

PC Faxing

Requires the optional fax kit

How to fax from your pc:

- Open your document, select **File/Print** and choose your **Bizhub fax driver**, Select **OK**
- Key in **name of the recipient** (who you are faxing to)
- Key in **fax number and select ADD RECIPIENT** (recipient list will populate)

You can choose from pre-programmed numbers:

- » **PHONE BOOK** - This will take you into the address book that you created from you PC. This option is unique to YOUR PC.
- » **ADDRESS BOOK LIST** - takes you to the address book of your copier. Select Get Abbr. Info and this will take you to the complete list of numbers that you have programmed into the copier.
- When you make your selection from phone book or address Book list, **make sure that you select Add Recipient and touch OK.**
- Select **Cover** sheet if you wish to attach (see instructions on how to create). If you want to key in recipient info you need to select **LOAD SET INFORMATION** and manually key in the receiving info such as: Company, department, name and fax number.
- Select **OK** to send

How to create pc fax coversheet:

Note: If you are using a 64 bit PC you can include a coversheet but you can't type comments or add recipient info

- Select **File/Print** and choose your **Bizhub fax driver -OK**
- Select **Properties**, check mark **COVERSHEET**
- Select settings and use keypad to enter info under each tab for your cover
 - » **Basic** - style/subject/date/pages/comments (choose what you want to include). Recipient info can't be entered until you are sending the fax
 - » **Sender** - Company/dept./name/phone/fax/email (this is your info)
 - » **Image** - You can browse and pull in a logo if you have it stored as a BMP.
- To Save: When you have keyed and set up the info for your coversheet click add to save your profile. You can create different coversheets.
- Select **OK** several times until you get to the main screen.

How to create/store fax numbers in phonebook:

PC Faxing

(continued)

- Select **File/Print**, choose your **bizhub fax driver** , select **OK**
- Select **Properties**
- Select **Phone Book Entry**, first time it will ask you where to save the phone book, choose a location such as, desktop or a certain drive.
- Select **Add New**
- Key in info **OK,OK,OK,OK**

Note: These numbers will store under the personal list

How to create groups:

Note: Numbers must be stored under personal list before you can Add to a group.

- Select **File/Print**, choose your **Bizhub fax driver**, Select **OK**
- Select **Properties**
- Select **Phone Book Entry**
- Select **(+) Group tab** (left side of page)
- Right click on **Group** to rename, use the keypad to enter the **new group name**, Select **OK**
- Add recipients by dragging names from personal list into your named group.

How to send a group:

- Choose **add from phone book**
- Left click on the **group tab**
- Right click on the **name group**
- Select add **recipients** and touch **OK**

How to turn on pc fax conformation:

- Press **Utility/Counter** (hard key on right of key pad)
- #3 Administrator Settings** key in **1,2,3,4,5,6,7,8 OK**
- #8 Fax settings**
- #7 Report settings**
- Page down** to page 3
- Highlight **PC=FAX TX ERROR REPORT**-choose **ON**