

Konica Minolta – Bizhub e & 8 Series: How to Register Destinations in the Address Book

At Machine: Adding to or deleting from the Address Book

Adding an Email Address at the Machine:

1. Utility/Counter
2. #1 One Touch –User Box Registration
3. #1 Create One–Touch Destination
4. #1 Address Book-Public
5. Choose email, fax, etc...
6. NEW
7. Enter Name
8. Enter Address/Number
9. Arrow down to INDEX and select FAVORITES if you'd like shown on front page.
10. Hit OK to close out of screen.

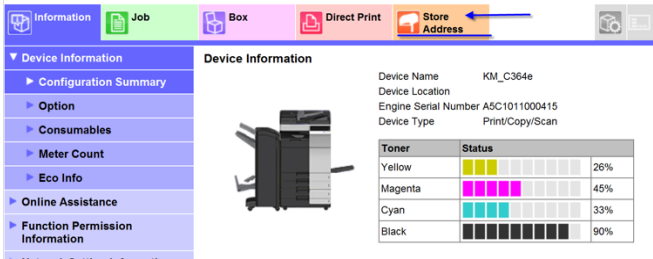
Deleting an Email Address at the Machine:

1. Utility/Counter
2. #1 One Touch –User Box Registration
3. #1 Create One–Touch Destination
4. #1 Address Book-Public
5. Choose email, fax, etc...
6. Select the Destination
7. DELETE
8. OK

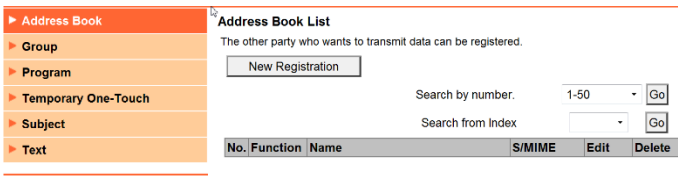


Konica Minolta: Register Email/SMB/Fax from Web

1. Enter the IP address in the address field on a web browser.
 - a. To find the IP address, go to computer: Start/printers/Right click to Printer Properties/Ports/Expand the port column to get the number.
2. Select the Store Address tab.



3. Click the New Registration button.
 - a. Note: To edit or delete a destination, click the button to the right of the destination to make the change.



4. Select the type: Email (to enter address), SMB (to enter a network folder) or Fax (to enter fax number).
5. Enter in the information. You will need to index the name, and click the “main” button if this destination should be listed under the “favorites” in the address book. Hit OK once complete.

Address Book (E-mail)

No.

Use opening number

Direct Input

Name

Index

Specify a keyword for address search and display by registered name.

DEF

Main

Destination Information

E-mail Address

Registration of Certification Information

Registration of Certification Information

TIP: When entering a fax number – make sure to add any additional numbers for dialing out. EX: If needing to press “9” before making a call outside the office, the fax will too!

Zulity's 4000 Series Phones

To Make an Internal Call: Lift the handset or press speaker, enter the extension number and press the #/send key. This will place the call. To place a call to an extension on speaker dial *4 plus the extension

To make an outside call: Enter the phone number you want to call and press the #/send key. This will place the call.

Menu: Press the Menu key to access administrative functions. This will allow you to use 2 of the 4 directional arrow keys in the center of your phone (the up and down arrows) to access various options.

Status-IP Address, MAC Address
Features-Forwarding, Call Waiting,
Basic-Time/Date, Ring Tones, Volume control
Messages-
History-Call Log
Directory-self created
Advanced-Admin features
USB-to use Bluetooth or Wi/Fi

DND: To turn on DND, press the DND key. DND will show in the display and all calls will route to VM. To turn off DND press the button again, the DND will be removed from the display and calls will ring your desk.

Park: To park a call press the park key -your display should show Parked on 1 and your Park 1 key will be flashing red. If Park 1 is in use it will go to Park 2. There are 9 park locations.

To pick up a parked call: Either press the lit Park 1 or Park 2 key on your phone. If the call is parked at 3-9 dial *77 + the park number 3-9 ie: *773

Directory: This will show you a user directory if you have created one.

Volume Control: To adjust volume press the speaker Icons located on the phone right of the handset located below the Menu key

- With the receiver down, press the volume up or down buttons to adjust the ring volume
- Press the Speaker Key, then the volume up or down buttons to adjust the speaker volume
- While on a call, press the volume up or down buttons to adjust the handset volume.

Message Key: This key will take you to your VM box.

MSG Indicator Light: The red light on the upper right hand corner of your phone will flash when your phone is idle and you have messages. You will also get a visual of an envelope on your screen.

Headset: This key should be lit when you are using your headset, an icon will also appear on your screen. To answer an incoming call make sure your head set is on and press answer on your phone.

Conference: Have 1st call on the line, press the conf key (caller goes on hold), make the next call, once connected to the 2nd call press the conf key again. All 3 parties should now be connected. From your phone 3 parties is the max for a conference call. If you utilize your MXIE client you will have the ability to have 5 parties in a conference call. If you need to exceed 5 parties you will need to use your MX Conference Bridge.

Hold: Have the caller on the line and press the Hold Key. The Line key the call is residing on will begin to flash, to reconnect to the call press the flashing line key or the hold key.

Mute: You can hear the caller, but they can't hear you

- When in mute mode the red light in the upper right corner of your phone is flashing red and an icon will display on your screen. Mute is on- they can NOT hear you
- To turn mute off, press the Mute key, the red light will turn off, and the icon on your screen will disappear. MUTE is off-they CAN hear you

Transfer: With the caller on the line, press the transfer key, enter the extension or outside phone number to transfer the caller to, press the #/send key to make the transfer & hang up receiver. If you wish to announce the call, do as above, but stay on the line to talk to the person, when done talking simply hang up your hand set. This will send the call out.

Redial: Press the Redial Key, scroll using your arrow Up/Down buttons on your phone to find a desired phone number. When the desired phone number displays on your screen, press a Line Key or the #/Send key to make a call out to your selected number. This will also display your recent calls.

Speaker Key:

- To go from handset to speaker, press the Speaker Key and hang up.
- To go from speaker to handset, simply lift your handset.

To Page: Press the Page key on your phone and make announcement.

To set up your Voicemail Box:

Dial *86 or press the message key on your phone

When Voicemail answers, enter password **622866** and **press #** (this is the default password)

You will be prompted to create a new password, record your name and record a greeting.

Follow the prompts to save, re-record etc.

You may also set up your voicemail through MXIE

To check messages remotely:

Call in to your system, once answered by any voicemail message **press #**

Voice Mail Instructions

Either press the Voicemail key or dial *86

Enter your password-Default Password is 622866-Press #

Enter your new password (Min. 6 digits)

Press 1 to save

Record your name then press #

Press 1 to continue

Press 1 to Record your greeting then press #

Press 1 to continue

For Additional Information press 1

For the Main Menu press 2

Main Menu

1 - Review Messages

2- To Scan headers of Messages

3- To Send or leave a message for another user

4- For more options (Change profile, name, greetings)

1. Personal Profile

1. Change password

2. Recorded name or greetings

1. Record name

2. Record greeting

3. Play name & greetings

4. Activate a greeting

3. Auto Attendant options

4. To make a phone call

5. To control your presence and Login Status

6. To set up call forwarding

*To return to the main menu

To check messages remotely call in, once voicemail answers
press #