LOFFLER

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.

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.