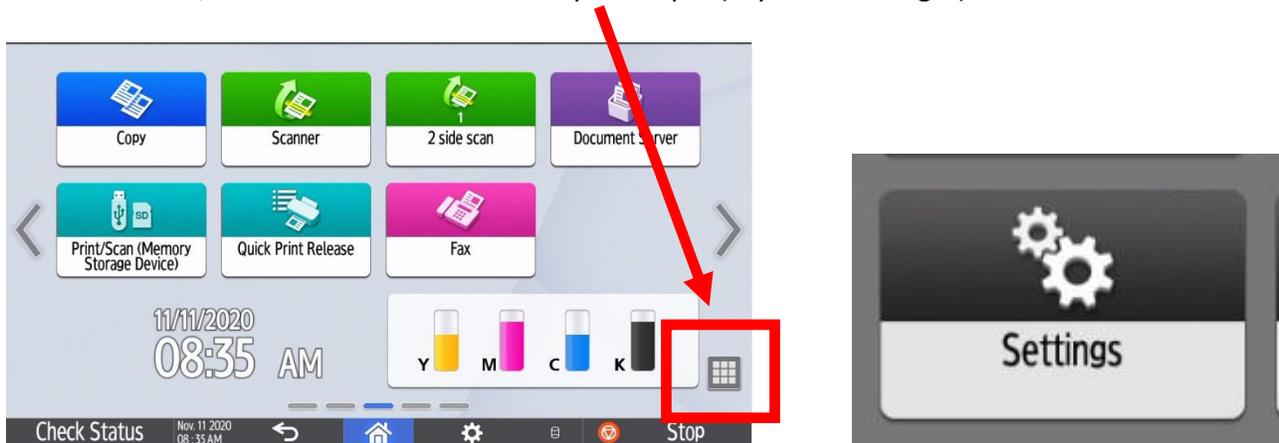
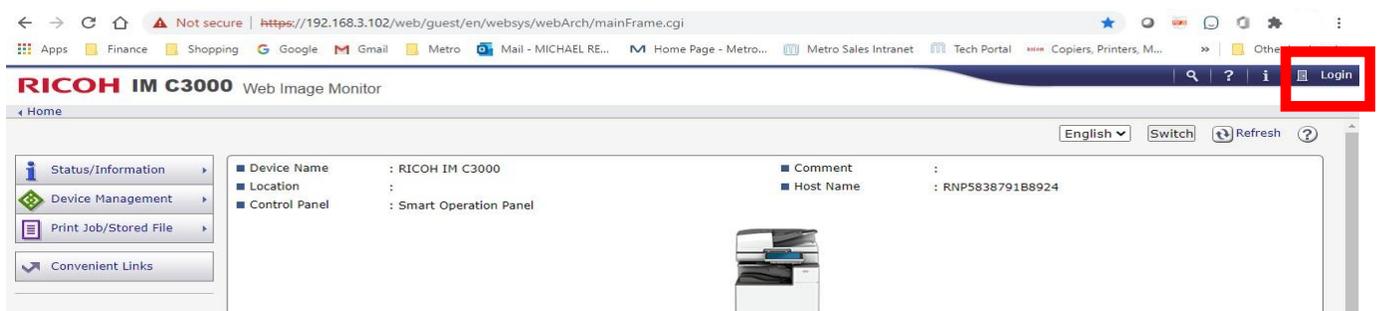


## Registering Entries in the Ricoh Copier Address Book

1. You will need the IP Address of the copier. If you know this, please skip to step 6.
2. From the Home Screen, choose the “Waffle” icon, then choose “Settings”. If your copier does not have a Home screen, choose “User Tools” and skip to step 3 (“System Settings”).



3. Select “Machine Features” (if displayed), then “System Settings”.
4. Select “Interface Settings” or “Network/Interface”.
5. The IP Address is listed under “Machine IPv4 Address” or “IP Address (IPv4)”.
6. Open your internet browser and enter the IP Address of your copier in the address bar, then click enter (you may want to bookmark this page for future use). Choose Login in the upper-right. User: admin, leave password blank.



7. Hover over “Device Management” and choose “Address Book”. Choose the “Detail Input” tab, then “Add User”

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.



8. Fill out the indicated fields (Name: User's name (20 characters max), Key Display: How they will show up on the screen (16 characters max), Email Address: User's email address):

<input type="button" value="OK"/> <input type="button" value="Save and Add Another"/> <input type="button" value="Cancel"/>	
Registration No.	: 00007
Name	:
Key Display	:
Display Priority	: Priority5 ▼ 1: High Priority - 10: Low Priority
<b>Title</b>	
Title 1	: None ▼
Title 2	: None ▼
Title 3	: None ▼
Add to Freq.	: <input checked="" type="radio"/> On <input type="radio"/> Off
<b>Authentication Information</b>	
User Code	:
SMTP Authentication	: <input type="radio"/> Specify Other Auth. Info below: <input checked="" type="radio"/> Do not Specify
Login User Name	:
Login Password	: Change
Folder Authentication	: <input type="radio"/> Specify Other Auth. Info below: <input checked="" type="radio"/> Do not Specify
Login User Name	:
Login Password	: Change
LDAP Authentication	: <input type="radio"/> Specify Other Auth. Info below: <input checked="" type="radio"/> Do not Specify
Login User Name	:
Login Password	: Change
Available Functions	:
Copier	: <input type="checkbox"/> Full Color <input type="checkbox"/> Two-color <input type="checkbox"/> Single Color <input type="checkbox"/> Black & White
Color Copy Mode Limitation	: <input checked="" type="radio"/> Limit to Auto Color Selection <input type="radio"/> Full Color / Auto Color Selection
Printer	: <input type="checkbox"/> Color <input type="checkbox"/> Black & White
Other functions	: <input type="checkbox"/> Document Server <input type="checkbox"/> Fax <input type="checkbox"/> Scanner <input type="checkbox"/> Browser
<b>Protection</b>	
Use Name as	: <input checked="" type="checkbox"/> Destination <input type="checkbox"/> Sender
Protect Destination	:
Protection Object	: <input type="checkbox"/> Sender <input type="checkbox"/> Folder Destination
Protection Code	: Change
<b>Fax</b>	
Fax Destination	:
Select line	: G3 ▼
Advanced Features	:
Transmission SUB code	:
Password (SID)	:
Reception SEP code	:
Password (PWD)	:
Sub-address	:
UUI	:
International Transmission Mode	: <input type="radio"/> On <input checked="" type="radio"/> Off
Fax Header	: Same as [Option Setting] for Transmission ▼
1st Name	: *Not programmed
2nd Name	: *Not programmed
3rd Name	: *Not programmed
4th Name	: *Not programmed
5th Name	: *Not programmed
6th Name	: *Not programmed
7th Name	: *Not programmed
8th Name	: *Not programmed
9th Name	: *Not programmed
10th Name	: *Not programmed
Label Insertion	: <input type="radio"/> On <input checked="" type="radio"/> Off
1st Line	: (Print receiver's name)
2nd Line	: *No Stamp ▼
3rd Line	: *No Stamp ▼
<b>Email</b>	
Email Address	:
Use Email Address for	: <input checked="" type="radio"/> Email / Internet Fax Destination <input type="radio"/> Internet Fax Destination Only
Send via SMTP Server	: This function is only available for internet fax or Email sending by fax.
	: <input checked="" type="radio"/> On <input type="radio"/> Off
User Certificate Status	: None
User Certificate	: Change

When finished, select "OK" to finish, or "Save and Add Another" to add additional entries.

We strongly recommend backing up your address book. Please refer to our document "Address Book Backup and Restore".