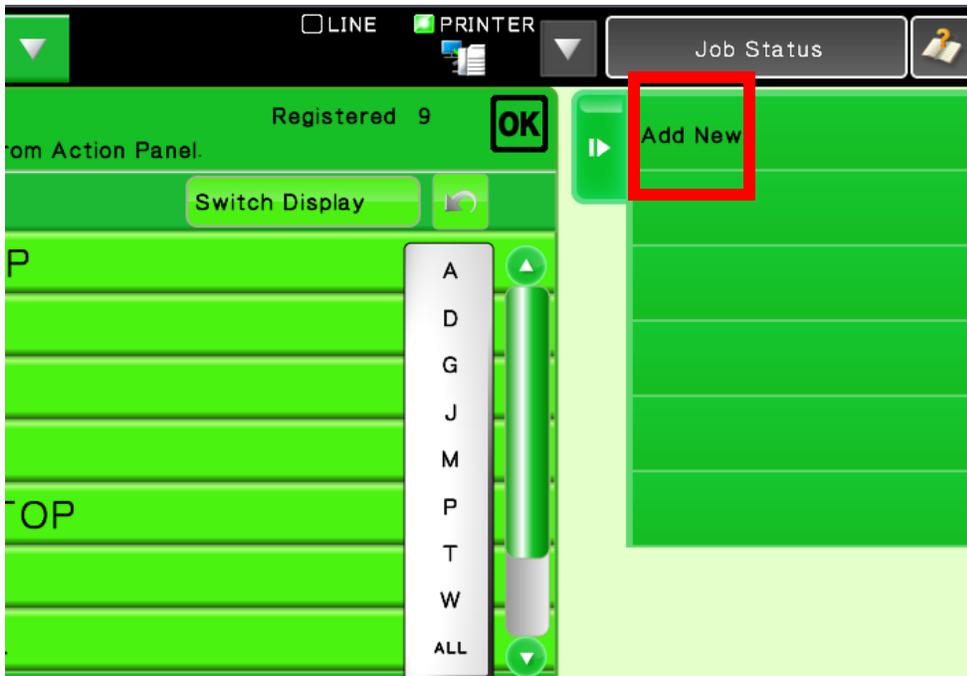


Add new Fax/Email

Select Address Control



On the Right Side Select "Add New"



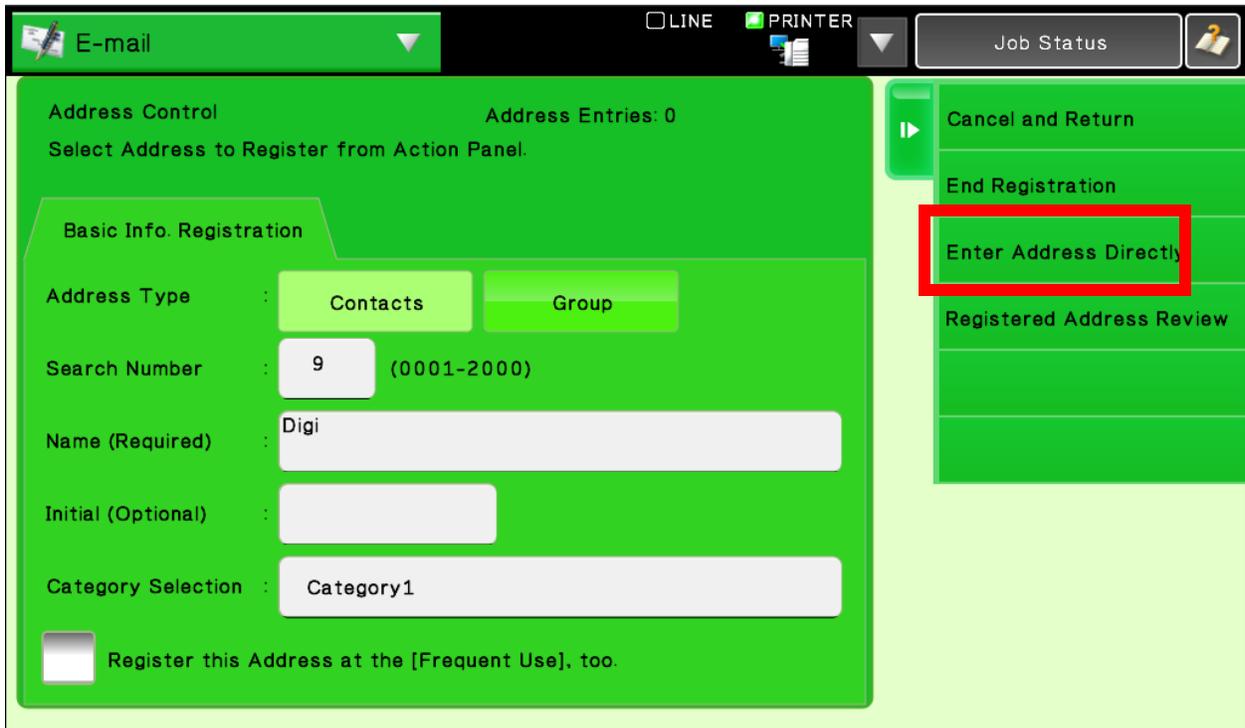
Select in "Name (Required)"

The screenshot shows the 'Address Control' interface. At the top, there is a navigation bar with 'E-mail', 'LINE', 'PRINTER', and 'Job Status'. Below this, the main area is titled 'Address Control' and 'Address Entries: 0'. A sub-section 'Basic Info. Registration' contains several fields: 'Address Type' with 'Contacts' and 'Group' buttons; 'Search Number' with the value '9' and a range '(0001-2000)'; 'Name (Required)' which is highlighted with a red box; 'Initial (Optional)'; and 'Category Selection' with the value 'Category1'. At the bottom, there is a checkbox labeled 'Register this Address at the [Frequent Use], too.' On the right side, there is a vertical menu with options: 'Cancel and Return', 'End Registration', 'Enter Address Directly', and 'Registered Address Review'.

Pull out the Hardware Keyboard and type in the Name for the Address and hit Enter (Very important you must always hit enter after typing on Keyboard) OR, use the On-Screen Keyboard and Press OK

The screenshot shows the on-screen keyboard interface. At the top, there is a navigation bar with 'E-mail', 'LINE', 'PRINTER', and 'Job Status'. Below this, there is a text input field containing the text 'Digi'. To the right of the input field, there are two buttons: 'Cancel' and 'OK', with the 'OK' button highlighted by a red box. Below the input field, there is a full QWERTY keyboard layout with various function keys like 'Keyboard Select', 'Space', and 'AltGr'. There are also buttons for 'Characters' and 'Symbols'.

Now on the Right side of the screen select “Enter Address Directly”



Select the appropriate tab on the top (Devices with Fax will have “Fax” available)

Select “Address (Required):”

Pull out the Hardware Keyboard and type in the email/Fax number for the Address and hit Enter (Very important you must always hit enter after typing on Keyboard) **OR**, use the On-Screen Keyboard and Press OK



Important Check the "Set as Default used" button
Then Hit "Finish Direct Input"

The screenshot shows the 'Direct Entry' screen with the following details:

- Top bar: E-mail dropdown, LINE checkbox, PRINTER checkbox, Job Status button.
- Header: Direct Entry, Address Entries: 0.
- Section: E-mail, Add Address Below button.
- Field: Address (Required) : digi@digix.ca
- Options:
 - File Format: PDF
 - Color/Grayscale: Middle
 - B/W: PDF, MMR(G4)
- Buttons: **Set as Default used** (highlighted in red), Finish Direct Input (highlighted in red).

Then Hit "End Registration"

The screenshot shows the 'Address Control' screen with the following details:

- Top bar: E-mail dropdown, LINE checkbox, PRINTER checkbox, Job Status button.
- Header: Address Control, Address Entries: 1.
- Text: Select Address to Register from Action Panel.
- Section: Basic Info. Registration
- Fields:
 - Address Type: Contacts (selected), Group
 - Search Number: 9 (0001-2000)
 - Name (Required): Digi
 - Initial (Optional):
 - Category Selection: Category1
- Checkbox: Register this Address at the [Frequent Use], too.
- Buttons: Cancel and Return, **End Registration** (highlighted in red), Enter Address Directly, Registered Address Review.

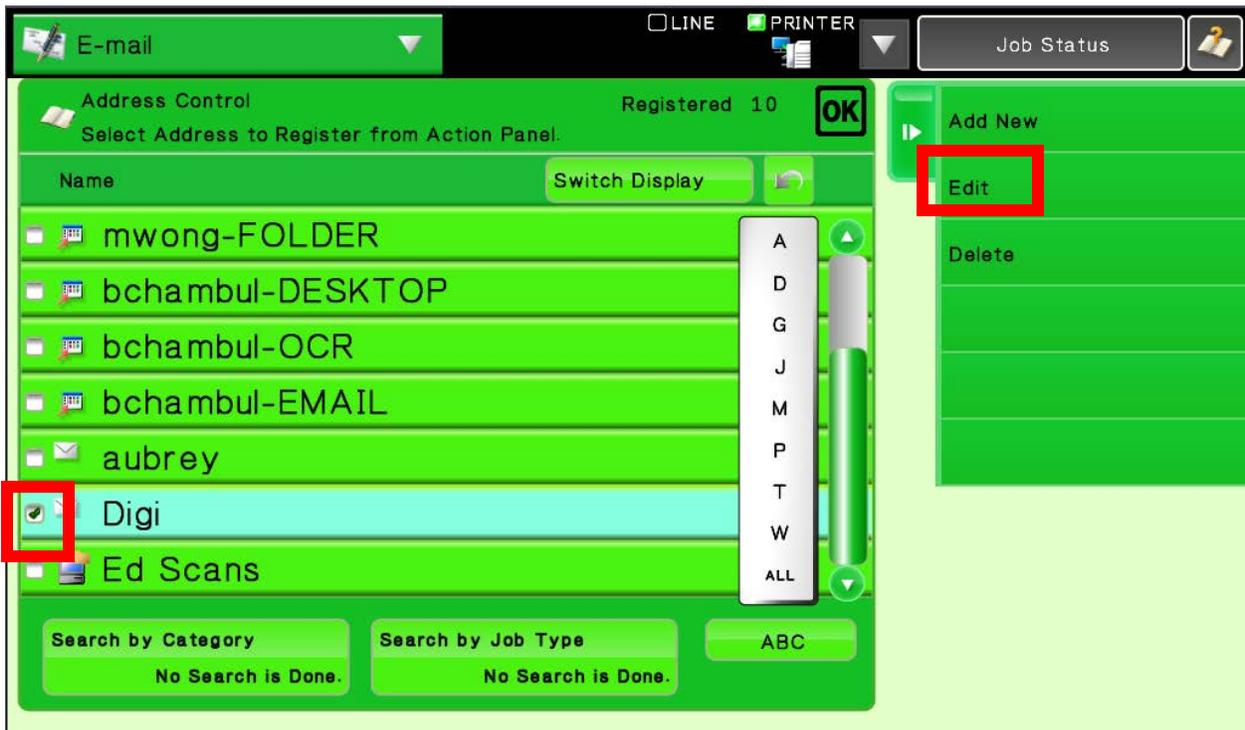
Edit Existing Fax/Email

Select Address Control

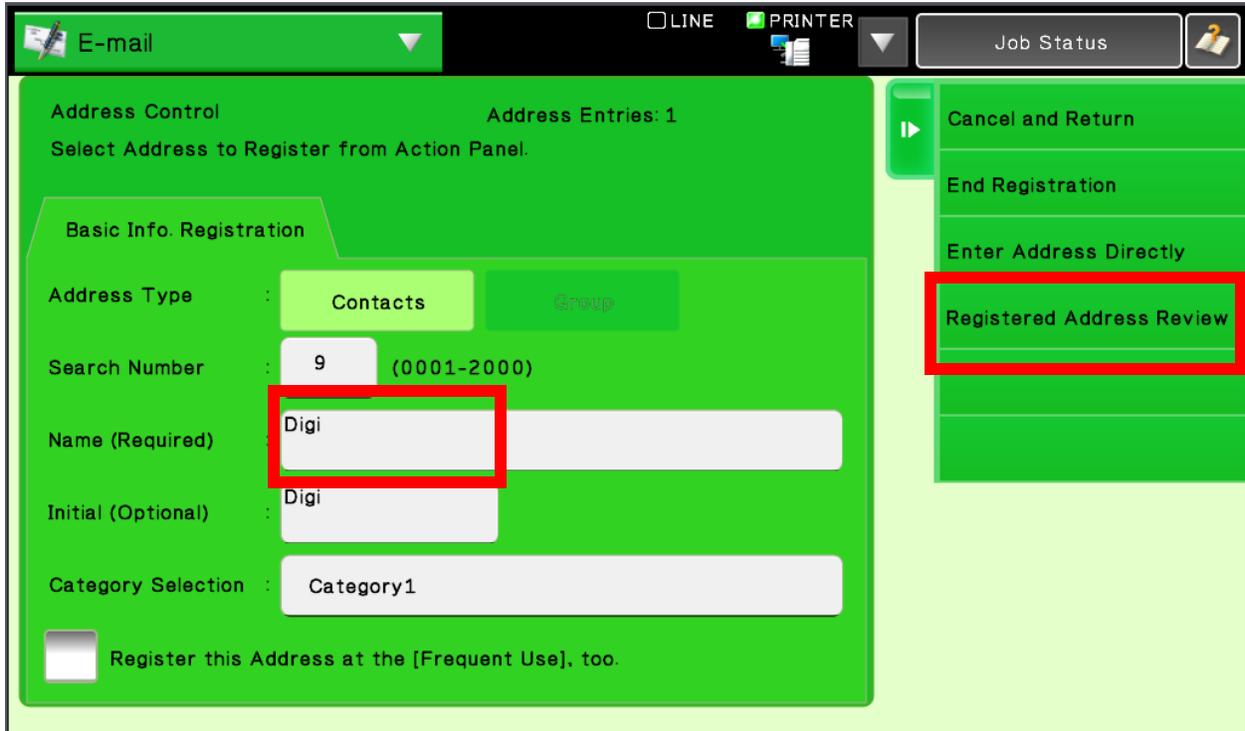


Select the address you wish to change.

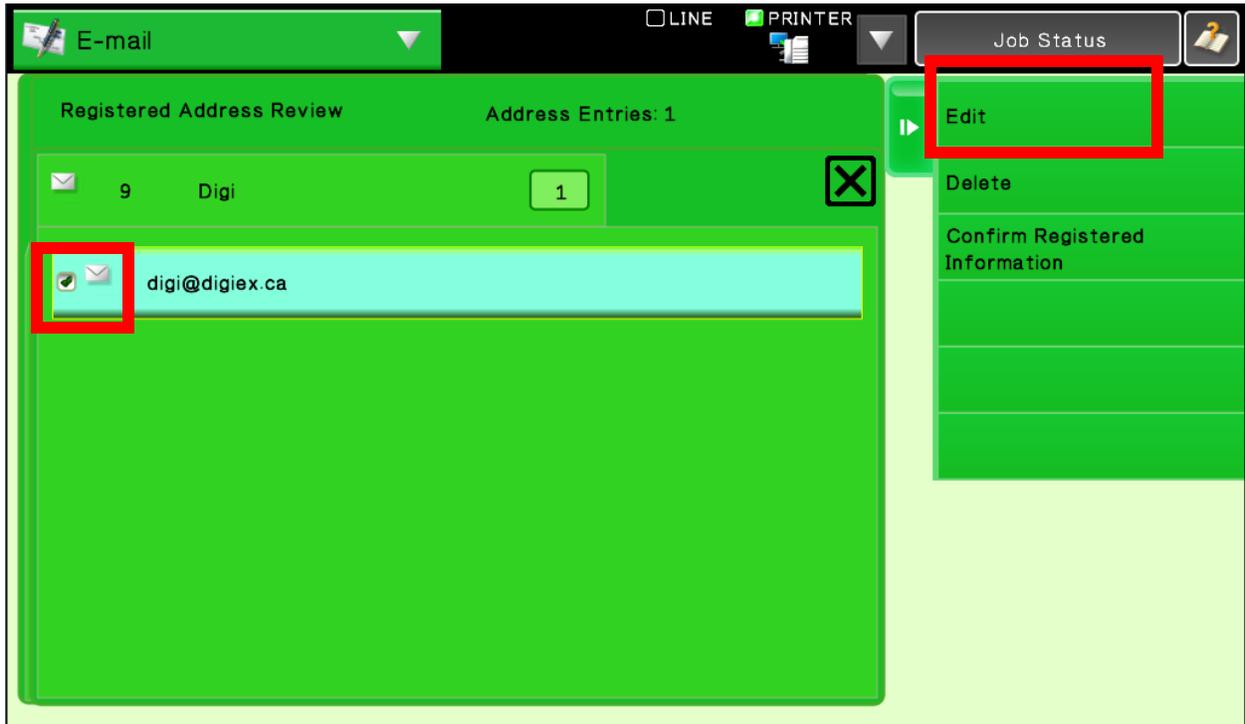
On the Right Side Select "Edit"



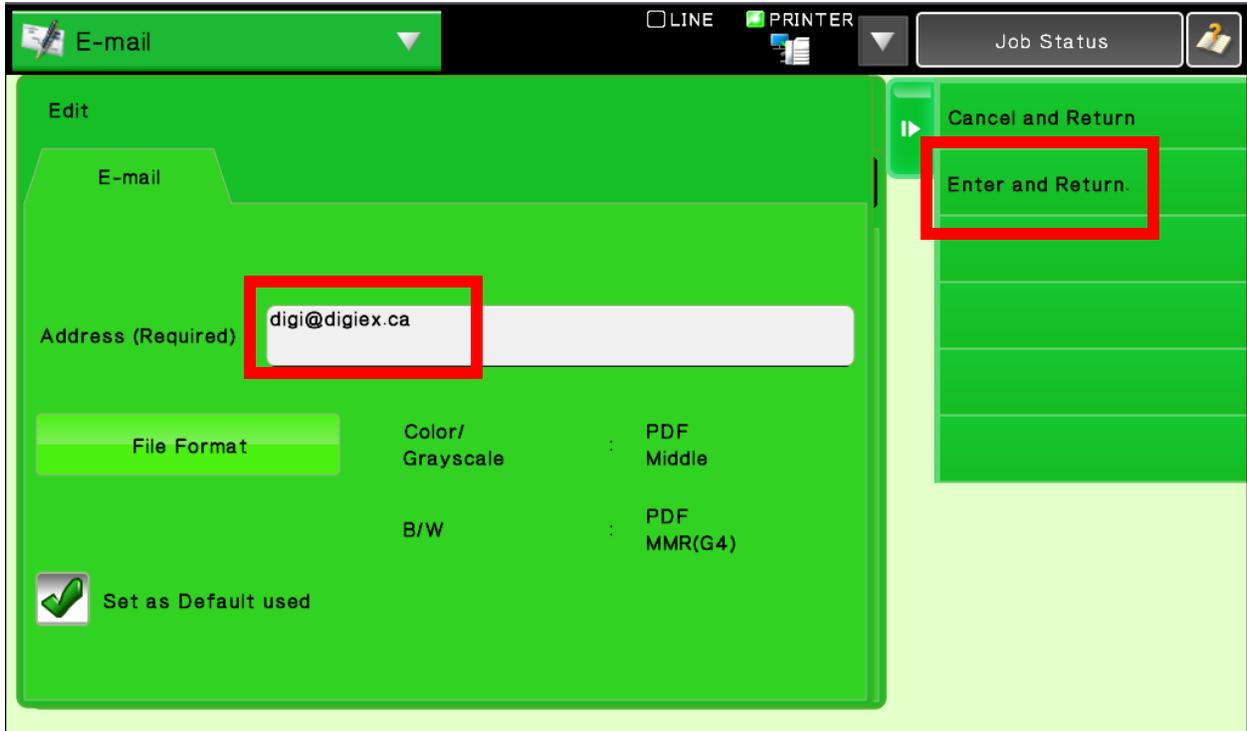
If you need to make any changes to “Name (Required)” field, select it, make changes with hardware or on-screen keyboard (if Hardware make sure to hit Enter button after done). To change the Fax or E-mail Address select “Registered Address Review”



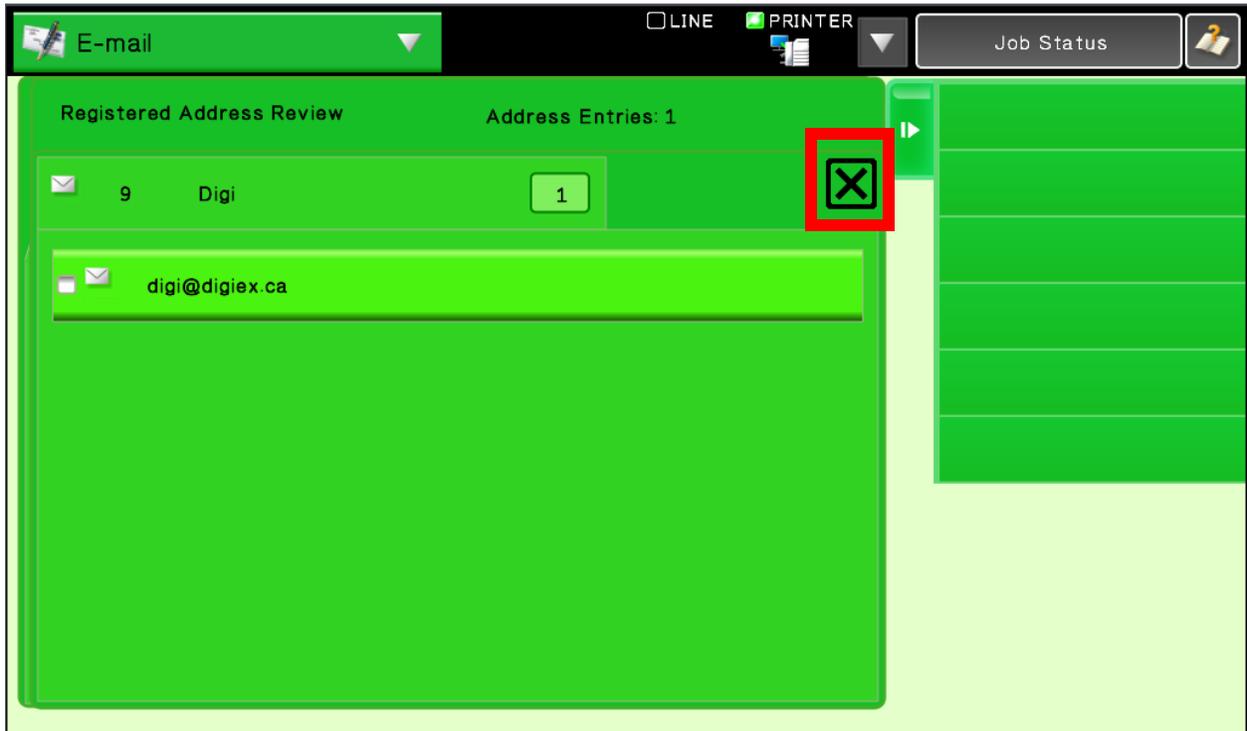
Select the address you wish to edit and click on “Edit” on the right side



Select the "address" and make changes with hardware or on-screen keyboard (if Hardware make sure to hit Enter button after done).
Then Select "Enter and Return".



Then Select the "X"



Then Select "End Registration"

The screenshot shows a software interface for address registration. At the top, there is a navigation bar with an "E-mail" dropdown menu, a "LINE" checkbox, a "PRINTER" icon, and a "Job Status" button. The main area is titled "Address Control" and "Address Entries: 1", with the instruction "Select Address to Register from Action Panel." Below this is a "Basic Info. Registration" section containing several input fields: "Address Type" with "Contacts" and "Group" buttons; "Search Number" with a text box containing "9" and "(0001-2000)"; "Name (Required)" with a text box containing "Digi"; "Initial (Optional)" with a text box containing "Digi"; and "Category Selection" with a text box containing "Category1". At the bottom of this section is a checkbox labeled "Register this Address at the [Frequent Use], too." On the right side, there is a vertical menu with buttons: "Cancel and Return", "End Registration" (highlighted with a red box), "Enter Address Directly", and "Registered Address Review".

Deleted Existing Address

Select Address Control

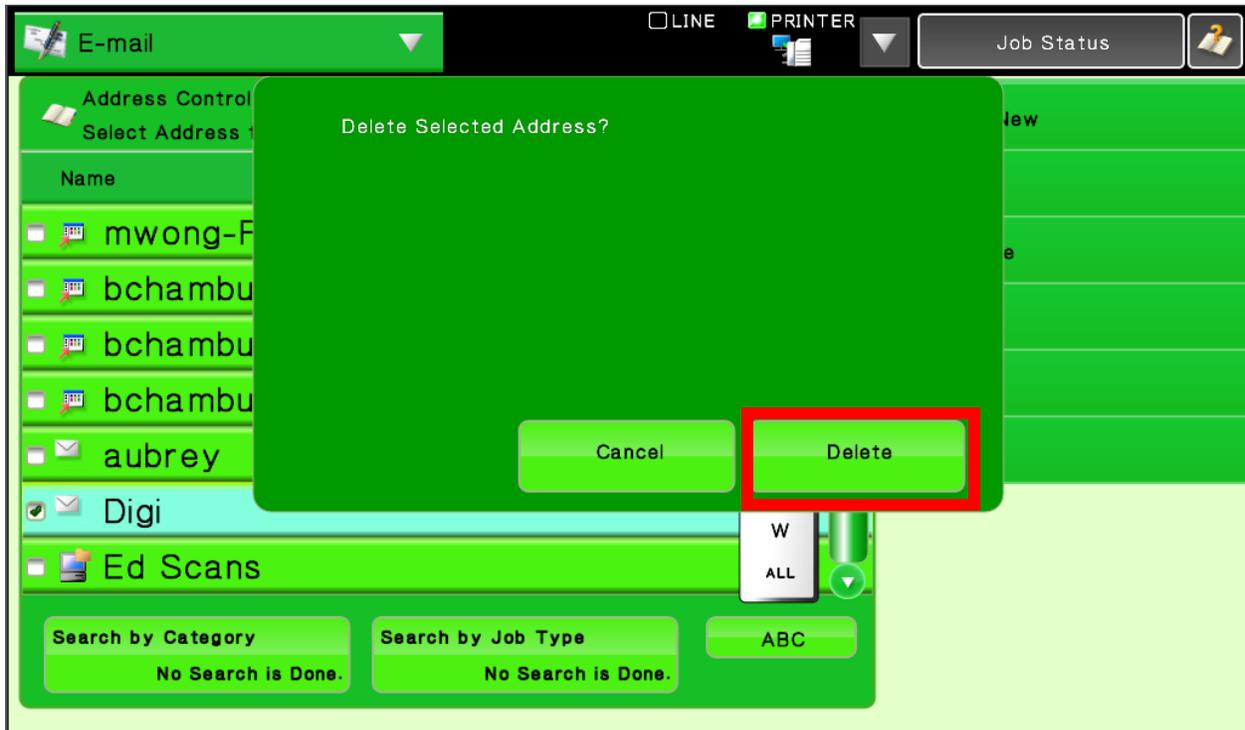


Select the address you wish to change.

On the Right Side Select "Delete"



Then select "Delete"



Then Press OK

