# Ricoh Printer/Copier setup instructions.

Our district uses Ricoh copiers that use a common print queue. This allows you to print to the queue and pick up your print at ANY of the Ricoh copiers in the district.

You may add the new print queue by following these steps:

Start by typing **\\streamline In the search box and press enter. (The search box is located at the bottom of the screen where it says "type here to search".)**
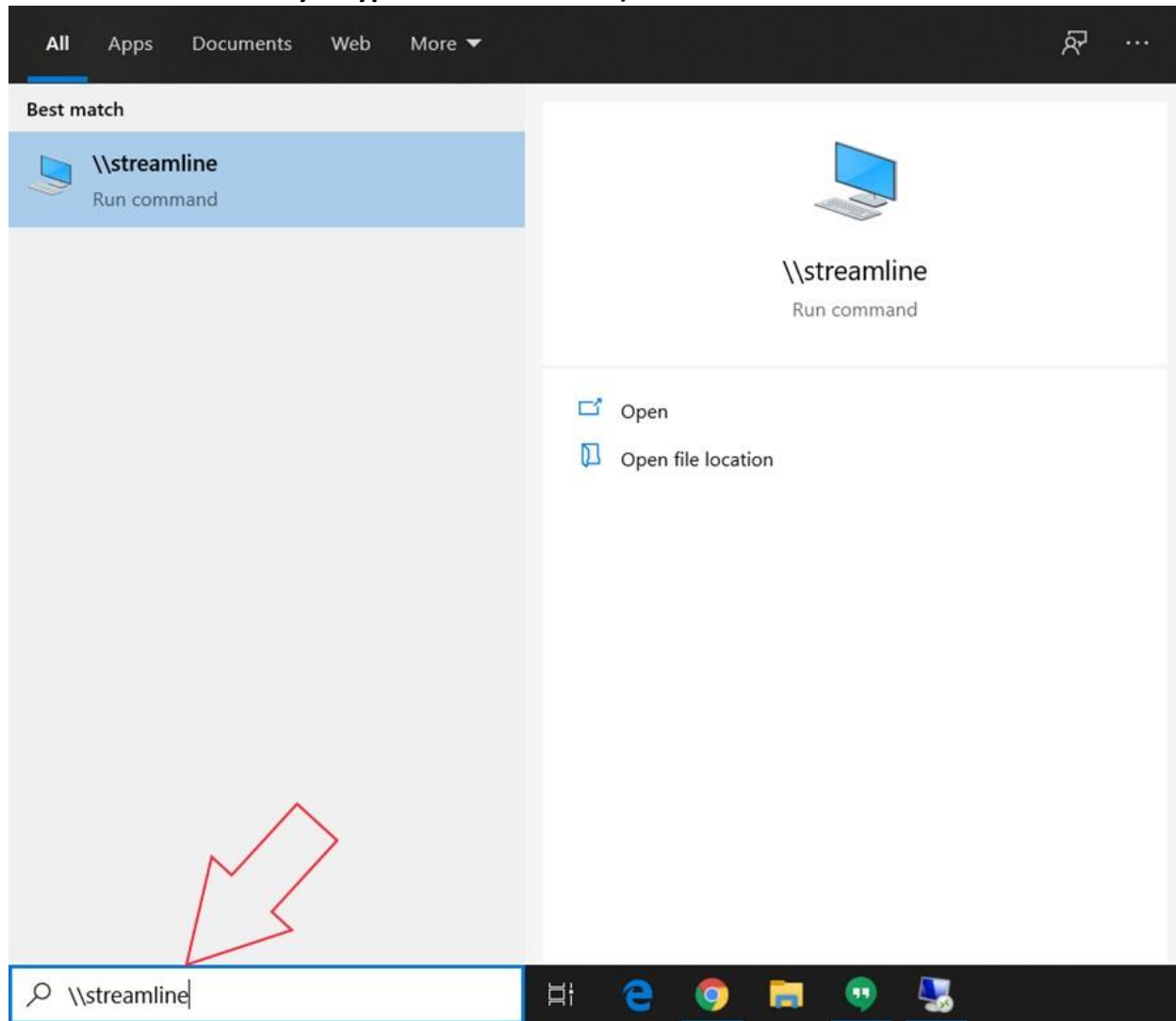
A window will pop up with two printer options. You want the one that says "Secure Prints". Double-click on it to install the new printer.
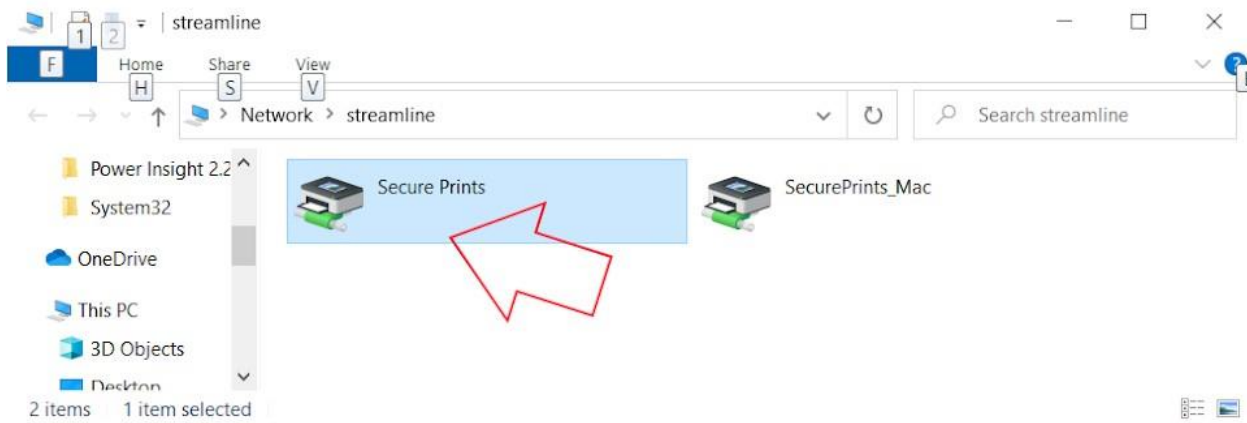
It will work for a little bit downloading the driver and installing the printer. When it's done, you'll see a print queue window pop up. You can close that window.
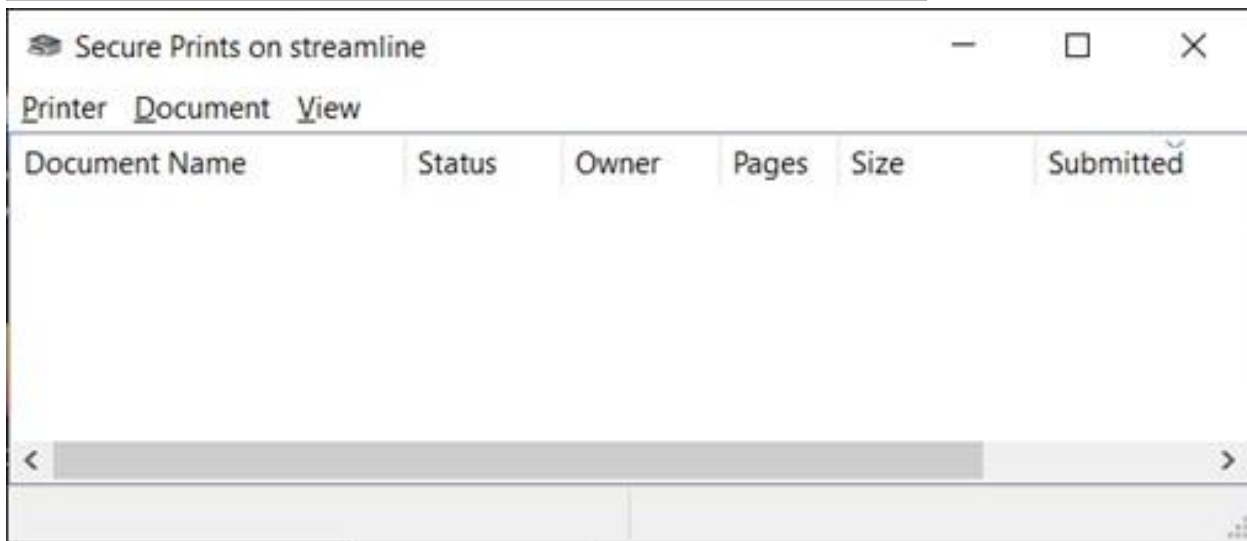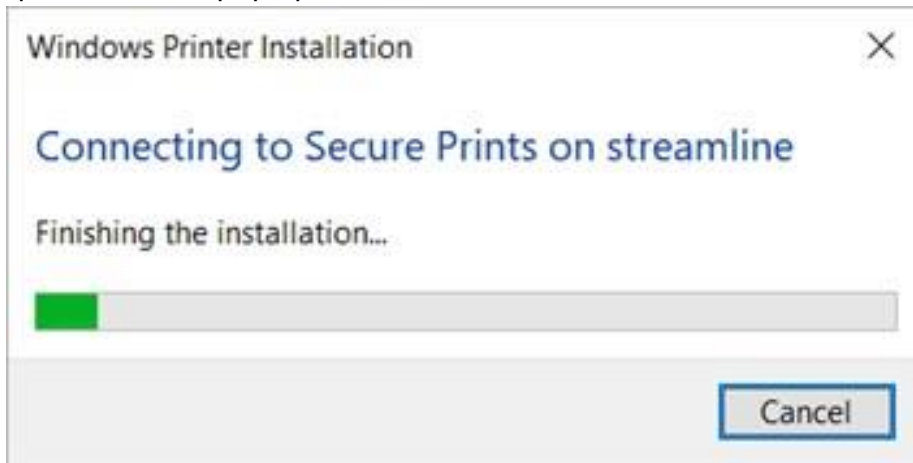

Great! You're almost there. So far, you've added the new printer. Now, you need to get your PIN code. The easiest way to do that is to print something to the new "Secure Prints on Streamline" printer you just added. When you do so, you'll immediately be e-mailed a PIN code. **This only occurs on the first print, so please keep that e-mail safe.**

The e-mail will come from JGSC-Scanner and have the subject, "JGSC Streamline Copier PIN Code *PLEASE KEEP*"

To retrieve your prints, go to the copier and tap the screen to wake it up, if necessary. Click on PIN Login and use your newly created PIN. (Or, if you forget the PIN, you can click the Login button and use your network login. ie. username - jhouser, password - 123456.)
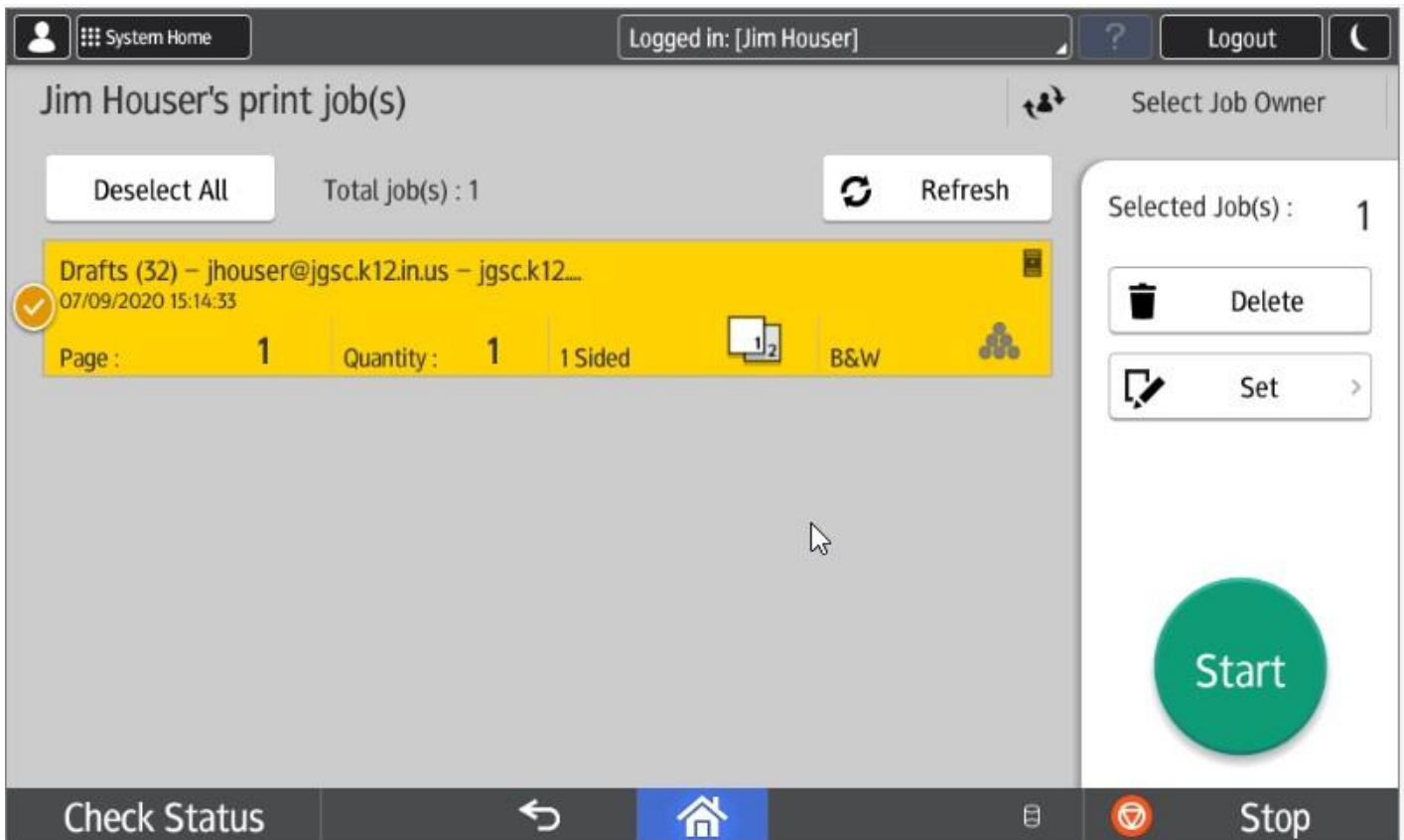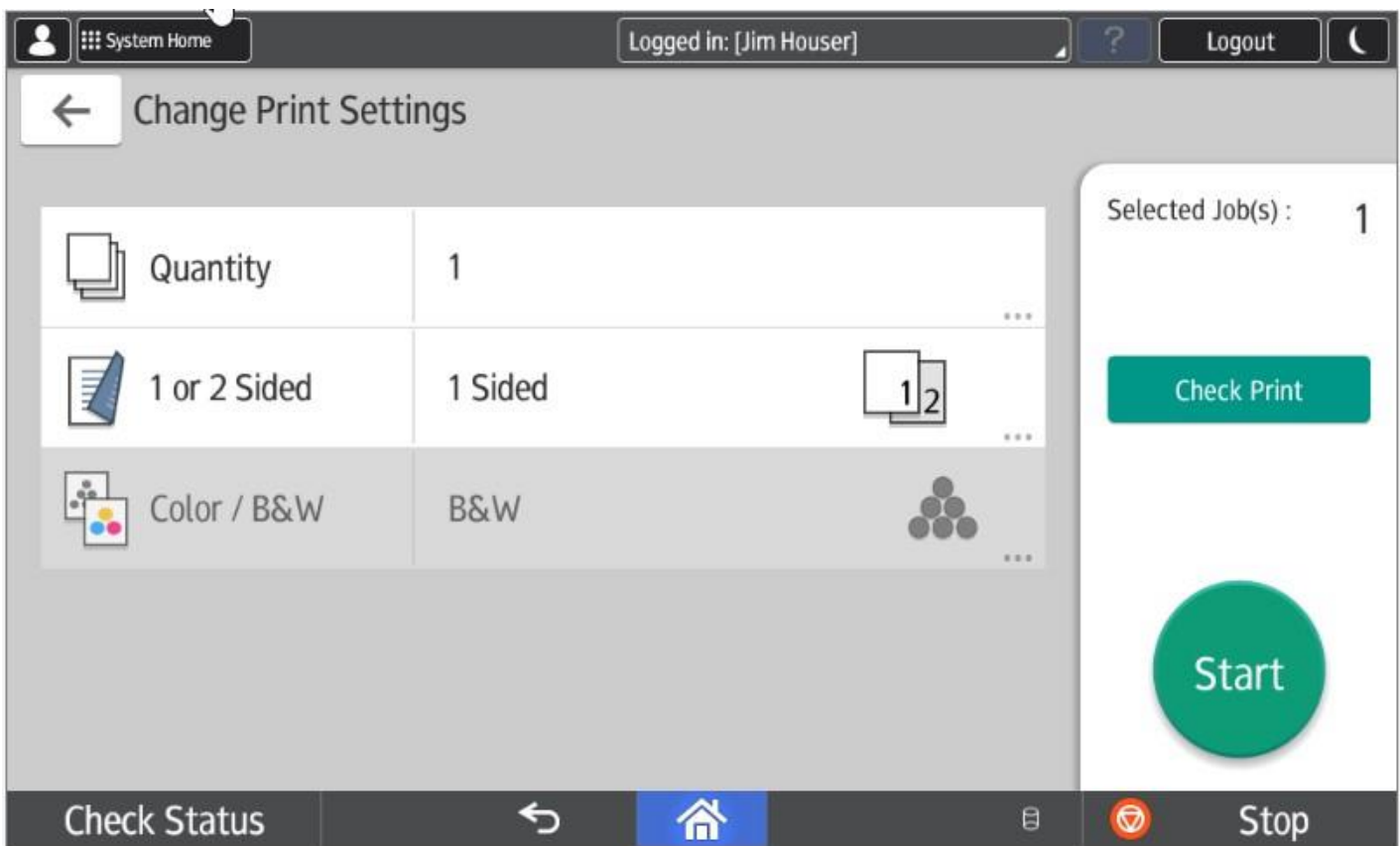

Enter your PIN and press Go
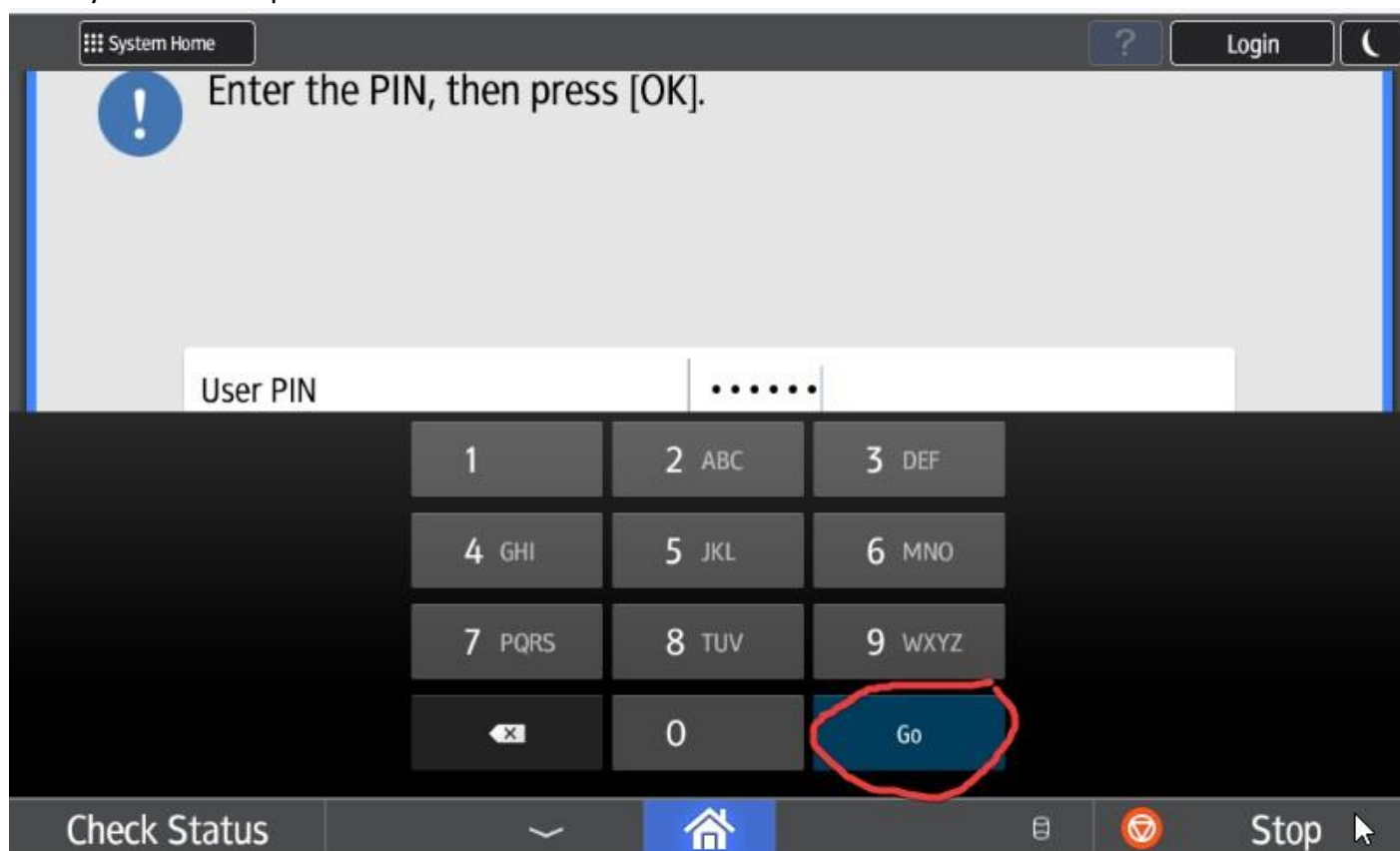
You'll see 3 icons (or 4 for those that have fax lines) that present you with your options. The big, red Secure Print button allows you to retrieve your prints. The Make Copies, Scanner, and Fax buttons are self-explanatory.
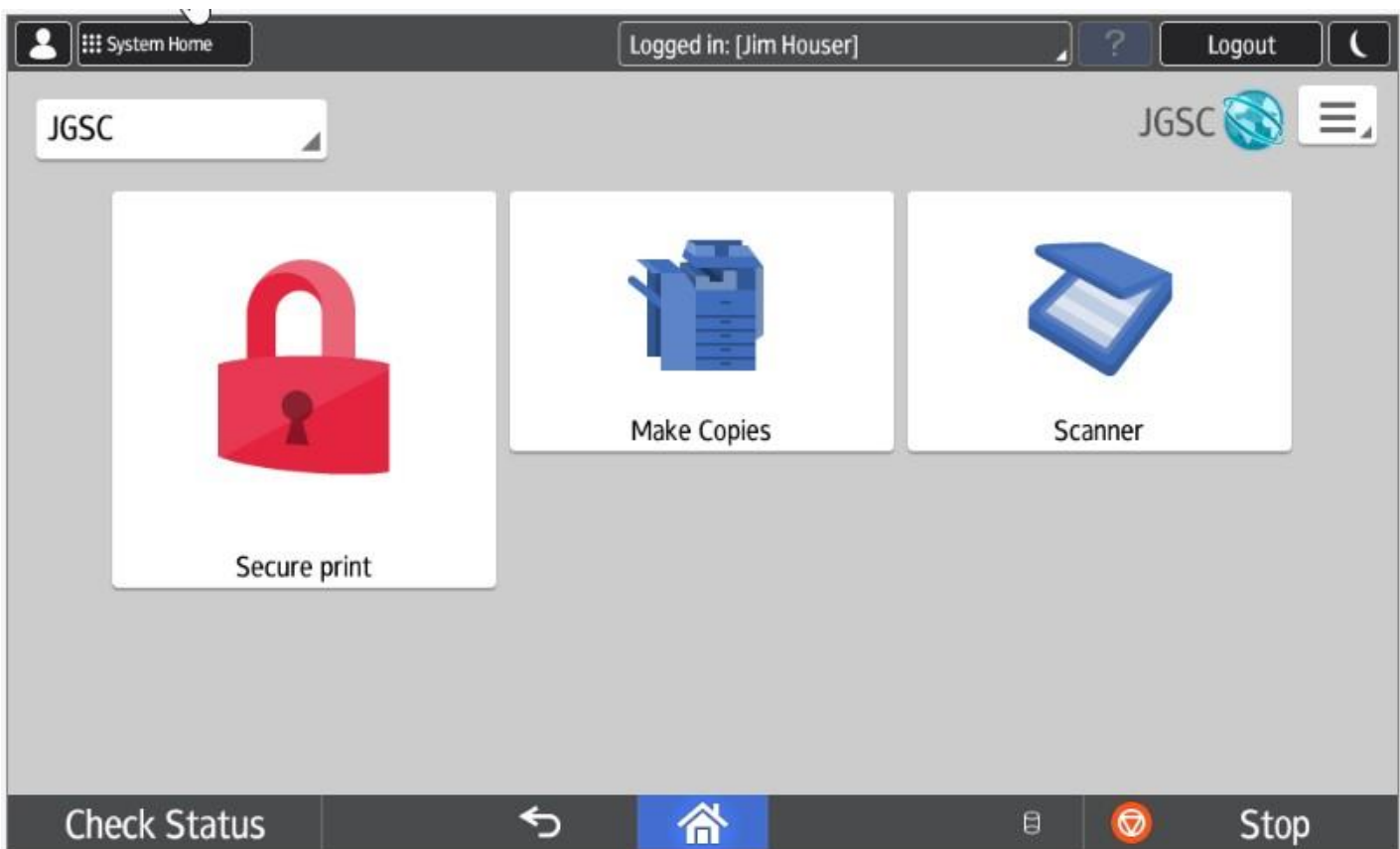
Click on Secure print to view your print jobs.

The job list gives you a summary of print options. If you need to change them click on the Set button. To delete the job without printing it, press the Delete button. When you're ready to print, click Start.

← **Change Print Settings**

Selected Job(s) :   1

Quantity   1

1 or 2 Sided   1 Sided   1 2

Check Print

Color / B&W   B&W

Start

Check Status   Stop

When you're done, click the logout button at the top of the screen.