

Mobile Printing (with PrintCloud)

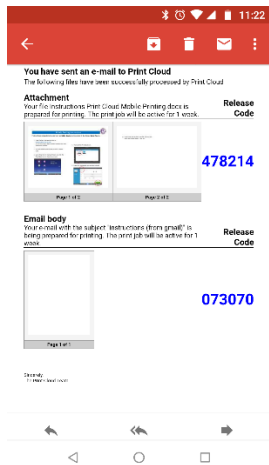
Follow these instructions to print from a **mobile device** to the printer in the library **Quiet Room**.

1. Email the item you want to print to:

print@ricohprintcloud.com

You can email images, attach Word docs and Excel files, email attachments, and more.

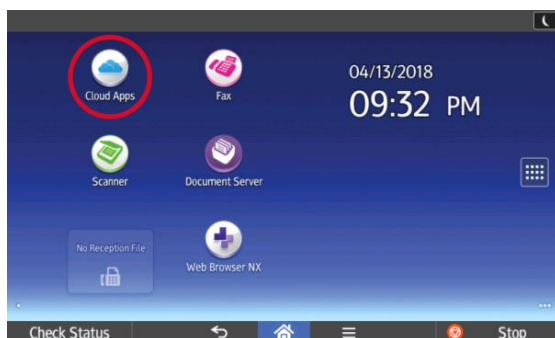
2. You will receive an email that contains a release code.



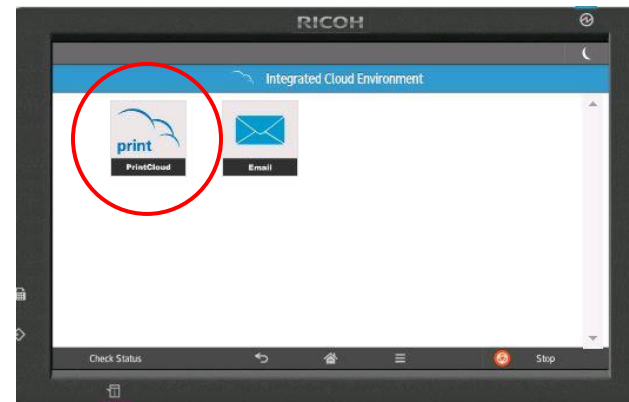
There's a release code for the attached file AND for the email body.

You can print one or both.

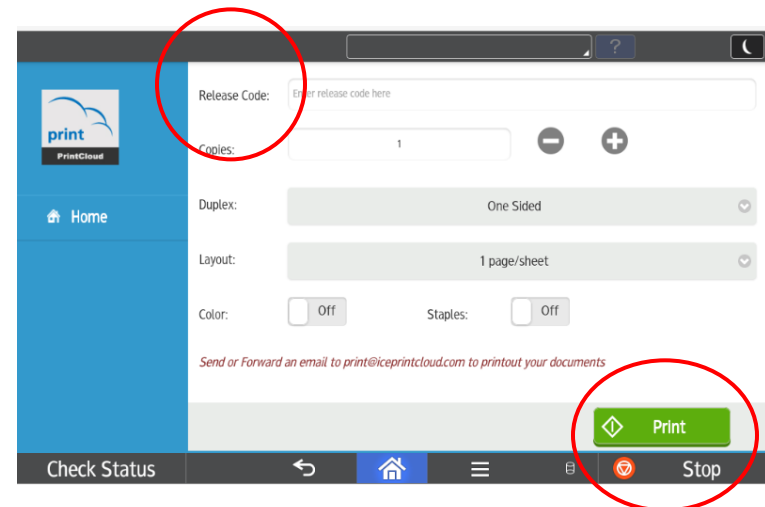
3. Go to the printer in the Quiet Room and click the Cloud Apps icon on the printer screen.



4. Then click the PrintCloud icon.



5. Enter the release code you received in email.



6. From there, you can print your file. You can also select # of copies, duplex, color, etc.

Print jobs can only be accessed with the release code. Print jobs will remain in the system for 7 days. PrintCloud solution by Ricoh's Integrated Cloud Environment (ICE). January 2019.