

## Getting Started

To select the Scan Contrast:

Press the **Contrast** key until the required contrast mode is indicated by the Contrast LED

**Note:** *When the Contrast LED is not illuminated, the Contrast setting is Normal.*

## Quick Start

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### To Receive

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The default answer mode is Auto answer. When the remote party calls to send you a document, your WorkCentre automatically receives and prints the document.

### To Send

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1. Load a document face down in the Document Tray.
2. Using the Numeric Keypad, enter the telephone number of the remote fax.
3. Press **Start**.

### To Copy

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1. Load a document face down in the Document Tray.
2. Press **Copy**.
3. Enter the number of copies.
4. Press **Start**.