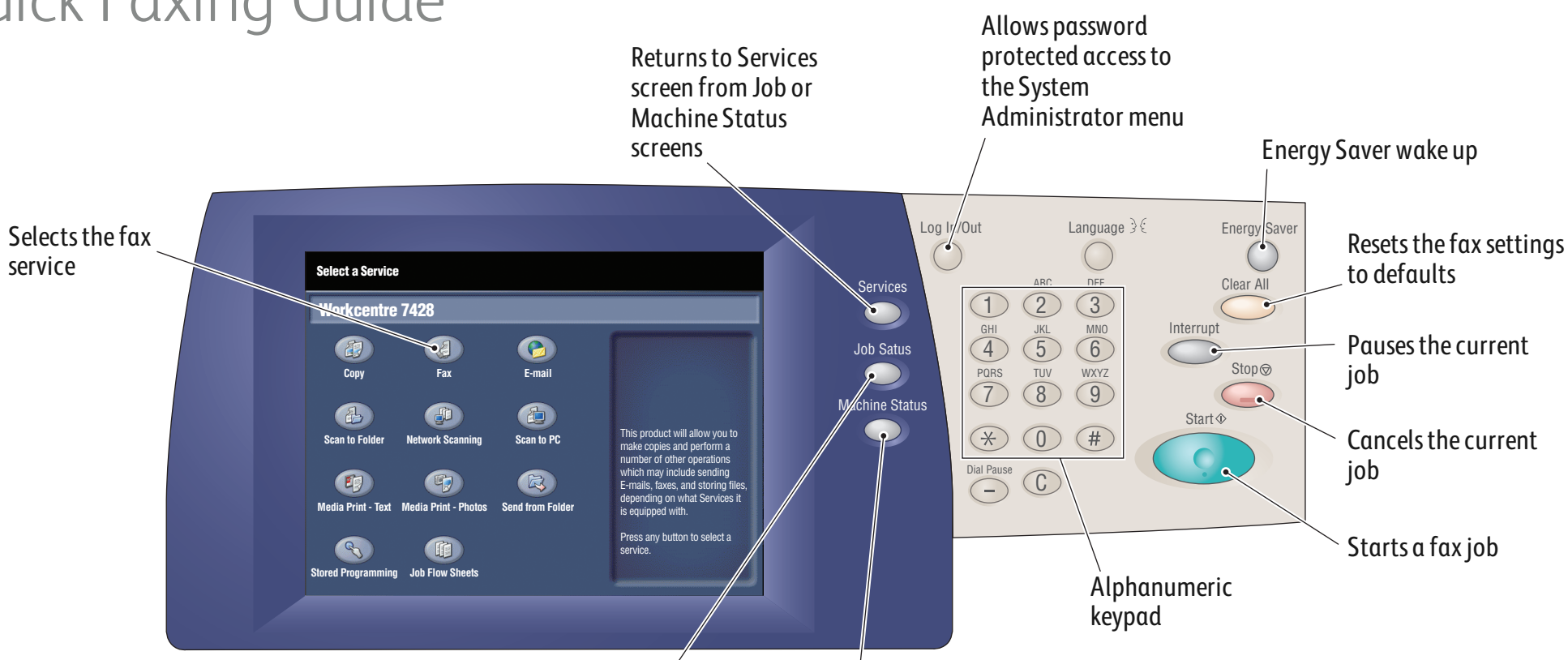
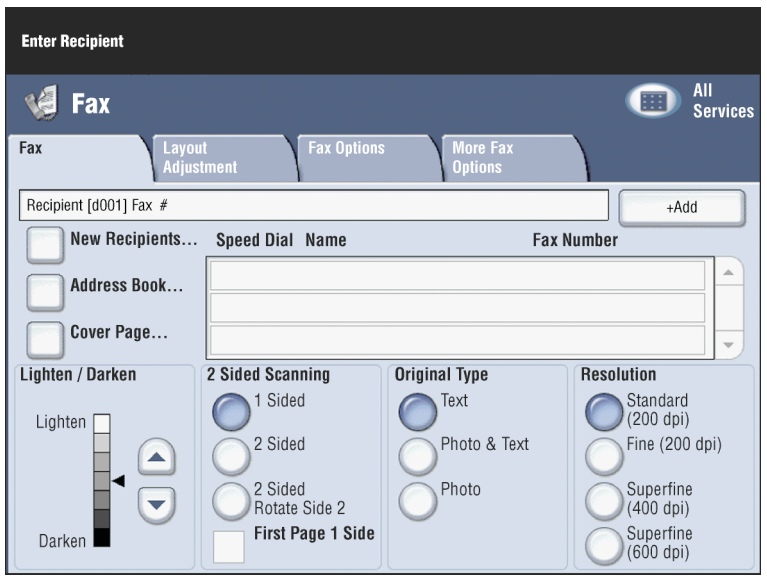
WorkCentre®
7425/7428/7435
Quick Faxing Guide



To make a fax

1. Press the **Energy Saver** button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the **Fax** icon on the touch screen.
4. Touch **New Recipients** on the touch screen (shown at right).
5. Enter a fax number using the keyboard on the touch screen, then touch **Add**, then **Close**.
6. Verify or change the displayed defaults as desired.
7. Press the green **Start** button.
7. For more information, see **Faxing** in the **User Guide**.



Fax tab options

Lighten/Darken

- Touch the **up** or **down arrow** to change the fax density.

2-Sided Scanning

- Touch one of the listed options. **First Page 1 Sided** can be added to either of the 2 Sides options.

Original Type

- Touch one of the listed options.

Resolution

- Touch one of the listed options.

Other tab options

Layout Adjustment

- Original Size
- Book Faxing
- Reduce/Enlarge

Fax Options

- Confirmation Options
- Starting Rate
- Priority Send/Delay Start
- Transmission Header Text
- Recipient Print Sets
- Multiple-Up
- Remote Folder
- F Code

More Fax Options

- Remote Polling
- Store for Polling
- On-hook (manual send/receive)

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