

Fig. 1-1
In the Printers folder, right-click on your WorkCentre M24 and select **Properties** from the drop-down menu.

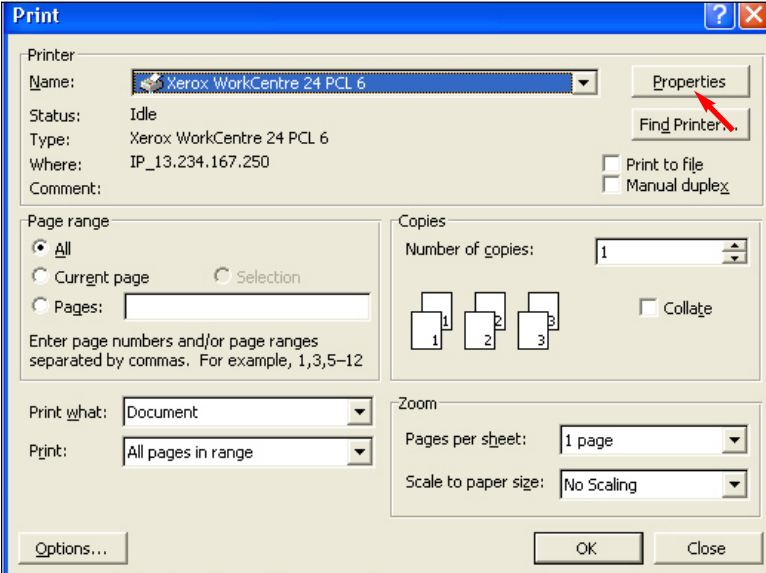


Fig. 1-3
To send the fax from your application, open the document to be sent. Select Print from the application. The Print window will be displayed, select **Properties**.

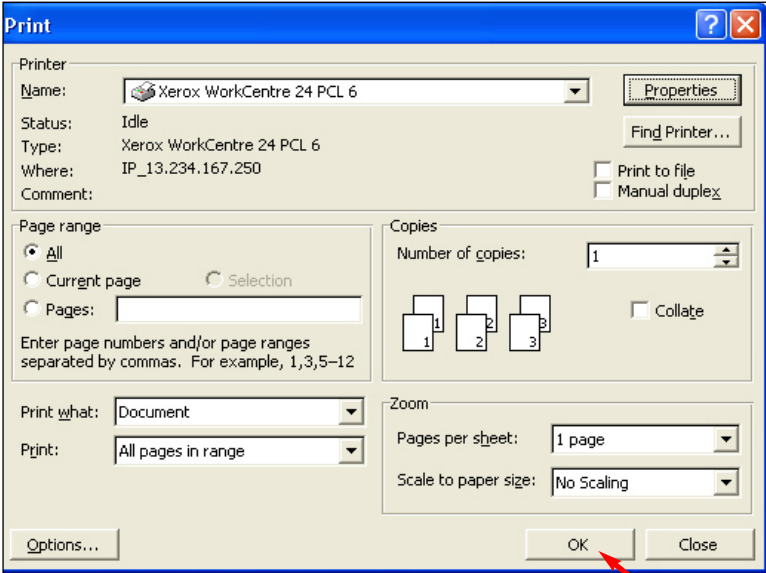


Fig. 1-5
Click **OK**.

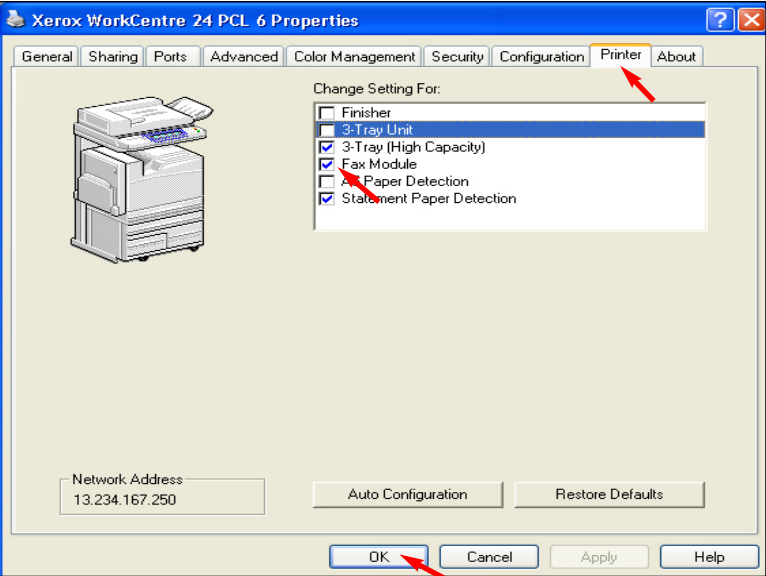


Fig. 1-2
Click on the **Printer** tab and make sure that there is a checkmark in the box next to **Fax Module**. If there is no checkmark in the box, click on the box to enable **Fax Module**. Click **OK**. Faxing is now enabled.

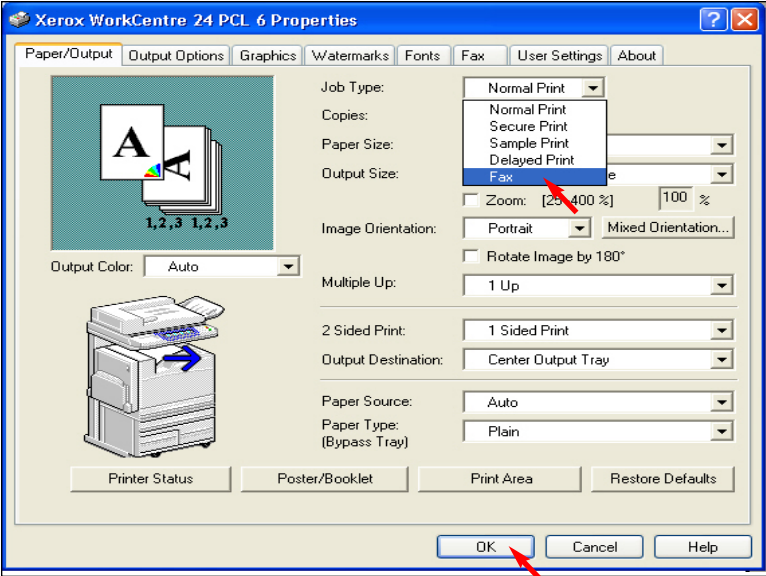


Fig. 1-4
In the **Job Type** field select **Fax** from drop-down menu, and then click **OK**.

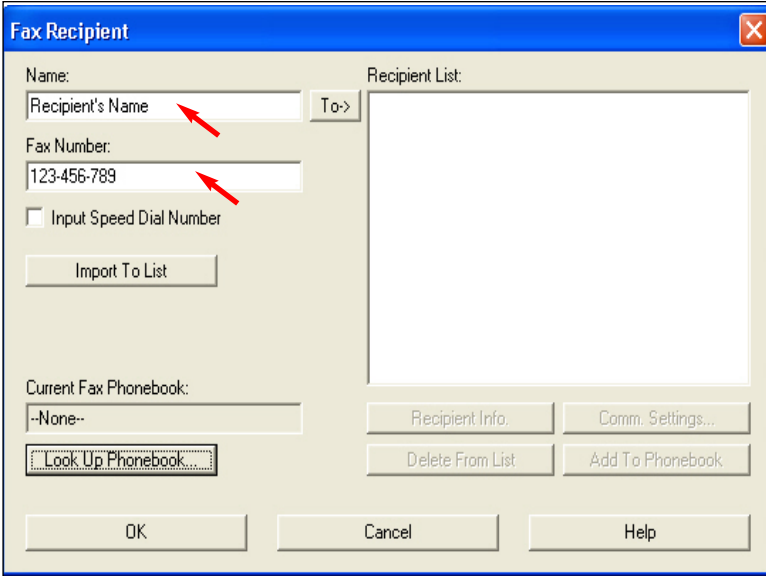


Fig. 1-6
Enter the Fax Recipient information.

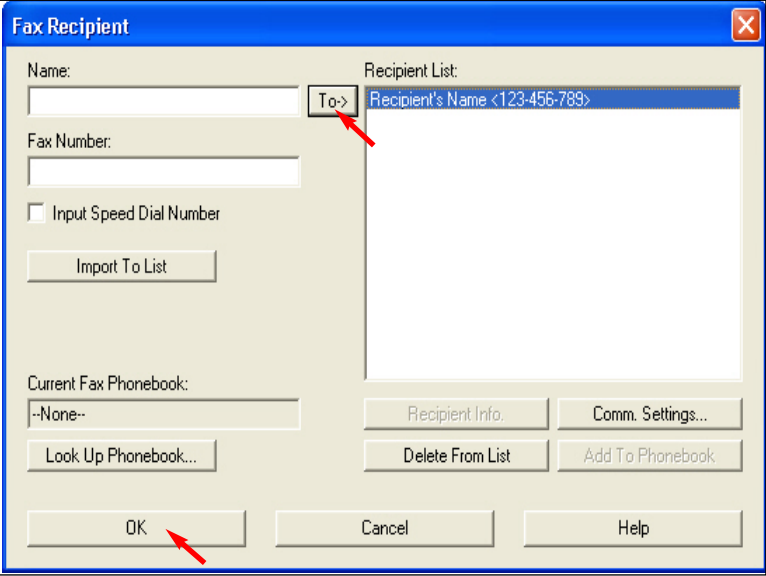


Fig. 1-7

Once the recipient information has been entered, click on **To** to add the information to the **Recipient List**. Click **OK**.

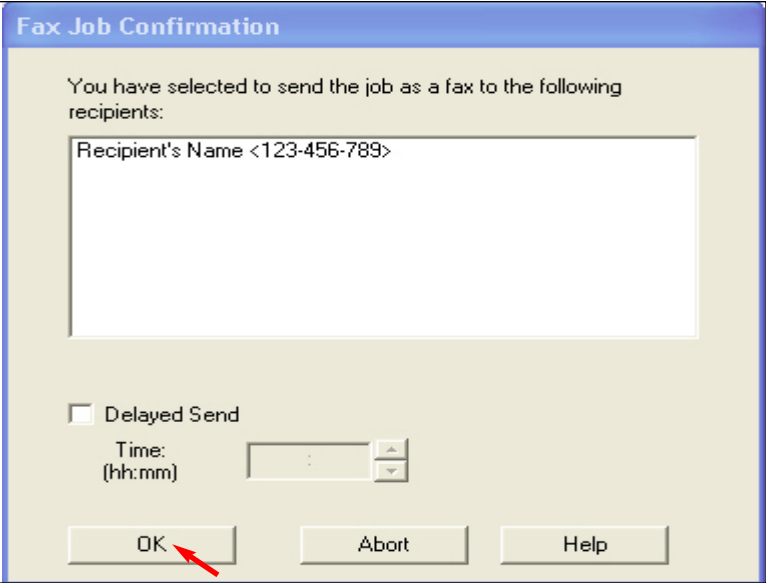


Fig. 1-8

Click **OK** to send the fax.

Quick Start Guide



WorkCentre M24



The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. To enter the telephone number identifying the machine and the header text information (business name) please refer to "Entering Local Terminal Information" pamphlet Part 2 of 2. To enter date and time please refer to "Entering Local Terminal Information" pamphlet Part 1 of 2.