Canon Copier Desktop Procedures
Add/ Delete/ Change Address Book/ One-Touch

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”
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”

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”

- 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 One-Touch button 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**”

Select, “**E-mail**”

- Enter the individual’s name: (Max 7 digits)

Select, “**One-Touch Name**”

- Enter a name for the one-touch button

- Select “**OK**”

- 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