## **Enabling Remote control panel**

- 1. Open User tools and select System settings
- 2. Go to the administrator tab within system settings. From there navigate to the second page and select the administrator authentication management (as highlighted in the figure 1).

🔹 System Settings	Exit						
General Tray Paper Timer Interfa Features Settings Settings Setting	ce File <mark>Administrator</mark> gs Transfer Tools						
Eco-friendly Counter Period / Administrator Message	Application Authentication Management						
Machine action when limit is reached Allow continue use							
Administrator Authentication Management							
	Program / Change Administrator						
	Key Counter Management						
Media Slot Use	External Charge Unit Management						
User Authentication Management	Enhanced External Charge Unit Management						
	2∕6 ▲ Previous ▼ Next						

Figure 1. Second page of administrator tools within system settings.

- 3. Once the administrator authentication management is activated, return to Machine features and log in to administrator settings.
- 4. After logging in to administrator mode return to user tools page and select "Basic Settings for Extended Devices" (It can be observed in figure 2 attached below).

2	Machine Administrator	<b>E</b> 2,	⊿ ?	Logout	
<b>**</b>	User Tools				
	Screen Features				
	Machine Features				
	Counter				
	Inquiry				
	Address Book Management				
	Tray Paper Settings				
	Basic Settings for Extended Devices				

Figure 2. Capture of User Tools menu.

5. Once the "Basic Settings for Extended Devices" menu has been opened you should select "Remote Panel Operation". From there you will have a screen similar to figure 3. You will need to turn the "Remote Operation/Monitoring Functions" on.



Figure 3. Capture of the settings for Remote Panel Operation

6. You can then turn off administrator authentication management and the remote control panel is now activated.

The machine is now ready to use the remote control panel functionality.

## Using the Remote control panel

- 1. Connect to the machines web image monitor and log in to administrator mode.
- 2. Once you have logged into admin mode, return to the home page if you are on a different page.
- 3. Drag you mouse to the device manager tap and hover over it. The group of subcategories should appear. From the group of subcategories, select remote panel operation. (An example of what this should look like is depicted below in figure 4).

\*If "Remote Panel Operation" is not available you must set up the Remote control panel using the instructions above\*

RICOH MP 3055 Web Image Monitor									
∢ Ho	me								
1	Status/Information	•	Device Name	: RICOH MP 3055		Comment	:		
$\otimes$	Device Management	•	Configuration	mart Operation Panel		Host Name	: RNP58387934757B		
Ē			Address Book						
	Print Job/Stored File	1	Central Management						
Я	Convenient Links		Main Power Off						
			Reset Printer Job						
			Reset the Machine						
			Screen Monitoring						
			Remote Panel Operation			0			
				-					
			Alert			Status			
			Alert			System	🚺 Status OK		
			Messages (0item(s))			Toner	Status OK		
						Input Tray	🕒 Out of Paper		
						Output Tray	J Status OK		

Figure 4. Capture of the web image monitor highlighting the remote panel operation option.

4. Selecting "Remote Panel Operation" will create a prompt on the screen of the copier which requests for the user to manually verify that they are allowing someone to remotely access their display. This prompt can be observed in figure 5.



Figure 5. Capture of the prompt which occurs upon selecting Remote panel operation.

5. When you see the screen identical to figure 5 You must select the option on the far right side which enables the remote panel operation. Once this is complete you can now access the copier through the web image monitor.