Registering Address Book

1. **Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].**

2. **In [Select Destination], select [E-mail].**

3. **Enter destination information.**

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[E-mail]	Enter the E-mail address of the destination (using up to 320 characters, excluding spaces).

4. **Tap [OK].**

Registering an SMB destination

1. **Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].**

2. **In [Select Destination], select [SMB].**

3. **Enter destination information.**

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.

[Host Address]	Enter the destination computer name (host name) or full computer name (FQDN) (using up to 253 bytes). If you cannot specify the computer name or full computer name, enter the IP address. ■ Example to enter the computer name (host name): "HOME-PC" ■ Example to enter the full computer name (FQDN): "host1.test.local" ■ Example to enter the IP address (IPv4): "192.168.1.1" ■ Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[Check Connection]	Check whether or not the host name you specified in [Host Address] exists.
[File Path]	Enter the shared folder name of the host specified in [Host Address] (using up to 255 bytes). ■ Example to enter the folder name: "scan" ■ Example to enter the folder name in the folder: "scan\document"
[Host Name Search]	Searches for the host name to be applied to [Host Address]. To search for the host name, specify a group name. ■ [Group Name]: Displays the name of the group to which the user belongs by default. To change the group name, select [Edit], and enter the desired group name (using up to 15 characters). After entering the group name, specify search conditions, and start Search. ■ [Host Name]: Enter the target host name (using up to 15 characters). After entering the host name, specify search conditions, and start Search.
[User ID]	Enter the name of a user with folder access rights (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation mark ") to access the folder.
[Reference]	Specify the shared folder of the desired computer by reference to the network. When the authentication screen appears, enter the name and password of the user who has privileges to access the shared folder. After authentication, [Host Address] or [File Path] is set automatically. The Reference function may fail under the following conditions. ■ 512 or more workgroups or computers are on the network (subnet) connected to this machine. ■ The machine is connected to the IPv6 environment.

4. Tap [OK].

Registering an FTP destination

1. Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].

2. In [Select Destination], select [FTP].

3. Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Host Address]	Enter the destination host name or IP address (using up to 253 bytes). Example to enter the host name: "host.example.com" Example to enter the IP address (IPv4): "192.168.1.1" Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the folder name of the host specified in [Host Address] (using up to 127 bytes). When not specifying the folder name, enter only "/". Example to enter the folder name: "scan" Example to enter the folder name in the folder: "scan/document"
[User ID]	If authentication is required in the FTP server, enter the available user name to log in (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation marks ").
[anonymous]	When authentication is not required in the FTP server, set this option to ON (default: OFF).
[PASV Mode]	When the PASV mode is used in your environment, set this option to ON (default: OFF).
[Proxy]	When a proxy server is used in your environment, set this option to ON (default: OFF).
[Port No.]	If necessary, change the port number (default: [21]).

4. Tap [OK].

Registering a WebDAV destination

1. Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].

2. In [Select Destination], select [WebDAV].

3. Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select

	[Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Host Address]	Enter the destination host name or IP address (using up to 253 bytes). 🔹 Example to enter the host name: "host.example.com" 🔹 Example to enter the IP address (IPv4): "192.168.1.1" 🔹 Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[File Path]	Enter the folder name of the host specified in [Host Address] (using up to 127 bytes). 🔹 Example to enter the folder name: "scan" 🔹 Example to enter the folder name in the folder: "scan/document"
[User ID]	Enter the name of a user with folder access rights (using up to 64 characters).
[Password]	Enter the password (using up to 64 characters, excluding double quotation mark ") to access the folder.
[SSL Settings]	When SSL is used in your environment, set this option to ON (default: OFF). Setting this option to ON changes [Port No.] to [443].
[Proxy]	When a proxy server is used in your environment, set this option to ON (default: OFF).
[Port No.]	If necessary, change the port number (default: [80]).

4. **Tap [OK].**

Registering a User Box destination

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1. **Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].**

2. **In [Select Destination], select [User Box].**

3. **Enter destination information.**

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[User Box No.]	Select the User Box number of the destination in [Search from List].

If the User Box is already known, you can manually enter the User Box number.

4. **Tap [OK].**

Registering a fax address

1. **Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].**

2. **In [Select Destination], select [Fax].**

3. **Enter destination information.**

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Destination]	Enter the destination fax number (using up to 38 digits, including symbols #, *, -, and characters T, P, and E). ❖ [T] or [*]: Enter the fax number when issuing a push signal in dial-up line mode (while [Dialing Method] is set to [10pps] or [20pps]). ❖ [P]: Enter this when you want to insert a wait time between dials. ❖ [-]: Enter this to separate a dial number. It does not affect the dialing of the number. ❖ [E-]: Enter the registered outside line number in PBX environment. Enter this when [PBX Connection Setting] (□Here) is set to ON.
[Confirm Fax Number]	Enter the fax number again. This option is displayed when [Function ON/OFF Setting] - [Confirm Address (Register)] (□Here) is set to ON.
[Line Setting]	If multiple lines are used, select the line used to send a fax. In general use, use [Line 1]. If [Normal] is selected, either line, whichever is not busy, is used for transmission.
[Communication Setting]	If necessary, specify how to send a fax to a destination you want to register. You may change the settings you made here before sending a fax. ❖ [V34 Off]: V.34 is a communication mode used for super G3 fax communication. When the remote machine or this machine is connected to a telephone line via PBX, however, you may not establish a communication in the super G3 mode depending on telephone line conditions. In this case, it is recommended that you turn the V.34 mode off to send data.

 [ECM Off]: ECM is an error correction mode defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). Fax machines equipped with the ECM feature communicate with each other, confirming that the sent data is free of errors. This prevents image blurring caused by telephone line noise.

The communication time can be reduced by setting ECM to OFF for transmission. However, an image error or communication error may occur depending on the specified communication time value, so change the value to suit conditions.

 [International Communication]: Used to send a fax to areas where communication conditions are poor. Faxes are sent at a lower speed.

 [Check Destination]: The fax number specified for fax is checked against the destination fax number (CSI) and the fax is sent only when they match.

4. **Tap [OK].**

Registering an Internet fax destination

1. **Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].**

2. **In [Select Destination], select [Internet Fax].**

3. **Enter destination information.**

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[E-mail]	Enter the E-mail address of the destination (using up to 320 characters, excluding spaces).
[Fax Resolution]	Select the resolution that is available for the recipient machine.
[Paper Size]	Select the paper size that is available for the recipient machine.
[Compression Type]	Select a compression type that is available for the recipient machine.

4. **Tap [OK].**

Registering an IP address fax destination

1. Tap [Utility] - [Utility] - [Store Address] - [Address Book] - [New Registration].

2. In [Select Destination], select [IP Address Fax].

3. Enter destination information.

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Destination Type]	Select the format to specify the destination address (default: [IP Address]).
[Address]	Enter the destination address. ● If [IP Address] is selected for [Destination Type], enter the destination IP address. Example to enter the IP address (IPv4): "192.168.1.1" Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16" ● If [Host Name] is selected for [Destination Type], enter the destination host name. Example to enter the host name: "host.example.com" (Include the domain name to enter.) ● If [E-mail Address] was selected for [Destination Type], enter the destination E-mail address. To specify a destination using an E-mail address, enter the recipient's IP address following "ipaddrfax@". To enter an IP address, enclose it with brackets [ ]. Example to enter the IP address (IPv4): "ipaddrfax@[192.168.1.1]" Example to enter the IP address (IPv6): "ipaddrfax@[fe80::220:6bff:fe10:2f16]" The host name cannot be entered following the "@" symbol of the E-mail address.
[Port No.]	If necessary, change the port number (default: [25]).
[Destination Machine Type]	Select whether the destination machine supports the color mode (default: [Mono Model]).

4. Tap [OK].

Registering an IP fax (SIP) destination

1. **Tap [Utility] - [Store Address] - [Address Book] - [New Registration].**

2. **In [Select Destination], select [IP-FAX(T38)].**

3. **Enter destination information.**

Setting	Description
[No.]	Destination registration number. Select [Use opening number] to automatically assign the smallest available number. When you want to specify a number, select [Input directly] and then enter a number.
[Name]	Enter the destination name (using up to 24 characters).
[Index]	Select an index to search for a destination using the registered name. For a frequently used destination, select the [Main] check box. The destinations are displayed on the destination selection screen, enabling the user to easily select a destination.
[Destination Type]	Select the format to specify the destination (default: [Direct method]). ⬛ [Direct method]: Enter the destination's host name or IP address. Select this option when directly calling the destination. ⬛ [SIP server method]: Specify SIP-URI of the destination. Select this option when calling the destination via the SIP server.
[IP Address (Host Name)]	Enter the destination's host name or IP address. ⬛ Example to enter the host name: "host.example.com" (Include the domain name to enter.) ⬛ Example to enter the IP address (IPv4): "192.168.1.1" ⬛ Example to enter the IP address (IPv6): "fe80::220:6bff:fe10:2f16"
[Port No.]	If necessary, change the port number (default: [5060]).
[SIP-URI/SIP User Name]	Enter the destination's SIP-URI. Entry example: "sip:abc@example.com" When only the SIP user name is entered, the SIP domain name of this machine is used as the destination's domain name.
[Connection Mode]	Select the transport protocol (default: [UDP]).
[Select Line]	If multiple lines are used, select the line used to send a fax. In general use, use [Line 1]. If [Not Selected] is selected, an idle line is used for transmission.

4. **Tap [OK].**