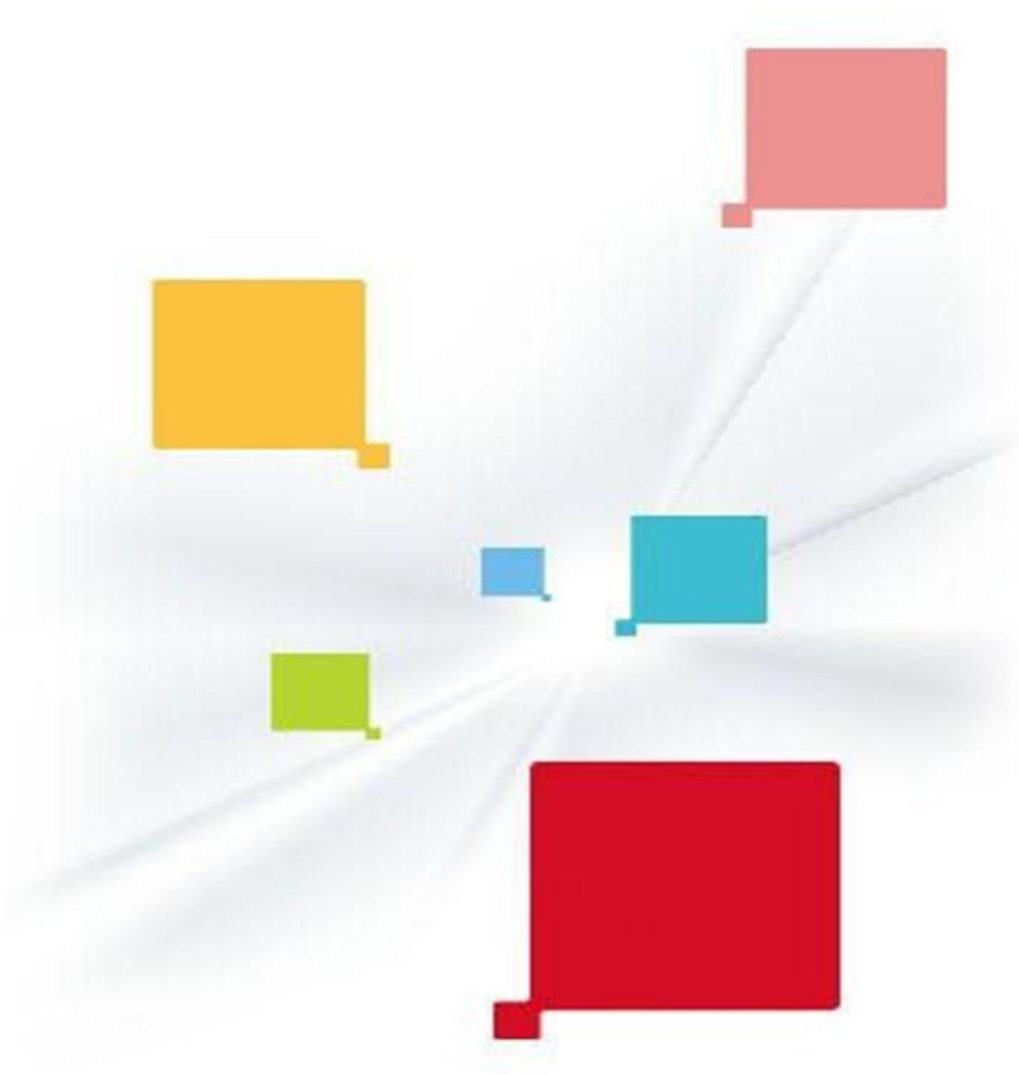


Niagara College



Ricoh Store Front [RSF]

FACULTY USER GUIDE

2024

“What is Ricoh Store Front [RSF]?”

Ricoh Store Front (RSF) is a website offered by Ricoh Management Services (RMS) that allows customers to order print products online 24/7 from within the college or outside the college. RSF offers a quick and easy print ordering experience similar to other online retail stores that you may be familiar with.”

Table of Contents

How to access the RSF storefront	3
How to update your profile	6
How to place an order for Non Copyright Material	8
How to place an order for Copyrighted Material	17
How to reorder previous jobs	21
How to contact support	22

How to access the RSF storefront

Accessing the RSF

You can access the site from a web browser

Logging into RSF

①

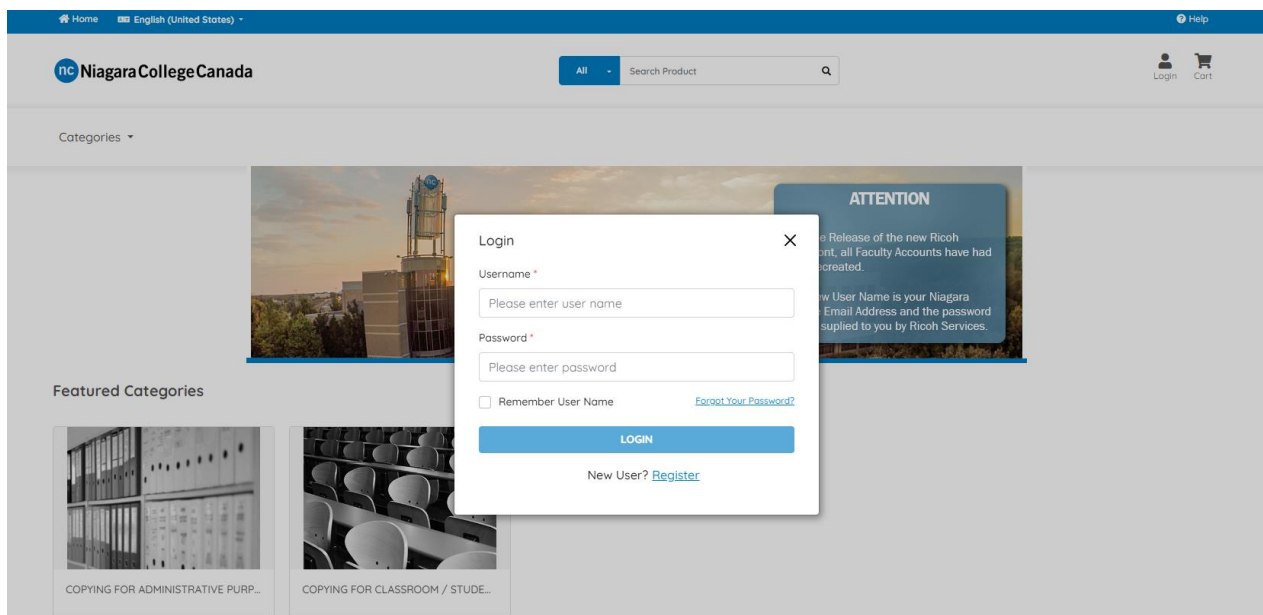
Connect to the Internet by starting your web browser.

②

Enter the web address (URL) for the site in the address field at the top of the browser window. The address is: <https://niagaracollege.dsf.ricoh.ca/>

③

Under **Login** enter your User Name (full NC email) and Password



Note!

Your account will be already registered with RSF and user name and initial password will be provided by Ricoh Document Management (RDM).

Change Campus

If you work at both Niagara College Campus locations, you can choose where your print job can be sent. You simply have to click the 'Print Shop' under user and pick your location. This will tell Ricoh where we need to print the job for you to pick up. Hours of operation are the same at each location.

The screenshot displays the 'PRINT SHOP' section of the Ricoh Store Front. On the left, a sidebar contains links for 'Order History & Status', 'My Profile', 'Print Shop' (highlighted), 'My Saved Files', and 'My Saved Jobs'. The main content area shows a list of print shops. The 'Niagara College Welland Campus' is selected, indicated by a radio button. The list includes details such as address, phone number, and operating hours. A dropdown menu for 'User NC' is open, showing the 'Print Shop' option selected. The footer contains links for 'PrintMessenger' and 'English (United States)'.

Select the Campus for print and click 'OK' to change your selection. Keep in mind that the Campus you select will remain this way until you change it in the future. If you work at both Campus please ensure that you are placing the job with the proper Campus for pick up.

*****Delays will occur if the incorrect Campus is selected.*****

How to update your profile

Updating your information

To update your information simply click the 'My Account' button. Your current information will be displayed for you to verify. From this screen you can also change your password. It is important to verify that you are assigned to the proper department code. If you are not, simply contact the Ricoh Site Manager and the correction can be made quickly. The 'Edit' button at the bottom right of the screen will allow you to make all the changes to your profile. To complete the changes, click the 'Save' button to return to the profile screen after updating.

Changing your Password

The very first time that you login to the Ricoh Store Front you are issued a temporary password. You will receive this password via email from Ricoh. When you login it will immediately expire and ask you to change your password. Once you have completed this step you will be ready to begin placing orders in the RSF system.

Password Recovery

Ricoh does provide an online password recovery option. If you have difficulty, find yourself locked out and unable to access the RSF system, please stop by to speak with the Ricoh On Site Staff to assist you in gaining access to your account.

*** If you are unable to log into the RSF system, your password may have expired.

To reset your password; CLICK *"Forget Password"*.

You will be prompted to enter your USERNAME, (enter your 1st initial and last name)

Click *"SUBMIT"*; Then you will be asked *"Which high school did you graduate from?"*

ANSWER is *"Ricoh"* and click *"SUBMIT"*.

NOTE: DO NOT USE ANY OTHER ANSWER BECAUSE IT WILL NOT WORK!

You will receive a temporary password to your email address and you will have the option of changing it when you log in again. You just have to click *"SAVE"* to save the changes.

If there are any issues please contact us at ricoh@niagaracollege.ca.

How to place an order for Non Copyrighted Material

How to place an Order in RSF

When you login to your account in RSF you will be at the home screen. To place an order you have two options, 'Copying for Classroom' or 'Copying for Administrative Purposes'. The 'Copying for Classroom' is your general every-day type of classroom handout, quizzes, exams, etc.

The 'Copying for Administrative Purposes' would be for distribution to the professors & faculty staff. We offer memo paper and letterhead as options for this type of printing. The different paper choices are shown in the finishing screen.

Featured Categories



COPYING FOR ADMINISTRATIVE PURP...



COPYING FOR CLASSROOM / STUDE...

How to place an Order in RSF

There are three options under 'Copying for Class'. Select which link best suits the type of printing that you wish to do. Once you select your printing you will be sent to the copyright submission screen choose whether it is copyright or other materials, followed by "add to cart". When you ADD files, you will have three options, "upload files" which are on your computer, "saved files" that have been saved to your account and "other" for "offline materials" that you will hand in for photocopying.

*You can select more than one file if you are printing them in one bundle.

Home > [COPYING FOR CLASSROOM / STUDENT USE](#)

COPYING FOR CLASSROOM / STUDENT USE

Sub Categories



CLASSROOM HANDOUTS



COURSEPACKS



MANUALS

0 Products under this category

CLASSROOM HANDOUTS

Sub Categories



Copyrighted Material (print/digital works)

Disclaimer - By submitting this Job you are confirming that copyright permissions have...



Other Materials

Disclaimer - By submitting this Job you are confirming that the materials do not require...

0 Products under this category

Other Materials

For print copies of materials such as those authored/created by Niagara College staff (e.g. meeting agendas, NC reports), government documents, or are in the public domain (enough time has passed so they are no longer under copyright). No matter what you copy always cite your source.

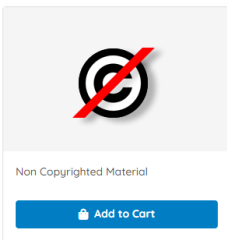
Not sure what you can/can't copy? Please contact Campus library staff - information found here: nclibraries.niagaracollege.ca

1 Products under this category

Keywords



Sort By: Best Match



How to place an Order in RSF

Once your document is uploaded you now will have to give your job a name, select the quantity for printing and verify your PDF file uploaded with the correct amount of pages. You will now select how you want the finished product to look. If you want colour or black & white printing, single sided or double sided printing, portrait or landscape, hole punching, stapling, binding, and more. You will need to scroll down the left hand side to access all options. If you have a special request, you can add that into the special instructions located at the bottom.

You can flip through the preview to see how your order will be printed. Once you have completed the order form you can click “add to cart” then “I agree” to continue to the check out process.

When you have completed adding your order to your shopping cart your job is viewed inside of your cart. This is where all of the important information for check out is located. From this screen you can see the **due date**, the print shop location, the print shop hours of operation, as well as the option to **continue shopping** or checkout. **IF YOU HAVE MORE THAN ONE DOCUMENT TO UPLOAD SELECT “CONTINUE SHOPPING”.** Once all documents are uploaded you can click **“CHECKOUT”**. ***You have the opportunity to choose a due date & time at this point.*** Please keep in mind that the default is always 24 BUSINESS HOURS. *****If you submit a job on Friday, Saturday or Sunday it will not be ready for pick up until Tuesday at 08:00 AM EST**.*** ***FOR LARGE MANUALS AND NCRS PLEASE ALLOW FOR 5 WORKING DAYS FOR BINDING OF THESE JOBS.***

[Home](#)
[Help](#)
[Contact Us](#)

[Category](#)
[User NC](#)
[Cart \(1\)](#)

CART

Due Date: FRI December 22 2023 08:00

Selected Print Shop: Niagara College Welland Campus

Products	Quantity	Unit Price	Item Tax	Total
<div> Test Item Name: Non Copyrighted Material </div> <div> Save for later Remove </div>	1	\$0.19	\$0.02	\$0.19

SubTotal: \$0.19
Handling: \$0.00
Taxes: \$0.02
Total: \$0.21

Proceed to checkout to view final order total,
including taxes, fees, shipping.

CONTINUE SHOPPING
CLEAR CART

PROCEED TO CHECKOUT

[PrintMessenger](#)
[English \(United States\)](#)

How to place an order in RSF

Once you click 'Checkout' you move to the review screen and then to shipping. Click "proceed to payment". At this point you will be asked to enter your Account, Department, Program & Project codes. This information can be obtained from your department head. For billing purposes this information in all four boxes should be filled in. If you are not sure what your Program & Project codes are you MUST contact your department Admin for this information. Click 'place my order' to proceed to the final step.

[Home](#)
[Help](#)
[Contact Us](#)

[User NC](#)

1 Shipping
2 **Payment**
3 Finish

How would you like to pay?

PAYMENT METHOD
Please select a payment type.
☒ Niagara College Department Code

NIAGARA COLLEGE DEPARTMENT CODE
* Account:
* Department:
* Program:
* Project:

Products
Test
Item Name: Non Copyrighted Material

Qty	Unit Price	Tax	Total
1	\$0.19	\$0.02	\$0.19

SubTotal: \$0.19
Shipping: \$0.00
Handling: \$0.00
Taxes: \$0.02
Total: \$0.21

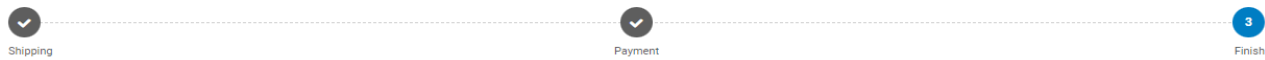
CONTINUE SHOPPING

PLACE MY ORDER

Powered by MarketDirect StoreFront v14.0.0.27019 © 2004-2023 eProductivity Software. [Terms & Conditions](#) [Cookies Consent](#) Productivity Suite

How to place an order in RSF

This is your order confirmation screen. From here you can continue to shop to add additional jobs, access your account, print the confirmation of the order or logout.



Order Confirmation

Thank you for your order!

If you chose store pickup, please bring a copy of this order confirmation when you come to pick up your order.

Order # 144	Status: User approved As of 12/21/2023 2:07:33 PM EST	Order Date: 12/21/2023 2:07:33 PM EST Due Date: 12/22/2023 8:00:00 AM EST	Products Test Item Name: Non Copyrighted Material <table border="1"> <thead> <tr> <th>Qty</th> <th>Unit Price</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$0.19</td> <td>\$0.19</td> </tr> </tbody> </table>	Qty	Unit Price	Total	1	\$0.19	\$0.19				
Qty	Unit Price	Total											
1	\$0.19	\$0.19											
Order placed by: User NC [Redacted] Niagara College 2 Niagara Niagara ON - Ontario V5G3L1 Canada			Print Shop Niagara College Welland Campus ricohwc@niagaracollege.ca 100 Niagara College Boulevard Welland ON - Ontario L3C 7L3 Canada 905-735-2211 Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-4:30 PM Sat : Closed										
SHIPMENT 1 Pick up at Ricoh Print Center			Payment Method: Accounting Codes Account [Redacted] Department [Redacted] Program [Redacted] Project [Redacted]										
ADDRESS User NC 2 Niagara Niagara Canada ON - Ontario - V5G3L1 Niagara College [Redacted]			<table border="1"> <tbody> <tr> <td>SubTotal</td> <td>\$0.19</td> </tr> <tr> <td>Shipping</td> <td>\$0.00</td> </tr> <tr> <td>Handling</td> <td>\$0.00</td> </tr> <tr> <td>Taxes</td> <td>\$0.02</td> </tr> <tr> <td>Total</td> <td>\$0.21</td> </tr> </tbody> </table>	SubTotal	\$0.19	Shipping	\$0.00	Handling	\$0.00	Taxes	\$0.02	Total	\$0.21
SubTotal	\$0.19												
Shipping	\$0.00												
Handling	\$0.00												
Taxes	\$0.02												
Total	\$0.21												
Hours Of Operation Sun : Closed Mon-Fri : 8:00 AM-4:30 PM Sat : Closed													

How to place an order for Copyrighted Material

How to place an order in RSF

The process is similar to the non-copyright material submission. If the material you are printing requires copyright clearance there is a form that must be completed by you and approved through the library. All of this can be done right from the RSF system. Click for copyright material.

Categories

Home > COPYING FOR ADMINISTRATIVE PURPOSES

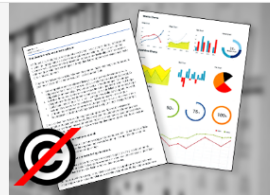
COPYING FOR ADMINISTRATIVE PURPOSES

Sub Categories



Copyrighted Material (print/digital works)

Disclaimer - By submitting this Job you are confirming that copyright permission...



Other Materials

Disclaimer - By submitting this Job you are confirming that the materials do not require...

For Copyrighted Material (print/digital works)

For print copies of published materials where Niagara College staff **do not own** the copyright for the published work. This includes such resources as: pictures, diagrams, articles, chapters from any published (print/digit) work. No matter what you copy always cite your source.

Disclaimer - By submitting this job you are confirming that copyright permissions have been sent or are on file in the Library and/or copying falls under fair dealing exceptions to copyright legislation.

Step 1: Complete the Copyright Permission Form in full

Step 2: Upload your document

Step 3: Submit your job and it will be forwarded to Library (disregard \$9000 cost)

Step 4: Once cleared by Library staff, your job will be forwarded to Ricoh Print Center

Copyrighted Material (print/digital works)

For print copies of published materials where Niagara College staff do not own the copyright for the published work. This includes such resources as: pictures, diagrams, articles, chapters from any published (print / digital) work. No matter what you copy always cite your source.

2 Products under this category

Keywords

Sort By : Best Match



Manage

Copyright Permission Form
Upload your completed NC Copyright Permission Form...

Add to Cart




Manage

Copyrighted Material

Add to Cart

Click on **CUSTOMIZE** to upload the Copyright Permission Form

Home > COPYING FOR ADMINISTRATIVE PURPOSES > Copyrighted Material (print/digital works) > Copyright Permission Form



Copyright Permission Form

Upload your completed NC Copyright Permission Form.
If you require a blank form, download from <https://nclibraries.niagaracollege.ca/copyright/forms>

Customize

ADD FILE, give your job a name and then click 'Add to Cart' to add the form to your shopping cart.

Copyright Permission Form

File(s) **Add Files**

Permission Form.docx

Job Summary

File(s) : Permission Form.docx

Pages : 1

Quantity : 1

Media : Niagara College Copyright Form -> Fit content to paper (no)

Color or B&W : Color

Duplex : Single-sided (simplex)

Special Instructions :

Unit Price \$9,000.35 Total Price \$9,000.35

Save **Add to Cart**

The next step will be to add the materials that you wish to have printed. ***“CONTINUE SHOPPING” to add more documents to be printed.***

nc Niagara College Canada

Search Product

Category


Niagara College Administrator

Cart (1)

CART

Due Date THU January 4 2024 08:00

Selected Print Shop Niagara College NOTL

Products	Quantity	Unit Price	Item Tax	Total
 Permission Form Item Name: Copyright Permission Form Save for later Remove	1	\$9,000.35	\$1,170.05	\$9,000.35

SubTotal: \$9,000.35

Handling: \$0.00

Taxes: \$1,170.05

Total: \$10,170.40

Proceed to checkout to view final order total, including taxes, fees, shipping.

PROCEED TO CHECKOUT

CONTINUE SHOPPING **CLEAR CART**

Copyrighted Material (print/digital works)

For print copies of published materials where Niagara College staff do not own the copyright for the published work. This includes such resources as: pictures, diagrams, articles, chapters from any published (print / digital) work. No matter what you copy always cite your source.

2 Products under this category

Sort By : Best Match

Copyright Permission Form

Upload your completed NC Copyright Permission Form...

[Add to Cart](#)

Copyrighted Material

[Add to Cart](#)

To submit the material to be printed with the Permission Form please refer to the previous chapter on how to create a print job in the RSF system. These steps are the same. When you checkout through the Copyright Submission process there are some slight differences in the 'Shopping Cart' screen that you will notice.

**** Your job really does not cost \$9,000.00 as this is simply to draw attention to copyright permission being requested so that the print center does not proceed until the permission is granted. ****

**** Please proceed to the "Continue Shopping" to add your job for approval. ****

How to reorder previous job submissions

How to reorder a previous job in RSF

RSF keeps a history of all your job submissions. If find yourself printing the same material from term-to-term RSF has a shortcut that will be a time saver for you. In your profile in the top right corner, click on Order History & Status, there is a 'Reorder' button that appears next to each job. This will allow you to resubmit the job as it was previously so that you do not have to go through the upload and finishing steps again. This is designed to offer you a speedy way to reorder the same material as you have printed in the past.

Niagara College Adminis...

Order History & Status
My Profile
Address Book
Print Shop
My Saved Files
My Saved Jobs
My Downloads
Spending Accounts Usage
Log in as buyer
Logout

Welcome to the Ricoh Storefront
A digital submission tool for the On-Campus Ricoh Print Centres

Order History & Status	
<div>Order History & Status</div> <div>My Profile</div> <div>Address Book</div> <div>Print Shop</div> <div>My Saved Files</div> <div>My Saved Jobs</div> <div>My Downloads</div> <div>Spending Accounts Usage</div>	<div> <div>Time period</div> <div>All Orders</div> </div> <div> <div>Show status</div> <div>All</div> </div> <div> <div>Sort by</div> <div>Order Date</div> </div> <div> <div>Search by Order ID</div> <div>Q</div> </div>
<div>Order # 117</div> <div>Order Date : 12/20/2023 12:28:21 PM</div> <div>Due Date : 12/21/2023 8:00:00 AM</div> <div>Total [REDACTED]</div>	<div>Shipped</div> <div>[REDACTED]</div> <div>Re-Order</div>
<div>Order # 74</div> <div>Order Date : 8/8/2023 12:21:37 PM</div> <div>Due Date : 8/9/2023 8:00:00 AM</div> <div>Total [REDACTED]</div>	<div>Shipped</div> <div>[REDACTED]</div> <div>Re-Order</div>
<div>Order # 71</div> <div>Order Date : 8/2/2023 2:46:49 PM</div> <div>Due Date : 8/3/2023 8:00:00 AM</div> <div>Total [REDACTED]</div>	<div>Shipped</div> <div>[REDACTED]</div> <div>Re-Order</div>
<div>Order # 70</div> <div>Order Date : 8/2/2023 2:41:04 PM</div> <div>Due Date : 8/3/2023 8:00:00 AM</div> <div>Total [REDACTED]</div>	<div>Shipped</div> <div>[REDACTED]</div> <div>Re-Order</div>



Getting Help

You can contact us via phone, email or in-person at either print center locations for further assistance with setting up an account, or how to print.

In the case of password issues please contact the Ricoh Site Manager - Bryan Norton (bnorton@niagaracollege.ca) directly for assistance. We are here to help and make your experience easier and more user friendly.

WELLAND CAMPUS PRINT CENTRE

Voyageur Wing, V136

Monday – Friday 8:00 a.m. – 4:30 p.m.

905-735-2211 ext. 7416

ricoh@niagaracollege.ca

NOTL CAMPUS PRINT CENTRE

Lower Ground floor

Monday – Friday 8:00 a.m. – 4:30 p.m.

905-641-2252 ext. 4057

ricoh@niagaracollege.ca