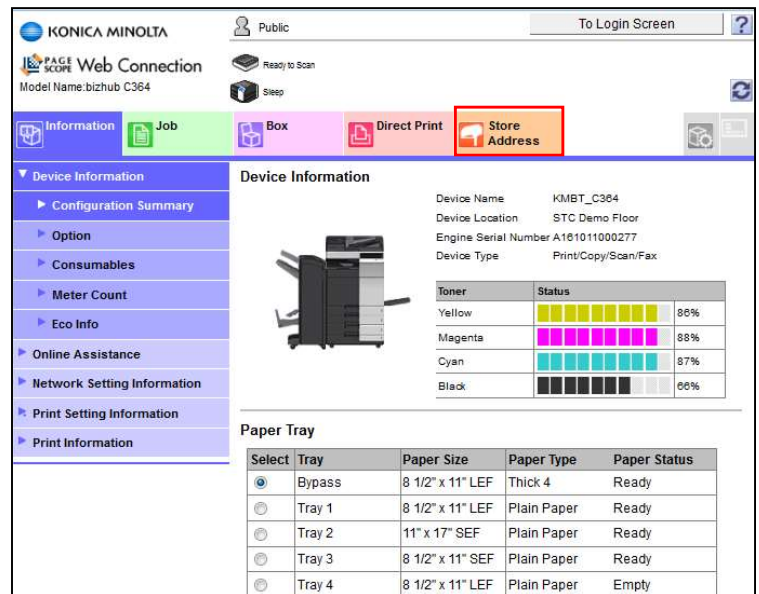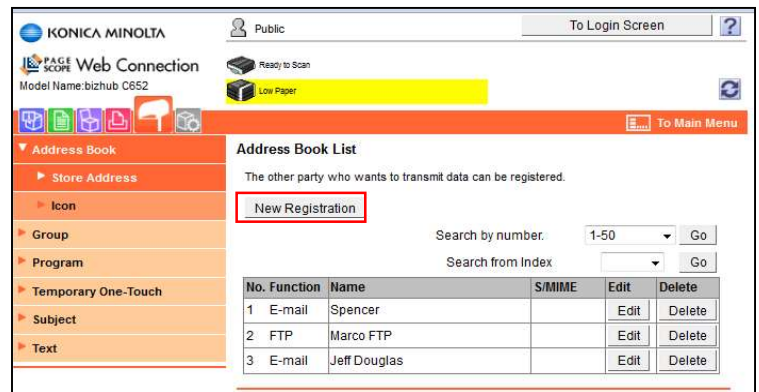1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
_____

2. Make sure that **Public User** is checked

 Note: you may not see this page only the next one
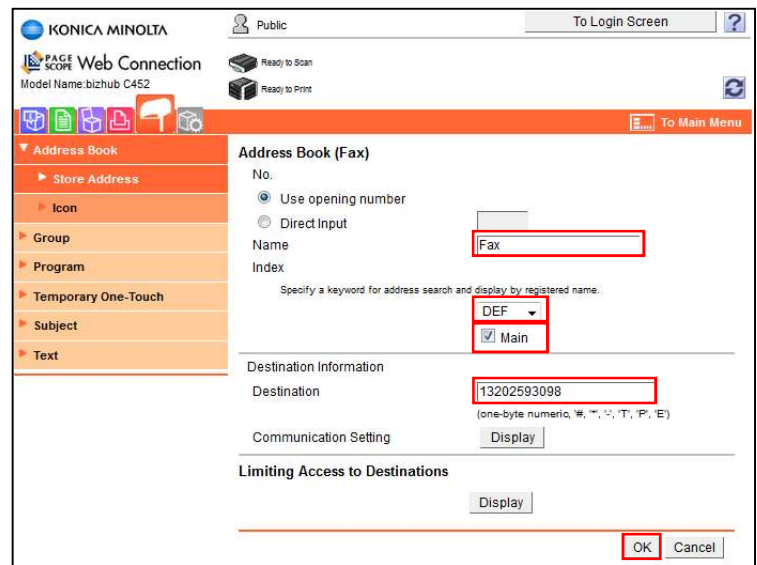
3. Click **Login**

4. Click **Store Address**

5. Click **New Registration**

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6. Check **Fax**
7. Click **OK**

8. Type **Name** to be displayed
9. Choose a rolodex tab for **address search**
10. Check **Main** if you want it on the first window for FAX/SCAN on the copier
11. Type in the **Destination**
12. Click **OK**

13. Click **OK**

You will now see the fax number on the **Address Book List**

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