

Printing and using
multifunction
devices

Tampere
Universities



Table of contents

1	Ricoh equipment	2
2	Printing.....	3
2.1	Security printing	3
2.2	Direct printing.....	3
2.3	Use of bypass in printing.....	3
3	Login to devices	5
3.1	Release of printouts (security printing).....	5
3.2	Scan to the user's own e-mail	6
3.3	Copy function	7



1 Ricoh equipment

Several Ricoh device models are used in the printing environment of Tampere University of Applied Sciences. The devices can be divided into three main groups based on their characteristics: the first group consists of printers, the second group includes smaller multifunction devices that can print on a maximum of A4 size paper, and the third group comprises larger multifunction devices that can print on a maximum of A3 size paper. In addition to this, the devices may differ, e.g. in finishing operations (stapling, etc.).

Printers: P311

Multifunction device A4 device model: IMC300

Multifunction devices A3 device models: IMC2510, IMC3510 and IMC5510



Picture: IMC300 device on the left and IMC2510 on the right

If the multifunction device has an error status, you can get more information and operating instructions by pressing the "Check Status" button at the bottom left of the screen.

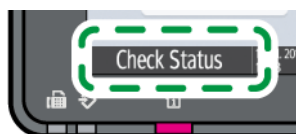


Figure: Check status shows more information about warnings and errors

The device's power button can be found on the right side of the frame under the hatch.

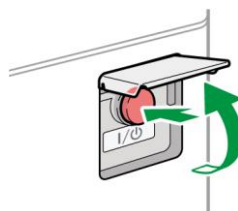


Image: Device power button



2 Printing

Secure printing is enabled for all users and all MFDs. Direct printing is only possible with printers (not multifunction devices). You can specify the desired print settings from the print driver, such as black-and-white or color printing and 1-sided or 2-sided printing, etc. in the same way for secure printing and direct printing.

2.1 Security printing

Printing is possible on a TUNI workstation using the print queue [\\print-dre.ad.tuni.fi\SecurePrint](http://print-dre.ad.tuni.fi/SecurePrint). When printing, the print job remains in the security print queue waiting for the user to release it to the server. The print job is only printed when the document owner logs in to the multifunction device and selects their job to be released. If the job is not released within 120 hours, it will be automatically removed from the server. Section 3 describes how to log in to the devices, and section 3.1 describes how to release a print job.

2.2 Direct printing

The direct print queues for the device are named according to the serial number of the devices. When using direct printing, all pages are printed immediately from the device and do not wait for the user to log in.

2.3 Use of bypass in printing

In the print driver, select Bypass tray as the paper cassette and the desired paper as the paper type.

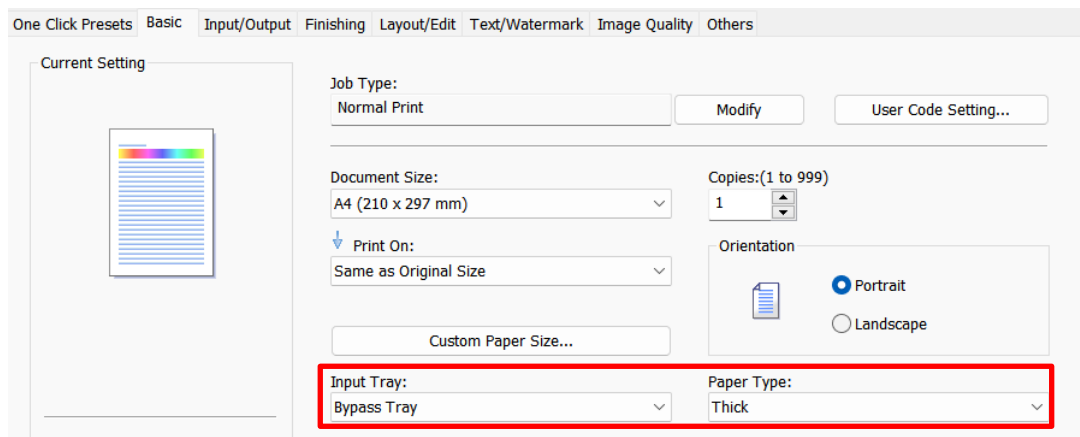


Figure: Set the paper axis to bypass feed and the paper type as desired



Before you release the print job (security printing) or send the print job (direct printing), add the desired paper to the bypass tray of the device.

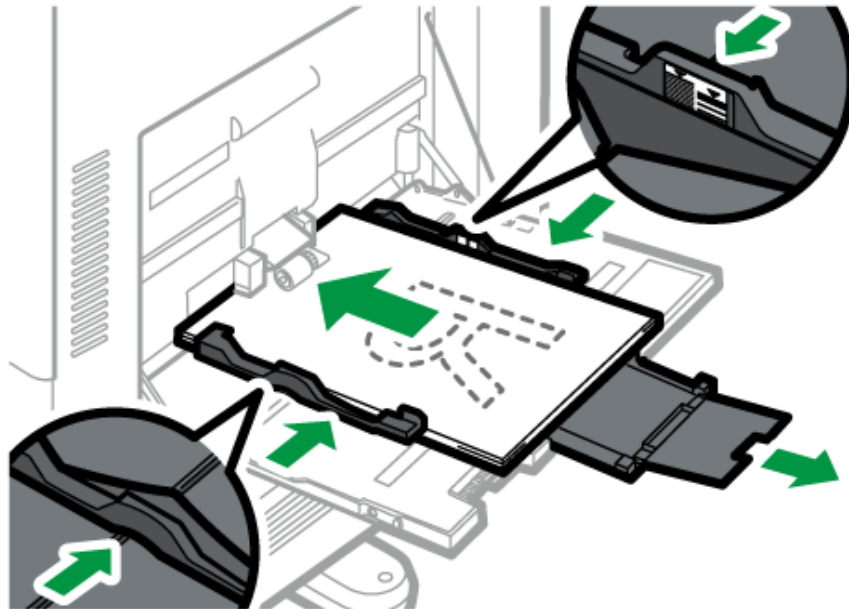


Figure: Place the papers in the bypass as shown in the figure and set the paper guides according to the paper size



3 Login to devices

Users can log in to multifunction devices with their own email address or username and password, by using an RFID tag, or by using the free Spider ID application offered by the card manufacturer Inepro on mobile devices. When using an RFID card or Spider ID application to log in for the first time with a multifunction device, the system asks which user ID the card/identity belongs to. The user can then use their own AD credentials to register the ID for themselves. At the next login, simply showing the card or tag to the reader is enough, and identification is performed without entering credentials separately.

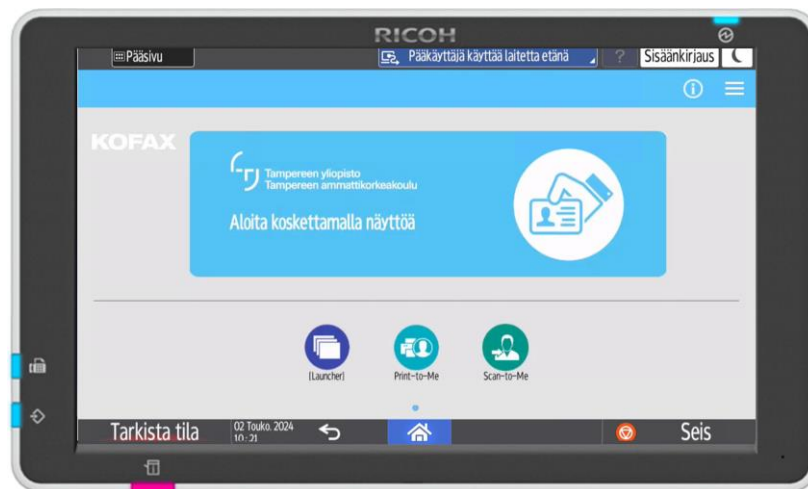


Image: Ricoh MFP login screen

3.1 Release of printouts (security printing)

Log in to the device with your own credentials or password. Next, open the secure print queue (Print to Me in the picture).

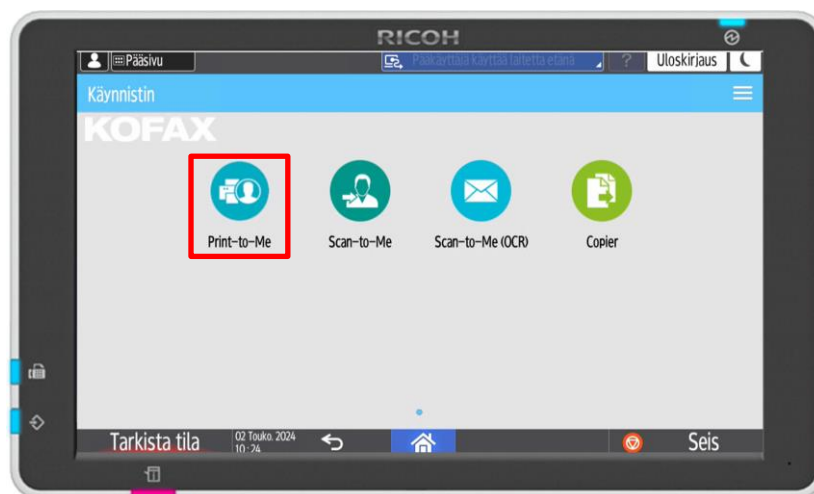


Image: The functions of a user logged in to the Ricoh device include the scanning workflows to which he has access rights



Select the desired print jobs from the list and press Print.



Image: User's print jobs

3.2 Scan to the user's own e-mail

After logging in to the multifunction device, the user can scan documents directly to their email. There are two different scan buttons for sending to your e-mail, one of which scans with text recognition (OCR) and the other without text recognition. Select the desired function and start scanning.

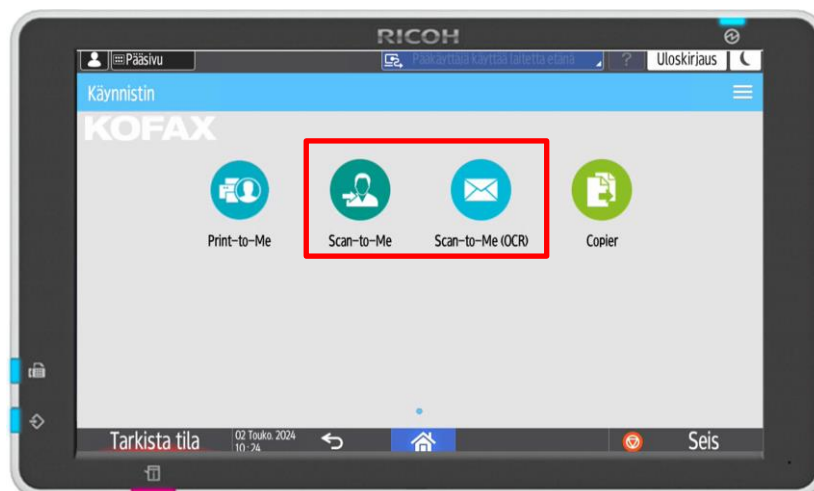


Image: The Ricoh device has two buttons for scanning to your e-mail



3.3 Copy function

Log in to the device with your own credentials or password and select copying. Place the originals in the feeder, specify the number of copies and other desired settings and start copying by pressing Start.

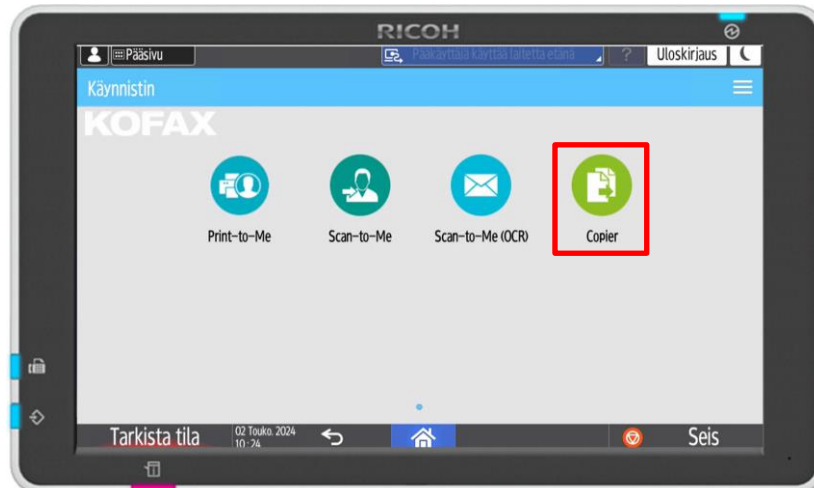


Photo: After logging in, you can copy



Image: Copy box