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 printer control panel, navigate to:

   ⌂ > **Fax** > OK > enter a fax or shortcut number on the keypad > ◇ > **Original Size** > OK

   Note: If you want to fax another document, then place it on the scanner glass, press the left or right arrow button to scroll to **Scan the Next Page**, and then press OK .

4 Press the left or right arrow button to scroll to **Finish the Job**, and then press OK .

Sending a fax using a shortcut number

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

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3 Press **#** , and then enter the shortcut number on the keypad.

4 Press ◇ .

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.

Understanding the fax options

Original Size

This option lets you choose the size of the documents you are going to fax.

1 From the Fax area of the printer control panel, press the **Options** button.

   Original Size appears.

2 Press OK .

3 Press the arrow buttons until the size of the original document appears, and then press OK .

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 one of the following:

- **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.
- **Ultra fine 600 dpi**—Use this when faxing documents with pictures or photos.

Darkness

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

Content Type

This option lets you set the original document type.

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.

Content Source

This option lets you set the original document source.

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

Orientation

This option lets you specify the orientation of the original document, and then change the Sides and Binding settings to match the orientation.

Binding

This option lets you specify if the original document is bound on the long-edge or short-edge side.