

Ricoh myPrint

RICOH
imagine. change.

You can
copy and
scan ...

... and print
quickly,
easily and
safely...

... from any
device
(smartphone,
tablet, desktop,
laptop) ...

... always
and
everywhere.

The solution
is Ricoh
myPrint



How to subscribe to Ricoh myPrint service

1. Go to <http://padova.ricohmyprint.it/>
2. Click on [Create account](#) button to create your account.
3. Enter your email address.
4. Create your own password by typing it in the field (The password must be at least 6 characters long, including at least an uppercase character and 1 digit).
5. After the password confirmation, Ricoh myPrint will send an "activation email" to the provided email address. (If you do not receive the email within 5 minutes, please check the "spam" folder: some mail systems could consider myPrint emails as spam).
6. Click on the activation link to confirm your registration.
7. Once the registration is confirmed, Ricoh myPrint site will send you a second email which contains an 8-digit code (user ID). This is your personal identification code that must be typed on the copier display after you place your University card on the badge reader. It is necessary to always remember this code.
8. Put your University card on the card reader (a sort of white mouse with a green light located on the copier).
9. After the display shows the message "utente non riconosciuto", you will be prompted to enter your personal code (User ID) below.
10. Enter your User ID - the 8-digit code received by email - on the display of the copier (Please type slowly. If you make a mistake, you can erase it with the "C" red button of the device) and then confirm by pressing the "Start" green button.
11. After completing the steps above, the account you created on <http://padova.ricohmyprint.it> site will be associated with your personal User ID. This procedure must be carried out only one time, at the activation of the service. Your information will then be automatically recognized by every Ricoh device by simply placing your University card on the card reader.
12. In order to print from your own pc, just login to Ricoh myPrint site and download Ricoh myPrint printer driver. The operation is simple: after the login, click on "Installa stampante" button in the homepage. After installing the driver go back to the homepage and click on "Attiva il tuo ID myPrint" and follow the instructions. After these simple steps, you can send prints directly from your PC using myPrint printers!

Price list

A4 Black-and-white copy/print	€ 0,05
A4 Colour	€ 0,40
A3 Black-and-white	€ 0,10
A3 Colour	€ 0,80
A4 Black-and-white Scan	€ 0,01
A4 Colour Scan	€ 0,03

**With Ricoh
myPrint you
can print
directly from
home with
your PC!**



**Use the QR Code
to create your Account**

**More info at
www.ricoh.it/myprint**