

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.



Tips

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

Registering from the Utility

Registering a fax address

Register destination fax numbers.

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

No. ----
1 - 2000

Name

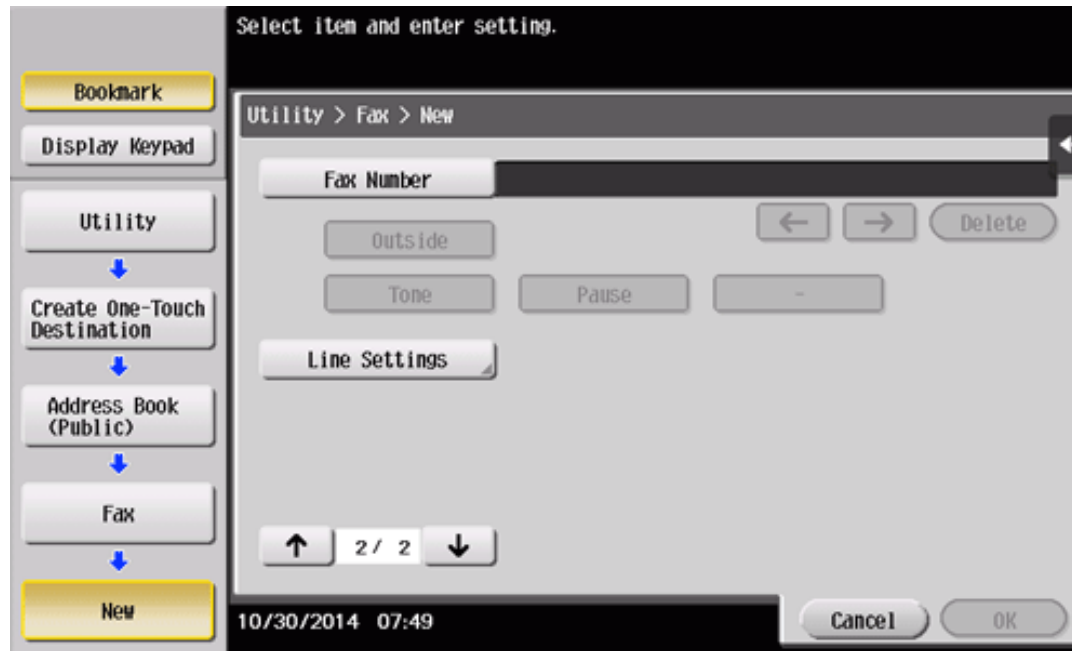
Sort Character

Index ABC

↑ 1 / 2 ↓

10/30/2014 07:09

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].



Related setting (for the administrator)

- ❖ You can select whether to have the user enter a fax number twice when registering the fax number (Default: [OFF]). This is helpful to prevent the fax number from being incorrectly registered. For details, refer to [Here](#).



Reference

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

Registering from Address Book

Registering a fax destination

Register the fax number of the destination.

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



2. Tap [New].

The screenshot shows 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 the tabs is a table with columns for "No.", "Address Type", "Name", and "Address". The table contains several entries, including a "Fax" entry with the number "123456789". 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 box.

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 [Fax] 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 fax destinations using **Web Connection**. For details, refer to [Here](#).

Registering from the Fax/Scan basic screen

Registering a fax destination

Register the fax number of the destination.

1. Tap [Scan/Fax].



➔ When [Fax] is displayed on the main menu, tap [Fax] to switch into the fax mode; Step 4 can be omitted.

2. Tap [Address Reg.].



3. Tap [New].

4. Select [Fax] 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

❖ To check, change, or delete the setting of a registered destination, proceed from the Utility. For details, refer to [Here](#).



Reference

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

Registering Directly Entered Destinations in Address Book

1. Tap [Scan/Fax].



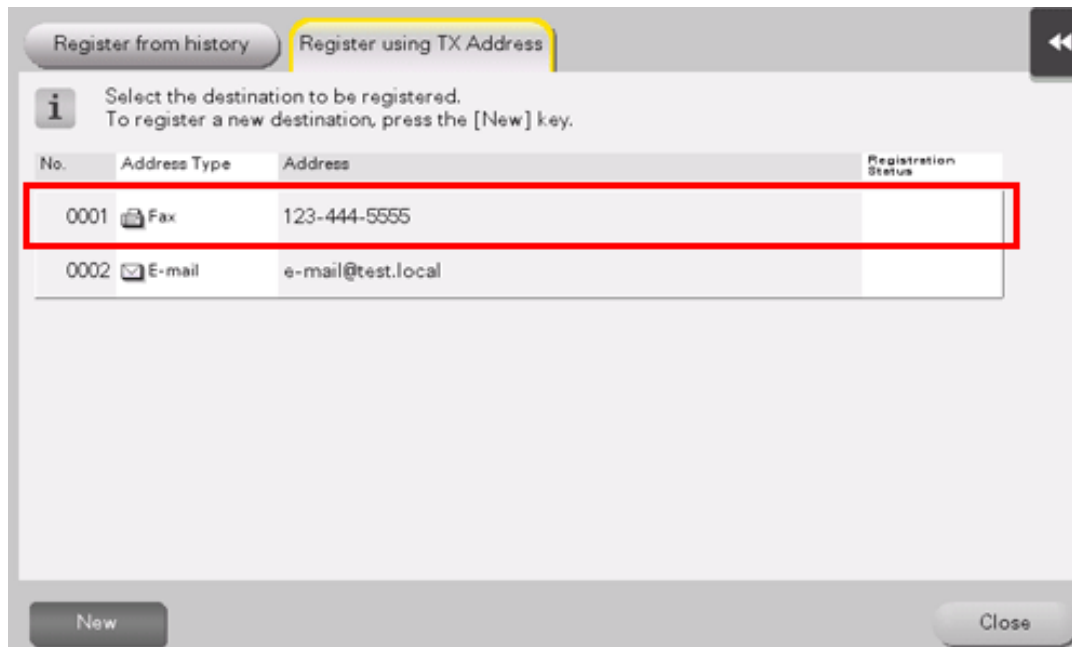
2. Tap [Direct Input], select [Fax], then enter a fax number.



3. When finishing to enter a fax number, tap [Address Reg.].




4. Tap a fax number 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 [Favorites]. If [Favorites] 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 has been sent to the directly entered fax number, tap [Address Book] and check that the fax number is registered.

Registering from Transmission Log

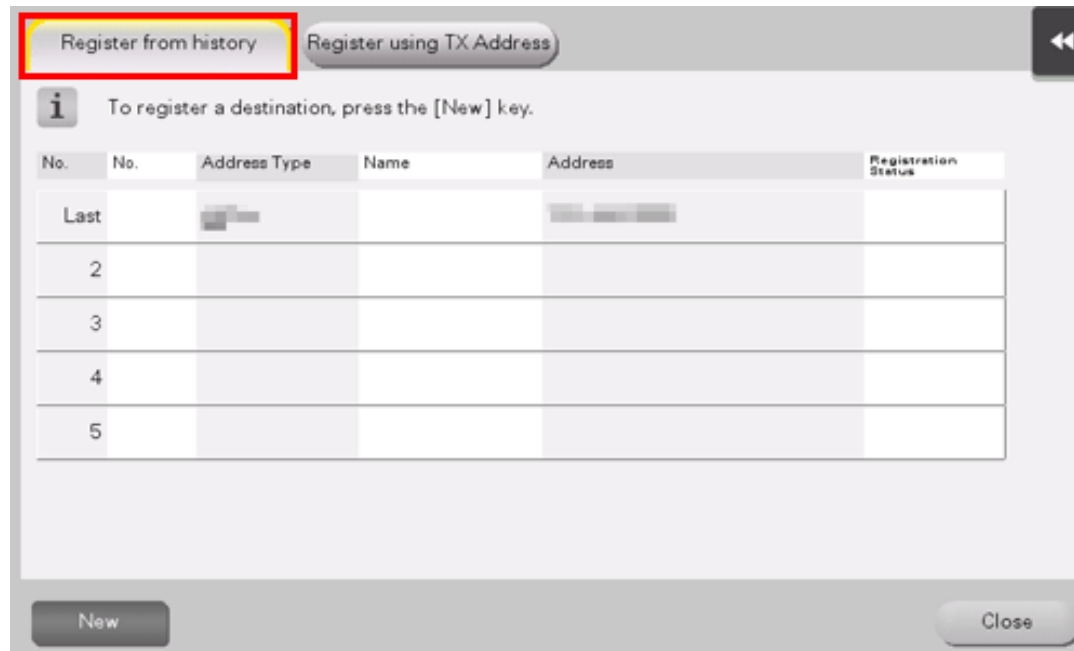
1. Tap [Scan/Fax].



2. Tap [Address Reg.].



3. Tap [Register from history].



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. <input checked="" type="checkbox"/> For a frequently used destination, also select [Favorites]. If [Favorites] 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

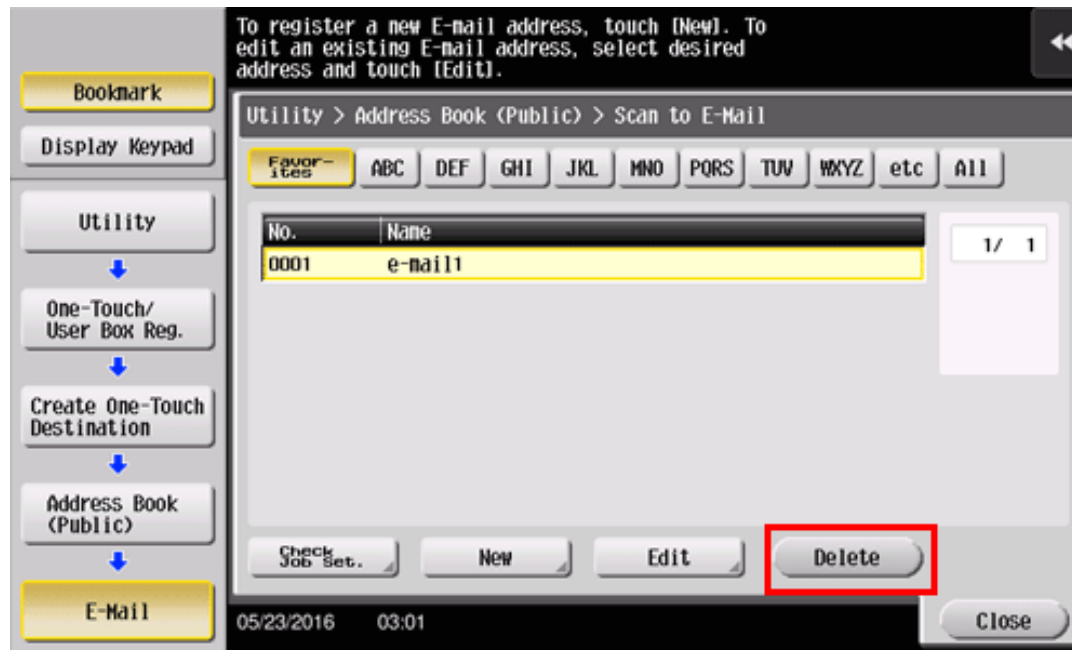
The information on the destination selected from the transmission log is displayed.

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.

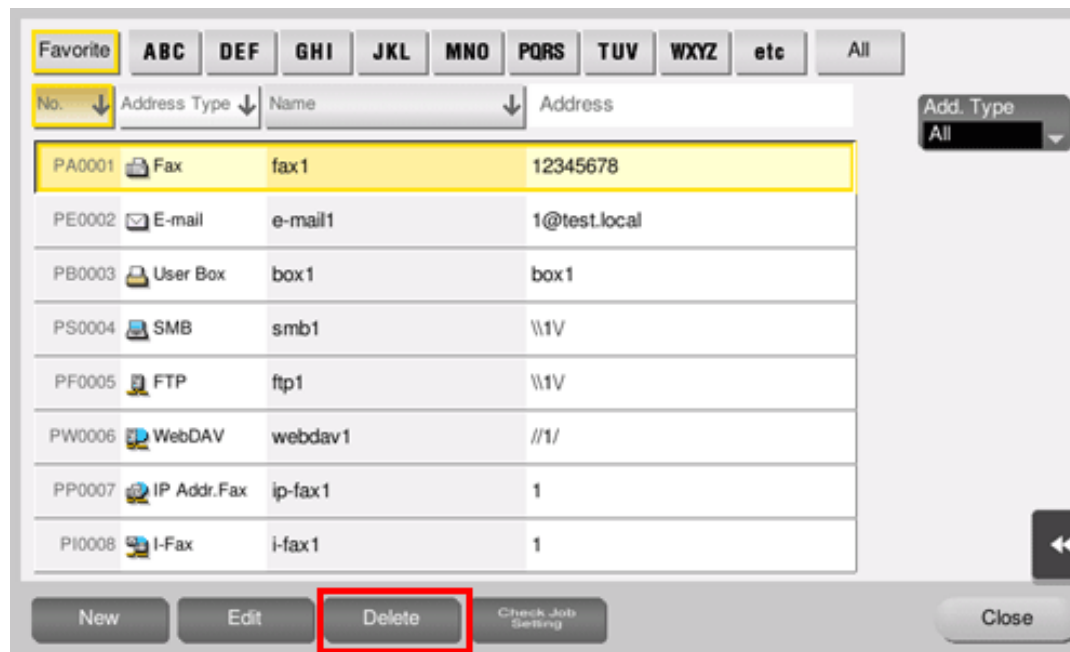
4. To delete the files, select [Yes] and tap [OK].

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 destinations 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].

Select item and enter setting.

No. of Destinations : 000

Utility > Group > New

No. --

Name

Sort Character

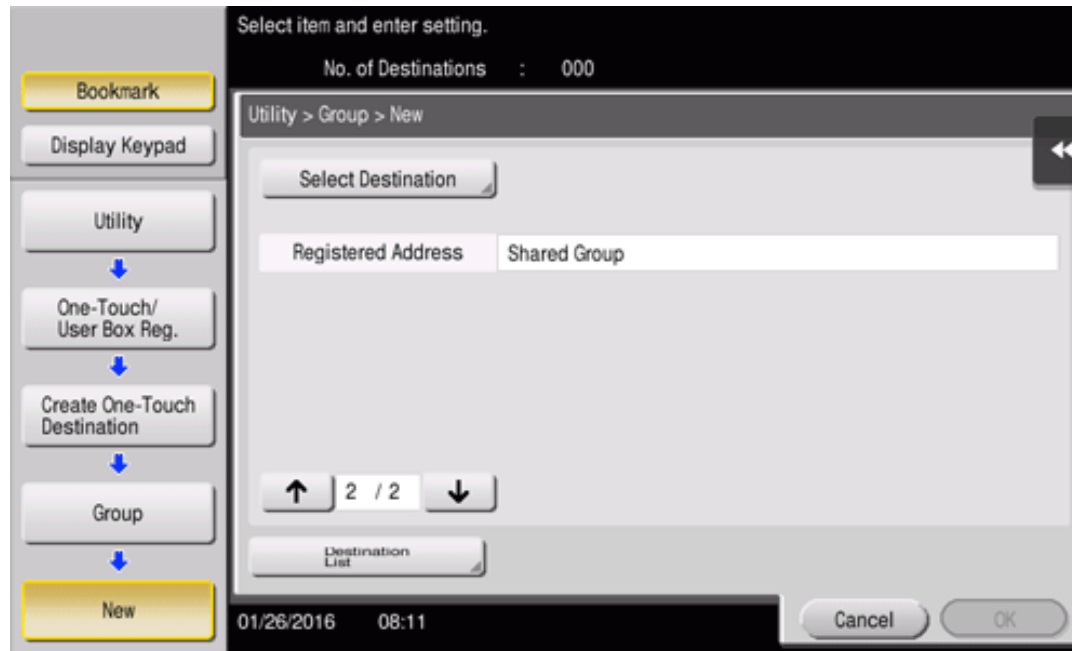
Index etc

↑ 1 / 2 ↓

Destination List

01/26/2016 08:11

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 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

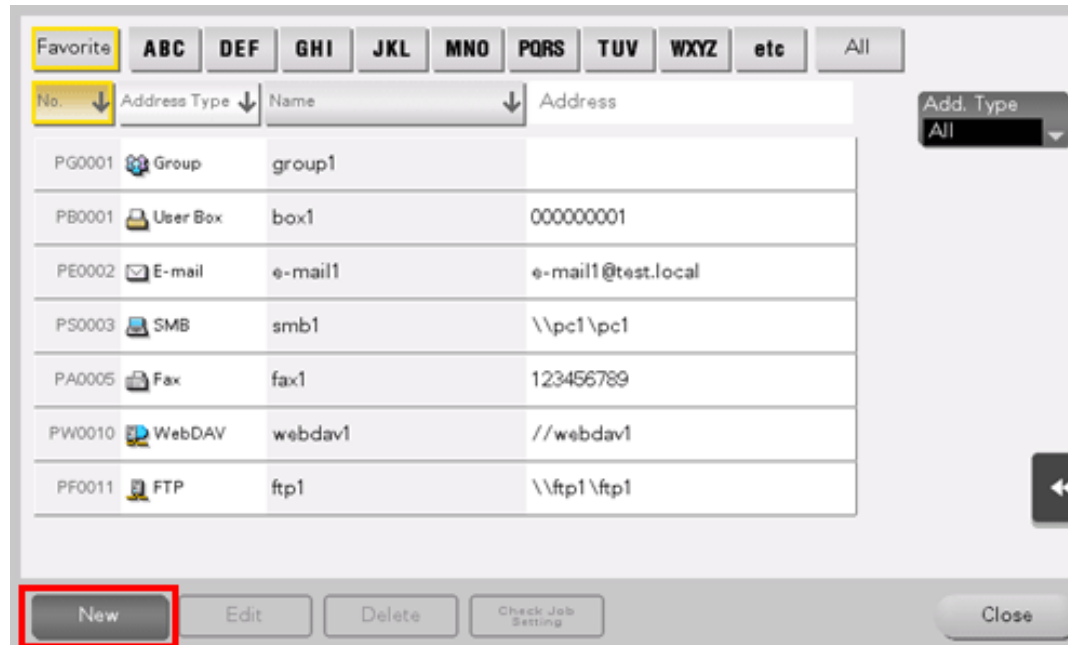
Registering a group

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

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" (highlighted in yellow), "ABC", "DEF", "GHI", "JKL", "MNO", "PQRS", "TUV", "WXYZ", "etc", and "All". Below the tabs is a table with columns: "No.", "Address Type", "Name", and "Address". The table contains several entries, including a "Group" entry. To the right of the table is a dropdown menu labeled "Add. Type" with "All" selected. At the bottom of the screen, there are buttons for "New" (highlighted with a red box), "Edit", "Delete", "Check Job Setting", and "Close".

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 [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 or edit exported destinations as necessary.

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

Importing destination information

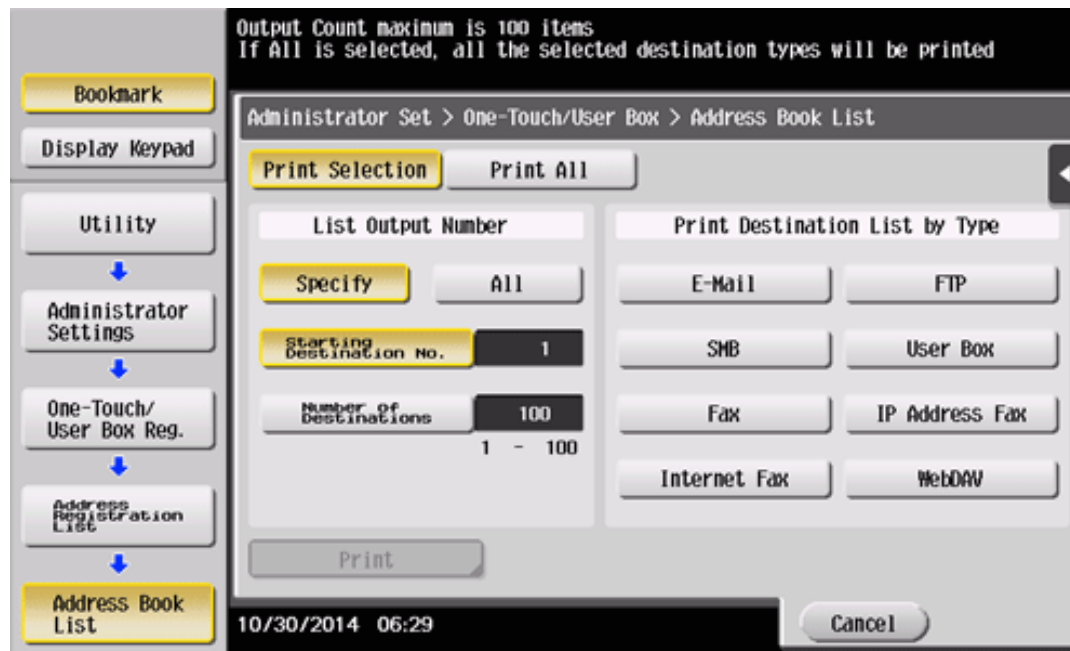
Destination information exported from this machine can be written (imported) from your computer or the SMB sharing folder to this machine. Also you can use it on another MFP unit of the same model by importing it.

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

Printing a Destination Information List (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.



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 print paper tray and print surface, and tap [Start].

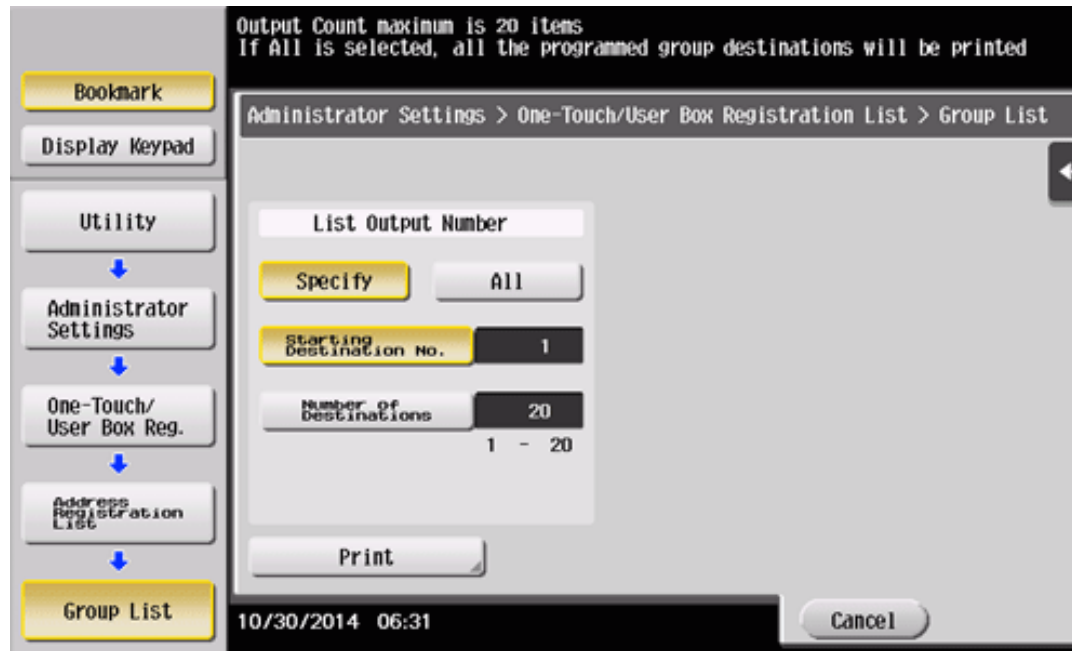
List printing starts.

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 print paper tray and print surface, and 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

10/30/2014 06:31

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 print paper tray and print surface, and tap [Start].

List printing starts.