Sending Faxes

Register the destination in the Address Book to send faxes to.

Storing New Addresses

Register the information for the destination in the Address Book. In this example, information for the “central sales dept.” is registered in the Address Book.

1. Press [Fax].

2. Press [Address Book].

3. Press [Register/Edit].

4. Press [Register New Dest.].

5. Press [Fax].

Starting to Use the Various Functions of the Machine
Specify the following settings → press [OK].
In this example, the following settings are specified:
- **Name**: central sales dept.
- **Fax Number**: 123XXXXXXX

3. Select [central sales dept.].

4. Press ◎(Start).
   If the <Original Size> screen is displayed, specify the size of the original → press [OK].

5. Press [Start Sending].

The fax is sent.

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**Sending Faxes**

Send a fax to the destination registered in "Storing New Addresses," on p. 43.

1. Place your originals.
2. Press [Address Book].

**Receiving Faxes**

For information on the following functions for receiving the fax documents, see e-Manual.

- **Memory Lock Mode**
  You can set to store received fax documents in the Memory RX Inbox without printing them. For more information on the settings, see e-Manual > Fax > Sending/Receiving a Fax > Setting the Memory Lock Mode.

- **Forwarding Received Fax Documents**
  You can set to forward received fax documents automatically to a registered destination, such as a personal computer. For more information on the settings, see e-Manual > Settings/Registration > Function Settings > Receive/Forward > Common Settings > Storing Forwarding Settings.