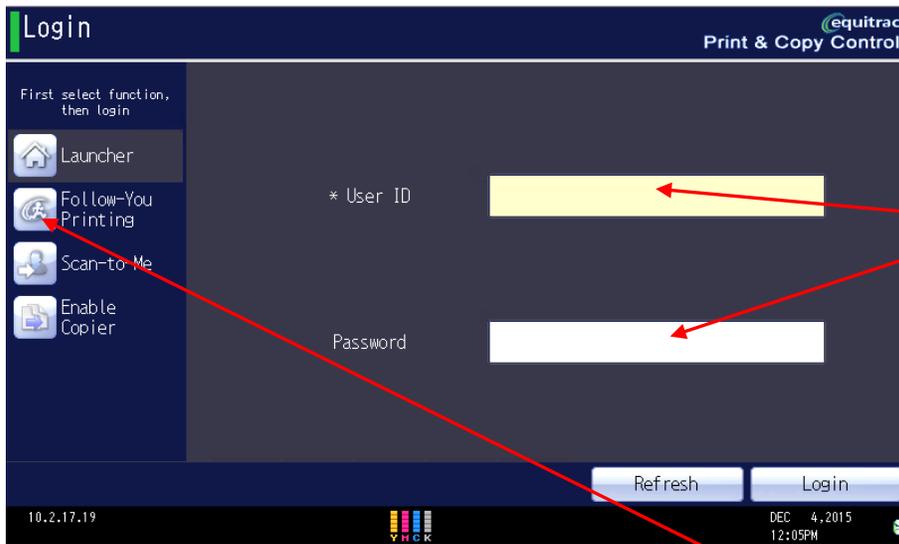


Retrieving “Secure” Prints and Making Copies



This is what you will see when you walk up to make a copy, scan or print.

1. Please Swipe your Employee Badge or enter your Windows User Name and Password to access Device press login..

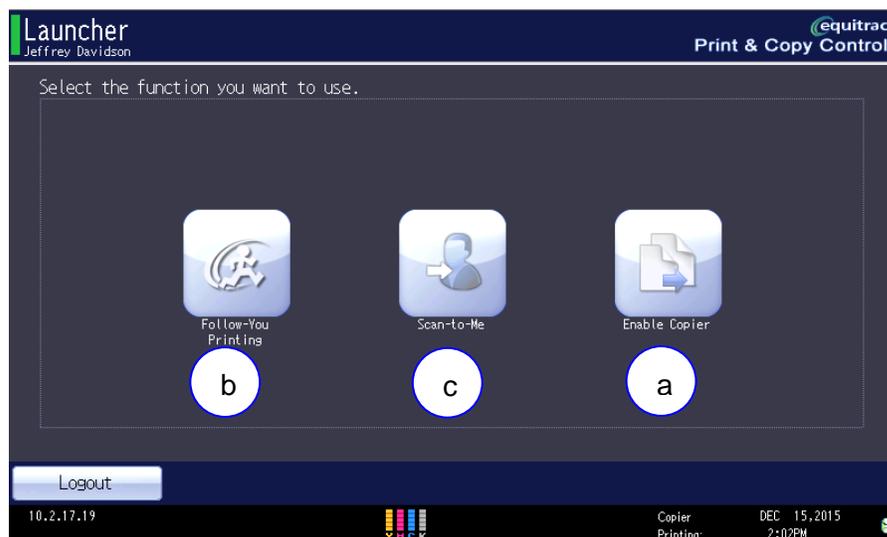
Remember: You must register your Badge first to access the Device via Card Swipe! See Registering your Badge for the first time “Card Registration Guide”.

Helpful Hint: At this screen you can select **Follow-You Printing** to go directly to your Secure Prints to “release” your Prints or may select **Launcher** if you want to use the device for Copy Function, Scan to Me (Home email). The Launcher is set as the Default.

2. To gain access to Device please Swipe your Employee Badge or manually enter your windows User name and Password in Display Space.

To Swipe Your Badge place your Badge over or against Card Reader.

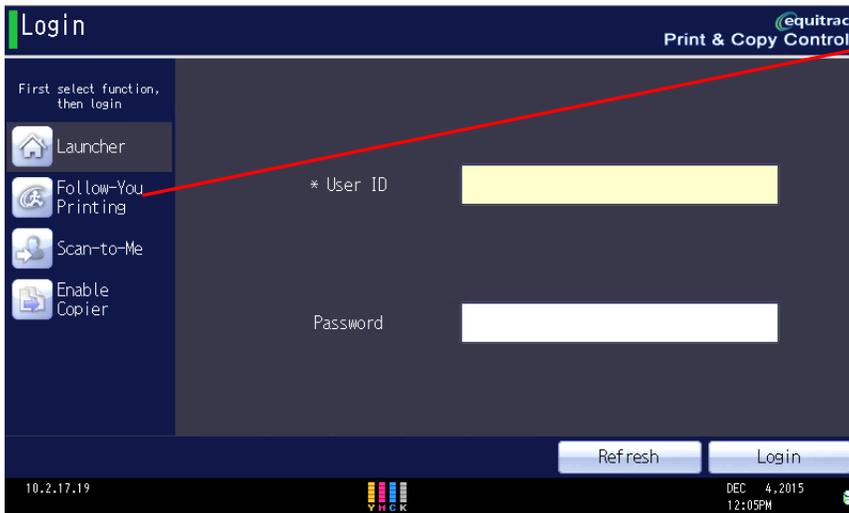
Reminder: You must register your Badge first to access the Device via Card Swipe! See Registering your Badge for the first time “Card Registration Guide”.



3. Select Launcher when you wish to copy, scan to me or to Release a secure Print.

- a. “Enable Copy” Select to make a copy.
- b. “Follow You Printing” Select To release your secure Prints.
- c. “Scan to Me” Select To Scan your Medic Home Email.

NOTE "To Fax": If your Ricoh Device is equipped with an optional Fax and you wish to be able to fax you should be logged in on the Device first. At which point you can select the Fax function button on the control panel just to the left of the display touch screen.

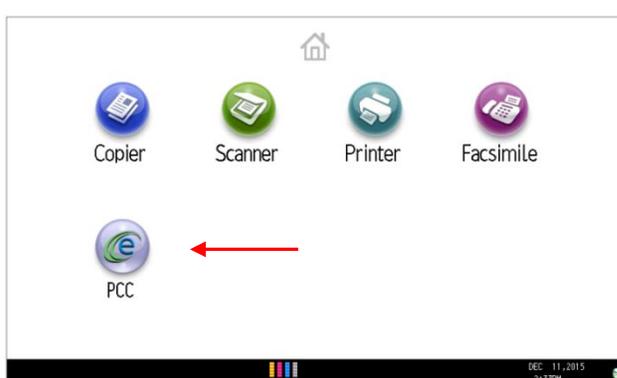
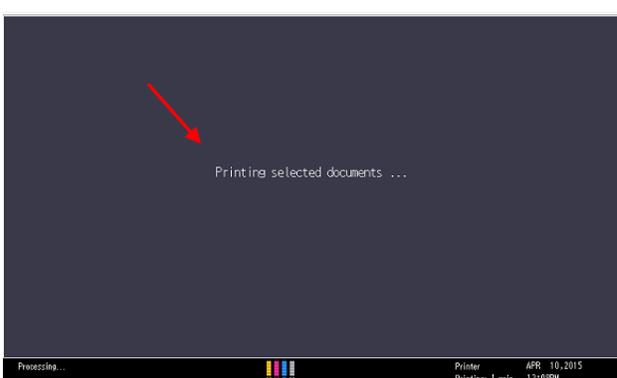


4. Remember if you selected "Follow You Printing" as a "shortcut" when you Badge in or Log in you will go directly to the Follow You secure Print screen where you may select a Secure Print to Release with fewer steps.

5. To release a print select the job you want to print and touch Print or the Copier Start Button. You may even Save & Print to print later or Delete a Print. Select All to print out everything in your Queue. You may add more copies to print with the arrows.



6. Your Selected Secure Prints are released. To Logout swipe your Badge or Select the "Home" Button on Main Device Panel to see all "On Device" Features. Select "PCC" and



Select Logout to manually Logout. If you forget to Logout the device will time out and Log you out Automatically.