



Ricoh Aficio MP 4001 Copier/Scanner

How to Add an Email Address in the Ricoh Copier Address Book for Scanning.

This section explains how to add a name and email address to the Address Book. Name and Email Address must be entered at the Ricoh Copier/Scanner.

- 1. Press the [User Tools/Counter] key (just above the Copy key on the left) on the Ricoh Copier/Scanner.**
- 2. Press [System Settings].**
- 3. Press [Administrator Tools].**
- 4. Press [Address Book Management].**
- 5. Check that [Program / Change] is selected.**
- 6. Press [New Program].**
- 7. Press [Change] under “Name”.**
- 8. Enter the NAME, and then press [OK].**
- 9. Press [E-mail].**
- 10. Press [Change] under email address.**
- 11. Enter FULL EMAIL ADDRESS.**
- 12. Press [OK].**
- 13. Press [Exit] all the way back out.**
- 14. Go to Scan, then verify email address appears in the scanner directory.**
- 15. Do a test scan to the person you just entered.**