

- 1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
- 2. Click on General User Login

3. Click Address Book (on right side)

Download Drivers 🧕 Outlook Web			
Log In iR-ADV C5045 / iR-ADV C5045 / Tra	ining Room St Clo	bud	
System Manager ID: System PIN:			
	Download Drivers O Outlook Web	Download Drivers O Outlook Web	Download Drivers () Outlook Web

advanc	E	Device Nam Product Na Location :	e : IR-ADV C5 me(Serial Number) : IR-ADV C5 Training F	045 045 (GPQ59546) oom St Cloud		Log Ou
🍇 Remote UI : F	ortal		1	Language: e	inglian 🖕 🔁 Mail to Syste	m Manager
				Last Updated : 05/04/2012 10:25:44 AM	Status Monitor/Cancel	
Device Basic Inform	nation					\vee
Device Status					Settings/Registration	X
Printer : O Slee	ep mode.					21
Scanner : 👝 Slee	ep mode.					
Error Information	1				Access Received/Stored Files	-
No error						-1
Consumables Infor	mation				Address Book	
Paper Information	n					~
Drawer	Remaining Paper	Paper Size	Paper Type		Quick Menu	
Multi-Purpose Tray	None	Unknown	Undefined			ind:
Drawer 1	ОК	LTR	Plain 1 (64-81 g/m2)		User Access Control for	0
Drawer 2	Low	LGL	Plain 1 (64-81 g/m2)		Platerious box	1
Drawer 3	Empty	LTRR	Plain 1 (64-81 g/m2)		Direct Print	-
Drawer 4	Low	11x17	Plain 1 (64-81 g/m2)			and the second s
Remaining Toner					Workflow Composer	32
Item Name	Remaining	Toner				200
Remaining Cyan T	oner:	OK				
Remaining Magent	a Toner :	OK				
Remaining Yellow	Foner :	OK				
Remaining Black T	oner :	OK				
Message Board						
Message from Sys	stem Manager :					
Support Link						
Support Link :						

4. Click on the **Address List** that you want to add the email address to

fress Lists	Last Upda	ated : 05/04/2012 10:30:40/
Address Lists	Address List Names	Destinations
Address List 01		6
Mddress List 02		0
Address List 03		0
Address List 04		0
Address List 05		0
Address List 06		0
Address List 07		0
Address List 08		0
Address List 09		0
Address List 10		0
Address List One-Touch		0

TO PLACE A SERVICE CALL OR ORDER SUPPLIES: CALL 800.847.3098 AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE



5. Click Register New Destination

dress L	ist 01		Last Updated : 06/04/2012 10:49:52 AM
			Register Address List Name
Register	r New Des	Register New Group	Move to Another Address List Delete Destinations
			Type : All 🗣 Initial : All 🗣 Display
Select	Туре	Name	Destination
0	•==	Andy Ortiz	andy.ortiz@marconet.com
0	•	Kevin Eide	kevine@marconet.com
0	0	MFiles	Scmfiles01
0		Mike Guille	mike.guille@marconet.com
0	•=	Spencer Hulsebus	spencer.hulsebus@marcone
~		taat	diateloudda

- 6. Click E-Mail for "Type"
- 7. Type in the **Name** to be displayed
- 8. Type in the E-mail Address
- 9. Click OK

You will now see the new email address in the Address List

Register New Destinati	ON Last Updated	: 06/04/2012 10:32:21 A
Set all the items, then clic	# [OK]. You cannot click [OK] if some	items have not been set.
Туре:	E-Mail 🗸	Set
Changing type will cancel	the entered values.	
E-Mail		
E-Mail	Jeff	