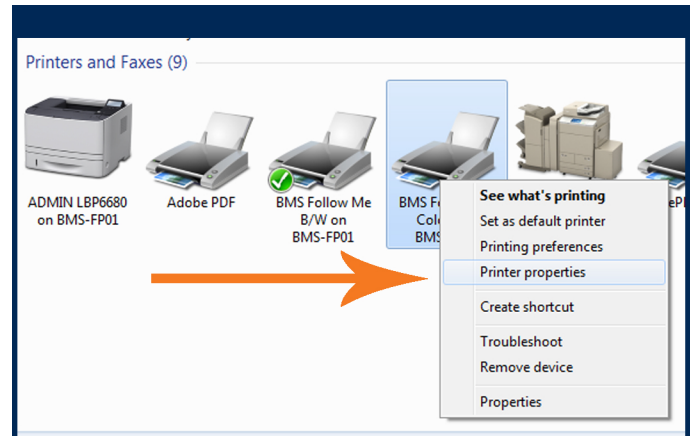
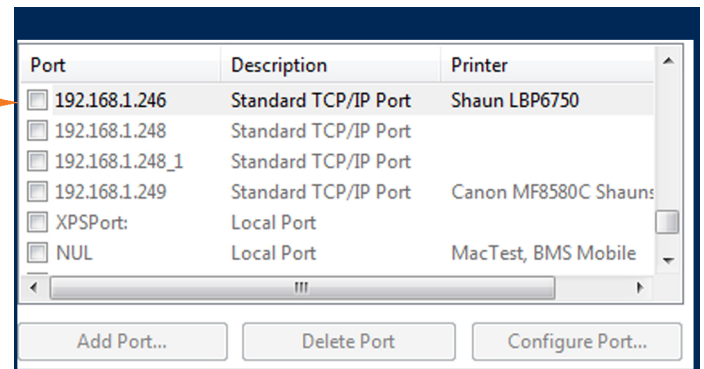


Step 1- How to get your I.P address from your PC (refer to page 2 for instruction on getting it directly from your Photocopier)

- Click on the start menu and select 'Devices & Printers'
- Right-click on the machine you wish to setup and select 'Printer properties'
- Select the tab named 'Ports'



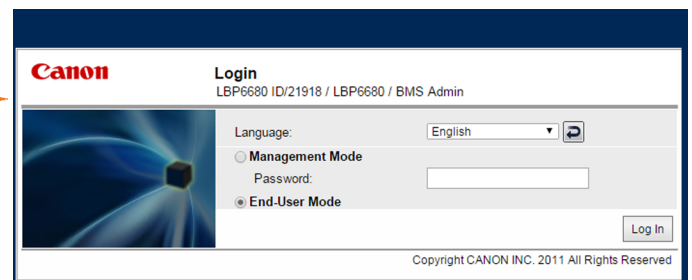
This is what your I.P address looks like, Look for your printer & you will see your I.P address under the 'Port' column. For example: 192.168.1.246



Step 2- Open up your web browser

(Internet Explorer, Google Chrome, Mozilla Firefox etc.)

- Type your I.P address into your web browser bar
- Select End-User Mode and click the log in button (as at right)
- Click on 'Address Book'
- Select 'Address List'
- Select 'Register New Destination' button



In the 'Type' section you can select either the Email or Fax option (depending on your requirements) - then press 'Set'



Step 4- If you cannot access your I.P address on your PC, you can do so through your Photocopier!

- Press Settings/ Registration on your panel of your Photocopier
- (On your touchscreen) Go to Preferences/ Network/ Output Report/ Print the User Data List (Yes)

At the top of the report that has printed you will find where it says 'I.P address'. It will be a number like this e.g 192.168.1.240 then refer back to Step 2.

Complete!

Please contact us if you have any further questions
(Don't forget to quote your BMS ID number,
found on the sticker on the front of your machine.)



**Helping our customers better utilize technology
& build value in their businesses.**

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