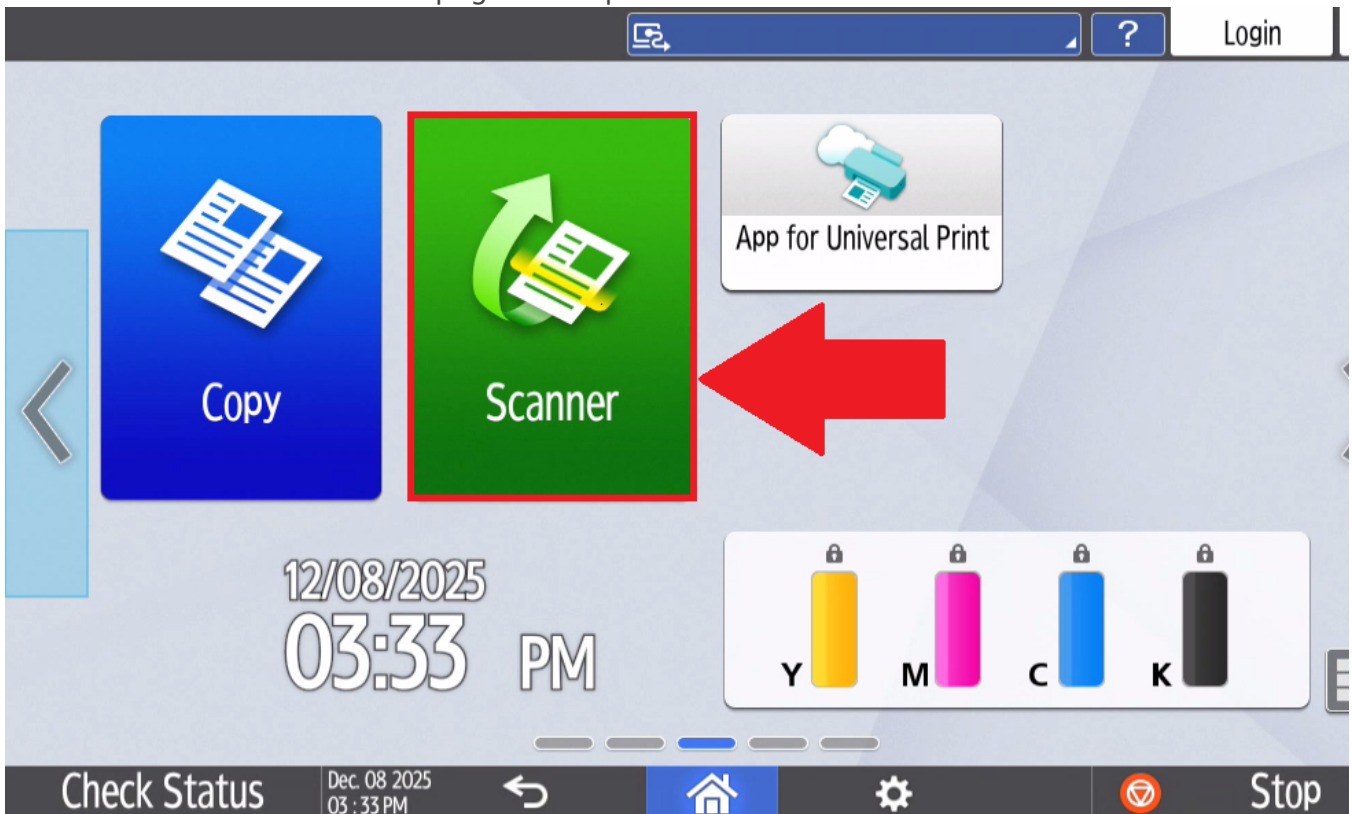


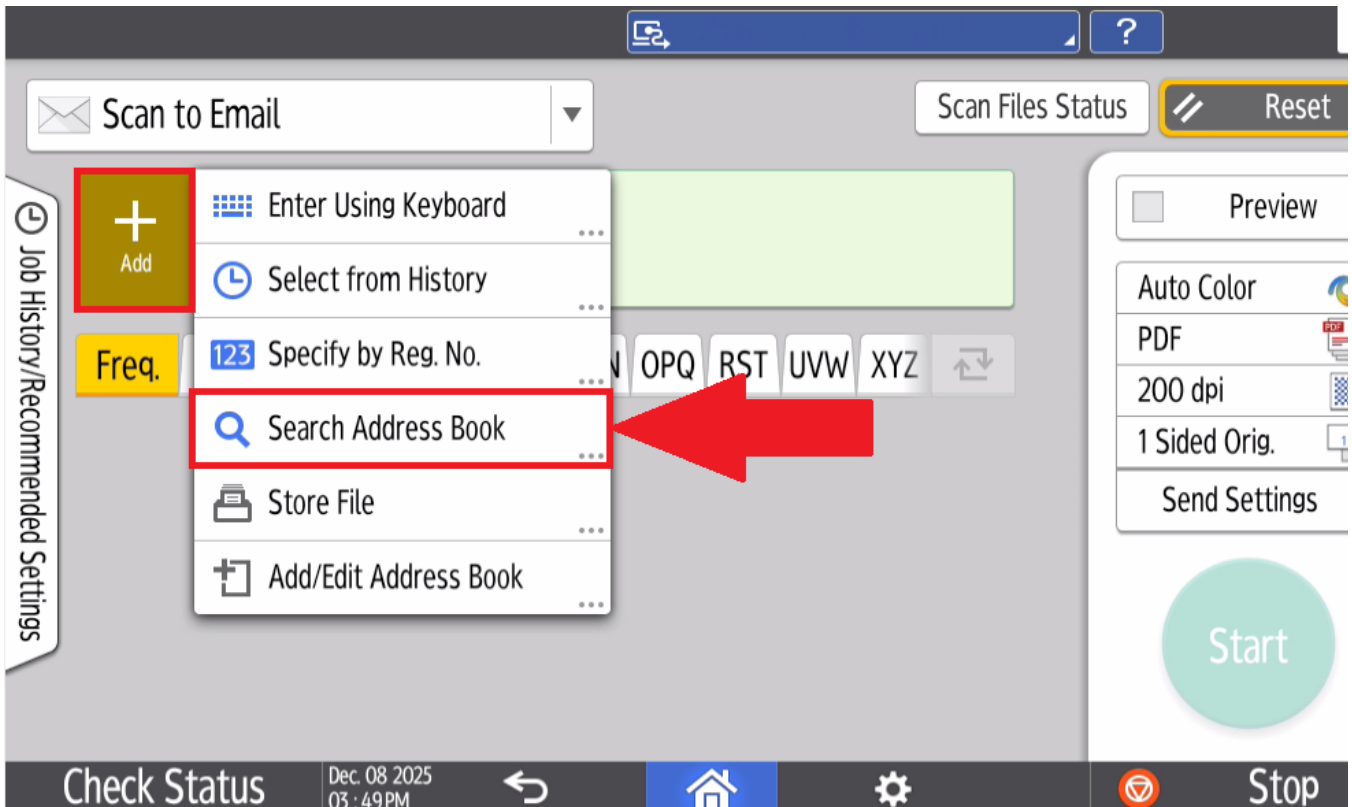
Manage Printer Address Book

1. Add new user to Address Book

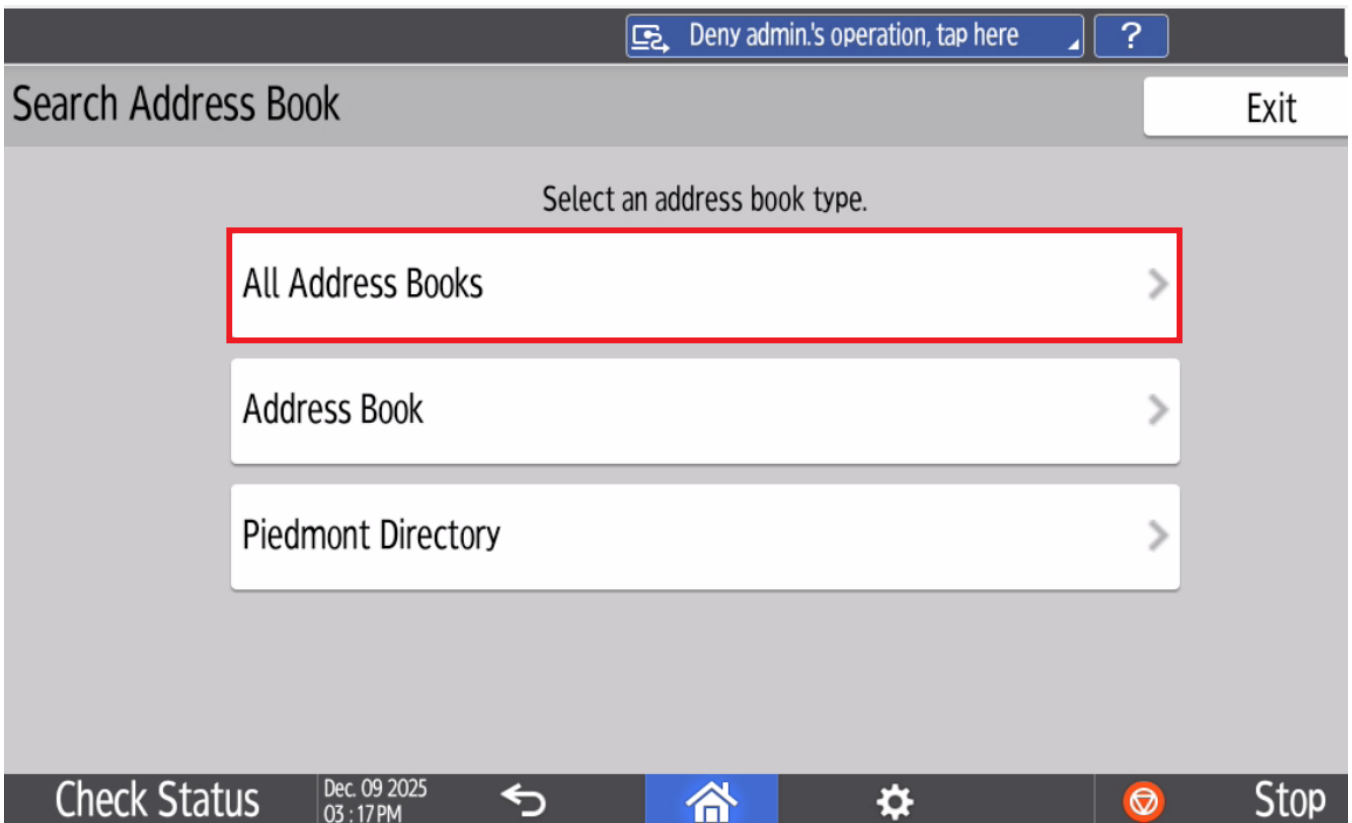
1. Select **Scanner** on the home page of the printer's touchscreen tablet.



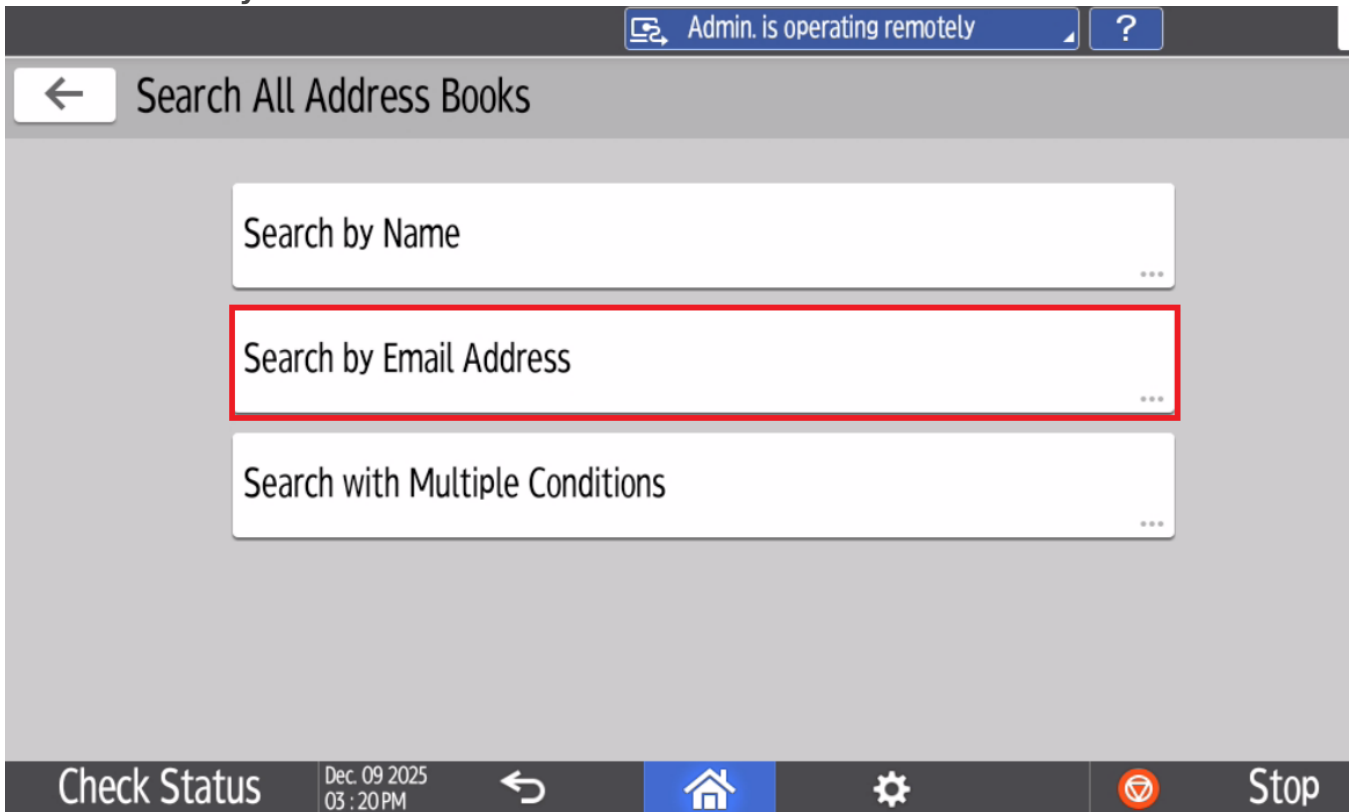
2. Select **Add** and select **Search Address Book**



3. Select **All Address Books**

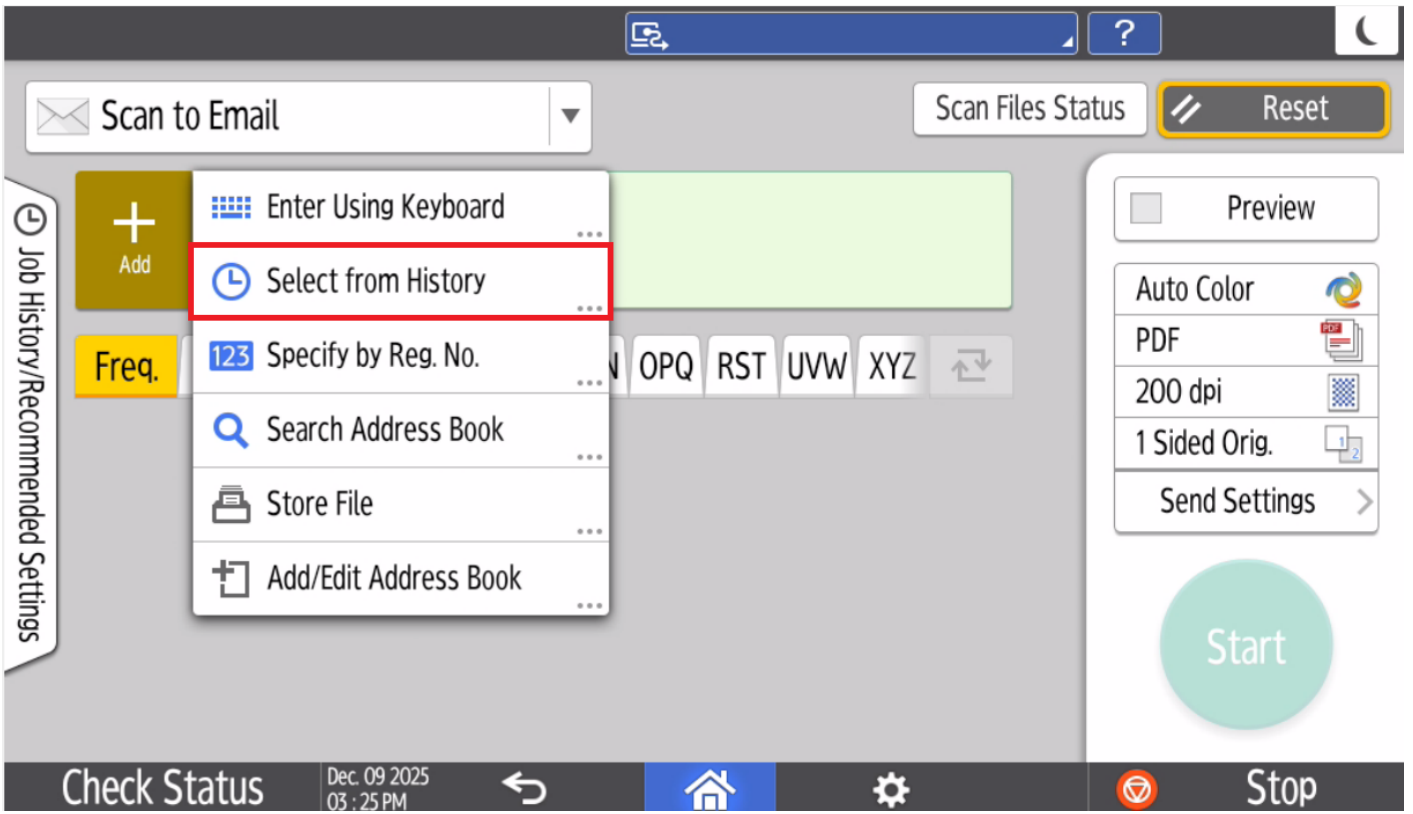


4. Select **Search by Email Address**



5. Type in your Email address and select **Search**
6. The Printer will take a moment to search for the email address.
7. Select your email Address and Select **Add**
8. Your Piedmont account is now added to the Printer's Address Book

Once you've completed your first scan, You can select **Select from History** to quickly scan to your email.



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