

Programming and Activating User Codes



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If you wish to setup user codes to restrict copying only on your MFD, follow steps 1&2. If you wish to restrict printing also, follow the steps in the sections highlighted in light grey.

Note, that you will need to enter the user codes in your printer driver to print. Please be aware that secure print is a separate feature called 'Locked Print' and has no link to user codes whatsoever.

STEP 1: Programming User Codes (COPIER).....Page 3

Explains how to add user code accounts to the device address book to restrict individual access to the copier function. This includes naming the account, adding a code and choosing whether users have access to colour.

Only if you wish to restrict printing. (Otherwise, go to step 2.)

Programming User Codes (PRINTER).....Page 6

Details how to add printing to a user code account.

Adding a User Code into the Printer Driver.....Page 7

*Shows how to add a user code into printing preferences as a **default setting** to enable monitoring of printing.*

STEP 2: Activating User Codes (COPIER).....Page 10

Explains how to turn on the user code login prompt to require users to login before they can use the copier function.

Only if you wish to restrict printing.

Activating User Codes (PRINTER).....Page 13

*Shows how to add a user code into printing preferences as a **de***

Printing Counter Readings.....Page 14

Shows how to print counter readings to give an accurate breakdown of copy/print/scan/fax usage for each individual code.

Troubleshooting.....Page 16



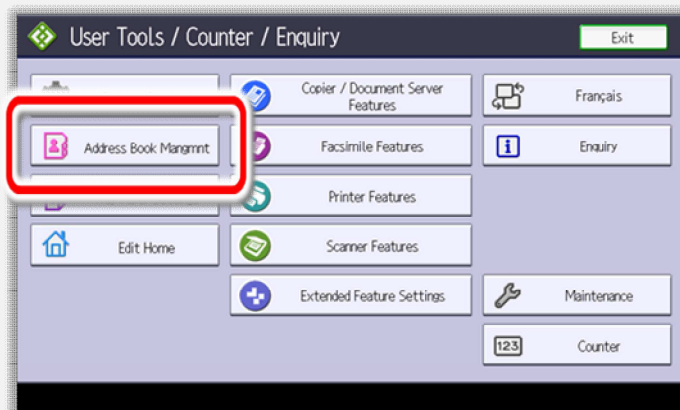
1

**Press the
[User Tools]
button**



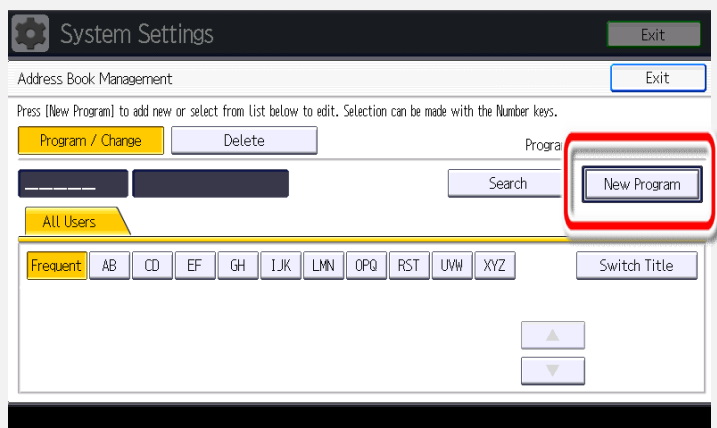
2

**Select
'Address
Book
Management'**



3

**Select 'New
Program'**





4

**Select
'Change'. Use
the keypad to
enter a name
for the user
and then
select 'OK'**

The screenshot shows the 'System Settings' screen with the 'Program / Change Address Book' menu. The 'Names' tab is selected. The 'Change' button for the 'Name' field is highlighted with a red box. The 'Registration No.' is 00024. The 'Select Title' section shows three titles with a keypad for each.

5

**Select
'Auth. Info'**

The screenshot shows the 'System Settings' screen with the 'Auth. Info' tab highlighted with a red box. The 'Registration No.' is 00024. The 'Select Title' section shows three titles with a keypad for each.

6

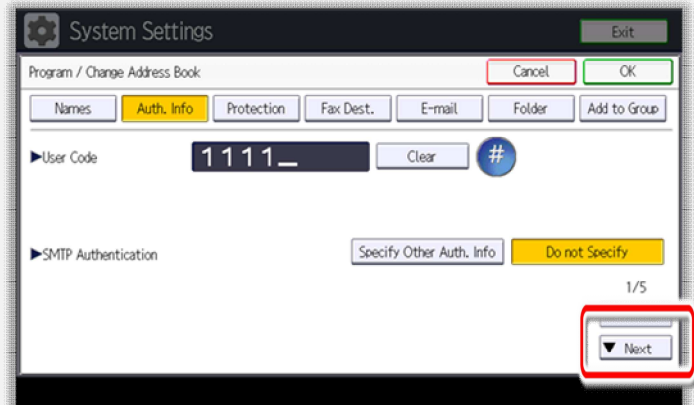
**Enter a
number for
your user
code and then
press '#'**

The screenshot shows the 'System Settings' screen with the 'Auth. Info' tab selected. The 'User Code' field is 1111. The '#' button is highlighted with a red box. The 'SMTP Authentication' section shows 'Specify Other Auth. Info' and 'Do not Specify' buttons. The 'Previous' and 'Next' buttons are at the bottom right.



7

Select 'Next'
until page 4/5

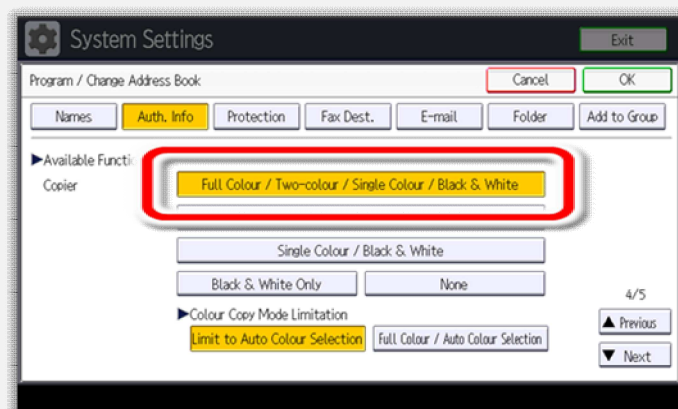


8

To allow full
access to the
copier, select
'Full Colour/Two
Colour/Single Col-
our/Black&White'.

OPTIONAL

Select 'Black & White
Only' for users with no
colour privileges.

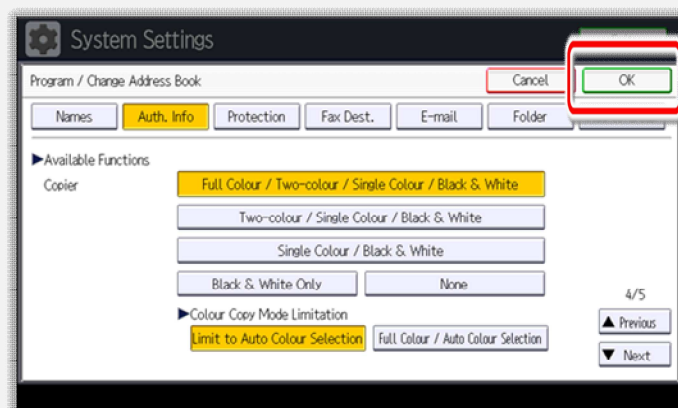


9

Go to next
page to allow
printing

OR

Select 'OK' to
finish

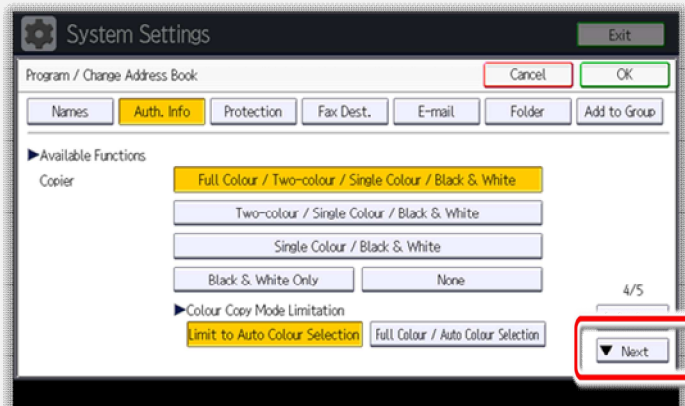




If only restricting copying, please skip to page 10

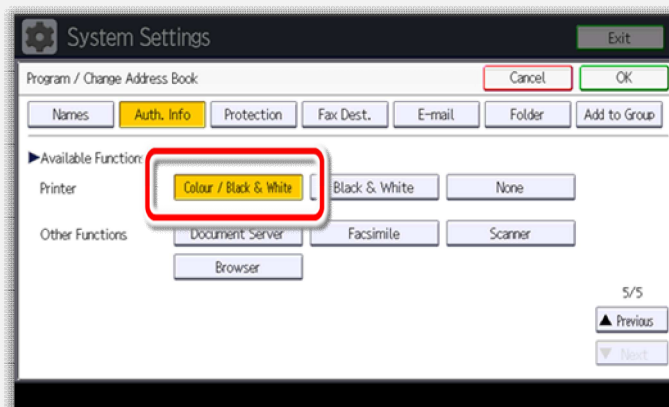
1

**To allow
printing,
Select
'Next'**



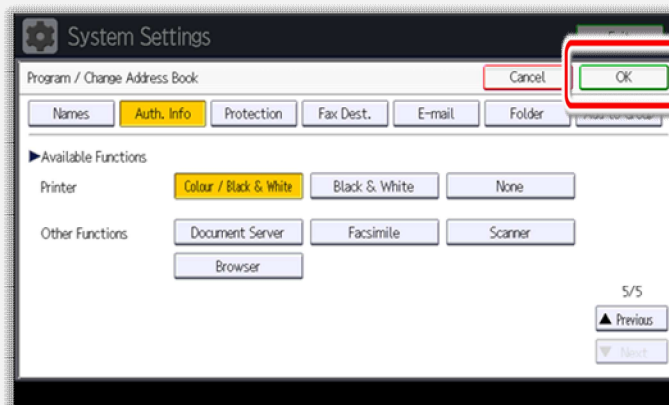
2

**Select
'Colour/Black
& White'**



3

**Select 'OK' to
finish.**





If only restricting copying, please skip to page 10

1

**Click on the
start menu
button.**



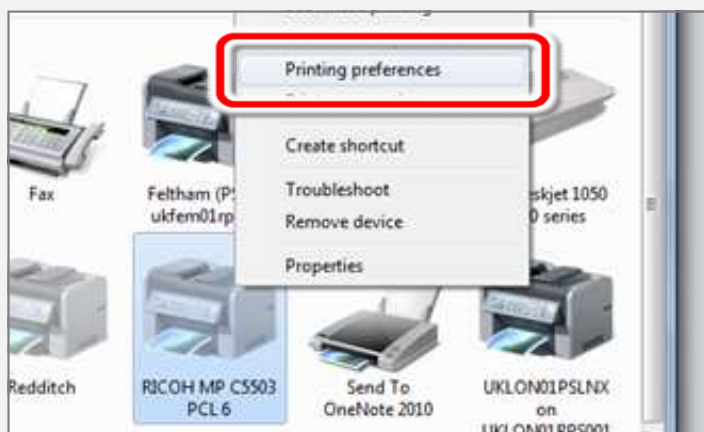
2

**Select
'Devices &
Printers'**



3

**You will see a
list of printers.
Right click on
the Ricoh MFD.
Select 'Printing
Preferences'**

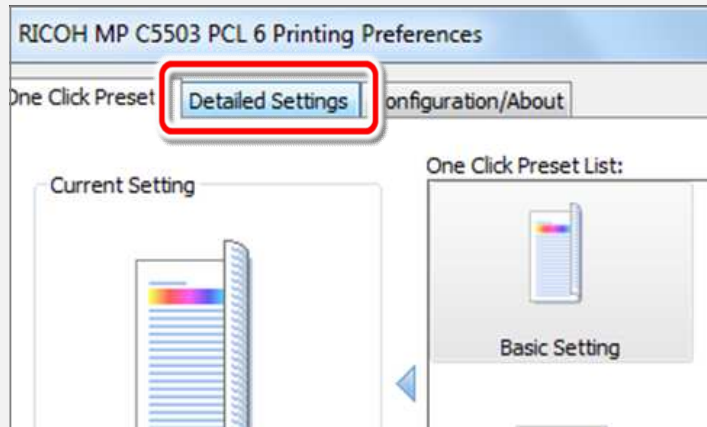




If only restricting copying, please skip to page 10

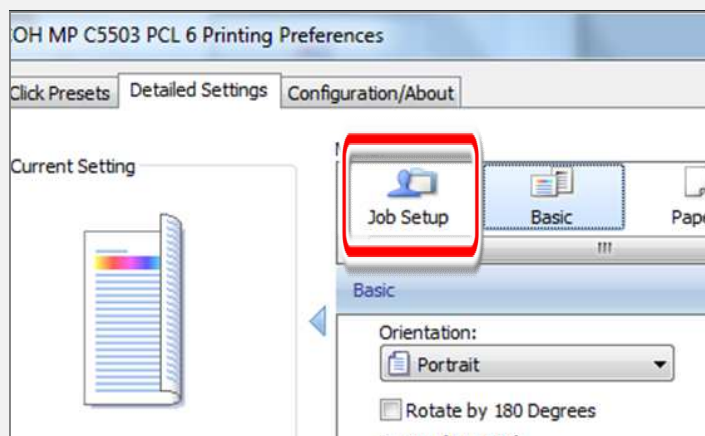
4

**Select
'Detailed
Settings'**



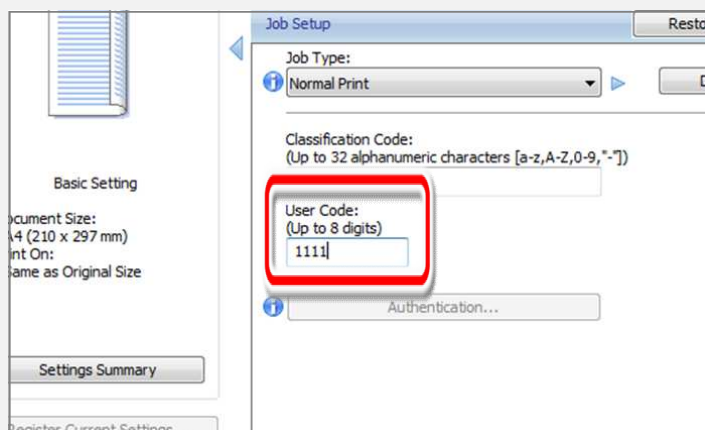
5

**Then
'Job Setup'**



6

**Enter your
user code into
the 'User
Code' field**





If only restricting copying, please skip to page 10

7

Select 'Apply'

8

Then 'OK'.

The user code will now be set as default in your printer driver. Whenever you print, the number of pages, and whether it's colour/mono, will be recorded under your user code.



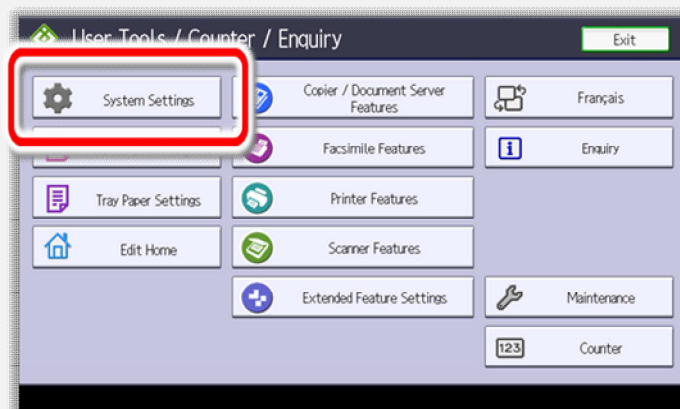
1

**Press the
[User Tools]
button**



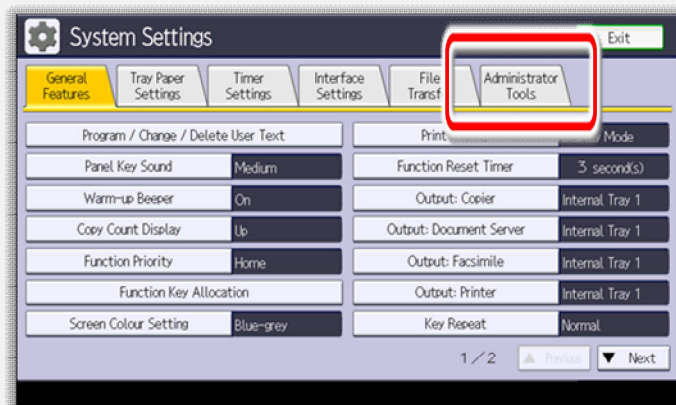
2

**Select
'System
Settings'**



3

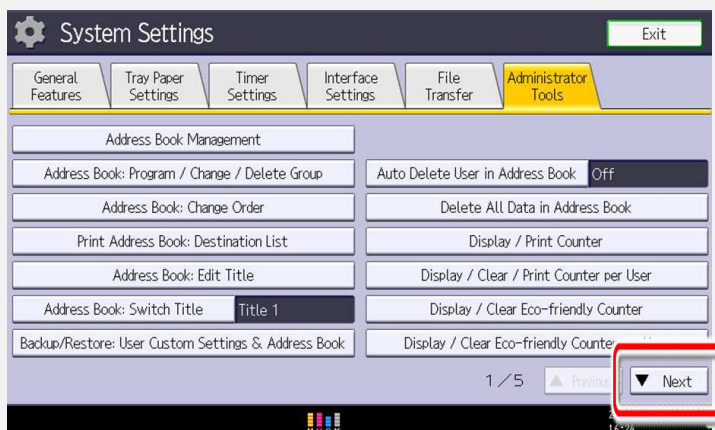
**Select
'Administrator
Tools'**





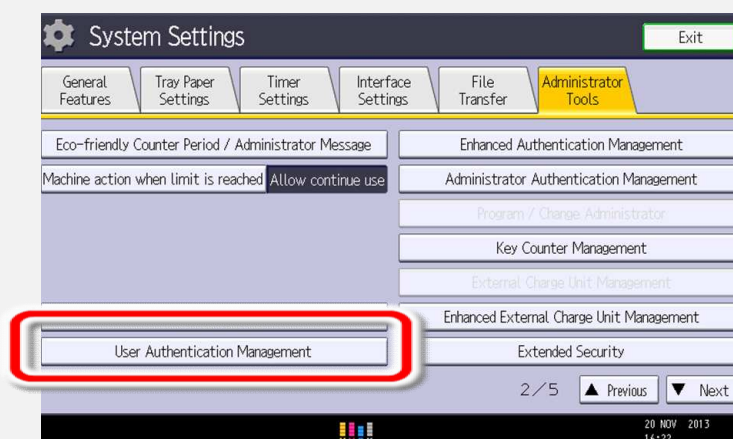
4

Select 'Next'



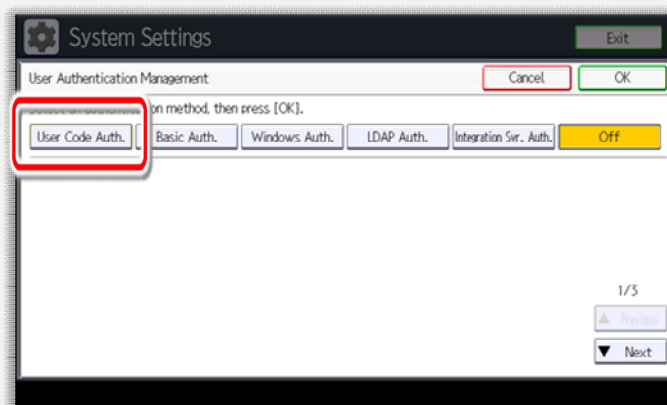
5

Select
'User
Authentication
Management'



6

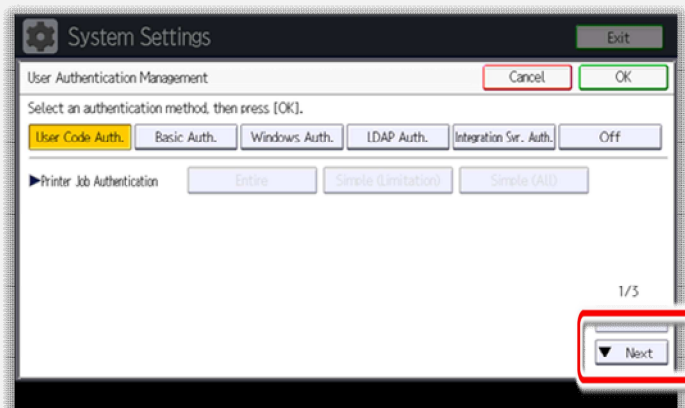
Select 'User
Code Auth.'





7

Select 'Next'
until page 2/3

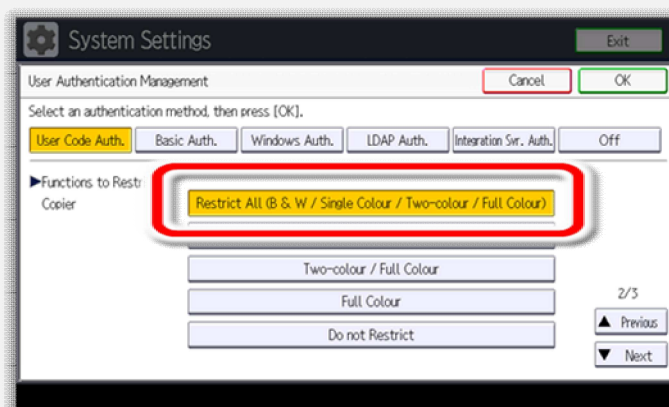


8

**To restrict all
access to the copier,
select 'Restrict All
(B&W/Single Colour/
Two-Colour/Full
Colour)'**

OPTIONAL

**Select 'Full Colour' to
only restrict colour
copying.**

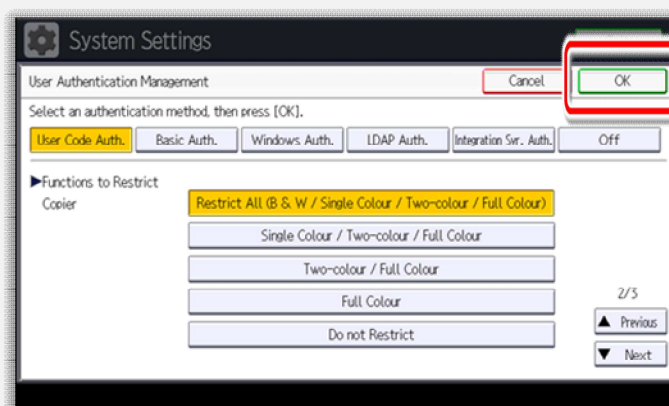


9

**Go to next
page to restrict
printing**

OR

**Select 'OK' to
finish**

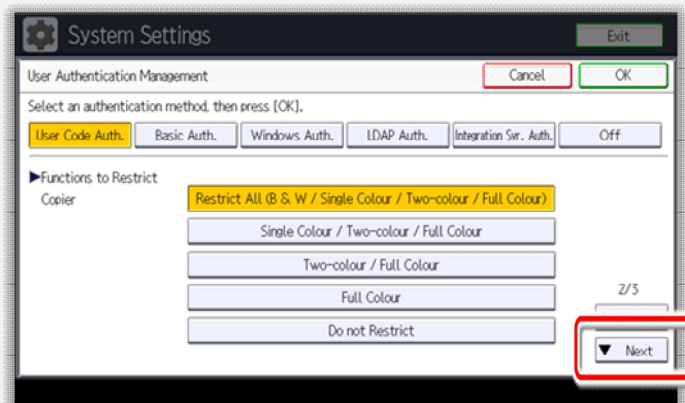




If only restricting copying, please skip this section

1

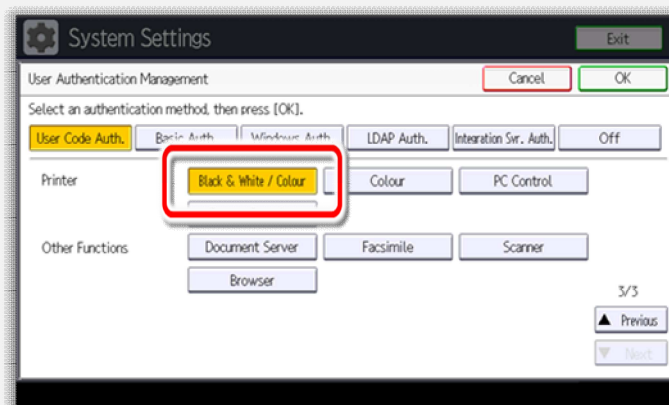
To restrict printing, select 'Next' until page 3/3



2

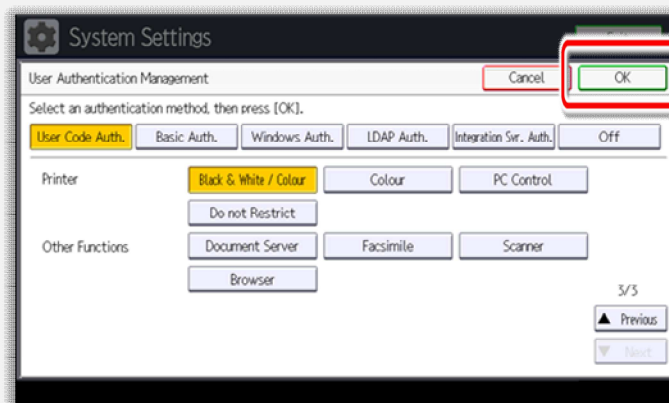
Select 'Black & White/Colour'

OPTIONAL
Select 'Colour' to only restrict colour printing.



3

Select 'OK' to finish.





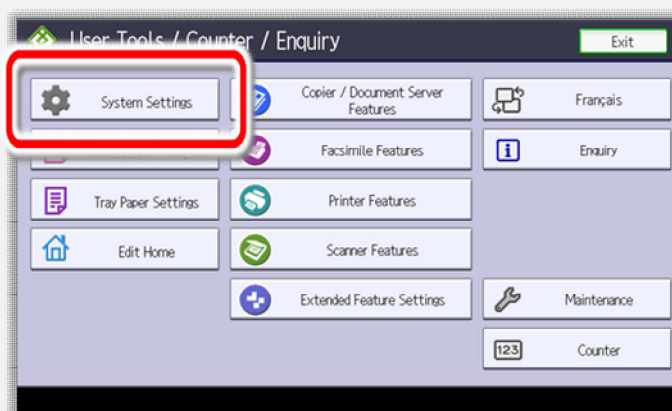
1

**Press the
[User Tools]
button**



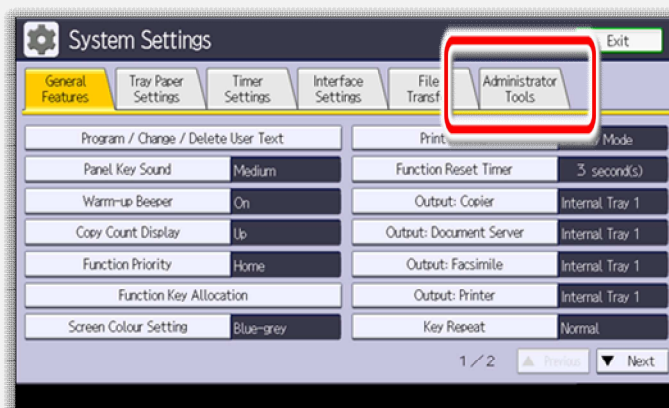
2

**Select
'System
Settings'**



3

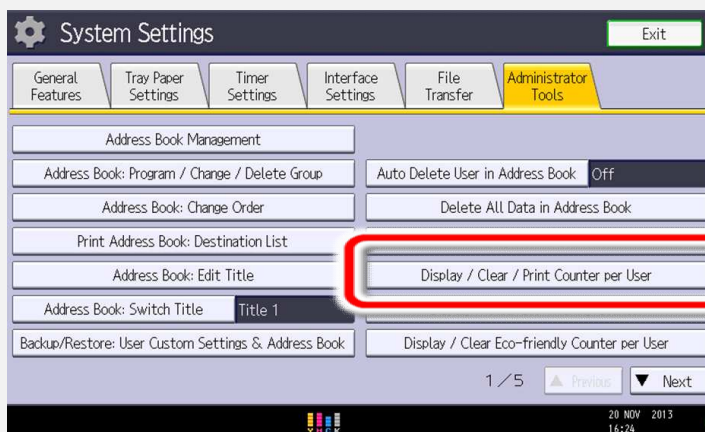
**Select
'Administrator
Tools'**





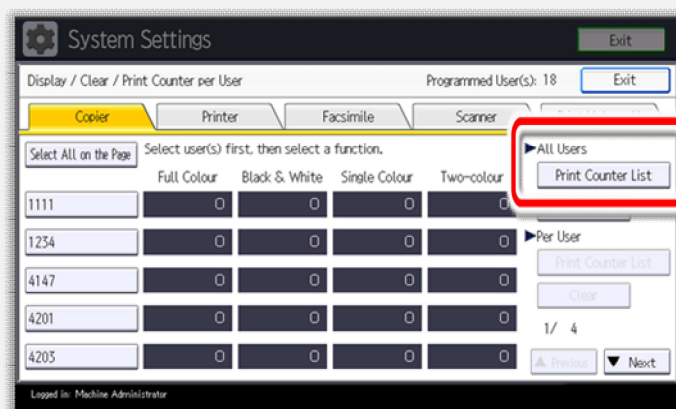
4

**Select
'Display/
Clear/Print
Counter per
User'**



5

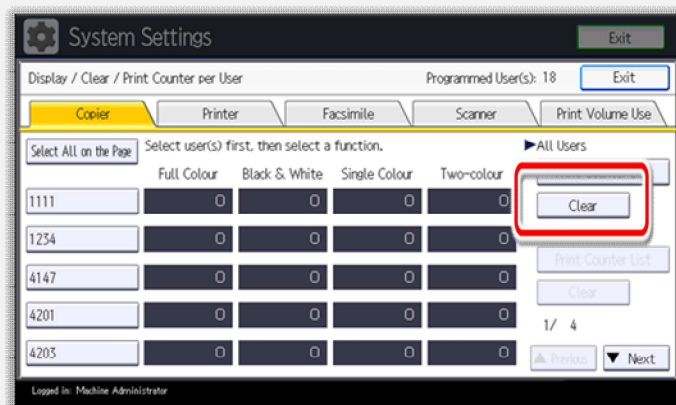
**Select
'Print Counter
List' to print
out a list**



6

OPTIONAL

**Select 'Clear'
to reset
counters back
to zero.**





Why can't I see the user codes when I go into the Address Book?

Administrator login may have been activated. Press the [C]/123] button. There will be a 'Login' option at the top left of the screen for you to select. The standard login details are Username: 'admin'. With no password. Once you have entered these details, carry on as normal. Don't forget to 'Logout' when you are finished.

Why can't I use the 'Full Colour' option on the MFD?

'Limit to Auto Colour' is selected (see Page 5, step 8). Using 'Auto Select' on the screen will still allow colour copying. This mode automatically uses Black toner when it registers a black and white page.

How do I set up a Black & White Only code?

Use the 'Black & White Only' option (see Page 5, step 8).

How do I allow access to black & white copying, but require a user code for colour?

Use the 'Full Colour' option in the authentication settings (See Page 12, step 8).

A user code that I have registered is not working.

Check the available functions for that code. (See Page 5, step 8). Check that the '#' key has been pressed. (see Page 4, step 6). If it hasn't there will be no user code showing in the account.

It was working, but now my print jobs have stopped printing from the MFD!

Check the code is still in the printer driver settings. Your IT provider may not allow you to set your own printing defaults. You will have to type this in each time you print. (see Printer Driver editor tool section)

Printer Driver Editor Tool.

Enables IT support to customise the Printer Driver. A user code 'pop-up' field can be enabled to appear when a user prints, prompting them to enter their user code each time.

http://support.ricoh.com/html_gen/util/PDE/PDE.html

Web Image Monitor

Enter the IP address of the device in internet explorer to access the Address Book remotely and view and amend your user codes.

