

## PrintCloud Plus





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# 1 Preface

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This guide provides the details on how to use the workflow PrintCloud

## About This Guide

This guide is divided into following primary sections:

### 1. Introduction

This section lays the foundation for understanding the workflow specification

### 2. How to Submit Print Job

This section describes how to submit Print job and receive Release Code.

### 3. Operation of PrintCloud Plus Application

This section contains step-by-step instructions on how to operate PrintCloud Plus application on MFP Operation panel

### 4. Limitations

Product Limitations

### 5. Appendix

This section contains additional reference materials

**Note:** The operation panel screen shot images and User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

## 2 Introduction

### What is PrintCloud Plus workflow?

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PrintCloud Plus is a workflow application developed on Ricoh Smart Integration Platform.

This workflow enables to print documents, which are submitted to PrintCloud through Email (Email body and attachment). Sender's Email should be same as your RICOH Smart Integration Account Email.

All the jobs submitted through this Email and which are converted successfully are listed in the PrintCloud Plus workflow view. Users can select the job and print (unlike PrintCloud where user need to enter 'Release Code' for each job)

**PrintCloud Email:** [print@ricohprintcloud.com](mailto:print@ricohprintcloud.com)

### 3 How to Submit Print Job?

#### Email: [print@ricohprintcloud.com](mailto:print@ricohprintcloud.com)

Send Email to above email address from your RICOH Smart Integration Login Email address. PrintCloud service will convert Email body and attachment as PDF file. Service will reply to sender's email address with 'Release Code' for each attachment and also email body, with thumbnails as shown below.

However, Release Codes are not necessary to print if the PrintCloud Plus workflow is used.

REPLY TO: This is a Test ▾ libox x 🗑️ 🔗

 **You have sent an e-mail to Print Cloud**  
The following files have been successfully processed by Print Cloud

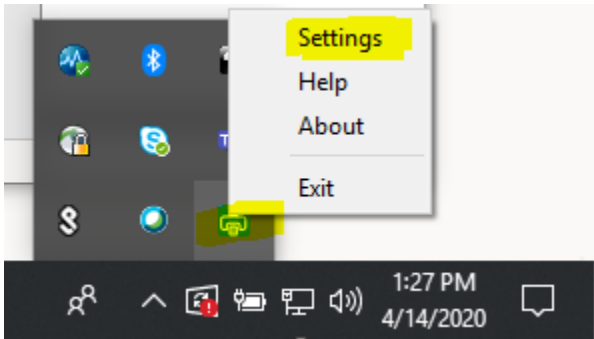
**Attachment**  
Your file Box.png is prepared for printing. The print job will be active for 1 week. **Release Code**

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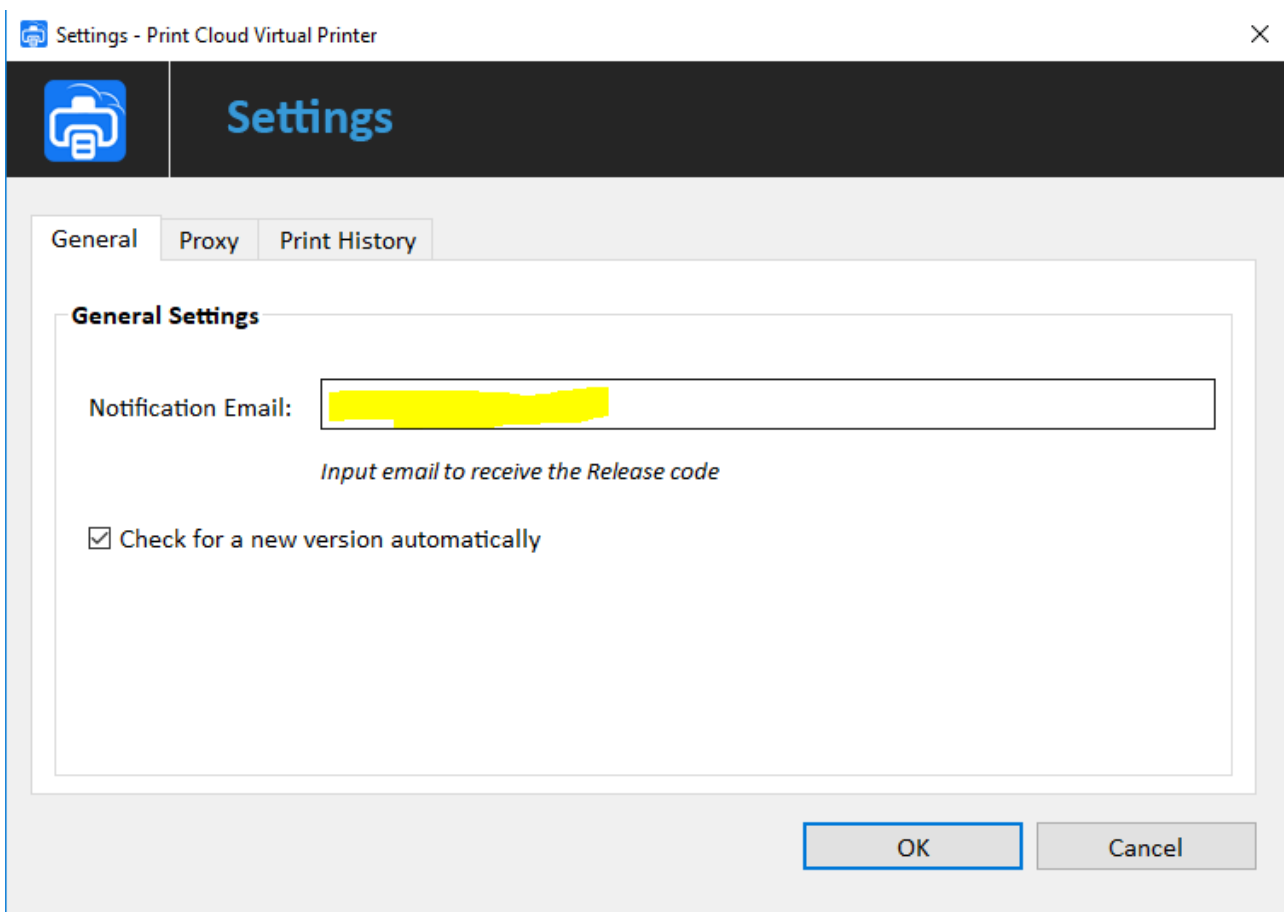
**Email Body HTML**  
Your e-mail with the subject "This is a Test" is prepared for printing. The print job will be active for 1 week. **Release Code**

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## 4 How to Submit Print Job from PrintCloud Virtual Print Driver?



Right Click on 'PrintCloud' ICON in system Tray. Please 'Settings' from the Menu.



For Print Jobs to be available in PrintCloud Plus Job list, Please enter the **Email address with which you login to RICOH Smart Integration.**

**Note: For users (RICOH internal & Dealers) who have multiple RICOH Smart Integration accounts, by using the same Gmail address like:**

- [abcd+unique1@gmail.com](mailto:abcd+unique1@gmail.com)
- [abcd+unique2@gmail.com](mailto:abcd+unique2@gmail.com)



Please enter your actual gmail address:

**Which is:** abcd@gmail.com

Do not enter '+.....'. This is not supported. You can access your print jobs from all of your RSI Tenants which uses your Gmail address to login.

## 5 Operation of PrintCloud Workflow Application

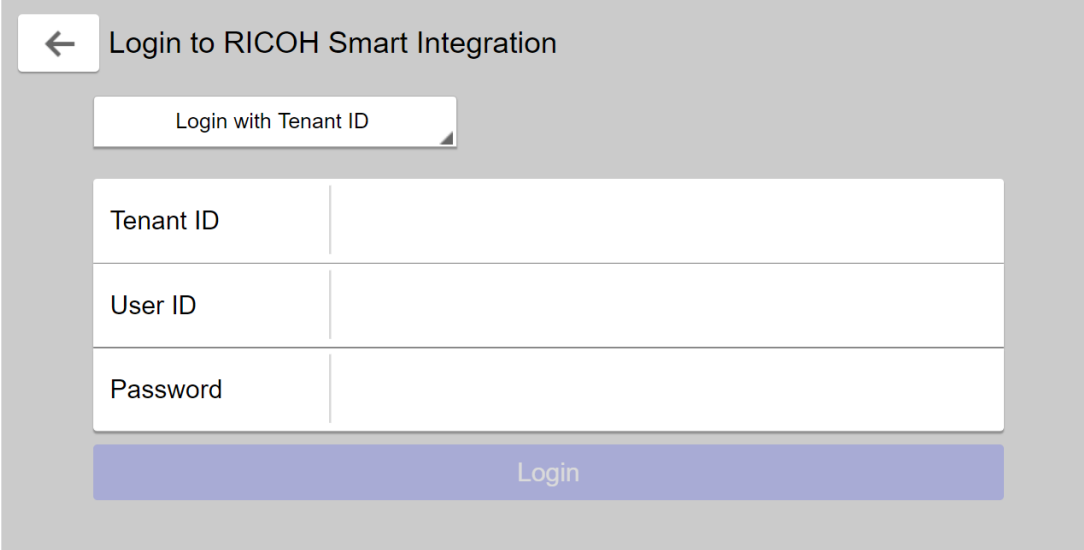
### Smart Integration MFP BrowserNX URL

<https://www.na.smart-integration.ricoh.com/si-apps/pub/index.html>

### Ricoh Smart Integration Initial Login

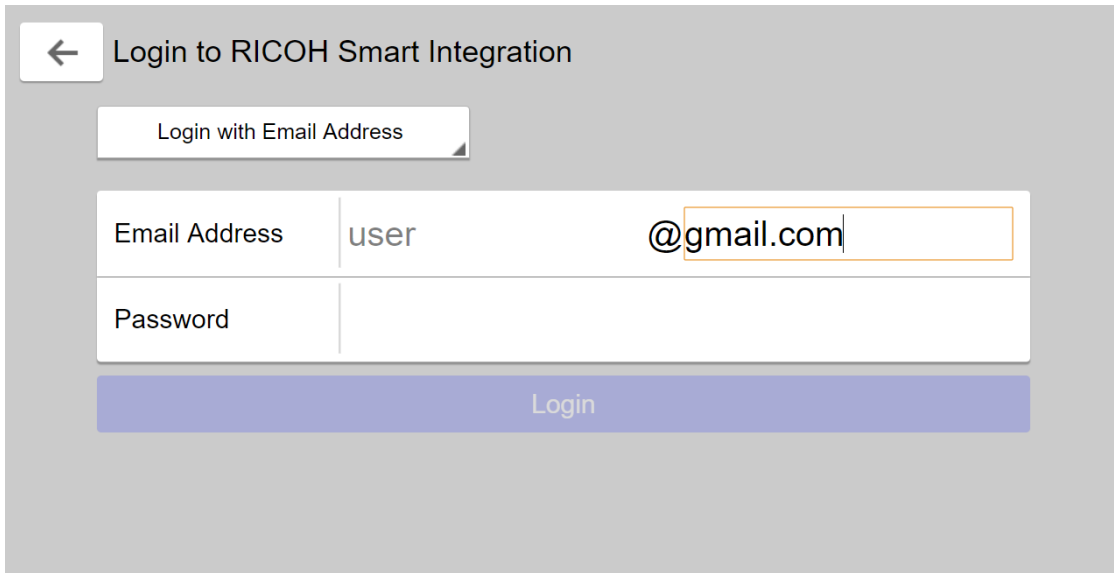
Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID



The screenshot shows a login interface for 'RICOH Smart Integration'. At the top left, there is a back arrow icon and the text 'Login to RICOH Smart Integration'. Below this, a dropdown menu is set to 'Login with Tenant ID'. The form contains three input fields: 'Tenant ID', 'User ID', and 'Password'. At the bottom of the form is a blue 'Login' button.

Option 2: Login with Email Address



← Login to RICOH Smart Integration

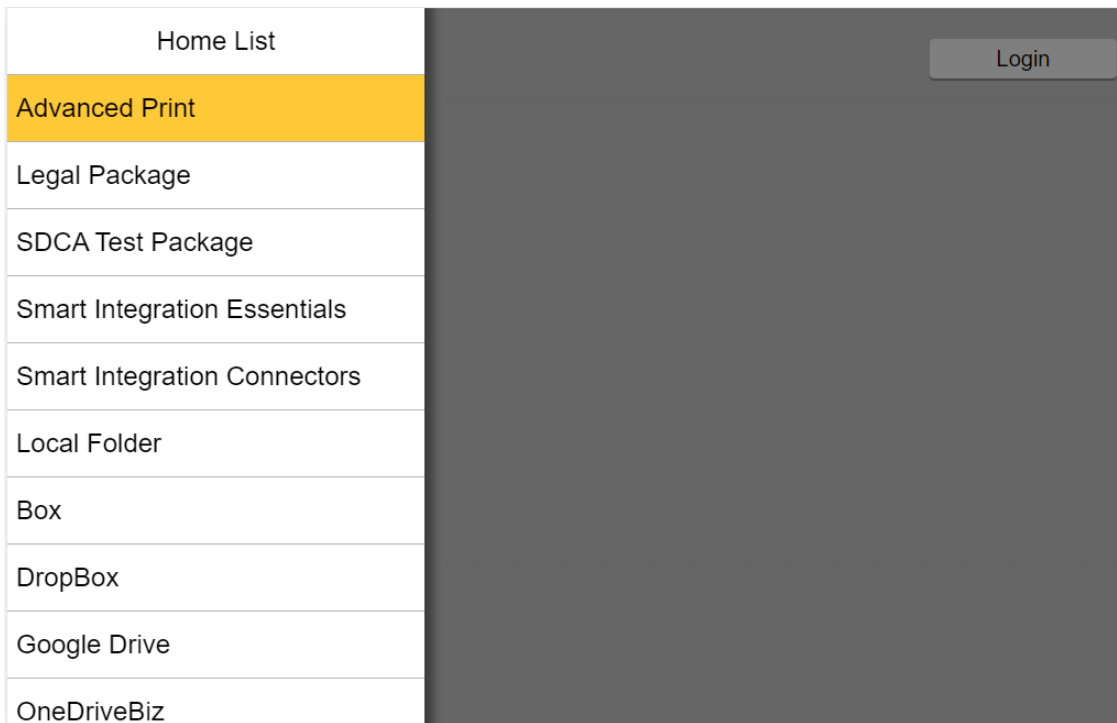
Login with Email Address

Email Address | user @gmail.com

Password |

Login

After administrator login subscribed application will be displayed

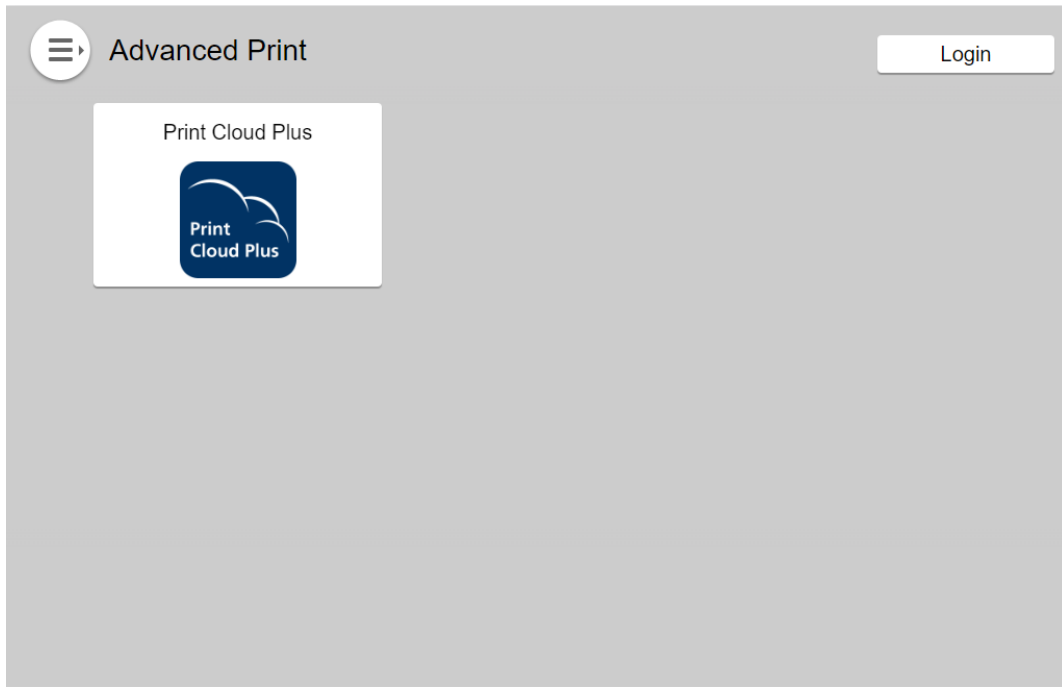


Home List

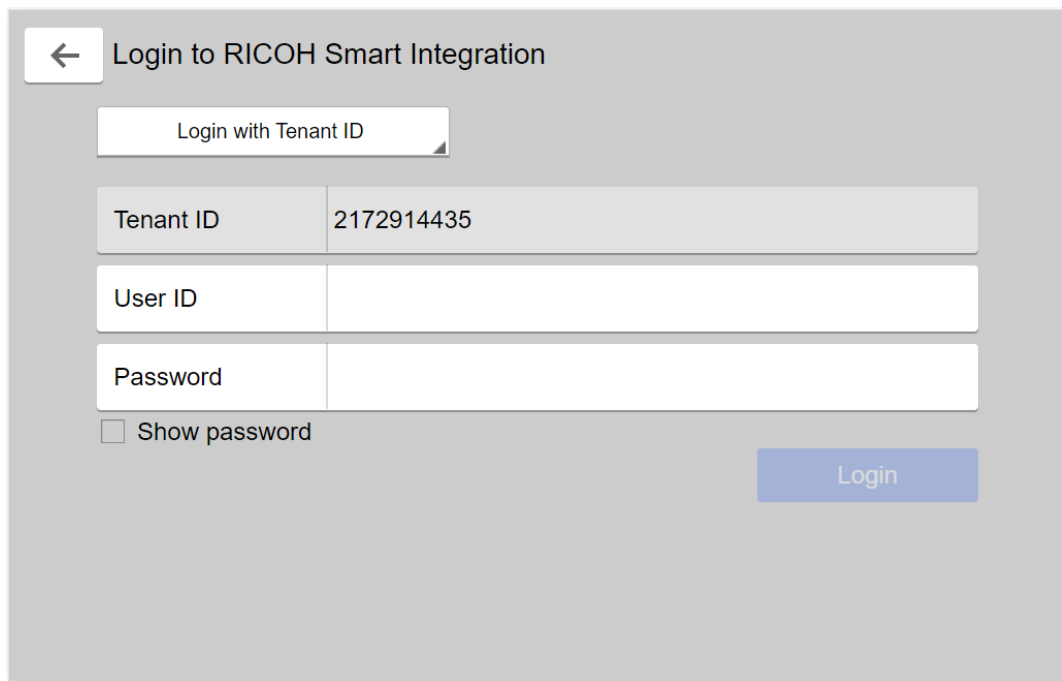
- Advanced Print
- Legal Package
- SDCA Test Package
- Smart Integration Essentials
- Smart Integration Connectors
- Local Folder
- Box
- DropBox
- Google Drive
- OneDriveBiz

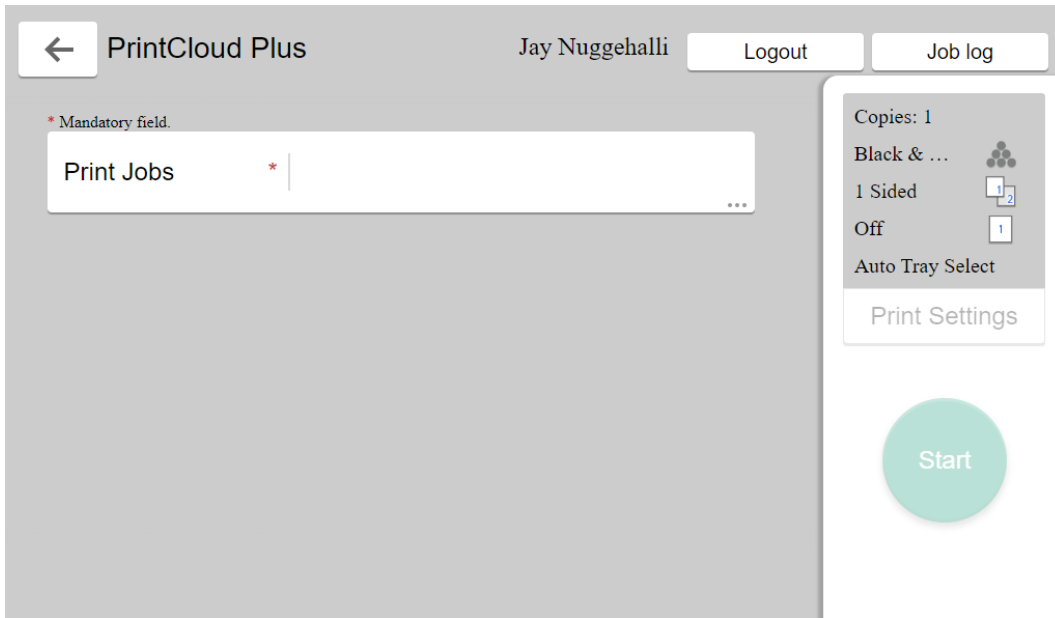
Login

Use the Home List button to Select 'Advanced Print'.

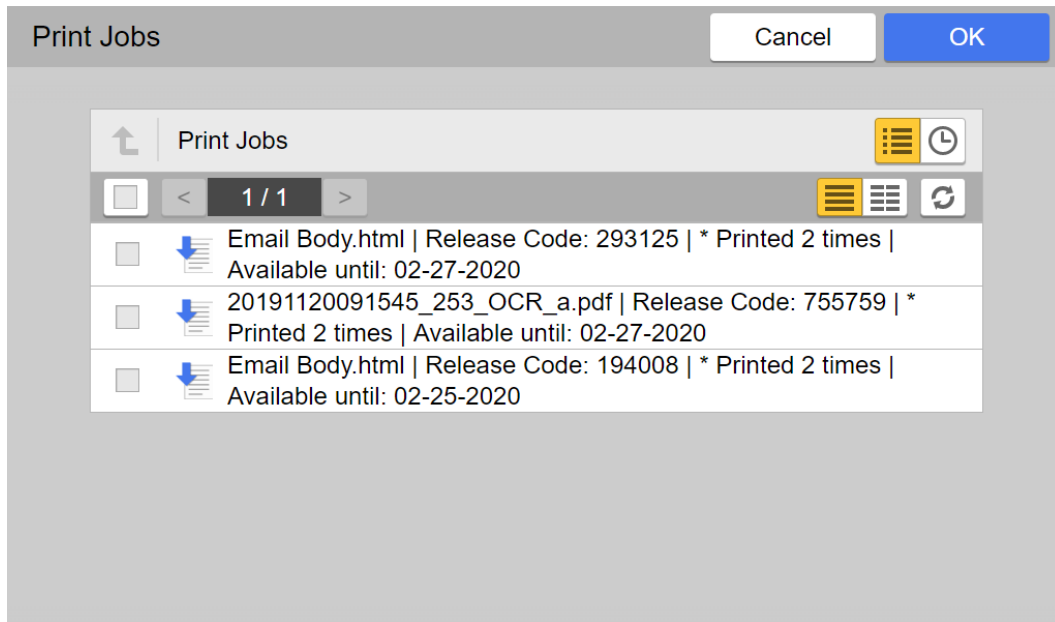


Touch on the Print Cloud Plus. Login Screen is displayed. Use your preferred login method to login to RICOH Smart Integration



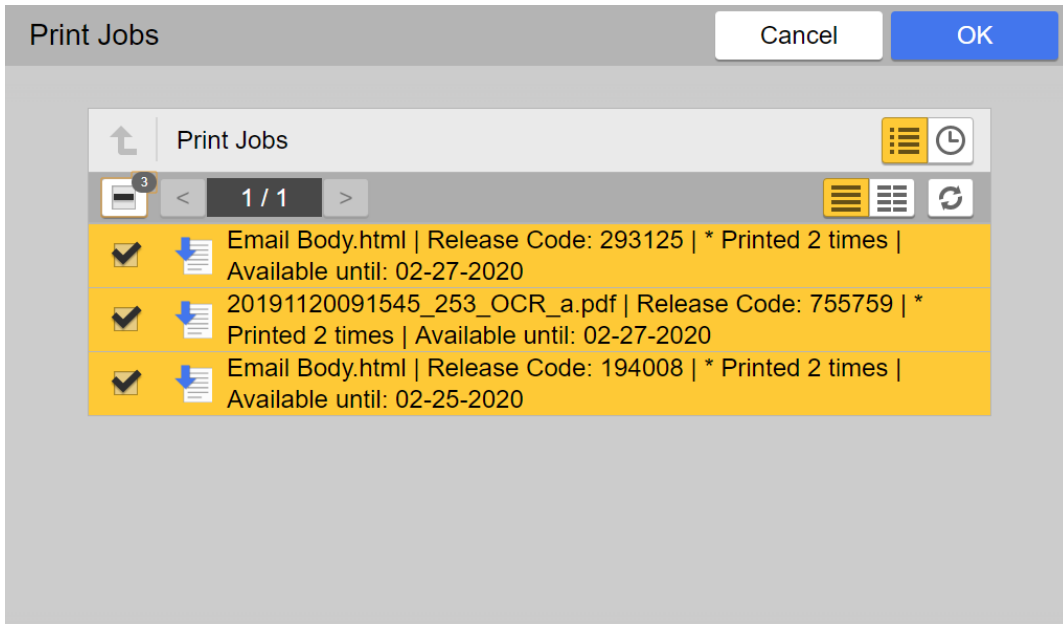


Touch on area next to the label 'Print Jobs'

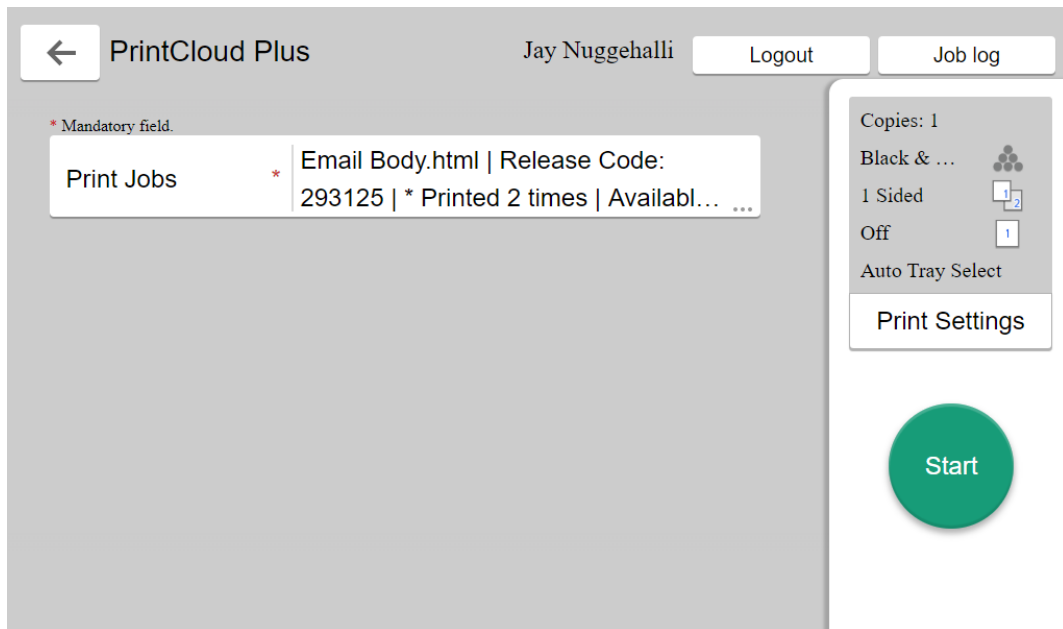


Touch on 'Check box' next to the Print Job in the list to select. Up to 10 jobs can be selected at a time

Note: Jobs already printed will show up at the bottom of the list.

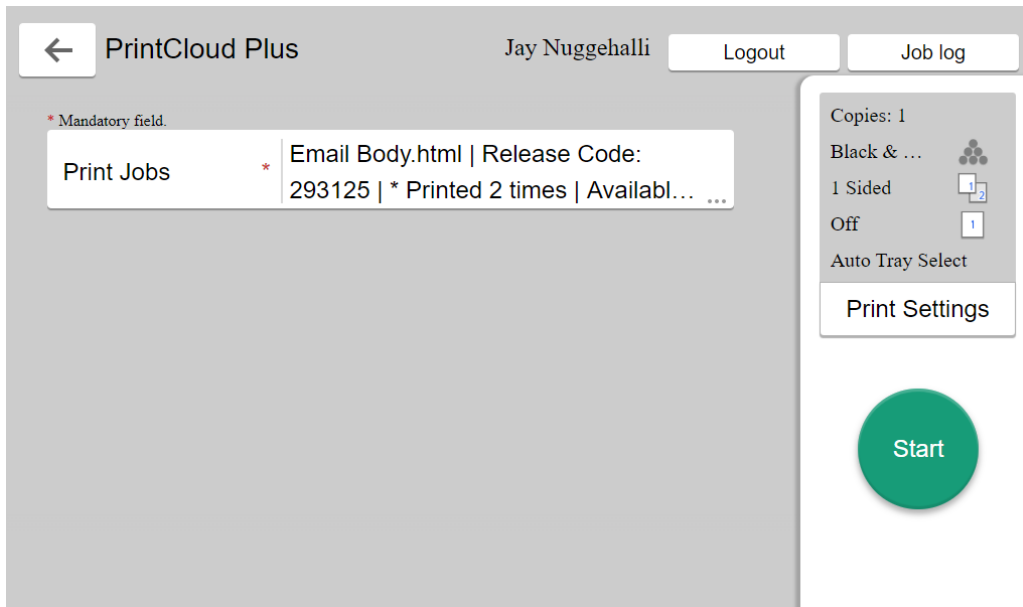


Touch on 'OK' button to go back to previous screen

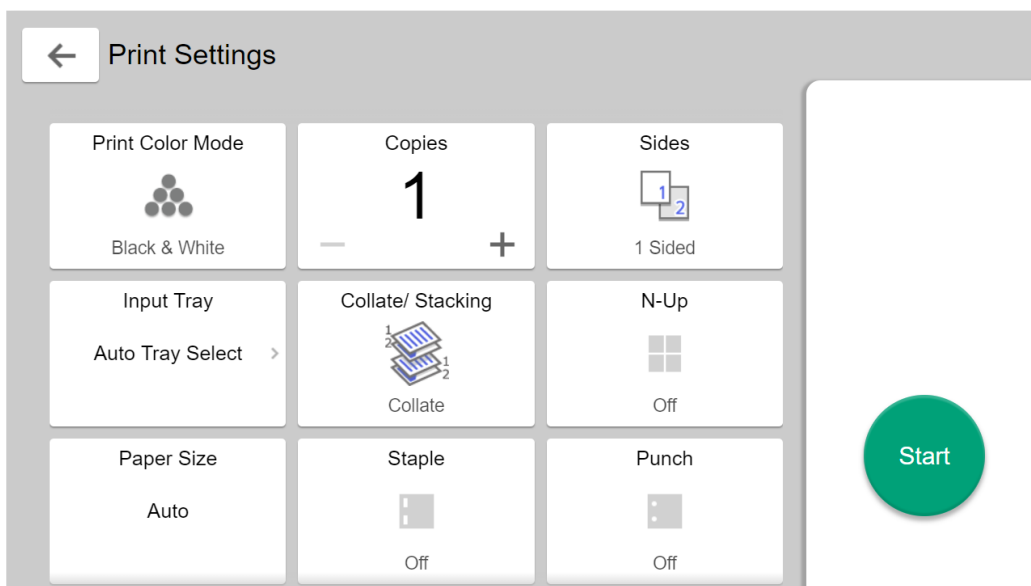


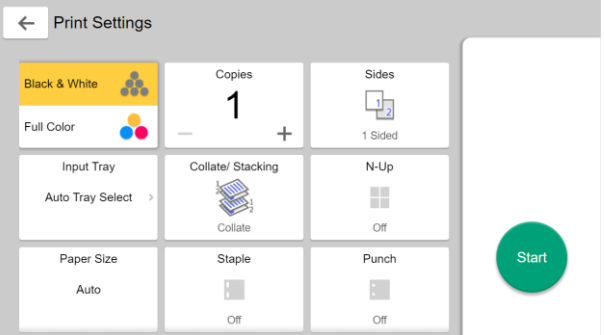
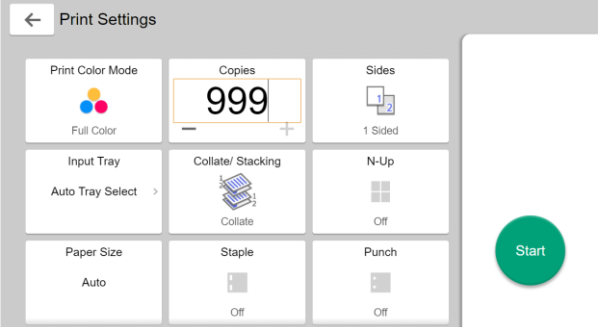
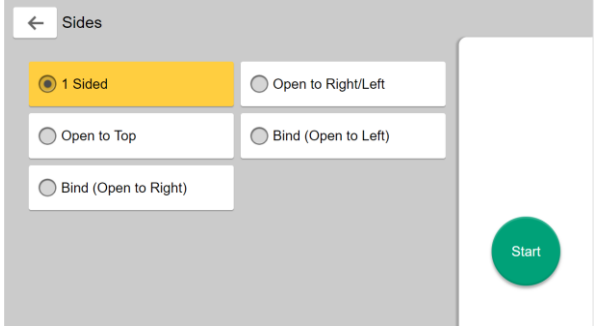
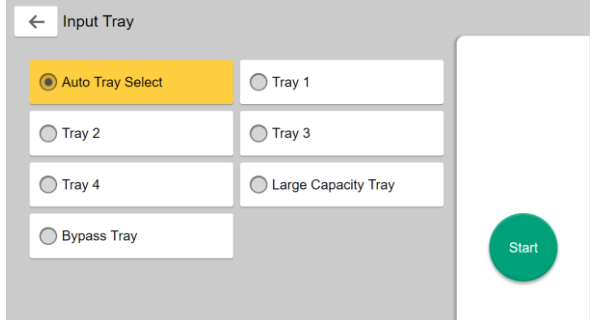
Touch on 'Start' to print selected jobs.

## Print Settings



Touch on 'Print Settings' to display Print Settings Screen



Print Settings	Available Options
<p>Print Color Mode</p>	
<p>Copies</p>	<p>Range 1-999</p> 
<p>Sides</p>	
<p>Input Tray</p>	
<p>Collate/Stacking</p>	



	<p>Print Settings</p> <ul style="list-style-type: none"> <li>Full Color</li> <li>1 Sided</li> <li>Collate</li> <li>Start</li> </ul>
<p>N-Up</p>	<p>N-Up</p> <ul style="list-style-type: none"> <li>Off</li> <li>2 Pages</li> <li>4 Pages</li> <li>6 Pages</li> <li>8 Pages</li> <li>9 Pages</li> <li>16 Pages</li> <li>Start</li> </ul>
<p>Paper Size</p>	<p>Paper Size</p> <ul style="list-style-type: none"> <li>Auto</li> <li>A4</li> <li>A5</li> <li>JIS B5</li> <li>Letter</li> <li>Start</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>Envelope (Youkei 3 (Youkei 0))</li> <li>Envelope (Youkei 4)</li> <li>A3 (Horizontal)</li> <li>A4 (Horizontal)</li> <li>A5 (Horizontal)</li> <li>A6 (Horizontal)</li> <li>JIS B4 (Horizontal)</li> <li>JIS B5 (Horizontal)</li> <li>JIS B6 (Horizontal)</li> <li>Double postcard (Japan) (Horizontal)</li> <li>Start</li> </ul> <p>Paper Size</p> <ul style="list-style-type: none"> <li>Postcard (Japan) (Horizontal)</li> <li>SRA3 (Horizontal)</li> <li>SRA4 (Horizontal)</li> <li>11 x 17 (Horizontal)</li> <li>Legal (Horizontal)</li> <li>Letter (Horizontal)</li> <li>Invoice (Horizontal)</li> <li>12 x 18 (Horizontal)</li> <li>C6 (Horizontal)</li> <li>Envelope (Youkei 3 (Youkei 0)) (Horizontal)</li> <li>Start</li> </ul>

	<p>← Paper Size</p> <table border="1"> <tr> <td><input type="radio"/> Legal (Horizontal)</td> <td><input type="radio"/> Letter (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Invoice (Horizontal)</td> <td><input type="radio"/> 12 x 18 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> C6 (Horizontal)</td> <td><input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Youkei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)</td> <td><input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)</td> </tr> </table> <p>Start</p>	<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)	<input type="radio"/> Invoice (Horizontal)	<input type="radio"/> 12 x 18 (Horizontal)	<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)	<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)										
<input type="radio"/> Legal (Horizontal)	<input type="radio"/> Letter (Horizontal)																				
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<input type="radio"/> C6 (Horizontal)	<input type="radio"/> Envelope (Youchou 3 (Youkei 0)) (Horizontal)																				
<input type="radio"/> Envelope (Youkei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Choukei 3) (Horizontal)																				
<input type="radio"/> Envelope (Japan: Choukei 4) (Horizontal)	<input type="radio"/> Envelope (Japan: Kakuhei 2) (Horizontal)																				
<p>Staple</p>	<p>← Staple</p> <table border="1"> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input type="radio"/> Saddle Stitch</td> </tr> <tr> <td><input type="radio"/> Top Left</td> <td><input type="radio"/> Top Left Slant</td> </tr> <tr> <td><input type="radio"/> Top Right</td> <td><input type="radio"/> Top Right Slant</td> </tr> <tr> <td><input type="radio"/> Bottom Left</td> <td><input type="radio"/> Bottom Left Slant</td> </tr> </table> <p>Start</p>	<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right	<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch	<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant	<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant	<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant										
<input type="radio"/> 2 at Left	<input type="radio"/> 2 at Right																				
<input type="radio"/> 2 at Top	<input type="radio"/> Saddle Stitch																				
<input type="radio"/> Top Left	<input type="radio"/> Top Left Slant																				
<input type="radio"/> Top Right	<input type="radio"/> Top Right Slant																				
<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant																				
<p>Punch</p>	<p>← Punch</p> <table border="1"> <tr> <td><input type="radio"/> GBC Left (Multiple Holes)</td> <td><input type="radio"/> GBC Right (Multiple Holes)</td> </tr> <tr> <td><input type="radio"/> GBC Top (Multiple Holes)</td> <td><input type="radio"/> 4 at Left</td> </tr> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> </table> <p>Start</p> <p>← Punch</p> <table border="1"> <tr> <td><input type="radio"/> 3 at Left</td> <td><input type="radio"/> 1 at Upper Left</td> </tr> <tr> <td><input type="radio"/> 2 at Left</td> <td><input type="radio"/> 4 at Right</td> </tr> <tr> <td><input type="radio"/> 3 at Right</td> <td><input type="radio"/> 2 at Right</td> </tr> <tr> <td><input type="radio"/> 4 at Top</td> <td><input type="radio"/> 3 at Top</td> </tr> <tr> <td><input type="radio"/> 2 at Top</td> <td><input checked="" type="radio"/> Off</td> </tr> </table> <p>Start</p>	<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)	<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left	<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right	<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right	<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top	<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off
<input type="radio"/> GBC Left (Multiple Holes)	<input type="radio"/> GBC Right (Multiple Holes)																				
<input type="radio"/> GBC Top (Multiple Holes)	<input type="radio"/> 4 at Left																				
<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left																				
<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right																				
<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right																				
<input type="radio"/> 3 at Left	<input type="radio"/> 1 at Upper Left																				
<input type="radio"/> 2 at Left	<input type="radio"/> 4 at Right																				
<input type="radio"/> 3 at Right	<input type="radio"/> 2 at Right																				
<input type="radio"/> 4 at Top	<input type="radio"/> 3 at Top																				
<input type="radio"/> 2 at Top	<input checked="" type="radio"/> Off																				

**Note:** Some finishing options like Staple and Punch are available only when appropriate finishing unit is installed with Multifunction Device

## 6 Limitations

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### PrintCloud Plus Limitation

- Up to 10 Jobs can be selected at a time to print. Already printed jobs will be shown at the bottom of the list

### File Conversion Limitations

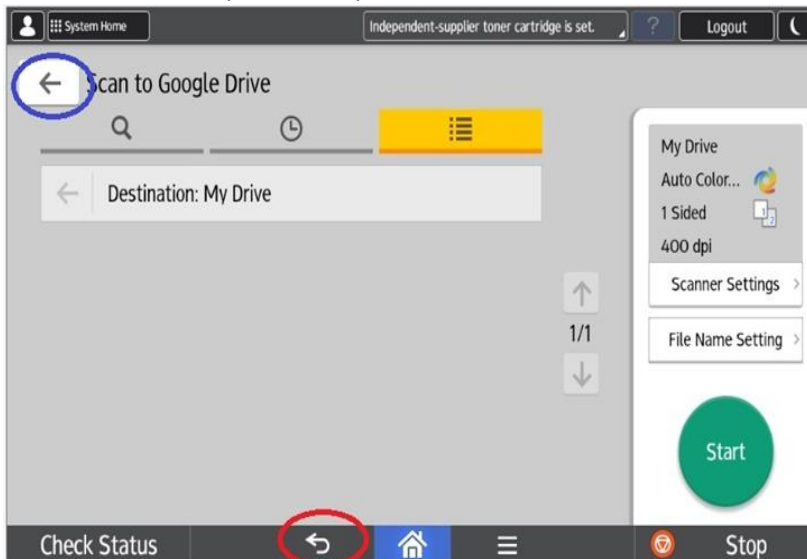
- Refer to Appendix for Supported File Types by PrintCloud Service

### User Site Limitations

- Supported Browsers for User Site are:
  - Internet Explorer: 11 or later
  - Edge: Latest Version
  - Chrome: Latest Version
  - Firefox: Latest Version
- Limitations for Home Screen/Applications
  - Home: Maximum 20 for each profile, Max 32 characters for the name.
  - Applications: Maximum 18 for each home screen, Max 32 characters for the name
- User Management
  - Email address is unique in the system; same Email address cannot be used even if user belongs to different Tenants
  - Users belong to same tenant cannot set different time zones
  - User cannot change their login Email address, need admins assistance to change email address

## General Limitations

- Once Administrator has logged in to a Tenant on MFP, administrator from another tenant cannot login to same MFP. Refer to guide on 'How to remove registered device'
- Back button inside application display screen must be used, instead for 'Back' button on the operation panel.



- Folder and File Search results varies from Cloud Service to Cloud Service, this depends on the Search API for each service.

## 7 Appendix

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### Supported File Types

jpeg, jpg, jpe, png, tif, tiff, gif

txt, html, htm

doc, docx, xls, xlsx, ppt, pptx

pdf

Open Office: odt, odp ods,