ADDING EMAIL ADDRESSES INTO THE ADDRESS BOOK ON SHARP COPIERS

1 - OPTAIN THE IP ADDRESS OF YOUR COPIER

PRESS THE SETTINGS BUTTON

THEN LIST PRINT (USER)

THEN PRINTER TEST PAGE

THEN NIC PAGE

YOU WILL GET A PRINT OUT AND YOU NEED THE IP ADDRESS UNDER THE TCP/IP SECTION

2 - OPEN UP YOUR WEB BROWSER (MUST BE FROM A PC THAT IS CONNECTED TO THE SAME NETWORK) AND TYPE THE IP ADDRESS INTO THE ADDRESS BAR



Advertising Business About Privacy Terms Settings

3 - YOU WILL NOW SEE A SCREEN SIMILAR TO THE FOLLOWING

SHARP MX-3501N	Top Page		Login(P) Help(I)
	Update(R)		
 Top Page Status Address Book Document Operations 			
Job Programs User Control System Settings Network Settings	Unit Serial Number: Name: Model Name: Machine Location: Current Statuar:	7503180000 Not Set MX-3501N Not Set	
Application Settings E-mail Alert and Status Storage Backup Device Cloning Inc.	Display Pattern Setting:	English V Execute(J) Pattern 1 V Execute(C)	
Sourceg Security Settings Custom Links Operation Manual Download	Update(R)		Back to the Top on This Page 🛦

4 - CLICK ON ADDRESS BOOK

5 - YOU WILL GET THE FOLLOWING SCREEN - YOU MAY NOT HAVE ANY ENTRIES ON YOURS

SHARP					Login(P)			
MX-3501N	Address Book							
	Update(R)							
Top Page	Index:	All De	stinations 🗸					
▶ Status	Display Items:	10 💊	•					
Address Book	Address Name 🔺 🔻	Type ≜ ₹	Address ≜ ₹	No. ≜ ▼				
Custom Index	Michael	E-mail	michael@abacus.com.au	1				
Document Operations	Robert	E-mail	robertw@abacus.com.au	2				
Job Programs	Scan to Michael	Network Folder	\\FRONTDESK\Scans	3				
 User Control 	Scan to Robert PC	Network Folder	\\ROBERT\Scanned Documents	4				
 System Settings 	Total Address: 4							
Network Settings	Previous(M) 1/1 Next(N)							
Application Settings	Select All(S) Clear Checked(Z)							
E-mail Alert and Status	Delete(D) Add(Y)							
Storage Backup								
Device Cloning				back to the 1	op on This Page A			
► Job Log	Update(R)							
Security Settings								
Custom Links	/							
Operation Manual Download								

6 - CLICK ON ADD

SHARP MX-3501N	Address Registration			Login(P) Help(I)	THIS IS SOMETHING TO IDENTIFY THE ADDRESS
Top Page Status Address Book Custom Index Document Operations	Address Type: Search Number: Address Name (Required): Initial (Optional):	E-mail V (1-999)	Up to 36 characters) racters)		THIS IS WHAT WILL SHOW UP ON THE COPIER SCREEN
Job Programs User Control System Settings	Key Name: Custom Index: Register this Address to be added to the [Frequent Use] index. F-mail Address (Remuired):	User 1 V	(lip to 64 abstrators)		IF IT IS SOMEONE YOU WILL SCAN TO OFTEN TICK THIS
Network Settings Application Settings E-mail Alert and Status Storage Backup	File Format:	Global Address Search (R) File Type: Black & White:	PDF Compression Mode: MMR (G4)		ENTER IN THE EMAIL
Device Cloning Job Log Security Settings Custom Links	Submit(U) Cancel(C)	Colour/Greyscale:	Compression Ratio: Medium Y	Back to the Top on This Page ▲	ADDRESS OF THE PERSON
Operation Manual Download					

7 - YOU WILL GET THIS SCREEN - FILL IN THE FOLLOWING SECTIONS

8 - CLICK SUBMIT - THE ADDRESS WILL NOW BE IN THE ADDRESS BOOK