Faxing From Your i-Series Bizhub

Getting Started:

❏ Select **Home** screen (lower left corner)

❏ Select **Scan/Fax**

❏ Select **Direct Input**, **Fax** and key in your fax number (use 1 or 9 if applicable)

Note: If you have a pre-programed number select it

❏ Touch blue start button to send

Note: You can enter multiple destinations if you select "next destination" at bottom of screen

Faxing Tips: Check the progress of your fax by touching job list, set up groups, fax from your PC, program one touch buttons, fax scan and make copies all at the same time, Fax 2 sided and use separate scan.

I Series Register one touch Fax destinations from copier:

Note: Can be done via web connection

❏ **Home** icon (left corner of screen)

❏ Select Address Book on screen

❏ Select New (bottom on screen)

» See **Address Type**-choose fax from drop down

» See **Name**-Touch icon of **Key Pad** and key in name -**OK**
(touch favorites if you want to display on main screen)

» Touch **Fax Number** and input number from **Keypad** icon
(make sure to include 1 or 9 if you are required to use)

» Touch **Register**-touch **OK**

Note: You can also delete or edit from this screen once you highlight the previous record that you created

Confirmation:

❏ Select **Home** button

❏ Select **Utility**

❏ Select **Administrator** enter **1,2,3,4,5,6,7,8 - OK**

❏ Select **Fax Settings**

❏ Select **Report** settings

❏ Select **TX Report** and select **On Off** or only if fails.

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Header:

- ❏ Select **Home** button
- ❏ Select **Utility**
- ❏ Select **Administrator** enter 1,**2,3,4,5,6,7,8 OK**
- ❏ Select **Fax Settings**
- ❏ Select **Header Info**
- ❏ Select **Sender Fax No.** and key in your fax number
- ❏ Scroll to TTI select **No 1**
- ❏ Touch **Edit** and key in your company name, touch **OK**

To print TX (sent) or RX (received) or both reports:

Note: You can't print off an individual confirmation report but you can print a report log showing multiple records

- ❏ Select **Job List** in upper right corner of screen, select **Comm. List**
- ❏ Go to right side off screen under report type and choose which report you need
- ❏ Select **CONFIRM** at bottom of screen and select **Start**

Note: If the sending fax institution does not have their fax name and/or number programed into the machine you will not see that info and won't know who or where the fax came from