

Sending a fax using the printer control panel

1. Load an original document faceup, short edge first into the feeder on top of the machine.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. From the home screen, touch **Fax**.
3. Enter the fax number or a shortcut using the touch screen or keypad.
To add recipients, touch **Next Number** and then enter the recipient's telephone number
4. Touch **Fax It**