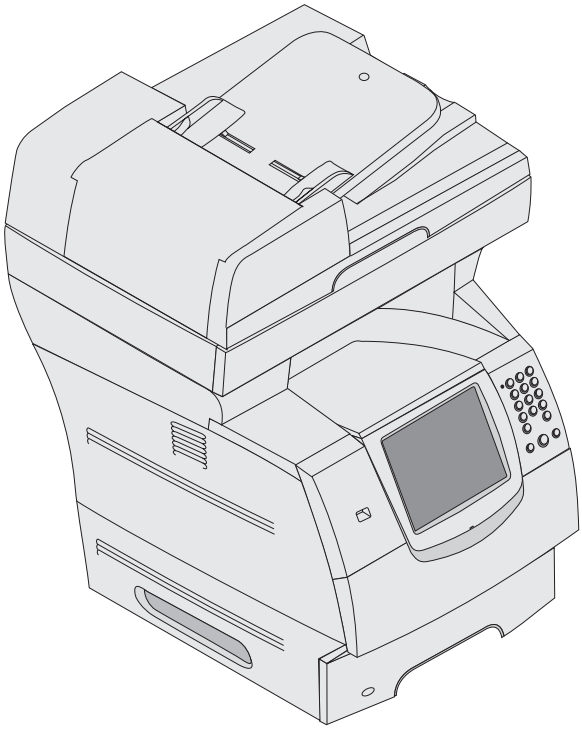
LEXMARK™

X644e, X646e

User's Guide



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www.lexmark.com

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4 Faxing

Note: Faxing is not supported on all models.

The fax function lets you scan items and fax them to one or more recipients directly from the MFP. When you touch Fax, it opens the fax destination screen. You enter the fax number and touch Fax It to send your fax. You can also change the fax settings to fit your personal needs.

During initial MFP setup, you may be required to configure the MFP for faxing. For additional information, see **Fax setup**.

The following fax topics are available in this and other chapters.

Sending a fax
Using fax destination shortcuts
Using the address book
Sending faxes from a computer
Creating shortcuts
Understanding fax options
Changing the fax resolution
Adjusting the Darkness setting
Sending a fax at a later time
Cancel an outgoing fax
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Sending a fax

There are two ways to send a fax: enter the number using a numeric keypad or use a shortcut number. Use the instructions below to send a fax using the keypad, or see **Using fax destination shortcuts** to fax your documents using a shortcut.

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Adjust the paper guides.
3. Touch **Fax** on the home screen.
4. Enter the fax number using the numbers on the touch screen or keypad.

   Add recipients by touching next and then entering the recipient's telephone number or shortcut number, or search the address book.

   Note: To place a two-second dialing pause within a fax number, use the Dial Pause button.

   The dial pause will appear as a comma in the Fax to: box. Use this feature if you need to dial an outside line first.
5. Touch **Fax It**.

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 Web page. 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.

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Adjust the paper guides.
3. Press # followed by the shortcut number on the keypad.

   Press # followed by the shortcut number on the keypad, or touch **Next Number** to enter another address.

   For information on creating shortcut numbers, see **Creating shortcuts**.
4. Touch **Fax It**.

Using the address book

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

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Touch **Fax** on the home screen.
3. Touch **Search Address Book**.
4. Using the touch screen keyboard, enter the name or part of the name of the person for whom you'd like to find a fax number. (Do not attempt to search for multiple names at the same time.)
5. Touch **Enter**.
6. Touch the name, to add it to the **Fax to:** list.
7. Repeat steps 5 through 6 to enter additional destinations.
8. Touch **Fax It**.

Sending faxes from a computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software applications.

1. From your software application, click **File → Print**.
2. From the Print window, select your MFP, and then click **Properties**.

   Note: In order to perform this function from your computer, you must use the PostScript printer driver for your MFP.
3. Choose the **Paper** tab, and change Output format: to Fax.
4. Click **OK**. At the next screen, click **OK**.
5. From the Fax screen, enter the name and number for the fax recipient.
6. Click **Send** to send your job.

Creating shortcuts

Instead of entering the entire phone number of a fax recipient on the control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A single shortcut number or a multiple number shortcut can be created. There are two methods for creating shortcut numbers: from a computer or from the MFP touch screen.

From a computer

1. Enter the IP address of the MFP in the URL field (address bar) of your Web browser. If you do not know the IP address, see your administrator.
2. Click **Configuration** (in the left frame of your browser window), and then click **Manage Destinations** (in the right frame of your browser window).

   Note: A password may be required. If you do not have an ID and password, get one from your system support person.

3. Click **Fax Shortcut Setup**.
4. Enter a unique name for the shortcut, and specify the fax number.

   To create a multiple number shortcut, enter the fax numbers for the group.

   Note: Separate each fax number in the group with a semicolon (;).

5. Assign a shortcut number.

   If you enter a number that is already in use, you are prompted to select another number.
6. Click **Add**.
7. Go to the MFP, and load your original document in the automatic document feeder face-up, short-edge first.
8. From the numeric keypad, press #, and then enter your shortcut number.
9. Touch **Fax It**.

From the MFP

1. Load the original document in the ADF face-up, short-edge first, and adjust the paper guides.
2. Touch **Fax** on the home screen.
3. Enter the recipient's fax number.

   To create a group of recipients, touch **Next number**, and enter the next recipient’s fax number.
4. Touch **Save as Shortcut**.
5. Enter a unique name for the shortcut.
6. Verify the shortcut name and number are correct, and then touch **OK**.

   If the name or number is incorrect, touch **Cancel**, and reenter the information.
7. Touch **Fax It**.

Understanding fax options

Original: Opens a screen where you can choose the size of the documents you are going to fax.

- Touching any of the paper size buttons on the follow-on screen will make that your selection and return you to the Fax Options Screen.
- When Original Size is set to Mixed Sizes, you can scan different size original documents (letter and legal size pages). They will be scaled automatically to fit the selected output media size.

Content: Used to select the type of document you are scanning (for example, Text, Text/Photo, or Photo). Content affects the quality and size of your scan by selecting how the scanner will handle the information on the original document.

- The Text setting will emphasize sharp, black, high-resolution text against a clean, white background.

  The Text/Photo setting is used when the original documents are a mixture of text and graphics or pictures.
- The Photo setting tells the scanner to pay extra attention to graphics and pictures. This setting takes longer 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: Informs the MFP if your 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: Increases how closely the scanner examines the document you wish to fax. If you are faxing a photograph, 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* is suitable for most documents. *Fine* is recommended for documents with small print. *Super fine* is recommended for original documents with fine detail. *Ultra fine* is recommended for documents with pictures or photographs.

Darkness: Adjusts how light or dark your faxes will turn out in relation to the original document.

Advanced Options: Accesses the Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, Advanced Duplex, or Fax Queue settings.

Delayed Send: Sets up a fax that will be sent at a later time or date. After setting up your fax, select **Delayed Send**, enter the time and date you would like to transmit 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 device is powered off when the delayed fax is due to be sent, the fax is sent the next time the MFP is powered up.

Advanced Imaging: Select this feature to adjust Background Removal, Contrast, and Shadow Detail before you copy the document.

Custom Job (Job Build): Combines multiple scanning jobs into a single job.

Note: Custom Job is not supported on all models.

Transmission Log: Prints the transmission log or transmission error log.

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

Note: Scan Preview is not supported on all models.

Edge Erase: Eliminates smudges or information around the edges of your 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 your original document has, and whether your original documents are bound along the long edge or the short edge.

Changing the fax resolution

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Adjust the paper guides.
3. Touch **Fax** on the home screen.
4. Enter the fax number.
5. Touch **Options**.
6. Touch the button that represents the resolution you want.
7. Touch **Fax It**.

Adjusting the Darkness setting

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Adjust the paper guides.
3. Touch **Fax** on the home screen.
4. Enter the fax number.
5. Touch **Options**.
6. Touch the left **Darkness** arrow to reduce the darkness of the fax or touch the right **Darkness** arrow to increase the darkness of the fax.
7. Touch **Fax It**.

Sending a fax at a later time

1. Place your original document in the automatic document feeder face-up, short-edge first.
2. Adjust the paper guides.
3. Touch **Fax** on the home screen.
4. Enter the fax number.
5. Touch **Options**.
6. Touch **Advanced Options**.
7. Touch **Delayed Send**.

   Note: If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

8. Touch the left arrow to reduce the time or the right arrow to increase the time the fax will be transmitted.

   Note: Touching the increase or decrease arrow increments the time by 30 minutes. If the current time is shown, the left arrow is grayed out.

9. Touch **Done**.

Cancel an outgoing fax

There are two ways to cancel an outgoing fax:

While the original documents are still scanning

1. When using the automatic document feeder, touch **Cancel** while Scanning… is displayed on the touch screen.
2. When using the scanner bed, touch **Cancel** while Scan the Next Page / **Finish the Job** is displayed on the touch screen.

A**fter the original documents have been scanned to memory**

1. Touch **Cancel Jobs** on the home screen.

   The Cancel Jobs screen will appear.
2. Touch the job or jobs you want to cancel.

   Only three jobs appear on the screen, touch the down arrow until the job you want appears and then touch the job you want to cancel.
3. Touch **Delete Selected Jobs**.

   The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Fax tips

The following tips may improve the MFP fax quality. For additional information or to solve copy problems, see **Solving fax quality problems**

Question	Tip
When should I use Text mode?	• Text mode should be used when text preservation is the main goal of the fax, and preserving images copied from the original document is not a concern. • Text is best used for receipts, carbon copy forms, and documents that only contain text or fine line art.
When should I use Text/Photo mode?	• Text/Photo mode should be used when faxing an original document that contains a mixture of text and graphics. • Text/Photo is best used for magazine articles, business graphics, and brochures.
When should I use Photo mode?	Photo mode should be used for faxing photos printed on a laser printer or taken from a magazine or newspaper.

Fax setup

When you first turn on the MFP or if the MFP has been off for an extended time, **Set clock** will appear. Additionally, many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission:

- Date and time (date and time fax is sent)
- Station name (identification of the business, other entity, or individual sending the message)
- Station number (telephone number of the sending fax machine, business, other entity, or individual)

Note: See **Electronic emission notices** and **Other telecommunications notices** for FCC information.

There are two methods to enter your fax setup information. They are 1) manually entering the information through the MFP control panel, or 2) using your browser to access the MFP IP address and then entering the Configure menu.

Note: If you do not have a TCP/IP environment, you must use the MFP control panel to set your basic fax information.

Select one of the following to find the instructions for the method you want to use.

Performing manual fax setup

Performing browser fax setup

Performing manual fax setup

1. Touch the menu button on the home screen.
2. Touch **Settings**.
3. Touch **Fax Settings**.
4. Touch **General Fax Settings**.
5. Touch **Station Name**.
6. Enter the Station Name (enter your name or company name).
7. Touch **Done** to save your choice.
8. Touch **Station Number**.
9. Enter your fax phone number.
10. Touch **Done**.

Performing browser fax setup

Note: Configuration is a task usually done by a network administrator. If you are prompted for a password during the following instructions, see your network administrator for help.

1. Type the IP address of the MFP in the URL field of your browser (for example, http://192.168.236.24), and then press **Enter**.
2. Click **Configuration**.
3. Under the MFP heading, click **Fax Setup**.

4 Click **Configuration**.

If you are changing fax modes, you must click **Submit** before you can access the configuration page.

Note: During MFP power up, if the print server is configured to use Network Time Protocol (NTP) time, the current date and time are provided. However, you must set the time zone to get the correct time.

5 Enter the required FCC information:

- Date and time (current date and time)
- Station name (personal name or company name)
- Station number (fax phone line number)

6 Select the Time Zone, such as Eastern (USA and Canada, Eastern Standard Time). This sets the required information.

7 Set your options for Rings to Answer, and so on.

8 After you finish entering the information, click **Submit**.

Changing optional settings such as setting up a fax transmission log, creating permanent fax destinations, and enabling the fax server function can be changed through your browser, or the MFP control.

Viewing a fax log

When you send or receive a fax, an entry of the activity is recorded in a file. You can view or print this file when you want.

To view the fax log:

1 Type the IP address of the MFP in the URL field of your browser, and then press **Enter**.

2 Click **Reports**.

3 Click **Fax Settings**.

4 Click F**ax Job Log** or **Fax Call Log**.

Solving fax quality problems

The following solutions will help solve copy problems. For additional information, see **Fax tips**.

Symptom	Solution
The fax document takes a long time to transmit.	Touch **Options**, then under Content, change the setting to Text, and then set the resolution to Standard.
The images on the fax I sent are not clear.	Touch **Options**, then under Content, change the setting to Text/Photo or Photo. Increase the output resolution. **Note:** This will increase the amount of time required for the scan and will increase the quality of the fax output.