

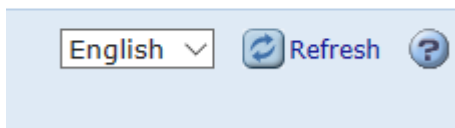
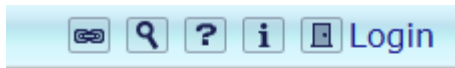
Adding New User to Ricoh Address Book

Steps:

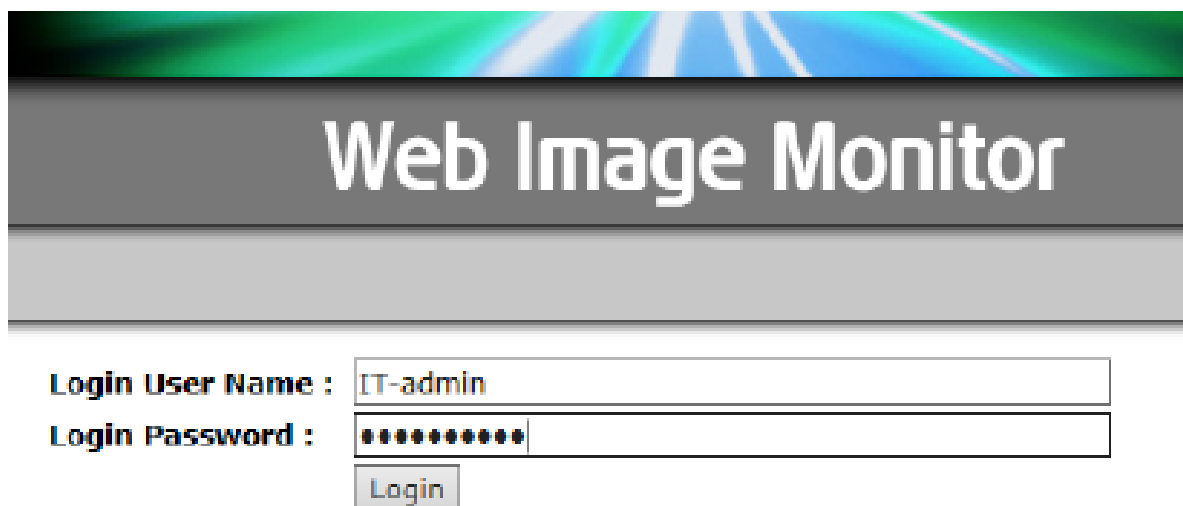
1. In your web browser, type in the network address of your Ricoh copier. If you do not know the address, Hive can provide it.

Lately we have been trouble navigating the address book in Google Chrome, so you might want to start with Firefox or Internet Explorer instead.

2. Click on Login in the upper right-hand corner.



3. You will be taken to the printer login page. Enter your username and password that have been provided by MPS or Hive.

The login page for the Ricoh Web Image Monitor. It features a header with a green and blue gradient background and the text "Web Image Monitor". Below the header is a login form with two input fields: "Login User Name" and "Login Password". The "Login User Name" field contains the text "IT-admin". The "Login Password" field contains a series of dots. Below the password field is a "Login" button.

Web Image Monitor

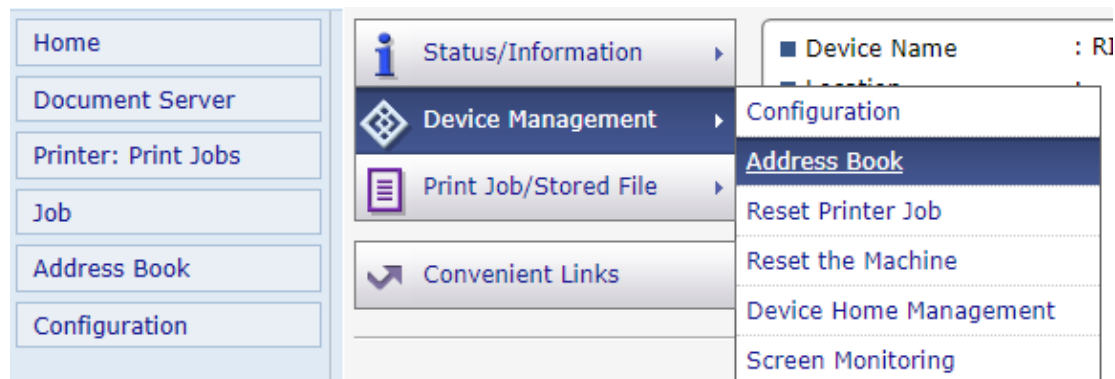
Login User Name : IT-admin

Login Password :

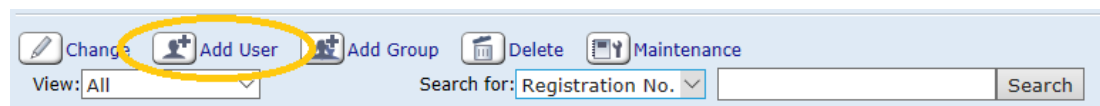
Login

4. **On the left hand menu, click on Address Book.**

On newer devices, Address Book may be listed under Device Management.



5. **On the Address Book menu, click on Add User.**



6. **When adding a new user, not everything will need to be filled out. I have outlined the parts to pay attention to.**

You will want to fill out Name, Key Display, User Code (for devices that have copying and scanning restricted by user code), Functions available to the user code, and Email Address for scanning. The User Code should be assigned randomly and not based on FERPA-protected identifier (UKID or SSN) or any easily-identified piece of information. We have seen room numbers or phone numbers used in user codes, and this allows people to very easily guess each other's codes and potentially abuse that to make unauthorized/untracked copies.

 A screenshot of the 'Add User' form. It has several sections. The top section has fields for 'Registration No.' (00029), 'Name' (Test User), and 'Key Display' (Test User), all outlined in yellow. Below is the 'Authentication Information' section. It has a 'User Code' field (95681) outlined in yellow. There are also sections for 'SMTP Authentication' and 'Folder Authentication', each with a 'Specify Other Auth. Info below' radio button and a 'Do not Specify' radio button. The 'Login User Name' and 'Login Password' fields are also visible.

■ Registration No.	:	00029
■ Name	:	Test User
■ Key Display	:	Test User

Authentication Information

■ User Code	:	95681
■ SMTP Authentication	:	<input type="radio"/> Specify Other Auth. Info below: <input checked="" type="radio"/> Do not Specify
Login User Name:	:	
Login Password:	:	Change
■ Folder Authentication	:	<input type="radio"/> Specify Other Auth. Info below: <input checked="" type="radio"/> Do not Specify
Login User Name:	:	
Login Password:	:	Change
■ LDAP Authentication	:	<input type="radio"/> Specify Other Auth. Info below: <input checked="" type="radio"/> Do not Specify
Login User Name:	:	
Login Password:	:	Change
■ Available Functions	:	<input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Scanner <input type="checkbox"/> Document Server <input checked="" type="checkbox"/> Printer

E-mail

■ E-mail Address	:	test.user@uky.edu
■ Use E-mail Address for	:	<input checked="" type="radio"/> E-mail / Internet Fax Destination <input type="radio"/> Internet Fax Destination Only
■ Send via SMTP Server	:	This function is only available for internet fax or E-mail sending by fax.
	:	<input checked="" type="radio"/> On <input type="radio"/> Off
■ User Certificate Status	:	None
■ User Certificate	:	Change
■ Encryption	:	<input checked="" type="radio"/> Set Individually <input type="radio"/> Encrypt All

OK Save and Add Another Cancel

7. Once you have filled out all the information in the last step, scroll down and click OK.

OK Save and Add Another Cancel