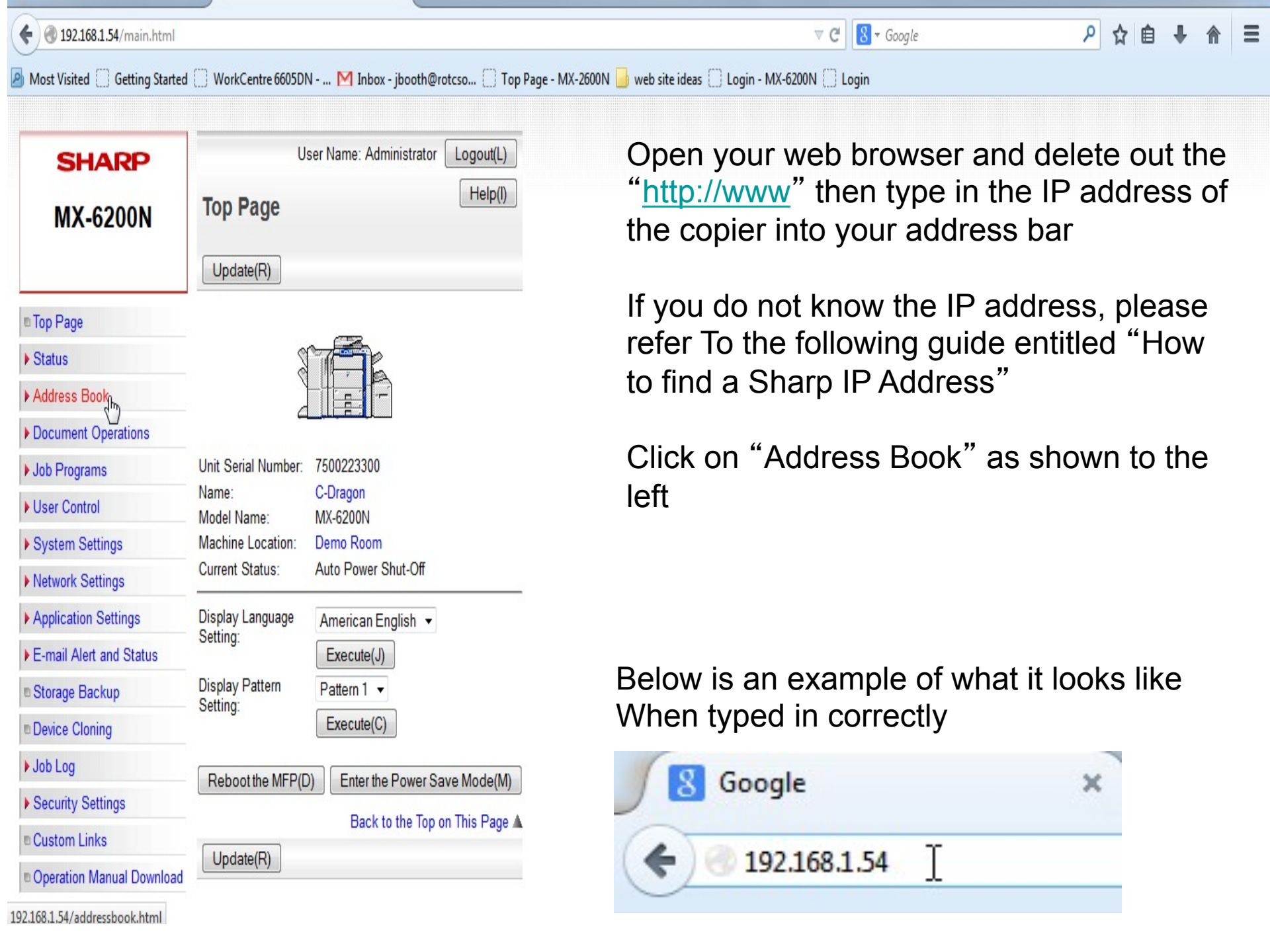


# How to Add and Delete Addresses for Scan to Email and Faxing



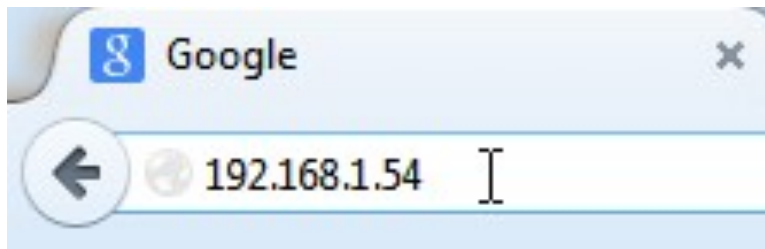


Open your web browser and delete out the “<http://www>” then type in the IP address of the copier into your address bar

If you do not know the IP address, please refer To the following guide entitled “How to find a Sharp IP Address”

Click on “Address Book” as shown to the left

Below is an example of what it looks like When typed in correctly



# MX-6200N

## Address Book Help(I)

Update(R)

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Index: All Destinations ▼  
Display Items: 10 ▼

Address Name ▲	Type ▲	Address ▲ ▼	No. ▲ ▼
<input type="checkbox"/> Alex email	E-mail	amalphrus@rotcsolutions.com	8
<input type="checkbox"/> Courtney email	E-mail	cueltschy@rotcsolutions.com	3
<input type="checkbox"/> Carol email	E-mail	ccrabtree@rotcsolutions.com	6
<input type="checkbox"/> Craig email	E-mail	cstevens@rotcsolutions.com	10
<input type="checkbox"/> Dan email	E-mail	dmalphrus@rotcsolutions.com	9
<input type="checkbox"/> Demo - Desktop	Desktop	DemoPC.ROTC.LOCAL	14
<input type="checkbox"/> Eden email	E-mail	ejohnson@rotcsolutions.com	5
<input type="checkbox"/> John - desktop	Desktop	192.168.1.198	13
<input type="checkbox"/> john email	E-mail	jbooth@rotcsolutions.com	1
<input type="checkbox"/> Sean email	E-mail	sgrey@rotcsolutions.com	2

Total Address: 12  
Previous(M) 1 / 2 Next(N)  
Select All(S) Clear Checked(Z)

Delete(D) Add(Y)

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Update(R)

In this example, you can see I have a few addresses already programmed into this machine.

We are going to add a new one. Click on the “Add” button

\*Note, you may need to scroll down the page to find the add button.



User Name: Administrator Logout(L) Help(I)

### Address Registration

Submit(U) Cancel(C)

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Address Type:

---

Search Number:  (1-999)

Address Name (Required):  (Up to 36 characters)

Initial (Optional):  (Up to 10 characters)

Key Name:  (Up to 18 characters)

Custom Index:

Register this Address to be added to the [Frequent Use] index.

E-mail Address (Required):  (Up to 64 characters)

Global Address Search (R)

File Format: File Type:

Black & White: Compression Mode:

Color/Grayscale: Compression Ratio:

Submit(U) Cancel(C)

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Click this down arrow to select what type of address you want to add. For this example, I am going to add an Email.

I have highlighted the blanks that need to be filled in. In this example, I am calling this person "Test" click "Submit" to save this person into the address book

This blank is where the person's email address or fax number is to be typed into

\*Note – some machines will have a checkmark box that says "default used." Make sure to checkmark that box.



192.168.1.54/addressbook.html

Most Visited Getting Started WorkCentre 6605DN - ... Inbox - jbooth@rotcso... Top Page - MX-2600N

# MX-6200N

## Address Book

Update(R)

Index: All Destinations

Display Items: 20

Address Name	Type	Address	No.
<input type="checkbox"/> Alex email	E-mail	amalphrus@rotcsolutions.com	8
<input type="checkbox"/> Courtney email	E-mail	cueltschy@rotcsolutions.com	3
<input type="checkbox"/> Carol email	E-mail	ccrabtree@rotcsolutions.com	6
<input type="checkbox"/> Craig email	E-mail	cstevens@rotcsolutions.com	10
<input type="checkbox"/> Dan email	E-mail	dmalphrus@rotcsolutions.com	9
<input type="checkbox"/> Demo - Desktop	Desktop	DemoPC.ROTC.LOCAL	14
<input type="checkbox"/> Eden email	E-mail	ejohnson@rotcsolutions.com	5
<input type="checkbox"/> John - desktop	Desktop	192.168.1.198	13
<input type="checkbox"/> john email	E-mail	jbooth@rotcsolutions.com	1
<input type="checkbox"/> Sean email	E-mail	sgray@rotcsolutions.com	2
<input checked="" type="checkbox"/> test - email	E-mail	test@example.com	4
<input type="checkbox"/> Tom - Email	E-mail	trihn@rotcsolutions.com	7
<input type="checkbox"/> Tom-laptop	Desktop	192.168.1.112	12

Total Address: 13

Previous(M) 1 / 1 Next(N)

Select All(S) Clear Checked(Z)

Delete(D) Add(Y)

You will be brought back to the list of addresses. You can see where my new person has been added in right here

To delete a person's email from the address book, check mark that person's address name and click "Delete"

**SHARP**

**MX-6200N**

User Name: Administrator

Logout(L)

Help(I)

## Address Book

Delete "test - email"?

OK

Cancel

Address name	type	Address	No.
<input type="checkbox"/> Alex email	E-mail	amalphrus@rotcsolutions.com	8
<input type="checkbox"/> Courtney email	E-mail	cueltschy@rotcsolutions.com	3
<input type="checkbox"/> Carol email	E-mail	ccrabtree@rotcsolutions.com	6
<input type="checkbox"/> Craig email	E-mail	cstevens@rotcsolutions.com	10
<input type="checkbox"/> Dan email	E-mail	dmalphrus@rotcsolutions.com	9
<input type="checkbox"/> Demo - Desktop	Desktop	DemoPC.ROTC.LOCAL	14
<input type="checkbox"/> Eden email	E-mail	ejohnson@rotcsolutions.com	5
<input type="checkbox"/> John - desktop	Desktop	192.168.1.198	13
<input type="checkbox"/> john email	E-mail	jbooth@rotcsolutions.com	1
<input type="checkbox"/> Sean email	E-mail	sgrey@rotcsolutions.com	2
<input type="checkbox"/> Tom - Email	E-mail	trihn@rotcsolutions.com	7
<input type="checkbox"/> Tom-laptop	Desktop	192.168.1.112	12

Total Address: 12

Previous(M)

1 / 1

Next(N)

This message will pop up. Click "Delete" to confirm that you want to delete the person from the address book

\*Note – you can check mark multiple address and delete them out all at the same time.

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**SHARP**

**MX-6200N**

User Name: Administrator

Logout(L)

## Address Book

Help(I)

Update(R)

You will see this message indicating that you have deleted those addresses successfully

**"Your request was successfully processed."**

Index: All Destinations ▾

Display Items: 20 ▾

Address Name ▲	Type ▲	Address ▲ ▾	No. ▲ ▾
<input type="checkbox"/> Alex email	E-mail	amalphrus@rotcsolutions.com	8
<input type="checkbox"/> Courtney email	E-mail	cueltschy@rotcsolutions.com	3
<input type="checkbox"/> Carol email	E-mail	ccrabtree@rotcsolutions.com	6
<input type="checkbox"/> Craig email	E-mail	cstevens@rotcsolutions.com	10
<input type="checkbox"/> Dan email	E-mail	dmalphrus@rotcsolutions.com	9
<input type="checkbox"/> Demo - Desktop	Desktop	DemoPC.ROTC.LOCAL	14
<input type="checkbox"/> Eden email	E-mail	ejohnson@rotcsolutions.com	5
<input type="checkbox"/> John - desktop	Desktop	192.168.1.198	13
<input type="checkbox"/> john email	E-mail	jbooth@rotcsolutions.com	1
<input type="checkbox"/> Sean email	E-mail	sgrey@rotcsolutions.com	2
<input type="checkbox"/> Tom - Email	E-mail	trihn@rotcsolutions.com	7
<input type="checkbox"/> Tom-laptop	Desktop	192.168.1.112	12

You will notice that "Test" is no longer listed in the address list

Congratulations!! You are now able to add and delete Addresses from the Sharp address book!!

Total Address: 12

Previous(M) 1 / 1 Next(N)



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