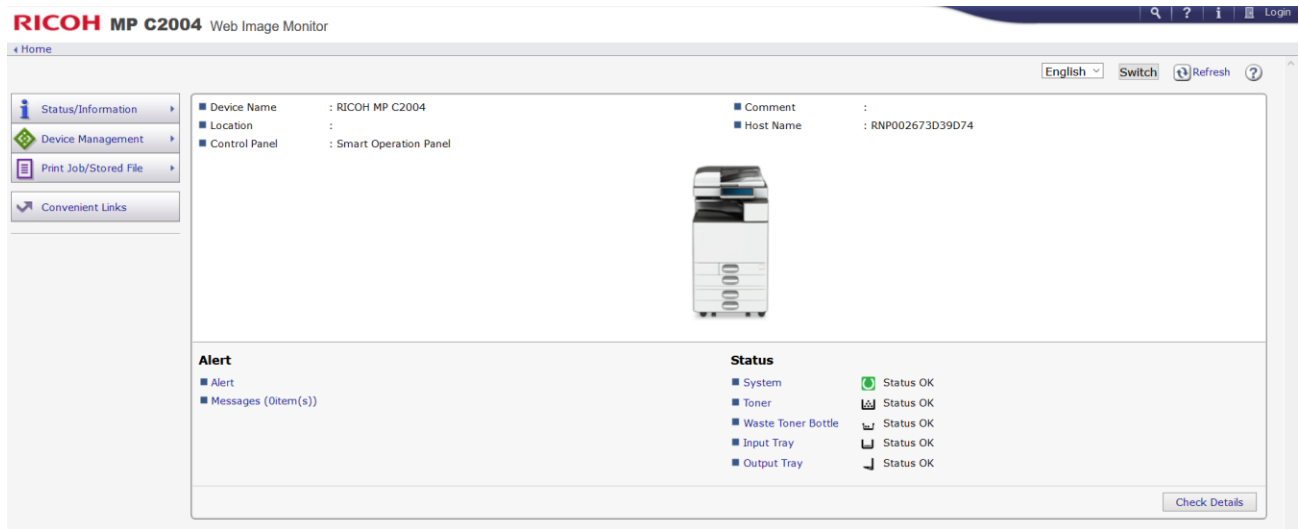
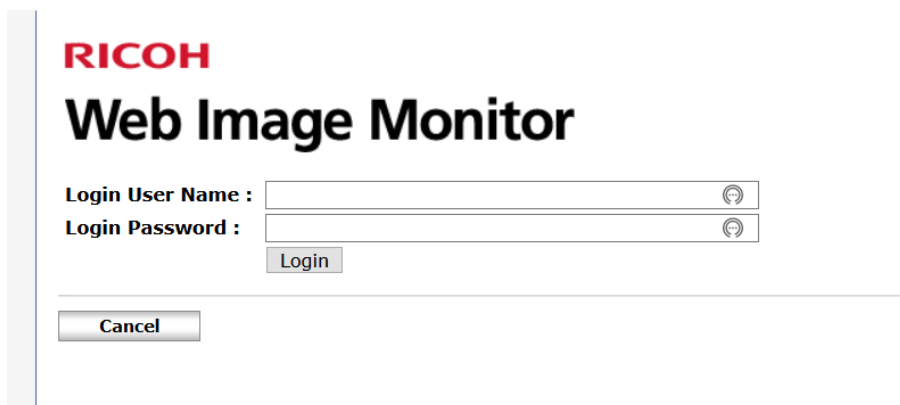


Add Email address

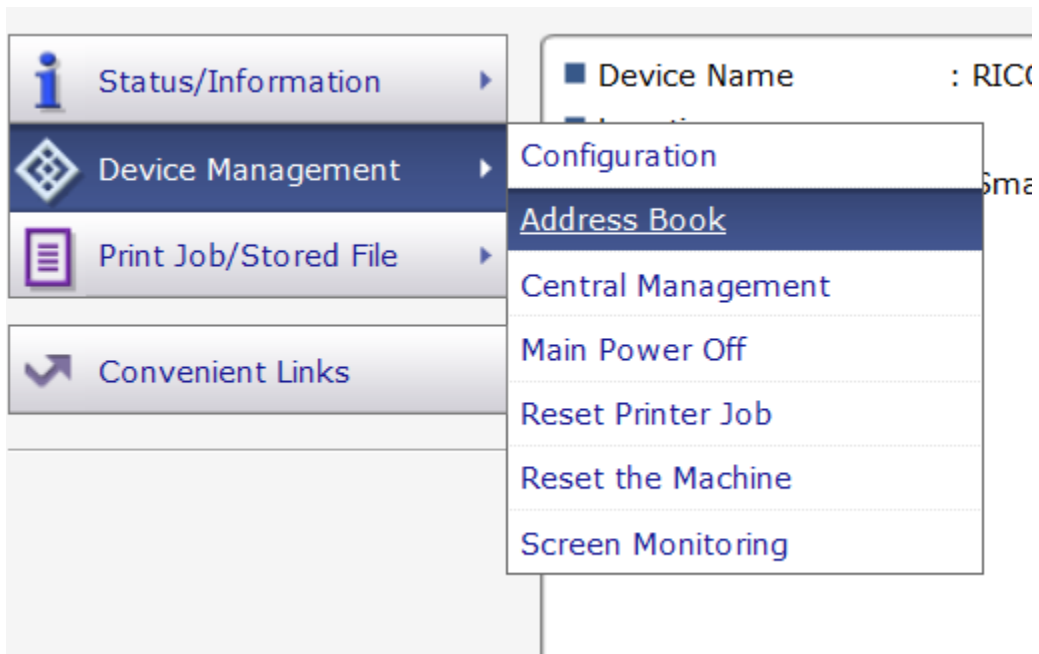
- 1) Launch the Web Image Monitor of your machine “enter http://machine_ip_address” into your web browser (machine_ip_address will be replaced with the actual IP address of your machine)
- 2) Select Login at top right



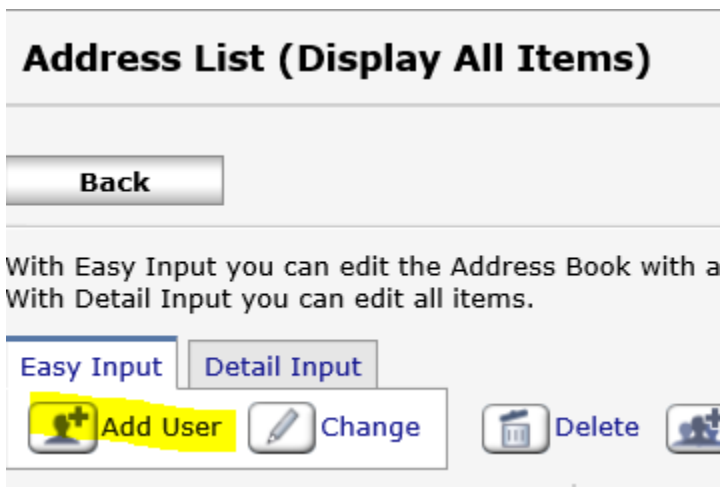
- 3) Default username is admin, password is blank by default



4) Select Device Management and then Address book



5) Select Add User



6) Select Email Destination and choose Go To next

Add User

Select item(s) to register, then press [Go to Next].

User Information

Basic Information Basic information such as Registration No. or Name can be registered.

Destination

Email Destination Email destination can be registered.

Folder Destination Information about network folder can be registered.

- 7) Enter Name and Key Display (Name is internal reference and Key display will be displayed on panel, both fields required) Then select Go To Next
(Title can be used, but not necessary, to help sort users Alphabetically such as in the example would sort by RST since last name starts with S.)

1 2 3
Basic Information Email Destination Confirm Registration

Step1.Basic Information

Enter items. The name entered in [Key Display] will be displayed on the destination key on the control panel.

■ Registration No.(Required) :00019

■ Name(Required) :John Smith

■ Key Display :John Smith

■ Title 1 :RST ▼

■ Title 2 :None ▼

■ Title 3 :None ▼

■ Add to Freq. : On Off

- 8) Enter email address and select Go To Next

1 2 3
Basic Information Email Destination Confirm Registration

Step2.Email Destination

Enter the email address.

■ Email Address(Required) :johns@test.com x

Register as both a destination and a sender

9) Confirm information and select OK

1 2 3
Basic Information Email Destination Confirm Registration

Step3.Confirm Registration

Check items, then press [OK].

Basic Information

■ Registration No.	:00019
■ Name	:John Smith
■ Key Display	:John Smith
■ Title 1	:RST
■ Title 2	:None
■ Title 3	:None
■ Add to Freq.	:On

Email Destination

■ Email Address	:johns@test.com
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Folder Destination
No Item