

Specifying Destination

When specifying destination, choose from the Address Book or use the One Touch Keys.

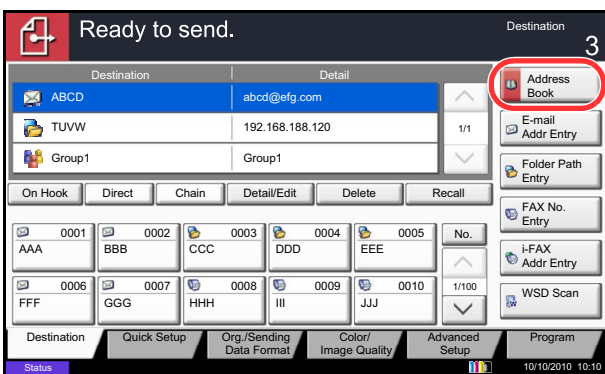
NOTE: You can set the machine up so that the address book screen appears when you press the **Send** key. For details, refer to *Default Screen on page 9-46*.

When the optional fax kit has been installed, you can specify the fax destination. Enter the other party's number using the numeric keypad.

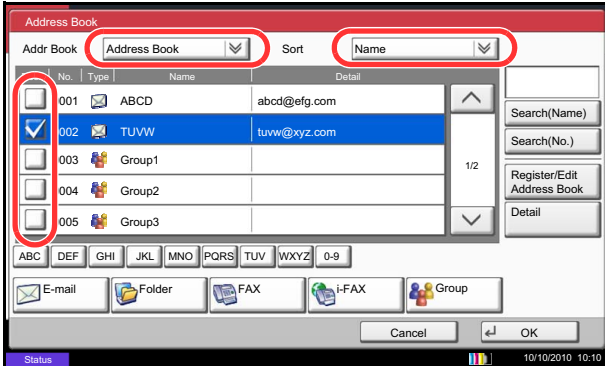
Address Book

Select a destination registered in the Address Book.

For more information about how to register destinations in the Address Book, refer to *Edit Destination (Address Book/Adding One Touch Keys) on page 9-79*.



1 In the basic screen for sending, press [Address Book].



2 Press the checkbox to select the desired destination from the list. You may choose multiple destinations. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [Ext Address Book] from the *Addr Book* pull-down menu. You can change the order in which the destinations are listed by selecting [Name] or [No.] from the *Sort* pull-down menu.

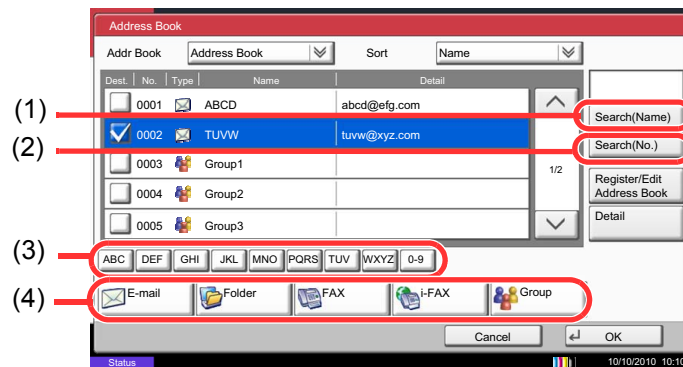
NOTE: To cancel the selection, press the check box and remove the checkmark. For details on the external address book, refer to *Command Center RX Operation Guide*.

3 Press [OK] to register the selected destination in the destination list.

NOTE: To delete a destination in the list, select the destination and press [Delete]. To change the default setting for *Sort*, refer to *Sort on page 9-85*.

Destination Search

Destinations registered in the Address Book can be searched.
Advanced search by type or by initial letter is also available.



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Keys used	Search type	Subjects searched
1	Search by name	Search by registered name.
2	Search by address number	Search by registered address number.
3	Advanced search by initial letter	Advanced search by initial letter of registered name.
4	Advanced search by destination	Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX, i-FAX or Group). (FAX: Only when the optional fax kit is installed.i-FAX: Only when the optional internet fax kit is installed). You can set this function up so that destination types are selected when the address book is displayed. For more information, refer to <i>Narrow Down on page 9-85</i> .

The procedures for using the different search modes are explained below.

Search by name

Press [Search(Name)] and enter the required name.

Search by address number

Press [Search(No.)] and enter the address number you wish to search.

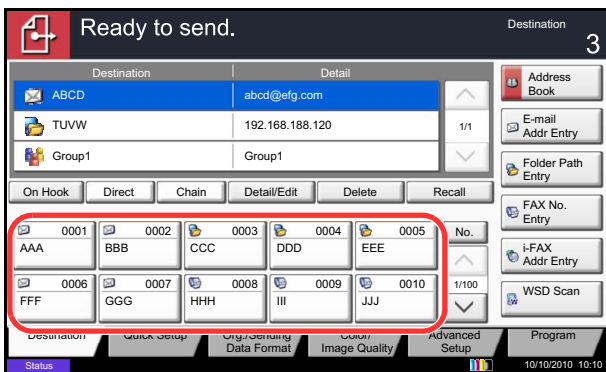
Advanced search by initial letter

Press the key for the required initial letter.

Advanced search by destination

Press any of [E-mail], [Folder], [FAX], [i-FAX] or [Group]. The destinations registered by that type are displayed.

One Touch Key



Select the destination using the One Touch Keys.

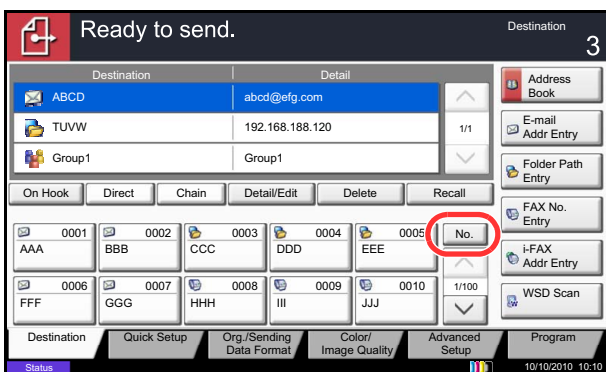
In the basic screen for sending, press the One Touch Keys where the destination is registered.

NOTE: If the One Touch Keys for the desired destination is hidden on the touch panel, press [∨] or [∧] to scroll and view next or previous One Touch Keys.

This procedure assumes that One Touch Keys have already been registered.

Refer to *Adding a Destination on One Touch Key (One Touch Key)* on page 9-83 for more information on adding One Touch keys.

Speed Dial



Access the destination by specifying the 4-digit (0001 to 1000) One Touch Key number (speed dial).

In the basic screen for sending, press the **Quick No. Search** key or [No.] and use the numeric keys to enter the **One Touch** key number in the numeric entry screen.

NOTE: if you entered the speed dial in 1 to 3-digit, press [OK].

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine e-mail addresses, folders (SMB or FTP) and fax numbers (optional). This is referred to as *Multi Sending*. This is useful for sending to different types of destination (e-mail addresses, folders, etc.) in a single operation.

No. of broadcast items	E-mail	: Up to 100
	Folders (SMP, FTP)	: Total of 10 SMB and FTP
	FAX	: Up to 500
	i-FAX	: Up to 100

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to start transmission to all destinations at one time.

NOTE: If the destinations include a fax, the images sent to all destinations will be black and white.