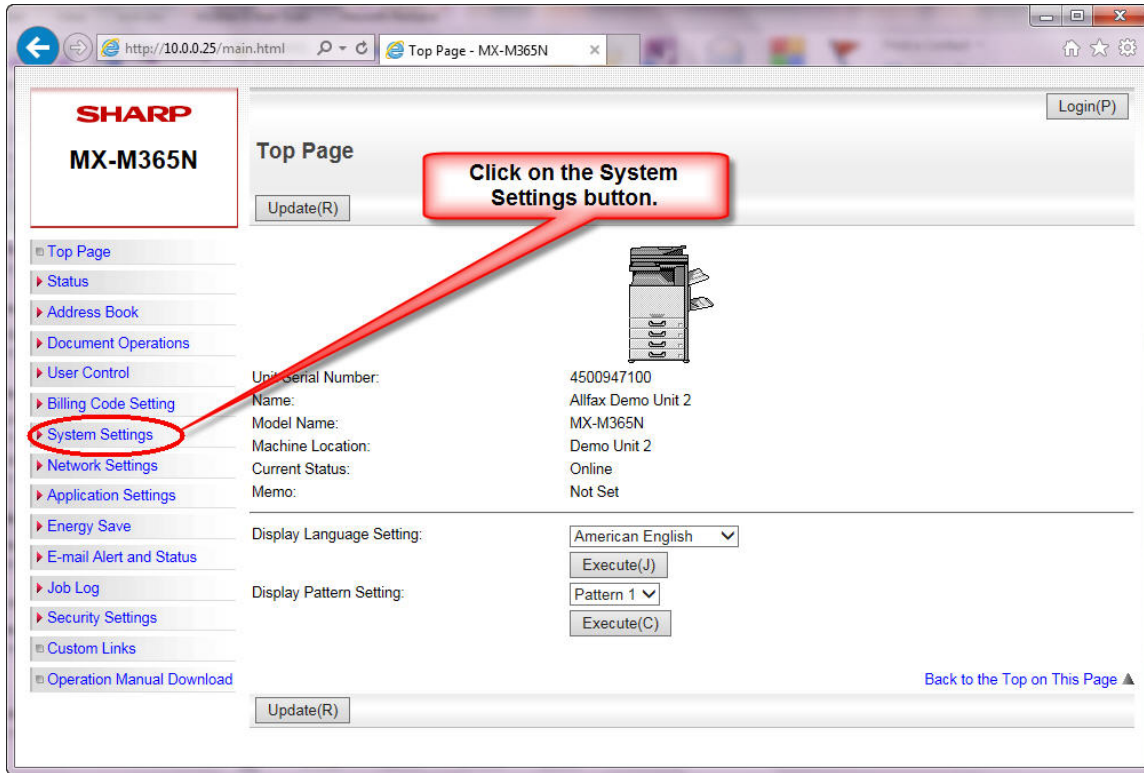


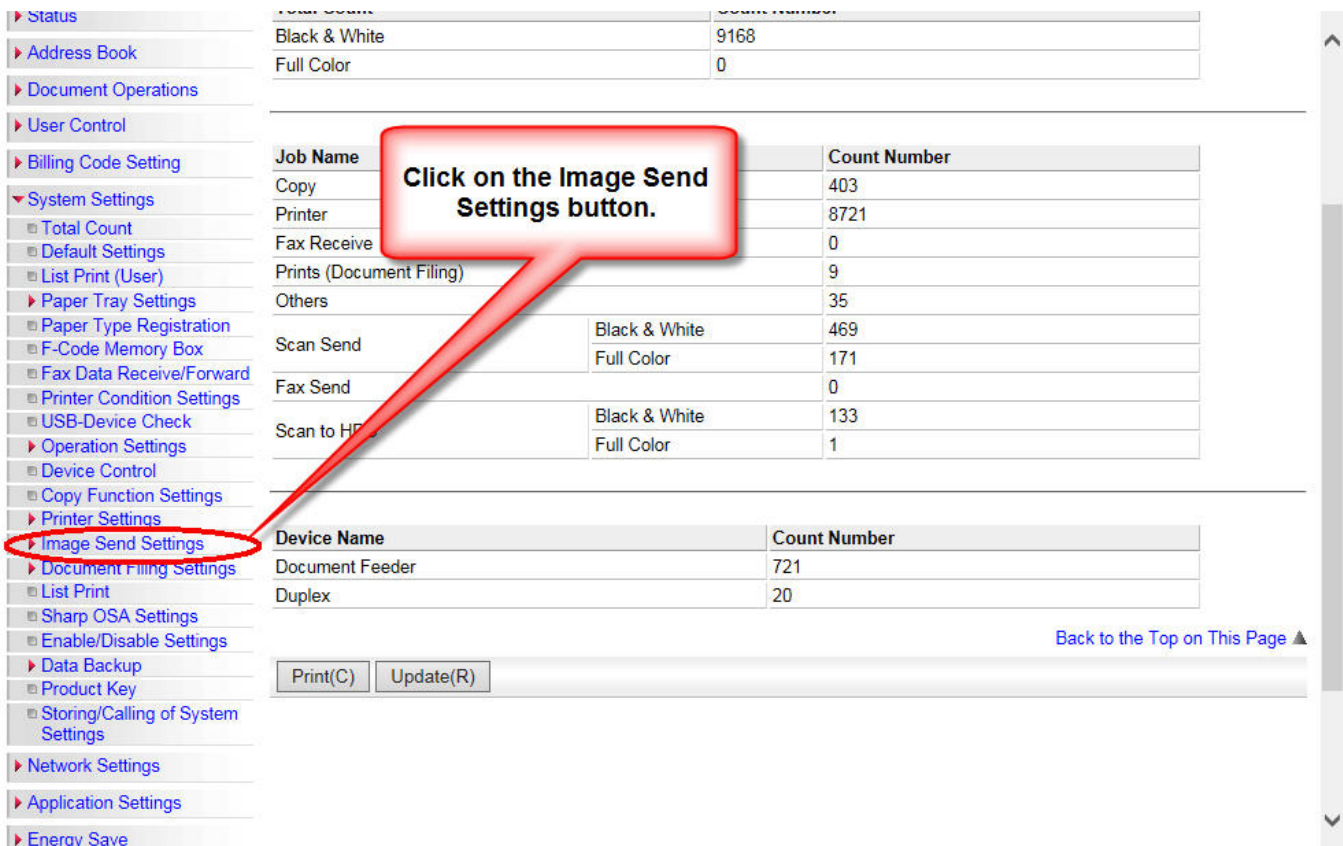
# Fax Settings

(\*\*\* You will need the IP/network address of your machine to complete the following procedure\*\*\*)

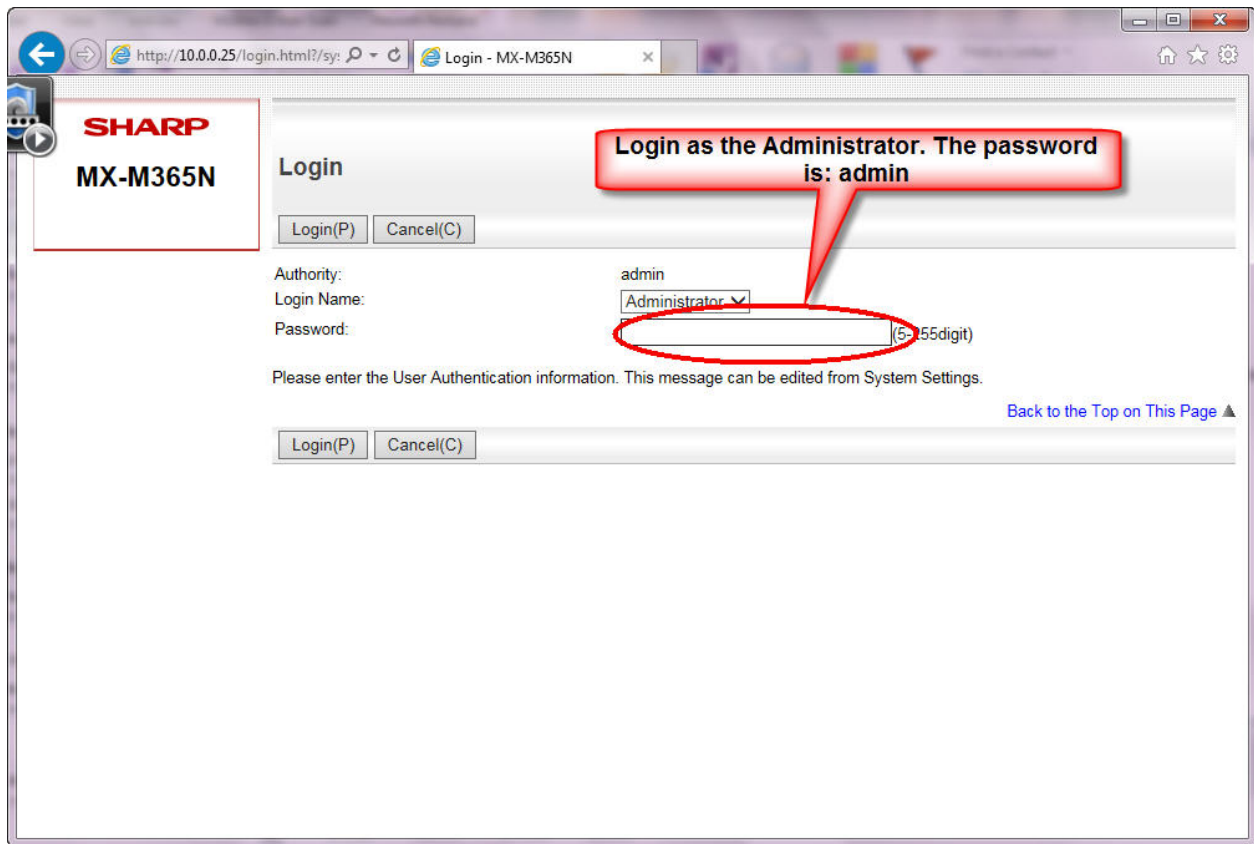
1. Open your machine's webpage from one of the computers on your network using a web browser. Click on the System Settings button in the menu on the left side of the webpage. (see the image below)



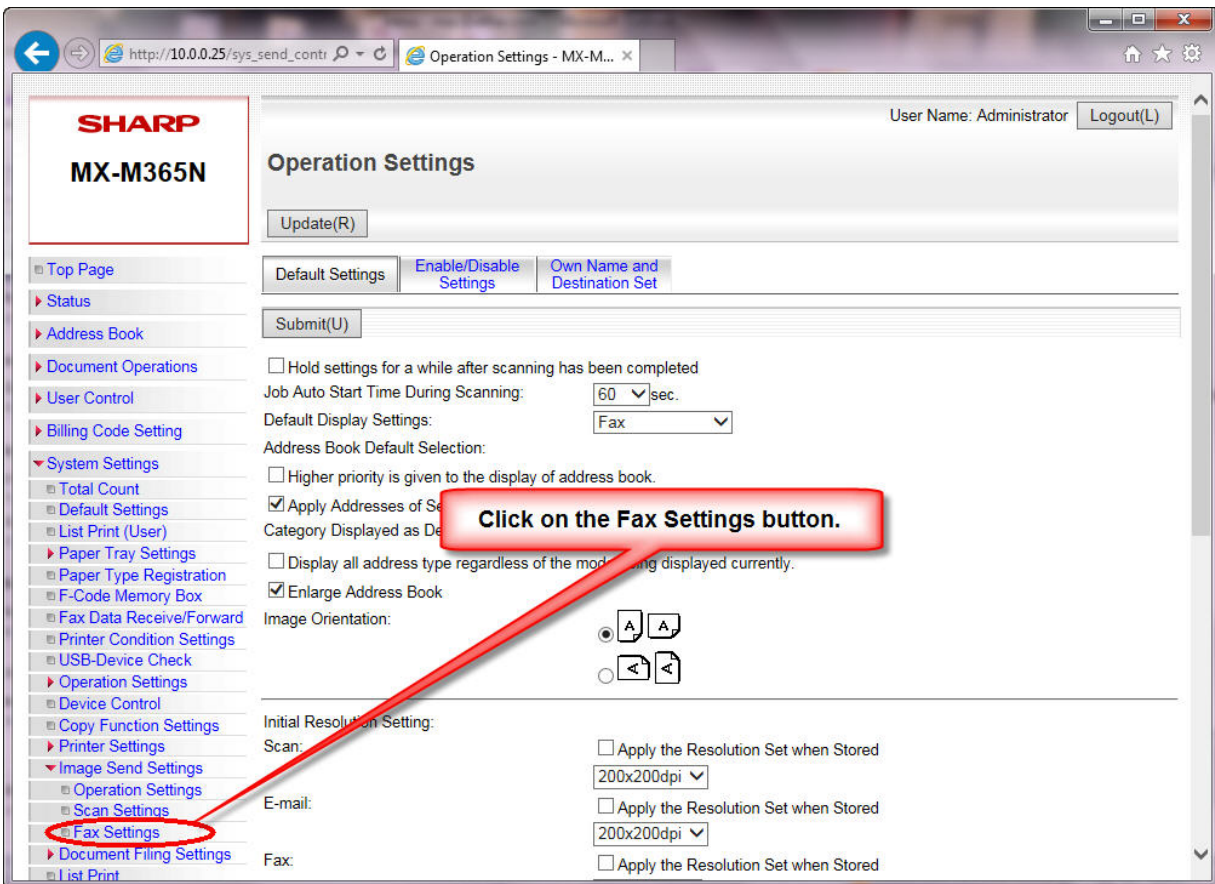
2. The System Setting menu will expand under the System Settings button in the menu. Click on the Image Send Settings button. (see the image below)



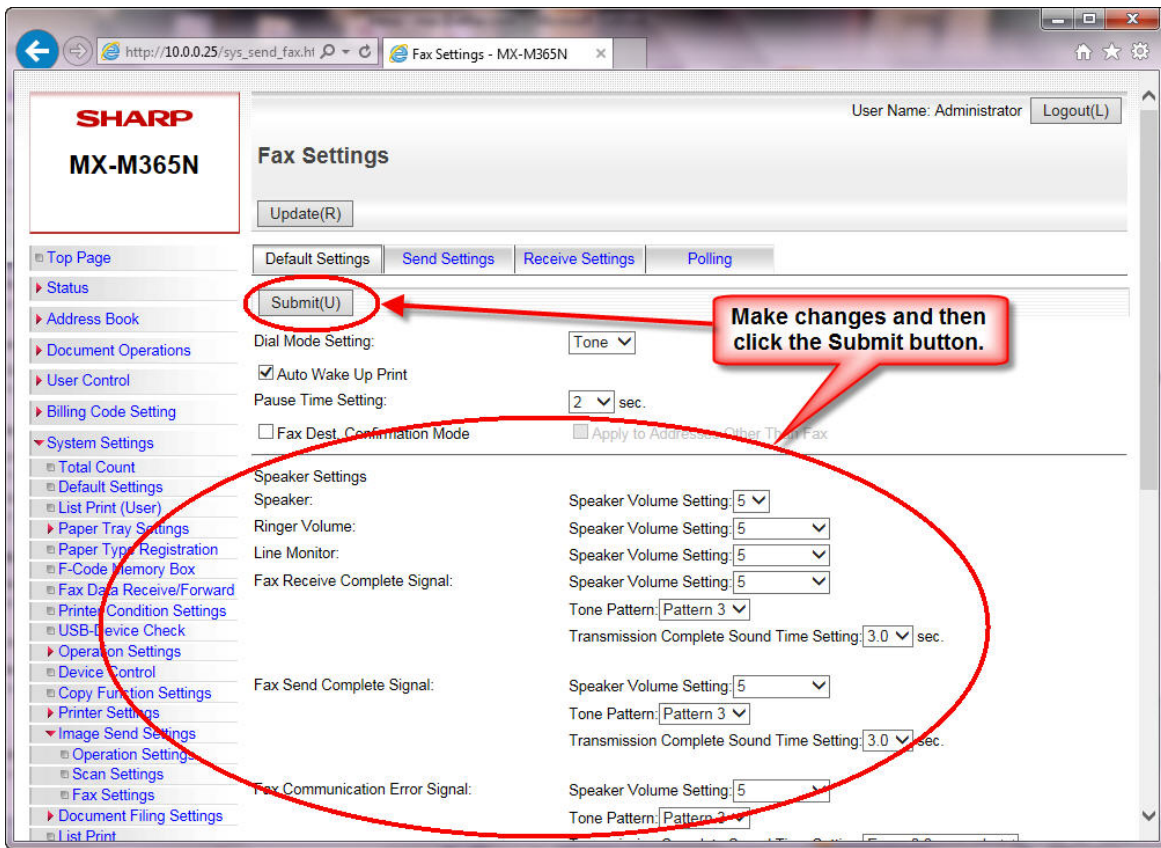
3. Login as the Administrator. The password is admin (lower case). (see the image below)



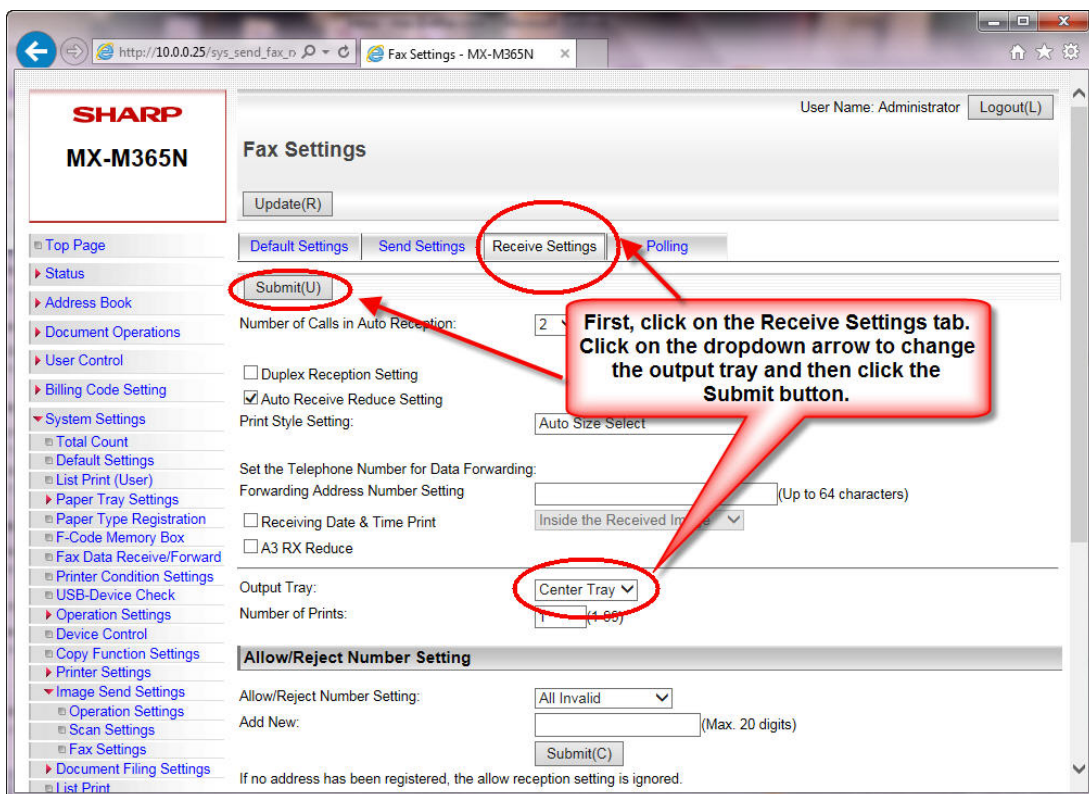
4. Click on the Fax Settings button. (see the image below)



5. The Default Settings window will open. Make your changes to the fax volumes and then click the Submit button to save the changes. (see the image below)



6. Click on the Receive tab at the top of the Fax Settings window. Go to the Output Tray section and adjust the output tray and then click the Submit button. (see the image below)



7. Close your web browser to exit the machine's webpage.