![Sports Entertainment Network]

Setup on Ricoh Printer

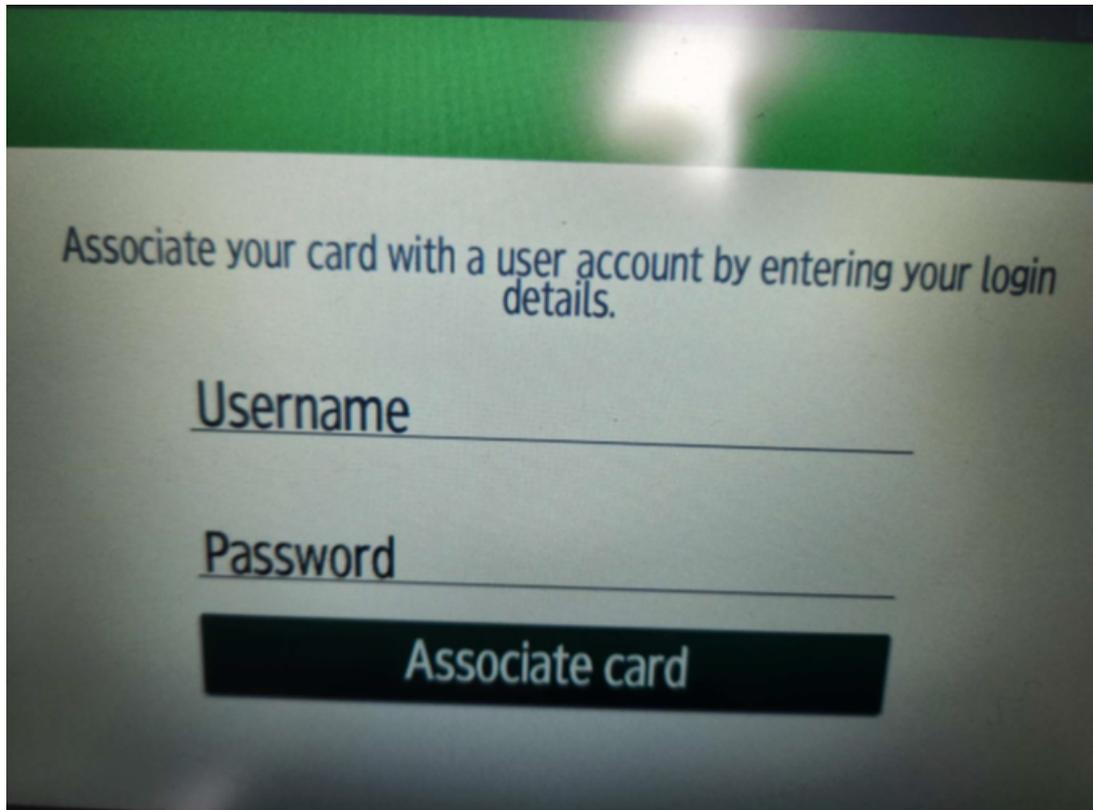Jack Yumulu - 2024-12-27 - Comments (0) - Printer

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.."

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

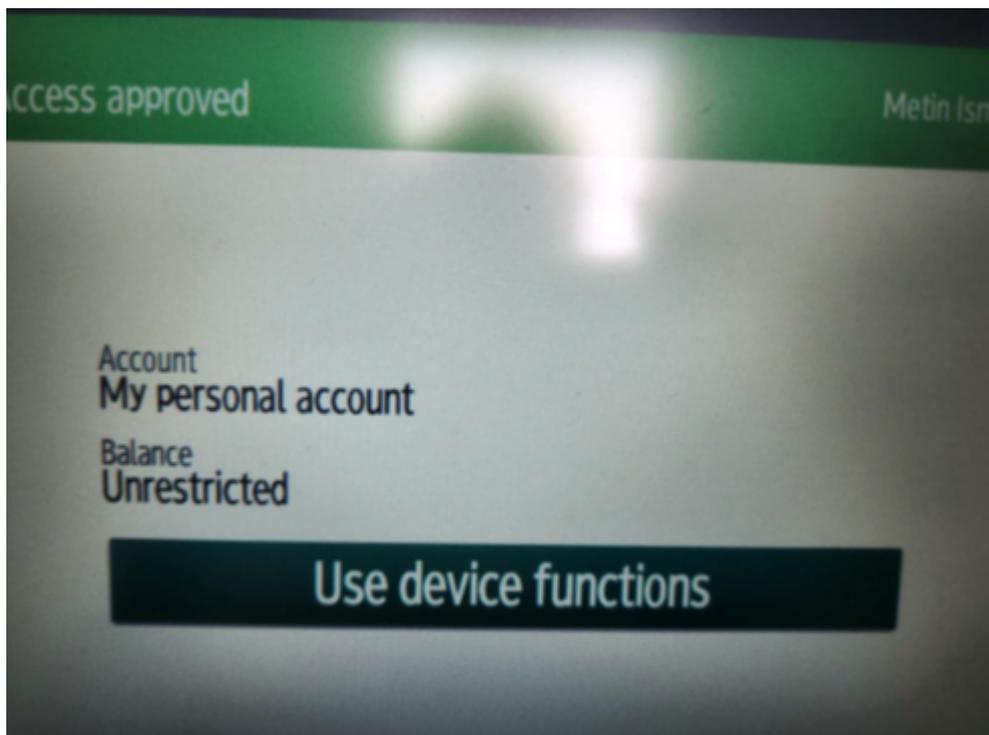in and you should see your Name on the Top Right of the screen
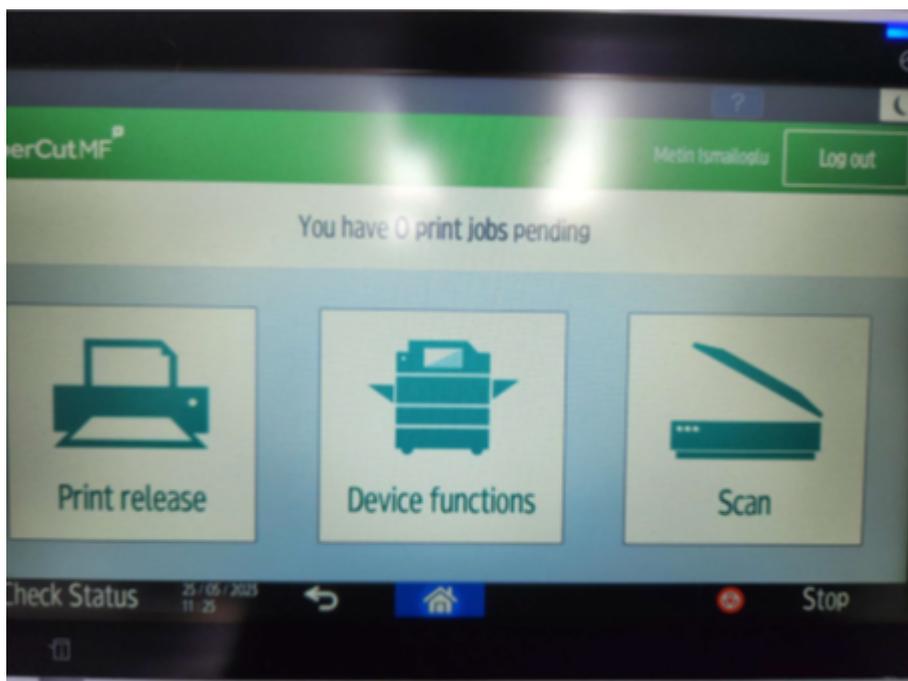
Print Jobs

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

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