

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)

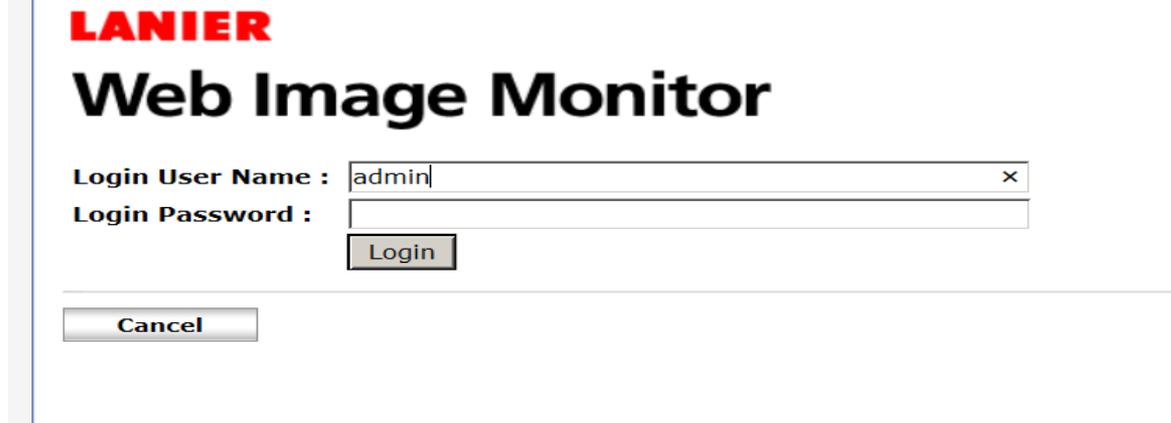
Delete everything in the box and just type the numbers and hit enter

The screenshot shows the Lanier MP C3502 Web Image Monitor interface. The browser address bar contains the URL `http://192.168.2.235/web/guest/en/websys/webArch/mainFrame.cgi`. The interface includes a navigation menu on the left with options like Status/Information, Device Management, and Print Job/Stored File. The main content area displays device information: Device Name: LANIER MP C3502, Location: , Comment: , Host Name: RNP002673546C98. Below this is an image of the copier. At the bottom, there are sections for Alerts (0 messages) and Status (System OK, Toner OK, Input Tray OK, Output Tray OK). A 'Check Details' button is visible at the bottom right.

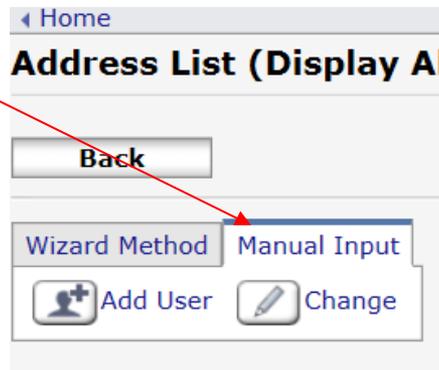
- Next Step is to Login to the unit, the log in is located at the top left of the screen



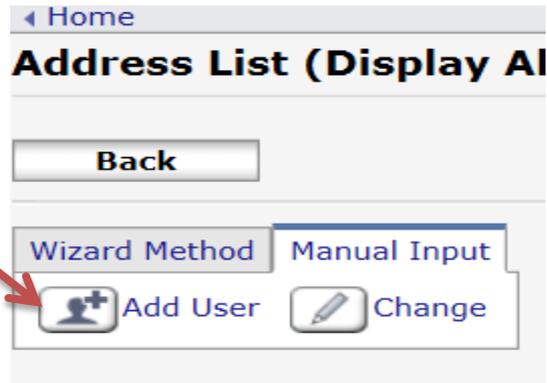
- Enter admin as the user name and leave the password blank and Press Login

The screenshot shows the LANIER Web Image Monitor login interface. At the top left, the LANIER logo is in red. Below it, the title 'Web Image Monitor' is in large black font. There are two input fields: 'Login User Name' containing 'admin' and 'Login Password' which is empty. A 'Login' button is positioned below the password field. A 'Cancel' button is located at the bottom left of the form area.

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



Click on Add User



- Enter Agents Name in Name Box and Key Display
- Drop Down Title 1- Select Initial Of First Name and Add to Freq: 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