How to use the Equitrac Solution and Follow You Printing on $ the Ricoh MFDs $

Step 1: New User Self-Registration

- New users who attempt to log in with a card are automatically prompted to register their cards.
- Next time the user swipes card, the user is logged in.

Step 2: User Authentication

- After performing Self-Registration users can login by simply swiping their proximity card
- If user forgot his/her card they can login by entering their Windows User ID & network password or

Step 3: PCC Launcher – Select Function

- PCC Launcher allows the logged-on user to chose their workflow
- Follow-You allows users to select, print or delete print jobs
- Release All allows users to release all print jobs in his or her queue
- Scan allows users to scan documents back to their email

With the addition of the Equitrac solution users will now first be presented with the PCC login on screen
Step 5: Follow-You Printing®, Secure Print Release

- Follow You allows users to print selected documents that have been sent to the MFP for printing.
- Users can print one document at a time, delete jobs, and select all jobs to print.
- Once the user is done they can either logout by pressing the Logout button or press Exit and return to the PCC Launcher screen.

Step 6: Scan-to-Me®

- By pressing Scan on the PCC Launcher screen the user can scan a document back to their email.