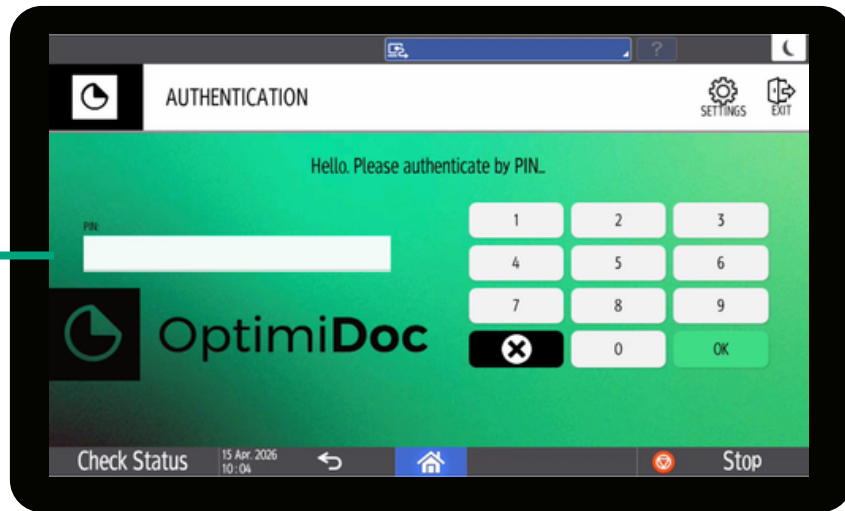


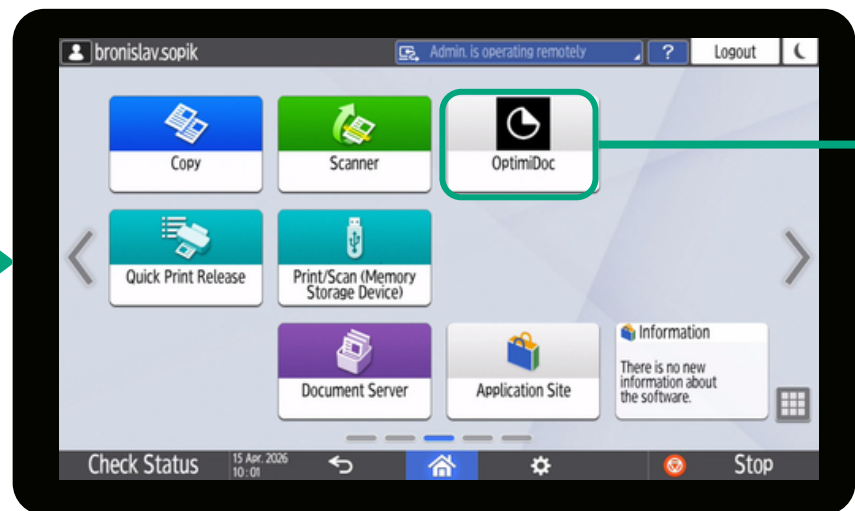
Ricoh Print User Guide

Authentication



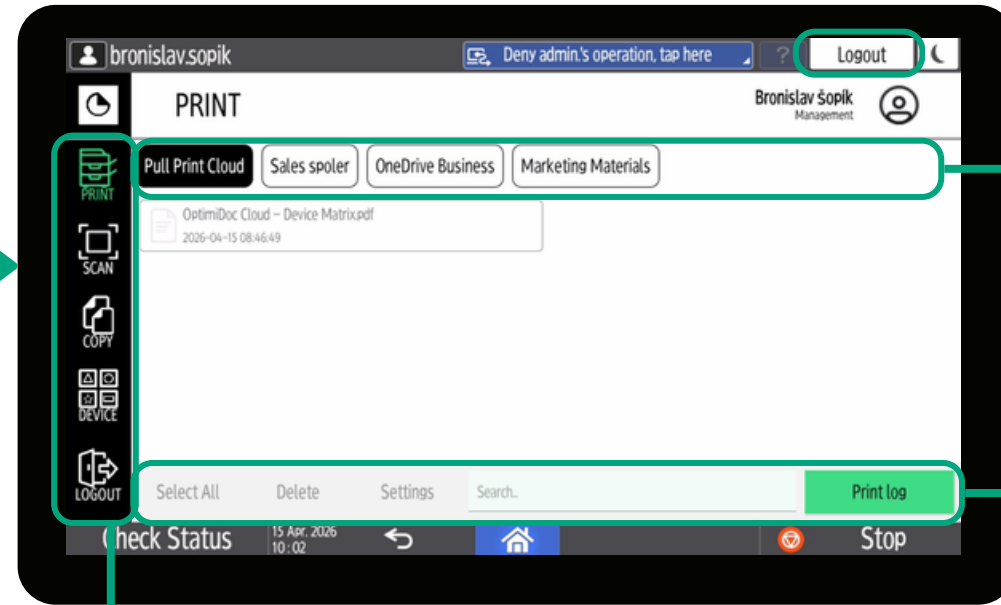
Before using the device, you must authenticate using one of the available login methods:

- **User list** - select your account from list of users.
- **PIN** - Enter your OptimiDoc Cloud PIN directly on the device.
- **ID Card** - Authenticate by swiping your ID card on the device card reader.



Once you have authenticated, you will be taken to the device's main menu. To open OptimiDoc, tap the **OptimiDoc** icon.

Printing from secured queue



Main menu

The **Main Menu** allows you to navigate between the device's native functions and OptimiDoc Cloud features.

- **Print** – Opens the OptimiDoc Cloud printing section.
- **Scan** – Displays the list of available document workflows.
- **Copy** – Opens the device's native copy function.
- **Device** – Opens the main menu of the multifunction device.
- **Logout** – Signs out of the device.

Documents Operations

The embedded application allows you to perform the following operations on one or more documents.

- **Select All / None** – Select all documents in the list or clear the selection.
- **Search** – Filter documents by entering a document name or part of it.
- **Finishing** – Configure the final output layout for the document(s) (for example, stapling, duplex printing, or sorting, depending on device capabilities).
- **Delete** – Remove selected document(s) from the print connector.
- **Print all / Print** – Print all documents available in the print connector or only the selected documents.

Available print connectors

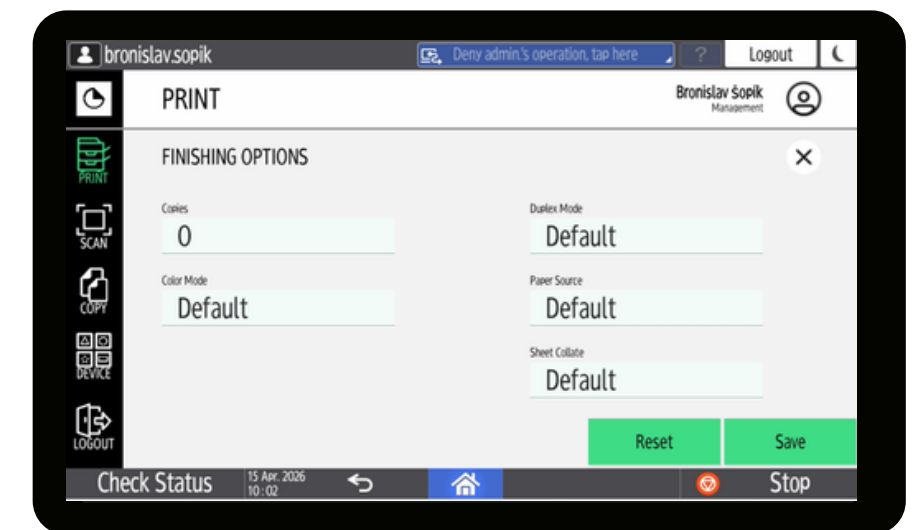
The horizontal menu at the top of the screen displays the available print connectors. Select a connector to switch between secured queues or cloud storage.

Printing from Cloud storage



OptimiDoc Cloud allows users to print documents from company or personal storage. You can browse the storage and select documents for printing. All major document file types are supported, including finishing options.

Finishing Options



Finishing options allow you to adjust the final layout of printed documents, including the number of copies, color mode, and single- or double-sided printing.

This functionality is currently limited to PDF files.