

Manual MyPrint

versie 1.0 EN – January 2015



How to perform specific print jobs

(e.g. Letter head paper, Labels)

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This manual helps you to create presets in the MyPrint printer preferences. Presets can be used to e.g. print in colour or to change the paperinput tray.

When using UM IT services you agree to UM's Acceptable Use Policy. The complete text can be found on the website: <http://www.maastrichtuniversity.nl/informationsecurity>

What do you need?

- A UM computer equipped with the MyPrint printerdriver

Please consult the "Frequently Asked Questions" at the end of the manual in case you encounter problems in using the manual or the service.

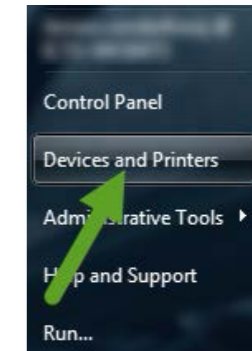
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Instructions

Creating a new Preset

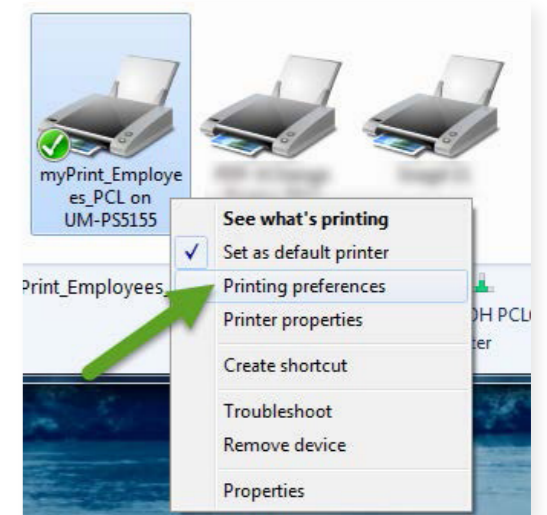
Step 1: Open Devices and Printers

- Open the Start Menu
- Click Devices and Printers



Step 2: Open the Printing preferences for the myPrint printer

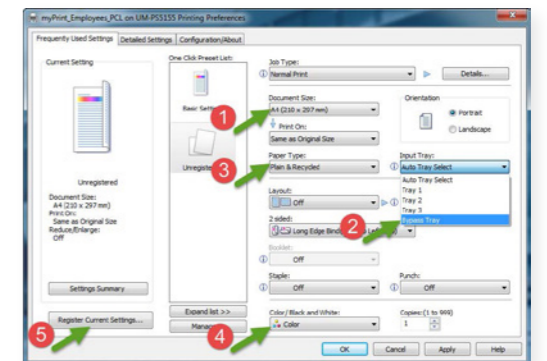
- Right-click the Ricoh myPrint printer
 - Employees: "myPrint_Employees_PCL"
 - Students: "myPrint_Students_PCL"
- Click "Printing preferences"



Step 3: Create settings for the new Preset

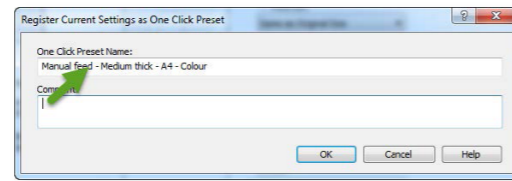
In this example several settings are highlighted in order to create a "Preset" which you can use later on in other programs.

- Select the correct paper size for the Preset (Default paper size is: A4) **1**
- Select the paper tray you want to use. The "bypass tray" (manual feeder) can be used to load non-plain paper, such as letter head paper **2**
- Select the correct paper weight. Selecting the incorrect weight may impact the quality of your prints **3**
- Select the colour setting for the print (Colour or Black/White) **4**
- Save the Preset using the "Register Current Settings" **5**



Step 4: Name the Preset

- Name the One Click Preset
- Click "OK" to save the Preset
- Click "OK" to save the Printer preferences

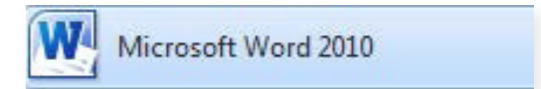


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Using the created Preset

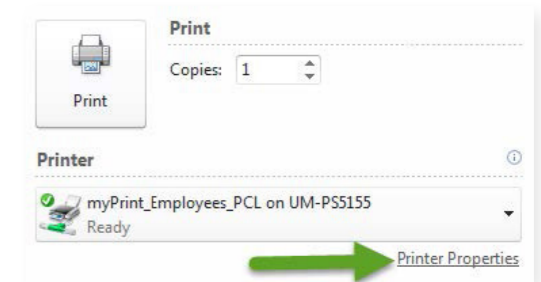
Step 1: Open your program and create your document

- In this example we use MS Word, but the Presets will be available in most Windows programs



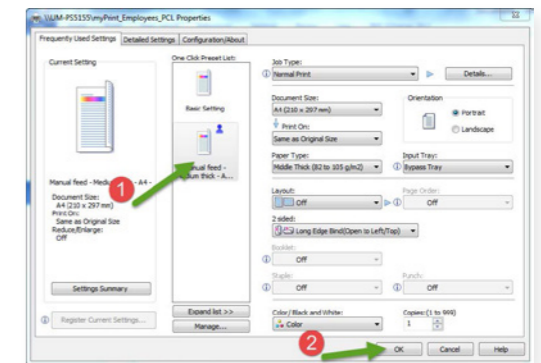
Step 2: Open the Print dialogue and Printer Properties

- Open the Print dialogue in your program
 - This option is normally available via Ctrl-P or File - Print
- Click "Printer Properties"



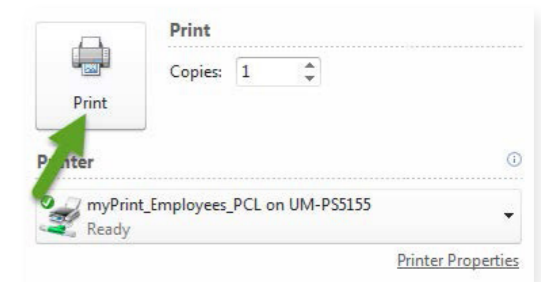
Step 3: Select Preset

- Select the created "Preset"
- Click "OK"



Step 4: Print

- Click "Print" to send your document to the MyPrint server
- Pickup your document at any of the Ricoh machines
 - Don't forget to feed paper in the manual feeder when your
 - Preset is set to manual input ("Bypass tray")



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Using the bypass tray of the MFP

Using the Bypass tray

- Open the bypass tray on the right side of the MFP
- Feed your paper / labels
- Select your Print job
- Select "Print" to process your job



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Frequently Asked Questions

I do not have the option "Devices and Printers" in my Start Menu

- Open "Control Panel" instead. The option "Devices and Printers" will be available in the Control Panel.

