

## RICOH PRODUCT QUICK QUIDE

## MANAGING THE ADDRESS BOOK

From the MFP

To Add Contact:

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

Address Book	Q Searc	:h		Exit
View All   Sort by D  Freq AB CD FE GH LIK	isplay Name	5/2000 0/100	8.	Register
Nick Totis         00005         Im         Im           Test         00003         Im         Im         Im	Test 00002 III S III S VVI X I Z Test 00004 III S III S VVI X I Z		<u> </u>	Create Group
color user 00001 IIII ≥ ■				Delete

• 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\*\*

egister : Jaci		Cancel	ОК
Name	Destinations	User Mana	agement / Others
Name * Required	Jaci		<4/20>
Display Name	Jaci		<4/16>
Select title to display. Title 1 Freq AB CD EF Title 2	GH IJK LMN	OPQ RST	UVW XYZ
		(	
	(877) 902-7999	CENT	

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

R	Register		Cancel	ОК
	Name	Destinations	User Mar	agement / Others
	Fax	Not Registered		
	🔛 Email Address	Not Registered		
	Folder	Not Registered		

- 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}

Email Address:	Cancel	ОК
Email Address * Required	jsmith@centricbiz.com	<21/128>
Use as Sender		
Others		
Send via SMTP Server	* Only available for email using fax or internet fax. Yes	•
Has Frenil Address As	Email Destination & Internet Fax Destination	

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

Address Book			Q Sear	ch		Exit
View All	▼ Sort by D	isplay Name 💌	8 111	6/2000 0/100	8.	Register
Freq AB CD	EF GH IJK	LMN OPQ RST	UVW XYZ	₽		
Jaci		Nick Totis			***	Create Group
Test 00002 m 🛥 🖿		Test 00003				Edit
Test 00004 ₪ ≌ ■		color user 00001 📾 🕿 🖿				Delete
					-	

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 privelages you will need to sign in as admin. Go to upper right hand of the screen to login. Username is admin. Password is left blank\*\*

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)



₄ Home

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



- 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 p	press [Go to Next].
User Information	
Basic Information	Basic information such as Registration No. or Name can be registered.
Destination	
Eax Destination	Fax destination can be registered.
Email Destination	Email destination can be registered.
Folder Destination	Information about network folder can be registered.
Go to Next Cancel	

- 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}

Registration No.(Required)	: 00007	
Name(Required)	: Jaci	
Key Display	: Jaci	
Title 1	: []]K •	
Title 2	: None T	
Title 3	: None T	
Add to Freq.	: 🖲 On 🗢 Off	

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

Basic Information Email Destination

b.b.

2

b.b

6

Confirm Registration

3

Step2.Email Destinati	ion	
Enter the email address.		
Email Address(Required)	: jsmith@centricbiz.com	
	Register as both a destination and a sender	
Back Go to Next	Cancel	

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- 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 ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}