5. Press **Start** to scan the image and paste it on your cover sheet.

The scanned image can appears on your cover sheet when you send a document using the "Sending Documents with a Cover Sheet" procedure.

Sending a Document with a Cover Sheet

Once you enable the Cover Sheet feature and create a Cover Sheet image (if desired), perform the following steps when sending a document.

To send a document with a Cover Sheet:

1. Load a document face down in the Document Tray.

2. Select the desired **Resolution** and **Contrast**.

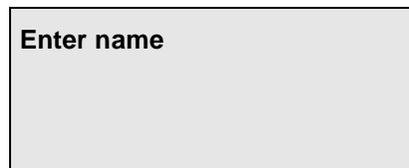3. Open the Access Panel and press:

Cover Sheet

```
Cover sheet
1. On
2. Off
```
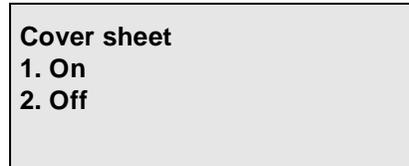
4. Select the Cover Sheet option:

To send the document without a Cover Sheet, press (**2**), then go to Step 7.

To attach a Cover Sheet when sending this document, press (**1**).

```
Enter To:  name
```

after 2 seconds...

```
Enter name
```
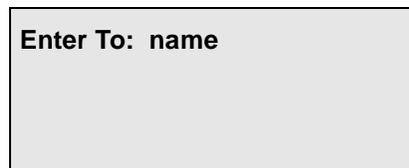
Transmitting Documents

5. Using the Numeric Keypad and the Character Code Table, enter the name of the person or company the document is being sent to, then press **Enter**.

> **Enter From: name**

after 2 seconds…

> **Enter name**

6. Using the Numeric Keypad and the Character Code Table, enter your name or company name, then press **Enter**.

> **Free memory: 100%**
> **Enter fax number**

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

7. Using one of the dialing methods, enter the fax number and press **Enter** if necessary.

The document is sent with a Cover Sheet, if selected, and the machine returns to the Standby Mode.