



## UMS Staff Self Card Registration

### Step 1:

- Touch the card at the card reader on the right of Ricoh Devices.



**Step 2:**

- You will see login failed if your staff card is not be registered.
- Touch username as below picture



### Step 3:

- Key in your IC Number Username and Press OK.
- Enter your Email Password and press OK to Login.



### Step 4:

- If successful, your Login name will appear and the top.
- The Staff Card Registration is completed

### Step 5:

- Press Log Out button to LOGOUT.
- Printer will automatically log off in 30 sec if you didn't press the Logout Button.