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How to use Fax Forwarding

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QR Code

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How do I use Fax Forwarding?

Note

- Screenshots are provided for reference purpose only. Your display may vary depending on the device.

You must first register the forwarding destination in the Address Book. For details, see "Registering a Fax Destination".

To register two or more end receivers, use group destination. The maximum number of destinations you can register in a group is 500.

1. Press **[Home]** (🏠) at the bottom of the screen in the center.

2. Flick the screen to the left, and then press the **[User Tools]** icon (⚙).

3. Press **[Machine Features]**.

4. Press **[Fax Features]**.
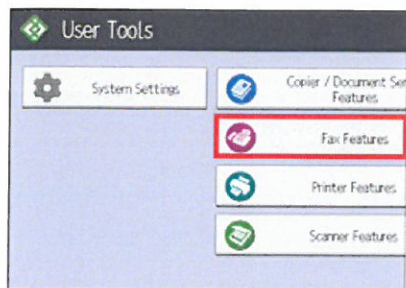
5. Press **[Reception Settings]**.

6. Press **[Reception File Settings]**.

7. Press **[Forwarding]**.

8. Select **[On]**.

   If there is an end receiver already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and proceed to step 9.

9. Specify an end receiver using the destination list, and then press **[OK]**.

   Press **[Fax]**, **[Internet Fax]**, **[Email]**, or **[Folder]** to switch the transmission type.

10. When you specify an Internet Fax or e-mail destination as a forwarding destination, configure the settings in **[Security]** as necessary.

    To encrypt e-mails, press **[Encryption]**.

    To attach a signature to an e-mail, press **[Signature]**.

    After configuring the settings, press **[OK]**.

11. To print a Forwarding Mark on the forwarded document, make sure that **[Print Forwarding Mark]** is selected.

12. Press **[OK]**.

13. Press **[User Tools]** (⚙) on the top right of the screen..

14. Press **[Home]** (🏠) at the bottom of the screen in the center.

Note

- When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at **[Program Special Sender]**.

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Further Information