

Receiving Documents

Basic Receive

The WorkCentre can receive documents automatically or manually depending on the Answer Mode you have selected. If the Answer Mode is set to Auto, the machine receives a document automatically upon receiving a call.

If the Answer Mode is set to Manual, the machine will not receive a document until you press the **Start** key. This mode enables you to use the machine as a telephone, yet receive documents when desired.

The default Answer Mode is Auto.

Setting the Answer Mode

When the answer mode is set to auto receive, the machine automatically answers and receives incoming fax calls. Use the Auto Answer mode if you have a dedicated phone line.

Use the Manual Answer mode if you have a single line for fax and voice communications. The Manual Answer mode allows you to answer incoming calls manually. If an incoming call is a fax, you can receive the fax by pressing the **Start** key.

To set the Answer Mode:

1. Press:



Answer mode
1. Auto answer
2. Manual answer

2. Select the Answer Mode:

To select Auto answer, press **1**, then go to Step 3.

To select Manual answer mode, press **2**, then press **Stop** to return to the Standby Mode.