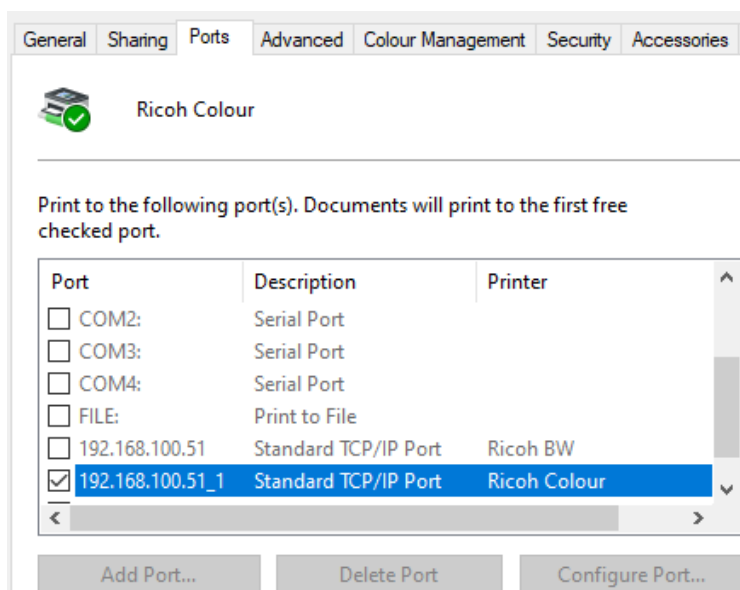


## HOW TO ACCESS ADDRESS BOOK VIA WEB IMAGE MONITOR (PC)

*This is for PC users only (different how to for apple users)*

1. Devices & printers
2. Right click on your default printer (the Ricoh you wish to make changes to)
3. Printer properties

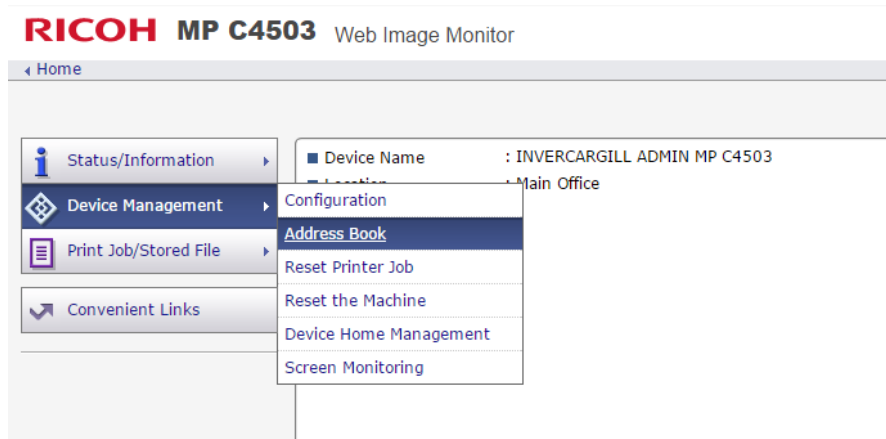


4. Put this IP address into your web browser address bar and press enter
5. Now you need to log in, top righthand corner press the login button.

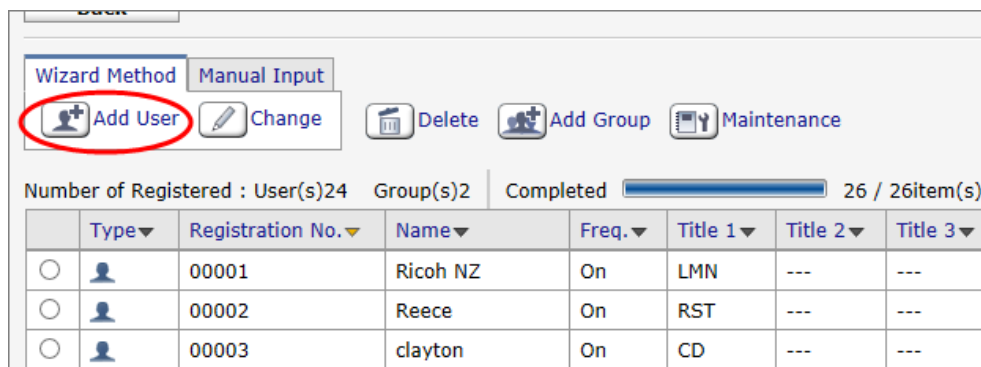
User name: admin

Password: *this should be blank*

6. Device Management - Address book as per below:



7. From here you can see users currently set up, add new users and edit (change) current users set up.



\*See [HOW TO ADD NEW USER VIA WEB IMAGE MONITOR](#) for step by step instructions on how to do this.

If you require further assistance, please contact one of our friendly staff here in the office on 03 211 0968

**It's all about service.**