


# Fax guide

## Sending a fax using the printer control panel

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

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the home screen, touch **Fax**.
  - 4 From the printer control panel keypad, enter the fax number or the shortcut number.

**Note:** To add recipients, touch , and then enter the recipient's telephone number or shortcut number, or search the address book.

- 5 Touch **Fax It**.

## Sending a fax 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 fax number or numbers.
- 4 If necessary, configure other fax settings.
- 5 Apply the changes, and then send the fax job.

**Notes:**

- The fax option is available only with the PostScript driver or the Universal Fax Driver. For more information, go to <http://support.lexmark.com>.
- To use the fax option with the PostScript driver, configure and enable it in the Configuration tab.

### For Macintosh users

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

## Sending a fax using a shortcut number

Fax shortcuts are like the speed dial numbers on a telephone or a fax machine. A shortcut number (1–999) can contain a single recipient or multiple recipients.

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

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the printer control panel, press #, and then enter the shortcut number using the keypad.
  - 4 Touch **Fax It**.



## Sending a fax using the address book

The address book feature lets you search for bookmarks and network directory servers.

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

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

**Notes:**

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
  - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
  - 3 From the home screen, navigate to:  
**Fax** >  > type the name of the recipient >   
**Note:** You can only search for one name at a time.
  - 4 Touch the name of the recipient, and then touch **Fax It**.

## Understanding the fax options

### Content

This option lets you specify the content type and source of the original document.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

## Resolution

This option lets you adjust the quality of the fax output. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

Select from the following values:

- **Standard**—Use this when faxing most documents.
- **Fine 200 dpi**—Use this when faxing documents with small prints.
- **Super Fine 300 dpi**—Use this when faxing documents with fine details.

## Darkness

This option lets you adjust how light or dark the faxes are in relation to the original document.

## Color

This option lets you set the output to either color or monochrome for the scanned image.

## Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on one side or on both sides of the page (duplex). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

## Custom Job

This option lets you combine multiple scan jobs into a single job and appears only when a working printer hard disk is installed.

## Scan Preview

This option lets you view the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

**Note:** This option appears only when a working printer hard disk is installed.

## **Delayed Send**

This option lets you send a fax at a later time or date.

## **Advanced Imaging**

This option lets you change or adjust the Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you fax the document.

## **Edge Erase**

This option lets you remove smudges or any mark around the edges of a document. You can remove an equal area around all four sides of the paper, or you can pick a particular edge. Edge Erase also removes whatever is within the area selected, leaving nothing on that portion of the scan.

## **Transmission Log**

This option lets you print the transmission log or transmission error log.

## **Adjust ADF Skew**

This option lets you straighten scanned images that are slightly skewed when received from the ADF tray.