

The following information applies to the Bizhub:

- C203/C253/C353/C451/C550/C650
  - 361/421/601/601/751
1. Select the **Utility/Counter** button on the right side of the control panel
  2. Select #1 **One Touch/User Box Registration**
  3. Select #1 **Create One-Touch Destination**
  4. Select #1 **Address Book**
  5. Then you select what you want... If you want

### To set up Email

1. Select the **Email** button
2. Select **New** in bottom left
3. Enter name
4. Select **Index** - Make sure to select favorites if you want it to be on main page
5. Select **OK**
6. Enter the email address you want
7. Select **OK** in bottom right
8. And... your done!

### To set up Fax

1. Select **Fax** button
2. Enter a name in the name field
3. Select **Index** - make sure to select favorites if you want it to be on main page
4. Select **OK**
5. Select **Address** - enter fax
6. Select **Line Settings** if you *need to make it international*
7. Select **OK** in bottom right
8. And... your done!

