

The background is a solid gold color. In the upper right, there are two overlapping circles of different shades of gold. A thick, light gold vertical bar extends from the bottom center towards the middle of the page. A large, light gold curved shape, resembling a stylized 'C' or a bracket, is positioned on the left side, partially overlapping the vertical bar and the circles.

Printing and Scanning



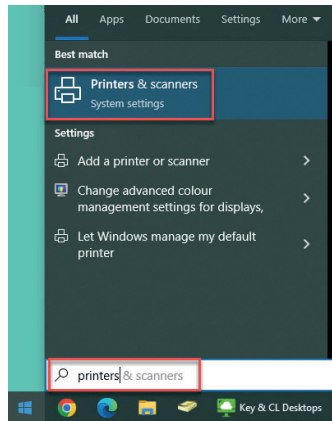
Default Printer

How do I set my default printer?

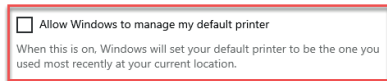
If you have access to more than one printer you can set the one you use most as the default. This has to be set on the PC before you log into the VDI.

Windows 10

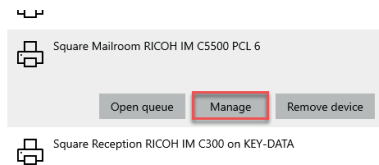
1. Click 'Start'.
2. Type 'Printers & Scanners' to search.
3. Click 'Printer & Scanners App' when it shows in the search results.



4. Scroll to the bottom of the printer list and untick 'Allow Windows to manage my default printer'.
5. Scroll back up. Locate and click on the printer you wish to set as default.
6. Click the 'Manage' button.



7. Click 'Set as Default'.



Square Mailroom RICOH

Manage your device

Printer status: Idle

Open print queue **Set as default**

[Print a test page](#)

[Run the troubleshooter](#)

[Printer properties](#)

[Printing preferences](#)

[Hardware properties](#)

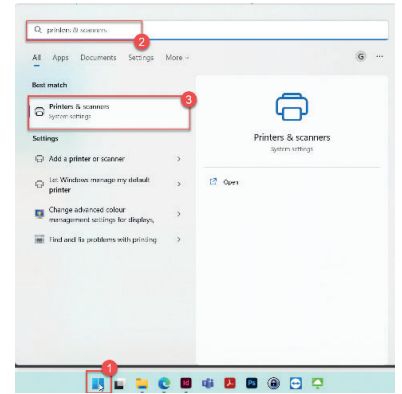
8. Close the printer window.



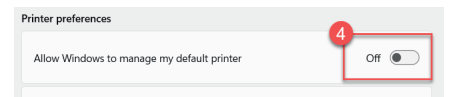
Print on KEY-DATA

Windows 11

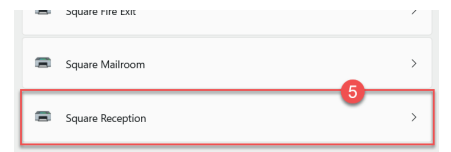
1. Click 'Start'.
2. Type 'Printers & Scanners' to search.
3. Click 'Printer & Scanners App' when it shows in the search results.



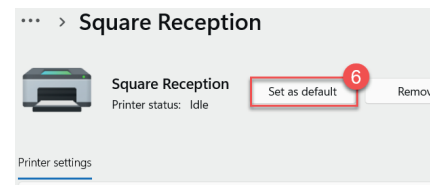
4. Scroll to the bottom of the printer list and switch off 'Allow Windows to manage my default printer'.



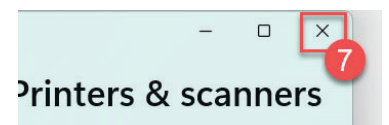
5. Scroll back up. Locate and click on the printer you wish to set as default.



6. Click 'Set as Default'.



7. Close the printer window.





Print Settings - Windows 10

This section is specific to Windows 10. If you have Windows 11, follow the instructions on the next page.

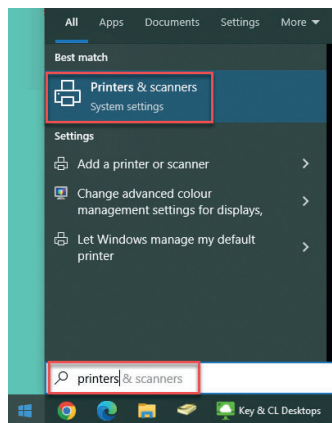
How do I adjust my print settings?

If you have access to more than one printer you can set the one you use most as the default. This has to be set on the PC before you log into the VDI.

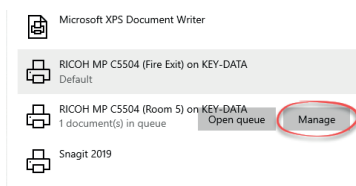
Often documents are printed directly to a copier and lay there until you collect them sometime later. Can you be sure no-one has read or copied them? If they are not at the copier, did the document fail to print or has someone taken it? If its the later, this could lead to a data breach, which would have to be reported to the ICO. This in turn could result in Key and Community Lifestyles facing a monetary fine.

The default settings for all copier in Key and Lifestyles should be Black and White, double sided and hold print. This saves money (its usually at least 5x cheaper to print in B&W) and the environment! These have to be set on the PC before you log into the VDI.

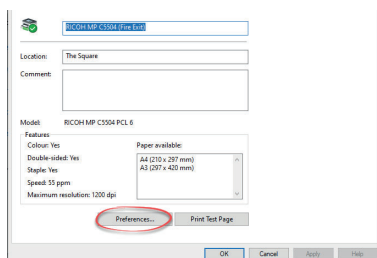
1. Click 'Start'.
2. Type 'Printers & Scanners' to search.
3. Click 'Printer & Scanners App' when it shows in the search results.



4. Locate and click once on the appropriate printer.
5. Click 'Manage'.



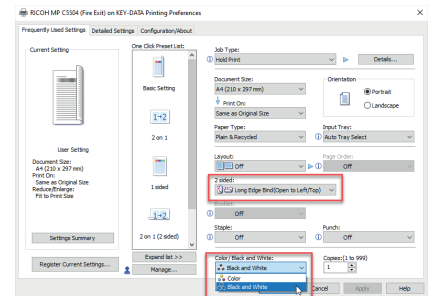
6. Click 'Printer Properties'.
7. Click 'Preferences'.



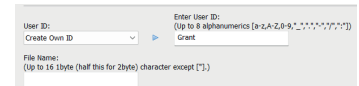
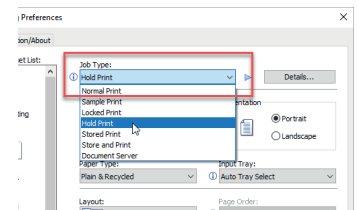
The dialogue window shows the printer properties for a Ricoh 5504, these vary depending on model of copier.

Yours may look slightly different.

8. Set printing to "Black and White" and duplex/double sided.
9. Click the 'Job Type' drop down menu and choose 'Hold Print'.
10. Click the 'Details' button.



11. In the 'User ID' box type your name.
12. Click 'OK'.
13. Click 'OK'.
14. Close the settings window.





Print Settings - Windows 11

This section is specific to Windows 11. If you have Windows 10, follow the instructions on the previous page.

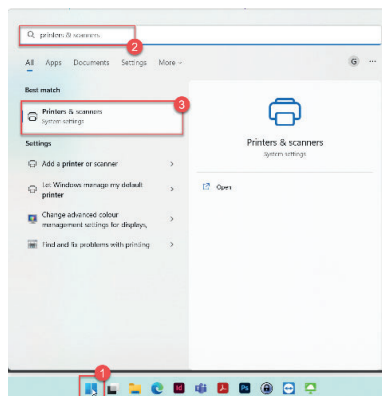
How do I adjust my print settings?

If you have access to more than one printer you can set the one you use most as the default. This has to be set on the PC before you log into the VDI.

Often documents are printed directly to a copier and lay there until you collect them sometime later. Can you be sure no-one has read or copied them? If they are not at the copier, did the document fail to print or has someone taken it? If its the later, this could lead to a data breach, which would have to be reported to the ICO. This in turn could result in Key and Community Lifestyles facing a monetary fine.

The default settings for all copier in Key and Lifestyles should be Black and White, double sided and hold print. This saves money (its usually at least 5x cheaper to print in B&W) and the environment! These have to be set on the PC before you log into the VDI.

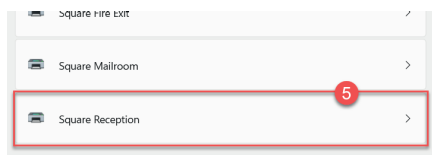
1. Click 'Start'.
2. Type 'Printers & Scanners' to search.
3. Click 'Printer & Scanners App' when it shows in the search results.



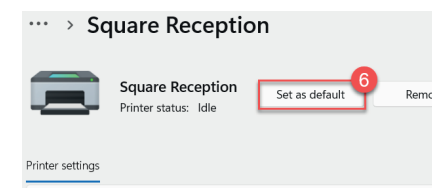
4. Scroll to the bottom of the printer list and switch off 'Allow Windows to manage my default printer'.



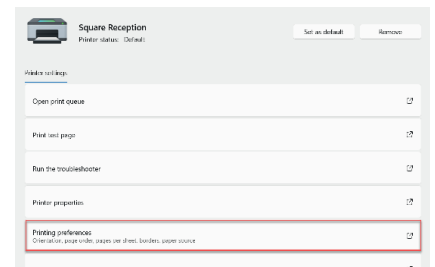
5. Scroll back up. Locate and click on the printer you wish to set as default.



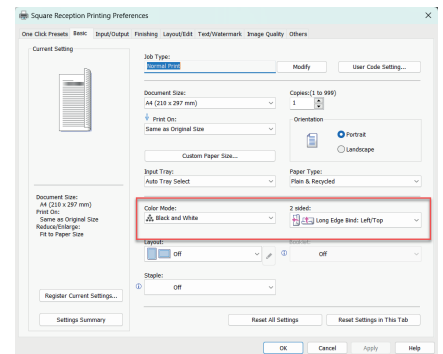
6. Click 'Set as Default'.



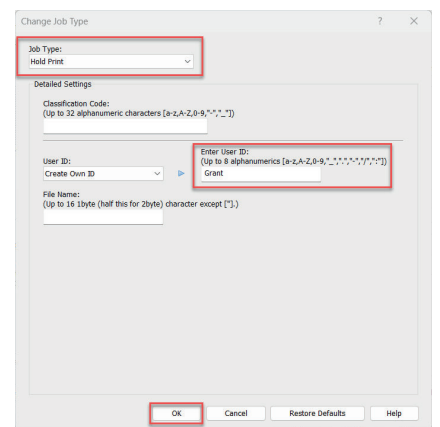
7. Click 'Printer Properties'.
8. Click 'Preferences'.



This dialogue window shows the printer properties for a Ricoh 5504, these vary depending on model of copier. Yours may look slightly different.



9. Set printing to "Black and White" and duplex/double sided.
10. Use the 'Job Type' drop down menu to select 'Hold Print'.
11. Click 'Details'.
12. In the 'User ID' box type your name.
13. Click 'OK'.
14. Close the settings window.





Printing From Hold

Why should I use 'Hold Print'?

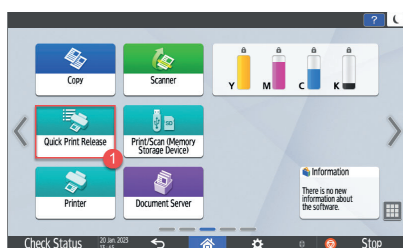
Often documents are printed directly to a copier and lay there until you collect them sometime later. Can you be sure no-one has read or copied them? If they are not at the copier, did the document fail to print or has someone taken it? If its the later, this could lead to a data breach, which would have to be reported to the ICO. This in turn could result in Key and Community Lifestyles facing a monetary fine.

To combat this, direct printing will soon be disabled on all copiers where this is possible. If you send a 'direct print', the job will be deleted when it reaches the copier. To continue printing ensure you are printing to a copier mailbox, also known as 'Hold Print'.

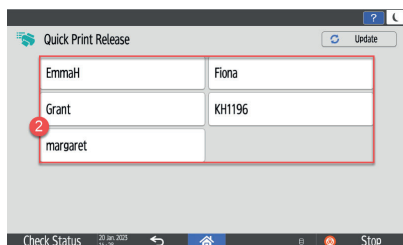
How do I print my 'Held' documents?

IMC 500 / IMC 5500

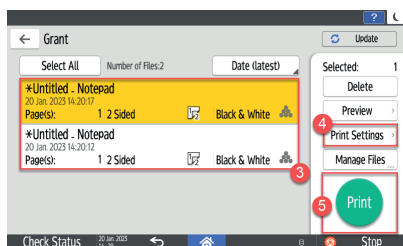
1. Click 'Quick Print Release'.



2. Select your name from the list available.



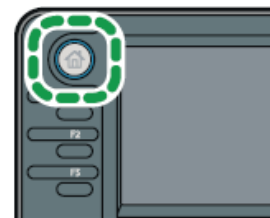
3. Select the document(s) you wish to print. (Selected documents are highlighted in yellow).



4. Click Print Settings to adjust any settings before printing, eg double sided to single, colour to black and white.
5. Click 'Print'.

MPC 305/307/6003

1. Press the 'Home' button at the top left-hand side of the screen.

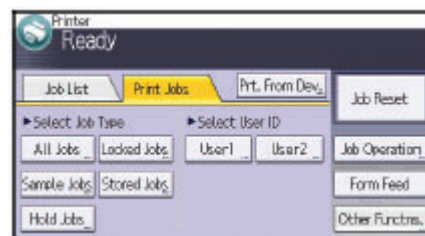


2. Press the 'Printer' icon on the screen.



Printer

3. Select your name or PC number.
4. Select the document(s) you want to print
5. Press 'Print' at the bottom right-hand corner.
6. A message will ask if you are sure you want to print.
7. Press OK.



MPC5504

1. Click 'Quick Print Release'.
2. Click on your name or PC number.
3. Select the document(s) you wish to print.
4. Click 'Print'.
5. Click to confirm you wish to print.



Address Book - Adding Entries

How do I add email addresses?

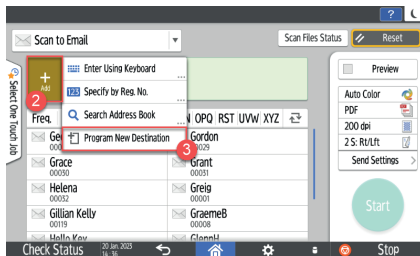
When adding email addresses to the copier, ensure you type the address correctly. Emailing a wrong email address documents can result in data breaches and in turn a fine for Key/Lifestyles.

IMC 300/IMC 5500

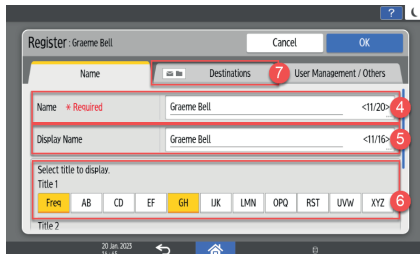
1. Press 'Scanner'.



2. Press the '+ Add' button.
3. Press 'Program New Destination'.

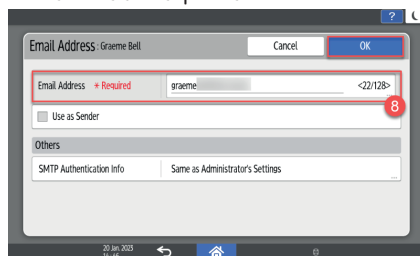


4. Click the 'Name' field and type the name of the person to be added.
5. The 'Display' name will autocomplete, amend this if necessary.



6. To add it to the 'Frequency' list, click the initial.
7. Click the 'Destinations' tab at the top of the screen.

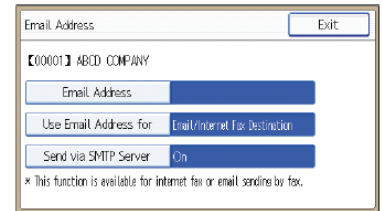
8. Click 'Email Address' and enter the email address of the person. Ensure you have entered the address completed.



9. Click 'OK'.
10. Click 'OK'.

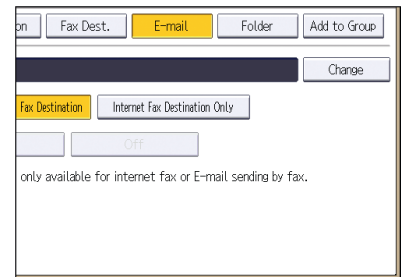
MPC305/C307

11. Press 'Address Book Management'. You may need to click the 'User Tool/Counter' button to find it.
12. Press New Program.
13. Press Names.
14. Type in the name of the use, then 'OK'.
15. Press Exit.
16. Press 'Email' then 'Email Address'.
17. Type in the email address (you may have to press 'Entry method' to change to find the @ sign.)
18. Press 'OK' twice, then 'Exit'.



MPC5504

1. Press 'Scanner'.
2. Press 'Specify Destination'.
3. Press 'Program New Destination'.
4. Press the 'Change' option at the side of the email address.
5. Press 'OK'.
6. Press 'Names' and press 'Change' to type a description for the email.
7. Press 'OK'.



MPC6004

1. Press 'Scanner'.
2. Press 'Prg Dest'.
3. Follow steps 4-7 above as listed for the MPC5504.

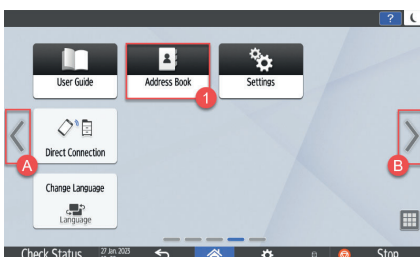


Address Book - Removing Entries

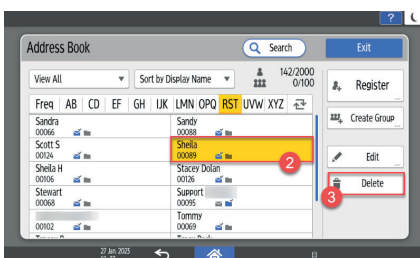
How do I delete email addresses?

IMC 500/ IMC 5500

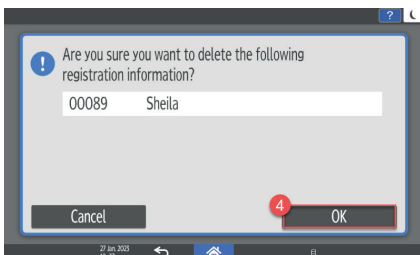
1. Click 'Address Book'. You may need to use the right (A) and left (B) arrows to move across a screen to locate it.



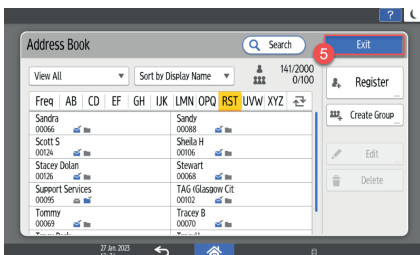
2. Locate and click on the address to be removed.
3. Click 'Delete'.



4. Click 'OK' to confirm.

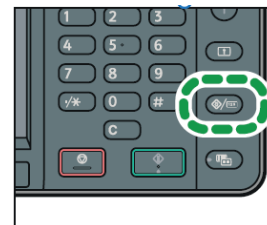


5. Click 'Exit'.



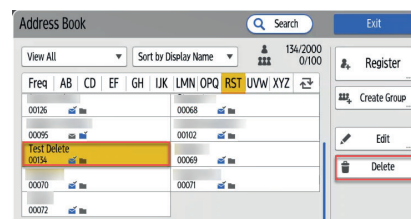
MPC305/307

1. Press the User Tools / Counter Key to the right of the number keys.
2. Select Address Book Management.
3. Press 'Delete'.
4. Find and click on the user to be removed.
5. Confirm the deletion.



MPC5504/6003/307/305

1. Click 'Address Book Management'.
2. Press 'Delete'.
3. Select the email/person to delete.
4. Confirm the deletion.





Scan to email

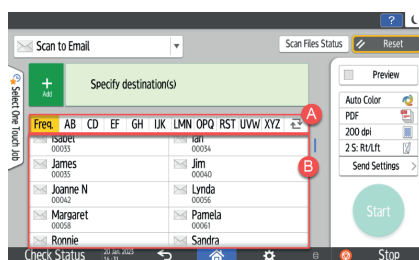
How do I scan to email?

IMC500 / IMC5500

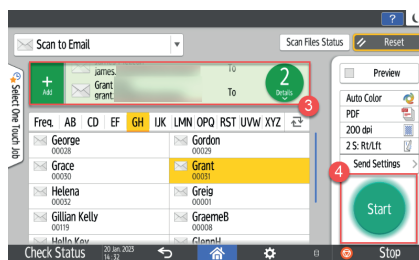
1. Click 'Scanner'.



2. Click either:
a. the initial of the persons name or
b. Scroll through the list to find the user.

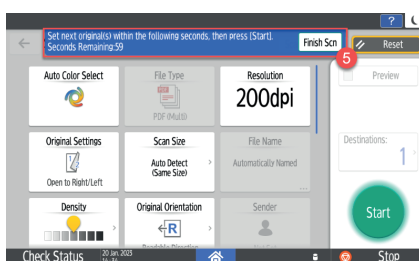


3. Select further email addresses in the same way if required. The number of recipients will be listed (2 in this case).

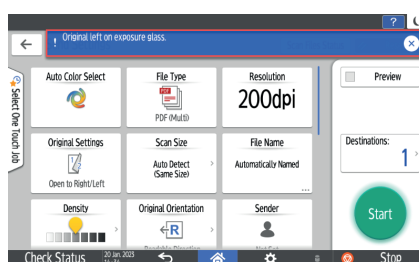


4. Click 'Start'.

5. If you have further sheets to scan put them on the automatic sheet feeder or on the glass and press 'Start' otherwise, press the 'Finish Scan' button.

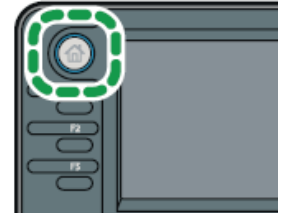


Remember to remove your document from the scanner when done!



MPC 305/307

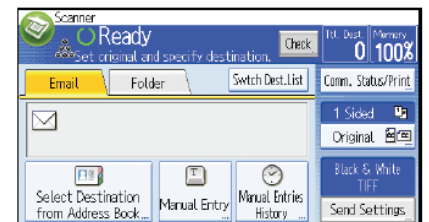
1. Press the Home button at the top left-hand side of the screen.



2. Press the Scanner icon.



3. Press Select Destination from Address Book.
4. Highlight your email address (you can send to more than one person).



5. Press OK.
6. Place your originals in the feeder or on the glass.
7. Press the Green button to send the scan.

MPC5504/6003

1. Press the 'Home' button.

2. Press the 'Scanner' button.

3. Place your document in the document feeder, or on the glass.



4. Select an email address from the list.
5. Make any required settings and press the Green (Start) button.

