This procedure will be going over your Address Book and One touch buttons. The Address Book is a feature used for storing fax and e-mail destinations. The Address Book is divided into 10 sub-address books and one-touch buttons. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job. One touch buttons are a short cut to your everyday destinations, usually faculty/staff within your building.

From your computer on your Admin Home screen (Portal)…
(See DP- Logging onto Admin account if you don’t know how to get to this page)

On the right hand menu, select “Address Book”

To add a new Address…

Select the appropriate, “Address List”
**Procedure Name:** Address Book- One-Touch button

**DESKTOP PROCEDURE**

**Date Created:** 8/28/2014

Select “Register New Destination”

- Enter Name
- Enter E-Mail Address

Select, “OK”

To Change an Address…

Select the appropriate Name you want to edit

Select “Edit”

- Make your changes

Select “OK”
Procedure Name: Address Book- One-Touch button

To delete an Address…

Select the appropriate Address you want to delete

Select “Delete Destinations”

Select “OK”

To add a new One-Touch button…

Select, “Address List One-Touch”

Select an open “Number”
Procedure Name: Address Book- One-Touch button

Date Created: 8/28/2014

- Enter Name: the individual’s full name - Jane Doe
- Enter One-Touch Name: Shorten version – J. Doe
- Enter E-Mail Address

Select, “OK”

To Change a One-Touch button ...

Select the appropriate Name you want to edit

Select “Edit”

- Make your changes
  
Select “OK”
To delete a One-Touch button …

Select the appropriate Address you want to delete

Select “Delete Destinations”

Select “OK”

To return to Admin Home screen, Select “To Portal” in the upper right corner
From your **copier** on your Admin Home screen…

(See DP- Logging onto Admin account if you don’t know how to get to this page)

Select “**Settings/ Registration Icon**” –

Select “**Set Destination**”

Select “**Register One Touch**”

To add a New/ Edit One Touch button…

Select an open, **“One-Touch Number”**
Select, **“Register/ Edit”**
Procedure Name: Address Book- One-Touch button

DESKTOP PROCEDURE

Date Created: 8/28/2014 Revised:

Select, “E-mail”
- Enter the individual’s name: (Max 7 digits)

Select, “One-Touch Name”
- Enter a name for the one-touch button

Enter the e-mail address

Select, “OK”

To delete a One Touch button…

Select the appropriate “One-Touch Number” you want to delete

Select “Delete”

Select “Yes”

Select “Main Menu Icon” –
- This returns you to the Home screen