



GSK & RICOH

Buildbook for Ricoh Tech.:

Device installation and Configuration

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In case of questions, please contact the GSM sara.bulgarelli@ricoh-gs.com





The Buildbook will include the steps that the engineers must perform "at device" settings and "WIM" levels.

The Buildbook will cover the installation and configuration of the following models:

IM C2000 Metis MF3v IM C2500 Metis MF3z IM C3000 Metis MF3a IM C3500 Metis MF3b IM C4500 Metis MF3c IM C5500 Metis MF3d IM C6000 Metis MF3e IM C6010 Metis MF4 IM C300F Griffin-C4 P502 Chimay-P1dM

Before start with the configuration, the engineers must connect to the "WIM" setting via a crossover cable directly from Engineer's laptop / Tablet.

(DO NOT CONNECT TO GSK NETWORK)

When you install the card reader , BE SURE you check and follow the configuration details within the Buildbook. If the configuratiom is not listed here please contact the Global Service Delivery Manager

Device Build Process - High Level

- 1. Program and Install Card reader if applicable
- 2. Ensure SLNX V2 is unistalled if applicable
- 3. Apply minimum\latest firmware via remote tools
- 4. Configure the "at Device" and "at WIM" settings as per the following document
- 5. Inform GSSC team in Barcelona (RES-BARCELONA-GSK <GSSC.GSK.Support@ricoh.es>
- 6. Check SLNX settings applied (Machines may have been offline etc) coordinating with GSSC team in Barcelona (RES-BARCELONA-GSK <GSSC.GSK.Support@ricoh.es>)
- 7. Reboot RICOH Device (after all device setting have been configured)
- 8. Check the time is correct as per the devices location
- 9. Follow Normal Test procedure
- 10. Save a copy of the Buildbook, listing the S/Ns of the devices configured and send it to:

RES-BARCELONA-GSK <GSSC.GSK.Support@ricoh.es>;

#REU-GSK-IMACD <GSK-IMACD@ricoh-europe.com>;

Sara Bulgarelli <Sara.Bulgarelli@ricoh-gs.com>





Useful contact details / Team Members and Links

ROLE	NAME	EMAIL ADDRESS
Global Service Manager	Sara Bulgarelli	sara.bulgarelli@ricoh-gs.com
GSSC		gssc.gsk.support@ricoh.es
Regional Service Manager USA-LATAM-Canada	Ann Supernaw	ann.supernaw@ricoh-usa.com
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Global Account Director	Kevin Jarret	kevin.jarrett@ricoh-gs.com
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Web site name	URL
GSK Sharepoint Homepage	https://ricoheuropeplc.sharepoint.com/sites/GSK/ SitePages/Home(1).aspx





Devices installed under this Buildbook

Site/Location

Date:

DEVICE MODEL	SERIAL NUMBER	CARD READER (Y/N)	COMMENTS





Select the type of configuration needed:

- I need to configure a device which is installed in SLNX (SLNX Embedded)
- I need to configure a device which is not in SLNX (Monitored unit)
- I need to configure a device as part of a project/Tech Refresh and pre-configuration was performed by BoZ in Netherlands (EMEA only)
- Home Settings set up
 - <u>SOP</u>
 - <u>IMC</u>
- FaxForwarding Set up
- <u>SMTP Set up</u>
- Heap & Stack
- <u>Timers</u>
- IBS installation
- Java SLNX Reload
- Card reader configuration only
 - How to configure the RFIDEAS241 Ethernet Unit (printer with no Java)
 - Card reader installation
 - Card reader process 1 (all old models)
 - Manual Configuration Process (Global)
 - <u>Card reader process 2 (IMC units)</u>





Model type

P 501/P502

Any other model (follow table below)

Configuration for any other model

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Optional	Card Reader	To install card Reader	Refer to <u>Card</u> <u>Reader - Pro-</u> <u>cess 1</u>	At Device
	Optional	Card Reader	To install card Reader	Refer to <u>Card</u> <u>Reader - Pro-</u> <u>cess 2</u>	At Device
	Optional	Card Reader	To install card Reader	Connect USB mini to the SOP Panel	At Device
	Mandatory	Service Call Set- tings	Applies to all MFDs	Remove the local Ricoh Service phone number from the standard message that appears on screen when an error occurs notified. This is to ensure that service calls are placed centrally.	At Device
	SP Mode Settings	Set Time	5-302-002	Local Time Zone	At Device
	SP Mode Settings	Toner Call Timing	5-507-080	1	At Device
	SP Mode Settings	Toner Call Thresh- old: Bk	5-507-081	10% (20 % Vaccines sites)	At Device





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STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	SP Mode Settings	Toner Call Thresh- old: C/M/Y	5-507-082	10% (20% Vaccines)	At Device
	SP Mode Settings	FAX SETUP	5-967-001	0	At Device
	Device Settings / System	Output Tray	Copier	Finisher Upper Tray - (If finisher fitted)	At Device
	Device Settings / System	Output Tray	Printer	Finisher Shift Tray - (If finisher fitted)	At Device
	User Tools- machine features / System Settings	Interface Settings	Input IP, Subnet Mask, Gateway, Hostename and DNS settings	Refer to GSK device settings list	At Device
	User Tools- machine features / System Settings	Interface Settings	DNS settings	US and APAC: 10.192.0.113 and 10.192.1.113 EMEA/UK: 10.192.5.113 and 10.192.6.113	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 0	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 2	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 7	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 1	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 11 Bit 6	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 21 Bit 3	1	At Device





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 21 Bit 4	1	At Device
	Administrator Tools	Service Mode Lock	Select	OFF	At Device
	Administrator Tools	Auto Erase memory Settings	Select	ON	At Device
	Administrator Tools	Auto Erase memory Settings	HDD Erase Method	Random Num- bers (3 times)	At Device
	Administrator Tools	Machine Data En- cryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data En- cryption Setting	Press	Print Key	At Device
	Administrator Tools	Network Priority Settings	IPv4	Active	At Device
	Administrator Tools	FAX SETUP	Applies to all MFDs fitted with FAX	1. If Fax option is fitted the MFD MUST have at least 768 MB of memory in- stalled.	At Device
	Administrator Tools	FAX SETUP		2. An option where fax for- warding is [On] or [Off] - to be decided during install	At Device
	Administrator Tools	FAX SETUP		if fax forwarding is on, then the email address of the fax needs to be discovered during the install Email configuration detail is provided by local ITng(to be up- dated on the unit); Email address to be discovered during installation SMTP to be inter- nal-smtp.gsk.com	At Device





STEP	TOP LEVEL	BOTTOM LEVEL	DEVICE	VALUE	WHERE TO
	MENU/TASK	MENU/TASK	SETTING		
	Copier/Document Server Settings	General Features	Customise Function Copier	1-2 2-2 2-1 1-Comb 2 1-Magazine Batch	At Device
	Copier/Document Server Settings	Edit	Change all 5mm Margins	Set to 0mm	At Device
	Copier/Document Server Settings	Input/Output	Letterhead Setting	Yes	At Device
	Copier/Document Server Settings	Input/Output	Staple Position	Top 1 Slant Left 2 Top 2	At Device
	Native Scanner Settings	Program settings as default	Store File	Store to HDD + Send	At Device
	Native Scanner Settings	Program settings as default	Send File Type/ Name	PDF	At Device
	Native Scanner Settings	Program settings as default	Scan Settings	Grey Scale	At Device
	Native Scanner Settings	Program settings as default	Resolution	300dpi	At Device
	MFD	Home Screen Con- figuration	SOP & IMC Screen	See SOP & IMC Screen Layout tab	At Device
	Screen Features / Screen Device Settings	Home Key Settings	Home Key Settings	Enabled	At Device
	Screen Features / Screen Device Settings	Home Key Settings	System Home Key Icon Settings	Key Disable	At Device
	Screen Features / Screen Device Settings	Display Apps List Setting	Hide All Apps Button	Enabled	At Device
	Screen	Wireless & Net- works	Wi-Fi	Off	At WIM
	Screen	Wireless & Net- works	Wireless Direct Settings	Off	At WIM
	Screen	Device	Volumes	0	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Screen	Device	All Sound Options	No Sound	At WIM
	Screen	Screen Device Settings	Screen SD Card Slot	Inactive	At WIM
	Screen	Screen Device Settings	Screen USB Slot	Inactive	At WIM
	Screen	Screen Device Settings	Function Key	Off	At WIM
	Device Settings / System	General Settings	Device Name	Host Name	At WIM
	Device Settings / System	General Settings	Comment	Location Add (Fax) at the end of the Comment if fax is fitted, e.g. Location A (Fax)	At WIM
	Device Settings / System	General Settings	Location	Location	At WIM
	Device Settings / System	General Settings	Media Slot Use - Store to Memory Device	Prohibit	At WIM
	Device Settings / System	General Settings	Media Slot Use - Print from Memory Storage Device	Prohibit	At WIM
	Device Settings / System	Output Tray	Fax	Internal Tray 1	At WIM
	Device Settings / System	Tray Priority	Copy, Print and Fax	Tray 1	At WIM
	Device Settings / System	Tray 1	Tray 1	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / System	Tray 2	Tray 2	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / System	Tray 3	Tray 3	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings / Paper	Tray 4	Tray 4	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / Paper	Bypass Tray	Bypass	Autodetect [ON] Duplex [ON] Auto Select [OFF]	At WIM
	Device Settings	Timer	Sleep Mode Timer	Refer to Timers worksheet	At WIM
	Device Settings	Timer	Auto Logout Timer	Refer to Timers worksheet	At WIM
	Network	SNMP	SNMPv1 Trap	Active	At WIM
	Network	SNMP	SNMPv2 Trap	Active	At WIM
	Network	IPv4	DDNS	Inactive	At WIM
	Network	IPv4	WINS	Inactive	At WIM
	Network	SMB	SMB	Inactive	At WIM
	Network	Bonjour	Bonjour	Inactive	At WIM
	Security	SSL/ TLS	IPv4	Inactive	At WIM
	Security	SSL/ TLS	IPv6	Inactive	At WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certifi- cate	At WIM
	Extended Feature Settings	Startup Setting	JavaTM Platform	Check Java is Running reboot the MFD if nec- essary	At WIM
	Extended Feature Set- tings / Administrator Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	At WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	At WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	At WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.0 (SSL Server)	Active	At WIM
	Printer Basic Settings	System	Auto Continue	Immediate	At WIM
	Printer Basic Settings	System	Job Separation	ON	At WIM
	Printer Basic Settings	System	Memory Usage	Font Priority	At WIM
	Printer Basic Settings	System	Sub Paper Size	Auto	At WIM
	Printer Basic Settings	System	Letterhead Setting	ON (Always)	At WIM
	Printer Basic Settings	System	Tray Switching	ON	At WIM
	Printer Basic Settings	System	Extended Auto Tray Switching	ON	At WIM
	Printer Basic Settings	PS Menu	Font Change Confir- mation	Do not Display	At WIM
	Device Settings	Administrator Au- thentication man- agement	User Management - Highlight	Set On - Admin- istrator Tools	At WIM
	Device Settings	Administrator Au- thentication man- agement	Machine Manage- ment - Highlight	Set On - General features, Timer Settings, Inter- face, File Trans- fer, Administrator tools	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings	Administrator Au- thentication man- agement	Network manage- ment - Highlight	Set On - Inter- face Settings, File transfer, Administrator Tools	At WIM
	Device Settings	Administrator Au- thentication man- agement	File Management - Highlight	Set On - Admin- istrator Tools	At WIM
	Device Settings	Program/Change Administrator	Administrator 1 - Set Password	Contact GSSC for Details (See Intro)	At WIM
	Device Settings	Program/Change Administrator	Supervisor - Set Password	Contact GSSC for Details (See Intro)	At WIM
	Optional	Card Reader	Program/ Change USB Device List	Vendor ID: 0C27 Product ID: 3BFA	At WIM
	HOME settings	Home Setting process	Home setting pro- cess	Home setting process	At Device





VALUE **TOP LEVEL BOTTOM LEVEL** DEVICE WHERE TO STEP **MENU/TASK MENU/TASK SETTING** Refer to Card To install card Card Reader Reader - Pro-Optional Reader At Device cess 1 Refer to Card To install card Reader - Pro-Card Reader Optional Reader At Device cess 2 Connect USB To install card mini to the SOP Optional Card Reader Reader At Device Panel Remove the local Ricoh Service phone number from the standard message that Service Call Setappears on Mandatory Applies to all MFDs At Device tings screen when an error occurs notified. This is to ensure that service calls are placed centrally. SP Mode Settings Set Time 5-302-002 Local Time Zone At Device SP Mode Settings **Toner Call Timing** 5-507-080 1 At Device 10% Toner Call Thresh-5-507-081 (20 % Vaccines SP Mode Settings At Device old: Bk sites)





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	SP Mode Settings	Toner Call Thresh- old: C/M/Y	5-507-082	10% (20% Vaccines)	At Device
	SP Mode Settings	FAX SETUP	5-967-001	0	At Device
	SP Mode Settings	enable anonymous print for P502	5-420-041	1	At Device
	Device Settings / System	Output Tray	Copier	Finisher Upper Tray - (If finisher fitted)	At Device
	Device Settings / System	Output Tray	Printer	Finisher Shift Tray - (If finisher fitted)	At Device
	User Tools- machine features / System Settings	Interface Settings	Input IP, Subnet Mask, Gateway, Hostename and DNS settings	Refer to GSK device settings list	At Device
	User Tools- machine features / System Settings	Interface Settings	DNS settings	US and APAC: 10.192.0.113 and 10.192.1.113 EMEA/UK: 10.192.5.113 and 10.192.6.113	At Device
	Administrator Tools	Service Mode Lock	Select	OFF	At Device
	Administrator Tools	Auto Erase memory Settings	Select	ON	At Device
	Administrator Tools	Auto Erase memory Settings	HDD Erase Method	Random Num- bers (3 times)	At Device
	Administrator Tools	Machine Data En- cryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data En- cryption Setting	Press	Print Key	At Device
	Administrator Tools	Network Priority Settings	IPv4	Active	At Device
	Device Settings / System	General Settings	Device Name	Host Name	By WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings / System	General Settings	Device Name	Host Name	By WIM
	Device Settings / System	General Settings	Comment	Location	By WIM
	Device Settings / System	General Settings	Location	Location	By WIM
	Device Settings	Timer	Sleep Mode Timer	Refer to Timers worksheet	By WIM
	Device Settings	Timer	Auto Logout Timer	Refer to Timers worksheet	By WIM
	Network	SNMP	SNMPv1 Trap	Active	By WIM
	Network	SNMP	SNMPv2 Trap	Active	By WIM
	Network	IPv4	DDNS	Inactive	By WIM
	Network	IPv4	WINS	Inactive	By WIM
	Network	SMB	SMB	Inactive	By WIM
	Network	Bonjour	Bonjour	Inactive	By WIM
	Security	SSL/ TLS	IPv4	Inactive	By WIM
	Security	SSL/ TLS	IPv6	Inactive	By WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certifi- cate	By WIM
	Extended Feature Settings	Startup Setting	JavaTM Platform	Check Java is Running reboot the MFD if nec- essary	By WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	By WIM
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	By WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.0 (SSL Server)	Active	By WIM
	Printer Basic Settings	System	Auto Continue	Immediate	By WIM
	Printer Basic Settings	System	Job Separation	ON	By WIM
	Printer Basic Settings	System	Memory Usage	Font Priority	By WIM
	Printer Basic Settings	System	Sub Paper Size	Auto	By WIM
	Printer Basic Settings	System	Letterhead Setting	ON (Always)	By WIM
	Printer Basic Settings	System	Tray Switching	ON	By WIM
	Printer Basic Settings	System	Extended Auto Tray Switching	ON	By WIM
	Printer Basic Settings	PS Menu	Font Change Con- firmation	Do not Display	By WIM
	Device Settings	Administrator Au- thentication man- agement	User Management - Highlight	Set On - Admin- istrator Tools	By WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings	Administrator Au- thentication man- agement	Machine Manage- ment - Highlight	Set On - Gen- eral features, Timer Settings, Interface, File Transfer, Admin- istrator tools	By WIM
	Device Settings	Administrator Au- thentication man- agement	Network manage- ment - Highlight	Set On - Inter- face Settings, File transfer, Administrator Tools	By WIM
	Device Settings	Administrator Au- thentication man- agement	File Management - Highlight	Set On - Admin- istrator Tools	By WIM
	Device Settings	Program/Change Administrator	Administrator 1 - Set Password	Contact GSSC for Details (See Introduction page)	By WIM
	Device Settings	Program/Change Administrator	Supervisor - Set Password	Contact GSSC for Details (See Introduction page)	By WIM
	Optional	Card Reader	Program/ Change USB Device List	Vendor ID: 0C27 Product ID: 3BFA	By WIM
	HOME settings	Home Setting process	Home setting process	Home setting process	At Device





Model type

<u>P 501/P502</u>

Any other model (follow table below)

Configuration for any other model

STEP	TOP LEVEL	BOTTOM LEVEL	DEVICE	VALUE	WHERE TO
	MENU/TASK	MENU/TASK	SETTING		
	Mandatory	Service Call Set- tings	Applies to all MFDs	Remove the local Ricoh Service phone number from the standard message that appears on screen when an error occurs notified. This is to ensure that service calls are placed centrally.	At Device
	SP Mode Settings	Set Time	5-302-002	Local Time Zone	At Device
	SP Mode Settings	Toner Call Timing	5-507-080	1	At Device
	SP Mode Settings	Toner Call Thresh- old: Bk	5-507-081	10% (20 % Vaccines sites)	At Device
	SP Mode Settings	Toner Call Thresh- old: C/M/Y	5-507-082	10% (20% Vaccines)	At Device
	SP Mode Settings	FAX SETUP	5-967-001	0	At Device
	Device Settings / System	Output Tray	Copier	Finisher Upper Tray - (If finisher fitted)	At Device
	Device Settings / System	Output Tray	Printer	Finisher Shift Tray - (If finisher fitted)	At Device





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STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	User Tools- machine features / System Settings	Interface Settings	Input IP, Subnet Mask, Gateway, Hostename and DNS settings	Refer to GSK device settings list	At Device
	User Tools- machine features / System Settings	Interface Settings	DNS settings	US and APAC: 10.192.0.113 and 10.192.1.113 EMEA/UK: 10.192.5.113 and 10.192.6.113	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 0	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 2	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 7	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 1	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 11 Bit 6	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 21 Bit 3	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 21 Bit 4	1	At Device
	Administrator Tools	Service Mode Lock	Select	OFF	At Device
	Administrator Tools	Auto Erase memory Settings	Select	ON	At Device





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Administrator Tools	Auto Erase memory Settings	HDD Erase Method	Random Num- bers (3 times)	At Device
	Administrator Tools	Machine Data En- cryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data En- cryption Setting	Press	Print Key	At Device
	Administrator Tools	Network Priority Settings	IPv4	Active	At Device
	Administrator Tools	FAX SETUP	Applies to all MFDs fitted with FAX	1. If Fax option is fitted the MFD MUST have at least 768 MB of memory in- stalled.	At Device
	Administrator Tools	FAX SETUP		2. An option where fax for- warding is [On] or [Off] - to be decided during install	At Device
	Administrator Tools	FAX SETUP		if fax forwarding is on, then the email address of the fax needs to be discovered during the install Email configuration detail is provided by local ITng(to be up- dated on the unit); Email address to be discovered during installation. SMTP to be inter- nal-smtp.gsk.com	At Device
	Copier/Document Server Settings	General Features	Customise Function Copier	1-2 2-2 2-1 1-Comb 2 1-Magazine Batch	At Device
	Copier/Document Server Settings	Edit	Change all 5mm Margins	Set to 0mm	At Device





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STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Copier/Document Server Settings	Input/Output	Letterhead Setting	Yes	At Device
	Copier/Document Server Settings	Input/Output	Staple Position	Top 1 Slant Left 2 Top 2	At Device
	Native Scanner Settings	Program settings as default	Store File	Store to HDD + Send	At Device
	Native Scanner Settings	Program settings as default	Send File Type/ Name	PDF	At Device
	Native Scanner Settings	Program settings as default	Scan Settings	Grey Scale	At Device
	Native Scanner Settings	Program settings as default	Resolution	300dpi	At Device
	MFD	Home Screen Con- figuration	SOP & IMC Screen Layout Tab	See SOP & IMC Screen Layout tab	At Device
	Screen Features / Screen Device Settings	Home Key Settings	Home Key Settings	Enabled	At Device
	Screen Features / Screen Device Settings	Home Key Settings	System Home Key Icon Settings	Key Disable	At Device
	Screen Features / Screen Device Settings	Display Apps List Setting	Hide All Apps Button	Enabled	At Device
	Screen	Wireless & Net- works	Wi-Fi	Off	At WIM
	Screen	Wireless & Net- works	Wireless Direct Settings	Off	At WIM
	Screen	Device	Volumes	0	At WIM
	Screen	Device	All Sound Options	No Sound	At WIM
	Screen	Screen Device Settings	Screen SD Card Slot	Inactive	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Screen	Screen Device Settings	Screen USB Slot	Inactive	At WIM
	Screen	Screen Device Settings	Function Key	Off	At WIM
	Device Settings / System	General Settings	Device Name	Host Name	At WIM
	Device Settings / System	General Settings	Comment	Location Add (Fax) at the end of the Comment if fax is fitted, e.g. Location A (Fax)	At WIM
	Device Settings / System	General Settings	Location	Location	At WIM
	Device Settings / System	General Settings	Media Slot Use - Store to Memory Device	Prohibit	At WIM
	Device Settings / System	General Settings	Media Slot Use - Print from Memory Storage Device	Prohibit	At WIM
	Device Settings / System	Output Tray	Fax	Internal Tray 1	At WIM
	Device Settings / System	Tray Priority	Copy, Print and Fax	Tray 1	At WIM
	Device Settings / System	Tray 1	Tray 1	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / System	Tray 2	Tray 2	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / System	Tray 3	Tray 3	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / Paper	Tray 4	Tray 4	Autodetect [ON] Duplex [ON] Auto Select [ON]	At WIM
	Device Settings / Paper	Bypass Tray	Bypass	Autodetect [ON] Duplex [ON] Auto Select [OFF]	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings	Timer	Sleep Mode Timer	Refer to Timers worksheet	At WIM
	Device Settings	Timer	Auto Logout Timer	Refer to Timers worksheet	At WIM
	Network	SNMP	SNMPv1 Trap	Active	At WIM
	Network	SNMP	SNMPv2 Trap	Active	At WIM
	Network	IPv4	DDNS	Inactive	At WIM
	Network	IPv4	WINS	Inactive	At WIM
	Network	SMB	SMB	Inactive	At WIM
	Network	Bonjour	Bonjour	Inactive	At WIM
	Security	SSL/ TLS	IPv4	Inactive	At WIM
	Security	SSL/ TLS	IPv6	Inactive	At WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certifi- cate	At WIM
	Extended Feature Settings	Startup Setting	JavaTM Platform	Check Java is Running reboot the MFD if nec- essary	At WIM
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	At WIM
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	At WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE	VALUE	WHERE TO
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	At WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.0 (SSL Server)	Active	At WIM
	Printer Basic Settings	System	Auto Continue	Immediate	At WIM
	Printer Basic Settings	System	Job Separation	ON	At WIM
	Printer Basic Settings	System	Memory Usage	Font Priority	At WIM
	Printer Basic Settings	System	Sub Paper Size	Auto	At WIM
	Printer Basic Settings	System	Letterhead Setting	ON (Always)	At WIM
	Printer Basic Settings	System	Tray Switching	ON	At WIM
	Printer Basic Settings	System	Extended Auto Tray Switching	ON	At WIM
	Printer Basic Settings	PS Menu	Font Change Confir- mation	Do not Display	At WIM
	Device Settings	Administrator Au- thentication man- agement	User Management - Highlight	Set On - Admin- istrator Tools	At WIM
	Device Settings	Administrator Au- thentication man- agement	Machine Manage- ment - Highlight	Set On - General features, Timer Settings, Inter- face, File Trans- fer, Administrator tools	At WIM
	Device Settings	Administrator Au- thentication man- agement	Network manage- ment - Highlight	Set On - Inter- face Settings, File transfer, Administrator Tools	At WIM
	Device Settings	Administrator Au- thentication man- agement	File Management - Highlight	Set On - Admin- istrator Tools	At WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings	Program/Change Administrator	Administrator 1 - Set Password	Contact GSSC for Details (See Intro)	At WIM
	Device Settings	Program/Change Administrator	Supervisor - Set Password	Contact GSSC for Details (See Intro)	At WIM
	HOME settings	Home Setting process	Home setting pro- cess	Home setting process	At Device





STEP	TOP LEVEL	BOTTOM LEVEL	DEVICE	VALUE	WHERE TO
	MENU/TASK	MENU/TASK	SETTING		
	Mandatory	Service Call Set- tings	Applies to all MFDs	Remove the local Ricoh Service phone number from the standard message that appears on screen when an error occurs notified. This is to ensure that service calls are placed centrally.	At Device
	SP Mode Settings	Set Time	5-302-002	Local Time Zone	At Device
	SP Mode Settings	Toner Call Timing	5-507-080	1	At Device
	SP Mode Settings	Toner Call Thresh- old: Bk	5-507-081	10% (20 % Vaccines sites)	At Device
	SP Mode Settings	Toner Call Thresh- old: C/M/Y	5-507-082	10% (20% Vaccines)	At Device
	SP Mode Settings	FAX SETUP	5-967-001	0	At Device
	SP Mode Settings	enable anonymous print for P502	5-420-041	1	At Device
	Device Settings / System	Output Tray	Copier	Finisher Upper Tray - (If finisher fitted)	At Device
	Device Settings / System	Output Tray	Printer	Finisher Shift Tray - (If finisher fitted)	At Device
	User Tools- machine features / System Settings	Interface Settings	Input IP, Subnet Mask, Gateway, Hostename and DNS settings	Refer to GSK device settings list	At Device





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	User Tools- machine fea- tures / System Settings	Interface Settings	DNS settings	US and APAC: 10.192.0.113 and 10.192.1.113 EMEA/UK: 10.192.5.113 and 10.192.6.113	At Device
	Administrator Tools	Service Mode Lock	Select	OFF	At Device
	Administrator Tools	Auto Erase memory Settings	Select	ON	At Device
	Administrator Tools	Auto Erase memory Settings	HDD Erase Method	Random Numbers (3 times)	At Device
	Administrator Tools	Machine Data Encryp- tion Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data Encryp- tion Setting	Press	Print Key	At Device
	Administrator Tools	Network Priority Settings	IPv4	Active	At Device
	Device Settings / System	General Settings	Device Name	Host Name	By WIM
	Device Settings / System	General Settings	Comment	Location	By WIM
	Device Settings / System	General Settings	Location	Location	By WIM
	Device Settings	Timer	Sleep Mode Timer	Refer to Timers worksheet	By WIM
	Device Settings	Timer	Auto Logout Timer	Refer to Timers worksheet	By WIM
	Network	SNMP	SNMPv1 Trap	Active	By WIM
	Network	SNMP	SNMPv2 Trap	Active	By WIM
	Network	IPv4	DDNS	Inactive	By WIM
	Network	IPv4	WINS	Inactive	By WIM





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STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE	VALUE	WHERE TO
	Network	SMB	SMB	Inactive	By WIM
	Network	Bonjour	Bonjour	Inactive	By WIM
	Security	SSL/ TLS	IPv4	Inactive	By WIM
	Security	SSL/ TLS	IPv6	Inactive	By WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certifi- cate	By WIM
	Extended Feature Settings	Startup Setting	JavaTM Platform	Check Java is Running reboot the MFD if nec- essary	By WIM
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	By WIM
	Extended Feature Settings / Administra- tor Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	By WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administra- tor Tools	Select Available Functions	TLS 1.0 (SSL Server)	Active	By WIM
	Printer Basic Settings	System	Auto Continue	Immediate	By WIM
	Printer Basic Settings	System	Job Separation	ON	By WIM
	Printer Basic Settings	System	Memory Usage	Font Priority	By WIM
	Printer Basic Settings	System	Sub Paper Size	Auto	By WIM





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Printer Basic Settings	System	Letterhead Setting	ON (Always)	By WIM
	Printer Basic Settings	System	Tray Switching	ON	By WIM
	Printer Basic Settings	System	Extended Auto Tray Switching	ON	By WIM
	Printer Basic Settings	PS Menu	Font Change Con- firmation	Do not Display	By WIM
	Device Settings	Administrator Au- thentication man- agement	User Management - Highlight	Set On - Admin- istrator Tools	By WIM
	Device Settings	Administrator Au- thentication man- agement	Machine Manage- ment - Highlight	Set On - Gen- eral features, Timer Settings, Interface, File Transfer, Admin- istrator tools	By WIM
	Device Settings	Administrator Au- thentication man- agement	Network manage- ment - Highlight	Set On - Inter- face Settings, File transfer, Administrator Tools	By WIM
	Device Settings	Administrator Au- thentication man- agement	File Management - Highlight	Set On - Admin- istrator Tools	By WIM
	Device Settings	Program/Change Administrator	Administrator 1 - Set Password	Contact GSSC for Details (See Introduction page)	By WIM
	Device Settings	Program/Change Administrator	Supervisor - Set Password	Contact GSSC for Details (See Introduction page)	By WIM
	HOME settings	Home Setting process	Home setting process	<u>Home setting</u> process	At Device





DEVICE TO BE FULLY INSTALLED IN SLNX (SLNX Embedded) preconfigured by BoZ (EMEA only)

Model type

P 501/P502

Any other model (follow table below)

Configuration for any other model

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Mandatory	Service Call Set- tings	Applies to all MFDs	Remove the local Ricoh Service phone number from the standard message that appears on screen when an error occurs notified. This is to ensure that service calls are placed centrally in accordance with GSK con- tract.	At Device
	Device Settings / System	Output Tray	Copier	Finisher Upper Tray - (If finisher fitted)	At Device
	Device Settings / System	Output Tray	Printer	Finisher Shift Tray - (If finisher fitted)	At Device
	User Tools- machine features / System Settings	Interface Settings	Input IP, Subnet Mask, Gateway, Hostname and DNS settings	Refer to GSK device settings list	At Device
	Administrator Tools	FAX SETUP	Applies to all MFDs fitted with FAX	1. If Fax option is fitted the MFD MUST have at least 768 MB of mem- ory installed.	





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Administrator Tools	FAX SETUP		2. An option where fax for- warding is [On] or [Off] - to be decided during install	At Device
	Administrator Tools	FAX SETUP		If fax forwarding is on, then the email address of the fax needs to be discovered during the install Email configura- tion detail to be updated by the engineer on the device which is provided by local IT, then the email address of the fax needs to be discovered during the install. SMTP to be internal-smtp.gsk. com	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 0	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 2	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 03 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 7	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 04 Bit 1	1	At Device





STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 11 Bit 6	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 21 Bit 3	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Pa- rameter Settings	Switch 21 Bit 4	1	At Device
	Device Settings / System	General Settings	Device Name	Host Name	By WIM
	Device Settings / System	General Settings	Comment	Location Add (Fax) at the end of the Comment if fax is fitted, e.g. Location A (Fax)	By WIM
	Device Settings / System	General Settings	Location	Location	By WIM
	HOME settings	Home Setting process	Home setting process	Home setting process	At Device





STEP	TOP LEVEL	BOTTOM LEVEL	DEVICE	VALUE	WHERE TO
	MENU/TASK	MENU/TASK	SETTING		
	Mandatory	Service Call Set- tings	Applies to all MFDs	Remove the local Ricoh Service phone number from the standard message that appears on screen when an error occurs notified. This is to ensure that service calls are placed centrally in accordance with GSK con- tract.	At Device
	User Tools- machine features / System Settings	Interface Settings	Input IP, Subnet Mask, Gateway, Hostename and DNS settings	Refer to GSK device settings list	At Device
	Device Settings / System	General Settings	Device Name	Host Name	By WIM
	Device Settings / System	General Settings	Comment	Location Add (Fax) at the end of the Comment if fax is fitted, e.g. Location A (Fax)	By WIM
	Device Settings / System	General Settings	Location	Location	By WIM
	HOME settings	Home Setting process	Home setting process	Home setting process	At Device



SOP & IMC Home Screen Settings



SOP Home Screen Settings

Remove all the icons on Screen 1



Remove all the icons on Screen 3



Remove all the icons on Screen 2



Remove all the icons on Screen 4



Add the these icons to Screen 5







IMC Home Screen Settings

Remove all the icons on Screen 1

Remove all the icons on Screen 2



Remove all the icons on Screen 3





Remove all the icons on Screen 4



Remove all the icons on Screen 5



NO SW Solution Home Screen Settings



Go back to homepage





IMPORTANT! : You must first register the forwarding destination in the Address Book. To install two or more end receivers, use "group destination". The max number of destinations you can register in a group is 500

STEP	DESCRIPTION/ACTION
	Press [Home] at the bottom of the screen
	Flick the screen to the left, and then press [User Tools] icon 🚳 on Home screeen 4
	Press [Machine Features]
	Press [Fax Features]
	Uber Tools Griter / Doornet.Ser Tools Government.Ser Government.Ser
	Press [Reception Settings]
	Press [Reception File Settings]
	Press [Forwarding]
	Select [ON]
	If there is an end receiver already programmed, a receiver name is shown. If you want to change the receiver, press [Receiver] and proceed.
	Specify and end receiver using the destination list, and the press [OK]
	Press [Email] to switch the transmission type. See [How to Set up SMTP] for furhter details on SMTP configuration
	When you specify an Internet Fax or e-mail destination as a forward destination, configure the settings in [Security] as necessary. To encrypt email press [Encryption] To attach a signature to an email press [Signature] After configuration the settings, press [OK]





STEP	DESCRIPTION/ACTION
	To print a Forwardig Mark on the forwarded document, make sure that [Print Forwarding Mark] is selected
	Press [OK]
	Press [User Tools] (on the top right screen.
	Press [Home] at the bottom of the screen in the centre





How to set up SMTP - SMTP to be internal-smtp.gsk.com

STEP	DESCRIPTION/ACTION
	Press the [File Transfer] tab, and then press [SMTP Server]
	Internet Race
	Press [Change] , which is to the right of [Server Name] , then enter the SMTP server hostname or IPv4 address, and then press [OK]
	You can change the port number by pressing [Change] which is on the right of the port number
	SMTP Authentication - if the SMTP server requires authentication, set [SMTP Authentication] to [On] , and the specify the user name, password and encryption
	 Default: [Off] User name Enter the user name using up to 191 characters. Spaces cannot be entered. Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm". Email Address Enter the email address using up to 128 characters
	 Password Enter the password using up to 128 characters Spaces cannot be entered Encryption Select Encryption as follows: [Auto]: Use if the authentication method is PLAIN, LOGIN, CRAM-MD5 or DIGEST-MD5 [ON]: Use if the authentication method iS CRAM-MD5 or DIGEST-MD5 [Off]: Use if the authentication method is PLAIN or LOGIN
	 POP before SMTP - when sending email to an SMTP server, you can enhance the SMTP server security level by connecting the POP server to authentication. Default: [Off] If you set POP before SMTP to [On], specify the waiting time after authentication, user name, email address and password. Wait time after Authent.Default : [300 msec]. Specify [Wait time after Authent.] from zero to 10.000 milliseconds, in steps of 1 millisecond User Name : Enter the user name using up to 191 characters. Spaces cannot be entered Email Address : Enter the email address using up to 128 characters. Space cannot be entered Password : Enter the password using up to 128 characters. Space cannot be entered
	Press [Exit] twice





There should be no need to change the Heap and Stack settings. However, please refer to this chart for the correct configuration.

uon.		
Device Type	Неар	Stack
Aficio MP C2051	32	64
Aficio MP C2551	32	64
Aficio MP C300	32	64
Aficio MP C3501	32	64
Aficio MP C5501	32	64
Aficio SP 5200S	32	64
Aficio SP 5210SF	32	64
Aficio MP 4002	56	256
Aficio MP 5002	56	256
Aficio MP 7502	56	256
Aficio MP 9002	56	256
Aficio MP C3502	56	256
Aficio MP C4502	56	256
Aficio MP C5502	56	256
Aficio MP 2852	32	64
MP 2553	56	256
MP 3053	56	256
MP C2503	56	256
MP C2503 JPN	50	256
	50	256
	50	256
MP C3503 JPN	56	256
MP C4503	50	256
	50	256
MP C5503 JPN	50	256
ATICIO IVIP 30 I	50	200
	50	256
MP C4015R	1Z 70	200
MP 3034	1Z 70	200
IVIP 4034	1Z 70	200
MD 501	1Z 70	200
	1Z 70	200
MP C2004	1Z 70	200
MD C2504	1Z 70	200
	72	200
MD C2004	1Z 70	200
	1Z 70	200
MD C2504	1 Z 70	200
	1Z 70	200
MD C5504	1 Z 70	200
	1Z 70	200
	1Z 70	200
	1 Z 70	200
	1 Z 70	200
MD C207	1 Z 70	250
	1 Z 70	200
	1 Z 70	200
	1 Z 72	256
	1 Z 70	200
	12	200





Timers-Setting available but not used by SLNX

Aficio MP C2051 120* 2 N/A 60 Aficio MP C3551 120* 2 N/A 60 Aficio MP C3501 120* 2 N/A 60 Aficio MP C3501 120* 2 N/A 60 Aficio MP C3501 120* 2 N/A 60 Aficio SP 5200S 120* 2 N/A 60 Aficio MP 6002 120* N/A 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2853 120* N/A N/A 2 MP 2553 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A N/A	Device	Auto-Logout (s)	Panel Off (m)	Low Power (m)	Sleep (m)
Aficio MP C2551 120* 2 N/A 60 Aficio MP C300 120* 2 N/A 60 Aficio MP C3501 120* 2 N/A 60 Aficio MP C5501 120* 2 N/A 60 Aficio SP 5200S 120* 2 N/A 60 Aficio SP 5210SR 120* 2 N/A 60 Aficio MP 4002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 6002 120* N/A 2 60 Aficio MP 502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2852 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A	Aficio MP C2051	120*	2	N/A	60
Aficio MP C300 120* 2 N/A 60 Aficio MP C3501 120* 2 N/A 60 Aficio MP C5501 120* 2 N/A 60 Aficio SP 5200S 120* 2 N/A 60 Aficio SP 5210SR 120* 2 N/A 60 Aficio MP 4002 120* N/A 2 60 Aficio MP 502 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 002 120* N/A 2 60 Aficio MP 63502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2851 120* N/A 2 60 Aficio MP 2852 120* N/A N/A 2 MP 2553 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C303 120* N/A N/A 2 MP C3503 120* N/A	Aficio MP C2551	120*	2	N/A	60
Aficio MP C3501 120* 2 N/A 60 Aficio MP C5501 120* 2 N/A 60 Aficio SP 5200S 120* 2 N/A 60 Aficio SP 5210SR 120* 2 N/A 60 Aficio MP 4002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 63502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2852 120* N/A 2 60 Aficio MP 2853 120* N/A N/A 2 MP 2553 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C3503 120* N/A	Aficio MP C300	120*	2	N/A	60
Aficio MP C5501 120* 2 N/A 60 Aficio SP 5200S 120* 2 N/A 60 Aficio SP 5210SR 120* 2 N/A 60 Aficio MP 4002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 002 120* N/A 2 60 Aficio MP 63502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2852 120* N/A N/A 2 MP 2553 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C4503 120* N/A N/A </td <td>Aficio MP C3501</td> <td>120*</td> <td>2</td> <td>N/A</td> <td>60</td>	Aficio MP C3501	120*	2	N/A	60
Aficio SP 5200S 120* 2 N/A 60 Aficio SP 5210SR 120* 2 N/A 60 Aficio MP 4002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 002 120* N/A 2 60 Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2852 120* N/A 60 MP MP 2553 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 JPN 120* N/A N/A 2 MP C4503 120* N/A 2 60 MP C5503 JPN 120* N/A N/A </td <td>Aficio MP C5501</td> <td>120*</td> <td>2</td> <td>N/A</td> <td>60</td>	Aficio MP C5501	120*	2	N/A	60
Aficio SP 5210SR 120* 2 N/A 60 Aficio MP 4002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 9002 120* N/A 2 60 Aficio MP 03502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C5502 120* N/A 2 60 Aficio MP 2852 120* N/A 60 MP 2553 MP 2553 120* N/A N/A 2 MP 3053 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C4503 120* N/A 2 60 MP C5503 120* N/A 2	Aficio SP 5200S	120*	2	N/A	60
Aficio MP 4002 120* N/A 2 60 Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 9002 120* N/A 2 60 Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C5502 120* N/A 2 60 Aficio MP 2852 120* N/A 60 MP MP 2553 120* N/A N/A 2 MP 0053 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A 2 60 MP C5503 120* N/A 2 60 MP C5503 120* N/A N/A 2	Aficio SP 5210SR	120*	2	N/A	60
Aficio MP 5002 120* N/A 2 60 Aficio MP 7502 120* N/A 2 60 Aficio MP 9002 120* N/A 2 60 Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C5502 120* N/A 2 60 Aficio MP 2852 120* N/A 60 MP MP 2553 120* N/A N/A 2 MP 3053 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C2503 JPN 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 JPN 120* N/A N/A 2 MP C4503 120* N/A 2 60 MP C5503 JPN 120* N/A 2 60 MP C5503 JPN 120* N/A 2 60 MP C401SR 120* N/A 12	Aficio MP 4002	120*	N/A	2	60
Aficio MP 7502 120* N/A 2 60 Aficio MP 9002 120* N/A 2 60 Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP 2852 120* N/A 2 60 Aficio MP 2853 120* N/A N/A 2 MP 3053 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C4503 120* N/A N/A 2 MP C5503 120* N/A N/A 2 MP C401SR 120* N/A N/A 2	Aficio MP 5002	120*	N/A	2	60
Aficio MP 9002 120* N/A 2 60 Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C5502 120* N/A 2 60 Aficio MP 2852 120* N/A N/A 2 MP 3053 120* N/A N/A 2 MP 3053 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C4503 120* N/A 2 60 MP C5503 JPN 120* N/A 2 60 MP C5503 JPN 120* N/A 2 60 MP C401SR 120* N/A N/A 2	Aficio MP 7502	120*	N/A	2	60
Aficio MP C3502 120* N/A 2 60 Aficio MP C4502 120* N/A 2 60 Aficio MP C5502 120* N/A 2 60 Aficio MP 2852 120* N/A 2 60 MP 2553 120* N/A N/A 2 MP 3053 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP 2503 120* N/A N/A 2 MP C2503 120* N/A N/A 2 MP C3003 120* N/A N/A 2 MP C3503 120* N/A N/A 2 MP C4503 120* N/A N/A 2 MP C4503 120* N/A 2 60 MP C5503 JPN 120* N/A N/A 2 Aficio MP 301 120* N/A N/A 2 Aficio MP 3054 120* N/A N/A 2 </td <td>Aficio MP 9002</td> <td>120*</td> <td>N/A</td> <td>2</td> <td>60</td>	Aficio MP 9002	120*	N/A	2	60
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MP 4054 120* N/A N/A 2 MP 5054 120* N/A N/A 2 MP 501 120 N/A N/A 60 MP C2004 120 N/A N/A 60 MP C2504 120 N/A N/A 60 MP C2504ex 120 N/A N/A 60	MP 3054	120*	N/A	N/A	2
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MP C2504ex 120 N/A N/A 60	MP C2504	120	N/A	N/A	60
	MP C2504ex	120	N/A	N/A	60
MP C3004 120 N/A N/A 60	MP C3004	120	N/A	N/A	60
MP C3004ex 120 N/A N/A 60	MP C3004ex	120	N/A	N/A	60
MP C3504 120 N/A N/A 60	MP C3504	120	N/A	N/A	60
MP C3504ex 120 N/A N/A 60	MP C3504ex	120	N/A	N/A	60
MP C4504 120 N/A N/A 60	MP C4504	120	N/A	N/A	60
MP C5504 120 N/A N/A 60	MP C5504	120	N/A	N/A	60
MP C5504 JPN 120 N/A N/A 60	MP C5504 JPN	120	N/A	N/A	60
MP C6004 120 N/A N/A 60	MP C6004	120	N/A	N/A	60
MP C6004ex 120 N/A N/A 60	MP C6004ex	120	N/A	N/A	60
MP 4055 120 N/A N/A 60	MP 4055	120	N/A	N/A	60
MP C307 120 N/A N/A 60	MP C307	120	N/A	N/A	60
MP C407 120 N/A N/A 60	MP C407	120	N/A	N/A	60
MP C6503 120 N/A N/A 60	MP C6503	120	N/A	N/A	60
IM C3000 120 N/A N/A 60	IM C3000	120	N/A	N/A	60
IM C6000 120 N/A N/A 60	IM C6000	120	N/A	N/A	60





IBS installation (Ad hoc)

If there is any requirement for IBS installation, please contact the Regional Technical Software Administrators.

For Flash Module MFDs

There is no SDK CARD - but JAVA can be upgraded/reverted with an SD Card (for steps - see the Hardware Maintenance Guide for specific MFP):

STEP	DESCRIPTION/ACTION		
	Uninstall ALL Extended Features from the MFP via USER TOOLS, including JAVA.		
	DO NOT POWER DOWN the MFP.		
	SP MODE - 5401-200 to -230 / make sure they are 0 IF NOT, set to 0		
	SP MODE - 5832-001 / Format ENTIRE HDD (you must ROCKER SWITCH OFF the MFP for this to process)		
	Once machine is back up from HDD format - POWER OFF.		
	Verify that JAVA was re-installed.		
	If JAVA is being upgraded or reverted via SD card - perform that process now.		
	Verify and set HEAP and STACK according to the HEAP&STACK worksheet.		
	After setting HEAP & STACK, - POWER CYCLE MFP with ROCKER SWITCH. When the MFP comes back up, verify that HEAP & STACK changes took and that only		
	JAVA is showing as installed under Extended Features from USER TOOLS. There should be NO SLNX listed under Extended Features.		
	Notify the GSSC of the needed SW PUSH to the MFP using the template below. If this activity is part of the deployment you will need to co-ordinate this with the assigned GSSC.		
	Please note that if IBS (BOCR) was installed on the MFP - it will need to be reloaded as well. This needs to be indicated in the SW PUSH REQUEST.		
	GSSC will notify that the SW has been pushed and testing can be performed		





Loading / Reloading SLNX Software

The following procedure should be carried out if a device requires SLNX software pushed to the device

For JAVA SD Card MFDs

The SDK card rebuilt manually - the steps are as follows:

STEP	DESCRIPTION/ACTION		
	Uninstall ALL Extended Features from the MFP via USER TOOLS, including JAVA.		
	B) POWER DOWN the MFP.		
	REMOVE JAVA CARD and rebuild as per the following steps (note which SLOT it was removed from and verify if necessary that the slot is correct as per Product Supp Guide for MFP):		
	Copy the SDK folder from the JAVA card to a computer (recommend into a folder with the SERIAL of the MFP) for SAFE KEEPING.		
	Once copied for backup, delete the SDK folder (and all folders and files UNDER IT). DO NOT DE- LETE ANYTHING ELSE FROM THE CARD.		
	Using the SD CARD UPDATE file as downloaded from RFG, rebuild the card (running the .BAT to rebuild the JAVA card will put the files back on the card in the correct location)		
	Once the JAVA CARD is rebuilt, EJECT it from the computer.		
	Ensure the Write-Protect notch is set correctly (NOT WRITE-PROTECTED).		
	Before returning the JAVA card to the machine - POWER ON (NO JAVA CARD)		
	SP MODE - 5401-200 to -230 / make sure they are 0 IF NOT, set to 0		
	SP MODE - 5832-001 / Format ENTIRE HDD (you must ROCKER SWITCH OFF the MFP for this to process)		
	Once machine is back up from HDD format - POWER OFF.		
	Place JAVA CARD back into the PROPER SLOT and POWER ON MFP. JAVA auto-installs.		
	Verify that JAVA installed, double check showing correct install location		
	Verify and set HEAP and STACK according to the HEAP&STACK section		





STEP	DESCRIPTION/ACTION
	4) After setting HEAP & STACK, - POWER CYCLE MFP with ROCKER SWITCH. When the MFP comes back up, verify that HEAP & STACK changes took and that only
	JAVA is showing as installed under Extended Features from USER TOOLS. There should be NO SLNX listed under Extended Features.
	5) Notify the GSSC of the needed SW PUSH to the MFP using the template below. If this activity is part of the deployment you will need to co-ordinate this with the assigned GSSC.
	Please note that if IBS (BOCR) was installed on the MFP - it will need to be reloaded as well. This needs to be indicated in the SW PUSH REQUEST.
	GSSC will notify that the SW has been pushed and testing can be performed.

By following the steps above, the result should be a clean re-install and trouble-free installation of SLNX to the MFP.

Granted if there are underlying hardware issues (bad contoller, bad HDD, bad JAVA card) there may be a need to replace those parts and perform the process again before re-installing SLNX to the MFP.





How to configure the RFIDEAS241 Ethernet Unit

Note: This instruction guide is for configuring an Ethernet241 unit on **a single function printer that does not** have Java installed.

Information about the RFIDEAS241

The Ethernet 241 was designed to allow an RFIDEAS card reader and a printer to simultaneously communicate via an Ethernet connection using a single network drop. The Ethernet 241 acts as a two-port switch that provides a pass-thru Ethernet port for a printer and a second Ethernet port that is built into the device.

The 241 device has two Ethernet connectors designated as the Network port and Printer port. The Ethernet 241 provides one USB port, one RS-232 DB9 port and one 5 VDC port that is used to supply power to the unit via the supplied power adapter.

The USB and serial ports operate independently and can support simultaneous card presentatations

STEP	DESCRIPTION/ACTION		
	Configure the card reader as described in "Card Reader - Process 1" sheet		
	Connect the RDR-805R1AKU card reader cable to the "USB" port on the RFIDEAS Ethernet 241 unit		
	Connect the printer network cable to the RFIDEAS 241 unit labelled "Device"		
	Connect the network cable from the RFIDEAS 241 unit labelled "Network" to the floor socket (switch, patch port etc)		
	Connect the power cable to the power outlet		
	Allow the RFIDEAS Ethernet 241 unit to boot up		
	Open the "241DiscoveryTool". If not installed, use the following installer:		





GSK NFC Card Reader Type M37 (D3GF-34) Installation Process

STEP	COMPONENTS CHECK	Q.TY
	1)Corner Cover	1
	2)Reader Spacer	1
	3)Reader Cover	1
	4)Reader	1
	5)Sponge Cushions	2
	6)Interface Cable (with the ferrite core)	1



Card reader installation guide

Card reader configuration Process 1

Card reader manual configuration

Card reader configuration Process 2 - IMC Models





2.Installation

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2.Installation

NFC Card Reader Type M37 (D3GF-34)

No.	Description	Q'ty	Remarks
1	Corner Cover	1	
2	Reader Spacer	1	
3	Reader Cover	1	
4	Reader	1	
5	Sponge Cushions	2	
6	Interface Cable (with the ferrite core)	1	



1. Remove the proximity sensor left cover [A].



2. Open the right door, and then remove the small cover [A].



- <u>3.</u> Open the front cover.
- Remove the proximity sensor cover [A].



Remember that there is a tab at the positions of the red arrows.
 Rotate the operation panel [B] upward to a horizontal position, and then detach the

Installation Procedure

A CAUTION

 When installing this option, turn OFF the main power and unplug the power cord from the wall socket. If installing without turning OFF the main power, an electric shock or a malfunction may occur.





2.Installa

2.Installation

proximity sensor cover [A].



5. Remove the original upper cover [A].



 Attach the corner cover [A] provided with this option. Use the screws removed in the previous step.



<u>7.</u> Remove the scanner front cover [A].



@Px2

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8. Remove the operation panel upper cover [A].



<u>9.</u> Remove the operation panel right cover [A].



10. Thread the USB cable [B] through the notch in the corner cover [A].



<u>11.</u> Reattach the proximity sensor cover to the machine. When reattaching the proximity sensor cover, make sure to connect the harness.





2.Installation

2.Installation



12. Attach the reader spacer [A].



 $\underline{\textbf{13.}}$ Attach the sponge cushions [A] to the reader spacer.



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<u>14.</u> Connect the card reader and interface cable. Make sure to turn the USB cable as shown so that it threads through the notch in the spacer [A].



15. Attach the reader cover [A].



16. Connect the USB cable to the machine's operation panel connector.



anapril o

17. Thread the USB cable through the U-shaped groove [A] at the hinge of the operation panel and notch [B] on the cover under the cover.



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2.Installation

18. Apply the clamp to fasten the USB cable to the machine. Make sure that the cable is not loose between the connector and hinge [A] and the hinge and clamp [B].



 $\underline{\textbf{19.}}$ Tuck in the excess length portion of the USB cable in the space under the scanner.



20. Reattach the removed covers.

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Card reader configuration Process 1

GSK Site ID Cards (all models)

GSK use a standardised HID card at their locations called GSK HID Corporate 1000. This is a HID proximity based card type. The intention is to standardise all locations to this card standard. Where sites do not have the GSK HID Corporate 1000 card type; alternative methods will be deployed by GSK to either update the physical card at the location or use Microdot sticker technology that will enable legacy cards to use the standard card configuration.

The cards at each of the locations need to be checked to determine if they are the same according to the GSK standard. If the card type is different to the GSK HID Corporate 1000, please contact the Regional/Global Ricoh Project Manager/Service manager who will advise on the next steps.

To configure the RFIDEAS ProxyPlus Reader (part number RDR-80581AKU: EDP 974963) to read this standard please configure according to the screenshot below.

To configure the card reader, please use the embedded file at links below

Configuration by the Badge Config Utility

Note. The BadgeConfigUtil will achieve the correct GSK configuration settings and will automatically apply the settings to the card reader.

It is recommended to test a minimum of two cards from the site to ensure that the card numbers retrieved by the tool are unique. Verify the output with the site representative for confirmation.

STEP	DESCRIPTION/ACTION		
	Attach the RFIDEAs card reader to a laptop		
	 Open the folder from the extracted file and open the "BadgeConfigUtil" BadgeConfig.hwg+ BadgeConfigUtil pcProxAPI.dll 		
	Follow the onscreen prompts to configure the reader.		





Manual Configuration (Global)

To manually configure the card reader according to the GSK HID Corporate 1000, please refer to the following instructions.

STEP	DESCRIPTION/ACTION
	1)Plug the ProxyPlus card reader into a computer
	2)Open the pcProxConfig tool
	3)Click [Connect] to connect to the card reader once it has been plugged into a computer.
	Advect with the bit count of the bit cou
	 Uncheck "Send ID"; Check/Flag "Fix lenght/ID Fields"; Change "ID Digits" to 12
	Level Tree, or Provid Sec. Sec. Sec. Sec. Sec. Sec. Sec. Sec.





1		DESCRIPTION/ACTION	
4)b S raitor 1. Se	Select the [Data Format] tab an n process #2). et card type to "OFF"	nd configure the card reader to t	he following configuration (configu-
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Once mess Click	e the card configuration is com sage to appear	nplete click [Write Active] and wa	ait for the [Writing to device Done
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Card Reader Installation - Process 2 - location on IMC Devices

Note. TThe RFIDEAS 805R1AKU card reader contains the necessary cables, including the 15CM USB mini cable that is used to connect to the



To avoid problems with a card reader and SOP, where the SOP thinks the card reader is a keyboard please see below steps:









STEP	DESCRIPTION/ACTION	
	Press OK and Reboot the MFP	