Printing and Scanning

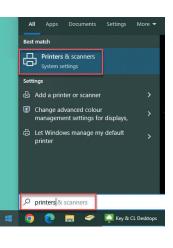
Default Printer

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.



 Scroll to the bottom of the printer list and untick 'Allow Windows to ma Allow Windows to manage my default printer When this is on. Windows will set your default printer to be the one you used most recently at your current location.

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 the set of the set of
- Click the 'Manage' button.

₽	Square N	failroom RICOH IN	1 C5500 PCL 6	
		Open queue	Manage	Remove device
品	Square R	eception RICOH IN	1 C300 on KEY-E	DATA

- 7. Click 'Set as Default'.
- ☆ Square Mailroom RICOI



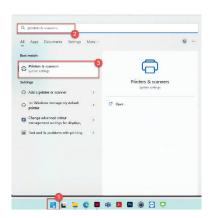
8. Close the printer window.





Windows 11

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



Off 🔘

4. Scroll to the bottom of the printer list and switch off

and switch off 'Allow Windows to manage my default printer'.

Allow Windows to manage my default printe

Printer preferences

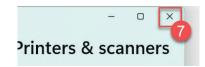
 Scroll back up. Locate and click on the printer you wish to set as default.

	Square Fire EXIC	
8	Square Mailroom	>
8	Square Reception	>

- 6. Click 'Set as Default'.
- ··· > Square Reception



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.

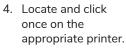
How do I adjust my print settings?

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.

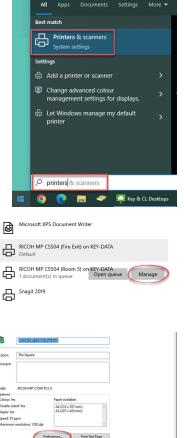
Often documents are printed directly to a copier and lay there until you collect them sometime later. Can you be sure noone has read or copied them? If they are not at the copier, did the document fail to print or has someone taken it? If its the later, this could lead to a data breach, which would have 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.
- Click 'Printer & Scanners App' when it shows in the search results.



- 5. Click 'Manage'.
- 6. Click 'Printer Properties'.
- 7. Click 'Preferences'.

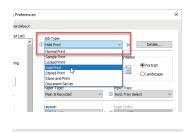


OK Cancel Apply Help

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.



Enter User ID: (Up to 8 alpha

File Name: (Up to 16 1byte (half this for 2byte) character except ["].)

- 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 noone 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.

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

O Printers & scanners System setting:	-3		6)
Settings			Printers & sc System with	
Add a printer or scanner Iot Windows manage my delault printer	, ,	C Open		
Change advanced colour management settings for displays,	>			
ind and its problems with printing	>			

Off

4. Scroll to the bottom of the printer list and switch off

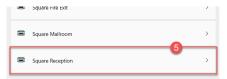
Allow Windows to manage my default printer

Printer preferences

'Allow Windows to manage my default printer'.

Printer settings

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



Set as defau

··· > Square Reception

Printer status:

Square Reception

6. Click 'Set as Default'.



'Preferences'.

Square Reception Printer status: Default	Set as default	Remove
inter-settings		
Open print queue		U
Print test page		12
Run the troubleshooter		ø
Printer proporties		12
Prinzing preferences Orientation page order, pages sensiteet, borders, pager source		U

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

	Same as Original Store	Portrak
	Custom Paper Size	C Landscape
	Input Tray: Auto Tray Select	Paper Type:
Document Size: Af (210 x 297 mm) Print On: Serre do Unginel Size Roduca/Enlargo: Fit to Paper Size	Auto Trey Select	2 stded: 2 stded: 2 stded: 3
Register Current Settings	Stople:	Ø off ∨
Settings Summary	Rese	t All Settings Reset Settings in This Tab
		OK Cancel Apply Help
rop down	menu to sele	ect 'Hold Print'.
rop down	menu to sele	
•	menu to sele	ect 'Hold Print'.

(1 to 5

classification Color: (lip to 32 alphanumeric characters [lex,A-2,0+9,***_1]) User ID: Create Own ID File Itame: (lip to 16 shyler (half this for 2byler) divarder except ["3.)	(["",",")
(Up to 32 ophanumeric characters (a-2,A-2,0-9,	(E":"\"\"\")
User ID: Create Own ID File Name:	,"/","))
User ID: Create Own ID File Name:	(ניי"ע"לי")
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Create Own ID V B Grant	
	_

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 noone 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.

	C Update	
EmmaH	Fiona	
Grant	KH1196	
margaret		
	Grant margaret	Grant KH1196 margaret

3. Select the document(s) you wish to print. (Selected documents are highlighted in yellow). 4. Click Print



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'

		G P	t. From Dev.	Job Reset
Select Job	Туре	► Select Us	ver ID	
All Jobs _	Locked Jobs	User1	User2_	Job Operation
Sample Jobs	Stored Jobs			Form Feed
Sample Jobs	Stored Jobs			Form Fe

- 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.

How do I add email addresses?

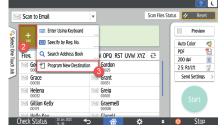
When adding email addresses to the copier, ensure you type the address correctly. Emailing a wrong email address documents can result in data breaches and in turn a fine for Key/Lifestyles.

IMC 300/IMC 5500

1. Press 'Scanner'.



- 2. Press the '+ Add' button.
- 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.



- To add it to the 'Frequency' list, click the initial.
- 7. Click the 'Destinations' tab at the top of the screen.
- Click 'Email Address' and enter the email address of the person. Ensure you have entered the address completed.
 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.)



E-r

Internet Fax Destination Only

only available for internet fax or E-mail sending by fax.

Folder

Add to Group

Change

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'.
- 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

 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'.

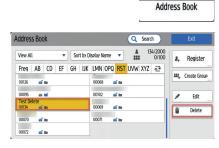
ddress Book			Q Se	earch		Exit
View All	• S0	rt by Display Name	v <u>111</u>	141/2000 0/100	8,	Register
Freq AB CD	EF GH	IJK LMN OPQ	<mark>rst</mark> uvw X1	Ζ 관		
Sandra 00066 🛋 🖿		Sandy 00088	-		m [†]	Create Group
Scott S		Sheila H	-			
00124 🛋 🖿			10 C		1	Edit
Stacey Dolan 00126 ar m		Stewart 00068			-	
Support Services		TAG (Glasgow			Û	Delete
00095 📾 🖬		00102	10 C			

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.





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Scan to email

How do I scan to email?

Scan to Email

IMC500 / IMC5500

1. Click 'Scanner'.



Scan Files Status

- 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!





÷	Set next original(s) with Seconds Remaining:59	hin the following seconds, t	hen press (Start).	Finish Scn 🖉 Reset
ľ	Auto Color Select	File Type	Resolution 200dpi	5 Preview
	Original Settings	Scan Size Auto Detect (Same Size)	File Name Automatically Named	Destinations:
	Density	Original Orientation	Sender	Start
Che	ck Status 20.Jan. 2		*	= 💿 Stop

~	! Original left on exa	xosure alass.		Status 🛛 🖉 👘 🖓
Select One Touch Job	Auto Color Select	File Type	Resolution 200dpi	Preview
Touch Job	Original Settings	Scan Size Auto Detect (Same Size)	File Name Automatically Named	Destinations:
ľ	Density	Original Orientation	Sender	Start

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).

Scenner Ready Asset orienal and specify destination.	Itt. Dust. Memory 0 100%
Email Folder Swtch Dest.List	Comm. Status/Prin <u>t</u>
	1 Sided 🛄 Original 🗐 🕮
Select Destination from Address Bock Manual Entry	Black & White TIFF Send Settings

- 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.
- Press the 'Scanner' button.
- Place your document in the document feeder, or on the glass.
- Select an email address from the list.
- 5. Make any required settings and press the Green (Start) button.



