Printer & PC-FAX Manual FAX-1800C

brother.

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Computer Requirements

Minimum System Requirements					
Computer Platform & Operating System Version		Processor Minimum Speed		Recommended RAM	Available Hard Disk Space*
	98, 98SE	Pentium 75MHz	24MB	32MB	
Windows [®] Operating Systems	Me	Pentium 150MHz	32MB 64MB		30MB
	2000 Professional	Pentium 133MHz	64MB	128MB	SUIVID
	XP	Pentium 233MHz		IZOIVID	
Apple iMac™/iBook™/ G3/G4 Operating Systems	Mac OS 8.5 – 9.2.1 (Printing and PC-FAX)	All base models	32MB	64MB	30MB
	Mac OS X 10.0, 10.1 (Printing Only)	requirements	128MB	160MB	SOIND

^{*} You may need more hard disk space depending on what you want to do.

Printer Driver and PC-FAX Driver can be downloaded from http://solutions. brother. com

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Printer Driver Settings (Windows® Only)

Using the Brother FAX-1800C Printer Driver

A Printer Driver is software that translates data from the format used by a computer into the format required by a particular printer, using a printer command language or page description language.



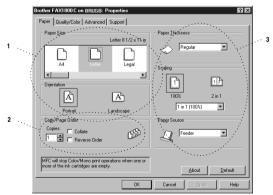
The screens shown in this section are from Windows[®] 98. The screens on your PC may vary depending on your Windows Operating System.

For more information, please see the on-line Help in the printer driver.

Paper Tab

The paper tab screen allows you to set up the Paper Size, Paper Source, Paper Thickness, Orientation, Scaling, and Copy/Page Order.

To access the Brother printer driver, select **Print** from the File menu. In the Print dialog box, select **Brother FAX1800C** from the Name drop down list. Click the Properties button. The Brother FAX1800C on BRUSB: Properties dialog box will appear:

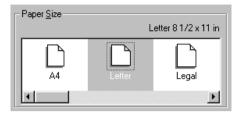


Select the **Apply** button to apply your selected settings. To return to the default settings, click the **Default** button, and then click the **Apply** button.

- 1 Select the Paper Size and Orientation.
- 2 Select number of Copies and Page Order.
- 3 Select Paper Thickness, Scaling and Paper Source.

Paper Size

You can choose from a large selection of standard paper sizes or you can even create custom sizes ranging form $3.5" \times 5"$ to $8.5" \times 14"$. To select the paper size you want to use, click the icon.



Orientation

Orientation selects the layout of your document on the printed page (Portrait or Landscape).



Copy/Page Order

Copies

Select the number of copies that will be printed.

Collate

With the collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the collate check box is not selected, then each page will be printed for all the copies selected before the next page in the document is printed.

Reverse Order

Reverse Order prints the pages of your document in the opposite order.



Paper Thickness

This setting provides the best positioning of the paper for printing. Depending on the thickness of the paper you are using, you can improve the quality of your output by selecting the appropriate thickness:

- Regular
- Thin
- Thick
- Thicker

For example if you are printing on thin paper, select **Thin** as the Paper Thickness to get the best paper handling and output for that paper type.

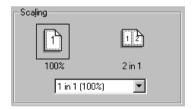


Scaling

The Scaling feature reduces or enlarges your document from 50% to 200%. From the pull-down box, select from the preset settings or type a percentage setting. You can also select 2 in 1 printing for printing two pages on one sheet of paper.



For Windows® 2000 Professional, you can also select 4 in 1 printing.



Paper Source

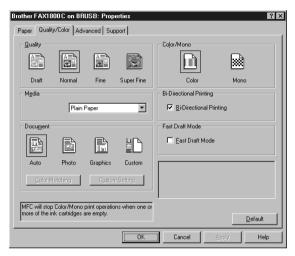
From the Paper Source pull-down, choose the source of the media you are using.

- **Feeder**
- **■** Manual Feed



Quality/Color Tab

The Quality/Color tab screen provides Quality, Media type, Document type, Color/Mono settings, Bi-directional Printing settings and Fast Draft Mode. All of these selections are designed to offer the best quality output for your document.



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, and then click the Apply button.

Quality

The quality selection allows you to choose the print resolution you want for your document. Print quality and speed are related. The higher the quality the longer it will take to print the document. The quality selections available will vary depending on the media selection.

- **Draft:** The fastest print mode and the lowest ink consumption. Use this mode to print large volume documents or a document for proofing.
- **Normal:** Recommended for ordinary printouts.
- **Fine:** Better print quality than normal mode and faster print speed than Super Fine.
- **Super Fine:** Use this mode to print precise images such as photographs. Since the print data is much larger than normal mode, the processing time, data transfer time and print time will be longer.

Media

To achieve the best print results, select the media being printed on should be selected in the driver. The Brother machine changes the way it places dots, depending on the selected media type.

Paper Type	Recommended Print Quality			
Plain Paper	Normal			
Inkjet Paper	Fine			
Glossy Paper (4 color)	Super Fine			
Glossy Paper (3 color)	Super Fine			
Transparencies	Fine			
Transparencies (mirror)	Fine			



(Note) The print quality of black ink varies depending on the kind of glossy paper you are using. Black ink is used when you select Glossy Paper (4 color). If the glossy paper you are using repels the black ink, select Glossy Paper (3 color), which simulates black ink by combining the other three ink colors.

Document

The printer driver will select the most suitable color matching method, depending on your document type. Generally, text and business graphics are printed vividly and photographic images are printed softly.

- **Auto:** The printer driver automatically selects the document type.
- **Photo:** Use this mode for photographic images.
- **Graphics:** This mode is for documents that contain text or business graphics (charts or clip art).
- **Custom:** Select this mode if you want to manually select the color matching method and halftone method.

Color Matching

You can select the color matching method yourself. Select the best one for your document.

■ Match Monitor

Suitable for photographic images. Color is adjusted to get the closest color match to the PC monitor.

■ Vivid Color

Suitable for business graphics such as charts, graphs, and text. The color is adjusted to give more vivid color.







(For Windows® 2000 Professional)

Custom Setting

You can customize your settings by selecting the type of Halftone or Color Enhance/True2Life.



Halftone Pattern

The Brother machine can use several methods to arrange where to place dots to express halftones. There are some predefined patterns for placement of dots and you can select which one is used for your document. Select the appropriate method.

Photo

This method creates smooth halftones suitable for photographic images. It takes more time to process data, but it expresses more levels of halftones and creates more natural images.

Cluster

This is suitable for business graphics such as charts, graphs and drawings, since this creates sharper printouts. Moreover, the processing time is shorter.

Color Enhance

Selecting Color Enhance/True2Life ON enables the True2Life feature. This feature analyzes your image to improve quality sharpness, white balance and color density. This process may take several minutes depending on the size of the image and the speed and RAM memory of your computer.

■ Color Enhance/True2Life ON

Adjusts the color in the image for better print quality. Print time will be longer with True2Life set to ON.

Sharpness

This setting enhances the detail of an image. This is similar to adjusting the fine focus of a camera. If the focus is off a little you will not be able to clearly see the fine details of an image.

■ Color Density

This adjusts the total amount of color in the image. You can increase or decrease the amount of color in an image to improve a picture that may appear washed out or weak.

■ White Balance

This adjusts the hue of the white sections of an image. Lighting, camera settings and other influences will effect the appearance of white. The white parts of a picture may appear to be slightly pink, yellow or some other color. By using this adjustment you can correct this effect and bring the white sections back to pure white.

Brightness

Change the brightness of the whole image. Moving the scroll bar to the left makes your image darker and moving the scroll bar to the right makes your image lighter.

Contrast

Change the contrast of an image. Darker sections will be darker and lighter sections will be lighter as you increase the contrast. Increase the contrast when you want an image to be clearer. Decrease the contrast when you want an image to be more subdued.

Red

Increase the intensity of the Red color by adding red to the whole image.

Green

Increase the intensity of the Green color by adding green to the whole image.

Blue

Increase the intensity of the Blue color by adding blue to the whole image.

Color/Mono

This selection allows a color document to be printed in mono only.



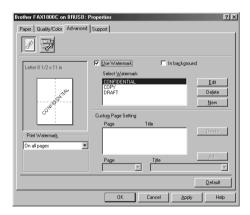
Bi-Directional Printing

When Bi-Directional Printing is selected, the print head prints in both directions and offers faster print speeds. When it is not selected the print head prints in one direction only and provides higher print quality.

Fast Draft Mode

You can print much more quickly, than mono draft mode, by using both black and cyan ink.

Advanced Tab



Select the **Apply** button to apply your selected settings.

To return to the default settings, click the **Default** button, and then click the **Apply** button.

Change the tab settings by selecting one of the following icons:

- Watermark
- Device Options

Watermark

To place a logo or text in your document as a Watermark, use a bitmap file or text you created as your source file or select one of the preset Watermarks.

Print Watermark

The Print Watermark feature offers the following print choices:

- On all pages
- **■** On first page only
- From second page
- Custom

In Background

With the In background feature checked Watermark will print on the page behind your document. If this feature is not checked then the Watermark will print on top of your document.

Watermark Style

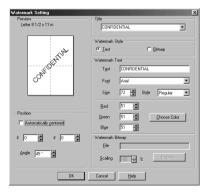
You can change the Watermark's size and position on the page by selecting the Watermark and clicking the **Edit** button. If you want to add a new Watermark click the **New** button, and then select Text or Bitmap in the Watermark Style.

Watermark Text

Enter your Watermark text into the Text box, and then select the Font, Size, Color and Style.

Watermark Bitmap

Enter the file name and location of your bitmap image in the File box or Browse for the file location. You can also set the scaling size of the image.

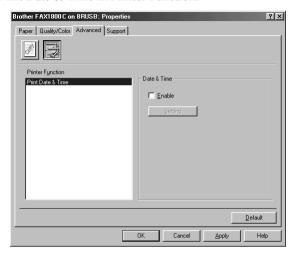


Position

The position settings offer controls for where the Watermark will be positioned on the page.

Device Options

Set the Print Date & Time in Printer Function:



Print Date & Time

When enabled, the Print Date and Time feature will print the date and time from your computer's system clock on your document.



Click the Setting button to change the Date and Time Format, Position and Font. To include a background with the Date and Time, select Opaque. When Opaque is selected, you can click the Color button to change the color of the background.



The Date and Time in the selection box shows the format that will be printed. The actual Date and Time printed on your document will be retrieved from the settings of your computer.

Support

The Support Tab provides driver version and setup information. In addition there are links to the Brother Solutions Center and Driver Update Web sites.

Click the Support tab to display the following screen:



Web Update

Web Update checks the Brother web site for updated drivers, and then it downloads and updates the printer driver on your computer.

Brother Solutions Center

The Brother Solutions Center is a Web site offering information about your Brother product including FAQs, User Guides, Driver Updates and Tips for using your machine.

2 Using the Brother Machine as a Printer

Features

The FAX-1800C offers many features you'll find in a high quality ink jet printer.

Fast Printing Speed—Using Draft mode, you can print up to 8 pages per minute in full color, and up to 10 pages per minute in black.

Brilliant High Quality Output—Printing at 2400 × 1200 dpi resolution on glossy paper gives you highest resolution output.

Beautiful Elaborate Output—You can utilize 2 in 1, watermark printing, True2Life technology, and other features for making beautiful outputs.

Low Running Cost—Whenever you run out of a color ink, you'll replace only the cartridge that is empty.

USB (**Universal Serial Bus**)—Interface allows for fast comunication with your computer.

Straight Paper Path—The machine can use various types of paper: plain paper, Ink Jet Paper, glossy paper, transparencies, and envelopes. Using the appropriate paper reduces the occurrence of paper jams. For complete information about the kinds of paper to use with the machine, please read Chapter 3 in the Owner's Manual.

Printer Driver

You can change the following printer settings when you print from your computer:

- Quality (Speed) /Media
- Color Matching
- Halftone
- Color Enhance/True2Life
- Fast Draft Mode
- Watermark
- Print Date & Time

Choosing the Right Kind of Paper

To achieve high quality printing using your machine, it's very important to select the right kind of paper. Be sure to read "About Paper" on page 3-1 of the Owner's Manual before you select and purchase paper.

Multi-purpose Sheet Feeder

The multi-purpose sheet feeder can feed plain paper, inkjet paper, glossy paper, transparencies and envelopes. When the machine receives data from your computer, it begins the print process by feeding paper from the multi-purpose sheet feeder.

After you select the print command from your PC, the print process begins:

- 1 Your PC sends a print command and data to the machine, the LCD shows RECEIVING DATA
- 2 If there are more pages, the machine begins to print the next page automatically.
- When the machine finishes printing all data, it returns to display the date and time.



You can select the paper source, paper size, and orientation in your application software. If your application software does not support your custom paper size, select the next larger paper size. Then adjust the print area by changing the right and left margins in your application software.

Simultaneous Printing/Faxing

Your machine can print data from your computer while sending or receiving a fax, or while scanning information into the computer. However, when the machine is copying or receiving a fax on paper, it pauses the PC printing operation, and then resumes printing when copying or fax receiving is finished. Fax sending will continue during PC printing.

The Ink Key



When you press **Ink**, the LCD shows:

(1.CLEANING
(2.REPLACE INK

If you are having trouble with one of the ink colors, you may need to clean the print head. (See *Cleaning the Print Head* in the Owner's Manual, page 15-9.)

If you got the error message **NEAR EMPTY** or **INK EMPTY**, you will need to replace the ink cartridge for the appropriate color. (See *Error Messages* in the Owner's Manual, page 15-1.)

Stop/Exit Key

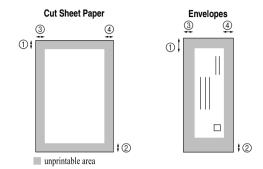
If the LCD shows **REMAINED DATA**, you can clear data left in the printer memory by pressing **Stop/Exit**.

Checking the Print Quality

If you want to check the print quality and find out how to improve it, see *How to Improve Print Quality* in the Owner's Manual, page 15-9.

Print Area

The print area depends on the settings in the application you are using. The figures below show the unprintable areas on cut sheet paper and envelopes.



(inches)

Paper Type	Paper Size		1	2	(3)	4
		Fax	0.12	0.43	0.25	0.25
Cut Sheet	Letter, Legal	Mono Copy				
Cut Silect	Letter, Legar	Color Copy				
		Printer				
	Executive	Printer	0.12	0.43	0.13	0.13
Envelopes		Printer	0.39	0.79	0.13	0.13



Note Printer depends on the Printer Driver.

The above figures are approximate and the print area may vary depending on the kind of paper you are using.



Do not use the following types of paper and envelopes:

- Damaged, curled, wrinkled, or irregularly shaped paper and envelopes
- Extremely shiny or highly textured paper and envelopes
- Envelopes with clasps
- Envelopes of baggy construction
- Envelopes not sharply creased
- Embossed envelopes
- Paper and envelopes already printed with a laser printer
- Envelopes preprinted on the inside
- Paper and envelopes that cannot be arranged uniformly when stacked

PC-FAX Sending

The Brother PC-FAX feature allows you to use your PC to send a file. You can create a file in any application on your PC, and then send it as a PC-FAX. You can even attach a cover page note. All you have to do is set up the receiving parties as Members or Groups in your PC-FAX Address Book. Then you can use the Address Book Search feature to quickly find them to address your faxes.



PC-FAX is available in Black & White only.

Setting Up the User Information

1 From the **Start** menu, select **Programs**, **Brother**, **Brother MFL Pro Suite**, and then select **PC-FAX Setup**.

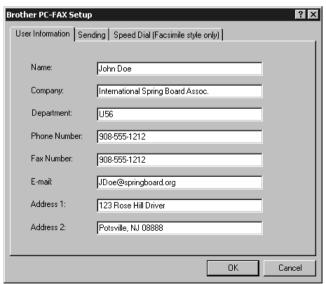


You can access the User Information from the FAX Sending dialog box by clicking



(See Sending a File as a PC-FAX Using the Facsimile Style, page 3-12.)

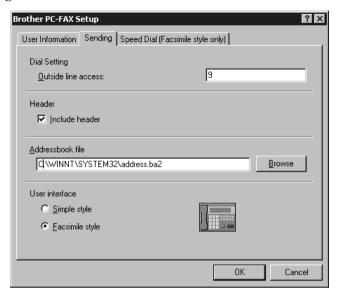
The Brother PC-FAX Setup dialog box will appear:



- 2 This information is required to create the Fax Header and Cover Page so you must enter it.
- 3 To save the User Information, click **OK**.

Setting Up Sending

To access the Sending tab from the Brother PC-FAX Setup dialog box, click the **Sending** tab.



Outside Line Access

If you need to enter a number to access an outside line, enter it here. This is sometimes required by the local PBX telephone system.

Include Header

To add header information to the top of the fax pages you send, check the Header box.

Address Book File

You can select different database files to use with the Address Book. You must enter the path and file name of the database file or use the Browse button to find the file so you can select it.

User Interface

Select the User Interface in the Sending tab. You can choose the Simple Style or the Facsimile Style.

Simple Style

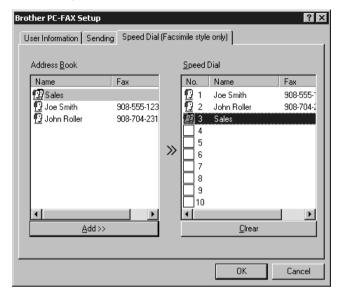


Facsimile Style



Setting Up Speed Dial

Access the Speed Dial tab from the Brother PC-FAX Setup dialog box by clicking the **Speed Dial** tab. (To use this feature you must select the Facsimile Style user interface.)



You can register any address or group on one of the ten Speed Dial buttons.

To register an address in a Speed Dial location:

- 1 Click the Speed Dial location you want to program.
- 2 Click the person or group you wish to assign to the Speed Dial location.
- 3 Click **Add** >> to program the Speed Dial location.

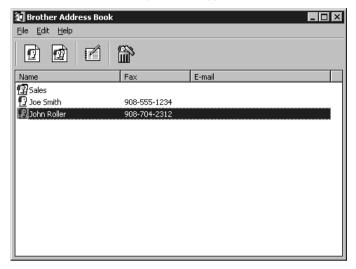
To clear a Speed Dial location:

- 1 Click the Speed Dial location you want to clear.
- 2 Click Clear.

The Address Book

From the **Start** menu, select **Programs**, **Brother**, **Brother MFL Pro Suite**, and then click **Address Book**.

The Brother Address Book dialog box will appear:

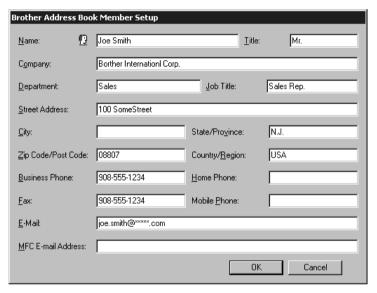


Setting Up a Member in the Address Book

In the Brother Address Book dialog box you can add, edit and delete stored information for members and groups.

In the Address Book dialog box, click the icon to add a member.

The Brother Address Book Member Setup dialog box will appear:



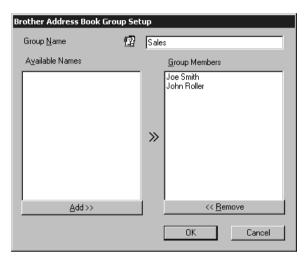
2 In the Brother Address Book Member Setup dialog box, type the member's information. Name and Fax are required fields. Click OK to save the member's information.

Setting Up a Group for Broadcasting

If you repeatedly send the same PC-FAX to multiple recipients, you can combine members into a Group.

1 In the Brother Address Book dialog box, click the icon to create a group.

The Brother Address Book Group Setup dialog box appears:



- 2 Type the name of the new group in the **Group Name** field.
- 3 In the Available Names box, select each member to be included in the Group, and then click Add >>.
 Members you add to the group will be listed in the Group Members box.
- 4 After all the members have been added, click **OK**.

Editing Member Information

- 1 Select the Member or Group you want to edit.
- 2 Click the edit icon.
- 3 Edit the Member or Group information.
- 4 Click **OK** to save your changes.

Deleting a Member or Group

- Select the Member or Group you want to delete.
- Click the delete
- Click **OK** when the Delete OK? dialog box appears.

Exporting the Address Book

You can export the Address Book to an ASCII text file (*.csv). If you wish, you can create a Voard for selected members that will be attached to all the sender's outgoing e-mail: a Vcard is an electronic business card that contains the sender's contact information.

To export the current telephone book:



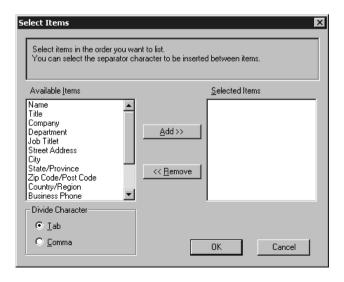
Note If you are creating a Vcard, you must first select the member.

- From the Address Book select **File**, point to **Export**, and then click **Text** —OR—Click Vcard and go to Step 5.
- 2 Select the data fields you wish to Export from the **Available Items** column, and then click Add >>.

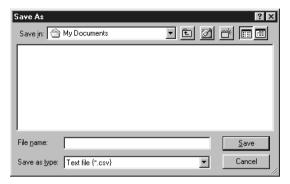


Note Select items in the order you want them listed.

- If you are exporting to an ASCII file, select Divide Character Tab or **Comma**. This selection inserts a tab or comma between each data field when it is Exported.
- Select **OK** to save the data.



Type the name of the file, and then select **Save**.





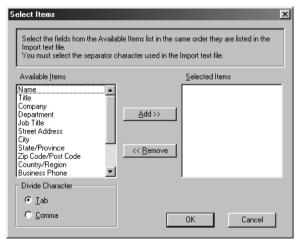
Note If you selected Vcard in Step 1, the Save as type: will be Vcard (*.vcf).

Importing to the Address Book

You can import ASCII text files (*.csv) or Vcards (electronic business cards) into your Address Book.

To import an ASCII text file:

From the Address Book select **File**, point to **Import**, and then click **Text** —OR—Click Vcard and go to Step 5.



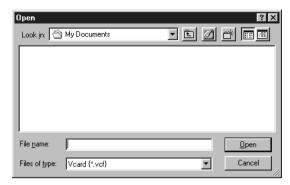
2 Select the data fields you wish to Import from the **Available Items** column, and then click Add >>.



Note Select the fields from the Available Items list in the same order they are listed in the text file to be imported.

Select Divide Character - Tab or Comma based on the file format you are importing.

- Select **OK** to import the data.
- Type the name of the file, and then select **Open**.

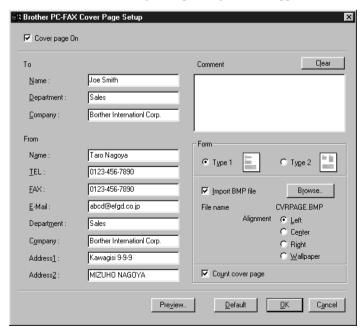


Note If you selected a text file in Step 1, the **Files of type:** will be **Text file** (*.csv).

Setting Up a Cover Page

Access the Brother PC-FAX Cover Page Setup from the FAX Sending dialog box by clicking (See Sending a File as a PC-FAX Using the Facsimile Style, page 3-12.)

The Brother PC-FAX Cover Page Setup dialog box will appear:



To

You can enter information in each field.



Note If you are sending a fax to multiple recipients, the recipient information will not be printed on the Cover Page.

From

You can enter information in each field.

Comment

Type the comment you want to add to the cover page.

Select Cover Page Form

Select the cover page form you want.

Import BMP File

You can insert a bitmap file, such as your company logo, in the cover page.

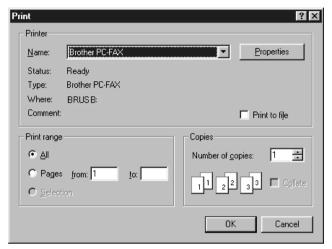
Select the BMP file by using the browse button, and then select the alignment style.

Count Cover Page

When the Count Cover Page box is checked, the Cover Page will be included in the page numbering. When this box is not checked, the Cover Page will not be included.

Sending a File as a PC-FAX Using the Facsimile Style

- 1 Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- 2 From the **File** menu, select **Print**. The Print dialog box will appear:



Select Brother PC-FAX as your printer, and then click OK. The FAX Sending dialog box will appear:



- Enter the fax number by using any of the following methods:
 - Enter the number using the dial pad.
 - Click any of the 10 **Speed Dial** buttons.
 - c. Click the Address Book button, and then select a Member or Group from the Address Book.



Note If you make a mistake you can click **Clear** to clear all the entries.

- To include a cover page, click Cover Page On, and then click the Cover icon to enter or edit the cover page information. Page
- Click **Start** to send the fax.



If you wish to cancel the fax, click **Stop**.

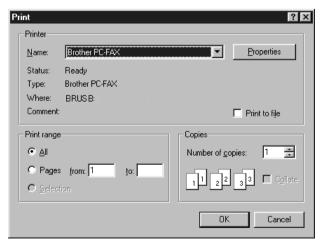
Redial

If you want to redial a number, click **Redial** to scroll through the last five fax numbers, and then click Start.

Sending a File as a PC-FAX Using the Simple Style

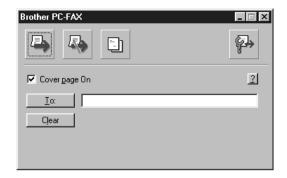
- Create a file in Word, Excel, Paint, Draw or any other application on your PC.
- From the **File** menu, select **Print**.

The Print dialog box will appear:



3 Select **Brother PC-FAX** as your printer, and then click **OK**.

The FAX Sending dialog box will appear:



- 4 In the **To:** field, type the fax number of the receiving party. You can also use the Address Book to select destination fax numbers. If you made a mistake entering a number, click the **Clear** button to clear all entries.
- 5 To send a Cover Page and note, check the Cover Page On check box.



6 When you are ready to send your fax, click the Send



7 If you wish to cancel the fax, click the



icon.

Using the Brother Machine with a New Power Macintosh® G3, G4 or iMacTM/iBookTM

Set Up Your USB-Equipped Apple® Macintosh® G3, G4 or iMac™ or iBook™ with Mac OS 8.5/8.5.1/8.6/9.0/9.0.4/9.1/9.2.1



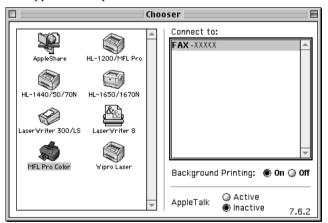
Note/ Before you can connect the machine to your Machintosh®, you must purchase a USB cable that is no longer than 6 feet (1.8 meters).

To work with your machine, your USB-Equipped Apple® Macintosh® must be set up with Mac OS 8.5/8.5.1/8.6/9.0/9.0.4/9.1/9.2.1.

Using Brother Printer Driver with Your Apple® Macintosh

To select the Printer:

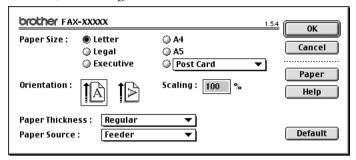
From the Apple menu, open the **Chooser**.



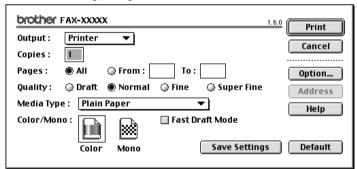
Click the MFL Pro Color icon. On the right side of the Chooser, click the printer you want to print to. Close the Chooser.

To print the document:

From application software such as PaperPort®, click File menu and select Page Setup. Change the settings for Paper Size, Paper Thickness, Paper Source, Orientation, and Scaling, and then click OK.



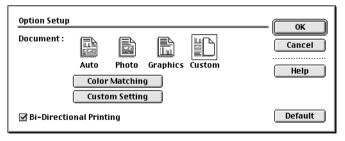
From application software such as PaperPort, click File menu and select Print. Click **Print** to start printing.





Note If you want to change Copies, Pages, Quality, Media Type and Color/Mono, select your settings before clicking **Print**.

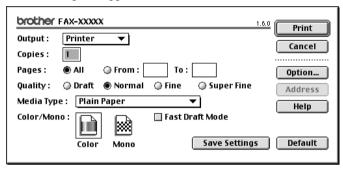
Option Setup allows you to change **Document** and **Printing Options**.



Sending a Fax from Your Macintosh® Application

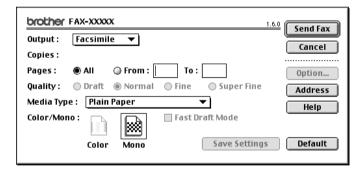
You can send a fax directly from your Macintosh® application using the following steps:

- 1 Create a document in a Macintosh application.
- 2 To begin the fax transmission, select **Print** from the **File** menu. The Printer dialog box appears:



When **Printer** is selected, the top button shows **Print** and the **Address** button is grayed.

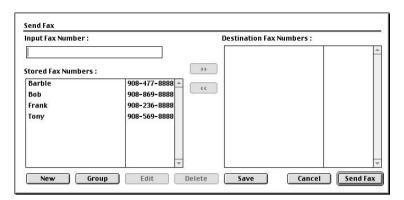
3 From the **Output** pull-down menu, select **Facsimile**.



When **Facsimile** is selected, the top button shows **Send Fax** and the **Address** button is available.

Click Send Fax.

The Send Fax dialog box appears:



The Send Fax dialog box has two list boxes. The left box shows all the previously Stored Fax Numbers; the right box will show the Destination Fax Numbers as you select them.

5 To address the fax, type a fax number in the **Input Fax Number** box.

—OR—

Select a name/number from the **Stored Fax Numbers** box, and then click . Your recipient will appear in the **Destination Fax Numbers** box.



Note You can select several stored numbers at once by using the Shift and Ctrl keys.

f you want to, you can add your new recipients to the Stored Fax Numbers at this time by clicking **New**. (See Adding a New Member, page 4-5.)

-OR-

You can add a new group by clicking Group. (See Adding a New Group, page 4-6.)

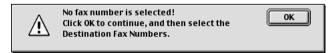
7 If you are finished addressing your fax, click **Send Fax**.



To select and send only certain pages of the document, click **OK** to return to the Print dialog box.



Note If you click **Send Fax** without addressing your fax, the following error message appears:



Click **OK** to return to the Send Fax dialog box.

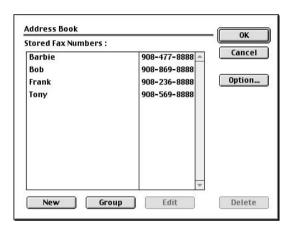
Setting Up Your Address Book

You can add new members and groups to your Address Book, even while you are addressing a fax.

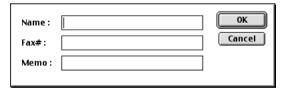
Adding a New Member

To add a new member to the Address Book, in the Facsimile dialog box click **Address**.

The Address Book dialog box appears:



2 Click **New**. The following dialog box appears:



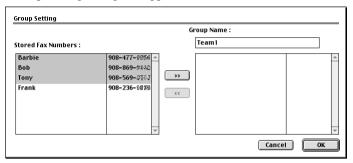
- 3 Type the name and fax number.
- 4 If you want to, you can store a comment in the Memo field (up to 15 characters).
- 5 Click **OK** to return to the Address Book dialog box.

Adding a New Group

You can set up a group of multiple recipients.

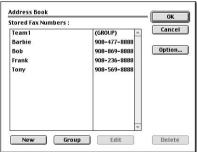
1 Click Group.

The Group Setting dialog box appears.



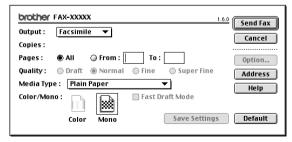
- 2 In the *Group Name* field, type a name for your Group.
- - Your selection will appear in the box under the **Group Name** field.
- 4 Click OK.

The Address Book dialog box reappears:



5 Click **OK**.

The Print/Facsimile dialog box reappears:



If you are ready to send your fax, click **Send Fax**. (Follow the steps on page 4-3 for sending a fax.)