

Xerox® VersaLink® B625  
Multifunction Printer

xerox™

# 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



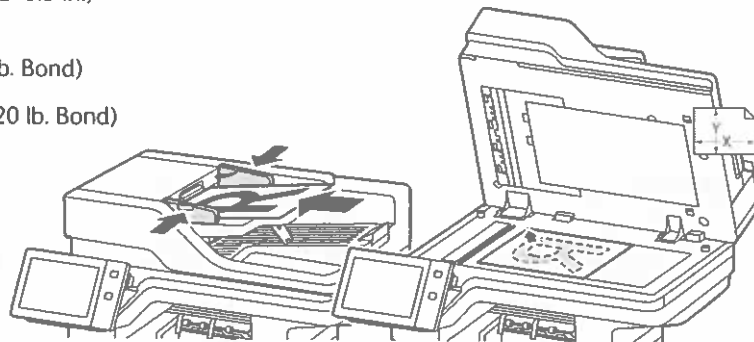
X: 127–356 mm (4.88–14 in.)  
Y: 76–216 mm (2–8.5 in.)



52–120 g/m<sup>2</sup>  
(14 lb. Text–32 lb. Bond)



≤100 (75 g/m<sup>2</sup>, 20 lb. Bond)



X: 25–355.6mm (.98–14 in.)  
Y: 25–215.9 mm (.98–8.5 in.)

Load the original documents.

## 2



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

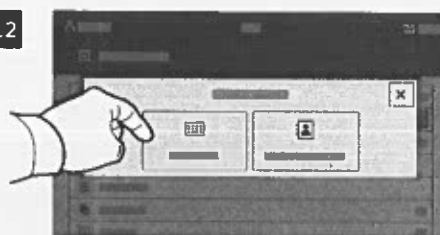
To send the fax as an email attachment, touch **Home**, then touch **Internet Fax**.

3

3.1



3.2



3.3

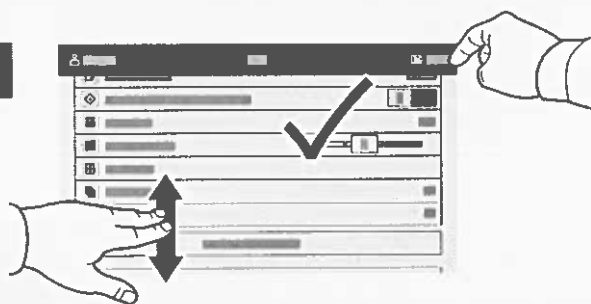


For fax numbers, touch **Manual Entry**, then enter the fax number using the touch screen alphanumeric keys and special characters. Touch **Add**. To add more fax numbers to the list, touch **Add Recipient**.

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.

4



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

 A diagram showing a hand scrolling down a list of items. An upward-pointing arrow indicates the direction of the scroll.
 

Note: Settings from previous users remain onscreen for a short time. To restore the default settings in an app, scroll to the bottom of the feature list, then touch **Reset**.