

Xerox® AltaLink® C8230/C8235/C8245/C8255/C8270
Color 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



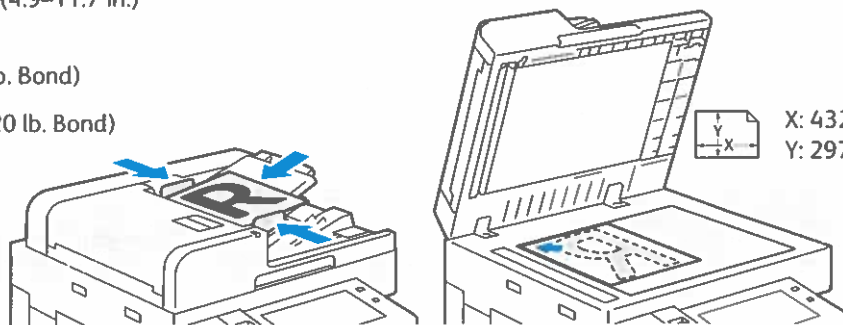
X: 85–432 mm (3.3–17 in.)
Y: 125–297 mm (4.9–11.7 in.)



38–128 g/m²
(26 lb. Text–34 lb. Bond)



≤130 (80 g/m², 20 lb. Bond)
C8270: ≤250



Load the original document.

2

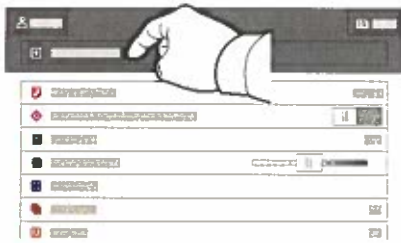


To send the fax to a fax machine, press **Home**, then touch **Fax** or **Server Fax**.

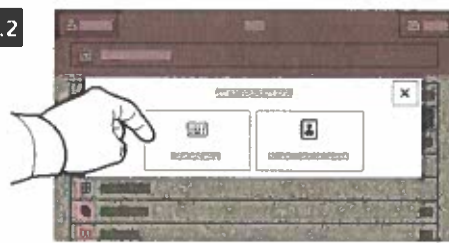
To send the fax as an email attachment, touch **Home**, then touch **Internet Fax**.

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**.

