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# How to Register a Multifunctional Product to scan to DocumentMall

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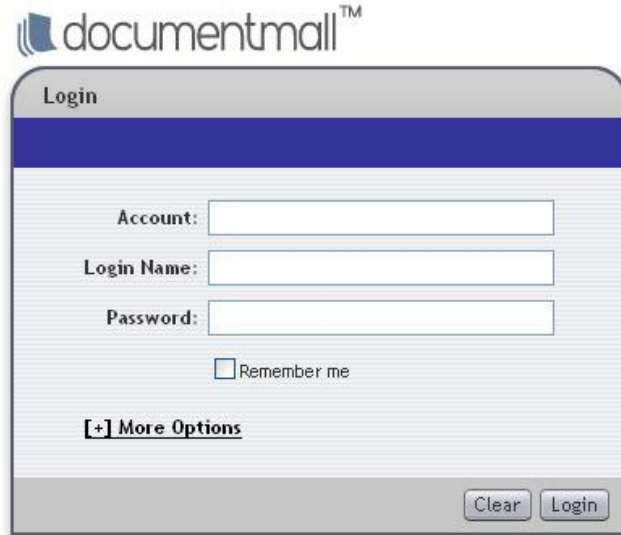
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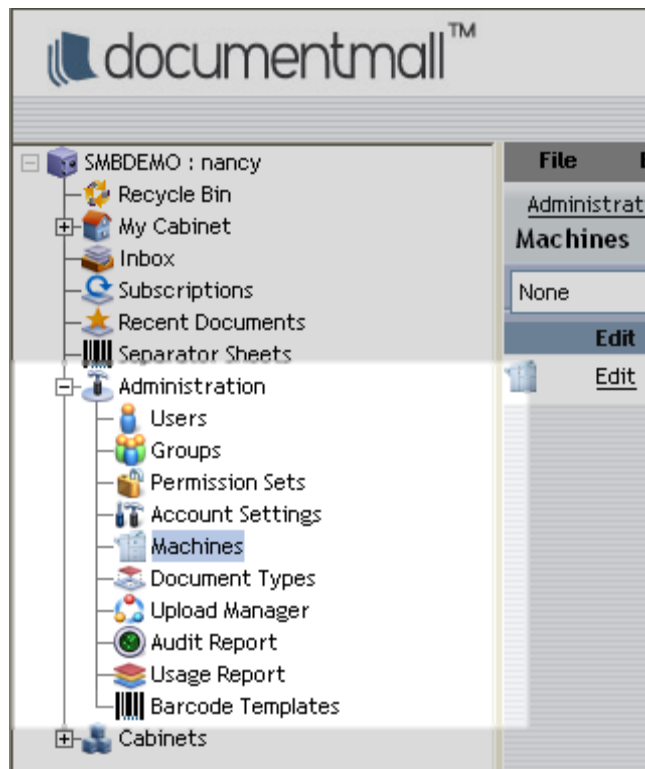
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## How to Register a Multifunctional Product within DocumentMall

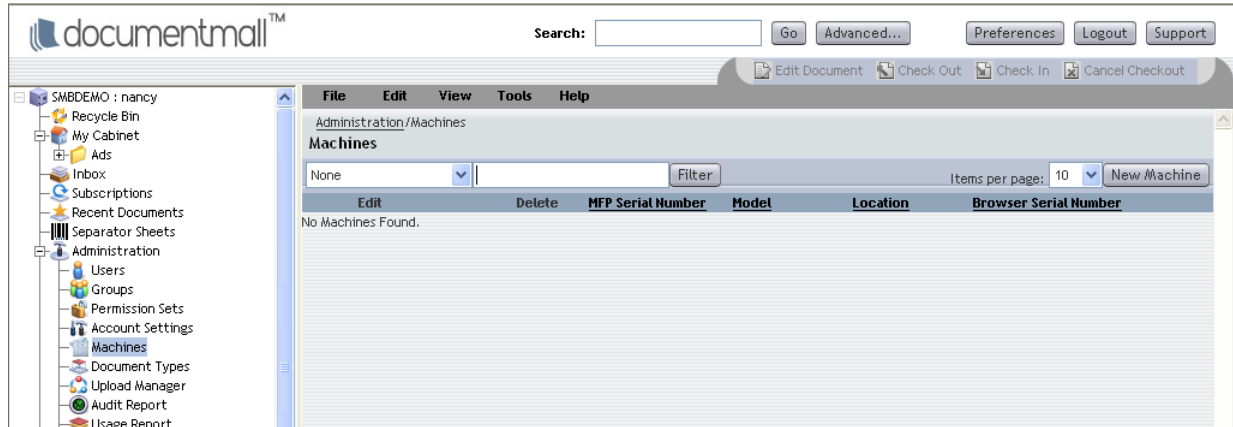
**Step 1:** Login to DocumentMall  
(Administrator(s) only)



**Step 2:** From the Directory Tree, click **Administration** then click **Machines** to launch the Machines page.



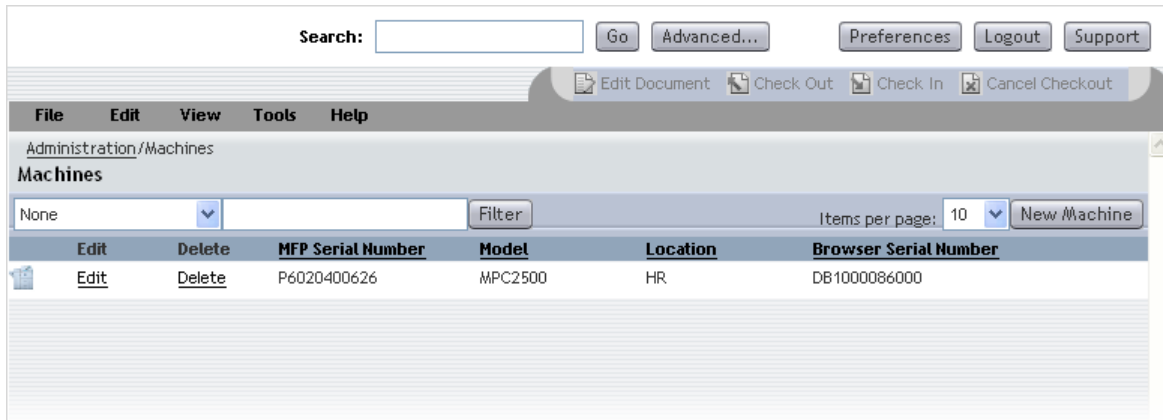
**Step 3:** The Machines page displays all machines, if any, that are registered to your account. Click **New Machine** to add a new MFP.



**Step 4:** Enter the serial numbers for your machine and MFP Browser.

The MFP Browser serial number is located on the back of the DocumentMall resource CD. To obtain the MFP serial number, press the User Tools/Counter button on your MFP, then select Counter and Print Counter list. The machine serial number is saved on the printed list.

**Step 5:** Click Save once you have entered all the information. The new MFP is now registered.



To confirm successful registration, login to DocumentMall from the MFP by pressing the scan button and DocumentMall. Select the Login button from the DocumentMall Welcome Screen and enter your DocumentMall user name, password, and account name. You are now ready to scan documents directly to DocumentMall.