

# User Instruction

*Botany Print Service – use Ricoh printer for Copy & Scan*

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## 1. Account registration

To use any of the four Ricoh multi-functional printers, you will need to have your CWL account registered with our PaperCut print/copy management system, and have at least one speedchart associated with your account. To streamline the process, starting on Dec 15, 2017, we will follow the new guideline for managing user accounts and speedcharts.

1. Botany IT staff will only accept requests directly from the managing administrator for adding/removing of speedchart(s).
2. Botany IT staff will only accept requests directly from the research grant holder (PI) for provision/de-provision of user account accessing a research speedchart.
3. Botany IT staff will only accept requests directly from the managing administrator for provision/de-provision of user account accessing a non-research speedchart.

If you need to print/copy using a research grant speedchart, please ask the grant holder to send the request to [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca) with your CWL username and the speedchart code. If you need to print/copy using a non-research speedchart (such as a speedchart for a biology course), please ask the managing administrator of the speedchart to send the request to [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca) with your CWL username and the speedchart code. If you are not sure who the managing administrator of the speedchart is, please contact both the Botany administrator and the Zoology administrator for your request.

## 2. Location

Walk over to any of the four Ricoh multi-functional printers located at

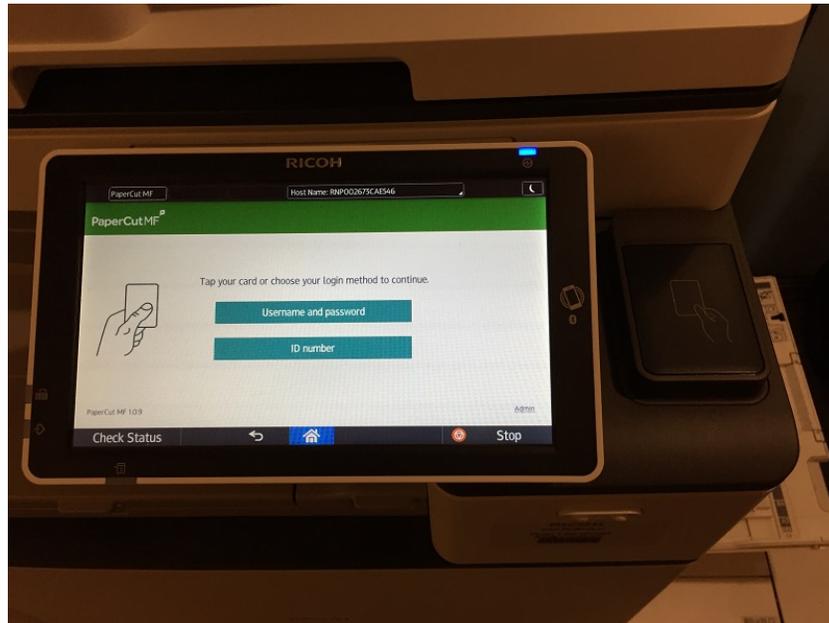
- a. BioSci 3158 (Botany mail room)
- b. BioSci 4213 (Zoology mail room)
- c. Outside of room 2332 (Lee Lab) in Biological Sciences building south wing
- d. Biology office mail room (room 1103) in Biological Sciences building north wing

You will find a Ricoh MP C6004 printer as shown in the picture below.



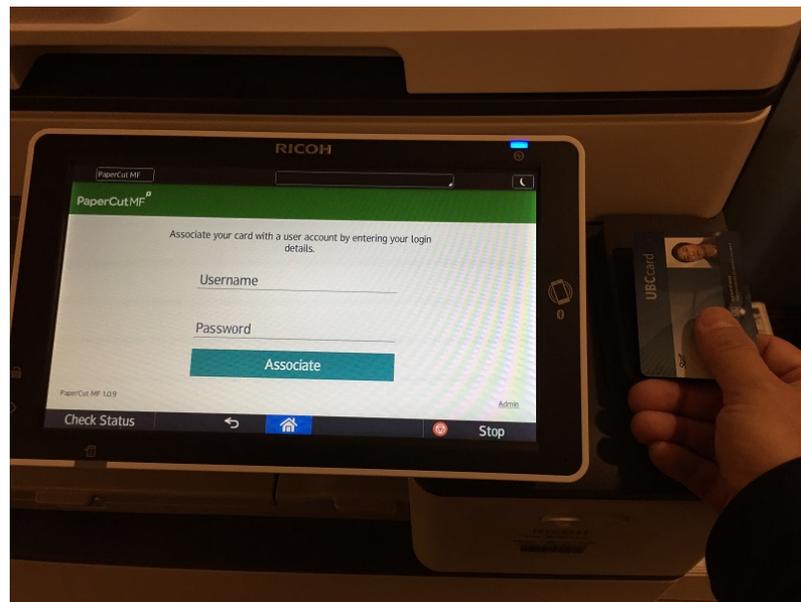
### 3. Login to the printer

Please gently touch the touch screen to wake up the machine. You will see the login page as shown below. There are three options for you to login and use our Ricoh multi-functional printers:

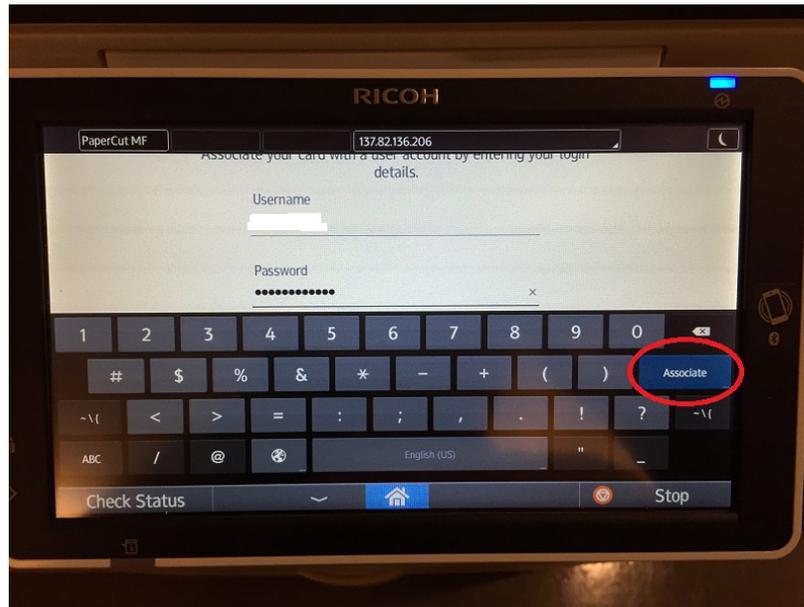


- a. You can touch the “Username and password” button then login with your CWL username and password.
- b. You can touch the “ID number” button then login with your UBC employee number.
- c. You can tap your UBC card at the card reader on the right hand side next to the touch screen to login.

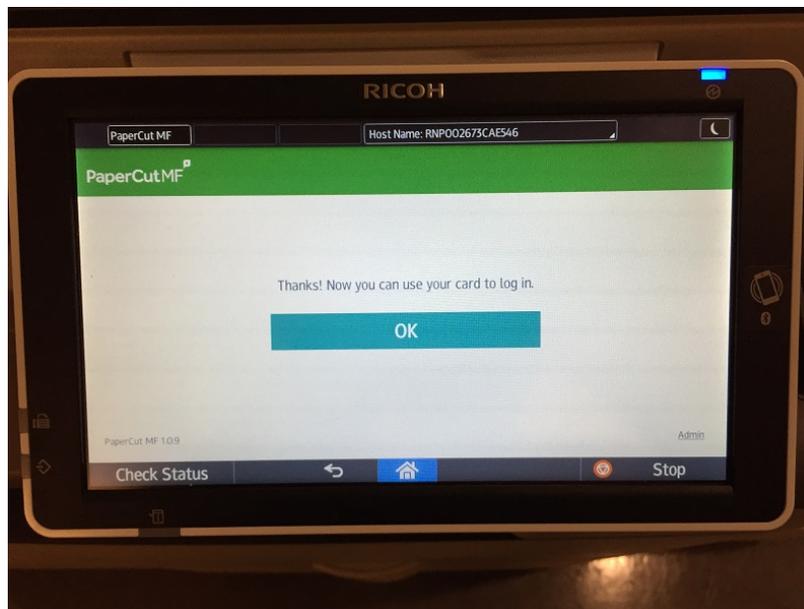
Please note: when you tap your UBC card at any of the four Ricoh machines for the very first time, the system will ask you to “Associate your card with a user account by entering your login details” as shown below.



Please type in your CWL username and password, then touch the “Associate” button as shown below.

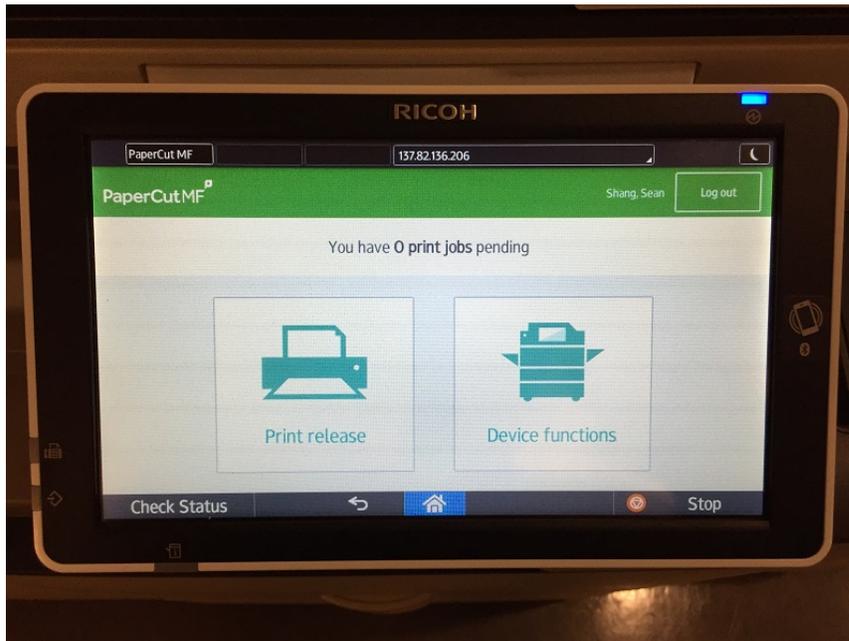


Once you type in the correct CWL username and password, you should see the “Thanks! Now you can use your card to log in.” page as shown below. Please touch the “OK” button, then you can tap your UBC card again to login.



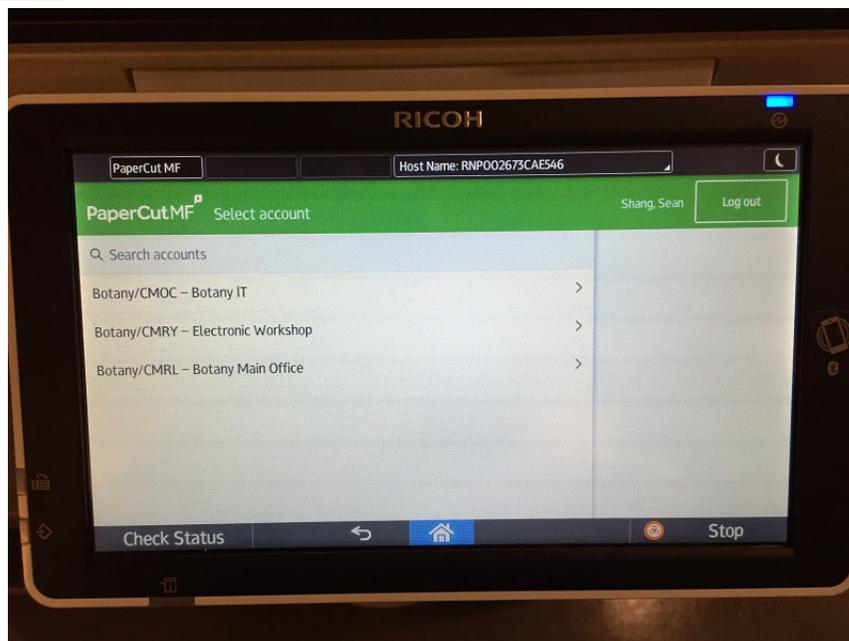
#### 4. First Screen After Login

Once you successfully login to the machine, you will see the first screen with two buttons: “Print release” and “Device functions” as shown below. You will be able to release your print jobs at any of the four Ricoh printers if you print to the virtual printer called “holdrelease”. We will get into more details about printing job in the “Quick Start Guide – print”. For now, please touch the “Device functions” button to move forward for copy or scan-to-email function.



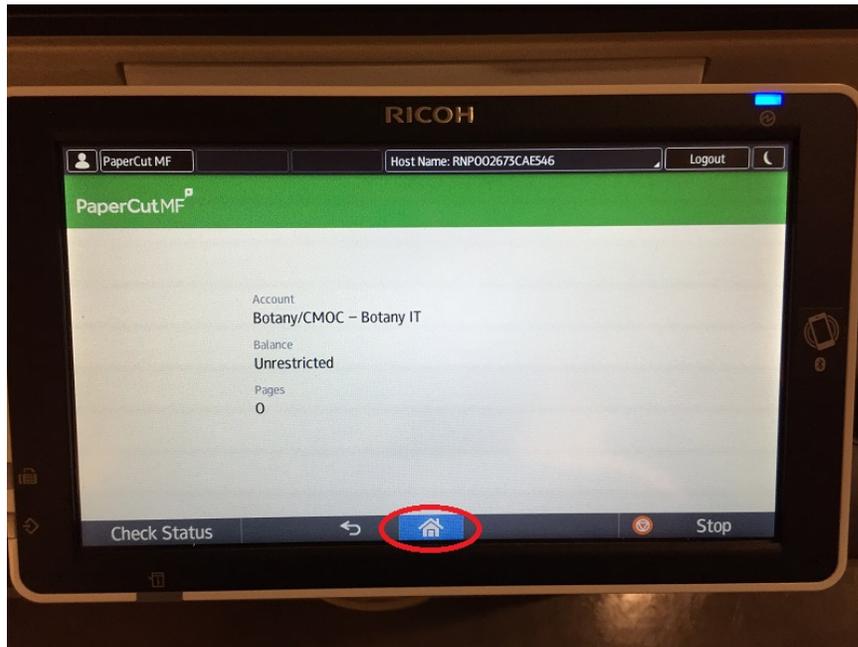
## 5. Second Screen after Login

After touching the “Device functions” button, the second screen after login is to choose the speedchart for your copy/scan-to-email job. You will have a different list from the one shown below. Please note that the scan-to-email function is free, but you will still need to choose a speedchart by touching the one from the list to move forward. If you have any question about the list of speedcharts you are authorized to use, please contact us at [helpdesk@botany.ubc.ca](mailto:helpdesk@botany.ubc.ca).



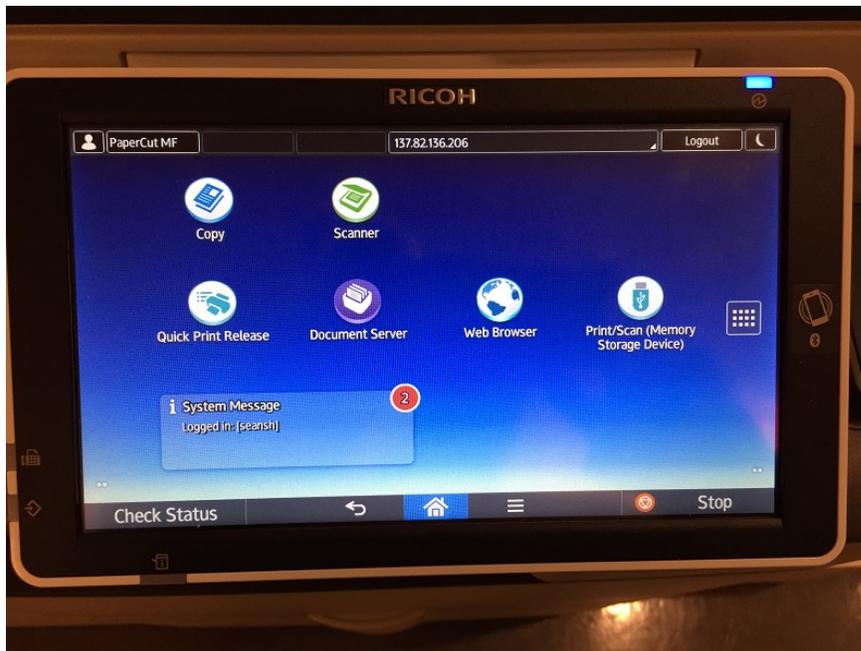
## 6. Third Screen after Login

After chosen the speedchart, the third screen after login is an account summary page, which is not useful for our use case, but we cannot remove it due to PaperCut constrain. You will need to touch the blue “Home” button at the bottom of the screen to move forward, as circled in the picture below.



## 7. Select Device Functions

Finally, you get the device functions page as shown below. You can choose the device function you want use such as “Copy” or “Scanner” as shown below.



For more details about how to use the machine functions, please read the [Ricoh MP C6004 User Guide](#) provided by Ricoh.