

Benefits of RICOH Mobile PrintScan



- **No setup required**
All users need is a reliable network connection.
- **Ease of use**
Print, scan, and upload documents easily.
- **Cost savings**
Users use, manage, and maintain their own personal devices. Less IT support is required and cost savings are passed on to the business.
- **Enhanced flexibility**
Users are more comfortable working with their own devices thus increasing productivity.

Supported RICOH models

For information on supported RICOH devices, please contact your local sales company.

Supported OS

iOS 4.x and above

MINOSHA

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RICOH
imagine. change.

RICOH Mobile PrintScan



Meet productivity on the move

The RICOH Mobile PrintScan is a bring-your-own-device (BYOD) solution that empowers the mobile workforce like yourself to become more flexible and productive with printing, scanning, and document management on your personal mobile device without having to go through complicated and tedious setup procedures.



Flexibility, mobility, improved productivity and ease of use are the hallmarks of the RICOH Mobile PrintScan. It allows today's highly mobile workforce to print any document anywhere, anytime!

By selecting the required scan preferences and pressing the 'Start' button, you will be able to get scanned copies of the documents through a Multi Functional Device with ease on your mobile device. There is no longer the need to open different applications and devices to get these scanned documents on your mobile. Printing is also a breeze as you need to only select the document and destination for the Multi Functional Device to get it printed.

Features

You can specify various printing and scanning options using the RICOH Mobile PrintScan:



- **Supported print preview file formats** – PDF, JPEG, TIFF, PNG, GIF, TXT, RTF, XLS, PPT.
- **Various printing options** – Fully customisable printing options, including page orientation, layout, duplex printing, and paper size.
- **Added security** – Passwords and user authentication prevent unauthorized printing of documents at the Multi Functional Device.



- **Supported scan preview file formats** – PDF, JPEG, TIFF (single or multiple).
- **Metadata search function for PDFs** – You can easily locate PDFs on the device with metadata inputs.
- **Ease of transferring file to third party applications** – Dropbox, Evernote, Box, Google Drive without being limited to any platforms.

Mobile PrintScan Workflow

To scan a document, place the documents into the feeder of a Multi Functional Device and set the appropriate scan preferences before pressing Start to scan the documents to your mobile device.

To print a document stored on your mobile device, select the document and the Multi Functional Device to print to. You can then walk up to the Multi Functional Device to print

and collect the printed document. The RICOH Mobile PrintScan has a simple user interface, and is easy to configure and use. All you need to do is to launch the RICOH Mobile PrintScan App on your mobile device, and then select the RICOH PrintScan program icon on the Multi Functional Device. When both devices connect, your profile is displayed on the operation panel. No further setup is required!



To scan a document

1. Select your profile on the Multi Functional Device's operation panel.
2. Select **Scan to mobile device**.
3. Place the document you wish to scan into the document feeder on the Multi Functional Device and press **Start**.
4. The scanned document is now transferred to your mobile device. Press **Preview** to view the document.



To print a document

1. On your mobile device, select a document for printing.
2. Select your profile on the Multi Functional Device's operation panel.
3. Select **Print from mobile**.
4. Select your document and press **Start**.
5. Enter your user credentials on the Multi Functional Device, if required.

