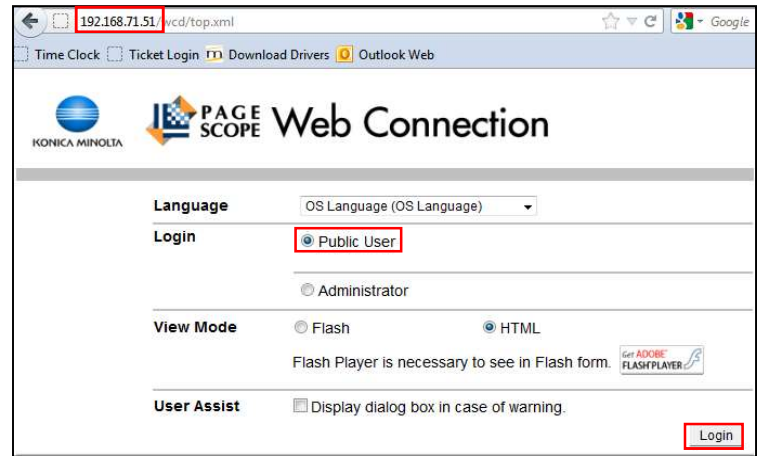


1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

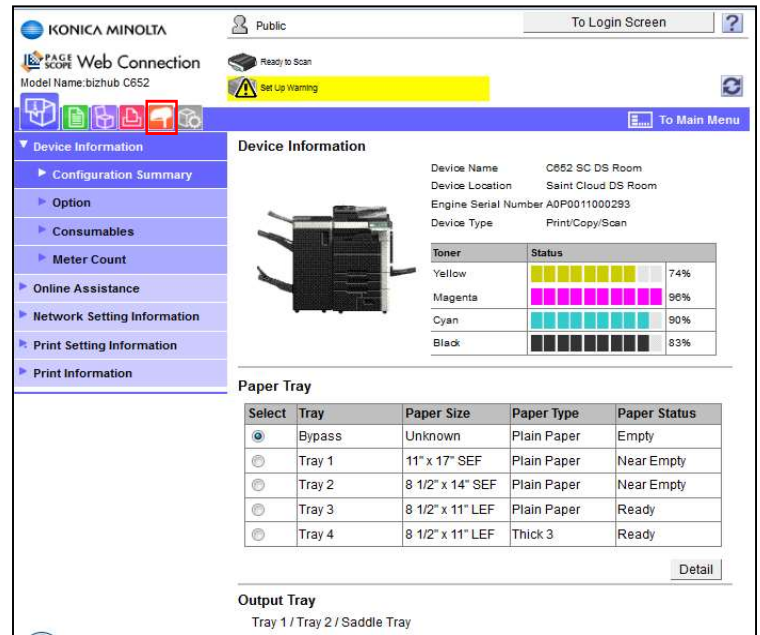
2. Make sure that **Public User** is checked

Note: you may not see this page only the next one

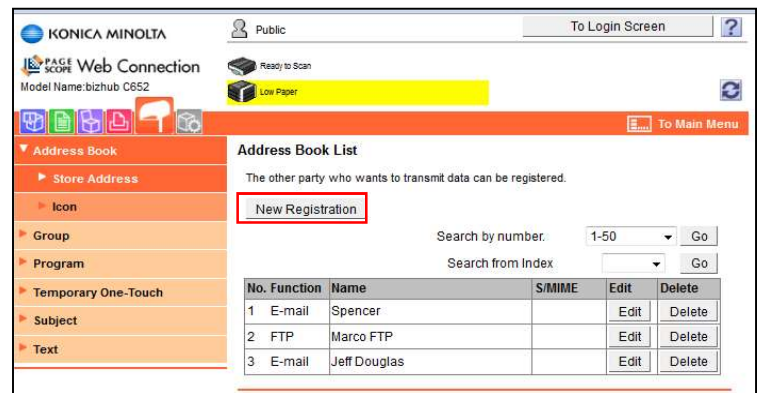
3. Click **Login**



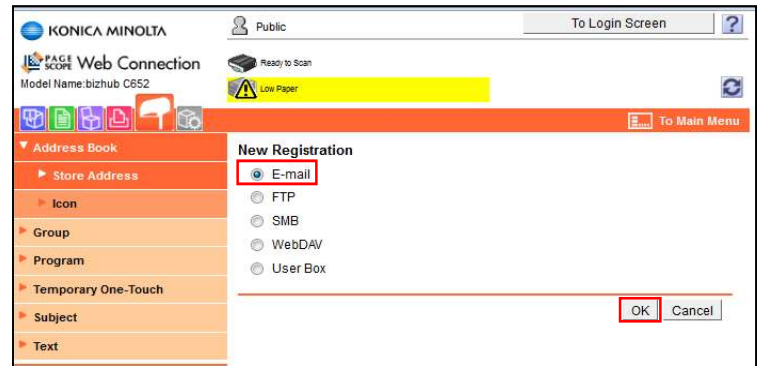
4. Click **Store Address** icon



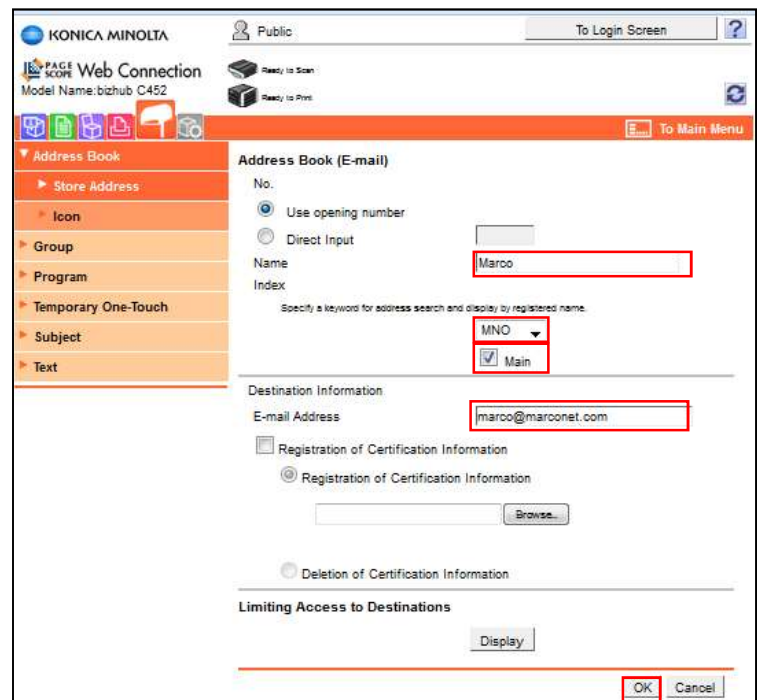
5. Click **New Registration**



6. Check **E-mail**
7. Click **OK**



8. Type **Name** to be displayed
9. Choose a rolodex tab for **address search**
10. Check **Main** if you want it on the first window for **FAX/SCAN** on the copier
11. Type in the **E-mail Address**
12. Click **OK**



13. Click **OK**

You will now see the e-mail address on the **Address Book List**

