

Add Email Address/Fax Number BH C220

Adding Email/Fax via the *WebConnect*

**** **NOTE** *** the IP address of the copier may be required. If you do not know the IP address, speak with your system administrator.

Log into the WebConnect and get to the address screen

- If you have a *Bridgeport* icon on your desktop, double click it
 - If you do not have the icon, open a web browser and enter the copiers IP address in the address bar



- Click the *Orange* box
- On the left hand side, click **[Address Book]** -> **[Store Address]**
- To enter a new address, click **[New Registration]**
 - To delete an address, click **[Delete]**
 - To edit an address, click **[Edit]**

▼ Address Book

▶ Store Address

▶ Icon

▶ Group

▶ Program

▶ Temporary One-Touch

▶ Subject

▶ Text

Address Book List

The other party who wants to transmit data can be registered.

Search by number.

Search from Index

No.	Function	Name	S/MIME	Edit	Delete
1	User Box	Dogs R Us		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	E-mail	Sue		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	Fax	bp0s		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
4	Fax	bridgeport		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
5	Fax	bpos		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Add an email address

*** NOTE *** It is assumed that your machine is set up to send emails. If it is not, please see your system administrator.

1. Select **[Email]**
2. Click **[OK]**
3. Enter a name in the **[Name]** textbox
4. Specify the keyword (Usually the first letter of the name)
5. If you want this address to populate the **main** screen of the Fax/Scan section of the copier, check the **[Main]** checkbox
6. Enter an email address in the **[Email Address]** textbox
7. Click **[OK]** twice.

New Registration

- E-mail
- FTP
- SMB
- WebDAV
- User Box
- Fax

Address Book (E-mail)

No.

- Use opening number
- Direct Input

Name

Index

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

Main

Destination Information

E-mail Address

- Registration of Certification Information
 - Registration of Certification Information

Deletion of Certification Information

Limiting Access to Destinations

Display

OK Cancel

Add a Fax Number

1. Select **[Fax]**
2. Click **[OK]**
3. Enter a name in the **[Name]** textbox
4. Specify the keyword (Usually the first letter of the name)
5. If you want this address to populate the **main** screen of the Fax/Scan section of the copier, check the **[Main]** checkbox
6. Enter the fax number in the **[Destination]** textbox
 - a. It is recommended to use the area code for local numbers
7. Click **[OK]** twice.

New Registration

- E-mail
- FTP
- SMB
- WebDAV
- User Box
- Fax

Address Book (Fax)

No.
 Use opening number
 Direct Input

Name

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

 Main

Destination Information

Destination
(one-byte numeric, '#', '*', '-', 'T', 'P', 'E')

Communication Setting

Limiting Access to Destinations
