

QUICK REFERENCE GUIDE HOW TO USE THIS DEVICE

For more information on how to print, please visit:
fordham.edu/ramprint.

Scan Here
To Visit:



START

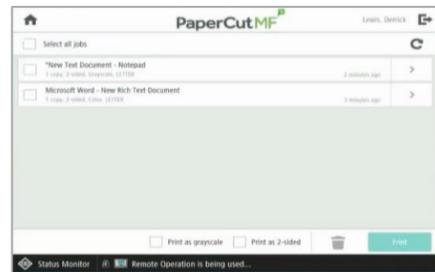
Tap your **Fordham ID** over the card reader or touch the **Username and Password** field to enter your Fordham Username and password and touch Log in.
Guests: Enter the Username and Password you created on Web Print.

PRINT

Touch **Print Release**.



Select the document(s) to be printed.



Touch **Print** to print your selected documents.

Print

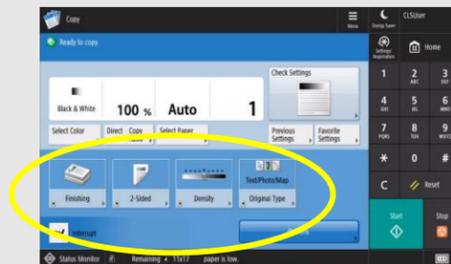
Documents are stored in your print queue for **10** hours.

COPY

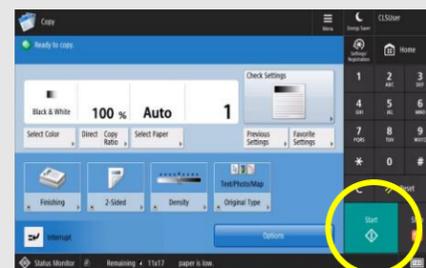
Touch **Access Device**.



Touch **Copy** and select the desired copy settings.



Touch the **Start** button.

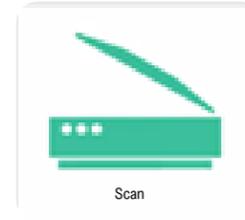


FINISH

Once the task is complete, touch  to end your session.

SCAN

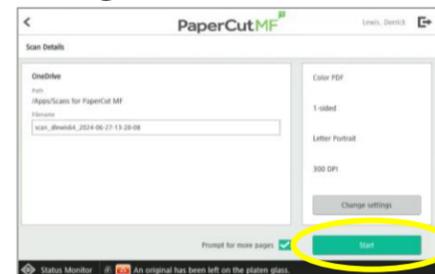
Touch **Scan**.



Touch the desired scan function.

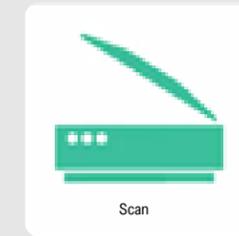


You can modify the file name or apply different scan settings. If not, touch **Start**.

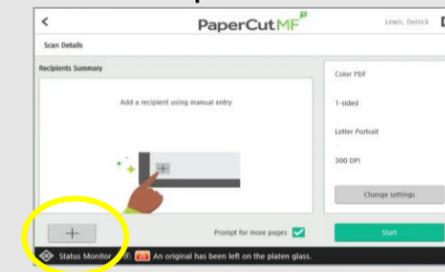


FAX

Touch **Scan**.



Touch **eFax**, then touch the **+** to add a recipient.



Enter the info, **add 1 before the number** in the fax number field, and touch **Add Recipient**.

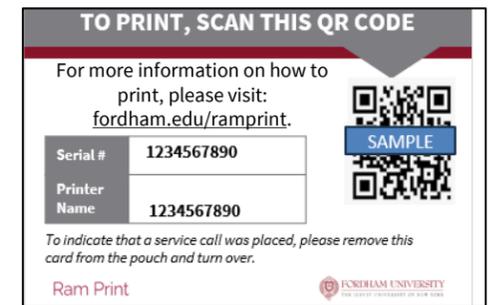


You can add additional recipients or apply different settings. If not, touch **Start**.

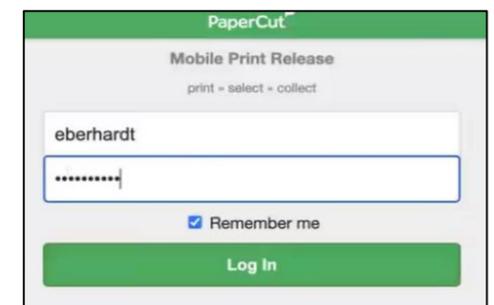
Start

RELEASE PRINT(S) AT THE DEVICE USING THE QR CODE:

Go to any Ram Print Device and scan the QR Code on the device identification label with your phone's camera.



Enter your Fordham Username and Password, then select Log In.
Guests: Log in with the Username and Password you created.



Select the Document(s) and touch **Release** to print.



QUICK REFERENCE GUIDE

HOW TO PRINT

For more information on how to print, please visit:
fordham.edu/ramprint.

Scan Here
To Visit: 



HOW TO PRINT

There are multiple ways to print to Ram Print:

Ram Print Costs

Print/Copy:
\$0.05 per black and white print.
\$0.25 per color print.

Scan: Free

1 Web Print

1. Go to print.fordham.edu.
2. Login with your **Fordham Username** and **Password**.
3. Click on **Web Print**.
4. Click on **Submit a Job** to upload a document.
5. Enter the number of copies.
6. Select an account (if prompted).
7. Upload your document(s) by clicking **Upload from Computer** or dragging and dropping your files.
8. Click on **Upload & Complete**.

2 FindMe Print Driver

1. From your document, select **FindMe** as your printer and click on **Print**.
2. If prompted, enter your *Fordham Username and Password* and select **Print**.

3 Via Email

1. Send your attachment(s) to print@fordham.edu from your Fordham email address.

GUEST PRINT

How to print to Ram Print as a Guest:

REGISTER FIRST

1. Go to print.fordham.edu.
2. Click on **New User**.
3. Enter your *name* and *email address*, then create a *Username* and *Password*.
4. Review the information and click **Login**.
5. You'll get an email with a link for verification.
6. Complete the verification process.

Note: This is only required once.

1 Web Print

1. Go to print.fordham.edu.
2. Login with the Username and Password you created.
3. Check your fund balance on the bottom left of the screen.
4. Click on **Submit a Job** to upload a document.
5. Enter the number of copies.
6. Upload your document(s) by clicking **Upload from Computer** or dragging and dropping your files.
7. Click on **Upload & Complete**.

2 FindMe Print Driver

1. From your document, select **FindMe** as your printer and click on **Print**.
2. If prompted, enter the *Username* and *Password* you created on Web Print.

3 Via Email

1. Send your attachment(s) via email to print@fordham.edu.

Need a Refund?

1. Go to print.fordham.edu and enter your *Fordham Username and Password* or your *Guest Username and Password* and click **Log in**.
2. Click on **Recent Print Jobs**.
3. Click on the **Request Refund** button for the document.
4. Please choose one of the following options:
 - Full Refund
 - Partial Refund (Please enter the amount required)
5. Provide the reason for your request.
6. Once completed, click **Send**.
7. The status of the document will change to **Refund Pending** once submitted.