

Enter a Fax Number on Bizhub C203

These instructions will describe how to enter a fax number via the MFP's Control Panel

1. Press **[Utility/Counter]**
2. Touch **[One Touch Registration]**
3. Touch **[Create One Touch Registration]**
4. Touch **[Address Book (Public)]**
5. Touch **[Fax]**
6. Touch **[New]**
7. Touch **[Name]**
 - a. Enter the desired name
 - b. Touch **[OK]**
8. Touch **[Fax Number]** and enter the desired fax number

*** NOTE *** due to upcoming changes to the MTS phone system, it is recommended that you enter the area code for local numbers
9. Touch the down arrow
10. Select your desired index, and icon
11. Touch **[OK]**
12. Press the yellow **[Reset]** button

