USER INSTRUCTIONS – Ricoh IM350F

PaperCut Basics

Print jobs sent to a PaperCut print queue will be held until you release them at a PaperCut enabled Ricoh device of your choice.

To use the Ricoh device, please swipe your NIU OneCard on the card reader located on the right hand side of the printer. (swipe card strip side up)



The following screen will now appear

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You h	ave 6 print jobs pending Print all	
Print release	Device functions	Scan

To release print jobs, select Print Release to see your print jobs that are in queue:

Select Print all to release all your jobs.

Or if you want to select individual jobs to print or delete, select Print Release the PaperCut Secure Queue showing the held jobs available for release:



Prep activities - week 1 5 secs ago 1 copy, 1-sided, Color, AA 5 secs ago Prep activities - week 2 12 secs ago 1 copy, 1-sided, Color, AA 12 secs ago Report Template 56 secs ago 1 copy, 1-sided, Color, AA 56 secs ago SchoolNewsLetter Template 56 secs ago		Select all						0
1 copy, 1-sided, Color, A4 12 secs ago Report Template 1 copy, 1-sided, Color, A4 56 secs ago SchoolNewsLetter Template	0						5 secs ago	
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• Select individual jobs:

- You may choose to print or delete selected jobs.
- Pressing the arrow to the right will take you the the job details

rep activities - week 1 When 47 secs ago Copies - 1 + User test-user-simple Duplex mode 1-sided 2-sided Pages 3 Color mode Color Grayscale Account Administration Page size A4	
User test-user-simple Duplex mode 1-sided 2-sided Pages 3 Color mode Color Grayscale Account Administration Page size A4	
Pages 3 Color mode Color Grayscale Account Administration Page size A4	
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n in an ar	
Balance \$82.75 Cost \$0.14	
Reset to original	rint

Here you can change the QTY, 1- sided to 2-sided, and change Color to Grayscale (BW). Please note you cannot change a job that was sent as black and white into a color job.

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You ha	ave 6 print jobs pending Print all	
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Print release	Device functions	Scan
Check Status	5 6	Stop

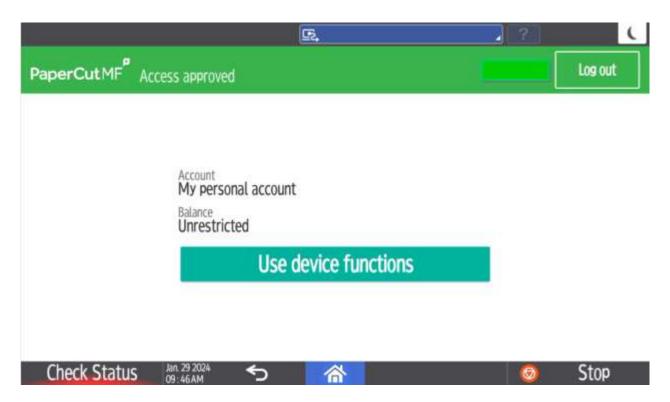
Select Device functions and the regular device interface will now display:

• Use the machine as needed and either press the Log Out button on the screen or wave/tap your badge when finished.

Select Dept Account or Use personal account

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PaperCutMF ^P Select account		Log out
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		Use personal account
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Check Status Jan. 29 2024 S		💿 Stop

Select Use device functions

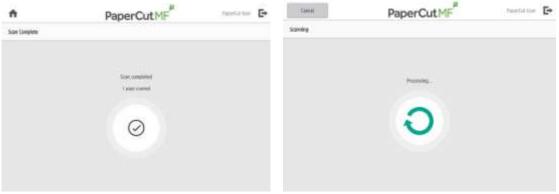


Scan jobs can be sent from PaperCut directly to your personal email. Select the Scan button and then click Scan to Email

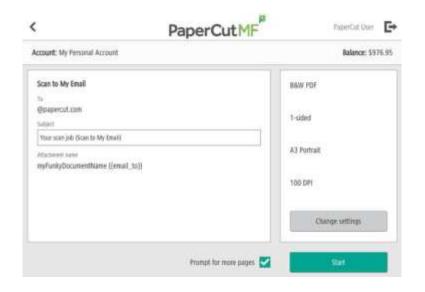
Click Change Settings if settings need to be modified.

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		Prom	ut for more pages	-				

Uncheck Prompt for more pages if you are only sending what is placed in the feeder press start.



If multiple jobs are needed leave Prompt for pages checked and this screen will be displayed:



Select Scan New Page if adding extra pages to the file from the feeder or glass Select Scan new document if you want to start a new file (attachment)

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After logging in to PaperCut, and selecting device functions, the Ricoh Main Menu screen will display.

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Check Status	€	<u> </u>	6	Stop	

From the main screen, the User can select to Copy, Fax (if available on that device) or Scan to email (Scanner Icon).

Additionally, on the main screen is an icon to provide information about what size and how much paper is available in each of the paper trays.

Lastly, there is an indicator for current toner level(s).

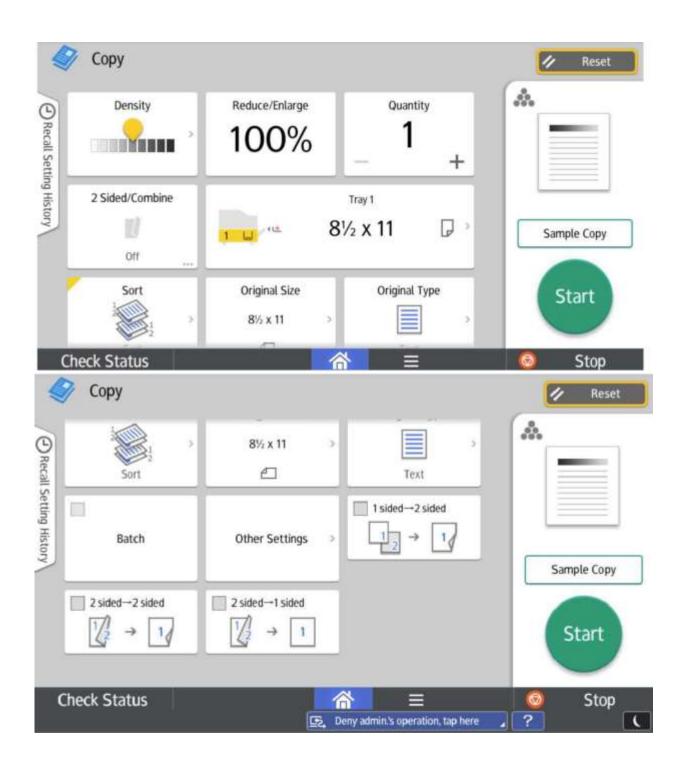
On the Ricoh, functions are color coded:

- Copy is BLUE
- Fax is Pink
- Scanning is GREEN

To use Copy functions, press the blue COPY icon.

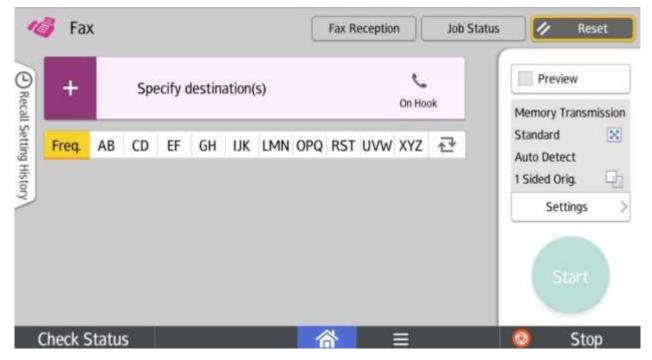
On the main screen for Copy, there will be options to:

- Specify a paper tray (the default is to allow the device to select based on the size of the original)
- Enlarge or Reduce
- Utilize duplexing, by selecting 1-sided to 2-sided, or 2-sided to 2-sided, or create 1-sided output from a 2-sided original.



To fax on devices that have the option, press the pink Fax icon.

Please note: Only devices that support faxing will have the button.



To Enter a fax number press Specify Destination and enter the destination fax number.

If document being faxed is 2-sided, select the SETTINGS menu option on the right-side. Select the Original Settings button and choose 2-sided.

If there is a need to scan to an alternate email, the Ricoh Scan Feature can be used. Press the Ricoh Scanner icon.

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On the main screen for Scanner, there will be options to:

- Specify a destination
 - Selecting this option will allow data entry of an email address
- Selecting the Send Settings button will give access to additional settings that can be made. Some frequently used ones are:
 - **Original Settings** option allows the selection for a 2-sided original.
 - **File Name** to name the image being created (usually PDF).
 - Subject allows the sender to put a custom Subject.
 - The default is the printer name
 - **Delete Blank Page** will remove blanks images
 - Feature comes in handy with documents that contain a mix of 1- and 2sided pages.

