



NYU Shanghai Technology Services

A Brief Introduction to Multifunction Printers (MFPs)

How to print in color from MS Office on Windows	5
How to print in color from MS Office on Mac	6
How to staple on Mac	7
How to staple on Windows	9
How to log in to the MFP control panel	10
How to print	11
Scan--to--Me	13
How to scan	14
How to copy	15
How to fax	17

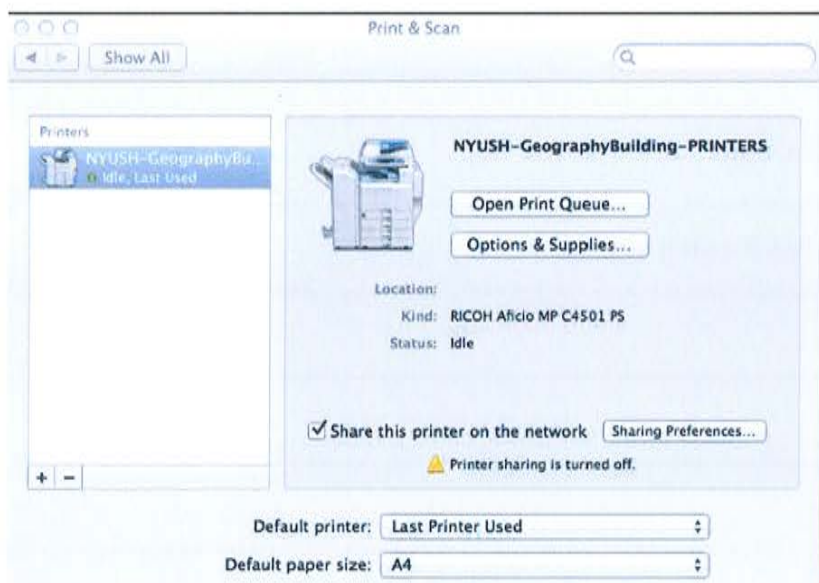
There are 16 Ricoh Color MFPs covering the campus printing services, the location as below

Color	B18	Color	1008 pantry
Color	F109A	Color	1031 pantry
Color	423	Color	1049 pantry
Color	AA area	Color	1062 pantry
B/W	AA area	Color	1162 pantry
Color	Wellness aisle	Color	1131 pantry
Color	605A	Color	1262 pantry
		Color	1231 pantry
		Color	1434
		Color	1425 pantry

In your computer, all of these printers share the name “**NYUSH--PudongCampus--PRINTERS** or **NYUSH--GeographyBuilding--PRINTERS**.” NYUSH uses the Equitrac Express application to manage the MFPs, which allows you to print from *any* MFP using your **6--digit printing code**. When you send a document to the printer, the document will be saved in the printing queue for 8 hours, after 8 hours if the documents still have not been printed it will be automatically deleted.

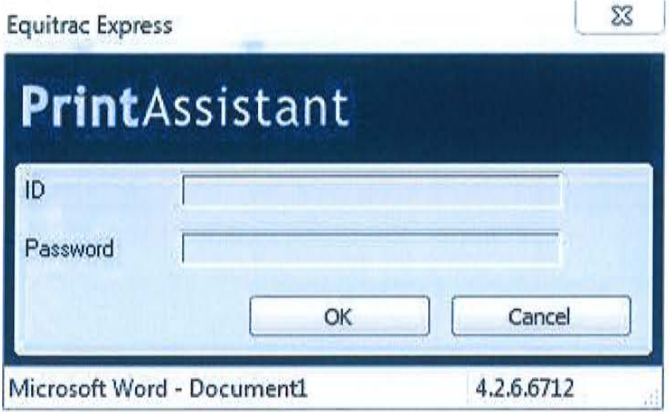
All NYUSH computers are delivered to the users with the correct print driver installed. If the MFP driver and agent application have been properly installed and configured, you will see the MFP name in “Devices and Printers” (Windows) or “Print & Scan” (Mac). Please see the screenshot below for an example of the driver on Mac OS.

Note: if your computer was configured and delivered prior to the MFP implementation, we will need to work with you individually to give your computer printer access. Please send email to shanghai.it.help@nyu.edu to schedule a setup appointment.



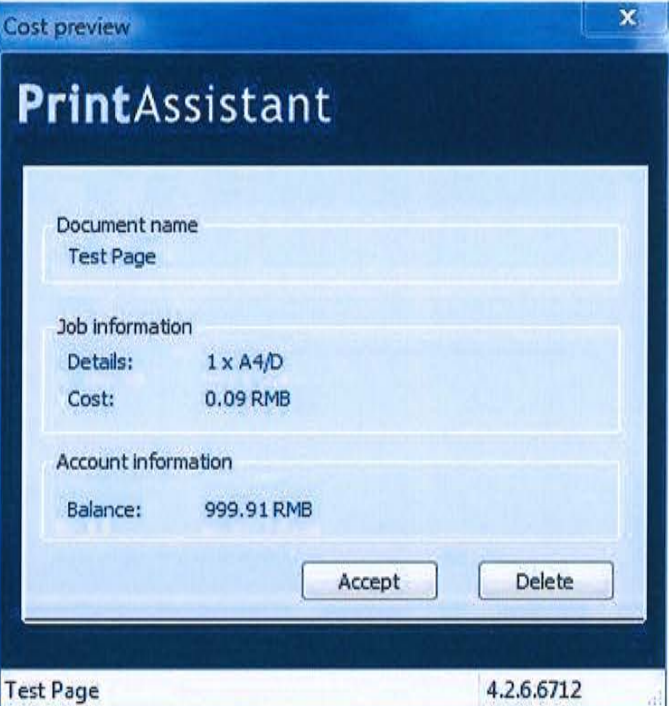
When ready to print, select **NYUSH--PudongCampus--PRINTERS** or

NYUSH--GeographyBuilding--PRINTERS as your desired printer. After clicking **Print**, you will be asked to input your ID in the Equitrac Express PrintAssistant window (see image below). For "ID," enter **your 6--digit printing code**. Leave "Password" blank. Click **OK**.



The image shows a Windows-style dialog box titled "Equitrac Express" with a close button (X) in the top right corner. The main title of the dialog is "PrintAssistant". It contains two input fields: "ID" and "Password". Below these fields are two buttons: "OK" and "Cancel". At the bottom of the dialog, there is a status bar that reads "Microsoft Word - Document1" on the left and "4.2.6.6712" on the right.

After clicking OK, another window will pop up with a cost preview containing your document name, print job information, and printing account balance.



The image shows a Windows-style dialog box titled "Cost preview" with a close button (X) in the top right corner. The main title of the dialog is "PrintAssistant". It contains three sections of information: "Document name" with the value "Test Page", "Job information" with "Details: 1 x A4/D" and "Cost: 0.09 RMB", and "Account information" with "Balance: 999.91 RMB". At the bottom of the dialog are two buttons: "Accept" and "Delete". At the very bottom, there is a status bar that reads "Test Page" on the left and "4.2.6.6712" on the right.

Click **Accept** to send your job to the printer.

The cost for printing/copying per page is as follows:

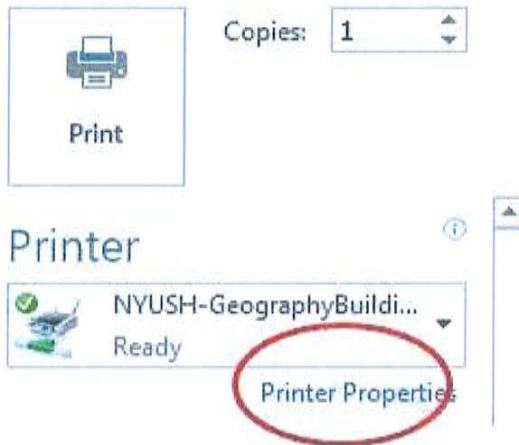
Ricoh C4502/C4503	B&W	<i>Flat rate</i>	0.09 RMB/page
	Color	1---5,999 pages	1.60 RMB/page
	Color	6,000---9,999 pages	1.40 RMB/page
	Color	Over 10,000 pages	1.20 RMB/page
Ricoh 9002	B&W	<i>Flat rate</i>	0.09 RMB/page

Note: Scanning is free.

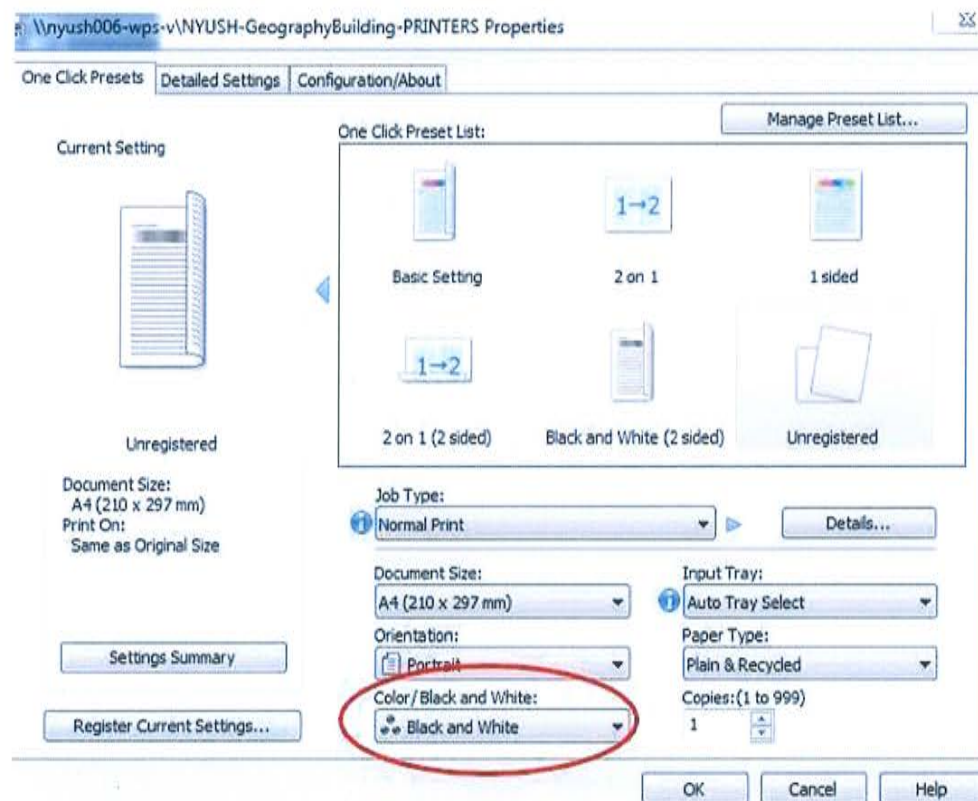
Since color printing is significantly more expensive, we recommend that you print in black and white unless the print job requires color.

How to print in color from MS Office on Windows

Print

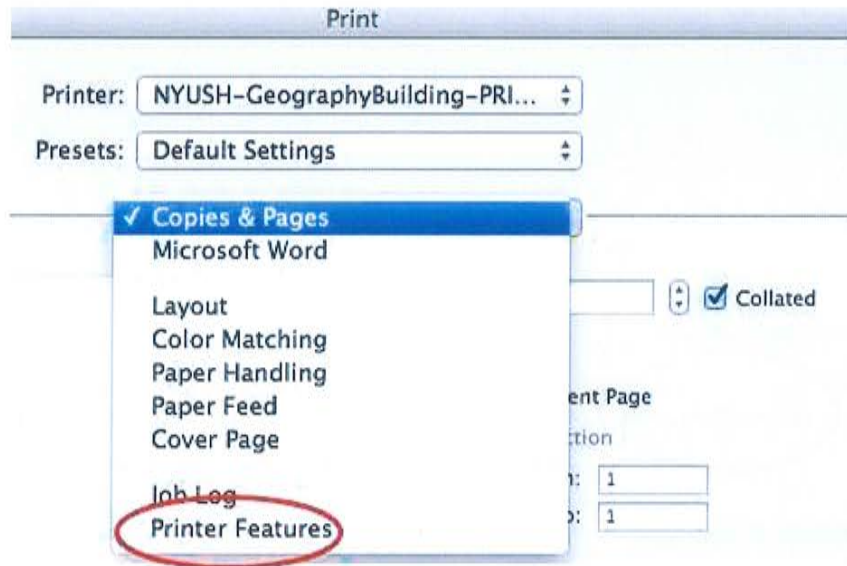


Click **Print**, then click **Printer Properties**.

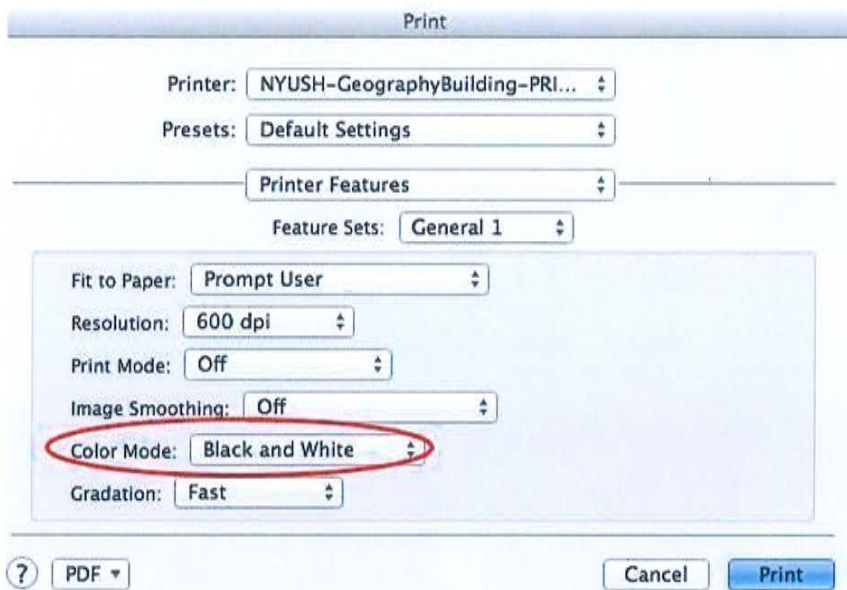


To print in color, click the **Color/Black and White** dropdown menu and select **Color**.

How to print in color from MS Office on a Mac



Click the **Copies & Pages** dropdown menu and select **Printer Features**



Click the **Color Mode** dropdown menu and select **Color**.

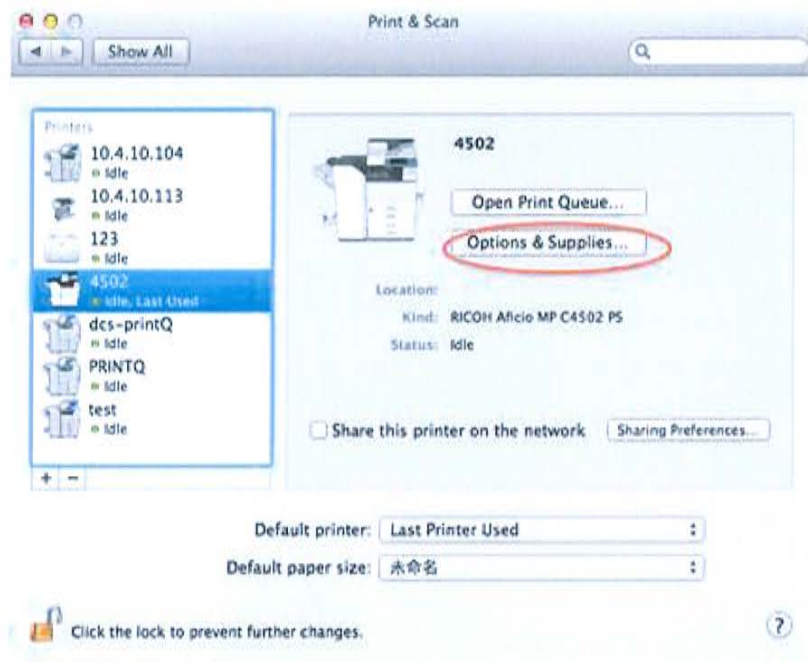
How to staple

Mac-Stapling

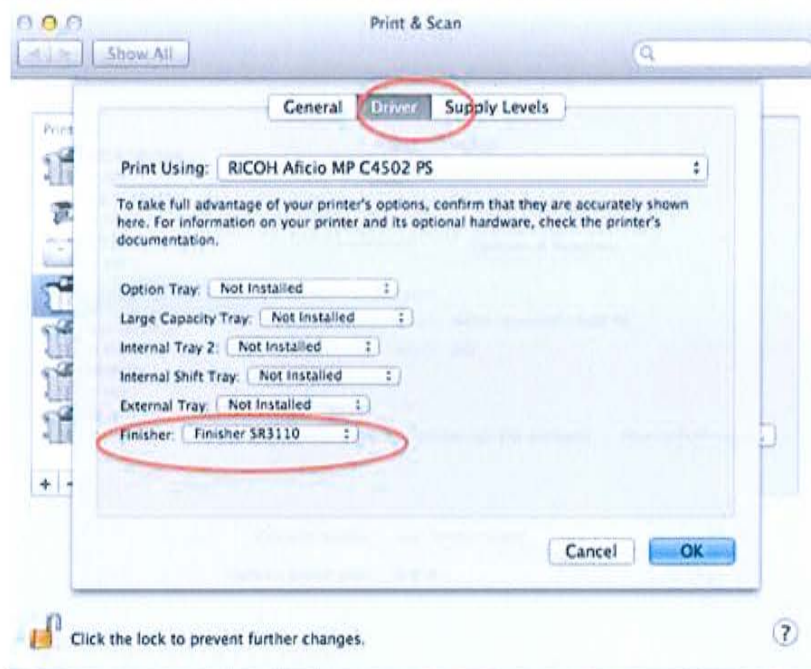
Set up (Only need to set up in the first time.)

Open system preference—Click “print and scan”---Click “C4502”

Click “options & supplies”



Click “Driver”—Find “Finsher”—Choose “Finisher SR3110”---OK.



Then open a file, choose print—choose “printer feature” ---choose “General 3”—choose “stapler”—click “Print”

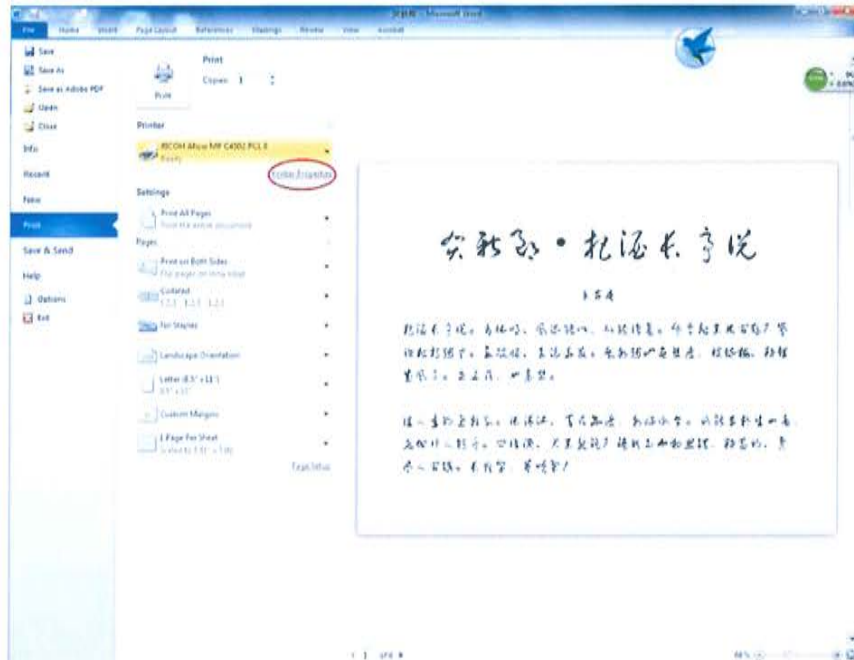
The image shows a print dialog box titled "Print". It contains several settings:

- Printer: 4502
- Presets: Default Settings
- Copies: 1, with a checked box for "Two-Sided"
- Pages: All (selected), with options for "From: 1 to: 1"
- Printer Features (highlighted with a red circle)
- Feature Sets: General 3 (highlighted with a red circle)
- CMYK Simulation Profile: Off
- Paper Type: Plain/Recycled
- Destination: Printer Default
- Staple: Top left (highlighted with a red circle)
- Punch: Off
- Rotate by 180 degrees: Off

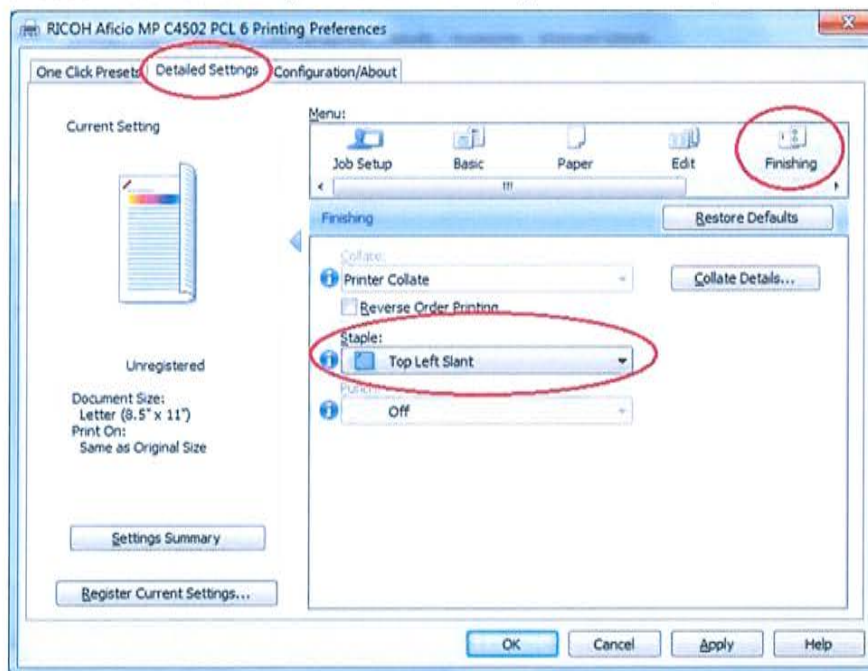
At the bottom, there are buttons for "?", "PDF", "Hide Details", "Cancel", and "Print".

Windows-Stapling

open a file, choose print—choose C4502 ---choose “Printer Properties”



choose “detailed settings” —click “Finishing”—choose “staple”



How to log in to the MFP control panel



For "ID," enter **your 6--digit printing code**. Leave "Password" blank. Tap **Login** to enter "Follow-- You" (your personal document queue).

Use the number pad pictured below to input your printing code.

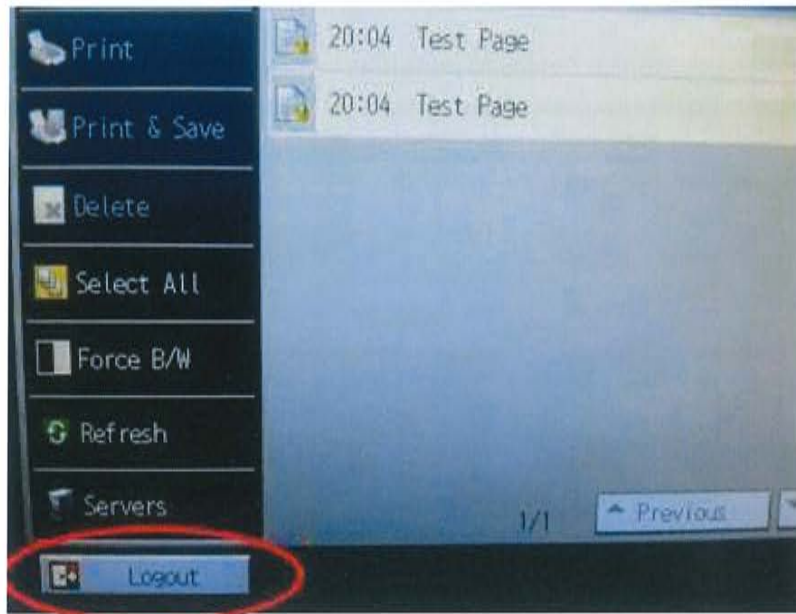


On the left side of control panel are the following function keys: **Copier**, **Printer**, **Scanner**, and **Login/Logout** (pictured below).



How to print

After logging in to your print queue ("Follow--You"), you will see the menu below.



You will see the documents you sent to print. To print a job, tap a document in the print queue and then tap **Print**. To print all jobs, tap **Select all** and then click **Print**. You can tap **Force B/W** to make your documents print in black and white.

The printing jobs will disappear once the documents have printed. You can tap **Print & Save** to keep a document in the list after printing it.

You can tap **Delete** to remove any documents you do not wish to print.

After finishing your printing tasks, tap **Logout**.

Printer options



Press the **Printer** button to enter the advanced printing menu.

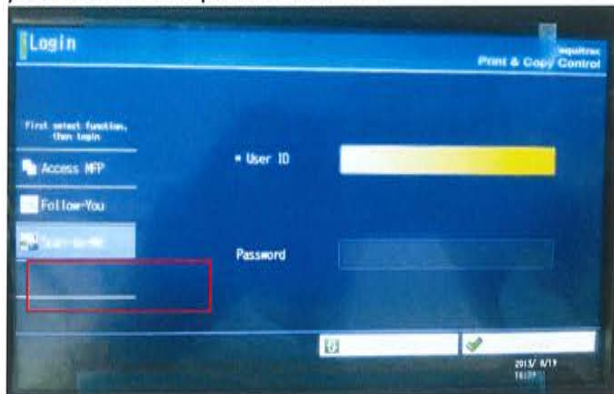
Here you can choose which paper tray to print from. You can delete printing jobs by tapping **Job Reset**.

You can also tap **Print from Memory Storage Device** to print files from either a USB flash drive or SD card. The USB and SD card slots are found on the right side of the control panel as pictured below. **Note:** this mode will only allow direct printing of image files and PDFs. Microsoft Office file formats are not supported.

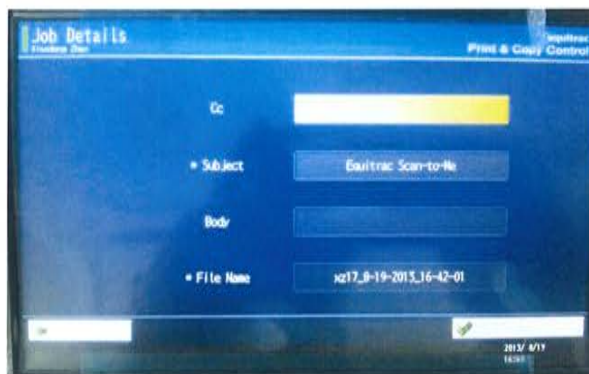


Scan--to--Me

you will see the picture as below



At the "Login" screen, select **Scan--to--Me**.



You can input other email addresses the in **Cc** field or leave it blank if you only wish to send the scan to yourself.

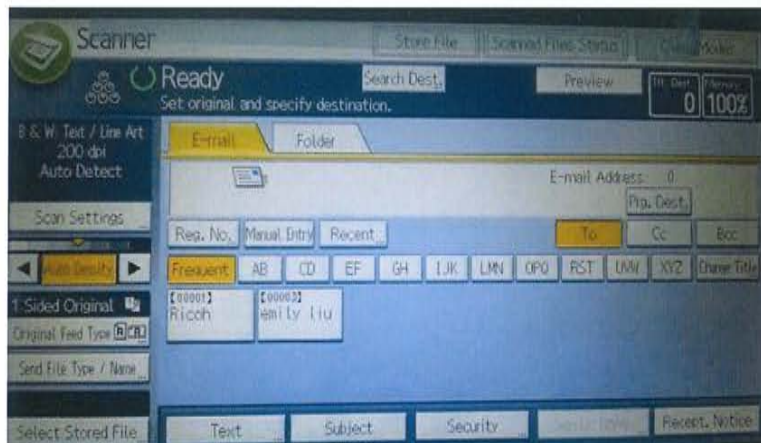
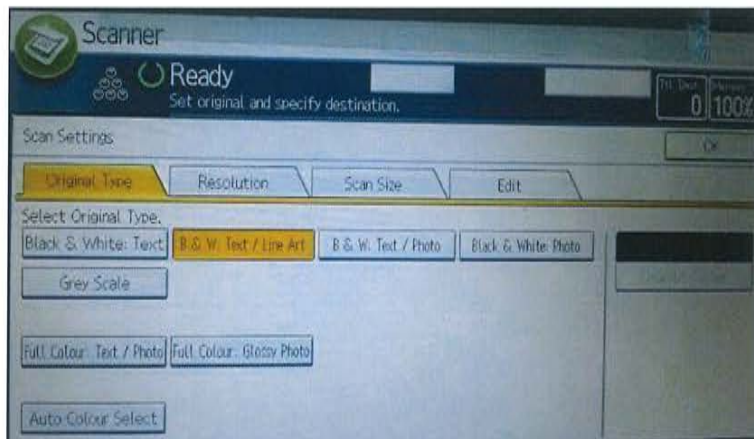
Next, you will choose which format you want to scan your document into. The available formats are pictured below.



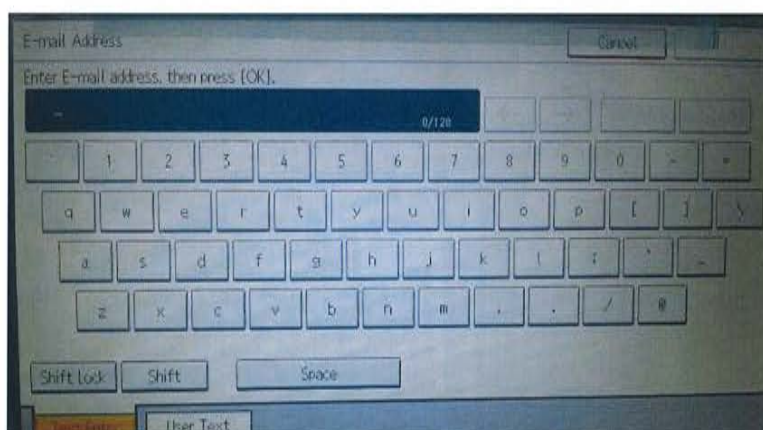
Finally, tap **Next** to send your scan in the file format you selected.

How to scan

Press the **Scanner** button to enter the menu below.



You can choose the document type, resolution, and size of your document in Scan Settings.



Tap **Manual Entry** to enter an email address as a scan destination. You can input multiple email addresses separated by commas.

How to copy

Press the **Copier** button to enter the menu below.



Use the number pad pictured below to input the number of copies you wish to make. For example, to make 10 copies, you would press the “1” key followed by the “0” key. After specifying the desired number of copies, press the teal **Start Key** (circled in red below).



You can place your documents in the paper feed on top of the unit or on the glass scanner bed to copy. You can choose which paper tray to print from by selecting **Tray 1 (A4)**, **Tray 2 (A3)**, **Tray 3 (A4)**, or the side-loading bypass tray (the option labeled “Bypass”) for unusual paper sizes.

You can choose **Auto Reduce/Enlarge**, **A3--A4**, or **A4--A3** to copy one paper size to another.

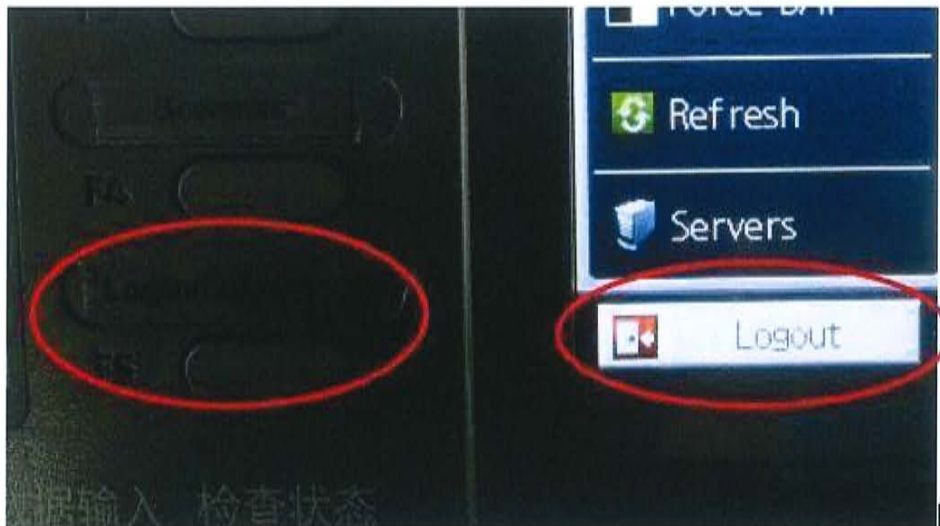
You can copy double--sided documents and even combine multiple pages into a single page with the options **1 sided → 2 sided**, **2 sided → 2 sided**, **1 sided → Combine 2 original** (combines 2 single--sided pages into one double--sided page) and **1 sided → Combine 4 original** (combines 4 single--sided pages into one double--sided page).

You can tap **Sort** or **Stack** to collate or separate your copies.

Finally, you can staple your documents with one staple in the top left corner, two in the middle, two on the left side, or two on the top.



To log out, press the **Login/Logout** key to return to the printing menu, then tap **Logout**.



How to fax

We recommend that you call when sending important documents to the recipient and confirm.
Press the Fax key to enter the menu below



To ensure that the screen displays "Ready."

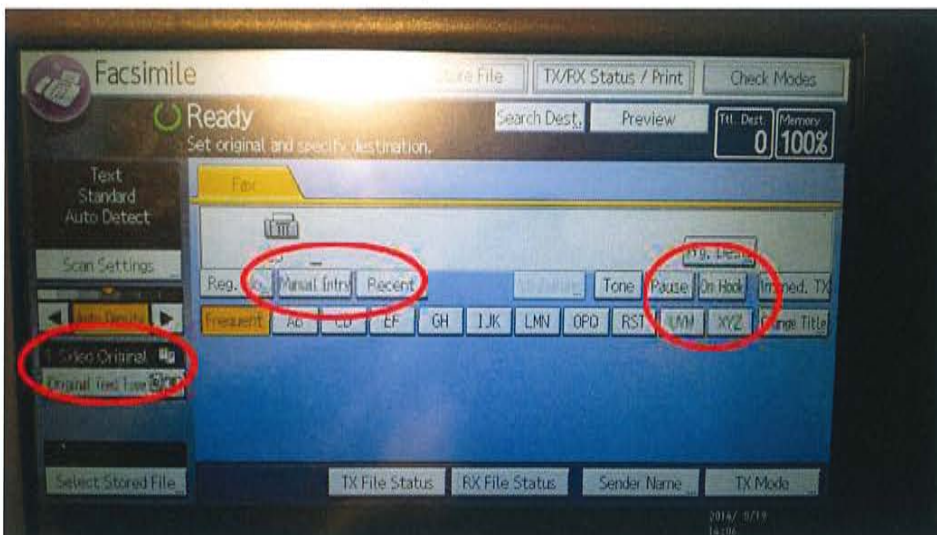
Place originals in ADF (Automatic document feeder)

Select scan settings, such as scan size and resolution

Specify the destination

For international fax you may need to use the authorization code after you enter the fax number

(You can directly enter the destination number or address, or press the button to select a destination from the address book.)



If you make a mistake, press Clear key, and then re-enter.

Press the **Start** key

