

Fax Forwarding - old machine

- Press the **[User Tools/Counter]** key.



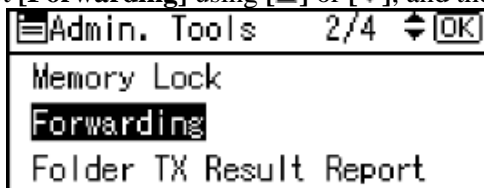
- Select **[Fax Features]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



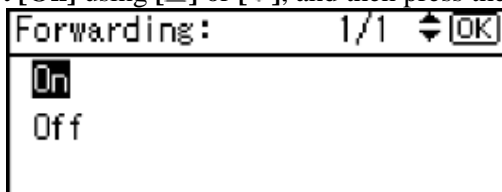
- Select **[Administrator Tools]** or **[Key Operator Tools]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



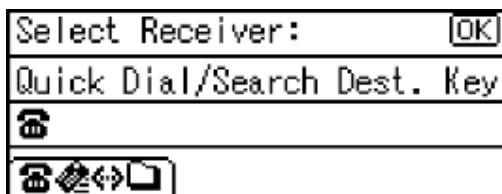
- Select **[Forwarding]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- Select **[On]** using **[▲]** or **[▼]**, and then press the **[OK]** key.



- To Cancel forwarding press **[OFF]**
- Search and select a receiver using the Quick Dial keys or Press the **[Search Destination]** button , search by name or by list, select your user and then press the **[OK]** key.



If you make a mistake, press the **[Clear/Stop]** key, and then enter again.

- Press the **[User Tools/Counter]** key. To get out.

Once forwarding is on you may need to check the Parameter settings to ensure that it will forward without printing the physical paper out

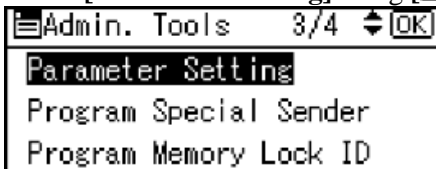
- Press the [User Tools/Counter] key.
- Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



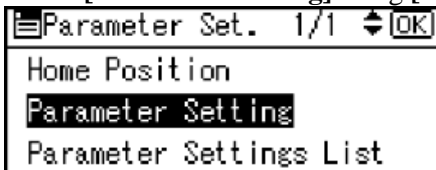
- Select [Administrator Tools] or [Key Operator Tools] using [▲] or [▼], and then press the [OK] key.



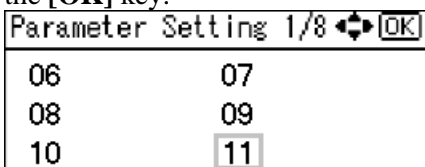
- Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.



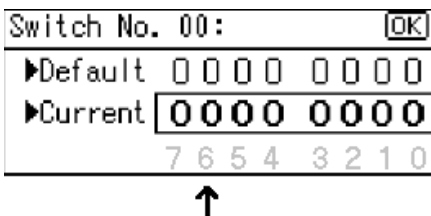
- Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.



- Select the switch number you want to change – Switch [11] using the scroll keys, and then press the [OK] key.



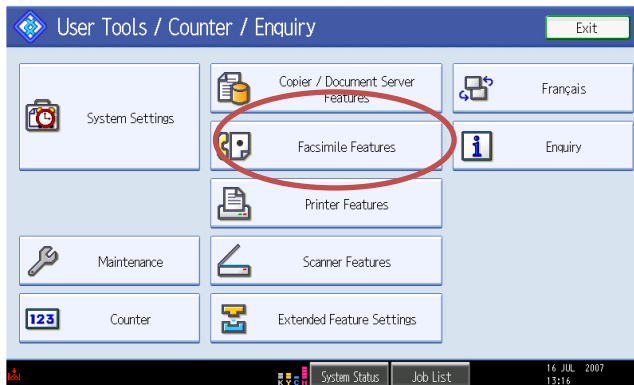
To change the Bit you wish to change you need to press the Blue numbers. Press the blue number [6] key to change bit 6 to 1 to turn on local printing or again to change back to 0 to turn off local printing



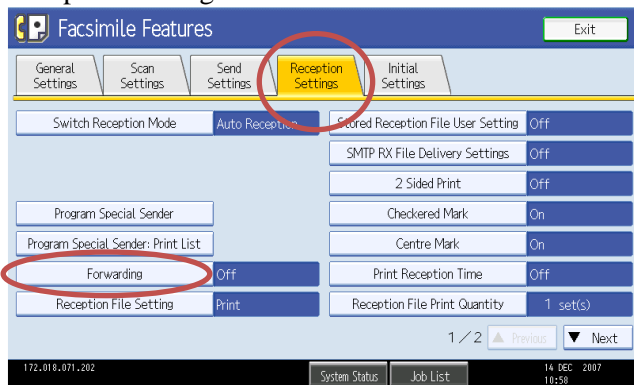
- Press the [OK] key.
- Press the [User Tools/Counter] key. To exit everything

Fax Forwarding on New Machines

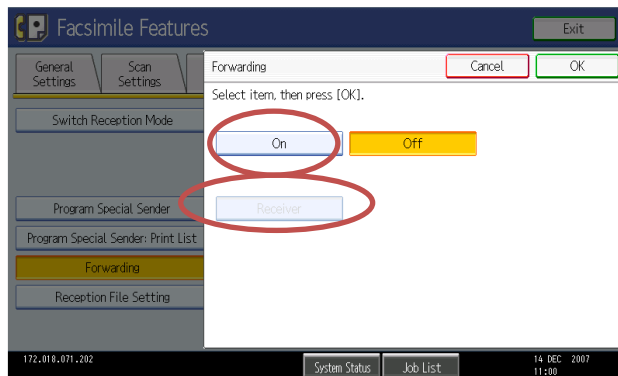
- User Tools
- Fax Features



- Reception Settings



- Forwarding – On
- Receiver

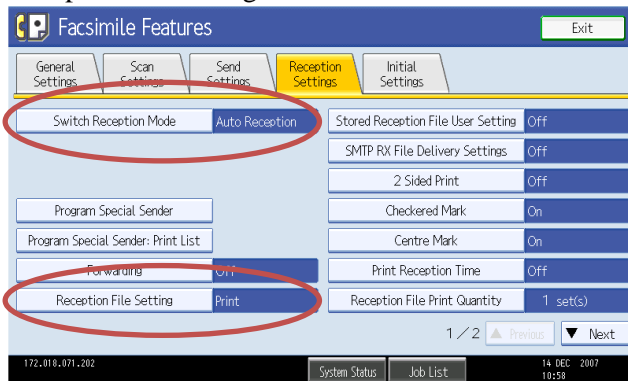


- Specify end Receiver using the destination list and select OK



Still in Reception settings check

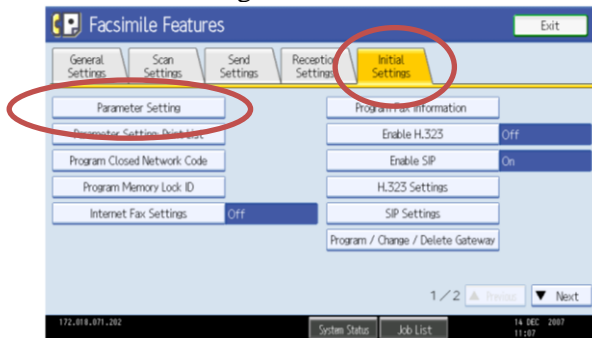
- Switch Reception mode is on Auto Reception
- Reception file setting is on Print



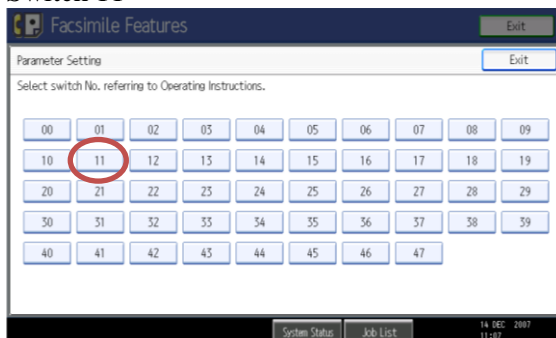
Now that Forwarding is on you may want to check the Parameter settings to turn on Paperless reception.

Still in Fax Features

- Initial Settings
- Parameter Settings



- Switch 11



- Bit 6 - to 1 to turn on local printing or again to change back to 0 to turn off local printing

