



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]**

