Press the Ans.Mode/Contrast button to set the answer mode.

- FAX Mode: To have the machine always answer as a fax.
- TEL Mode: To have the machine always answer as a telephone where you must manually receive faxes.

Set the fax header (your name and fax number) is required by law in many countries.

1. Press Menu repeatedly until System ID displays.
2. Press Start/Enter.
3. Fax Number will display.
4. Enter the number and press Start/Enter.
5. Fax Name will display.
6. Enter the name and press Start/Enter.
7. The cursor will blink for you to enter the name. To enter punctuation or other special characters in the name, use the keys labelled Fax Name below.
8. Enter the name and press Start/Enter.
9. Unless you selected TEL Mode in Step 8, review Chapter 2 of the Basic Guide.