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Send a Fax From a PIXMA TR4520 Printer

Jul 23, 2024 · Knowledge

Title
Send a Fax From a PIXMA TR4520 Printer

Description
Learn to send a fax and adjust basic fax functions with your PIXMA TR4520.

Solution

You can send faxes directly from the printer.

Send a fax

1. Turn the printer ON.

2. Press the **FAX** button. The Fax standby screen displays.

FAX [Start=0]TMOOK
05/05 12:18 TEL PRIOR

3. **Load your document(s)** ([/kb/s/article/ART171513](#)) on the glass or in the document feeder.

- When you send a double-sided document, load the document on the glass. Double-sided documents can't be scanned and sent from the automatic document feeder.
- Get details on the types and conditions of documents you can scan and how to load originals (<https://usps1.c-ll.com/~/webmanual/Manual/All/TR4500%20series/EN/UG/ug-15.html>).

4. Adjust the scan contrast and resolution if necessary. Learn more about **settings for sending faxes** ([/kb/s/article/ART172013](#)).

5. Use the numeric buttons to dial the fax / phone number of the recipient.

FAX #*Pause
0897654321

- **Numeric buttons:** Enters a number.
- **(Right) button:** Enters a space.
- **(Left) button:** Deletes the last character you entered.
- **(#) button:** Press the button once to enter #. Press the button twice to enter a P.
- Press the **Color** button to send a fax in color, or the **Black** button for black & white. Color is only available if the recipient's fax device supports color faxing.

6. The printer scans the document.

Ⓢ Don't open the document cover or unplug the power cord until the scan completes.

7. If you load the document in the automatic feeder, the printer scans the document and sends the fax.

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