Manual for On-demand Printing Service

Windows 11

Dec, 2022

ICT-Office

Contents

1. About On-demand Printing Service 2
2. Configuration 2
   2.1 Connect to the Campus Wireless LAN 2
   2.2 Printer Configuration 2
3. Printing 7
   3.1 Send Your Documents to Printer 7
   3.2 Output from On-demand Printer 7
4. When You Change Your Password 9

1. About On-demand Printing Service

The on-demand printers are installed at the lounge on 3F and B2F of Bldg. #2. You can print your color or black-and-white documents when you connect your laptop to the campus wireless LAN.

You can send your documents to the printer from anywhere you can connect to the campus wireless LAN. Refer to “Manual for Wireless LAN Service” for the wireless LAN settings. Your printer point will be used as same as when you print in COM / CALL rooms.

Where are on-demand printers?（as of April, 2022）

- Lounge on 3rd Floor of Bldg. #2 : 2color printers, 6 b/w printers
- Basement 2nd Floor of Bldg. #2 : 2 b/w printers, 5 b/w printers

Please refer to the following URL for the usable area of wireless LAN on campus.
https://ccweb.cc.sophia.ac.jp/en/userguide/network/nw-05-en/

2. Configuration

2.1 Connect to the Campus Wireless LAN

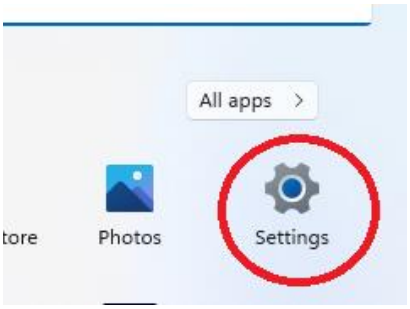
You need to connect your laptop to the campus wireless LAN (sophiawifi2019). Set up your laptop to connect the wireless LAN and make sure you can access Internet pages such as Google or ICT-Office Homepage before you set up on-demand printer or print your document.

Refer to “Manual for Wireless LAN Service” for the wireless LAN settings.
https://ccweb.cc.sophia.ac.jp/en/manual-cat/wireless/

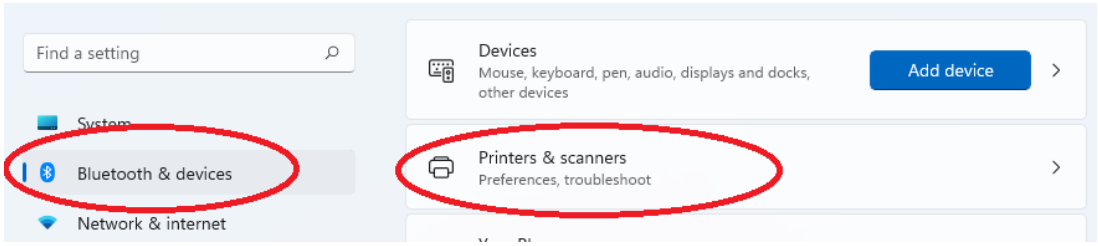
2.2 Printer Configuration

(1) From the URL below, download and install the printer driver that matches the environment of the printer to be set and your PC.
https://ccweb.cc.sophia.ac.jp/en/userguide/printer/pr-05-en/

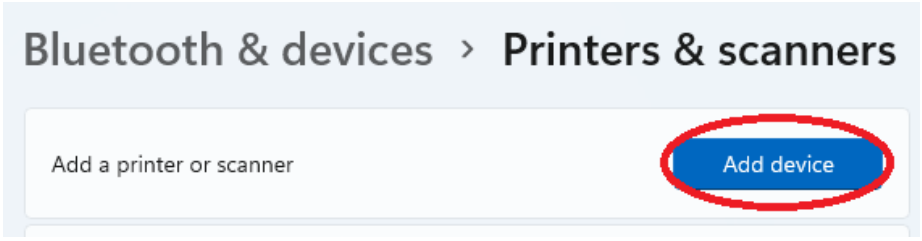
(2) Click “Settings” from “Start”.



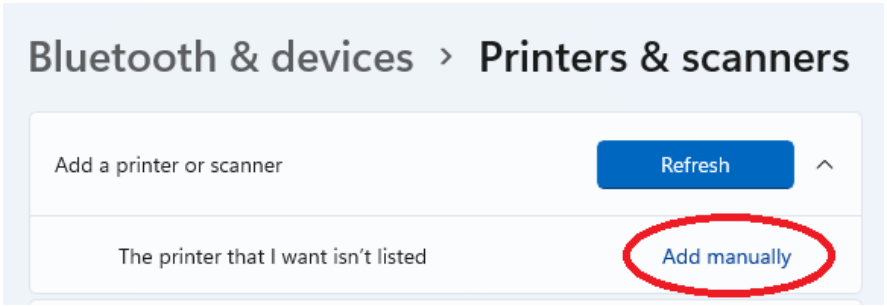
(3) Click “Bluetooth & devices” then “Printers & scanners”.



(4) Click “Add device”.



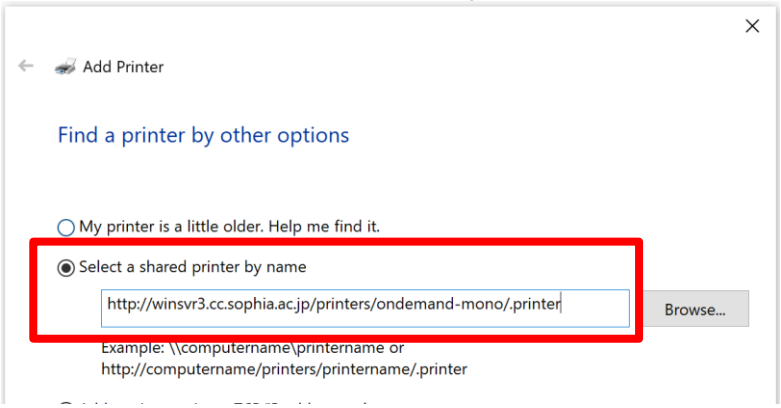
(5) When “The printer that I want isn’t listed” is displayed, click “Add manually”.



(6) Click “Select a shared printer by name”, fill in the blank below, and then click “Next”.

・For black-and-white printer use:

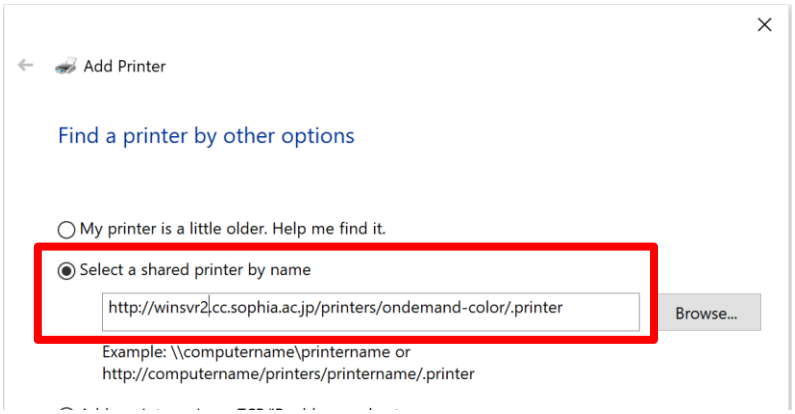
http://winsvr3.cc.sophia.ac.jp/printers/ondemand-mono/.printer



If the above values do not work, please enter the following values.
http://winsvr3/printers/ondemand-mono/.printer

・For color printer use:

http://winsvr2.cc.sophia.ac.jp/printers/ondemand-color/.printer

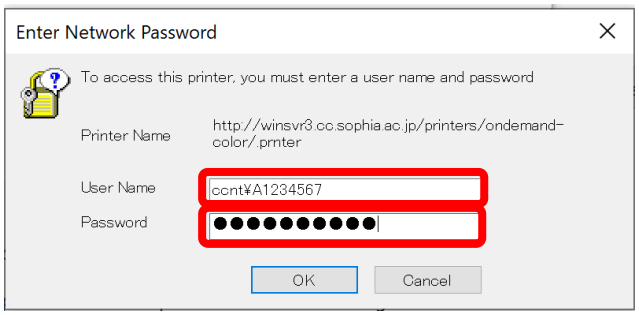


If the above values do not work, please enter the following values.

http://winsvr2/printers/ondemand-color/.printer

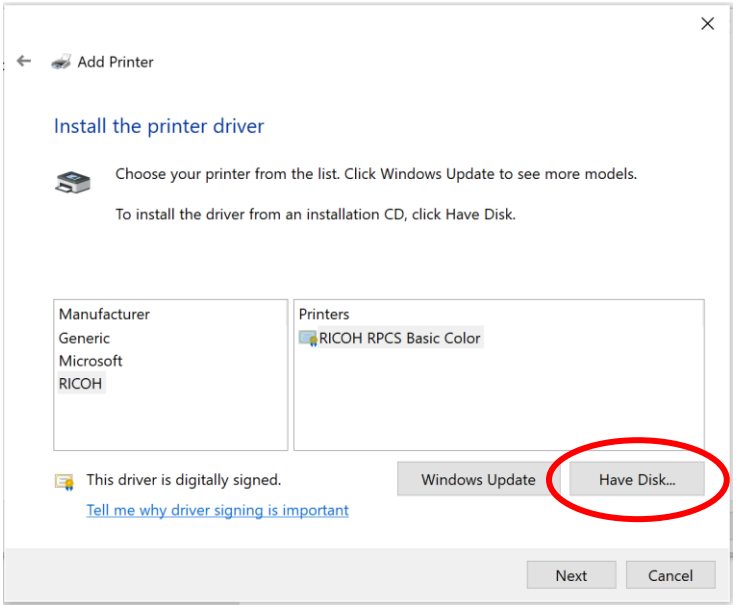
(7) When prompted for authentication, enter "ccnt\student ID" or "ccnt\faculty ID" for "User Name" and the Sophia ICT account password (Moodle or Sophia mail password) for "Password".

Ex: ccnt\A1234567



Confirm that the entered information is correct and click "OK".

(8) Depending on the PC environment, the "Add Printer" driver wizard may be displayed. In that case, click "Have Disk..."



(9) Click “Browse...” and specify the pre-installed driver file.

*The file is usually stored in the Downloads folder.

・32bit

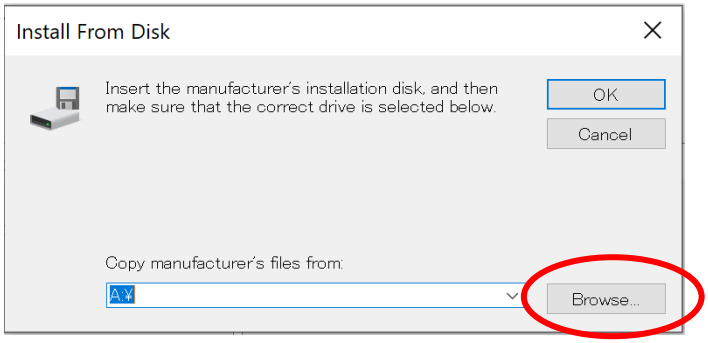
For black-and-white printer → select "206193" folder

For color printer → select "206191" folder

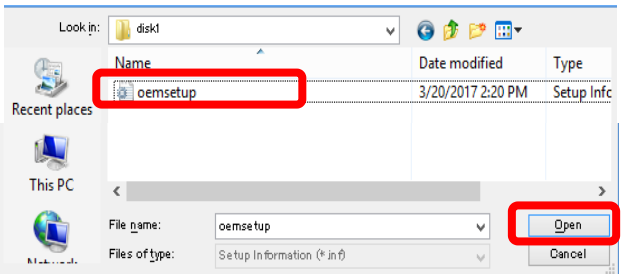
・64bit

For black-and-white printer, → select "206194" folder

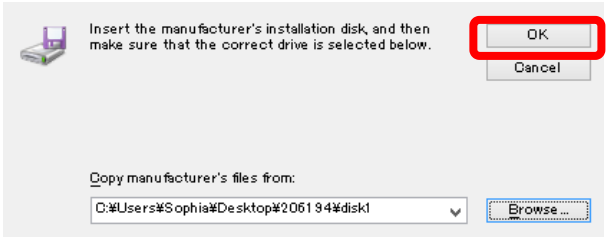
For color printer, select "206192" folder



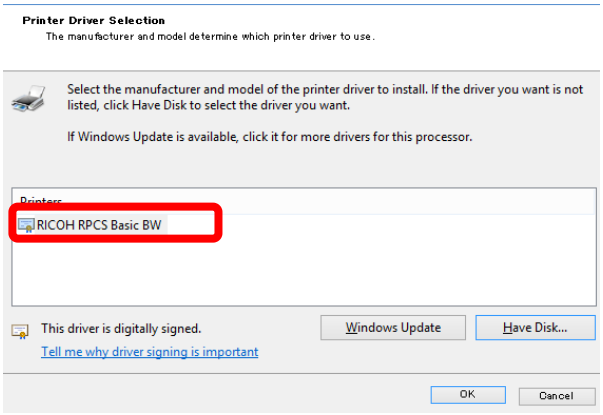
(10) Open the driver folder named 6 digits which you had saved on your desktop at chapter 2.2. Select [oemsetup.inf] or [oemsetup] in [disk1].



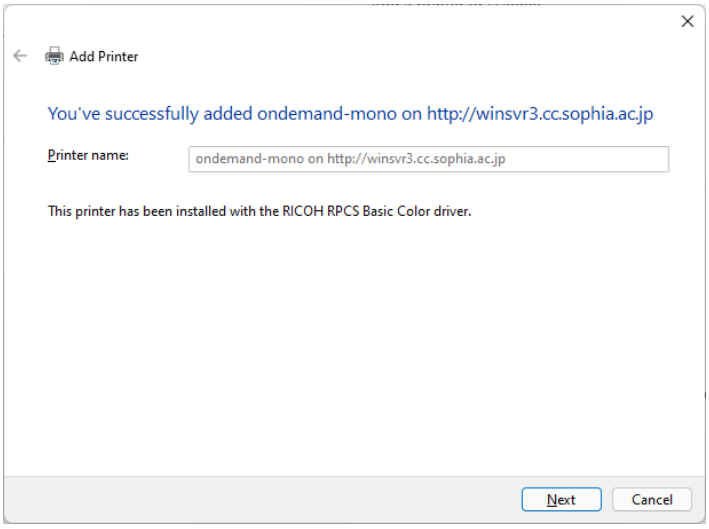
(11) Click [OK] button.



(12) Confirm if [RICOH RPCS Basic Color] or [RICOH RPCS Basic BW] is displayed and click [OK] button.



(13) If the following message is displayed, the setting is completed.

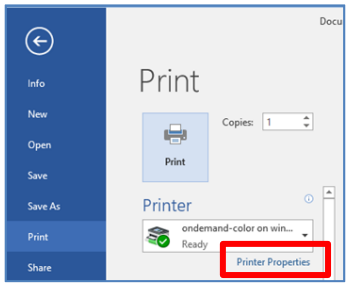


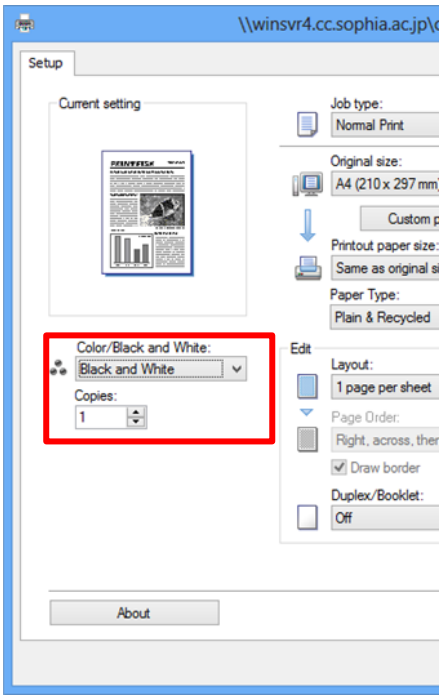
3. Printing

3.1 Send Your Documents to Printer

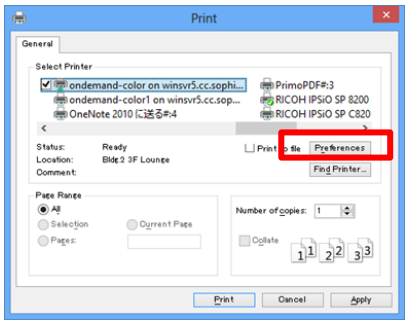
Connect your laptop to the wireless LAN (sophiawifi2019) first. When you print your documents, select ‘ondemand-mono’ or ‘ondemand-color’ printer which you set up on [2.2 Printer Configuration]. You can send your documents to on-demand printer from anywhere you can connect to the wireless LAN.
When you print, select [Printer Properties] or [Preferences] on the printer dialog box and select [Black and White] or [Color] as you want to print.

Microsoft Office





Notepad



3.2 Output from On-demand Printer

Log-in to printer for printing. If you choose ondemand-mono,
you can print the document black and white. If you choose ondemand-color, the document can be printed from color-printer. Refer to page 2 for where on-demand printers are installed.

(1) Touch the screen at the side of the printer.

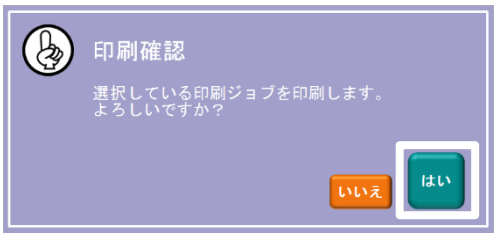
* On-demand printing system is offered
Only in Japanese.

(2) Print job list will be displayed.

Check out your remaining points and the points that will be used to print the job.

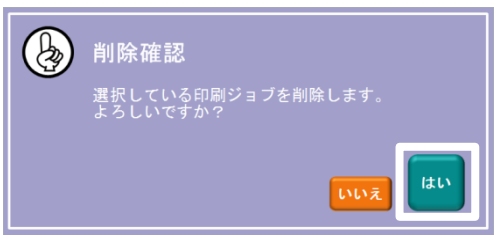
Check the job you want to print, then tap [印刷] button.

Tap [はい] on [印刷確認] dialog box.

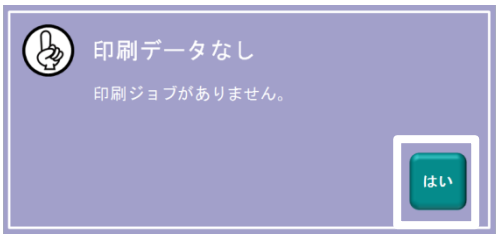


*When you print black-and-white document with ‘ondemand-color’ printer, and you didn’t set ‘Black and White’ option, points for color printing (8pt/sheet) may be displayed for ‘Points to print’. But in this case, 1pt/sheet is actually consumed.

If you want to cancel the job, check the job and tap [削除] then tap [はい] on [削除確認] dialog box.



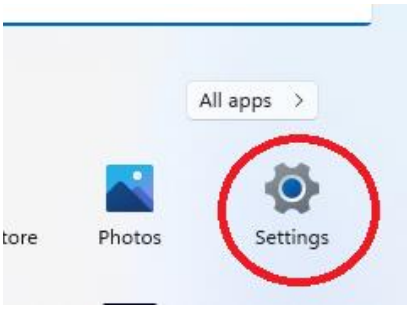
When all jobs are completed, tap [はい] then you will be logged out automatically.
If you want to finish but some jobs remain, tap [中止].



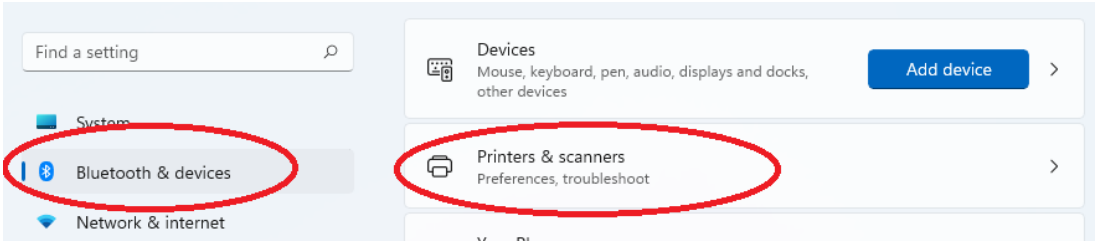
4. When You Change Your Password

When you change your password of ICT Account (for wifi, etc.), you need to delete on-demand printer settings and set up again.

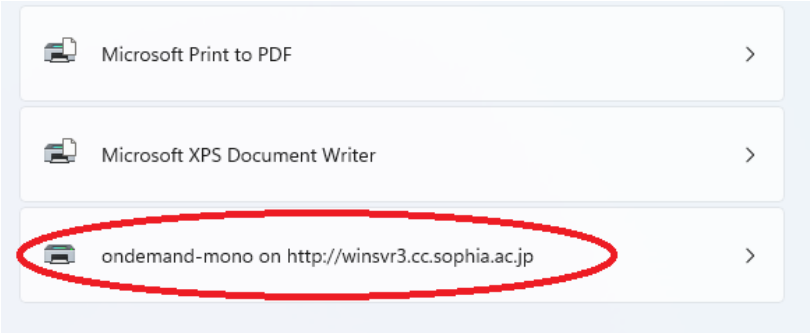
(1) Click “Settings” from “Start”.



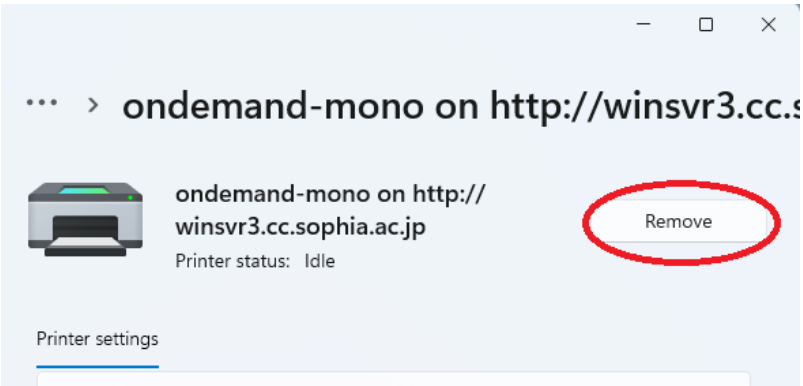
(2) Click "Bluetooth & devices" then "Printers & scanners".



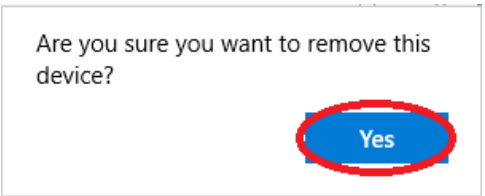
(3) Select the printer which you want to delete. (ondemand-mono or ondemand-color)



(4) Click “Remove”.



(5) Click “Yes” and the printer setting will be removed.



(6) Refer to [2.2 Printer Configuration] and set up on-demand printer again.

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- Windows 11 -

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