



## eGoldFax for Ricoh MFPs



**RICOH**  
imagine. change.

- **Optimized for Ricoh MFPs**
- **Unlimited MFP Connections**
- **Easy to use MFP interface – Enter Fax #, Select from Phonebook**
- **Easy to set up from MFP Web Interface**

This document will guide you through setting up Ricoh MFPs for use with eGoldFax

# Setting up eGoldFax Application on Ricoh Devices

## Requirements:

- Ricoh MFP equipped with Smart SDK/Web Browser NX version 2.7+ (Earlier model versions are not left out! These devices can still send to eGoldFax using an Scan to Email approach, which we can help with)
- Remote Control of touch panel set up or access to touch panel on device
- Cookies enabled in Web Browser NX security settings
- eGoldFax Application Icon added to Home Screen

## How to determine what version of Web Browser NX the device is equipped with and if cookies are enabled:

- Locate Web Browser NX on the device and launch it
- Click the GEAR icon or Triple Line icon (whichever the device is equipped with) as outlined in red below



- From the pop-up menu, choose "About this application" to check version is 2.7+
- From the same pop-up menu, choose "Security Settings" and make sure that "Save Cookie" is set to "Save" and click the OK button

## How to determine what version of Web Browser NX the device is equipped with and if cookies are enabled:

- Locate Web Browser NX on the device and launch it
- Click the GEAR icon or Triple Line icon (whichever the device is equipped with) as outlined in red below



- From the pop-up menu, choose "About this application" to check version is 2.7+

Continued on next page

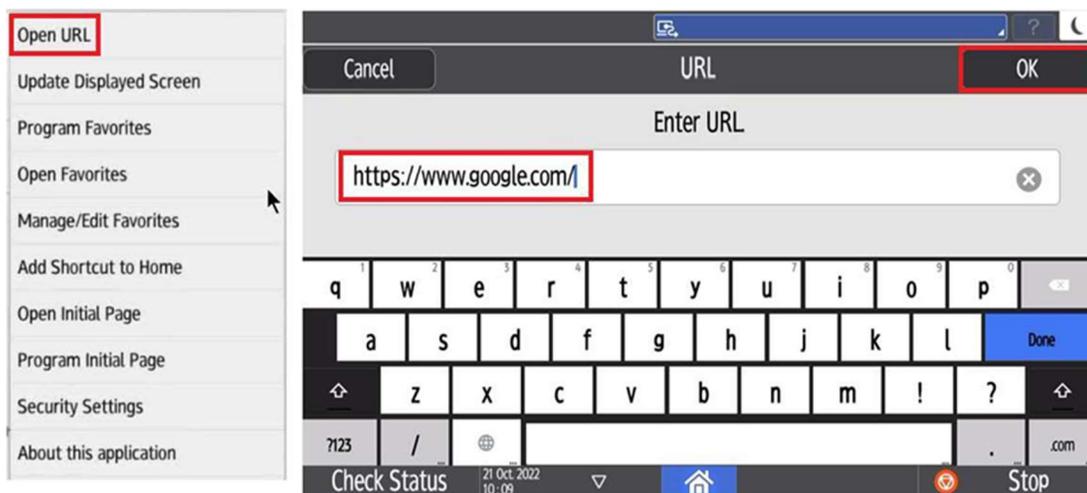
- From the same pop-up menu, choose "Security Settings" and make sure that "Save Cookie" is set to "Save" and click the OK button

Security Settings		OK
Save Password	Do not Save	>
Save Form Data	Do not Save	>
Save Cookie	Save	>
Store Application Cache	Do not Save	>

# Setting up eGoldFAX Application – Registration of your device with eGoldFAX

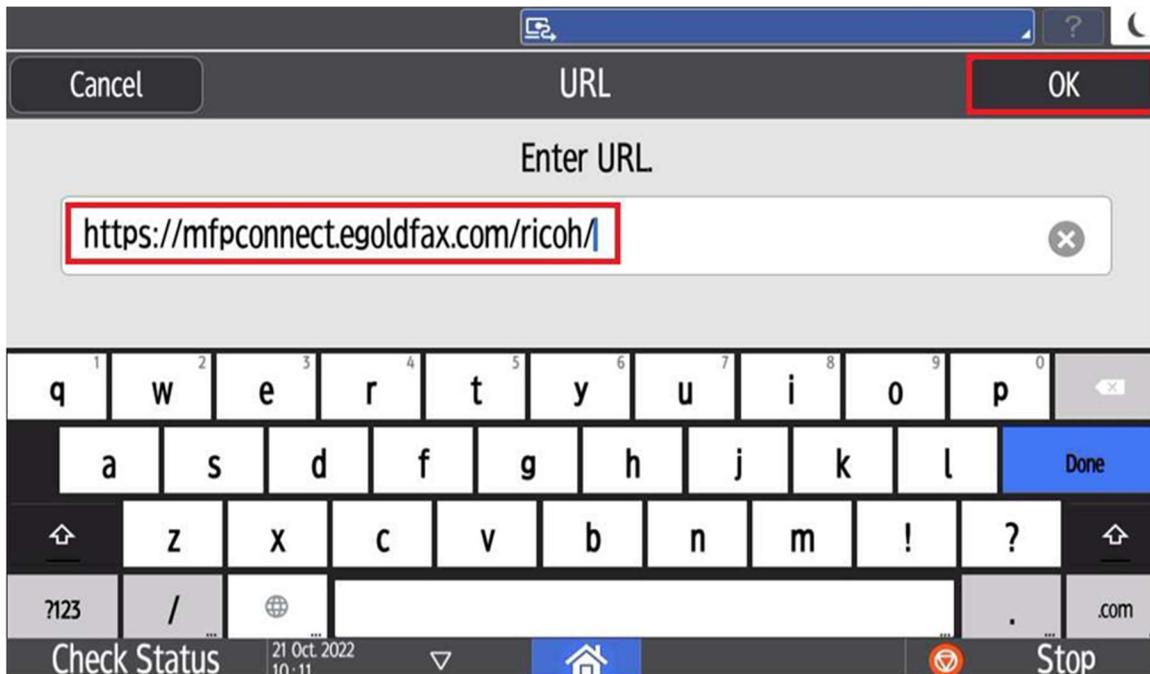
Test your device to make sure it has Internet Access

- From the web popup (gear or triple line at the bottom of the screen) choose “Open URL”, and in the field test with a website to see if you can load the page. <https://www.google.com> was used here as an example. After entering the URL click the OK button to load the page



Continued on next page

- On success of loading a test web page in the browser, choose “Open URL” from the menu again, and enter the following URL:  
<https://mfpcconnect.egoldfax.com/ricoh> and click the OK button



**Note:** for eGoldFax GOV accounts, the URL is:  
<https://mfpcconnect.egoldfaxgov.us/ricoh>

Continued on next page

- The device should present this page when it connects to the eGoldFax application.
- Enter the Device Name and your account token (field shown in green), which can be found on your account home page on the eGoldFax customer portal, or we can provide it at your request – the rest can also be filled out.
- Click Authenticate button at the bottom to proceed with loading the application page

Home Address Book Settings

Serial Number: XXXXXXXXXXXX

Vendor Name: RICOH

Device Name: UPSTAIRS BILLING

Device Model: IM C3500

Account Token: XXXXXX

Description: BILLING DEPARTMENT 1

Authenticate

Not Registered

Continued on next page

- After you click the “Authenticate” button at the bottom to proceed with loading the application page, the status of “Registered” should appear at the bottom (outlined here in red)



Continued on next page

## Setting up eGoldFax Application – Adding the eGoldFax Application to the Home Page

- Click the gear or triple line icon at the bottom of the screen and choose “Add Shortcut to Home” on the pop-up menu and label it “eGoldFax Connector”



Continued on next page

Note: On the screen showing the URL make sure it is suffixed with /ricoh afterward. The feature to add the link to home page may not include it.

Cancel Add Shortcut to Home OK

Title eGoldFax Connector

URL https://mfpcconnect.egoldfax.com/ricoh/ Click in this field and edit to add the ricoh portion

Note: for eGoldFax GOV accounts, the URL is:

<https://mfpcconnect.egoldfaxgov.us/ricoh>

- Click OK to Commit the setting, in the dialog above.

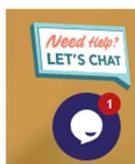
If you need additional assistance please reach out to our support team.



Email: [support@goldfax.com](mailto:support@goldfax.com)



Phone: 615.590.4288



Web Chat: <https://www.eGoldFax.com> and choose the chat button in the lower right corner

