

## Faxing – From PC:

**\*Need the PS Driver Loaded**

### At the Machine:

1. Go to Menu>>Settings>>Fax Settings>>Analog Fax Setup>>Fax Send Settings>>Click down to Enable Fax Scans (if it says OFF, change to ON).

### In the Print Driver:

2. Repeat the above procedure in the Driver to Fax>>Submit.

### Open Document to Fax:

3. Select File>>Print>>Properties.

The screenshot shows the Lexmark Fax Properties dialog box with the following settings:

- Enable fax:**
- Always display settings prior to faxing:**
- Fax Settings:**
  - Fax number(s):** [Empty]
  - Dialing prefix:** [Empty]
  - Fax name:** denyellek
  - Paper size:** Letter (8 1/2 x 11 in)
  - Orientation:**  Portrait,  Landscape
- Cover Page:**
  - Include cover page with fax:**
  - Include recipient information / comments:**
  - Name(s):** [Empty]
  - Comments:** [Empty]
  - Include sender information:**
- Print Settings:**
  - Load settings:** (None)

4. Click on Enable Fax, Enter Fax Number (Dial the same way as at the machine, with prefix if needed), Header Name.
5. There is the ability to choose to include a cover page with the fax and include recipient information, comments, etc.
6. Select OK.
7. Print.

