To enable the Collate fax function:

1. Press:

Menu ▲   ③   ⑤   ⓪   ①

Collate fax
1. On
2. Off

2. Select the collate fax option:

To enable the collate option, press ① .

To disable the collate option, press ② .

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

Reduce Incoming Fax Setting

This function allows a reduction of the received image. When this feature is set to On and letter/A4 size copy paper is installed, the WorkCentre reduces longer size documents to fit on the paper.

If Off is selected the longer size document prints on 2 pages.

To set the Reduce Incoming Fax default setting:

1. Press:

Menu ▲   ③   ②   ⓪   ②

Reduce incoming fax
1. On
2. Off

2. Select the Reduce incoming fax option:

To automatically reduce oversized documents, press ① .