### Quick Faxing Guide

1. **Touch Screen**: Provides access to printer information and functions.
2. **Services Home**: Press to access the main services, such as copy, scan, and fax.
3. **Services**: Press to access Services Home or the last used screen.
4. **Job Status**: Press to view the list of active and completed jobs.
5. **Machine Status**: Press to view supplies status, printer information, and so on.
6. **Log In/Out**: Press to access password-protected features, then enter the user name and password using the touch screen keyboard. Press again to log out.
7. **Help**: Press for information about the current selection or service.
8. **Language**: Press to change the touch screen language and keyboard settings.
9. **Energy Saver**: When printer is in low power mode, press to enter normal mode. Press while the printer is in normal mode to enter low power mode.

### Basic Faxing

1. Place the originals face up in the document feeder, or face down on the glass.
2. Press **Services Home** on the control panel, then touch **Fax** on the touch screen.
3. Enter a fax number using the alphanumeric keypad, or touch **Dialing Characters** to enter numbers using the touch screen keypad, then touch **Add**.
   - Touch **Address Book** to enter stored numbers. Touch **Individual** or **Group** from the drop-down list. Touch the arrows to scroll through the list, touch the desired contact, then touch **Add to Recipients**. Touch **Close**.
4. Touch **Cover Sheet** to include additional information with the fax.
5. Confirm or change Fax tab options as desired, such as 2-Sided Scanning and Original Type. Also touch other tabs for more options.
6. Press the green **Start** button.

For more information, see **Faxing** in the User Guide.

### Fax Tab Options

- **2-Sided Scanning**: Select 1-Sided, 2-Sided, or 2-Sided, rotate Side 2.
- **Original Type**: Select Photo & Text, Photo, Text, Map, or Newspaper/Magazine.
- **Resolution**: Select Standard 200x100 dpi, Fine 200 dpi, or Super Fine 600 dpi.
- **Dialing Characters**: Insert characters such as a dial pause in fax numbers.
- **Address Book**: Select stored Individual and Group fax numbers.
- **Cover Sheet**: Add a cover sheet, and include information such as To, From, and additional comments.

### Other Tab Options

#### Image Quality
- **Image Options**
- **Image Enhancement**

#### Layout Adjustment
- **Original Size**
- **Reduce/Split**
- **Book Faxing**

#### Fax Options
- **Confirmation Report**
- **Starting Rate**
- **Delay Send**
- **Send Header Text**
- **Mailboxes**
- **Local Polling**
- **Remote Polling**

#### Job Assembly
- **Build Job**