Sending a Fax

The following is an explanation of the basic procedure for sending a fax. For more information on the settings, see the references in each step.

**Preparations**

Press [Send] to switch to the fax mode.

- In the above screen, start entering the fax number with the numeric keys to automatically display the screen for entering the fax destination.
- If Department ID Management or the SSO or SDL login service is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

**Place Your Originals**

- Place your originals.
  - For bound or irregular sized originals, place them on the platen glass.

**Specifying the Fax Number Using a One-touch Button**

You can also specify the fax destination using a one-touch button if you have registered a fax destination in a one-touch button in advance.

For more information on registering destinations in one-touch buttons, see p. 37 and p. 38.

**Registering a Destination**

In order to be able to select a destination using the address book, one-touch buttons, or favorites buttons, it is necessary to register the destination in advance. Register destinations using the Register Key or the Additional Functions screen.

For more information on registering destinations in the address book, one-touch buttons, or favorites buttons, see p. 37 and p. 38.
Enter the Fax Number

Enter the fax number.

- To send a fax to multiple destinations, press the [Next] key after entering the first and each subsequent destination, or specify the destinations using the address book.

- You can also specify destinations using one-touch buttons or favorites buttons you have registered in advance.

For more information on registering fax destinations, see p. 37 and p. 38.

- To send a clear fax, set a high resolution. You can set the resolution from the Scan Settings drop-down list.

Press (Start).

- When faxing is complete, remove your originals.
- You can set to display a preview of the fax before sending. You can also confirm the number of pages which will be sent on the preview screen.

For information on useful fax features, see p. 25, p. 26, and p. 29 to p. 34.
What You Can Do with This Machine (Fax Screen)

The following is an explanation of the features often used when faxing a document. For more detailed procedures, see the references to other guides. There is also an explanation of the various features you can use when faxing on p. 29 to p. 34.

* The numbers in the illustrations refer to operation steps.

If You Mainly Use One-Touch Buttons

To Display One-Touch Buttons on the Initial Screen

You can select the initial display of the Send Basic Features screen in TX Settings under <Common Settings> in Communications Settings on the Additional Functions screen.

Select [One-touch Buttons] press [OK].

To Display the Sender History

Select [TX Terminal ID] in TX Settings under <Common Settings> in Communications Settings on the Additional Functions screen.

Press [On]. Set the TX Terminal ID settings as necessary.
To Automatically Forward Received Faxes

By simply turning on forwarding conditions set in advance to 'On', received faxes can be automatically forwarded to the specified fax number.

To Register Forwarding Conditions

1. Press [Forwarding Settings] from System Settings on the Additional Functions screen.
2. Press [Register].
3. Set the forwarding conditions ➔ press [OK].
4. Make sure to register the fax number for forwarding faxes to in the address book.

To Send Data From a Computer by Fax

1. Select the print function from the application on your computer ➔ press [OK].
   * It is necessary to install the fax driver to send faxes from your computer. The display may differ according to the OS (operating system) you are using and the fax driver. For more information, see the Fax Driver Guide.
2. Enter the destination ➔ press [Add to Recipient List].
3. The address book stored in the machine can also be exported using the Remote UI, and imported to the fax driver.