How to add your name to a Ricoh address book for scanning

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1) Go to the Scanner touch screen. Click on “Prg. Dest.” (Program Destination) in the top right corner (see my finger?)

2) You will get this screen. Click on “Change” to the right of that long green bar.
3) Using the keyboard, type in your email address. Click “OK” when finished.

![Keyboard input for email address](image1.png)

4) You will return to this screen, but now your email address will be in the green bar. Now click on the “Names” tab on the top left.

![Names tab selected](image2.png)
5) Now you get to program the button you’ll see when you go to scan. Click on “Change” just below the top green bar for the Name field.

6) Use the keyboard to type in your name. Use the shift buttons on the bottom to make capital letters. There are only 20 characters, so your name may be truncated if it’s very long. Click on “OK” when done.
7) Now choose where you will locate your name on the menu. You can click the letter for your first initial or your last initial. In this case, I selected “LMN” for Megan’s first initial, M. Click “OK” when done.

8) And that’s it! Now when you go to scan, click on the letter you selected, and you will see your name below.

Thanks to Jessica Hutchins for creating this guide!