How to add a user to the Konica Minolta address book

addressbook adduser konica minolta printer

1.Log in to copier or tap your ID card 2.Tap Utility



3. Select [1 One-Touch/user Box Registration]

	Use the menu buttons or keypad to make a selection.				
Bookmark	Utility				
Display Keypad					
Utility	1 One-Touch-User Box Registration				
	2 User Settings 7 Banner Printing				
	aAdministrator Settings				
	4 Administrator shortcut 9 Device Information				
	5 Check Consumable Life				
	12/02/2015 11:02 Close				

4. Select [1 Create One-Touch Destination]



5. Select [1 Address Book (Public)]

	Use the menu buttons or keypad to make a selection. Before creating a group destination, you must first create multiple one-touch destinations.
BOOKMARK	Utility > One-Touch/User Box Registration > Create One-Touch Destination
Display Keypad	
Utility	1 Address Book (Public)
One-Touch/ User Box Reg.	
+	3 Group
Create One-Touch Destination	4 E-Mail Settings
	12/02/2015 11:02 Close

6. Select [1 Email]

	Use the	menu buttons or keyp	xad to make a	sele	ection.	
Bookmark Display Keypad	Utility	> Create One-Touch	Destination >	• Ado	lress Book (Public)	
Utility	1	E-Mail		6	WebDAV	
One-Touch/ User Box Reg.	2	User Box				
+	3	Fax				
Create One-Touch Destination	4	PC (SMB)				
Address Book (Public)	5	FTP				
	12/02/20	15 11:02	-			Close

7. Select New



8. Enter Name (how you want it to appear on the one touch)

	Registered number is automatically applied by touching IOKI. To specify a registered number, touch the No. button.
Bookmark	Utility > E-Mail > New
Display Keypad	
Utility	1 - 2000
•	Name _
Create One-Touch Destination	Sort Character
+	
Address Book (Public)	
+	Index etc
E-Mail	
+	
New	12/02/2015 11:03 Cancel OK

9. When you select index you will see the screen below. If you would like your one-touch to appear on the front scan screen select FAVORITES and select an index button. Press OK

	Specify the index key for the registered one-touch destination.
Bookmark Display Keypad	Utility > E-Mail > Index
Utility	Favorites
Address Book (Public)	
E-Mail	ABC DEF GHI JKL HNO PORS TUV WXYZ CC
New	
Index	12/02/2015 11:03 OK

10. Scroll down to screen 2, input email address Select OK, close windows until back to main screen

