

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

Fax Destination Set Up



Will bring up the "*Web Image Monitor*"



Click on the *Login button*

RICOH



Login User Name : admin

Login Password :

Login

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]

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

Click on the "Configuration" button

- Fax**
- Initial Settings
 - Send / Reception Settings
 - IP-Fax Settings
 - IP-Fax Gateway Settings
 - Parameter Settings

Click on the "Initial Settings" button

Fax Information

■ Fax Header

First Name (Fax Header) :

Second Name (Fax Header) :

■ Own Name :

■ Own Fax Number

G3-1 :

OK Cancel

Enter "Company Name"

Enter "Company Name"

Enter "Fax Number"

When done click "OK"

- Home
- Document Server
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Click on the "Address Book" button

Address List Refresh ?

Back

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
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Click on the "Add User" button

OK **Save and Add Another** **Cancel**

■ Registration No. : 00001

■ Name : ← Enter Destination name

■ Key Display : ← Enter Destination to be Displayed

Fax

■ Fax Destination : ← Enter Destination Fax Number

■ Select line : G3 ▾

■ Advanced Features

Transmission SUB code:

Password (SID):

Reception SEP code:

Password (PWD):

■ International Transmission Mode: On Off

■ Fax Header : 1st Name ▾

1st Name: *Not programmed

2nd Name: *Not programmed

■ Label Insertion : On Off

1st Line: (Print receiver's name)

2nd Line: *No Stamp ▾

:

3rd Line: *No Stamp ▾

When done click "OK" or "Save and Add another"