

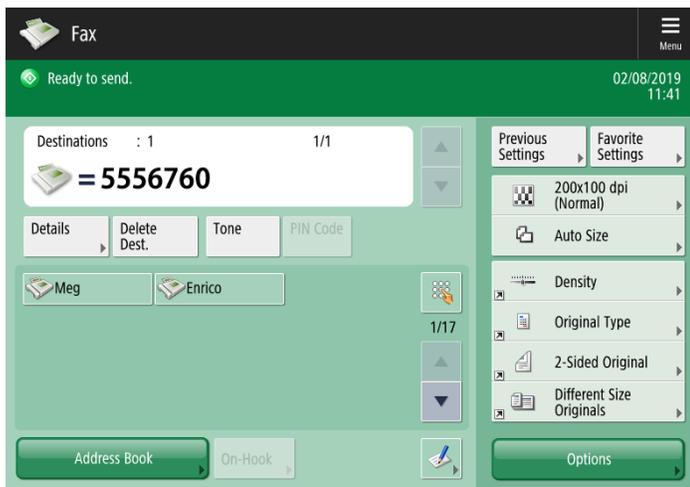
Scan documents and send them to specified destinations via fax.

TO SEND A ONE-TIME FAX:

1. From the **Main Menu**, press **Fax**
2. Use the key pad to dial the fax number and click **OK**
3. If desired, make changes to the **Fax Settings**
4. Press the **Start** button to send the fax

TO FAX TO A STORED DESTINATION:

1. From the **Main Menu**, press **Fax**
2. Select **Address Book**
3. Tap to select the destination(s)
4. Press **OK**
5. If desired, make changes to the **Fax Settings**
6. Press the **Start** button to send the fax



FAX SETTINGS:

Scan Resolution—200x100 is standard

Original Document Size—select auto to auto-detect

Density—lighten or darken text, images, and/or background

2-Sided Original—Choose Book-Type vs. Calendar-Type originals

Different Size Originals—Scan different size documents simultaneously

TO REGISTER A DESTINATION IN THE ADDRESS BOOK:

1. Select **Address Book**
2. Select **Register/Edit** (right side of screen)
3. Select **Register New Dest.** (right side of screen)
4. Choose the **destination type**
5. Select **Name** to enter the recipient's name
6. Use the key pad to dial the recipient's fax number
7. Press **OK**

TO REGISTER A DESTINATION AS A ONE-TOUCH BUTTON:

Destinations stored in one-touch are also stored in the address book

1. From the **Main Menu**, select **Dest./Fwd. Settings**
2. Select **Register One-Touch**
3. Tap to select an unregistered button
4. Select **Register/Edit** (right side of screen)
5. Choose the **destination type**
6. Select **Name** to enter the recipient's name
7. Select **One-Touch Name** to name the button
8. Use the key pad to dial the recipient's fax number
9. Press **OK**

OPTIONS:

Direct Send—checks the connection to the recipient's fax machine before scanning

Delayed Send—store a fax in memory, releasing it at a later time

Finished Stamp—a red stamp is placed on the original document