

User Guide for Ricoh Printers (MFDs)

Printer Queue Names:

- A queue is the destination that you send printing jobs to from your computer.

Student Queues:

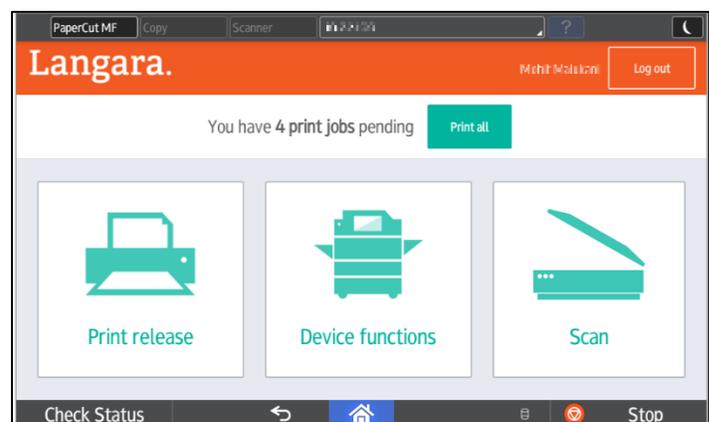
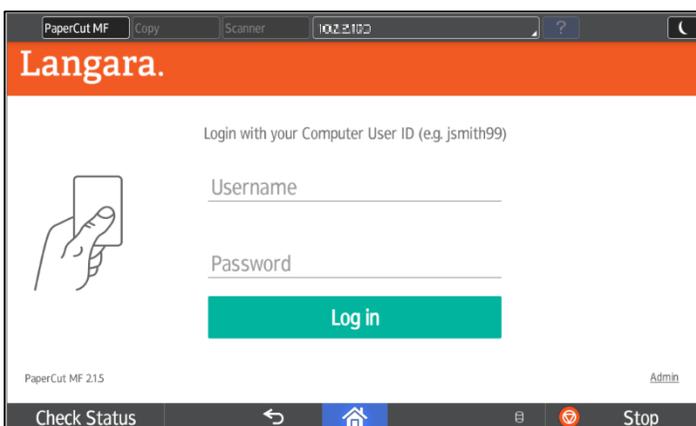
- **“Student-Black-White-Printer”** – queue name for black and white printers
 - Black and white printers can only release black and white print jobs
- **“Student-Colour-Printer”** – queue name for colour printers
 - Colour printers can release black and white AND colour print jobs

Employee Queues:

- **“Employee-Black-White-Printer”** – queue name for black and white printers
 - Black and white printers can only release black and white print jobs
- **“Employee-Colour-Printer”** – queue name for colour printers
 - Colour printers can release black and white AND colour print jobs

Logging in to the Printer:

- 1) **Touch the panel** at the device if the screen is black.
- 2) Tap **“Username”**. Enter your **Computer User ID** and **Password** to log in.

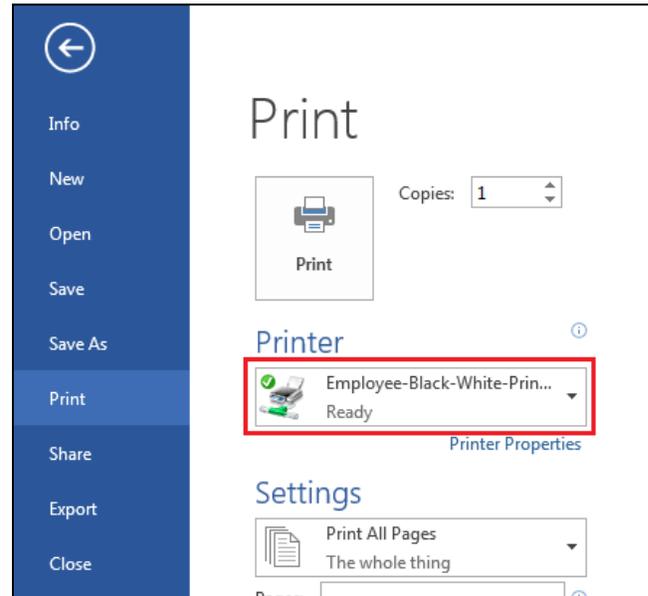


- 3) Select **Print Release**, **Scan** or **Device Functions** (for copying).

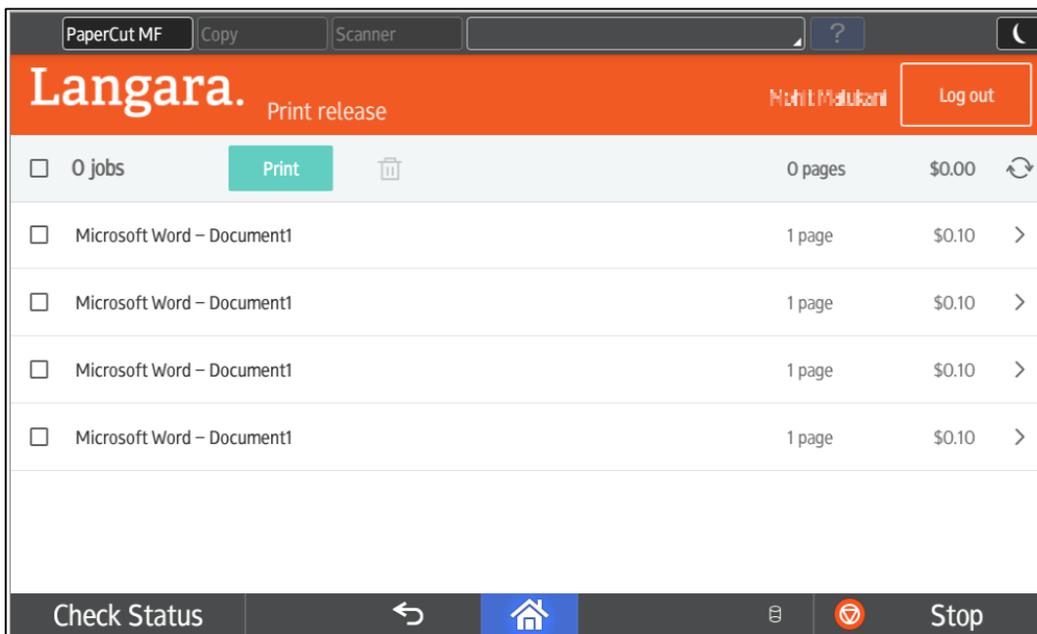
Printing:

- 1) Open the document you wish to print and select "**File**", then "**Print**".
- 2) Under the "Printer" option, select the printer queue you wish to release the job from.

Please remember it is not possible to print a colour document from a black and white printer(MFD).



- 3) Proceed to the copier and log in. Select **Print Release** to select the files to print or delete from the queue.



- 4) Check the box beside the file name to select the job you would like released and select 
- 5) If multiple files are selected the **Print All** button will appear. If selected, this button will release all print jobs.

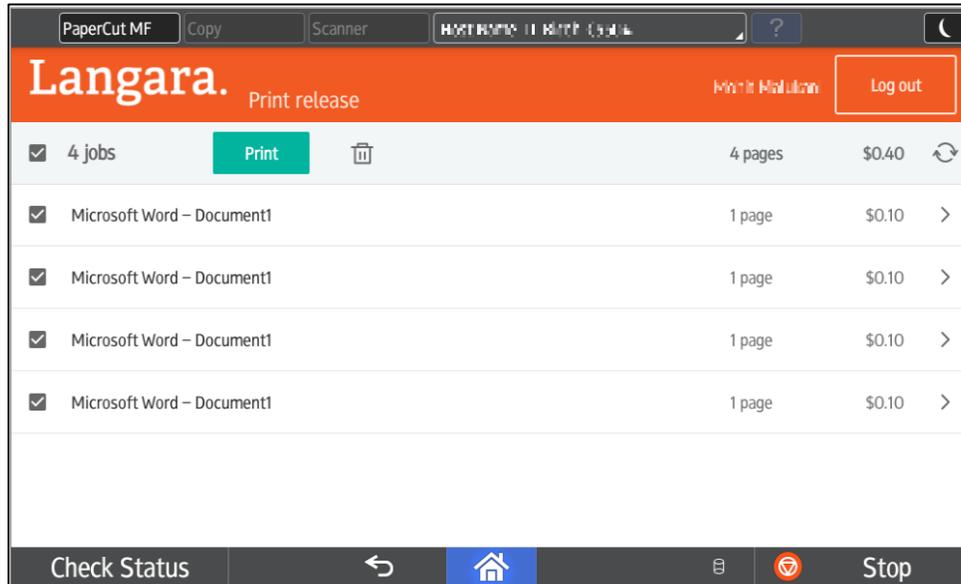
TIP: Select first check box to highlight all files in the queue.

Note: you will only see your files.

Delete a job:

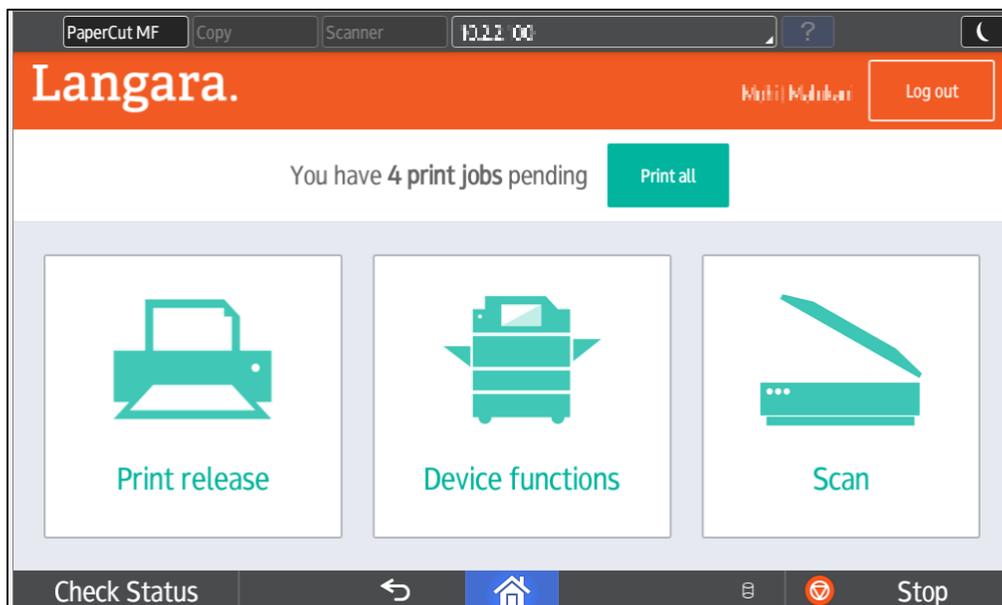
1) Select the job or jobs you wish to delete by clicking on their individual boxes or the checkbox at the top to select them all

2) Then press the garbage can icon  to delete



Scanning:

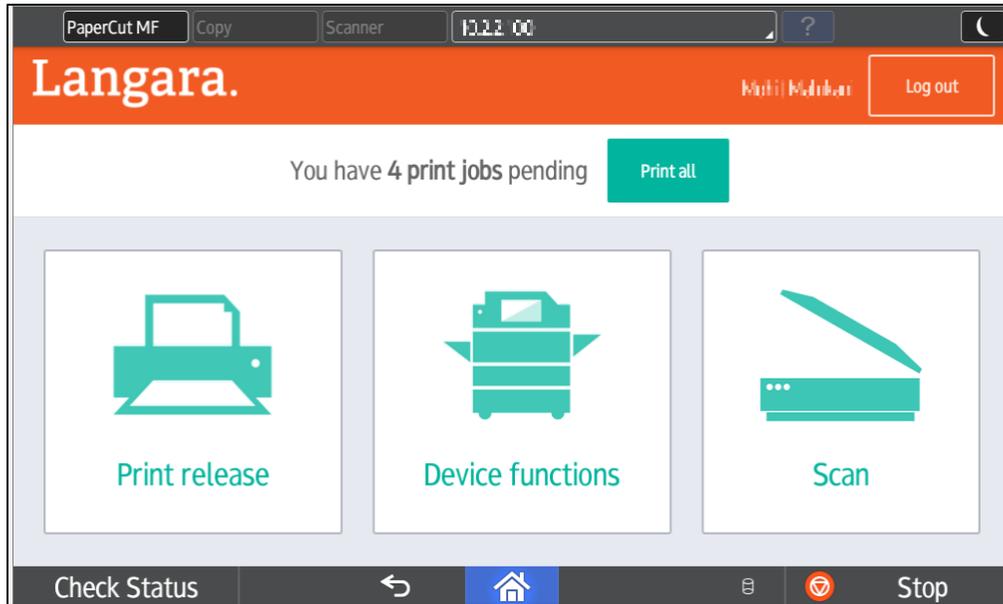
- 1) Touch the screen.
- 2) Log in.
- 3) Select **Scan**.



For more detailed scanning information, please see the [Langara MFD Quick Reference Guide](#).

Copying:

- 4) Touch the screen.
- 5) Log in.
- 6) Select **Device Functions**.



- 7) Select **Copy**



For more detailed copying information, please see the [Langara MFD Quick Reference Guide](#).

Logging Out:

At any time, press the **Logout** button on the top right corner to logout. The MFD will also time out after 60 seconds.



LOST? Try pressing the **PaperCut MF** button, or **Logout**.