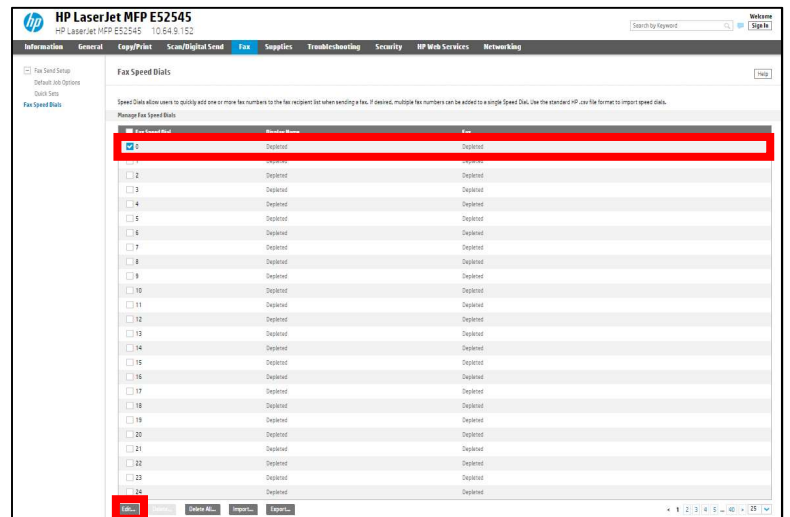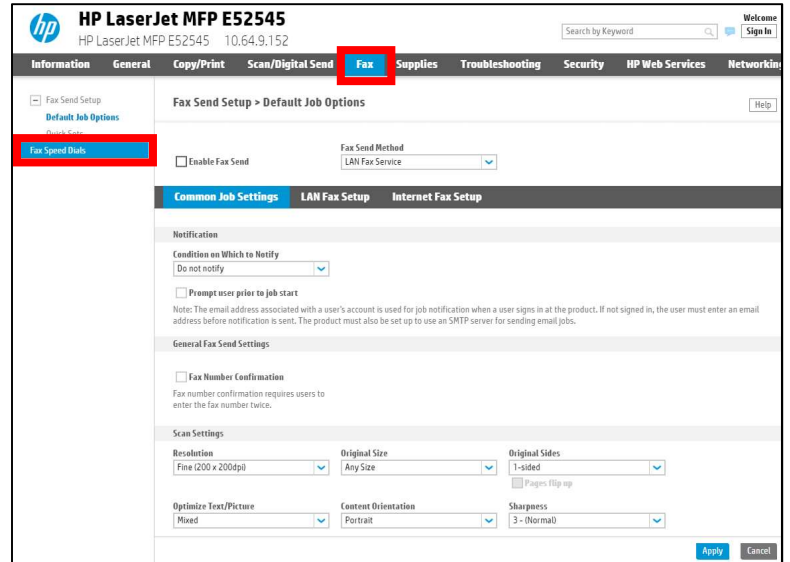1. In the address bar of the web browser of your choice, type in the **IP Address** of the copier

   _____

2. Click **Fax** on the top row
3. Click **Fax Speed Dials** on the left column

4. Check the box of the **Fax Speed Dial** you want to edit
5. Click **Edit** towards the bottom of the page

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6. Type in the **Display Name**
7. Type in the **Fax Number**
8. Click **Add**
9. Type in additional numbers as needed
10. Click **OK**

You should see **The operation was completed successfully** at the top of the screen when finished

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