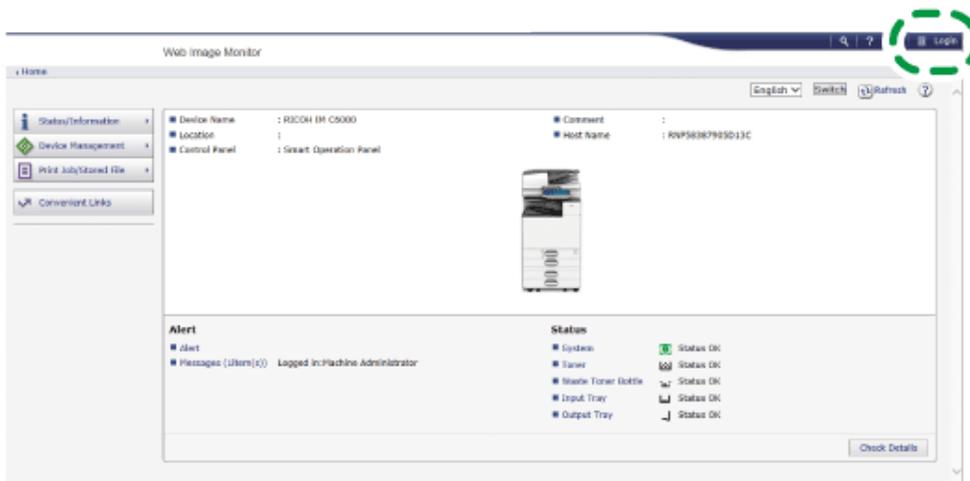# Registering User Information from Web Image Monitor

1 **Start a Web browser on the computer.**

2 **Enter "http://(IP address of the machine)" in the address bar of the Web browser.**

**To find "IP address", from copier select [Check Status] and under [Network] the listed IPV4 address will be listed. Use this number (example 192.168.1.200) in above IP address.
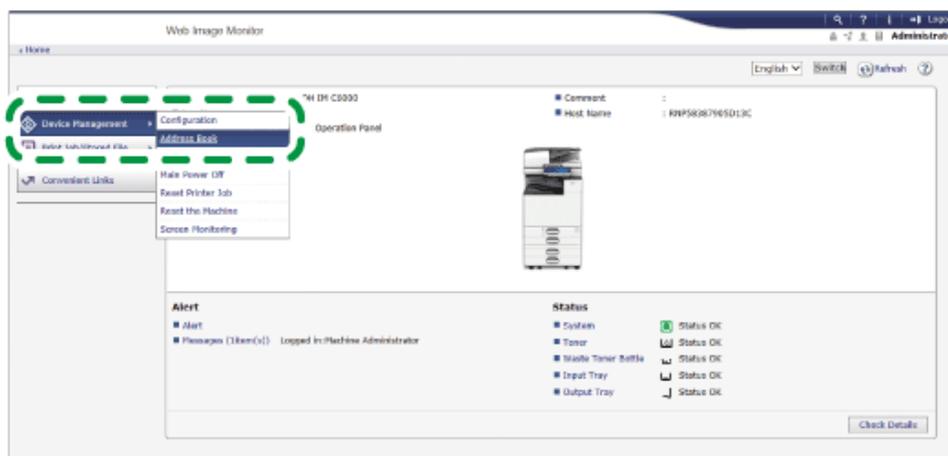
When you are connected to the machine, the top page of the Web Image Monitor is displayed.

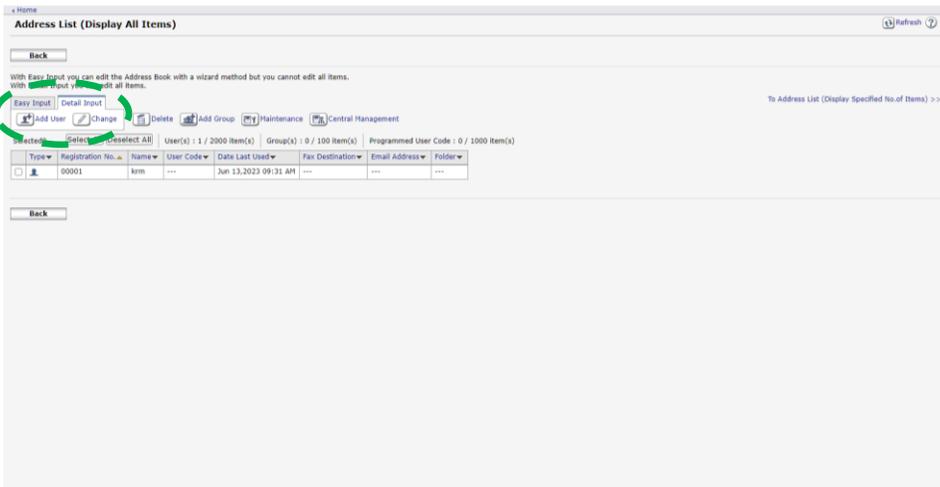**3** **Click [Login] on the top page of Web Image Monitor.**

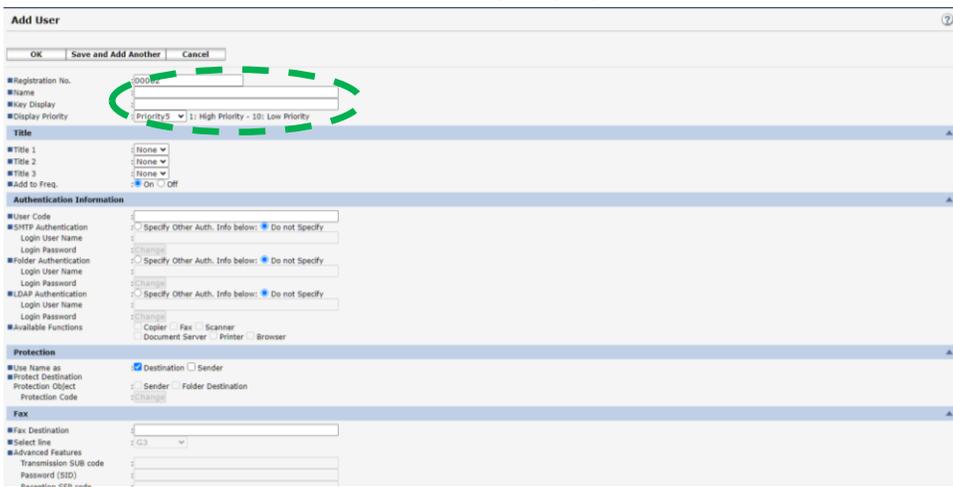**4** **Enter the login user name < admin > and password < leave blank >, and then click [Login].**

5 **Click [Address Book] from the [Device Management] menu.**

6 Click [Detail Input] on the "Address List" screen. Then click [Add User] under "Detail Input".
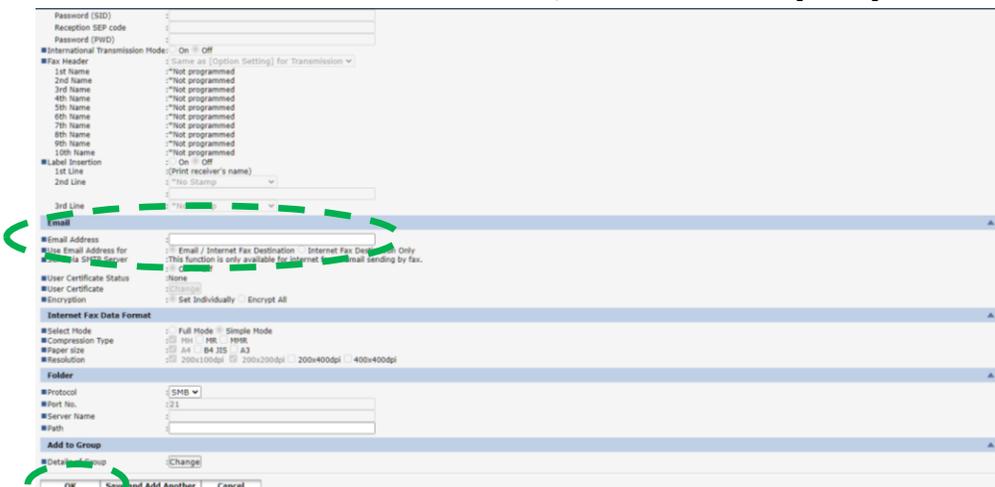

7 Enter new users in "Name" and "Key Display".

8 If using user codes under [Authentication Information] add the new users "User Code" to [User Code]. Then under [Available Functions] select the functions you want the user to be able to use.

    ** This section is only needed if you are using user codes to restrict or track prints and copies.

9 To add an email destination to the user, scroll down to the [Email] and added the users [Email Address].

10 Once finished adding user click [OK] at bottom of page.