

Gespage eTerminal RICOH SmartSDK

Manual

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1. Introduction

Ricoh eTerminal is a Gespage software module dedicated to Ricoh MFPs. This manual is dedicated to the Gespage eTerminal for Ricoh SmartSDK MFPs (with Smart Operation Panel - SOP).

The eTerminal uses the integrated touch screen of the MFP.

This module enables an authentication at the MFP to provide the following functions:

- Print2me secured print with user authentication (by login / password, PIN code, RFID card) and user-friendly selection of the documents to print.
- Modification of the job properties (print in B&W, in duplex or change in the number of copies).
- Scan to me by email or to a home directory.
- Payment and accounting of prints, copies and scans in Gespage.
- Access rights to copy, print (B&W, colour) and scan functions.
- Management and configuration of the terminal from a user-friendly Web interface.



1.1 Compatibility

Gespage eTerminal is compatible with Ricoh MFPs with SOP G2 and higher. These Ricoh MFPs run on an Android platform.

The Ricoh MFPs and Android tablet (Cheetah) must be updated with the latest version.

For detailed information about supported models, it is recommended to consult CartadisDB tool.

The card readers that can be connected are Cartadis card readers such as TCM3 or TCM4. It has to be plugged to the <u>USB port at the side of the front tablet</u>.



NOTE:

The SmartSDK platform is the latest Ricoh platform. For incompatible models, please refer to the Gespage eTerminal for Ricoh SDK/J platform.

2. Configuration

2.1 MFP Configuration

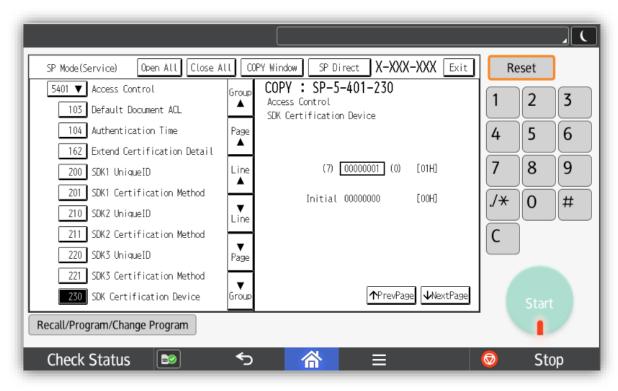
Before configuring the MFP, the printer queue for your MFP has to be set on your print server.

2.1.1 Initial configuration

To allow Gespage to control MFP authentication, the two following parameters have to be changed in the SP mode:

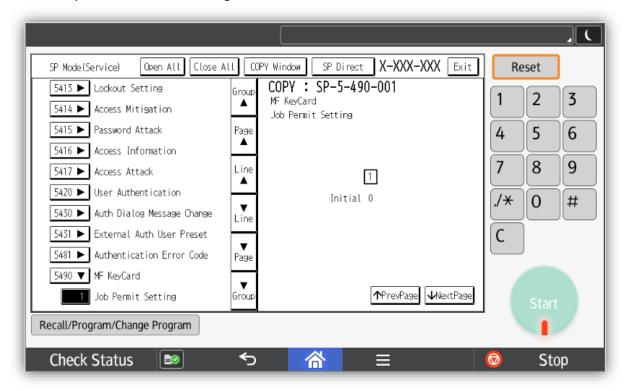
Parameter SP5-401-230:

- Access Control > SDK Certification Device: bit 0 to 1.



Parameter SP5-490-001:

- MF KeyCard > Job Permit Setting: value 0 to 1.



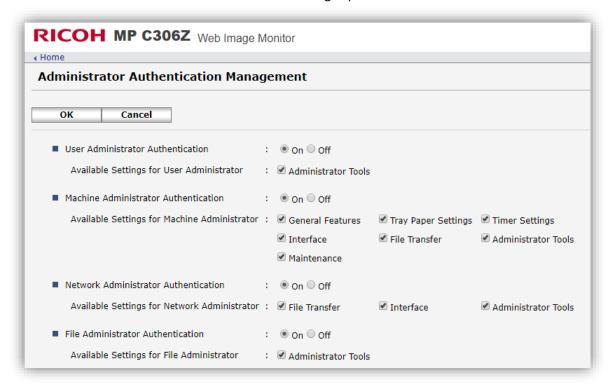
NOTE: These parameters can only be set by a Ricoh technician.

The rest of the installation can be done in the MFP web interface called Web Image Monitor (aka WIM). You can also find in annexe the equivalent procedure from the tablet administrator menus.

2.1.2 Custom permissions

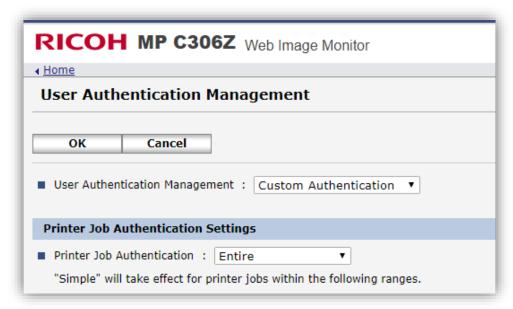
In Ricoh Web Image Monitor go to *Device Management* menu, *Configuration* and then *Administrator Authentication Management*.

Here set **On** for each authentication as in the following capture:

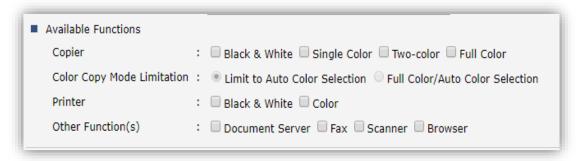


2.1.3 Custom authentication

Go to *Device Management* menu, *Configuration* and finally *User Authentication Management* Select **Custom Authentication**:



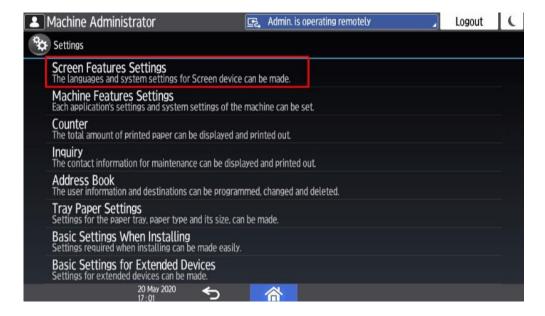
Then under Available Functions, unselect all checkboxes:



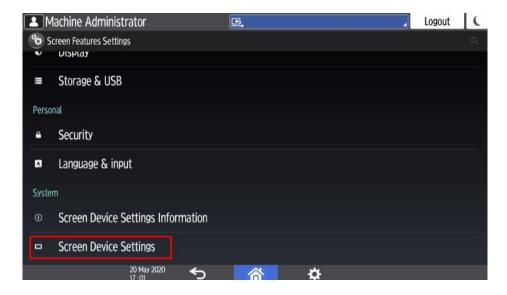
ATTENTION: For IMC ranges, the rights to functions must also be modified from the multifunction panel by aplying the following procedure:

Connect to the MFP as administrator.

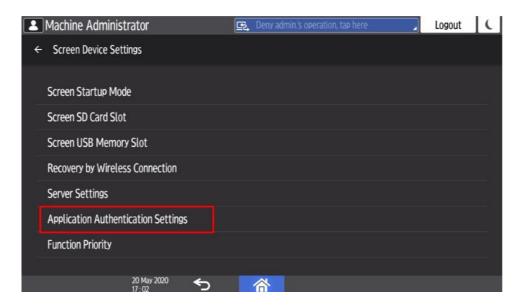
Move to *Users tools* menu and *Screen Features Settings*:



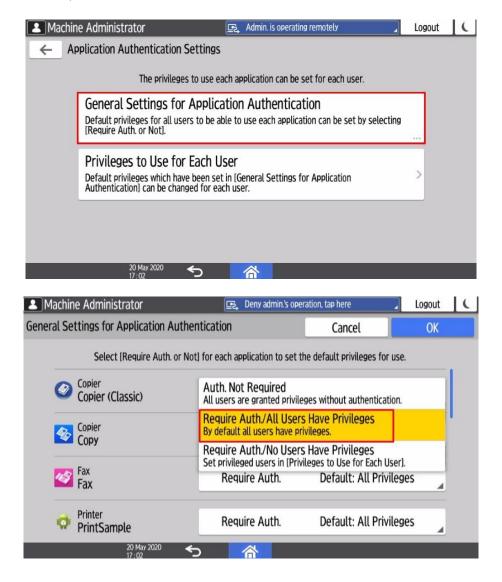
Then go to Screen Device Settings:



Then in the *Application Authentication Settings*:



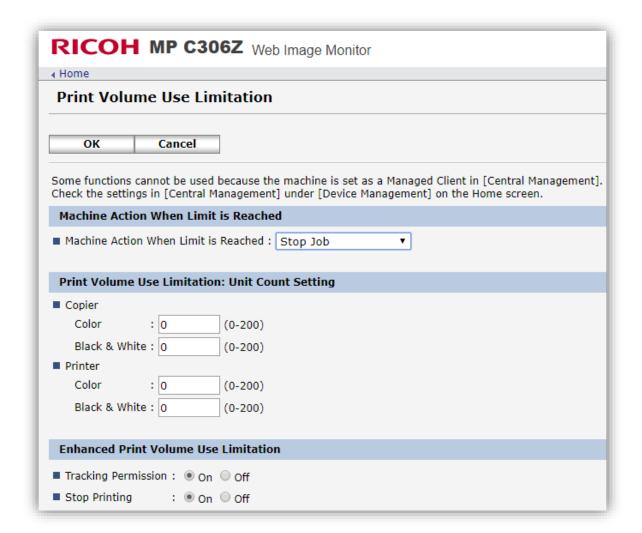
Then select the *General Settings for Application Authentication* and choose for each function if authentication is required to be used:



2.1.4 Print control

Enter into *Device Management* menu, *Configuration* and *Print Volume Use Limitation*. Set:

- Machine Action Whem Limit is Reached to Stop Job
- Every numerical value to 0
- Tracking Permission and Stop Printing to On

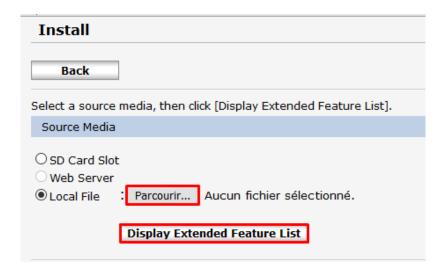


2.2 Installation of Gespage application

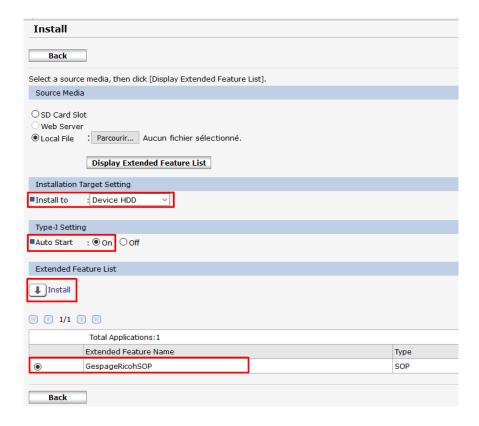
2.2.1 Manual installation of Gespage application

The installation must be performed in the MFP interface called Web Image Monitor.

Move to Device Management, Configuration and then Install.



Select *Local File* in *Source media*. Browse your server filesystem to retrieve eTerminal package: **GespageRicohSop.zip**. It is accessible from GespageCore\server\resources\medias\ricoh, in the Gespage server installation path. Then click on **Display Extended Feature List**. The following menu is displayed:



We recommend to install the application on the Device HDD.

The application can also be installed on a peripheral without a hard disk.

Select **Gespage**, set the *Auto start* to **On** and click on *Install*.

ATTENTION: Once the configuration is completed, the MFP must be rebooted.

2.3 Application configuration

2.3.1 Gespage address

Once the application is installed, Gespage server ip address and port must be filled.



To use Gespage default ports, leave the value 0.

2.3.1 MFP administrator access

It is possible to log as an administrator on the device.

- If the login by user/password or user is enabled:
 You have to enter the administration credentials and you are logged as an administrator.
- If not:

You have to click on the Gespage icon on the top left corner of the login screen, then go into the system settings and login as an administrator.

2.3.2 Gespage icon

In order to add the Gespage icon to the home screen, you have to be administrator¹ or to have the right to press the *all apps* icon from the home screen:



¹ MFP administrator can login into MFP from User Tools app > Machine Features > login and then go back to the home menu

In *all apps*, press and hold Gespage icon until the screen switches to the home screen and then drag and drop the icon on the home screen.

2.3.3 Priority application

To set Gespage as a custom authentication, move to the MFP panel menu "User Tools / Screen Features / Screen Devices Settings / Function Priority". Then select Gespage.

Beware: Normal boot mode in screen features is recommended.



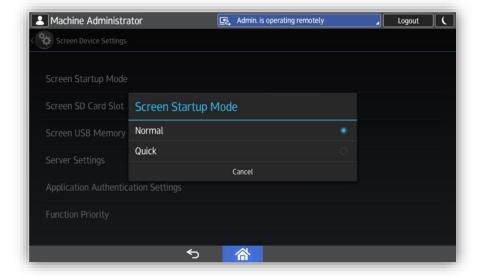
2.3.4 Screen startup mode

The screen mode used by the MFP must be checked. The startup screen must be set to *Normal* to ensure the proper functioning of the Gespage application.

To change this setting, you must be logged in as an administrator on the MFP.

Move to the menu:

Screen features / Screen Device Settings / Screen Startup Mode.



2.3.5 Card reader configuration

To allow the card reader to be recognized by the device, the VID / PID of the card reader have to be set into the MFP, this configuration has to be done by a technician on the MFP.

In User Tools > Machine Features, go to System Settings as MFP admin, General Features and Program / Change USB Device List.

Set the VID / PID of your card reader.



2.3.6 Scan configuration

2.3.6.1 Scan to me by email

The eTerminal automatically configures the email of the user when he is authenticated on the MFP. Scans can therefore be made and are sent directly to the personal email of the user by the MFP.

Emails are sent by the MFP on which the SMTP parameters have to be set.

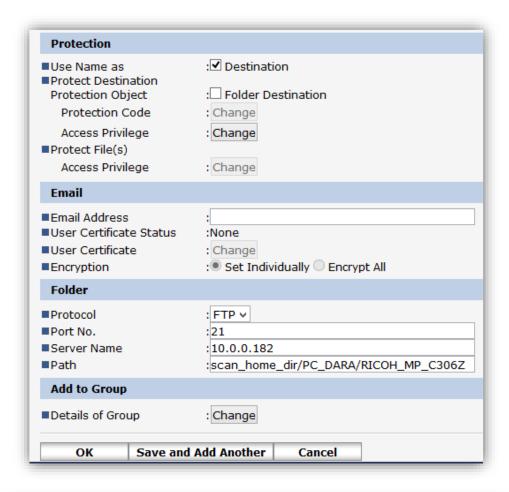
2.3.6.2 Scan to home directory

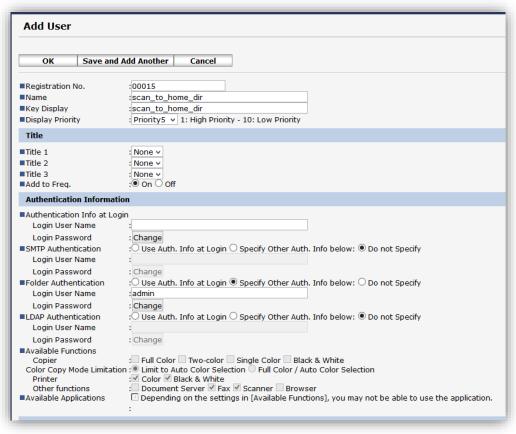
The scan to home directory is provided through an address book entry to configure on the MFP. This entry is configured to send the scan to the Gespage server by FTP and the server forwards the document to the user home directory.

Prior to this configuration, the Gespage scan through FTP server functionality must be activated (see the Gespage manual).

The default settings to send a scan to home directory are:

- FTP Server: Gespage server address
- FTP Port: 7121
- Path: **scan_home_dir/Agent_Name/Printer_Name** (respecting the character case, it is recommended to use a printer name without special characters)
- Login: admin (customizable)
- Password: 123456 (customizable).





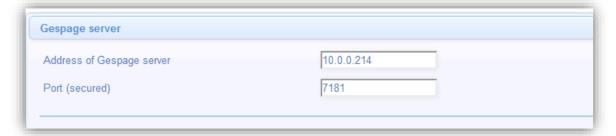


2.4 Gespage configuration

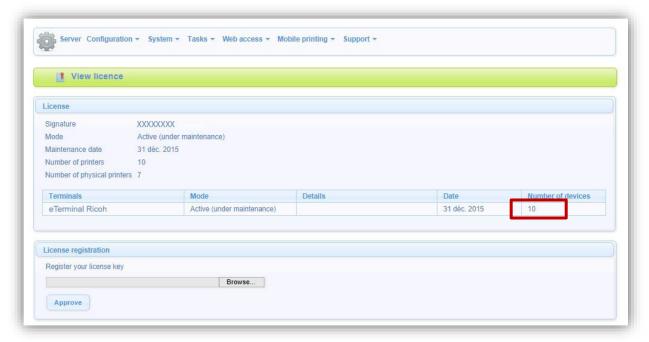
2.4.1 General

2.4.1.1 Global parameters

Gespage server address (IP or name) has to be checked in the global parameters of the server (*Server/Global Parameters*) to make the dialogue possible between eTerminals and Gespage server.



Make sure that the required licences are available. From Server / Support / Licence, information about your Gespage Server and the licenses bought are available. An eTerminal can be installed only if you have a Ricoh eTerminal license available or if your server is in demo mode.



2.4.1.2 Network flows

Ricoh eTerminal communicates with Gespage service on the TCP ports 7180/7181.

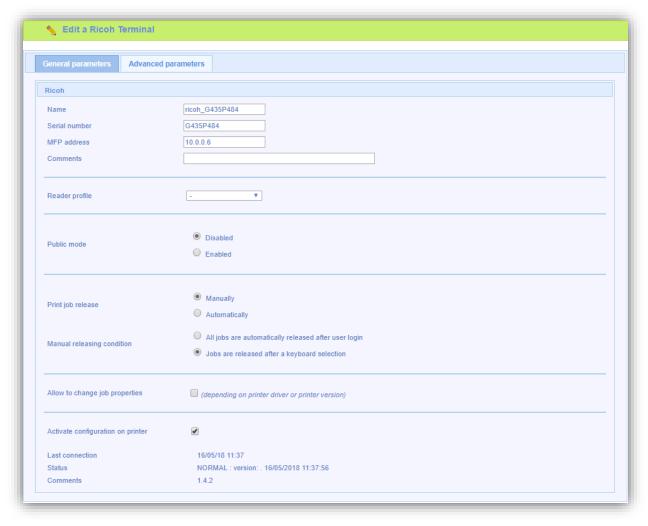
In the standard mode, flows for scan to email do not pass through Gespage.

In case of scan to me to a home directory, Ricoh eTerminal communicates to Gespage server on the port 7121 (default) for the command channel. The FTP data channel ports depend on the FTP server configuration (default in active mode).

2.4.2 eTerminal configuration

Before configuring Ricoh eTerminal, the printer matching your MFP must first be set up on your Gespage server.

The Ricoh eTerminal will be automatically created in Gespage after the manual installation and configuration of the Gespage application on the MFP.



eTerminal identification

Name

The eTerminal name must be filled in. The name is free but 2 identical names cannot be entered.

Serial number

Serial number of the MFP. This parameter must be filled in.

Ricoh eTerminal is only identified by its serial number.

The MFP serial number is available on the web interface of the unit (*Status/Information*, *Device information*, *Machine ID*).

MFP Address

The address of the MFP is the IP address or the MFP network name on which the eTerminal is installed.

Comments

Comments are optional.

Reader profile

Name of a reader profile associated with the card reader.

The reader profile is an advanced setting useful when non-standard card readers have to be connected or when the numbers of the cards stored on Gespage do not match the standard format.

Print job release

Release of prints may be *automatic* which allows a release of jobs on the MFP as soon as printing is sent from the user PC. In all other cases (release on a login or card swipe) "*Manual*" should be chosen.

Manual releasing condition

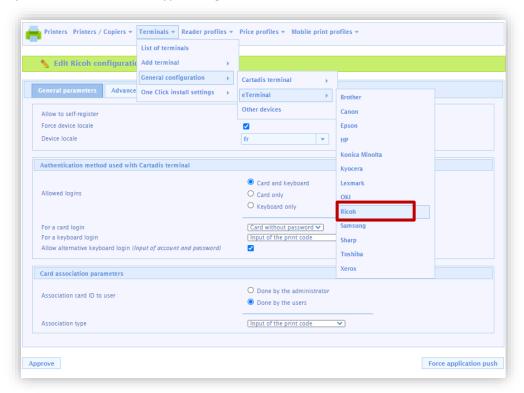
If release is set to *manual*, an automatic release may be chosen as soon as the user login is entered (printing of documents directly after login), or release after selection of jobs on the MFP (user action to release the prints).

Some advanced settings are also configurable from the advanced parameters tab of the eTerminal.

2.4.3 eTerminal common configuration

In the screen of Ricoh eTerminals general configuration, set up the parameters to be applied to all Ricoh eTerminals on the site.

These parameters include the type of login allowed as well as the method for card association.



The main parameters are described hereafter:

Allow to self-register

This parameter enables self-registration of the eTerminals by manual installation of the application.

Force device local

Box checked: takes the language defined below.

Box unchecked: takes that of the machine.

For a keyboard login

This parameter is used to select the user login mode on the keyboard.

Input of Gespage account only: The user will only enter his Gespage login.

Input of account and password: The user will enter his Gespage login and his password.

Input of the print code: The user will enter his print code.

Allowed logins

This parameter is used to select the peripheral for login.

1. Card and keyboard

The user login may be made by card or keyboard. If no card reader is connected, keyboard login will be the only option.

2. Card only

The keyboard is inactive. The MFP only takes the card reader peripheral to log the user.

3. Keyboard only

The card reader peripheral is inactive. Login will be made only by the keyboard.

4. Allow alternative keyboard login (Input of account and password)

This parameter enables two keyboard login modes to be activated on the MFP at the same time (login enabled by user / password in addition to the print code).

Association card ID to user

This parameter allows the user himself to associate his account with the card via the keyboard of the MFP. By checking *Done by the administrator*, the association of the card must be carried out by the administrator either directly in the user profiles of Gespage either by synchronization or import (see Gespage manual).

NOTE: The interface language of the eTerminal will be the language set on the MFP.

3. Use

3.1 Examples of user menus

3.1.1 User login

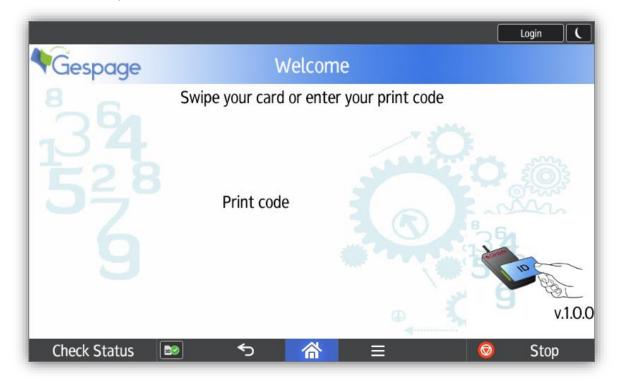
The user must authenticate to access to the MFP services. After authentication, the user has a direct access to his pending prints, if he wishes to switch to another service, he just needs to click the "Home" button.



Home screen with login/password authentication



Home screen with print code authentication



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Home screen with card authentication



Alternative keyboard login

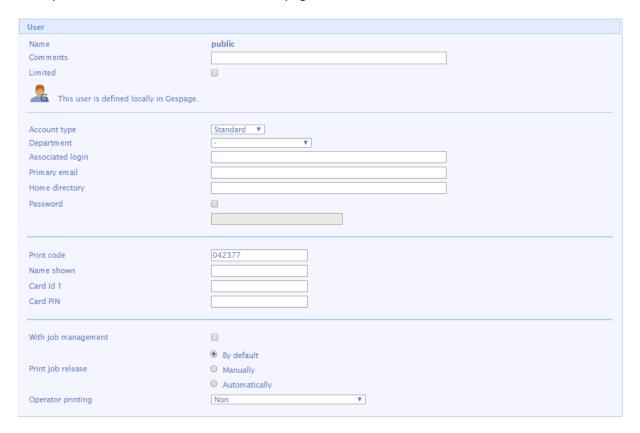


Home screen with public access



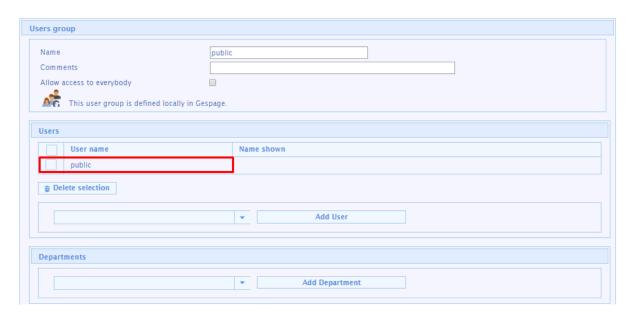
The public access may be enabled for accessing certain functions of the peripheral without user login (for example B&W copy). It is made by using the "Public mode" button.

- A public account must be created on Gespage:



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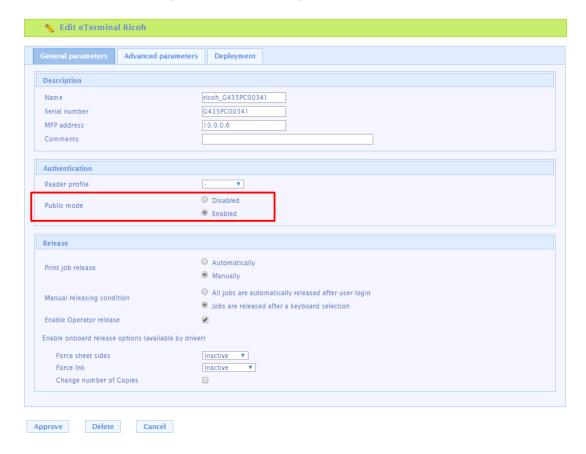
- Then, add the account to a group:



- Then, it's given the rights to certain functions of the device:



- On the eterminal of the printer, we allow the public mode



Switching to other functions of the MFP

By selecting the "Home" button, the user has access to a selection menu of the MFP functions where copy or scan functions are accessible. He can also move back to the screen of pending prints by selecting "Gespage" button.



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3.1.2 Release of print jobs

The screen for print release enables pending prints to be selected for printing, deleting or modifying.

At login, the list of pending prints is displayed.

Pending prints' modification menu

Some printing properties may be changed with the menu

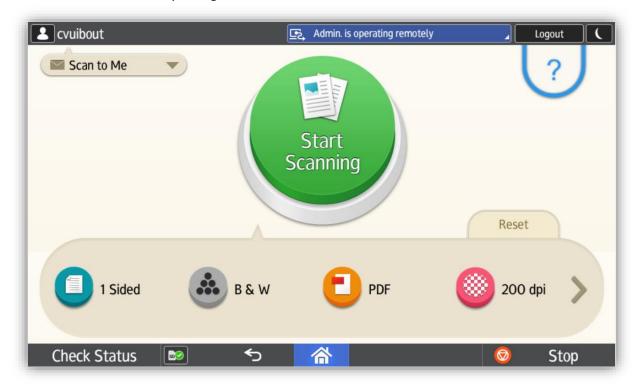


The changes available are:

- Change to Black and White,
- Change the document to Duplex,
- Change the number of copies of a document.

3.1.3 Scan to me by email

The eTerminal automatically configures the email of the user when he is authenticated on the MFP.



4. Annexe

4.1 Eterminal configuration through MFP menus

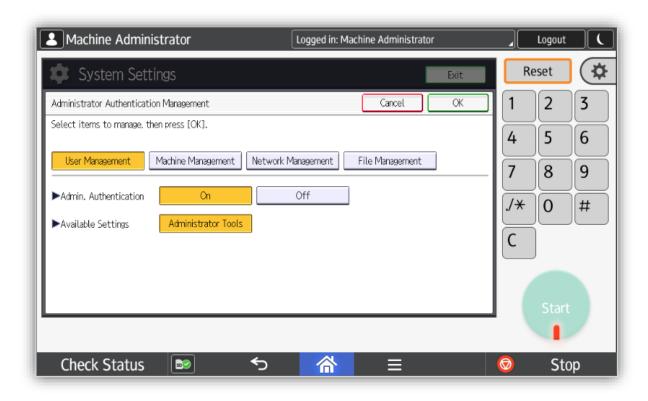
Some configurations can be done either on the MFP in the administration menus either in the MFP administration web page (WIM). The following part describes the tablet administration menus. The WIM configuration is explained in § 2.1

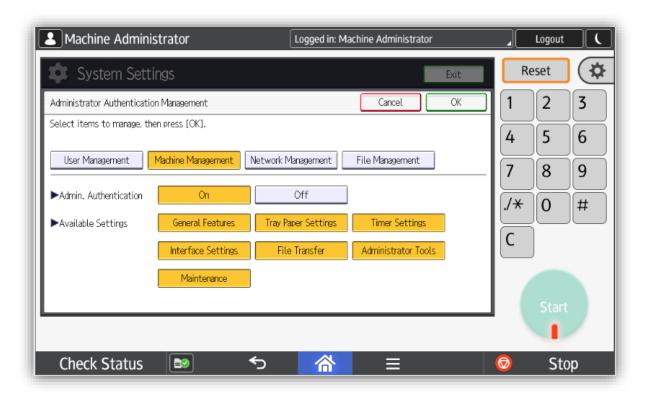
4.1.1 Configure custom authentication and permissions

Custom authentication allows Gespage to be the authentication application.

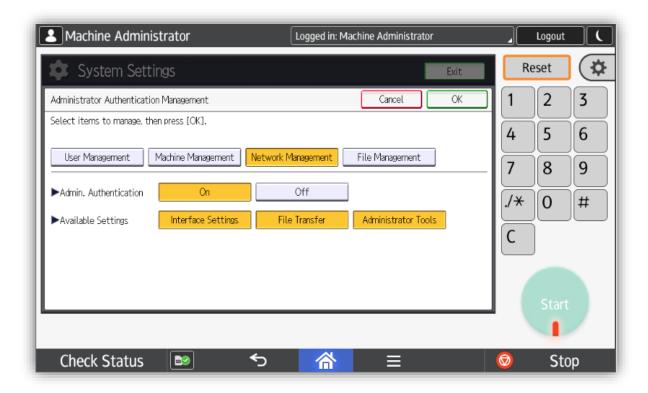
For the permissions:

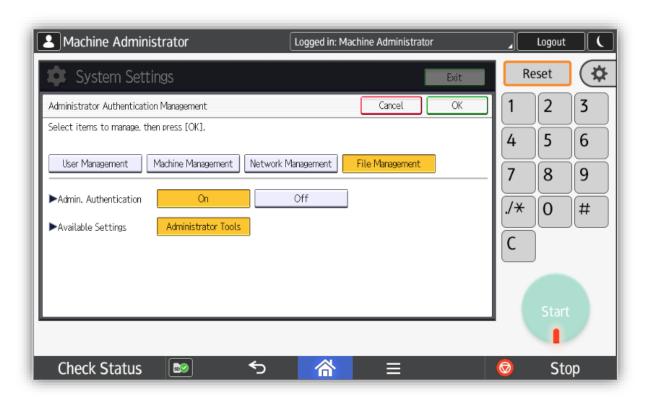
Select the System Settings, Administrator Tools tab and Administrator Authentication Management. Set User Management, Machine Management, Network Management and File Management to "On" and select all Available settings.





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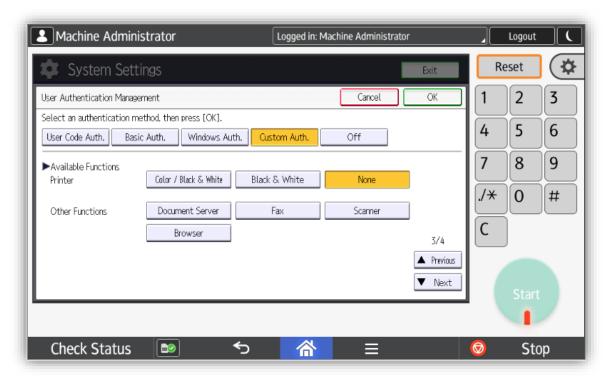
For custom authentication:

Select the *System Settings, Administrator Tools* tab and then *User Authentication Management*. Select *Custom Auth* and then set it as foolows:





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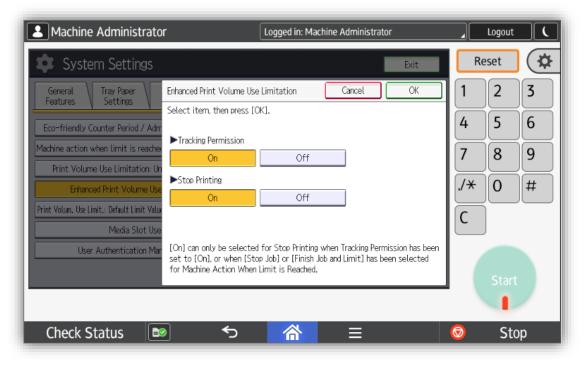


ATTENTION: Once all this is done, the device needs to be rebooted.

4.2 Configure the application

4.2.1 Tracking

Tracking settings allow Gespage to get notified when a copy / scan / print is done by the device. Select the *System Settings*, *Administrator Tools* tab and then *Enhanced Print Volume Use Limitation*. Set *Tracking Permission* and *Stop Printing* to **On**, then select **OK**.



Back to the *System Settings, Administrator Tools* tab, select *Machine action when limit is reached* and set it to **Stop Job**.

Then select Print Volum. Use Limit.: Default Limit Value and set it to 0.



Finally select *System Settings, Administrator Tools* tab and *Print Volume Use Limitation: Unit Count Setting* and set everything to **0**.



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4.2.2 Allow print from memory storage device

Select the System Settings, Administrator Tools tab and Mediat Slot Use and set everything to Allow.

