



School District 8  
Kootenay Lake

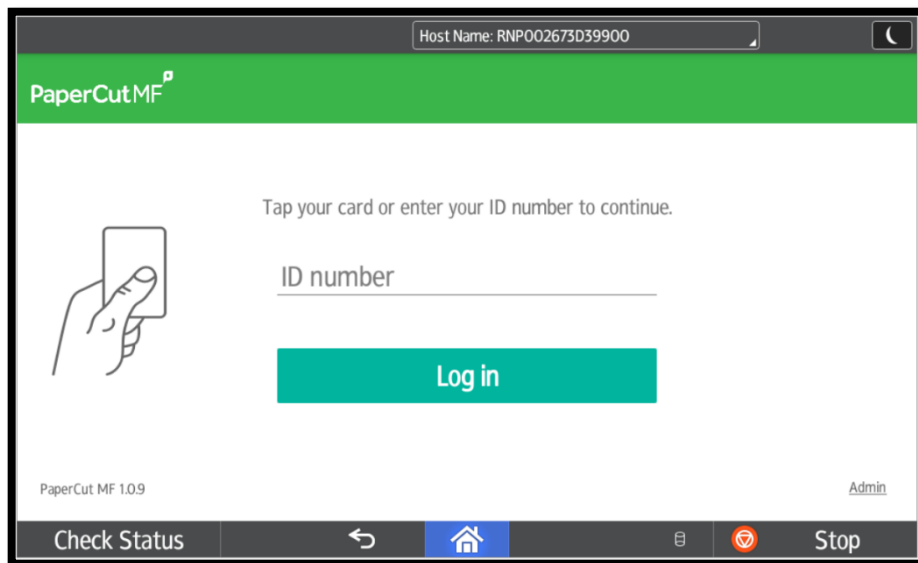
## User Guide for Ricoh Copier with PaperCut

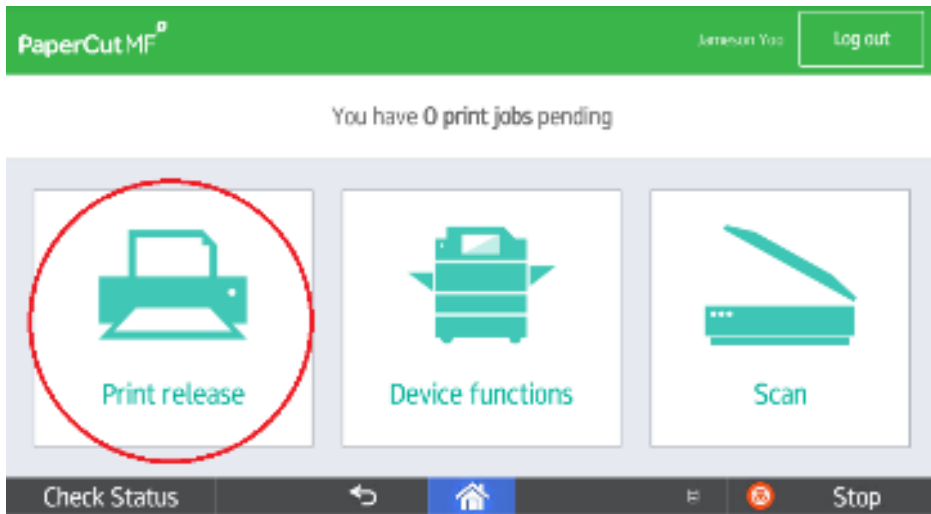
### Logging In



**Touch the panel** at the copier if the screen is black.

Tap your FOB to log in.





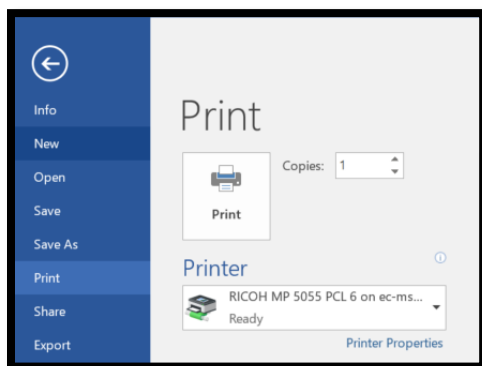
Select **Print Release** to release your print jobs.

Select **Device Functions** to use scanning, copying, and other functions.

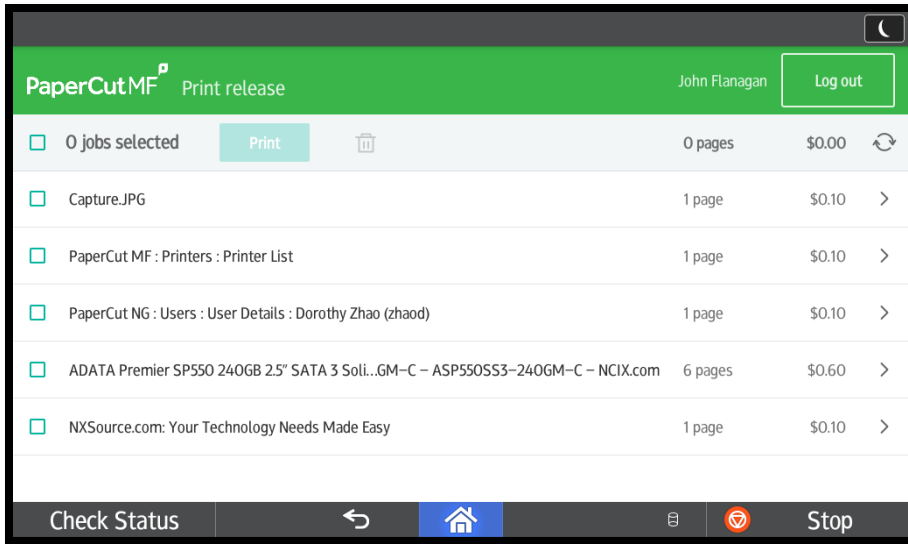
Select **Scan** for quick scan to your email.

## Printing At Your PC...

Click onto this icon from your computer desktop, find the RICOH copier to connect. Once it's connected, go back to your file, select PRINT and use the drop down menu to select the Ricoh copier as shown below. The print job will be held in the print queue for 24 hours until you release at the RICOH copier.



Proceed to the MFP and log in. Select **Print Release** to select the files to print or delete from the queue.



Press the check mark to select the files and then press **print**.



TIP - Select first check box to highlight all files in the queue.

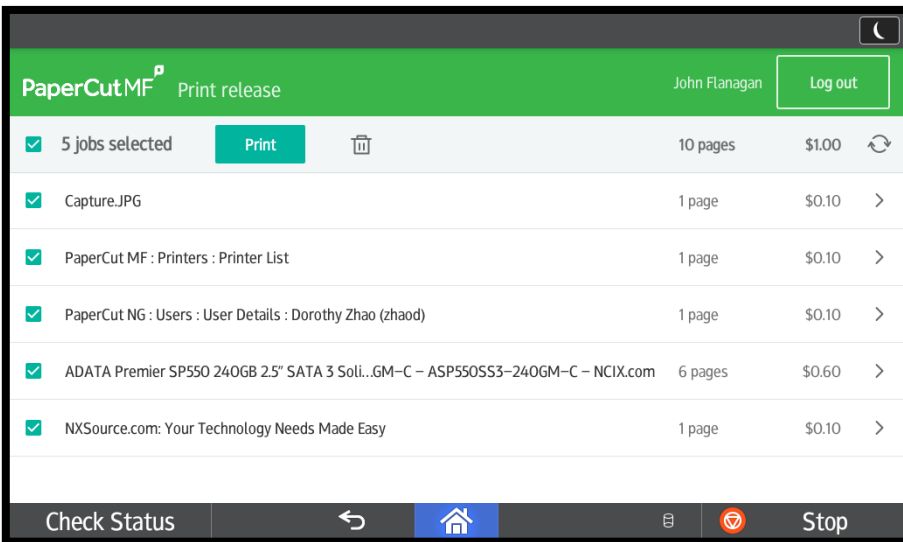
Note – you will only see your files.

You could also select Print All to immediately release all print jobs from the main screen.

## Delete

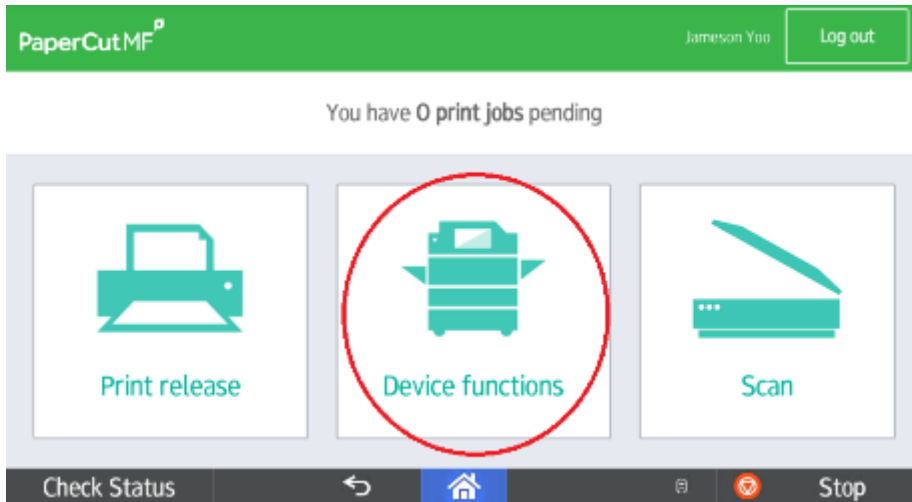


Press the **trash can** to delete any files from the queue. Any files not printed within 24 hours will be automatically deleted.

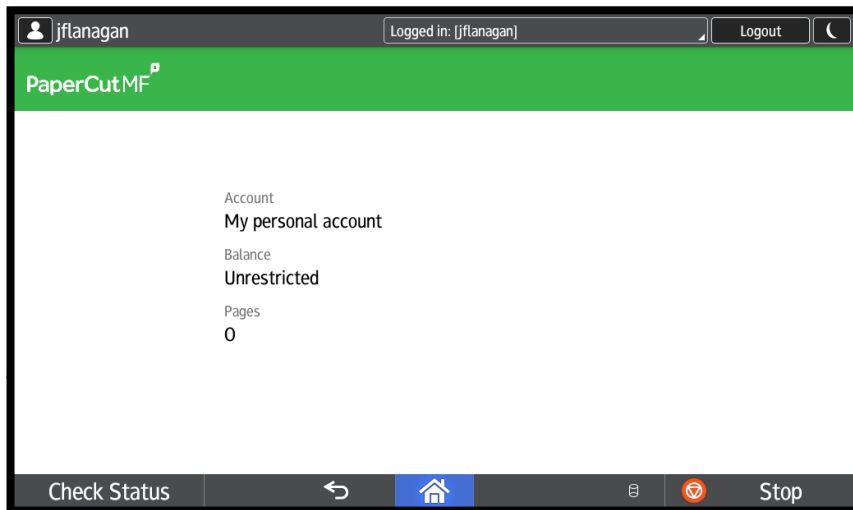


# Copy and Scan

1. Touch the screen.
2. Log in.
3. Select **Device Functions**.

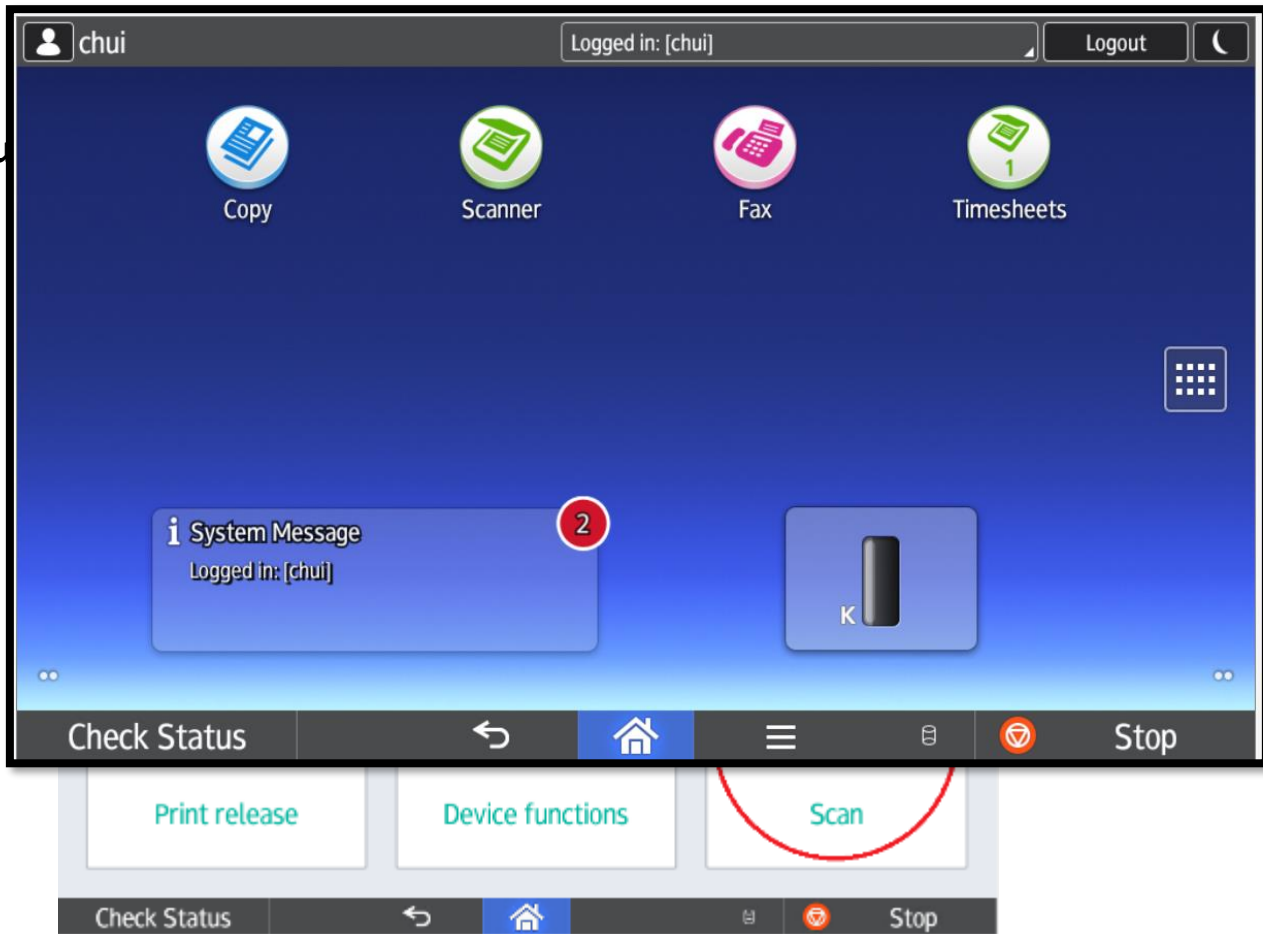


The screen will notify you of your account balance and confirm the user name.



5. Select **Copy**

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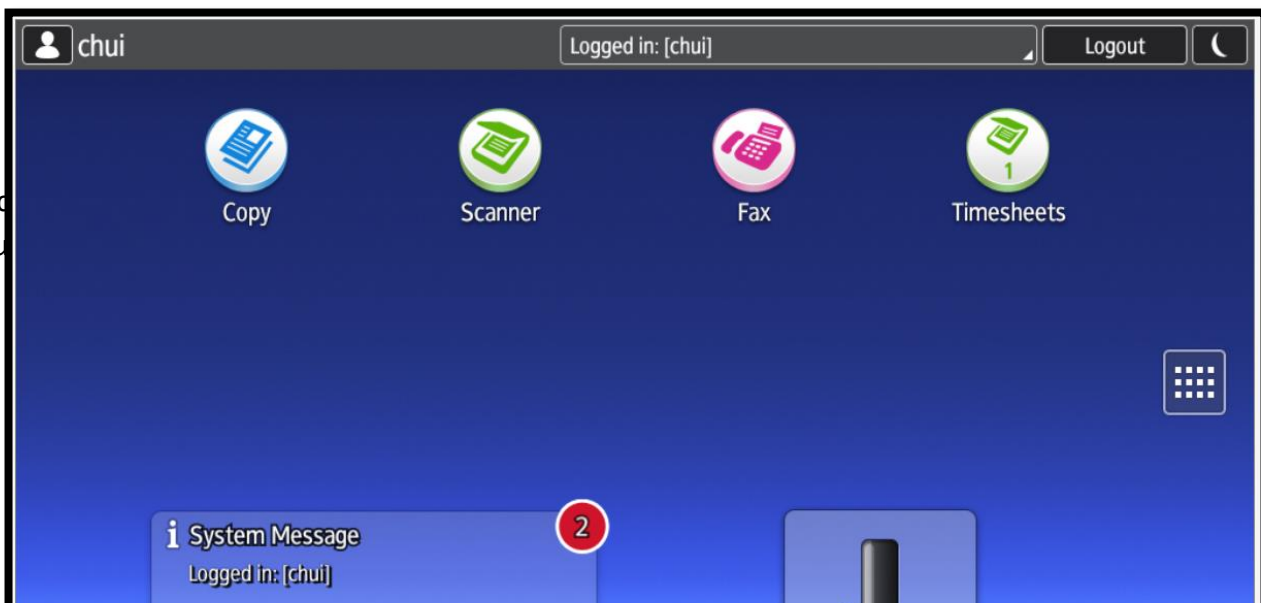


**Logging Out** At any time, **press the logout button on the top right corner to logout.**

The unit will also time out after 60 seconds.



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