

RICOH Smart Integration Package for myPrint User Guide

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1 PREFACE

This guide provides the details on how to use RSI Package for Email to print on Ricoh Multifunction Printers (MFPs). The flowchart below shows the steps that are required for users to start using applications.



1.1 Prerequisites

- No user registration by the administrator of your tenant is required. For administrator, please refer to the “RICOH Smart Integration Admin Guide”.
- An email address for guests to send the print job.
- The email address is registered and an RSI print rule is configured in the myPrint server.

1.2 About this guide

This guide holds following chapters:

- Introduction
Providing an explanation of the features of the package.
- Getting started (Step 1 – Step 3)
Describing how to activate your account.
- Configuring applications & default values (Step 4)
Containing step-by-step instructions on how to configure settings related to the apps in this package.
- Operation of Email to print application (Step 5)
Containing step-by-step instructions on how to operate the apps in this package.
- Appendix
Product limitations, etc.

NOTE The operation panel screenshot images and user site images, provided in this document are illustrations only, and do not reflect the exact image as displayed on the MFP.

2 INTRODUCTION


2.1 What is RICOH Smart Integration?

RICOH Smart Integration (in the remainder of this document: RSI) is a platform that provides cloud-based apps and workflow integration. It connects your MFP to external cloud services, thus enabling you to work smarter and increase productivity.

2.2 What is RICOH Smart Integration Package for Email to print?

RICOH Smart Integration Package for Email to print is developed on the RSI platform. It enables guests to print their emails including its attachments on a Ricoh MFP.

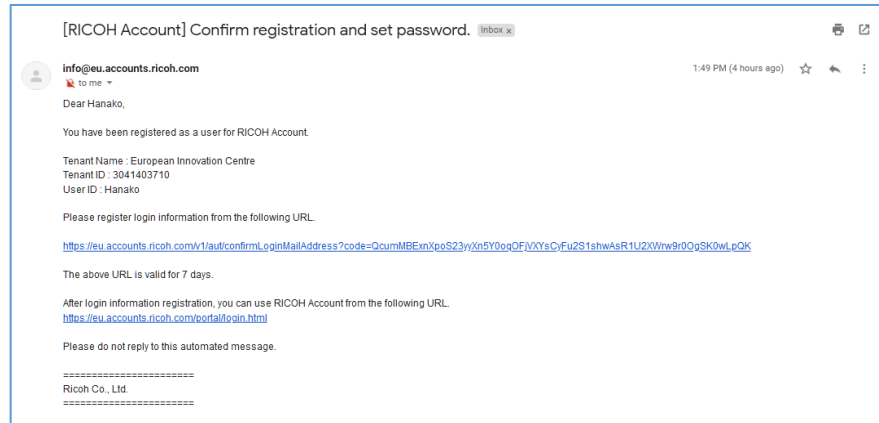
2.3 Apps in the package

Application	Icon	Feature Description
Email to print app		With the Email to print app, guests can send an email to the myPrint/RSI system. In return, the guest receives an email, including a PIN to release the sent email and its attachments on a Ricoh MFP.

3 GETTING STARTED (STEP 1 – STEP 3)

3.1 Receiving registration email (Step 1)

After the RSI administrator registers your user information, you will receive a confirmation email, sent by info@eu.smart-integration.ricoh.com. In this email you are prompted to confirm your User ID and set your password.



3.2 Setting password for RSI (Step 2)

Please access the site, indicated in the email above, enter the required fields and save.

3.3 Request RSI keys for your own Email to print application (Step 3)

Should Ricoh host your Email to print application, you may have received an email address to submit print jobs to. If you are however running your own myPrint server, contact your Ricoh representative and request:

- An Application ID
- A Client ID
- A Client Secret

Follow the configuration steps in subsection *RSI, Incoming email* and *Print rules* of your myPrint admin guide.

3.3.1 RSI

In your myPrint server, configure following URLs:

Site URL	https://www.eu.smart-integration.ricoh.com
API URL	https://api.eu.smart-integration.ricoh.com
URL	http://localhost/RicohmyPrint/auth/signin-rsi.html

3.3.2 Incoming email

In your myPrint server, create an incoming «*Email Inbox*» to service your email address, used to send email print job submissions that must be released on the RSI connected MFP.

3.3.3 Print rules

In your myPrint server, create a print rule with the condition attribute «*Document origin*» set to «*is equal to*» your print submission email address.

As a last step, create a printer:

- Set a printer name
- Set PIN length
- Set PIN character set
- Acquire a token by authenticating with the received RSI credentials

4 CONFIGURING APPLICATIONS & DEFAULT VALUES (STEP 4)

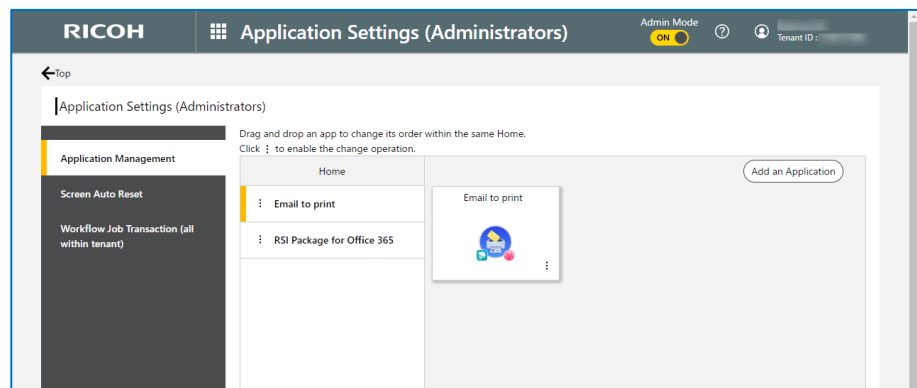
4.1 Email to print app settings

Tenant-wide, the RSI company administrator can change following print settings:

Setting	Default
The message for an invalid PIN	
The message should no print jobs be available for the entered PIN	
Print jobs are displayed in one or two rows	2
Number of copies	1
Print color mode Black & White or Full Color	Full Color
Sides 1 Sided, Open to Right/Left, Open to Top, Bind (Open to Left) or Bind (Open to Right)	Open to Right/Left

To change these settings, login to the RSI user site and select:

[Application Management]; only available for the administrator after enabling **Admin Mode** in the top right corner.
Select the **myPrint** tile.



On the Application Settings (administrators) page select **Email to print** to change the settings.

Below follows a list of settings, available for configuration.

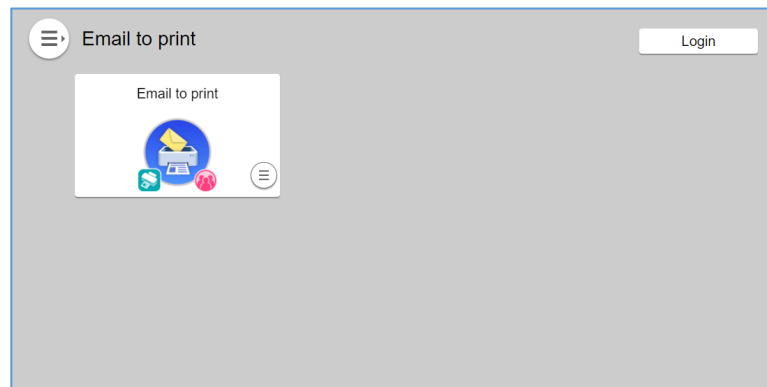
Category	Item	Option	Default
Common Settings	Default Layout for Folder Browse	Display all print jobs in 1 Row or 2 Rows on the MFP screen	2 Rows
Default Parameter Settings	Invalid PIN message	The message displayed on the MFP display in case the PIN is invalid	This PIN is invalid
	No print jobs message	The message displayed on the MFP display in case no print jobs are available	No print jobs available
Default Print settings	Copies	Number of copies to print	1
	Print Color Mode	Black & White – Full Color	Full Color
	Sides	1 Sided – Open to right/Left – Open to Top – Bind (Open to Left) – Bind (Open to Right)	Open to right/Left
	N-up	Print 1 Off, 2, 4, 6, 9 or 16 pages on one page	Off

By enabling **Do not allow combination change**, users cannot change the setting on the MFP display.

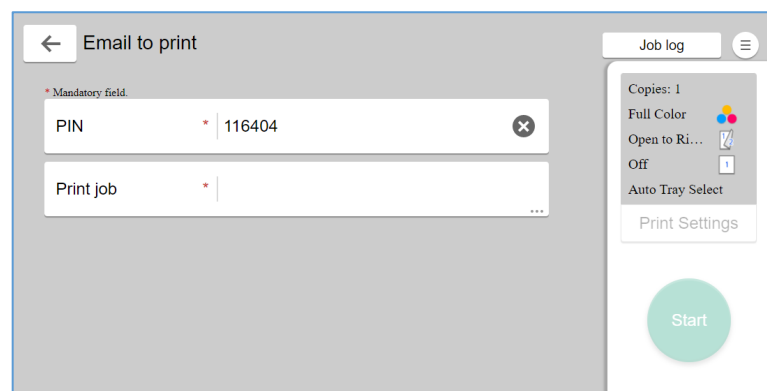
5 OPERATION OF EMAIL TO PRINT APPLICATION (STEP 5)

Open RSI on the MFP and select Email to print. If Email to print is not displayed, select Email to print from the **hamburger menu** (top-left) on the MFP screen.

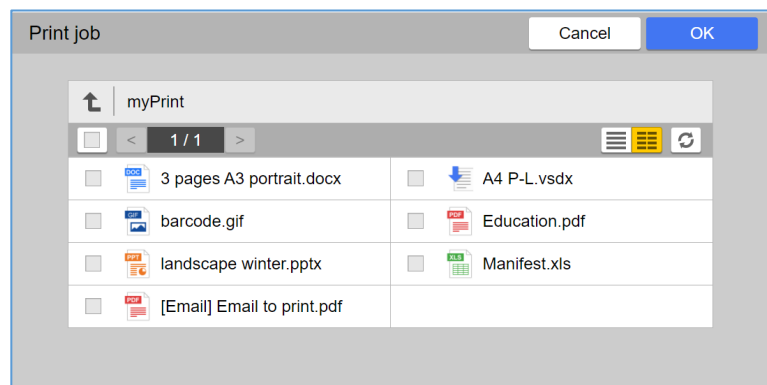
Click on the **Email to print** application.



The print process starts by entering the **PIN** you received by email.



Open the list of print jobs to print by pressing Select print job(s).

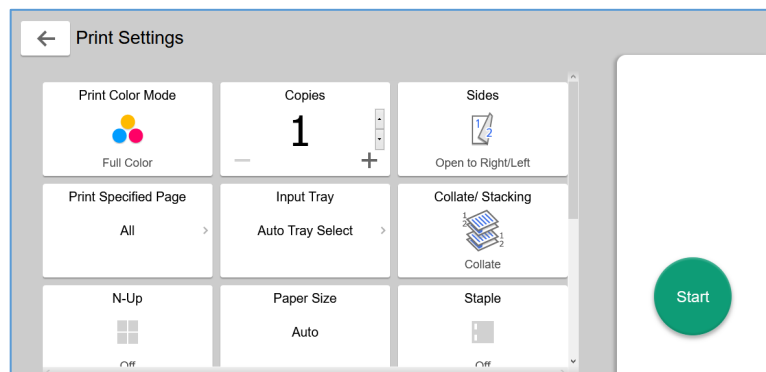


The list (two rows in the above screenshot) shows the printed email (recognised by **[Email]...**) and all included email attachments recognised by the original attachment's names. Select some or all print jobs and press **OK**.



Press on **Print Settings** to change printer settings.

Press on **Start** to print the desired print jobs.



6 APPENDIX A

6.1 Remarks

The maximum print job file size which myPrint can send to the RSI platform is 200 MB in total and 40 MB per separate email or attachment.

If the file size exceeds the limit, the print job will fail. The user will receive an error notification email from the myPrint system.

6.2 Other remarks (common across all packages)

- Limitations for Home Screen/Applications
 - Home: at most 20 for each profile, at most 32 characters for the name.
 - Applications: at most 18 for each home screen, at most 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, belonging to the same tenant cannot set different time zones.
 - User cannot change his login email address, need administrator's assistance to change email address
- Once the administrator has logged in to a tenant on the MFP, an administrator from another tenant cannot login to the same MFP.
- Back button inside application display screen must be used, instead of Back button on the operation panel.

