

Setup on Ricoh Printer

Jack Yumulu - 2025-05-09 - Comments (0) - Printer

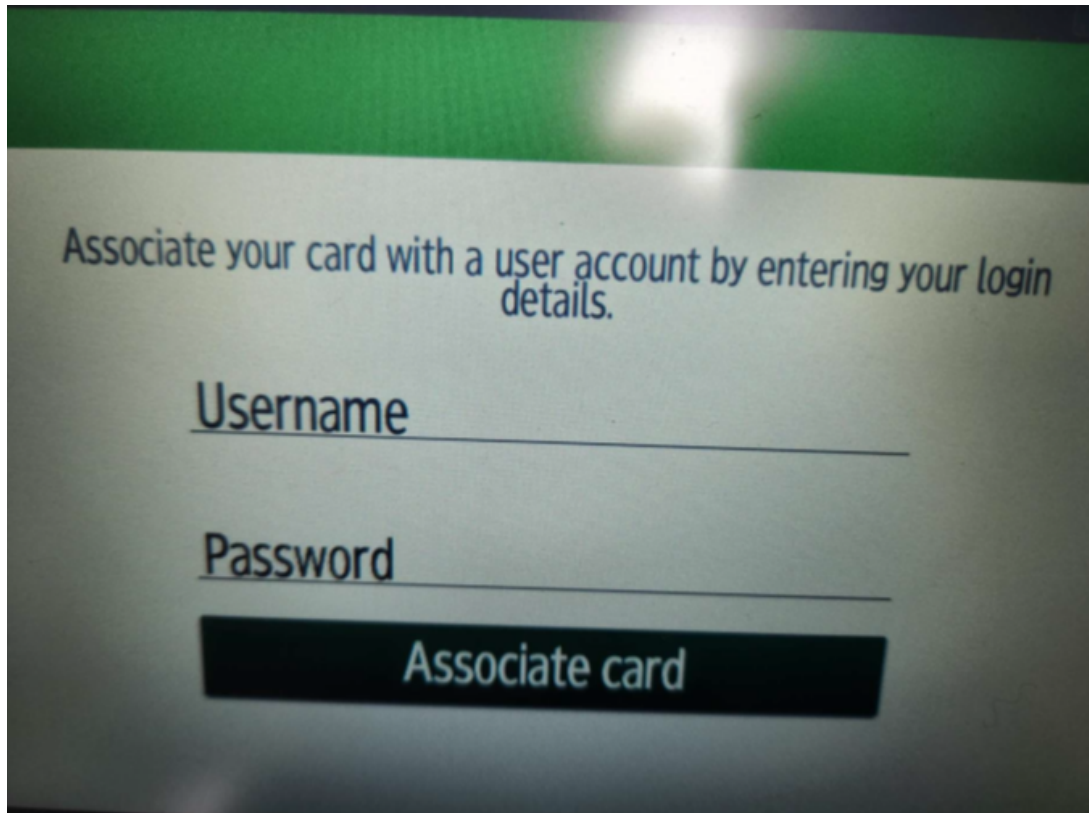
[Setup User on Ricoh Printer](#)

You first need to activate your Card on the system



Take Card out of wallet or purse and swipe on the side panel

It should come up with "Associate your Card with a User account.."



Associate your card with a user account by entering your login details.

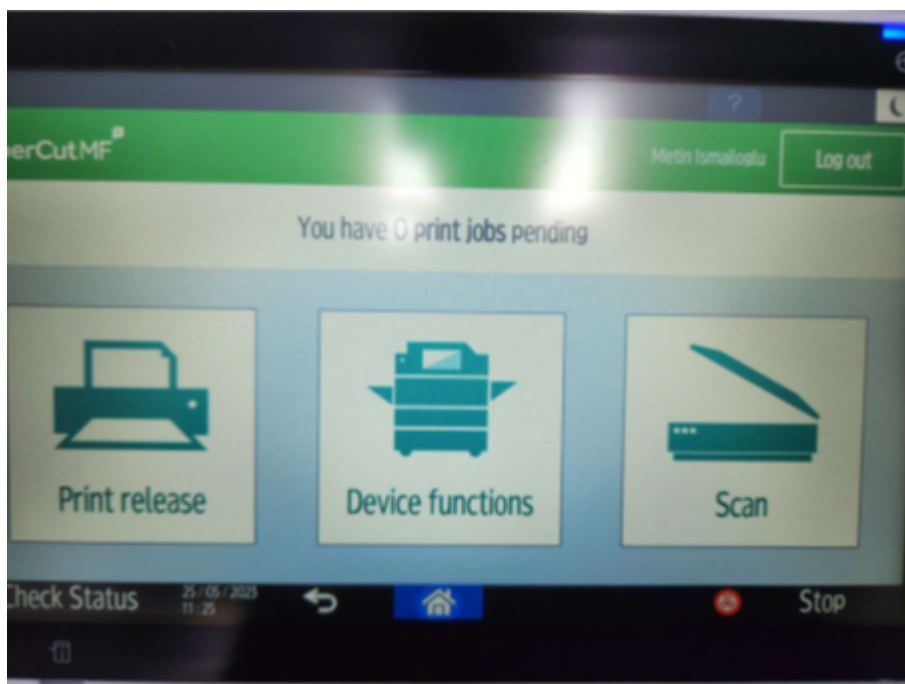
Username

Password

Associate card

Enter your Username which should be FirstName.LastName, click next
Then enter your Network Password
Now click on “Associate Card” Button

Once this is done, Swipe your Card again and this should sign you
in and you should see your Name on the Top Right of the screen



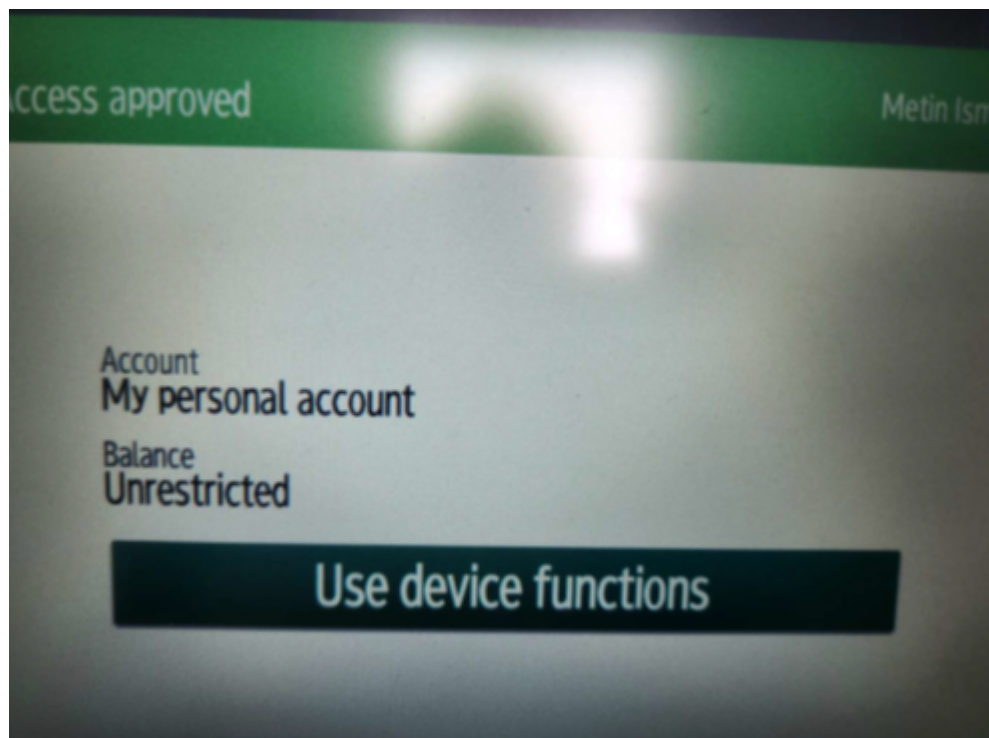
Print Jobs

When you send a Print job, this would be waiting at the Printer to be Released, click "Print Release" and then select the print job to release.

If you want to scan a document to your Email Click "Scan"

If you want to Copy click on

"Device Functions"



Click on “Use device functions”

Now select “Copy”



Attachments

- [Staff-setup-Ricoh-Printer-Swipe-Cards.pdf \(1.10 MB\)](#)