



Quick Reference Guide for the System Administrator

MFP IP Address: _____ . _____ . _____ . _____

Administrator Password: _____

Register an Email Address in the Address Book

***** NOTE ***** Email SMTP Server information **MUST** already be configured.

Register Address via the MFP Control Panel

1. Press **[Utility/Counter]**
2. Touch **[One Touch/User Box Registration]**
3. Touch **[Create One Touch Destination]**
4. Touch **[Address Book]**
5. Touch **[Email]**
6. Touch **[New]**
7. Touch **[Name]** and enter a name (up to 24 characters)
8. Touch **[Index]** and specify how you want the address organized
9. Touch **[Address]** and enter the email address
10. Touch **[OK]**->**[Close]**

Register Address via the PageScope Web Connect

1. Double Click the MFP's icon on your desktop **OR** open your web browser and enter the MFP's IP address in the address bar
2. If you are asked to login, login as "Public User" or use your user ID and Password
3. Click the "Store Address" icon (the orange one) 
4. Click **[Address Book]**->**[Store Address]**
5. Click **[New Registration]**
6. Select **[Email]** and click **[OK]**
7. Enter the desired name in the "Name" text box
8. Select the desired index. If you want this address to be listed in "Favourites", ensure that the "Main" checkbox is checked
9. Enter the email address in the "E-mail Address" text box
10. Click **[OK]** **two times**



Register a Fax Number in the Address Book

***** NOTE ***** Optional fax kit required for faxing

Register Fax Number via the MFP Control Panel

1. Press **[Utility/Counter]**
2. Touch **[One Touch/User Box Registration]**
3. Touch **[Create One Touch Destination]**
4. Touch **[Address Book]**
5. Touch **[Fax]**
6. Touch **[New]**
7. Touch **[Name]** and enter a name (up to 24 characters)
8. Touch **[Index]** and specify how you want the address organized
9. Touch **[Address]** and enter the Fax Number
10. Touch **[OK]->[Close]**

Register the Fax Number via the PageScope Web Connect

1. Double Click the MFP's icon on your desktop **OR** open your web browser and enter the MFP's IP address in the address bar
2. If you are asked to login, login as "Public User" or use your user ID and Password
3. Click the "Store Address" icon (the orange one)
4. Click **[Address Book]->[Store Address]**
5. Click **[New Registration]**
6. Select **[Fax]** and click **[OK]**
7. Enter the desired name in the "Name" text box
8. Select the desired index. If you want this address to be listed in "Favourites", ensure that the "Main" checkbox is checked
9. Enter the Fax Number in the "Destination" text box
10. Click **[OK] two times**



Add an Account Tracking User to the MFP

*** **NOTE** *** Account tracking must be enabled for this feature

Add User from the MFP's Control Panel

1. Press **[Utility/Counter]**
2. Touch **[Administrator Settings]**
3. Enter the Admin Password (default is 12345678) and touch **[OK]**
4. Touch **[User Authentication/Account Track]**
5. Touch **[Account Track Settings]**
6. Touch **[Account Track Registration]**
7. Select an empty box and touch **[Edit]**
8. Touch **[Account Name]** and enter the desired name
9. Touch **[Password]** and enter the desired password
10. Touch **[Output]** to set the desired output settings/restrictions
11. Touch **[Max Allowance Set]** to set the number of copies/prints allowed
12. Touch **[OK]**

Add User from the PageScope Web Connect

1. Double Click the MFP's icon on your desktop **OR** open your web browser and enter the MFP's IP address in the address bar
2. If you are NOT at the login screen, click **[Logout]->[OK]**
3. Select **[Administrator]** and click **[Login]**
4. Enter the Admin Password, and click **[OK]**
5. Click "User Auth/Account Track" icon
6. Click **[Account Track Settings]**
7. Click **[New Registration]**
8. Enter the required information
 - a. **Account Name** -> The desired username
 - b. **Password** -> The desired password
 - c. **Permissions** -> Allow or restrict color and/or B/W Prints
 - d. **Max. Allowance Set** -> The maximum prints allowed
9. Click **[OK]** Twice





Consumables

There are many consumables in the MFP. Toners and imaging units are just two examples. When these items need to be inspected or replaced, the machine will display a message on the screen.

So when do you call Bridgeport?

Customer Replaceable Units

The following items are replicable by the end user:

1. Toners
2. Toner Waste Bottle

Service Replaceable Units

If a message appears for the following units, please call Bridgeport for service.

1. Imaging Unit
2. Fusing Unit
3. Transfer Belt
4. Transfer Roller
5. Filters

**For Service and Supplies,
please call:**

(204) 953-0540