

RICOH COPIERS



Ricoh copiers with this screen require user authentication.

The first time you use a Ricoh copier you must log in with your MCSD network ID and password.

Once you have logged in, you may create a PIN code (between 6-8 digits). Once this code is created, you may use this code to log in to any copier (rather than entering your network ID and password).

Logging In With Your Network User ID

1 Press [Login].

The [User Name] screen appears.

2 Enter your MCSD network user ID (ex: jsd43) and then press [OK].

The [Password] screen appears.

3 Enter your MCSD network password.

An entered password is masked.

When an authentication is successful, the Home screen appears.

Registering a PIN Code

To utilize a PIN code authentication, you must first register your authentication PIN code on a device.

1 Press on the bottom left corner of the Home screen.

The [User Information] screen appears.

The following information is displayed on the screen.

User Information		OK
Current PIN Code	Unregistered	Edit
User Name:	A	↑
Usage Value on Login:	6.00	
Limit Value:	100.00	
Limited Functions:	Color Copy, Color Print, 1 Sided Print	↓

Current PIN Code A registered PIN code is displayed. If a PIN code has not been registered, “Unregistered” is displayed.

2 Press [Edit] to register or edit a PIN code.

3 Enter a PIN code between 6-8 digits using the numeric keys on a device, and then press [OK].

Logging Out of a Device

A user can log out of a device anytime by pressing [Logout] on the upper right corner of the display panel.