

Creating Fax & Scan One-Touch Buttons

ONICA MINOLTA

From the Web Connection

- 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.
- 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.
- 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.

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From the Device Panel

- 1. Select the Menu button.
- 2. From the display select Utility.
- 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.