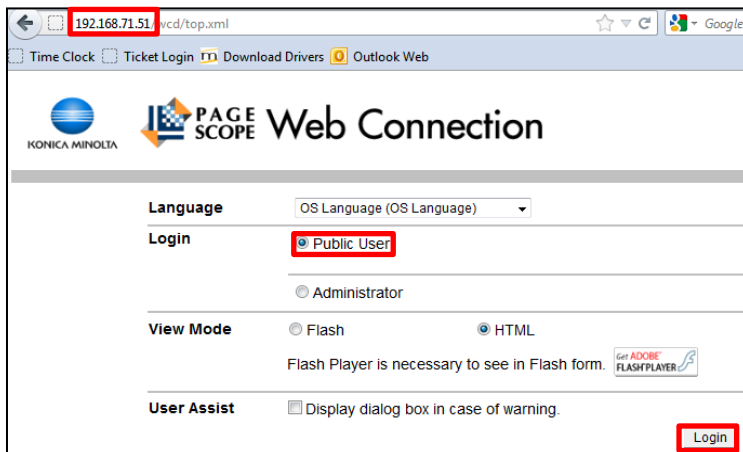
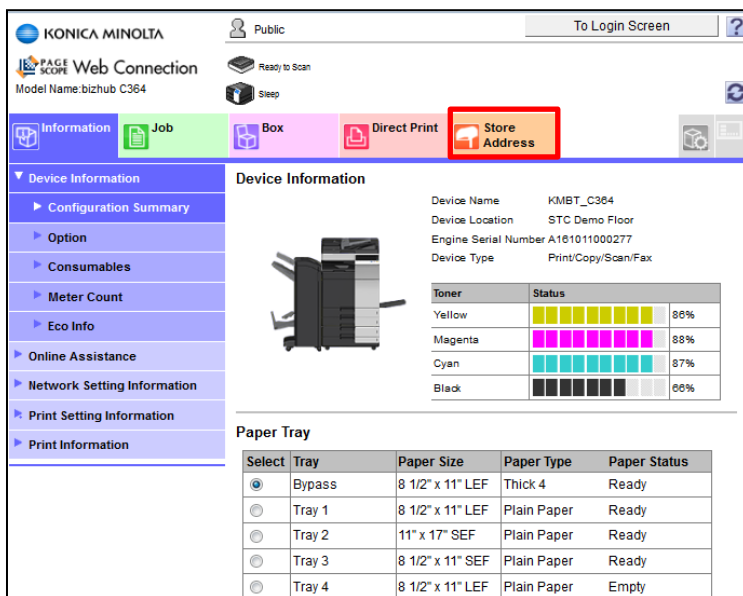


# Add E-mail Address/ Fax Number

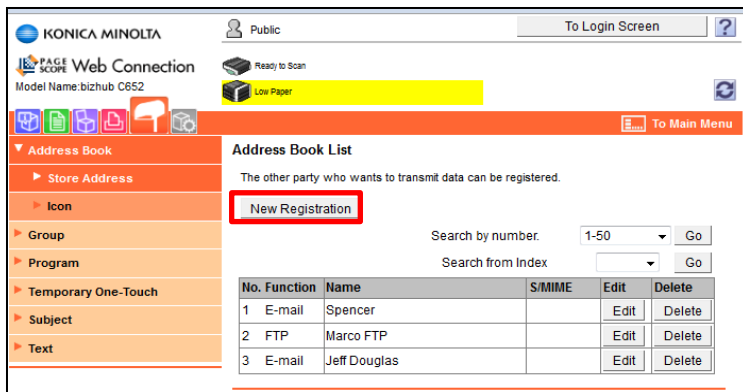
1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
2. Make sure that **Public User** is checked  
*Note: you may not see this page only the next one*
3. Click **Login**



4. Click **Store Address**

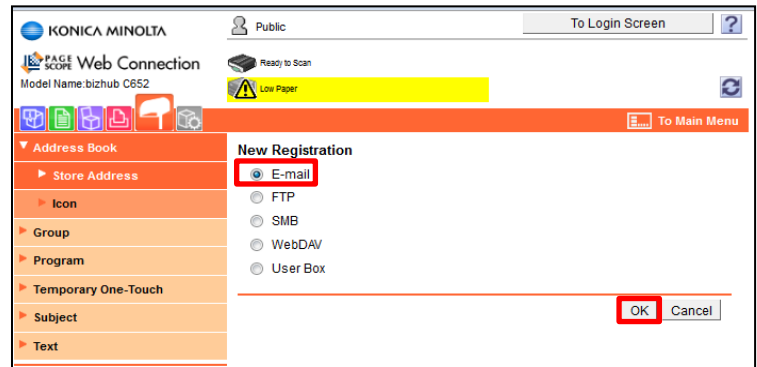


5. Click **New Registration**

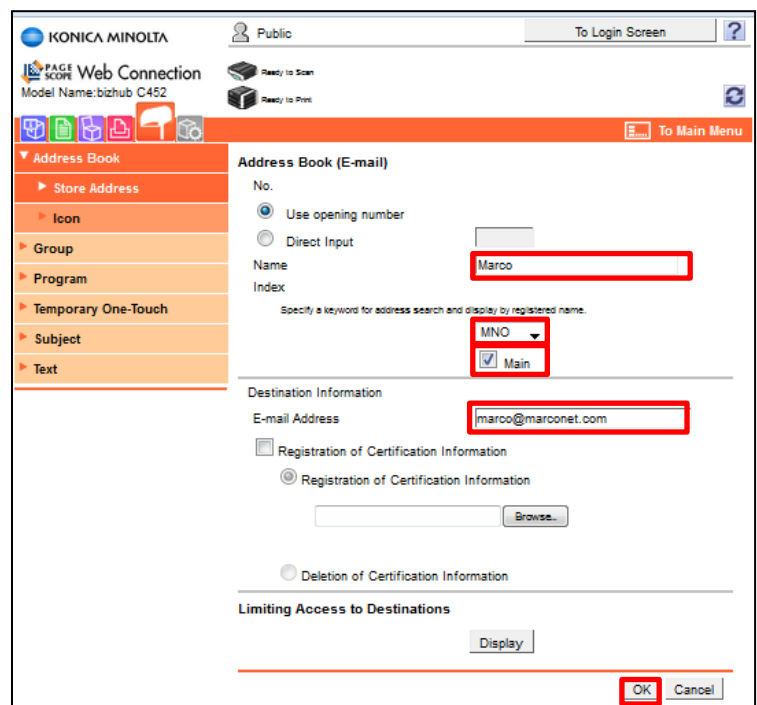


# Add E-mail Address

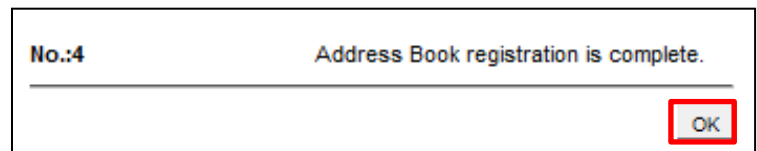
6. Check **E-mail**
7. Click **OK**



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**

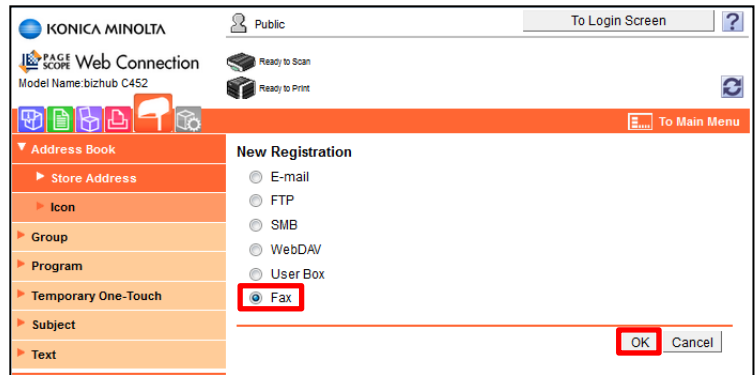


13. Click **OK**
- You will now see the e-mail address on the **Address Book List**

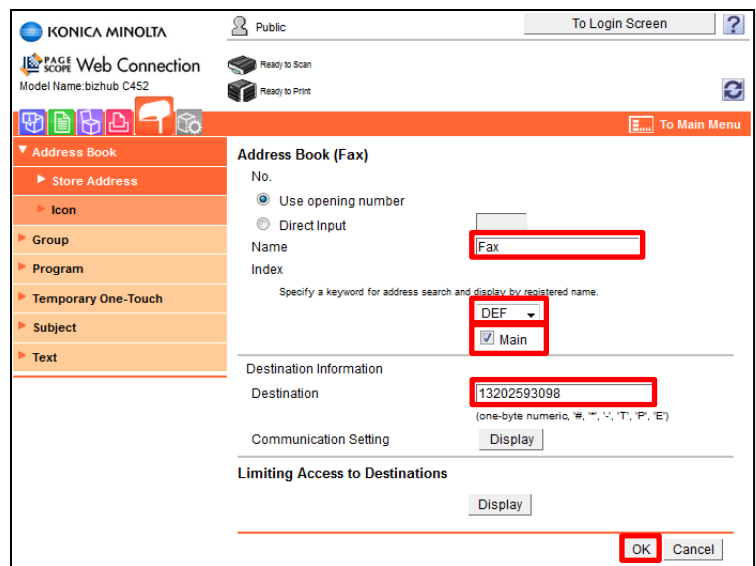


# Add Fax Number

6. Check **Fax**
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 **Destination**
12. Click **OK**



13. Click **OK**  
You will now see the fax number on the **Address Book List**

