

## RICOH Multifunction Machine (MP 6503SP) Instructions

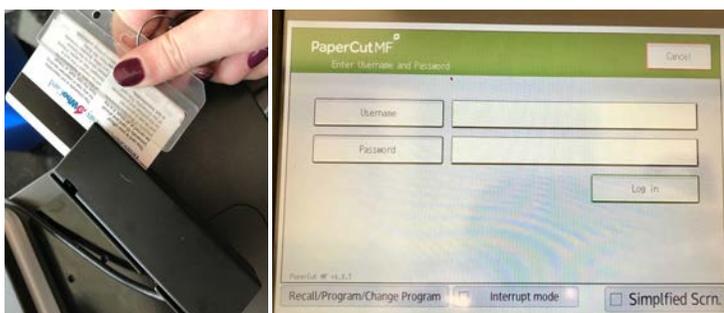


### One-Time Setup:

**Instructions** on how to setup your account for the first time on the new machine are posted on the wall in Shiffman 124. **YOU WILL NEED YOUR BRANDEIS ID CARD!!!!** The first time you register the card, you will need to scan your card and then enter your **UNet and password** (same as logging into Gmail). After that, you can either just swipe your card or you can login with your UNet and password.

### After the First Time Setup:

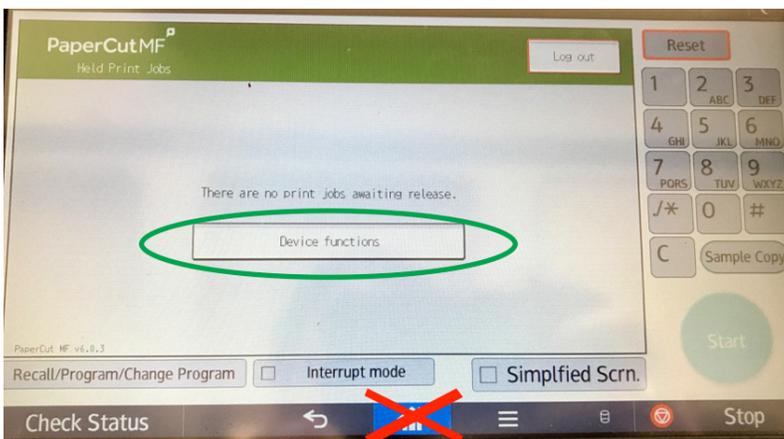
Above is the home screen – this is what it should look like before you start



To login, you will EITHER swipe your card OR enter your credentials.

**To swipe your card:** as long as the black bar is under the scanner, it does not matter face-up vs. face-down or forwards vs. backwards.

**To enter your credentials:** type your UNet (email without the @brandeis.edu) and password (click OK after each, then click Log In)



### After Logging In:

- If you have any printed jobs, they will appear in your queue and you can click print from there (see details below)
- If you are making copies/scans you will need to click **DEVICE FUNCTIONS** (which brings you to the Copy section....to get to the Scan section, click the Home button at the bottom.... more details on page 2)
- *note: do NOT click Home until you click Device Functions first. (but if you do, click Home again and then click PaperCut)*

### Printing:

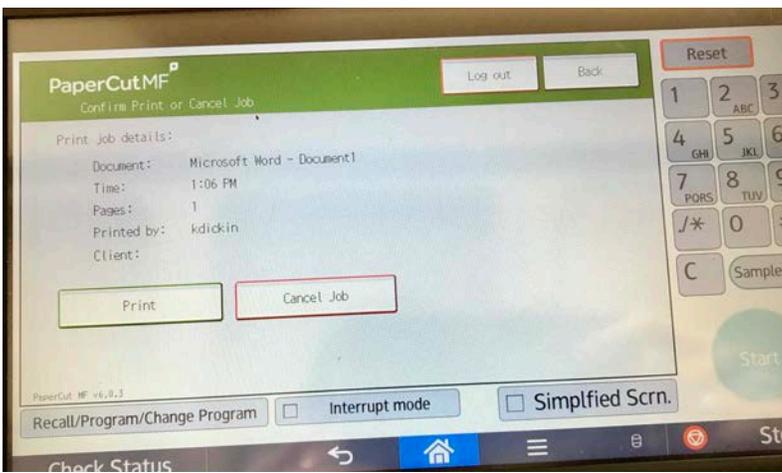
When you click print from a document, site, etc. on your computer, choose either:

- **"brandeis-ricoh-bw"**
- or **"brandeis-ricoh-color"**

(our machine does not print in color, but you can use either one). Side note: it does SCAN in color!!

The first time you print, you will need to enter your UNet (without @brandeis.edu) and password when a pop up appears. Make sure that you check the box to **remember the credentials**, that way you will NOT need to login every time!

If unable to see these in your list of devices, download the printer: <https://papercut.ais.brandeis.edu:9192/user>  
Mac "Air Print" Instructions: <https://kb.brandeis.edu/display/adminprint/Mac+Air+Print>  
PC "Mobility Print" Instructions: <https://kb.brandeis.edu/pages/viewpage.action?pageId=25400459>



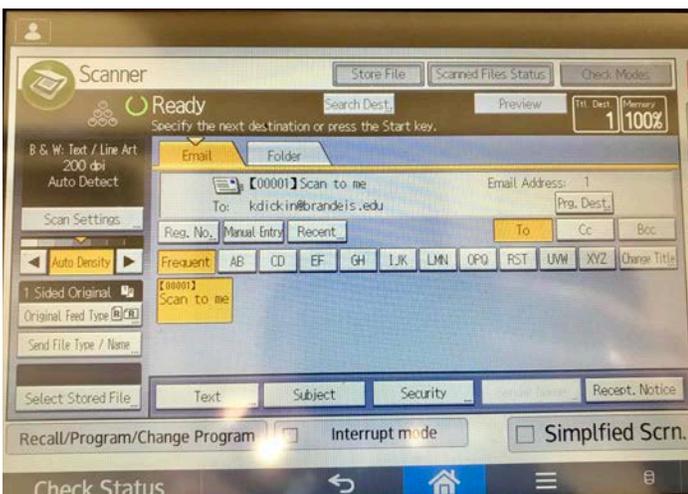
When you arrive in the copy room, scan your card (or enter your credentials) and click on the correct print job in your queue. Then either click PRINT or CANCEL.

*Note: jobs will stay in the queue until you print them or for 4 days (to accommodate long weekends) but will then be cleaned out to save memory. Once you print a job, you cannot print it again – if you expect to need a test print, send 2 jobs to the printer and just delete the second one if you don't need it!*



### Copying:

1. swipe your card or enter credentials
2. click DEVICE FUNCTIONS
3. enter the number of copies, change settings for double-sided, staples, etc. (*the default is 1-sided to 2-sided!!! if you want 1-sided to 1-sided, you should un-highlight the button so that none are yellow*)
4. click START
5. When using glass scanner: If '1 to 2 sided' is selected, it will wait for the second page before printing the first one unless you click the #
6. (to start another copy, click NEW JOB)
7. remember to logout when done



### Scanning:

1. swipe your card or enter credentials
2. click DEVICE FUNCTIONS
3. click HOME (only after Device Functions)
4. click SCANNING
5. choose "scan to me" which should automatically have your Brandeis email address (or enter someone else's email address by Manual Entry)
6. place page(s) in top feeder or on glass (face-down)
7. change settings or click START
8. When using glass scanner: the machine will give you 60 seconds to load another page. either switch the page and click START again or click # to finish and send to your email (*hint: if the "Memory" indicator at top right says 99% or below, the scan has not gone through yet - it will return to 100% when it's done*)
9. remember to logout when done

### For Mac Users Only:

If you need to print using finishing options like **stapling, hole punching, etc.** please contact the Help Desk (x64357 or <https://help.brandeis.edu/help/servicesdesk/customer/portal/11>). The Help Desk will gather the information needed and create the package to be sent to your machine that will enable the finishing options.