

Add/Edit/Delete/Use Groups

A group allows you to fax or email documents to multiple recipients at one time. When you use a group, one document will be sent to all the addresses in that group. Remember, however, that this will take time in the case of faxes, as each number must be dialed and sent individually. **Up to 500 addresses can be added to each group.**

This document assumes you know the IP address of your MFP or have a link to the MFP on your desktop

Add a Group

1. Double click the MFP icon on your desktop or, if you do not have an icon, open your internet browser and enter the IP address of the MFP in the address bar.
2. Click on the **[Store Address]** tab
3. Click on **[Group]** on the left hand side
 - a. **To Add/Edit a Group**
 - i. **To Add a Group**
 - 1) Click **[New Registration]**
 - ii. **To Edit a Group**
 - 1) Click the **[Edit]** button beside the group name you wish to edit
 - iii. In the **[Name]** textbox, give your group a name
 - iv. To add fax numbers/email addresses, click the **[Search from List]** button below *"Destination Information: Scan/Fax Address"*
 - v. In the popup window, add the addresses you want in the group by clicking the checkbox beside the address name
 - vi. To add a user box, click the **[Search from List]** button below *"Destination Information: User Box"*
 - vii. In the popup window, add the user boxes you want in the group by clicking the checkbox beside the address name
 - viii. Clicking the **[Check Destination]** button will allow you to see all the addresses that are already entered in the group
 - ix. Under *Specify Icon*, click **[Search from List]** and choose an icon for the group
 - x. Click **[OK]**
 - xi. Click **[OK]**
 - b. **To Delete a Group**
 - i. Click the **[Delete]** button beside the name of the group you wish to delete
 - ii. Click **[OK]** to confirm the deletion
 - iii. Click **[OK]**

