Fax guide

The fax function lets you scan items and fax them to one or more recipients. Sending a fax from the printer can be accomplished by typing the fax number, using a shortcut number, or using the address book.

Note: To place a one-second dialing pause within a fax number, touch Ⅱ.

The dial pause appears as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

Sending a fax using the control panel

1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.

   Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Enter the fax number or a shortcut using the touch screen or keypad.

   To add recipients, touch **Next Number**, and then type the recipient's telephone number or shortcut number, or search the address book.

   Note: To place a dial pause within a fax number, press Ⅱ. The dial pause appears as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

For more information, see the *User's Guide* on the *Software and Documentation* CD.

Using fax destination shortcuts

Fax destination shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. Permanent fax destinations or speed dial numbers are created in the Manage Destinations link located under the Configuration tab on the Embedded Web Server. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax destination with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

For information on creating shortcuts, see the section in this chapter on creating shortcuts.

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2 If you are loading a document into the ADF, adjust the paper guides.

3 Press **#**, and then type the shortcut number.

Using the address book

Note: If the address book feature is not enabled, contact your system support person.

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2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **Fax**.

4 Touch **Search Address Book**.

5 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find. (Do not attempt to search for multiple names at the same time.)

6 Touch **Search**.

7 Touch the name to add it to the Fax to: list.

8 Repeat steps 4 through 7 to enter additional addresses.

9 Touch **Fax It**.

Understanding fax options

Original Size

This option opens a screen where you can choose the size of the documents you are going to fax.

- Touch a paper size button to select that size as the Original Size setting. The fax screen appears with your new setting displayed.
- When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Content affects the quality and size of your scan.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the fax.

Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine**—Recommended for documents with small print
- **Super fine**—Recommended for original documents with fine detail
- **Ultra fine**—Recommended for documents with pictures or photos

Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

Advanced Options

Touching this button opens a screen where you can change Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Advanced Duplex settings.

- **Delayed Send**—Lets you send a fax at a later time or date. After setting up your fax, touch **Delayed Send**, enter the time and date you would like to send your fax, and then touch **Done**. This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

  Note: If the printer is turned off when the delayed fax is scheduled to be sent, the fax is sent the next time the printer is turned on.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you fax the document

- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job

- **Transmission Log**—Prints the transmission log or transmission error log

- **Scan Preview**—Displays the image before it is included in the fax. When the first page is scanned, the scanning is paused, and a preview image appears.

- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing printed on that portion of the paper.

- **Advanced Duplex**—Controls how many sides and what orientation an original document has, and whether original documents are bound along the long edge or the short edge.

Scanning to an FTP address using the address book

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2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **FTP**.

4 Touch **Search Address Book**.

5 Type the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To: field.

7 Touch **Send It**.