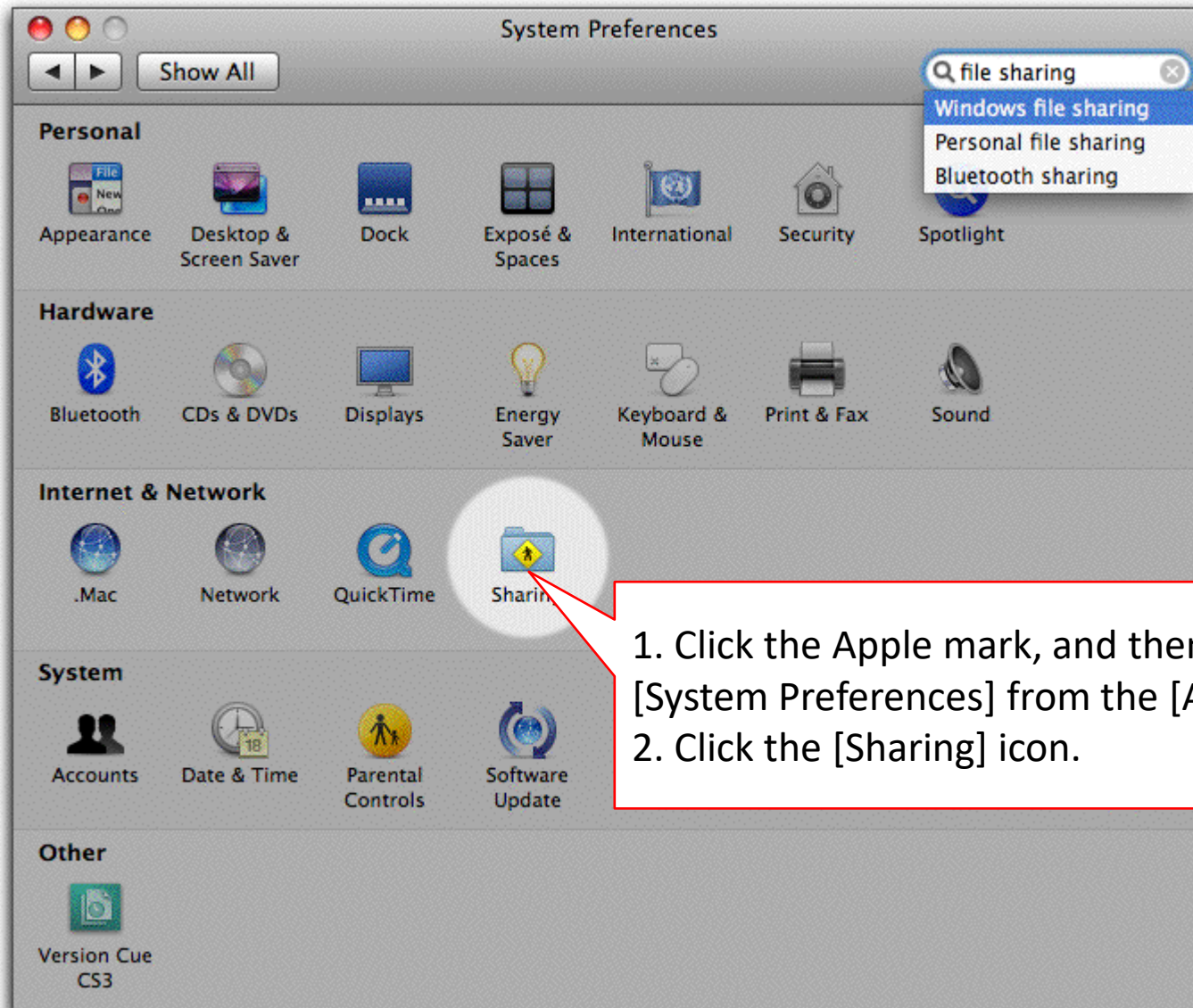


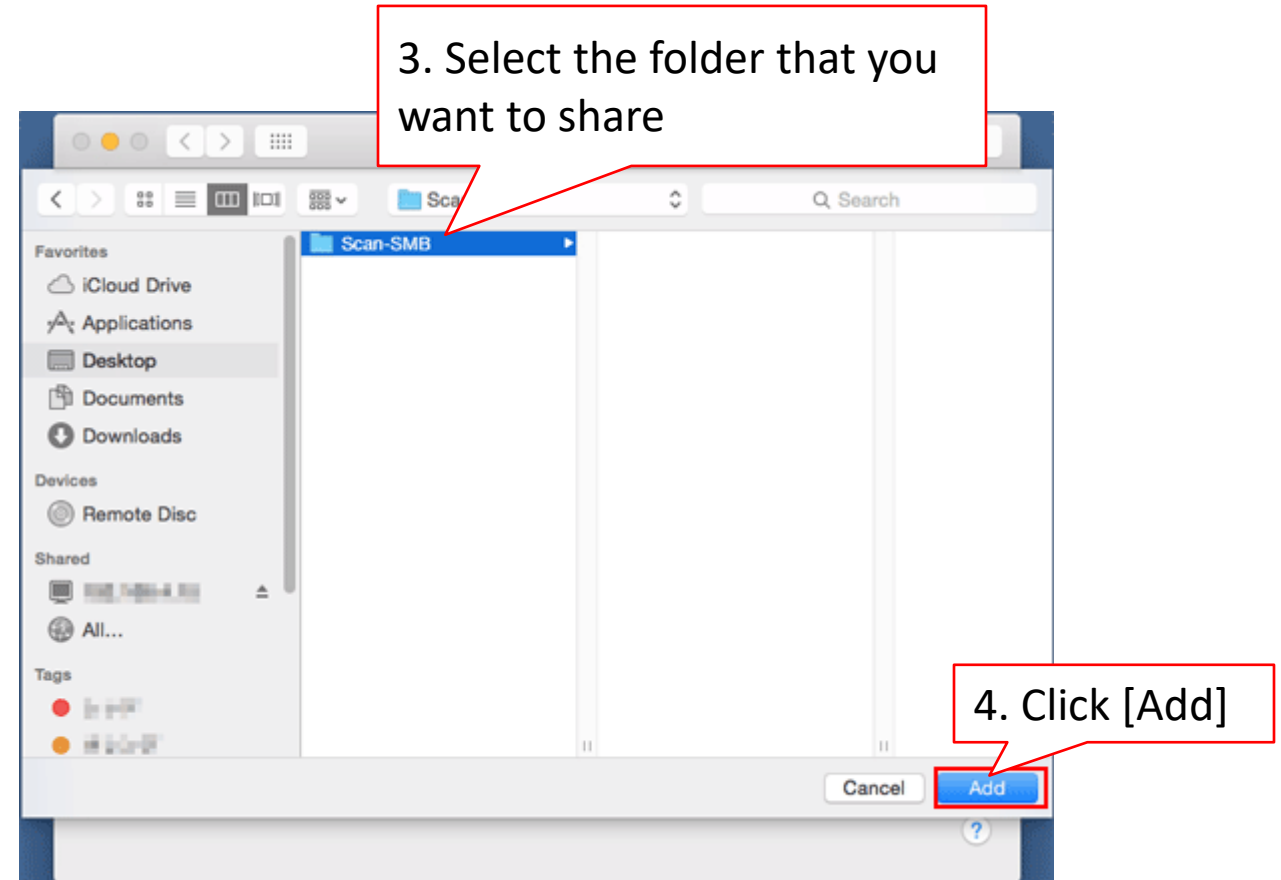
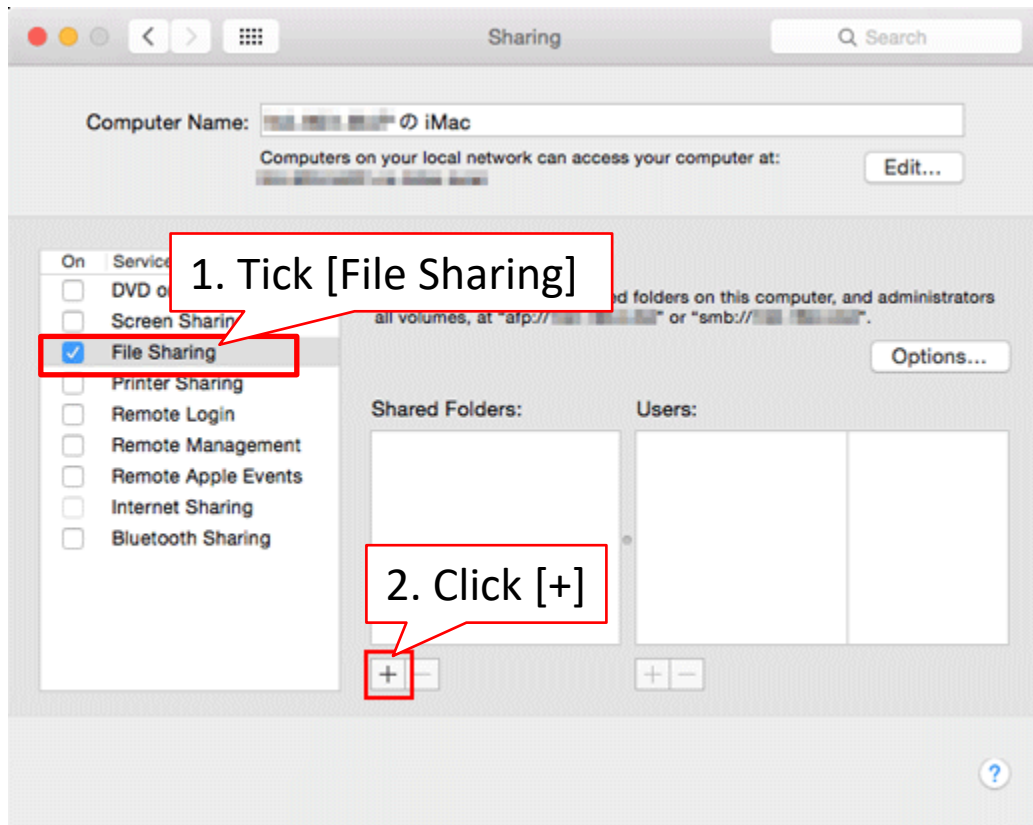
Steps to add/edit user in address book (MAC OS)

1.1 Create/go to existing shared folder

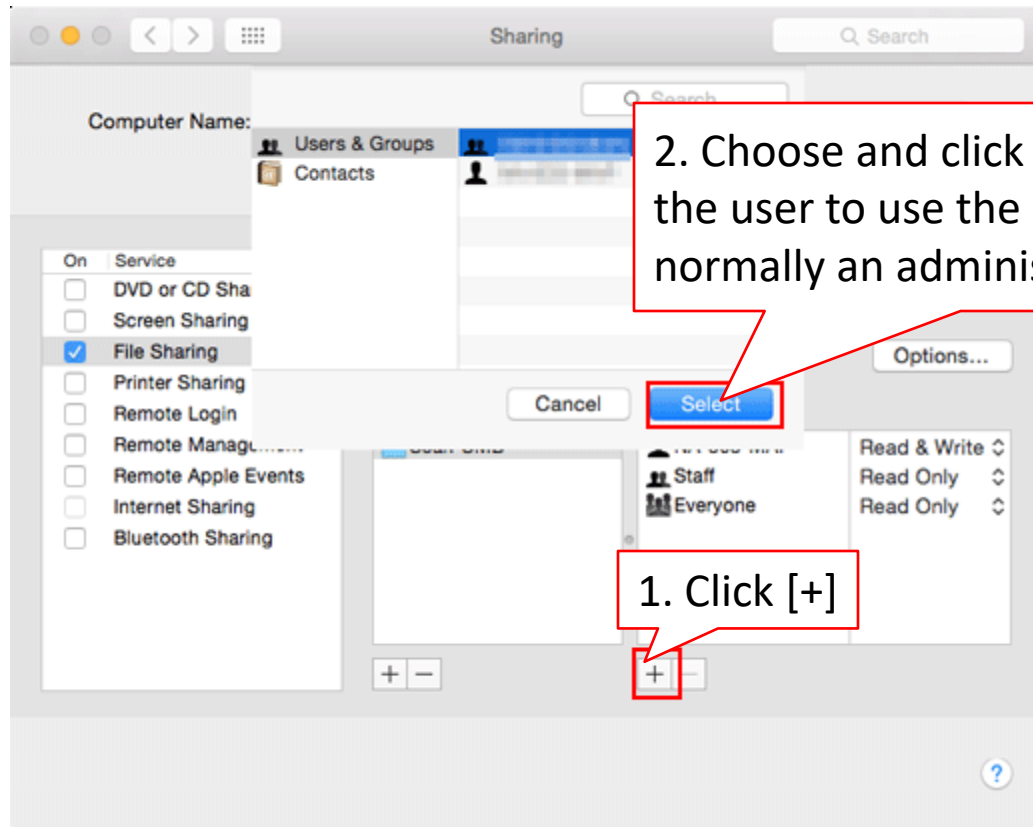


1. Click the Apple mark, and then select [System Preferences] from the [Apple Menu].
2. Click the [Sharing] icon.

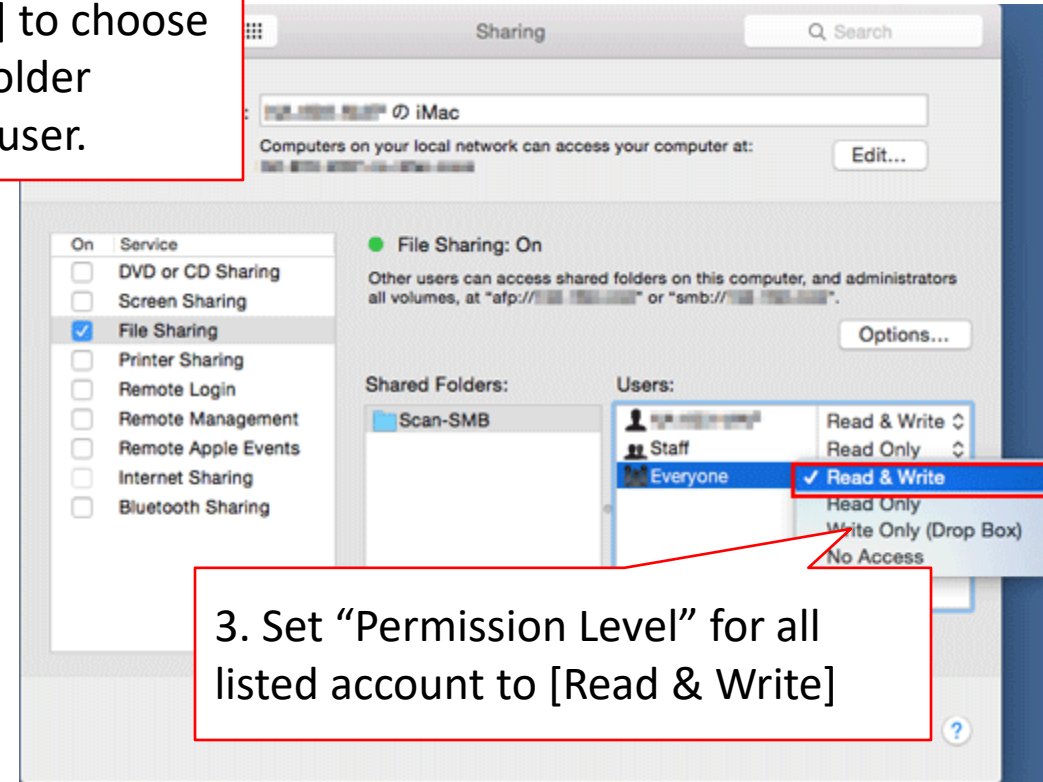
1.2 Create/go to existing shared folder



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.



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

The image displays two screenshots of the macOS Sharing preferences window, illustrating the steps to share a folder. The left screenshot shows the 'File Sharing' service selected in the list on the left. The right screenshot shows the 'Options...' dialog box where the 'Share files and folders using SMB' checkbox is checked, and the 'Done' button is highlighted.

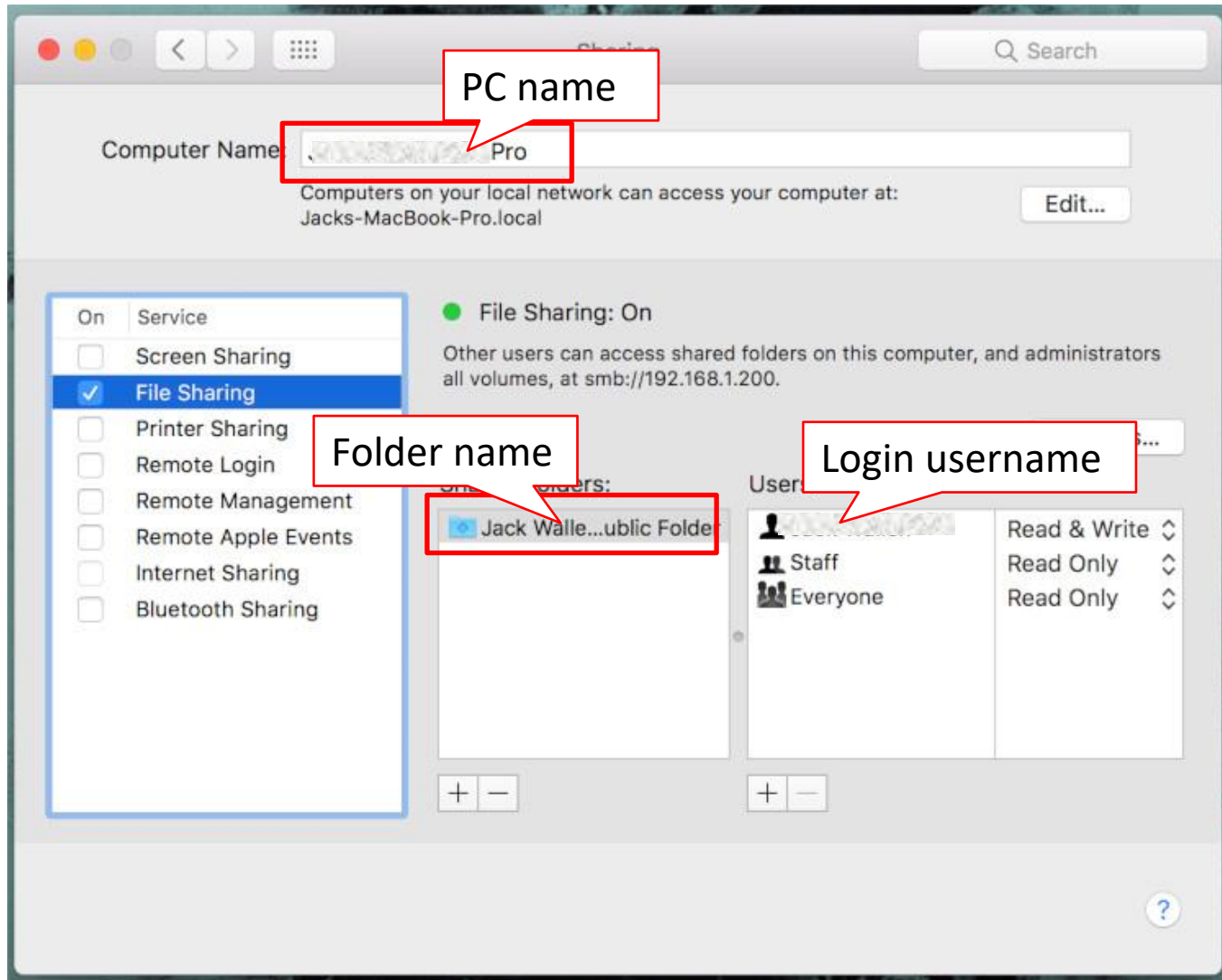
1. Click [Options]

2. Tick [Share files and folder using SMB]

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

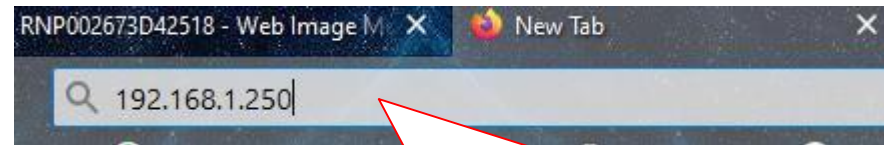
4. Click [Done]

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



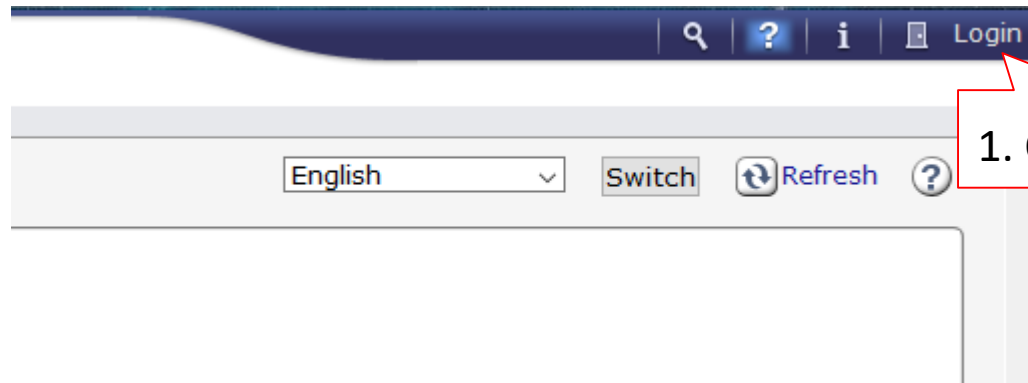
The shared path will be
\\[PC Name]\\[Folder name]

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



[Printer's IP]

2.1 Login to Web interface



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

For SG
Username : admin
Password : [blank]

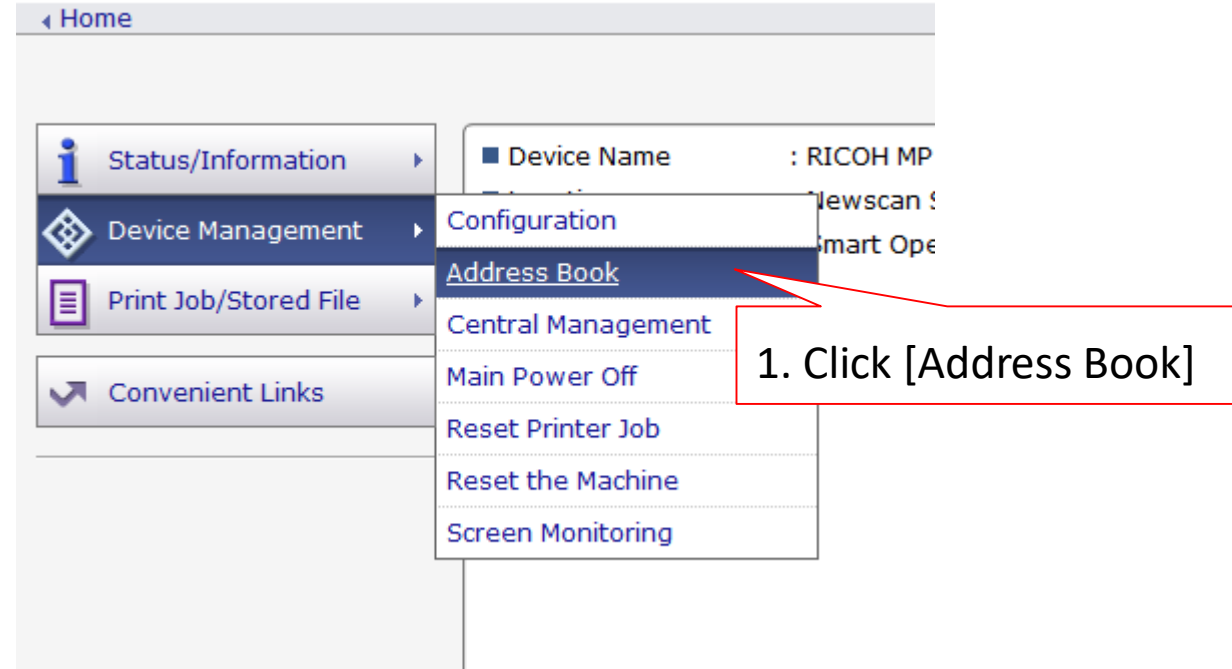
RICOH
Web Image Monitor

Login User Name :

Login Password :

2. Click [Login]

2.2. Go to address book



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

The screenshot shows a web application interface for user management. At the top, there is a navigation bar with a 'Home' link. Below it, the page title is 'User List (Display All Items)'. There are two tabs: 'Easy Input' and 'Detail Input'. Below the tabs, there are four buttons: 'Add User' (with a plus icon), 'Change' (with a pencil icon), 'Delete' (with a trash icon), and 'Add' (with a plus icon). Below the buttons, there is a progress bar labeled 'Completed' showing '16 / 16 item(s)'. Below the progress bar, there are buttons for 'Select All' and 'Deselect All', and a label 'User(s) : 14 /'. Below this, there is a table with columns: 'Type', 'Registration No.', 'Name', and 'Use'. The first row of the table has a checked checkbox, a user icon, '00001', 'Bluez Liang', and '---'. The second row has an unchecked checkbox, a user icon, '0002', and '---'. There are three callout boxes: a blue one pointing to the 'Add User' button with the text 'Click here if to add new user.', a red one pointing to the 'Change' button with the text '2. Click [Change] to make changes', and a red one pointing to the checked checkbox in the first row of the table with the text '1. Tick on the user to be make changes'.

Click here if to add new user.

2. Click [Change] to make changes

1. Tick on the user to be make changes

Type	Registration No.	Name	Use
<input checked="" type="checkbox"/>	00001	Bluez Liang	---
<input type="checkbox"/>	0002		---

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 registered.

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]

To add/edit email address(cont)

Step1.Email Destination

Enter the email address.

■ Email Address(Required) Key in the email address

Register as both a destination and a sender

Then click [Go to Next]

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
: \\DELLSERVER\IT

■ Login User Name : Administrator

■ Change Login Password : Off On

■ Login Password :

■ Confirm Login Password :

Then click [Go to Next]

The image shows a web form titled 'Step1.Folder Destination'. It contains several fields and options for configuring folder access. Red callout boxes with arrows point to specific elements: 'Paste the copied path in step 1' points to the Path field containing '\\DELLSERVER\IT'; 'Enter PC Login name' points to the Login User Name field containing 'Administrator'; 'Click the [on]' points to the 'On' radio button for 'Change Login Password'; 'Key in the PC Login password' points to the 'Login Password' field; and 'Then click [Go to Next]' points to the 'Go to Next' button. The form also includes a 'Protocol' section with 'SMB' selected, and 'Login Password' and 'Confirm Login Password' fields.

Final steps(cont)

Step2.Confirm Registration

Check items, then press [OK].

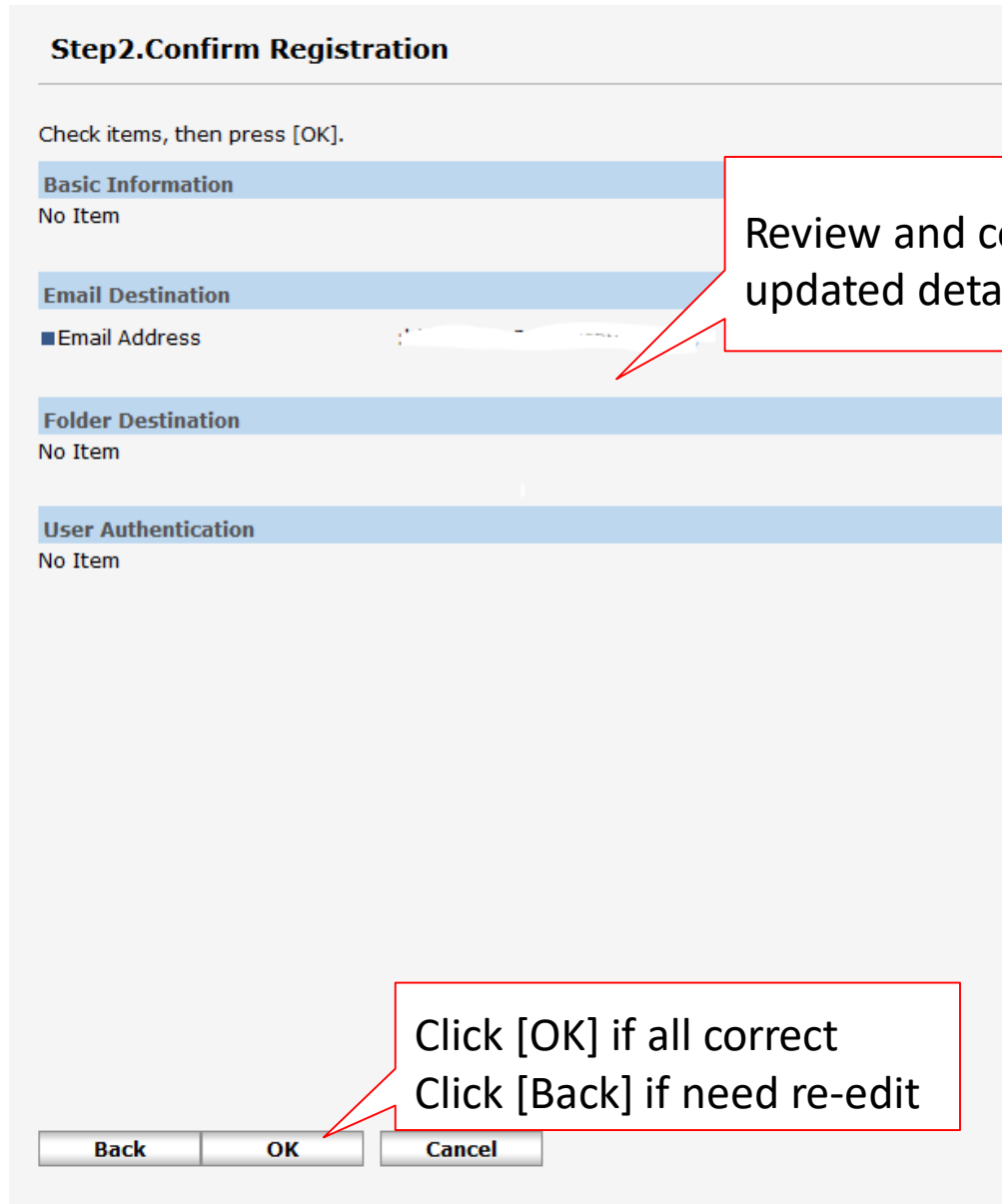
Basic Information
No Item

Email Destination
■ Email Address

Folder Destination
No Item

User Authentication
No Item

Back OK Cancel


The image shows a software interface for 'Step2.Confirm Registration'. It features four sections: 'Basic Information', 'Email Destination', 'Folder Destination', and 'User Authentication', each with a blue header and 'No Item' text below. The 'Email Destination' section includes a small icon and the text 'Email Address'. At the bottom, there are three buttons: 'Back', 'OK', and 'Cancel'. Two red callout boxes provide instructions: one points to the 'Email Address' field with the text 'Review and confirm the updated details', and another points to the 'OK' button with the text 'Click [OK] if all correct Click [Back] if need re-edit'.

Review and confirm the updated details

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

NEWSSCAN

passion · integrity · commitment

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 - ✓  @ [+60177021207](https://wa.me/+60177021207) - Bluez Liang