

# How To: Create a One Touch Scan to email button on a Konica Minolta printer

Press the 'Utility' button

Select the 1<sup>st</sup> option of 'One-Touch/User Box Registration' button

Select 'Create One-Touch Destination'

Select 'Address Book'

Select 'E-mail' button

Select 'New' button (towards the bottom of the screen)

Tap on 'Name'

Type in the first and last name of the person that needs to be added

Tap on the 'Ok' button

Tap on the 'Index' button and select where this one touch is to appear. It should be categorized by their first name, and typically it is a good idea to select 'Favorites' as well, so that the person's name appears on the main scanning list of names page as well.

Tap on 'Ok'

Tap on the down arrow button (to get to the 2<sup>nd</sup> page of the setup screen)

Tap on the 'E-mail Address' button

Enter in the Lynn email address of the staff member to be added

Tap on 'Ok'

Then tap on the 'ok' button again

Tap on the 'Close' button 5 times (to exit the setup screen) until you return back to the main options screen.

Once on the main options screen, verify that the one touch button has been created by pressing the 'Scan' button and see if the new name has now been added.