How do I add a user to the scanner destinations on my Ricoh multi-function printer?

How to add an email recipient to the local address list on a Ricoh Multi-function Printer*

1. Press **Scanner** option and enter your **User Code** if required.
2. Press **Prg. Dest.**, which appears on the right side of the screen, above [To…Cc…Bcc].
3. Press **Change** to the right of the blank email address. Enter the send-to email address you wish to program. Press **OK**. **Be very careful when entering text**! Only a Print Services administrator can delete entries in the Ricoh Address Book.
4. Press **Names**.
5. Press the top **Change** tab; enter the full name associated with the email address. Press **OK**.
6. Next to **Key Display**, either use the same name as above or press **Change** to enter a nickname to be displayed on the screen—up to a **maximum of 12 characters** for Key Display.
7. If this is a hallway machine used by people from multiple departments, **de-select** **Frequent** so it is **not** highlighted. (A limited number of names can appear on the Frequent screen. Be a good citizen and use the Frequent screen only if the Ricoh resides in your department office!)
8. Press **OK** and the Destination is now programmed into the Address Book. The name will appear under the Alpha tab group for the Department.

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