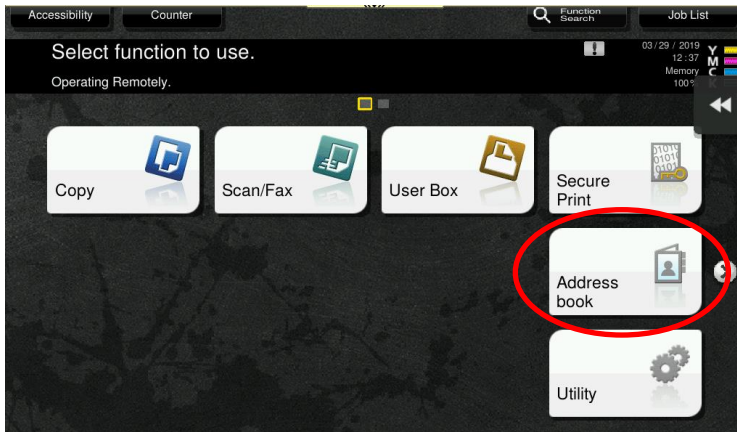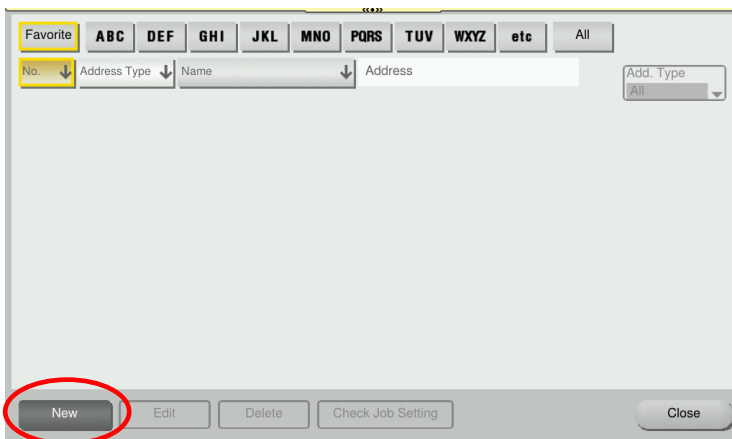# REGISTERING ADDRESSES VIA THE ICON ON THE USER INTERFACE
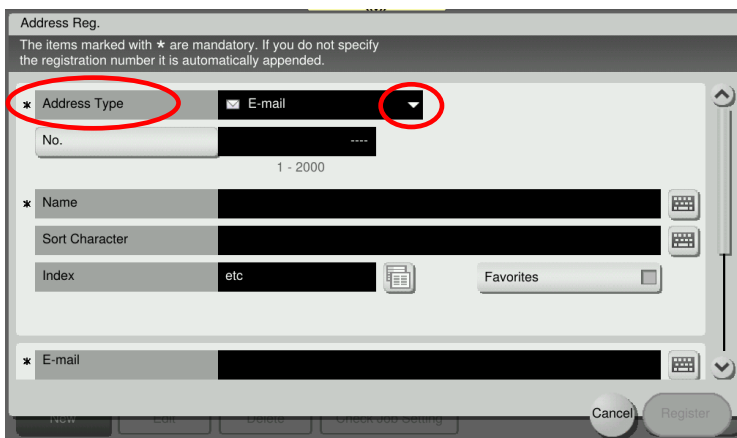
On the main menu of the User Interface ("Classic Style* screen on iSeries products), select the **ADDRESS BOOK** icon

Select the **NEW** button

From the **ADDRESS TYPE** drop down list select address type you want to program (eg. E-mail, Fax, etc.).
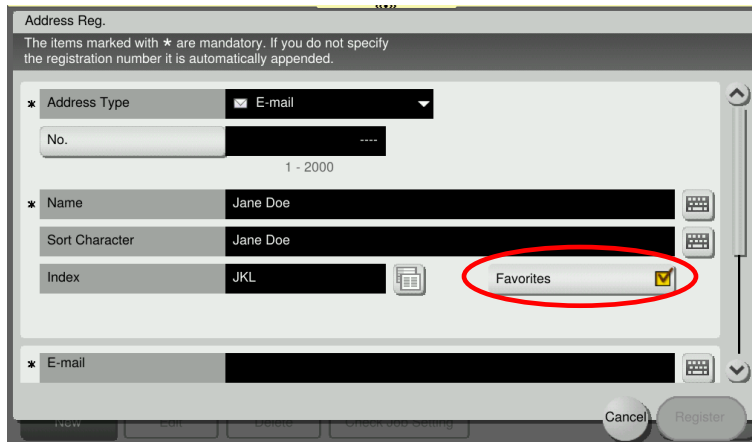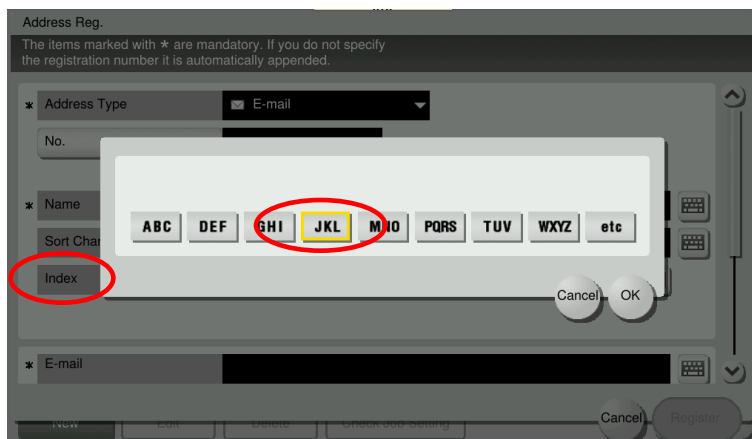
Under **NAME**, select the black box and enter the Name of the location (this will appear on the address book on the user interface). Then select OK.

The **SORT CHARACTER** should be selected based on the first name and will be the INDEX location. If you wish for this address to appear on the front SCAN/FAX screen (FAVORITES), put a check mark in the **FAVORITES** box.


If you wish to change how the address is sorted alphabetically (eg. change to last name sort) select INDEX and choose a different location, and select OK.
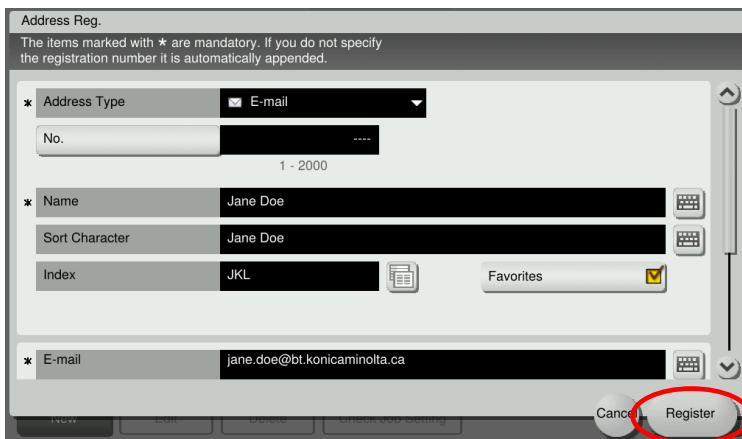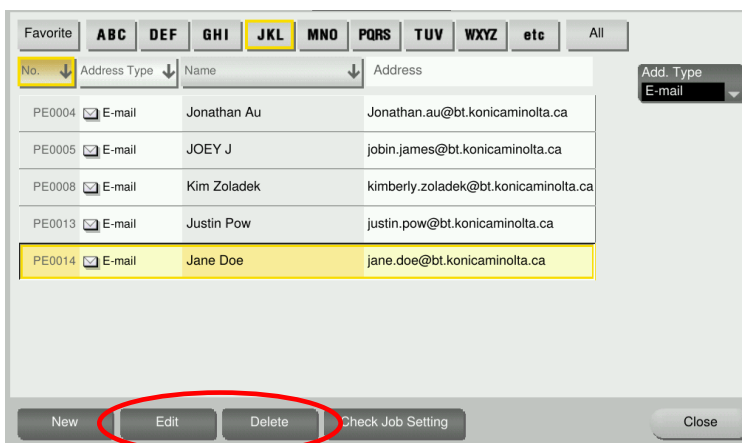
Under EMAIL*, select the black box and enter the email* address (***NOTE:** or could be fax # or SMB location if you are creating those locations). Use the "Shift" button to find the special characters (eg. "@") <u>then take shift off</u>. Then select OK.
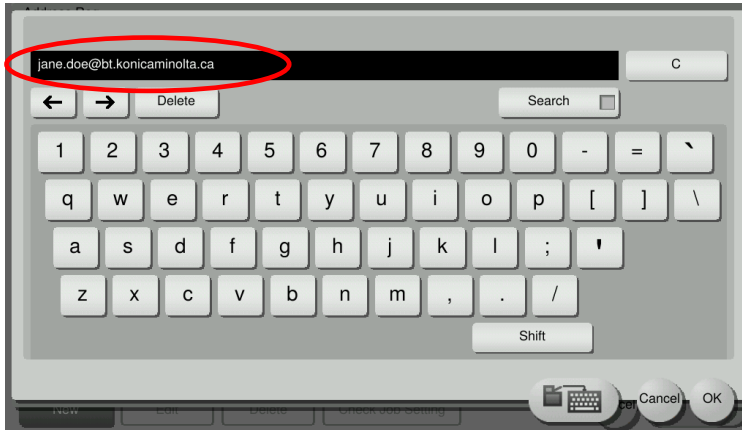
Once everything is programmed, select the **REGISTER** button.

You can also EDIT or DELETE addresses.

Once you have finished programming addresses, select the CLOSE button on the user interface or MENU button (or HOME button on iSeries products) to return to the main menu.