

# PRINTING ON THE RICOH MULTIFUNCTIONAL

- UGENT DEPARTMENT OF GEOGRAPHY -

Version 18/08/2020

## Preface

Printing on the department's Ricoh Multifunctional is managed centrally and is user account based. This means the Department of Geography is no longer able to create printing codes. UGent ICT infrastructure manages all administration like permissions, user costs, billings,... This all happens transparently in the cloud.

The central printing system – Ricoh Secure Print, managed by DICT – permits anyone with an UGent user account to print on any Ricoh multifunctional within the UGent domain. Users must be authenticated which allows for detailed user reporting.

A number of default settings are configured in such way that they help to prevent waste and abuse. Most settings though, can be changed individually. All successful printing tasks are stored into a monthly report for the department.

## Use

Printing from a computer to a Ricoh Multifunctional (or any other Ricoh device from the UGent contract with Ricoh) is done using the appropriate printer driver. There is wide support for different versions of Windows, Mac and Linux.

Each printing task is sent to the UGent cloud printing system. At this moment, nothing is printed yet. Because the system uses the "Follow Me" principle, users need to go the Ricoh printing machine and authenticate on that machine. Ricoh Multifunctionals support three ways to do this:

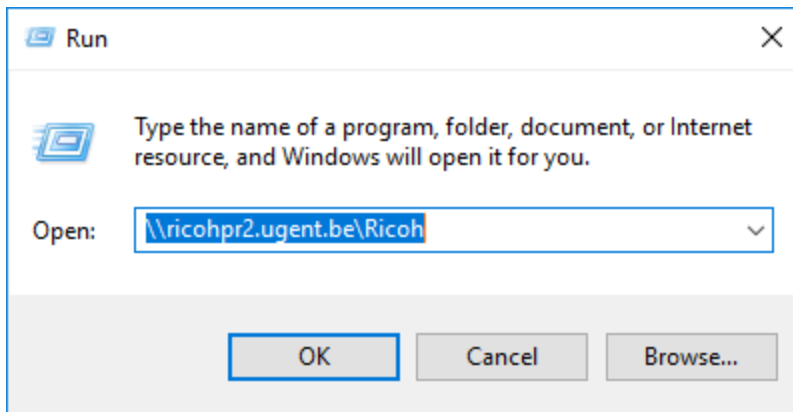
1. With a UGent badge
2. With a personal pin code
3. By manually entering UGent login credentials

Once authenticated, choose the option “**Secure Print**” on the machine user’s panel. From here, it is still possible to make some last-minute adjustments to the settings of each printing task. After that, you can start the actual printing. For more details about the use of a Ricoh printer, you can always address a department’s ATP staff member.

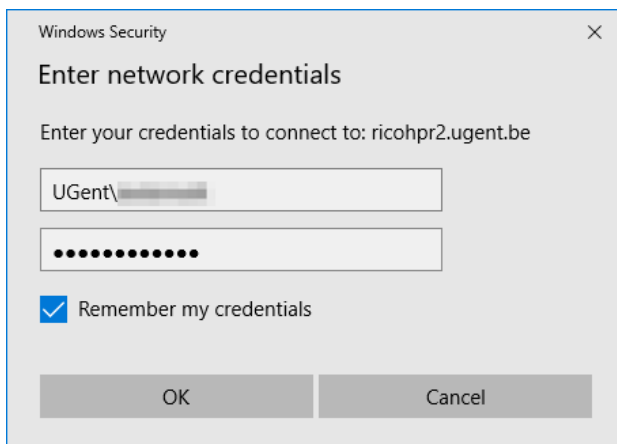
## Installing the driver – Windows 10

If you work on a UGent domain computer, the correct driver is already installed and the printer is ready for service. Most computers in the Department of Geography are standalone computers though. The driver needs to be installed separately on these machines.

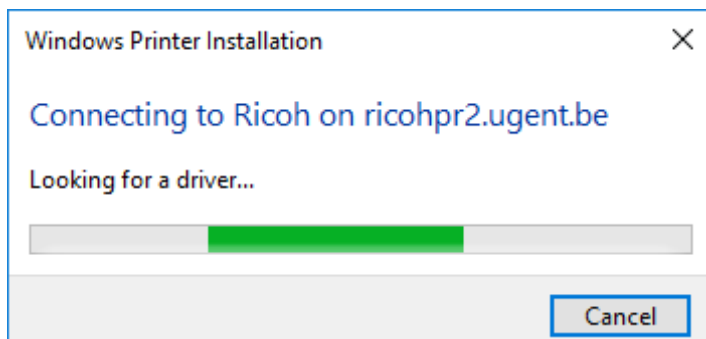
First, the Ricoh print server needs to be “mounted”. Use the key combination “**Windows key + r**” to open the “Run command” window. Insert “**\\ricohpr2.ugent.be\Ricoh**”, then click “**OK**”.



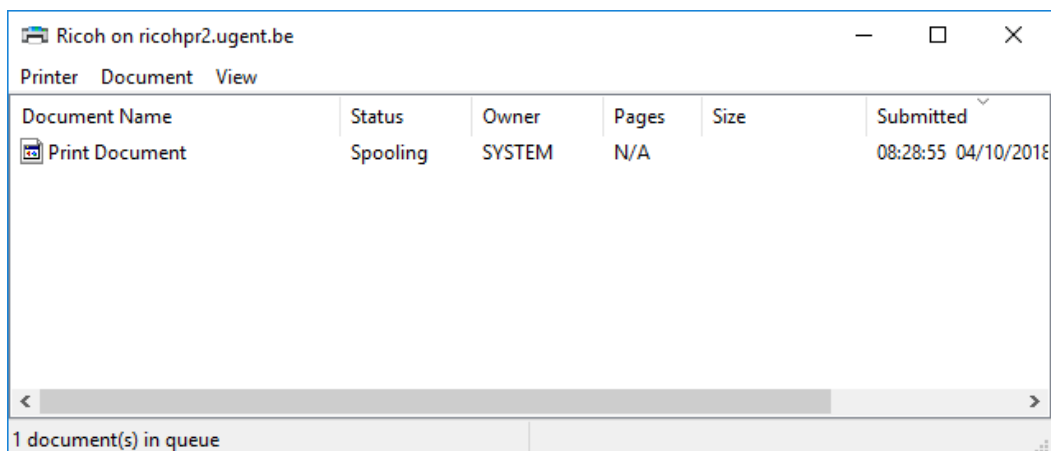
The central UGent print server is now contacted and will ask you to enter your UGent domain user name (“**UGent\<user name>**”). NOTE: this can take a while, without notable activity. Type your UGent user name and password, check “**Remember my credentials**” and click “**OK**”.



After the connection is successfully created, Windows will automatically start downloading and installing the correct printer driver.



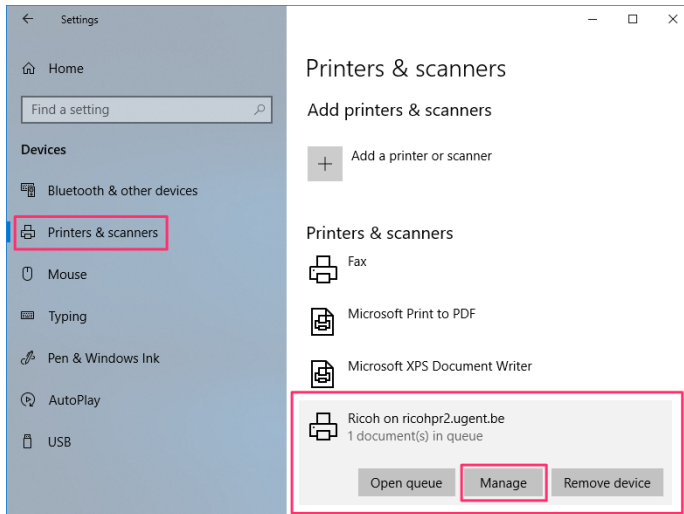
Once the driver is installed correctly, the print jobs window will be displayed. It is possible that the list will show printing tasks from other users, but you can safely ignore this.



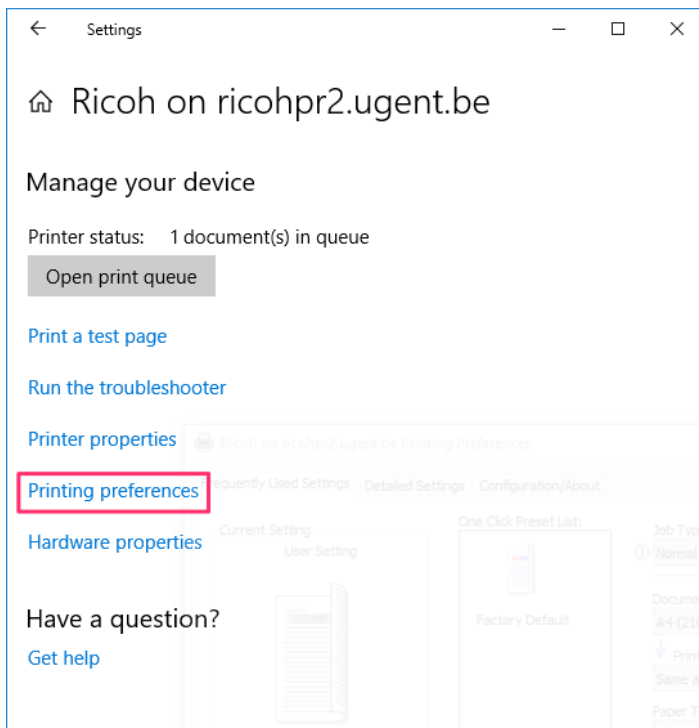
### **Important**

If your local user name is the same as your UGent user name, nothing else needs to be done to start printing. If not (most likely with machines in the Department of Geography), you still need to make one more adjustment in the printer settings.

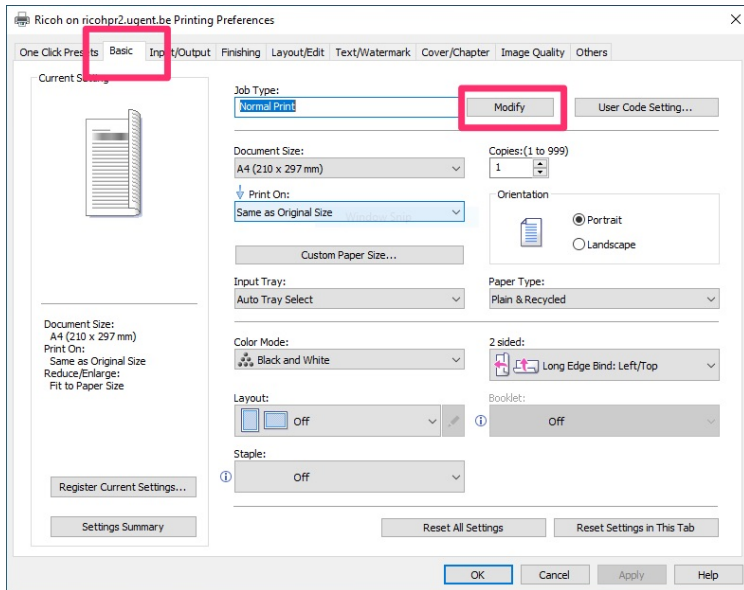
The printer settings can be changed through **"Windows Settings -> Devices -> Printers & scanners"**.



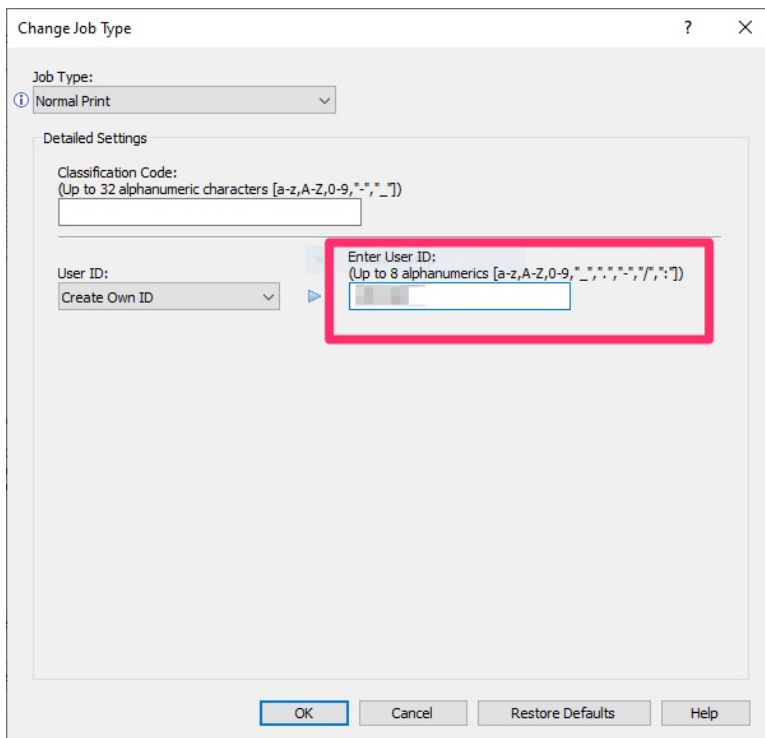
Select the Ricoh printer (“Ricoh on ricohpr2.ugent.be”) and click “Manage”.



Choose “Printing Preferences”. The settings dialogue with print settings for the Ricoh printer will now be shown.



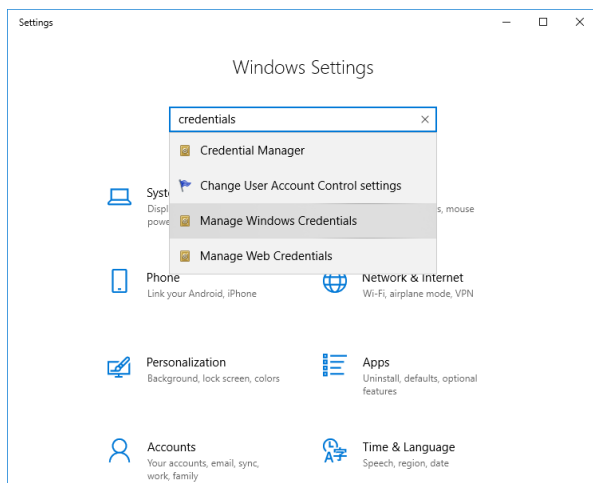
Select the second tab **“Basic”**. Then click – next to **“Job Type”** - the **“Modify”** button. A new dialogue window will appear. Enter your User ID (=UGent user name, without “UGent\”). Confirm all changes and close the dialogue. Your computer is now ready to print on all Ricoh machines within Ghent University.



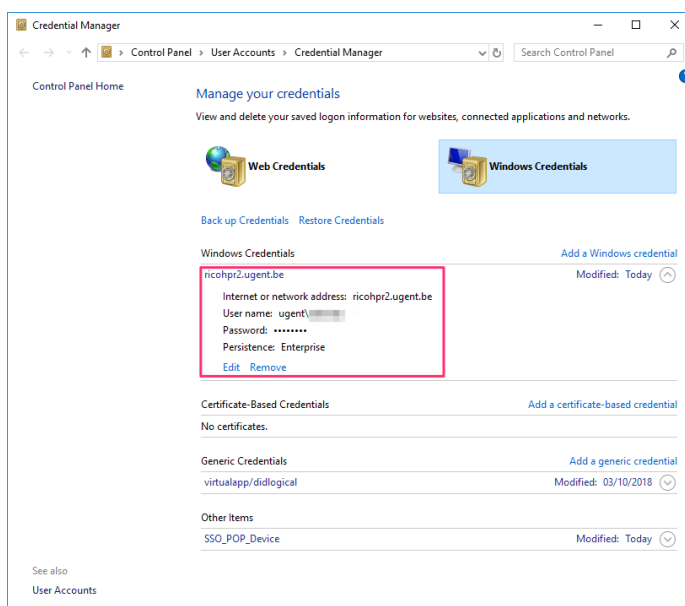
## Remark

At times, your central UGent password needs to be changed. Users not logged on to the UGent domain need to update the password for the printer driver separately. This can be done through “**Windows Credentials Manager**”.

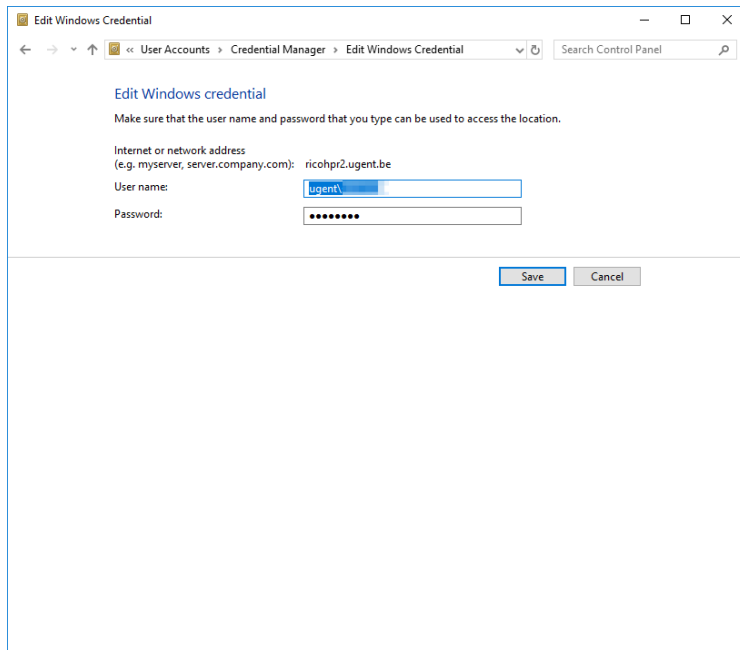
Start “**Windows Settings**” (key combination “**Windows key + i**”) and select “**Manage Windows Credentials**”.



Select “**ricohpr2.ugent.be**” and click “**Edit**”.



Change your password and click “Save”.



## Installing the driver – MacOS

Contact the department's ICT manager or see:

<https://www.ugent.be/intranet/nl/op-het-werk/ict/procedurericohmacos/> (Dutch only, login required)

## Installing the driver – Linux Ubuntu

Contact the department's ICT manager or see:

<https://www.ugent.be/intranet/nl/op-het-werk/ict/procedureubuntu.pdf> (Dutch only, login required)