Basic Faxing

1. Place the originals faceup in the document feeder, or facedown on the glass.
2. Touch the Fax icon on the touch screen.
3. Enter a fax number using the alphanumeric keypad, or touch Dialing Characters to enter numbers using the touch screen keypad, then touch + Add.

OR Touch Address Book, then touch Individual or Group from the drop-down list. Touch the arrows to scroll through the list, touch the desired contact, then touch Add to Recipients. Touch Close.
4. Confirm or change options as desired.
5. Press the green Start button.
6. For more information, see Faxing in the User Guide.

Fax tab options

2-Sided Scanning
- Touch one of the listed options to scan one or both sides of the original document.
- Touch 2 Sided Rotate Side 2 to rotate the second side of the original 180 degrees.

Original Type
- Touch the desired option (Photo & Text, Photo or Text).

Resolution
- Touch the desired option (Standard, Fine or Super Fine).

Other tab options

Image Quality
- Image Options
- Image Enhancement

Layout Adjustment
- Original Size
- Reduce/Split
- Book Faxing

Fax Options
- Confirmation Report
- Starting Rate
- Delay Send
- Send Header Text
- Mailboxes
- Local Polling
- Remote Polling

Job Assembly
- Build Job