

Registering Destinations in the Address Book

Save frequently used destinations to the Address Book or One Touch Keys. The saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission (optional).

NOTE

- Registering and editing of the Address Book can also be done in Command Center RX.



[Registering Destinations \(page 2-40\)](#)

Adding a Destination (Address Book)

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

NOTE

If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Contact

A maximum of 2,000 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (optional).

1 Display the screen.

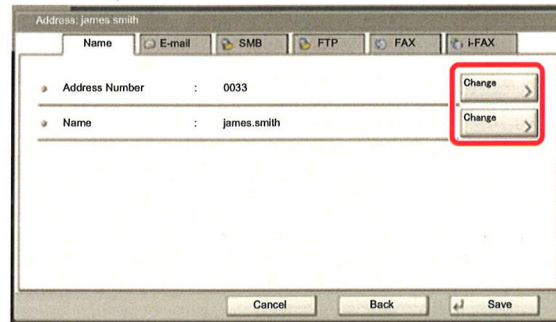
- 1** Press the **[System Menu]** key.

System Menu



- 2** Press in the following sequence: [], [Edit Destination], [Add/Edit] in "Address Book", [Add], [Contact], and then [Next].

2 Add the name.



- 1 To specify the "Address Number", press [Change] in Address Number.
- 2 Use [+] / [-] or the numeric keys to enter an address number (1 to 2500).
To have the number assigned automatically, enter "0000".

NOTE

Address Number is an ID for a destination. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.
If you specify an address number that is already in use, an error message appears when you press [Save] and the number cannot be registered. If you set "0000" as the address number, the address is registered under the lowest available number.

- 3 Press [OK].
The screen shown in step 1 reappears.
- 4 Press [Change] of "Name".
- 5 Enter the destination name (up to 32 characters) to be displayed on the Address Book and press [OK].
The screen shown in step 1 reappears.

NOTE

Refer to the [Character Entry Method on page 11-11](#) for details on entering characters.

3 Add the address.

- 1 Press [E-mail] to add an E-mail address, [SMB] to add a folder on the PC, or [FTP] to add an FTP folder.

The procedure differs depending on the transmission method selected.

Address: james.smith

Search Folder from Network Search Folder by Host Name

Next Next

Host Name : PC4050.abc-445 Change >

Path : \\pc4050\\scannerdata Change >

Login User Name : james.smith Change >

Login Password : ***** Change >

Cancel Back Save

E-mail Address

Press [Change] of "E-mail Address", enter the E-mail address and press [OK]. The table below explains the items to be entered.

NOTE

Refer to the [Character Entry Method on page 11-11](#) for details on entering characters.