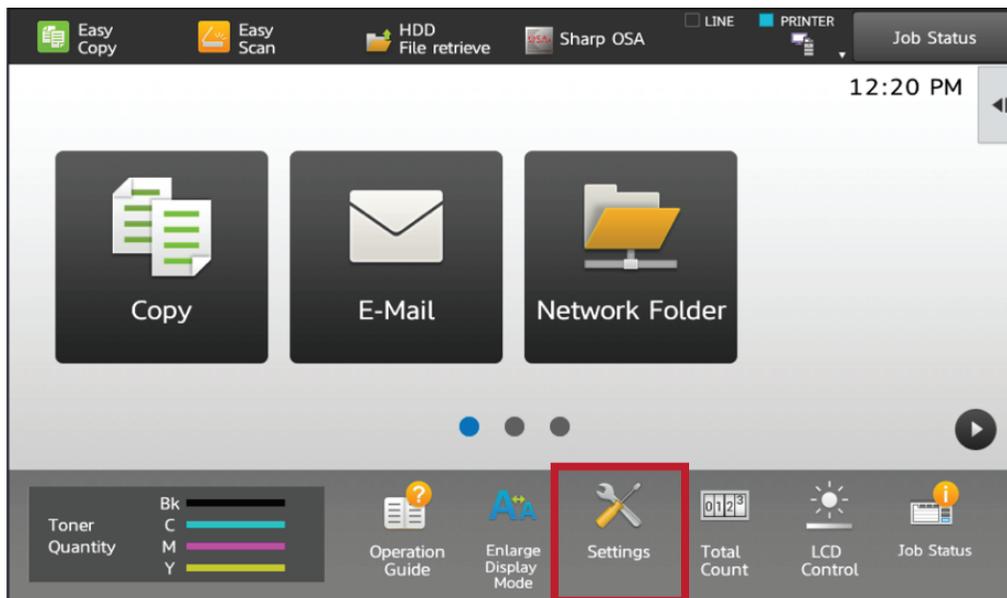


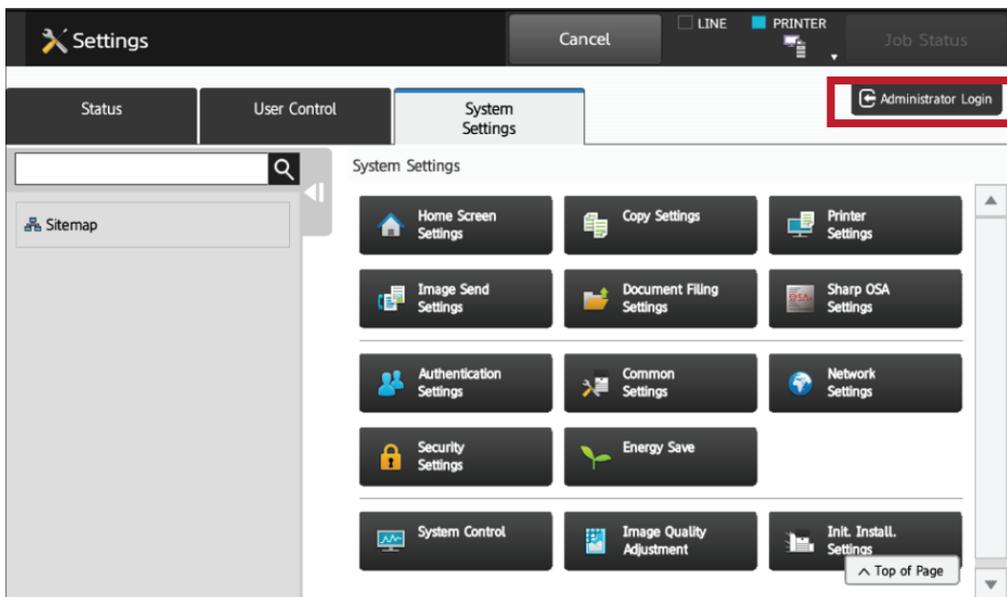
## SHARP PRODUCT QUICK GUIDE

### 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

Settings Cancel  LINE  PRINTER Job Status

Status **User Control** System Settings Logout

Sitemap

User Control

User Settings Access Control Settings User Count

Billing Code Setting

^ Top of Page

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

The screenshot shows the 'User List' page under 'User Control > Custom Settings'. The breadcrumb trail is 'User Control > Custom Settings > User List'. The page displays a table with columns 'User Name' and 'No.', currently showing 'Not Set'. Below the table, it indicates 'Total User: 0' and '0 / 0' items. There are buttons for 'Previous', 'Next', 'Select All', and 'Clear Checked'. At the bottom, there are buttons for 'Add', 'Delete', 'Delete All Users', and 'Delete All Auto-registered users'. The 'Add' button is highlighted with a red box. The top navigation bar includes 'Settings', 'Cancel', 'LINE', 'PRINTER', and 'Job Status'. The left sidebar shows 'User List' as the active menu item.

The screenshot shows the registration form for a new user. The breadcrumb trail is 'User Control > Custom Settings > User List'. The form fields are:
 

- User Name** (Required): (Up to 255 characters)
- Apply User Name to Log-in Name.**
- Initial (Optional)**: (Up to 10 characters)
- Index** (Required): User 1 (dropdown menu)
- Login Name**: (Up to 255 characters)
- Password**: (1-255 digits)

 The 'Add' button from the previous screenshot is now a 'Submit' button. The 'Add' button is highlighted with a red box. The top navigation bar and left sidebar are the same as in the previous screenshot.

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

The screenshot shows three buttons: 'Submit' (blue), 'Submit and Register Next' (dark grey), and 'Cancel' (light grey).

## Changing an Email Address

- Select User List
- Click on the user you wish to change
- Make needed changes
- Submit changes

Settings

Cancel

LINE

PRINTER

Job Status

Status

User Control

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Logout

Custom Settings

User List

Custom Index

Organization /Group List

User Information Print

Sitemap

User Control > Custom Settings > User List

Display Items: 10

User Name	No.
<input checked="" type="checkbox"/> Jaci	1

Total User: 1

Previous 1 / 1 Next

Select All Clear Checked

Add Delete

Delete All Users

Top of Page

Submit Cancel

## Deleting an Email Address

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

The screenshot shows the 'Settings' application interface. The top navigation bar includes 'Settings', 'Cancel', 'LINE', 'PRINTER', and 'Job Status'. The main navigation tabs are 'Status', 'User Control', and 'System Settings'. The 'User Control' tab is active, and the 'User List' option in the left sidebar is highlighted with a red box. The main content area shows the 'User List' page with a search bar, a 'Display Items' dropdown set to 10, and a table with one user, 'Jaci', who is selected with a checkmark. Below the table, there are buttons for 'Add', 'Delete', and 'Delete All Users', along with navigation and status controls.

Settings

Cancel

LINE

PRINTER

Job Status

Status

User Control

System Settings

Logout

Custom Settings

User List

Custom Index

Organization /Group List

User Information Print

Sitemap

User Control > Custom Settings > User List

Display Items: 10

User Name	No.
<input checked="" type="checkbox"/> Jaci	1

Total User: 1

Previous 1 / 1 Next

Select All Clear Checked

Add Delete

Delete All Users

Top of Page