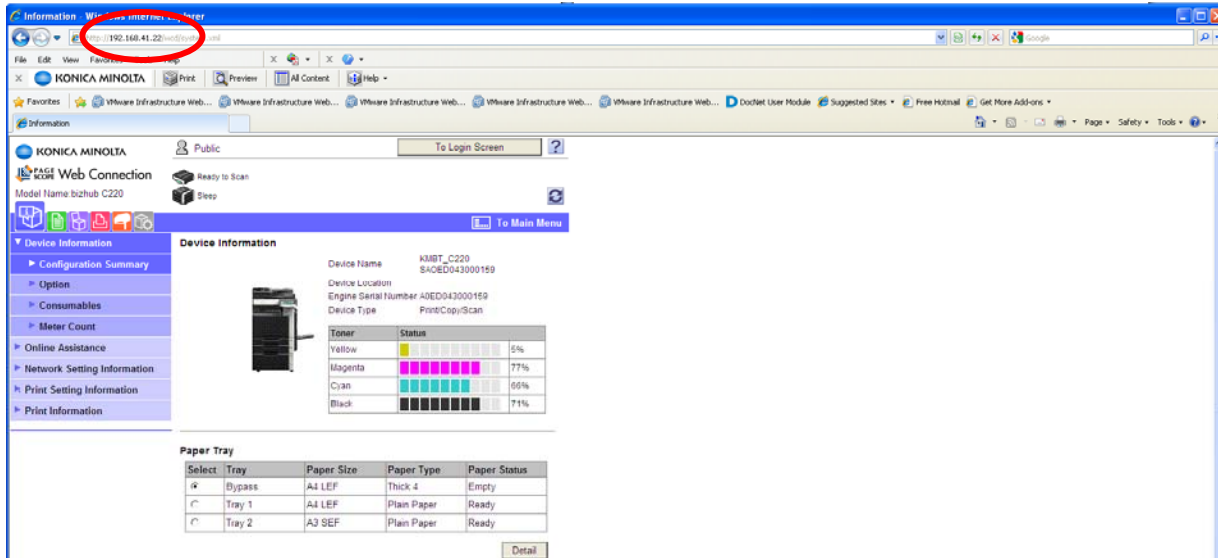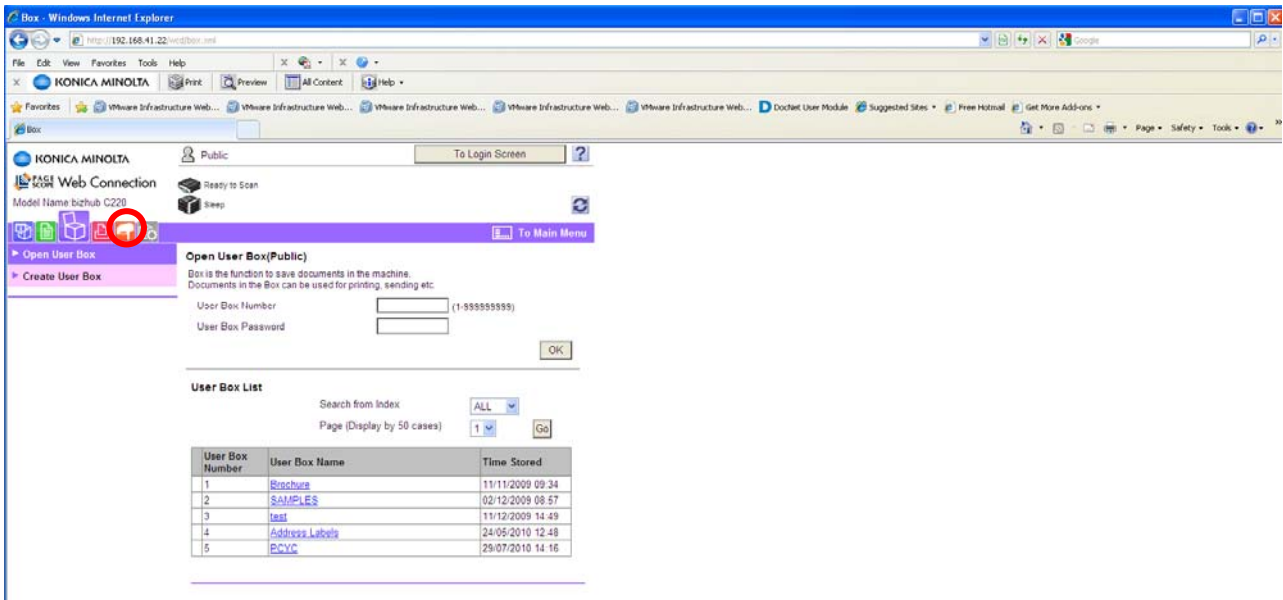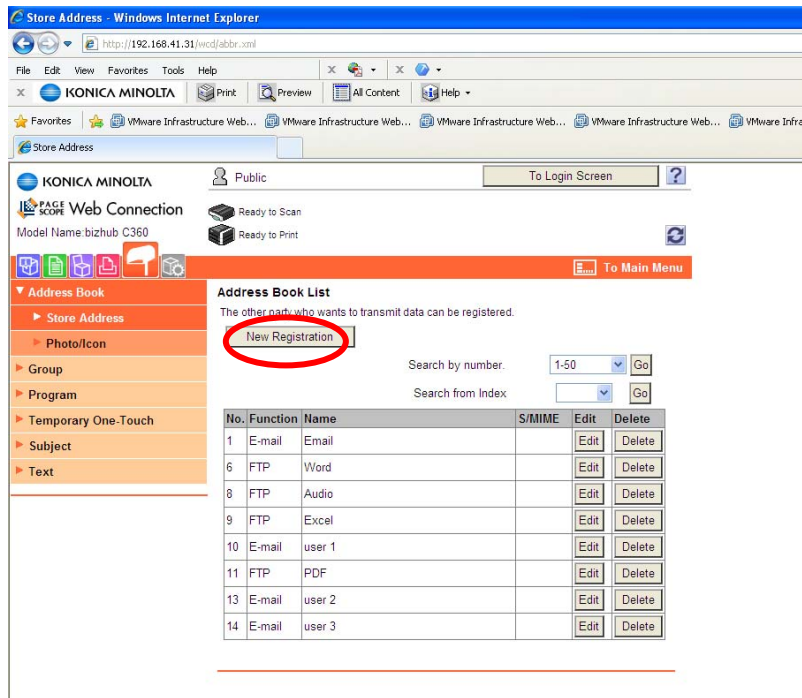# HOW TO ADD SCAN ADDRESSES USING WEB BROWSER

1. Enter the IP address of the copier into the address bar of your Internet Explorer.
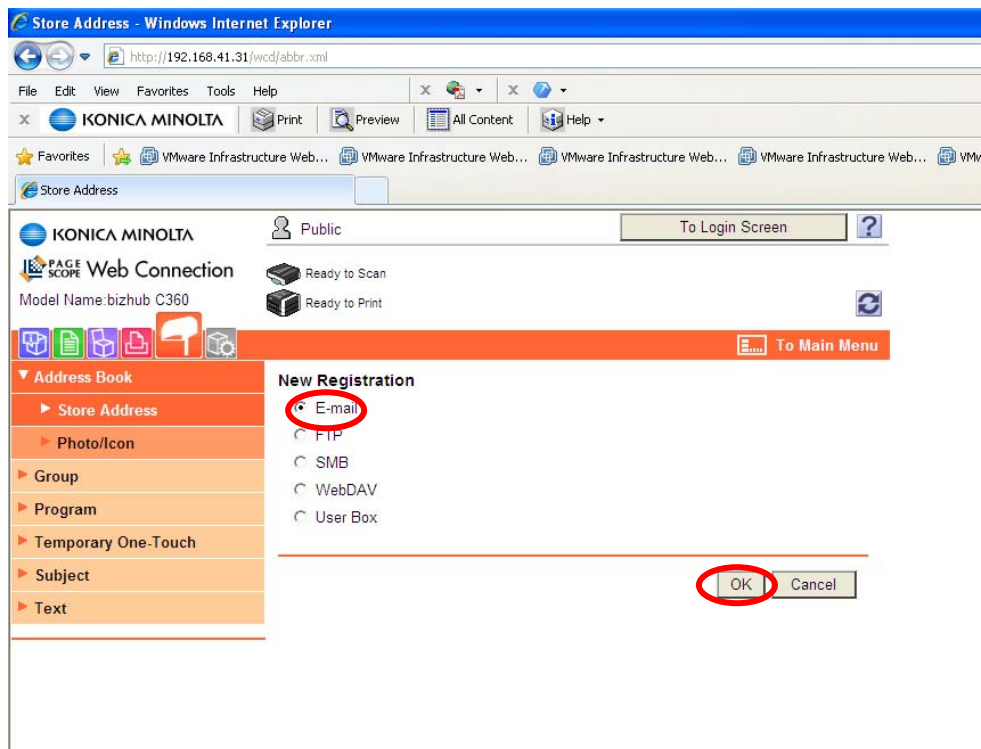

2. Select Store Address tab

3. Select New Registration Box

4. Select Email. OK

5. Enter Name eg. John Smith, Add Email Address. Select OK
   NOTE: Don't enter any other details

6. Select OK