

Transmitting Documents

Manual Send

Refer to “Manual Dial” in Chapter 7 “Dialing Methods”.

Delayed Start

Transmitting a document at a programmed time is known as a Delayed Start. You can set up a job to begin one month in advance. This feature permits cost savings by scheduling jobs during periods when telephone rates are lower.

To set up a Delayed Start:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:

Delay
Start



Send later

Time: HH:MM DD
 ■■:■■ ■■

4. Use the Numeric Keypad and the arrow keys to enter the time and date you want the job to start, then press **Enter**.

Note: If the 12-hour format is selected, use the arrow keys to select am/pm. DD represents the day of the month. If a number above 31 is entered, the job is started on the first day of the following month.

Note: You can select another option for this job. Refer to the selected option for the procedure.

5. Using one of the dialing methods, enter the fax number and press **Start**.

The document is scanned into memory and is transmitted at the designated time.