THIS FUNCTION IS AVAILABLE ONLY WITH THE PCL DRIVER:

Name 🔺		Documents	Status
🍓 CXP_3535		0	Ready
🚵 Xerox DocuColor 2240 PCI	. 6	0	Ready
🔌 Xerox DocuColor 2240 PS		0	Ready
👹 Xerox DocuColor3535 PS		0	Ready
Xerox WorkCentre 24 P	Open		Ready
😂 Xerox WorkCentre 24 P 🗕	•		Ready
🚵 Xerox WorkCentre Pro ·	Set as Default F	Printer	Ready
	Printing Prefere	nces	
	Pause Printing		
	Sharing		
	Use Printer Off	ine	
	Paste		
	Create Shortcu	t 📕	
	Delete		
	Rename		
	Properties		

Fig. 1

In the Printers folder, right-click on your WorkCentre M24 and select **Properties** from the drop-down menu.

Change Setting For: Stray Unit	General	Sharing	Ports	Advanced	Color Management	Security	Configuration	Printer	About
 Finisher 3-Tray Unit 3-Tray Uni					Change Setting F	For:			
			N. N.S.	> 	Finisher 3-Tray Unit S-Tray (High Fax Module A5 Paper De Statement P	Capacity) etoption aper Detec	tion		
	ſ		1	J	,				
	N 1	letwork Ad 3.234.167	ddress 7.250		Auto Config	guration	Rest	ore Defau	lts
Network Address 13.234.167.250 Auto Configuration Restore Defaults									

Fig. 2

Click on the **Printer** tab and make sure that there is a checkmark in the box next to **Fax Module**. If there is no checkmark in the box, click on the box to enable **Fax Module**. Click **OK**. Faxing is now enabled.

rincer	7		
<u>N</u> ame:	Xerox WorkCentre 24 PCL 6		✓ Properties
Status: Type: Where: Comment:	Idle Xerox WorkCentre 24 PCL 6 IP_13.234.167.250		Fin <u>d</u> Printer Print to file Manual duple <u>x</u>
Page range All Current Pages: Enter page r separated b	page C Selection numbers and/or page ranges y commas. For example, 1,3,5–12	Copies Number of copies:	1 ๋
Print <u>w</u> hat: P <u>r</u> int:	Document All pages in range	Zoom Pages per sheet: Scale to paper size:	1 page
Print what: Print: Options	All pages in range	Pages per sheet: Scale to paper size:	1 page No Sca OK

To send the fax from your application, open the document to be sent. Select Print from the application. The Print window will be displayed, select **Properties**.

Xerox WorkCentre 24 PCL 6 P	roperties	? 🔀
Paper/Output Output Options Graph	ics Watermarks Fonts	Fax User Settings About
	Job Type: Copies: Paper Size: Output Size: Image Orientation:	Normal Print Normal Print Secure Print Sample Print Delayed Print Coom: [25-440 %] Normal Rotate Image by 180*
Uutput Color: Auto	Multiple Up: 2 Sided Print: Output Destination:	1 Up 1 Sided Print Center Output Tray
	Paper Source: Paper Type: (Bypass Tray)	Auto 💌 Plain 💌
Printer Status	Poster/Booklet	Print Area Restore Defaults OK Cancel Help
Fig. 4		

In the **Job Type** field select **Fax** from drop-down menu, and then click **OK**. If **Fax** has a yellow warning symbol beside it in the drop-down menu, return to Fig. 1 and repeat the steps.



reamo.	Re	cipient List:	
Recipient's Name	To->		
Fax Number:			
123-456-789			
Input Speed Dial Number			
Import To List			
Current Fax Phonebook:			
Current Fax Phonebook: None		Recipient Info.	Comm. Settings
Current Fax Phonebook: None - Look Up Phonebook		Recipient Info, Delete From List	Comm. Settings Add To Phonebook

Fig. 6 Enter the Fax Recipient information.

Fax Recipient		X
Name:	Recipient List: To-> Recipient's Name <123-456-789>	I
Fax Number:		
Input Speed Dial Number		
Import To List		
Current Fax Phonebook: None	Recipient Info. Comm. Settings	1
Look Up Phonebook	Delete From List Add To Phonebook	
ОК	Cancel Help	

Fig. 7

Once the recipient information has been entered, click on **To** to add the information to the **Recipient List**. Click **OK**.

Fax Job Confirmation
You have selected to send the job as a fax to the following recipients:
Recipient's Name <123-456-7890>
Delayed Send
(hh:mm)
OK Abort Help

Click **OK** to send the fax.



The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. To enter the telephone number identifying the machine and the header text information (business name) please refer to "Entering Local Terminal Information" pamphlet Part 2 of 2. To enter date and time please refer to "Entering Local Terminal Information"

Quick Start Guide





WorkCentre M24

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