

Ricoh Cloud Print



How to Print from Your Wireless Device

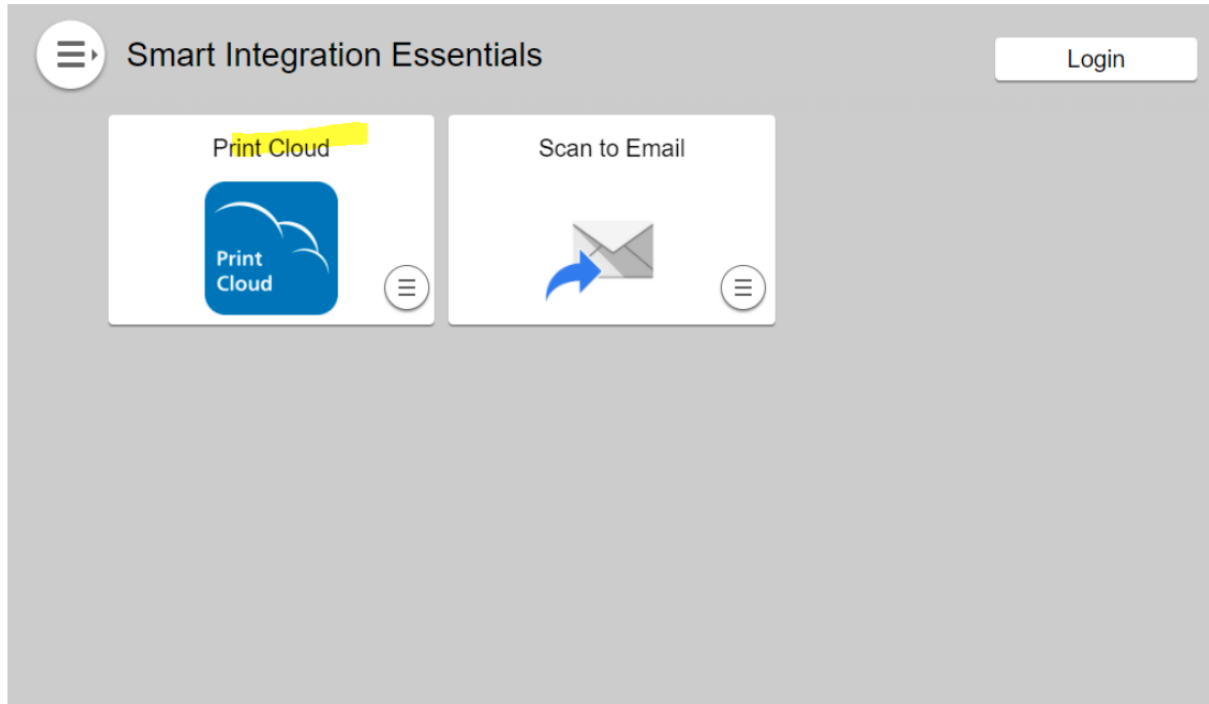
1. Email your document(s) as attachments to print@ricohprintcloud.com
2. You will receive an email from Print Cloud Dashboard within minutes. This email contains the release codes that you will need to bring to the printer to print your documents. Each attachment has its own code. The code will be active for one week.



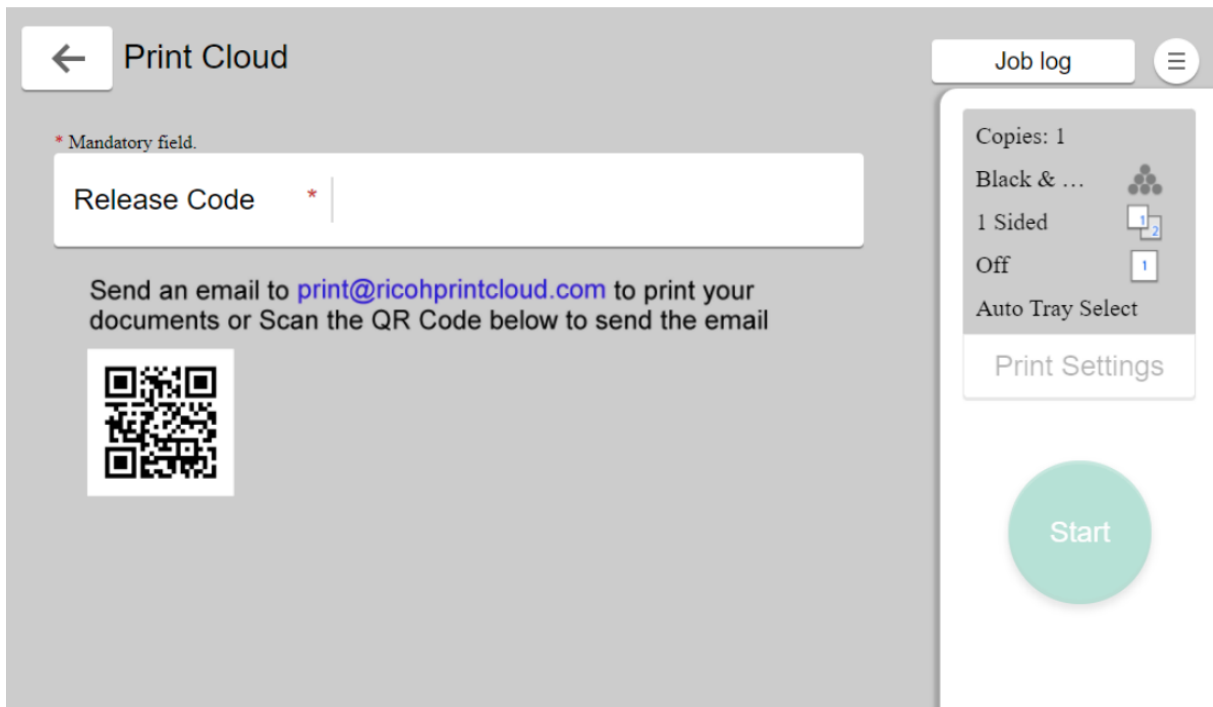
3. At the printer, touch the home button to access the menu.



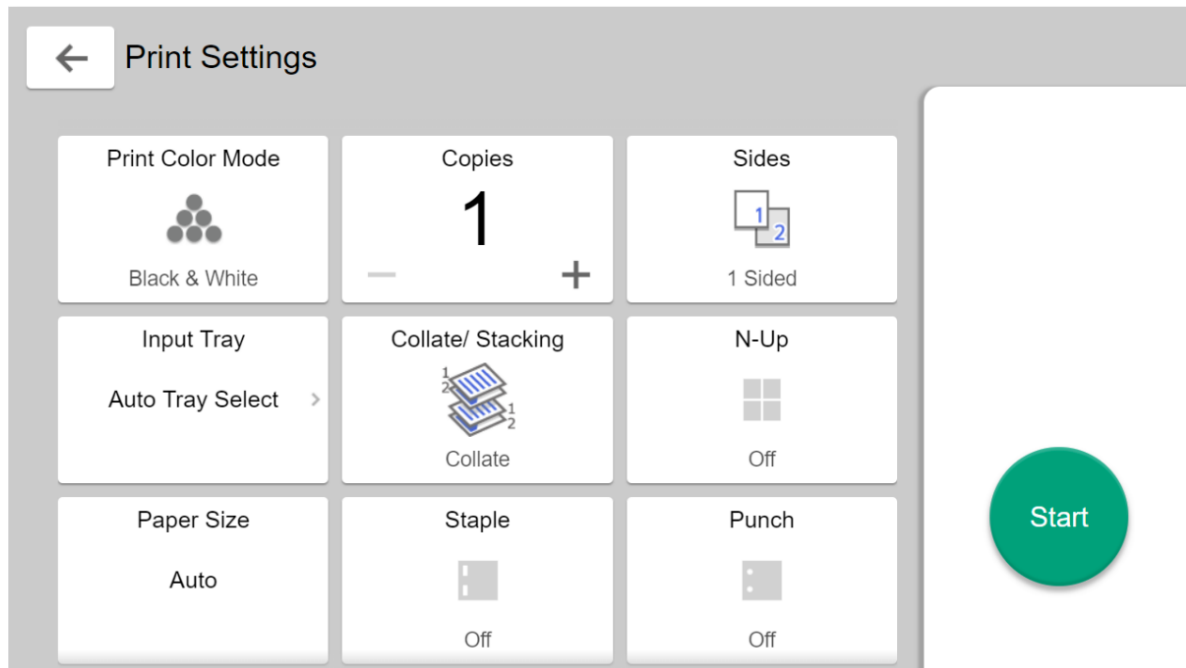
4. Touch Print Cloud icon. (If the icon isn't visible, touch Smart Integration Apps, then Print Cloud.)



5. Enter the release code that was emailed to you from the Print Cloud service. Touch blue GO button.



6. Touch Print Settings to change settings for the current document.



7. Touch green start button to begin printing. When prompted enter funds into the collection machine. The machine accepts nickels, dimes, quarters and \$1 bills.

**Printer settings may save between release codes so double check before printing if you have multiple documents to print!*