FPR
Managed Savings Provider ™

Shortcut Directions for the Lexmark X654

Directions to add a Fax Shortcut to the Lexmark X654 via the Lexmark X654

To Save:
1. Press **Home Screen** (Button under screen with the house shape)
2. Press **FAX**
3. Type in (phone number) to be programmed, make sure you put in 8 and the number just like you would when sending thru the fax machine.
4. Press Save as **Shortcut**
5. Type in Shortcut name---name you want it to be saved as and hit enter
6. A pop up will show up on the screen --**Hit OK**.

To Retrieve:
1. Press **#** plus shortcut number assigned. Make sure the one you want is highlighted.
2. Press **Continue**.
3. Press **Fax It** to send.

OR
1. Select **Fax**.
2. Select **Address Book.**
3. Type in first few letters of the name and select **Search.**
4. Press **arrow shape** to select
5. Press **Fax it** to send fax

Directions to set fax name & number via the Lexmark X654

1. Press **Menu** key (button has a key shape on it)
2. Select **Settings**
3. Select **Fax Settings**.
4. Select **Analog Fax Settings**.
5. Select **General Fax Settings**.
6. Select **Station Name and enter information you want shown on the fax line and press submit.**
7. Select **Station Number and enter your fax number and press submit**.
8. Press the **Home** button (button has house shape on it)**.**

Directions to delete a fax shortcut from the Lexmark X654 via your computer

1. Lexmark X654 must be connected to the network.
2. Pull up the web and enter the **IP address** and click enter.
3. Click on **Configuration** on the left side of the screen.
4. Under **Other Settings** on the right side of the page, click on **Manage Shortcuts**.
5. Click on **Fax Shortcut Setup**.
6. Click on the item you wish to delete and it will populate the information.
7. Click on **Delete Entry**.

8. It will make sure you want to delete, screen will say **Click on the button below to delete** entry. Click on **Delete Entry**.
9. Entry has been deleted.

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2. Pull up the web and enter the IP address and click enter.
3. Click on **Configuration** on the left side of the screen.
4. Under Other Settings on the right side of the page, click on **Manage Shortcuts**.
5. Click on **Fax Shortcut Setup**.
6. Populate the information –**name** of shortcut, **phone number** including 8 before the number and the **number** in which you wish for the shortcut to be listed.
7. Click on **Add.**
8. Shortcut has been added.

Directions to print fax shortcut list for the Lexmark X654 via your computer

1. Lexmark X654 must be connected to the network.
2. Pull up the web and enter the IP address and click enter.
3. Click on **Reports** on the left side of the screen.
4. Click on **Shortcut list**.
5. Click on the Printer symbol at the top of the page (**or** click on **File**, then click on **Print**, then click on **Print** in the popup box) to print the shortcut list.