Setting the Send Header

With this feature enabled, your Send Header information is printed at the top of each page you send. When enabling the Send Header feature, you can specify where the header is to be printed "inside" or "outside" the document data area. If "Inside" is selected and sending data exists near the top edge of the paper, the header information and data may overlap. If "Outside" is selected, the header information is printed at the top of the page and the document is printed below to avoid overlapping.

The following information is printed on the Send Header:

- Date
- Start Time
- Transmitting Station ID (name & telephone number)
- Transmission Serial Number - The machine automatically assigns a three digit number. This number is used on confirmation reports or error reports.
- Page Number/Total Number of Pages
- Job or File Number

To enable the Send Header:

1. Press:

    Menu ▲ (3) (4) (0) (4)

    ```
    Send header
    1. Inside
    2. Outside
    3. Off
    ```

2. Select where you want the fax header to be printed.

    To print the header in the document area, press (1).

    To print the header above the document area, press (2).

    To not print a header, press (3).

    The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.