

Updating Address Book (from copier)

- Press *User Functions*
- Press *Address Tab*
- Select Empty Location/Number
- Press *Entry*
- Enter information as needed
- Press *OK*

Updating Address Book (from web interface)

- Log onto Web Browser
- In the address bar, type the machine's IP address
- Select *Registration Tab*
- Select *Address Book*
- Select *Add Address*
- Enter information as needed
- Select *Save*

Notes

Contact Us

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Your trainer today was:



Your Quick Reference Guide

1 800 477 2425
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Changing Paper Drawer Size

- Press *User Functions*
- Select *User* tab
- Select drawer to change
- Select *Paper Type*

Input Paper Tray Selection

- Touch desired drawer on Display Panel

Storing Copy Settings

- Select all Copy Settings to be saved
- Select *Template* Button
- Select *Registration* Tab
- Select a blank template and press *Save*

Checking Toner Amount

- Press Job Status
- Select the *Toner* Tab

Retrieving IP Address

- Press User Functions
- Press Admin Tab
- Select Password and enter 123456
- Select List/Report
- Press List, then NIC Config. Page

Entering/Editing Department Codes (from Web Interface)

- Log onto Web Browser
- In the Address Bar, type the machine's IP Address
- Select *Administration* Tab
- Enter Password: 123456
- Select *User Management* tab, then *Department Management*
- Select *New*
- Enter Name and Department Code
- Press *Save*

Programming Fax Header

- Select *User Functions*
- Select *Admin*
- Select *Password*
- Enter Admin Password: 123456
- Select *Fax*
- Select *Terminal ID*
- Input Company Name and Fax #

Fax Communication Reports

- Select *User Functions*
- Select *Admin*
- Select *Password*
- Enter Admin Password: 123456
- Select *List Reports*
- Select *Report Settings*
- Select *Communication Report*
- Select *Off, Always, or On Error*
- Follow Prompts
- Select *Enter*

Recovery TX (Re-transmit)

- Select *Fax* Button on Control Panel
- Press *Advanced* Button
- Select *Recovery TX* Button
- Select the Fax and press Send

Store to E-File (Copy Screen)

- Select *Storage*
- Choose to *Store to E-File*
- Select Box/Folder
- Choose Box (then Folder if needed)
- Press *OK*
- Choose a File Name
- Press *Yes*, then the *Start* Button

Store to E-File (Scan Screen)

- Select *E-Filing*
- Select Box/Folder
- Choose Box # and Press *OK*
- Select *Document Name*
- Type in desired name
- Select *OK* twice and press *Start*

Creating New E-Filing Box

- Press *E-Filing* Button
- Select *Box Setting* Tab
- Select an Empty Box & press Setup
- Press *Box Name*
- Enter information as needed (password is optional)
- Press *OK*