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Add/Edit/Delete Fax Numbers

- 1. Double click the Copiers Icon on the desktop, or open a web browser and enter the copiers IP address into the address bar (192.168.113.102)
- 2. If required, login as a public user
- 3. Click the [Scan] tab
- 4. To enter a new fax number, click [New Registration]
 - a. To Edit a fax number, click the edit icon (pencil and paper) beside the fax name/number
 - b. To delete a fax number, click the delete icon (garbage can)
- 5. Select [Abbr. Dial] and click [Next]
- 6. Enter the desired name
- 7. Select the search index from the dropdown box
- 8. If you want this address to be in the favourites on the main page when you press the **[Fax]** button on the copier, make sure that **Main** checkbox is checked
- 9. Enter the phone number in the **[Destination]** box (make sure to put the area code for local numbers)
- 10. Click [Apply]

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