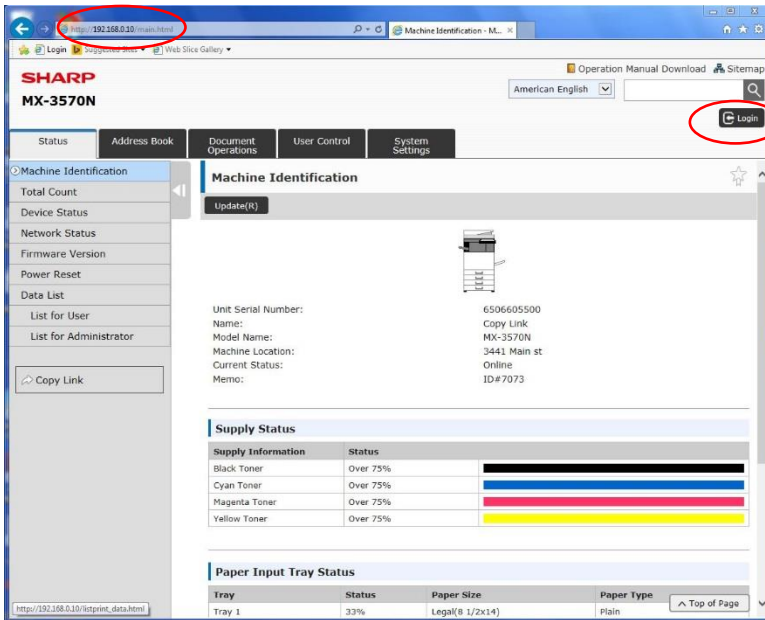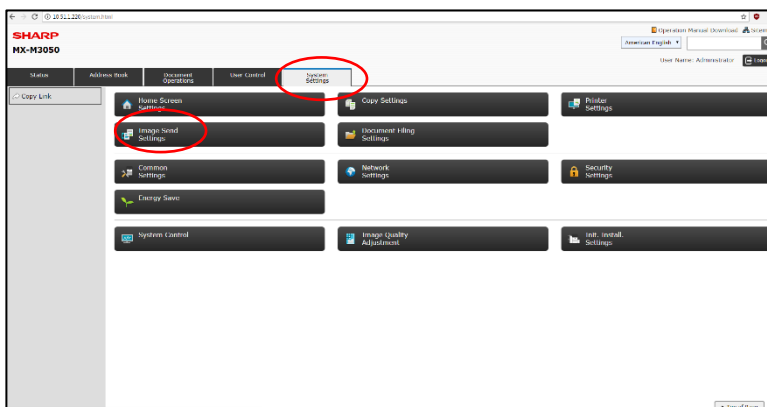# Changing **FAX Numbers** on a Sharp Multi Function Printer

Log in to Device Webpage by typing the Printers IP address into your browser.
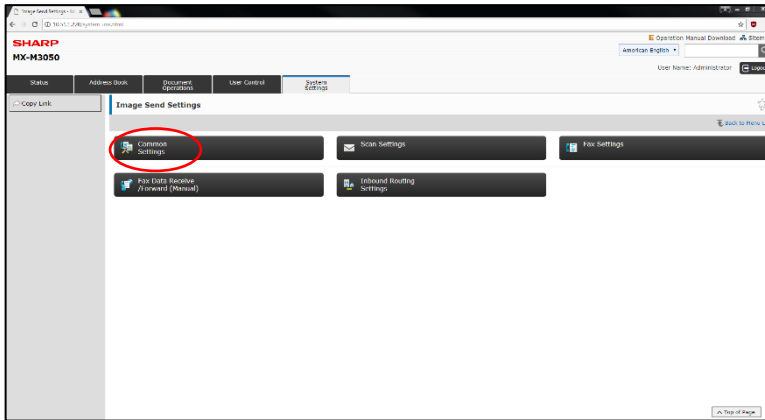
Login as an administrator. (PW: admin)
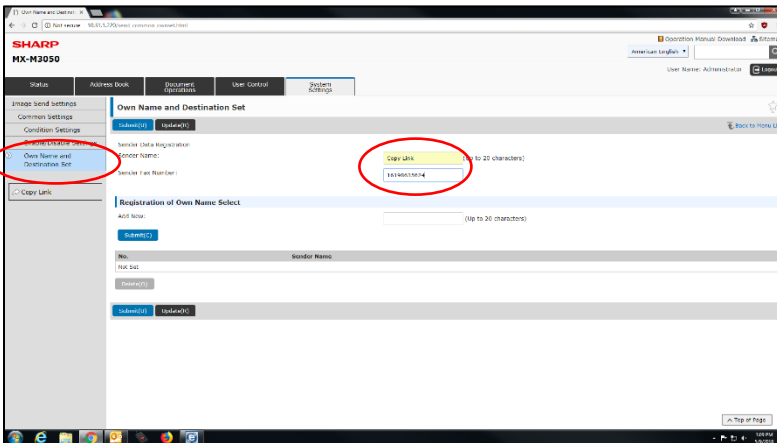
Checking the **Device FAX Number**

Select **System Settings** in the menu on the top

Select **Image Send Settings** in the submenu
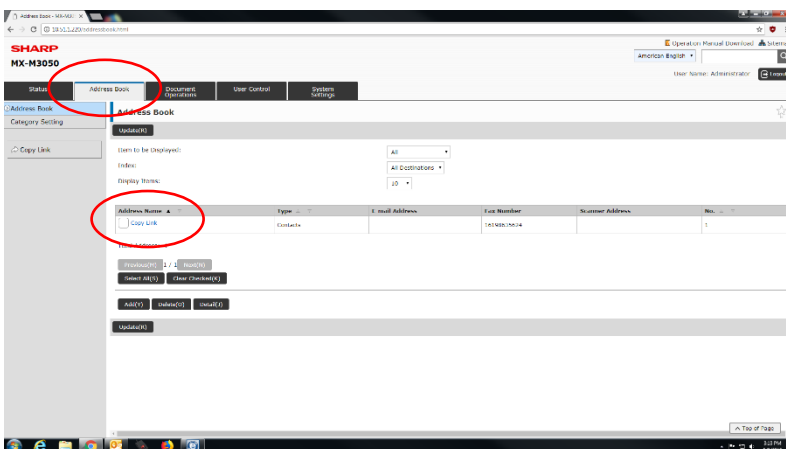
Select **Common Settings**

Select **"Own Name & Destination Set"** in the menu on the left

Edit the Fax number to include:
1 + Area Code + Phone Number

Choose **Submit**

Checking the Destination **FAX Numbers in the Address Book**

Select the **Address Book** Tab
Select the Address to be edited

The Address Registration menu will appear

Scroll to the bottom of the menu and select the FAX tab

Select Address 1 in the dropdown menu

Edit the Fax number to include:
1 + Area Code + Phone Number

Choose **Submit**

Repeat this process for all addresses that require updates