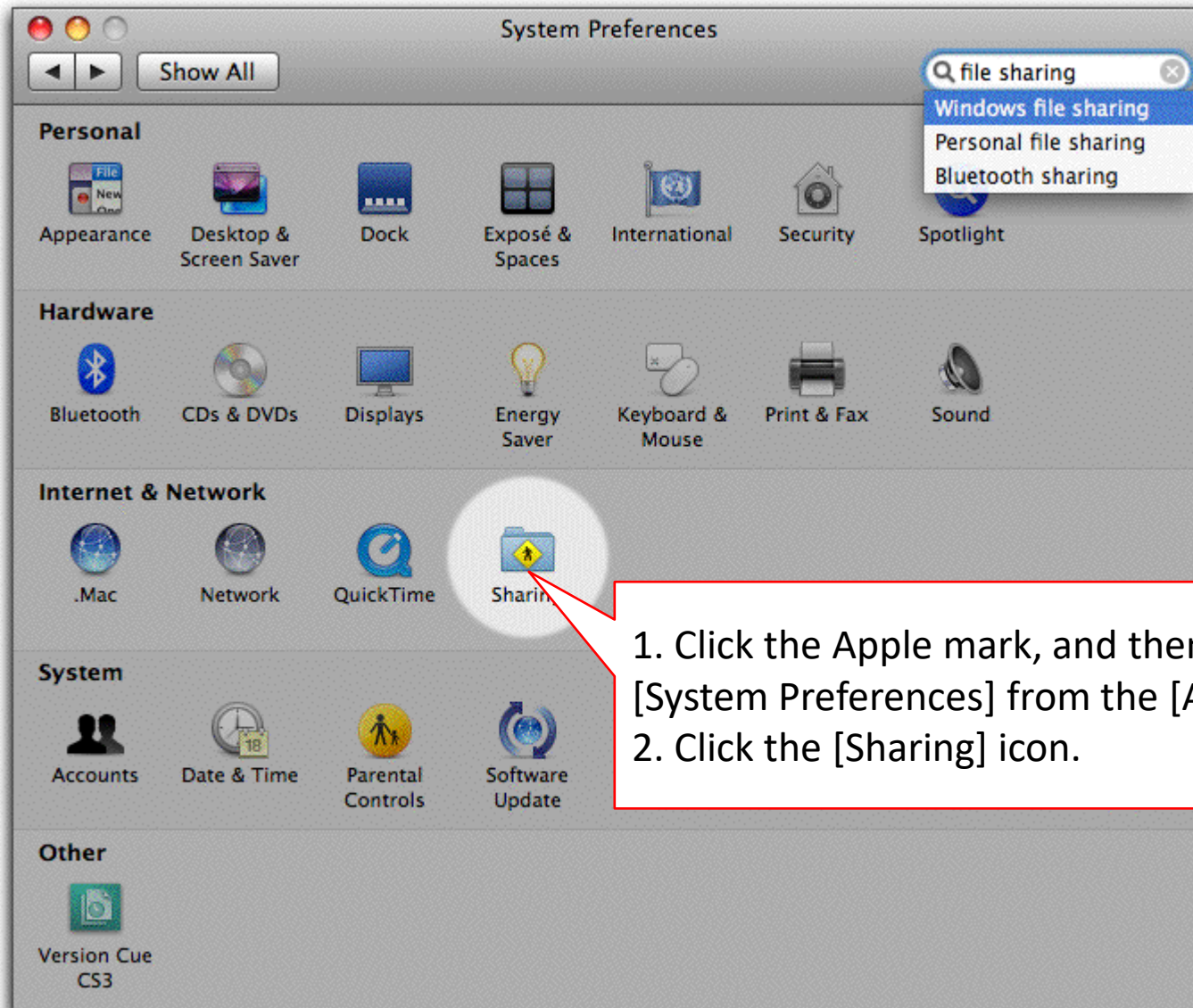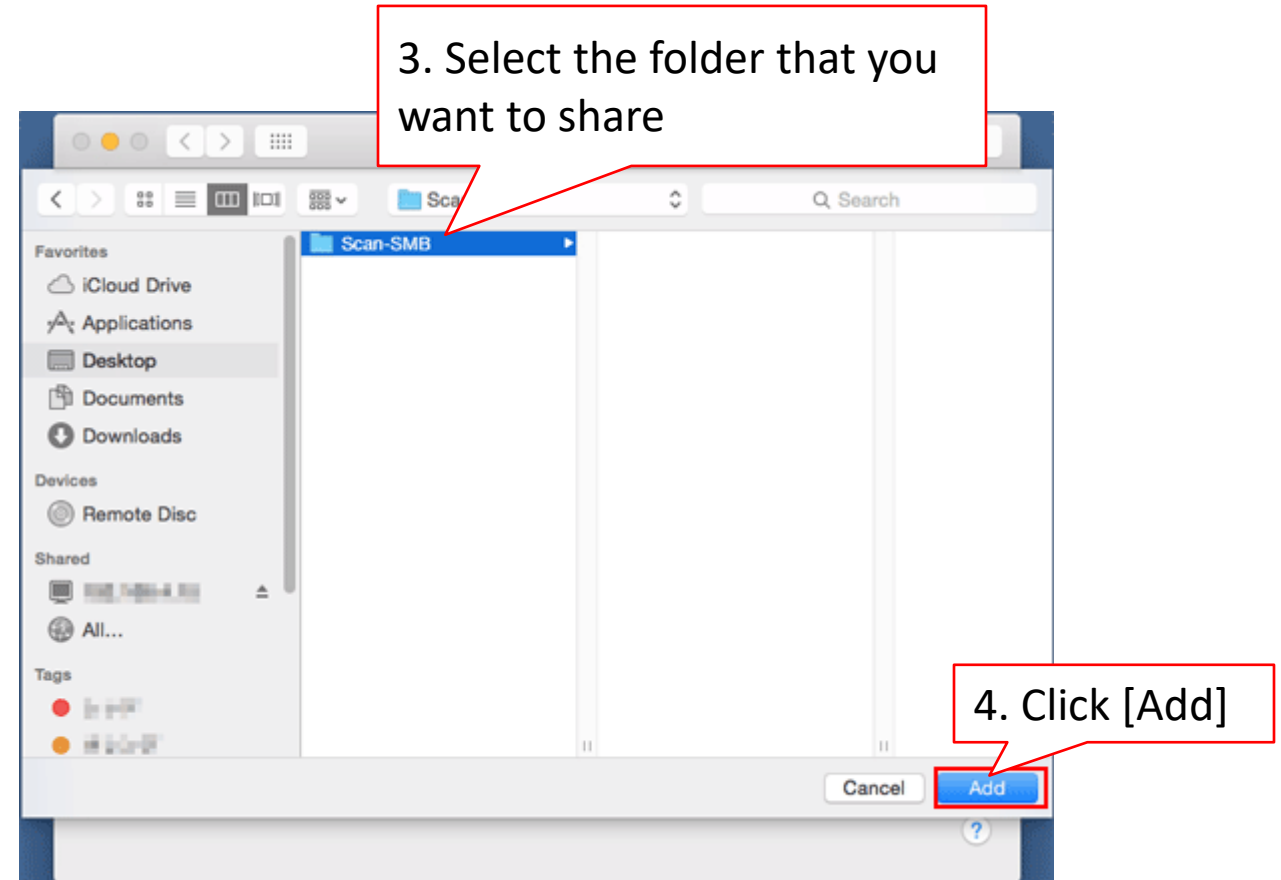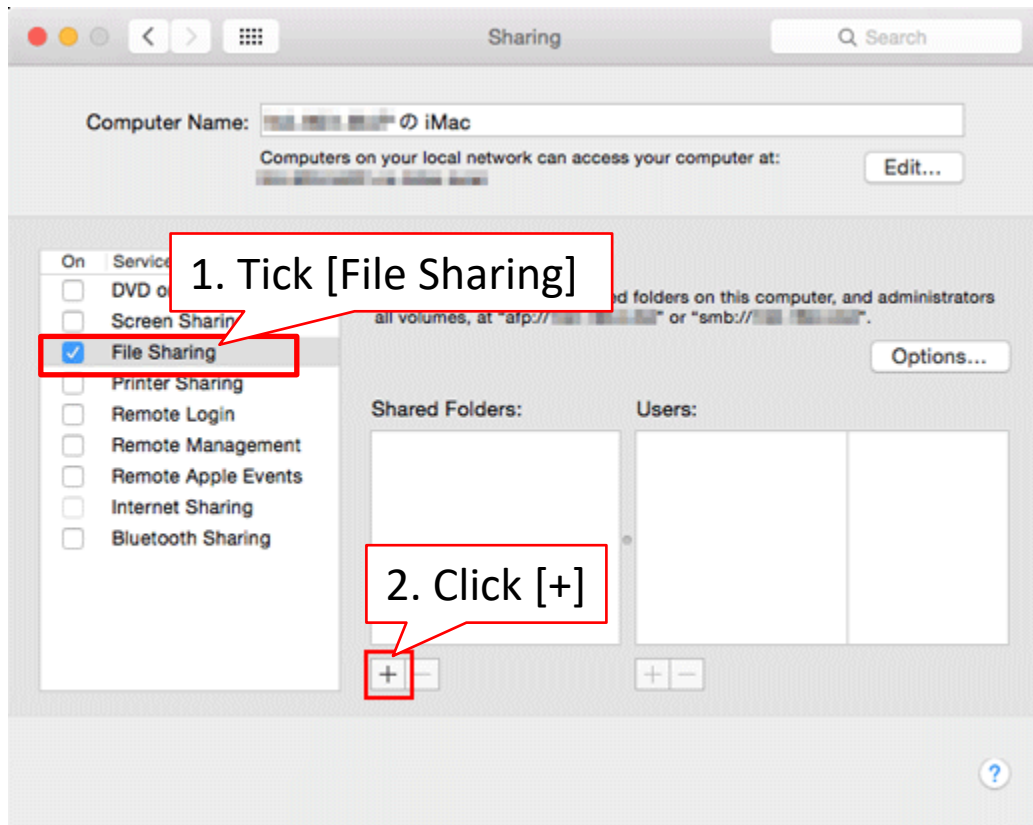# Steps to add/edit user in address book (MAC OS)

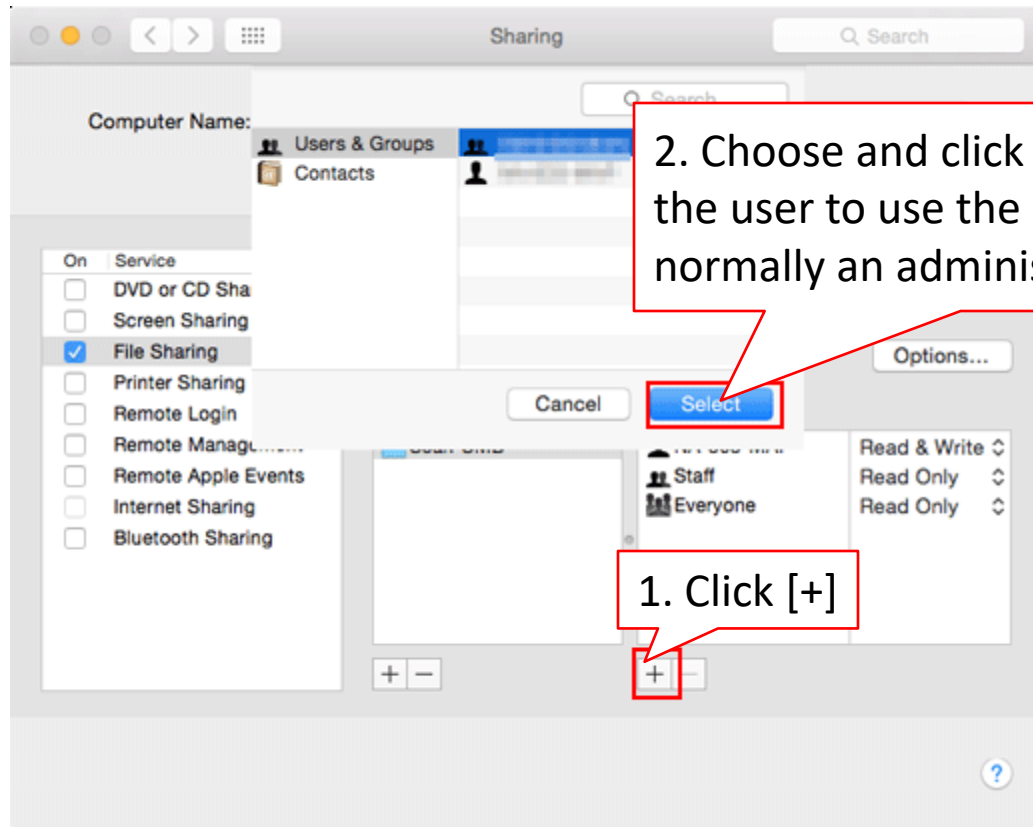# 1.1 Create/go to existing shared folder

1. Click the Apple mark, and then select [System Preferences] from the [Apple Menu].
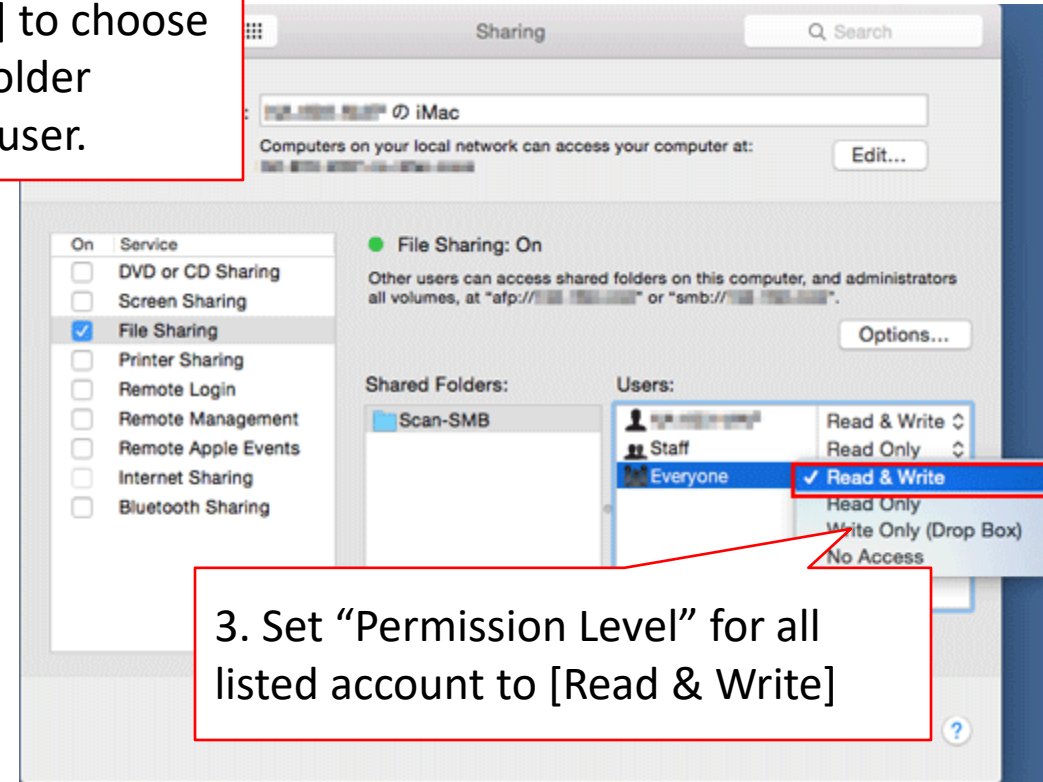2. Click the [Sharing] icon.

1.2 Create/go to existing shared folder

1.3 Create/go to existing folder and share the folder(cont.)

2. Choose and click [Select] to choose the user to use the share folder normally an administrator user.

1. Click [+]

3. Set "Permission Level" for all listed account to [Read & Write]

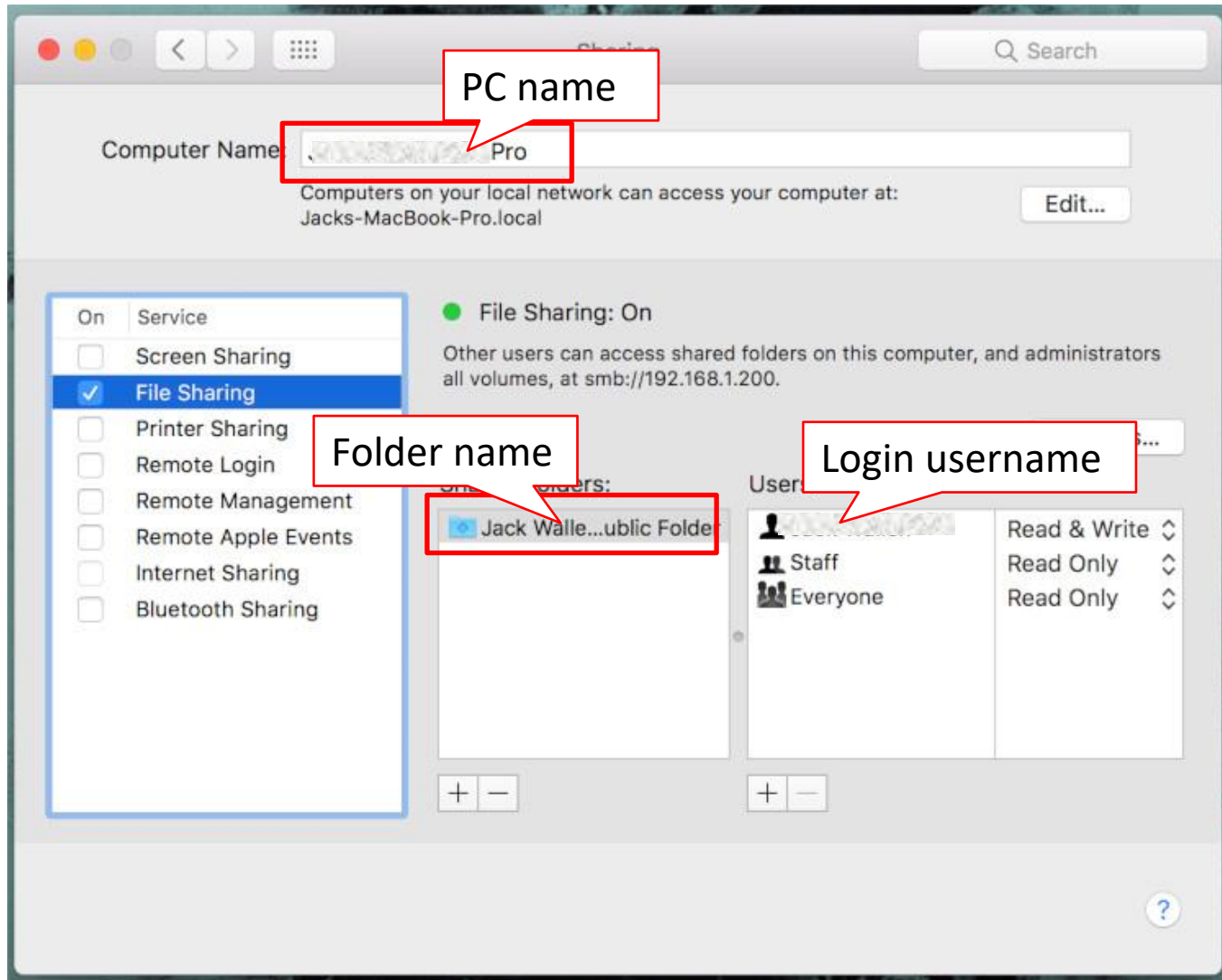# 1.4 Create/go to existing folder and share the folder(cont.)

2. Tick [Share files and folder using SMB]

1. Click [Options]

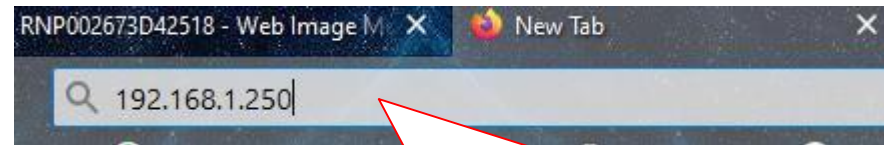3. Tick [on] for the user account you wish to assign to the share folder, normally an Administrator account

4. Click [Done]

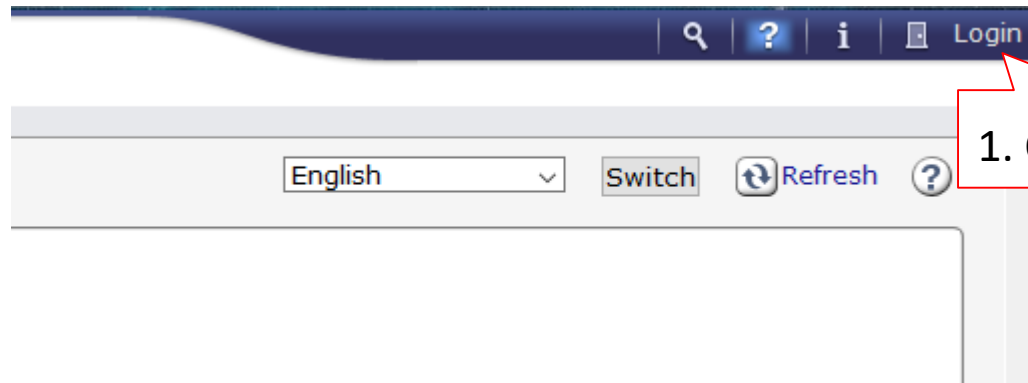# 1.5 Create/go to existing folder and share the folder(cont.)

2. Open a **browser** and enter Printer's IP address

[Printer's IP]

2.1 Login to Web interface

1. Click [Login]

For MY
Username : admin
Password : password or [blank]

For SG
Username : admin
Password : [blank]

RICOH
Web Image Monitor

Login User Name : admin
Login Password :

Login

Cancel

2. Click [Login]

2.2. Go to address book

1. Click [Address Book]
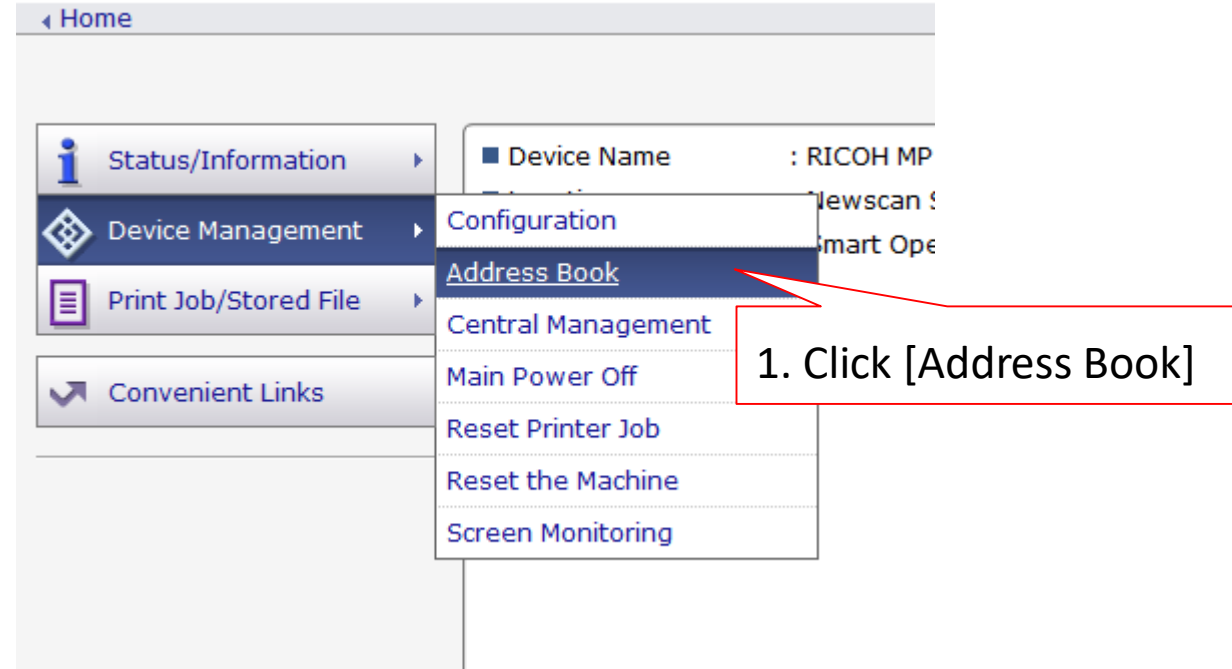
3. Select user to make changes or [Add] to add new user

Click here if to add new user.

2. Click [Change] to make changes

1. Tick on the user to be make changes

3.1 Tick the options to be add/edit.

Change Registration

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

User Information

☐ Basic Information — Tick this to set display name | egistered.

Destination

☐ Email Destination — Tick this to add/change email address

☐ Folder Destination — Tick this to add/edit folder path to set scan to folder features

Authentication Management

☐ User Authentication — Information about user authentication can be registered.

Tick to set/edit printing password for current user

#After done selection click [Go to Next]

[Go to Next]   [Cancel]

To add/edit email address(cont)

Step1.Email Destination

Enter the email address.

■Email Address(Required)   :bluezliang@newscan.c

Key in the email address

☐ Register as both a destination and a sender

Then click [Go to Next]

| Back | Go to Next | Cancel |

To add/edit folder information(cont)

Step1.Folder Destination

Enter the folder information.

■Protocol   : ◉ SMB   ○ FTP

■Path(Required)   Example: \\Computer name (or IP address)\Shared folder name

Paste the copied path in step 1

: \\DELLSERVER\IT

Enter PC Login name

■Login User Name   : Administrator

■Change Login Password   : ○ Off   ◉ On

Click the [on]

■Login Password   :

Key in the PC Login password

■Confirm Login Password   :

Then click [Go to Next]

| Back | Go to Next | Cancel |

Final steps(cont)

Step2.Confirm Registration

Check items, then press [OK].
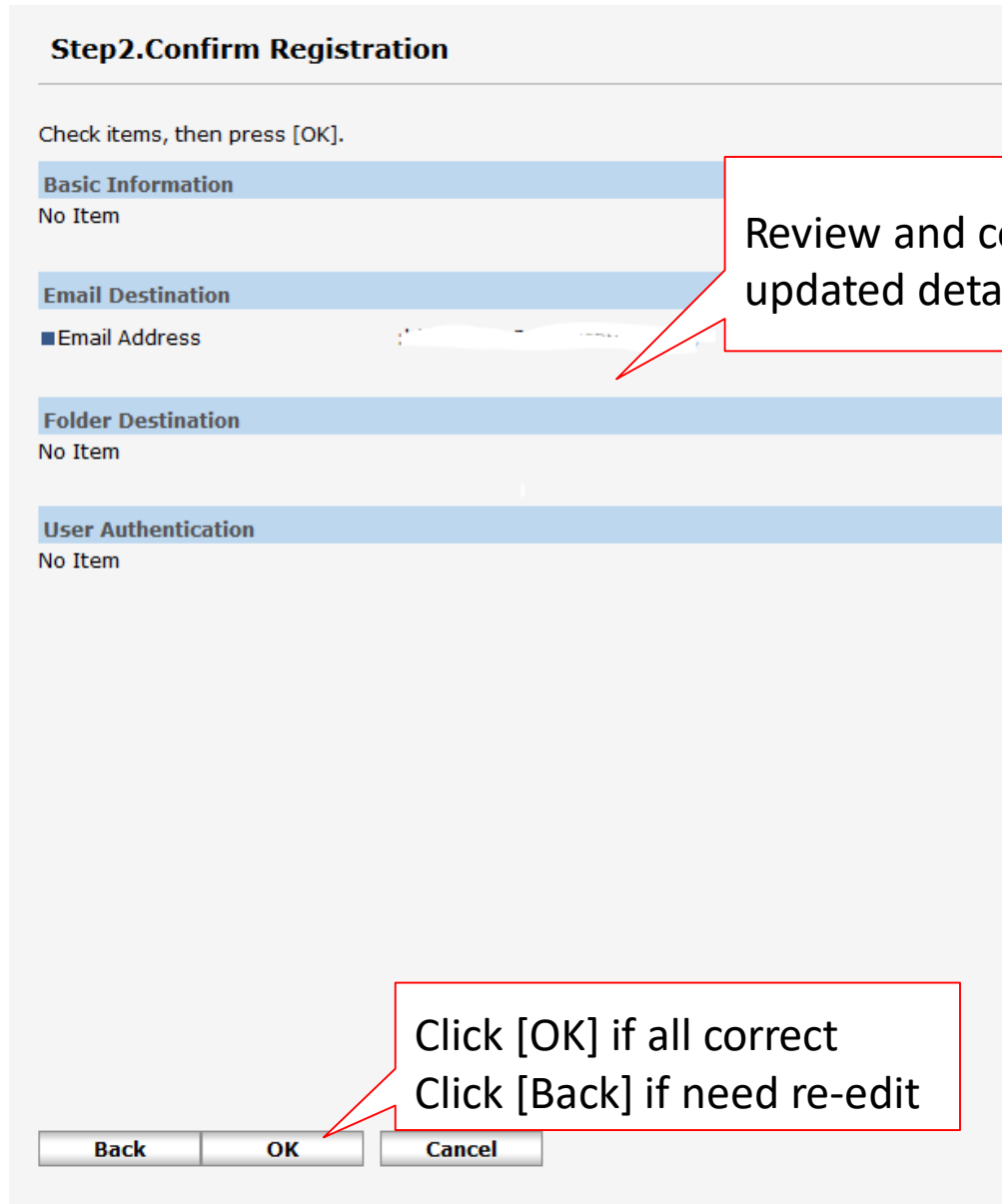
Basic Information
No Item

Email Destination
■Email Address

Review and confirm the updated details

Folder Destination
No Item

User Authentication
No Item

| Back | OK | Cancel |

Click [OK] if all correct
Click [Back] if need re-edit

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passion · integrity · commitment

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