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How to register/change/delete an e-mail destination in the Address Book

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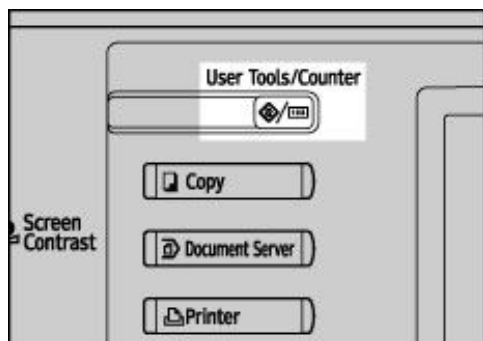
How do I register, change, or delete an e-mail destination in the Address Book?

Register e-mail destinations so you do not need to enter an e-mail address every time when sending scanned files from scanner or fax function.

Follow these steps:

Registering an e-mail destination

1. Press the **[User Tools/Counter]** key.



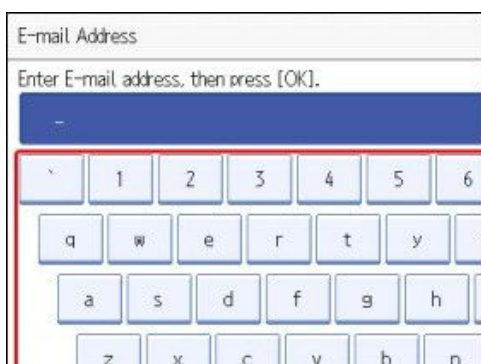
2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Check that **[Program / Change]** is selected.
6. Select the name whose e-mail address you want to register. Press the name key, or enter the registered number using the number keys.
7. Press **[E-mail]**.
8. Press **[Change]**.



9. Enter the e-mail address.



10. Press **[OK]**.
11. Select **[E-mail / Internet Fax Destination]** or **[Internet Fax Destination Only]**.
12. If you want to use internet fax, specify whether or not to use **Send via SMTP Server**.

13. Press **[OK]**.

Note/Important

- You can enter up to 128 characters for the e-mail address.

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Changing a registered e-mail destination

Deleting a registered e-mail destination