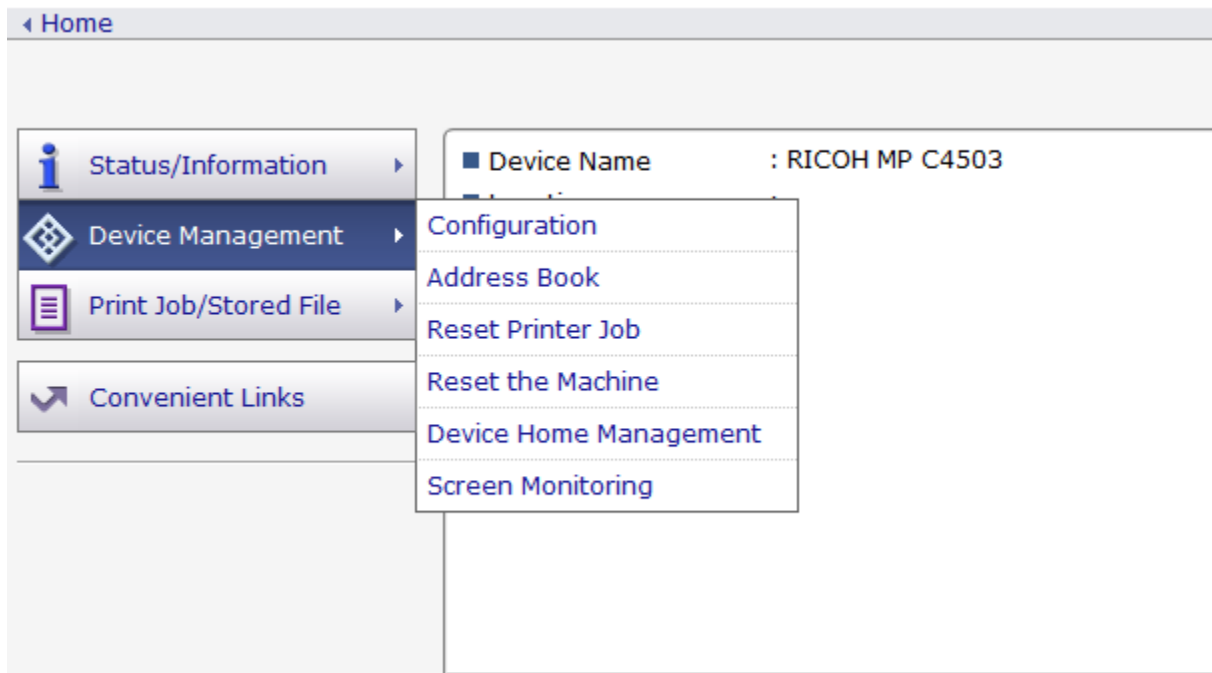
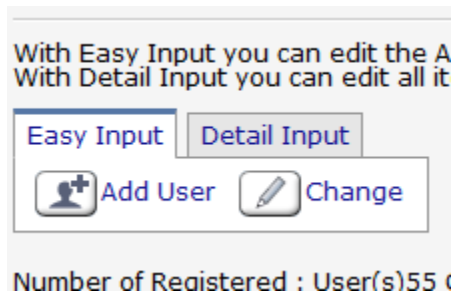


- 1) Login to the Web Interface of the machine
- 2) Select Device Management/Address Book



- 3) Select Add User



- 4) Select Email Destination and Select 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	
☐ Fax Destination	Fax destination can be registered.
☒ Email Destination	Email destination can be registered.
☐ Folder Destination	Information about network folder can be registered.

Authentication Management	
☐ User Authentication	Information about user authentication can be registered.

- 5) Enter Name and Key Display (Name is internal reference, key display is what shows on panel) and select next

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)	: 00024
■ Name(Required)	:
■ Key Display	:
■ Title 1	: None ▾
■ Title 2	: None ▾
■ Title 3	: None ▾
■ Add to Freq.	: ☒ On ☐ Off

- 6) Enter email address and Select next

Step2.Email Destination

Enter the email address.

■ Email Address(Required)	: test@test.com
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☐ Register as both a destination and a sender

- 7) Select Finish