

1. This is the login screen that is displayed when the copier is idle.
2. Available standard functions and added features are listed on the left.

Login

First select function, then login

Launcher

* User ID

Follow-You Printing

Scan-to-Me

Release all

2.

Password

Refresh Login

3. Logging in is accomplished by tapping your ID card on the attached card reader or by typing your network login and password on the screen. (case sensitive)



4. Registering your ID card is the preferred method of accessing machine functions. To start, simply hold your card one half-inch or less from the reader. The reader will beep, indicating the card has been read.

Login

First select function, then login

Launcher

* User ID Card data recognized

Follow-You Printing

Scan-to-Me

Release all

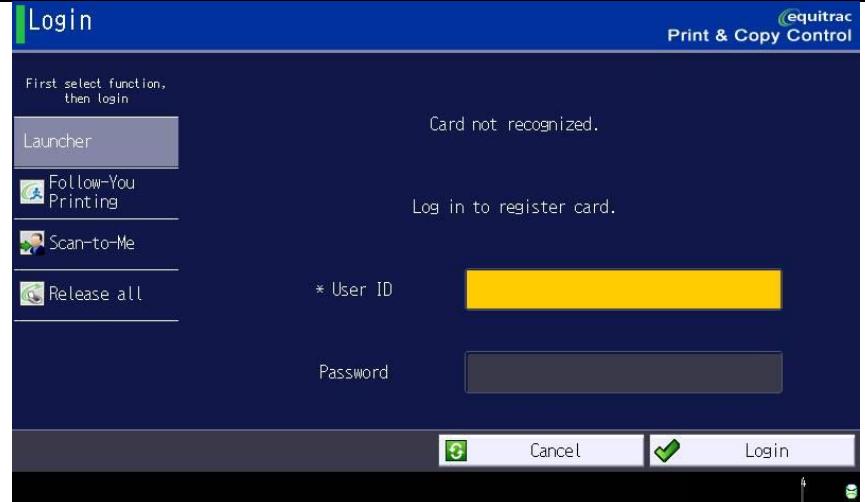
Password *****

Refresh Login

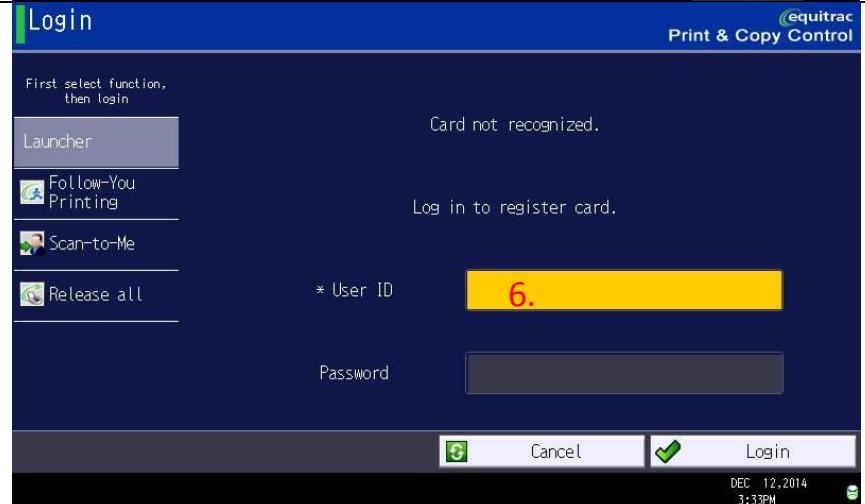
Accessing Ricoh MFPs with employee ID card

RICOH

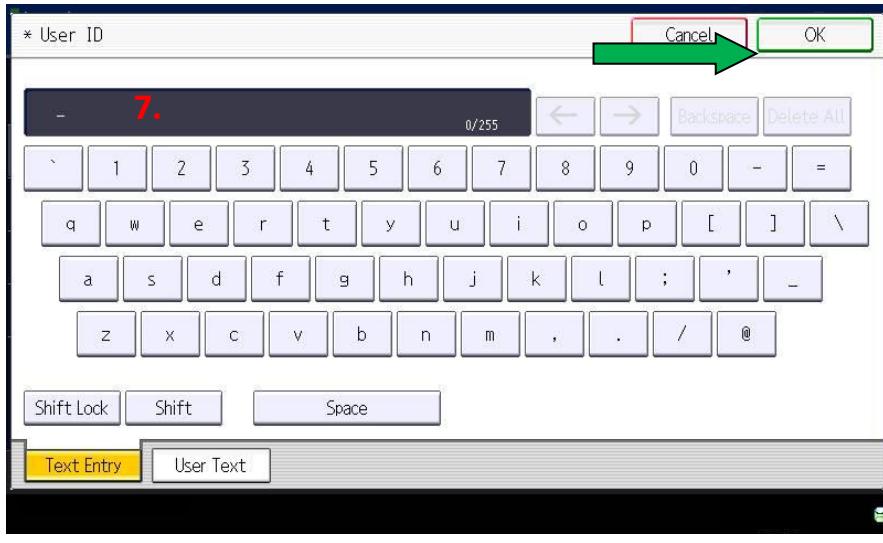
5. The first time a card is swiped the system will not have a record of it and this screen is displayed.



6. At this point tap the gold bar next to **User ID** to access the soft keyboard.



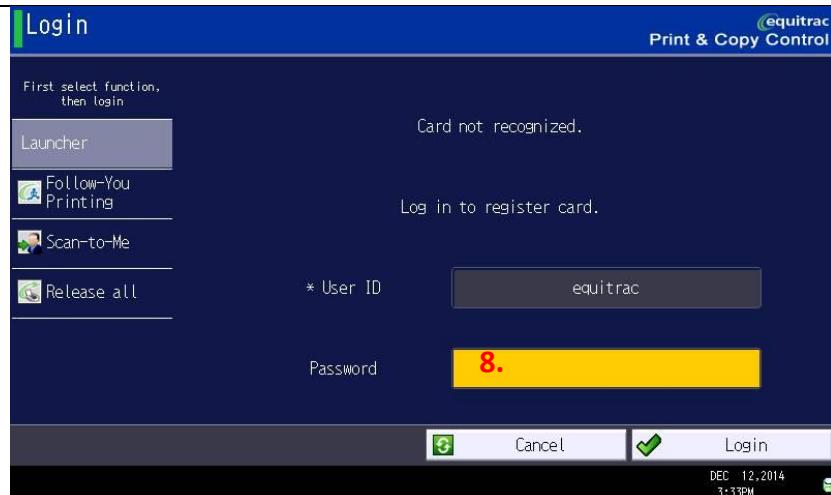
7. Enter your network user name. Then press OK.



Accessing Ricoh MFPs with employee ID card

RICOH

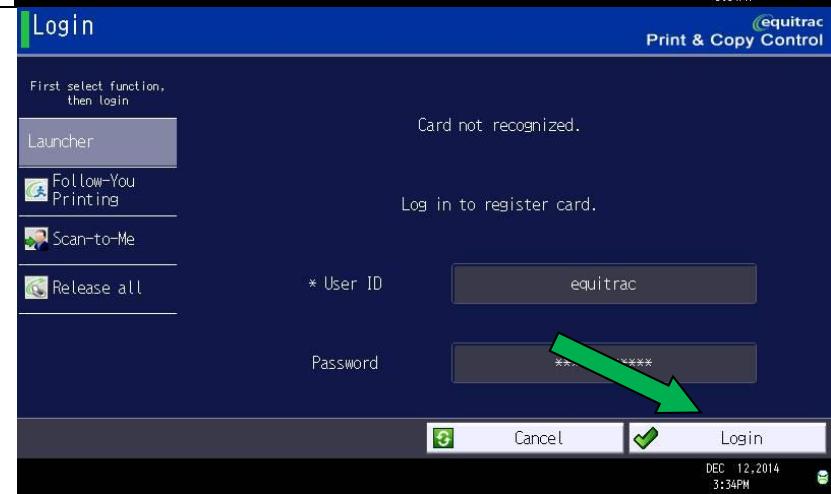
8. Now tap the gold bar next to **Password** to access the keyboard.



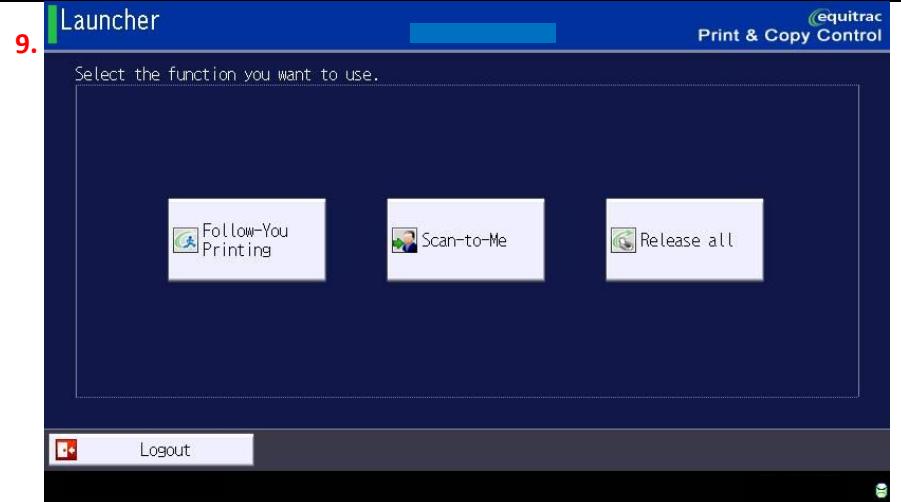
9. Enter your password and press OK.



10. Now hit **Login**.



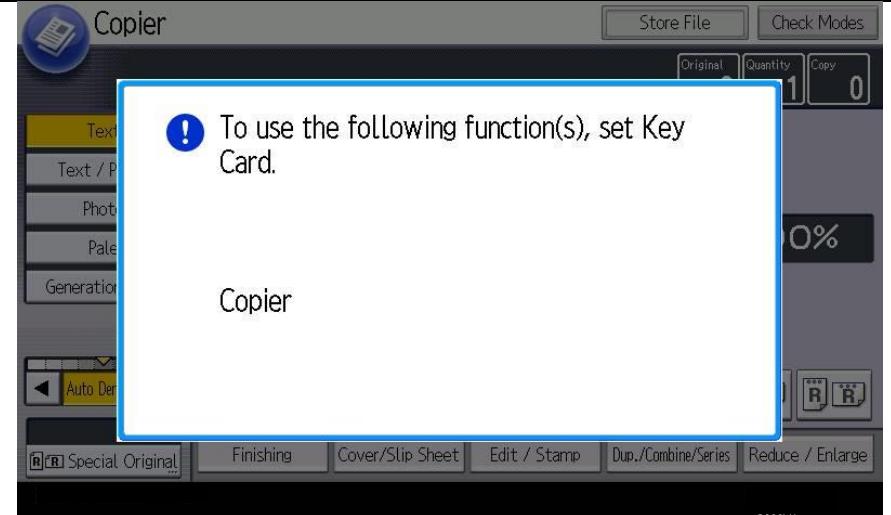
11. If the login was successful this screen is displayed. Scan and Print functions are now displayed.

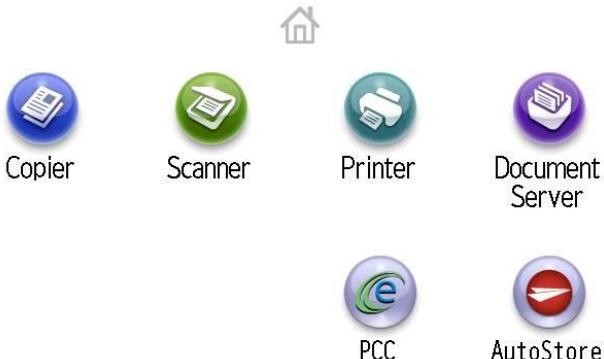
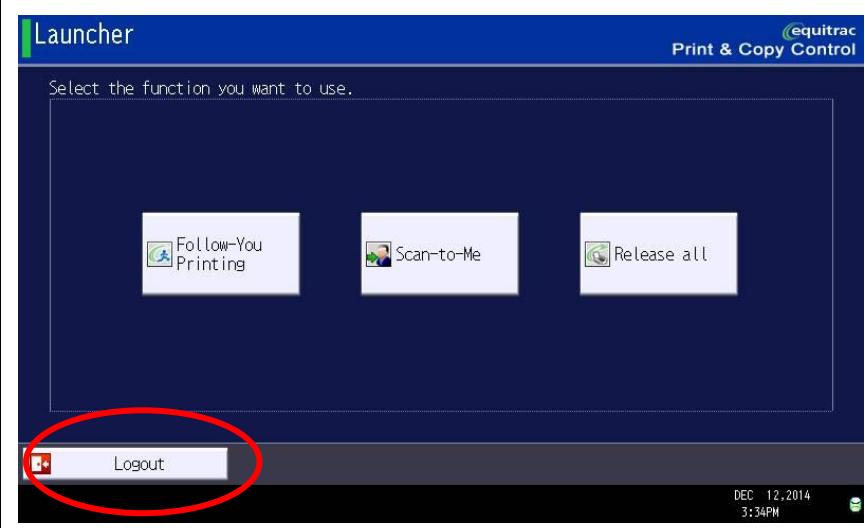


12. To use the standard copy functions press any hard key on the left side of the operation panel.



13. If a hard function key is pressed before logging in, this screen is displayed. A registered card can be swiped from this screen and after a few moments the function screen will become active.



14. You have completed the card registration procedure.	<h2 style="color: red; text-align: center;">End of Card Registration Procedure</h2>
<p>NOTE: Be sure to remember to <u>logout</u> of the machine before leaving. Logging out is as simple as swiping your card again.</p> <p>Alternatively you may manually logout by pressing the 'HOME' key on the panel and selecting 'PCC' from the icons.</p>	 <p>The image shows the Ricoh MFP's home screen with several icons arranged in two rows. The top row includes icons for Home (house), Copier (blue document), Scanner (green document), Printer (grey printer), and Document Server (purple folder). The bottom row includes icons for PCC (blue circle with 'e') and AutoStore (red circle with arrow). Below the icons is a status bar with the text "Updating @Remote certificate..." and the date/time "MAR 6, 2013 4:59PM".</p>
Pressing the 'PCC' icon brings you back to the 'PCC Launcher' screen where you can press the Logout button.	 <p>The image shows the 'PCC Launcher' screen. At the top, it says "Launcher" and "equitrac Print & Copy Control". Below that is a instruction "Select the function you want to use.". There are three buttons: "Follow-You Printing", "Scan-to-Me", and "Release all". At the bottom, there is a "Logout" button, which is highlighted with a large red oval. At the very bottom of the screen, the date and time are shown as "DEC 12, 2014 3:34PM".</p>