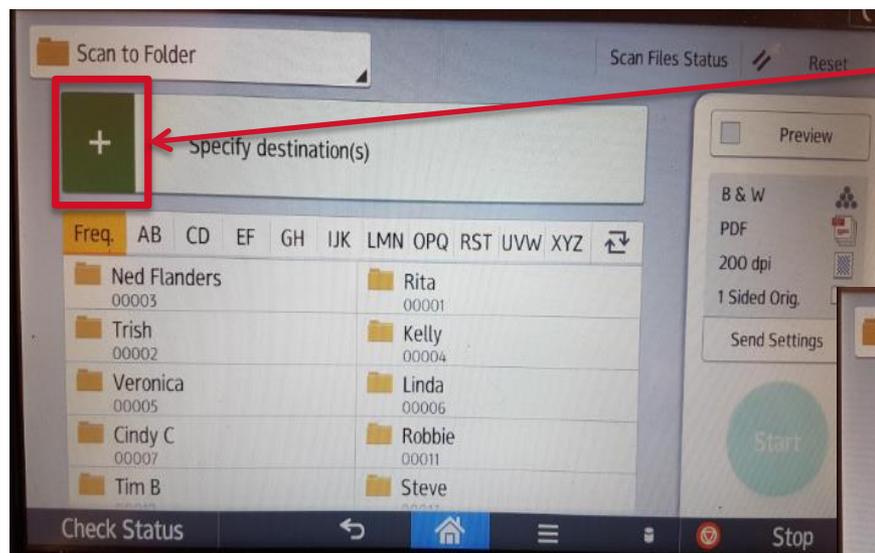


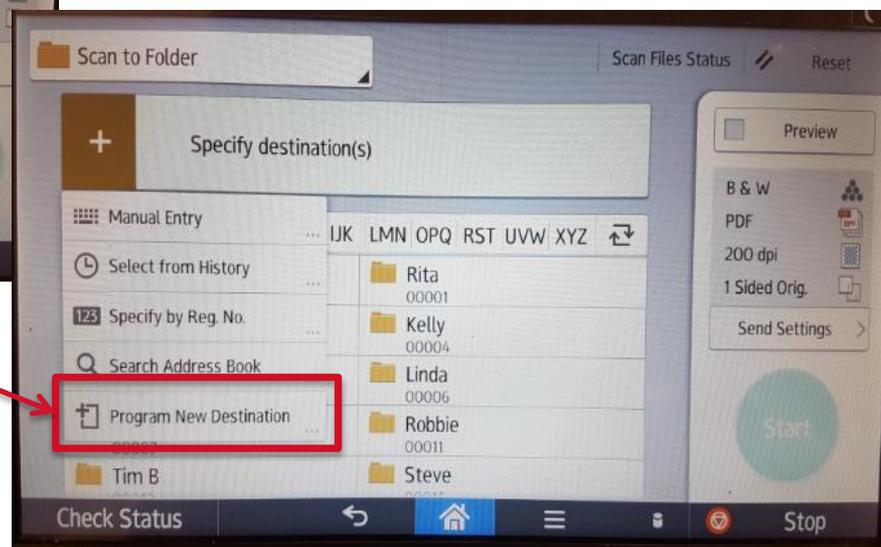
University of
Winnipeg
Adding New
Address

How to program addresses:

To save a new email destination to the device address book you will need to be in Advanced Scan Mode. Once you are in Advanced Scan mode:

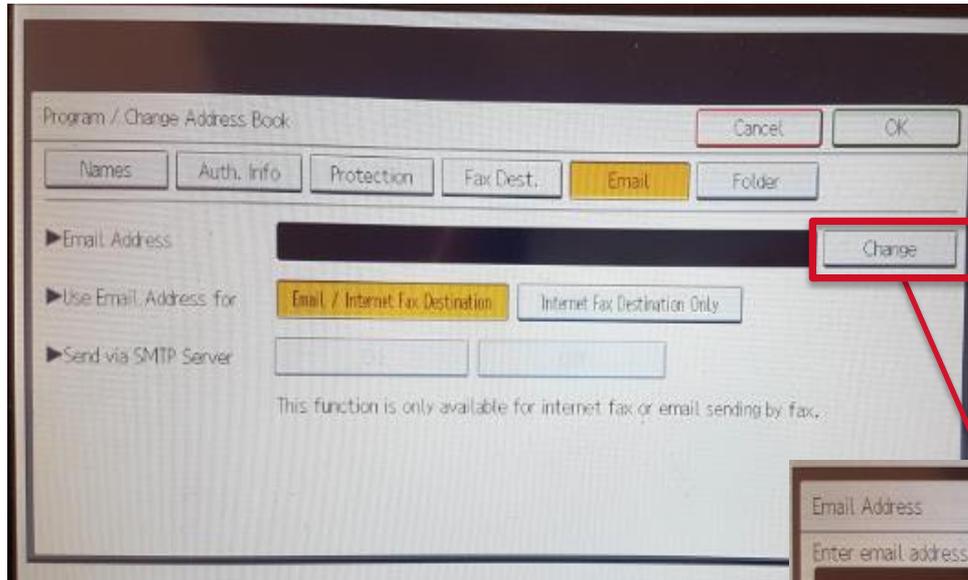


Step 1: Press on the “+” button on the top left of the screen.



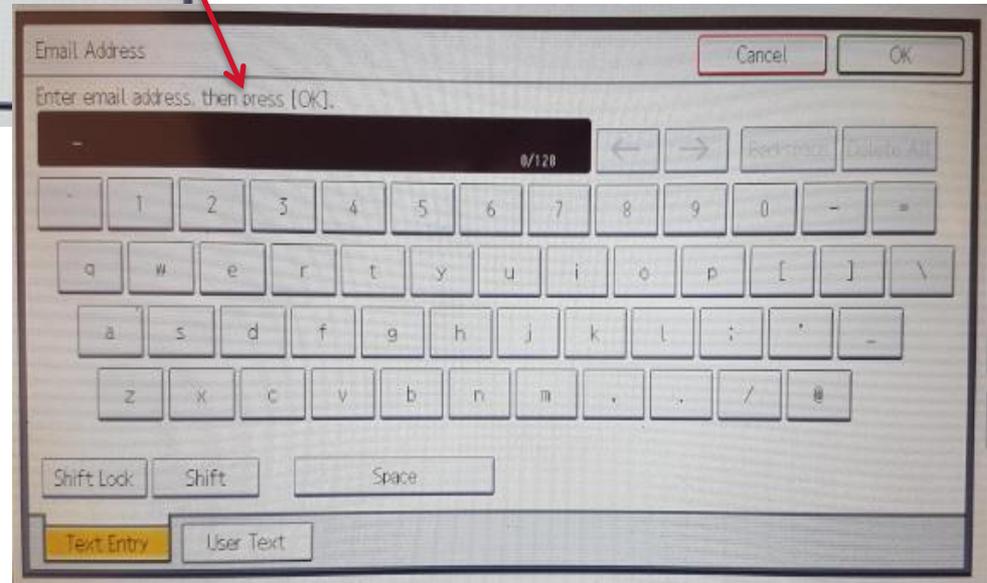
Step 2: Select the last option; Program new destination.

Address Book:

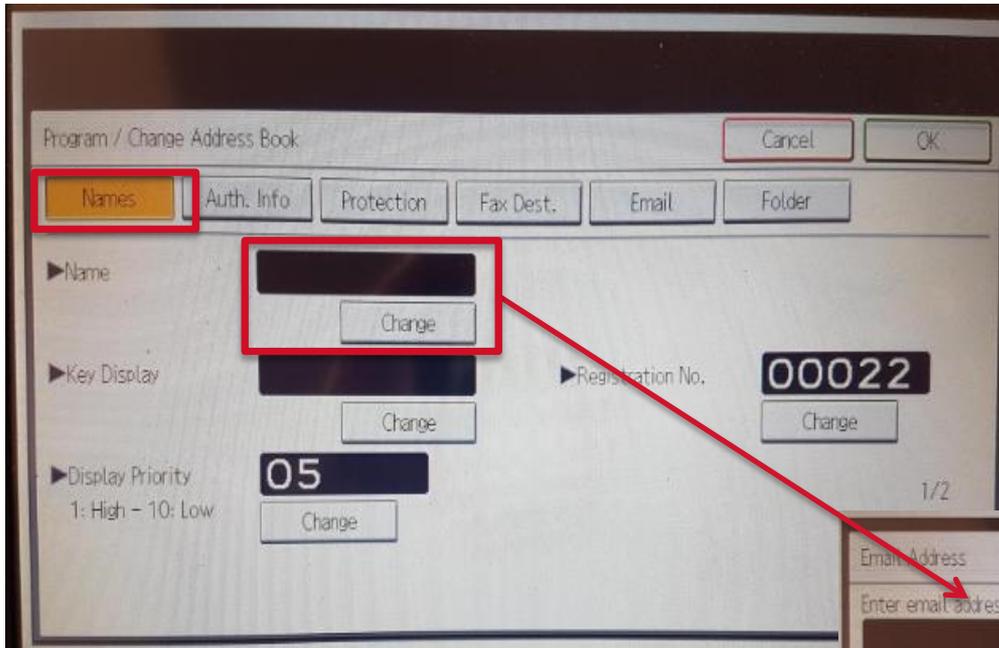


Step 3: The Address book page will appear. It will automatically go to the email configuration page. Press the “Change” button to add an email.

Step 4: The keyboard will appear so that you can add your email address. Once added press “OK” on the top right of the screen.

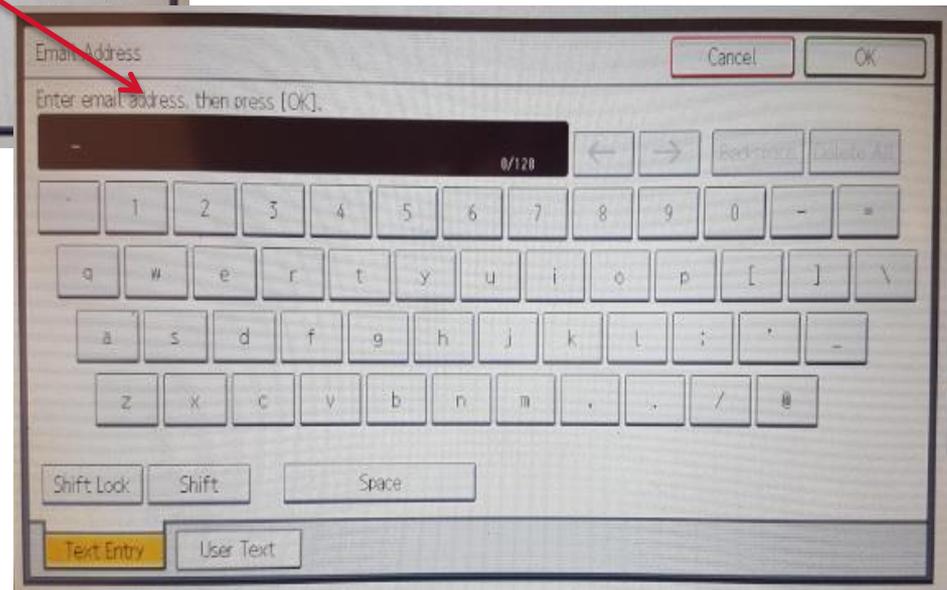


Address Book:



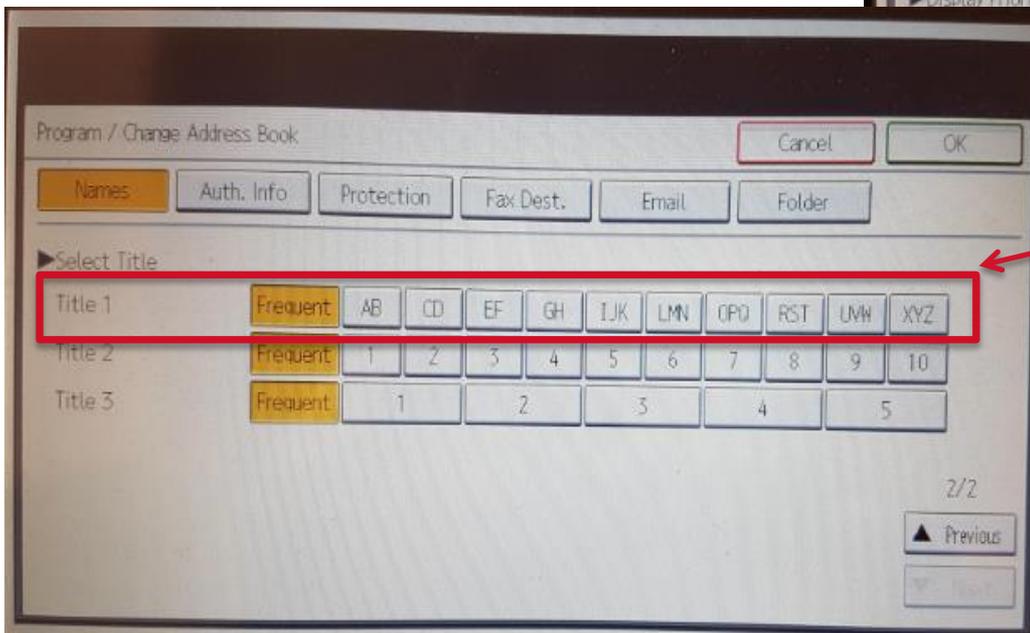
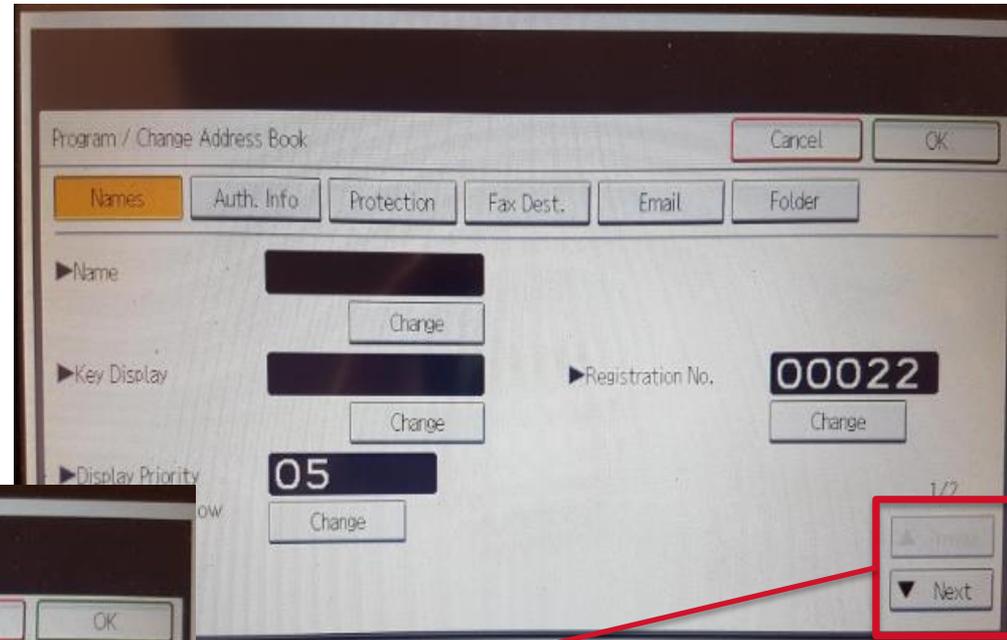
Step 5: Next press the “Names” button on the left side of the screen.

Step 6: For the keyboard to appear, press the “Change” button. Type in your name. Once added press “OK” on the top right of the screen.



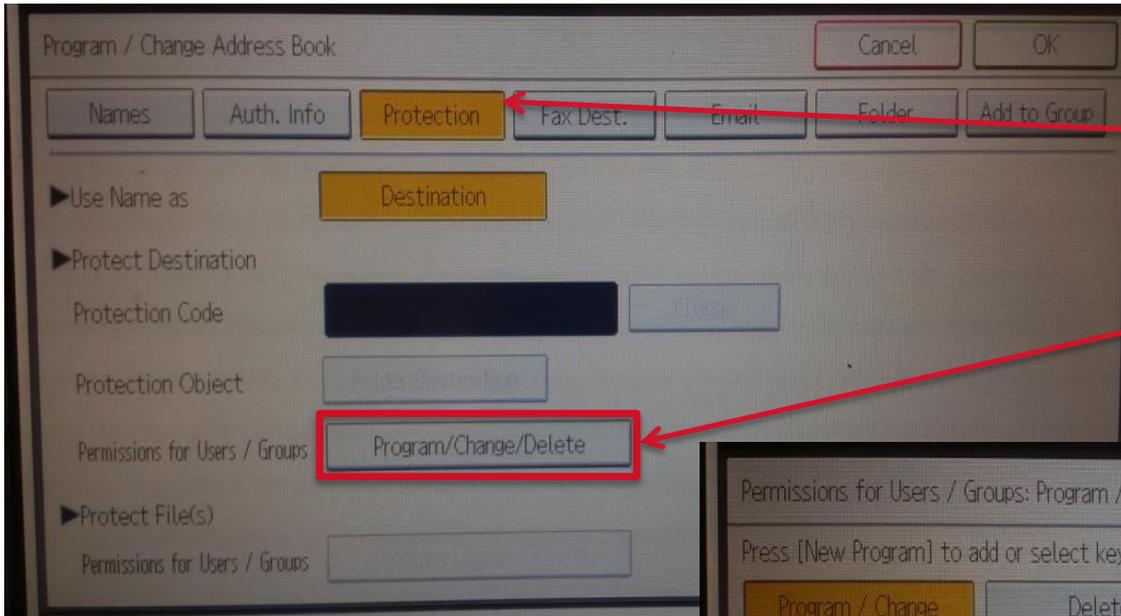
Address Book:

Step 7: After adding your name press the “Next” page on the bottom right of the page.



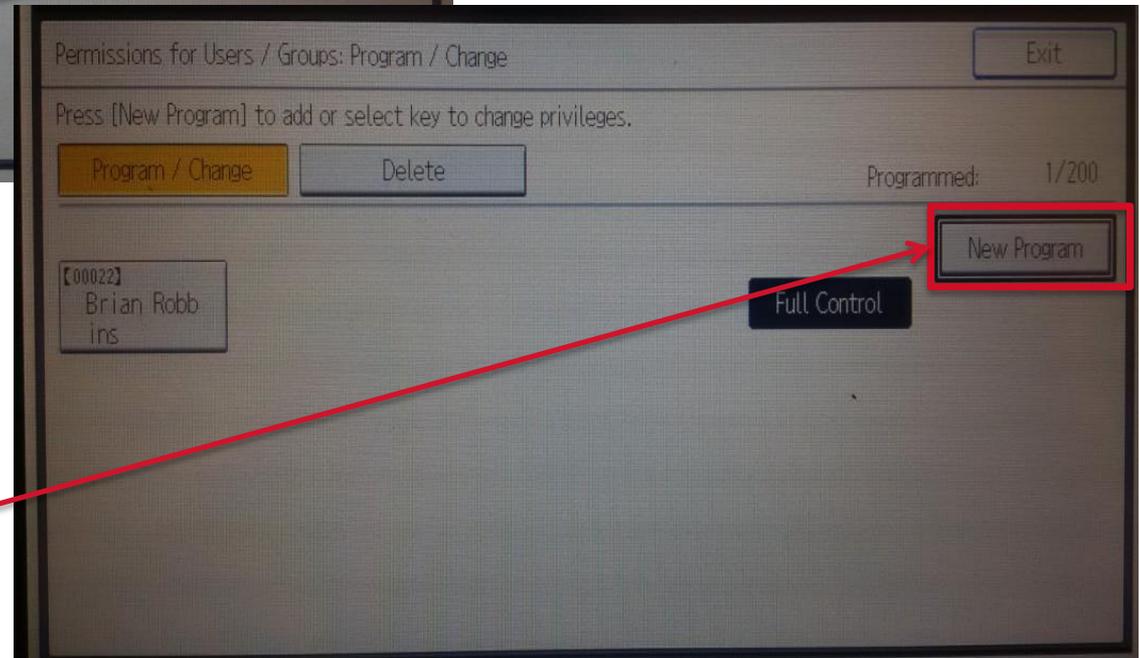
Step 8: On page 2, under Title 1 option press the letter option that your name would fit under. By selecting this, it will allow you to find your name alphabetically.

Address Book:



Step 9: Select the “Protection” tab on the top of the screen. Then select the “Program/Change/Delete” button.

Step 10: You will see your name under the “Program/Change” button. From here you will need to add others to see your name. To do that, press the “New Program” button.



Address Book:

Step 11: You should now see “All Users” and your name under the “Program/ Change” button. This means you have successfully added your name to the device address book. To exit the address book, press the “Exit” button once, then the “OK” button.

