Configuring a Ricoh Multi-Function Device

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2 DOCUMENT HISTORY

2.1 DOCUMENT LOCATION

This document can be accessed from the following location:

http://its.exeter.ac.uk/desktop-support/internal-documents/DS020-ConfiguringRicohMFD-v1.0.pdf

2.2 REVISION HISTORY

The latest revision can be found at the top of the list:

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2.3 APPROVALS

This document requires the following approvals:

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3 INTRODUCTION

This document details the recommended procedures Desktop Support should follow when configuring a new Ricoh Multi-Function Device (MFD).

Note: All instructions are based on the Ricoh 5500 MP and Ricoh 6500 MP, comments have been added for the C2800. To look at the settings on a C2800 in CAP, go to 144.173.9.14. Instructions may vary on other Ricoh MFD’s

4 SETTING THE DEVICE UP ON ACTIVE DIRECTORY

DST should follow the procedures outlined in DS003 for getting the device set up on AD. To obtain the Mac address, at the device press the Tools/Counter button at the top left of the control panel. Press System Settings on the touch screen. Press the Interface Settings tab and then press Machine IPv4 Address. The Mac address is displayed on the right side of the screen.

5 CONFIGURING WEB IMAGE MONITOR

5.1 LOGGING IN

Type the IP address of the device in the address field of a web browser and search. When the Web Image Monitor screen loads click on the login link in the top right corner. New Ricoh MFD’s have a default login of:

User Name: admin
Password: *blank*

Once logged in you will get access to the devices Address Book and a more extensive Configuration menu.

5.2 CONFIGURATION

Click on the Configuration link on the left side of the screen. A new screen will appear with any number of links under various headings. Click on the links to configure the settings. The following are the recommended changes to be made.

5.2.1 Device Settings

5.2.1.1 Date/Time

Ensure the Set Date is correct. Change the Time Zone to GMT +0 and change the Set Time accordingly and check the Apply box (i.e. if GMT +1, set time to one hour in front when resetting GMT to +0). The device will ask you to confirm a system reset when applying these settings.
5.2.1.2 **Timer**

Change the *Weekly Timer* settings to *Power On* at 07:00 and *Power Off* at 20:00 for each day of the week.

**Rico C2800** – has Timeout features so don’t need to do this.

5.2.1.3 **Email**

Change the following settings:

- **Administrator Email Address:** Ideally this should be the email address of the liaison for that school or service
- **Reception Protocol:** Change to *SMTP*
- **Max. Reception Email Size:** Change to **50Mb** (maximum possible)
- **SMTP Server Name:** Enter *mail.ex.ac.uk*
- **SMTP Auth. Email Address:** Enter your email address
- **SMTP Auth. User Name:** Enter your user name
- **SMTP Auth. Password:** Click on *Change* and enter your password and confirm
- **Email Notification Email Address:** Enter the email address of the liaison
- **Receive Email Notification:** Check the *On* radio button

5.2.1.4 **User Authentication Management**

If you want Authenticated access to device, against *User Authentication Management*, select *User Code*

*User Code Authentication Settings*, check the *Scanner* box next to *Other Function(s)*.

5.2.1.5 **Program/Change Administrator**

Change the administrator login details for the device if required. Under *Administrator 1*, change *Login User Name* and *Login Password*. Ensure any administrators within the school or service who need admin access to the device are aware of the changes.

5.2.2 **Printer**

5.2.2.1 **Basic Settings**

Change *Duplex* to *Long Edge Bind*.

6 **CONFIGURING THE DEVICE**

A small amount of configuration at the device itself is required. Press the *Tools/Counter* button at the top left of the control panel. Press *Scanner Features* on the touch screen. Press the *Send Settings* tab on the touch screen. Change the *Max. Email Size* setting to *Off*. 
7 MANAGING THE ADDRESS BOOK

Log onto Web Image Monitor and click on Address Book on the left of the screen

7.1 ADDING/CHANGING GROUPS

Groups are used to collate a number of users or sub-groups into one entity for administration and statistical purposes. When adding a new group, click the Add Group button. If changing an existing account, click the radio button next to the groups’ name and click the Change button. The add/change groups do the following:

- Name: Name of Group
- Key Display: Name of Group
- Details of Group: If you wish to make this group a sub-group of a parent group, then click on the ‘Change’ button, and check the box next to the name of the group you wish to add it to

7.2 ADDING/CHANGING USERS

When adding a new user, click the Add User button. If changing an existing account, click the radio button next to the users name and click the Change button. The add/change users do the following:

7.2.1 For Photocopying

Enter the following details:

- Name: Enter users full name
- Key Display: Enter users full name
- User Code: A random numeric code, preferably 5 digits long
- Available Functions: Ensure the box next to Copier is checked

7.2.2 For Locked Printing

Enter these additional details:

- Available Functions: Check the box next to Printer

7.2.3 For Scan to Email

Enter these additional details:

- SMTP Authentication: Check the radio button next to Specify Other Auth. Info Below
- Login User Name: Enter users user name
- Email Address: Enter users email address
- Available Functions: Check the box next to Scanner

7.2.4 For Scan to Shared Folder

Enter these additional details:
n.b. In order to use this function Enterprise Systems will need to create an AD Service Account in order to access the shared folder

- Folder Authentication: Check the radio button next to Specify Other Auth. Info Below
- Login User Name: Enter Service Account user name
- Login Password: Click Change, enter Service Account password and confirm
- Path: Enter pathname for shared folder

7.2.5 To Add to a Group

- Details of Group: Click on the Change button, and check the box next to the name of the group you wish to add the user to

7.3 ADDRESS BOOK BACK-UP

For those devices that have the capability, a back-up of the address book can be saved to the relevant folder for that school or service on N:\Desktop Support. Not only does this safely guard any data that has been entered, it can also be useful for uploading to other devices thus necessitating the need to maintain only one address book per school or service. To use this facility, click on Maintenance at the top of the screen.

7.3.1 Backing Up an Address Book

Click on the Back-Up button. Click Save in the pop box. Change the save location to the relevant folder on N:\Desktop Support and the filename to something relating to the school or service to which it belongs.

7.3.2 Restoring an Address Book

Click on the Restore button. Click Browse and search for the relevant folder and file. Click Open. The address book will be uploaded to the device and will overwrite any address book already present.