FAXING MINI-GUIDE

HOW TO LOG IN:
HOLD EMPLOYEE I.D. CARD OVER CARD READER
OR
TAP [AD Login] - THEN ENTER CREDENTIALS
Scan documents and send them to specified destinations via fax.

**TO SEND A ONE-TIME FAX:**
1. From the Main Menu, press Fax
2. Use the key pad to dial the fax number
3. If desired, make changes to the Fax Settings
4. Press the Start button to send the fax

**TO FAX TO A STORED DESTINATION:**
1. From the Main Menu, press Fax
2. Select Address Book
3. Tap to select the destination(s)
4. Press OK
5. If desired, make changes to the Fax Settings
6. Press the Start button to send the fax

**FAX SETTINGS:**
- **Scan Resolution** — 200x100 is standard
- **Original Document Size** — select auto to auto-detect
- **Density** — lighten or darken text, images, and/or background
- **2-Sided Original** — Choose Book-Type vs. Calendar-Type originals
- **Different Size Originals** — Scan different size documents simultaneously

**OPTIONS:**
- **Direct Send** — send each page to the destination as it scans
- **Delayed Send** — store a fax in memory, releasing it at a later time
- **Finished Stamp** — a red stamp is placed on the original document

**TO REGISTER A DESTINATION IN THE ADDRESS BOOK:**
1. Select Address Book
2. Select Register/Edit (right side of screen)
3. Select Register New Dest. (right side of screen)
4. Choose the destination type (Fax or Group)
5. Select Name to enter the recipient’s name
6. Use the key pad to dial the recipient’s fax number
7. Press OK

**TO REGISTER A DESTINATION AS A ONE-TOUCH BUTTON:**
Destinations stored in one-touch are also stored in the address book
1. Select One-Touch
2. Select Register (right side of screen)
3. Tap to select an unregistered button
4. Select Register/Edit (right side of screen)
5. Choose the destination type (Fax or Group)
6. Select Name to enter the recipient’s name
7. Select One-Touch Name to name the button
8. Use the key pad to dial the recipient’s fax number
9. Press OK