

i-Series Register One Touch Fax Destinations From Copier

Can be done via web connection.

Getting Started:

- ❑ Select **Home** icon (left corner of screen)
- ❑ Select **Address Book** on screen
- ❑ Select **New** (bottom on screen)
 - » See Address Type-choose **Fax** from drop down
 - » See Name-Touch icon of Key Pad and key in name - OK
(touch favorites if you want to display on main screen)
- ❑ Touch Fax Number and input number from keypad icon
(make sure to include 1 or 9 if you are required to use)
- ❑ Touch **Register**-touch **OK**

Note: you can also delete or edit from this screen once you highlight the previous record that you created)

I Series Register one touch email destinations at copier:

Note: Your copier must already have been set up for scanning and this can also be done via web connection from your PC

- ❑ Select **Home** icon (left corner of screen)
- ❑ Select **Address Book** on screen
- ❑ Select **New** (bottom on screen)
 - » See Address Type-choose **Email** from drop down
 - » See Name-Touch icon of **Key Pad** and key in name -**OK**
(touch favorites if you want to display on main screen)
 - » See email-touch icon and key in your email address-**OK**
(touch shift to get @ symbol)
- ❑ Touch **Register** - touch **OK**

Note: you can also delete or edit from this screen once you highlight the previous record that you created)