Getting started

Registering your badge
From the Home Screen, tap the PaperCut icon.

Tap your badge on the reader to the right of the panel when you see the login screen.
Tap Next to register your badge.

Tap the field next to Username to access the keyboard.
Enter your CalNet ID in the Username field then tap OK.

Enter your CalNet password in the Password field then tap Associate.

Tap OK when the successful message displays.
Using the new Ricoh

Copier, Printer and Scanner functions
Tap the PaperCut icon on the Home screen.

Tap your badge to the badge reader when the login screen displays.
Tap Device Functions to access the Copier screen

When finished making copies, tap your badge to logout or tap Logout in the top right corner of the screen.
When printing from the computer, choose the Secure Print printer.

*Note: The secure printer at Berkeley has a unique name.

At the Home screen of the machine, tap the PaperCut icon.
Secure Print cont.

Tap your badge on the badge reader when you see the Login screen.

Choose which job(s) you would like to print by tapping on them. Or tap Print All.
After a job is selected, tap Print to release the job or Cancel Job to delete the job.

When you are finished printing, tap Log out at the top right corner of the screen or tap your badge to logout.
You do not need your badge for scanning. Simply tap the Scanner icon on the Home Screen.

Choose your destination, select any scan settings you need, then press Start.
If there is a person icon at the top left of the screen and “Logout” at the top right, then someone else is still logged in.

Simply tap your badge to log the other person out. Then tap your badge again to log yourself in.