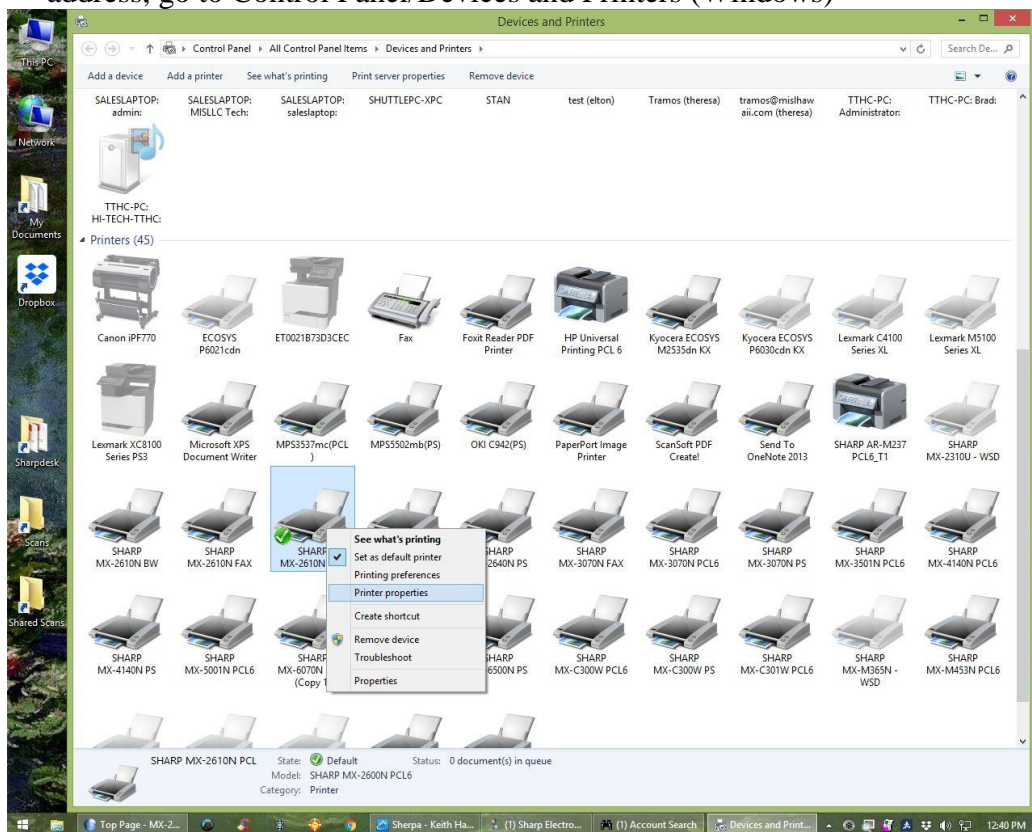




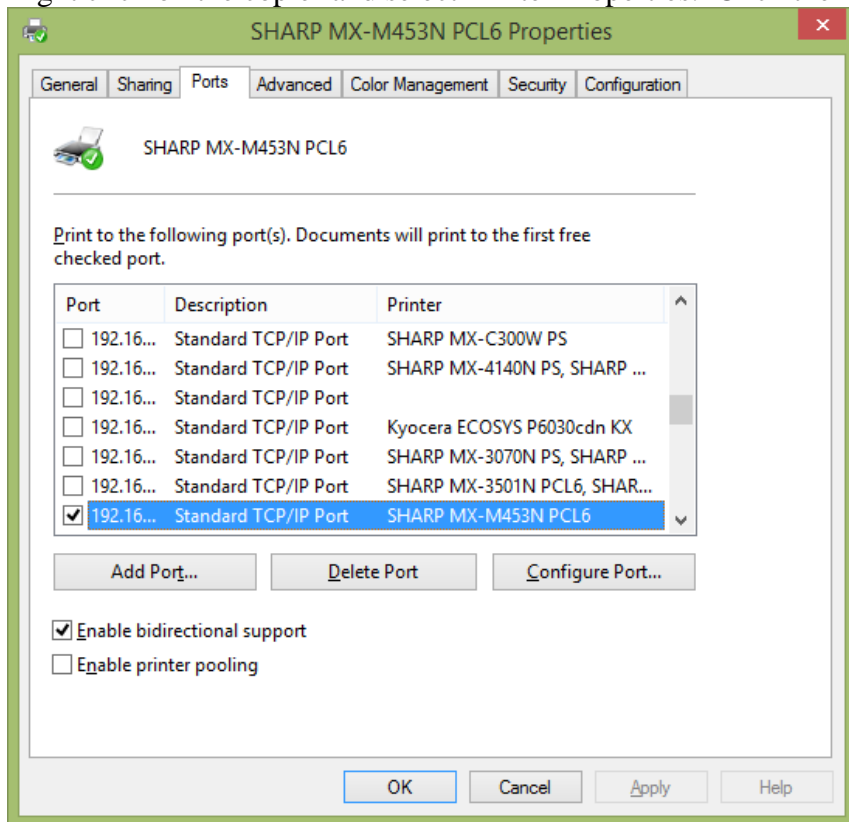
Instruction Sheet

Sharp Address Book Editing

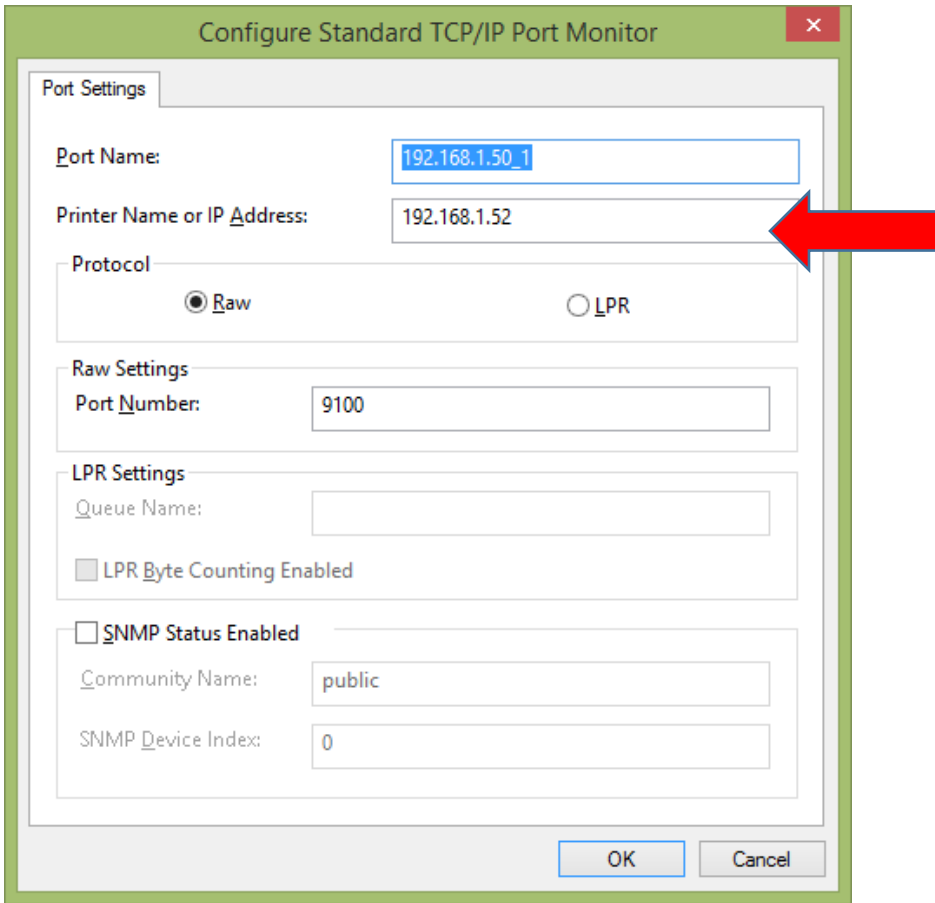
1. Open your web browser and enter the copier's IP address in the address bar. If you don't know the IP address, go to Control Panel/Devices and Printers (Windows)



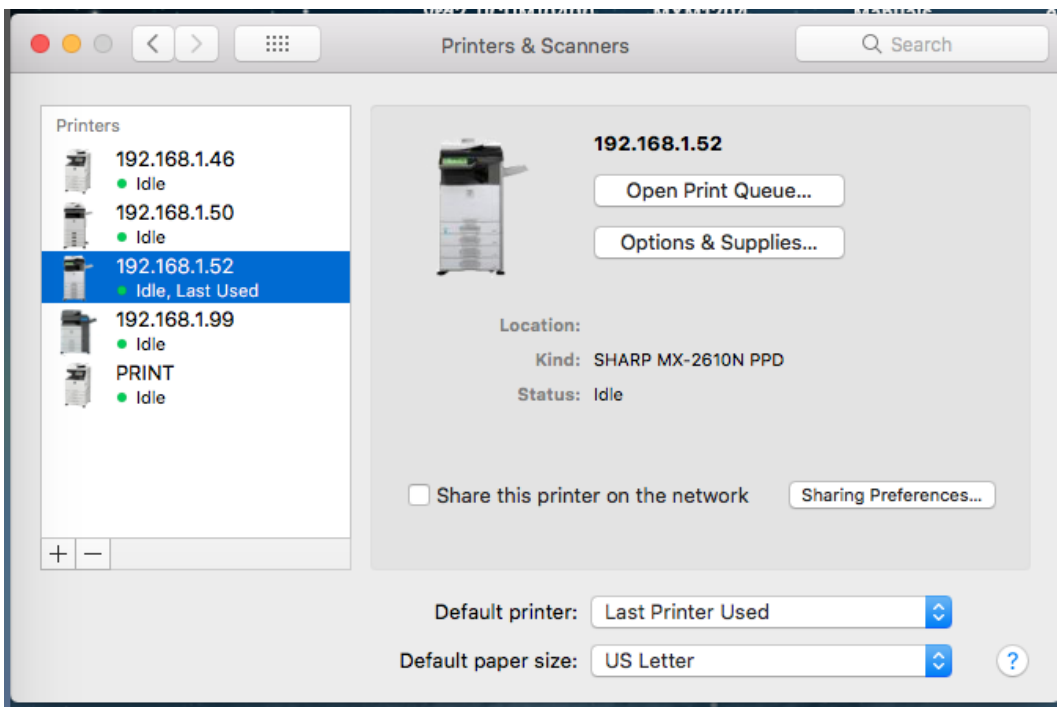
Right click on the copier and select Printer Properties. Click the Ports tab



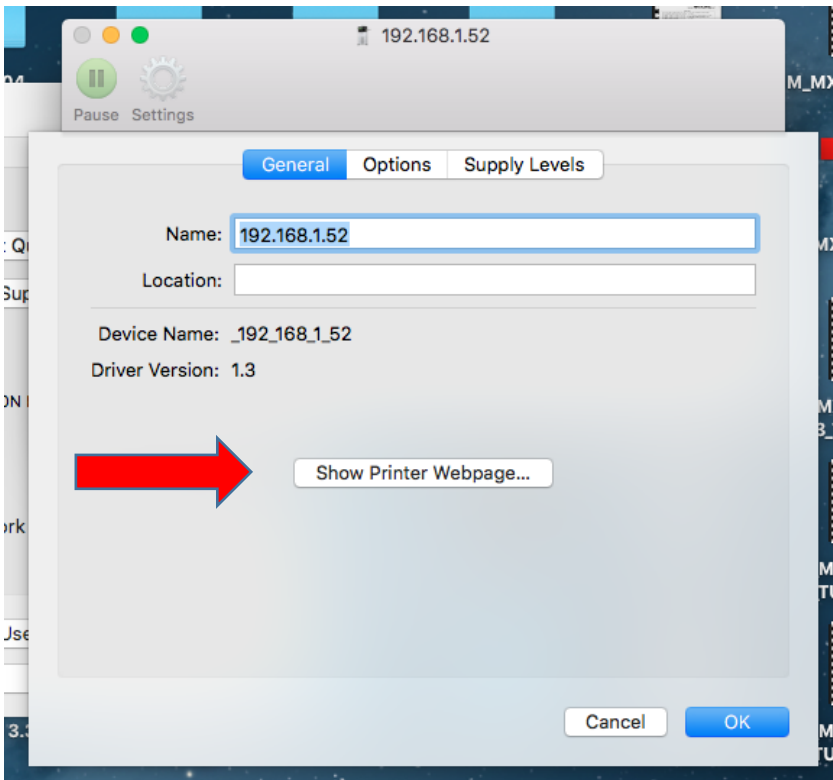
2. Click Configure Port. If it is grayed out, first click Change Properties. The Printer Name or IP Address is the IP address. Type this into the browser address bar.



3. If you have a Mac, open System Preferences/Printers & Scanners. Double click the copier from the list at the left.

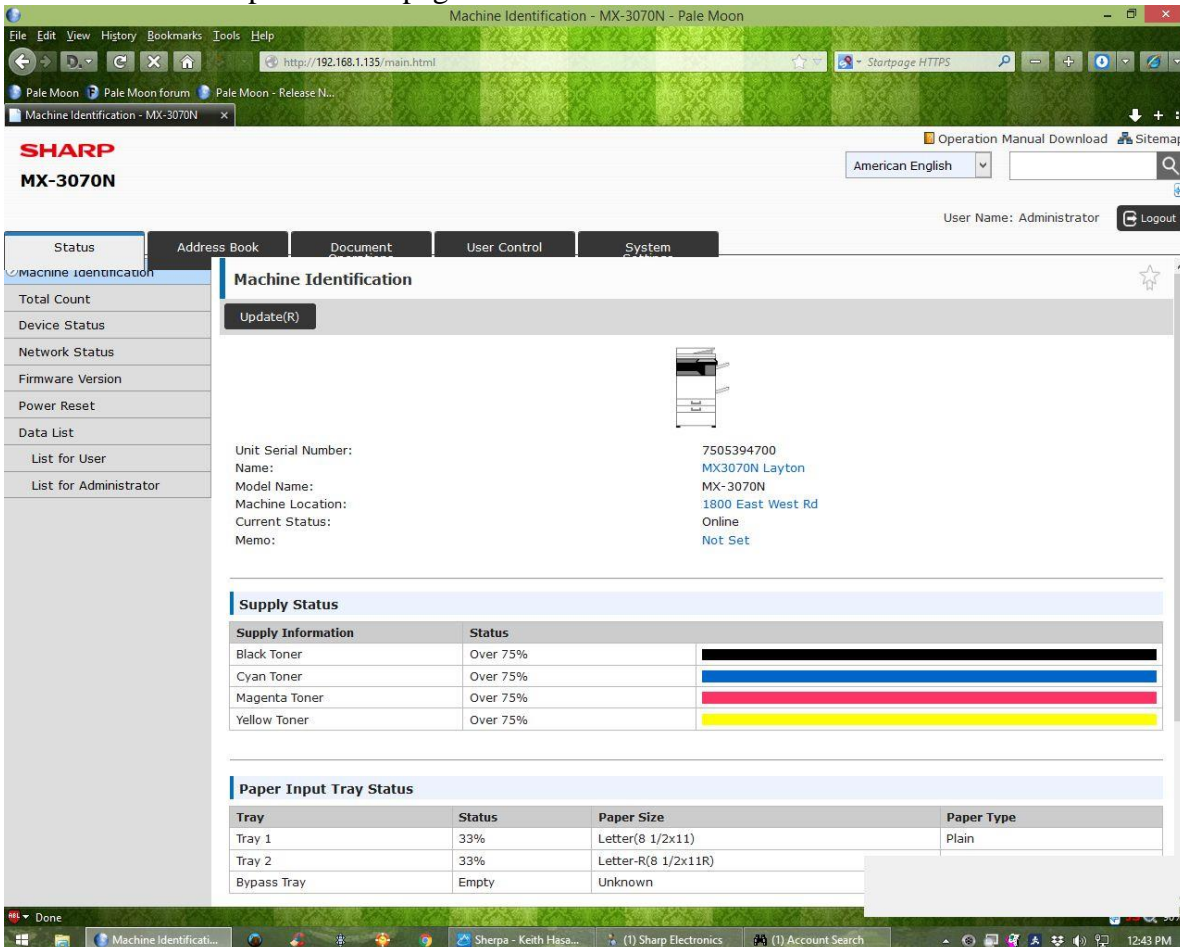


NOTE: The customer will probably have changed the printer names to user friendly names, not the IP addresses



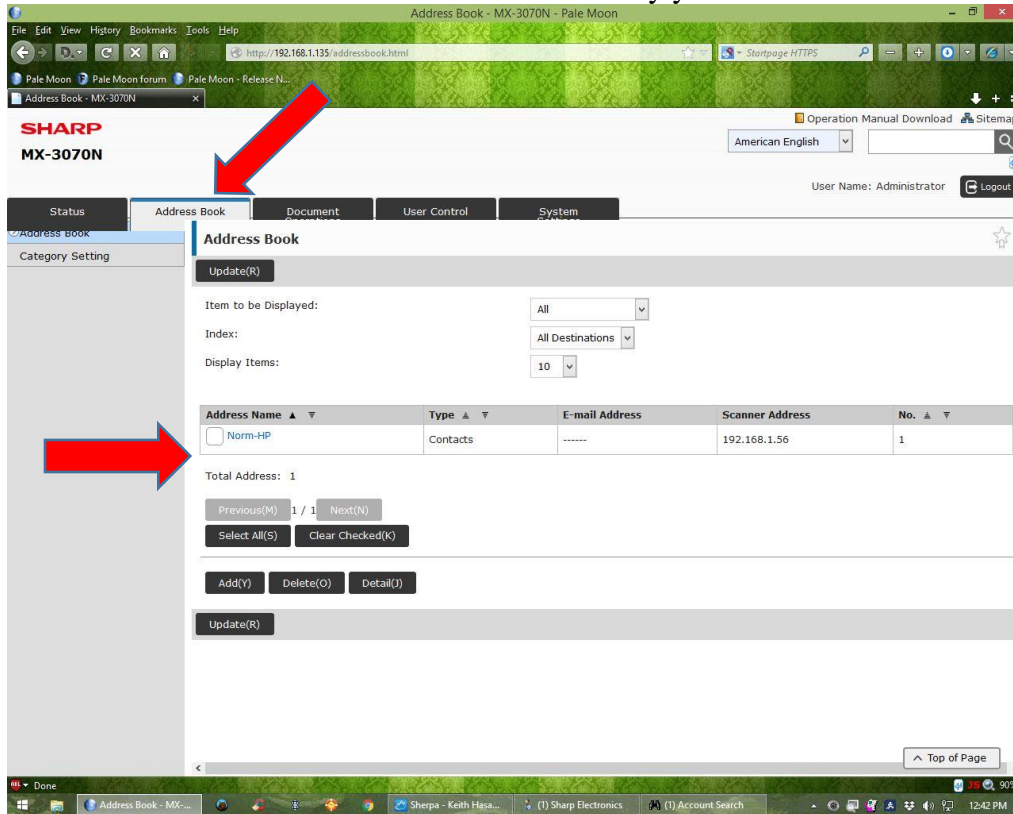
Click Show Printer Webpage

4. This is how the printer web page will look like



Click Login. If they have user authentication, login as Administrator. The password is **admin**.

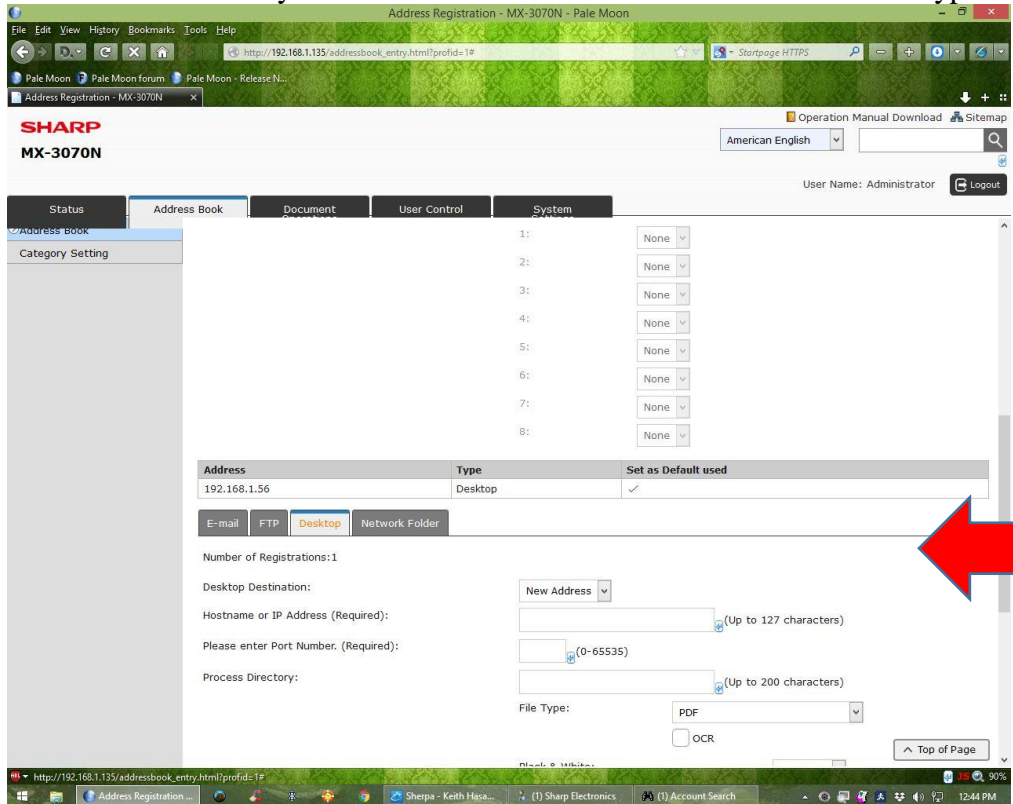
5. Click on Address Book. Click the address entry you want to edit.



You can place a check mark in the box to select it to delete, or click **Add** to add a new address

6. Fill in the name you want to appear in the copier, and an initial

7. Scroll down until you see the horizontal bar that shows the different types of addresses.



Click the tab for the address type you want to change – email, fax, etc.

8. Type in the new address under **New Address**
Click **Submit** to save the address