

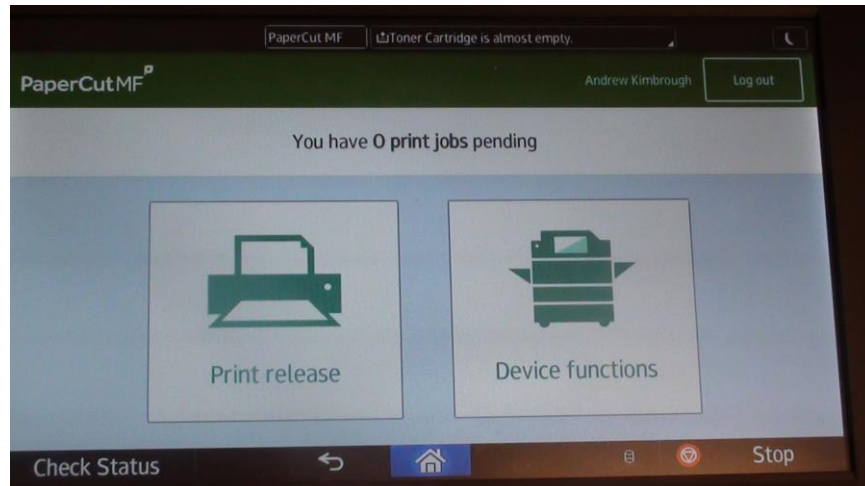


Ricoh MFP

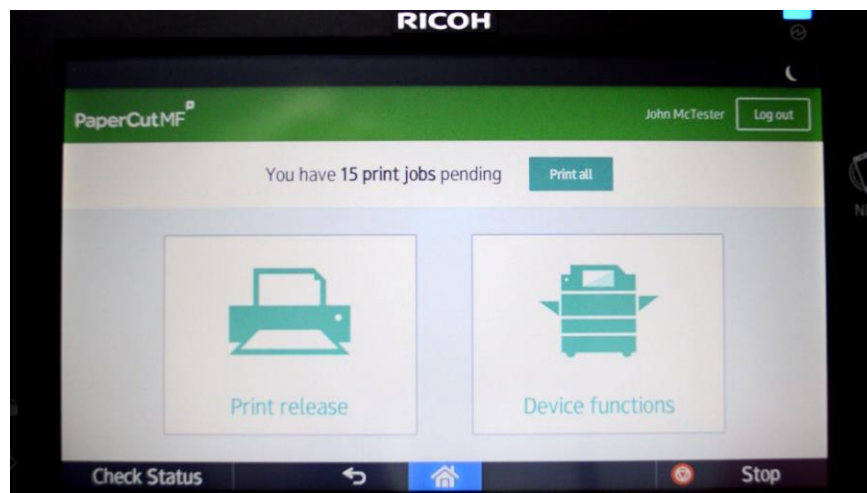
Getting Started Information

Sending Print Jobs from a Computer: When printing from a computer, follow the steps below to release the jobs to the the new Ricoh copiers.

- ✓ Select Either “Ricoh_B&W” for Black & White output or “Ricoh_Color” for color output.
- ✓ Select your finishing options under preferences just as you would previously prior to printing your document (front and back, staple, etc.).
- ✓ *Please note:* You are no longer printing to a specific device, but rather to a print queue. As a result, you will see other print jobs pending on the print queue that belong to other users. This is normal. There’s no need to clear the print queue.
- ✓ Once you have printed your document, you can go to any new Ricoh device within the district, scan your TSC ID badge (after it’s been associated), and your jobs will be waiting to print.



- ✓ Select 'Print release' on the left side of the screen, then select 'print all,' which will print all jobs in your queue or select 'Print release,' which will allow you to choose specific jobs to print.



- ✓ Once you've printed a job, it is automatically deleted from your queue. Jobs not printed after 2 days will be deleted out of your queue automatically.