# Add/Edit/Delete Addresses

Access the address book

1. Open a web browser and in the address bar, enter the IP address of the copier
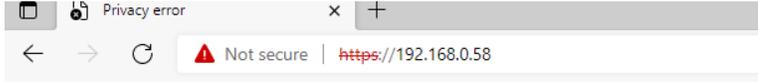
2. Click **[Address Book]**

3. Enter the username and password, then click **[Login]**

    Default username is admin, default password is 12345678 or the machines serial number
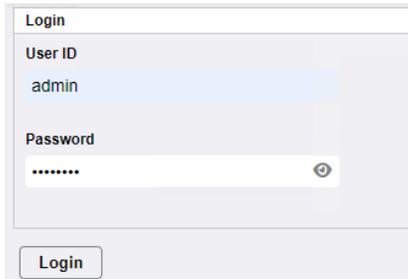
Add an address

1. Access the address book
2. Click **[Add]**

3. Enter in *the persons name, display name, email address and/or fax address*. If you plan on adding another address, check the *Add Another Contact After Saving* checkbox. Click **[Save]**
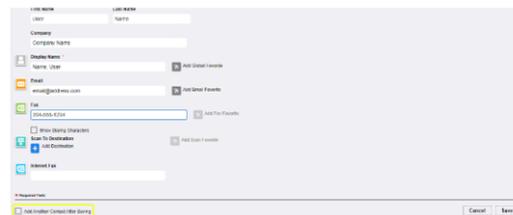
4. Once all your addresses are entered, click **[admin]** and then click **[Logout]**

Edit an address

1. Access the address book
2. Find the address you wish to edit and select it
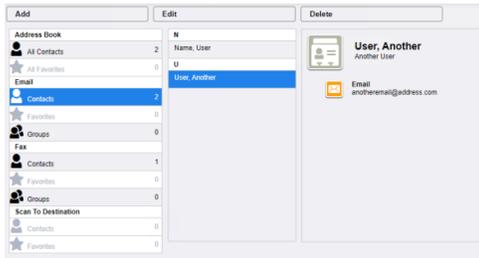
3. Click **[Edit]**

4. Make your desired changes, then click **Save**
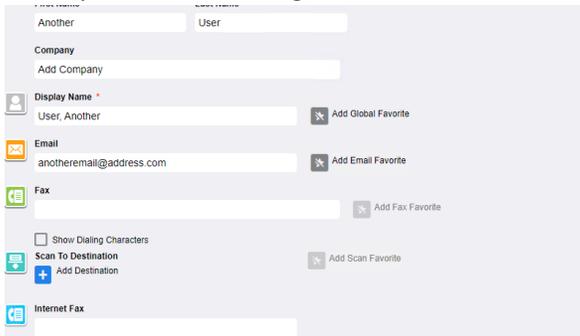
5. Once you are done editing addresses, click **[admin]** and then click **[Logout]**

Delete address

1. Access the address book
2. Find the address you wish to delete
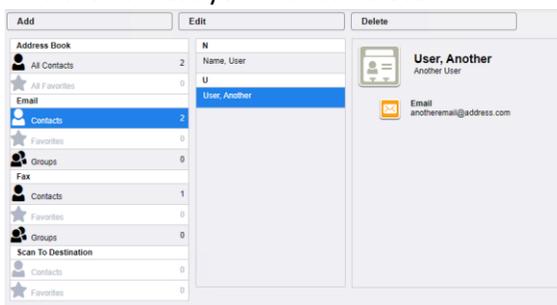
3. Click **[Delete]**

Add	Edit	Delete

4. Confirm delete by click **[OK]**

> **192.168.0.58 says**
>
> Are you sure you want to delete the following contact?
>
> User, Another
>
> [OK]   [Cancel]
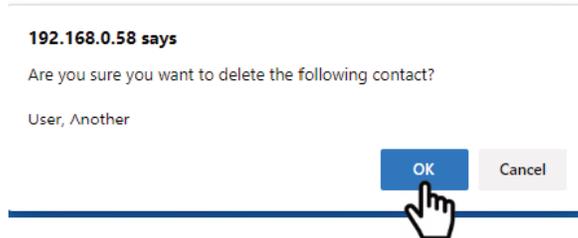
5. Once you are done deleting addresses, click **[admin]** and then click **[Logout]**

> admin
> Change Password
> Logout

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.