

## Canon ImageFORCE: Register a new destination in the Address Book

The purpose of this guide is how to register a new destination in the address book using the Remote User Interface and directly at the machine. This can be done for both scanning and faxing.

### Register a new destination using the Remote User Interface:

<p>1. Open a browser on a computer and enter the <b>IP address</b>.</p> <p>2. Select <b>General User Login</b>.  <b>Note:</b> Admin access is generally not needed to register new destinations or manage the address book. If required, enter the System Manager ID, PIN, and select Administrator Login.</p>																																								
<p>3. Select <b>Address Book</b> from the right-hand side.</p>																																								
<p>4. Select an <b>Address List</b>, either Address List 1-10 or Address List One-Touch. Typically Address List 01.</p> <p>Some systems also have an Address List for Administrators.</p>	<table border="1"> <thead> <tr> <th>Address List</th> <th>Address List Names</th> <th>Destinations</th> </tr> </thead> <tbody> <tr><td>Address List 01</td><td></td><td>4</td></tr> <tr><td>Address List 02</td><td></td><td>0</td></tr> <tr><td>Address List 03</td><td></td><td>0</td></tr> <tr><td>Address List 04</td><td></td><td>0</td></tr> <tr><td>Address List 05</td><td>HC</td><td>1</td></tr> <tr><td>Address List 06</td><td></td><td>0</td></tr> <tr><td>Address List 07</td><td></td><td>0</td></tr> <tr><td>Address List 08</td><td></td><td>0</td></tr> <tr><td>Address List 09</td><td></td><td>0</td></tr> <tr><td>Address List 10</td><td></td><td>0</td></tr> <tr><td>Address List One-Touch</td><td></td><td>4</td></tr> <tr><td>Address List for Administrators</td><td></td><td>0</td></tr> </tbody> </table>	Address List	Address List Names	Destinations	Address List 01		4	Address List 02		0	Address List 03		0	Address List 04		0	Address List 05	HC	1	Address List 06		0	Address List 07		0	Address List 08		0	Address List 09		0	Address List 10		0	Address List One-Touch		4	Address List for Administrators		0
Address List	Address List Names	Destinations																																						
Address List 01		4																																						
Address List 02		0																																						
Address List 03		0																																						
Address List 04		0																																						
Address List 05	HC	1																																						
Address List 06		0																																						
Address List 07		0																																						
Address List 08		0																																						
Address List 09		0																																						
Address List 10		0																																						
Address List One-Touch		4																																						
Address List for Administrators		0																																						
<p>5. Select <b>Register New Destination</b>.</p>																																								
<p>6. Select the <b>Address Type</b>.</p>																																								
<p>7. If <b>E-mail</b> is selected, enter the <b>Name</b> and <b>E-Mail Address</b> in the appropriate fields. Select <b>OK</b> to save the data and close the destination window. Repeat for any others.</p>	<p>If <b>Fax</b> is selected, enter the <b>Name</b> and <b>Telephone (Fax) Number</b> in the appropriate fields. <b>Do not enter dashes</b>. If a 9 or other prefix is needed, be sure to enter that as well. Select <b>OK</b> to save the data and close the destination window. Repeat for any others.</p>																																							
<p>8. To <b>delete</b> an Address from the Address Book, check the user and select <b>Delete Destination</b>.</p>																																								
<p>9. To <b>edit</b> an existing contact, click on the <b>Name</b> blue link and then select <b>Edit</b> in the upper right-hand corner.</p>																																								

**Register a new destination directly at the machine:**

<p>1. Select <b>Scan and Send</b> or <b>Fax</b> on the main menu.</p> <p>2. Select <b>Address Book</b>.</p>	
<p>3. Select <b>Register New Destination</b>.</p> <p>4. Select <b>Address Type</b>.</p> <p><b>Note:</b> If a user is a heavy scan or fax user, <b>Register One-Touch</b>. This is for a “favorite” user. *If the user is already in the address book, delete it there and re-add to the One-Touch. It will then show up in both the One-Touch space AND the regular address book*</p>	
<p>5. For <b>E-mail</b> and <b>Fax</b>, enter data specified in the blank destination windows. See images to the right for required fields. Select <b>OK</b> to save and close the window.</p> <p>The <b>One-Touch</b> feature works in the same way, simply select an available One-Touch button, and be sure to assign it a <b>One-Touch Button Name</b>.</p>	
<p>6. Select an existing destination then <b>Details/Edit</b> or <b>Delete</b> to modify or delete an existing destination.</p>	