Quick Reference Fax Guide

How to send a fax

1. Press [Home] at the bottom of the screen in the Center.
3. Place the Originals.
4. Specify a destination.
5. Press [Settings].
6. Flick the screen up and down, and make the scan settings you require.
7. Press [Start].

How to use the Control Panel

1. Display panel
2. [Login]/[Logout]
3. Main power indicator
4. [Energy Saver]
5. Application list icon
Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. Icons to switch between screens
7. [Stop]
Press to stop a job such as copying if it is in progress.
8. [Menu]
Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.
9. [Home]
Press to display the [Home] screen.
10. [Return]
11. Status indicator
Indicates the status of the system. It stays lit when an error occurs or the toner runs out.
12. [Check Status]
13. Data in indicator (facsimile and printer mode)
Flashes when the machine is receiving print jobs or LAN-Fax documents from a computer. See Fax and Print.
14. Fax indicator
Indicates the status of the fax functions. Flashes during data transmission and reception. Stays lit when receiving a fax via Confidential or Substitute Reception.
15. Icon/Widget display area
16. Name of the Log-in User

How to use the [Fax] screen

Top Menu

1. Type of Transmission *
2. Add Destination
3. Transmission Mode
4. Original Type
5. Resolution
6. Density
7. Scan Size
8. Original Settings
9. Original Orientation
10. Sender
11. Stamp
12. Subject
13. Text
14. Send Later
15. Text Print
16. Closed Network
17. Reception Notice
18. Notification of Result
19. Communication Result Report
20. BCC Transmission

Settings Menu

- Settings vary depending on the models or options you use.
- For details, see "How to Use Each Application", Getting Started.

* To use Internet Fax, you must set [Internet Fax Setting] in [Fax Features] to [On].