XEROX®

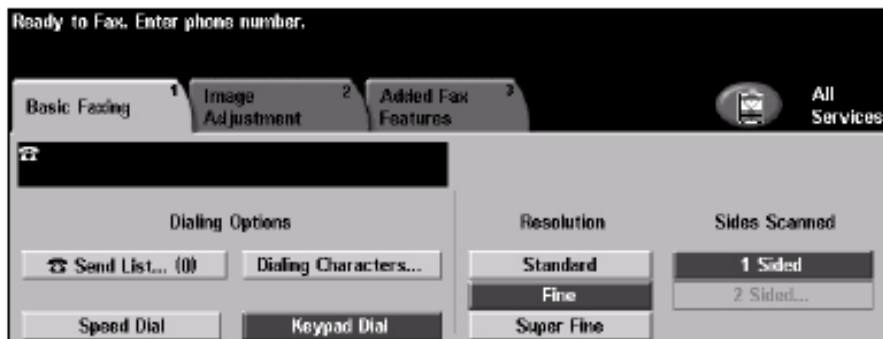# MATC Quick Fax Guide
for the WorkCenter® 232, 245, 265

Faxing Options:

Sides Scanned
1-Sided or 2-Sided originals.

Original Type
Choose the proper option for best scanning quality - options include Text Only, Photo Only or Text & Photo.

Simple Faxing:

1. **Load** the document into the Document Feeder or place on Glass face down
2. If display is not on the **Fax** menu (above), Touch the **All Services button** (upper right corner), then Touch the **Fax** icon on the Touch Screen
3. Using the Number Keypad, enter the users fax number
4. Select the appropriate Settings (1-2 sided, Color/B&W, etc)
5. Press the Start button on the Control Panel

Note: You will get a printed confirmation page on the job has been faxed.