Create a one touch button on “scanner” display panel for frequently used scan to emails

1. Press the **Scanner** button
2. Press the **Manual Entry** button

3. Type in the email address you would like to create a “one-touch button” with (*note: the @ symbol is located on the bottom right of the virtual keyboard*)
4. Press [OK] button on the top-right of the display panel
5. Press the virtual “**Prg Dest.**” button on display control panel

6. Press the **Names** button on the display control panel

7. Press **Change** under the **Name** area
8. Type in the person’s name
9. Press [OK] button on the top-right of the display panel
10. Press [OK] button again on the top-right of the display panel

You should now see a new “one-touch button” appear on the display panel in the space below the "Frequent“ button.

**After you put your information (pages to scan) into the feeder tray or under the glass, you simply press this new “one-touch button” and press the physical green [START] button (which should be a green light) on the right side of the unit just below the number keys.