Konica Minolta Bizhub Multifunction Printers

How to Add an Email address in the Bizhub Copier Address Book for Scanning.

This section explains how to add a name and email address to the Address Book. Name and Email Address must be entered at the Bizhub Copier/Scanner.

1. Press the [Fax/Scan] key (centrally located above the number key pad) on the Konica Minolta Bizhub Copier/Scanner.

2. Press [Utility/Counter] key (located to the right of the screen).

3. Press [One-Touch/User Box Registration].

4. Press [Create One-Touch Destination].

5. Press [Address Book (Public)].

6. Press [E-Mail].

7. Press [New].

8. Press [Name].

9. Enter the NAME.

10. Press [OK].

11. Press [E-Mail Address].

12. Enter FULL EMAIL ADDRESS.

13. Press [OK].

14. Press down arrow to go to 2nd page.

15. Press [Index].

16. Press [Favorites].

17. Press [OK].

19. Press [Close] all the way back out to main screen.

20. Go to Scan, then verify email address appears in the scanner directory.

21. Do a test scan to the person you just entered.