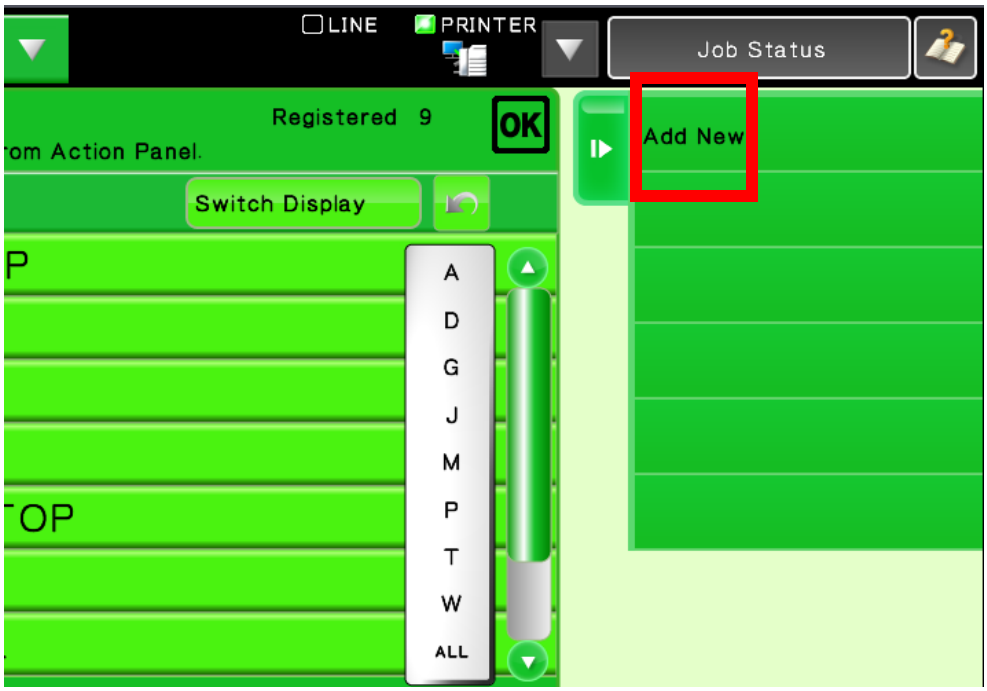
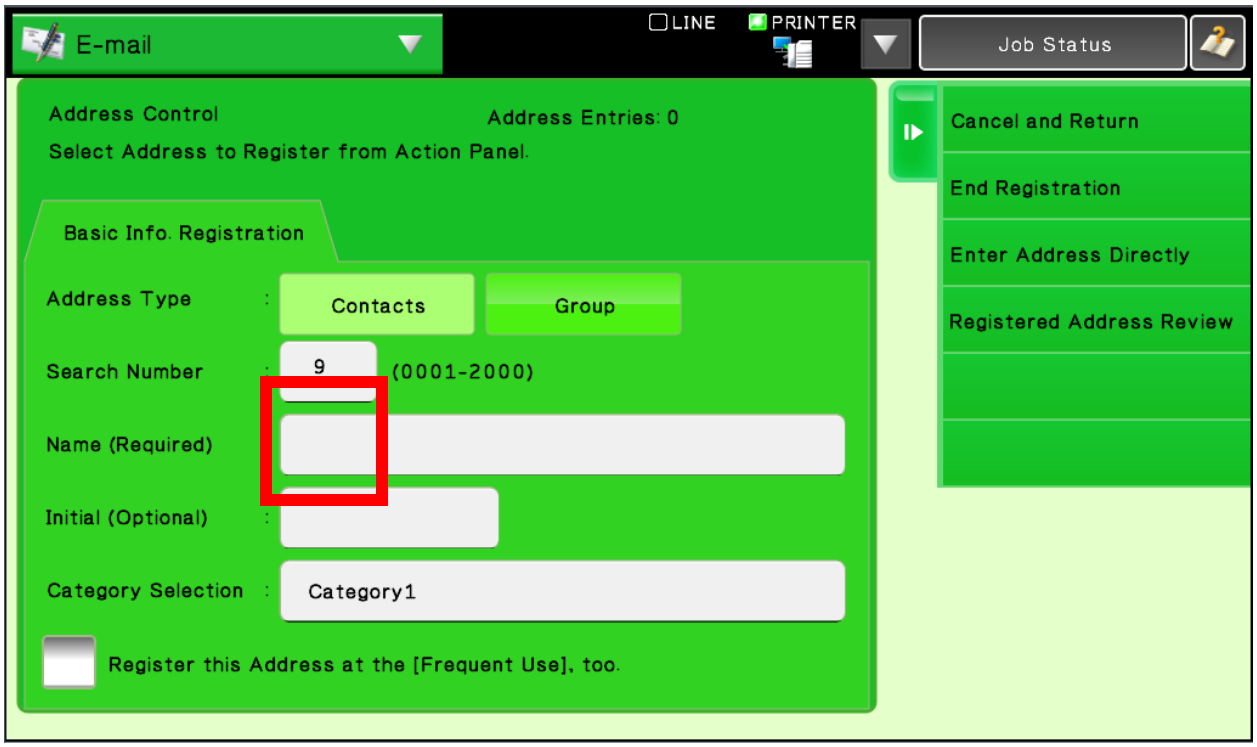
Add new Fax/Email

Select Address Control

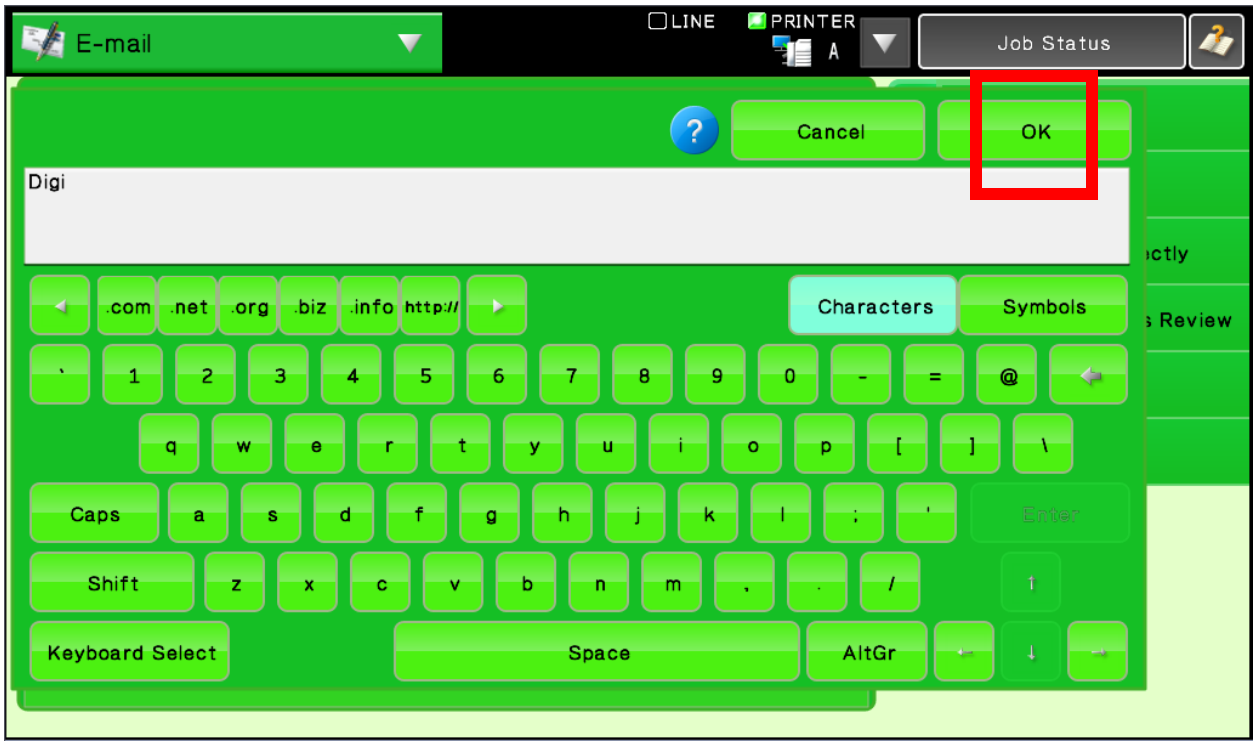
On the Right Side Select “Add New”



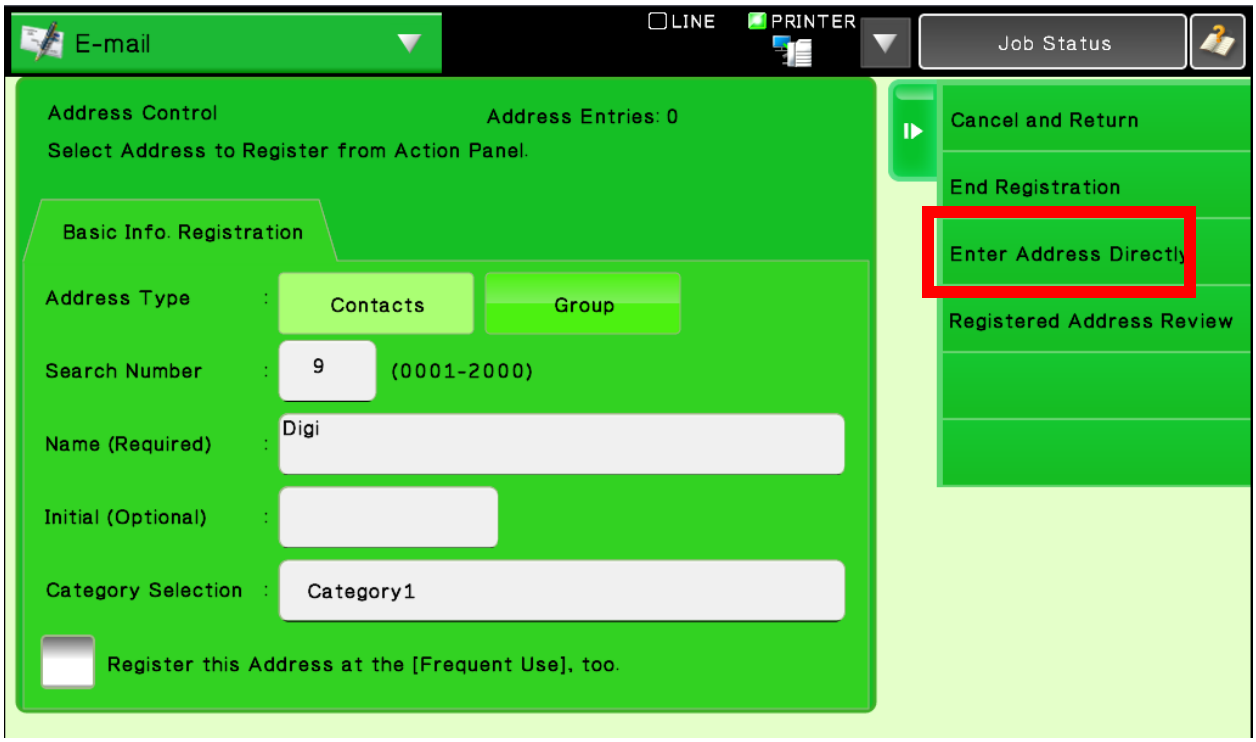
Select in “Name (Required)”



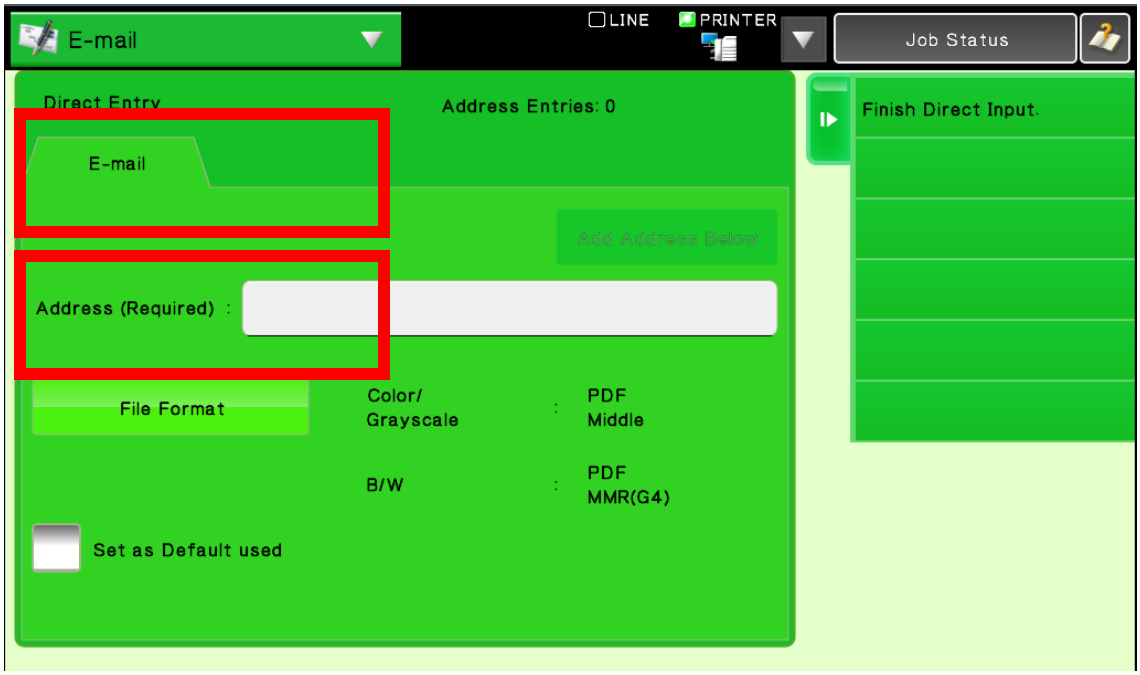
Pull out the Hardware Keyboard and type in the Name for the Address and hit Enter (Very important you must always hit enter after typing on Keyboard) **OR**, use the On-Screen Keyboard and Press OK



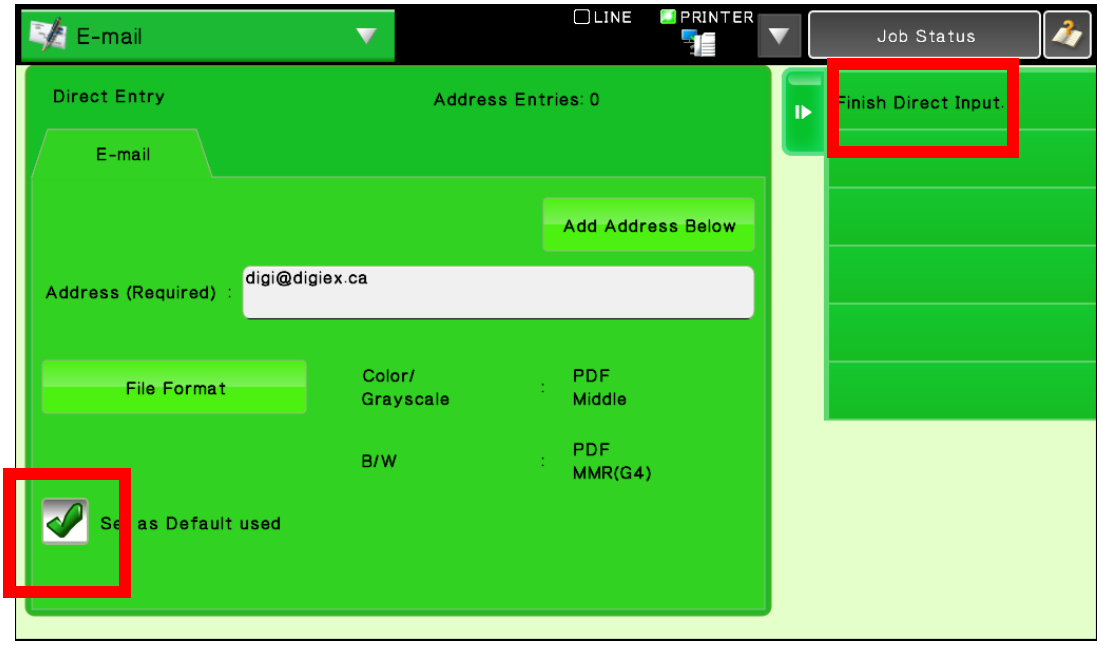
Now on the Right side of the screen select “Enter Address Directly”



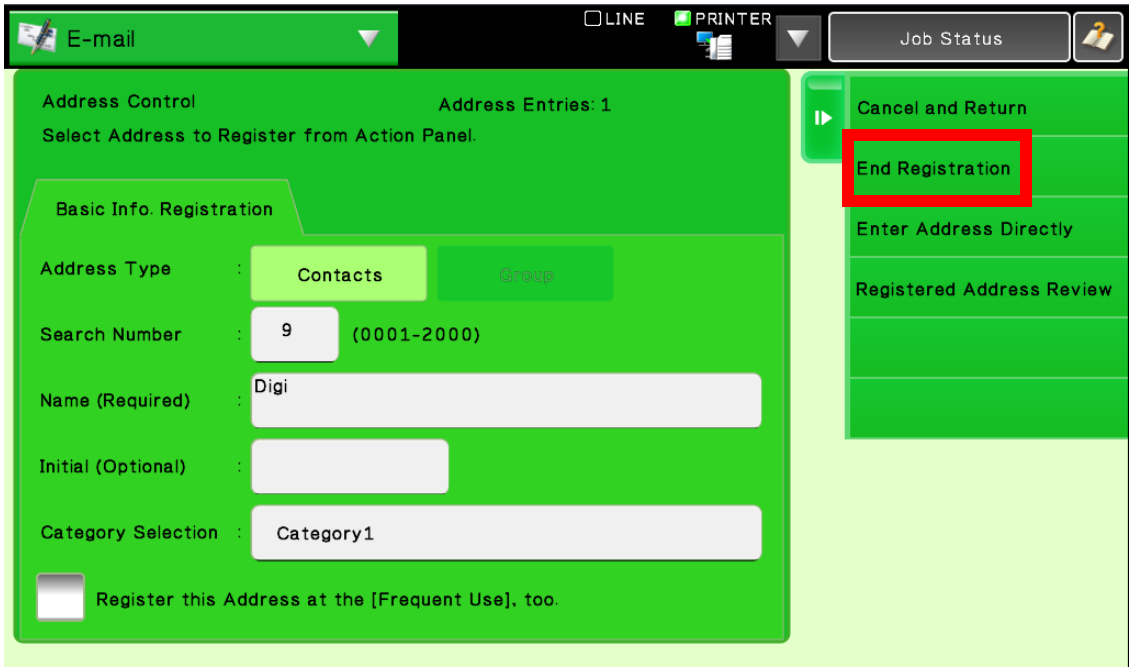
Select the appropriate tab on the top (Devices with Fax will have “Fax” available)
Select “Address (Required):”
Pull out the Hardware Keyboard and type in the email/Fax number for the Address and hit Enter (Very *important* you must always hit enter after typing on Keyboard) **OR**, use the On-Screen Keyboard and Press OK



Important Check the “Set as Default used” button
Then Hit “Finish Direct Input”



Then Hit “End Registration”

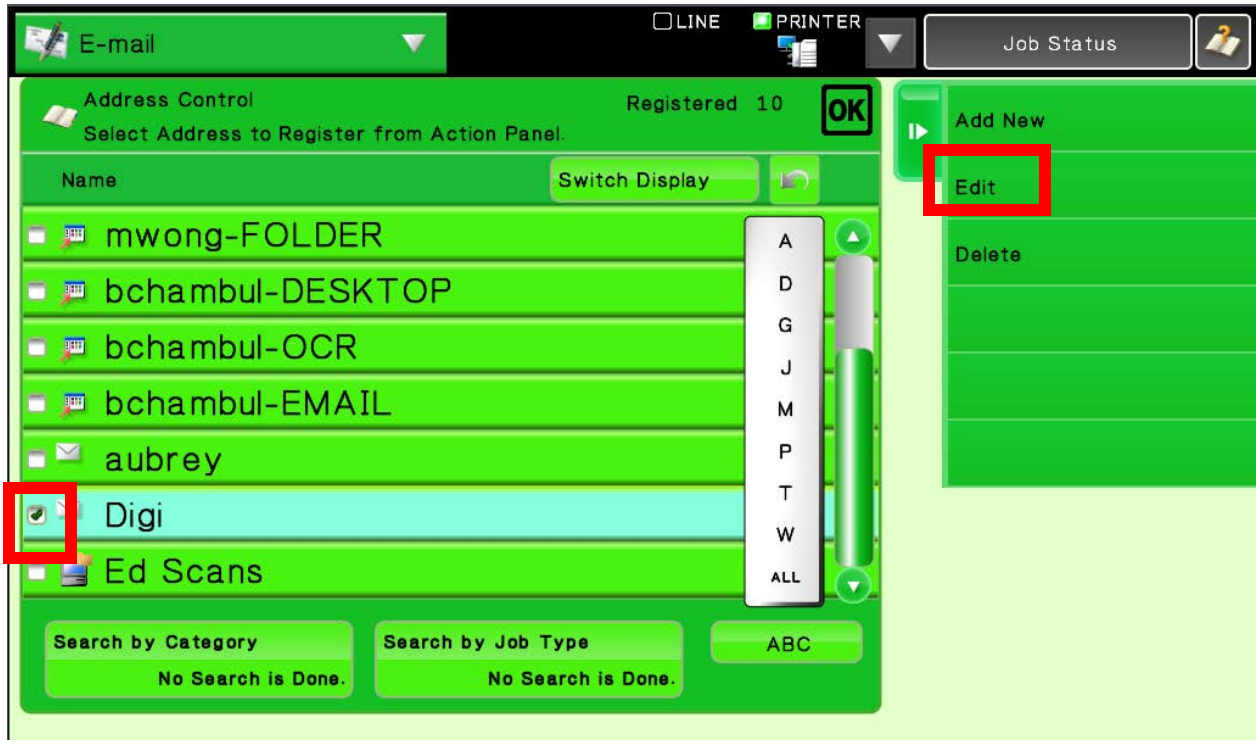


Edit Existing Fax/Email

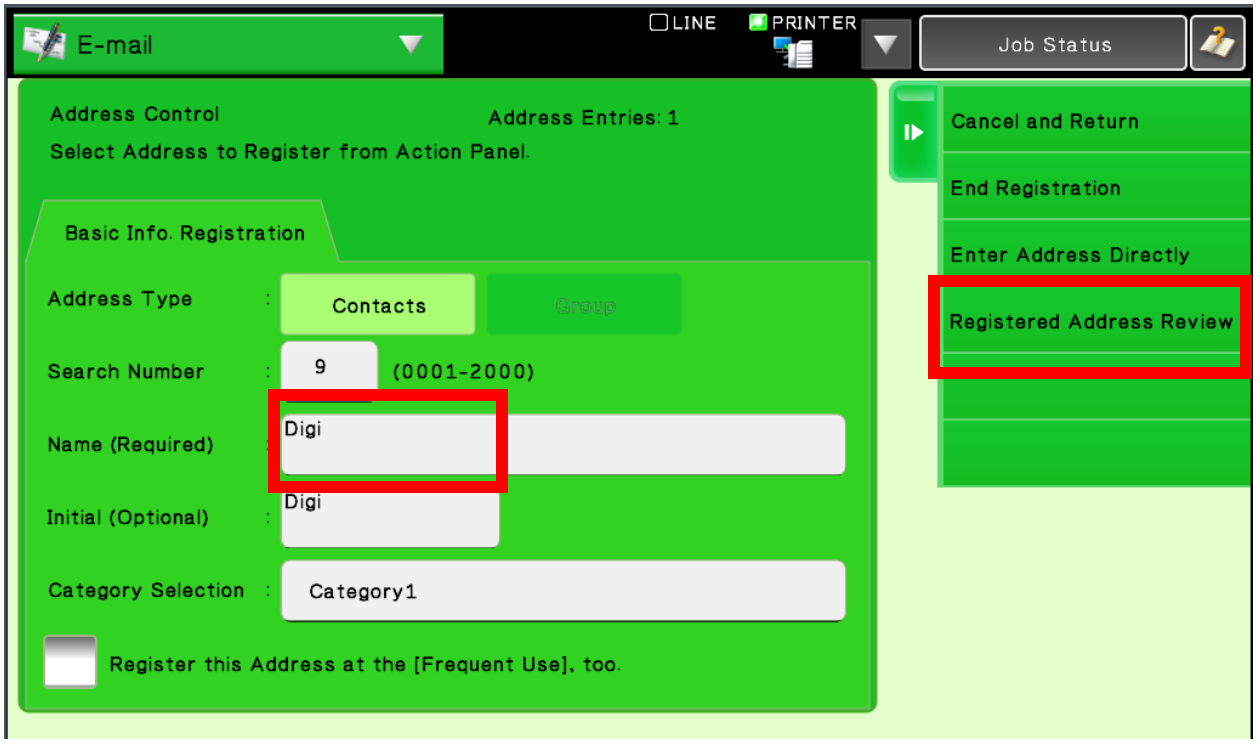
Select Address Control

Select the address you wish to change.

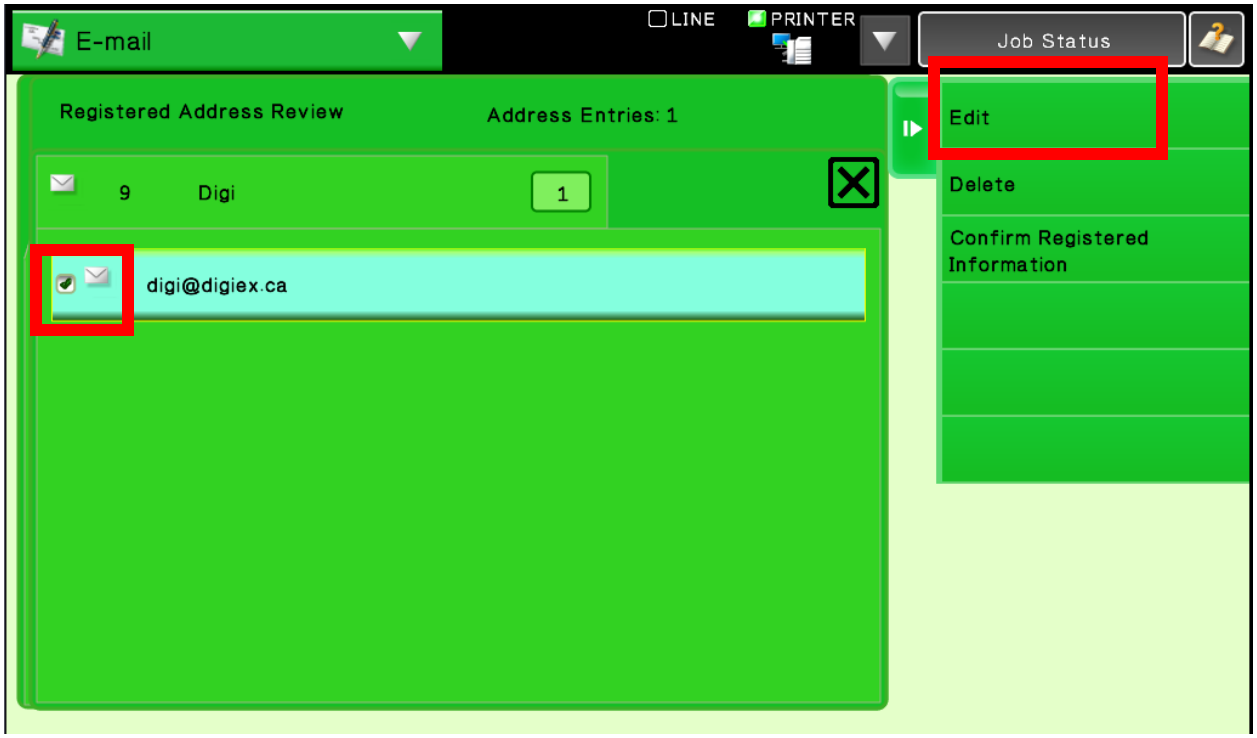
On the Right Side Select “Edit”



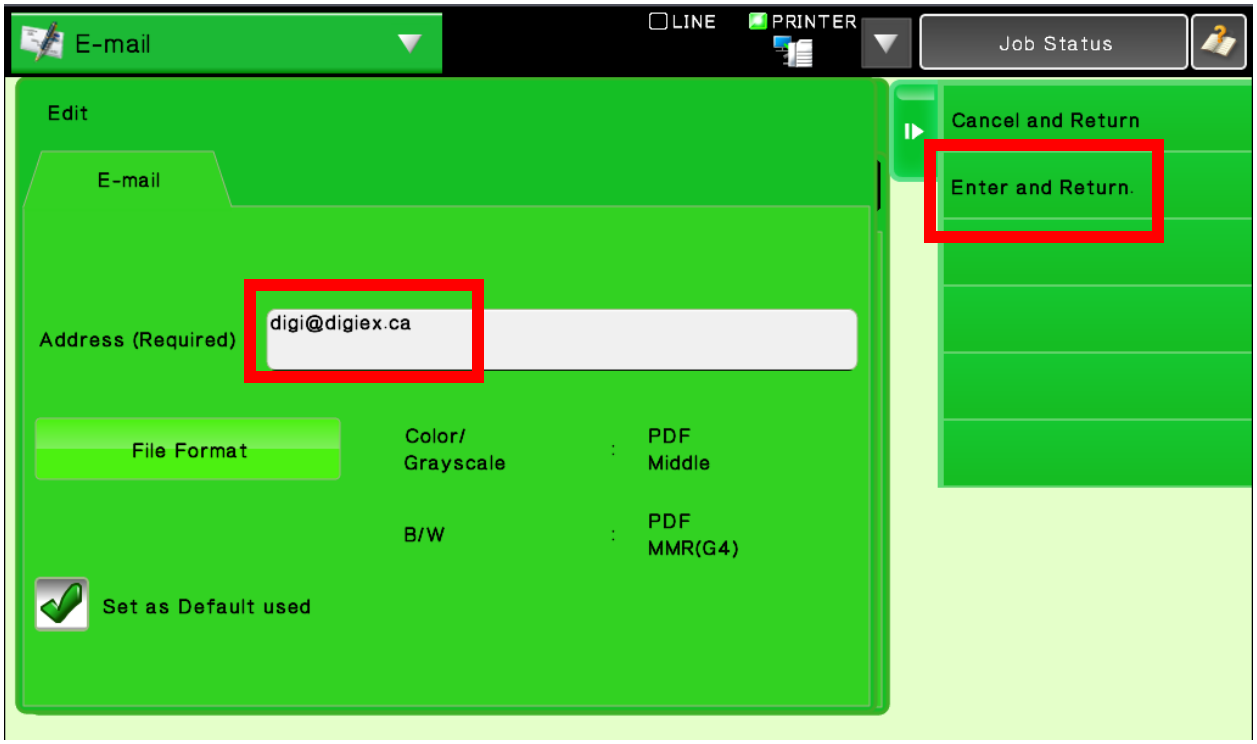
If you need to make any changes to “Name (Required)” field, select it, make changes with hardware or on-screen keyboard (if Hardware make sure to hit Enter button after done).
To change the Fax or E-mail Address select “Registered Address Review”



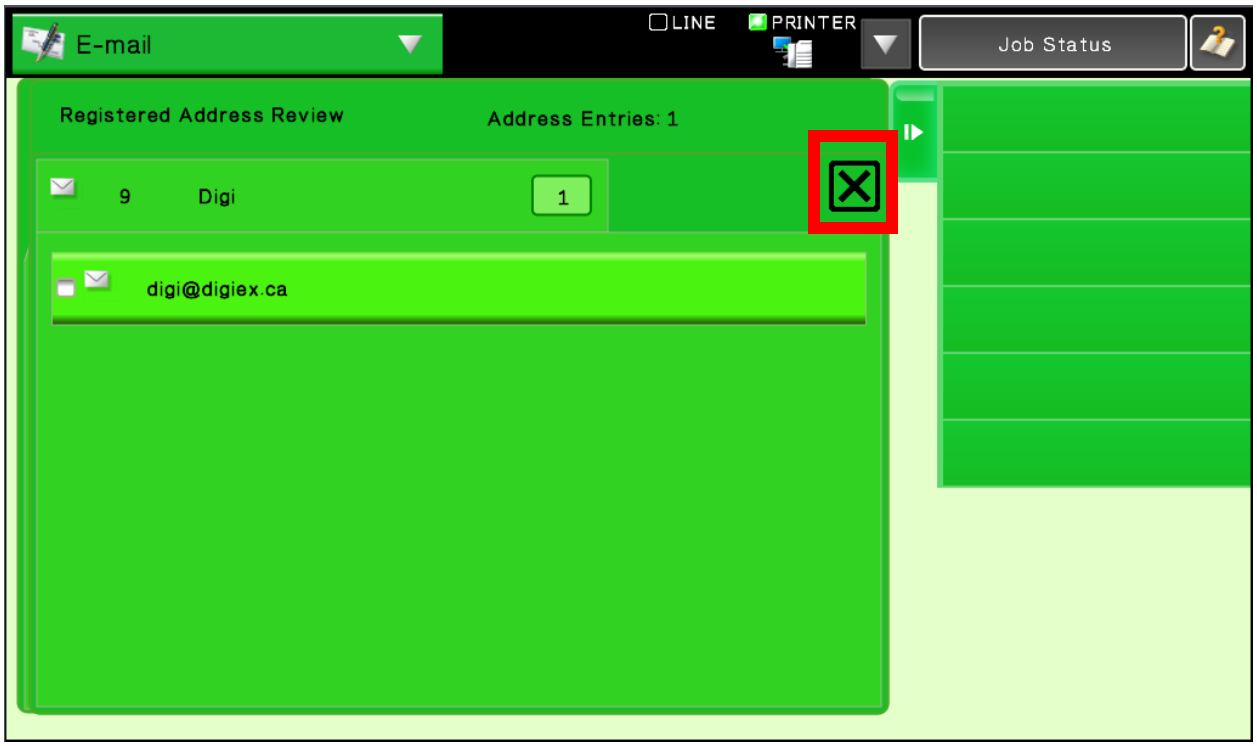
Select the address you wish to edit and click on “Edit” on the right side



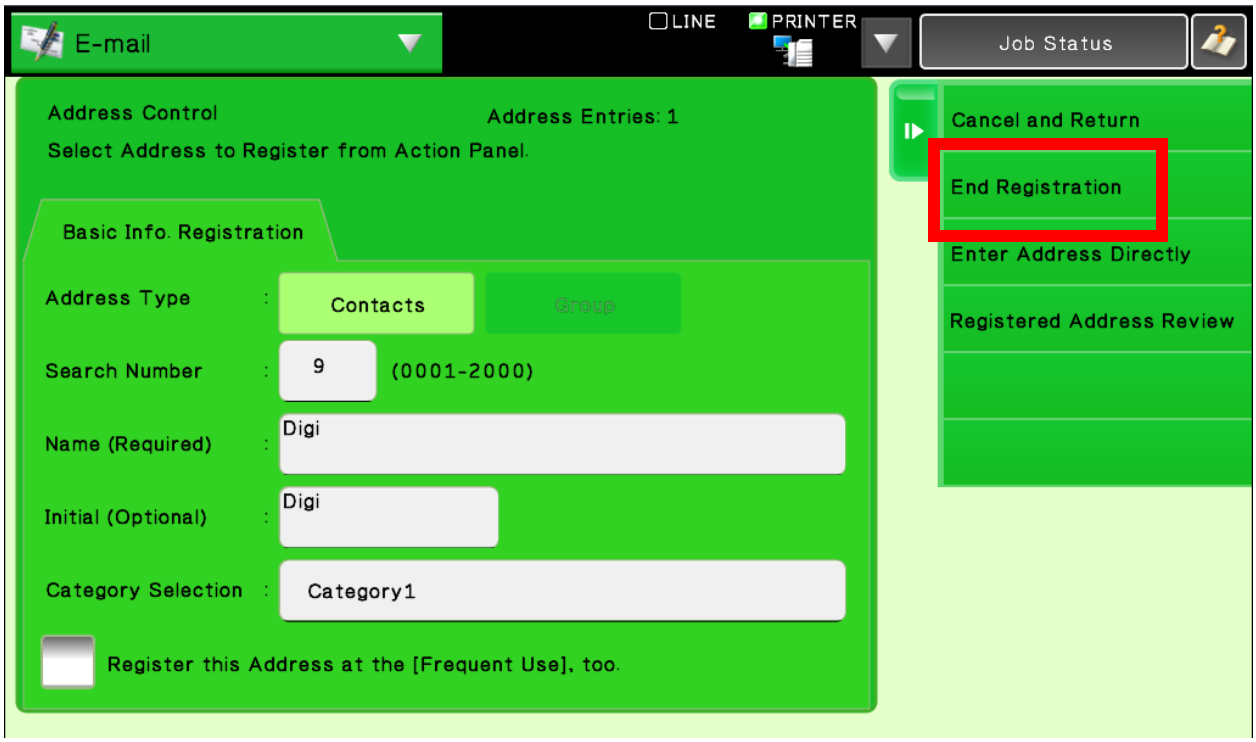
Select the “address” and make changes with hardware or on-screen keyboard (if Hardware make sure to hit Enter button after done).
Then Select “Enter and Return”.



Then Select the “X”



Then Select “End Registration”

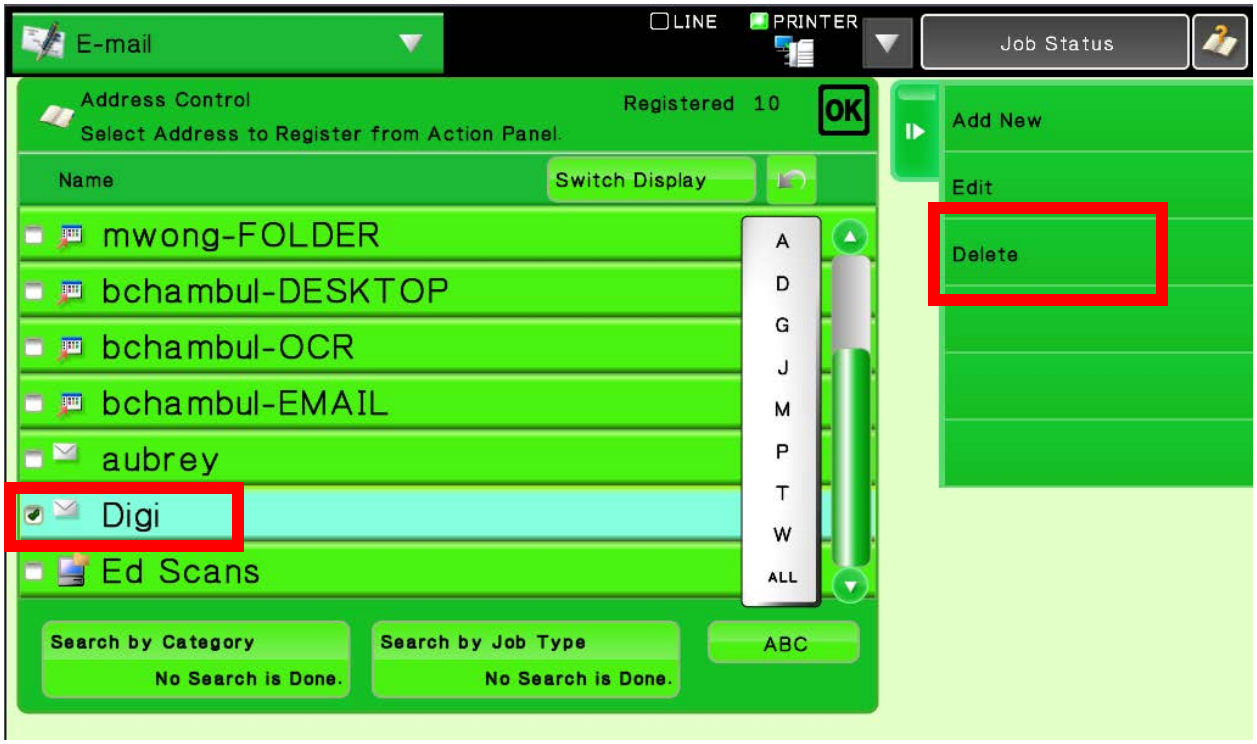


Deleted Existing Address

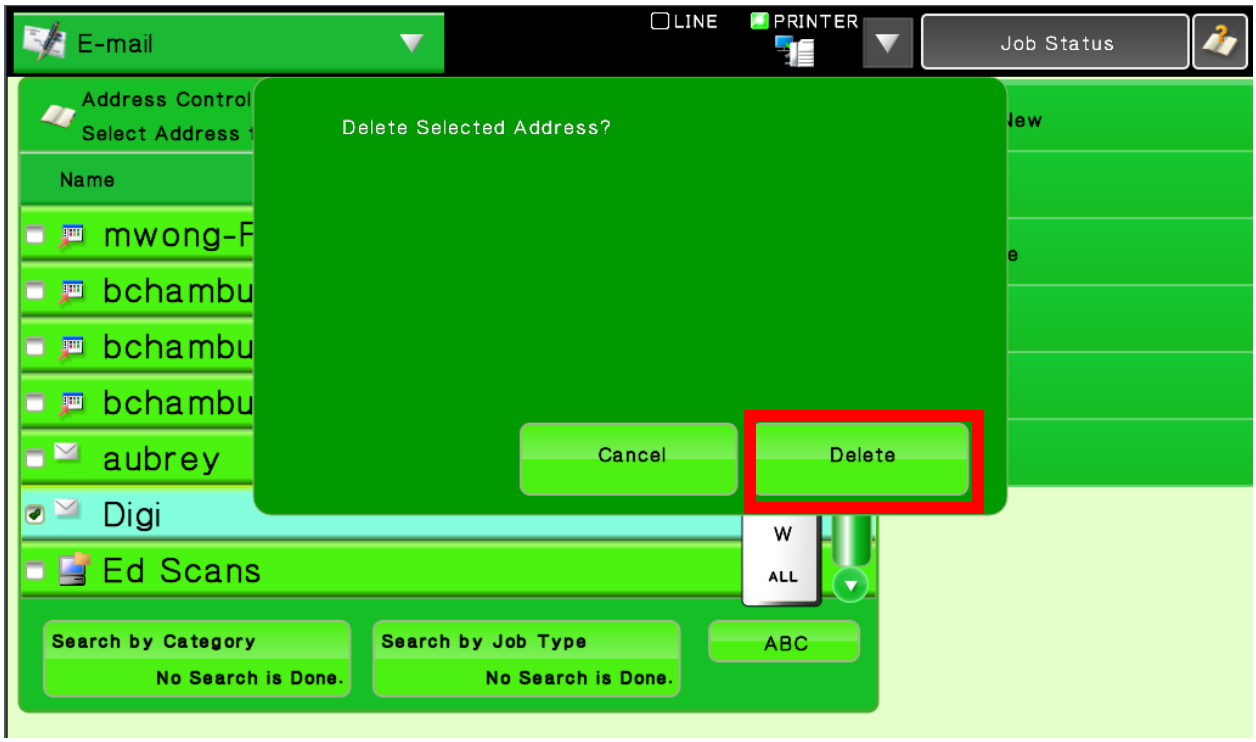
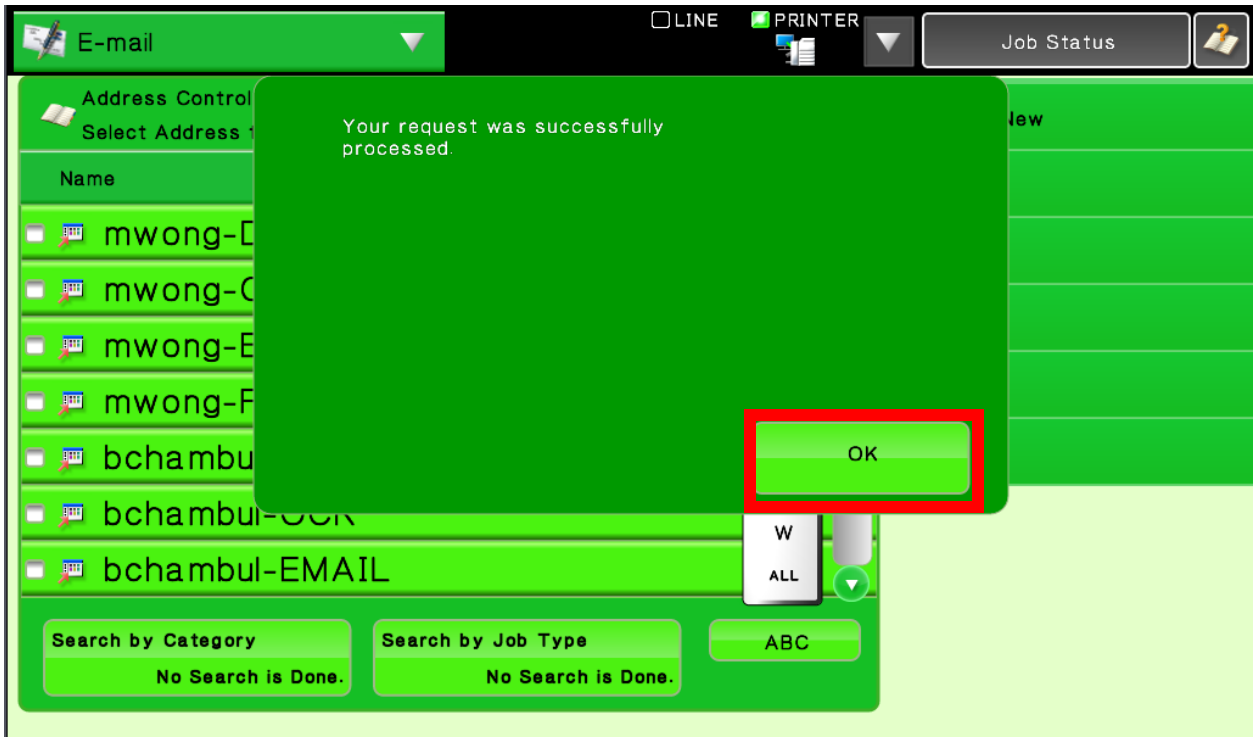
Select Address Control

Select the address you wish to change.

On the Right Side Select “Delete”



Then select “Delete”



Then Press OK