

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

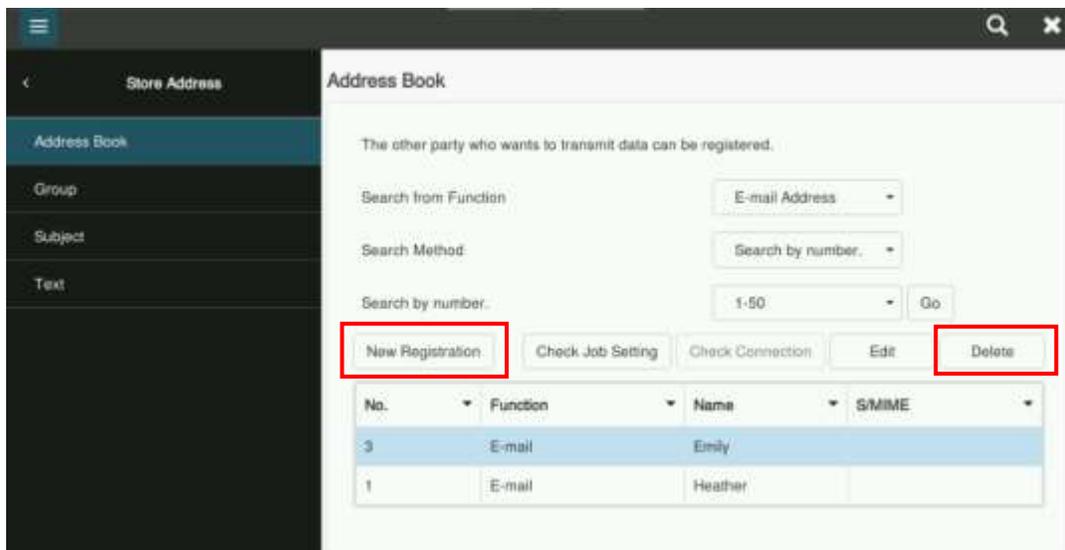
At Machine: Adding to or deleting from the Address Book

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**

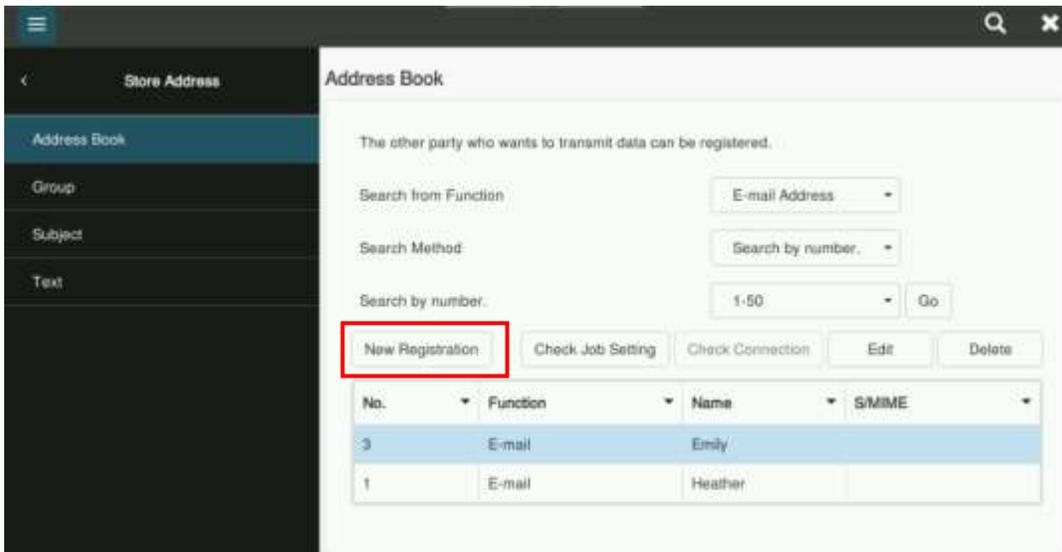
Deleting an Email Address at the Machine:

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



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



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!

