

- 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

Search	Shortouts > Edit Shortout		Import Configuration Export Configural
Select Option	Edit Shortcut		
Select Option Status Settings Device Print Paper Copy Fax E-mail FTP USB Drive Network/Ports Security Reports Address Book Shortcuts Bookmark Setup Apps Site Map	Edit Shortcut Shortcut Name Shortcut Name To: Original Size Resolution Sides (Duplex) Content Source Darkness Contrast Enable Color Fax Scans	Fax Test Fax Test Fax Center of the set o	Deter Required mge: 1-99999.0 = Required. Valid characters 0.9 y.* and 9. Separate multiple phone indicate a dial pause. Maximum of S12 characters.
	Background Removal Background Detection	Content-based V	
	Level		

9. Click Save when finished

The shortcut is now added



TO PLACE A SERVICE CALL OR ORDER SUPPLIES: CALL 800.847.3098 AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE