## @Remote Registration

1. Log in the @Remote Main Servlet and click the **NEW REGISTRATION** tab. The URL is <a href="https://rcg.support.ricoh.com/atremotecenter/MainServlet">https://rcg.support.ricoh.com/atremotecenter/MainServlet</a>.



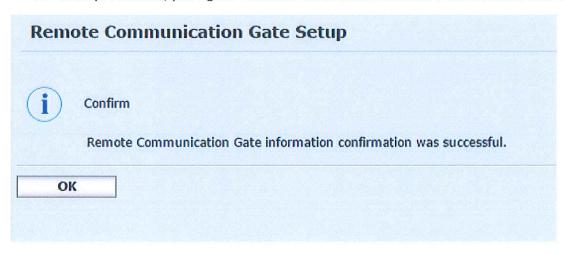
- 2. Once you log in, fill out the information on the RIGHT side on the screen. Click the **REGISTER** tab when done. A pop up box will appear with the registration ID. Copy the **REGISTRATION ID** and paste it somewhere safe (i.e. Word document). You will need this information to put in your MFP's.
- Log into your target MFP, go to device management > configurations. Under the @Remote section find the RC Gate > Setup RC Gate.



4. Paste the REGISTRATION NUMBER into the REQUEST NO. box and click CONFIRM.



5. Once you confirm, you'll get a notification that the information was successful. Click the **OK** tab.



6. Now, click the PROGRAM tab to complete the program process. NOTE: This is the second step of the process and MUST be completed.



7. Once you click the program tab, the registration complete tab will appear.



8. The completed screen should look like this. The status should say "REGISTERED" and the "REQUEST NO." should be visible.

