JustPrint

RICOH
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User Guideline

User Registration & Account Top-up Methods

1 Download JustPrint App in your mobile device, follow the instructions to create a new user account, and then top up your account via electronic payment.

2 Go to www.justprint.com.hk, follow the instructions to create a new user account, and then top up your account via electronic payment.

*Make sure there is sufficient balance in your account before use

Print

1 Submit print jobs to JustPrint in various ways:

1. Login to JustPrint App via your mobile device, select one of the functions in "Print" session, and then upload the document as according to the instructions

2. Login to www.justprint.com.hk, select "Print", and then upload the document as according to the instructions

3. Login to www.justprint.com.hk, download print driver (for Windows only), and select JustPrint printer when starting a print job in your computer

4. Upload as email attachment to print@justprint.com.hk

2 Go to any of the JustPrint printer, select "Print" on the screen

3 Open JustPrint App to scan the QR code on the printer's screen, or enter pickup number

4 Select print job(s) and confirm to print

*Idled print job will be deleted in 1 day

Copy

1 Go to any of the JustPrint printer, select "Copy" on the screen

2 Open JustPrint App to scan the QR code on the printer's screen

3 Select settings and confirm to copy

Scan

1 Go to any of the JustPrint printer, select "Scan" on the screen

2 Open JustPrint App to scan the QR code on the printer' screen

3 Select settings and confirm to scan

4 Download the scanned document by methods below:

1. Login to JustPrint App via your mobile device, select "Scan job", and then follow the instructions to download

2. Login to www.justprint.com.hk, select "Scan Job", and then follow the instructions to download

3. Login to www.justprint.com.hk, download print driver (for Windows only), double click to open the application on desktop and login. Select "Scan Job", and then follow the instructions to download

* Scanned document is available to download within 10 days

Download JustPrint Mobile App

Available on the iPhone App Store

Android App on Google play

www.justprint.com.hk