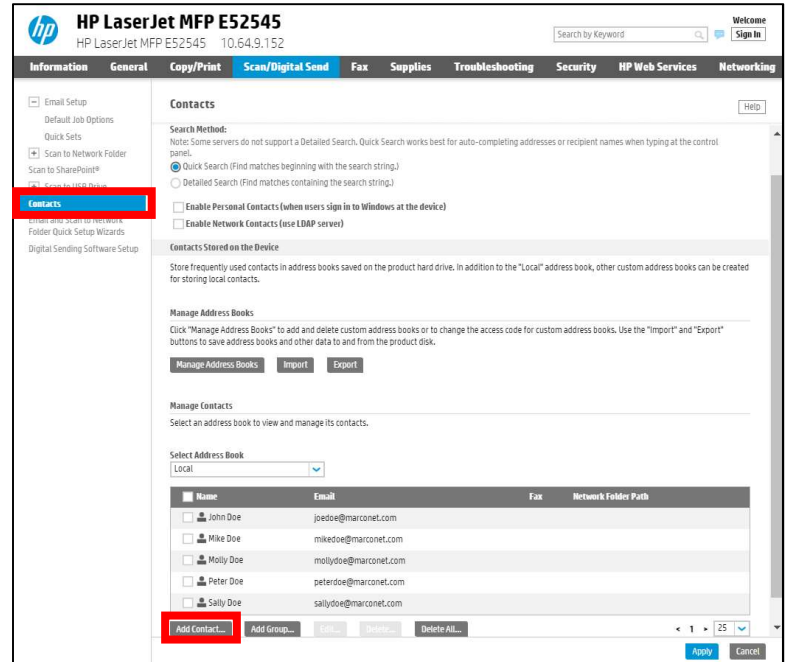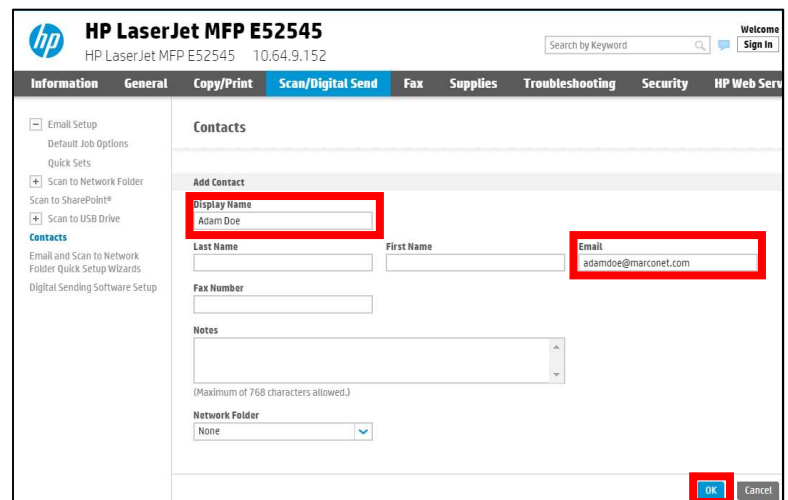1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

   _____

2. Click **Contacts** on the left column
3. Scroll down and click **Add Contact**

4. Type in the **Display Name**
5. Type in the **Email** address
6. Click **OK**

You should see **The operation was completed successfully** at the top of the screen when finished

TO PLACE A SERVICE CALL OR ORDER SUPPLIES: **CALL 800.847.3098** AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE