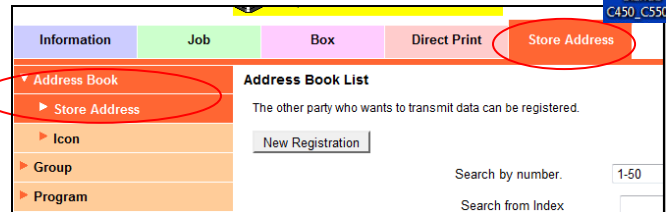# Add/Edit/Delete a Fax Number/Email Address

*** *NOTE* *** these instructions assume that you already have email (SMTP) settings configured on your machine. If you do not, or are unsure, ask your system administrator.

1) If you have a desktop icon on your computer for the MFP, double click it. Otherwise, open your internet browser and enter in the MFP's IP address. (If you do not know your IP address, go to *Get Your IP address* located later in this document)

2) Click the **[Store Address]** tab

3) Click **[Address Book]->[Store Address]** on the left hand side

   a. **To Add/Edit an Email Address**
      i. *To Add an Email Address*
         1. Click the **[New Registration]** button
         2. Select the **[E-mail]** radio button and click **[OK]**
      ii. *To Edit an Email Address*
         1. Click the **[Edit]** button beside the name you wish to edit
      iii. Enter the desired name in the **[Name]** textbox
      iv. Select your index and click the **[Main]** checkbox if desired
      v. Enter the email address in the **[E-mail Address]** textbox
      vi. Click **[OK]**
      vii. Click **[OK]**

   b. **To Add/Edit a Fax Number**
      i. *To Add a Fax Number*
         1. Click the **[New Registration]** button
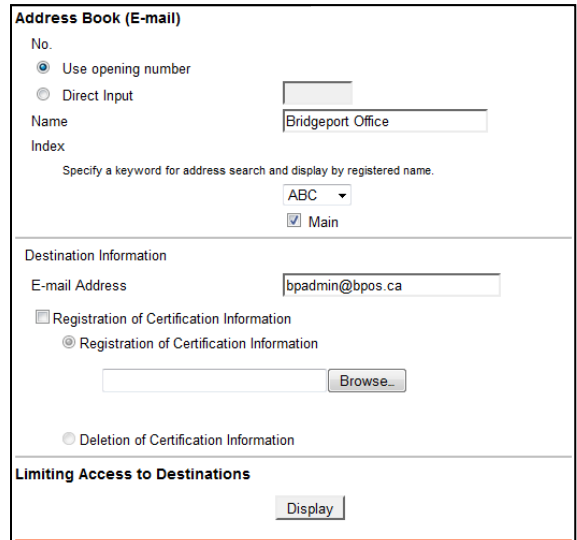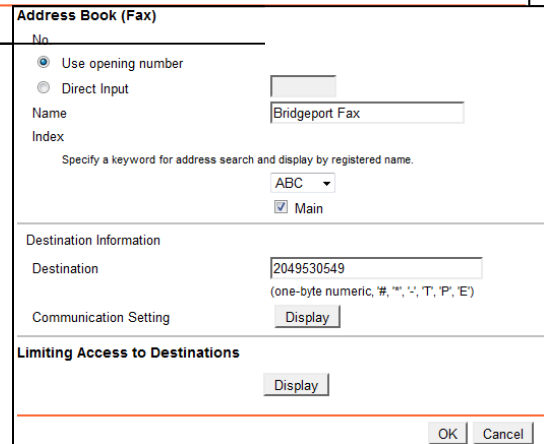   2. Select the **[Fax]** radio button
      ii. *To Edit a Fax Number*
         1. Click the **[Edit]** button beside the name you wish to edit
      iii. Enter the desired name in the **[Name]** textbox
      iv. Select your index and click the **[Main]** checkbox if desired
      v. Enter the fax number in the **[Destination]** text box
      vi. Click **[OK]**
      vii. Click **[OK]**

   c. **To Delete an Email/Fax Address**
      i. Click the **[Delete]** button beside the name you wish to delete
      ii. Click **[OK]** to confirm the deletion
      iii. Click **[OK]**

Keywords

Keywords allow you to easily search for names on your keypad. If you assign an address under the *"Ghi"* index, that address will show up under that tab on the touch screen. Usually, but not always, you will want to use the Keyword that corresponds with the first letter in the name (ie: Bridgeport -> "Abc").

The *Main* checkbox will add that address to the favourites tab. Use this feature for addresses that you will use on a regular basis for simplified searching. Remember, however, if you put too many names in the favourites, it may become difficult to locate individual addresses.

How to Get the IP Address of the MFP

1. Press **[Utility Counter]**
2. Touch **[Administrator Settings]**
3. Enter the password (default is 12345678) and touch **[OK]**
4. Touch **[Network Settings]**
5. Touch **[TCP/IP Settings]**
6. Touch **[IP Settings]**
7. The IP address is the first item beside **IP Address**
8. Write the IP address down for future use
9. Touch the yellow **[Reset]** button