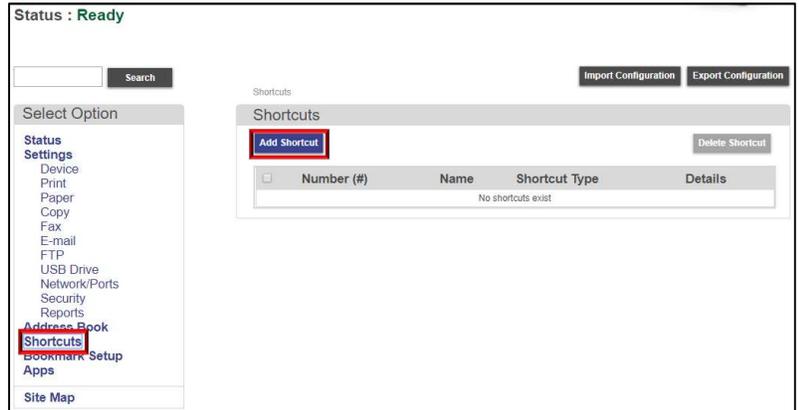
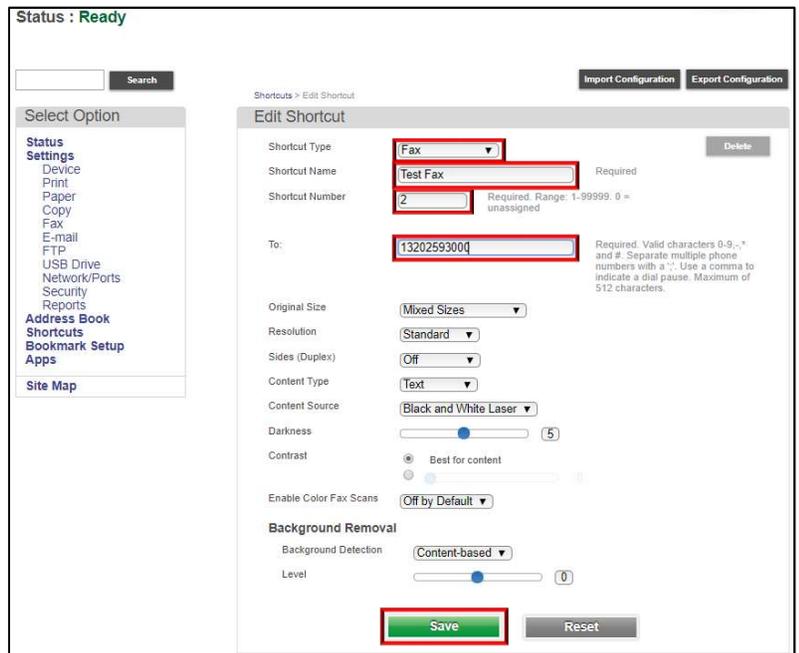


1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier
2. Click **Shortcuts**
3. Click **Add Shortcut**



4. Click **Fax** for **Shortcut Type**
5. Type in the **Shortcut Name**
6. Type in the **Shortcut Number**
7. Type in the fax number it's going **To**:
8. Click on any required features



9. Click **Save** when finished

The shortcut is now added

