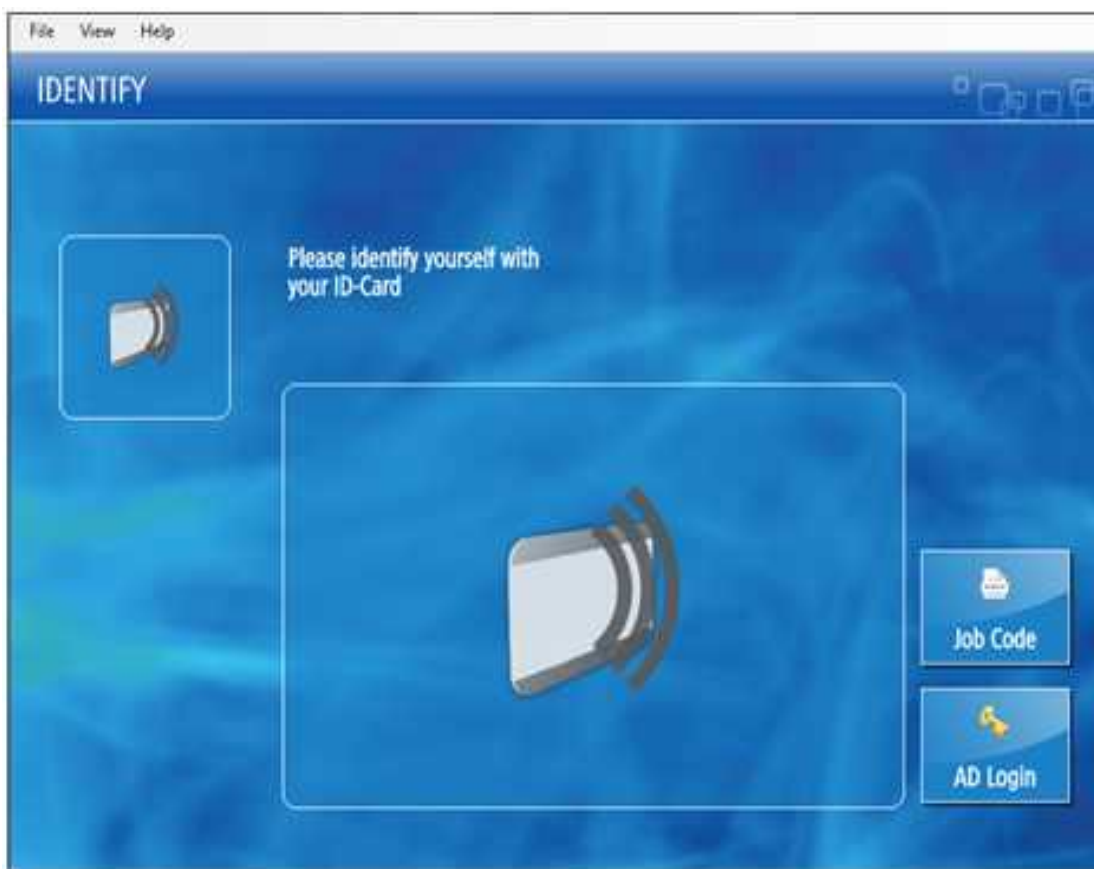


FAXING MINI-GUIDE



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

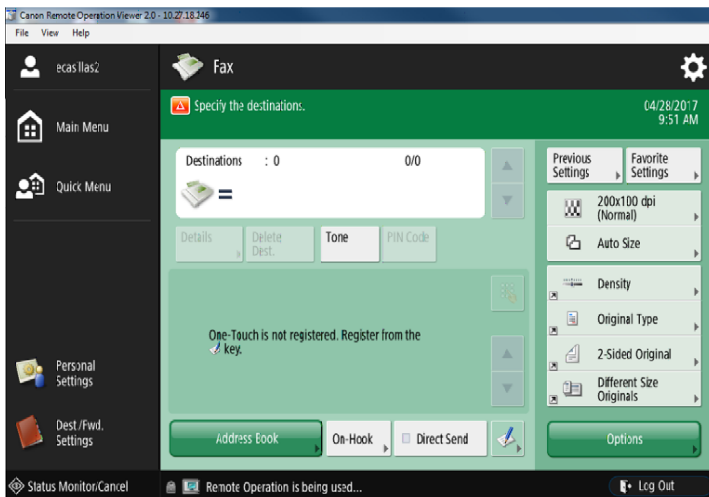
TO REGISTER A DESTINATION IN THE ADDRESS BOOK:

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**



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