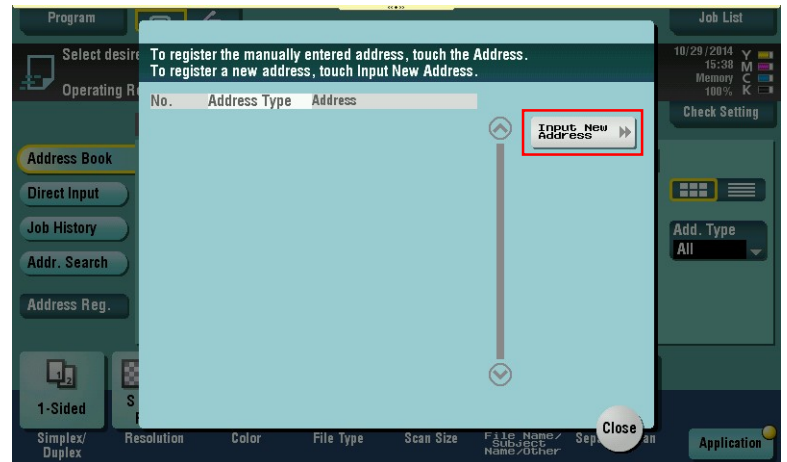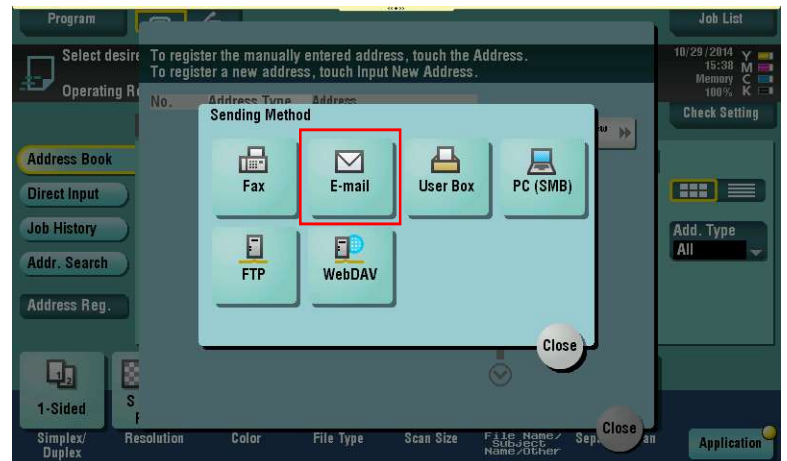1. Touch **Fax/Scan** button
2. Touch **Address Reg.**
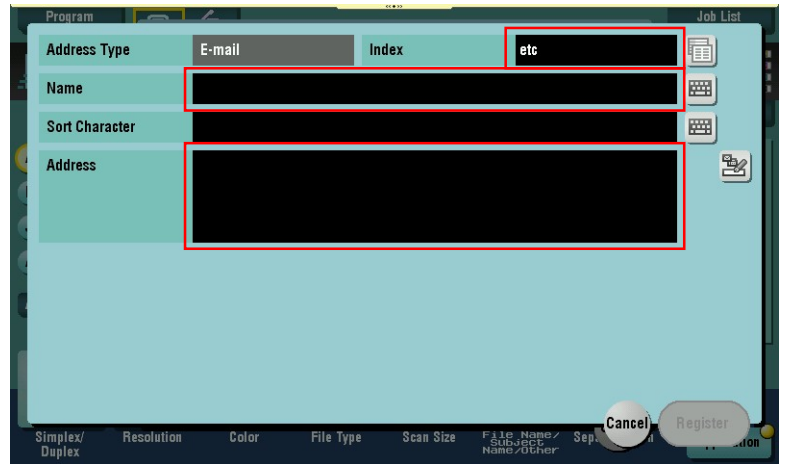

3. Touch **Input New Address**

4. Touch **E-mail**

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5. Touch the **Name** box

6. Type in the name

7. Touch **OK**

8. Touch the **Address** box

9. Type in the e-mail Address

10. Touch **OK**

11. Touch the **Index** box

12. Touch which index option you want the e-mail address stored under

NOTE: If you touch Favorite it will put the e-mail address under the Favorite section as well as the index

13. Touch **OK**

14. Touch **Register**

15. Touch **Close**

The e-mail address is now in the address book

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