SHARP PRODUCT QUICK QUIDE

MANAGING THE ADDRESS BOOK FROM THE MFP

• Select Settings from the home screen
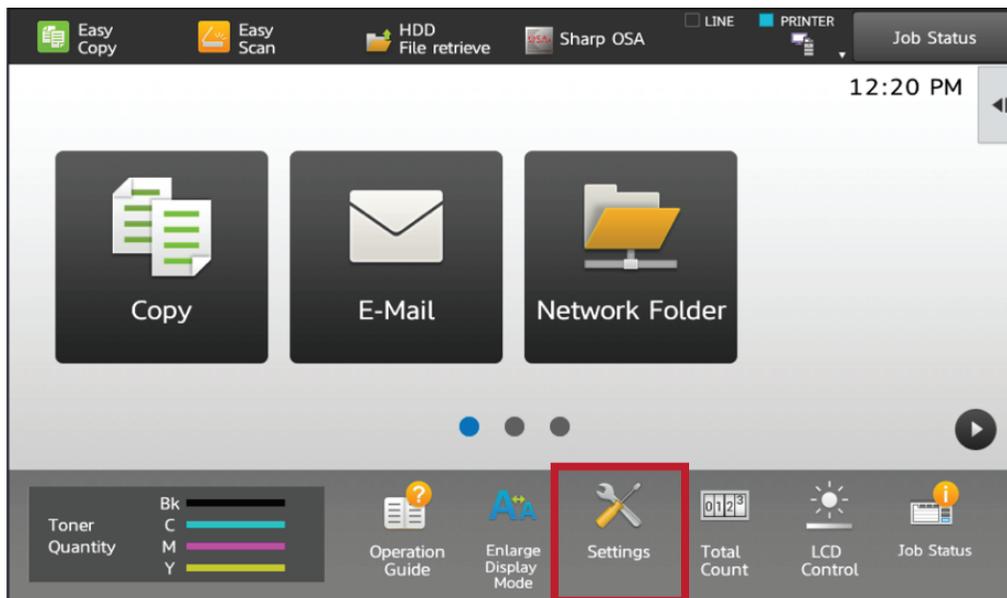
• Select Administrator Login
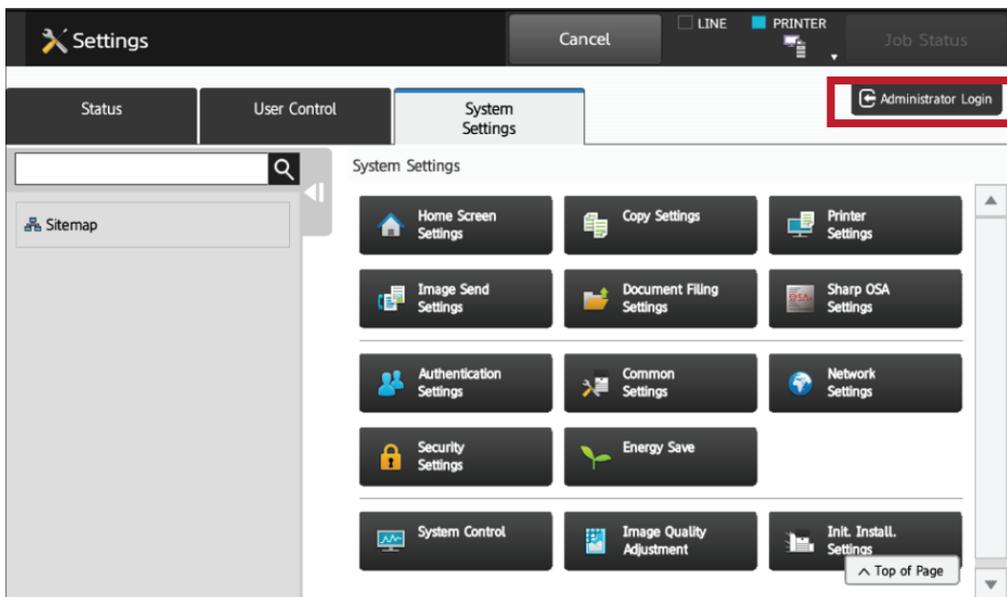
- Login as Administrator
    Default password is admin

Administrator Login

| Login | Cancel |

Password [   ] (5-255digit)

Please enter the User Authentication information. This message can be edited from System Settings.

| Login | Cancel |

- Select User Control
- Select User Settings

- Select Add
- Enter corresponding information (Name, email, etc)

- Select Submit to register individual.
- Select Submit and Register Next if you have more addresses to enter.

Changing an Email Address
   • Select User List
   • Click on the user you wish to change
   • Make needed changes
   • Submit changes

Deleting an Email Address
- Select User List
- Place a check next to the entry you would like to delete
- Select Delete
- Confirm Delete