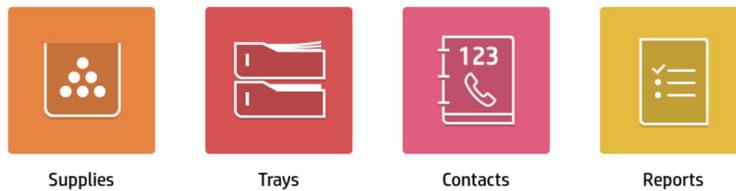


HP PRODUCT QUICK GUIDE

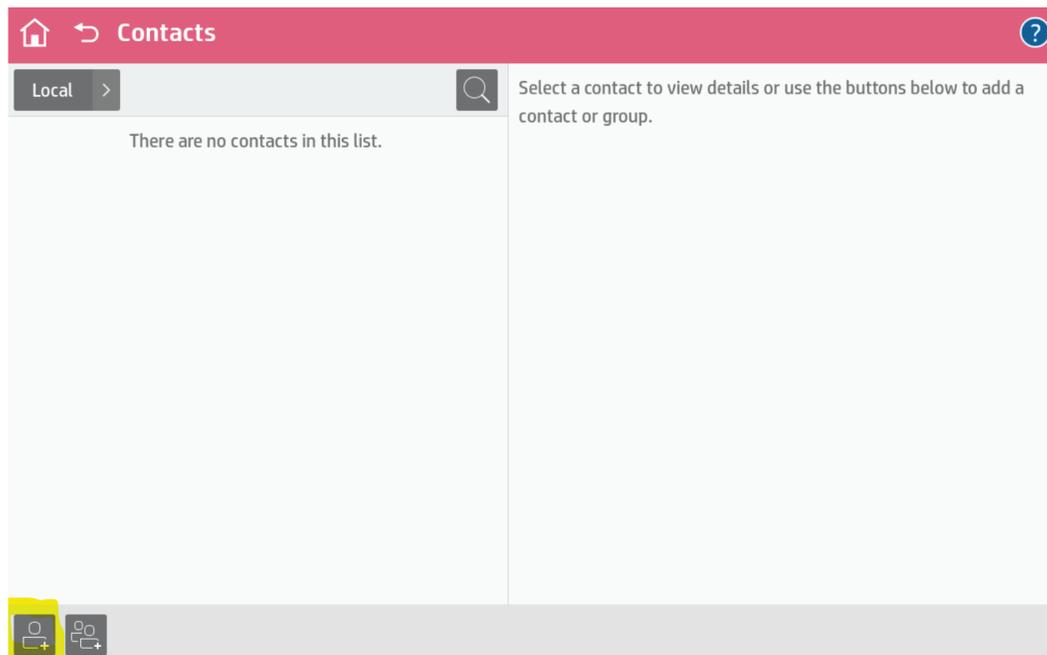
MANAGING THE ADDRESS BOOK FROM THE MFP

How to Add to the Local Address Book

- Locate and select Contacts by swiping left on the screen



- Select the Add Destination Icon in the bottom left corner



- Enter Desired Information (Only display name and email and/or fax address is required)
- Select Save

Add Contact

First Name
Jaci

Email
jrohrbaugh@centricbiz.com

Fax Number

Network Folder Path
None >

Notes

Cancel Save

- Information is now saved to the Local address book

Contacts

Local > Jaci

Jaci

First Name
Jaci

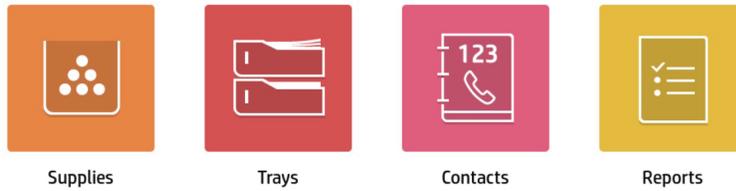
Last Name
Rohrbaugh

Email
jrohrbaugh@centricbiz.com

Done

How to Edit entries in the Local Address Book

- Locate and select Contacts by swiping the screen to the left



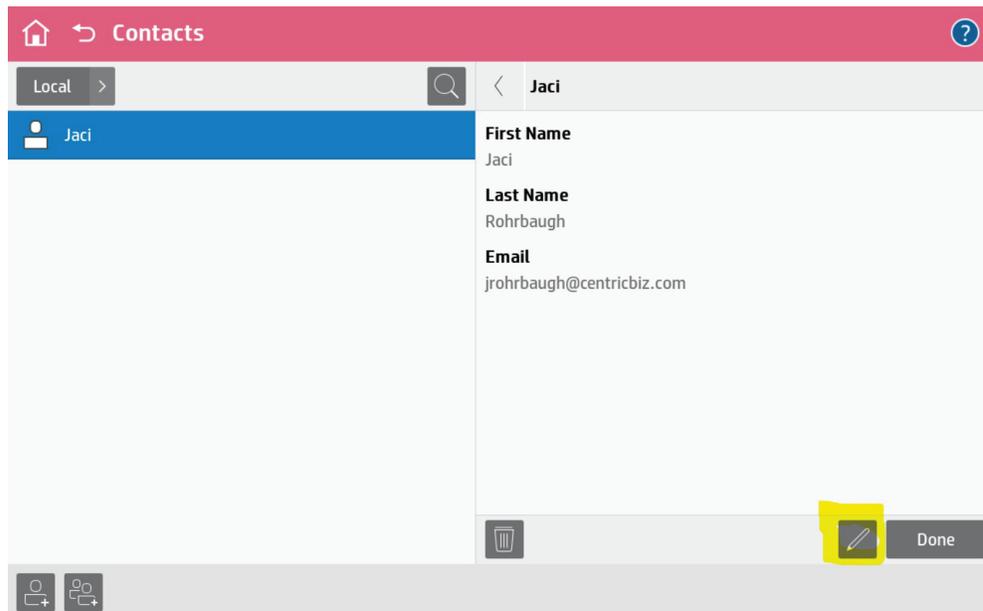
Supplies

Trays

Contacts

Reports

- Highlight the entry you wish to edit
- Select the Pencil icon



- Make any desired changes
- Select Save

Edit Contact

Display Name

Last Name

First Name

Email

Fax Number

Network Folder Path

How to Delete an entry from the Local Address Book

- Locate and select Contacts by swiping the screen to the left



Supplies



Trays

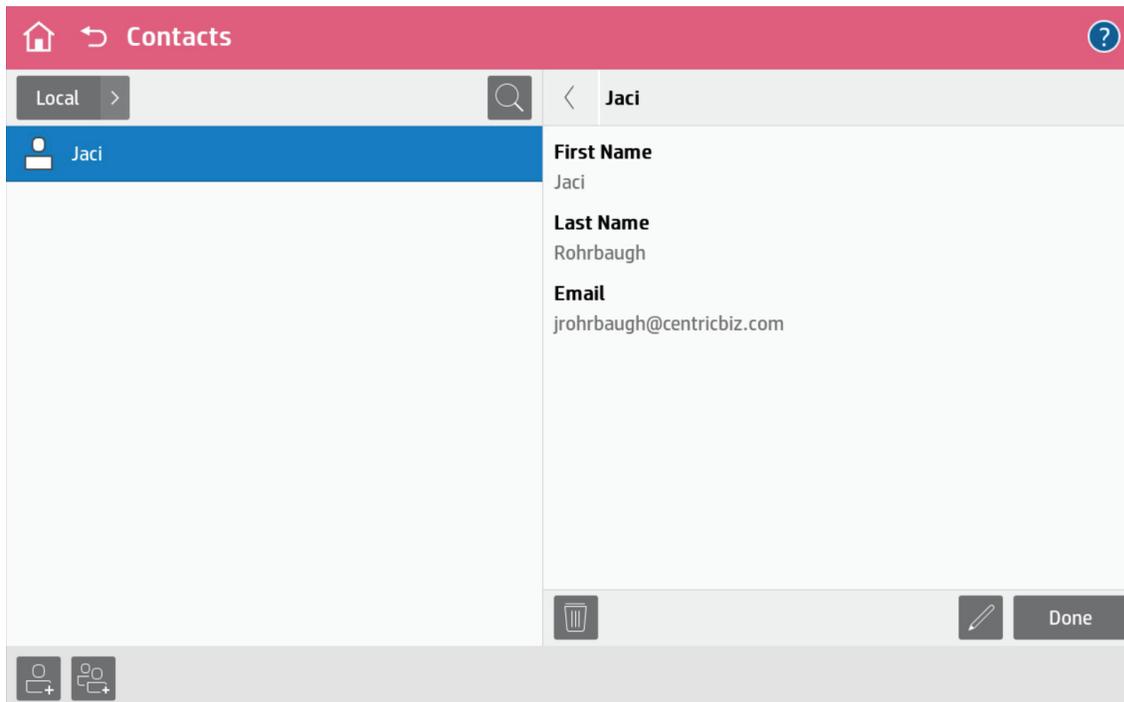


Contacts



Reports

- Highlight the entry you wish to delete
- Select the Trash Can Icon



- Confirm that you wish to delete the selected contact