

Address Book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an "Address Book".

You can register up to 2000 one-touch destinations in the address book. The destination types that can be registered are E-mail address, computer name, etc. depending on the transmission mode.



Tips

❏ Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to [Here](#).

Registering from the Utility

Registering E-mail address

Register destination E-mail addresses.

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book] - [E-Mail] - [New].

➡ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

Registered number is automatically applied by touching [OK].
To specify a registered number, touch the No. button.

Utility > E-Mail > New

No. ---- 1 - 2000

Name

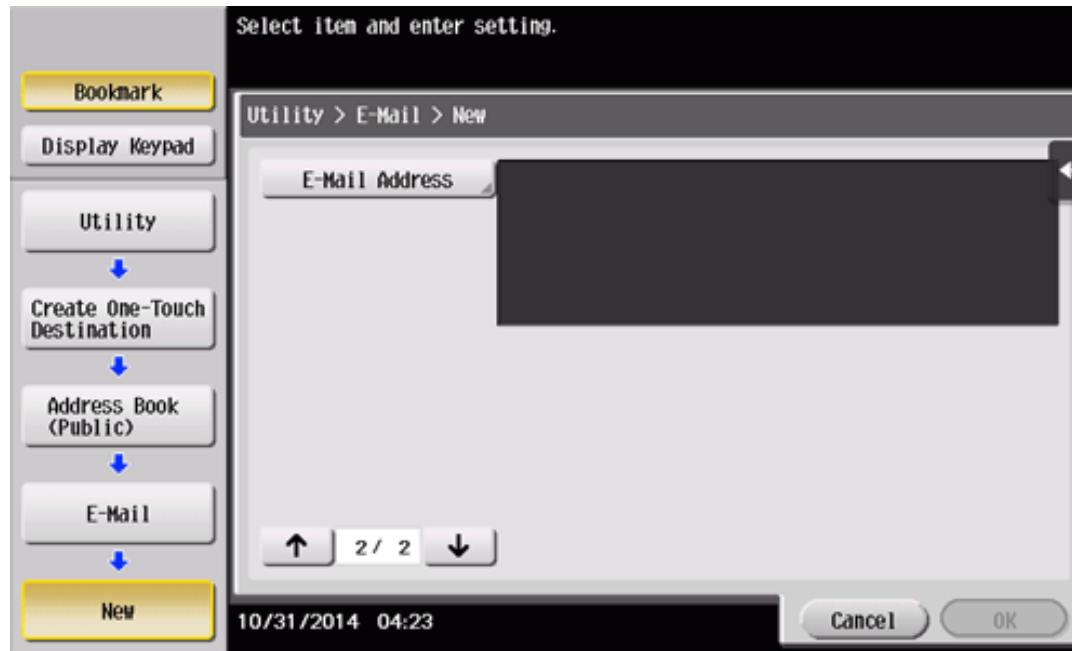
Sort Character

Index etc

1 / 2

10/31/2014 04:38

Cancel OK



2. Enter destination information, then tap [OK].

➡ For details on registration information, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

❖ You can also register an E-mail address using **Web Connection**. For details, refer to [Here](#).

Registering an SMB destination

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book (SMB)] - [New].

➡ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

The screenshot shows a mobile application interface for registering an SMB destination. On the left is a vertical menu with buttons: 'Bookmark' (highlighted in yellow), 'Display Keypad', 'Utility', 'Create One-Touch Destination' (with a downward arrow), 'Address Book (Public)' (with a downward arrow), 'PC (SMB)' (with a downward arrow), and 'New' (highlighted in yellow). The main screen has a black header with white text: 'Registered number is automatically applied by touching [OK]. To specify a registered number, touch the No. button.' Below the header is a title bar 'Utility > PC (SMB) > New'. The form contains four input fields: 'No.' with a numeric keypad and range '1 - 2000', 'Name', 'Sort Character', and 'Index' with the value 'etc'. At the bottom are navigation buttons: an up arrow, '1 / 3', a down arrow, 'Cancel', and 'OK'. A status bar at the very bottom shows the date and time '10/31/2014 04:36'.

Select item and enter setting.

Utility > PC (SMB) > New

User ID

Password

2 / 3

10/31/2014 04:37

Cancel OK

Bookmark

Display Keypad

Utility

Create One-Touch Destination

Address Book (Public)

PC (SMB)

New

Select item and enter setting.

Utility > PC (SMB) > New

Host Address

Check Connection

File Path

Host Name Search

Reference

3 / 3

11/14/2014 00:39

Cancel OK

Bookmark

Display Keypad

Utility

Create One-Touch Destination

Address Book (Public)

PC (SMB)

New

2. Enter destination information, then tap [OK].

➡ For details on registration information, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Related setting (for the administrator)

- ❖ When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For details on the [Edit SMB User Credentials] setting, refer to [Here](#).



Reference

- ❖ You can also register an SMB destination using **Web Connection**. For details, refer to [Here](#).

Registering an FTP destination

Register destination FTP server host names or IP addresses. Also register a folder for saving a file or account information.

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book] - [FTP] - [New].

➡ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

Registered number is automatically applied by touching [OK].
To specify a registered number, touch the No. button.

Utility > FTP > New

No. [-----] 1 - 2000

Name [-----]

Sort Character [-----]

Index [etc]

1 / 3

10/31/2014 04:40 Cancel OK

The screenshot shows a mobile application interface. On the left is a vertical sidebar with buttons: 'Bookmark' (highlighted in yellow), 'Display Keypad', 'Utility', 'Create One-Touch Destination', 'Address Book (Public)', 'FTP', and 'New' (highlighted in yellow). Blue downward arrows connect 'Utility' to 'Create One-Touch Destination', 'Create One-Touch Destination' to 'Address Book (Public)', 'Address Book (Public)' to 'FTP', and 'FTP' to 'New'. The main area displays the 'Utility > FTP > New' screen. At the top, a message states: 'Registered number is automatically applied by touching [OK]. To specify a registered number, touch the No. button.' Below this is a form with four input fields: 'No.' (with a range indicator '1 - 2000' and a left arrow), 'Name', 'Sort Character', and 'Index' (with the text 'etc'). At the bottom of the form is a navigation bar with up and down arrows and '1 / 3'. The very bottom of the screen shows a status bar with the date and time '10/31/2014 04:40' and two buttons, 'Cancel' and 'OK'.

Select item and enter setting.

Utility > FTP > New

Host Address

File Path

User ID

Password

2 / 3

10/31/2014 04:40

Cancel OK

Bookmark

Display Keypad

Utility

Create One-Touch Destination

Address Book (Public)

FTP

New

Use the keypad to enter port number.
To clear your entry, press [C].

Utility > FTP > New

anonymous ON OFF

PASV ON OFF

Proxy ON OFF

Port Number 21 1 - 65535

3 / 3

10/31/2014 04:40

Cancel OK

Bookmark

Display Keypad

Utility

Create One-Touch Destination

Address Book (Public)

FTP

New

2. Enter destination information, then tap [OK].

➡ For details on registration information, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register an FTP destination using **Web Connection**. For details, refer to [Here](#).

Registering a WebDAV destination

Register destination WebDAV server host names or IP addresses. Also register a folder for saving a file or account information.

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book] - [WebDAV] - [New].

➡ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

Registered number is automatically applied by touching [OK].
To specify a registered number, touch the No. button.

Utility > WebDAV > New

No. ----- 1 - 2000

Name

Sort Character

Index etc

1 / 4

10/31/2014 04:40

Cancel OK

Select item and enter setting.

Utility > WebDAV > New

User ID

Password

2 / 4

10/31/2014 04:41

Cancel OK

Select item and enter setting.

Utility > WebDAV > New

Host Address

File Path

10/31/2014 04:41

Cancel OK

Bookmark

Display Keypad

Utility

↓

Create One-Touch Destination

↓

Address Book (Public)

↓

WebDAV

↓

New

Use the keypad to enter port number.
To clear your entry, press [C].

Utility > WebDAV > New

Proxy ON OFF

SSL Settings ON OFF

Port Number 80
1 - 65535

10/31/2014 04:41

Cancel OK

Bookmark

Display Keypad

Utility

↓

Create One-Touch Destination

↓

Address Book (Public)

↓

WebDAV

↓

New

2. Enter destination information, then tap [OK].

➡ For details on registration information, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register a WebDAV destination using **Web Connection**. For details, refer to [Here](#).

Registering a User Box destination

Register user boxes to save.

- ✓ Register a User Box before registering its destination. For details, refer to [Here](#).

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book] - [User Box] - [New].

➡ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

Registered number is automatically applied by touching [OK].
To specify a registered number, touch the No. button.

Utility > User Box > New

No. ----- 1 - 2000

Name

Sort Character

Index etc

1 / 2

10/31/2014 04:46

Cancel OK

Select item and enter setting.

Utility > User Box > New

User Box

2 / 2

10/31/2014 04:47

Cancel OK

2. Enter destination information, then tap [OK].

➡ For details on registration information, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Set].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register a User Box destination using **Web Connection**. For details, refer to [Here](#).

Registering from Address Book

Registering an E-mail address

Register destination E-mail addresses.

1. Tap [Address book] on the main menu.



2. Tap [New].

FavoriteABCDEFHGHIJKLMNOPQRSTUVWXYZetcAll

No.	Address Type	Name	Address
PG0001	Group	group1	
PB0001	User Box	box1	000000001
PE0002	E-mail	e-mail1	e-mail1@test.local
PS0003	SMB	smb1	\\pc1\pc1
PA0005	Fax	fax1	123456789
PW0010	WebDAV	webdav1	//webdav1
PF0011	FTP	ftp1	\\ftp1\ftp1

Add. TypeAll

NewEditDeleteCheck Job SettingClose

3. Select [E-mail] from [Address Type].

4. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Setting].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register an E-mail address using **Web Connection**. For details, refer to [Here](#).

Registering an SMB destination

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

1. Tap [Address book] on the main menu.



2. Tap [New].

A screenshot of the Address book application interface. At the top, there are tabs for 'Favorite', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', 'WXYZ', 'etc', and 'All'. Below these is a table with columns: 'No.', 'Address Type', 'Name', and 'Address'. The 'No.' column is highlighted in yellow. The table contains several entries, including 'Group', 'User Box', 'E-mail', 'SMB', 'Fax', 'WebDAV', and 'FTP'. The 'SMB' entry is highlighted. To the right of the table is a dropdown menu labeled 'Add. Type' with 'All' selected. At the bottom, there are buttons for 'New', 'Edit', 'Delete', 'Check Job Setting', and 'Close'. The 'New' button is highlighted with a red rectangle.

3. Select [SMB] from [Address Type].

4. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Setting].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Related setting (for the administrator)

- ❖ When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For details on the [Edit SMB User Credentials] setting, refer to [Here](#).



Reference

- ❖ You can also register an SMB destination using **Web Connection**. For details, refer to [Here](#).

Registering an FTP destination

Register destination FTP server host names or IP addresses. Also register a folder for saving a file or account information.

1. Tap [Address book] on the main menu.



2. Tap [New].

A screenshot of the Address book application interface. At the top, there are tabs for 'Favorite', 'ABC', 'DEF', 'GHI', 'JKL', 'MNO', 'PQRS', 'TUV', 'WXYZ', 'etc', and 'All'. Below these is a table with columns: 'No.', 'Address Type', 'Name', and 'Address'. The 'No.' column is highlighted in yellow. To the right of the table is a dropdown menu labeled 'Add. Type' with 'All' selected. The table contains the following data:

No.	Address Type	Name	Address
PG0001	Group	group1	
PB0001	User Box	box1	000000001
PE0002	E-mail	e-mail1	e-mail1@test.local
PS0003	SMB	smb1	\\pc1\pc1
PA0005	Fax	fax1	123456789
PW0010	WebDAV	webdav1	//webdav1
PF0011	FTP	ftp1	\\ftp1\ftp1

At the bottom of the screen, there are buttons for 'New', 'Edit', 'Delete', 'Check Job Setting', and 'Close'. The 'New' button is highlighted with a red rectangle.

3. Select [FTP] from [Address Type].

4. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Setting].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register an FTP destination using **Web Connection**. For details, refer to [Here](#).

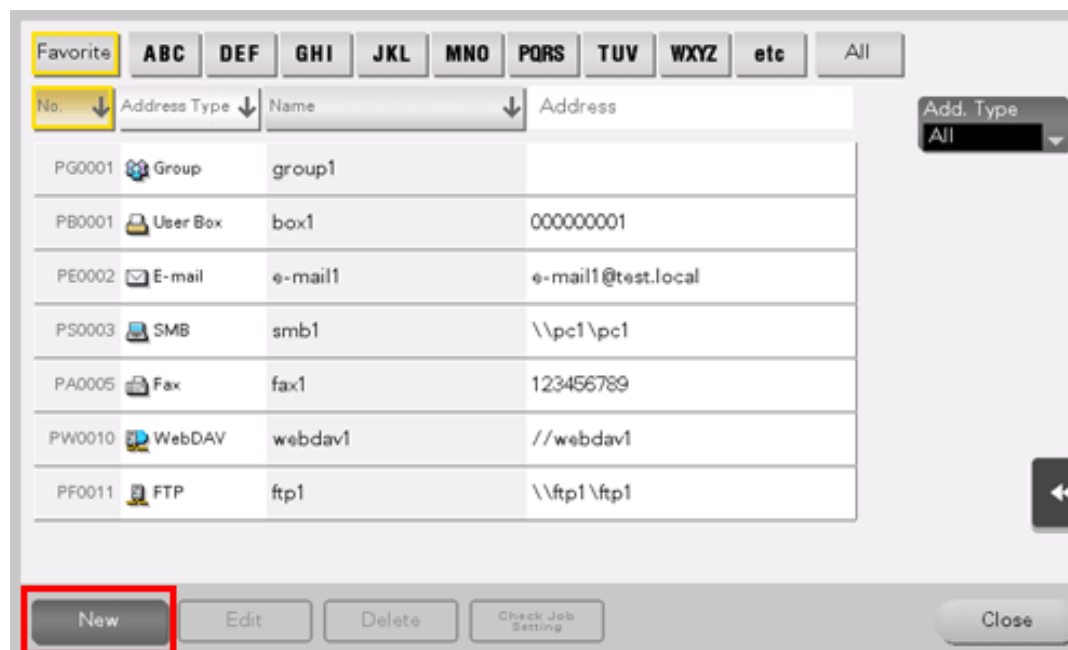
Registering a WebDAV destination

Register destination WebDAV server host names or IP addresses. Also register a folder for saving a file or account information.

1. Tap [Address book] on the main menu.



2. Tap [New].



3. Select [WebDAV] from [Address Type].

4. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Setting].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register a WebDAV destination using **Web Connection**. For details, refer to [Here](#).

Registering a User Box destination

Register user boxes to save.

1. Tap [Address book] on the main menu.



2. Tap [New].

The screenshot shows a software interface with a tabbed menu at the top. The 'Favorite' tab is active. Below the tabs is a table with columns: No., Address Type, Name, and Address. The table contains seven rows of data. At the bottom of the interface, there are four buttons: 'New', 'Edit', 'Delete', and 'Check Job Setting'. The 'New' button is highlighted with a red rectangular box. To the right of the table, there is a dropdown menu labeled 'Add. Type' with 'All' selected. A back arrow button is located at the bottom right of the table area.

No.	Address Type	Name	Address
PG0001	Group	group1	
PB0001	User Box	box1	000000001
PE0002	E-mail	e-mail1	e-mail1@test.local
PS0003	SMB	smb1	\\pc1\pc1
PA0005	Fax	fax1	123456789
PW0010	WebDAV	webdav1	//webdav1
PF0011	FTP	ftp1	\\ftp1\ftp1

3. Select [User Box] from [Address Type].

4. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Setting].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register a User Box destination using **Web Connection**. For details, refer to [Here](#).

Registering from the Fax/Scan basic screen

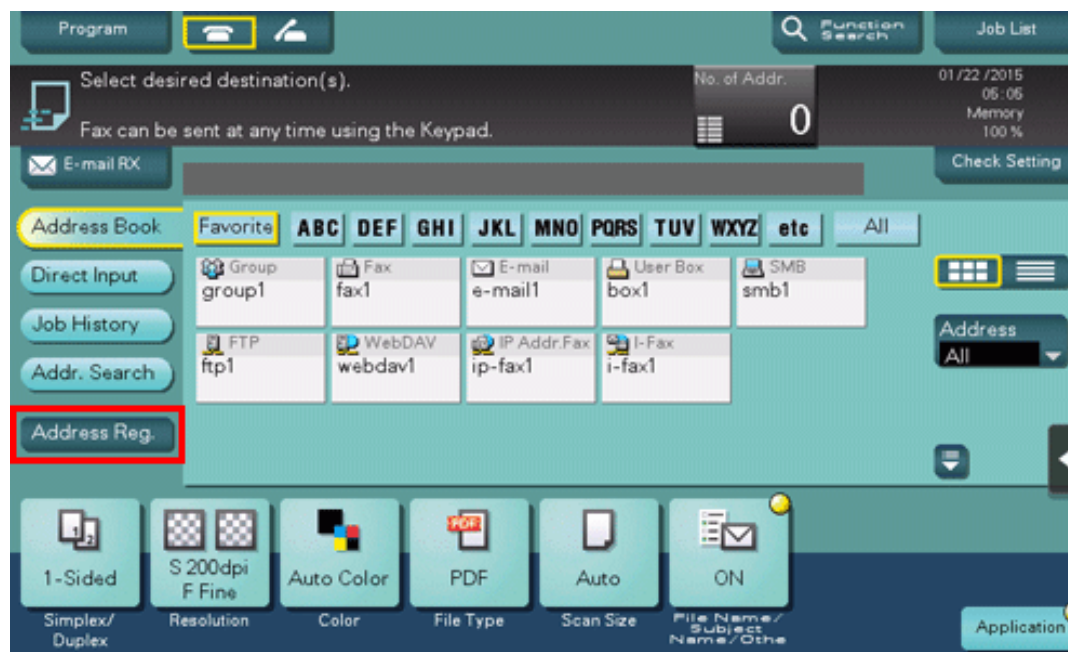
Registering an E-mail address

Register destination E-mail addresses.

1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [New].

4. Select [E-mail] from [Address Type].

5. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

❖ You can check, change or delete the settings for a registered destination from the Utility. For details, refer to [Here](#).



Reference

❖ You can also register an E-mail address using **Web Connection**. For details, refer to [Here](#).

Registering an SMB destination

Register a destination computer name (host name) or IP address. Also register a folder for saving a file or information for accessing a folder.

1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [New].

4. Select [SMB] from [Address Type].

5. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❑ You can check, change or delete the settings for a registered destination from the Utility. For details, refer to [Here](#).



Related setting (for the administrator)

- ❑ When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For details on the [Edit SMB User Credentials] setting, refer to [Here](#).



Reference

- ❑ You can also register an SMB destination using **Web Connection**. For details, refer to [Here](#).

Registering an FTP destination

Register destination FTP server host names or IP addresses. Also register a folder for saving a file or account information.

1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [New].

4. Select [FTP] from [Address Type].

5. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

❖ You can check, change or delete the settings for a registered destination from the Utility. For details, refer to [Here](#).



Reference

❖ You can also register an FTP destination using **Web Connection**. For details, refer to [Here](#).

Registering a WebDAV destination

Register destination WebDAV server host names or IP addresses. Also register a folder for saving a file or account information.

1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [New].

4. Select [WebDAV] from [Address Type].

5. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ You can check, change or delete the settings for a registered destination from the Utility. For details, refer to [Here](#).



Reference

- ❖ You can also register a WebDAV destination using **Web Connection**. For details, refer to [Here](#).

Registering a User Box destination

Register user boxes to save.

- ✓ Register a User Box before registering its destination. For details, refer to [Here](#).

1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [New].

4. Select [User Box] from [Address Type].

5. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

❖ You can check, change or delete the settings for a registered destination from the Utility. For details, refer to [Here](#).



Reference

❖ You can also register a User Box destination using **Web Connection**. For details, refer to [Here](#).

Registering Directly Entered Destinations in Address Book

1. Tap [Scan/Fax].



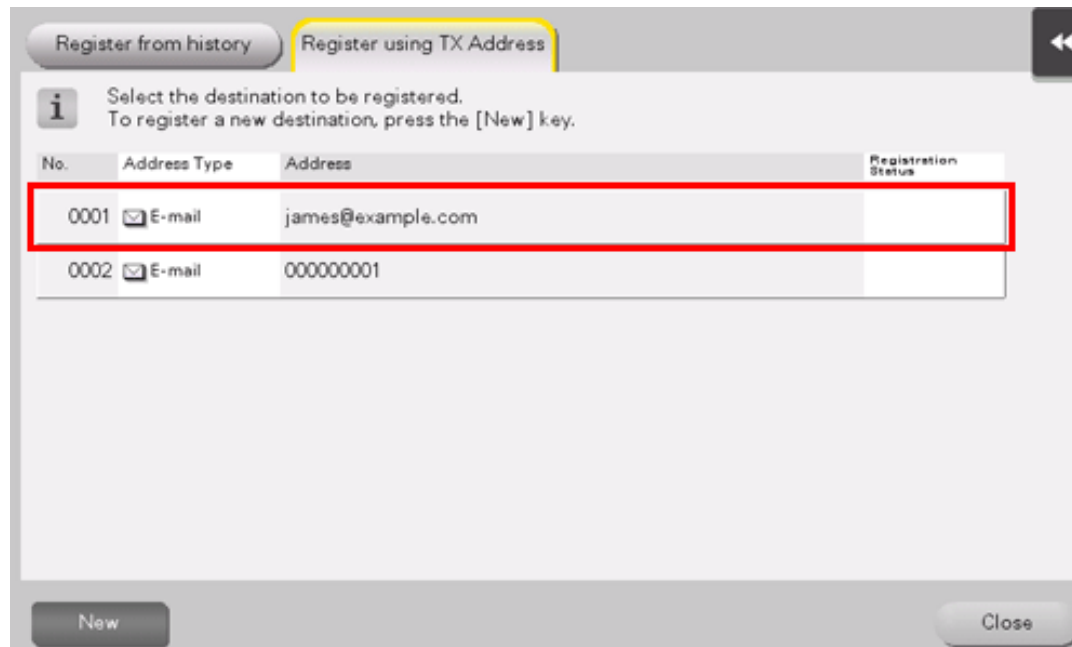
2. Tap [Direct Input], select the destination type, and then enter a destination.



3. After entering the destination, tap [Address Reg.].




4. Tap a destination you want to register with the address book.



➡ Tapping [New] allows you to register a new address, which is not yet entered. For details on how to register, refer to [Here](#).

5. Enter the registration name for the destination.

➡ Add additional search text or enter a sort character as necessary.

Settings	Description
[Address Type]	The destination type selected in the Direct Input is displayed.
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.], then enter the number.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters).
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name.  For a frequently used destination, also select [Favorite]. If [Favorite] is selected, the destination will appear in the main screen of the fax/scan mode, enabling the user to easily select a destination.
Destination Information	The destination that is specified by direct input is displayed.

6. Tap [Register], then [Close].

When a fax transmission to the destination which is specified by direct input is complete, tap [Address Book] and check that the destination is registered.



Related setting (for the administrator)

- ❖ When you register a SMB destination in the single sign-on environment, a screen appears to prompt you to select whether to include the authentication information in the SMB destination registration information when logging in to this machine depending on the [Edit SMB User Credentials] setting. For details on the [Edit SMB User Credentials] setting, refer to [Here](#).

Registering from Transmission Log

1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [Register from history].

Register from history Register using TX Address

i To register a destination, press the [New] key.

No.	No.	Address Type	Name	Address	Registration Status
Last					
2					
3					
4					
5					

New Close

4. Tap a destination you want to register with the address book.

5. Enter the registration name for the destination.

➡ Add additional search text or enter a sort character as necessary.

Settings	Description
[Address Type]	The destination type selected from the transmission log is displayed.
[No.]	Destination registration number. [No.] is automatically registered using an unused smaller number. If you want to specify a number, tap [No.], then enter the number.
[Name]	Enter the destination name to be displayed on the Touch Panel (using up to 24 characters).
[Sort Character]	Enter the same name as the registered (using up to 24 characters). You can sort destinations by registration name.
[Index]	Select a corresponding character so that the destination can be index-searched by registration name. <div> <input checked="" type="checkbox"/> For a frequently used destination, also select [Favorite]. If [Favorite] is selected, the destination will appear in the main screen of the fax/skan mode, enabling the user to easily select a destination. </div>

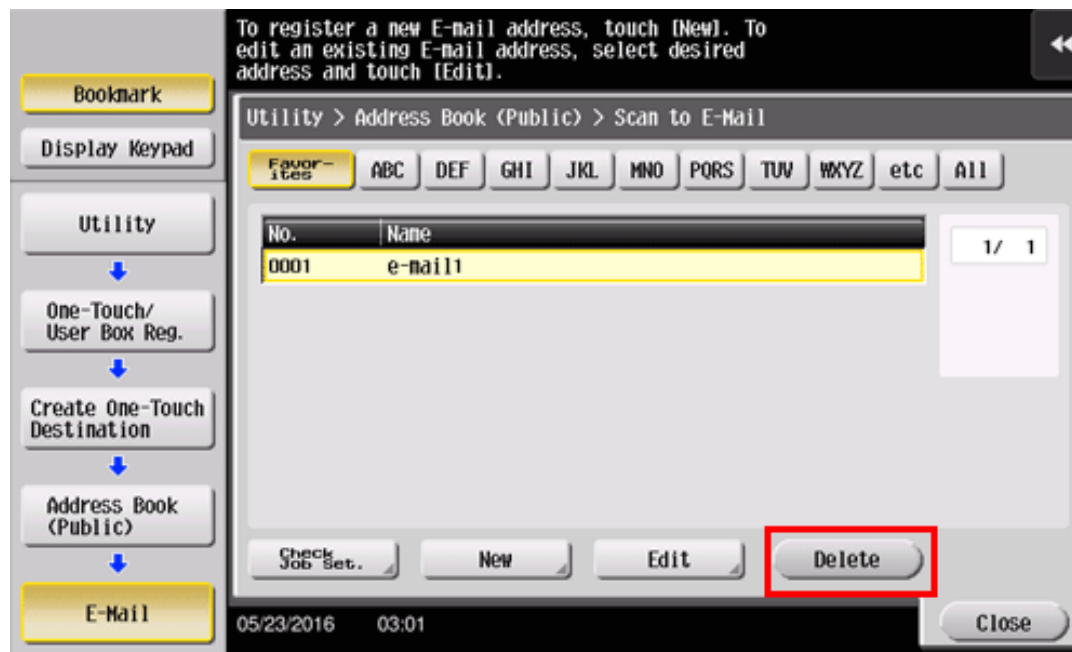
Destination Information	The information on the destination selected from the transmission log is displayed.
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6. Tap [Register], then [Close].

Deleting a registered destination

Deleting from the Utility

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Address Book].
2. Select the type of the destination to be deleted.
This displays a list of destinations registered on this machine.
3. Select a destination to be deleted, then tap [Delete].



The confirmation screen appears.

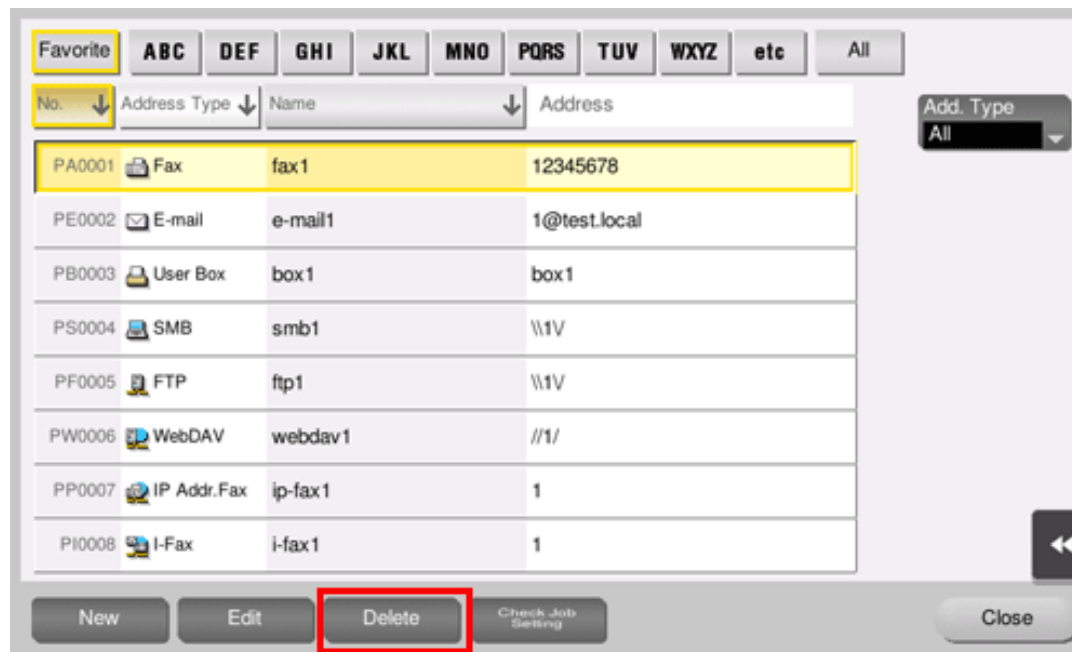
4. To delete the files, select [Yes] and tap [OK].

Deleting from Address Book

1. Tap [Address book] on the main menu.

This displays a list of destinations registered on this machine.

2. Select a destination to be deleted, then tap [Delete].



The confirmation screen appears.

3. To delete the selected destination, tap [Yes].


Group

Register multiple destinations as a group. Group is a convenient way to broadcast data.

Up to 100 groups can be registered for Group.



Related setting (for the administrator)

 Select whether to allow the user to register or change destinations (default: [Allow]). For details, refer to [Here](#).

Registering from the Utility

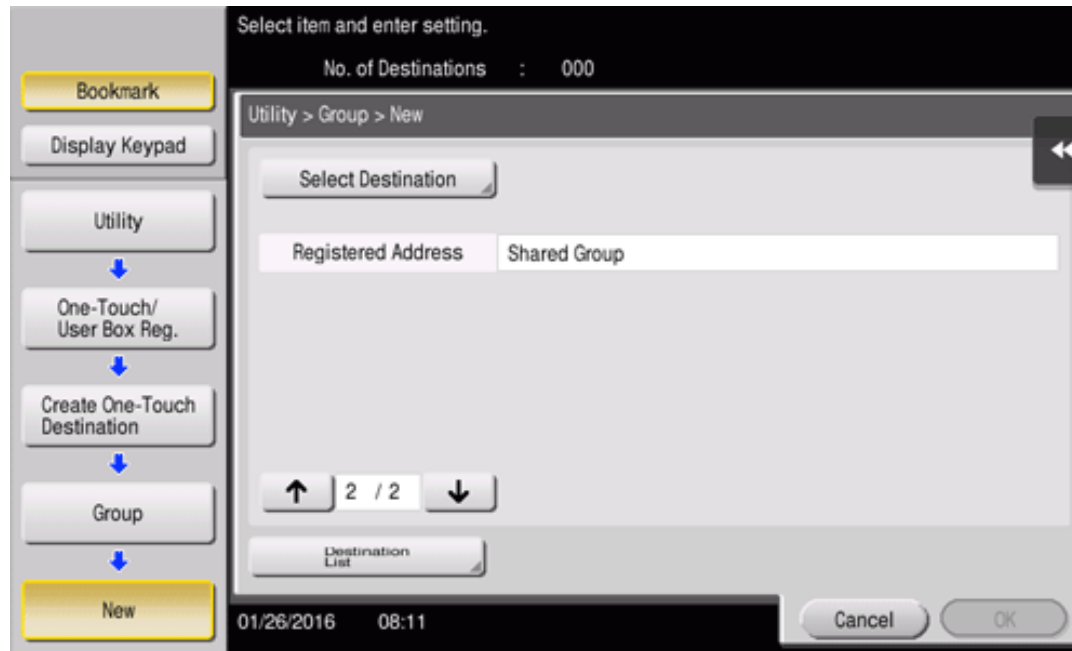
Registering a group

✓ To register a group, you must register the address book to be added to the group in advance.

1. Tap [Utility] - [One-Touch/User Box Registration] - [Create One-Touch Destination] - [Group] - [New].

➡ The administrator can perform the same actions by selecting [Administrator Settings] - [One-Touch/User Box Registration].

The screenshot displays a mobile application interface for creating a new group. On the left is a vertical navigation menu with buttons: 'Bookmark' (highlighted in yellow), 'Display Keypad', 'Utility', 'One-Touch/User Box Reg.' (with a downward arrow), 'Create One-Touch Destination' (with a downward arrow), 'Group' (with a downward arrow), and 'New' (highlighted in yellow). The main screen is titled 'Select item and enter setting.' and shows 'No. of Destinations : 000'. Below the title is a breadcrumb trail 'Utility > Group > New'. The form contains several input fields: 'No.' with a double asterisk '**' as a placeholder, 'Name', 'Sort Character', and 'Index' with the text 'etc'. Below these fields is a pagination control showing '1 / 2' with up and down arrows. At the bottom of the form is a 'Destination List' button. The bottom status bar shows the date '01/26/2016', time '08:11', and 'Cancel' and 'OK' buttons.



2. Enter destination information, then tap [OK].

➡ For details on registration information, refer to [Here](#).



Tips

- ❖ To check the settings for a registered group, select its registered name, then tap [Destination List].
- ❖ To change the settings for a registered group, select its registered name, then tap [Edit].
- ❖ To delete a registered group, select its registered name, then tap [Delete].



Reference

❏ You can also register groups using **Web Connection**. For details, refer to [Here](#).

Registering from Address Book

Registering a group

✓ To register a group, you must register the address book to be added to the group in advance.

1. Tap [Address book] on the main menu.



2. Tap [New].

FavoriteABCDEFHGHIJKLMNOPQRSTUUVWXYZetcAll

No.	Address Type	Name	Address
PG0001	Group	group1	
PB0001	User Box	box1	000000001
PE0002	E-mail	e-mail1	e-mail1@test.local
PS0003	SMB	smb1	\\pc1\pc1
PA0005	Fax	fax1	123456789
PW0010	WebDAV	webdav1	//webdav1
PF0011	FTP	ftp1	\\ftp1\ftp1

Add. TypeAll

NewEditDeleteCheck Job SettingClose

3. Select [Group] from [Address Type].

4. Enter destination information, then tap [Register].

➡ The registered information is the same as that to be registered from the Utility. For details, refer to [Here](#).



Tips

- ❖ To check the settings for a registered destination, select its registered name, then tap [Check Job Setting].
- ❖ To change the settings for a registered destination, select its registered name, then tap [Edit].
- ❖ To delete a registered destination, select its registered name, then tap [Delete].



Reference

- ❖ You can also register groups using **Web Connection**. For details, refer to [Here](#).

Exporting/Importing Destination Information (for the Administrator)

Exporting destination information

Destinations registered in this machine can be saved (exported) from this machine to your computer or the SMB sharing folder, enabling a backup of destination information. You can add new destinations to or edit exported destinations as necessary.

To export information, use **Web Connection**. For details, refer to [Here](#).

Importing destination information

Destination information exported from this machine can be written (imported) from your computer or the SMB sharing folder to this machine. You can also import destination information to other MFP of the same model.

To import information, use **Web Connection**. For details, refer to [Here](#).

Printing the List of Destination Information (for the Administrator)

Printing a destination list

1. Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Address Book List].

2. Select whether to print destinations within the specified range or print all destinations.

➡ [Print Selection]: Select this option to specify the destination range and print destinations in the specified range. If you select [Print Selection], go to Step 3.

➡ [Print All]: Select this option to print all destinations. If you select [Print All], go to Step 4.

The screenshot shows a navigation menu on the left with buttons: Bookmark, Display Keypad, Utility, Administrator Settings, One-Touch/User Box Reg., Address Registration List, and Address Book List. The main screen displays the path 'Administrator Set > One-Touch/User Box > Address Book List'. At the top, it states 'Output Count maximum is 100 items' and 'If All is selected, all the selected destination types will be printed'. Below this are two buttons: 'Print Selection' (highlighted) and 'Print All'. Under 'Print Selection', there is a 'List Output Number' section with 'Specify' (highlighted) and 'All' buttons. Below that, 'Starting Destination No.' is set to 1, and 'Number of Destinations' is set to 100, with a range indicator '1 - 100'. To the right, 'Print Destination List by Type' includes buttons for E-Mail, FTP, SMB, User Box, Fax, IP Address Fax, Internet Fax, and WebDAV. A 'Print' button is at the bottom left, and a 'Cancel' button is at the bottom right. The date and time '10/31/2014 05:10' are shown at the bottom left.

3. Specify the type and range of destinations to be printed.

- ➡ If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].
- ➡ If you select [All] in [List Output Number], all destinations of the type selected in [Print Destination List by Type] are printed.

4. Tap [Print].

5. Select the original feed tray for print sheets and the side to be printed, then tap [Start].

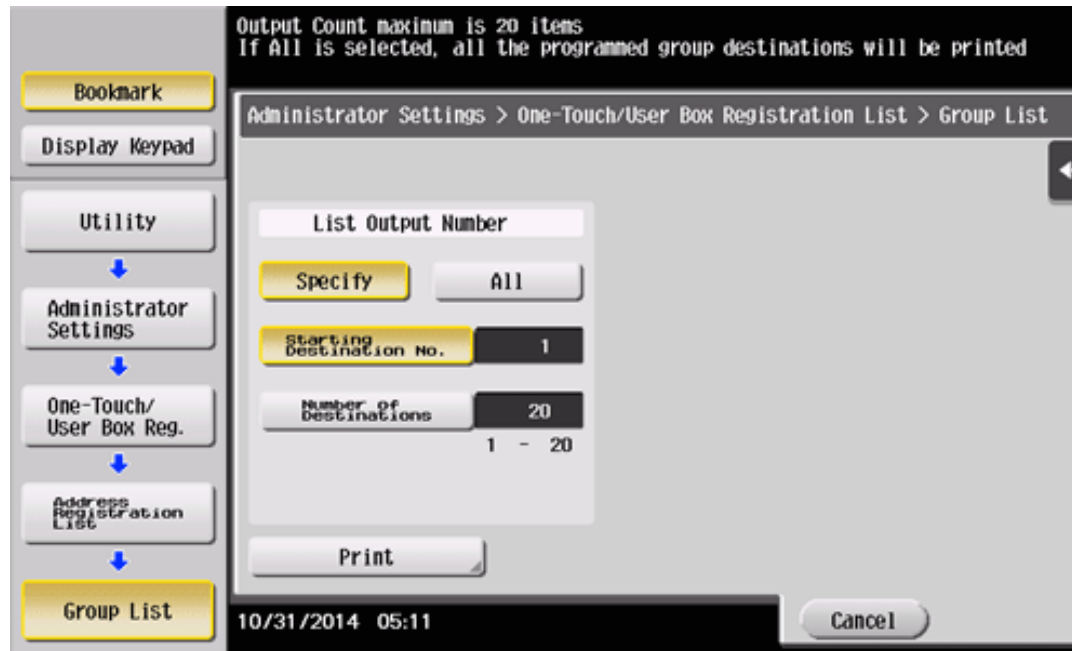
List printing starts.

Printing a group list

1. Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Group List].

2. Specify the range of destinations to be printed.

- ➡ If you select [Specify] in [List Output Number], specify the range of destinations to be printed in [Starting Destination No.] (registered number of a destination) and [Number of Destinations].
- ➡ If you select [All] in [List Output Number], all groups are printed.



3. Tap [Print].

4. Select the original feed tray for print sheets and the side to be printed, then tap [Start].

List printing starts.

Printing a program list

Program list contains a list of programs and destinations included in the respective programs.

1. Tap [Utility] - [Administrator Settings] - [One-Touch/User Box Registration] - [One-Touch/User Box Registration List] - [Program List].

2. Select the type of programs to be printed.

- ➡ [One-Touch]: Select this option to print programs with the address book being registered.
 - ➡ [Group]: Select this option to print programs with a group being registered.
 - ➡ [DirectInput (Selection)]: Select this option to print programs in which destinations are registered using Direct Input.
 - ➡ [DirectInput (All)]: Select this option to print all programs in which destinations are registered using Direct Input.
- If you select [DirectInput (All)], go to Step 4. Otherwise, go to Step 3.

Only the programmed destinations registered in Direct Input will be printed
Output Count maximum is 50 items
If All is selected all the selected destination types will be printed

Administrator Settings > One-Touch/User Box Registration List > Program List

One-Touch Group **DirectInput (Selection)** DirectInput (All)

List Output Number

Specify All

Starting Destination No. 1

Number of Destinations 50
1 - 50

Print Destination List by Type

E-Mail FTP

SMB User Box

Fax IP Address Fax

Internet Fax WebDAV

Print

10/31/2014 05:11

Cancel

3. Specify the range of programs to be printed.

- ➡ If you select [Specify] in [List Output Number], specify the range of programs to be printed in [Starting Destination No.] (registered number of a program) and [Number of Destinations].
- ➡ If you select [All] in [List Output Number], all programs of the type selected in Step 2 are printed. If you select [DirectInput (Selection)] in Step 2, select the type of destinations to be printed by [Print Destination List by Type].

4. Tap [Print].

5. Select the original feed tray for print sheets and the side to be printed, then tap [Start].

List printing starts.