RICOH Smart Integration Essentials
How to activate and install your software
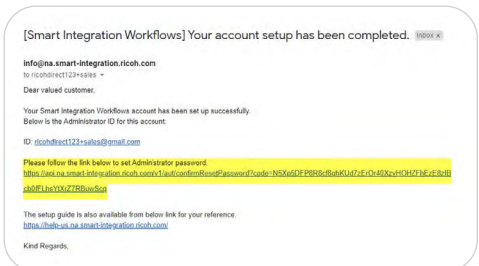
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1. Setting up your account

Account Setup Notification

After your account has been created, your designated account administrator will receive an email that contains 2 important pieces of information:
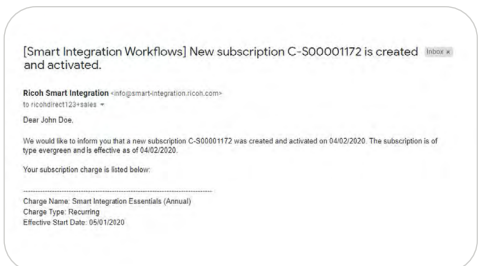
1. Administrator Account ID
2. Link to create your account password

Please click the link to create your administrator account password.

Account Password Creation

Enter and confirm your password to complete password creation for the administrator account.

New Subscription Setup and Activation

The account administrator will receive a second email that confirms the subscription has been created and is now active. This email also confirms the subscription start date and type.

2. Installing the Application

### Go to the Application Site on your Ricoh multi-function printer (MFP)

On the MFP Home Screen, press the "Application Site" icon (you may have to swipe to another screen). If you don't see the "Application Site" icon on any of the screens, click on the application gallery (waffle) icon and find the "Application Site".
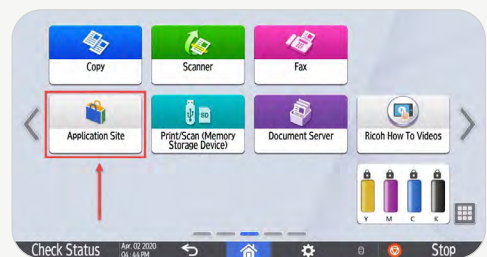
Download "Smart Integration Apps"

Once in the "Application Site", press the "Smart Integration Apps" then click "Install" twice to install the icon on the Home Screen. When installation is completed, go to the Home Screen.

On the Home Screen, you should now see a "Smart Integration Apps" icon. Please press the Smart Integration Apps icon.
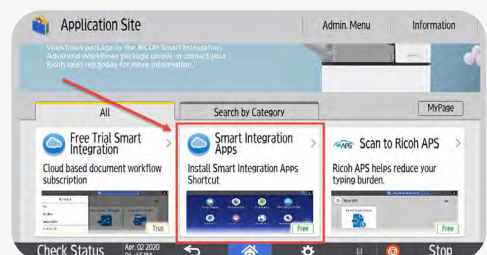
3. Linking your subscription account to the device

### 👤 Logging in with your admin credentials on your MFP

After you open the application, you will see a screen that informs you that "No tenant information was found". From here, press "Login" and use the administrator account email address and password that was created in step 1. This action will link the MFP serial number to the subscription ID (Tenant).
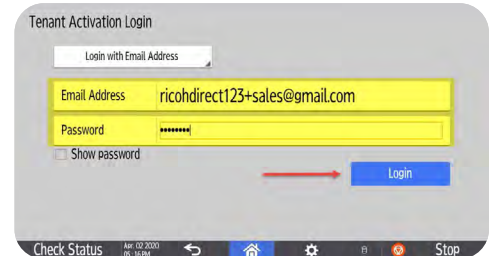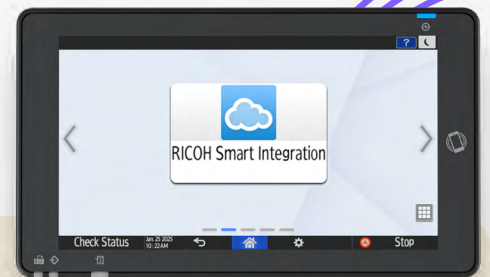

📜 Applying the license to the device

The final step before you can use your RICOH Smart Integration (RSI) Essentials application is to associate your license to the device you wish to use it on. To apply the license to your device, select the "Scan to Email" function that is now displaying on your MFP's Smart Operation Panel.

You will receive a prompt that notifies you that the application has a limit on the number of available devices, and that your remaining available devices is one. Select OK to confirm.
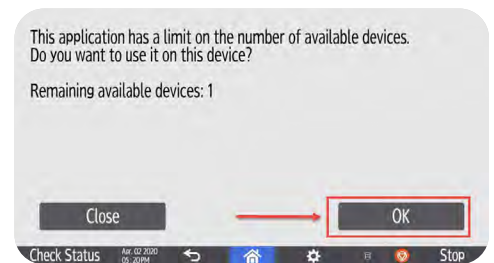
4. Start using your application

That's it! Your RSI Essentials application is now fully configured and the 'Scan to Email' and 'Print Cloud' functions are ready for use. For additional information, please visit the Workplace portal or the RSI Help Website.

Additional Resources:

WORKPLACE (RSI WEB PORTAL):
https://na.accounts.ricoh.com/portal/login.html

RSI HELP WEBSITE:
https://help-us.na.smart-integration.ricoh.com

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