

Konica Minolta i-Series: Register Destinations to the Address Book

At Machine: Adding to or deleting from the Address Book

Adding an Email Address at the Machine:

1. Select **Utility**
2. Select **Utility**
3. Select **Store Address**
4. Select **Address Book**
5. Select **New Registration**
6. Select **Destination** drop down to select email, fax, etc.
7. Enter **Name**
8. Enter **Address/Number**
9. Select **OK**

Deleting an Email Address at the Machine:

1. Select **Utility**
2. Select **Utility**
3. Select **Store Address**
4. Select **Address Book**
5. Select the destination
6. Select **Delete**
7. Select **OK**

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

Search from Function: E-mail Address

Search Method: Search by number

Search by number: 1-50 Go

Buttons: New Registration, Check Job Setting, Check Connection, Edit, Delete

No.	Function	Name	S/MIME
3	E-mail	Emily	
1	E-mail	Heather	

Konica Minolta: Register Email/SMB/Fax from Web

1. Enter the IP address in the address field on a web browser.
 - a. To find the IP address, go to the printer. Select Menu/Home>>Utility>>Device Information
2. Select the Store Address
3. Select Address Book
4. Select New Registration
 - a. To edit or delete, select destination and select Edit or Delete button

The screenshot shows the 'Address Book' management interface. On the left is a sidebar with options: Store Address, Address Book (selected), Group, Subject, and Text. The main area has a title 'Address Book' and a description: 'The other party who wants to transmit data can be registered.' Below this are search filters: 'Search from Function' (set to 'E-mail Address'), 'Search Method' (set to 'Search by number'), and 'Search by number' (set to '1-50') with a 'Go' button. A row of action buttons is present: 'New Registration' (highlighted with a red box), 'Check Job Setting', 'Check Connection', 'Edit', and 'Delete'. At the bottom is a table with columns: No., Function, Name, and S/MIME.

No.	Function	Name	S/MIME
3	E-mail	Emily	
1	E-mail	Heather	

5. Select the type from the **Select Destination** drop down
6. Enter in the information and select **Main** if the address needs to be a favorite in the address book.
7. Select OK to save

TIP: When entering a fax number – make sure to add any additional numbers for dialing out. EX: If needing to press “9” before making a call outside the office, the fax will too!

