

## IX TO PRINT REPORTS AND LISTINGS

### A. SPEED DIAL LIST

1. Open all three panel covers
2. Press **Report**
3. Press ▼ to display “**2. SPEED DIAL LIST**”
4. Press **OK**
5. Press ▼ to search for desired list  
i.e. “1. 1-TOUCH LIST”, “2. CODED DIAL LIST” or  
“3.GROUP DIAL LIST”
6. Press **OK**
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 SORT” or “2.SORT”  
(a) “1.NO SORT” - list is printed in order of Speed Dial numeric list  
(b) “2.SORT” - list is printed in alphabetical order in the name column
9. Press **OK**

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

1. Open all three panel covers
2. Press **Report**
3. Press **OK**

### C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open all three panel covers
2. Press **Report**
3. Press ▼ to select “**4.DOC MEMORY LIST**”
4. Press **OK**