

Sending a Fax

(Applicable to fax-enabled models – MX, CX, and X)

Faxing is still important to many different companies and businesses, which is a concept that Lexmark is very aware of. As a result, Lexmark has made their devices very easy to use in terms of sending faxes.

Sending a Fax:

1. Place your document in the ADF (automatic document feeder) face up, so that the light on the front of the feeder turns green.
2. Select the 'Fax' icon located on the main menu screen.
3. Enter the fax number you wish to scan to.
4. Select 'Fax It' in the bottom right hand corner to send your fax.

As well you have the option of saving fax numbers to the database in the device as shortcuts. That means, if you save a number as a shortcut, you will simply select them from the address book next time you need to send that person a fax.

To input and save a fax number as a shortcut:

1. Select the 'Fax' icon located on the main menu screen.
2. Enter the fax number you wish to scan to.
3. Select the icon of the gold star with the green addition sign on top of it.
4. Assign a name to the fax number using the keyboard on the screen, and select 'OK'
5. A screen will then appear that asks you if you want to save that contact as a shortcut. Confirm by selecting 'OK'. The contact will be saved as a shortcut, and you will return to the main menu.