

Printing Scanning or Photocopying on Ricoh Printers



Tap your card or enter your login details to continue.



Username _____

Password _____

Log in

PaperCut MF 3.25

First, log in by tapping your staff/student card on the black reader, usually to the side of the screen.

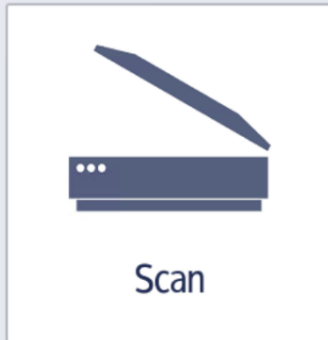


If you don't have your card, you can enter your MWS username and password using the on-screen keyboard.

When logged in you will be presented with the following screen:

You have 4 print jobs pending

Print all



Printing

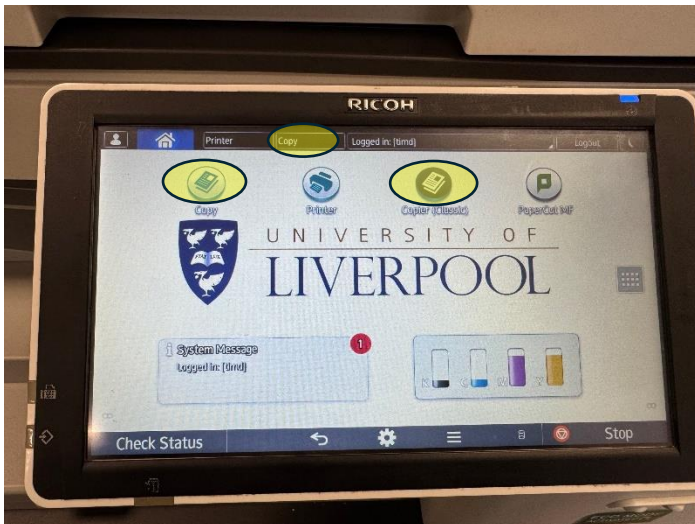
You can simply release all your jobs to print in your queue by pressing “Print All” or press the “Print Release” icon to release individual jobs.

Please note: You will need to have sufficient funds in your print account to print them.

Print jobs will be deleted from the queue automatically after 120 hours.

Photocopying

To photocopy, click **Copy**, then the **Copy button** in the next screen, this will take you to the Ricoh functions page, press one of the copy buttons shown to access the copy functions – you can choose double sided etc here.



Again, you will need sufficient funds.

Scanning

Pressing the scan option will give you two options – scan to email or scan to m:\printscans. Scanning to the PrintScans folder on your m: drive allows for larger scans as email attachments are limited to under 50 MB. If you accidentally delete your PrintScans, it can be recreated by accessing the **Install University Apps** icon on a teaching centre PC.