# **Quick Reference Fax Guide**

#### How to send a fax

1. Press [Home] at the bottom of the screen in the Center.



### How to use the Control Panel



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.

#### How to make settings



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

- 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

Density

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

Select the image density by flicking the screen.



## 4. Specify a destination.

- 5. Press [Settings].
- 7. Press [Start].

## How to use the [Fax] screen

3. Place the Originals.

Top Menu



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

6. Flick the screen up and down, and make the scan settings you require.