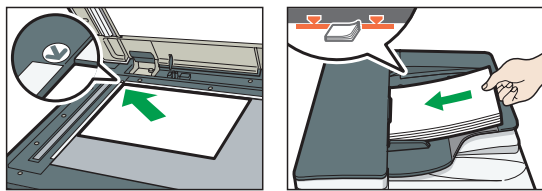


# Quick Reference Fax Guide

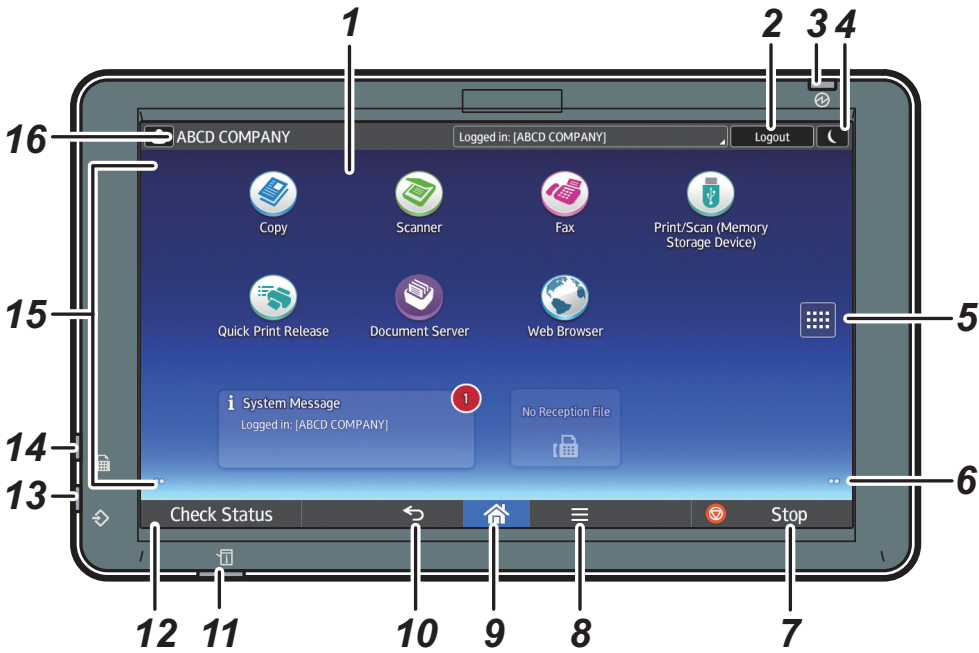
\* The shape of the machine and screen displays varies according to models.

## How to send a fax

1. Press [Home] at the bottom of the screen in the Center.
2. Press the [Fax] icon on the Home screen.
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 make settings

Memory Transmission

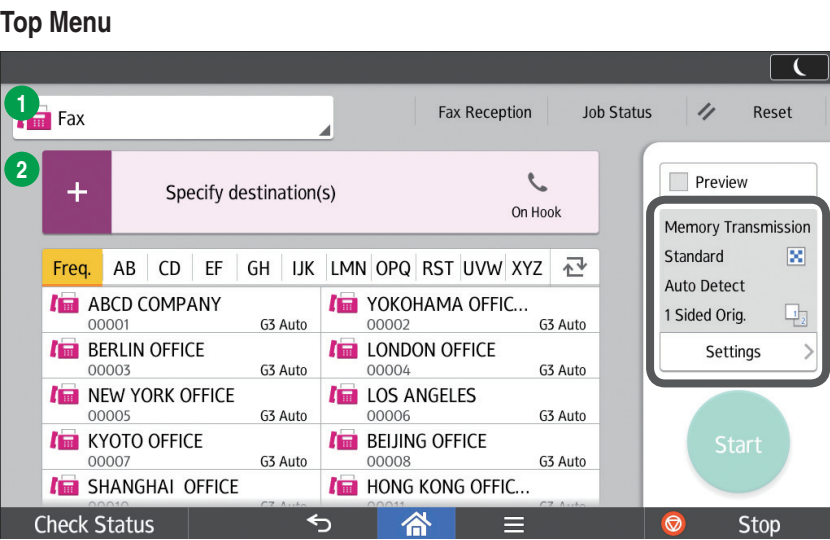
Immediate Transmission

Press the radio button of the item you want to use.

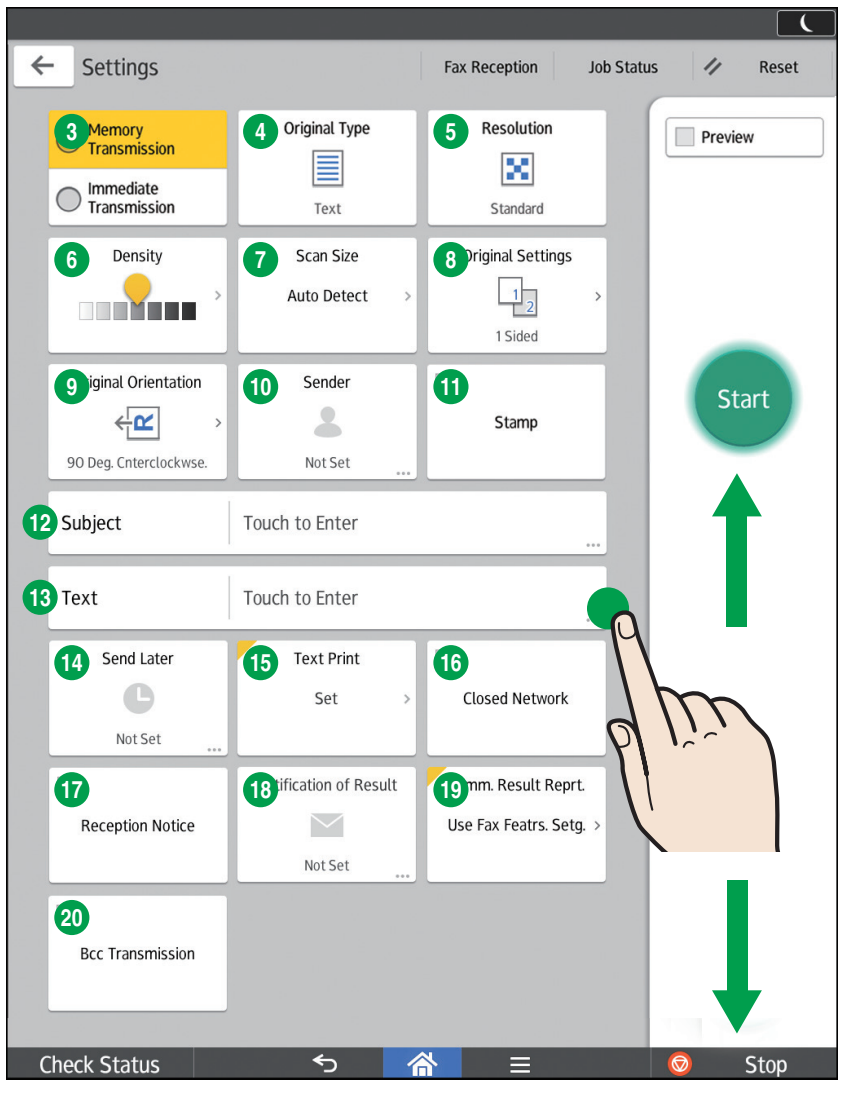
Density

Select the image density by flicking the screen.

## How to use the [Fax] screen



## Settings Menu



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

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

\*1 To use Internet Fax, you must set [Internet Fax Setting] in [Fax Features] to [On].