

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. The steps in the sections highlighted in light grey are for printing only.

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 CodesPage 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 allowing the user to print with a user code. Ignore step 11 if you don't wish restrict/monitor printing.

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 CodesPage 10

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

If you wish to restrict/monitor printing

See Step 8 on page 12. Turning on the setting will monitor printing using the user code entered in the printer driver. (See Adding A User Code into the Printer Driver) It will also reject print jobs unless the users input their correct user code into their printer driver properties.

Printing Counter Readings.....Page 13

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

Troubleshooting.....Page 15



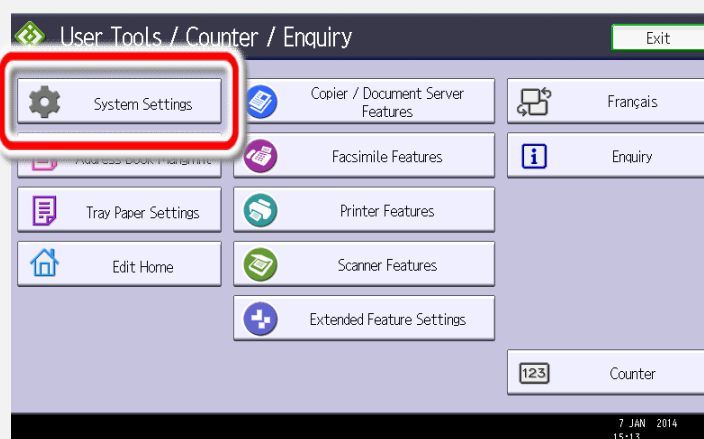
1

**Press the
[User Tools]
button**



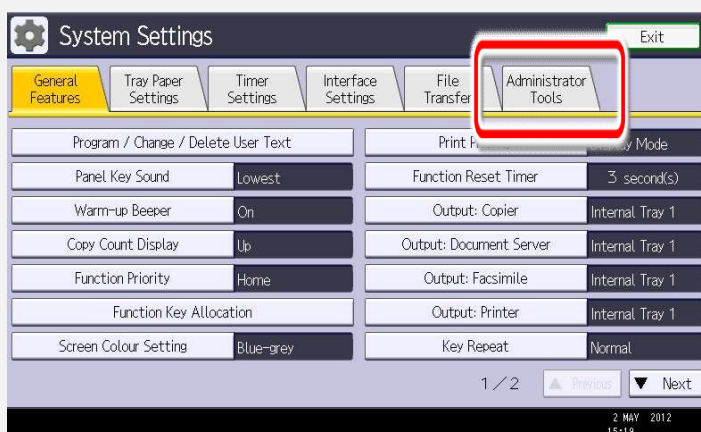
2

**Select
'System
Settings'**



3

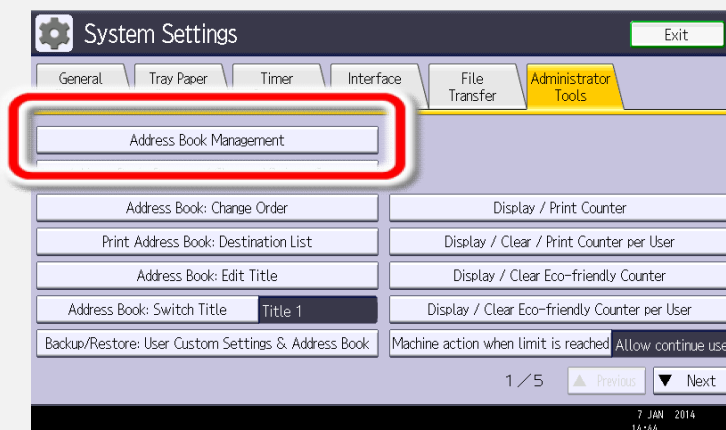
**Select
'Administrator
Tools'**





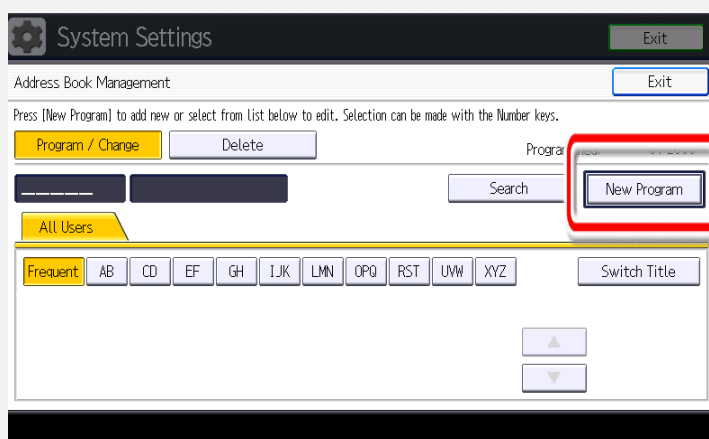
4

**Select
'Address
Book
Management'**



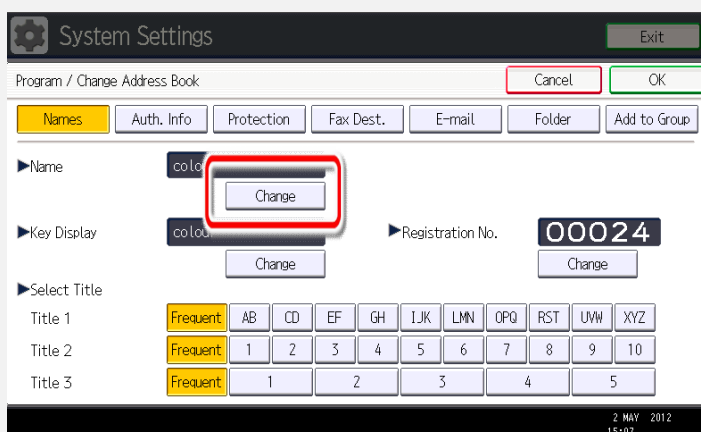
5

**Select 'New
Program'**



6

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



7

**Select
'Auth. Info'**

The screenshot shows the 'System Settings' application. At the top, there is a title bar with a gear icon and the text 'System Settings'. Below the title bar, there is a navigation bar with the text 'Program / Ch...' and a 'Cancel' button. The main content area is divided into several sections. The first section is 'Names', which contains a 'Auth. Info' tab highlighted with a red box. Below this, there are sections for 'Name', 'Key Display', and 'Select Title'. The 'Name' section has a 'co lour' label and a 'Change' button. The 'Key Display' section has a 'co lour' label and a 'Change' button. The 'Select Title' section has three rows of labels: 'Title 1', 'Title 2', and 'Title 3'. Each row has a 'Frequent' label and a grid of buttons. The 'Title 1' row has buttons for 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', 'OPQ', 'RST', 'UVW', and 'XYZ'. The 'Title 2' row has buttons for '1', '2', '3', '4', '5', '6', '7', '8', '9', and '10'. The 'Title 3' row has buttons for '1', '2', '3', '4', and '5'. On the right side of the screen, there is a 'Registration No.' section with a '00024' label and a 'Change' button. At the bottom of the screen, there is a status bar with the date '2 MAY 2012' and the time '15:07'.

8

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

The screenshot displays the 'System Settings' application window. The title bar includes a gear icon and the text 'System Settings', with an 'Exit' button on the right. The main content area is titled 'Program / Change Address Book'. Below this title, there are several tabs: 'Names', 'Auth. Info' (highlighted in yellow), 'Protection', 'Fax Dest.', 'E-mail', 'Folder', and 'Add to Group'. In the 'Auth. Info' section, there is a 'User Code' field with a dark grey input box and a 'Clear' button. A red rectangular box is drawn around a blue circular button with a white '#' symbol, which is located to the right of the 'User Code' field. Below the 'User Code' field, there is a section for 'SMTP Authentication' with two buttons: 'Specify Other Auth. Info' and 'Do not Specify' (highlighted in yellow). At the bottom right, there are navigation buttons labeled '1/3', 'Previous', and 'Next'. The bottom status bar shows the date '7 JAN 2014' and the time '14:52'.

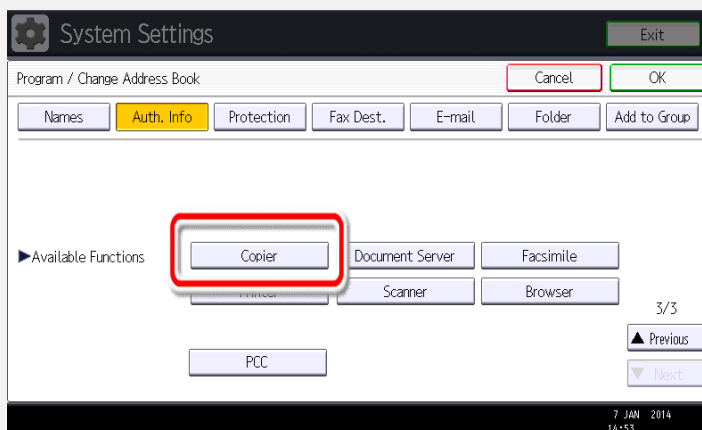
9

Select 'Next'
until page 3/3



10

**Select
'Copier'**

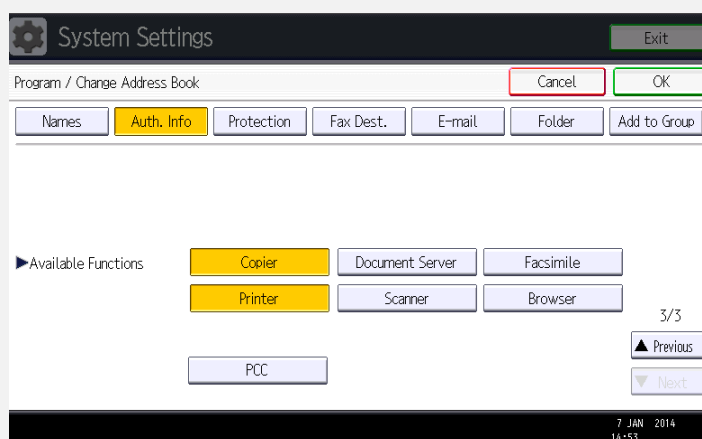


11

**Go to Step 9
to finish**

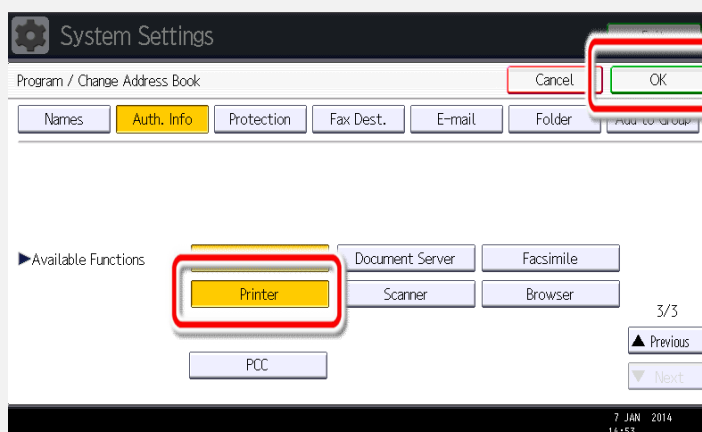
OR

**Select
'Printer' to
add printing**



12

and then 'OK'





If only restricting copying, please skip to page 10

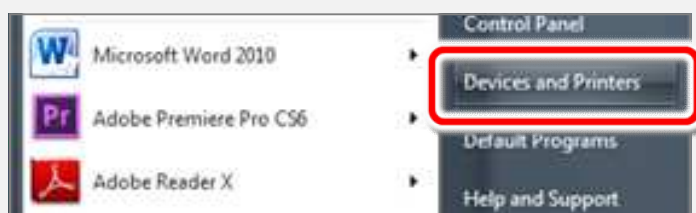
1

**Click on the
start menu
button.**



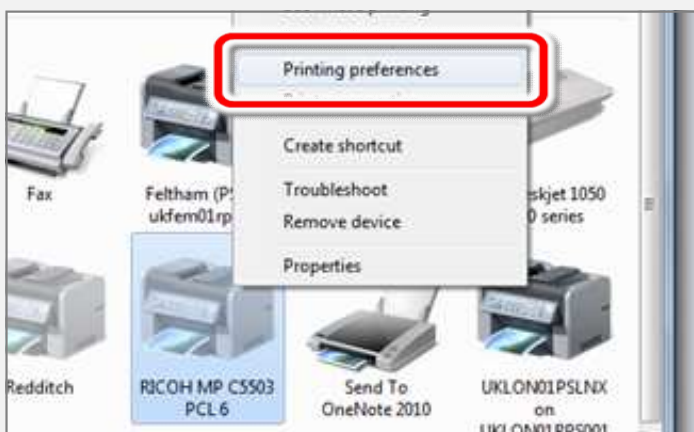
2

**Select
'Devices &
Printers'**



3

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

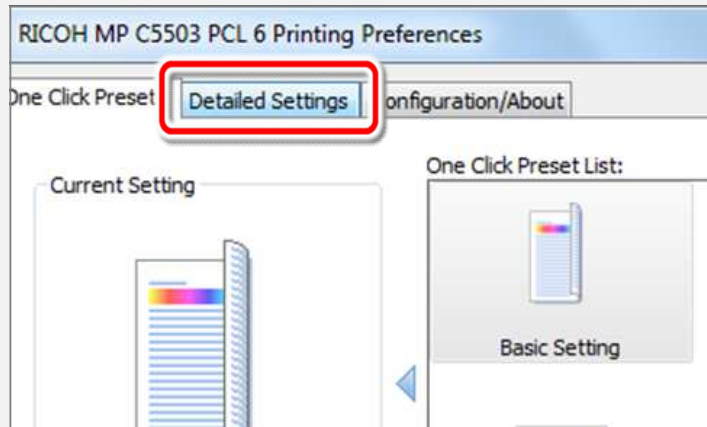




If only restricting copying, please skip to page 10

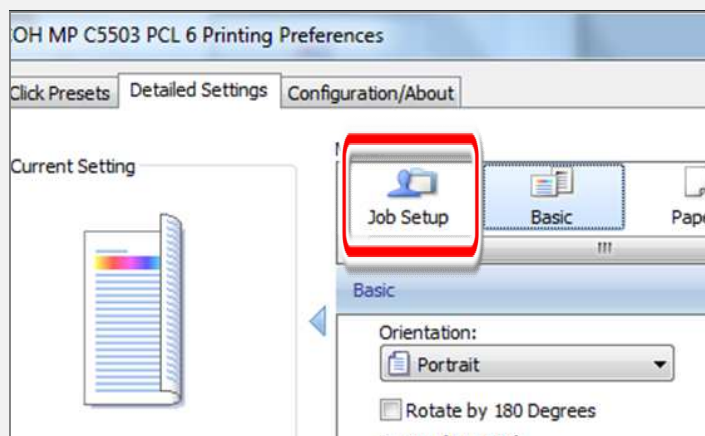
4

**Select
'Detailed
Settings'**



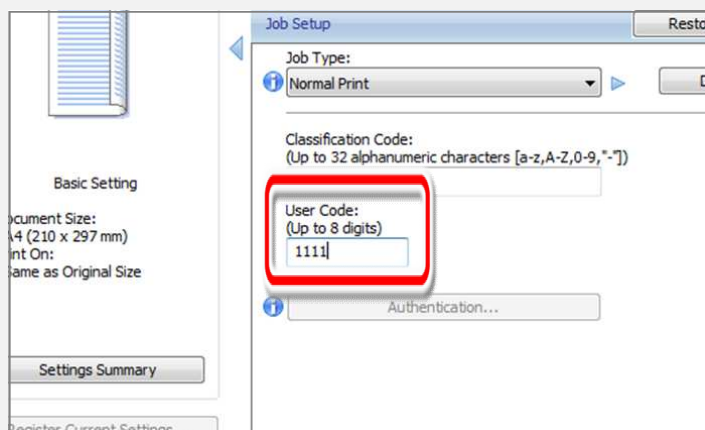
5

**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'

(Up to 8 digits)
1111|

Authentication...

OK Cancel **Apply**

8

Then 'OK'.

(Up to 8 digits)
1111|

Authentication...

OK Cancel Apply

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.

Classification Code:
(Up to 32 alphanumeric characters [a-z,A-Z,0-9])

User Code:
(Up to 8 digits)
1111|

i Authentication...

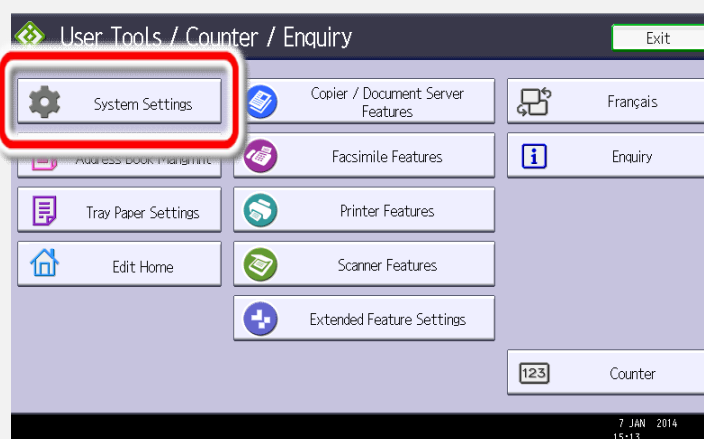
1

**Press the
[User Tools]
button**



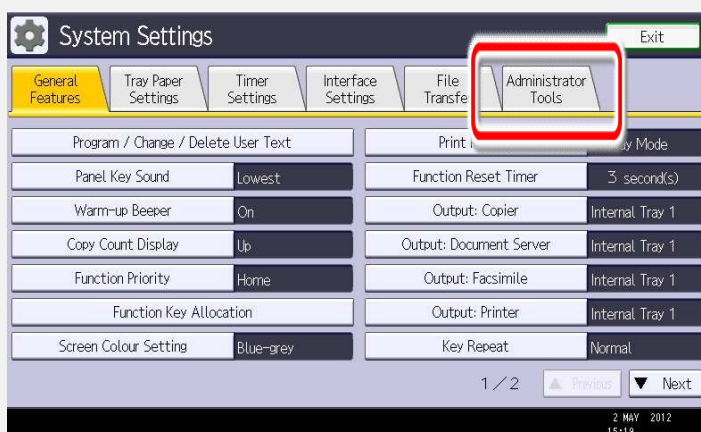
2

**Select
'System
Settings'**



3

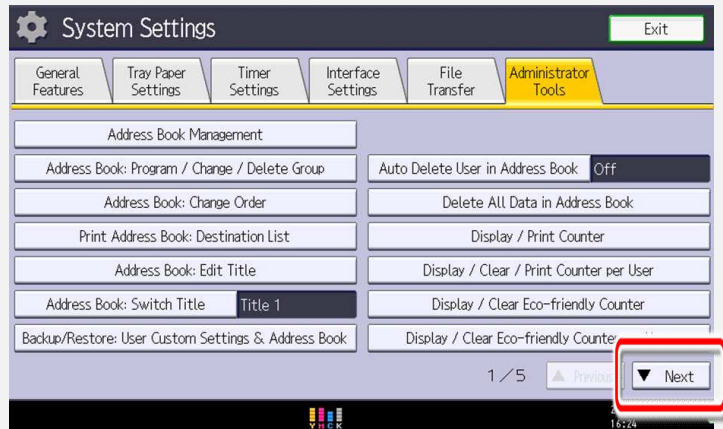
**Select
'Administrator
Tools'**





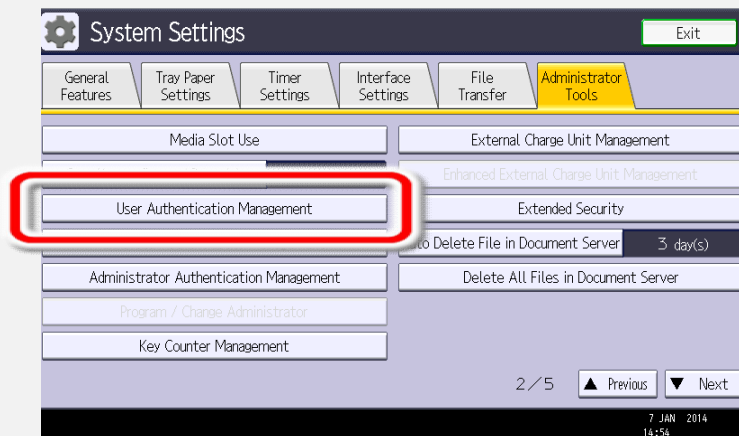
4

Select 'Next'



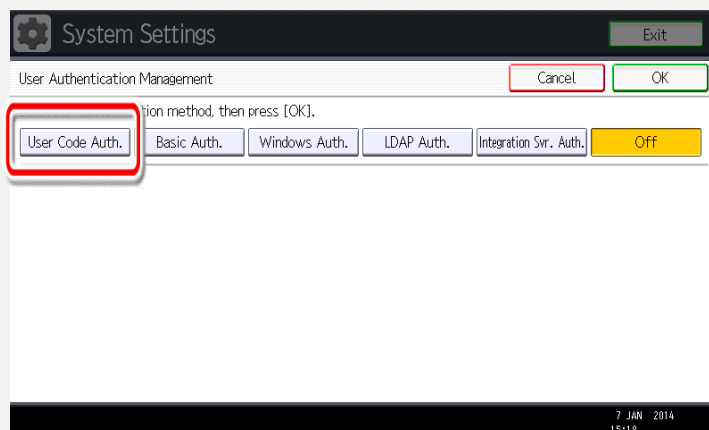
5

Select
'User
Authentication
Management'



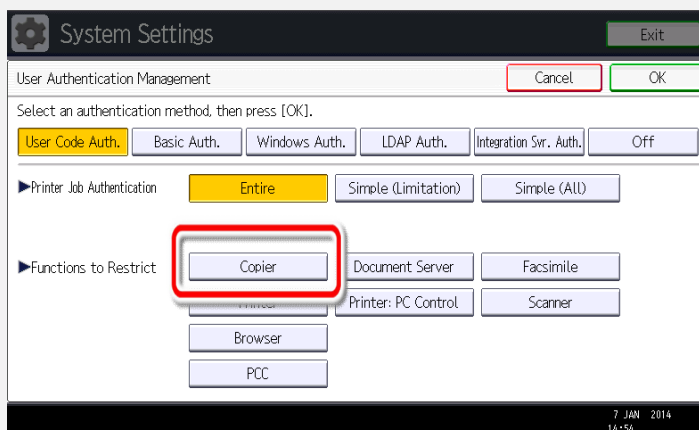
6

Select 'User
Code Auth.'



7

**Select
'Copier'**

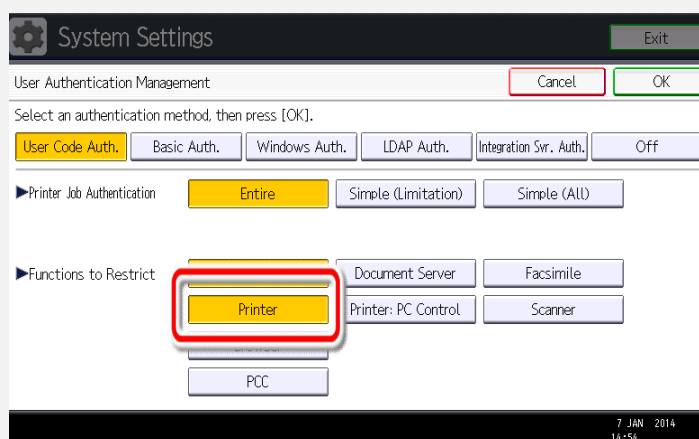


8

**Go to Step 9 to
finish**

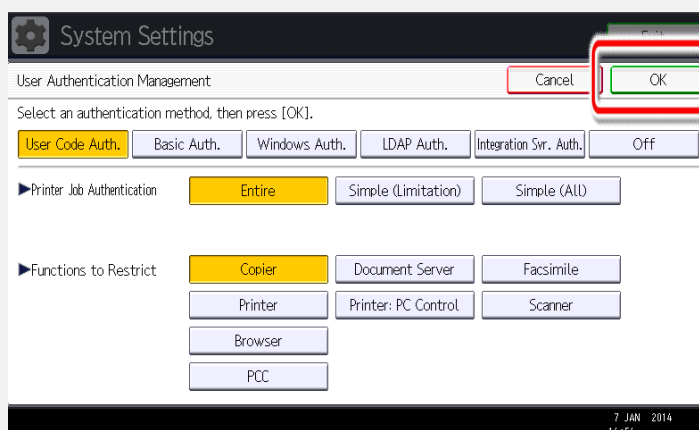
OR

**Select 'Printer'
to add printing**



9

**Select 'OK' to
finish**





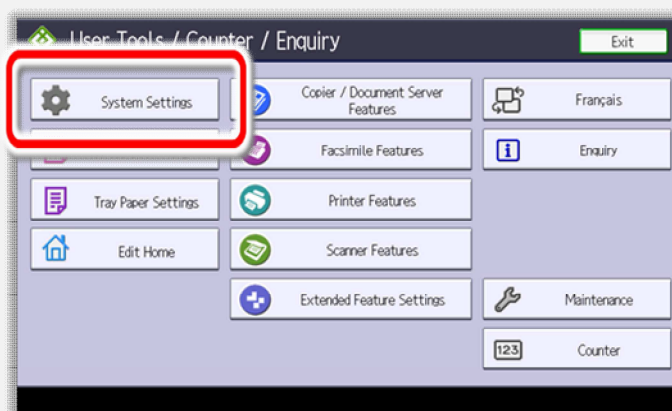
1

**Press the
[User Tools]
button**



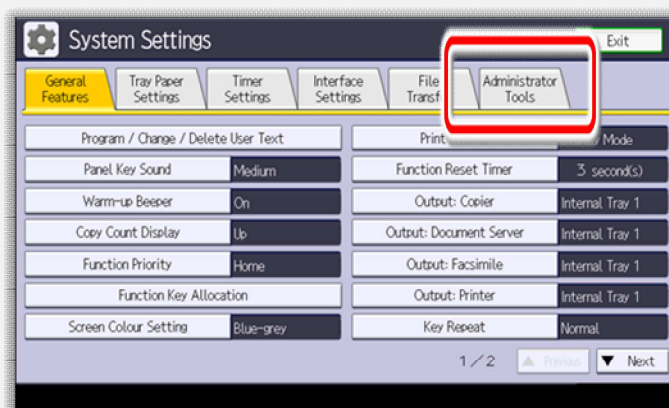
2

**Select
'System
Settings'**



3

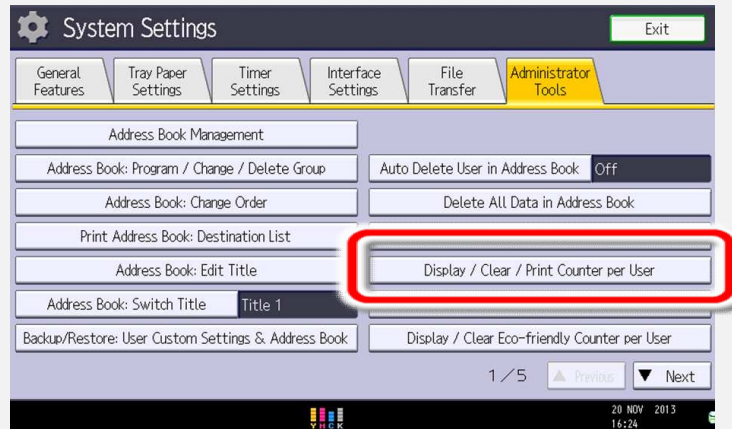
**Select
'Administrator
Tools'**





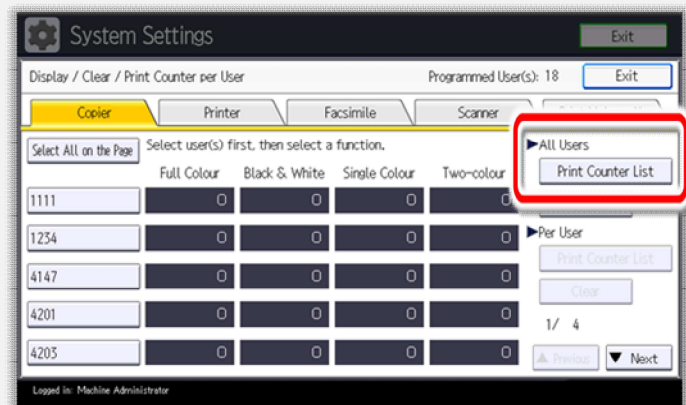
4

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



5

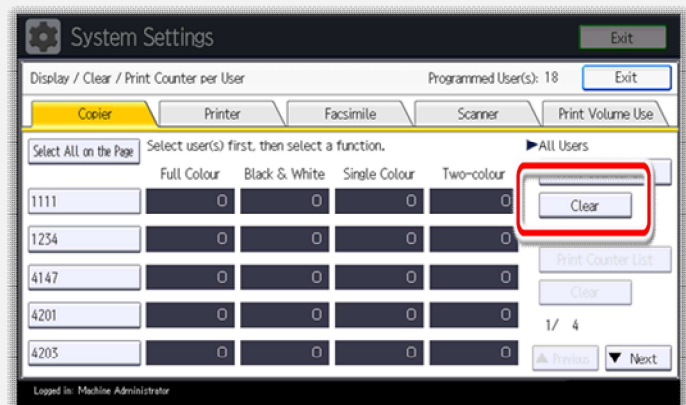
**Select
'Print Counter
List' to print
out a list**



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.

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)

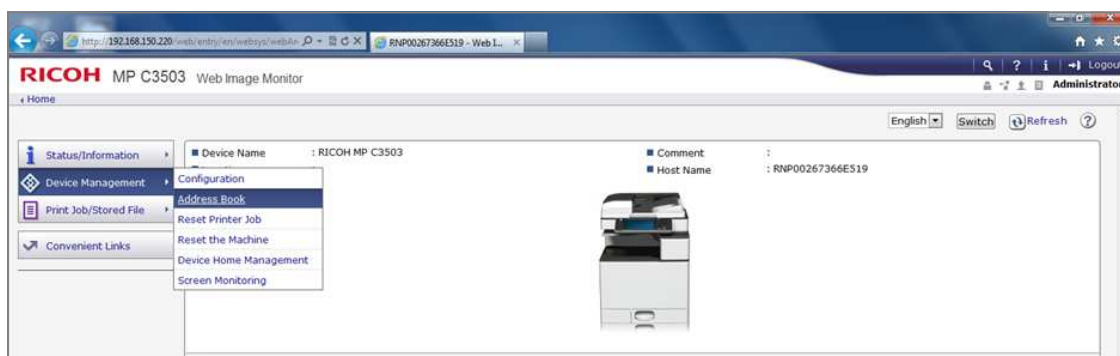
Printer Driver Editor Tool.

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.





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