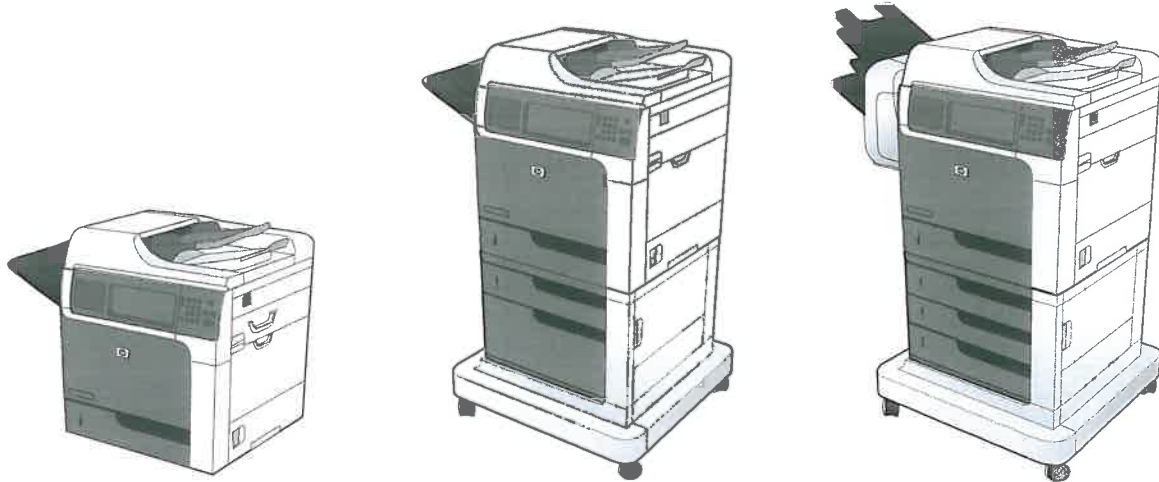




# LASERJET ENTERPRISE M4555

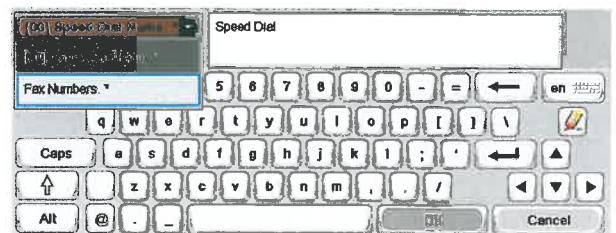
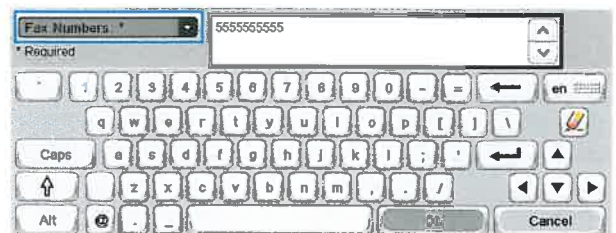
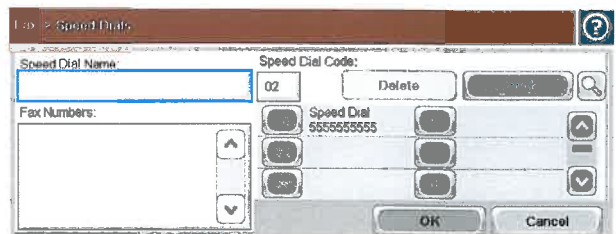
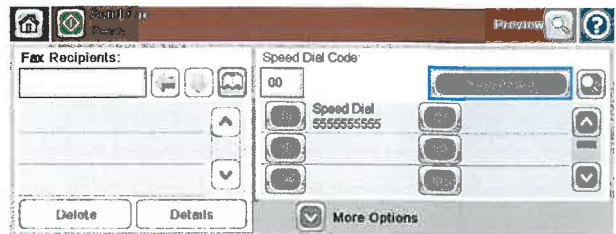
MFP SERIES

## User Guide




## Create a speed dial list

1. From the Home screen, scroll to and touch the **Fax** button.
2. Touch the **Speed Dials** button to display the **Speed Dial** screen.
3. Touch a **Speed Dial Number**.
4. Touch the **Speed Dial Name** box to display the keyboard.
5. Type a name for the speed dial.
6. Touch the down arrow on the **Speed Dial Name** box to open the drop down menu.
7. Touch the **Fax Number** option.

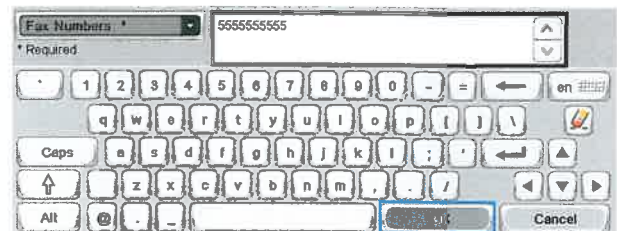
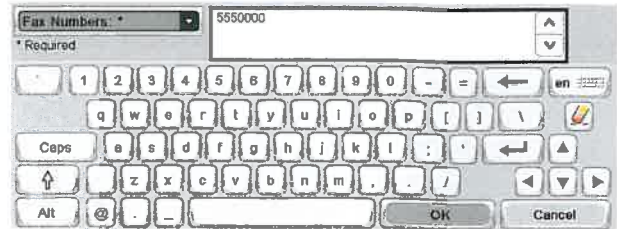


8. Type a fax number for the **Speed Dial Name**.

**NOTE:** To enter additional fax numbers for a speed dial name, touch the screen to the right of the last digit of the previously entered fax number. When the cursor appears, touch the enter key  to move the cursor to the next line. Repeat this step to enter all the numbers for the speed dial name.

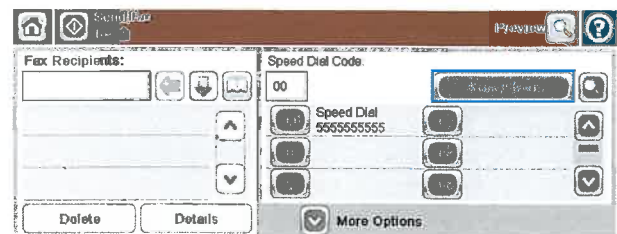
9. Touch the **OK** button. The name and fax number (or numbers) will appear next to the **Speed Dial Number**.

10. When finished, press the **OK** button to return to the **Fax** screen

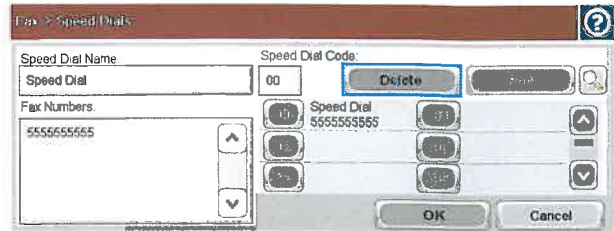


## Delete a speed dial list

1. From the Home screen, scroll to and touch the **Fax** button.
2. Touch the **Speed Dials** button to display the **Speed Dial** screen.



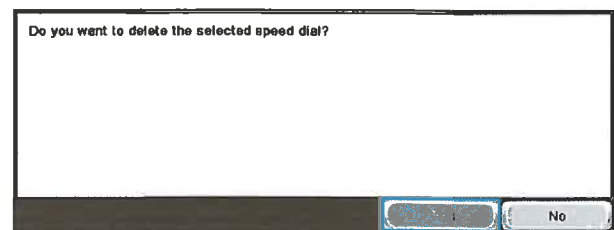
3. Touch a **Speed Dials** number of the list to be deleted.



4. Touch the **Delete** button.



5. Touch the **Yes** button to confirm the deletion of the speed dial list and to return to the **Fax** screen.

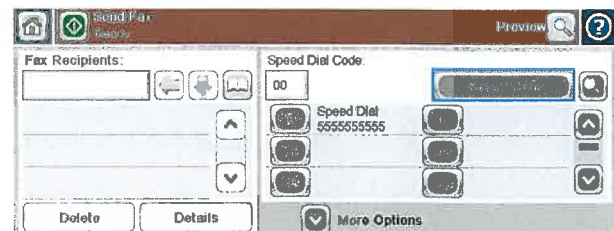


## Delete a single number from the speed dial list

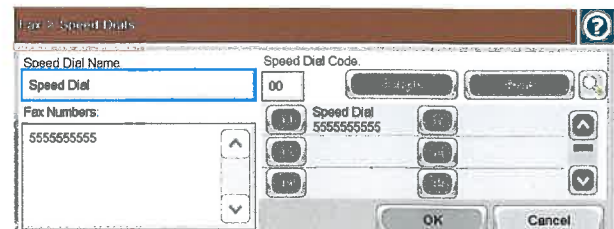
1. From the Home screen, scroll to and touch the **Fax** button.



2. Touch the **Speed Dials** button to display the **Speed Dial** screen.



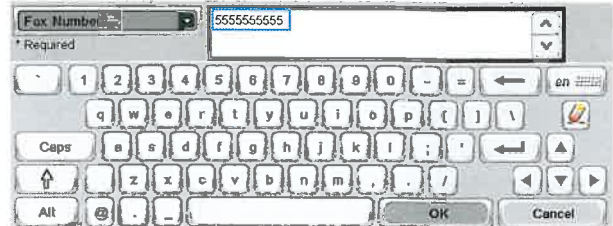
3. Touch the **Speed Dial** number of the list to open the keyboard.



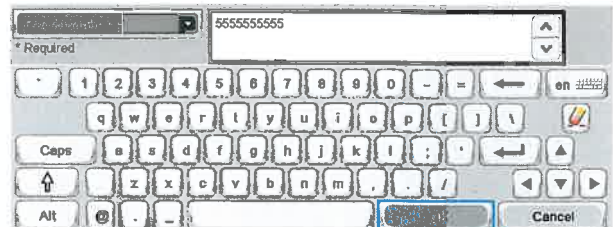
4. Touch the down arrow on the **Speed Dial Name** box to open the drop down menu and then touch the **Fax Numbers** option.



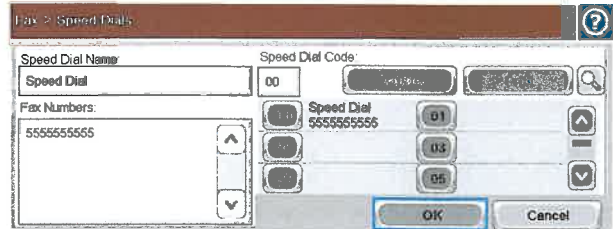
5. Scroll through the list of fax numbers and touch the screen to the right of last digit of the fax number to be deleted. Use the backspace key to delete the fax number.



6. Touch the **OK** button to return to the **Speed Dials** screen.



7. Touch the **OK** button to return to the **Fax** screen.

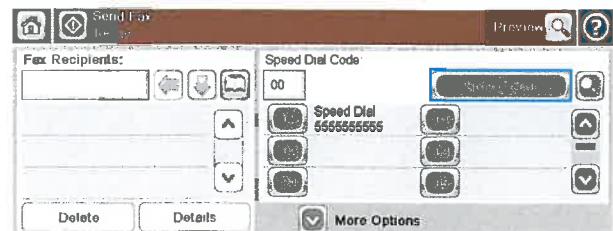


## Add a number to an existing speed dial list

1. From the Home screen, scroll to and touch the **Fax** button.

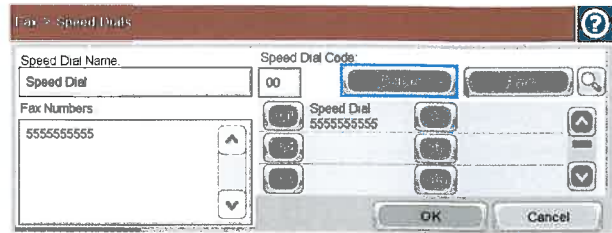


2. Touch the **Speed Dials** button to display the **Speed Dial** screen.





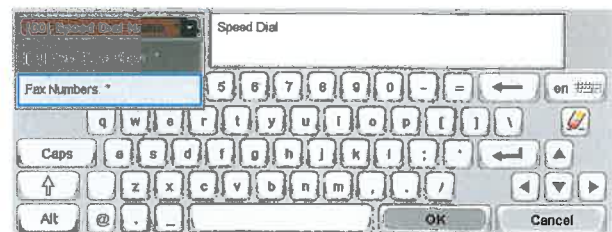
3. Touch the **Speed Dial** number of the list to be edited.




4. Touch the down arrow on the **Speed Dial Name** box to open the drop down menu.



5. Touch the **Fax Numbers** item.



6. To add a fax number for a speed dial name, touch the screen to the right of the last digit of the last fax number in the list. When the cursor appears, touch the enter key  to move the cursor to the next line and then type the fax number.



7. Touch the **OK** button to return to the **Speed Dials** screen.



8. Touch the **OK** button to return to the **Fax** screen.

