Add an Email Address via the MFP Control Panel

1. Press **[Utility Counter]**
2. Touch **[One Touch/User Box Registration]**
3. Touch **[Create One Touch Destination]**
4. Touch **[Address Book (Public)]**
5. Touch **[Email]**
6. Touch **[New]** at the bottom of the screen
7. Touch **[Name]**
    a. Enter the desired name and touch **[OK]**
8. Touch **[Email]**
    a. Enter the desired email address and touch **[OK]**
9. Touch the *Down Arrow*
10. If you want this email address to appear on the default/main screen of the Scan Feature, touch **[Index]** and select **[Favourites]** then touch **[OK]**
11. Touch **[OK]**
12. Press the yellow **[Reset]** button

Delete an Email Address

1. Press **[Utility Counter]**
2. Touch **[One Touch/User Box Registration]**
3. Touch **[Create One Touch Destination]**
4. Touch **[Address Book (Public)]**
5. Touch **[Email]**
6. Select the address to be deleted
7. Touch **[Delete]** at the bottom of the screen
8. Touch **[Yes]->[OK]**
9. Press the yellow **[Reset]** Button