

## IX TO PRINT REPORTS AND LISTINGS

### A. SPEED DIAL LIST

1. Press **Function**
2. Press **Report**
3. Press ▼ to display “**SPEED DIAL LIST**”
4. Press **OK**
5. Press ▼ to search for desired list  
i.e. “**1-TOUCH LIST**”, “**CODED DIAL LIST**” or  
“**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 \* = YES or # = NO

The machine starts to print.

### B. TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS

1. Press **Function**
2. Press **Report**
3. Press **OK**

### C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Press **Function**
2. Press **Memory Reference**
3. Press **OK**