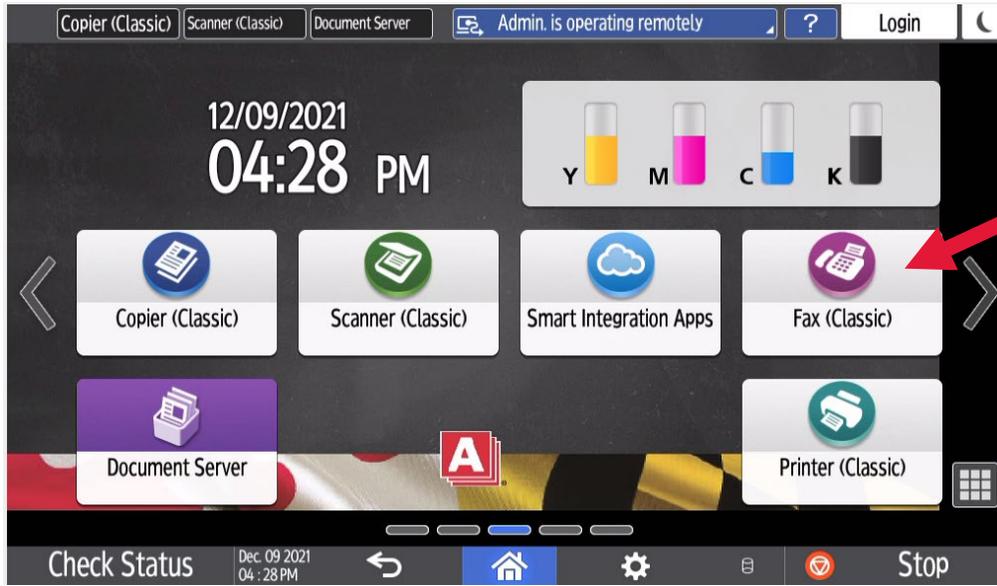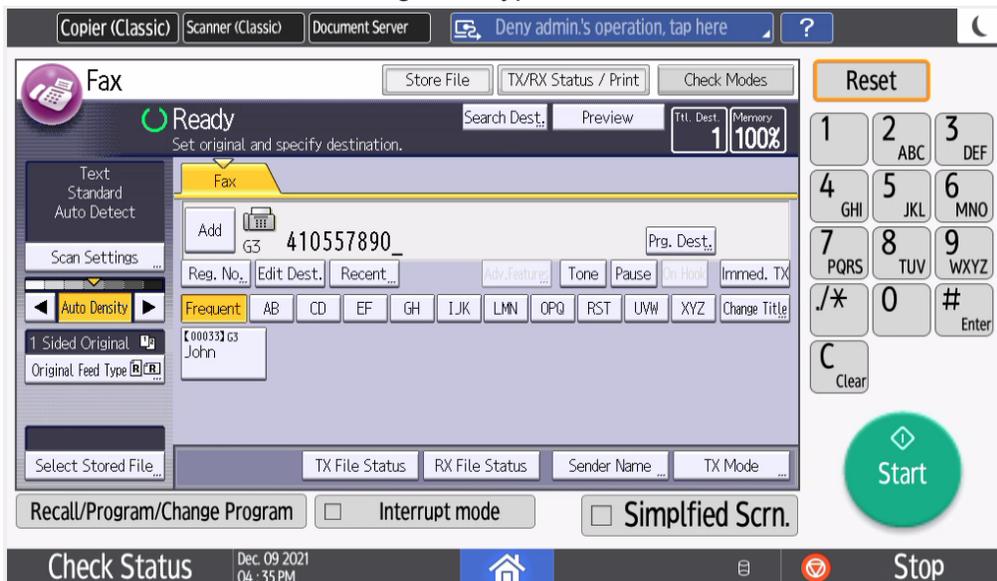# How to Add a Fax Number to the Fax (Classic) Screen on Your Ricoh/Savin Machine

1. From the Home Screen select the Fax Classic icon

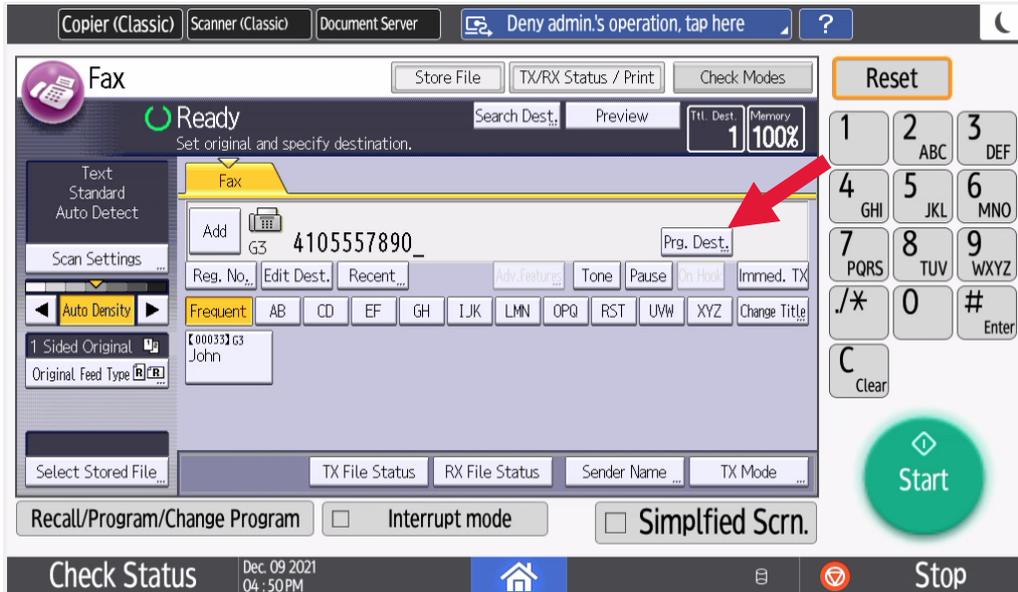2. Dial in the fax number using the keypad
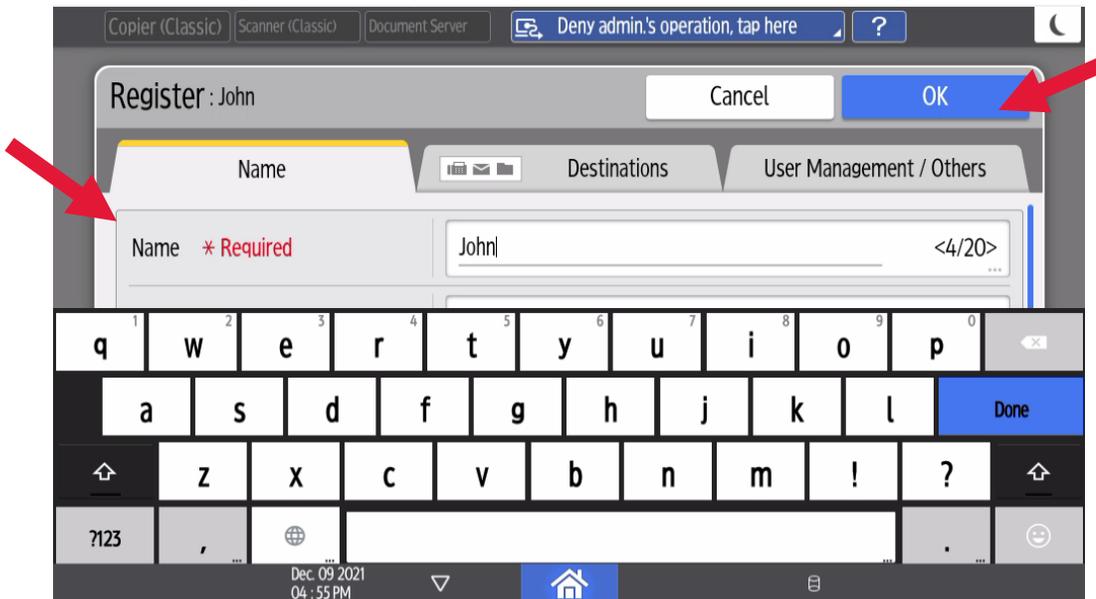

For More Information:

Contact an Advance Expert:

410.628.0490 **or** Dispatch@advancestuff.com

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3.Select the "Prg. Dest" tab

4.Enter the name in the Required Name field & select "OK"

For More Information:
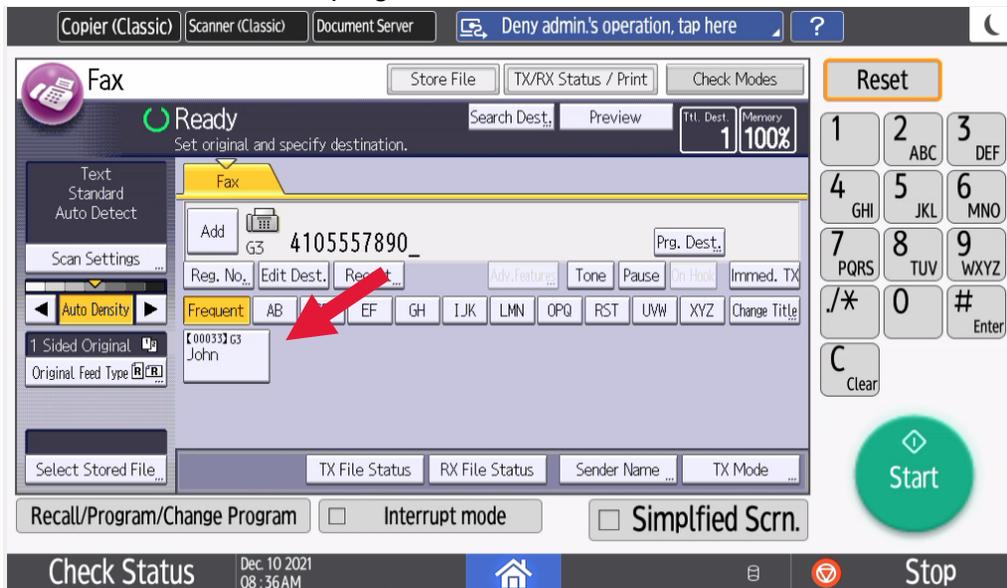
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5.The fax number is now programmed on the Fax Screen