

Begin Scanning – Add yourself to the address book for the copier

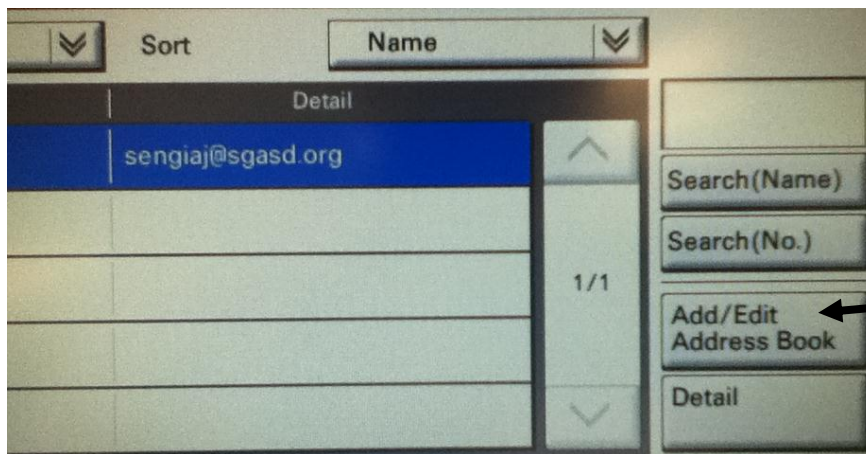
1. Press the **Send Button**



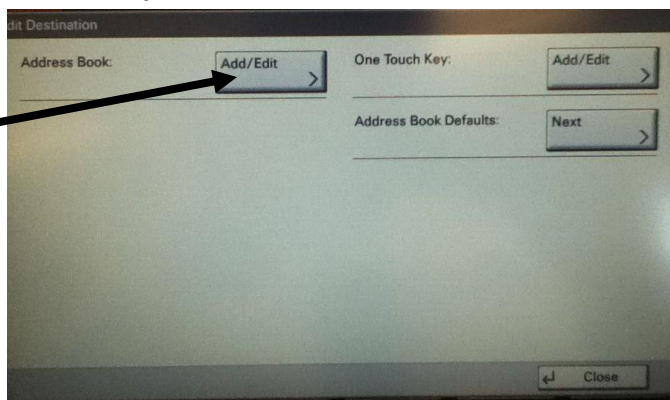
2. On the touch screen, touch **Address Book**



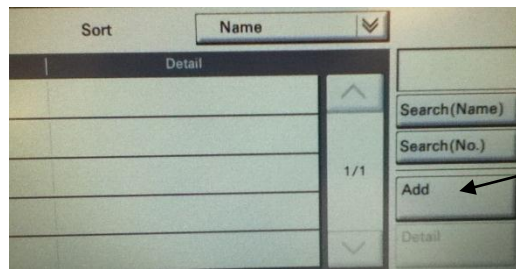
3. If your name is not in the address book, press **Add / Edit Address Book**



4. Press **Add / Edit** next to address book.

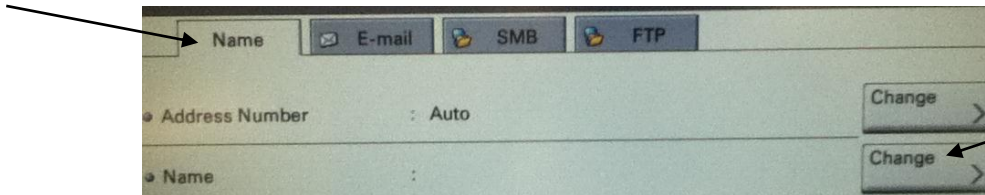


5. Click **Add**



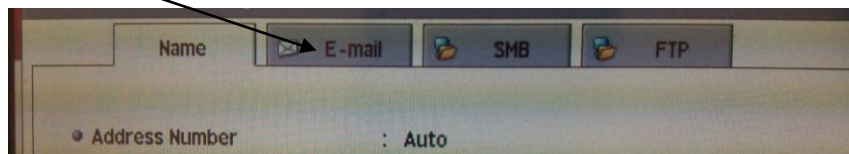
6. Select **Contact** – press **Next**

7. Press the **name tab** (if not already selected), and press **Change** (across from Name)



8. Enter in your name and press **OK**

9. Press the **Email tab** at the top and press **Change**

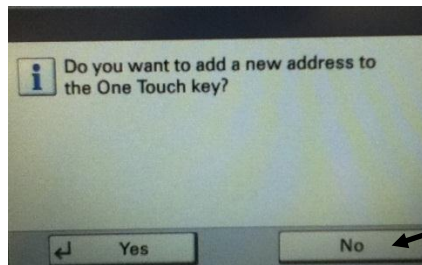


10. Enter in email and press **OK**

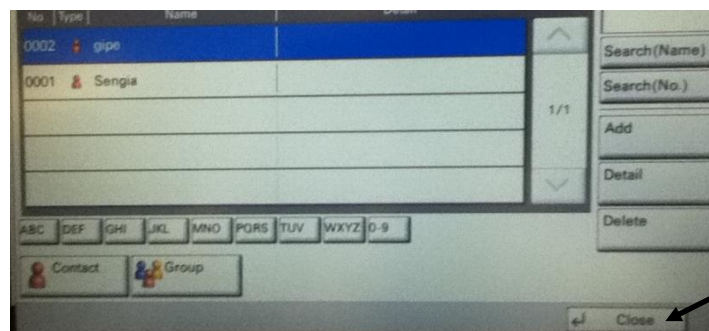
11. Press **Save**

12. You will see the following message:

Click No



13. Press **Close**



14. Press **close** again

15. Press **OK** – You are now entered into the address book!



Please note that each copier has its own address book. If you go to a different machine, you will need to add yourself to that machine.