

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].

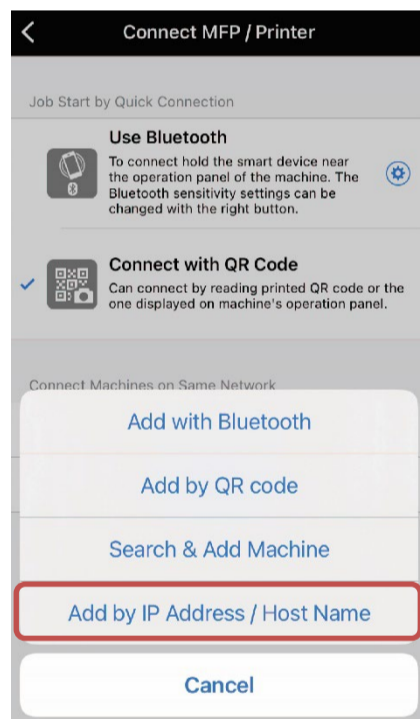
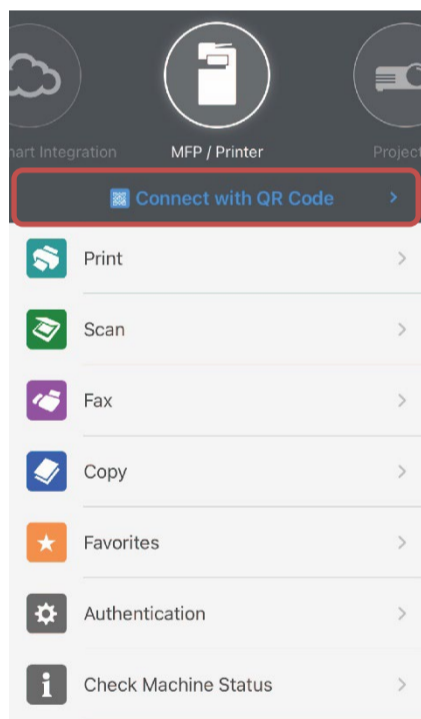
Download **STEP 1**



- 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 

Register Printer **STEP 2**

Note: Required if not registered before.



2.1 Tap [Connect with QR code]

2.2 Tap [Add by IP Address / Host Name]

Connection via Bluetooth, NFC and QR Code is NOT supported.



2.3 Input the Host Name for the desired MFP and tap [OK]

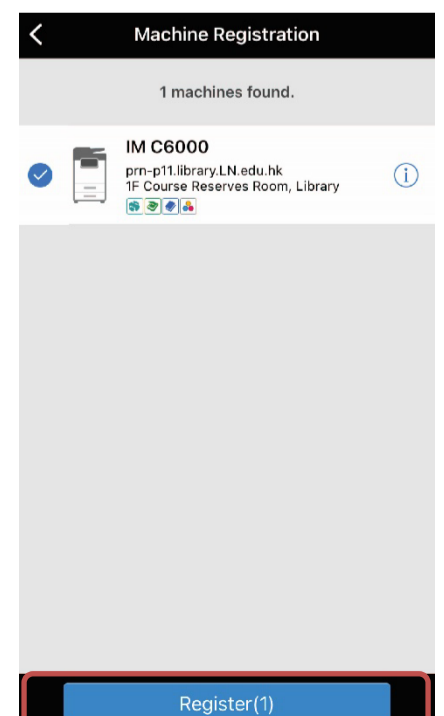
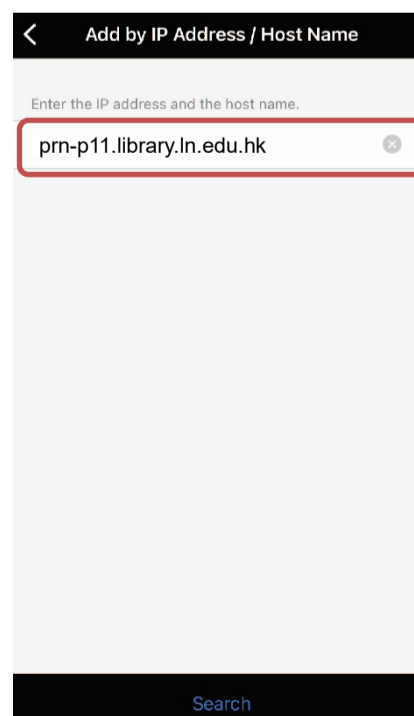
*(You may refer to the device information from the table below)

Printer name	Host Name
All Printer	prn-p*PrinterNumber*.library.LN.edu.hk

Sample:

Printer name	Host Name
13	prn-p13.library.LN.edu.hk
16BW	prn-p16.library.LN.edu.hk

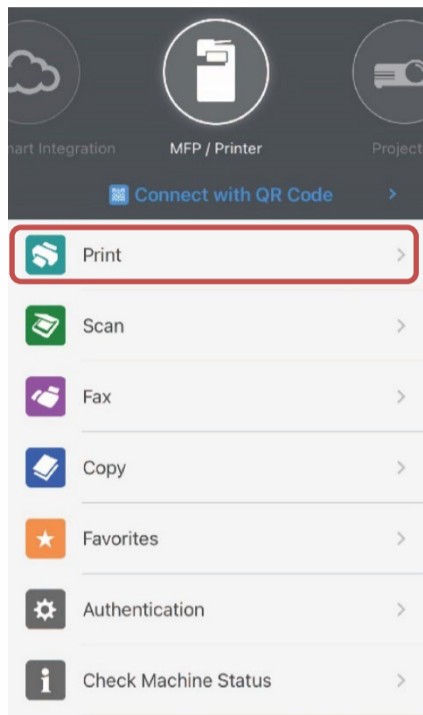
2.4 The device should be displayed in the App.
Tap [Register] to add the MFP into your App



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Select File **STEP 3**




- Tap **[Print]**

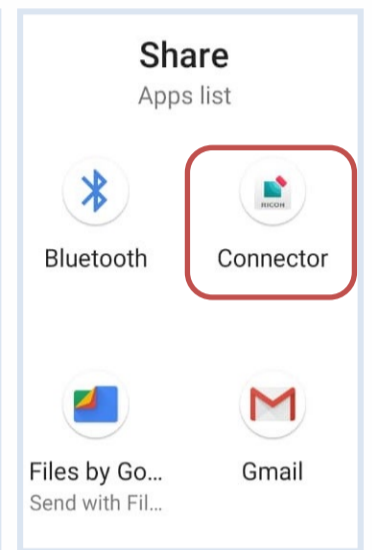
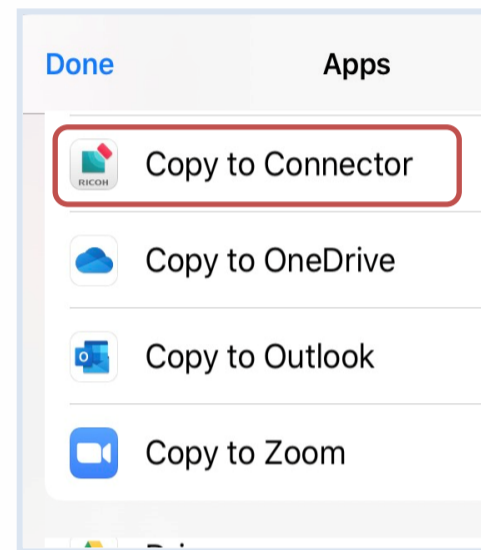
You can select file(s) from the App menu for sending to the printer.

Microsoft Word, Excel, PowerPoint files are NOT able to print from the App.

OR

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

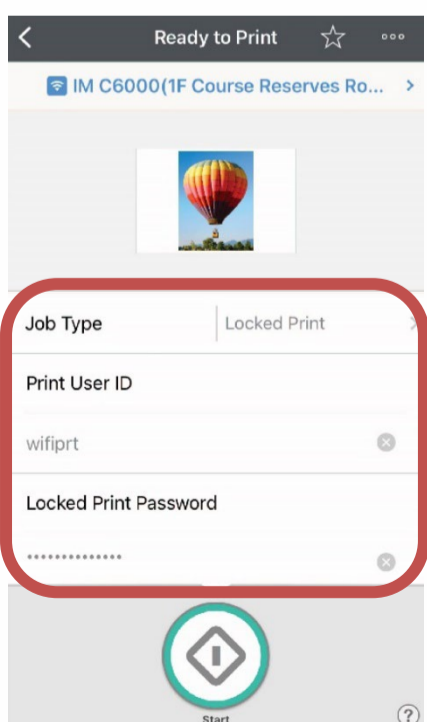
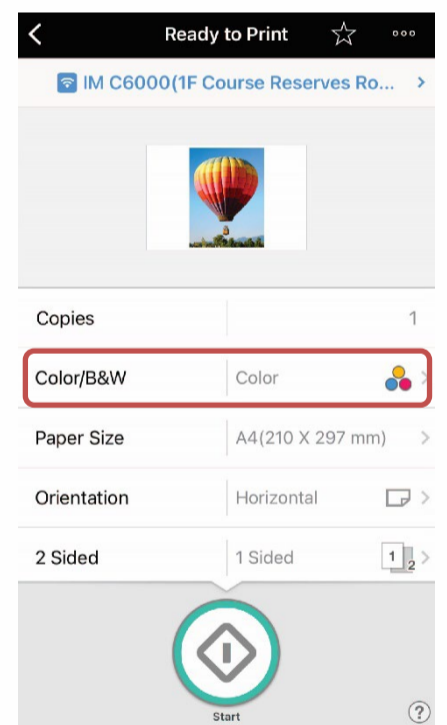
- Select share to the App 



Send Print Job **STEP 4**

- 4.1 Tap **[Print Settings]**

- 4.2 Select **[Colour / B&W]**
(Charges are different for colour / B&W Printing)



- 4.3 Scroll and find **[Job Type][工作類型]**

- 4.4 Choose **[Locked Print][機密列印][锁定打印]** for entering your self-assigned **[User ID]** and **[Password]**

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

