

Register Your ID card On Ricoh Printer

This will show how you can register your ID card on the MIT Ricoh printers for the very first time.

Note: you will only require to do this ones

1. Look for MIT Ricoh printer near you, have your ID card handy
2. Tap your **ID card** on the **card reader** mounted on the printer



3. Since you have not registered your card on the printers before you should get the message “Card not recognized’ ‘Log in to register card’.”



4. Input your MIT username and password in the space provided correctly and tap login on the screen. When you tap on the blank space on display keyboard will pop up that will allow you to enter details



Contact Us

For further support visit <http://icts.manukau.ac.nz/> or contact the Service Desk on 09 968 7600 option 2
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