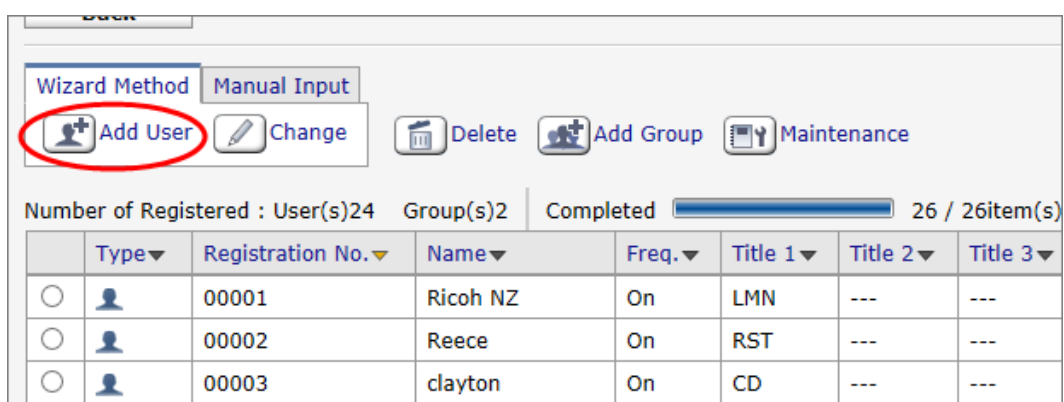


## HOW TO ADD NEW USER TO ADDRESS BOOK VIA WEBIMAGE MONITOR

1. Login to Web image monitor

See [HOW TO ACCESS ADDRESS BOOK VIA WEB IMAGE MONITOR](#) to see how to access this.

- Once logged in go to Device Management - Address Book the below will appear, click add user as circled below



The screenshot shows the 'Device Management - Address Book' interface. At the top, there are two tabs: 'Wizard Method' and 'Manual Input'. Below the tabs, there are several action buttons: 'Add User' (circled in red), 'Change', 'Delete', 'Add Group', and 'Maintenance'. Below the buttons, there is a progress bar and a table of registered users.

Type	Registration No.	Name	Freq.	Title 1	Title 2	Title 3
<input type="radio"/>	00001	Ricoh NZ	On	LMN	---	---
<input type="radio"/>	00002	Reece	On	RST	---	---
<input type="radio"/>	00003	clayton	On	CD	---	---

2. Below will appear, you need to tick on what you are adding against the user Eg: below I am just adding a user with an email address (so I can scan to email documents).

### 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**

Fax Destination      Fax destination can be registered.

E-mail Destination      E-mail destination can be registered.

Folder Destination      Information about network folder can be registered.

3. Select the "Go to Next" button once you have made your selection

4. Enter in the name you wish to set up as per below

**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)	:00027
■ Name(Required)	:Test
■ Key Display	:Test
■ Title 1	:None
■ Title 2	:None
■ Title 3	:None
■ Add to Freq.	: <input checked="" type="radio"/> On <input type="radio"/> Off

5. Select the "Go to next" button again once you have filled in these fields  
Below will appear, enter in the email address that applies to the new user

**Step2.E-mail Destination**

Enter the e-mail address.

■ E-mail Address(Required)	:test@ricohsouth.co.nz
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Use this address also as sender's address.

6. Select the "Go to next" button again once you have filled in these fields  
Below will appear, click OK – Go to the machine and your new user will be set up.

**Step3.Confirm Registration**

Check items, then press [OK].

<b>Basic Information</b>	
■ Registration No.	:00027
■ Name	:Test
■ Key Display	:Test
■ Title 1	:None
■ Title 2	:None
■ Title 3	:None
■ Add to Freq.	:On
<b>Fax Destination</b>	
No Item	
<b>E-mail Destination</b>	
■ E-mail Address	:test@ricohsouth.co.nz
<b>Folder Destination</b>	
No Item	

If you require further assistance, please contact the office on 03 211 0968

**It's all about service.**