Using the Ricoh copiers

In order to access the print, copy and scan to email functions you will need to log onto the copier. We recommend you do this using your Oxford University card. Simply place the card on the device where the 'card' logo appears (see below)





The first time you use a Ricoh copier it will ask you to associate your card with your account. Enter your MSD IT username and password using the on-screen keyboard and follow the prompts on-screen.

Printing

Once registered you will see the following main screen



To release a print job click on 'Print Release', this will show all the documents you have in the queue as follows

	🔄 Admin. is operating remotely	. ?	C
PaperCut MF ^P Print release			Log out
□ Select all			Ð
Test Page 1 copy, 2-sided, Grayscale, A4			29 min. ago >
		Î	Print
Check Status 02 Apr. 2024		• 📀	Stop

Select the jobs you want to print and click the 'Print' button to release these jobs

Click on the ⁽¹⁾ symbol on the bottom black menu bar (don't click on the house icon as this takes you out of Papercut) or the ⁽¹⁾ in the top right to log off the device. A second 'tap' of your card will also log you off the device.

Scanning

Log into the device and select the 'Scan' icon at the main PaperCut screen. The scan details window will be shown

	🔄 Deny a	dmin.'s operation, tap here	?	Logout	C
PaperCut.MF Scan to My Email					
Account: My personal account			Ba	lance: Unrest	ricted
To @phc.ox.ac.uk Subject Your scan (Scan to My Email) Filename scan2024-04-02-09	9-08-27	8		Color PDF 1-sided A4 Portrait 300 DPI Settings	
		Prompt for more pages	Star	t scannin	g
Check Status 02 Apr. 2024 5	谷		8 📀	Stop	

There is no need to enter your email address as the system will auto populate this from your account information. The screen shows this under 'To' above (note in the image the first part of the address has been removed). Check that this is correct before you scan your document.

To change duplex and colour options click on the 'Settings' button, the following will be displayed

		File type				
1-sided	2-sided	PDF	TIF	F	JPEG	
Paper size		DPI				
A4	A5	200	300	400	600	
Orientation		Color mode				
Portrait	Landscape	Color	Grayscale	B&W	Auto	

Once you have the settings as required click on the 'Start scanning' button to scan your document.

All the devices support scanning via a multipage document feeder or single sheets via the glass.

During scanning, you will see a 'Scanning screen followed by a confirmation screen. You'll then be taken back to the main PaperCut screen.

