How to Add Your Email to the Copier’s Address Book

1. Press Menu button on the right of the panel
2. This gives you the main menu display
3. On the display press the ‘Utility’ ‘button’ found on the bottom right of the screen
4. You will then be asked to ‘Use the Menu buttons or key pad to make your selection’
5. There will be 9 options
6. Press option ‘1’ then
7. Press option ‘1’ again, then
8. Press option ‘1’ again, (this button will say ‘email’)
9. Press option ‘1’ again, this will bring you to the ‘Master Screen’ (you will have pressed option 1 four times)
10. Press ‘New’ button, at the bottom of the screen
11. You now need to go to the small rectangular box on the bottom left of the screen, using the ‘up arrow’ change the numbers in the display to ‘2/2’
12. This will display the screen where you can add your email address
13. Press ‘Name’ button and type in your email address
14. (Note: the ‘@’ button can be found by pressing the ‘shift’ button, press this again to return to the original screen)
15. Once you have typed in your email address press ‘Index’ button
16. This will automatically (alphabetically) add your email address on to the screen favourite display
17. Press ‘OK’

Your transaction will now be complete and your email added to the address book for future use