

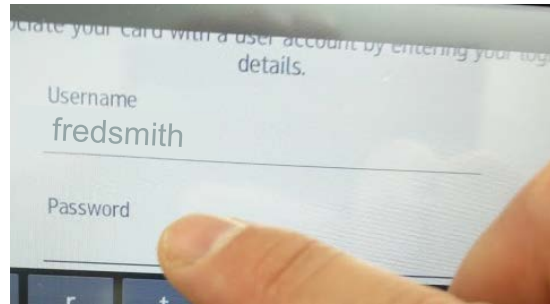
First time MFD usage

- The first time you use one of the new Ricoh Multifunction devices, you'll need to associate your staff or student card with the system
- This is a simple and intuitive, once off process
- **To begin, place your card on the card reader**



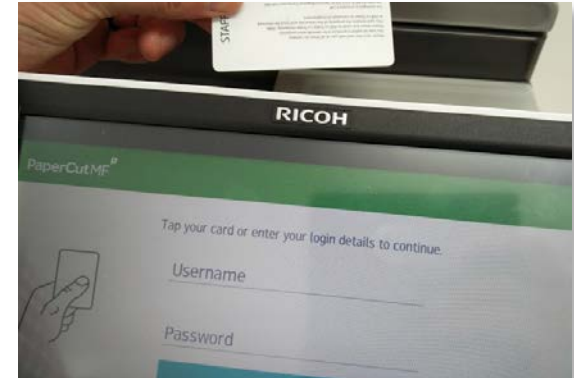
Linking your account to the card

- **For staff or students:**
- Enter your La Trobe username and password
- **For guests accounts:**
- Enter your email address and password
- Once your details are completed, select Associate



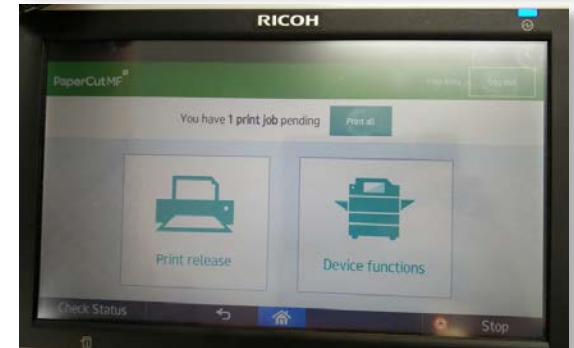
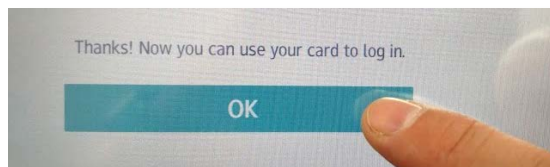
Logging in and using the MFD

- Now your card is linked with your account
- Scan your card again and you will be ready to release print jobs or use the copy or scan capability



Associating your windows account

- You will be prompted to associate the card you scanned with your La Trobe staff/student account, or for guests, with the account you registered in the MyPrint PaperCut console



Contact details:

Email: myprint@latrobe.edu.au

Website: <https://intranet.latrobe.edu.au/print>

Ricoh Support Hotline: 1300 362 577