1. Open the Maintenance (T:) Drive, and find the Front Ricoh Business Center Icon. If you are using thumbnails, it should look like this:



1. When you have located this icon, click on it to open the link in your web browser.
2. When it is open, look for the login link in the top right corner of the page. It should look like this:



1. Click this link, and the login page will open.
2. When the login page has opened, type “admin” in the Login User Name field. It should look like this: 
3. Click “Login”
4. This action should open another page.
5. When this page has opened, find the “Address Book” tab on the left of the screen. It should look like this:



1. Click this tab.
2. This action should open another page.
3. When this page has opened, select the address you would like to modify by clicking the dot on the left of the address list. This action should look like this:



1. After doing this, click “Change” located on the top left, above the list. This should open another page.
2. When the page has opened, find the “Folder Authentication” section. Click Change. This is pictured below.



1. Doing so will open another page.
2. When this page has opened, ask user to type their password in both fields. This should be the password required to access their computer. This should look like this:



1. After user completes this, click OK. Wait for the next page to load COMPLETELY.
2. When page has loaded completely, scroll to the top or bottom and click OK. This should look like this:



1. When you have completed these actions. The scanner should function properly. Log out of the business center, and have a nice day.