

Fax Guide

Sending a fax using the control panel

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax**, and then enter the fax number.

Notes:

- You can also enter the recipient using the shortcut number or address book.
- To add recipients, touch **Next number**.

- 3 Touch **Fax It**.

Understanding the fax options

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.

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.

Content

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

Delayed Send

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

Color

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

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.

Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts 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.
- **Custom Job**—This combines multiple scanning jobs into a single job.

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

- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.