Adding, Changing and Deleting Users
Web Image Monitor
Address Book Management
Enter **IP Address** or **Printer Name** in Browser
Log In
User Name (admin)
Password (leave blank)
Choose Desired Function

RICOH Aficio MP C3300 Web Image Monitor
Address List

<table>
<thead>
<tr>
<th>Registration No.</th>
<th>Name</th>
<th>Freq</th>
<th>Title 1</th>
<th>Title 2</th>
<th>Title 3</th>
<th>User Code</th>
<th>Fax Destination</th>
<th>E-mail Address</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>00001</td>
<td>JACKIE</td>
<td>Off</td>
<td>DK</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:jacolyn.shelton@ricoh-usa.com">jacolyn.shelton@ricoh-usa.com</a></td>
<td></td>
</tr>
<tr>
<td>00002</td>
<td>TIM MCFALL</td>
<td>On</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:timothy.mcfall@ricoh-usa.com">timothy.mcfall@ricoh-usa.com</a></td>
<td></td>
</tr>
</tbody>
</table>

Back
Input "Name and Key Display"
Choose Desire "Title" Heading
(Title Heading specifies which Tab the Name will be displayed under at the device)
Scroll Down Page
Under Protection Section

Choose

"Use Name As" **Destination** and **Sender**
Scroll Down Page to
"Email Section"
Input "Email Address"

<table>
<thead>
<tr>
<th>E-mail</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:jacqlyn.shelton@ricoh-usa.com">jacqlyn.shelton@ricoh-usa.com</a></td>
</tr>
<tr>
<td>Use E-mail Address for</td>
<td>E-mail / Internet Fax Destination</td>
</tr>
<tr>
<td>Send via SMTP Server</td>
<td>This function is only available for internet fax or E-mail sending by fax.</td>
</tr>
<tr>
<td>User Certificate Status</td>
<td>None</td>
</tr>
<tr>
<td>User Certificate</td>
<td>Change</td>
</tr>
<tr>
<td>Encryption</td>
<td>Set Individually Encrypt All</td>
</tr>
</tbody>
</table>
Click Ok or Save and Add Another

RICOH Aficio MP C3300 Web Image Monitor

Change User

- OK
- Save and Add Another
- Cancel

- Registration No.: 00008
- Name: JACKIE
- Key Display: JACKIE

Title
- Title 1: IJK
- Title 2: None
- Title 3: None
- Add to Freq.: On

Authentication Information
- User Code:
Click Log Out