

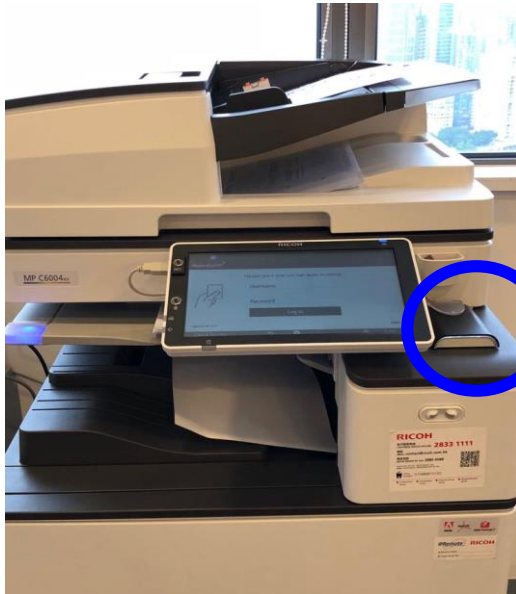
General User Guide for Papercut

User Operation Training

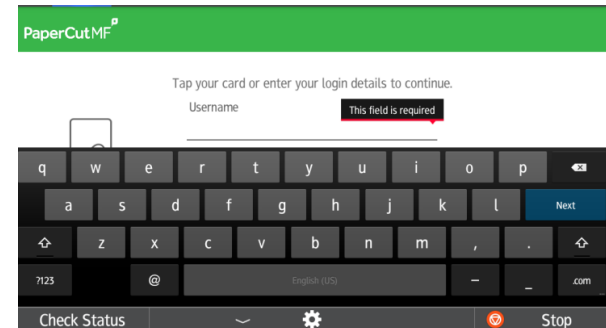
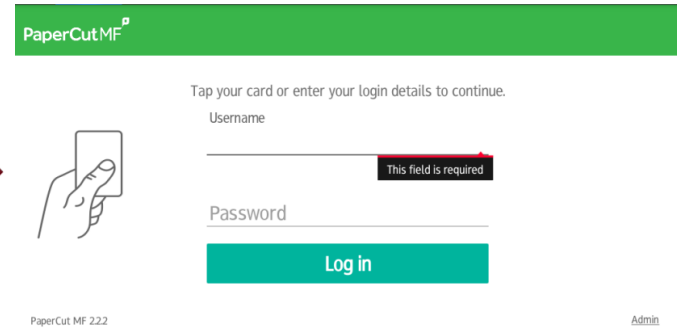
Prepared by User Training Team

Self Registration for Papercut

1



2



All users must perform one-off registration before use.

Place "access card" on card reader.

Input Windows login ID and password and press "OK" to confirm registration process.



How to Login Ricoh MFP by Card



Tap your card on the card reader



How to Login Ricoh MFP by Login Name & Password

PaperCut MF[®]

1. Press

Username and password

2. Enter User Name & password then press Login



Username and password

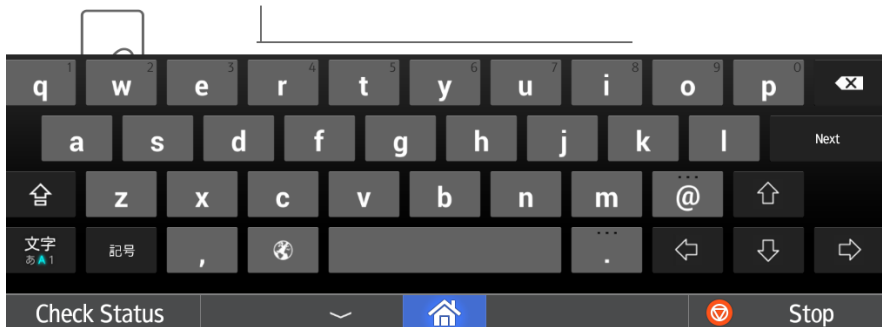
ID number

PaperCut MF 2.23

Admin

PaperCut MF[®]

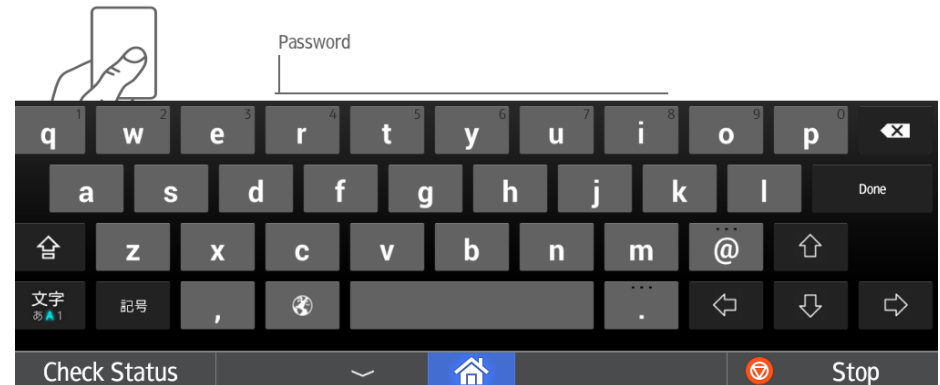
Username



Username

user02

Password





How to Logout Ricoh MFP



**Tap your card on the card reader
or
press Logout on the top right in your panel**



How to select Copier function



How to select Copier



You have 5 print jobs pending

Print all



Print release



Device functions



Scan

1. Press Device Functions



Printer



Copy



Scanner



Fax

2. Select Copy from the Panel

Copier Function

The image shows a touch-screen control panel for a copier's Copy function. At the top left, there is a 'Copy' icon and the word 'Copy'. On the right, there is a 'Reset' button with a double-slash icon. The main area is divided into several sections:

- Color Selection:** Three options are shown: 'Auto Color Select' (with a color wheel icon), 'Full Color' (with three colored dots), and 'Black & White' (with a black and white icon and a yellow background). A vertical label on the left says 'Select One Touch Job'.
- Copy Ratio:** A large display shows '100%'.
- Quantity:** A display shows the number '1' with minus and plus signs for adjustment.
- Paper Select:** A display shows 'Auto'. To the left, there is a list of paper sizes (1, 2, 3, 4) with icons and a red arrow pointing to size 2.
- Side Selection:** Three options are shown with icons: '1 sided → 2 sided', '2 sided → 2 sided', and '1sided → Comb 2orig'.

On the right side of the panel, there is a 'Sample Copy' button with a document icon, and a large green circular 'Start' button. At the bottom, there is a dark grey bar with 'Check Status' (with a color bar icon), a back arrow, a gear icon, and a 'Stop' button (with a red stop sign icon).



Print Function





Print Function

Select [**Ricoh Printer**] from your application then go to the [**Print Options / Printer Properties**] to select function then hit [**OK**] to print

The image shows two overlapping windows from a Ricoh printer application. The background window is titled 'Print' and contains a 'Printer' list with 'RICOH IM C6000 PCL 6' selected and highlighted by a red rectangle. Below the list is a 'Print Options' button. The foreground window is the 'Print Options' dialog box, which is divided into several sections: 'One Click Preset List' (with options like Factory Default, 1 sided, 2 on 1 (2 sided), and B & W (2 sided)), 'Job Type' (Normal Print), 'Document Size' (A4 (210 x 297 mm)), 'Orientation' (Portrait selected), 'Paper Type' (Plain & Recycled), 'Input Tray' (Auto Tray Select), 'Layout' (Off), 'Page Order' (Off), '2 sided' (Long Edge Bind), 'Booklet' (Off), 'Staple' (Off), 'Punch' (Off), 'Color / Black and White' (Black and White), and 'Copies' (1). At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.



Release your Printout

PaperCutMF^P

user02

Log out

You have 5 print jobs pending

Print all



Print release



Device functions





Scan

Check Status

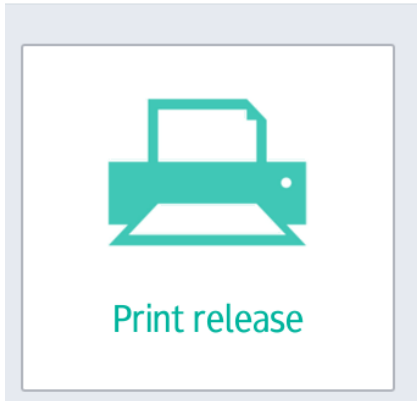


Stop

1. Press  to release all your printout
2. Or press  to select your desired document



How to select your printout



PaperCutMF[®] Print release Wong Log out

1 job, 1 page, \$0.00 ↻

<input checked="" type="checkbox"/>	Microsoft Word – Document1 1份, 單面, 灰階, LETTER	2 hours ago	>
<input type="checkbox"/>	Microsoft Word – Document1 1份, 單面, 灰階, LETTER	2 hours ago	>
<input type="checkbox"/>	Microsoft Word – Document1 1份, 單面, 灰階, LETTER	2 hours ago	>
<input type="checkbox"/>	Microsoft Word – Document1 1份, 單面, 灰階, LETTER	2 hours ago	>
<input type="checkbox"/>	Microsoft Word – Document1 1份, 單面, 灰階, LETTER	2 hours ago	>

🗑️ Print

Check Status ↶ ⚙️ 🛑 Stop

3. Press  then select the desired document then press 

4. Or select your desired document then press  to delete

How to Scan







How to Scan

PaperCut MF[®] user02 [Log out](#)


You have 5 print jobs pending [Print all](#)



Print release



Device functions



Scan

Press  for scanning your document to your home folder

How to Scan

PaperCut MF Scan to My Email

Account: My personal account Balance: Unrestricted

Path
user2@ricohsolution.com.hk

Filename
scan_user02_2018-11-01-16-22-58

- Color PDF
- 1-sided
- A4 Portrait
- 300 DPI

Settings

Start scanning

Press **Start scanning** to scan to your home folder , or press
Filename then enter the file name for your document



How to change the scan setting

PaperCutMF^P Scan to My Email

Account: My personal account Balance: Unrestricted

Path
user2@ricohsolution.com.hk

Filename
scan_user02_2018-11-01-16-22-58

- Color PDF
- 1-sided
- A4 Portrait
- 300 DPI

Settings

Start scanning

Press  to change the scan setting



How to change the scan setting

PaperCutMF[®] Scan settings

Duplex mode	<input checked="" type="radio"/> 1-sided	<input type="radio"/> 2-sided	File type	<input checked="" type="radio"/> PDF	<input type="radio"/> JPEG	<input type="radio"/> TIFF	
Orientation	<input checked="" type="radio"/> Portrait	<input type="radio"/> Landscape	DPI	<input type="radio"/> 200	<input checked="" type="radio"/> 300	<input type="radio"/> 400	<input type="radio"/> 600
Paper size	<input type="radio"/> A3	<input checked="" type="radio"/> A4	<input type="radio"/> A5	Color mode	<input checked="" type="radio"/> Color	<input type="radio"/> Grayscale	<input type="radio"/> B&W

Change your desired setting then press

Start scanning