

Web Browsing the Copier by it's *IP Address*

## USER Codes Set Up



Will bring up the "*Web Image Monitor*"



Click on the *Login button*

**RICOH**



Login User Name :

Login Password :

User Name is: *admin*

[There is no password]

- Click on the *Login Button*

[This guide is taken from a MPC2050 Colour M/c – variations across ranges will occur]

## Configuration



### Device Settings

- System
- Paper
- Date/Time
- Timer
- Logs
- E-mail
- Auto E-mail Notification
- On-demand E-mail Notification
- File Transfer
- User Authentication Management
- Administrator Authentication Management
- Program/Change Administrator
- LDAP Server
- Firmware Update
- Program/Change Realm

Click the "User Authentication Management" button

### User Authentication Management

Refresh ?

OK

Cancel

■ User Authentication Management :

- Off
- User Code
- Basic Authentication
- Windows Authentication
- LDAP Authentication
- Integration Server Authentication

Click the drop down box and select User Code, Then click OK

OK

Cancel

### User Code Authentication Settings

#### ■ Available Functions

- Copier :  Black & White  Single Color  Two-color  Full Color
- Printer :  Black & White  Color  PC Control
- Other Function(s) :  Document Server  Fax  Scanner

OK

Cancel

Select the Functions you wish to enable by "ticking" the relevant tick box.

[ you should tick them "all" at this stage as you will have to "Limit" them Later]

When done click "OK"

- Home
- Document Server
- Printer: Print Jobs
- Job
- Address Book
- Configuration

Click the "Address Book" button

**Address List** Refresh ?

**Back**

Change **Add User** Add Group Delete Maintenance

View: All Search for: Registration No. Search

1/1 Page: Go Display Items: 10 Number of Registered: User(s)0 Group(s)0

Registration No.	Name	Freq.	Title 1	Title 2	Title 3	User Code	Fax Destination	E-mail Address	Folder
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Click the "Add User" button

OK Save and Add Another Cancel

Registration No. : 00001

Name :

Key Display :

Enter the User Name

Enter the Name to be Displayed

**Authentication Information**

User Code :

SMTP Authentication :  Specify Other Auth. Info below:  Do not Specify

  Login User Name:

  Login Password:  Change

Folder Authentication :  Specify Other Auth. Info below:  Do not Specify

  Login User Name:

  Login Password:  Change

LDAP Authentication :  Specify Other Auth. Info below:  Do not Specify

  Login User Name:

  Login Password:  Change

Available Functions

Copier:  Full Color  Two-color  Single Color  Black & White

Color Copy Mode Limitation:  Limit to Auto Color Selection  Full Color / Auto Color Selection

Printer:  Color  Black & White

Other functions:  Document Server  Facsimile  Scanner

Enter the "User Code No:" eg. 123456

Under "Available Functions" only tick the options you want the particular User to have Access to.

When done click "OK" or "save and add another"