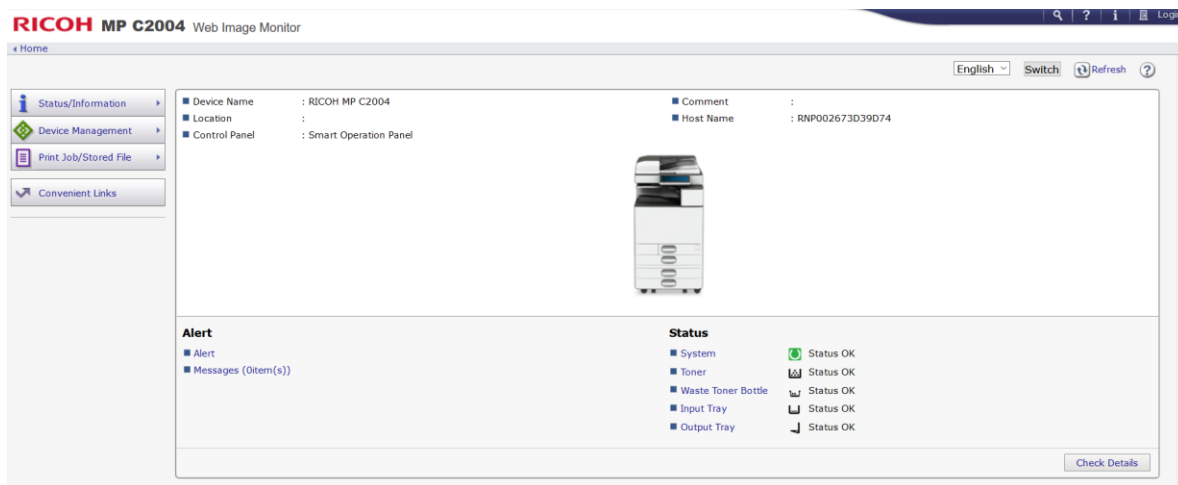
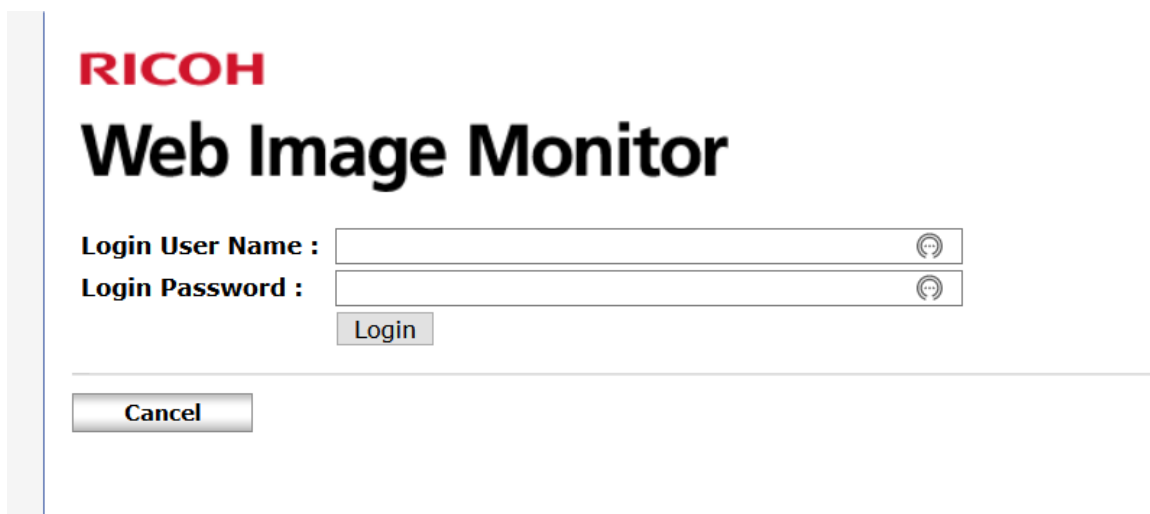


Update Email address for User

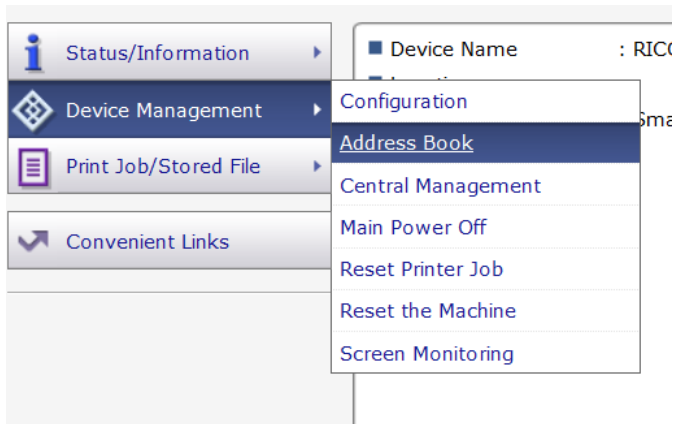
- 1) Launch the Web Image Monitor of your machine “enter http://machine_ip_address” into your web browser (machine_ip_address will be replaced with the actual IP address of your machine)
- 2) Select Login at top right



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



4) Select Device Management and then Address book



5) Check the box next to the item you would like to edit or change

6) Select Change

Address List (Display All Items)

[Back](#)

With Easy Input you can edit the Address Book with a wizard method but you cannot edit all items.
With Detail Input you can edit all items.

[Easy Input](#) | [Detail Input](#)

Add User |
 Change |
 Delete |
 Add Group |
 Maintenance |
 Central Management

Selected1 |
 [Select All](#) |
 [Deselect All](#) |
 User(s) : 50 / 2000 item(s) |
 Group(s) : 0 / 100 item(s) |
 Programmed User Code : 22 / 100

	Type▼	Registration No.▲	Name▼	User Code▼	Date Last Used▼	Email Address▼
<input type="checkbox"/>		00044	(NONAME)	7	---,---,---:--:--	---
<input type="checkbox"/>		00045	(NONAME)	1	---,---,---:--:--	---
<input type="checkbox"/>		00046	(NONAME)	77	---,---,---:--:--	---
<input checked="" type="checkbox"/>		00047	(NONAME)	777	May 07,2020 02:32 PM	test@test.com
<input type="checkbox"/>		00048	(NONAME)	143	---,---,---:--:--	---
<input type="checkbox"/>		00049	(NONAME)	54	---,---,---:--:--	---

Address List (Display All Items)

[Back](#)

With Easy Input you can edit the Address Book with a wizard metho
With Detail Input you can edit all items.

[Easy Input](#) | [Detail Input](#)

Add User |
 Change |
 Delete |
 Add Group

7) Select Email Destination and choose Go To next

Change Registration

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.

8) Update the email address appropriately and select Go To Next

1 >> 2
Email Destination Confirm Registration

Step1.Email Destination

Enter the email address.

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

Register as both a destination and a sender

9) Confirm information and select OK

1 ▶▶ 2
Email Destination Confirm Registration

Step2. Confirm Registration

Check items, then press [OK].

Basic Information
No Item

Email Destination

■ Email Address	:test@test.com ✓
-----------------	------------------

Folder Destination
No Item

Back OK Cancel