

iedu2020  
Ichigaya Campus  
Hosei University

**RICOH IO Gate V3**

**User Manual**

Version 3.0.1.461

**About On-demand Printing**

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## About This Manual

This manual is for On-demand Printing of iedu2020 on Ichigaya Campus, Hosei University.




### Preparation in Advance

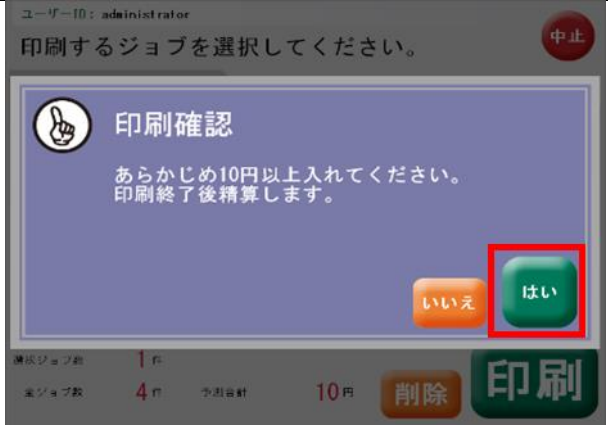


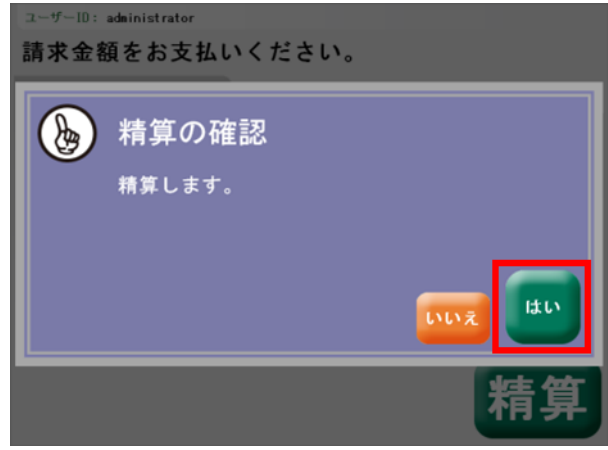
After you set the print on the device, go to On-demand Printer where you want to output your printing job.

The On-demand Printer terminals correspond to the place where you are, as the following information states.

- When you are in 「Joho Cafeteria 2」 …please choose 「ondemand\_print(printm\_上)」 in the printer list displayed on the print software/application.
- When you are in other places …please choose 「ondemand\_print (print\_上)」 in the printer list displayed on the print software/application.



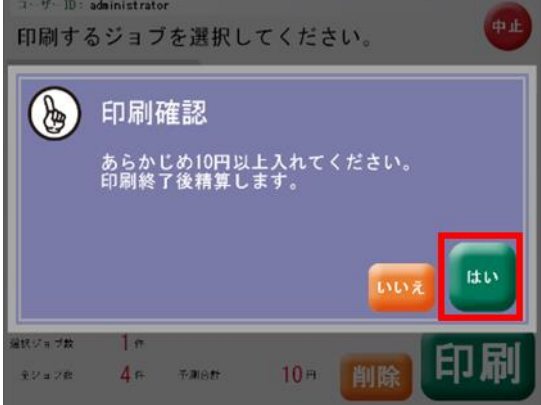
## Output Method of On-demand Printer (via Transportation IC Card)


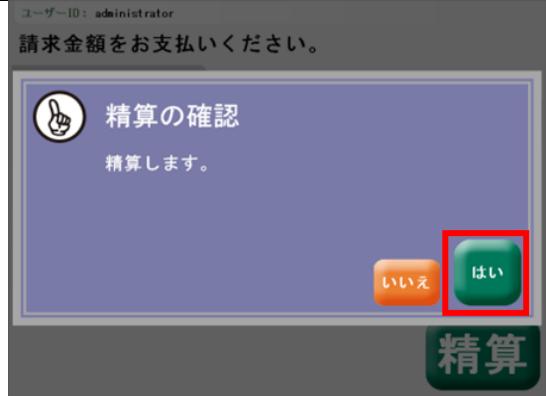
<p>1. Swipe your student ID card through the card reader at the nearest On-demand Printer when this screen shown. Once the authentication is completed, the screen will change.</p> <p>※If the screen doesn't change, you can touch panel to enter your student ID&amp;PW directly.</p> <p>※If your student card can't be identified after several trials, it might be magnetic defect. Please take your card to faculty counter to get encoded.</p>	
<p>2. Select the job you plan to print, then touch [印刷] (=print out).</p> <p>※When selected, there will be check mark <input checked="" type="checkbox"/> in the box.</p> <p>※Or if you want to delete the data, touch [削除] (=delete).</p>	
<p>3. Insert your Transportation IC Card into the card reader on the right (see the image on the right) after [印刷確認] (=printing confirmation) screen is shown.</p> <p>※Attention: Your Transportation IC Card will be <b>locked</b> once you insert it into the slot.</p> <p>Be sure not try to pull it out forcibly.</p>	

<p>4. Touch [はい] (=yes) to confirm your printing job.</p> <p>※The amount you need to pay will be shown on the screen here.</p> <p>※If you want to stop printing,touch [いいえ] (=no).</p>	
<p>5. Touch [精算] (=pay off) to process to payment.</p> <p>[ご利用金額] means the fee you should pay. [投入金額] means the money you have entered. [不足金額] means the shortfall of payment.</p>	
<p>6. Touch [はい] (=yes) to complete payment.</p> <p> ※Your Transportation IC Card will automatically be unlocked once payment is completed.</p> <p>※Do <b>NOT</b> try to <b>forcibly remove</b> IC Card. Take it out after the lock is released.</p> <p>※In case it is not automatically unlocked, you can check Telephone Contact posted beside On-demand Printer for help and detail information.</p> <p>※<b>Don't forget to take back your IC Card.</b></p>	

The On-demand Printer for cash settlement is installed in  
"Joho Cafeteria 2 (Fujimisaka Building, 2F)".

## Output Method of On-demand Printer (via Cash Payment)

<p>1. Swipe your student ID card through the card reader at the nearest On-demand Printer when this screen shown. Once the authentication is completed, the screen will change.</p> <p>※If the screen doesn't change, you can touch panel to enter your student ID&amp;PW directly.</p> <p>※If your student card can't be identified after several trials, it might be magnetic defect. Please take your card to faculty counter to get encoded.</p>	
<p>2. Select the job you plan to print, then touch [印刷] (=print out).</p> <p>※When selected, there will be check mark <input checked="" type="checkbox"/> in the box.</p> <p>※Or if you want to delete the data, touch [削除] (=delete).</p>	
<p>3. Put the displayed amount into the coin rack, then touch [はい] (=yes) to confirm your printing job.</p> <p>※The amount you need to pay will be shown on the screen here.</p> <p>※About the banknotes Up to 2 1000-yen bills are available.</p> <p>※If you want to stop printing, touch [いいえ] (=no).</p>	

<p>4. Touch [精算] (=pay off) to process to payment.</p> <p>[ご利用金額] means the fee you should pay.          [投入金額] means the money you have entered.          [不足金額] means the shortfall of payment.</p>	
<p>5. Touch [はい] (=yes) to complete payment.</p> <p>※In case you have trouble with paying-off or else, you can check Telephone Contact posted beside On-demand Printer for help and detail information.</p>	

The manual instruction for output methods of On-demand Printer and payment is over here.