



# FlexRelease CX

## Service Quick Guide System Overview

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  - 2 Sending Print Jobs
  - 3 Printing Print Jobs
  - 4 Managing the Utilization of the FlexRelease CX System and Print Jobs

## **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.

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# 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)**

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 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

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 **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 the FlexRelease CX system.

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### Symbols

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

 **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.

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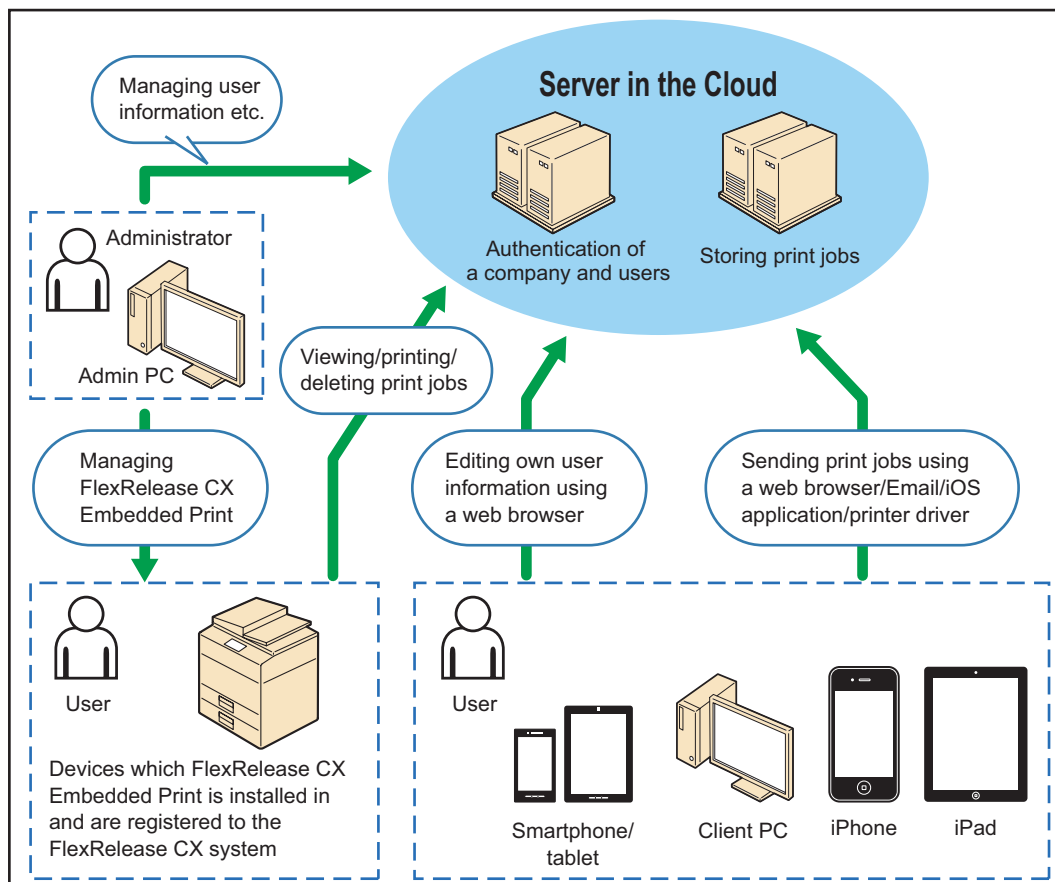
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# 1. FlexRelease CX System

## Overview of the FlexRelease CX System

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The FlexRelease CX system enables you to print print jobs using a Cloud server via the Internet.



CPC001

- After the FlexRelease CX service contract is signed up, server environments (authentication server and print server) are set up in the Cloud for the company. The utilization of the Cloud print system saves the effort to set up own server environments in a company and reduces costs associated with the server management.
- In the FlexRelease CX system, print jobs can be sent to the server of FlexRelease CX via the Internet. If the connection to the Internet is possible, print jobs can be sent to the server of FlexRelease CX even if a user is outside of an office. In addition to a client PC, print jobs can be sent to the server of FlexRelease CX from an iPhone/iPad and a smartphone/tablet.



- Print jobs stored in the server of FlexRelease CX can be printed only if a user logs in to the FlexRelease CX system using FlexRelease CX Embedded Print installed in a device (advance registration of devices to the system is required).  
After a user logs in to the FlexRelease CX system, 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 jobs stored in the server of FlexRelease CX can be printed from any devices which are registered to the FlexRelease CX system.
- Users can manage print jobs stored in the server of FlexRelease CX using FlexRelease CX Embedded Print installed in a device, web browser, or the iOS application for FlexRelease CX on an iPhone/iPad. Users can also manage own user information using a web browser.
- Administrators can manage the user/device information registered in the FlexRelease CX system using a web browser. FlexRelease CX Embedded Print installed in a device can be also managed using a web browser.
- Login to the FlexRelease system is performed from the start.ricoh common portal for cloud services.  
start.ricoh integrates platforms for the development and provision of cloud services, and provides access to multiple services with a single ID.  
The FlexRelease CX system can be started and the user information or company information (tenant information) can be managed after logging in to start.ricoh.

**Note**

- For print job sending methods, see “2. Sending Print Jobs” on page 8.
- For printing methods, see “3. Printing Print Jobs” on page 10.
- For managing print jobs and the utilization of the FlexRelease CX system, see “4. Managing the Utilization of the FlexRelease CX System and Print Jobs” on page 11.

## 2. Sending Print Jobs

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### Print Job Sending Methods

Print jobs can be sent to the server of FlexRelease CX by the following methods.

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- Uploading a print job using a web browser
- Uploading a print job using the iOS application installed in an iPhone/iPad
- Sending a print job using a printer driver from a client PC (Windows only)
- Sending a print job by Email to the dedicated Email address for sending a print job

#### Reference

- P.8 Uploading a Print Job using a Web Browser
- P.8 Uploading a Print Job using the iOS Application
- P.9 Sending a Print Job using a Printer Driver
- P.9 Sending a Print Job by Email

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### Uploading a Print Job using a Web Browser

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Users access the URL of FlexRelease CX Server via a web browser, and log in to the FlexRelease system by entering a user name and password on the screen of FlexRelease CX Server.

Print jobs can be uploaded to the server of FlexRelease CX from the [Upload File] screen by specifying a print job and print settings to apply to the print job.

#### Note

- For using FlexRelease CX Server, refer to FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Server>.

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### Uploading a Print Job using the iOS Application

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If installing the iOS application for FlexRelease CX to iPhone or iPad, print jobs can be uploaded to the server of FlexRelease CX from an iPhone or iPad.

The iOS application can be downloaded from the download site of the Apple Store.

The following environment is required to utilize the iOS application for FlexRelease CX.

Operating System: iOS 4.3.5, iOS 5.0.1, iOS 5.1.1, iOS 6.0.1, iOS 6.1.3

Device: iPhone4, iPhone4S, iPhone5

iPad, iPad2, iPad (3rd generation), iPad (4th generation), iPad mini

#### ↓ Note

- The iOS application for FlexRelease CX supports English, Japanese, German, French, Spanish, Dutch, and Italian. English is applied instead of unsupported languages.
- For the operations of the iOS application for FlexRelease CX, refer to FlexRelease CX Operating Instructions <iOS Application>.
- For the update information of the operating environment, refer to the FlexRelease CX site.

## Sending a Print Job using a Printer Driver

If installing the printer driver and port monitor for FlexRelease CX to a client PC (Windows only), print jobs can be sent to the server of FlexRelease CX by the print operation of applications on a client PC.

#### ↓ Note

- For installing the printer driver and port monitor for FlexRelease CX to a client PC, and sending a print job using the printer driver, refer to FlexRelease CX Operating Instructions <Port Monitor>.

## Sending a Print Job by Email

After the FlexRelease CX service contract is signed up, an Email address dedicated for sending print jobs is issued.

If attaching a print job to an Email and sending the Email to the issued Email address, the attached print job is sent to the server of FlexRelease CX.

The print settings to be applied to print jobs sent by Email can be specified using FlexRelease CX Server.

#### ↓ Note

- For sending a print job by Email and configuring the print settings to be applied to print jobs sent by Email, refer to FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Server>.

# 3. Printing Print Jobs

## Print Job Printing Method

For printing print jobs in the FlexRelease CX system, the installation of FlexRelease CX Embedded Print (Embedded Software Architecture\* for FlexRelease CX) in devices and the registration of devices to the FlexRelease CX system are required beforehand.

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For printing, users log in to the FlexRelease CX system using FlexRelease CX Embedded Print installed in a device.

After a user logs in to the FlexRelease CX system, print jobs sent from the logged-in user are displayed in a list. The logged-in user can select and print print jobs using the device.

Print settings of print jobs stored in the server of FlexRelease CX can be changed using FlexRelease CX Embedded Print on the display panel of a device before printing.

\* Application to be installed in a device

### ↓ Note

- For installing the FlexRelease CX Embedded Print software to devices, consult the customer service.
- For configuring/managing FlexRelease CX Embedded Print, refer to FlexRelease CX Operating Instructions <Administrator's Guide for FlexRelease CX Embedded Print>.
- For the operations of FlexRelease CX Embedded Print, refer to FlexRelease CX Operating Instructions <Quick Start Guide for FlexRelease CX Embedded Print> and FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Embedded Print>.

# 4. Managing the Utilization of the FlexRelease CX System and Print Jobs

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## Managing Methods for the Utilization of the FlexRelease CX System and Print Jobs

The device information registered in the FlexRelease CX system, FlexRelease CX Embedded Print installed in a device, and print jobs stored in the server of FlexRelease CX can be managed using the following methods.

### <For managing device information>

- FlexRelease CX Server accessed via a web browser

### <For managing FlexRelease CX Embedded Print>

- FlexRelease CX Embedded Print Manager accessed via a web browser

### <For managing print jobs>

- FlexRelease CX Server accessed via a web browser
- FlexRelease CX Embedded Print installed in a device
- iOS application for FlexRelease CX installed in an iPhone/iPad

### Reference

- P.11 Management using a Web Browser (FlexRelease CX Server/FlexRelease CX Embedded Print Manager)
- P.12 Management using FlexRelease CX Embedded Print installed in a device
- P.12 Management using the iOS Application for FlexRelease CX

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## Management using a Web Browser (FlexRelease CX Server/FlexRelease CX Embedded Print Manager)

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Users can access the URL of the start.ricoh common portal for cloud services and log in by entering their user name and password.

They can then click the FlexRelease CX icon and view and delete the print jobs stored on the FlexRelease CX server.

Administrators can manage device information registered in the FlexRelease CX system using FlexRelease CX Server, and FlexRelease CX Embedded Print installed in a device using the FlexRelease CX Embedded Print Manager via a web browser.

#### ↓ Note

- For viewing/deleting print jobs stored in the server of FlexRelease CX using FlexRelease CX Server, refer to FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Server>.
- For managing device information using FlexRelease CX Server, refer to FlexRelease CX Operating Instructions <Administrator's Guide for FlexRelease CX Server>.
- For managing FlexRelease CX Embedded Print using FlexRelease CX Embedded Print Manager, refer to FlexRelease CX Operating Instructions <Administrator's Guide for FlexRelease CX Embedded Print>.

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### Management using FlexRelease CX Embedded Print installed in a device

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Users can log in to the FlexRelease CX system from FlexRelease CX Embedded Print installed in a device by entering a user name and password on the display panel of the device, and view/print/delete print jobs stored in the server of FlexRelease CX.

#### ↓ Note

- For viewing/printing/deleting print jobs stored in the server of FlexRelease CX using FlexRelease CX Embedded Print, refer to FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Embedded Print>.
- For installing the FlexRelease CX Embedded Print software to devices, consult the customer service.

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### Management using the iOS Application for FlexRelease CX

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If installing the iOS application for FlexRelease CX to iPhone or iPad, users can view/delete print jobs stored in the server of FlexRelease CX from an iPhone or iPad.

#### ↓ Note

- For installing the iOS application for FlexRelease CX to iPhone or iPad, see "Uploading a Print Job using the iOS Application" on page 8.
- For viewing/deleting print jobs stored in the server of FlexRelease CX using the iOS application for FlexRelease CX, refer to FlexRelease CX Operating Instructions <iOS Application>.



