



BIZHUB “4” AND “4e” SERIES

Add, edit, delete email address

You can add/edit/delete email addresses from either the control pane, or on your computer via a web browser.

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Bridgeport Office Solutions

43 Speers Road

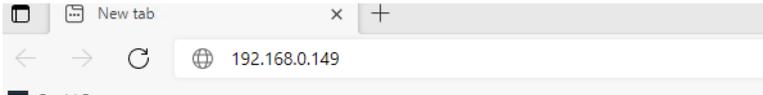
Winnipeg, Manitoba R2J 1M2

(204) 953-0540 (P) | (204) 953-0549 (F) | bpadmin@bpos.ca (E) | www.bpos.ca

Via the Web Browser

Access the Address Book

1. Open a web browser and enter the IP address into the address bar and press **Enter**



- a. *If you do not know the IP address of your copier, contact your system administrator*
 - b. *If you receive a warning, ensure the proper IP address has been entered into the address bar and then follow the instructions for your browser to continue to the IP address*
2. If you have account track set up, you will need to enter in your copier password and click **[Login]**
 3. Click **[Store Address]**



4. Click **[Address Book]**



Add an Email Address

5. Click **[New Registration]**
Address Book List

The other party who wants to transmit data can be registered.



6. Select **Email** and click **[OK]**





7. Fill in the following information:
 - a. Enter in a **Name** for the email address
 - b. Select the **Search** index (this is usually the first letter of the first or last name)
 - c. If you would like the address to show in **Favorites**, check the **Main** checkbox
(*Favorites is normally configured as the scan/fax default page*)
 - d. Enter the **Email Address**
 - e. Click **[OK]**

Address Book (E-mail)

No.

- Use opening number
- Direct Input

Name

Index

Specify a keyword for address search and display by registered name.

 Main

Destination Information

E-mail Address

Registration of Certification Information

Registration of Certification Information

No file chosen

Deletion of Certification Information

Limiting Access to Destinations

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- To register another email address, click **[Continue Registration]** or if you are done, click **[Return]**

No.:3

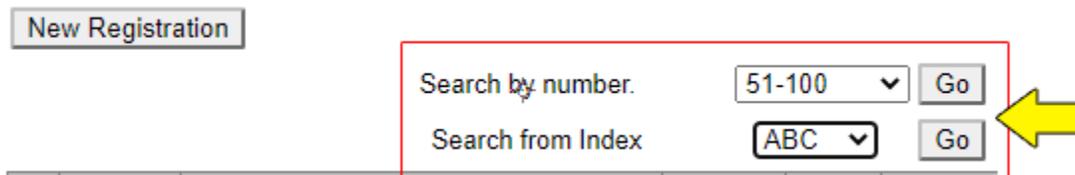
Address Book registration is complete.



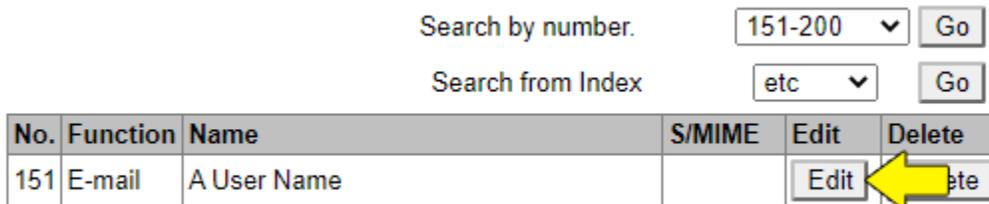
- The email has now been registered

Edit an Email address

- Use either the **Search By Number** or **Search From Index** to locate the email address you wish to edit and click **[Go]**



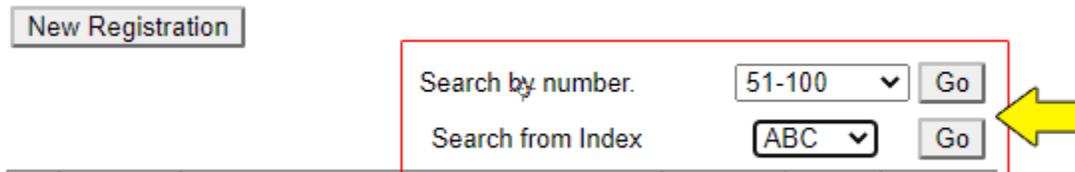
- In the list, find the email you wish to edit and click **[Edit]**



- Make your desired changes (See step 7 in [Add an Email Address](#)) and click **[OK]**
- When the *Address Book registration* is completed, click **[OK]**

Delete an Email Address

- Use either the **Search By Number** or **Search From Index** to locate the email address you wish to edit and click **[Go]**



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- In the list, find the email you wish to edit and click **[Delete]**

Search by number.

Search from Index

| No. | Function | Name | S/MIME | Edit | Delete |
|-----|----------|-------------|--------|-------------------------------------|---------------------------------------|
| 151 | E-mail | A User Name | | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

- Click **[OK]** to confirm the deletion

Delete Address Book

| | |
|---------|--------------|
| No. | 151 |
| Name | A User Name |
| Address | user@name.ca |

The stored destination will also be deleted.
Are you sure you want to delete?



- Once *Completed*, click **[OK]**
- The email address has been deleted



Via the Control Panel

Access the Address Book

1. Press **Menu**
2. Touch **Utility**
3. Touch **(1) One Touch/User Box Registration**
4. Touch **(1) Create One Touch Registration**
5. Touch **(1) Address Book (Public)**
6. Touch **(1) Email**

Add and email address

7. Touch **New** (at the bottom of the screen)
8. Touch **Name** and enter in a name to be displayed
9. Touch **Index**. Enter the desired search index. If you wish this address to be displayed in the Favorites (main screen), select *Favorites*
10. Touch the **Down** arrow
11. Touch **Email** and enter an email address
12. Touch **OK**

Edit an email address

13. Select the address you wish to edit
14. Touch **Edit**
15. Make the desired changes
16. Touch **OK**

Delete an email address

17. Select the email address you wish to delete
18. Touch **Delete**
19. Confirm deletion
20. Touch **OK**
21. Touch **Close** 5 times

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