

Setting User Codes via the Web Browser

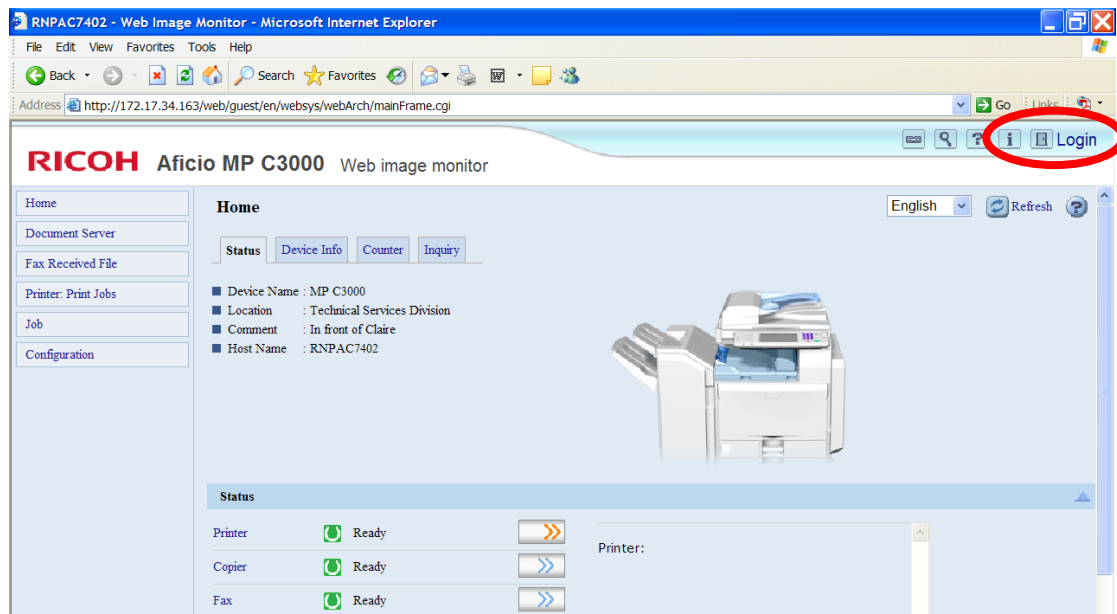
Applicable on the following products:

MP C2500 / MP C3000
MP C3500 / MP C4500

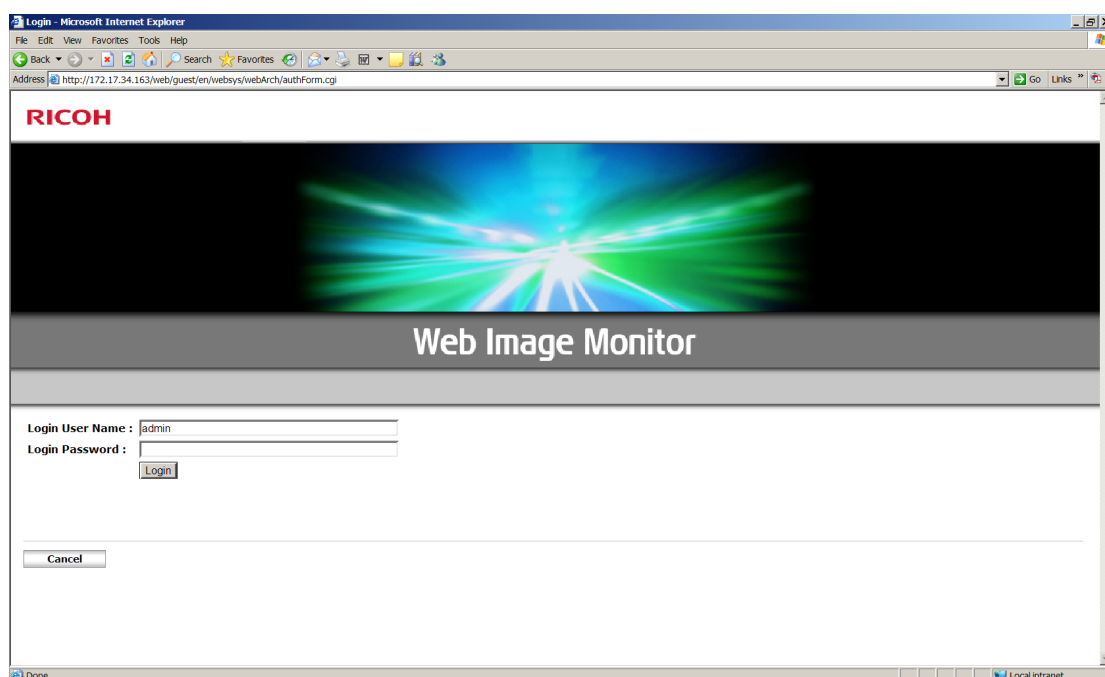
This guide informs you how to set user codes using Web Image Monitor.

RICOH

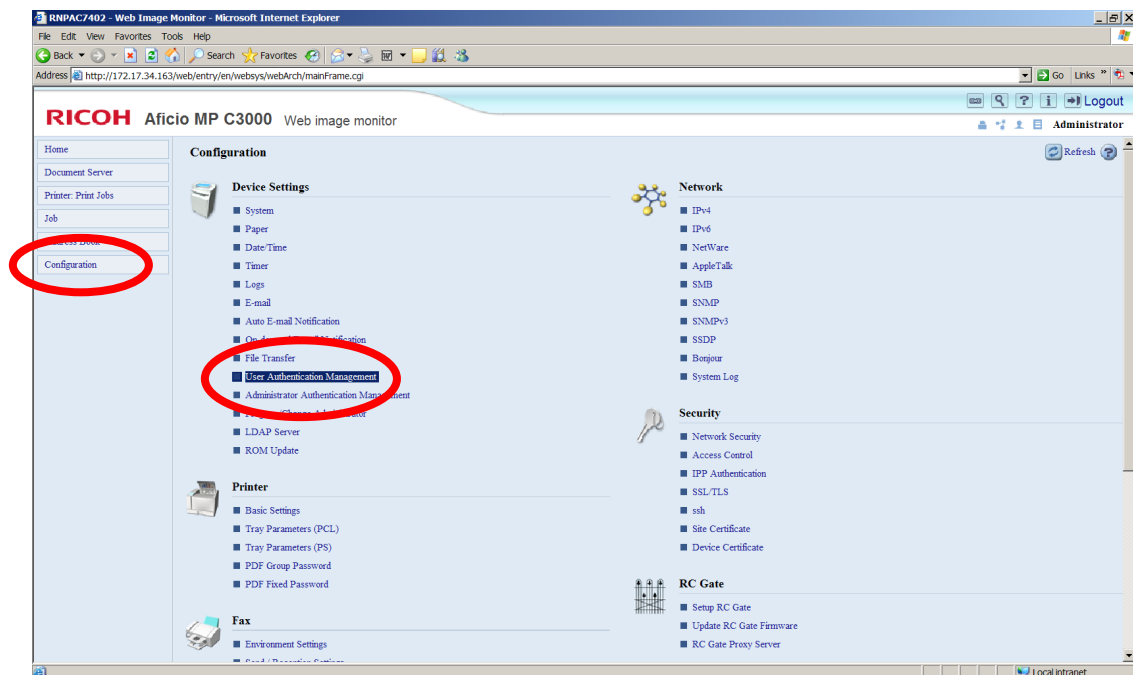
1. Open your web browser and type the IP Address of the machine. Select Login.



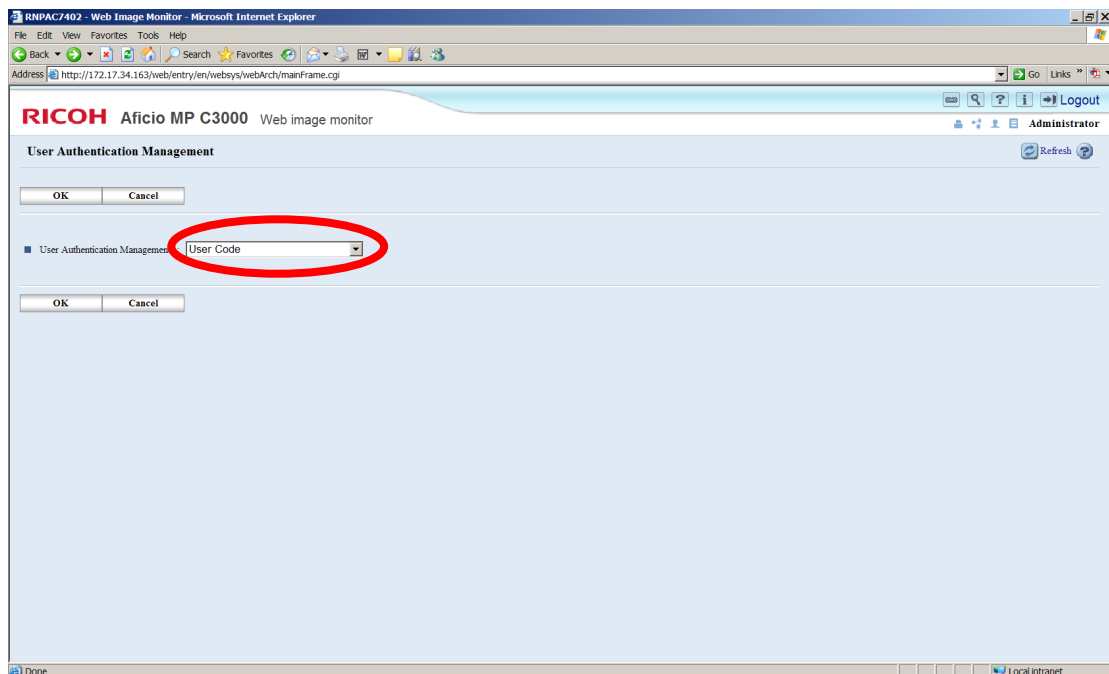
2. Login to the device with the default user name and password of
– Login user name 'admin' and no password.



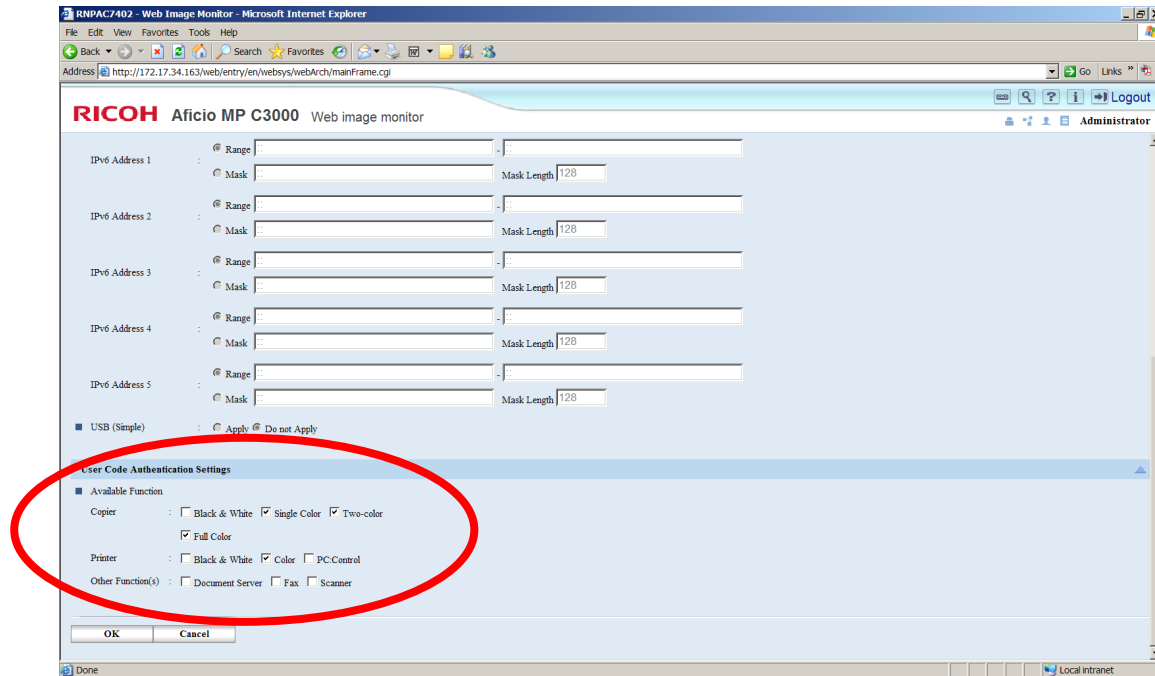
3. Once logged in, click on “Configuration” and then “User Authentication Management”



4. From the drop down list, select “User Code”



5. On the next screen scroll down to “User Code Authentication Settings”. This is where we can select the functions that will require a user code to operate. In other words this is where we DENY the function to any body with out a registered user code.



In the above example, anybody will be able to both copy and print in black & white however a user code will be required to copy in full colour, single colour, two colours and to print in colour.

6. To be able to use the restricted functions a user must have an entry in the machines address book.

To add a user, click on address book and then “Add User” which will give you the following screen.

The screenshot shows the 'Add User' form in the RICOH Aficio MP C3000 Web Image Monitor. The form is divided into several sections, with red circles highlighting specific areas:

- Name and Key Display:** Both fields are set to 'Test User'.
- Title:** Three dropdown menus for Title 1, Title 2, and Title 3 are all set to 'None'. There is also an 'Add to Freq.' option with 'On' and 'Off' radio buttons.
- User Code:** The 'User Code' field is set to '1234'.
- Authentication:** There are three sections for 'Folder Authentication' and 'LDAP Authentication', each with 'Login User Name' and 'Login Password' fields. The 'Login Password' fields have a 'Change' button next to them.
- Available functions:** This section includes checkboxes for 'Copier' (Full Color, Two-color, Single Color, Black & White) and 'Printer' (Color, Black & White). There are also checkboxes for 'Document Server' and 'Facsimile'.

Enter a user name, key display (that appears on the operation panel) and user code.

In the above example, this user has been given the rights to use all functions for both copier and printer.

It is also possible to limit each user to only be able to copy colour documents with the “Auto Colour Select” function or be able to select “Full Colour” for the whole of their document.

In this example a user will only need a code if they are to use the full colour functions. Because we did not restrict access to black & white copying or printing in step 4, no code will be required to just use the black & white functions.

6. Once the user has been set up in the address book, click on “save and add another” to continue programming users or “OK” to finish adding users.

Note: It is not possible to use the web browser to view the user code counters. This can be done from the operation panel in – User tools – System Settings – Administrator tools, or using Smart device monitor for Admin.