

# Cloud On-Demand Print How to Register a File ①

Please follow the instructions below to register a file.

## How to Use From a Web Browser

### 1 Access the website.

From the browser of your computer or smartphone, access the indicated URL below.

<https://cloudodp.fujifilm.com/guestweb/>

※ Also accessible via QR code.

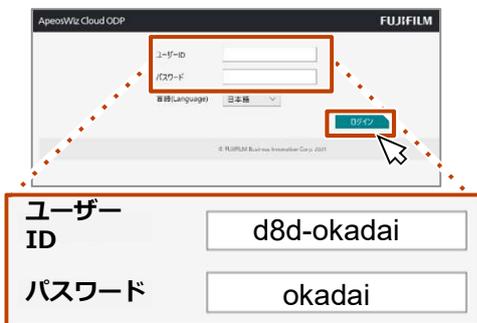


### 2 Enter User ID and Password.

The login screen for Cloud On-Demand Print will be shown. Enter your User ID and Password, then click "Login."

User ID: d8d-okadai

Password: okadai

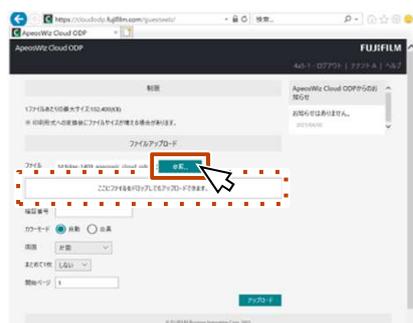


ユーザー ID	d8d-okadai
パスワード	okadai

### 3 Select a file.

Press "Browse" for a file and select the file you wish to upload.

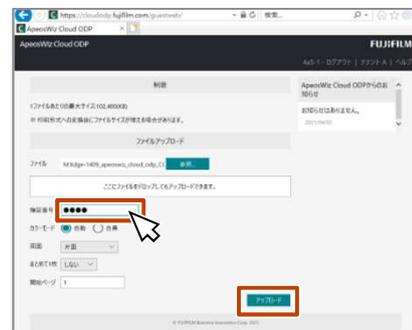
※ May also upload the file by dragging it to the drop area.



### 4 Set up a PIN code.

Enter a 4-digit PIN number, then press "Upload."

※ Please take note of your PIN number.



### 5 Confirm Print Reservation Number.

Confirm that the file has been uploaded. Note down the "Print Reservation Number."

※ Please note that once you close this screen, you will no longer be able to check your print reservation number.



# Cloud On-Demand Print How to Register a File ②-1

Please follow the instructions below to register a file.

## How to Use From the Print Tool for Windows® -1

### 1 Download the Print Tool.

Preparation of "Print Tool" (a printer driver exclusively for Cloud On-Demand Print)

Download URL :

[https://www.fujifilm.com/fb/download/software/cloud\\_ondemand\\_print](https://www.fujifilm.com/fb/download/software/cloud_ondemand_print)



Click "+Print Tool," then select and download the driver that is compatible with your Windows OS.

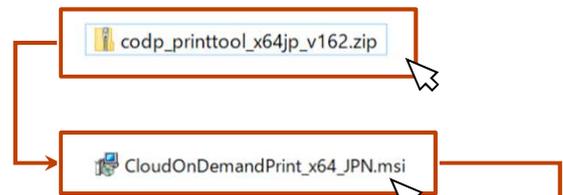


Click "I agree" for the license agreement and download the software.

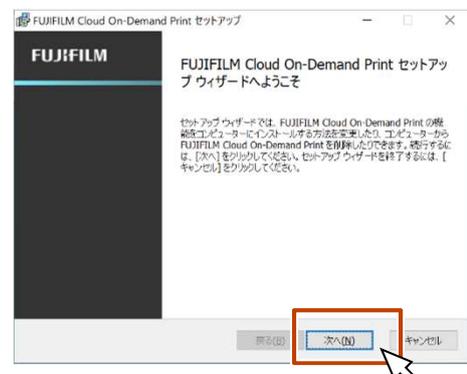


### 2 Install the Print Tool.

Double-click the downloaded file to open it.



Double-click "CloudOnDemandPrint\_x00\_JPN.msi" to launch the setup.



The setup wizard will be launched. Follow the instructions on the screen and select "Next," "I agree," "Next," "Install," and "Finish" to complete the installation. Proceed to "Finish."

After the installation is completed, you will be able to print the data by following the procedure described in the next section, "How to Use the Print Tool for Windows® -2."

# Cloud On-Demand Print How to Register a File ②-2

Please follow the instructions below to register a file.

## How to Use From the Print Tool for Windows® -2

Required for  
the first time  
only

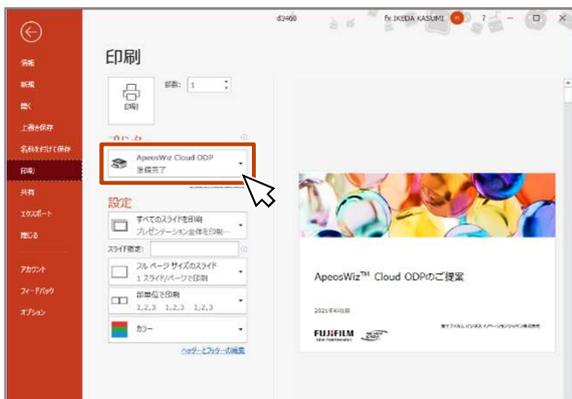
### 1 Print the file.

Open the file you wish to upload and select "Print" from the file menu.



### 2 Select print driver.

Click the "Cloud On-Demand Print Tool" from the "Printer" section on the screen, then proceed to print.



### 3 Set up user information.

Enter your "User ID" and "Password" as indicated in the red box below, then click "Remember User ID."

Click the "Remember Password and Tenant Name" checkbox.

※ This step is not required from the second time onward.

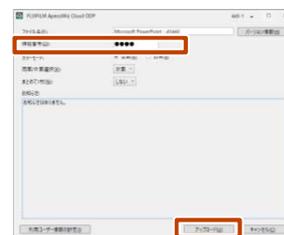


ユーザーID : d8d-okadai  
パスワード : okadai

### 4 Set up a PIN code.

Enter a 4-digit PIN number, then press "Upload."

※ Please take note of your PIN number.



### 5 Receive notification of upload completion.

A message will be displayed informing you that the file upload has been completed.

Click "Send message by e-mail" to send the reservation number to an email address of your choice.

※ Please take note of your print reservation number.

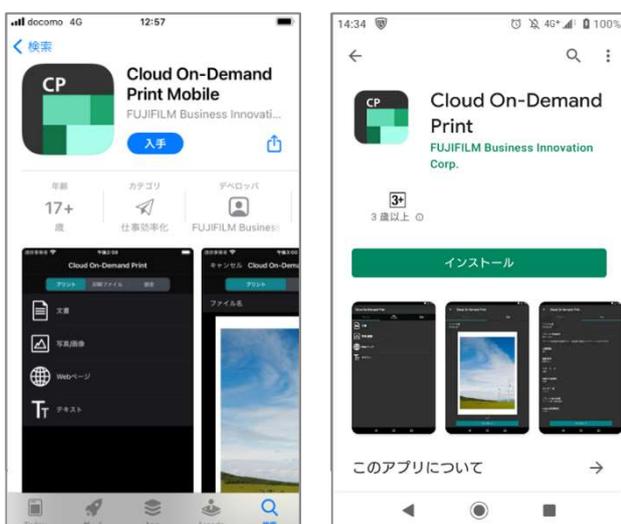
# Cloud On-Demand Print How to Register a File ③

Please follow the instructions below to register a file.

## How to Use From a Smartphone/Tablet

### 1 Download the application.

Open the file you wish to upload, then select "Print" from the file menu.



#### If using an iOS device

From the App Store, search for the "Cloud On-Demand Print" application.



#### If using an Android device

From Google Play™, search for the [Cloud On-Demand Print] application.



### 2 Enter User ID and Password.

For the first activation, enter your user ID and password.

User ID: d8d-okadai

Password: okadai



### 3 Select a tenant.

Confirm the tenant name, then click "Save."



### 4 Now, let's use it!



# Cloud On-Demand Print How to Operate on a Multifunction Printer

After registering the file, please follow the steps below to print.

## Multifunction Printer (MFP) Operation Screen

### 1 Go to the Menu Screen.

From the menu screen of the MFP, press "Cloud On-Demand Print."



### 2 Enter Print Reservation Number.

Enter your print reservation number, then press "Confirm."



### 3 Enter PIN code.

Enter your PIN (4-digit number), then press "Confirm."



### 4 Confirm the thumbnail.

Confirm the name and image of the document to be printed, then press "Print Settings."



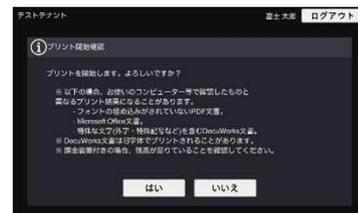
### 5 Go to the Print Settings of the Document.

The [File Print] screen will appear. Set each item as needed, then press "Print."



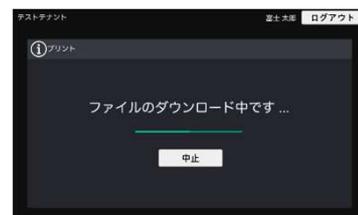
### 6 Confirm to start printing.

Press "Yes." Press "No" to return to the file confirmation screen.



### 7 Download the File.

Download the file and the printing process will begin.



### 8 Confirm the printing completion.

Confirm the printed document, then press [Delete] or [Do not delete] for the print data in the cloud.

