

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

USER Codes Set Up



Will bring up the "*Web Image Monitor*"



RICOH Aficio MP C Web image monitor

Home | Document Server | Printer: Print Jobs | Job | Configuration

Home | English | Refresh

Status | Device Info | Counter | Inquiry

- Device Name : RICOH Aficio MP C2500
- Location :
- Comment :
- Host Name : RNPDDFB57



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

View: All Search for: Registration No.

1/1 Page : 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

Click the "Add User" button

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 :

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

Login User Name :
 Login Password :

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

Login User Name :
 Login Password :

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"