

Instructions for Windows - Installation **Ricoh IM C2010** printer (Building 319 Room 433) for “Print2Me”

All print jobs are only printed when you log on to the printer with your KIT card and select your print job (→ „Print2Me“)

1. Register your KIT card once:

To use the printer, the KIT card must be registered with the SCC. To do this, hold the KIT card up to the reader. Then enter your KIT account (i.e. ab1234) and enter and confirm your KIT password. Registration is now complete.

2. Install the printer:

Enter the following path in Windows Explorer:

\\scc-slnx-01.scc.kit.edu\IBCS-FMS_Print2Me

or simply click on the link:

file:///scc-slnx-01.scc.kit.edu\IBCS-FMS_Print2Me

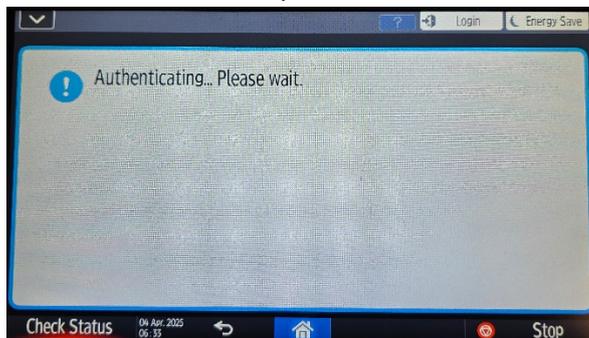
Please wait a few seconds until something happens and do not click several times.

It takes a while for the installation to start. Therefore, do not click several times, otherwise the Explorer will crash.

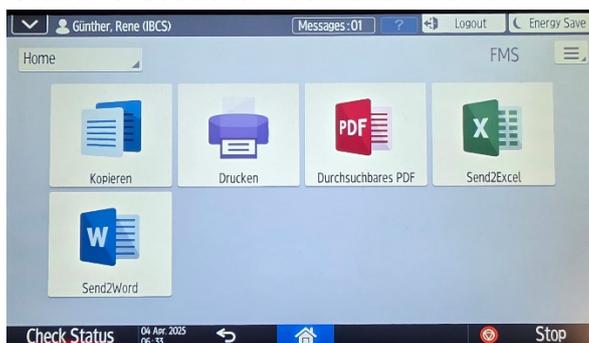
3. Print and collect print job:

→ Send the print job to the printer (several print jobs can also be sent during the day so that you only have to go to the printer once; print jobs must be collected within 7 days)

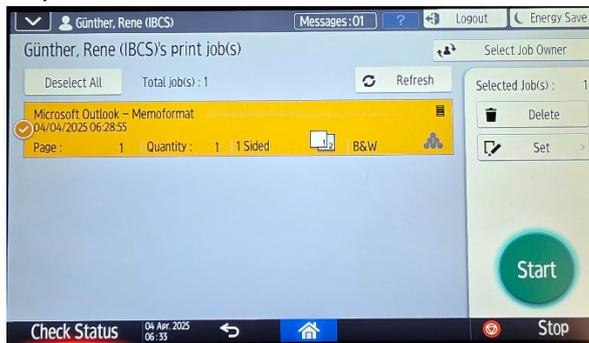
→ Hold the KIT card up to the reader



→ Select “Drucken” on the touch screen



- If necessary, select the correct print job (or delete it if the print job is faulty or the printout is no longer required) - only your print jobs are displayed
- press „Start“



Please only print in color if really necessary, as color pages cost 6 times (!) more.

Scanning

To scan documents, you must also log in to the printer with the KIT card

- Select “Scan“
- Select scan output (e.g. email); email address from KIT account already stored
- Done