Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1. Type the printer IP address into the address field of your Web browser.

    If you do not know the IP address of the printer, you can:

    > View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.

    > Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2. Select shortcuts>>select Shortcut Type>>Enter a Name for the shortcut>>Choose all the appropriate options (including entering the fax number)>>select Save

3. If setting up a shortcut for multiple numbers, separate phone numbers with a comma.

    Note: A password may be required. If you do not have an ID and password, get one from your system support person.

Creating a fax destination shortcut using the touch screen

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

    Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3. From the home screen, navigate to:

    Fax > enter the fax number

    To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

4. To save as a favorite (once all options are chosen) select the Star at the top of the screen>>select Add shortcut>>name the shortcut and Select OK.