Print from your
Smartphone, Tablet or Laptop

RICOH
imagine. change.

Start here! **Move to step 3, if you already have your release code.**

1 Forward an attachment or email any message to the email address listed on the device.

2 Your private print release code(s) will be emailed back to you.

3 Press the designated HotSpot button until HotSpot screen is activated. To enable keypad, touch the privacy release code section. Enter release code, press "OK", then ▶. Touch "Print" and documents will be printed.

The RICOH HotSpot device can be accessed using the following email address:

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