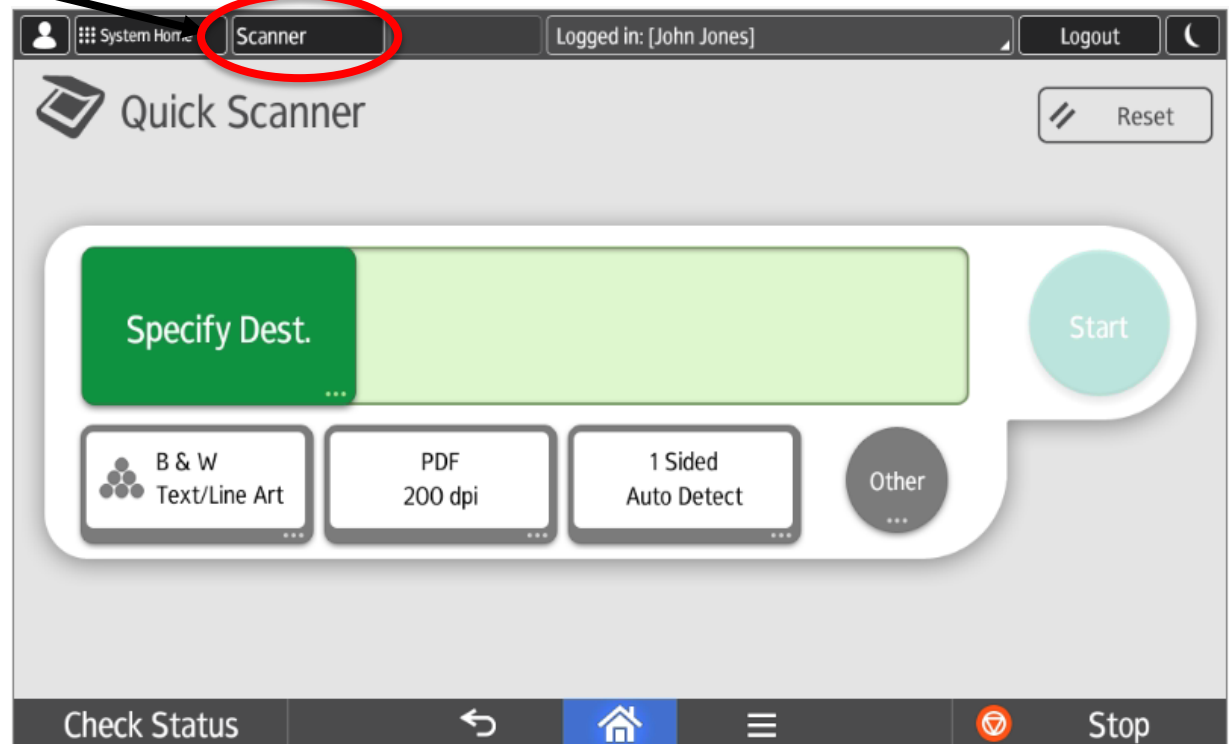
Once settings are selected press the “Start” button.





# Advanced Scanning Screen

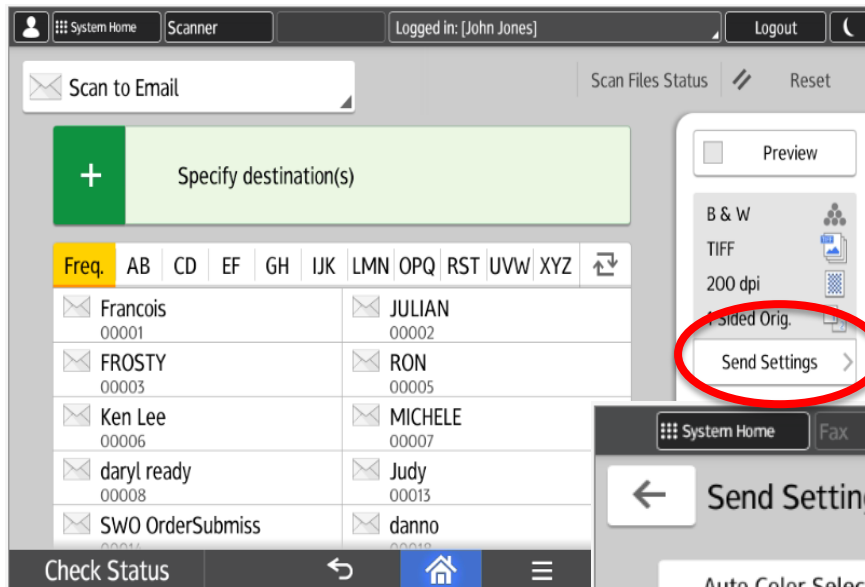
You can get into the Advance scanning screen by selecting the "Scanner" button on the top of the screen.





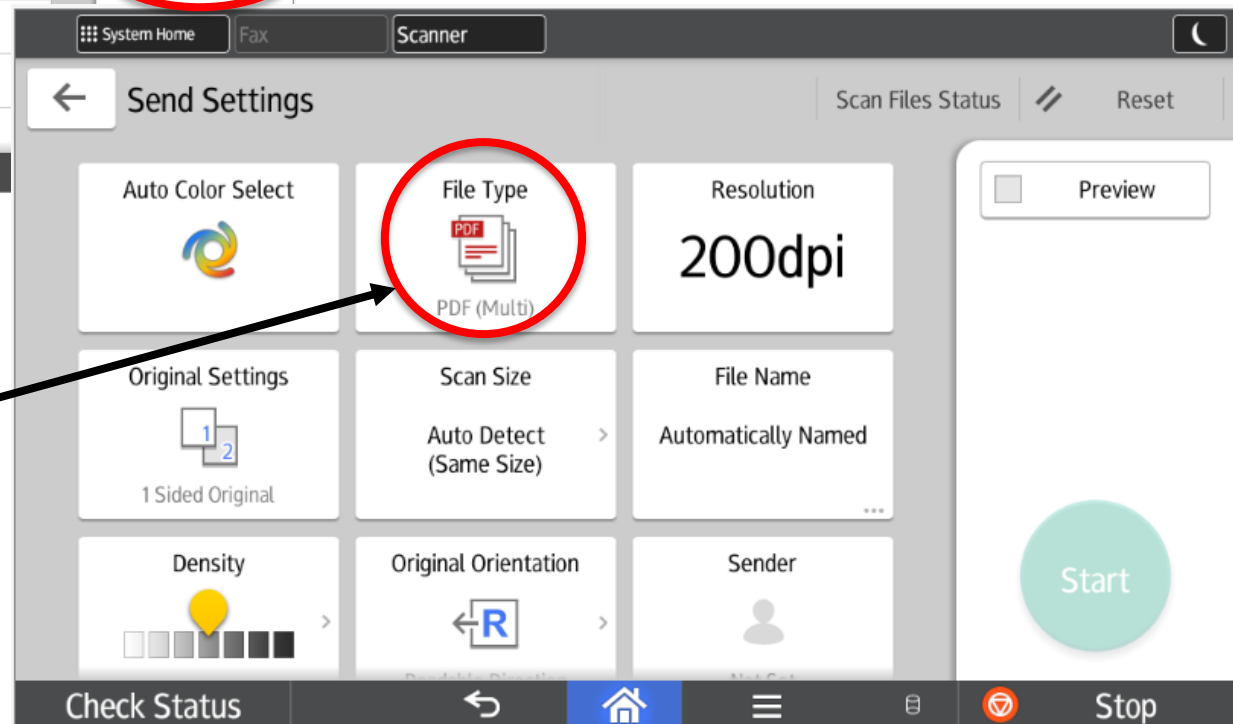
# Advanced Scanning - OCR

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To find the OCR option, select the Send Setting button.

Select the File Type button





# Advanced Scanning - OCR

**Select "Others"**

**Select PDF (Multi-page), once you have selected that option, more options will top up underneath.**

**File Type**

- ☐ TIFF / JPEG (Single Page)  
Originals containing mainly photos/pictures. Each page saved as a single file.
- ☐ TIFF (Multi-page)  
Multiple B & W scanned pages are combined and saved as a single file.
- ☐ PDF (Single Page)  
Saves each page as a single PDF file
- ☒ **PDF (Multi-page)**  
Saves multiple scanned pages as a single PDF. PDF

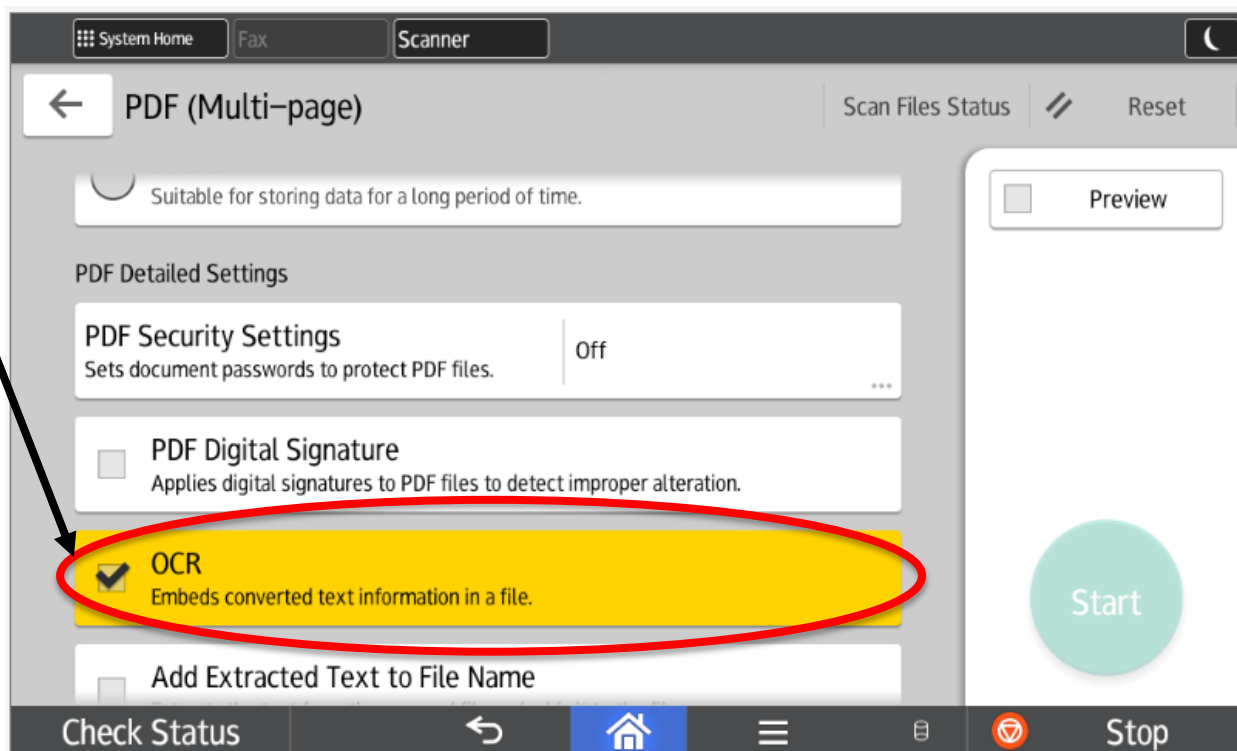
**Start**

**Check Status** **Stop**



# Advanced Scanning - OCR

Swipe up to find  
"OCR", select that  
option. Then press  
the back arrow in the  
top left corner.

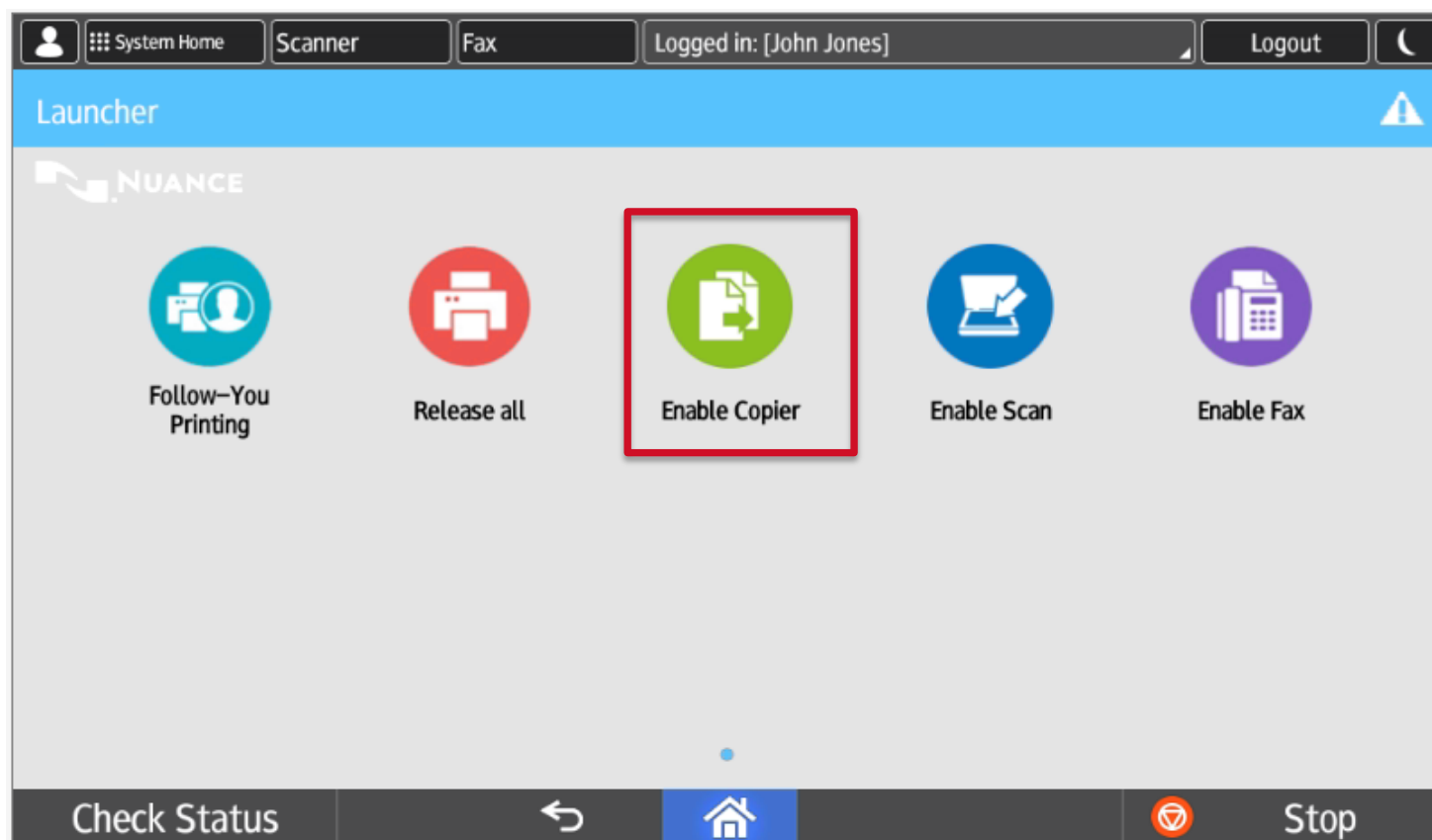




Copy Mode

# Copy Mode

To copy, select “Enable Copier”



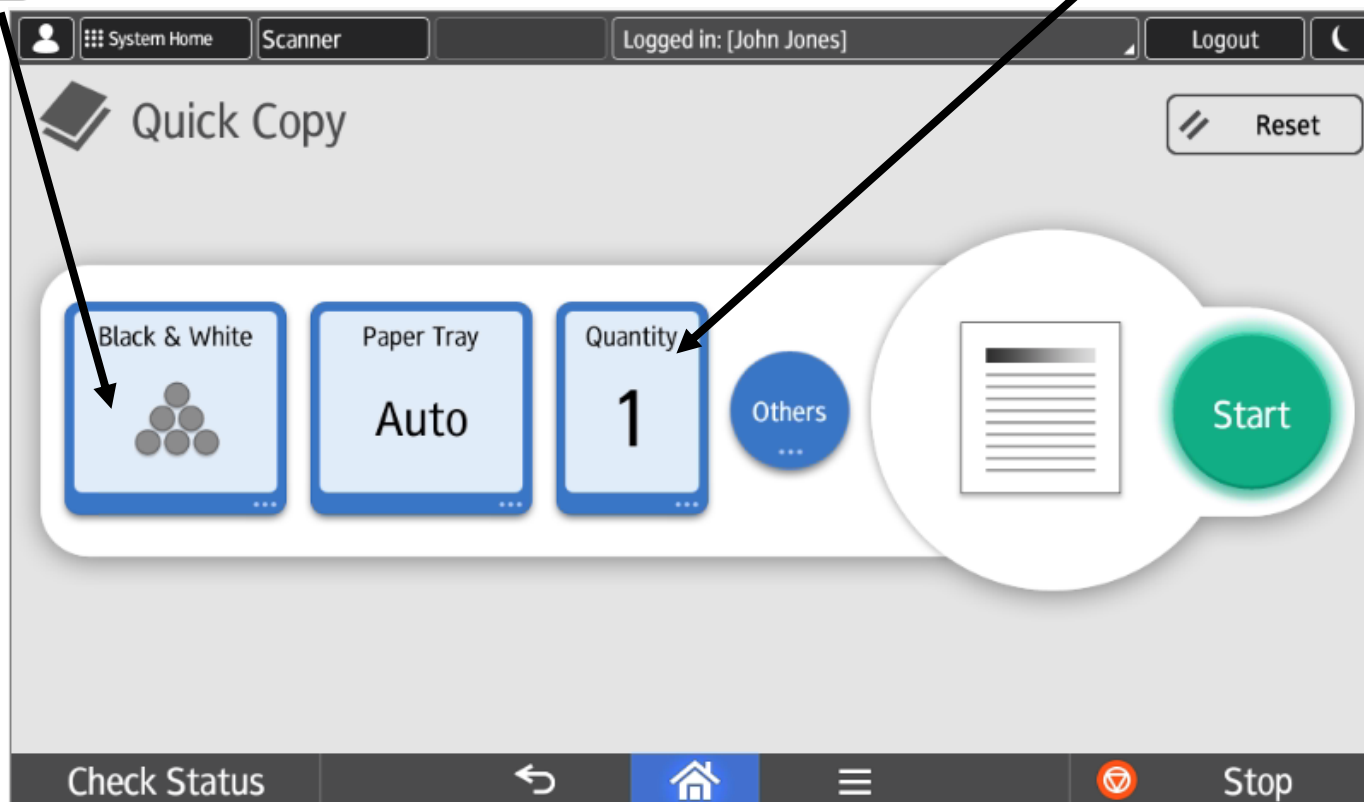


# Copy

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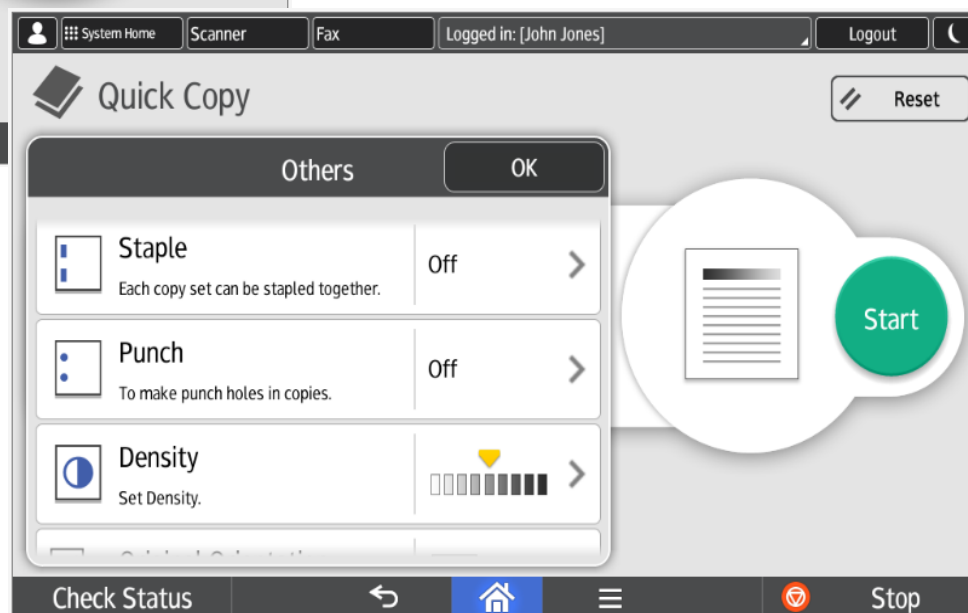
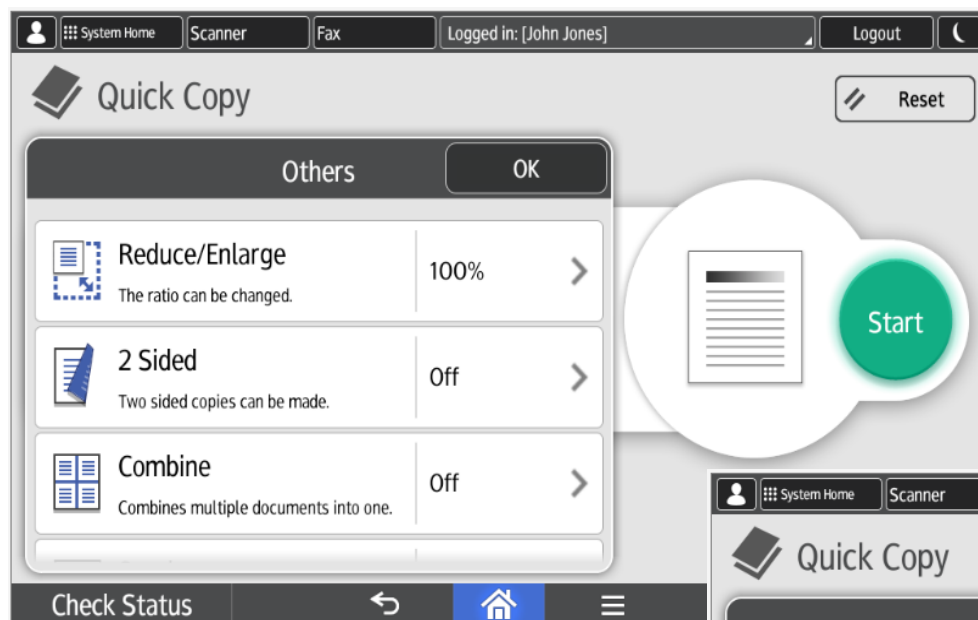
To choose  
between **Black  
& White** or  
**Color** coping

Select quantity  
needed



# Copy – Other Settings

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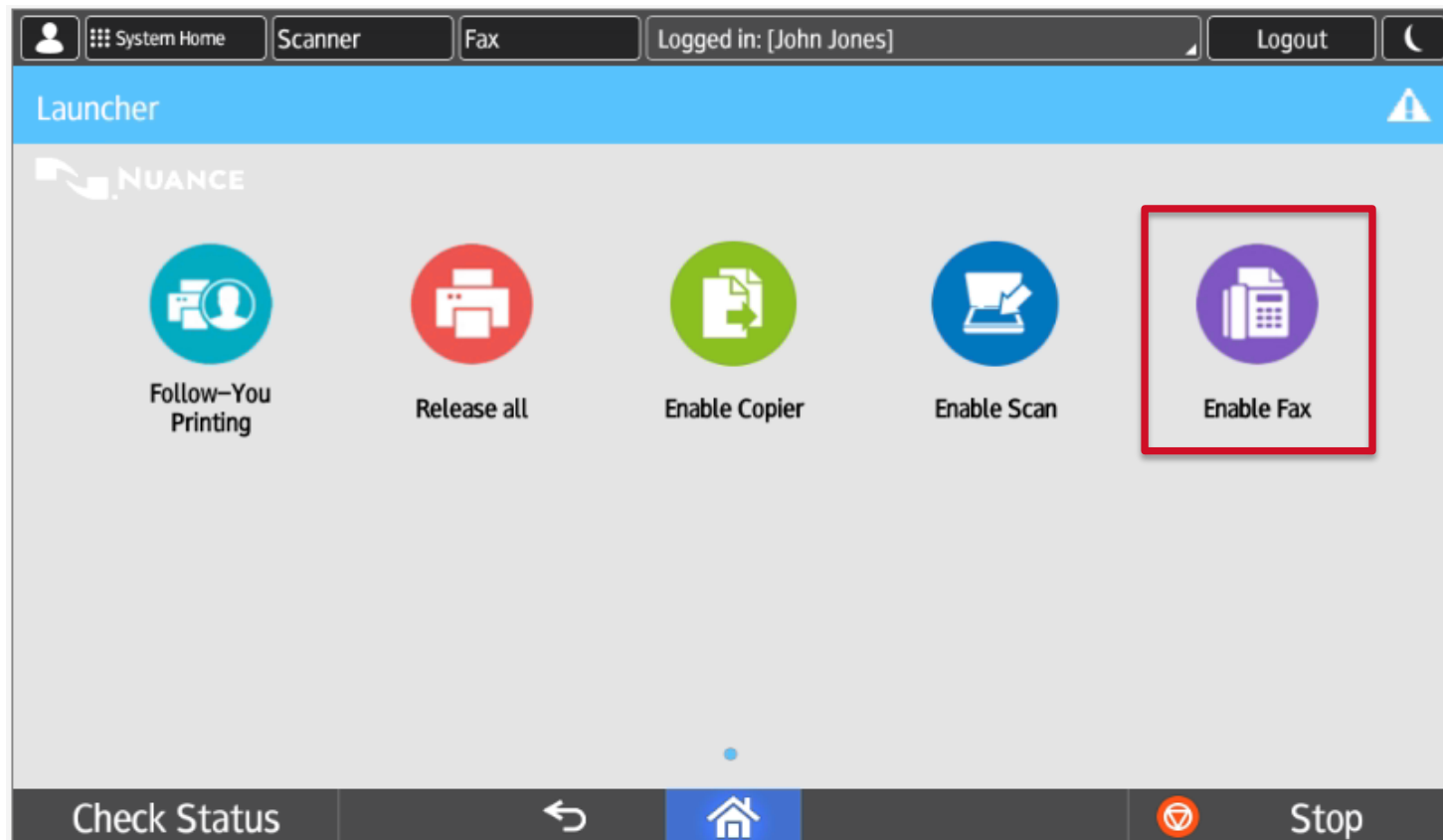




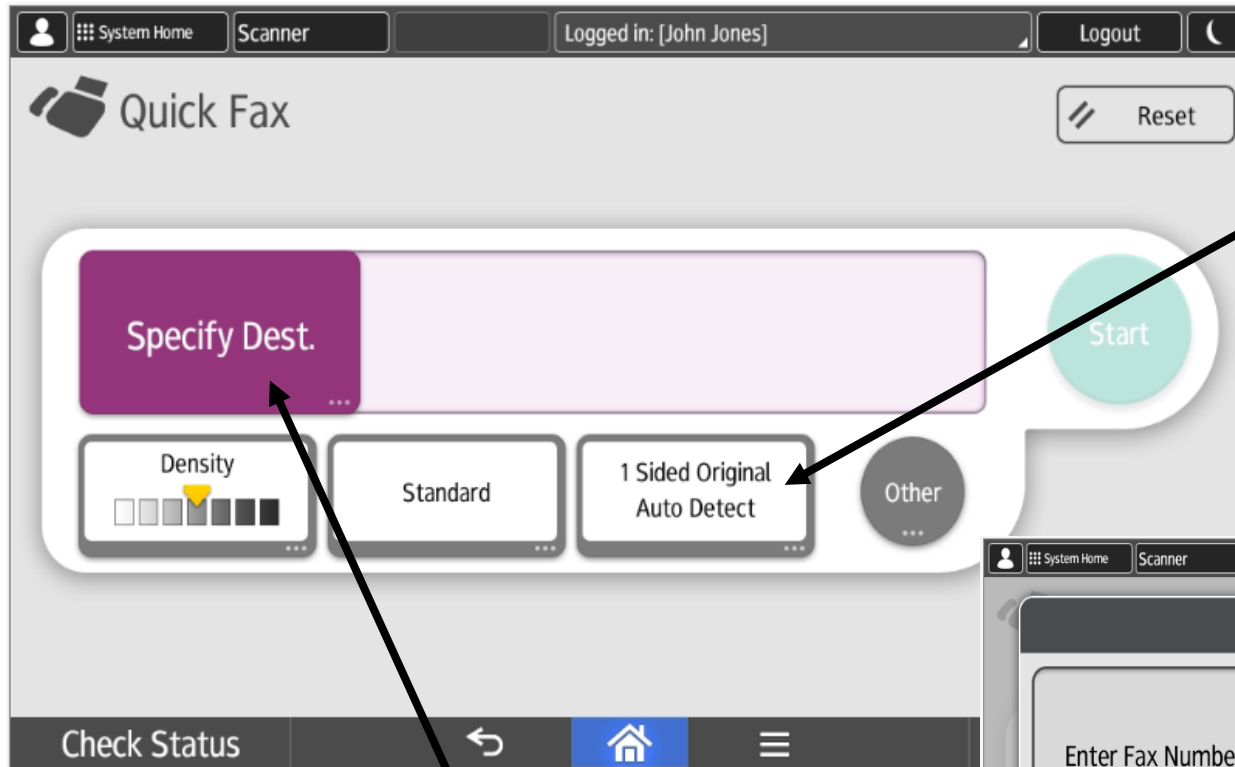
# Facsimile (Fax) Mode

# Fax Mode

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# Fax Features



Select fax features; 1 sided, density

Select "Specify Dest" to enter the fax number you would like to send to





# Document Feeder

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The 3 sensors on the feed table should not be blocked by paper, etc. It will result in undesired paper size output, or the unit will beep indicating to load special paper size in the tray



Document Feeder Sensors



# Thank you !

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The Ricoh Training Team thanks you for attending  
this presentation

For future inquiries on your unit's functions, please  
refer to the quick guides supplied

If you have any questions, please email us at :

[winnipegtraining@ricoh.ca](mailto:winnipegtraining@ricoh.ca)

You may also contact your IT Tech. Support Team at:  
204-786-9149

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