# 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 entering the fax number, using a shortcut number, or using the address book.

**Note:** You can load paper sizes in a short-edge-first or long-edge-first orientation. For more information, see "Supported paper sizes, types, and weights" section in the *User's Guide*.

## 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

The printer driver fax option allows you to "print to fax," where the printer will send a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

**1** With a document open, click **File** > **Print**.

**2** Select the printer, and then navigate to:

**Properties** > **Fax** tab > **Enable fax**

**3** Enter the recipient fax number(s) in the "Fax number(s)" field.

Fax numbers can be entered manually or by using the Phone Book feature.

**4** If necessary, enter a prefix in the Dialing prefix field.

**5** Select the appropriate paper size and page orientation.

**6** If you want to include a cover page with the fax, then select **Include cover page with fax**, and enter the appropriate information.

**7** Click **OK**.

**Notes:**

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you will be prompted to verify the recipient information before the fax is sent. If this check box is not selected, then the queued document will be sent automatically as a fax when you click **OK** on the Fax tab.

## 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.

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

   **Note:** Do not place 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** Press ⊞ , and then enter the shortcut number using the keypad.

**4** Touch **Fax It**.

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

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

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—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 Laser**—Use when the original document was printed using a mono 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, then 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 200 dpi**—Recommended for documents with small print
- **Super fine 300 dpi**—Recommended for original documents with fine detail
- **Ultra fine 600 dpi**—Recommended for documents with pictures or photos

**Note: Fine 200 dpi** and **Super fine 300 dpi** is displayed when color printing is selected.

## 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 settings.

- **Sides (Duplex)**—Use to specify 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**—Use to specify the orientation of the original document, and then changes Sides and Binding to match the orientation.
- **Binding**—Use to specify 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.

## Delayed Send

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

1  Set up your fax.

2  From the home screen, navigate to:

   **Delayed Send** > enter the date and time you want to send your fax > **Done**

**Note:** If the printer is turned off when the delayed fax is scheduled to be sent, then the fax is sent the next time the printer is turned on.

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.

## Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Imaging**—Use to 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**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to 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.
- **Transmission Log**—Use to print the transmission log or transmission error log.