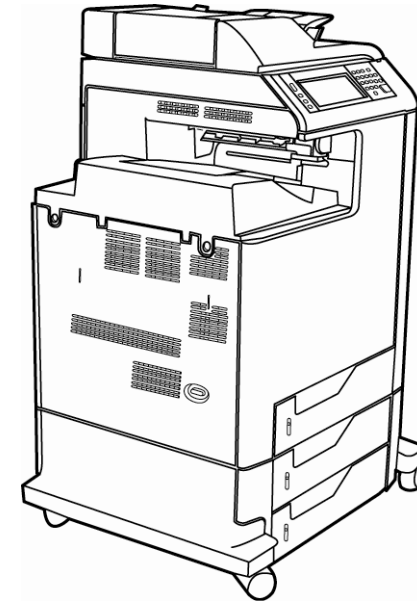




How do I	Steps to perform
1 Load documents	You can scan a document by using either the glass or the ADF. The glass and ADF can accommodate Letter-, Executive-, A4-, and A5-size originals. Smaller originals, receipts, irregular and worn documents, stapled documents, previously folded documents, and photographs should be scanned by using the glass. Place the document face-down on the scanner glass or face-up in the ADF.
2 Send a fax by entering number(s) manually.	<ol style="list-style-type: none"><li data-bbox="604 507 1150 587">a. From the main screen, touch the FAX icon. You may be prompted to type a user name and password.<li data-bbox="604 595 1150 651">b. Touch More Options. Verify that the Describe Original settings match those of your original.<li data-bbox="604 659 1150 738">c. On the Settings screen, touch the Light or Dark arrows to adjust the lightness/darkness of the fax you are sending. Touch OK.<li data-bbox="604 746 1150 826">d. Using the keyboard, enter a phone number. To enter additional numbers, touch Next Number and continue entering numbers.<li data-bbox="604 834 1150 914">e. Touch the Send Fax button on the touch screen or press the green Start button on the control panel.





How do I	Steps to perform
<p>3 Send a fax using one touch speed dial</p>	<ul style="list-style-type: none"> a. From the main screen, touch the FAX icon. You may be prompted to type a user name and password. b. Touch the one touch speed dial key for the speed dial you want. c. Touch the Send Fax button on the touch screen or press the green Start button on the control panel.
<p>4 Search a speed-dial list by name</p>	<ul style="list-style-type: none"> a. On the control-panel main screen, touch the FAX icon to display the Fax screen. b. Touch the Speed Dial Search button. This button looks like a magnifying glass and is located to the right of the Speed Dial button. c. Type the first letters of the name to search for. As matches are found, the list at the top of the search screen is populated. If necessary, scroll to see all the entries, or type more letters to narrow the search. d. Select the appropriate name from the list and touch OK. The speed-dial list on the main fax screen shows the selected entry at the top of the list. e. Touch the selected entry to add it into the recipients list. f. Select or search for additional names as needed.
<p>5 Cancel the current fax transmission</p>	<p>On the control panel, press the red Stop button to display the Cancel Fax menu. Touch Cancel current fax job. Touch OK to cancel the current fax job.</p>
<p>6 Cancel all pending faxes</p>	<p>On the control panel, press the red Stop button to display the Cancel Fax menu. Touch Cancel all fax jobs. Touch OK to cancel the current and all pending fax jobs.</p>

