Content

1. In advance

All Ricoh multifunctionals and scanners are equipped with a touch screen.

All students can log in to all Ricoh devices. However, only scan functions are displayed.

However, there are still Ricoh multifunctionals with an external (Xafax) terminal. Only the devices equipped with an external terminal can be used for paid printing and copying.

Devices intended for paid printing and copying have a completely different display layout and are therefore easy to recognize:

 => paid printing and copying – scan for free

 => public scanner: free scan functions only

2. Log in

Registration on a public multifunctional is always done by using a student card and an external Xafax payment terminal.

As long as you are not logged in to the Xafax payment terminal, the copier cannot be released and you will receive an error message on the multifunctional when executing a function through the display:
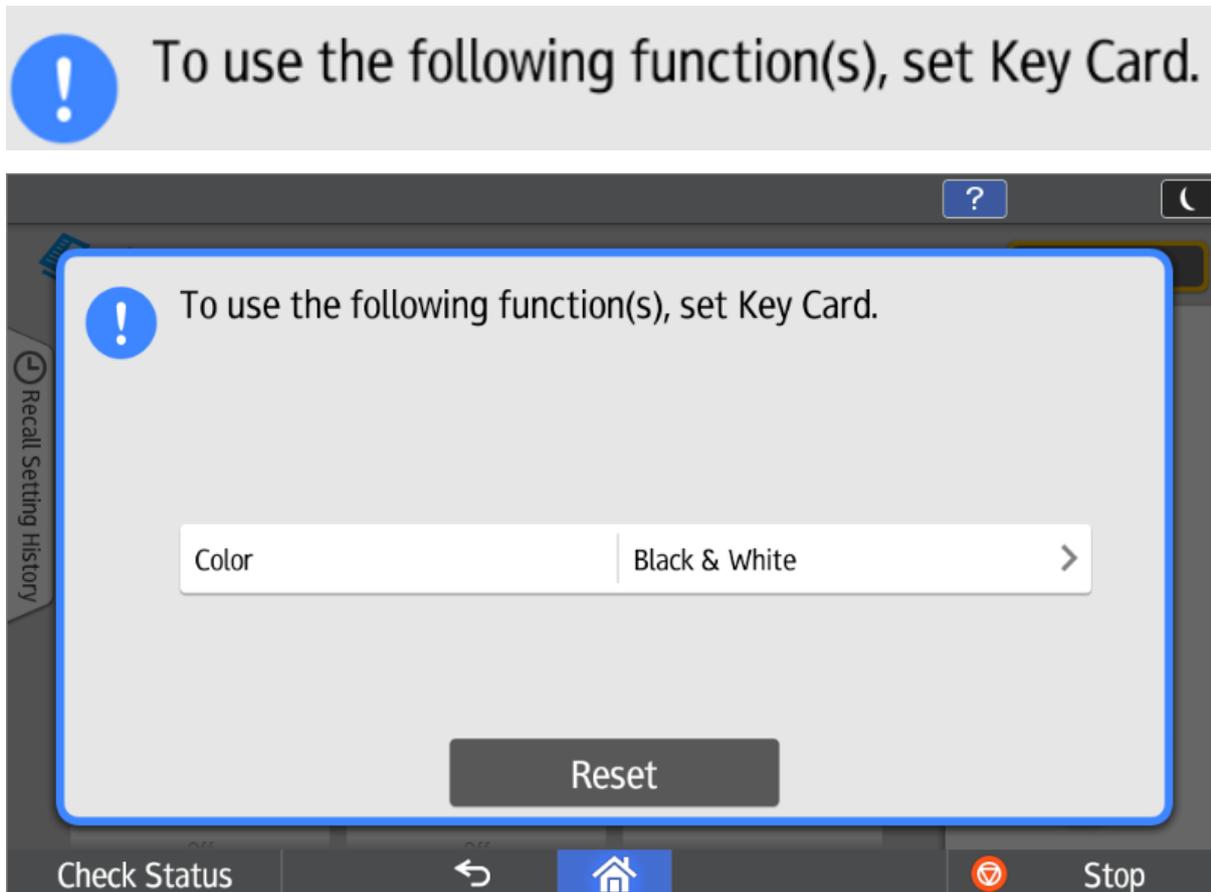
You can clear this error message by tapping the HOME-icon.

As soon as you are logged on to the Xafax payment terminal, you can select one of the 3 main functions: print, copy or scan.

The display also provides an overview of the current balance of your epurse balance.

The display of the multifunctional remains blocked until you select a function on the Xafax payment terminal.

The prices used can always be consulted in the copy screen. These prices also apply to printing, scanning is always completely cost free.
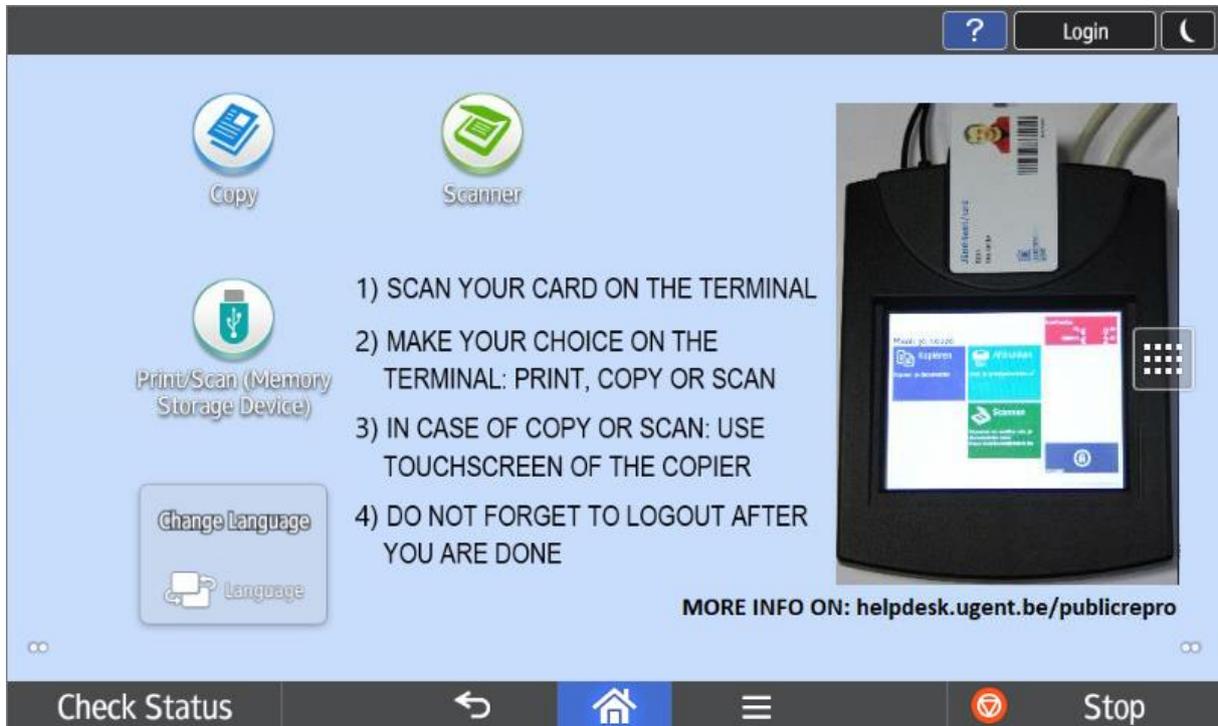
2.1. Language

You can change the language at:

- Payment terminal: On the home screen, bottom left (NL - EN)
- Display copier: "Change Language" at the bottom left.

3. Print

3.1. General

You can select your personal print order on the payment terminal. After your selection, the job will be effectively sent to the multifunctional that will print the jobs. Only what has actually been printed is charged. Jobs that are cancelled on the terminal are not billed.

Note: Before starting the task, your epurse balance will be debited with the expected balance. If the assignment is still not fully executed due to circumstances (paper jam, manual stopping of the task, ...) the remaining balance will be refunded again on to your epurse balance. However, there may be some delay here. To check this, it is better to wait 1 minute and then log off and on to the terminal.

3.2. Operating procedure

First, you must be able to place your print jobs in your personal print queue before they are available on the terminal. You do this by printing to a print server on which a "follow me" printer is available.

The "follow me" principle is that there is only one general queue available to which each user can print. The right print job is delivered to the right user based on the registered user. This is an important principle.

For example, if you are logged on to a public PC such as UGentGuest, you will never be able to see the print job in your personal queue. After all, it was printed in the name of UGentGuest, not on your personal account.

The printer to which each student must print to (for the paying infrastructure) is: \\pcounter\Ricoh.

This printer is available on every public PC, but also on Athena. Therefore, you can perfectly send your print job remotely to the print server from home, ... via Athena.

Important: You cannot change the settings of your printout afterwards. When printing, you must therefore set the desired options (double-sided, color, etc.) first.

For example: print from Word (double-sided, black and white).)
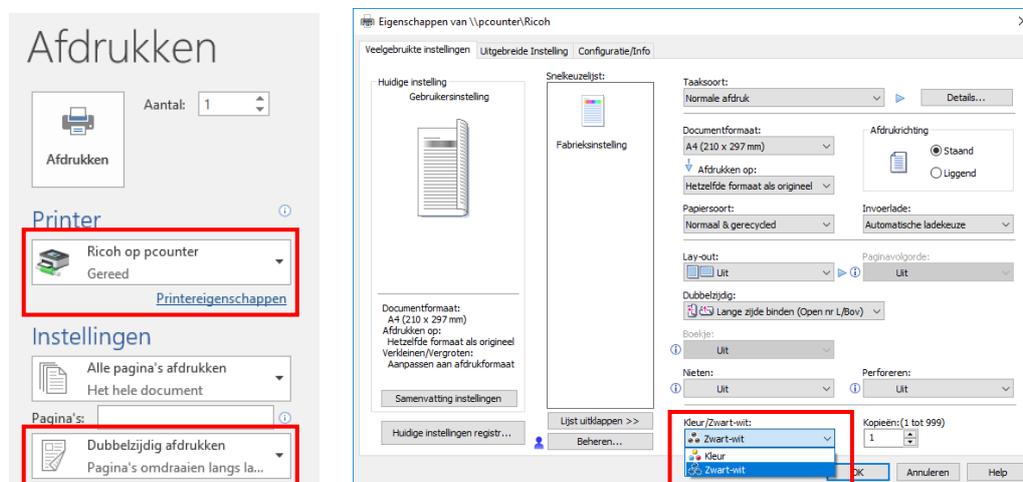
It is recommended to effectively print your print job on a public multifunctional the **same day**. After that, the availability of your document is not guaranteed. After 24 hours, your print job will be automatically and permanently deleted.

After selecting the "Print" option on the Xafax payment terminal, you still have the choice of which documents you actually want to print. By default, all documents in the queue are selected (green color). You can simply deselect them by tapping them. The color will then change to blue.

After clicking on the "Print" button, the jobs are forwarded to the printer.

Note: Do not log out (at the Xafax payment terminal) until the jobs have been executed. Never log in to a multifunctional while a command from a previous user is still in progress, this to avoid the print job being charged on your balance.

4. Copy

To copy, you must first log in to the Xafax terminal and select the "Copy" function.
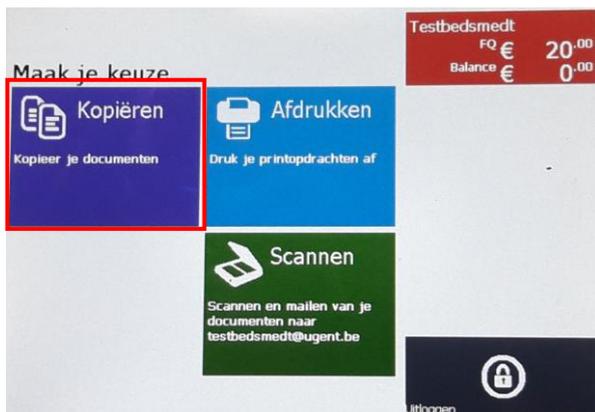
As soon as the terminal has activated the "copy" function, the display of the multifunctional is enabled. From now on, you can select the necessary settings on the multifunctional display.

Select the "Copy" button on the multifunctional display.
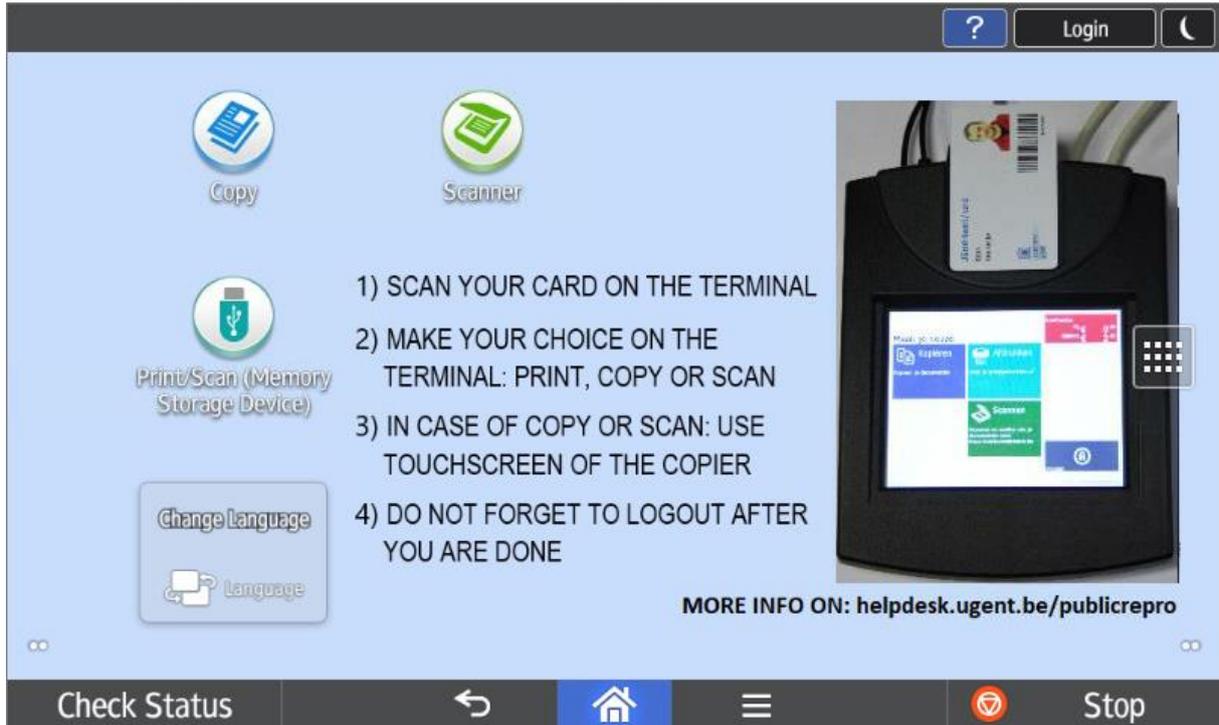
The most commonly used settings are displayed together on one screen.
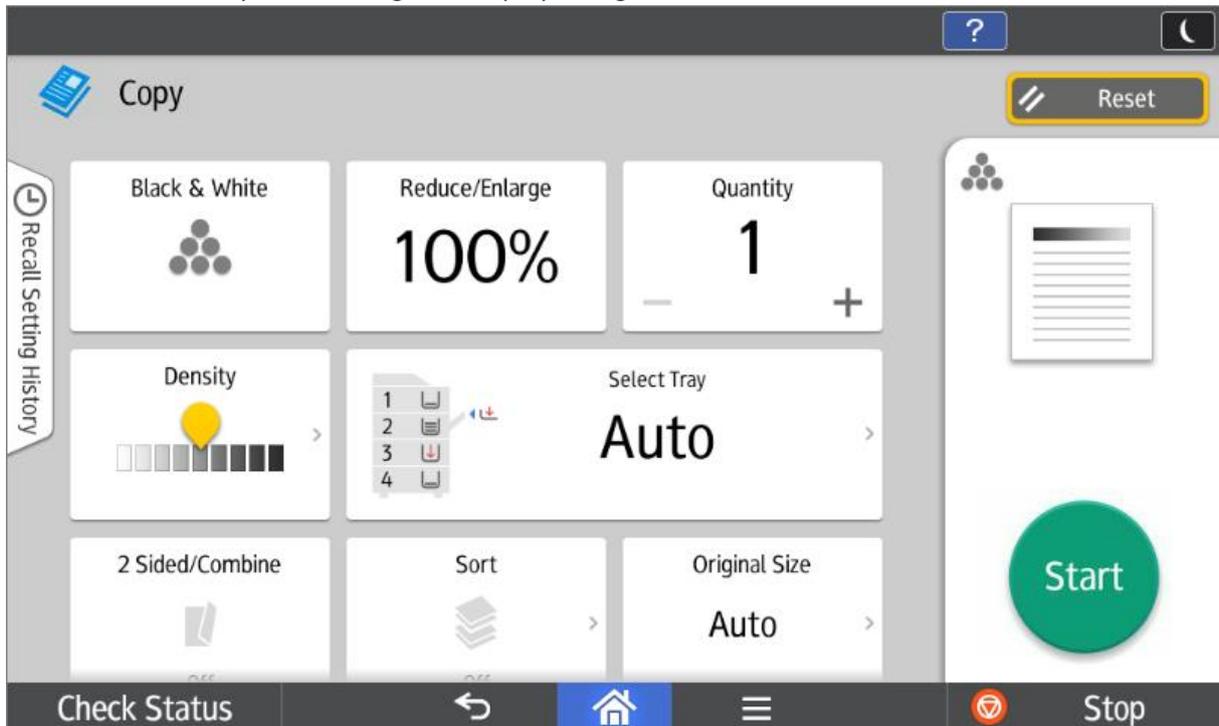
You can swipe down to see more settings.
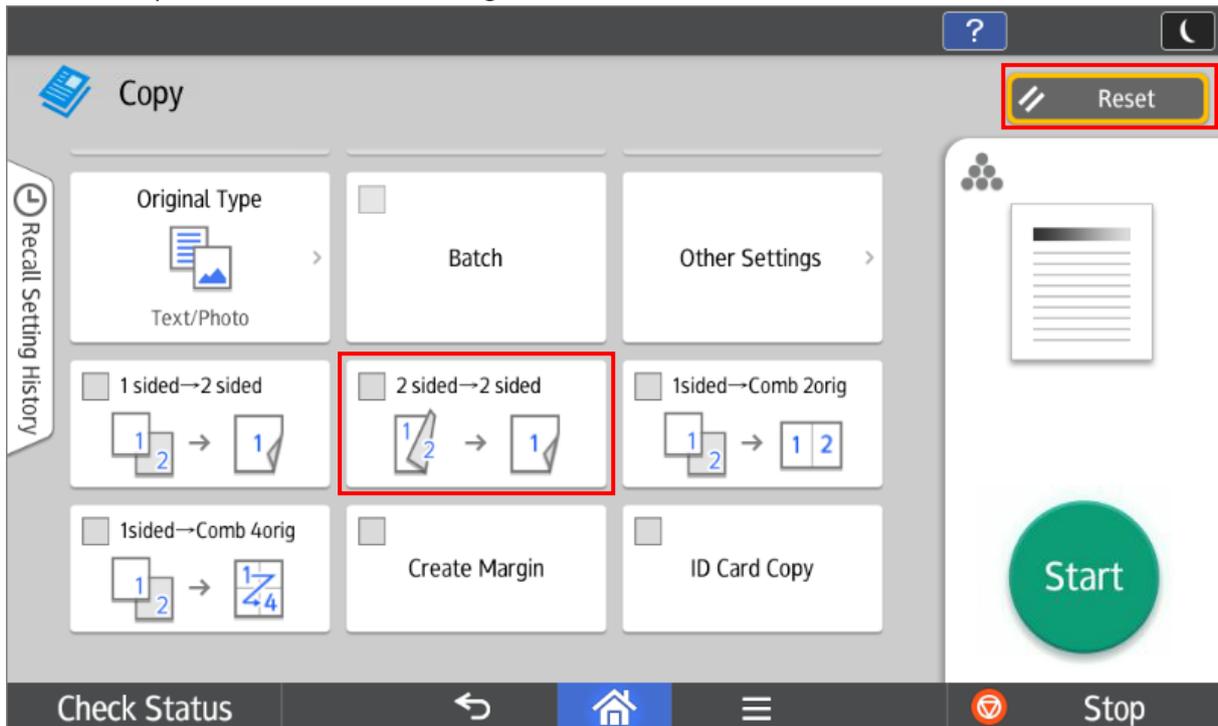
Through the reset button in the upper right corner you will return to the default settings. Only the copies actually copied will be charged.

While copying, you can follow the settlement on the payment terminal.

After the print job, press the stop button on the payment terminal.

5. Scan

There are 2 ways of scanning supported: Scan to email & scan to usb stick.

Of course, in both cases you must tap the "Scan" button before the multifunctional is released.

5.1. Scan to email

After the multifunction machine has been enabled by the payment terminal, you must make a selection on the display of the multifunction machine itself. Select the "Scanner" option.
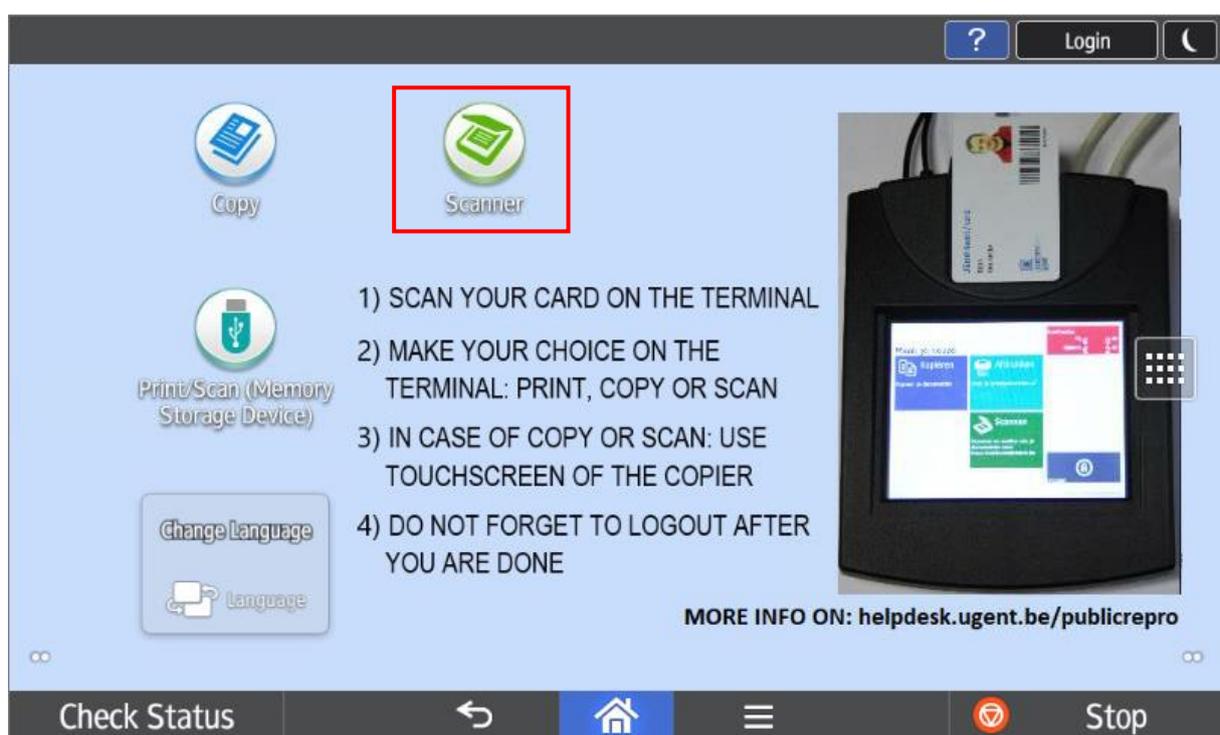
Via the button "Specify Destination(s)" you can choose to enter your e-mail address.

The 2 most important options are manual entry of the email address or a search in the University Ghent address book.
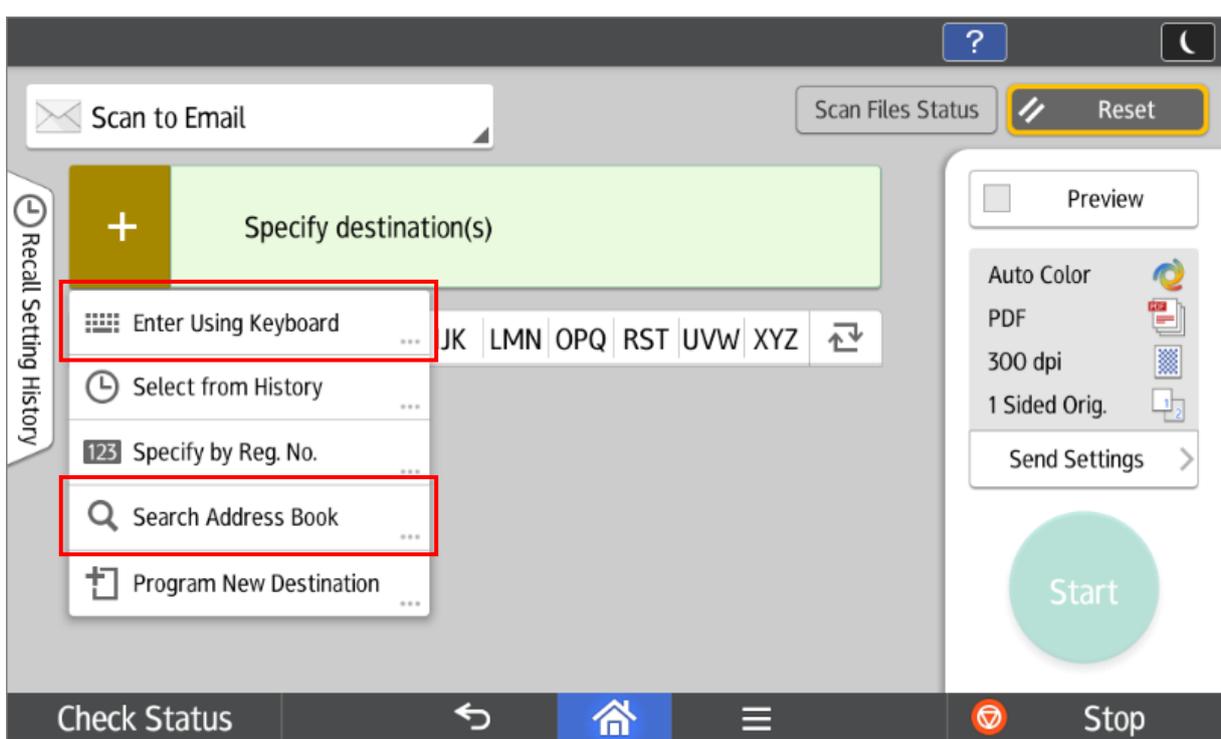
Manual entry of email address:
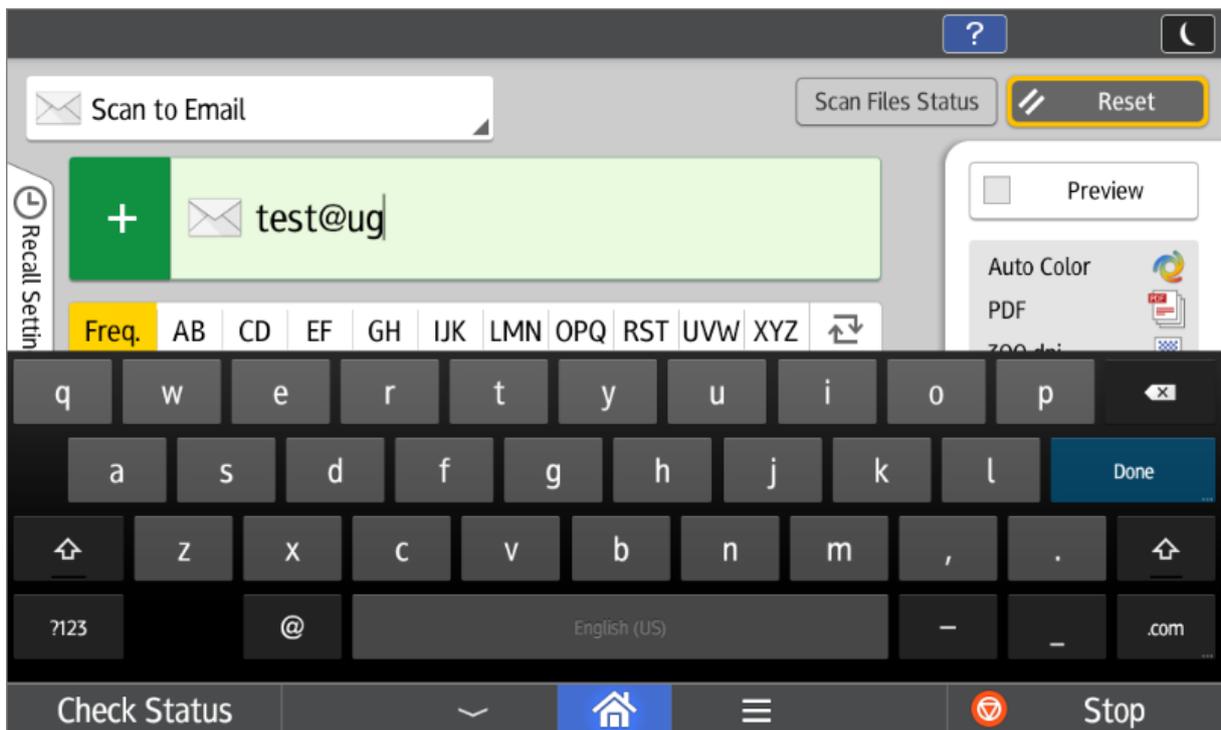
Address Book: (University Ghent LDAP)
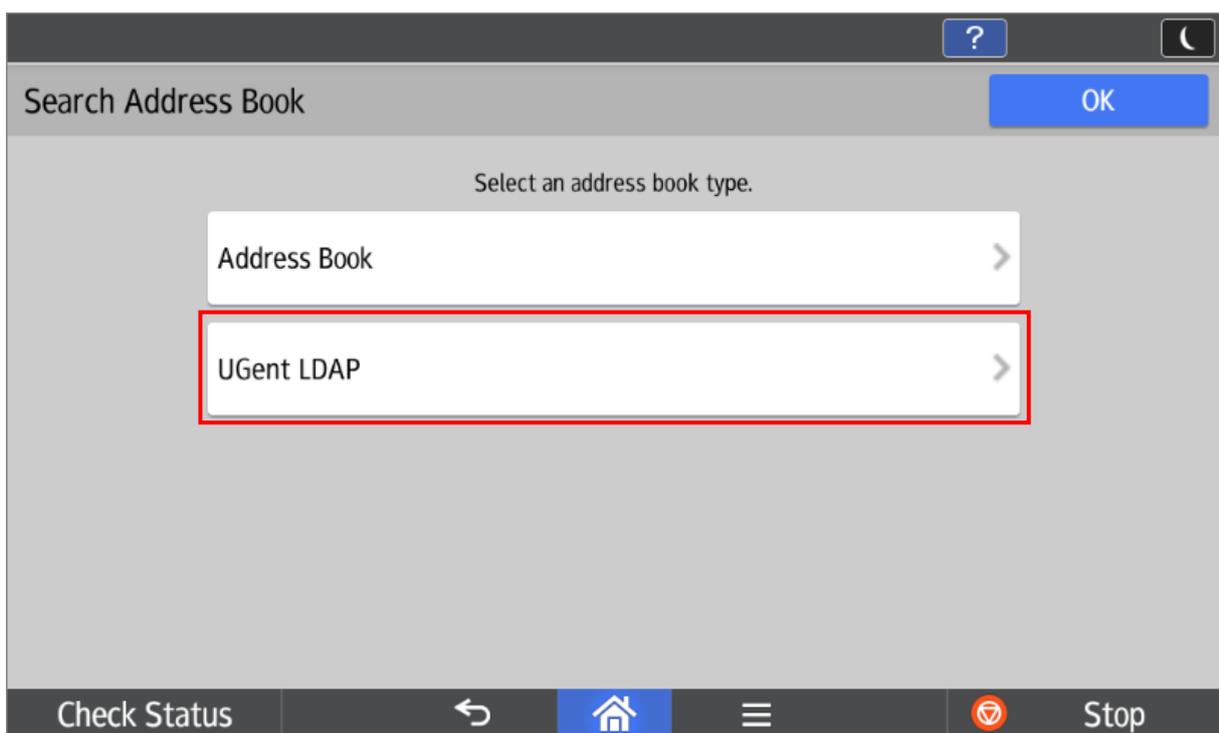
You can immediately press "Start" after entering the destination or change the settings via the "Send settings" button.
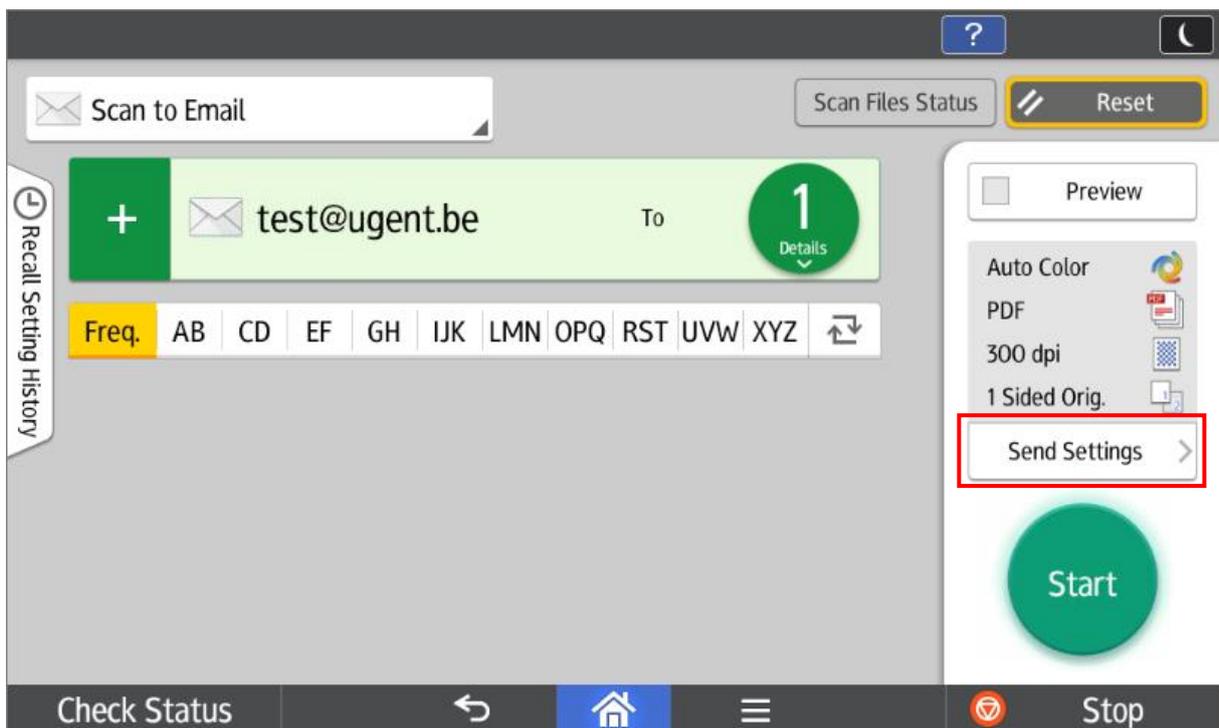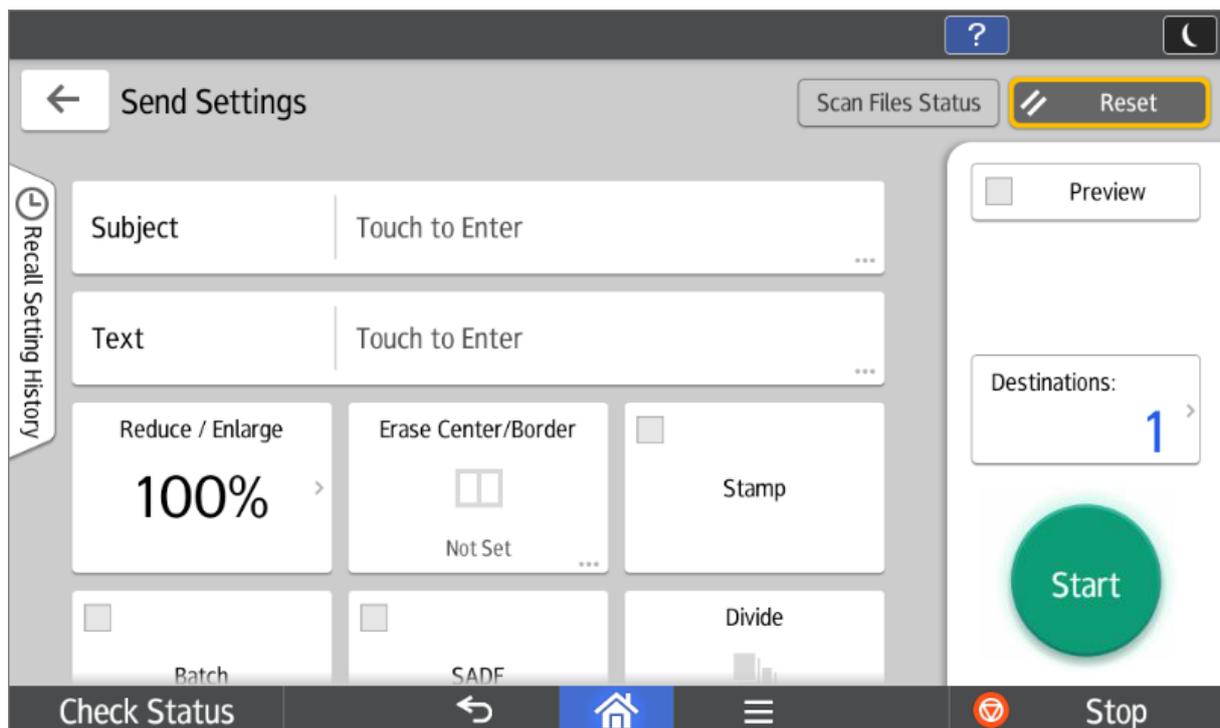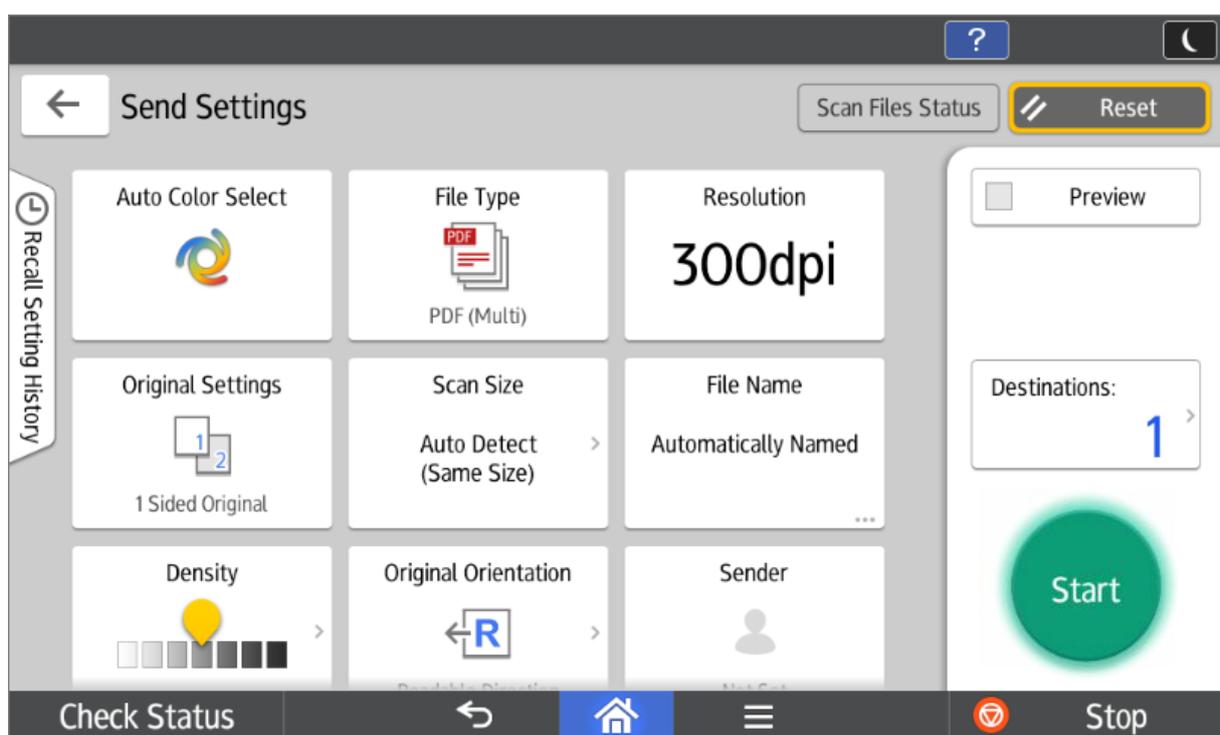
5.1.1. Scan size error

If you scan from the glass plate, the multifunctional may not recognize the size of the original (e.g. if it differs from the standard sizes).

This can result in the following error message: *Cannot detect original size. Select scan size*.

This can be solved by manually selecting the Scan Size.
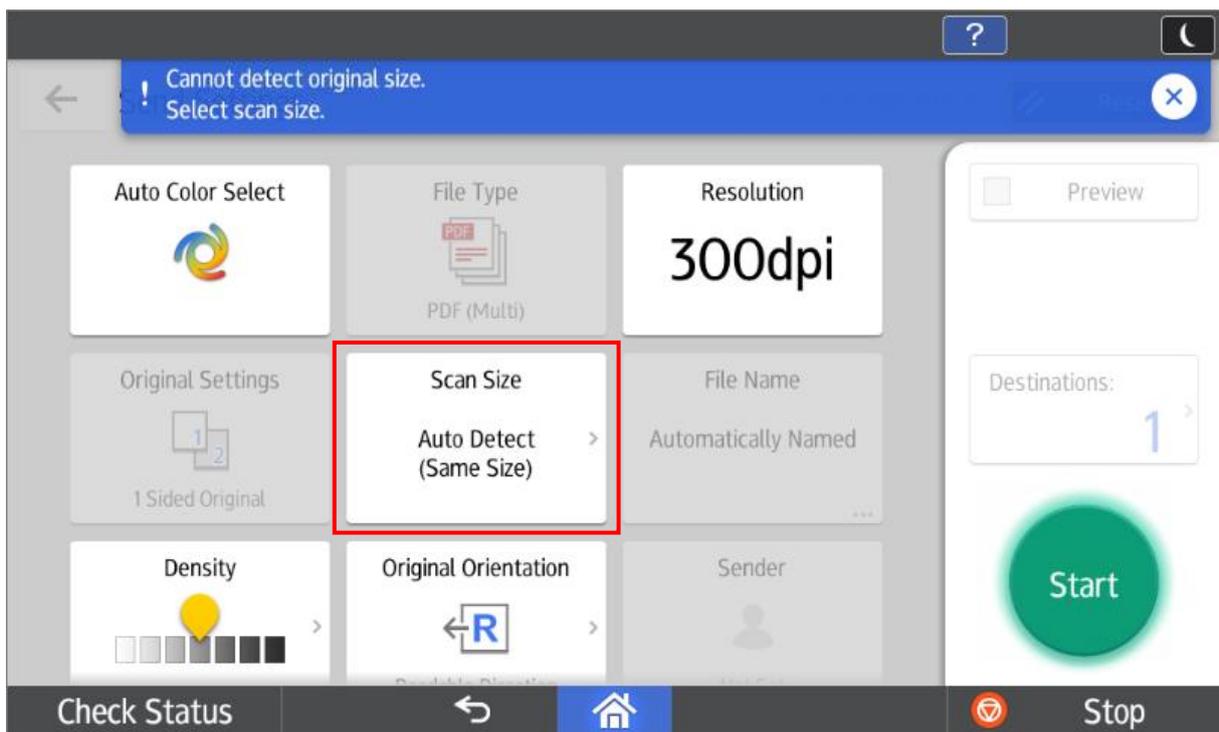
When you output a copy through the glass plate, you are given time per scan to place the next original on the plate or to finalize the scan.
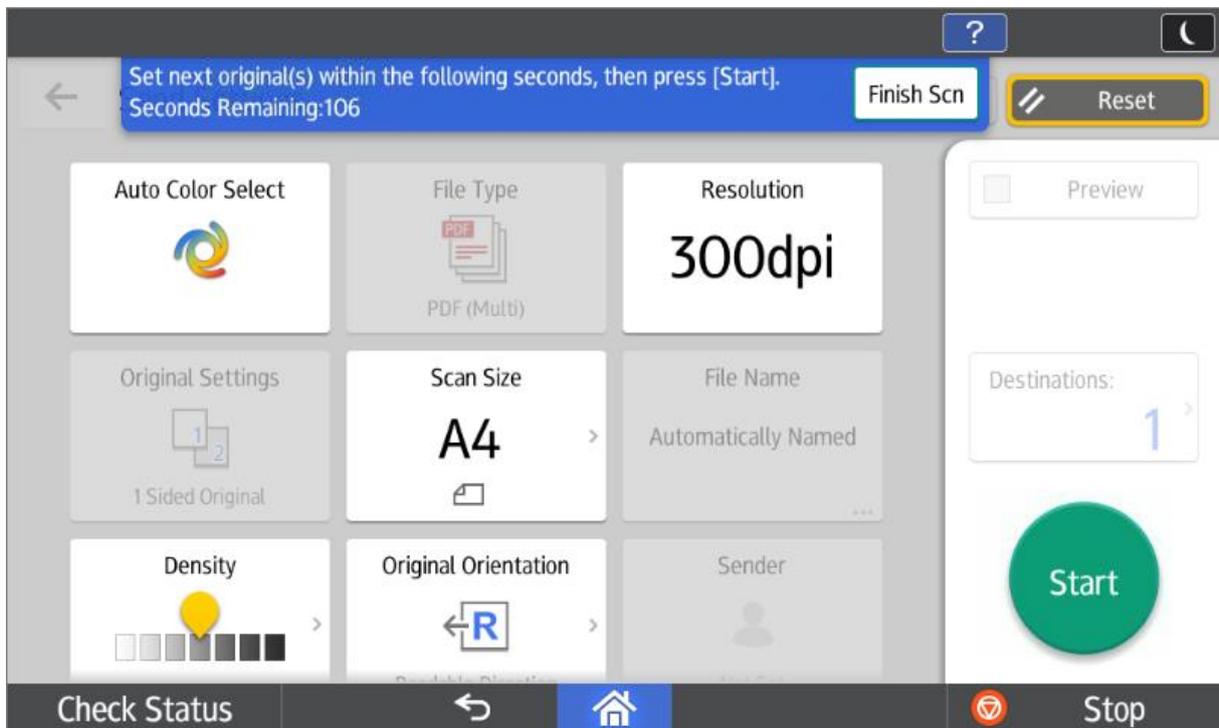
5.2. Scan to storage device (USB stick, SD card)
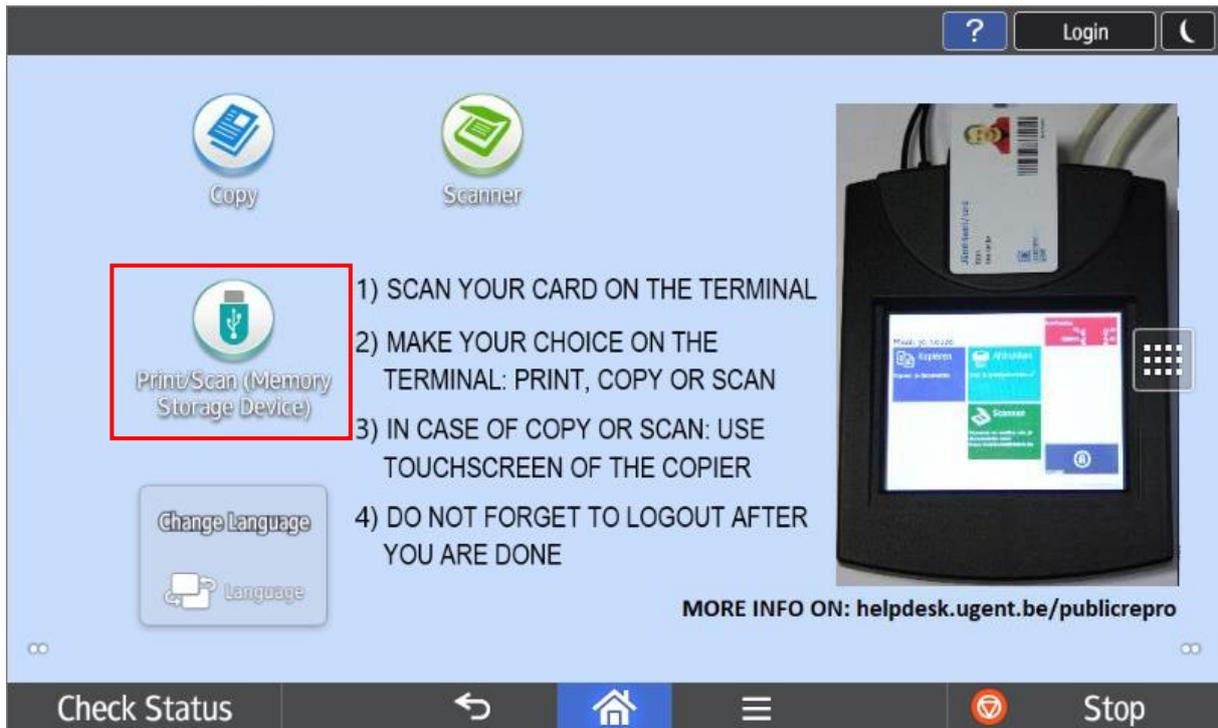
Select "Scan to Storage Device".

If a USB stick (or one that is not supported) has not yet been inserted into the device, you will receive the following warning:

Select the recognized USB stick:

You can of course also select a subfolder or change settings via the "Scan Settings" button.
Press "Start" to start scanning.
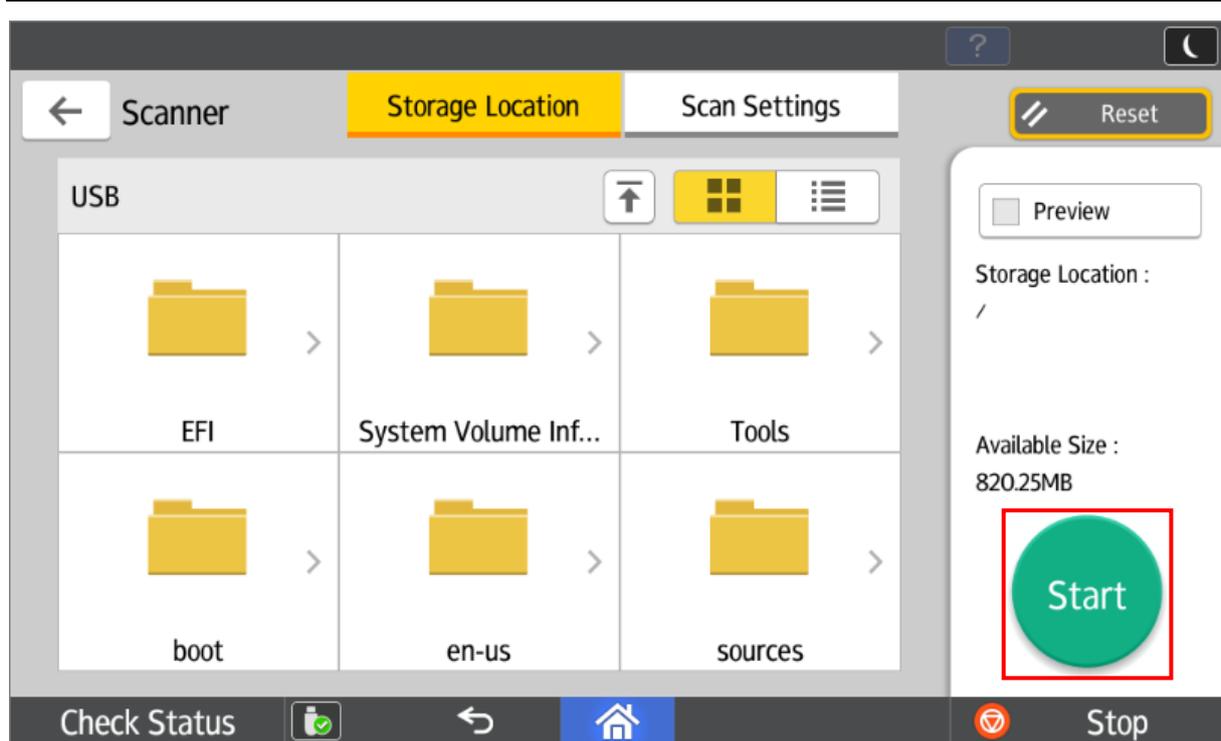
6. Stopping tasks

You can press the "**Stop**" button at any time at the bottom right. The following warning appears:
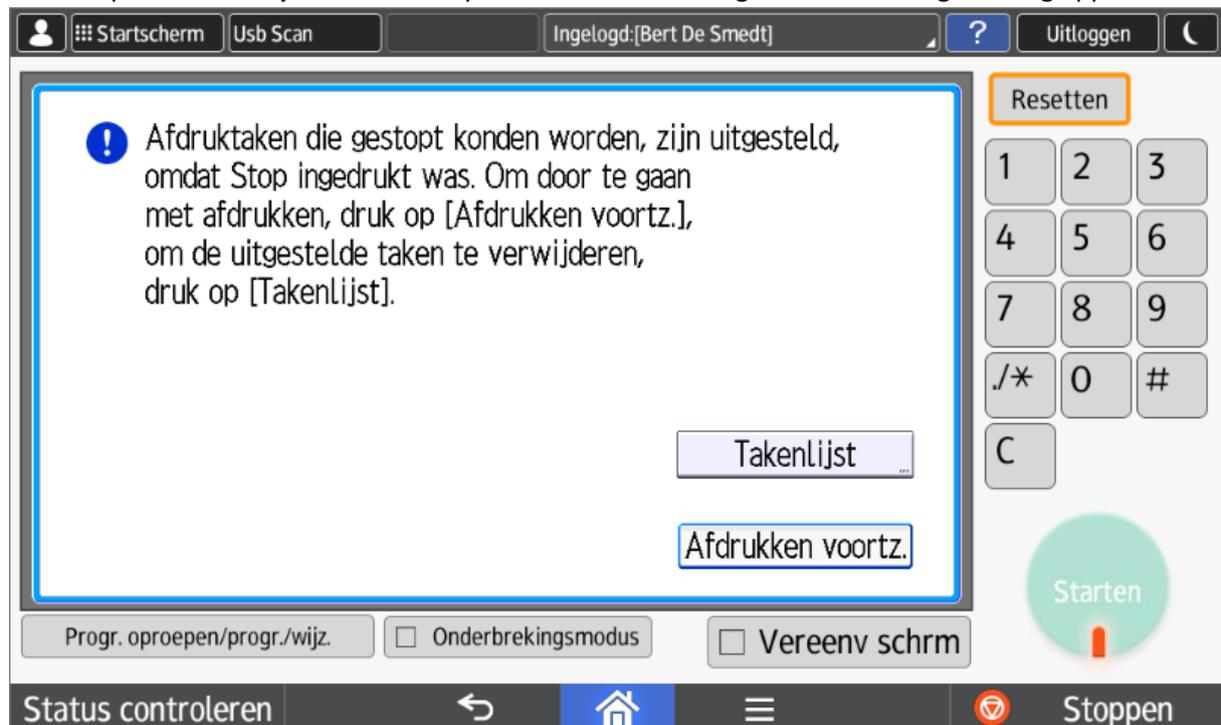
Now you can only:

- Or consult the task list (in order to end a task early if necessary).
- Or simply continue your session by clicking the "Continue printing" button.

You must perform one of both functions, otherwise the multifunctional will remain blocked on this screen.

In the task list, you can select and delete job per job (Reserv. del) or delete all tasks immediately.

7. Sign out

Do not forget to sign out after each session! If you do not sign out, you run the risk that another student will copy on your epurse balance.