



# **Gespage eTerminal Ricoh**

Manual





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# 1. Introduction

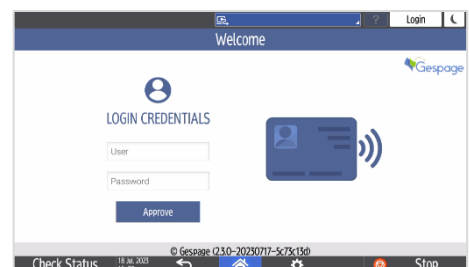
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Ricoh eTerminal is a Gespage software module dedicated to Ricoh MFPs. This manual is dedicated to the Gespage eTerminal for Ricoh SmartSDK MFPs (with Smart Operation Panel - SOP).

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, card) and user-friendly selection of the documents to print.
- Modification of the job properties (print forcing in B&W or color, in Duplex or Simplex, change of the number of copies).
- Scan to me by email, to home directory or to shared directories.
- Payment and accounting of prints on Gespage server (including USB).
- Access rights to copy, print (B&W, colour) functions and scan destinations.



## 1.1 Compatibility

Gespage eTerminal is compatible with Ricoh MFPs with SOP G2.5 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 USB port at the side of the front tablet.



**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

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### 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.

The screenshot shows the Ricoh SmartSDK configuration interface. At the top, there are buttons for 'SP Mode(Service)', 'Open All', 'Close All', 'COPY Window', 'SP Direct', 'X-XXX-XXX', and 'Exit'. A 'Reset' button is highlighted in orange. The main display area shows the selected parameter '5401 Access Control' and its sub-parameter '230 SDK Certification Device'. The value is set to 'Initial 00000000'. A numeric keypad is visible on the right, and a 'Start' button is at the bottom right. The bottom status bar includes 'Check Status', a home icon, and a 'Stop' button.

Parameter SP5-490-001:

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

The screenshot shows the Ricoh SmartSDK configuration interface. At the top, there are buttons for 'SP Mode(Service)', 'Open All', 'Close All', 'COPY Window', 'SP Direct', 'X-XXX-XXX', and 'Exit'. A 'Reset' button is highlighted in orange. The main display area shows the selected parameter '5490 MF KeyCard' and its sub-parameter '1 Job Permit Setting'. The value is set to 'Initial 0'. A numeric keypad is visible on the right, and a 'Start' button is at the bottom right. The bottom status bar includes 'Check Status', a home icon, and a 'Stop' button.

**NOTE:** A Ricoh technician can only set these parameters.

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 :

**RICOH MP C306Z** Web Image Monitor

Home

### Administrator Authentication Management

OK Cancel

- User Administrator Authentication** : ☒ On ☐ Off  
Available Settings for User Administrator : ☒ Administrator Tools
- Machine Administrator Authentication** : ☒ On ☐ Off  
Available Settings for Machine Administrator : ☒ General Features ☒ Tray Paper Settings ☒ Timer Settings  
☒ Interface ☒ File Transfer ☒ Administrator Tools  
☒ Maintenance
- Network Administrator Authentication** : ☒ On ☐ Off  
Available Settings for Network Administrator : ☒ File Transfer ☒ Interface ☒ Administrator Tools
- File Administrator Authentication** : ☒ On ☐ Off  
Available Settings for File Administrator : ☒ Administrator Tools

### 2.1.3 Custom authentication

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

**RICOH MP C306Z** Web Image Monitor

Home

### User Authentication Management

OK Cancel

**User Authentication Management** : Custom Authentication ▼

#### Printer Job Authentication Settings

**Printer Job Authentication** : Entire ▼

"Simple" will take effect for printer jobs within the following ranges.



Then under *Available Functions*, unselect all checkboxes:

Available Functions

Copier

: ☐ Black & White ☐ Single Color ☐ Two-color ☐ Full Color

Color Copy Mode Limitation

: ☒ Limit to Auto Color Selection ☐ Full Color/Auto Color Selection

Printer

: ☐ Black & White ☐ Color

Other Function(s)

: ☐ Document Server ☐ Fax ☐ Scanner ☐ Browser

### 2.1.4 Print control

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

Set:

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

RICOH MP C306Z

Web Image Monitor

Home

Print Volume Use Limitation

OK

Cancel

Some functions cannot be used because the machine is set as a Managed Client in [Central Management]. Check the settings in [Central Management] under [Device Management] on the Home screen.

Machine Action When Limit is Reached

Machine Action When Limit is Reached :

Stop Job

Print Volume Use Limitation: Unit Count Setting

Copier

Color

:

0

(0-200)

Black & White

:

0

(0-200)

Printer

Color

:

0

(0-200)

Black & White

:

0

(0-200)

Enhanced Print Volume Use Limitation

Tracking Permission

:

☒ On ☐ Off

Stop Printing

:

☒ On ☐ Off

## 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: **GespageRicoSop.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:

Total Applications:1		
	Extended Feature Name	Type
<input checked="" type="radio"/>	GespageRicoSOP	SOP

We recommend installing 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 administrator<sup>1</sup> or to have the right to press all *apps* icon from the home screen:



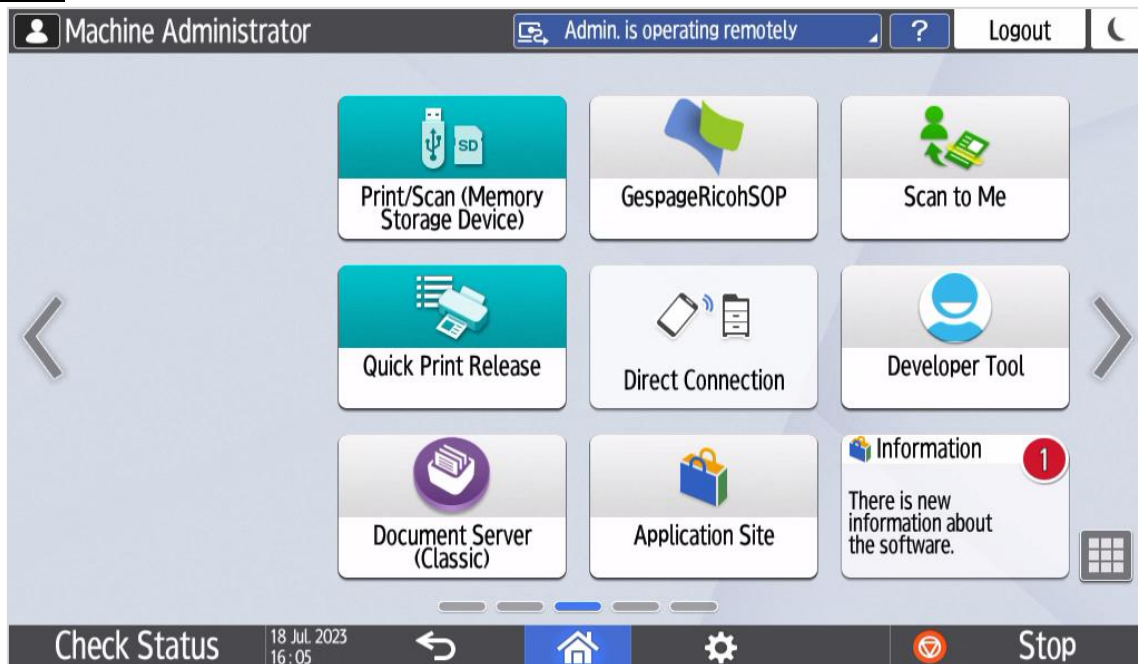
<sup>1</sup> MFP administrator can login into MFP from User Tools app > Machine Features > login and then go back to the home menu

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 GespageRicohSOP.

**Beware:** Normal boot mode in screen features is recommended.



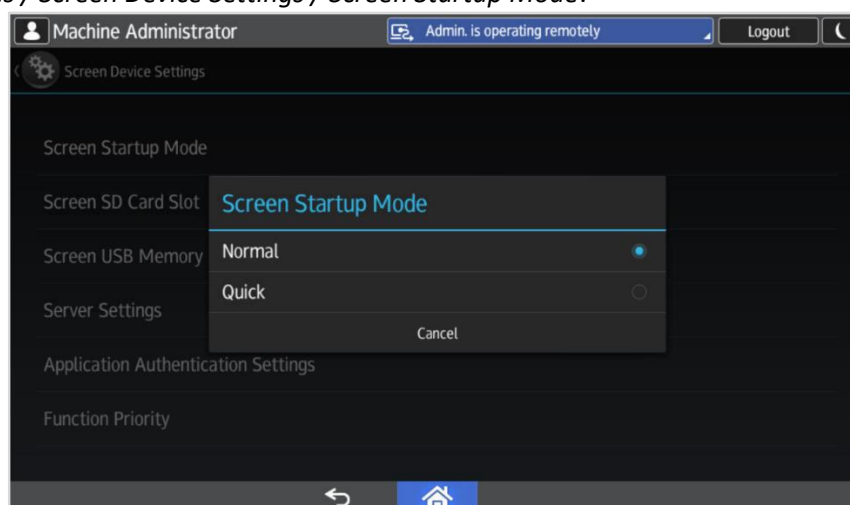
### 2.3.4 Screen startup mode

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.

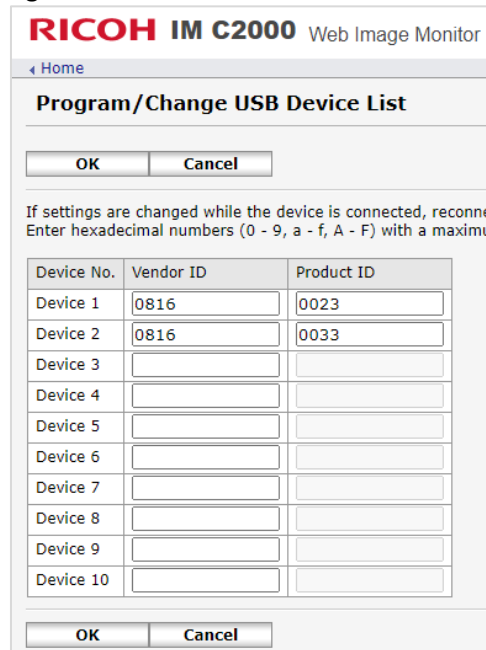
Move to the menu:

*Screen features / Screen Device Settings / Screen Startup Mode.*



### 2.3.5 Card reader configuration

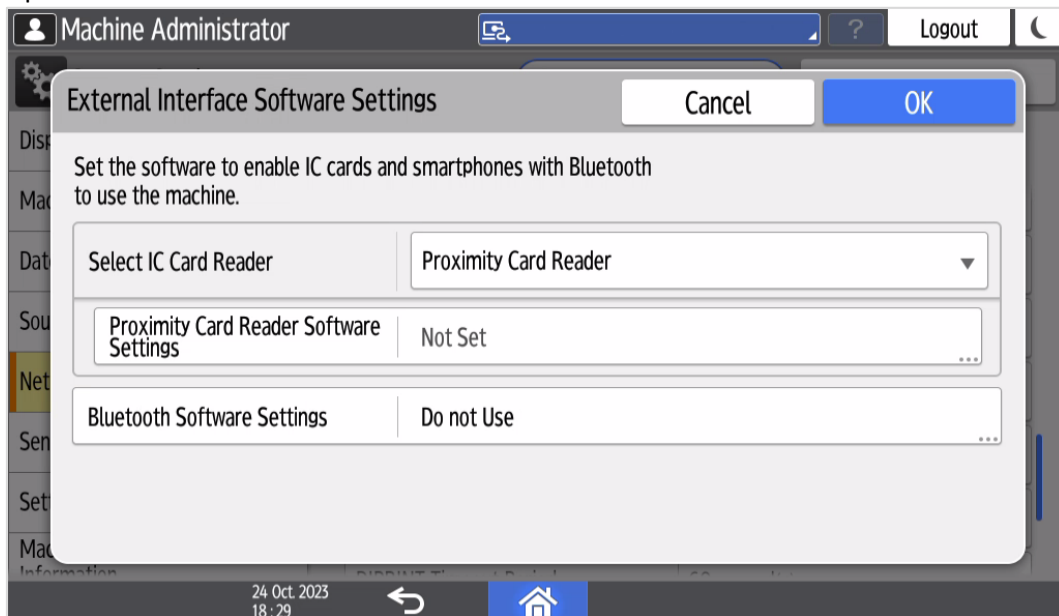
To allow the card reader to be recognized by the device, the VID / PID of the card reader have to be set into the MFP, this configuration can be done from Web Image Monitor under the menu Configuration and Program/Change USB Device List:



Device No.	Vendor ID	Product ID
Device 1	0816	0023
Device 2	0816	0033
Device 3		
Device 4		
Device 5		
Device 6		
Device 7		
Device 8		
Device 9		
Device 10		

In *User Tools > Machine Features*, go to *System Settings* as MFP admin, *Network/Interface* and *External Interface Software Settings*.

Set the parameters as below:



### 2.3.6 Gespage advanced scans configuration

For more information on configuring Gespage advanced scans, you can refer to the Gespage manual.

**Address List (Display All Items)**

[Back](#)

With Easy Input you can edit the Address Book with a wizard method but you cannot edit all items.  
With Detail Input you can edit all items.

[Easy Input](#) [Detail Input](#)

[Add User](#) [Change](#) [Delete](#) [Add Group](#) [Data Carry-over Setting for Address Book Auto-program](#) [Maintenance](#) [Central Management](#)

Selected0 [Select All](#) [Deselect All](#) User(s) : 15 / 2000 item(s) Group(s) : 0 / 100 item(s) Programmed User Code : 11 / 1000 item(s)

Type	Registration No.	Name	Volume Used	Limit Value	Date Last Used	Email Address	Folder
<input type="checkbox"/>	00002	dara	0	500	05/12/2017 15:28	d.mom@cartadis.com	---
<input type="checkbox"/>	00015	scan_to_home_dir	---	---	05/12/2017 15:45	---	10.0.0.182:scan_home_dir/PC_DARA/RICOH_MP_C306Z

## 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.

**GESPAGE SERVER**

Address of Gespage server


Port (secured)

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.

**Gespage**

[Support / Licence](#)

**LICENSE**

Signature 

Mode Active (under maintenance)

Maintenance end date 31 jui. 2024

Qty of printers 100

Qty of physical printers 25

Terminals	Mode	Details	Date	Number of devices
Xerox eTerminal	Active (under maintenance)		31 jui. 2024	1 / 5
Ricoh eTerminal	Active (under maintenance)		31 jui. 2024	2 / 5

#### 2.4.1.2 Network flows

Ricoh eTerminal communicates towards Gespage on the following ports:

- Gespage on Premise : HTTPS custom port 7181
- Gespage Stratus : HTTPS standard port 443

To push the Gespage application, Gespage communicates towards the Ricoh device on following port:

- HTTPS standard port 443

## 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.

The screenshot shows the Gespage web interface for configuring a Ricoh eTerminal. The interface has a sidebar on the left with navigation icons. The main content area has three tabs: General parameters, Advanced parameters, and Deployment. The General parameters tab is selected, showing the following fields and options:

- DESCRIPTION**
  - Name:
  - MFP address:
  - Serial number:
  - Comments:
- AUTHENTICATION**
  - Reader profile:
  - Public mode: ☐ Disabled ☒ Enabled
- RELEASE**
  - Print job release: ☐ Automatically ☒ Manually
  - Manual releasing condition: ☐ All jobs are automatically released after user login ☒ Jobs are released after a keyboard selection
  - Enable Operator release: ☐
  - Enable onboard release options (available by driver): ☐
  - Force sheet sides:
  - Force Ink:
  - Change number of Copies: ☒

### 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.

- |                                       |   |
|---------------------------------------|---|
| <i>Input of Gespage account only:</i> | The user will only enter his Gespage login.             |
| <i>Input of account and password:</i> | The user will enter his Gespage login and his password. |
| <i>Input of the print code:</i>       | The user will enter his print code.                     |



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### 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 conducted 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

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## 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.

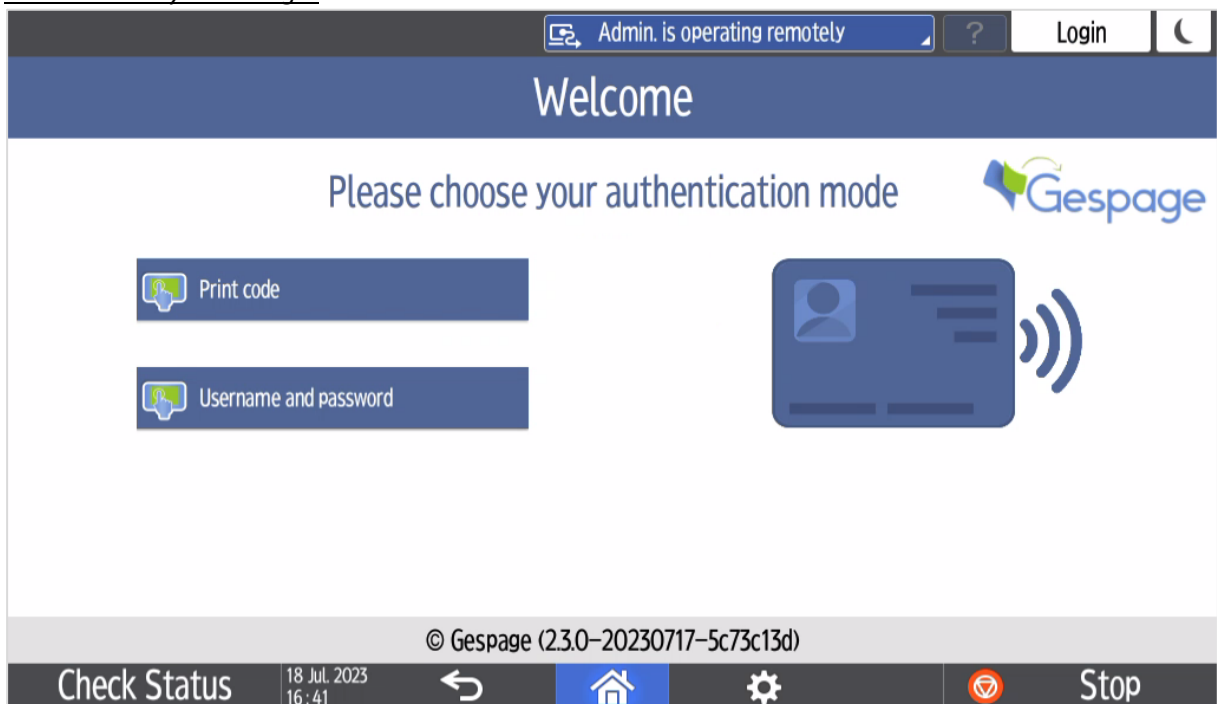


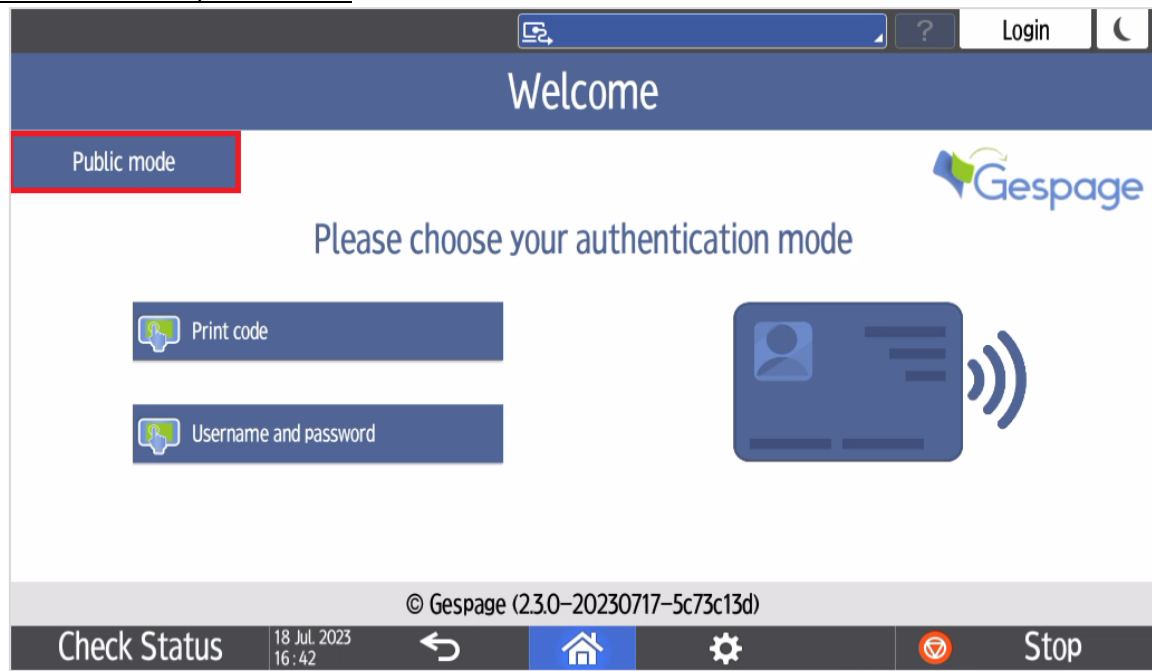
Home screen with login/password authentication

The screenshot shows the Gespage home screen for login/password authentication. At the top, there is a dark blue header with a search bar, a question mark icon, a 'Login' button, and a moon icon. Below the header, the word 'Welcome' is displayed in white. The main area is white and features a blue user icon, the text 'LOGIN CREDENTIALS', and two input fields labeled 'User' and 'Password'. A blue 'Approve' button is positioned below the password field. To the right of the input fields is a blue card icon with a user profile and a signal icon. The bottom of the screen has a dark blue footer with the text '© Gespage (2.3.0-20230717-5c73c13d)'. Below this, there is a row of buttons: 'Check Status', a date and time display '18 Jul. 2023 16:32', a back arrow, a home icon, a settings gear, a red circle with a white 'X', and a 'Stop' button.

Home screen with print code authentication

The screenshot shows the Gespage home screen for print code authentication. It has the same layout as the previous screen, but with a few differences. The text 'LOGIN CREDENTIALS' is replaced by 'LOGIN'. The input field is labeled 'Print code' instead of 'Password'. The 'Approve' button remains. The footer is identical, showing '© Gespage (2.3.0-20230717-5c73c13d)' and the same row of buttons: 'Check Status', '18 Jul. 2023 16:22', back arrow, home icon, settings gear, red circle with a white 'X', and 'Stop'.

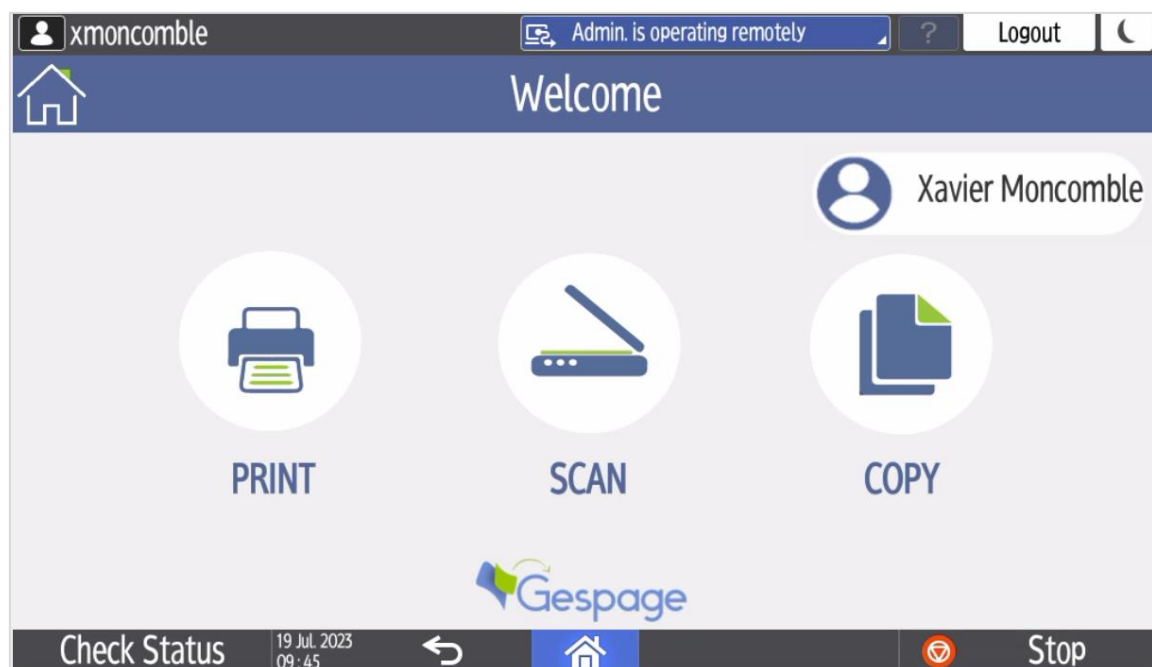
Home screen with card authenticationAlternative keyboard login

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.

### 3.1.2 Gespage home page

After user login, the Gespage home page is displayed to facilitate the customer journey.



The following options are available to the user:

- "PRINT" button: Redirect to the Gespage print release page
- "SCAN" button: Redirect to the Gespage scan menu.
- "COPY" button: Redirect to the copy menu of the MFP.

- "HOME" button (top left): Redirect to the main menu of the MFP.

### 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 various MFP functions are accessible. He can also move back to the Gespage screen by selecting "GespageRicoH SOP" button.



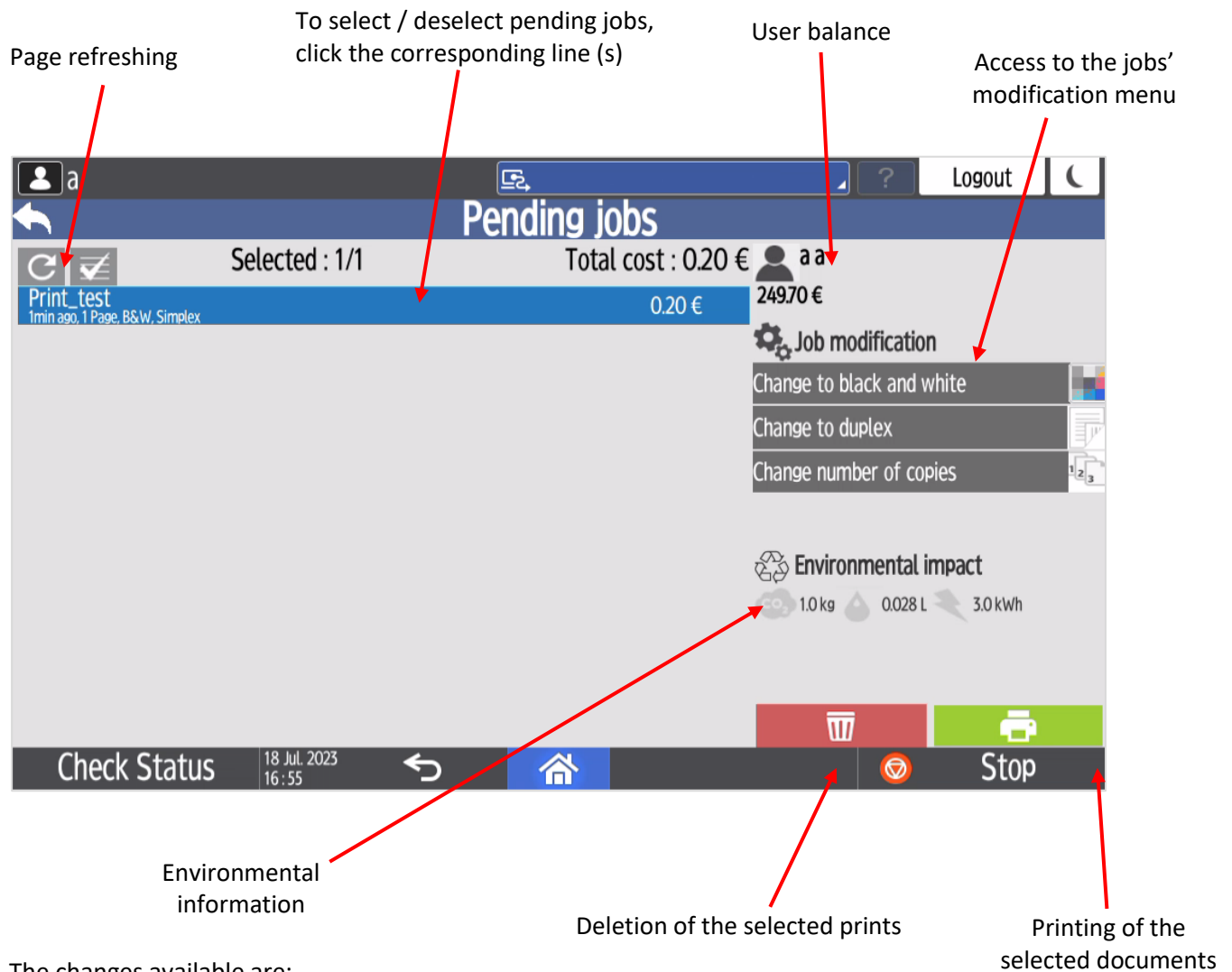
### 3.1.3 Release of print jobs

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

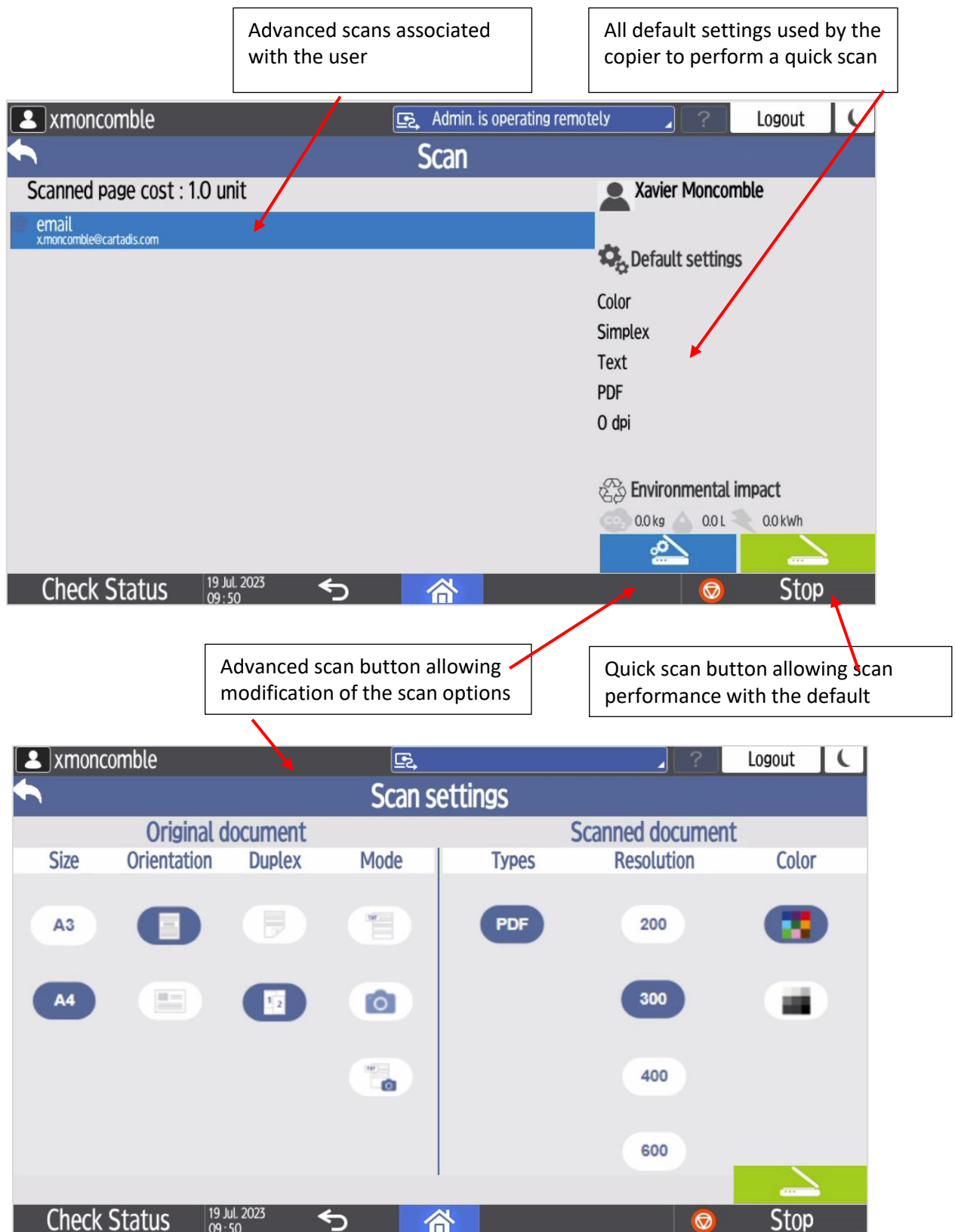


The changes available are:

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

### 3.1.4 Gespage scan menu

The Gespage scan menu is accessible from the "SCAN" menu on the homepage.



The scan links displayed in this menu depend on the scan parameters configured in Gespage and the user's access rights.