



FlexRelease CX

Operating Instructions User's Guide for FlexRelease CX Embedded Print

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- 2 FlexRelease CX Embedded Print
- 3 Operations of MFP
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Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

Guides for This Solution

The following manuals (PDF/HTML) are available for FlexRelease CX.

FlexRelease CX Start Guide < Preparation for Utilizing the Service>

This guide is intended for administrators and end users. It describes preparations required for utilizing the service.

FlexRelease CX Service Quick Guide <System Overview>

This guide is intended for administrators and end users. It describes the overview of the FlexRelease CX system.

FlexRelease CX Operating Instructions <Port Monitor>

This guide is intended for administrators and end users. It describes how to install/ uninstall the port monitor for FlexRelease CX to/from a client PC, how to register/delete the port for FlexRelease CX, and how to send a print job using a printer driver.

FlexRelease CX Operating Instructions <iOS Application>

This guide is intended for end users. It describes how to upload/manage print jobs using the iOS application for FlexRelease CX on iPhone/iPad.

FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Server>*

This guide is intended for end users. It describes how to upload/manage print jobs using FlexRelease CX Server.

FlexRelease CX Operating Instructions <Administrator's Guide for FlexRelease CX Server>*

This guide is intended for administrators. It describes how to manage the storage period of print jobs stored in the server of FlexRelease CX and the device information registered in the FlexRelease CX system using FlexRelease CX Server.

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

This guide is intended for end users. It describes how to log in to/log out of the FlexRelease CX system using FlexRelease CX Embedded Print installed in a device, and how to print/delete print jobs using the display panel of a device.

FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Embedded Print> (this guide)

This guide is intended for end users. It describes how to log in to/log out of the FlexRelease CX system using FlexRelease CX Embedded Print installed in a device, and how to print/delete print jobs using the display panel of a device.

FlexRelease CX Operating Instructions <Administrator's Guide for FlexRelease CX Embedded Print>

This guide is intended for administrators. It describes how to configure and manage FlexRelease CX Embedded Print using FlexRelease CX Embedded Print Manager.

* HTML format

Note

- The guides in HTML format can be viewed with a web browser.
- Adobe Acrobat Reader or Adobe Reader is necessary to view the guides in PDF format.

How to Read This Guide

We recommend that you read this guide in its entirety to familiarize yourself with functions of FlexRelease CX Embedded Print.

Symbols

The following symbols are used in the manual to help you to identify content quickly.

C Important

This symbol indicates points to pay attention to.

Note

This symbol indicates supplementary information that you may find helpful for completing a task.

Reference

This symbol indicates where to find further relevant information.

[]

Square brackets indicate the name of buttons or fields displayed on a display panel of a device or a computer screen.

Abbreviations

The following abbreviations are used in this guide to shorten content.

Product/Name	Abbreviation
Multifunctional Device	MFP

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1. Introduction

This guide describes how to log in to/log out of the FlexRelease CX system using the display panel of a device which FlexRelease CX Embedded Print is installed in, and how to print/ delete print jobs stored in the server of FlexRelease CX.

Workflow

This guide describes how to use FlexRelease CX Embedded Print by following the workflow below.

Operations of MFP



Note

 If using Card Authentication Package V2 in the system, print jobs stored in the server of FlexRelease CX can be printed using a laser printer.
 For printing print jobs using a laser printer, log in to a laser printer using the card authentication function of Card Authentication Package V2.
 For details on the operations of a laser printer, refer to Card Authentication Package V2 User's Guide.

2. FlexRelease CX Embedded Print

Overview of FlexRelease CX Embedded Print

FlexRelease CX Embedded Print is an Embedded Software Architecture* application which enables you to print/delete print jobs stored in the server of FlexRelease CX by obtaining print jobs using the display panel of a device.



• For printing print jobs stored in the server of FlexRelease CX, log in to the FlexRelease CX system (start.ricoh) from a device in which FlexRelease CX Embedded Print is installed and which is registered to the system beforehand.

Users can log in to the FlexRelease CX system (start.ricoh) using the card authentication function or entering a user name and password on the display panel of a device (the installation of Card Authentication Package V2 is required for using the card authentication function).

- After a user logs in to the FlexRelease CX system (start.ricoh), only the print jobs sent from the logged-in user are displayed in a list, and the print jobs can be printed or deleted. Print jobs are protected from the access from an unauthorized user, and unnecessary printing can be eliminated by confirming and deleting print jobs before printing.
- Print settings of print jobs stored in the server of FlexRelease CX can be changed on the display panel of a device before printing.
- Administrators can configure and manage FlexRelease CX Embedded Print using the FlexRelease CX Embedded Print Manager (web application).
- * Application to be installed in a device

Note

- For the overview of the FlexRelease CX system, refer to FlexRelease CX Service Quick Guide <System Overview>.
- For Card Authentication Package V2, ask the administrator.
- For using the authentication function of Card Authentication Package V2, register the user information managed in Card Authentication Package V2 to the user information registered in the FlexRelease CX system (start.ricoh) beforehand.
 For details, see "Registering User Information of Card Authentication Package V2 to User Information of the FlexRelease CX System (start.ricoh)" on page 10.

3. Operations of MFP

This section describes how to log in to/log out of the FlexRelease CX system (start.ricoh), and print/delete print jobs stored in the server of FlexRelease CX using FlexRelease CX Embedded Print.

• Note

· Screens used in the following procedures may differ from your device.

Logging in to the FlexRelease CX System (start.ricoh)

The following methods are available for logging in to the FlexRelease CX system (start.ricoh) from a device.

- Enter a user name and password using FlexRelease CX Embedded Print installed in a device.
- Use the card authentication function of Card Authentication Package V2.
- Enter a user name and password managed in Card Authentication Package V2 on the display panel of a device.

Vote

- For logging in to the FlexRelease CX system (start.ricoh) using the authentication function of Card Authentication Package V2, the followings are required.
 - Card Authentication Package V2 is installed in a device. For details, ask the administrator.
 - Register the user information managed in Card Authentication Package V2 to the user information registered in the FlexRelease CX system (start.ricoh) at the time of the first login to the FlexRelease CX system (start.ricoh) from a device.
 For details, see "Registering User Information of Card Authentication Package V2 to User Information of the FlexRelease CX System (start.ricoh)" on page 10.
- For logging in to the FlexRelease CX system (start.ricoh) using the authentication function of Card Authentication Package V2, refer to Card Authenticaion Package V2 User's Guide.

Logging in to the FlexRelease CX System (start.ricoh) using FlexRelease CX Embedded Print

This section describes how to log in the FlexRelease CX system (start.ricoh) by entering a user name and password using FlexRelease CX Embedded Print.

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

Note

- For the key which FlexRelease CX Embedded Print is assigned to, ask the administrator of the MFP.
- Depending on an MFP, press the assigned key more than twice.
- If the extended feature screen appears, press [FlexRelease CX].
- 2 Press [Login].
- 3 Enter a user name, and then press [OK].
- 4 Enter a password, and then press [OK].

If the login to the FlexRelease CX system (start.ricoh) succeeds, a print job list is displayed.

Registering User Information of Card Authentication Package V2 to User Information of the FlexRelease CX System (start.ricoh)

For logging in to the FlexRelease CX system (start.ricoh) by using the card authentication function or entering a user name and password managed in Card Authentication Package V2, each user must register the user information managed in Card Authentication Package V2 to the user information registered in the FlexRelease CX system (start.ricoh) at the time of first login to the FlexRelease CX system (start.ricoh) from a device.

This section describes how to register the user information managed in Card Authentication Package V2 to the user information registered in the FlexRelease CX system (start.ricoh) using the display panel of a device.

1 Log in to a device by using an IC card or entering a user name and password managed in Card Authentication Package V2.

Vote

- For details on the login methods, refer to Card Authentication Package V2 User's Guide.
- 2 Enter a user name registered in the FlexRelease CX system (start.ricoh), and then press [OK].

3 Enter a password registered in the FlexRelease CX system (start.ricoh), and then press [OK].

If the login succeeds, the user information managed in Card Authentication Package V2 is registered to the user information in the FlexRelease CX system (start.ricoh).

4 Press the [Logout] key.

Note

• The user name of Card Authentication Package V2 is registered in [External Auth. ID] of the user information.

Operations on the Print Job List Screen

After logging in to the FlexRelease CX system, a list of print jobs is displayed.



The functions on the print job list screen are as follows.

1	Tab	A tab name for the server which print jobs are stored in is displayed.	
		 Note Pressing a tab updates the information displayed in a list. Up to 10 characters are displayed on a tab. 	

2	Print Job List	 Print jobs sent from a logged-in user are displayed in a list. To select a job, press a print job. The selected print jobs are displayed in yellow. To deselect a print job, press it again. The following information is displayed for each job. Status: The status of a print job ([Active]/[Prcssng]/ [Inactive]) is displayed. Job name: A job name is displayed up to 60 characters (30 bytes for a device with 4.3 inch display panel). Job storage time: The date and time when a print job was stored in the server of FlexRelease CX are displayed. Page: The total number of pages is displayed. 4 Sided/2 Sided: 	
		Color/B&W:	[1 Sided] (single-side printing) or [2 Sided] (duplex printing) is displayed. The color setting is displayed.
		 Job names in double-byte characters may not be displayed correctly in a list. Print jobs with [Prcssng] or [Inactive] displayed in status cannot be printed/deleted. If the following character strings are included at the beginning of a print job name, the strings are not displayed in the print job list. Microsoft Word- Microsoft PowerPoint- Color information ([Color]/[B&W]) may not be displayed depending on the conditions of storing the print job. [2 Sided] is displayed if a duplex printing function which FlexRelease CX Embedded Print does not support to display in the print job list is set in a print job. The information of [1 Sided]/[2 Sided] is not displayed depending on the type of device. 	
3	Select All/ Deselect All	Press to select or deselect all print jobs. When [Select All] is pressed, the button changes to [Deselect All], and when [Deselect All] is pressed, the button changes to [Select All].	

4	Page count	The current page number and total number of pages are displayed.	
5	Logout	 Press to log out of the FlexRelease CX system (start.ricoh). Note For details on how to log out of the FlexRelease CX system, see "Logging out of the FlexRelease CX System 	
6	Ref Display	Press to update the information of a print iob list	
7	RevrsChron/ Chron.Order*	Press to sort the print jobs in the ascending (RevrsChron) or descending (Chron.Order) order by date.	
8	Login User Name	A login user name is displayed.	
9	Total*	The total number of a logged-in user's print jobs is displayed.	
10	Delete	Press to delete the selected jobs.	
		 If a print job is not selected, a print job is not deleted even if [Delete] is pressed. 	
11	Condition Print Settings*	This button is enabled when one print job is selected. Press to display the Condition Print Settings screen. You can change the print settings of the selected print job and print the job with the modified settings on the Condition Print Settings screen.	
		 For details, see "Changing Print Settings of a Print Job in a List" on page 15. 	
12	Print	 Press to print the selected jobs. Note If a print job is not selected, a print job is not printed even if [Print] is pressed. 	

3. Operations of MFP

13	Next	Press to display next page.	
14	Previous	Press to display previous page.	

* This function is not available depending on the type of device.

 Print jobs stored in the server of FlexRelease CX are automatically deleted after a certain period of time. For details, ask the administrator.

Printing Print Jobs

This section describes how to print print jobs stored in the server of FlexRelease CX.

1 Log in to the the FlexRelease CX system (start.ricoh).

Note

- For details on how to log in to the FlexRelease CX system (start.ricoh), see "Logging in to the FlexRelease CX System (start.ricoh)" on page 9.
- 2 Press print jobs to be printed, and then press [Print].

Fl Sel	Select job(s) either to print or delete.				
FRCX		😯 Ref. Display			
- Active	document001.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 01:55:49	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: 2 Quantity:1 1 Sided BSW	Condition Print Settings			
Dese	lect All 1/3 Previous Next	Print			

"Printing, Please Wait..." and "Connecting...Please wait." appear, and the selected print jobs are printed.

Vote

- If a print job is not selected, a print job is not printed even if [Print] is pressed.
- The start key on an MFP can also be used to start printing.
- Depending on the system settings, a confirmation message is displayed if [Print] is pressed. Press [OK] for printing the print jobs.
- While printing print jobs, other operations are not available, and a user cannot log out of the FlexRelease CX system.
- Do not operate a single print job from multiple devices at the same time. The data
 processing may fail.

Changing Print Settings of a Print Job in a List

You can change print settings for a print job stored in the server of FlexRelease CX on the display panel of an MFP before printing (Condition Print function).

Note

- This function is not available depending on the type of device.
- Print settings that can be changed differ depending on the conditions of storing a print job.
- 1 Log in to the FlexRelease CX system (start.ricoh).

Vote

- For details on how to log in to the FlexRelease CX system (start.ricoh), see "Logging in to the FlexRelease CX System (start.ricoh)" on page 9.
- 2 Select one print job.

The [Condition Print Settings] button is enabled.



Note

- The [Condition Print Settings] button is invalid if multiple print jobs are selected.
- 3 Press [Condition Print Settings].

Select the conditions. The quantity set can be changed with the Number keys.			
►Job Name	document001.doc		
►Quantity	1 →	<1-999>	
►1 or 2 Sided	Do not Change	2 Sided	
►Color/B&W	Do not Change	B&W	
►Delete After Printing	Delete	Do not Delete	
Cancel	Check Print	Print	

4 Change the following settings.

E

Job Name	Name of a print job is displayed up to 50 characters.		
	NoteYou cannot change a job name.		
Quantity	Specify the number of copies between 1 and 999 using the numeric keys on an MFP. To cancel the entered value and reset to the previous setting, press the [Clear/Stop] key.		
1 or 2 Sided	 Do not Change: Select for printing in its original setting. 2 Sided: Select for duplex printing. I 2 Sided] can be selected for print jobs set for single-side printing. If printing with an MFP which does not support duplex printing, a print job is printed in the single-side print setting even if [2 Sided] is selected. Left-side binding is applied for duplex printing. 		

3

Color/B&W	Do not Change: B&W:	Select for printing in its original setting. Select for black and white printing.
	 Note [B&W] can b If [Color/B&V cannot be ch 	e selected for print jobs set for color printing. V] is not displayed or grayed out, the setting nanged.
Delete After	Select whether to delete the original print jobs after printing	
Finding	Delete: P	rint jobs are deleted after being printed with ne modified print settings.
	Do not Delete:	
	Print jobs are not deleted after being printed with the modified print settings.	
	Note[Delete] is set	elected as default.

5 Press [Print].

Note

- Depending on the system settings, a confirmation message is displayed if [Print] is pressed. Press [OK] for printing the print jobs.
- You can confirm the output of the specified settings by pressing the [Check Print] button to print one copy with the settings. For details, see "Printing One Copy for Confirmation" on page 18.
- The settings specified on the Condition Print Settings screen will not be reflected on the print job list screen.
- Do not operate a single print job from multiple devices at the same time. The data processing may fail.

Printing One Copy for Confirmation

You can confirm the output of the print settings modified on the Condition Print Settings screen by printing one copy.

Note

- This function is not available depending on the type of device.
- This function is not available for the print jobs with the number of copies set to one.
- 1 Change the print settings on the Condition Print Settings screen.

Note

- For details, see "Changing Print Settings of a Print Job in a List" on page 15.
- 2 Press [Check Print].

One copy of the print job is printed with the modified settings, and the message for confirming if printing the rest of the copies.

ElexRelease CX Select job(s) either to print or delete.			
Active	Are you sure you want to print the remaining quantity?	Display Chron.Order	
ActiveActive	► lob Name document001.doc	dame: x(s)	
Active	▶Remaining Oty 6	lete	
- Active Sele	Delete Print Reset	rint Settings	

3 Specify whether to print the rest of copies.

Vote

- Press [Print] to print the rest of copies (Ex: If the number of copies is set to 10, one copy is printed by pressing [Check Print], and the remaining 9 copies are printed by pressing [Print] on the confirmation screen).
- Press [Delete] to delete the print job without printing the rest of copies. If [Delete] is
 pressed, the print job is deleted even if [Do not Delete] has been selected for
 [Delete After Printing] of the Condition Print Settings screen.
- Press [Reset] to change the print settings. The specified settings are reset, and the display returns to the Condition Print Settings screen.
- Do not operate a single print job from multiple devices at the same time. The data processing may fail.

Deleting Print Jobs

This section describes how to delete print jobs stored in the server of FlexRelease CX.

1 Log in to the FlexRelease CX system (start.ricoh).

Note

- For details on how to log in to the FlexRelease CX system (start.ricoh), see "Logging in to the FlexRelease CX System (start.ricoh)" on page 9.
- 2 Press print jobs to be deleted, and then press [Delete].



The message "Deleting, Please wait..." and "Connecting...Please wait." appear, and the selected print jobs are deleted.

Vote

- If a print job is not selected, a print job is not deleted even if [Delete] is pressed.
- Depending on the system settings, a confirmation message is displayed if [Delete] is pressed. Press [OK] for deleting the print jobs.
- While deleting print jobs, other operations are not available, and a user cannot log out of the FlexRelease CX system.
- Do not operate a single print job from multiple devices at the same time. The data processing may fail.

Logging out of the FlexRelease CX System (start.ricoh)

This section describes how to log out of the FlexRelease CX system (start.ricoh) when you logged in to the FlexRelease CX system (start.ricoh) by entering a user name and password using FlexRelease CX Embedded Print.

Note

- For the logout method when you logged in to the FlexRelease CX system (start.ricoh) using the authentication function of Card Authentication Package V2, refer to Card Authentication Package V2 User's Guide.
- 1 Press [Logout] on the print job list screen.

Coloritant 🔂

- You cannot log out of the FlexRelease CX system (start.ricoh) by pressing the [Login/Logout] key of an MFP.
- You are not logged out of the FlexRelease CX system (start.ricoh) even if the time set for the automatic system reset timer for an MFP has elapsed.

Note

- You are automatically logged out of the FlexRelease CX system (start.ricoh) in the following cases.
 - When another function key is pressed.
 - When an MFP enters the energy save mode.
 - After the panel-off timer of an MFP is activated.
- You may not be able to log out of the FlexRelease CX system (start.ricoh) while an MFP is in operation.

4. Error Display

This section describes the causes and solutions for error messages which are displayed on the display panel of an MFP. If errors which are not described appear, ask the administrator.

Note

- If an error code appears, perform the followings.
 - If a solution is displayed in addition to an error message, follow the instructions of the message.
 - Check if an MFP is ready for operation.
 - Check the limitations described in the Operating Instructions.

Error Messages

Messages	Causes	Solutions
Authentication has failed.	 Entered authentication information is not correct. The user information is not registered in the FlexRelease CX system (start.ricoh). The status of the user is invalid. 	 Enter a correct user name and password. Ask the administrator if the user information is registered in the FlexRelease CX system (start.ricoh). Ask the administrator.
Please login again.	 Session with the FlexRelease CX system (start.ricoh) is terminated. Cookie is not valid. 	 Log in to the system again.
Not connected to the network.	 Connection with the FlexRelease CX system (start.ricoh) failed. 	 Ask the administrator.
The printer is unavailable.	The MFP is offline.	• Set the status of the MFP to online.

Messages	Causes	Solutions
The service is unavailable.	 Connection with the FlexRelease CX system (start.ricoh) failed. The FlexRelease CX system (start.ricoh) is down. Unexpected error occurred. 	Ask the administrator.
Unable to connect to the service.	 Connection with the FlexRelease CX system (start.ricoh) failed. The FlexRelease CX system (start.ricoh) is down. Unexpected error occurred. 	Ask the administrator.
Print error: ## jobs	 Printing print jobs failed (## indicates the number of print jobs). Obtaining print jobs failed. Sending print jobs to the print application failed. Sending a completion notice failed. 	Ask the administrator.
Deletion error: ## jobs	 Deleting print jobs failed (## indicates the number of print jobs). Access to the FlexRelease CX system (start.ricoh) failed due to network errors. Unexpected error occurred. Receiving a completion notice failed. 	Ask the administrator.

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5. Appendix

Limitations

- Users cannot log out of a device in the following cases.
 - While printing a print job
 - While deleting a print job
 - While updating the information on a screen
- Devices do not enter the energy saver mode in the following cases.
 - While printing a print job
 - While deleting a print job
- The FlexRelease CX Embedded Print application cannot be stopped while a device is processing a print job.
- The interrupt print function of a device using a virtual printer cannot be used with FlexRelease CX Embedded Print.
- When [Do not Check] is selected for [Printer Status on Printing], if a print operation is executed while an error has been occurred in a device, printing fails after a certain period of time elapses without clearing the error.
- If a communication error occurs immediately after a print job is printed, the print job may not be deleted from a print job list.

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