## Adding Address Books for the Ricoh Printers

| **Step** | **Action** |
| --- | --- |
|  | Login to the printer by using your OneCard. |
|  | On the main screen, select the **Device functions** option.  A screen shot of a computer  Description automatically generated |
|  | Select the **right arrow** icon.  A screen shot of a computer  Description automatically generated |
|  | Select the **Settings** option.  A screen shot of a computer  Description automatically generated |
|  | Select the **Address Book** option.  A screen shot of a computer  Description automatically generated |
|  | Select the **Register** option.  A close up of a computer screen  Description automatically generated |
|  | Within the ‘Name’ tab, enter the contacts name (Do Not click OK when done.)  A screen shot of a computer  Description automatically generated |
|  | Select the **Destinations** tab. |
|  | Select the **Email Address** option.  A screen shot of a computer  Description automatically generated |
|  | Enter the Email addresses. |
|  | Select the **OK** button on the email address screen. |
|  | Select **OK** on the Destination page. |
|  | Select the **Home** Icon. |
|  | Select the **Left arrow** on the Settings screen. |
|  | Select **Scanner** to view the Address book.  A green and white logo  Description automatically generated |
|  | You have completed the Adding Address books for Ricoh Printers topic.  **End of Procedure.** |