

Ricoh Multi-Function Device (MFD)

Student User Guide

Information Services: August 2017



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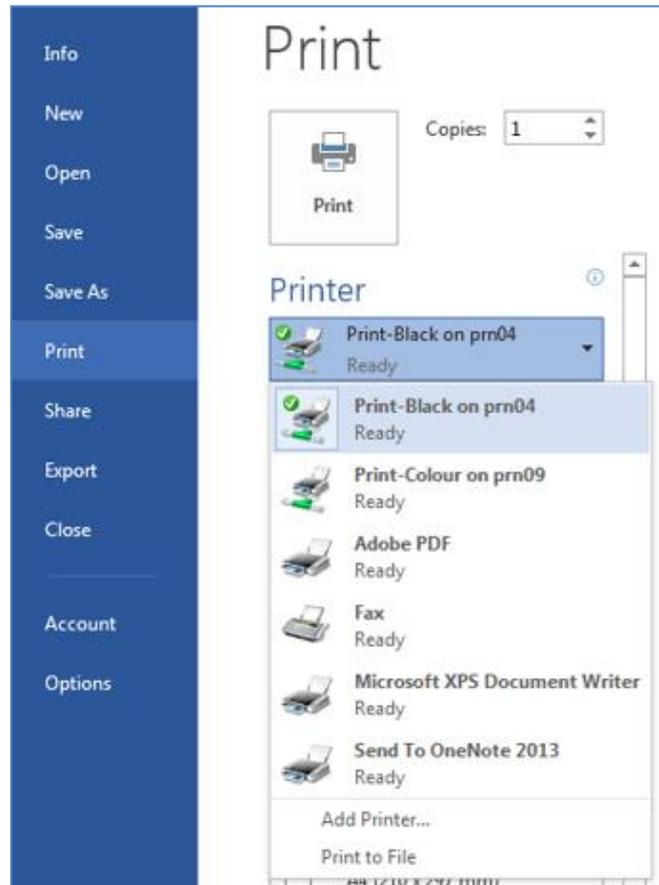
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Print release queues

When printing from the HWU Managed Desktop (student PCs) your printout can be released from any MFD on the network.

There are 2 print release queues

- Print-Black on PRN04 (this is the default)
- Print-Colour on PRN09



If necessary, select the print queue required from the **Printer** options in your application.

Once you have sent your document to print, you can release it at any MFD.

Default print setup

By default, your document will be sent to the **black print release** queue (it won't be printed in colour), and your document will be printed **double sided** (printed on both sides of the paper)

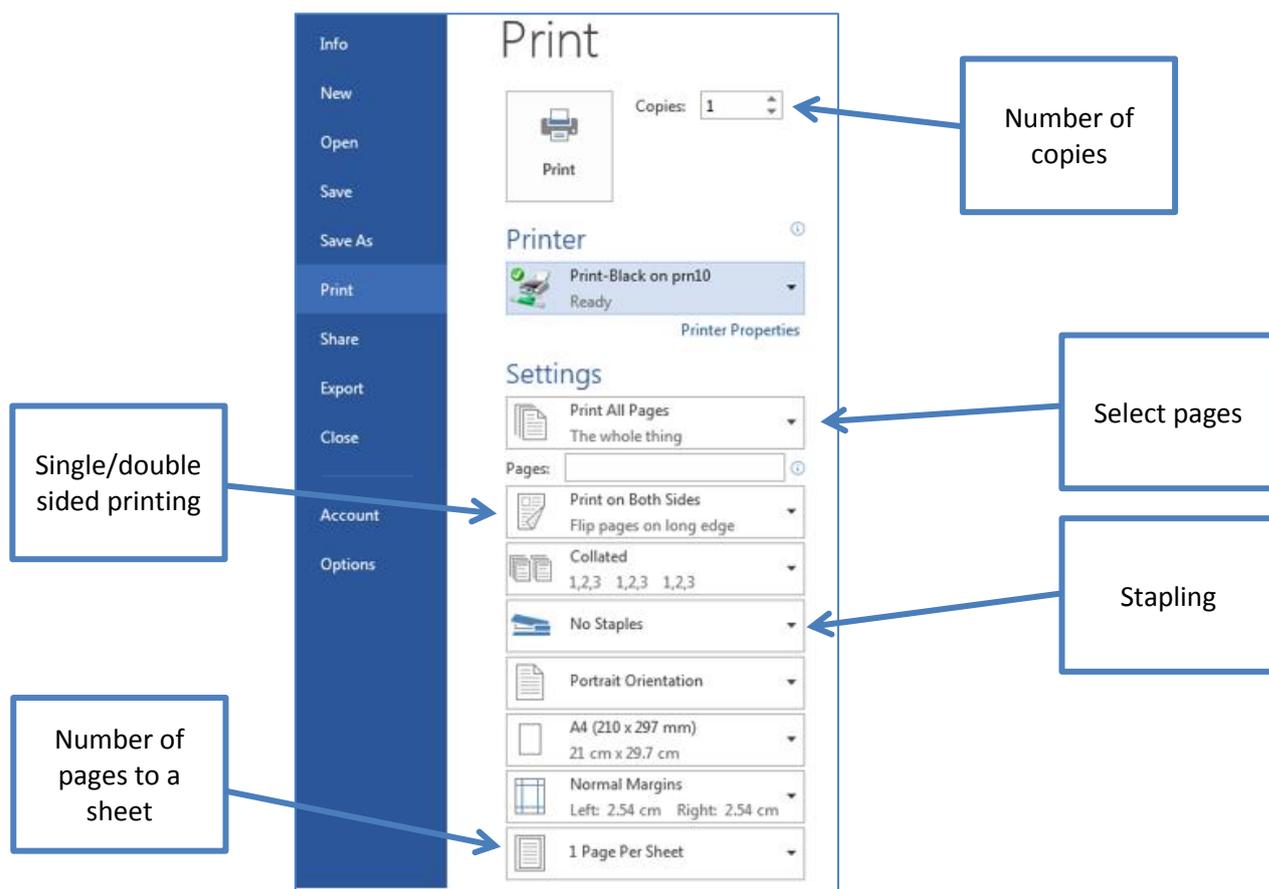
Print Options

The following example is from Microsoft Word – the principle is similar in other applications.

1. Open the **File** tab and then select **Print** from the menu on the left
2. Set the number of copies /other options required
3. Click **Print**

Other applications print in a similar way – look for the **File** menu or tab.

Print settings



The following instructions apply when printing from the HWU student desktop in our PC Labs, Library and Learning Commons study areas.

If you are printing from your own device, see **WiFi printing** instructions on page 13

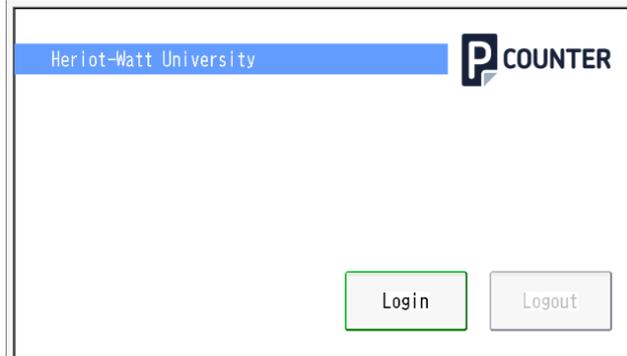
Stapling

Stapling options are available on all MFD devices in Information Services student PC Labs, the Library and Learning Commons study areas

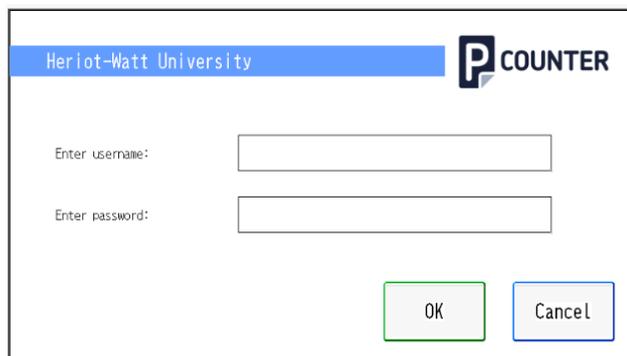
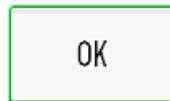
Logging in/out of MFD

Using Touch Pad

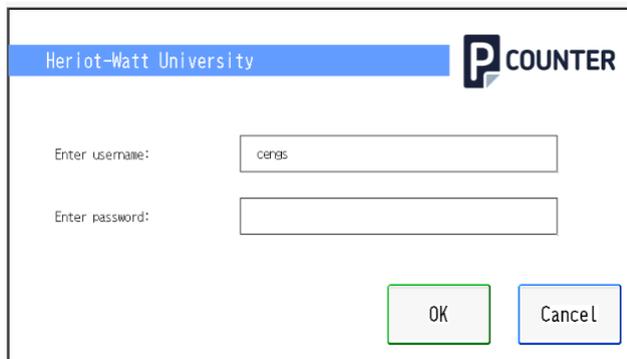
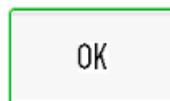
- Using Touch Pad • Tap Login

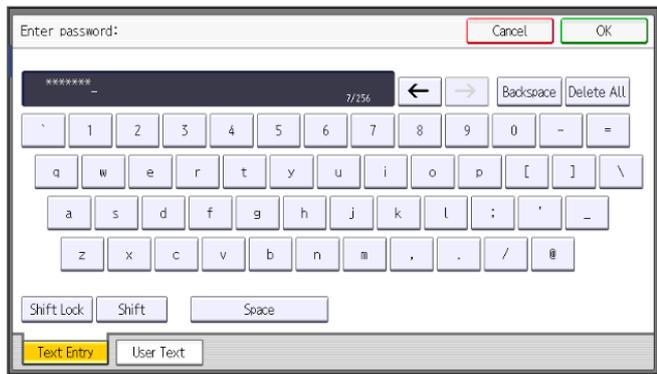


1. Enter your **HWU User ID** and then tap

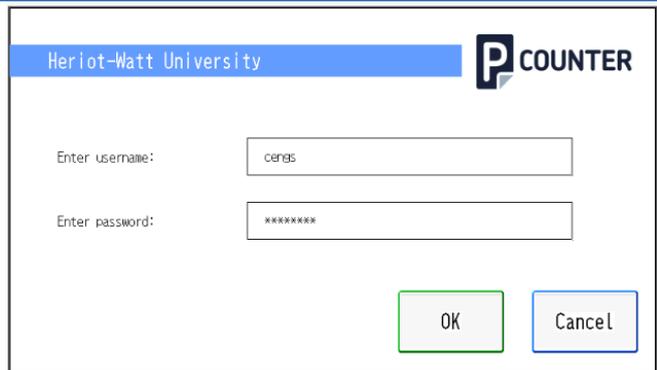
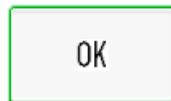


2. Enter your **Password** and then tap





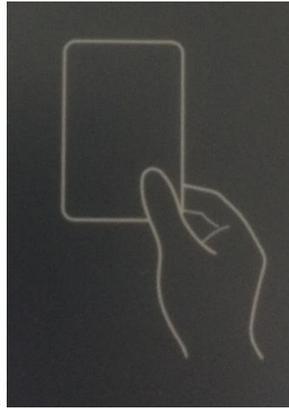
3. Tap



Using Student/Staff Card

Using Student/Staff Card

- **Login/Logout** by tapping your card on to the MFD Card Reader

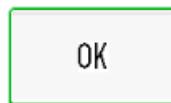


Self-Associating card on 1st use.

1. Tap your card on to the MFD Card Reader
2. Enter your **HWU User ID and password**
3. Tap **OK**

A screenshot of a login interface. At the top, there is a blue header with 'Heriot-Watt University' on the left and a 'P COUNTER' logo on the right. Below the header, the text 'Enter the account to associate with the card.' is displayed. There are two input fields: 'Enter username:' followed by an empty text box, and 'Enter password:' followed by an empty text box. At the bottom right, there are two buttons: 'OK' (with a green border) and 'Cancel' (with a blue border).

4. Tap

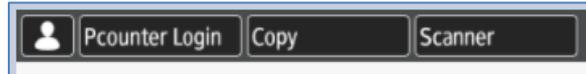
A screenshot of the same login interface as above. The 'Enter username:' field now contains the text 'langs' and the 'Enter password:' field contains a series of asterisks '*****'. The 'OK' button now has a green border, while the 'Cancel' button remains with a blue border.

Logout

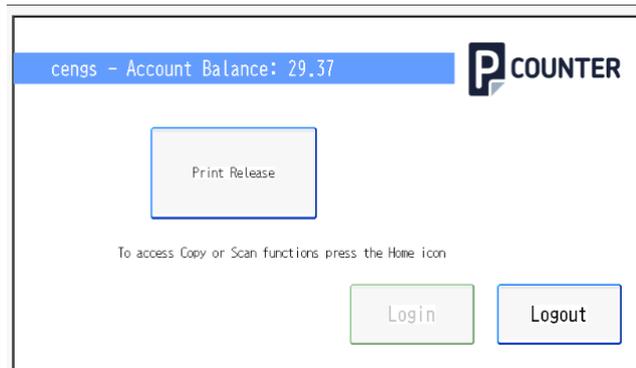
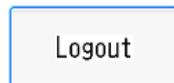
Logout

- If you are not at the PCounter screen

1. Tap **Pcounter Login**



2. Tap **Logout** at the Pcounter screen

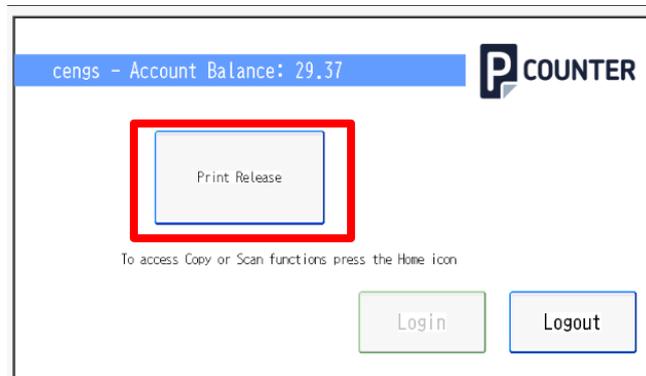


Print release

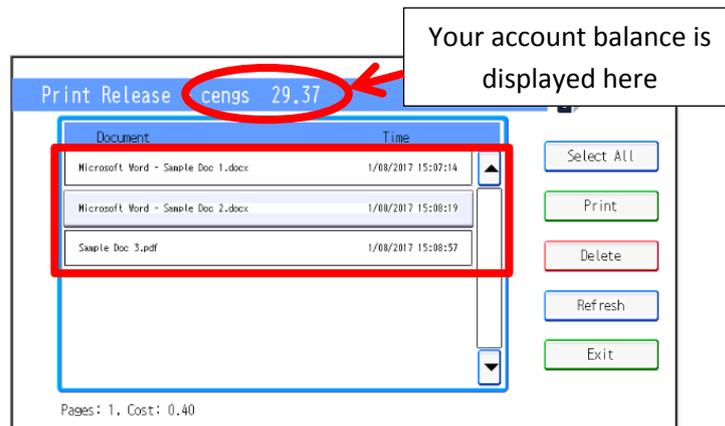
Release your file

Log in 1. See above

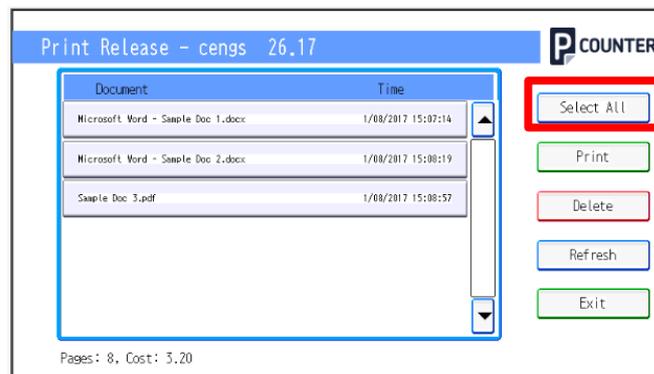
Activate the Print feature 2. Tap **Print Release**



Select your document (s) 3. Select the document(s) required
Or



Select All if you wish to print all of the documents



Print your document 4. Tap **Print**

Your Account Balance will be adjusted to pay for your printing



Delete file from queue

If you don't want to print a document that is in the queue 1. Select the document(s)
2. Tap **Delete**

Your Account Balance will not be affected.



REMEMBER TO LOG OUT!

Copy

All of our Ricoh MFDs should wake up from their Energy-Saving mode when you stand in front of them, if not just tap the MFD's touch screen to wake the device up.

Place your copies face up in the tray on the top of the device.

Log in 1. See page 5

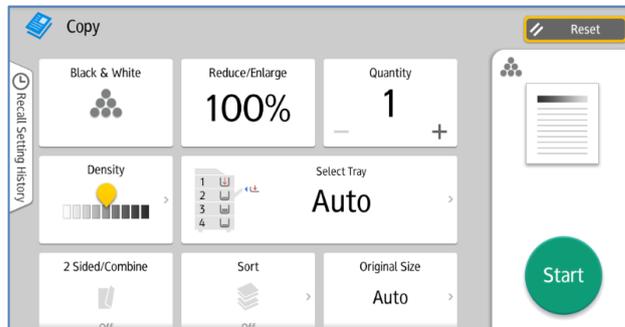
Activate the Copy feature 2. Tap **Copy**

OR

Home and then **Copy**



3. Select the options and number of copies you require



Start Copy 4. Press **Start**



REMEMBER TO LOG OUT!

Scan

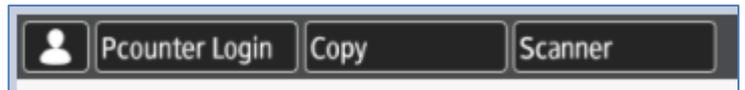
All of our Ricoh MFDs should wake up from their Energy-Saving mode when you stand in front of them, if not just tap the MFD's touch screen to wake the device up.

You can scan your document to your Heriot-Watt Email Address to your University Home Directory (H: Drive)

Place your document face up in the tray on the top of the device.

Log in 1. See page 5

Activate the Scan feature 2. Tap **Scanner**



OR

Select **Home** and then select your destination i.e.



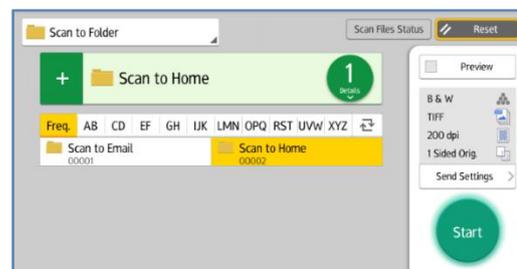
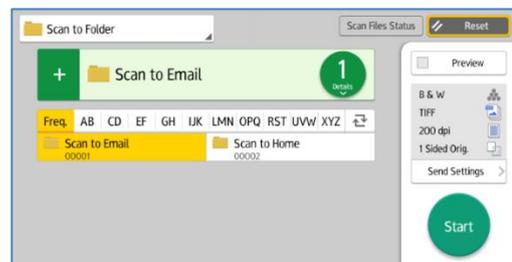
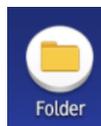
Set destination

Scan to Email



Or

Scan to Home



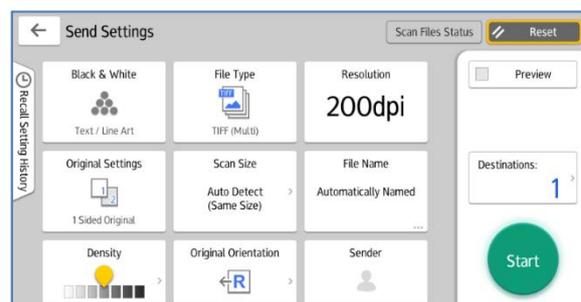
Select settings

3. Tap **Send Settings**



4. Set options as required e.g. colour scanning, file type (TIFF or PDF), resolution (DPI) etc.

5. Select **Start**



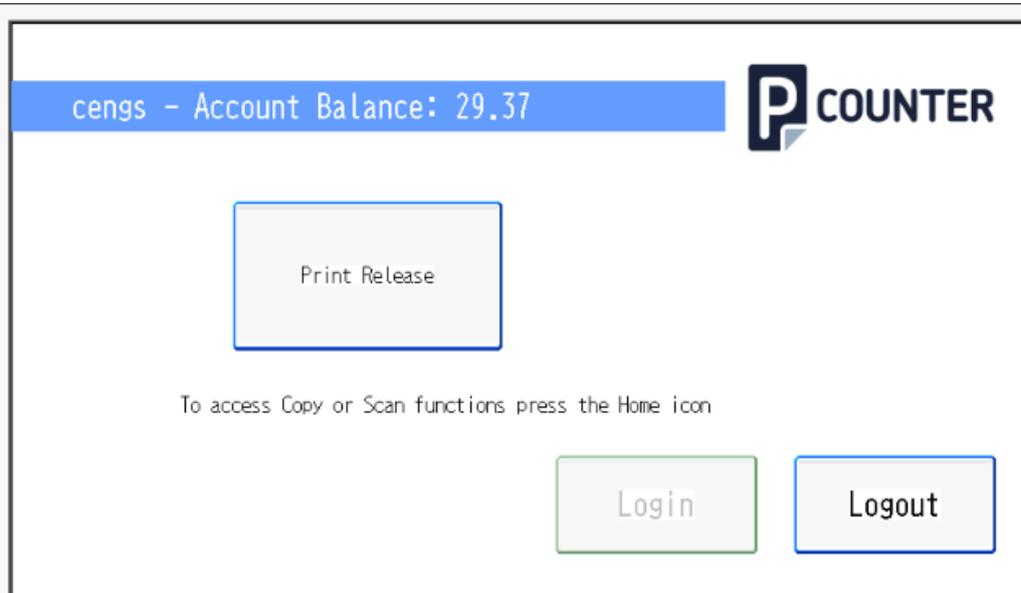
REMEMBER TO LOG OUT!

Account balance

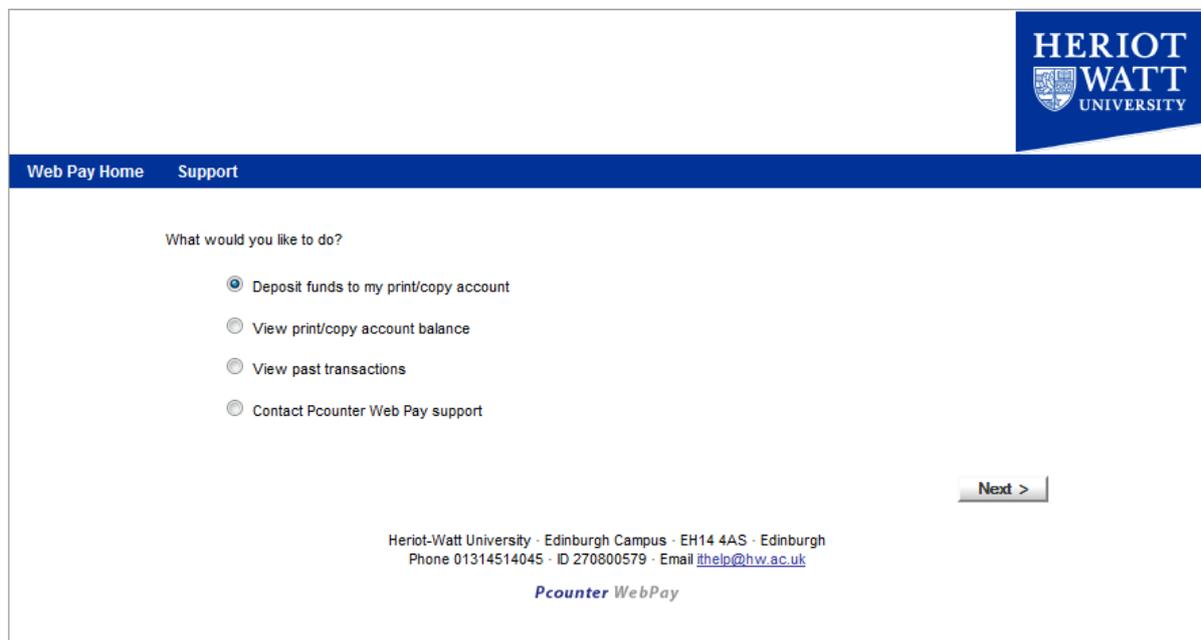
Your account balance is displayed on the touch screen when you are logged into the MFD.

When you print, copy or scan the balance is automatically adjusted to pay for your copy.

If you don't have enough credit in your account an error message will be displayed.



You can add credit to or review your account status at <https://heriotwatt.pcounterwebpay.com/>



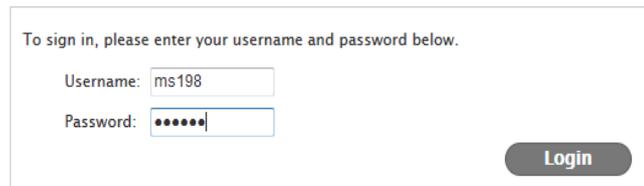
WiFi printing

You can use our WiFi printing service to print from your own device

This is a service available on all student centrally timetabled PC Labs and areas including all floors of the library and enabled staff areas. The Wi-Fi print service allows anyone connected to the University **Eduroam** wireless network, with a valid Heriot Watt University IT account and enough balance on their print quota, to print in either black and white or colour from their Wi-Fi enabled device to enabled **Multi-Function Devices** via the university's print release service.

Log in to the WiFi service

1. Go to <http://wifiprinting.hw.ac.uk>
2. Log in with your Heriot-Watt username and password

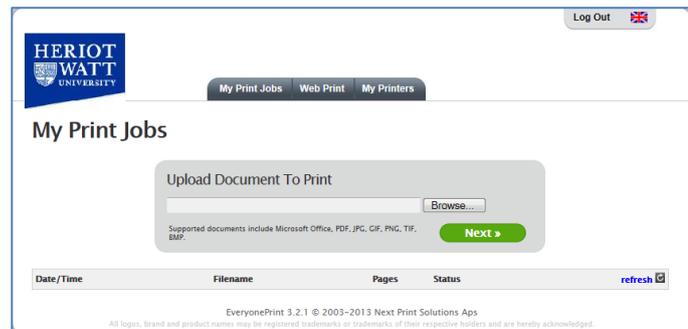


To sign in, please enter your username and password below.

Username:

Password:

Welcome Screen displayed



HERIOT WATT UNIVERSITY

My Print Jobs Web Print My Printers

My Print Jobs

Upload Document To Print

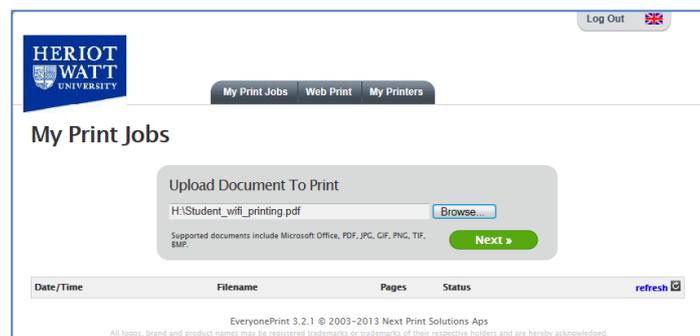
Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIF, BMP.

Date/Time	Filename	Pages	Status	<input type="button" value="refresh"/>
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Locate the file you want to print

3. Click **Browse** and select the file you want to print



HERIOT WATT UNIVERSITY

My Print Jobs Web Print My Printers

My Print Jobs

Upload Document To Print

H:\Student_wifi_printing.pdf

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIF, BMP.

Date/Time	Filename	Pages	Status	<input type="button" value="refresh"/>
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Convert the document to be printed

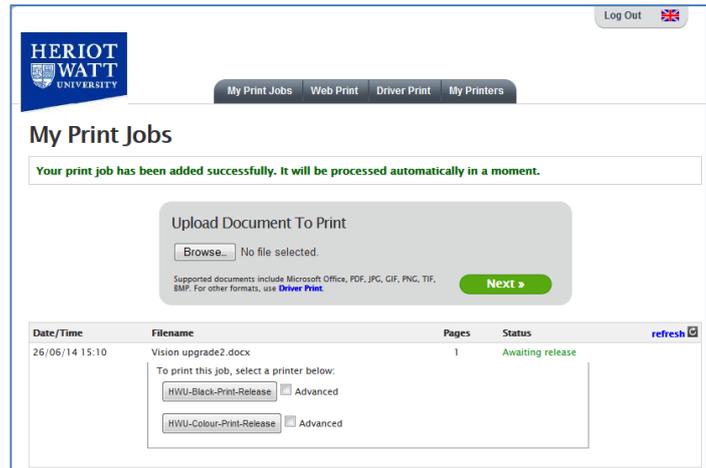
4. Click



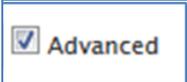
Wait while the document is converted for printing

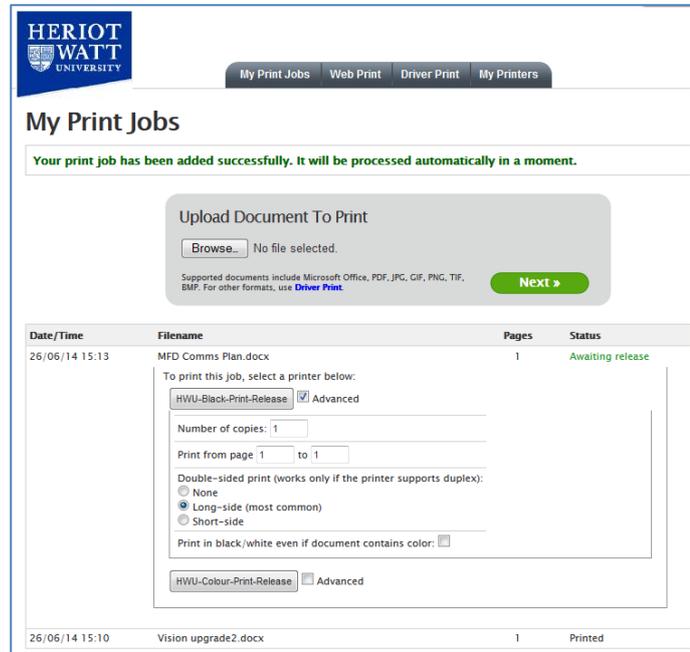
This may take a few minutes if the document is large so please be patient

A list of available printers will appear

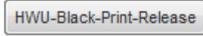


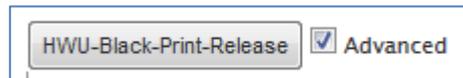
To change the default options before printing

5. Select the  checkbox beside the printer you wish to use
6. Select the options required e.g.
 - Number of copies
 - Page range
 - Single-sided



Print

7. Click the Printer Button e.g.  of the device you want to print to



The status will change to **Printed** when the file has been sent to the printer

Date/Time	Filename	Pages	Status
26/06/14 15:13	MFD Comms Plan.docx Your print job has been sent to the selected printer successfully.	1	Printing
26/06/14 15:10	Vision upgrade2.docx	1	Printed

All feedback on this service is welcome. Please direct all comments to the ithelp@hw.ac.uk