GSK & RICOH

Buildbook for Ricoh Tech.:

Device installation and Configuration

Document Version control

VERSION	DESCRIPTION	CHANGED PERFORMED BY
2.6	New Interactive Buildbook created; existing build-book details on Group 5 units and new models, transferred to new Buildbook format	Sara Bulgarelli
2.7	Few configuration fixing	Sara Bulgarelli
2.8	Hyperinks fixing and Card reader for IMC6010 addition	Sara Bulgarelli
2.9	Hyperlinks finxing and iPad and WI-Fi printing added (Belgium buildbook not to be updated, agreed with GSK)	Sara Bulgarelli
2.10	Units Pre configured by BOZ section update: HDD and Fax switches removed	Sara Bulgarelli

Useful contact details / Team Members and Links

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Web site name	URL
GSK Sharepoint Homepage	https://ricoheuropeplc.sharepoint.com/sites/GSK/SitePages/Home(1).aspx

Before you start, please read and acccept the below as acknowledgment

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 MF3y
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>

I have read and understood the above

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)](#)

- [If System home button is still visible](#)

- [Home Settings set up](#)
  - [SOP](#)
  - [IMC](#)

- [FaxForwarding Set up](#)

- [SMTP Set up](#)

- [Heap & Stack](#)

- [Timers](#)

- [IBS installation](#)

- [Java SLNX Reload](#)

- [How to set direct Wi-Fi print via Smart Device Connector app](#)

- [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)](#)
  - [Card reader process 2 (IMC units)](#)
  - [Card reader installation IMC 6010](#)

DEVICE TO BE FULLY INSTALLED IN SLNX (SLNX Embedded)

 Model type

P 501/P502
Any other model, PLEASE SEE THE 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 Card Reader - Process 1	At Device
	Optional	Card Reader	To install card Reader	Refer to Card Reader - Process 2	At Device
	Optional	Card Reader	To install card Reader	Refer to IMC 6010 Card Reader	At Device
	Optional	Card Reader	To install card Reader	Connect USB mini to the SOP Panel	At Device
	Mandatory	Service Call Settings	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 Threshold: Bk	5-507-081	10% (20 % Vaccines sites)	At Device

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	SP Mode Settings	Toner Call Threshold: 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	As per region	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 03 Bit 0	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 03 Bit 2	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 03 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 04 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 04 Bit 7	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 04 Bit 1	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 11 Bit 6	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter 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\Parameter 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 Numbers (3 times)	At Device
	Administrator Tools	Machine Data Encryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data Encryption 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 installed.	At Device
	Administrator Tools	FAX SETUP		2. An option where fax forwarding 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 updated on the unit); Email address to be discovered during installation SMTP to be internal-smtp.gsk.com	At Device

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	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 Configuration	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 & Networks	Wi-Fi	Off	At WIM
	Screen	Wireless & Networks	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	Active	At WIM
	Security	SSL/ TLS	IPv6	Inactive	At WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certificate	At WIM
	Extended Feature Settings (*not on IMC)	Startup Setting (*not on IMC)	JavaTM Platform (*not on IMC)	Check Java is Running reboot the MFD if necessary (*not on IMC)	At WIM
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings (*not on IMC)	Heap Size (*not on IMC)	Leave at Default	At WIM

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	At WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	At WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	At WIM
	Extended Feature Settings / Administrator 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 Confirmation	Do not Display	At WIM
	Device Settings	Administrator Authentication management	User Management - Highlight	Set On - Administrator Tools	At WIM
	Device Settings	Administrator Authentication management	Machine Management - Highlight	Set On - General features, Timer Settings, Interface, File Transfer, Administrator tools	At WIM

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings	Administrator Authentication management	Network management - Highlight	Set On - Interface Settings, File transfer, Administrator Tools	At WIM
	Device Settings	Administrator Authentication management	File Management - Highlight	Set On - Administrator 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 process	Home setting process	At Device

Configuration for P501/P502

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Optional	Card Reader	To install card Reader	Refer to Card Reader - Process 1	At Device
	Optional	Card Reader	To install card Reader	Refer to Card Reader - Process 2	At Device
	Optional	Card Reader	To install card Reader	Connect USB mini to the SOP Panel	At Device
	Mandatory	Service Call Settings	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 Threshold: Bk	5-507-081	10% (20 % Vaccines sites)	At Device

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	SP Mode Settings	Toner Call Threshold: 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	As per region	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 Encryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data Encryption 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	Active	By WIM
	Security	SSL/ TLS	IPv6	Inactive	By WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certificate	By WIM
	Extended Feature Settings	Startup Setting	JavaTM Platform	Check Java is Running reboot the MFD if necessary	By WIM

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	By WIM
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	By WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administrator 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 Confirmation	Do not Display	By WIM
	Device Settings	Administrator Authentication management	User Management - Highlight	Set On - Administrator Tools	By WIM

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Device Settings	Administrator Authentication management	Machine Management - Highlight	Set On - General features, Timer Settings, Interface, File Transfer, Administrator tools	By WIM
	Device Settings	Administrator Authentication management	Network management - Highlight	Set On - Interface Settings, File transfer, Administrator Tools	By WIM
	Device Settings	Administrator Authentication management	File Management - Highlight	Set On - Administrator 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

DEVICE TO BE INSTALLED AS MONITORED UNIT

Model type

Any other model, PLEASE SEE THE TABLE BELOW

Configuration for any other model

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Mandatory	Service Call Settings	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 Threshold: Bk	5-507-081	10% (20 % Vaccines sites)	At Device
	SP Mode Settings	Toner Call Threshold: 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

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	As per region	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 03 Bit 0	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 03 Bit 2	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 03 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 04 Bit 5	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 04 Bit 7	0	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 04 Bit 1	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 11 Bit 6	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter Settings	Switch 21 Bit 3	1	At Device
	User Tools - Machine Features/Facsimile Features	Initial Settings\Parameter 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 Numbers (3 times)	At Device
	Administrator Tools	Machine Data Encryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data Encryption 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 installed.	At Device
	Administrator Tools	FAX SETUP		2. An option where fax forwarding 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 updated on the unit); Email address to be discovered during installation. SMTP to be internal-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
	Administrator Tools	FAX SETUP		if fax forwarding is on, then the email address of the fax needs to be discovered during the install Email and SMTP configuration detail is provided by local ITng(to be updated on the unit); Email address to be discovered during installation	At Device

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	Active	At WIM
	Security	SSL/ TLS	IPv6	Inactive	At WIM
	Security	Device Certificate	Device Certificate 1	Remove the installed certificate	At WIM
	Extended Feature Settings (*not on IMC)	Startup Setting (*not on IMC)	JavaTM Platform (*not on IMC)	Check Java is Running reboot the MFD if necessary (*not on IMC)	At WIM
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	At WIM
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	At WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	At WIM

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	At WIM
	Extended Feature Settings / Administrator 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 Confirmation	Do not Display	At WIM
	Device Settings	Administrator Authentication management	User Management - Highlight	Set On - Administrator Tools	At WIM
	Device Settings	Administrator Authentication management	Machine Management - Highlight	Set On - General features, Timer Settings, Interface, File Transfer, Administrator tools	At WIM
	Device Settings	Administrator Authentication management	Network management - Highlight	Set On - Interface Settings, File transfer, Administrator Tools	At WIM
	Device Settings	Administrator Authentication management	File Management - Highlight	Set On - Administrator 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 process	Home setting process	At Device

Configuration for P501/P502

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Mandatory	Service Call Settings	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 Threshold: Bk	5-507-081	10% (20 % Vaccines sites)	At Device
	SP Mode Settings	Toner Call Threshold: 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 features / System Settings	Interface Settings	DNS settings	As per region	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 Encryption Setting	Press	Encrypt (Format All Data)	At Device
	Administrator Tools	Machine Data Encryption 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

STEP	TOP LEVEL MENU/ TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	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 certificate	By WIM
	Extended Feature Settings	Startup Setting	JavaTM Platform	Check Java is Running reboot the MFD if necessary	By WIM
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Heap Size	Leave at Default	By WIM
	Extended Feature Settings / Administrator Tools	Heap/ Stack Size Settings	Stack Size	Leave at Default	By WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.2 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administrator Tools	Select Available Functions	TLS 1.1 (SSL Server)	Active	By WIM
	Extended Feature Settings / Administrator 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 Confirmation	Do not Display	By WIM
	Device Settings	Administrator Authentication management	User Management - Highlight	Set On - Administrator Tools	By WIM
	Device Settings	Administrator Authentication management	Machine Management - Highlight	Set On - General features, Timer Settings, Interface, File Transfer, Administrator tools	By WIM
	Device Settings	Administrator Authentication management	Network management - Highlight	Set On - Interface Settings, File transfer, Administrator Tools	By WIM
	Device Settings	Administrator Authentication management	File Management - Highlight	Set On - Administrator 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	Home setting 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, PLEASE SEE THE TABLE BELOW

Configuration for any other model

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Mandatory	Service Call Settings	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 contract.	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 memory installed.	

STEP	TOP LEVEL MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Administrator Tools	FAX SETUP		2. An option where fax forwarding 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 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
	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 MENU/TASK	BOTTOM LEVEL MENU/TASK	DEVICE SETTING	VALUE	WHERE TO
	Mandatory	Service Call Settings	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 contract.	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

If System home button is still visible on the IM devices

Both he below, allow to configure the UI setting as per GSK requirements.

1) Disable the System Home button (Remote config possible)
When the system home button is still visible on the top-left corner of the display

1. Login to Panel SP mode
2. Navigate to 'Screen Device Settings > Home Key Settings > System Home Key Icon Settings '
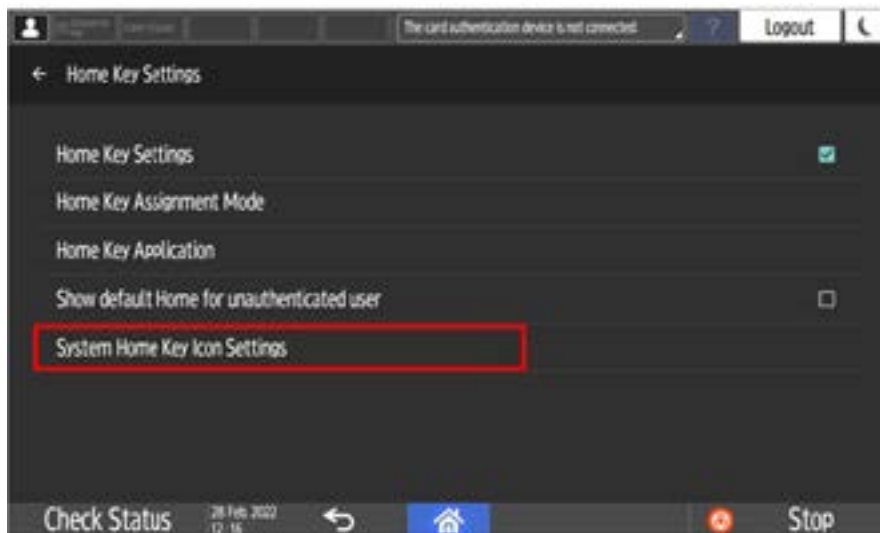
3. Press 'Key Disable'

4. Confirm the System Home key is gone from the top-left corner of the screen.

2) Show Device information (hostname/IP address - Remote config possible)

1. Login to controller SP mode
2. Navigate to SP#5-055-001 and change the value to '1'

3. Make sure the device info shows up on the top of the display.

SOP & IMC Home Screen Settings

SOP Home Screen Settings

Remove all the icons on Screen 1

Remove all the icons on Screen 2
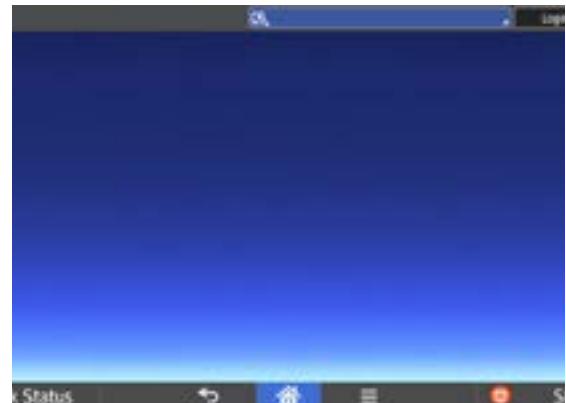
Remove all the icons on Screen 3

Remove all the icons on Screen 4

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
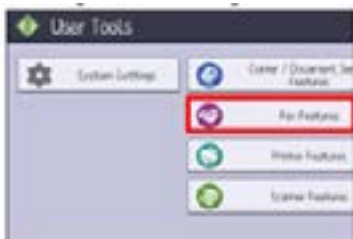
NO SW Solution Home Screen Settings

Go back to homepage

How to set up Fax Forwarding

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]**
	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

STEP	DESCRIPTION/ACTION
	Press the **[File Transfer]** tab, and then press **[SMTP Server]**
	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

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Heap & Stack

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

Device Type	Heap	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 5210SR	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	56	256
MP C3003	56	256
MP C3503	56	256
MP C3503 JPN	56	256
MP C4503	56	256
MP C5503	56	256
MP C5503 JPN	56	256
Aficio MP 301	56	256
Aficio MP C305	56	256
MP C401SR	72	256
MP 3054	72	256
MP 4054	72	256
MP 5054	72	256
MP 501	72	256
MP C2004	72	256
MP C2504	72	256
MP C2504ex	72	256
MP C3004	72	256
MP C3004ex	72	256
MP C3504	72	256
MP C3504ex	72	256
MP C4504	72	256
MP C5504	72	256
MP C5504 JPN	72	256
MP C6004	72	256
MP C6004ex	72	256
MP 4055	72	256
MP C307	72	256
MP C407	72	256
MP C6503	72	256
IM C3000	72	256
IM C6000	72	256

Timers-Setting available but not used by SLNX

Device	Auto-Logout (s)	Panel Off (m)	Low Power (m)	Sleep (m)
Aficio MP C2051	120*	2	N/A	60
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 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*	2	N/A	60
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	120*	N/A	N/A	2
MP C3503 JPN	120*	N/A	N/A	2
MP C4503	120*	N/A	2	60
MP C5503	120*	N/A	2	60
MP C5503 JPN	120*	N/A	2	60
Aficio MP 301	120*	N/A	N/A	2
Aficio MP C305	120*	N/A	N/A	
MP C401SR	120*	N/A	2	60
MP 3054	120*	N/A	N/A	2
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 C3004	120	N/A	N/A	60
MP C3004ex	120	N/A	N/A	60
MP C3504	120	N/A	N/A	60
MP C3504ex	120	N/A	N/A	60
MP C4504	120	N/A	N/A	60
MP C5504	120	N/A	N/A	60
MP C5504 JPN	120	N/A	N/A	60
MP C6004	120	N/A	N/A	60
MP C6004ex	120	N/A	N/A	60
MP 4055	120	N/A	N/A	60
MP C307	120	N/A	N/A	60
MP C407	120	N/A	N/A	60
MP C6503	120	N/A	N/A	60
IM C3000	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 DELETE 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 set direct Wi-Fi print via Smart Device Connector app
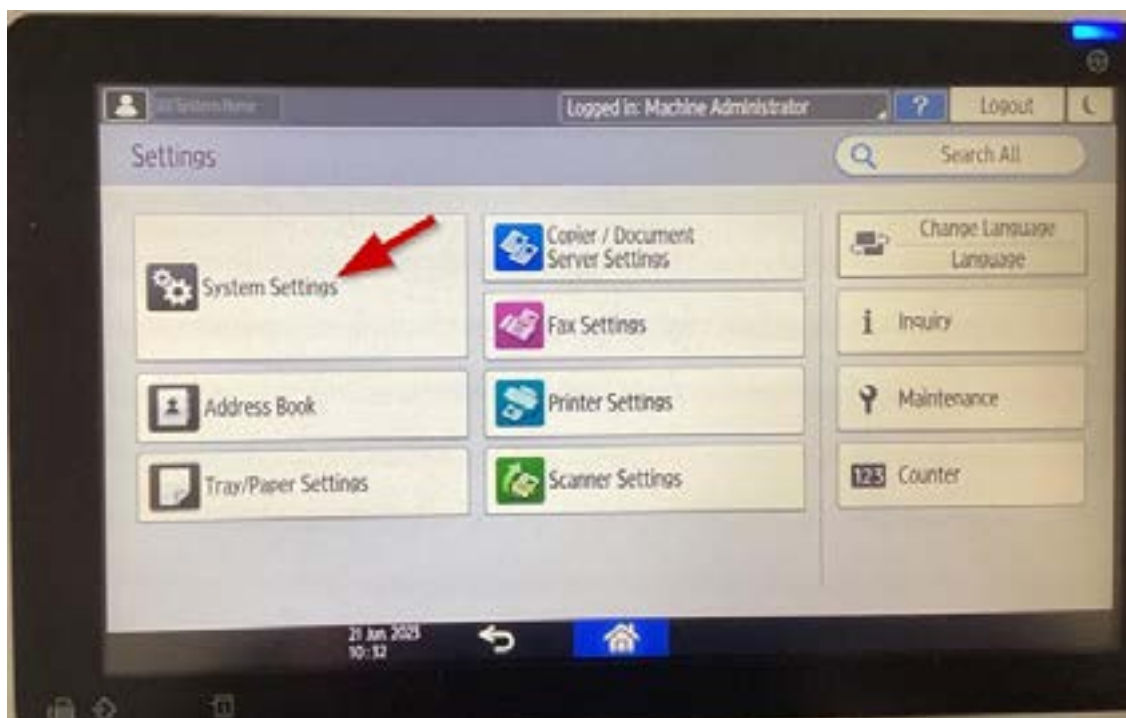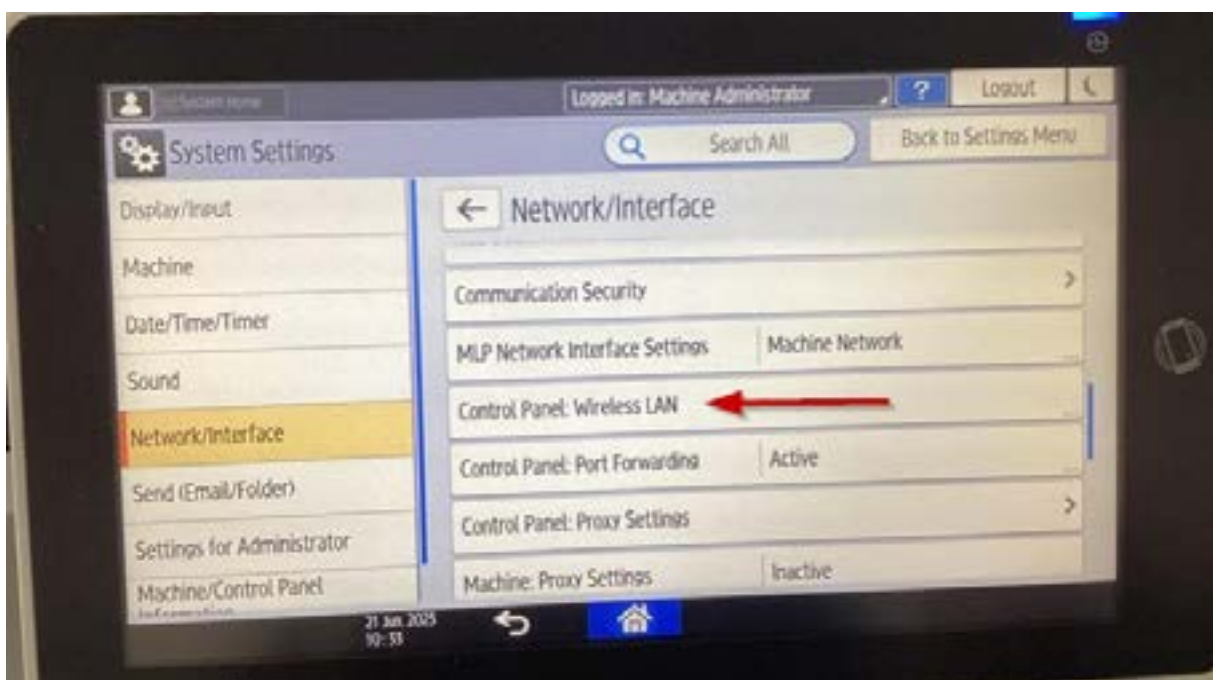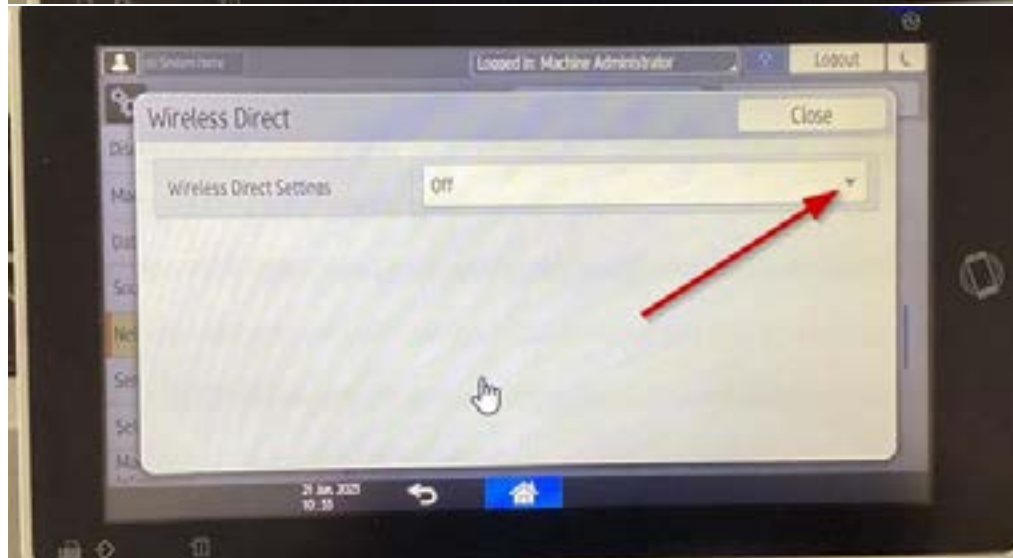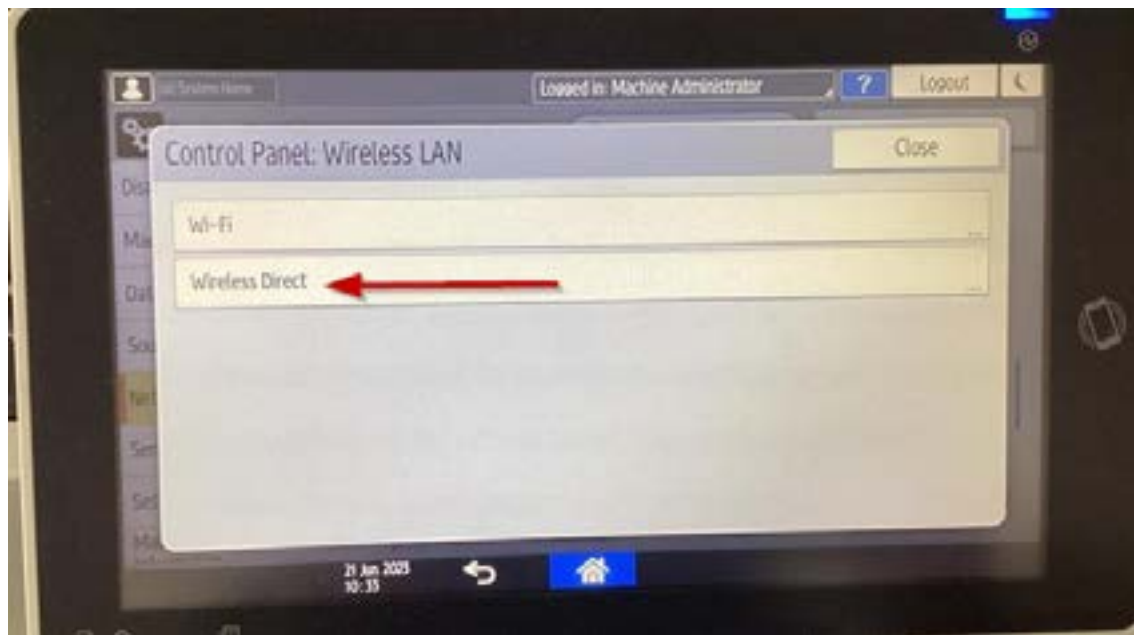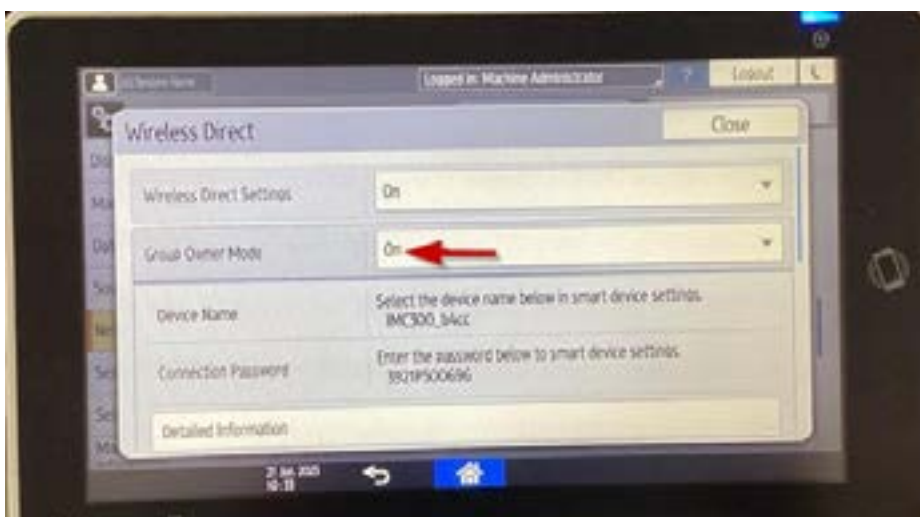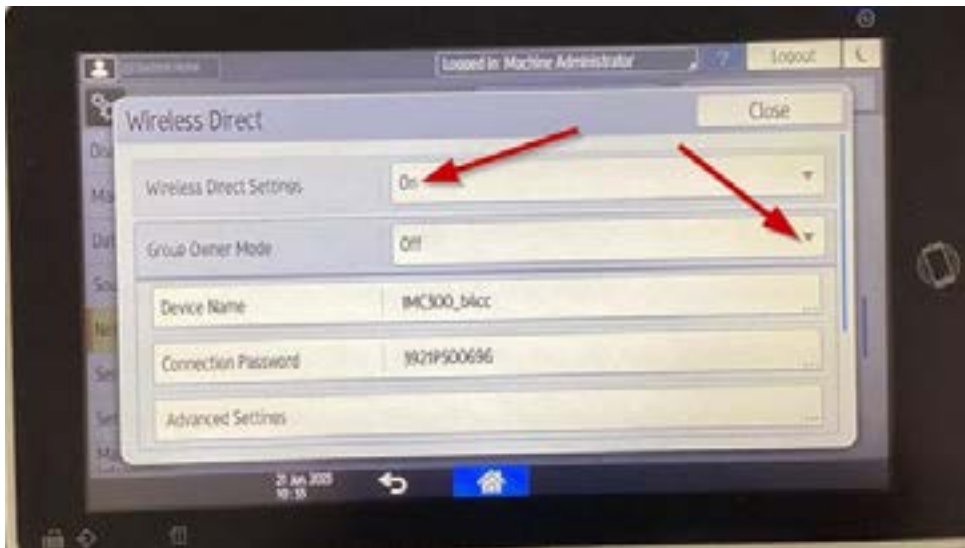
Please save the Wi-Fi SSID name (Device Name) and connection password and then pass it for the GSK users.

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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

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![GSK logo]

Card reader installation guide

![RICOH imagine. change.]

NFC Card Reader Type M37 (D3GF-34)

Component Check

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	
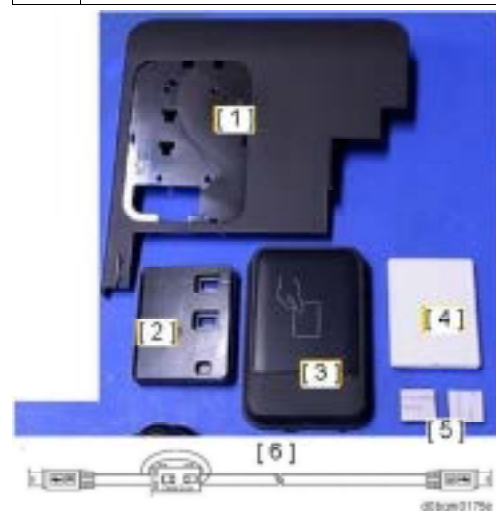
Installation Procedure

⚠ 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.

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

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

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

Note

- 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

proximity sensor cover [A].

5. Remove the original upper cover [A].

6. Attach the corner cover [A] provided with this option.

Use the screws removed in the previous step.

7. Remove the scanner front cover [A].

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

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

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

11. Reattach the proximity sensor cover to the machine.

When reattaching the proximity sensor cover, make sure to connect the harness.

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12. Attach the reader spacer [A].

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

14. 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.

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.

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].

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 Utiity

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.
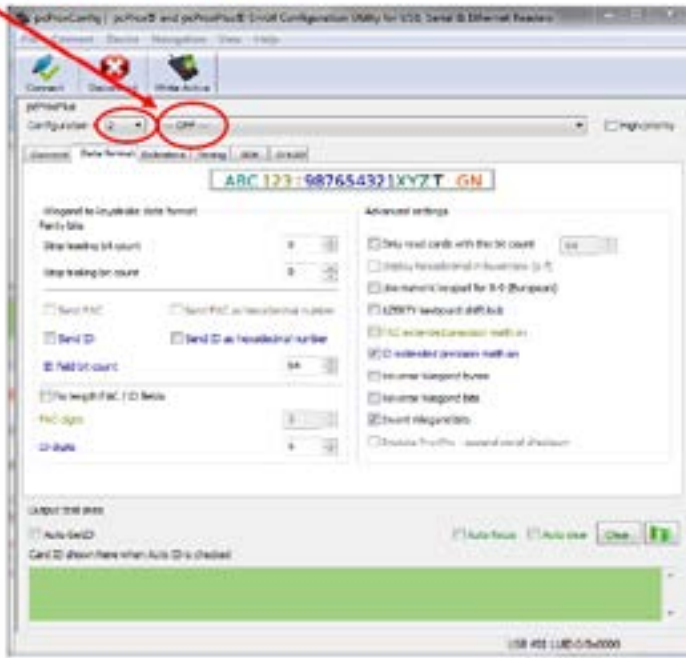
Manual Configuration (Global)

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.
	4)a Select the [Data Format] tab and configure the card reader to the following configuration (Configuration process #1) 1. Uncheck "Send ID"; 2. Check/Flag "Fix lenght/ID Fields"; 3. Change "ID Digits" to 12

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STEP	DESCRIPTION/ACTION
	4)b Select the [Data Format] tab and configure the card reader to the following configuration (configuraiton process #2). 1. Set card type to "...OFF..."
	Once the card configuration is complete click [Write Active] and wait for the [Writing to device... Done] message to appear
	Click [Disconnect] and unplug the card reader

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
	On the SOP go to user tools (Settings)
	In Screen Features, select Screen Feature Settings

STEP	DESCRIPTION/ACTION
	In user tools go to Screen Device Settings
	In Device Screen Setting select External Interface Software Settings
	Select in the dropdown menu next to Select IC Card Reader – Proximity Card Reader
	Select Proximity Card Reader Software Setting and follow instructions at the panel. After connecting the card reader (in this case a Inepro reader) the screen should look like below.

STEP	DESCRIPTION/ACTION
	Press OK and Reboot the MFP

Card Reader Cover Type M52

Component Check

No.	Part Name	Q'ty	Remarks
1	COVER:OPTION:CARD READER:FRONT:ASS'Y	1	
2	WIRE BINDER	2	
3	CUSHION:20X20X1	2	

Installation Procedure

An IC card reader and a USB cable are not included with this unit. The customer must obtain these items, and then a service technician must install them.
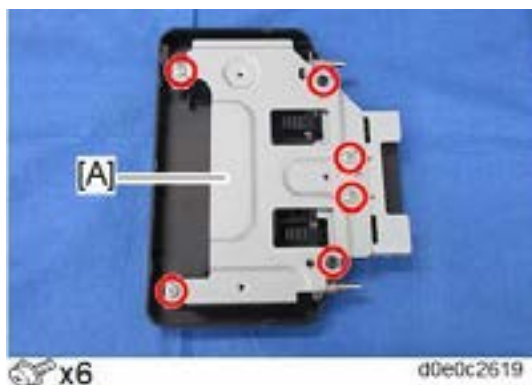
⚠️ **CAUTION**

- Turn the main power OFF and then unplug the power cord from the power source. To avoid the dangers of electrical shock or malfunctions, never do the installation procedure with the power ON.

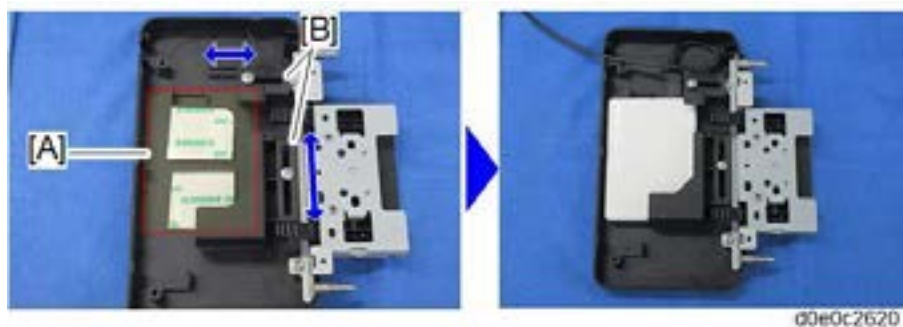1. Remove cover [A], and then remove rear cover [B].
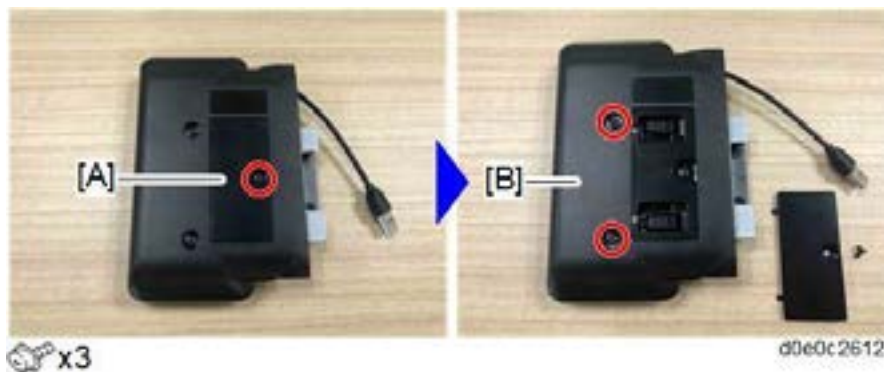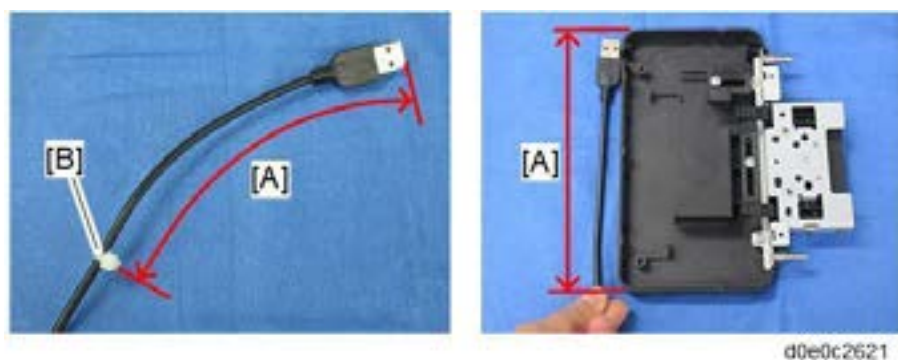

2. Remove bracket [A].

3. Attach sponge cushions [A], and then adjust brackets [B] to the card reader spacer, if necessary.

4. Install the card reader.

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5. Attach fastener [B] about 16 cm (6.3 in.) [A] from the end of the USB cable. Use the vertical length of the optional cover as a guide.
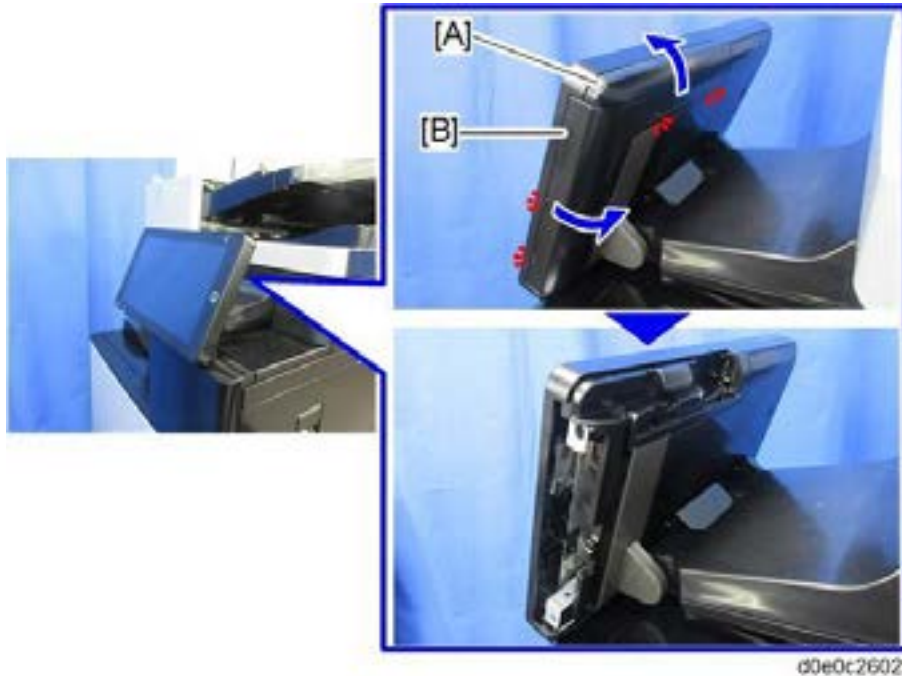

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6. Route the USB cable as shown below, and then align the cable binding with the cover exit.

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7. Remove harness exit cover [A].

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8. Attach the bracket and covers.

9. Remove USB cover [A] and right cover [B] on the back of the operation panel.

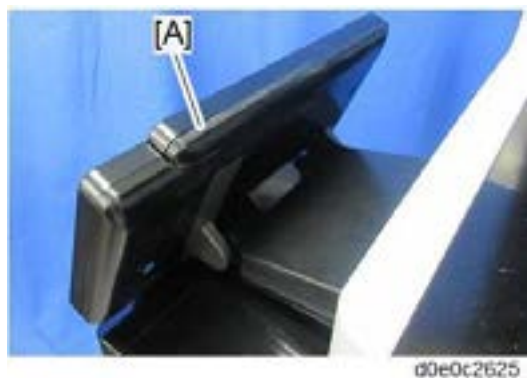10. Insert option [A] into the option slot on the operation panel.

11. Insert USB cable [A] into the connector on the operation panel.

12. Re-attach removed USB cover [A].

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13. Enter Operation panel SP mode, and then go to System > Screen Device Settings.

14. Set "Screen device always-connection Setting" to "Active".

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⭐ Important

- Follow the procedure below to remove the card reader.
  1. Remove cover [A] with a stubby screwdriver.

🔧 x1   d0e0c2627a

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