

PrintCloud



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1 Preface

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 Application

This section contains step-by-step instructions on how to operate PrintCloud 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 workflow?

PrintCloud 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.

PrintCloud Email: print@ricohprintcloud.com

Job Retention

Submitted jobs which are not printed are available up to 3 days, after 3 days job will be purged. If the job is printed, it will be purged within a day. Jobs are purged once a day, printed jobs will be deleted during daily purge cycle.

3 How to Submit Print Job?

Email: print@ricohprintcloud.com

Send Email to above 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.

REPLY TO: This is a Test 

 print@ricohprintcloud.com
to me

2:07 PM (0 minutes ago) ☆ ↶ ⋮



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?

Select File -> Print from application and Select PrintCloud Virtual Print Driver.

The screenshot displays the PrintCloud User Guide V1.1.docx interface. On the left, the 'Print' section shows a printer icon and a 'Copies: 1' dropdown. Below this, the 'Printer' section lists 'Ricoh Print Cloud Virtual Pri...' as the selected printer, with a 'Ready' status and a 'Printer Properties' link. The 'Settings' section includes options for 'Print All Pages', 'Pages', 'Print One Sided', 'Collated', 'Portrait Orientation', 'Letter', 'Custom Margins', and '1 Page Per Sheet'. On the right, the '5 Operation of PrintCloud Workflow Application' section provides the 'Smart Integration MFP BrowserNX URL' as <https://www.na.smart-integration.ricoh.com/si-apps/pub/index.html>. It also includes a 'Ricoh Smart Integration Initial Login' section with instructions for administrators to login using Tenant ID, User ID, and Password, or Email address and password. Two login options are shown: Option 1 (Login with Tenant ID) and Option 2 (Login with Email Address). Both options include fields for Tenant ID, User ID, Password, and Email Address, and a 'Login' button. The text 'After administrator login subscribed application will be displayed' is at the bottom.

You can also drag and drop files on to Virtual Print Driver ICON, when this driver is default driver.

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

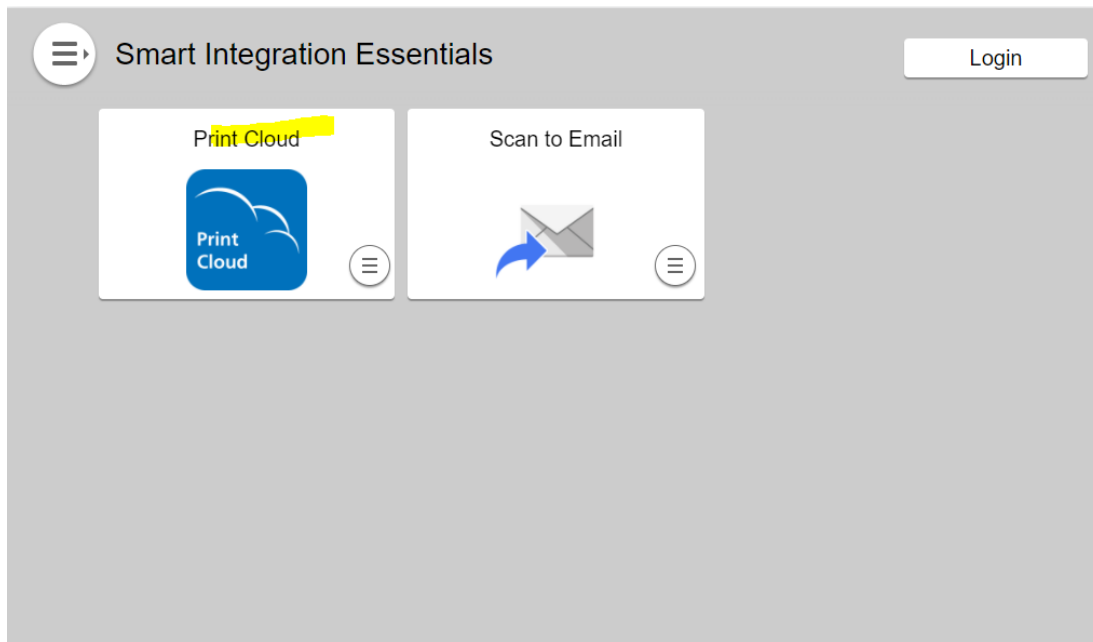
The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it is a dropdown menu labeled 'Login with Tenant ID'. The form contains three input fields: 'Tenant ID', 'User ID', and 'Password'. At the bottom is a large blue 'Login' button.

Option 2: Login with Email Address

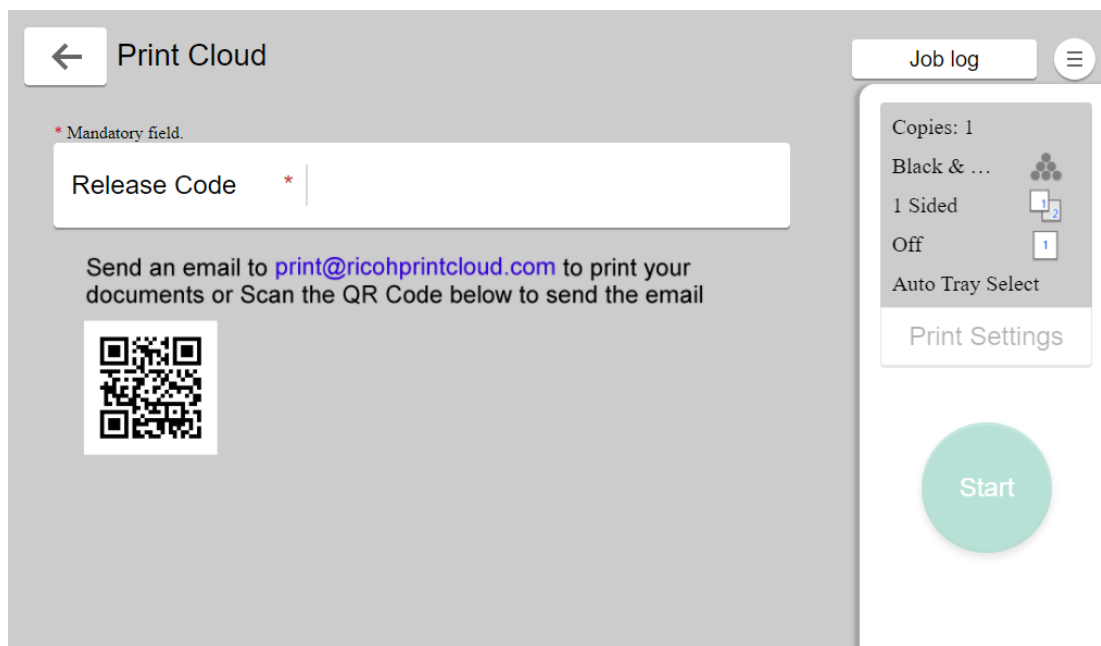
The screenshot shows the 'Login to RICOH Smart Integration' page. At the top left is a back arrow icon. Below it is a dropdown menu labeled 'Login with Email Address'. The form contains two input fields: 'Email Address' (with the text 'user@gmail.com' entered) and 'Password'. At the bottom is a large blue 'Login' button.

After administrator login subscribed application will be displayed

Use the Home List button to Select 'PrintCloud'.



Touch on the PrintCloud



Enter Release Code, received from PrintCloud Service.


Print Settings

Print Cloud

* Mandatory field.

Release Code *

Send an email to print@ricohprintcloud.com to print your documents or Scan the QR Code below to send the email



Job log

Copies: 1

Black & ...

1 Sided

Off

Auto Tray Select

Print Settings

Start

Touch on 'Print Settings' to display Print Settings Screen

Print Settings

Print Color Mode

Black & White

Copies

1

Sides

1 Sided

Input Tray

Auto Tray Select

Collate/ Stacking

Collate

N-Up

Off

Paper Size

Auto

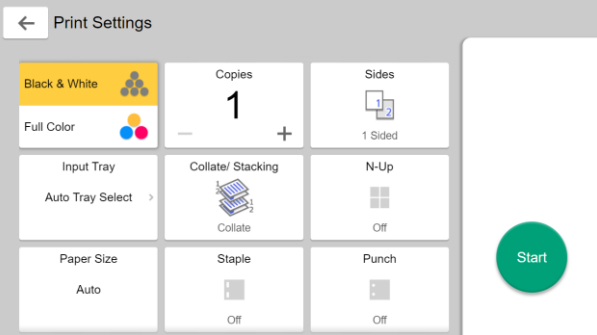
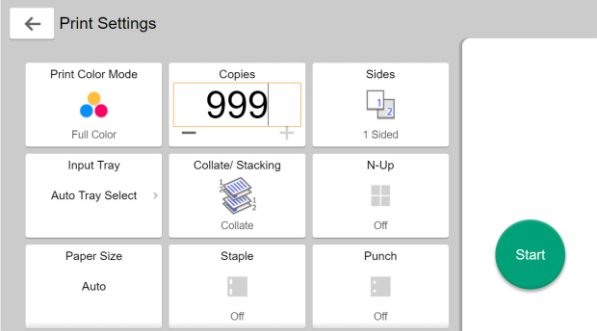
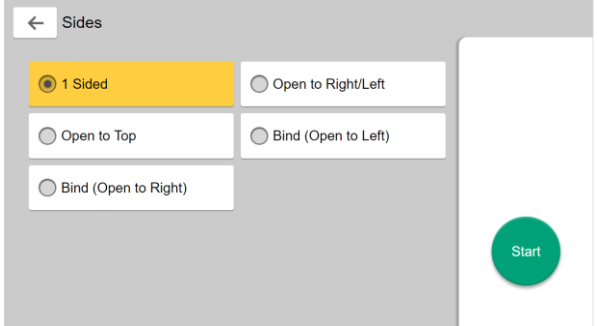
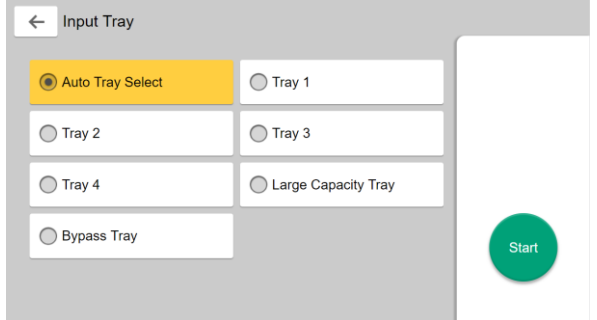
Staple

Off

Punch

Off

Start

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 ></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>
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	<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)										
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<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																				
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<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

File Conversion Limitations

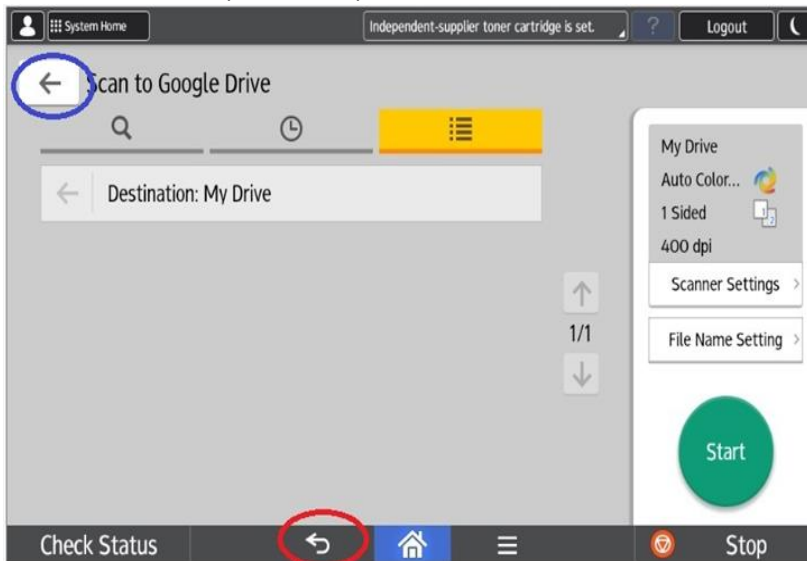
- Refer to Appendix for Supported File Types by PrintCloud Service

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

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,