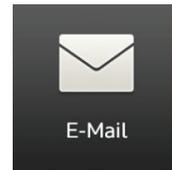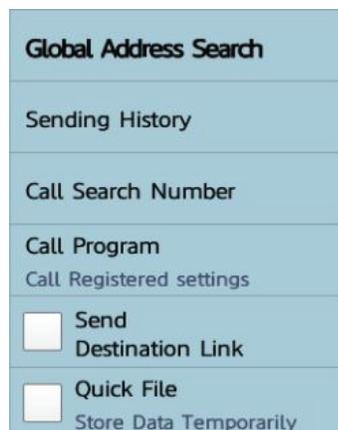# SHARP PRODUCT QUICK GUIDE

GLOBAL ADDRESS BOOK

Using the Global Address Search
1. Select Email (this is the scan to email function)

2. Select Global Address Search in the upper right-hand corner

3. Locate the bar that says, "enter initials"
4. Enter the first name of the person
   you wish to scan to
5. Select Search
6. You will see a list of names that match
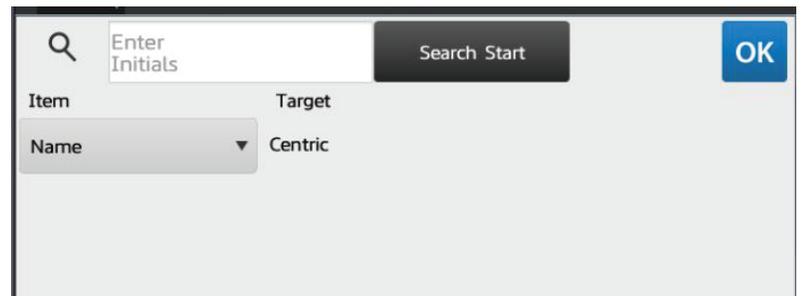   your search criteria
   • If you do not see the name of the
     desired recipient, try using their
     last name or perhaps the start
     of their email if you know it
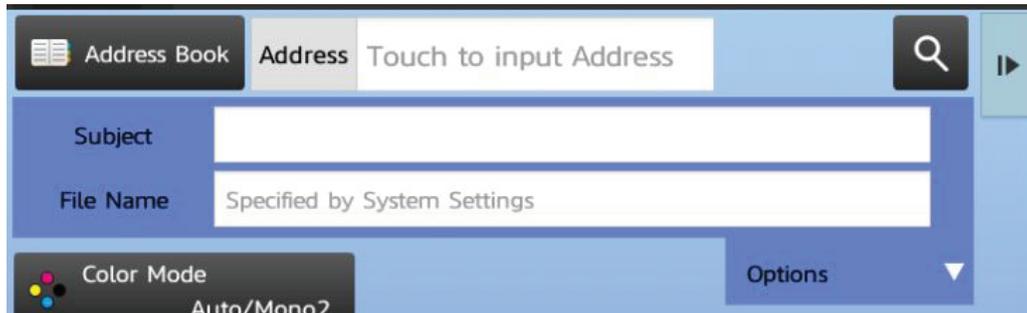7. Select the desired recipient
8. Select OK
9. The email address you selected has now been added to the address bar
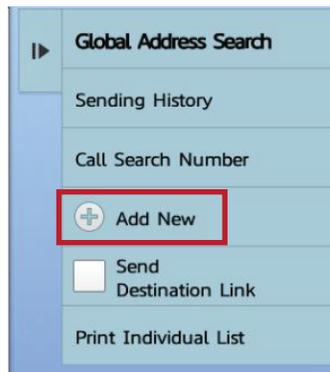10. If you wish to send to others, repeat the process

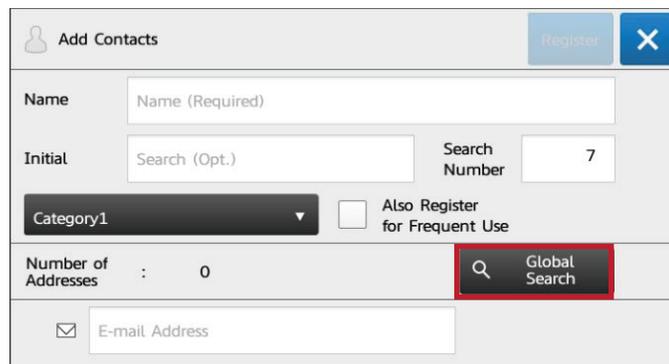Adding Emails from the Global Address Book to the Local Address Book
1. Select Email
2. Select Address Book in the upper left-hand corner

3. Select Add New (right side menu)

4. Select Global Search

5. Tap in the enter initial box
6. Enter the name of the person you wish to add
7. Select Search
8. Select the desired recipient from the search results
9. Select OK
10. Enter the name that corresponds with the email address selected
11. Select Register

To Access Saved Contacts
1. Select Email
2. Select Address Book
3. Select name(s) from saved contacts
4. Select OK