

Add/Edit/Delete a Fax Number/Email Address

DGEPORT

1)

2) 3)

*** NOTE *** these instructions assume that you already have email (SMTP) settings configured on your machine. If you do not, or are unsure, ask your system administrator.

If you have a desktop icon on your computer for the MFP, double click it. Otherwise, open your internet							
browser and enter in the MFP's IP address. (If you do							
not know your If	P address, go to Get Your IP address	n Job	Box	C450_C550			
located later in t	his document)		Address Bask List				
Click the [Store Address] tab			The other party who wants to the	ansmit data can be registered.			
Click [Address Book]->[Store Address] on the left			New Registration				
hand side	► Group			Search by number. 1-50			
a. <u>To Add</u>	/Edit an Email Address			Search from Index			
i.	To Add an Email Address	Adda a Rose	1. (7				
	1. Click the [New Registration] button	No.	K (E-mall)				
	2. Select the [E-mail] radio button and	Use ope	ning number				
	click [OK]	O Direct In Name	iput	dgeport Office			
ii.	To Edit an Email Address	Index		-3			
	1. Click the [Edit] button beside the	Specify a	keyword for address search and dis	play by registered name.			
	name you wish to edit			Main			
iii.	Enter the desired name in the [Name] textbox	Destination In	ormation				
iv.	Select your index and click the [Main] checkbox	E-mail Addre	ss bpa	admin@bpos.ca			
	if desired	Registrati	on of Certification Information stration of Certification Informati	on			
v.	Enter the email address in the [E-mail Address]			Browse_			
	textbox						
vi.	Click [OK]	O Delet	Deletion of Certification Information				
vii.	Click [OK]	Limiting Acce	Limiting Access to Destinations				
b. <u>To Add/Edit a Fax Number</u>			Display				
i.	To Add a Fax Number	Addres	s Book (Fax)				
	1. Click the [New Registration] button	۹ ر	Jse opening number				
	2. Select the [Fax] radio button	C [Direct Input	Bridgenort Fax			
ii.	To Edit a Fax Number	Index		Diagoport ax			
	1. Click the [Edit] button beside the name	2	Specify a keyword for address search	and display by registered name.			
	you wish to edit			Main			
iii.	Enter the desired name in the [Name] textbox	Destin	ation Information				
iv.	Select your index and click the [Main] checkbox	if	nation	2049530549 (one-byte numeric, '#, '*', '-', 'T', 'P', 'E')			
	desired	Comr	nunication Setting	Display			
v.	Enter the fax number in the [Destination] text b	OOX	g Access to Destinations				
vi.	Click [OK]			Display			
vii.	Click [OK]			OK Cancel			
c. To Dele	te an Email/Fax Address						

- i. Click the [Delete] button beside the name you wish to delete
- ii. Click [OK] to confirm the deletion
- iii. Click [OK]

Keywords

BRIDGEPORT

Keywords allow you to easily search for names on your keypad. If you assign an address under the **"Ghi"** index, that address will show up under that tab on the touch screen. Usually, but not always, you will want to use the Keyword that corresponds with the first letter in the name (ie: Bridgeport -> "Abc").

The *Main* checkbox will add that address to the favourites tab. Use this feature for addresses that you will use on a regular basis for simplified searching. Remember, however, if you put too many names in the favourites, it may become difficult to locate individual addresses.

Job List	Select desired destination(s).	No. of Dest. (000
Check Job	Fax can be sent at any time using keypad.	_	_
	Address Book Direct Input Job History Address	Off-Hook	
Name Status	FREESE ABC DEF GHI JKL MNO PORS TUV WXYZ et	c	
	◆Fах Токуо Sale оскуо Sale	1/ 1	1
		Group	
		Search	
Delete			
Job Details	🖆 Scan Settings 🖉 🖲 Original Settings 🦉 Settings	tion	
Y M C K	03/11/2008 00:43 Memory 100%		

