Sending

Specifying Destination

Choosing from the Address Book

Select a destination registered in the Address Book.

For more information about how to register destinations in the Address Book, refer to the following:

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

2 **Select the destinations.**

Select the checkbox to select the desired destination from the list. The selected destinations are indicated by a checkmark in the check box.

You can also select [**Menu**] to perform a more detailed search.
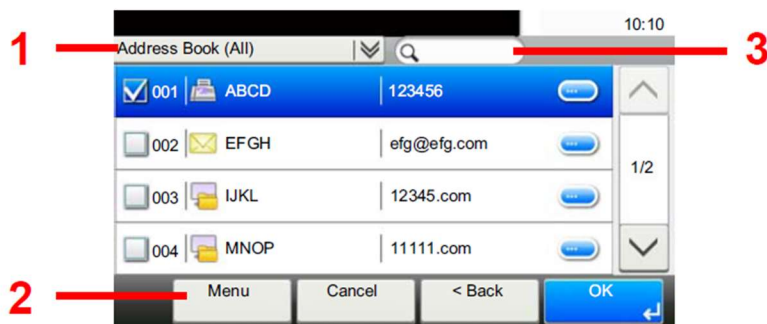
> **NOTE**
>
> To deselect, select the checkbox again and remove the checkmark.

Destination Search

Destinations registered in the Address Book can be searched.

Keys used		Search type	Subjects searched
1		Advanced search by destination	Advanced search by type of registered destination (Email, Folder (SMB/FTP), FAX or Group).
2	Narrow Down	Advanced search by destination	Advanced search by type of registered destination (Email, Folder (SMB/FTP), FAX or Group).
	Search (Name)	Search by name	Search by registered name.
	Search (No.)	Search by number	Search by registered address number.
	Sort (Name)	Change of display order	Sorts the list by destination name.
	Sort (No.)		Sorts the list by destination address number.
3		Search by name	Search by registered name.

> **NOTE**
> You can specify a destination by address number by selecting the [**Quick No. Search**] key.

3 Accept the destination > [OK]