

Software Installation Manual

Cumo-nect Office (Office Essential+Flex Release)

TABLE OF CONTENT

1.	OVERVIEW	2
	1.1 What is Cumo-nect Office?	2
	1.2 Cumo-nect Office Series	2
2.	PREPARATION AND INSTALLATION	3
	2.1 Device registration, Installation & Configuration	3
3.	CONFIGURATIONS	5
	3.1 Workplace administrator UI mode	5
	3.2 Authentication	5
	3.3 Function usage restriction and User registration	7
	3.4 Driver installation to PC for Secure Print	16
	3.5 The procedure for IC Card reader setting	29
4.	FUNCTIONALITIES OF CUMO-NECT OFFICE	32
	4.1 Reporting	32

1. Overview

1.1 What is Cumo-nect Office?

Cumo-nect Office is a new package of RSI.

This new package is intended to cover SMB customers' fundamental needs without the need of purchasing other packages. Customers can use any combination among Cumo-nect Office and existing packages. Cumo-nect Office has five features.

- Scan to Me
- Device Management
- Reporting
- SecurePrint
- Authentication

1.2 Cumo-nect Office Series

Functions	Office Essential	Office Essential + Flex Release	Office Essential + Scan	Office Elite
Device Management	\checkmark	\checkmark	\checkmark	\checkmark
Reporting	\checkmark	\checkmark	\checkmark	\checkmark
Authentication	\checkmark	\checkmark	\checkmark	\checkmark
Flex Release		\checkmark		\checkmark
Scan to Me			\checkmark	\checkmark
Cloud Connectors* (OCR Plus)				\checkmark

*Cloud Connectors include: One Drive, Google Drive, Box, Dropbox, SharePoint and DocuWare

2. Preparation and Installation

2.1 Device registration, Installation & Configuration

Device registration, Installation & Configuration of Cumo-nect Office SOP apps

for Cumo-nect Office features

- Ricoh Cumo-nect Office and Ricoh Cumo-nect OCR Plus apps can be obtained via Application site.
- If the installation complete, It has a RICOH Smart Integration and Cloud Setting icons appear
- If the installation complete, It has a RICOH Smart Integration and Cloud Setting icons appear.



- By starting the Cloud Settings app, the device registration screen is displayed if the device has not been registered to RSI tenant.
- When the device registration is completed, Easy setup portal screen is displayed.

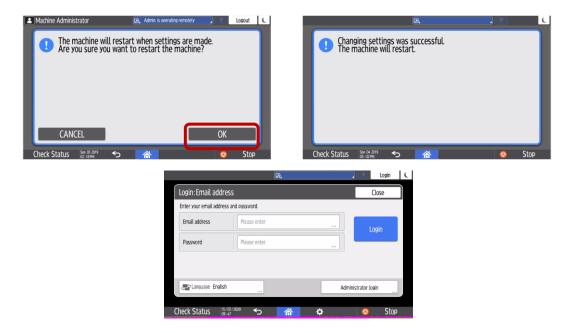
	1		2
Machine Administrator	🕵 Denv admin's operation, tap her	2 Logout C	Machine Administrator
APPS	APPS (LARGE)	PROGRAM Connector	Activate device to RICOH Smart Integration. Please login with an administrator account of the tenant to register. If you do not have a RICOH Smart Integration account, please contact
Сору	Gallery	Printer	your sales representative.
Quick Card Authentication Config. Check Status	Quick Copy Quick Print Release	Konner Scanner	Check Status 🗑 🖓 🗢 😚 🌣 💿 Stop
Machine Administrator	3 IZe. Admin. is operating remotely	2 Logout C	Machine Administrator Cos, Denvisión's overation, tao here ? Logout C
Tenant Activation Logi			RICOH Smart Integration setup
Login with Email	Address		Install the subscribed are on this device. If it has already been installed you can be install or unsettings of the application, and delete
Email Address	user@example.com		Install & Setting
Password			Unsetting
Show password	1	Login	
Check Status	···· ··· ···	Stop	Delete Device Information Check Status 2000 5 10 10 10 10 10 10 10 10 10 10 10 10 10

3

 Before installing the SOP apps, the contracted application is checked. After the checking process, multiple apps are installed to the device.



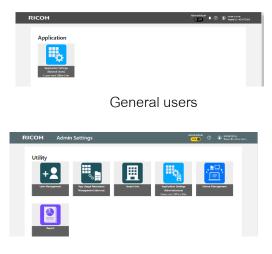
- During the installation, SOP apps are configured. After apps are configured, restart the device if required.
- If the installation complete, It has a login screen appear.



3. Configurations

3.1 Workplace administrator UI mode

- Specification Switch to Administrator UI Mode <u>https://na.accounts.ricoh.com/portal/login.html</u>
- While the user logs in with an administrator privilege into Workplace, the UI can be switched via the switch on the header.
- When the Admin Mode is enabled, the header's color changes and application icons for administrator are displayed. This Admin Mode switch appears only when the administrator logs in.



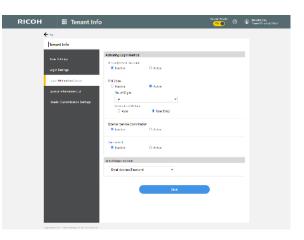
Administrators

3.2 Authentication

• Four kinds of login methods for general users and administrators can be

supported in the SI-Auth app.

- Pin code
- Email and Password
- Username and Password
- User ID
- Example for Interface for login methods for general users and administrators



For Gene	eral Users
Email address and Password	RSI user ID and Password
PIN code login www.www.www.www.www.www.www.www.www.ww	User select
Check Status	Deny admin's operation, tap here CLOSE

When user set the USB IC card reader to the MFP, IC card login can be supported.
 User can switch to the manual keyboard login via the bottom of the button, then login screen will be displayed according to the login method.

IC card login	Keyboard login
Image: Contract of the line line of the line of the line line line of the line of the	Constant address and Password Image: Constant address
Check Status	PIN code login

3.3 Function usage restriction and User registration

3.3.1 Function usage restriction

• Function usage restriction and User registration

RICO	н Ш		aadmin :nant ID : 2047774997
Copier	Ocolor / Two Color / Sigle Color / Black & White	Faxer	Allow to use
	OColor (autoselect only) / Two Color / Sigle Color / Black & White		OForbit using
	OTwo Color / Single Color / Black & White	Scan	Allow to use
	OSingle Color / Black & White	Scan	
	OBlack & White Only		OForbit using
	OForbit using		
Printer	Color / Two Color / Sigle Color / Black & White	Document Server	Allow to use OForbit using
	OTwo Color / Single Color / Black & White		
	OBlack & White Only		
	OForbit using		
	Cancel	ок	

- Individual setting for each user

6 10		inagement		_	_					-0	
€-he [Unit Management									Cuer Management		
10M	er Manageme										
1.00		1 200	8	Inal address mature	BC.			Q	000		Edit User
(dises dises dises field							'Mandatory field				
	-	Var 0 =	Real Address	Graningene	fumiy same	Salar	Office 365 Countilization Enail Address	4	Office 365 Coordination Accessed Sprees		User ID
	System Admin	A) tempertur	Antonio (Longaria) generations	8-	8.	6.04					Eval Addres'
	System Advan	lastine	Number of Street	*	atter	40w		_	-	_	niyuhelaadi +nauer@gmal.com
R	Uar	10,007	might seat the antipped care	14	-	4/14	- /		~ • •	20	Given name*
D	Sattani Agran	indetainen, (j	house, whice addr schoper-cop	05AR	CLF0	404					Pa Samiy name*
.0	System Advan		in het Beurgin i en	Ame	-	Atter					we
	System Admin	pytometers	yanaaniyas muu	81	8.0	Attve					PN Code
				11 1 1	44 F 11			North		183	Set
											Reply Email Language
											English
											Role O System Admin. III User
											Device Account Link Settings
											Multifunction Printers/Copiers
											Usage restriction settings Set restrictions on the use of MultiAnction Printers/Copiers functions on a separate tab.

- Batch setting for all the users in tenant

RICOH	₩ Us	er Manage	ement			Admin Mode
Тор						
User Management						
Role	~ Status	~	mail address status	× (
: + Register	Delete 🗸 Act	tivate 🗢 Inactivat	e 🛛 🖉 Send			
Import			•	5 - 1	Status	Office 365 Coordination
Send Bulk Emails			iven name	Family name	Status	Email Addre
Edit Fixed Phrase for User Create URL for User Regis	2		2	富山	Active	
Reset PIN Code						
Multifunction Printers/Co	piers function usage	restriction batch settin	g	admin	Active	
			a	admin	Active	-
		dmin@gmail.com				

- Specifications Target functions for function usage restriction are
 - Copier
 - Printer
 - Faxer
 - Scan
 - Document Server

RICOH		� ⊛	naadmin Tenant ID : 2047774997
Copier	Ocolor / Two Color / Sigle Color / Black & White Ocolor (autoselect only) / Two Color / Sigle Color / Black & White Ocolor (autoselect only)	Faxer	Allow to use OForbit using
	O'two Color / Single Color / Black & White Osingle Color / Black & White OBlack & White Only	Scan	Allow to use OForbit using
	CForbit using	Document Server	Allow to use
Printer	Color / Two Color / Sigle Color / Black & White OTwo Color / Single Color / Black & White OBlack & White Only		OForbit using
	CForbit using		
	Cancel OK		

3.3.2 User registration

- RSI features are managed per registered user in RSI-Cloud.
- User registration can be conducted by three method
 - 1. Individual registration



 User Management registration is available via User Management menu. By pressing the user management icon, the screen will switch to User Management screen

RICOH Admin Settings	idmin Mode ⑦ ③ ⑤ 00000018106 ⓒ ● ⑦ ⑤ ⑤ □ A214273343	RICOH		⊞ User N	lanagemer	nt			(D 🌣 🖲 semin Tenan	in At ID : 31853589
		Role	nagement Register	Status	tivate © Inactivati	2		٩	Dear		
Daar Managameet App Daage Perrotekton Benark Info Managameet (Mericen) Como sect Office Dae Como sect Office Dae	Device Management	Rol Sys		admin	Email Address rsiguheisasaki@gm ail.com	Given name RSI	Family name admin	Status Active		Office 365 coopera tion Account Name	Ŧ
				sysadmin	rsiyuheisasaki+ad min@gmail.com		admin	Active		-	
Report		Use	r		yuhei.sasaki@jp.rico h.com	Yuhei	Sasaki 3 > >	Active	Nur	ber of display items	20 ~

User information Conditional

Feature	Specifications
User ID	 The number of character that can be entered: 1 to 128 characters. Default value: blank Only 1-byte alphanumeric characters, hyphens, periods, and underscores are allowed for User ID. Hyphen is not allowed as the first character. User ID that contains only periods is not allowed. Registering identical User IDs is not allowed.
Email Address	The number of character that can be entered: 1 to 128 characters. Default value: blank ASCII characters can be used for the Email address. Back slash (/) and back quotation (') are not allowed.
First Name / Last Name	The number of character that can be entered: 1 to 128 characters. Default value: blank
Device Account Link – Account ID	The number of character that can be entered: 1 to 128 characters. Default value: blank Identical users in the same tenant is not allowed. Unicode BMP characters are allowed.
Reply Email Language	 Default value: The language that is set by the tenant's administrator. Supported languages: Dutch, English, French, German, Italian, Japanese, Brazilian Portuguese, and Spanish
Role	System administrator or general user can be selected. Default: General User
User License	Package privileges can be assigned to the user. If no user license left in the nackage, the message "No license remains," is displayed and the nackage cannot be selected

If no user license left in the package, the message "No license remains." is displayed and the package cannot be selected.

• Register a user By pressing the Register button, Add User menu is

displayed. In this menu, individual registration can be operated

lop									Add User
User Managemer	ıt								*Mandatory field
Role	👻 Status	•			٩	Clear			User ID*
Role	User ID -	Email Address	Given name	Family name	Status	Office 365 cooperation Email Address	Office 365 cooperation Account Name	=	Email Address*
System Admin	admin	rsiyuhei.sasaki@gm ail.com	RSI	admin	Active	-	-		sample@example.com
System Admin	sysadmin	rsi.yuhei.sasaki+ad min@gmail.com	sys	admin	Active	a.	5.		Given name*
User User	Yuhei Sasaki	yuhei.sasaki@jp.rico h.com	Yuhei	Sasaki	Active				Family name"
			€ - € - 1-	3/3 🕨 刘		Nut	iber of display items	20 -	
									Reply Email Language
									English

- Specifications for user registration Information can be set according to the following specifications.
- User registration confirmation By pressing "OK" button at the bottom page, a user registration Email with the access URL to User Site is sent to the specified Email address.

	Info@na.smart-integration.ricoh.com [RICOH Smart Integration] Confirm registration and set password.
← User Management	發売 ●Sasaki Whei
Completed A user registration email has been sent. Becomes available when the user completes the login information registration by following the email instructions.	Dear yuhai. Your company Administrator applied for your registration as a RICOH Smart Integration user. Please confirm your registration and set your pacsevoid using the following link: <u>https://api.as.onart.integration.icom/i/fau/foorfinut.op/Ma/Address?</u> codes.BRTy/CCLCU-bissibs/bXXV40973.tienflorfiUpriKLP9/hour0joA1NE022/mBYN0 The above URL is valid for 7 days.
To [User Management]	You can configure your application and authentication sattings using following URL after account activation. https://www.a.comart-integration.coch.com/stat/fagin After completing your registration.you will be able to log in at the RICH Multifunction Primer.
Copyright © 2019 Ricoh Company, Ltd. All rights reserved.	Please do not reply to this automated message.
	Ricoh Co., Ltd.

2. Batch registration using a spreadsheet



- Importable file formats Importable file formats For customers who want to register multiple users at once, RSI supports batch registration using the spread sheet. There are two ways for importing user information:
 - 1. File created using a format: The file format can be obtained via RSI-

Cloud and the created file is imported to RSI-Cloud



 Prepare an import file The import file format can be obtained from the download link. Also, the user help as a web manual is available via the "How to Make an Import File" link.

RICOH II U	ser Manag	ement			0 (Administration Tenant ID : 3185	150699	RICOH	User Management	⑦ 🌣 ① admin Ternant ID: 318535860
9								← User Management		
Role Status	vate Drarthat			Q	Clear			Impost (File seasted from fe Cick here for Nex to Make at Import File Cick here to described the Import File Import File	× 1	
Import (File created from format) Import (File exported from Active Directory) Send user registration emails in bulk from here Send batch Email Address Confirmation emails	nail Address	Given name	Family name admin	Status Active	Office 365 cooperation Emai Address	Office 365 I cooperation Account Name	-	Select File There is no file select	Cancel Circ	-
Edit Fixed Phrase for User registration Email Create URL for User Registration Reset PIN Code	kyuhei.sasaki+ad in@gmail.com	535	admin	Active				Import Status and History		
	yuhei.sasaki@jp.rico h.com	Yuhei	Sasaki	Active				Up to 20 results within 30 days can b		Update
		((1-3	1/3 }		N	lumber of display items	20 👻	Execution Date/Time	Number of Items (Succeeded / Error)	Status
								Copyright © 2019 Ricols Company, Ltd. All rights reserve	red.	

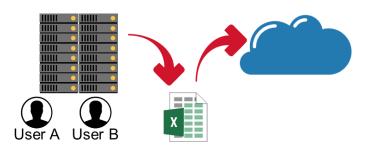
Items	Notes
The maximum number of users that can be registered in a batch	2,000 users
Maximum size of import file	10 MB

• Sample format for import file : 1st row is for headers, and 2nd for explanations about key information that are used by import features.

The user information have to be entered from 3rd row

User ID *1	Email address *2	First Name *2	Last Name *2	Device account Link – Account ID	Operation *1
userld	nextLoginMailAddres s	givenName	familyName	onpremiseAccounts.i d(type=mfp_address_ book,deviceType=Ric ohMfp)	operation
test01	test01@example.com	John	Smith	123	Add
test02	test02@example.com	Anne	Jackson		Edit
test03	test03@example.com	Mike	Patric		Delete

2. Export the AD user information.



• Necessary attributes to import an AD user.

Workplace item	AD Attributes	Required (Y) /Not required (N)	Notes
User ID	userPrincipalName	Y	If the User ID includes the characters that are not 1-byte alphanumericals, hyphens, or dots, they are replaced by underscores.
Mail Address	mail	Y	If the identical mail address already exists in the User Site, the user cannot be registered.
Last Name	sn	Y	
First Name	givenName	Y	
Device Account Link – Account ID	sAMAccountName	Ν	

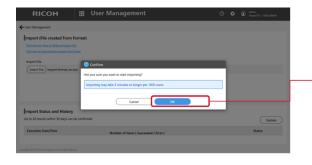
• To export the AD user information, CSVDE command on Command Prompt by an administrator is required. Following operation result is

an example of exporting the user information from AD.

csvde -u -f export.csv -r objectCategory=user -l userPrincipalName,mail,sn,givenName,samAccountName



• Execute the Import: When the import file is updated, the Execution button is activated. By pressing this button, a confirmation dialog pops up. Press "OK" button to start importing the file





Go back to the Import menu.

• **Result of executing imports**: The import result can be confirmed via "Import Status and History" menu. To confirm the detailed results,

select the date

RICOH	III User Management	(7) O admin Ternant ID: 3185350099	R	ісон 🏢	User Manageme	nt			⑦ ✿ @ admin Tenant ID
er Management nport (File created from fo lick here for How to Make on Import File lick here to dowrload the import file for			Impor	File created from format) t Results - 08/19/2019 21:0 Errored Results Only	8:27				
select File import-format-en.xls	x (Cancel) Ox		User white No.	b imported : admin (RSI admin) User ID test01(Please delete this line when importing)	Email Address test01@example.com	Given name John	Family name Smith	Operation Add	Result Error - User ID is invalid.
			2	test02(Please delete this line when importing)	test02@example.com	John	Smith	Edit	Error - Cannot find the user.
port Status and History o 20 results within 30 days can be	confirmed	Update	3	test03(Please delete this line when importing)				Delete	Error - Cannot find the user.
Execution Date/Time	Number of Items (Succeeded / Error) 3 (0 / 3)	Status Completed	_		И	1 - 3/3 ⇒	М		Number of display ite
ht © 2019 Ricch Company, Ital, All rights reserved			Copyright © 201	9 Ricoh Company, Ltd. All rights reserved.					

3. Self-registration



- User self-registration is available via Create URL for User Registration menu. By pressing this menu, the screen popup will be displayed.
- The user create menus for general users and administrator are separated.

RICOH	User Management	 Create URL for L 	Iser Registration	
	<тор	User regster		Administrator regsiter
		User regster URL		
	User Management	Not created		
		Expiration Date		
	Role 🗸 Status	Set	○ Do not Set	
	: + 🗶 Register 🔰 🝵 Delete 🛛 🗸 Activat		days	
	Import (File created from format)	Upper Limit for No. o	f Registrable Users	
	Import (File exported from Active Directory)	Set	○ Do not Set	
	Send user registration emails in bulk from here		User	
	Send batch Email Address Confirmation emails			
	Edit Fixed Phrase for User registration Email		Cancel	Create
	Create URL for User Registration			
	Reset PIN Code p			

• The URL settings including when this link is expired or how many users can be set are configured in this popup.

User regster		Administrator regsiter
User regster Uf	RL	
Not created		
Expiration Date		
Set	O Do not Set	
	days	
Upper Limit for	No. of Registrable Users	
Set	O Do not Set	
	User	
	Cancel	Create

Items	Default	Value range
User register URL	Not created	
Expiration Date	Set (Blank)	1 - 100
Upper Limit for No. of Registrable Users	Set (Blank)	1 - 100000

• An administrator has already created the URL for user registration, the popup will be changed as follow. The URL recreation or deletion can be conducted.

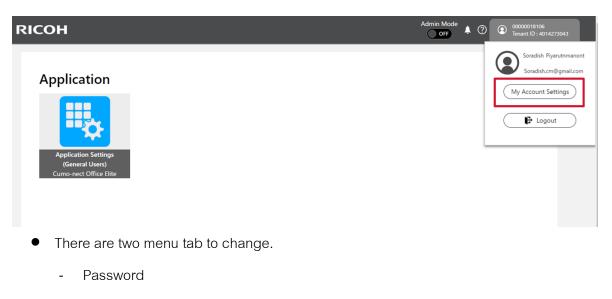
• When the URL has expired, displayed URL is changed and URL copy button

is inactivated.

https://taccounts.ricoh.com/v1/aut/tenants/1146470409/register Copy Expiration Date :10/04/2019 16:52:54 Inactive :https:/ft.accounts.ricoh.com/v1/aut/tenants/1146470409, Copy Inactive :https:/ft.accounts.ricoh.com/v1/aut/tenants/1146470409, Expiration Date :Indefinite Period Remaining No. of Registrable Users :0 URL Creator : FT00002106(demo2 EXP) VRL Creator : OTdemo(OT demo) VRL Creator : OTdemo(OT demo) Pset O Do not Set Set ® Do not Set 1 days Upper Limit for No. of Registrable Users Set © Do not Set	ser regster URL info Administrator regsiter	For General User Registration For Administrator Registration	
Expiration Date :10/04/2019 16:52:54 Remaining No. of Registrable Users:1 URL Creator : FT00002106(demo2 EXP) URL Creator : O Do not Set 1 days Upper Limit for No. of Registrable Users 9 Set O Do not Set 1 days Upper Limit for No. of Registrable Users 9 Set O Do not Set 1 Upper Limit for No. of Registrable Users 9 Set O Do not Set 1 Upper Limit for No. of Registrable Users 9 Set O Do not Set 1 User	lser regster URL	URL for User Registration	
Remaining No. of Registrable Users:1 Expiration Date indefinite Period URL Creator : FT000002106(demo2 EXP) Remaining No. of Registrable Users:0 Waitation Date URL Creator : OTdemo(OT demo) Set O Do not Set 1 days Upper Limit for No. of Registrable Users Image: Set Set O Do not Set 9 Set O Do not Set 1 days Upper Limit for No. of Registrable Users Image: Set O Do not Set Image: Set O Do not Set Image: Set Image: Set		Inactive :https://ft.accounts.ricoh.com/v1/aut/tenants/1146470409,	Сору
1 days Jpper Limit for No. of Registrable Users © Set © Do not Set Upper Limit for No. of Registrable Users © Set © Do not Set 1	Remaining No. of Registrable Users:1	Remaining No. of Registrable Users :0	
1 days 1 days Upper Limit for No. of Registrable Users Set Do not Set Set Do not Set 1 Upper Limit for No. of Registrable Users Set Do not Set 1 User	xpiration Date		
1 days Upper Limit for No. of Registrable Users 0 Set O Do not Set 1 User	Set O Do not Set		
Set O Do not Set User	1 days		
i Öser	pper Limit for No. of Registrable Users	Set Do not Set	
	Set O Do not Set	1 User	
	1 User		

3.3.3 Change Password or PIN Code.

• User can change the login password or PIN Code via Account Settings.



- Device Login Setting

RICOH	🗰 My Accoun	t Settings	Admin Mode	RICC	н 🖩	My Account	Settings	Admin Mode
← Тор					← Top			
My.	Account Settings	"Mandatory field			My Accourt		Device Account Link Settings	
Basic	Settings	New Password ()*			Basic Settings		Multifunction Printers/Copiers	*
Exter	ige Password nal Service Login dination	New Password (Confirm)*			Change Passw External Servic Coordination	rice Login	PIN Code Settings Current Setting: Login with the PIN is not possible.	(Change
Devie	ce Login Setting	Save			Device Login S	I Setting		

- 3.4 Driver installation to PC for Secure Print
 - 3.4.1 Driver installation (Direct Print)
 - **Printing from printer driver on PC**: When RSI-Auth is installed, RSI account authentication setting has to be set in the printer driver to print from PC.
 - 1. Install Printer's Driver via TCP/IP Protocol

Incom	Sharing	Porte	Advanced	Color Management	Constant	Annonion	Advanced Onlines	
eneral	onanng	1 Oita	Advanced	Color Management	Security	Accessones	Advanced Options	
3	RICO	H PCL6	ö UniversalDr	river V4.23				
	o the follo	owing p	ort(s). Docu	ments will print to	the first fr	ee		
Port			Descript	ion f	Printer			
	T3:		Printer P					
	DM1:		Serial Po					
	DM2:		Serial Po					
_	DM3:		Serial Po					
	DM4:		Serial Pr					
_	2.168.2.7	1	Standar	d TCP/IP Port F	RICOHPC	L6 Universal		
<						>		
	Add Port		D	elete Port	Confi	gure Port		
						-		
🛛 Ena	ble bidire	ctional	support					
Ena	ble printe	r poolir	ng					
	-	-	-					

2. Enable User Authentication

		Register Presing the display of	et order in One Click Pre	eset List	
Authentication User Authentication With Encryption		Overlay Data	ed Folder Settings		
Driver Encryption Key					
Language: Use System Language V					
	• • •	Detail	s		

3. Set the RSI user information.

Login User Name : User ID

Login Password : Password

	Internet and the second		
Factory Default		Classification Code: (Up to 32 alphanumeric characters [a-z,A-Z,0-9, **,*] User Code:	Restore Defaults
Document Size: Letter (8.5" x 11")			
uthentication			?
uthentication Login User Name:	(Enter Login User Name:	?
Login User Name: Defined User ID	~	Enter Login User Name:	?
Login User Name:	v v	Enter Login User Name:	?
Login User Name: Defined User ID Login Password:	ord:	Enter Domain Name: (Up to 211 alphanumeric [a-z,A-Z,0-	·

- Printing from printer driver on PC (Macintosh OS): When RSI-Auth is installed, RSI account authentication setting has to be set in the printer driver to print from PC.
 - 1. Install Printer's Driver via IPP Protocol

•	•		Add	
	: 👧	_		
Defau				
	Address:	192.168.2.71		
		Valid and complete I	host name or address.	
	Protocol:	Internet Printing	Protocol - IPP	0
	Queue:			
	Name	192.168.2.71		
	Location			
			0.00	
	Use	RICOH IM C200	0 25	
				Add

2. Enable User Authentication and Set the RSI user information

Login User Name : User ID

Login Password : Password

	Printer: 192.168.2.71
	Presets: Default Settings
	Copies: 1 🔽 Two-Sided
Google	Pages: All From: 1 to: 1
Service Finishing	Paper Size: A4 210 by 297 mm
and the	Orientation:
	User Authentication
And her on betracted	User Authentication
	Login User Name: Defined User iD
	Enter Login User Name: 660038
	Login Password:
	Confirmation Password:
	Restore Defaults

- Printing from Application on Smart Device Android or iOS
 - 1. Download Application Via App Store and Google Play



2. Add MFP and set up Permission User



3. Select Machine and Systems go to searching MFP by Internal network



4. Select Menu Permission User and input User and Password

10:09 น. 🗢 🗑 👼	७ 🖈 🔟 🗎 98%
🗲 การกำหนดส	ส ิทอิ์
กำหนดสิทธิ์ผู้ใช้	🗹 เปิดใช้งาน
User Code สำหรับ พิมพ์	
User Name	
รหัสผ่าน	(ตั้งรหัสผ่านแล้ว)



3.4.2 Driver installation (Flex Release Print): Only Support Office Essential + Flex Release and Office Elite

- Driver installation to PC for Flex Release Print (Windows OS): Download the installer for Port Monitor
 - Users can find the printer driver (Port Monitor) download link on the Workplace, an executable file (.exe) for install the Port Monitor is available.

2. An installer requires to match on the selected login method.

RICOH III A	pplication Settings (General Users)	Admin Mode Off (2)	0000001810 Tenant ID : 4
←Top			
Application Settings (General	Users)		
	Printer Driver for Cloud Printing		Manual
Application List	WindowsOS	Version	^
External Service Connections	Installer for Office 365 Login (32bit)	1.0.8	Download
Download	Installer for Office 365 Login (64bit)	1.0.8	Download
User Select Login Settings	Installer for Email Address Login (32bit)	1.0.8	Download
Workflow Job Transaction	Installer for Email Address Login (64bit)	1.0.8	Download
	Installer for User Name/Password Login (32bit)	1.0.8	Download
	Installer for User Name/Password Login (64bit)	1.0.8	Download
	MacOS		~

- * Secure Print supports three types of user authentication methods.
 - E-mail address authentication
 - O365 account authentication
 - Tenant ID / Password authentication
- When the installer has been executed, following screen is displayed. No operation is necessary during the setup. Compare to the current driver installation, setup is easier.

	RSI Cloud Printer	Install Printer Driver 🛛 🗙
RSI_Cloud_Pri nter-PCL6_Dri	Please wait while Windows configures RSI Cloud Printer [PCL6 Driver for Universal Print] Time remaining: 1 seconds	[正常终了] Install OK
ver-useridLog in-for64bitOS -1.0.0		ОК

 At the first print job spool after starting up the OS, the user login window pops up according to the registry data that specifies the user

authentication method. By checking "Save User Information", the username and password are kept until restarting the client PC.

Paret Material	โอกอินเขาบริการ FlexRelease CX	×
Brin X X Some Some Beta Table Beta Table Beta Table Beta Table Beta Table Some Table Some Table Some Table Some Som	อัเบลนอลเดรส รพัสสาน	
Origin Capacity Frage Program Capacity Frage Capacity Frage Capacity Frage Optimized Frage Capacity Frage	รับทักข่อมูลสูใช้	ยกเล็ก

If user login fails, the "Login to FlexRelease CX Service" dialog appears again and this dialog shows the error message and error code

This dialog pops up if login with saved credentials fails. This happens if:

- \checkmark The user account has been deleted.
- \checkmark The user password has been changed.
- ✓ The user account has been locked.
- \checkmark The user account is disabled.

😔 Login to FlexReleas	e CX Service		—
Failed to login. Check th (11020001)	ne authentication information is correct.		
Tenant ID	603000011		
User Name	test		
Password]		
	Save User Information		
		Login	Cancel

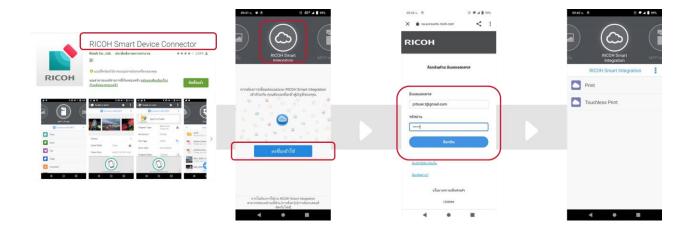
- Driver installation to PC for Flex Release Print (Macintosh OS)
 - Users can find the printer driver (Port Monitor) download link on the Workplace, an executable file (.exe) for install the Port Monitor is available.
 - An installer requires to match on the selected login method. (Recommend E-mail Address Login)

RICOH III A	Application Settings (General Users)	Admin Mode OIF	00000018106 Tenant ID : 40
←Top			
Application Settings (Genera	al Users)		
	Printer Driver for Cloud Printing		Manual
Application List	WindowsOS		~
External Service Connections	MacOS	Version	^
Download	Installer for Office 365 Login		ownload
User Select Login Settings	Installer for Email Address Login	1.2.0	Download
Workflow Job Transaction	Installer for User Name/Password Login	1.2.0	<u>Nownload</u>

 When the installer has been executed, following screen is displayed. No operation is necessary during the setup. Compare to the current driver installation, setup is easier



4. When the installer has been executed, RSI account authentication setting has to be set in the application to print from Smart Device.



3.4.3 Port Monitor specification: Only Support Office Essential + Flex Release and Office Elite

- The protocol used for transmitting the data is HTTPS.
- The maximum size per document that can be submitted via Port Monitor is
 300MB (spool size).

🖶 RSI Cloud Printer Properties				×		
General Sharing Ports Advance	ed Color Manage	ement Security Accessories	Advanced Options			
S RSI Cloud Printer						
Print to the following port(s). Do checked port.	cuments will pri	int to the first free			HTTPS	
Port	Description	Printer	^			
	Serial Port	- million				
FILE:	Print to File				Port monitor	
192.168.2.200	Standard T	RICOH PCL6 UniversalDri			oremonitor	
PORTPROMPT:	Local Port	Microsoft XPS Document				
012345678@FlexReleaseCX	FRCX port	RSI Cloud Printer				
Microsoft.Office.OneNote	App Monitor	OneNote for Windows 10	~			
<		>				

- 3.4.4 Email to Print: Only Support Office Essential + Flex Release and Office Elite
 - The methods to spool print jobs: Sending an Email with attached files to specific Email address
 - Following step by
 - 1. Login
 - 2. Go to Application Setting
 - 3. Select LF Print

Application Settings (General Users)							
s (General I	Jsers)						
	To confirm or change the settings (parame	eters) of an app, click the icon of th	ie a				
	Home						
ctions	Cumo-nect Office	LF Print	P				
	Print						
ıgs	Cumo-nect Office Elite						
on	O365	Print from DW Cabinet (AuthOn)	P				
	MKT_Demo	80 <u>1</u>					

4. Select FlexRelease service URL

	Application Settings (General U
ld	
ameter	Settings
inting	yes 🗸
vice U	RL
URL	https://www.start.ricoh.com/frcx-portal/clear_ticket

5. Select E-mail Address

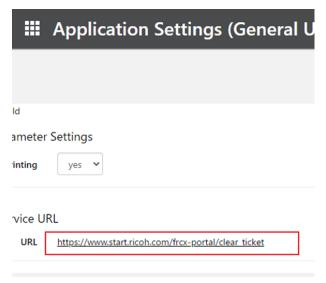
FlexRelease CX						
FlexRelease CX						
Job List	🛛 😽 Email Print Setti	ings				
Upload File						
Email Print Settings 🛛 🕨	C	(- D - L -				
Download Logs	Send-only Email Address					
Prt Management Stg	Email Address :	f.4014273043@frcxricoh.com				
	Print Settings (Email)					
	Quantity :	1				
	1 Sided/2 Sided :	1 Sided 🗸				
	Combine :	Do not Combine 🗸				
	Paper Size :	Same as Original 🗸				
	Orientation :	Portrait 🗸				
	Color/Black & White :	Color 🗸				
	Print Body Text :	No 🛩				
	Detailed Setting Options					

3.4.5 Upload file to Print: Only Support Office Essential + Flex Release and Office Elite

- Upload file to Print documents via upload a file on web browse
- Following Step by
 - 1. Login
 - 2. Go to Application Setting
 - 3. Select LF Print

Application Settings (General Users)						
ıs (General U	sers)					
	To confirm or change the settings (parame	ters) of an app, click the icon of	the a			
	Home		-			
ctions	Cumo-nect Office	LF Print	P			
	Print					
ngs	Cumo-nect Office Elite					
ion	O365	Print from DW Cabinet (AuthOn)	P			
	MKT_Demo	erint and a second seco				

4. Select FlexRelease CX Service URL



5. Upload File

FlexRelease CX

Job List	🗍 Upload File	
Upload File I		
Email Print Settings		
Download Logs	File :	Choose File No file chosen
Prt Management Stg	Quantity :	1
	1 Sided/2 Sided :	1 Sided 🗸
	Combine :	Do not Combine 🗸
	Paper Size :	Same as Original 🗸
	Orientation :	Portrait 🗸
	Color/Black & White :	Color
	Detailed Setting Options	

3.4.6 Retrieve the print job: Only Support Office Essential + Flex Release and Office Elite

- Job List
 - When the user logs in via SI-Auth app, the job list is displayed for the login user.
 - 2. By checking the boxes in front of jobs, the jobs can be printed or the print settings can be modified.
 - 3. When more than 10 print jobs are selected, printing cannot be executed.
 - Due to the WebBrowserNX and SOP system limitation, the print jobs that can be printed are limited within 10 files.



• Job delete

- When the right allow (squared in red below) is selected, how the uploaded jobs should be treated after printing them out can be configured.
- 2. The default setting is "Yes" (delete).



- Print setting change
 - To change the print settings after print job is spooled, following settings are

available via the "Print Setting" (squared in red).

- Print color mode
- Quantity (minimum 1)
- 1 or 2 sided (Short /Long edge bind)



Luser10	e, A	dmin. is operating remotely	2	Logout	C
Print Settings				Cancel	_
Force Black and White	Copies	Force Duplex			
CL - 1 - C4 - L				Start	
Check Status 28 Jan 2020 16:08	* 5 1	*	0	Stop	

3.5 The procedure for IC Card reader setting

3.5.1 IC Card reader setting

- When user use IC card for user authentication, these settings are mandatory.
 - 1. Login to the MFP as a device administrator.
 - 2. Settings>Screen Features Settings>Screen Device Settings>External

Interface Software Settings

Machine Administrator	<u>F</u>	?	Logout	(
← Screen Device Settings				
Application Display Settings by Function				
Function Key Settings				
External Interface Software Settings				
User's Own Customization				
System Bar Settings (Top / Bottom of Screen)				
Support Settings				
[Back] Key Enable/Disable [Back] Key.				
Dec. 04 2019				
09.44PM				

 Setting > Screen Features Setting > Screen Device Setting > External Interface Software Setting

Set the software to enable IC cards and to use the machine.	d smartphones with Blueto	oth	
Select IC Card Reader	Do not Use		
Proximity Card Reader Software Settings	Proximity Card Reader		
Bluetooth Software Settings	NFC Card Reader Do not Use		

4. Press the Proximity Card Reader Software Settings

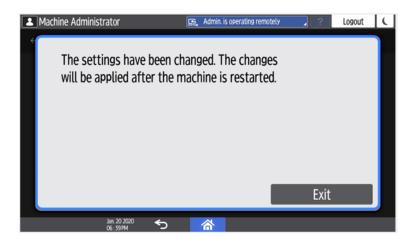
Machine Administrator	ES new an	min.'s operation, tap here	Logout
Proximity Card Reader Soft	tware Settings	Cancel	OK
Connect card reader to ope If reader is connected, disc	ration panel that displays this onnect and then re-connect it		
External Interface	Software to Use		Authentication
	No registrati	on.	

- 5. Plug the IC Card reader to SOP panel.
- 6. The IC card reader information will be displayed then check the

authentication column as active.



7. Press the EXIT button and restart the device



3.5.2 IC Card registration

- The number of registerable IC card to tenant user is
 - 1. When user swipe the new IC card with registered IC card user via

following dialog then IC card information will be over write with new IC



ogin:Register	IC Card information	Close
	IC card is not registered. I as a user account, enter the user account information	n.
User ID	Please enter	Registration
Password	Please enter	

• When other IC card is swiped during user is being login, logout process will be executed and then login process will be executed for other IC card user.

3.5.3 IC Card unregistration

- When user needs to unregister the IC card, it can NOT be executed via Device Login Setting on the Workplace.
 - 1. Login > My Account Setting > Device Login Setting > Multifunction

Printer/Copier > Device Account > Unconfigure

RICOH 🏭 My Acc	ount Settings	⑦ ③ test1 Tenant ID : 1146470409
←тор		
My Account Settings		
	Device Account Link Settings	
Basic Settings	Multifunction Printers/Copiers	^
Change Password	Device Account	Unconfigure
External Service Login Coordination	test1	
Device Login Setting	Interactive Whiteboard	~
	PIN Code Settings	
	Current Setting: Login with the PIN is not possible.	Change

4. Functionalities of Cumo-nect Office

4.1 Reporting

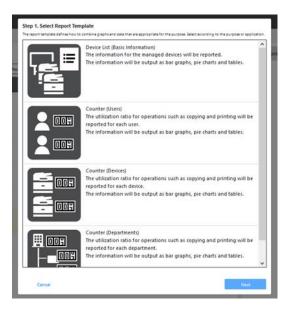
- There are two ways to access to the reporting web UI. Press the application icon on the Workplace.
 - In Workplace UI Select Report > Report List



- Reports can be created by following templates.
 - Device List (Basic information)
 - Counter (Users)
 - Counter (Devices)
 - Counter (Departments)

Device List (Basic Information) The information for the managed devices will be reported. The information will be output as bar graphs, pie charts and tables.	,
Counter (Users) The utilization ratio for operations such as copying and printing will be reported for each user. The information will be output as bar graphs, pie charts and tables.	
Counter (Devices) The utilization ratio for operations such as copying and printing will be reported for each device. The information will be output as bar graphs, pie charts and tables.	
Counter (Departments) The utilization ratio for operations such as copying and printing will be reported for each department. The information will be output as bar graphs, pie charts and tables.	

- There are two ways to create a report.
 - Generate Report immediately: Instant report generation is executed by following the wizard procedure.
 - 1. Select the report template



2. Select the target devices and specify the start / end dates.

	• •	•		
Step 2. Select Target Select the target device or period for the report.				
Target Device	Target Period			
* All	Start Date*	08/01/2019		
	End Date*	08/31/2019		
Cancel		Ba	ck	Next

3. Enter management information

ep 3. Enter Management Information			
er the information for managing this report.			
Report Name*			
Counter (Devices)_20190906			
Description			
Report Display Language			
English 🔻			
Cancel	P	ack	Next

4. Confirm the input information

Step 4. Confirm The report will be created with the	ese contents. If you want to continue, click the Create button.
Report Name	Counter (Devices)_20190906
Type Description	Counter (Devices)
	All 08/01/2019 08/31/2019 English
Cancel	Back Create

5. Report List has six features and then Select to Download

RICOH			() O () 100,4400 State () 11194000
Device List	Report List	Starch Q	U ?
Report List	Report Name	Type Description	Completion date
Scheduled Report List	Counter (Users), 20190905	Counter (Users)	09/05/2019 10:20 Download
	Counter (Devices), 20190905	Counter (Devices)	09/05/2019 10:15 Download
	Counter (Users)_20190905	Counter (Users)	09/05/2019 10:13 Download
	Counter (Devices)_20190904	Counter (Devices)	09/04/2019 06:59 Download
	Counter(User)	Counter (Users)	09/04/2019 00:01 Download
	Counter(Devices)	Counter (Devices)	09/04/2019 00:00 Download

* When user selects the template "Counter (Departments)", following screen will be displayed. In this screen, the department master can be downloaded, and user can modify it.

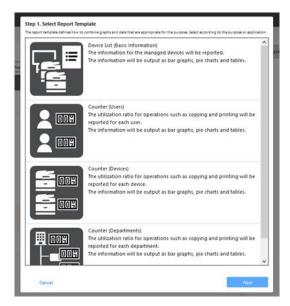
ep 2. Select Target ist the target device or period for the report.							
epartment master file template"	Target Period						
trowse No file selected.		09/01/2019		A	В	С	D
ntry Guide	End Date*	09/30/2019		^		-	
			1	User ID	Department Code 1	Department Code 2	Department Code 3
			2	A0000001	N1101	N2101	N3101
			3	B0000002	N1102	N2102	N3102
			4	B0000003	N1103	N2103	
			5	B0000004	N1104		
			6				

Item	Description
1 st line (Header)	User ID, Code of group1, Code of group2 and Code of group3 are displayed. Displayed header is changed by language setting of the browser.
From 2 nd line (Value)	Value is entered by user

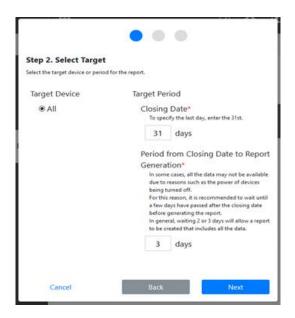
The content of the department master must meet the following conditions:

ltem	Description	Behavior when conditions are not met
File size	File size must be smaller than 4 MB. Note: Size of character strings is calculated so please consider the file size of 4MB only as a reference value.	Error message about the file size being too large is displayed.
Input value	Values must not contain double quotes (* *) or commas (,) Note: An error will not occur if the user ID or code of group is enclosed in double quotes.	Error message indicating that invalid character is included is displayed.
User ID	 Identical User ID must not exist. User ID must not be empty. 	 Error message indicating that the same user ID already exists is displayed. The line with empty User ID is deleted.
The number of rows in Excel file	The supported number of rows is 5,000 or less.	Error message is displayed if the number of rows exceeds 5,000.
The layer of department code	Department code must have 3 levels.	If less than 3 levels: A blank layer is added at the end If more than 4 levels: The levels after the fourth are deleted.
Header of Excel file	The header must be in 1st line.	The header is automatically added.

- Create a Scheduled report : Schedule report generation is executed by following the wizard procedure.
 - 1. Select the report template.



2. Select the target devices and period (days)



3. Enter management information.

	•	•		
Step 3. Enter Management Information Enter the information for managing this report.				
Report Name*				
Counter (Devices)_20190906				
Description				
Report Display Language				
Cancel			Back	Next

4. Confirm the input information

	•••
Step 4. Confirm	
The scheduled report will be create	d with these contents. If you want to continue, click the Create button.
Report Name	Device List (Basic Information)
Туре	Device List (Basic Information)
Description	
Report Target	All
Closing Date	31th (date) of every month
Period from Closing	3 day(s)
Date to Report Generation	
Report Display Language	English
Cancel	Back Create