

# 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).

Use Ricoh **Device Functions** for additional scanning, printing, or faxing options.

Username

Log Out of PaperCut. Auto-logout after 60 seconds. You can also Swipe your Badge/Prox Card to log out.

Scan—Scan to yourself and use standard configuration features like Image type, sides to scan.

Release all Print Jobs.

Print Release—Select Print Jobs to release. Pick and choose which files to release.

Return to Previous Screen.

Ricoh **HOME**. Ricoh panel that has Ricoh device options. This is the same as **Device Functions**.

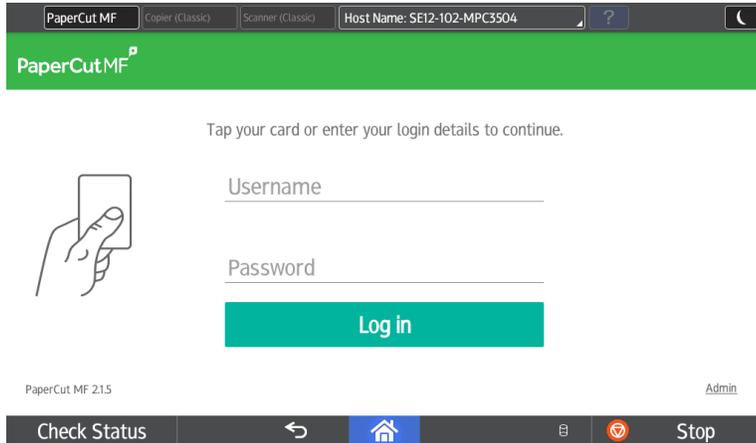
PaperCut icon

**\*\* 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

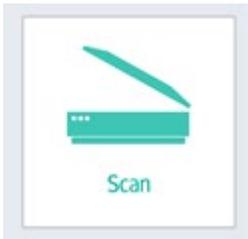
*Email cannot support large attachments*

### 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

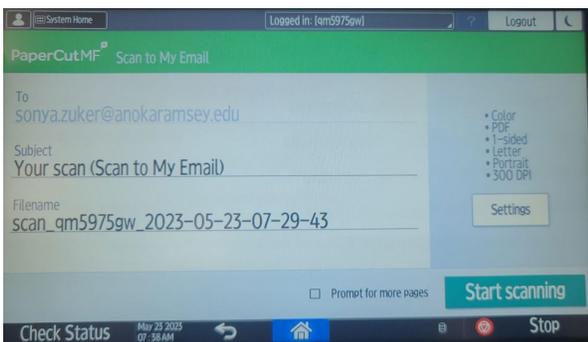
1. Swipe your Prox Card/Badge ID card at the scanner or key in your StarID and password.
2. Use the **Device Function** feature or **Scanner** button to scan to more than one person



3. Place the originals:

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

4. Confirm the scan-to-email



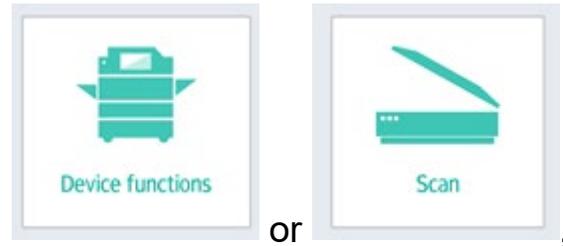
5. Adjust settings by pressing **Settings**

- 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**.



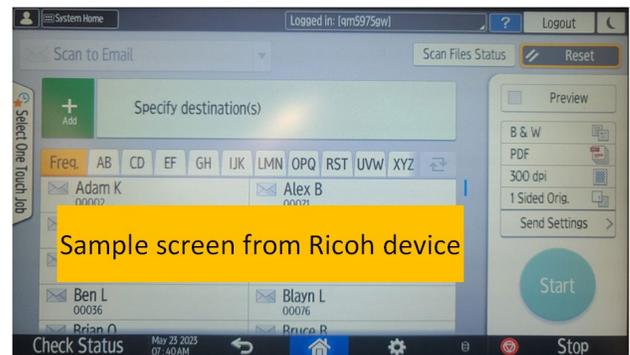
then **Scanner**



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**



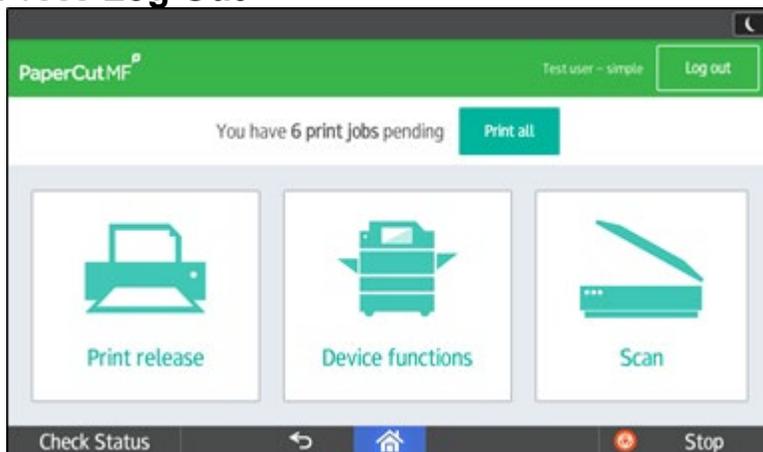
3. Press the **FAX** button on the device.
4. Place the originals:
  - On exposure glass (face down) or
  - Auto document feeder (face up).
5. Enter the fax number then press the **Start** button. *Confirmation message appears.*
6. If finished, press the **Log Out** button or swipe the Prox Card on the 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.