Getting started with FindMe printing

This reference guide will explain:

1. How to set FindMePrint as your default print queue on your TAFE workstation/laptop
2. How to select the FindMePrint queue when sending a job to print
3. How to identify device functionality
4. How to register your TAFE card at the Ricoh device

<table>
<thead>
<tr>
<th>How to set FindMePrint queue as your default print queue on your workstation</th>
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| 1. From your desktop, double-click the **Devices and Printers** shortcut.  
  
  **Note:** In some locations, the shortcut may be called **Printers and Scanners**. |
| ![Devices and Printers](image) |
| 2. In the list of printers, right click on **FindMePrint**. |
| ![List of Printers](image) |
| 3. From the menu items, left click **Set as default printer**. |
| ![Menu Items](image) |

See what’s printing

- **Set as default printer**
- Printing preferences
- Printer properties
- Create shortcut
- Remove device
- Troubleshoot
- Properties
4. The green tick indicates the FindMePrint queue is now set as the default printer.

How to select the Find-me print queue when sending a job to print

1. From the application (e.g. Word or Excel), select File, then Print.

2. From the printer drop down list, select FindMePrint.

   Note: Where the printer has been set as the default, it will automatically be selected for you.
3. **Print on Both Sides** has been set as default. Where required this can be changed by selecting from the options in the drop down list.

4. Where required, you can select other print attributes (e.g. stapling) by clicking **Printer Properties**.

5. Select the required print attributes on **Frequently Used Settings** or **Detailed Settings** tabs. Once the changes have been made, click the **OK** button.

   **Note:** The **Input Tray** field should not be changed from **Auto Tray Select**, especially when printing from devices within Customer Service Areas.
6. Once you have changed the required settings, click **Print**. The print job will go to the FindMePrint queue allowing you to release the print job at any of the Ricoh devices.

How to identify functionality of the Ricoh devices

Not all devices have the same functionality, ie some devices only provide black/white, while other devices provide colour options. A sticker has been placed on each device to help you identify the functionality for that device before you release your print job.

Once you have confirmed the printer can provide the required print attributes, proceed to release your print job.

How to register your TAFE card at the Ricoh device

1. Touch the display screen to wake up the device.

2. The log in screen is displayed. If you do not have a TAFE card, enter your TAFE username and password, then press **Login**.
3. If your TAFE card has a magnetic stripe on it, **swipe it downwards** through the card reader.

   Alternatively, if your TAFE card **does not** have a magnetic stripe on it, tap it on the card reader.

4. If prompted, enter your TAFE network **Username** and **Password**. Press **Associate** to complete the registration process.

5. To logout of the device, press **Logout**.

   **Note**: You will automatically be logged out after 60 seconds of inactivity.