

How to Add a Contact & Add to the Favorites List

Add Name/Contact

Option 1: Contact DMM

- 1) Email dmpmp@ucsf.edu the following:
 - a. Printer# that you want your contact information added to
 - b. Provide your name & email

*This option is beneficial if you want to add several names at once.

Option 2: Add Yourself

- 1) Press Home button on the left side of the printer
- 2) Press "Email"
- 3) Press "New Recipient"
- 4) Type the desired email, then press the "Book+" symbol to the right.

Add a name to the Favorites List:

- 1) Press Home button on the left side of the printer
- 2) Press "Email"
- 3) Press "Network Address Book"
- 4) Find your name
- 5) Click on your name, then press "Details."
- 6) Once you are on the Details page, press the star to the right of your name & email. If this star lights up in a yellow color, you have been added to the favorites list.