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How to register/change/delete a fax destination in the Address Book

Published 10/08/2010 03:18 AM | Updated 12/22/2017 05:05 PM | Answer ID 126436

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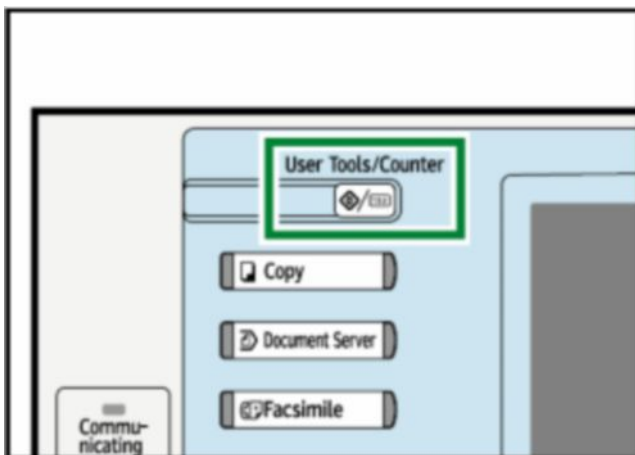
How do I register, change, or delete a fax destination in the Address Book?

To register, change, or delete a fax destination, follow the procedures below.

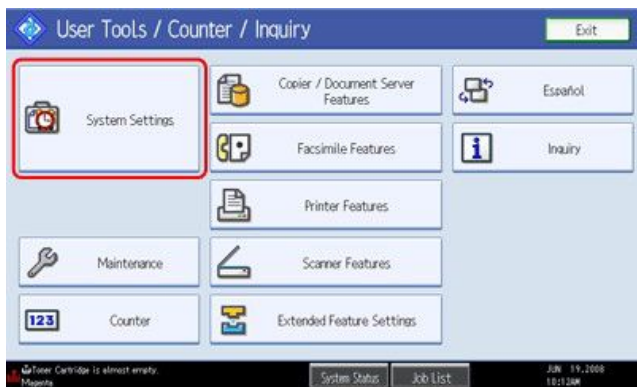
Registering a Fax Destination

To register a name and fax number to the Address Book, follow these steps.

1. Press the **[User Tools/Counter]** key.



2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Check that **[Program / Change]** is selected.
6. Press **[New Program]**.



7. Press **[Change]** under "Name".

The name entry display appears.

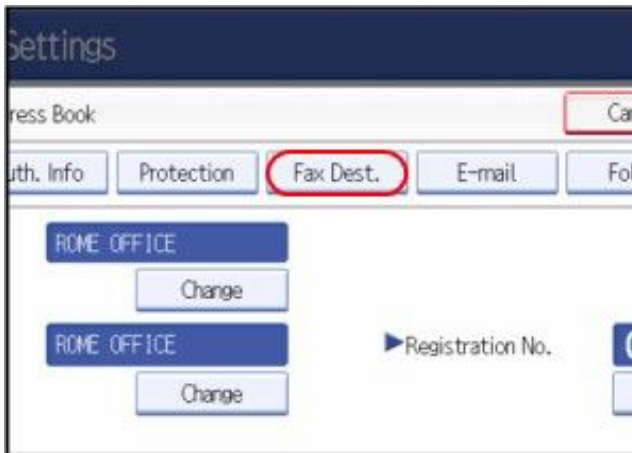


8. Enter the name, and then press **[OK]**.

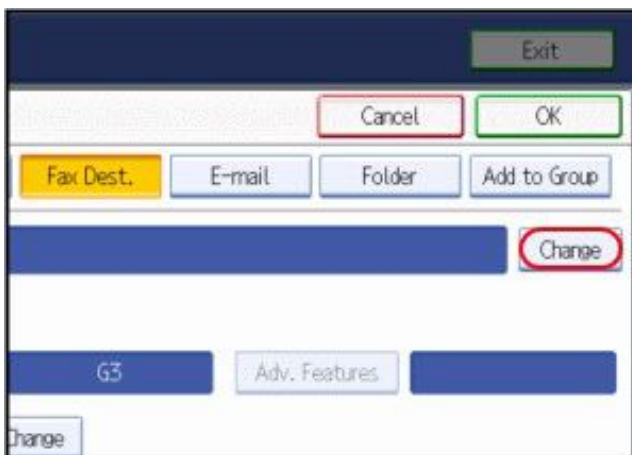
If necessary, press **[Change]** under "Key Display", and then enter the name of the key to which the destination is assigned.

9. Press the key for the classification you want to use under "Select Title".

10. Press **[Fax Dest.]**.



11. Press **[Change]** under "Fax Destination".



12. Enter the fax number using the number keys, and then press **[OK]**.

13. Specify the following functions for each destination, as necessary:

- Select Line: specify a line port for each destination.
- Adv. Features: program SUB/SID/SEP/PWD Codes.
- International TX Mode: set whether or not to use International TX Mode.
- Fax Header: specify the header that appears on your faxes when the receiver prints them.
- Label Insertion: specify label information such as the destination name that appears on your faxes when the receiver prints them.

14. Press **[OK]**.

15. Press **[Exit]**.

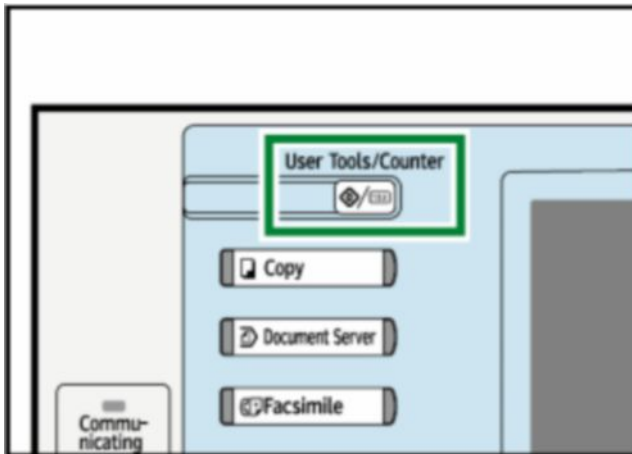
16. Press the **[User Tools/Counter]** key.

[Section Top](#)

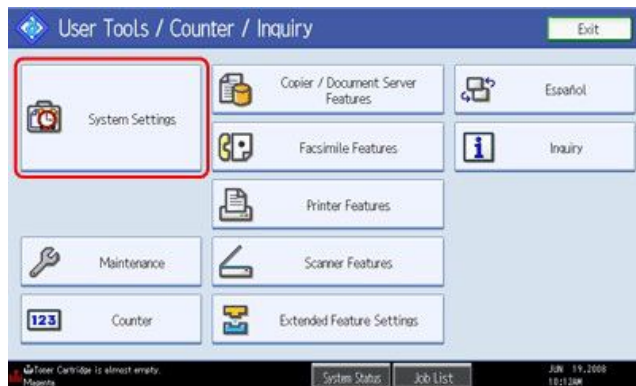
Changing a Fax Destination

To change a name and fax number registered in the Address Book, follow these steps.

1. Press the **[User Tools/Counter]** key.



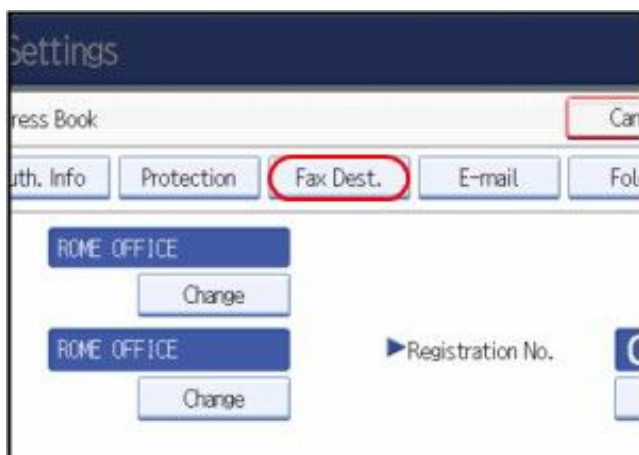
2. Press **[System Settings]**.



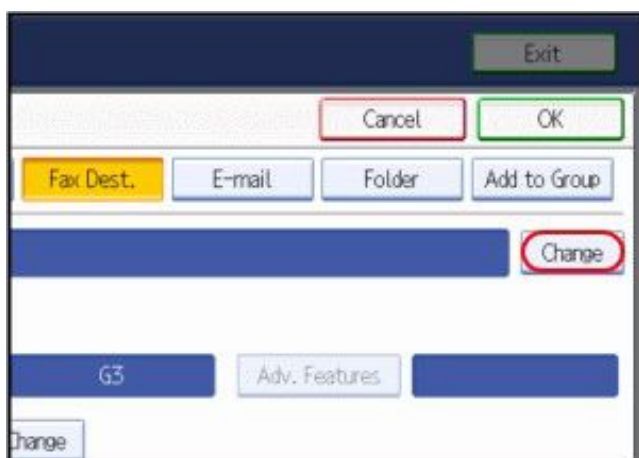
3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Check that **[Program / Change]** is selected.
6. Select the name whose fax destination you want to change.
Press the name key, or enter the registration number using the number keys.
7. To change the name or key display, press **[Change]** under "Name" or "Key Display".



8. Enter the name or key display, and then press **[OK]**.
9. To change the title, press the key for the classification you want to use from "Select Title".
10. Press **[Fax Dest.]**.



11. Press **[Change]** under "Fax Destination".



12. Enter the new fax number using the number keys, and then press **[OK]**.
13. Change the settings of "Select Line", "Adv. Features", "International TX Mode", "Fax Header", and "Label Insertion", as necessary.

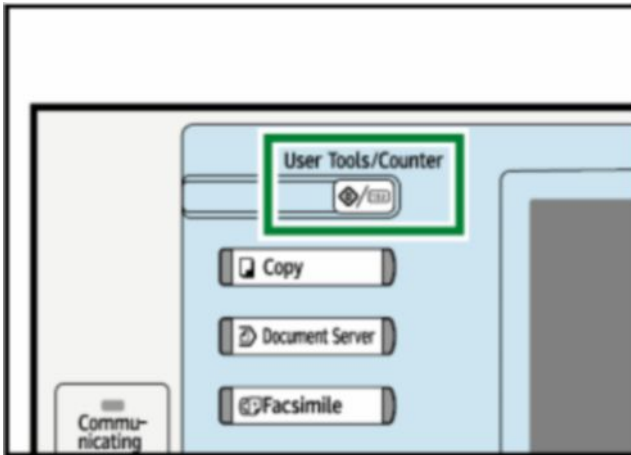
14. Press **[OK]**.
15. Press **[Exit]**.
16. Press the **[User Tools/Counter]** key.

[Section Top](#)

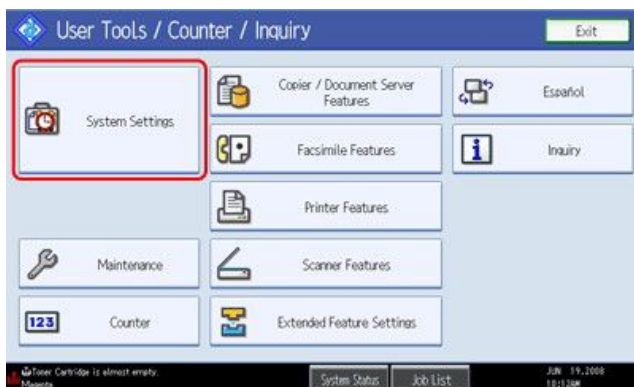
Deleting a Fax Destination

To delete destination information from the Address Book, follow these steps.

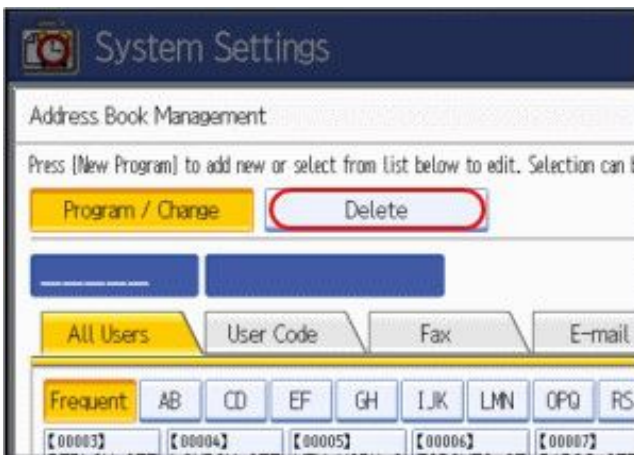
1. Press the **[User Tools/Counter]** key.



2. Press **[System Settings]**.



3. Press **[Administrator Tools]**.
4. Press **[Address Book Management]**.
5. Press **[Delete]**.



6. Select the name you want to delete.

Press the name key, or enter the registration number using the number keys.

7. Press **[Yes]**.

8. Press **[Exit]**.

9. Press the **[User Tools/Counter]** key.

[Section Top](#)