



Add contacts to the address book from the product control panel

If you are signed in to the product, contacts that you add to the address book will not be visible to other people who use the product.

If you are not signed in to the product, contacts that you add to the address book will be visible to all people who use the product.

NOTE: You can also use the HP&Embedded Web Server (EWS) to create and manage the address book.

1. From the Home screen on the product control panel, touch the E-mail button.

> NOTE: If prompted, enter your user name and password.

2. Touch the Address Book 💷 button that is next to the To: field to open the Address Book screen.

🕼 🙆 💿 Start Copy	0 4 0
Sign In Ready	Copies:
Quick Sets	Сору
Access preset job options for commonly used jobs	Make copies from an original document
Fax	E-mail
Send a document to one or more fax numbers	Send a document as an attachment to an e-mail
Save to USB	Save to Network Folder
Save the scanned job to a USB storage device	Send a document to a folder on the network
Save to Device Memory	Retrieve from Device Memory
Ready	Preview 🔍
From: admin@company.com To: CC:	
Subject:	
File Name:	
[Untitled]	
Aug/30/2011 10:44:03 AM	More Options

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3. Touch the Add i button that is in the lower left corner of the screen.



4. In the Name field, enter the name of the contact.

 From the menu list, select the E-mail Address option, and then enter the contact's email address.

Touch the OK button to add the contact to the list.