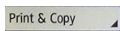


## Quick start:

- The [scan buttons](#) can be found on the tab scan.
  - Can be found in the drop down menu on the upper left side 
- You can request your pincode in the menu [SLNX User Info](#) (top right ☰).
- “[Scan to folder](#)” location: S:\scans or \\aclfiler.ugent.be\scans\

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## 1. In advance

All Ricoh multifunctionals are equipped with a touch screen (Smart Operations Panel).  
The interface is uniform for all available models (except for the black and white printer).

Certain functions are user bound and are therefore available on all Ricoh devices for those user.

## 2. Log in

By default, the following screen is displayed on each Ricoh multifunctional:



You can log in by using:

- employee card
- pin code
- manual input your University Ghent username/password

### 2.1. Employee card

Registration with a employee card is possible without prior one-time registration. All employee cards are already known in the system.

Put your employee card on the badge reader to log in.



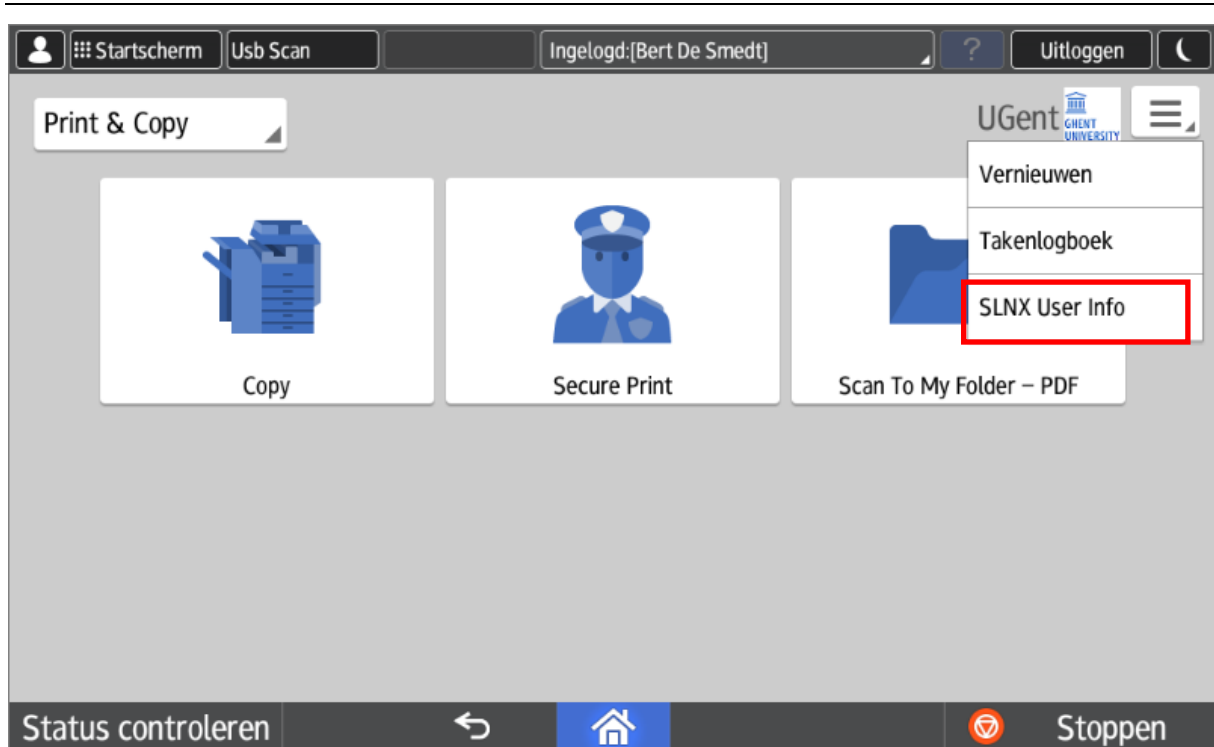
## 2.2. Pin code

Alternatively, you can log in by using your personal pin code.

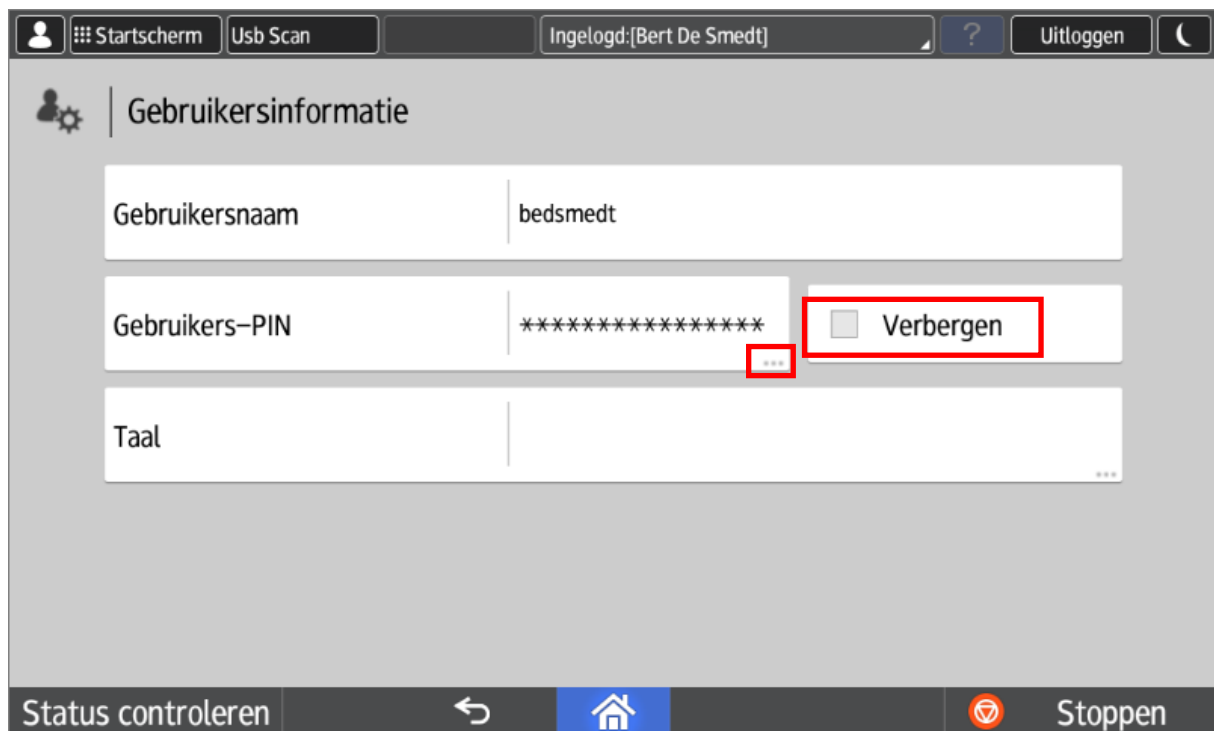


This pin code can be obtained on any Ricoh multifunctional (after logging in with your employee card or University Ghent username/password).

=> Open the menu next to the University Ghent logo (top right). Select the "SLNX User Info" option.



In the next screen you can consult your personal pin code by selecting the option "hide".



By clicking on the 3 dots behind your pin code in the previous screen, you can, if you wish, generate a unique pin code (this replaces your old pin code).

### 2.3. University Ghent username/password

Alternatively, you can log in by manually entering your University Ghent username and password.

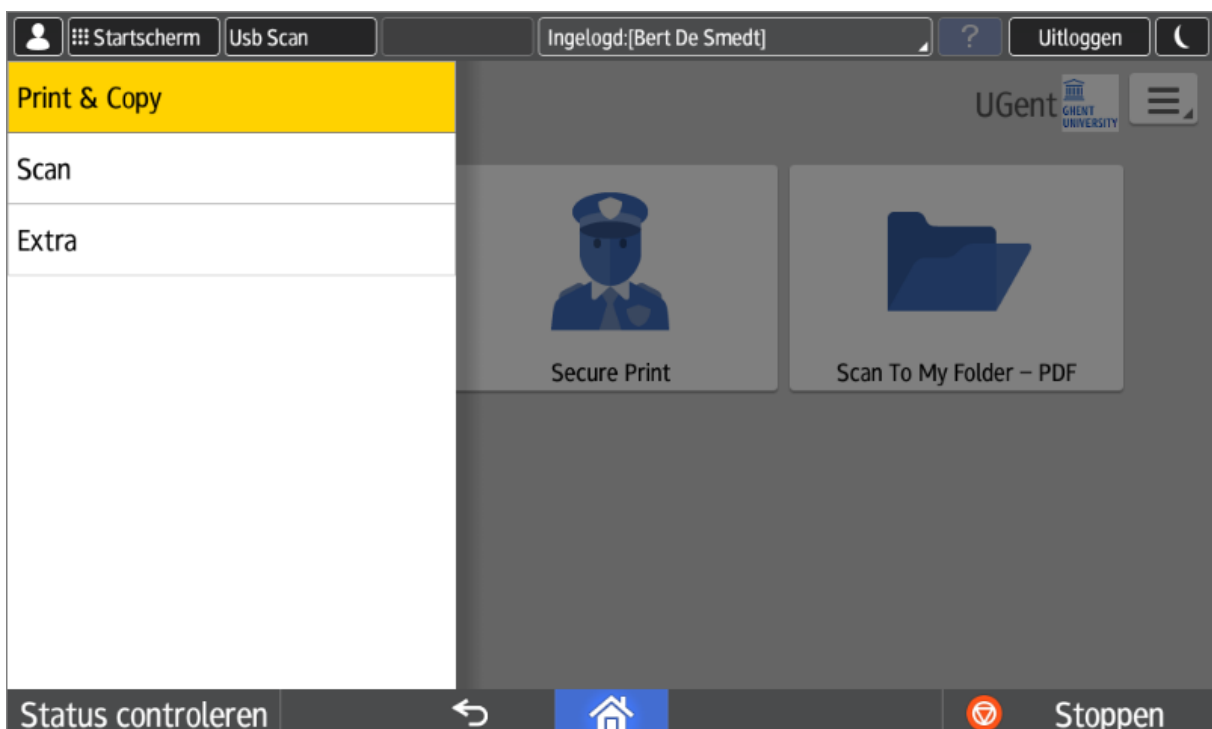
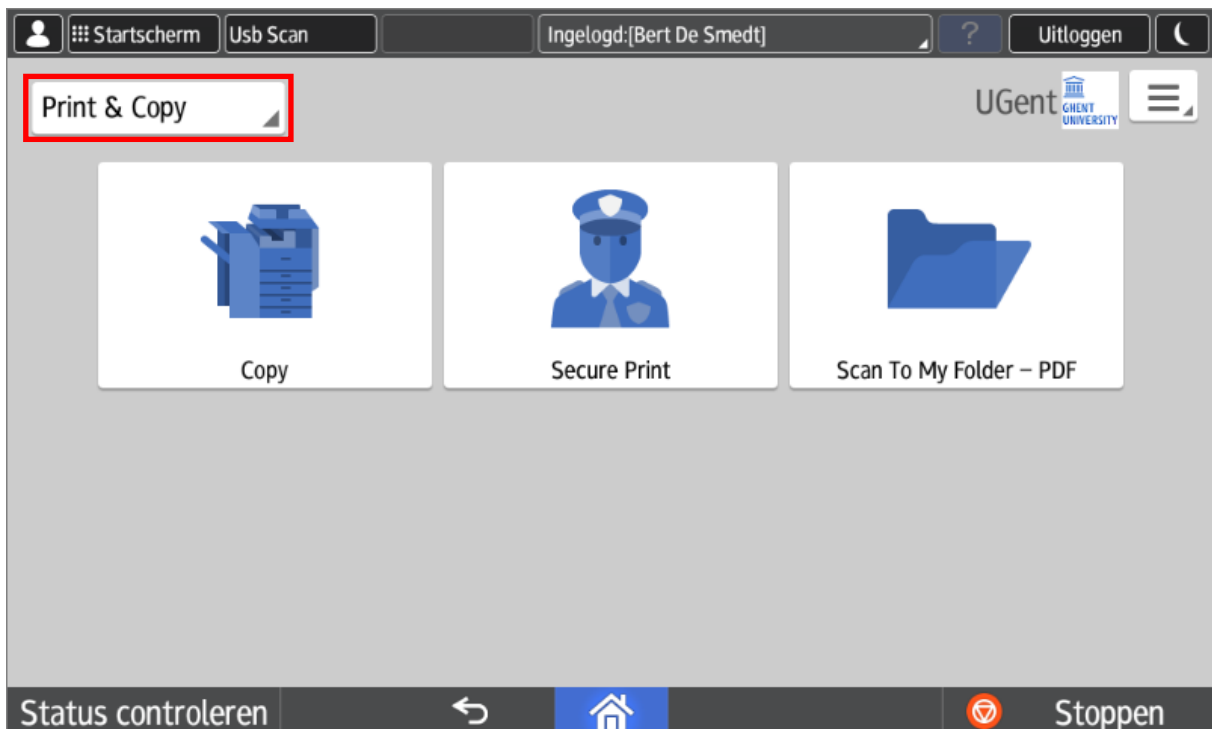


## 2.4. Unknown card

If you offer an unknown card (e.g. a different Mifare card other than your employee card) then the system will warn you that this card is unknown. Optionally, the system will ask you to register this card. You do this by entering your University Ghent username and password **once**. You can register up to 3 different cards (employee card included).

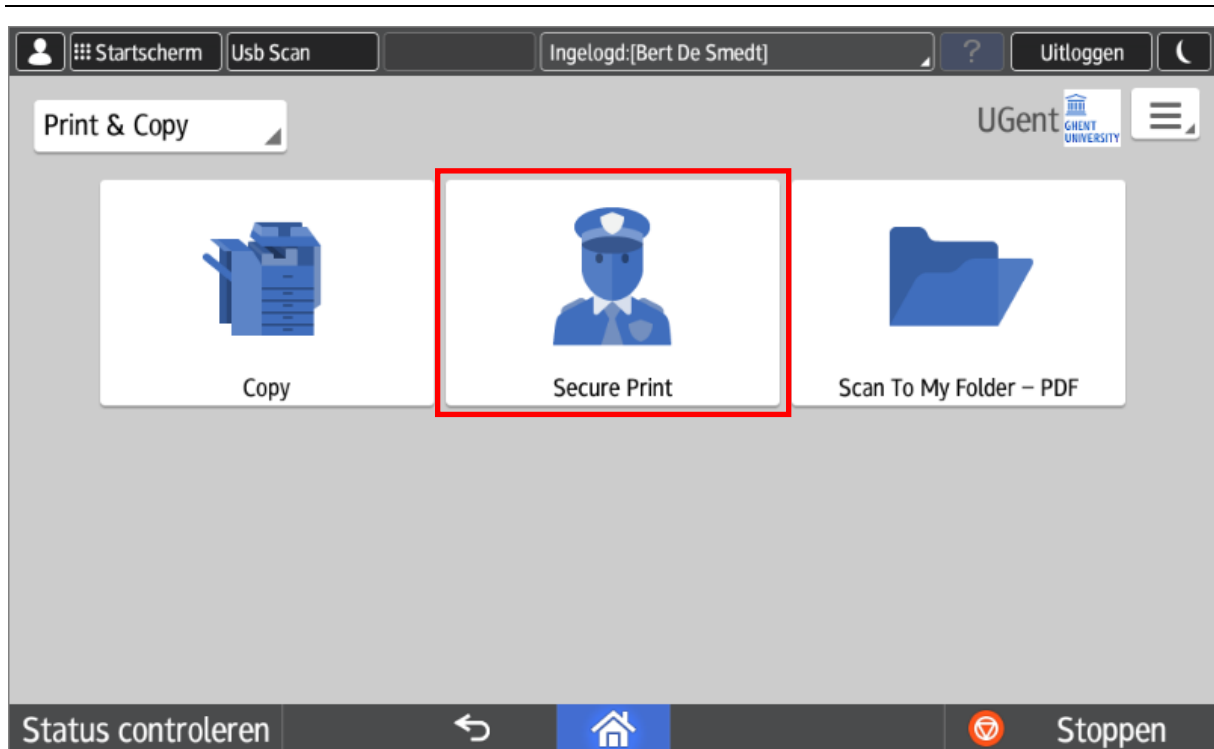
## 3. Structure Display

The various functions of the multifunctional are grouped in tabs. You can change tabs by using the selection list in the upper left-hand corner of the display.



### 3.1. Secure Print

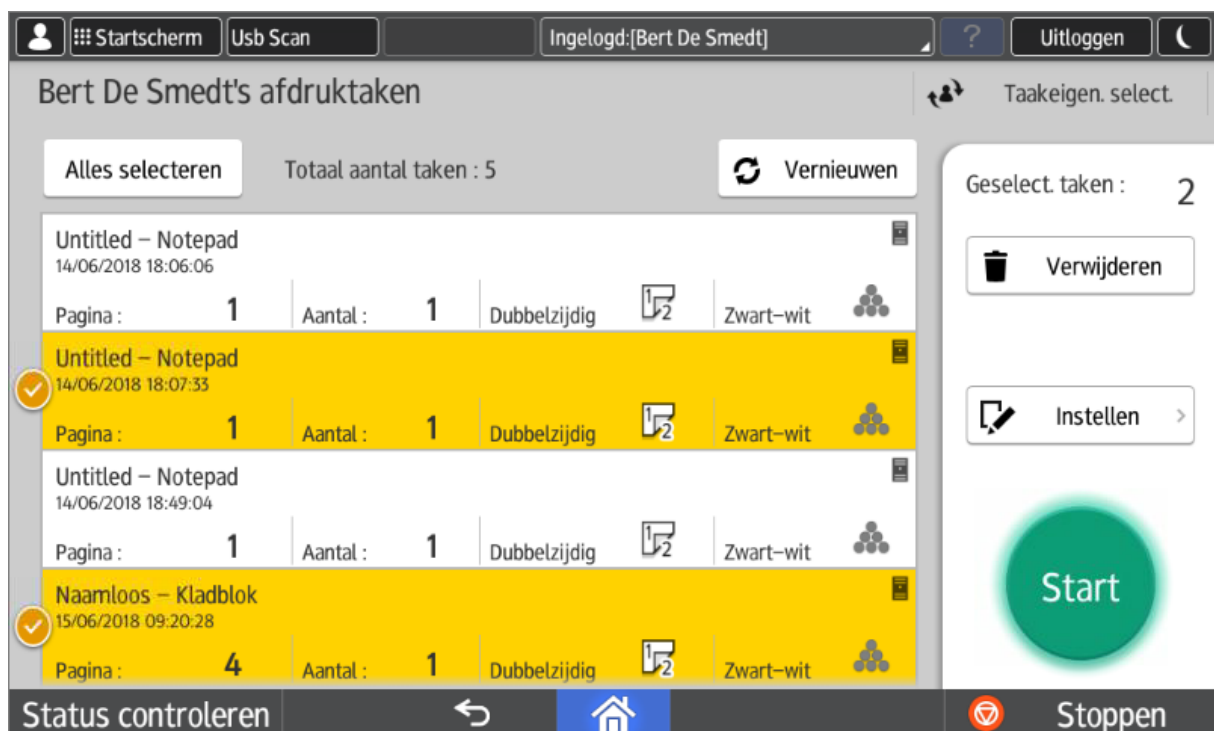
On the first tab there are only 3 buttons: **Copy**, **Secure Print** & **Scan To My Folder**.



All your print jobs can be found behind the “**Secure Print**” button.

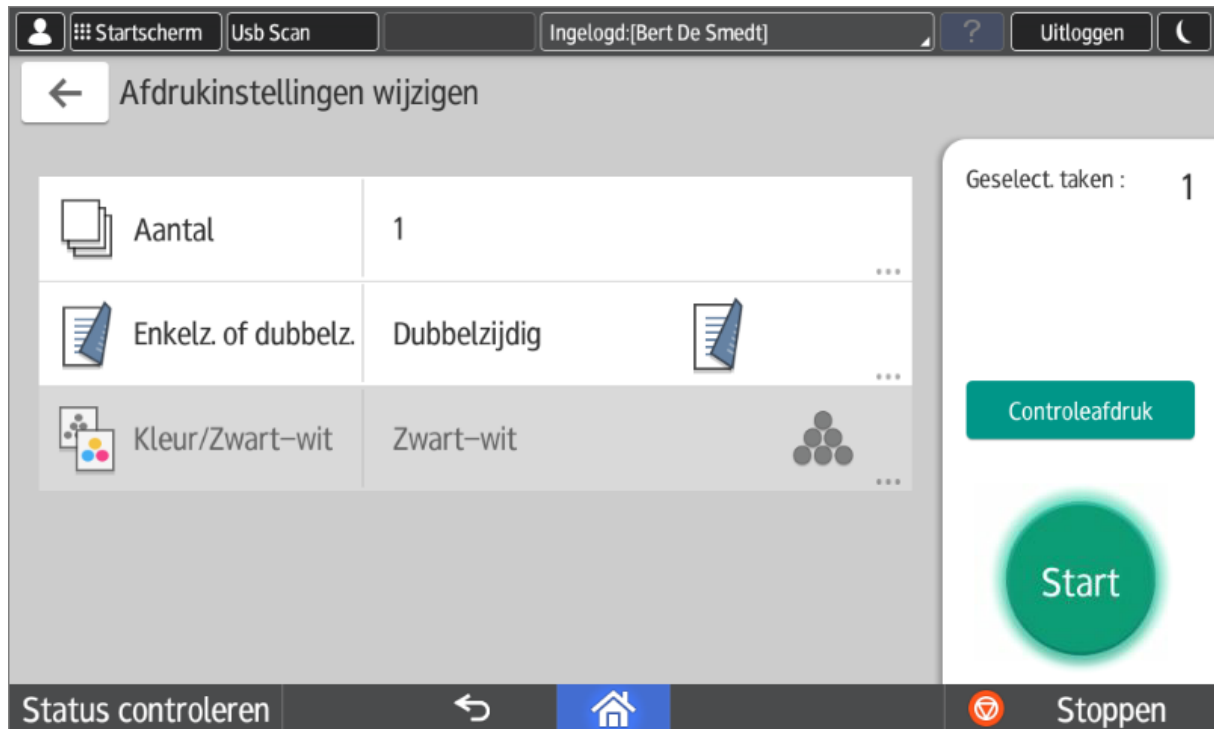
You can print via 2 servers: [\\ricohpr1.ugent.be\Ricoh](http://ricohpr1.ugent.be/Ricoh) or [\\ricohpr2.ugent.be\Ricoh](http://ricohpr2.ugent.be/Ricoh). No matter which of the 2 print queues you choose, all your jobs will end up in one personal queue.

You can select the jobs and then effectively print them by pressing the green “**Start**” button at the bottom right of the screen.

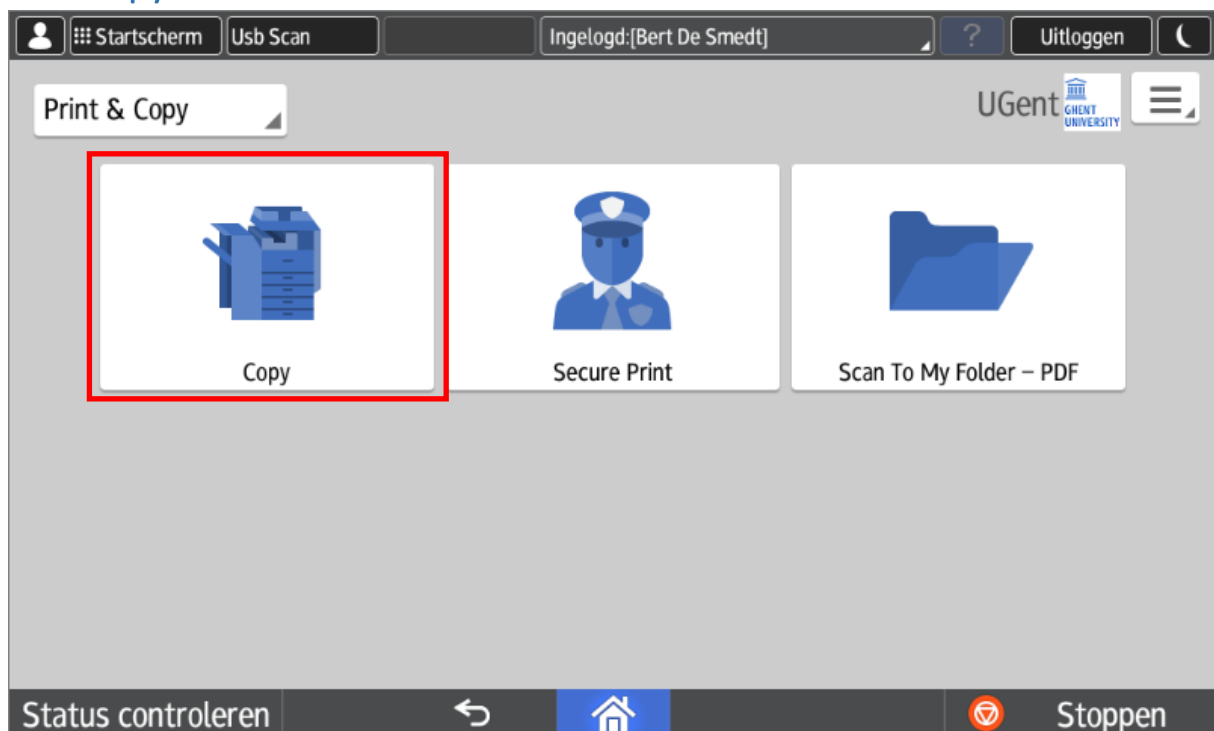


### 3.1.1. Change document settings used for effective printing

You can - before effective printing - change a limited number of properties of your print job (e.g. number of prints, force to black and white print, one-sided or two-sided, ...). This is done by selecting a job and pressing the "Set" button (just above the green start button).

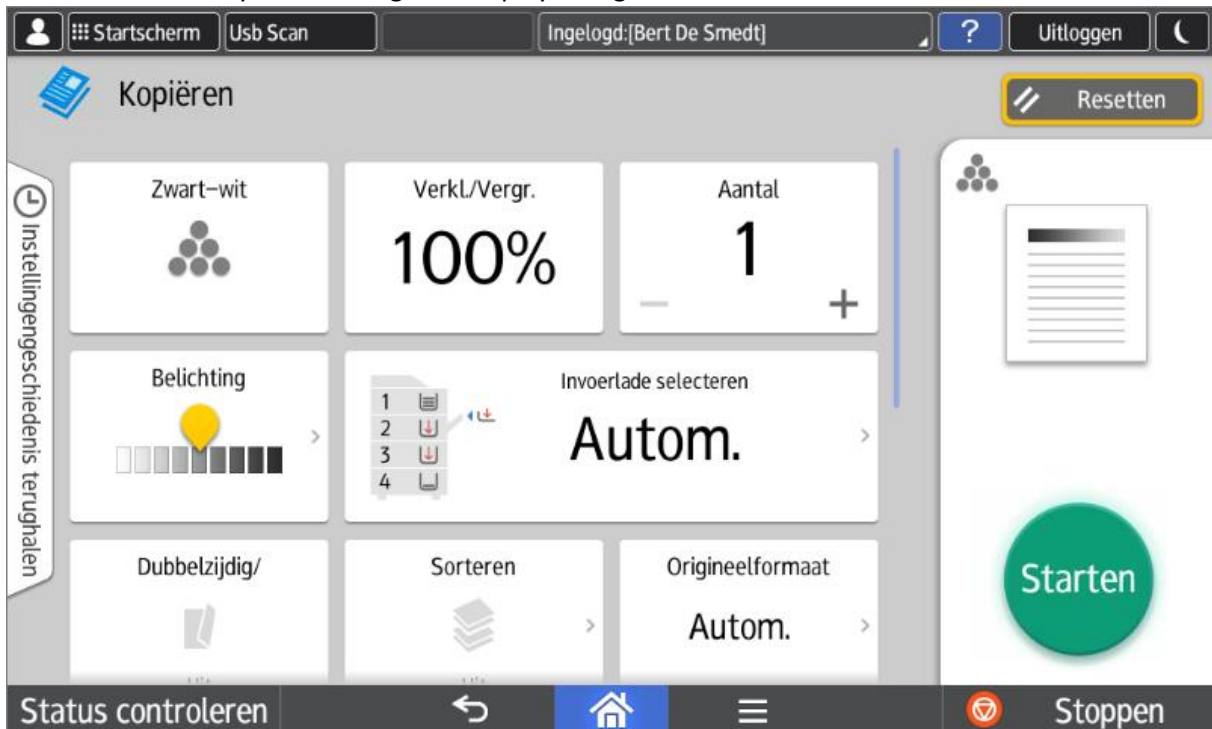


### 3.2. Copy

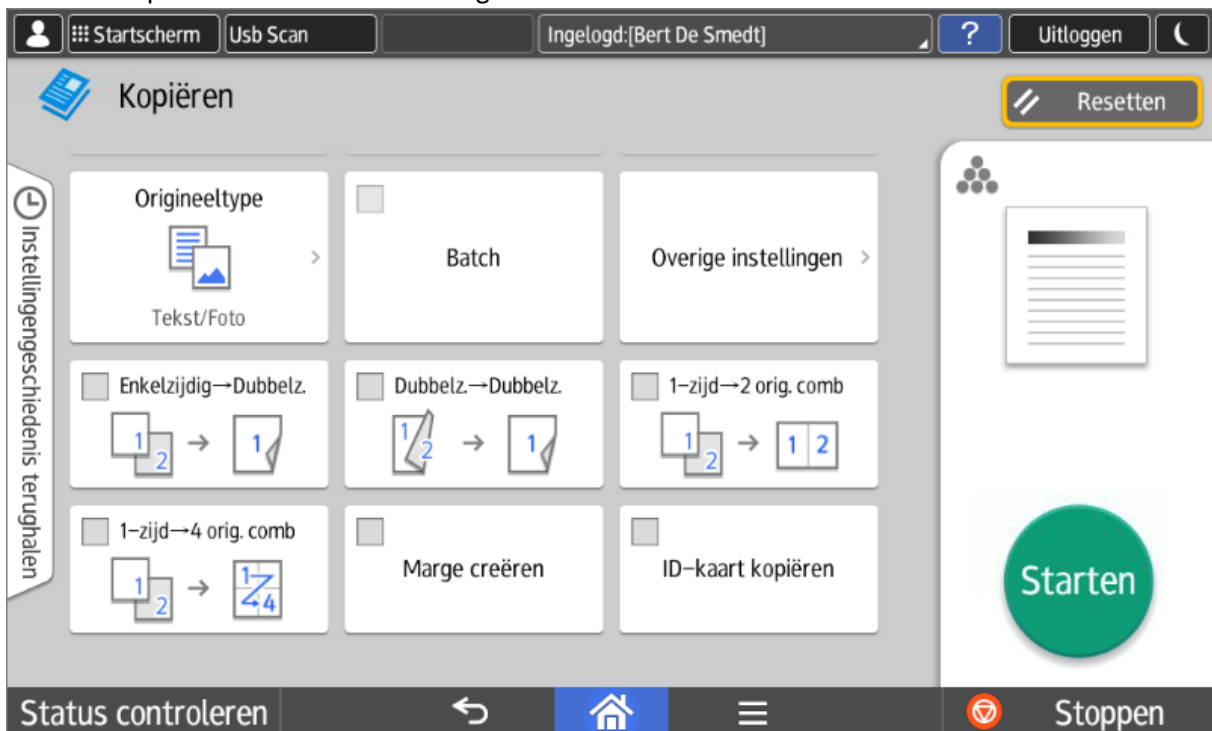




The most commonly used settings are displayed together on one screen.



You can swipe down to see more settings.



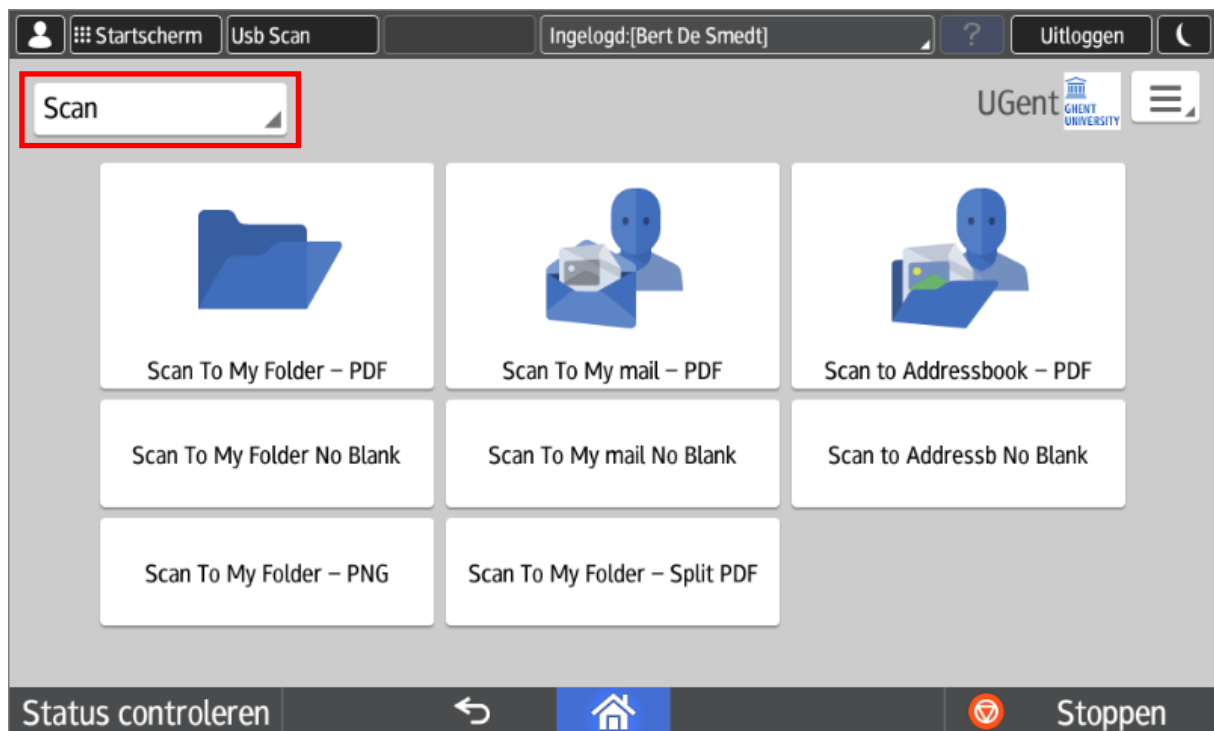
### 3.3. Scan

The default scan functions are all collected in 1 tab.

The 3 possible scan functions are (top row):

- Scan To My Folder:  
each user has a personal scan folder. More info on:  
<http://helpdesk.ugent.be/raamcontracten/ricoh.php#scannen>
- Scan To My Email:  
scan to your personal email address. This address will be filled in automatically.
- Scan To Address book:  
search the recipient in the University Ghent address book.

In the second row the same 3 functions return, but with blank suppression.



The first 6 scan buttons all result in the creation of a pdf document.

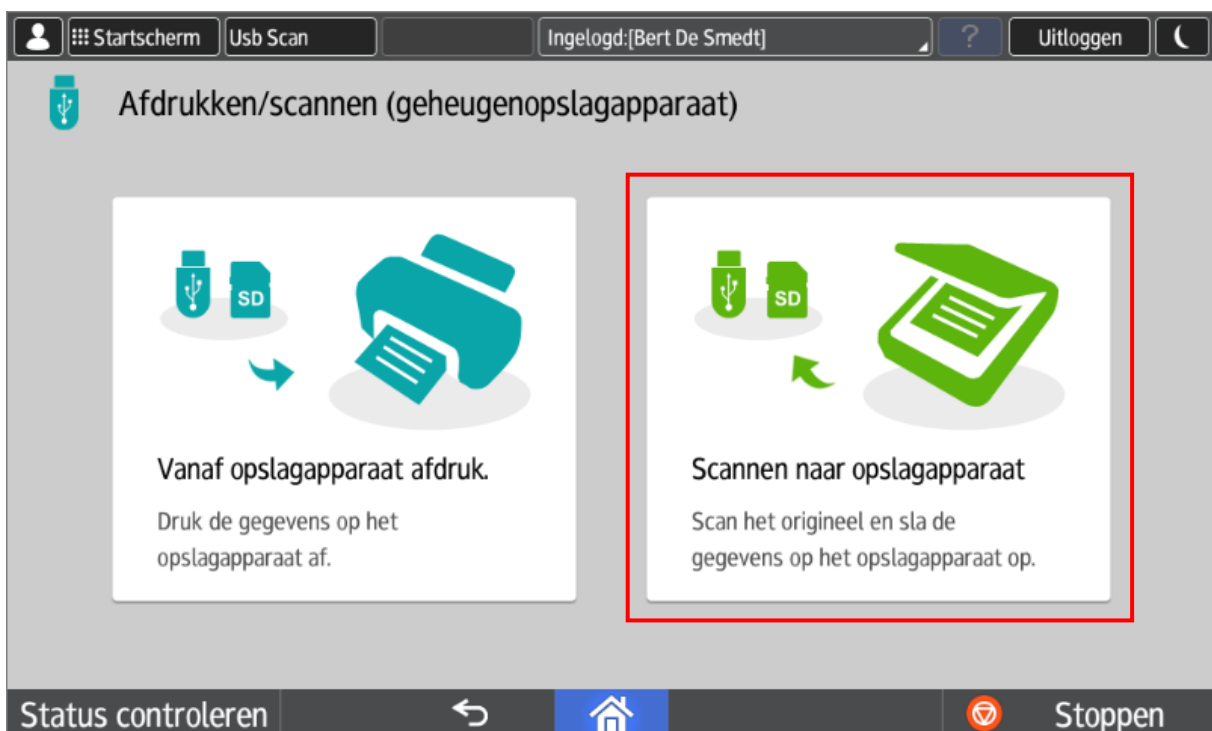
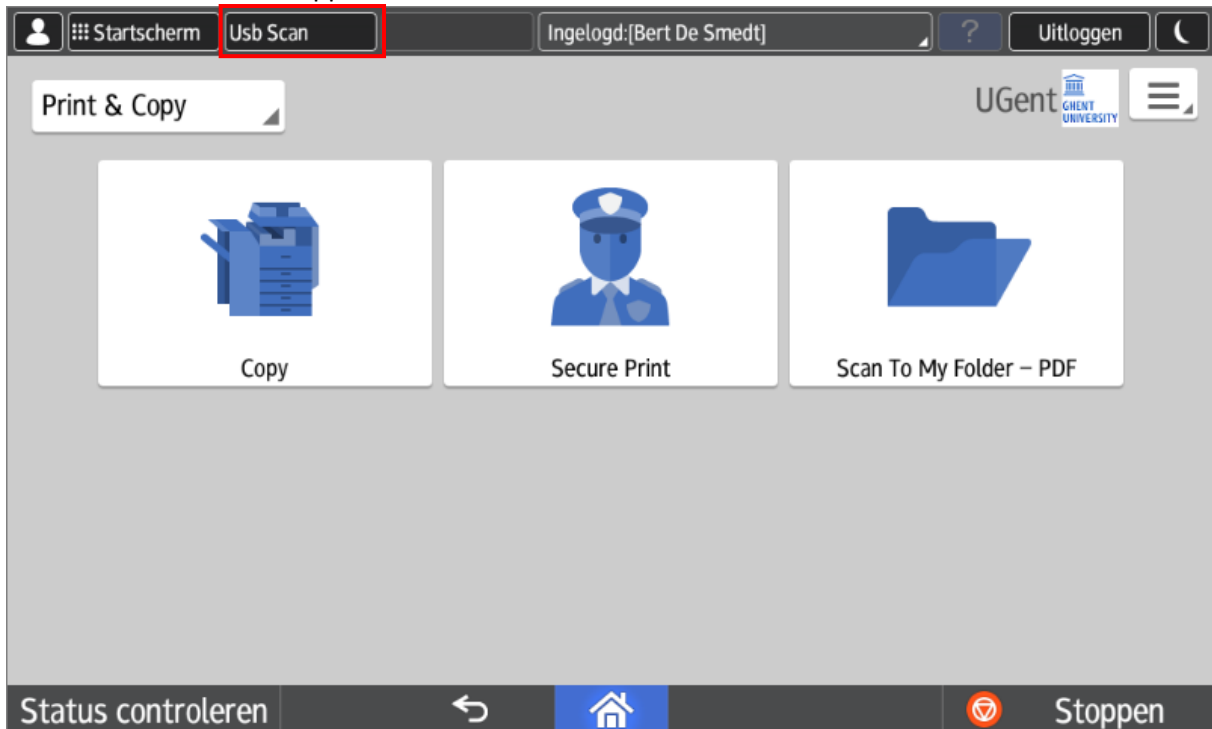
Scanning to an image (PNG) is also possible, but with the specific "Scan To My Folder - PNG" button. This is located on the 3rd row.

You can also automatically split a scan command into several pdf documents (1 per page). For this you can use the "Scan To My Folder - Split PDF" button. This function is not offered in a scan to mail variant.

### 3.4. Scan to usb

Scan to a memory card (usb stick or sd card) is supported. This function is accessible via the "Usb Scan" button at the top left of the display.

“Print from usb” is not supported and is disabled.



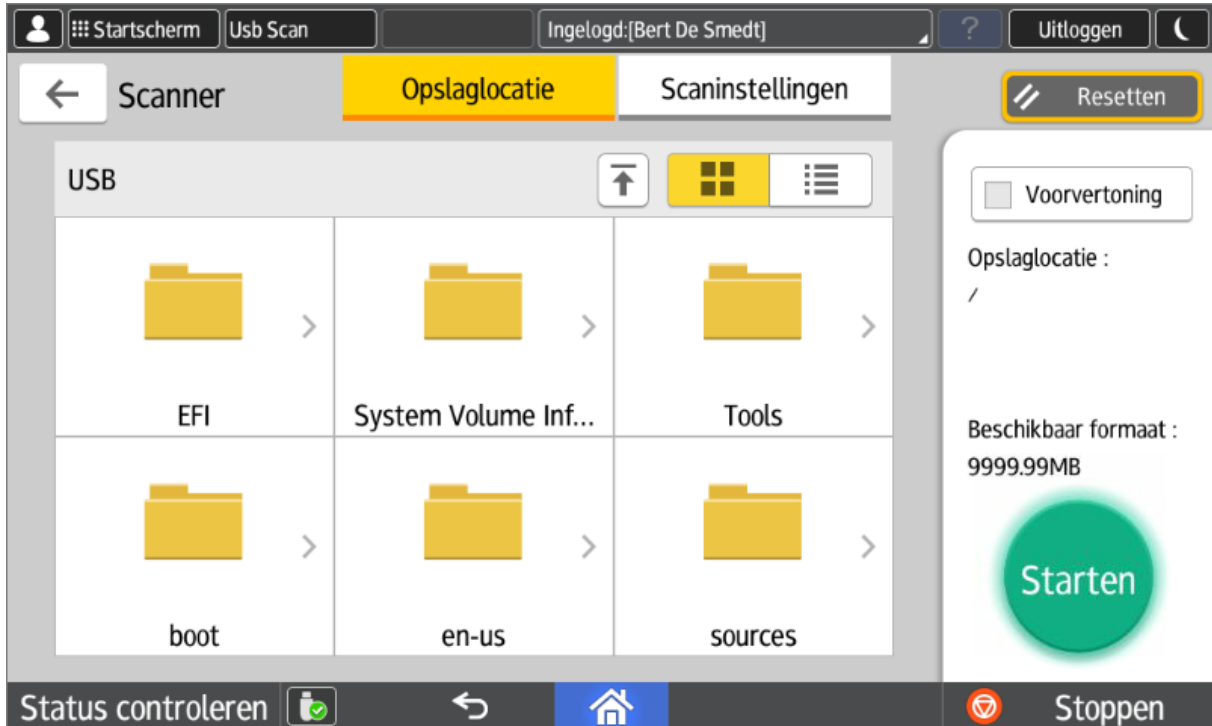
If a usb stick has not yet been connected, you will receive the following message:



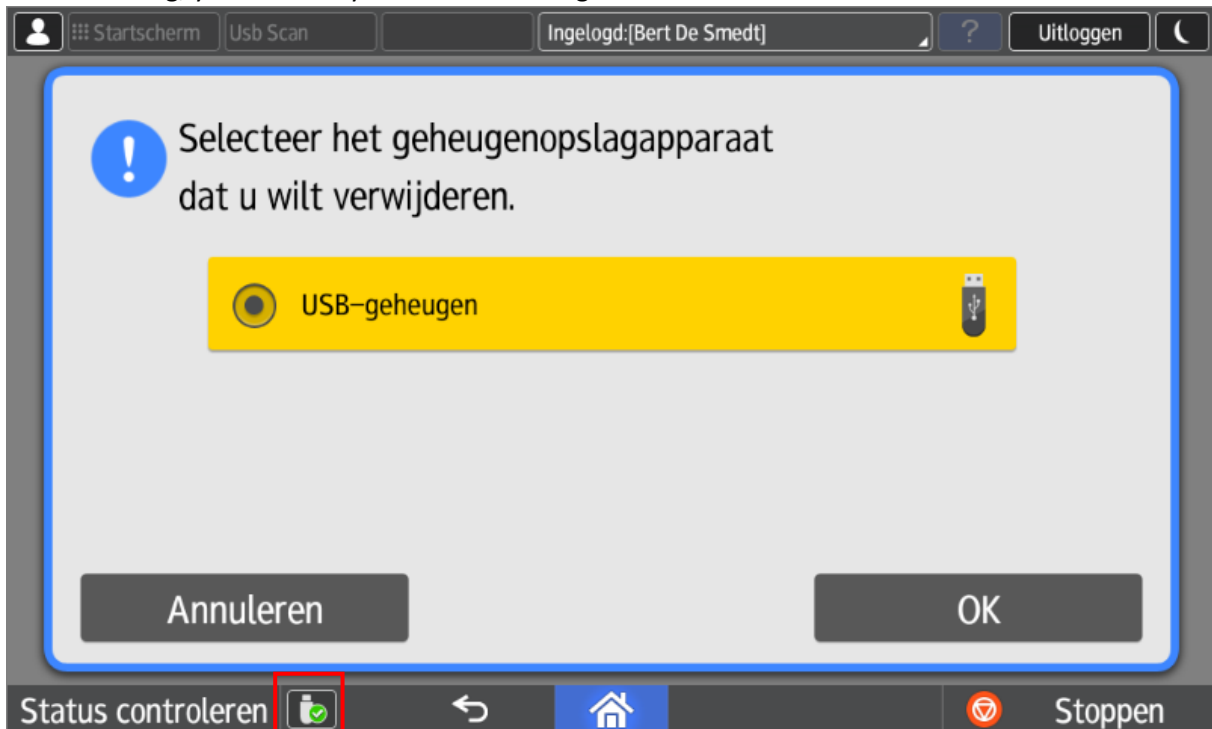
Select the storage medium:



Select your folder and press start.



After scanning, you can safely remove the storage medium.



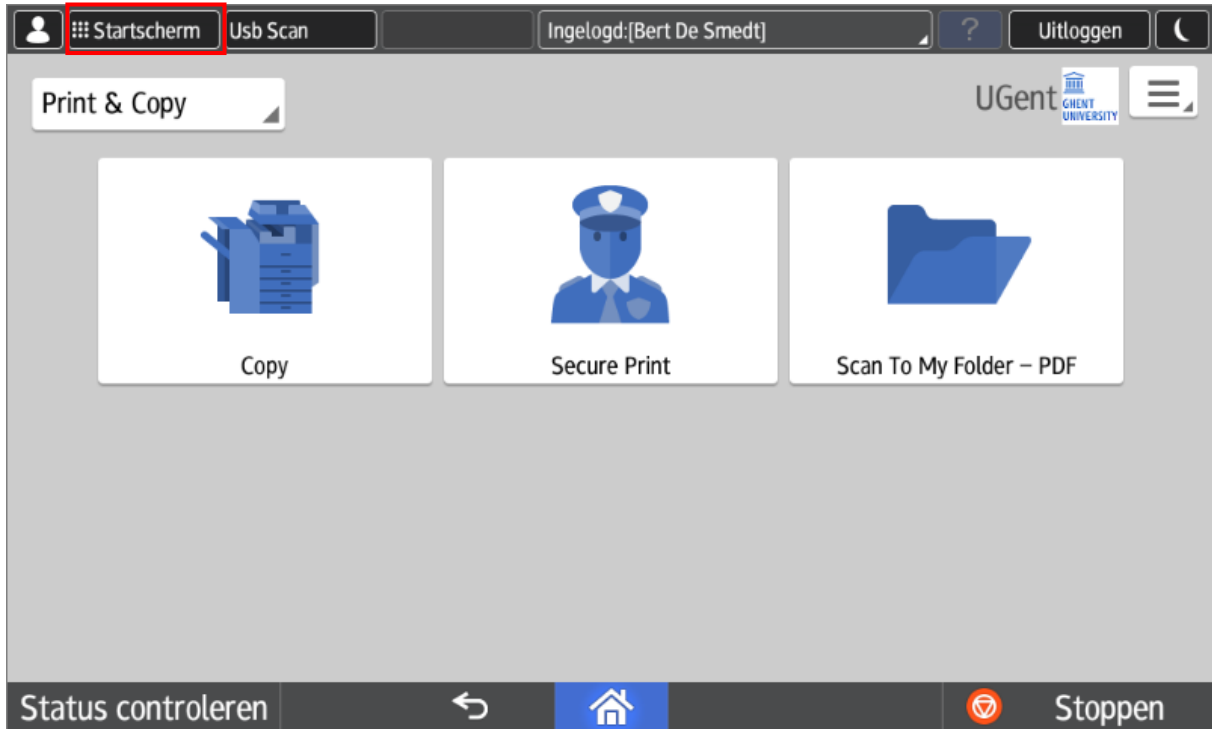
Note: Most file systems are supported ( tested: fat32 & ntfs ).

" Print from usb" is not supported and is disabled.

### 3.5. Scan with input measurements

The standard scan buttons do not support manual input of the surface to be scanned. For this you can use "scan to usb" or the local scan function of the machine itself. However, this is less user-friendly and requires manual entry of an email address.

The scanning function on the multifunctional can be reached by pressing the "Startscherm" button in the upper left corner.



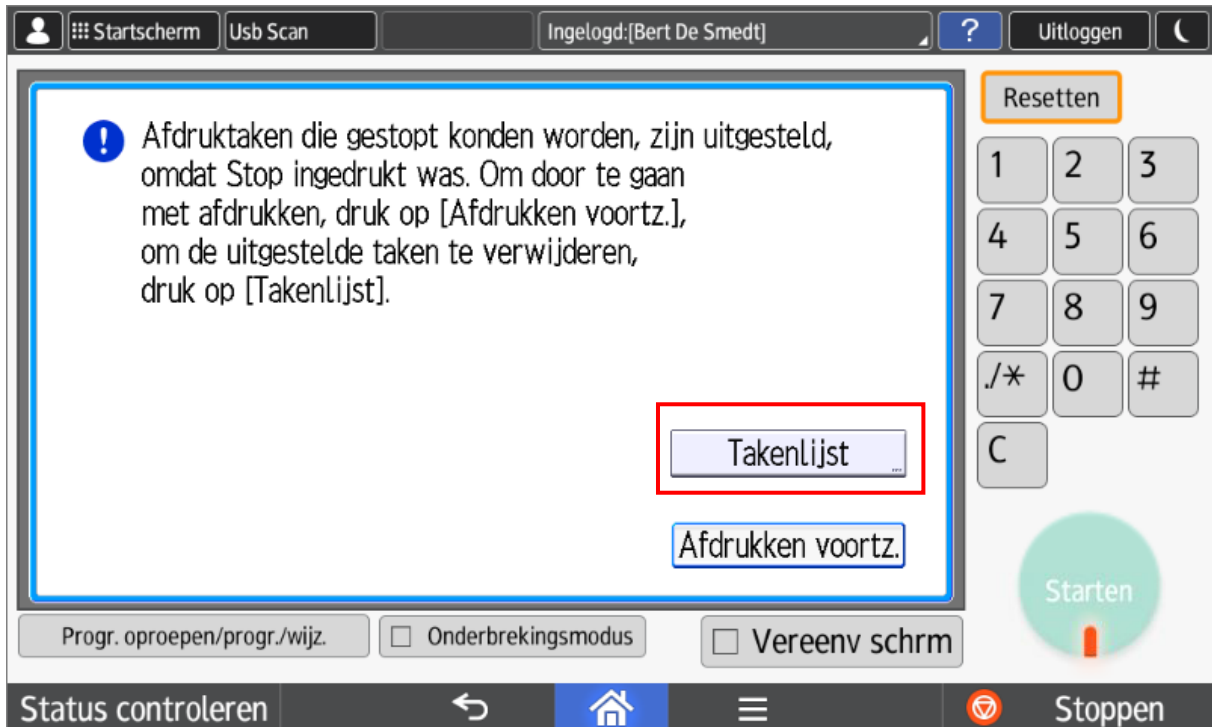
The green "Scanner" button allows you to access the local scanning function of the device.



## 4. Stopping tasks

You can press the "Stop" button at any time at the bottom right.

However, this is not the same as logging out, you can do this at the top right of the screen by clicking the "log out" button. The following warning will appear:



Now you can only:

or consult the task list (in order to end a task early if necessary),  
or simply continue your session via the "Continue printing" button.

In the task list, you can select and delete a job by job (**Reserv. Verw.**) or delete all jobs immediately (**[Printer] Alles verw.**).

## 5. Which printer on your device

### 5.1. Athena

The Ricoh printer is available in all software installed on Athena.



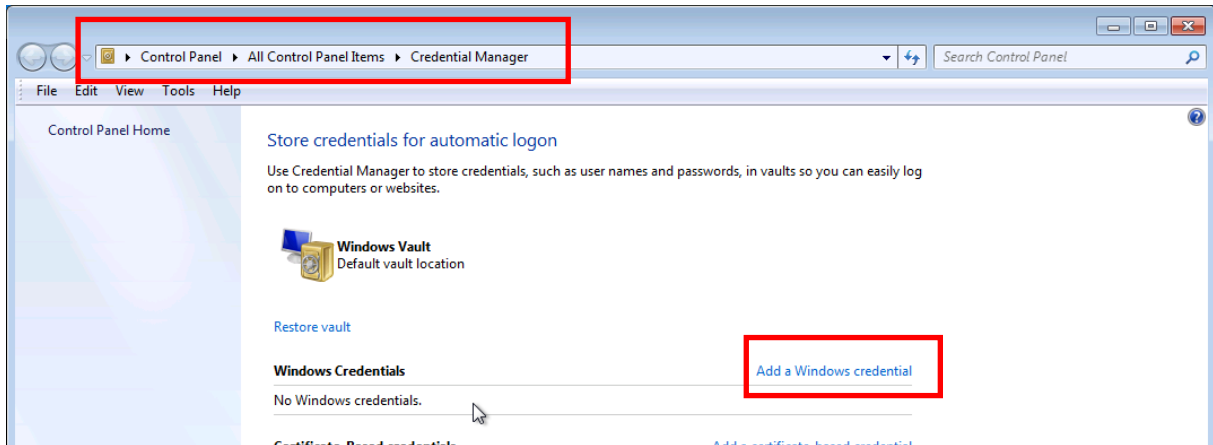
## 5.2. Windows - in University Ghent domain

If you are working on a Windows PC that is a member of the University Ghent domain (you log in with your UGent username/password), the Ricoh printer will be installed automatically.

## 5.3. Windows - standalone

If you work on a Windows PC that is not a member of the University Ghent domain, you have to mount the printer yourself.

First add your University Ghent account data to the Windows Credentials Manager ("referentiebeheer" in Dutch).



### Type the address of the website or network location and your credentials

Make sure that the user name and password that you type can be used to access the location.

Internet or network address  
(e.g. myserver, server.company.com):

User name:

Password:

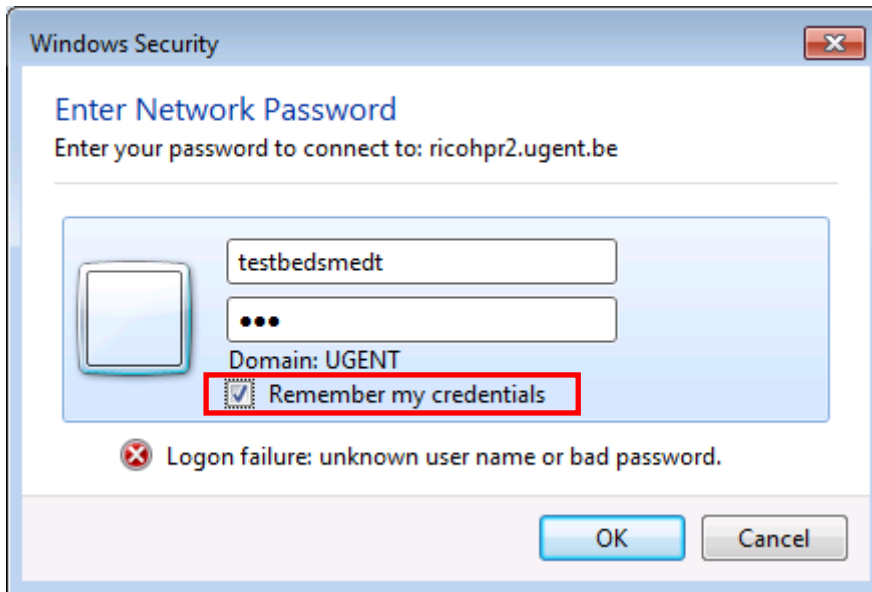
OK

Cancel

This can be done by entering the following path in the "Run" box (Key combination: Windows key +R): <\\ricohpr2.ugent.be\Ricoh>.

You may need to log in with your University Ghent username and password.

Please save your login data.

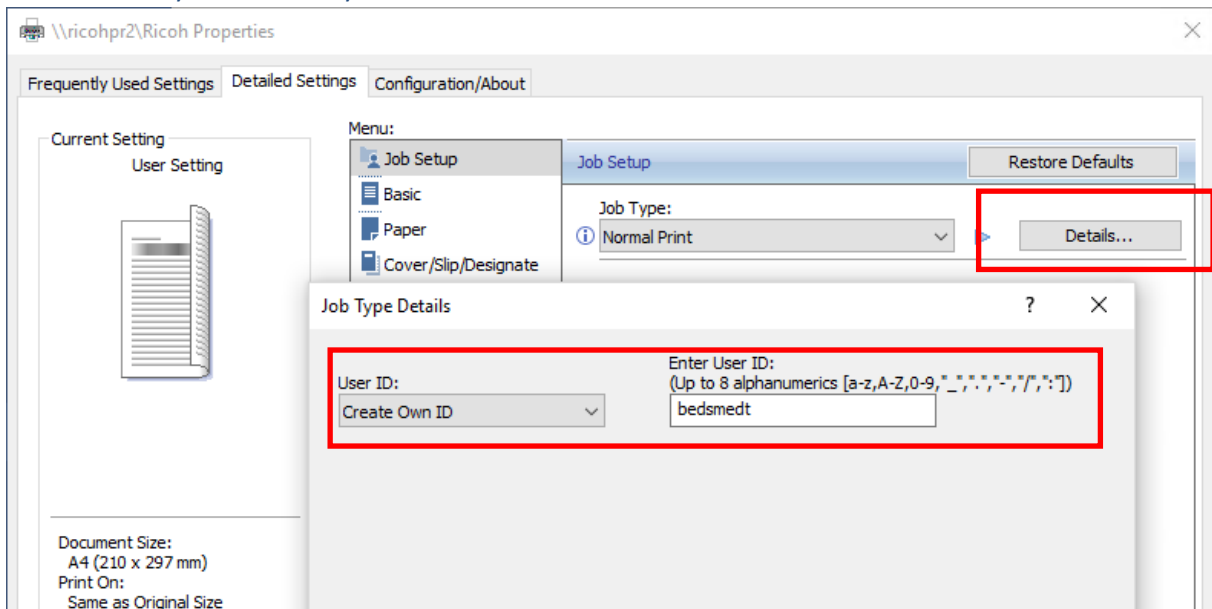
**Important:**

If your local username is the same as your University Ghent username, you don't have to do anything extra.

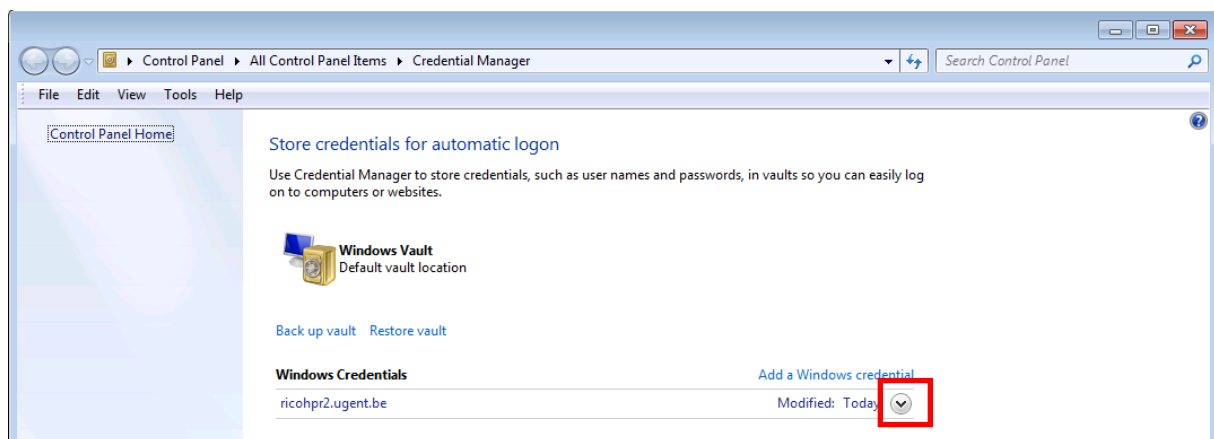
If your local username is not the same as your University Ghent username, your local username will appear and prints will **not** appear in the Secure Print queue. You then have to make a one-time adjustment to your print settings.

In the printer preferences you can make the following adjustments:

Printer preferences >> Detailed Settings >> Job Setup >> Details (behind Normal Print) >> Create OwnID. Enter your University Ghent username here.



You must change your University Ghent password periodically. For users who log in to the University Ghent domain, this procedure is completely transparent. For users with an own device (unrolled PCs) it is necessary that they also change their password in the Windows Credentials Manager.



### Windows Credentials

[Add a Windows credential](#)

ricohpr2.ugent.be

Modified: Today

Internet or network address: ricohpr2.ugent.be

User name: UGENT\testbedsmedt

Password: .....

Persistence: Enterprise

[Edit](#) [Remove from vault](#)

Press "Edit" and change your password.

## 5.4. Mac OSX

See <http://helpdesk.ugent.be/raamcontracten/en/ricoh.php>

## 5.5. Ubuntu

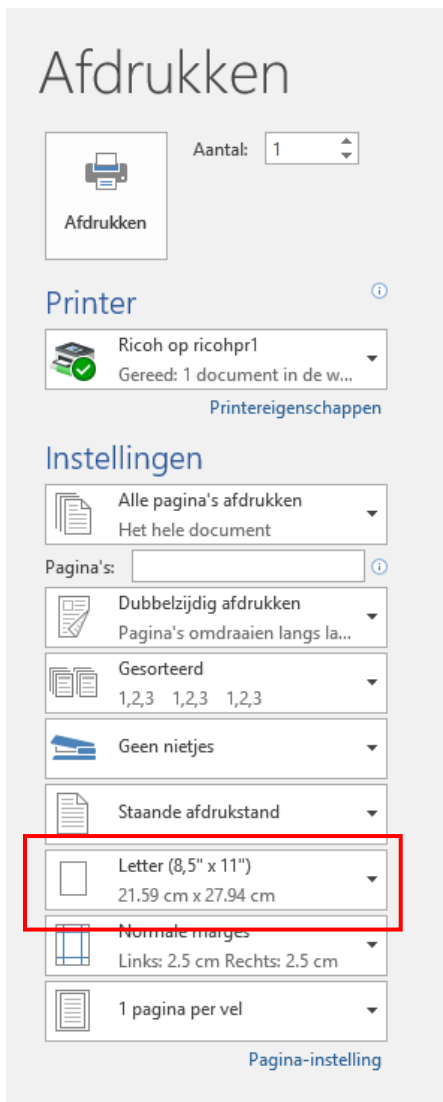
See <http://helpdesk.ugent.be/raamcontracten/en/ricoh.php>

**Important:** If you change your central password, it may be necessary, in some cases, to change this new password in your keychain (Mac) or in Windows Reference Management.

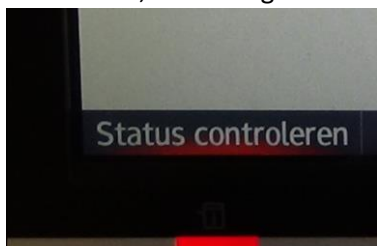
## 6. Common problems

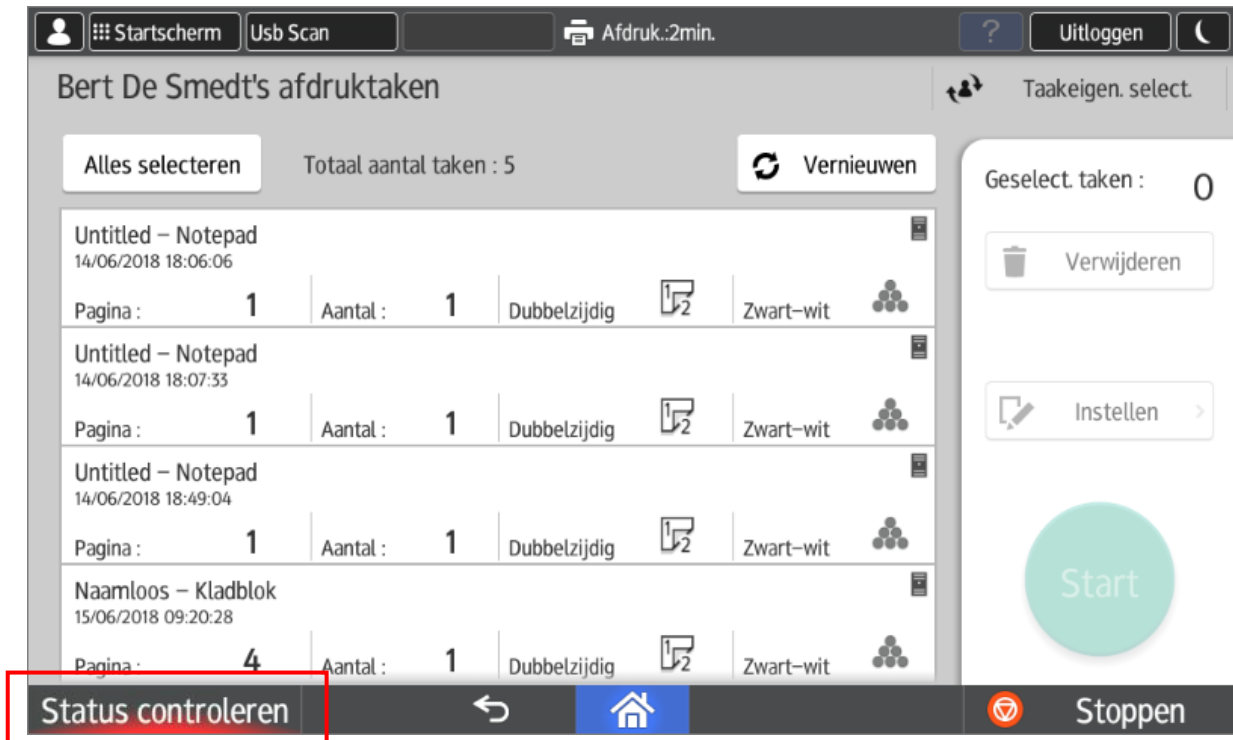
### 6.1. Paper size

A common problem is printing on a paper size that is not available on the printer/copier. For example: printing is done on paper size **Letter** on a device with **A4** paper only.



In this case, the red light at the bottom left of the display will be lit.

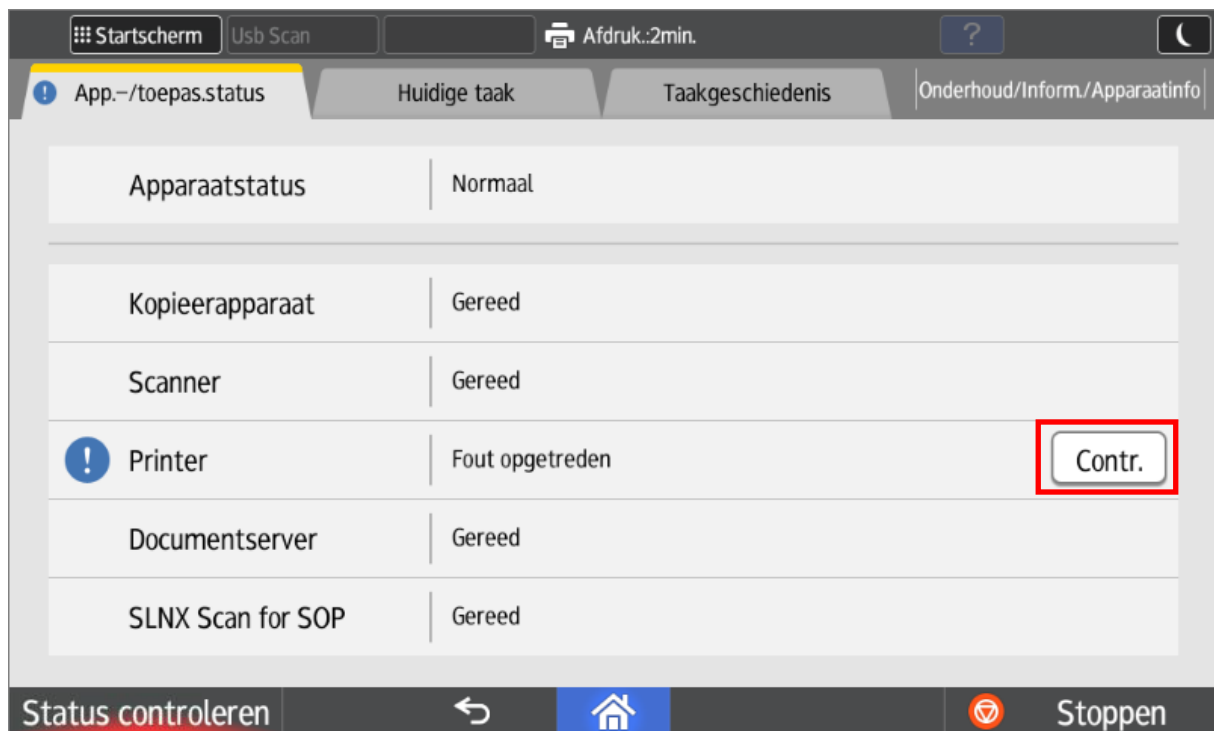




You can prevent this by indicating the correct paper size in your application. You can still assign the print to the correct tray on the machine itself.

Press the “**Status Controleren**” button.

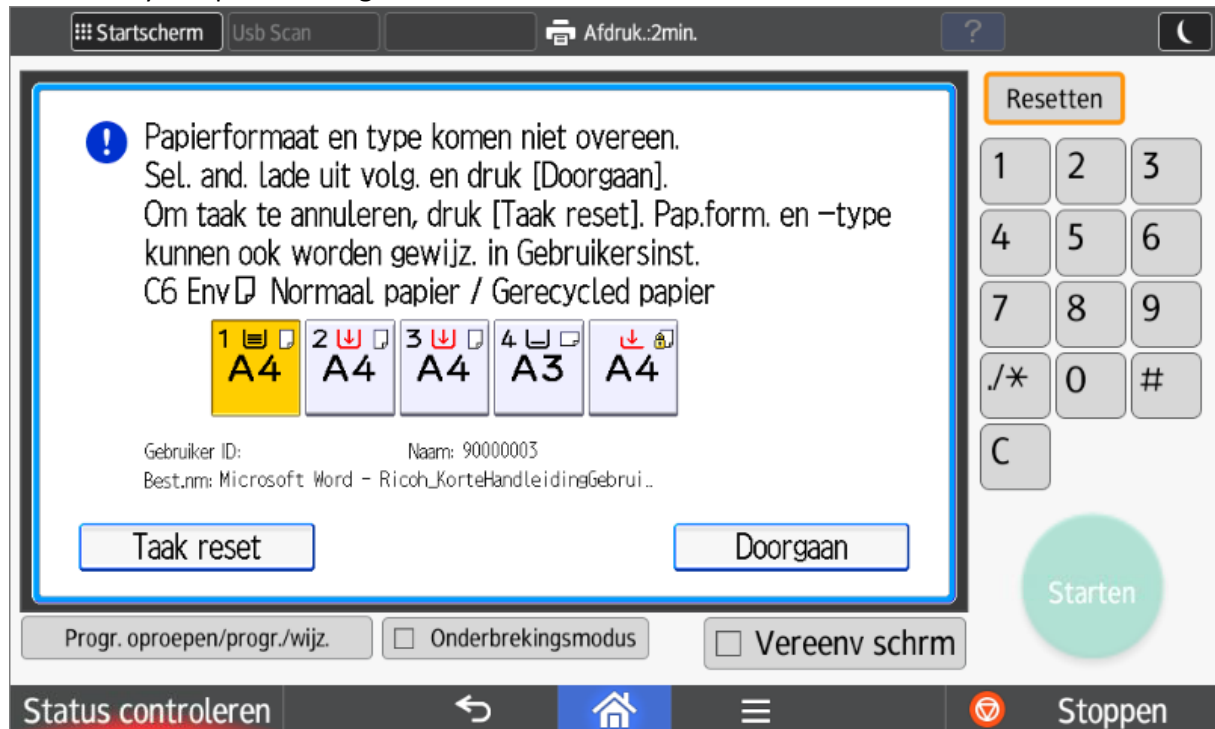
The option “**Printer**” displays an error status. You can resolve this by pressing the “**Contr.**” button.



You can now choose a tray. The printout will be automatically adjusted to the chosen format.

**Note:** This may cause a slight distortion in the printout (for example, Letter is wider than A4). To avoid this, it is better to choose the correct format in the application.

Select a tray and press "Doorgaan".



The error is now fixed.

The "Status Controleren" button also allows you to consult what printjob is currently being executed.

