

Operating instructions to register and use myPrint service

1. Connect to the link <http://unito.ricohmyprint.it/> (interface available also in English)
2. Click on Cliccare su “Create account” to register (this step is free)
3. Insert your email address
4. Create you own password writing it in the designated field (Please note: the password must have at least 6 letters and must include at least a capital letter and a number). Confirm your password.
5. Open the “Welcome email” sent by RICOH MyPrint to the email address you have chosen during registration and confirm clicking on link proposed. (the email arrives generally within 5 minutes; if you do not receive it check your SPAM box)
6. The system sends you a second email. Open this email and take note of the 8 digits number (that is your User ID). This ID must be kept safe
7. Go to the card dispenser and buy a card (cost: 1 €). Please note that the machine is not able to give change.
8. Touch the card reader placed on one of the copy machines with your new card and digit the User ID received by email and confirm pressing the start button on the machine.
9. Once completed this task the account you created on the Ricoh MyPrint web site is now matched to your card. From now on, all you need to do to authenticate on the machines is touching the card reader with your card.
10. Top up the credit on your card by the dedicated machine placed near the card dispenser (it accepts notes and coins) or by credit card directly on <http://unito.ricohmyprint.it/> loggin in your account.

Pay attention: the amount you top up your card with is tied to your virtual account; it is not phisically loaded on your card. As a consequence of this in case you lose your card you won't lose your credit. Just inform RICOH as soon as possible.

How to print from Library PCs

You can print alternatively:

1. Uploading your file on MyPrint portal
2. Using the print driver already installed on all Library's workstations.

PLEASE NOTE: if you decide to print with method n. 1 and you want to print a web page or a file that is open in your browser or in other programs you must first save the file on your desktop and then upload it on MyPrint portal. In case of web pages it's advisable to convert them in .pdf format.

Print through MyPrint portal

1. Connect to <http://unito.ricohmyprint.it/> web site
2. Log in with your username and password (registration email + password chosen during registration)
3. In the center of the screen click on "Sfoglia" ("Browse") button and select from your PC the file you want to print.
4. Select the desired options among the few offered by the portal (color or black and white, single side or double side printing and number of copies)
5. Click on "Print"
6. Follow steps from 3 to 5 for all the files you want to print (advice: you don't need to go and collect your prints immediately leaving the workstation you are using. You can send to the printers all the jobs you want to print and collect them altogether)
7. At the end of your session you can proceed to one of the printers and collect your printed jobs.
8. Authenticate on the desired machine with your card (place it near the card reader) or digit your Ricoh User ID (the 8 digits number you received after registration)
9. Press the "Follow-You Printing" button and after a while the screen shows you all the jobs you sent to the printing queue.
10. Select the jobs you effectively want to print (you may change idea) and press the "Stampa" button on the top left side of the screen.
11. Repeat step 11 for all the print jobs you wish to print.

12. At the end of your printing session touch again the card reader with your card to log out or press directly the “Logout” button on the screen.

USEFUL NOTES: before printing jobs you can check the print settings sent from the PC on the right hand side of the screen. Should you change idea on some settings before printing you change some of them.

How to print from your personal

Personal laptop

Steps to print from your laptop are the same as above: MyPrint portal and printer driver.

On your device you have to install the printer driver first.

Install RICOH MyPrint printer driver

1. Connect to MyPrint portal <http://unito.ricohmyprint.it/> (If you are using Windows operating system you **MUST** use **INTERNET EXPLORER** – no **EDGE**, no **FIREFOX**, no **CHROME**).
2. Click on “Install printer”
3. Confirm the request to create the link to MyPrint printer on your PC and wait for the installation to end. Confirm any other request that the procedure may ask you during the installation process.

Print with the printer driver

1. Press the print button of the program you are using (this is different according to the program you are using)
2. Verify that the MyPrint printer is selected
3. Press the “preferences” button and in the first tab of the screen you obtain click on “Details” at the top right. A field where you have to digit your MyPrint ID shows up.
4. In this field digit your ID MyPrint. You can retrieve this code from the MyPrint portal clicking on the post-it icon you find on the main screen after logging in.
5. Click on the post-it. This shows your MyPrint ID. Copy and paste this code in the field mentioned in step 3. If you “copy and paste” pay attention to capture all and only the characters of the code. No

less no more (even just blanks). We suggest you to write this code by hand instead of copying and pasting.

6. From now on you can print from your PC choosing the print preferences you like and you can collect printed jobs directly on the machine you prefer

How to print from your tablet or smartphone

To print from your TABLET or SMARTPHONE you need to download and install on these devices the free APP "Ricoh myPrint". You can find it on your system store (Android, iOS, Windows Mobile).

Once installed, open your APP and

1. Insert in the field that shows up the address of the server (<http://unito.ricohmyprint.it>) or do it automatically clicming on "Scan QR code" and pointing your phone to the QR code printed on the back of the RICOH card.
2. Click "Continue" and insert your RICOH username and password. Finally click on "ENTER"
3. Accept the service rules clicming on OK
4. You'll have 3 buttons available. Respectively from left to right:
 - a. A button to print pictures from your archive
 - b. A button to take a shot on the fly and then print it
 - c. A button to manage your profile and topping up your credit
5. Once chosen the file to print you may set: colour, single/double side printing and number of copies and send the job to the printer.

PLEASE NOTE: On Windows Phones and Android printing .pdf, Word or other types of documents is straight away. The same is not on iPhone.

How to make photocopies

1. Log on the machines with your card or with your myPrint ID
2. Select the button showing a "home" on the top left of the screen.
3. Select on the display the "Copiatrice" button
4. Select the desired copy settings

5. Click on the ENTER button to make the copies.

How to scan documents

1. Log on the machines with your card or your myPrint ID
2. Select the “Scan-to-me” button on the display
3. Modify the default settings at your pace clicking on “Dett. Lavoro” at the bottom left of the screen.
It is possible to change: email object, email body, name of the scanned file.
4. Modify the scan settings with the proper button located at the bottom right of the screen.
5. Click on the “Scansione” button to scan your document.

Differences between your User ID and ID myPrint

User ID

The **User ID** is the **number of your card**. The 8 digits code that you receive immediately after registering on myPrint portal the first time.

This ID consists in 8 digits and **is needed ONLY to authenticate on the machines** when you need to print or make copies or scan a document.

ID myPrint

The **ID myPrint** is an alphanumeric code that you find on myPrint portal in your personal page:

1. Connect to the link <http://unito.ricohmyprint.it>
2. At the bottom right of the page you find a “virtual post-it” with “Your personal myPrint ID is:” written on it and a “pointing hand” icon. Clicking on it you show your ID myPrint.
3. Take note of it and write it in the designated field of the print driver when you wish to use this way of printing (see instructions above).

This ID must be **used ONLY to authenticate on the print driver**. This is true either you use the pre-installed print driver on our workstations or the print driver you have previously installed on your PC.

Do you have problems with the service?

Should you have any problems with this service you can ask for help directly to serviced areas available at Campus “Luigi Einaudi” and “Palazzo Nuovo”.

If it's not easy for you to go to these serviced areas, you can write them by email by one of the following email addresses:

csto.cle@ricoh.it

csto.palazzonuovo@ricoh.it