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].
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.