

## Overview

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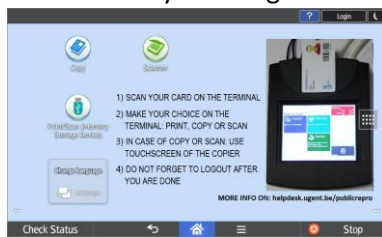
## 1. In advance

All Ricoh multifunctionals and scanners are equipped with a touch screen (called Smart Operations Panel).

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

Note: There are still Ricoh multifunctionals with an external (Xafax) terminal. Only devices equipped with an external terminal can be used for paid printing and to 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

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



You may log in using:

- Your student (or employee) card
- Your personal PIN code (button "Login PIN")
- Manual entry of your University Ghent username/password (button "Login")
- Guest login with PIN code (123456 - "Login PIN" button)

### 2.1. Your student (or employee) card

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

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



If this card is not recognized, you can link your student card to your University Ghent account by entering a one-time University Ghent username and password.

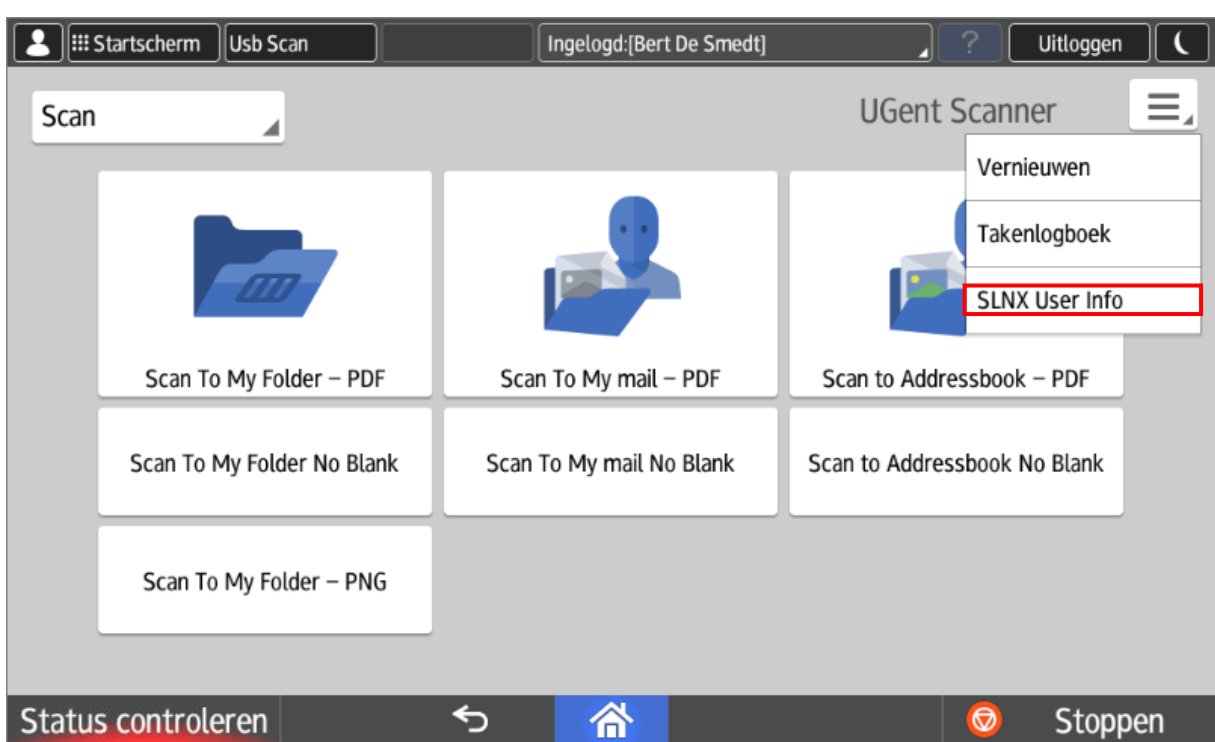
## 2.2. Pin code

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

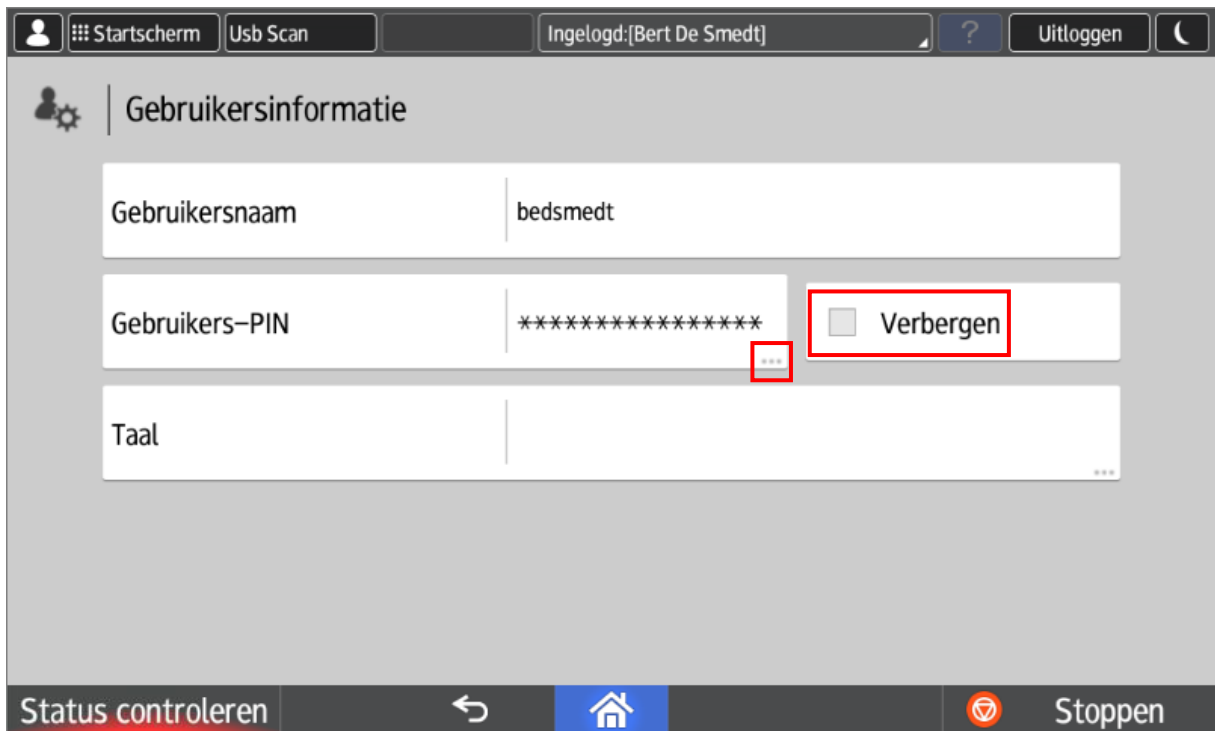


This pin code can be requested on any Ricoh multifunctional (after logging in with a student card or University Ghent username/password).

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



In the next screen you can consult your personal pin code by checking the option "Hide".



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

Startscherm Usb Scan Ingelogd:[Bert De Smedt] ? Uitloggen

### Gebruikersinformatie

Gebruikersnaam | bedsmedt

Gebruikers-PIN | [masked]  Weergeven

Taal | [empty] ...

Status controleren Stoppen

### 2.3. University Ghent Username/Password

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

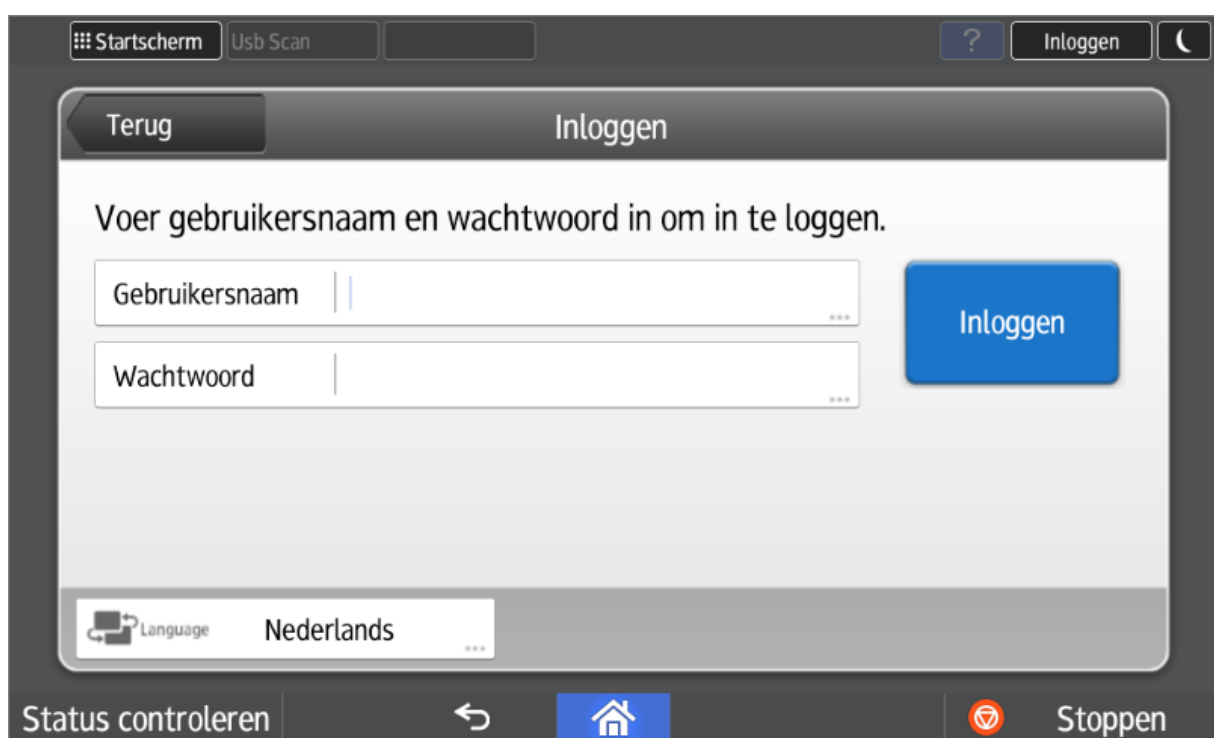
Startscherm Usb Scan ? Inloggen

Taal

Plaats een kaart of druk op [Inloggen].

Inloggen PIN Inloggen

Status controleren Stoppen



#### 2.4. Unknown card

If you offer an unknown card (e.g. a different Mifare card other than your student card), the system will warn you that this card is unknown. The system will ask you to register this card if necessary. You do this by entering your University Ghent username and password once.

You can register up to 5 different cards.

#### 2.5. Guest Login

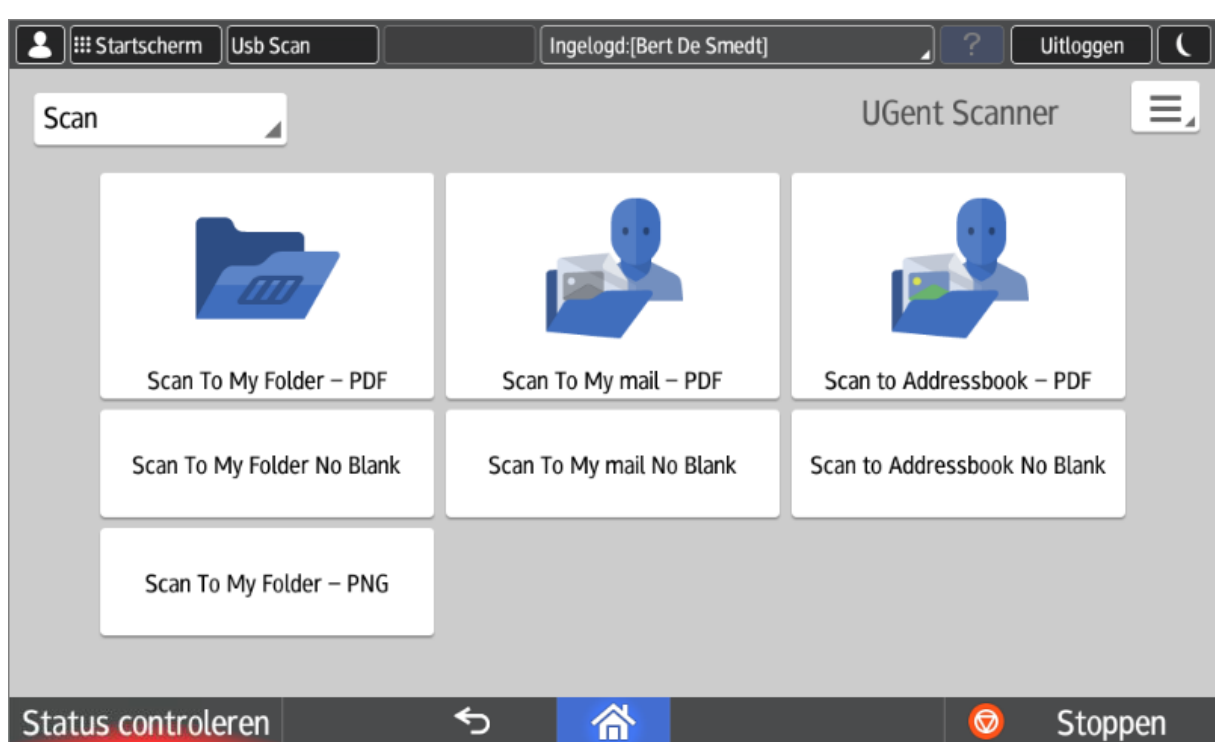
Visitors can always log in with pin code 123456. However, they have access to a very limited number of functions.

### 3. Scan functions

The 3 main scanning functions are gathered in the first row (the largest buttons).

- Scan To My Folder:  
Each user (including students) has a personal scan folder. More info on: <http://helpdesk.ugent.be/raamcontracten/ricoh.php#scannen> (Dutch version only)
- Scan To My Email:  
Scan to your personal email address. This will be filled in automatically.
- Scan To Address book:  
Find the recipient in the University Ghent address book or enter the email address manually.

In the second row you will find the same 3 functions, but with a blank suppression.



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

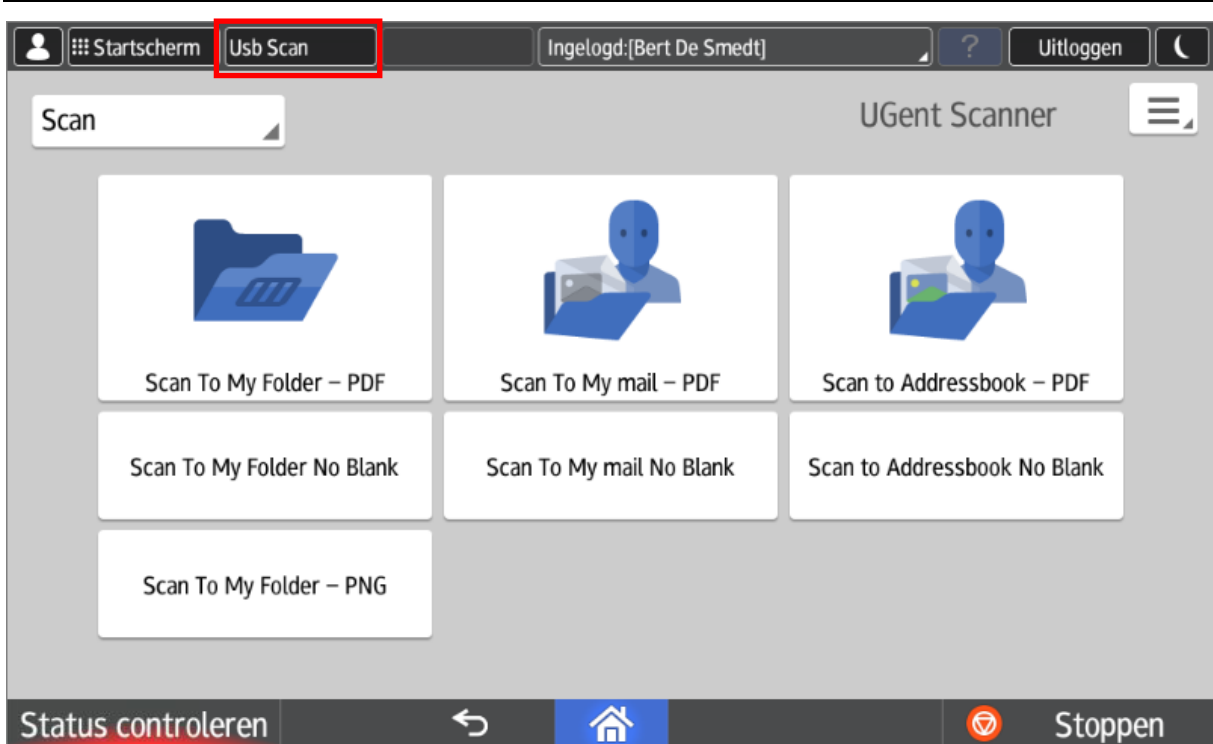
Scanning to an image (PNG) is also possible, but with the specific "Scan To My Folder - PNG" button. This button is located on the 3rd row.

### 3.1. Visitors

Visitors only have access to the "Scan to Address book" function. Of course, they do not have a personal folder or University Ghent email address..

### 3.2. 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.





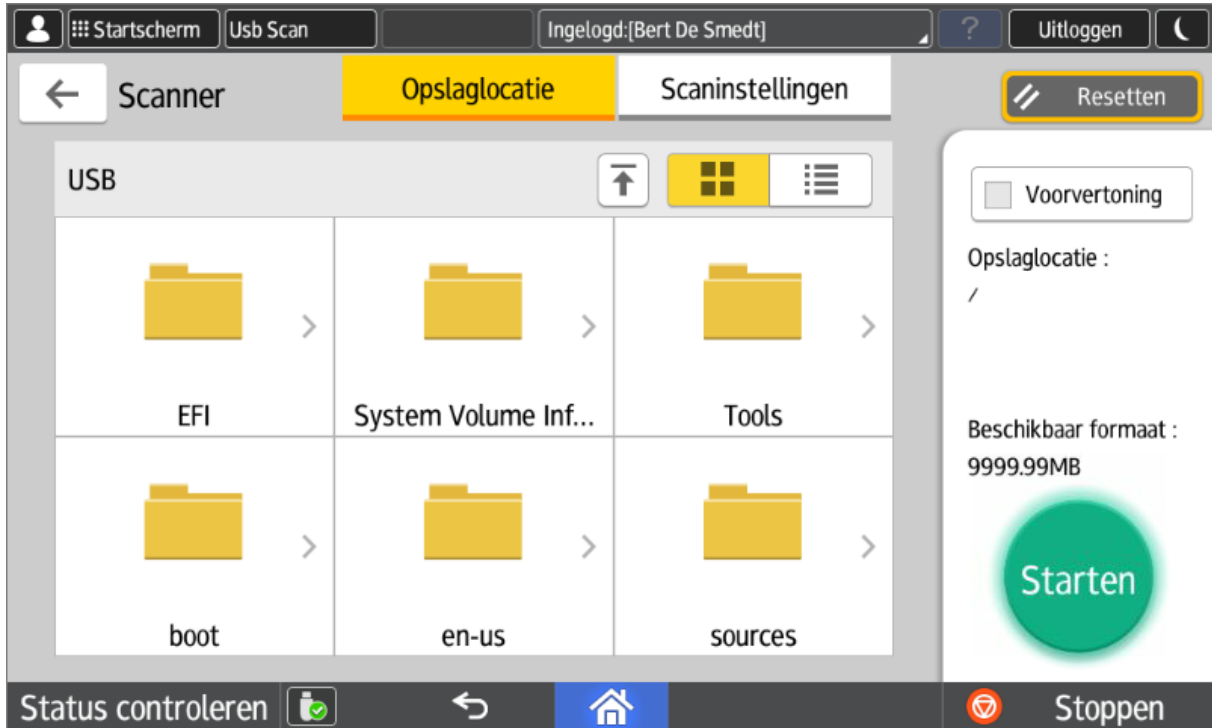
If a USB stick has not yet been connected, you will receive the following message:



Select the storage medium:



Select your folder and press start.



After scanning, you can safely remove the storage medium.

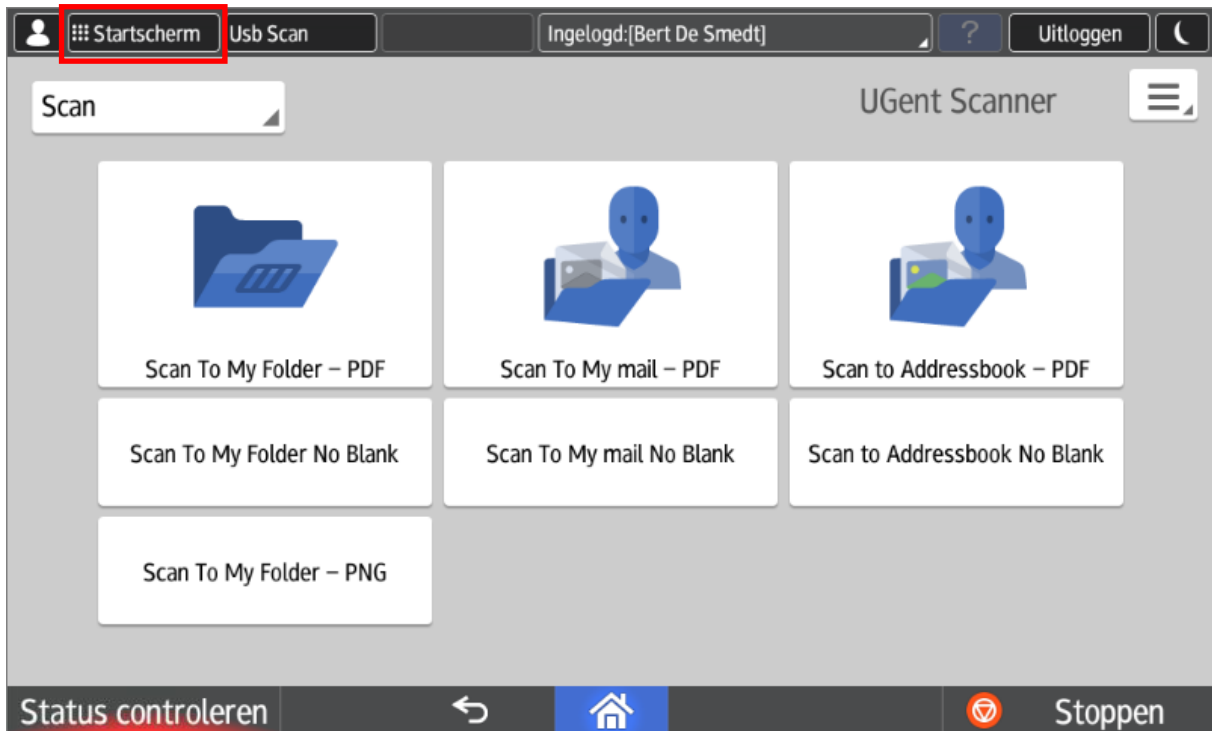


Note: Most file systems are supported ( tested: fat32 & ntfs ).

### 3.3. 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.

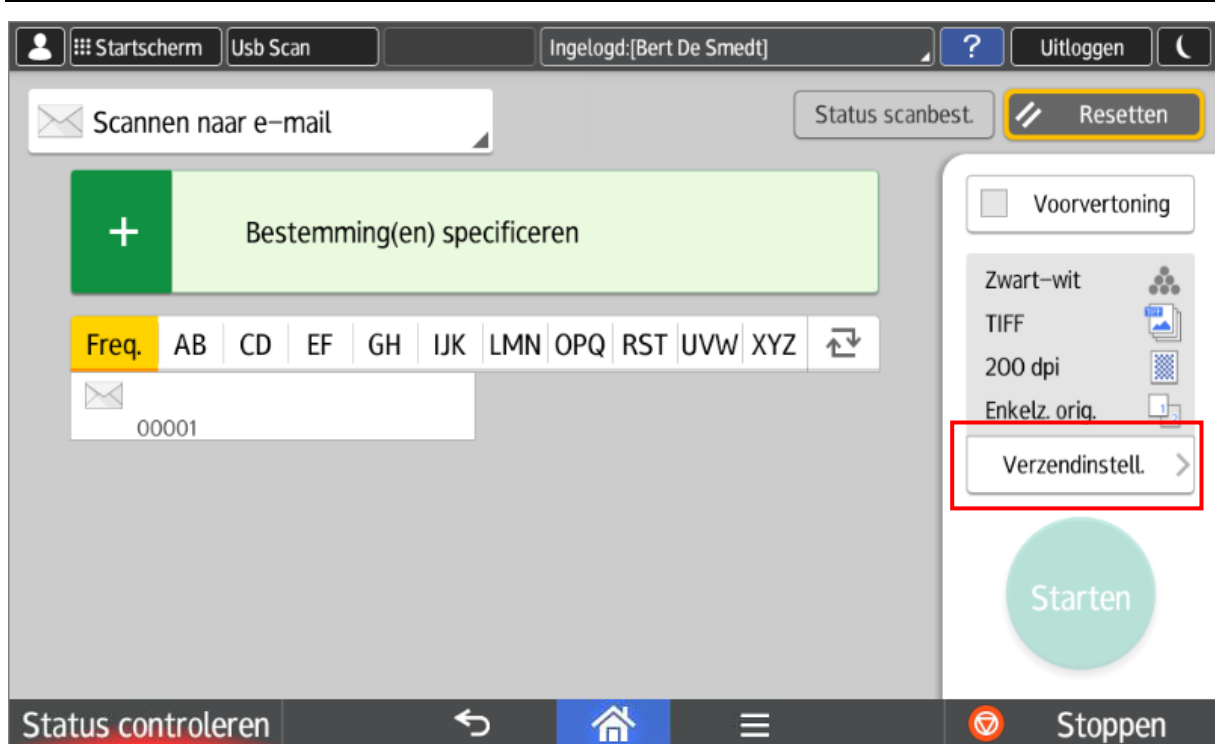
The scanning function of the machine itself can be reached by pressing the "Start screen" button in the upper left corner.



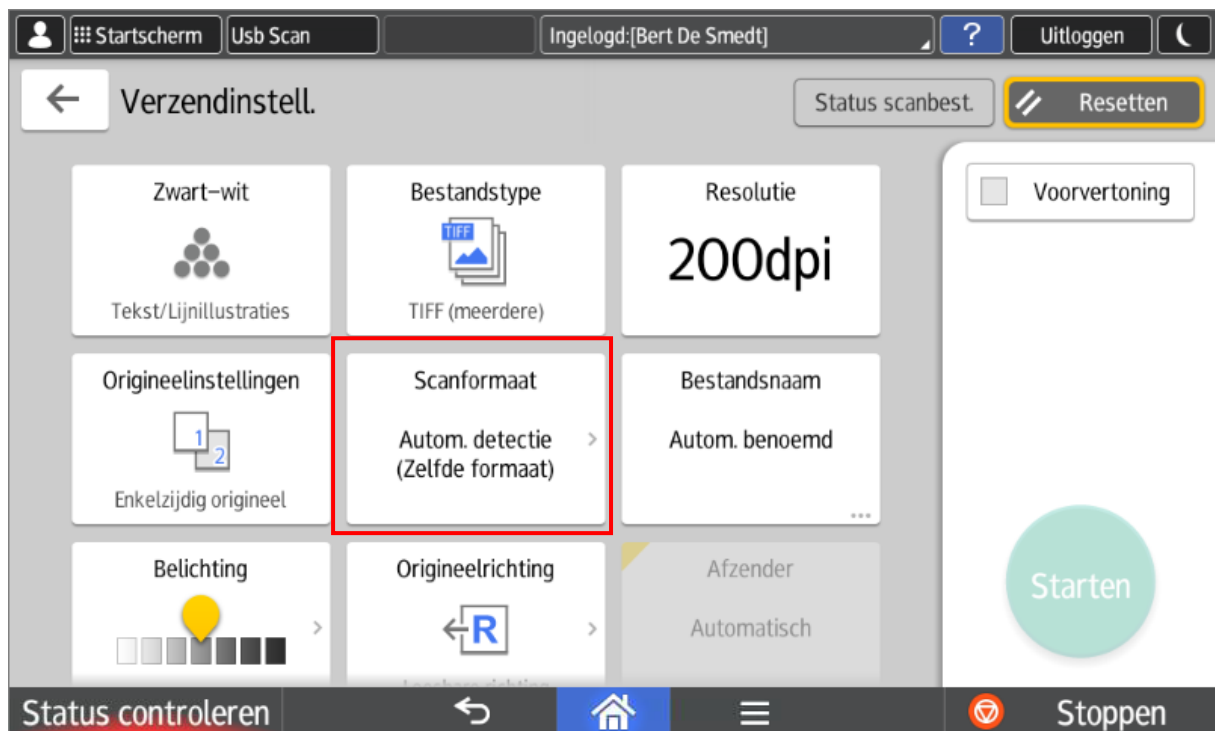
The green "Scanner" button allows you to access the local scanning function of the device.

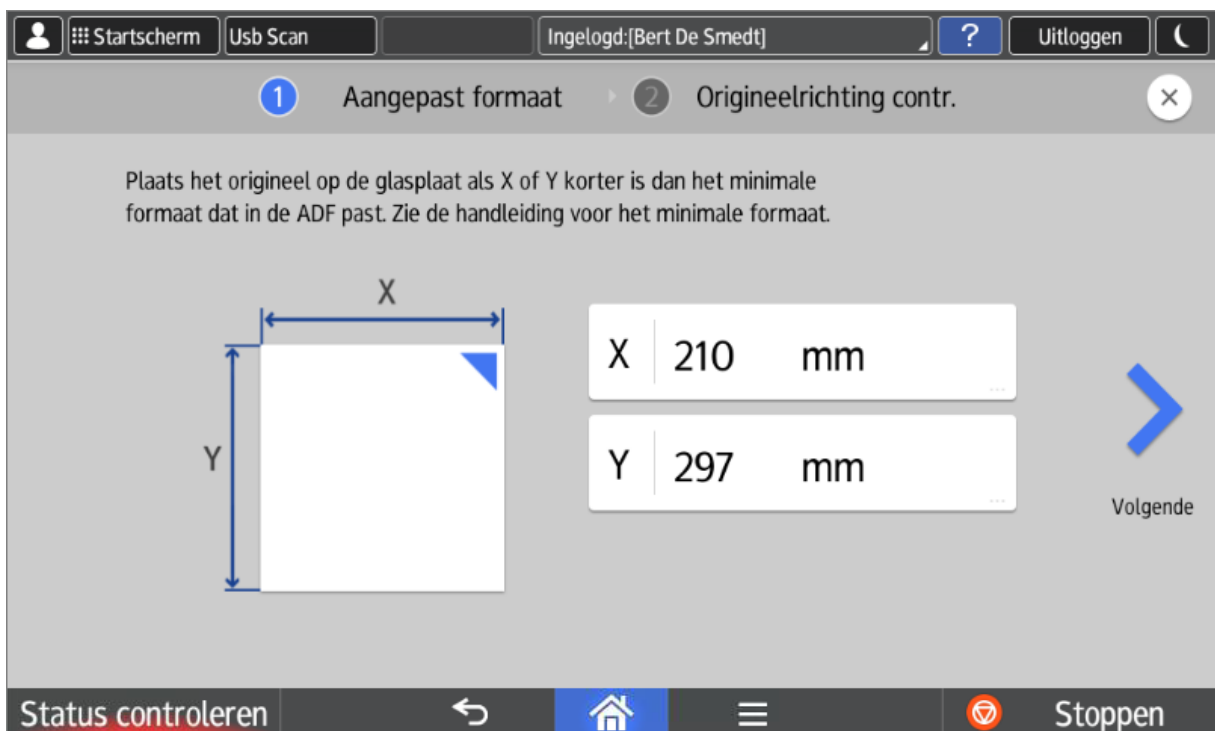
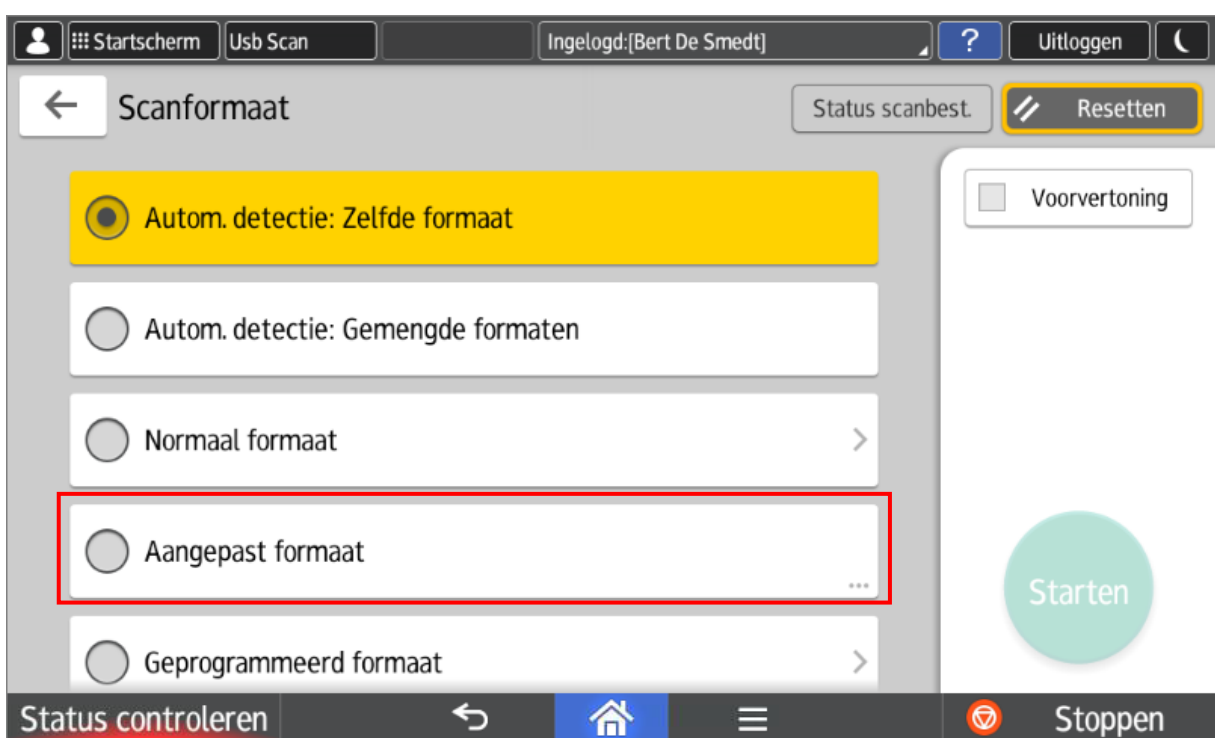


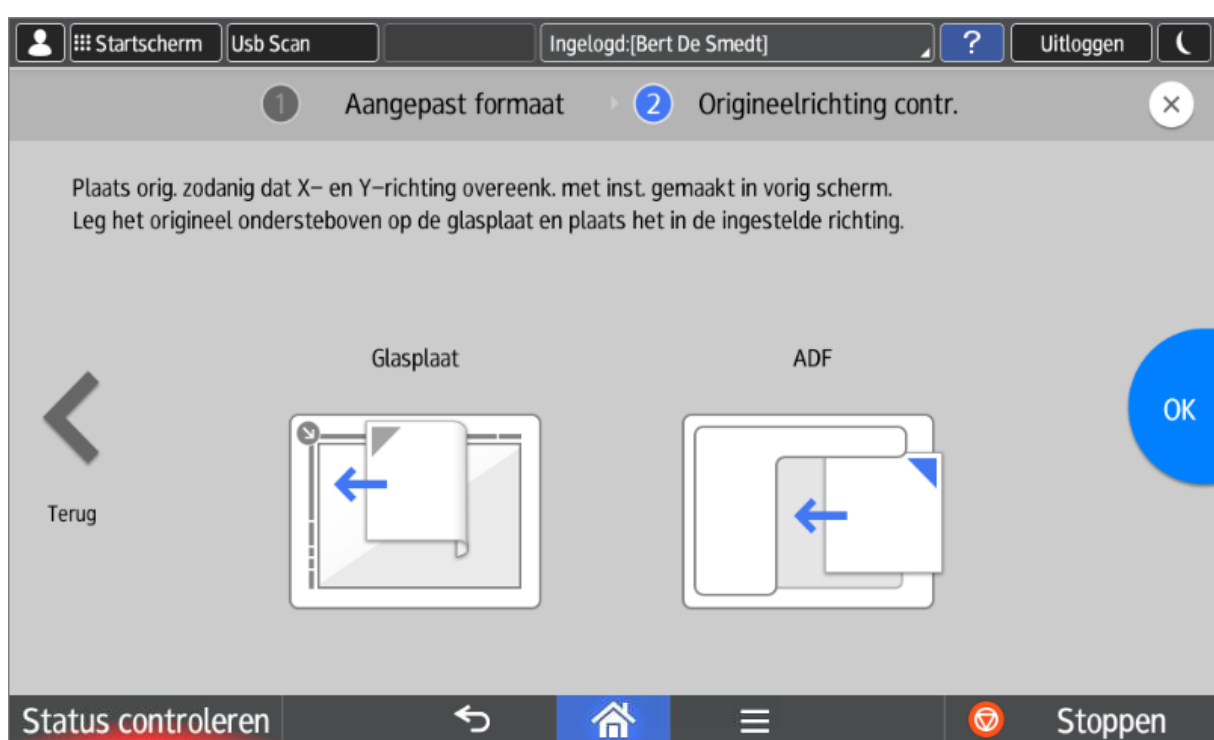
Via the option "Specify destination(s)" you can enter a new email address. Then you have to select the format, which can be done via the "Send settings" button.



You can then change the scan size to "Custom size" in the "Scan size" option.





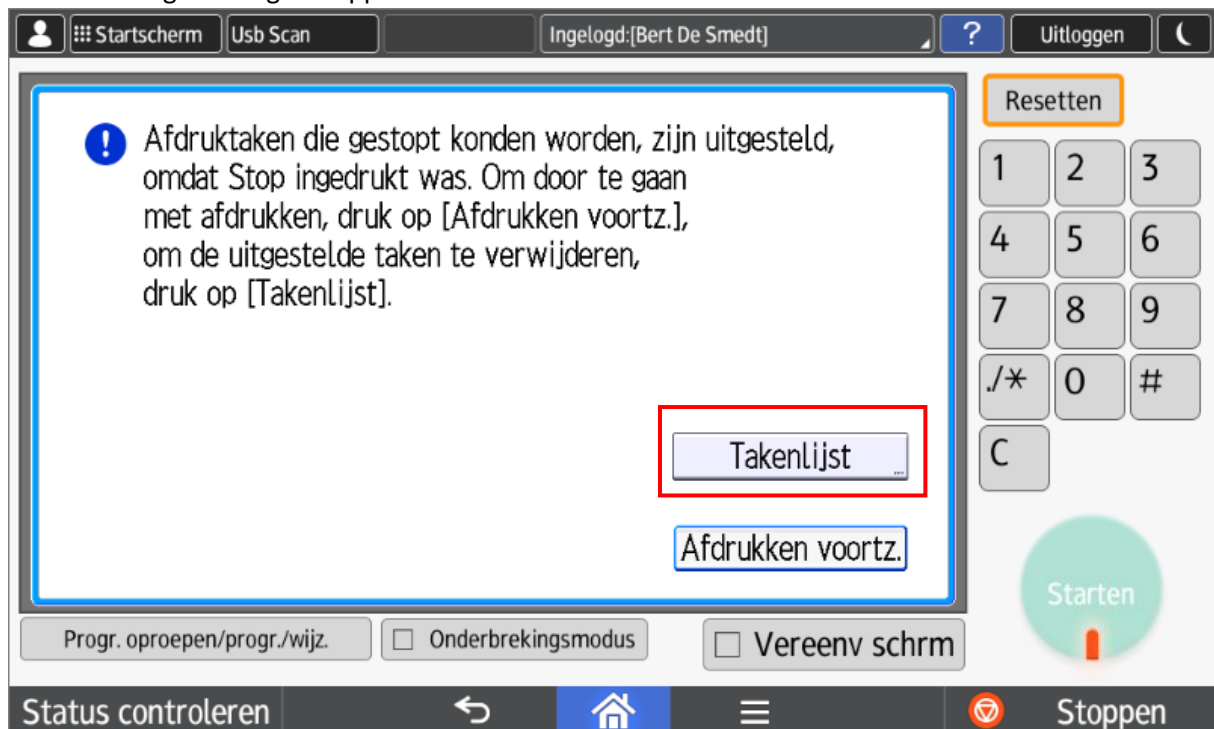


#### 4. Stopping tasks

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 command by command (Reserv. del) or delete all tasks immediately.