Version 1.2

RICOH

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:

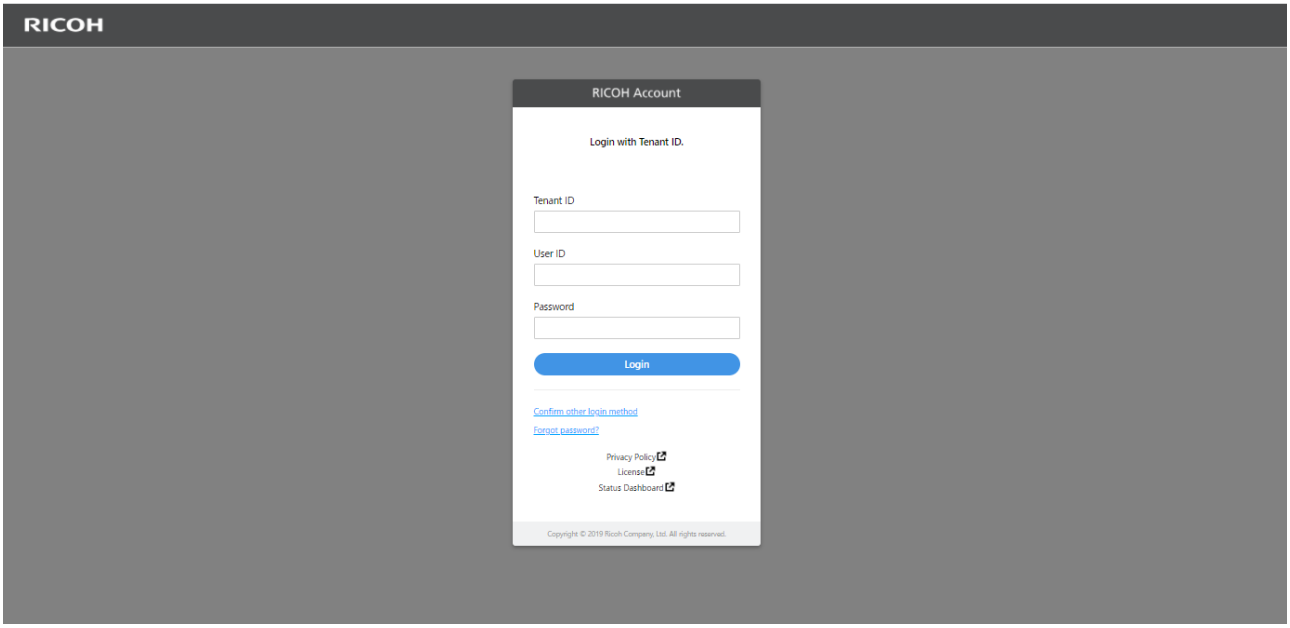
1. Tenant ID
2. User ID
3. Password

Or

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

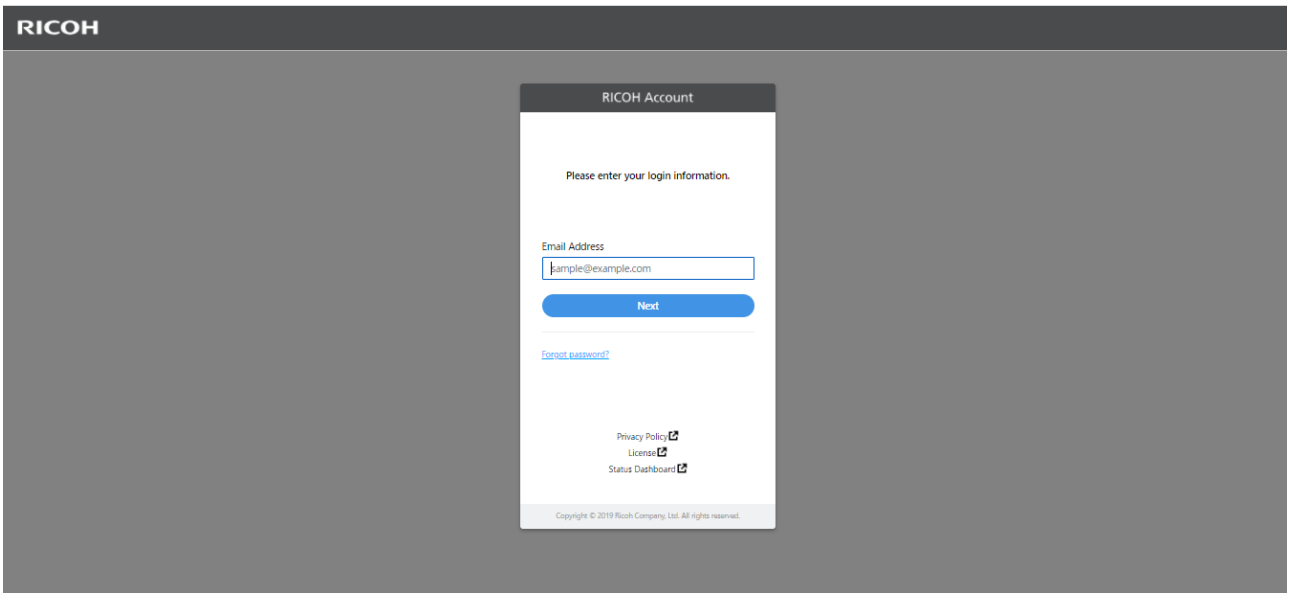
Logging in to User Site

Option 1: Using Tenant ID, User ID and Password



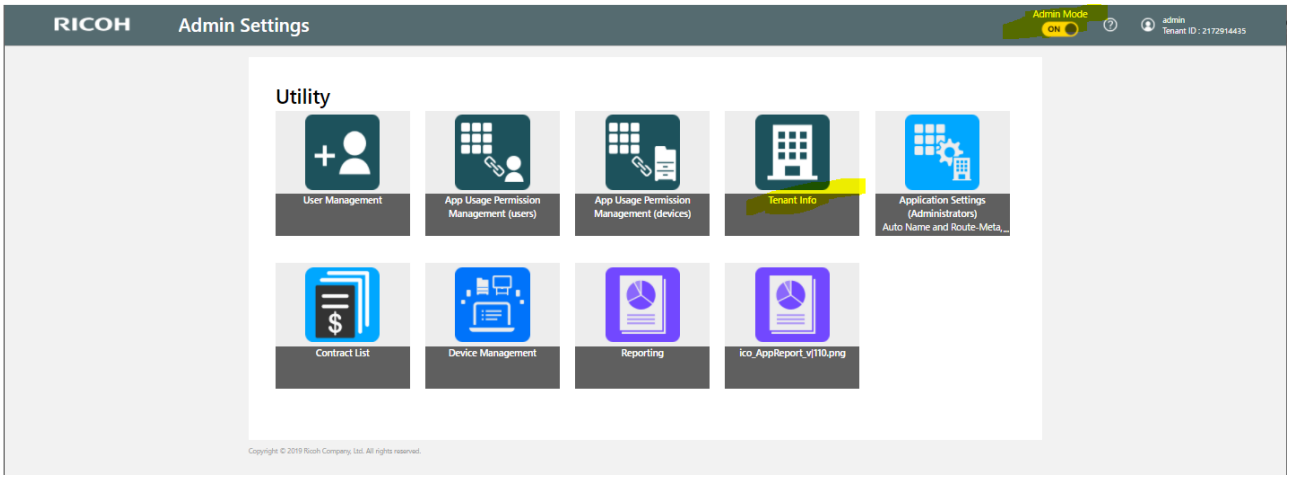
Option 2: Email Address and Password

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

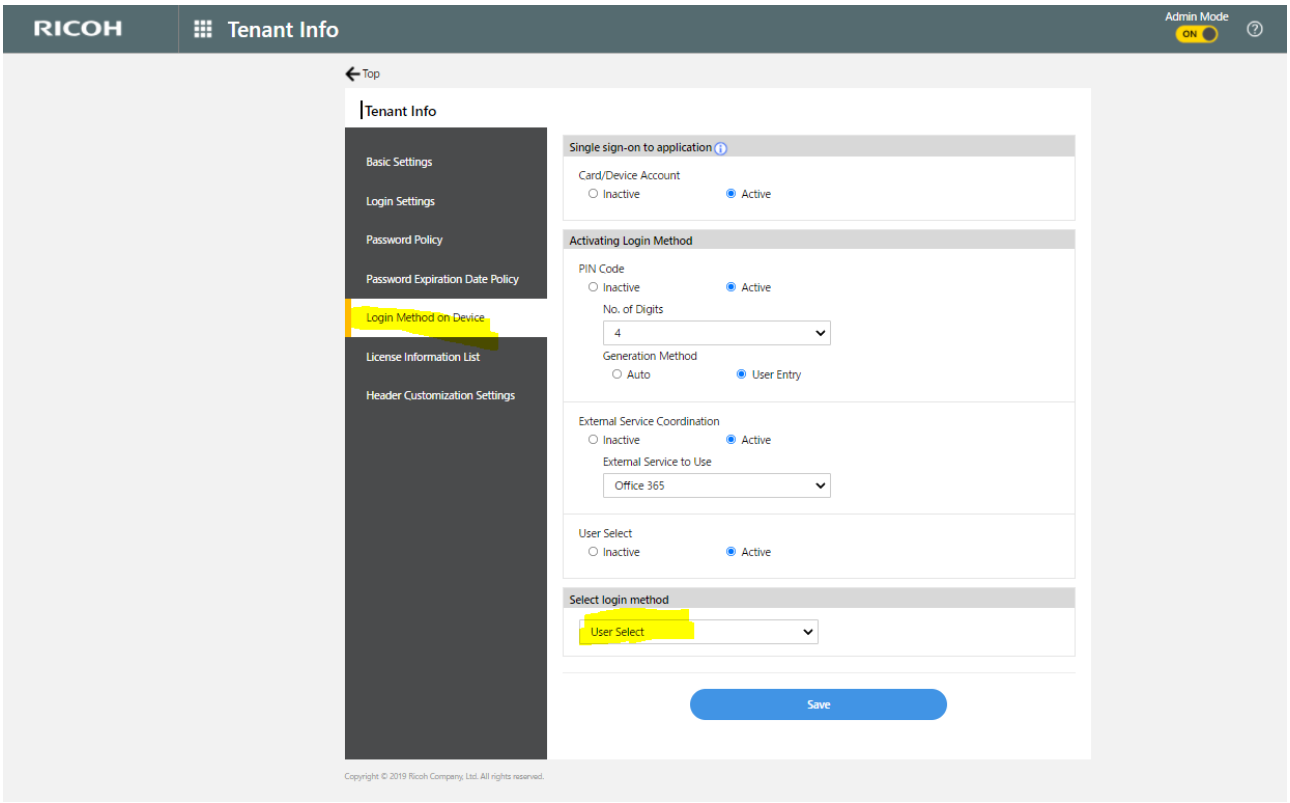


Accessing 'Login Method'

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



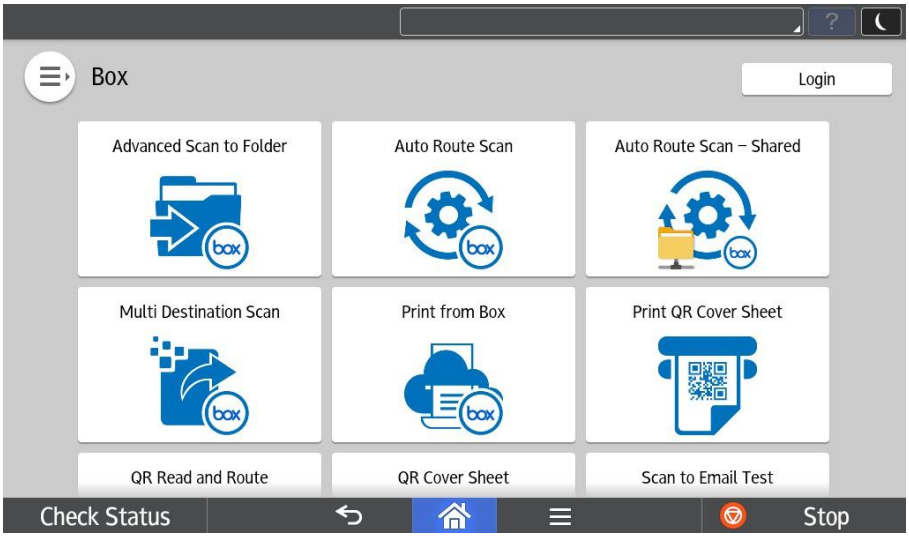
Click on 'Login Method on Device'



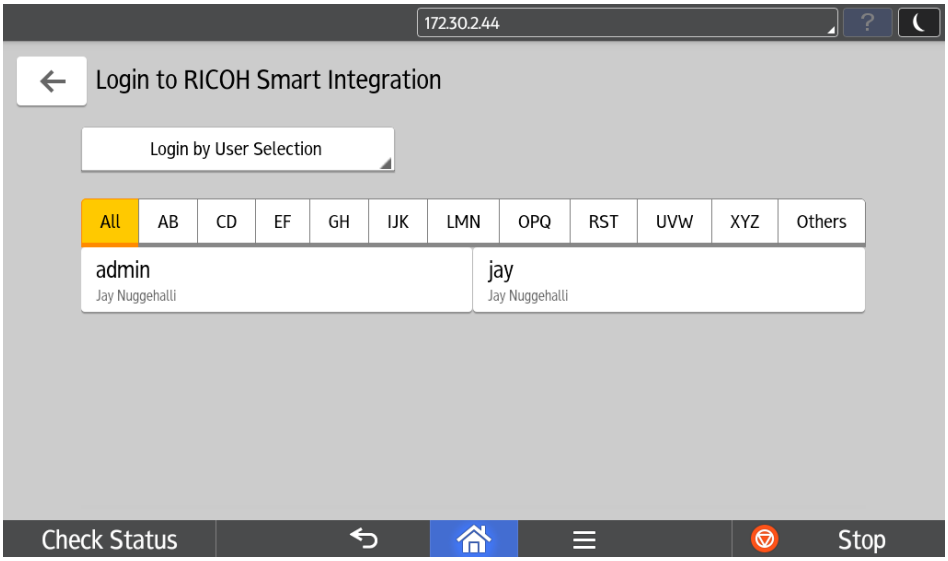
Make 'User Select' Active. Also, you can select default login method as 'User Select'.

4 Workflow Settings to Skip Password

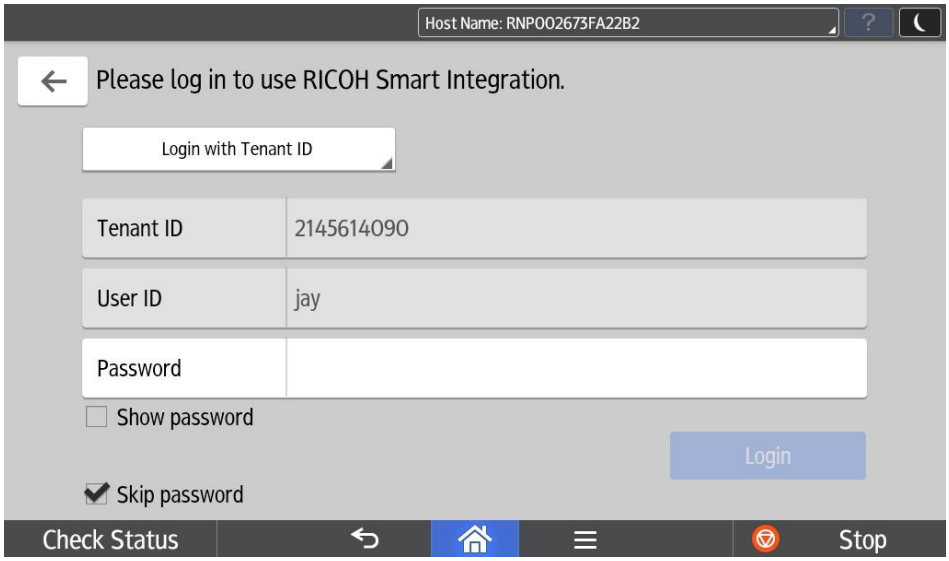
On MFP Operation panel, touch on 'Smart Integration' ICON to access Cloud Workflows.



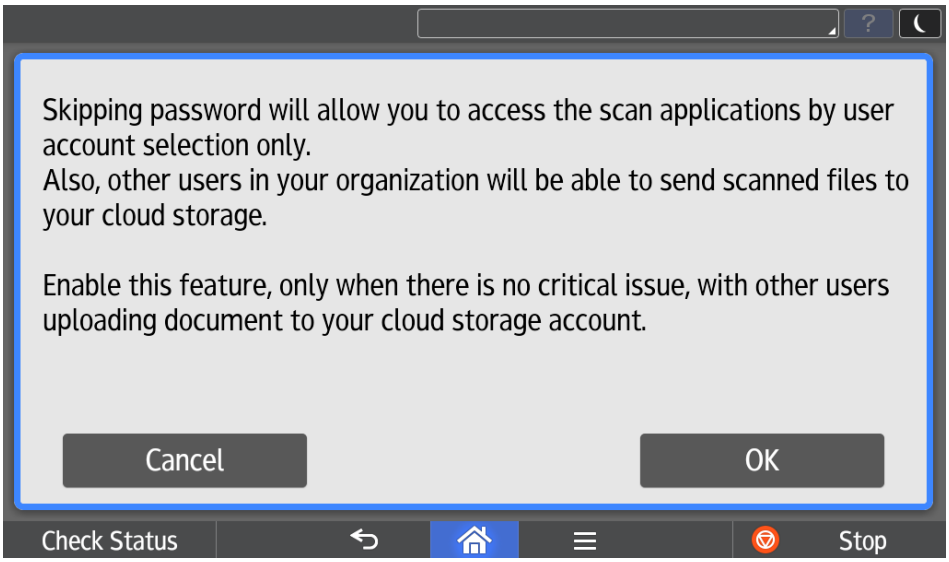
Touch on desired workflow application



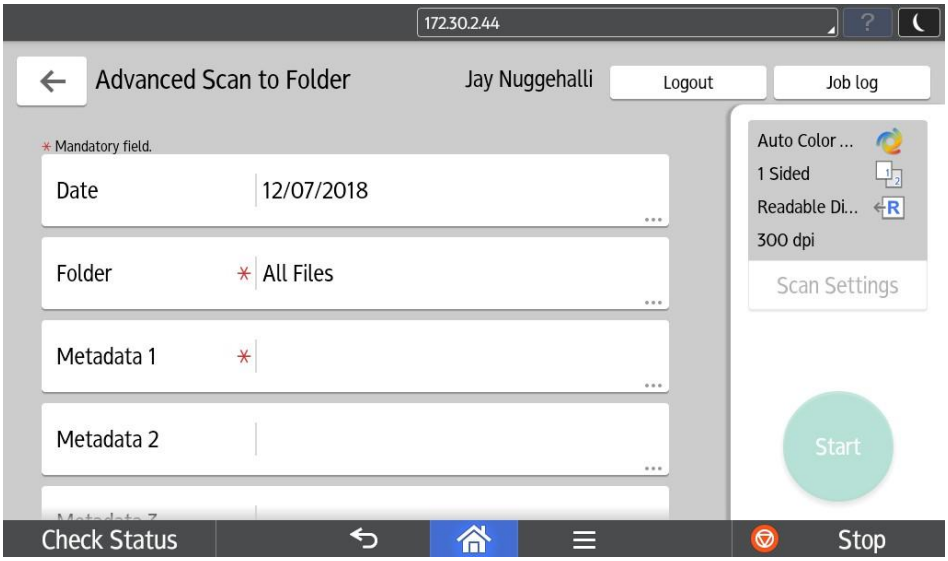
Touch on desired 'User'



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



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

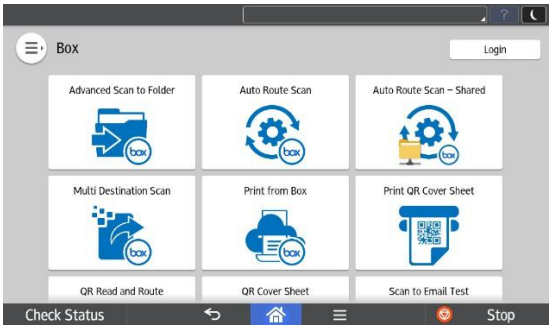


This will display workflow application screen.

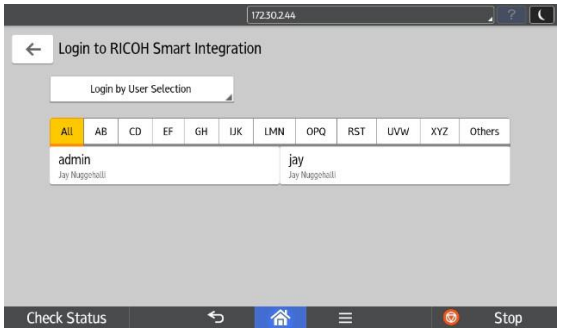
Note:

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

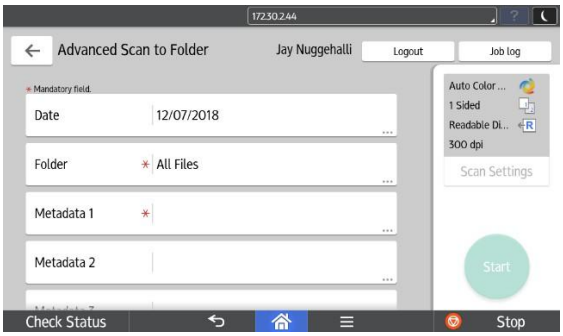
Once the 'Skip Password' Future User Select login steps look as follows.



Step 1



Step 2



Step 3