

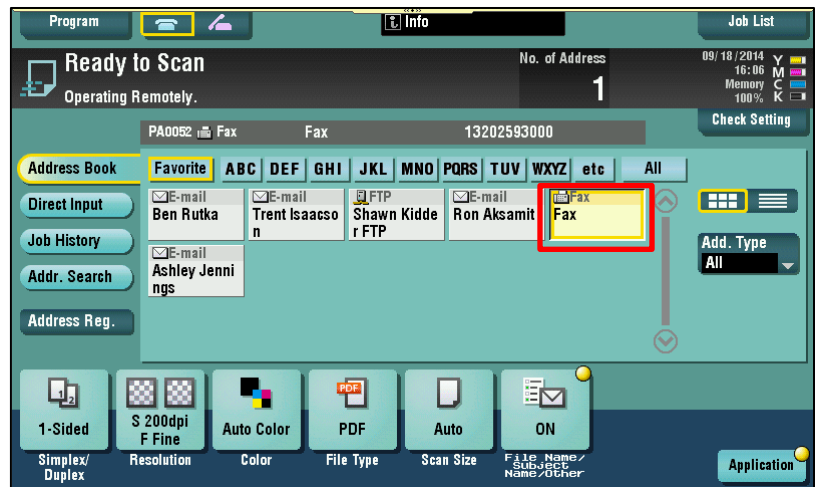
FAX BASICS

1. Place originals **Face Up** in document feeder or **Face Down** on glass
2. Press **FAX/SCAN** button (next to Copy button)
3. Choose your desired Fax destination(s) from the Address Book

Or

Type in your fax number by pressing the **10Keypad** button below the screen

4. Press **OK**
5. Press **Start** button



Press the **Simplex/Duplex** button if you are faxing a **2-Sided** document

If you are faxing to a long distance number, use the same format you used on previous machines.

