TRAINING EXERCISE

ADDING USERS TO THE ADDRESS BOOK WITH EMAIL ADDRESS VIA WEB IMAGE MONITOR

STEP 1:
To add users to the Address Book using Web Image Monitor, enter the device’s IP address into a Web browser. Click Enter.

STEP 2:
Select Login.

STEP 3:
Enter Username and Password. Select Login.
STEP 4:
Select Device Management.

STEP 5:
Select Address Book.

STEP 6:
Using the Wizard Method, Select Add User.

STEP 7:
Under Destination, Select E-mail Destination.
STEP 8:
Select Go to Next.

STEP 9:
Enter the User’s Basic Information. Select Go to Next. (For demonstration purposes, the user’s information has already been added.)

Note: [Key Display] is how the user’s name will appear in the Address Book when accessed from the device’s Control Panel.

STEP 10:
• Enter the User’s E-mail Address.
• Select the option to Use This Address Also As The Sender’s Address.
• Select Go to Next.

(For demonstration purposes, this information has already been entered.)

STEP 11:
Confirm Registration Information. Select OK.
STEP 12:
The User has now been successfully added. If you need to add additional users, Select Add Users and repeat steps.

JOB TASK COMPLETE.