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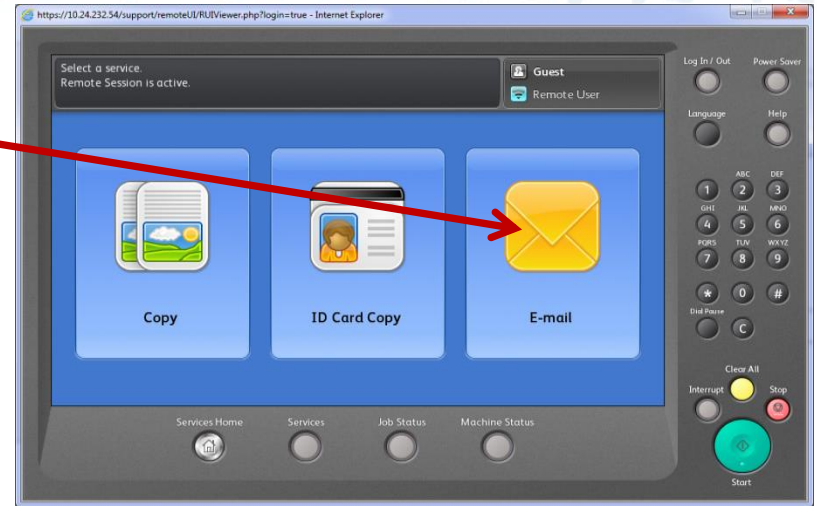
*Now and Tomorrow, Excellence in Everything We Do*

# Process to Add your Name or the Name of a Recipient to the list of Favorites on the New Xerox Printers

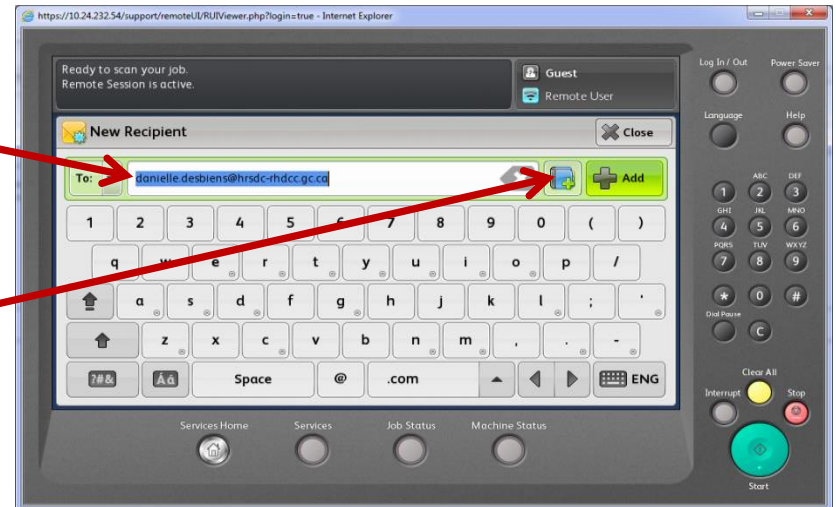


**Note :** The following instructions describe the process for the Xerox WorkCenter 5945 model. Although your Xerox model may be different, the process will be similar.

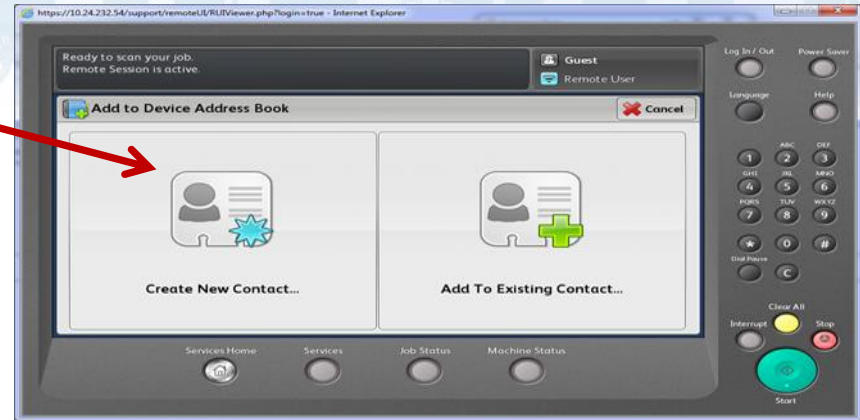
- Press the **Services Home** button on the Control Panel, and then select **E-mail**.




- Select the **New Recipient** tab and enter your **complete email address** (or the address of a frequently used recipient).
- Press on the icon representing a book with a + sign.



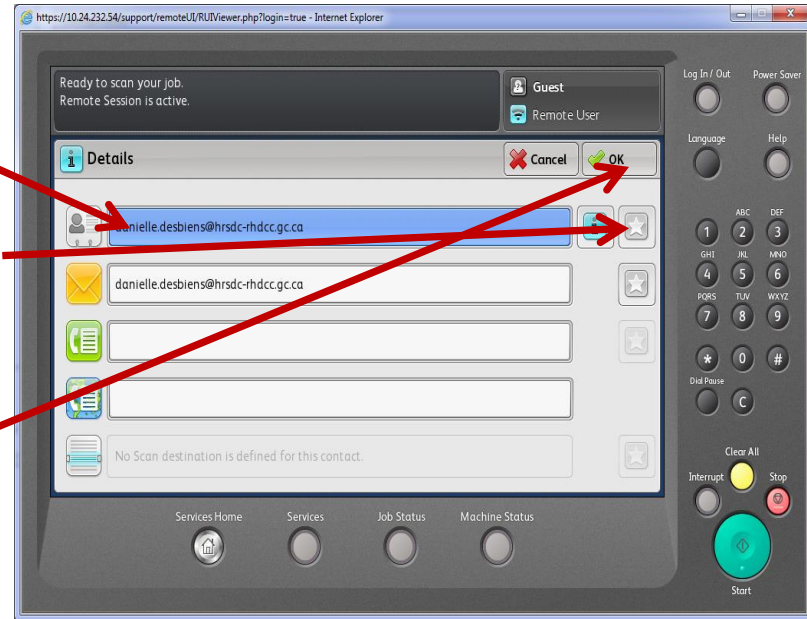
- Select **Create New Contact**.



- In the first box, replace your email address with your **First and Last Name** (or the name of the recipient).

- Press on the icon representing a star. The star will turn gold. 

- Press **OK**. Your name is now saved to the list of favorites and you can send yourself (or a recipient) a scanned document.



## \* Best Practice \*

When you send a scanned document to someone other than yourself, it is strongly recommended to add your name to identify yourself as the sender (your name will appear in the email). The steps to add your name as the sender are as follow:

- From the **E-mail** tab, press on **Sender's Name** box.
- Using the keyboard, type your first and last names and press **OK**.
- You will see your name in the **Sender's Name** box.

