Once on the web interface click the Login Link.
Username is admin
There is no password

Click Login
Click Configuration
Click User Authentication Management
Click the drop down menu and select User Code
Once you click User Code you will get more options on the screen. Select which functions you wish to lock.

When done click OK and User Codes will be on at this point.
Click Address Book
Select a user.

You can also view User Codes already assigned on this screen.

Then click Change.
Input User Code you wish this person to use.

Specify which Functions you want this user/usercode to be able to use.

Once finished click OK to exit.
Open your Printers screen through Control Panel.

Once on this screen RIGHT click on your Ricoh Copier. If using Windows XP or Windows 8 click Properties in the menu that appears. If using Windows 7 click Printer Properties.
Click Preferences.
Click the Valid Access Tab
Input User Code Assigned earlier.

Click OK to exit.