



# Register A Card



**RICOH**  
imagine. change.



Login quickly and securely using your card

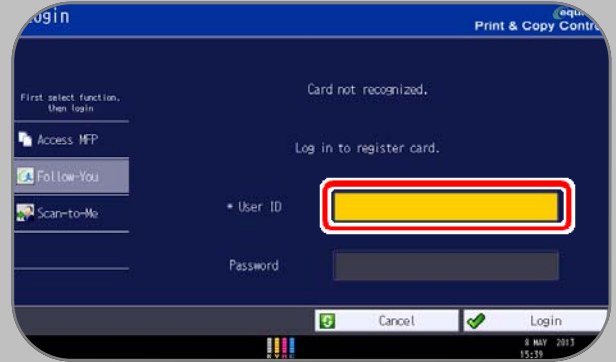
1

Hold your card over the card reader



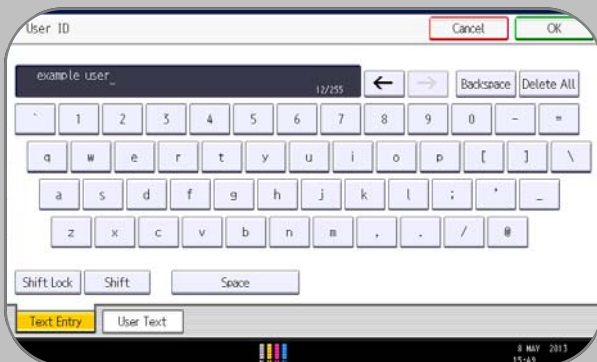
2

To enter your network login details select **User ID**



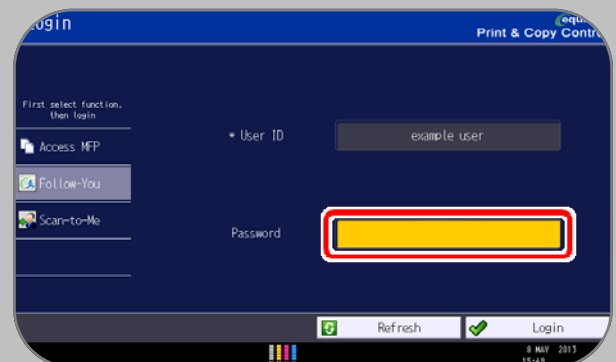
3

Type in your network user name then select **OK**



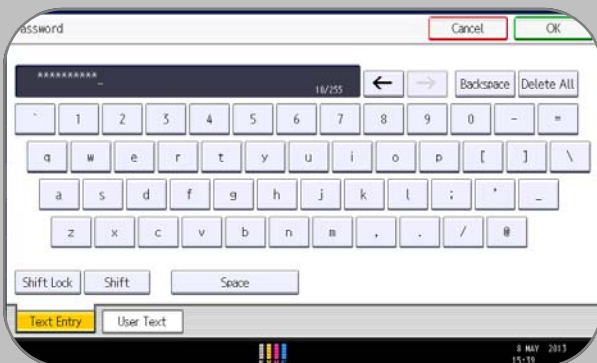
4

Now select **Password**



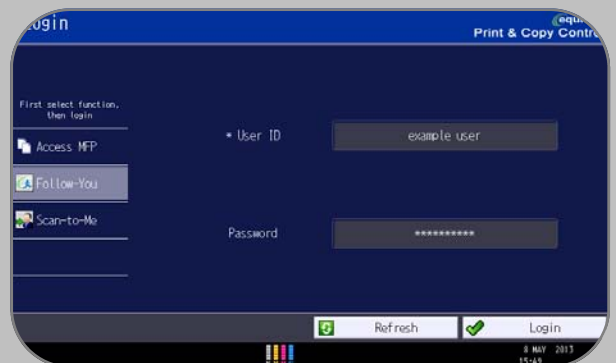
5

Type in your network password then select **OK**



6

Select **Login** to complete the registration





# Release Prints



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Login to the MFP to release your print jobs securely

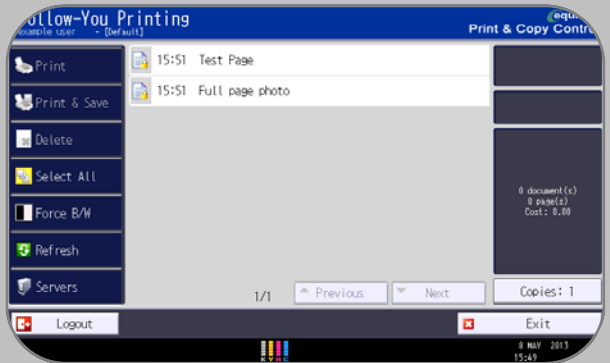
1

Hold your card over the card reader.



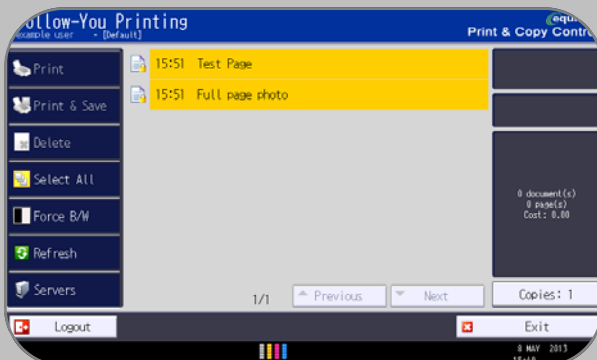
2

Highlight your jobs individually or **Select All**



3

Select Print

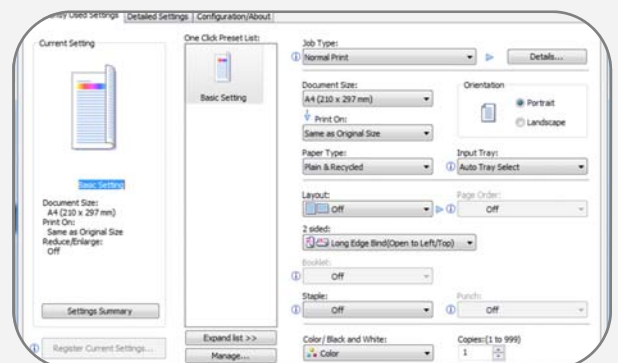
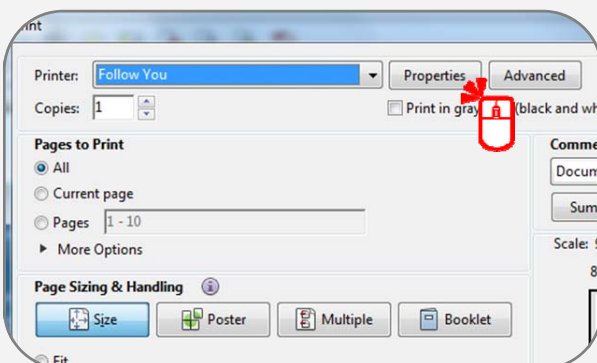


4

Hold you card over the reader again to logout



Make sure you are using the right print queue! (Ask your IT dept. for details)  
To change print settings select **Properties** then choose the options you require





# Scan To Me



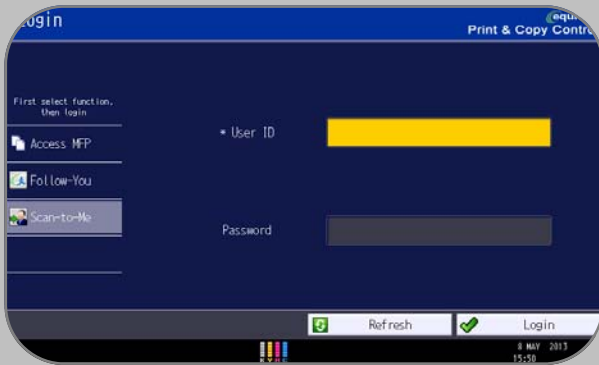
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Scan documents securely to your email inbox

1

Select **Scan To Me** first



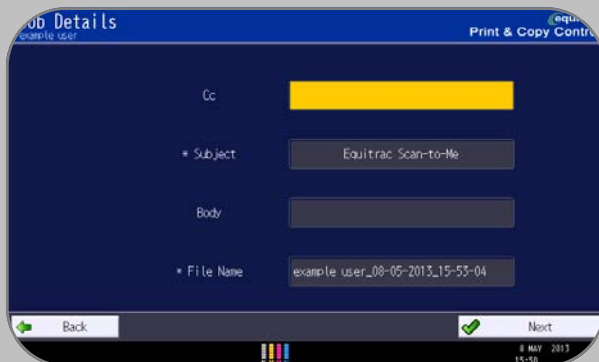
2

Hold your card over the card reader.

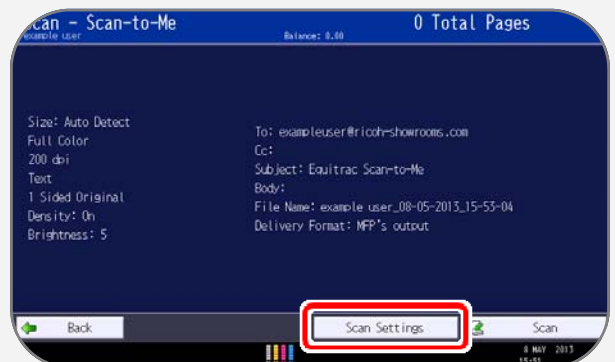


3

Select **Next**

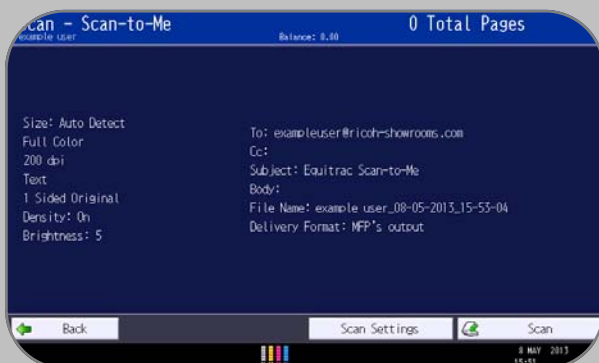


Select **Scan Settings** to choose 2 sided scanning and others



4

Insert documents into the feeder face up. Select **Scan**



5

Once done hold your card over the reader again to logout





# Copier

Copy your documents



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1

Hold your card over the card reader.

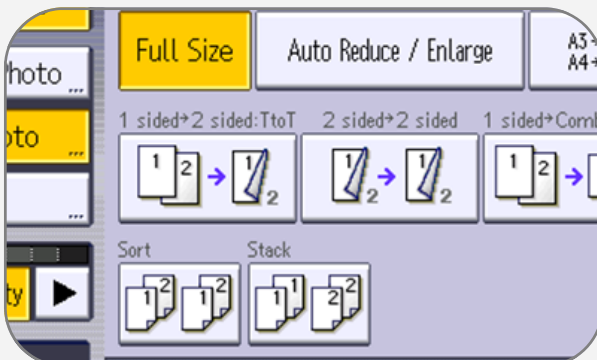


2

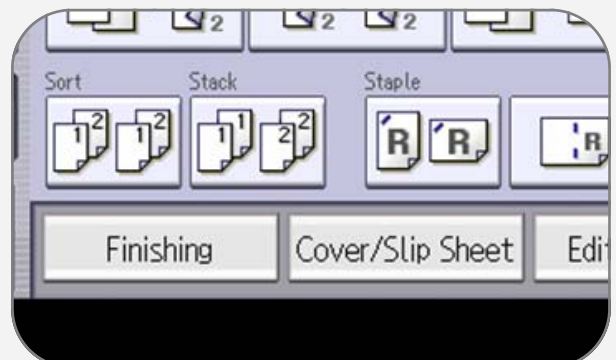
Press the F1 function button



Choose double-sided options if required



Sort collates documents into sets.  
**Staple** available on selected devices



3

Insert documents face up in the feeder and press Start



4

Once done, hold your card over the reader to logout

