How do add Users to the address book

1. Tap [Address Book] on the home screen at the copier

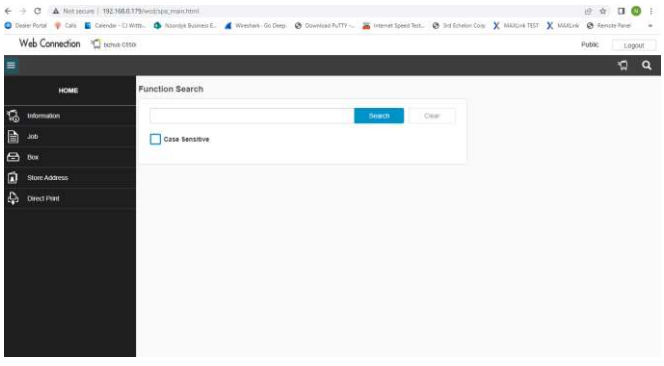
2. Tap [New]

3. In [Address Type], select the type of the address to register IE email address, or SMB for scan to folder
4. Enter address information, and tap [Register]

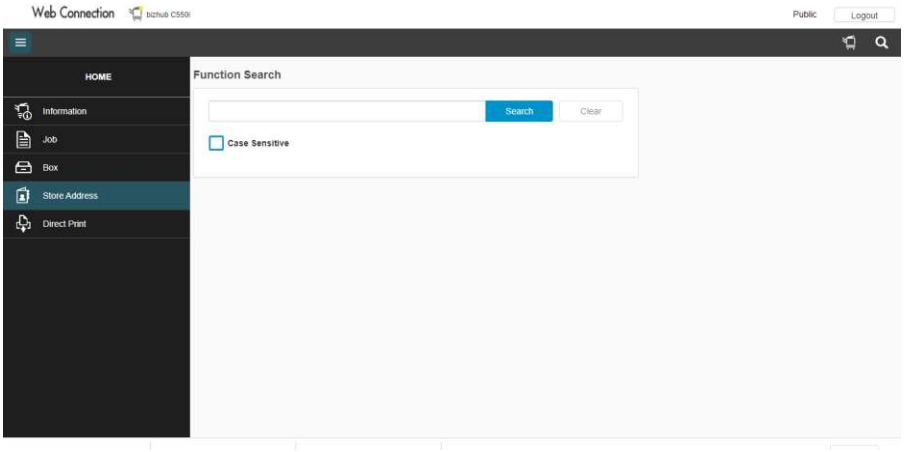
To use the Web interface to add to the address book

Step 1: Locate the IP address of the printer. The IP address is located under the utility tab on the main menu. Select utility then select device information. Look for IPV4. Type the number into an internet browser like chrome or Microsoft edge.

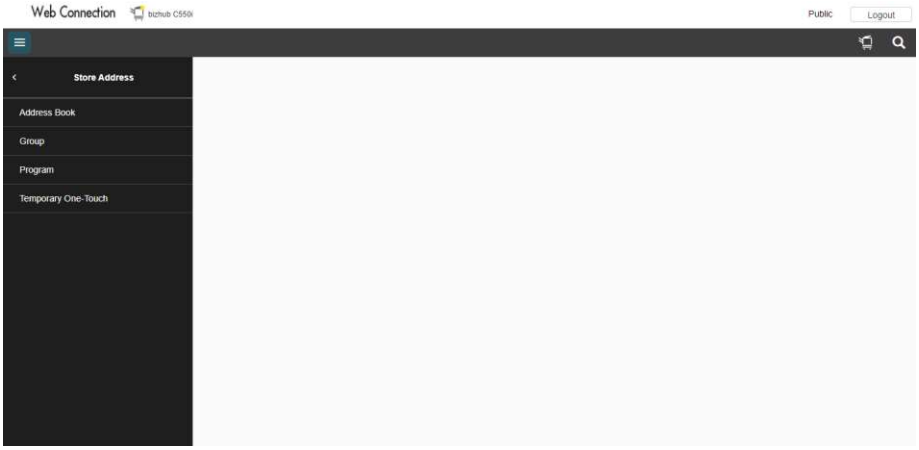
This is what the web portal looks like on the i series.



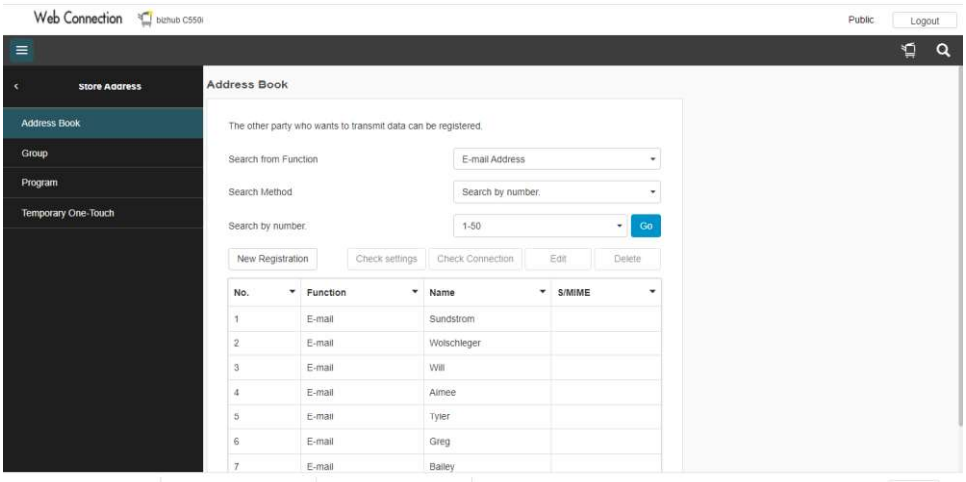
Step 2 Select Store Address



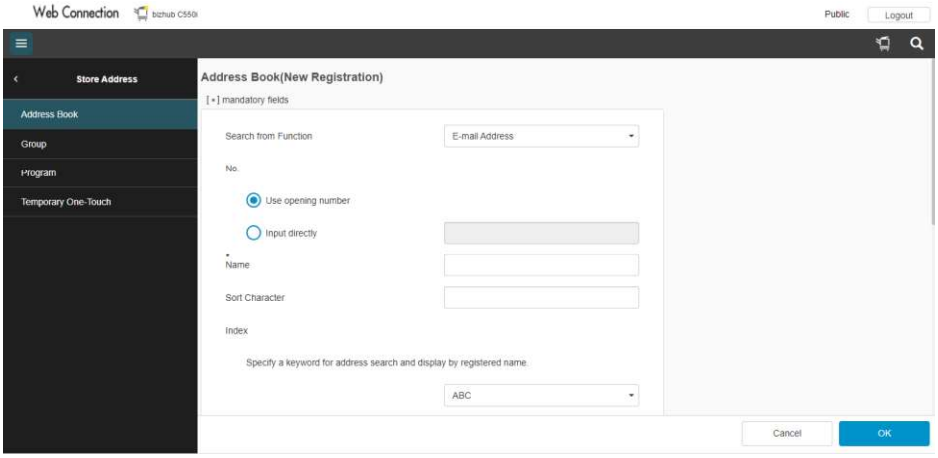
Step 3 Select Address Book (the first tab): It will look like the image below.



Step 4 When in the menu above select “New Registration” and the next menu will look like the image below



Step 5 Enter the name, select the letter it begins with and if you want the name on the main page of the scanning options select favorite. In the “Destination Information” section type the email address that the scan will be sent to.



After all the necessary information is added select the blue OK.