**LOFFLER**

## Xerox AltaLink: Sending a Fax

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| 1. Load the originals face-up onto the automatic document feeder or place face-down on the glass. | |
| 2. Select the **Home** button on the right side of panel. | |
| 3. Select the **Fax** icon. | |
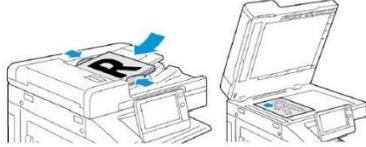
4. Add recipients:

- Select from one of the three option to add recipients: **Manual Entry**, **Favorites**, or **Device Address Book**.

   Note: **Favorites** and **Device Address Book** require the same steps to add recipients.

| Manual Entry | Device Address Book |
|---|---|
| • Select **Manual Entry**.<br>• Use the number pad to enter the fax number.<br>• Select **Add**.<br><br>Note: Use the buttons to add spaces, pauses or Pulses as necessary. To enter longer pauses, touch **Dial Pause** multiple times. | • Select either **Contacts** or **Favorites**.<br>• Select a recipient.<br>• Select **OK**.<br><br>Note: Use the spyglass to search for a recipient or the alpha letters on the right side of the window to narrow the list number of recipients. |
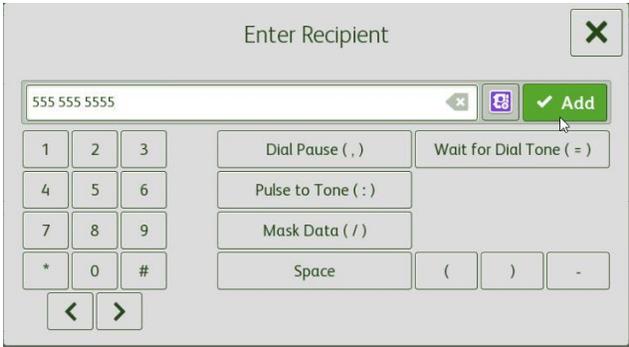
MN: Bloomington; Duluth; Mankato; Rochester; St Cloud; Willmar; Grand Rapids | WI: Eau Claire; Hudson; La Crosse; Green Bay
IA: Sioux City; Spencer | NE: Norfolk | ND: Fargo; Grand Forks | SD: Aberdeen; Sioux Falls

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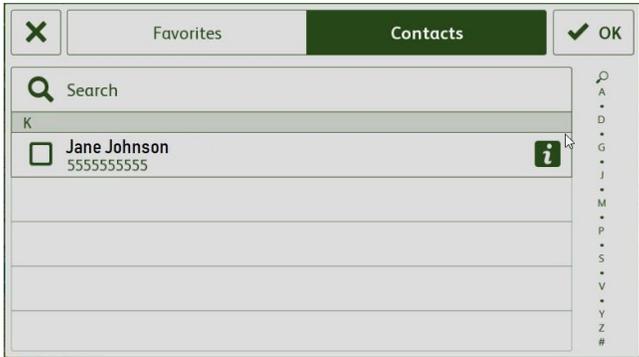
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| 5. Adjust the fax settings as needed. Select options by swiping up and down on the screen.<br><br>• Select **2-Sided Scanning**, then select an option.<br><br>• To scan more documents in the same PDF or to change settings for different sections of the job, touch **Build Job.**<br><br>• Select **Show Additional Features** to navigate to more options. | **Log In** / Fax / **Send**<br><br>2-Sided Scanning — 1-Sided<br>Original Type — Text<br>Lighten / Darken<br>Original Size — Auto Detect<br>Cover Sheet — Off<br>Build Job — Off<br><br>**Show Additional Features** |
| 6. When ready to fax, select the **Send** button. | **Log In** / Fax / **Send**<br><br>➕ Add Recipient<br>👤 555 555 5555 |

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