

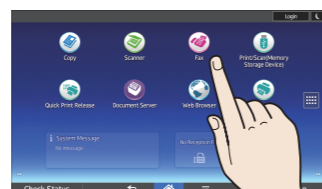
Quick Reference Fax Guide

* The shape of the machine and screen displays varies according to models.

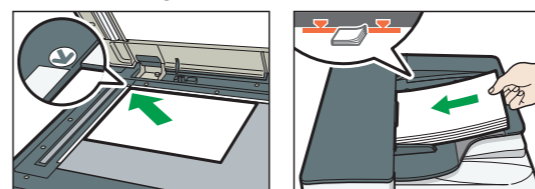
How to send a fax

1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Fax] icon on the Home screen.



3. Place the Originals.



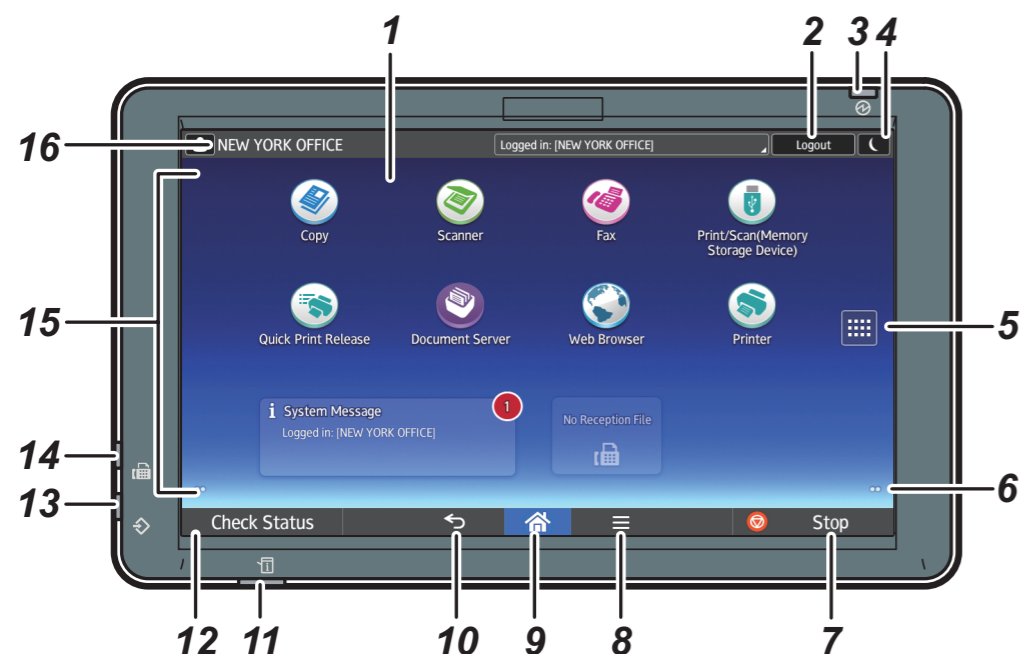
4. Specify a destination.

5. Press [Settings].

6. Flick the screen up and down, and make the scan settings you require.

7. Press [Start].

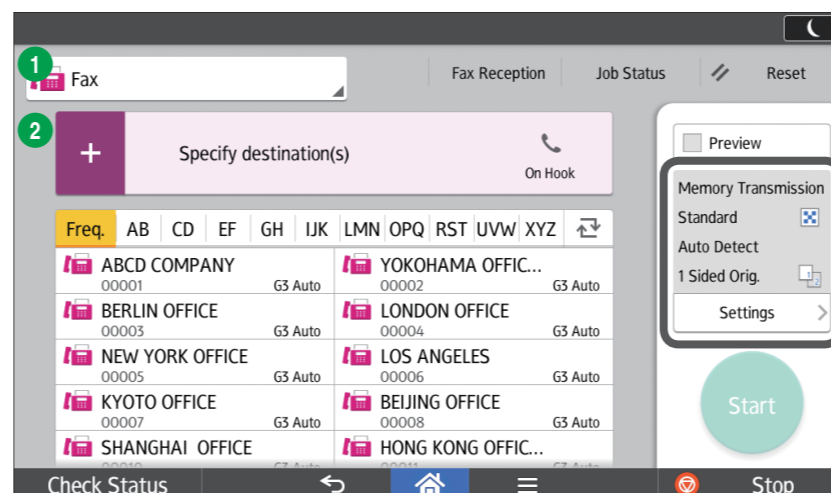
How to use the Control Panel



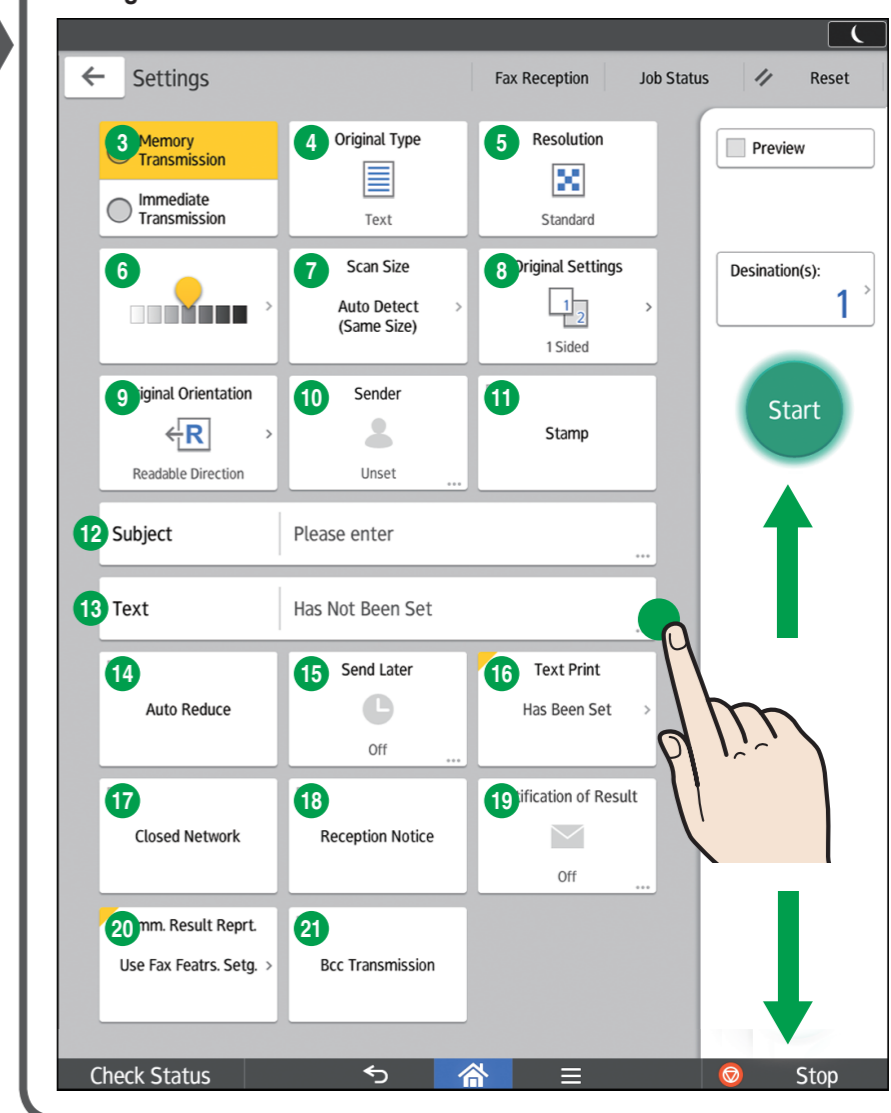
1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon
Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. Icons to switch between screens
7. [Stop]
Press to stop a job such as copying if it is in progress.
8. [Menu]
Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.
9. [Home]
Press to display the [Home] screen.
10. [Return]
11. Status indicator
Indicates the status of the system. It stays lit when an error occurs or the toner runs out.
12. [Check Status]
13. Data In indicator (facsimile and printer mode)
Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Fax and Print.
14. Fax indicator
Indicates the status of the fax functions. Flashes during data transmission and reception. Stays lit when receiving a fax via Confidential or Substitute Reception.
15. Icon/Widget display area
16. Name of the Log-in User

How to use the [Fax] screen

Top Menu



Settings Menu



- | | |
|---------------------------|--------------------------------|
| 1 Type of Transmission *1 | 12 Subject |
| 2 Add Destination | 13 Text |
| 3 Transmission Mode | 14 Auto Reduce |
| 4 Original Type | 15 Send Later |
| 5 Resolution | 16 Text Print |
| 6 Adjust Density | 17 Closed Network |
| 7 Scan Size | 18 Reception Notice |
| 8 Original Settings | 19 Notification of Result |
| 9 Original Orientation | 20 Communication Result Report |
| 10 Sender | 21 BCC Transmission |
| 11 Stamp | |

* Settings vary depending on the models or options you use. For details, see "How to Use Each Application", Getting Started.

*1 To use Internet Fax, you must set [Internet Fax Setting] in [Fax Features] to [On].

How to make settings

- Memory Transmission
- Immediate Transmission

Press the radio button of the item you want to use.



Select the image density by flicking the screen.