

## PrintCloud Plus





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# 1 Preface

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

## 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. Configuration of default Print Settings by Administrator

This section describes how administrator can set default values for print settings to all users.

### 5. Limitations

Product Limitations

### 6. Appendix

This section contains additional reference materials

**Note:** The operation panel screen shot images and Workplace 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) or PrintCloud Virtual Print Driver. 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

**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 [Inbox](#)

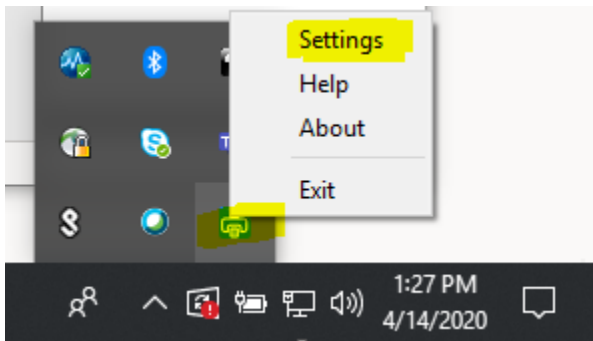
 **You have sent an e-mail to Print Cloud**  
The following files have been successfully processed by Print Cloud

**Attachment**  
Your file OfficeDepo.pdf is prepared for printing.

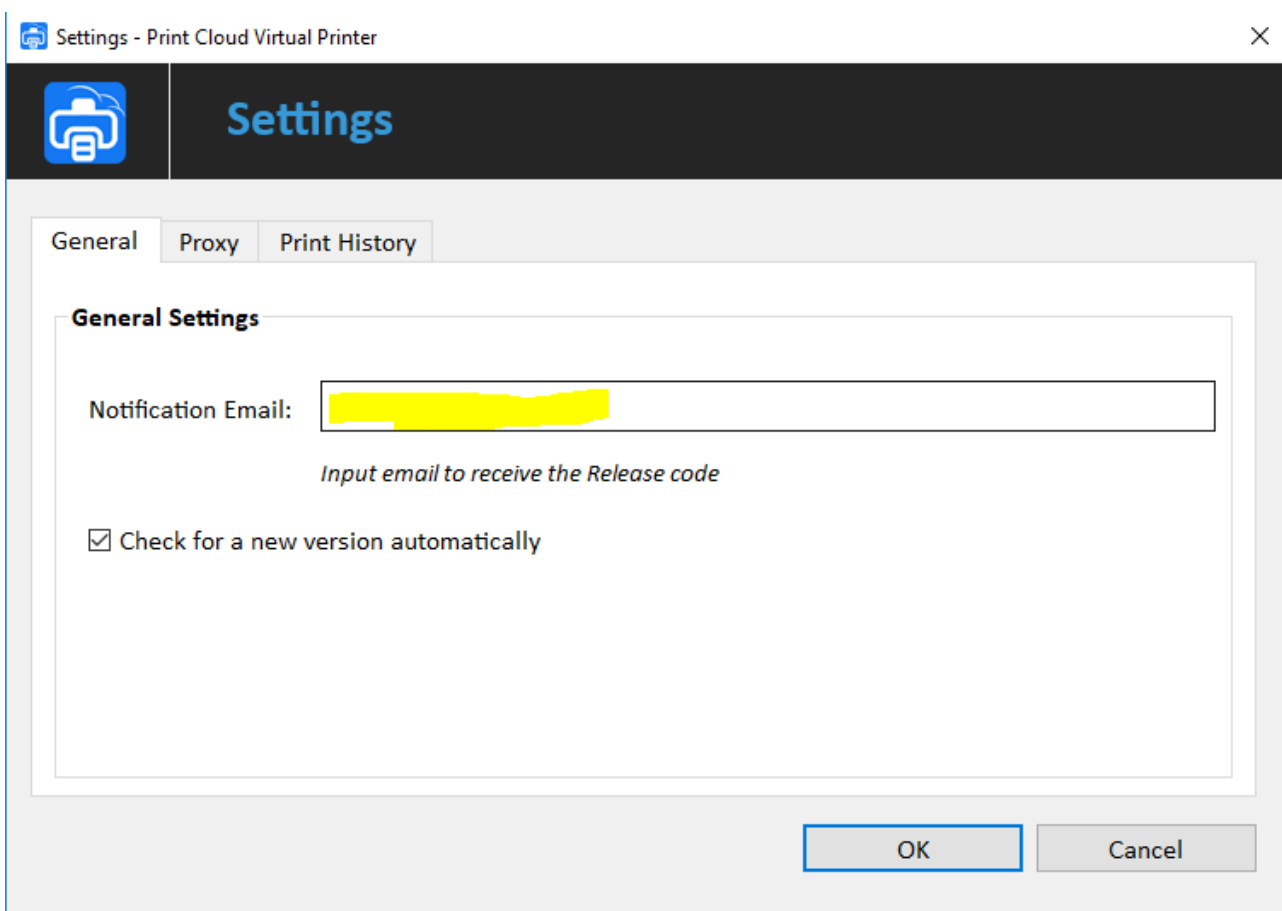
	Release Code
 <p>Page 1 of 2    Page 2 of 2</p>	<b>194276</b>
<p><b>Email Body HTML</b> Your e-mail with the subject "This is a test" is prepared for printing.</p>  <p>Page 1 of 1</p>	<b>662018</b>

Sincerely,  
The Print Cloud Team

## 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 Plus Workflow Application

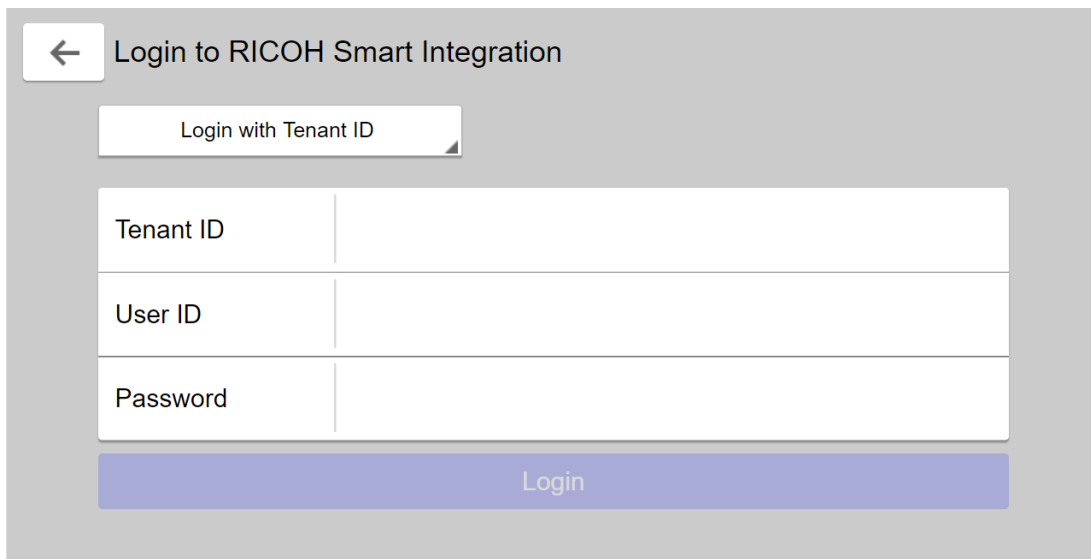
### Smart Integration MFP BrowserNX URL

<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.

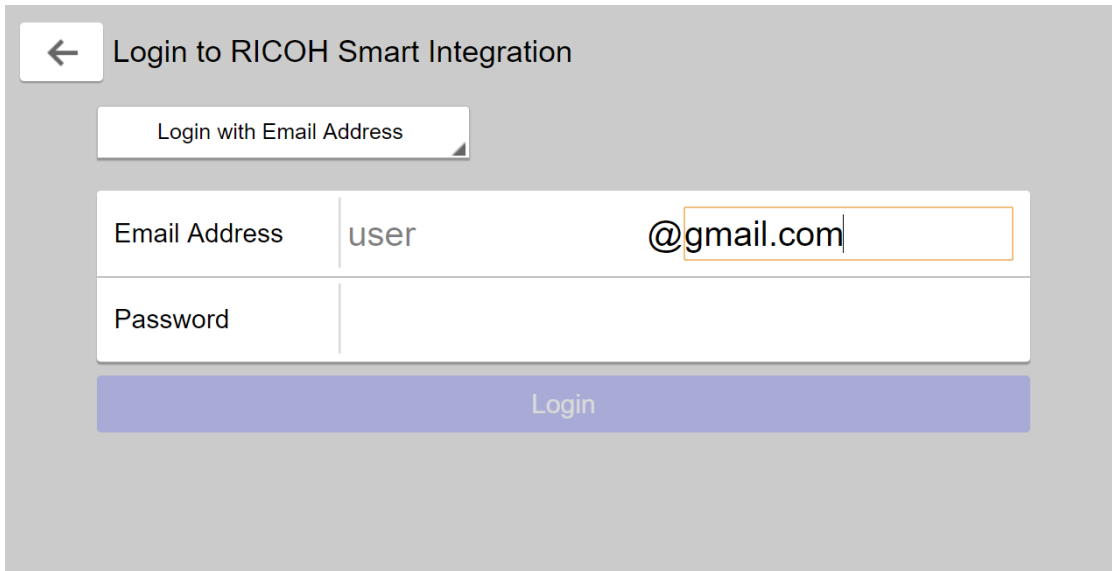
Option 1: Login with Tenant ID



The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it, a dropdown menu is set to 'Login with Tenant ID'. There are three input fields: 'Tenant ID', 'User ID', and 'Password'. At the bottom is a blue 'Login' button.

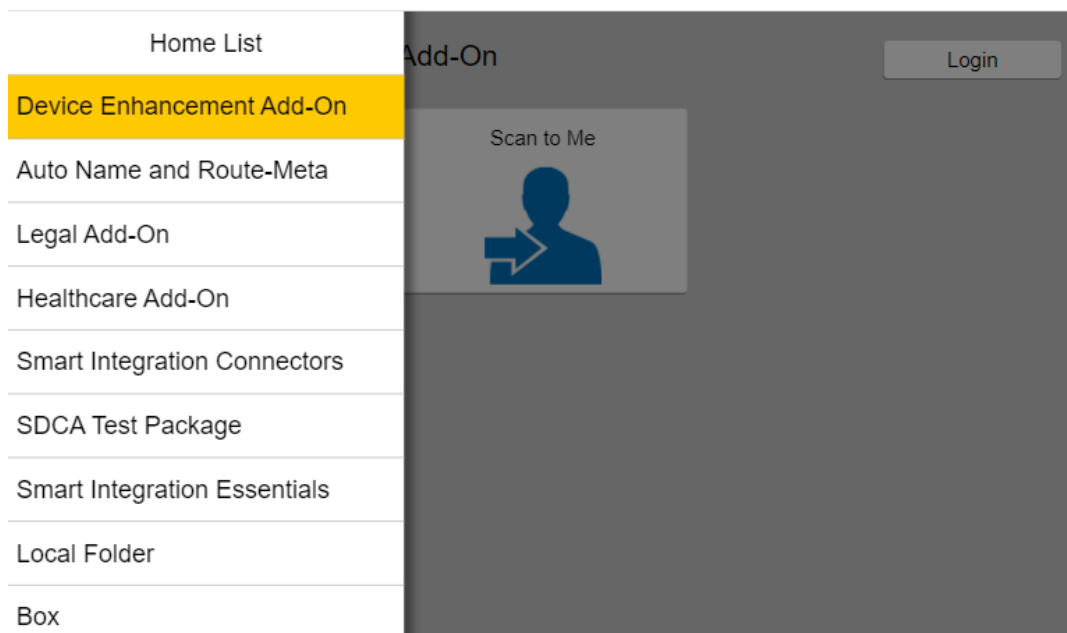
Login to RICOH Smart Integration	
Login with Tenant ID	
Tenant ID	
User ID	
Password	
Login	

Option 2: Login with Email Address

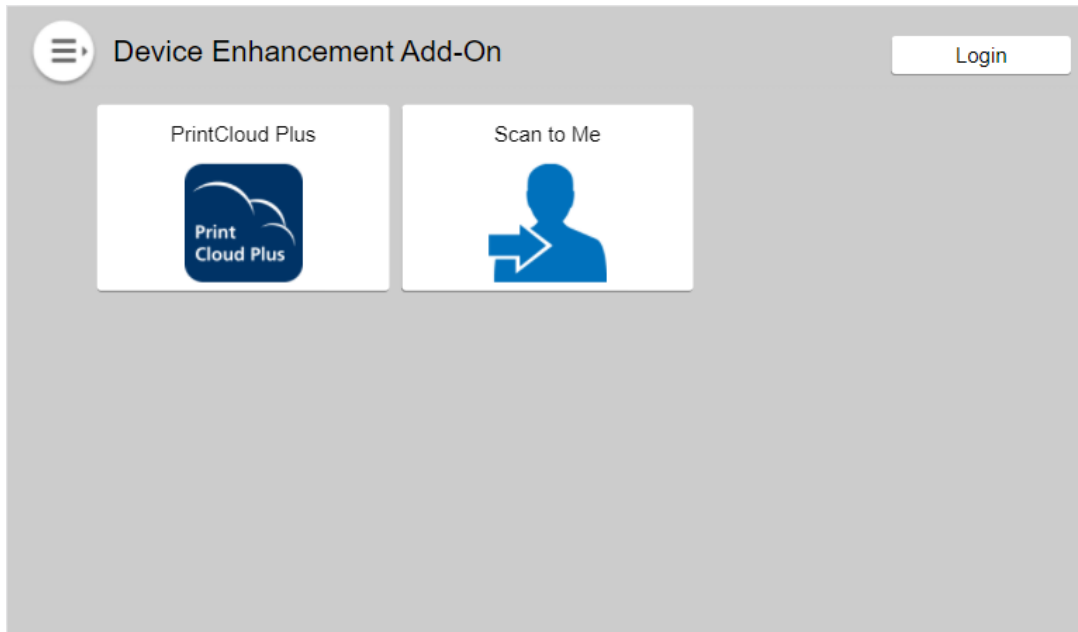


The image shows a login interface for RICOH Smart Integration. At the top left is a back arrow icon. The title is "Login to RICOH Smart Integration". Below the title is a button labeled "Login with Email Address". Underneath is a form with two fields: "Email Address" and "Password". The "Email Address" field contains the text "user" followed by "@gmail.com" which is highlighted with an orange border. Below the form is a large blue button labeled "Login".

After administrator login subscribed application will be displayed

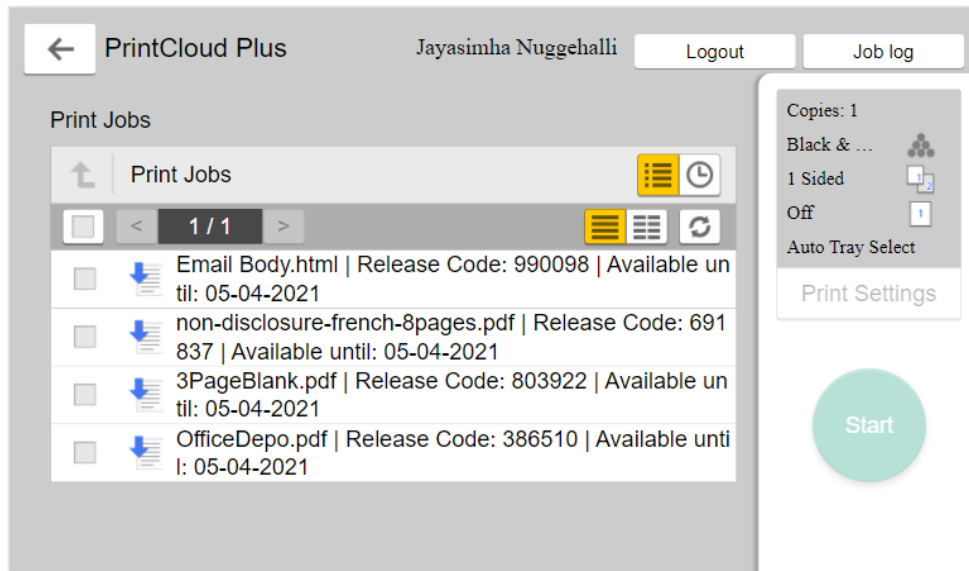


Use the Home List button to Select 'Device Enhancement Add-On'.



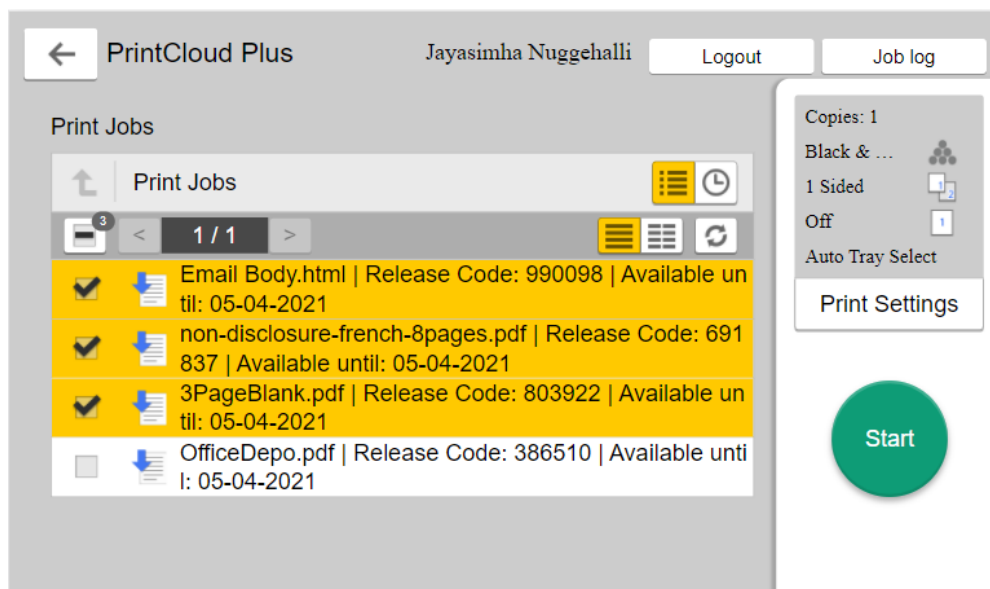
Touch on the Print Cloud Plus. Login Screen is displayed. Use your preferred login method to login to RICOH Smart Integration

The screenshot shows a grey login screen titled "Login to RICOH Smart Integration" with a back arrow icon on the left. Below the title is a dropdown menu labeled "Login with Tenant ID". There are three input fields: "Tenant ID" with the value "2172914435", "User ID", and "Password". Below the "Password" field is a checkbox labeled "Show password". A blue "Login" button is located at the bottom right of the form.



'Print Jobs' List is displayed

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

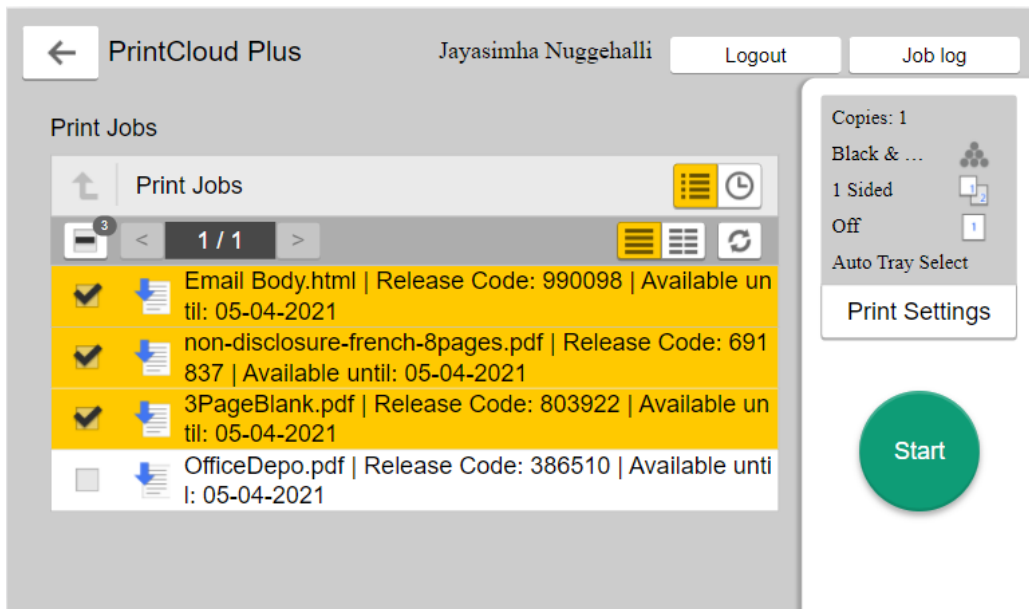


**Note:**

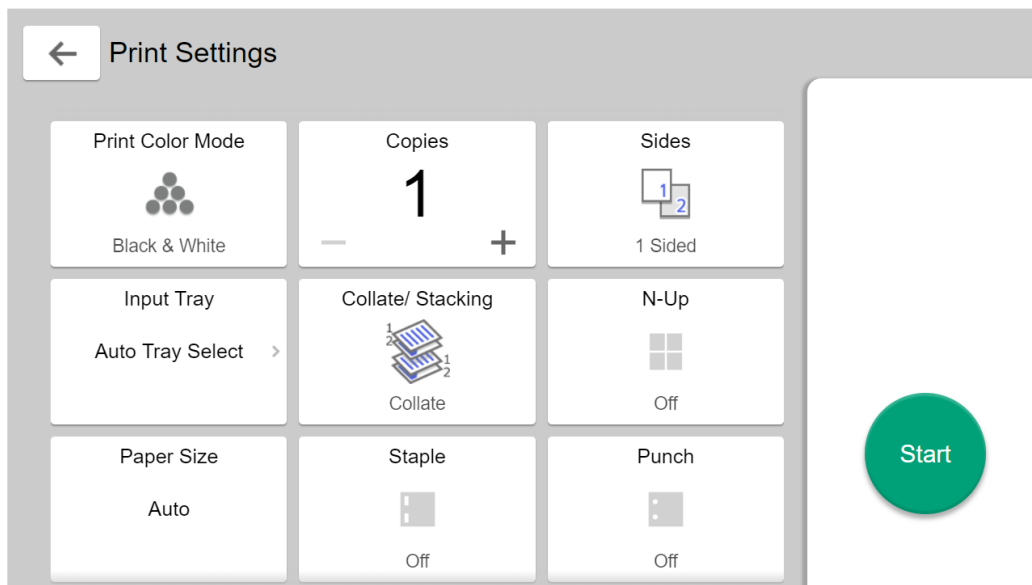
1. Jobs printed will be removed from job list immediately and will be deleted during daily purge cycle.
2. Not Printed Jobs will be automatically deleted after 3 days from submission date.

Touch on 'Start' button to Print selected Jobs

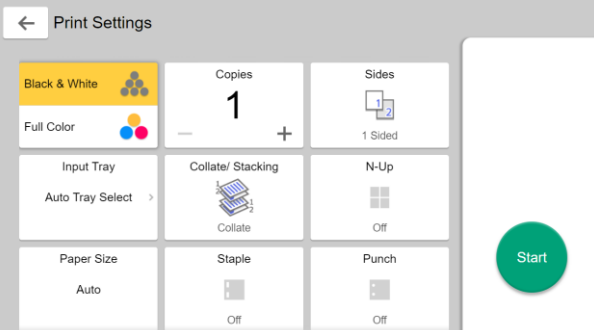
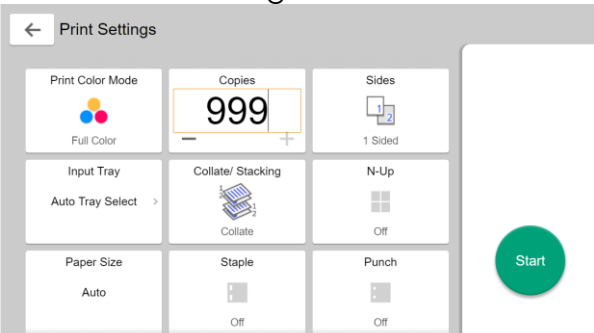
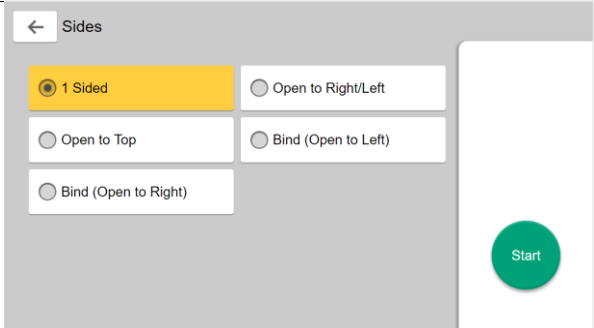
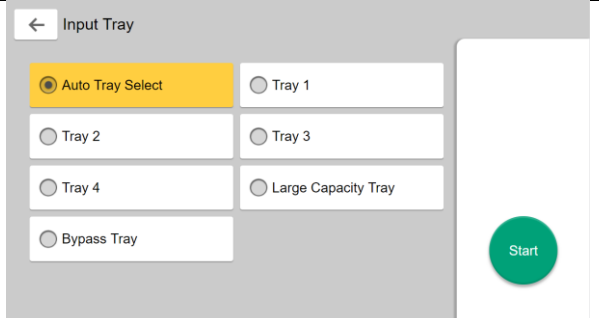
## Print Settings



Touch on 'Print Settings' to display Print Settings Screen



**Note:** Administrator can force default settings to all users. Refer to Next Section for Details

Print Settings	Available Options
Print Color Mode	
Copies	
Sides	
Input Tray	
Collate/Stacking	

	<div> <div>← Print Settings</div> <div> <div>Full Color</div> <div>1</div> <div>1 Sided</div> </div> <div> <div>Input Tray</div> <div>Auto Tray Select &gt;</div> </div> <div> <div>Rotating Collate</div> <div>Shift Collate</div> </div> <div> <div>N-Up</div> <div>Off</div> </div> <div> <div>Paper Size</div> <div>Auto</div> </div> <div> <div>Collate</div> <div>Off</div> </div> <div> <div>Punch</div> <div>Off</div> </div> <div>Start</div> </div>
N-Up	<div> <div>← N-Up</div> <div> <div>Off</div> <div>2 Pages</div> <div>4 Pages</div> <div>6 Pages</div> <div>8 Pages</div> <div>9 Pages</div> <div>16 Pages</div> </div> <div>Start</div> </div>
Paper Size	<div> <div>← Paper Size</div> <div> <div>Auto</div> <div>A4</div> <div>A5</div> <div>JIS B5</div> <div>Double postcard (Japan)</div> <div>SRA4</div> <div>Custom</div> <div>Letter</div> <div>Executive</div> <div>C6</div> </div> <div>Start</div> </div> <div> <div>← Paper Size</div> <div> <div>Envelope (Youchou 3 (Youkei 0))</div> <div>Envelope (Youkei 4)</div> <div>A3 (Horizontal)</div> <div>A4 (Horizontal)</div> <div>A5 (Horizontal)</div> <div>A6 (Horizontal)</div> <div>JIS B4 (Horizontal)</div> <div>JIS B5 (Horizontal)</div> <div>JIS B6 (Horizontal)</div> <div>Double postcard (Japan) (Horizontal)</div> </div> <div>Start</div> </div> <div> <div>← Paper Size</div> <div> <div>Postcard (Japan) (Horizontal)</div> <div>SRA3 (Horizontal)</div> <div>SRA4 (Horizontal)</div> <div>11 x 17 (Horizontal)</div> <div>Legal (Horizontal)</div> <div>Letter (Horizontal)</div> <div>Invoice (Horizontal)</div> <div>12 x 18 (Horizontal)</div> <div>C6 (Horizontal)</div> <div>Envelope (Youchou 3 (Youkei 0)) (Horizontal)</div> </div> <div>Start</div> </div>

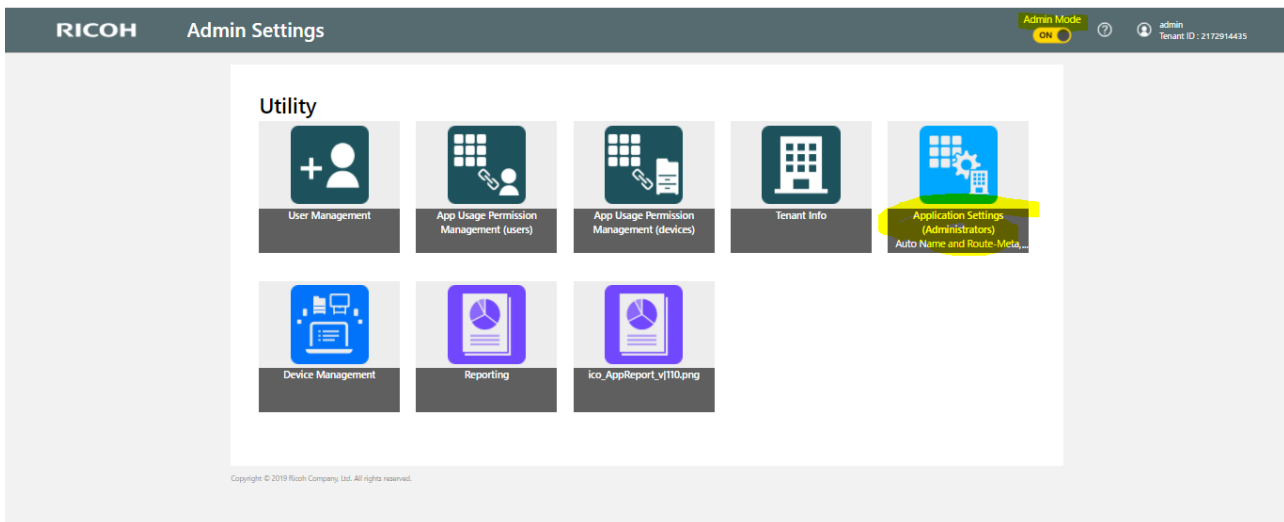


	<div>← Paper Size</div> <table border="1"> <tr> <td><input type="radio"/> Legal (Horizontal)</td> <td><input type="radio"/> Letter (Horizontal)</td> </tr> <tr> <td><input type="radio"/> Invoice (Horizontal)</td> <td><input type="radio"/> 12 x 18 (Horizontal)</td> </tr> <tr> <td><input type="radio"/> 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> <div>Start</div>	<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)																				
Staple	<div>← Staple</div> <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> <div>Start</div>	<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																				
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<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Left Slant																				
Punch	<div>← Punch</div> <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> <div>Start</div> <div>← Punch</div> <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> <div>Start</div>	<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																				

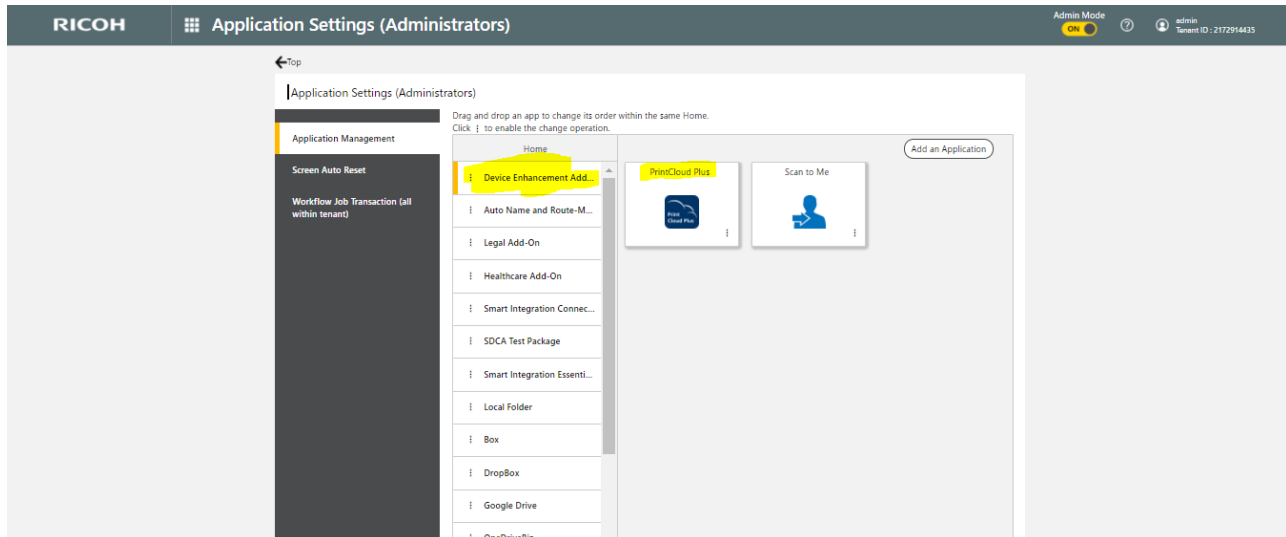
**Note:** Some finishing options like Staple and Punch are available only when appropriate finishing unit is installed with Multifunction Device

## 6 Configuration of default Print Settings by Administrator

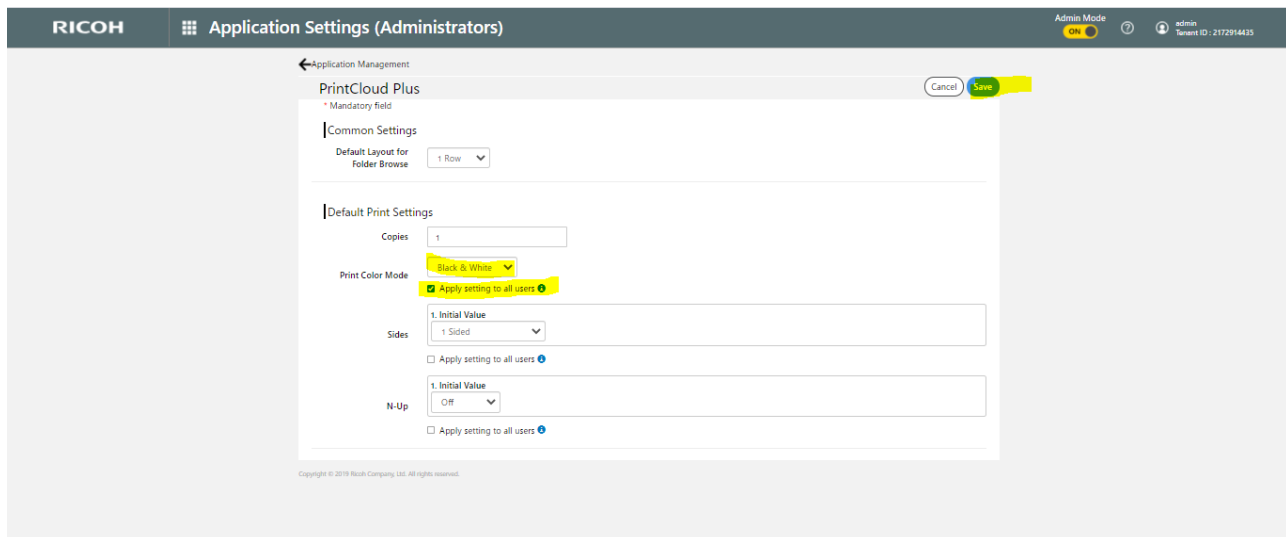
Login to RSI Workplace Site using URL: <https://na.accounts.ricoh.com/portal/login.html> with administrator Credential.



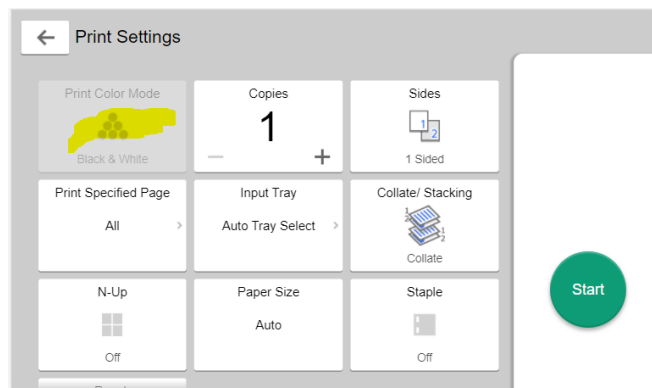
Turn on the Admin Mode (Top Right Corner). Click on 'Applications Settings' ICON



Click on 'Device Enhancement Add-On' and Click on PrintCloud Plus



Select the required Settings (Example: Black and White), Check the checkbox below that setting. This will enforce this setting to all users. Users will not be able to change settings on the operation Panel.



Print Color Mode is set to 'Black & White' and grayed out on the operation panel.

## 7 Limitations

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### PrintCloud Plus Limitation

- Up to 10 Jobs can be selected at a time to print.

### File Conversion Limitations

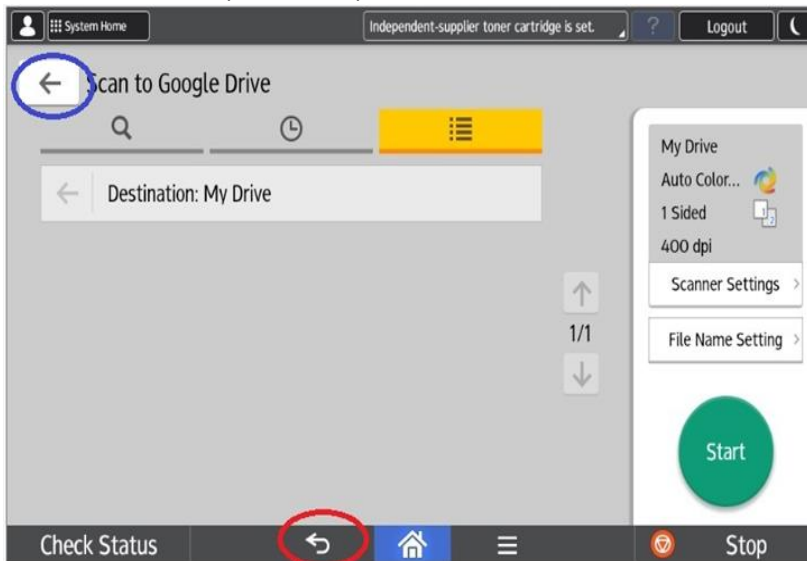
- Refer to Appendix for Supported File Types by PrintCloud Service

### Workplace 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.

## 8 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,