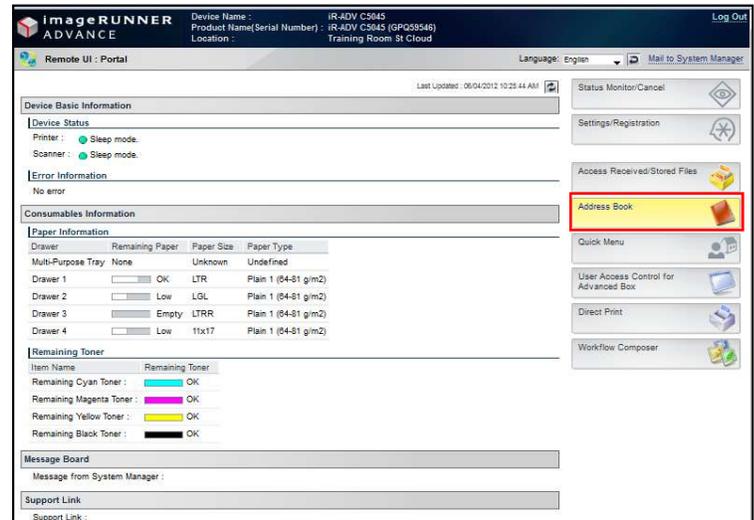1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
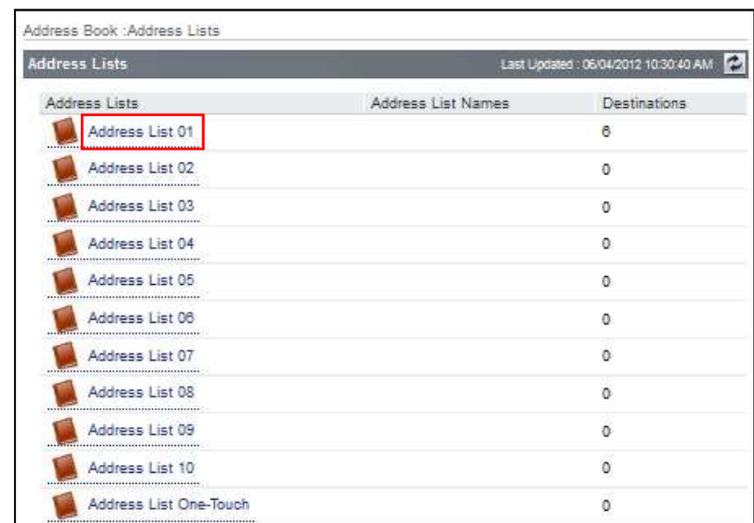
   _____

2. Click on **General User Login**
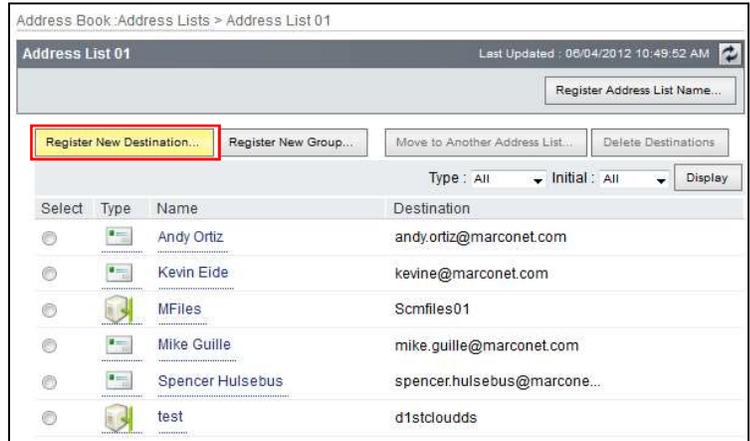
3. Click **Address Book** (on right side)

4. Click on the **Address List** that you want to add the email address to

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5. Click **Register New Destination**

6. Click **E-Mail** for "Type"
7. Type in the **Name** to be displayed
8. Type in the **E-mail Address**
9. Click **OK**

You will now see the new email address in the Address List

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