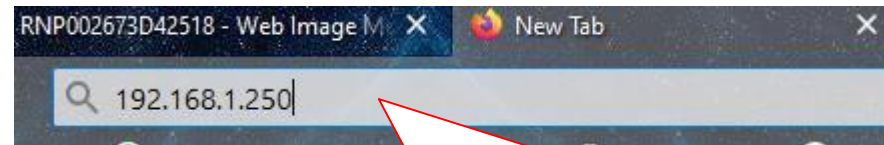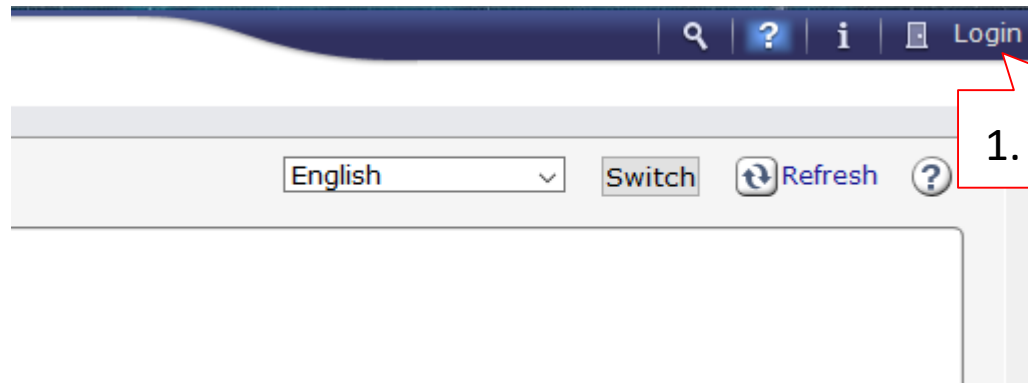# Steps to add/edit email in address book

1.1 Open a **browser** and enter Printer's IP address

[Printer's IP]

1.2 Login to Web interface

1. Click [Login]

2. Click [Login]

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

For SG
Username : admin
Password : [blank]

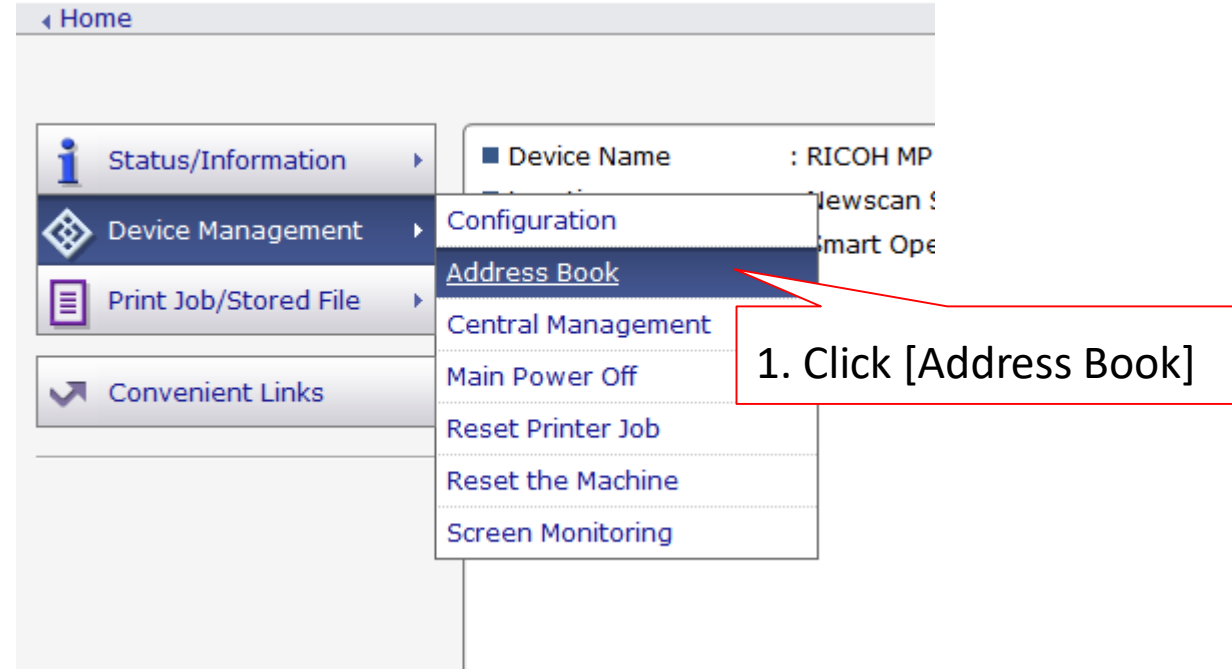**RICOH**
Web Image Monitor

Login User Name : admin
Login Password :
Login
Cancel

English   Switch   ↻ Refresh   ?

1.3 Go to address book

2. Select user to make changes or [Add] to add new user

2.1 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   Information about network folder can be registered.

Authentication Management

☐ User Authentication   Information about user authentication can be registered.

#After done selection click [Go to Next]

[Go to Next]   [Cancel]

To add/edit email address

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 |

Final steps

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

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

Back   OK   Cancel

- Please do not hesitate to contact me if you have any doubts.
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