Be ready for your installation

Important information required ahead of your installation

Dear Customer,

Thank you for choosing Ricoh.

To ensure our team can install and network your device upon delivery this completed document is needed by the delivery crew. Please complete and save/print to pass onto the delivery crew upon arrival. If an engineer is required to complete your installation this document will need to be fully completed before any engineer can booked to attend.

Please also ensure that you have an IT contact available on the day (on site or on the phone) to support with the process, if required.

If you have any questions regarding completion of the installation information, please email: networking@ricoh.co.uk or call 01604 667835 as soon as possible to avoid any possible charges.

Regards,

Marco Pezzani

Customer Services Director

Essential Information for your IT

Introducing Ricoh's SmartMeter services which can automate toner replenishment and submit regular meter readings to ensure accurate billing.

For our automated services to work correctly, please ensure you prepare the network in advance of your installation. Allow outbound traffic to the endpoints below. Please note all communication uses https (443), and SSL Packet inspection will need to be bypassed. If you have any queries, contact: smartmeter@ricoh.co.uk or 01604 667839.

210.173.216.60	210.173.216.59	133.139.21.126	133.139.21.122
210.173.216.63	210.173.216.62	210.173.216.61	

Be ready for your installation

How to get your Print Device installed and set up smoothly

RICOH imagine. change.

Important – This completed document is needed by the delivery crew who install your device. Please complete and save/print to pass onto the delivery crew upon arrival. *(You will be emailed a copy if completed via Adobe sign)*

Customer Name: Bedwell Ltd	Order Number (Ricoh use only) 7011094347

Essential Information for your IT

Introducing Ricoh's SmartMeter services which can automate toner replenishment and submit regular meter readings to ensure accurate billing.

For our automated services to work correctly, please ensure you prepare the network in advance of your installation. Allow outbound traffic to the endpoints below. Please note all communication uses https (443), and SSL Packet inspection will need to be bypassed. If you have any queries, contact: smartmeter@ricoh.co.uk or 01604 667839.

210.173.216.60	210.173.216.59	133.139.21.126	133.139.21.122
210.173.216.63	210.173.216.62	210.173.216.61	

Please indicate if you are intending to use your new device/s for scan to email or scan folder communication? If yes, please ensure your address book is backed up from any existing devices. Information on this can be found within the Welcome Guide. Scan to email ☐ Scan to folder ☐

IT contact name and phone number? Name / Number

Please indicate if you use any cloud-based solution such as Office 365 for your email communication? ☐

Please complete the below before delivery - Any queries completing please contact us ASAP on 01604 667835 or networking@ricoh.co.uk

Location information		This information allows your new device(s) to be added to your network					The settings below help access SmartMeter services				This information sets up your Scan to email service from your device(s). More information can be found in your Welcome Guide			
Post Code	Department	1 - IP Address	2 - Subnet Mask	3 - Default Gateway	3-DNS Primary	4 - DNS Secondary	5 - Proxy Server IP Address	6 - Proxy Port Number	7 - Proxy Username	8 - Proxy Password	9 - SMTP Server Address	10 - Device Email	11 - SMTP Port Number	12 - SMTP Username and Password

Please complete the below before delivery - Any queries completing please contact us ASAP on 01604 667835 or networking@ricoh.co.uk

Location information		This information allows your new device(s) to be added to your network					The settings below help access SmartMeter services				This information sets up your Scan to email service from your device(s). More information can be found in your Welcome Guide			
Post Code	Department	1 - IP Address	2 - Subnet Mask	3 - Default Gateway	3-DNS Primary	4 - DNS Secondary	5 - Proxy Server IP Address	6 - Proxy Port Number	7 - Proxy Username	8 - Proxy Password	9 - SMTP Server Address	10 - Device Email	11 - SMTP Port Number	12 - SMTP Username and Password

Please complete the below before delivery - Any queries completing please contact us ASAP on 01604 667835 or networking@ricoh.co.uk

Location information		This information allows your new device(s) to be added to your network					The settings below help access SmartMeter services				This information sets up your Scan to email service from your device(s). More information can be found in your Welcome Guide			
Post Code	Department	1 - IP Address	2 - Subnet Mask	3 - Default Gateway	3-DNS Primary	4 - DNS Secondary	5 - Proxy Server IP Address	6 - Proxy Port Number	7 - Proxy Username	8 - Proxy Password	9 - SMTP Server Address	10 - Device Email	11 - SMTP Port Number	12 - SMTP Username and Password

V7.0

Please complete the below before delivery - Any queries completing please contact us ASAP on 01604 667835 or networking@ricoh.co.uk

Location information		This information allows your new device(s) to be added to your network					The settings below help access SmartMeter services				This information sets up your Scan to email service from your device(s). More information can be found in your Welcome Guide			
Post Code	Department	1 - IP Address	2 - Subnet Mask	3 - Default Gateway	3-DNS Primary	4 - DNS Secondary	5 - Proxy Server IP Address	6 - Proxy Port Number	7 - Proxy Username	8 - Proxy Password	9 - SMTP Server Address	10 - Device Email	11 - SMTP Port Number	12 - SMTP Username and Password

V7.0

Please complete the below before delivery - Any queries completing please contact us ASAP on 01604 667835 or networking@ricoh.co.uk

Location information		This information allows your new device(s) to be added to your network					The settings below help access SmartMeter services				This information sets up your Scan to email service from your device(s). More information can be found in your Welcome Guide			
Post Code	Department	1 - IP Address	2 - Subnet Mask	3 - Default Gateway	3-DNS Primary	4 - DNS Secondary	5 - Proxy Server IP Address	6 - Proxy Port Number	7 - Proxy Username	8 - Proxy Password	9 - SMTP Server Address	10 - Device Email	11 - SMTP Port Number	12 - SMTP Username and Password

Comments?

Printing required from Mac computers for example?

For Ricoh use only.