



**Ricoh-Shell MPS 2.0**

**MFP Setup Guide**

---

**Ricoh-Shell MPS 2.0  
MFP Setup Guide**

---

**This information to be shared within Ricoh only.  
DISPOSE OF AFTER USE**

**Buildbook version 6.0**

## **Contents**

<b>1. DOCUMENT CONTROL .....</b>	<b>3</b>
1.1 VERSION CONTROL .....	3
1.2 MAJOR RELEASE DATE .....	3
1.3 APPROVERS .....	3
<b>2. INTRODUCTION.....</b>	<b>4</b>
2.1 PURPOSE OF DOCUMENT .....	4
2.2 SCOPE.....	4
2.3 PASSWORDS - IMPORTANT: PLEASE NOTE PROCESS CHANGE.....	4
2.4 FIRMWARE .....	4
2.5 @REMOTE CONFIGURATION.....	4
2.6 SOP PANEL .....	4
2.7 DOCUMENTATION.....	4
<b>3. CHECKLIST .....</b>	<b>5</b>
<b>4. DEVICE SECURITY FEATURES.....</b>	<b>6</b>
4.1 HDD ENCRYPTION SMART INTERFACE.....	6
4.2 HDD ENCRYPTION CLASSIC INTERFACE .....	7
<b>5. SERVICEMODE SETTINGS.....</b>	<b>10</b>
<b>6. USER TOOL SETTINGS SMART INTERFACE .....</b>	<b>11</b>
<b>7. USER TOOL SETTINGS CLASSIC INTERFACE .....</b>	<b>17</b>
<b>8. MINIMAL DEVICE SETUP USING WEB IMAGE MONITOR .....</b>	<b>25</b>
8.1 SNMP .....	25
8.2 NETWORK SECURITY .....	25
8.3 USB DEVICE LIST.....	25
8.4 GENERAL SETTINGS .....	26
8.5 DEFAULT NATIVE SCANNER SETTINGS .....	26
8.6 PERMISSIONS FOR PRINTER LANGUAGE TO OPERATE FILE SYSTEM .....	26
8.7 SPECIFIC SETTINGS .....	27
8.8 SCREEN SETTINGS.....	27
<b>9. SMART OPERATION PANEL SETTINGS.....</b>	<b>28</b>
9.1 ACTIVATE REMOTE PANEL OPERATION .....	29
9.2 ARRANGE BUTTONS .....	30
<b>10. DEFAULT SCANNER SETTINGS .....</b>	<b>31</b>
<b>11. CARD READER WIRING .....</b>	<b>33</b>
<b>12. SMART CARD READER INSTALLATION .....</b>	<b>37</b>
<b>13. TEST PRINT AND SCAN – SHELL FOCAL POINT / USER.</b> .....	<b>44</b>
<b>14. NOW YOU HAVE COMPLETED YOUR PART OF THE INSTALLATION.</b> .....	<b>45</b>
<b>15. CONTACT DETAILS.....</b>	<b>46</b>
15.1 CONTACT DETAILS SHELL .....	46
15.2 CONTACT DETAILS RICOH.....	46

# 1. Document Control

## 1.1 Version Control

Date	Author	Summary	Version
10-07-2023	Tonny Brukx	Combined MFP & Cardreader Installation Guide	Version 6.0

## 1.2 Major Release Date

Date	Name	Released
19-01-2018	Toby Ablett	Version 1.0
09-02-2018	Kees Verwater	Version 2.0
19-03-2018	Toby Ablett	Version 3.0

## 1.3 Approvers

Name		Role	Date Approved
Kees Verwater		Change Manager	
Rob Houtsma		RAM Global Manager	
Toby Ablett		Global Service Manager	

## 2. Introduction

### 2.1 Purpose of Document

The purpose of this document is to provide the minimal settings needed before installation in the Shell environment.  
With this minimal configuration all other setting can be pushed using DMNX Enterprise

### 2.2 Scope

All other device settings not listed in this document are to be assumed to have their default values.

**Depending on the model type, not all setting may be available for adjustment. These settings can be skipped.**

The settings are based on the printer model MP C4504 as all MFP products for the MPS are backward compatible hence at present no additional changes are required. When new devices are certified and added to the MPS fleet the GSM needs to make the Change Manager aware so he/she can amend this document if required.

There are a number of methods and tools available to make changes to the settings of Ricoh devices. This document provides an indication of the preferred/recommended tool to be used to change a particular setting.

### 2.3 Passwords - Important: Please note process change.

**Set the password for admin to 12345678**

**Set the password for supervisor to 12345678**

With SLNX the final high security passwords will be set

**Once device is installed, if an engineer needs access to the device, they need to apply for a 48 hour temporary password from [ram.shell@ricoh.nl](mailto:ram.shell@ricoh.nl)**

**All engineers need to apply for this temporary password at least 24 hours before arrival at site. Reason for access must be given.**

### 2.4 Firmware

**Update all Cheetah (incl Apps) & GW Firmware**

### 2.5 @Remote configuration

SLNX will be used for @Remote.

Do not use Cumin or any other appliance

### 2.6 SOP Panel

Do not install any background image to the panel

### 2.7 Documentation

- Printqueue Template Spreadsheet

### 3. Checklist

**THIS PAGE MUST be completed for EVERY installed device and emailed back to:**

**RAM.Shell@ricoh.nl**

**We will not proceed without this information!!**

Task/Setting	Setting	Setting applied Yes/No
Update firmware	Install the latest firmware	
Set HDD Encryption	On	
SP mode 5-061-001	Set to 1	
SP mode 5-061-002	Set to 1	
SP mode 5-305-101	Set to 0	
SP mode 5-507-003	Set to 1	
SP mode 5-507-080	Set to 1	
SP mode 5-507-081	Set to 20	
SP mode 5-507-082	Set to 20	
SP mode 5-515-010	Set to 1	
SP mode 5-781-001	Set to 0	
SP mode 5-967	Set to 0	
SP mode 5-812-001	Call Service Center	
SP mode 5-812-003	Toner is ordered	
SP mode 5-828-065	Set to 1	
SP mode 5-853-001	Execute	
SP mode 5-888-001	Set to 1	
SP mode 5-985-002	Set to 0	
Set PDF file type PDF/A Fixed	On	
Set Copier Features		
Set Stamp Language	English	
Set IP-address	Check roll-out sheet	
Set DNS Servers	134.162.23.1, 134.162.23.2	
Set SMB version V2	On	
Set SMB port number	445	
Set SMTP server	anonsmtp-eu.shell.com	
Set Administrator's Email Address	noreply-mps@shell.com	
Set Auto Specify Sender Name	On	
Set SNMP Community Names		
Set Network Security		
Set Extended Feature Settings		
Set Languages	English / Local Preference	
Set USB Device List		
Set Default Scan Settings		
Set Permissions for Printer Language		
Set Specific Settings		
Smart Operation Panel Settings		
Set admin and supervisor password	12345678	
Test Print and Scan – Shell Focal Point / User	Test all functions	
Contact RAM team – Ricoh Netherlands	Email Ram team	
<b>Device Serial Number - IP-Address</b>		
<b>Hostname:</b>		
<b>I accept that Device is in full working order:</b>		

## 4. Device Security Features

### 4.1 HDD Encryption Smart Interface

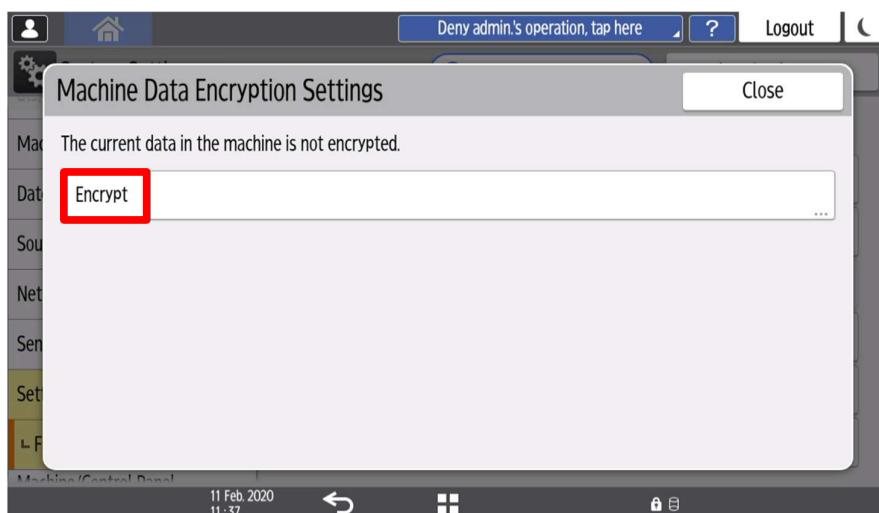
Enable Encryption Setting

Log in as the machine administrator from the operation panel

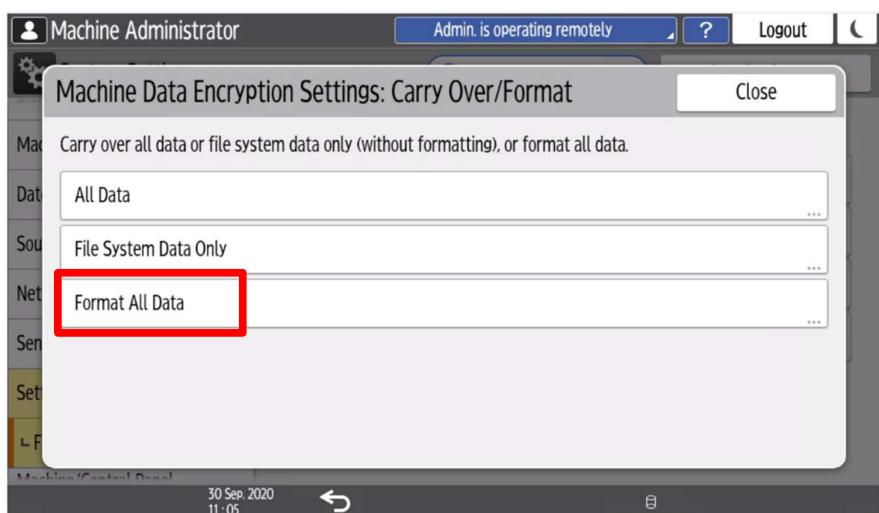
Press "Settings" icon > [System Settings].

Press [Settings for Administrator] > [File Management] > [Machine Data Encryption Settings].

Press [Encrypt].



Select [Format All Data]



## 4.2 HDD Encryption Classic Interface

### Enable Encryption Setting

Press the [User tools/Counter] key.

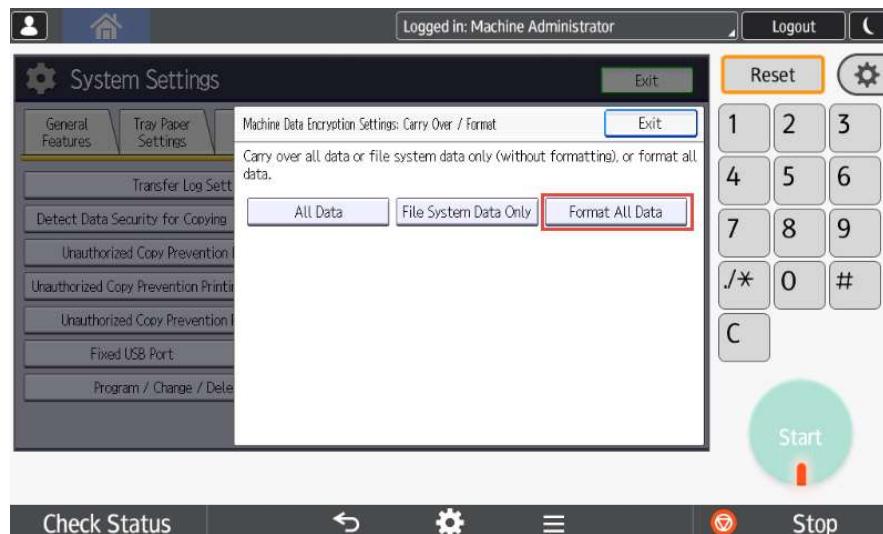
Press [System Settings].

Press [Administrator Tools].

Press [Machine Data Encryption Settings]. If this item is not visible, press [Next] to display more settings.

Press [Encrypt].

Select the data to be carried over to the hard disk and not to be reset. Select [Format All Data].



**Press the [Start] key to print the encryption key for safe keeping.**

Press [Exit] twice.

Press the [User Tools/Counter] key.

Turn the main power switch off and on.

The machine will start to convert the data on the memory after you turn on the machine.

Wait until the message "Memory conversion complete."

Turn the main power switch off." appears, and then turn the main power off again.

### Check the Encryption Settings

1. Press the [User tools/Counter] key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Machine Data Encryption Settings].
5. Please confirm whether the encryption has been completed or not on this display

#### 4.3 Print the Encryption Key

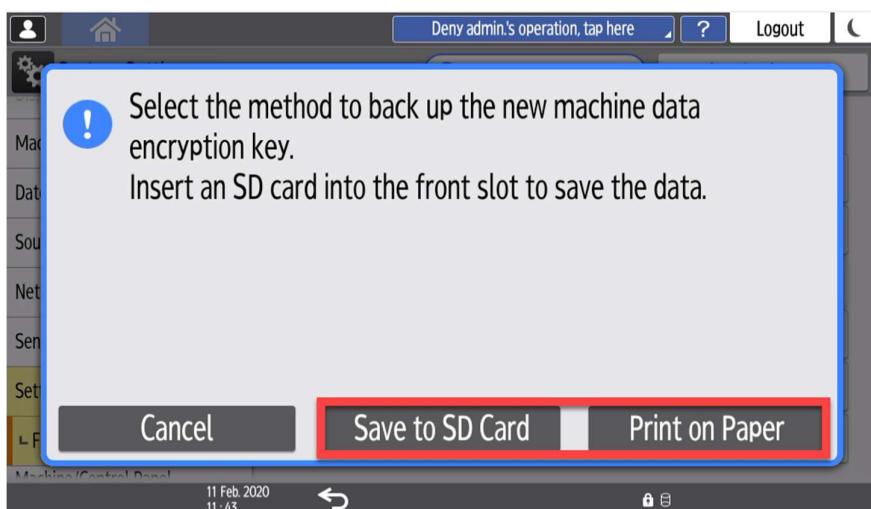
Use the following procedure to print the key again if it has been lost or misplaced.

1. Press the [User tools/Counter] key.
2. Press [System Settings].
3. Press [Administrator Tools].
4. Press [Machine Data Encryption Settings].
5. Press [Print Encryption Key].
6. Select [Save to SD card] or [Print on paper].

Select the backup method.

If you have selected [Save to SD Card], load an SD card into the media slot on the side of the operation panel and press [OK] to back up the machine's data encryption key.

If you have selected [Print on Paper], press the [Print] key. Print out the machine's data encryption key.



Press [OK].

When the confirmation dialog is displayed, press [OK].

Press , and then log out of the machine.

Turn OFF the main power, and then turn the main power back ON.

The machine will start to convert the data on the memory after you turn ON the machine. Wait until the message "Memory conversion complete. Turn the main power switch OFF." appears, and then turn the main power OFF again.

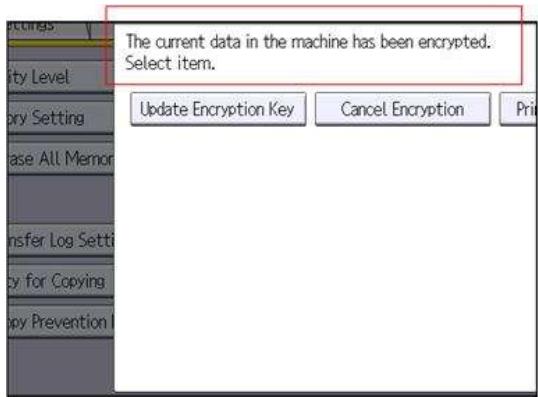
#### 4.4 Check the Encryption Settings

Log in as the machine administrator from the operation panel.

Press "Settings" icon > [System Settings].

Press [Settings for Administrator] > [File Management] > [Machine Data Encryption Settings].

Confirm whether the encryption has been completed or not on this display.

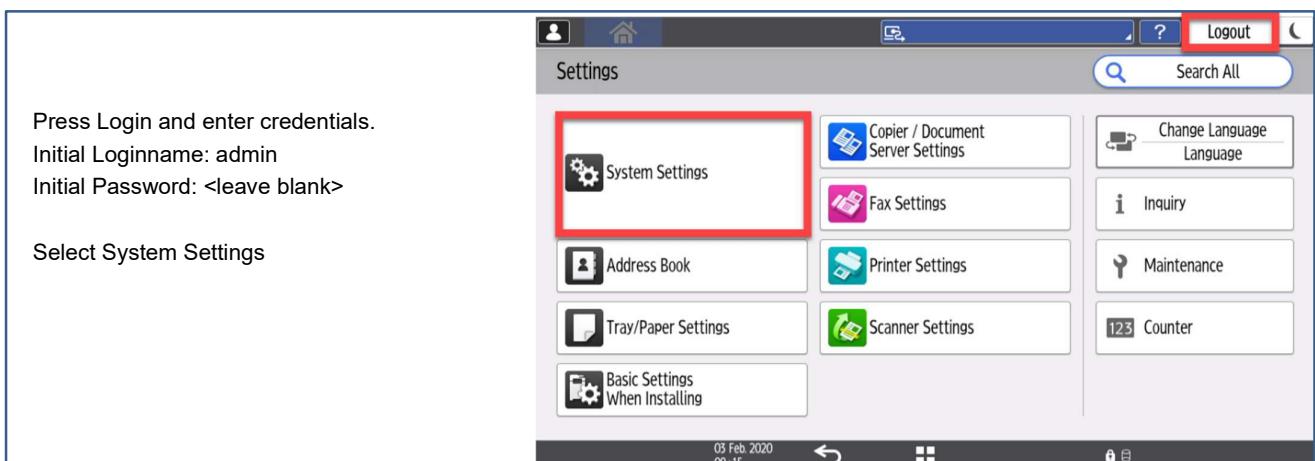
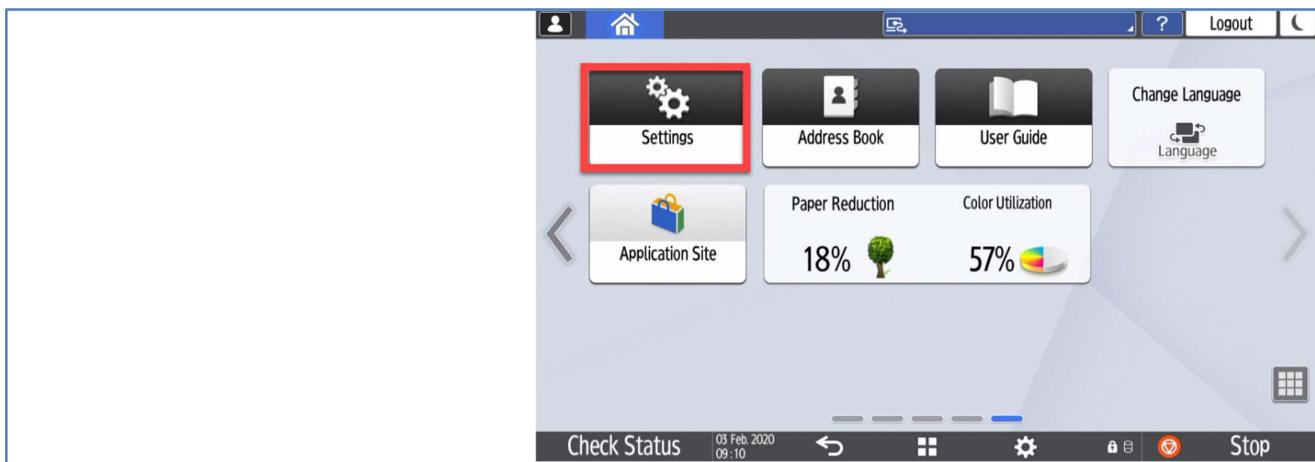


w\_d1822520

## 5. Servicemode Settings

Service Mode setting		
Setting	Description	Configuration
SP mode 5-061-001	Toner Remaining Icon Display Change	Set to 1
SP mode 5-061-002	Toner Near End Display Change	Set to 1
SP mode 5-305-101	Auto Off Limit Set	Set to 0
SP mode 5-507-003	Toner Supply alarm	Set to 1
SP mode 5-507-080	Toner Call Timing	Set to 1
SP mode 5-507-081	Toner Call Threshold Black	Set to 20
SP mode 5-507-082	Toner Call Threshold CMY	Set to 20
SP mode 5-515-010	Supply Automatic Order	Set to 1
SP mode 5-781-001	Disable ACT Setting	Set to 0
SP mode 5-967	Document Server	Set to 0
SP mode 5-812-001	Service Telephone Number	Call Service Center
SP mode 5-812-003	Supply Call	Toner is ordered
SP mode 5-828-065	Job Spool	Set to 1
SP mode 5-853-001	Stamp Data Download	Execute
SP mode 5-888-001	Personal Information Protect	Set to 1
SP mode 5-985-002	On Board USB	Set to 0

## 6. User Tool Settings Smart Interface



Select Settings for Administrator → File Management

Set PDF File Type: PDF/A Fixed to ON

Press the Back arrow to return to the previous screen.

The screenshot shows the 'System Settings' menu on the left with 'File Management' selected. The main panel shows the 'File Management' configuration with several settings listed. The 'PDF File Type: PDF/A Fixed' setting is highlighted with a red box. The status bar at the bottom indicates the date as 03 Feb 2020 and the time as 09:40.

Select Settings for Administrator → Data Management

Select Auto Erase Memory Setting

The screenshot shows the 'System Settings' menu on the left with 'Data Management' selected. The main panel shows the 'Data Management' configuration with several settings listed. The 'Auto Erase Memory Setting' is highlighted with a red box. The status bar at the bottom indicates the date as 03 Feb 2020 and the time as 09:48.

Set Auto Erase Memory Setting to On

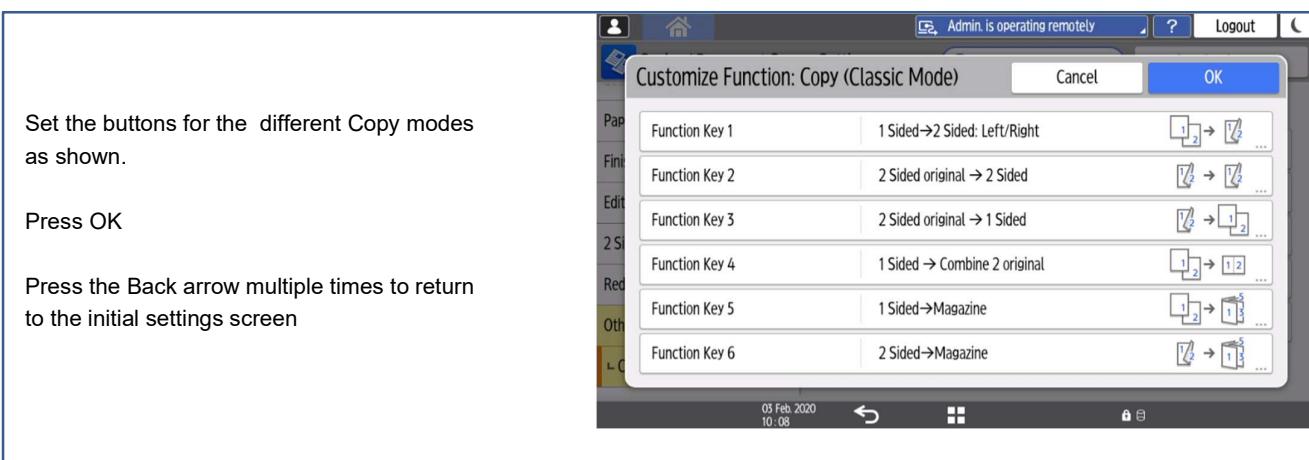
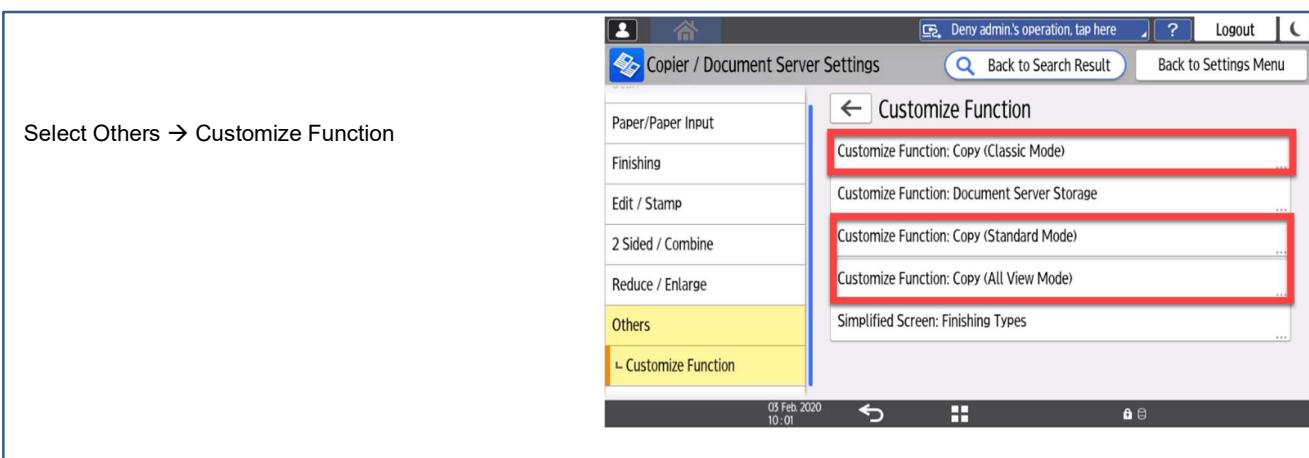
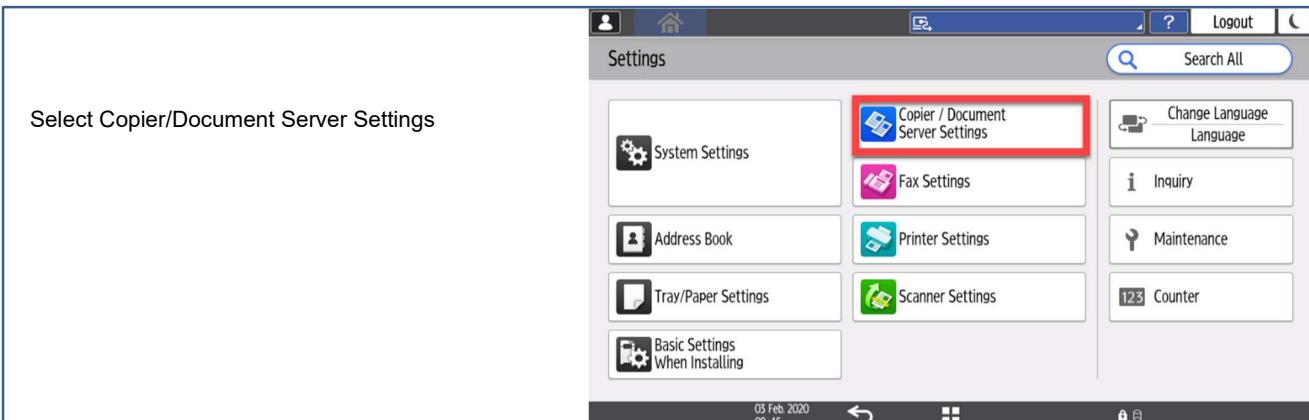
Set HDD Erase Method to Random Numbers

Set Number of Erase to 3

Press OK

Press the Back arrow to return to the previous screen.

The screenshot shows a modal dialog box titled 'Auto Erase Memory Setting'. It contains three input fields: 'Auto Erase Memory Setting' set to 'On', 'HDD Erase Method' set to 'Random Numbers', and 'Number of Erase' set to '3 time(s)'. There are 'Cancel' and 'OK' buttons at the top right. The background shows the 'Data Management' screen from the previous step.



Select Copier/Document Server Settings → Edit/Stamp → Stamp → Preset Stamp

Set Stamp Language to English  
Set Stamp Priority to Copy

The screenshot shows the 'Copier / Document Server Settings' menu. The 'Edit / Stamp' section is selected. Under 'Edit / Stamp', the 'Preset Stamp' option is selected. On the right, the 'Preset Stamp' configuration screen is displayed. A red box highlights the 'Stamp Language Priority' row, which is set to 'COPY'. Other options include 'Stamp Format: COPY', 'Stamp Format: URGENT', and 'Stamp Format: PRIORITY', each with its own stamp settings.

Select System Settings → Network/Interface → IP Address (IPv4)  
Set the correct IP settings.  
Press OK to confirm.

Press the arrow left to IP address.

Select DNS Configuration  
Set DNS Configuration to Specify  
Set DNS Server 1 to 134.162.23.1  
Set DNS Server 2 to 134.162.23.2  
Set DNS Server 3 to 0.0.0.0  
Press OK to confirm

Select Machine Name  
Set Machine Name to Print Queue Name  
Press Ok to confirm

Select Host Name  
Set Host Name to Print Queue Name  
(Replace any underscore \_ with a hyphen -)  
Press Ok to confirm  
IP, Subnet Mask, Gateway, and Host Name can be found in the Print Queue information sheet. To be provided by your SDM.

The screenshot shows the 'System Settings' menu. The 'Network/Interface' section is selected. Under 'Network/Interface', the 'IP Address (IPv4)' option is selected. On the right, the 'IP Address (IPv4)' configuration screen is displayed. A red box highlights the 'IPv4 Address Configuration' row, which is set to 'Specify'. The 'IPv4 Gateway Address' is listed as 10.145.92.1.

Use the blue scroll bar to scroll down the menu

Select SMB → SMB Client Advanced Settings

Set Port Number to 445  
Set SMBv2/SMBv3 to Active

Press OK to confirm

The dialog box is titled "SMB Client Advanced Settings". It contains two input fields: "Port Number" set to 445 and "SMBv2/SMBv3" set to Active. There are "Cancel" and "OK" buttons at the top right.

Select System Settings → Network/Interface  
Use the blue scroll bar to scroll down the menu

Select Control Panel Wireless LAN  
Set Wi-Fi to Off  
Set Wireless Direct to Off  
Select Bluetooth  
Set Bluetooth to Off

Press OK to confirm

The main window title is "System Settings". A sidebar on the left has "Network/Interface" highlighted in yellow. The main content area shows several network-related settings. Three specific items are highlighted with red boxes: "Control Panel: Wireless LAN", "Control Panel: Port Forwarding", and "Bluetooth".

Select System Settings → Send (Email/Folder)  
→ Email → SMTP Server

Set Server Name to anomsmtp-eu.shell.com  
Set Secure Connectionn (SSL) to Off  
Set Port Number to 25

Press OK to confirm

Select Administrator's Email Address  
Set to [noreply-mps@shell.com](mailto:noreply-mps@shell.com)

Press OK to confirm

Scroll down

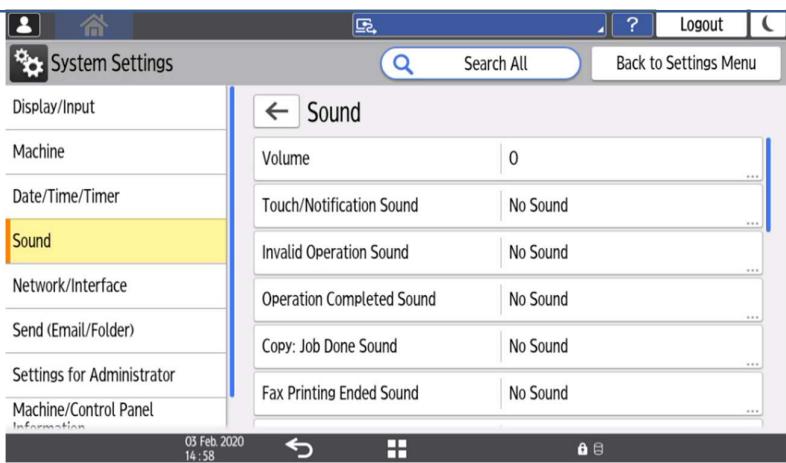
Set Auto Specify Sender Name to On

Press OK to confirm.

The dialog box is titled "SMTP Server". It has three input fields: "Server Name" containing "anomsmtp-eu.shell.com", "Use Secure Connection (SSL)" set to "Off", and "Port Number" set to 25. There is a "Connection Test" button at the bottom right.

Select System Settings → Sound  
Set Volume to 0  
Set All Sounds to No Sound

Press OK to confirm



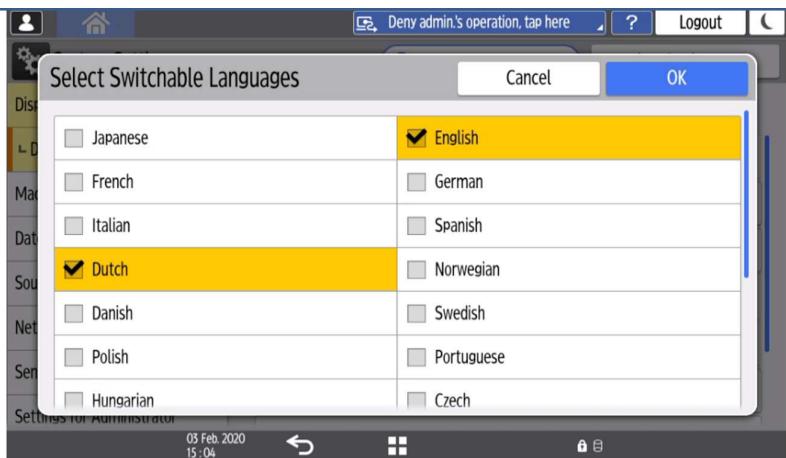
	Value
Volume	0
Touch/Notification Sound	No Sound
Invalid Operation Sound	No Sound
Operation Completed Sound	No Sound
Copy: Job Done Sound	No Sound
Fax Printing Ended Sound	No Sound

Select System Settings → Display/Input →  
Display → Select Switchable Languages

Select English  
Select a local preferred language.

In this screen Dutch is set as example.

Press Ok to confirm



Language	Status
Japanese	<input checked="" type="checkbox"/>
French	<input type="checkbox"/>
Italian	<input type="checkbox"/>
Dutch	<input checked="" type="checkbox"/>
Danish	<input type="checkbox"/>
Polish	<input type="checkbox"/>
Hungarian	<input type="checkbox"/>
English	<input checked="" type="checkbox"/>
German	<input type="checkbox"/>
Spanish	<input type="checkbox"/>
Norwegian	<input type="checkbox"/>
Swedish	<input type="checkbox"/>
Portuguese	<input type="checkbox"/>
Czech	<input type="checkbox"/>

## 7. User Tool Settings Classic Interface

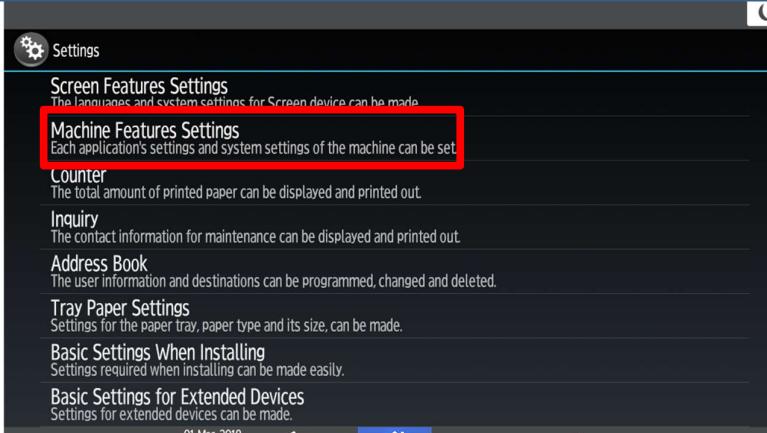
For IM(C) Devices: Select Settings

For MP(C) Devices: Select User Tools



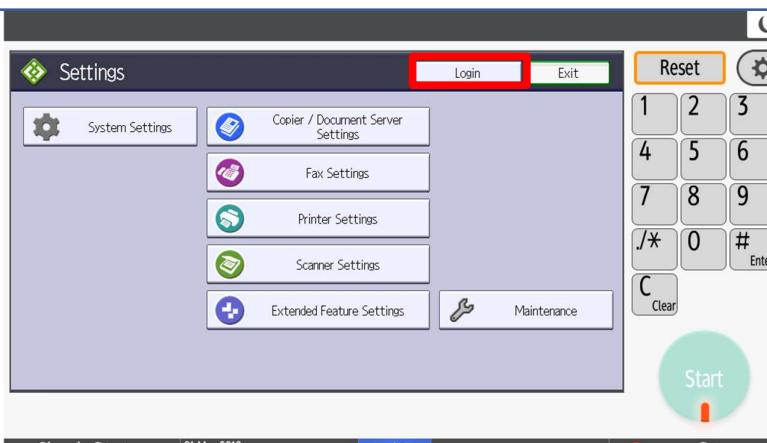
The screenshot shows a user interface for a machine administrator. At the top, it says "Machine Administrator" and "Logged in: Machine Administrator". There are buttons for "Logout" and a moon icon. Below this is a grid of icons: "Address Book" (person icon), "Settings" (gear icon, highlighted with a red box), "Change Language" (language icon), and "No Reception File" (fax icon). At the bottom, there are buttons for "Check Status", "Home", "Settings", and "Stop".

Press Machine Features (Settings)

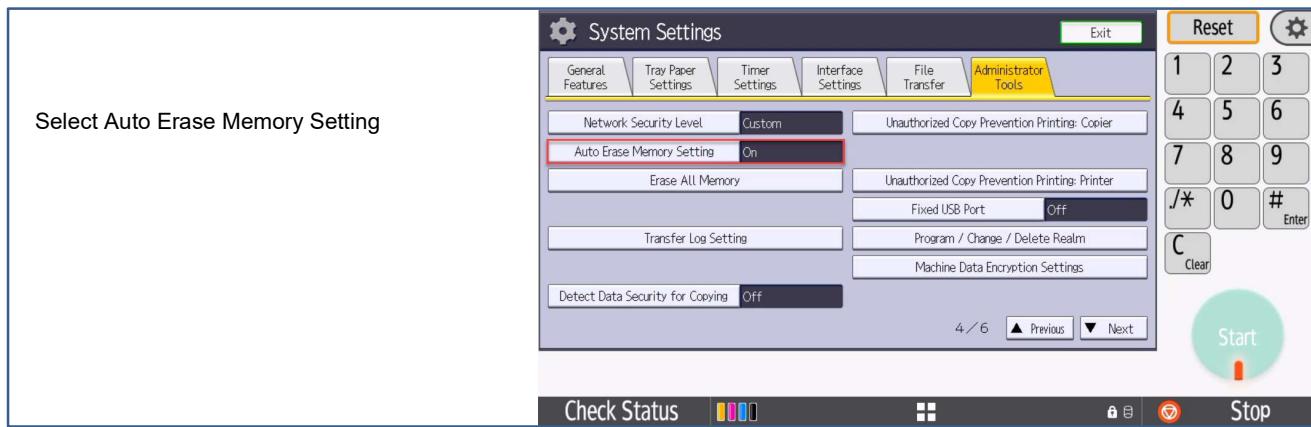
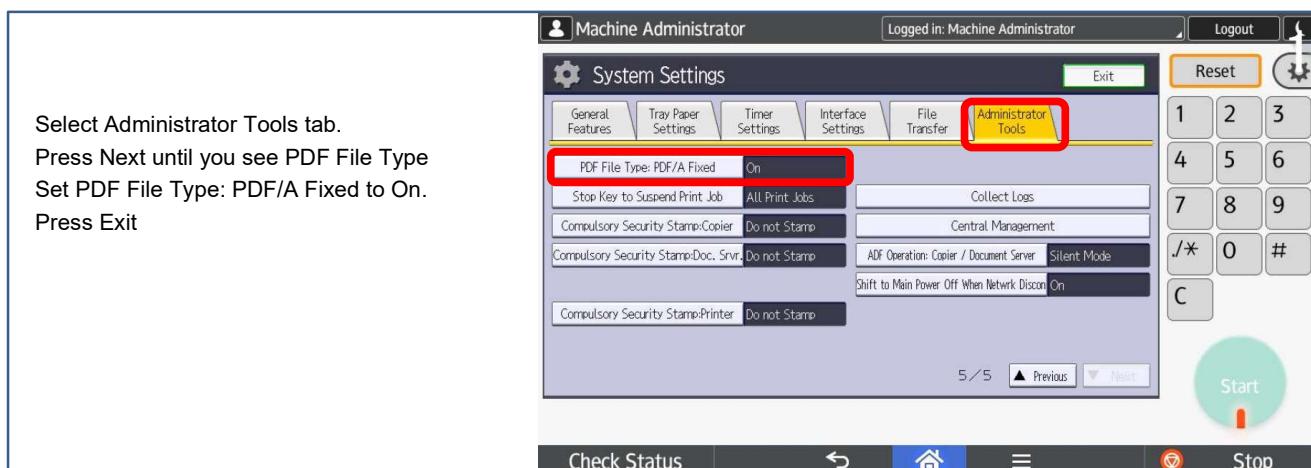
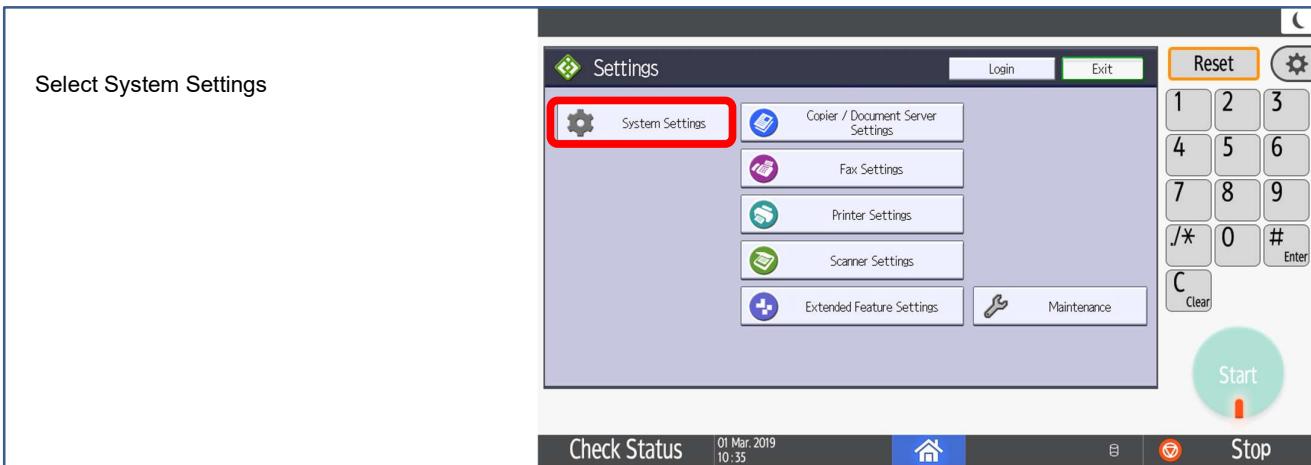


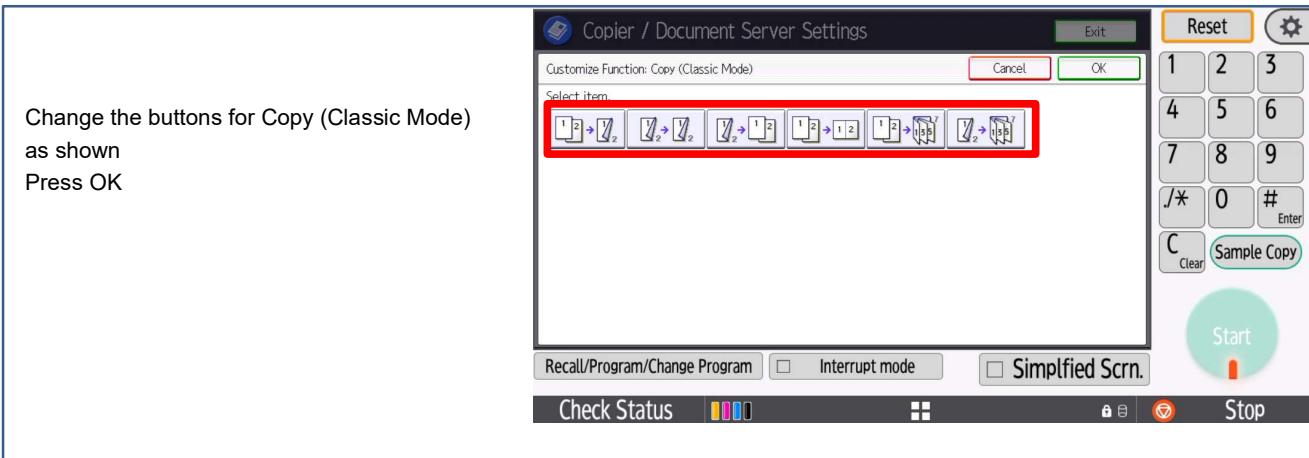
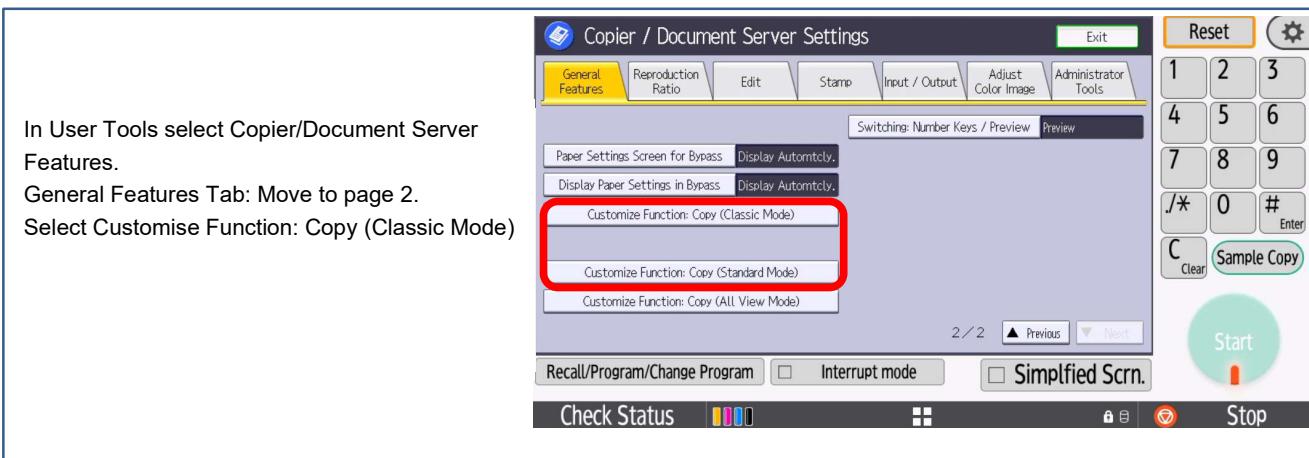
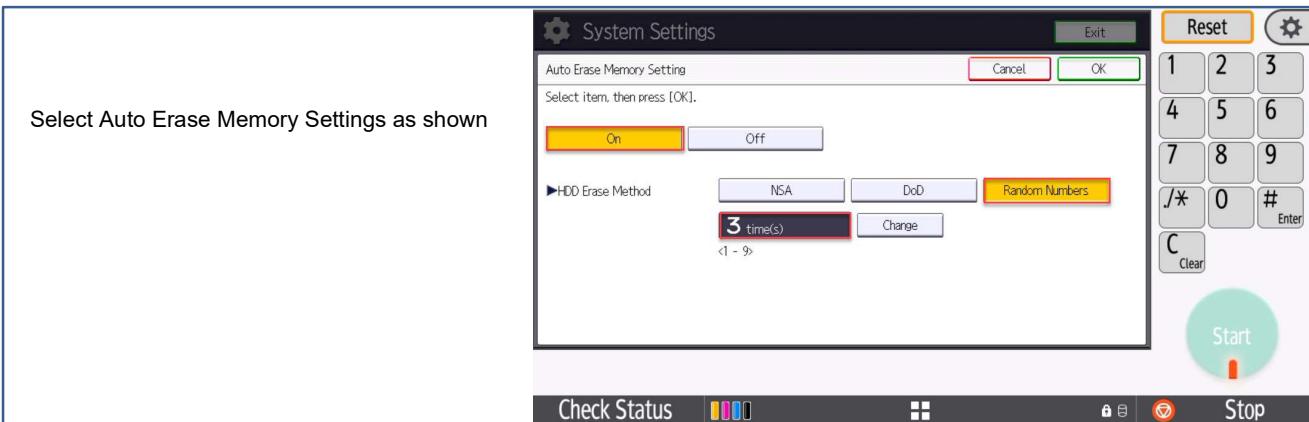
The screenshot shows a "Settings" screen with a "Machine Features Settings" section highlighted by a red box. Other sections listed are "Screen Features Settings", "Counter", "Inquiry", "Address Book", "Tray Paper Settings", "Basic Settings When Installing", and "Basic Settings for Extended Devices". The bottom of the screen shows a date and time (01 Mar. 2019 10:35), a "Home" button, and a "Stop" button.

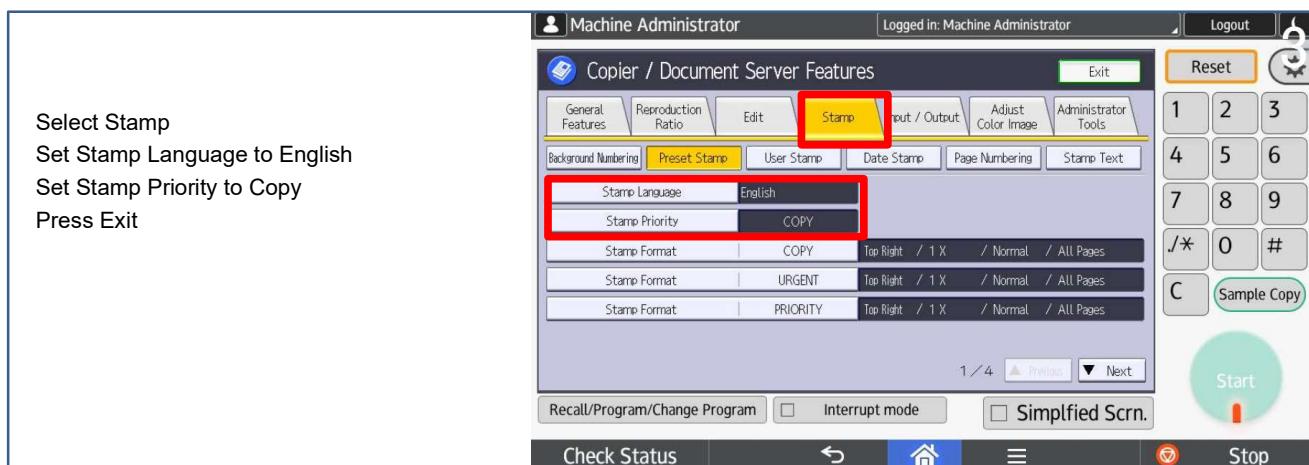
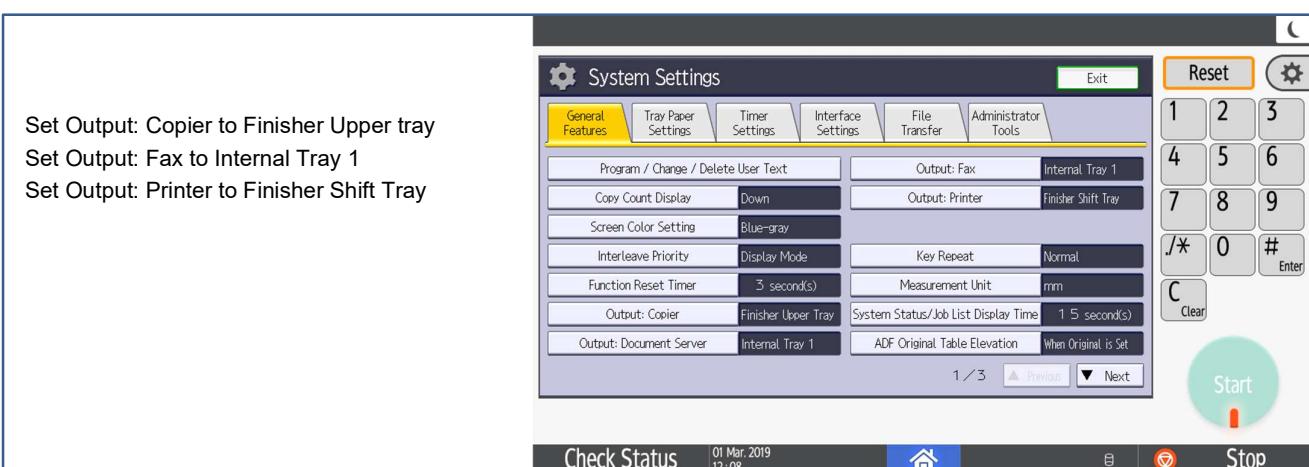
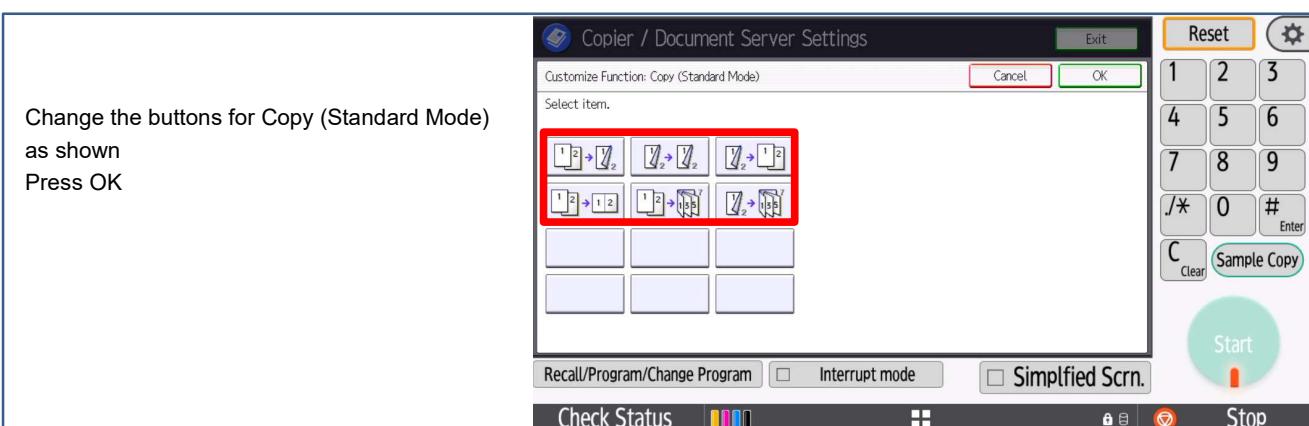
Press Login and enter credentials.  
Initial Loginname: admin  
Initial Password: <leave blank>



The screenshot shows a "Settings" screen with several options: "System Settings", "Copier / Document Server Settings", "Fax Settings", "Printer Settings", "Scanner Settings", and "Extended Feature Settings". A "Maintenance" button is also present. At the top right, there are "Login" and "Exit" buttons, both highlighted with red boxes. On the right side, there is a numeric keypad (1-9, 0, \*, #, Clear) and a large green "Start" button with a red arrow. The bottom of the screen shows a date and time (01 Mar. 2019 10:35), a "Home" button, and a "Stop" button.

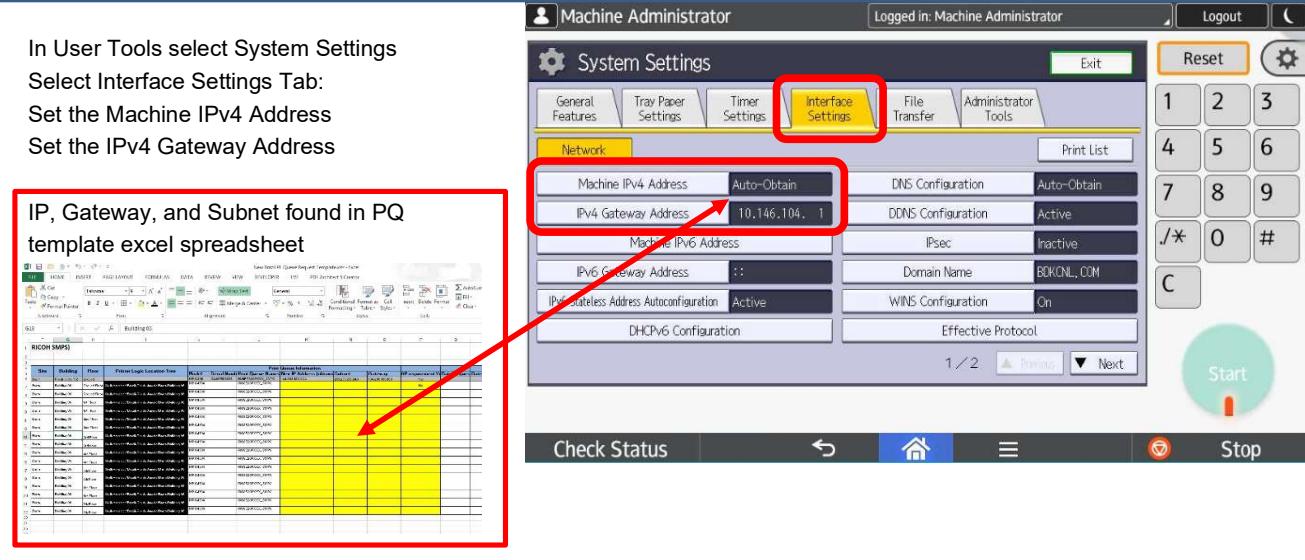




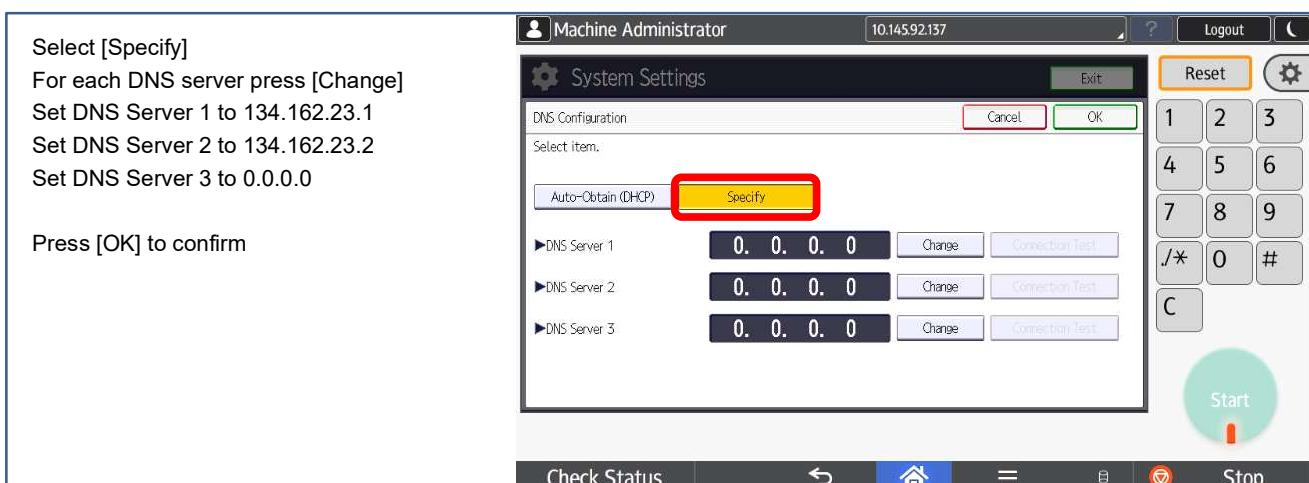
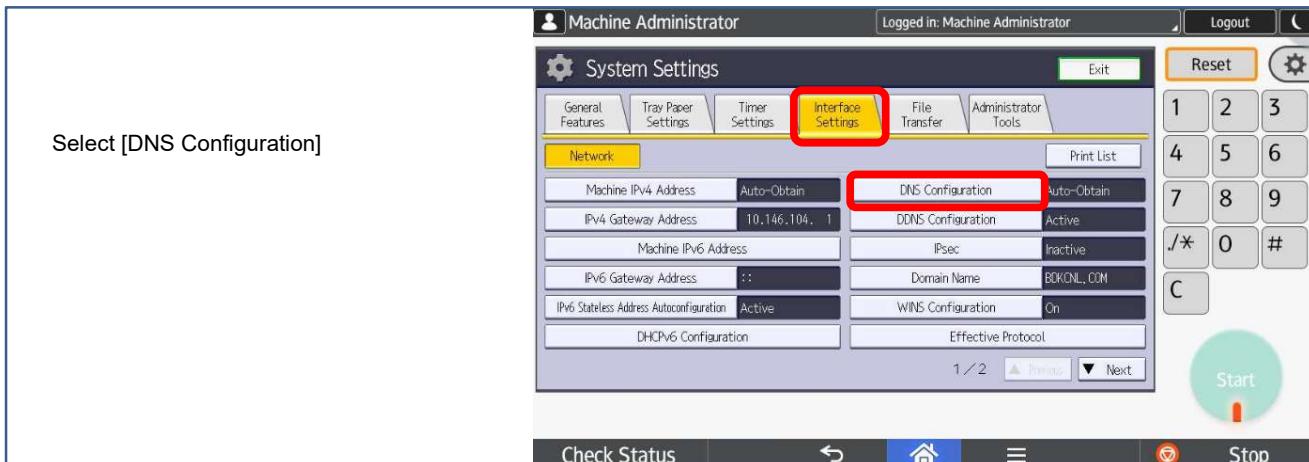


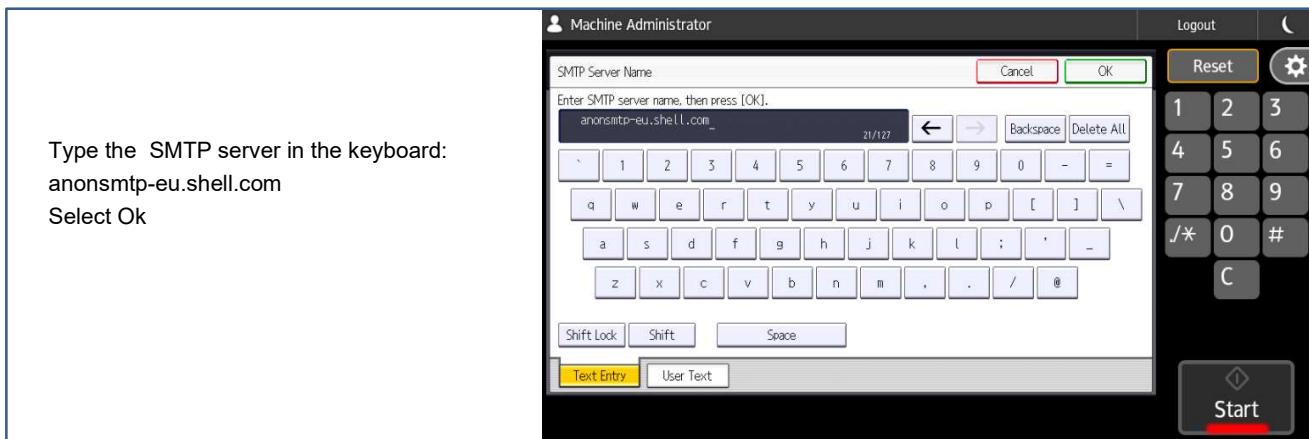
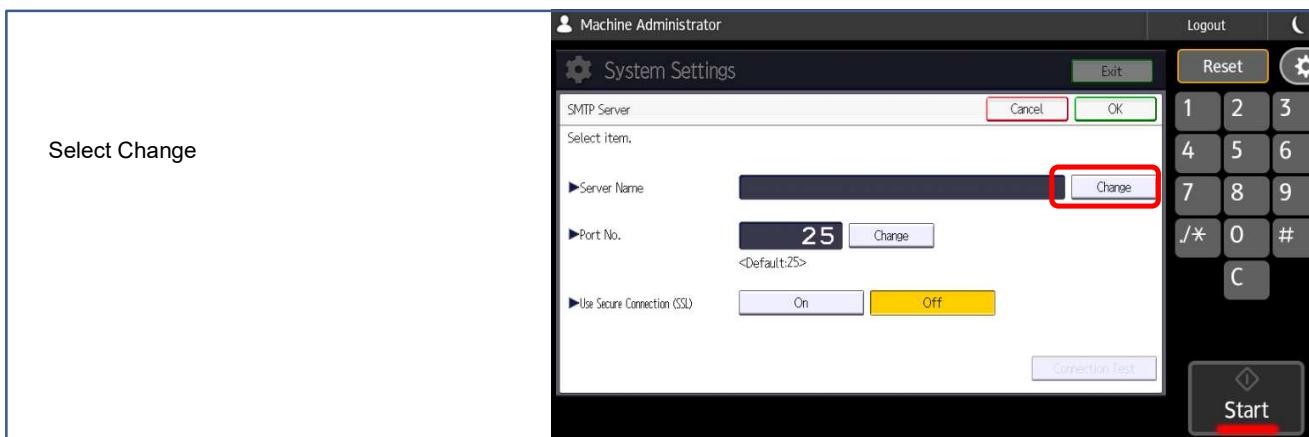
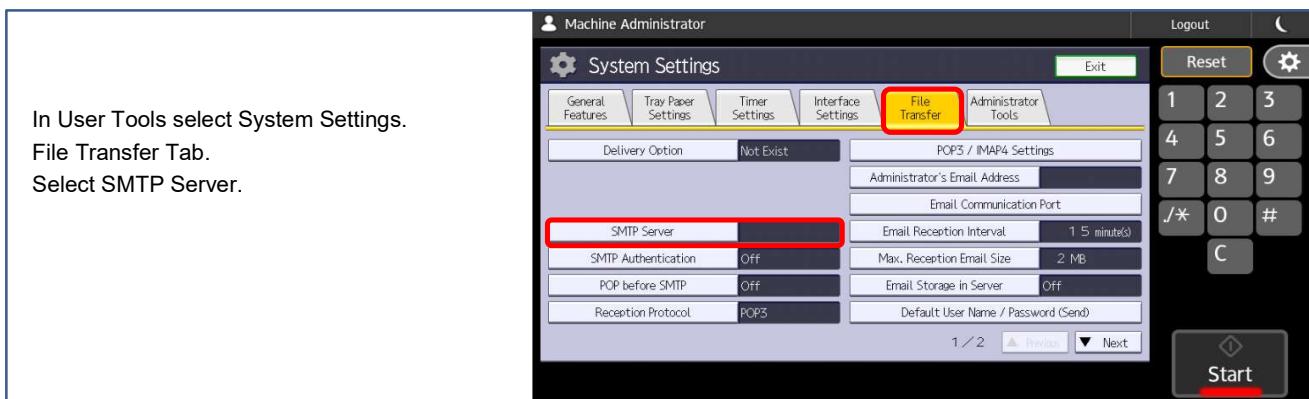
In User Tools select System Settings  
 Select Interface Settings Tab:  
 Set the Machine IPv4 Address  
 Set the IPv4 Gateway Address

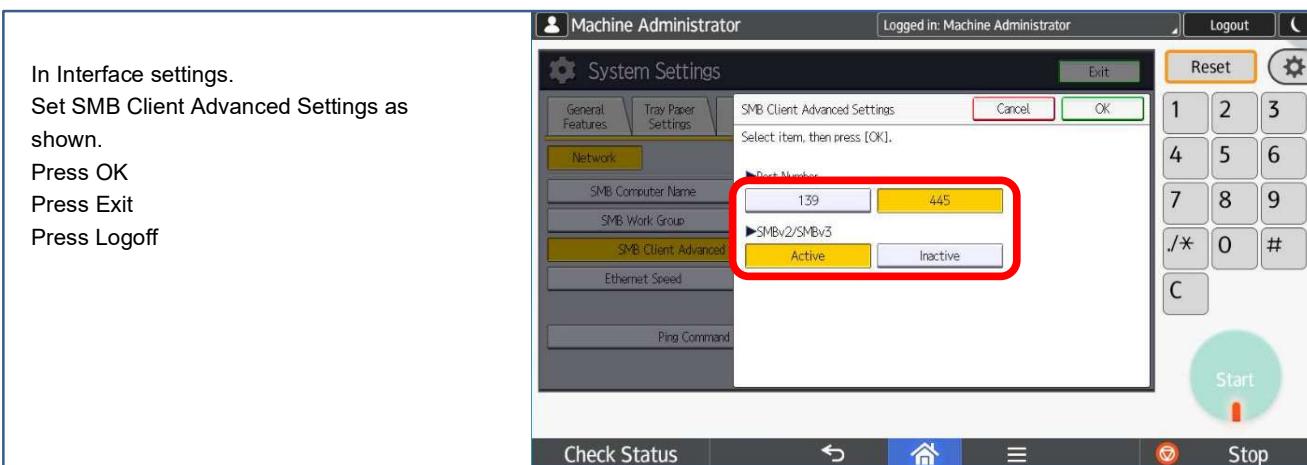
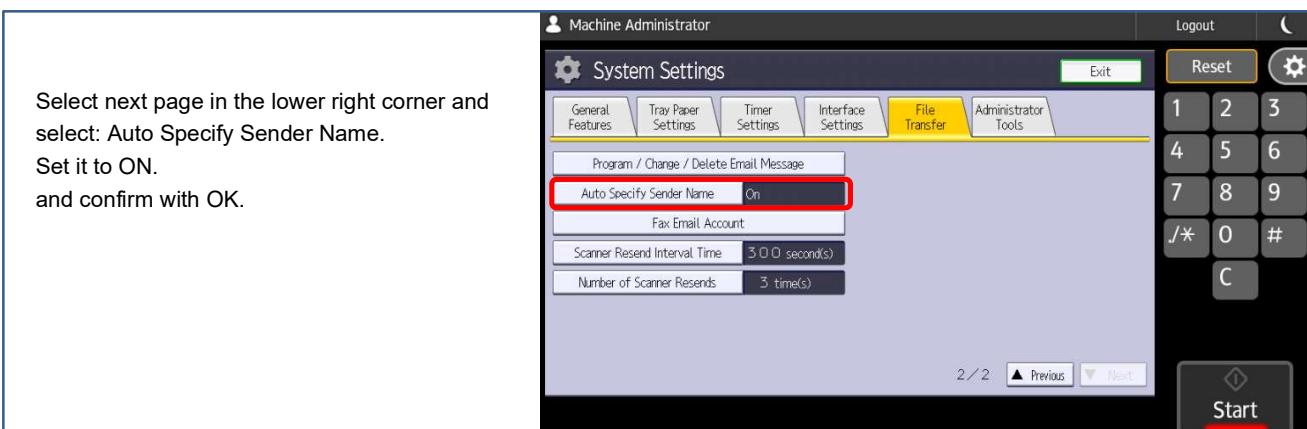
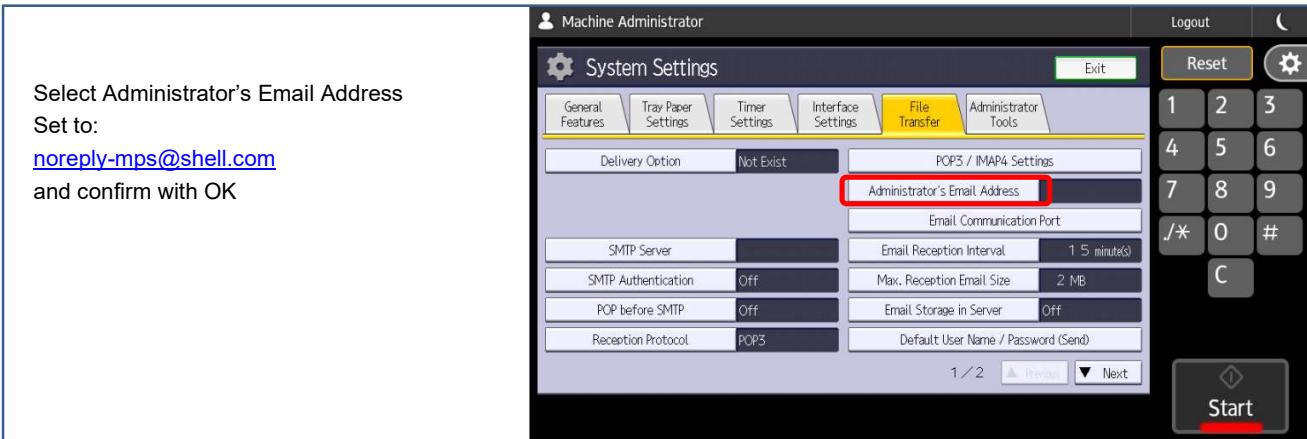
**IP, Gateway, and Subnet found in PQ template excel spreadsheet**



Press Next







## 8. Minimal Device Setup using Web Image Monitor

These settings must be checked and applied by using the Web Image Monitor.

### 8.1 SNMP

Devicemanagement → Configuration → Network → SNMP

- Set Permit Settings by SNMPv1 and v2 to **[On]**
- Set Community Name 1 to **\$\$213@&A** Set Access Type to **read-write**
- Set Community Name 2 to **\$\$213@&A** Set Access Type to **read-only**
- For Community Name 3, 5 to 9 Set Access Type to **Not Accessible**
- Community Name 4 will be used for TRAP, this will be set automatic during discovery

### 8.2 Network Security

Devicemanagement → Configuration → Security → SSL/TLS

- Set SSL/TLS IPv4 to **[Active]**
- Set TLS1.2 to **[Active]**
- Set TLS1.1 to **[Inactive]**
- Set TLS1.0 to **[Inactive]**
- Set SSL3.0 to **[Inactive]**
- Set Encryption Strength AES 128bit and 256bit to **[Active]**
- Set Encryption Strength 3DES and RC4 to **[Inactive]**

Devicemanagement → Configuration → Security → Network Security

- Set SSL/TLS Port 443 IPv4 to **[Open]**
- Set Permit SSL/TLS communication to **[Ciphertext/Cleartext]**
- Set TLS1.2 to **[Active]**
- Set TLS1.1 to **[Inactive]**
- Set TLS1.0 to **[Inactive]**
- Set SSL3.0 to **[Inactive]**
- Set Encryption Strength AES 128bit and 256bit to **[Active]**
- Set Encryption Strength 3DES and RC4 to **[Inactive]**
- Set NetBios over TCP/IPv4 to **[Inactive]**

### 8.3 USB Device List

Devicemanagement → Configuration → Device Settings → Program/Change USB Device List

- Device 1
- Set Vendor ID to **[216B]**
- Set Product ID to **[0005]**
- Device 2
- Set Vendor ID to **[09D8]**
- Set Product ID to **[0410]**

## 8.4 General Settings

Devicemanagement → Configuration → Screen

- Set Display Panel Language 1 to [**English**]
- Set Display Panel Language 2 to [**Local Preferred Language**]
- Set Display Panel Language 3 and more as desired.
- Set Sound Volumes to [**0**]
- Set all Operation Sounds to [**No Sound**]
- Set Screen Startup Mode to [**Normal**]
- Set User's Own Customisation to [**Allow**]

Devicemanagement → Configuration → Webpage

- Set Webpage Language 1 to [**English**]
- Set Webpage Language 2 to [**Local Preferred Language**]

## 8.5 Default Native Scanner Settings

Devicemanagement → Configuration → Scanner → Send Settings

- Set Max. Email Size to [**14000 KB**]
- Set Divide & Send Email to [**No**]
- Set Insert Additional Email Info to [**On Language: English**]
- Set Compression (Black & White) to [**On**]
- Set Compression Method to [**MH**]
- Set Compression (Gray Scale/Full Color) to [**On**], Highest
- Set High Compression PDF level to [**Higher**]
- Set Compression Method for Photo to [**JPEG2000**]
- Set Compression Method for Text to [**JBIG2**]

Devicemanagement → Configuration → Scanner → Default Settings for Normal Screens

- Set Original Type to [**B & W: Line Art**]
- Set Resolution to [**200 DPI**]
- Set Auto Density to [**On**]
- Set Send File Type to [**Multi-page: PDF/A**]

Devicemanagement → Configuration → Scanner → Default Settings for Simplified Screens

- Set Original Type to [**B & W: Line Art**]
- Set Resolution to [**200 DPI**]
- Set Send File Type to [**Multi-page: PDF/A**]

## 8.6 Permissions for Printer Language to Operate File System

Devicemanagement → Configuration → Printer → Permissions for Printer Language

- Set PJL File System Operation to **Do not Permit**
- Set PDF/Postscript File System Operation to **Do not Permit**

## 8.7 Specific settings

**Devicemanagement → Configuration → Device Settings → System**

- Set Print from Memory Storage Device to **[Prohibit]**
- Set Store to Memory Storage Device to **[Prohibit]**
- Set Device Name (Equals Print Queue Name)
- Set Wim Location (Max 30 characters)

**Devicemanagement → Configuration → Device Settings → Email**

- Set Auto Specify Sender Name to **[On]**

**Devicemanagement → Configuration → Network → SNMP**

- Set Permit Settings by SNMPv1 and v2 to **[On]**

**Devicemanagement → Configuration → Security → IPsec**

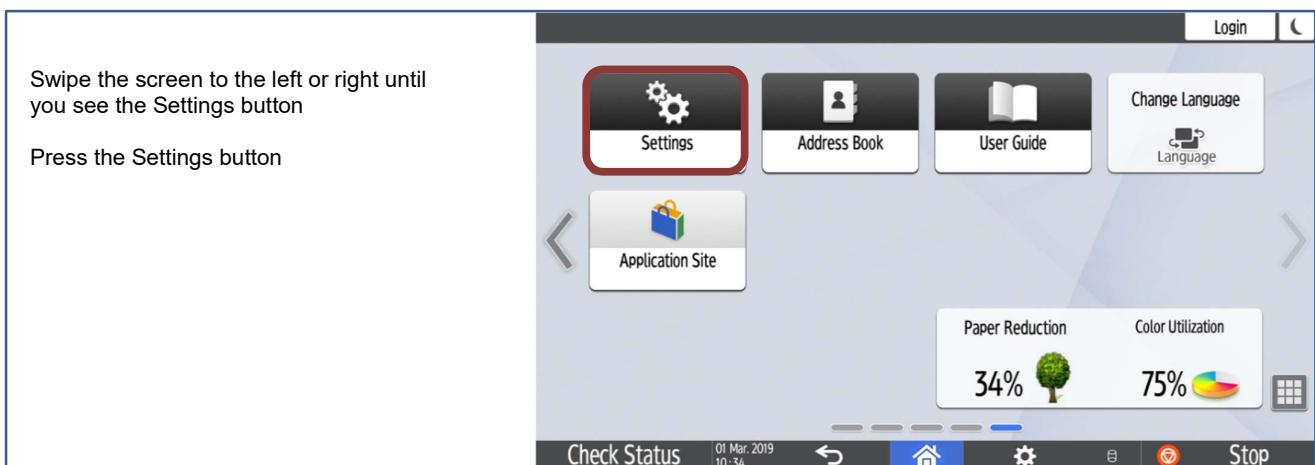
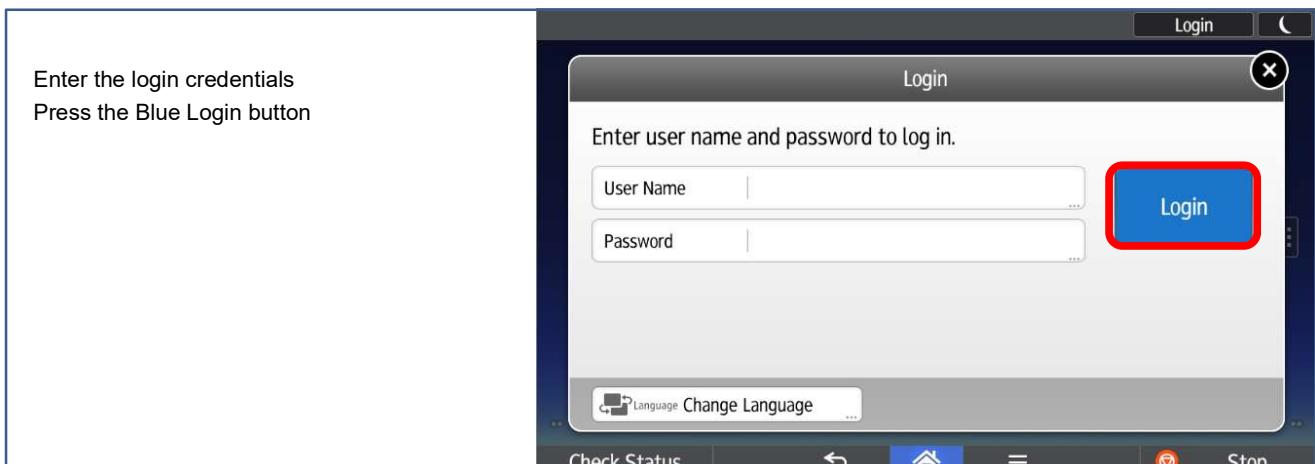
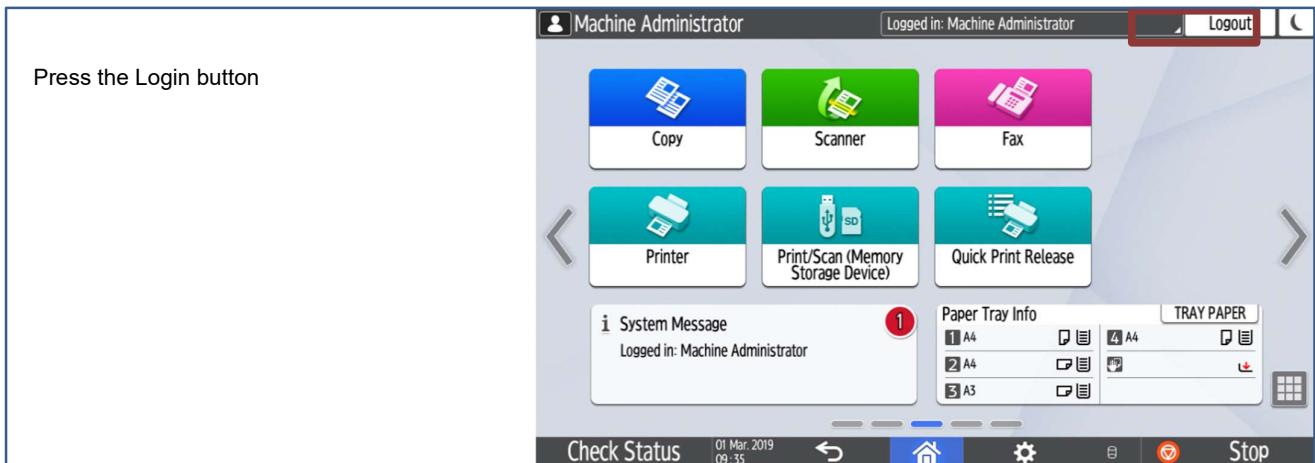
- Set IPSec to **[Inactive]**

## 8.8 Screen settings

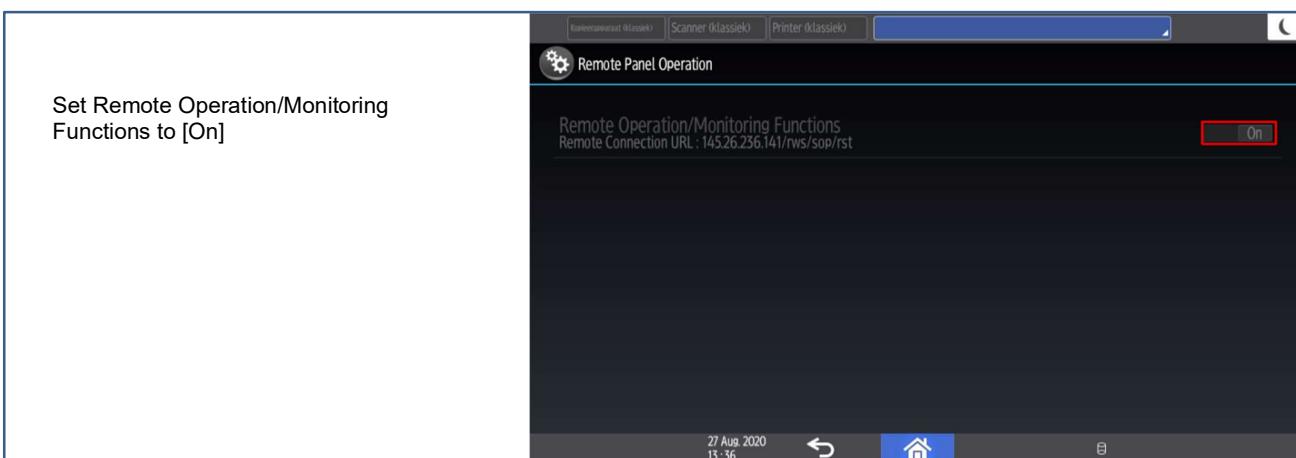
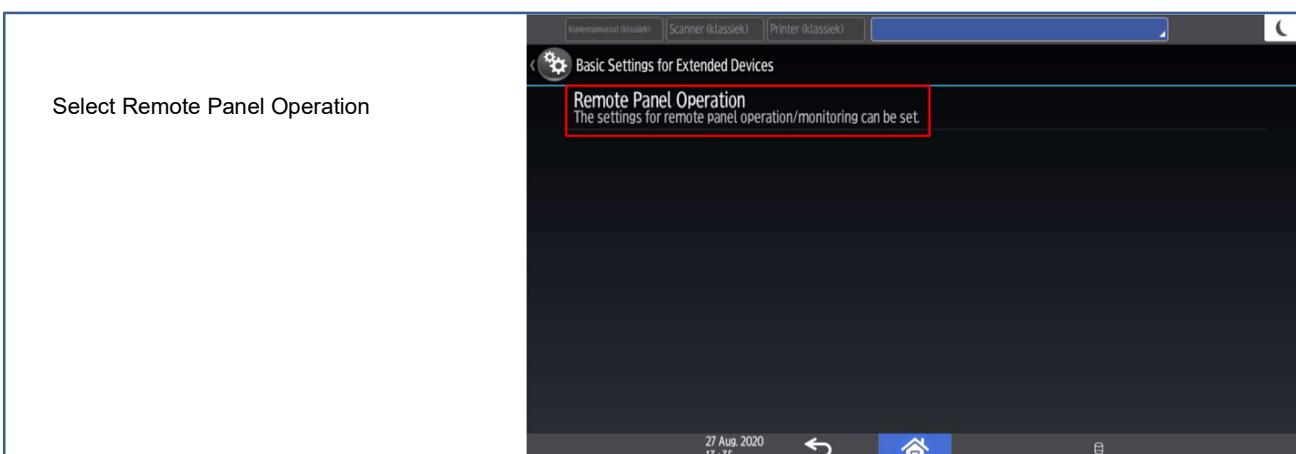
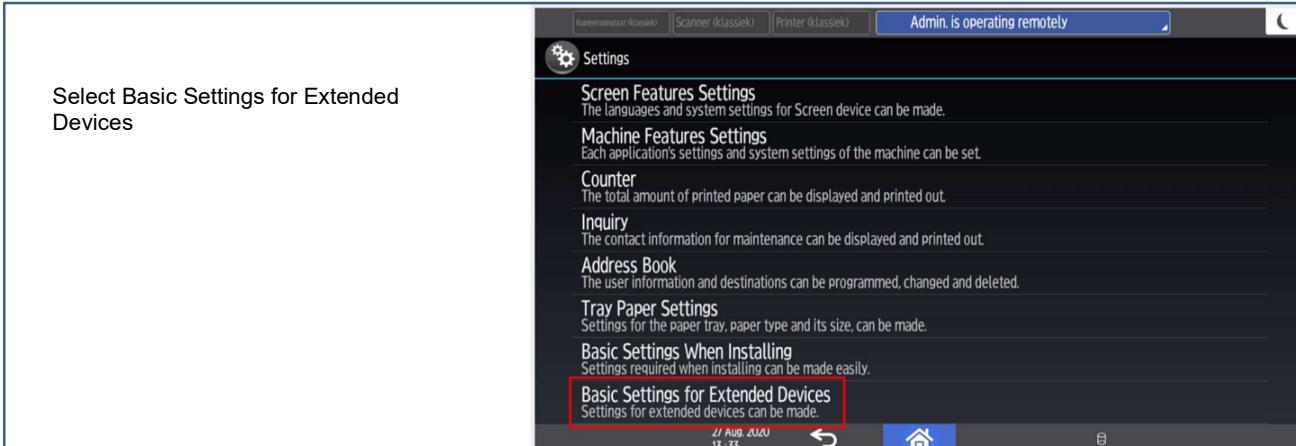
**Devicemanagement → Configuration → Screen**

- Set Sound → Volumes to **[0]**
- Set Personal → Language & input methods → Default to **[Android Keyboard]**
- Set Personal → Language & input methods → iWnn IME to **[Active]**
- Set Personal → Language & input methods → Default to **[Android Keyboard]**
- Set Screen Device Settings → Screen Startup Mode to **[Normal]**

## 9. Smart Operation Panel Settings



## 9.1 Activate Remote Panel Operation



## 9.2 Arrange Buttons

Press and hold the icons and drag it to this or another screen or position until the screens are as shown

This is the initial start-up screen



This is the second screen.

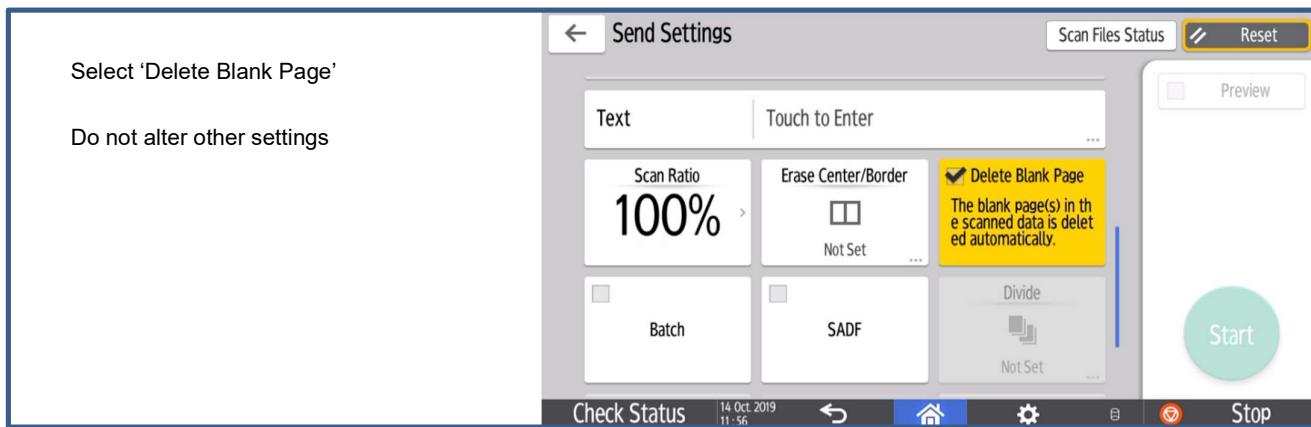
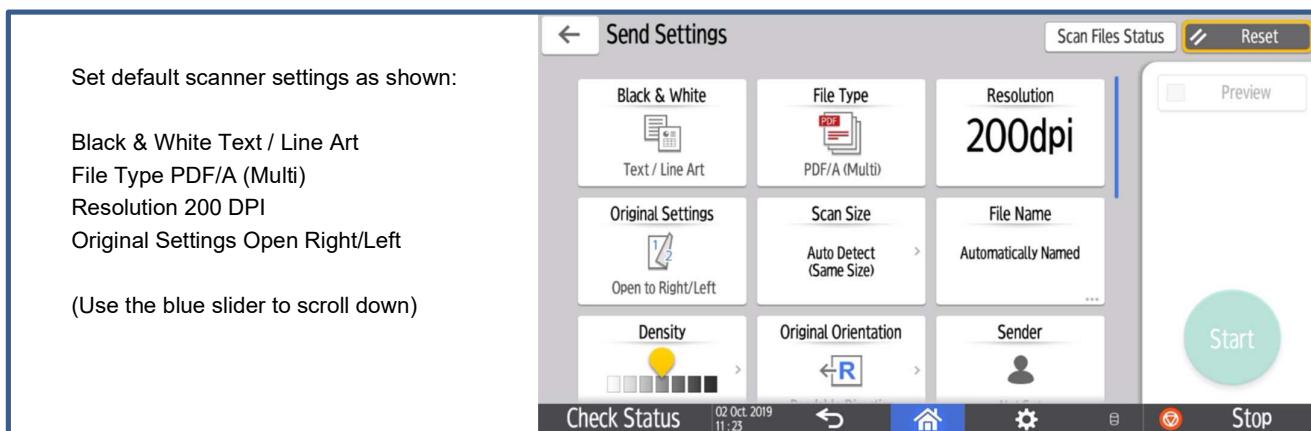
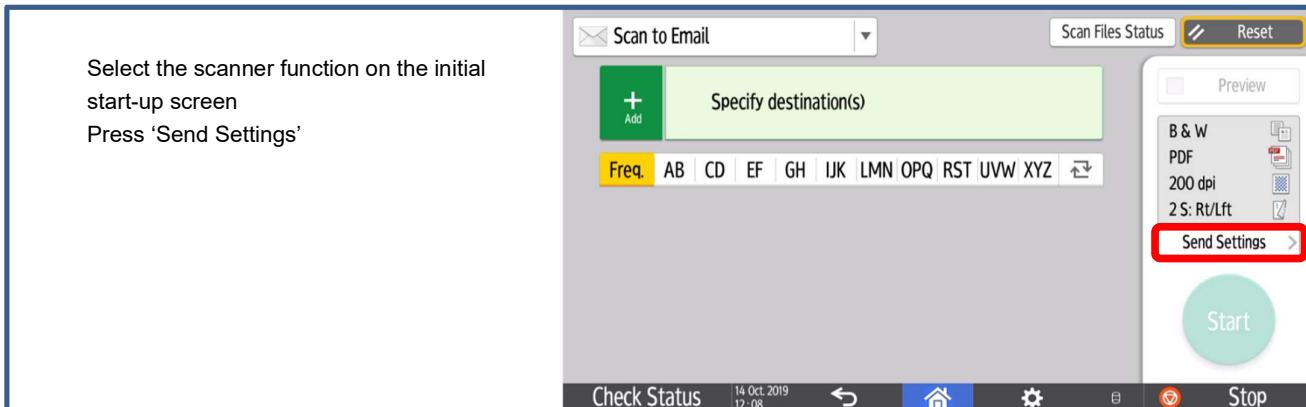
\*NOTE – Fax related icons will not be visible when there is no fax option installed

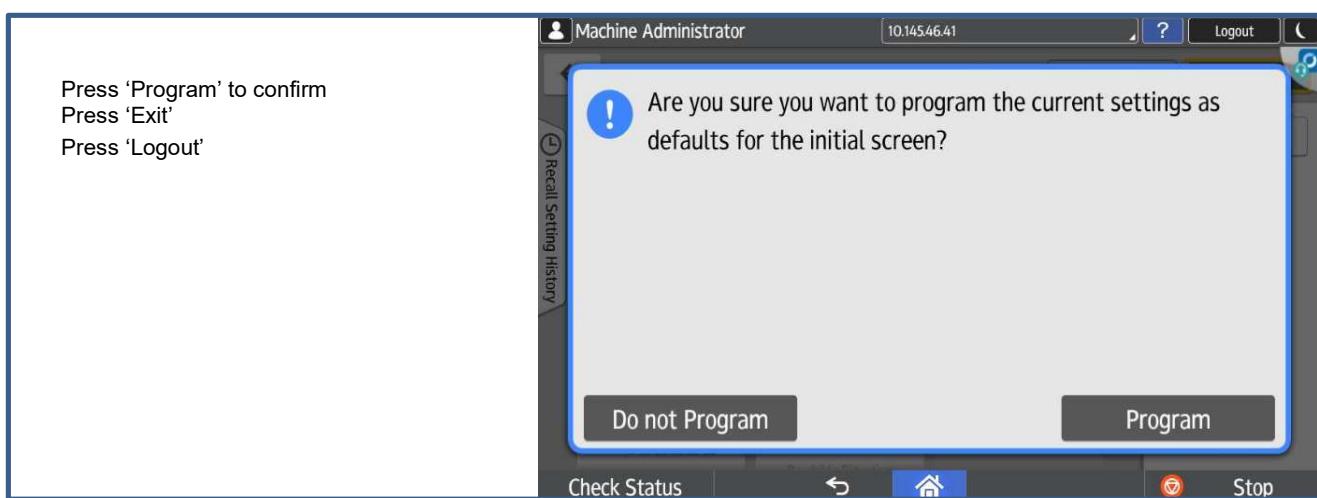
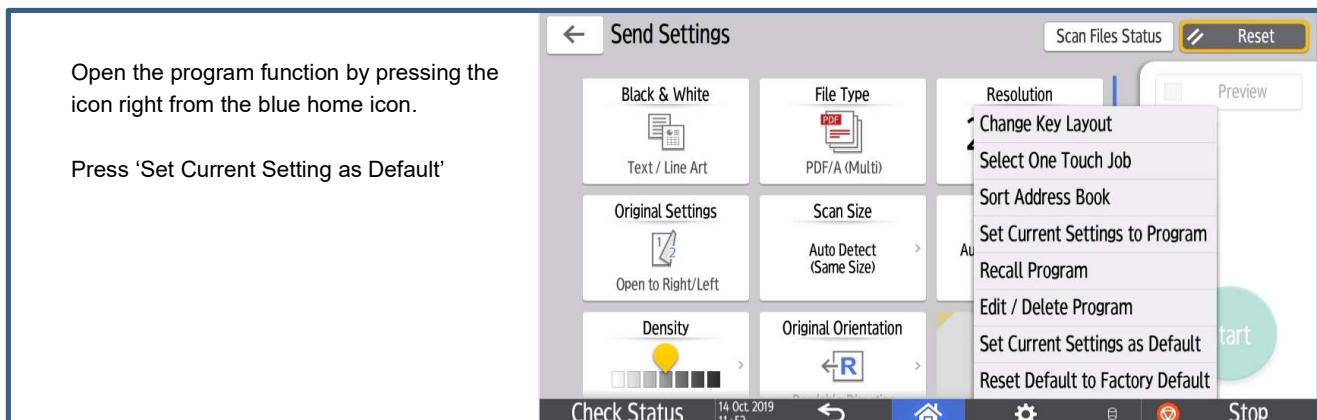
**Press and hold any other icon and drag it to the waste bin in the top left corner.**

**The waste bin will automatically appear.**



## 10. Default Scanner Settings





## 11. Card Reader Wiring

# Product Packaging & Instruction Project SHELL

No.: T4DK-FM6BEL-PRSL  
Description 1: TWN4 MultiTech USB Card reader Ricoh Kit for Shell  
Description 2: with Mini USB Cable 1.20m and USB Cable 2.00m  
Firmware: E/B1.06/CKF3.22/RHSD1.00/P (including the facility code)  
EDP Code: 951020  
Description on PO: TWN4 MULTI T4DT-FB2BEL-P SHELL CARD READER



Packing will include:

- TWN4 MultiTech -P OEM
- Click -housing Black
- USB Type A Cable 2.00m
- Mini USB Cable 1.20m (this one is per Ricoh EMEA request as standard attached to the card reader when produced.)
- White Box with Barcode-Label

## How to assemble and change cable on the Elatec Click Reader

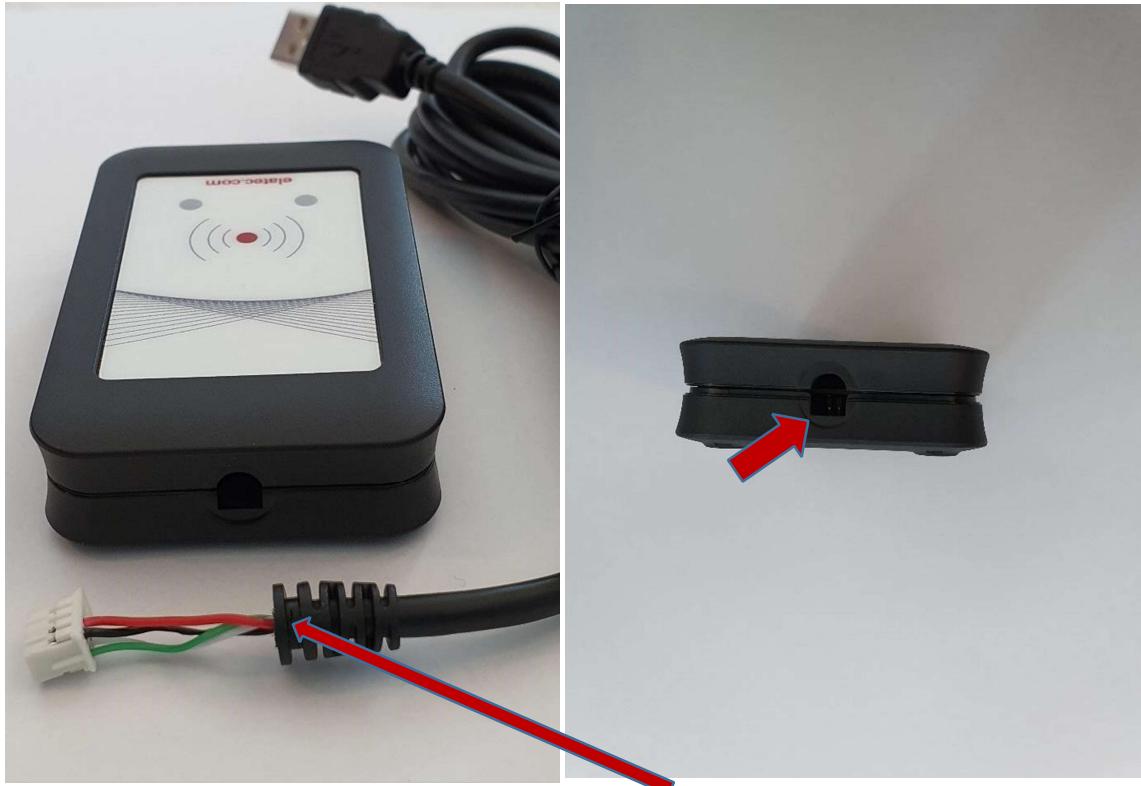
Place reader as in picture below on a flat surface with bottom facing up.

Place the disassembly tool in the holes closest to the cable (do not place them in the holes away from the cord)

**Attention: Please be aware not to apply excessive force when inserting the tool**





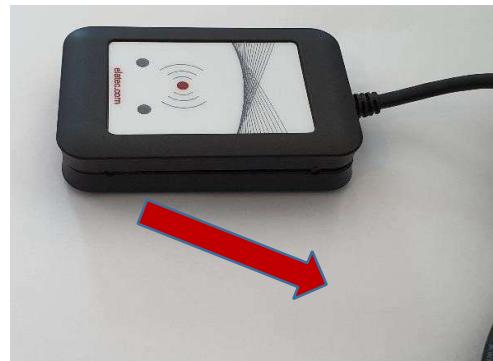


**Take notice of the shape** of the slot for the cable. The cable is also shaped in the same manner with a flat part on the bottom and needs to be placed the same way. Please line up the flat part of the cable with the flat part of the housing.

Place board on lower section of reader housing with **antenna** facing up



Push down on top of the reader housing while slightly moving it towards the cord.



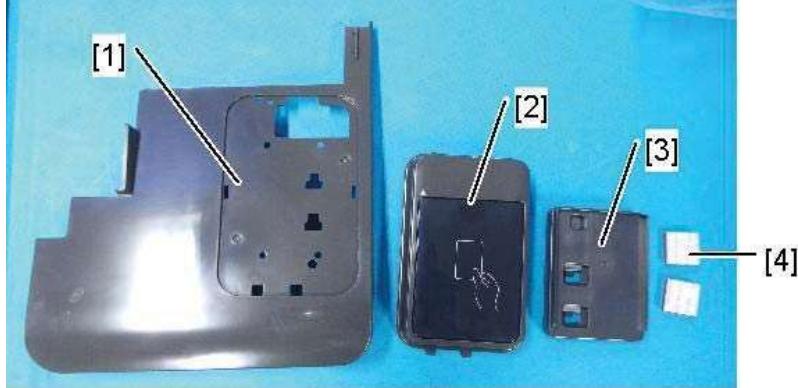
## 12. Smart Card Reader Installation

For the LRS Solution the card reader must be connected to the SOP Panel.

Please check the Service Manual for device specific instructions!!

### Component Check

No.	Description	Q'ty	Remarks
1	Corner Cover	1	
2	IC Card Reader Spacer	1	
3	IC Card Reader Table	1	
4	Sponge	2	



d238m0867

### Installation Procedure

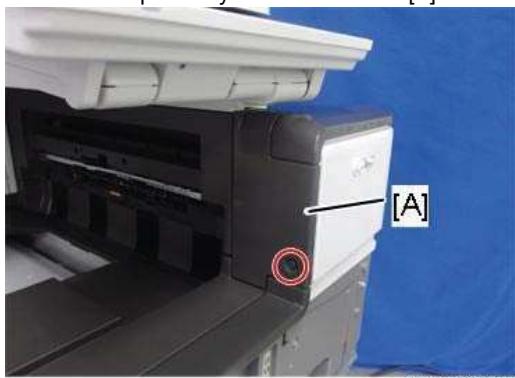
#### **⚠ CAUTION**

- x 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.

Procedure for Connecting to the Operation Panel USB Slot

---

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



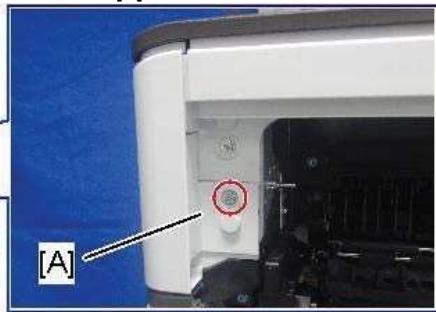
⌚ x1

d0bqm0136

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



⌚ x1



d238m553

- 3.** Open the front cover. Remove the proximity sensor cover [A].



d0bqm0139

✖ x1 ✖ x1

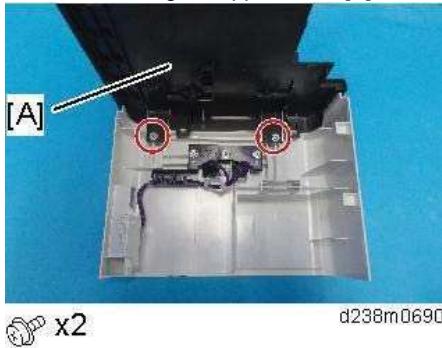
**Note**

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



d238m555

- 4.** Remove the original upper cover [A]



d238m0690

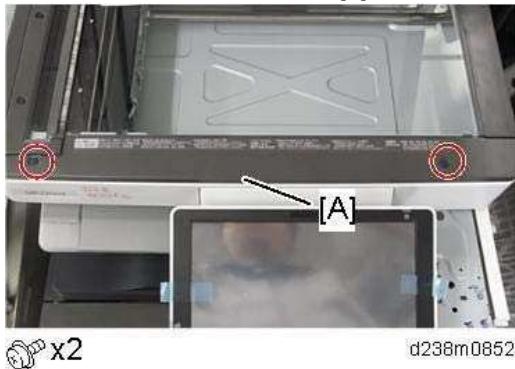
- 5.** Attach the corner cover [A] provided with this option.

Use the screws removed in the previous step.



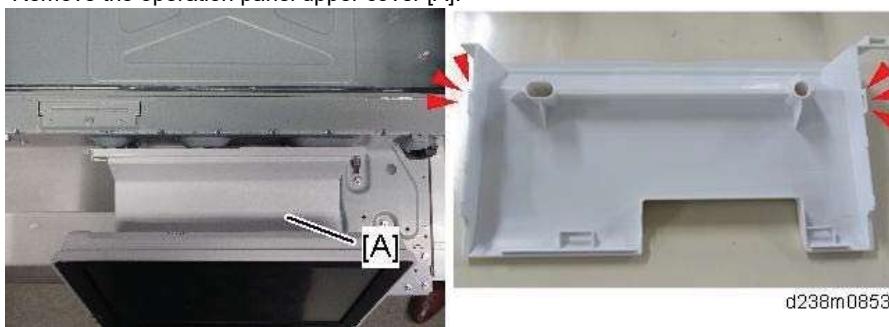
d238m0691

- 6.** Remove the scanner front cover [A].

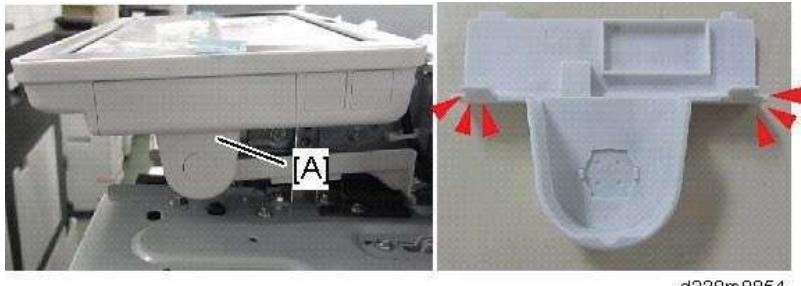


d238m0852

- 7.** Remove the operation panel upper cover [A].

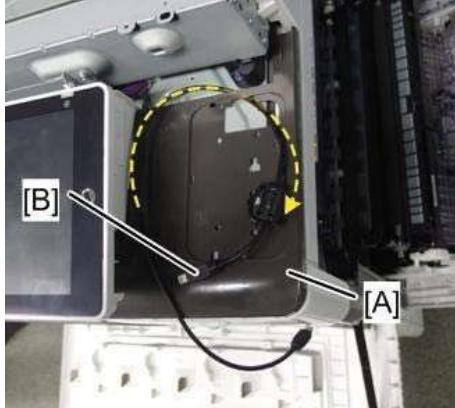


8. Remove the operation panel right cover [A].



d238m0854

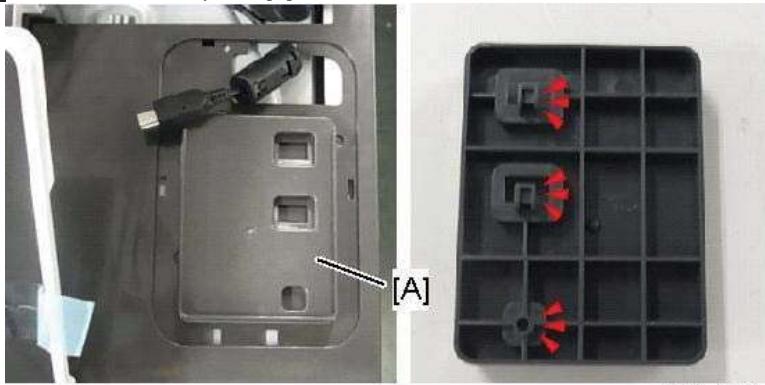
9. Thread the USB cable [B] through the notch in the corner cover [A].



d0bqm3002

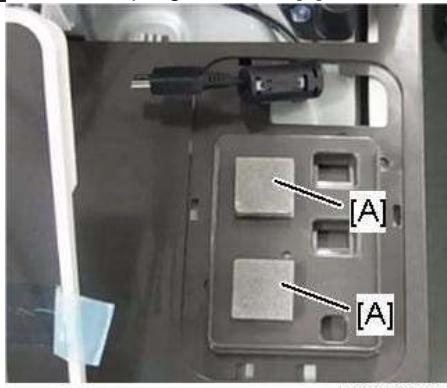
10. Reattach the proximity sensor cover to the machine.

11. Attach the reader spacer [A].



d238m0857

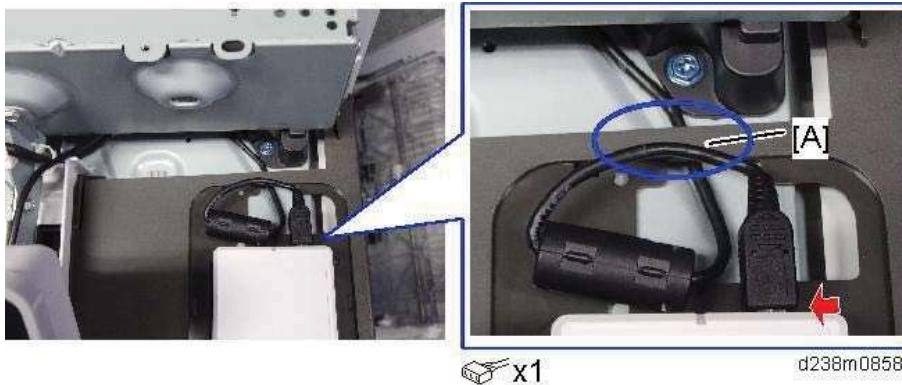
12. Attach the sponge cushions [A] to the reader spacer.



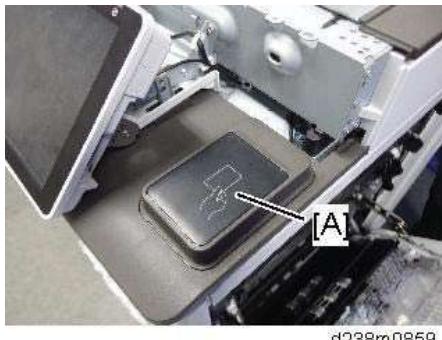
d238m0857

**13.** 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].



**14.** Attach the reader cover [A].

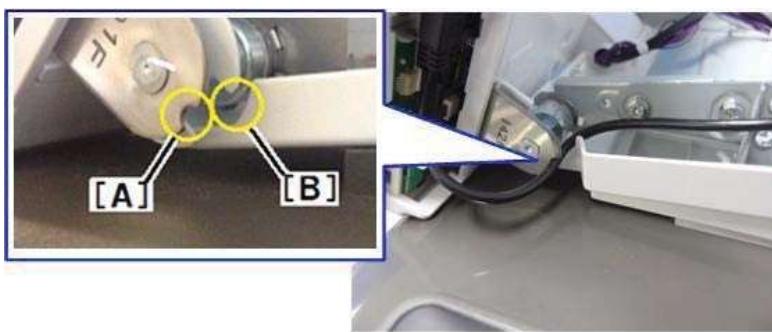


**15.** Connect the USB cable to the machine's operation panel connector.



d0bqm3003

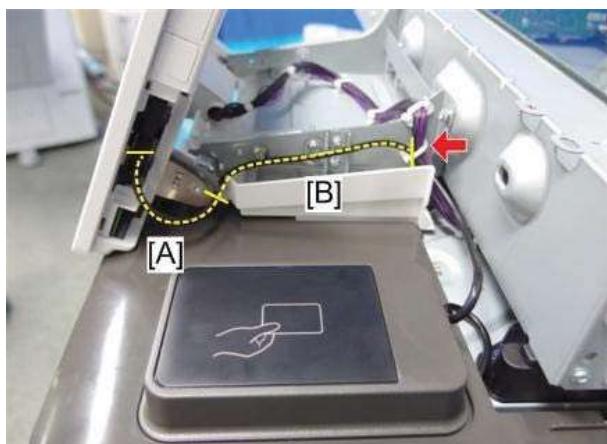
**16.** Thread the USB cable through the U-shaped groove [A] at the hinge of the operation panel and notch [B] in the cover under the cover.



d0bqm3004

**17.** Apply the clamp to fasten the USB cable to the machine.

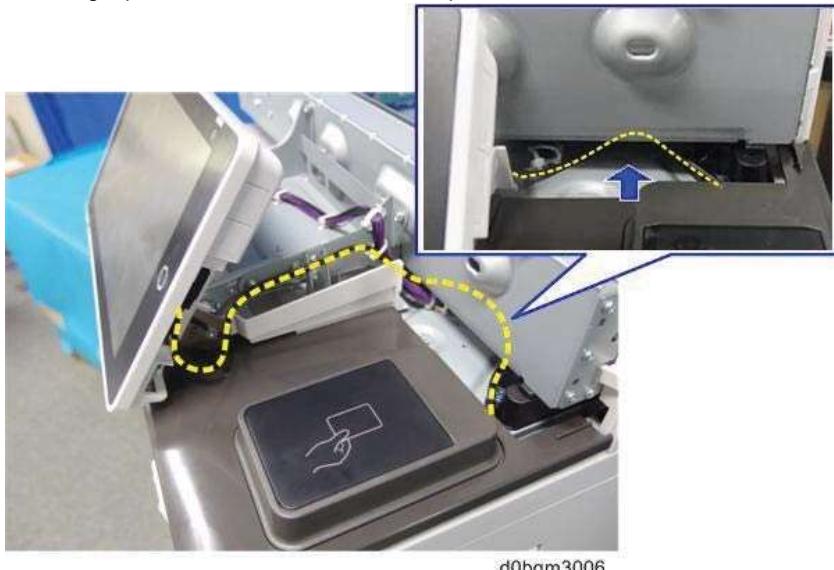
Make sure that the cable is not loose between the connector and hinge [A] and the hinge and clamp [B].



 x1

d0bqm3005

**18.** Tuck in the excess length portion of the USB cable in the space under the scanner.



d0bqm3006

**19.** Reattach the removed covers.

### **13. Test Print and Scan – Shell Focal Point / User.**

These settings must be checked in the printer preferences on the client desktop of the Shell Focal User.  
Select the print queue properties and check if all options are selected regarding the device in the accessories tab.

Check the next functions:

Can you print in Duplex mode?

Can you select color?

Can you select Staple? (in case a finisher is installed)

Can all trays be selected?

Can you print a document?

Does a scan from the device reach the user?

**14. Now you have completed your part of the installation.**

You MUST contact RAM.Shell@ricoh.nl

And send the below text:

**I have completed Build Book Settings for device in IP XXX.XXX.XXX  
You are now free to complete the install of this device.**

The following files must be included in the attachment:

1. *Checklist*
2. *HDD encryption sheet*
3. *Printer configuration page*

Filename must be set to <Serial Number>-<IP address>-<Host Name>.pdf

For example: C123M456789 - 192.168.0.1 – PER02P123-SMPS.pdf

One attachment per device.

**RAM Team to configure the below:**

- Push remaining Device settings via SLNX

## 15. Contact Details

### 15.1 Contact Details Shell

Component Service Manager – End User Computing Workspace	
Name	Manuel Roos
Address	Shell Rijswijkseweg 81
Postal code & City	Den Haag
Telephone number	+31 70 319 1063
SPAC number (if applicable)	manuel.roos@shell.com

Project responsible person	
Name	Gagan Mathur
Telephone number	
E-Mail address	gagan.mathur@Shell.com

### 15.2 Contact Details Ricoh

Ricoh Netherlands Application Management team	
Manager	Rob Houtsma
Telephone number	+31 6 50631527
Mailbox	RAM.shell@ricoh.nl

Contact person Sales	
Name	Jeroen Sas
Telephone number	+31 6 25044648
E-mail address	jeroen.sas@ricoh-gs.com

Contact person Change Management	
Name	Kees Verwater
Telephone number	+31 6 48877567
E-mail address	kees.verwater@ricoh.nl

Solution Consultant	
Name	Jonathan Nixon
Telephone number	+44 7881 800 3014
E-mail address	Jonathon.nixon@ricoh-europe.com

Global Service Manager	
Name	Toby Ablett
Telephone number	+44 7584 186 559
E-mail address	toby.ablett@ricoh-gs.com