

How to Add and Delete Addresses for Scan to Email and Faxing (Recent Models)

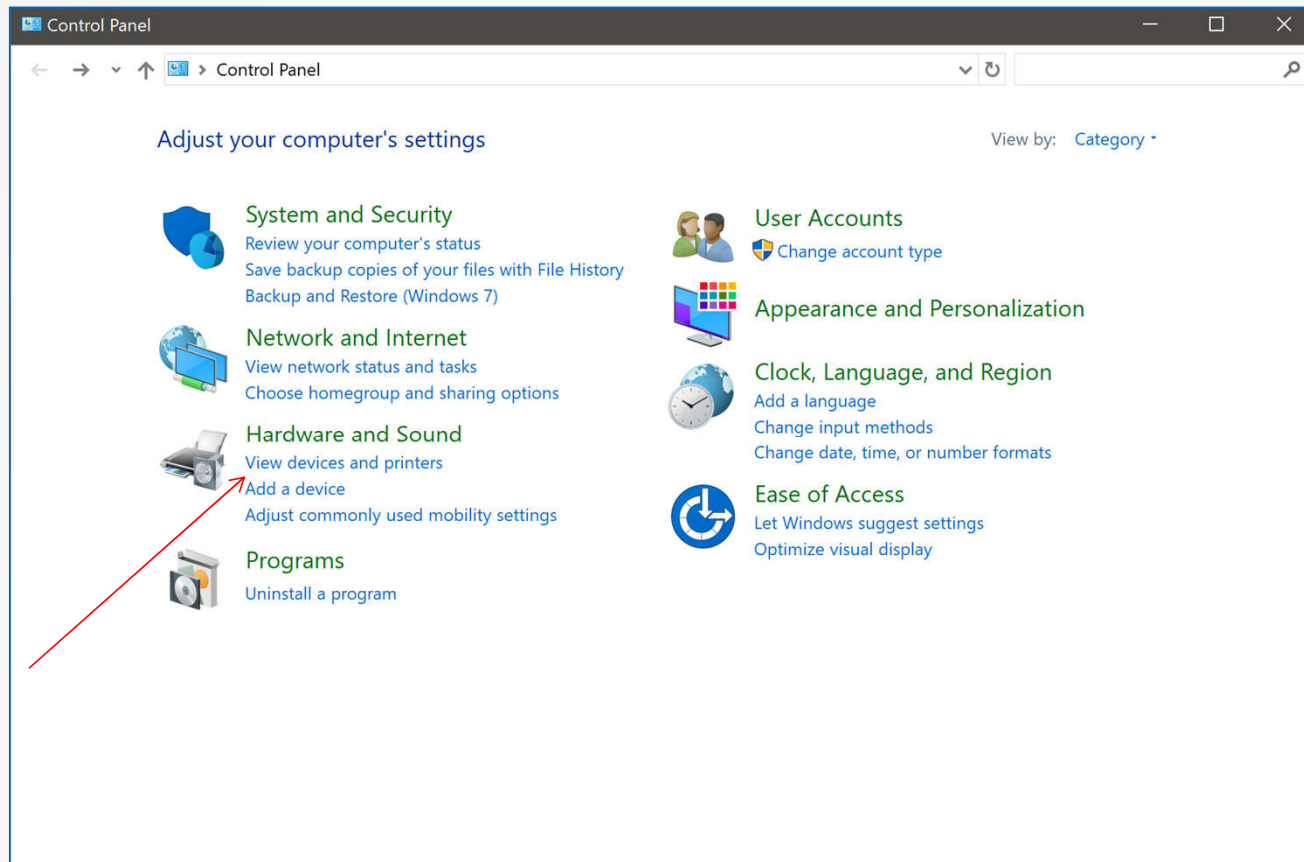


Solutions for document management.



The First Step is finding the IP Address of the MFP

You can complete this by Opening “Devices and Printers” under the **Control panel** tab on your Computer



1. Under Devices and Printer **Choose** the Device you are Trying to Finds IP Address.

In this Example I am looking for the IP Information on a MX-3050N PCL6.



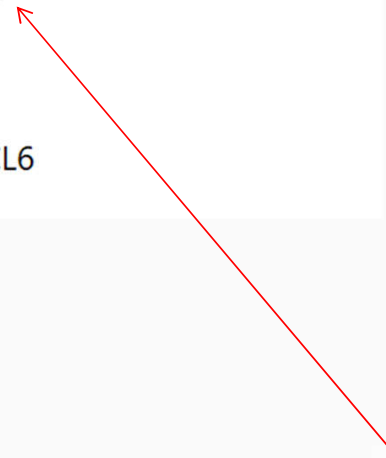
Xerox VersaLink
C405 PCL6



Xerox
WorkCentre
3615



SHARP
MX-3050N PCL6

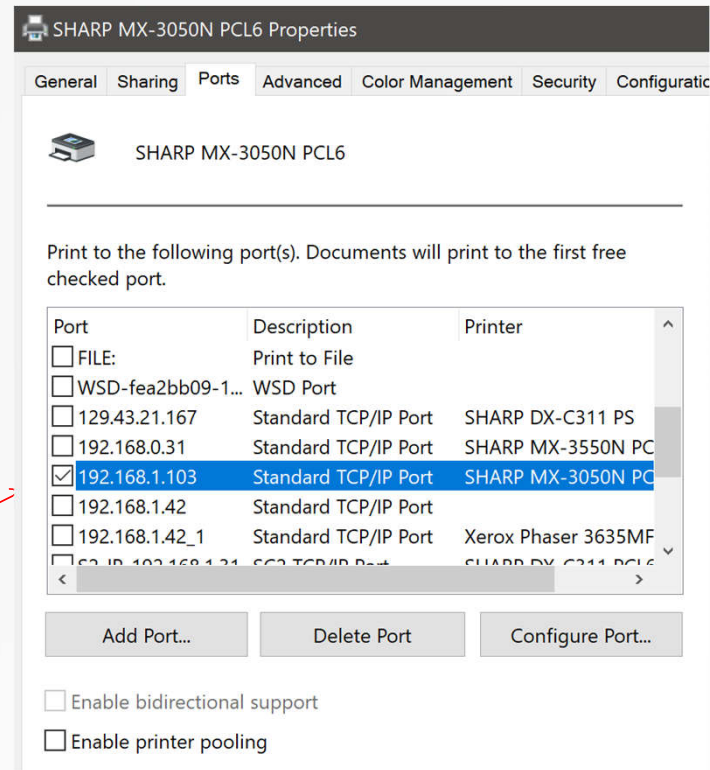


Right Click on the Chosen Printer and Choose “Printer Properties”

On the Top set of tabs you will see a Ports Tab

Under this tab you should see a highlighted/Check Box which is the Port the Machine is currently Connected Under

What you want out of this is the strand of Numbers on this machine it is **192.168.1.103**



Now that you have the IP Address of the Copier you can Access the Webpage of the Copier

Take that number and Type it in the URL Bar of your Web Browser. Click “**Enter**”

Choose the Address Book Tab

The screenshot displays the web interface for a SHARP MX-3050N copier. The browser's address bar contains the IP address 192.168.1.103/main.html. The page features a navigation menu with tabs for Status, Address Book, Document Operations, User Control, and System Settings. The Address Book tab is active, and a sub-menu is open, highlighting the Machine Identification option. The main content area shows the Machine Identification page, which includes an Update(R) button and a list of device details:

Unit Serial Number:	6504843Y00
Name:	Not Set
Model Name:	MX-3050N
Machine Location:	Not Set
Current Status:	Warming Up
Memo:	Not Set

Once you click the Address Book tab, Click the **Add** Button

The screenshot displays a software interface with a top navigation bar containing tabs for Status, Address Book, Document Operations, User Control, and System Settings. The Address Book tab is selected. On the left, a sidebar shows 'Address Book' and 'Category Setting'. The main content area is titled 'Address Book' and includes an 'Update(R)' button at the top. Below this are three filter sections: 'Item to be Displayed:' with a dropdown set to 'All', 'Index:' with a dropdown set to 'All Destinations', and 'Display Items:' with a dropdown set to '10'. A table with columns 'Address Name', 'Type', 'E-mail Address', and 'Scanner Address' is shown, with the first row containing 'Not Set'. Below the table, it indicates 'Total Address: 0' and provides navigation buttons: 'Previous(M) 0 / 0 Next(N)', 'Select All(S)', and 'Clear Checked(K)'. At the bottom of the main area, there are buttons for 'Add(Y)', 'Delete(O)', and 'Detail(J)', followed by another 'Update(R)' button.

Under Address registration you can choose whether it is a email or a Fax Address.

After you add the Information Click Submit.

The screenshot shows the 'Address Registration' web form. At the top, there are navigation tabs: 'Address Book', 'Document Operations', 'User Control', and 'System Settings'. Below these are buttons for 'Submit(U)', 'Submit and Register Next(C)', and 'Back(Q)'. The form fields include: 'Type' (set to 'Contacts'), 'Search Number' (with a '(1-2000)' limit), 'Address Name (Required)' (containing 'Craig Stevens', with a '(Up to 36 characters)' limit), 'Initial' (containing 'CRS', with a '(Up to 10 characters)' limit), and 'Category' (set to 'Category1'). A note states 'The category name can be changed in the [Category Setting].'. There is a checked checkbox for 'Register this Address to be added to the [Frequent Use] index.'. Below this is a table with columns 'Address', 'Type', and 'Set as Default used', with a row containing 'Not Set'. There are tabs for 'E-mail', 'FTP', 'Desktop', and 'Network Folder'. The 'E-mail' section shows 'Number of Registrations:0', 'E-mail Address:' label, and 'E-mail Address (Required):' field containing 'cstevens@rotcsolutions.com' (with a '(Up to 255 characters)' limit). A 'New Address' dropdown is above the field, and a 'Global Address: Search(X)' button is below it. To the right are settings for 'File Type' (PDF), 'Black & White', 'Color/Grayscale', 'Compression Mode' (MMR (G4)), 'Compression Ratio' (Medium), and a 'Bk Letter Emphasis' checkbox. At the bottom, there is a checked checkbox for 'Set as Default used', and buttons for 'Delete This Address.(X)' and 'Add This Address.(Y)'. A notice at the bottom states: 'Notice: If ended up with no destination upon deleting addresses used in various settings, the settings will be also cleared/deleted.'. At the very bottom, there are buttons for 'Submit(U)', 'Submit and Register Next(C)', and 'Back(Q)'.