

# **Edit One Touch Keys**

## Press System Menu/Counter



### Press Down Arrow

ystem Menu	
Quick Setup Wizard	Counter
Cassette/MP Tray Settings	Common Settings
Home	Сору
Send	Document Box/Removable Memory
	Printer
Report	
	<ul> <li>✓ Close</li> </ul>

#### Press Edit Destination

System Menu		
System/Network	Edit Destination	
E User Login / Job Accounting		

To change an Entry in the One Touch Keys press, Add/Edit

Edit Destination			
Address Book:	Add/Edit >	One Touch Key: Address Book Defaults:	Add/Edit >





## To add a new entry.

# Highlight an open entry and the press Add/Edit

Edit Destination - One Touch Key					
i Add a	One Touch key.				
0001	ail	Scan to PC	0004	0005 No.	Add/Edit
0006	0007	0008	0009	00	
					Delete

If the Contact is already in the Address Book press Change for Destination

One Touch Key:				
Display Name:	Change	Destination:	Change	>

Pick the Contact from the list by pressing the contact to highlight then press OK.

One Touch Key:				
	Sor	Name		
No.   Type	Name	Detail		
0001 🔉 Dave S.	daves@	eliteimagingsystems.co	m 🔼	Search (Name)
0013 🖾 Scan to E	mail demo@e	eliteimagingsystems.co	m	Search(No.)
0014 🍃 Scan to M	Aac Elites-N	lacBook-Air.local	1/1	
0012 🏾 👌 Scan to F	C demo10	)-troy:139		
			$\sim$	Detail
ABC DEF GHI	JKL MNO PORS TUV W	/XYZ 0-9		
E-mail	Folder		Group	
		Car	n el	ОК





Press Save and then Close 3 times to get back to the home screen.

One Touch Key:Dave S.			
Display Name: Dave S.	Change >	Destination:	Change >
		Cancel	L Save

