

## **USER INSTRUCTIONS – Ricoh IM3500F / IMC3510F**

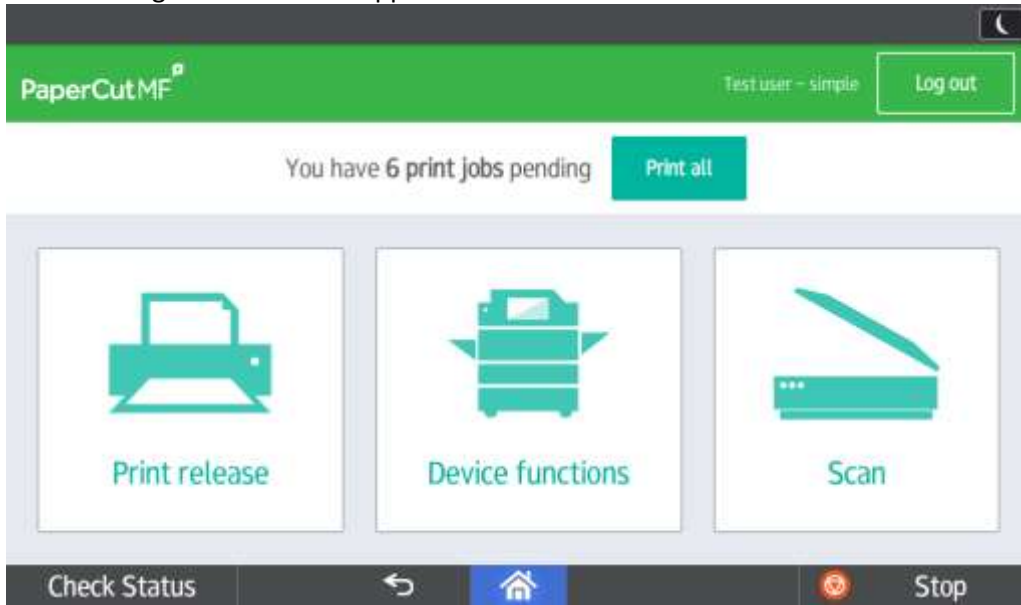
### **PaperCut Basics**

Print jobs sent to a PaperCut print queue will be held until you release them at a PaperCut enabled Ricoh device of your choice.

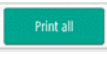
**To use the Ricoh device, please swipe your NIU OneCard on the card reader located on the right hand side of the printer. (swipe card strip side up)**




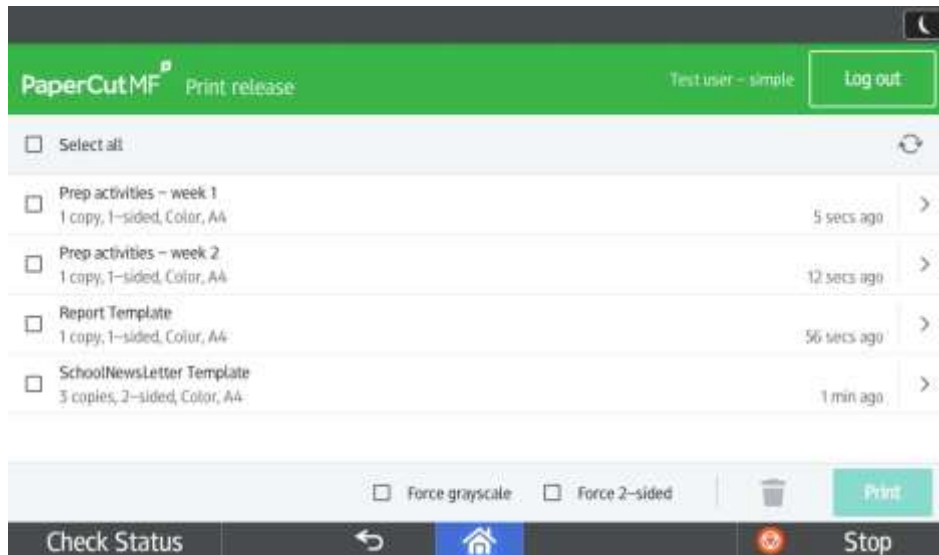
The following screen will now appear



To release print jobs, select Print Release to see your print jobs that are in queue:

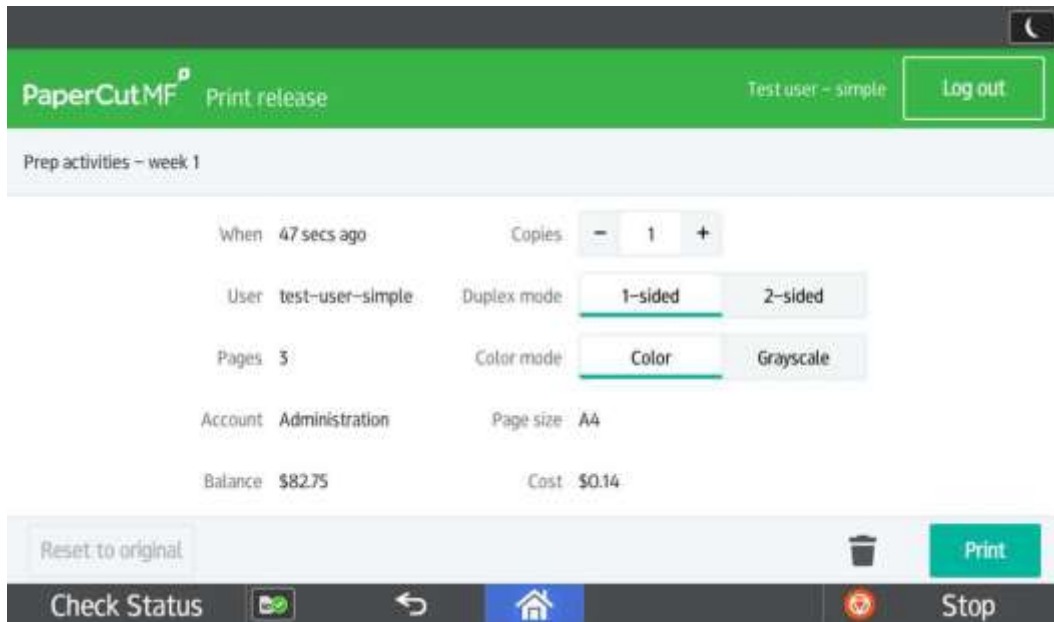
Select  to release all your jobs.

Or if you want to select individual jobs to print or delete, select Print Release  to access the PaperCut Secure Queue showing the held jobs available for release:



- Select individual jobs:

- You may choose to print or delete selected jobs.
- Pressing the arrow to the right will take you to the job details



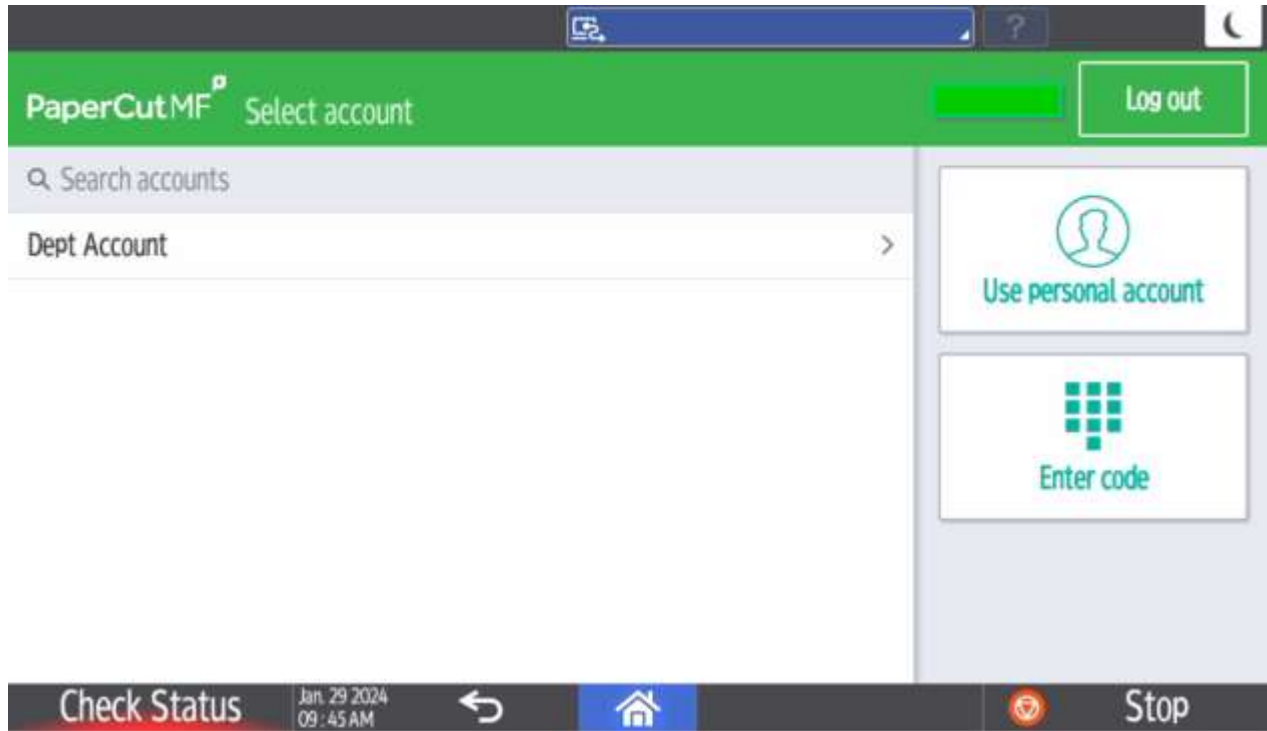
Here you can change the QTY, 1- sided to 2-sided, and change Color to Grayscale (BW). Please note you cannot change a job that was sent as black and white into a color job.

Select Device functions and the regular device interface will now display:

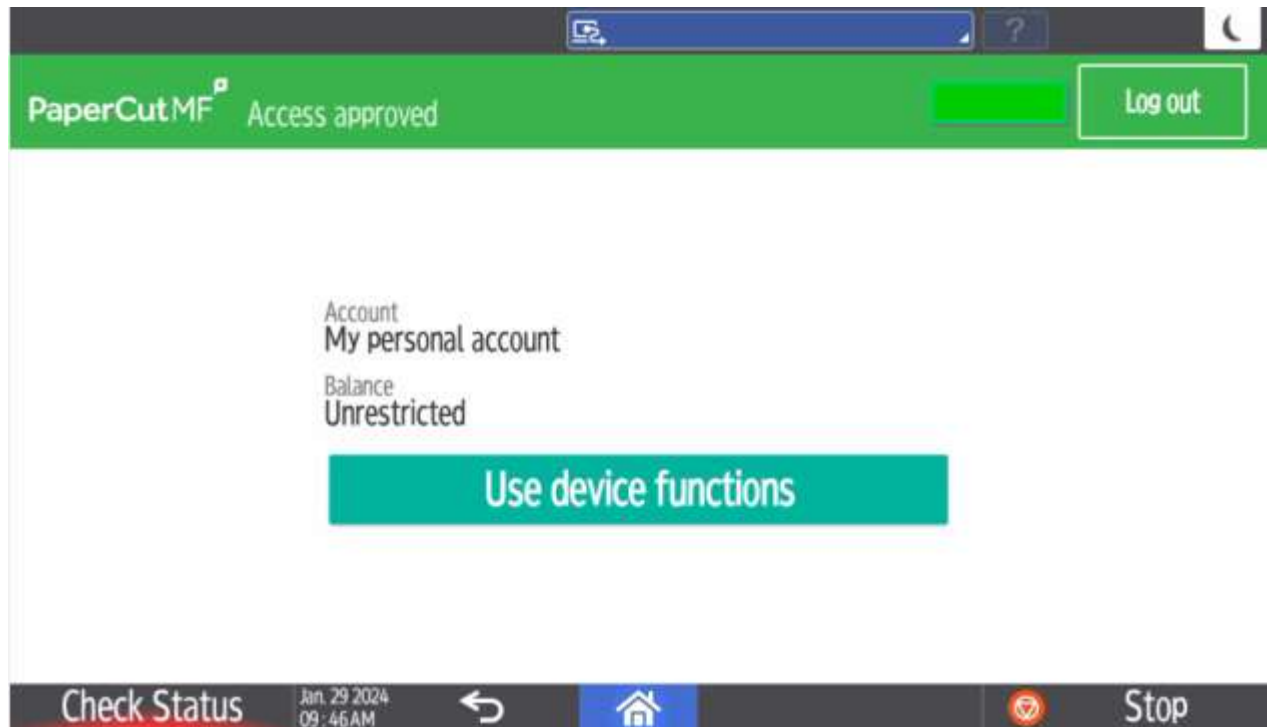


- Use the machine as needed and either press the Log Out button on the screen or wave/tap your badge when finished.

Select Dept Account or Use personal account



Select Use device functions

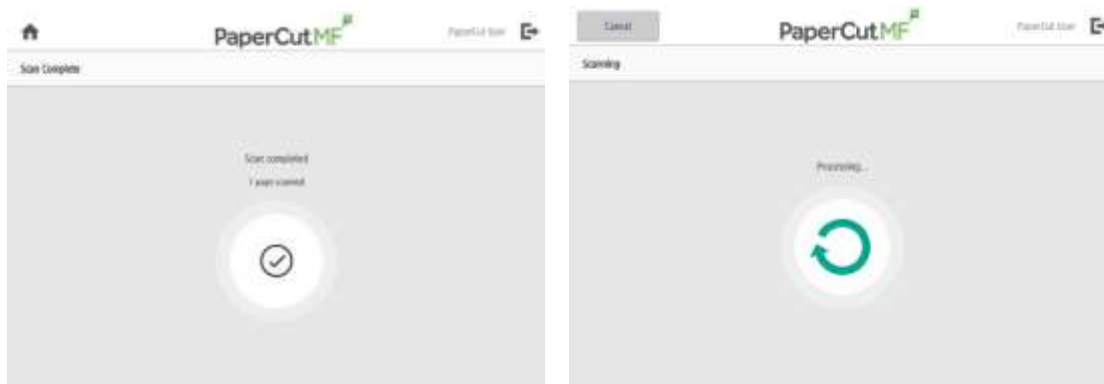


Scan jobs can be sent from PaperCut directly to your personal email. Select the Scan button and then click Scan to Email

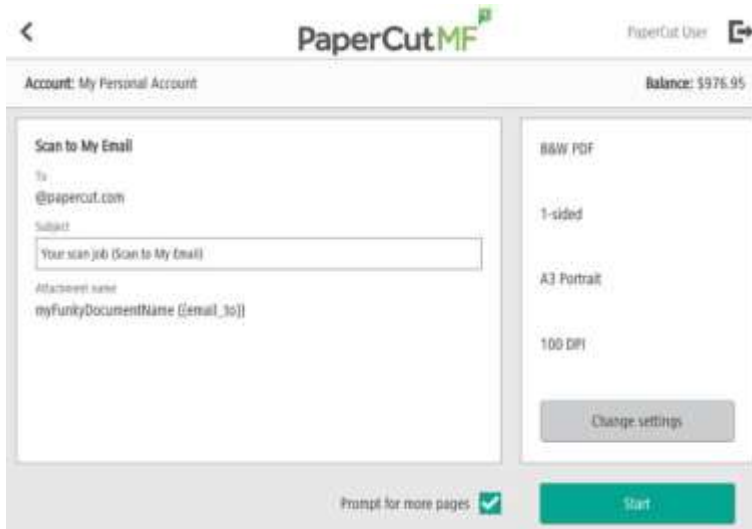
Click Change Settings if settings need to be modified.



Uncheck Prompt for more pages if you are only sending what is placed in the feeder press start.



If multiple jobs are needed leave Prompt for pages checked and this screen will be displayed:



Select Scan New Page if adding extra pages to the file from the feeder or glass Select Scan new document if you want to start a new file (attachment)



## IM C300F, IM 3500, IM C3510

After logging in to PaperCut, and selecting device functions, the Ricoh Main Menu screen will display.



From the main screen, the User can select to Copy, Fax (if available on that device) or Scan to email (Scanner Icon).

Additionally, on the main screen is an icon to provide information about what size and how much paper is available in each of the paper trays.

Lastly, there is an indicator for current toner level(s). If it is a color device, there will be indicators for all four toners (C, M, Y, B).

On the Ricoh, functions are color coded:

- Copy is BLUE
- Fax is Pink
- Scanning is GREEN

To use Copy functions, press the blue COPY icon.

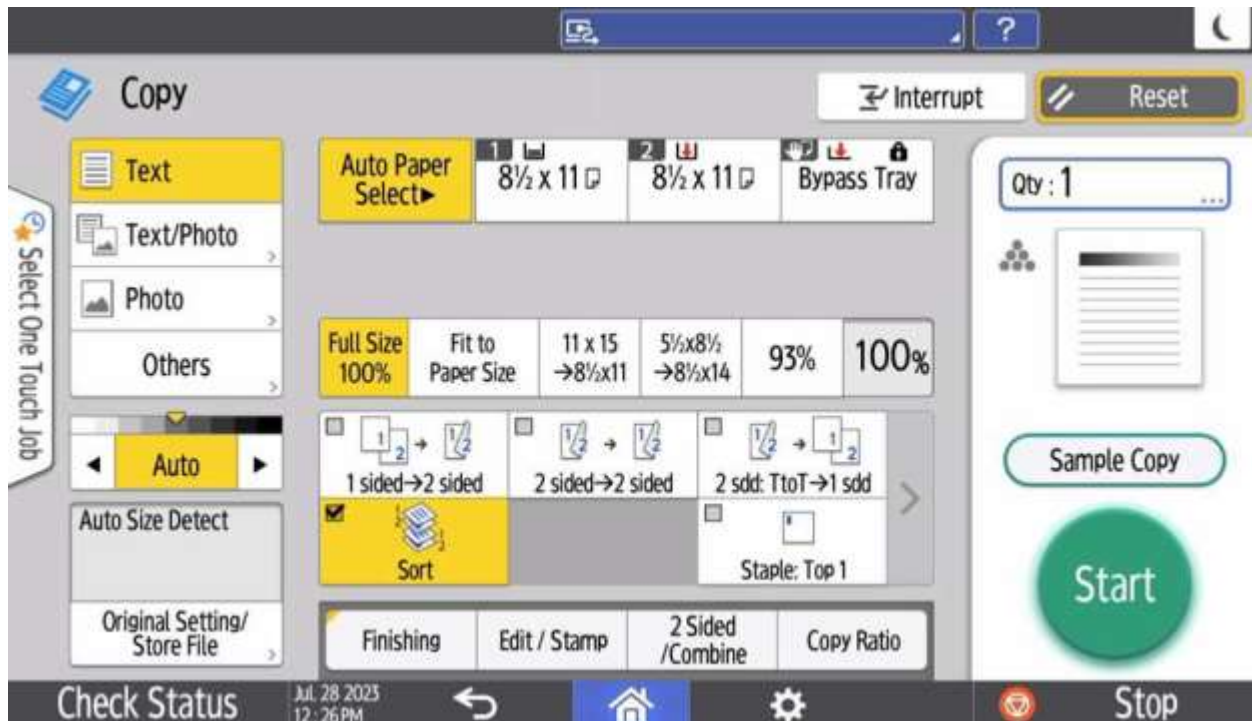
On the main screen for Copy, there will be options to:

- Specify a paper tray (the default is to allow the device to select based on the size of the original)
- Enlarge or Reduce
  - Displayed buttons are quick keys. Additional Copy Ratio options can be accessed by selecting the Copy Ratio button, on the lower, center of the touch screen.
- Utilize duplexing, by selecting 1-sided to 2-sided, or 2-sided to 2-sided, or create 1-sided output from a 2-sided original.
  - These options are quick keys. Additional combinations can be created under the 2Sided/Combine button, located on the lower, center of the touch screen.
- Enable stapling, in the top-left hand corner (this function is not ON, unless the feature is selected to enable it).
  - The displayed option is a quick key. Additional finishing options can be accessed by selecting the Finishing button, located on the lower, center of the touch screen.

NOTE: This display is for a Monochrome device (Black and White output). If the device has color copying capabilities, the column on the left will provide the options for selection Color copying.

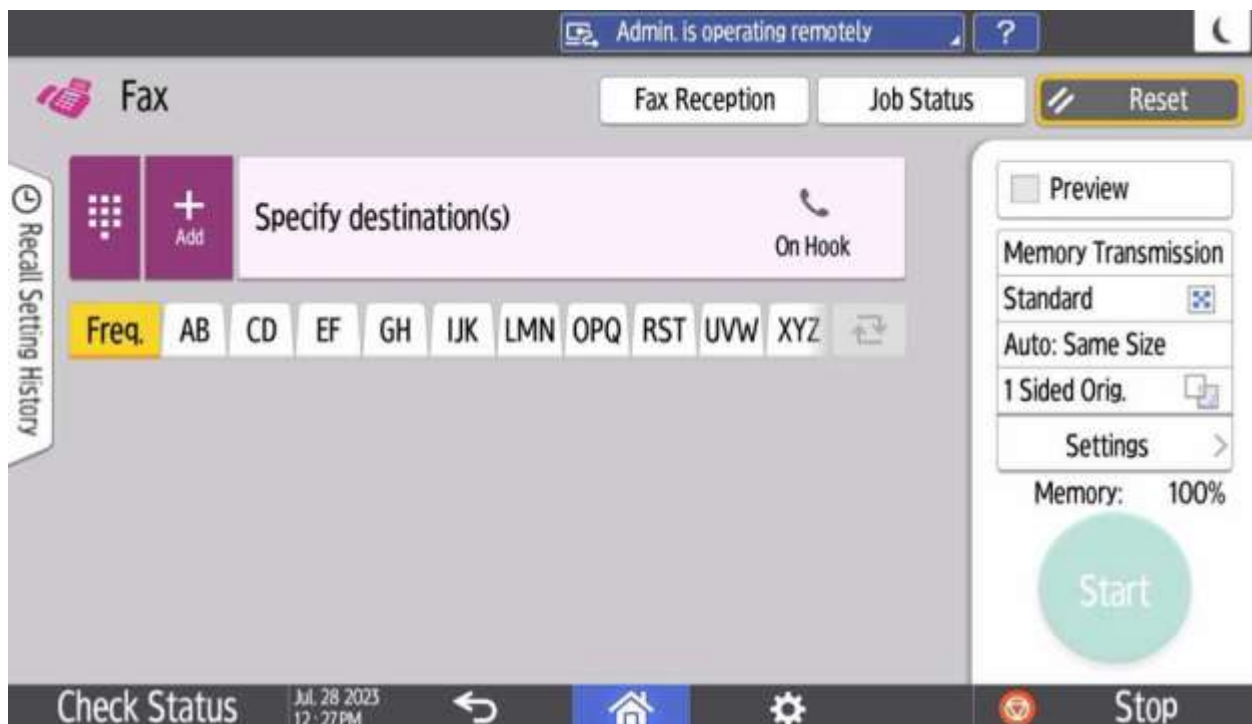
Please be aware that color devices will be defaulted to BW output, and Auto Color must be enabled to use that functionality.





To fax on devices that have the option, press the pink Fax icon.

Please note: Only devices that support faxing will have the button.



To Enter a fax number press Specify Destination and enter the destination fax number. If document being faxed is 2-sided, select the SETTINGS menu option on the right-side. Select the Original Settings button and choose 2-sided.

If there is a need to scan to an alternate email, the Ricoh Scan Feature can be used. Press the Ricoh Scanner icon.



On the main screen for Scanner, there will be options to:

- Specify a destination
  - Selecting this option will allow data entry of an email address
- Selecting the Send Settings button will give access to additional settings that can be made. Some frequently used ones are:
  - **Original Settings** option allows the selection for a 2-sided original.
  - **File Name** to name the image being created (usually PDF).
  - **Subject** allows the sender to put a custom Subject.
    - The default is the printer name
  - **Delete Blank Page** will remove blanks images
    - Feature comes in handy with documents that contain a mix of 1- and 2- sided pages.



