

MATC Quick Fax Guide for the WorkCenter® 4150



Faxing Options:

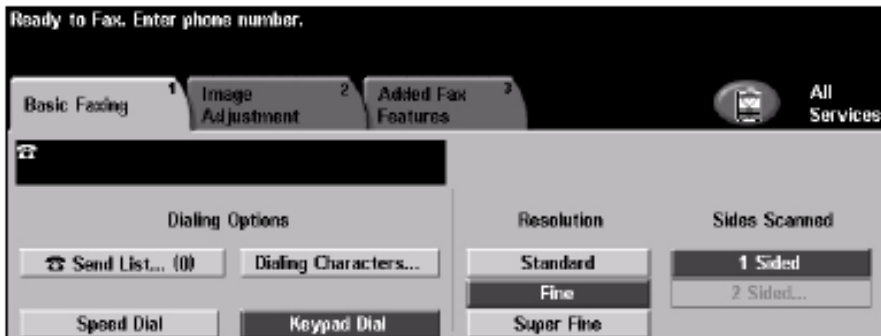
Sides Scanned

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.