

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 :

Login Password :

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"