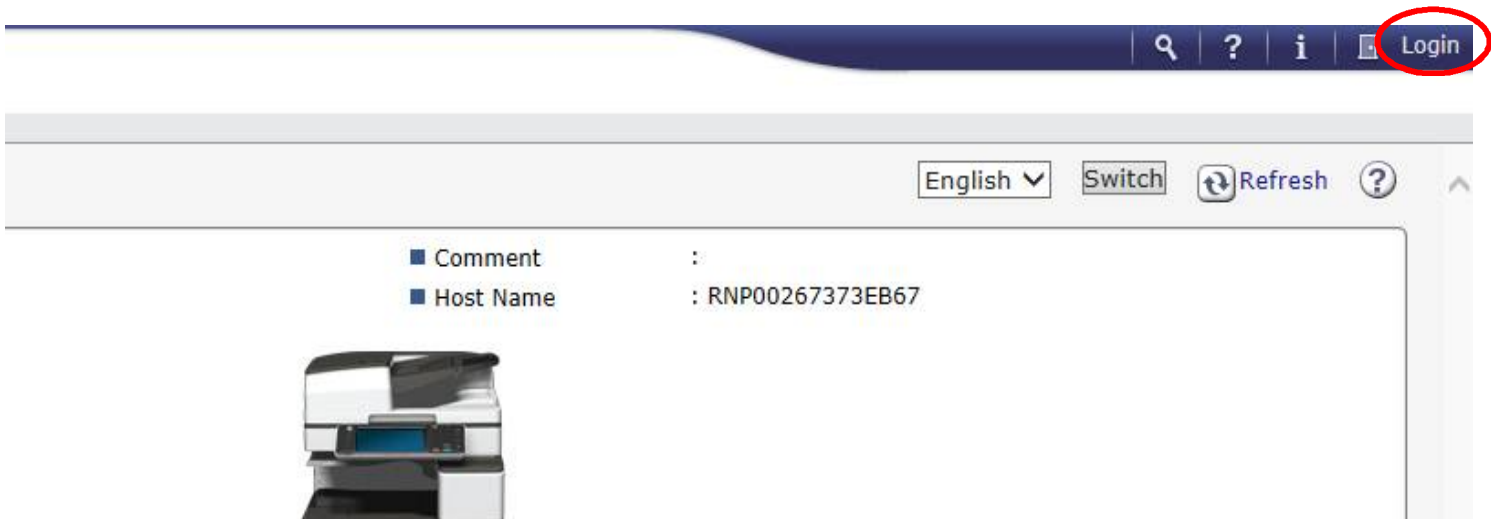


Adding User Code Using Web Image Monitor

1. Open Internet Browser and enter the IP Address of device in the address box, then select Login



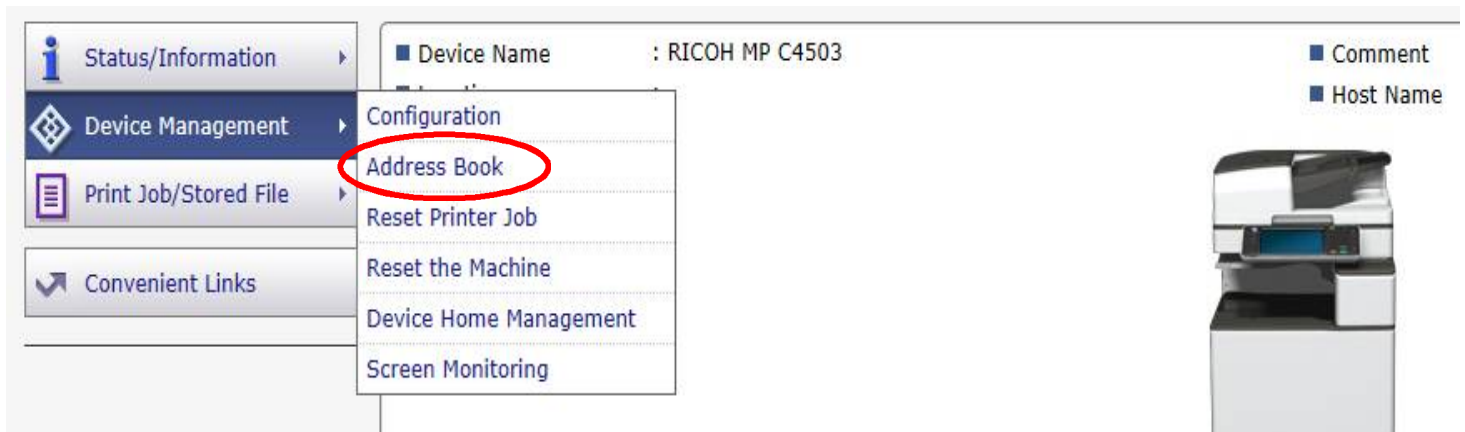
2. Login user name: admin (lowercase), password: leave blank, then press the **[Login]** button

RICOH Web Image Monitor

Login User Name :

Login Password :

3. Go to **Device Management** then select **[Address Book]**.



Add User

4. Select **[Detail Input]** tab, then select **[Add User]**

← Home

Address List (Display All Items)

Back

With Easy Input you can edit the Address Book with a wizard method but you cannot edit all items. With Detail Input you can edit all items.

Number of Registered : User(s)8 Group(s)1 | Selected0 | | Completed

Type▼	Registration No.▲	Name▼	User Code▼	Date Last Used▼	Email Address▼
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5. Enter name of User in **[Name]** and **[Key Display]** then select **[Title 1]**.

Add User

OK **Save and Add Another** **Cancel**

Registration No. : 00010
 Name : Ricoh
 Key Display : Ricoh
 Display Priority : Priority5 ▼ 1: High Priority - 10: Low Priority

Title

Title 1 : RST ▼
 Title 2 : None ▼
 Title 3 : None ▼
 Add to Freq. : On Off

Add User Code and Available Functions

6. Scroll to **Authentication Information**

Authentication Information

■ **User Code** : 1234

■ **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 Browser

7. Go to **[User Code]** and enter the user code

8. Go to **[Available Functions]** select the functions available for the user.

9. Scroll to the top or bottom of page and select **[OK]** to save information.

OK **Save and Add Another** **Cancel**

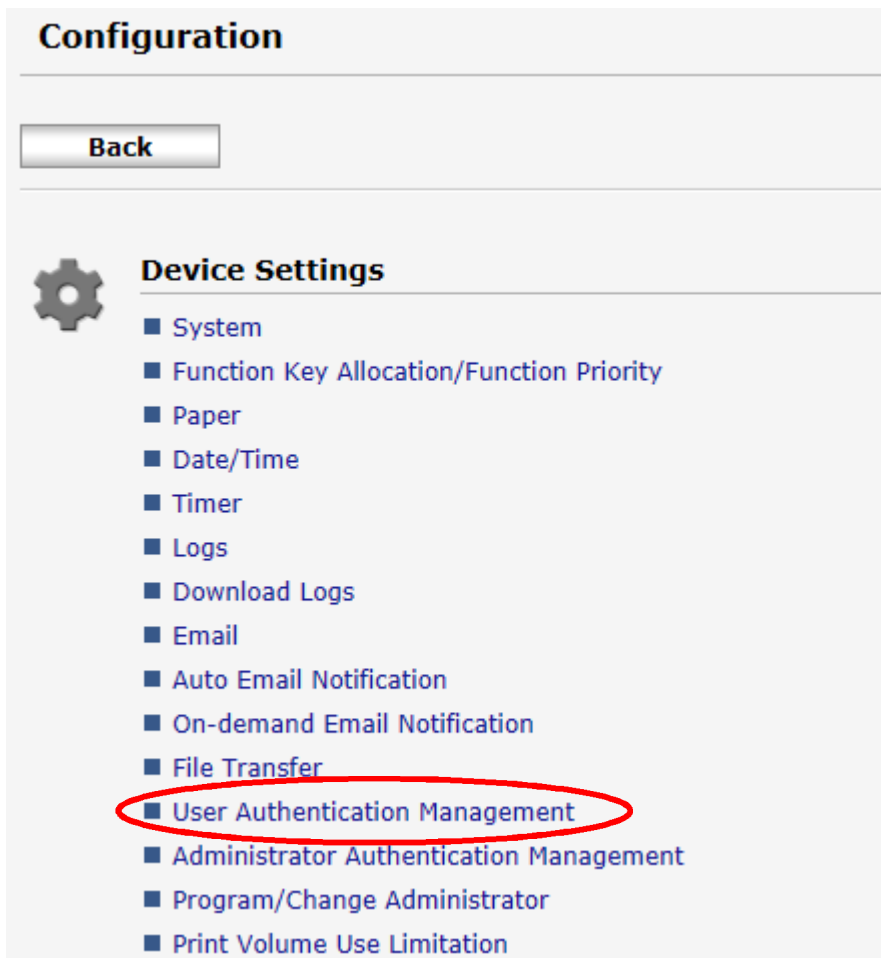
Activate the User Code Authentication

1. Login in as Administrator then go to **Device Management** then select **[Configuration]**.



The screenshot shows the Ricoh web interface. On the left, there is a navigation menu with the following items: Status/Information, Device Management, Print Job/Stored File, and Convenient Links. The 'Device Management' menu is expanded, showing a sub-menu with the following items: Configuration (circled in red), Address Book, Reset Printer Job, Reset the Machine, Device Home Management, and Screen Monitoring. At the top right, the device name is 'RICOH MP C4503'. Below the device name, there are two fields: 'Comment' and 'Host Name'. On the right side of the page, there is an image of a Ricoh MP C4503 printer.

2. Go to **[Device Settings]** then select **[User Authentication Management]**.



The screenshot shows the 'Configuration' page. At the top, there is a 'Back' button. Below it, there is a 'Device Settings' section with a gear icon. The 'Device Settings' menu is expanded, showing the following items: System, Function Key Allocation/Function Priority, Paper, Date/Time, Timer, Logs, Download Logs, Email, Auto Email Notification, On-demand Email Notification, File Transfer, User Authentication Management (circled in red), Administrator Authentication Management, Program/Change Administrator, and Print Volume Use Limitation.

Activate the User Code Authentication

3. Select **[User Code]**

User Authentication Management

OK Cancel

■ User Authentication Management : Off
User Code
Basic Authentication
Windows Authentication
Custom Authentication
Integration Server Authentication

OK Cancel

4. Scroll down to **[User Code Authentication Settings]**

5. Check the functions that will be restricted and will require a code in order to use at the copier.

User Code Authentication Settings

■ Functions to Restrict

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

Printer : Black & White Color PC Control

Other Function(s) : Document Server Fax Scanner Browser

OK Cancel

6. Select **[OK]** to save information and **[Logout]** to **Exit**.