

Register Access Card on Ricoh Printers

VERSION: 1.0

Friday January 29, 2021

Purpose:

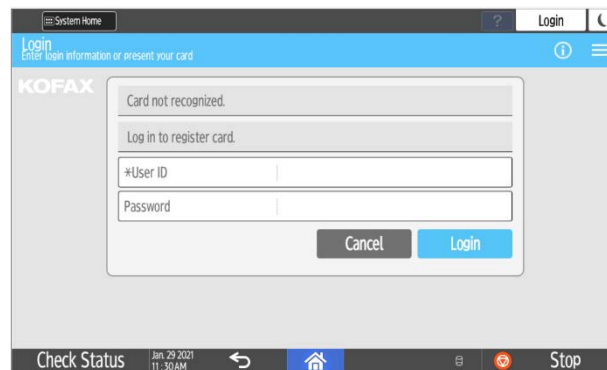
This document provides instructions on how to register your access card on Ricoh print devices so you can print, scan, copy, and fax. This will only be required when you receive a new or replacement card. After a successful registration, you will be able to simply tap your access card to log in to the Ricoh device.

Procedure:

1. Locate the card reader to the right of the interface screen. Tap your access card. You should hear a “beep” which indicates the card was read.



2. You will then see a login screen. Enter your FSRA user ID and network password. This is the same user ID and password that you use to log in to your computer. Tap login when finished.



3. Your card is now registered, and you should see the Kofax Launcher on the screen.

