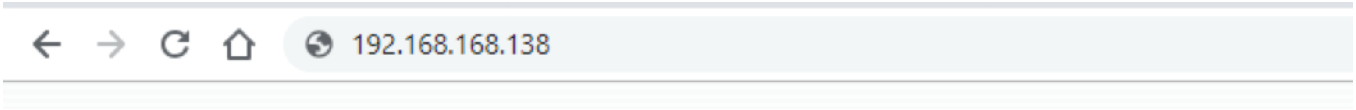
Centric Business Systems

SHARP PRODUCT QUICK QUIDE

MANAGING THE ADDRESS BOOK FROM THE WEB INTERFACE

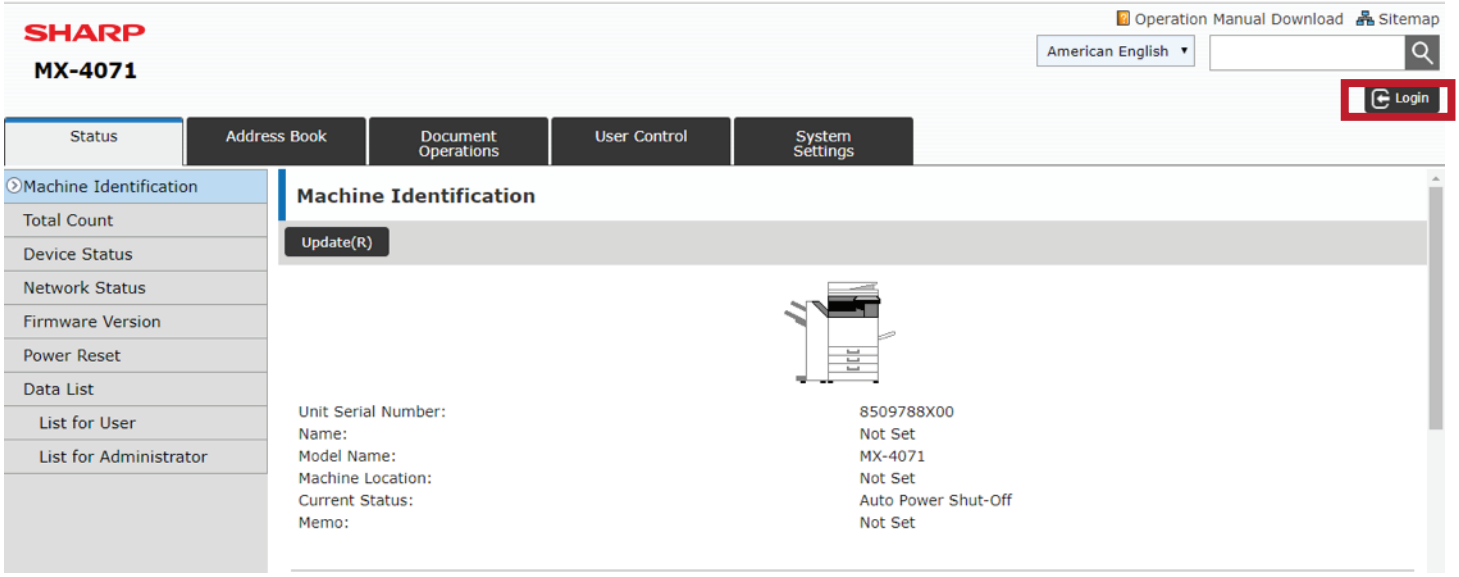
To begin, obtain the IP Address of the device:

- Press the “Settings” button on the machine’s screen
- Select “Network Settings”
- Type in the administrator password (password: admin)
- Copy down the “IPv4 Address”

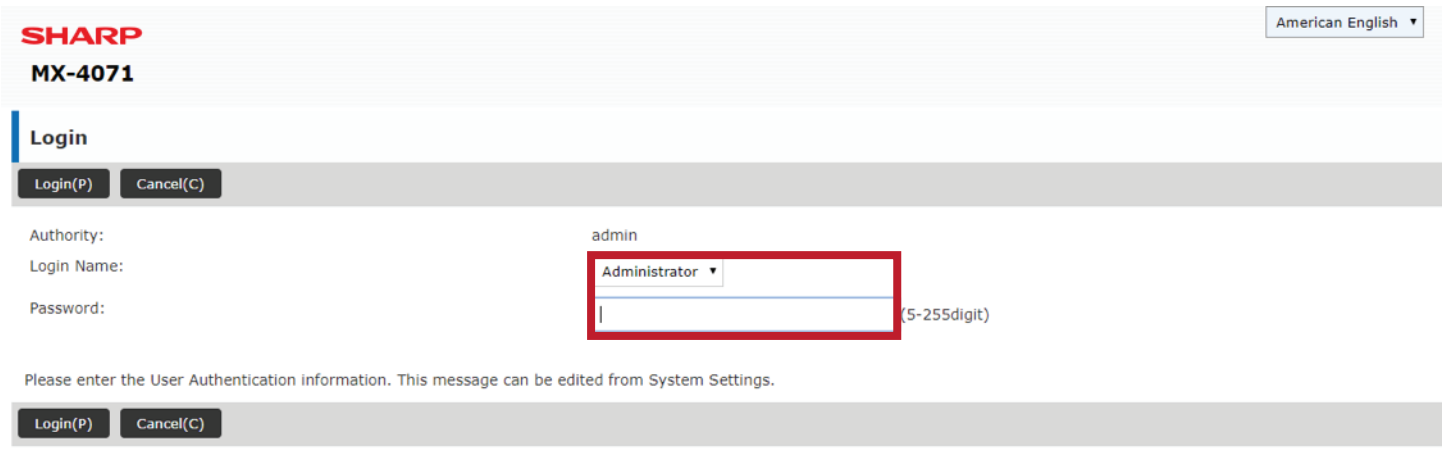


To access the device’s web page.

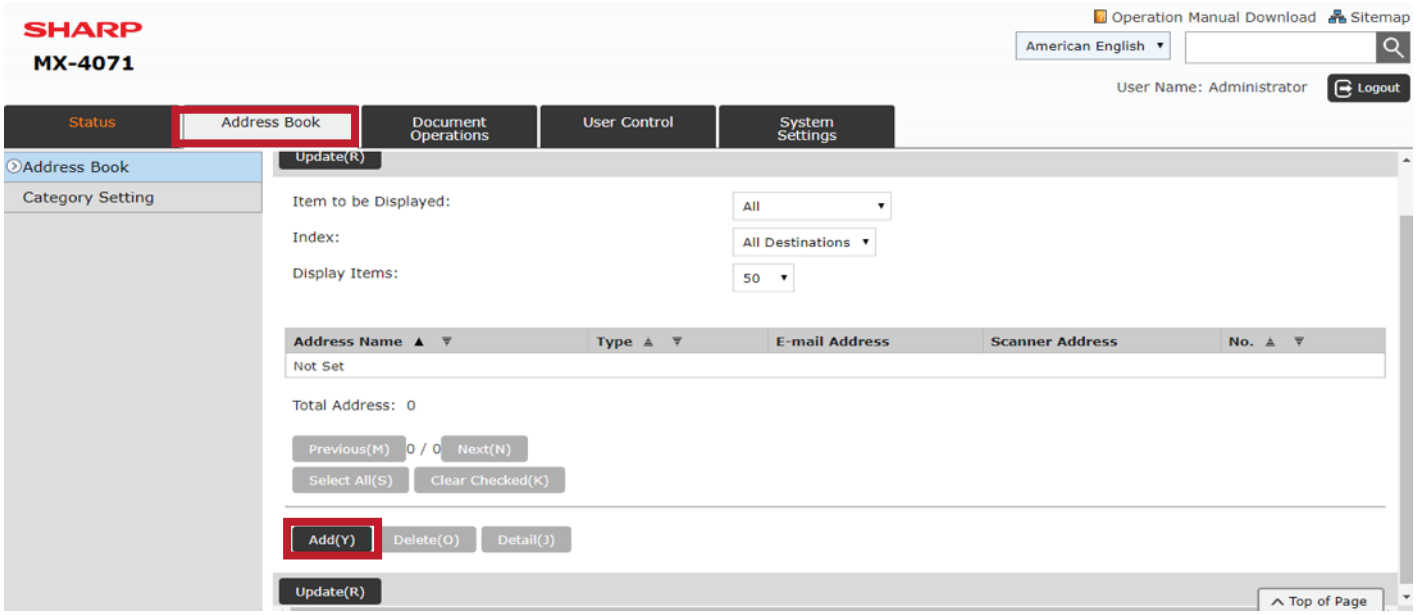
- Type the machine’s IP address into an internet web browser.
(note: DO NOT ADD “http” or www. Simply type in the number)
- This will bring you to the Web Access Control Panel
- Login to the device’s web page by selecting the login in the upper right hand corner



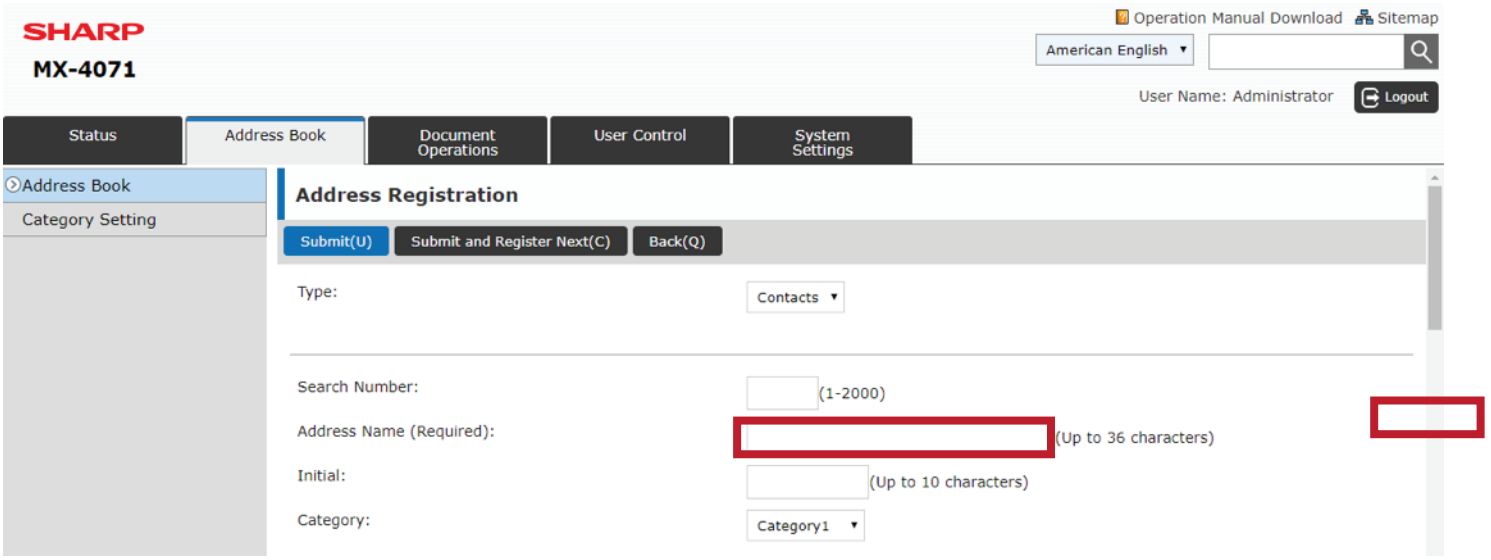
- Login as Administrator
- Password: “admin”

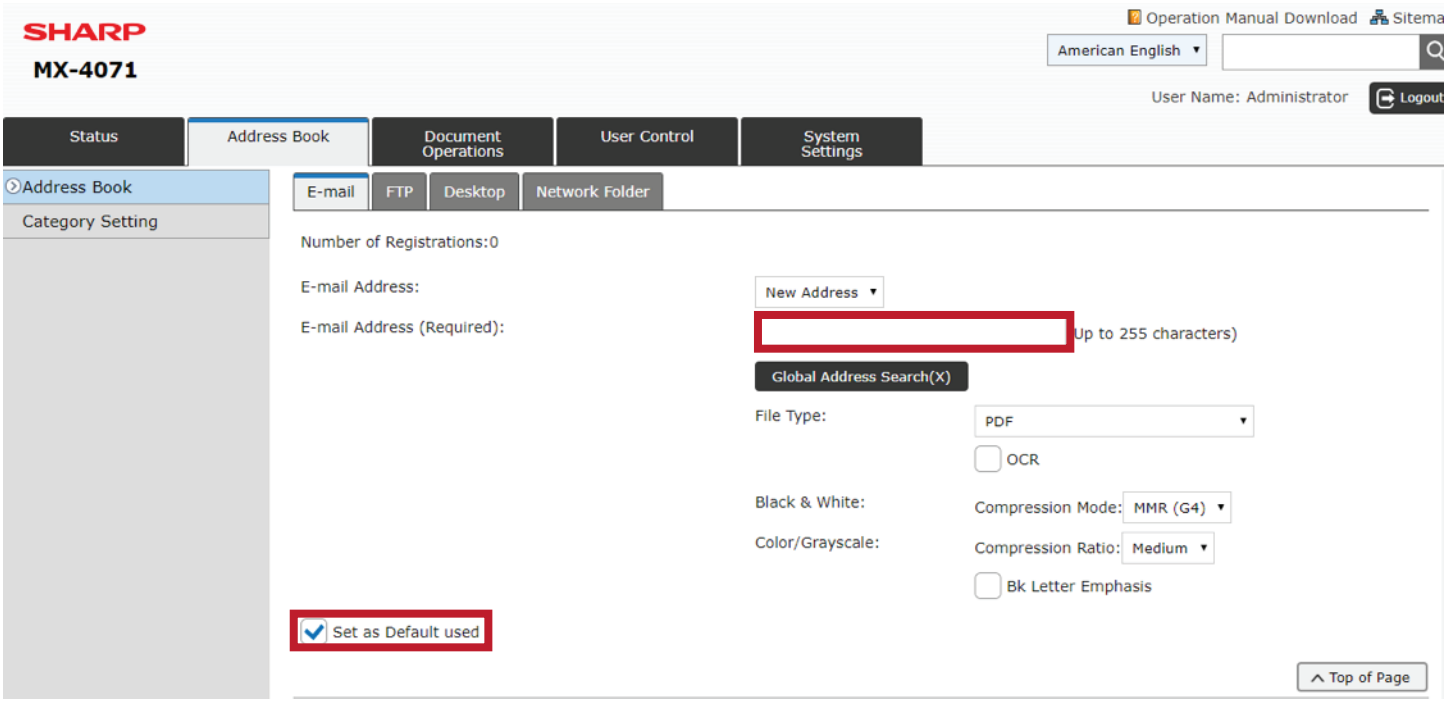


- Select “Address Book”
- Click Add (Y)



- Enter the corresponding information. (Name, Email etc.)
- Select “Set as Default”

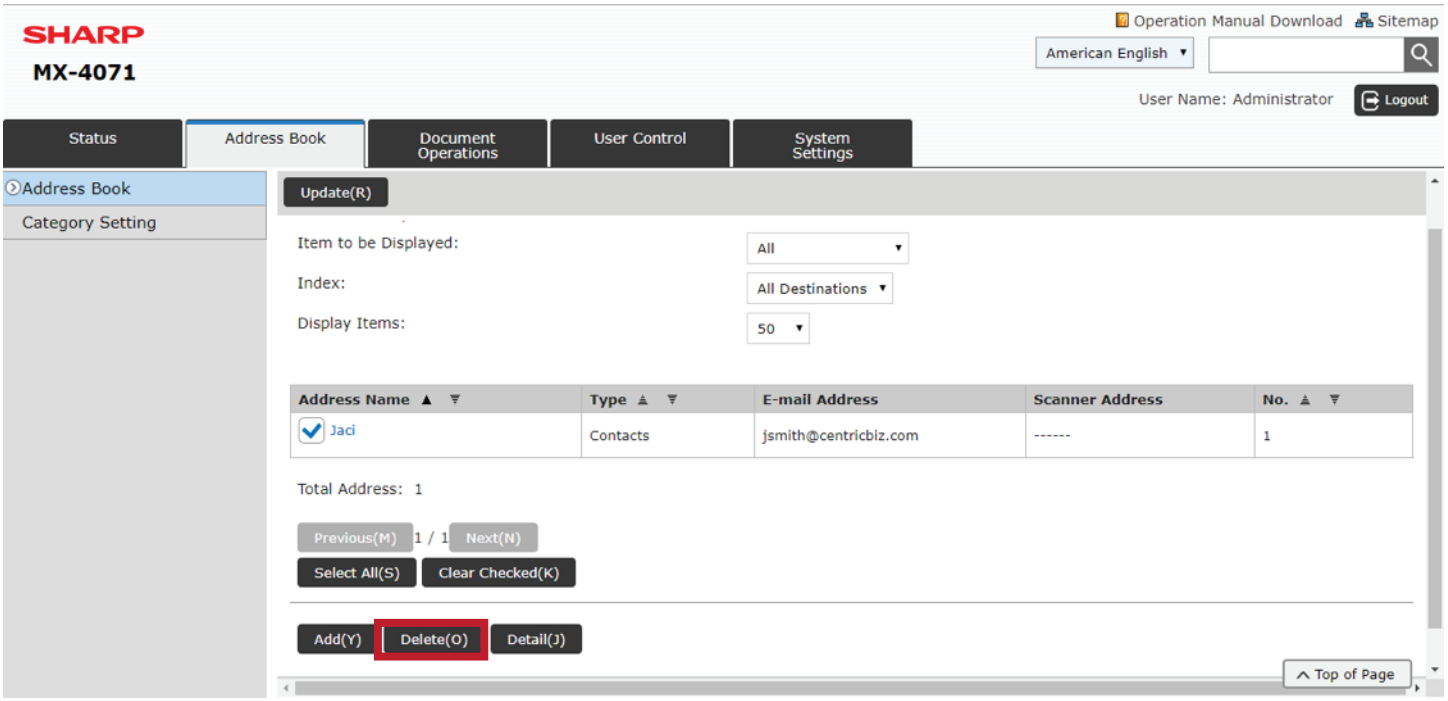


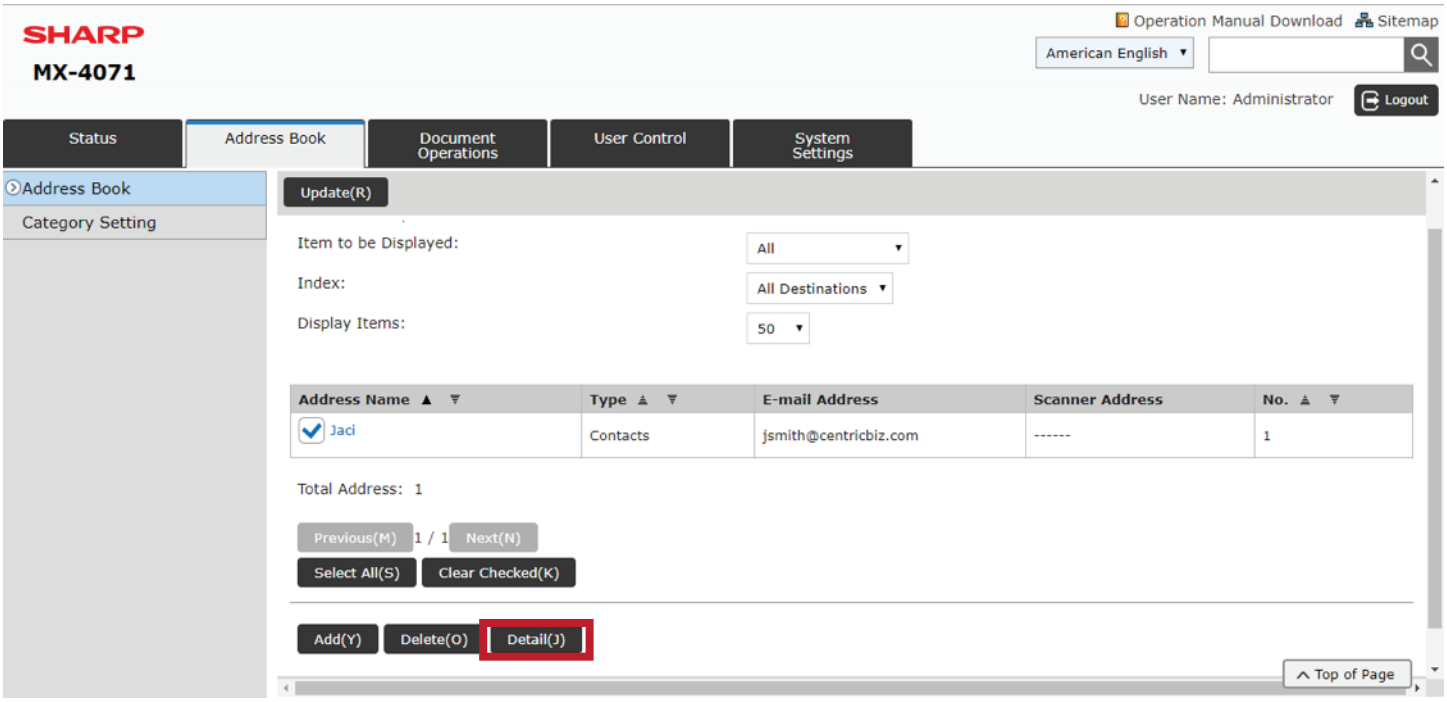


- When finished select “Submit”
- If registering multiple users, select “Submit and Register Next”

Deleting an Address:

- After selecting “Address Book” on the web, select the user which you wish to change by clicking on their name
- Select “Delete” and the email will be deleted from the machine



Deleting an Address:

- After selecting “Address Book” on the web, select the user which you wish to change by clicking on their name
- Select “Details” to view the email details. Make changes to the address and select “submit”