

Fax Guide

Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- Use the ADF for multiple-page or two-sided documents.
- Use the scanner glass for single-page documents, book pages, small items, photo paper, or thin media (such as magazine clippings).
- To place a two-second dialing pause within a fax number, press **|||**. Use this button if you need to dial an outside line first.

Sending a fax

Using the control panel

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax**, and then enter the needed information.
- 3 If necessary, configure other fax settings.
- 4 Send the fax job.

Using the computer

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then click **Properties, Preferences, Options, or Setup**.
- 3 Click **Fax > Enable fax**, and then enter the recipient number.
- 4 If necessary, configure other fax settings.
- 5 Send the fax job.

For Macintosh users

- 1 With a document open, choose **File > Print**.
- 2 Select the printer and enter the recipient number.
- 3 If necessary, configure other fax settings.
- 4 Send the fax job.

Scheduling a fax

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the home screen, navigate to:
Fax > enter the fax number > Send Time
- 3 Configure the date and time to send the fax.

- 4** If necessary, configure other fax settings.
- 5** Send the fax job.