

## IX TO PRINT REPORTS AND LISTINGS

### A. SPEED DIAL LIST

1. Open panel cover
2. Press **REPORT**
3. Press **▼** to display **“2. SPEED DIAL LIST”**
4. Press **SET**
5. Press **▼** to search for desired list  
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or  
“3.GROUP DIAL LIST”
6. Press **SET**
7. (a) If Group Dial list is selected, machine will now start to print  
(b) If 1-Touch or Coded Dial list is selected, display will show  
**“SORTED OUTPUT”**
8. Press **▼** to select “1.NO” or “2.YES”  
(a) “1.NO” - list is printed in order of Speed Dial numeric list  
(b) “2.YES” - list is print in alphabetical order
9. Press **SET**

### B. TO PRINT A LIST OF PREVIOUS 40 TRANSACTIONS

1. Open panel cover
2. Press **REPORT**
3. Press **SET**

### C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open panel cover
2. Press **REPORT**
3. Press **▼** to select **“4.DOC MEMORY LIST”**
4. Press **SET**