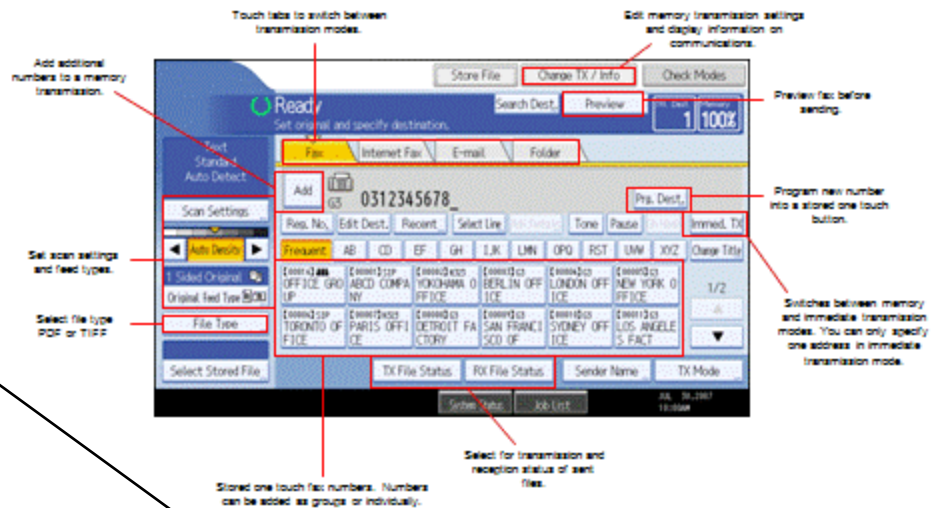


How to use the Fax

1. Place document in top feeder tray or under glass.
2. Make sure the “Facsimile” button is selected from function button list on left of control panel.

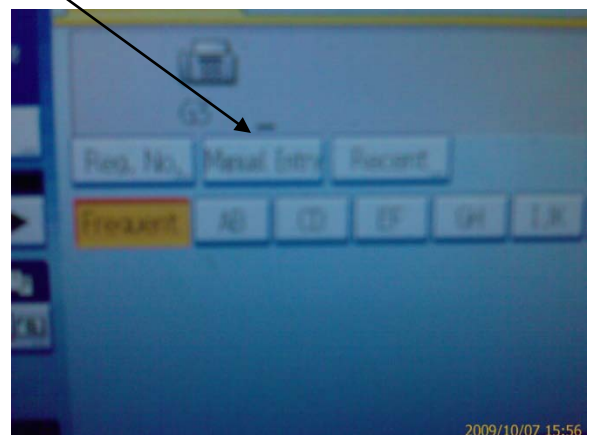


Fax Display Panel

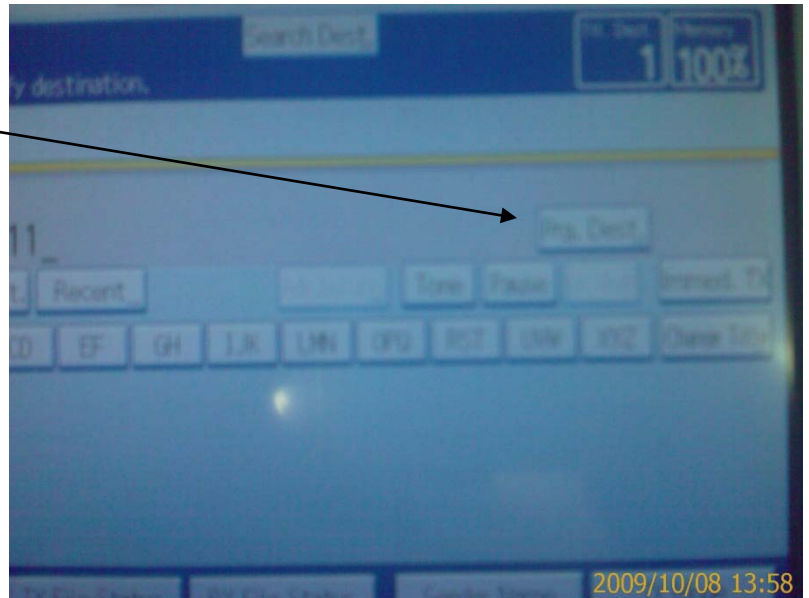


3. Press the “manual entry” virtual button.
4. After virtual keyboard pops up – type in the fax # you want to fax to using either the physical # keys or the virtual keyboard # keys.
5. At this point you can simply press the big round green [Start] button which is now lit green.

or



- You can press the "Prq Dest." button that just popped up in the grey colored area of the control panel screen to easily create a "One Touch Button" in the main fax control panel. This will allow you to more quickly and easily fax a document instead of pressing "manual entry" and typing in the fax #.



Please note: if you are faxing outside the university you will need to place a [9-] before the fax number.

- If you chose to create a "One Touch Button" then you will be prompted with another virtual keyboard. This time it is asking for you to type in a name for the "One Touch Button" that will appear on the shortcut button in the main fax display panel.



**Now that the "One Touch Button" you just created is shown you can use it for any future faxing by simply putting your pages to fax in the top feed tray or under the glass and selecting "Facsimile" button on the left of device and then pressing your new "One Touch Button" you just created and press [START] button to send.

