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**TURN POWER ON/Off**

The Main Power Switch is on the left side of the machine. When this switch is turned off, the Main Power light on the right side of the Control Panel will go off. You should use this switch only when it is necessary.

**TURN ON MAIN POWER**

- Check to make sure the power cord is firmly plugged into the wall outlet.
- Open the Main Power Switch Cover.
- Turn on the Main Power Switch (see illustration below).

・The Main Power Indicator (see illustration above), which is located on the right side of the Control Panel, will go on.

**IMPORTANT**

- Make sure you **DO NOT** turn off the Main Power immediately after turning it on.
- Turning the power off immediately after turning it on can damage the hard disk.
- This can lead to a malfunction of the machine.

**TURN OFF MAIN POWER**

- Open the Main Power Switch Cover.
- Turn off the Main Power Switch (see illustration above).

**IMPORTANT**

- Once the Main Power Switch is turned off, wait a few seconds before turning the power back on.
- If the Turn Main Power Switch Off message appears turn the machine off and wait for the Main Power Switch Indicator to turn off.
  - Once the Main Power Switch is turned off wait **10 seconds** or more to turn the machine on again.
  - **NEVER** turn the power back on immediately after turning it off.
- **DO NOT** turn the power off while the machine is in operation.
- Make sure you turn off the Main Power Switch before unplugging the machine and make sure the Main Power Switch Indicator turns off.
  - Failing to do this could result in damage to the hard disk or memory.
  - This could cause the machine to malfunction.

**CAUTION**

- Make sure you pull the plug, not the cord when disconnecting the power cord from the wall.
- Pulling the cord can cause damage to the power cord.
<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Document Feeder (ADF) Extender</td>
<td>This is an area where documents are placed for copying. With the ADF, it is possible to copy a multiple page document all at once instead of separately placing each page on the glass. Documents are placed face up on the ADF.</td>
</tr>
<tr>
<td>Vents</td>
<td>These holes keep the machine from overheating. They should not be obstructed by placing items near them or leaning things against them.</td>
</tr>
<tr>
<td>Bypass Tray</td>
<td>This tray can be used to print to labels, heavier grades of paper, or to colored paper.</td>
</tr>
<tr>
<td>Paper Guides</td>
<td>When paper is loaded into the Bypass Tray, these guides are used to hold the paper in the proper location.</td>
</tr>
<tr>
<td>Extender</td>
<td>This feature is used when paper larger than 8.5 x 11 inches is loaded into the Bypass Tray.</td>
</tr>
<tr>
<td>Lower Right Cover</td>
<td>When a paper jam occurs, this area should be checked. Open the door to look for a paper jam.</td>
</tr>
<tr>
<td>Right Cover</td>
<td>This cover is used when a paper jam occurs. Open it to unjam the machine.</td>
</tr>
<tr>
<td>Component</td>
<td>Function</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1 Automatic Document Feeder (ADF)</td>
<td>This is an area where documents can be placed for copying. With the ADF, it is possible to copy a multiple page document all at once instead of separately placing each page on the glass. Documents are placed face up on the ADF.</td>
</tr>
<tr>
<td>2 Exposure Glass</td>
<td>The Exposure Glass is used for copying documents. When this feature is used each page of the document must be copied individually. Original documents are placed on the glass face down.</td>
</tr>
<tr>
<td>3 Control Panel</td>
<td>This area contains all the commands for working with the machine. Information on how this panel works will be described later in this document.</td>
</tr>
<tr>
<td>4 Main Power Switch</td>
<td>To operate the machine this switch must be on. If the switch is not on, open the cover and turn the switch on.</td>
</tr>
<tr>
<td>5 Human Detection Sensor</td>
<td></td>
</tr>
<tr>
<td>6 Internal Tray 1</td>
<td>Copied documents will appear in this area. It is located directly under the Document Feeder.</td>
</tr>
<tr>
<td>7 Front Cover</td>
<td>Open this door to change the print cartridges for the machine. Each cartridge has a specific location. Each cartridge is threaded differently making it difficult to put a cartridge in the wrong slot.</td>
</tr>
<tr>
<td>8 Paper Trays 1 and 2</td>
<td>These trays contain the paper for the machine. Open the drawers to place the paper in the drawer. Each tray can have a different type of paper specified.</td>
</tr>
<tr>
<td>Component</td>
<td>Function</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>9 Lower Paper Trays</td>
<td>These are additional trays where paper can be loaded. Each of these trays can have a different type of paper specified.</td>
</tr>
<tr>
<td>10 Vents</td>
<td>These holes keep the machine from overheating. They should not be obstructed by placing items near them or leaning things against them.</td>
</tr>
</tbody>
</table>

**GUIDE TO FUNCTIONS OF CONTROL PANEL**

The illustration below shows the Control Panel of the machine with the options fully installed. The table explains each of these components.

The numbers in the column on the left correspond with the numbers in the illustration. When a number appears twice, it means there are two functions available with the same number.

<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Display Panel</td>
<td>This panel displays keys for each function, operation status, or message. This is a touch panel. Just press each of the keys to specify the function that is to be performed.</td>
</tr>
<tr>
<td>2 Main Power Indicator</td>
<td>This indicator will activate when the Main Power Switch is turned on.</td>
</tr>
<tr>
<td>3 Status Indicator</td>
<td>This indicator shows the status of the system. The light stays lit when there is an error or when the toner needs to be changed.</td>
</tr>
<tr>
<td>4 Data Inn Indicator</td>
<td>The light flashes when the machine is receiving a print job.</td>
</tr>
<tr>
<td>5 Fax Indicator</td>
<td>This light will flash during data transmission and reception. It stays lit when a confidential fax is being received.</td>
</tr>
<tr>
<td>6 Media Slots</td>
<td>Use these slots to insert an SD Card or USB Flash Memory Device into the machine.</td>
</tr>
<tr>
<td>7 Media Access Lamp</td>
<td>This lamp will light up when an SD Card is inserted into the Media Slot.</td>
</tr>
</tbody>
</table>
Faculty, staff, and students have the ability to log into the machine to access copying, scanning, or printing. They can also use the Card Swipe (explained in next section) to access these functions.

1. Tap the Control Panel screen to “wake-up” the machine.
2. The Login Screen will display.

- Input Your Username. You use the same username you use for logging into My Siena.
- Press the Next button on the right side of the keypad.
- Input Your Password. You use the same password you use for logging into My Siena.
- Click the Log in button.
- A window will appear with two options:
  - Print Release – When the Follow Me feature is used for Print jobs, click this button to access the Print Jobs. Information on the Follow Me feature is available on page ____
  - Device Functions – Select this option to access the Copy, Print, Scan, and other functions.
A list of accounts that you can use will appear on the window.

Press the proper **Account** for the copies.

![Image of PaperCut account selection screen]

**LOG OUT OF ACCOUNT**

- Press **Logout** on the upper-right side of the screen.
- You should be returned to the **Username** and **Password** screen.

**PAPER CUT-CARD SWIPE**

This feature is used to charge departments for copying and printing of documents. An account has been created for each member of your area. The account is associated with the budget area for that employee. Employees in your area will then be able to use their Siena ID card to access the machine features. They will also be able to log into the system using their Siena username and password. All users are required to log into Paper Cut for all functions such as scanning and copying.

**ACCESS ACCOUNT/ASSOCIATE CARD TO ACCOUNT**

- Swipe the card.
  - The Card Swipe is the black box that appears on the right side of the machine.
  - When swiping the card, the bar code should face away from the machine.
  - The card needs to be square against the card reader when it is being swiped.
- The **Paper Cut Unknown Card Screen** will display.
- If you receive an error message, swipe the card again.
- When using the card for the first time, an **Associate** window will display.
  - Input **Your Username**. You use the same password you use for logging into My Siena.
  - Press the **Next** button on the right side of the keypad.
  - Input **Your Password**. You use the same password you use for logging into My Siena.
  - Press the **Associate** button on the right side of the keypad.
You should receive a message that you can now use the card to log into the machine.

Swipe the card a second time.

A window will appear with two options:

- **Print Release** - When the Follow Me feature is used for Print jobs, click this button to access the Print Jobs. Information on the Follow Me feature is available on page ____
- **Device Functions** - Select this option to access the Copy, Print, and Scan functions.

A list of accounts that you can use will appear on the window.

Press the proper **Account** for the copies.

The **Home** screen will appear.

**LOG OUT OF ACCOUNT**

Press **Logout** on the upper-right side of the screen.

You should be returned to the **Username** and **Password** screen.
COPY DOCUMENTS

Material that is to be copied can be placed on the Automatic Document Feeder (ADF) or on the Exposure Glass.

PLACE ORIGINAL ON EXPOSURE GLASS
When items are placed on the Exposure Glass, they are to be placed face down on the glass. Only one document at a time can be placed on the Exposure Glass. Two-sided documents would be placed on the glass one side at a time. The original should be aligned to the rear left corner of the glass.

- Lift the ADF.
  - DO NOT lift the ADF forcefully.
  - If that happens, the cover of the ADF might open or be damaged.
  - Be sure to lift the ADF by more than 30 degrees or the original size of the document might not be detected properly.
- Place the original document face down on the Exposure Glass.
- Align the original in the rear left-hand corner of the glass (see illustration).
- Lower the ADF.

PLACE ORIGINALS IN AUTOMATIC DOCUMENT FEEDER (ADF)
Documents placed in the ADF need to be placed top side up with the first page of the document on top. When working with the ADF, be careful not to place anything over the document sensors. These sensors appear on the back right side of the ADF (see illustration below).

- Placing anything on the sensors can cause the document to misfeed.
- Make sure that you do not load the original copy untidily as this may cause the machine to display a paper misfeed message.
- DO NOT place originals or other objects on the top cover of the machine as this can cause a malfunction.
- When originals are inserted into the ADF, push them in once without force.
- DO NOT place documents on the ADF when starting the machine. Wait until the Please Wait message disappears from the copy screen.
<table>
<thead>
<tr>
<th>Component</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sensors</td>
<td>The sensors detect the size of the paper that is being fed into the machine. Do not place anything on the sensors as this can cause the document to misfeed.</td>
</tr>
<tr>
<td>2 Original Guide</td>
<td>These guides are used to guide the paper into the machine. They can be adjusted so the paper will feed properly.</td>
</tr>
</tbody>
</table>

- Adjust the original guide to the paper size.
- Place the aligned originals face up in the ADF
  - Do not stack originals beyond the **Limit Mark**.
  - The first page of the document should be on top with the other pages underneath.
  - The illustration below shows the one-pass duplex scanning ADF.

**Basic Copy Procedure**

- Press the **Copy** button on the **Device Functions** window.
The Copier window will display.

Press the Reset Key to remove any previous settings.
Press the Home Key (house shape at bottom of window) to return to the menu.
Place the original document on the ADF or the Exposure Glass.
Select the desired settings for the copy.
Enter the Number of Copies that are to be made.
Press the Start Key. This is the green key that appears on the lower right side of the Control Panel.

When originals are placed on the Exposure Glass more than one page may be copied.
Pages must be placed on the glass one at a time.
Once the first page is copied, place a new page on the glass and press the Start Key.
Once all the original pages have been scanned, press the Pound (#) Key.

When the Copy Process is finished, press the Reset Key to clear the settings.

**Auto Reduce/Enlarge**
This is a useful feature to use when documents need to be enlarged or reduced in size to fit on a sheet of paper of a specified size. The machine automatically detects the reduction ratio based on the paper size that is selected.

Press the Auto Reduce/Enlarge Key. This key appears directly below the Paper Size Keys.
Select the paper size for the item that is to be copied.
Place the originals in the ADF or on the Exposure Screen.
Press the green Start Key.
REDUCE/ENLARGE

- Press the Reduce/Enlarge button at the bottom of the Copier window.

- The Reduce/Enlarge window will display.

- Specify the dimensions that you want for the window.
- Press the OK button.

DUPLEX COPY

This feature is used to copy two one-sided pages or one two-sided page onto a two-sided page. When the copy request is being processed, the page will shift slightly to allow for the binding margin. There are two types of duplex copying.

- **1 sided to 2 sided** – This option copies two one-sided pages to a two-sided page.
- **2 sided to 2 sided** – Use this option to copy a two-sided document to a two-sided document.

- Press the Dup/Combine/Series Key (see illustration below).
Press the **Duplex Key** in the upper right corner of the **Dup/Combine/Series** window if it is not already selected.

- Select the **Original Orientation** of the document that is being copied.
- Select the **Copy Orientation** of the document.
- Select **1 Sided to 2 Sided** or **2 Sided to 2 Sided**. This specifies how the document is to be output.
- Press the **Orientation Key** to change the orientation of the original or copy document.
  - Select the **Copy Orientation** if **1 Sided to 2 Sided** was selected.
  - Select the **Original** and **Copy Orientation** if **2 Sided to 2 Sided** was selected.
  - Press the **OK** button to return to the **Dup/Combine/Series** window.
- Press the **OK** button which appears in the upper right corner of the screen to return to the **Main Copy Window**.
- Place the originals in the ADF.
- Press the **Start Key**.

**NOTE:** The illustrations below show how the **Top-to-Top** and **Top-to-Bottom** options will print for both the **Portrait** and **Landscape Orientation**.

**NOTE:** The **Duplex Copy** options can also be selected from the **Main Copy Window**. However, there aren’t as many options available as there are when selecting the **Dup/Combine/Series** option.
**Combined Copy**

This feature allows you to place a two page or longer document on two single sheets of paper. The options for Combined Copying are 2 sheets, 4 sheets, or 8 sheets. As the copies are made the documents will be shrunk in size to fit the selected paper size. The machine will select a reproduction ratio of 25%-400%. If the Orientation of the original is different than the copy orientation, the machine will automatically rotate the page 90 degrees to make the copies fit properly.

**Orientation of Original/Image Position of Combine**

The image position of the Combine differs according to the original orientation and the number of originals to be combined. The illustrations below show how the combine feature will print with the different Combine options.
Placing Originals
The default copy order for originals is from left to right. To copy originals from right to left, place the originals upside-down in the ADF.
One-Sided Combine
This feature allows you to combine several pages of a document onto one side of a sheet. There are six types of One-Sided Combine.

1 Sided 2 Originals – Combine 1 Side – This option is used to copy two one-sided originals to one side of a sheet.
1 Sided 4 Originals – Combine 1 Side – Use this option to copy four one-sided originals to one side of a sheet.
1 Sided 8 Originals – Combine 1 Side – To copy eight one-sided originals to one side of a sheet, select this option.
2 Sided 2 Pages – Combine 1 Side – This option is used to copy one two-sided original to one side of a sheet.
2 Sided 4 Pages – Combine 1 Side – To copy two two-sided originals to one side of a sheet, select this option.
2 Sided 8 Pages – Combine 1 Side – Use this option to copy four two-sided originals to one side of a sheet.

Copy Process for One-Sided Combine
Press Dup/Combine/Series on the Display Panel.

Press Combine.
The Dup/Combine/Series screen will display (see illustration on next page).
Select either 1-Sided or 2-Sided for the original.
If 2-Sided was selected, the Orientation can be changed.
Press Combine 1 Side.
Select the number of originals to combine.
Press OK.
Place the originals in the ADF, if necessary.
Press the Start button.
Two-Sided Combine
This feature is used to combine pages of original documents unto two sides of one sheet. There are six types of Two-Sided Combine.

- **1 Sided 4 Originals – Combine 2 Sides** – This option is used to copy four one-sided originals to one sheet with two pages per side.
- **1 Sided 8 Originals – Combine 2 Sides** – Use this option to copy eight one-sided originals to one sheet with four pages per side.
- **1 Sided 16 Originals – Combine 2 Sides** – To copy sixteen one-sided originals to one sheet with eight pages per side, select this option.
- **2 Sided 4 Pages – Combine 2 Sides** – Select this option to copy two two-sided originals to one sheet with two pages per sheet.
- **2 Sided 8 Pages – Combine 2 Sides** – This option is used to copy four two-sided originals to one sheet with four pages per sheet.
- **2 Sided 16 Pages – Combine 2 Sides** – Use this option to copy eight two-sided originals to one sheet with eight pages per sheet.
Copy Process for Two-Sided Combine
 Press Dup/Combine/Series on the Display Panel.
 Press Combine.
 The Dup/Combine/Series screen will display.
 Select either 1-Sided or 2-Sided for the original.
 Press Combine 2 Sides.
 Press Orientation.
 Select Top to Top or Top to Bottom for the Original.
 Select Top to Top or Top to Bottom for the Copy.
 Select the number of originals to combine.
 Press OK.
 Press the Paper Size, if necessary.
Place the originals on the ADF, if necessary.
Press the Start button.

**FINISHING**
This process is used to staple documents. Staples can be applied to the upper left corner (1 staple), bottom left corner (1 staple), the left side (3 staples), or top (2 staples) of the document.
Place all the originals in the ADF in the orientation in which they would normally be read. or
Place the original on the Exposure Glass using the same orientation, but place the original face down.
Press Finishing. This key appears in the bottom left corner of the Display Panel.

Select one of the Stapling Positions.

Press OK.
Specify the number of copies using the Number Keys.
Press the Start Key.

**NOTE:** The Finishing process can also be completed by pressing the appropriate option on the Main Copy Window. However, there aren’t as many stapling options available as there are if the Finishing option is selected.

**COPY TO CUSTOM SIZE PAPER FROM BYPASS TRAY**
Paper that is not the normal size (8.5 x 11 or 11 x 17 for example) can be fed into the machine using the Bypass Tray. Also, labels and envelopes can be fed into the machine using this tray.
Lower the tray. This tray appears on the right end of the machine.
Load the paper face-down on the tray.
When the tray is lowered, Bypass is automatically selected.
Press the Pound (#) Key.
If a special size paper is used:

- Press **Paper Size**.
- Press **Custom Size** (see illustration at right).
- Enter the horizontal size with the **Number Keys**.
- Press the **Pound (#) Key**.

Press **OK** twice.

Place the originals in the **ADF** or on the **Exposure Glass**.

Press the **Start** button.

---

**PRINTER**

Documents can be sent directly from your computer to the Ricoh Printer.

**PRINTER SELECTION AND SETUP**

- Click the **File Tab** in any of the **Microsoft Office Programs**.
- Select **Print** from the **Menu** on the left side.
- The **Print** window will display (see illustration below).

  ![Print Window Illustration](image)

- Click the **Printer list arrow**.
- Select the **MFP on Iris** printer from the list. The **Printer Name** will start with the name of the printer in your area.

---

![Print Window Illustration](image)
To change from **Black and White** to **Color** printing, click the **Printer Properties** link.

- The default printing option is **Black and White**.
- When printing to **Color**, the **Auto Color** option is always selected.
- This is the option that should always be used for copying and printing.

Under **Settings** select any of the **Printer Options** to make changes.

or

Click the **Printer Properties** link to change some or all of the **Printer Options**.

- The **Properties** window will display (see illustration below).
- Select the options that are to be changed.
- Click the **OK** button to return to the **Printer** window.

### PRINT THE JOB

- Click the **Print** button to print the document.
- The **Print Job Notification** window will display (see illustration on next page).
- The **Details** of the job will appear as shown in the illustration on the next page.
Under **Print Job Actions** in the **Account** list:
- A list of all the **Accounts** that are available to you will appear.
- Select the **Account** to which the job is to be charged.

Click the **Print** button to complete the process. This button is not active until an **Account** is chosen.

Once the job has printed a message will appear saying the job was sent to the printer.

**Important**
- The default setting for the printer is duplex printing.
- If only one side is to be printed, select **Off** for the duplex setting.
- If a print job is send using a USB drive while the machine is in Low Power or Sleep mode, you may receive an error message when the print job is complete.

**FOLLOW ME PRINTING**

This feature can be used to send a job to a printer. The difference is that the job is placed in a Print Que. The job can be printed from any Ricoh Machine on the Siena campus.

**ADD THE FOLLOW ME PRINTER**
- Copy `\iris` the Type here to Search box next to the Start button.
- Click or press the link for **Iris** in the list that appears.

A list of **Printers** will appear.
Scroll down the page to select the **SHU-Print** option.

![Print Options](image)

Double-click the link to install the printer.

**Print the Document-Printer**

- Open the **Document** that you want to print.
- Click the **File Tab** in any of the **Microsoft Office Programs**.
- Select **Print** from the **Menu** on the left side.
- The **Print** window will display.
- Click the **Printer list arrow**.
- Select the **SHU-Print on Iris** printer from the list.
- Select any of the options in the **Print and Preview** window or click the **Printer Properties** link to make any necessary changes to the **Print** options.
- Once all the options have been specified, click the **Print** button.
- The **Print Job Notification** window will display.
- The **Details** of the job will appear along with a list of documents.
- Under **Print Job Actions** in the **Account** list:
  - A list of all the **Accounts** that are available to you will appear.
  - Select the **Account** to which the job is to be charged.
- Click the **Print** button to complete the process. This button is not active until an **Account** is chosen.
- The messages in the illustrations below will appear in the bottom right corner of your computer.
Print the Document-Ricoh Machine

.Enable your card, or login, to PaperCut on the Ricoh Machine of your choice.
  * REMEMBER: This does not have to be the machine in your area.
  * It can be a Ricoh machine anywhere on the Adrian campus.

.Declare the Print Release button.

.A list of print jobs will display.

.Declare the top check box to select all the jobs.
.Declare each individual box to print just one document at a time.
.Declare the Print button to send the jobs to the Ricoh Machine.
.Declare to remove a job from the que, click the Delete button.
.Declare the Log Out button to close out of the Print Release window.
Scan

Documents may be scanned and sent directly to your email. The email addresses come directly from the Active Directory and are accessible from the Scan Menus. Email addresses of people who are not in the Active Directory can be entered manually. Your name can be added to the Scanner Panel so that you don’t have to search for it each time. If you log into the machine with your own username and password or access the machine with your own ID card, your name will automatically be added to the panel. If you use the generic card, please send a message to helpdesk@sienaheights.edu with the names of people in your area who would like to have this done. On the new machines, the user must sign in before a scan can be completed.

Send File By Email

1. Log into the Ricoh Machine using your ID card or inputting your User Information.
2. Press the Device Functions button.

- Place the Originals on the Document Feeder or the Exposure Glass.
- Press the Scanner Icon on the Home Screen.
- The Scan window will display.
Press the **Reset** button to make sure that previous settings are removed.

Press the **Search Dest** button at the top of the **Scan** window.

The **Search Destination** window will display.

- Make sure the **sienahts.edu** tab is selected.
- Use the keypad to input your **Username**.
- Press **OK**. This button appears in the upper right corner of the screen.
- Press the **Start Search** button in the bottom left corner of the screen.
- When the **Search** process is complete, press your **Email Address**.
- Press **OK**.

**NOTE:** If you are logging in using your **personal ID card**, an icon will appear on the screen as shown in the illustration on the previous page. Press that icon to scan your documents.

**SPECIFY SCAN SETTINGS**

- Specify the **Scan Settings** according to the **Original** document that is being scanned.
  - **Scan Settings** – Use this menu to select the resolution, scan size, and other settings of the original document.
  - **Original Feed Type** – This area allows you to select the **Original Orientation** and **Original Settings** for the document.
  - **Send File Type/Name** – To select the type of document that is to be sent, select this option. You can select whether to send the document as a single page or multi-page document.
  - **Single Page** – Each page of the document is sent as a single file to your email. Documents can be sent in PDF, TIFF or JPEG format. The default is PDF.
  - **Multi-Page** – The document, whether it is one page or several pages in length, is send as one file. The document can be sent in TIFF or PDF format. PDF is the default.
When all the options have been specified, press the **Start Key**. This is the **Green** key on the right side of the **Control Panel**.

**ENTER EMAIL ADDRESS MANUALLY**

- Press **Manual Entry** on the **Scan Screen**.
- Enter the **Email Address**.
- Press the **OK** button in the upper right corner of the screen.

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**DOCUMENT SERVER**

This feature can be used to store documents that are read with the Copy feature or the Scan feature. The documents are stored on the hard disk of the machine. The documents can then be printed later. The stored documents can be checked from the Document Server. Since some of the machines are shared with other departments, it is not a good idea to store confidential documents.

**Important**
- A document that is accessed with a correct password remains selected even after operations are completed.
- After an operation is completed, you should press the **Reset Button** to cancel the document selection.
- When scanning a document, to the Document Server, make sure all other operations are ended.

**COPY AND STORE DOCUMENT**

This option allows you to store a document and copy it at the same time.

- Press the **Home Key** on the **Control Panel**. This key looks like a house and displays at the bottom of the Control Panel.
- Press the **Copier** icon on the **Home Screen**.
- Press **Store File** on the **Control Panel** (see illustration on next page).
The Store File window will display.

Select one or all of the options shown below.

- **Access Privileges** – This will give you access to the username. You are able to specify which privileges the user has for a stored file.

- **File Name** – When a document is stored a file name of COPY0001 or COPY0002 is automatically attached to the file name. This can be changed by selecting this option and inputting the name.

- **Password** – In order to prevent unauthorized printing, it is possible to specify a password for a stored document. If a password is specified for the document, a key icon will appear on the left side of the File Name. Four to eight digits may be used for the password. The password must be entered using the Number Keys.

- **Target Folder to Store** – Select the area where the file is to be stored.

Input the data for those options as desired.
Once all the information is added, press the OK button.
Place the originals on the **Automatic Document Feeder** or the **Exposure Glass**.
Select the **Copy Settings** for the original.
Press the **Start Key**. This is the green button on the lower right side of the **Control Panel**.

**SCAN AND STORE DOCUMENT**
This option allows you to store a document and copy it at the same time.
Press the **Home Key** on the **Control Panel**. This key looks like a house and displays at the bottom of the Control Panel.
Press the **Scan** icon on the **Home Screen**.
Press **Store File** on the **Control Panel** (see illustration on next page).

The **Store File** window will display.
Select one or all of the options shown below.

* Store Options – Select one of the options for storage.
* Access Privileges – This will give you access to the username. You are able to specify which privileges the user has for a stored file.
* File Name – When a document is stored a file name of COPY0001 or COPY0002 is automatically attached to the file name. This can be changed by selecting this option and inputting the name.
* Password – In order to prevent unauthorized printing, it is possible to specify a password for a stored document. If a password is specified for the document, a key icon will appear on the left side of the File Name. Four to eight digits may be used for the password. The password must be entered using the Number Keys.
* Target Folder to Store – Specify whether to use the Shared Folder or select a folder to store the file.

Input the data for those options as desired.
Once all the information is added, press the OK button.
Place the originals on the Automatic Document Feeder or the Exposure Glass.
Select the Copy Settings for the original.
Press the Start Key. This is the green button on the lower right side of the Control Panel.

STORE DATA WITHOUT COPYING
This option is used to store a document in the Document Server, but not make a copy of it.
Press the Home Key on the Control Panel. This key looks like a house and appears at the bottom of the screen.

The Document Server window will display.
Press the To Scanning Screen option.
The Scanning Screen window will display.

Specify the options for the Scan Document.
- Press Back to File List to return to the Document Server Screen.
- Press File Name and enter a File Name for the document.
- Press OK to accept the File Name and return to the Document Server Screen.
- Press Password and enter a Password for the document.
  - The Password must be entered using the Number Keys.
  - The Password can be four to eight digits in length.
Press OK to accept the Password and return to the Document Server Screen.
To double-check, you can enter the Password a second time and then press OK.
Place the original in the Automatic Document Feeder.
Press the Start Key.
When the scanning is complete, a list of stored documents will display.
If the list does not appear, press the Finish Scanning option.

PRINT STORED DOCUMENTS
The following items can be specified on the Printing Screen.

- Paper Tray
- The Number of Prints
- Finishing – Sort, Rotate Sort, Stack, Staple, Punch, Half Fold, Print Outside
- Cover/Skip Sheet – Front Cover, Front/Back Cover, Designate Chapter, Slip Sheet
- Edit/Stamp – Margin Adjust, Stamp
- 2-Sided Copy Top to Top, 2 Sided Copy Top to Bottom, Booklet, Magazine

Select a document to be printed.
Enter the Number of Copies to Print with the Number Keys. The maximum quantity that can be entered is 999.
Press the Start Key.

NOTE:
- When specifying printing conditions, press To Printing Screen and configure the Print Settings.
- When printing two or more documents, start with the select a document option as specified above.
- Up to 30 documents can be printed at a time.

INTEGRATED CLOUD ENVIRONMENT (ICE)
This feature will only be available on five of the Ricoh Machines on campus. With this feature, documents can be converted from PDF to Word. In addition, you can scan documents to Your Email, Dropbox, Google Drive, OneDrive, and other areas. All the apps, such as Canvas are not available at this time, but will be soon.
Log into the Ricoh Machine or scan your Siena ID card.
Click the Device Functions button.
When the **Home Screen** displays, press the **Cloud Apps** button.

The **Integrated Cloud Environment Panel** will display with tiles for each of the apps that are currently available or will be available soon.

Press one of the buttons to access the panel for that app.

When using this feature for the first time, you will be required to register.

- Press the **Register** button on the left side of the window.
- The **Register New User Panel** will display.
- Input the **Email Address** for the **App Account**.
Press the **Register** button.

- Complete the **Registration Form**.
- A message will be sent to your email account for that application. For example, for Google Drive, a message will be sent to your Google Email Account.
- Access the Message and follow the instructions.

**NOTE:**
- Some features, such as Print require an access code.
- That code will be sent through email.
**PRINT/SCAN MEMORY STORAGE DEVICE**

This feature allows you to print files that have been stored on a memory device such as an SD or USB flash memory device. Files in JPEG, TIFF, or PDF formats can be printed using this feature.

**PRINT FROM STORAGE DEVICE**

1. Log into the *Ricoh Machine*.
2. Press the *Device Functions* button.
   - A list of the accounts that you have access to will display.
   - Select the *Siena Account* for the *Print* job.
   - The *Home Screen* will display.
   - Press the *Print/Scan (Memory Storage Device)* button.

1. The *Print/Scan (Memory Storage Device) Panel* will display.
2. Press the *Print from Storage Device* option.
3. If the *Storage Device* has not been inserted, a message will appear stating the device needs to be loaded.
The panel in the illustration below will display.
Press the icon for the Storage Device.
A panel will display the folders available on the Storage Device.
Press the folder(s) until the document is located.
Select the file.
Press the Print Settings to change any print options.
Press the Start button. The Start button will become brighter when the file is selected.

**SCAN TO STORAGE DEVICE**
This feature allows you to print files that have been stored on a memory device such as an SD or USB flash memory device. Files in JPEG, TIFF, or PDF formats can be printed using this feature.
Log into the Ricoh Machine.
Press the Device Functions button.
A list of the accounts that you have access to will display.
Press the appropriate Siena Account.
The Home Screen will display.
Press the **Print/Scan (Memory Storage Device)** button.

The **Print/Scan (Memory Storage Device) Panel** will display.

Press the **Scan to Storage Device** option.

If the **Storage Device** has not been inserted, a message will appear stating the device needs to be loaded.

The panel in the illustration on the next page will display.

Press the icon for the Storage Device.

A panel will display the folders available on the Storage Device.

Press the folder(s) to select the file storage location.

Press the **Scan Settings** button to specify the options for the scan.

Press the **Start** button. The **Start** button will become brighter when the file is selected.
**REMOVE STORAGE DEVICE**
The storage device should be removed properly to avoid damage to the device.

1. Press the **Remove Device** button at the bottom of the window (see illustration).
2. Press the **Device** that is to be removed.
3. Press the **OK** button.
4. Wait for the screen to display saying it is safe to remove the device.
5. Press the **Close** button.
6. Remove the device.