Wi-Fi Printing

Setup & Printing Guide for iOS / Android Devices

Note:

Support PDF and Image only

Please make sure your device is using Wi-Fi SSID: **[LU]** or **[LU-Advanced]**.

STEP 1

GET IT ON Google play

Available on the App Store

- Download and install **"RICOH Smart Device Connector"** to your iOS / Android devices
  (You can scan the QR code or search **"RICOH Smart Device Connector"** at App Store / Google Play)

- Launch the App RICOH

Selecting File — STEP 2

MFP / Printer

Aficio MP 7502(Library 1/F Info... >

- Print
- Favorites
- Authentication
- Check Machine Status
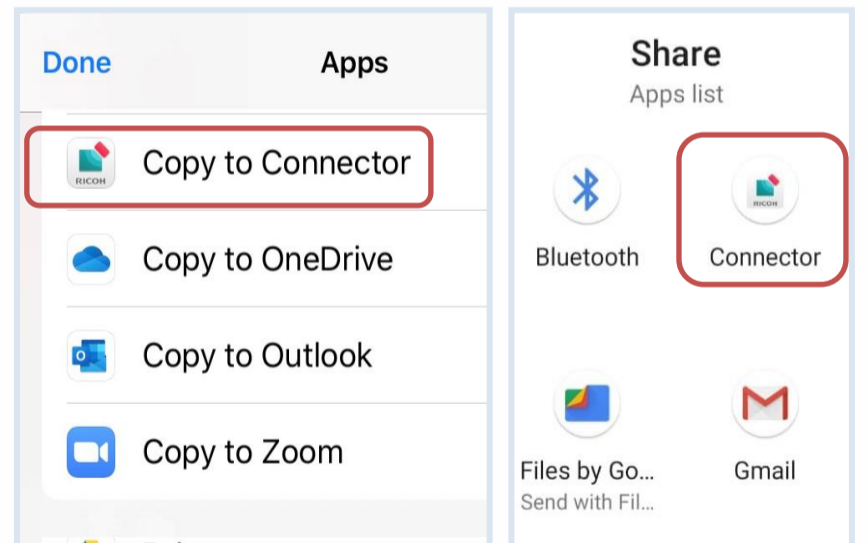- Print Server Settings

- Tap **[Print]**

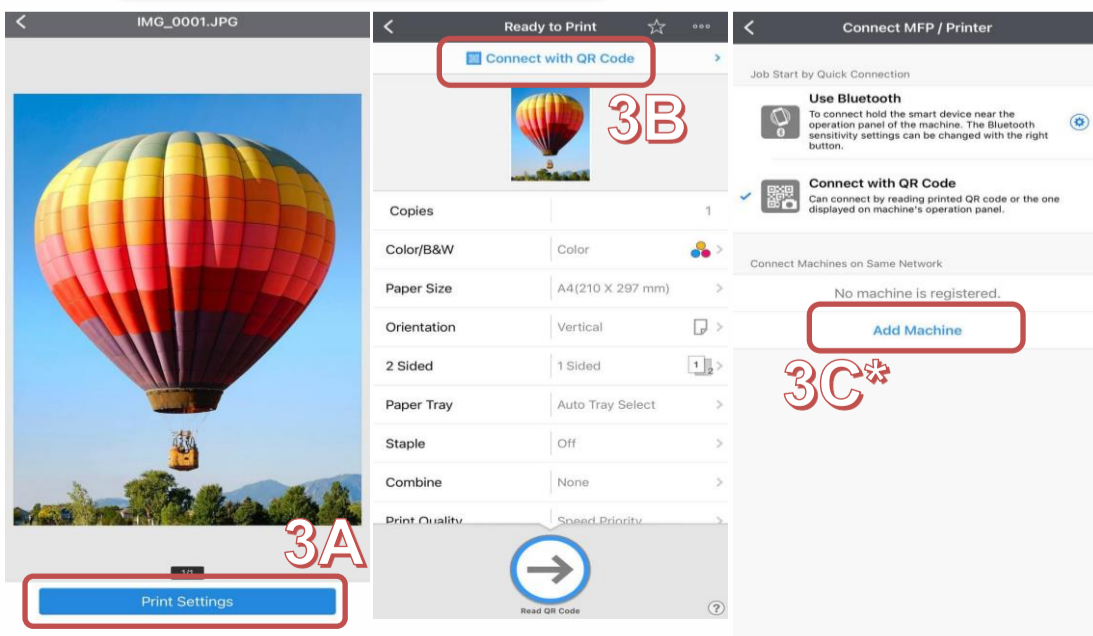 You can select file(s) from the App menu for sending to the printer.

  (The App may have the limitations for files/ items to be printed)

OR

- Open the file and select **[Share]**

- Select share to the App RICOH

Done	Apps
RICOH Copy to Connector	
Copy to OneDrive	
Copy to Outlook	
Copy to Zoom	

Share — Apps list	
Bluetooth	Connector
Files by Go... Send with Fil...	Gmail

STEP 3

IMG_0001.JPG

Ready to Print	
Connect with QR Code	3B
Copies	1
Color/B&W	Color
Paper Size	A4(210 X 297 mm)
Orientation	Vertical
2 Sided	1 Sided
Paper Tray	Auto Tray Select
Staple	Off
Combine	None
Print Quality	Speed Priority

3A Print Settings

Connect MFP / Printer

Job Start by Quick Connection

Use Bluetooth
To connect hold the smart device near the operation panel of the machine. The Bluetooth sensitivity settings can be changed with the right button.

Connect with QR Code
Can connect by reading printed QR code or the one displayed on machine's operation panel.

Connect Machines on Same Network

No machine is registered.

Add Machine 3C*

Read QR Code

3A Tap **[Print Settings]**

3B Tap the **Blue** button on the top

3C Select registered Printer / tap **[Add Machine]**

*(Connecting the printer via Bluetooth, NFC or QR Code is **NOT** supported.)*
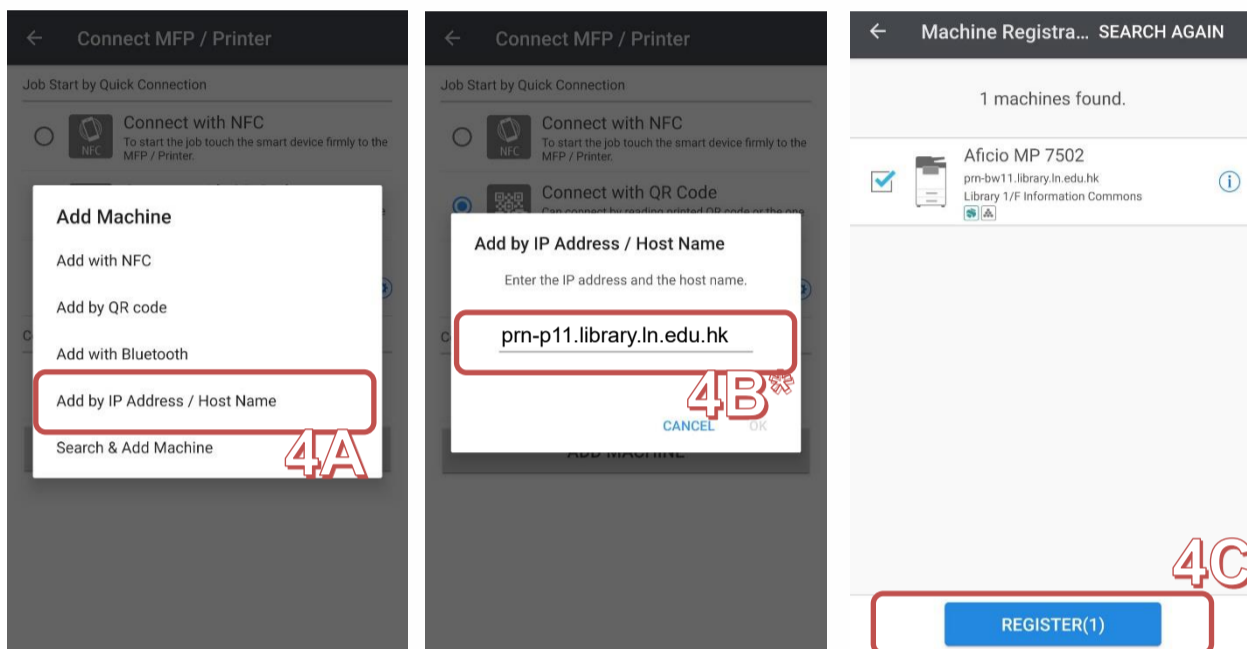
Wi-Fi Printing

Setup & Printing Guide for iOS / Android Devices

Register STEP 4

Note:
Required if not registered before.

4A   Tap **[Add by IP Address / Host Name]**

4B   Input the Host Name for the desired MFP and tap **[OK]**
*(You may refer to the device information from the table below)

4C   The device should be displayed in the App. Tap **[Register]** to add the MFP into your App
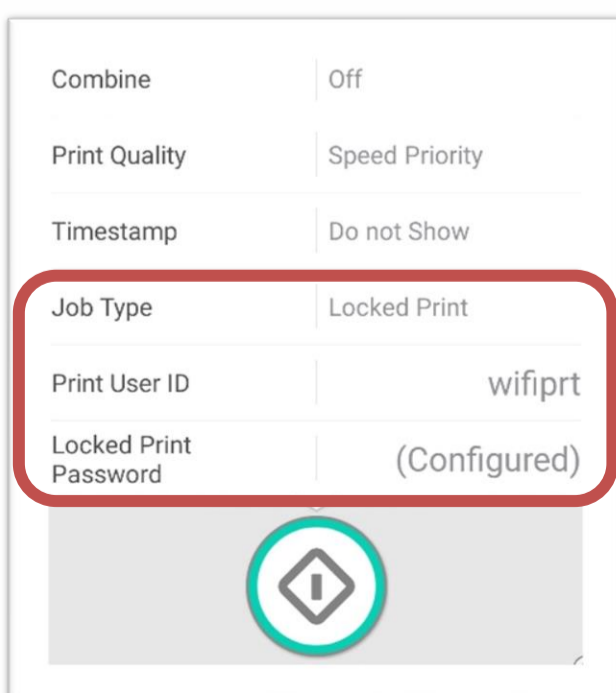
Printer name	Host Name
All Printer	prn-p*PrinterNumber*.library.LN.edu.hk

Sample:

Printer name	Host Name
11BW	prn-p11.library.LN.edu.hk
14	prn-p14.library.LN.edu.hk

Printing STEP 5

Similar to Library Public PCs printing, you have to assign
a **[User ID]** and **[Password]** to your print job.

5.1   Scroll and find **[Job Type][工作類型]**

5.2   Choose **[Locked Print][機密列印]** for entering your self-assigned **[User ID]** and **[Password]**

5.3   Tab **[Start]** to print and collect your print job at the MFP