RICOH FlexRelease CX Operating Instructions < Quick Start Guide for FlexRelease CX Embedded Print>

Log in to the FlexRelease CX system using FlexRelease CX Embedded Print installed in an MFP, and then print/delete print jobs stored in the server of FlexRelease CX.

Be sure to log out of the FlexRelease CX system after printing/deleting print jobs.

Logging In to the FlexRelease CX System

Press the key which FlexRelease CX Embedded Print is assigned to.

Press [Login].



Enter a user name, and then press [OK].

3

Login User Name	Cancel	ОК			
Enter the login user name, then press [OK].					
- 0/128 🧲	-> Backspace	Delete All			
<u>` 1 2 3 4 5 6 7 8</u>	9 0	- =			
q w e r t y u i o] 9	1 \			
as dfghjkl	; ,	-			
z x c v b n m ,	. / 0				
Shift Lock Shift Space (· ~	" Alt			
Text Entry Symbol Entry User Text					

Enter a user name using the soft keyboard.

Enter a password, and then press [OK].

Login Password	(Cancel	OK
Enter the login password, then press [OK].			
- 0/128	\leftarrow \neg	Backspace	Delete All
<u>` 1 2 3 4 5 6 7</u>	8 9	0	- =
q w e r t y u i a s d f g h j	k l	p [; ,] \
z x c v b n m		_ / _ @ ~	
Text Entry Symbol Entry User Text			

Enter a password using the soft keyboard.

If the authentication succeeds, a print job list is displayed.

For logging out of the FlexRelease CX system, see the next page.

Printing Print Jobs

Press print jobs to be printed in a list.

Select Jok(s) either to print or delete.			
FRCX		😯 Ref. Display	
- Active	document:001.doc 2012/03/13 01:54:09 Page: 1 Quantity:10 1 Sided B&W	RevrsChron Chron.Order	
Active	document:002.x1s 2012/03/13 01:53:58 Page: 2 Quantity:1 1 Sided Color	Login User Name: user1	
Active	document003.ppt 2012/03/13 01:53:49 Page: 1 Quantity:2 1 Sided B&W	Total: 12 job(s)	
Active	document004.pdf 2012/05/13 01:53:29 Page: 20 Quantity:60 2 Sided Color	Delete	
Active	document005.doc 2012/03/13 01:53:16 Page: 2 Quantity:1 1 Sided BSW	Condition Print Settings	
Dese	lect All 1/3 Previous Next	Print	

Selected print jobs are displayed in yellow.

2 Press [Print] or the [Start] key.

If a confirmation message appears, press [OK] to print.

- Print jobs stored in the server of FlexRelease CX are automatically deleted after a certain period of time.
- Print jobs displayed with [Prcssng] or [Inactive] cannot be printed.

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Changing Print Settings of a Print Job

You can change the print settings of a print job stored in the server of FlexRelease CX, and print the print job with the modified settings.

Press one print job in a list.

Select job(3) either to print or delete.				
FRCX		😯 Ref. Display		
Active	document:001.doc 2012/03/13.01:54:09.Page: 1 Quantity:10 1.Sided B&W	RevrsChron Chron.Order		
Active	document002.xls 2012/03/13 01:53:58 Page: 2 Quantity:1 1 Sided Color	Login User Name: user1		
Active	document003.ppt 2012/03/13 01:53:49 Page: 1 Quantity:2 1 Sided B&W	Total: 12 job(s)		
Active	document:004.pdf 2012/03/13:01:53:29 Page: 20 Quantity:60 2 Sided Color	Delete		
Active	document005.doc 2012/03/13 01:53:16 Page: 2 Quantity:1 1 Sided B&W	Condition Print Settings		
Sele	ect All 1/3 Previous Next	Print		

Selected print job is displayed in yellow. [Condition Print Settings] will be active after a print job is selected.

- Press [Condition Print Settings].
- Change the print settings, and then press [Print].



*For details on the settings, refer to FlexRelease CX Operating Instructions < User's Guide for FlexRelease CX Embedded Print>.

Deleting Print Jobs

Press print jobs to be deleted in a list.

🍋 Fl Se	lexRelease CX Standard lect job(s) either to print or delete.	Logout
FRCX		😯 Ref. Display
Active	document001.doc 2012/05/13 01:54:09 Page: 1 Quantity:10 1 Sided R&W	RevrsChron Chron.Order
Active	document002.x1s 2012/03/13 01:53:58 Page: 2 Quantity:1 1 Sided Color	Login User Name: user1
Active	document003.ppt 2012/03/13 01:53:49 Page: 1 Quantity:2 1 Sided B&W	Total: 12 job(s)
Active	document 004.pdf 2012/03/13 01:53:29 Page: 20 Quantity:60 2 Sided Color	Delete
Active	document.005.doc 2012/03/13.01:53:16. Page: 2Quantity:11. SidedB&W	Condition Print Settings
Dese	elect All 1/3 Previous Next	Print

Selected print jobs are displayed in yellow.

2 Press [Delete].

> If a confirmation message appears, press [OK] to delete.

Print jobs displayed with [Prcssng] or [Inactive] cannot be deleted.

Logging Out of the FlexRelease CX **System**

Press [Logout] on the print job list screen.

- You cannot log out of the FlexRelease CX system by pressing the [Login/Logout] key of an MFP.
- You are logged out of the FlexRelease CX system automatically if an MFP enters the energy saver mode or panel off mode, etc.
- You may not be able to log out of the FlexRelease CX system while an MFP is in operation (printing/ deleting). In this case, log out of the FlexRelease CX system after the process completes.

