

RICOH HotSpot Mobile Printing Service Marketing & Device Labeling Toolkit

RICOH
imagine. change.

To increase the adoption of HotSpot mobile printing among your customers or employees, the RICOH HotSpot Marketing & Device Labeling Toolkit contains editable PDF templates to identify your HotSpot enabled devices. Each HotSpot enabled Printer/MFP requires one device specific RICOH HotSpot Device Label and the HotSpot Printing and Release Instructions placed on or near the device for the best visibility.

Your RICOH HotSpot Mobile Printing Service 1 Year Certificate contains the device specific email address and URL information needed to populate the label and printing & release instructions per device.

Print from your Smartphone, Tablet or Laptop

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:

Powered by PrinterOn®

RICOH, the RICOH logo, and the RICOH HotSpot Mobile Printing Solution are registered trademarks of Ricoh Company, Ltd. All other trademarks are the property of their respective owners. © 2016 Ricoh USA, Inc. All rights reserved.

RICOH HotSpot Device Label

The RICOH HotSpot Device Label is an editable PDF that will permit you to type in the device specific email address associated with each RICOH HotSpot enabled device. When the email address has been entered for your device(s), save and print the PDF on an Avery® White 4up Shipping Label and affix the label on the front of that device.

This template is compatible with 4up Avery Shipping Labels (3-3/4" x 4-3/4") - Product number: 6878

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

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

WEB PRINTING

- 1 Enter the URL listed below and follow the on-line instructions. Enter Release Code to print or securely release your documents.

APP PRINTING

- 1 Download it now, it's FREE!

Securely Release Your Documents

RELEASE CODE to perform Secure Release

DEVICE RELEASE

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

WEB RELEASE

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

MOBILE APP RELEASE

- 1 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.

Powered by PrinterOn®

©2016 Ricoh America Corporation. All rights reserved. Ricoh and the Ricoh logo are registered trademarks of Ricoh Company, Ltd. All other trademarks are the property of their respective owners.

RICOH HotSpot Printing and Release Instructions

The RICOH HotSpot Printing and Release Instructions document is an editable PDF that will permit you to type in the device specific email address and URL associated with RICOH HotSpot enabled device(s). Upon completion, save and print the PDF on a standard letter size document and place the document(s) on or near the device for the best visibility.

Your RICOH HotSpot Mobile Printing Service 1 Year Certificate contains your device renewal information, serial number, and the device specific email address and URL information needed to populate the label and printing & release instructions. If you experience problems with the HotSpot option for your Ricoh MFP / Printer, locate your serial number and contact Ricoh at 1-800-742-6438.