

iedu2020  
Ichigaya Campus  
Hosei University

**On-demand Printing via**  
**“RICOH カンタン入出力アプリ”**  
(RICOH kantan nyu-shutsuryoku Application)

**User Manual**

# How to Print from Personal Devices

via” RICOH カンタン入出力アプリ(RICOH kantan nyu-shutsuryoku Application)”

This manual is for On-demand Printing from personal devices like smartphones by “RICOH カンタン入出力アプリ(RICOH kantan nyu-shutsuryoku Application)” within iedu2020 on Ichigaya Campus, Hosei University.

## About Network

You would need to connect to hosei-wifi or EN-HOSEI network in order to print on-campus. Please understand that you can only print by ON-CAMPUS when you use “RICOH カンタン入出力アプリ(RICOH kantan nyu-shutsuryoku Application)”.

To refer to the manuals of Wireless LAN connection:

<URL : <https://netsys.hosei.ac.jp>>





## About Available Printing Files


By this printing method, you can print out files such as **【Office documents, PDF files, txt, Image files, and Website pages】** .

## Preparation in Advance

It is necessary to register the required information for this application in advance before the use.

1. Install the following application.	
Search 「RICOH カンタン入出力アプリ」 on Google Play or Apple Store and install it.	 <p>This is the icon of RICOH カンタン入出力アプリ. You will find this application by entering keyword of 「RICOH」 in the search bar.</p>
2. Connect to WIFI-LAN.	
Connect to hosei-wifi or EN-HOSEI.	
3. Register to file server. ※To Android Users: the screen indicated in this manual may differ slightly depending on Android model you use.	
(1) Launch the Application, then tap [プリントサーバー設定](=Print Server Settings).	

(2) Tap [プリントサーバーを追加] (=Add Print Server).



(3) Enter all information written in the list on the right to register to printer server, then tap [検索] (=search).

[IP アドレス/ホスト名]  
IP Address/Host Name


[共有名]  
Printer Terminal Name

[ドメイン名]  
Domain Name

[ログインユーザー名]  
Personal edu-account as User ID

[ログインパスワード]  
Password of Personal edu-account

Setting Terms	Registration Information
IP Address/Host Name	print.edu.i.hosei.ac.jp
Printer Terminal Name	ondemand_print
Domain Name	i-edu
User ID	"personal edu-account"
Password	"personal edu-account password"

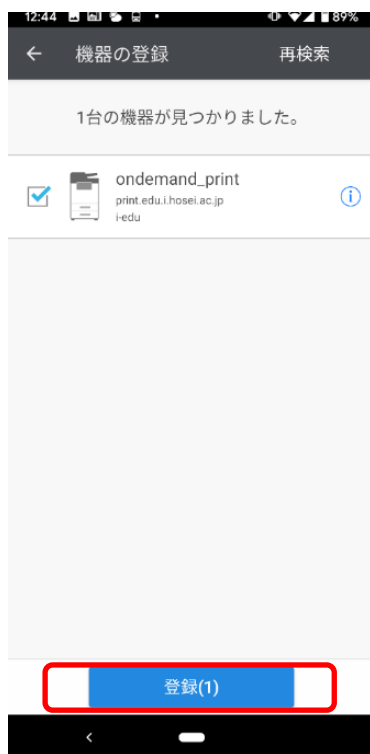
  


#### 4. Register Printer Terminal.

On next screen, select 「ondemand\_print」 in check box.

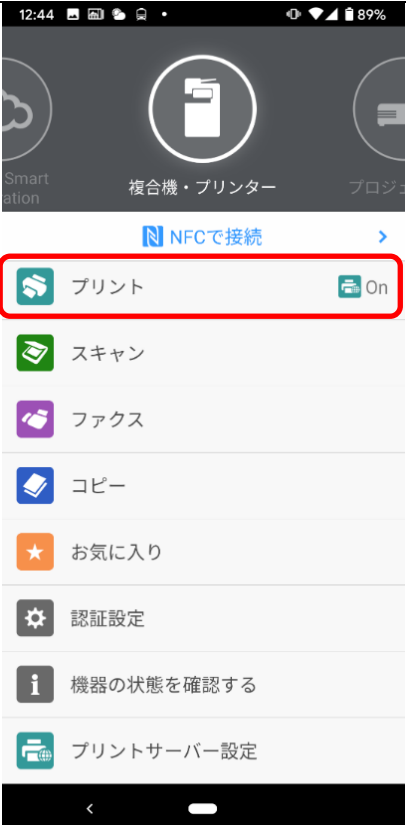
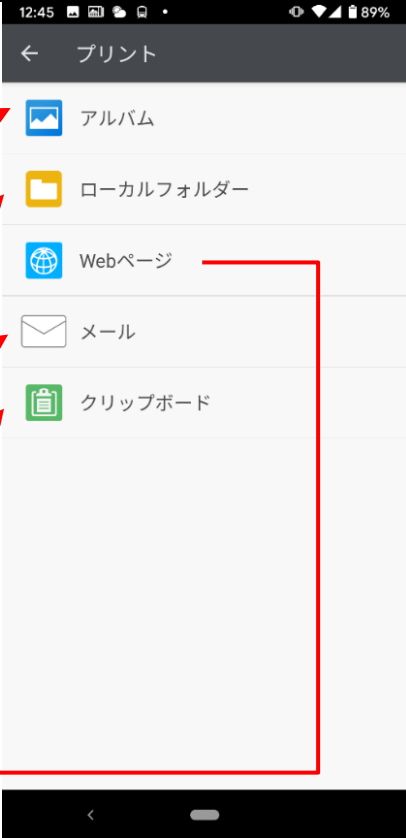
※When selected, there will be check mark ☒ in the box.

Then, tap [登録]  
(=register) to complete registration.



Preparation in advance is all over. Now you can move on to printing jobs.

## Printing Method① (except Website Page Printing)

<p>(1) Tap [プリント] (=print).</p>	
<p>(2) Select the file type you want to print.</p> <p>[アルバム] Album Photos</p> <p>[ローカルフォルダー] Local Folders</p> <p>[メール] Mail</p> <p>[クリップボード] Clipboard</p> <p>※To print website page, please see <b><u>P.8</u></b></p>	

(3) The printing preview will be shown. Tap [印刷設定へ] (=print-settings).



(4) Check print-settings and change them if you need. Tap [スタート] (=start) once you finished.



[印刷部数]

The number of copies you want

[カラー/白黒]

Color/Monochrome

[用紙サイズ]

Paper size

[方向指定]

Printing Direction

縦方向

(=Portrait printing)

横方向

(=Landscape printing)

[片面/両面]

Simplex/Double-sided

For double-sided printing,

choose [長辺綴じ] (=long-edge

binding) or [短辺綴じ]

(=short-edge binding).

(5) After the message [送信完了](=sending completed) has shown, go straight to the nearest On-demand Printer to run your job.

※You can delete your job at the menu screen of every On-demand Printer if you want to cancel after you sent it.



For details, please refer to the User Manual of On-demand Printer.





## Printing Method②-1 : Website Page Printing via Google Chrome

※The display indicated in the manual might differ depending on browser version.

<p>(1) Open the website page you want to print out.</p>	
<p>(2) Open the menu beside URL, which is circled in red as image example.</p>	

(3) Tap [共有]  
(=share).



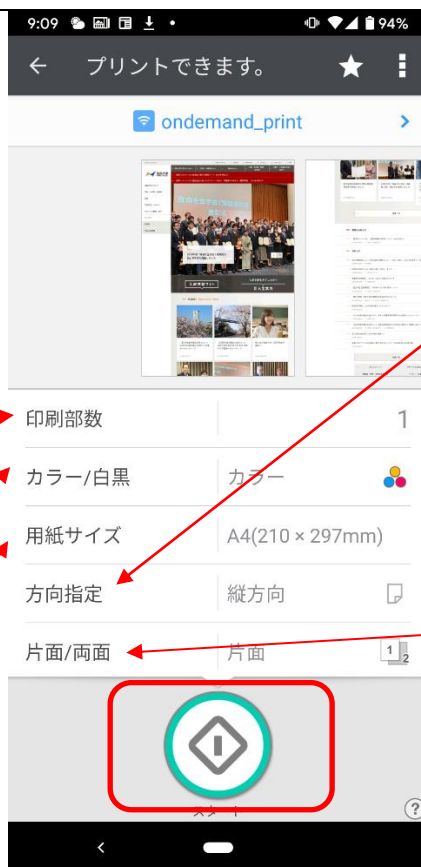
(4) Tap the icon of  
「RICOH カンタン入出力」  
from application  
list.



(5) Tap [印刷] (=print).



(6) Check print-settings and change them if you need. Tap [スタート] (=start) once you finished.



[印刷部数]

The number of copies you want

[カラー/白黒]

Color/Monochrome

[用紙サイズ]

Paper size

[方向指定]

Printing Direction

縦方向

(=Portrait printing)

横方向

(=Landscape printing)

[片面/両面]

Simplex/Double-sided

For double-sided printing,

choose [長辺綴じ] (=long-edge

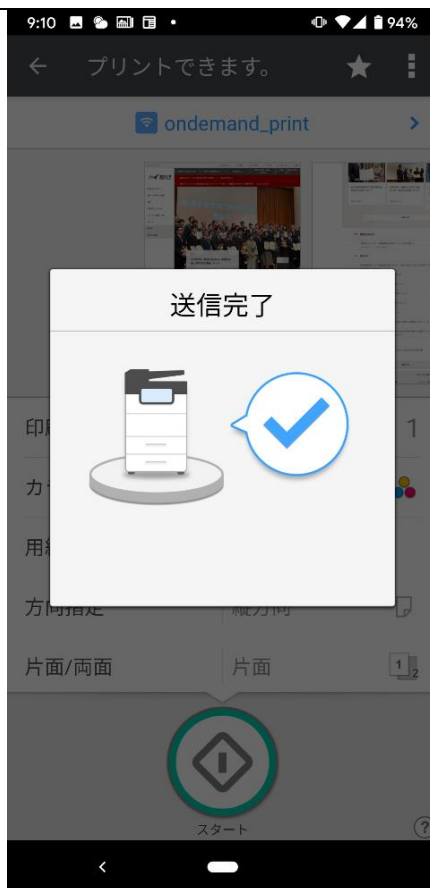
binding) or [短辺綴じ]

(=short-edge binding).

(7) After the message [送信完了](=sending completed) has shown, go straight to the nearest On-demand Printer to run your job.



※You can delete your job at the menu screen of every On-demand Printer if you want to cancel after you sent it.

For details, please refer to the User Manual of On-demand Printer.



## Printing Method②-2 : Website Page Printing via Safari

※The display indicated in the manual might differ depending on browser version.

<p>(1) Open the website page you want to print out.</p>	
<p>(2) Tap the icon circled in red as image example.</p>	

(3) Tap [開く](=open) to open the page by 「RICOH カンタン入出力」 Application.



(4) Tap [印刷](=print).



(5) Tap [印刷設定へ]  
(=print-settings).



(6) Check print-settings  
and change them if  
you need. Tap [スター  
ト] (=start) once you  
finished.

[印刷部数]

The number of copies  
you want

[カラー/白黒]

Color/Monochrome

[用紙サイズ]

Paper size



[方向指定]

Printing Direction

縦方向  
(=Portrait printing)

横方向  
(=Landscape printing)

[片面/両面]

Simplex/Double-sided

For double-sided printing,  
choose [長辺綴じ] (=long-  
edge binding) or [短辺綴じ]  
(=short-edge binding).



(7) After the message [送信完了](=sending completed) has shown, go straight to the nearest On-demand Printer to run your job.

※You can delete your job at the menu screen of every On-demand Printer if you want to cancel after you sent it.

For details, please refer to the User Manual of On-demand Printer.



The manual instruction for how to print from personal devices by "RICOH カンタン入出力" Application is over here.