

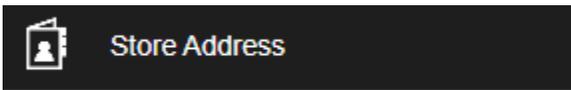
BIZHUB I SERIES EDIT EMAIL ADDRESS

You can add/edit/delete email addresses from either the control panel, or on your computer via a web browser. The operation to add/edit/delete is the same for both, however accessing the Address Book is slightly different.

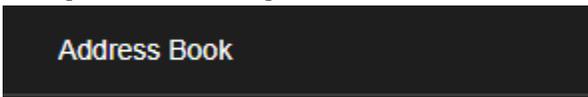
Accessing the Address Book, Browser

You will need the IP address of the Copier to access it via the web browser. If you do not know it, we have instruction please check the [Get the IP Address](#) section later in this document.

1. Open a web browser (Edge, Firefox, Chrome, Opera, Safari) and enter the IP address obtained from the previous steps and then press enter.
2. If you are taken to the login screen, select **[PUBLIC USER]** (or enter a username/password if required) and click **[LOGIN]**
3. Click **[STORE ADDRESS]**



4. Click **[ADDRESS BOOK]**



Accessing the Address Book, Control Panel

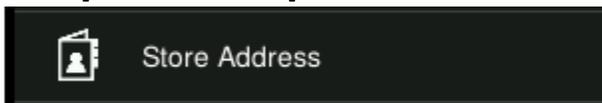
1. Press **[MENU]**



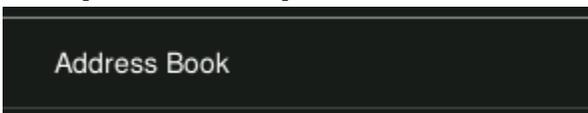
2. Select **[UTILITY]**



3. Select **[STORE ADDRESS]**



4. Select **[ADDRESS BOOK]**



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

Add/Edit/Delete an Email Address

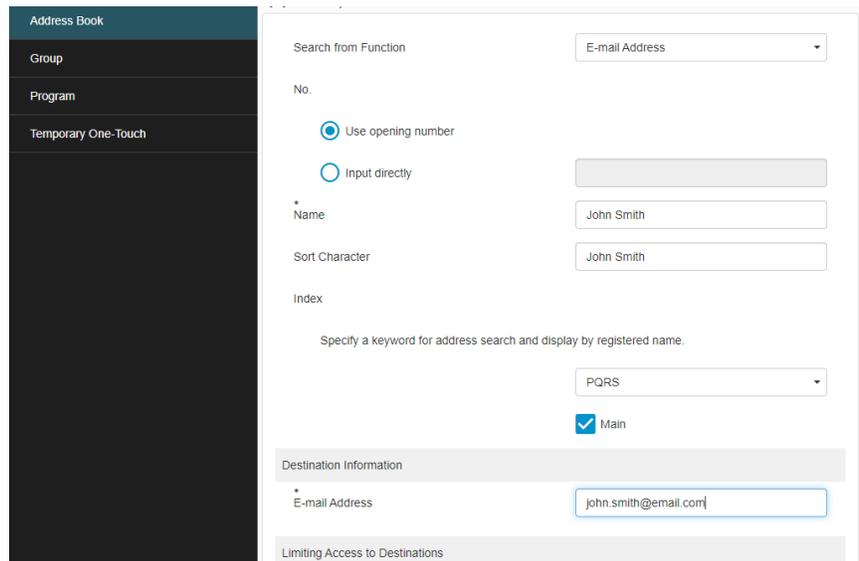
Now that we are in the address book, we can perform our desired operation.

Add a new email address

1. Click **[NEW REGISTRATION]**



2. Enter the desired *NAME*
3. In the *Index* section, select the characters you wish to sort by in the dropdown (for example, JKL for John to sort by first name or PQRS for Smith to sort by last name)
4. If you wish this address to be in the *Favorites* page (the one that initially populates when you select "Scan"), check the **[MAIN]** checkbox
5. Enter the *e-mail address*
6. Click **[OK]**



Address Book

Group

Program

Temporary One-Touch

Search from Function: E-mail Address

No.

Use opening number

Input directly

* Name: John Smith

Sort Character: John Smith

Index

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

PQRS

Main

Destination Information

* E-mail Address: john.smith@email.com

Limiting Access to Destinations

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Edit an Email Address

1. Search for the email address you wish to edit (either by Number or Index)

Search Method Search from Index

Search from Index PQRS **Go**

No.	Function	Name
1	E-mail	John Smith

2. Select the email you wish to edit and click **[EDIT]**

No.	Function	Name
1	E-mail	John Smith

3. Make your desired changes and then click **[OK]**

Delete an Email Address

1. Search for the email address you wish to edit (either by Number or Index)

Search Method Search from Index

Search from Index PQRS **Go**

No.	Function	Name
1	E-mail	John Smith

2. Select the email you wish to delete and click **[DELETE]**

No.	Function	Name
1	E-mail	John Smith

3. Verify you have the right email and then click **[OK]** to confirm the deletion or **[CANCEL]** to cancel

Get the IP address

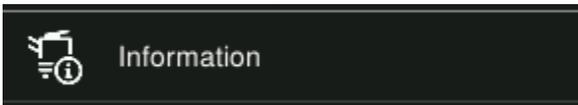
1. On the photo copier control panel, press **[MENU]**
2. Select **[UTILITY]**



3. Select **[UTILITY]**



4. Select **[INFORMATION]**



5. Select **[NETWORK SETTING INFORMATION]**
6. Scroll down the page to find *IPv4 Address*

- ▶ Device Information
- Network Setting Information
- ▶ Print Setting Information
- Print Information

Network Information

Type	Ethernet10/100/1000BaseT
Network Speed	Auto (10M/100Mbps)
IPv4 Address	192.168.0.107
IPv6 Address	
MAC Address	00:20:6B:44:5A:B0
Host Name	KM445AB0
Workgroup Name (SMB)	WORKGROUP
Bonjour Name	KONICAMINOLTA-bizhub-C360i-44-5A-B0

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