Address Book, Emails
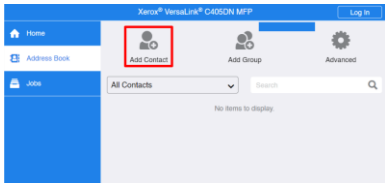
Xerox Versalink C405

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Via the MFP Web Page

Add an email address
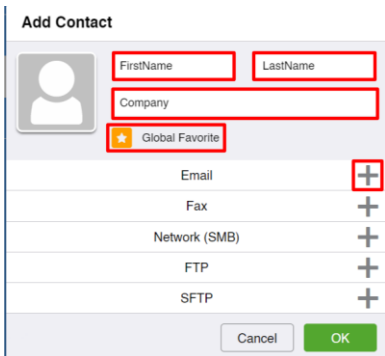
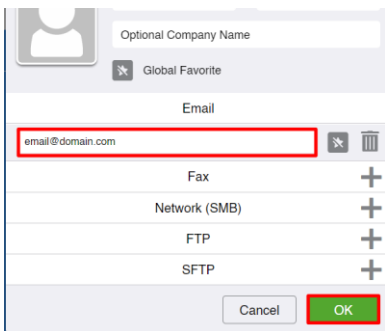1. Access the MFP web page.

2. On the home page, click **[ADDRESS BOOK]**

3. Click **[ADD CONTACT]**

4. Enter a *First Name, Last Name* and *Company Name (optional)*. If you wish to add this address to the *Favorites* List, click **[GLOBAL FAVORITE]**. Click **[+]** beside **Email**

5. Enter the email address. Click **[OK]**

6. Repeat steps 3 thru 5 until all email addresses have been added.

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

If you have any questions regarding these instructions, please call us at 204-953-0540, email us at bpadmin@bpos.ca or visit our website at www.bpos.ca
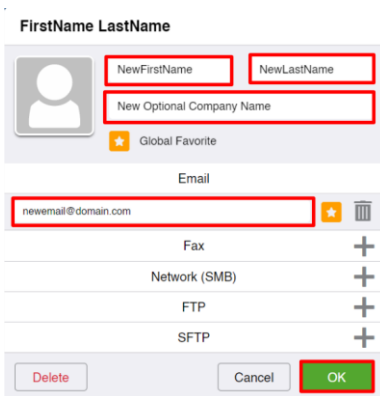
Edit an Email Address

1. Access the MFP web page.

2. On the home page, click **[ADDRESS BOOK]**

3. Click on the email address you wish to edit.
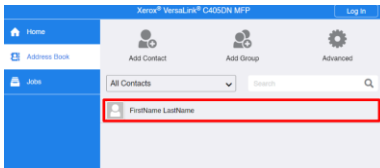
4. Make your desired changes and click **[OK]**
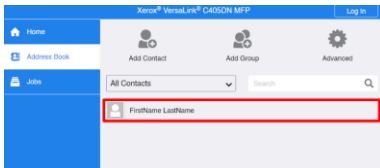

5. Repeat steps 3 thru 4 until all the desired email addresses have been updated

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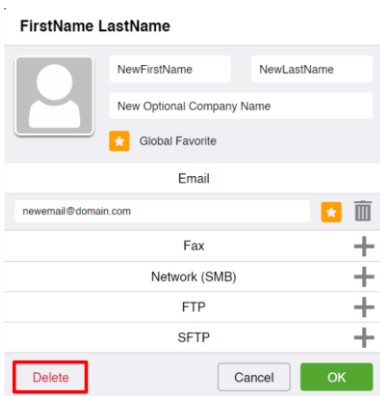
Delete an Email Address

1. Access the MFP web page.
2. On the home page, click **[ADDRESS BOOK]**
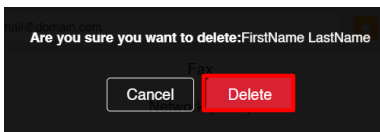

3. Click on the address you wish to delete

4. Click **[DELETE]**

5. Click **[DELETE]**

6. Repeat steps 3-5 until all the desired addresses are deleted.

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Via the MFP Panel

You can add, edit or delete an email address to the address book via the control panel of the Versalink C405
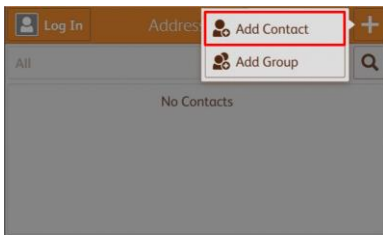
Add an email address
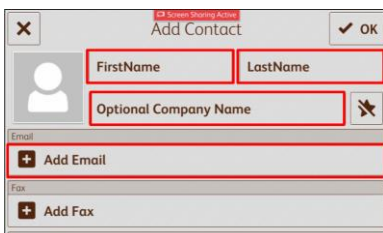
1. On the control panel, touch **[ADDRESS BOOK]**

2. Select the **[+]** on the top right corner of the screen.
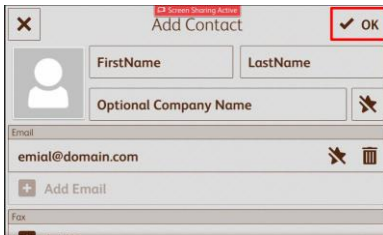

3. Choose **[ADD CONTACT]**

4. Enter a *First Name*, *Last Name* and *Company Name (if desired)*, and then select **[ADD EMAIL]**.

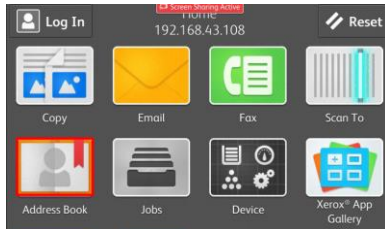5. In the *input box*, enter the desired email address and touch **[OK].**

6. Touch **[OK]**

7. If you wish for this address to be in the ***Favorites List***, select the **[STAR]** icon.

8. Repeat steps 2 thru 7 until all the addresses have been set.

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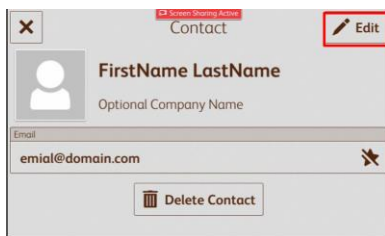
Edit an Email Address

1. On the control panel, touch **[ADDRESS BOOK]**
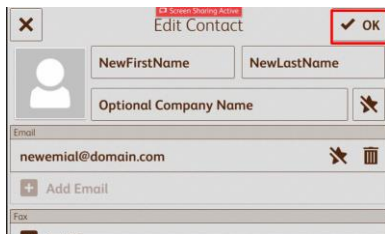

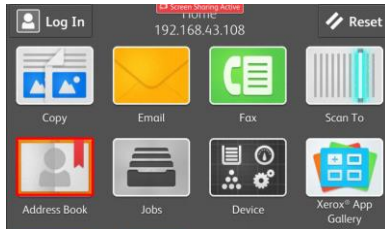2. Select the address you wish to edit.

3. Select **[EDIT]**

4. Make your desired changes, and select **[OK]**

5. Repeat steps 2 thru 4 until all desired addresses are changed

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Delete an Email Address

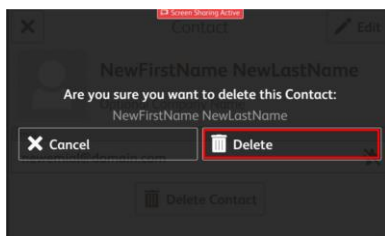1. On the control panel, select **[ADDRESS BOOK]**

2. Select the address you wish to delete

3. Touch **[DELETE CONTACT]**


4. Select **[DELETE]**

5. Repeat steps 2-4 until all desired addresses are deleted.

Getting the IP address and Accessing the Web Page

In order to access the web page of the copier, you require the IP address. If configured, you may be able to view the IP address on the panel of the machine underneath "Home". Otherwise, you can find the IP address by following these steps:
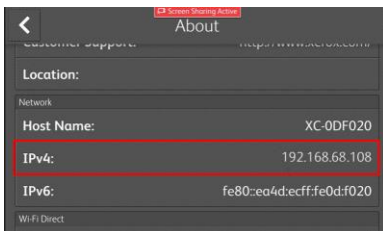
1. On the panel of the machine, touch **[DEVICE]**
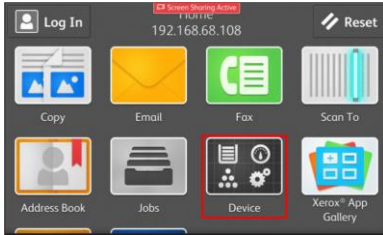
2. Select **[ABOUT]**
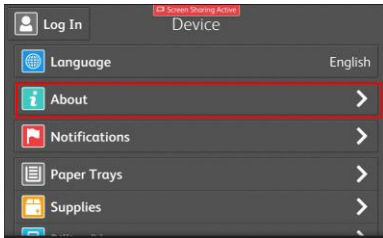
3. Scroll until you find *Network Settings* and copy down the **IPv4**

4. Open a web browser and enter the IP address into the address bar and press enter.