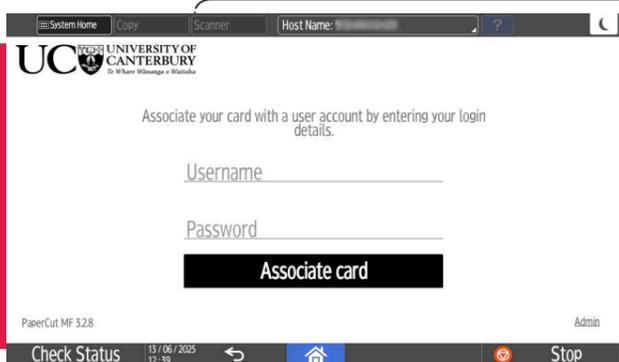


REGISTRATION

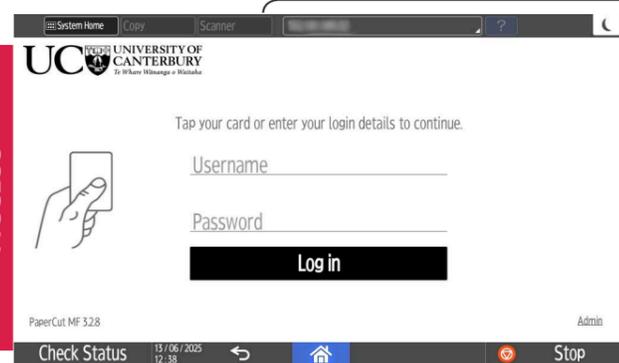


SWIPE CARD REGISTRATION SCREEN

- Access the device using your Swipe Card
- Enter your windows credentials (username & password) and select "Associate"
- If your Swipe card has registered successfully then select "OK"

NB: This is a one time action the first time you register your swipe card

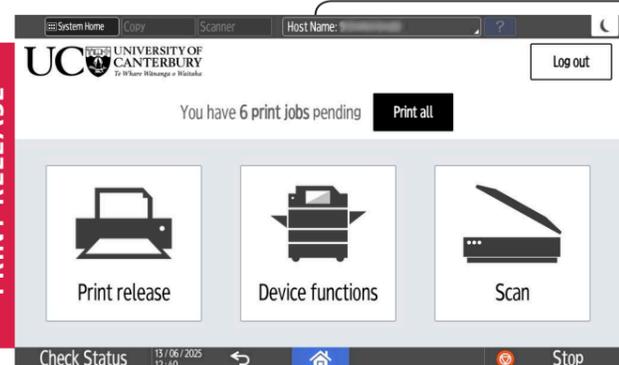
ACCESS



ACCESSING THE DEVICE

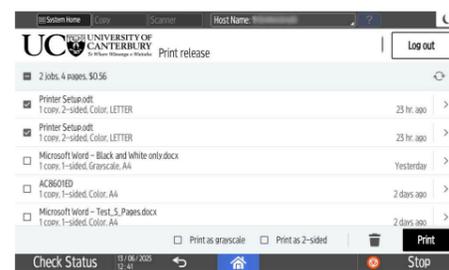
- Access the device using your Swipe Card (or Username and Password)
- Select from following options:
 - Follow you Printing (Print release)
 - Device functions
 - Scan to me

PRINT RELEASE



PRINT RELEASE

- Access the device using your Swipe Card (or Username and Password)
- Select "Print all" to release all Jobs or Select "Print Release" to choose an individual print job

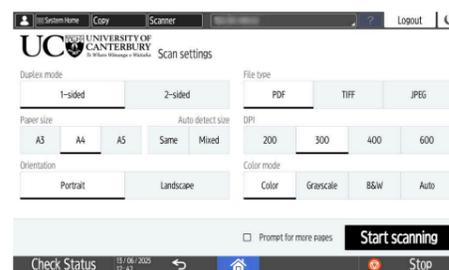


PAPER CUT SCANNING



SCANNING

- Access the device using your Swipe Card (or Username and Password)
- Select 'Scan' button.
- Select Settings to customize scan output
- Press the <Start Scanning> button.

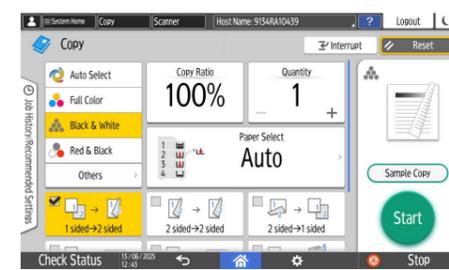


COPYING



COPYING

- Access the device using your Swipe Card (or Username and Password)
- Select "Device Functions" button.
- Select 'Copy' button on the screen.
- Enter the number of copies using the numerical keypad.
- Press the <Start> button.



REMEMBER TO LOGOUT !!

Press the logout button or swipe your Swipe Card.

PAPER JAM

All paper tends to curl. Refer to the Ricoh User Guide for loading instructions to minimise paper jams.

SKEWED COPY OUTPUT

Make sure the slide guides on the Document Handler and Paper Tray are pushed up to the edges of your paper.