

QUICK START USER GUIDE

RICOH MP C4504EX

Serial#:

Department:

Rm#:

Projected install date:

Learn about your Ricoh MP C4504EX

Live virtual training

Virtual training sessions will be offered on Tuesdays, Wednesdays and Thursdays at 11 a.m., from Oct 31 through Dec. 6.

Join a live session by phoning **1 866 946 1643** or **1 866 946 1649** and using the participant code **41000997**.

Then go to <https://www.anywhereconference.com/>, select **"I'm a participant"**, enter **your name**, web login **202246980** and participant pin code **19499921#**.

Prerecorded virtual training

brocku.sharepoint.com/information-technology/Pages/ricohmfd.aspx

PDF of our detailed Training-Booklet


brocku.sharepoint.com/information-technology/Pages/ricohmfd.aspx

Login screen at Ricoh MP C4504EX

Swipe staff card or Key-in "User Name" and "Password"

CopyScannerPaperCut?

PaperCutMF



Swipe your card or enter your login details to continue.

Username

Password

Log in

PaperCut MF 2.0.2Admin

Check Status↩️🏠⌛Stop

Account information

Your account number will appear under "Account"

CopyScannerPaperCutLogged in: [ctatarnic]?Logout

PaperCutMF

Account

CITS/CITS-115014037

Balance

Unrestricted

Pages

0

Check Status↩️🏠⌛Stop

Access approved screen

Your are ready to print/copy/fax



Account
CITS/CITS--115014037

Balance
Unrestricted

Use device functions



Ready to print

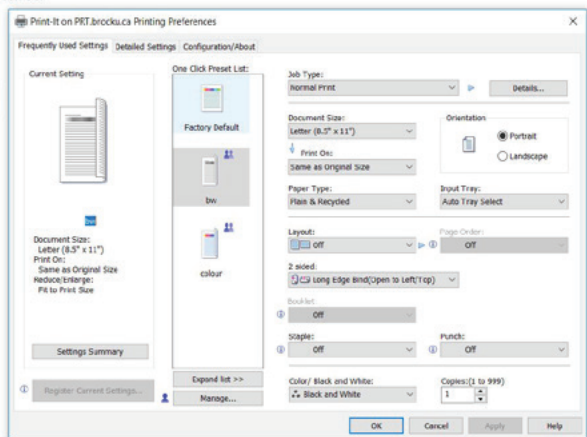
Print with "Print-It" universal driver

Print-It on PRT.brocku.ca

Manage your device

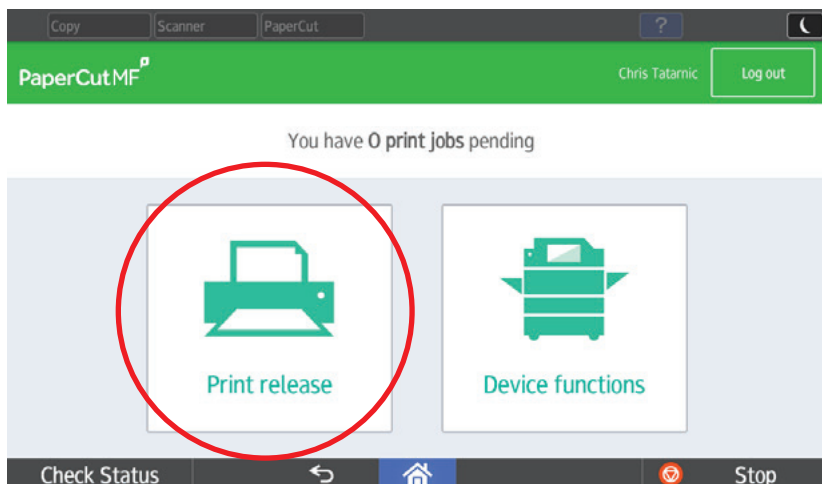
Printer status: Idle
Open print queue Set as default

- [Print a test page](#)
- [Run the troubleshooter](#)
- [Printer properties](#)
- [Printing preferences](#)
- [Hardware properties](#)



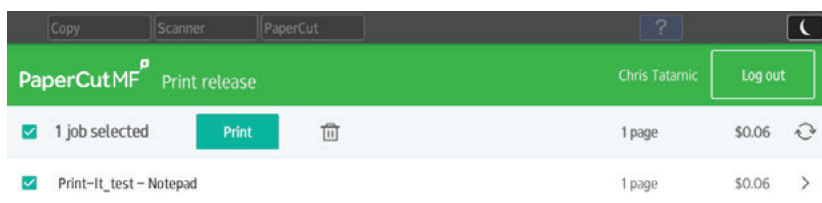
Print release

Select "Print Release" icon/button



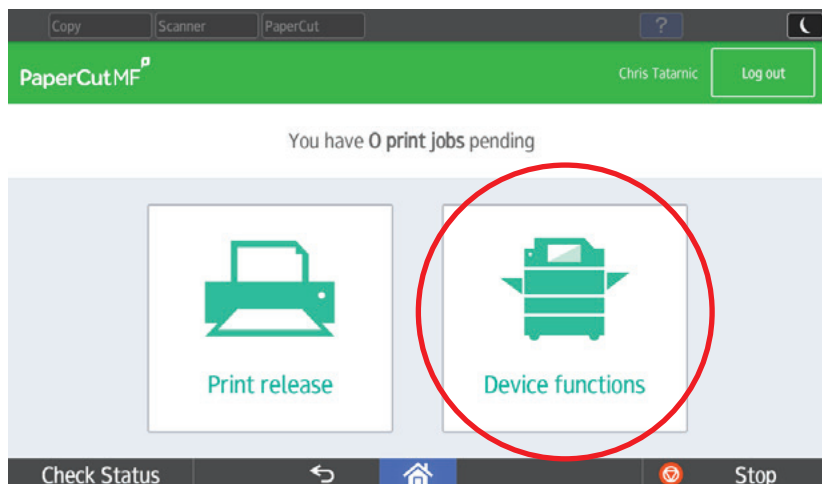
Select job

Select your job. Logout after process is complete



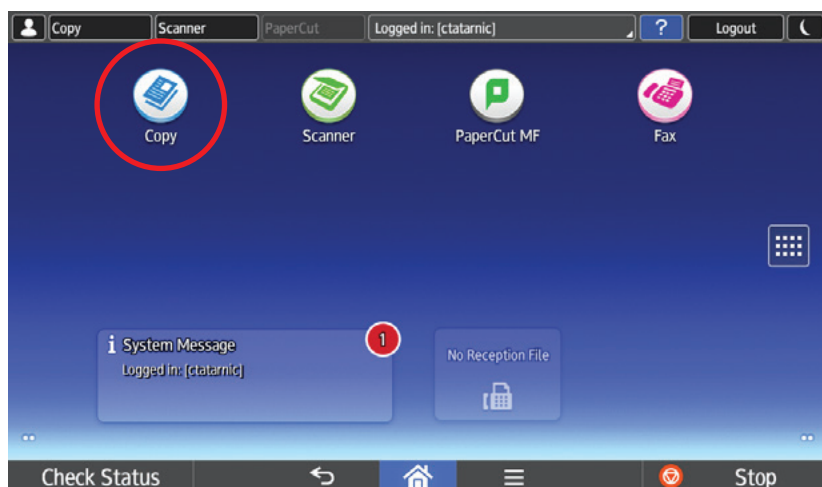
How to copy

Select Device function icon/button



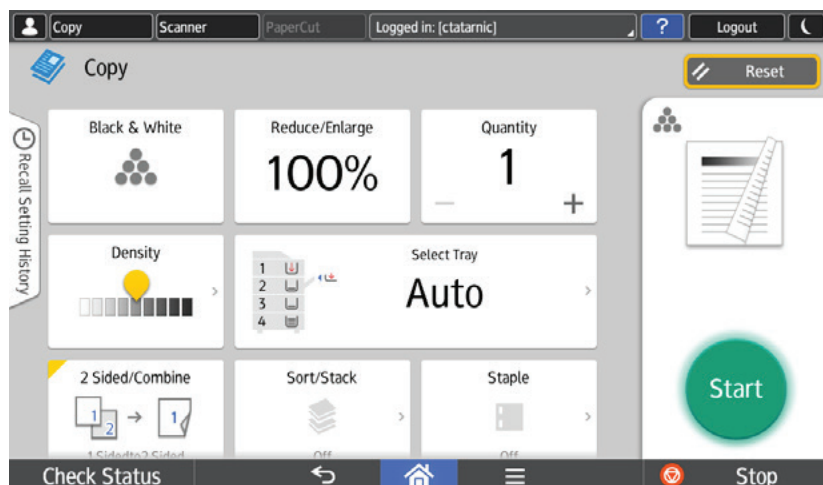
Function screen

Select copying icon/button



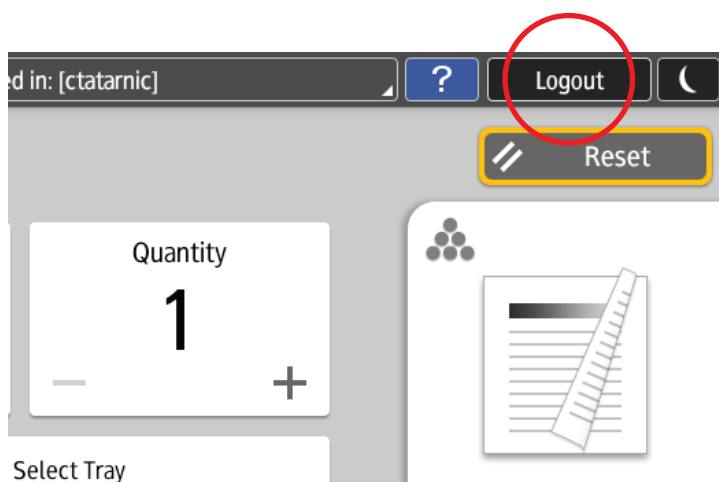
Copying settings

Choose: Colour settings, quantities, etc.



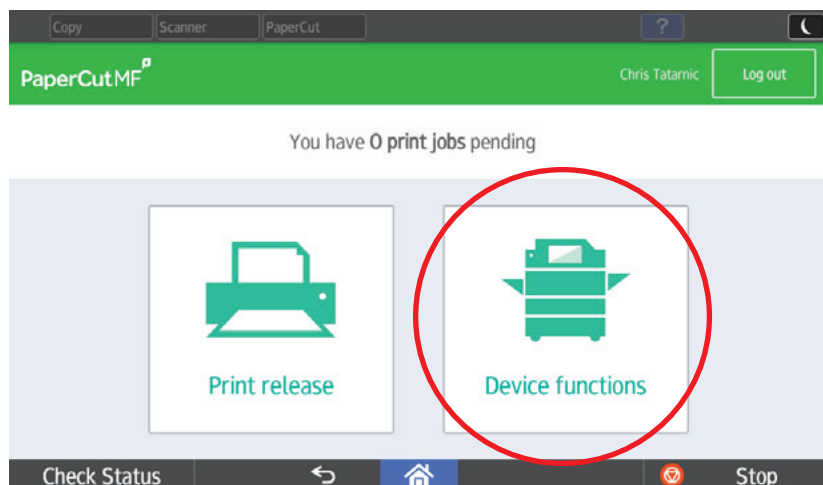
Logout

After project is completed press **"logout"** (Device will auto logout after 5 minutes)



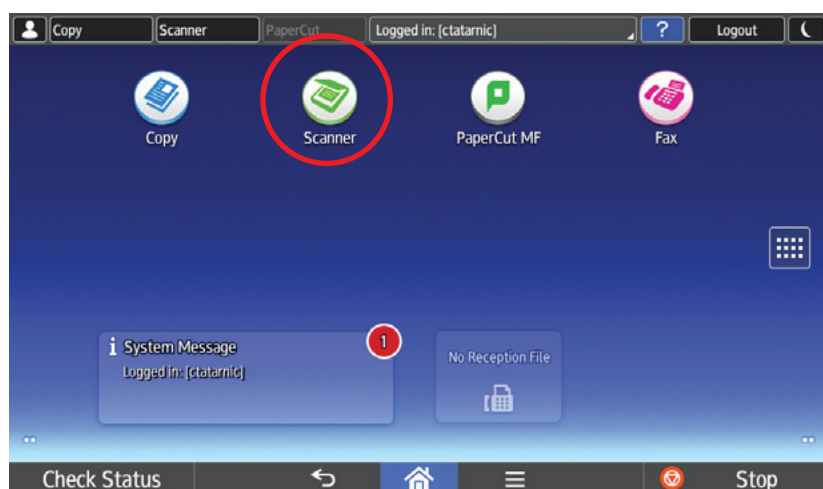
How to scan

Select Device function icon/button



Function screen

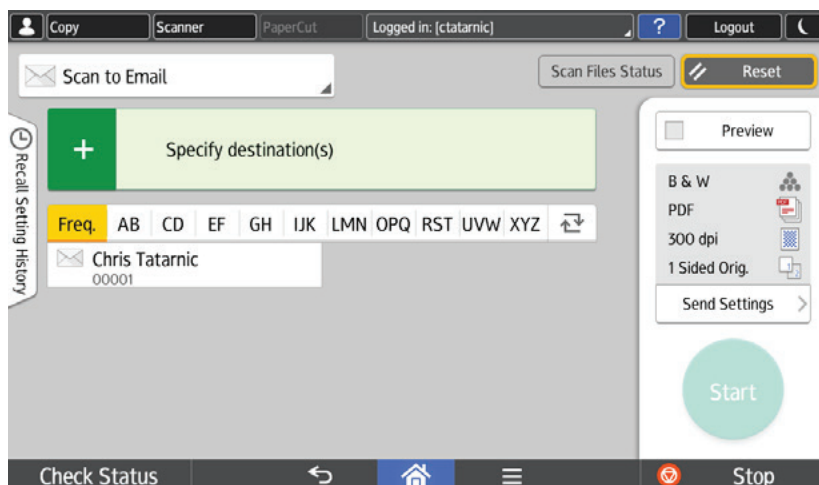
Select scan icon/button.



Scanning settings

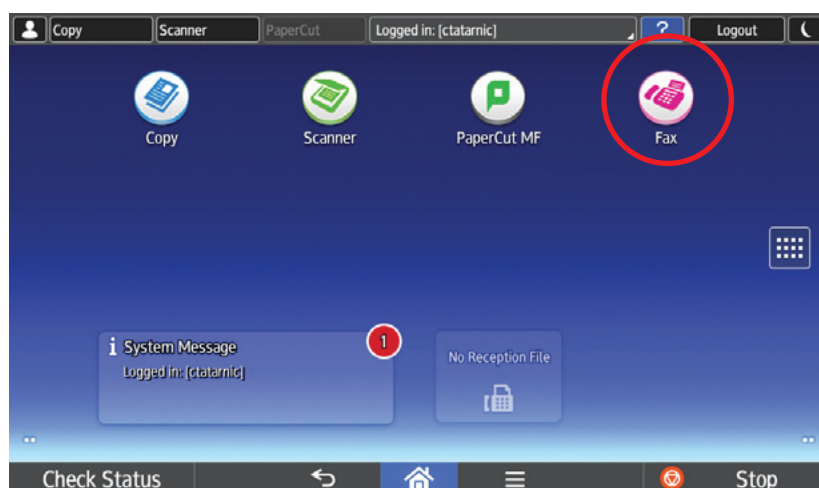
Choose: Save file settings, resolution, colour, etc.

Send scanned file back to your email or another internal email only.



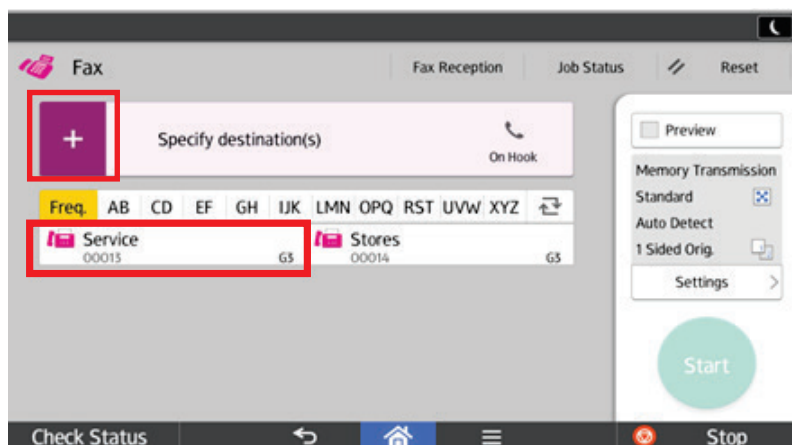
How to fax

Go to function screen and select fax icon/button. (Not all devices have this feature)



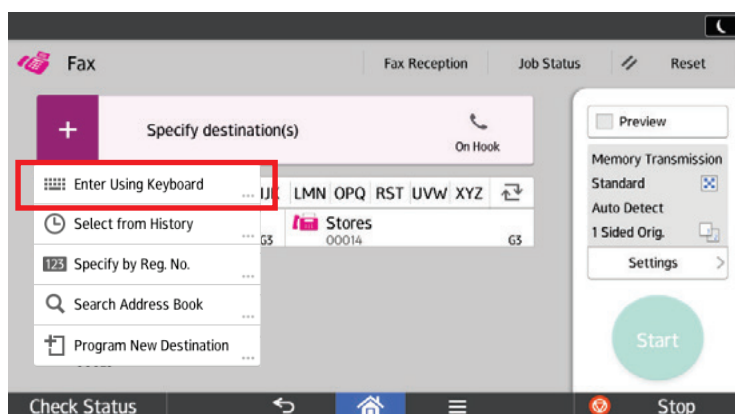
Start to fax

Press “+” for drop down.



Send fax

Select from a per-programmed destination or enter number using keypad.



Fax using keypad

Enter "9" and "Pause" before fax number.

The image shows a digital keypad interface for a fax machine. At the top, there's a header bar with a 'Fax' icon and label, and tabs for 'Fax Reception', 'Job Status', and 'Reset'. Below the header is a pink input area with a plus sign, a fax icon, and a delete button. The main keypad is a 12-button numeric keypad with letters assigned to numbers 2-9. To the left of the keypad are three function buttons: 'Period', 'Pause', and 'Tone'. To the right are 'Keyboard', 'Input Another', and 'Finished' buttons. On the far right is a settings panel with a 'Preview' checkbox, 'Memory Transmission' options (Standard, Auto Detect, 1 Sided Orig.), and a 'Settings' button. A large green 'Start' button is at the bottom right of the settings panel. The bottom of the screen has a dark bar with 'Check Status', navigation icons (back, home, menu, search), and a 'Stop' button.

1	2	3
	ABC	DEF
4	5	6
GHI	JKL	MNO
Period		Keyboard
Pause	7	8
	PQRS	TUV
Tone	9	WXYZ
	*	0
		#
		Input Another
		Finished

Check Status ⏪ 🏠 ☰ 🔍 ⏹ Stop

Please provide the following information for all service issues.

Serial#:

Department:

Rm#:

Need service?

1. Ricoh MP C4504ex issues:

MyRicoh.ca

1-800 267 9469

2. Paper Cut or networking issues:

Please submit an ITS Help Desk Request.

905 688 5550 x4357

Need supplies?

For toner and staples, please contact Printing Services.

On-line: *Brock DB - Printing Services - Stationery Orders*

905 688 5550 x3207

 **Return all used toner and staple cartridges to Printing Services for the Ricoh Recycling program.**