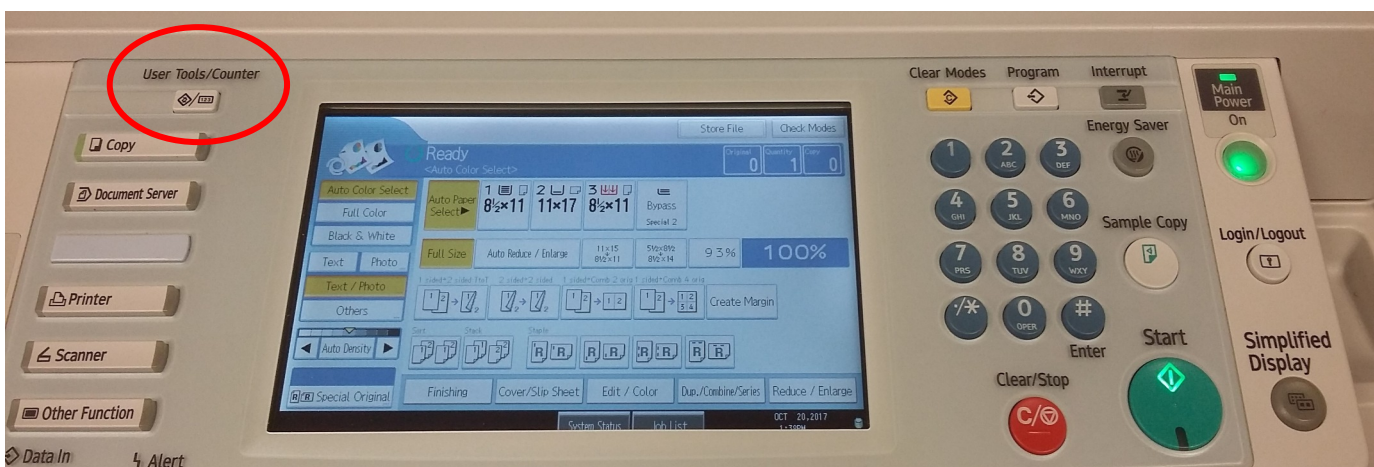


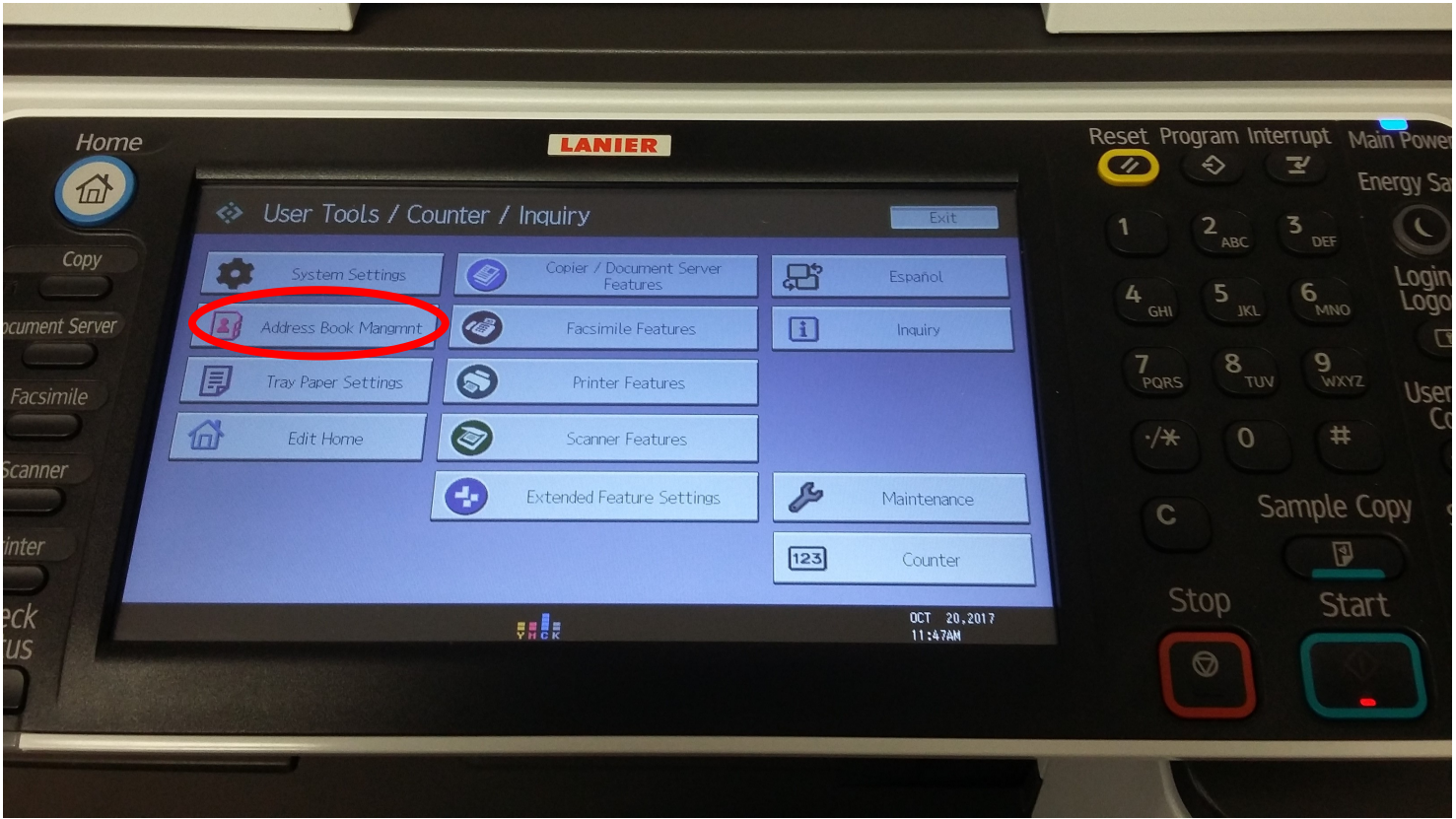
Select User Tools



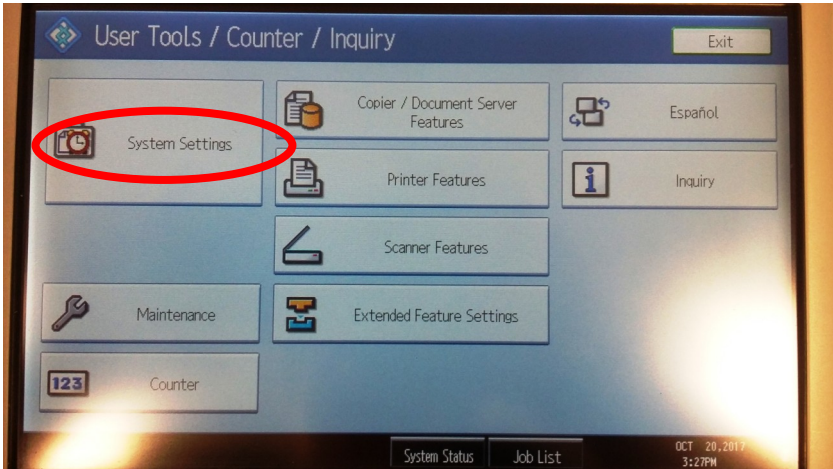
OR for older models:



Select Address Book

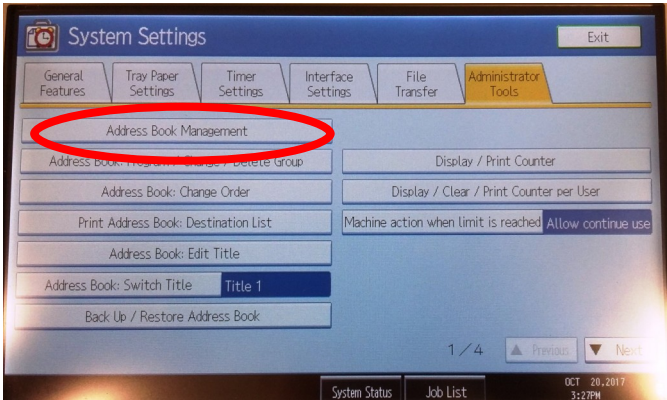
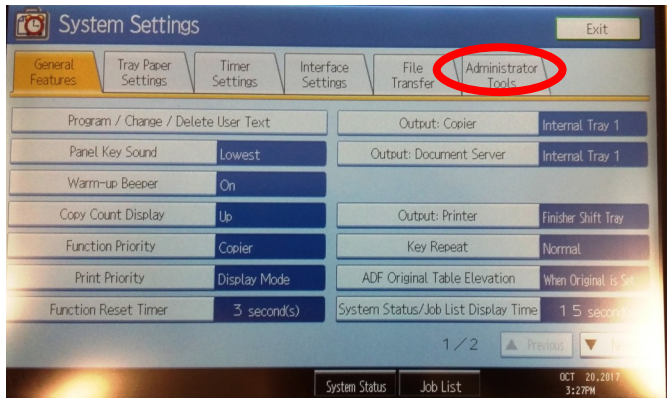


OR for older models: **1** Select System Settings

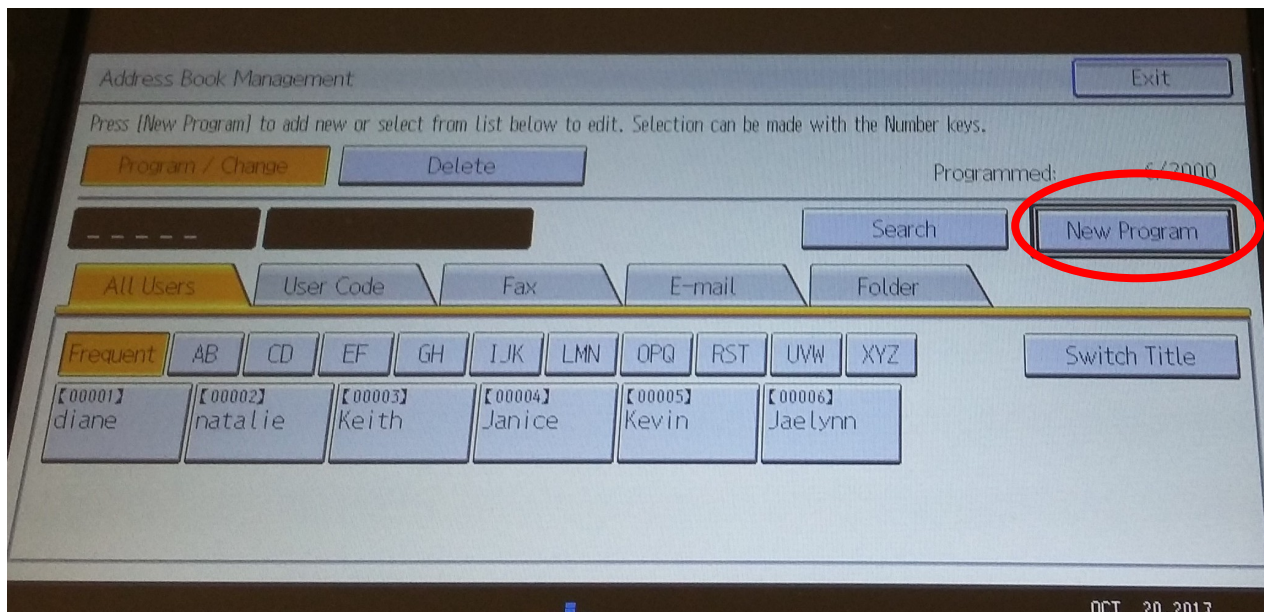


2 Select Administrative Tools

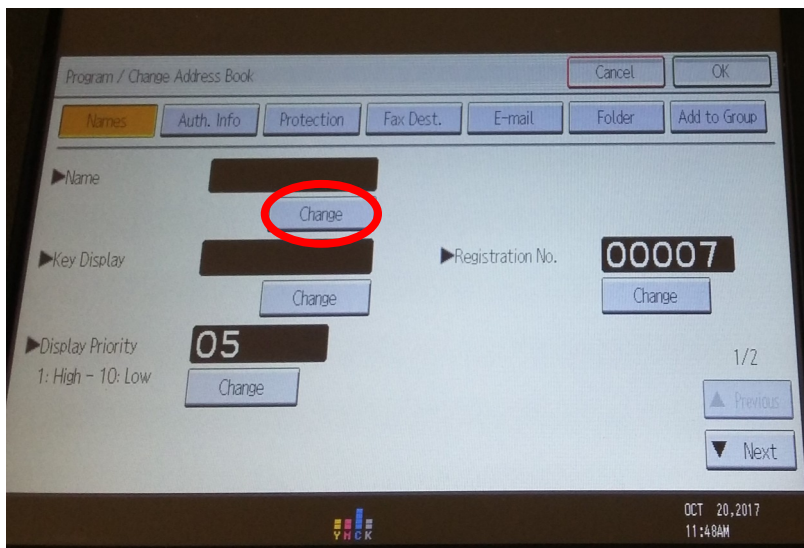
3 Select Address Book Management



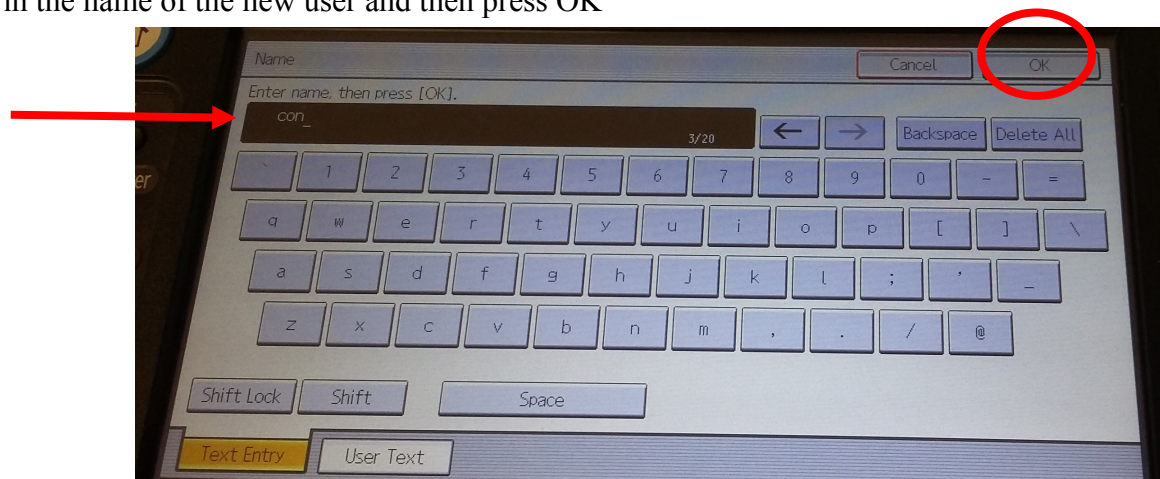
From this point on, the screen looks almost the same for older and new models.
Select NEW PROGRAM:



Select NAME CHANGE:



Type in the name of the new user and then press OK



Press Auth. Info.

Program / Change Address Book

Cancel OK

Names Auth. Info Protection Fax Dest. E-mail Folder Add to Group

► Name con Change

► Key Display con Change

► Registration No. 00008 Change

► Display Priority 05 Change

1: High - 10: Low

1/2

Previous

Next

Press CHANGE

Program / Change Address Book

Cancel OK

Names Auth. Info Protection Fax Dest. E-mail Folder Add to Group

► User Code Change

► SMTP Authentication Specify Other Auth. Info Do not Specify

1/4

Previous

Next

Enter the user code by pressing the numbers on the keypad at the right of the screen and then press # on the screen and press OK. Then scroll to page 3 by pressing the NEXT at the bottom of the screen

Program / Change Address Book

Cancel OK

Names Auth. Info Protection Fax Dest. E-mail Folder Add to Group

► User Code 1234 Clear #

► SMTP Authentication Specify Other Auth. Info Do not Specify

1/4

Previous

Next

1 2 ABC 3

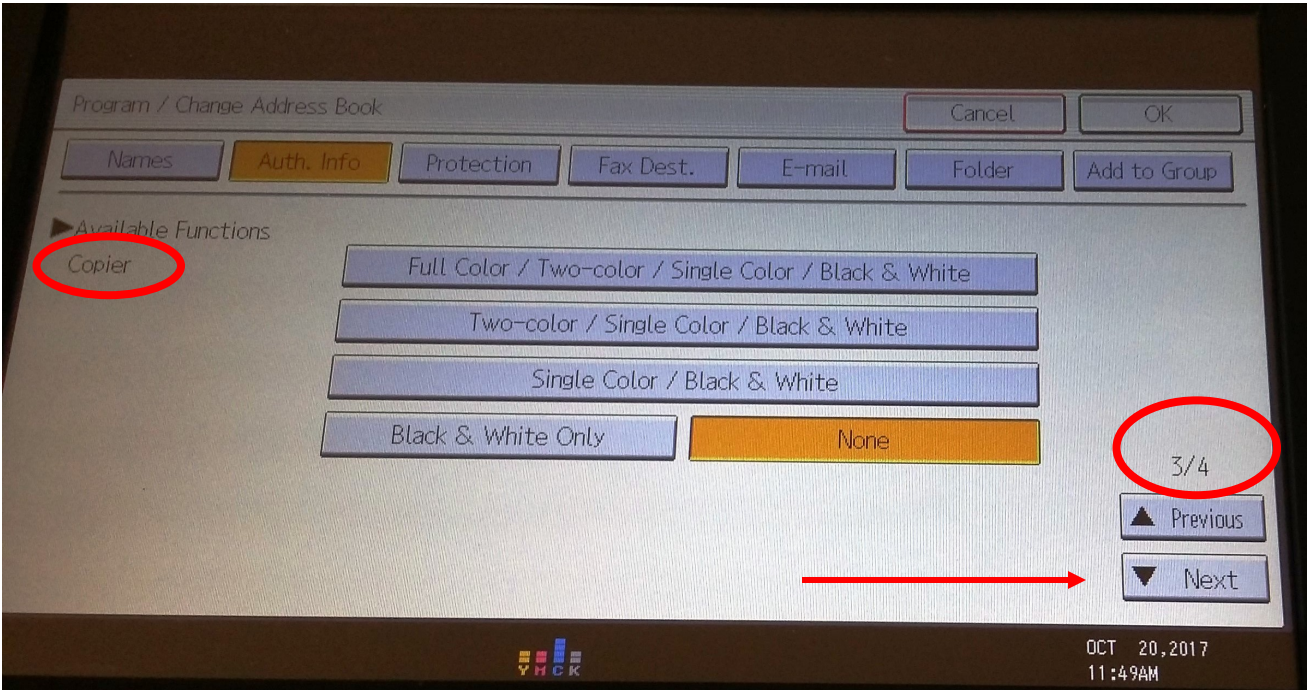
4 GHI 5 JKL

7 PQRS 8 TUV

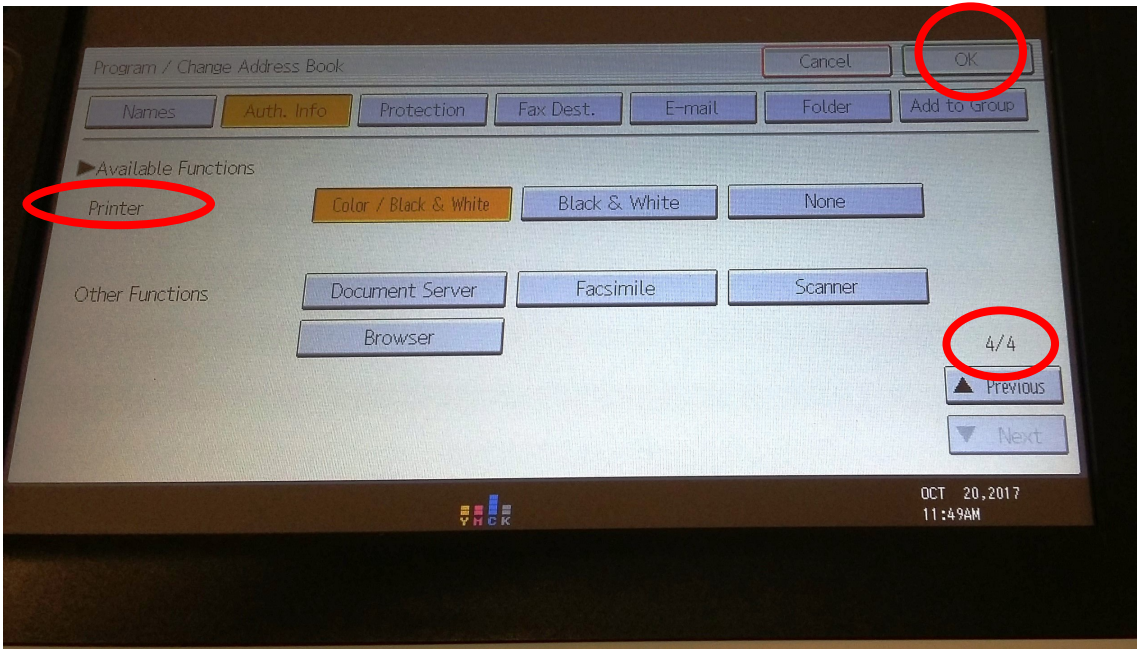
0

Sam

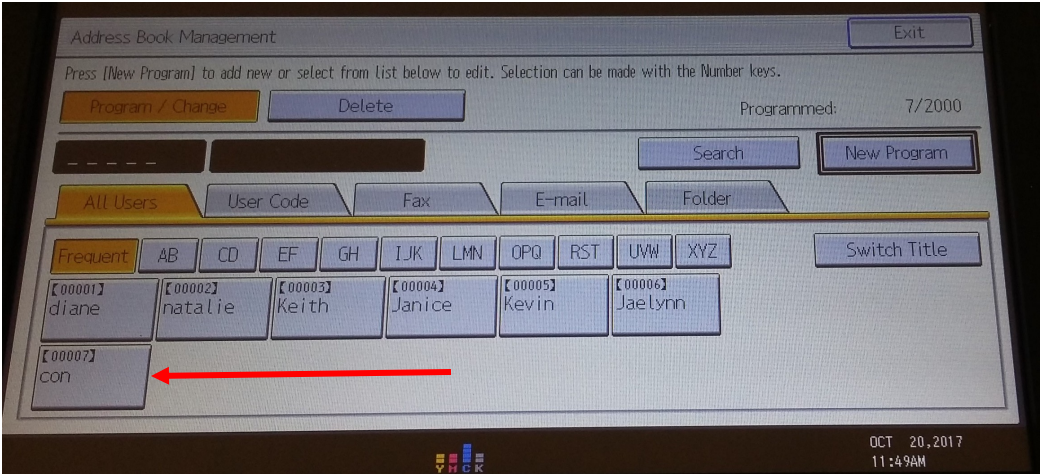
On page 3, select the permissible items for this user to copy. Then scroll to page 4.



Select the permissible items for this user to print. Then press OK



The new user will now show on the address book management screen.



To delete any users simply press the DELETE BUTTON AND THEN THE USER’S NAME.

