

How to register/change/delete a name in the **Address Book**

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How do I register, change or delete user names and other information?

Follow these steps:

- [Register a user name](#)
- [Change a user name](#)
- [Delete a user name](#)

Register a user name

1. Press the **[User Tools/Counter]** key.



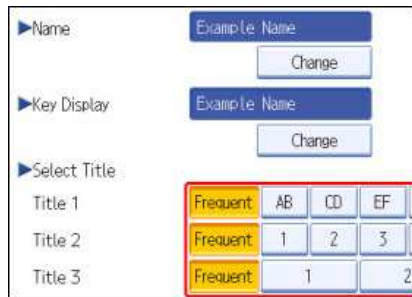
2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Check that **[Program / Change]** is selected.
6. Press **[New Program]**.
7. Press **[Change]** on the right of the name.

The name entry display appears.

8. Enter the name, and then press **[OK]**.
9. Press the key for the classification you want to use under **Select Title**.



10. Press **[OK]** twice.
11. Press the **[User Tools/Counter]** key.

Notes:

- The name can be used for documents in the Document Server.
- Up to 2000 names can be registered.

Change a user name

1. Press the **[User Tools/Counter]** key.



2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.

5. Check that **[Program / Change]** is selected.
6. Select the registered name you want to change. Press the name key, or enter the registered number using the number keys.
7. To change the name or key display, press **[Change]** on the right of the name or key display.
8. Enter the name or key display, and then press **[OK]**.
9. To change the title, press the key for the classification you want to use from **Select Title**.

To change a registration number

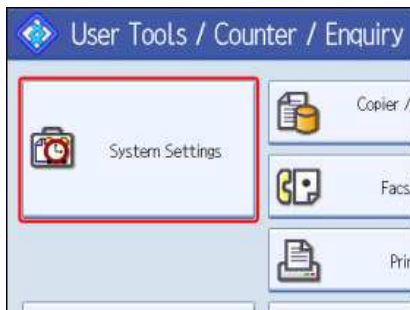
1. Press **[Change]** to the right of **Registration No.**
2. Enter a new registration number using the number keys, and then press the **[#]** key.

Delete a user name

1. Press the **[User Tools/Counter]** key.



2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Press **[Delete]**.
6. Select the registered name you want to delete. Press the name key, or enter the registered number using the number keys.
7. Press **[Yes]**.

8. Press **[Exit]**.

9. Press the **[User Tools/Counter]** key.