Get to know the front panel.

Set the date and time.

1. Press 7: Basic Fax Setup
2. Enter month:01
3. Enter day:01
4. Enter year:00
5. Enter hour:12
6. Enter minute:30
7. Enter 1=am, 2=pm
8. Enter 01 00 12:30p
   Auto

Set the fax header.

1. Press 7: Basic Fax Setup
2. Enter Your Name: Chris Smith
3. Enter Your Fax Number: (012)345-6789

Set the answer mode.

1. Press 7: Basic Fax Setup
2. Enter Jan 01 00 12:30p
3. Press 3: Rings to Answer
4. Enter 1:Answer on Ring [1-6] 5
5. Press Start

Set the dial mode.

1. Press Menu
2. Enter 7: Basic Fax Setup
3. Enter 5: Dial Mode
4. Enter 1: Tone
5. Press Start

Set the rings to answer.

1. Press Menu
2. Enter 7: Basic Fax Setup
3. Enter 3: Rings to Answer
4. Press Start

Set the paper size.

1. Press Menu
2. Enter 7: Basic Fax Setup
3. Enter 4: Paper Size
4. Press Start

For more information see your user's guide.