

Updating Address Book (from copier)

- Press *User Tools*
- Select *System Settings*
- Select *Administrator Tools/*
Key Operator Tools
- Select *Address Book Management*
- Press *New Program*
- Select button of the info you want
to enter (Name, Email, Fax, etc)
- Input destination
- Press *OK*

Updating Address Book (from web interface)

- Log onto Web Browser
- Input IP Address
- Click *Login* (on top right of screen)
- Login User Name is *admin*
(no password)
- Select *Address Book*
- Select *Add User*
- Input the following
 - Name
 - Key Display
 - Email address or Fax Destination
- Scroll to the bottom of the screen
and Select *OK*

Notes

Contact Us

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Your trainer today was:



Your Quick Reference Guide

1 800 477 2425
abbusiness.com



Retrieving Copy Count

- Select *User Tools/Counter*
- Select *Counter*

Changing Paper Size/Type

Note: Most models are equipped with an Auto Detect Feature

- Select *User Tools/Counter*
- Touch *Tray Paper Settings* key
- Select *Paper Type* or *Size* for any tray and program your options

Input Paper Tray Selection

- Select Drawer on Display Panel

Storing Copy Settings

- Select Copy Settings to be stored
- Select *Program* key
- Select *Program*
- Choose a blank space that has not been programmed
- Enter the name of your copy settings and press *OK*

(to retrieve the settings, select *Program* key and pick from the list of programmed options)

Retrieving IP Address

- Press *User Tools*
- Select *System Settings*
- Select *Interface Settings*
- Select *Network*
- Select *IPV4 address*

Entering and Editing User Codes

(from Web Interface)

- Log onto Web Browser
- Input IP Address
- Click *Login* in top right corner
- Login: *admin* (no password needed)
- Click *Address Book*
- Click *Add User*
- Type in all relative information
 - Name
 - Key Display
 - User Code
 - Select available functions for user
- Select *OK or Save and Add Another*

Enabling User Codes

(from Web Interface)

- Log onto Web Browser
- Input IP Address
- Click *Login* in top right corner
- Login: *admin* (no password needed)
- Select *Configuration*
- Click on *User Authentication Management* in device settings column
- From drop down box select *On*
- Click *OK*

Changing Timer Settings

- Select *User Tools*
- Press *System Settings*
- Select *Timer Settings* Tab
- Choose timer to change, make all applicable changes.
- Press *OK*

Programming Fax Header

- Select *User Tools*
- Select *Fax Features*
- Choose *Initial Settings*
- Select *Program Fax Information*

Storing Documents

- Select *Document Server Key*
- Press *To Scanning Screen*
- Choose all necessary settings
- If needed, select *File Name* and type of desired name of file
- Select *Ok*
- Select *Start*

Retrieving Documents

- Select *Document Server Key*
- Select *Shared Folder*
- Select Document that you would like to retrieve
- Press *To Printing Screen*
- Select printing preferences
- Click *Start*