

Web Browsing the Copier by it's *IP Address*

Scan to E-Mail Set Up



Will bring up the "*Web Image Monitor*"



Click on the *Login button*



User Name is: *admin*

[There is no password]

- Click on the *Login Button*

[This guide is taken from a MPC2050 Colour M/c – variations across ranges will occur]

[Login Home page]

Click on the "**CONFIGURATION**" Button

Home

Document Server

Printer: Print Jobs

Job

Address Book

Configuration

Home

English

Refresh

Status Device Info Counter Inquiry

Device Name : RICOH Aficio MP C2500

Location :

Comment :

Host Name : RNPDDFB57

Reset Device Reset Printer Job

Configuration

Device Settings

- System
- Paper
- Date/Time
- Timer
- Logs
- E-mail**
- Auto E-mail Notification
- On-demand E-mail Notification
- File Transfer
- User Authentication Management
- Administrator Authentication Management
- Program/Change Administrator
- LDAP Server
- Firmware Update
- Program/Change Realm

Click on the "**E-MAIL**" Button

E-mail

OK Cancel

Administrator E-mail Address :

Reception

Reception Protocol : POP3

E-mail Reception Interval : On Off

15 minute(s)

Max. Reception E-mail Size : 2 MB

E-mail Storage in Server : Off

SMTP

SMTP Server Name :

SMTP Port No. : 25

Enter a valid "**e-mail account**"

Click the "**Off**" button

Enter the name of the "**Incoming Mail Server**" [or its IP address]

Enter correct "**Port No**" (normally 25)

When done Click on the "**OK**" button, then go to **Network** [configuration panel]

Network

- IPv4
- IPv6
- NetWare
- SMB
- SNMP
- SNMPv3
- SSDP
- Bonjour
- System Log

Click on the "IPv4" button

IPv4 : Active

Ethernet

Host Name : RNP12520D

DHCP : Active Inactive

Domain Name : Auto-Obtain (DHCP) BCMGROUP
 Specify

IPv4 Address * : 192.168.0.44 (192.168.0.156)

Subnet Mask * : 0.0.0.0 (255.255.255.0)

DDNS : Active Inactive

WINS : Active Inactive

Primary WINS Server * : 0.0.0.0 (0.0.0.0)

Secondary WINS Server * : 0.0.0.0 (0.0.0.0)

Scope ID * : ()

Details

Default Gateway Address * : 0.0.0.0 (192.168.0.150)

DNS Server : Auto-Obtain (DHCP) Specify

Auto-Obtain (DHCP)
 DNS Server1(DHCP) : 192.168.0.150
 DNS Server2(DHCP) : 0.0.0.0
 DNS Server3 : 0.0.0.0 The parameter setting will be updated only when [Auto-Obtain (DHCP)] is clicked.

Specify
 DNS Server1 : 0.0.0.0 The parameter setting will be updated only when [Specify] is clicked.
 DNS Server2 : 0.0.0.0
 DNS Server3 : 0.0.0.0

Turn off DHCP for a Static IP address
 Obtain Domain name by DHCP
 Or Specify
 Enter "**Domain name**" if used.

Enter "**IP address**"
 Enter "**Subnet Mask address**"

Enter the "**Gateway IP Address**"

When static IP is selected DNS Auto-Obtain will switch to Specify

Enter the "**DNS Server IP address**"

When done click "OK".

- Home
- Document Server
- Printer: Print Jobs
- Job
- Address Book
- Configuration

On the home page click on "**Address Book**" button

Address List Refresh ?

Back

Click "Add User" button

Change Add User Add Group Delete Maintenance

View: All Search for: Registration No. Search

1/1 Page : Go Display Items : 10 Number of Registered: User(s)0 Group(s)0

| Registration No. | Name | Freq. | Title 1 | Title 2 | Title 3 | User Code | Fax Destination | E-mail Address | Folder |
|------------------|------|-------|---------|---------|---------|-----------|-----------------|----------------|--------|
|------------------|------|-------|---------|---------|---------|-----------|-----------------|----------------|--------|

On the ADD USER page fill in the following sections

Add User ?

OK Save and Add Another Cancel

Registration No. : 00001

Name : Enter e-mail reference Name

Key Display : Enter e-mail "Key Display" Name

Protection ▲

Use Name as : Destination Sender Put a Tick in "Destination & Sender" box's

Protect Destination

Protection Object : Sender Folder Destination

Protection Code :

E-mail ▲

E-mail Address : Enter "E-mail Address"

Use E-mail Address for : E-mail / Internet Fax Destination Internet Fax Destination Only

Send via SMTP Server : This function is only available for internet fax or E-mail sending by fax.
: On Off

User Certificate Status : None

User Certificate :

Encryption : Set Individually Encrypt All

When done click "OK" or "Save and add another" to enter more accounts.