

# CIP Training

Pro C5300 series

## 6 AirPrint

**RICOH**  
imagine. change.





## AirPrint

### 1. How to Use AirPrint

#### Before Using AirPrint

##### About AirPrint

AirPrint is a function that allows you to use AirPrint-compatible printers or multi-function printers that are on the same network to print, scan, and fax from iOS, OS X, or macOS. You can use the print function on iOS, and you can use the print, scan, and fax functions on OS X, or macOS. You can use the print, scan, and fax functions via wired LAN, wireless LAN, or a USB connection on the same network, without installing any printer drivers or software.

##### Note

- Available functions may differ depending on connected device or connection method.
- For details about available functions, see our web site.

#### Requirements for using AirPrint

##### OS X and macOS requirements

The following conditions are necessary to print with OS X or macOS:

- OS X 10.7 (Lion) or later
- AirPrint compatible printer or multi-function printer

The following conditions are necessary to scan with OS X or macOS:

- OS X 10.10.3 (Yosemite) or later
- AirPrint compatible multi-function printer

The following conditions are necessary to send fax with OS X or macOS:

- OS X 10.10.3 (Yosemite) or later
- AirPrint compatible multi-function printer

##### iOS requirements

The latest version of iOS must be installed to print with iOS.

- iPad (All models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)

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### Output device requirements

To use AirPrint, select [Active] for the following settings. These settings are set to [Active] by default.

- AirPrint
- Bonjour
- IPP

A device certificate must be installed because AirPrint uses SSL encrypted communications. A device certificate is already installed by default.

To confirm the AirPrint settings and device certificate, see page 6 "Confirming Settings".

### Confirming Settings

Confirm the settings required for AirPrint by using a web browser on a computer on the network. We use Web Image Monitor installed on the printer or multi-function printer. To log in Web Image Monitor, see the web manual for your machine.

#### Confirming AirPrint settings

1. Log in to Web Image Monitor as a network administrator.
2. Click [Configuration] in "Device Management".
3. Click [AirPrint] in "Network".
4. Confirm that "AirPrint" is set to [Active].  
If [Active] is not set, set to [Active].
5. Click [OK].
6. Click [IPv4] in "Network".
7. Confirm that "IPP" is set to [Active].  
If [Active] is not set, set to [Active].
8. Click [OK].
9. Click [Bonjour] in "Network"
10. Confirm that "IPv4" or "IPv6" in "Bonjour" is set to [Active].  
If [Active] is not set, set to [Active].
11. Click [OK].

#### Confirming IPP-SSL environment settings

1. Log in to Web Image Monitor as a network administrator.
2. Click [Configuration] in "Device Management".
3. Click [Device Certificate] in "Security".  
Confirm the following conditions for "Certificate1":

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- "Certificate Status" must be [Installed].
- The certificate must have a valid expiration date in "Validity Period".

If an error message appears, see the web manual for your machine.

4. Click [OK].
5. Click [SSL/TLS] in "Security".
6. Configure the following settings:
  - Set [Active] for the version of the internet protocol you are using for "SSL/TLS".
  - Set [Active] for "TLS1.2" in "SSL/TLS Version".
7. Click [OK].

### Notes and Limitations

#### About basic function

You need to set the security settings for TLS1.2 to use AirPrint.

- A device certificate (self-signed certificate) is installed automatically when AirPrint is set to [Active] but a device certificate for SSL/TLS is not installed.
- Your machine may be unable to communicate with the following utilities after the device certificate for SSL/TLS is installed:
  - Ricoh GlobalScan
  - Third-party products

If this happens, you can recover communications by using one of the three ways described below.

- Install the certificate issued by the certificate authority to both the machine and the utility.
- If a certificate (self-signed certificate) is already installed on the device, install it to the utility as a reliable certificate.
- After setting AirPrint to [Inactive], delete the device certificate for SSL/TLS (You cannot use AirPrint when AirPrint is set to [Inactive]).
- The default for "Permit SSL/TLS Communication" is [Ciphertext/Cleartext]. You need to specify HTTPS to use encrypted communications because access using HTTP is not redirected to HTTPS when [Ciphertext/Cleartext] is set. For instance, you must enter a URL starting with https to access Web Image Monitor.
- When [Ciphertext/Cleartext] is set in "Permit SSL/TLS Communication", your machine may communicate in clear-text with device management software even if a certificate for SSL/TLS is installed. If you want to use encrypted communications, return the setting to [Ciphertext Priority] or [Ciphertext Only].
- If you cannot use AirPrint, contact your service representative.

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### About the print function

To print with AirPrint, do one of the following:

- Set [Printer Job Authentication] to [Simple (All)].
- Configure the settings so that the user authentication function is not used.
- Activate the user authentication function, and then set [User Authentication Function of Main Unit] in [IPP Authentication] to [On].

See User Guide of your device.

### About the scanner function

- Even if [Not Available] is selected in [Use a Destination List that is not DSM], you can scan documents with AirPrint.

The [Use a Destination List that is not DSM] settings appear in a different menu according to the screen type.

Standard: [Scanner Settings], [Others], [WSD/DSM Settings]

Classic: [General Settings] under [Scanner Features]

- When scanning is performed with AirPrint, the following settings are enabled. The settings name varies according to the screen type.

Standard:

- Compression (Black & White): On
- Compression Method (Black & White): MMR
- Compression (Gray Scale/Full Color): On

Settings in [Sending Settings] under [Scanner Settings] on the machine are not applied.

Classic:

- Compression (Black & White): On
- Compression Method (Black & White): MMR
- Compression (Gray Scale / Full Color): On

Settings in [Send Settings] under [Scanner Features] on the machine are not applied.

- You cannot use the scanner function if the user authentication management function is used to restrict the use of functions.

### About the fax function

- The name of the sender is the one used for [First Name] specified for [Register Fax Information] (screen type: Standard) or [Program Fax Information] (screen type: Classic). For details about the settings, see the web manual for your machine. If you want to use a name other than that set in [First Name], contact your service representative.

The [Register Fax Information] settings (screen type: Standard) or the [Program Fax Information] settings (screen type: Classic) appear in a different menu according to the screen type.

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Standard: [Detailed Initial Settings] in [Fax Settings]

Classic: [Initial Settings] in [Fax Settings]

- If unavailable letters are used in the address, the letters are ignored when sending a fax.
- The line type for fax transmission is set to external line (default). If you want to use an extension line for fax transmissions, contact your service representative.
- You can check transmission results in the Record.
- You cannot check the contents of documents sent with the fax function of AirPrint from the machine.
- If you are using OS X 10.8, a cover sheet will not be sent even if it is configured.
- You cannot use the fax function in the following conditions:
  - When the use of functions is restricted by the user authentication management function
  - When the fax function is restricted by an external charge unit
  - When "Restrict Adding of User Destinations (Fax)" in [Extended Security] in "Security" is set to [On] on Web Image Monitor
  - When the optional fax unit is not installed
  - If the country code is set to Korea and a sender's name is not registered on the machine
  - When the fax is being used on the machine
  - When the hard disk on the machine has insufficient storage

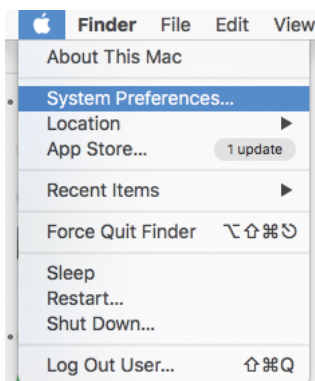
## Using AirPrint From OS X or macOS

This section describes how to use the print, fax, and scan functions of printers and multi-function printers from OS X and macOS. OS X 10.14 is used for example in this manual.

### Connecting the Machine to OS X or macOS

Use the following procedure to connect the machine to OS X or macOS using AirPrint.

1. Click [System Preferences...] under the Apple menu.



2. Click [Printers & Scanners].
3. Click [+].
4. Select the machine you are using from the list in "Name".
5. Select [Secure AirPrint] or [AirPrint] from [Use].

Devices that are not compatible with AirPrint are also displayed because devices are discovered by using the Bonjour protocol.

6. Click [Add].

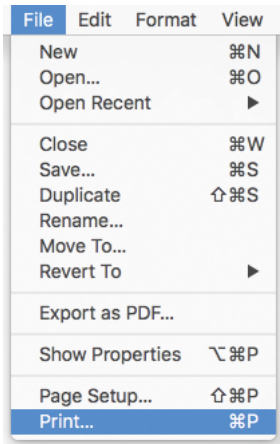
When the selected machine is displayed on the screen in Step 3, the connection is complete.

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### Printing Documents Using OS X or macOS

1. Click [Print...] in the [File] menu of the application.



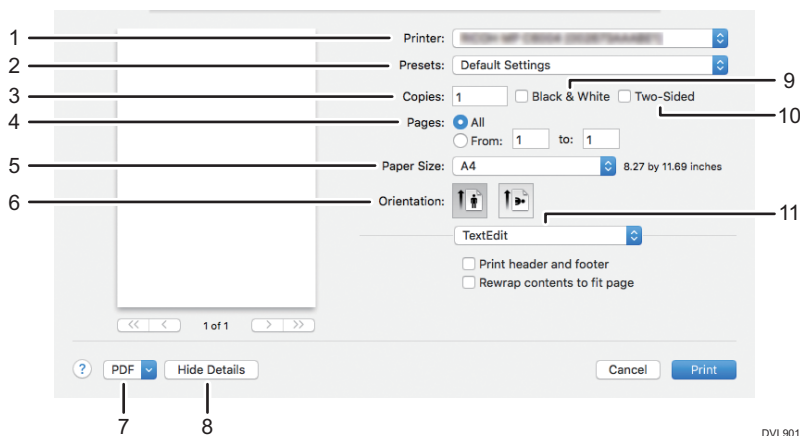
2. Select the machine to use for printing from "Printer".

3. Change the print settings as necessary, and then click [Print].

You can change the print settings by clicking [Show Details]. For details, see page 11 "Changing print settings when using OS X or macOS".

### Changing print settings when using OS X or macOS

You can change the print settings from OS X and macOS. Setting items may differ depending on the application you are using, the specifications of the connected machine, and the configuration of options.



1. Printer

Select the machine to use for printing.

2. Presets

You can save the displayed settings or recall stored settings.

3. Copies

Specify the quantity to print.



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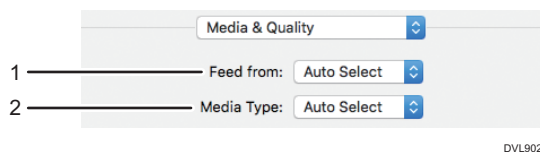
4. Pages  
Specify the range of pages to print.
5. Paper Size  
Specify the size of the paper. You can also specify custom sizes here.
6. Orientation  
Select the orientation of the paper.
7. PDF  
Displays the workflow menu for PDF.
8. Hide Details  
Hides the print settings.
9. Black & White  
Select this item to print in black and white.
10. Two-Sided  
You can print on both sides of the paper when this item is checked.
11. Print option menu  
Displays the menu according to the specifications of the connected machine and the configuration of options.

### Print option menu

Setting items may differ depending on specifications of the connected device or optional configurations.

#### [Media & Quality]

Select the paper tray and the paper type you want to use.

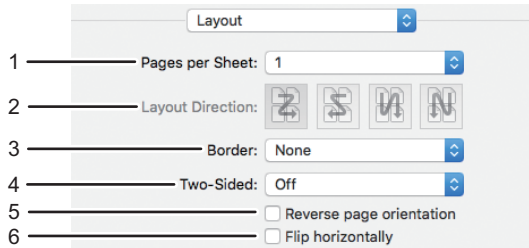


- 1. Feed from**  
Select the paper tray.
- 2. Media Type**  
Select the type of paper.

## AirPrint

### [Layout]

Configure settings for two-sided printing or to combine multiple pages on one sheet.



DVL903

#### 1. Pages per Sheet

Specify the number of pages to combine on one side of the paper.

#### 2. Layout Direction

Specify how to arrange the pages.

#### 3. Border

Specify the width and number of the borders between combined pages.

#### 4. Two-Sided

Specify the print format for two sided printing.

#### 5. Reverse page orientation

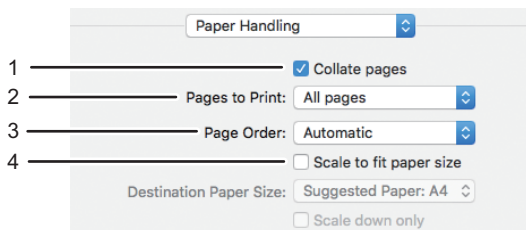
Reverse the orientation of the output paper.

#### 6. Flip horizontally

Print by flipping the entire image on the page left to right.

### [Paper Handling]

Specify the order of the pages to be printed, or print only the odd or even pages.



DVL904

#### 1. Collate pages

When printing two or more sets, print them by sorting them in sets. (Sort printing)

#### 2. Pages to Print

Specify to print all pages or only the odd or even pages.

#### 3. Page Order

Specify the order of the pages to print.

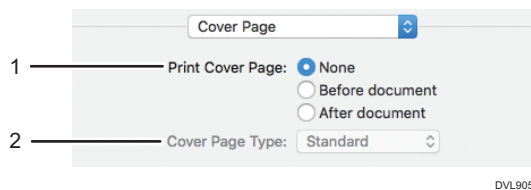
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### 4. Scale to fit paper size

Select this item to reduce or enlarge printouts to fit the paper. If you select this item, you can select the paper size in "Destination Paper Size". Reduce or enlarge printouts to fit the selected paper size. When printing on paper larger than the print data without enlarging it, check [Scale down only].

### [Cover Page]

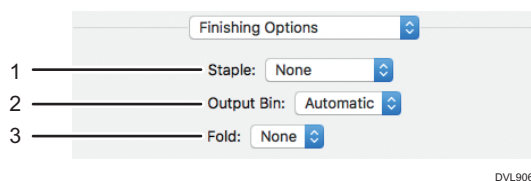
Configure settings for inserting a cover page (banner page).



1. **Print Cover Page**  
Specify whether or not to insert a cover page and where to insert it.
2. **Cover Page Type**  
Select the type of cover page to insert.

### [Finishing Options]

Configure settings for stapling, the output tray, and folding.



1. **Staple**  
Specify the position of stapling.
2. **Output Bin**  
Select the output tray.
3. **Fold**  
Specify how to fold.

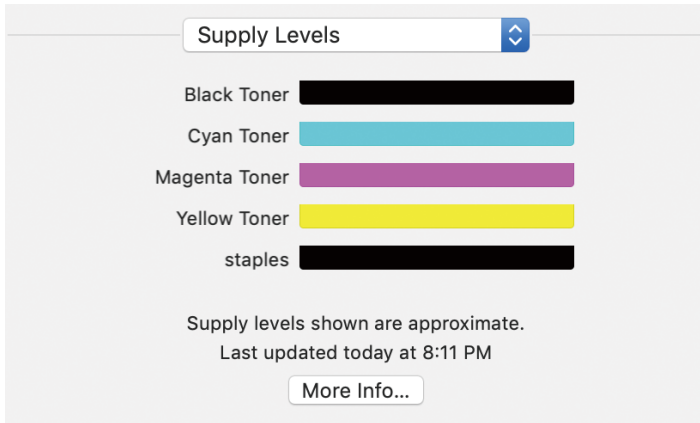
### [Supply Levels]

You can check the remaining amount of consumables, such as toner and paper.

When you click [More Info...], Web Image Monitor starts and you can check more detailed information.

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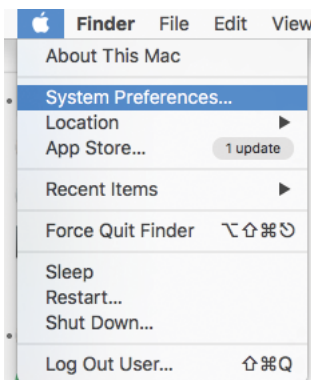


### Scanning Documents Using OS X or macOS

1. Place originals in the Auto Document Feeder (ADF) or on the exposure glass.

For details about placing originals, see the web manual for your machine.

2. Click [System Preferences...] under the Apple menu.



3. Click [Printers & Scanners].
4. Select the device to use for scanning from the list of "Printers".
5. Click [Scan].
6. Click [Open Scanner...]
7. Change the scan settings as necessary and click [Scan].

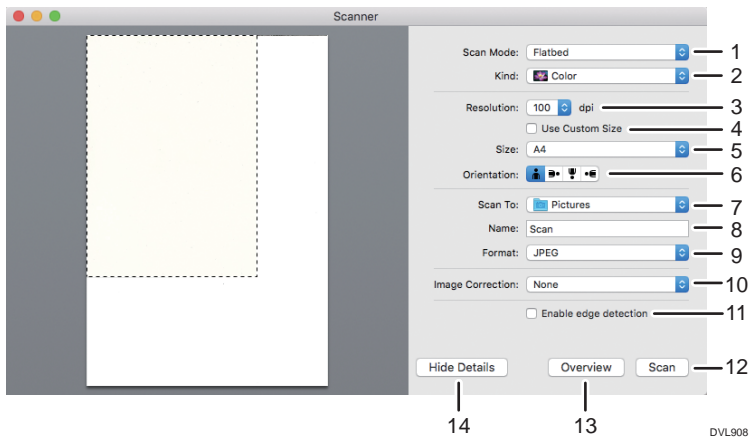
Check [Use Document Feeder] when using the ADF.

You can change the scan settings by clicking [Show Details].

When the scanned original is displayed on the [Scan] screen, scanning is complete.

### Changing scan settings

You can change the scan settings from OS X and macOS. Setting items may differ depending on the application you are using, the specifications of the connected machine, and the configuration of options.



#### 1. Scan Mode

Select whether to scan from the ADF or the exposure glass.

#### 2. Kind

Select the type of original.

#### 3. Resolution

Specify the resolution for scanning the original.

#### 4. Use Custom Size

You can specify the scanning range as a value when this item is selected.

#### 5. Size

Select the size of the original to scan.

#### 6. Orientation

Select the orientation of scanned data.

#### 7. Scan To

Specify the place to save scanned data.

#### 8. Name

Specify the name for scanned data.

#### 9. Format

Specify the file format for scanned data.

#### 10. Image Correction

Specify the correction method for scanned data.

#### 11. Enable edge detection

Use the function of the operating system to detect the outline of images and to specify the trimming range.

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### 12. Scan

Execute scanning.

### 13. Overview

Display the scanned image of the original.


### 14. Hide Details

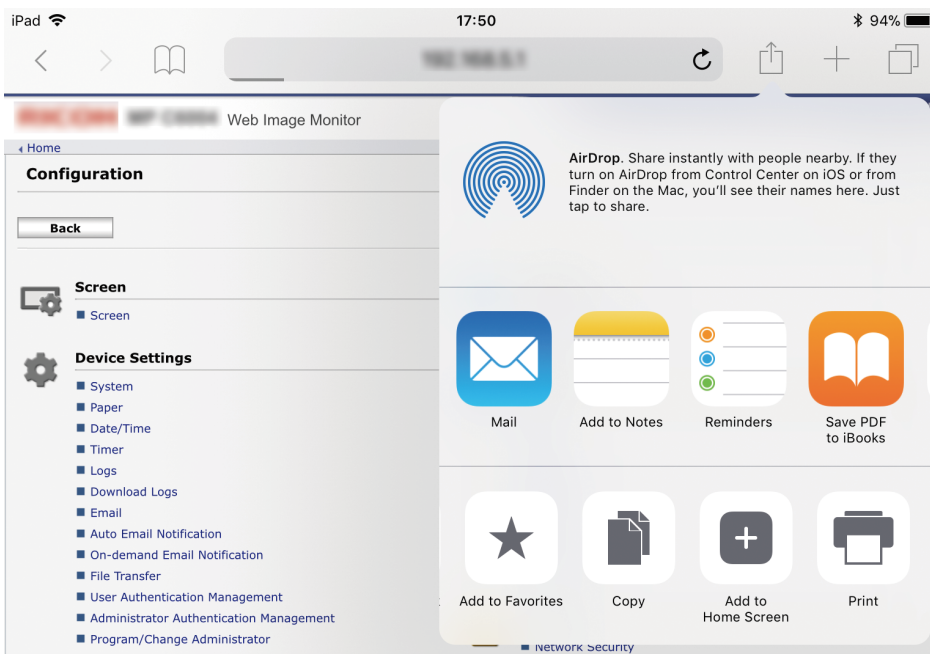
Hides the scan settings.

## Using AirPrint From iOS

This section describes how to use the print function of printers and multi-function printers from iOS.

### Printing Documents Using iOS

1. Tap the share icon (  ) on the application displaying data to print.
2. Tap [Print].



If [Print] is not displayed, flick the bottom area to the left.

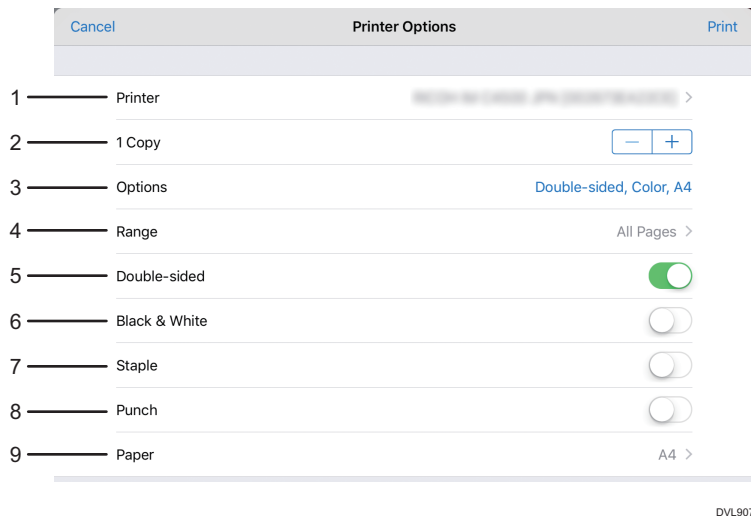
3. Tap [Select Printer].
4. Tap the name of the device to use.
5. Tap [Options].
6. Change the print settings as necessary and tap [Print].

You can change the print settings by tapping [Options]. For details, see "Changing print settings when using iOS".

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### Changing print settings when using iOS

You can change print settings from iOS. Setting items may differ depending on specifications of the connected device or optional configurations.



#### 1. Printer

Select the device to use for printing.

#### 2. Quantity

Specify the quantity to print.

#### 3. Options

Show or hide the print settings.

#### 4. Range

Specify the pages to print.

#### 5. Double-sided

Configure setting for duplex printing.

#### 6. Black & White

Select whether to print in black and white or color.

#### 7. Staple

Configure setting for stapling.

#### 8. Punch

Configure setting for punching.

#### 9. Paper

Select the size of the paper.

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