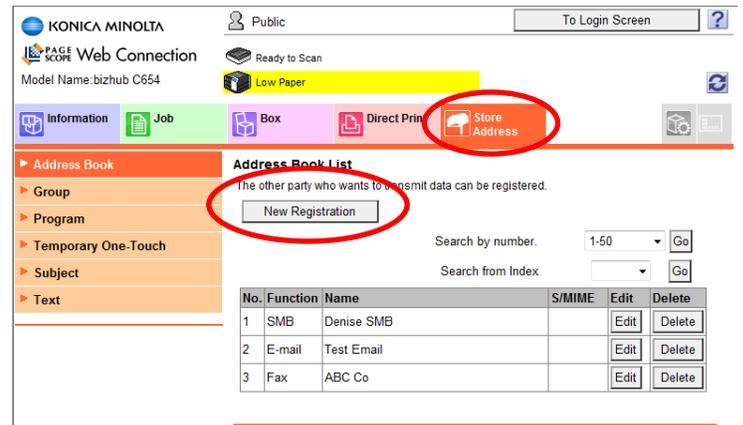


# Creating Fax & Scan One-Touch Buttons

## From the Web Connection

1. In the address bar of your internet browser type in the IP address of your device. (Once you logged in you can save the page in your Favourites menu for easy future access).
2. Click on the orange **Store Address** tab.
3. Click **New Registration**.
4. Leave selection on Email or click on Fax, as desired.
5. Leave number selection as is (Use Opening Number).
6. Type in the name to appear on the button.
7. Select the appropriate Alphabetical index you wish to register the button to. If you want the button to appear on the Favourites tab on the device then check the Main checkbox.
8. Enter the email address or the fax number. If entering a fax number make sure to enter 9 if your telephone line requires it. Dashes are accepted, but spaces and brackets are not.
9. Click OK to save.



KONICA MINOLTA Public To Login Screen ?

PAGE SCOPE Web Connection Ready to Scan

Model Name: bizhub C654 Low Paper

Information Job Box Direct Print Store Address

Address Book Address Book List

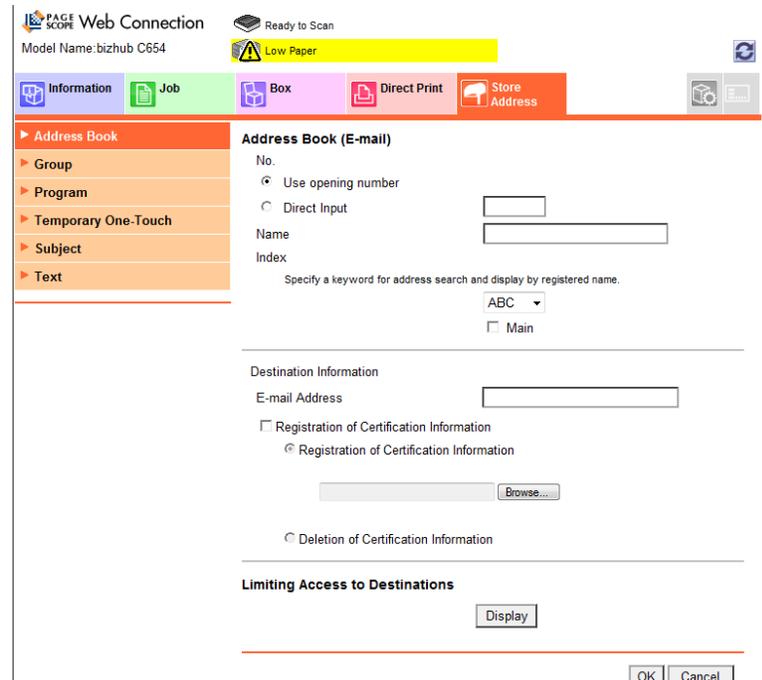
The other party who wants to transmit data can be registered.

New Registration

Search by number. 1-50 Go

Search from Index Go

No.	Function	Name	S/MIME	Edit	Delete
1	SMB	Denise SMB		Edit	Delete
2	E-mail	Test Email		Edit	Delete
3	Fax	ABC Co		Edit	Delete



PAGE SCOPE Web Connection Ready to Scan

Model Name: bizhub C654 Low Paper

Information Job Box Direct Print Store Address

Address Book Address Book (E-mail)

No.

Use opening number

Direct Input

Name

Index

Specify a keyword for address search and display by registered name.

ABC

Main

Destination Information

E-mail Address

Registration of Certification Information

Registration of Certification Information

Browse...

Deletion of Certification Information

Limiting Access to Destinations

Display

OK Cancel

## From the Device Panel

1. Select the **Menu** button.
2. From the display select **Utility**.
3. Select option #1 — **One Touch/User Box Registration**. NOTE: If using account codes this option is grayed out. You must log in using your copy code, then the option will be enabled.
4. Select #1 — **Address Book**
5. Select #1 — **Email** or #3 — **Fax**
6. Select **New** at the bottom of the screen.
7. Select **Name** to bring up the keyboard to enter the name to appear on the button. Touch OK.
8. Select **Index** to specify if destination is to appear on the Favourites tab. The Alphabetical index is chosen automatically based on the first letter of the name entered in step 6.
9. Select **Destination** to enter the email address or fax number.
10. Select **OK** to save.