Brock
University

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"**

Account information

Your account number will appear under **"Account"**

Access approved screen

Your are ready to print/copy/fax

Ready to print

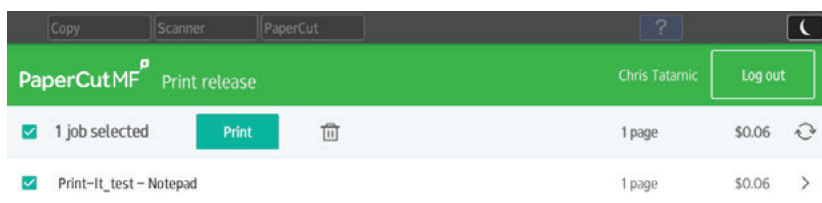Print with **"Print-It"** universal driver
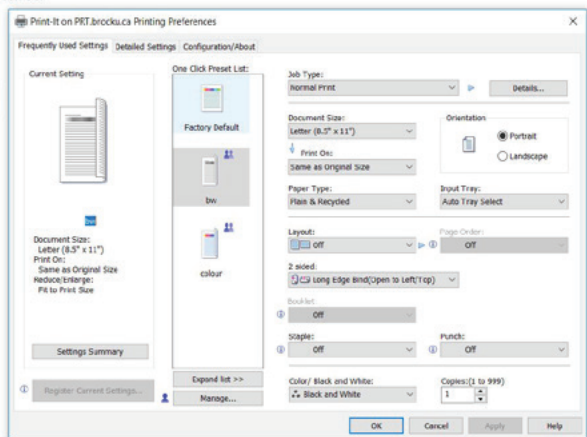
Print release

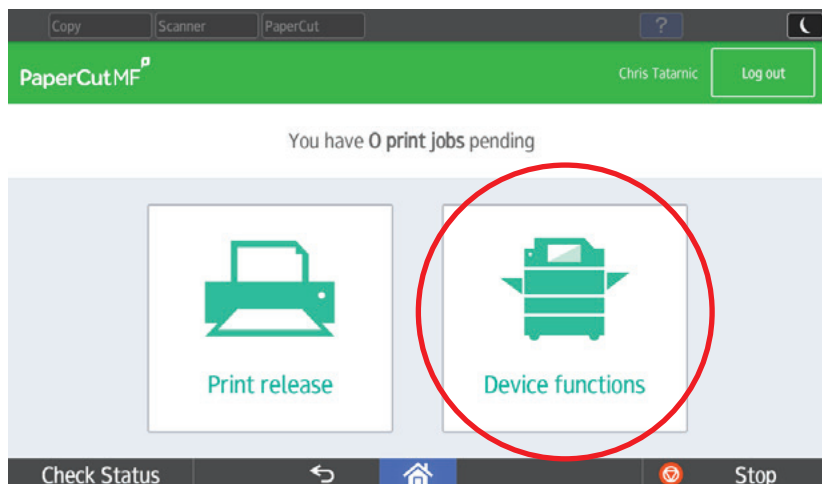Select **"Print Release"** icon/button
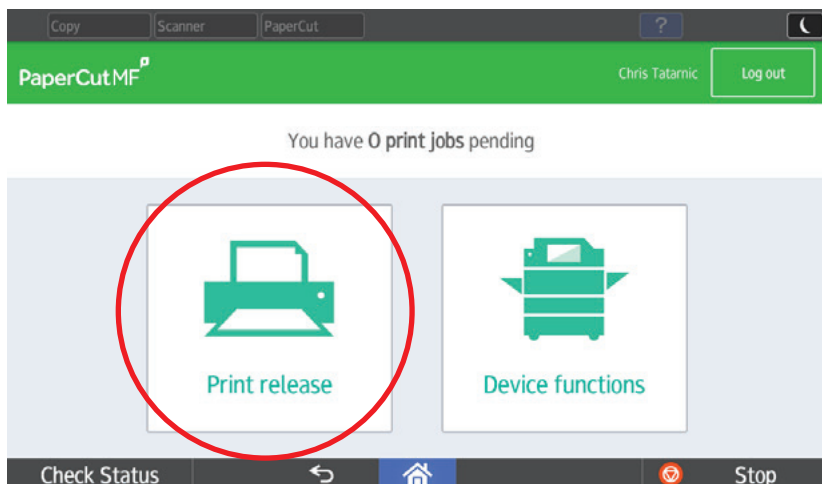
Select job

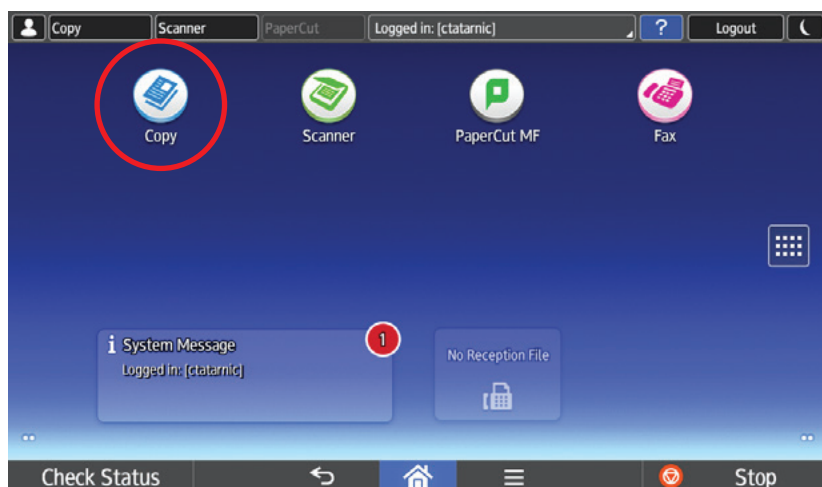Select your job. Logout after process is complete

How to copy

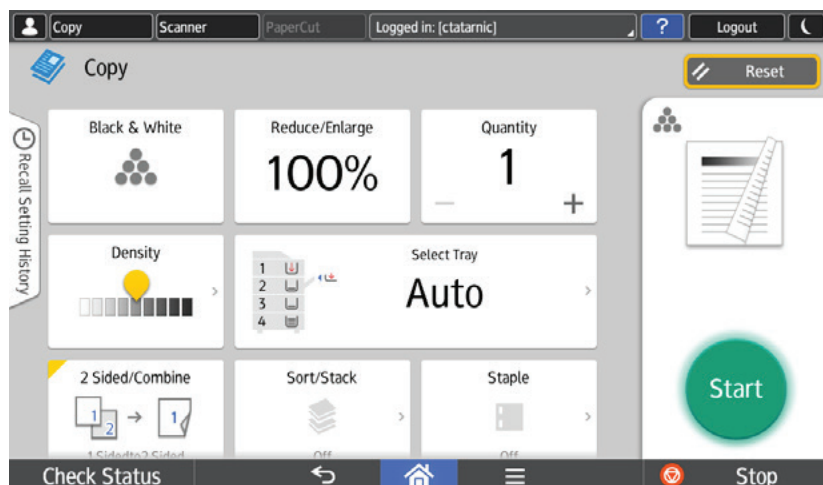Select Device function icon/button

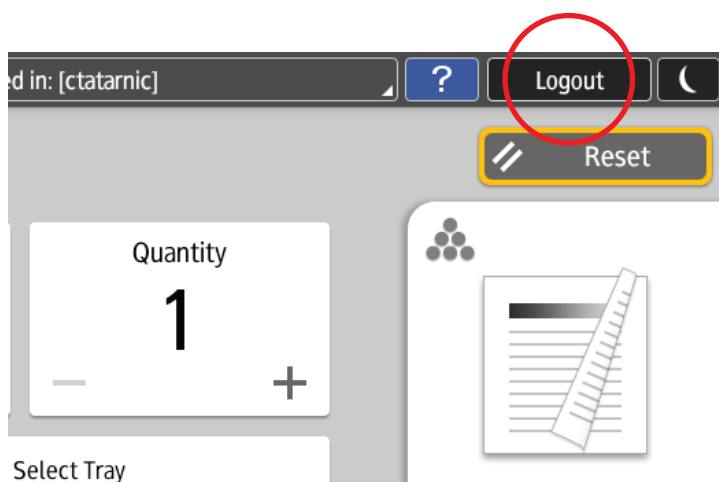

Function screen

Select copying icon/button

Copying settings

Choose: Colour settings, quantities, etc.
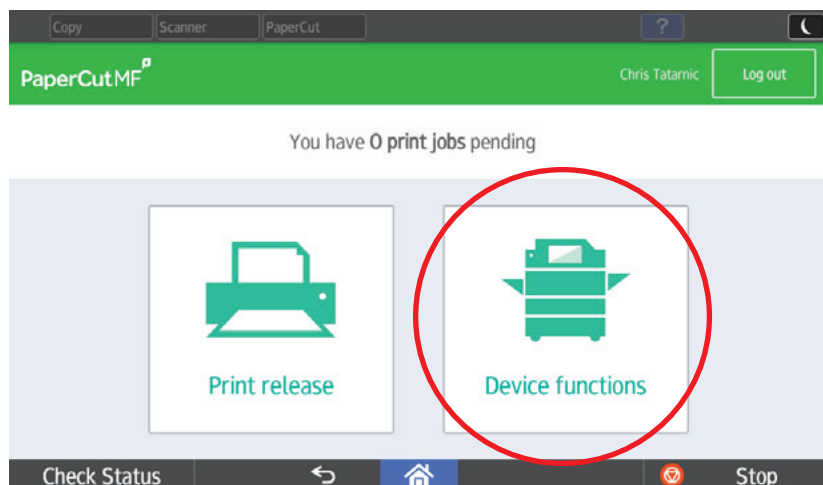

Logout

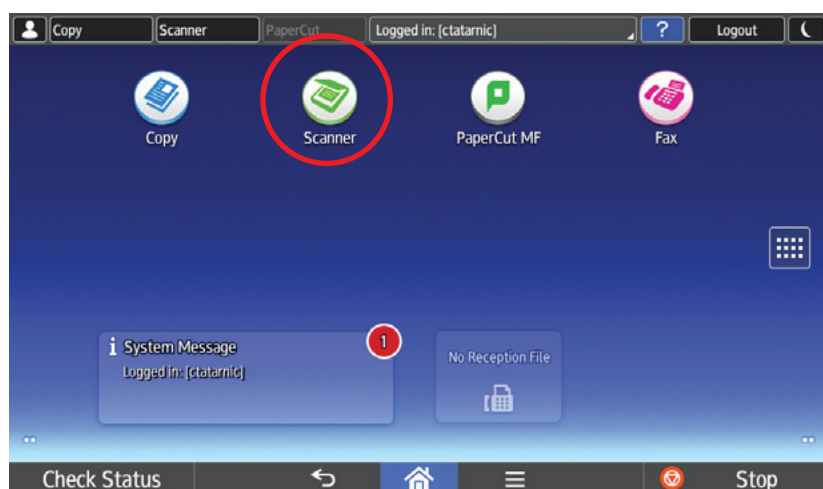After project is completed press **"logout"** (Device will auto logout after 5 minutes)

How to scan

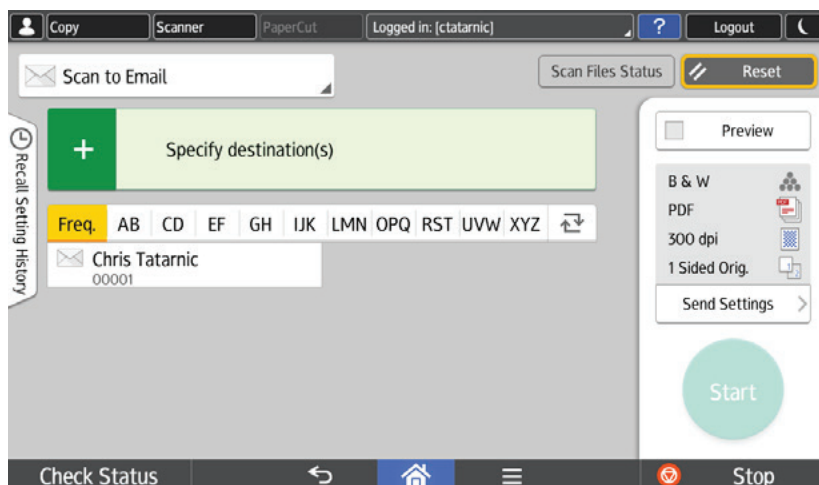Select Device function icon/button

Function screen

Select scan icon/button.
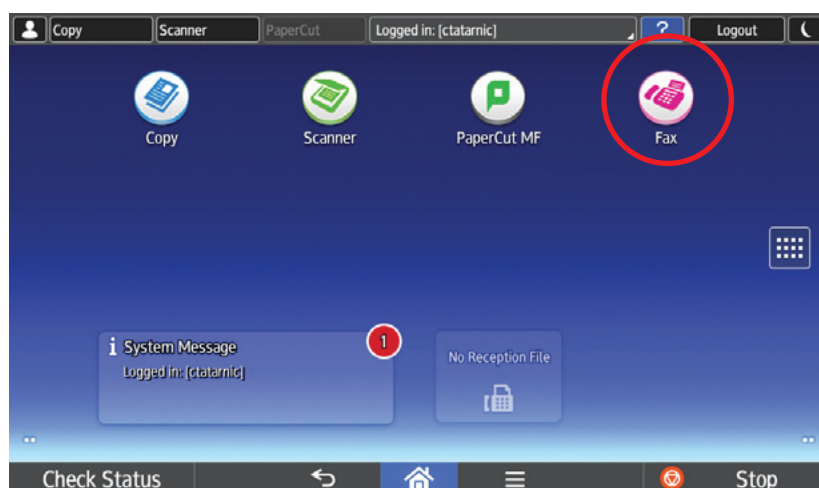
Scanning settings

Choose: Save file settings, resolution, colour, etc.
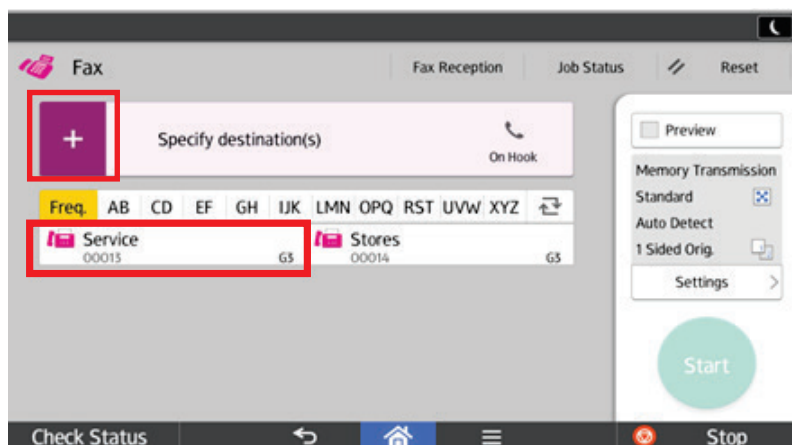Send scanned file back to your email or another internal email only.

How to fax

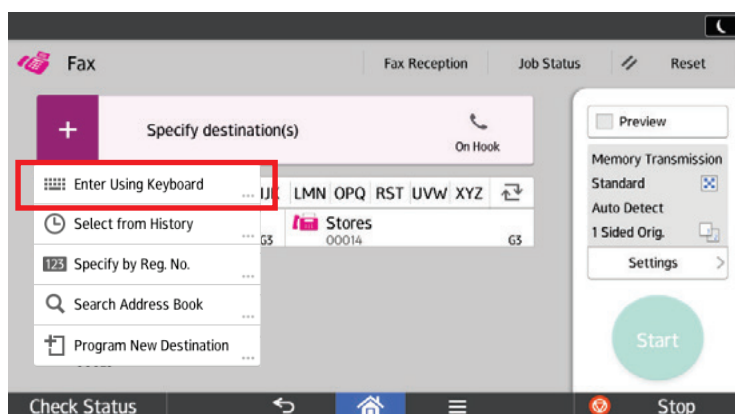Go to function screen and select fax icon/button. (Not all devices have this feature)

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.**