XEROX®

Faxing
from the WorkCentre® 7328/7335/7345

Log In/Out Button
Provides password-protected access to the System Administrator Menu.

Number Keypad
Allows you to enter the Fax Number of the recipient.

Touch Screen
Allows you to select all programming features.

Services Button
Displays job features on the touch screen.

Machine Status Button
Displays the current status of the machine on the touch screen.

Stop Button
Stops the Fax job.

Job Status Button
Displays job progress information on the touch screen.

Start Button
Starts the Fax job.

Faxing Options:

Lighten/Darken
Use the arrow buttons on the *Fax* tab to lighten or darken the faxed image.

2 Sided Scanning
Specify your original documents as *1 Sided, 2 Sided*, or *2 Sided(Rotate Side 2)*. When you choose a *2 Sided* option, you can also select the *First Page 1 Sided* option, if required.

Original Type
Specify your original documents as *Photo & Text, Text*, or *Photo.*

Resolution
Specify your scanned resolution as *Standard, Fine, Superfine(400dpi)*, or *Superfine(600dpi).*

Layout Adjustment
The *Layout Adjustment* tab options allow you to access the *Original Size, Book Faxing*, and *Reduce/Enlarge* settings.

Fax Options
The *Fax Options* tab options allow you to access the *Confirmation Options, Starting Rate, Priority Send/Delay Start, Transmission Header Text, Recipient Print Sets, Multiple-Up, Remote Mailbox*, and *F Code* settings.

More Fax Options
The *More Fax Options* tab options allow you to access the *Remote Polling, Store for Polling*, and *On-hook (Manual Send/Receive)* settings.

Simple Faxing:
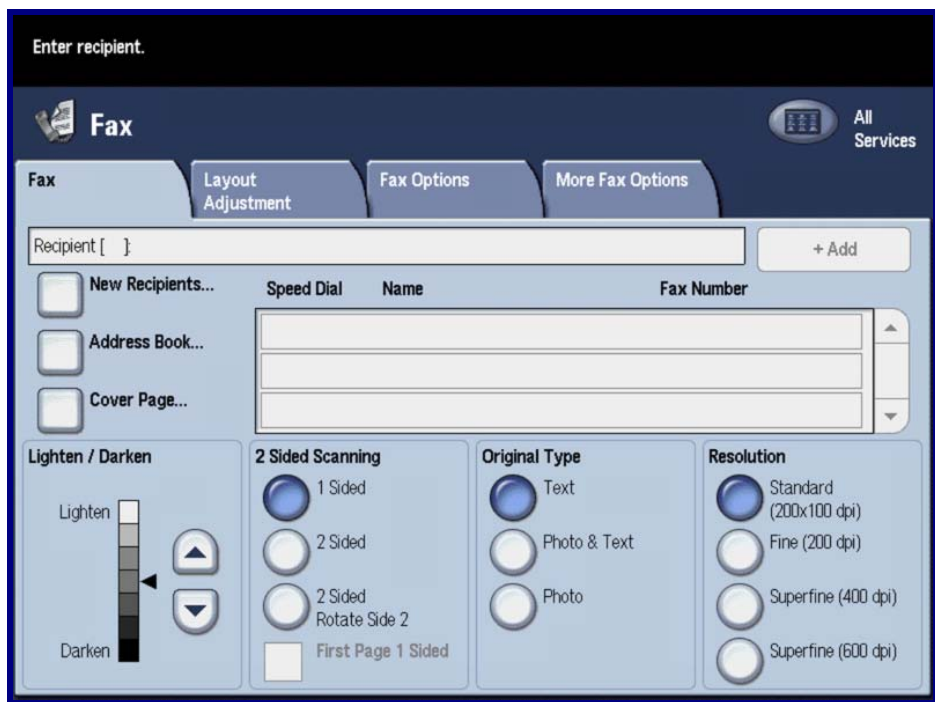
1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Fax** icon on the Touch Screen.
4. Use the Number Keypad to enter the **Recipient** Fax Number.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.