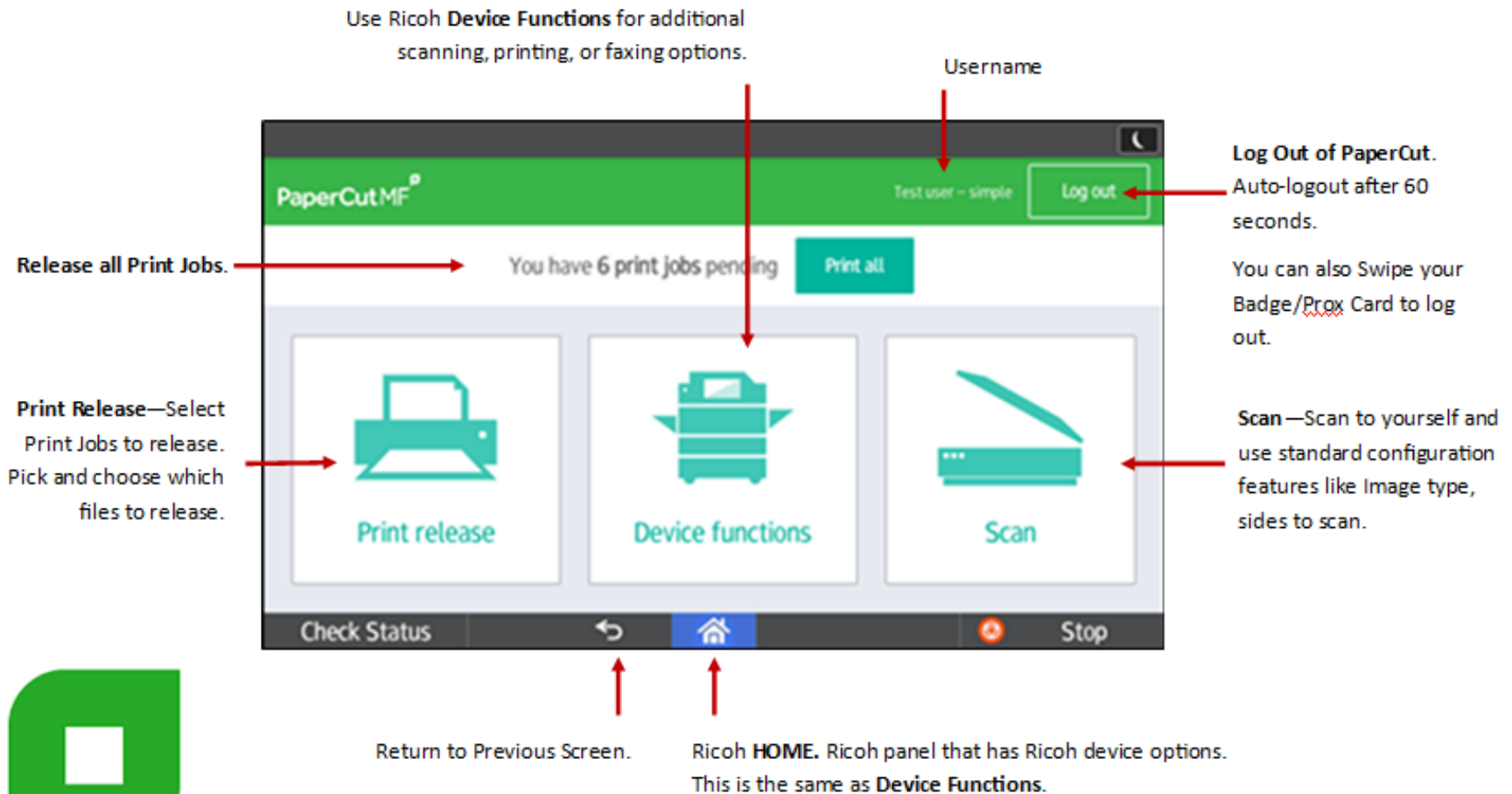


## RICOH MULTI-FUNCTION DEVICES – PRINT, COPY, SCAN, FAX\*

### Quick reference guide

Understanding the *PaperCut Panel* (after signing in with your StarID and password or swiping with the Prox card).

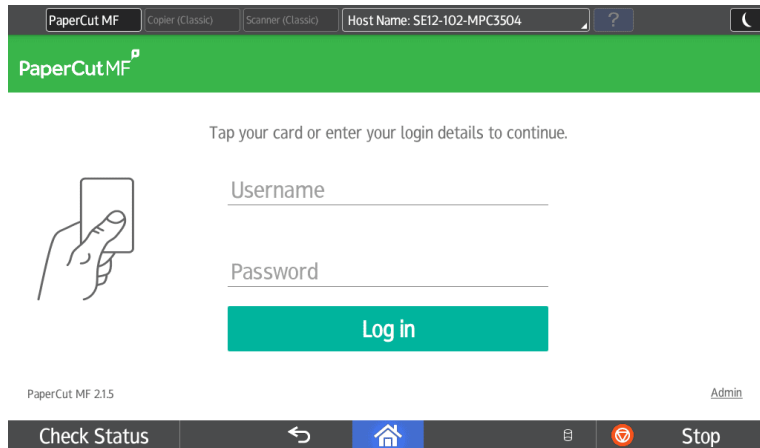


**\*\* After 60 seconds of non-use, the current user will be automatically signed out of PaperCut \*\***

## Quick reference guide

### Printing

1. Swipe your Prox Card/Badge ID card at the scanner or key in your StarID and password. (example)



Sample Screen for Sign-In



EcoPrintQ Prox Card Reader

2. From the *PaperCut Panel* screen, touch **Print Release**



3. To print all jobs, select **Print All**.  
Or select an individual job and select **Print** or **Cancel**.
1. If finished, press the **Log Out** button or swipe the Prox Card on the card reader.  
OR
2. To continue to use the device, press the **Home** button, select the **PaperCut** icon, or **Device Functions**. Select the **copy**, **scanner** or **fax** button on the operation panel.

*\*Fax is only available for staff use and is not accessible on all machines.*

## Copying

3. Swipe your Prox Card/Badge ID card at the scanner or key in your StarID and password.
4. From the '*PaperCut Panel*' screen, touch **Device Functions**.



5. Select the correct **Cost Center**
  6. On the **Comment**, press **OK**. (Adding comments/notes is optional).
  7. Press **Device Functions**.
  8. The Ricoh screen will have available features/options for use, depending on the model of printer.
  9. Place the originals:
    - On exposure glass (face down) or
    - Auto document feeder (face up).
  10. Select number of copies and any other required setting options.
  11. Press the **Start** or **Copy** button.
  12. If finished, press the **Log Out** button or swipe the Prox Card on the card reader.
- OR
13. To continue to use the device, press the **Home** button, select the **PaperCut** icon, or **Device Functions**. Select the **scanner** or **fax** button on the operation panel.

## Scanning to Email

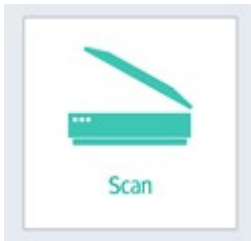
*Email cannot support large attachments*

### Scanning to Self

1. Swipe your Prox Card/Badge ID card at the scanner or key in your StarID and password.
2. From the '*PaperCut Panel*' screen, select **Scan** button.

### Scanning to Others

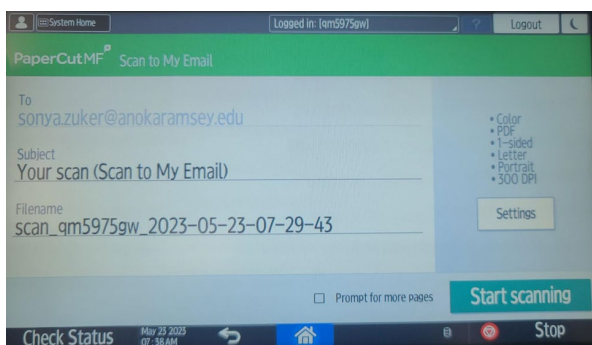
1. Swipe your Prox Card/Badge ID card at the scanner or key in your StarID and password.
2. Use the **Device Function** feature or **Scanner** button to scan to more than one person



3. Place the originals:

- On exposure glass (face down) or
- Auto document feeder (face up).

4. Confirm the scan-to-email



5. Adjust settings by pressing **Settings**

- Press the Back arrow to return to the Scan screen

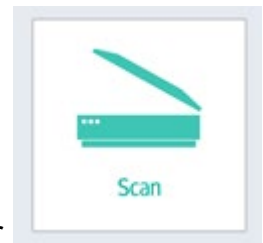
6. Press the **Start Scanning** button on the device.

7. Scanning commences, and a confirmation message appears.

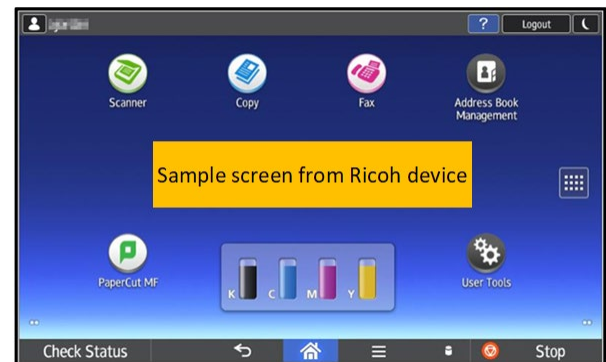
8. If you are finished, press **Log Out**.



or



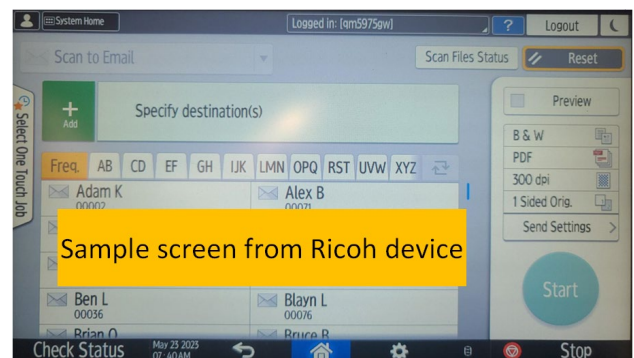
then **Scanner**



3. Place the originals:

- On exposure glass (face down) or
- Auto document feeder (face up).

4. Adjust settings or specify destination(s)



5. Press the **Start** button on the device.

6. Scanning commences, and a confirmation message appears.

7. If you are finished, press the **Home** button, select the **PaperCut** icon and **Log Out** or press **Log Out**

## Faxing

*\*Fax is only available for staff use and is not accessible on all machines.*

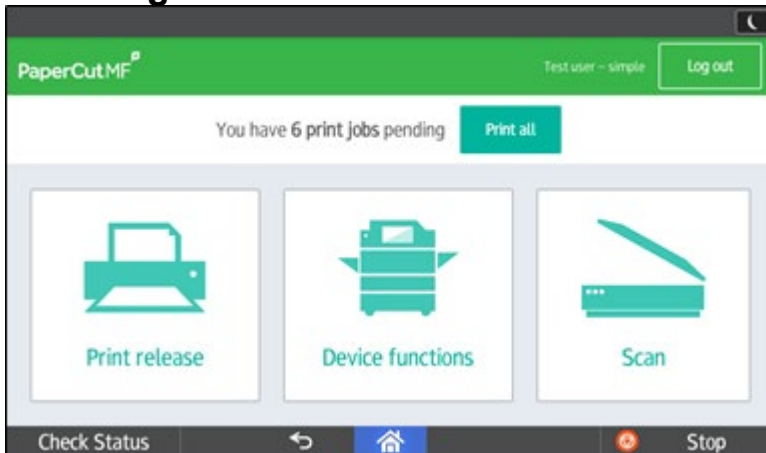
1. Swipe your Prox Card/Badge ID card at the scanner or key in your StarID and password.
2. From the 'PaperCut Panel' screen, touch **Device Functions**



3. Press the **FAX** button on the device.
  4. Place the originals:
    - On exposure glass (face down) or
    - Auto document feeder (face up).
  5. Enter the fax number then press the **Start** button. *Confirmation message appears.*
  6. If finished, press the **Log Out** button or swipe the Prox Card on the card reader.
- OR
7. To continue to use the device, press the **Home** button, select the **PaperCut** icon, or **Device Functions**. Select the **copy**, **scanner** or **fax** button on the operation panel.

## Logging out

1. Press **Log Out**



OR

2. Swipe your badge/Prox Card on the Prox Card Reader to **Log Out**

The printer will automatically log out the current user after 60 seconds.