


## Fax guide

The fax function lets you scan items and fax them to one or more recipients. You can send a fax from the printer 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, press .

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 touch screen

- 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, then adjust the paper guides.

- 3 From 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 enter the recipient's telephone number or shortcut number, or search the address book.

**Note:** To place a dial pause within a fax number, press . 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**.

## Sending a fax using the 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 programs.

**Note:** In order to perform this function from your computer, you must use the PostScript printer driver for your printer.

- 1 From your software program, click **File > Print**.
- 2 From the Print window, select your printer, and then click **Properties > Other Options > Fax > OK > OK**.
- 3 On the Fax screen, enter the name and number of the fax recipient.
- 4 Click **Send**.


## Using fax shortcuts

Fax 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 Shortcuts link located under Settings on the Embedded Web Server. A shortcut number (1-99999) can contain a single recipient or multiple recipients. By creating a group fax shortcut with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

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3 Press , and then enter the shortcut number using the keypad.

## Using the address book

The address book enables you to 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 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, then adjust the paper guides.

3 From the home screen, navigate to:

**Fax** >  > **Browse shortcuts**

4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

**Note:** Do not attempt to search for multiple names at the same time.

5 Touch **Done** > **Fax It**.

## Understanding fax options

### Content

This option tells the printer the original document type and source.

Choose content type from Text, Text/Photo, Photo, or Graphic.

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

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press or Other.

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

## 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.

## Color

This option enables or disables color in faxing.

## Page Setup

This option lets you change the Sides (Duplex), Orientation, and Binding.

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

## Scan Preview

This option displays 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.

## Advanced Options

Touching this button lets you change Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Edge Erase and ADF Skew Fix settings.

- **Delayed Send**—This 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**—This lets you adjust the Background Removal, Contrast, Color Balance, Negative Image, Mirror Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you fax the document.
- **Custom Job (Job Build)**—This lets you combine multiple scanning jobs into a single job.
- **Transmission Log**—This lets you print the transmission log or transmission error log.

- **Edge Erase**—This lets you eliminate 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 on that portion of the scan.
- **ADF Skew Fix**—This lets you correct slight skew in the scanned image.