MFD GUIDE

QUICK REFERENCE POSTER





System Home Copy Scanner Host Name: ?	SWIPE CARD REGISTRATION SCREEN
Associate your card with a user account by entering your login	- Access the device using your Swipe Card
details.	 Enter your windows credentials (username & password) and select "Associate"
Password Associate card	- If your Swipe card has registered successfully then select "OK"
PaperCut MF 328	NB: This is a one time action the first time you register your swipe card
Check Status 🔢 15/05/2025 🕤 🗥 💿 St	p
ESystem Home Cony Scanner ? ?	ACCESSING THE DEVICE



- Access the device using your Swipe Card (or Username and Password)
- Select from following options:
 - a) Follow you Printing (Print release)
 - b) Device functions
 - c) Scan to me

Windows Counter Host Name: ? C Windows University of the Windows Log out You have 6 print jobs pending Print all Print release Device functions Scan Check Status 13/06/205 Image: Stop

PRINT RELEASE

- Access the device using your Swipe Card (or Username and Password)
- Select "Print all "to release all Jobs or Select "Print Release" to choose an individual print job

	Sostem Horne	canner	Host Name:	-	?		C
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	2 jobs, 4 pages, \$0.56						0
2	Printer Setup.odt 1 copy, 2-sided, Color, LETTER					23 hr. ago	>
2	Printer Setup.odt 1 copy, 2-sided, Color, LETTER					23 hr. ago	>
	Microsoft Word – Black and White or 1 copy, 1–sided, Grayscale, A4	ly.docx				Yesterday	>
	AC8601ED 1 copy, 1-sided, Color, A4					2 days ago	>
	Microsoft Word – Test_5_Pages.docx 1 copy, 1–sided. Color. A4					2 days ago	>
		Print	as grayscale	Print as 2-s	ided 👕	Print	
	Check Status 13/06/2025	<₽	谷		0	Stop	



SCANNING

- Access the device using your Swipe Card (or Username and Password)
- Select 'Scan' button.
- Select Settings to customize scan output
- Press the <Start Scanning> button.





COPYING

- Access the device using your Swipe Card (or Username and Password)
- Select "Device Functions" button.
- Select 'Copy' button on the screen.
 - Enter the number of copies using the
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- numerical keypad.
- Press the <Start> button.



REMEMBER TO LOGOUT !!

Press the logout button or swipe your Swipe Card.

PAPER JAM

All paper tends to curl. Refer to the Ricoh User Guide for loading instructions to minimise paper jams.

SKEWED COPY OUTPUT

Make sure the slide guides on the Document Handler and Paper Tray are pushed up to the edges of your paper.

For support please phone 0508 UC IT HELP (0508 824 843)