

HOW TO ENTER A NEW EMAIL USER AND/OR FAX NUMBER on RICOH, LANIER, GESTETNER MACHINES

PRESS SCANNER BUTTON

PRESS PRG DESTINATION

PRESS EMAIL TAB OR FAX TAB

PRESS CHANGE OR PROGRAM DESTINATION

ENTER NEW EMAIL ADDRESS OR FAX NUMBER

PRESS OK

PRESS NAME TAB

TYPE IN NEW NAME

PRESS OK

PRESS OK

THERE SHOULD BE A NEW USER LISTED ON THE EMAIL SCREEN OR THE FAX SCREEN