

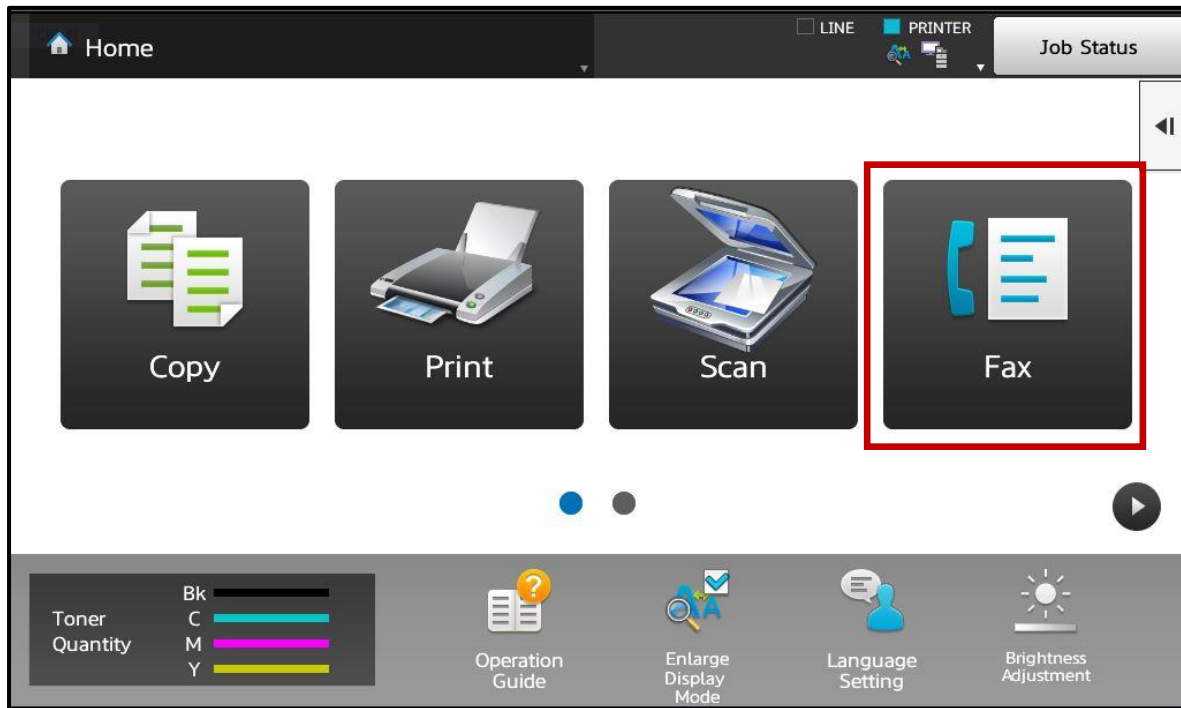
# Sharp Fax Guide

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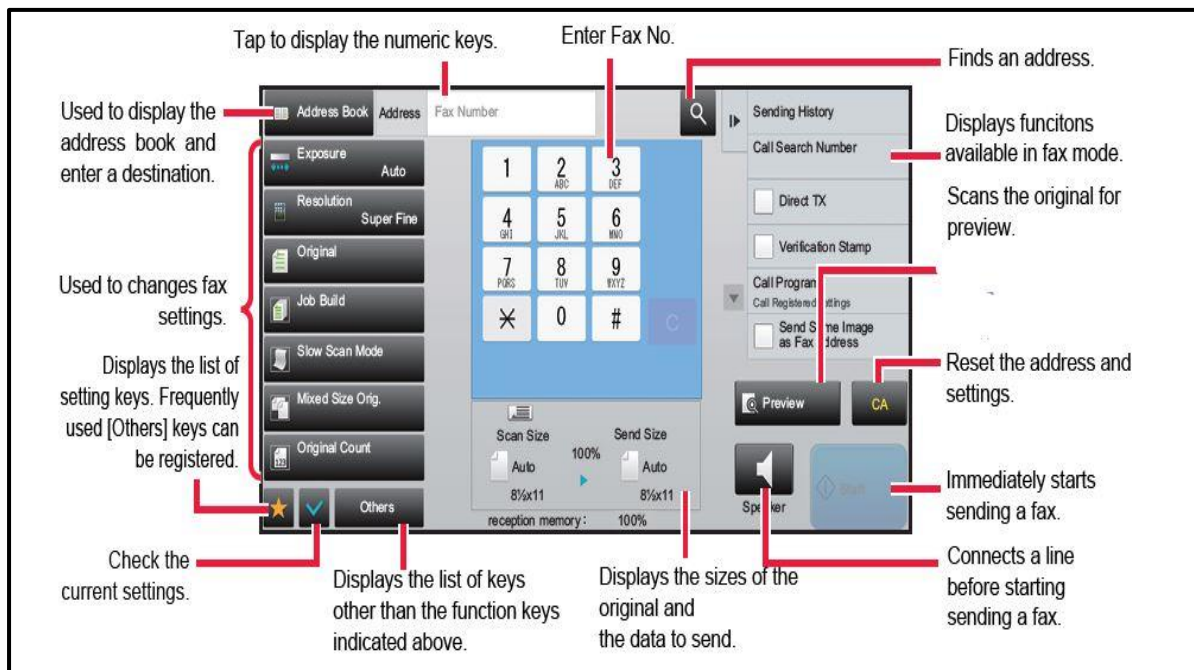
## Access to Fax Functionality

A button has been created on the Sharp MFP homepage which has fax functionality installed.



### How to Access Fax Functionality

When the Fax function key is selected the user will be taken to the fax home page.



### Fax Home Page

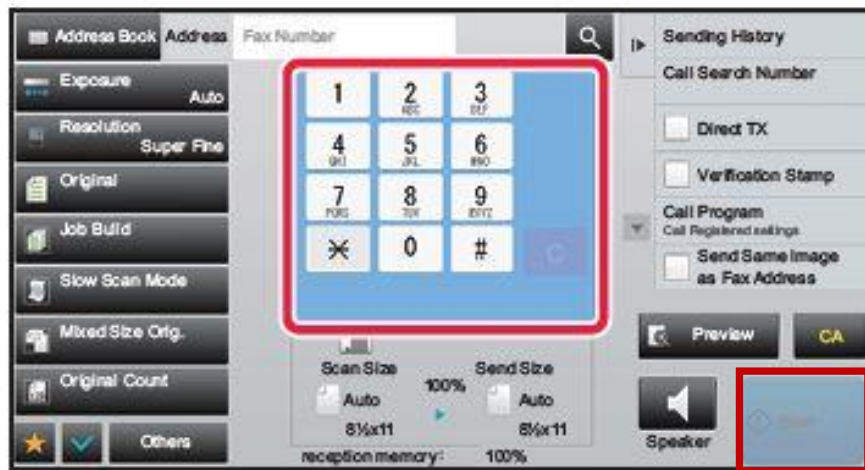
## Sending a Fax

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The user has the ability to send a fax by two key methods:

- Direct Entry;
- Use of the Fax Address Book;

The most commonly used method is direct entry.



### Inputting a Destination Fax Number Using the Keypad

Once the user has input the fax number and put the original in the document feeder, the start button in the bottom right-hand corner (shown above) will become active and can be used to begin the fax process.