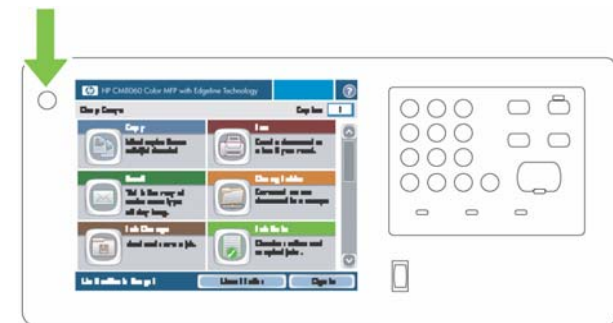
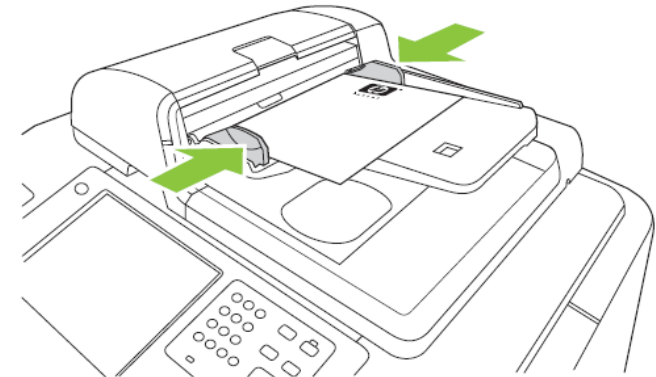




How do I	Steps to perform
<p><b>1</b> Load documents</p>	<p>You can scan a document by using either the glass or the ADF. The glass and ADF can accommodate Letter-, Executive-, A4-, and A5-size originals. Smaller originals, receipts, irregular and worn documents, stapled documents, previously folded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





How do I	Steps to perform
<p><b>3</b> Send a fax using one touch speed dial</p>	<ul style="list-style-type: none"> <li>a. From the main screen, touch the <b>FAX</b> icon. You may be prompted to type a user name and password.</li> <li>b. Select the speed-dial code from the list or touch the box below <b>Speed Dial Code:</b> and type the speed-dial code.</li> <li>c. Touch the <b>Send Fax</b> button on the touch screen or press the green <b>Start</b> button on the control panel.</li> </ul>
<p><b>4</b> Cancel a fax while it is scanning</p>	<ul style="list-style-type: none"> <li>a. Press <b>Stop</b>. The <b>Job Status</b> screen opens, and a message appears that confirms the job has been canceled.</li> <li>b. Touch <b>OK</b> to continue.</li> </ul>
<p><b>5</b> Cancel an outgoing fax</p>	<ul style="list-style-type: none"> <li>a. From the Home screen, touch <b>Job Status</b>.</li> <li>b. On the <b>Active</b> tab, open the drop-down list named <b>Select Job Type</b>, either <b>Outgoing Faxes</b> or <b>Send and Outgoing Faxes</b>.</li> <li>c. From the list of jobs, select the job, and then touch <b>Cancel Job</b>.</li> </ul>
<p><b>6</b> Cancel an incoming fax</p>	<ul style="list-style-type: none"> <li>a. From the Home screen, touch <b>Job Status</b>.</li> <li>b. On the <b>Active</b> tab, open the drop-down list named <b>Select Job Type</b>, and select <b>Copy, Print, Incoming Fax Jobs</b>.</li> <li>c. From the list of jobs, select the job, and then touch <b>Cancel Job</b>.</li> </ul>

