

Smart integration User Select Login



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1 Preface

This guide provides the details on how to configure User Select Login, which enables you to use scan applications by just selecting user and avoid entering password, which increases ease of use.

About This Guide

This guide is divided into following primary sections:

1. Introduction

This section lays the foundation of different login methods available.

2. Enabling User Select Login and Setting as default login Method

This section describes how to enable User Select Login and also setting it as default method of login.

3. Workflow Settings to Skip password

This section describes one time setting, which skips password entry for future use.

4. Appendix

This section contains additional reference materials.

Note: The operation panel screen shot images and RICOH Smart Integration User Site images provided in this document are for illustrative purposes only. These images may not reflect the exact image you experience on your multi-functional printer (MFP device).

2 Introduction

Login Methods

Cloud Workflows support following login Methods

1. Email Address/Password
2. TenantID/User ID/Password
3. PIC Code
4. User Select

3 Enabling User Select Login and setting as default login method

Smart Integration User Configuration Site URL

<https://na.accounts.ricoh.com/portal/login.html>

Pre-requisites

Administrator has registered an account for user, user has following information:

1. Tenant ID
2. User ID
3. Password

Or

1. Email address (Registered with Ricoh Smart Integration)
2. Password

Logging in to User Site

Option 1: Using Tenant ID, User ID and Password

The screenshot shows the RICOH Account login page. At the top, the RICOH logo is displayed. The main heading is "RICOH Account". Below this, the instruction "Login with Tenant ID." is shown. The login form consists of three input fields: "Tenant ID", "User ID", and "Password". Below these fields is a blue "Login" button. Under the button, there are two links: "Confirm other login method" and "Forgot username?". At the bottom of the form, there are three links: "Privacy Policy", "License", and "Status Dashboard", each with an external link icon. A copyright notice "Copyright © 2019 Ricoh Company, Ltd. All rights reserved." is at the very bottom.

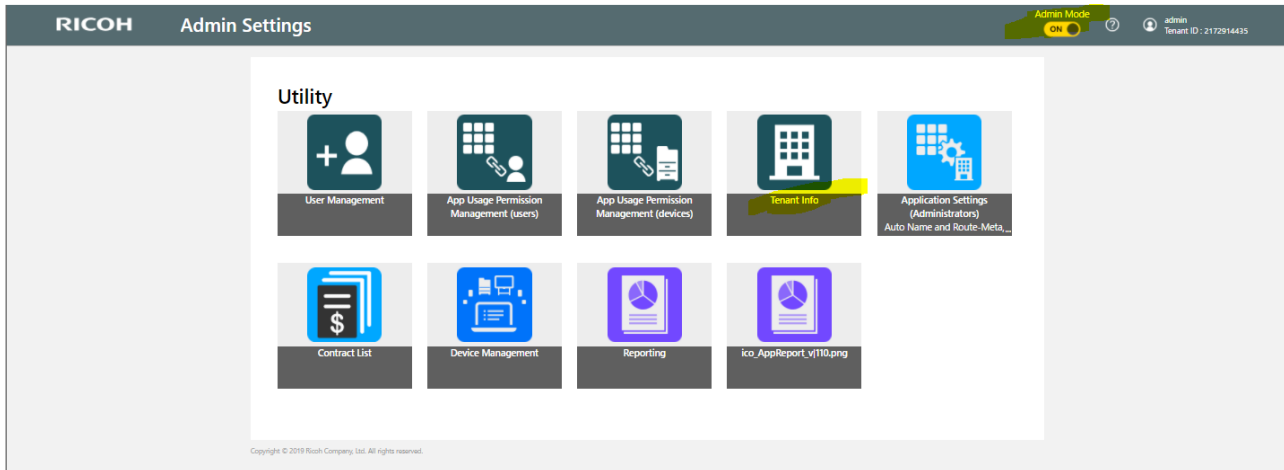
Option 2: Email Address and Password

To get to this screen click on 'Login with Email Address' in the above screen.

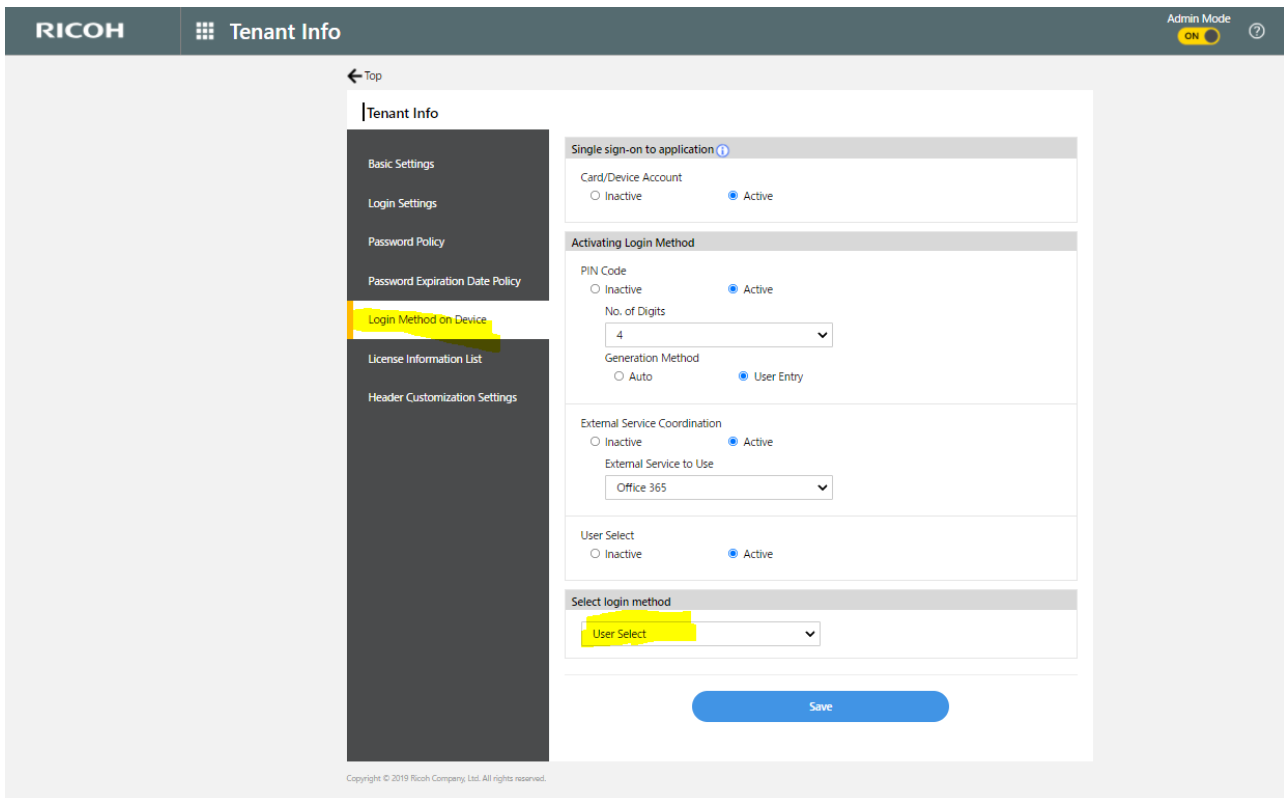
The screenshot shows the RICOH Account login page for the email address option. At the top, the RICOH logo is displayed. The main heading is "RICOH Account". Below this, the instruction "Please enter your login information." is shown. The login form consists of one input field: "Email Address", which contains the placeholder text "sample@example.com". Below this field is a blue "Next" button. Under the button, there is a link: "Forgot username?". At the bottom of the form, there are three links: "Privacy Policy", "License", and "Status Dashboard", each with an external link icon. A copyright notice "Copyright © 2019 Ricoh Company, Ltd. All rights reserved." is at the very bottom.

Accessing 'Login Method'

After Login, turn on 'Admin Mode', Then click on 'Tenant Info'



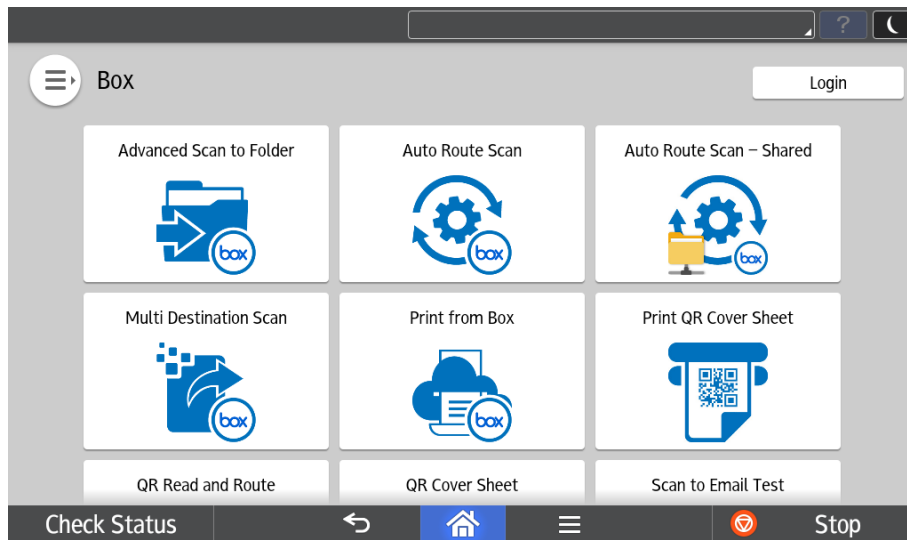
Click on 'Login Method on Device'



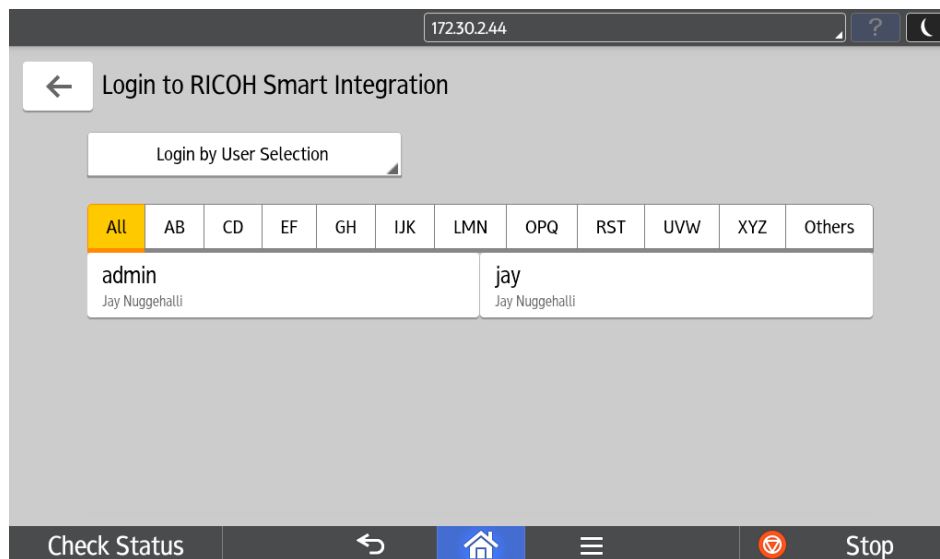
Make 'User Select' Active. Also, you can select default login method as 'User Select'.

4 Workflow Settings to Skip Password

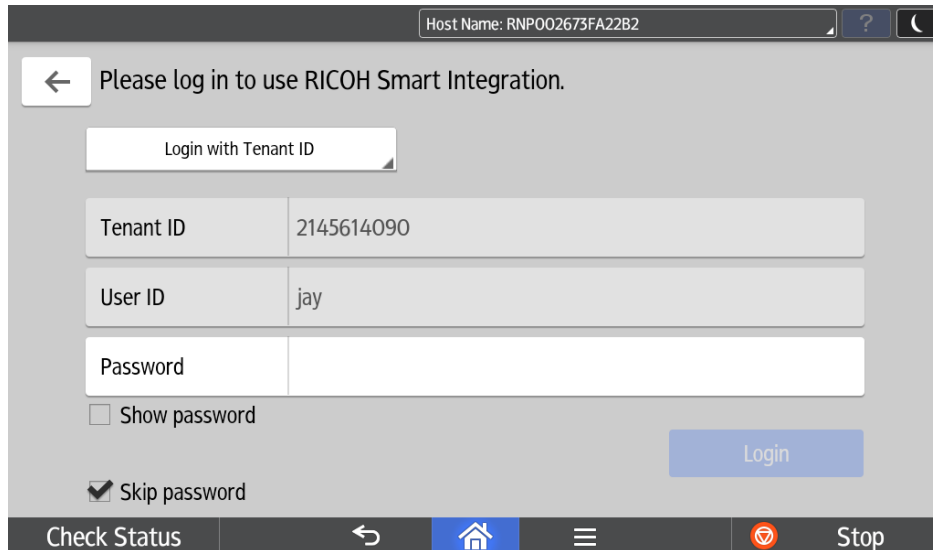
On MFP Operation panel, touch on 'Smart Integration' ICON to access Cloud Workflows.



Touch on desired workflow application



Touch on desired 'User'



Host Name: RNP002673FA22B2

← Please log in to use RICOH Smart Integration.

Login with Tenant ID

Tenant ID	2145614090
User ID	jay
Password	

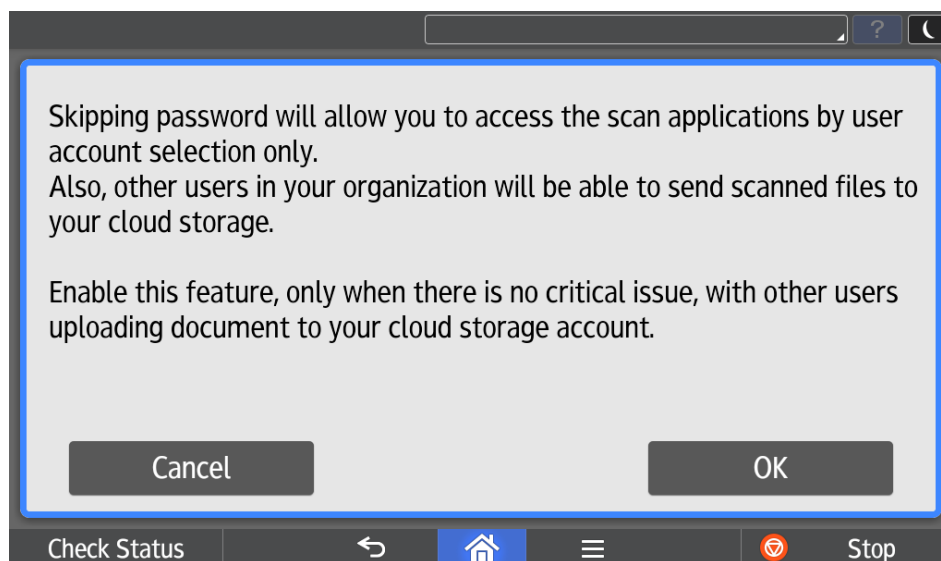
☐ Show password

☒ Skip password

Login

Check Status ← Home ≡ Stop

Check 'Skip Password' check box and enter password and touch on 'Login' button



Skipping password will allow you to access the scan applications by user account selection only.
Also, other users in your organization will be able to send scanned files to your cloud storage.

Enable this feature, only when there is no critical issue, with other users uploading document to your cloud storage account.

Cancel OK

Check Status ← Home ≡ Stop

Above dialog is displayed. Touch on 'OK' button.

172.30.2.44

← Advanced Scan to Folder Jay Nuggehalli Logout Job log

* Mandatory field.

Date 12/07/2018 ...

Folder * All Files ...

Metadata 1 * ...

Metadata 2 ...

Metadata 3 ...

Auto Color ...

1 Sided

Readable Di... ←R

300 dpi

Scan Settings

Start

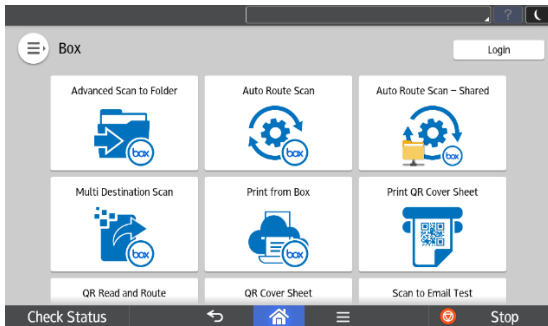
Check Status ↩ 🏠 ☰ 🔍 Stop

This will display workflow application screen.

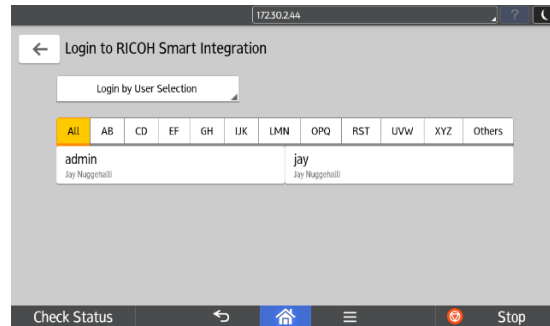
Note:

- Password screen will be skipped for this user for future logins.
- Each user needs to enable 'Skip Password' if desired.

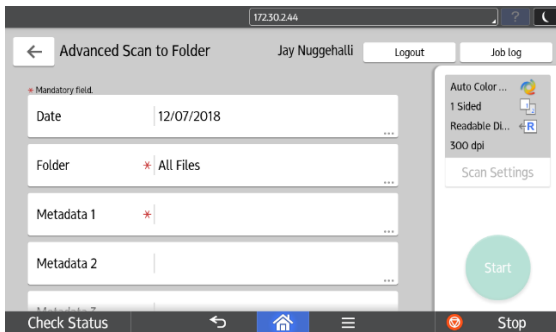
Once the 'Skip Password' Future User Select login steps look as follows.



Step 1



Step 2



Step 3