**Adding or deleting a user for your Ricoh copier**
Last Updated: 06/08/23

1. There are multiple ways to get to the Address Book area where you will add or edit a user for the copier. One way is from the home screen, touch, hold and swipe left (red arrows are an example of a blank area where you can touch the screen to swipe but you can do this in any blank area to avoid selecting a function button)
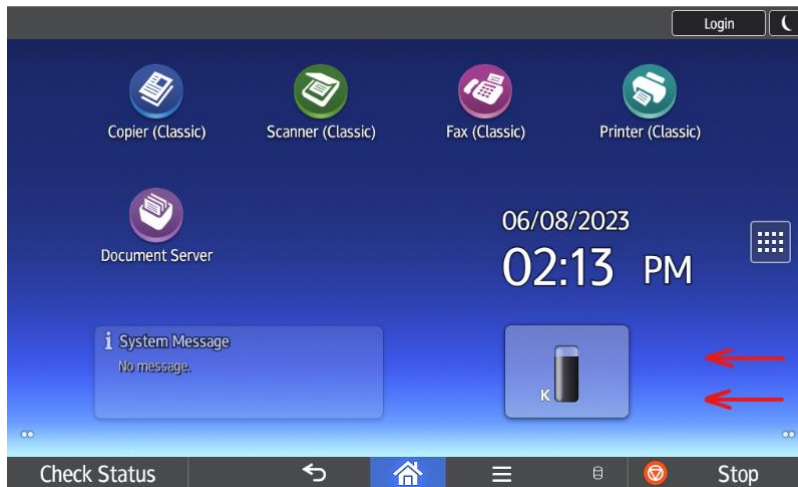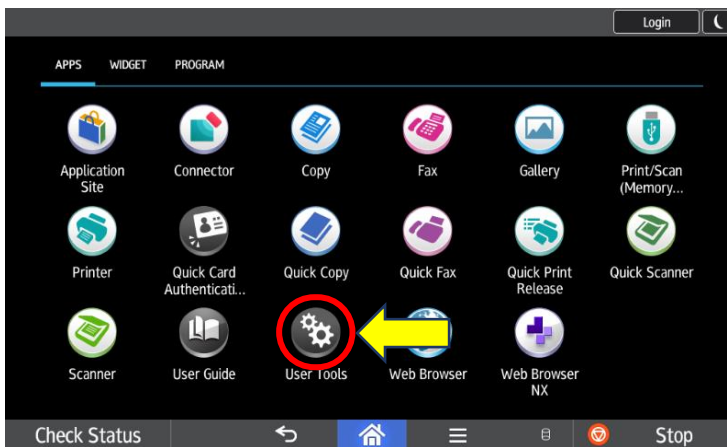

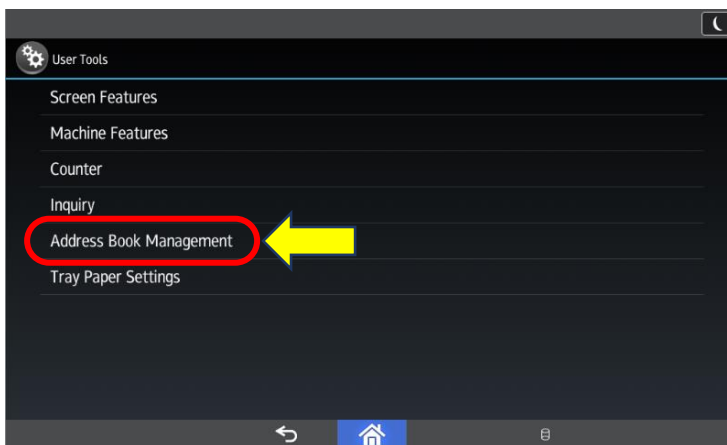From the next screen press the "Address Book Management" button
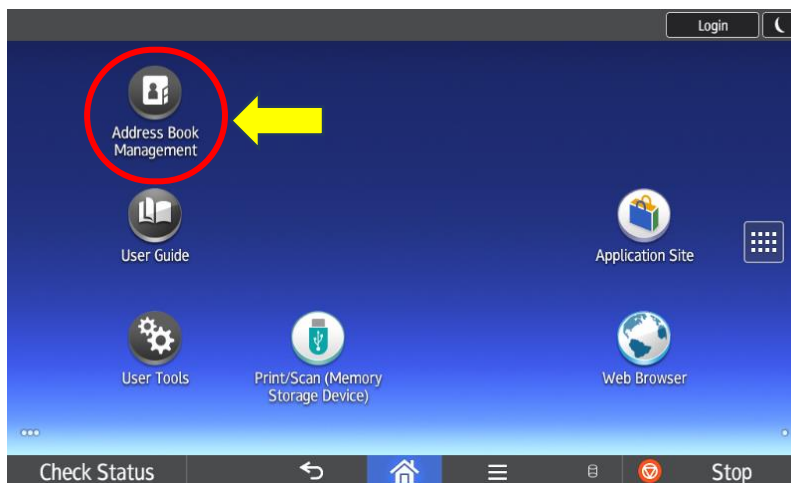
If you do not see the "Address Book Management" button you can also get to the Address Book by pressing the matrix button from the home screen
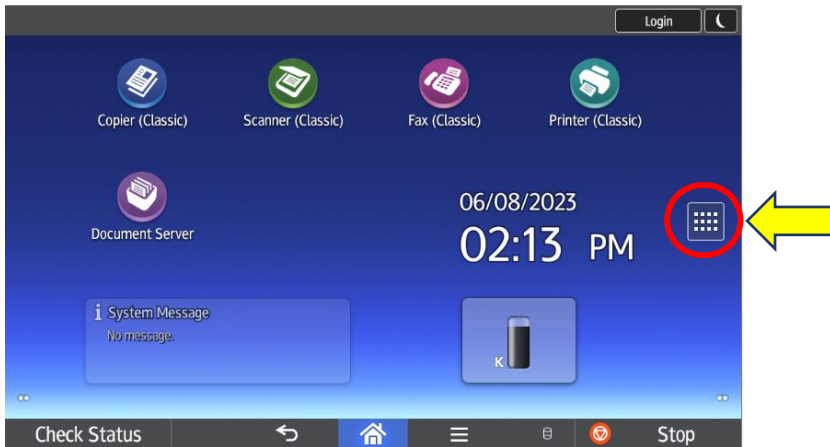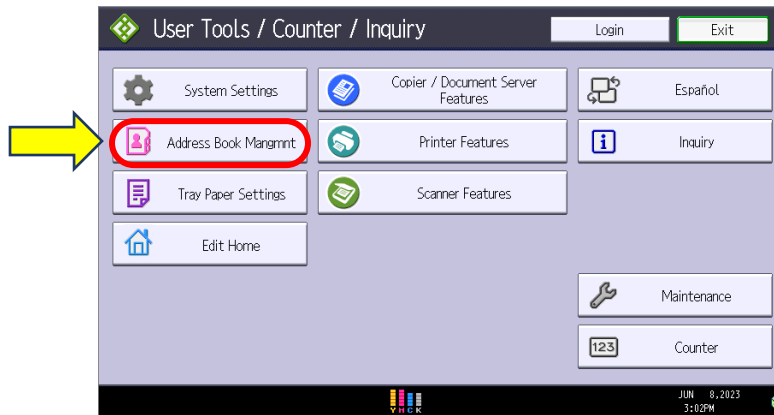

Then pressing the "User Tools" button

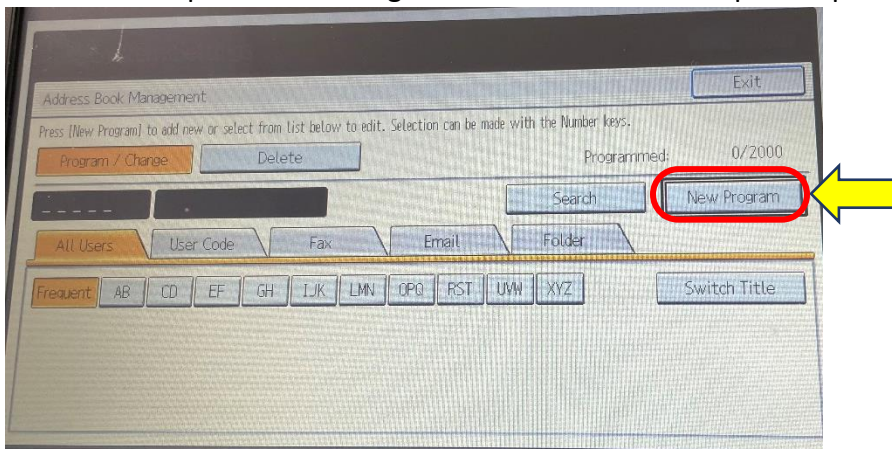Then pressing "Address Book Management"

As a third option, if you have a copier model with physical buttons, you can press the User Tools/Counter button
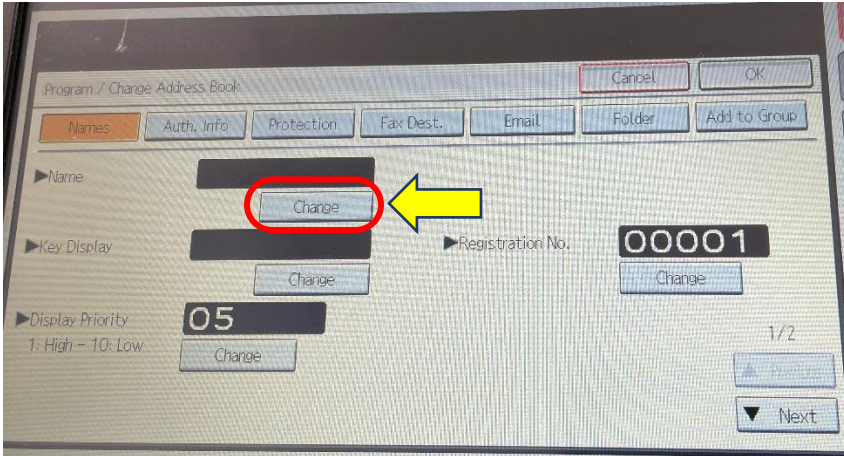

Then press the "Address Book Management" button
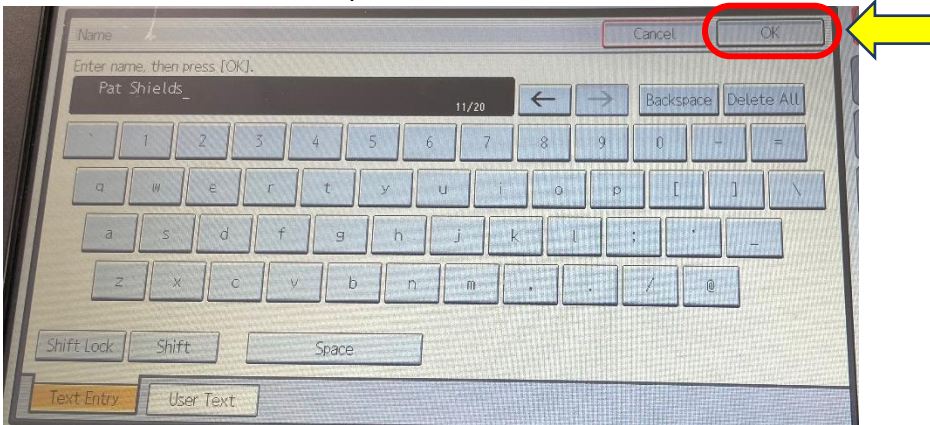

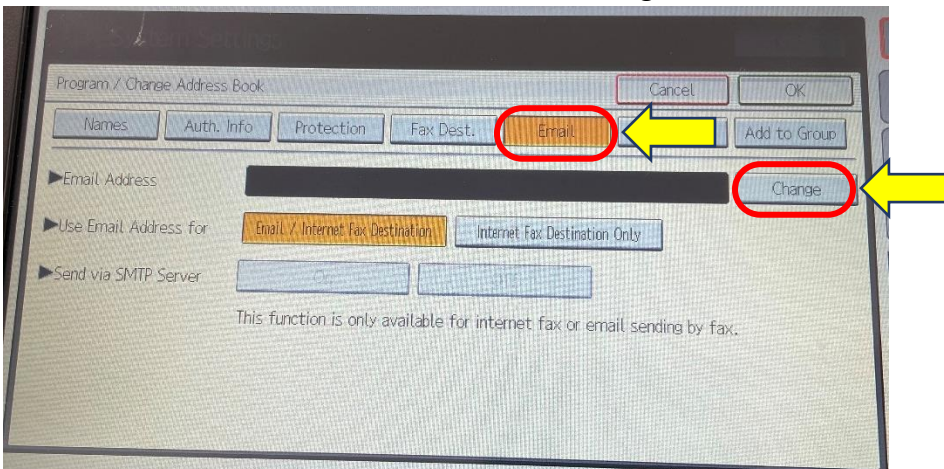2. To add a user press "New Program". To delete a user skip to step 7
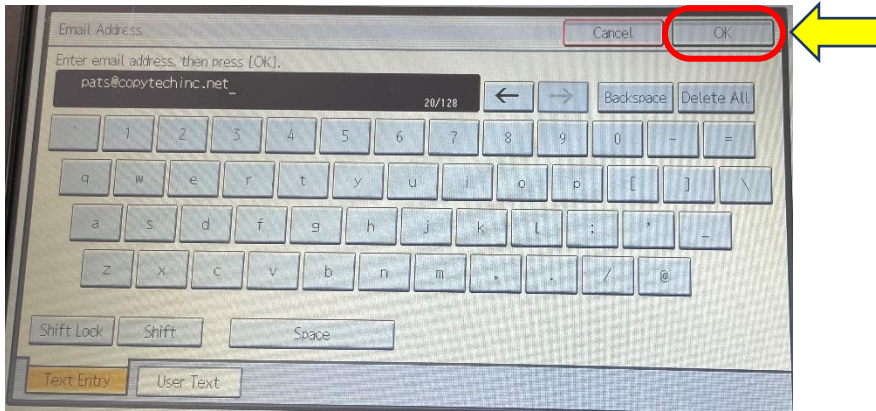
3. Next to the field "Name" press "Change"

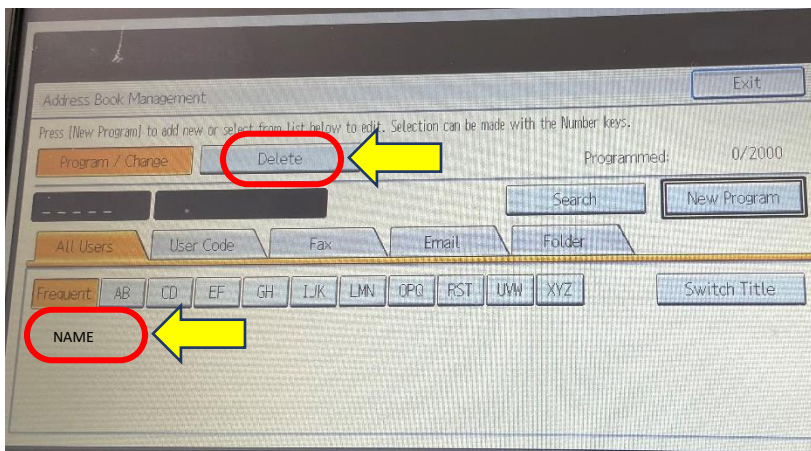4. Enter the users Name and press "OK"

5. Press the tab for "Email". Press the button "Change".

6. Enter the users email address. Press "OK".

7. To delete a user, press the name of the user you would like to delete. Press the "Delete" button and press "Yes" to confirm. When you are done deleting users press the "EXIT" touch button in the upper right corner of the screen to return to the main screen.

8. Press the "EXIT" touch button in the upper right corner of the screen to return to the main screen.