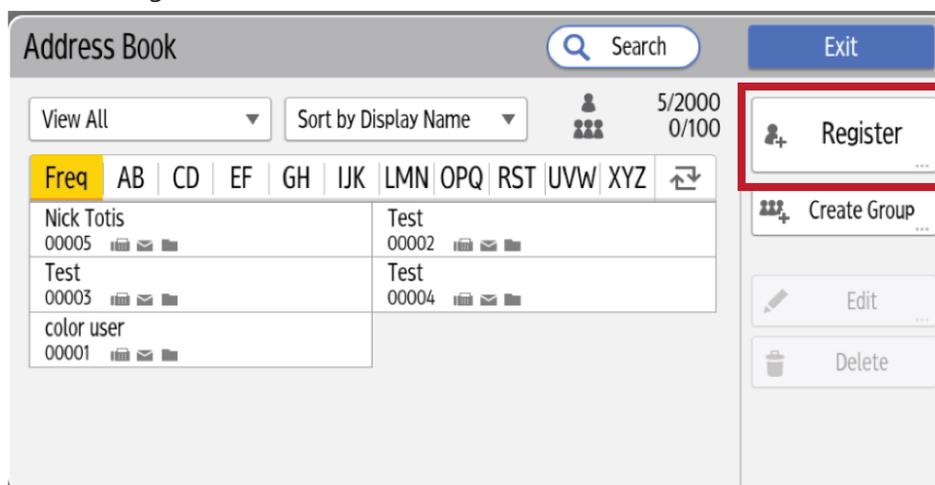


RICOH PRODUCT QUICK GUIDE

MANAGING THE ADDRESS BOOK

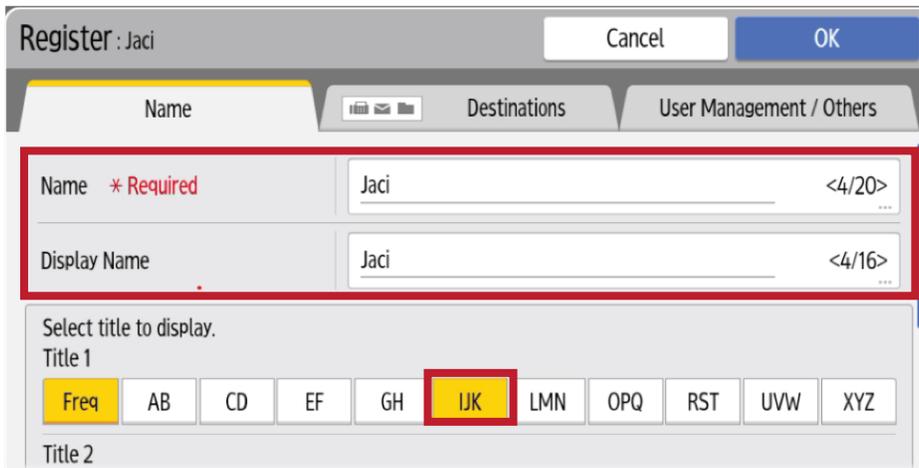
From the MFP
To Add Contact:

- Select {Settings}
- Select {Address Book}
- Select {Register}



- Enter {Name}
- If necessary Select corresponding initial in Title 1

Display Name is the title that will be shown in the address book. If no display name is entered the name will automatically populate as the Display Name



Register : Jaci

Cancel OK

Name Destinations User Management / Others

Name * Required Jaci <4/20>

Display Name Jaci <4/16>

Select title to display.

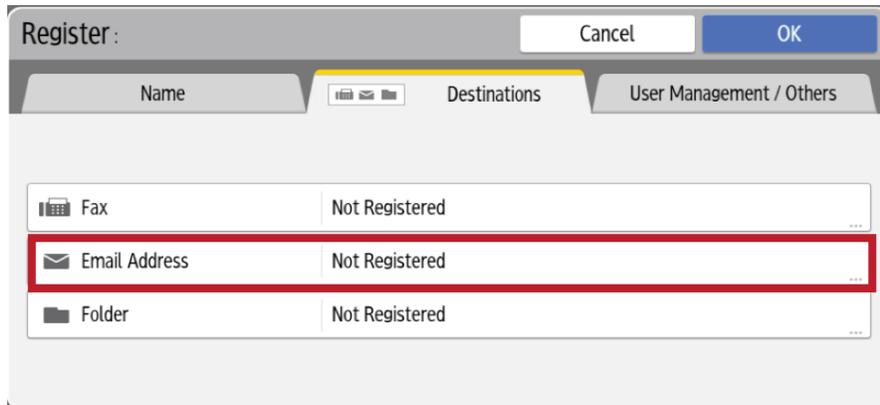
Title 1

Freq AB CD EF GH IJK LMN OPQ RST UVW XYZ

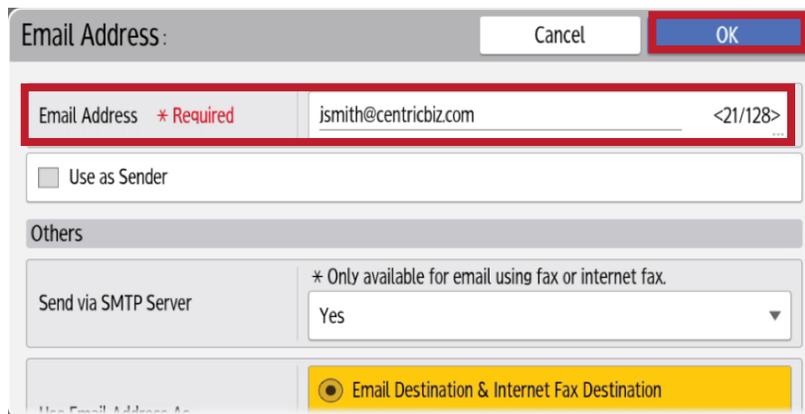
Title 2



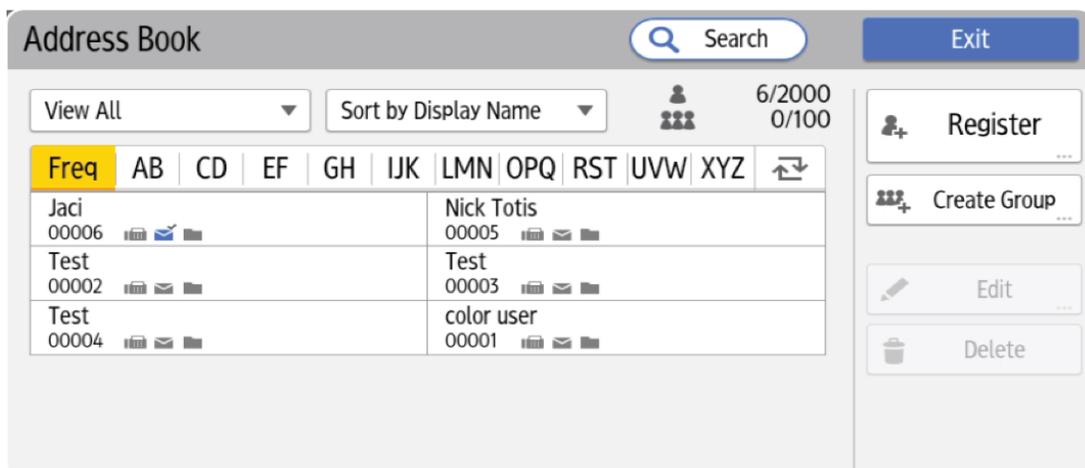
- Select {Destinations}
- Select the destination you wish to save {Fax, Email or Folder}
- Select {Change} next to Fax Destination to edit the fax number.



- Enter Destination Email Address (If you chose Fax you would enter the Fax Number, If you chose folder you would enter the folder pathway)
- Select {OK}
- Select {OK}



- You will see your saved contact in the next screen
- Select {Exit}
- Select {Home Button}



To edit an existing contact:

- Select {Settings}
- Select {Address Book}
- Select the name of the contact you wish to change
- Select {Edit}
- Make any name or destination changes
- Select {OK}
- Select {Exit}
- Select {Home Button}

To delete a contact:

- Select {Settings}
- Select {Address Book}
- Select the name of the contact you wish to delete
- Select {Delete}
- Select {OK}
- Select {Exit}
- Select {Home Button}

**If you get a pop up stating you do not have privileges you will need to sign in as admin.

- Go to upper right hand of the screen to login. Username is admin. Password is either admin or 95973.

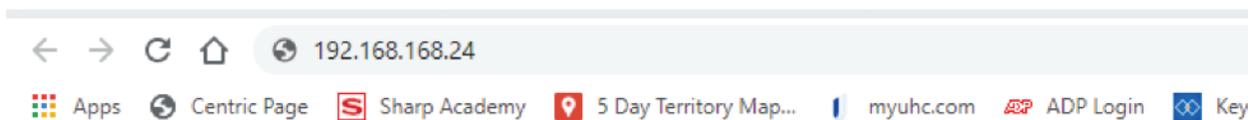
From the Web Image Monitor

To program a new contact:

- Enter the IP address into the URL.

To Obtain IP Address:

- At the MFP Select {Settings}
- Select {Machine Features Settings}
- Select {System Settings}
- Select (Interface Settings Tab)
- Make note of the Machine IPV4 Address (This is your IP Address)



- Select {Login} in the top right corner.
- Username: admin ; no password



- Select {Device Management}
- Select {Address Book}
- Select {Add User}

RICOH IM C6000 Web Image Monitor

Home English ▼

- Status/Information
- Device Management
- Print Job/Stored File
- Convenient Links

Device Name : RICOH IM C6000
 Location :
 Control Panel : Smart Operation Panel

Comment :
 Host Name : RNP58387926C00A



Address List (Display All Items)

[Back](#)

With Easy Input you can edit the Address Book with a wizard method but you cannot edit all items.
 With Detail Input you can edit all items.

[Easy Input](#) | [Detail Input](#)
Add User | Change | Delete | Add Group | Maintenance | Central Management

Completed 6 / 6 item(s)

Selected 0 | [Select All](#) | [Deselect All](#) | User(s) : 6 / 2000 item(s) | Group(s) : 0 / 100 item(s) | Programmed User Code : 2 / 1000 item(s)

Type	Registration No.	Name	User Code	Date Last Used	Fax Destination	Email Address	Folder
<input type="checkbox"/>	00001	color user	1234	Jan 15,2020 03:48 PM	---	---	---
<input type="checkbox"/>	00002	Test	1	Feb 10,2020 02:47 PM	---	---	---
<input type="checkbox"/>	00003	Test	---	Feb 10,2020 02:46 PM	---	---	---
<input type="checkbox"/>	00004	Test	---	Feb 11,2020 12:31 PM	---	---	---
<input type="checkbox"/>	00005	Nick Totis	---	Mar 05,2020 01:42 PM	---	---	---
<input type="checkbox"/>	00006	Jaci	---	Mar 30,2020 11:32 AM	---	jsmith@centricbiz.com	---

[Back](#)

- Select {Basic Information} and each box of information you wish to enter {Fax Destination, Email Destination, Folder Destination}
- Select {Go to Next}

Add User

Select item(s) to register, then press [Go to Next].

User Information

Basic Information Basic information such as Registration No. or Name can be registered.

Destination

Fax Destination Fax destination can be registered.

Email Destination Email destination can be registered.

Folder Destination Information about network folder can be registered.

- Enter the desired information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {Go to Next}

1 Basic Information 2 Email Destination 3 Confirm Registration

Step 1. Basic Information

Enter items. The name entered in [Key Display] will be displayed on the destination key on the control panel.

■ Registration No.(Required) : 00007

■ Name(Required) : Jaci

■ Key Display : Jaci

■ Title 1 : IJK

■ Title 2 : None

■ Title 3 : None

■ Add to Freq. : On Off

- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

1 2 3
 Basic Information Email Destination Confirm Registration

Step2.Email Destination

Enter the email address.

■ Email Address(Required) :

Register as both a destination and a sender

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; password is either admin or 95973.
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; password is either admin or 95973.
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}