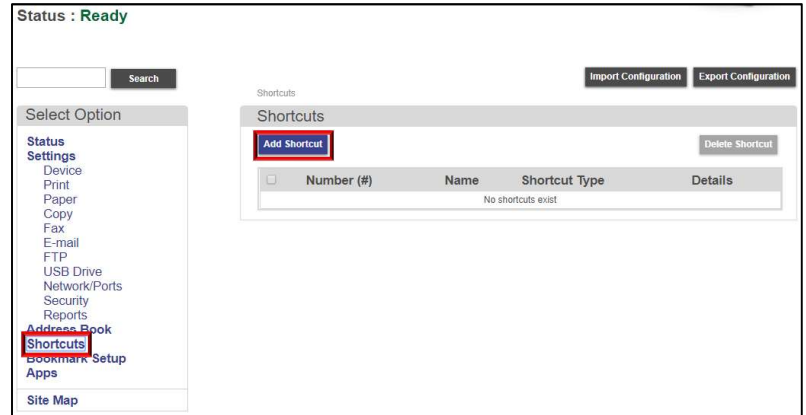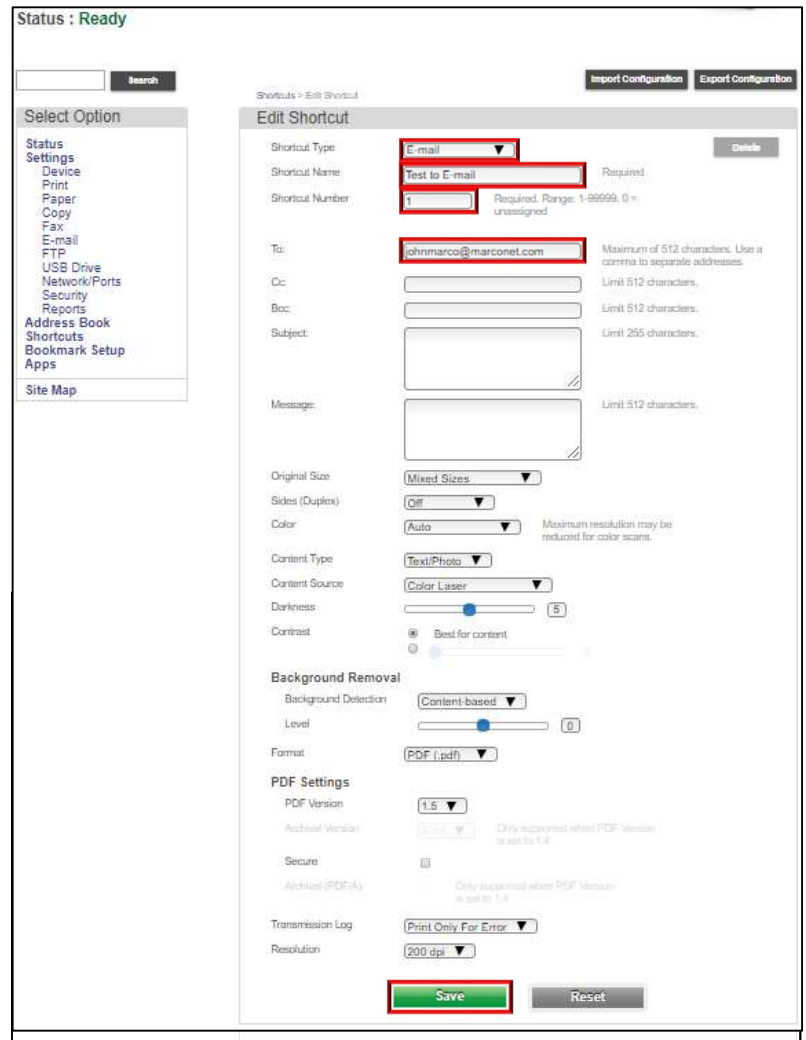1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

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2. Click **Shortcuts**
3. Click **Add Shortcut**

4. Click **E-mail** for **Shortcut Type**
5. Type in the **Shortcut Name**
6. Type in the **Shortcut Number**
7. Type in the e-mail address its going **To:**
8. Type in any other required information and click any required features

9. Click **Save** when finished
The shortcut is now added

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