RICOH Printers

Joining the L!VE687 Network on your iPad:

- 1. Tap on the 'Settings' icon from the home screen, and then tap on the 'Wi-Fi' section.
- 2. If it isn't already on, turn wireless on by toggling the slider.
- 3. The iPad will now look for wireless networks in the area.
- 4. Once it has detected the L!VE687 network tap on it to select it.
- 5. You will then be prompted to enter your username and password, enter the same username/password combo that you use to log into your computer and tap 'Join'.

	Enter the password for "L!VE687"	
Cancel	Enter Password	Join
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6. The iPad will now try to join the L!VE687 network, and you will be prompted to trust a certificate. Tap on 'Trust' in the upper right hand corner and in a few seconds the iPad should join the L!VE687 network.

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Downloading the Ricoh Print & Scan App:

- 1. Tap on the 'App Store' icon from the home screen.
- 2. In the upper right hand corner there is a search field, tap on it and type in 'Ricoh' then hit the Search button on the keyboard.
- 3. All the results for Ricoh will now load. The first result should be the 'Ricoh Smart Device Print&Scan' app.



- 4. Tap on 'GET', then 'INSTALL'
- 5. The app will now download and install onto your iPad.

Printing email attachments using the Ricoh Print & Scan app

- **1.** Open the email containing the attachment.
- 2. Tap and hold on the attachment until a menu comes up
- 3. Underneath the 'Airdrop' menu you will see a menu with apps like messaging, mail, notes, etc..
- 4. In this menu scroll until you see 'copy to Ricoh Print & Scan' then tap on it
- 5. The Ricoh Print & Scan app will now open with your attachment.
- 6. Make any changes such as the number of copies, paper size, etc.. Then tap 'print' at the bottom of the screen.



7. Your document will now print.