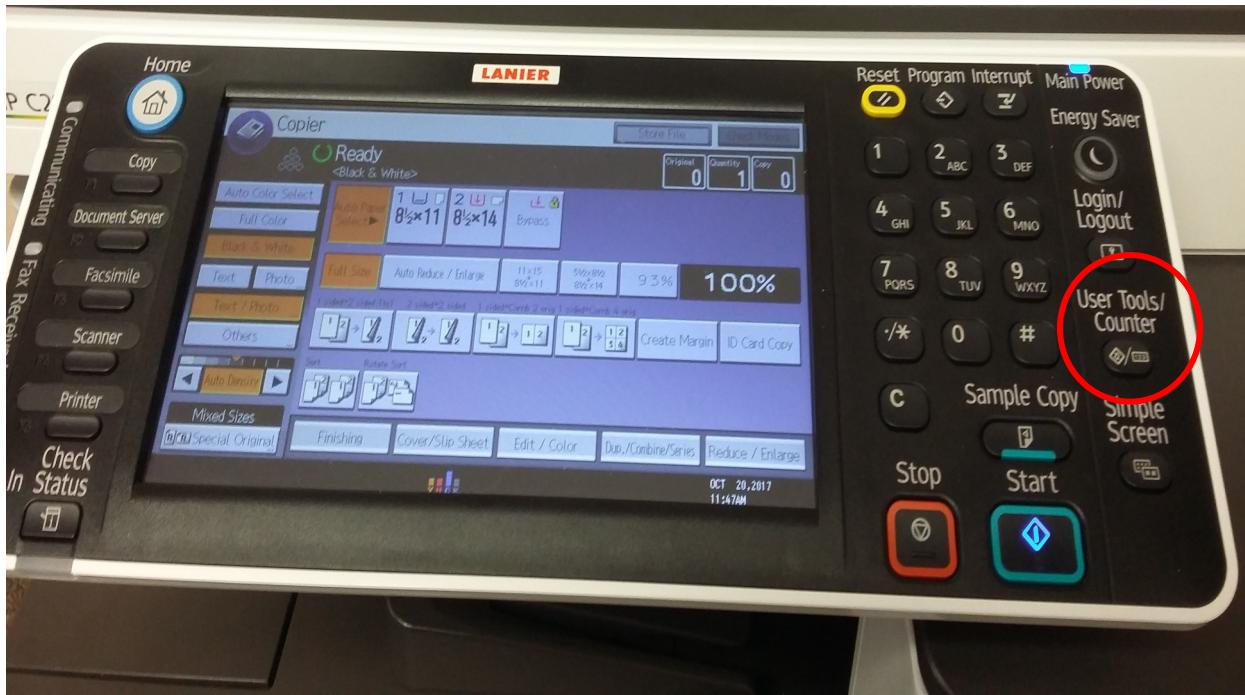
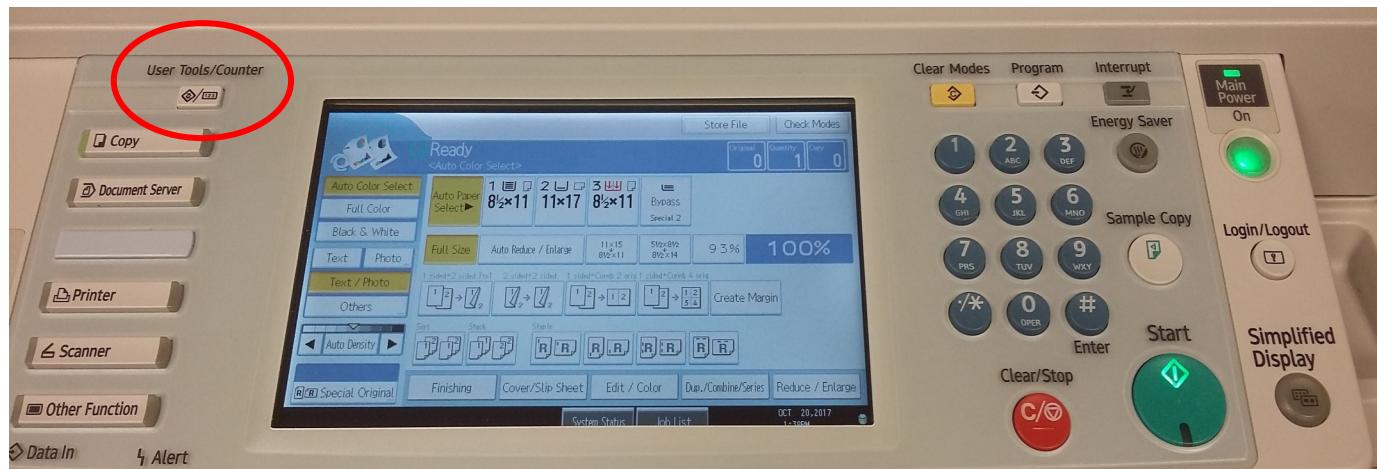


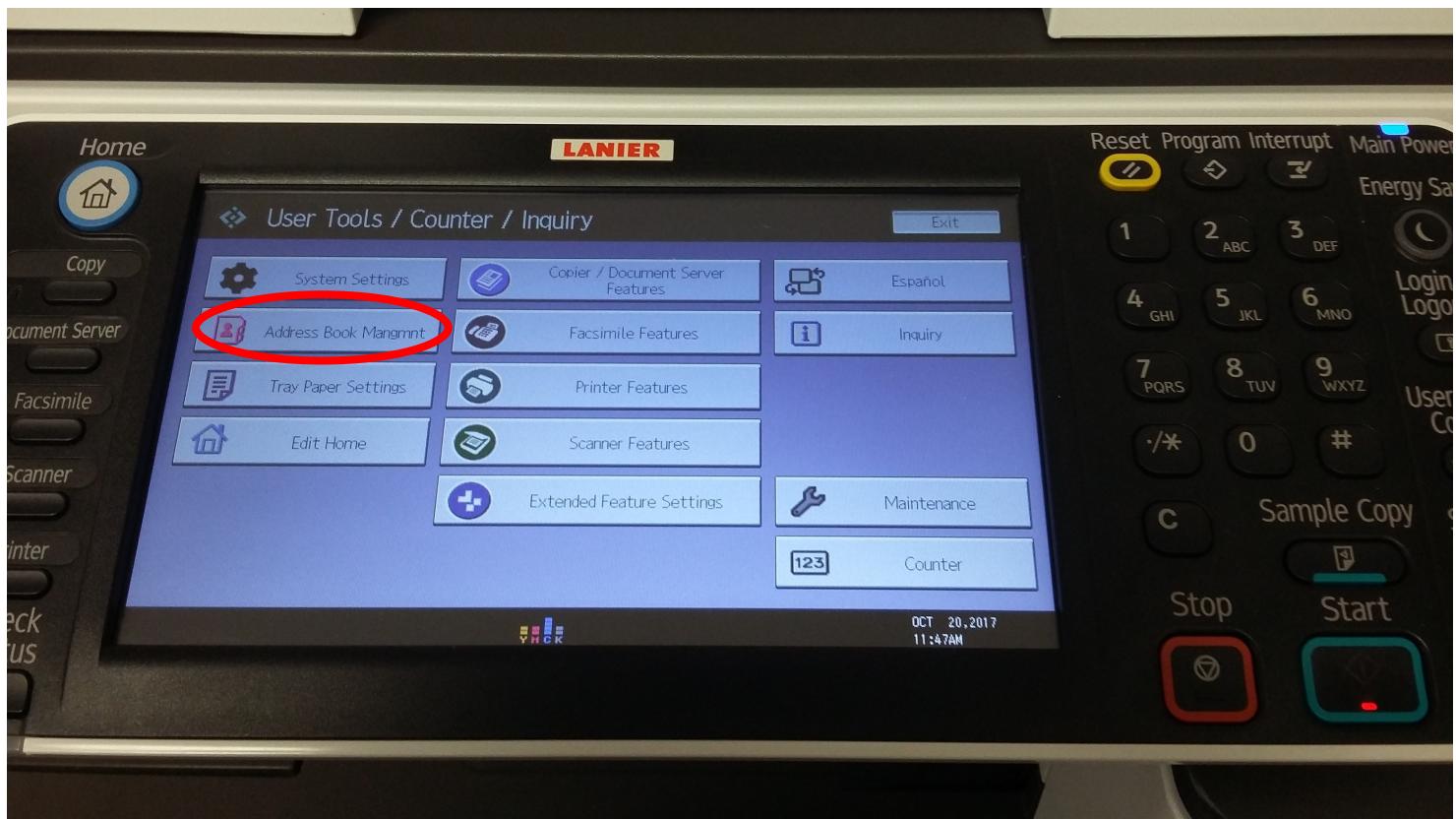
Select User Tools



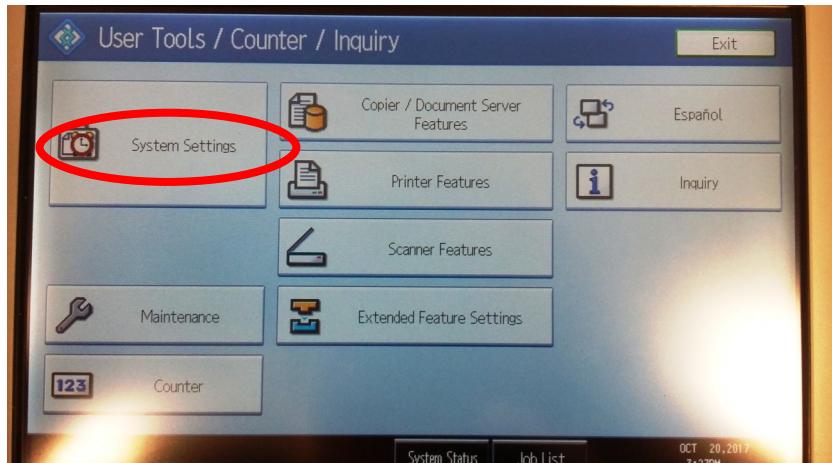
OR for older models:



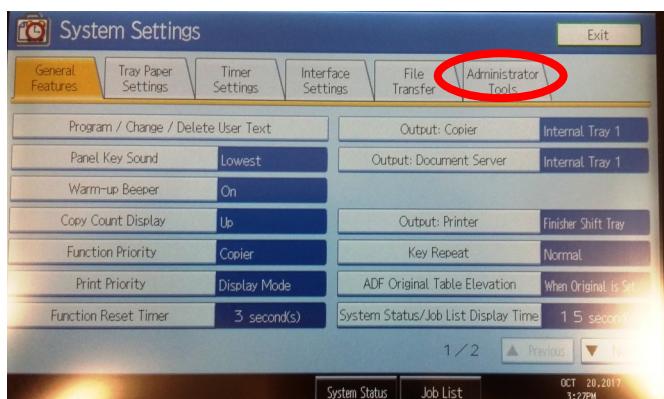
Select Address Book



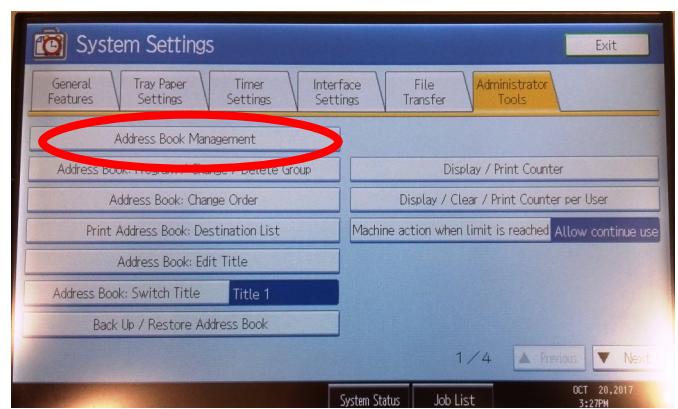
OR for older models: 1 Select System Settings



2 Select Administrative Tools

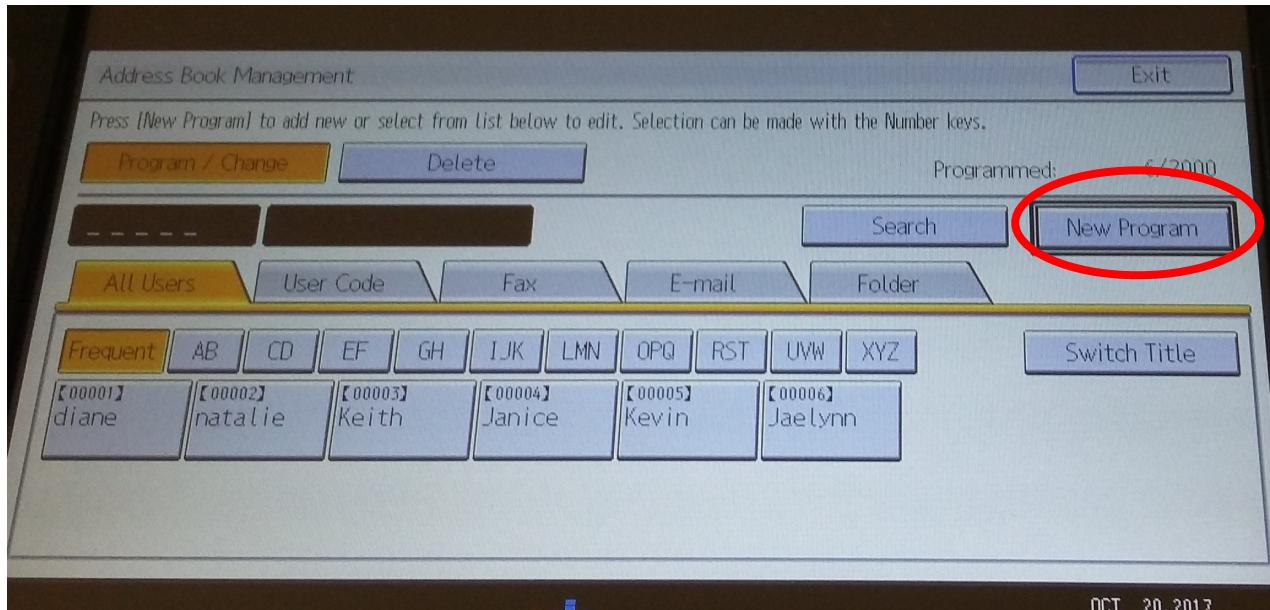


3 Select Address Book Management

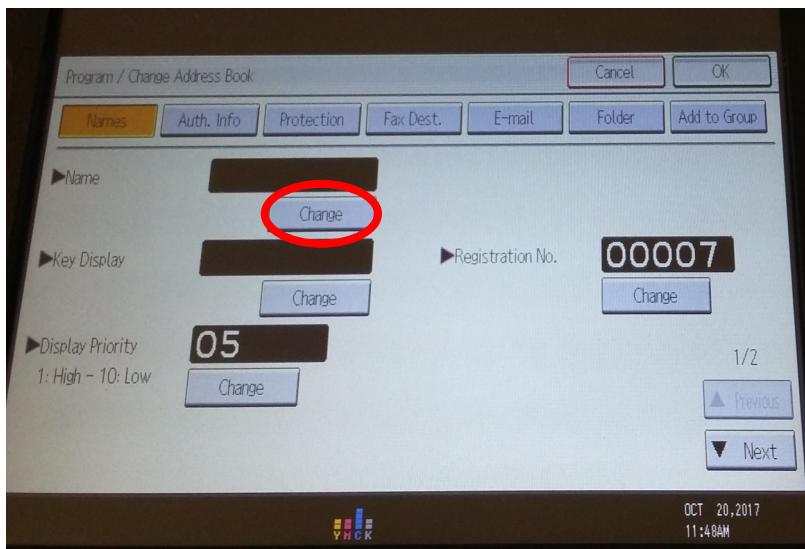


From this point on, the screen looks almost the same for older and new models.

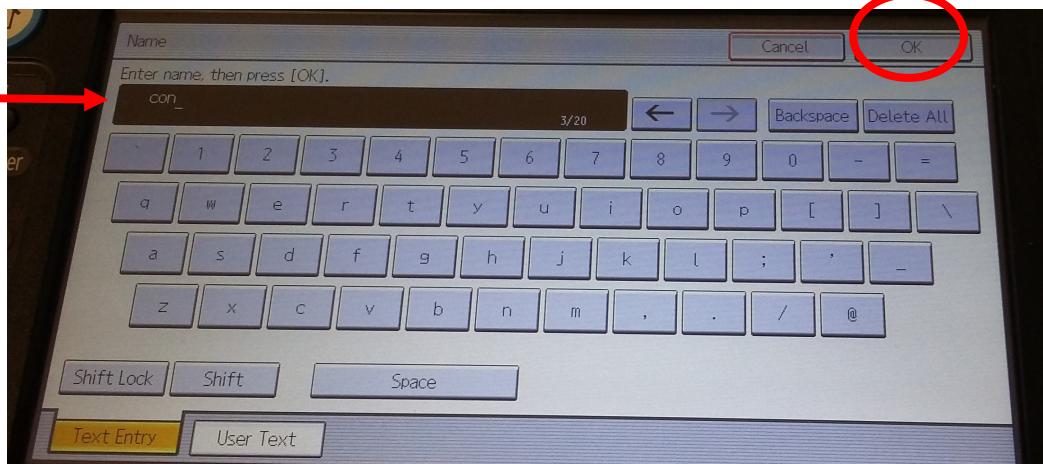
Select NEW PROGRAM:



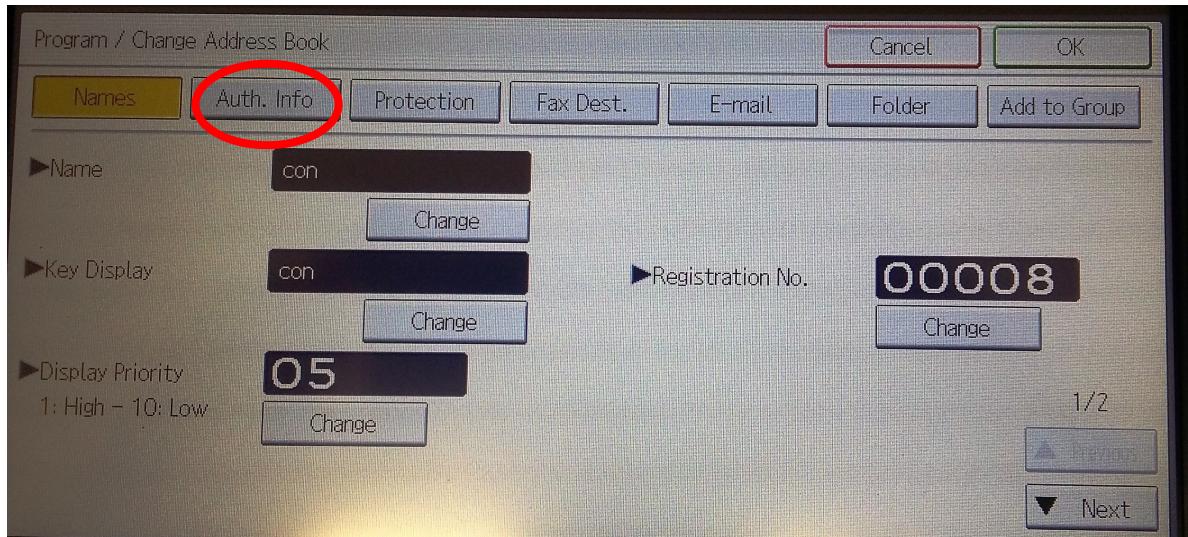
Select NAME CHANGE:



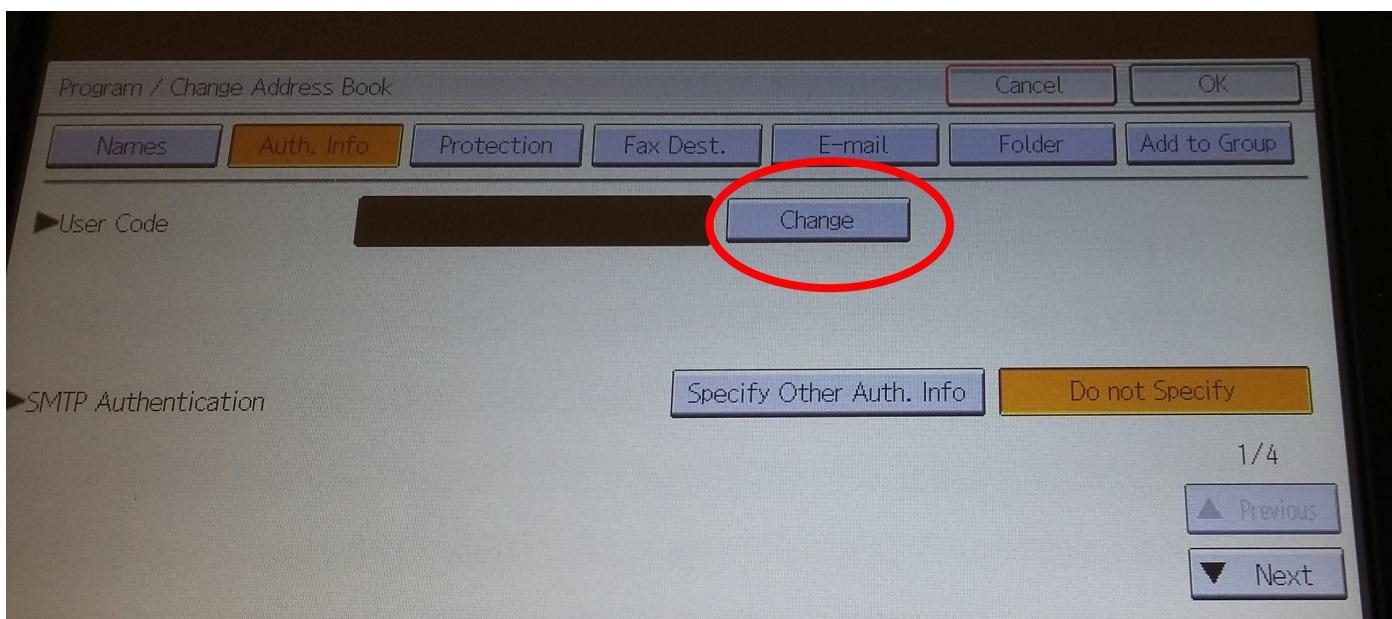
Type in the name of the new user and then press OK



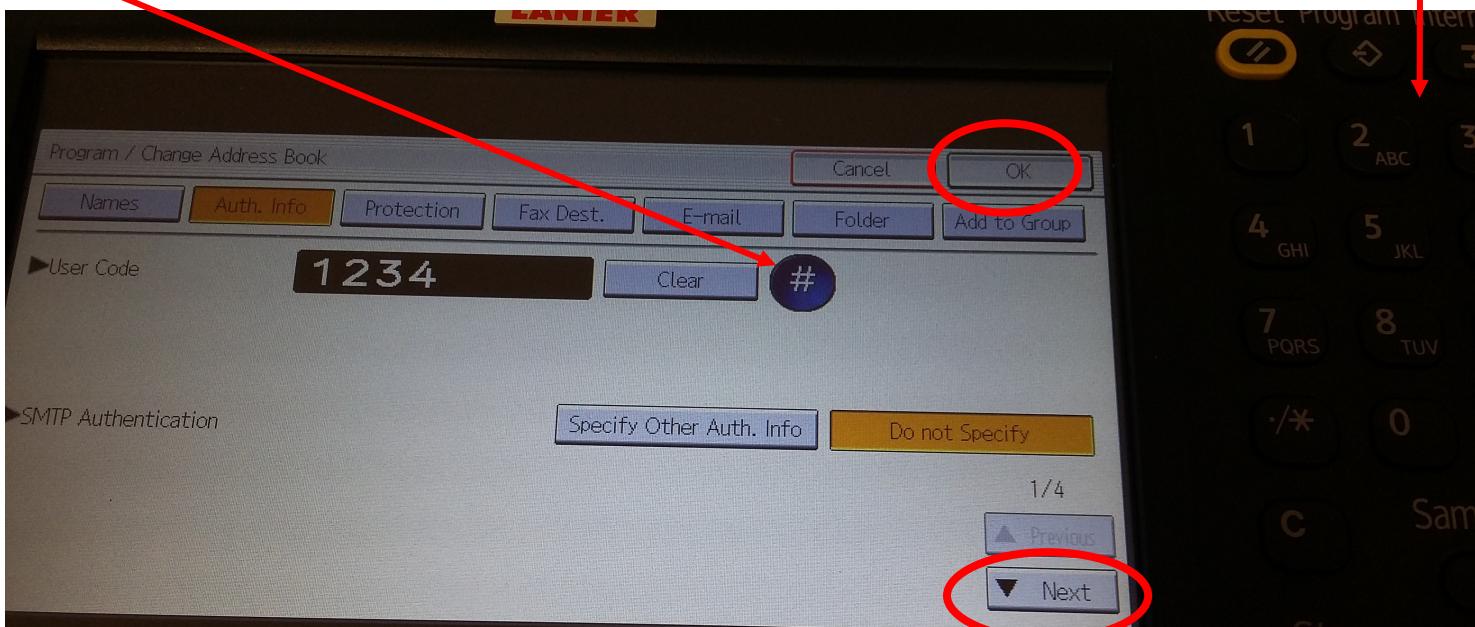
Press Auth. Info.



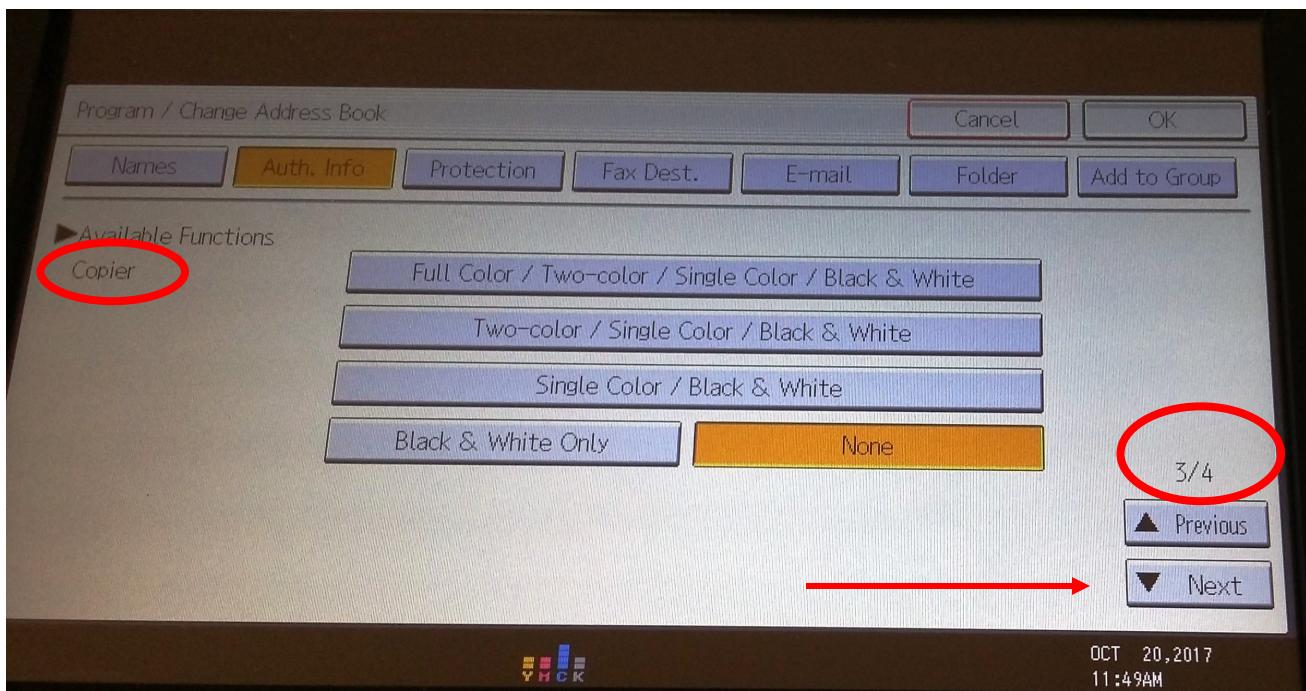
Press CHANGE



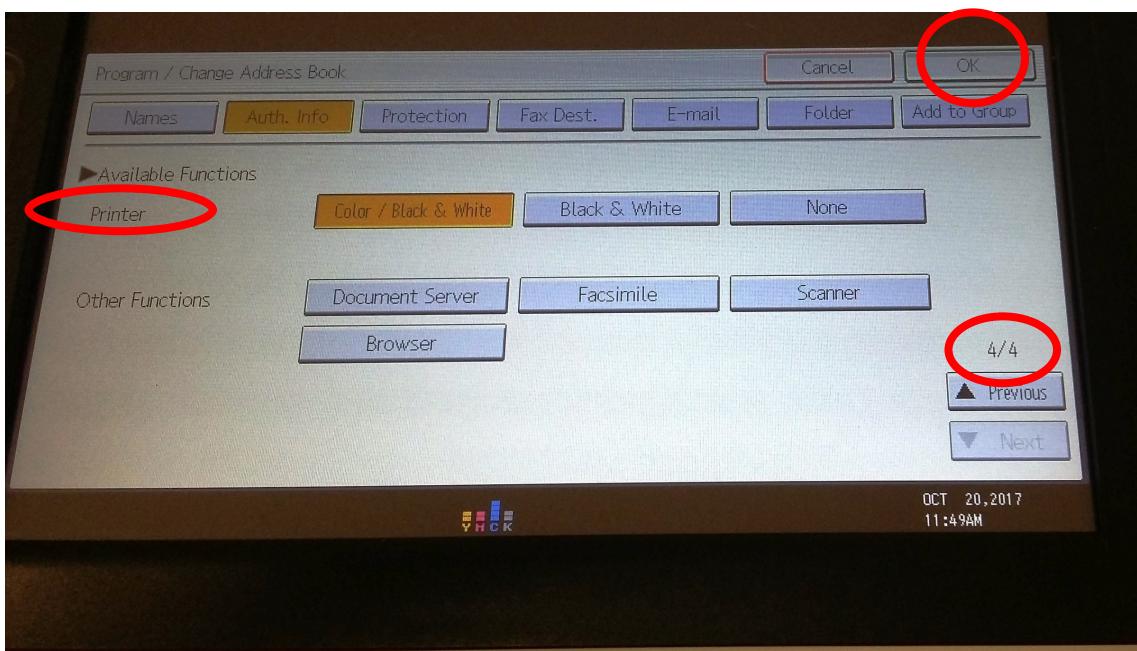
Enter the user code by pressing the numbers on the keypad at the right of the screen and then press # on the screen and press OK. Then scroll to page 3 by pressing the NEXT at the bottom of the screen



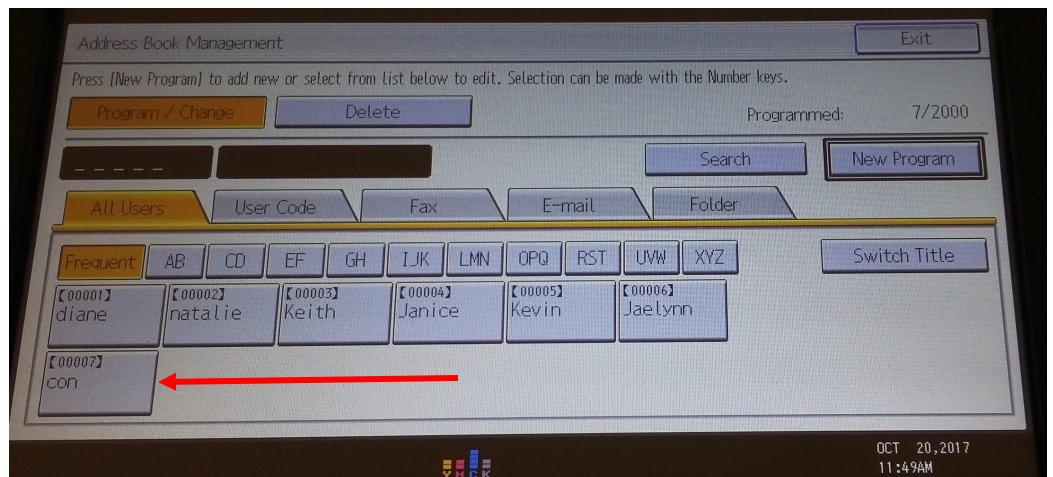
On page 3, select the permissible items for this user to copy. Then scroll to page 4.



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.

