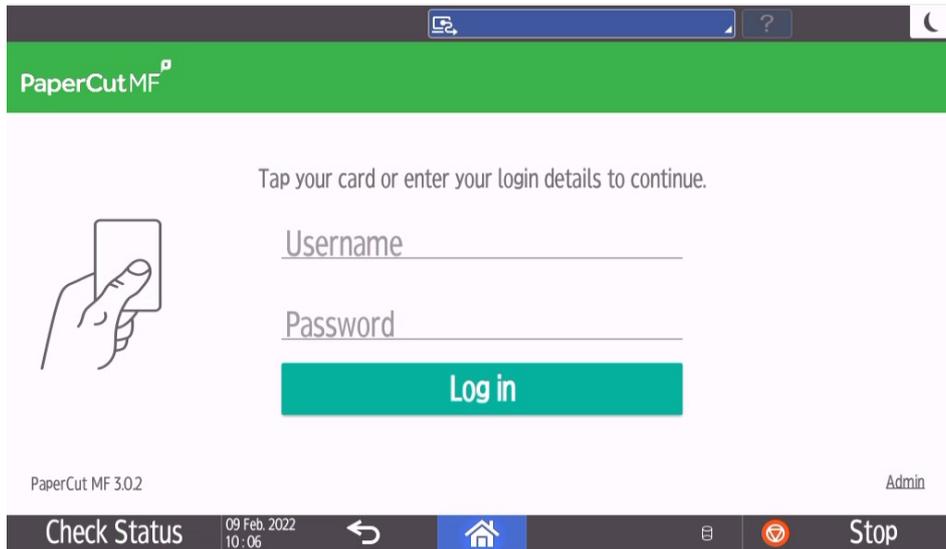


# Ricoh IM-C3000 MFD with embedded PaperCut

NDCN have acquired a fleet of Ricoh IM-C3000 Multi-function Devices; they have PaperCut's embedded print and scanning management software installed so that they can be centrally managed. The control panel on each MFD has been set to display the PaperCut login screen, which looks like this:

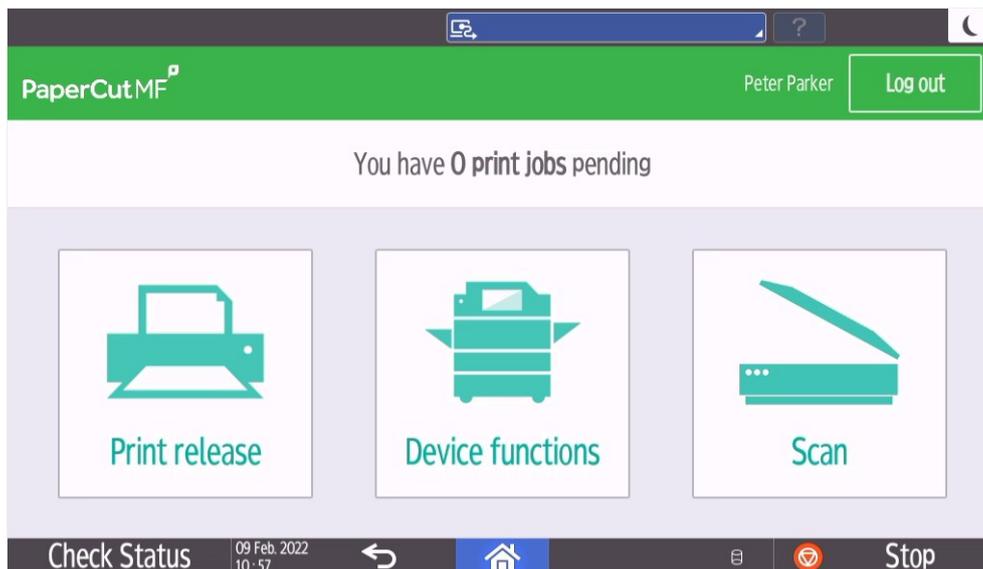


## Logging In and First Use

Each Ricoh MFD has been equipped with a cardreader which will allow a user to tap their card in order to log in to the device.

The first time that you attempt to 'tap in' to one of the Ricoh MFDs your card ID will not be recognised and you will be prompted to associate the ID with your MSD IT credentials. Please enter your **MSD IT username and password**; this is the account you would use to log in to a managed PC or to use MSD IT's VPN service and is generally some mix of initial and surname, or first name and surname initial. **It is NOT your Oxford SSO** (whose username format is abcd1234; you would use those credentials for access to email, for eg.)

Once you have successfully associated your Uni Card with your MSD IT account, you will not have to manually enter your credentials again and will be able to log in just by tapping your card. After log in, you will be presented with the PaperCut welcome screen which will look similar to this:



## Follow-me Printing

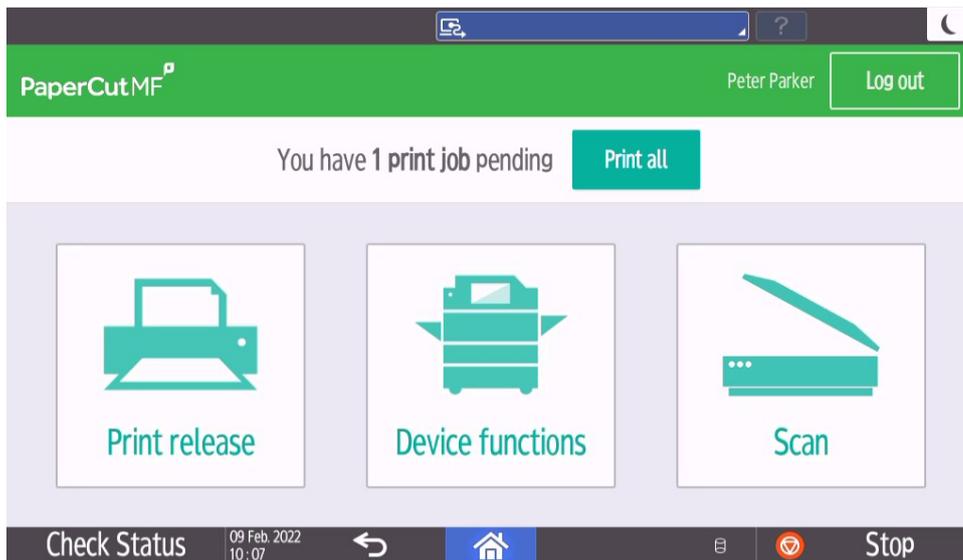
In order to print to one of the MFDs, you will first need to install a new iPrint print queue which is called 'NDCN\_Follow\_Me':

- point a web browser at <https://iprint.imsu.ox.ac.uk/>
- scroll down to 'NDCN\_Follow\_Me' and click on it to install it

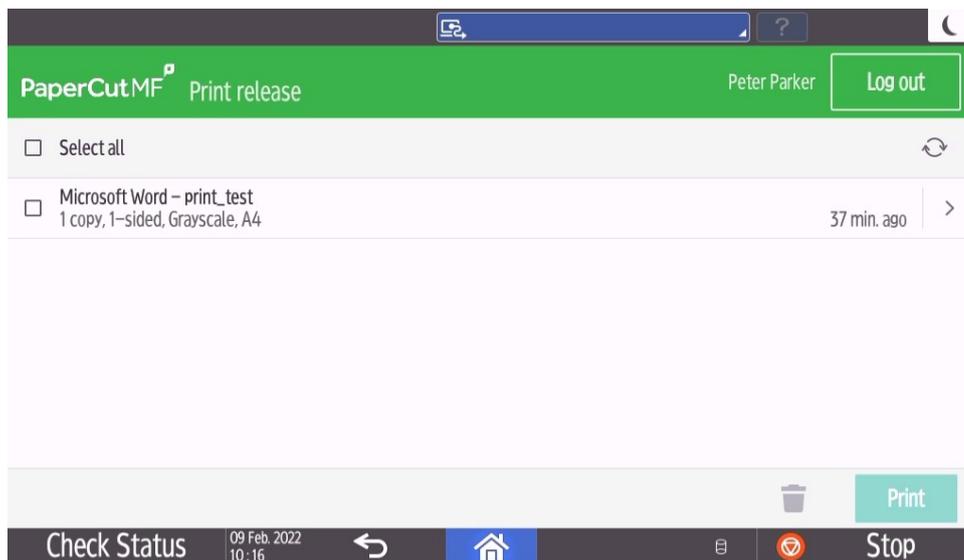
 NDCN_Admin_Ricoh_MPC3002			
 NDCN_Follow_Me	NDCN at the JR Hospital	Follow-me printing for NDCN	
 NDCN_HoD_M402DNE	NDCN HoD Office L6, WW	HP Laserjet M402DNE	

## Using the Follow-me Queue

- send a print job to the 'NDCN\_Follow\_Me' print queue; it will show in the print queue as 'held' or 'paused'
- go to one of the Ricoh MFDs and tap your University card on the card reader to log in
- the PaperCut welcome screen should look like this:



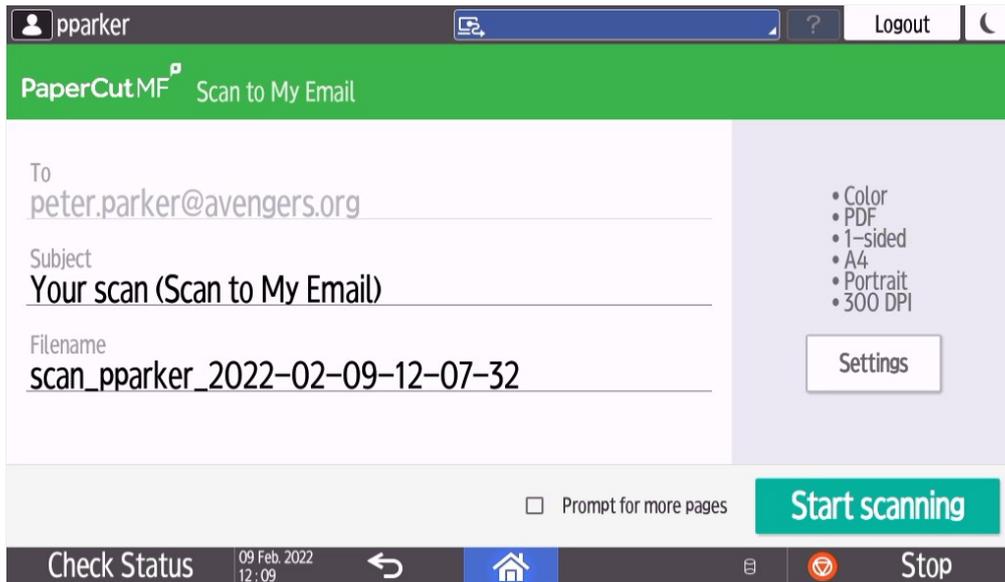
- press the 'Print release' button; the screen will change to display a list of your print jobs available for release:



- check the box next to the job(s) you want to print, then press the 'Print' button  
Your print job(s) will be printed on the device.

## Using PaperCut Scan-to-email

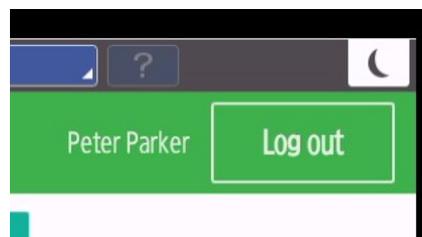
- go to one of the Ricoh MFDs and tap your University card on the card reader to log in
- on the PaperCut welcome screen (see above), press the 'Scan' button
- if asked to make a choice of Scan Actions, choose 'Scan to My Email' (this only appears if multiple Scan Actions have been configured)



- optionally modify the Subject line of the email and/or change the filename of the scan job
- optionally change the default settings for the scan job by pressing 'Settings'
- if you want to scan more than one page for the job, check the box labelled 'Prompt for more pages'
- press 'Start scanning' to scan your pages and email them to your personal address

## Logging Out from Embedded PaperCut

Just press the 'Log out' button on the PaperCut MF top bar when you're finished printing or scanning:



## 'Device Functions'

The observant among you will have noticed a third option on the Welcome screen labelled 'Device Functions'. This button gives you access to the built-in functions of the Ricoh MFD, outside of what is provided by the embedded PaperCut software.

Unless you really know what you're doing, you don't want to press this button!