

Changing Address Book or One Touch Keys from Operation Panel

Press System Menu/Counter



Press Down Arrow

| ystem Menu | |
|---------------------------|-------------------------------|
| Quick Setup Wizard | Counter |
| Cassette/MP Tray Settings | Common Settings |
| Home | Сору |
| Send Send | Document Box/Removable Memory |
| | Printer |
| Report | |
| | ← Close |

Press Edit Destination

| System Menu | | |
|--------------------------------|------------------|--|
| System/Network | Edit Destination | |
| E Liser Login / Joh Accounting | | |

To change an Entry in the Address Book Press Add/Edit

| Edit Destination | | |
|------------------|----------|----------------|
| Address Book: | Add/Edit | One Touch Key: |
| | | Address Book [|





Press Add to add a new entry.

| Edit Destination - Address Book | | | | |
|---------------------------------|------|--------|-----------|------------|
| | Sort | Name | \otimes | |
| No. Type Name | | Detail | | |
| 0001 🛔 Dave S. | | | ~ | Search (Na |
| 0013 🙎 Scan to Email | | | | Search(No |
| 0014 🙎 Scan to Mac | | | 1/1 | |
| 0012 🛔 Scan to PC | | | | Add |
| | | | | Detail |

Press Contact and press Next

| dit Destination - Add | |
|---|---------------|
| Add new address entry. Select type of recipient. | |
| Group | |
| | |
| | Cancel 🚽 Next |

Press Change to enter a display name and then press any of the destinations that need to be configured. Press Save when finished.

| Address: Name B-mail | 😼 SMB 😥 FTP | |
|-------------------------|-------------|----------|
| Address Number : | Auto | Change > |
| Name : | | Change > |
| | | |
| | | |
| | | |
| | | |
| | Cancel Back | ط Save |

