

Konica Minolta – Bizhub e & 8 Series: How to Register Destinations in the Address Book

At Machine: Adding to or deleting from the Address Book

Adding an Email Address at the Machine:

1. Utility/Counter
2. #1 One Touch –User Box Registration
3. #1 Create One–Touch Destination
4. #1 Address Book-Public
5. Choose email, fax, etc...
6. NEW
7. Enter Name
8. Enter Address/Number
9. Arrow down to INDEX and select FAVORITES if you'd like shown on front page.
10. Hit OK to close out of screen.

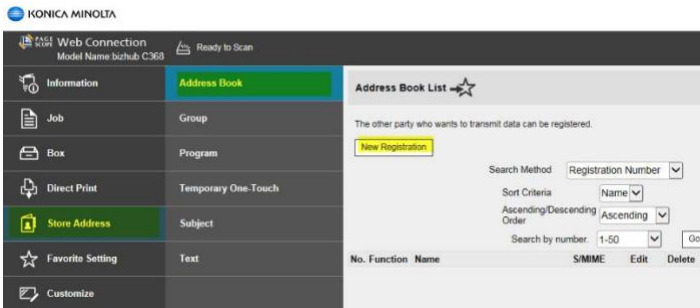
Deleting an Email Address at the Machine:

1. Utility/Counter
2. #1 One Touch –User Box Registration
3. #1 Create One–Touch Destination
4. #1 Address Book-Public
5. Choose email, fax, etc...
6. Select the Destination
7. DELETE
8. OK

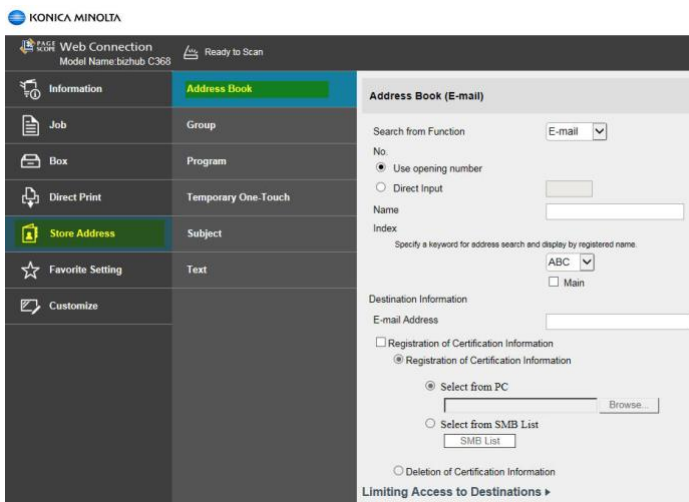


Konica Minolta: Register Email/SMB/Fax from Web

1. Enter the IP address in the address field on a web browser.
 - a. To find the IP address, go to computer: Start/printers/Right click to Printer Properties/Ports/Expand the port column to get the number.
2. Select the Store Address tab.



3. Click the New Registration button.
 - a. Note: To edit or delete a destination, click the button to the right of the destination to make the change.
4. Select the type: Email (to enter address), SMB (to enter a network folder) or Fax (to enter fax number).
5. Enter in the information. You will need to index the name, and click the “main” button if this destination should be listed under the “favorites” in the address book. Hit OK once complete.



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!

