

RICOH HotSpot Printing & Release Instructions

Mobile Printing Solution



Print from your Smartphone, Tablet or Laptop

Three Ways to Print & Three Ways to Release your Documents - **You Choose!**

EMAIL PRINTING

- A** Forward an attachment or email any message to the email address listed below. Release Code will be emailed back to you.

WEB PRINTING

- B** Enter the URL listed below and follow the online instructions. Take Release Code to printer to securely release your document(s).

APP PRINTING

- C** Download it now, it's **FREE!**
HotSpot Printing



Release Your Documents

You must have your unique document **RELEASE CODE** to perform Secure Release.

DEVICE RELEASE

- A** Press OK or press the HotSpot Secure Release button on the device's touch panel. Enter your Release Code.

WEB RELEASE

- B** Click the link in your email and enter your Release Code in the Privacy Release Code box. Press Release.

MOBILE APP RELEASE

- C** From the RICOH HotSpot Printing App, navigate to Job History and select your job. Press Remote Release.

Please Note: Not all Secure Release options are available for all MFP or Print devices.