

# How to Register Your Badge and Print, Scan and Copy Documents

The company has rolled out multi-function software to our printers across the Home Office, Riverwalk, Convent, Colorado Springs, Phoenix, Plano, and Tampa campuses, requiring users to scan their badge on the printing device to copy, scan and retrieve print requests. As we complete the decommissioning of single-user printers, it is essential to complete the steps below to ensure you have printing access.

This change aligns with the industry, reducing the risks of sensitive documents left unattended and unnecessary expense for abandoned prints. This new process connects you with all multi-function printers, giving you more access to print as needed, across all campuses.

Visit [go/SecurePrint](#) for FAQs.

## Printing from Your Computer

With Secure Print, you can print a document from your computer and pick it up from any multi-functional device/printer — you no longer have to select a specific printer by name or location. To use the Secure Print system, you will first need to map your computer to **RICOH Secure\_Print**. Once this is complete, you can register and swipe your badge at any multi-functional device/printer to pick up your document.

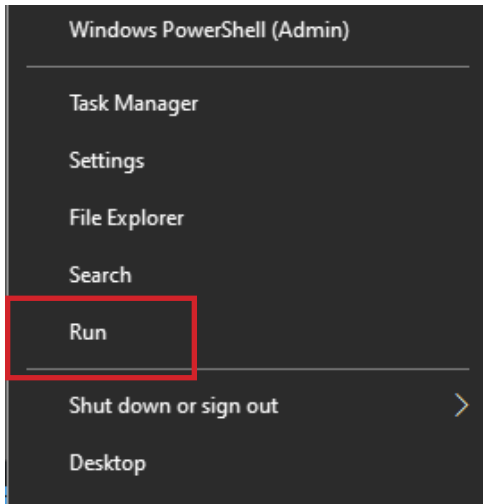
Follow these instructions to map to **RICOH Secure\_Print**:

### *Windows Users*

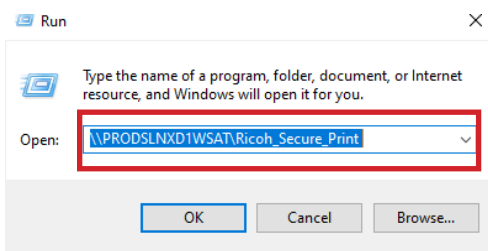
1. On your computer, right-click on the **Start** menu.



2. Select **Run**.



3. Type the universal print path `\\PRODSLNXD1WSAT\Ricoh_Secure_Print` and select **OK**.



4. Open your document and select **Print**. Depending on the type of document (e.g., PDF, Word, etc.) you will usually see a Print Settings page or window. Verify **RICOH Secure\_Print** is selected as your printer. Select your settings and click **Print**.
5. Go to your multi-functional device/printer of choice.

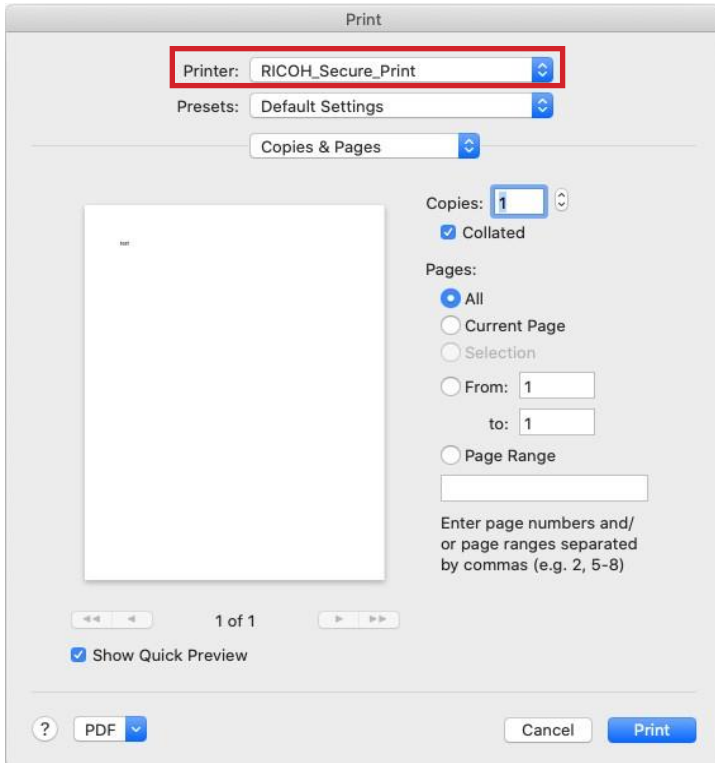
**Note:** If this is your first-time printing with Secure Print, register your badge at the printer (see the **Register Your Badge at the Printer** section) and select your document (see the **Printing, Scanning and Copying from the Printer** section).

### **Mac Users**

Mac users have already been mapped to the correct printer path. Simply verify you have RICOH Secure\_Print selected as your printer:

1. On your print settings window, verify **RICOH Secure\_Print** is selected as your printer. Select your settings and click **Print**.

2. When attempting to print for the first time, you will be prompted for credentials. Input your ID and password.



3. Go to your multi-functional device/printer of choice.

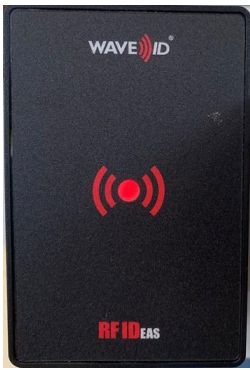
**Note:** If this is your first-time printing with Secure Print, register your badge at the printer (see the **Register Your Badge at the Printer** section) and select your document (see the **Printing, Scanning and Copying from the Printer** section).

## Register Your Badge at the Multi-functional Device/Printer

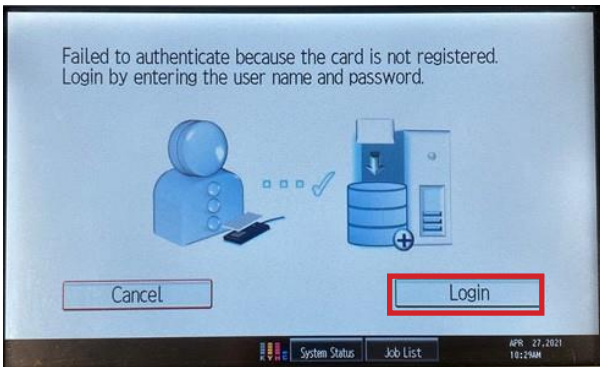
If you are printing with Secure Print for the first time you will need to register your badge at any multi-functional device/printer. After registering your badge, you will only need to swipe your badge at the card reader to access your printed files in the future.

**Note:** If you lose your current badge and are issued a new one, you will need to re-register the new badge at any multi-functional device/printer.

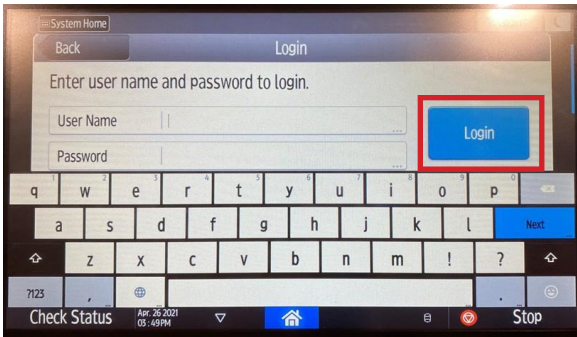
1. Touch or swipe your badge on the card reader attached to the multi-functional device/printer.



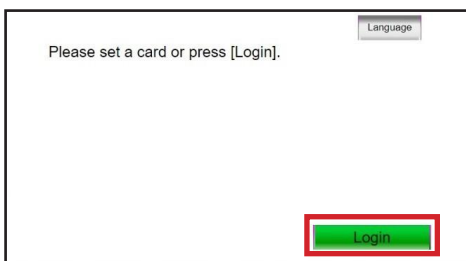
2. If this is the first time registering your badge, you will see the message below. Press **Login**.



3. Enter your ID and password and select **Login**.



**Note:** After you have registered your badge, if you wish to log in without using a badge in the future simply click the green **Login** button on the initial screen and enter your ID and password.



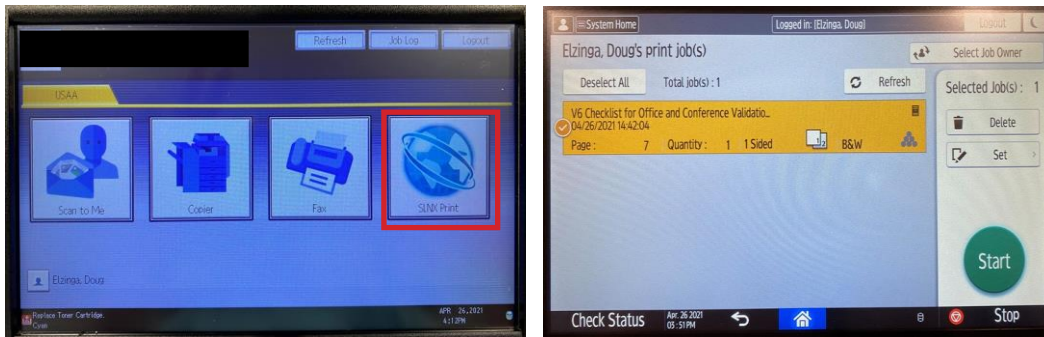
Internal

# Printing, Scanning and Copying from a Multi-functional Device/Printer

## Printing

1. Swipe your badge at the card reader to access the printer's functions.
2. On the printer menu, select **SLNX Print**.
3. Choose the file(s) you wish to print, and press **Start**.

**Note:** Refer to the **Register Your Badge at the Printer** section for instructions on how to authenticate with your badge, if needed.

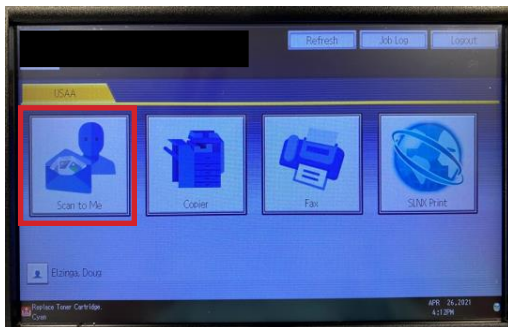


**Remember to log out – tap your badge or press Logout on the screen.**

## Scanning

1. Swipe your badge at the card reader to access the printer's functions.
2. On the printer menu, select **Scan to Me**.
3. Select **Options** to access Scan Settings, and select your settings as needed.
4. When finished, press the **Start** button.

**Note:** Refer to the **Register Your Badge at the Printer** section for instructions on how to authenticate with your badge, if needed.

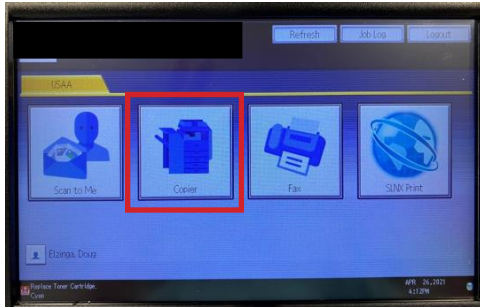


**Remember to log out – tap your badge or press Logout on the screen.**

## Copying

1. Swipe your badge at the card reader to access the printer's functions.
2. On the printer menu, select **Copier**.
3. Select **Options** to access Copier Settings, and select your settings as needed.
4. When finished, press the **Start** button.

**Note:** Refer to the **Register Your Badge at the Printer** section for instructions on how to authenticate with your badge, if needed.



**Remember to log out – tap your badge or press Logout on the screen.**