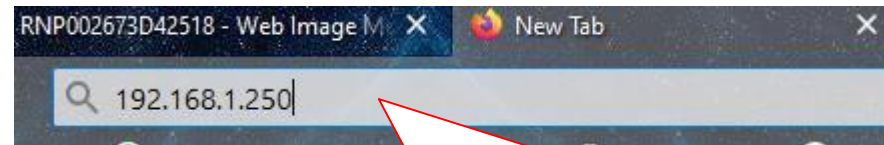


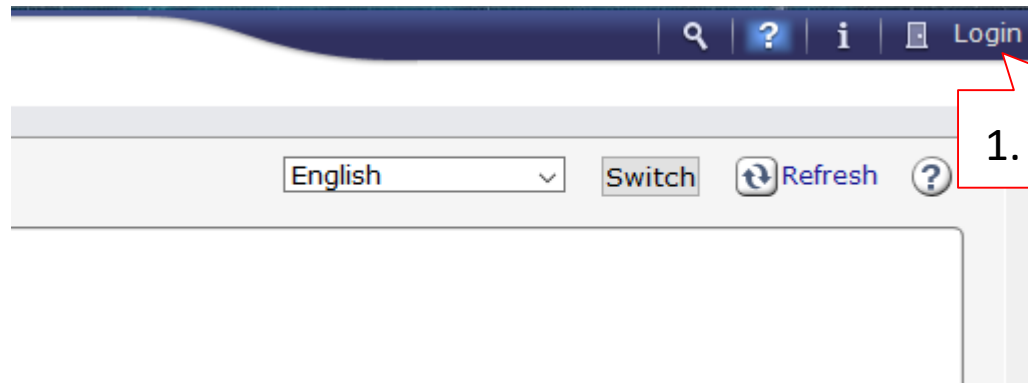
Steps to add/edit email in address book

1.1 Open a browser and enter Printer's IP address



[Printer's IP]

1.2 Login to Web interface



1. Click [Login]

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

For SG
Username : admin
Password : [blank]

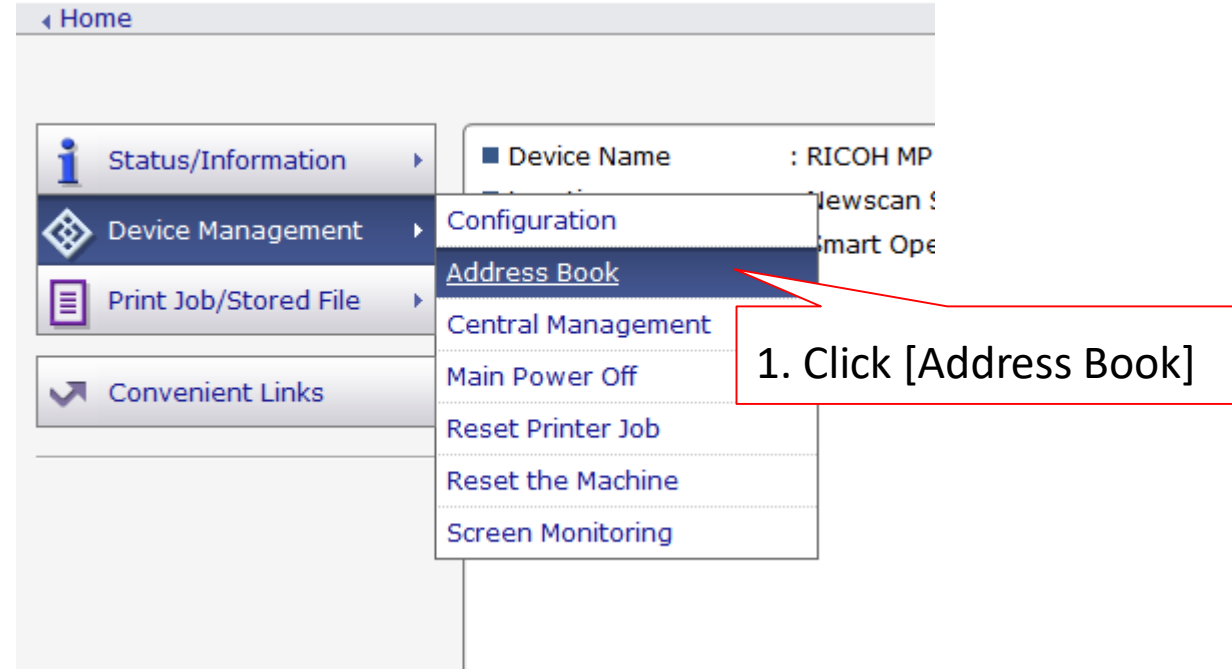
RICOH
Web Image Monitor

Login User Name :

Login Password :

2. Click [Login]

1.3 Go to address book



2. 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 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 is a progress indicator showing 'Completed 16 / 16 item(s)'. There are also buttons for 'Selected1', 'Select All', and 'Deselect All', along with a status indicator 'User(s) : 14 /'. Below this is a table with columns: 'Type', 'Registration No.', 'Name', and 'Use'. The first row 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		---

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 registered.

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]

To add/edit email address

Step1.Email Destination

Enter the email address.

■ Email Address(Required) :bluezliang@newsca... **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 [redacted]

Folder Destination
No Item

User Authentication
No Item

Back OK Cancel


Review and confirm the updated details

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

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 bar and the text 'No Item'. The 'Email Destination' section contains a sub-section 'Email Address' with a redacted 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' and 'Click [Back] if need re-edit'.

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