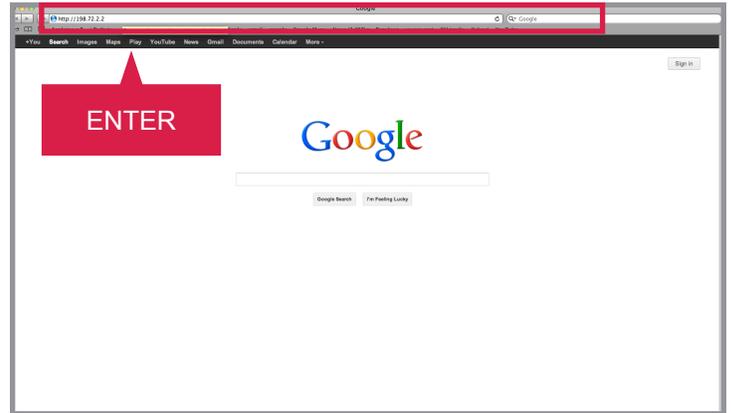TRAINING EXERCISE

ADDING USERS TO THE ADDRESS BOOK WITH EMAIL ADDRESS VIA WEB IMAGE MONITOR
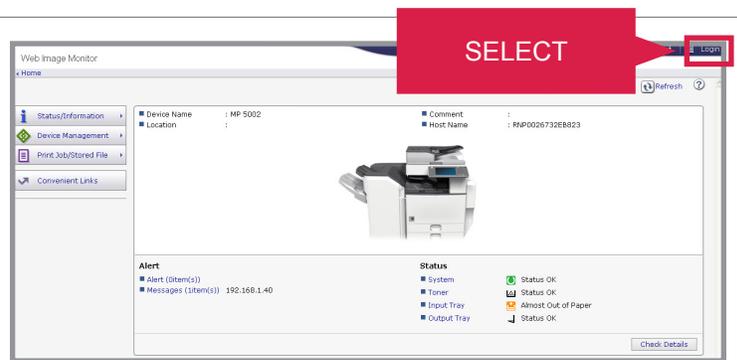
STEP 1:

To add users to the Address Book using Web Image Monitor, enter the device's IP address into a Web browser. Click Enter.
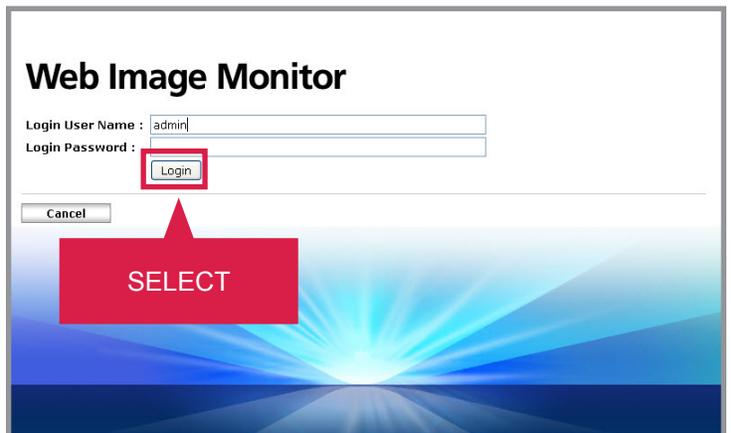
ENTER

Google

STEP 2:

Select Login.

SELECT

STEP 3:

Enter Username and Password. Select Login.

Web Image Monitor

Login User Name : admin
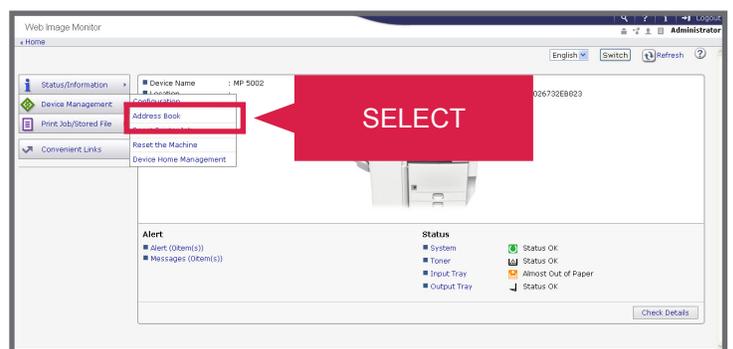Login Password :

Login

Cancel

SELECT

ADDING USERS TO THE ADDRESS BOOK WITH EMAIL ADDRESS VIA WEB IMAGE MONITOR
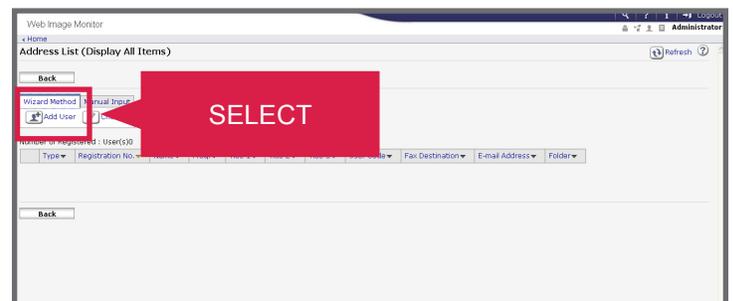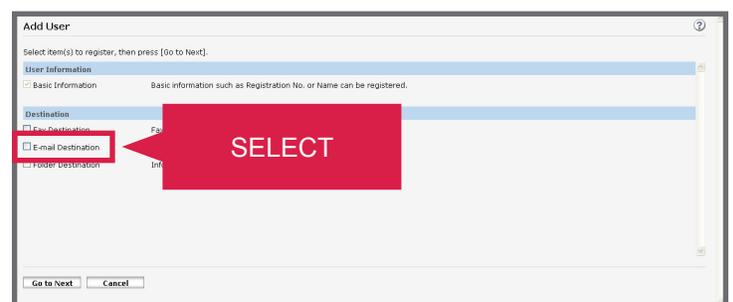
STEP 4:
Select Device Management.
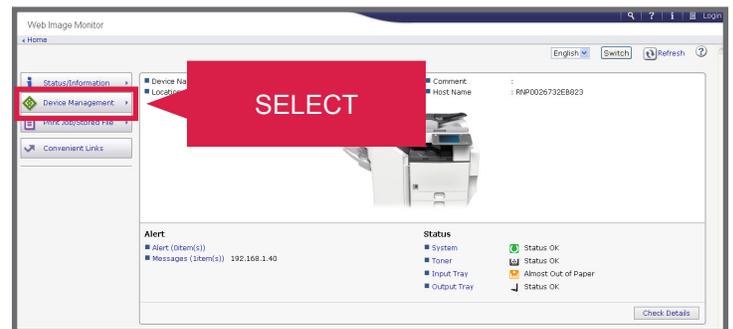
STEP 5:
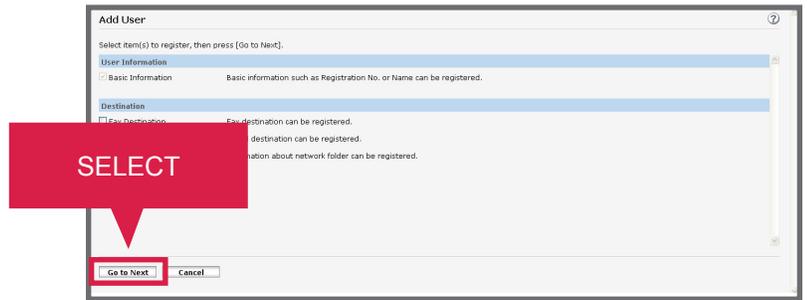Select Address Book.

STEP 6:
Using the Wizard Method, Select Add User.

STEP 7:
Under Destination, Select E-mail Destination.

RICOH
imagine. change.

ADDING USERS TO THE ADDRESS BOOK WITH EMAIL ADDRESS VIA WEB IMAGE MONITOR

STEP 8:
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
☐ E-mail Destination   E-mail destination can be registered.
                             destination can be registered.
                             ation about network folder can be registered.

SELECT

[Go to Next]   [Cancel]

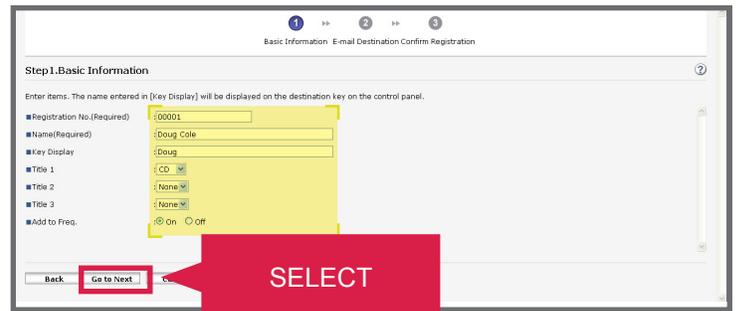**STEP 9:**
Enter the User's Basic Information. Select Go to Next. (For demonstration purposes, the user's information has already been added.)

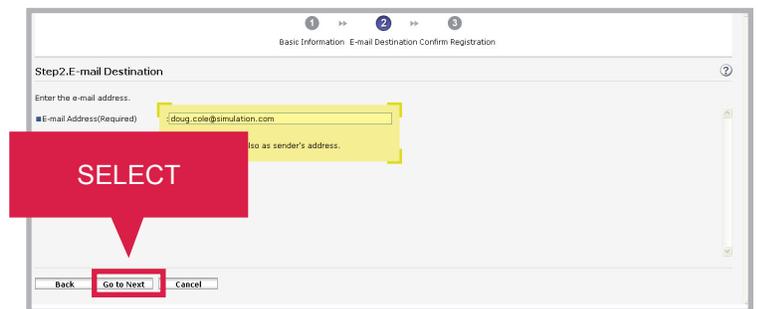Note: [Key Display] is how the user's name will appear in the Address Book when accessed from the device's Control Panel.

1 ▸▸ 2 ▸▸ 3
Basic Information E-mail Destination Confirm Registration

Step1.Basic Information

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

- Registration No.(Required)   :00001
- Name(Required)   :Doug Cole
- Key Display   :Doug
- Title 1   :CD
- Title 2   :None
- Title 3   :None
- Add to Freq.   ◉On ○Off

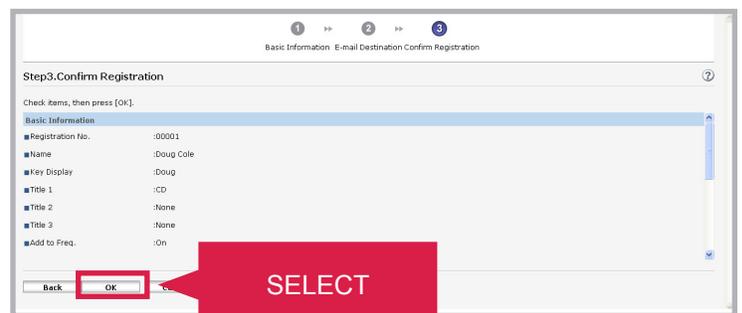[Back]   [Go to Next]   SELECT

STEP 10:
- Enter the User's E-mail Address.
- Select the option to Use This Address Also As The Sender's Address.
- Select Go to Next.

(For demonstration purposes, this information has already been entered.)

1 ▸▸ 2 ▸▸ 3
Basic Information E-mail Destination Confirm Registration

Step2.E-mail Destination

Enter the e-mail address.
- E-mail Address(Required)   :doug.cole@simulation.com
                            lso as sender's address.

SELECT

[Back]   [Go to Next]   [Cancel]

STEP 11:
Confirm Registration Information. Select OK.

1 ▸▸ 2 ▸▸ 3
Basic Information E-mail Destination Confirm Registration

Step3.Confirm Registration

Check items, then press [OK].

Basic Information
- Registration No.   :00001
- Name   :Doug Cole
- Key Display   :Doug
- Title 1   :CD
- Title 2   :None
- Title 3   :None
- Add to Freq.   :On

[Back]   [OK]   SELECT

STEP 12:

The User has now been successfully added. If you need to add additional users, Select Add Users and repeat steps.

JOB TASK COMPLETE.