

## How to Change Email Settings on Ricoh Multi-Function Device

### From your Desktop (Web Image Monitor)

- 1) Open web browser> Input IP address of RICOH (from “Devices and Printers,” “Printer Properties”
- 2) **Log in** (top Right) **User Name:** admin (contact Jeff at 786-1035, jsmith@alaska.edu if you do not remember password)
- 3) On the left, select **Device Management> Configuration**
- 4) Under **Device Settings** select **Email**
- 5) Change the Administrator Email Address (XXXXXXX@alaska.edu). Click **OK**
- 6) On the left, Select **Device Management**, then **Address Book** from pop-up menu
- 7) Select box for user (will show a check-mark) in left-most column, then select **Change** button under **Easy Input**
- 8) Select **Email Destination**, then hit **Go to Next** at bottom of screen
- 9) Correct email address, then check **Register as Both Destination and a Sender**. Hit **Go to Next** at bottom of screen.
- 10) Hit **OK** at bottom of screen.