To receive manually:

1. When the telephone rings, pick up and talk with the remote operator. (If a fax tone is heard, press the **Start** key).

2. When you finish talking and are ready to receive the document, and the remote party is ready to send, press the **Start** key.

3. Hang up the handset. The document is received.

Advanced Receive

Various advanced receive modes and features are available on the WorkCentre to fit your individual needs.

The following advanced modes and features are available:

Modes and Features	Description
Collate Fax	When enabled, received documents are collated with the last page on bottom, first page on top.
Reduce Fax	Selects whether to reduce or divide long documents.
Receive to Memory	When enabled, documents are received to memory when the printer is unavailable.
Secure Receive	When enabled, documents are received to memory during specified times.
Superfine Receive	When enabled, documents are received in the Superfine resolution mode.
Discard extra	When enabled, discards up to 10mm of the lower portion of a long document.

Collate Fax

When the collate fax feature is selected, all received documents are automatically collated. This means the last page is on the bottom and the first page on top of the stack in the output tray.