University of Winnipeg Device Training

PSD: Solution Training Specialist Team

Summary

Setting Originals / Loading Paper Trays

Registering your card

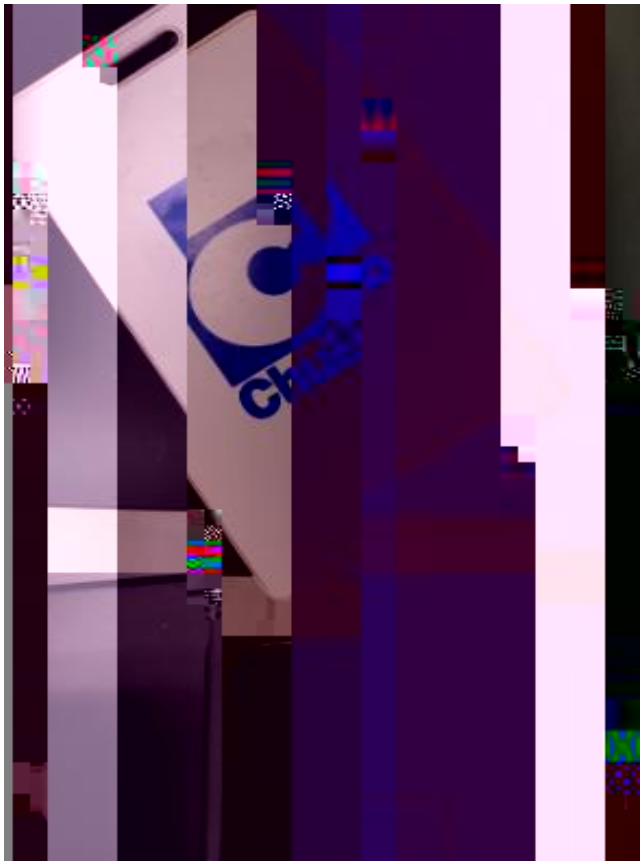
Scanning without login

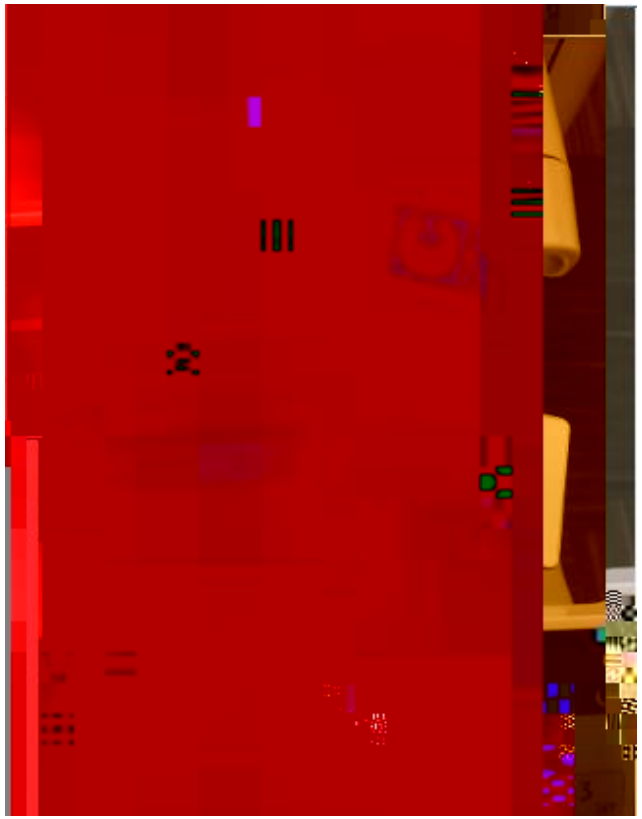
Document Feeder & Exposure Glass

Face up, 200 originals

FIRST TIME REGISTRATION

Scan your university ID card on the printer.





STEPS

After you swipe Ai9M833 470.48 l404r2 74.335 45 card35 ,s.391e8 45 c(8r)1

Logging in at a Terminal

Signing into Terminal

When coming up to the Print Terminal, you will be welcomed with the Nuance screen.

Signing into Terminal

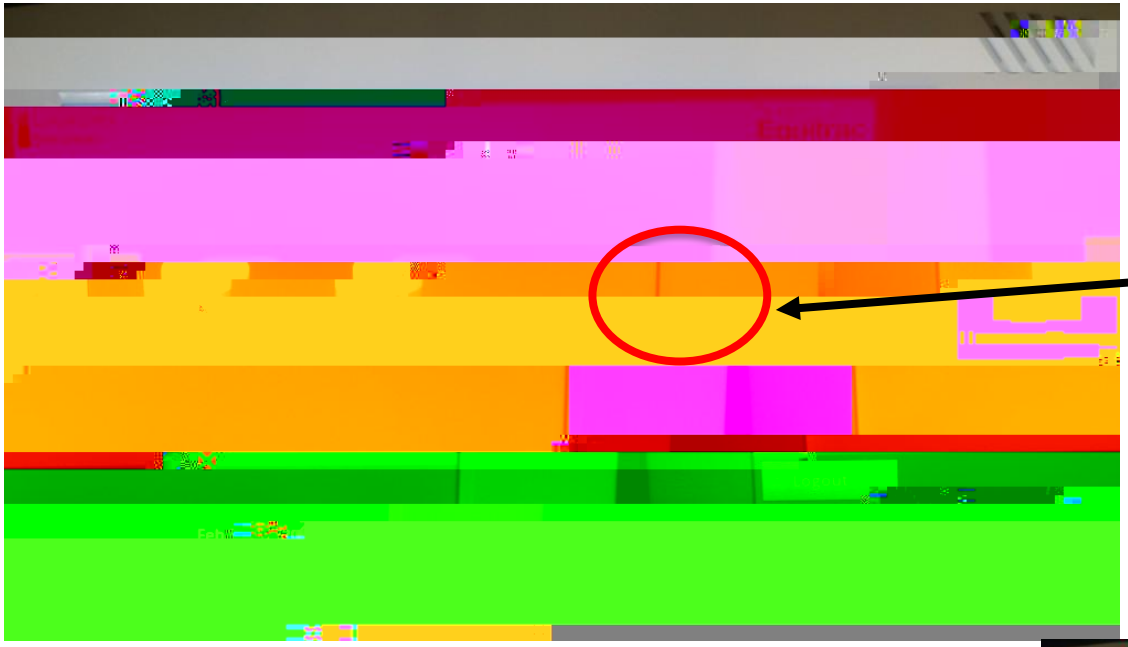
There are two ways you can sign into the Print Terminal:

1. Swipe your card, the screen will let you know once the card has been recognized.

2. Touch the screen to be prompted to type in your User ID and password.

Printing from the Print Terminal

Copying from Print Terminal

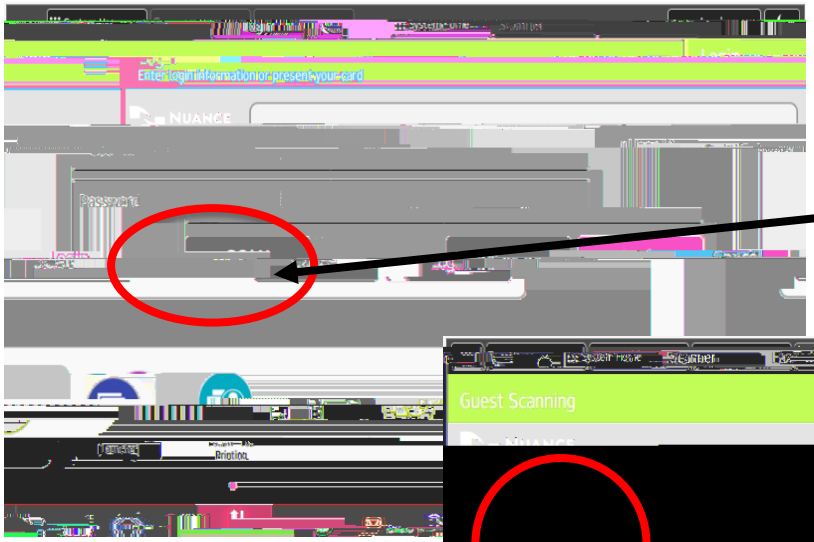


Once you have logged in you can also select the Copier mode.

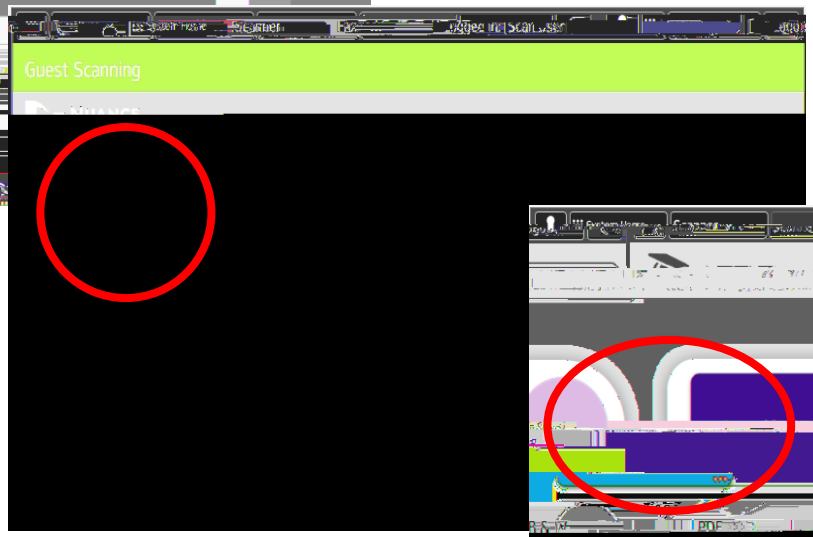
Once you have finished copying the panel will give you your Total Impressions and the cost.

Scanning

You can scan without having to login.

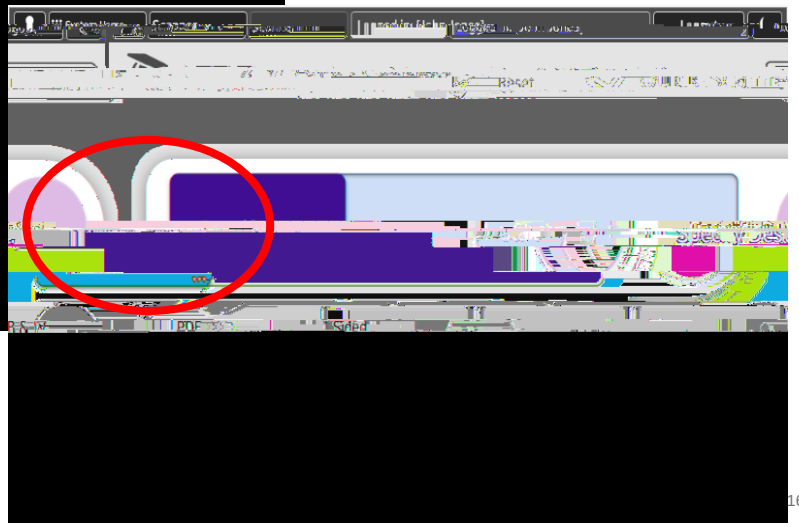


On the home screen select the



Select the

optionop



Equitrac Options

OPTIONS

Once logged in, you will have the following Options to chose from:

1. **Follow -You Printing**
2. **Scan-to-Me**
3. **Copy**
4. **Scan**
5. **Fax**

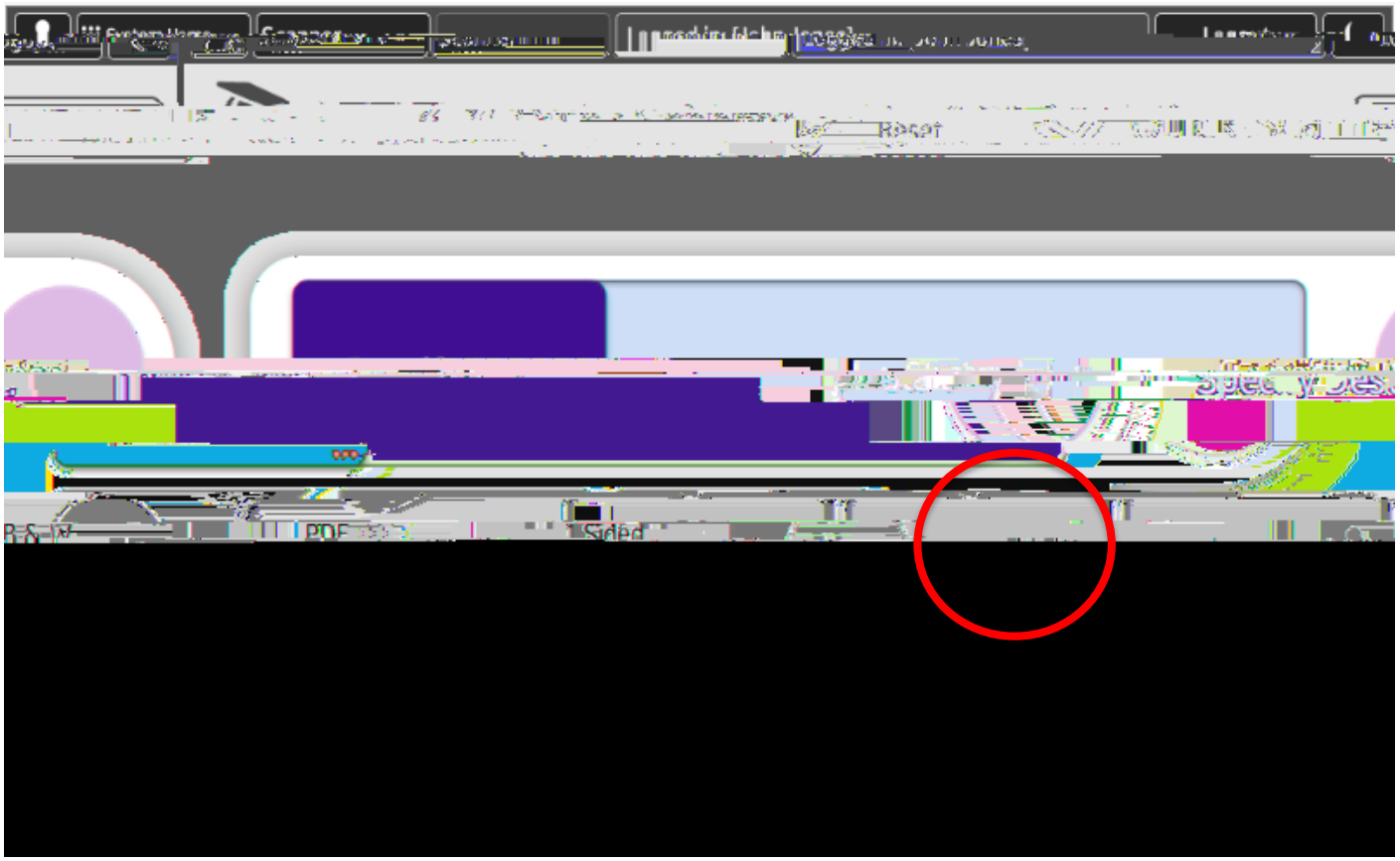
Follow You Printing

1) FOLLOW-YOU PRINTING

Scanning

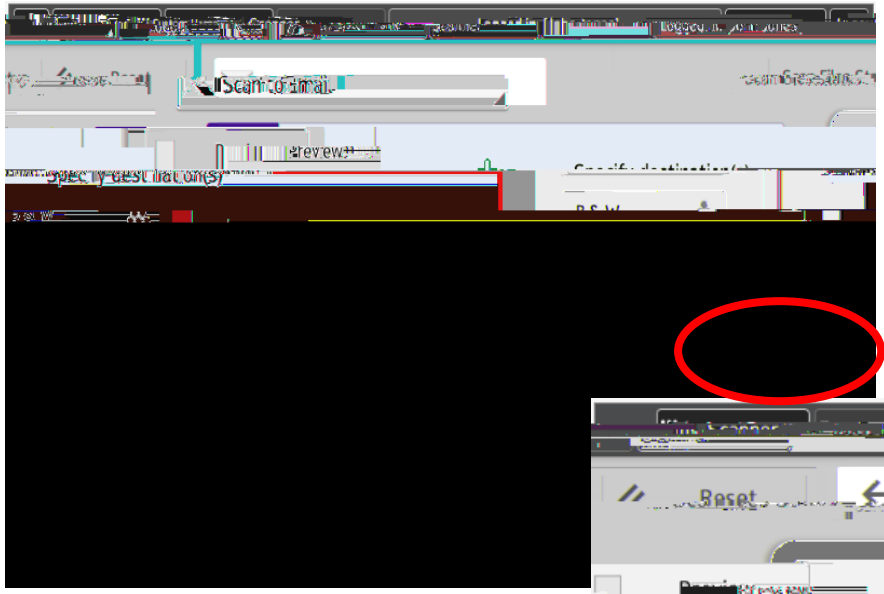
2) Scanning

Place your original in the feeder and press “Scan” button to initiate scanning. Additionally, you may select “Other” for additional scan settings.

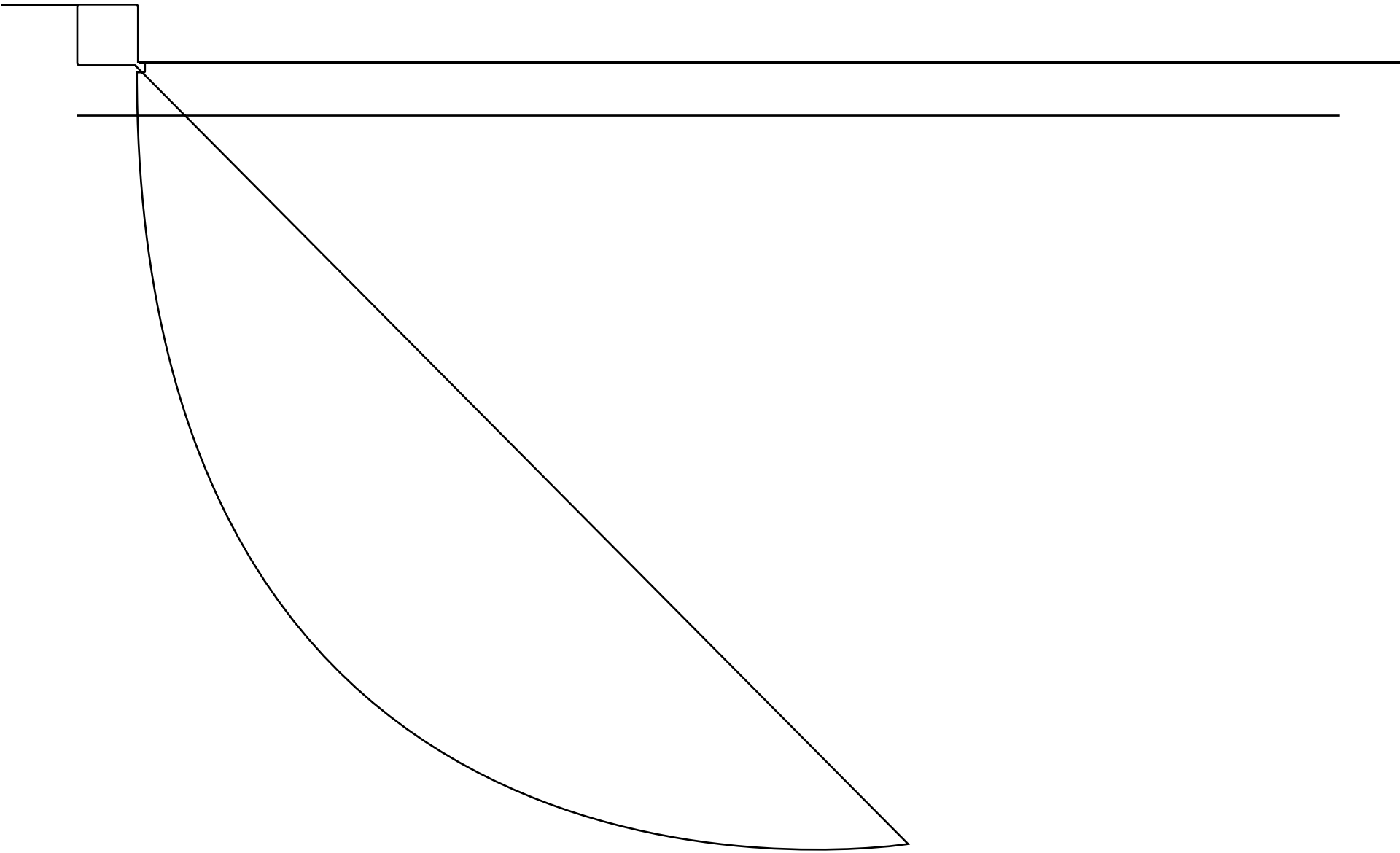


2) Scanning

Advanced Scanning - OCR

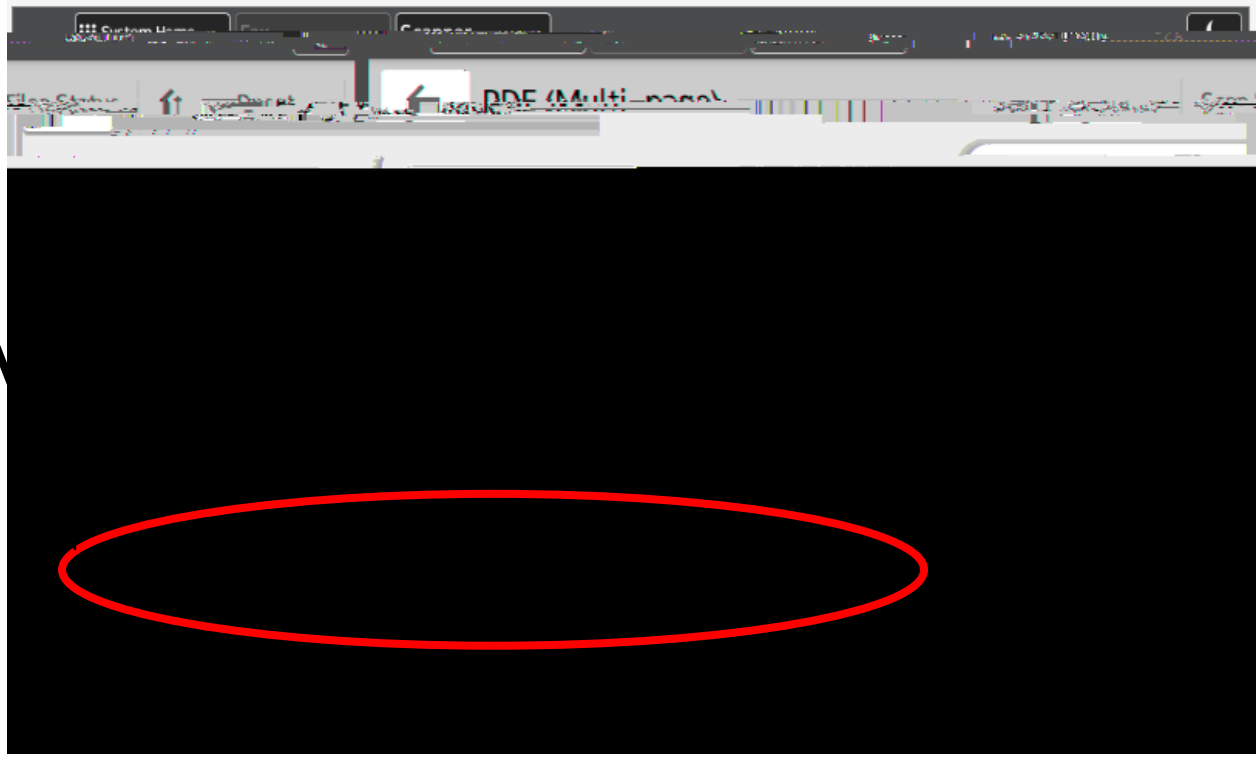


To find the OCR option, select the Send Setting button.



Advanced Scanning - OCR

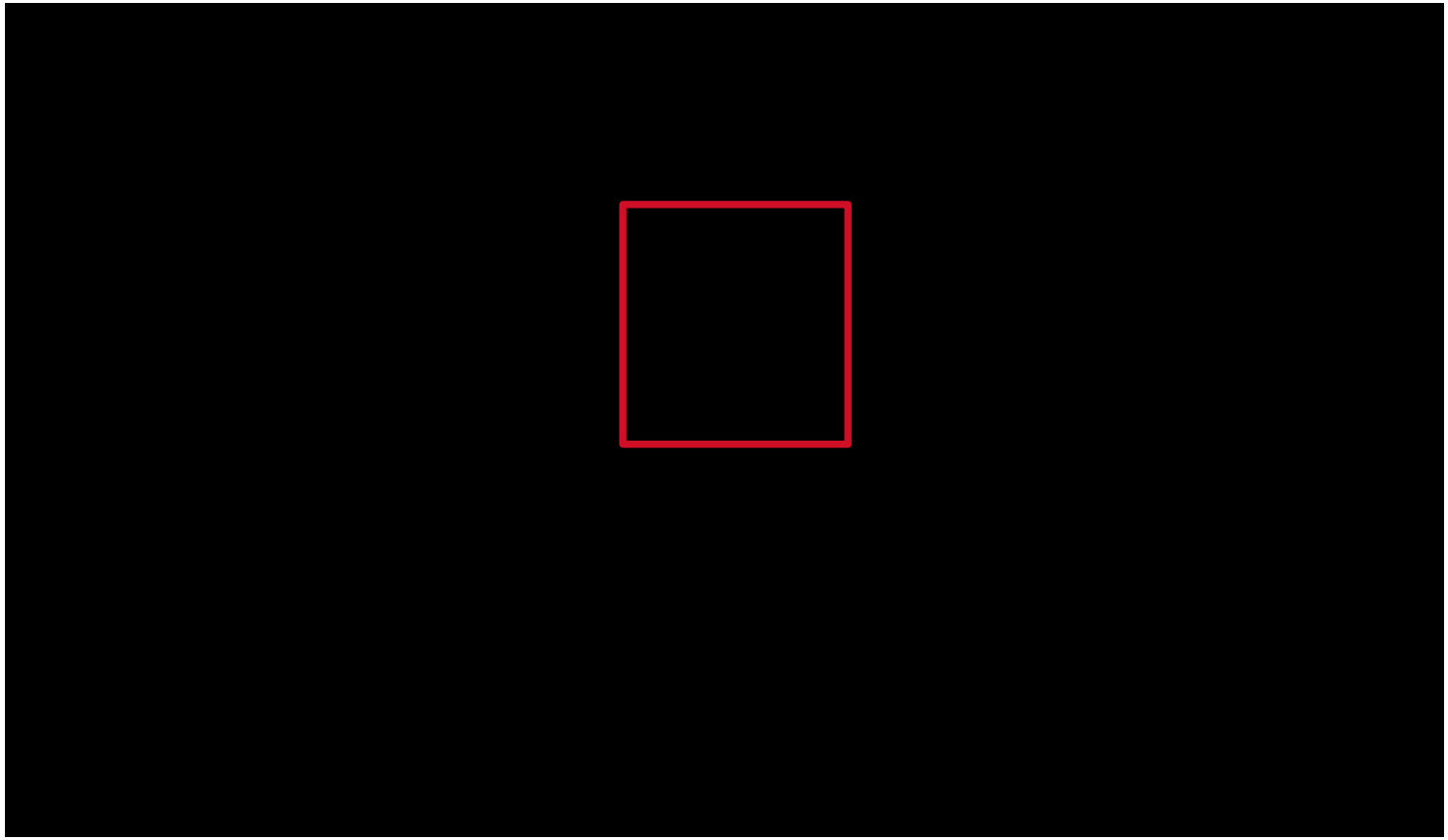
Swipe up to find



Copy Mode

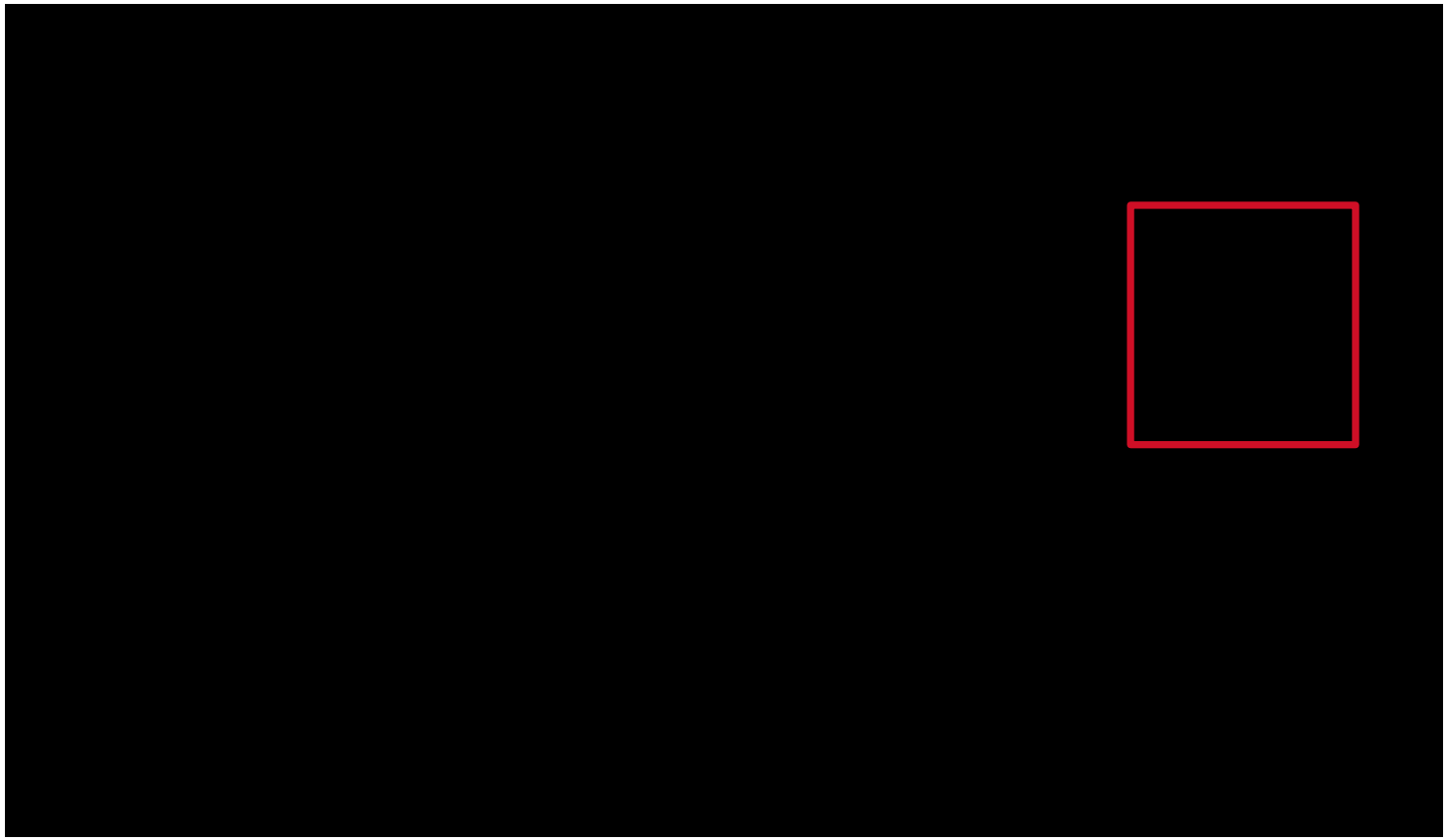
Copy Mode

To copy, select “Enable Copier”

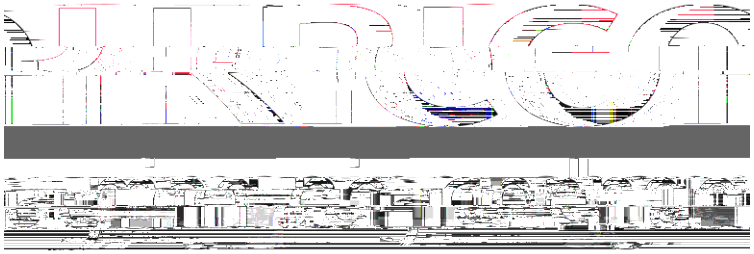


Copy Other Settings

Fax Mode



Fax Features

Dest

The Ricoh Training Team thanks you for attending