



Konica Minolta i-Series: Register Destinations to the Address Book

At Machine: Adding to or deleting from the Address Book

Adding an Email Address at the Machine:

- 1. Select Utility
- 2. Select Utility
- 3. Select Store Address
- 4. Select Address Book
- 5. Select New Registration
- 6. Select Destination drop down to select email, fax, etc.
- 7. Enter Name
- 8. Enter Address/Number
- 9. Select OK

Deleting an Email Address at the Machine:

- 1. Select Utility
- 2. Select Utility
- 3. Select Store Address
- 4. Select Address Book
- **5.** Select the destination
- 6. Select Delete
- 7. Select OK

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	Store Address	Address Bo	ok							
Addres	sa Elook	The atber	party w	io wants to transmit data cr	an bi	e registered.				
Group		Search from Function				E-mail Address •				
Subject Text		Search Method Search by number.				Search by n	umbor. •			
						1-50		Go		
		Now Rog	istration	Check Job Setting	jĘ	Check Connection	Edi		Delete	
		No.		Function	÷	Name	• S/Mill	λE.	8	•
		3		E-mail		Emily				
		1		E-mail		Heather				

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QUICK GUIDE



Konica Minolta: Register Email/SMB/Fax from Web

- 1. Enter the IP address in the address field on a web browser.
 - a. To find the IP address, go to the printer. Select Menu/Home>>Utility>>Device Information
- **2.** Select the Store Address
- 3. Select Address Book
- 4. Select New Registration
 - a. To edit or delete, select destination and select Edit or Delete button

	Store Address	Address Bo	oK							
Addres	s Book	The other	party who w	ants to transmit data c	an be	registered.				
Group		Search from Function				E-mail Address •				
Subject		Search Method				Search by number. •				
ext		Search by	numiber.			1-50		*	Go	
		New Registration Check Job Setting			6	Check Connection E		Edit		Delete
		No.	▪ Fu	nction	• 1	Name	• 5	S/MIME	i.	8
		3	Er	liait	1	Desily				
		1	E-mail		1	Heather				

- 5. Select the type from the Select Destination drop down
- 6. Enter in the information and select Main if the address needs to be a favorite in the address book.
- 7. Select OK to save

TIP: When entering a fax number – make sure to add any additional numbers for dialing out. EX: If needing to press "9" before making a call outside the office, the fax will too!