

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).

PrintCloud Email: print@ricohprintcloud.com

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 ▾ inbox.xl 🖨️ 🔗

 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**

 Page 1 of 1	804863
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4 4 How to Submit Print Job from PrintCloud Virtual Print Driver?

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

PrintCloud User Guide V1.1.1.docx Jayasimha Nuggehalli JN

Print

Copies: 1

Print

Printer: Ricoh Print Cloud Virtual Pri... Ready

Printer Properties

Settings

Print All Pages: The whole thing

Pages: []

Print One Sided: Only print on one side of th...

Collated: 1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter: 8.5" x 11"

Custom Margins

1 Page Per Sheet

Page Setup

5 Operation of PrintCloud Workflow Application

Version 1.1

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

← Login to RICOH Smart Integration

Login with Tenant ID

Tenant ID

User ID

Password

Login

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

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

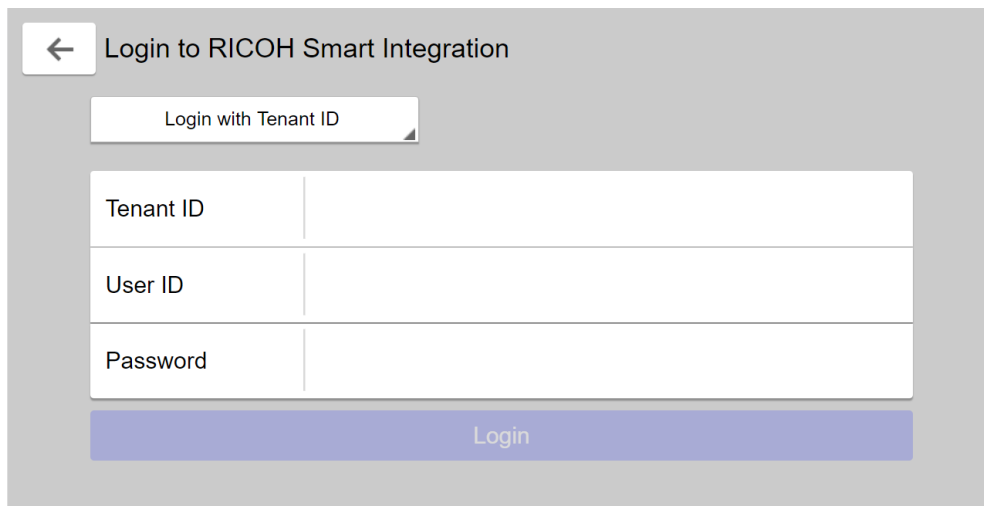
Smart Integration MFP BrowserNX URL

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

Ricoh Smart Integration Initial Login

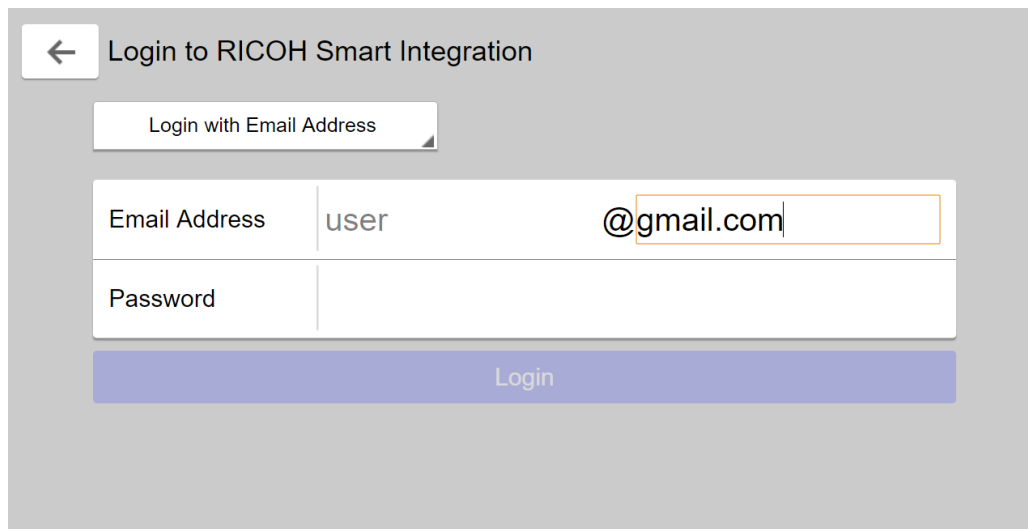
Above URL is available as Bookmark ICON on MFP. Very first time, administrator need to login to the site either using Tenant ID, User ID and Password or Email address and password.

Option 1: Login with Tenant ID



The screenshot shows the login interface for Ricoh Smart Integration. At the top, there is a back arrow and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Tenant ID". There are three input fields: "Tenant ID", "User ID", and "Password". A blue "Login" button is positioned at the bottom of the form.

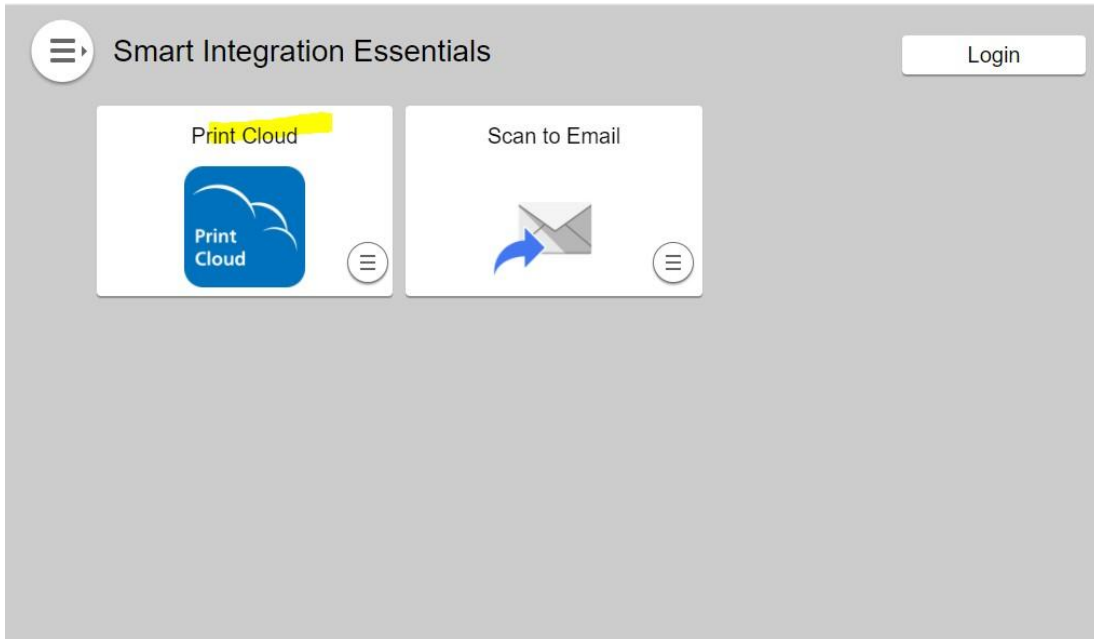
Option 2: Login with Email Address



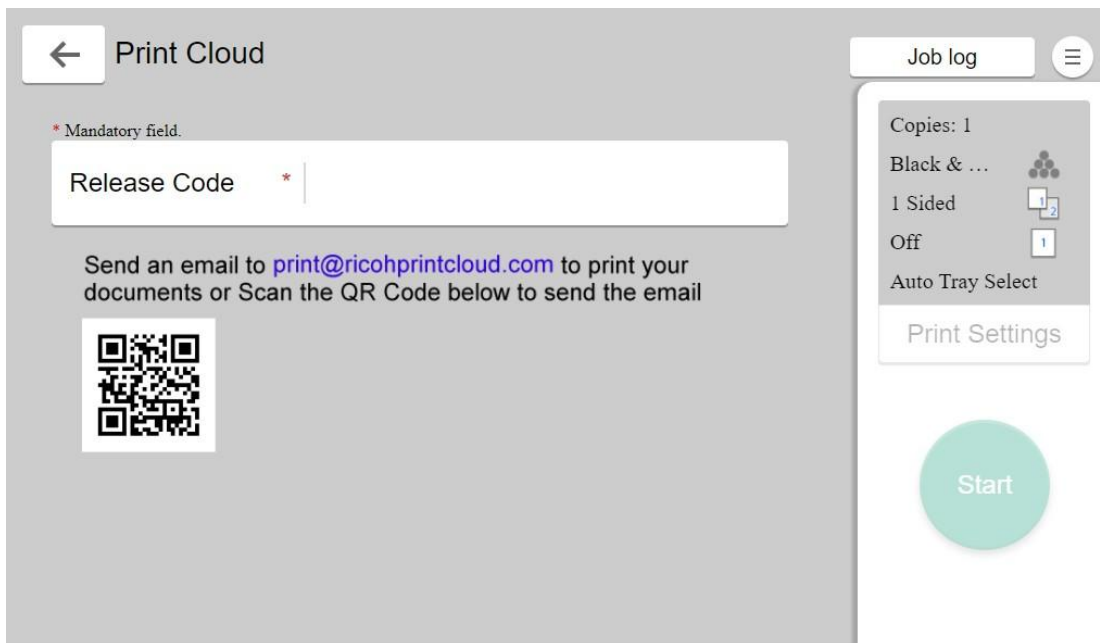
The screenshot shows the login interface for Ricoh Smart Integration. At the top, there is a back arrow and the text "Login to RICOH Smart Integration". Below this, a dropdown menu is set to "Login with Email Address". There are two input fields: "Email Address" and "Password". The "Email Address" field contains the text "user@gmail.com". A blue "Login" button is positioned at the bottom of the form.

After administrator login subscribed application will be displayed

Use the Home List button to Select 'PrintCloud'.

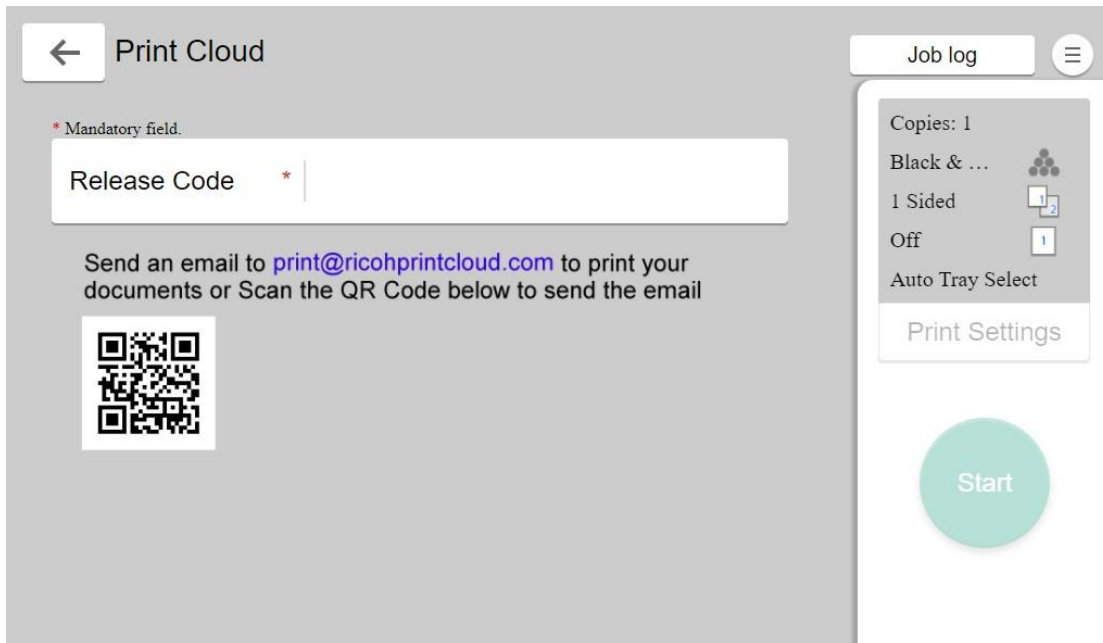


Touch on the PrintCloud

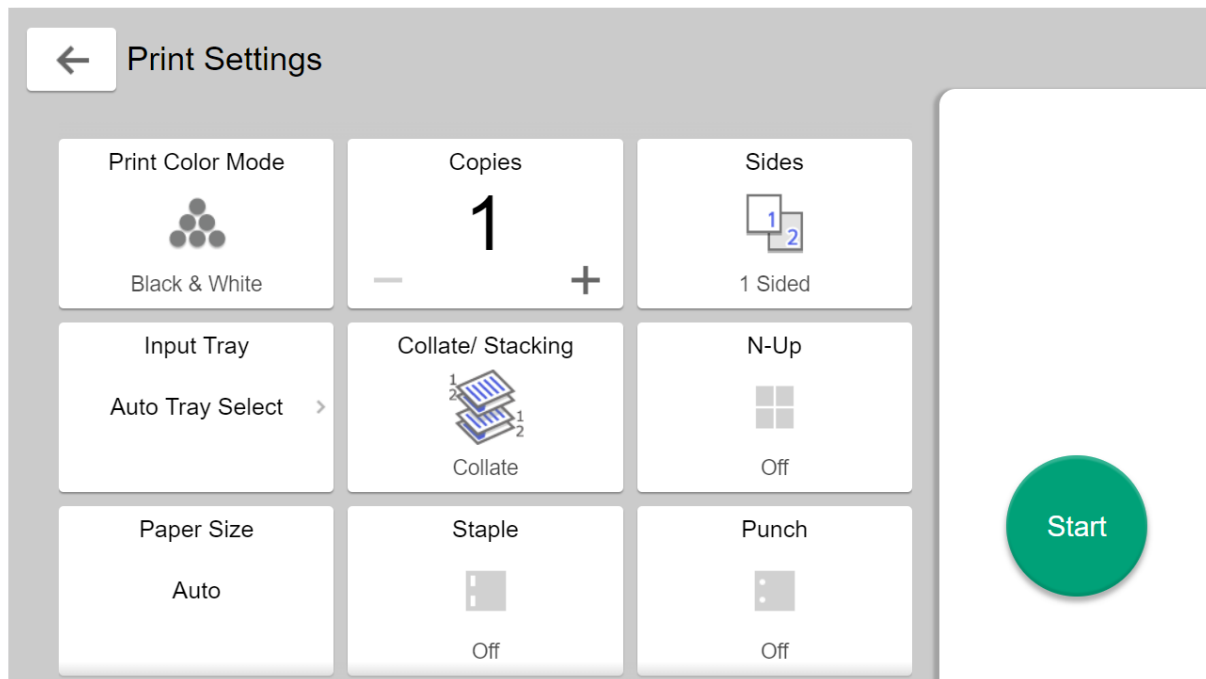


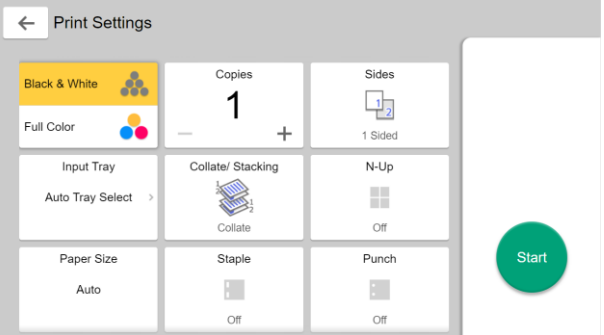
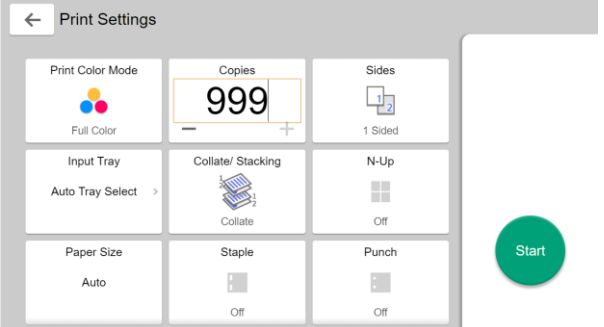
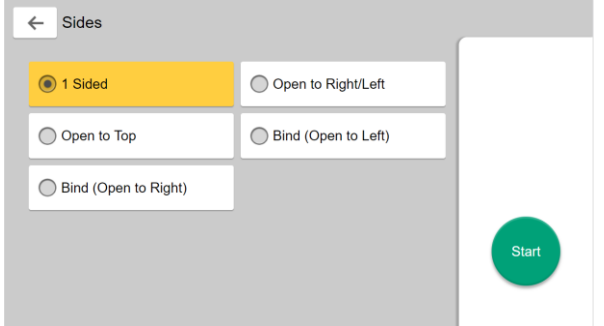
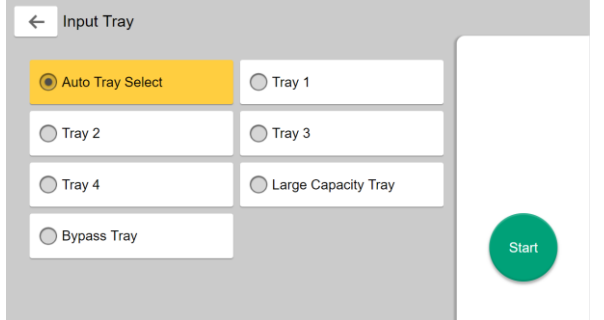
Enter Release Code, received from PrintCloud Service.

Print Settings



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

	<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: Kakukei 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: Kakukei 2) (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: Kakukei 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

File Conversion Limitations

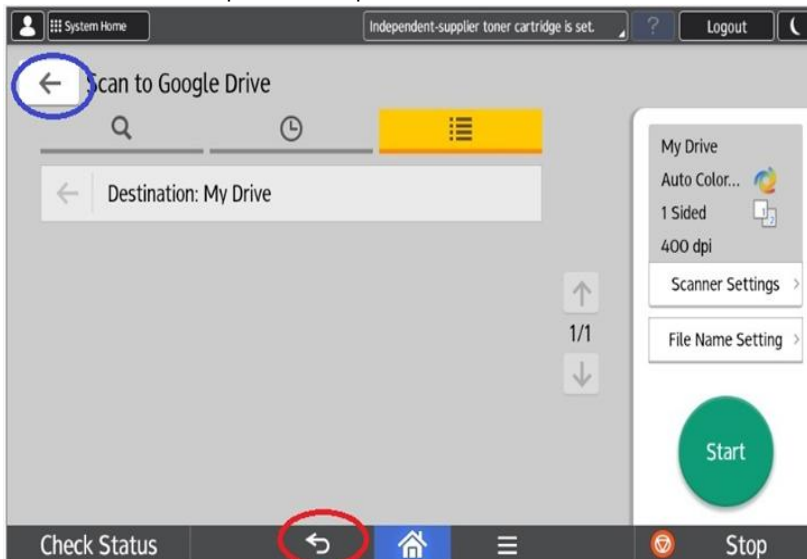
- Refer to Appendix for Supported File Types by PrintCloud Service
- Only active sheets in Excel is converted. So attach Excel with only one Sheet

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,