

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"

Copy Scanner PaperCut ?

PaperCut MF

Swipe your card or enter your login details to continue.



Username _____

Password _____

Log in

PaperCut MF 2.0.2 Admin

Check Status ↩ Home ⚠ Stop

Account information

Your account number will appear under "Account"

Copy Scanner PaperCut Logged in: [ctatarnic] ? Logout

PaperCut MF

Account
CITS/CITS-115014037

Balance
Unrestricted

Pages
0

Check Status ↩ Home ⚠ Stop

Access approved screen

Your are ready to print/copy/fax



Account
CITS/CITS-115014037

Balance
Unrestricted

Use device functions



Ready to print

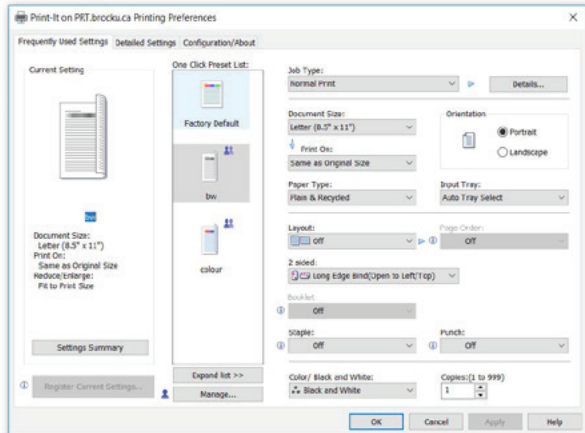
Print with "Print-It" universal driver

Print-It on PRT.brocku.ca

Manage your device

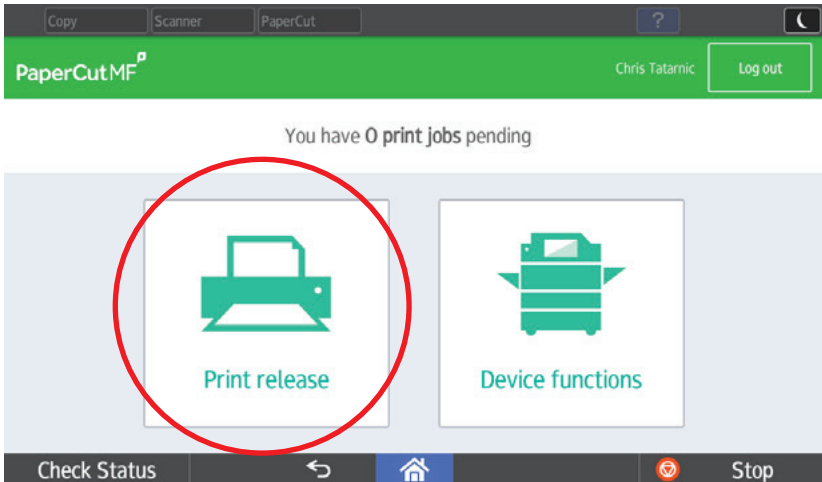
Printer status: Idle
Open print queue Set as default

- Print a test page
- Run the troubleshooter
- Printer properties
- Printing preferences
- Hardware properties



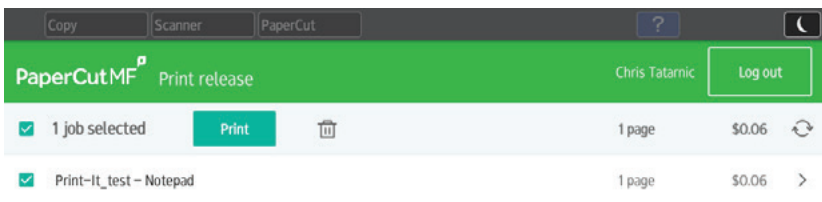
Print release

Select "Print Release" icon/button



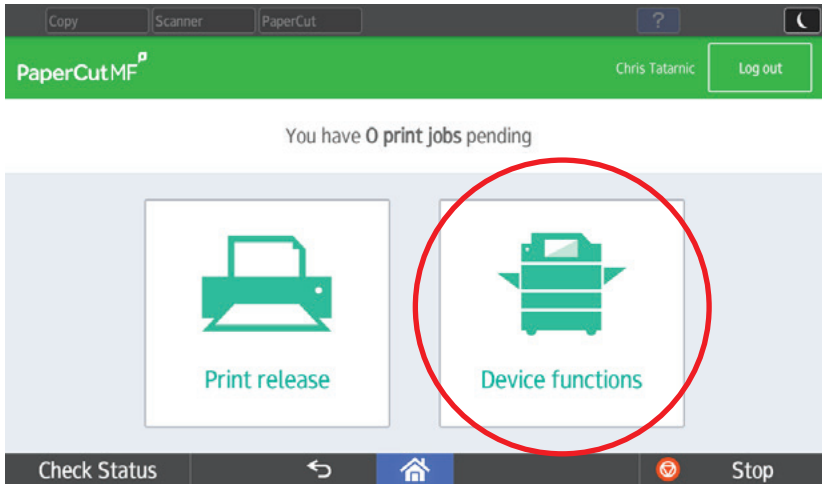
Select job

Select your job. Logout after process is complete



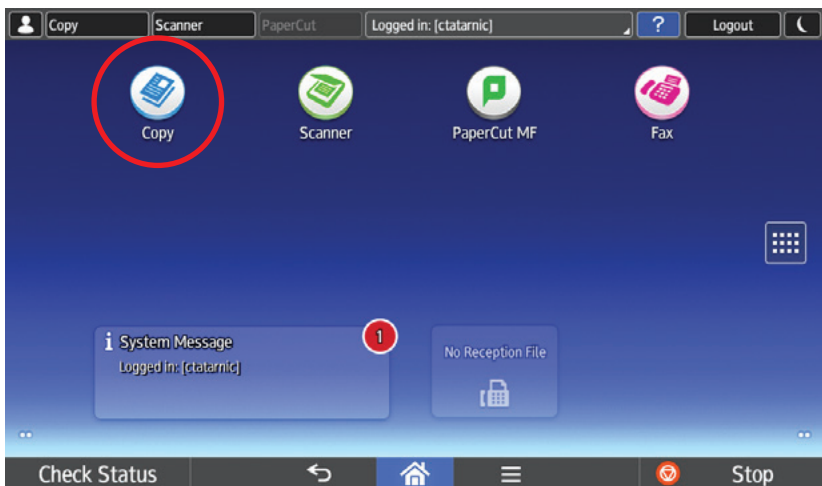
How to copy

Select Device function icon/button



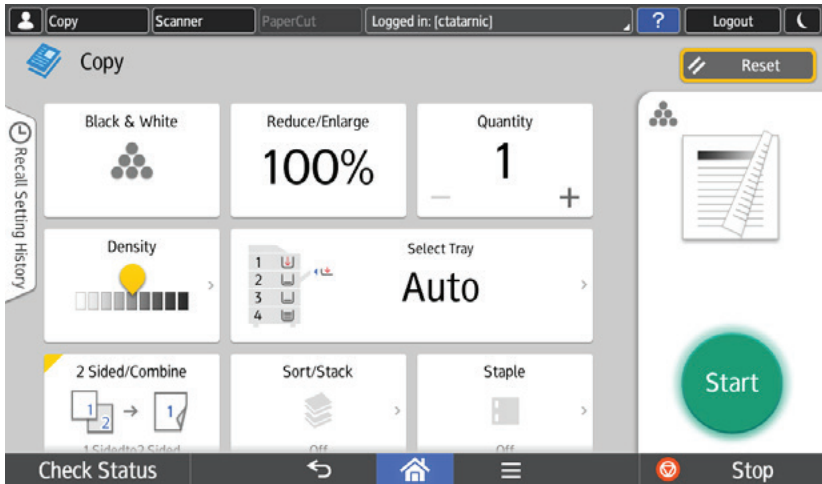
Function screen

Select copying icon/button



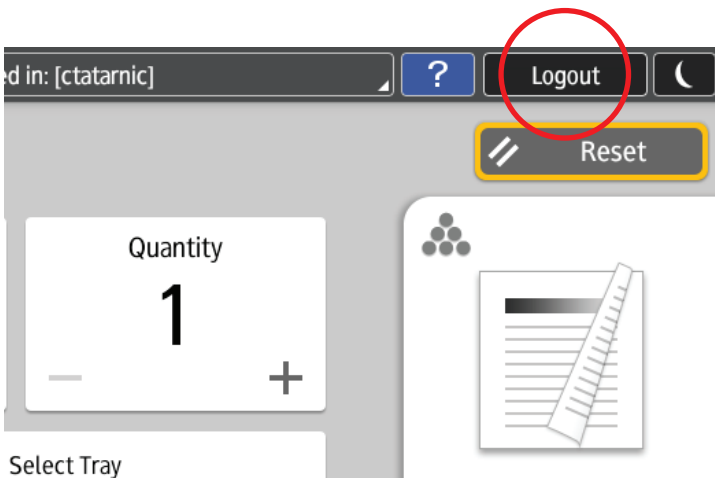
Copying settings

Choose: Colour settings, quantities, etc.



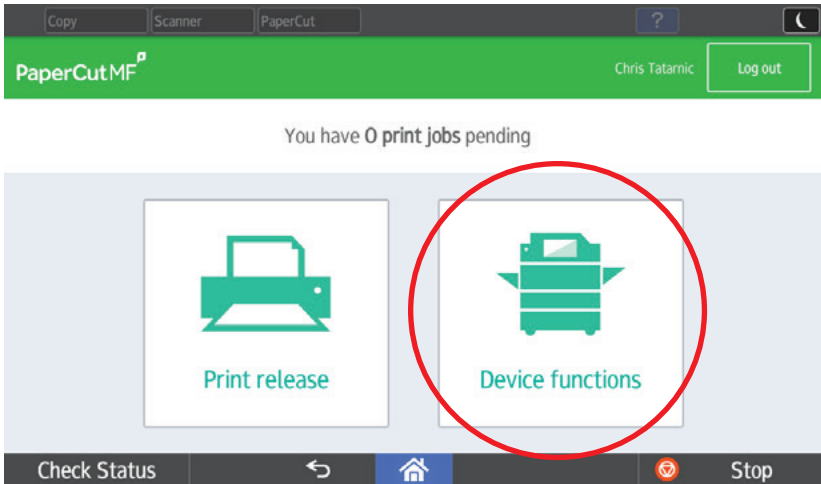
Logout

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



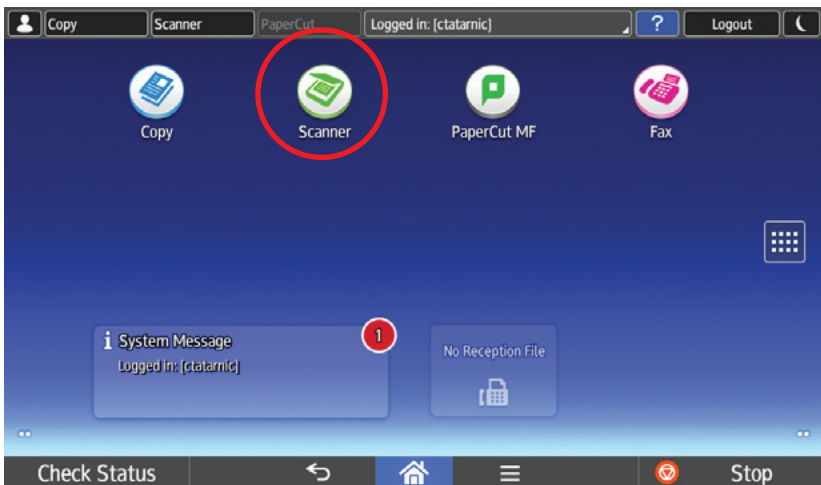
How to scan

Select Device function icon/button



Function screen

Select scan icon/button.



Scanning settings

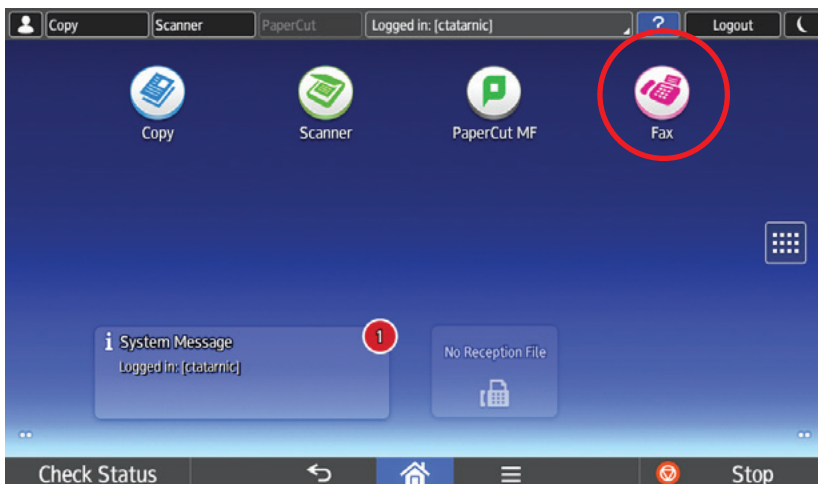
Choose: Save file settings, resolution, colour, etc.

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



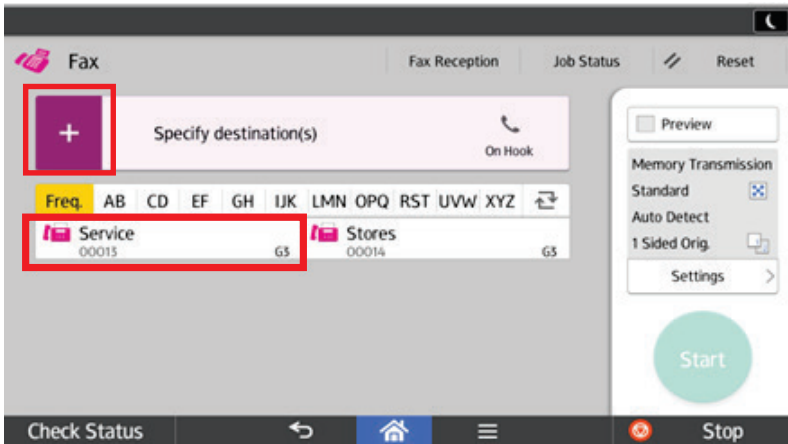
How to fax

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



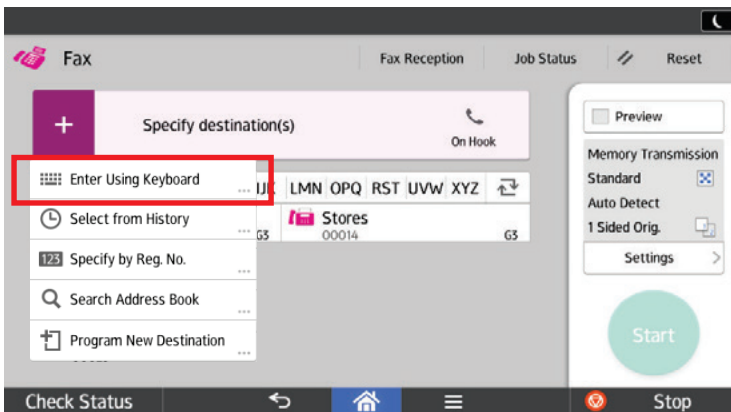
Start to fax

Press “+” for drop down.



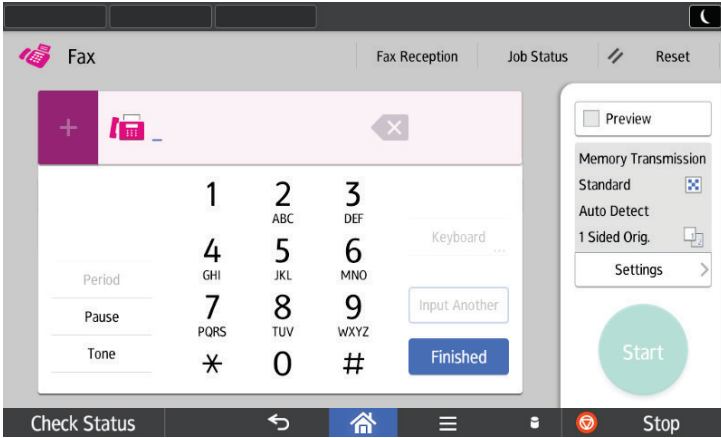
Send fax

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



Fax using keypad

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



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.