



FlexRelease CX

Start Guide Preparation for Utilizing the Service

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- 1 Utilization of the FlexRelease CX Service
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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)

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 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 the preparations for utilizing the FlexRelease CX system.

Symbols

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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3. Preparations by a User

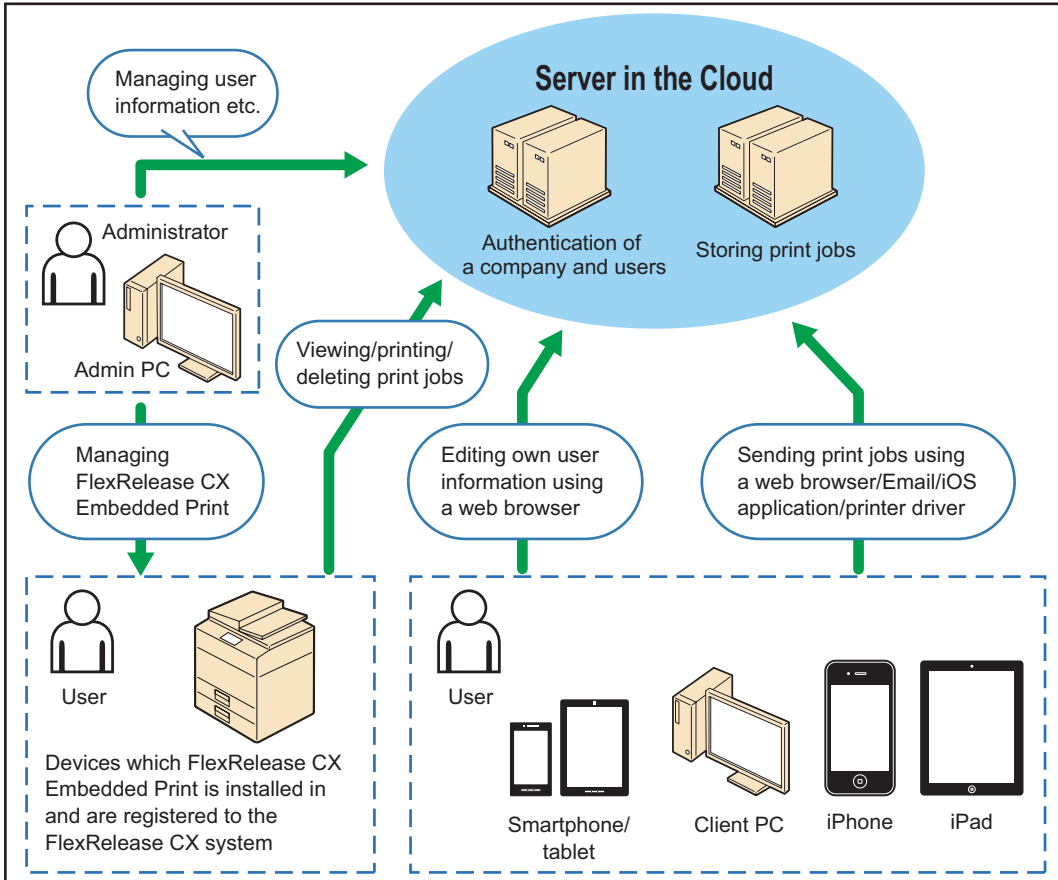
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1. Utilization of the FlexRelease CX Service

1

FlexRelease CX System

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



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Note

- For details on the overview of the FlexRelease CX system, refer to FlexRelease CX Service Quick Guide <System Overview>.

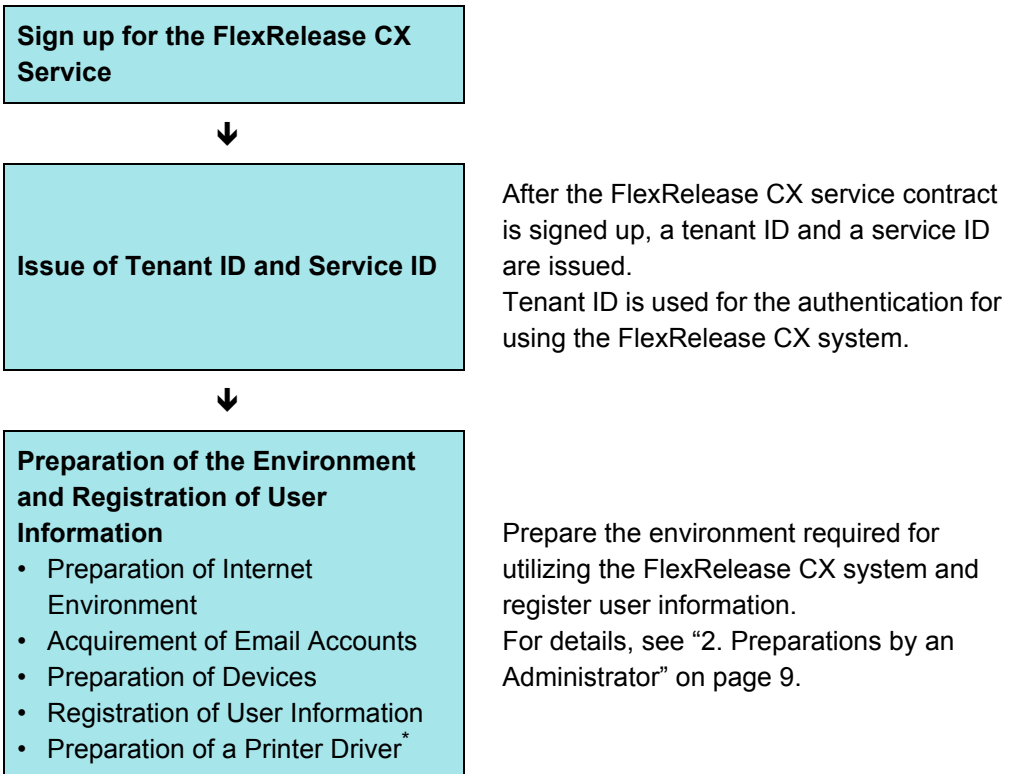
Preparations for Utilizing the FlexRelease CX Service

1

Before utilizing the FlexRelease CX service, preparations of environment, registration of user information, and setup of devices/methods to be used for sending print jobs to the server of FlexRelease CX are required.

Workflow of the Preparations for Utilizing the FlexRelease CX Service

Preparations by an Administrator



Preparations by a User

1

Preparations of Devices/Methods to be Used for Sending Print Jobs

- Preparation of iPhone/iPad*
- Setup of a Printer Driver*
- Print Settings to be Applied to Print Jobs Sent by an Email*

Set up the devices/methods to be used for sending print jobs to the server of FlexRelease CX.

For details, see “3. Preparations by a User” on page 12.

* Required when using the method to send print jobs.

2. Preparations by an Administrator

Preparation of the Environment and Registration of User Information

The following preparations are required by an administrator before utilizing the FlexRelease CX system.

2

<Required Preparations>

- Preparation of Internet environment
- Acquirement of Email accounts
- Preparation of Devices
- Registration of user information

<Required depending on the Utilization>

- Preparation of a Printer Driver (Windows only)

Reference

- P.9 Preparation of Internet Environment
- P.10 Acquirement of Email Accounts
- P.10 Preparation of Devices
- P.11 Registration of User Information
- P.11 Preparation of a Printer Driver

Preparation of Internet Environment

Internet environment is required for utilizing the FlexRelease CX system.

In the FlexRelease CX system, print jobs can be sent to the server of FlexRelease CX via the Internet.

Users log in to the FlexRelease CX system from the display panel of a device which can access the Internet, and print print jobs stored in the server of FlexRelease CX.

Print jobs stored in the server of FlexRelease CX, and the user/device information registered in the FlexRelease CX system can be confirmed and managed using a web browser.

Acquirement of Email Accounts

Email account is required for registering user information and sending print jobs to the server of FlexRelease CX by Email.

2

Preparation of Devices

Installation of FlexRelease CX Embedded Print (Embedded Software Architecture*) to devices which can access the Internet is required to print print jobs stored in the server of FlexRelease CX.

In the FlexRelease CX system, users log in to the FlexRelease CX system using FlexRelease CX Embedded Print installed in a device, and print print jobs stored in the server of FlexRelease CX.

FlexRelease CX Embedded Print installed in a device can be configured/managed using a web browser. Register devices to the FlexRelease CX system using a web browser beforehand.

* Application to be installed in a device

 **Note**

- For installing the FlexRelease CX Embedded Print software to devices, consult the customer service.
- 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>.
- For configuring/managing FlexRelease CX Embedded Print using a web browser, refer to FlexRelease CX Operating Instructions <Administrator's Guide for FlexRelease CX Embedded Print>.

Registration of User Information

Register user information of users who utilize the FlexRelease CX system beforehand. If user information has not been registered in the FlexRelease CX system, users cannot send/print print jobs in the FlexRelease CX system.

User information can be registered using a web browser.

 **Note**

- Register the user information in [User Management] of the start.ricoh common portal for cloud services.

Preparation of 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, refer to FlexRelease CX Operating Instructions <Port Monitor>.

3. Preparations by a User

Preparations for Print Job Sending Methods

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

- 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

For uploading a print job using the iOS application for FlexRelease CX, or for sending a print job using a printer driver or by Email, the setup by a user is required beforehand.

Reference

- P.12 Preparations of iPhone/iPad
- P.13 Setup of a Printer Driver
- P.13 Print Settings to be Applied to Print Jobs Sent by Email

Note

- For uploading a print job using a web browser and sending a print job by Email, refer to FlexRelease CX Operating Instructions <User's Guide for FlexRelease CX Server>.
- For uploading a print job using the iOS application for FlexRelease CX from an iPhone/iPad, refer to FlexRelease CX Operating Instructions <iOS Application>.
- For sending a print job using a printer driver, refer to FlexRelease CX Operating Instructions <Port Monitor>.

Preparations of iPhone/iPad

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

Note

- For installing the iOS application for FlexRelease CX, refer to FlexRelease CX Service Quick Guide <System Overview>.
- For the operations of the iOS application for FlexRelease CX, refer to FlexRelease CX Operating Instructions <iOS Application>.

Setup of a Printer Driver

If registering the port monitor for FlexRelease CX to the printer driver installed in 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 sending a print job to the server of FlexRelease CX using a printer driver from a client PC, the printer driver and port monitor for FlexRelease CX must be installed in the client PC beforehand. For details, ask the administrator.
- For registering the port monitor for FlexRelease CX to a printer driver, refer to FlexRelease CX Operating Instructions <Port Monitor>.

3

Print Settings to be Applied to Print Jobs Sent by Email

Print settings to be applied to print jobs sent by Email can be configured using a web browser.

Confirm/configure the print settings using a web browser before sending a print job by Email. If not specifying print settings using a web browser, the default settings are applied to print jobs sent by Email.

↓ Note

- For 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>.

