# Adding Email to Lanier Devices

The first step is to register the person into the Lanier units with a User Code and email address. This gives them permission to access the unit and tracks usage

Open a Web Browser and in the address bar enter the Following IP Address and Press Enter
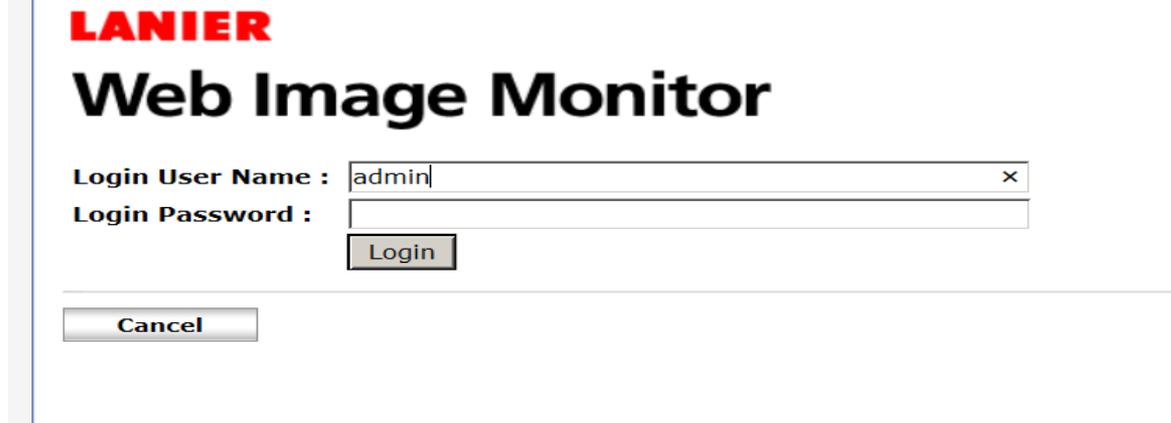- 192.16.1.5 (Mailroom Copier)
- 192.168.1.250 (Extended Offices)

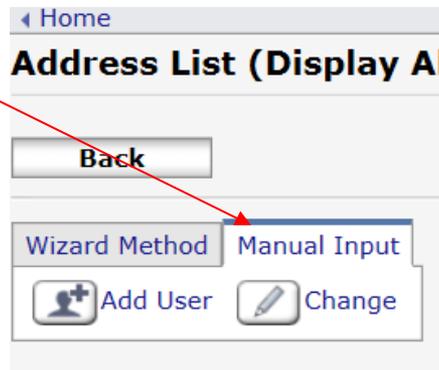Delete everything in the box and just type the numbers and hit enter

- Next Step is to Login to the unit, the log in is located at the top left of the screen



- Enter admin as the user name and leave the password blank and Press Login

**LANIER**

# Web Image Monitor

**Login User Name :** admin

**Login Password :**

Login

Cancel

- On the left hand side Hover your mouse over Device Management and click on Address Book

- Click On Manual Input

◄ Home

**Address List (Display Al**

Back

Wizard Method | Manual Input

Add User | Change

Click on Add User

◄ Home

**Address List (Display Al**

**Back**

| Wizard Method | Manual Input |

**Add User**     ✎ Change
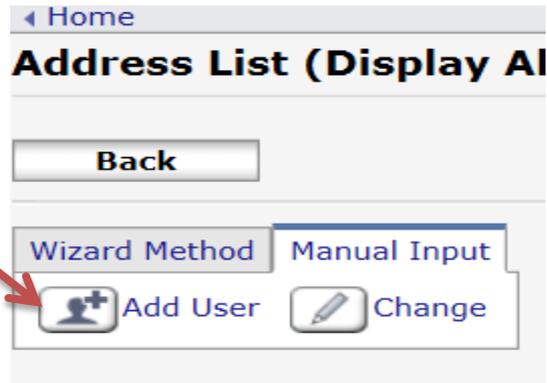
- Enter Agents Name  in Name Box and Key Display
- Drop Down Title 1- Select Initial Of First Name  and Add to Freg: Click Freq. (Off)
- Enter a 4-6 # Code for the agent

**Add User**

| OK | Save and Add Another | Cancel |

- Registration No.      : 00061
- Name                  : Dan Cellucci
- Key Display           : Dan Cellucci

**Title**

- Title 1      : CD
- Title 2      : None
- Title 3      : None
- Add to Freq.   : ○ On  ◉ Off

**Authentication Information**

- User Code    : 12345    ✕

- Under Available Functions  place a check mark in each box by clicking
- Also select Full Color/Auto Color Selection

■Available Functions
　　Copier　　　　　　　　　　　　 :☑ Full Color ☑ Two-color ☑ Single Color ☑ Black & White
　Color Copy Mode Limitation :◯ Limit to Auto Color Selection ⦿ Full Color / Auto Color Selection
　　Printer　　　　　　　　　　　　 :☑ Color ☑ Black & White
　　Other functions　　　　　　　 :☑ Document Server ☑ Facsimile ☐ Scanner ☑ Browser ☑ AS

- In the Email Box Enter the Agents Email

**E-mail**

■E-mail Address　　　　　　 : dcellucci@copiersplus.com　　　　　　　　 ✕
■User Certificate Status　　 :None
■User Certificate　　　　　　 : Change
■Encryption　　　　　　　　　 :⦿ Set Individually ◯ Encrypt All

At the Top or Bottom Press OK

| OK | Save and Add Another | Cancel |

GREAT JOB! The new agent is loaded into the copier