

## HP PRODUCT QUICK GUIDE

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### SETTING UP ALERTS

Step 1: Obtain the IP address of the MFP

- At the MFP, click the blue “i”
- Then, select the “Ethernet” button to display the machine’s information
- The IPv4 address will be used to access the MFP web page

Step 2: Access the Embedded Web Server

- Type the IP address from step 1 into a web browser
- Do not include any HTTP or www before the IP address
- The computer you are using to access the machine must be on the same network as the MFP

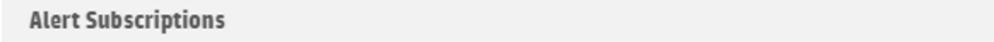
Step 3: Navigate to the “General Tab”



General

Step 4: On the left side, click “Alerts”

Step 5: Navigate to the “Alert Subscriptions” and click on “New Subscription”



#### Alert Subscriptions



There are no alert subscriptions in place. Click **New Subscription** to subscribe to alerts.



New Subscription



Edit



Test



Delete...

Step 6: Provide a name for the alert, input emails or mobile device numbers for the alert, and click on the alerts that you would like to turn on. Then click OK to set the alerts up.

