

## Web-Based Printing

To print via the internet for a Hot Spot printer, you will need to visit:

<http://www.printeron.net/ricoh/XXXXXX>

Replace XXXXXX with the name of the printer.

For example: lcljhs (Lamar Consolidated Lamar Jr High School)

The screenshot shows the Ricoh printer web interface. At the top, it says "Printing Services" and "Print from any internet connected computer or handheld device." Below this, there is a Lamar 60th Anniversary logo and contact information for Lamar Junior High School. The interface is divided into three main sections: "1 - Select Document", "2 - Privacy", and "3 - Send".

- 1 - Select Document:** Includes a "File" input field with a "Browse..." button. Below it, instructions state: "Browse your computer files to select the document you wish to print. You may also enter the URL of a web page you want printed."
- 2 - Privacy:** Includes an "Email address:" input field. Below it, instructions state: "You will be provided with a release code to obtain your document from this printer. This code will be sent to your email address specified above."
- 3 - Send:** Includes a "Submit" button. Below it, instructions state: "Submit your print request."

## Printing Your Document

1. **Select Document-** Browse for the file you would like to print.
2. **Privacy-** Provide your email address for your release code.
3. **Submit-** select this when you are ready to print.

## Printing Options

You will have print options such as number of copies and program-specific options.

The screenshot shows the "Printing Options" section of the Ricoh printer web interface. It includes a "Number of copies:" input field with the value "1". Below this, there are "Document options:" and "Document type:" sections. The "Document type:" section has a dropdown menu with options: "Excel", "Word", "PowerPoint", "PDF", and "Other". A red text box highlights: "You can select your file type and be provided with options such as pages you want printed as well as options specific for PowerPoint or Excel." There are "OK" and "Cancel" buttons at the bottom.

## Waiting for Processing

After sending your document to the printer, you will have a document status window open up that asks you to wait...

The screenshot shows the "Document Status" window of the Ricoh printer web interface. It says "Your request is being processed....." and "Please wait. Your release code will be displayed once your document has been processed." Below this, it shows "Tracking #: 19370335" and a "Print another document" link.

## Release Code

After the document is sent to the printer, you will receive a release code. It will appear on your window, as well as in an email to you. You will need to take this code to the printer to retrieve your documents.

The screenshot shows the "Document Status" window of the Ricoh printer web interface. It says "Your request has been processed." and "Use this code to obtain your document:" followed by the release code "135764" which is circled in red. A red arrow points to the code with the label "Release Code". Below this, it shows "Tracking #: 19370335" and a "Print another document" link.

