
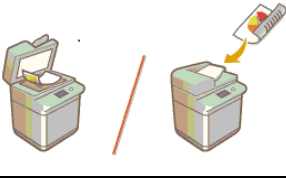
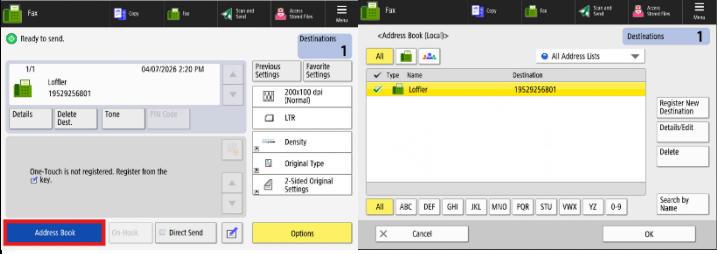
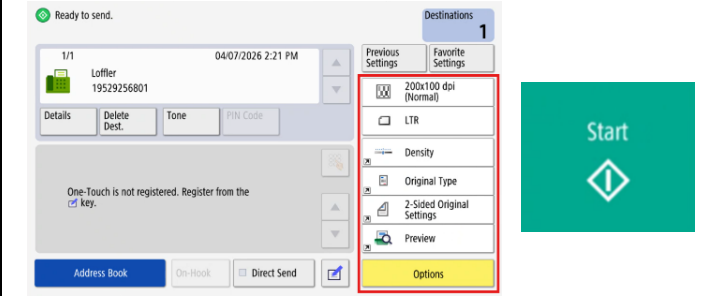



## Canon ImageFORCE: Fax

This document will go over how to use the Fax feature

<p>1. Select the <b>Fax</b> icon from the Main Menu screen</p>	
<p>2. Place the document in document feeder or on the platen glass</p>	
<p>3. Enter a destination by one of two ways:</p> <ul style="list-style-type: none"> <li>• <b>Using the number pad:</b> If an outside line is accessed with a number, enter that number first <i>Example: 19529256801</i></li> <li>• <b>Using the Address Book:</b> Select Address Book and choose from the registered fax number(s)</li> </ul>	
<p>4. Select additional options as needed</p> <ul style="list-style-type: none"> <li>• Basic Settings: 2-Sided Original, Different Size Originals, Resolution, etc.</li> <li>• Select the <b>Options</b> button for more advanced features such as Job Build (Pg. 1) and TX Report - Fax Confirmation Sheets, (Pg. 2)</li> </ul> <p>5. Press the green <b>START</b> button to begin faxing</p>	
<p>6. To stop the job running, either press the <b>Cancel</b> button or if the status window is closed, press the <b>Stop</b> button</p>	
<p>7. To double check the Fax status, go to the <b>Status Monitor</b> in the bottom left corner &gt; Send &gt; Job Status for jobs still sending, Job Log for previous jobs.</p> <ul style="list-style-type: none"> <li>• -- or <b>OK</b> means Fax was <b>successful</b></li> <li>• <b>NG</b> means Fax was <b>NOT successful</b></li> </ul>	