

Configuring

[Configuring](#) / [Notifications](#) / Email

Email notifications

You can configure email notifications by doing the tasks described in this section.

After the initial configuration is complete, you should test your email notifications to make sure they work as you expect them to.

In this section:

[Changing your email address](#)

Users defined in the RICOH ProcessDirector system can change their own email addresses.

[Setting up email notifications](#)

You can configure RICOH ProcessDirector to notify users by email when specific input device, printer or job events occur.

[Creating email notifications](#)

You can use notifications to send emails to selected users when specific input device, job or printer events occur. You can create one email notification for each combination of event and recipients. For example, you can create one notification to send emails to the first shift operators when a printer enters an error state and another notification to send a slightly different email message to the second shift operators when the same printer event occurs.

Parent topic: [Notifications](#)