

Faxing

You can send a fax in one of four ways:

- **Fax** scans the document then sends it directly to a fax machine.
- **Server Fax** scans the document then sends it to a fax server, which transmits the document to a fax machine.
- **Internet Fax** scans the document then emails it to a recipient.
- **LAN Fax** sends the current print job as a fax.

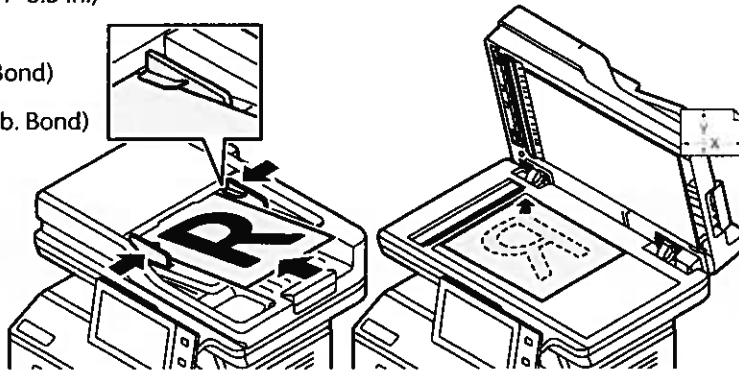
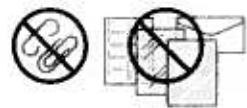
For details, refer to the *User Guide*. For details about LAN Fax, refer to the print driver software. For details about fax setup and advanced settings, refer to the *System Administrator Guide*.

1

X: 148–356 mm (5.8–14 in.)
Y: 105–216 mm (4.1–8.5 in.)

52–120 g/m²
(14 lb. Text–32 lb. Bond)

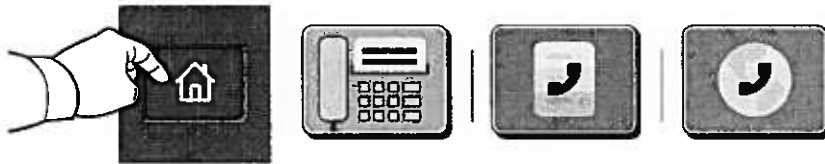
≤100 (75 g/m², 20 lb. Bond)



X: 25–356 mm (1–14 in.)
Y: 25–216 mm (1–8.5 in.)

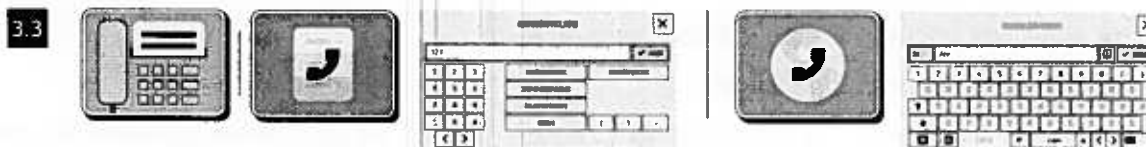
Load the original documents.

2



To send the fax to a fax machine, press **Home**, then touch **Fax** or **Server Fax**.

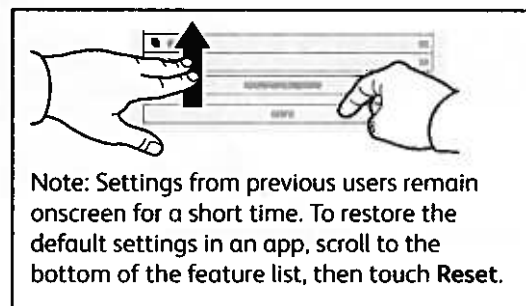
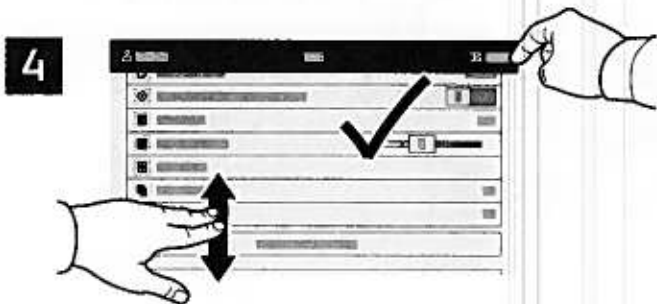
To send the fax as an email attachment, touch **Home**, then touch **Internet Fax**.



For fax numbers, touch **Manual Entry**, then enter the fax number using the touch screen alphanumeric keys and special characters. Touch **Add**. To add more fax numbers to the list, touch **Add Recipient**.

For Internet Fax email addresses, touch **Manual Entry**, then enter the email address using the touch screen keypad. Touch **Add**. To add more email addresses to the list, touch **Add Recipient**.

To select saved numbers, use the Device Address Book or Favorites. To select stored fax locations, use the Mailbox or Polling.



Change the settings as needed, then touch **Send**.